



agenda

Subject: **Marin Transit Ad Hoc Committee on School Transportation**

Location: **Marin County Civic Center, Room 324A (Rug Room)
3501 Civic Center Drive, San Rafael**

Date: **Monday, November 28, 2016**

Time: **10:00 AM – 12:00 noon**

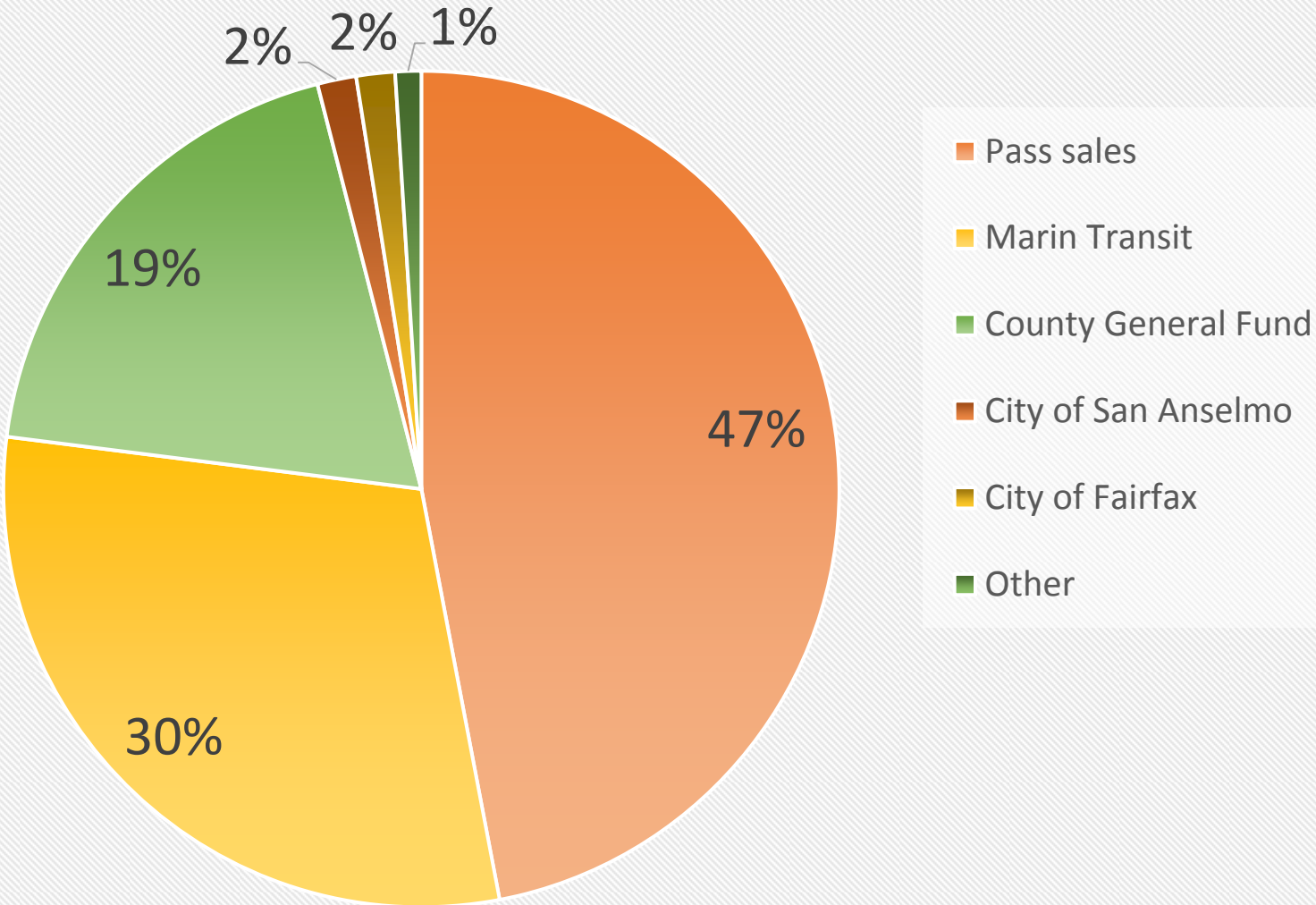
1. 2016-17 Operations Update (Attachment 1)
2. Update on Parking and Facility Needs and Issues (Attachment 2)
3. Status of Other Near Term Action Items (oral report)
 - a. Ross Valley School Service
 - b. Kentfield School District Pilot Project
 - c. Transition of Rt. 115 Serving St. Hilary's School
 - d. Larkspur – Corte Madera School Service
4. Overview of Organizational Models (Attachment 3)
5. Next Steps



