# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**BOARD OF DIRECTORS**

# Meeting Agenda

# MONDAY May 22, 2023

## **3:30 PM**

**San Ramon Valley School District Office**

**699 Old Orchard Drive**

**Danville, CA 94526**

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 – Chair Laura Bratt called the meeting to order at 3:32 pm.**
2. **Roll Call – Chair Laura Bratt asked Kellie Fahey to conduct roll.**

**Present:** DirectorLaura Bratt (SRVUSD), Director Rachel Hurd (SRVUSD), Director Karen Stepper (Danville), Director Newell Arnerich (Danville), Director Marisol Rubio (San Ramon), Chris Weeks (San Ramon), Andy Dillard (Danville), Adam Cleary (Danville), Ilana Samuels (SRVUSD), Robert Sarmiento (Contra Costa County), Michael Conneran (TRAFFIX attorney), Kellie Fahey (Administrative Coordinator)

**Absent:** Director Hudson and Director Hurd

1. **Public Comment –** No Public Comment
2. **Order of the Agenda –** No changes to the agenda
3. **Consent Calendar**
	1. **Approve** the Summary of Actions from March 20, 2023, Meeting

Motion to approve by Director Andersen, Second Director Arnerich

Motion Passes 4-0

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

Ms. Fahey reported that 1298 bus passes have been sold to date for the 2022/23 school year. To date 691 passes have been sold for the 2023/24 school year. Comparatively 839 passes had been purchased this time last year. However, the pass sales began 12 days earlier.

Monte Vista routes were sold out immediately this year and have extensive waitlists. SRVH also is sold out with a waitlist. Cal High has 34 seats still available.

Despite spreading out staggered sales dates over a 2-week period, the website was delayed during pass sales for the MV10, MV18, MV25 and MV20 pass sale day due to the high volume of usage at 10:00am when pass sales were available. Parents purchased multiple passes accidently while trying to obtain a pass. Additionally, parents used multiple devices to log into the website and purchase tickets simultaneously.

Duplicate transactions were reversed when parents purchased multiple passes in an effort to redistribute passes to waiting customers.

Director Andersen mentioned that there should be a system of accountability for parents that purchase multiple passes and the fees incurred by passes being reversed should be paid by parents. For the next pass sales event, parents need to be notified that feew will be passed on to parents if a refund is required due to a multiple pass purchase.

Director Arnerich asked why there is not enough capacity in the website to sustain the bandwidth needed at pass sales time. He feels the backend of the system needs to be fixed.

Director Andersen replied that having a robust website capable of alleviating all delay for just a 1-2 days a year rush would be very expensive.

Ms. Fahey told the Board that TAG will be meeting with Planeteria to discuss several issues that need to be improved on the website and will raise the bandwidth question at that time.

The rosters are currently being cleaned up to remove duplicate pass purchases to make room for waitlisted students on the Monte Vista buses.

The Spring promotion was a success. Twenty-four passes were purchased compared to seven last year.

There will be an opportunity to train a new service dog in the Fall. The same family will be training a new puppy and his name is Emmett.

School outreach has been extensive. TRAFFIX admin has been tabling at school open houses, PTA meeting, San Ramon Bike Rodeo as well as doing outreach in school newsletters and a TRAFFIX bus event at Truck Town.

All six elementary schools received a basket of TRAFFIX merchandise and a bus pass to auction off at their annual fundraisers. Once all winners are identified, a unique code will be issued to each recipient family to register for the free bus pass in the 2023/24 school year.

Driver Appreciation Day was on May 4, 2023, was at the First Student Concord location. A Taco Truck brunch was provided for all the drivers and staff.

There were fifteen submissions to the Bus Pass Design contest. TAG voted a winner, Ellie Cabrales, who attends Neil Armstrong Elementary and is in the 3rd grade. She will be awarded a certificate and basket of TRAFFIX items.

Director Stepper requested that there should be second and third place.

A long-standing CAC member, Sherri Draper, resigned from the committee. She is going back to work and can no longer attend the meetings. Sherri has been an integral part of the CAC from the inception of the program. She rarely missed a meeting and helped at every Driver Appreciation celebration. A bouquet of flowers was sent to Sherri on behalf of the BOD and TAG to thank her for her service.

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

The end of the school year has run smoothly. There were just five incident reports. The incidents were violations of bus rules such as dropping garbage and failure to wear a seat belt.

Email and phone inquiries have increased significantly due to the start of pass sales. Once the school year has ended the new schedules will be uploaded to the website.

A new brochure will be produced for the upcoming school year with updated photos of students.

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

Henry Cooper thanked TRAFFIX for the continued support and for providing driver appreciation events.

Mr. Cooper reported that TRAFFIX had been short a few drivers but is now fully staffed. Currently there is new class of graduating drivers and there will be another at the end of Summer for new drivers. First Student is expecting all drivers to return for the new school year. As of now, 100% of the drivers have confirmed they plan to return for the 2023/24 school year.

All twenty-six TRAFFIX buses are running well. Twenty-four of the buses run daily with two spare buses. Per the contract, there should be four spare buses, but First Student can pull buses from the charter business if needed to make up the difference.

The service dog situation has created a policy that can be put into place easily now if needed for the school year.

There was a major detour in Danville this past Spring. However, there were no repercussions for TRAFFIX and the detours ran smoothly.

1. **Old Business**
	1. **Receive** updated roster

Ms. Fahey reported to the Board that a new roster has been sent to each person individually via email.

