



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

**Meeting Agenda**

**November 17, 2025**

**3:30 PM**

**Town of Danville Offices**

**500 La Gonda Way  
Danville, CA 94526**

Written public comment may be submitted in advance of the meeting via email to [admin@ridetraffic.com](mailto:admin@ridetraffic.com).

Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the TRAFFIX Board of Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the TRAFFIX Board 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 the July 21, 2025 Board of Directors meeting**

**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 Unity Day and Bus Safety Week

**VIII. New Business**

- a. **Review** and **Approve** a Test Pilot Charter Bus Program for Monte Vista High School to accommodate the 7th-period students three days a week for the remainder of the 2025/26 school year.
- b. **Discussion** of Brown Act amendments

**IX. Adjournment:** The next scheduled meeting is Monday, January 26, 2026, 3:00 PM, at the Town of Danville offices, 500 La Gonda Way, Danville, CA 94526.

**CERTIFICATION**

I hereby certify that the foregoing agenda was posted at 500 La Gonda Way, Danville, CA 72 hours in advance of the noted meeting.

DocuSigned by:  
  
71795A3F04C942F...

Marie Sunseri, City Clerk

Town of Danville

*In compliance with the Americans with Disabilities Act, the Town of Danville will provide special assistance for disabled citizens. If you need special assistance to participate in this meeting, please contact the City Clerk (925) 314-3401. Notification 48 hours prior to the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-35.104 ADA Title II]*



## **TRAFFIX BOARD OF DIRECTORS**

**Monday, November 17, 2025**

**3:30 PM**

### **V. Consent Calendar**

**a. Approve** the Summary of Actions:

July 21, 2025 Meeting



**MEASURE J TRAFFIC CONGESTION RELIEF AGENCY**

**BOARD OF DIRECTORS**

**Meeting Agenda**

**Monday, July 21, 2025 3:00 PM**

**Town of Danville Offices**

**500 La Gonda Way**

**Danville, CA 94526**

Written public comment may be submitted in advance of the meeting via email to [admin@ridetraffix.com](mailto: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 Arnerich called the meeting to order at 3:01 pm.

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

**Board Members Present:**

Director Candace Andersen (Contra Costa County Supervisor)  
Director Newell Arnerich (Town of Danville)  
Director Rachel Hurd (SRVUSD)  
Director Robert Jweinat (City of San Ramon)  
Director Karen Stepper (Town of Danville)  
Director Laura Bratt (SRVUSD)

**Staff Present:**

Chris Weeks (City of San Ramon)  
Robert Sarmiento (Contra Costa County)  
Melissa Haberer (Town of Danville)  
Michael Conneran (TRAFFIX Attorney)  
Kellie Fahey (Administrative Coordinator)

ABSENT: Director Richard Adler (City of San Ramon)

**III. Public Comment – None**

**IV. Order of Agenda – No Changes**

**V. Consent Calendar**

**A. Approve** Summary of Actions from March 17, 2025, Board of Directors.

**Motion:** Director Bratt

**Second:** Director Andersen

**Vote:** 6-0 Motion Passed

**VI. Reports and Presentations**

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

Four-tiered routes serving Los Cerros Middle School and Green Valley Elementary School were consolidated into two routes due to consistently low ridership. This change freed up one bus, which was reassigned to Monte Vista High School. As a result, 54 additional students were able to ride the bus, significantly reducing traffic congestion.

**Bus Pass Sales Update**

As of today, a total of 905 bus passes have been sold for the 2025/26 school year — an increase from 819 passes sold at this time last year.

**Refunds**

Due to the new pass sale process implemented for Monte Vista High School, only eight refunds have been issued so far, compared to 38 refunds at this time last year (2024/25).

**Outreach and Marketing**

Director Jweinat inquired whether external signage could be placed on TRAFFIX buses to help promote ridership.

Ms. Fahey and Mr. Cooper responded that the California Highway Patrol (CHP) does not permit external signage on school buses.

As an alternative, staff will create 8.5” x 11” heavy-stock signs that can be inserted into interior vinyl holders. These signs indicate the school being served by each bus and are visible through the bus windows.

Additionally, several routes have recently been adjusted to include new neighborhoods that were previously unserved. The use of these internal signs will help residents identify which schools the buses traveling through their areas are serving, further supporting outreach and awareness efforts.

TRAFFIX participated in the *Danville 4<sup>th</sup> of July* parade. A total of 12 families were expected to participate, but only four families did so. The bus was festively decorated with large flag banners and windsocks hanging from the windows.

Marketing efforts continue with support from SRVUSD, City of San Ramon, and the Town of Danville, primarily through social media platforms such as Instagram, Facebook, Blue Book, and X. Director Arnerich suggested creating a QR code that links to all relevant TRAFFIX information for easy access.

In addition of this outreach effort, TRAFFIX staff is scheduled to attend four upcoming back-to-school nights.

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

### **Operations Update**

Mr. Cooper reported that the 2024/25 school year concluded successfully, with strong performance throughout and a full complement of drivers in place. He noted that dry runs for the upcoming school year will begin in the next two weeks.

### **Monte Vista Bus and Backup Coverage**

Director Arnerich inquired about backup coverage for the new bus assigned to Monte Vista High School. Mr. Cooper explained that the bus was reassigned from another existing route and confirmed that First Student maintains four backup buses for use as needed.

### **Collision Incident & Driver Retraining**

Mr. Cooper addressed a previous collision involving the CA17 route shortly before the end of the school year. The Board had requested a report on this incident. He clarified that while the driver involved was not in violation of the “three collisions in 36 months” policy that warrants automatic termination, the driver was placed on administrative leave and is undergoing retraining.

