



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY BOARD OF DIRECTORS MEETING

**Monday, May 19, 2025
3:30 PM**

**District II
Supervisor's Office
309 Diablo Road
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**
- II. Roll Call**
- III. Public Comment**
- IV. Order of the Agenda**
- V. Consent Calendar**
 - A. Approve** the Summary of Actions from March 17, 2025 Meeting Minutes
- VI. Reports and Presentations**

A. Receive update from the Administrative Coordinator on Pass Sales, Operations, Marketing, and Outreach

B. Receive First Student Location Manager Report

VII. Old Business

A. Receive update on the winner of the Bus Pass Design Contest

VIII. New Business

A. Review and **Accept** TRAFFIX Audit for the fiscal year ending June 30, 2024

B. Nominate and **Elect** TRAFFIX Chair and Vice Chair for the 2025/26 School Year

C. Receive and **Approve** TRAFFIX meeting schedule for the 2025/26 School Year

D. Review and **Approve** rate change with JJACPA for accounting services

E. Review and **Approve** rate change with Hanson Bridgett for legal services

F. Adopt Memorandum of Understanding between TRAFFIX and the San Ramon Valley Unified School District to provide school bus transportation for the 2025/26 School Year

G. Adopt Memorandum of Understanding between the City of San Ramon and TRAFFIX to extend the TRAFFIX Administrative Coordinator Position for a 5-Year Term

H. Discuss Assembly Bill 2561 RE: Public Hearings on Staff Vacancies

I. Review and **Adopt** 2025/26 FY TRAFFIX Financial Plan

Adjournment: The next scheduled meeting is Monday, **July 21, 2025**, at **3:00 PM**, location TBD.

CERTIFICATION

I hereby certify that the foregoing agenda was posted at 309 Diablo Rd., Danville, CA, 72 hours before the noted meeting.



Candace Andersen
District II Supervisors' Office



TRAFFIX BOARD OF DIRECTORS

Monday, May 19, 2025

3:30 PM

V. Consent Calendar

a. Approve the Summary of Actions from the
March 17, 2025, Meeting



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Meeting Agenda

Monday, March 17 3:00 PM

District II Supervisor's Office

309 Diablo Road Danville, CA

94526

Join Via ZOOM:

<https://cccounty-us.zoom.us/j/87085790721?pwd=ghXg6kscxAlwtisKjWX3LXF4SmspdY.1>

Password: 095622;OR

Telephone:

Dial: USA 214 765 0478

USA 888 278 0254 (US Toll Free)

Conference code: 689647

Written public comment may be submitted in advance of the meeting via email to admin@ridetraffix.com. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the TRAFFIX Board of Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the TRAFFIX Board of Directors before, and, as feasible, during the meeting.

Any document provided to a majority of the members of the Measure J Traffic Congestion Relief Agency (TRAFFIX) Board of Directors regarding any item on this agenda will be made available for public inspection at the meeting. Members of the public may arrange to view documents after the meeting by calling the TRAFFIX Administrative Coordinator at 925-973-2649 during normal business hours.

I. **Call to Order** – Director Andersen called the meeting to order at 3:01 pm.

II. **Roll Call** – Director Andersen asked Kellie Fahey to conduct roll call.

Present:

- Director Candace Andersen (Contra Costa County Supervisor)
- Director Newell Arnerich (Town of Danville)
- Director Rachel Hurd (SRVUSD)
- Director Richard Adler (City of San Ramon)
- Director Robert Jweinat (City of San Ramon)
- Chris Weeks (City of San Ramon)
- Robert Sarmiento (Contra Costa County)
- Melissa Haberer (Town of Danville)
- Michael Conneran (TRAFFIX Attorney)
- Henry Cooper (First Student)
- Kellie Fahey (Administrative Coordinator)

Absent:

- Director Karen Stepper (Town of Danville)
- Director Laura Bratt (SRVUSD)

III. **Public Comment** – None

IV. **Order of Agenda** – No Changes

V. **Consent Calendar**

- a. **Approve** Summary of Actions from the January 27, 2025, Board of Directors meeting.
Amendment to the minutes to add Ilana Israel Samuels (SRVUSD) as attending the January 27, 2025, meeting.

Motion: Director Hurd

Second: Director Arnerich

Vote: 5-0 Motion Passed.

VI. **Reports and Presentations**

- a. **Administrative Coordinator Update: Pass Sales, Operations, Marketing, and Outreach**

As of today, **1,305 passes** have been sold, and current ridership is **1,262**. Since January:

- **20 new passes** have been sold (as compared to 8 in the Spring semester of 2024)
 - **17 replacement passes** have been issued.
 - **13 refunds** have been processed, primarily as prorated refunds for second-semester sales.
 - **3 SRVUSD waivers** have been granted since January.
-

Portal Opening Dates for 2025/26 Pass Purchases:

- San Ramon and Cal High: Opens April 14, 2025
- All Elementary and Middle Schools: Opens April 15, 2025
- Sign-up process for Monte Vista High School begins April 21, 2025

Director Hurd requested clarity on the waitlisted students that have been on the waitlist for an extended period of time, but have never received a pass. Ms. Fahey will review the list and consider a second tier of potential riders to add to the preferential rider category.

Director Andersen discussed the possibility of a T1 bus being added in the Fall of 2025. Robert Sarmiento reported to the BOD that adding a new bus is still being reviewed internally, and an update should be available at the next BOD meeting. Mr. Cooper from First Student assured the BOD that existing buses could be utilized if, in fact, a bus was to be added to the current service. The bus would come from the spare buses provided within the contract. A new bus would not be required.

Outreach and Marketing

TRAFFIX is registered to participate in **Truck Time in San Ramon** on **May 17** and the Danville **4th of July Parade** in the Summer of 2025.

All elementary and middle schools have been contacted to request participation in table events. TRAFFIX will attend open houses at all

elementary and middle School campuses that TRAFFIX serves. Staff will coordinate efforts to ensure coverage at each event.

Multiple areas of marketing platforms are being utilized to announce the sale of Bus Pass for the 2025/26 school year. These platforms include: marquees (school/Cities), school websites, and principal newsletters, Constant Contact, Social Media, Peach Jar and text alerts.

School Auction Donation

A free pass certificate was offered at TRAFFIX elementary schools fundraising auctions including Montevideo Elementary as a feeder school to Pine Valley Middle School.

First Student Location Manager Report

Mr. Cooper reported that the program is running smoothly. Full complement of drivers and buses.

VII. New Business

a. Review and Approve the Mid Year Budget

Chris Weeks reported that the TRAFFIX accountant, JJACPA, updated the mid-year Financial Plan. Adjustments were made to prepare for the annual Financial Plan presented at the May meeting. Five adjustments to the mid-year plan are highlighted below.

- Parent contributions increased due to a 33% increase in the 2024/25 bus pass price. This offsets the 29.5% increase in the service operator (First Student) pricing from the 2024.25 contract extension.
- An increase of \$550,895 from First Student for the 2024.25 school year due to an increase in the daily rate in part of the one year extension negotiated. The increase was not projected in the 2024.25 Financial plan, as the extension was implemented after the 2024.25 financial plan was finalized.
- Postage increased due to more direct mail marketing efforts.

- \$1,500 amount is reflected in the financial plan for to project any potential refunds between now and the end of the year.
- SMS messaging line item decreased (\$1,400) due to reduced text messages for service alerts.

Motion: Director Arnerich

Second: Director Hurd

Vote: 5-0, Motion Passed

b. Review and Approve the TRAFFIX Bus Pass Fare Schedule for the 2025/2026 School Year

Ms. Fahey reported to the BOD that TAG is requesting a 5% increase in bus pass rates for the 2025/26 school year to adjust to the new contract with First Student. TAG recommends an incremental increase yearly, as the First Student Contract daily rates will begin to increase 5% annually in 2026/27.

The High School new rate will be \$664, and the Elementary and Middle School rate is \$593.

Amendment requested for the Resolution's Title to include the correct year of 2025/2026.

Motion: Director Hurd

Second: Director Arnerich

Vote: 5-0, Motion Passed

C. Review and Approve the 2025-2026 TRAFFIX Marketing and Outreach Plan

Ms. Fahey reviewed the current marketing plan with the BOD. Ms. Fahey described the community events that TRAFFIX annually participates in the San Ramon Truck Time event and the Danville Fourth of July parade. Additionally, a new direct mail campaign was initiated to send to parents along existing routes of nonriders and newly created routes, social media, Constant Contact, Peach jar, marquees at all schools and cities. TRAFFIX also celebrates Unity Day and School Bus Safety Week and annually holds two to three Driver

appreciation luncheons.

Ilana Samuels suggested a new marketing suggestion in the form of a Video contest. Ms. Samuels presented that having a video contest would offer a higher return on investment, as it lasts forever, and there is the ability to track views. The BOD does not want a video contest to replace the current community events. Director Hurd, Director Arnerich, and Director Andersen do not think that adding a video or video contest would add marketing to the parents, and the amount of work is overwhelming, with little to no return on the investment.

Director Hurd suggested hiring a teenager to create a video promoting the program by interviewing students about the bus.

Discussion ensued on how to reach parents of nonriders as to why their students are not taking the bus. Ms. Fahey will implement an email campaign survey to the parents that reside along routes but do not utilize the bus service provided.

Plan approved in the exception of the video contest as presented.

Motion: Director Arnerich

Second: Director Adler

Vote: 5-0, Motion Passed

D. Review and Approve a short-term, two-month Amendment for the Administrative Coordinator to the MOU between TRAFFIX and the City of San Ramon.

Mr. Weeks explained to the BOD that the current MOU with the City of San Ramon expires on May 4, 2025, which is two months short of the Fiscal year starting on July 1, 2025. An extension has been created to bridge the gap, and a five-year MOU will be presented at the next BOD meeting in May.

Motion: Director Newell

Second: Director Jweinat

Vote: 5-0, Motion Passed

E. Review and Approve the Closure and Transfer of Funds of the Money Market and 11-month CD into the LAIF account

TAG requests the Mechanics Bank money market and 11-month CD be closed and the money be transferred to the LAIF account.

