



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

**Meeting Agenda**

**May 18, 2026**

**3:30 PM**

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

**Join:**

<https://teams.microsoft.com/meet/235413915281467?p=nktUBiKRmlysOCBQGF>

**Meeting ID:** 235 413 915 281 467

**Passcode:** Va7rM9dR

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

**Approve** the Summary of Actions from the March 16, 2026 Meeting Minutes

**VI. Reports and Presentations**

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

**VII. Old Business**

- a. **Receive Update** regarding questions from March 16, 2026, meeting to include explanation of increased Bank Fees and status of new payment /ACH bank processing,
- b. **Receive Update** on the winner of the Bus Pass Design Contest

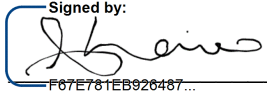
**VIII. New Business**

- a. **Nominate** and **Elect** TRAFFIX Chair and Vice Chair for the 2026/27 School Year
- b. **Adopt** Memorandum of Understanding between TRAFFIX and the San Ramon Valley Unified School District to provide school bus transportation for the 2026/27 School Year
- c. **Review** and **Adopt** 2026/27 FY TRAFFIX Financial Plan
- d. **Discuss** and **Approve** funding for a charter bus to service the Monte Vista High School 7<sup>th</sup> period
- e. **Discuss** Public Hearing Pursuant to Assembly Bill 2561 on Staff Vacancies
- f. **Discussion** and **Consideration** of the authorized signatory structure for the Mechanics Bank account

**Adjournment:** The next meeting scheduled is Monday, July 20,2026, 3:00 PM at the City of San Ramon, Conference Room Upstairs 7000 Bollinger Canyon Rd., San Ramon, CA 94583

## 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.

Signed by:  
  
F07E781EB926487...

Amanda Levine, Deputy 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 Deputy City Clerk (925) 314-3307. 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, May 18, 2026**

**3:30 PM**

### **V. Consent Calendar**

- a. Approve** the Summary of Actions  
from the March 16, 2026 meeting



**MEASURE J TRAFFIC CONGESTION RELIEF AGENCY**

**BOARD OF DIRECTORS**

**Meeting Agenda**

**Monday, March 16, 2026**

**Town of Danville Offices**

**500 La Gonda Way**

**Danville, CA 94526**

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**I. Call to Order** – Director Arnerich called the meeting to order at 3:30 pm.

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

**Board Members Present:**

Director Newell Arnerich (Town of Danville)

Director Mark Belotz (Town of Danville)

Director Candace Andersen (Contra Costa County Supervisor)

Director Rachel Hurd (SRVUSD)

Director Laura Bratt (SRVUSD)

Director Robert Jweinat (City of San Ramon)

**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** – No public comment

**IV. Order of Agenda** – No Changes

**V. Consent Calendar**

**A. Approve** Summary of Actions from January 26, 2026, Board of Directors meeting.

**Motion:** Director Andersen

**Second:** Director Hurd

**Vote:** 6-0 Motion Passed

**VI. Receive** Verbal Report on Audit

The audit report was provided by Maze and Associates and was reported to the Board of Directors by Mr. Joe Arch from JJACPA.

The audit was an unmodified opinion. There were standard mentions of the updates that were provided for future standards. There were no changes and nothing unusual to report.

Director Arnerich questioned the variance on the mid-year budget of the funds received by CCTA. Mr. Arch reported that the old methodology was used in the past financial plan. The mid-year budget was revised down using the new methodology.

Mr. Arch stated that this will be true to the current financial plan.

## **VII. Reports and Presentations**

### **A. Administrative Coordinator Update: Pass Sales and Operations**

The Administrative Coordinator reported that program operations are running smoothly.

As shown in email and phone activity, there was a spike in calls in January of 2026. Ms. Fahey reported that this was due to questions and inquiries into the M7 Pilot bus route.

Director Jweinat questioned the spike in phone calls and emails in October. Ms. Fahey could not provide a reason, but will report back at the next meeting after researching.

#### **Refunds:**

There have been 5 refunds in total in January and February. This time last year, that number was doubled to 10 refunds.

#### **Incidents:**

There have been 13 incidents in the past two months, primarily with the same group of students. This has been addressed with the school and parents.

#### **Pass Sales:**

Pass Sales stand at 1428 passes purchased to date. This time last year, sales stood at 1324 purchases.

Spring discounted passes are 41 for this school year. This time last year, 35 discounted passes were sold.

#### **Outreach and Marketing:**

As far as outreach and marketing, social posts and email notifications are being created to market the First View app and pass sales for the 2026/27 school year.

Posts will be shared through the City of San Ramon, Town of Danville, and the school district on Facebook, Instagram, Blue Book, and X. Additionally, email through Constant Contact and website alerts will be sent, and marquees will be updated.

## **RFP Update**

An RFP is being created to seek proposals for a new auditor. The posting will go out in May, and information will be brought back to the board during the July meeting.

## **700 Forms**

Ms. Fahey reminded the board members to complete the 700 forms if they had not already. There was a discussion as to how the forms are now being filed. Ms. Fahey will look into it on her end and email separately the Board members who are showing that they have not filed.

## **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 four buses are currently out of service for repairs and that TRAFFIX is short of four drivers; however, auxiliary drivers are available to cover all routes. Currently, two routes are open for bid: MV19A and CK/PV114.

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 there are new driver training classes of approximately 11 drivers in the pipeline and are in behind-the-wheel training. Currently, there are 15 people starting the next class next month.

