



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

Meeting Agenda

March 16, 2026

3:30 PM

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

Join:

<https://teams.microsoft.com/meet/26007301320305?p=6iZ1nZUy2Du0ZOecnI>

Meeting ID: 260 073 013 203 05

Passcode: Ro6Vb963

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 before, and, as feasible, during the meeting.

Any document provided to a majority of the members of the Measure J Traffic Congestion Relief Agency (TRAFFIX) Board of Directors regarding any item on this agenda that is not already included in the agenda packet will be made available for public inspection at the meeting. Members of the public may arrange to view documents after the meeting by calling the TRAFFIX Administrative Coordinator at 925-973-2649 during normal business hours.

I. Call to Order

II. Roll Call

III. Public Comment

IV. Order of the Agenda

V. Consent Calendar

- a. Approve** the Summary of Actions from January 26, 2026, Meeting

VI. Receive Verbal Update TRAFFIX Audit

VII. Reports and Presentations

- a. Receive Update** prepared by Administrative Coordinator on Pass Sales, Operations, Marketing and Outreach
- b. Receive First Student Location Manager Report**

VIII. New Business

- a. Review and Approve** the 2026/27 Mid-Year Budget
- b. Review and Approve** the 2026/27 TRAFFIX Meeting Calendar

Adjournment: The next scheduled meeting is Monday, May 18, 2026, at 3:30pm 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:

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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, March 16, 2026

3:30 PM

V. Consent Calendar

- a. Approve** the Summary of Actions
from the January 26, 2026 meeting



MEASURE J TRAFFIC CONGESTION RELIEF AGENCY

BOARD OF DIRECTORS

Meeting Agenda

Monday, January 26, 2026 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. 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 Jweinat called the meeting to order at 3:00 pm.

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

Board Members Present:

Director Candace Andersen (Contra Costa County Supervisor)

Director Rachel Hurd (SRVUSD)

Director Robert Jweinat (City of San Ramon)

Director Karen Stepper (Town of Danville)

Director Mark Belotz (Town of Danville)

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)
Director Laura Bratt (SRVUSD)
Director Newell Arnerich (Town of Danville)

III. Public Comment – Received email from Melinda Daly
RE: 7th Period Bus Service to Cal High School

Summary of public comment email received from Melinda Daly.

Public Comment – Melinda Daly, California High School Parent

Ms. Melinda Daly, parent of a sophomore at California High School, submitted a public comment expressing appreciation for the CA17A route, which she described as “life changing” for her family when first implemented. However, she raised concerns about the limited afternoon service for students enrolled in B period classes at California High School. Due to her daughter’s Individualized Education Program (IEP), she is required to take an Academic Studies (Resource) period during B period, which prevents her from utilizing the TRAFFIX bus for afternoon transportation except on Wednesdays.

Ms. Daly expressed concern that current route schedules may not adequately accommodate the needs of special education students and stated that the availability of B-period service at Monte Vista High School, but not California High School, creates inequitable access. She also questioned paying full fare for limited service accessibility and requested that the Board re-evaluate routes and scheduling to better serve all students equitably across TRAFFIX-served high schools.

Director Andersen stated that the Monte Vista 7th-period service is a pilot program intended to evaluate ridership demand. She reiterated that TRAFFIX is a traffic-mitigation program, not a comprehensive transportation service, and does not have the capacity to meet all transportation needs.

Director Hurd noted that Cal High is served by two routes that cover different areas of San Ramon, making it difficult to consolidate all stops into a single run. She also referenced Ms. Daley’s comments regarding inclusivity for certain special-needs students and clarified that 7th-period service has not historically been within the program’s scope.

Director Andersen added that potential service expansion will be evaluated following the pilot.

Director Stepper stated that the program is primarily funded through CCTA and that funding for 7th-period or special-needs transportation has not previously been included in the TRAFFIX program.

IV. Order of Agenda – No Changes

V. Consent Calendar

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

Motion: Director Anderson

Second: Director Hurd

Vote: 4-0 Motion Passed

VI. Reports and Presentations

A. Administrative Coordinator Update: Pass Sales and Operations

The Administrative Coordinator reported that program operations continue to run smoothly, with minimal calls or service issues. Three minor driver-reported incidents occurred during the reporting period.

The Mid-Year Route Review resulted in the addition of two new stops: one on the Country Club Elementary route and one serving the Faria Preserve neighborhood for Cal High. The new Faria Preserve stop will be promoted through school communication channels, including the marquee, newsletters, and direct text notifications.

Bus Pass Sales Update

Discounted spring semester pass sales currently total 35, compared to 24 at this time last school year.

As of January 26, 2026, total pass sales reached 1,409, including 72 District waivers. This exceeds the program’s goal of 1,300 passes for the 2025–26 school year. At the same point last year, 1,314 passes had been sold, including 67 waivers.

