



## MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

### BOARD OF DIRECTORS

#### Meeting Summary of Actions

Tuesday, July 14, 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**

Committee members, staff and the public may participate remotely via Zoom at <https://us02web.zoom.us/j/88075330148> or by calling (669) 900-6833 using Meeting ID #880 7533 0148.

#### **Public Comment**

Public comment may be submitted in advance of the meeting via email to [admin@ridetraffic.com](mailto:admin@ridetraffic.com). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Board of Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the Board of 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 (951) 205-7291 during normal business hours.*

- I. **Call to Order-** Vice Chair Renee Morgan called meeting to order at 4:12 PM
- II. **Roll Call-** Vice Chair Renee Morgan (Town of Danville), Director Dave Hudson (City of San Ramon), Director Newell Arnerich (Town of Danville), Chair Candace Andersen (Contra Costa County), Director Sabina Zafar (City of San Ramon), Greg Marvel (SRVUSD), Director Rachel Hurd (SRVUSD), Andy Dillard (Town of Danville), Robert Sarmiento (Contra Costa County), Thomas Valdriz (Town of Danville), Henry Cooper (First Student), Lisa Bobadilla (City of San Ramon), Michael Conneran (TRAFFIX Attorney), Gayle Israel (Chief of Staff to Chair Candace Andersen), Pamela Lee (First Student), Megan Wilkerson (TRAFFIX Administrative Coordinator)

**III. Public Comment-** None Received

**IV. Order of the Agenda-** No Change

**V. Consent Calendar- Approve** Summary of Actions from May 19, 2020 Meeting. Motion to approve by Director Hudson. Second by Director Marvel. Passed 6-0. Chair Andersen absent.

**VI. Reports and Presentations**

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

Megan reported no new pass sales, and staying in touch with parents via email and website. No marketing since we are on hold for bus pass sales.

**B. Receive Update** on TRAFFIX Operations

**1. B.1. Receive** TRAFFIX Administrative Coordinator Report

Megan reported no new changes.

**2. B.2. Receive** First Student Location Manager Report

Henry reported moving forward with back to school beginning August 11, 2020. Making sure buses are ready, they will be putting out the routes to bid within the next few weeks.

**VII. Old Business**

**A. Receive Verbal Update** on 2019-2020 School Closure Refunds

Megan reported there were 1303 refunds checks sent out, totaling \$162,168.24. Only 9 had come back with a bad address due to apartment number not being listed in the account.

**B. Receive Verbal Update** on FirstView Application Implementation

Megan discussed dashboard and the intent of the application that it will allow parents to take ownership of the routes and they will be able to check the status without calling TRAFFIX dispatch. The FirstView Application has a 15 second delay, however provides the most accurate display of timing for the buses. TRAFFIX will be piloting the application with the CAC members to work out any issues, and plan to roll out to all users by October, 2020.

**VIII. New Business**

**A. Approve** Purchase of TRAFFIX Bus Pass Lanyards

Bus pass lanyards approved (1800) and can use the extra for following years if needed.

Motion to Approve by Director Arnerich Second by Director Marvel . Passed 7-0.

**B. Receive Verbal Update and Discuss** the Provision of TRAFFIX School Bus Service for the 2020-2021 School Year

Henry discussed First Student Cleaning protocols. They recommended two disinfectants and the board monthly and daily options. Zoono sterilizer that works for 30 days, Diversey DS1 for daily application; EPA approved product.

TRAFFIX Board decided to proceed with the monthly disinfectant, Zoono and that First Student should be responsible for the cleaning.

Motion to approve Andersen 2<sup>nd</sup> by Hudson 7-0 passed.

**C. Discuss** 2020-2021 TRAFFIX Financial Plan Scenarios

TAC presented two scenarios for the TRAFFIX board to review:

Scenario 1: 17% reduction in Measure J funds, 20 students for capacity on 24 buses and selling bus passes for the entire school year for 2020-2021.

Scenario 2: 17% reduction in Measure J funds, 20 students for capacity on 24 buses and selling bus passes for the half of the school year for 2020-2021.

The SRVUSD Board decided to run school in a Hybrid model to begin the school year for the first 4 weeks, then return to school in person fully, 5 days a week. Director Marvel discussed double-tieing bus routes, however the logistical concerns outweigh the benefit of distancing on the bus. The guidelines are not mandatory, and it was suggested to max out capacity at 54 students per bus. The Hybrid model would be decided by Cohort A and Cohort B, however this does not change the capacity limit of 54 students per bus total, regardless of Cohort group.

Facial coverings will be mandatory for students and drivers and will result in disciplinary actions if not followed. TRAFFIX legal counsel, Michael Conneran will draft a waiver for parents to sign during pass sales and to be emailed to parents with receipt.

The TRAFFIX Board decided to start selling bus passes July 20<sup>th</sup>, 2020. Megan will work on getting the website ready, coordinating with Planetaria to ensure the bandwidth would be sufficient. The TRAFFIX Board agreed to keep bus pass rates at \$395 for Elementary and Middle Schools and \$450 for High School

Students. Price adjustments could be made if Hybrid schooling would extend longer than the planned 4 weeks.

Ad Hoc committee formed and consists of Director Marvel, Director Arnerich, and Director Zafar, officially appointed by Chair Andersen. Ad Hoc Sub Committee will They will meet early the week of July 20<sup>th</sup> to discuss further the decisions that will be brought to the Board for approval on July 28, 2020 at 4PM. Megan will send out a Doodle poll to finalize a date.

Robert Sarmiento brought to the Boards attention that the next scheduled meeting was set for September 22, 2020, which is the fourth Tuesday not the third, he suggested moving the meeting to September 15, 2020. Chair Andersen approved.

**IX. Adjournment:** Chair Andersen adjourned the meeting at 5:34