



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Meeting Agenda

MONDAY May 22, 2023

3:30 PM

**San Ramon Valley 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. 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. Approve the Summary of Actions from March 20, 2023 and April 10, 2023 Meeting Notes**

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 updated roster**
- B. Receive Update on Level of Service Analysis conducted by TJKM Consulting Group**
- C. Receive Update on program of unduplicated student passes purchased by SRVUSD**

VIII. New Business

- A. Discuss TRAFFIX participation in the Danville 4th of July parade**
- B. Review and Approve Customer Service Survey for the 2022/23 school year**
- C. Elect TRAFFIX Chair and Vice Chair for the 2023/24 School Year**
- D. Review and Approve contract with MAZE auditing**
- E. Review and Approve contract with JJACPA Accounting firm**
- F. Review and Approve SRVUSD MOU renewal**
- G. Review and Approve how to add a permanent part time assistant to the TRAFFIX Program**
- H. Review and Approve TRAFFIX Financial Plan for FY 2023/24**

Adjournment: The next scheduled meeting is Monday, July 17, 2023 at 3:00 PM at the San Ramon Valley School District office.

CERTIFICATION

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

Ilana Israel Samuels

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



TRAFFIX BOARD OF DIRECTORS

Monday, May 22, 2023

V. Consent Calendar

B. Approve the Summary of Actions from the
March 20, 2023 & April 10, 2023 Meetings



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Meeting Agenda

MONDAY March 20, 2023

3:30 PM - IN PERSON

San Ramon Valley 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.

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 – Chair Bratt called the meeting to order at 3:40 PM.

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

Present: Director Laura Bratt (SRVUSD), Director Rachel Hurd (SRVUSD), Director Karen Stepper (Danville), Director Newell Arnerich (Danville), Director Marisol Rubio (San Ramon), Chris Weeks (San Ramon), Andy Dillard (Danville), Adam Cleary (Danville), Ilana Samuels (SRVUSD), Robert Sarmiento (Contra Costa County), Michael Conneran (TRAFFIX attorney), Kellie Fahey (Administrative Coordinator)

Absent: Director Hudson and Supervisor Andersen

III. Public Comment - None

IV. Order of the Agenda – No Changes

V. Consent Calendar

A. Adopt a Resolution of the Board of Directors of the Measure J Traffic Congestion Relief Agency declaring that meetings will be held in person

B. Approve the Summary of Actions from January 17, 2023 Meeting

No public comment.

Motion to approve by Director Stepper, second by Director Hurd

Motion passes 4-0

VI. Reports and Presentations

A. Receive Update from Administrative Coordinator on Pass Sales, Marketing and Outreach.

Ms. Fahey reported that 1296 bus pass have been sold to date. This compares to 1237 at this time last year. So far, 21 passes have been sold at the Spring Promotion reduced rate. Monte Vista continues to have waitlists on all buses, SRVH is completely full and Cal High has 5 passes available. In January and February 23 replacement passes were requested and processed.

The Spring Promotion has been promoted heavily through the website, Constant Contact and shared with all elementary and middle schools through the school newsletters. Additionally, Ilana Israel Samuels provided the information to all Principals in the Principal reports. A second Constant Contact was sent out last week as a reminder to parents to spread the news.

Ms. Fahey, reported that there has been significant outreach to elementary and middle schools. Several PTA presidents have contacted TRAFFIX and connections were made for invites for TRAFFIX to present at PTA meetings and school events. So far, 4 PTA meetings are on the calendar and 2 events are scheduled. Additionally, TRAFFIX has been in contact with elementary auction committees at 5 out of the 6 TRAFFIX served elementary schools. These 5 were provided with baskets for their annual fundraisers. The auction basket contains a free bus pass along with swag that is branded with TRAFFIX logos.

The bus pass design contest will begin next week with a deadline for submission on May 6. This was promoted through Constant Contact, the school district, website and school newsletters.

B.1. Receive TRAFFIX Administrative Coordinator Report

Ms. Fahey reported that there were three incidents in January/February and 1 in March. The March incident was the most significant which resulted in suspension of 3 students from the bus. A student had been bullied for several months before informing their parents. Video of the bullying was downloaded for review and the parents were contacted and brought up to speed. The students were suspended from the bus for 5 days and the principal of the school instituted their own additional punishment.

New pass sales for 2023/2024 will be available the week of April 24. A bus pass purchase schedule will be posted on the website by the end of this week. Additionally, any passes available will be heavily marketed.

The new bell schedules were released by the school district. First Student will have the bus schedules to TRAFFIX by the end of April. Once school ends, the new schedules will be uploaded to the website.

The Town of Danville reported that there will be construction on Diablo road from March 23 through April 13. This construction is to repair a damaged culvert which needs to be replaced immediately. The road will be closed between the two entrances to the Diablo neighborhood. (Alameda Diablo thru Avenida Nueva). The Diablo community will allow only TRAFFIX buses to utilize their roadways during construction. The cut through will be closed to all nonresidents. The road closure information has been sent out to all TRAFFIX families via Constant Contact, school newsletters, and the website. Only one route GV5 afternoon route will need to be adjusted. At this time, TRAFFIX will not change the schedules unless after a few days, we find it necessary due to late buses.

Public Comment from Patrick Mullikin. Mr. Mullikan asked the Board about the process of adding a school to the TRAFFIX Program. Director Arnerich explained the main purpose of the program is to relieve traffic. It is primarily funded by Measure J funds. The schools selected to receive TRAFFIX bus service are the schools with the worst traffic measured at select intersections identified as needing mitigation.

B. Receive First Student Location Manager Report

First Student could not attend the meeting therefore, Ms. Fahey presented their report.

The months of January and February ran smoothly with the expected normal hiccups. TRAFFIX is still experiencing a driver shortage. Currently, 3 people graduated from the last driver training class. They are currently in the hands-on

portion of their training. As always, First Student is doing their best to recruit more drivers and make sure all routes are covered.

First Student has noted an uptick in pass sharing and some vandalism on the buses (including eating on the bus and used chewing gum stuck on the seats and on the outside of the bus). The drivers are trying their best to be vigilant, and catch students that are perpetrating the vandalism.

On Wednesday, March 15, a bus had mechanical issues at Pine Valley MS and would not start. Two other buses circled back after their routes and picked up the students from the disabled vehicle. These students experienced a 15-minute delay. The School and parents were notified of the delay. A mechanic drove to the school site, changed out a malfunctioning part and it was driven back to the yard.

VII. Old Business

A. Receive and Accept the FY22 TRAFFIX Audit

Ms. Fahey reported to the Board that the audit subcommittee met on January 30 at 11:00am, which included Board members Laura Bratt, Newell Arnerich and the auditor from MAZE, David Alvey. Ms. Crockett from MAZE attended the meeting and reported that the audit was rated at the highest level with nothing to report.

No public comment.

Motion to approve by Director Hurd, Second by Director Stepper

Motion passes 5-0

B. Receive Update on Level of Service Analysis conducted by TJKM Consulting Group

TJKM consulting Project Manager could not attend the meeting. Kellie Fahey will report for TJKM.

- All the traffic counts for the LOS analysis (Task A) and the SimTraffic analysis (Task D) has been collected, although there may need to be some recounts once all the data is reviewed.
- The LOS and SimTraffic model in Synchro is about 70% built-out (which includes all the variable inputs, such as roadway geometry, signal timing etc).
- On track to deliver LOS results on schedule by the end of April.

- The On-Site School Observations (Task B) is 30% complete and on track for completion by end of April depending on weather.
- Information has been received from the School District to assist with the Enrollment Comparison and Route Catchment Map (Task C). Work on this component will begin this week.

Overall, the project is progressing on schedule despite the challenges with the weather.

VIII. New Business

- A. Receive and Approve** a recommendation of the TRAFFIX Technical Advisory Group (TAG), with the direction of TRAFFIX Legal Counsel to amend the Rules of the Board to eliminate the CAC.

Michael Conneran, TRAFFIX Legal Council, requested that the Board eliminate the official Citizen Advisory Committee due to strong feedback from members that do not want to meet in person and would rather continue to meet online. Continuing as a remote committee would encourage more participation. Currently there are 3 members of the CAC.

No public comment.

Motion to approve by Director Arnerich, Second by Director Hurd

Motion passes 5-0

- B. Adopt** a Resolution of the Board of Directors of the Measure J Traffic Congestion Relief Agency for the TRAFFIX Bus Pass Rate Schedule for the 2023-2024 School Year

Andy Dillard recommended that pass fares for 23/24 school year remain the same as 22/23. The fare for high school is \$475 and middle/ elementary schools is \$425 annually. Since covid, pass sales are starting to recover. Based on analysis, it was determined that TRAFFIX will continue to maintain a 40% reserve. Measure J revenues have been better than expected through covid. This has kept the bus rates low by keeping pass rates the same.

No public comment

Motion to approve by Director Arnerich, Second by Director Hurd

Motion passes 5-0

C. Review and Approve the Mid Year Budget

Ms. Fahey provided the Board with a mid-year 22/23, financial update for TRAFFIX. The mid-year numbers reflect totals as of January 30, 2023. There are two items that need to be discussed. The first item is revenue. There is a decrease in Parent contributions due to lower than expected ridership.

Second item to discuss is expenses. The TRAFFIX Administrative coordinator received an annual increase from the City of San Ramon of 5%. This is an additional expense of \$8,950. (This includes benefits and the 15% surcharge added by San Ramon for processing)

The original ridership estimate for fiscal year 2022/2023 was 1600 students. Currently there are 1296 student riders. The bus pass sales goal for next year is 1400 students.

No public comment.

Motion to approve by Director Arnerich, Second by Director Stepper

Motion passes 5-0

D. Review and Approve TRAFFIX Meeting Schedule for 2023/2024

Ms. Fahey provided an update to the TRAFFIX Meeting Schedule through January of 2024.

No public comment.

Motion to approve by Director Stepper, Second by Director Arnerich

Motion passes 5-0

E. Review and Approve Marketing & Outreach plan for 23/24

Ms. Fahey provided the marketing and outreach plan for the 23/24 school year. The main objective is to increase ridership particularly in the elementary schools and middle schools that have a history of lower ridership. Additionally, we would like to position TRAFFIX as a trusted community asset. Outreach and school/parent communication will be key to building trust and increasing ridership.

This is outlined in the marketing plan and is being acted on with extensive outreach to the TRAFFIX served schools. Banners, PTA mtgs, bus pass design contest, community and school event attendance, school posters and constant contact email outreach will help us meet these goals.

Additionally, continuation of the annual traditions of celebrating Unity Day, School Bus Safety week and Bus Driver appreciation weeks.

The continuation and building up of the Citizens Advisory Committee, now known as the Citizens Advisory Group is also key to maintain a channel of communication within the parents.

TAG recommends leaving the marketing budget at \$12,990 as it was in 22/23.

Director Arnerich recommended that the TRAFFIX bus be in the Danville 4th of July parade. Ms. Fahey will look into it.

No public comment.

Motion to approve by Director Arnerich, Second by Director Rubio

Motion passes 5-0

F. Receive Update on SRVUSD Bell Schedule for 2023/2024

Ilana Israel Samuels reported to the Board that the bell schedules for elementary and middle school are changed for the 223/24 school year. TRAFFIX served elementary schools will begin at 8:00am and middle schools at 8:45am. High school schedules will remain relatively the same.

