

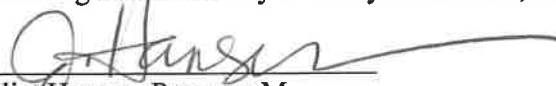
**Lamorinda School Bus Transportation Agency**  
**Regular Meeting AGENDA**  
**DATE: April 24, 2017 TIME: 9:30 a.m.**  
City of Lafayette, 3675 Mt. Diablo Blvd., Lafayette CA  
Conference Room 240 (Second Floor)

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\* Parent liaisons - please meet at 8:50 a.m. prior to the official board meeting

- 1) CALL TO ORDER
- 2) ADOPTION OF AGENDA
- 3) PUBLIC COMMENT – items not on the agenda
- 4) ADOPTION OF MINUTES (November 30, 2016)
- 5) NEW BUSINESS
  - a. Auditor’s Report FY 2015-16  
Recommendation: Accept Auditor’s Report from Maze and Associates; forward to CCTA
- 6) LATE BUS REPORTS (December 2016, January - March 2017)
- 7) CHAIR AND BOARD MEMBERS’ REPORTS
- 8) WRITTEN COMMUNICATIONS
  - a. Letter from First Student to Route 15 Parents, February 28, 2017.
- 9) NEXT MEETING DATE - tbd
- 10) 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.

  
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

## MINUTES

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

Date: November 30, 2016  
Time: 9:30 a.m.

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

Absent: Board Member Rossiter.

Also Present: Susan Moorehead, Henry Cooper and Gary Hein, First Student; Brian Fealy and Steve Older, IAM Local 1173; Juliet Hansen and Sue Graves, LSBP Staff; Laura Allaire, Wagner Ranch Liaison, Shanti Ariker, Stanley Liaison and Mary Katherine Kienzle, OIS parent.

1. Call to Order: The meeting was called to order at 9:00 a.m.
2. Adoption of Agenda: The agenda was adopted M/S/C/U (Gerson/ Kendzierski).
3. Public Comment: Steve Older, IAM local 1173, which represents the mechanics at First Student, addressed the Board. He had reviewed the minutes on the website and wanted to observe the meeting. There have been some maintenance issues at the Concord yard, including low compensation package but they are in negotiation with First Student. Ois Parent Mary Katherine Kienzle commented that the cancellation of bus stops has had unintended consequences.
4. Approval of Minutes: The minutes were adopted as presented, M/S/C/U (Metcalf/Worth).
5. New Business
  - A. Select Consultant for LSBTA's School Bus Stop Safety Study.

Ms. Hansen summarized for the Board the need to hire a consultant to review all stops in the program. A Request for Proposal was sent to five transportation firms, 2 bids were received. The Subcommittee met once to interview the firms; Fehr and Peers and School Bus Consultants (SBC) and a second time to review the changes to each proposal. Ms. Kienzle questioned the Board as to why the stops were cancelled. Board Member Worth gave a brief history of the program and an explanation for the most recent cancellation of bus stops which lead to the need to hire a consultant. Board Member Gerson explained that the program has difficulty with keeping drivers on several routes due to their difficult terrain. He also stated that once the CHP did not approve the bus stops we were out of compliance with the law and needed to take action. Ms. Hansen stated that she had an hour long meeting with a higher ranking CHP officer. No additional action has taken place. Ms. Moorhead stated that she has worked with the Highway Patrol in numerous locations and that officers differ greatly on their approach. Board Member Worth stated that the subcommittee recommended hiring SBC adding additional time for five

meetings to work with a Technical Advisory Committee (TAC). The TAC would include Public Works and Police representatives from each city and representatives from each school district. Ms. Kienzle asked if the recently cancelled stops would be evaluated by the consultant and the board replied yes. She stated that her stop, Van Tassel @ Sunnyside, should be reinstated as there is a popular swim and tennis club at the end of Sunnyside and lots of students use it in the afternoon.

There was a M/S/C/U (Gerson/ Kendzierski) to award the contract to School Bus Consultants for an amount not to exceed \$70,000 with the amendment of additional time for meetings with the TAC.

#### B. SB 1072: Paul Lee School Bus Safety Law

There was a short discussion regarding SB 1072. The law seeks to prevent children left unattended on school buses. First Student has a child check system on their buses along with several back-up procedures. Ms. Hansen stated that the districts' Transportation Plans will need to be updated. By consensus members agreed that a draft Transportation Plan would be brought back to the Board to review before sending it on to the school districts.

#### C. Referral from City of Lafayette Planning: RR9440 Woodbury Highlands, Winfield Development.

Ms. Hansen reviewed for the Board a referral from the City of Lafayette for a proposed housing development on the west end of the city. We have service to Burton Valley Elementary from that area but no service to Stanley or Lafayette school.