The First View app has experienced a conflict in the database between Lamorinda and Traffix. This has now be resolved and parents will be notified.

A terminal inspection by CHP was conducted last week. First Student received an unsatisfactory rating and did not pass for the first time in 10 years. The violations were all minor and all but one has been resolved. An example of a minor violation is an incomplete first aid kit. The follow-up inspection will be in 120 days and is expected to pass.

Director Arnerich stated that there have been seven TRAFFIX accidents since the beginning of the school year. He asked if there was a pattern with certain drivers. Mr. Cooper reported no pattern among the drivers; some were experienced, and some were

newer. Additional training is implemented immediately for any driver involved in an accident.

Director Arnerich asked if there were any injuries. Mr. Cooper reported that no students were injured at the time. Several days later, one student reported that a child was experiencing neck and back pain. This has now been turned over by the insurance company.

## **VIII. New Business**

### **A. Review and Approve the 2025/26 Mid-Year Budget**

**(Note the dates for the mid-year budget on the agenda are incorrect for this item.)**

Ms. Fahey stated that she met with Directors Jweinat, Adler, and Belotz three weeks earlier to provide an overview of the TRAFFIX program. During that meeting, the financial plan was reviewed in detail, with particular attention given to bank fees. The Directors commented that the fees were too high and agreed that parents should be charged the credit card surcharge. They also supported offering ACH payments as an alternative.

Following that discussion, Ms. Fahey immediately contacted the bank and subsequently spoke with the support provider for VISA charges. As a result, a small rate reduction was negotiated and confirmed. The current rate of 0.75% plus \$0.10 per transaction was reduced to 0.68% plus \$0.09 per transaction.

With that information, Ms. Fahey then contacted Fiserv, a referral from Mechanics Bank, to explore the possibility of a further rate reduction and the addition of an ACH payment option for parents purchasing bus passes. Fiserv offered a rate of 0.50% plus \$0.09 per transaction. In addition, Fiserv is working directly with the TRAFFIX website manager to add ACH payments as an option. Ms. Tina Braceri was present on the call to answer any further questions.

Ms. Braceri explained that there were two traditional pricing options for the Board to consider. The first option was to move forward with the Fiserv rate of 0.50% plus \$0.09 per transaction. The second option was to pass the credit card processing charges on to parents. If that option were selected, the payment gateway would need to be changed, as the current gateway does not support surcharging. Ms. Braceri stated that she had been introduced to the TRAFFIX website programmer, and the proposed

gateway, called Mercy, is compatible with the current website system. She noted that the program is compliant with the existing website, with restrictions that the surcharge may not exceed 3% and total transactions may not exceed \$5,000.

Director Arnerich inquired why bank charges had doubled since the last financial plan was approved. Ms. Fahey stated that she did not yet have that answer and would bring the information back to the Board at the next meeting. She then requested that the Board move forward with passing the surcharge on to parents and offering ACH payments in time for the May 2026/27 bus pass sales.

The Board agreed, with the caveat that both the surcharge and ACH payment option be clearly communicated to parents before passes are purchased.

Director Arnerich also asked why there was another significant mid-year reduction for CCTA, noting that the County pays a fee and that the process appears straightforward. Mr. Arch, commented that the 2025/26 amount had been overstated and that the new forecasting methodology had not been updated. He stated that, going forward, the new methodology would be used to forecast the CCTA contribution.

Director Arnerich also questioned the \$330,000 cost for the service operator. Mr. Arch responded that the original budget did not account for the new contract, which began six months earlier, nor did it include the additional cost of the pilot program.

Director Arnerich requested that the budget be tightened up.

Director Belotz questioned the \$20,000 decrease in parent contributions. Ms. Fahey clarified that the staff report incorrectly stated that amount as a decrease. The staff report will be corrected.