The **driver retraining process** includes:

- A root cause analysis of the incident
- A review of what actions were taken or missed
- A simulation of the event using video footage and scene analysis
- Reinforcement of required driving skills

Mr. Cooper also explained that drivers with two safety violations within 36 months are subject to a similar retraining protocol.

### **Driver Retention and CDL Compliance**

In response to a question from Director Arnerich about driver retention, Mr. Cooper reported no indication of a mass exodus, but final staffing levels will be clearer closer to the start of the school year. If needed, First Student may supplement with charter drivers.

Director Jweinat asked whether drivers hold a Class A or Class B Commercial Driver's License (CDL). Mr. Cooper confirmed that any violation involving a driver's CDL, whether in a commercial or personal vehicle, is automatically reported by the DMV to First Student. Depending on the severity and nature of the violation, disciplinary action may include immediate termination. Failure to report such incidents results in internal disciplinary action.

As of the end of the school year, First Student had added eight new drivers to the team.

### **Vehicle Inspections**

Director Arnerich inquired about the status of Preventive Maintenance (PM) inspections. Mr. Cooper confirmed that PM inspections are current and conducted every 3,000 miles. Additionally, the annual Terminal Inspection has been completed. Director Arnerich requested that the inspections be presented at the BOD meetings in the future.

## **VII. Old Business**

### **A. Receive** results of the Customer Service Survey from the 2024/25 School Year

Ms. Fahey provided an update on the recent Customer Service Survey. This year, the number of responses was lower compared to the previous year. She noted that the TRAFFIX Program continues to operate smoothly, and it is common for satisfied participants to forgo completing surveys.

Director Bratt recommended offering incentives or prizes to encourage more families to participate in future surveys. Director Jweinat suggested including a question about parents' occupations, which could help identify ways TRAFFIX might further support families' transportation needs and improve program accessibility.

## VIII. New Business

### A. Review and Approve rate change with MAZE for auditing services

Since 2010, MAZE & Associates has provided annual audit services for the TRAFFIX program, rotating managers each year. Ms. Fahey reported that David Alvey from MAZE has proposed a rate increase, citing recent changes to audit standards that have become more rigorous and time-intensive over the past two years.

- **2024 audit cost:** \$6,435
- **Proposed new rate (2025):** \$9,000
- **Contract term:** Five years, with a **4% annual increase** through 2030

Director Hurd requested that staff obtain competitive quotes from other auditing firms to ensure pricing remains reasonable. Due to the tight timeline, with the annual audit conducted in November, the Board approved a one-year agreement with MAZE & Associates for 2025 at the proposed \$9,000 rate.

**Motion:** Director Andersen

**Second:** Director Stepper

**Vote:** 6-0, Motion Passed

**Adjournment:** The next meeting is scheduled for Monday, September 15, 2025, at 3:30 PM at the Town of Danville City Offices, 500 La Gonda Way, Danville, CA 94526.

### CERTIFICATION

I hereby certify that the foregoing agenda was posted at the Danville Town Offices and Danville website at [www.danville.ca.gov](http://www.danville.ca.gov), in the Town of Danville 72 hours in advance.

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Marie Sunseri, City Clerk  
Town of Danville



