# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**BOARD OF DIRECTORS**

# Summary of Actions

# Tuesday, January 18, 2022

## **4:00 PM**

**DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A 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 <https://cityofsanramon.zoom.us/j/97663478204>

Meeting ID: 976 6347 8204
One tap mobile
+16699006833,,92036832058# US (San Jose)
+12532158782,,92036832058# US (Tacoma)

**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 TRAFFIX Board of Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the TRAFFIX Board of Directors 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) Board of Directors 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 Stepper called the meeting to order at 4:08 PM
2. **Roll Call-** Chair Stepper asked Ms. Bobadilla to conduct roll call:

Chair Karen Stepper (Town of Danville), Director Rachel Hurd (SRVUSD), Director Laura Bratt (SRVUSD), Supervisor Candace Andersen (Contra Costa County), Lisa Bobadilla (City of San Ramon), Andy Dillard (Town of Danville), Henry Cooper (First Student), Brigden Summers (First Student), Michael Conneran (Legal Counsel), Kellie Fahey (TRAFFIX Program Manager), Llana Samuels (SRVSD), Robert Sarmiento (Contra Costa County). **Absent**: Director Newell Arnerich (Town of Danville), Director Sabina Zafar (City of San Ramon), Director Dave Hudson (City of San Ramon)

Chair Stepper would like to comment the there is a national mayors conference in Wahington DC and that is why the other memebrs are absent today.

Mr. Conneran would like to comment with that objection, that Chair Stepper is acting as the chair of this meeting.

1. **Public Comment-** None Received
2. **Order of the Agenda-** No Change
3. **Consent Calendar**
	1. **Approve** a Resolution of the Board of Directors of the Measure J Traffic Congestion Relief Agency declaring that meeting will continue to be held via teleconference.

**Motion to approve by Supervisor Andersen, Second by Director Bratt. Vote- 4-0 Director Zafar, Director Hudson, Director Arnerich absent.**

* 1. **Approve** the Summary of Actions from November 16, 2021 Meeting

**Motion to approve by Director Hurd, Second by Supervisor Andersen. Vote- 4-0 Director Zafar, Director Hudson, Director Arnerich absent.**

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

Ms. Bobadilla, requested to give a formal introduction of the new Traffix Administrative Coordinator Kellie Fahey. Ms. Fahey started with City of San Ramon Dec. 6, 2021 and she will present on the pass sales. Ms. Bobadilla shared her screen to present a summary of pass sales at each of the school sites. She would like to reinstate the summary spreadsheet of pass sales that provide info on number of passes sold, the neighborhood population for each bus route, the capacity of each bus and sales goals. Ms. Bobadilla commented that TAC met a couple weeks ago and it was agreed upon to reinstate the spreadsheet that was used several years back for the 2022/2023 school year. This spreadsheet will be populated with information received from the school district and use it for the 2022/2023 school year. In the meantime, Ms. Fahey has prepared a brief summary of how many passes were sold for each route and the waiting list status. Ms. Fahey will update the status of the waitlist as there is background information. Ultimately, you can see the total number of passes sold to date is 1274.

With that, I will turn it over to Kellie for the Pass Sales, Marketing and Outreach.

Ms. Fahey began with an update on the waitlist. She reported that as of 12/28/21 every students parent on the waitlist had been contacted and she was able to fill several open spots. There is still a waitlist on the MV10, MV18, MV25 and SR21 routes.

Ms. Fahey reported that 1274 passes have been sold as of today. 127 replacement passes have been processed. The high number is a result of the RFID system that rolled out mid December, in which, each student had to actually swipe their pass upon entering the bus. Many students lost or did not receive passes and this alerted the students and parents that they would need a replacement pass.

With respect to outreach, a “Happy Holiday” greeting campaign was sent via Constant Contact prior to the Winter Break. The email reminded parents to check their students bus schedules for changes prior to returning to school on 1/11. (We had a 80% open rate on the email.)

Additionally, an alert was sent to all the parents reminding them of the “No Tolerance” mask wearing rule. Non mask wearing could result in suspension from the bus. An email was sent to all Principals and their Office Managers of the schools we service thanking them for their continued support and reminding them of this rule.