Refunds

A total of 55 refunds have been issued to date, compared to 50 at this time during the previous school year.

Charter Bus Program – Monte Vista High School

The Monte Vista 7th-period charter bus pilot was reported as successful. Passes were distributed through a lottery process to existing riders. All available seats were filled, and an 82-student waitlist remains. Staff noted strong parent interest in continuing and potentially expanding 7th-period service.

The Technical Advisory Group (TAG) will discuss options for continuing or expanding the 7th-period route. Considerations will include available funding, buses, and drivers during the July bid process”

Outreach

Staff will resume social media outreach next week, including promotion of discounted second-semester bus passes. Posts will be shared through the City of San Ramon and the school district on Facebook, Instagram, Blue Book, and X.

B. First Student Location Manager Report

Mr. Cooper, General Manager of First Student, reported that service is operating well overall, with only routine operational challenges. He noted that two buses are currently out of service for repairs and that TRAFFIX is short three drivers; however, auxiliary drivers are available to cover all routes.

Mr. Cooper stated that, following revisions to a recent TRAFFIX communication letter, the driver recruitment process has been adjusted to provide the General Manager with greater oversight and control. He added that new driver training classes of approximately 10 drivers each are scheduled monthly for the next three months.

Mr. Cooper presented a slide outlining a technology upgrade to buses through First Student's partnership with Samsara.

Director Jweinat asked whether other bus companies would be implementing the Samsara system. Mr. Cooper responded that the system will be deployed on all First Student buses nationwide.

Director Jweinat also asked who owns the data collected through the Samsara system. Mr. Cooper stated that the data is owned jointly by First Student and Samsara.

VII. New Business

A. Review and Approve the bus pass Fare

Ms. Fahey reported that TAG is seeking approval to increase the 2026/27 bus pass fare by 5% to mirror First Student's 5% annual increase under the 2024 contract.

Motion: Director Anderson

Second: Director Stepper

Vote: 4-0 Motion Passed

B. Review and Approve the Marketing and Outreach Plan

Ms. Fahey presented the marketing and outreach plan, explaining the program's market message, challenges, and marketing direction.

Motion: Director Anderson

Second: Director Stepper

Vote: 4-0 Motion Passed

Audit Subcommittee

Vice Chair Director Jweinat appointed Directors Arnerich and Bratt to attend the subcommittee meeting. Director Jweinat will attend as well.

Adjournment: The next meeting is scheduled for Monday, March 16, 2026, 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, in the Town of Danville 72 hours in advance.

Marie Sunseri, City Clerk
Town of Danville



TRAFFIX BOARD OF DIRECTORS

Monday, March 16, 2026

3:30 PM

VI. Receive Verbal Update TRAFFIX Audit

MEMORANDUM ON INTERNAL CONTROL

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

In planning and performing our audit of the basic financial statements of Measure J Traffic Congestion Relief Agency (TRAFFIX), as of and for the year ended June 30, 2025, 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 15, 2026

**MEASURE J TRAFFIC CONGESTION
RELIEF AGENCY (TRAFFIX)
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED JUNE 30, 2025**

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

For the Year Ended June 30, 2025

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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, 2025. 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 July 23, 2025. 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 TRAFFIX 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 101 – *Compensated Absences***
- GASB 103 – *Financial Reporting Model Improvements***

Unusual Transactions, Controversial or Emerging Areas – We noted no transactions entered into by TRAFFIX 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 15, 2026.

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 TRAFFIX’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.



Pleasant Hill, California
January 15, 2026

**MEASURE J TRAFFIC CONGESTION
RELIEF AGENCY (TRAFFIX)
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2025**

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**MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2025**

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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, 2025, 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, 2025, 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 15, 2026

**MEASURE J TRAFFIC CONGESTION RELIEF AGENCY (TRAFFIX)
STATEMENT OF NET POSITION
JUNE 30, 2025**

	Governmental Activities
ASSETS	
Cash and Investments (Note 3)	\$3,124,070
Accounts Receivable - Measure J (Note 2I)	238,796
Other Receivables (Note 2I)	247,915
Prepaid Expense	2,378
Total Assets	3,703,159
LIABILITIES	
Accounts Payable	22,077
Unearned Revenue (Note 9)	271,832
Total Liabilities	293,909
NET POSITION (Note 5)	
Unrestricted	3,409,250
Net Position	\$3,409,250