Motion: Director Hurd

Second: Director Adler

Vote: 5-0, Motion Passed

Adjournment: The next scheduled meeting is Monday, May 19, 2025, 3:30 PM, at the District II Supervisor's office, 309 Diablo Rd., Danville, CA 94526.

CERTIFICATION

I hereby certify that the foregoing agenda was posted at 309 Diablo Rd., Danville, CA 72 hours in advance of the noted meeting.

Candace Andersen

District II Supervisors Office



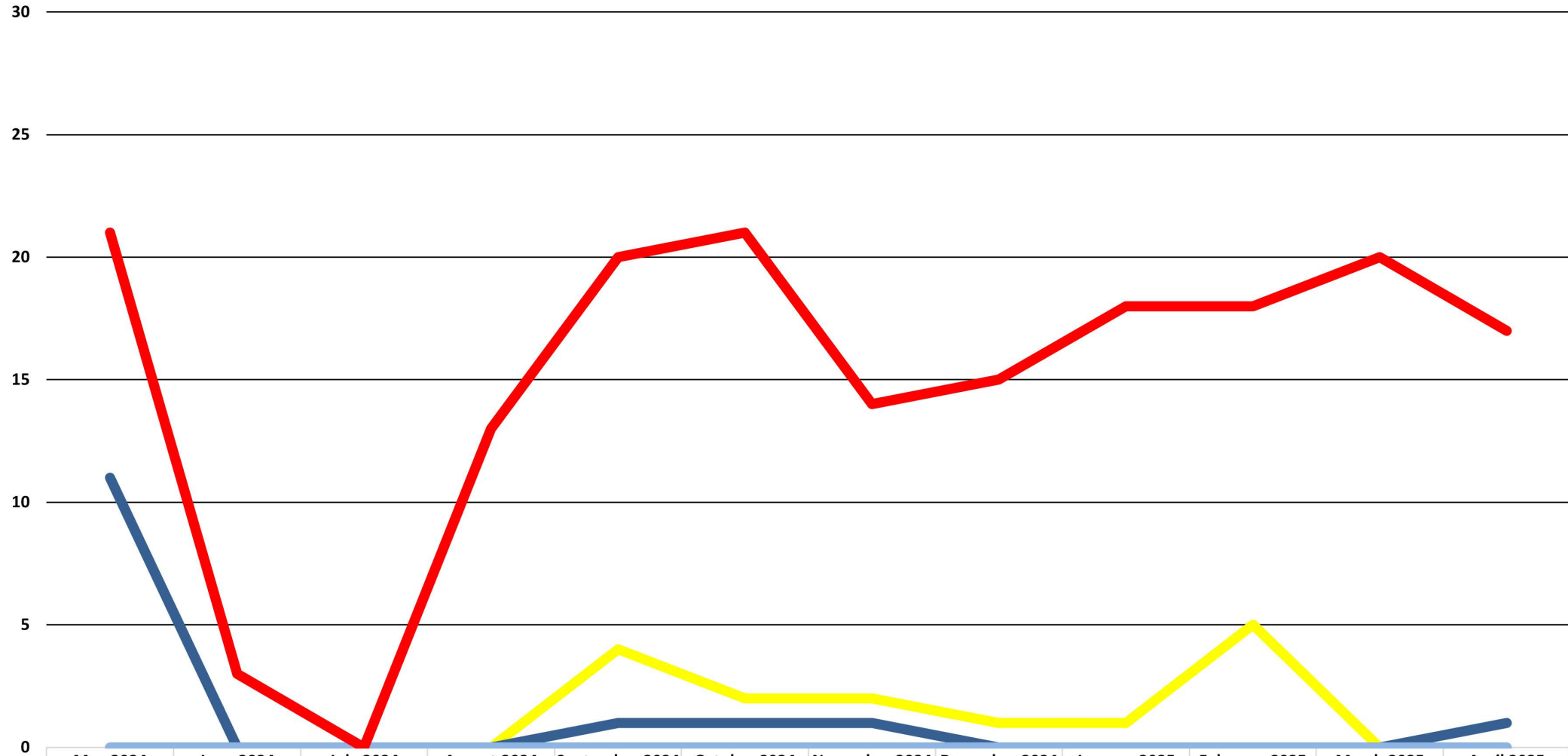
TRAFFIX BOARD OF DIRECTORS

Monday, May 19, 2025

3:30 PM

VI. Reports and Presentations

First Student Operations Report



	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025
Driver Reported Incidents	0	0	0	0	4	2	2	1	1	5	0	0
Combined Buses	11	0	0	0	1	1	1	0	0	0	0	1
Late Bus/ Liquidated Damages	0	0	0	0	0	0	0	0	0	0	0	0
Number of Operat Days	21	3	0	13	20	21	14	15	18	18	20	17
Number of Runs	1,638	234	0	1,014	1,560	1,638	1,092	1,170	1,404	1,404	1,560	1,326



TRAFFIX BOARD OF DIRECTORS

Monday, May 19, 2025

VII. Old Business

- a. **Receive** update on the winner of the Bus Pass Design Contest



TRAFFIX BOARD OF DIRECTORS

Monday, May 19, 2025

VIII. New Business

- a. **Receive** and **Accept** TRAFFIX Audit for the fiscal year ending June 30, 2024
- b. **Nominate** and **Elect** TRAFFIX Chair and Vice Chair for the 2025/26 School Year
- c. **Receive** and **Approve** TRAFFIX meeting schedule for the 2025/26 School year
- d. **Review** and **Approve** rate change with JJACPA for accounting services
- e. **Review** and **Approve** rate change with Hanson Bridgett for legal services
- f. **Adopt** MOU between TRAFFIX and the SRVUSD to provide school bus transportation for a 5-Year Term
- g. **Adopt** MOU between TRAFFIX and the City of San Ramon to extend the TRAFFIX Admin Coord Position for a 5-Year Term
- h. **Discuss** Assembly Bill 2561 RE: Public Hearing on Staff Vacancies
- i. **Review** and **Adopt** 2025/26 TRAFFIX Financial Plan



DATE: May 19, 2025
TO: TRAFFIX Board of Directors
FROM: TRAFFIX Technical Advisory Group (TAG)
SUBJECT: **ITEM VIII.A. – Review and Accept** TRAFFIX Audit for the fiscal year
June 30, 2024

Background

Each December, an independent auditor conducts an audit of the financial statements of The Measure J Congestion Relief Agency (TRAFFIX). The TRAFFIX Board of Directors (BOD) then appoints two BOD members to an Ad-Hoc Audit Subcommittee to receive and review the auditor's reports and recommendations.

This past December, the TRAFFIX auditors conducted an audit of TRAFFIX financial statements for the fiscal year ending on June 30, 2024. The auditors issued an unmodified opinion, stating that the financial statements of the TRAFFIX Program presented fairly, in all material respects, on the financial position of the TRAFFIX Program and the General Fund. They also found that the changes in net position and the budgetary comparisons included in the basic financial statements for the year ended were presented in accordance with generally accepted accounting principles (GAAP) in the United States. The auditors concluded that the evidence obtained was sufficient and appropriate to support their audit opinion.

The Audit Subcommittee met on Wednesday, February 05, 2025 to receive and review the draft audit report and the auditor's findings and did not voice any concerns. As a next step, the audit report would be forwarded to the TRAFFIX BOD.

Recommendation

Staff recommends that the TRAFFIX BOD accept the TRAFFIX audit report for the fiscal year ending June 30, 2024.

Attachments

- a. 2024 TRAFFIX Audit Results
- b. 2024 AUDIT Communications
- c. MOIC

**MEASURE J TRAFFIC CONGESTION
RELIEF AGENCY (TRAFFIX)
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

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**MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2024**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
Measure J Traffic Congestion Relief Agency (TRAFFIX)
San Ramon, California

Report on the Financial Statements

Opinion

We have audited the accompanying financial statements of the governmental activities and General Fund of the Measure J Traffic Congestion Relief Agency (TRAFFIX), California, as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise TRAFFIX's basic financial statements as listed in the Table of Contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the General Fund of the TRAFFIX as of June 30, 2024, and the changes in its net position and budgetary comparisons listed as part of the basic financial statements for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of TRAFFIX and to meet our other ethical responsibilities, in accordance with the relevant ethical requirement relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about TRAFFIX's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, there is a substantial likelihood that individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of TRAFFIX's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about TRAFFIX's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Other Matters

Other Information

TRAFFIX has not presented Management's Discussion and Analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the basic financial statements.