## **TRAFFIX BOARD OF DIRECTORS**

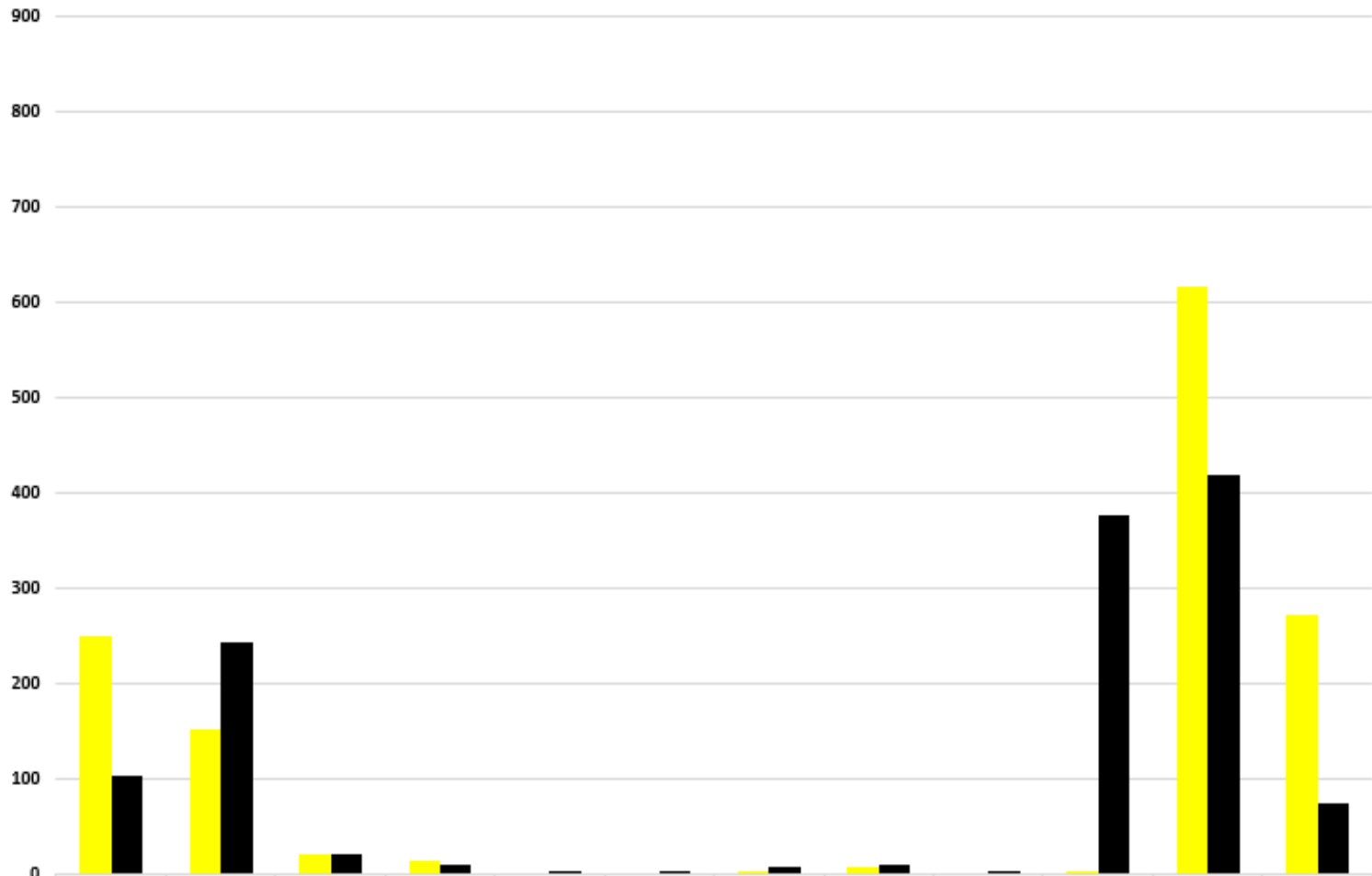
**Monday, November 17, 2025**

**3:30 PM**

### **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

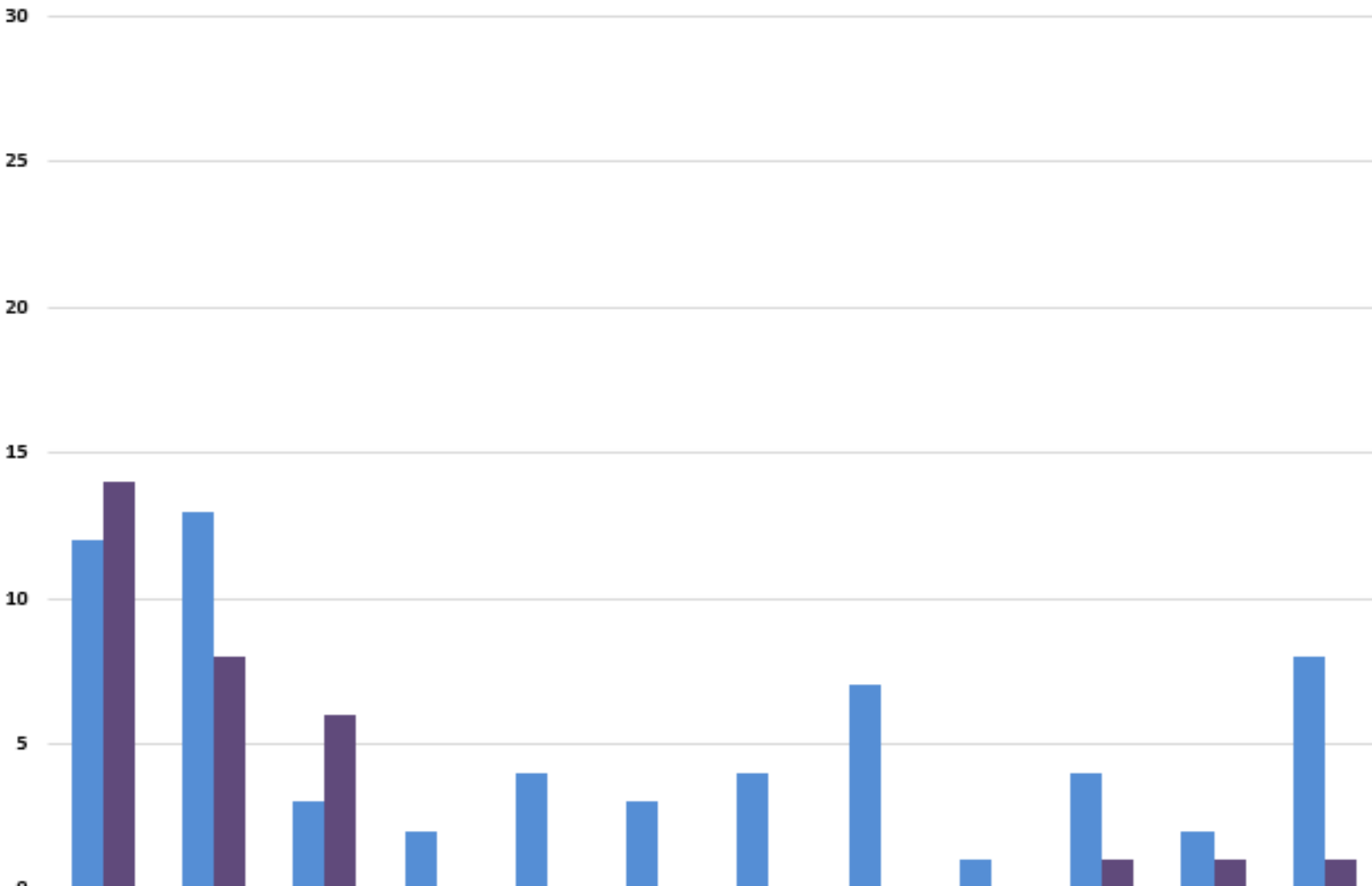
## SY 24/25 v SY 25/26 TRAFFIX Passes Sold