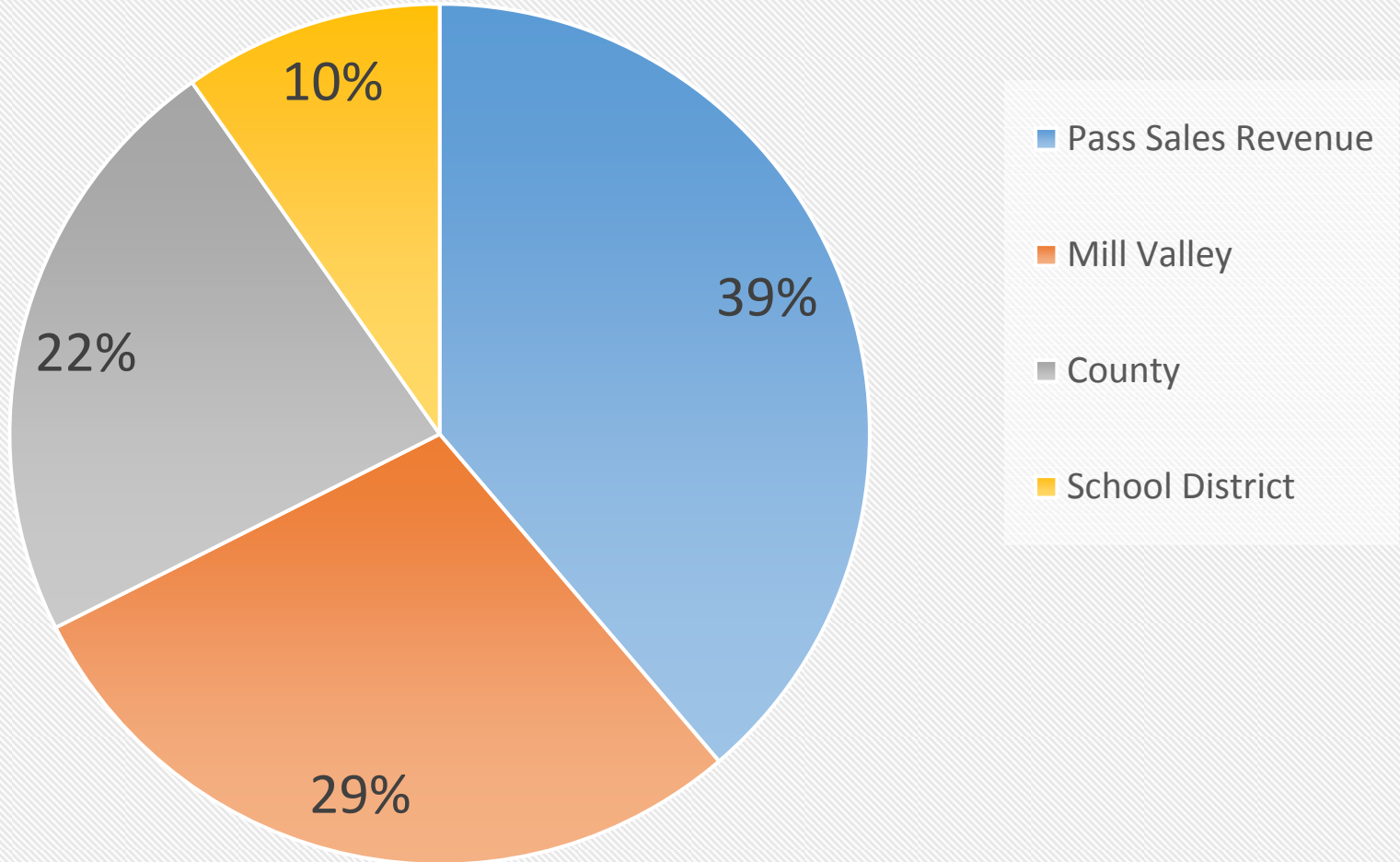
Attachment 1: Yellow School Bus Program Summary