See accompanying notes to financial statements

**MEASURE J TRAFFIC CONGESTION RELIEF AGENCY (TRAFFIX)
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2025**

	<u>Governmental Activities</u>
PROGRAM REVENUES	
Intergovernmental Allocations:	
Measure J	\$2,387,962
Transportation Demand Management Funds	90,000
Parent Contributions (Fare Box)	953,558
Interest	40,081
Miscellaneous	<u>40,272</u>
Total Program Revenues	<u>3,763,823</u>
PROGRAM EXPENSES	
<i>Public Ways and Facilities:</i>	
Contract Services	3,975,908
Marketing and Sales	21,384
Supplies	2,287
Website	13,752
Hosting Fees	4,059
Miscellaneous	<u>720</u>
Total Program Expenses	<u>4,018,110</u>
Change in Net Position	(254,287)
Net Position-Beginning	<u>3,663,537</u>
Net Position-Ending	<u><u>\$3,409,250</u></u>

See accompanying notes to financial statements

**MEASURE J TRAFFIC CONGESTION RELIEF AGENCY (TRAFFIX)
GOVERNMENTAL FUNDS - GENERAL FUND
BALANCE SHEET
JUNE 30, 2025**

ASSETS

Cash and Investments (Note 3)	\$3,124,070
Accounts Receivable - Measure J (note 2I)	238,796
Other Receivable (Note 2I)	247,915
TDM Funds Receivable	90,000
Prepaid Expense	<u>2,378</u>
Total Assets	<u><u>\$3,703,159</u></u>

LIABILITIES

Accounts Payable	\$22,077
Unearned Revenue (Note 9)	<u>271,832</u>
Total Liabilities	<u>293,909</u>

DEFERRED INFLOWS OF RESOURCES

Deferred CCCTA Remittances	<u>238,796</u>
Total Deferred Inflow of Resources	<u>238,796</u>

FUND BALANCES (Note 5)

Unassigned	<u>3,170,454</u>
Total Fund Balance	<u>3,170,454</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u><u>\$3,703,159</u></u>

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

Fund balance from above	\$3,170,454
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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.

<u>238,796</u>

Net Position of Governmental Activities	<u><u>\$3,409,250</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, 2025**

	<u>Budget</u>		<u>Actual</u>	Variance
	<u>Original</u>	<u>Amended</u>		Final Budget Positive (Negative)
REVENUES				
Intergovernmental Allocations:				
Measure J	\$2,786,025	\$2,786,025	\$2,383,163	(\$402,862)
Management Funds	90,000	90,000	90,000	
County Service Area T-1 Funds	310,623	310,623	251,950	(58,673)
Parent Contributions (Fare Box)	677,525	875,000	953,558	78,558
Miscellaneous -				
Miscellaneous			40,272	40,272
Interest	283	100	40,081	39,981
	<u>3,864,456</u>	<u>4,061,748</u>	<u>3,759,024</u>	<u>(302,724)</u>
Total Revenues				
EXPENDITURES				
Contract Services	3,134,484	3,680,879	3,975,908	(295,029)
Marketing and Sales	20,190	22,490	21,384	1,106
Supplies	3,000	3,000	2,287	713
Website	12,500	25,000	13,752	11,248
Hosting Fees	2,000	3,400	4,059	(659)
Miscellaneous	10,000		720	(720)
	<u>3,182,174</u>	<u>3,734,769</u>	<u>4,018,110</u>	<u>(283,341)</u>
Total Expenditures				
NET CHANGE IN FUND BALANCE	<u>\$682,282</u>	<u>\$326,979</u>	(259,086)	<u>(\$586,065)</u>
Fund balance at beginning of year			<u>3,429,540</u>	
FUND BALANCE AT END OF YEAR			<u>\$3,170,454</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, 2025

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	(\$259,086)
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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	<u>4,799</u>
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CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	<u><u>(\$254,287)</u></u>
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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, 2025

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.ridetraffic.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.

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.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2025

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

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.

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.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2025

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. *Deferred Outflows/Inflows of Resources (Continued)*

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.

As of June 30, 2025, the general fund incurred expenditure in excess of appropriations by \$283,341. Sufficient resources was available in the fund to fund these excesses.

F. *Use of Estimates*

The preparation of basic financial statements in conformity with GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from estimates.

G. *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.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2025

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Risk Management (Continued)

The following is a summary of the insurance policies in force carried by TRAFFIX as of June 30, 2025:

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

H. 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.

I. Accounts Receivable

At June 30, 2025, account receivables totaled \$486,711, which \$238,796 was related to Measure J funding.

J. Subsequent Events

Management has evaluated subsequent events through the date of the audit opinion, which is the date on which the financial statements were available to be issued. No events came to management’s attention that would require additional adjustment or disclosure.

**MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2025**

NOTE 2 – SIGNIFICANT ACCOUNTING POLICIES (Continued)

K. New Pronouncements

For the year ended June 30, 2025, TRAFFIX implemented the following GASB pronouncement:

GASB Statement No. 101 – In June 2022, GASB issued Statement No. 101, *Compensated Absences*. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. This Statement is effective for reporting periods beginning after December 15, 2023, or the fiscal year 2024-25. The implementation of this statement did not have a material effect on the financial statements.

