



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

Summary of Actions

Wednesday, September 2, 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/88325172846> or by calling 1 669 900 6833 using Meeting 883 2517 2846.

Public Comment

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 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.

- I. Call to Order- Chair Sarmiento called the meeting to order at 11:07AM**
- II. Roll Call – Chair Robert Sarmiento (Contra Costa County), Danny Hillman (SRVUSD), Lisa Bobadilla (City of San Ramon), Andy Dillard (Towne of Danville), Thomas Valdriz (Town of Danville), Henry Cooper (First Student), Megan Wilkerson (TRAFFIX Admin Coordinator)**
- III. Public Comment – None Received.**
- IV. Order of the Agenda**

V. Consent Calendar- Motion to approve by Ms. Bobadilla, Second by Mr. Dillard. Passed 4-0

- A. **Approve** Summary of Actions from July 1, 2020 Meeting and TRAFFIX Monthly P&L Statements from June 2020 and July 2020.

VI. Reports and Presentations

- A. **Receive Update** on TRAFFIX Operations

- A.1. **Receive** TRAFFIX Administrative Coordinator Report-

Megan reported that she has been driving the routes, and noted that due to road construction it was better that we did not have program running due to the delays in San Ramon and Danville. Andy Dillard commented that road construction will be communicated thoroughly when program is back in session.

The website is ready to go when we have the go-ahead to sell passes. We will work on a rotating schedule to not overload the server and give parents time to plan on their purchases. Megan also reported that she has been doing MUFF's filing and will be purging documents when the document retention policy is adopted at the September 15, 2020 TRAFFIX Board of Directors meeting.

Lisa Bobadilla commented that Megan will be clearing old documents and organizing merchandise and fliers for the Transportation move to City Hall in late October.

- A.2. **Receive** First Student Location Manager Report

Henry reported that the Concord Bus yard is ready for re-opening. FirstStudent has been maintaining the buses, doing proper maintenance and also having a terminal report due this month. FirstStudent has secured 21/24 drivers for TRAFFIX from Spring 2020; three drivers declined the offer to stay on board, one route was open, and the substitute driver position will be out to bid to the drivers in mid-September. The routes to bid will be Vista Grande 102 and 103, San Ramon 125 and Monte Vista 119, along with the Substitute driver route. These drivers will not be appointed by FirstStudent, but will go to the normal bidding process with the union.

VII. Old Business

- A. **Receive Verbal Update** on 2020-21 SRVUSD Distance Learning

Mr. Dillard reported the San Ramon Valley Unified School District is having weekly conversations with the County Health Office. He also explained the new

color-coded tier system created and enforced by California. Currently Contra Costa County sits on the highest risk category, purple. This was formerly known as the “Watch List”. When a county is in the Purple Category, elementary (TK-5th) students can file waivers that the district can then take to County Health. In this category, it is very strict and precise on the matter of testing. Testing will be done every 2 weeks to ensure the safety of students and staff.

When a county falls into the Red Category, this means the county has met the requirements for 21 days. The guidelines are similar to that of the Purple Category, however there are not as many restrictions and mandates on testing. That being said, there are still more hurdles with labeling students in specific “Cohort” Groups. By definition, a class of 30 can not be simply split into different days, they would also have to have separate instructors/teachers, which is not feasible.

Since this situation is so fluid, the finite next steps are not clear. The SRVUSD Board is meeting on September 15, 2020 to discuss the next steps and provide some guidance for the district. There will be an opportunity for parents to give feedback on an open ended, essay-type questionnaire. This will be an opportunity for the community to voice opinions on how students will return to school and when. This questionnaire is set up to identify “themes” in the replies so we can hopefully begin to identify the more apparent concerns.

Another concern Mr. Dillard proposed was timing, that normally students are on a semester or quarter system. If students are to go back physically and the requirements for the teachers are not met, students could possibly be displaced from their classes and cause a lot of chaos and confusion. There are so many factors that need to be addressed before there is a clear path set in place. We hope to know more on September 15, 2020.

