# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**BOARD OF DIRECTORS**

# Summary of Actions

# Tuesday, May 17, 2022

## **4:00 PM**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A 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

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**Public Comment**

Public comment may be submitted in advance of the meeting via email to [admin@ridetraffix.com](mailto:admin@ridetraffix.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 Technical Advisory Committee 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 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.*

1. **Call to Order –** Chair Arnerich called the meeting to order at 4:00pm
2. **Roll Call –** Chair Arnerich asked Andy Dillard to conduct roll call:

Director Newell Arnerich (Town of Danville), Supervisor Candace Andersen (Contra County County), Director Rachel Hurd (SRVUSD), Director Laura Bratt (SRVUSD), Director Karen Stepper (Town of Danville), Andy Dillard (Town of Danville), Henry Cooper (First Student), Michael Conneran (TRAFFIX Attorney), Robert Sarmiento (Contra Costa County), Ilana Samuels (SRVUSD)

**Absent:** Director Dave Hudson (City of San Ramon), Vice Chair Sabina Zafar (City of San Ramon), Lisa Bobadilla (City of San Ramon), Kellie Fahey (TRAFFIX Administrative Coordinator)

1. **Public Comment –** None received
2. **Order of the Agenda –** No Change
3. **Consent Calendar**
   1. **Approve** a Resolution of the Board of Directors of the Measure J Traffic Congestion Relief Agency declaring that meetings will continue to be held via teleconference

**Motion to approve by Supervisor Andersen, Second by Director Stepper**

**Vote 5-0 Motion Passes**

**Absent: Director Hudson, Vice Chair Zafar**

* 1. **Approve** the Summary of Actions from March 18, 2022 Meeting

**Motion to approve by Supervisor Andersen, Second by Director Stepper**

**Vote 5-0 Motion Passes**

**Absent: Director Hudson, Vice Chair Zafar**

1. **Reports and Presentations**
   1. **Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach

Mr. Dillard reported on the Bus Pass sales. There were some expected glitches with the website due to high volume usage of pass purchasing. Planetarium was very quick to respond to parent issues and handling of questions. Additionally, they were able to reverse charges on accounts that accidently purchased multiple passes or changed their minds. The auto waitlist system is working well and students are getting moved off the waitlist as issues are ironed out with the initial registration process.

To date, 812 passes have been purchased. All MV and the one SRVH route are sold out. Cal High has 15 seats available. Middle and Elementary school passes are being purchased continually every day.

To date, 7 Spring Promotion passes have been sold.

**Outreach;** TRAFFIX and First Student participated in an event on April 30 called Truck Times. The event was sponsored by the San Ramon Dougherty Rotary Club.

* 1. **Receive** **Update** on TRAFFIX Operations
     1. **B.1.** **Receive** TRAFFIX Administrative Coordinator Report – Not discussed
     2. **B.2.** **Receive** First Student Location Manager Report

First Student thanked TRAFFIX for 2019 School Bus Driver Appreciation Day.

Mr. Cooper reported that all was going well at First Student. There are four drivers that are out on medical leave therefore, the past couple weeks they have had to combine routes. The next couple weeks will be a struggle but he assured the Board that the students will get to school safely and on time. First Student is constantly training and frequently recruiting drivers.

* + 1. The bus that was in the collision last Fall is still in the shop.

1. **Old Business**
   1. **Receive Verbal Update** onRFID System – Mr. Cooper from First Student reported that the RFID system is working with great success. The replacement of passes has been more of an issue. TRAFFIX and First Student are pursuing the technology with First View to create a QR code. This may be slow coming as First View just rolled out the RFID system a put out a lot of money toward hardware, training and technology.
2. **New Business** 
   1. **Review and Approve** Contract with Planteria for TRAFFIX website maintenance and hosting services

Mr. Dillard reported that in 2018 Planeteria entered into contract with TRAFFIX. It is now time to update the contract for the 2022 – 2023 Fiscal Year. The increased amount will not exceed $17,000. This includes a $6000 annually for hosting and maintenance. The monthly amount increased from $400 to $500. $11,000 is set aside for enhancements and updates over the next two years. The scope of work will need to be mutually agreed upon by the contractor and staff.

