

**Lamorinda School Bus Transportation Agency**  
**Regular Meeting AGENDA**  
**DATE: Tuesday, May 8, 2018    TIME: 12:30 p.m.**  
City of Lafayette, 3675 Mt. Diablo Blvd., Lafayette CA  
Conference Room 240 (Second Floor)

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- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) PUBLIC COMMENT – items not on the agenda
- 4) ADOPTION OF MINUTES – January 8, 2018
- 5) OLD BUSINESS
  - a. Update on Drivers and Operations – First Student (no attachment)
- 6) NEW BUSINESS
  - a. Auditor’s Report from Maze and Associates FY 2016-17  
Recommendation: Accept Auditor’s Report; forward to Contra Costa Transportation Authority (CCTA)
  - b. Adopt Budget for FY 2018-19  
Recommendation: Approve Proposed Budget for FY 2018-19 and forward to CCTA; Increase Parent Contributions 2.5%; Increase One Trip Pass to \$4.00; Adopt Resolution 18-1 re: Transfer Fees to City of Lafayette.
  - c. Request for Proposal (A) and (B) for Transportation Services Starting fall 2019  
Recommendation: Review RFP (A) and (B) and Transportation Contract; Direct Staff
- 7) LATE BUS REPORTS Jan – March 2018
- 8) CHAIR AND BOARD MEMBERS’ REPORTS
- 9) WRITTEN COMMUNICATIONS
- 10) NEXT MEETING DATE - tbd
- 11) ADJOURNMENT

I, Juliet Hansen, declare under penalty of perjury, that this agenda has been posted at least 72 hours in advance in the following locations: City of Lafayette Offices, 3675 Mt. Diablo Blvd., in the glass case downstairs, Lafayette, CA.

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**Juliet Hansen, Program Manager**

\*Any writings or documents pertaining to an open session item provided to a majority of the LSBTA less than 72 hours prior to the meeting shall be made available for public inspection at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA during normal business hours. Agendas and packets are available for review by the public during regular Monday – Friday work hours at the Lamorinda School Bus Program office at 3675 Mt. Diablo Blvd., Suite 255, Lafayette CA and on the website at [www.lamorindaschoolbus.org](http://www.lamorindaschoolbus.org) Agendas and packets shall be made available at least 72 hours in advance of each meeting. Upon request this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the ADA Act of 1990 (42 U.S.D. Sec. 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Juliet Hansen, Program Manager, at 925-299-3216 at least 48 hours before the meeting if possible.

# Lamorinda School Bus Transportation Agency

## DRAFT MINUTES

City of Lafayette Offices  
3675 Mt. Diablo Blvd., Suite 240  
Lafayette, CA 94549

Date: January 8, 2018  
Time: 1:30 PM

Present: Chair Tatzin, Vice Chair Worth, Board Members Gerson, Kendzierski, Fritzky, O'Donnell and Rossiter.

Absent: None.

Also Present: Larry Theis, Orinda Public Works Director, Jason Chen, Orinda Senior Engineer; Henry Cooper, Jose Bazarro and Gary Hein, First Student; Juliet Hansen and Sue Graves, LSBP Staff.

1. Call to Order: The meeting was called to order at 1:30 pm.
2. Adoption of Agenda: The agenda was adopted as written M/S/C/U (Worth/ Fritzky).
3. Public Comment: None.
4. Approval of Minutes: The minutes of September 12, 2017 were adopted as written. M/S/C/U (Worth/ Rossiter).
5. Old Business

- a. Update on Enrollment and Ridership

Ms. Hansen updated the Board on the current enrollment as of January 3, 2018 for the 2017-18 school year. The lowest ridership in the program is on JM/LP Route 1 with 23 Round Trip Equivalent (RTE's).

