# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**CITIZEN ADVISORY COMMITTEE**

# Meeting Agenda

# Tuesday, February 14, 2023

## **11:00 AM**

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

[**https://cityofsanramon.zoom.us/j/94564775516?pwd=L3BqbkhGSmgvbUlhcEFZVXRvREtjUT09**](https://cityofsanramon.zoom.us/j/94564775516?pwd=L3BqbkhGSmgvbUlhcEFZVXRvREtjUT09)

**Meeting ID: 945 6477 5516**

**Passcode: 005201**

**One tap mobile**

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**+16699006833,,94564775516# US (San Jose)**

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:///C%3A%5CUsers%5Ckfahey%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CD6533LOL%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 – Gina Sans called the meeting to order at 11:06 am**
2. **Roll Call –** Chair Gina Sans (Green Valley Elem), Vice Chair Sherri (San Ramon), Grace Moy-Gyotoku (Contra Costa County D2), PJ Dhoot (City of San Ramon), Pat Shannon (First Student) and Kellie Fahey (TRAFFIX Administrative Coordinator).
3. **Order of the Agenda –** No Changes
4. **Consent Calendar**
	1. **Approve** Meeting Summary Actions from November 15, 2022

Motion to approve: Sherri Draper Second: Gina Sans

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

Ms. Fahey introduced Diane Bast as the new TRAFFIX assistant. Diane lives is San Ramon and has one daughter that just graduated from San Diego State and is pursing her teacher credential. Diane has worked at the City of SR for 5 years and is very familiar with the governmental process. She is becoming familiar with the TRAFFIX program and already has been a tremendous help.

Ms. Fahey reported that to date, 1284 passes sold. Since the last CAC meeting, 38 passes have been purchased. The Monte Vista buses continue to have extensive waitlists, San Ramon High is full and Cal High has three spots available.

On December 21, a driver appreciation / Holiday lunch was provided by TRAFFIX at the professional development center at Los Cerros Middle School. Fat Maddie restaurant catered the food. Seventeen bus drivers attended, the First Student staff, TAG, two CAC members and four Board members attended.

Prior to the Holiday Break, a Holiday greeting was sent out to all parents via Constant Contact with 78% open rate (total 990 – 768 opened).

TRAFFIX has accepted an invitation to participate at the “Truck Town” event on Saturday April 29. Last year, this event attracted young kids. However, it opens up the possibility to gain ridership as the kids start attending school.

An Instagram is being set up for TRAFFIX. The first items posted will be the service dog Penrose and Spring Flier. The bus pass schedule (noting schools served), rates etc. will be posted once this information is confirmed.

* 1. **Receive** **Update** from Administrative Coordinator TRAFFIX Operations

Ms. Fahey reported on operations during pass sales report.

Questions from the Committee: Sherri Draper asked which schools have low ridership. Ms. Fahey answered that is was mainly the elementary schools. Ms. Sans commented that there was a loss of ridership in the middle schools due to the current early pickup. She suggested that next year might change if there the schedule changes.

* 1. **Receive** First Student Location Manager Report

Pat Shannon from First Student reported that two students have been accommodated with a service request to bring scooters on the bus. Hardware was installed in the storage compartment under the bus.

There are a few scanners on the buses that are not working. These will be repaired or replaced. During this time, the drivers will manually scan the passes.

Thirteen drivers attended a training class and eleven have graduated. The graduates are receiving hands on training.

At Walt Disney School, the bus parking was moved to the street due to congestion in the parking lot. This has worked out well and the bus is in a better position to depart the school more efficiently.

Ms. Hoot, from the City of San Ramon, requested First Student to have the buses move forward at Coyote Creek after drop off. The traffic congestion would be better relieved if there was more space.

Ms. Shannon reported that the service dog on MV18 has not created any problems on the bus.

1. **Old Business**
	1. **Receive Update** on Service Dog

Ms. Fahey reported Penrose has been a model service dog on the MV18 bus. His first day was 1/12. No complaints have been received. This week the City of San Ramon posted the service dog information on the cities Facebook and Instagram. MS. Shannon, from First Student, reported that the service dog on MV18 has not created any problems on the bus.

* 1. **Receive Update** on Mid-Year Route Review

Ms. Fahey reported that the midyear route review was conducted on Dec. 2 of the three requested stops two were put into place.

* 1. **Receive Update** on School Outreach

Ms. Fahey reported that TRAFFIX has been in contact with three PTA Presidents regarding attending events and PTA meetings. To date, three PTA Presidents (CK, VG & CC) have responded to the request to attend PTA meetings and events. So far scheduled is Vista Grande PTA and Coyote Creek PTA mtg, Carnival at Country Club and a kinder information night at Country Club.

Additionally, TRAFFIX will be donating auction baskets for Walt Disney, Vista Grande and Country Club Elementary. Each auction basket will have TRAFFIX swag plus one free bus pass.

1. **New Business**
	1. **Appoint** new Citizen Advisory committee members

The new candidates could not attend the meeting today.

* 1. **Discuss** location for in person meeting on May 9, 2023.

The State of California has lifted the mandate for public meetings to be held online. Therefore, the CAC meeting will now meet in person. Ms. Sans asked if there was a hybrid option. Ms. Fahey responded no that is not an option. The meeting going forward will be held in person at the City of San Ramon. This will only change if the Board of Directors amend the Board rules and remove the CAC from being a public entity.

* 1. **Receive Update** on Spring Promotion

Ms. Fahey reported that upon Board Approval, TRAFFIX launched a Spring Semester promotion. All passes will be sold at the discounted amount of 60% off for the remainder of the year (HS $285 ES/MS: $255). This information was sent out to all current TRAFFIX parents, on homepage of website, SRVUSD Principal Newsletter, so far to the following individual schools: Cal High -Bear Facts, Green Valley Colts, Coyote Creek and Country Club. As it is not possible to have direct access to the PTA Presidents. TRAFFIX requested that Rachel Hurd from SRVUSD to circulate the flyer to all PTA Presidents in the district to upload to their individual school newsletters.

* 1. **Receive Update** on Level of Service Contractor

Ms. Fahey reported that the Board of Directors approved the proposal from TJKM Transportation Consulting Firm to prepare a traffic analysis of 65 intersections throughout the San Ramon Valley. The analysis will include evaluating peak-hour traffic congestion by conducting an intersection level of service to study intersections adjacent to school sites. Additionally, TJKM will prepare an analysis of school site circulation at 33 schools, including those currently being served by TRAFFIX and schools that may be served in the future through any potential expansion of the program. The analysis report is expected to be completed by August 2023.

Ms. Draper asked if there would be changes to the 2024/25 school year routes. Ms. Hoot responded that based on the findings of this report, changes, if any, will be made during the 2024/25 school year.

Mr. Weeks reported that cameras would be installed at school exits and intersections to collect data for the analysis. The Project Manager at TJKM, Anna Viceroy, reported to TAG they will model and record the impact should a bus be added or route changed. Ms. Draper asked if this study was just for TRAFFIX. Mr. Weeks answered yes since TRAFFIX paid for the study, and it would be just for TRAFFIX. However, data sharing could be considered.

* 1. **Receive** Citizen Advisory Committee questions and comments (open discussion item)
1. **Adjournment:** The next scheduled meeting is Wednesday, May 9, 2023 11:00 AM at San Ramon City Hall.

**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, City Clerk, City of San Ramon**