# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**BOARD OF DIRECTORS**

# Meeting Agenda

# Monday, September 19, 2022

## **3:30 PM TELECONFERENCE**

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

Join Zoom Meeting

<https://cityofsanramon.zoom.us/j/97255614912>

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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. 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 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 -** Sabina Zafar called the meeting to order at 3:32 pm.
2. **Roll Call** – Prior to roll call, Kellie Fahey read the aforementioned Brown Act to the Board of Directors and staff.

Chair Sabina Zafar (City of San Ramon), Laura Bratt (SRVUSD), Director Newell Arnerich (Town of Danville), Director Rachel Hurd (SRVUSD), Director Karen Stepper (Town of Danville), Andy Dillard (Town of Danville), Gayle Israel (County Costa County), Chris Weeks (City of San Ramon), Ilana Samuels ( (SRVUSD), Henry Cooper (First Student), Michael Conneran (TRAFFIX Legal Counsel), Robert Sarmiento (Contra Costa County) and Kellie Fahey (Administrative Coordinator).

**ABSENT:** Director Dave Hudson (City of San Ramon), Supervisor Candace Andersen (Contra Costa County)

1. **Public Comment - None Received**
2. **Order of the Agenda – No Changes**
3. **Consent Calendar**
	1. **Approve** a Resolution of the Board of Directors of the Measure J Traffic Congestion Relief Agency declaring that meetings will continue to be held via teleconference
	2. **Approve** the Summary of Actions from July 18, 2022 Meeting

**No public comment.**

**Motion to approve both items A & B from Consent Calendar by Director Hurd and second by Director Arnerich**

**Motion passes 5-0 Absent: Director Hudson and Vice Chair Bratt**

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

Kellie Fahey reported that 1233 passes have been purchased and all high school routes are sold out with extensive waitlists.

Ms. Fahey reported on the monthly activity report, with emphasis on the high call and email volume for the first four weeks of school. She mentioned that the calls and emails were primarily complaints due to the increased traffic and new bell schedules. Entering into the fifth week of school, there is a definite improvement in the bus efficiencies of getting to and from school on time.

There have been 39 requests for refunds since July due to unhappy parents with the new schedules or frustration of late buses. Eight passes refunded due to moving away from the school. 14 replacement passes have been issued due to lost passes.

The bus evacuation drills are rescheduled for October 11 with Green Valley Elementary 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.

Ms. Fahey reported she tabled at registration for Country Club elementary and had 11 parents requested information.

Director Arnerich requested clarification as to why the number is stating a lower number than seats available if the bus is sold out. Ms. Fahey explained the waitlist process that is in place on the website. There is a 48-hour deadline for a parent to purchase a pass once notified they have been promoted to an open spot. Director Arnerich suggested that the wait time be moved to 24 hours. Director Zafar suggested that the Administrative Coordinator be included on the notification email.

Director Arnerich also inquired about the difference of maximum number allowed on the bus as 66 last year and 54 this year. Henry Cooper from First Student commented that last year the buses were oversold with a SW Airline model which more seats are sold that available as many students to don’t show up every day. He stated that, TAC is keeping the available seats at 54 and adhering to the set maximum restriction rule. Director Hurd commented that TRAFFIX needs to stick to the current maximum number of seats at 54 before switching to the SW model.

Director Stepper questioned if the routes are up and down in ridership than the route needs to be changed. Mr. Dillard responded that these routes and the student population overlay are analyzed at the mid-year route review in December. At this review, TRAFFIX confirms that it is still capturing the bulk of students along the routes.

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

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

Ms. Fahey reported that the FAQ’s have been updated and posted on the website.

Chris Weeks reported that he would like to use the contingency fund set aside in the

budget, which he would like to use for a part time position for TRAFFIX. With

the amount of calls, emails and tasks to be done it is too much for one person.

Mr. Weeks is bringing this to the Board but not as an action item today.

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

Mr. Cooper reported that the start of the school year has been challenging with the bell schedule changes and increased traffic. At this time, TRAFFIX is short 3 drivers. First Student is training drivers currently to take care of the driver’s shortage.

 Mr. Cooper stated that the his discussion item has been kept confidential therefore he will not mention a name or the school involved. Last month, a San Ramon District employee accosted a First Student driver. As a result, the First Student driver resigned from the position. An incident report has been sent to the Board in advance of the meeting today. The investigation found the district employee at fault. The behavior was inappropriate and unprofessional. Additionally, the employee was less than honest about the encounter. Losing the First Student driver has created the shortage of drivers for TRAFFIX and lose of an employee for First Student. Mr. Cooper requested that an apology from the district would be appropriate. In addition, an assurance and procedure in place so that is does not happen again. Additionally, communication from the district that the employee is held accountable. Mr. Cooper felt that these are exactly what the employee demanded from the driver when the confrontation occurred. Mr. Cooper stated that he had not received any formal communication from the district on this matter. He suggested that if the district is unwilling or unable to communicate directly with First Student that they will provide the above request to TRAFFIX, Technical Advisory Committee or the Board of Directors. Mr. Cooper stated that the he is ensured that the district will take this matter seriously and address this in a timely fashion.

Michael Conneran commented that he would like to emphasize the fact that any public entity when dealing with personnel situations owes the individual confidentiality. Which includes making a public apology or discipline action as it violates the confidentiality. The district is not allowed to discuss. The district has taken this seriously. The response should be from the district to their employees to not communicate directly with the drivers while they are performing their job. A protocol is in place to the staff by the district and hopefully this will be prevented from happening again.

