# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**BOARD OF DIRECTORS**

# Meeting Agenda

# Monday, July 18, 2022

## **3:00 PM TELECONFERENCE**

Assembly Bill 361 suspends certain provisions of the Brown Act, allowing public meetings to be held by teleconference. As a precaution to protect the health and safety of staff, officials, and the general public. Committee Members will not be physically in attendance, but will be available via video conference. There will be no physical location for members of the public to participate in the meeting. We encourage members of the public to access the meeting online using Zoom.

Committee members, staff and the public may participate remotely via Zoom :

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Written public comment may be submitted in advance of the meeting via email to 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 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 925-553-6253 during normal business hours.*

1. **Call to Order –** Sabina Zafar called the meeting to order at 3:18pm
2. **Roll Call –** Prior to calling roll, Kellie Fahey read the aforementioned Brown Act to the Board of Directors and staff

Chair Sabina Zafar (City of San Ramon), Director Newell Arnerich (Town of Danville), Supervisor Candace Andersen ( Contra Costa County), Director Rachel Hurd (SRVUSD), Director Karen Stepper (Town of Danville), Andy Dillard (Town of Danville), Chris Weeks (City of San Ramon), Ilana Samuels (SRVUSD), Henry Cooper (First Student), Michael Conneran (TRAFFIX Attorney), Robert Sarmiento (Contra Costa County), Kellie Fahey (Administrative Coordinator). **ABSENT:** Director Dave Hudson (City of San Ramon), Vice Chair Laura Bratt (SRVUSD)

1. **Public Comment -** None Received
2. **Order of the Agenda –** Director Zafar informed the Board that item VII. C will be struck from the agenda as it has already been approved under the financial plan on May 17, 2022.
3. **Consent Calendar –** Director Arnerich requested that Items A and B be approved at same time.
	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
	2. **Approve** the Summary of Actions from May 17, 2022 Meeting

**Motion to approve by Director Arnerich, Second by Director Stepper. Vote 5-0 Motion passes. Vice Chair Bratt and Director Hudson Absent.**

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

Ms. Fahey directed the Board to the monthly activity report in the packets. The information at the top portion of the report reflects the email/phone activity since the last meeting in May. Additionally, this report shows the total number of passes sold and replaced. The bottom portion is information from First Student.

Ms. Fahey reported that as of today 954 passes have been sold for the 2022.23 school year. All High School routes are sold out except CA17 with five available seats. The pass sales breakdown is; May 856, June 74 and July 24.

In total, 2000 bus passes were initially purchased and sent to CI Solutions for 924 to be printed on 6/24/22 with completion by 7/25/22. The remaining 1100 will be partially printed and all will be sent to Mailstream for future passes to be processed. Mailstream will mail the passes along with a plastic pass sleeve and instruction sheet to the Students before school starts. Going forward, Mailstream will print and send out the remaining passes.

As far as replacement passes, there has been a new system put into place. Parents can order a replacement pass directly from the website to an email sent to Mailstream. A $10 fee payment link will be automatically generated and once paid a new pass will be processed. Mailstream will charge TRAFFIX $2 per pass.

The 2022.23 bus passes will not have the year stated on the front in an effort to reuse the next year. Hopefully, by next year the digital option will be available. This would significantly reduce the amount of work and costs to TRAFFIX.

As far as outreach, posters are being prepared to hang in the lobby of each school to market the TRAFFIX program. There will be an effort to table at back to school nights in the low ridership schools. Additionally, the PTA Presidents will be contacted to assist in marketing the program and outreach to parents for the CAC vacant seats in a number of the TRAFFIX schools.

Once school get started, a back to school breakfast for the drivers will be scheduled.

Director Hurd asked if there was a process in place to prevent a person from ordering a replacement pass and using it as a second pass. Will the lost pass be obsolete? Mr. Weeks answered that each new pass creates a new RFID number and the lost passes cancelled. A parent replacing a pass must have an account already in place.

Director Hurd offered to Ms. Fahey that she would ask the PTA Presidents to contact TRAFFIX for assistance.

Director Arnerich asked how the pass numbers compared to this number last year. Ms. Fahey did not have a definite number but would research for the next Board of Director meeting.

