

**JOINT POWERS AGREEMENT  
MARIN PUPIL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS  
c/o San Rafael High School District Business Office  
310 Nova Albion Way      San Rafael**

**MINUTES  
September 11, 2019**

**BOARD MEMBERS PRESENT:**

Robert Clark (Sausalito – Marin City), Carlos Estrella (Reed), Midge Hoffman – 8:27 a.m.(Ross Valley), Barbara Johnson (Kentfield), Doug Marquand (San Rafael Elementary & High School Districts), Michele Rollins – 8:27 a.m. (Mill Valley) & Deborah Wolfe – 8:27 a.m. (Ross).

**Note:** Kirsten Starsiak (incoming Chief Business Official for Kentfield) was also in attendance.

**BOARD MEMBERS ABSENT:**

Corbett Elsen (Tamalpais) & Paula Rigney (Larkspur – Corte Madera)

**STAFF PRESENT:**

Dennis Petri, Executive Director

**GUEST(S):**

Jose Bazarro (First Student Location Manager for San Rafael)  
Kristi Dahlstrom (co-Director of Special Education for MCOE).  
Ron Mahler (First Student Senior Location Manager)  
Tanya Michel (Miller Creek Chief Business Official)  
Chris Posedel (San Rafael City Schools Accounting Manager)

**NOTE:**

At 8:19 a.m. we did not have a quorum yet, so Vice-Chairperson Doug Marquand asked that we review non-action items in the interest of time once a quorum was met.

**DISCUSSION SESSION (8:19 a.m. to 8:26 a.m.) [ALL ITEMS BELOW ARE INFORMATIONAL ITEMS]**

**1. Review updated financial spreadsheets (8:19 a.m.)**

- a. Approved Budget for 2019 – 2020, dated June 12, 2019. No changes at this time.**

Dennis explained that this spreadsheet has not changed since the Board of Directors approved the budget on June 12, 2019. This sheet was included for reference only.

- b. Updated Bill Back figures for 2019 – 2020, dated August 24, 2019. Inserted rebate figures (col. 7) and 1<sup>st</sup> Quarter Invoice figures (col. 9).**

Dennis noted that the rebate of **\$94,739** was added to this spreadsheet (col. 7). Also, the 1<sup>st</sup> Quarter Invoice totals of **\$1,091.134** (col, 9) was added as well. The Board of Directors was reminded to refer to column 8 as their new Bill Back totals for the First Period Interim Reports.

**2. Executive Director's Report. (8:24 a.m.)**

- a. MPTA School Bus Routes for 2019-2020: Status of service to date.**

Dennis presented the following information to the Board:

1. He reviewed the status of our bus routes for the current school year.
2. One classroom moved from Willow Creek Academy in Sausalito to Strawberry Point School in Mill Valley.
3. A new program has opened for students at college age level. It is the Star Academy PHS (Post High School) Program. This program operates 3 days per week on the College of Marin campus in Kentfield. Currently, we have 4 students from the Tamalpais District enrolled.
4. Dennis informed the Board that we have had 12 to 15 new students start transportation since the start of classes. That has necessitated a lot of bus route changes that are just now starting to smooth out. Bus delays have occurred during this period – not to mention the large amount of road construction projects that seem to be everywhere in Marin County!

**b. Conflict of Interest Code approved by Marin County's Board of Supervisors on July 16, 2019.**

Dennis noted that the Conflict of Interest Code was approved by our Board of Directors at the Second Reading on June 12, 2019. The Code was then sent to the Marin County Board of Supervisors for their approval as well. That approval was granted on July 16, 2019.

Board members are asked to include the MPTA as part of their yearly Form 700 filing. A copy of Form 700 needs to be sent to Dennis for record retention.

**Vice Chairperson Doug Marquand stated that this information could be presented again once a quorum was in place if members wished to do so.**

**At this time – 8:27 a.m. – Board of Directors member Debbie Wolfe, Board Secretary Midge Hoffman and Chairperson Michele Rollins entered the room.**

**CALL TO ORDER:**

Vice Chairperson Doug Marquand called the Board of Directors meeting to order at 8:27 a.m. in the Cabinet Room at the Marin County Office of Education building located at 1111 Las Gallinas Avenue in San Rafael.

