



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

**Meeting Agenda MONDAY January 22, 2023**

**3:00 PM**

**San Ramon Valley Unified 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@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 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 that is not already included in the agenda packet 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** the Summary of Actions from November 13, 2023 Meeting
  - b. Approve** the Summary of Actions from December 18, 2023 Special Meeting
- VI. Reports and Presentations**
  - a. Receive Update** prepared by Administrative Coordinator on Pass Sales, Operations, Marketing and Outreach
  - b. Receive** First Student Location Manager Report

**VII. Old Business**

- a. **Receive Update** on annual audit
- b. **Receive Update** on First Student contract renewal

**VIII. New Business**

- a. **Receive Update and Approval** on Mid-Year route review
- b. **Appoint** Kellie Fahey, Administrative Coordinator, as secretary of the Board of Directors

**Adjournment:** The next scheduled meeting is Monday, March 18, 2024 at 3:30pm at the San Ramon Valley Unified School District Office, 699 Old Orchard Drive, Danville, CA. The agenda will be posted 72 hours in advance of the noted meeting.

**CERTIFICATION**

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

*Ilana Israel Samuels*

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Ilana Israel Samuels, Director, Communications &  
Community Relations San Ramon Valley Unified  
School District



## **TRAFFIX BOARD OF DIRECTORS**

**Monday January 22, 2024**

### **Consent Calendar**

- A. Approve the Summary of Actions from the  
November 13, 2023 meeting and December 18, 2023  
Special Meeting**



## MEASURE J TRAFFIC CONGESTION RELIEF AGENCY BOARD OF DIRECTORS

Meeting Agenda MONDAY November 13, 2023

3:30 PM

San Ramon Valley Unified 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@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 before, and, as feasible, during the meeting.

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I. **Call to Order** – Chair Bratt call the meeting to order at 3:32 pm.

II. **Roll Call** – Chair Bratt asked Kellie Fahey to conduct roll call.

**Present:** Director Laura Bratt (SRVUSD), Supervisor Candace Andersen (CCTA), Director Karen Stepper (Danville), Director Scott Perkins ((San Ramon), Chris Weeks (San Ramon), Andy Dillard (Danville), Adam Cleary (Danville), Robert Sarmiento (Contra Costa County), Matt Sanchez (SRVUSD), Michael Conneran (TRAFFIX attorney), Kellie Fahey (Administrative Coordinator) **Absent:** Director Rubio.

III. **Public Comment** - None

IV. **Order of the Agenda** – No Changes

V. **Consent Calendar**

- a. **Approve** the Summary of Actions from September 18, 2023 meeting.  
Motion to approve by Director Andersen, Second Director Perkins  
Motion passes 4-0

## VI. Reports and Presentations

### a. **Receive Update** prepared by Administrative Coordinator on Pass Sales, Operations, Marketing and Outreach

Ms. Fahey reported on pass sales, operations, marketing, and outreach. To date, 1290 passes have been purchased. Monte Vista is sold out with extensive waitlists on all routes. San Ramon Valley High School has eight spots available, and Cal High has five spots available. The final pass sales number last year was 1281. Since the last meeting on September 18, 2023, 22 new passes have been sold. With the help of the LOS enrollment maps, each TRAFFIX route is being analyzed to determine where adjustments can be made to improve efficiency.

There have been eight new District waiver passes issued since the last meeting. Of these waivers issued, seven are for new riders and one is for an existing rider.

Five refunds were issued in total in September and October.

Unity Day and Bus Safety week were on the same week in mid-October. The drivers wore their new Unity baseball hats and students received rubber bracelets promoting bus safety week.

There were ten incidents reported since the beginning of September. The violations included:

- Getting rowdy & disruptive on the bus

- Changing seats while in motion

- Listening to music loudly even after being told to turn it down.

On September 29, it was reported by a parent that three students were playing with a spark generating device while riding the bus on the way home from school. The students threatened to light the bus on fire. Additionally, they were threatening younger students on the bus.

After careful review of the video provided by First Student, there were three students utilizing a spark ignitor, which they used to create sparks on the bus. After discussions with the principal, it was determined that the three students involved would be suspended from the bus until after the Thanksgiving Holiday.