Adjournment: The next scheduled meeting is Monday, May 22, 2023 at 3:30 PM at the San Ramon Valley School District office.

CERTIFICATION

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

Cathy McSweeney, Communication/Admin Support Specialist, San Ramon Valley School District



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Monday April 10, 2023

4:00 PM - IN PERSON

**San Ramon Valley 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. 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 – Chair Bratt called the meeting to order at 4:00pm.

II. Roll Call – Kellie Fahey conducted roll call:

Chair Laura Bratt (SRVUSD), Director Rachel Hurd (SRVUSD), Director Karen Stepper (Danville), Director Marisol Rubio (San Ramon), Gayle Israel (Representing Contra Costa County), Andy Dillard (Danville), Adam Cleary (Danville), Chris Weeks (San Ramon), Robert Sarmiento (Contra Costa County), Ilana Israel Samuels (SRVUSD), Michael Conneran (TRAFFIX attorney), Stella Kemp (SRVUSD), Kellie Fahey (TRAFFIX Admin Coordinator)

Absent: Director Hudson, Supervisor Andersen and Director Arnerich

III. Public Comment - None

IV. Order of the Agenda – No Changes

V. New Business

A. Review and Approve the reservation of bus passes for students eligible under SRVUSD's Transportation Reimbursement Plan.

Ilana Israel Samuels and Stella Kemp reported that the school district and TAG developed a process for identifying and communicating plans for bus passes under the approved Transportation Reimbursement Program for TRAFFIX for the 23/24 school

year to be paid by the district for "unduplicated students" in the 23/24 school year. TAG has recommended that the Board approve a plan to reserve 69 TRAFFIX bus passes for eligible families who have submitted the request form in advance of the opening of the spring 2023-2024 pass sales period.

Motion to approve by Director Gayle Israel, Second Director Karen Stepper
Motion passes 5-0

V1. Adjournment: The next scheduled meeting is Monday, May 22, 2023 at 3:30 PM at the San Ramon Valley School District office.

CERTIFICATION

I hereby certify that the foregoing agenda was posted at the San Ramon Valley School District Office, 699 Old Orchard Drive, Danville, CA 24 hours in advance of the noted meeting.

Ilana Israel Samuels

Ilana Israel Samuels, SRVUSD Communications & Community Relations Community



TRAFFIX BOARD OF DIRECTORS

Monday, May 22, 2023

VI. Reports and Presentations

- A. Receive Update** from Administrative Coordinator on Pass Sales, Marketing and Outreach and Operations

- B. Receive Update** on from Administrative Coordinator on TRAFFIX Operations

- C. Receive** First Student Location Manager Report

Monthly Activity Report (2022-2023)
Through April 2023



Month	2022-2023 TRAFFIX Pass Sales & Marketing				2022-2023 TRAFFIX Operations			
	2022-2023 Passes Sold	2022-2023 Refunds	2022-2023 Replacement Passes	Marketing Special Promotion	Customer Concerns (Customer-reported)	Student Conduct (Customer-reported)	Number of Emails	Number of Phone Calls
Prior to end of FY	863	-	-17		-	-	-	-
June 2022	74	34	27	0	-	-	-	-
July 2022	24	10	17	0	-	-	127	68
August 2022	270	39	15	0	246	4	365	325
September 2022	20	5	21	0	8	2	43	64
October 2022	34	0	17	0	2	5	56	72
November 2022	8	7	8	0	2	2	51	34
December 2022	2	3	4	0	6	2	36	24
January 2023	4	0	6	0	0	1	58	34
February 2023	12	1	17	1	0	2	37	29
March 2023	13	0	8	1	2	5	87	53
April 2023	1	0	4	1	1	0	232	92
May 2023								
June 2023								
March 2022								
April 2022								
May 2022								
June 2022								
Systemwide	1,231	99	127	3	267	23	1,092	795

*Net sales

Month	First Student									
	Number of Operating Days	Number of Runs	Events with NO Liquidated 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	
June 2022	0	0	0	0	0	0	0	0	0	
July 2022	0	0	0	0	0	0	0	0	0	
August 2022	16	1248	5	0	0	6	0	4	0	
September 2022	19	1482	2	0	0	12	0	4	0	
October 2022	21	1638	1	0	0	18	1	4	0	
November 2022	15	1170	0	0	0	12	0	1	0	
December 2022	16	1248	0	0	0	1	0	3	0	
January 2023	15	1170	0	0	0	2	0	1	0	

8. Ellie Cabrales, Grade 3 – Neil Armstrong Elementary

Ellie is a 3rd grade student at Neil Armstrong Elementary School. She has been riding the bus since 2nd grade. Her favorite bus driver is Ms. Channen. Ellie loves riding the bus to and from school. She enjoys meeting other students from different grades. Traffix is a safe way to get to school and a great way to make new friends.





TRAFFIX BOARD OF DIRECTORS

Monday May 22, 2023

VII. Old Business

A. Receive Updated Roster

B. Receive Update on Level of Service Analysis conducted by TJKM Consulting Group

C. Receive Update on program of unduplicated student passes purchased by SRVUSD



CONTACT INFORMATION/ROSTER
For Internal Distribution Only

BOARD OF DIRECTORS UPDATED 5/17/23 FOR THE TERM BEGINNING ON 7/1/2023 AND ENDING ON 06/30/2024 BOARD CHAIR: LAURA BRATT, SRVUSD BOARD OF EDUCATION BOARD VICE CHAIR: CANDACE ANDERSEN, CONTRA COSTA DIST 2 SUPERVISOR			
Name	PHONE	E-MAIL	ADDRESS
Laura Bratt (CHAIR) SRVUSD Board of Education	(415) 412-4982	lbratt@srvusd.net	699 Old Orchard Drive Danville, CA 94526
Candace Andersen (VICE CHAIR) Contra Costa District 2 Supervisor	(925) 957-8860	candace.andersen@bos.cccounty.us	309 Diablo Road Danville, CA 94526
Newell Arnerich Danville Town Council	(510) 366-0716	arnerich@danville.ca.gov	500 La Gonda Way Danville, CA 94526
Dave Hudson San Ramon City Council	(925) 570-0106	dhudson@sanramon.ca.gov	7000 Bollinger Canyon Rd. San Ramon, CA 94583
Rachel Hurd SRVUSD Board of Education	(925) 819-0351	rhurd@srvusd.net	699 Old Orchard Road Danville, CA 94526
Karen Stepper Danville Town Council	(925) 314-3378	kstepper@danville.ca.gov	500 La Gonda Way Danville, CA 94526
Marisol Rubio San Ramon City Council	(925) 964-5946	mrubio@sanramon.ca.gov	7000 Bollinger Canyon Rd. San Ramon, CA 94583
Alternates			
Ken Carlson (alternate) Contra Costa District 4 Supervisor	(925) 655-2350	ken.carlson@bos.cccounty.us	309 Diablo Road Danville, CA 94526
Gayle Israel Contra Costa District 2 Supervisor Chief of Staff	(925) 957-8860	gayle.israel@bos.cccounty.us	309 Diablo Road Danville, CA 94526
Officers			
Chris Weeks (TREASURER) City of San Ramon Transportation Division Manager	(925) 973-2547 (925) 678-4955 (cell)	cweeks@sanramon.ca.gov	7000 Bollinger Canyon Road San Ramon, CA 94583
Kellie Fahey (SECRETARY) TRAFFIX Administrative Coordinator	(925) 553-6253	kfahey@sanramon.ca.gov	7000 Bollinger Canyon Road San Ramon, CA 94583
Michael N. Conneran (ATTORNEY) Measure J Congestion Relief Agency	(415) 995-5042 (415) 596-8957 (cell)	mconneran@hansonbridgett.com	425 Market Street, 26 th Floor San Francisco, CA 94105



CONTACT INFORMATION/ROSTER
For Internal Distribution Only

TECHNICAL ADVISORY GROUP (TAG) UPDATED 5/17/2023			
Andy Dillard, Town of Danville Transportation Manager	(925) 314-3384 (925) 324-0073 (cell)	adillard@danville.ca.gov	500 La Gonda Way Danville, CA 94526
Adam Cleary, Town of Danville Transportation Program Specialist	(925) 314-3374	acleary@danville.ca.gov	500 La Gonda Way Danville, CA 94526
Chris Weeks (TREASURER) City of San Ramon Transportation Division Manager	(925) 973-2547 (925) 678-4955 (cell)	cweeks@sanramon.ca.gov	7000 Bollinger Canyon Road San Ramon, CA 94583
Ilana Israel Samuels (CHAIR) Director, Communications & Community Relations	(925) 451-2553	isamuels@srvusd.net	699 Old Orchard Drive Danville, CA 94526
Robert Sarmiento (VICE CHAIR) Contra Costa County, Dept. of Conservation & Development	(925) 655-2918	robert.sarmiento@dcd.cccounty.us	30 Muir Road Martinez, CA 94553
Kellie Fahey (SECRETARY) TRAFFIX Administrative Coordinator	(925) 553-6253	kfahey@sanramon.ca.gov	7000 Bollinger Canyon Road San Ramon, CA 94583
INTERESTED PARTIES			
Henry Cooper, First Student Operations Manager	(925) 529-4353 (925) 595-8066 (cell)	henry.cooper@firstgroup.com	2368 Bates Avenue Concord, CA 94520
Michael Conneran, Partner (LEGAL COUNSEL) Hanson Bridgett LLP	(415) 995-5042 (415) 596-8957 (cell)	mconneran@hansonbridgett.com	425 Market St., 26 th Floor San Francisco, CA 94105



TRAFFIX BOARD OF DIRECTORS

Monday May 22, 2023

VIII. New Business

- A. Discuss** TRAFFIX participation in the Danville 4th of July parade
- B. Receive and Approve** Customer Service Survey for the 2022/23 school year
- C. Elect** TRAFFIX Chair and Vice Chair for the 2023/24 school year
- D. Review and Approve** contract with MAZE auditing
- E. Review and Approve** contract with JJACPA Accounting
- F. Review and Approve** SRVUSD MOU Renewal
- G. Review and Approve** how to add a permanent part time assistant to the TRAFFIX Program
- H. Review and Approve** TRAFFIX Financial Plan for FY 2023/24



DATE: May 22, 2023
TO: TRAFFIX BOARD OF DIRECTORS
FROM: Kellie Fahey, TRAFFIX Administrative Coordinator
SUBJECT: **Agenda Item VIII A – Discuss Participation in the Danville 4th of July parade**

BACKGROUND

Upon the formation of the TRAFFIX Program, it was decided that the bus promoting TRAFFIX participate in 4th of July Danville parade. At that time, the bus carried several children and encouraged ridership in the program.

DISCUSSION

At the 3/20/23 BOD meeting, it was suggested that TRAFFIX participate in the 4th of July Parade in Danville. Due to lack of staffing available, the bus would be driven in the parade solely by the driver with posters of each school served adhered to the side of the bus. Additionally, two TRAFFIX banners would adorn each side of the bus listing the schools that are served by TRAFFIX.

