

JOINT POWERS AGREEMENT
MARIN PUPIL TRANSPORTATION AGENCY
BOARD OF DIRECTORS
375 DOHERTY DRIVE, LARKSPUR, CALIFORNIA

MINUTES
January 14, 2015

BOARD MEMBERS PRESENT:

John Frick (Reed), Yancy Hawkins - 8:44 (Larkspur - Corte Madera), Midge Hoffman (Ross Valley), Barbara Johnson (Kentfield), Lori Parrish (Tamalpais), Michele Rollins (Mill Valley), Chris Thomas (San Rafael Elementary & High School Districts), Deborah Wolfe - 8:29 (Ross) and Dennis Petri (MPTA).

BOARD MEMBERS ABSENT:

Paula Rigney (Sausalito-Marín City)

GUEST(S):

Janelle Campbell (Marin County Office of Education - Director of Special Education)

Susan Moorehead (First Student - Area General Manager)

Special note:

As members arrived, Dennis distributed handouts that were not available when agenda packets were distributed. They are for the following agenda items: a) Action Session #3 Transportation Bid 2014-1 rate information; and b) Discussion Session #2 Proposed budget and bill back information for 2015 - 2016 based on the transportation bid figures we received.

CALL TO ORDER:

Chairperson Lori Parrish called the Board of Directors meeting to order at 8:20 a.m. in the Board Room at the Marin County Office of Education building in San Rafael.

ACTION SESSION:

1. **Approval of Agenda (8:20 a.m.):** -- Members approved the agenda as presented. (M/Chris Thomas, S/Barbara Johnson)

Vote by member:

Aye:	Frick, Hoffman, Johnson, Parrish, Rollins, Thomas (2)*
	* Chris Thomas' vote counts as 2. She represents 2 school districts.
Nay:	No members
Abstention:	No members
Absent:	Hawkins, Rigney, Wolfe

2. **Approve Minutes of the December 10, 2014 Meeting (8:20 a.m.):** -- Members approved the minutes of the December 10, 2014 meeting as presented. (M/Barbara Johnson, S/John Frick)

Vote by member:

Aye: Frick, Hoffman, Johnson, Parrish, Thomas (2)*
* Chris Thomas' vote counts as 2. She represents 2 school districts.

Nay: No members

Abstention: Rollins

Absent: Hawkins, Rigney, Wolfe

3. **Approve Certification of Bids for Special Education School Bus Transportation Contract 2014-1 & Award of Contract (8:23 a.m.):** -- Dennis reviewed the information he handed out for this agenda item at the start of the meeting. There was only one (1) bid submitted and that was from First Student.

Dennis explained that the new contract bid is approximately \$30.00 per bus per day higher than our current contract. Chris asked Susan Moorehead to explain the approximately 10% increase in costs. Susan noted the increase is 8.5% mostly due to the following: a) a severe driver shortage inspired First Student to raise the starting wage by \$3.00 per hour; b) the driver shortage continues as many times newly hired and trained drivers leave for other opportunities; c) current open routes are covered by drivers from other First Student locations, thus increasing costs; and d) training requirements from First Student as well as the State Department of Education require approximately 55 hours of classroom and behind the wheel training.

Michele asked if the bid included on-board cameras that were discussed last month. Dennis said that on page 2 of the bid form, First Student has listed a one-time cost of \$36,965 to equip all buses used under the new contract with three (3) cameras each.

Having no further questions, the Board unanimously approved the Special Education School Bus Transportation Contract 2014-1 as presented and amended. (M/Chris Thomas, S/John Frick)

** Prior to the Board's vote, Michele asked that the motion be amended to pay for the camera installation over a three (3) year period instead of in one (1) payment. Chris amended her motion to include this request and John amended his second as well.

Vote by member:

Aye: Frick, Hoffman, Johnson, Parrish, Rollins, Thomas (2)*, Wolfe
* Chris Thomas' vote counts as 2. She represents 2 school districts.

Nay: No members

Abstention: No members

Absent: Hawkins, Rigney

Note: Board member Deborah Wolfe (Ross) joined the meeting while Action Session #3 was under discussion (8:29 a.m.)

4. Approve Addendum ED 2014-1 for Executive Director's Contract (8:33 a.m.): -- Lori stated that this agenda item needs approval to formalize what the Board agreed upon in last month's Closed Session pertaining to Dennis' contract requests. They are:

Section 1 - Term: The Board agreed to maintain the current end date of June 30, 2016.