On October 17, the next incident involved a balloon, child, and driver. A student was playing with an inflated balloon on a TRAFFIX bus. The driver asked the student to put it away. The child did not stop playing with the balloon. The driver then walked back to the child to tell him to put the balloon away so the bus could depart. The child hit the balloon into the air and the driver hit it out of his way. Subsequently, the balloon went out the window. The parents were very upset, sent an email demanding that there be an investigation. Based on the student report to his parents, the driver yelled at the students and hit the balloon out of the window. The parents also reported they have heard stories of the driver yelling at the students throughout the school year.

Based on the parents' email the driver was immediately put on administrative leave

while the situation was investigated. The driver was counseled and disciplined regarding his handling of the incident.

A Zoom meeting occurred on October 23 between Henry, the parents and TRAFFIX administration. The parents were informed that normally in these incidents video would be reviewed. However, the video was not available on that day.

The reason the bus camera was not working that day was due to this bus being recently involved in the earlier described spark ignitor incident. At that time, the video was extracted from the camera, and the recording device was re-inserted but was not hooked up correctly. As a result, there was no video recorded for a week during which time the balloon incident took place. An offer was made to the parents by TRAFFIX that we would issue full refunds if they were not happy with the TRAFFIX service.

TRAFFIX received a second email from the parents, demanding that TRAFFIX hire a third party to look closer into the situation.

At this point we felt that the Legal Counsel should get involved in responding to the parents' email. Legal Counsel updated the Board of Directors the same day on November 3, 2023, that a letter was sent to the parents.

Michael Conneran (Legal Counsel) reported that the primary focus for the parents was to have the driver reassigned. However, after speaking to Henry Cooper from First Student, this was not an option as the driver is on a union contract and had bid for their route. Moving a driver to a new different route would disrupt the entire order of how the union operates with route assignments. Director Andersen asked if it was appropriate to have the driver meet with the student to discuss and repair the relationship. Director Hurd requested that the driver and family have a restorative justice meeting. Ilana Samuels will explore a restorative justice meeting within the district. Director Bratt mentioned that the goal of this situation is to make sure the student is comfortable riding the bus again. Ms. Fahey will contact the principal to discuss the situation and make plans to schedule a meeting.

On October 23, 2023, TRAFFIX received a call from a parent to report vicious dogs in the Magee Ranch neighborhood. (LC9/GV9) The bus stop of Sunhaven & Magee Ranch Rd is located approximately 20 feet from the dog's house. There were two attacks by the dogs in May of 2023 and another attack the night before her call (Oct 22, 2023). A man was taking out his garbage and was attacked by two dogs. Based on the knowledge that the GV9 & LC9 bus stop was 20 feet from the house where the dogs lived, a thorough investigation into moving the stop occurred. Based on that investigation, it was determined it wasn't possible to relocate the stop and the stop was deactivated until further notice. Communication was sent to all parents of the two routes using the stop regarding the deactivation. Parents were advised to drive their students to the next closest stop at Magee Ranch Rd/Windover. TRAFFIX was advised that the dogs were impounded for ten days on October 27, 2023. Parents were advised that TRAFFIX will not be given any further information. Further information would only be given to victims of the dog attack.

On Thursday, November 9, 2023, TRAFFIX received an email from the parent that had reported the dogs. She was in contact with the latest victim. The dogs had been returned to their owners and designated as "Potentially dangerous" animals.

There were three attacks in total, but two attacks were on the same day, therefore, considered one by Animal Control. Upon the release of the dogs back to their owners there was an extensive list of requirements that must be followed by the owners.

Ms. Fahey asked the Board if the bus stop should be reactivated.

The Board advised keeping the bus stop deactivated until further notice.

Posters are being created to have a continual presence on the bus. The poster holders are located to the left of the stairs at eye level for the students to see as they enter the bus. The first poster was about Safety rules and the next will be reminders to wear seatbelts. Going forward the posters will be for Holidays, driver appreciation, schedule changes and various points of interest.