**ACTION SESSION:**

- 1. Approval of Agenda (8:27 a.m.): -- Members approved the agenda as presented. (M/Debbie Wolfe, S/Midge Hoffman)**

**Vote by member:**

Aye: Clark, Estrella, Hoffman, Johnson, Marquand, Rollins, Wolfe  
\* Doug Marquand's vote counts as 2. He represents 2 school districts.

Nay: No members

Abstention: No members

Absent: Elsen, Rigney

**Note: Vice Chairperson Doug Marquand turned over leadership of the meeting to Chairperson Michele Rollins at this point:**

- 2. Approve the 2018 – 2019 Bill Back Rebate to Member School Districts**



**(8:29 a.m.):** -- Dennis explained that the rebate for 2018 / 2019 is **\$94,739**. The Larkspur – Corte Madera School District received a major share of the rebate due to the fact that they were billed for the first 2 quarterly invoices based on student counts from the previous fiscal year. When their student counts were updated in December, this district had a much lower number of students being transported. That fact led to an over-billing of the Bill Back funds and thus a larger share of the rebate as noted – in reality, a refund.

The Board of Directors did not have any further questions. Members approved the rebate as presented.

**(M/Barbara Johnson, S/Doug Marquand)**

- a. Final Figures for 2018 – 2019 Budget.
- b. Final Figures for 2018 – 2019 Bill Back Worksheet.

**Vote by member:**

Aye: Clark, Estrella, Hoffman, Johnson, Marquand, Rollins, Wolfe  
\* Doug Marquand's vote counts as 2. He represents 2 school districts.

Nay: No members

Abstention: No members

Absent: Elsen, Rigney

**3. Approve Certification for Financial Reports for 2018 – 2019 (8:30 a.m.):**

Dennis noted that he had not heard of any problems or concerns when the Tamalpais Union High School District Business Office staff completed the certification for 2018 – 2019 financial reports (Unaudited Actuals).

Board members did not have any questions. The Board of Directors approved the Unaudited Actuals Report as presented.

Chairperson Michele Rollins asked Dennis to convey the Board's appreciation to Corbett and staff for completing this document.

**(M/Midge Hoffman, S/Barbara Johnson)**

**Vote by member:**

Aye: Clark, Estrella, Hoffman, Johnson, Marquand, Rollins, Wolfe  
\* Doug Marquand's vote counts as 2. He represents 2 school districts.

Nay: No members

Abstention: No members

Absent: Elsen, Rigney

**4. Approve Budget Line Item of \$10,000 for Website Development (8:31 a.m.):**

The MPTA must create and maintain a website for transparency purposes required by California Senate Bill 929. The website's effective date of operation is no later than January 1, 2020.

Dennis informed the Board that he has been working with two (2) website development firms – WordPress & Upwork – on preliminary plans for the required website. A number of interested website developers have submitted proposals for creating our website.

Chairperson Rollins asked that Dennis check with legal counsel to make sure our proposed website content meets the legal requirements mandated as well as ADA compatibility. Dennis agreed to do so.

There were no further questions from the Board of Directors. Members unanimously approved a Budget Line Item of **\$10,000** for Website development as requested.

**(M/Debbie Wolfe, S/Doug Marquand)**

**Vote by member:**

Aye: Clark, Estrella, Hoffman, Johnson, Marquand, Rollins, Wolfe  
\* Doug Marquand's vote counts as 2. He represents 2 school districts.

Nay: No members

Abstention: No members

Absent: Elsen, Rigney

5. **Approve Rate Adjustment for First Student, Inc. (8:34 a.m.):** -- Dennis stated that First Student, Inc. has requested an increase in bus rates by 3.2% for the 2019 – 2020 fiscal year effective September 1, 2019. This increase is within the guidelines of our transportation contract. The projected costs of the 3.2% increase is **\$83,860**.

Board members did not have any questions on this increase. They unanimously approved the rate increase of 3.2% as presented.

**(M/Doug Marquand, S/Debbie Wolfe)**

**Vote by member:**

Aye: Clark, Estrella, Hoffman, Johnson, Marquand, Rollins, Wolfe  
\* Doug Marquand's vote counts as 2. He represents 2 school districts.

Nay: No members

Abstention: No members

Absent: Elsen, Rigney

**Special Note:**

**At 8:30 a.m., guest speaker Kristi Dahlstrom (co-Director of Special Education for the Marin County Office of Education) joined the meeting while Action Session Item #5 was under review. The Board will complete the balance of the meeting agenda at the conclusion of the Time Certain presentation.**

**TIME CERTAIN – Scheduled for 8:30 a.m. (Actual time 8:36 a.m. to 8:40 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 Kristi Dahlstrom co-Director of Special Education was in attendance.