- b. Update on Drivers and Operations, First Student

Henry Cooper from First Student updated the Board on drivers and buses. He stated that the Lamorinda program continues to be fully staffed and that there are two back-up drivers. He also stated that during the first run in the morning and afternoon, Route 18 is being used to cover any potential problems. Board Member Gerson asked what has changed to allow there to be consistent drivers. Gary Hein from First Student stated that the Concord yard no longer has the County contract, but still maintained many of the drivers. Henry Cooper also stated that wage increases and improvements in benefits have led to improved retention of drivers.

6. New Business

- a. Proposed Bus Stop at Orinda Park Pool (OPP)

Ms. Hansen reported to the Board on a proposal by the Orinda Subcommittee (Worth, Rossiter & Fritzky) regarding use of the OPP parking lot for a bus stop for Wagner Ranch and OIS students. Staff surveyed WR & OIS parents regarding interest in the potential bus stop. Survey results indicated an interest in service primarily for the morning. Many of those surveyed are members of the pool. The OPP Board has stated a number of concerns regarding the use of their parking lot and property. The primary concern is the impact on the parking lot surface. The subcommittee proposal would be a pilot program from February 1 to June 8, 2018 for morning service (2 runs a day). An

impact fee of \$30/day would be provided to the OPP for use of the parking lot to be paid by the LSBTA.

Vice Chair Worth thanked the members of the subcommittee, Orinda and LSBP staff for their efforts to restore some level of service to those affected by the elimination of service in Orinda. Board Member O'Donnell stated that she agreed with the proposal for the short term, but did not agree that going forward an impact fee should be paid for by the Agency. Board Member Kendzierski agreed she was also concerned about the future of such a proposal. Chair Tatzin stated that the Agency reserves are declining and that this would be adding a cost to the program. He also noted that Orinda has 45% of the buses and that Measure X didn't pass. He also stated that Acalanes High School parents requested bus service and the Reliez Valley buses are oversubscribed. Chair Tatzin said he could support the pilot, but could not support it as an ongoing cost. Board member Fritzky added that if the trial is successful, the LSBTA could look at other funding sources.

There was a M/S/C/U (Worth/ Fritzky) to adopt a pilot program as proposed starting February 1 or as soon as possible through the end of the 2017-2018 school year.

b. Update of Transportation Safety Plan

Ms. Hansen reported to the Board that Jose Bazarro, First Student Safety Manager is providing assistance in updating the Agency's Transportation Safety Plan. The Acalanes Union High School District will need to adopt a plan, the other districts will need to update their existing plans.

There was a M/S/C/U (Gerson/ Kendzierski) to adopt the changes to the Transportation Safety Plan with the addition of "Youth buses" and edits to Section IV.

c. Appoint Subcommittee for Upcoming RFP for Transportation Services

By consensus, Chair Tatzin, Board Members O'Donnell and Gerson will participate in the RFP subcommittee.

7. Late Bus Reports: No discussion.

8. Chair's and Board Member's Report: None.

9. Written Communications:

b. Letter to LSBTA from Fresh Mind Learning Center.

By consensus, Board members agreed they could not support a bus stop at 455 Moraga Rd. for a private business.

10. Next Meeting Date: TBD.

11. Adjournment: The meeting was adjourned at 2:47 P.M..

Respectfully Submitted,

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Sue Graves, Administrative Aide

LSBTA Meeting  
May 8, 2018  
Staff Report

Lamorinda School Bus Program  
Staff Report

Date: May 1, 2018  
To: Lamorinda School Bus Transportation Agency  
From: Juliet Hansen, Program Manager  
Re: Auditor's Report from Maze and Associates FY 2016-17

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Background and Discussion

Each year the LSBTA's financial records are audited by an independent auditor as required by the Contra Costa Transportation Authority (CCTA). The LSBTA reviews the report and forwards it to the CCTA. The Auditor's Report includes a Management's Discussion and Analysis (MD&A) report prepared by LSBTA staff. The MD&A report details the financial activities of the year with narrative. Therefore, the information is not repeated here in the staff report; please refer to the MD&A report.

Please also refer to the excel spreadsheet prepared by Jennifer Wakemai, Financial Services Manager for the City of Lafayette which details the LSBTA's expenditures and revenues by line item.