The breakdown in price to participate in the parade is as follows:

Entry fee: \$600

First Student Fee: \$250

Supplies: \$562 (Additional Banner \$156 + 11 Corrugated plastic school signs: \$406)

Total price: \$1412



DATE: May 22, 2023
TO: TRAFFIX Board of Directors
FROM: TRAFFIX Advisory Group
SUBJECT: **Agenda Item VIII. B 2022.23 TRAFFIX Customer Service Survey**

Background

The TRAFFIX Program Administrator traditionally emails a customer satisfaction survey to the TRAFFIX database of customers at the end of each school year. The distribution is sent via Constant Contact. The resulting data and feedback is utilized to improve customer service.

Discussion

For the 2022- 2023 school year, TRAFFIX will distribute the survey before Memorial Day to give respondents an opportunity to respond by the deadline of June 13, 2023. The communications plan is:

- Send the initial email out on approximately May 24
- Ask TRAFFIX Principals to include a reminder in their next newsletter prompting people to check their email for the survey
- Send a reminder on June 1
- SRVUSD will post on social media
- If participation is low, send another reminder on June 5
- Send a final reminder on June 12 that "survey closes tomorrow"

As the response to the 2021 – 2022 survey was minimal (25 participants), TAG is recommending to shorten the survey to encourage more participation. Additionally, five (5) participants will be drawn to win a \$25 gift card.



*** TRAFFIX Customer Service Survey***

* Please provide your students bus route and grade.

0/250

Please provide your name and email.

0/250

* When I contact the TRAFFIX office, I am treated courteously and receive accurate information in a reasonable amount of time.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Don't Know

* My school bus driver provides timely pickup and drop off services.

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Don't Know

* Student bus rules are enforced appropriately by the bus driver.

- Strongly Agree

This is in PREVIEW mode. No information will be sent.

- Strongly Agree
- Don't Know

*** How is the quality of communication from TRAFFIX?**

- Excellent
- Good
- Acceptable
- Unacceptable
- Other

*** Overall, I am satisfied with my child(rens) school bus Transportation to and from school.**

- Strongly Agree
- Agree
- Disagree
- Strongly Disagree
- Don't Know

What is the MAIN reason you chose to sign up your student to be a TRAFFIX rider?

- I am a strong proponent of getting cars off the road and reducing traffic.
- The bus saves me time.
- The bus saves me money.
- The bus is convenient.
- My student wanted to ride with friends.
- Riding the bus helps my student become more independent.
- Other:

How can we improve our service?

0/250

Submit Survey



DATE: May 22, 2023
 TO: TRAFFIX Board of Directors
 FROM: TRAFFIX Administrative Coordinator
 SUBJECT: Agenda Item VIII C. – Elect TRAFFIX Chair and Vice Chair for the 2023-24 School Year

Background

Annually on July 1st, there is a rotation of Chair and Vice Chair on the TRAFFIX Board of Directors (BOD) among the four TRAFFIX member agencies. The following table identifies the regular past and upcoming rotations of TRAFFIX Chair and Vice-Chair.

School Year	Chair	Vice-Chair
2018-19	San Ramon	SRVUSD
2019-20	SRVUSD	County
2020-21	County	Danville
2021-22	Danville	San Ramon
2022-23	San Ramon	SRVUSD
2023-24	SRVUSD	County
2024-25	County	Danville
2025-26	Danville	San Ramon

For the 2022-23 School Year, due to the exit of Chair Sabina Zafar from the City of San Ramon in December 2022, Vice-Chair Laura Bratt from the San Ramon Valley Unified School District (SRVUSD) and Director Candace Andersen from the County assumed the position of TRAFFIX Chair and Vice-Chair, respectively, for the remainder of the school year.

Discussion

Per the regular rotation, for the 2023-24 School Year, SRVUSD and the County would serve as the TRAFFIX Chair and Vice-Chair respectively. However, the TRAFFIX BOD has the discretion to appoint different member agencies to serve as TRAFFIX Chair and Vice-Chair respectively.

Recommendation:

It is TAG’s recommendation that the TRAFFIX BOD appoint SRVUSD to serve as the TRAFFIX Chair and the County to serve as TRAFFIX Vice-Chair for the 2023-24 School Year, effective July 1, 2023 through June 30, 2024.



DATE: May 22, 2023
 TO: TRAFFIX Board of Directors
 FROM: TRAFFIX Administrative Coordinator
 SUBJECT: **Item VIII D. – Consider Approval of TAG Recommendation to extend the contract with MAZE & Associates Accountancy Corporation for an additional three (3) years to continue annual services for auditing.**

Background

The TRAFFIX financial audits have been conducted annually with MAZE & Associates Accountancy Corporation since 2012. Since then, MAZE has consistently provided professional service and an accurate and reliable system in securing the annual audit process. The pricing for the audit for the fiscal year ending June 30, 2022, was \$5,565.00.

Discussion

MAZE & Associates Accountancy Corporation has requested to extend the initial contract an additional three (3) years. As the firm has provided services for TRAFFIX by performing the annual audit since 2012, they are very familiar with the program. In November of each year, a clear and organized checklist of documents is requested by MAZE to be fulfilled by the TRAFFIX Administrative Coordinator. The communication between MAZE and TRAFFIX has been consistently excellent and the process is smooth.

The extension to the MAZE audit contract will include the fiscal years ending June 30, 2023; June 30, 2024, and June 30, 2025 at the following prices, which is an annual increase of 5%:

Basic Financial Statements and Memorandum on Internal Control:

	<u>2023</u>	<u>2024</u>	<u>2025</u>
	\$5840	\$6130	\$6435
TOTAL	<u>\$5840</u>	<u>\$6130</u>	<u>\$6435</u>

Recommendation:

It is TAG’s recommendation that the BOD consider and approve to extend the MAZE contract for an additional three (3) years.



Kellie Fahey
Traffix Administrative Coordinator
7000 Bollinger Canyon Road
San Ramon, CA 94583

Dear Mark:

Pursuant to the Measure J Traffic Congestion Relief Agency (TRAFFIX) recent request, coupled with the terms of the Agency’s most recent engagement letter dated November 4, 2022, we are pleased to offer to extend our audit contract to include the fiscal years ended June 30, 2023, 2024 and 2025 at the following prices:

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Basic Financial Statements and Memorandum on Internal Control	\$5,840	\$6,130	\$6,435
Total	<u>\$5,840</u>	<u>\$6,130</u>	<u>\$6,435</u>

We look forward to continuing to improve our service to you.

Yours very truly,

Maze + Associates

Maze & Associates

RESPONSE:

If you agree with the terms of this contract modification, please sign below and return a copy to our office.

By: _____

Title: _____

Date: _____



DATE: May 22, 2023
TO: TRAFFIX Board of Directors
FROM: TRAFFIX Administrative Coordinator
SUBJECT: **Item VIII E. – Consider Approval of TAG recommendation to extend the contract with JJACPA for accounting services for an additional year.**

Background

TRAFFIX currently conducts all accounting services with JJACPA, Inc. The firm is intimately familiar with the program and has consistently provided professional and accurate accounting services since contracting with them for the 2015-2016 school year. The price for the current fiscal year is \$12,000.

Discussion

JJACPA has requested to extend the initial contract an additional year with a 10% increase in fees. As the firm has provided service to TRAFFIX since 2015/16, JJACPA is very familiar with the TRAFFIX program. Each month the Administrative Coordinator sends the accountant a spreadsheet which includes the monthly bank statement and copies of vendor bills to provide checks to pay, which they process in a consistently reliable manner. Additionally, during budget preparation, financial documents and assistance are provided. The communication between JJACPA and TRAFFIX has been consistently excellent and always very helpful with documents sent immediately when requested.

The amount would increase by 10% to \$13,200 for the 2023/24 fiscal year. The last increase in fees was in 2019.

Recommendation:

It is TAG's recommendation that the BOD consider and approve extending the JJACPA contract for an additional year.

Attachment:

2023-2024 Professional Services Agreement between TRAFFIX and JJACPA Accounting Services Inc.

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE MEASURE J TRAFFIC CONGESTION RELIEF AGENCY
(TRAFFIX)
AND
JJACPA, Inc.
FOR
BOOKKEEPING AND ACCOUNTING SERVICES**

This is an Agreement between the Measure J Traffic Congestion Relief Agency - TRAFFIX, hereinafter referred to as "TRAFFIX" and JJACPA, Inc. hereinafter referred to as "CONTRACTOR," for Bookkeeping and Accounting Services for Measure J Traffic Congestion Relief Agency – TRAFFIX and is dated as of July 1, 2023.

WHEREAS, TRAFFIX desires to secure professional Bookkeeping and Accounting Services and CONTRACTOR is qualified and willing to provide such professional assistance.

NOW, THEREFORE, TRAFFIX and CONTRACTOR agree as follows:

1. **Scope of Service.** An outline of the scope of services, including mandatory time frames for performance, deadlines for providing deliverables to TRAFFIX, and the maximum fee for each item under this Agreement is attached hereto as Exhibit A and incorporated herein.

CONTRACTOR shall comply with specific standards or governmental requirements applicable to specific tasks hereunder or as may be necessary to enable CONTRACTOR to express the opinions required hereunder.

2. **Modification of Agreement.** TRAFFIX may request changes to this Agreement including the Scope of Services to be performed by CONTRACTOR. Such requests shall be made in writing by TRAFFIX'S designated program manager, and shall describe in detail the proposed additions, deletions, or modifications. Such requests will include tabulation of costs, expenses, and time required to complete the requested work. CONTRACTOR shall have the length of time specified in the request to reply in writing to the request. Neither TRAFFIX's request nor CONTRACTOR'S reply shall constitute a modification of this Agreement. Any modification shall be contained in a written amendment to the Agreement and will be effective only if signed by both parties. Execution of the Amendment by TRAFFIX shall constitute authorization to proceed with the work identified therein.

Contractor: JJACPA, Inc.
Agreement Amount: \$13,200
Project: TRAFFIX – Bookkeeping and Accounting Services

3. **Term; Time of Performance.** CONTRACTOR’S performance shall be for a one-year period, ending on June 30, 2024. CONTRACTOR is under no obligation to commence work hereunder prior to execution of this Agreement. At the sole option of TRAFFIX, this Agreement may be extended for two additional one-year terms at a level of compensation to be mutually determined by the parties.
4. **Compensation.** TRAFFIX agrees to pay CONTRACTOR at the hourly rate of \$125 per hour. However, the maximum amount paid for services in each fiscal year under this contract shall not exceed THIRTEEN THOUSAND TWO HUNDRED DOLLARS (\$13,200). Upon completion and acceptance of the deliverables CONTRACTOR shall submit an itemized invoice for the completed work showing applicable rates and charges as agreed to hereunder and the total amount due.
5. **Designated Representatives.**
 - (a) TRAFFIX designates TRAFFIX program manager, or his/her designee, as its representative in all matters under this Agreement.
 - (b) CONTRACTOR designates Joseph J. Arch, Partner, as its representative for this Agreement. CONTRACTOR may designate a different representative only with prior written authorization from TRAFFIX.
6. **Cooperation of TRAFFIX.** TRAFFIX shall make available to CONTRACTOR all financial records and related information necessary for performance of CONTRACTOR’S work under this Agreement.
7. **Independent Contractor.** CONTRACTOR is an independent CONTRACTOR and shall not for any purpose be deemed to be an employee, agent, or other representative of TRAFFIX. Services called for herein shall be deemed to be unique. CONTRACTOR shall not assign, sublet, transfer, or otherwise substitute its interest in this Agreement, or any of its obligations hereunder, without the prior written consent of the TRAFFIX.
8. **Proprietary or Confidential Information.** CONTRACTOR understands and agrees that, in the performance of the work under this Agreement or in contemplation thereof, CONTRACTOR may have access to private or confidential information owned or controlled by TRAFFIX. Such information may contain proprietary or confidential details, the disclosure of which may be damaging to TRAFFIX or to third parties.

