



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Special Meeting Summary of Actions

Tuesday, May 19, 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), Chair Greg Marvel (SRVUSD), Andy Dillard (Town of Danville), Robert Sarmiento (Contra Costa County), Thomas Valdriz (Town of Danville), Henry Cooper (First Student), Michael Conneran (TRAFFIX Attorney), Director Rachel Hurd (SRVUSD), Danny Hillman (SRVUSD), Megan Wilkerson (TRAFFIX Administrative Coordinator- in Training)
- III. **Public Comment** – None received.
- IV. **Order of the Agenda** – No change.

- V. Consent Calendar** – Motion to approve by Director Hurd. Second by Vice Chair Anderson. Passed 6-0.
- A. Approve** Summary of Actions from April 22, 2020 Meeting Special Meeting. Motion to Approve by Director Hurd. Second by Vice Chair Anderson. Passed 6-0.

VI. Reports and Presentations

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

- Introduction new TRAFFIX Admin Coordinator, Megan Wilkerson.
- Planeteria has identified a solution for the Reoccurring/Automatic payment for 2020/2021.
- No recent pass sales reported since the Shelter in Place began.
- May Buzz Stop will be published at the end of May.
- Marketing plan to be further discussed in June/July when we have more information from SRVUSD.

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.
- TRAFFIX Bus Pass Design Contest, picked a winner for Elementary and Middle/High School.
- Efforts to maintain and update the website continue.
- The next Board meeting will take place June 16th 2020.

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 – Heidi discussed the transition from Heidi to Megan.

- B. Receive Verbal update** on School Closure and Refund Process JJACPA will process semi-automatic refund checks. Will take 2-4 weeks to order checks and get the information to JJACPA to send checks. Cost will not exceed \$3,436.97.

School closure and possible scenarios for the 2020-2021 School Year. Will follow situation closely and how it will affect the program. No new update about policy and procedures about social distancing. There was a lot of concern on budget, route consolidation, and demand.

VIII. New Business

- A. Discuss 2020-2021 Financial plan, Discuss 2020-2021 Financial Plan** – Heidi presented Measure J revenue projections as provided by CCTA Director Peter Engle outlining a potential 14-15 percent reduction in revenue. Ms. Bobadilla reported that TDM funding could increase to \$90,000. Carl Roner (title) noted that CSA-T1 funds are generated by property taxes which should remain stable and that TRAFFIX payments by the County are based on the number of buses and riders serving the CSA-T1 area. Once we know how the school year will be structured, Carl will work the County and TRAFFIX to determine the status of future financial support as in light of the current contract and will determine if a contract addendum is in order. The Board acknowledged that there are currently too many unknown factors to adopt a new financial plan at this time and will further discuss it at the June Board meeting. Supervisor Anderson suggested funding could be available under the CARES Act to supplement driver payments.
- B. Approve 2020-2021 Citizen Advisory Committee (CAC) members** – Motion to approve by Director Hudson. Second by Director Zafar. Passed 5-0 (Director Arnerich absent). Heidi is recruiting for additional CAC members for the empty positions.
- C. Nominate and Elect 2020-2021 Board Chair and Vice Chair** - Vice Chair Anderson was nominated as Chair, Director Renee Morgan was nominated as Vice Chair. Motion to approve by Director Hudson. Second by Director Zafar. Passed 5-0 (Director Arnerich absent).
- D. Approve Meeting schedule for 2020-2021** – The Board supports Zoom meetings until December 2020, then possibly taking place in Vice Chair Anderson’s lobby if able (Brown Act concerns noted). Motion to approve by Vice Chair Anderson. Second by Director Hudson. Passed 5-0 (Director Arnerich absent).

- IX. Adjournment:** Chair Marvel adjourned the meeting at 5:16pm.