# 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 :

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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 Bratt called the meeting to order at 3:00 PM**
2. **Roll Call – Chair Bratt asked Kellie Fahey to conduct roll call:**

Director Laura Bratt (SRVUSD), Director Rachel Hurd (SRVUSD), Director Karen Stepper (Danville), Director Newell Arnerich (Danville), Gayle Israel (Representing Contra Costa County), Chris Weeks (San Ramon), Andy Dillard (Danville), Robert Sarmiento (Contra Costa County), Ilana Samuels (SRVUSD), Michael Conneran ( TRAFFIX Attorney), Henry Cooper (First Student), Kellie Fahey (Administrative Coordinator) and Diane Bast (Assistant Administrative Coordinator)

**Absent:** Director Dave Hudson (San Ramon)

1. **Public Comment – None Received**
2. **Order of the Agenda – No Changes**
3. **Consent Calendar**

Michael Conneran, TRAFFIX Legal counsel, reported to the Board of Directors that the resolution needs an adoption that next regular meeting will be held in person in light of assembly bill 361 emergency order is being suspended the first of March.

* 1. **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
	2. **Approve** the Summary of Actions from November 21, 2022 Meeting

Motion to approve by Director Arnerich, Second by Director Stepper

Roll Call to pass the motion:

Board Member: Arnerich, Hurd, Stepper, Bratt, Deputy Israel (representing Supervisor Candace Andersen)

Absent: Director Hudson

 Motion passes 5-0

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

Hope everyone had a wonderful Holiday Season and ready to launch into 2023 with an exceptional New Year. Today, I would like to introduce Diane Bast as the new TRAFFIX assistant. Diane lives is San Ramon and has one daughter that just graduated from San Diego State and pursing her teacher credential. Diane has worked at the City of San Ramon for five years and is very familiar with the governmental process. She is becoming familiar with the TRAFFIX program and already has been a tremendous help.

To date, 1282 passes sold. As a comparison there were 1226 passes sold at this point last January 2022. Since the last BOD mtg, 10 passes have been purchased. The MV buses continue to have extensive waitlist, SRH is full and Cal High has four spots available.

There are 44 parents that have not completed the second payment due. Diane is working diligently on contacting parents to submit payment.

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

Jumping into the operational side of TRAFFIX:

November and December ran smoothly with very few discipline issues (4 in total). Due to illness, there were several combined buses late December, which unfortunately created 8 parent complaints.

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

Henry Cooper from First Student thanked TRAFFIX for the support and nice Holiday lunch, as it was much appreciated. The months of November and December ran smoothly but TRAFFIX continues to experience a driver shortage. There were 13 drivers missing from the Program today. First Student is doing their best to recruit more drivers and make sure all the routes are covered to mitigate the impact on service. At the end of this month, there is a class of 10 drivers enrolled. However, there is a full complement of buses and they are all running fine.

Recently, First Student was able to fulfill two service requests. The first was a student requested to bring the service dog for the Blind in training onto the bus. The second was a student that needed to use his scooter to get to the bus stop. Hardware was installed under the bus to store the scooter properly. Both service requests were handled in a timely matter.

Chair Bratt asked if there was any public comment or questions from the Board.

Director Stepper asked Mr. Cooper if there was any incentives for the drivers if they maintain perfect attendance. Mr. Cooper commented that having this many driver callout is not the normal. Four of the drivers were off on leave of absence and the remaining out for various other reasons. Despite the drivers not getting paid Holiday pay if they do not work the day before and after the Holiday there was still an unusual amount of drivers out.

Chair Bratt asked Mr. Cooper if there were going to be any new protocols with the uptick in Covid. Mr. Cooper said that he and Ms. Fahey were working on a campaign of new signage for the buses. A sticker was printed and indicating if you are not feeling well masks were available.

Director Arnerich commented that the drivers seem to be a good positive group. Mr. Cooper noted that there is an attendance policy in place and discipline actions are taken on those drivers that are habitual call outs. There is a combination of reasons for driver callouts; sick, childcare issues, stalled cars etc. Layering these issues on top of drivers already out it makes matters worse.

