

### Summary Minutes Administration & Finance Committee

County Connection Administration Office  
2477 Arnold Industrial Way  
3<sup>rd</sup> Floor Conference Room  
Concord, CA 94520

Wednesday, May 1, 2024, 2:00 p.m.

**Directors:** Sue Noack, Laura Hoffmeister  
**Staff:** Bill Churchill, Ruby Horta, Amber Johnson, Karol McCarty  
**Public:** None

**Call to Order:** Meeting called to order at 2:03 p.m. by Director Noack.

#### 1. Approval of Agenda

The Committee approved the agenda.

#### 2. Public Communication

None.

#### 3. Approval of Minutes of April 3, 2024

The Committee approved the minutes with one change noted on Item #6 2024-26 BART Bus Bridges regarding the action summary.

#### 4. Regional Measure 3 (RM3) – FY 2023-24

Ms. Johnson reported that the Metropolitan Transportation Commission (MTC) is responsible for allocating the Regional Measure 3 (RM3) funds which are raised via tolls on the Bay Area's state-owned bridges. The amount is \$22,630 for CCCTA for FY 2023-24. The funding request package, which affirms that funds will be spent on express bus service, includes a Board-adopted resolution. CCCTA's legal counsel is drafting a resolution for the next full Board of Directors meeting this month. Legal challenges delayed a timely allocation of these funds for the current fiscal year, but going forward RM3 will be included in one, authorizing resolution along with TDA, STA, and RM2. The Committee forwards a recommendation to the Board of Directors to approve the FY 2023-24 Regional Measure 3 Operating Board Resolution.

## **5. CCCTA Board Member Meeting Attendance Compensation**

Ms. Johnson reported that CCCTA's bylaws address compensation to board member Directors for attending committee meetings and board meetings. The most recent policy update in 2007 was Resolution No. 2008-008 which stipulates \$100 per meeting, for a maximum of \$200 per month. A study was conducted gathering data from peer transit agencies to assess compensation structure among different agencies. The Committee determined that no change was warranted at this time given that CCCTA falls in the middle of other agencies' compensation pay-outs. The Committee reviewed this item and forwards it to the Board of Directors with a recommendation of "no changes."

## **6. Review of Updates to Fiscal Year 2025 Draft Budget and Forecast (Information Only)**

Ms. Johnson reported that the Fiscal Year 2025 Draft Operating and Capital Budget were approved by the Board of Directors in April so that a timely Transportation Development Act (TDA) claim could be filed with Metropolitan Transportation Commission (MTC). The final budget will be presented and adopted in June by public hearing. Ms. Johnson recapped the budgetary assumptions as well as minor updates to the FY 2025 Budget which now include forecasts for FY 2026 through FY 2031. The Operating and Capital Reserves through FY 2028 are at least 25% of the operating costs. But in FY 2029, reserves begin to dip below the 25% threshold and are projected to go negative in FY 2031. The Committee was agreeable to the draft budget changes. The item was information only.

## **7. Review of Vendor Bills, April 2024**

The Committee reviewed the vendor bills for April 2024.

## **8. Approval of Legal Services Statement, February 2024 General and February 2024 Labor**

The Committee approved the legal services statement, February 2024 General plus February 2024 Labor.

## **9. Next Scheduled Meeting**

The next meeting was scheduled for Wednesday, June 5<sup>th</sup> at 2:00p.m.

## **10. Adjournment**

The meeting was adjourned at 2:20 p.m.

Minutes prepared and submitted by: Karol McCarty, Manager of Accounting