	July	August	September	October	November	December	January	February	March	April	May	June
SY 24/25 Passes Sold	251	153	21	15	3	0	4	8	1	5	617	273
SY 25/26 Passes Sold	104	244	22	10	5	4	9	10	5	378	418	75

■ SY 24/25 Passes Sold   
 ■ SY 25/26 Passes Sold

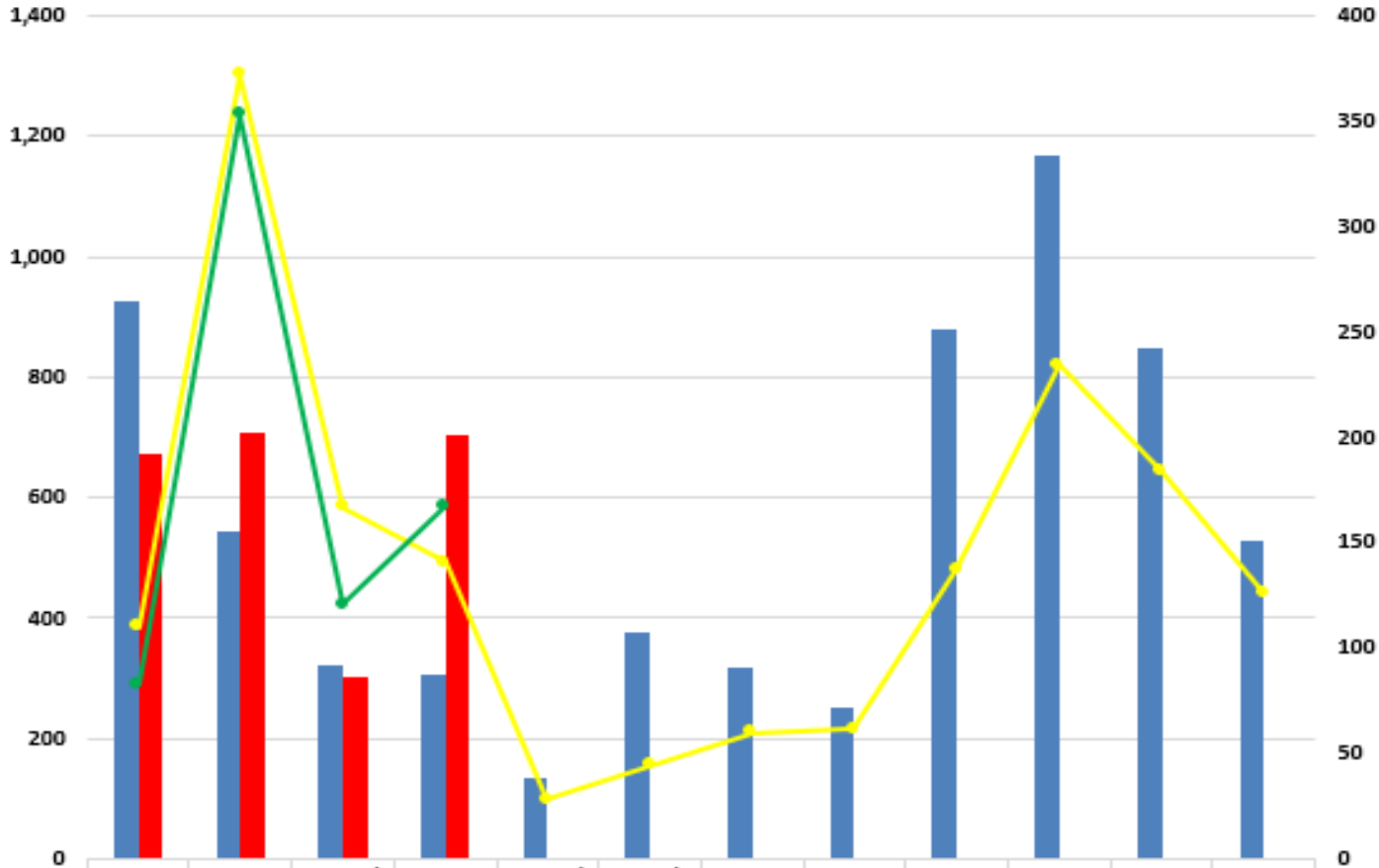
### SY 24/25 v SY 25/26 TRAFFIX Refunds



	July	August	September	October	November	December	January	February	March	April	May	June
■ SY 24/25	12	13	3	2	4	3	4	7	1	4	2	8
■ SY 25/26	14	8	6	0	0	0	0	0	0	1	1	1