Contractor: JJACPA, Inc.
Agreement Amount: \$13,200
Project: TRAFFIX – Bookkeeping and Accounting Services

CONTRACTOR agrees that all information disclosed to CONTRACTOR by TRAFFIX shall be held in confidence and used only in performance of this Agreement. CONTRACTOR shall exercise the same standard of care to protect such information, as a reasonably prudent businessperson would use to protect its own proprietary or confidential information.

9. **Work Product.** The work product of CONTRACTOR in performing this Agreement shall become the property of TRAFFIX. However, copies of such work product shall be provided to TRAFFIX not only as a hard copy but an electronic version recorded on CD or emailed in Microsoft Word, Access, Intuit Quickbooks, or Excel format, but for the Financial Reports and bank reconciliations, PDF format shall be sufficient.
10. **Financial Records of Contractor.** CONTRACTOR shall maintain accounting records of funds received under this Agreement and full documentation of performance hereunder. CONTRACTOR shall permit TRAFFIX to have access to those records for the purpose of making an audit, examination, or review of financial and performance information relating to this Agreement. CONTRACTOR shall maintain such records for a minimum of four (4) years following payment by TRAFFIX for the last invoice for such services to be provided.
11. **Conflict of Interest.** CONTRACTOR shall comply with TRAFFIX Resolution No. 2006-01, Conflict of Interest Code, as amended, and will file all required disclosure statements.
12. **Nondiscrimination.** CONTRACTOR represents that it does not and agrees that it shall not discriminate against any employee or applicant for employment because of race, color, religion, gender, age, sexual preference, national origin, disability or other condition protected by law.
13. **Indemnification.** CONTRACTOR shall indemnify, defend, and hold harmless TRAFFIX, its officers and employees, from and against any and all claims, demands, liability, costs, and expenses of whatever nature, including court costs and attorney fees, arising out of injury to or death of any person or persons or loss of or physical damage to any property resulting in any manner from the willful misconduct, negligent acts, errors or omissions, of CONTRACTOR, its subcontractors, agents, employee, licensees, or guests in the making or performance of this Agreement.

CONTRACTOR shall hold TRAFFIX, its officers and employees, harmless and defend any suit or other proceedings brought by CONTRACTOR'S employees, contractors and/or agents, either against CONTRACTOR and/or TRAFFIX, for compensation and/or other benefits claimed as "common law" or "implied by law" employees of TRAFFIX.

Contractor: JJACPA, Inc.
Agreement Amount: \$13,200
Project: TRAFFIX – Bookkeeping and Accounting Services

14. **Insurance.** CONTRACTOR shall procure, prior to commencement of service, and keep in force for the term of this Agreement, the following policies of insurance, certificates, or binders as necessary to establish that the coverage described below is in place with companies licensed to do business in California. If requested, CONTRACTOR shall provide TRAFFIX with copies of all insurance policies. The insurance coverage shall include:

A. **Commercial General Liability Insurance.** Commercial General Liability insurance, including but not limited to, bodily injury, broad form property damage, contractual liability and, if necessary, products and completed operations or owners and protective liability. The policy shall contain a severability of interest clause or cross liability clause or the equivalent thereof.

Coverage afforded TRAFFIX shall be primary insurance. Any other insurance available to TRAFFIX under any other policies shall be excess insurance. Limits of liability shall include the following:

- (1) Bodily injury, one million dollars (\$1,000,000)
- (2) Property damage, one million dollars (\$1,000,000) or
- (3) Combined single limit (CSL) for bodily injury and property damage, one million dollars (\$1,000,000) per accident for bodily injury and property damage.

If the policy is a “claims made” policy, the following endorsements shall be included:

- (1) The retroactive shall be the effective date of this Agreement or a prior date.
- (2) The extended reporting or discovery period shall be not less than thirty-six (36) months.

B. **Automobile Liability Insurance.** Automobile liability insurance, including all owned, non-owned and hired automobiles used by the CONTRACTOR or its agents in the performance of this Agreement shall have a minimum combined single limit of one million dollars (\$1,000,000) for bodily injury and property damage.

C. **Worker’s Compensation Insurance.** Worker’s Compensation insurance as required by the laws of the State of California and coverage for Employers Liability with limits not less than one million dollars (\$1,000,000).

Contractor: JJACPA, Inc.
Agreement Amount: \$13,200
Project: TRAFFIX – Bookkeeping and Accounting Services

CONTRACTOR is aware of provisions in the California Labor Code, which require every employer to provide Worker's Compensation coverage, or to self-insure in accordance with provisions of that Code. CONTRACTOR shall comply with those provisions before commencing work hereunder and throughout the term of this Agreement. Likewise, CONTRACTOR shall require all of its subcontractors to comply with those provisions.

- D. Professional Liability Insurance. Professional liability (errors and omissions) insurance is required in the amount of one million dollars (\$1,000,000) per claim and in the aggregate for two (2) years beyond completion of this Agreement.
15. Additional Insurance Provisions. The following additional provisions apply to the insurance coverage required as indicated in paragraph 15 above.
- A. Additional Insured. CONTRACTOR shall name TRAFFIX, its directors, officers, agents, and employees as additional insured in the aforementioned Comprehensive Commercial General Liability and Automobile Liability policies. If CONTRACTOR submits the ACORD Insurance Certificate, the additional insured endorsements must be set forth on CH20 10 11 85 (or more recent) form and/or CA 20 48 form.
- B. Notice of Cancellation. CONTRACTOR shall give 30 days' written notice to TRAFFIX prior to cancellation of any insurance policy required under this contract and shall cause the general liability and worker's compensation insurers to issue a document stating that they will also provide such notice to the TRAFFIX, if the insurers offer this service. As well, CONTRACTOR shall provide notice to TRAFFIX no later than three business days after receiving a notice of cancellation from any insurer providing insurance coverage CONTRACTOR is required to maintain under this agreement.
- C. Certificate Holder. The certificate holder shall be TRAFFIX. Copies of the certificate shall be provided to the person and have the address as indicated in Paragraph 19 (Notices) of this Agreement.
- D. Insurance Rating. Insurers shall have current A.M. Best's rating of not less than A:VII, shall be licensed to do business in the State of California, and shall be acceptable to TRAFFIX.

Contractor: JJACPA, Inc.
Agreement Amount: \$13,200
Project: TRAFFIX – Bookkeeping and Accounting Services

- E. **Replacement Coverage.** In the event CONTRACTOR breaches any of the insurance provisions of this Agreement, TRAFFIX shall have the option to obtain, at CONTRACTOR’S expense, the coverage required hereunder. The cost of obtaining and maintaining such coverage may be deducted from any sums otherwise payable to CONTRACTOR for services under this Agreement.
 - F. **Interpretation.** All endorsements, certificates, forms, coverage and limits of liability referred to herein shall have the meaning given such terms by the Insurance Services Officer of the State of California as of the effective date of this Agreement.
 - G. **Proof of Insurance.** CONTRACTOR will be required to provide proof of insurance coverage required hereunder prior to executing the Agreement. Additionally, if requested by TRAFFIX, CONTRACTOR shall provide certified copies of the insurance policies. Any endorsements must be signed by a person authorized by the insurer to bind coverage on its behalf.
16. **Termination on Notice.** TRAFFIX may terminate this Agreement immediately for cause or without cause upon giving thirty (30) calendar day written notice to CONTRACTOR. In the event of termination without cause TRAFFIX shall pay all charges outstanding and approved by TRAFFIX at the time of termination within thirty (30) days following termination.
17. **Suspension of Performance.** For the convenience of TRAFFIX or because of events beyond the control of TRAFFIX, TRAFFIX may give written notice to CONTRACTOR to suspend all work under this Agreement. If CONTRACTOR’S work is suspended for longer than a period of one hundred twenty (120) days, an adjustment to CONTRACTOR’S compensation may be made for increased costs, if any, and this Agreement shall be modified accordingly.
18. **Notices.** If either party shall desire or is required to give notice to the other such notice shall be given in writing, via facsimile and concurrently by prepaid U.S. certified or registered postage, addressed to recipient as follows:

Contractor: JJACPA, Inc.
Agreement Amount: \$13,200
Project: TRAFFIX – Bookkeeping and Accounting Services

To TRAFFIX:

TRAFFIX Program Manager
c/o City of San Ramon
7000 Bollinger Road,
San Ramon, CA 94583

To CONTRACTOR:

JJACPA, Inc
Attn: Joseph J. Arch, President/CEO
7080 Donlon Way, Suite #204
Dublin, CA 94568-2789

Changes to the above information shall be given to the other party in writing ten (10) business days before the change is effective.

19. **Commencement, Completion and Closeout.** Time is of the essence in the performance of this Agreement. Any time extension granted to CONTRACTOR must be in writing and shall not constitute a waiver of rights that TRAFFIX may have under the Agreement.

It shall be the responsibility of CONTRACTOR to coordinate and schedule the work to be performed so that commencement and completions take place in accordance with the provisions of the Agreement. Within thirty (30) days of completion CONTRACTOR shall submit to TRAFFIX a final billing to include all costs, charges, and claims in connection with the completed work. TRAFFIX shall not be required to pay for any work or claims not included on the aforementioned final billing.

20. **Arbitration.** The parties will make a good faith effort to settle any controversy, claim or dispute arising out of or relating to this Agreement within thirty (30) days. If the issue is not resolved within that time, it shall be resolved by the American Arbitration Association. Judgment upon arbitration hereunder may be joined or consolidated with any other arbitration matter between the parties as the interest of justice and judicial economy may dictate. The prevailing party in any arbitration hereunder shall be entitled to recover all arbitration and legal expenses incurred, except attorney fees.
21. **Governing Law.** This Agreement shall be governed by the laws of the State of California.
22. **Entire Agreement of Parties.** This Agreement supersedes any and all agreements, oral or written, between the parties with respect to the rendering of services by CONTRACTOR to TRAFFIX with respect to the services to be provided under this agreement and contains all of the representations, covenants and agreements between the parties as to the rendering of those services.

Contractor: JJACPA, Inc.
Agreement Amount: \$13,200
Project: TRAFFIX – Bookkeeping and Accounting Services

24. **Engagement Letter.** The parties also anticipate signing an “engagement letter” involving the same subject as this contract. The purpose of the engagement letter is primarily to allow CONTRACTOR to comply with the requirements of auditing standards governing their profession. In the event of a conflict between the terms of the Agreement and the engagement letter, the terms of this Agreement shall control.

IN WITNESS WHEREOF the parties have executed this Agreement on the dates indicated below, the latest of which shall be deemed the effective date of this Agreement.