Maze + Associates

Pleasant Hill, California
January 21, 2025

MEASURE J TRAFFIC CONGESTION RELIEF AGENCY (TRAFFIX)
STATEMENT OF NET POSITION
JUNE 30, 2024

	<u>Governmental Activities</u>
ASSETS	
Cash and Investments (Note 3)	\$3,749,879
Accounts Receivable - Measure J	233,997
Other Receivables	310,620
Prepaid Expense	<u>2,378</u>
Total Assets	<u>4,296,874</u>
LIABILITIES	
Accounts Payable	142,113
Unearned Revenue	<u>491,224</u>
Total Liabilities	<u>633,337</u>
NET POSITION (Note 5)	
Unrestricted	<u>3,663,537</u>
Net Position	<u><u>\$3,663,537</u></u>

See accompanying notes to financial statements

MEASURE J TRAFFIC CONGESTION RELIEF AGENCY (TRAFFIX)
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Governmental Activities</u>
PROGRAM REVENUES	
Intergovernmental Allocations:	
Measure J	\$2,786,027
Transportation Demand Management Funds	90,000
Parent Contributions (Fare Box)	517,667
Interest	116
Miscellaneous	<u>28,975</u>
Total Program Revenues	<u>3,733,405</u>
PROGRAM EXPENSES	
<i>Public Ways and Facilities:</i>	
Contract Services	3,154,033
Marketing and Sales	16,198
Supplies	361
Website	15,678
Hosting Fees	5,385
Monitoring	14,931
Miscellaneous	<u>1,280</u>
Total Program Expenses	<u>3,207,866</u>
Change in Net Position	525,539
Net Position-Beginning	<u>3,137,998</u>
Net Position-Ending	<u><u>\$3,663,537</u></u>

See accompanying notes to financial statements

MEASURE J TRAFFIC CONGESTION RELIEF AGENCY (TRAFFIX)
GOVERNMENTAL FUNDS - GENERAL FUND
BALANCE SHEET
JUNE 30, 2024

ASSETS

Cash and Investments (Note 3)	\$3,749,879
Accounts Receivable - Measure J	233,997
Other Receivable	310,620
Prepaid Expense	<u>2,378</u>
Total Assets	<u><u>\$4,296,874</u></u>

LIABILITIES

Accounts Payable	\$142,113
Unearned Revenue	<u>491,224</u>
Total Liabilities	<u>633,337</u>

DEFERRED INFLOWS OF RESOURCES

Deferred CCCTA Remittances	<u>233,997</u>
Total Deferred Inflow of Resources	<u>233,997</u>

FUND BALANCES (Note 5)

Unassigned	<u>3,429,540</u>
Total Fund Balance	<u>3,429,540</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u><u>\$4,296,874</u></u>

**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE
TO THE STATEMENT OF NET POSITION**

Fund balance from above	\$3,429,540
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Amounts reported for Governmental Activities in the
Statement of Net Position are different from those reported
in the Governmental Funds above because of the following:

The deferred inflows of resources below are not due and
payable in the current period and therefore are not
reported in the Governmental Funds.

233,997

Net Position of Governmental Activities	<u><u>\$3,663,537</u></u>
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See accompanying notes to financial statements

MEASURE J TRAFFIC CONGESTION RELIEF AGENCY (TRAFFIX)
GOVERNMENTAL FUNDS - GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Budget</u>			Variance Final Budget Positive (Negative)
	<u>Original</u>	<u>Amended</u>	<u>Actual</u>	
REVENUES				
Intergovernmental Allocations:				
Measure J	\$2,786,025	\$2,786,025	\$2,772,027	(\$13,998)
Management Funds	90,000	90,000	90,000	
County Service Area T-1 Funds	310,623	302,345	310,620	8,275
Parent Contributions (Fare Box)	677,525	485,000	517,667	32,667
Miscellaneous -				
Miscellaneous			28,975	28,975
Interest	283	283	116	(167)
	<u>3,864,456</u>	<u>3,663,653</u>	<u>3,719,405</u>	<u>55,752</u>
Total Revenues				
EXPENDITURES				
Contract Services	3,134,484	3,132,567	3,154,033	(21,466)
Marketing and Sales	20,190	21,405	16,198	5,207
Supplies	3,000	3,000	361	2,639
Website	12,500	12,500	15,678	(3,178)
Hosting Fees	2,000	3,700	5,385	(1,685)
Monitoring			14,931	(14,931)
Miscellaneous	10,000	10,000	1,280	8,720
	<u>3,182,174</u>	<u>3,183,172</u>	<u>3,207,866</u>	<u>(24,694)</u>
Total Expenditures				
NET CHANGE IN FUND BALANCE	<u>\$682,282</u>	<u>\$480,481</u>	511,539	<u>\$31,058</u>
Fund balance at beginning of year			<u>2,918,001</u>	
FUND BALANCE AT END OF YEAR			<u>\$3,429,540</u>	

See accompanying notes to financial statements

MEASURE J TRAFFIC CONGESTION RELIEF AGENCY (TRAFFIX)
Reconciliation of the
NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS
with the
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2024

The schedule below reconciles the Net Change in Fund Balance reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$511,539
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Amounts reported for governmental activities in the Statement of Activities are different because of the following:

The amount below included in the Statement of Activities does not provide or (require) the use of current financial resources and therefore is not reported as revenue in governmental funds (net change)

Deferred CCCTA Remittances	<div style="border-top: 1px solid black; display: inline-block; width: 100%;">14,000</div>
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<div style="border-top: 1px solid black; border-bottom: 3px double black; display: inline-block; width: 100%;">\$525,539</div>
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See accompanying notes to financial statements

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MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2024

NOTE 1 – GENERAL

The Measure J Traffic Congestion Relief Agency (TRAFFIX) was established on October 18, 2008 under a joint powers agreement (JPA Agreement) among its members to reduce traffic congestion caused by parents driving their children to and from school through some of the San Ramon Valley's most congested intersections.

TRAFFIX is governed by a Board of Directors consisting of two representatives from each of the following members: the Town of Danville, the City of San Ramon and the San Ramon Valley Joint Unified School District, and one member from Contra Costa County. TRAFFIX has no employees and contracts out its services.

TRAFFIX contracts with JJACPA, Inc. for the maintenance of monthly bookkeeping, processing of disbursements and preparation of monthly Profit and Loss Statements and Balance Sheets.

Parents of students participating in the program must purchase annual bus passes online at the TRAFFIX website: <http://www.ridetraffix.com/>. However, bus pass revenues, termed Parent Contributions (Fare Box), in the accompanying financial statements are not sufficient to fund TRAFFIX operations. Expenses incurred in excess of these revenues are reimbursed primarily by Contra Costa County Measure J funds collected from a one-half cent sales tax measure approved by the voters of Contra Costa in 2004. Funds are to be expended in an effort to reduce congestion by providing alternatives to commuting in single occupancy vehicles. The Contra Costa Transportation Authority is responsible for administering Measure J and distributes funds to participating entities. Measure J funds allocated to TRAFFIX's members have been reallocated to TRAFFIX pursuant to the JPA agreement.

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of TRAFFIX conform with generally accepted accounting principles applicable to governments. The following is a summary of the significant policies:

A. *Basis of Presentation*

TRAFFIX's Basic Financial Statements are prepared in conformity with accounting principles generally accepted in the United States of America. The Government Accounting Standards Board is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

These Statements require that the financial statements described below be presented.

Agency-wide Statements: The Statement of Net Position and the Statement of Activities display information about the primary government (TRAFFIX). These statements include the financial activities of the overall government. Governmental activities generally are financed through interest revenue and contributions from members.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2024

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

The Statement of Activities presents a comparison between direct expenses and program revenues for each function of TRAFFIX's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function.

B. Major Funds

Major funds are defined as funds that have either assets, liabilities, revenues or expenditures equal to ten percent of their fund-type total and five percent of the grand total. The General Fund is TRAFFIX's only fund and is always a major fund.

General Fund - The General Fund is the general operating fund of TRAFFIX. It is used to account for all financial resources. The major revenue sources for this Fund are Measure J revenues and fare box revenues. Expenditures are made for operation services and program administration.

C. Basis of Accounting

The Agency-wide financial statements are reported using the *economic resources measurement focus* and the full *accrual basis* of accounting. Revenues are recorded when *earned* and expenses are recorded at the time liabilities are *incurred*, regardless of when the related cash flows take place.

Governmental funds are reported using the *current financial resources* measurement focus and the *modified accrual* basis of accounting. Under this method, revenues are recognized when *measurable* and *available*. The Agency considers all revenues reported in the governmental fund to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. Governmental capital asset acquisitions are reported as *expenditures* in governmental funds.

Exchange transactions, in which TRAFFIX receives user fees such as Parent Contributions (Fare Box) revenues in exchange for services are recognized when the service is performed. Parent Contributions (Fare Box) collected for the subsequent school year are deferred and recognized as revenues when services have been provided.

Non-exchange transactions, in which TRAFFIX gives or receives value without directly receiving or giving equal value in exchange, include grants and contributions. On an accrual basis, Measure J and Transportation Demand Management revenues are recognized in the fiscal year in which all eligibility requirements have been satisfied.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2024

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. *Deferred Outflows/Inflows of Resources*

In addition to assets, the statement of financial position or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net assets or fund balance that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net assets or fund balance that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. The Agency has only one item, which arises only under a modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item, deferred CCTA remittances, is reported only in the governmental fund balance sheet. The governmental fund reports unavailable revenues from one source: accounts receivable. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

E. *Budgets and Budgetary Accounting*

TRAFFIX follows these procedures in establishing the budgetary data reflected in the financial statements:

- Prior to the end of the fiscal year, a proposed operating budget is submitted to the Board of Directors for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them. The budget is legally enacted through adoption of a motion.
- Formal budgetary integration is employed as a management control device during the year. Budgets are adopted on a basis consistent with generally accepted accounting principles.
- Expenditures may not exceed appropriations at the fund level. Additional appropriations or interfund transfers must be approved by the Board.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2024

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. *Risk Management*

The Joint Exercise of Powers Agreement for TRAFFIX requires that TRAFFIX have insurance in an amount sufficient to protect TRAFFIX and its Members. Insurance shall include coverage for automobile liability, comprehensive general liability, public officials' errors and omissions, workers' compensation, excess liability and other perils as directed by the Board of Directors.

The Agency is a member of the Special Liability Insurance Program (SLIP) which provides annual coverage for general liability, automobile liability, public official errors and omissions and employment practices.

The following is a summary of the insurance policies in force carried by TRAFFIX as of June 30, 2024:

Type of Coverage	Limits	Deductibles
General Liability	\$2,000,000	\$1,000
Automobile Liability	1,000,000	1,000
Public Officials Errors and Omissions	2,000,000	1,000
Employment Practices Liability	2,000,000	10,000

G. *Fair Value Measurements*

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. TRAFFIX categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The fair value hierarchy categorizes the inputs to valuation techniques used to measure fair value into three levels based on the extent to which inputs used in measuring fair value are observable in the market.

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities.

Level 2 inputs are inputs – other than quoted prices included within level 1 – that are observable for an asset or liability, either directly or indirectly.

Level 3 inputs are unobservable inputs for an asset or liability.