■ SY 24/25   ■ SY 25/26

## SY 24/25 v SY 25/26 TRAFFIX Phone & Email Activity

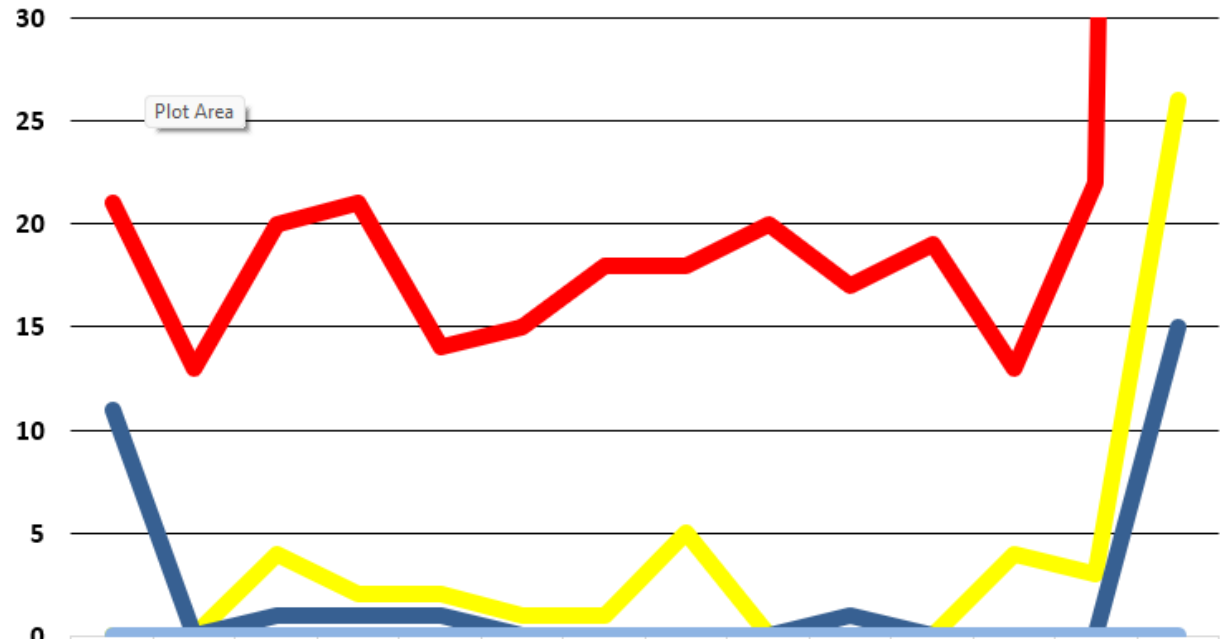


	July	August	September	October	November	December	January	February	March	April	May	June
SY 24/25 Phone Call Activity	265	156	92	87	39	107	91	72	251	334	242	151
SY 25/26 Phone Call Activity	192	202	86	201								
SY 24/25 Email Activity	385	1,302	584	493	98	156	210	215	480	820	642	441
SY 25/26 Email Activity	289	1,236	422	586								

■ SY 24/25 Phone Call Activity    
 ■ SY 25/26 Phone Call Activity    
 ◆ SY 24/25 Email Activity    
 ● SY 25/26 Email Activity

# FIRST STUDENT OPERATION REPORT

## First Student Operations Report



	May 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	August 2025	October 2025	TOTAL
<b>Driver Reported Incidents</b>	0	0	4	2	2	1	1	5	0	0	0	4	3	26
<b>Combined Buses</b>	11	0	1	1	1	0	0	0	0	1	0	0	0	15
<b>Late Bus/ Liquidated Damages</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Number of Operat Days</b>	21	13	20	21	14	15	18	18	20	17	19	13	22	245
<b>Number of Runs</b>	1,638	1,014	1,560	1,638	1,092	1,170	1,404	1,404	1,560	1,326	1,482	1,014	1,716	19,110



## **TRAFFIX BOARD OF DIRECTORS**

**Monday, November 17, 2025**

### **VII. Old Business**

- a. Receive** update on Unity Day and Bus Safety Week



## **TRAFFIX BOARD OF DIRECTORS**

**Monday, November 17, 2025**

### **VIII. New Business**

- a. Review and Approve** a Test Pilot Charter Bus Program for Monte Vista High School to accommodate the 7<sup>th</sup> period students three days a week for the remainder of the 2025/26 school year.
- b. Discussion** of Brown Act Amendments



DATE: November 17, 2025

TO: TRAFFIX BOARD OF DIRECTORS

FROM: Kellie Fahey, TRAFFIX Administrative Coordinator

SUBJECT: Item VIII A - **Review** and **Approve** a Test Pilot Charter Bus Program for Monte Vista High School to accommodate the 7th-period students three days a week for the remainder of the 2025/26 school year.

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## **BACKGROUND**

In 2019, the State of California enacted legislation requiring later start times for middle and high schools. Under this law, high schools may begin no earlier than 8:30 a.m., and middle schools no earlier than 8:00 a.m. The new start times officially took effect beginning with the 2022/2023 school year.

As a result, San Ramon Valley School District eliminated the early “A period” that previously took place before the first official class of the day. This class period was moved to the end of the regular school schedule and is now referred to as the “B” or 7<sup>th</sup> period.

The TRAFFIX bus schedules are based on the regular school day schedule, 8:30 a.m. to 2:30 p.m. (1-6 periods). The B period is utilized by 32% of students, with the majority being freshmen under the driving age.

It is challenging, in some cases impossible, for the parents to pick up their students after the B period at 3:30 p.m. Many students utilize the County Connection bus, which is often standing room only. Others choose not to purchase a pass, which adds to traffic congestion.

## **DISCUSSION**

In addition to the eight TRAFFIX buses currently serving Monte Vista High School, staff is proposing to add one bus as a pilot charter bus program to support students enrolled in 7th-period classes who do not have an existing afternoon transportation option. Approximately 32% of Monte Vista High School Students participate in 7th-period schedules, resulting in limited service availability after the standard 6th-period routes depart. To address this gap, a pilot charter bus is proposed to operate three days per week for the remainder of the 2025/26 school year. At a rate of \$268 per day, the charter costs \$20,000 for the remainder of the 2025/26 school year.

The potential route was identified in support of pursuing an additional T-1 bus for the current fleet. The pilot charter bus will allow staff to assess ridership demand and evaluate the overall feasibility of establishing a dedicated 7th-period route in the 2026/27 school year. Staff will provide periodic updates throughout the year, with a comprehensive report presented at the end of the school year.

## **RECOMMENDATION**

TAG recommends approval of an allocation of \$20,000 to fund a Pilot Charter Bus Program at Monte Vista High School. The Program would provide transportation for students enrolled in the 7th-period classes three days per week for the remainder of the 2025/26 school year.