**MEASURE J TRAFFIC CONGESTION
RELIEF AGENCY DBA TRAFFIX**

**CONTRACTOR
JJACPA, Inc.**

By: _____

By: _____

Date _____

Date _____

APPROVED AS TO FORM:

By: _____
Michael N. Conneran, Legal Counsel

Contractor: JJACPA, Inc.
Agreement Amount: \$13,200
Project: TRAFFIX – Bookkeeping and Accounting Services

EXHIBIT A

TRAFFIX Bookkeeping and Accounting Services

Scope of Work

Financial Activity

- Task 1** Maintain monthly bookkeeping. Reconcile monthly bank statement to meet the requirements of the Agency's Independent auditor.
- Deliverable:** To be completed by the 5th of each month. If the 5th falls on a Saturday, Sunday or holiday, the reconciliation shall be due on the following business day.
- Task 2** Prepare monthly Profit & Loss Statement and Balance Sheet.
- Deliverable:** To be completed and submitted the last Wednesday of each succeeding month.
- Task 3** Assist with the preparation of the mid-year Financial Report and prepare the annual Financial Report (work in concert with TRAFFIX program manager and Technical Advisory Committee)
- Deliverable:** To be completed by January 31st (mid-year) and by July 31st (annual). However, CONTRACTOR shall be allowed to amend the annual Financial Report no later than October 31 if amendment of the Report is necessary to capture all adjustments needed prior to the audit.
- Task 4** If requested to handle deposits, upon receipt of incoming checks, record deposit and mail to TRAFFIX banking institution for deposit. Otherwise, if not requested to handle deposits, recording of deposits in QuickBooks shall be performed no later than 5 days after receipt of deposit information.
- Deliverable:** Upon receipt
- Task 5** Write checks to vendors and mail to TRAFFIX Treasurer for signature.

Contractor: JJACPA, Inc.
Agreement Amount: \$13,200
Project: TRAFFIX – Bookkeeping and Accounting Services

Deliverable: To be completed and mailed to Treasurer no later than 3 days after receipt of the request to write checks or by the 15th of each month, whichever is later. CONTRACTOR will accommodate earlier requests if possible.



DATE: May 22, 2023
TO: TRAFFIX Board of Directors
FROM: TRAFFIX Administrative Coordinator
SUBJECT: **Agenda Item VIII F. – Review and Approve the 2023-2024 Memorandum of Understanding with TRAFFIX and San Ramon Valley Unified School District**

Background

Every year, TRAFFIX enters into a Memorandum of Understanding (MOU) with the San Ramon Valley School District (SRVUSD) that depicts the school sites scheduled to receive service from TRAFFIX. The Specific details for the 2023-2024 are outlined in the MOU (see attachment). There are no significant changes from the 2022-2023 school year and routes.

Recommendation:

It is TAG's recommendation that the BOD approve the 2023.24 Memorandum of Understanding with TRAFFIX and the San Ramon Valley Unified School District.

ATTACHMENT

2023-2024 Memorandum of Understanding with TRAFFIX and the San Ramon Valley Unified School District.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE MEASURE J TRAFFIC CONGESTION RELIEF AGENCY
(DBA "TRAFFIX") AND SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
REGARDING THE EXPECTATIONS & RESPONSIBILITIES
ASSOCIATED WITH THE IMPLEMENTATION OF THE
TRAFFIX STUDENT TRANSPORTATION SERVICE**

This Memorandum of Understanding is entered into this day of 22 May 2023, by and between the Measure J Traffic Congestion Relief Agency hereinafter referred to as the "Agency" and the San Ramon Valley Unified School District, hereinafter referred to as the "District."

RECITALS

WHEREAS, in November 2004, the taxpayers of Contra Costa County approved Measure J, a 25-year extension of a countywide ½-cent sales tax measure for the purposes of providing congestion relief through capital projects and programs; and

WHEREAS, one category of Measure J provides funding for a program entitled, "Safe Transportation for Children" and provides an estimated \$40 million over a period of 25 years for "the inauguration of a San Ramon Valley School Bus Program or other projects in the San Ramon Valley that reduce school related congestion, or improve the safety of children traveling to and from schools"; and

WHEREAS, the funding and the operation of this program has begun in FY 2009-10 and its development and program elements are subject to the review and approval of the Contra Costa Transportation Authority (the "Authority") and of the Southwest Area Transportation ("SWAT") Committee, a regional transportation planning committee of the Authority; and

WHEREAS, the public agencies of the San Ramon Valley ("Partnering Agencies") - consisting of the Town of Danville, City of San Ramon, Contra Costa County, and the San Ramon Valley Unified School District - have formed a three-tiered multi-agency advisory committee structure beginning in 2005 to develop a student transportation program with the specific purpose of reducing traffic congestion in the San Ramon Valley; and

WHEREAS, the Partnering Agencies acknowledged that funding from the Measure J sales tax for this program would not be sufficient to serve all 36 schools and approximately 32,000 public school students located within the San Ramon Valley; and

WHEREAS, the Partnering Agencies applied a program service priority approach based on the level of traffic congestion near school sites and adopted a list of "Priority 1," "Priority 2," and "Priority 3," schools to be served as described in the "Findings of the

Measure J School Bus Program Study – Report on Phase 2” document adopted by the Policy Advisory Committee and summarized, in alphabetical order, below:

	Priority 1	Priority 2	Priority 3
High Schools	California HS Monte Vista HS	SRVHS	
Middle Schools	Pine Valley MS Los Cerros MS	Diablo Vista MS Stone Valley MS	Charlotte Wood MS
Elementary Schools	Country Club ES Green Valley ES Neil Armstrong ES Tassajara Hills ES Vista Grande ES	Alamo ES Montevideo ES * Rancho Romero ES Walt Disney ES	Sycamore Valley ES

Note: Given the changing nature of the neighborhoods in the Dougherty Valley during this assessment, schools within the Dougherty Valley were not accounted for in this analysis.

* Montevideo Elementary School is no longer a consideration for TRAFFIX as the most recent LOS survey showed a marked improvement of nearby intersections from levels of E and F to C. Further analysis shows that service to MES would offer only marginal improvements to congestion within the Pine Valley Road/Broadmoor corridor. In addition, the travel patterns near Montevideo Elementary School showed that other transportation methods such as walking or bike riding were used to relieve congestion. Coyote Creek Elementary School has been recommended as the most recent June 2014 LOS analysis of intersections near Coyote Creek ES were surveyed at levels of F. Working with the outside-in approach of TRAFFIX, Coyote Creek ES was within relative proximity to Pine Valley MS to be tiered and meet the bell time constraints.

WHEREAS, the program service priority approach identified the following schools to receive service in the 2023-2024 school year:

1. Los Cerros Middle School (Contra Costa County and Danville);
2. Pine Valley Middle School (San Ramon);
3. Green Valley Elementary School (Contra Costa County and Danville);
4. Vista Grande Elementary School – (Danville)
5. Walt Disney Elementary School (San Ramon);
6. Country Club Elementary School – (San Ramon)
7. Neil Armstrong Elementary School – (San Ramon)
8. Monte Vista High School – (Contra Costa County and Danville)
9. California High School – (San Ramon)
10. San Ramon Valley High School – (Danville); and
11. Coyote Creek Elementary School – (San Ramon)

WHEREAS, the service to all eleven schools necessitate the commitment of significant staff resources and substantial financial commitment represented by an annual contract with a private service operator; and

WHEREAS, the service to all eleven schools is dependent upon the ability to “tier routes” to the greatest extent feasible and re-use buses to serve multiple schools during the morning and afternoon school bell times; and

WHEREAS, the ability to tier routes is dependent upon a commitment from San Ramon Valley Unified School District to proactively facilitate the efficient access onto, and off of, the school site; and

WHEREAS, the ability to tier routes may be dependent upon a commitment to consider adjusting School bell times if it should be deemed necessary; and

WHEREAS, the inability to facilitate the efficient access to/from the School site and/or adjust bell schedules to ensure the ability to tier routes may necessitate consideration of diverting service from a “Priority 1” school to a “Priority 2” school; and

WHEREAS, the Partnering Agencies have formed the Measure J Traffic Congestion Relief Agency, dba TRAFFIX (“Agency”), an independent Joint Powers Agency, to oversee the operation of the TRAFFIX Program; now therefore be it

RESOLVED that in consideration of the foregoing, the Agency and District, do hereby agree as follows that the parties agree to commit in taking the following actions:

1. The **Agency** shall:
 - a. Fund, operate and manage the student transportation service;
 - b. Serve as lead, through its Technical Advisory Committee members, for identification of necessary actions to implement the TRAFFIX service at the School, including school bus loading locations, traffic circulation, and any signing and/or striping necessary to implement the student transportation service at the school site plan; and
 - c. Provide the public outreach efforts necessary to market the TRAFFIX Program at the School.
2. The **District** shall:
 - a. Work with the Agency to implement a circulation plan to facilitate the efficient access onto, and off of, school sites including the provision of resources available

to facilitate the safe movement of school buses within school parking lots as identified in the attached Exhibits;

- b. Work with the Agency to identify an appropriate loading and unloading location for school buses as identified in the attached exhibits (Exhibits 1 through 11);
- c. Work to adjust bell times to the greatest extent feasible to enable the ability for the TRAFFIX Program to tier routes to provide the greatest level of service within funding limits;
- d. Work with the Agency to facilitate the promotion of the TRAFFIX Program, including hosting informational booths and events; dissemination of informational materials and promotional items; and facilitate correspondence with parents and the student body through classrooms and newsletter announcements or through e-mail announcements.
- e. Support and acknowledge the Measure J Traffic Congestion Relief Agency's Discipline Policy;
- f. Apply the San Ramon Valley Unified School District Board of Education policy on school bus discipline at school sites where appropriate to support actions taken under the Measure J Traffic Congestion Relief Agency's Discipline Policy;
- g. As may be required by applicable federal or state law, provide school transportation service to individuals with disabilities who qualify for such services.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding on the dates stated.