If the fair value of an asset or liability is measured using inputs from more than one level of the fair value hierarchy, the measurement is considered to be based on the lowest priority level input that is significant to the entire measurement.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2024

NOTE 3 – CASH AND INVESTMENTS

A. Classification

Cash and investments as of June 30, 2024 consist of the following:

Deposits with financial institutions	\$3,365,582
Investments:	
Money market funds	2,505
Certificate of deposit	381,792
Total cash and investments	<u>\$3,749,879</u>

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, TRAFFIX will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Under California Government Code Section 53651 through 53652, depending on specific types of eligible securities, a bank must deposit eligible securities posted as collateral with its Agent having a fair value of 110% to 150% of TRAFFIX's cash on deposit. All of TRAFFIX's deposits are either insured by the Federal Depository Insurance Corporation (FDIC) or collateralized with pledged securities held in the trust department of the financial institutions in TRAFFIX's name.

B. Fair Value Hierarchy

TRAFFIX categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure fair value of the assets. Level 1 inputs are quoted prices in an active market for identical assets; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs.

Deposits with financial institutions, money market funds and certificates of deposit are measured at cost. Fair value is defined as the quoted market value on the last trading day of the period. These prices are obtained from various pricing sources by the custodian bank.

NOTE 4 – CAPITAL ASSETS

Major outlays for capital assets and improvements are capitalized as projects are constructed. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed.

The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each period represents that period's pro rata share of the cost of capital assets.

Depreciation of capital assets in service is provided using the straight-line method which means the cost of the asset is divided by its expected useful life in periods and the result is charged to expense each period until the asset is fully depreciated. TRAFFIX has assigned 5 years for the useful life of website design costs, which were fully depreciated as of June 30, 2024.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2024

NOTE 5 – NET POSITION AND FUND BALANCES

Net Position is measured on the full accrual basis while Fund Balance is measured on the modified accrual basis.

A. Net Position

Net Position is the excess of all the Agency's assets and deferred outflows over all its liabilities and deferred inflows, regardless of fund. Net Position is divided into three captions, which are determined only at the Government-wide level. However, TRAFFIX only has one category and is described below:

Unrestricted describes the portion of Net Position which is not restricted to use.

B. Fund Balances

Governmental fund balances represent the net current assets of each fund. Net current assets generally represent a fund's cash and receivables, less its liabilities. Portions of a fund's balance may be nonspendable, restricted, committed or assigned for future expenditures.

The Agency's fund balances are classified base on spending constraints imposed on the use of resources. For programs with multiple funding sources, the Agency prioritizes and expends funds in the following order: Unassigned, Restricted, Committed, Assigned. Each category in the following hierarchy is ranked according to the degree of spending constraint.

Nonspendable fund balances represent balances that are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted fund balances have external regulations imposed by outside entities, such as other governments, which restrict the expenditures of the restricted funds to the purpose intended by the entity which provided the funds. TRAFFIX cannot modify or remove these restrictions or reserves.

Commitments are imposed by TRAFFIX's Board to reflect future spending plans or concerns about the availability of future resources. Commitments may be modified, amended or removed by Board action.

Assigned fund balances are amounts constrained by TRAFFIX's intent to be used for a specific purpose, but are neither restricted nor committed.

Unassigned fund balances are those which are not unspendable, restricted, committed, or assigned.

NOTE 6 – TRANSPORTATION SERVICE CONTRACTOR

TRAFFIX has an agreement with a third party Contractor to provide transportation services to students attending schools within the City of San Ramon and Town of Danville. TRAFFIX incurred \$2,859,885 in fiscal year 2024. The term of the contract is for five school years and ends August 1, 2024.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2024

NOTE 7 – RELATED PARTY TRANSACTIONS

Beginning July 2018, the City of San Ramon provides transportation program administrative services. Although TRAFFIX was created in part by the City of San Ramon, it is not part of the City's reporting entity. Program administrative services are billed separately and at amounts that will approximately recover the City's cost of providing such services. During the year ended June 30, 2024, expenditures for services provided by the City totaled \$215,776.

NOTE 8 – COMMITMENTS AND CONTINGENT LIABILITIES

TRAFFIX is subject to litigation arising in the normal course of business. In the opinion of legal counsel there is no pending litigation which is likely to have a material adverse effect on the financial position of TRAFFIX.

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**MEASURE J TRAFFIC CONGESTION
RELIEF AGENCY (TRAFFIX)
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED JUNE 30, 2024**

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**MEASURE J TRAFFIC CONGESTION RELIEF AGENCY (TRAFFIX)
REQUIRED COMMUNICATIONS**

For the Year Ended June 30, 2024

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REQUIRED COMMUNICATIONS

To the Board of Directors
of the Measure J Traffic Congestion Relief Agency
San Ramon, California

We have audited the basic financial statements of the Measure J Traffic Congestion Relief Agency (TRAFFIX) for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated June 12, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Accounting Policies - Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year, except as follows:

The following pronouncements became effective, but did not have a material effect on the financial statements:

GASB 100 – *Accounting for Changes and Error Corrections*

Unusual Transactions, Controversial or Emerging Areas – We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates – Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Disclosures – The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not propose any audit adjustments that, in our judgment, could have a significant effect, either individually or in the aggregate, on the TRAFFIX's financial reporting process.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board of Directors.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated January 21, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to TRAFFIX's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Maze + Associates

Pleasant Hill, California
January 21, 2025

MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors
of the Measure J Traffic Congestion Relief Agency (TRAFFIX)
San Ramon, California

In planning and performing our audit of the basic financial statements of TRAFFIX, as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered TRAFFIX's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of TRAFFIX's internal control. Accordingly, we do not express an opinion on the effectiveness of the TRAFFIX's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of TRAFFIX's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and agencies and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink that reads 'Maze + Associates'.

Pleasant Hill, California
January 21, 2025



DATE: May 19, 2025

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Administrative Coordinator

SUBJECT: **Item VIII B. – Nominate and Elect** TRAFFIX Chair and Vice Chair
for the 2025-26 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 2024-25 School Year, Director Candace Andersen, District 2 County Supervisor, and Director Karen Stepper, Town of Danville Councilmember, assumed the TRAFFIX Chair and Vice-Chair position, respectively.

Discussion

Per the regular rotation, for the 2025-26 School Year, the Town of Danville and the City of San Ramon would serve as the TRAFFIX Chair and Vice-Chair, respectively. However, the TRAFFIX BOD has the discretion to elect different member agencies to have their BOD representative serve as TRAFFIX Chair or Vice-Chair.

Recommendation:

TAG recommends that the TRAFFIX BOD elect a BOD representative from the Town of Danville as the TRAFFIX Chair and the City of San Ramon as the TRAFFIX Vice-Chair for the 2025-26 School Year, effective July 1, 2025, through June 30, 2026.

DRAFT

2025-2026 School Year TRAFFIX Meeting Schedule

Board of Directors (BOD)

Monday, July 21, 2025	3:00 PM ¹
Monday, September 15, 2025	3:30 PM
Monday, November 17, 2025	3:30 PM
Monday, January 26, 2026 (4 th Monday in January due to MLK Holiday on 1/19/26)	3:00 PM ¹
Monday, March 16, 2026	3:30 PM
Monday, May 18, 2026	3:30 PM

Technical Advisory Group² (TAG)

Wednesday, July 2, 2025	11:00 AM
Wednesday, September 3, 2025	11:00 AM
Wednesday, November 5, 2025	11:00 AM
Wednesday, January 7, 2026	11:00 AM
Wednesday, March 4, 2026	11:00 AM
Wednesday, May 6, 2026	11:00 AM

Citizens Advisory Committee² (CAC)

Tuesday, August 18, 2025	11:00 AM
Tuesday, November 18, 2025	11:00 AM
Tuesday, March 24, 2026	11:00 AM
Tuesday, June 16, 2026	11:00 AM

¹ The BOD meeting will commence at 3:00 PM to accommodate a scheduling conflict affecting several members of the Board of Directors.

² TAG & CAC meetings will be held virtually.



DATE: May 19, 2025
TO: TRAFFIX Board of Directors
FROM: TRAFFIX Administrative Coordinator
SUBJECT: **Item VIII D. – Review and Approve** rate increase with JJACPA for accounting services

Background

TRAFFIX engages with JJACPA for all accounting services. The firm possesses extensive knowledge of the program and has consistently delivered professional and precise accounting services since the inception of our partnership in the 2015-2016 school year. JJACPA charges up to a maximum of \$13,200 per year for accounting services.

Discussion

JJACPA has requested a rate increase to \$18,000 annually, a 36% increase, effective July 1, 2025. This higher rate is due to increased involvement in the annual financial plan, mid-year financial plan, and audit processes.

The increase in rates will not significantly impact on TRAFFIX finances.

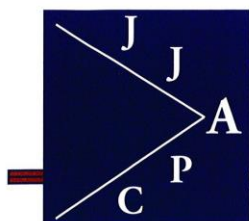
Communication between JJACPA and TRAFFIX has been consistently excellent, with prompt responses and the immediate delivery of documents upon request.

Recommendation

TAG recommends that the BOD approve a rate increase for accounting services from JJACPA.

Attachment

JJACPA Engagement Letter



JJACPA, Inc.

A Professional Accounting Services Corp.

May 9, 2025

Kellie Fahey
Program Manager
TRAFFIX – A Congestion Relief Agency
7000 Bollinger Canyon Rd.
San Ramon, CA 94583
925-973-2649

Dear Kellie:

This letter is to confirm our understanding as to the terms and objectives of our engagement and the nature, scope, and limitations of the bookkeeping and accounting services that we will provide for Measure J Traffic Congestion Relief Agency (TRAFFIX) effective July 1, 2025.

Beginning with the month of July 2025, we will perform the bookkeeping function of TRAFFIX by recording or reconciling all cash receipts and cash disbursements in QuickBooks from bank statements and other information you provide. TRAFFIX agrees to provide us with the following documents (in paper or electronic format) on a monthly basis: bank statements, credit card statements, and payroll reports.

Task 1: JJACPA will maintain monthly bookkeeping. We will reconcile the monthly bank statement to meet the requirements of the Agency's Independent auditor.

Deliverable: To be completed by the 7th of each month. If the 7th falls on a Saturday, Sunday or holiday, the reconciliation shall be due on the following business day.

