# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**TECHNICAL ADVISORY COMMITTEE**

# Summary of Actions

# Wednesday, January 5, 2022

## **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

http://cityofsanramon.zoom.us/j/2922468539

Meeting ID: 292 246 8539

 One tap mobile

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**Public Comment**

Public comment may be submitted in advance of the meeting via email to 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 Andy Dillard called the meeting to order at 11:01 AM
2. **Roll Call-** Chair Andy Dillard (Town of Danville), Lisa Bobadilla (City of San Ramon) Robert Sarmiento (Contra Costa County), Llana Israel Samuels (SRVUSD), Henry Cooper (First Student) and Kellie Fahey (TRAFFIX Admin Coordinator).
3. **Public Comment-** None Received
4. **Order of the Agenda-** No Change.
5. **Consent Calendar**

**Approve** Summary of Actions from the Nov. 3, 2021 Meeting.

Ms. Bobadilla stated that she has the recording for November TAC meeting. She will download and prepare the summary of actions. This item will be agenized for next meeting on 3/2/22.

* 1. **Approve** TRAFFIX Monthly P&L Statements from April 2021 and May 2021

**Motion to approve by Lisa Bobadilla, Second by Llana Samuels. Passed 4-0**

1. **Reports and Presentations**
	1. **Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach

Ms. Fahey updated the TAC that there are 1246 passes purchased to date. Since October 2021, a total of 24 new passes have been purchased and 110 passes replaced. Due to the new RFID system implemented in December, students were required to scan their passes upon entering the bus. As many students did not have their passes, it alerted the parents to request replacement passes. Passes have been processed via Mailstream and we are ready to go on 1/11/2021 after the Holiday Break.

As far as outreach, Mr. Dillard and Ms. Fahey worked together to create a “Happy Holiday” email through Constant Contact. Within the email the parents were reminded to check their students schedule for possible changes to their routes. Constant Contact is now updated with all current ridership contacts.

Alerts were sent out to the 4 bus routes that had schedule changes due to the Mid-year bus route assessment. Parents that requested these changes have been contacted.

Ms. Fahey noted that she will be sending out an alert on Monday Jan 10 reminding parents about the mandatory mask wearing rule as it will be strictly enforced once again for the second semester with potential suspension for non-compliance.

Ms. Fahey sent an email to all Principals and Office Managers thanking them for their continued support and to let them know the drivers will be enforcing the mask wearing policy.

Mr. Cooper asked if students would not be allowed on the bus if they did not have their bus passes. Mr. Dillard responded that should allow the students to continue riding and monitor the situation for a couple months and then update protocol and rules for next school year. Mr. Sarmiento concurs with this resolution. Ms. Fahey requested that rather than an incident report for each violation of this rule, that a list be created by the driver and a system in place. Mr. Cooper will discuss with Ms. Shannon and report back to Ms. Fahey.

Mr. Dillard asked Mr. Cooper if the RFID System will log ridership. As of now the drivers manually keep daily track of the riders. Mr. Cooper commented that the RFID System will keep track; however, the drivers will continue the manual process for now as well. Ms. Fahey mentioned that First View, First Student and TRAFFIX will match spreadsheets of riders to ensure the systems all match up.

Ms. Fahey announced that the Buzz News newsletter will be reinstated on the website.

Mr. Dillard requested that links and PDF information regarding the RFID system be uploaded to the TRAFFIX website. Ms. Fahey will take care of it.

Ms. Bobadilla discussed the Pass Sales Spreadsheet that was used in prior years. The spreadsheet broke down each neighborhood and population for each route. It is a helpful tool for TAC and Board as it demonstrates how eligible riders are in each neighborhood and how many passes have been purchased. The neighborhood info comes from the school district. Reinstating the prior spreadsheet for the upcoming school year, will help Ms. Fahey focus on routes with low ridership. Ms. Bobadilla recommended reinstating the spreadsheet as a tool for both TAC and BOD meetings for next school year 2022/2023.

* 1. **Receive** **Update** on TRAFFIX Operations

Mr. Cooper discussed the “2017 Emergency Communication Protocol” handout. This form was introduced due to previous issues where protocol was developed. Mr. Cooper stated that TRAFFIX needs to communicate to the School District, First Student and Board Members in which each entity is to be alerted. Due to COVID this has not been discussed the past 1.5 years. The form needs to be finalized at the March or May TAC Meeting.

Mr. Cooper discussed the Organization Chart which was updated prior to the meeting. There is one position, Regional Vice President will be not filled. Mr. Cooper did not feel that it would be filled due to the reorganization of First Student. Mr. Dillard requested that Brigden Summers, Area General Manager be invited to the BOD meeting on January 18, 2022.