B. Receive Verbal Update on FirstView Application Implementation

Megan mentioned that TRAFFIX will still be moving forward with this application. When we have bus service again, it will roll out in the pilot program with the Citizens Advisory Committee to iron out any hiccups in the program before it is introduced to the entire TRAFFIX Community.

Mr. Cooper mentioned his gratitude for the continued support of the FirstStudent Drivers and Support Staff. He mentioned Mr. Arnerich’s comment from the July 28, 2020 TRAFFIX Board meeting stating “You’re either IN or you’re OUT” and he deeply expressed his gratitude for the TAC and Board for continuing to keep the program afloat.

VIII. New Business

- A. **Receive Verbal Update** on 2020-2021 TRAFFIX Board of Directors 6-Month Financial Plan

Megan updated the TAC with information about the 6-month Financial plan, and mentioned that the Measure J Funds will be disbursed on Friday September 4, 2020.

She walked briefly through the budget and explained that while paying all contracts for administration, FirstStudent, Legal Fees, Website, Accounting and other miscellaneous costs, the program will not have to dip into the reserve funds at this time. The financial plan will be re-visited in January 2021 with an updated analysis and distribution of funds from CCTA.

Ms. Bobadilla acknowledged that we did not need to dip into the TRAFFIX reserves for the remainder of 2020, however if the Board decides to continue to pay its contracts without bus service for the remainder of the 2020-2021 school year, it will have to use some of the funds from the reserve.

- B. **Review and Recommend Approval** of the Memorandum of Understanding between the City of San Ramon and TRAFFIX for the TRAFFIX Administrative Coordinator Position

Motion to approve by Andy Dillard, Second by Lisa Bobadilla. Vote 4-0 Passed.

The document was recommended for approval upon the following changes: Add "Monthly" into the line items discussing the Administrative Coordinator Pay, and the addresses listed for the City and the PO Box are out dated. It was suggested to use the office of Mr. Conneran at HansonBridget and the new City Hall location for TRAFFIX. These changes will be updated and a new document will be presented to the TRAFFIX Board for approval on September 15, 2020.

The City of San Ramon has already agreed upon these terms.

- C. **Review and Recommend Approval** of the TRAFFIX Document Retention Policy

Motion to approve by Lisa Bobadilla, Second by Andy Dillard. Vote 4-0 Passed.

The document will be reviewed further by the TAC members and all comments and concerns will be addressed to Mr. Conneran and Ms. Wilkerson before the September 15, 2020 TRAFFIX Board meeting at 4pm. Mr. Conneran will draft a copy for the board to approve if changes are needed.

- D. **Review and Recommend Approval** of the Amendment to Rules of the Board Regarding Meeting Quorums

Motion to approve by Andy Dillard, Second by Lisa Bobadilla. Vote 4-0 Passed.

Mr. Conneran discussed the reason for the amendment, and that it would not affect the JEPA, only the Bylaws. This will alleviate any issues moving forward with quorums in the Ad Hoc Subcommittees and TRAFFIX TAC and Board meetings.

E. Review and Recommend Approval of the 2020-2021 TRAFFIX Marketing Plan

Motion to approve by Lisa Bobadilla, Second by Andy Dillard. Vote 4-0 Passed.

The 2020-2021 Marketing Plan was outlined by Megan, stating the only expenses to the program would be the TRAFFIX Lanyards that were approved by the board at the July 28, 2020 meeting. The total marketing budget for the school year is \$2,806.11.

IX. Approve TRAFFIX Board of Directors Meeting Agenda for September 15, 2020

Motion to approve by Andy Dillard, Second by Daniel Hillman. Vote 4-0 Passed.

Changes needed: Make adjustment from B.1 and B.2 to A.1 and A.2 for the TRAFFIX Operations Reports Section.

X. Adjournment: The meeting was adjourned at 11:57 AM.