Task 2: We will prepare monthly Profit & Loss Statement and Balance Sheet.

Deliverable: To be completed and submitted the last Wednesday of each succeeding month.

Task 3: We will prepare the mid-year Financial Report and prepare the annual Financial Report (work in concert with TRAFFIX TAG Financial sub-committee and Board)

Deliverable: To be completed by February 28th (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: We will write checks to vendors and have available for pickup for a TRAFFIX representative.

Deliverable: To be completed and available for pickup no later than 5 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.

We will also be available to attend TRAFFIX Board of Directors, TAC, and CAC meetings to present any financial reports that are prepared by us.

It is our policy to keep records related to this engagement for seven years. However, JJACPA, Inc. does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

We will bill for services, upon completion of the service performed. The fees are at the hourly rate of \$225 per hour for President time, \$175 per hour for Senior Accountant time, and \$125 per hour for Staff Accountant time; however, the maximum amount paid for services under this contract shall not exceed \$18,000. Payment for services is due when rendered and interim billings may be submitted as work progresses and expenses are incurred.

Billings become delinquent if not paid within 30 days of the invoice date, unless other arrangements have been made. If billings are past due in excess of 90 days, we reserve the right to discontinue services until your account is brought current, or withdraw from this engagement. TRAFFIX acknowledges and agrees that we are not required to continue work in the event of TRAFFIX's failure to pay on a timely basis for services rendered as required by this engagement letter. TRAFFIX further acknowledges and agrees in the event that we stop work or withdraw from this engagement as a result of TRAFFIX's failure to pay on timely basis for services rendered as required by this engagement letter, we shall not be liable to TRAFFIX for any damages that occur as a result of our ceasing to render services.

In the event of a dispute over our engagement, we mutually agree first to try in good faith to resolve the dispute through mediation by selecting a third party to help us reach an agreement. If we are unable to resolve any fee dispute through mediation, client and accountant agree to submit to a resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, BOTH PARTIES ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION AND RESOLUTION.

We appreciate your confidence in our firm by retaining us to perform these services and will be pleased to discuss this letter with you at any time.

If the foregoing is in accordance with your understanding, please sign and return to us the enclosed copy of this letter.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Arch, CPA". The signature is stylized with a large, looped initial "J" and a cursive "Arch".

Joseph J. Arch, President/CEO
JJACPA, Inc.

Approved By:

Kellie Fahey, Program Manager
Measure J Traffic Congestion Relief Agency

Date



DATE: May 19, 2025
TO: TRAFFIX Board of Directors
FROM: TRAFFIX Administrative Coordinator
SUBJECT: **Item VIII E. – Review and Approve** rate change with Hanson Bridgett for legal services

Background

TRAFFIX engages with Hanson Bridgett for all legal counsel. The firm possesses extensive knowledge of the program and has consistently delivered professional and precise legal counsel since the inception of our partnership in the 2015-2016 school year. The contracted fee for the current fiscal year is \$450 per hour.

Discussion

Hanson Bridgett has requested a rate increase to \$485 per hour, an 8% increase, effective February 1, 2025. Hanson Bridgett has not altered its fees in two years. The firm's expenses continue to experience rising overhead costs, salary pressures, and many other operating challenges

The increased rates will not significantly impact TRAFFIX's finances.

Hanson Bridgett has consistently handled all legal concerns reliably and accurately. Communication between Hanson Bridgett and TRAFFIX has been consistently excellent, with prompt responses and immediate document delivery upon request.

Recommendation

TAG recommends that the Board of Directors (BOD) approve a rate increase for legal services from Hanson Bridgett.

Attachment

Engagement Letter and Fee Agreement from Hanson Bridgett

MICHAEL N. CONNERAN
PARTNER
DIRECT DIAL (415) 995-5042
E-MAIL mconneran@hansonbridgett.com



January 22, 2025

TRAFFIX
c/o Kellie Fahey
Traffix Administrative Coordinator
7000 Bollinger Canyon Road
San Ramon, CA 94583

Re: Engagement Letter & Fee Agreement

Dear Kellie:

This letter will supplement the April 21, 2022 "Engagement Letter & Fee Agreement" regarding the engagement of Hanson Bridgett by TRAFFIX. It has been our pleasure to serve TRAFFIX since its founding. Your continued satisfaction with our services is extremely important to us and I encourage you to offer comments and suggestions at any time throughout the year to enhance our ability to serve you.

I write to advise you of adjustments in our billing rates that will become effective on February 1, 2025. The rates we charge to TRAFFIX have not been altered in two years and, like all other businesses in the San Francisco Bay Area, our law firm continues to experience rising overhead costs, salary pressures and many other operating challenges. Thus, these adjustments reflect the increased experience and efficiency of our attorneys and paralegal staff as well as the continuing increases in our own costs.

Starting with the invoices you receive for February, there will be an increase in my hourly rate to \$485 per hour, and senior counsel and associates in the Government Section will be billed at rates starting at \$400 and \$380, respectively.

We believe that we present a highly competitive value for the level, quality and diversity of services we offer. Please be assured that we will continue to be mindful of your economic circumstances in our use of time and we will always endeavor to provide a superior quality of legal services which are both efficient and cost effective. We look forward to serving you in the upcoming years.

Very truly yours,

Michael N. Conneran
Partner



DATE: May 19, 2025

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Administrative Coordinator

SUBJECT: **Item VIII F. – Adopt** 2025-2026 Memorandum of Understanding between TRAFFIX and San Ramon Valley Unified School District to provide school bus transportation for the 2025/26 School Year

Background

Every year, TRAFFIX enters into a Memorandum of Understanding (MOU) with the San Ramon Valley School District (SRVUSD) to provide school bus service to specific schools.

The MOU includes a map of each school site with a visual description of the TRAFFIX bus ingress/egress route and drop-off/pick-up zone.

One change to the MOU from previous school year MOUs is the addition of limited service to Iron Horse Middle School in San Ramon as part of the CA17A (Cal High) route.

Recommendation

TAG recommends that the BOD adopt the Memorandum of Understanding between TRAFFIX and SRVUSD to provide school bus service to specific schools for the 2025/26 school year.

Attachment

Memorandum of Understanding between TRAFFIX and the San Ramon Valley Unified School District for the 2025/2026 School Year

**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 as of this 19th day of May, 2025, 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 “Level of Service” 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	San Ramon HS	California HS Monte Vista HS	Dougherty HS
Middle Schools	Los Cerros MS	Pine Valley MS	Gale Ranch MS Iron Horse MS Windemere MS
Elementary Schools	Country Club ES Green Valley ES Neil Armstrong ES Vista Grande ES Walt Disney ES	Coyote Creek ES	Golden View ES Rancho Romero 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.

WHEREAS, the program service priority approach identified the following schools to receive service in the 2024-2025 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)
12. Iron Horse Middle School – San Ramon (Limited Service)

WHEREAS, the service to all twelve 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 twelve 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 Group 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"

MEASURE J TRAFFIC CONGESTION
RELIEF AGENCY

Candace Andersen

TRAFFIX Board of Directors

Date: _____

"DISTRICT"

SAN RAMON VALLEY UNIFIED
SCHOOL DISTRICT

Rachel Hurd

SRVUSD Board of Trustees

Date:

RESOLUTION NO. 5

**A RESOLUTION OF BOARD OF DIRECTORS OF THE MEASURE J TRAFFIC
CONGESTION RELIEF AGENCY APPROVING MEMORANDUM OF
UNDERSTANDING WITH THE SAN RAMON VALLEY UNIFIED SCHOOL
DISTRICT FOR THE 2025-2026 SCHOOL YEAR**

MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

WHEREAS, the Measure J Traffic Congestion Relief Agency (TRAFFIX) and the San Ramon Valley Unified School District ("District") enter into a Memorandum of Understanding ("MOU") for each school year regarding the expectations and responsibilities associated with the implementation of the TRAFFIX student transportation service at the District's school sites; and

WHEREAS, the parties desire to enter into the MOU for the 2025-26 school year.

NOW, THEREFORE, BE IT RESOLVED that the Measure J Traffic Congestion Relief Agency hereby adopts the Memorandum of Understanding with the San Ramon Valley Unified School District for the 2025-2026 school year and authorizes the Board Chair to execute it in the general form attached as Exhibit A.

PASSED AND ADOPTED this 19th day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Directors
Candace Andersen

ATTEST:

Board Secretary Kellie Fahey



DATE: May 19, 2025

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Administrative Coordinator

SUBJECT: **Item VIII.G.** – Adopt Memorandum of Understanding between the City of San Ramon and TRAFFIX to extend the TRAFFIX Administrative Coordinator Position for 5 Year Term

Background

The City of San Ramon is prepared to provide TRAFFIX administrative staff support services for another five-year term effective July 1, 2025, to June 30, 2030. The City of San Ramon welcomes the opportunity to continue to provide this service to ensure the delivery of a safe, efficient, and effective student transportation bus service that accomplishes the overall goal of traffic congestion reduction within the San Ramon Valley. On January 21, 2020, the TRAFFIX Board of Directors agreed to enter into a 5-year Limited Term agreement with the City of San Ramon to provide TRAFFIX Administrative Services. With the approval of the TRAFFIX Board of Directors at this May 19th meeting, the City of San Ramon Transportation Division Manager will take the agreement and resolution to the City of San Ramon City Council for approval June 10th, 2025.

Organizational Structure

San Ramon

Within the City of San Ramon Employee Classification, the TRAFFIX responsibilities are equivalent to an Administrative Coordinator. Therefore, San Ramon has classified the position as Administrative Coordinator. The TRAFFIX Administrative Coordinator position is within the Public Works Department, Transportation Division, reporting directly to the Division Manager.

The TRAFFIX Administrative Coordinator will adhere to the work hours/needs of the TRAFFIX program. San Ramon understands the need to provide staffing during the AM and PM bus travel times and will accommodate the TRAFFIX Administrative Coordinator work hours to meet the needs of TRAFFIX, while adhering to the San Ramon Personnel Rules and Procedures. Vacation and/or time-off will be pre-approved by San Ramon.

