



**MEASURE J TRAFFIC CONGESTION RELIEF AGENCY
BOARD OF DIRECTORS**

Meeting Agenda

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

Passcode: 509839

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Public Comment

Public comment may be submitted in advance of the meeting via email to admin@ridetraffic.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 925-973-2649 during normal business hours.

- I. Call to Order
- II. Roll Call
- III. Public Comment
- IV. Order of the Agenda

V. Consent Calendar

- A. 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**
- B. Approve the Summary of Actions from November 16, 2021 Meeting**

VI. Reports and Presentations

- A. Receive Update on TRAFFIX Pass Sales, Marketing and Outreach**
- B. Receive Update on TRAFFIX Operations**
 - B.1. Receive TRAFFIX Administrative Coordinator Report**
 - B.2. Receive First Student Location Manager Report**

VII. Old Business

- A. Receive Verbal Update TRAFFIX Audit**
- B. Receive Verbal Update on First View App and RFID Cards**

VIII. New Business

- A. Receive Update on Fair Political Practice Commission (FPPC) filing**
- B. Receive Verbal Update - TRAFFIX Administrative Coordinator**

IX. Adjournment: The next scheduled meeting is Tuesday, March 15, 2022 at 4:00 PM. Location to be determined.

CERTIFICATION

I, Marie Sunseri, City Clerk for the Town of Danville, hereby certify that the foregoing agenda was posted for the noted meeting 72 hours in advance.

DocuSigned by:

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Marie Sunseri, City Clerk, Town of Danville

In compliance with the Americans with Disabilities Act, the Town of Danville will provide special assistance for disabled citizens. If you need special assistance to participate in this meeting, please contact Marie Sunseri at msunseri@danville.ca.gov. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-35.104 ADA Title II]



BOARD OF DIRECTORS

Meeting

Tuesday, January 18, 2022

V. Consent Calendar

A. 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



DATE: January 18, 2022

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Technical Advisory Committee

SUBJECT: **ITEM V.A – 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**

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency in response to the COVID-19 pandemic. On March 17, 2020, the Governor issued Executive Order N-29-20, suspending certain provisions of the Brown Act in response to the COVID-19 pandemic. Lastly, on June 11, 2021, the Governor issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire. In short, those orders allowed local government agencies to conduct meetings 100% remotely, so long as members of the public still had the ability to view, listen and comment on items on the agenda.

On September 15, 2021, the Governor signed into law AB 361, an urgency measure (meaning it became effective immediately) which largely continues the Executive Orders allowing for remote meetings.

Based on the Executive Order, the TRAFFIX implemented the use of Zoom for all meetings of its Board of Directors, Technical Advisory Committee, and Citizen Advisory Committee. This has promoted public safety while allowing for continuing the program's operations and ongoing public engagement.

DISCUSSION

AB 361 contains several requirements in order to continue the use of remote meetings, inclusive of the following:

- There must be a state of emergency declared under the California Emergency Services Act. This effectively means the Governor must have declared the emergency.

- During that state of emergency, either state or local officials have imposed or recommended measures to promote social distancing, or that meeting in person would present an imminent risk to the health or safety of attendees.
- Local agencies must provide notice of each teleconference location from which a member of the legislative body will be participating in a public meeting.
- Each teleconference location must be accessible to the public.
- Members of the public must be able to address the legislative body at each teleconference location.
- Local agencies must post agendas at all teleconference locations.
- At least a quorum of the members of the local body must participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.
- In order to continue to utilize remote meetings, TRAFFIX must reconsider the factors above every 30 days and adopt specified findings that the facts relied upon still exist.

As described above, the State of California is still under an emergency declaration regarding COVID-19, and both state and local health officials continue to recommend social distancing to help stop the spread of the virus. The resolution applies to all of the TRAFFIX legislative bodies (as defined by the Brown Act). TRAFFIX will continue to review and update the findings in compliance with AB 361.

RECOMMENDATION

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.