Section 3 - Salary: The Board overwhelmingly agrees with the request of 3.0% increase to the base salary as Dennis requested.

The Board voted unanimously to approve Addendum ED 2014-1 for the Executive Director's Contract as presented. (M/Chris Thomas, S/Deborah Wolfe)

Vote by member:

Aye: Frick, Hoffman, Johnson, Parrish, Rollins,
Thomas (2)*, Wolfe
* Chris Thomas' vote counts as 2. She represents
2 school districts.
Nay: No members
Abstention: No members
Absent: Hawkins, Rigney

Dennis thanked the Board for approving this addendum and for their continued support.

TIME CERTAIN - Scheduled for 8:40 a.m.
Actual time (8:38 to 8:41 a.m.):

Time Certain - Transportation Issues & Discussion: -- This time is set aside for discussion with representative(s) of the Marin County Office of Education. This month we invited Raquel Rose, Assistant Superintendent of Student Programs and Janelle Campbell, Director of Special Education.

Janelle was in attendance at this meeting.

Janelle reported on the following:

- a) No new updates or changes at the present time.
- b) Janelle's staff is working on dates for this year's Extended School Year (ESY) session. With July 4, 2015 falling on a Saturday this summer, the ESY session will take Friday, July 3, 2015 off for the holiday.
- c) Janelle noted that the classroom now located at Edna Maguire School in Mill Valley will be on the autism ESY calendar. This means they will attend class 6 weeks, instead of 4 weeks.

The Time Certain agenda item ended at 8:41 a.m. The Board thanked Janelle for her attendance and input.

DISCUSSION SESSION:

1. **Review updated financial spreadsheets:** -- Dennis reviewed the following spreadsheets pertaining to the current fiscal year:
 - a) **Updated Budget for 2014 - 2015:** -- The current budget was reduced by \$50,000 due to lower than projected bus transportation costs to date.
 - b) **Bill Back spreadsheet dated December 2, 2014:** -- This is the Bill Back figures that were approved at the beginning of the school year. This information is provided for the Board's comparison use only when reviewing the next two (2) documents:
 - c) **Updated Bill Back figures for 2014 - 2015 (with current student rider counts):** -- Dennis explained that this is the Bill Back spreadsheet we normally look at for this time of year. The December student counts were updated as of December 15, 2015. However, the April student counts are still current as of last April 15, 2014.
 - d) **Possible scenario for Bill Back figures for 2014 - 2015 (with student rider count changes known to date):** -- This is the first time that Dennis has provided a "possible" Bill Back spreadsheet projecting what April 2015 student rider counts may look like based on recent additions and deletions of passengers. This information was requested and promised last year after major changes in rider counts from December to April led to a large increase in Bill Back figures for San Rafael City Schools. While this information is strictly projections, it uses current trends in rider counts as a basis for possible shifts in member districts' Bill Back numbers.

Note: Board member Yancy Hawkins (Larkspur - Corte Madera) joined the meeting while Discussion Session #1 was under review (8:44 a.m.)

2. **First look at the proposed 2015 - 2016 Budget & Bill Back:** -- As our meeting was about to begin, Dennis distributed back up material for this agenda item. At the time that the agenda packet was created and distributed, we did not have accurate numbers for the new Special Education Transportation Contract 2014-1 that goes into effect at the start of the 2015 - 2016 school year. Dennis used the new bid numbers submitted by First Student in creating these documents.

Changes from the current year include: a) No State Entitlement funds coming directly to the JPA; b) increases to the benefit package only for the Executive Director. Updates for the Executive Directors salary will be included in future updates; c) cost per bus per day is based on the new transportation bid we received from First Student; and d) the student count for April 2015 is a possible scenario based on the December 2014 count plus student additions and deletions known to date.

3. *Acknowledge letter from Nigro & Nigro, PC detailing their responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards:* -- The Board accepted this information as presented.
4. *Discussion on the potential for a new funding structure for the Marin Pupil Transportation Agency starting in 2015 - 2016:* -- No discussion was held on this agenda item.
5. *Monthly Student Count Tally Sheet:* -- The Board accepted this information as presented.
6. *Students Listed by School Site:* -- The Board accepted this information as presented.
7. *Discuss other business:* -- There was no other business to discuss.
8. *Set next meeting:* -- The next meeting of the Board of Directors is scheduled for February 11, 2015.

ADJOURNMENT: 9:03 a.m.