# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**BOARD OF DIRECTORS**

# Meeting Agenda

# Monday, November 21, 2022

## **3:30 PM TELECONFERENCE**

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.

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 Karen Stepper (Town of Danville), Supervisor Candace Andersen, Andy Dillard (Town of Danville), Gayle Israel (County Costa County), Chris Weeks (City of San Ramon), Ilana Samuels ( (SRVUSD), Michael Conneran (TRAFFIX Legal Counsel), Robert Sarmiento (Contra Costa County) and Kellie Fahey (Administrative Coordinator).

**ABSENT:** Director Dave Hudson (City of San Ramon), Rachel Hurd (SRVUSD)

1. **Public Comment - None Received**
2. **Order of the Agenda –** Item VI C will be struck from the agenda. First Student not present.
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 September 19, 2022 Board Meeting

**No public comment.**

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

**Roll call taken**

**Motion passes 5-0 Absent: Director Hudson and Director Hurd**

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

Kellie Fahey reported that bus Pass sales for 2022/23 are currently at 1281. Since the last BOD mtg on Sept. 19, 48 new passes have been purchased. There have been ten students that have qualified for the $100 discounted passes.

Monte Vista and SRVH are completely full with waiting lists. Cal High has three seats available. Changing the waitlist process from 48-hour deadline to respond to 24 was very successful in filling the seats on the bus.

The week of October 19 was bus safety week. The drivers were given small flashlights branded with the TRAFFIX logo to give out to the Elementary and Middle school students. 800 flashlights were distributed.

On October 6, TRAFFIX celebrated the drivers with a back to school kickoff breakfast. The breakfast was held at Athan Downs Park in San Ramon. The weather was beautiful and most of the drivers, staff from First Student, 2 CAC members, 4 members of the board and TAC attended. TRAFFIX thanked the drivers for their hard work and dedication especially during the difficult start of the school year.

Lastly, as mentioned on Oct 30 Friday update, Diane Bast has been hired as a temporary employee to alleviate the TRAFFIX workload.

Diane will work up to 15 hours a week at $20 per hour. The contingency fund will cover Diane’s expenses. Diane will start tomorrow 11/22/22.

Duties will include:

Assist in Answer/return phone calls and email.

Send alerts on the Traffix website to parents when necessary if a there is a late bus

Make bus schedule changes when needed

Gather documents needed for meetings, audit, and mid-year route review

Prepare the MUFF files

Admin duties: bill paying, pass replacement spreadsheets, and prepare for tabling events.

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

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

Ms. Fahey reported that the past month has been running very smoothly. September and October brought a total of 8 incident reports that were handled immediately. Additionally, the email and call volumes have been significantly less.

 **B.2.** **Receive** First Student Location Manager Report – This item struck from the agenda.

1. **Old Business**
	1. **Review Milestone Calendar**

Ms. Fahey reviewed the Milestone Calendar. Discussed the upcoming items due on January of 2023 for the Board to note. This includes annual audit, mid-year route review, mid-year budget, and marketing plan, Holiday driver appreciation lunch (tentatively scheduled on 12/21/22, customer survey and adoption of the new FY budget. She asked the Board of they had questions or an addional items they would like to see on the calendar. No suggestions or additions were given.

1. **New Business**
	1. **Appoint** Audit Subcommittee (TRAFFIX Audit Scheduled Dec. 12, 2022)

Ms. Fahey recommended the Board appoint an audit subcommittee. Last year Director Hurd and Director Arnerich were on the committee. The auditors have sent a checklist of documents to be uploaded. A draft audit report is expected mid-January for the audit subcommittee to review. Laura Bratt and Newell Arnerich agreed to be on the committee.

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

**Roll call taken to pass the motion**

**Motion passes 5-0 Absent: Director Hudson and Director Hurd**

* 1. **Approve** release of RFP/RFQ for Consultant Services to conduct a traffic congestion and school site circulation analysis for the TRAFFIX Program

Chris Weeks introduced the topic and let the Board know that it was time to update the routes and school sites with a Level of Service (LOS) analysis. He then introduced Andy Dillard to discuss the process and seek approval from the Board.

Mr. Dillard thanked chair Zafar for listening to the proposal. This item is for considering an approval for release of a request for qualification of a proposal and prepare consultant for a traffic congestion analysis. As mentioned, TAG worked collaboratively to put the pieces together and this study was broken down into four different tasks. The bulk of the work is conducted on the traffic analysis which is otherwise known as LOS. This subject was discussed at the last Board meeting. The consultants will be tasked with going out and doing turn counts in the am/pm peak hours. Also, they will be looking at school sites particularly at ingress and egress of school driveways. Including site queuing areas near parking lots to make sure there is ample room for bus parking. Another layer, which we did on the initial onset of the Program, is analyzing the enrollment numbers and how it correlates to the current congestion at the adjacent intersections of the TRAFFIX school site. We will be folding that in an as well. The last task, we are requesting from the consultants is to come up with a different metric to analyze congestion of the service area of TRAFFIX school sites. This Program is traffic relief so it will be predicated on that. We have asked the consultants to offer up another option and it should be folded into their analysis. This has been left open for the consultants to come up with that metric.

At the last meeting there was a preliminary schedule which the TAG had refined and asked the Board to approve. TAG will meet and interview the consultants before asking Board approval. Mr. Dillard reviewed the RFP calendars items and dates.

In the current budget there is $100,000 slated for this task.

A quick summary at the end of the proposal is the 68 intersections, (which is a jump up from the last analysis completed). As well as, 33 school sites. The locations were vetted by the City of San Ramon staff, Contra Costa County, Town of Danville and San Ramon School District.

Director Zafar asked when the last analysis was completed. Mr. Dillard responded it was seven years ago. The enrollment catchment was done at the onset of the program.

Director Zafar commented that capturing the full carbon footprint of the programcould be important. Capturing how many cars are off the road due to busing. Mr. Dillard responded, that a specific study was done 2012-2015 measuring how many cars have been taken off the road due to the buses as well as greenhouse gas emission study. With Board direction this task can be completed again in this study or a different one. Director Arnerich commented that the carbon study should be separate from this study as there may be route changes.

Director Bratt asked if when gathering data wouldn’t it make sense to gauge carbon footprint regardless of change in routes. Director Arnerich answered that it not part of the authorization. The decision making for this Program is congestion relief. It is a voter approved item. Director Bratt asked if in the process is there an opportunity to add routes or just move them around. Director Arnerich said there is only so much money. The Measure J funds from the sales tax is really based on the economy.

Supervisor Andersen commented that 3 bus routes are funded by the T-1 parcel tax funds from the Alamo Creek area of Danville. Currently the residents in Alamo Creek pay $430 yearly and that is how it is funded. Possibly the San Ramon builders can by encouraged to create a similar situation to add more buses. Chris Weeks responded that there will be discussions with planning to see if T-1 buses in San Ramon make sense some day. There is a variable that a consultant can bring to the table. TAG can weigh in if there can be an environmental focus. If we like it we can select that consultant.

Michael Conneran commented that a professional services contract and liability insurance form needed to be included with the RFP when posted.

**No Public comment.**

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

**Roll Call to pass motion.**

**Motion passes 5-0 Absent: Director Hudson and Director Hurd**

Chair Sabina Safar thanked the TAC and BOD for her time on the TRAFFIX committee for past 4 years. She will be stepping down and Director Laura Bratt will become the Chair effective January 2023.

1. **Adjournment:** The next scheduled meeting is Monday, January 17, 2022 at 3:00 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.

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Christina Franco