**Motion:** Director Hurd  
**Second:** Director Bratt  
**Vote:** 5-0 Motion Passed

## **B. Review and Approve the Meeting Calendar**

**Motion:** Director Bratt  
**Second:** Director Hurd

**Vote:** 5-0 Motion Passed

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

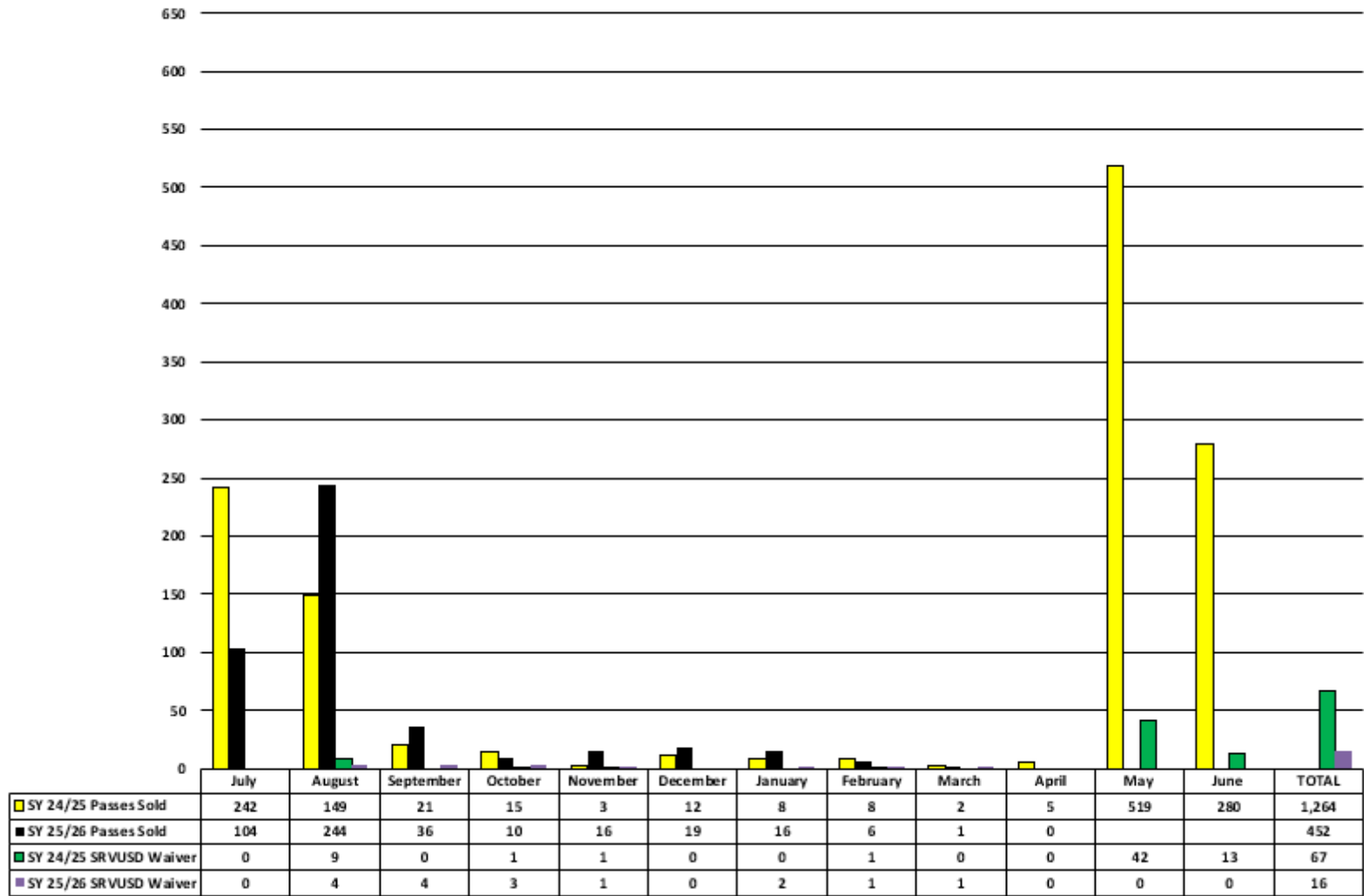
**Monday, May 18, 2026**

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### **VII. Reports and Presentations**

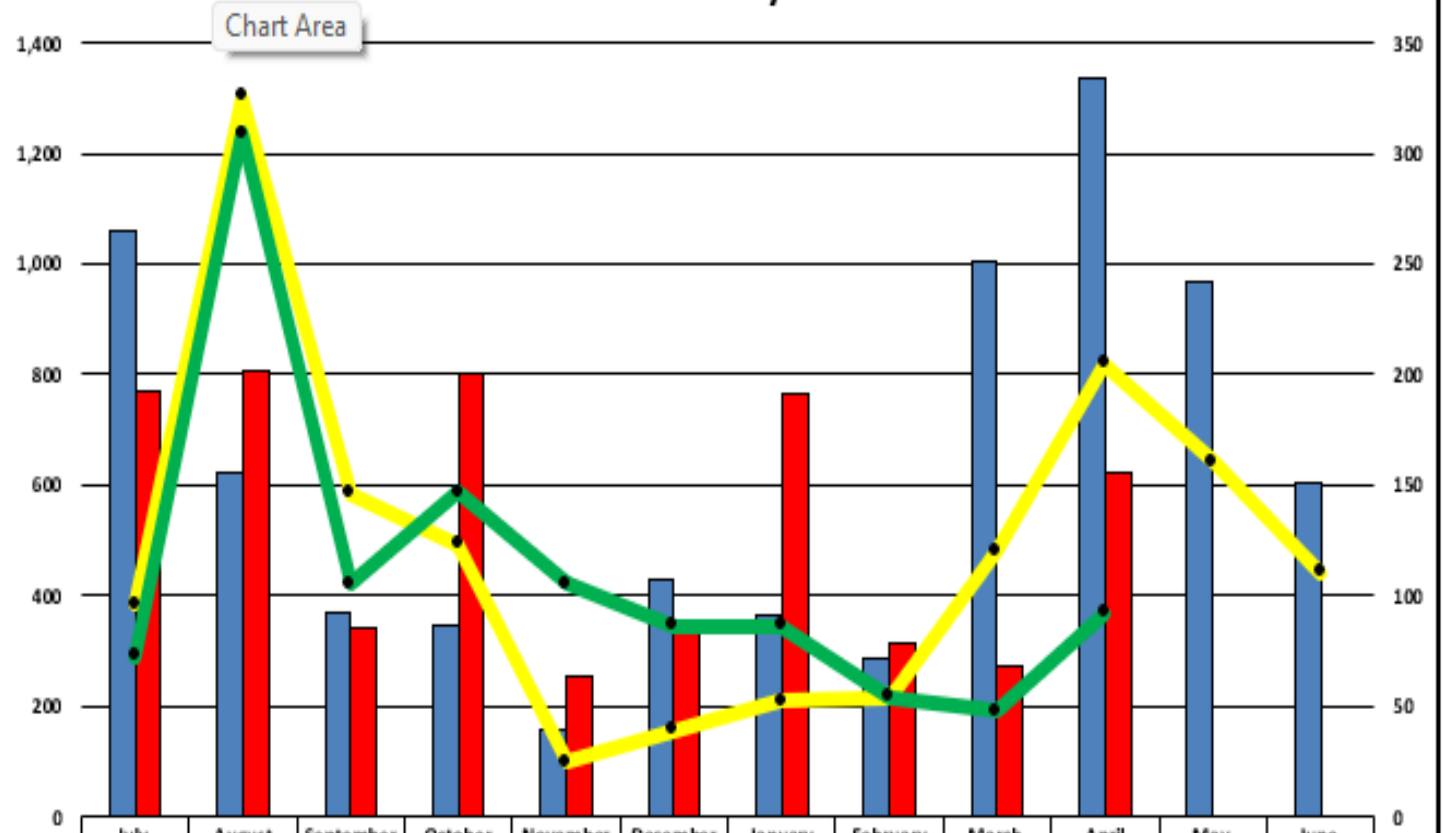
- a. Receive** update from the Administrative Coordinator on Pass Sales and Operations, Marketing and Outreach
- b. Receive** First Student Location Manager Report

