

**MEETING
BOARD OF DIRECTORS
MARIN PUPIL TRANSPORTATION AGENCY**

**MINUTES
September 15, 2021**

Special Note: Meeting was held via Zoom Video Conference.

BOARD MEMBERS PRESENT:

Chris Carson (Ross Valley), Robert Clark (Sausalito – Marin City), Corbett Elsen (Tamalpais), Carlos Estrella – 8:37 a.m. (Reed), Midge Hoffman – 8:22 a.m. (Interim CBO for Kentfield), Bob Marcucci (San Rafael Elementary & High School Districts), Paula Rigney – 8:37 a.m. (Larkspur – Corte Madera), Michele Rollins (Mill Valley) & Carol Slender (Ross).

BOARD MEMBERS ABSENT:

None

STAFF PRESENT:

Dennis Petri, Executive Director

GUESTS:

Josue Calvo-Perez – 8:30 a.m., First Student Location Manager, San Rafael
Jaime Mata – 8:30 a.m., (Incoming Chief Business Official for Sausalito – Marin City)
Christina Posedel, San Rafael City Schools Accounting Manager

I. CALL TO ORDER:

Chairperson Michele Rollins called the Board of Directors meeting to order at 8:16 a.m. This Board of Directors Meeting was held via Zoom Video Conference.

II. PUBLIC COMMENT: (8:16 a.m.)

There were no public comments.

III. ACTION SESSION

- 1. Review & Possible Action on the Agenda (8:18 a.m.):** – Members approved the Agenda as presented.

(M/Chris Carson, S/Corbett Elsen)

Vote by member:

Aye: Carson, Clark, Elsen, Marcucci for SRES D, Marcucci for SRHSD, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Estrella, Hoffman, Rigney

- 2. Review and Possible Action on the 2020 – 2021 Bill Back Rebate to Member School Districts (8:19 a.m.):** -- Executive Director Petri explained that the rebate due member school districts from the 2020 - 2021 fiscal year is **\$433,887**. Petri also explained that the 2021-2022 Budget worksheet was updated in June and the Bill Back figures were updated in August. Both documents will be recalculated in October after we have received several transportation invoices to see how the financial figures are trending.

Members did not have any questions. Members approved the 2020 - 2021 rebate in the amount of **\$433,887** as presented.

(M/Chris Carson, S/Corbett Elsen)

Vote by member:

Aye: Carson, Clark, Elsen, Hoffman, Marcucci for SRES D, Marcucci for SRHSD, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Estrella, Rigney

Note: Board Member Midge Hoffman (Interim CBO for Kentfield) arrived as Action Item #2 was under review.

3. **Review and Possible Action on the Certification for Financial Reports for 2020 – 2021 (Unaudited Actuals) – (8:23 a.m.):** -- Chairperson Rollins asked our Fiscal Agent (Bob Marcucci) if he had any comments or information for the Board concerning the Unaudited Actuals. Bob and Chris Posedel (Accounting Manager for San Rafael City Schools) both said there were no issues or concerns when preparing this document.

Members did not have any questions. Members approved the Unaudited Actuals report as presented.

(M/Corbett Elsen, S/Carol Slender)

Vote by member:

Aye: Carson, Clark, Elsen, Hoffman, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Estrella, Rigney

4. **Review and Possible Approval of an Updated Memorandum of Understanding with the San Rafael High School District as the provider of the MPTA's Fiscal Agent Services for the Fiscal Year 2021 - 2022 in the amount of \$14,653.88 – (8:25 a.m.):** -- Chairperson Rollins read the agenda item, then made a motion to approve the Consumer's Price Index (CPI) increase of 3.2% as presented.

Members did not have any questions. Members approved the updated Memorandum of Understanding for MPTA's Fiscal Agent Services for the 2021 – 2022 fiscal year as presented.

