



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Summary of Actions

Tuesday, July 28, 2020

4:00 PM

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A VIDEO/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.

Committee members, staff and the public may participate remotely via Zoom at <https://us02web.zoom.us/j/87132820435> or by calling (669) 900-6833 using Meeting ID #871 3282 0435.

Public Comment

Public comment may be submitted in advance of the meeting via email to admin@ridetraffix.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-** Chair Candace Andersen called the meeting to order at 4:04 PM
- II. **Roll Call-** Director Newell Arnerich (Town of Danville), Chair Candace Andersen (Contra Costa County), Director Sabina Zafar (City of San Ramon), Director Greg Marvel (SRVUSD), , Vice Chair Renee Morgan (Town of Danville), Chair Candace Andersen (Contra Costa County), 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), Megan Wilkerson (TRAFFIX Administrative Coordinator), Director Rachel Hurd (SRVUSD, arrived at 4:07 PM), Director Dave Hudson (City of San Ramon, arrived a 4:13 PM)
- III. **Public Comment-** None Received.

IV. Order of the Agenda- No change

V. Consent Calendar- Approve Summary of Actions from July 14, 2020 Meeting

Motion to approve by Director Marvel, Second by Director Morgan. Passed 5-0, Director Hudson and Director Hurd Absent.

VI. Reports and Presentations

Receive Verbal Update on SRVUSD Distance Learning Status

Director Marvel informed the TRAFFIX Board that the San Ramon Valley Unified School District (SRVUSD) Board of Trustees will receive and review the guidelines to reopen elementary schools in August and are awaiting further instruction for middle and high schools. Therefore, the SRVUSD will begin the 2020-2021 school year using the "Distance Learning" model.

Schools will need to petition for a waiver from the State, County Health and County Superintendent in order to petition schools to open. This will be a fluid situation, and will be relayed to the TRAFFIX board so TRAFFIX can plan accordingly.

Chair Andersen stated that the National Guard will arrive in Contra Costa County, early August to help administer COVID-19 testing. Test results need to be turned around in 24-48 hours time to be effective in re-opening schools.

There are approximately 33% of testing patients that are interviewed for contact tracing. Contra Costa County has high tech testing devices and resources to attain accuracy. The goal is 90% of patients to be interviewed for contact tracing.

VII. New Business

A. Approve Addendum #2 in association with contract with First Student

Michael Conneran introduced Addendum #2 to the Board, which is very similar to the Addendum #1 used in Spring 2020. The dates reflect the 2020-2021 SRVUSD school calendar up through December 31, 2020. There is language provided if First Student needs to suspend and restart service due to COVID.

First Student needs to be prepared to start service when it is directed by the TRAFFIX Board/SRVUSD.

Director Marvel stated that TRAFFIX has the reserves to maintain service, and that it is in the best interest of the program to continue to pay First Student as an "insurance" in order to have the buses on the road within a few days notice.

Mr. Henry Cooper, First Student informed the Board that he and his team are working with First Student HR to ensure that drivers will be ready to return within 7 to 10-days time. Director Marvel stated that 7-10 days is too long, and it needs to be closer to 3-5 days.

Michael Conneran commented that there needs to be a document created to maintain continuity, and through our current contract we have control over who is assigned to routes. This will be the same roster from Spring 2020. TRAFFIX BOD will provide this document to First Student.

Mr. Cooper agreed that 5 days would be acceptable. He will secure the drivers as early as possible and do work on the back end to make sure the drivers will be ready to go. Mr. Conneran stated that we need to be off the County "watch list" for 14 days, so we would be able to give Henry an advance "heads-up" on moving forward with service.

Director Zafar raised concerns about parents' willingness to send students on buses and when bus passes will be available for purchase when service returns. Ms. Zafar also stated that the contract price with First Student will not change and she requested assurance that TRAFFIX drivers return to TRAFFIX routes. Mr. Cooper responded that he will work to ensure the drivers assigned to TRAFFIX routes will be committed to return to the routes for which they will be paid. Mr. Cooper expressed his appreciation for the continued financial support during this time.

Director Arnerich stated the need to continue funding the program to ensure its integrity. "We are in the transportation bus business or we're out", therefore, we are preserving a system by continuing to pay drivers and operations. Otherwise, it will take time to build the program back up.

Director Hurd stated that assurances were needed that the drivers will return. Director Arnerich confirmed that the agreement is through December 31, 2020 and will need to be re-addressed in December 2020 for the remainder of the 2020-2021 school year.

Director Hudson stated that by the November meeting, TRAFFIX will have a better idea of how the year will finish. The elementary students might be coming back first, and then need to meet and decide how to proceed when the TRAFFIX Board has further direction. Mr. Conneran suggested that the board approve the Addendum with a modification that it can be altered at the discretion of Mr. Conneran and Chair Andersen without further Board discussion. Director Arnerich agreed and put the vote in to motion.

**Modified motion to Approve by Director Arnerich, Second by Director Hurd.
Passed 7-0.**

(Approving with the modification that changes to the addendum can be made at Michael Conneran and Chair Candace Andersen’s discretion.)

B. Approve Fiscal Year 2020-2021 6-month Financial Plan

Megan Wilkerson explained the reasoning behind the 6-month budget versus a 12-month budget. Since the Contra Costa Transportation Authority (CCTA) has only approved funding for Measure J programs through December 31, 2020, TRAFFIX could not adopt a 12-month funding plan. That being said, the budget projects expenditures of \$ 975,929.93. The combination of Measure J Funds, 10% roll-over from 2018-2019, and TDM funds (increased to \$90,000) will yield a total revenue projection of \$1,068,000.00, and therefore, an overall profit of \$92,353.07. The financial plan will allow the TRAFFIX Board to fund the TRAFFIX program administration, legal counsel, accountant, and website, while making adjusted payments (Addendum #2) to First Student to keep the program running until a date to return students to school is identified. No TRAFFIX reserve funds will be utilized to fund the TRAFFIX program.

Bus pass production cost were added to budget to ensure that in the event bus passes are sold, they are already allocated the cost to produce them. Lanyards were approved and purchased and added into the financial plan at a cost of \$2,806.11.

Director Hudson raised a concern about the “projection of funds”, and wanted to know when the funds will be finalized.

Ms. Bobadilla confirmed that on July 15, 2020, the CCTA Board approved the financial commitment. In December, the CCTA Board will take an additional action to allocate the remaining 6-month funding.

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

VIII. Adjournment: Meeting adjourned at 4:48 PM