"AGENCY"

"DISTRICT"

MEASURE J TRAFFIC CONGESTION
RELIEF AGENCY

SAN RAMON VALLEY UNIFIED
SCHOOL DISTRICT

Laura Bratt

Rachel Hurd

TRAFFIX Board of Directors

SRVUSD Board of Trustees

Date: _____

Date: _____

Attachments:

- Exhibit 1 - Operational Agreements at Los Cerros Middle School**
- Exhibit 2 - Operational Agreements at Green Valley Elementary School**
- Exhibit 3 - Operational Agreements at Vista Grande Elementary School**
- Exhibit 4 - Operational Agreements at Monte Vista High School**
- Exhibit 5 - Operational Agreements at San Ramon Valley High School**
- Exhibit 6 - Operational Agreements at Pine Valley Middle School**
- Exhibit 7 - Operational Agreements at Country Club Elementary School**
- Exhibit 8 - Operational Agreements at Neil Armstrong Elementary School**
- Exhibit 9 - Operational Agreements at Walt Disney Elementary School**
- Exhibit 10 - Operational Agreements at Coyote Creek Elementary School**
- Exhibit 11 - Operational Agreements at California High School**

Walt Disney ES

LEGEND

- TRAFFIX Bus Zone
- Parent Drop-Off/Pick Up
- Bus Loading Zone Signs

TRAFFIX BUS LOADING & UNLOADING ONLY
Spans length of yellow line

PARENT DROP-OFF/ PICK UP AREA
Spans length of blue line

PINE VALLEY ROAD

PINEHURST CT





BROADMOOR DRIVE

PINE VALLEY ROAD

**TRAFFIX BUS LOADING
& UNLOADING ONLY**
Spans length of yellow line

**PARENT DROP-OFF/
PICK UP AREA**
Spans length of blue line

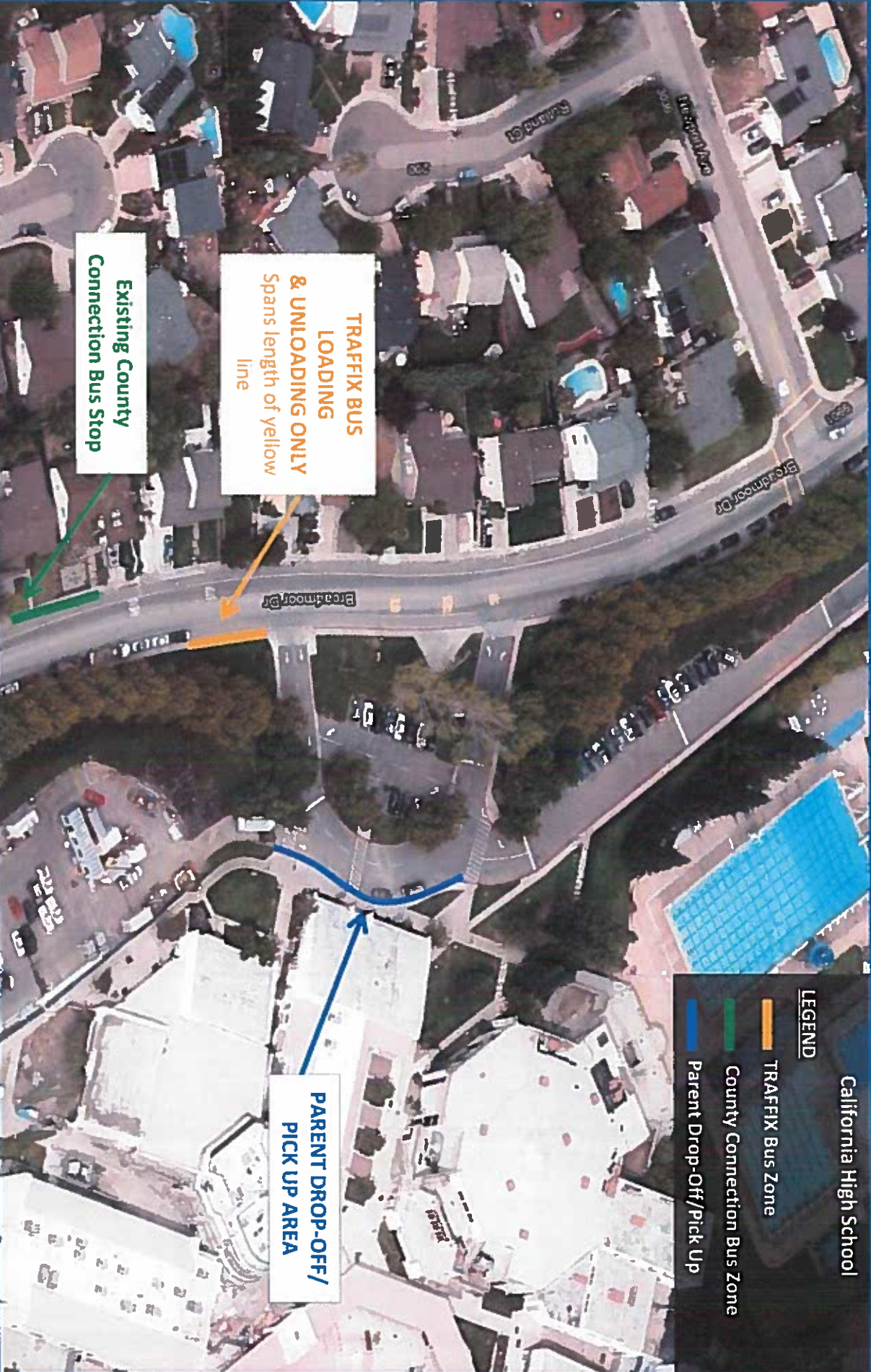
Pine Valley MS

LEGEND

- TRAFFIX Bus Zone ONLY
- Parent Drop-Off/Pick Up




LAGUNA PLACE

FEES



California High School

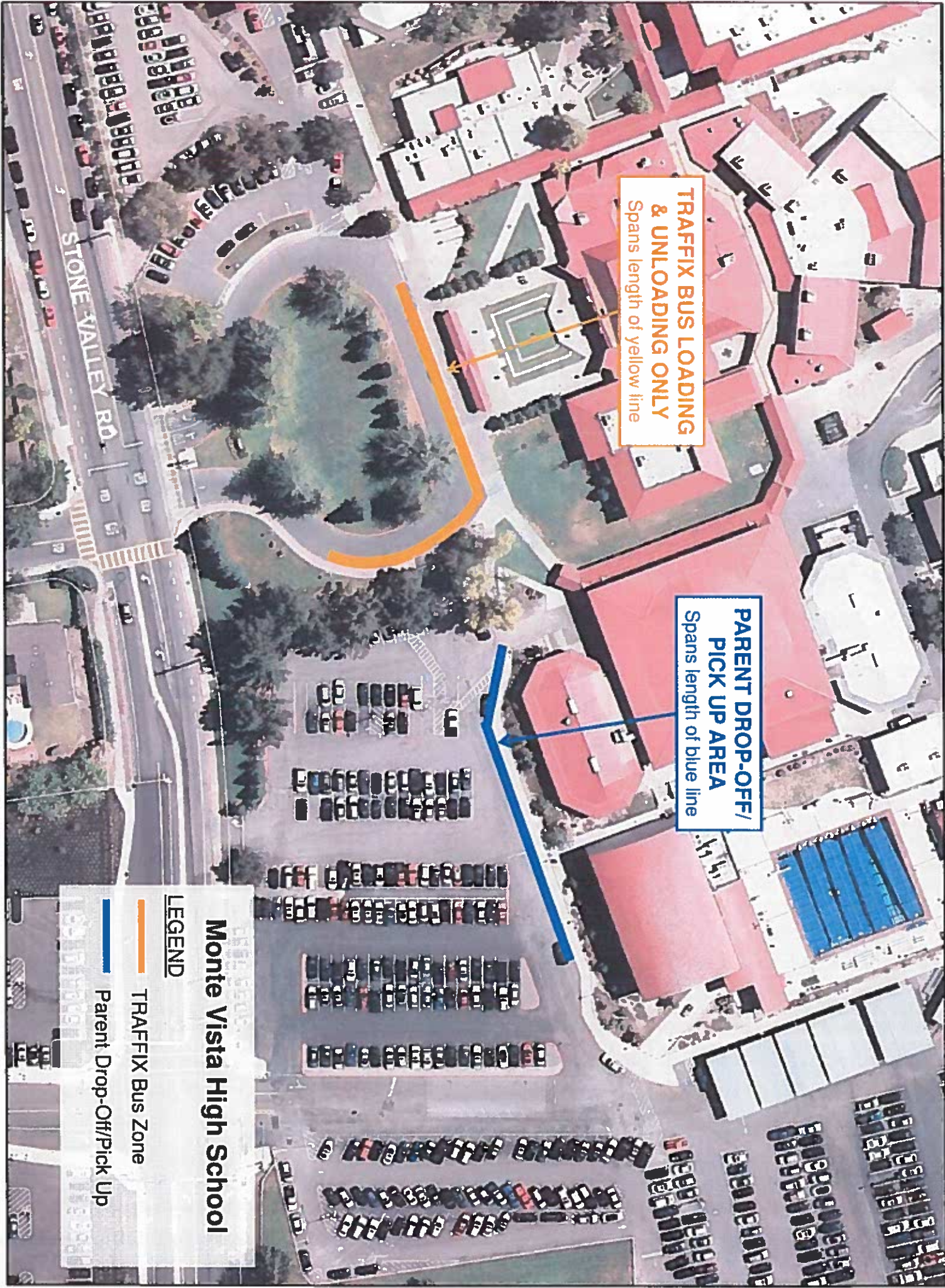
LEGEND

-  TRAFFIX Bus Zone
-  County Connection Bus Zone
-  Parent Drop-Off/Pick Up

**TRAFFIX BUS
LOADING
& UNLOADING ONLY**
Spans length of yellow
line

**Existing County
Connection Bus Stop**

**PARENT DROP-OFF/
PICK UP AREA**



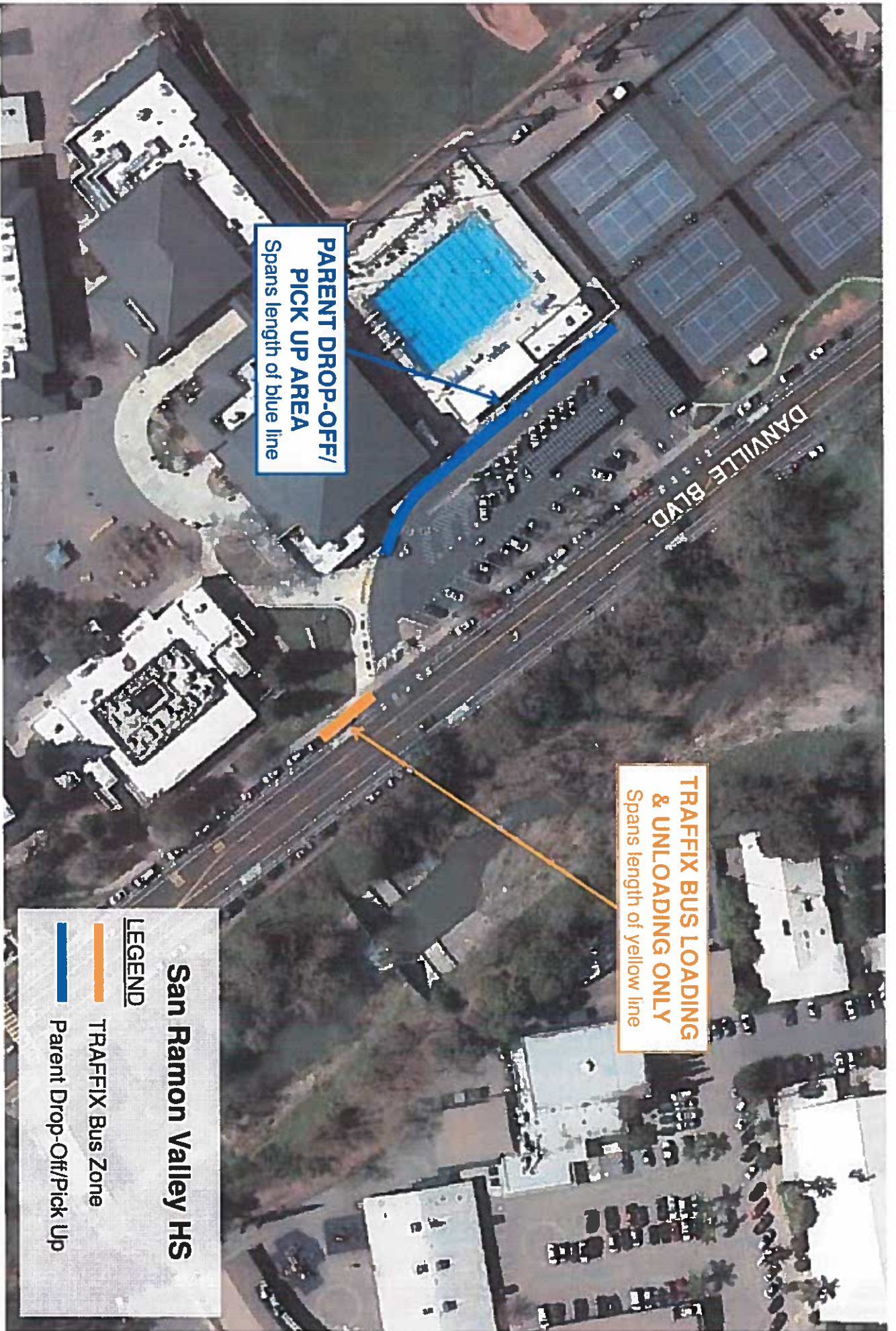
**TRAFFIX BUS LOADING
& UNLOADING ONLY**
Spans length of yellow line

