



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

Board of Directors Special Meeting

Summary of Actions

Thursday December 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/89362523003> or by calling 1 669 900 6833 using

Meeting 893 6252 3003.

Public Comment

Public comment may be submitted in advance of the meeting via email to 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 Technical Advisory Committee before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the TRAFFIX 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) Technical Advisory Committee 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** Vice Chair Renee Morgan called the meeting to order at 4:01PM
- II. **Roll Call Roll Call Roll Call** Vice Chair Renee Morgan (Town of Danville), Director Newell Arnerich (Town of Danville), Director Sabina Zafar (City of San Ramon), Director Dave Hudson (City of San Ramon),

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), Director Rachel Hurd (SRVUSD), arrived at 4:03PM. Absent: Danny Hillman (SRVUSD), Chair Candace Andersen (Contra Costa County), Greg Marvel (SRVUSD)

III. **Public Comment-** None Received

I.

IV. **Order of the Agenda-**

- a. Survey Results first, due to lack of a quorum.
- b. Returning to the Consent Calendar and then New Business items C and D for action items needing quorum.

V. **Consent Calendar**

A. Approve Summary of Actions from November 17, 2020 Meeting

**Motion to approve by Director Hudson, Second by Director Zafar.
Passed 5-0. Absent: Chair Candace Andersen**

VI. **New Business**

A. Receive Results from the TRAFFIX General Interest List

Megan sent the “General Interest Survey” email on December 9, 2020. 54% of our existing TRAFFIX users (202) “opened” the survey, a high response rate. “Opens” means the parents opened the email and either read that it does not apply due to their students not returning hybrid, or they continued to fill out the survey. Megan outlined the most popular routes for elementary, middle and high school. High school had the most interest, then middle, and finally elementary. The results were included in the packet.

Director Zafar questioned who the actual audience was. Megan replied that the survey was: emailed the existing 2019-2020 TRAFFIX users, posted on the TRAFFIX website and added it to a few schools’ newsletter.

The survey closed on December 13, 2020 at 12PM. There were a few parents who showed interest in routes via email after the survey was complete. Megan informed the Board that their routes had been very well represented in the survey.

B. Receive Verbal Update on Routes and Pass Sales

Megan informed the Board of the conversation she and Mr. Cooper had about adjusting the routes as needed. Based on the survey information from SRVUSD and the survey done by TRAFFIX, it was clear that with the change in bell schedules, TRAFFIX could not service all 39 existing routes with the current supply of 24 buses..

Megan and Mr. Cooper decided to keep 19 of the 39 routes, which allows TRAFFIX flexibility with 5 buses to allocate where necessary. The routes and cohorts were shown to the Board. With the bell schedules changing almost daily, there will need to be some flexibility. As the schedules stand currently, the elementary AM Cohort Drivers will not have enough time to drop off their AM Cohort route, clean the bus and pick up the PM Cohort, so we will need to allocate possibly a high school driver to do the PM Cohort arrival route, and the AM Cohort driver (for elementary) will do the PM depart route.

Cohort A and B for middle school change from day 1 to day 2 on start times, but departing times will remain the same. High school routes are consistent on both days of each cohort, so arrival and departure times will be the same.

Megan will turn over the 4 elementary routes to be kept to Sandeep to update the TRAFFIX website. And pass sales will begin as soon as cohorts are assigned. Director Arnerich also brought up that if we needed additional resources, we can use the Lamorinda buses as needed. Megan replied that the 19 routes to start will be a great way to gauge interest, and see what resources need to be added or changed, Director Arnerich agreed.

Megan acknowledged that there would be no San Ramon elementary school routes returning right now due to the lower number of students returning to the schools. Director Zafar questioned if we can allocate resources to other schools in San Ramon. Director Hurd replied that the overall return to school rate for the San Ramon schools was low and the statistics gathered for TRAFFIX align with the SRVUSD results. She also commented that the SRVUSD will be meeting tonight and that the January 5, 2021 return to school date is in question and may be pushed back. Megan will coordinate with Mr. George after the District Board meeting tonight.

There were maps created to help visualize the routes and stops and that will assist in further route conversations. Megan will wait to hear from Mr. George on December 16, 2020 for further direction on pass sales. Director Hudson acknowledged that this is a traffic congestion relief measure, and that resources need to be allocated where they can make the biggest impact and he understands that San Ramon is not as in demand as Danville. Director Hurd confirmed that the January 5, 2021 return to school date is “at risk” of being delayed. The teachers union has concerns about returning to school in the purple tier. Megan complimented the SRVUSD Board of Directors on the communication and hard work they are doing for their community.

