



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

**Meeting Agenda**

**TUESDAY, January 17, 2023**

**3:00 PM TELECONFERENCE**

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.

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

Join Zoom Meeting Join Zoom Meeting  
<https://cityofsanramon.zoom.us/j/2922468539>  
Meeting ID: 292 246 8539  
One tap mobile  
+16699006833,,2922468539# US (San Jose)  
+16694449171,,2922468539# US

Written public comment may be submitted in advance of the meeting via email to [admin@ridetraffic.com](mailto: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 925-553-6253 during normal business hours.*

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

**V. Consent Calendar**

- A. Adopt** 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 21, 2022 Meeting

**VI. Reports and Presentations**

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

**VII. Old Business**

- A. Receive Verbal Update TRAFFIX Audit**
- B. Consider Approval** of a Professional Services Agreement with TJKM Transportation Consultants to conduct a Traffic Congestion and School Site Circulation Analysis for the TRAFFIX Program

**VIII. New Business**

- A. Receive Update** on Fair Political Practice Commission (FPPC) Filing
- B. Receive Information** on Student with Service Dog
- C. Consider and Approve** discounted pass rates for the spring semester bus pass sales for available seats
- D. Approve** location for future Board of Director meetings
- E. Appoint** new TRAFFIX Vice Chair for the Board of Directors

**Adjournment:** The next scheduled meeting is Monday, March 20, 2023 at 3:30 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.

  
\_\_\_\_\_  
Christina Franco, City Clerk, City of San Ramon



## TRAFFIX BOARD OF DIRECTORS

Tuesday January 17, 2023

### V. Consent Calendar

- A. Adopt** 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 the November 21, 2022 Meeting



**Date:** January 17, 2023  
**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 meeting will continue to be held via teleconference

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#### **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-29-20 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, 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.

- 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

Attachment A: Resolution No. 8-2022, 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. 8-2022

A RESOLUTION OF BOARD OF DIRECTORS 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 17<sup>th</sup> Day of January 2023, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Board Administrator

## **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 the 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.





**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 :

Join Zoom Meeting

<https://cityofsanramon.zoom.us/j/93639093817>

Meeting ID: 936 3909 3817

One tap mobile

+16699006833,,93639093817# US (San Jose)

+16694449171,,93639093817# US

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- I. **Call to Order** - Sabina Zafar called the meeting to order at 3:32 pm.
- II. **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)

- III. **Public Comment - None Received**
- IV. **Order of the Agenda** – Item VI C will be struck from the agenda. First Student not present.
- 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 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**

- VI. **Reports and Presentations**
  - A. **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 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**

### **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.**

## **VII. Old Business**

### **A. 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 if they had questions or any additional items they would like to see on the calendar. No suggestions or additions were given.

## **VIII. New Business**

### **A. 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**

### **B. 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 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 program could 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 be 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.

**IX. 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



## **TRAFFIX BOARD OF DIRECTORS**

Tuesday January 17, 2022

### **VI. Reports and Presentations**

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

# Comparison of Pass Sales from SY 2021-2022 - SY 2022-2023 through December 31, 2022

Agency / ROUTE	2021	2022	Agency / ROUTE	2021	2022
<b>DANVILLE/CCC</b>					
<b>Green Valley</b>					
GVA	12	14	San Ramon Valley High	53	54
GV5	26	31	SRV Totals:	53	54
GV6	13	13	<b>DANVILLE/CCC TOTALS:</b>	842	865
GV7	24	15	<b>SAN RAMON</b>		
<b>Green Valley Totals:</b>					
GV8	9	11	Coyote Creek	46	44
GV9	27	42	CK12	34	35
	<b>111</b>	<b>126</b>	CK13	80	79
<b>Green Valley Totals:</b>					
	<b>111</b>	<b>126</b>	<b>Coyote Creek Totals:</b>	<b>80</b>	<b>79</b>
<b>Vista Grande</b>					
VG1	23	22	Country Club		
VG2	25	14	CC14	7	10
VG3	26	20	CC15	15	27
	<b>74</b>	<b>56</b>	<b>Country Club Totals:</b>	<b>22</b>	<b>37</b>
<b>Vista Grande Totals:</b>					
	<b>74</b>	<b>56</b>	<b>Neil Armstrong</b>		
<b>Los Cerros</b>					
LC1	46	40	NA16	28	23
LC2	19	32	<b>Neil Armstrong Totals:</b>	<b>28</b>	<b>23</b>
LC3	19	20	Walt Disney		
LC4	40	37	WD11A (WD11&12)	16	18
LC5	33	28	<b>Walt Disney Totals:</b>	<b>16</b>	<b>18</b>
LC6	23	13	Pine Valley		
LC7	14	21	PV11	42	37
LC8	15	20	PV12	50	52
LC9	50	42	PV13	18	22
	<b>259</b>	<b>253</b>	PV14	39	34
	<b>259</b>	<b>253</b>	PV15	38	33
<b>Los Cerros Totals:</b>					
	<b>259</b>	<b>253</b>	PV16	42	33
<b>Monte Vista</b>					
MV10	53	54	<b>Pine Valley Totals:</b>	<b>229</b>	<b>211</b>
MV18	52	53	California High School		
MV19	48	54	CA17	50	48
MV19A	41	53	<b>California HS Totals:</b>	<b>50</b>	<b>49</b>
MV19B	51	54	<b>SAN RAMON TOTALS:</b>	<b>425</b>	<b>447</b>
MV20	49	54	<b>PROGRAM TOTALS:</b>	<b>1,267</b>	<b>1,282</b>
MV25	51	54			
	<b>345</b>	<b>376</b>			
<b>Monte Vista Totals:</b>					
	<b>345</b>	<b>376</b>			

