



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

**Summary of Actions
Tuesday, May 11, 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 ID 264 178 5183.

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 Citizen's Advisory Committee before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the Citizen's 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) Citizens 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 Monday through Friday between 7:00am and 3:30pm.

- I. Call to Order** Chair Roobol called the meeting to order at 11:04 AM.
- II. Roll Call**- Chair Margret Roobol (Cal High), Vice Chair Sherri Draper (San Ramon Rep), Sarah Evans (Pine Valley), Breyana Brandt (Vista Grande), Grace Moy-Gyotoku (Contra Costa County D2), Anna Win (Monte Vista HS), Phillip Cox, Gina Sans (Green Valley), Robert Sarmiento (Contra Costa County), and Megan Wilkerson (TRAFFIX Administrative Coordinator).
- III. Public Comment**- None Received
- IV. Order of the Agenda**- None
- V. Consent Calendar**

A. Approve Summary of Actions from February 9, 2021 Meeting

Motion to approve by Sherri Draper, second by Grace Moy-Gyotoku. Vote 7-0.

VI. Reports and Presentations

A. Receive Update on TRAFFIX Program Status

Megan Wilkerson updated the CAC that the program started with 19 buses by April. Due to the schedule change we were unable to tier the buses and offer all 39 routes. There was not enough time to do the first run, sanitize, and pick up the second route.

Megan explained how the routes were selected, and showed the CAC which routes were in use. The FirstView App was rolled out, and is a great tool for parents to see where the buses are, and able to track them. Overall, parents are very happy with the app and it is working really well.

The capacity on the bus is 24 students on the bus, which is 1 student per row, or siblings sitting together. TRAFFIX and First Student have been contact tracing. Bus passes were prorated on a per day basis, so middle and high school passes were \$40 for the remainder of the school year.

There was a bus accident on April 30, 2021 on MV19A. The bus routes will be combined and the bus will be out for repair until further notice. Parents were alerted that the routes will be combined until the end of the year. This was acceptable because these routes were not sold out to capacity of 24, so it was safe to combine and maintain social distancing.

B. Receive Update on TRAFFIX Operations

Megan did bus driver appreciation for the bus drivers with a to-go breakfast and a personalized coffee mug. There were three drivers from Lamorinda bus program, but there is a pipeline of 8-10 drivers to fill the spots. By fall Henry Cooper has said that the TRAFFIX program will be fully staffed.

VII. Old Business

A. Discuss School Closure Impact on TRAFFIX Program

This discussion was discussed in the program manager report.

VIII. New Business

A. Discuss 2021-2022 School Year TRAFFIX Bus Operations

We do not have bell schedules from the San Ramon Unified School District (SRVUSD). TRAFFIX is hopeful that we can tier routes and run all 39 routes. Until we have the final bell schedule and social distancing guidelines we are on hold. Much of the pass fare rate, schedule and capacity rely on the decisions from SRVUSD.

One major win from COVID was that we could sell passes and turnaround service the next day. So if the program needs to sell passes close to the first day of school, it can be done and will be fine.

The anticipated date would be mid-July, however if the information is available before, it will be released.

B. Review DRAFT 2021-2022 TRAFFIX Marketing Plan

Megan went over the marketing presentation for 2021-2022. This marketing plan is based on service to 11 schools with 39 routes. The website has been very helpful at promoting all of the new information. Newsletters and word of mouth will be crucial to promote the program. Also, new banners and yard signs will be ordered and will be helpful as a visual reminder to parents carpooling to school.

The CAC is a large part of on-site, newsletter, events to promote the program. The bus pass design contest finalists will be presented to the Board at the May Board meeting.

The total cost for the marketing budget that will be presented to the Board is \$12,540.00.

C. Nominate and Elect CAC Chair and Vice Chair for 2021-2022

Chair- Breyana Brant

Vice Chair- Sherri Draper

Motion to approve by Grace Moy-Gyotoku, second by Anna Win. Vote 7-0.

D. Receive Citizen Advisory Committee (CAC) Concerns, Comments, Questions

Margret mentioned that we need to try and fill the seats from the schools that have vacancies. We can look at the administration in the fall and parents who register to fill open positions.

Gina Sans asked about doing information for the incoming Kindergarten students in the packets/information sessions.

IX. Adjournment: The meeting was adjourned at 12:18 PM.