# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**CITIZEN ADVISORY COMMITTEE**

# Meeting Agenda

# Tuesday, September 27, 2022

## **11:00 AM**

Committee members, staff and the public may participate remotely via Zoom

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Assembly Bill 361 suspends certain provisions of the Brown Act, allowing public meetings to be held by teleconference. As a precaution to protect the health and safety of staff, officials, and the general public. Committee Members will not be physically in attendance, but will be available via video conference.

There will be no physical location for members of the public to participate in the meeting. We encourage members of the public to access the meeting online using Zoom. It is recommended that anyone wishing to view and/or participate in the meeting, download the Zoom application, www.zoom.us, before the start of the meeting. Zoom participants will have the opportunity to speak during Public Comment (for topics not on the agenda), in addition to each of the agendized items.

**Public Comment**

Written public comment may be submitted in advance of the meeting via email to [admin@ridetraffix.com](file:///%5C%5Csrch-filesrv1%5Ctrans%24%5CTRAFFIX%202018-2022%5CCAC%5CCAC%20AGENDA%20SIGNED%202022%5Cadmin%40ridetraffix.com). Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the TRAFFIX Citizens Advisory Committee before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the TRAFFIX Citizens 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) 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 925-553-6253 during normal business hours.

1. **Call to Order – Vice Chair Sherri Draper called the meeting to order at 11:03 AM**
2. **Roll Call -** Vice Chair Sherri Draper (San Ramon Rep), Grace Moy-Gyotoku (Contra Costa County D2 Rep), Naomi Richards (Los Cerros), Gina Sans (Green Valley Elem Rep), Anna Win (MVHS), Chris Weeks (City of San Ramon), Andy Dillard (Town of Danville), Ilana Samuels (SRVUSD), Henry Cooper (First Student) and Kellie Fahey (Administrative Coordinator).

**Absent:** Naomi Richards, Anna Win

1. **Public Comment -** None Received
2. **Order of the Agenda –** No Change
3. **Consent Calendar**
	1. **Approve** Summary of Actions from May 31, 2022 Meeting

Motion to approve with changes to Sherri Drapers correct spelling of name.

Motion to approve: Grace Moy-Gyotoku Second: Gina Sans

Motion passes: 3 - 0

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

Kellie Fahey reportedas of today 1246 passes have been purchased. All High school routes are sold out with extensive waitlists. Ridership has exceeded last year by five passes.

In order to keep the waitlist moving at a quicker pace, the deadline to respond when notified of an open spot has changed from 48 hours to 24 hours. This change immediately resulted in 12 new passes being purchased.

On the monthly activity report, as noted there were a vast amount of calls and email received this past month. Due to the increased traffic and new bell schedules, it has been a difficult start to the beginning of the year as expected. As we enter the fifth week of school, there is a definite improvement in the bus efficiencies of getting to and from school on time. These past two weeks have ran very smoothly with a few exceptions of late buses due to traffic.

There have been 39 requests for refunds, due to unhappy parents with the new schedules or frustration of late buses**.** Eight passes refunded due to a move away from the school. In addition, 17 replacement passes issued due to lost passes. The new system of parents filling out the replacement form online and paying $10 is working. So far, 11 passes have not been received from the initial mailing and these were ordered for replacement.

The bus evacuation drill are rescheduled for October 11 with GV on October 18.

The driver back to school breakfast is scheduled on October 6 at 8:45 am – 10:00 at Athan Downs Park in San Ramon. Invitations were sent to the CAC, BOD and TAC.

Ms. Fahey stated she attended registration at Country Club elementary with 11 parents that requested information.

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

**B.1. Receive** Administrative Coordinator Report – Ms. Fahey stated that all info was just reported.

**B.2. Receive** First Student Location Manager Report –

Henry Cooper reported on the status of First Student. The buses have settled in after a tough start to the school year. With the increased traffic and bell schedule changes, there was a lot of confusion and unhappy parents. First Student lost two drivers at the beginning of the year and working to replace the drivers. There are currently ten drivers in a training class. Additionally, TRAFFIX is short one vehicle but First Student has a vehicle that can be rotated in when needed. Thank you for your support.

Ms. Draper asked Mr. Cooper if there were feedback from the drivers. Mr. Cooper reported they were frustrated initially but getting used to the new schedules.

Ms. Goy-Gyotoku asked Mr. Cooper if the backup drivers were in permanent positions. Mr. Cooper, reported that at this time due TRAFFIX has a driver deficient, due to being short two drivers. One driver resigned on the second day of school and the other is away on bereavement. Mr. Cooper confirmed that First Student was still offering incentives to new drivers.

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

Ms. Fahey reported that changes have been made on the committee. Chair Breyana Brandt resigned due to a job relocation. Sarah Evans (Pine Valley) and Kristen Przeslawski (Neil Armstrong) resigned. Current spot available are Country Club, Coyote Creek, Walt Disney, San Ramon High and Cal High. Joining the meeting today is Laura Lam Yousenasna with a possible interest in being the Neil Armstrong rep. Additionally, Amanda Midboe interested in representing Country Club be could not make the meeting today. Principals at both schools have highly endorsed these interested parties.

