



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

Board of Directors Special Meeting

Summary of Actions

Friday January 15, 2021

3:00 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/2641785183> or by calling 1 669 900 6833 using

Meeting 264 178 5183.

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:** Chair Candace Andersen called the meeting to order at 3:01 PM
- II. Roll Call:** Chair Candace Andersen (Contra Costa County), Vice Chair Renee Morgan (Town of Danville), Director Newell Arnerich (Town of Danville), Director Dave Hudson (City of San Ramon), Director Rachel Hurd (SRVUSD), Director Laura Bratt (SRVUSD) Robert Sarmiento (Contra Costa County), Andy Dillard (Town of Danville), Lisa Bobadilla (City of San Ramon),

Danny Hillman (SRVUSD) Henry Cooper (First Student), Pamela Lee (First Student), Michael Conneran (TRAFFIX Attorney), Christopher George (SRVUSD), Megan Wilkerson (TRAFFIX Administrative Coordinator). Absent: Director Sabina Zafar (City of San Ramon)

III. Public Comment None Received

IV. Order of the Agenda No Change

V. Consent Calendar- Motion to approve by Director Hudson, Second by Director Morgan. Passed 6-0, Absent: Director Zafar

A. Approve Summary of Actions from December 8, 2020 Special Meeting

B. Approve Summary of Actions from December 15, 2020 Special Meeting

VI. Reports and Presentations

A. Receive TRAFFIX Administrative Coordinator Report

Ms. Wilkerson routes have been updated and TRAFFIX is ready for students to return to campus. All Policy and Procedure documents have been adopted and will be sent to each family. Henry will be receiving the social distancing signage for the buses the week of January 19, 2021.

Blank bus passes have been updated in the budget so that way the passes can be sent to students when service resumes.

Director Morgan asked about other supplies purchased for the program. Ms. Wilkerson stated that the lanyards had been purchased after the July 2020 meeting and the only other item will be the blank bus passes to be approved and ordered.

B. Receive First Student Location Manager Report

Mr. Cooper informed the Board that the buses are ready and the drivers are also ready to go when SRVUSD permits students on campus.

VII. Old Business

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

Mr. Hillman updated the Board that the State of California Department of Public Health that supersedes all previous guidelines. This update includes a clear definition of what it means to be "open" for schools. This determination defined the SRVUSD schools had not been considered "open" in the fall with small groups on campus.

This new update also clarified the county needs to have 25 cases per 100,000 residents for elementary schools to open for students. Grades 7-12 the county must be in the red tier for 5-7 days, meaning there must be less than 7 cases per 100,000 residents.

The elementary waiver that had been applied for in the fall is superseded by these restrictions.

Chair Andersen mentioned the current Contra County case rate was 50 per 100,000 at the moment and we are waiting for the numbers to drop from the Christmas/Holiday COVID surge.

Director Bratt mentioned there will be Special Day Students (SDC) on campus soon. Director Arnerich estimated that it would take about a month for the numbers to drop back to the 25 per 100,000. Mr. Hillman agreed that that is a good projection.

Director Arnerich praised the SRVUSD for being proactive and being ready for students to return to campus.

Director Morgan clarified that if the case count dropped to the 25/100,000 that would only entail Kindergarten-5th Grades. Mr. Hillman agreed, and that the middle and high schools would not be back until later, possibly March or April. Director Morgan addressed the SDC groups and if TRAFFIX would be able to service these students, or TK-5th grade students.

Ms. Wilkerson answered that with our own data and the data provided by the district that the majority of the need would be in high school then middle school with the most demand. There have been 19 buses allocated with 5 buses on reserve to service routes with the highest demand.

Director Bratt asked about the bus capacity limit on the bus. Ms. Wilkerson commented that the max capacity is 13 students or rows (siblings sitting together). The students will be assigned rows and the buses will skip seats in a zig-zag pattern to ensure social distancing of 6 feet.

VIII. New Business

A. Review and Approve TRAFFIX Addendum 3 with First Student

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

Addendum 3 is an extension of Addendum 1 and 2, which continues payment of First Student Drivers until students return to campus. The first lost day would still be considered August 13 and will continue payments until June 3, 2021 or until students return to campus. If bus service returns, the First Student rate will return to the previous

contracted rate that has already been agreed upon by both parties. This shall not exceed \$971,869.44. Director Morgan clarified that this rate does not include fuel, etc. for buses while they are not running. Ms. Wilkerson stated that this agreement is just for the drivers and administration salaries.

B. Review and Approve 2020-2021 Six-Month TRAFFIX Budget

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

Ms. Wilkerson mentioned the conversation that was held with the accounting firm, JJACPA that there needs to be an annual budget adopted for the program. The budget presented shows funding and expenses from July 2020-June 2021. This includes funding in the amount of \$1,740,000 from CCTA (anticipated funding, a resolution has not been signed for the remainder of the FY 2020-2021 January-June), \$1,008,000 in reserve funds from FY 2018-2019 and \$90,000 TDM funds, and no CSA T-1 funds without buses running.

Ms. Wilkerson is recommending the Board approve the budget as presented that will utilize \$119,000 from the reserve fund to cover the charges that exceed the funding from the mentioned sources. The budget will need to be amended when there is a signed resolution from CCTA and/or buses return to service and the costs increase to First Student.

The remaining reserve balance will be approximately \$1,420,000 at the end of the FY 2020-2021.

C. Schedule Ad Hoc Audit Subcommittee Meeting

Ad Hoc Committee meeting will be scheduled with a Doodle poll from Ms. Wilkerson. The Ad Hoc Committee includes Director Arnerich, Director Hudson and Director Hurd.

IX. Adjournment: The meeting was adjourned at 3:36 PM.