# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**TECHNICAL ADVISORY COMMITTEE**

# Summary of Actions

# Wednesday, May 13, 2020

## **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://zoom.us/j/96989807050> or by calling 1 669 900 6833 using Meeting ID 969 8980 7050.

*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 electronically. 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** – Chair Hillman called the meeting to order at 11:03am.
2. **Roll Call** – Chair Danny Hillman (SRVUSD), Vice Chair Robert Sarmiento (Contra Costa County), Lisa Bobadilla (City of San Ramon), Andy Dillard (Town of Danville), Thomas Valdriz (Town of Danville), Heidi Kenniston-Lee (Outgoing TRAFFIX Administrative Coordinator), Megan Wilkerson (Incoming TRAFFIX Administrative Coordinator), Henry Cooper (First Student), Pamela Lee (First Student)
3. **Public Comment** – None received.
4. **Order of the Agenda** – No change.
5. **Consent Calendar** – Motion by Ms. Bobadilla. Second by Vice Chair Sarmiento. Passed 4-0.
	1. **Approve** Summary of Actions from April 15, 2020 Meeting
	2. **Approve** TRAFFIX Monthly P&L Statements from March 2020
6. **Reports and Presentations**
	1. **Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach – Received.
	2. **Receive** **Update** on TRAFFIX Operations – Received.
		1. **B.1.** **Receive** TRAFFIX Administrative Coordinator Report – Received.

**B.1.1.** **Introduction** of New TRAFFIX Administrative Coordinator Megan Wilkerson – Introduced.

* + 1. **B.2.** **Receive** First Student Location Manager Report – Received.
1. **Old Business**
	1. **Receive Verbal Update** on School Closures and Refund Processing – Received.
	2. **Receive Verbal Update** on Transition to New TRAFFIX Administrative Coordinator – Received.
	3. **Receive Verbal Update** on 2020-2021 School Bus Pass Design Contest – Received.
	4. **Discuss** 2020-2021 Bus Pass Sales Schedule and Process – Discussed.
2. **New Business**
	1. **Recommend** Approval of 2020-2021 Citizen Advisory Committee (CAC) Members – Motion by Mr. Valdriz. Second by Vice Chair Sarmiento. Passed 4-0.
	2. **Discuss** 2020-2021 TRAFFIX Financial Plan – Discussed.
	3. **Discuss** 2020-2021 TRAFFIX Leadership Meeting Schedule – Discussed.
3. **Approve** TRAFFIX Board of Directors Meeting Agenda for May 19, 2020 – Motion to approve as amended by Ms. Bobadilla. Second by Mr. Valdriz. Passed 3-0. Chair Hillman absent. Change Item VIII.D. from “Review” to “Approve”.
4. **Adjournment:** Meeting adjourned.