 **Receive** **Update** on TRAFFIX Operations

* + 1. **B.1.** **Receive** TRAFFIX Administrative Coordinator Report
		2. **Information discussed above.**
		3. **B.2.** **Receive** First Student Location Manager Report
		4. Ms. Pat Shannon filled in for Henry Cooper as he was out on vacation. Ms. Shannon reported that First Student was preparing the driver bids for the 24 TRAFFIX routes before school starts. Dry bus runs will take place the week of Aug 1, 2022. Majority of the drivers are returning to drive for the TRAFFIX program. Additionally, the buses are being prepared for the school year. Ms. Shannon asked the school district liaison, Ilana Samuels, if the Covid restrictions were the same for 2022.23. Ms. Samuels answered that nothing has changed since spring of 2022. Masks are still optional for both drivers and students. Drivers will still need to be tested weekly if not fully vaccinated. Ms. Samuels has requested from SRVUSD HR department to inform her of any changes from OCIA which would apply to the District guidelines of Covid safety.
1. **Old Business**
	1. **Receive Update** on2021-22 Banking Fees from Mechanics Bank

Mr. Weeks introduced himself as the new Transportation Division Manager. Mr. Weeks reported that he has requested a rate review from Mechanics Bank to inquire about the increase in credit card fees. The process originally that was set up was called First Data Transactions in which, was purchased by FiServe. In the process there was not a reassment of the TRAFFIX fees and costs of a credit card process. The process was three tiered and TRAFFIX feel into the non qualified category as all sales are online. This category pays a high premium with a .21 cent and 5.62% fee per transaction.Mr. Weeks negotiated a new rate of 3.75% per transaction. Additionally, he found other fees to reduce which resulted in a $100 month savings each month.

* 1. **Review** First Student contract for spare bus requirements

Ms. Shannon reported that the bus that was in an accident last November is now back at the yard waiting inspection from the CHP. Mr. Cooper was also able to procur an additional bus for TRAFFIX without charge. The contract states the there need to be three spare buses and now TRAFFIX is in compliance with the contract**.**

* 1. **Review and Approve** reduced fare for low income families

This item was removed from the agenda.

1. **New Business**
	1. **Receive Update** TRAFFIX mid-year Route Review

Ms. Fahey reported that there were six requested stops and three were approved for changes.

* 1. **Review and Approve** an adjustment to route MV10

Mr. Dillard reported that MV10 currently has two stops and there is a request from parents to add in two more stops along the diablo road corridor at Hap Magee and Hidden Oaks. TAC has reviewed the requested stops as part of the route review process and determined these stops fulfill the catchment area of Blackhawk road and would reduce traffic along those corridors. An exercise was performed and it was determined it would add 5-10 minutes to the route. This is comparable to the other MV routes of 50-55 minute run times. Adding these stops would prevent the bus in utilizing the 680 freeway as an alternative. TAC is recommending to approve the stops at Hap Magee and Hidden Oaks.

**Motion to approve by Director Arnerich, Second by Director Stepper. Vote 4-0 Motion passes. Vice Chair Bratt and Director Hudson Absent**.

* 1. **Receive** Update onresults of the2022 Customer Service Survey

Ms. Fahey reported that the customer service survey was sent out five times with a low response. Overall, the responses were very positive with one request to for more advance communication notice of late or combined buses.

* 1. **Approve** the2022-2023 Memorandum of Understanding between TRAFFIX and SRVUSD

Ms. Fahey presented the MOU to the Board for approval.

**Motion to approve by Director Arnerich, Second by Director Stepper. Vote 4-0 Motion passes. Vice Chair Bratt and Director Hudson Absent.**

* 1. **Review and Approve** 2022-23Conflict of Interest document

Mr. Conneran, legal counsel, told the board this item does not need approval.

* 1. **Review and Approve** 2022-23TRAFFIX BOD, TAC and CACStaff Meeting Schedule

Director Hurd requested a full year calendar to be available at the next meeting.

1. **Adjournment:** The next scheduled meeting is Monday, September 18, 2022 at 3:30 PM.

**CERTIFICATION**

I hereby certify that the foregoing agenda was posted at the City of San Ramon, 7000 Bollinger Canyon Road, San Ramon, CA, and 72 hours in advance of the noted meeting.

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Christina Franco, City Clerk, City of San Ramon