*No public comment or further discussion.*

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

Ms. Fahey reported to the Board the she received the draft audit this morning from Maze. Now that the audit is received, an audit subcommittee can be scheduled. Director Arnerich and Chair Bratt will attend the audit subcommittee.

*No public comment or further discussion.*

* 1. **Approve** Technical Advisory Grouprecommendation for TJKM Consulting Group to develop and prepare a RFP/RFQ traffic congestion and school site circulation study

Andy Dillard updated the Board on the progress of the Level of Service RFP/RFQ that was brought to the Board in November for approval. The RFP/RFQ was out for approximately one month. In that time, questions were responded to via addendum #1. Proposals were due on 12/21/22, of which, TRAFFIX received one. On 1/9/23 following the Holiday break, staff had a lengthy interview with TJKM Consulting firm. The interview consisted of the consultant and the TRAFFIX TAG to go over an extensive list of questions. This enabled staff to get more details on the consultant’s proposal. At the end of the exercise, the TRAFFIX TAG convened and further discussed the proposal and agreed to move this for recommendation to hire TJKM to perform a study, which will take place through the spring into the summer for completion.

 The study will consist of four primary components:

 1. Collect data at 65 intersections and several roadway locations to determine the level of service analysis.

 2. Extensive school site analysis to look at egress/ingress of vehicles to measure the daily traffic. This will not be just TRAFFIX served schools but other school sites as well.

 3. Review current and past school enrollment to evaluate changes. Then, layer that on top of our routing/catchment areas on current enrollment to measure changes. This was similar to what was done on the initial study in 2007 when the first set of routes and schools were set.

4. TRAFFIX requested another alternative matrix from the consultant. The method came forward with a syntraffic model, which is a simulation tool that takes a greater look at public roadways. This will show how to measure the ingress/egress into school sites. This is another way to measure congestion in and around TRAFFIX school sites.

Pending approval of the contract with the consultant, TAG would like to proceed to enter into contract with TJKM Consulting and execute the agreement. The traffic counts would start early springtime, which is a critical path to this study, so they can move forward with the rest of the analysis.

The proposed cost for the study, the consultant came in just under $100,000 ($99,908) which was budgeted in the current TRAFFIX annual budget.

An extensive interview was held with the consultant. There was discussion regarding the previous TRAFFIX analysis performed by TJKM and how it needed to be improved. TAG felt that the new project manager was very capable and she had a lot of experience with good technical capabilities. TAG felt that TJKM was capable to deliver this project at this cost.

TAG would like to consider a contract with TJKM at the price point of $99,908 pending approval of the Directors. TAG will work with Legal Counsel to prepare and execute a professional service agreement, which will allow us to move forward with the consultant and study.

Director Hurd asked Mr. Dillard if the consultant would be looking at current and past enrollment, as there is a fresh new study that has enrollment projections. SRVUSD can provide this information if it can be worked into the analysis. Mr. Dillard answered yes. Commenting that this would be very relevant for possible route changes in the future.

*No public comment or further discussion.*

 Motion to approve by Director Newell, Second by Director Hurd

 Roll Call to pass the motion:

 Board Member: Arnerich, Hurd, Stepper, Bratt, Deputy Israel

 Absent: Director Hudson

 Motion passes 5-0

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

Ms. Fahey reminded the Board that the 700 forms are due on April 3, 2023.

* 1. **Receive Information** on Student with Service Dog

Chris Weeks updated the Board of Directors on the service dog that is currently riding MV18 Bus with a student while training for the Guide Dogs for the Blind. Christian De La Paz and his Mother Kristine, contacted TRAFFIX early in the fall requesting permission to bring a “dog in training” on the bus. Mr. Weeks advised the Board that a lot of research including legal advice, liability forms and insurance forms were completed. Additionally, a meeting between TRAFFIX, First Student and the De La Paz family was conducted to set up the expectations of the dog on the bus. At the end, it was determined that the First Student had to allow the dog on the bus legally. TAG went through a lengthy process to ensure the students and driver would be safe on the bus. Additionally, the ingress/egress of the dog loading the bus was clear and went smoothly. On January 12, 2023, Penrose (the dog) rode the bus for the first time. To date, Penrose has been a model-training dog without any deviations from his task. Penrose’s training will be completed in March. This now has set a precenedance for any training dogs going forward in the coming years. Once approved by Guide Dogs for the blind, we will post this information on Social Media.