**Motion to approve by Director Stepper, Second by Supervisor Andersen**

**Vote 5-0 Motion Passes**

**Absent: Director Hudson, Vice Chair Zafar**

* 1. **Review and Approve** Contract with Hanson Bridgett for TRAFFIX legal services

Mr. Dillard reported the Hanson Bridgett has been handling the TRAFFIX legal services. The engagement letter has not been updated for over ten years. The billing rates have increased from $350 to $450. TAC is recommending enter new engagement letter from Hanson Bridgett.

**Motion to approve by Supervisor Andersen, Second by Director Stepper**

**Vote 5-0 Motion Passes**

**Absent: Director Hudson, Vice Chair Zafar**

* 1. **Review and Approve** Marketing & Outreach plan for 2022-23 school year

Mr. Dillard presented the Marketing and Outreach powerpoint presentation as seen in the packet. Following the presentation Director Hurd asked if TRAFFIX was paying the Constant Contact fee annually. If so, Constant Contact offers a 30% non profit discount. Mr. Dillard responded, that it was paid annually but unsure of discount. He will have staff look into taking advantage of the discount.

Director Stepper suggested that each month TRAFFIX should have a new slogan to promote the program. Additionally, she would like the RFID system be promoted more.

**Motion to approve by Director Stepper, Second by Supervisor Andersen**

**Vote 5-0 Motion Passes**

**Absent: Director Hudson, Vice Chair Zafar**

* 1. **Review and Approve** FY 2022-23 Financial Plan

Mr. Dillard presented the Financial Plan for the 2022-23 fiscal year.

***Revenues:***

Measure J Revenue: Increase $560,000

Parent Contributions: Increase $74,420

TDM Funds: Increase $15,000

***Fees:***

Program Administration Costs: Decrease $5,615.39

Website Software Support/Maint: Increase $5000

General Contingency: Increase $10,000

Operational Anaysis: Increase $100,000

(*Increase to conduct Fall 2022 LOS anaylsis for existing TRAFFIX intersection and Spring 2023 to cnduct a valley-wide LOS analysis*.)

Mr. Dillard reported that the Credit Card processing fees mentioned in the previous meeting are still being workd on by staff. It will be brought to the next Board meeting in July.

Mr. Dillard reported that TAC discussed the implementation of a Reduced Fare Pilot program for FY 2022-23. TAC would like to propose a $100 reduced fare for eligible schools and routes. The customer would have to present a SRVUSD certification letter demonstrating that the student rider qualifies for educational benefits.

**Motion to approve by Director Hurd, Second by Supervisor Andersen**

**Vote 5-0 Motion Passes**

**Absent: Director Hudson, Vice Chair Zafar**

* 1. **Review and Approve** TRAFFIX meeting schedule for FY 2022-23

Mr. Dillard presented the schedule to the board. Supervisor Andersen made a motion to move the time from 4:00pm to 3:30pm. Additionally, there was conversation within the board to change the day of the week for meetings from Tuesday to Mondays. Mr. Dillard suggested that staff create a poll and send out to all the Board to see what works best for schedules.

* 1. **Receive Update** on bus pass design contest

The Board voted on the three submitted bus pass designs for he 2022-23 school year. The Board choose Charlotte Flickinger’s drawing. Charlotte won last year as well. The Board did not know the names of the submitted drawings.

**Motion to approve by Director Hurd, Second by Supervisor Andersen**

**Vote 4-1 Motion Passes**

**Absent: Director Hudson, Vice Chair Zafar**

* 1. **Review** Transition of Chair and Vice Chair effective July 1, 2022.

Mr. Dillard reported that the Chair of the Board for 2022-23 will be Sabina Zafar from the City of San Ramon. The Vice Chair will be Laura Bratt from SRVUSD.

* 1. **Discuss** continuation of Zoom or return to in-person Board meetings – No Discussion

1. **Adjournment:** The next scheduled meeting is Wednesday, July 19, 2022 at 3:30 PM via Zoom conference call.

**CERTIFICATION**

I, Marie Sunseri, City Clerk for the Town of Danville, hereby certify that the foregoing agenda was posted for the noted meeting 72 hours in advance.

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Marie Sunseri, City Clerk, Town of Danville

In compliance with the Americans with Disabilities Act, the County of Contra Costa will provide special assistance for disabled citizens. If you need special assistance to participate in this meeting, please contact Marie Sunseri at [msunseri@danville.ca.gov](mailto:msunseri@danville.ca.gov). Notification 48 hours prior to the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-35.104 ADA Title II]