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



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

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



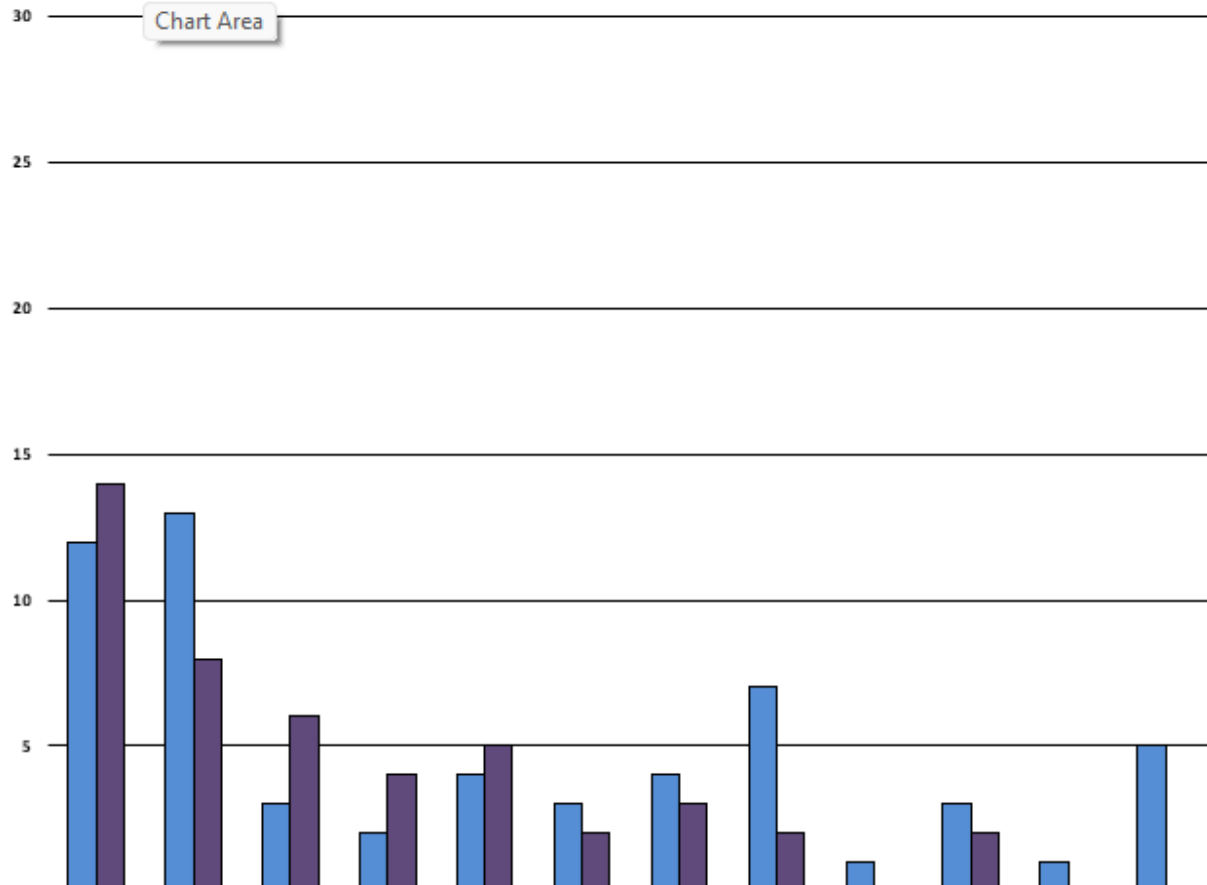
	July	August	September	October	November	December	January	February	March	April	May	June
SY 24/25 Phone Call Activity	265	156	92	87	39	107	91	72	251	334	242	151
SY 25/26 Phone Call Activity	192	202	86	201	64	87	191	79	68	156		
SY 24/25 Email Activity	385	1,302	584	493	98	156	210	215	480	820	642	441
SY 25/26 Email Activity	289	1,236	422	586	421	346	345	216	192	369		