(M/Michele Rollins, S/Midge Hoffman)

Vote by member:

Aye: Carson, Clark, Elsen, Hoffman, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Estrella, Rigney

5. **Review and Possible Approval of an Updated Memorandum of Understanding with the San Rafael High School District as the MPTA's Office Facility Lease Holder for the Fiscal Year 2021 - 2022 in the amount of \$10,146.52 – (8:27 a.m.):** - Chairperson Rollins read the agenda item, then made a motion to approve the Consumer's Price Index (CPI) increase of 3.2% as presented.

Members did not have any questions. Members approved the updated Memorandum of Understanding for MPTA's Office Facility Lease for the 2021 – 2022 fiscal year as presented.

(M/Michele Rollins, S/Chris Carson)

Vote by member:

Aye: Carson, Clark, Elsen, Hoffman, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Estrella, Rigney

6. **Review and Possible Approval of Rate Adjustment for First Student, Inc. for the 2021 / 2022 school year. Proposed rate increase of 3.2% is effective August 10, 2021 – (8:28 a.m.):** - Executive Director Petri explained that this increase is part of the Transportation Contract Extension Agreement we signed with First Student last fiscal year.

Members did not have any questions. Members approved the Consumer's Price Index (CPI) increase of 3.2% to the Transportation Contract with First Student for the 2021 – 2022 fiscal year as presented.

(M/Chris Carson, S/Corbett Elsen)

Vote by member:

Aye: Carson, Clark, Elsen, Hoffman, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender
Nay: No members
Abstention: No members
Absent: Estrella, Rigney

IV. CONSENT AGENDA (8:30 a.m.):

CA-1. Approve Minutes of June 9, 2021, Board Meeting.

CA-2. Approve Financial Documents as follows:

- a. Approve vendor warrants paid for the period of June 1, 2021, through June 30, 2021, in the amount of **\$310,413.04.**
- b. Approve vendor warrants paid for the period of July 1, 2021, through July 31, 2021, in the amount of **\$262,395.50.**
- c. Approve vendor warrants paid for the period of August 1, 2021, through August 31, 2021, in the amount of **\$225,892.85.**
- d. Approve Purchase Orders for Fiscal Year 2021 – 2022.

CA-3. Acknowledge & Accept Potential Reimbursement Information for member school districts as follows:

- a. June 2021 – Regular School Year – in the amount of **\$296.78.**
- b. June 2021 – Extended School Year – in the amount of **\$432.63.**
- c. Potential Reimbursement Fund Totals for 2020 - 2021: **\$6,402.58.**
- d. July 2021 – Extended School Year – in the amount of **\$597.74.**
- e. August 2021 in the amount of **\$323.95.**
- f. Potential Reimbursement Fund Totals to date for 2021 - 2022: **\$921.70.**

CA-4. Acknowledge & Accept Monthly Student Count Tally Sheets as follows:

- a. June 2021
- b. June 2021 (Extended School Year)
- c. July 2021 (Extended School Year)
- d. August 2021

CA-5. Acknowledge & Accept Spreadsheets of Students Listed by School of Attendance.

- a. June 2021
- b. June 2021 (Extended School Year)
- c. July 2021 (Extended School Year)
- d. August 2021

- CA-6. Acknowledge & Accept the letter received on June 22, 2021, from School & College Legal Services of California on Juneteenth school holiday and Implications for Schools.
- CA-7. Acknowledge & Accept agreement dated July 1, 2021, with the San Francisco Unified School District to transport one of their district students residing in a group home in San Rafael. Maximum income amount of \$11,130.00 possible.
- CA-8. Acknowledge & Accept a Public Records Act request dated July 7, 2021. This request was submitted by Ms. Lauren C. Thomas, Paralegal, with the firm of Meyers / Nave in Oakland, California. This Public Records Act request is seeking contracts, documents, and any related correspondence and information concerning the MPTA's transportation contract with First Student for the school years 2018/2019, 2019/2020 and 2020/2021.
- CA-9. Acknowledge & Accept a request our Fiscal Agent received on the MPTA's behalf for FY 2019-2020 Audited Financial Statements and SAS 114 Auditor's Communication information. This request was received on August 9, 2021.
- CA-10. Acknowledge & Accept a Public Information request from Transparent California received on August 30, 2021. This agency is requesting a copy of the MPTA's Employee Compensation Report for the 2019/2020 fiscal year.