On November 4, 2023, TRAFFIX participated in the City of San Ramon Light Parade. Approximately, 5000 spectators attended the event, 50 floats and 1400 walkers from different groups. The TRAFFIX bus won 2<sup>nd</sup> place (honorable mention) in the best lit float/vehicle.

Each TRAFFIX school will receive yellow frosted donuts for their entire staff from TRAFFIX. This is an effort to show appreciation of the school's partnership.

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

Mr. Cooper reported that the school year is running along smoothly with occasional operational hiccups. Full complement of drivers. Currently, in process of filling the last two driver vacancies.

Director Arnerich requested information if CHP was keeping up on the responsibilities. Mr. Cooper responded that the Concord/ Martinez CHP office and First Student have a good relationship. CHP is very responsive to requests for written and driven tests.

Mr. Cooper stated that First Student has its own training facility with five state certified trainers.

Director Perkins asked what the typical turnover is for drivers. Mr. Cooper answered that there has not been significant turnover for drivers. This school year First Student has only lost one driver.

Mr. Cooper reported that the Bus Evacuation drills went well.

## VII. **Old Business**

a. **Review** Milestone Calendar

Director Perkins requested that the FPPC filing should be moved to April. Also, conflict of interest filing is stated to be completed in July.

Legal Counsel, Michael Conneran, stated that all policies are compliant.

**b. Review and Approve Meeting Calendar through May 2024**

Ms. Fahey reported that the meeting calendar is not on schedule. In May, a new calendar for the entire year will be requested to be approved by the Board.

Motion to approve by Director Andersen, Second Director Stepper

Motion passes 5-0

**c. Receive Verbal Update Level of Service Analysis**

Chris Weeks updated the Board on the status of the Level of Service Analysis. TAG provided additional changes and requests/comments from the Board to TJKM through Sharepoint. Adjustments were completed to clarify student population maps with color-coded age groups. Additionally, working with San Ramon GIS and incorporating into the TRAFFIX maps data file. Would like TJKM to incorporate an environmental metric and analysis of traffic reduction impacts.

Director Arnerich stated there are 1 to 1.5 million car trips reduced from the roads due to TRAFFIX. Will this be incorporated into the study? Mr. Dillard responded that TJKM utilized the 2013 study methodology.

Mr. Weeks reported that the TJKM will utilize the additional \$5000 to cover the changes and attend the Board meeting to present the study.

A special meeting was proposed for December 18, 2023, at 3:30pm for TJKM to present the updated study. At the January 18, 2024, Board meeting the level of service analysis will be up for approval.

**VIII. Appoint** a subcommittee for the annual audit

Ms. Fahey reported that the audit documentation compilation will be underway soon. She recommended that an audit subcommittee be formed. The audit subcommittee will include Directors Arnerich and Perkins.

**Adjournment:** The next scheduled meeting is Monday, January 22, 2024, at 3:00pm at the San Ramon Valley Unified School District Office, 699 Old Orchard Drive, Danville, CA. The agenda will be posted 72 hours in advance of the noted meeting.



**CERTIFICATION**

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Ilana Israel Samuels, Director, Communications &  
Community Relations San Ramon Valley Unified  
School District





## MEASURE J TRAFFIC CONGESTION RELIEF AGENCY BOARD OF DIRECTORS

Special Meeting Agenda MONDAY December 18, 2023

4:00 – 5:00 PM

San Ramon Valley Unified School District Office  
699 Old Orchard Drive  
Danville, CA 94526

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- I. **Call to Order** – Chair Bratt called the meeting to order at 3:34 pm.
- II. **Roll Call** – Chair Bratt asked Kellie Fahey to conduct roll call.  
Present: Director Laura Bratt (SRVUSD), Supervisor Candace Andersen (CCTA), Director Rachel Hurd (SRVUSD), Director Karen Stepper (Danville), Director Newell Arnerich (Danville), Chris Weeks (San Ramon), Andy Dillard (Danville), Adam Cleary (Danville), Robert Sarmiento (Contra Costa County), Michael Conneran (TRAFFIX attorney), Kellie Fahey (Administrative Coordinator)  
**Absent:** Director Rubio
- III. **Public Comment** - None
- IV. **Order of the Agenda** – No changes to the agenda

**V. Consent Calendar – Nothing to Approve**

**VI. Reports and Presentations**

**a. Receive Presentation on School Traffic Congestion Analysis (TJKM Consultants)**

Senior Transportation Engineer Anna Vickroy, from TJKM presented the final draft of the Level of Service Analysis.