Ms. Samuels commented that after the August 26 incident, video from the bus was viewed and multiple conversations ensued. The first email was emailed to the Technical Advisory Committee and TRAFFIX Legal Counsel. Ms. Samuels sent two emails regarding the situation in which she read to the Board. The first email sent was to the Technical Advisory committee including legal counsel. Ms. Samuels reported that she connected with Keith Rogenski, Assistant Superintendent of Human Resources, and he is discussed the video with the Principal at Pine Valley, Sandy Kontilis. A meeting was set up for the following week for the accused employee to discuss and debrief about the incident. The second email was to all Principals and school supervisors in the district and then forwarded to the TRAFFIX Technical advisory Committee. The second email reminded the Principals to share with their staff the protocols of communication with TRAFFIX drivers.

Director Arnerich asked Ms. Samuels; based on the letter sent out, was a meeting set up and what the results were. Ms. Samuels confirmed the meeting took place however; she was not given information about the results.

Director Stepper commented that with respect to the email sent to the Principals the notification sent should have clarified that the drivers are not employees of SRVUSD. Additionally, it should have been noted that all drivers are to be treated with respect and professionally particularly around students and parents. Director Hurd asked if the letter was shared with the Vice Principals. Ms. Samuels confirmed and added that the letter was also shared with staff who handle loading and unloading off the buses.

Director Bratt thanked Henry and commented that there was a much greater burden on the drivers and First Student at the beginning of a school year. There was no control over the legislative action to the standard start time for High school the 8:30am high school start time. Director Bratt apologized to Henry for the additional burden this has caused and the district is appreciative of all the hard work and dedication to the students.

**No public comment.**

1. **Old Business**
	1. **Review and Approve** 2022-23 TRAFFIX BOD, CAC and TAC Meeting Schedule

Ms. Fahey provided a full year calendar of the BOD, TAC and CAC schedule. Ms. Fahey requested a possible schedule change for the November 21, 2022 as it is Thanksgiving week. November 21, 2022 will remain on the calendar. An additional date change for January 16, 2023 Martin Luther King. The January 16, 2023 meeting date will be moved to January 17, 2023.

**No Public comment.**

**Motion to approve by Director Stepper and second by Director Hurd.**

**Roll Call to pass motion. Motion passes 6-0 Absent: Director Hudson**

1. **Review and Approve New Business**
	1. **Review and Comment on a proposed schedule for releasing 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 TRAFFIX Program is predicated on traffic relief as one of the core functions to serve the most congested roadways around the San Ramon Valley school sites. Since the inception of the program these analysis have taken place. Considering Covid the past three years, bell schedule changes and shifts in student population it is time to conduct a new study. The proposed schedule is found on page two of the staff report included in the meeting packet. TAC is proposing to align the study to capture data by early spring. The fall and spring are the best time to capture the peak of traffic. Also, the egress and ingress of school sites and capturing changes to the existing TRAFFIX served schools. In addition, TAC would like to investigate other areas that TRAFFIX does not serve such as Dougherty Valley. The intersections will be observed for shifting routes based on traffic patterns. In Danville, the Green Valley / Diablo corridor ranks at the top of traffic congestion. It is important to look at other intersections throughout the San Ramon Valley. TAC will bring a RFQ/RFP scope to the next Board meeting in November for approval to release the schedule. TAC will align the interviews for candidates and procure consultants in winter to secure data before March or April (weather permitting). Then, a final report will will be available by summer or early fall of 2023. For the discussion on ridership, TAC is aware that there are population shifts and traffic congestion around schools.

Director Hurd commented that the schedule does not match the Board meeting date of November 21, 2022. Mr. Dillard responded that the date will be changed and the timeline will still work.

* 1. **Review and approve a recommendation of the TRAFFIX Technical Advisory Committee (TAC), in conjunction with direction of TRAFFIX Legal Counsel to amend the Rules of the Board to eliminate the TAC and to assign the TAC's existing contract approval authority to the Board Chair.**

Michael Conneran reported that when TRAFFIX originally started the intention was to establish a Technical Advisory Committee as an official agency in the rules of the Board. In which, resulted in being subject to the Brown Act which requires a published agenda ahead of time. Throughout the pandemic, the role of TAC was not understood and it was found necessary to meet in a nonformal format. In which, was brought to the attention of legal counsel. TAC requested legal counsel to address this to allow meetings more frequently to address issues immediatley. TRAFFIX is an “on the ground” management system. As it may seem drastic to eliminate TAC, it would allow the members to meet on an informal and on a ad hoc basis. As Legal Counsel, it is beeen suggested that the section in the rules of the board be deleted. A separate item, TAC is tasked with approving any expenditure under $25,000. It was suggested the TAC Chair have the authority.

Director Stepper mentioned that she agreed and realizes that when incidents happen it needs to be acted on quickly. TAC cannot wait three days to respond to a parent.

**No Public comment.**

**Motion to approve by Director Arnerich and second by Director Stepper**

**Roll Call to pass motion. Motion passes 6-0 Absent: Director Hudson**

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

Ms. Fahey reported that TRAFFIX ordered 37 tee shirts that are the same as last year, with a year change. The tee shirts will be provided to the TRAFFIX drivers and staff to show support for Unity day. Unity Day is a day honoring a non-bully environment and inclusivity of the community.

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

Ms. Fahey reported that National Bus Safety week is the week of Oct 17. A bus safety flyer will 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. The marquee at the transit center in San Ramon will have a notice of the safety week.

1. **Adjournment:** The next scheduled meeting is Monday, November 21, 2022 at 3:30 PM.

**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 14, 2022*