C. Review and Approve TRAFFIX Policy and Procedures Documents

The TRAFFIX Policy and Procedure documents have been discussed by the TAC and the Ad Hoc Operations Subcommittee and forwarded on to the

Board today for approval. These documents outline that students will have assigned seats on the bus according to their stop order on the route. The bus will have the students sitting in a zig-zag pattern, skipping seats to ensure social distancing. Masks will be worn by all students, along with drivers (unless it interferes with operating the vehicle). The bus will load back to front and unload front to back. These documents mirror the SRVUSD Policy and Procedure documents. Assigned seats will help with contact tracing if there is a student who is sick. TRAFFIX can inform the rest of the students and parents on the same bus.

Megan showed the documents and the signage that will be used and approved in the next action item to the Board. Drivers will be required to sanitize the buses between routes or at the end of their PM shift. Mr. Cooper informed the Board the foggers will be used eventually and that they will be using spray bottles and paper towels.

Social distancing is key to promoting a safe route to school for students. Megan emphasized the importance of a policy that reinforces distancing, if and when there is a COVID case on the bus. TRAFFIX could show that its policies and procedures promote safety on the bus. The Materials Safety Data Sheet (MSDS) for the disinfectant was also shown to the board.

Director Hudson commented that the face mask sign was really important and key to the success. Director Zafar asked about contact tracing further. Megan explained that there will be a 13-student capacity and all seats will be assigned. If anyone on a specific route was sick, the remainder of the students on the bus can be notified. The key to the success of contact tracing will be a daily roll-call.

Director Zafar questioned further the contact tracing protocol, and Director Hurd commented that TRAFFIX should follow the SRVUSD policy for contact tracing. Director Zafar would like to have a clear policy on what will happen if there is a positive case. Director Arnerich suggested also that TRAFFIX follows SRVUSD policy. Mr. George will send documents to Megan. Director Hudson clarified that SRVUSD follows the County Health suggestions.

Mr. Conneran clarified that parents will be notified via phone call if there is a positive COVID case.. Megan agreed and will add to the documents. Director Hurd clarified further "Potential Exposure" verbiage.

Megan brought up the comment from Neil Armstrong Principal about testing the TRAFFIX drivers. Mr. Cooper explained to the Board that the Drivers will be doing a self-assessment twice a day; however, they will not be tested. Director Morgan questioned the masks and them fogging up, putting children at risk if they are not wearing masks. Mr. Cooper said that there are ways drivers can prevent fogging of their masks. Director Morgan clarified that she wanted to ensure that the fogging would not be an issue. She also asked Mr. Cooper about the monthly disinfectant and the update on when that will be available. Mr. Cooper let the Board know that First Student is still waiting on its approval.

Mr. Cooper asked about hand sanitizer and if it will be required to be on the bus. Megan let the Board know that TRAFFIX will not be supplying sanitizer (due to CHP restrictions) or masks for students. Parents can decide what sanitizer and masks will be appropriate for their child. Director Zafar wanted to make sure that students will not be getting on the bus without masks. Megan mentioned that there will be masks available for distribution for students who don't have a mask and noted for the future so it won't become a recurring issue.

Motion to Approve with changes by Director Arnerich, Second by Director Hudson. Passed 5-0 Absent: Chair Candace Andersen.

Changes made: Contact Tracing Policy to mirror SRVUSD and any future changes to the SRVUSD Policy and Procedure Documents automatically roll over to the TRAFFIX Policy and Procedure Documents.

D. Receive and Approve TRAFFIX Social Distancing Signage Quote for First Student Buses

Megan provided the quote for social distancing signage with the Board. There are three signs to promote social distancing, and there are red bands to block off seats on the bus. Both provide a great visual aid for students riding the bus to keep their distance, and the bands are an excellent way to remind students which seats are blocked off for use. These are the same signs used for SRVUSD buses to remain consistent.

There will be 26 sets of the three signs and 400 seat bands ordered by First Student, and TRAFFIX will be charged for the items on their January invoice. The total for all the items is \$2,423.77. This will be added to the upcoming 2020-2021 six-month budget for January 2021-June 2021.

Motion to Approve with changes by Director Arnerich, Second by Director Hurd. Passed 5-0 Absent: Chair Candace Andersen.

VII. Adjournment: Vice Chair Morgan adjourned the meeting at 4:33 PM