# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**TECHNICAL ADVISORY COMMITTEE**

# Summary of Actions

# Wednesday, July 6, 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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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 – Chris Weeks called the meeting to order at 11:03 AM**
2. **Roll Call – Ms. Fahey conducted roll call:**

**Chris Weeks (City of San Ramon), Robert Sarmiento (Contra Costa County), Ilana Samuels (SRVUSD), Henry Cooper (First Student) and Kellie Fahey ( TRAFFIX Administrative Coordinator).**

1. **Public Comment – None received**
2. **Order of the Agenda - No change**
3. **Consent Calendar – Chris Weeks reported that TAC did not have a quorum at the beginning of the meeting. Therefore, requested to move items for approval to the end of the meeting.**
4. **Reports and Presentations**
   1. **Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach

Ms. Fahey reported on Bus Pass sales.

To date, 935 passes have been purchased. All MV routes are sold out except MV20 in which two seats are still available. Currently, CA17 has seven seats available and SRVH has nine seats available for purchase. Middle and Elementary school passes are being purchased continually every day.

2000 bus passes were sent to CI Solutions on 6/24/22. The initial 935 passes will be completely processed and the remaining will be printed but blank passes will be mailed to Mailstream. Going forward, Mailstream will print and mail out all remaining new passes. A new system is being set in place for the replacement passes. A tab is being created at the top of the website where parents can directly order a replacement pass. They will need to electronically fill out a form which will automatically send the parent a payment link of $10. Once the payment is received, Mailstream will receive the information and print and send a new pass. Mailstream will charge TRAFFIX approxiamently $2.00 for each replacement pass.

As far as outreach, posters are being created to hang at each TRAFFIX school in the administration office. Additionally, we will table at back to school nights to draw more attention to the TRAFFIX program. The primary focus will be to attend the schools with low ridership.

Additionally, the PTA Presidents will be contacted to potentially attend PTA meetings and recruit volunteers for the CAC Committee.

Once school is in session, a “back to school” kickoff breakfast will be organized.

Henry Cooper commented that the back to school breakfast usually happens in the first couple of weeks of school on a minimum day. Discussion ensued on where to have the breakfast and it was decided that Sycamore Park in Danville was the best venue. TAC, BOD and CAC members will be invited.

* 1. **Receive** **Update** on TRAFFIX Operations
     1. **B.1.** **Receive** TRAFFIX Administrative Coordinator Report

Currently, the TRAFFIX website is being updated (including the FAQ’s, adding all past meeting agendas and Summary Meeting notes and updating all announcements and news articles.

The BUZZ News is also being updated. It will be published through Constant Contact every other month with important news announcements.

* + 1. **B.2.** **Receive** First Student Location Manager Report

Mr. Cooper reported that due to being summer there was not a lot to report, as there were not operation issues. However, First Student is preparing for the 2022/23 school year. There will be a full complement of drivers and positioned to replace those who were not returning for the upcoming school year. They are working on new bus stops and schedules, which will be provided to TRAFFIX. Mr. Cooper would like the schedules to be put in chronological order with the school at the end of the schedule.

Mr. Cooper reported on the bus that has been out of service since November 2021. It is back from being repaired and is waiting on an inspection from CHP. It will be ready for the new school year.

Additionally, a new bus is ready to be used as a spare which would put TRAFFIX back in compliance with the 3 buses or 15% as stated in the contract. This bus will not be an additional cost to TRAFFIX as a spare. It is a repurposed bus and is fully amortized. The bus is not brand new but fully equipped.

1. **Old Business**
   1. **Receive Update** on Banking Fees from Mechanics Bank.

Mr. Weeks is working with Mechanics back regarding the increased fees and costs. So far, Mr. Weeks has discovered that TRAFFIX was charged with $14,000 in fees due to reversal of charges during pass sales. Mr. Weeks commented that there are higher fees for different credit cards such as American Express. He will continue to look into the situation.

* 1. **Review** First Student contract for spare bus requirements

Mr. Cooper updated in previous comments.

* 1. **Review and Consider** reduced fare for low income families

Ms. Fahey reported that she would like an approval for a $100 discounted fare for low-income families. The qualification would be based on the districts reduced lunch form. A parent would need to produce the form first and then be granted a discount code for $100 fee.

This item will be moved to the end of the meeting for approval.

1. **New Business** 
   1. **Receive Update and Comment** on TRAFFIX mid-year route review

Mr. Cooper reported that there were two sessions (Danville and San Ramon) for the mid-year route review. There are seven items on the agenda and nothing for the County. All items were in Danville except one in San Ramon, which was not approved. Three stops were added and three stops were not approved in Danville. In determining the approval of new bus stops, the new student population is taken into account. Unfortunately, this information was unavailable from SRVUSD at this time.

There was discussion regarding the bus route MV10 requested two new stops (Hidden Oaks and Magee Ranch). These stops will need to be approved by the Board of Directors.

This item was moved to the end of the meeting for approval.

* 1. **Receive Update** on results of 2022 Customer Service Survey

Ms. Fahey reported that twenty response were received from the customer service survey. The survey was sent out five times in total. Three times through Constant Contact and twice by Ms. Samuels through the District social media. The participants were offered to be submitted into a random drawing, as five people would receive $25 gift cards for participating.

Mr. Weeks suggested tying in the survey with pass purchases for next year.

The results were mainly positive with a few suggestions of more advanced notice of late buses.

* 1. **Review** 2022-23 Memorandum of Understanding between TRAFFIX and SRVUSD

Ms. Fahey reported that the MOU was sent to legal counsel for review. This item was updated and ready for Board approval.

Approval moved to the end of the meeting.

* 1. **Review and Approve** 2022-23 Conflict of Interest document

Ms. Fahey reported that the Conflict of Interest document was sent to legal counsel for review. This item was updated and ready for Board approval.

Approval move to the end of the meeting.

* 1. **Review and Approve** 2022-23 TRAFFIX Meeting Schedule

Approval moved to the end of the meeting.

1. **A. Approve** TRAFFIX Board of DirectorsMeeting Agenda for July 18, 2022

Ms. Fahey requested a TAC Special Meeting to approve all items on the agenda before the Board of Director meeting on 7/18/22.

**Adjournment:** The next scheduled meeting is Wednesday, July 6, 2022 at 11:00 AM via Zoom

I hereby certify that the foregoing agenda was posted at the City of San Ramon, 7000 Bollinger Canyon Road, San Ramon, CA, 72 hours in advance of the noted meeting.

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Christina Franco, City Clerk

Dated: June 29, 2022