Attachment A: Resolution No. 1-2022, 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

RESOLUTION NO. 1-2022

A RESOLUTION OF BOARD OF DIRECTORS OF THE MEASURE J TRAFFIC CONGESTION RELIEF AGENCY DECLARING THAT MEETINGS WILL CONTINUE TO BE HELD VIA TELECONFERENCE

MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow legislative bodies to conduct meetings electronically without a physical meeting place; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire; and

WHEREAS, on September 16, 2021, the Governor signed Assembly Bill 361 into law as urgency legislation that goes into effect on October 1, 2021, amending Government Code Section 54953 of the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency where state or local officials have recommended measures to promote social distancing; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the California Department of Public Health and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing.

NOW, THEREFORE, BE IT RESOLVED that, in order to ensure the health and safety of the public, meetings of the Measure J Traffic Congestion Relief Agency, its committees and subsidiary bodies, will continue to be held with board members participating via teleconference in accordance with Assembly Bill 361 and the provisions of Government Code Section 54953(e).

PASSED AND ADOPTED this ___th day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Directors

ATTEST:

Board Administrator



BOARD OF DIRECTORS

Meeting

Tuesday, January 18, 2022

V. Consent Calendar

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



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Summary of Actions

Tuesday, November 16, 2021

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/92036832058>

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Public Comment

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- I. **Call to Order-** Chair Renee Morgan called the meeting to order at 4:01 PM
- II. **Roll Call-** Chair Renee Morgan (Town of Danville), Director Newell Arnerich (Town of Danville), Director Dave Hudson (City of San Ramon), Director Rachel Hurd (SRVUSD), Director Candace Andersen (Contra Costa County) arrived at 4:40, Danny Hillman (SRVUSD), Andy Dillard (Town of Danville), Robert Sarmiento (Contra Costa County), Lisa Bobadilla (City of San

Ramon), Henry Cooper (First Student), Pamela Lee (First Student), Michael Conneran (TRAFFIX Attorney). Absent: Sabina Zafar (City of San Ramon), Laura Bratt (SRVUSD).

III. Public Comment- None Received

IV. Order of the Agenda- No Change

V. Consent Calendar

Motion to approve by Director Hudson, Second by Director Hurd. Vote- 4-0 Director Bratt, Director Zafar, Director Anderson absent.

A. Approve the Summary of Actions from September 14, 2021 meeting.

VI. Reports and Presentations

A. Receive Update on TRAFFIX Pass Sales, Marketing and Outreach

Andy Dillard, TRAFFIX TAC Chair, provided update on pass sales. Pass sales to date, total 1,216. Goal for 2021-2022 school year is 1,200 due to COVID. Elementary pass sales at 318, Middle School at 471 and High School at 427. High Schools have a waiting list of 231.

Due to COVID protocol, pass sales for buses are a maximum of 50, with 2 students per seat. Mr. Dillard explained that the seat directly behind the bus driver, will remain empty to provide social distancing and will be used to store COVID related supplies. The RFID passes have been distributed, as well.

Mr. Dillard informed the board that Ms. Kellie Fahey, City of San Ramon staff, is providing administrative staff support to TRAFFIX until a new TRAFFIX Administrative Coordinator is hired. Ms. Fahey is a San Ramon employee, working in the TDM program area and has been helpful addressing day-to-day student issues.

TAC members have addressed student discipline issues on buses, with support from Monte Vista Principal, school site administration and First Student. Mr. Dillard noted that small number of compliance issues related to non-mask wearing have surfaced and are being addressed immediately with parents of student and school site administration.

Mr. Dillard informed Board members with the start of the new school year, traffic congestion has increased, particularly along the Monte Vista, Los Cerros and Green Valley routes. In an effort to reduce times on buses, First Student has backed-up pick up times and in some instances has re-routed bus routes to avoid the heavily congested areas, particularly for Wednesday and Friday school bell times.

Collectively, TAC members are securing dates to conduct bus evacuation drills for elementary and middle school sites. Kellie Fahey is coordinating with school sites to confirm dates/times to conduct bus evacuation drills.

Mr. Dillard articulated the success of Unity Day 2022. TRAFFIX purchased Unity Day t-shirts for all Drivers, with T-shirts arriving in time to promote Unity Day.

