# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**TECHNICAL ADVISORY COMMITTEE**

# Meeting Agenda

# Wednesday, September 7, 2022

## **11:00 AM**

Committee members, staff and the public may participate remotely via Zoom Join Zoom Meeting   
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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*.

*Written 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 925-553-6253 during normal business hours.*

1. **Call to Order –** Chair Chris Weeks called the meeting to order at 11:09am
2. **Roll Call –** Kellie Fahey conducted roll call

**Chair Chris Weeks (City of San Ramon), Andy Dillard (Town of Danville), Robert Sarmiento (Contra Costa County), Ilana Samuels (SRVUSD), Michael Conneran (Legal Counsel) and Kellie Fahey (Administrative Coordinator)**

1. **Public Comment –** None Received
2. **Order of the Agenda –** Item VIII C will move to an earlier time in the agenda
3. **Consent Calendar**
   1. **Approve** Summary of Actions from the July 6, 2022 Meeting
   2. **Approve** Summary of Actions from the July 14, 2022 Special Meeting

**Motion to Approve Summary of Actions July 6 and July 14, 2022**

**First: Robert Sarmiento Second: Andy Dillard  
Roll Call: Chris Weeks, Andy Dillard, Robert Sarmiento and Ilana Samuels**

**Motion passes 4-0**

* 1. **Review** TRAFFIX Monthly P&L Statements from June 2022 through July 2022

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

Kellie Fahey reported that 1231 passes have been purchased. All high school routes are sold out with extensive waitlists. Ridership has almost reached the same as the ending of last year.

Per the monthly activity report, there have been many calls and emails 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. Now into the fourth week of school, there is a definite improvement in the bus efficiencies of getting to and from school on time. There have been twenty-one 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, nine replacement passes already have been issued due to lost passes.

The bus evacuation drills are scheduled on Oct 11 and Oct 18, 2022.

As far as outreach, Ms. Fahey attended registration at Country Club elementary and eleven parents requested information.

Mr. Dillard questioned the amount stated for parent concerns. It is stated to be five, which does not match up to the amount of emails and phone calls received. Mr. Dillard felt that this number should be lined up with the reality of the ongoing traffic issues and bell schedule changes. Ms. Samuels requested that this information be backed up with a list of the complaints received to present to the Board of Directors. Ms. Fahey will update the monthly report spreadsheet and include a breakdown of the complaints to present to the Board.

* 1. **Receive** **Update** on TRAFFIX Operations
     1. **B.1.** **Receive** TRAFFIX Administrative Coordinator Report – All information was reported by Ms. Fahey in previous comments.
     2. **B.2.** **Receive** First Student Location Manager Report
     3. Henry Cooper of First Student reported that the beginning of the school year was difficult. Mr. Cooper stated that it has taken four weeks to settle in rather than the usual two weeks. This is due to the bell schedule changes, increased traffic, and schedule changes. Additionally, a bus is need of repair as the driver accidently put in the wrong fluid into the tank. The bus will be towed for evaluation with a possible $35,000 needed in repair. The time the bus will be out of service is undetermined until an evaluation is completed. A charter bus can augment the bus.
     4. TRAFFIX is down two drivers. One driver resigned on the second day of school. One driver is out of the country due to a family emergency. He is due to return mid-September. This has resulted in combining buses as needed as new drivers are being trained. At this time, there are no spare drivers. Mr. Dillard asked if the new drivers would be available by the holidays. Mr. Cooper replied yes. There was also a question regarding changing up the schedules for middle and elementary schools. Mr. Cooper replied that once the school year settles in there is a possibility the schedules could be adjusted but not at this time.

1. **Old Business**
   1. **Review** 2022-23 TRAFFIX Meeting Schedule

Robert Sarmiento commented that the November 14, 2022 Board meeting is the second Monday of month not third. Date needs to change to Nov. 21, 2022.

Mr. Dillard commented that Jan. 16, 2022 Board meeting is a holiday. The suggestion will be to move the meeting to Jan. 17, 2022. Both dates will be discussed at the next Board meeting.