	Mill Valley School District	Reed Union School District	Ross Valley School District	
Program Structure				
	Contract Type	MVSD contract with Service Provider and MOU with Marin Transit for operations support	JPA contract with Service Provider and MOU with Marin Transit for operations support	Marin Transit contract with Service Provider and directly manages operations
	Service Provider	Michael's Transportation	First Student	Michael's Transportation
	Program funding sources	See page 2		
Pass Sales and Pricing				
	Cost of Pass (Annual AM + PM)	\$ 588.00	\$ 550.00	\$ 700.00
	Total Sales (one-way passes)	257	1,434	991
	Waitlist	None	15 one way passes	35 PM passes & 5 AM passes
Operations				
	Number of Schools Served	3	3	2
	Number of Buses	2	7	6
	Number of Trips daily (Routes)	6	25	17
	Parking	Edna Maguire School	1600 Los Gamos	1600 Los Gamos
Technology				
	Bus tracking	Syncromatics GPS tracking tablets for operations oversight (data not available to parents)	Syncromatics GPS tracking tablets for operations oversight; Find My Bus App for parents driven by data from Syncromatics GPS tracking tablets	Syncromatics GPS tracking tablets for operations oversight (data not available to parents)
	Parent Service Alert Communication	Mass texts and emails	Push notifications via App, mass texts, and emails	Mass texts and emails
Feedback				
	Complaints	None at this time	Parent smartphone App accuracy	None at this time
	Commendations	None at this time	None at this time	None at this time

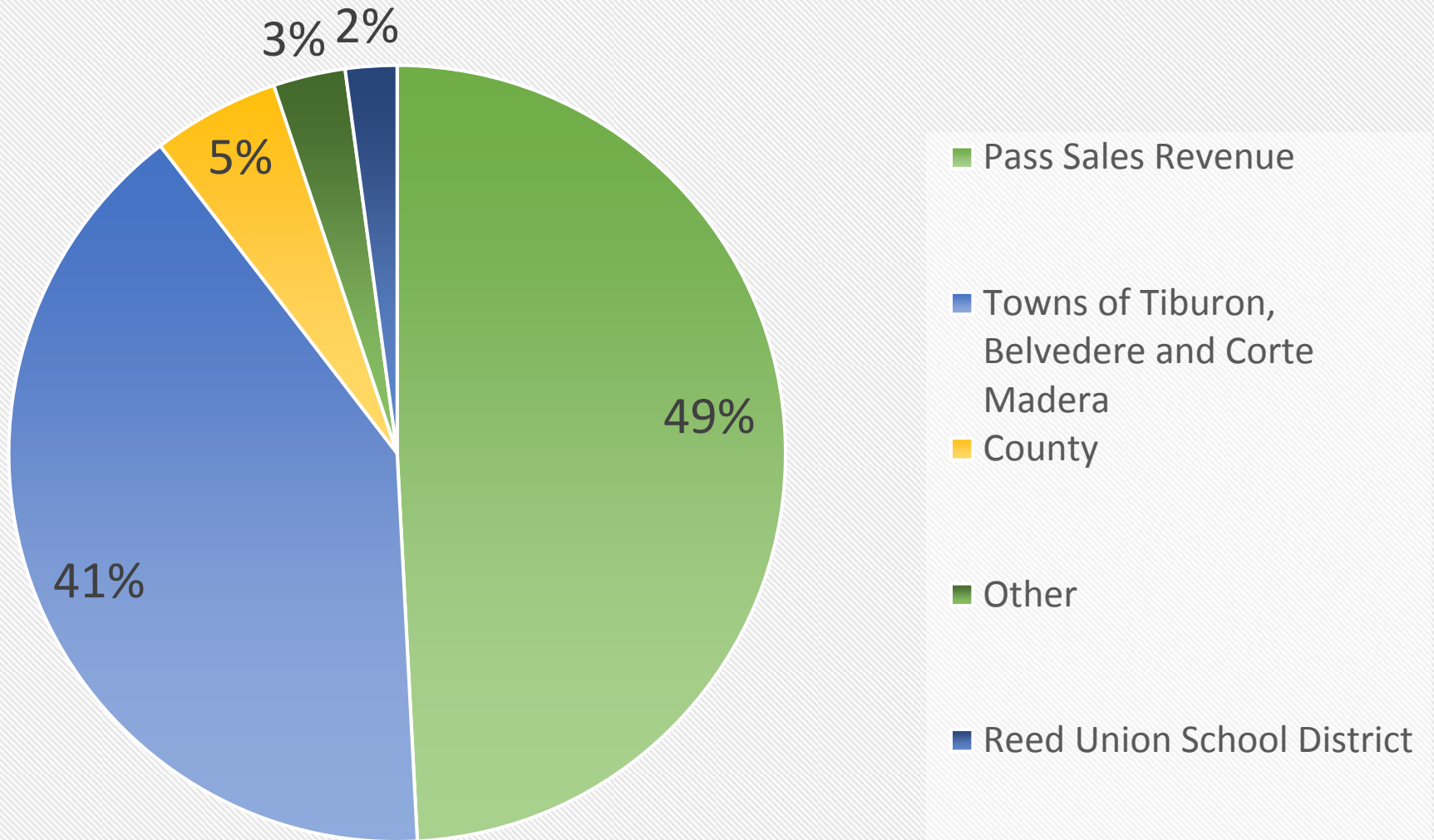
Funding Sources for the Ross Valley SD Yellow School Bus Program 2016/17