Recommendation

Accept the Auditor's Report from Maze and Associates; forward to CCTA.

**LAMORINDA SCHOOL BUS TRANSPORTATION AGENCY  
REVENUES AND EXPENDITURES 2016/2017 - AUDITED**

<b>Expenditures</b>	Final Budget 2016/2017	Actual Expenditures	% of Expended
Personnel Services Regular	150,455	150,266	99.9%
Personnel Services Temporary	20,000	19,437	97.2%
Office Supplies	1,347	433	32.1%
Postage	928	987	106.3%
Printing and Binding	869	1,837	211.4%
Books and Software	515	280	54.4%
Special Department Supplies	515	0	0.0%
Misc Expenses under \$ 500.00	500	204	40.8%
Rental Expense	9,600	10,699	111.4%
Utilities-Telephone	980	938	95.7%
Travel and Training	1,030	434	42.2%
Contingency	278,192	0	0.0%
Computer Lease	3,160	4,619	146.2%
Equipment	3,000	4,322	144.1%
Compensated absences expense*	0	11,895	
Contractual Services			
First Student-Lamorinda	1,642,032	1,666,901	101.5%
Legal Counsel/Consulting	515	13,392	2600.5%
Audit	3,713	3,931	105.9%
Insurance	10,755	9,811	91.2%
VISA S/C	14,569	12,637	86.7%
Transfer charges to City	5,560	5,560	100.0%
Web Site	1,277	2,072	162.3%
Consulting	10,000	68,880	688.8%
<b>Total Expenditures</b>	<b>2,159,512</b>	<b>1,989,536</b>	<b>92.1%</b>

<b>Revenues</b>	Final Budget 2016/2017	Actual Revenue	% of Revenue Received
Parent's Contributions	605,160	608,893	100.62%
One Trip Passes	18,570	16,026	86.30%
Measure J	1,096,388	1,208,302	110.21%
State Department of Education	32,102	30,515	95.06%
Interest	908	640	70.52%
<b>Total Revenue</b>	<b>1,753,128</b>	<b>1,864,376</b>	<b>106.3%</b>

**Fund Balances**

Beginning Balance	676,403
Ending Fund Balance	551,243

\* A compensated absence is employee time off with pay, such as vacation and sick leave. According to accounting rules, compensated absences must be charged to expense and recorded as a liability when they are earned and their use is deferred to a later period. The City does this calculation at the end of each fiscal year and in the past has carried this amount on the City-side. In the future this amount will go up and down based on the amount of change in the leave balances at June 30 and will not be as large as this first time.

**Lamorinda School Bus Program  
Staff Report**

Date: May 1, 2018  
To: Lamorinda School Bus Transportation Agency  
From: Juliet Hansen, Program Manager  
Re: Adopt Budget for FY 2018-19

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Background

Each year the Contra Costa Transportation Authority (CCTA) allocates Measure J funds to the Lamorinda School Bus Program to operate school bus service for public school students in Lafayette, Orinda and Moraga. The purpose of the program is to reduce traffic congestion. The Lamorinda School Bus Transportation Agency (LSBTA) is required to submit a multi-year financial plan to the CCTA on an annual basis. However, since FY 18-19 is the last year of a five year transportation contract, the CCTA has approved submitting a one year budget. The budget attached includes projections for revenues and expenditures as well as recommendations for parent contributions. After approval, staff will forward the budget to the CCTA with a formal request for Measure J funds for FY 2018-19. The CCTA usually votes on the allocation in June.

Revenue Highlights

**Measure J Funds**

The largest revenue source for the LSBTA is Measure J, a ½ cent sales tax in Contra Costa County for transportation improvements. The LSBTA receives 1.32% of the county sales tax received according to the CCTA's formula for distribution. We should receive \$1,202,016 next year which is lower than originally estimated by the CCTA in its last Strategic Plan. Measure J funds, including SWAT TDM funds below, represent 67% of all projected new revenues received in FY 18-19.

