



## **MEASURE J TRAFFIC CONGESTION RELIEF AGENCY**

### **BOARD OF DIRECTORS**

#### ***Summary of Actions***

***Tuesday, November 17, 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/89574761170> or by calling

(669) 900-6833 using Meeting ID # 895 7476 1170

#### **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 925-973-2649 during normal business hours.*

- I. Call to Order** Chair Andersen called the meeting to order at: 4:01 PM
- II. Roll Call** Chair Candace Andersen (Contra Costa County), Vice Chair Renee Morgan (Town of Danville), Director Newell Arnerich (Town of Danville), Director Sabina Zafar (City of San Ramon) Arrived at 4:03 PM, Director Dave Hudson (City of San Ramon[BL1] [RS2] ) Arrived at 4:05 PM, Director Rachel Hurd (SRVUSD), Director Greg Marvel (SRVUSD) Arrived at 4:07 PM, Robert Sarmiento (Contra Costa County), Andy Dillard (Town of Danville), Lisa Bobadilla (City of San Ramon), Henry Cooper (First Student), Michael Conneran (TRAFFIX Attorney), Christopher George (SRVUSD), Megan Wilkerson (TRAFFIX Administrative Coordinator).  
Absent : Danny Hillman (SRVUSD)

**III. Public Comment-** Beth Starck – “Hope you are well. I spoke with our school Traffix rep, she is our parent rep and she suggested I email you to let you know I fully support Traffix running buses again for the second semester. I've signed up my son for the hybrid model starting January 5, 2021 but I really don't know how I'll get him to school and we really need the Traffix bus service. Just wanted to express my support for buses running in the spring, especially PV16. I'm hoping Traffix can come up with some sort of schedule to service PV. Have a great day!”

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

**V. Consent Calendar**

- A. Approve** Summary of Actions from September 15, 2020 Meeting
- B. Accept** TRAFFIX SLIP Policy

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

**VI. Reports and Presentations**

**A. Receive** TRAFFIX Administrative Coordinator Report

Megan reported that she has been spending her time filing electronic MUFF Files and purging old documents per the retention policy approved September 15, 2020. She has also spent her time working on documents for the Audit. Megan and Mr. Cooper has been working closely with communication and ensuring the buses are ready for January.

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

Mr. Cooper mentioned that he is working closely with Megan and awaiting further information on which routes will be serviced for January 5, 2021. Drivers have been alerted and are making a schedule for drivers to do dry runs in December and make sure all training is complete.

**VII. Old Business**

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

Chair Andersen alerted the Board that Contra Costa County has been pushed back to the Purple Tier as of November 16, 2020. Mr. Marvel confirmed that there are no plans to move the start date from January 5, 2021. Schools have been open for small group activities. Phase 1 began in October and the second phase starting November 16, 2020.

Director Hurd reiterated Director Marvel's point to having the small groups on campus ensures that campuses will remain open despite the climb in cases. This effort was intentional by the district to ensure there will be no disruption. Lynn Mackey (Contra Costa County Superintendent of schools) arranged for trustees to have a Q&A with the County Health Department. There have been no outbreaks in any of the 30 school sites that have been open. Childcare and daycare have been outbreak free. This will prove to be a safe and healthy place for students.

Director Marvel mentioned that the SRVUSD is still processing the information from the declarations that were due from parents on November 13, 2020. This will help TRAFFIX identify which routes will be needed for students. Busing will only be needed for those students returning in the hybrid learning model.

Director Marvel brought up the issue that the Board needs to review the transportation guidelines set forth by the CDC, and consider that no other districts have adopted the guidelines and are seating students two to a seat every seat filled. Capacity being around 50 students per bus. These are guidelines not mandates. If the capacity is limited, it does not make financial sense to have a bus program. There will need to be multiple runs to get students to school.