## **Attachments**

- A. TRAFFIX Served High School Enrollment and 7<sup>th</sup> period Attendance
- B. Charter Bus 7<sup>th</sup> Period Service Schedule
- C. 2025 Statement of Revenue & Expenditures

## Attachment A

### A. TRAFFIX Served High School Enrollment and 7<sup>th</sup> period Attendance

#### Monte Vista High School

Enrollment: 1,999

Grade	With a B Period
09	306
10	178
11	93
12	61
Grand Total	638

#### San Ramon High School

Enrollment: 2063

Grade	With a B Period
09	183
10	59
11	2
12	0
Grand Total	244

#### Cal High

Enrollment: 2798

Grade	With a B Period
09	222
10	151
11	6
12	1
Grand Total	380

## Attachment B

### B. Charter Bus 7<sup>th</sup> Period Service Schedule

#### **DRAFT CHARTER BUS 7<sup>th</sup> PERIOD SERVICE SCHEDULE**

<b>MONTE VISTA HS – Depart 3:40 pm</b>
BROOKTREE @ MAGEE RANCH
TASSAJARA CROSSINGS
CAMINO TASSAJARA @ LAWRENCE RD
CAMINO TASSAJARA @ MONTEROSSO ST
CASABLANCA ST @ CREEKVIEW PL
CASABLANCA ST @ CHARBRAY ST
ALAMO CREEK CLUB HOUSE
WELSHLAND ST @ GRIFFON ST
CAMINO TASSAJARA @ BLACKHAWK DRIVE
CAMINO TASSAJARA @ KNOLLVIEW
CAMINO TASSAJARA @ OAKGATE DR
BLACKHAWK PLAZA
MOSSY OAKS Dr @ MOSSY OAK

# Attachment C

<b>TRAFFIX - Measure J Traffic Congestion Relief Agency</b>			
<b>FY 2025-26 Financial Plan</b>			
<b>Statement of Revenue &amp; Expenditures</b>			
<b>SUMMARY OF RESERVE FUNDS</b>	<b>FY 2023-24 Actual</b>	<b>FY 2024-25 Projected Actual</b>	<b>FY 2025-26 Proposed Budget</b>
<b>Ending Unreserved Balance Prior to Reservation</b>	\$ 3,429,540.00	\$ 3,906,210.00	\$ 3,906,210.00
<b>Less: Reserve Balance (Deficit)</b>	1,400,000.00	1,600,000.00	1,600,000.00
<b>Total Unreserved Fund Balance Available</b>	<b>2,029,540.00</b>	<b>2,306,210.00</b>	<b>2,306,210.00</b>
<b>Budgeted Reserves</b>			
<b>FY2009-10 Reserves</b>	(90,000.00)	(90,000.00)	(90,000.00)
<b>FY2010-11 Reserves</b>	(90,000.00)	(90,000.00)	(90,000.00)
<b>FY2011-12 Reserves</b>	(100,000.00)	(100,000.00)	(100,000.00)
<b>FY2012-13 Reserves</b>	(430,000.00)	(430,000.00)	(430,000.00)
<b>FY2013-14 Reserves</b>	(90,000.00)	(90,000.00)	(90,000.00)
<b>FY2014-15 Reserves</b>	(200,000.00)	(200,000.00)	(200,000.00)
<b>FY2015-16 Reserves</b>	(200,000.00)	(200,000.00)	(200,000.00)
<b>FY2016-17 Reserves</b>	(200,000.00)	(200,000.00)	(200,000.00)
<b>FY2024-25 Reserves</b>		(200,000.00)	(200,000.00)
<b>Total Reserves</b>	<b>(1,400,000.00)</b>	<b>(1,600,000.00)</b>	<b>(1,600,000.00)</b>

## Memorandum

ATTORNEY-CLIENT PRIVILEGED & CONFIDENTIAL

**TO:** Board of Directors  
**FROM:** Michael Conneran and Isaac L. Shapiro  
**DATE:** November, 11, 2025  
**RE:** Updates to Brown Act Under SB 707

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Senate Bill 707 (Durazo, 2025) introduces significant changes to the Brown Act. However, the practical effects on the typical operation of the Measure J Traffic Congestion Relief Agency (TRAFFIX) are limited. This memorandum provides an overview of the new changes, explaining in detail the ones that apply to TRAFFIX. Additionally, it describes the changes that are not applicable to TRAFFIX, although knowledge of them may be helpful in dealing with other agencies.

The new changes go into effect January 1, 2026, with one exception, not applicable to TRAFFIX, noted below.

As with anything related to the Brown Act, seemingly simple rules sometimes have complex interpretations when applied to specific facts. We are happy to talk through any scenarios raised by this memo that raise questions for you.

**I. Traditional Teleconferencing Rules (Unchanged Pre-Covid Requirements)**  
[Gov't Code § 54953(b)]

The traditional Brown Act teleconferencing model remains largely unchanged by SB 707. Under this approach:

- Each teleconference location must be identified on the notice and agenda for the meeting.
- The agenda must be posted at each teleconference location.
- Each teleconference location must be open and accessible to the public.
- Members of the public must be allowed to participate in the meeting from each noticed teleconference location.
- A quorum of the members of the Board must participate in the meeting from locations within the jurisdictional boundaries of the agency.

- All votes must be by roll call vote.

## II. Alternative Teleconferencing Requirements

[Gov't Code §§ 54953.8–54953.8.7]

SB 707 establishes an alternative teleconferencing framework to allow members of legislative bodies to participate remotely, without opening their physical location to the public and posting an agenda at the location, in a limited set of circumstances described below.

