



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Summary of Actions

Tuesday, January 21, 2020

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 at**
- II. **Roll Call – Chair Greg Marvel (SRVUSD), Heidi Kenniston-Lee (TRAFFIX Administrative Coordinator), Henry Cooper (First Student), Lisa Bobadilla (City of San Ramon), Dave Hudson (City of San Ramon), Robert Sarmiento (Contra Costa County), Rachel Hurd (SRVUSD), Michael Conneran (Attorney), Danny Hillman (Town of Danville), Newell Arnerich (Town of Danville)**
- III. **Public Comment – None received.**
- IV. **Order of the Agenda – Delay Consent Calendar until quorum achieved.**
- V. **Consent Calendar – Move to approve by Director Hudson. Second by Director Arnerich. Passed 4-0.**
 - A. **Approve** Summary of Actions from November 19, 2019 Meeting
- VI. **Reports and Presentations**
 - A. **Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach
 - 1702 passes sold to date. Heidi directed Board members to sales reports in their packets. Heidi reported an increase in student movement out of the district and to different schools.

- Heidi gave an update on website mapping of student demographics, including grade progression for the following year. The Board reviewed the draft low ridership survey questions and invited feedback.
- Heidi gave an update on status of second bus pass payments, including collection efforts and approach for the following year. Failure to pay would lead to cancellation of bus passes. Heidi will work with Mr. Conneran on appropriate website verbiage.
- Bus service incidents did not exceed two percent in the months of November and December.
- TRAFFIX has been working with First Student to maximize ridership, using rider counts (included in Board packets). As a result, wait lists are much smaller.
- Heidi reminded Board members to submit their Form 700s. Michael will explore the opportunity to submit electronically.
- Heidi pointed the Board toward bus maintenance records in their packets.
- Heidi gave an update on audit status.
- Data received from SRVUSD that 1,093 students receive free lunches and 324 student received reduced lunches for 1,417 students or 4.41 percent of the student population.
- Information about the “Love the Bus” Campaign was provided to the Board with permission to highlight in the next newsletter.

B. Receive Update on TRAFFIX Operations

B.1. Receive TRAFFIX Administrative Coordinator Report

B.2. Receive First Student Location Manager Report

- Mr. Cooper reported smooth operations in November and December.
- Fleet status is stable with 25 buses in service and the 26th bus still in the shop. Should be back in service by the end of the month.
- Driver status stable until the last week with two letters of resignation (MV10 and MV19), but both vacancies are covered. Mr. Cooper gave an update on drivers in the “pipeline”.
- Mr. Cooper thanked TRAFFIX for the holiday event.

- First Student was able to close union negotiations with drivers ratifying the contract before winter break.
- First Group PLC may be up for sale which should not effect the TRAFFIX account.

VII. Old Business

- A. Receive Update** on Contra Costa County Transportation Expenditure Plan – Ms. Bobadilla gave an update on Measure J which will be on the March 3, 2020 ballot.
- B. Receive Update, Review Job Posting and Create Oral Board Subcommittee** for TRAFFIX Administrative Coordinator Limited-Term Position – Ms. Bobadilla updated the Board regarding the five-year limited term TRAFFIX Administrative Coordinator position starting July 1, 2020 through June 20, 2025. ? and ? appointed to the oral board for interviews on either March 2nd or March 3rd. Ms. Bobadilla directed Board members to the hiring schedule contained in the meeting packet.
- C. Receive Update** on January 2020 Route Reviews

VIII. New Business

- A. Approve** Implementation of TRAFFIX Driver Service Year Pin Program
- B. Discuss and Approve** January 2020 (New Year) Bus Pass Promotion
- C. Receive Update and Provide Input** on 2020-2021 Bus Pass Rates

IX. Adjournment: The meeting was adjourned at ?