San Ramon does not envision the day-to-day TRAFFIX staff responsibilities to change. With respect to the City of San Ramon's personnel evaluation, San Ramon will conduct an annual evaluation at the end of each 12-month period. San Ramon will solicit input and feedback from TRAFFIX TAC and Board members prior to evaluation to ensure areas of concern are addressed.

Since TRAFFIX does not maintain a physical office space, San Ramon as the lead agency, will continue to provide office space. Today, San Ramon provides TRAFFIX with office space at San Ramon City Hall, 7000 Bollinger Canyon Road.

Program Implementation

Scope of Work

The TRAFFIX Scope of Work has been modified slightly to reflect the transition from a Contract Program Manager to City of San Ramon Administrative Coordinator. The revised Scope of Work has been approved by TRAFFIX Board. The San Ramon Transportation Division Manager provides the day-to-day management oversight and performs an annual performance review of the Administrative Coordinator. The Administrative Coordinator provides comprehensive day-to-day program support and implementation, including program administration, front-line customer service, ticket sales, program marketing, and operations support. The details of the role are included in the attached MOU (Attachment A).

Communication

San Ramon recommends that the TRAFFIX Administrative Coordinator maintain existing customer contact primarily through telephone and electronic correspondence. The sale of TRAFFIX bus passes will continue to be processed via telephone or through the TRAFFIX website at:

www.RideTRAFFIX.com

Contract

The Memorandum of Understanding (MOU) has been entered into between TRAFFIX and City of San Ramon. Among other items, the MOU will stipulate that San Ramon will not provide funding towards the TRAFFIX Administrative Coordinator position. The position must be fully funded by TRAFFIX. San Ramon will, however, provide in-kind services, such as an office space.

Fiscal Analysis

There will be no direct fiscal impact on the City of San Ramon General Fund. TRAFFIX will fully fund the Administrative Coordinator position. The total cost for the term of this contract is estimated to be \$1,252,475 or \$222,184 per year minimum and \$280,503 per year maximum, which includes an expected incremental increase ranging from 0-6% per year according to the Administrative Coordinator's performance-based compensation.

Recommendation:

The Technical Advisory Group recommends the TRAFFIX Board of Directors approve the Memorandum of Understanding between the City of San Ramon and TRAFFIX for the TRAFFIX Administrative Coordinator Position.

Attachment:

City of San Ramon/Measure J Traffic Congestion Relief Agency (TRAFFIX) Memorandum of Understanding

**MEMORANDUM OF UNDERSTANDING
BETWEEN CITY OF SAN RAMON AND
TRAFFIX**

THIS MEMORANDUM OF UNDERSTANDING (**MOU**) is entered into as of May 4, 2025, by and between the Measure J Traffic Congestion Relief Agency – TRAFFIX (**Traffix**), and the City of San Ramon, a municipal Corporation (**City**), collectively referred to as the Parties.

RECITALS

WHEREAS, Traffix is a Joint Powers Authority (**JPA**), formed in 2008 to provide school buses to eleven (11) school sites serving approximately 1,300 students in the San Ramon Valley; and

WHEREAS, the passage of Measure J in November 2004 authorized a 25-year extension of the existing county-wide 1/2 cent sales tax measure for congestion relief. The “Safe Transportation for Children’s program category within Measure J provides approximately \$40 million for the development and operation of a school bus program or other such projects that would reduce school-related congestion within the San Ramon Valley; and

WHEREAS, the funds for the program became available July 1, 2009; and

WHEREAS, the Traffix JPA consists of the four public agencies, the City, the Town of Danville, the San Ramon Valley Unified School District, and unincorporated areas of the Contra Costa County within the southwest region; and

WHEREAS, the Traffix JPA desires to utilize the City for services relating to the job duties of an Administrative Coordinator; and

WHEREAS, the Traffix JPA previously engaged with the City for a five-year limited term contract for the term of January 21, 2020, through June 30, 2025, approved by the Traffix JPA at its September 22, 2020 meeting, and Amendment #1 at its March 17, 2025 meeting; and

WHEREAS, the Parties desire to renew and engage the City in providing administrative services to Traffix for another five-year limited term contract; and

WHEREAS, the Traffix Board of Directors on _____, 2025 authorized Traffix to enter into the MOU stated herein; and

WHEREAS, the City Council has authorized the City Manager to enter into the MOU stated herein, approved by City Council on _____, 2025, Resolution No. 2025-XX.

NOW THEREFORE, in consideration of the mutual promises set forth, CITY and Traffix agree as follows:

1. **Scope of Services.** The City shall provide administrative services, as set out in the Administrative Services Proposal – Scope of Work, attached hereto as **Exhibit A** and incorporated herein by reference.
2. **Time of Performance.** The City’s performance shall commence on July 1, 2025 and shall be completed by June 30, 2030.

3. **Compensation.** The City shall be compensated at the rate and according to the payment schedule outline in **Exhibit A**. The City Finance Department charges a 15% overhead fee when departments bill outside agencies or companies such as Traffix JPA. This overhead fee is included in the prices listed below:

The Administrative Coordinator compensation will increase by 0-6% each year based on the Administrative Coordinator's annual performance review, outlined in the City's most current Personnel Rules and Regulations. The total cost for the term of this contract is estimated to be \$1,252,475 or \$222,184 per year minimum and \$280,503 per year maximum, which includes an expected incremental increase ranging from 0-6% per year according to the Administrative Coordinator's performance-based compensation.

The schedule of Administrative Coordinator funding for services which include the cost of labor, benefits, materials, and the 0-6% performance-based compensation are as follows:

- A. Year 1 Fiscal Year 2025-2026: a not-to-exceed amount of \$18,515 per month;
 - B. Year 2 Fiscal Year 2026-2027: a not-to-exceed amount of \$19,626 per month;
 - C. Year 3 Fiscal Year 2027-2028: a not-to-exceed amount of \$20,804 per month;
 - D. Year 4 Fiscal Year 2028-2029: a not-to-exceed amount of \$22,052 per month; and
 - E. Year 5 Fiscal Year 2029-2030: a not-to-exceed amount of \$23,375 per month.
4. **Administrative Coordinator.** The position is an at-will limited-term contract employee subject to the City's Personnel Rules and Regulations.
5. **Invoicing, Payments, Notices.** The City shall submit invoices to Traffix by the 5th of each month. Invoices shall describe the beginning and end dates of the billing period and services performed.

Traffix designated Fiscal Agent shall pay the City for services rendered as outlined in **Exhibit A** and at the rate listed in Section 3, Compensation. Payment shall be made within net thirty (30) days from the receipt of the City's invoice.

Transmittal of notices, invoices, and communication are as follows:

Traffix Board of Directors:

Traffix
c/o Hanson Bridgett
1676 N. California Blvd., Suite 620
Walnut Creek, CA 94596
ATTN: Michael N. Conneran

City:

City of San Ramon
c/o Public Works Director
7000 Bollinger Canyon Road
San Ramon, CA 94583

6. **Designated Representatives.**

- A. Traffix designates Michael N. Conneran, Legal Counsel, or his designee as its representative in all matters under this MOU.
- B. City designates Chris Weeks, Division Manager, as its representative in all matters under this MOU.

7. **Coordination of Counsel:** Parties acknowledge that City will provide legal counsel as to the Administrative Coordinator's performance and conduct as outlined in the Coordinators limited-term contract employee agreement. Traffix will provide legal counsel as to matters related to the Traffix administration and program, such as operations and liability arising from the program itself.
8. **Modification and Renewal.** Sixty (60) days prior to the end of the contract period, City shall provide written notice to Traffix of the City's desire to extend the term of this MOU. Any MOU modification or renewal must be in writing and fully executed by both parties to take effect.
9. **Public Records.** Parties acknowledge that the City is subject to the provisions of the California Public Records Act (Govt. Code § 7920.000, et seq.) (the "Act"); therefore, this MOU and any writing prepared for or submitted to CITY, is subject to disclosure as a public record, unless any portion thereof is exempt under the Act. If Traffix believes that any portion of a public record is exempt from disclosure under the Act, it must clearly identify the portion(s) it believes to be exempt and identify the basis for the exemption. Traffix bears the burden of proving any claimed exemption under the Act, Traffix agrees to indemnify, defend, and hold harmless CITY against any third-party claim seeking disclosure of the public record or any portions thereof.
10. **Entire Agreement, Time of Essence, No Waiver.** The parties agree that this MOU is the complete expression of the terms of this MOU and any oral representations or understandings not incorporated in this MOU are excluded. Failure to comply with any of the provisions of this MOU shall constitute material breach of contract and cause for termination. Both parties recognize that time is of the essence in the performance of the provisions of this MOU. It is also agreed by the parties that the forgiveness of the nonperformance of any provision of this MOU does not constitute a waiver of the provisions of this MOU.
11. **Signatures and Counterparts.** This MOU may be entered into by the Parties by signing any one or more counterparts, all of which shall constitute one and the same instrument. It is understood and agreed that this MOU shall become effective and binding when one or more counterparts have been executed by each party and delivered to each other party. Additionally, electronic, facsimile, and scanned signatures shall be binding the same as originals.

Signatures on the following page.

IN WITNESS WHEREOF, the Traffix Board of Directors and the City of San Ramon have executed this MOU as of the date first written above.

MEASURE J TRAFFIC CONGESTION
RELIEF AGENCY
“**Traffix**”

CITY OF SAN RAMON, a municipal
Corporation
“**City**”

Candace Andersen, Traffix Chair

Steven Spedowski, City Manager

APPROVED AS TO FORM:

The foregoing MOU has been reviewed and
approval is recommended

Michael N. Conneran, Legal Counsel

Brian Bornstein, Public Works Director

APPROVED AS TO FORM:

Martin Lysons, City Attorney

ATTEST:

Christina Franco, City Clerk

EXHIBIT A
CITY – TRAFFIX ADMINISTRATIVE COORDINATOR
SCOPE OF WORK

Definition

Under general supervision, the Traffic Administrative Coordinator performs, coordinates, and oversees technical and administrative support functions related to Traffic matters, within one or more programs or departments. Responsibilities include providing complex administrative support to managerial, professional, and supervisory staff, and/or directly coordinating specific projects and operations. May supervise technical and clerical personnel; develop and implement improved office and departmental procedures; act independently in conducting basic management studies; and perform related work as required.