Vice Chair Morgan reiterated that the Hybrid model will be a part-time on campus model and questioned when TRAFFIX will be able to obtain the data. Director Marvel commented that there were pieces to the puzzle that still need to be determined. Mr. George commented that the district is divided by geographic location, the south area in 10-15% and the northern area closer to 70-80%. Director Marvel stated that Dougherty Valley High school is around 8% of a return to school versus Monte Vista being closer to 60%. The task moving forward will be to divide the Hybrid population into Cohorts and schedules. This is all to be determined, and it is necessary for TRAFFIX, First Student and SRVUSD parents.

Vice Chair Morgan brought up the point that if there are few students in the south end of the district, is it considered effective as a Traffic Congestion Relief program? This will all be determined by the data from SRVUSD. Director Marvel agreed that the Cohort will need to be balanced for busing.

Director Zafar questioned if we were going to survey the TRAFFIX Families in the meantime to gauge interest in the program. Megan answered that a survey had been discussed, but it was requested by the District to hold off until they have finished their declarations so there is no confusion. Director Marvel commented that the students will be safer on the bus with the ventilation plans. TRAFFIX needs to decide if they will be temperature checking students at the door daily. Chair Andersen commented that studies have shown that that is not effective and that TRAFFIX needs to rely on the integrity of parents to not send sick children on the buses.

Vice Chair Morgan questioned if non-toxic hand sanitizer would be available on the bus. Director Marvel replied that CHP will not allow explosive hand sanitizer on the bus, which is most alcohol based hand sanitizer. There are non-toxic sprays that some districts have used, and have been effective for before boarding and unloading the buses.

Christopher George brought up many concerns of scheduling and addressed some interests that he will be addressing with Ed Services meeting on November 18, 2020. Director Hurd reiterated that there needs to be communication with the District and TRAFFIX. Director Arnerich also commented that it would be necessary to have the information. He also brought up the point that this is temporary and that hopefully the vaccine will come out soon and that school will be returning to normal busing schedule by September 2021. This matter is not about what is cost effective, it is primarily about providing a service. He mentioned how we are paying drivers to keep them engaged, and that has cost the program a lot of money; so even if there are few students on the bus, we should be running the buses. We are in the busing business and this is temporary.

Director Arnerich stated that transparency with parents will be key to communicating the procedures. We will need to update websites and make it clear on the information given to parents. The school district health officer will be a key in deciding the protocols. Vice Chair Morgan mentioned again that we need to survey our parents and figure out which schools and routes will be necessary.

Chair Andersen complimented the County and the District on their efforts to keep the public safe and get students back to school.

#### **B. Review and Discuss 2020-2021 TRAFFIX Bus Policies and Procedure Documents**

Megan discussed the SRVUSD policies and procedures documents and trying to maintain consistency with TRAFFIX. The goal of the documents was to bring the information to the Board to discuss. Director Arnerich mentioned that these need to be reviewed by First Student to make sure there are not more procedures that need to be added.

Director Marvel commented that the student capacity is not practical and that most districts are not adhering to the social distancing guidelines and assigned seating on the buses. Director Hurd commented that it is a different situation with TRAFFIX that our capacity can be whatever we limit, we do not supply transportation to every student. Director Marvel will talk further and get back to TRAFFIX with further direction. These guidelines are mandated by the state, however he does not have one district that is adhering to the guidelines.

Supervisor Andersen wrapped up the conversation encouraging further communication between the agencies and TRAFFIX. Cohorts and social bubbles will allow more students on the bus.

Director Arnerich asked about cohorts in class, and if that will allow students to sit closer on the bus. Director Marvel commented that in school students will be 4' desk to desk and 6' apart nose to nose in the classroom.

Megan will discuss with Jason Flores (SRVUSD) and report all the findings to the Ad Hoc Operations Subcommittee.

**VIII. New Business**

**A. Appoint** Board of Directors Audit Ad Hoc Subcommittee

Subcommittee consisting of Director Arnerich, Director Hudson and Director Hurd

**B. Schedule** Board of Directors Operations Ad Hoc Subcommittee Meeting will be held on December 3, 2020 at 3 PM

Subcommittee consisting of Director Arnerich, Director Hudson and Director Hurd

**IX. Adjournment:** Chair Andersen adjourned the meeting at 4:43 PM