# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**TECHNICAL ADVISORY COMMITTEE**

# Summary of Actions

# Wednesday, July 1, 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://us02web.zoom.us/j/84565402906> or by calling 1 669 900 6833 using Meeting ID 845 6540 2906.

**Public Comment**

Public comment may be submitted in advance of the meeting via email to [admin@ridetraffix.com](mailto: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) 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) 973-2649 during normal business hours.*

1. **Call to Order –** Chair Sarmiento called the meeting to order at 11:06 am.
2. **Roll Call –** Chair Robert Sarmiento (Contra Costa County), Danny Hillman (SRVUSD), Lisa Bobadilla (City of San Ramon), Andy Dillard (Towne of Danville), Henry Cooper (First Student), Mark Firth (First Student), Megan Wilkerson (TRAFFIX Admin Coordinator)
3. **Public Comment –** None Received.
4. **Order of the Agenda –** Add second lanyard quote for discussion item VIII A.
5. **Consent Calendar –** Motion by Ms. Bobadilla, Second by Mr. Dillard. Passed 4-0
   1. **Approve** Summary of Actions from May 13, 2020 Meeting
   2. **Approve** TRAFFIX Monthly P&L Statements from April 2020 and May 2020
6. **Reports and Presentations**
   1. **Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach

* No bus pass sales have been made, Megan Wilkerson will communicate to current pass holders that we are still in discussion with SRVUSD and no final decision has been made.
  1. **Receive** **Update** on TRAFFIX Operations
     1. **B.1.** **Received** TRAFFIX Administrative Coordinator Report
* Megan Wilkerson provided information on the cost for printing bus passes for the fall. Decided to wait on printing until we have a final decision from SRVUSD.
* A TRAFFIX Parent Survey was brought to TAC as an idea for current pass holders to address that with the new options for school in the fall, if parents would essentially send their child on a TRAFFIX bus. Will propose questions for the TAC to review at a special meeting later this month.
  + 1. **B.2.** **Received** First Student Location Manager Report
    2. **-** Henry mentioned that he has been addressing regular maintenance and recalls as needed.
    3. - Henry provided the protocol from First Student. The buses will need to be disinfected daily at the bus yard. Drivers to wear masks, and administration also to wear masks in the office.

1. **Old Business**
   1. **Received Verbal Update** on 2019-2020 School Closure Refunds.

* Megan Wilkerson was happy to report that all of the refund checks were sent out. There were a total of 1303 checks sent to accommodate the 1631 passes eligible for a refund, they were consolidated by household. The total refund amount was $162,168.24. Bus pass refund range was $53.08-$107.52.
  1. **Received Verbal Update** on FirstView Application Implementation.
* Henry detailed the training and process to introduce the new First View platform for our TRAFFIX students this fall. We will pilot this proram with CAC in September and fully implement to the program as whole in Late October/Early November.
* TRAFFIX TAC members encouraged to participate in the online training that Megan Wilkerson will send a schedule to the committee.

1. **New Business** 
   1. **Approve**- TRAFFIX Bus Pass Lanyards.

* Megan presented two quotes for lanyard. Both were break away at the top of the neck. The quote from 4Imprint was $3,397.07 (including freight) which was a cotton lanyard. The additional added quote from Eclectic Printing and Design for $2,687.63 (excluding shipping, but assumed to be >$50). TAC liked both options, and suggested we submit to the board for approval since they can be used in the future for promotional items. Megan will present the lower cost option to TRAFFIX Board on July 14, 2020.
  1. **Receive Verbal Update and Discuss** the Provision of TRAFFIX School Bus Service for the 2020-2021 School Year
* Danny provided a very high level update for TAC about the SRVUSD “Reopening Together” plan. Danny reported at the school board meeting on June 23, 2020 that they are working on an online option as well as a full 5- day a week back to the classroom scenario. SRVUSD is following the CDE Guidelines, County Health Ordinance document dated June 29, 2020 that students need to maintain 4-6’ for appropriate social distancing. According the the surveys completed there still remains a 5-25% of the population that would not feel comfortable with their students returning to a traditional classroom setting. The topic of how special education buses will be managed was addressed dictating that the buses will need to be disinfected after every route. This poses a problem with TRAFFIX buses since they are tiered in several scenarios. Henry will give TRAFFIX a quote and disucss the hurdles of timing between routes for the July 14, 2020 Board meeting.
  1. **Review and Discuss** San Ramon Valley Unified School District Memorandum of Understanding and Operational Agreements
* No changes noted for now from any of the TRAFFIX schools in Danville and San Ramon for the Operational agreements. Ms. Bobadilla suggested a meeting with the principals and TRAFFIX, and deligated to Mr. Hillman to coordinate this meeting after we have our final decision from the board. Megan Wilkerson and Mr. Conneran will draft the MOU for the 2020-21 school year for the board to revise on July 14, 2020.
  1. **Discuss** 2020-2021 TRAFFIX Financial Plan Scenarios
* Megan Wilkerson presented two options that were suggested by Ms. Bobadilla. Both outlined the 17% reduction in Meansure J funds, and significat reduction in ridership.
  + Scenario 1- 17% Measure J reduction, 20 students max on 24 busses, full school year.
  + Scenario 2- 17% Measure J reduction, 20 students max on 24 busses, half of the school year.
* Both scenario’s were run with no changes made in other areas of the budget. These scenario’s were not inclusive in other funding reductions by CSA-T1 or higher maintenance costs from First Student to disinfect between routes.

1. **Approve** TRAFFIX Board of Directors Meeting Agenda for July 14th, 2020. Motion to approve (with noted changes below) by Andy Dillard, Second by Danny Hillman. Passed 4-0.

* Changes added: Approve Memorandum of Understanding with the City of San Ramon for the contract for TRAFFIX Administrative Coordinator, Megan Wilkerson.
* Special meeting to be held between July 28-August 11th to finalize program details.

1. **Adjournment: The meeting was adjourned at 12:45 PM.**