Supervision Received and Exercised

Receives general supervision from the assigned Department Director or Division Manager. Provides supervision to assigned administrative support staff.

Class Characteristics

This is the first supervisory-level classification in the administrative support series. Responsibilities include organizing and overseeing program or office administration, supporting management functions, implementing policies and procedures, and overseeing special projects. This position also includes supervision of administrative staff. The role requires frequent public contact and the use of independent judgment and technical knowledge related to the division or program. It is distinguished from the Administrative Analyst classification, which is a professional-level role requiring a four-year degree and focusing on higher-level research, analysis, and recommendations.

PROGRAM ADMINISTRATION

1. Agenda Development, Posting, and Distribution

- Coordinate with the Chair to develop agendas, packets, and meeting notices for the Board of Directors (**BOD**), Technical Advisory Group (**TAG**), and Citizen Advisory Committee (**CAC**), and any other sub-committee or ad-hoc committee created by the BOD.
- Prepare staff reports and compile agenda packets; distribute digitally and print copies for meetings.
- Coordinate with the Chair Agency's City Clerk to ensure proper posting of agendas in compliance with the Ralph M. Brown Act and other applicable laws; update the website accordingly.
- Develop and maintain a schedule for agenda preparation and distribution.

2. Meeting Attendance and Coordination

- Coordinate room reservations and equipment needs (e.g., projector, easels, ADA access) with the TAG Chair or designee.
- Confirm Board attendance 72 hours prior to meetings; notify TAG Chair if quorum may not be reached.

- Set up meeting rooms, including agendas, speaker cards, name placards, and seating.
- Record audio of Board meetings as determined by the TAG Chair.
- Take meeting notes, including attendance, motions, and vote records.
- Prepare a Summary of Actions for Board meetings.

3. Recordkeeping

- Prepare official documents (e.g., resolutions, action summaries) for Board Chair signature.
- Prepare and confirm monthly invoices for processing by the Accountant.
- Maintain and update financial records and permanent files.
- Collaborate with TRAFFIX Accountants to prepare mid-year and annual financial plans for BOD approval.
- Maintain updated contact information for BOD, TAG, and CAC members.

4. Website Management

- Update website content including route schedules, maps, agendas, and minutes.
- Maintain the TRAFFIX client and student records database.
- Provide continuous updates to improve website functionality, appearance, and content.

CUSTOMER SERVICE

1. Service Alerts

- Notify customers of schedule changes, minimum day schedules, and other alerts via text.

2. Customer Inquiry Management

- Answer calls during operating hours (7:00 a.m. to 4:00 p.m. on school days).
- Respond to phone and email inquiries within 1–2 business days.
- Escalate unresolved inquiries to TAG as needed.
- Maintain a monthly log of customer interactions.
- Maintain sales and ridership database.

SALES AND MARKETING

1. Bus Pass Sales

- Process new sales; arrange printing, distribution, and issue refunds as applicable.
- Coordinate replacement of lost or damaged passes.
- Participate in on-site sales events (e.g., open houses, school registrations, community events).

2. Banking

- Deposit checks as needed.

3. Marketing Plan

- Collaborate with TAG and CAC to develop and implement strategic marketing plans, including school-specific outreach.

4. Public Relations and Communications

- Draft communications for media, websites, and social platforms.
- Coordinate email communications with school sites and PTA groups.
- Attend school events and presentations.
- Meet with principals, PTA members, and community stakeholders to promote the program.

5. Marketing Materials

- Oversee development and distribution of promotional materials (e.g., brochures, maps, rack cards, banners).
- Coordinate direct mail campaigns as needed.

6. Survey Management

- Prepare, distribute, and analyze the annual parent survey.

OPERATIONS

1. Service Provider Oversight

- Monitor the student transportation service contract.
- Offer input on route planning and change requests during biannual meetings with First Student and TAG.
- Communicate with the service provider regarding operational issues (e.g., on-time performance, driver rosters, dispatch requests).
- Serve as liaison between agencies and the service provider regarding road construction impacts.

2. Student Discipline

- Receive reports on student behavior from service providers.
- Coordinate with principals to address behavioral issues as directed.
- Facilitate resolution of behavior concerns with school administration.

3. Driver Recognition and Engagement

- Organize 2–3 Driver Appreciation Luncheons annually.
- Promote Unity Day and Bus Driver Awareness Week.

4. Operational Coordination

- Provide annual and ad hoc school bell schedules to First Student.
- Coordinate collection of student data and boundary information from the school district.

RESOLUTION NO. __4__

**A RESOLUTION OF BOARD OF DIRECTORS OF THE MEASURE J TRAFFIC
CONGESTION RELIEF AGENCY APPROVING MEMORANDUM OF
UNDERSTANDING WITH THE CITY OF SAN RAMON**

MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

WHEREAS, the Measure J Traffic Congestion Relief Agency (TRAFFIX) and the City of San Ramon ("City") previously entered into a Memorandum of Understanding (the "MOU"), dated September 15, 2020, and an amendment to that MOU dated March 17, 2025, pursuant to which the City is to provide administrative coordinator services to TRAFFIX for a period ending June 30, 2025; and

WHEREAS, the parties desire to extend the MOU through the end of the Fiscal Year ending June 30, 2030.

NOW, THEREFORE, BE IT RESOLVED that the Measure J Traffic Congestion Relief Agency hereby adopts the Memorandum of Understanding and authorizes the Board Chair to execute it in the general form attached as Exhibit A.

PASSED AND ADOPTED this 19th day of May, 2025, by the following vote:

AYES:

NOES:

ABSENT:

Chair, Board of Directors
Candace Andersen

ATTEST:

Board Secretary: Kellie Fahey



DATE: May 19, 2025

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Legal Counsel

SUBJECT: **ITEM – VIII H. Discuss** Assembly Bill 2561 RE: on Staff Vacancies

BACKGROUND

California State Assembly Bill (AB) 2561 was approved on September 22, 2024 and added §3502.3 to the Government Code. This law requires all public agencies to present the status of their vacancies in a public hearing before their governing body at least once per fiscal year. The presentation must be made prior to the adoption of a final budget for the fiscal year. This law is primarily aimed at allowing employee bargaining units (for agencies that have them) to provide comments on hiring policies.

This report is presented to comply with §3502.3 of the Government Code. Currently TRAFFIX has no employees nor any vacant positions. As it has no employees, TRAFFIX does not utilize employee retention efforts, nor does it have any ongoing recruitment efforts. No changes to existing policies have been identified.

RECOMMENDATION

Staff recommends that the Board of Directors receive an update on AB 2561 and direct TRAFFIX staff and TAG as appropriate.

ATTACHMENT

Assembly Bill 2561



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AB-2561 Local public employees: vacant positions. (2023-2024)

SHARE THIS:  

Date Published: 09/23/2024 09:00 PM

Assembly Bill No. 2561

CHAPTER 409

An act to add Section 3502.3 to the Government Code, relating to public employment.

[Approved by Governor September 22, 2024. Filed with Secretary of State September 22, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2561, McKinnor. Local public employees: vacant positions.

Existing law, the Meyers-Milias-Brown Act (act), authorizes local public employees, as defined, to form, join, and participate in the activities of employee organizations of their own choosing for the purpose of representation on matters of labor relations. The act requires the governing body of a public agency to meet and confer in good faith regarding wages, hours, and other terms and conditions of employment with representatives of recognized employee organizations and to consider fully presentations that are made by the employee organization on behalf of its members before arriving at a determination of policy or course of action.

This bill would, as specified, require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle the recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency, upon request of the recognized employee organization, to include specified information during the public hearing. By imposing new duties on local public agencies, the bill would impose a state-mandated local program. The bill would also include related legislative findings.

The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement shall be made pursuant to these statutory provisions for costs mandated by the state pursuant to this act, but would recognize that a local agency or school district may pursue any available remedies to seek reimbursement for these costs.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

- (a) Job vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements.
- (b) High job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges.
- (c) There is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

SEC. 2. Section 3502.3 is added to the Government Code, to read:

3502.3. (a) (1) A public agency shall present the status of vacancies and recruitment and retention efforts during a public hearing before the governing board at least once per fiscal year.

(2) If the governing board will be adopting an annual or multiyear budget during the fiscal year, the presentation shall be made prior to the adoption of the final budget.

(3) During the hearing, the public agency shall identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process.

(b) The recognized employee organization for a bargaining unit shall be entitled to make a presentation at the public hearing at which the public agency presents the status of vacancies and recruitment and retention efforts for positions within that bargaining unit.

(c) If the number of job vacancies within a single bargaining unit meets or exceeds 20 percent of the total number of authorized full-time positions, the public agency shall, upon request of the recognized employee organization, include all of the following information during the public hearing:

- (1) The total number of job vacancies within the bargaining unit.
- (2) The total number of applicants for vacant positions within the bargaining unit.
- (3) The average number of days to complete the hiring process from when a position is posted.
- (4) Opportunities to improve compensation and other working conditions.

(d) This section shall not prevent the governing board from holding additional public hearings about vacancies.

(e) The provisions of this section are severable. If any provision of this section or its application is held invalid, the invalidity shall not affect other provisions or applications that can be given effect without the invalid provision or application.

(f) For purposes of this section, "recognized employee organization" has the same meaning as defined in subdivision (a) of Section 3501.

SEC. 3. The Legislature finds and declares that Section 2 of this act, which adds Section 3502.3 to the Government Code, furthers, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

It is in the public interest, and it furthers the purposes of paragraph (7) of subdivision (b) of Section (3) of Article I of the California Constitution, to ensure that information concerning public agency employment is available to the public.

