# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**CITIZEN ADVISORY COMMITTEE**

# Summary of Actions

# Tuesday, May 31, 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

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*Any document provided to a majority of the members of the Measure J Traffic Congestion Relief Agency (TRAFFIX) Citizens 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 Monday through Friday between 7:00am and 3:30pm.*

1. **Call to Order** Chair Breyana Brandt called the meeting to order 11:08 am
2. **Roll Call-** Chair Breyana Brandt (Vista Grande), Vice Chair Sherri Draper (San Ramon Rep), Grace Moy-Gyotoku (Contra Costa County D2 Representative), Sarah Evans (Pine Valley), Cliff Buxton (Town of Danville), Naomi Richards (Los Cerros), Lisa Bobadilla (City of San Ramon). Chris Weeks (City of San Ramon), Henry Cooper (First Student) and Kellie Fahey (TRAFFIX Administrative Coordinator).
3. **Public Comment-** None received.
4. **Order of the Agenda-** No Change
5. **Consent Calendar**

Breyana Brandt will approve the agenda. Grace Moy-Gyotoku motion to approve. Sheri Draper seconded the motion.

1. **Reports and Presentations**
	1. **Receive Update** on Reports and Presentations:

Kellie Fahey reported that due to website issues last year, bus pass sales were broken down into a 4-week period. April 12, 2022 was the first day of sales for MVHS CSA –T1 (19 routes). Sales ran smoothly and on April 14, 2022 the remaining MVHS were open to purchase. Planeteria, TRAFFIX website administrator, was ready and available to answer questions and problem solve. Ms. Fahey reported to the Committee that as of today, 880 passes have been purchased. All MVHS routes have been sold out with waitlists. Cal High and SRVH have approximately 10 seats each available. The middle and elementary schools are slowly purchasing passes every day.

On May 17, 2022, all of the TRAFFIX middle and elementary schools received banners to hang in front of the schools to promote the program. Over the Summer the banners will be taken down and rehung in August.

On April 26, 2022, Ms. Fahey brought lunch to First Student for Driver Appreciation Day. The Drivers and all staff enjoyed sandwiches from Panera.

That concluded Ms. Fahey report on Pass Sales, Outreach and Marketing.

Ms. Brandt asked the committee if there were any questions.

Sherri Draper asked if the CAC would be invited to participate at the Driver Appreciation Day in the upcoming year. Ms. Fahey answered her question, that in December of 2022, the intent is to invite the CAC and BOD to the lunch.

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

Mr. Cooper from First Student, reported that despite the usual hiccups of daily operations, it has been a successful school year. The drivers were first to pioneer the Covid -19 experience and now are well versed in the protocols. As the school year is winding down, First Student is preparing for the 2022/23 school year with training and recruiting new drivers.

Mr. Cooper thanked the committee for their support on Driver Appreciation Day.

Grace Moy-Gyotoku asked Mr. Cooper if they anticipated losing drivers over the Summer. Mr. Cooper stated that historically they always lose drivers over the Summer. First Student trains and recruit’s extra drivers so they are prepared to be ready for the upcoming school year.

 **B.1**  **Receive** **Update** Administrative Coordinator Report

Ms. Fahey reported that she has been working with Henry Cooper and First View to create a digital pass system for the high school and middle school students. From the discussions, First View is not ready to go that route as the technology has not been created. However, the conversations will continue and hopefully by 2023/24 school year a digital system will be implemented.

1. **Old Business**
	1. **Review and Discuss** Citizen Advisory Committee Vacancies

Ms. Fahey stated over the Summer there will big push to fulfill vacancies on the CAC for the 2022/23 school year. The goal is to kick off the new school year with a new representative at the vacant school’s sites. Particularly Country Club and Walt Disney Elementary. These schools struggle with ridership. Ms. Fahey stated that the TRAFFIX program really needed a CAC member on board to help with promotions at the school sites for the upcoming school year.

Ms. Moy-Gyotoku suggested that TRAFFIX reach out to the PTA Presidents to help with fulfilling the vacant spots of the CAC Committee.

* 1. Receive Verbal Updates on RFID System

Mr. Cooper stated that the RFID was introduced shortly after school started. The students were asked to swipe their bus passes as the entered and exited the bus. In January, the RFID System went live and parents could map the bus in real time through the First View app. As expected, there were a few glitches along the way. However, the system is working well now without any issues

1. **New Business**
	1. **Receive Update** on bus pass design contest

Ms. Fahey reported that there were three participants in the bus pass design contest. On May 17, 2022, the TRAFFIX Board of Directors voted on the winner. Charlotte Flickinger won the contest for the second year in a row. Ms. Fahey stated that Charlotte parents were contacted and a meeting will be set up to present her with an award and a basket of gifts.

* 1. **Receive Update on TRAFFIX meeting schedule for Fiscal Year 2022/2023**

Ms. Fahey presented the new meeting schedule for Fiscal Year 2022/2023. There were no questions or changes requested.

* 1. **Discuss** transition of Chair and Vice Chair effective July 1, 2022

Ms. Fahey will send the bylaws and volunteer descriptions to all members. The vote of new chair and vice chair will be deferred to the August meeting.

* 1. **Receive Citizen Advisory Committee questions and comments (open discussion item)**

Naomi Richards inquired about the potential added bus stop for the MV20 route. Ms. Fahey responded that the stop has been submitted for the mid-year route review and she would get back to her at the first of July.

1. **Adjournment:** Chair Breyana adjourned the meeting at 11:37am. The next scheduled meeting is August 9, 2022 at 11:00am