GASB Statement No. 102 – In December 2023, GASB issued Statement No. 102, *Certain Risk Disclosures*. The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government’s vulnerabilities due to certain concentrations or constraints. This Statement is effective for reporting periods beginning after June 15, 2024, or the fiscal year 2024-25. The implementation of this statement did not have a material effect on the financial statements.

The following Governmental Accounting Standards Board Statements are effective in future years subsequent to the current financial reporting period:

GASB Statement No. 103 – In April 2024, GASB issued Statement No. 103, *Financial Reporting Model Improvements*. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government’s accountability. This Statement is effective for reporting periods beginning after June 15, 2025, or the fiscal year 2025-26. TRAFFIX has not yet determined the effect of this Statement on its financial statements.

GASB Statement No. 104 – In September 2024, GASB issued Statement No. 104, *Disclosure of Certain Capital Assets*. The objective of this Statement is to provide users of government financial statements with essential information about certain types of capital assets. This Statement is effective for reporting periods beginning after June 15, 2025, or the fiscal year 2025-26. TRAFFIX has not yet determined the effect of this Statement on its financial statements.

NOTE 3 – CASH AND INVESTMENTS

A. Classification

Cash and investments as of June 30, 2025 consist of the following:

	2025
Deposits with financial institutions	\$702,396
Investments:	
LAIF	2,421,674
Total cash and investments	\$3,124,070

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2025

NOTE 3 – CASH AND INVESTMENTS (Continued)

A. Classification (Continued)

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.

C. Investment in State Investment Pool

TRAFFIX is a voluntary participant in LAIF, which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the TRAFFIX's investment in this pool is reported in the accompanying financial statements at amounts based upon the TRAFFIX's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

TRAFFIX's investments with LAIF at June 30, 2025 included a portion of the pool funds invested in structured notes and asset-backed securities.

Structured Notes are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options.

Asset-Backed Securities, the bulk of which are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as Collateralized Mortgage Obligations) or credit card receivables.

TRAFFIX had \$2,421,674 invested with LAIF at June 30, 2025. The fair value factors of 1.00119831 were used to calculate the fair value of the investments in LAIF as of June 30, 2025. At June 30, 2025 LAIF average day of Maturity was 248 days.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2025

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, 2025.

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.

MEASURE J TRAFFIX CONGESTION RELIEF AGENCY (TRAFFIX)
NOTES TO BASIC FINANCIAL STATEMENTS
For The Year Ended June 30, 2025

NOTE 5 – NET POSITION AND FUND BALANCES (Continued)

B. Fund Balances (Continued)

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 \$3,697,458 in fiscal year 2025. The current term of the contract is for five school years and ends August 1, 2030.

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, 2025, expenditures for services provided by the City totaled \$202,911.

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.

NOTE 9 – UNEARNED REVENUE

TRAFFIX has a balance of unearned revenue of \$271,832 as of June 30, 2025. Unearned revenue consists of farebox revenue collection for the school year in process during the Fiscal year end of TRAFFIX.