The primary goal of the analysis is the reduction of traffic congestion. Three main areas were studied.

1. Traffic Congestion – This process was performed through a quantitative process by determining the average intersection traffic congestion.
2. School Site Circulation – Based on physically observing the traffic circulation at the morning drop-off and afternoon pickup.
3. Outline existing bus service and identify potential bus service improvements, using area maps with student residence and enrollment projections.

Sixty-Five intersections were observed between the thirty-three schools within the San Ramon Valley School District. The observations were made March – April of 2023 on typical non-rain school days.

Director Arnerich asked what methodology was used to measure the LOS of each intersection and were the bell times taken into account. The answer to this question was that the data was collected during “peak-of-the-peak” two-hour window of morning and afternoon drop off and pickup based on bell schedule times.

Many factors were observed and noted during school site circulation and congestion observation:

- Length and duration of queue in driveway
- Friction of pedestrian vs. vehicle crossover
- Passenger drop-off procedures
- Quality of driver behavior and rules followed

Future enrollment estimates were based on historic, as well as, current and projected enrollment trends. This was based on a five year period from 2022 – 2028.

The three schools where the highest levels of congestion at drop-off and pickup were observed :Cal High School, Coyote Creek Elementary and Dougherty Valley High School.

Summary and Suggestions\*\*

1. Maintain bus service to the schools that currently are being served by TRAFFIX.
2. Consider expanding bus service/routes at the following schools:
  - Coyote Creek Elementary
  - Pine Valley Middle School
  - California High School
  - Monte Vista High School
3. Implement new bus routes to the following school (ranked in order):
  - Gale Ranch Middle School
  - Golden View Elementary
  - Rancho Romero
  - Dougherty High School
  - Sycamore Valley Elementary
  - Iron Horse Middle School
  - Windemere Ranch Middle School

\*\*Note: This study and its recommendations are not a financially constrained.

**V11. New Business**

**a. Receive Update** on First Student Contract Extension

Upon the direction of the Board of Directors, this item will be discussed in a separate Ad Hoc Committee meeting. The committee will consist of TAG and Directors Bratt, Arnerich and Perkins.

**Adjournment:** The next scheduled meeting will be Monday, January 22, 2024 at 3:00pm at the San Ramon Valley Unified School District Office, 699 Old Orchard Drive, Danville, CA. The agenda will be posted 72 hours in advance of the noted meeting.

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Ilana Israel Samuels, Director, Communications &  
Community Relations San Ramon Valley Unified  
School District





## TRAFFIX BOARD OF DIRECTORS

Monday January 22, 2024

### VI. Reports and Presentation

**A. Receive Update** prepared by Administrative Coordinator on Pass Sales, Operations, Marketing and Outreach

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









## **TRAFFIX BOARD OF DIRECTORS**

**Monday January 22, 2024**

### **Old Business**

**A. Receive Update** on Annual Audit

**B. Receive Update** on First Student contract renewal



**TRAFFIX BOARD OF DIRECTORS  
Monday January 22, 2024**

**VIII. New Business**

**A. Receive Update and Approval on mid-year route review**

**B. Appoint Kellie Fahey, Administrative Coordinator, as Secretary of the Board of Directors**



DATE: January 22, 2024  
TO: TRAFFIX BOARD OF DIRECTORS  
FROM: Kellie Fahey, TRAFFIX Administrative Coordinator  
SUBJECT: Item VIII A. – Mid Year route review

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## **BACKGROUND**

The mid-year TRAFFIX route review takes place mid-December and mid-July every year. The purpose is to review all existing bus stops and route based on student ridership and make minor adjustments, if needed. TAG and First Student cooperate on this school by school, review.

## **DISCUSSION**

Based on the analysis of existing TRAFFIX routes, utilizing data provided from the Level of Service study, several route changes and bus reallocations of have been proposed. The proposed changes do not eliminate any of the current routes.