1. **New Business** 
   1. **Discuss and Approve** authorization to develop a Request for Qualifications and Proposal (RFQ/RFP) from qualified consultants to conduct roadway and intersection traffic analysis and school site circulation analysis at TRAFFIX-served schools

Mr. Dillard reported that the RFP/RFQ traffic analysis needs to be discussed with TAC to present to the Board of Directors. A RFP needs to be prepared and a schedule created. TAC needs to request the release of RFP/RFQ to prepare the study to be done in the spring.

* 1. **Review Request** to allocate $10,000 from general contingency to cover hourly rate for temporary employee for TRAFFIX

Chris Weeks requested that TAC agree on hiring a temporary person at $20 per hour to alleviate the workload on Kellie Fahey Administrative Coordinator. Currently Ms. Fahey is working significant overtime. A current temporary employee at the City of San Ramon is interested in the position. Upon research from Robert Half temporary agency, it was found that the rates are very high. Mr. Weeks suggested that moving forward using the contingency fund to bring on the temporary employee. There were questions surrounding this issue from TAC if this needed to approved by the Board or just an update as it falls under the $25,000 expenditure. TAC also asked how many hours, scope of work and hourly rate. Mr. Weeks reported that the delay in waiting on this decision might cost the program more as the temporary employee interested may not be available.

* 1. **Discuss and Consider Approval** of a recommendation to the TRAFFIX Board of Directors for the redefinition of the TRAFFIX TAC as currently defined in the TRAFFIX Joint Exercise of Powers Agreement (JEPA)and forward any associated amendments to the TRAFFIX JPA to the Board of Directors for consideration

Mr. Conneran reported that when TAC started it was to show that it was an official body of the agency. However, the TAC needs to meet on a more regular basis in which, would violate the Brown Act. By disengaging the TAC, the group could hold meetings and provide flexibility. By removing TAC out of the Rules of Board, it would allow the group to handle situations immediately. There would be no agenda published and could meet more informally and communicate by email.

One item of Rules of Board states TAC has the authority to spend $25,000 without Board approval. However, a person needs to be appointed to make the decision of purchase. An option would be the Administrative Manager or Chair.

Mr. Conneran commented that he was unaware that the TAC was meeting informally. He will send a confidential memo to the Board to request the amendment of rules of board to remove TAC with an explanation to its ineffeciency of not having the ability to communicate in between meetings. Mr. Dillard commented that the Monday informal meetings were especially important during Covid to keep the program going. There are other projects and “one offs” that are important to communicate and work collaboratively. Mr. Conneran suggested that the name of TAC be changed. Mr. Dillard recommended the Chair have the authority of spending the $25,000.

Ms. Samuels moved to recommend to the TRAFFIX Board of Directors that per legal counsel’s advice, we reconstitute the TRAFFIX TAC, and that the existing expenditure authority remain, with expenditure oversight and approval to be changed to be the TAC chair.

**Motion to approve: Andy Dillard Second: Robert Sarmiento**

**Roll Call: Roll Call: Chris Weeks, Andy Dillard, Robert Sarmiento and Ilana Samuels**

**Motion passes 4-0**

* 1. **Receive Update** on Unity Day October 19, 2022

Ms. Fahey shared the Unity Day shirts that she is preparing to order. The shirt will be the same as last year except the date will be updated. TAC agreed with the shirt purchase.

* 1. **Receive Update** on National School Bus Safety Week October 17 – 21, 2022

Ms. Fahey reported that she would be sending the safety flyer through Constant Contact to all parents. Additionally, she is looking into purchasing reflective items to give to students to adhere to their backpacks.

1. **A. Approve** TRAFFIX Board of DirectorsMeeting Agenda for September 19, 2022

TAC suggested removing update of $10,000 contingency fund to use toward a temporary employee. Add the RFP/RFQ as an update to the agenda.

**Adjournment:** The next scheduled meeting is Wednesday, November 2, 2022 at 11:00 AM

Meeting adjourned at 12:30pm

**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 2, 2022*