



**MEASURE J TRAFFIC CONGESTION RELIEF AGENCY
TECHNICAL ADVISORY COMMITTEE**

Summary of Actions

Friday, July 9, 2021

11:00 AM

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 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) 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 Andy Dillard called the meeting to order at 11:02 PM
- II. **Roll Call-** Chair Andy Dillard (Town of Danville), Lisa Bobadilla (City of San Ramon arrived at 11:07 AM), Danny Hillman (SRVUSD), Robert Sarmiento (Contra Costa County), Henry Cooper (First Student) and Megan Wilkerson (TRAFFIX Program Manager). Absent: Stephanie Kellogg (Contra Costa County).
- III. **Public Comment-** None Received
- IV. **Order of the Agenda-** No Change.

V. Consent Calendar

Motion to approve by Mr. Hillman, Second by Mr. Sarmiento. Passed 3-0. Ms. Bobadilla Absent.

- A. Approve** Summary of Actions from the June 8 2021 Meeting
- B. Approve** TRAFFIX Monthly P&L Statements from April 2021 and May 2021

VI. Reports and Presentations

- A. Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach

Ms. Wilkerson updated the TAC that pass sales will be on July 20, 2021 at 7PM. The schedule will be as follows:

July 20 at 7:00 PM- MV19, 19A, 19B

July 21 at 7:00 PM- All Los Cerros and Pine Valley routes

July 22 at 7:00 PM- MV10, 18, 20, 25, SR21 and CA17

July 26 at 7:00 PM- All elementary routes

Staggering the pass sale times will allow the website to not have as much traffic, and questions can be answered in a timely manner for parents. This will also allow parents at multiple school sites to focus on the pass on sale that evening. The time move to 7:00 PM has been helpful and well received by working parents who do not have to find time at work to try and purchase a pass.

With the route review happening so close to pass sales, it was decided to roll out the schedules since there will be a definite time crunch to get them posted. The schedules with stop times on each route will be posted by 5:00 PM on the day the passes will go live on sale. Parents will be notified via email (constant contact) of the schedule, instructions, and necessary information. The only information we have not had approved by the Board is the promotional rate of \$425, this is on the July 20, 2021 agenda. This provides time to also spread the message that elementary students will not have service on the special assessment day schedules and service will not start until August 23. First graders will have a SLIP schedule that will either start at 8:45 and end at 2:35 or start at 9:25 and end at 3:15. This will not work for the bus schedule; they will only be able to utilize the bus one way or the other. Kindergarten students start at 8:15, so there is not an option for these students to take the bus either way.

The website will have a map, but no schedule until the day of pass sales. Parents can get an idea of the stops but we are not tied to the pickup and drop off times. Since the timing is so close to the actual start of school (August 10, 2021), the temporary pass will be utilized until the actual passes are delivered. First Student will have updated rosters to double check student names.

B. Receive Update on TRAFFIX Operations

B.1. Receive TRAFFIX Administrative Coordinator Report

B.2. Receive First Student Location Manager Report

Mr. Cooper gave the update that the drivers had an ice cream social to keep in contact with everyone. Bid day for the routes will be July 29, 2021. Mr. Cooper will then confirm the drivers that will be associated with the routes. All routes will be up for bid.

The MV19A bus that was in the accident on April 30, 2021 still does not have an ETA on when it will be fixed and back to the yard. There is a spare bus that will be utilized for the start of the school year.

Mr. Dillard asked about the First View App and if that will be utilized. Ms. Wilkerson said that yes, the app will be sent to all parents and they will have access by August 10, 2021.

VII. Old Business

A. Receive Verbal Update on SRVUSD 2021-2022 School Year

Mr. Hillman updated the TAC that the CDC updated the status and guidelines today (July 9, 2021). CDC recommendation would be that vaccinated teachers and staff may not wear a mask if they want. Vaccinated students can go unmasked, unvaccinated students and any student under the age of 12 will be required to wear a mask. All students will wear a mask on the bus at all times.

Social distancing guidelines have also been changed to three feet of social distancing when able, but it is not mandated. On the bus, it is a fine line that needs to be determined further. The distancing will allow the buses to be filled to 24 students to maximize the social distancing. The district will discuss and most likely waive the social distancing guidelines and mask all students. The final determination will be finalized after the county and district discuss further.

Mr. Hillman said that he will not have an update on these guidelines until July 19, 2021. He recommended to have all students wear masks on the bus. Ventilation will remain the same. Disinfection will revert back to the normal cleaning on the buses. Daily cleaning has shown to not be as effective as once thought.

There are only 400-450 students who have requested to do the Virtual Academy. Students will be returning to campus due to vaccines, and the state opening up.

Los Cerros and Pine Valley school schedules have been changed to accommodate the bus schedule to minimize the impact on the buses. Ms. Wilkerson extended her

appreciation for Mr. Hillman going to the district and making the changes. Mr. Hillman also requested that all documents that will have an adverse effect on the program be introduced to the TAC before the Board meeting.

Mr. Dillard agreed that masking all students will be the best, uniformed approach. He asked how social distancing would affect the ridership. Ms. Wilkerson commented that TRAFFIX had implemented three feet of social distancing in the Spring, so there would not be any change for fall. Director Arnerich had mentioned that all policy and procedure documents moving forward would change as the SRVUSD policies change as well.