* + 1. **B.1.** **Receive** TRAFFIX Administrative Coordinator Report

The monthly call and activity spreadsheet was presented. The section of the form indicating the number of calls, emails and bus pass sales activity was unintentionally blank from the Admin Coordinator section. Ms. Fahey stated the information was not populated, but will be updated and shared with the TAC moving forward. No liquidated damages to report.

Bus Evacuation Drills completed for schools.

Second payment installations were discussed by Ms. Fahey. As of today, all of the 72 parents that have not paid the second installment have been notified. Four of the parents have not responded despite multiple attempts by Ms. Fahey. When school resumes after the Holiday Break, Ms. Fahey will request that the drivers report if any of the students continue to ride the bus.

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		2. **B.2.** **Receive** First Student Location Manager Report
		3. Mr. Cooper thanked TRAFFIX for providing a nice lunch for the Drivers on Driver Appreciation Day.
		4. Mr. Cooper reported that the driver situation is stable with a few changes due to injured and replacement drivers. Rt, 7, 13 & 18 will have different drivers.
		5. Mr. Cooper reported on the bus (route MV18) that was involved in a collision (no fault of driver). The bus has extensive damage and will not be available for service until Spring. Mr. Cooper is working with his fleet manager to source another bus. That bus would not be new but would be clean, safe with cameras and the RFID System would be installed. He stated that the contract calls for 15% or 3 spare buses or we are out of contract compliance. Mr., Cooper recommended that because we are down to one 1 bus, we should discuss with the Board the purchase of another bus or lowering the requirement on the contract. In the meantime, Mr. Cooper has charter buses that can be pressed into service if needed. They are clean, with cameras and the RFID System can be installed. Mr. Dillard requested that this situation should be on the agenda for the Jan 18, 2022 BOD meeting. There was discussion by Mr. Dillard that due to challenges with ridership and COVID he is not sure where the program stands on reserves. Mr. Dillard commented that he is not in favor to invest in another bus until possibly next school year. But, that would be for the BOD to decide. Mr. Sarmiento asked if we needed another bus for next year? Mr. Cooper responded that he will continue to source another bus for a spare. However, he felt we could make it with 2 buses. Mr. Dillard asked if the buses would be fully outfitted with cameras. Mr. Cooper replied, yes, they just need the RFID System installed.
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1. **Old Business**
	1. **Receive Verbal Update** on TRAFFIX Waiting List

Ms. Fahey reported that as of 12/28/21 she had gone completely through the waiting list and contacted all parents of eligible busses available. MV18, MV25, MV10 and SR21 are at capacity with several students on the wait list remain. Ms. Fahey commented that when new passes are ready to sell the waitlist needs to be completely cleared as it hasn’t been cleared since 2019.

* 1. **Receive Verbal Update** on Mid-Year Route Review

Ms. Fahey reported that there were four requests for bus stop changes. Three of the four were granted. All changes have been made and parents have been notified.

* 1. **Update** End of Year “Driver Appreciation”

Ms. Fahey purchased 36 Panera boxed lunches for TRAFFIX drivers and delivered them to the First Student yard. Mr. Cooper provided a lunch area for the drivers, staff and mechanics. Mr. Cooper rewarded his drivers with various certificates of appreciation.

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1. **New Business**
	1. **Review Update** on Annual Audit

Ms. Bobadilla reported that the audit is underway. The majority of the documents have been uploaded and more information has been requested. Ms. Bobadilla commented that an audit subcommittee meeting needs to be scheduled with board members. The final audit should be received for the BOD meeting in March 2022.

*\*\*Mr. Dillard needed to take an emergency call so Ms. Bobadilla filled in as Vice Chair temporarily.*

* 1. **Receive Update** on Financial Plan (Mid-Year)

Ms. Bobadilla reported that we are reaching out to our accountants for the mid-year financial plan review. We will provide the financial midyear analysis and have our accountant update the spreadsheet so it ready to be presented to TAC to review at the March meeting. There should not be any significant changes to the budget. Except, the Administrative fee will be lower due to Ms. Wilkerson resignation in September and Ms. Fahey didn’t officially start until December 6, 2021. Ms. Bobadilla stated that the Financial Plan projected $640,000 in pass sales based on 1700 student ridership. As we currently have 1246 riders we will have significantly less than projected. This will have to be reflected in the midyear budget. We may be required to pull money from the reserve account. We will bring a midyear financial plan at the March TAC meeting for review. Then to the Board at the March meeting. Mr. Sarmiento asked if there were any changes to the Measure J funds? Ms. Bobadilla commented that the authority predicated a 50% revenue reduction. However, the revenue is coming in as originally projected. This need to be brought to the attention of the Board at the March meeting.

1. **Approve** TRAFFIX Board of Directors Meeting Agenda for January 18, 2022 at 4:00 PM

 **Motion to approve with amendments to item VIII B by Mr. Sarmiento, Second by Ms. Bobadilla. Passed 4-0.**

* 1. **Adjournment:** The meeting was adjourned at 12:16 PM