■ 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

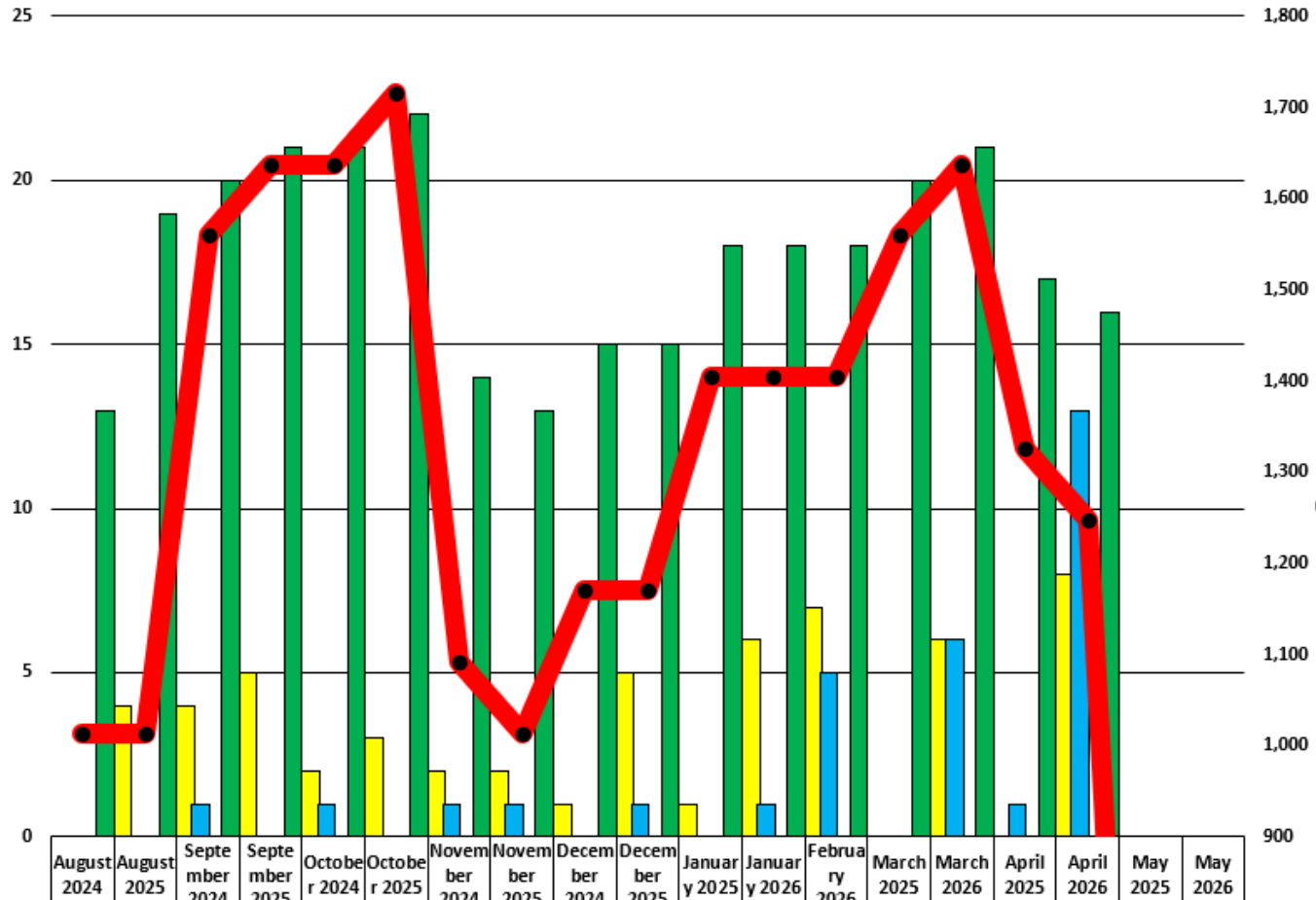
Chart Area



	July	August	September	October	November	December	January	February	March	April	May	June
■ SY 24/25	12	13	3	2	4	3	4	7	1	3	1	5
■ SY 25/26	14	8	6	4	5	2	3	2	0	2		

■ SY 24/25   ■ SY 25/26

# First Student Operations Report



	August 2024	August 2025	September 2024	September 2025	October 2024	October 2025	November 2024	November 2025	December 2024	December 2025	January 2025	January 2026	February 2026	March 2025	March 2026	April 2025	April 2026	May 2025	May 2026
Driver Reported Incidents	0	4	4	5	2	3	2	2	1	5	1	6	7	0	6	0	8		
Combined Buses	0	0	1	0	1	0	1	1	0	1	0	1	5	0	6	1	13		
Late Bus/ Liquidated Damages	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Number of Operat Days	13	19	20	21	21	22	14	13	15	15	18	18	18	20	21	17	16		
Number of Runs	1,014	1,014	1,560	1,638	1,638	1,716	1,092	1,014	1,170	1,170	1,404	1,404	1,404	1,560	1,638	1,326	1,248		



## **TRAFFIX BOARD OF DIRECTORS**

**Monday, May 18, 2026**

**3:30 PM**

### **VII. Old Business**

- a. **Receive Update** regarding questions from March 16, 2026, meeting to include explanation of increased Bank Fees and status of new payment / ACH bank processing
- b. **Receive Update** winner of Bus Pass Design Contest

