



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Summary of Actions

Tuesday, July 20, 2021

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 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 TRAFFIX Board of Directors 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) 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.

- I. **Call to Order-** Vice Chair Andersen called the meeting to order at 4:01 PM
- II. **Roll Call-** 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 arrived at 4:06 PM. (SRVUSD), Candace Andersen (Contra Costa County), Danny Hillman (SRVUSD), Andy Dillard (Town of Danville), Stephanie Kellogg (Contra Costa County), Lisa Bobadilla (City of San Ramon), Henry Cooper (First Student), Pamela Lee (First Student), Michael Conneran (TRAFFIX Attorney), Megan Wilkerson (TRAFFIX Program Manager). Absent: Chair Sabina Zafar (City of San Ramon), Robert Sarmiento (Contra Costa County).
- III. **Public Comment-** None Received
- IV. **Order of the Agenda-** No Change

V. Consent Calendar

Motion to approve by Chair Morgan, Second by Director Hudson. Vote- 5-0 Director Bratt, Director Zafar absent.

A. Approve the Summary of Actions from May 18, 2021 Meeting

VI. Reports and Presentations

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

Ms. Wilkerson thanked Mr. Hillman for his efforts to get the SRVUSD bell schedules changed to accommodate all 39 TRAFFIX routes. There are a few “assessment days” for elementary that Mr. Hillman is working on a solution for these students to either stay on campus with supervision.

Pass sales will begin , July 20th at 7:00 PM. There will be a rolling schedule to release passes so the website does not crash and parents who are buying multiple passes are able to get the pass they need. The later time for pass sales was so that parents who work will not have to try and buy a pass during their work schedules.

The schedule for pass sales is as follows:

- July 20- CSA T-1 buses MV19, MV19A, MV19B at \$475 per pass
- July 21- Los Cerros and Pine Valley routes at \$475 per pass
- July 22- Remainder of MVHS, (MV10, MV18, MV20 and MV25), CA17 and SR21 all at \$475 per pass
- July 26- Elementary routes at \$425 per pass

Due to the time constraints of the pass sale and school starting, the students will be using temporary passes to begin the school year. The passes will be available online and printable from home. Students may also show a screen shot of the pass to the driver, and the drivers will also have a roster if there is any confusion or concern. TRAFFIX implemented a similar bus pass in Spring 2021, and it worked well. Passes will be ordered around July 30 and mailed after they are received.

DocuSign will be used for parents to acknowledge the policy and procedures that will be approved today.

Ms. Wilkerson let the Board know there was a parent concerned of lack of bus service to Kindergarten students. Ms. Wilkerson explained that the timing does not work because Kindergarten starts at 8:15 AM and the buses do not drop off until 8:45 AM, at that certain school site. Other than this parent, there have been no other complaints.

Director Andersen thanked the SRVUSD and Mr. Hillman for their efforts to make all 39 routes possible.

Director Arnerich thanked Ms. Wilkerson and Mr. Hillman for their efforts to get the program back to 39 routes as well.

Chair Morgan also thanked Ms. Wilkerson for handling the parent who was upset and mentioned other arrangements that could be provided.

B. Receive Update on TRAFFIX Operations

B.1. Receive TRAFFIX Administrative Coordinator Report

Ms. Wilkerson covered her coordinator report in the previous report section.

B.2. Receive First Student Location Manager Report

Mr. Cooper stated they are prepping for Fall 2021. The drivers are ready to go and will start the dry-runs next week. He mentioned that he is working with Ms. Wilkerson on route reviews and schedules for August 10th.

Director Hudson brought up the Alcosta Paving Project in San Ramon and the possibility of detours. Ms. Wilkerson told the Board there is a meeting to discuss this in the next week and all detours will be forwarded to Henry, Pat and Rosalva at First Student.

Director Hurd questioned if the social distancing requirement could be adjusted to allow TRAFFIX to sell more passes on the buses. Mr. Hillman replied that since the TAC has met, the County Department of Public Health (CDPH) has set the requirement to maximize social distancing when feasible but if we need to fill the bus to get these students to school, we need to fill the bus to a safe capacity.