Funding Sources for the MVSD Yellow Bus Program 2016/17



Funding Sources for the Reed Union SD Yellow Bus Program 2016/17





711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

November 28, 2016

Attachment 2

Ad Hoc Committee on School Transportation
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Update on Parking and Facility Needs

board of directors

Dear Ad Hoc Committee Members:

kathrin sears
president
supervisor district 3

BACKGROUND: The need for parking school buses in the County was identified and discussed at the Student Transportation Ad Hoc Committee meeting on July 18, 2016 and at the September 15, 2016 meeting staff outlined the near-term parking needs and provided a list of all of the sites that have been considered or are currently under consideration.

katie rice
vice president
supervisor district 2

DISCUSSION: The current parking status and an update on the status of several sites currently under consideration are presented below.

stephanie moulton-peters
2nd vice president
city of mill valley

Current Parking Leases and Contracts

judy arnold
director
supervisor district 5

Site	School Served	Buses Served	Cost	Contract Term/Site Limitations
Los Gamos	RVSD/ RUSD	15	\$2,250/month	Contract Expires June 23, 2017
Christ Lutheran	RVSD	6	\$100/month	Month-to-month parking: The site is slated for re-development as senior housing: No weekend parking
MV School District	MVSD	2	\$0	

maribeth bushey
director
city of san rafael

damon connolly
director
supervisor district 1

steve kinsey
director
supervisor district 4

Sites under Consideration

Ownership	Site	Status
School Districts	Novato School District Yard	General Manager has meeting scheduled with new Superintendent
College of Marin	Indian Valley Campus	College of Marin expressed a willingness to consider. Next step is to determine if there is a suitable site
County of Marin	Silveira Property	TBD
	1600 Los Gamos	Lease terminates on June 23, 2017; County has indicated they may be able to do one more year
	Civic Center Drive - Christmas Tree Lot	<ul style="list-style-type: none"> Lot is used for overflow parking for events at Marin Center/Veterans Memorial; approximately 100 events per year Currently used as construction staging for Civic Center Drive improvements Future home of Farmers Market; construction begins in about 4 years
	Civic Center Drive – Juror Parking Lot	<ul style="list-style-type: none"> Lot is used for parking for County Fair and other events
	Avenue of the Flags (?) -- Dirt lot behind Exposition Hall	<ul style="list-style-type: none"> Lot is used for parking for County Fair Lot is made available and marketed to potential lessees of the Exposition Hall; if used for school bus parking, it might limit the potential for further leases About 20 events per year are at the Exposition Hall (e.g., Senior Fair) Potential need to pave the area
	McGinnis Golf Course parking lot and surrounding area	Need to discuss with County
GGBHTD	Anderson Drive	Excess property currently leased to Marin Airporter – lease expires in 2020
	Anderson Drive above the old Wendy's	<ul style="list-style-type: none"> Currently leased on a month to month basis Lease revenue is split between GGT and SMART SMART has an option to buy the property; unknown how soon SMART will need the property for its Maintenance of Way Access requires crossing a bike/ped path Further assessment of configuration and ability to access with buses is needed