## BUS PASS DESIGN WINNERS

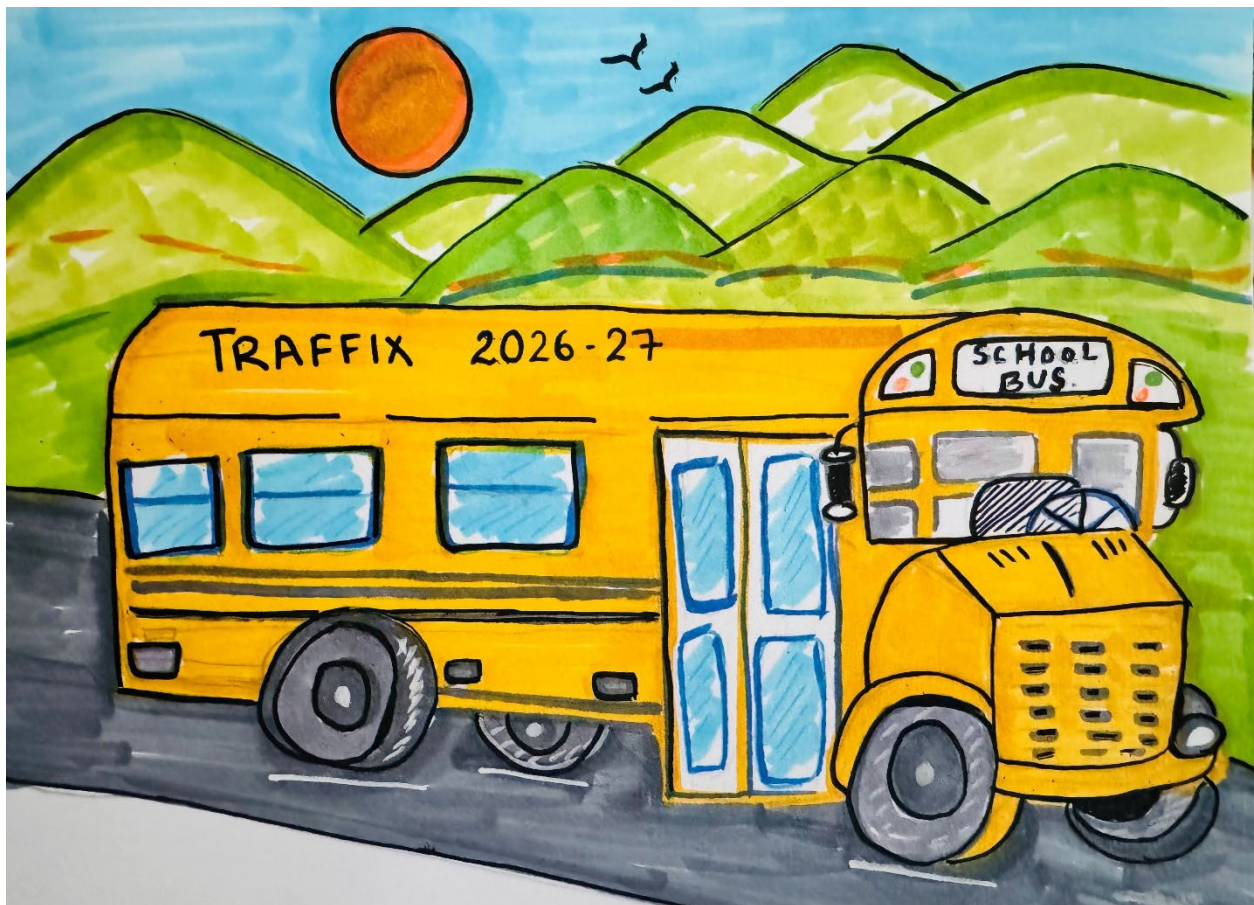
### FIRST PLACE

**Student: Rishaan Gupta, 5<sup>th</sup> Grade, Coyote Creek Elementary**

Rishaan has been using the Traffix school bus for the last 2 years. He thoroughly enjoys his bus rides with his friends and has interesting bus stories to share with us. Last year, on the last day of school, he, along with his bus friends, had also arranged a surprise gift for the bus driver, Mr. Jamali!

This is how he envisions his bus ride in his own words:

“A fun ride on a bright sunny morning through the San Ramon Valley along with my bus friends”



## SECOND PLACE

**Student: Anushka Biswas, 9<sup>th</sup> Grade, Cal High School**

I do judo, play cello, and volunteer at the John Muir Hospital in Walnut Creek. I love writing, drawing, and making crafts.



## THIRD PLACE

Student: Dmytro, 7th grade, Los Cerros Middle School

I'm from Ukraine. I like to ride my mountain bike, and I also like drawing.





## TRAFFIX BOARD OF DIRECTORS

Monday, May 18, 2026

3:30 PM

### VII. New Business

- a. **Nominate** and **Elect** TRAFFIX Chair and Vice Chair for the 2026/27 School Year
- b. **Adopt** Memorandum of Understanding between TRAFFIX and the San Ramon Valley Unified School District to provide school bus transportation for the 2026/27 school year
- c. **Review** and **Adopt** 2026/27 FY TRAFFIX Financial Plan
- d. **Discuss** and **Approve** funding for a charter bus service to service the Monte Vista High School 7<sup>th</sup> period
- e. **Discuss** Public Hearing Pursuant to Assembly Bill 2561 on Staff Vacancies
- f. **Discussion** and **Consideration** of the authorized signatory structure for the Mechanics Bank Account



DATE: May 18, 2026

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Technical Advisory Group

SUBJECT: **Item VIII A. Nominate and Elect TRAFFIX Chair and Vice Chair for the 2026/27 School Year**

**Background**

For the 2025/26 School Year, Director Newell Arnerich, Town of Danville Councilmember and Director Robert Jweinat, City of San Ramon Councilmember, assumed the TRAFFIX Chair and Vice-Chair position, respectively.