TRAFFIX BOARD OF DIRECTORS

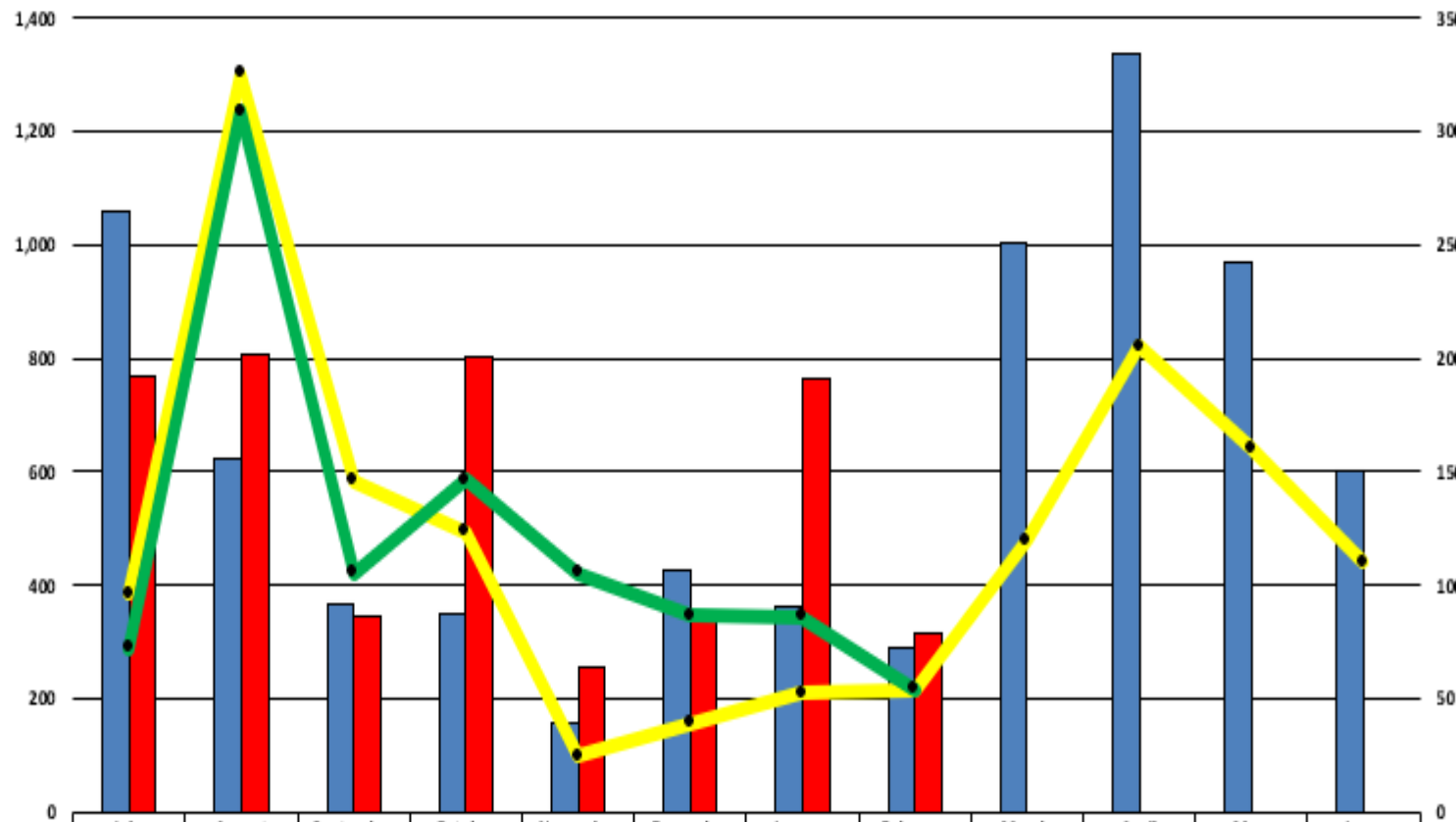
Monday, March 16, 2026

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VII. Reports and Presentations

- a. Receive** update from the Administrative Coordinator on Pass Sales and Operations, Marketing and Outreach
- b. Receive** First Student Location Manager Report

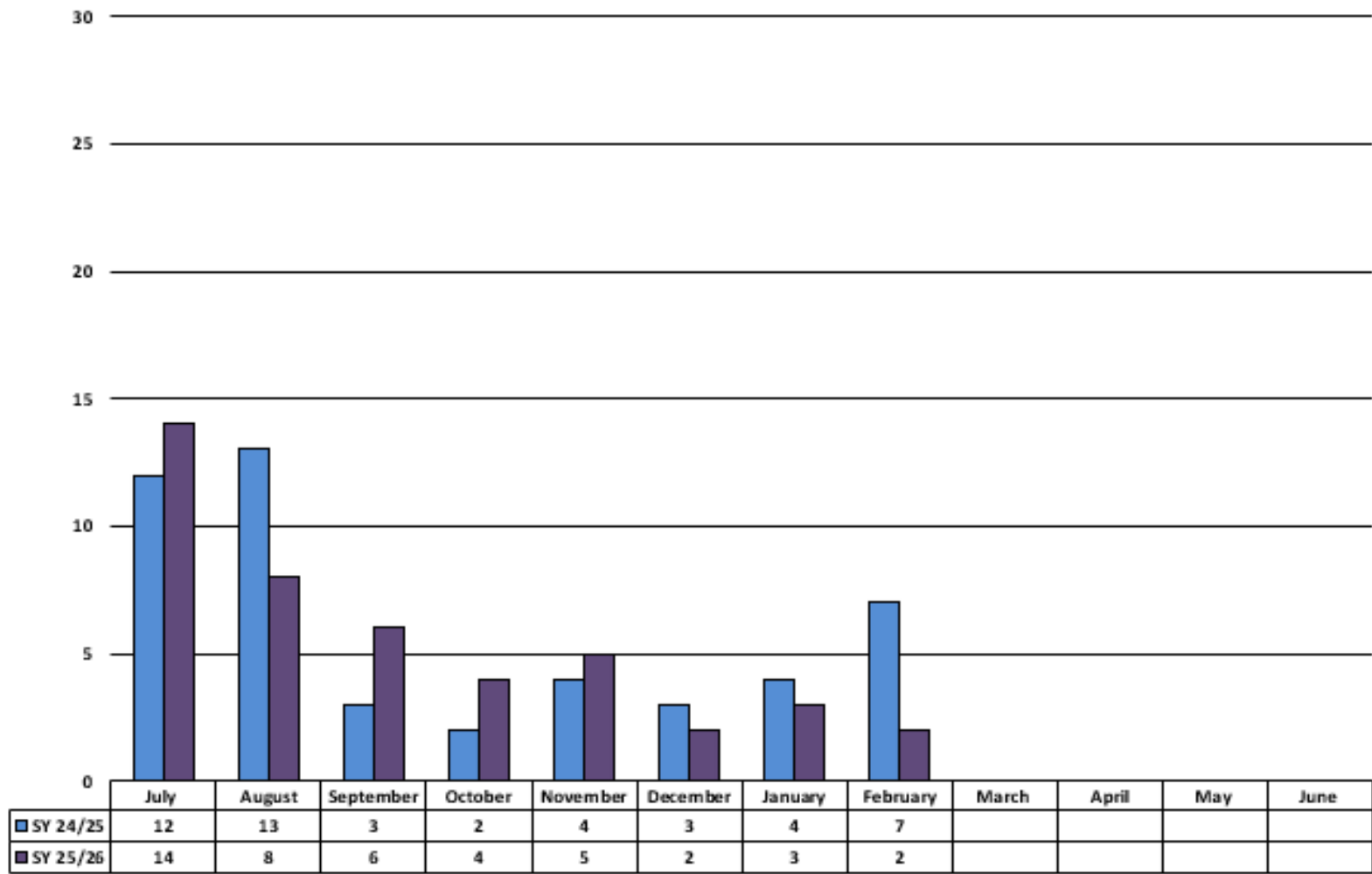
SY 24/25 v SY 25/26 Phone & Email Activity