Ms. Bobadilla asked about the masking protocol, and what will happen if a student shows up to the bus that a mask will be provided and if the student refuses, they will lose their pass.

B. Receive Verbal Update on Digital Bus Pass and QR Code Technology

Ms. Wilkerson updated that she is still seeking information and in discussion with Jason Flores and trying to see if she can piggy back on their deal. She suggested that the passes be printed with a barcode, so that if in the future there is technology, they will not need to be printed again. First View said they might possibly have a program by early 2022.

VIII. New Business

A. Review and Recommend Approval of the 2021-2022 TRAFFIX Promotional Rate for Elementary Students

Motion to approve by Mr. Sarmiento, Second by Mrs. Bobadilla. Passed 4-0.

Promotional rate for elementary not due to assessment, but for low ridership.

Ms. Wilkerson discussed that with the proposed assessment days, elementary, which normally ends at 3:15 PM will end at 2:35 PM. Middle school releases at 2:35 PM as well on the same days. There will be no way to provide service to both elementary and middle school students due to the change in schedule. The intent of the promotional rate would be to compensate the elementary students for the lack of service on these days. There are 2 weeks in August, 5 days in December and 5 days in May that will be affected.

Middle school students will pay \$475 per student for an annual pass, and elementary students will pay \$425 per student for an annual pass with the concession that there will not be service.

Mr. Hillman suggested that if the loss in revenue or would be a bad PR move to not offer on-site school supervision, he will look into how SRVUSD can assist with this service. The SRVUSD wants to be a good partner with TRAFFIX and will assist on how

we can offer service to both middle and elementary students on these assessment days.

Ms. Wilkerson commented that the financial loss would not be significant. Historically, the promotional rate was used for middle and elementary students for spring sales. Having all middle school students pay the regular rate (\$475) will put the program in a slightly higher financial status. This will all depend on capacity issues too. Mr. Dillard agreed that this can be a great help, and if we can find a way to make this work, that would be very helpful.

Mr. Hillman would work with school sites on logistics per school site and make sure the schools will have coverage. His suggestion would be to have the middle schools stay on campus until 3:15 and service elementary earlier. Mr. Hillman will finalize the details and have an update before the July 20, 2021 TRAFFIX Board meeting.

Mr. Dillard and Ms. Bobadilla both brought up that historically the promotional rate was used to increase ridership in the lower-populated routes. Ms. Wilkerson agreed that yes, historically the elementary routes were always the lowest ridership too. So regardless of the assessment day schedule, the promotional rate would be applicable for low ridership and assessment days if needed. Mr. Sarmiento and Mr. Hillman agreed.

B. Review and Recommend Approval of the 2021-2022 Policy and Procedure Documents

Motion to approve by Mrs. Bobadilla, Second by Mr. Sarmiento. Passed 4-0.

The motion is approved with the modifications that all policy and procedure documents will be amended as they change with SRVUSD. All policies will mirror SRVUSD.

The policy and procedure documents presented by Ms. Wilkerson are similar to the documents for the Spring 2021. The only change would be that the distancing remains at three feet, marked for social distancing, and the daily cleaning will be removed.

Disciplinary actions would be added to include the mask rule that all students will be wearing a mask and if not will be asked to use a temporary mask.

When SRVUSD changes policies, the policies will change for TRAFFIX without further TRAFFIX Board approval.

Mr. Cooper asked about if a student refuses to wear a mask, will service be refused? Mr. Cooper suggested that the child be transported to the school and an incident report will be completed and followed up.

Mr. Hillman stated that the SRVUSD policy is that if a student shows up without a mask, the student will be sent home. CDC enforces that all students will wear a mask regardless of the vaccination status.

The waiver for COVID will be signed by all parents by DocuSign. Which will be easy to follow up after the incident. There will be more input needed from Michael Conneran, legal counsel, on how to proceed with mask mandate and students.

- C. **Review and Recommend Approval** of the 2021-2022 Memorandum of Understanding with TRAFFIX and the San Ramon Valley Unified School District

Motion to approve by Mr. Hillman, Second by Mrs. Bobadilla. Passed 4-0.

Motion approved to adopt changes that will be made on school sites before August 10.

The only change from 2020-2021 to 2021-2022 is that we are re-instating service to Coyote Creek, Country Club, Walt Disney and Neil Armstrong school sites. The only change would be to Green Valley Elementary school, if they are using the back lot for pick up or keeping it in the front of the school site.

Mr. Dillard suggested discussing with Principal Grim and finalize for the Board meeting. Ms. Wilkerson, said she will follow up with Mr. Dillard and Principal Grim at a later date. Vista Grande is another school site with challenges with parents and a small parking lot, meeting to follow.

- D. **Review Results** of the 2020-2021 Customer Service Survey

Overall the program had a great review from parents. There were several suggestions for Zero period for high school routes. Most families hear about the program through word of mouth, so the CAC will be helpful in promoting the program in the fall. There was one parent who had a specific incident and Ms. Wilkerson is discussing with Mr. Cooper, contact has been made.

- IX. **Approve** TRAFFIX Board of Directors Meeting Agenda for July 20, 2021 at 4:00 PM

Motion to approve by Mrs. Bobadilla, Second by Mr. Sarmiento. Passed 4-0.

Changes:

-New Business: VII. B. **Receive Update** on Route Review 2021-2022

- X. **Adjournment:** The meeting was adjourned at 12:29 PM