Ms. Bobadilla informed the Board of the recent Citizen Advisory Committee (CAC) meeting, held on November 9, 2021. Ms. Bobadilla stated that TAC received positive input and feedback from CAC members, related to the startup of the new school year. She also informed Board members of the need to recruit new CAC members from several school sites served by TRAFFIX.

Director Arnerich inquired as to the specific feedback received from CAC members. In response, Ms. Bobadilla stated that CAC members expressed the need to consistently remind students of the importance of mask wearing while riding buses, the challenge ahead to recruit new members from school sites and the need to aggressively promote TRAFFIX to low ridership routes, for the upcoming school year and that CAC members are available to help with outreach efforts.

B. Receive Update on TRAFFIX Operations

B.1. Receive TRAFFIX Administrative Coordinator Report

Mr. Dillard and Ms. Bobadilla covered the coordinator report in the previous report section.

B.2. Receive First Student Location Manager Report

Chair Morgan inquired about the age limit for bus evacuation drills. Mr. Henry Cooper response was that the evacuation drills are mandatory for K-8 grade students; while student in the 9-12 grade are required to receive safety instructions. Mr. Cooper stated that disseminating safety information to students is in progress.

Chair Morgan thanked First Student and TAC members for their work on securing dates for bus evacuation drills.

Mr. Cooper provided the Board with summary of Bus Operations since the start of school. Overall, operations running smoothly, with the exception of back to school traffic congestion many locations. All TRAFFIX drivers have returned, with 2 back up drivers on stand-by as well.

Mr. Cooper thanked the Board and TAC for their recognition and support of Bus Drivers on Unity Day.

Director Arnerich inquired about status of "safety recall" for buses.

Mr. Cooper replied that the recall is for fueling sensor device to be replaced on all bus, which is underway.

Chair Morgan inquired about the length of time to replace bus involved in a prior accident.

Mr. Cooper responded that the issue is related to supply chain delays for parts.

VII. Old Business

A. Receive Verbal Update on TRAFFIX Administrative Coordinator Recruitment

Ms. Bobadilla updated the Board that the City of San Ramon received 15 applications for the TRAFFIX Administrative Coordinator position. Of the 15 applications, 7 applicants participated in an oral board with the TAC on November 9, 2021. Two candidates will participate in a 2nd oral board with Board Members Arnerich, Anderson and San Ramon Public Works Director, Maria Fierner.

Ms. Bobadilla articulated to the Board that the City expects to have a new Administrative Coordinator on board by early December.

Chair Morgan thanked Ms. Bobadilla, TAC and Board members for participating in oral board and expressed her appreciation to the City for their assistance for work completed to date.

Receive Verbal Update on Vaccine Mandate

Mr. Cooper informed Board members that drivers are adhering to the SRVUSD requirements to receive vaccine or to test weekly. The weekly testing is working out well with drivers getting tested at a site provided by the SRVUSD.

Mr. Danny Hillman informed the Board that the SRVUSD continues to track the State Mandates for COVID testing and/or new requirements set forth.

Receive Verbal Update on First View – RFID Implementation

Mr. Dillard informed the Board of the status of First View – RFID implementation, including information posted to TRAFFIX website. Equipment will be installed on buses the last week in November with training for TAC scheduled early December. The training will focus on how to use the “back end” of the First View software. The program is expected to launch, as a trial basis, the week of December 13.

Director Arnerich inquired about the “proximity” scanner.

Mr. Cooper informed the board that he will follow-up on this item and provide board with an updated at next meeting.

Receive Verbal Update on Mid-Year Route Review

Mr. Dillard informed Board that the mid-year route review will take place end of December/first of January. The purpose is to review all existing bus stops and routes, based on student ridership and make minor adjustments, if needed. The TAC and First Student, embarks on a route by route, school by school, review.

VIII. New Business

A. Receive the updated 2021-2022 Milestone Calendar

Mr. Dillard informed the Board that the 2021-2022 Milestone Calendar has been updated by TAC. Items on the horizon for board to note, include the annual audit, mid-year budget review, marketing plan review, spring sales pass, Driver Appreciation, Customer Service Survey and adoption of new FY budget.

