# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**TECHNICAL ADVISORY COMMITTEE**

# Summary of Actions

# Wednesday, April 15, 2020

## **11:00 AM**

**Webex Conference Call**

**(The public is invited to call in)**

**Call In Number: 408-418-9388**

**Meeting Access Code: 622 752 500**

*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) 786-8558 during normal business hours.*

1. **Call to Order – Meeting Called to order at 11:07am.**
2. **Roll Call – Chair Danny Hillman (SRVUSD), Vice Chair Robert Sarmiento (Contra Costa County), Heidi Kenniston-Lee (TRAFFIX Administrative Coordinator), Lisa Bobadilla (City of San Ramon), Thomas Valdriz (Town of Danville), Andy Dillard (Town of Danville), Henry Cooper (First Student), Pamela Lee (First Student)**
3. **Public Comment** – None received.
4. **Order of the Agenda** – No change.
5. **Consent Calendar** – Both Chair Hillman and Mr. Valdriz noted having not been at the March 11, 2020 TAC meeting. Motion to approve consent items (without missing March 2020 TRAFFIX Monthly P&L Statement) by Mr. Valdriz. Second by Vice Chair Sarmiento. Passed 4-0.
	1. **Approve** Summary of Actions from March 11, 2020 Meeting
	2. **Approve** TRAFFIX Monthly P&L Statements from February 2020 and March 2020
6. **Reports and Presentations**
* No recent pass sales reported due to school closures.
* TRAFFIX “Buzz Stop” Newsletter will be published April.
* TRAFFIX will draft and submit a letter to First Student requesting information about their safety plan.
* Heidi is working with Planeteria on website updates.
* Thank you to agencies for their assistance with route updates.
* TAC gave verbal approval to postpone the annual customer service survey.
* Heidi mentioned the need to get on the SRVUSD calendar for a TRAFFIX principal/office manager meeting before school starts in the fall. Chair Hillman will work with Heidi to schedule the meeting.
* TAC requested that the regularly scheduled May 6th meeting be rescheduled to May 13th.
* TAC advised Heidi to submit the next CCTA invoice asap.
	1. **Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach
	2. **Receive** **Update** on TRAFFIX Operations
		1. **B.1.** **Receive** TRAFFIX Administrative Coordinator Report
		2. **B.2.** **Receive** First Student Location Manager Report
* Mr. Cooper expressed appreciation for TRAFFIX support of drivers during the school closures.
* First Student continues to service the vehicles as required by law.
* Mr. Cooper has been working with staff on route updates/changes.
* TRAFFIX drivers are all being retained and receiving furlough pay.
* CHP has frozen all school bus related activity, including testing, until further notice. There remain driver candidates in the pipeline. Mr. Cooper outlined potential impact on driver recruitment, certification and retention.
1. **Old Business**
	1. **Receive Verbal Update** on FirstView Implementation Status – Heidi will forward the FirstView demo link to the Board prior to their meeting. Mr. Cooper reported First Student Concord is ready for implementation, but will work their corporate office on additional implementation matters.
	2. **Receive Verbal Update** on TRAFFIX Administrative Coordinator Limited-Term Position – Ms. Bobadilla reported that the City of San Ramon extended an offer which has since been accepted. The candidate is currently going through the City’s employment processing with anticipation of a May 4th start date. Ms. Bobadilla outlined the new hire work plan in light of the shelter in place. Heidi is working with Planeteria to make sure website training videos are ready for the new hire.
	3. **Recommend** Selection of Accounting Services Provider – Motion to recommend approval of selection of JJACPA to continue to provide accounting services by Ms. Bobadilla. Second by Vice Chair Sarmiento. Passed 4-0.
2. **New Business**
	1. **Discuss and Establish** 2020-2021 Bus Pass Sales Schedule and Process – TAC recommended postponing bus pass sales in light of current health orders and the shelter in place until we have more information from the school district about the new school year. Heidi will utilize the TRAFFIX “Buzz Stop” Newsletter to keep TRAFFIX families updated and will plan a specific bus pass sales communication in May. Mr. Conneran advised getting his and TRAFFIX leadership input on related messaging to parents which should reflect caution and hope.
	2. **Discuss and Recommend** Response to School Closure-Related Refund Requests – TAC discussed various ways to manage refund requests, including automatic refunds and credits toward a future school bus pass purchase. Heidi will present options to the Board with approximate administrative work and costs involved.
	3. **Receive** Report on 2020-2021 School Bus Pass Design Contest – Mailstream confirmed their ability to use contest artwork for the new bus pass design. TAC would like to move forward with the contest as a creative outlet for students using the internal TRAFFIX communication vehicles, i.e. “Buzz Stop” Newsletter.
	4. **Receive** on School Bus Driver Appreciation Day on April 28, 2020 – Heidi outlined ways that TRAFFIX and parents can express driver appreciation which will be brought to the Board at their next meeting.
3. **Approve** TRAFFIX Board of Directors Meeting Agenda for April 21, 2020 – Motion to approve by Mr. Valdriz. Second by Vice Chair Sarmiento. Passed 4-0. Mr. Conneran will forward meeting agenda language to Heidi that is appropriate for the current situation.
4. **Adjournment:** The meeting was adjourned at 12:13pm.