All students will be required to wear a mask, regardless of their vaccination status.

Mr. Cooper suggested the max capacity be set at 50 to encourage social distancing when feasible. The Board agreed that 50 students would be a comfortable number of students on the routes. For pass sales starting this evening, TRAFFIX will increase the number of students on the bus from 24 to 50.

VII. Old Business

A. Receive Verbal Update on SRVUSD School Schedule for 2021-2022

Mr. Hillman updated the Board that the SRVUSD will provide supervision from 2:35-3:15 PM until their regular pick-up time. This will allow the routes to run as scheduled and students will have transportation each day during the special Assessment Days.

Director Arnerich thanked Mr. Hillman for his efforts to make this supervision possible without any disruption to the TRAFFIX Program.

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

Ms. Wilkerson is still working on gathering information. In the meantime, she has requested that Mailstream print the bus pass number as a barcode so if there is a scan technology that becomes available that the passes will not need to be printed again. She confirmed that by January 2022 or Fall 2022 there will be a program in place.

VIII. New Business

A. Approve the 2021-2022 TRAFFIX Promotional Rate for Elementary Students

Motion to Approve* by Director Arnerich, Second by Director Hurd. Vote passes 6-0. Director Zafar absent.

***Motion approved that the promotional rate will be applied to elementary bus passes to increase ridership amongst the elementary schools.**

Ms. Wilkerson proposed that since the Board has approved a promotional pass fare in June, that this pass fare be utilized to encourage pass sales for elementary students. The promotional rate would offset the “assessment day” schedule. She also reminded the Board that there will be no service for Tk students or Kindergarten students. Also, there is a SLIP schedule for first grade students. This means that they will either start school at the same time (8:45 AM) and end earlier (2:35 PM) or start later (9:25 AM) and end at the same time (3:15 PM).

Director Hurd asked that now the assessment days are being covered by SRVUSD, should we utilize the promotional rate for elementary. It was agreed upon that the promotional rate would be utilized to promote an increase in pass sales for elementary schools.

B. Approve the 2021-2022 Policy and Procedure Documents

Motion to Approve by Director Arnerich, Second by Director Hudson. Vote passes 6-0. Director Zafar absent.

***Motion to approve with verbiage to change from three feet of social distancing to “social distancing to the extent feasible when waiting for the bus and riding the bus”.**

Ms. Wilkerson introduced the new policy and procedure documents and the language will change the TRAFFIX policy and procedures as SRVUSD changes. The documents include language about three feet of social distancing, however with the

new development from CDPH, TRAFFIX will adjust language from “three feet” to “social distancing to the extent feasible when waiting for the bus and riding the bus”. Mr. Conneran suggested these changes be made to the documents, Director Arnerich agreed.

Director Hurd asked if the social distancing changes and need to revert back to three feet, should the TRAFFIX Board address this issue now? Director Arnerich suggested we deal with that when or if that situation arises. Director Hurd agreed with Director Arnerich’s suggestion.

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

Motion to Approve by Director Arnerich, Second by Director Hurd. Vote passes 6-0. Director Zafar absent.

Ms. Wilkerson explained the only changes from 2020-2021 MOU are that TRAFFIX will be adding back service to Country Club, Coyote Creek, Neil Armstrong and Walt Disney Elementary schools.

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

Ms. Wilkerson highlighted the customer service survey results. There were 29 respondents, which was 11% of parents. The most requested item was a zero period bus. With the routes being so long, it is just not feasible to tier the high school routes at this time.

The overall consensus was that the program ran efficiently and safely. Communication was great, and parents were happy with the program.

Director Hurd thanked Ms. Wilkerson for her efforts to carry the program through the pandemic. Director Hudson reiterated that school events and school communication was very successful.

- IX. **Adjournment:** Chair Morgan adjourned the meeting at 4:55 PM.