	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	64	87	191	79				
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	421	346	345	216				

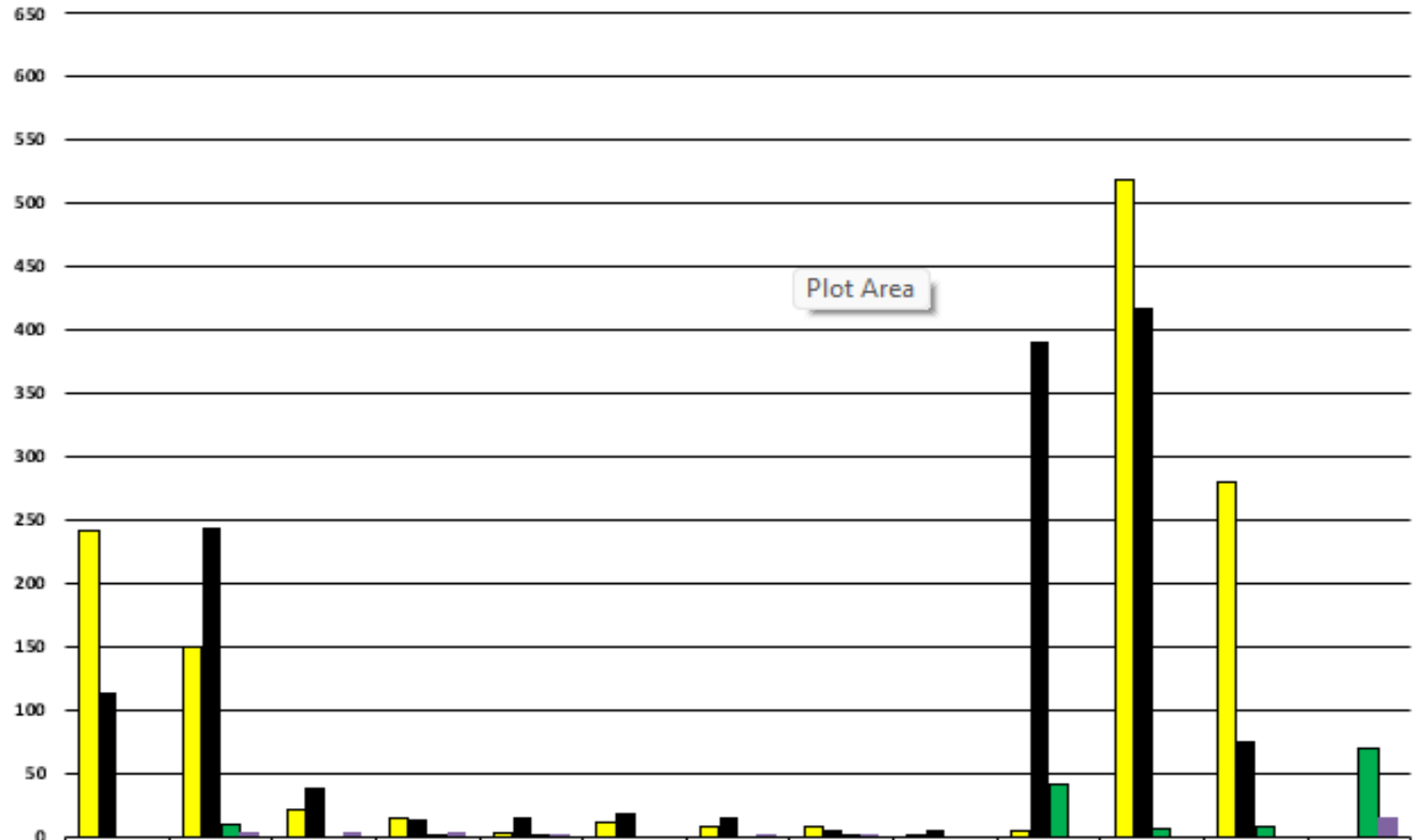
■ SY 24/25 Phone Call Activity
 ■ SY 25/26 Phone Call Activity
 ● SY 24/25 Email Activity
 ● SY 25/26 Email Activity