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

Ms. Fahey presented the full year meeting calendar.

1. **New Business**
	1. **Consider Appointment** of a CAC Chair for remainder of 2022-2023

Ms. Fahey requested a nomination of a new Chair and Vice Chair for the remainder of the year.

Grace Moy-Gyotoku nominated and made a motion to pass Gina Sans as new Chair

 Second by Sherri Draper

Gina Sans nominated and made a motion to pass Sherri Draper to continue as Vice Chair

Second by Grace Moy-Gyotoku

Both motions passed.

* 1. **Receive Update** on schedule for the initiation of a traffic and school site circulation analysis at TRAFFIX-served schools

Mr. Dillard gave an update of the TAC recommended schedule for the proposed schedule. This study is used for potential expansion of the TRAFFIX program or reallocation of current schools and routes. These schedules are conducted every five years. Mostly the studies are used as a gauge to ensure the program is still serving the most congested intersection and schools in the San Ramon Valley and TRAFFIX is continuing to be effective. The analysis measures locations, which are called levels of service. The analysis ranks the intersection congestion by grade from A-F (A being best, F being worst). The poorly performing intersections collect traffic counts during peak times of day and school year. It is an extensive analysis as it covers all schools and intersections that are served and not served by TRAFFIX.

The Board of Directors has requested that the analysis cover the changing student population as well. The district is seeing a drop in elementary level enrollment and current population “bubble” trend in the ninth and tenth grade levels.

TAC will request for purposals from various consultants. Then TAC will put a scope of tasks together for the consultants. Once done, then request for a proposal will be put in place. The goal is to bring a consultant to the BOD meeting in January for approval. This would align TAC to get the traffic counts needed by spring. TAC will do a series of reviews and a draft report will be available to the BOD by fall 2023. This study will not display that we need to move buses from one school to the next. The primary intent is make sure TRAFFIX is serving the most congested intersections at TRAFFIX served schools. Additionally, TAC will be take a cursory look at school site circulation to ensure the buses are getting in and out of the schools safely without obstruction. This process is intensive and primarily the responsibility of TAC.

Ms. Draper asked if the current buses are divided equally between San Ramon and Danville. Mr. Dillard said no. TRAFFIX takes a holistic view of the entire San Ramon Valley. As area in Danville are the most congested, it is important that all agencies have service in their area. Ms. Draper asked if the analysis showed that Cal High had more congestion would a bus be added. Mr. Dillard commentated that it is unlikely as moving a bus from one spot to the other would create congestion from the moved spot. After the analysis is completed and there is significantly less traffic at an intersection, it might be considered.

Ms. Draper if more buses could be added. Mr. Dillard said no unless there was an increase in funding. The BOD maintains a fiscally conservative stance for sustainability.

Ms. Sans asked if the analysis would take into consideration new construction and the likelihood of more traffic. Mr. Dillard responded no.

Ms. Sans asked if TRAFFIX would accept donations from the Site committee at Green Valley Elementary. They currently have an excess of funds. Mr. Dillard responded that the BOD would always consider but a one-time donation would not sustain adding a bus to the fleet. There are various ongoing costs with a bus such as startup fees, operation and maintenance.

Ms. Moy-Gyotoku asked Mr. Cooper if the increased gas prices were reflected on the TRAFFIX program. Mr. Cooper stated that the extra costs only effect First Student, as the TRAFFIX contract does not have a fuel increase addendum attached.

Ms. Draper asked where the intersections analyzed located. Mr. Dillard replied that the Transportation engineers choose the intersections with known high traffic problems.

* 1. **Receive update** on Unity Day

Ms. Fahey reported to the CAC that she has ordered tee shirts that are the same as last year, with a year change.

These tee shirts will be provided to the TRAFFIX drivers and staff to show support for Unity day. Unity Day is a day honoring a no bully and inclusivity of the community. The order number is 37 the cost of the tee shirts are: $400

* 1. **Receive update** on National School Bus Safety Week Oct 17-21, 2022

Ms. Fahey reported that a Bus Safety flyer would be sent to all parents through Constant Contact. Additionally, TRAFFIX is looking into purchasing reflective items for Elementary and Middle School students to place on their backpack. As winter approaches, the mornings are dark at the bus stops so a reflector of sorts would be helpful for safety. The marquee at the transit center in San Ramon will have a notice of the safety week.

Total number of units for MS and elem: 781

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

Ms. Draper asked if there was currently a tip line on the website. Ms. Fahey replied no to her question. Mr. Cooper replied that First Student had a link that parents could report in with complaints, information and compliments. Ms. Fahey will upload to the TRAFFIX website.

1. **Adjournment:** The next scheduled meeting is November 8, 2022 at 11:00am

**CERTIFICATION**

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.



*Dated: September 22, 2022*