**PARENT DROP-OFF/
PICK UP AREA**
Spans length of blue line

Monte Vista High School

LEGEND

- TRAFFIX Bus Zone
- Parent Drop-Off/Pick Up



**PARENT DROP-OFF/
PICK UP AREA**
Spans length of blue line

**TRAFFIX BUS LOADING
& UNLOADING ONLY**
Spans length of yellow line

San Ramon Valley HS

LEGEND

-  TRAFFIX Bus Zone
-  Parent Drop-Off/Pick Up

Los Cerros MS

LEGEND

-  TRAFFIX Bus Zone
-  Parent Drop-Off/Pick Up

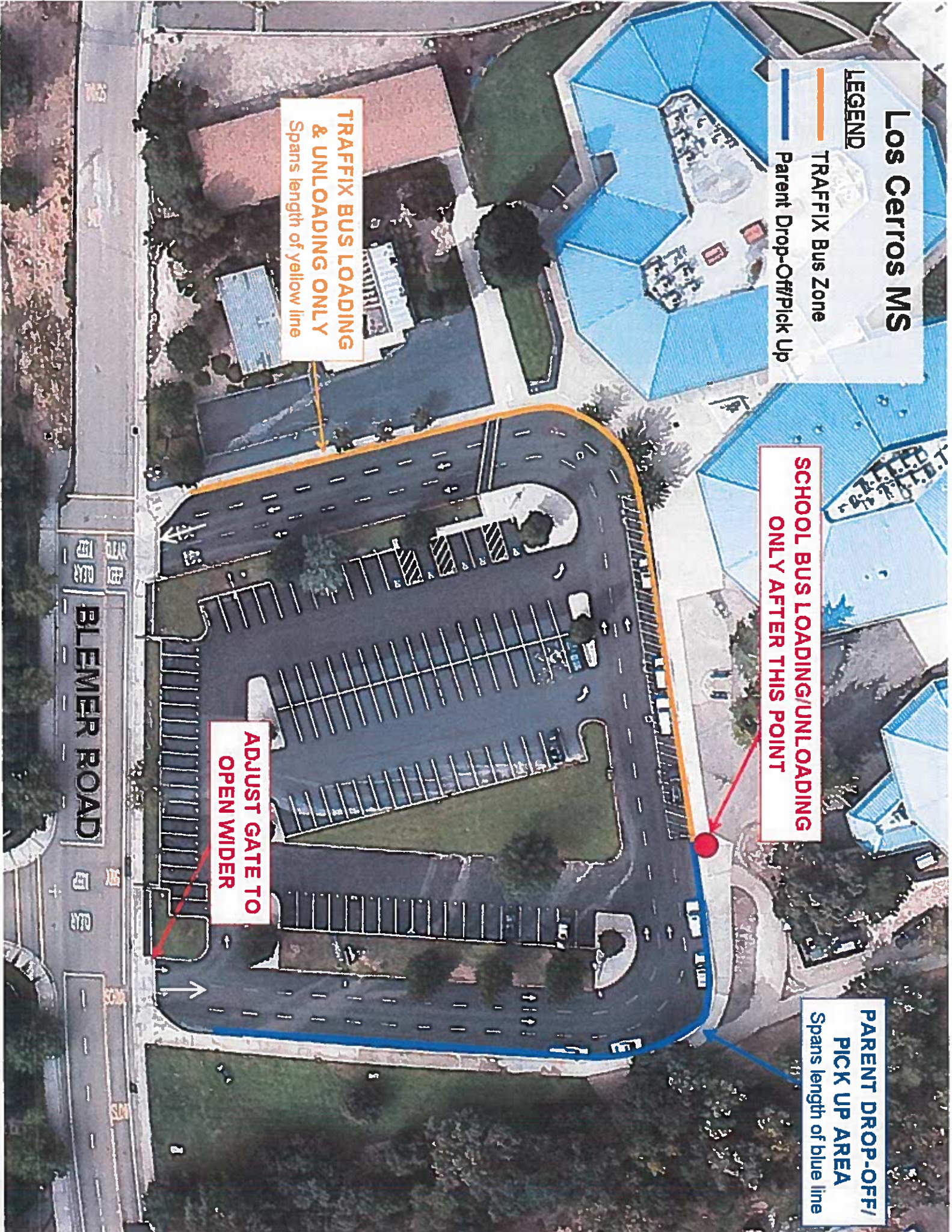
SCHOOL BUS LOADING/UNLOADING ONLY AFTER THIS POINT