**Discussion**

Per the regular rotation, for the 2026/27 School Year, the City of San Ramon and the San Ramon School District would serve as the TRAFFIX Chair and Vice-Chair, respectively. However, the TRAFFIX BOD has discretion to appoint different member agencies to have their BOD representatives serve as TRAFFIX Chair or Vice-Chair.

**BOD ROTATION SCHEDULE**

School Year	Chair	Director	Vice Chair	Director
<b>2022-2023</b>	San Ramon	Sabina Zafar	SRVUSD	Laura Bratt
<b>2023-2024</b>	SRVUSD	Laura Bratt	County	Candace Andersen
<b>2024-2025</b>	County	Candace Andersen	Danville	Karen Stepper
<b>2025-2026</b>	Danville	Newell Arnerich	San Ramon	Robert Jweinat
<b>2026-2027</b>	San Ramon		SRVUSD	
<b>2027-2028</b>	SRVUSD		County	
<b>2028-2029</b>	County		Danville	
<b>2029-2030</b>	Danville		San Ramon	
<b>2031-2032</b>	San Ramon		SRVUSD	

**Recommendation:**

TAG recommends that the TRAFFIX BOD elect a BOD representative from the City of San Ramon as the TRAFFIX Chair and the San Ramon Valley School District as the TRAFFIX Vice-Chair for the 2026/27 School Year, effective July 1, 2026, through June 30, 2027.



**DATE:** May 18, 2026  
**TO:** TRAFFIX Board of Directors  
**FROM:** TRAFFIX Administrative Coordinator  
**SUBJECT: ITEM VIII B – Adopt 2026/2027 Memorandum of Understanding between TRAFFIX and San Ramon Valley Unified School District to provide school bus transportation for the 2026/27 School Year**

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### **Background**

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

TAG recommends that the BOD adopt the 2026/27 Memorandum of Understanding between TRAFFIX and SRVUSD.

### **ATTACHMENT**

- A. Memorandum of Understanding between TRAFFIX and the San Ramon Valley Unified School District for the 2026/2027 School Year

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

This Memorandum of Understanding is entered into this day of 18 May 2026, by and between the Measure J Traffic Congestion Relief Agency hereinafter referred to as the "Agency" and the San Ramon Valley Unified School District, hereinafter referred to as the "District."

**RECITALS**

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

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

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

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

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

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

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

	<b>Priority 1</b>	<b>Priority 2</b>	<b>Priority 3</b>
High Schools	San Ramon HS	California HS Monte Vista HS	Dougherty HS
Middle Schools	Los Cerros MS	Pine Valley MS	Gale Ranch MS Iron Horse MS Windemere MS
Elementary Schools	Country Club ES Green Valley ES Neil Armstrong ES Vista Grande ES Walt Disney ES	Coyote Creek ES	Golden View ES Rancho Romero ES Sycamore Valley ES

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



WHEREAS, the program service priority approach identified the following schools to receive service in the 2026-2027 school year:

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

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

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

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

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

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

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

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

1. The **Agency** shall:

- a. Fund, operate, and manage the student transportation service;
- b. Serve as lead, through its Technical Advisory Group members, for identification of necessary actions to implement the TRAFFIX service at the School, including school bus loading locations, traffic circulation, and any signing and/or striping necessary to implement the student transportation service at the school site plan; and
- c. Provide the public outreach efforts necessary to market the TRAFFIX Program at the School.

2. The **District** shall:

- a. Work with the Agency to implement a circulation plan to facilitate efficient access onto, and off of, school sites, including the provision of resources available

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

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

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

**"AGENCY"**

**"DISTRICT"**

MEASURE J TRAFFIC CONGESTION  
RELIEF AGENCY

SAN RAMON VALLEY UNIFIED  
SCHOOL DISTRICT

\_\_\_\_\_ DATE \_\_\_\_\_

Newell Arnerich  
TRAFFIX Board of Directors

\_\_\_\_\_ DATE \_\_\_\_\_

Susanna Ordway  
SRVUSD Board of Trustees

Attachments:

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



DATE: May 18, 2026  
TO: TRAFFIX Board of Directors  
FROM: TRAFFIX Technical Advisory Group  
SUBJECT: **ITEM VIII C. Review and Adopt** TRAFFIX Financial Plan  
for FY 2026/2027

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**Background**

TRAFFIX adopts an annual budget to forecast and track revenues and expenditures for the program. The budget reflects last year’s actuals and this year’s anticipated revenues and expenditures and includes projected current year revenues and expenditures for reference.

**Discussion**

A TRAFFIX Financial Plan has been developed for the 2026/27 Fiscal Year. The Draft 2026/27 TRAFFIX Financial Plan is comparable to the Previous year’s financial plan, with the changes in the following budget items for FY 2026/2027 as described in the table below.

**Proposed 2026/27 Budget Changes**

<b>Budget Item</b>	<b>Projected Revenue Change</b>	<b>Reason/Notes</b>
4200-00 Parent Contributions	\$86,250	Projected increase at 5% for the 2026/27 school year due to an increase in pass sales.
4300-03 SRVUSD	\$37,000	Projected Waiver Sale Revenue
7100-02 Service Provider	\$206,416	Increase in fee due to 5% annual rate increase per contract

7100-03	(\$2,000)	Audit fees. Audit out for RFP
7100-08 Banking Service Fees	(\$22,000)	The decrease reflects the implementation of a 3% credit card surcharge passed through to purchasers, along with the introduction of an ACH payment option.