	Novato Yard	Soil remediation begins next year; yard will close for 3 months; GGT will operate out of 2 yards (San Rafael and Santa Rosa) during closure
MMWD	Various	Marin Transit Broker setting up meeting with MMWD staff

Long Term

Marin Transit applied to the Transportation Authority of Marin for One Bay Area Grant (OBAG) Cycle 2 funds from the Safe Routes to Schools or local funding source in the amount of \$864,000. This would be matched with \$112,000 in Marin Transit Measure A funds, for a total project amount of \$976,000. These funds would be used to plan for and lease or buy a site for school bus parking. TAM is expected to recommend awarding the Safe Routes to Schools portion of OBAG 2 funding later this year.

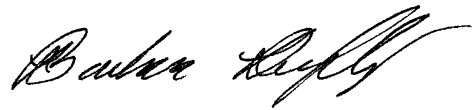
RECOMMENDATION:

Although we have a parking solution for the FY17/18 school year, there is still urgency to find a site for a 3-5 year term to take the District through identification of a long term solution to funding school bus services in

Marin County, and to ensure the best pricing when the current school bus contracts come up for renewal in a year. As discussed with the Ad Hoc Committee, the lack of local parking for school buses impacts competition for service contracts, increases contract costs, and reduces service reliability.

Staff recommends that we continue efforts to secure a 3-5 year lease for school bus parking and return to the Ad Hoc Committee with a preferred site and funding plan.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Barbara Duffy". The signature is fluid and cursive, with a large initial "B" and a long, sweeping underline.

Barbara Duffy
Deputy General Manager



711 grand ave, #110
san rafael, ca 94901

ph: 415.226.0855
fax: 415.226.0856
marintransit.org

board of directors

kathrin sears
president
supervisor district 3

katie rice
vice president
supervisor district 2

stephanie moulton-peters
2nd vice president
city of mill valley

judy arnold
director
supervisor district 5

maribeth bushey
director
city of san rafael

damon connolly
director
supervisor district 1

steve kinsey
director
supervisor district 4

November 28, 2016

Attachment 3

Ad Hoc Committee on School Transportation
Marin County Transit District
3501 Civic Center Drive
San Rafael, CA 94903

SUBJECT: Comparison of Cooperative Yellow Bus Programs in the Bay Area

Dear Ad Hoc Committee Members:

BACKGROUND: As yellow bus service in Marin County continues to expand and Marin Transit plays a larger role in managing the operations, the District is looking to other established programs in the area to guide the future growth of our own home to school initiative. The Coordinated Countywide School Transportation Study completed in December 2015, described the need to research and identify the most appropriate organizational structure for an expanded yellow bus program. The comparison presented in this letter is an initial step in evaluating a future organization structure.

Marin Transit has organically grown its role in providing and managing home to school transportation in Marin County. The District is in a unique position as a public transit agency in that it provides supplemental (tripper) services to complement its regular fixed route services and it also plays a strong role in planning and managing yellow bus operations for three other school districts in the County. If continued expansion of yellow bus occurs in the County, it is likely that a new or alternative organizational arrangement will be needed to sustain and support this growth.

