



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

**Summary of Actions**

**Wednesday, November 4, 2020**

**11:30 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/83591192026> or by calling 1 669 900 6833 using Meeting 835 9119 2026.

**Public Comment**

Public comment may be submitted in advance of the meeting via email to [admin@ridetraffic.com](mailto: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 Robert Sarmiento Called the meeting to order at 11:06 AM
- II. Roll Call**- Chair Robert Sarmiento (Contra Costa County), Vice Chair Andy Dillard (Town of Danville), Andy Dillard (SRVUSD), Lisa Bobadilla (City of San Ramon), Michael Conneran (Legal Counsel), Henry Cooper (First Student), Pamela Lee (First Student), Megan Wilkerson (TRAFFIX Admin Coordinator)
- III. Public Comment**- None received.
- IV. Order of the Agenda**- No Change.

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

**A. Approve** Summary of Actions from September 2, 2020 Meeting

(Changes: No E in Town, and Hillard to Hillman, also not aslo)

**B. Approve** TRAFFIX Monthly P&L Statements from August and September 2020

**VI. Reports and Presentations**

**A. Receive** TRAFFIX Administrative Coordinator Report

Megan updated the TAC that she has been working on document retention and filing, electronic and physical for MUFF Files. She also mentioned she is working on the audit information and will work with Fortune to make sure all the documents are uploaded for the auditors for the December audit.

There have been a few parents that have reached out to Megan to get updates on the TRAFFIX return to service situation.

**B. Receive** First Student Location Manager Report

Henry stated that everything is status quo and ready to roll out service when TRAFFIX gives the ok to proceed. Megan asked about the open route that needs to go up for bid. There might be another route that will go up for bid with the union policy on bidding, however there will not be an issue filling the routes.

Andy brought up the concern that the buses will be run and maintained during the COVID shut down. Henry assured the TAC that he is doing everything he can to maintain the buses and keep them in excellent running order.

Lisa asked about the protocol for Drivers on testing or self-checking. Henry replied stating the drivers will do self-checks daily when they check in and also when they log-in to the system. If a driver says he/she is not feeling well and tests positive, there is a different protocol for that. The self-screen is not a temperature check, however a list of questions that they must answer twice a day. Ms. Bobadilla stated that this will be an important protocol to be relayed to parents when service returns in January.

**VII. New Business**

**A. Review** SLIP (Special Liabilities Insurance Policy)

Megan presented the TAC with the SLIP paperwork and explained this policy is renewed annually and has been with the same provider since TRAFFIX began in 2008. The policy was \$6,111.49 for the 2020-2021 year.

Mr. Conneran explained the policy protects the elected officials if anything were to happen or if someone were to get hurt at a meeting. The policy does not cover the transit operations, they have their own insurance. This policy is very important for the Board and will be presented at the November 15<sup>th</sup> meeting for acceptance.

Mr. Conneran also asked about the Cyber liability policy. Megan mentioned that there was a document received, and Ms. Bobadilla confirmed and Mr. Conneran agreed that the document covers Cyber liability.

## **VIII. Old Business**

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

Mr. Hillman noted in the packet that the school calendar has not changed, and that the only schedules that will be pertinent to TRAFFIX will be the Hybrid options for K-5, Middle School and High School. The SRVUSD has created a document that outlines policies and procedures for returning to school for transportation, and there is a brief section on buses (from Contra Costa Health) listed in the document as well that has not been published online.

Mr. Cooper asked if the SRVUSD has taken an official stance on social distancing, and if there will be any adjustments to the January 5, 2021 start back date. Mr. Hillman replied stating the SRVUSD is enforcing social distancing on buses and that all students need to wear face masks at all times on the bus, per the policy written by the county. Phase 1 began a few weeks ago, phase 2 will begin November 16 and they are all special day students. All students who are unable to wear a mask for personal/medical reasons there is PPE provided for anyone in contact with that student. As for the date of return, Mr. Hillman commented that the District will be in communication if there is any need to change the back to school date. The hope is that there are a few days to prepare. All Memorandums of Understandings have been signed and agreed upon, and barring any future health concerns, there should be no issue to returning to school on January 5, 2021. Having students on campus for Phase 1 and 2 ensures that students will be able to return with few modifications.

Mr. Cooper wanted to elaborate on the social distancing protocol on how they are enforcing social distancing. Mr. Hillman let TAC know that they are enforcing social distancing with red bands across the seats not allowing students to sit in specific rows. Ms. Bobadilla questioned if the JPA would need to follow these guidelines or be able to allow more students to ride the TRAFFIX buses. Mr. Cooper stated that if the guidelines remain, that we will be about 1/3 capacity.

Mr. Hillman brought up the Declaration for SRVUSD parents. This declaration will be letting the district know who will be returning to school hybrid and who will remain home. This will be broken down by school, and will be shared with TRAFFIX. He also mentioned that the Southern part of the district seemed to show that they

would rather stay in the distance learning mode, while the Northern area will be more included to return to Hybrid status. Mr. Cooper reiterated that the bell schedule will not allow tiering of routes as they stand and that the routes will need to be assessed before passes can be sold. There are twice as many middle school aged children riding buses than elementary.