\*\*Max Capacity per bus: 81

\*\*Max Cap MS/Elem: 64

\*\*Max Cap HS: 54





Monthly Activity Report (2022-2023)  
Through December 2022



February 2023													
March 2023													
April 2023													
May 2023													
June 2023													
Systemwide	71	5,538	8	0	0	49	1	16	0				

	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23
Late Buses	0	0	0	0	0					
Combined Buses (sold out routes)	5	2	1	1	1					
Not Reported	0	0	0	0	0					



## **TRAFFIX BOARD OF DIRECTORS**

Tuesday, January 17, 2023

### **VII. Old Business**

**A. Receive Verbal Update TRAFFIX Audit**

**B. Consider Approval** of a Professional Services Agreement with TJKM Transportation Consultants to conduct a Traffic Congestion and School Site Circulation Analysis for the TRAFFIX Program



**DATE:** January 17, 2023  
**TO:** TRAFFIX Board of Directors  
**FROM:** TRAFFIX Technical Advisory Group  
**SUBJECT:** **Item VII.B – Consider Approval of a Professional Services Agreement with TJKM Transportation Consultants to conduct a Traffic Congestion and School Site Circulation Analysis for the TRAFFIX Program**

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### **Background**

The Measure J Traffic Congestion Relief Agency (dba TRAFFIX) currently operates a 24-bus student transportation service to three high schools, two middle schools and six elementary schools within the boundaries of the San Ramon Valley Unified School District. The intent of the TRAFFIX program is to reduce school-related traffic congestion in the San Ramon Valley.

The selection of the TRAFFIX bus service area and schools were based primarily on a traffic analysis conducted in 2006 that identified the most congested intersections throughout the San Ramon Valley. Additional level of service (LOS) analyses were performed in 2012 and 2016.

### **Discussion**

In 2022, the TRAFFIX Technical Advisory Group sought to procure a consultant to conduct a traffic congestion and school site circulation analysis. The Technical Advisory Group developed an RFP/RFQ for release that identifies the following four major tasks:

1. Intersection Level of Service (LOS) analysis
2. School site circulation
3. Analysis of school enrollment numbers
4. Development of a new metric to analyze effectiveness of school bus service on traffic congestion relief

The RFQ/RFP identified a maximum price proposal with a not-to-exceed amount of \$100,000.

At its November 21, 2022 meeting, the TRAFFIX Board of Directors approved the release of an RFP/RFQ to procure a transportation consultant the study. The subsequent schedule of milestones in the transportation consultant selection process is shown in the following table.

### CONSULTANT SELECTION SCHEDULE

EVENT	DATE	NOTES
Release Of RFQ / RFP	Nov. 22, 2022	
Proposal Questions Due	Dec. 9, 2022	Addendum no. 01 Dec. 14 posted with answers to questions received.
Proposals Due	Dec. 22, 2022	1 Proposal received from TJKM Consulting Firm
Interviews with Candidates/Firms	Jan. 9, 2023	Interview conducted with TJKM
Board Approval	January 17, 2023	

The TRAFFIX Administrative Coordinator received one proposal by the submittal deadline from the transportation consulting firm TJKM Transportation Consultants (TJKM), who had conducted the previous two LOS analyses. TJKM's price proposal came in at \$99,908.

On January 9<sup>th</sup>, the TRAFFIX Administrative Coordinator and members of the Technical Advisory Group conducted an interview with TJKM. Based on the interview and an evaluation of the firm's proposal and qualifications, the Technical Advisory Group recommends that TJKM be selected to conduct the traffic congestion and school site circulation analysis and that TRAFFIX enter into a Professional Services Agreement with the firm for a not-to-exceed amount of \$99,908.

#### **Recommendation**

Consider approval of a Professional Services Agreement with TJKM Transportation Consultants to conduct a Traffic Congestion and School Site Circulation Analysis for the TRAFFIX Program.