Chairperson Rollins introduced the Consent Agenda. There were no questions from the Board of Directors, so Chairperson Rollins asked for a Motion to approve the Consent Agenda as presented. After receiving the Motion, the Board approved the Consent Agenda as presented.

(M/Corbett Elsen, S/Carol Slender)

Vote by member:

Aye: Carson, Clark, Elsen, Hoffman, Marcucci for SRES, Marcucci for SRHSD, Rollins, Slender

Nay: No members

Abstention: No members

Absent: Estrella, Rigney

Note: Guest Jaime Mata (Incoming CBO for Sausalito – Marin City) arrived as the Consent Agenda was under review.

Note: Guest Josue Calvo-Perez arrived as the Consent Agenda was under review.

V. **DISCUSSION / INFORMATION ITEMS**

1. **TIME CERTAIN – Scheduled for 8:30 a.m. Actual time was 8:32 a.m.**

Time Certain – Transportation Issues & Discussion: - This time is set aside for discussion with representative(s) of the Marin County Office of Education.

No guest speaker was available for this meeting.

Kristi Dahlstrom, Director of Special Education had sent an email to Dennis on Tuesday, September 14, 2021, saying she did not have any new information to present to the Board. She also had a conflicting meeting.

The Board did not have any questions to pose to Kristi or other Marin County Office of Education representatives.

2. **Executive Director's Report (8:35 a.m. to 8:39 a.m.):**

a. General Information on the 2021 Extended School Year (ESY) operations.

Executive Director Petri reviewed the number of students transport for the Extended School Year (ESY) session, schools served, and bus routes operated. Petri noted that the ESY session operated fairly smoothly.

b. MPTA School Bus Routes for 2021/2022: Status of service to date.

Petri reviewed the changes that had to be made to bus routes for the 2021 / 2022 school year as First Student was unable to cover 6 our school bus routes due to a lack of drivers. The 6 "open" school bus routes included 3 routes that transport students who use wheelchairs for mobility. Petri used a combination of **1.** Combining bus routes with increased travel times as a result; and **2.** Using other transportation vendors to an increased degree (versus past practice).

c. Inservice September 8, 2021: Sexual Harassment & Abusive Conduct Prevention Training.

Petri noted he attended this Inservice program offered by School & College Legal Services of California via Zoom.

Chairperson Rollins directed Dennis to circle back with staff at the Marin County Office of Education (MCOE) on bus issues we are experiencing so they are informed. She also asked Petri to keep the Board of Directors informed on issues that may arise.

Note: Vice Chairperson Carlos Estrella (Reed) arrived as the Executive Director's Report was under review.

Note: Board Member Paula Rigney (Larkspur – Corte Madera) also arrived as the Executive Director's Report was under review.

3. **Discussion on Legal Firm(s) used for Public Records Act requests or additional legal matters (8:40 a.m.):** - Chairperson Rollins introduced this item, noting our current legal firm – School & College Legal Services of California – is a fairly small firm. The Board might wish to engage the use of larger legal firms as needed – especially for Public Records Act requests.

Vice Chairperson Estrella said he supports the use of a second legal firm as suggested and needed.

There were no additional comments from the Board.

4. **Future agenda items requested by Board members.**

There were no requests for future agenda items from the Board of Directors.

5. **Reminder of next meeting date.**
October 13, 2021

VI. ADJOURNMENT: 8:43 a.m.

Public Records:

In accordance with Government Code section 54957.5 and the Public Records Act, public records that are distributed to a majority of the Board of Directors concerning open session agenda items will be made available upon request by emailing Dennis Petri at dpetri@marinschools.org or by calling (415) 258-8511. Such records distributed during a public meeting will be made available for inspection at the meeting if prepared by the Agency, or after the meeting if prepared by another party.