SEC. 4. No reimbursement shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code for costs mandated by the state pursuant to this act. It is recognized, however,

that a local agency or school district may pursue any remedies to obtain reimbursement available to it under Part 7 (commencing with Section 17500) and any other law.



DATE: May 19, 2025

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Technical Advisory Group

SUBJECT: **Agenda Item VIII I. Review and Approve** TRAFFIX Financial Plan for FY 2025-2026

BACKGROUND

TRAFFIX adopts an annual budget to forecast and track revenues and expenditures for the program. The budget reflects last year's actuals and this year's anticipated revenues, as well as expenditures to date for the Fiscal Year.

DISCUSSION

A TRAFFIX Financial Plan has been developed for the 2025/26 School Year. The Draft 2025/26 TRAFFIX Financial Plan is similar to the previous year's financial plan, with changes in the following budget items for FY 2025-2026 as described in the two tables below:

Proposed 2025-2026 Budget Adjustments

Budget Item	Projected Revenue Change	Reason/Notes
4200-00 Parent Contributions	+\$222,475	Increase in parent contribution revenue due to five percent pass fare increase
4300-01	-\$10,000	In 2024, Measure J funds allocated to the SWAT region were unbundled from TFCA funds by CCTA as part of the CCTA TDM 2.0 initiative. TFCA funding for SWAT became a grant program that required an annual application for funds. SWAT applied for funding to continue to run the Regional Vanpool Program and



		to continue to fund TRAFFIX buses at the annual 90K level. SWAT was awarded the two TFCA grants but there were not sufficient funds to fully pay the \$90K SWAT applied for. There was enough to provide \$80,763 to fund the annual TRAFFIX subsidy by SWAT. SWAT will apply again for the \$90K to fund TRAFFIX using TFCA funds this year.
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Budget Item	Projected Expenditure Change	Reason/Notes
7100-06 Legal Counsel	+\$2,000	Increase in hourly rate for legal services from Hanson Bridgett

RECOMMENDATION

Staff recommends that the Board of Directors (BOD) adopt the Fiscal Year 2025/26 TRAFFIX Financial Plan.

Attachment

Draft Fiscal Year 2025/26 TRAFFIX Financial Plan

TRAFFIX - Measure J Traffic Congestion Relief Agency								
FY 2025-2026 Financial Plan								
Statement of Revenue & Expenditures - DRAFT								
								Notes
	Actual July 1, 2023 - June 30, 2024	Adopted Financial Plan/Budget July 1, 2024 - June 30, 2025	Actual July 1, 2024 - March 31 2025	Projected Actual July, 1 2024 - June 30, 2025	APPROVED Mid Year Financial Plan/Budget July, 1 2024 - June 30 2025	Proposed Financial Plan/Budget July 1, 2025 - June 30, 2026	Changes	
REVENUES:								
Transfer from Reserves	\$ -							
4100-00 Measure J Sales Tax Revenue	2,772,027.00	\$ 2,786,025.00	\$ 1,611,874.00	\$ 2,786,025.00	\$ 2,786,025.00	\$ 2,793,177.00	7,152.00	1
4200-00 Parent Contributions (Fare Box)	546,642.00						-	
School Year 2024-2025	-	677,525.00	958,588.00	977,760.00	900,000.00	900,000.00	222,475.00	2
4200-2 Bus Refunds	-		(27,009.00)	(25,000.00)	(25,000.00)	-	-	
Sub Total	\$ 3,318,669.00	\$ 3,463,550.00	\$ 2,543,453.00	\$ 3,738,785.00	\$ 3,661,025.00	\$ 3,693,177.00	229,627.00	
4300-00 Other Funds							-	
4300-01 TDM Funds	90,000.00	90,000.00	67,500.00	90,000.00	90,000.00	80,000.00	(10,000.00)	3
4300-02 CCC CSA-T1	310,620.00	310,623.00	226,755.00	302,340.00	310,623.00	310,623.00	-	4
4300-03 SRVUSD		-	38,834.00	51,779.00	-	55,000.00		
Total 4300-00 Other Funds	400,620.00	400,623.00	333,089.00	444,119.00	400,623.00	445,623.00		
Total Income	3,719,289.00	3,864,173.00	2,876,542.00	4,182,904.00	4,061,648.00	4,138,800.00		
Gross Profit	\$ 3,719,289.00	\$ 3,864,173.00	\$ 2,876,542.00	\$ 4,182,904.00	\$ 4,061,648.00	\$ 4,138,800.00	274,627.00	
EXPENDITURES:								
7100-00 Contract Services							-	
7100-01A Program Administrator Assistant	\$ 26,129.00	20,000.00	\$ 9,255.00	\$ 12,340.00	\$ 13,000.00	20,000.00	-	
7100-01 Program Administration	189,647.00	187,950.00	\$ 135,904.00	181,205.00	\$ 190,450.00	191,000.00	3,050.00	5
7100-02 Service Operator	2,859,885.00	2,859,105.00	\$ 2,855,067.00	3,400,000.00	\$ 3,410,000.00	3,800,000.00	940,895.00	6
7100-03 Audit	5,840.00	6,435.00	\$ 6,130.00	8,173.00	\$ 6,435.00	10,000.00	3,565.00	7
7100-04 Consulting Services		-				-		
7100-05 Insurance	\$9,329.00	10,094.00	\$7,564.00	10,085.00	10,094.00	11,600.00	1,506.00	8
7100-06 Legal Counsel	19,890.00	15,000.00	\$18,827.00	25,103.00	15,000.00	22,000.00	7,000.00	9
7100-07 Treasurer/Accounting	13,219.00	13,900.00	9,919.00	13,225.00	13,900.00	18,000.00	4,100.00	10
7100-08 Banking Service Charges/CC Charges	24,271.00	22,000.00	12,087.00	16,116.00	22,000.00	18,000.00	(4,000.00)	11
Total 7100-00 Contract Services	\$ 3,148,210.00	\$ 3,134,484.00	\$ 3,054,753.00	\$ 3,666,247.00	\$ 3,680,879.00	\$ 4,090,600.00	956,116.00	
7400-00 Marketing & Sales								
7400-01 Bus Pass Production & Mailing (Mailstream)	-	7,000.00	6,139.00	8,185.00	7,000.00	8,000.00	1,000.00	12
7400-02 Postage	3,946.00	200.00	4,824.00	6,432.00	2,500.00	2,300.00	2,100.00	13
7400-03 Promotional Materials / Online Marketing	12,251.00	12,990.00	6,814.00	9,085.00	12,990.00	15,000.00	2,010.00	14
Total 7400-00 Marketing & Sales	\$ 16,197.00	\$ 20,190.00	\$ 17,777.00	\$ 23,702.00	\$ 22,490.00	\$ 25,300.00	5,110.00	
7600-00 Software, Website, CRM Data Maintenance								
7600-01 License Fees/ Hosting (Annual)	13,429.00	6,000.00	208.00	12,652.00	25,000.00	20,000.00	14,000.00	15
7600-02 Software Support / Maintenance Fees (Annual)	2,249.00	6,500.00	9,489.00	-	-	-	(6,500.00)	
Total 7600-00 Software, Website, CRM Data Maintenance	\$ 15,678.00	\$ 12,500.00	\$ 9,697.00	\$ 12,652.00	\$ 25,000.00	\$ 20,000.00	7,500.00	
7700-00 Supplies	361.00	3,000.00	-	-	3,000.00	1,500.00	(1,500.00)	16
Total 7700-00 Supplies	\$ 361.00	\$ 3,000.00		\$ -	\$ 3,000.00	\$ 1,500.00	(1,500.00)	
7800-01 Telephone - Google Voice								
7800-02 Email/ SMS Messaging Hosting Fees - Microsoft 365	\$ 5,385.00	2,000.00	\$ 2,790.00	\$ 3,720.00	\$ 3,400.00	3,500.00	1,500.00	17
Total 7800-00 Email & Telephone	\$ 5,385.00	2,000.00	\$ 2,790.00	\$ 3,720.00	\$ 3,400.00	3,500.00	1,500.00	
7900-00 Miscellaneous Expenses	\$ 1,280.00	-	\$ 220.00			250.00	250.00	
7910-00 Monitoring Program	\$ 14,931.00	-		\$ -		-	-	
7920-00 General Contingency	\$ -	10,000.00	\$ -	\$ -	\$ -		(10,000.00)	
7930-00 Operation Analysis Study	\$ 5,824.00	-				-	-	
Total Expenses	\$ 3,207,866.00	\$ 3,182,174.00	\$ 3,085,237.00	\$ 3,706,321.00	\$ 3,734,769.00	\$ 4,140,900.00	958,726.00	
NET OPERATING INCOME:	\$ 511,423.00	\$ 681,999.00	\$ (208,695.00)	\$ 476,583.00	\$ 326,879.00	\$ (2,100.00)	(684,099.00)	
NON-OPERATING INCOME:								
4400-00 Interest	116.00	283.00	65.00	87.00	100.00	100.00	(183.00)	
Total Other Income	116.00	283.00	65.00	87.00	100.00	100.00	(183.00)	
Net Other Income	\$ 116.00	\$ 283.00	\$ 65.00	\$ 87.00	\$ 100.00	\$ 100.00	(183.00)	
REVENUE OVER (UNDER) EXPENDITURES	\$ 511,539.00	\$ 682,282.00	\$ (208,630.00)	\$ 476,670.00	\$ 326,979.00	\$ (2,000.00)	(684,282.00)	
Prior Year Carry-over(Unreserved) Funds	\$ 2,918,001.00	\$ 3,429,540.00	\$ 3,429,540.00	\$ 3,429,540.00	\$ 3,429,540.00	\$ 3,906,210.00		
Ending Unreserved Balance Prior to Current Reservations	\$ 3,429,540.00	\$ 4,111,822.00	\$ 3,220,910.00	\$ 3,906,210.00	\$ 3,756,519.00	\$ 3,904,210.00		

[illegible]



TRAFFIX BOARD OF DIRECTORS

Monday, May 19, 2025

IX. Adjournment

The next meeting is Monday, July 21, 2025, 3:00 pm, location TBD