



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Special Meeting Summary of Actions

Wednesday, April 22, 2020

4:00 PM

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

ATTENTION: Directors, staff and the public may participate remotely via ZOOM at video address <https://zoom.us/j/98903121845> or by calling 1-669-900-6833 using Meeting ID 989 0312 1845.

Public Comment

Public comment also may be submitted in advance of the meeting via email to admin@ridetraffic.com or, during the meeting, via text at 925-786-8558. Please indicate in your email or text the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the Directors before, and, as feasible, during the meeting.

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) 786-8558 during normal business hours.

- I. **Call to Order** – Chair Marvel called the meeting to order at 4:00pm.
- II. **Roll Call** – Heidi Kenniston-Lee (TRAFFIX Administrative Coordinator), Director Dave Hudson (City of San Ramon), Director Newell Arnerich (Town of Danville), Vice Chair Candace Andersen (Contra Costa County), Director Sabina Zafar (City of San Ramon), Director Renee Morgan (Town of Danville), Chair Greg Marvel (SRVUSD), Andy Dillard (Town of Danville), Robert Sarmiento (Contra Costa County), Thomas Valdriz (Town of Danville), Henry Cooper (First Student), Pamela Lee (First Student), Michael Conneran (TRAFFIX Attorney), Director Rachel Hurd (SRVUSD), Danny Hillman (SRVUSD)
- III. **Public Comment** – None received.
- IV. **Order of the Agenda** – No change.

V. Consent Calendar – Motion to approve by Director Morgan. Second by Director Arnerich. Passed 7-0.

A. Approve Summary of Actions from January 21, 2020 Meeting and March 17, 2020 Special Meeting

VI. Reports and Presentations

A. Receive Update on TRAFFIX Pass Sales, Marketing and Outreach

- No recent pass sales reported since the Shelter in Place began.

B. Receive Update on TRAFFIX Operations

B.1. Receive TRAFFIX Administrative Coordinator Report

- Bus incidents have not exceeded the 2 percent threshold to date for the entire 2019-2020 school year.
- The next TRAFFIX “Buzz Stop” Newsletter will be published in April.
- TRAFFIX continues to prepare for bus pass sales.
- TRAFFIX will conduct a bus pass design contest.
- TRAFFIX will honor bus drivers on School Bus Driver Appreciation Day (April 28th) with thank you letters, McDonalds gift cards, “The Treasure Carrier” bookmarks and 5 and 10-year service pins. Parents will be encouraged to submit “Bus Driver Bravos” as well.
- Efforts to maintain and update the website continue.
- The next Board meeting will take place May 19th.

B.2. Receive First Student Location Manager Report

- Mr. Cooper thanked TRAFFIX for ongoing support of the drivers with funding for payment and School Bus Driver Appreciation Day efforts.
- First Student continues to service the buses.

VII. Old Business

A. Receive Verbal Update on TRAFFIX Administrative Coordinator Limited-Term Position – Mr. Dillard and Heidi informed the Board that an offer to the new Administrative Coordinator (Megan Wilkerson) had been extended and accepted. If employment processing (background check, etc.) goes well, she is currently

scheduled to begin on May 4th. Heidi and Lisa Bobadilla are working on training documents.

- B. Approve** Selection of Accounting Services Provider – Motion to approve selection of JJACPA to continue to provide accounting services by Director Arnerich. Second by Director Hurd. Passed 7-0.

VIII. New Business

- A. Approve** TRAFFIX Audit for Fiscal Year Ending June 30, 2019 – Motion to approve by Director Arnerich. Second by Director Morgan. Passed 7-0.
- B. Receive Verbal Report and Approve** FirstView Implementation – Motion to approve (noting concerns below) by Director Morgan. Second by Director Hudson. Passed 7-0. Noted are concerns (1) raised by Heidi that First Student accurately references asset or bus numbers on the system so parents are able to track the correct bus and (2) raised by Chair Marvel about secure access to the bus location information. Mr. Cooper suggested that the school district would weigh in on which parent, for example, should have access to the information as part of the implementation process which will require a workflow plan. Mr. Cooper and Mr. Dillard will work through the concern off-line and report back to the Board with specifics.
- C. Receive Verbal Report** on School Closure and TRAFFIX Bus Service – Chair Marvel provided a summary of what the ad hoc committee has done to address school closures to date as it impacts the TRAFFIX Program, including amending the First Student contract to allow for continued payment of drivers and an audit of such expenditures. The Board discussed how the school closures might impact the program, including continued social distancing and potentially reduced maximum bus capacities. The Board directed continued postponement of bus pass sales until we have more information from related agencies, including health officers and the school district.
- D. Discuss and Approve** Response to School Closure-Related Refund Requests – Motion to approve automatic, partial (pro-rated) refunds for bus passes paid in full by Director Arnerich. Second by Director Hudson. Passed 7-0. Customers who did not make their second payment are to receive a letter confirming being excused from the second payment and reminding parents that we continued to provide funding to allow for payment of drivers. Customers who did pay in full and who are receiving refunds should also receive a letter explaining that we continue to provide funding to allow for payment of drivers.
- E. Approve** 2020-2021 TRAFFIX Marketing Plan – Item deferred.

- IX. Adjournment:** Chair Marvel adjourned the meeting at 5:08pm.