SY 24/25 v SY 25/26 Refunds



■ SY 24/25 ■ SY 25/26

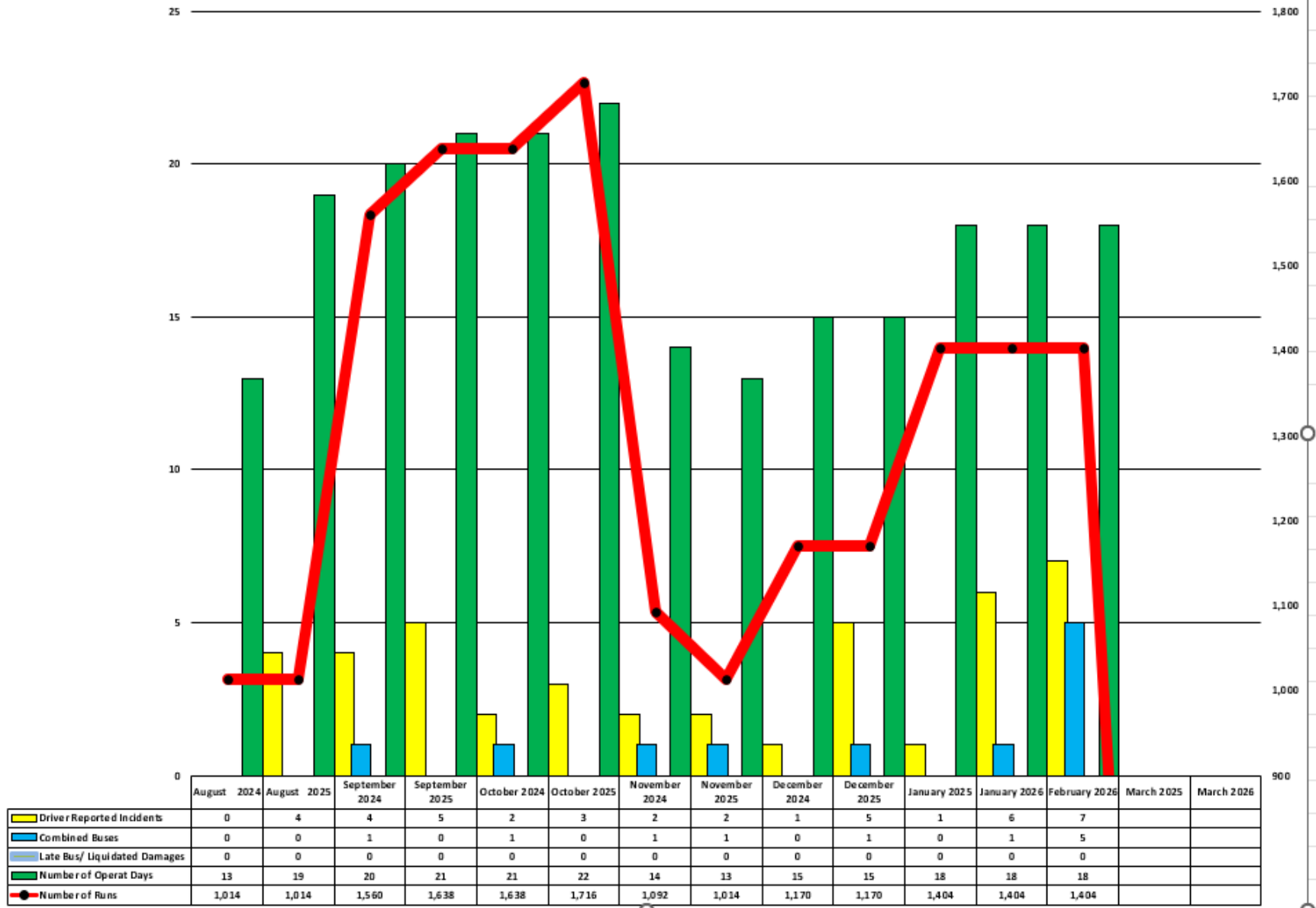
SY 24/25 v SY 25/26 Passes Sold (Includes SRVUSD Waivers)



