



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

### **Board of Directors Meeting**

### **Summary of Actions**

**Tuesday, March 16, 2021**

**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/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](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 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 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 Rachel Hurd (SRVUSD), Director Laura Bratt (SRVUSD), Director Dave Hudson (City of San Ramon), Robert Sarmiento (Contra Costa County), Andy Dillard (Town of Danville), Lisa Bobadilla (City of San Ramon), Danny

Hillman (SRVUSD), Pamela Lee (First Student), Michael Conneran (TRAFFIX Attorney), Megan Wilkerson (TRAFFIX Administrative Coordinator, David Alvey (MAZE & Associates), Dave Fong (Town of Danville arrived at 4:17PM)

III. **Public Comment-** None Recieved

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

V. **Consent Calendar**

**Motion to Approve by Director Hudson, Second by Director Arnerich. 6-0 Passed.**

A. **Approve** Summary of Actions from the TRAFFIX Board of Directors Special Meeting on January 15, 2021

VI. **Reports and Presentations**

A. **Receive** TRAFFIX Administrative Coordinator Report

Ms. Wilkerson updated the Board that grades K-12 are back on the buses. Pass sales for high school commenced on March 15 and service will begin on March 17. Pass sales sold to date:

- Elementary – 42
- Middle – 54
- High School – 49
- Total - 145

Routes will still be divided to Cohort A and Cohort B. Ms. Wilkerson is taking note of the routes in demand for the 5 remaining buses that will be allocated on an as-needed basis. The are anticipated to be used on middle or high school routes.

Bus service for these routes will begin on March 17 for cohort A, even day schedule. TRAFFIX received great feedback on the program from parents.

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

Ms. Lee updated the Board that all 19 buses will be ready to go on March 17. Social distancing will be enforced with yellow bands on certain seats on the bus, and buses will be disinfected. Drivers are excited to be back on the bus with the students.

VII. **Old Business**

A. **Receive** Verbal Update on 2020-2021 SRVUSD Distance Learning

Director Hurd updated that for the remainder of 2020-2021 will be no further changes. Aiming to open full-time in 2021-2022. The social distancing guidelines will determine a majority of the rules moving forward, such as, as an example, if County Health Services or the Governor modify social distancing requirements to three feet. She reiterated that the labor partners are referencing the six feet guidelines that have been enforced. Director Bratt commented that the hybrid schedule will help with the interpretation for the social distancing guidelines.

Director Hurd explained that the CDC wants students back five days a week, which is not practical with the current number of teachers available and the mandates on social distancing.

Chair Andersen mentioned that she will discuss social distancing requirements at her COVID Ad Hoc Meeting this week. Director Hudson commented that by July 2021, all persons who want to be vaccinated will have the opportunity to have the shot. There are certain criteria that Director Hurd introduced that could change the social distancing metric. SRVUSD has had the topic of unvaccinated students returning, however these statistics will be determined with time.

Chair Andersen mentioned that everything is moving in the right direction and the county is aligning with the state guidelines. A new strain of COVID-19 has been confirmed in California.

**B. Receive Verbal Update on FirstView Implementation**

Ms. Wilkerson stated that she has introduced the app to middle and elementary parents. The FirstView App currently has 21 active users. The feedback is very positive from parents. Alerts can be set up for 1-2 miles away or 5-10 minutes from arrival. This will allow parents to take ownership of the routes and reduces calls in the morning on bus arrival time.

The goal will be that at the end of spring break, every parent will have an access code and will be utilizing the app. Chair Andersen agreed this will help reduce the amount of phone calls on route arrival in the morning and afternoons.

**VIII. New Business**

**A. Approve FY 2019-2020 TRAFFIX Audit**

**Motion to approve by Director Newell, second by Director Hudson. Passed 6-0.**

The Ad Hoc Audit Subcommittee met on January. Mr. Alvey gave an overview of the audit which outlined the basic financial

statements from July 1, 2019-June 30, 2020. The audit opinion was an unmodified, clean audit. This is the highest level of assurance a CPA can give. The Revenues exceeded TRAFFIX's position by about \$180,000. The management letter contained no unusual transactions.

- B. Approve Accounting Services Contract Extension with JJACPA for a one (1) Year Period**

**Motion to approve by Director Morgan, second by Director Arnerich. Passed 6-0.**

Ms. Wilkerson explained that the contract that was signed in July 2020 has the option for two 1-year extensions. Ms. Wilkerson proposed that TRAFFIX sign a one-year extension that would cover a period from July 1, 2021 to June 30, 2022. The only modification would be that bills and checks will be paid online. Ms. Wilkerson explained the process: the invoice packet is completed, then Ms. Bobadilla checks the packet against the charges listed online in bill-pay, and finally, Ms. Bobadilla authorizes the charges. This process eliminates a lot of time and paper changing hands.

- C. Adopt Resolution 2021-01 to Purchase a Laptop for the TRAFFIX Program**

**Motion to approve by Director Newell, second by Director Morgan. Passed 6-0.**

Ms. Wilkerson explained to the Board that the laptop she has been using for the TRAFFIX Program is borrowed from the Street Smarts Program, and the Street Smarts Program is requesting the laptop back. The request for a new laptop to be used by the TRAFFIX Administrative Coordinator, currently Ms. Wilkerson, is not to exceed \$2,000.00 and costs will be finalized when the City of San Ramon finalizes the deal with Dell.

- IX. Adjournment:** Chair Andersen adjourned the meeting at 4:29 PM.