6. Late Bus Report: a short discussion was held.
7. Chair's and Board Members Report: Chair Tatzin thanked Vice Chair Metcalf for his many years of service to the JPA and the town of Moraga.
8. Written Communications: none.
9. Next Meeting Date: January 9, 2017 at 9:30 a.m.
10. Adjournment: The meeting was adjourned at 10:32 a.m.

Respectfully Submitted,

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Sue Graves, Administrative Aide

LSBTA Meeting  
April 24, 2017  
Staff Report

Lamorinda School Bus Program  
Staff Report

Date: April 19, 2017  
To: Lamorinda School Bus Transportation Agency  
From: Juliet Hansen, Program Manager  
Re: Auditor's Report from Maze and Associates FY 2015-16

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Background

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 Wakeman, Financial Services Manager for the City of Lafayette which details the LSBTA's expenditures and revenues by line item.

There is an error on page 12 in Note 4 – Measure J. It states the program receives 3.32% of the annual sales tax revenues in Contra Costa, but this is the total amount for the Lamorinda School Bus Program and the Traffix program combined. The correct amount for the LSBTA is 1.32%. Staff has been informed it is too late to change this in the Auditor's Report.

Recommendation

Accept the Auditor's Report from Maze and Associates; forward to CCTA with comment that 1.32% is the correct number for the Lamorinda School Bus Program.

**LAMORINDA SCHOOL BUS TRANSPORTATION AGENCY  
REVENUES AND EXPENDITURES 2015/2016 - AUDITED**

<b>Expenditures</b>	Final Budget 2015/2016	Actual Expenditures	% of Expended
Personnel Services Regular	148,345	148,957	100.4%
Personnel Services Temporary	20,000	11,896	59.5%
Office Supplies	1,236	596	48.2%
Postage	1,038	977	94.1%
Printing and Binding	1,236	1,654	133.8%
Special Department Supplies	500	0	0.0%
Misc Expenses under \$ 500.00	500	31	6.2%
Rental Expense	9,600	8,878	92.5%
Utilities-Telephone	1,030	1,095	106.3%
Travel and Training	743	45	6.1%
Contingency	200,000	0	0.0%
<b>Contractual Services</b>			
First Student-Lamorinda	1,601,967	1,537,334	96.0%
Legal Counsel/Consulting	5,515	0	0.0%
Audit	3,605	3,380	93.8%
Insurance	10,927	9,852	90.2%
VISA S/C	14,145	11,343	80.2%
Transfer charges to City	5,560	5,560	100.0%
Web Site	1,236	1,624	131.4%
Computer Lease	3,000	6,132	204.4%
Equipment	1,500	0	0.0%
<b>Total Expenditures</b>	<b>2,031,683</b>	<b>1,749,354</b>	<b>86.1%</b>

<b>Revenues</b>	Final Budget 2015/2016	Actual Revenue	% of Revenue Received
Parent's Contributions	590,031	595,524	100.93%
One Trip Passes	17,000	19,339	113.76%
Measure J	1,045,363	1,268,973	121.39%
State Department of Education	29,749	29,749	-
Interest	885	1,152	130.12%
State and Federal Grant	0	0	
<b>Total Revenue</b>	<b>1,683,028</b>	<b>1,914,737</b>	<b>113.8%</b>

**Fund Balances**

Beginning Balance	511,020
Ending Fund Balance	676,403

Prepared by: Jennifer Wakeman  
Financial Services Manager

**LAMORINDA LATE BUS REPORT**  
**2016-17**      **December**

Date	Route	School	Bell or Pick Up Time	Time Arrived	EXPLANATION	Liquidated Damages	Called LSBP
12-Dec	15	OIS	8:30	9:09	Bus breakdown (battery) b4 1st bus stop +30 min delay	\$434.40	yes
14-Dec	27	Springhill	12:45	1:37	Late 45+ min PM arrival to school	\$434.40	yes
15-Dec	11	OIS	8:30	8:49	late 15 + in AM, covered by other drivers	\$434.40	yes
16-Dec	21	Stanley	12:15	12:45	Delay leaving Burton, parent called;	\$108.60	NO
					Failure to Notify	\$108.60	
total						\$1,520.40	