Chair Morgan extended her appreciation to TAC members for filling in while recruitment for new Admin Coordinator is underway. She thanked the TAC member for their good work.

Appoint Audit Sub-Committee

Mr. Dillard recommend the Board appoint Audit Subcommittee.

Ms. Bobadilla elaborated that the Audit will take place the first week in December. The Auditor has provided a checklist of items for TRAFFIX to provide in anticipation of audit. The draft Audit report expected to be ready in January, followed by TRAFFIX audit subcommittee review of draft audit findings. The audit subcommittee will meet

Motion to Approve by Director Hudson, Second by Director Andersen. Vote passes 5-0. Director Zafar and Director Bratt absent.

IX. Adjournment: Chair Morgan adjourned the meeting at 4:47 PM.



BOARD OF DIRECTORS

Meeting

Tuesday, January 18, 2022

VI. Reports and Presentations

A. Receive Update on TRAFFIX Pass Sales, Marketing and Outreach



BOARD OF DIRECTORS

Meeting

Tuesday, January 18, 2022

VI. Reports and Presentations

B. Receive Update on TRAFFIX Operations



BOARD OF DIRECTORS

Meeting

Tuesday, January 18, 2022

VI. Reports and Presentations

B.1. Receive TRAFFIX Administrative Coordinator Report

Monthly Activity Report (2021-2022)
Through December 2021



Month	2021-2022 TRAFIFIX Pass Sales & Marketing				2021-2022 TRAFIFIX Operations			
	2021-2022 Passes Sold*	2021-2022 REFUNDS	2021-2022 Replacement Passes	Marketing Special Promotion	Customer Concerns (Customer-reported)	Student Conduct (Customer-reported)	Number of Emails	Number of Phone Calls
July 2021								
August 2021								
September 2021								
October 2021	4		12	0		6		82
November 2021	8	6	11	0		5		44
December 2021	10	3	87	0		11		165
January 2021								
February 2021								
March 2021								
April 2021								
May 2021								
June 2021								
Systemwide	22	9	110	0	0	22	0	291

*Net Sales

Month	First Student									
	Number of Operating Days	Number of Runs	Events with NO Unkilled Damages	Liquidated Damages for Late Buses	Liquidated Damages Combined, Mechanical or Other Instances	Number of Requests Received (Play Dates)	Number of Customer Contacts	Student Conduct (Number of Driver Reported Incidents)	Number of Collisions	
August 2021	16	1248	N/A	N/A	N/A	7	0	1	0	
September 2021	21	1638	N/A	N/A	N/A	12	0	6	0	
October 2021	20	1560	N/A	N/A	N/A	10	0	8	0	
November 2021	13	1014	N/A	N/A	N/A	2	0	3	1	
December 2021	16	1248	N/A	N/A	1	6	0	3	0	
January 2021										
February 2021										
March 2021										
April 2021										
May 2020										
Systemwide	86	6,708	0	0	1	37	0	21	1	

	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-21	Feb-21	Mar-21	Apr-21	May-21
Late Buses	N/A	0	0	0	0					
Combined Buses (Sold out routes)	N/A	1	0	0	1					
Not Reported	N/A	0	0	0	0					



BOARD OF DIRECTORS

Meeting

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VI. Reports and Presentations

B.2. Receive First Student Location Manager Report



BOARD OF DIRECTORS

Meeting

Tuesday, January 18, 2022

VII. Old Business

A. Receive Verbal Update TRAFFIX Audit



BOARD OF DIRECTORS
Meeting
Tuesday, January 18, 2022

VII. Old Business

B. Receive Verbal Update on First View App and RFID
Cards



BOARD OF DIRECTORS

Meeting

Tuesday, January 18, 2022

VIII. New Business

A. Receive Update on Fair Political Practice Commission
(FPPC) filing



BOARD OF DIRECTORS

Meeting

Tuesday, January 18, 2022

VIII. New Business

B. Receive Verbal Update on TRAFFIX Administrative
Coordinator



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IX. Adjournment