# MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

**BOARD OF DIRECTORS**

# Summary of Actions

# 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
One tap mobile
+16699006833,,92036832058# US (San Jose)
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**Public Comment**

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 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.*

1. **Call to Order-** Chair Stepper called the meeting to order at 4:08 PM
2. **Roll Call-** Chair Stepper asked Ms. Bobadilla to conduct roll call:

Director Rachel Hurd (SRVUSD), Director Laura Bratt (SRVUSD), Supervisor Candace Andersen (Contra Costa County), Lisa Bobadilla (City of San Ramon), Andy Dillard (Town of Danville), Henry Cooper (First Student), Brigden Summers (First Student), Michael Conneran (TRAFFIX Attorney), Kellie Fahey (TRAFFIX Administrative Coordinator), Robert Sarmiento (Contra Costa County). **Absent**: Director Newell Arnerich (Town of Danville), Vice Chair Sabina Zafar (City of San Ramon), Director Dave Hudson (City of San Ramon)

Chair Stepper stated that a national mayors conference is being held in Washington DC and which is why several board members are absent.

Mr. Conneran stated that, Chair Stepper is acting as the chair of the meeting.

1. **Public Comment-** None Received
2. **Order of the Agenda-** No Change
3. **Consent Calendar**
	1. **Approve** a Resolution of the Board of Directors of the Measure J Traffic Congestion Relief Agency declaring that meeting will continue to be held via teleconference.

**Motion to approve by Supervisor Andersen, Second by Director Bratt.**

**Vote- 4-0, Director Zafar absent, Director Hudson absent, Director Arnerich absent.**

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

**Motion to approve by Director Hurd, Second by Supervisor Andersen. Vote- 4-0 Director Zafar absent, Director Hudson absent, Director Arnerich absent.**

1. **Reports and Presentations**
	1. **Receive Update** on TRAFFIX Pass Sales, Marketing and Outreach
	2. **Receive** **Update** on TRAFFIX Operations
		1. **B.1.** **Receive** TRAFFIX Administrative Coordinator Report

Lisa Bobadilla, provided a formal introduction of the new TRAFFIX Administrative Coordinator Kellie Fahey. Ms. Fahey started with City of San Ramon Dec. 6, 2021 Prior to working for TRAFFIX, Ms. Fahey worked for the City in a part time capacity providing marketing and outreach for the TDM program. On behalf of the TAC, Ms. Bobadilla welcomed Ms. Fahey to the TRAFFIX program.

Ms. Bobadilla provided an update on pass sales at each of the school sites. Ms. Bobadilla informed the Board, that it is TAC’s desire to reinstate the summary spreadsheet of pass sales that provides info on number of passes sold, the neighborhood population for each bus route, the capacity of each bus and the sales goal. Ms. Bobadilla stated that TAC met and agreed to reinstate the spreadsheet for the 2022/2023 school year which is the one used several years ago. The spreadsheet will be populated with information received from the school district and will be used for the 2022/2023 school year. In the meantime, Ms. Fahey has prepared a brief summary of how many passes were sold for each route and the waiting list status. Ultimately, the total number of passes sold to date is 1274.

Ms. Fahey provided the Board with an update on the waitlist. She reported that as of 12/28/21 every parent, whose student was on the waitlist has been contacted. As a result, TRAFFIX was able fill several open spots. There is still a waitlist on the MV10, MV18, MV25 and SR21 routes.

Ms. Fahey reported that 1274 passes have been sold as of today. 127 replacement passes have been processed. The high number is a result of the RFID system that rolled out mid-December, in which, each student had to actually swipe their pass upon entering the bus. Many students lost or did not receive passes and this alerted the students and parents that they would need a replacement pass.

With respect to outreach, a “Happy Holiday” greeting campaign was sent via Constant Contact prior to the Winter Break. The email reminded parents to check their students bus schedules for changes prior to returning to school on 1/11. (Ms. Fahey stated that there was an 80% open rate on the email.)

Additionally, an alert was sent to all the parents reminding them of the “No Tolerance” mask wearing rule. Non mask wearing could result in suspension from the bus. An email was sent to all Principals and their Office Managers thanking them for their continued support and reminding them of this rule.

Lastly, Ms. Fahey stated that TRAFFIX TAC is working on reimplementing the Buzz News newsletter and it will be posted to the TRAFFIX website buy January 21, 2022.

Director Bratt requested that she receive a copy of the Buzz News newsletter. Ms. Bobadilla commented that TRAFFIX will send the Newsletter each month to all the Board members. That way all of the board is aware of the information we are articulating to the parents as well.

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

Mr. Cooper thanked the board for the Driver Appreciation lunch sponsorship for the Holiday event on December 14, 2021. It went well and he mentioned that they appreciate the support of the board and TAC showing their appreciation of the drivers.

Mr. Cooper updated the Board that the driver status is complete and despite several absent drivers due to Covid all routes are covered. Several drivers were infected after the Holidays due to family gatherings but there is not a Covid outbreak at the depot.

Mr. Cooper updated the board on the fleet. Which is stable. However, he noted to TAC at the last meeting that we are down to one spare bus. There was a driver involved in a collision (no fault of her own) that put the vehicle out of service. He commented that when they started service at the beginning of the year, there were three spare buses. One was used to run a new route 19B, that dropped us down to two spares then the collision recently, in which, put another spare out of service until Spring. Bringing the count down to one spare bus. However, Mr. Cooper reported that he does have other vehicles in his fleet that can be used if necessary until the second spare is back in service. He mentioned that he spoke to TAC and per the contract there is supposed to be 15% or three spare buses. Mr. Cooper felt the board and TAC may want to give that discussion to whether to change the provision or move forward with the purchase of another bus.