LAMORINDA LATE BUS REPORT

2016-17 January

Date	Route	School	Bell or Pick Up Time	Time Arrived	EXPLANATION	Liquidated Damages	Called LSBP
20-Jan	16	OIS	3:30	3:55	Late 20 min due to late return from field trip	\$ 434.40	yes
23-Jan	16	OIS	2:45	3:25	Driver Late 40 + in PM, Monday schedule	\$ 434.40	yes
24-Jan	18	WR	7:45	8:15	Mech problems, 30+ min late in am WR and OIS together	\$ 434.40	yes
24-Jan	27	SPR	2:42	3:27	Late 45+ min PM; mechanical (battery)	\$ 434.40	yes
23-31	28	Burton	n/a	n/a	No Nextel Radio seven days	\$ 760.20	

total \$2,497.80

LAMORINDA LATE BUS REPORT  
2016-17 February

Date	Route	School	Bell or Pick Up Time	Time Arrived	EXPLANATION	Liquidated Damages	Called LSBP
1-Feb	10	SH	7:45	8:10	Late 45 min. - Bus wouldn't start	\$ 434.40	yes
3-Feb	15	GL	2:50	3:35	Late 45 min. Bus would not start at Glorietta.	\$ 434.40	yes
6-Feb	4	JM/RH	8:30	DNF	One missed run, no driver, 50 min. late starting route w other bus	\$ 651.60	yes
6-Feb	15	OIS	3:05	3:19	Late 20 min.- trouble starting bus at first stop	\$ 217.20	yes
7-Feb	16	OIS	8:10	8:25	Late 15 min to first bus stop	\$ 217.20	yes
7-Feb	16	OIS	3:30	3:51	Driver late 20 min. (driver error)	\$ 217.20	yes
7-Feb	23	STAN	3:00	DNF	No driver, one missed run - Combined 22 & 29	\$ 651.60	yes
7-Feb	22	STAN	3:00	3:35	Late 15 min. waiting for Rt. 23 bus at Springhill, 1st stop - 3:35	\$ 217.20	yes
8-Feb	23	STAN	8:18	8:42	Late 24 min. - 1st stop - 8:42	\$ 217.20	yes
15-Feb	18	WR	7:45	8:16	Late 20 + min. - bus broke down on way to school	\$ 217.20	yes
15-Feb	18	OIS	8:00	8:18	Late 18 min. - 1st stop - 8:18	\$ 217.20	yes
22-Feb	15	GL	2:50	3:16	One missed run, cover driver skipped GL and went to OIS	\$ 651.60	yes
24-Feb	15	GL	2:50	4:15	Bus disabled at GL, students taken to OIS on #14, then with OIS students to home. See FS letter dated 2-28-17	\$ 434.40	yes
24-Feb	15	OIS	3:30	DNF	Students taken home by other routes, late charge	\$ 434.40	yes
24-Feb	14	OIS	3:30	4:00	Late 30- 45 min. helping cover Route 15	\$ 434.40	yes
28-Feb	27	SPR	2:42	3:42	Late one hour - bus broke down at Springhill	\$ 434.40	yes

total \$6,081.60





Dear Glorietta Elementary Community,

Last week there was two incidents which caused major service disruptions. After investigating the incidents, I wanted to provide an explanation of what happened and a recap of the measures being taken to avoid this from happening again.

Some background information - to help address the driver shortage, Frist Student is engaged in an aggressive training program. Several of the Lamorinda drivers have been recruited for this effort and were in training the week of February 20. Those drivers were temporarily replaced with substitute drivers from the Richmond facility.

Wednesday, February 22, was the first day the substitute driver assigned to route 15 did the route by herself. She was instructed that the route had a second run, but unfortunately she failed to follow the instructions. Once the error was discovered, the driver was re-routed back to the school, however there was an issue at the school site and the office staff would not release the students. Once that occurred, the driver continued to the next (OIS) run.

On Friday, February 24, the same driver experienced a mechanical malfunction (caused by the driver) which disabled the bus at the school site. The driver was advised that assistance was being provided and she was given instructions on how to proceed. A second driver, who was also given the same instructions, was dispatched to assist on route 15.

Unfortunately, there was confusion between the two drivers on how to proceed. Both drivers failed to contact the Operations Supervisor for clarification and the original instructions were not followed. Once dispatch learned of the error, they attempted to correct the situation with another set of instructions, which were also confused and not followed.

The dispatch team issued several text alerts based on the instructions provided to the drivers. Unfortunately, all of the alerts were incorrect once the drivers failed to follow the instructions.

The combination of a mechanical malfunction, driver errors and erroneous text alerts caused the delays and communication failures experienced last week. At no point were the students' safety at risk.

Going forward - we will not use that specific driver on route 15; substitute drivers will be better versed in the use of Concord equipment; instructions will be communicated differently in complex recovery scenarios; and all drivers will be instructed to reconfirm any/all conflicting instructions with dispatch.

We apologize for service disruption and any inconvenience these situations may have caused.

Thank you for supporting the Lamorinda School Bus Program.

Sincerely,

Henry J. Cooper  
Location Manager