When alternative teleconferencing is used, regardless of the circumstances, the following baseline requirements apply, unless otherwise noted below:

- The public must be able to participate in the meeting by a
  - (a) two-way audiovisual platform (the platform can be set up to disable the public's ability to turn on their video); or
  - (b) two-way telephonic service supplemented by live webcasting of the meeting.
- The agency must give notice of the means by which the public may access the meeting remotely and offer public comment.
- In the event of a disruption in remote participation, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the Board from broadcasting the meeting may be challenged.
- Agencies cannot require public comments to be submitted in advance of a meeting, and must provide opportunities for the public to address legislative bodies in real time.
- Minutes must list each remotely-participating member and the statutory basis for remote participation.
- Members participating remotely must publicly disclose, at the meeting and before any action is taken, whether any individuals over 18 years of age are present in the room at their remote locations and their general relationship to such individuals.
- All votes must be by roll call vote.

Members can participate in a meeting remotely under the alternative teleconferencing requirements under the following circumstances, with additional requirements noted:

**A. State or Local Emergency**

[Gov't Code § 54953.8.2]

- If there is a proclaimed state of emergency<sup>1</sup> or local emergency<sup>2</sup>, the Board may vote to meet remotely under this section.
- If meeting under this section, there does not need to be a physical location for public attendance or comment, and the meeting may be conducted utilizing a two-way telephonic service without a webcast.
- If the state of emergency or local emergency remains active, the Board must vote to reauthorize remote meetings every 45 days.

**B. Just Cause**

[Gov't Code § 54953.8.3]

These provisions restate ones that were adopted in 2022 by AB 2449. New terms are noted. In addition to requirements described in this Section II, participating remotely for "just cause" requires compliance with the following:

- The member must notify their legislative body ASAP, which can include at the start of a meeting, of their need to participate remotely.
- A quorum of other members must meet in person at a single, noticed location in the geographic jurisdiction of the agency.
- The member must participate through both audio and visual technology
- Members are limited to participating remotely for the following number of meetings per year:
  - Two if the legislative body regularly meets once per month or less.
  - Five if the legislative body regularly meets twice per month.
  - Seven if the legislative body regularly meets three or more times per month.

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<sup>1</sup> "State of emergency" means state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2).

<sup>2</sup> Local emergency is defined as a condition of extreme peril to persons or property proclaimed by the governing body of the local agency affected, in accordance with Section 8630 of the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2), as defined in Section 8680.9, or a local health emergency declared pursuant to Section 101080 of the Health and Safety Code. Local emergency, as used in this section, refers only to local emergencies in the boundaries of the territory over which the local agency exercises jurisdiction.

- Remote participation must be for one of the following reasons (which must be specified in the meeting minutes):
  - The member needs to care for their child, parent, grandparent, sibling, spouse or domestic partner.
  - The member has a contagious illness.
  - A need related to physical or mental condition that does not qualify as a reasonable accommodation for a disability.
  - The member is traveling on official business of the agency or another state or local agency.
  - The member needs to participate remotely to protect an immunocompromised child, parent, grandparent, grandchild, sibling, spouse, or domestic partner from exposure to illness. (New).
  - A physical or family medical emergency prevents a member from attending in person. (This was treated as an “emergency circumstance” under AB 2449.)
  - Military service obligations result in a member being unable to attend in person. This applies when a member is serving under official written orders for active duty, drill, annual training, or any other duty required as a member of the California National Guard or a United States Military Reserve organization that requires the member to be at least 50 miles outside the boundaries of the local agency. (New).

**C. Eligible Subsidiary Bodies**

[Gov't Code § 54953.8.6]

“Eligible subsidiary bodies” are defined as legislative bodies that (a) serve exclusively in an advisory role; (b) do not have authority to take final action on legislation, regulations, contracts, licenses, permits, or any other entitlements, grants, or allocations of funds; and (c) do not have primary subject matter jurisdiction on elections, budgets, police oversight, privacy, removing from/restricting access to materials available in public libraries, or taxes or related spending proposals. These would include citizen or parent advisory bodies.

Members of eligible subsidiary bodies may participate remotely under the alternative teleconferencing rules if they comply with the following additional requirements:

- The legislative body that established the eligible subsidiary body (Parent Board) first makes specified findings (initially and every 6 months thereafter) that remote meetings (i) enhance public access, (ii) will use a remote meeting system, and (iii) improve attraction/retention/diversity of members of the eligible subsidiary body.
- The eligible subsidiary body itself votes to allow remote meetings.

- At least one staffed in-jurisdiction physical location is provided and the agenda is posted there.
- Members generally must appear on camera during the meetings.
  - Members can be exempt from this requirement due to having a disability that requires off-camera participation.
  - If Member does not appear on camera due to internet connectivity issues, they must announce the reason why they are not on camera.
- Recommendations to the Parent Board during subsidiary body meetings held under this section must be discussed at a regular meeting of the Parent Board before action is taken. Such discussion items cannot be placed on a consent calendar of the Parent Board.

Elected officials serving on such bodies in their official capacity may not use this alternative path to teleconference.

#### **D. Multijurisdictional Bodies**

[Gov't Code § 54953.8.7]

Multijurisdictional entities, defined as legislative bodies (a) that include representatives from more than one county, city, city and county, or special district, and (b) of joint powers authorities may use the alternative teleconferencing framework if they comply with the following additional requirements:

- Adopt a resolution authorizing the use of alternative teleconferences during a regular meeting in open session.
- A quorum must participate from one or more physical locations open to the public and within jurisdictional boundaries.
- Any Member participating remotely must be listed in the agenda and participate through audio and visual technology.
- Remote participation is only allowed if the remote location is more than 20 miles each way from any physical location open to the public. **This requirement may make this option infeasible for TRAFFIX board members.**
- Members who are compensated for their service on a legislative body are not allowed to participate remotely in meetings of such body. (Compensation does not include reimbursement for actual and necessary expenses.)
- Members are limited to participating remotely for the following number of meetings per year:
  - Two if the legislative body regularly meets once per month or less.