Director Stepper asked if TRAFFIX would know who would be the recipient of the trained dog. Mr. Weeks answered that the dog now goes on to more extensive training and we do not know at this point, where Penrose will be placed.

Chair Bratt commented that this is a wonderful and touches on the idea of inclusion for the school district part of the strategic direction.

 *No public comment or further discussion.*

* 1. **Approve** discounted rate for second semester bus pass sales for available seats

Ms. Fahey asked the Board Members for consideration in offering a discounted bus pass fee for the second semester of the school year. The recommendation is to charge 60% of the regular rate (Elementary/MS $425 - $255 HS $475 - $285). This offer would be for any bus with available seating up to 54 students per bus. Ms. Fahey reports that there have been four inquiry calls since Jan 3 requesting a lower rate as the SY is half over. Immediately advertising the reduced rate could increase the ridership numbers and encourage students to keep riding the bus this upcoming year. Last year, seven students participated in the spring promotion that was offered that last eight weeks of school.

Director Arnerich commented that he liked the idea. This cannot be something that will be sold but can take a reservation. The ticket sales are for excess capacity for school year 2022/2023 at this point. Ms. Israel reported that this would be for this year only. Director Hurd also commented that this is a promotion and nothing permanent. All agreed.

Chair Bratt commented that this would provide an opportunity for parents who want to try the bus at a lower price. Students in the lower grades can be overwhelmed at the beginning of the school year and not ready to ride the bus. Now that half the school year is over, they may feel more comfortable.

Director Stepper asked how this discourages parents from only purchasing tickets in the second half of the year next year. She asked if it was for new students only. Director Hurd commented that this was a risk. Parents might rely on this and only purchase after January next year. However, as some point TRAFFIX needs to address low performance routes. This may be an opportunity for parents to support the bus program. It is hard to justify half-empty buses.

Ms. Fahey commented that this would be a 2022/2023 spring special in an attempt to fill empty seats on the bus for the remainder of the school year. Chair Bratt, agreed and commented that the focus is to fill the current available seats.

Mr. Weeks commented that as a point of clarification, does the low-income rate reduce as well. Ms. Fahey said yes it does.

*No public comment or further discussion.*

 Motion to approve by Director Hurd, Second by Director Stepper

 *Roll Call to pass the motion:*

 Board Member: Arnerich, Andersen, Stepper, Bratt, Deputy Israel

 Absent: Director Hudson

 Motion passes 5-0

* 1. **Approve** location for future Board of Director meetings

Ms. Fahey reported to the Board of Directors that effective March 1, 2023 the Board meetings will be held in person. Legal Counsel confirmed this information. As Chair Bratt represents the SRVSD, the meetings will be held at the School District Office.

*No public comment or further discussion.*

 Motion to approve by Director Stepper, Second by Director Hurd

 Roll Call to pass the motion:

 Board Member: Arnerich, Hurd, Stepper, Bratt, Deputy Israel

 Absent: Director Hudson

 Motion passes 5-0

* 1. **Appoint** new TRAFFIX Vice Chair for the Board of Directors

Robert Sarmiento requested verbal action for a new committee member. Director Bratt has moved from Vice Chair to Chair leaving the vacant seat for Vice Chair. As noted, in the staff report, the joint powers of attorney state the Board of Directors should elect a new Vice Chair for the remainder of 2022/2023 school year within the normal rotation. In which, this means the County would be next in line for Vice Chair. However, the Board has discretion in who will hold that seat.

 *No public comment or further discussion.*

 Motion to approve by Director Arnerich, Second by Director Hurd

 Roll Call to pass the motion:

 Board Member: Arnerich, Hurd, Stepper, Bratt, Deputy Israel

 Absent: Director Hudson

 Motion passes 5-0

 **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.

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Christina Franco, City Clerk, City of San Ramon