**Kristi reported on the following:**

- a.** The classroom previously located on the Willow Creek Academy campus in Sausalito, has moved to Strawberry Point School in Mill Valley.
- b.** There are no major bell schedule changes to report. A few minor adjustments at a number of campuses were necessary to meet the host school site's bell schedule.
- c.** The only ongoing problems we have encountered are major traffic issues, especially in the Ross Valley area. There is a lot of road construction as well as home construction in this area of Marin County that is negatively impacting traffic.

The Time Certain agenda item ended at 8:40 a.m. The Board thanked Kristi for her attendance and input.

**Note:** At this point, the Board returned to the remainder of the Action Session – the Consent Agenda.

**CONSENT AGENDA (8:41 a.m. to 8:43 a.m.)**

**Note:** All items appearing on the Consent Agenda are approved in one action by the Board of Directors. Board members, staff, or members of the public may request that an item be pulled for discussion prior to Consent Agenda approval.

**Approval Items:**

**CA-1. Approve Minutes of June 12, 2019 Board Meeting.**



**CA-2. Approve Financial Documents as follows:**

- a. Approval of vendor warrants paid for the period of June 1, 2019 through June 30, 2019 in the amount of **\$580,008.69.**
- b. Approval of vendor warrants paid for the period of July 1, 2019 through July 31, 2019 in the amount of **\$219,224.61. (@ Tam Dist.)**
- c. Approval of vendor warrants paid for the period of July 1, 2019 through August 31, 2019 in the amount of **\$222,337.74. (@ SRHSD).**
- d. Approval of Purchase Orders for Fiscal Year 2019 – 2020.

**Acknowledge & Accept Items:**

**CA-3. Acknowledge & Accept the letter received from the office of Betty T. Yee, California State Controller on the Certification Letter for Fiscal Year 2017 – 2018 MPTA Audit.**

**CA-4. Acknowledge & Accept a Public Information request from Keith F. Galloway, President of DRG Holdings LLC. Mr. Galloway requested copies of our current transportation contract and pricing. This request was dated July 30, 2019, though not received by MPTA until August 23, 2019.**

**CA-5. Acknowledge & Accept Monthly Student Count Tally Sheets as follows:**

- a. June 2019 (Regular School Year & Extended School Year)
- b. July 2019 (Extended School Year)
- c. August 2019 (Regular School Year).

**CA-6. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance.**

- a. June 2019 (Regular School Year) as of June 17, 2019.
- b. June 2019 (Extended School Year) as of July 1, 2019.
- c. July 2019 (Extended School Year) as of August 5, 2019.
- d. August 2019 (Regular School Year) as of September 3, 2019.

Chairperson Michele Rollins reviewed the Consent Agenda for the Board. There were no questions from the Board, so they unanimously approved the Consent Agenda as presented.

**(M/Doug Marquand, S/Barbara Johnson)**

**Vote by member:**

Aye: Clark, Estrella, Hoffman, Johnson, Marquand, Rollins, Wolfe  
\* Doug Marquand's vote counts as 2. He represents 2 school districts.

Nay: No members

Abstention: No members

Absent: Elsen, Rigney

**Continuation of DISCUSSION SESSION (8:42 a.m. to 8:45 a.m.) [ALL ITEMS BELOW ARE INFORMATIONAL ITEMS]**

**Note:** The first two (2) items of the Discussion Session were reviewed at the start of the meeting.

3. **Future agenda items requested by Board members:** -- The Board did not have any items they wished to include on the next meeting's agenda.
4. **Discuss other business:** -- There was no other business to discuss.
5. **Set next meeting.**  
October 9, 2019

**ADJOURNMENT: 8:45 a.m.**

**Special note:**

**This is Barbara Johnson's last Board of Directors meeting. Barbara is retiring from the Kentfield School District as of September 30, 2019.**

**The Board of Directors thanked Barbara for her service and leadership. All in attendance wished Barbara a long and happy retirement!**

**Scheduled meetings for the 2019 – 2020 school year:**

**October 9, 2019  
November 12, 2019**



**December 11, 2019**

**January 15, 2020 \*\***

**(\*\* possible conflict with the Governor's Budget Workshop)**

**February 12, 2020**

**March 18, 2020**

**April 22, 2020**

**May 20, 2020**

**June 10, 2020**