	July	August	September	October	November	December	January	February	March	April	May	June	TOTAL
SY 24/25 Passes Sold	242	149	21	15	3	12	8	8	2	5	519	280	1,264
SY 25/26 Passes Sold	114	244	39	14	16	19	16	6	5	390	418	75	1,356
SY 24/25 SRVUSD Waiver	0	9	0	1	1	0	0	1	0	42	7	8	69
SY 25/26 SRVUSD Waiver	0	4	4	3	1	0	2	1	0				15

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

First Student Operations Report





TRAFFIX BOARD OF DIRECTORS

Monday, March 16, 2026

3:30 PM

VIII. New Business

- a. Review and Approve the 2025/26
Mid-Year Budget**
- b. Review and Approve the 2026/27
TRAFFIX Meeting Calendar**

2026-2027 School Year Meeting Schedule

TRAFFIX Board of Directors (BOD)

Monday, July 20, 2026	3:00 PM
Monday, September 21, 2026	3:30 PM
Monday, November 16, 2026	3:30 PM
Monday, January 25, 2027 (MLK on third Mon Jan)	3:30 PM
Monday, March 15, 2027	3:00 PM
Monday, May 17, 2027	3:30 PM

***TRAFFIX Technical Advisory Group (TAG)**

Wednesday, July 1, 2026	11:00 AM
Wednesday, September 2, 2026	11:00 AM
Wednesday, November 4, 2026	11:00 AM
Wednesday, January 6, 2027	11:00 AM
Wednesday, March 3, 2027	11:00 AM
Wednesday, May 5, 2027	11:00 AM

***TRAFFIX Citizens Advisory Committee (CAC)**

Tuesday, August 18, 2026	11:00 AM
Tuesday, November 17, 2026	11:00 AM
Tuesday, May 25, 2027	11:00 AM

**** TAG & CAC meetings will be held via TEAMS***



DATE: March 16, 2026

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Technical Advisory Group

SUBJECT: **Item VII A. – Review and Approve** 2025/2026 Mid-Year Financial Plan

BACKGROUND:

TRAFFIX adopts an annual budget to forecast and track revenues and expenditures for the program. This mid-year review of the annual budget adjusts the original adopted budget to more accurately reflect anticipated revenue and expenditure based upon six months of program activity and knowledge of the remaining six months.

JJACPA developed the 2025/2026 Mid-Year Financial Plan (attached), which was reviewed by the TRAFFIX Technical Advisory Group (TAG).

FISCAL IMPACT:

The estimated revenue and appropriation changes between the approved 2025/2026 Financial Plan and the 2025/2026 Mid-Year Financial Plan are described below:

Budget Item	Amount of Increase/Decrease	Reason/Notes
4100-00 - Measure J Tax Revenue	\$392,700 Decreased	Reduced to reflect the same amount as the prior year actual reported.
4200-00 - Parent Contributions	\$20,000 Decrease	Refunds included in this line. Reducing the actual amount.
7100-01A – Program Admin Assistant	\$5000 Increase	Hours Increased and annual pay raise included
7100-01 – Program Administrator	\$21,000 Increase	Annual pay raise of 6%
7100-02 – Service Operator	\$330,000 Increase	Recalculated based upon new contract rate
7100-02.5 – Charter Bus	\$20,000 Increase	Pilot Charter Bus for the 7 th period at Monte Vista High
7100-08 – Banking Service Charges	\$24,000 Increase	Increase in fees.
7400-02 - Postage	\$2,300 Increase	Line items 7400-01 and 7440 -02 combined to reflect actual comparison. Postage now includes bus pass mailing service.
7400-03 Promotional Materials	\$3,000 Increase	Increased budget to pay for replacement banners at six lower ridership schools.

RECOMMENDATION:

TRAFFIX TAG recommends that the Board of Directors approve the 2025/2026 Mid-Year Financial Plan.

ATTACHMENT

2025/2026 Proposed TRAFFIX Mid-Year Financial Plan



TRAFFIX BOARD OF DIRECTORS

IX. Adjournment

The Next Scheduled Meeting:

Monday, May 18, 2026, 3:30 pm
Town of Danville Offices
500 La Gonda Way, Danville CA