**Measure J Funds - SWAT TDM**

The Southwest Area Transportation Committee (SWAT) also allocates Measure J funds (from the commute alternatives program) to the LSBTA. As in past years, we anticipate receiving \$72,500. The City of San Ramon administers these funds.

**Parent Contributions for FY 18-19**

The proposed plan includes a 2.5% annual increase for parent contributions. In FY 18-19 parents would pay \$517 for round trip bus service (\$492 if registering prior the early bird deadline). Staff projects operating 22 routes next year and collecting \$610,060 in annual bus pass revenue and another \$20,000 in one trip passes. Staff recommends raising the price of the one trip pass from \$3.00 to \$4.00. Please see Table A for details. In FY 18-19, parent contributions, including one trip pass revenue, represent 33% of all new projected revenues. The LSBTA allows parents to pay in two or three installments by request. Staff anticipates opening registration for all districts by May 15, 2018.

**State Department of Transportation (DOE) – Morag School District**

Historically, the Moraga School District has forwarded funds in receives from the State Dept. of Education (DOE) and has forwarded these funds to the LSBTA. The MSD Superintendent has informed staff that its board may vote

to discontinue forwarding these funds and instead use the funds to help close a budget shortfall. Therefore, the budget shows \$0 new revenue going forward for the State DOE line item.

### **Fund Balance**

The LSBTA will start FY 2018-19 with a projected fund balance of \$ \$418,952 and end the year with \$269,936 which is a difference of \$149,000. As in previous years, the proposed budget assumes the LSBTA will use a portion of the fund balance (in this case \$149,000) to fill the gap between projected expenditures and new revenues. The LSBTA could “correct” this trend by eliminating two buses, but this is not recommended at this time.

### Expenditure Highlights

#### **Contractual Services - First Student**

The transportation contract with First Student is the largest expense in the budget representing 88% of all projected expenditures. The LSBTA currently leases 22 buses from First Student. First Student is responsible for operating and maintaining the buses, hiring and training the drivers, and overseeing the daily operation of routes. The contract for four hours of daily service is all-inclusive. Per the terms of the contract, next year the daily rate will increase by 2.5% to \$456.39/day or \$82,150/bus per year for a total of \$1,807,300 for 22 buses. FY 2018-19 is the last year of its five year contract with First Student and thus expenditures beyond FY 2018-19 are unknown.

#### **General Contingency**

There is no general contingency in the budget. The only contingency or reserve is the fund balance.

#### **Other Expenditures**

Most other expenditures are projected to increase by 3%. The City of Lafayette “transfer fees” are estimated at \$5560. Please refer to Resolution 18-1 attached. Personnel services include 85% of one FTE with benefits and one part-time, hourly assistant.

### Summary

The Lamorinda School Bus Transportation Agency (LSBTA) is required to submit a budget to the CCTA on an annual basis. The plan attached includes projections for revenues and expenditures as well as recommendations for parent contributions. As in the past, staff recommends increasing parent fees by 2.5%. Thus, parents would pay \$517 for round trip service next year (\$492 if registering prior the early bird deadline). The budget for next year assumes the continuation of a 22-bus fleet. The LSBTA is projected to receive \$1,202,016 in Measure J funds in FY 2018-19 and Measure J funds from SWAT in the amount of \$72,500. It appears the Moraga School District will no longer forward funds it receives from the State DOE. The proposed five year budget assumes the LSBTA will use a portion of its fund balance (\$149,000) to fill the gap between estimated expenditures and new revenues. The annual cost of a transportation contractor beyond 2018-19 is unknown.

### Recommendation

1. Approve Proposed Budget for FY 2018-19; forward budget to CCTA;
2. Increase Parent Contributions 2.5% to \$517 for round trip (\$492 if registering prior the early bird deadline);
3. Increase One Trip Passes to \$4.00 each;
4. Adopt Resolution 18-1 re: Transfer Fees to City of Lafayette.