Ms. Bobadilla brought up the issue of if there is a lower percentage of students riding the bus, and without tiering the routes, essentially not alleviating traffic congestion; will TRAFFIX still get funding from CCTA? Mr. Dillard acknowledged the concern and agreed that they will run it by the Authority and regardless of the lower number of riders, he felt that the funding should still be available. Ms. Bobadilla expressed concern about wanting to know the decisions about returning to school, and suggested the TAC wait on making any decisions to recommend to the Board until we get further data from SRVUSD.

Mr. Conneran also mentioned that we are not tied to SRVUSD Guidelines, however staying consistent would be a good idea. All safety protocols, FAQ, First Student disinfectant need to be listed online when passes are sold. Mr. Hillman also mentioned that parents have been asking the District about safety and cleaning protocols, so it will be necessary for them to make a decision on service.

Ms. Bobadilla requested Megan get documents together for the Board to review on November 15, 2020. Megan mentioned that the FAQ and waiver are all ready to go for pass sales. The waiver will be acknowledged online and emailed to each parent. Henry mentioned that the protocol with disinfectant and protocols will be the same for the special education students as they will be for TRAFFIX. Mr. Hillman suggested using a one-sheet for relaying pertinent information to parents and students about protocols.

The discipline policy for SRVUSD will also be on the website, along with an acknowledgement of expectations for students and parents. Megan agreed that TRAFFIX will have all pertinent information online and with the receipt of bus pass sales.

Mr. Cooper circled back to the schools and routes that will need service. Ms. Bobadilla confirmed that no decisions will be made until there is further data from SRVUSD. Mr. Hillman confirmed that the Los Cerros/Monte Vista area should be close to 60-80% return to school, Country Club and Cal High are not as likely to return either, similarly to the Dougherty Valley area that will look more like 80% to remain in the distance learning module. Mr. Cooper brought up the topic of surveying existing TRAFFIX users to understand the need and service areas for January. Megan mentioned that we had discussed doing a survey back in July, however it was decided with the amount of information disseminated from the District to parents, and it might be information overload. Mr. Hillman requested that if we do survey, that we kindly wait until the District receives all the data

needed to prepare for in-person and remote learning. Megan then asked Mr. Hillman if there was an intent to only stay Hybrid or is there a possibility of returning 5 days a week. The intent of the question was to get a feel for how many bus passes could be sold. For example, if we could have a “Full a Cohort” Route and a “Full B Cohort” Route. Mr. Hillman stated that there is capacity if and when the schools can return to full 5 day a week instruction. Mr. Cooper brought up the changes that need to be changed on the website, however they cannot be changed until we have the data and do a route review with the information provided.

Ms. Bobadilla questioned about falling back to red tier for the virus, would that stop students from returning to school? Mr. Hillman replied that it only changes if the school falls into the purple tier. The county would have more regulations from County Health on safety protocols and procedures that will be mandated at the school sites. Any of the 35 school sites in the SRVUSD that have students on campus between now and January 5, 2021 can remain open. School sites that do not have students on campus, may not open.

Mr. Dillard had some concern about pass sales with the demand remaining higher than what TRAFFIX can accommodate. There needs to either be a lottery or a first come, first served system for pass sales. Megan commented that the plan would be to stagger the schools sites by grade level to ensure bandwidth. Mr. Cooper reminded the TAC that the Lamorinda buses are available if there needs to be more resources added. Mr. Dillard commented that the Measure J revenue will not be as low as projected, so it might be a possibility. This will be further discussed at the Board meeting later in the month. Megan produced spreadsheets for the TAC to see what it would look like financially to use resources from Lamorinda for the tiered routes for the remainder of the year. These are for discussion only and not final numbers, and solely for discussion about the plan for the remainder of the 2020-2021 school year.

Mr. Dillard concluded that we will gather the data from the District, work on a plan and then roll out changes on the website. Mr. Hillman connected Megan and Jason Flores from SRVUSD to ensure a consistent approach to opening schools.

Mr. Conneran asked about the pass sale schedule and what dates are possible for sales. Megan replied with the numerous meetings and decisions that need to be made, and that pass sales might be happening over the winter break and not sooner. Chair Sarmiento brought up having a special TAC meeting in December, and it was agreed by Ms. Bobadilla that it needs to be the first week in December, possibly December 2. The TAC agreed that December 2, 2020 at 1PM will be the time of the special TAC meeting.

Ms. Bobadilla questioned that since Mr. Marvel will not be returning; when will he transition out of his role? Mr. Hillman had heard that he might not be returning, but nothing will be confirmed yet until the results are certified in December.

TRAFFIX will know more after the appointments are made at their respective meetings. Finally, Mr. Hillman encouraged the TAC to join the SRVUSD Town Hall Workshop which will elaborate further on what school will look like on campus in January, this will assist parents in their decision for the declarations due November 13.

**IX. Approve** TRAFFIX Board of Directors Meeting Agenda for November 17, 2020

**Motion to approve with changes by Mr. Hillman, Second by Ms. Bobadilla. Passed 4-0.**

(Changes: SLIP Policy to consent calendar, Item VII, add item B to get feedback on Educational Documents about Protocols and Procedures about the cleaning policy, Schedule Ad Hoc Committee Meeting in VIII New Business)

**X. Adjournment:** Chair Robert Sarmiento adjourned the meeting at 11:16 AM.