Ms. Fahey informed the Board that the Buzz News will be reimplented on the Traffix website. Projected date: 1/21/22.

Director Bratt requested that she receive a copy of the Buzz News newsletter. Ms. Bobadilla commented that we will send the Newletter each month to all the Board members. That way all of the board are aware of the information we are articulating to the parents.

**Receive** **Update** on TRAFFIX Operations

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

 Ms. Fahey asked the Board members to view the Monthly activity report in the packet. She noted that the top portion of the form was the activity logged from Mid-Nov through December 2021. There reported that there is no information available for September through October of 2021.

Ms. Fahey addressed Mr. Coopers report (B.2 of the agenda) regarding the spare bus situation and recommended that this item be agendized for the next Board Meeting in March.

Ms. Fahey reported on the completion of the Bus Evacuation drills. All Elementay and Middle Schools drills were conducted upon arrival at the schools with an Administrator present. All High Schools were conducted after school delaying the ride home approx 10 minutes. No report issues during the drills.

Ms. Fahey updated the Board on the second payments due for the remaining of the school year bus passes. She received a list of 72 parents from the website Administrator of outstanding payments. All parents have been contacted and only 2 remain that are not responding despite multiple attempts to contact them. 12 students are not paying the second half due to circumstances including moving or no longer utilizing the bus.

Ms. Fahey then reported on the Mid-year route Review. There were 4 requests for route/bus stop changes. 3 of the 4 have been granted and all schedules, maps and pins have been changed. The parents that requested changes were called and all others were alerted via the website.

Ms. Fahey then reported on the Driver Appreciation luncheon on Dec.4, 2021. She brought 36 Panera boxed lunches to the First Student Yard and enjoyed meeting the drivers, staff and mechanics. Mr. Cooper put on a very nice lunch honoring many of the drivers and awarding them with certificates.

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

* + 1. Mr. Cooper thanked the board for the Driver Appreciation lunch sponsorship for the Holiday Event on December 14, 2021. It went well ans it is always appreciate the support of the board and TAC showing their appreciation for the drivers.
		2. Mr. Cooper updated that the Board that the driver status is complete and despite several abset drivers due to Covid all routes are covered. Several drivers were infected after the Holidays due to family gatherings but there is not a Covid outbreak at the depot.
		3. Mr. Cooper updated the board on the fleet. Which is stable. However, he noted to TAC at the last meeting that we are down to one spare bus. There was a driver involved in a collision (no fault of her own) that put the vehicle out of service. When we started service at the beginning of th school year, we had 3 spares. One was used to run a new route 19B, that dropped us down to 2 spares then the collision recently that put another spare out of service until Spring. Bringing the total to 1 spare bus. However, Mr. Cooper reported that he does have other vehicles in his fleet that can be used if necessary until the second spare is back in service. He mentioned that he spoke to TAC and per the contract there is supposed to be 15% or 3 spare buses . Mr. Cooper felt the board and TAC may want give that discussion to either change the provisions or move forward with the purchase of another bus.
		4. Mr. Cooper reported that all was going well with the bus service. At the beginning of the year there was a lot of route and schedule changes. These were all navigated through and now things have settled down since late September and early October. Currently dealing with typical operational hiccups.
1. **Old Business**
	1. **Receive Verbal Update** TRAFFIX Audit

Ms. Bobadilla reported that the audit is underway. It started in Mid-December. There have been a number of requests for information from the auditors. They have also requested information from legal counsel and are preparing the draft audit. Ms. Bobadilla reminded the board that a subcommittee meeting needed to be scheduled. She mentioned that at the last board meeting the boardappointed Director Arnerich and Director Hurd to be on the audit subcommittee. Lisa will reach out and plan to get the meeting scheduled by the end of January or early February to review the draft audit report. The next step is to take the audit report to the next board meeting in March and have the Board receive and accept the audit for the last fiscal year.