The first change is to combine two buses servicing Country Club Elementary into one bus (CC14 and CC15). The tiering of CC14 (Pine Valley PV14) will remain the same. The new route (formerly CC14) will be moved to Coyote Creek. This route will cover the Gale Ranch neighborhood. As it is closer to Pine Valley Middle School than the other two routes currently servicing Coyote Creek, time will not be a factor. The added bus to Coyote Creek is pending final approval based on parking availability for the bus in the afternoon.

The second change is the merging of Green Valley Elementary (GV8/GV9) and Los Cerros Middle School (LC8/LC9) into one bus. This route services the Magee Ranch neighborhood. LC9 currently services the Diablo neighborhood, however, this area was reassigned to another bus (LC5). The LC5 route was blended into two existing routes LC1 and LC2.

The third change is adding a bus to Cal High. The route would travel east on Crow Canyon up to Golden View Elementary. As it proceeds up Crow Canyon, the bus will have three stops as it loops through Country Brook neighborhood. It will proceed back to Crow Canyon and stop at the Cobblestone Condominium complex, and then to Canyon Crest. (which is very close to Golden View Elementary). Then the bus will go west on Crow Canyon, turn left on Alcosta where it will make two more stops. It would stop at Woodland Dr. @ Alcosta (across from Iron Horse middle school) proceed to Bollinger Canyon (Central Park), loop through Summerwood neighborhood and back to Cal High. All of these neighborhoods, per the LOS study, are home to large amounts of high school students The addition of an additional Cal High bus would relieve the significant congestion identified in the LOS Study findings at Golden View Elementary and

Iron Horse Middle School. Both Schools are identified on the top five most congested schools in the district.

There are four other minor changes created to increase efficiency and route expansion.

PV11: Move a stop Tareyton@ Yarmouth to PV13

PV13: Add stop at Liros Ct.

LC6: Add 2 stops: Stone Valley @ Bryan

Emmons Canyon @ Country Oak

GV6: Add stops: Verde Mesa @ Pulido

Pulido @ Cameo

Montana @ Cameo

## **RECOMMENDATION**

TAG requests approval from the Board of Directors for the first three proposed changes outlined in the discussion area of the staff report. The changes proposed are based on an in-depth analysis of existing TRAFFIX routes utilizing the data provided from the Level of Service study. The remaining four minor changes are operational in nature and do not require board approval. TAG requests approval from the BOD for three of the most significant adjustments. The Board of Directors has the discretion to approve all or some of the proposed mid-year route changes.



DATE: January 22, 2024  
TO: TRAFFIX Board of Directors  
FROM: Legal Counsel  
SUBJECT: **ITEM VII. A. – Appoint Program Manager Kellie Fahey as Board Secretary**

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### **Background**

Under the Joint Exercise of Powers Agreement (JEPA) that created TRAFFIX, the Board of Directors is authorized to appoint the Program Manager to serve as Secretary to the Board. To date, the Board has not appointed Kellie Fahey as Board Secretary.

### **Recommendation**

It is recommended that the Board appoint Program Manager Kellie Fahey as Secretary of the Board.

RESOLUTION NO. 2024-01

MEASURE J TRAFFIC CONGESTION RELIEF AGENCY DBA TRAFFIX

COUNTY OF CONTRA COSTA  
STATE OF CALIFORNIA

**APPOINTING PROGRAM MANAGER KELLIE FAHEY  
AS SECRETARY TO THE BOARD OF DIRECTORS**

**WHEREAS**, the Measure J Traffic Congestion Relief Agency dba TRAFFIX was created by the adoption of a Joint Exercise of Powers Agreement; and

**WHEREAS**, the Joint Exercise of Powers Agreement provides that the Board of Directors may appoint the Program Manager as the Secretary to the Board of Directors.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the Measure J Traffic Congestion Relief Agency dba TRAFFIX hereby appoints Program Manager Kellie Fahey as Secretary to the Board of Directors.

**PASSED AND ADOPTED** this 22nd day of January, 2024, by the following votes:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Laura Bratt  
Chair, Board of Directors  
Measure J Congestion Relief Agency