Mr. Cooper reported that all was going well with the bus service. At the beginning of the year there was a lot of route and schedule changes. These were all navigated through and now things have settled down since late September and early October. Currently dealing with typical operational hiccups.

1. **Old Business**
	1. **Receive Verbal Update** TRAFFIX Audit

Ms. Bobadilla reported that the audit is underway. It started in Mid-December. There have been a number of requests for information from the auditors. They have also requested information from legal counsel and are preparing the draft audit. Ms. Bobadilla reminded the board that a subcommittee meeting was needed to be scheduled. She mentioned that at the last board meeting the board appointed Director Arnerich and Director Hurd to be on the audit subcommittee. Lisa will reach out and plan to get the meeting scheduled by the end of January or early February to review the draft audit report. The next step is to take the audit report to the next board meeting in March and have the board receive and accept the audit for the last fiscal year.

* 1. **Receive Verbal Update** on First View App and RFID Cards

Mr. Cooper reported that the First View app has been rolled out in different phases. January 11, 2022 was the final phase. First View is an app that parents can download to their phones that in addition to tracking where the bus is located it will send push alerts that the bus is nearby the stop. Additionally, that their child has entered the bus with swiping their bus pass. This rollout went very smooth. The first rollout just tracked the bus, the second piece was the RFID system. The third was parent notification launched not long ago. Mr. Cooper reported that things were going well however, despite experiencing organic hiccups where we are merging technologies together. After the first two days the phone calls have decreased. The parents are getting used to the application and using it well.

Chair Stepper asked where the questions were being routed. Mr. Cooper responded that the generic questions were going to First View support. If they cannot be answered, then they are routed to myself or Ms. Fahey.

Chair Stepper inquired if there had been any feedback. Ms. Fahey responded to say that she had received two calls today from parents that highly complimented the app as being an excellent tool.

1. **New Business**
	1. **Receive Update on Fair Political Practice Commission (FPPC) Filing**

Chair Stepper asked if this meant the 700 Form. Ms. Bobadilla concurred. Ms. Bobadilla reminded the Board to submit their 700 form for TRAFFIX by the April deadline. She mentioned that if you need the form then we can circulate it to the Board Members. Chair Stepper asked if it could be filed on South Tee? Mr. Dillard responded that you can file electronically you just need to submit it to TRAFFIX. Director Hurd commented that you can file electronically and there is a space for additional organizations. At least that was the case in the past. Her Administrator has asked that we forward TRAFFIX a PDF copy.

* 1. **Receive** **Verbal Update TRAFFIX Administrative Coordinator**

Ms. Bobadilla noted that she was going to provide a brief overview as this is Ms. Faheys first meeting. She wanted to provide an update on the Administrative Coordinator training schedule. As mentioned earlier Ms. Fahey’s start day was Dec. 6, 2021. She has been her for one month. Ms. Fahey is not new to the City of San Ramon. She has actually worked at the City part-time in the Transportation Demand Management program. She is familiar with the City staff, policies and procedures within the City. Ms. Fahey has spent the last few weeks receiving significant training. Ms. Fahey and myself took advantage of the Holiday break andspent 15-16 hours training in the last week. We don’t expect her to know everything after the training but over a period of time things will become familiar to her. Thus far, she is doing a great job and has really helped us with such as following up with parents on the waitlist and second payments due. Additionally, she has engaged with parent discipline issues particularly at Monte Vista High School. These discipline issues have helped her understand the nuances of working on behalf of TRAFFIX, school site Principal and administration.

Ms. Bobadilla reported that on a personal note, Ms. Fahey and her family have lived in San Ramon for 18 years. One of her daughters attends Cal High and the other is attending college out of state. We are very pleased to have her on board. She’s been working with TAC members, Mr. Cooper and his team at First Student. We have a lot of training on the horizon. Ms. Fahey will get a first-hand experience working on the mid-year budget, in which, will be presented at the Board meeting in March. Then she will be working on the new fiscal budget and will present that to the board in May. Once Spring arrives, Ms. Fahey will be working on pass sales for the next school year. Ms. Bobadilla commented, that it will really help the Administrative Coordinator to get a feel of how it is to work with parents. She will continue her training and we expect by the March meeting she will be much more comfortable helping to run a board meeting and provide administrative support during the meeting. With that, I would like to welcome Ms. Fahey. She has been a pleasure to work with and I am excited she is onboard. Kudos to her as she is doing a great job in the first couple weeks with the program.

Chair Stepper asked if Ms. Fahey wanted to comment. Ms. Fahey responded thank you Ms. Bobadilla for your nice introduction.

Chair Steeper thanked Ms. Bobadilla for her success to all the committees she supported especially TRAFFIX which has been a huge success.

Chair Stepper asked if there were any other items besides the spare bus issue for the next agenda. No response.

There was discussion between the Chair and directors regarding the meeting time frames. As it bumped up against the council meetings. Supervisor Andersen recommended that we keep the same time and call a special meeting if a meeting had a lot on the agenda.

1. **Adjournment:** Chair Morgan adjourned the meeting at 4:55 PM.