* 1. **Receive** Update on Level of Service Analysis conducted by TJKM Consulting Group

Chris Weeks reported that data collection has been completed by TJKM for the TRAFFIX level of service analysis. The report will indicate which intersections are getting worse or better. Additionally, the ingress and egress at each of the thirty-three SRVUSD schools has been evaluated. Recommendations to improve congestion, safety and conflict points will be produced in the final report.

The bus route catchment analysis is pending some work from the San Ramon Engineering GIS department. The GIS specialist is creating maps using data received from First Student to create usable maps for a GPS line which will indicate the route in GIS. Sim Traffic is an additional tool used by TJKM to provide new ways to serve the schools.

Director Stepper asked if any changes will be made in the upcoming school year. If so, then the SRVUSD MOU that is set to be approved in this meeting wouldn’t be valid. Mr. Dillard explained that if any changes were going to be made it would be in the 2024/25 school year.

Director Arnerich commented that no new schools will be added as the budget will not allow extra expenses. He stated that the Program is in serious financial trouble and will be out of money by 2028. There are fundamental issues with funding. The money provided by CCTA is exactly what the Program will receive and “true up” will be added.

Director Stepper commented that the Program may not add a school, but it could change a school if needed.

Mr. Weeks commented that at some point the routes need to be moved around as school population changes. The analysis is being done to see trends and recommendations on how to improve.

Director Stepper replied that at the last school board meeting it was discussed that the student population is in a decline. Director Bratt mentioned that San Ramon is a destination district and continues to grow. Director Arnerich commented that TRAFFIX is designed to improve traffic flow at the older schools. Dougherty Valley will most likely never have the TRAFFIX bus service as its designed very well.

* 1. **Receive Update** on program of unduplicated student passes purchased by SRVUSD

Ilana Samuels reported that the pass waivers have been communicated and unique codes have been provided to the fifty families that were interested and eligible. The ‘interested list’ was closely cross checked to ensure that families receiving the waivers were eligible.

1. **New Business**
	1. **Discuss** TRAFFIX participation in the Danville 4th of July Parade

Ms. Fahey reported that a bus can be part of the parade but currently there is no available staff or students that have been identified as available to attend. The bus could probably have banners strung on each side and decorations added. The parade cost in total will be $1400. Director Arnerich and Director Stepper preferred to have students on the bus. Supervisor Andersen suggested reaching out to the Town of Danville to obtain more students to ride in the parade.

* 1. **Review and Approve** Customer Service Survey for the 2022/23 school year

Ms. Fahey reported that the annual customer service survey will be sent out to parents this week. As an incentive to take the survey, five participants will randomly be chosen to receive a $25.00 gift card.

Motion to approve by Director Andersen, Second Director Stepper

Motion Passes 5-0

* 1. **Elect TRAFFIX** Chair and Vice Chair for the 2023/24 School Year

The Board discussed keeping the current Chair, Director Bratt and Vice Chair, Supervisor Andersen to remain in positions until the end of the FY 2023/24.

Motion to approve by Supervisor Andersen, Second Director Arnerich

Motion Passes 5-0

* 1. **Review and Approve** contract with MAZE Auditing

Motion to approve by Director Arnerich, Second Director Stepper

Motion Passes 5-0

* 1. **Review and Approve** contract with JJACPA Accounting firm

Motion to approve by Supervisor Andersen, Second Director Rubio

Motion Passes 5-0

* 1. **Review and Approve** SRVUSD MOU renewal

Motion to approve by Director Arnerich, Second Director Rubio

Motion Passes 5-0

* 1. **Review and Approve** how to add a permanent part time assistant to the TRAFFIX Program

Ms. Fahey discussed that TAG is requesting that a part time assistant for the Program who is currently being paid from the TRAFFIX contingency fund be placed as a line item on the budget. Questions from the board were confirmed by Ms. Fahey that the part time assistant would work up to fifteen hours a week with a total amount annually not to exceed $18,200. Additionally, confirmed that the part time position does not receive benefits.

Motion to approve by Supervisor Andersen, Second Director Rubio

Motion Passes 5-0

* 1. **Review and Approve** TRAFFIX Financial Plan for FY 2023/24

Director Arnerich asked if the revenue from CCTA an estimate was or actual. Ms. Fahey confirmed that the revenue was an estimate. Director Arnerich commented that the money guaranteed by CCTA is exactly what will be receivedas there is nolonger a “true up” at the end of the year. Revenue will most likely drop next year from CCTA due to sales tax.

Director Arnerich expressed concern that the Program is using $500,000 from the reserves to stay in business. The TRAFFIX extra salary expenses is adding to the deficit. He commented that rates need to be raised and the buses need to be filled in order to stay in business. Director Stepper commented that the parents need to be warned before pass sales start in May of 2024 that the rates will be increased. Also, Director stepper commented that the costs for benefits provided to the Administrative Coordinator from the City of San Ramon seem to be high compared to what is offered by the Town of Danville.

Director Bratt commented that the LOS analysis may provide that there is a higher need at another school. Director Arnerich commented that the TRAFFIX Program is solely for traffic congestion relief. The analysis is being done for a totally different reason than financial consideration.

Motion to approve by Supervisor Andersen, Second Director Arnerich

Motion Passes 5-0

**Adjournment:** The next scheduled meeting is Monday, July 17, 2023, at 3:00 PM at the San Ramon Valley School District office.

**CERTIFICATION**

I hereby certify that the foregoing agenda was posted at the San Ramon Valley School District Office, 699 Old Orchard Drive, Danville, CA 72 hours in advance of the noted meeting.

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Ilana Israel Samuels, Director, Communications & Community Relations

San Ramon Valley School District