* 1. **Receive Verbal Update** on First View App and RFID Cards

Mr. Cooper reported that the First View app has been rolled out in different phases. January 11, 2022 was the final phase. First View is an app that parents can download to their phones that in addition to tracking where the bus is located it will send push alerts that the bus is nearby the stop and that their child has entered th bus with swiping their bus pass. This rollout went very smooth. The first rollout just tracked the bus, the second piece was the RFID system. The Third was parent notification launched not long ago. For the most part, the rollout has gone well. Mr. Cooper reported that things were going well however, we are experiencing organic hiccups where we are merging technologies together. After the first 2 days the phone calls have decreased. The parents are getting used to the application and using it well.

Chair Stepper asked if the where the questions were being routed. Mr. Cooper responded that the generic questions were going to First View support. If they can not answer then they are routed to either myself or Ms. Fahey.

Chair Stepper inquired if there had been any feedback. Ms. Fahey responded to say that she had received two calls today from parents that highly complimented the app as being an excellent tool.

1. **New Business**
	1. **Receive Update on Fair Political Practice Commission (FPPC) Filing**

Chair Stepper asked if this meant the 700 form. Ms. Bobadilla concurred. Ms. Bobadilla reminded the Board to submit their 700 form for Traffix by the April deadline. She mentioned that if you need the form then we can circulate it to the Board members. Chair Stepper asked if that was not being filed electronically on South Tee? Mr. Dillard responded that you can file electronically you just need to submit it to Traffix. Director Hurd commented that you can file electronically and there is a space for additional organizations. At least that was the case in the past. Her Administrator has asked we forward Traffix a PDF copy.

* 1. **Receive Verbal Update TRAFFIX Administrative Coordinator**

Ms. Bobadilla noted that she was going to provide a brief overview as this is Ms. Fahey’s first meeting and she wanted to provide an update on the Administrativecoordinator training and schedule. As mentioned earlier Ms. Fahey’s start date wa Dec. 6, 2021. She has been here for one month. Ms. Fahey is not new to the City of San Ramon. She actually has worked at the City part time in the Transportation Demand Management program. She is familiar with the City Staff, policies and procedures within the City. Ms. Fahey has spent the last few weeks receiving significant training. Ms. Fahey and myself took advantage of the Holiday break and spent 15-16 hours of training in the last week. We don’t expect her to know everything after the training but over a period of time things will become more familiar to her. Thus far,she’s doing a great job and has really helped us with items such as following up on with parents on the waitlist, second payments due (which is important so we get our money). Additionally she’s been engaged with parent discipline issues particularily at Monte Vista High School. These discipline issues have helped her understand the nuances of working on behalf of Traffix, school site Principals and administration.

Ms. Bobadilla reported that on a personal note, Ms. Fahey and her family have lived in San Ramon over 20 years. One of her daughters goes to Cal High and the other is attending college out of state. We are very pleased to have her on board. She’s been working with TAC members, Mr. Cooper and his team at First Student. We have a lot of training on the horizon. Ms. Fahey will get a first hand experience working on the mid year budget in which will be presented to the Board in March. Then she will be working on new the new fiscal budget and will present that to the board in May. Once Spring arrives, Ms. Fahey will be working on pass sales for the next school year. That really helps the administrative Coordinator get a feel of how it is to work with parents. She will continue her training and we expect by the March meeting she will be much more comfortable helping to run a board meeting and provide administrative support during the meeting**.** With that, I would like to welcome Ms. Fahey. She has been a pleasure to work with and I am excited she is onboard. Cudos to her as she’s doing a great job in the first couple weeks with the program.

Chair Steeper asked if Ms. Fahey wanted to comment. Ms. Fahey responded, thank you Ms. Bobadilla for your nice introduction.

Chair Steeper thanked Ms. Bobadilla for her success to all the committes she supported especially Traffix which has been a huge success.

Chair Steeper asked if there were any other items besides the spare bus issue for the next agenda. No response.

There was discussion between the Chair and Directors regarding the meeting time frames. As it bumped up against the council meetings. Supervisor Andersen recommended that we keep the time the same and call a special meeting if a meeting has a lot on the agenda.

1. **Adjournment:** Chair Stepper adjourned the meeting at ??.