DISCUSSION: Marin Transit reviewed four yellow bus programs in the Bay Area: TRAFFIX (San Ramon Valley), Lamorinda schools, West County Transportation Agency (Sonoma County), and Marin Pupil Transportation Agency (MPTA). All programs reviewed are structured as Joint Powers Authorities (JPAs) which encourage collaboration and cooperation across different stakeholders. The different types of stakeholders can be seen in the makeup of the Boards for each program. Both Lamorinda and TRAFFIX were established as traffic relief programs and are largely funded through the Measure J ½ cent sales tax that was approved by the voters in Contra Costa County in 2004. On the Boards of the respective JPAs are representatives from both the School Districts and the Cities/Counties from which they receive their funding. The West County and Marin Pupil JPA's in contrast are funded

exclusively through contributions from the participating schools and their Boards are subsequently comprised only of members of the participating School Districts.

West County is exceptional and unique as it is the only program that owns parking, maintenance facilities, and buses as well as directly employs and trains drivers. This gives them a greater level of control; however, the fixed overhead costs necessary to operate the program are also much higher than the other programs studied. The three other programs reviewed contract out all service to a third-party contractor, First Student.

Additional details on the four programs reviewed are provided in the attached matrix.

CONCLUSION: To grow the yellow bus program in Marin County and further reduce traffic congestion, the Marin Transit Board will need to consider organizational options for the future structure of the yellow bus program management with key stakeholders including schools, MCOE, cities, the County, and TAM. In discussing the organizational options, the Marin Transit Board will need provide direction on Marin Transit's role in the future of these services. In addition, to develop a comprehensive county-wide sales tax measure a detailed explanation of how the funds will be managed and by what governing body will be critical to the success of the measure with the voters.

Respectfully submitted,

A handwritten signature in cursive script that reads "Kelly Zalewski".

Kelly Zalewski
School Operations Analyst

Attachment

Comparison of Bay Area Yellow Bus Program Structures and Operations

General					
		Marin Pupil	West County Transportation Agency	Lamorinda School Bus Program	TRAFFIX
	Founded	1992	1988	1994	2009
	FTE employees	1	44	1.5	0.5
	Governing structure	JPA	JPA	JPA	JPA
	Board Representation	Staff from participating school districts (typically the Business Manager)	Each school district has one seat on the board (typically the Superintendent)	Elected officials from each of the cities and school districts (4 School Board, 3 City officials)	Elected officials from the cities, county, & school district (2 SRVUSD, 2 Town of Danville, 2 City of San Ramon, 1 Contra Costa County)
Service Provided					
	Gen. Student Population	No	Yes	Yes	Yes
	Special Needs	Yes	Yes	No	No
	Number of Schools served	39	17	12	11
	Number of Students Transported	203	4,500 reg / 1,100 spec. ed.	1,500	1,635
Fleet/Facility/Drivers					
	Number of buses	26	212 (85 reg /132 spec. ed)	22	22
	Own buses	No	Yes	No	No
	Directly employ drivers	No	Yes	No	No
	Own a parking/maintenance facility	No	Yes (multiple across county)	No	No
	Service Provider	First Student	Self-performed	First Student	First Student
Funding					
	Are passes sold to access the service	No	Some school districts sell passes	Yes	Yes
	Cost of pass (Annual - Round Trip)	n/a	varies by district (\$120.00 - \$250.00)	\$ 492.00	\$ 295.00
	Reduced prices for income qualified families	n/a	Yes	Yes	No

		Marin Pupil	West County Transportation Agency	Lamorinda School Bus Program	TRAFFIX
	Free passes for income qualified families	n/a	Yes	Yes	only by request from school
	Funding Source	School Districts	School Districts	Measure J (a 1/2 cent sales tax measure) & \$29,000 through Moraga School District.	Measure J (a 1/2 cent sales tax measure), Stipend from City of San Ramon from OcTA funds, Contra Costa T-1 funding for 1 bus at MVHS
Technology					
	GPS tracking on buses	Yes, Zonar (not used in real time)	Yes, Zonar (not used in real time)	Yes, Zonar (not used in real time)	Yes, Zonar (not used in real time)
	Communication	unknown	Email and text messages	Email and text messages	Email and Text messages