



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Summary of Actions

Tuesday, September 15, 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/87494703724> or by calling (669) 900-6833 using Meeting ID # 874 9470 3724.

Public Comment

Public comment may be submitted in advance of the meeting via email to admin@ridetrafix.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 925-973-2649 during normal business hours.

- I. **Call to Order** Madam Chair Andersen called the meeting to order at 4:00 PM
- II. **Roll Call** Chair Candace Andersen (Contra Costa County), Vice Chair Renee Morgan (Town of Danville), Director Sabina Zafar (City of San Ramon), Director Newell Arnerich (Town of Danville), Director Rachel Hurd (SRVUSD), Director Dave Hudson (City of San Ramon), Andy Dillard (Town of Danville), Danny Hillman (SRVUSD), Robert Sarmiento (Contra Costa County), Lisa Bobadilla (City of San Ramon), Henry Cooper (First Student), Michael Conneran (TRAFFIX Attorney), Megan Wilkerson (TRAFFIX Administrative Coordinator).

Absent: Director Greg Marvel (SRVUSD).

- III. **Public Comment** None Received

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

V. Consent Calendar-

A. Approve Summary of Actions from July 28, 2020 Meeting

Motion to approve by Director Morgan, Second by Director Hudson. Passed 6-0, Director Marvel Absent

VI. Reports and Presentations

A. Receive Verbal Update on TRAFFIX Operations

A.1. Receive TRAFFIX Administrative Coordinator Report

Ms. Wilkerson explained that her time has been spent filing historical documents physically and electronically dating back to 2007. Ms. Wilkerson has completed an update of the TRAFFIX website. Ms. Wilkerson has driven all of the TRAFFIX routes to help understand the routes and any challenges that may arise on them.

Ms. Wilkerson will prepare meeting packets and file and complete any tasks as they arise to ensure the program is ready to go when approved.

A.2. Receive First Student Location Manager Report

Mr. Cooper informed the Board that he is putting the finishing touches on all the operations at the facility. He also expressed his appreciation to the TRAFFIX Board for its support of the drivers during this time. He stated that Director Arnerich's comment, "You're either in the transportation business or you're not," was a helpful way to explain how TRAFFIX is taking care of the drivers during the pandemic.

Director Arnerich asked a question about Lamorinda undertaking a similar effort to maintain First Student operations. Mr. Cooper replied that they were still in negotiations and it is much smaller in scope, that it would only secure buses, not drivers. Mr. Cooper reiterated that 85% of the drivers returned to their TRAFFIX routes. The 5 remaining routes will go up for bid in the next few weeks.

VII. Old Business

A. Receive Verbal Update on 2020-21 SRVUSD Distance Learning

The SRVUSD Board will hold a meeting on September 15, 2020 to discuss the progress in the re-opening stage. Chair Andersen thanked Mr. Hillman and Director Hurd in their efforts in doing what they can to serve the community.

Mr. Hillman informed the Board that the District has employed the "Thought Exchange Survey" for parents that will be addressed that evening at the SRVUSD Board meeting. The platform allows the community to share thoughts and rate them. This will also allow the community to express their concerns without being led by thoughts from the

District. There were many issues that were illuminated that the District was not aware were areas of concern.

The platform has a similar Artificial Intelligence to social media to identify themes and common thoughts that will be able to be rated. There were close to 4,500 unique thoughts that emerged from the process. The thoughts were ranked based on votes by the community.

Director Zafar questioned how the Thought Exchange Survey was distributed to the parents in the district. Mr. Hillman responded that the link was submitted to all email addresses in the district, along with anyone who called to get access to the survey. Director Hurd also commented that San Ramon Valley High School is doing a wonderful job at communicating and leadership and the questions were clear and concise.

VIII. New Business

A. Approve Memorandum of Understanding between the City of San Ramon and TRAFFIX for the TRAFFIX Administrative Coordinator Position

Ms. Bobadilla explained that the 5 year MOU between TRAFFIX and the City of San Ramon was changed from the prior 2 year MOU. The 5-year MOU will provide consistency in the program and avoid turnover every two years. The City of San Ramon will continue to provide an office space for Admin Coordinator, including with the move to City Hall on Bollinger Canyon in late November. Ms. Bobadilla stated that she will continue to provide the oversight on the day-to-day operations in the office, and that Mr. Sarmiento, as the TAC Chair, will continue to provide oversight for the TAC and Board operations. After 6 months, there will be a review of Admin Coordinator's performance, including feedback from TAC and Board members, and then again after 12 months in June 2021. Ms. Bobadilla recommended approval of the TRAFFIX MOU with the City of San Ramon. Director Arnerich moved to approve and thanked Ms. Bobadilla and the City of San Ramon for their leadership.

Motion to approve by Director Arnerich, Second by Director Hudson. Passed 6-0, Director Marvel Absent

B. Approve TRAFFIX Document Retention Policy

Ms. Wilkerson stated that the document retention policy is very important moving forward. She explained a need to purge old documents for the move and to be used for future records retention. Ms. Wilkerson stated that the documents will be reviewed and handled according to the records retention policy. Director Arnerich asked if the retention policy mirrored the City of San Ramon's policy. Mr. Conneran replied that the Policy is similar to other transit operators.

Director Hudson asked if the policy needed to be approved by CCTA. Mr. Conneran responded that TRAFFIX can send a copy to CCTA, and if there are any issues, TRAFFIX can revisit the policy and adjust if needed.

Motion to approve by Director Arnerich, Second by Director Hurd. Passed 6-0, Director Marvel Absent

C. Approve Amendment to Rules of the Board Regarding Meeting Quorums

Mr. Conneran explained the need for a change in the Rules of the Board, particularly for a quorum when the Board holds a special Ad Hoc Committee meeting(s) and if there is a conflict if someone is not able to join the meeting. Mr. Conneran explained that TRAFFIX purposely had a low threshold for quorum with 3 agencies that need to be present.

As it currently stands, the Rules of the Board state that at least three member agencies and four members must be present to constitute a quorum. The proposed new rule will allow three members from three different agencies to be present to constitute a quorum, according to the Brown Act. This will incrementally raise the quorum requirement; however, Mr. Conneran does not believe that this will be an issue moving forward. This will increase the flexibility for the Ad Hoc Committee.

Director Hudson asked to clarify the need for only three, not four, Board members for an Ad Hoc Committee. Mr. Conneran confirmed.

Motion to approve by Director Hurd, Second by Director Morgan. Passed 6-0, Director Marvel Absent

D. Approve 2020-2021 TRAFFIX Marketing Plan

Ms. Wilkerson explained the Marketing Plan for the 2020-2021 school year. The Plan will consist of the purchase of the lanyards, which were approved on July 14, 2020. The lanyards will not have a school year printed, so they may be distributed beyond the 2020-21 school year. It is the only item proposed to be purchased within the marketing budget, at a total cost of \$2,806.11.

Director Morgan questioned if the lanyards will be distributed to all TRAFFIX students. Ms. Wilkerson confirmed that the cost includes mailing a lanyard with a bus pass to every TRAFFIX rider.

Motion to approve by Director Morgan, Second by Director Hurd. Passed 6-0, Director Marvel Absent

IX. Adjournment: Meeting adjourned at 4:30 PM.