**PARENT DROP-OFF/
PICK UP AREA**
Spans length of blue line

TRAFFIX BUS LOADING & UNLOADING ONLY
Spans length of yellow line

ADJUST GATE TO OPEN WIDER

BLEMER ROAD



Vista Grande ES

LEGEND

TRAFFIX Bus Zone

Parent Drop-Off/Pick Up

TRAFFIX BUS LOADING & UNLOADING ONLY
Spans length of yellow line




**PARENT DROP-OFF/
PICK UP AREA**
Spans length of blue line

**SCHOOL BUS LOADING/UNLOADING
ONLY AFTER THIS POINT**



Neil Armstrong ES

LEGEND

-  TRAFFIX Bus Zone
-  Parent Drop-Off/Pick Up
-  Bus Loading Zone Signs

WESTCHESTER DR

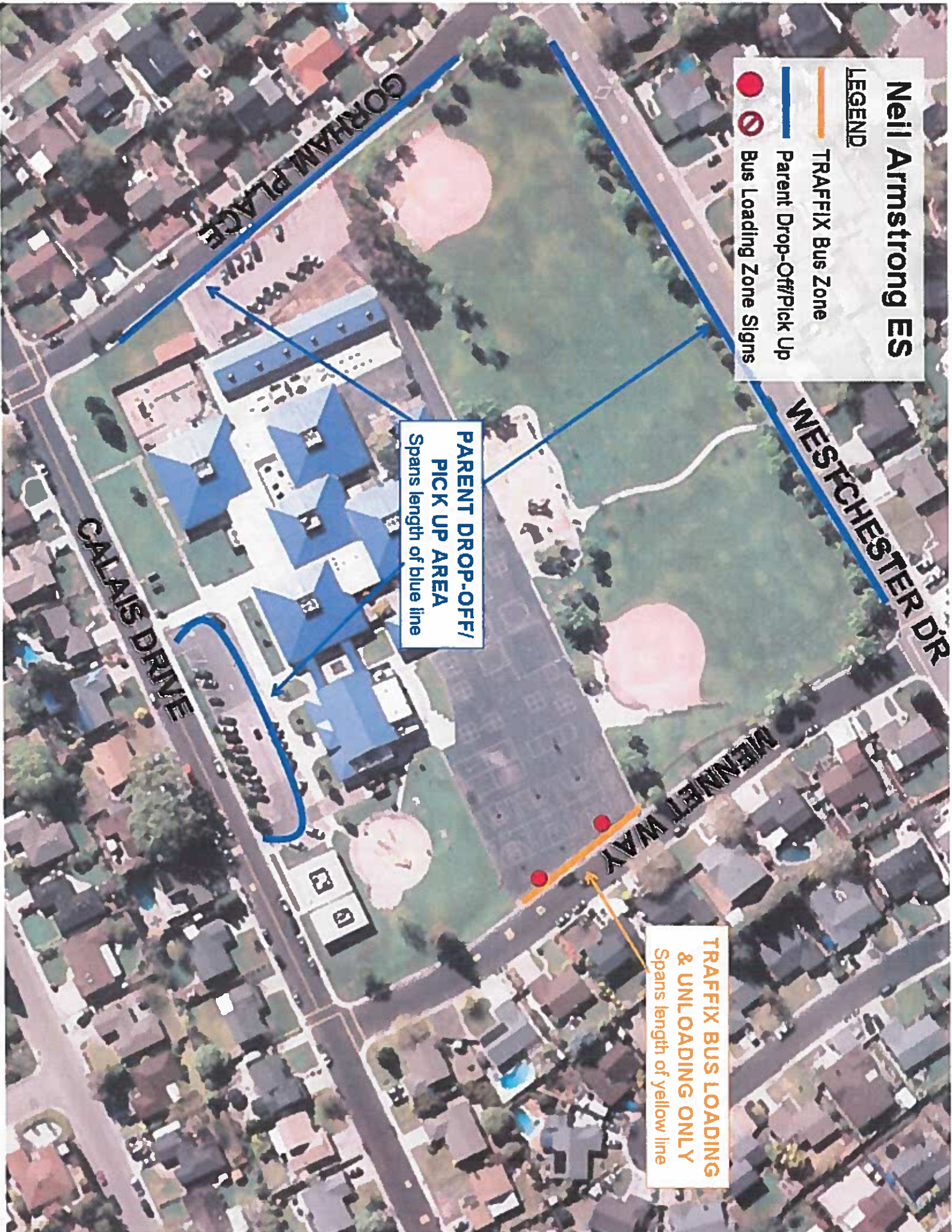
MEENETT WAY

GORHAM PLACE

CALAIS DRIVE

**PARENT DROP-OFF/
PICK UP AREA**
Spans length of blue line

**TRAFFIX BUS LOADING
& UNLOADING ONLY**
Spans length of yellow line



Country Club ES

LEGEND

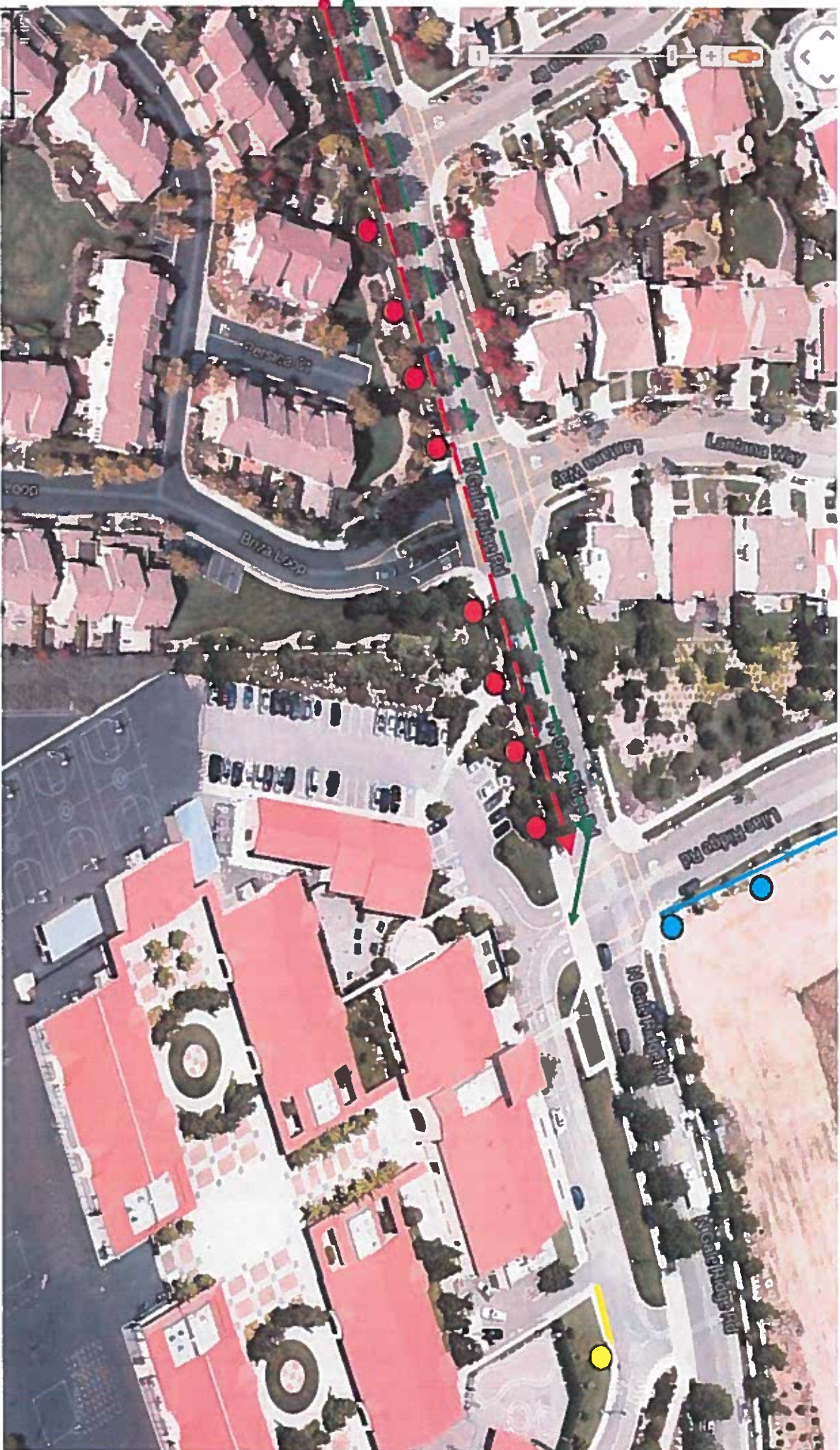
-  TRAFFIX Bus Zone
-  Parent Drop-Off/Pick Up

**PARENT DROP-OFF/
PICK UP AREA**
Spans length of blue line

**TRAFFIX BUS LOADING
& UNLOADING ONLY**
Spans length of yellow line

BLUE FOX WAY





Proposed improvement along eastbound North Gale Ridge Road for TRAFFIX

- 1. Install parking restriction signs
- 2. Install queuing lane
- 3. Install through lane
- 4. Install Loading Zone signs
- 5. Install Bus Loading Zone curb markings
- 6. Install Bus Loading Zone sign

Green Valley ES

LEGEND

TRAFFIX Bus Zone

Parent Drop-Off/Pick Up

**PARENT DROP-OFF/
PICK UP AREA**
Spans length of blue line

**TRAFFIX BUS LOADING
& UNLOADING ONLY**
Spans length of yellow line

**NO PRIVATE VEHICLE ENTRY
INTO SCHOOL PARKING LOT**



DATE: May 22, 2023
TO: TRAFFIX BOARD OF DIRECTORS
FROM: Kellie Fahey, TRAFFIX Administrative Coordinator
SUBJECT: **Agenda Item VIII G. – Review and Approve how to add a permanent part time assistant to the TRAFFIX Program**

BACKGROUND

Since the inception of the TRAFFIX Program, the Administrative Coordinator has been the sole employee of the Program. As the Program has become busier every year, the hours required to meet the workload have expanded significantly.

DISCUSSION

TAG has acknowledged that the TRAFFIX Program requires additional help to run the Program. The part-time assistant works up to 15 hours a week and has alleviated the workload of the Administrative Coordinators significantly. TAG agreed to use the contingency fund (\$10,000) to pay the assistant coordinator salary of \$23.33 per hour starting in January 2023.

The assistant role would be the following:

- Answer telephone/Emails.
- Troubleshoot parent questions.
- Send notifications to parents/schools for late or combined buses.
- Update rosters/schedules on the TRAFFIX website.
- Assist in compiling meeting packets.
- Assist in Paying Monthly Bills.
- Assist with participate in Outreach to parents and schools.
- Various administrative duties.

RECOMMENDATION

It is TAG's recommendation that the BOD consider adding a line item to the Financial Plan to accommodate a salary for an assistant to the Program Administrator or increase the amount allocated to Program Administration by \$18,200 cover the costs.

TRAFFIX - Measure J Traffic Congestion Relief Agency

FY 2023-2024 Financial Plan

Statement of Revenue & Expenditures - DRAFT

	Adopted Financial Plan/Budget July 1, 2022 - June 30, 2023	Proposed Financial Plan/Budget July 1, 2023 - June 30, 2024	Changes	Notes
REVENUES:				
Transfer from Reserves				
4100-00 Measure J Sales Tax Revenue	\$ 2,400,000.00	\$ 2,786,025.00	\$ 386,025.00	1
4200-00 Parent Contributions (Fare Box)				
School Year 2012-13				
School Year 2013-14				
School Year 2014-15				
School Year 2015-16				
School Year 2016-17				
School Year 2017-18				
School Year 2017-19				
School Year 2020-2021				
School Year 2021-2022				
School Year 2022-2023	\$ 677,525.00	\$ 677,525.00	\$ -	2
4300-00 Other Funds	\$ 3,077,525.00	\$ 3,463,550.00	\$ 386,025.00	
4300-01 TDM Funds	90,000.00	90,000.00	-	3
4300-02 CCC CSA-T1	271,000.00	310,623.00	39,623.00	4
Total 4300-00 Other Funds	361,000.00	400,623.00	\$ 39,623.00	
Total Income	3,438,525.00	3,864,173.00	425,648.00	
Gross Profit	\$ 3,438,525.00	\$ 3,864,173.00	\$ 425,648.00	
EXPENDITURES:				
7100-00 Contract Services				
7100-01 Program Administration	179,000.00	187,950.00	8,950.00	5
7100-02 Service Operator	2,846,275.00	2,859,105.00	12,830.00	6

**TRAFFIX - Measure J Traffic Congestion Relief Agency
 FY 2023-2024 Financial Plan**

Statement of Revenue & Expenditures - DRAFT

	Adopted Financial Plan/Budget July 1, 2022 - June 30, 2023	Proposed Financial Plan/Budget July 1, 2023 - June 30, 2024	Changes	Notes
7100-03 Audit	6,000.00	6,435.00	435.00	7
7100-04 Consulting Services	-	-	-	
7100-05 Insurance	8,778.00	10,094.00	1,316.00	8
7100-06 Legal Counsel	15,000.00	15,000.00	-	9
7100-07 Treasurer/Accounting	12,000.00	13,900.00	1,900.00	10
7100-08 Banking Service Charges/CC Charges	22,000.00	22,000.00	-	11
Total 7100-00 Contract Services	\$ 3,089,053.00	\$ 3,114,484.00	\$ 25,431.00	
7300-00 Leases				
7300-01 Office/Meeting Space				
Total 7300-00 Leases				
7400-00 Marketing & Sales				
7400-01 Bus Pass Production & Mailing	7,000.00	7,000.00	-	12
7400-02 Printing & Postage	200.00	200.00	-	13
7400-03 Promotional Materials / Online Marketing	12,540.00	12,990.00	450.00	14
Total 7400-00 Marketing & Sales	\$ 19,740.00	\$ 20,190.00	\$ 450.00	
7500-00 Public Notification				
7500-01 Public Document Printing				
7500-02 Postage				
Total 7500-00 Public Notification				
7600-00 Software, Website, CRM Data Maintenance				
7600-01 License Fees/ Hosting (Annual)	6,000.00	6,000.00	-	15
7600-02 Software Support / Maintenance Fees (Annual)	6,500.00	6,500.00	-	
Total 7600-00 Software, Website, CRM Data Maintenance	\$ 12,500.00	\$ 12,500.00	-	

TRAFFIX - Measure J Traffic Congestion Relief Agency

FY 2023-2024 Financial Plan

Statement of Revenue & Expenditures - DRAFT

	Adopted Financial Plan/Budget July 1, 2022 - June 30, 2023	Proposed Financial Plan/Budget July 1, 2023 - June 30, 2024	Changes	Notes
7700-00 Supplies	3,000.00	3,000.00	-	16
Total 7700-00 Supplies	\$ 3,000.00	\$ 3,000.00	\$ -	
7800-00 Email & Telephone				
7800-01 Telephone - Google Voice				
7800-02 SMS/Text Messaging Hosting Fees	2,000.00	2,000.00	-	17
Total 7800-00 Email & Telephone	\$ 2,000.00	\$ 2,000.00	\$ -	
7900-00 Miscellaneous Expenses				
7910-00 Monitoring Program				
7920-00 General Contingency	10,000.00	10,000.00	-	18
Total Expenses	\$ 3,148,793.00	\$ 3,174,674.00	\$ 25,881.00	
NET OPERATING INCOME:	\$ 289,732.00	\$ 689,499.00	\$ 399,767.00	
NON-OPERATING INCOME:				
4400-00 Interest	283.00	283.00	-	
Total Other Income	\$ 283.00	\$ 283.00	\$ -	
Net Other Income	\$ 283.00	\$ 283.00	\$ -	
REVENUE OVER (UNDER) EXPENDITURES	\$ 290,015.00	\$ 689,782.00	\$ 399,767.00	
Prior Year Carry-over(Unreserved) Funds	\$ 1,325,350.00	\$ 828,181.00	\$ (497,169.00)	
Ending Unreserved Balance Prior to Current Reservations	\$ 1,615,365.00	\$ 1,517,963.00	\$ (97,402.00)	
1	4100-00 Measure J Revenue \$2,786,025 is the estimated 12 month Revenue from CTA. This does not include th 10% carryover from 2022-23			
2	4200-00 Parent Contributions - Estimated parent contributions \$677,525.00 with no rate increase FY 2022-2023. Elementary and middle school at \$425.00 (367 Students), \$475 (648 students) and high school at \$475 (450 Students).			
3	4300-01 TDM Funds- SWAT Recommendation - \$90,000 in TDM Funds			
4	4300-02 CCC CSA T-1 - CSA T-1 Reimbursements are calculated for three buses servicing the CSA T1 Area. Funds estimated at \$280,438. An additional \$30,184 added for Projected overhead costs.			