## **TRAFFIX BOARD OF DIRECTORS**

Tuesday, January 17, 2023

### **VIII. New Business**

- A. Receive Update** on Fair Political Practice Commission (FPPC) Filing
- B. Receive Information** on Student with Service Dog
- C. Consider and Approve** discounted pass rates for the spring semester bus pass sales for available seats
- D. Approve** location for future Board of Director meetings
- E. Appoint** new TRAFFIX Vice Chair for the Board of Directors



DATE: January 17, 2023  
TO: TRAFFIX Board of Directors  
FROM: TRAFFIX Administrative Coordinator  
SUBJECT: **Item VIII.C – Consider and Approve discounted pass rates for the spring semester bus pass sales for available seats**

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**Background**

TRAFFIX has traditionally conducted a Spring Promotional Bus Pass Fare to incentivize parents to have their students experience the TRAFFIX Program at a reduced rate and as a strategy to cultivate ridership for the following school year. In 2022, the Spring Promotion was a reduced fare (\$100) available for the last 8 weeks of the school year. The promotional pass was only offered to new customers and available to Elementary and Middle School Students.

**Discussion**

To encourage ridership for the remainder of the 2022-23 school year, it is recommended that a reduced pass fare be available to new customers on any bus with available seat capacity. The intent is to continue to decrease school traffic congestion for the remainder of the school year and to entice parents to have their students ride the bus in the upcoming school year. This is proposed as a pilot program and of which the Board will be provided updates on the participation for consideration in future years. This offer is only valid until the maximum capacity of 54 students is reached.

The proposed reduced fare is proposed to be 60% of the current full-price fare, as follows:

Current Fare: \$425 (Elementary and Middle School)      Reduced Fare: \$225

Current Fare: \$475 (High School)                              Reduced Fare: \$285

Further, students who qualify for the Educational Benefits rate are proposed to be offered an equivalent discounted rate (reduced from \$100 to \$60).

**Current seat availability is summarized as follows:**

**San Ramon school sites:**

*Pine Valley Middle School:*

- PV11: 16
- PV12: 2
- PV13: 32
- PV14: 22
- PV15: 20
- PV16: 20

**Elementary Schools:**

Walt Disney: 36  
Neil Armstrong: 31  
Coyote Creek CK12: 10  
CK13: 18  
Country Club CK14: 44  
CK15: 27

***Danville School Sites:***

Vista Grande ES VG1: 32  
VG2: 39  
VG3: 34

Green Valley ES GV4: 40  
GV5: 23  
GV6: 41  
GV7: 37  
GV8: 43  
GV9: 12

**Recommendation:**

The Technical Advisory Group is recommends that the TRAFFIX Board consider and approve the reduced fare schedule described for the remainder of the 2022-23 school year.





DATE: January 17, 2023  
 TO: TRAFFIX Board of Directors  
 FROM: TRAFFIX Administrative Coordinator  
 SUBJECT: Item VIII.C - Appointment of TRAFFIX Board of Directors Vice-Chair

**Background**

TRAFFIX Board Chair and Vice-Chair duties rotate among the four TRAFFIX member agencies every July 1<sup>st</sup>. The table below shows the Chair and Vice-Chair rotation for the current fiscal year and the next four fiscal years.

Fiscal Year	Chair	Vice-Chair
FY 2022-2023	San Ramon	SRVUSD
FY 2023-2024	SRVUSD	County
FY 2024-2025	County	Danville
FY 2025-2026	Danville	San Ramon
FY 2026-2027	San Ramon	SRVUSD

**Discussion**

The current Chair, Sabina Zafar (San Ramon), is no longer the TRAFFIX Chair. As a result, Laura Blatt (SRVUSD), the current Vice-Chair, will rotate into the Chair position, based on the following language in the TRAFFIX JEPA:

**Article III Section 3.1 from the JEPA Election of Chair and Vice Chair:**

The Board of Directors shall elect a Chair and Vice-Chair from among its members. The Chair and Vice-Chair shall each serve a one year term, starting on July 1st of each fiscal year. The first Chair and Vice-Chair shall serve from the date of their appointment until June 30th of the following fiscal year. In the event of the disqualification or permanent inability of the Chair to serve as the Chair during their term, the Vice-Chair shall assume the duties of the Chair for the remainder of that term and the Board of Directors shall elect a new Vice-Chair for the remainder of that term

Committee member Blatt’s rotation into the Chair role results in a vacancy to the Board Vice-Chair position. Based on the normal agency rotation, the County representative, currently held by Supervisor Candace Anderson, would rotate into the Vice-Chair position for the remainder of FY 2022-23. However, the Board has full discretion in appointing a new Vice-Chair.

**Recommendation**

It is recommended that the TRAFFIX Board appoint Supervisor Candace Anderson (County) as the Vice-Chair of the TRAFFIX Board of Directors for the remainder of FY 2022-23.