**Recommendation:**

Staff recommends that the Board of Directors (BOD) adopt the Fiscal Year 2026/27 TRAFFIX Financial Plan.







DATE: May 18, 2026  
TO: TRAFFIX Board of Directors  
FROM: TRAFFIX - Technical Advisory Group  
SUBJECT: **ITEM VIII C. Discuss** and **Approve** paying for a charter bus to service the Monte Vista High School 7<sup>th</sup> period

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## **Background**

California high schools offer a 7th-period class outside of the regular six-period school day. Although optional, 7th-period classes help students meet academic requirements, fulfill elective interests, and accommodate scheduling demands.

The TRAFFIX School Bus Program currently services the regular school schedule and departs immediately following the final bell of the 6th period. As a result, students enrolled in 7th-period classes (approximately 40% of the student population) must seek alternative transportation home. Many students currently utilize the County Connection bus service, which has been providing supplemental transportation; however, the buses often reach capacity, leaving some students without reliable transportation home after school.

In January 2026, staff requested and received approval for \$20,000 to fund a second-semester “Test Pilot” charter bus serving Monte Vista High School students enrolled in 7th-period classes. The pilot program was highly successful, with all available seats filling immediately and an additional 62 students placed on the waitlist.

## **Discussion**

Following the success of the 2025/26 7th-period “Test Pilot” charter bus, the Monte Vista High School administration has requested that the TRAFFIX Board of Directors discuss whether the Program would consider continuing funding for a dedicated 7th-period transportation service during the 2026/27 school year.

The pilot program demonstrated a significant demand for after-school transportation for students enrolled in 7th-period classes.

The estimated cost to continue operating a dedicated 7th-period charter bus three days per week for the entire 2026/27 school year is \$30,000. First Student has provided a discounted rate for this service because the bus used for this charter is already operating in the field and servicing two TRAFFIX routes.

An alternative funding option to consider would be establishing a parent-funded fee structure for students using the 7th-period charter service. Under this model, the cost of the service would be partially or fully offset by parent contributions rather than by direct TRAFFIX program funding.

### **Alternative Options**

If funding is not approved, students would need to rely on parent transportation or the County Connection bus service for transportation after the 7th period. However, the County Connection buses often reach capacity and may not be able to accommodate all students who need late-afternoon transportation.

An alternative funding option to consider would be establishing a parent-funded fee structure for students using the 7th-period charter service. Under this model, the estimated cost would be approximately \$555 per student for participation in the charter service, in addition to the regular TRAFFIX bus pass fee of \$697 annually.

Another option would be a shared-cost approach, in which the TRAFFIX Program would partially subsidize the service while the remaining cost would be funded through parent contributions, rather than the service being fully funded by the TRAFFIX Program.

### **Recommendation**

Staff recommends that the Board of Directors approve continuation of the Monte Vista High School 7th-period charter bus service for the 2026/27 school year, or consideration of funding options, or parent contribution structures.



DATE: May 18, 2026

TO: TRAFFIX Board of Directors

FROM: TRAFFIX Legal Counsel Michael Conneran

SUBJECT: **ITEM- VIII. E Discuss** Public Hearing Pursuant to Assembly Bill 2561 on Staff Vacancies

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**BACKGROUND:**

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

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

**RECOMMENDATION:**

Staff requests that the Board of Directors hold a public hearing to receive any comments on TRAFFIX's current vacancies and retention and hiring policies as required by Assembly Bill 2561 (2024).



**DATE:** May 18, 2026

**TO:** TRAFFIX Board of Directors

**FROM:** TRAFFIX Advisory Group (TAG)

**SUBJECT:** **ITEM VIII F** Discussion and Consideration of the authorized signatory structure for the Mechanics Bank Account

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The TRAFFIX Program maintains a bank account with Mechanics Bank to administer program revenues and expenditures.

Historically, the authorized signers on the account consisted of the Chair and Vice Chair of the TRAFFIX Board of Directors. As part of the annual Board officer rotation process, the Chair and Vice Chair positions are updated each May, and the authorized signers on the bank account are subsequently modified to reflect the newly appointed officers.

This process has been utilized throughout the history of the TRAFFIX Program since the Joint Powers Authority (JPA) was established.

### **Discussion**

Consideration is being given to the current signatory structure for the TRAFFIX bank account, given the changing nature of elected positions and administrative considerations for updating banking authorization documents annually.

As TRAFFIX continues to expand its financial operations, including the implementation of new merchant processing services and ACH payment capabilities, staff believes it is appropriate to evaluate whether modifications to the current authorized signer structure would provide greater administrative continuity and operational efficiency.

Potential alternatives may include establishing a permanent authorized signer position tied to a designated staff role or maintaining one consistent Board representative as a long-term signer on the account, while continuing Board oversight and financial controls.

The Board may wish to discuss the advantages and disadvantages of the current annual rotation process versus a more permanent signatory structure.

## **Recommendation**

Staff recommends that the Board of Directors discuss and provide direction regarding the authorized signer structure for the TRAFFIX Mechanics Bank account, including consideration of appointing one permanent authorized signer to provide continuity and administrative efficiency.



## **TRAFFIX BOARD OF DIRECTORS**

### **IX. Adjournment**

#### **The Next Scheduled Meeting:**

Monday, July 20, 2026, 3:00 pm  
San Ramon City Hall  
7000 Bollinger Canyon Rd, San Ramon