



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Meeting Agenda

Tuesday, September 21, 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

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I. Call to Order

II. Roll Call

III. Public Comment

IV. Order of the Agenda

V. Consent Calendar

A. Approve the Summary of Actions from June 15, 2021 and July 20, 2021 Meetings

VI. Reports and Presentations

- A. Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach
- B. Receive Update** on TRAFFIX Operations
 - B.1. Receive** TRAFFIX Administrative Coordinator Report
 - B.2. Receive** First Student Location Manager Report
 - B.3 Receive** Verbal Update on City of San Ramon Administrative Coordinator Position

VII. Old Business

- A. Receive Verbal Update** on SRVUSD School Schedule for 2021-2022
- B. Receive Verbal Update** on First View App and RFID Cards

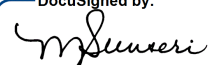
VIII. New Business

- A. Receive Verbal Update** on National School Bus Safety Week (October 18-22, 2021)
- B. Receive Verbal Update** on Unity Day (October 20, 2021)

- IX. Adjournment:** The next scheduled meeting is Tuesday, November 16, 2021 at 4:00 PM. Location to be determined.

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.

DocuSigned by:

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Marie Sunseri, City Clerk, Town of Danville

In compliance with the Americans with Disabilities Act, the Town of Danville 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. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-35.104 ADA Title II]



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Summary of Actions

Tuesday, June 15, 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.

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- I. Call to Order-** Vice Chair Morgan called the meeting to order at 4:02 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), Director Sabina Zafar (City of San Ramon), Andy Dillard (Town of Danville), Robert Sarmiento (Contra Costa County), Stephanie Kellogg (Contra Costa County), Lisa Bobadilla (City of San Ramon), Danny Hillman (SRVUSD), Henry Cooper (First Student), Michael Conneran (TRAFFIX Attorney), Megan Wilkerson (TRAFFIX Program Manager).
- III. Public Comment-** None Received.
- IV. Order of the Agenda-** No Change.

V. Consent Calendar- None

VI. Reports and Presentations

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

Ms. Wilkerson reported that the SRVUSD bell schedule has been released. Due to the existing schedule, TRAFFIX will be unable to serve all 39 routes. The middle and elementary timeframe is too close to tier these routes. TRAFFIX will need to decide which 24 routes will run.

The financial impact on the program would be down \$350,000 in Fare Box Revenue. The impact on the operations would remain the same.

Director Arnerich stated that the SRVUSD needs to take the busing into consideration and that tiering was a crucial element for the success of the TRAFFIX program. He proposed a discussion about how to remedy this situation. The fundamental funding is in jeopardy if the full TRAFFIX route schedule cannot be implemented.

Mr. Hillman introduced the SRVUSD rationale for the new bell schedule for the Fall. All level schools will start at the same times. There are certain codes that reinforce that middle schools cannot start before 8:00 AM. Elementary schools that will have TRAFFIX service, the district mandated that they opt in for the 8:45 AM start time. The negotiations with the unions have been complete taking into consideration the instructional minutes.

Director Arnerich asked if the bell schedules could be adjusted. Mr. Hillman commented that in order to change, SRVUSD would need to renegotiate all contracts in place. Mr. Arnerich reminded SRVUSD of the partnership between the agencies and the agreement to tier school bell times in order to provide service.

Director Hudson agreed and asked that SRVUSD revisit the bell schedules to determine if the schedule can work. Director Hurd stated that the SRVUSD can revisit the bell schedules at the district level, and see if the schedules can be adjusted.

Ms. Wilkerson presented options that might help remedy the schedule situation. Director Arnerich asked Director Hurd on the timeframe. Director Hurd commented that she will discuss with Dr. Malloy and Mr. Hillman, and update TRAFFIX accordingly.

Chair Andersen agreed that if SRVUSD can't renegotiating bell schedules, that would be the best option.

Ms. Wilkerson also commented that bus pass sales are on hold due to the bell schedules, social distancing guidelines, and further information from the County

Health Department. She stated that mid-July would be a better timeframe for pass sales. Director Zafar agreed. .

B. Receive Update on TRAFFIX Operations

B.1. Receive TRAFFIX Administrative Coordinator Report

Ms. Wilkerson commented that her report was complete in the TRAFFIX Pass Sales Report.

Marketing and Outreach

B.2. Receive First Student Location Manager Report

Mr. Cooper provided a brief update that the 2021 spring school year ended well thanks to support from Ms. Wilkerson and Ms. Lee. Ms. Lee is no longer with First Student and a new replacement will be on board as soon as possible. The depot is preparing for fall 2021.

VII. Old Business

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

Update given during the Administrative Coordinator TRAFFIX Pass Sales.

Marketing and Outreach Report.

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

Ms. Wilkerson updated the Board that she is looking into options. Following the direction from Jason Flores from SRVUSD, . she is gathering information and will update the Board. The program will likely not be in place for Fall 2021, but will keep pursuing options for Fall 2022 at minimum.

VIII. New Business

A. Approve the TRAFFIX Pass Rate Schedule for the 2021-2022 School Year and Adopt Resolution 2021-02

Motion to Approve by Director Arnerich, Second by Director Hudson. Vote passes 7-0.

Ms. Wilkerson introduced the 2021-2022 Pass Fare schedule to the Board. Promotional pass rate being \$425 and regular pass rate at \$475 for an annual pass.

Director Arnerich suggested that the 2021-2022 Financial Plan cannot be approved without bus pass fare and fare box allocations with less routes. The Contra Costa

Transportation Authority (CCTA) will need to have a TRAFFIX budget to approve the allocation of FY 2021-2022 funds.

Director Hudson stated that the program needs to show the effectiveness of traffic congestion relief, in order to receive funding.

Mr. Conneran suggested approving the budget today and that it can be amended by majority of the Board's approval at a later date if there are major changes.

B. Approve 2021-2022 TRAFFIX Financial Plan

Motion to Approve* by Director Arnerich, Second by Director Hudson. Vote passes 7-0.

***Motion to approve subject to the SRVUSD making efforts to revise the bell schedule to accommodate all 39 routes, and if an agreement cannot be made that TRAFFIX and CCTA will meet to discuss the future funding of the TRAFFIX program.**

Ms. Wilkerson introduced the 2021-2022 Financial Plan drafted for TRAFFIX Board Approval. She commented that the Measure J Funds in the budget were conservative to not overstate income. She stated the increases in each line item and asked if there were questions from the Board.

Director Arnerich confirmed that the financial plan accounts for all 39 routes running, with \$425 and \$475 pass rates. Ms. Wilkerson confirmed.

C. Approve 2020-2021 Customer Service Survey

Motion to Approve by Director Zafar, Second by Director Arnerich. Vote passes 7-0.

Ms. Wilkerson presented the survey questions to the Board for review. She suggested sending the survey to parents starting on June 16 and close the survey on June 30th, so she can prepare the results for the July Board meeting.

IX. Adjournment: Vice Chair Morgan adjourned the meeting at 4:47 PM.



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.

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- 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.