- Five if the legislative body regularly meets twice per month.
- Seven if the legislative body regularly meets three or more times per month.

**III. Disability Accommodation Carve-Out**  
[Gov't Code § 54953(b)]

SB 707 exempts legislative body members who participate remotely as a reasonable accommodation for a disability (as defined by the Americans with Disabilities Act, 42 U.S.C. § 12102) from the standard requirements of Government Code § 54953(b) and the alternative teleconferencing provisions in Section II. Instead, the following requirements apply:

- Remote participation as a reasonable accommodation under the Americans with Disabilities Act is treated as in-person for quorum and location requirements.
- The member must participate through both audio and visual technology, except if their disability requires off-camera participation.
- The member must disclose if any other individuals aged 18 years or older are present in the room at the remote location and their relationship to the Member.

**IV. Eligible Legislative Bodies (Does not apply to TRAFFIX)**

Beginning July 1, 2026, certain local agencies are designated as “eligible legislative bodies” and must follow enhanced teleconferencing and transparency requirements through January 1, 2030. These requirements are mandatory whenever such bodies meet.

**A. Who Does This Apply To**

Under Gov't Code § 54953.4(b), an “eligible legislative body” includes:

- Cities: The city council of any city with a population of 30,000 or more
- Counties: The board of supervisors of any county, or a city and county, with a population of 30,000 or more
- City councils in large counties: A city council of a city located in a county with a population of 600,000 or more
- Special districts: The governing body of any special district that maintains an internet website and meets any one of the following criteria<sup>3</sup>:

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<sup>3</sup> This definition does not include "multi-jurisdictional bodies" (including joint powers authorities) as defined in § 54953.8.7(b)(2).

- The district's boundaries include the entirety of a county with a population of 600,000 or more, and the district has more than 200 full-time equivalent employees;
- The district has more than 1,000 full-time equivalent employees
- The district has annual revenues exceeding \$400,000,000, as shown in the State Controller's Financial Transaction Report (adjusted annually for inflation beginning Jan. 1, 2027), and employs more than 200 full-time equivalent employees.

## **B. Requirements**

"Eligible legislative bodies" must comply with the following requirements for meetings:

- Two-way remote participation: Meetings must provide real-time audiovisual participation or two-way telephone participation combined with live webcasting.
- Automatic captioning: Remote platforms must activate captioning if available.
- Public comment parity: Remote participants must have the same ability to comment as in-person attendees.
- Disruption procedures: Eligible legislative bodies must adopt written policies for handling disruptions. If remote participation is interrupted, the body must recess.
  - If remote participation cannot be restored and the disruption remains unresolved after one hour, the meeting may be resumed only if the body adopts a finding by roll call vote that good faith efforts to restore remote access were made in accordance with the policy adopted above, and that the public interest in continuing the meeting outweighs the public interest in remote public access.
- Multilingual agendas and webpages: Agendas and meeting webpages must be translated into applicable languages. The translation does not need to include the entire agenda packet, but must include instructions on how to attend the meeting, and how to join virtually or comment. Machine translation suffices.
  - "Applicable languages" means languages, "according to data from the most recent American Community Survey, spoken jointly by 20 percent or more of the applicable population, provided that 20 percent or more of the population that speaks that language in that city or county speaks English less than "very well.""
- Translation Requirement: Eligible legislative bodies must "reasonably assist" members of the public who wish to translate a public meeting into any language or

wish to receive interpretation provided by another member of the public, so long as the interpretation does not disrupt the meeting.<sup>4</sup>

- This does not include the provision of actual interpretation services.
- Dedicated meeting webpage: Eligible legislative bodies must maintain an accessible meetings webpage (including a plain-language description of the process for how to access meetings and provide public comment, the meeting calendar, and meeting agendas), prominently linked from the agency homepage, and enable electronic requests for agendas/documents in line with requirements of Gov't Code § 54954.1.
- Outreach Requirements: Eligible legislative bodies must make reasonable efforts, as determined by the legislative body, to invite groups that do not traditionally participate in public meetings to attend meetings.

## V. Additional Updates

SB 707 makes a number of additional updates to the Brown Act, which are noted below.

- Clarifies authority to warn and remove disrupters; applies equally to two-way telephone and audiovisual participation and allows disabling public video. (Gov't Code §§ 54957.95, 54957.96.)
- AB 992 (2020)'s social media safe harbor (no serial meetings if members use public platforms within limits) is made permanent. (Gov't Code § 54952.2(b)(3).)
- Agencies must provide the text of the Brown Act to every person elected or appointed to a legislative body. (Gov't Code § 54952.7.)
- Agencies must orally report-out requirements before final action on compensation for department heads and similar administrative officers as opposed to just local agency executives. (Gov't Code § 54953(d)(3).)

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<sup>4</sup> SB 707 states that assistance “may include any of the following”, but leaves final determination in the hands of the eligible legislative body: “(i) Arranging space for one or more interpreters at the meeting location, (ii) Allowing extra time during the meeting for interpretation to occur; (iii) Ensuring participants may utilize their personal equipment or reasonably access facilities for participants to access commercially available interpretation services.



**TRAFFIX BOARD OF DIRECTORS  
November 17, 2025**

**IX. Adjournment**

**The next scheduled meeting:**

Monday, January 26, 2026, 3:00 pm  
Town of Danville Offices  
500 La Gonda Way, Danville CA 94526