#### Attachments:

- A. Table A One Trip Pass Analysis
- B. FY 2018-19 budget
- C. Resolution 18-1 re: transfer fees to City of Lafayette

# TABLE A

## One Trip Pass Analysis

FY 17-18 and FY 18-19

<u>Cost - One Way</u>	FY 17-18	FY 18-19		
Annual Pass	\$ 328.00	\$ 336.00		
Cost Per Trip	\$ 1.82	\$ 1.87		
Cost Per Day	\$ 1.82	\$ 1.87		
One Trip Pass	\$ 3.00	\$ 4.00		
	Annual	Annual	One Trip	If
<u>Cost Per Week - one way</u>	FY 17-18	FY 18-19	\$ 3.00	\$ 4.00
5 Days a Week	\$ 9.21	\$ 9.35	\$ 15.00	\$ 20.00
3 Days a Week	\$ 9.21	\$ 9.35	\$ 9.00	\$ 12.00
2 Days a Week	\$ 9.21	\$ 9.35	\$ 6.00	\$ 8.00

Conclusion: The one trip pass is priced too low. Many parents are using one trip passes instead of purchasing annual passes.

### Discussion:

The price of the one way pass should have a relationship to the price of the annual pass.

Riding three days a week should be MORE expensive than using the annual pass

The last time One Trip passes increased in price was in FY 06/07 (\$2.00 to \$3.00)

**Staff Recommendation: Increase Price of One Trip Pass to \$4.00 starting FY 18-19**



**Lamorinda School Bus Transportation Agency**

**One Year Budget**

FY 2018-2019

22 Buses

**EXPENDITURES**

	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Actuals	Actuals	Actuals	Actuals	Actuals	est expend	Budget
	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
	21 buses	21 buses	21 buses	21 buses	22 buses	22 buses	22 buses
702 Personnel Services (1a)	\$170,075	\$161,129	\$157,401	\$160,853	\$169,703	\$175,000	\$180,250
741 Office Supplies	\$878	\$601	\$1,270	\$596	\$433	\$500	\$515
743 Postage	\$951	\$978	\$875	\$977	\$987	\$1,000	\$1,030
745 Printing and Binding	\$1,308	\$1,436	\$819	\$1,654	\$1,837	\$1,900	\$1,957
746 Books & Software	\$0	\$0	\$0	\$0	\$280	\$0	\$0
748 Special Dept. Supplies	\$163	\$153	\$267	\$0	\$0	\$500	\$515
791 Misc. Expenses under \$500	\$360	\$104	\$20	\$31	\$204	\$1,000	\$1,030
821 Utilities-Telephone	\$923	\$918	\$924	\$1,095	\$938	\$1,100	\$1,133
841 Office Lease, shared costs	\$8,878	\$8,878	\$8,878	\$8,878	\$10,699	\$12,080	\$12,080
843 Travel/Training	\$154	\$76	\$43	\$45	\$434	\$400	\$1,000
851 Advertising/Legal Notices	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,030
861 Contractual Services							
First Student-LSBP(1)*	\$1,481,427	\$1,519,532	\$1,544,892	\$1,537,334	\$1,666,901	\$1,763,230	\$1,807,300
Legal Counsel	\$26	\$422	\$54	\$0	\$13,392	\$6,000	\$5,000
Audit	\$3,500	\$1,750	\$3,500	\$3,380	\$3,931	\$3,824	\$3,939
Insurance	\$9,953	\$9,642	\$10,138	\$9,852	\$9,811	\$11,078	\$11,410
Consulting Services	\$0	\$0	\$0	\$0	\$68,880	\$0	\$0
VISA S/C	\$12,606	\$13,333	\$12,814	\$11,343	\$12,637	\$12,700	\$13,081
Website, etc.(2)	\$1,534	\$964	\$1,204	\$1,624	\$2,072	\$2,100	\$2,163
Computer Lease	\$4,593	\$4,593	\$1,861	\$6,132	\$4,619	\$3,453	\$3,453
Transfer Charges COL	\$5,800	\$5,800	\$5,800	\$5,560	\$5,560	\$5,560	\$5,560
907 Equipment	\$0	\$650	\$217	\$0	\$4,322	\$2,000	\$2,060
NEW Compensated Absence Exp (6)	\$0	\$0	\$0	\$0	\$11,895	\$0	\$0
850 General Contingency (5)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$1,703,129</b>	<b>\$1,730,959</b>	<b>\$1,750,977</b>	<b>\$1,749,354</b>	<b>\$1,989,535</b>	<b>\$2,004,425</b>	<b>\$2,054,506</b>
Starting Fund Balance	\$661,510	\$544,152	\$536,319	\$511,021	\$676,404	\$551,245	\$418,952
<b>REVENUES</b>							
Parent Contributions(3)	\$534,849	\$556,737	\$579,164	\$595,524	\$608,893	\$595,000	\$610,060
One Trip Passes	\$16,490	\$18,731	\$18,570	\$19,339	\$16,026	\$17,500	\$20,000
Measure J (SWAT TDM)	\$67,500	\$67,500	\$67,500	\$72,500	\$72,500	\$72,500	\$72,500
<b>Measure J Funds (4)</b>	<b>\$934,783</b>	<b>\$1,047,175</b>	<b>\$1,027,633</b>	<b>\$1,196,473</b>	<b>\$1,135,802</b>	<b>\$1,155,725</b>	<b>\$1,202,016</b>
State DOE	\$29,749	\$32,102	\$32,102	\$29,749	\$30,515	\$30,515	\$0
Interest Earnings	\$2,399	\$881	\$708	\$1,152	\$640	\$892	\$914
Total Revenues	\$1,585,771	\$1,723,126	\$1,725,677	\$1,914,737	\$1,864,376	\$1,872,132	\$1,905,490
<b>Total Funds Available</b>	<b>\$2,247,281</b>	<b>\$2,267,278</b>	<b>\$2,261,996</b>	<b>\$2,425,758</b>	<b>\$2,540,780</b>	<b>\$2,423,377</b>	<b>\$2,324,442</b>
<b>Ending Fund Balance</b>	<b>\$544,151</b>	<b>\$536,319</b>	<b>\$511,021</b>	<b>\$676,404</b>	<b>\$551,245</b>	<b>\$418,952</b>	<b>\$269,936</b>

