



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Summary of Actions

Tuesday, September 17, 2019

4:00 PM

**San Ramon Valley Unified School District
699 Old Orchard Road, Danville, CA 94526
(Conference Room C)**

Any document provided to a majority of the members of the Measure J Traffic Congestion Relief Agency (TRAFFIX) Board of Directors regarding any item on this agenda will be made available for public inspection at the meeting. Members of the public may arrange to view documents after the meeting by calling the TRAFFIX Administrative Coordinator at (925) 973-2649 during normal business hours.

- I. **Call to Order – Meeting called to order by Chair Marvel at 4:10pm.**
- II. **Roll Call** – Heidi Kenniston-Lee (TRAFFIX Administrative Coordinator), Director Rachel Hurd (SRVUSD), Director Dave Hudson (City of San Ramon), Thomas Valdriz (Town of Danville Staff), Robert Sarmiento (Contra Costa County Staff), Vice Chair Candace Andersen (Contra Costa County), Director Newell Arnerich (Town of Danville), Henry Cooper (First Student), Elizabeth Graswich (SRVUSD Staff), Chair Greg Marvel (SRVUSD), Lisa Bobadilla (City of San Ramon Staff)
- III. **Public Comment** - None received.
- IV. **Order of the Agenda** – No change.
- V. **Consent Calendar** – Motion to approve by Vice Chair Andersen. Second by Director Newell. Passed 5-0.
 - A. **Approve** Summary of Actions from July 16, 2019 Meeting
- VI. **Reports and Presentations**
 - A. **Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach
 - Heidi directed the Board to sales reports and rider counts and explained that TRAFFIX would take a deeper look at the accuracy of neighborhood data contained in sales reports.
 - Heidi reported 1669 passes sold to date.

- TRAFFIX has published a new 10th Anniversary flyer on Peachjar listing the “Top Ten Reasons to Buy a TRAFFIX Bus Pass” and related school newsletter article.
- Heidi shared a final proof of the new universal TRAFFIX brochure to the Board. The brochure will be put in school offices for new parents, used at school events, etc.
- TRAFFIX will use yard signs and HOA email blasts to promote the program. The Board discussed where such marketing efforts would best be targeted.
- Heidi referenced a communication to schools asking for marketing vehicles.

B. Receive Update on TRAFFIX Operations

B.1. Receive TRAFFIX Administrative Coordinator Report

- Heidi walked the Board through the new performance management process and the draft performance management tracking tool.
- TRAFFIX continues to tweak routes/stops as necessary, for example, removing unnecessary stops. Drivers are better communicating the need for such adjustments.
- TRAFFIX recruited new Citizen’s Advisory Committee (CAC) members for Los Cerros and Vista Grande. Heidi listed efforts to recruit additional members.
- Heidi outlined bus service/operations issues/incidents and how drivers and TRAFFIX are responding.
- The first “Buzz Stop” Newsletter of the year goes out this month.
- Schools were reminded to contact First Student directly regarding school bus safety drills.

B.2. Receive First Student Location Manager Report

- Mr. Cooper gave an update on preparation or “onboarding” of the new bus fleet over the summer and the full staffing of the TRAFFIX account minus one “cover driver”, providing a further update on the current driver status with one route uncovered and without one “cover driver”.
- Mr. Cooper validated the ongoing review and tweaking of routes/stops.
- Mr. Cooper referenced three (3) collisions with no injuries.
- Mr. Cooper reported on the current TRAFFIX bus supply noting that we are out of “spare” buses with buses out of commission due to the following reasons:

- One bus failed due to electrical fault.
- One bus substantially impaired by collision.
- One is being used to cover new route MV19B.

Mr. Cooper said charter buses are used when necessary, at least until charter season begins. The Board directed TAC to review the challenge of not having surplus buses in the queue at this time. Mr. Cooper said that there are other bus resources in the bay area that he could use if necessary. Vice Chair Andersen suggested First Student check with their insurance carrier to see if they can provide a bus while the damaged bus is being fixed.

- Mr. Cooper reported making some progress with driver recruitment due, in part, to better benefits and is targeting seniors/retirees. First Student has formed a committee to discuss the driver training/testing process.

VII. Old Business

- A. Receive Verbal Update** on Contra Costa Proposed Transportation Expenditure Plan – Director Arnerich gave an update on the Contra Costa Proposed Transportation Expenditure Plan as it could impact the TRAFFIX Program. Ms. Bobadilla will forward additional information to the Elizabeth Graswich at the school district.
- B. Receive Verbal Update** on TRAFFIX Administrative Coordinator Limited-Term Position – Ms. Bobadilla reported that TAC will bring the updated scope of work and job announcement to the January Board meeting. The Board wants First Student to take afternoon service calls and post afternoon service alerts as a pilot project. Mr. Cooper reported that he has been speaking to his manager about providing additional resources for afternoon call coverage without additional charges to TRAFFIX.

VIII. New Business

- A. Approve Initiation** of Accounting Request for Proposal (RFP) – Motion by Vice Chair Andersen to approve moving forward with an Accounting Request for Proposal (RFP). Second by Director Hurd. Passed 5-0.
- B. Receive Verbal Update** on National School Bus Safety Week (October 21 - 25, 2019) – Heidi updated on the Board about TRAFFIX efforts to promote National School Bus Safety Week.
- C. Receive Verbal Update** on Unity Day (October 23, 2019) – The Board approved TRAFFIX purchase of additional orange shirts for drivers to wear on Unity Day. Motion by Director Hurd. Second by Vice Chair Andersen. Passed 5-0.

IX. Adjournment: Meeting adjourned at 5:32pm.