Assumptions

(1a) 85% one FTE starting 2014; one PT assistant

(1) FS Daily Rate in 18-19 = \$456.39 or \$82,150 per bus

Contractor daily rate beyond 18/19 is unknown

(2) Website, Formsite, Ccontact, ClubTexting

(3) Parent Fees in 18-19 = RT \$517; One Way \$336

Fees increase by 2.5% annually; 1180 RTE

(4) Measure J Funds, via CCTA, based on percentage of 1/2 cent sales tax in CCC;

(5) No Contingency in FY 18-19

BEFORE THE LAMORINDA SCHOOL BUS TRANSPORTATION AGENCY  
 IN THE MATTER OF:

Establishing Methodology for Calculating ) RESOLUTION NO. 18-1  
 Transfer Charges to the City of Lafayette )  
 For Administering the Lamorinda School )  
 Bus Program )

WHEREAS, the Lamorinda School Bus Transportation Agency (LSBTA) is a joint powers authority comprised of the City of Lafayette, the City of Orinda, the Town of Moraga, the Lafayette School District, the Orinda Union School District, the Moraga School District, and the Acalanes Union High School District; and

WHEREAS, the LSBTA recognizes the need to reimburse the City of Lafayette for expenses related to administering the Lamorinda School Bus Program; and

WHEREAS, the City of Lafayette has provided administrative services and housed staff for the LSBTA since 1994;

NOW, THEREFORE, BE IT RESOLVED that Lamorinda School Bus Transportation Agency establishes the following methodologies for calculating transfer charges to the City of Lafayette:

<u>Expenses</u>	<u>Account</u>	<u>Methodology</u>
Office Supplies	741	Actual expenditures
Postage	743	Actual expenditures
Telephone/fax	821	Actual expenditures
Website	861	Actual expenditures
Office Lease	841	Actual expenditures
Computer Lease	841	Actual expenditures (network, internet, e-mail, back-up, tech support)
<u>Transfer Charges to City of Lafayette</u>		
Accounting Services	861	\$5560

PASSED AND ADOPTED by the Lamorinda School Bus Transportation Agency on May 8, 2018 by the following vote to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
 Don Tatzin, Chair

ATTEST:

\_\_\_\_\_  
 Juliet Hansen, Program Manager

Lamorinda School Bus Program  
Staff Report

Date: May 2, 2018  
To: Lamorinda School Bus Transportation Agency  
From: Juliet Hansen, Program Manager  
Re: Request for Proposal (A) and (B) for Transportation Services Starting fall 2019

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Background

The LSBTA's contract with First Student for school bus transportation services expires at the end of the 2019 school year. The LSBTA has indicated its desire to issue a Request for Proposal for competitive bids. The Orinda subcommittee (Worth, Rossiter, Fritzky) made a recommendation to the RFP subcommittee (Gerson, Tatzin, O'Donnell) to provide a provision that allows proposers to bid on the "old" routes 11, 13 and 18. These are the routes in Orinda that were re-routed last summer subsequent to the findings in the School Bus Stop Safety Study by SBC and First Student. The RFP subcommittee met on April 9, 2018 and directed staff and legal counsel to develop two options for bidders.

Discussion

Staff and legal counsel have prepared two RFPs for LSBTA review. RFP (A) includes all 22 routes as currently configured and operated by First Student. RFP (B) includes just the three "old" routes in Orinda – 11, 13 and 18 - that were altered last year. As written, proposers can bid on one or both RFPs. Both RFPs require a five-year contract, brand new school buses and have identical transportation contracts attached. The contract has significant changes in the indemnification section as recommended by legal counsel (page 14). RFP (B) has a set of Supplemental Questions which bidders must answer.

The LSBTA should:

- Discuss the content in the RFPs and the contract
- Decide if it wants to issue both RFP (A) and RFP (B)
- Confirm the desired length of the contract
- Set a timeline for receiving proposals (30 or 45 days after release)
- Appoint a subcommittee to review proposals and interview bidders

Recommendation

Review RFP (A) and (B) and transportation contract; direct staff.



**LAMORINDA LATE BUS REPORT  
FEBRUARY  
2017 - 2018**

3/9/2018

DATE	ROUTE	SCHOOL	Bell or Pick Time	Time Arrived	EXPLANATION	Liquidated Damages	Called LSBP
2-Feb	317	OIS	8:30	9:00	Doors wouldn't stay closed on bus.	\$445.25	Yes
26-Feb	314	OIS	3:30	3:50	Bus broke down in Lafayette, covered by Rt # 2.	\$222.63	Yes
Total						\$667.88	

**LAMORINDA LATE BUS REPORT  
MARCH  
2017 - 2018**

3/28/2018

DATE	ROUTE	SCHOOL	Bell or Pick Time	Time Arrived	EXPLANATION	Liquidated Damages	Called LSBP
1-Mar	315	OIS	8:10	8:20	Late due to flooding near Glorietta Arrived OIS 8:42	N/C	Yes
2-Mar	302	Miramonte	7:20	7:20	Bus broke down - Covered by 318	N/C	Yes
4-Mar	323	Stanley	8:55	10:33	Bus accident Pleasant Hill Rd @ Stanley Blvd.	\$445.26	Yes
5-Mar	314	OIS	3:30	3:35	Accident traffic 24 @ Pleasant Hill Rd Covered by 302	N/C	Yes
21-Mar	315	OIS	3:30	3:35	Bus broke down 24 @ Orinda Covered by 302	N/C	Yes
27-Mar	318	OIS	8:30	8:37	Bus broke down on Camino Pablo Covered by 310,311,312 Last bus OIS 8:37	N/C	Yes
Total						\$445.26	