

### Summary Minutes Administration & Finance Committee

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

Wednesday, September 4, 2024, 2:00 p.m.

**Directors:** Sue Noack, Laura Hoffmeister

**Staff:** Bill Churchill, Ruby Horta, Amber Johnson, Andrew Smith, John Sanderson, Pranjal Dixit

**Public:** None

**Call to Order:** Meeting called to order at 2:00 p.m. by Director Hoffmeister.

#### 1. Approval of Agenda

The Committee approved the agenda.

#### 2. Public Communication

None.

#### 3. Approval of Minutes of July 10, 2024

The Committee approved the minutes.

#### 4. Investment report as of June 30, 2024

Ms. Johnson presented the quarterly investment report which includes the type of investment, issuer, date of maturity, par, and dollar amount of investments. The detailed quarterly report, which includes balances by bank account and with recent historical data, was also presented. Ms. Johnson affirmed that the Authority has the ability to meet projected cash flow of expenditures for the next six months.

This was an information only item.

#### 5. Proposed Changes to Advisory Committee Bylaws

Mr. Sanderson reported that the Advisory Committee's bylaws were originally adopted in June 2011 and most recently amended in September 2019. It was determined by both the Advisory Committee and the Board that the Advisory Committee's bylaws should be revised as necessary to attract and

retain an engaged membership, and to provide relevant commentary on matters before the Board. After conferring with the Advisory Committee and the Authority's legal counsel, new proposed bylaws were drafted that included provisions for: at-large members, revision to term in office, code of conduct and removal of members, cadence of meetings, ad-hoc subcommittees, and annual work plan.

After some discussion and minor modifications to the proposed bylaws, the A&F Committee recommended approval to the Board of Directors.

## **6. 2025 Administrative Employees Cafeteria Adjustment**

Ms. Johnson reported that the Authority contracts under the Public Employee's Medical and Hospital Care Act (PEMHCA) for administrative employee benefits. The current MOUs with the ATU and Teamsters increase the Cafeteria Plan annually using a formula that averages the increases in the two most popular health plans by coverage level and splitting that amount and adding it to the prior Cafeteria Plan. In recent history the Board has provided the same increases to the Administrative Employees' Cafeteria Plan in the interest of equality. For 2025, the two most popular plans were Kaiser and Blue Shield Access. There are sufficient budgetary resources to accommodate the estimated \$64,325 in increased costs to implement the cafeteria increases for administrative employee groups.

The Committee approved the increase to cafeteria amounts for non-represented employees to be forwarded to the full Board of Directors as a consent item.

## **7. Update to CCCTA Disadvantaged Business Enterprise (DBE) Program**

Ms. Horta reported that the DBE program is a requirement of the FTA, and that the Authority's commitment to the DBE program allows for participation of DBEs in contract and subcontracts related to construction, procurement, and professional services activities. The Authority's DBE program was adopted in 2018. In April 2024, the USDOT issued modifications to the DBE program regulations. Staff has made the required modifications to the Authority's DBE program to conform with the new regulations.

The Committee approved the revised DBE program to be forwarded to the full Board of Directors as a consent item.

## **8. Clipper Bay Pass Amendment**

Mr. Dixit reported that the first phase of the Clipper BayPass pilot was launched in August 2022 to assess the impacts of an unlimited use pass product at certain higher education institutions and affordable housing properties. The pilot was successful and additional higher education institutions expressed interest in purchasing the Clipper BayPass for their student bodies. An amendment to the existing Clipper BayPass participation agreement between MTC and the participating operators is being proposed, including terms that introduce additional flexibility for the phase 2 pilot. MTC has affirmed that the program will be funded if usage exceeds revenue collected from participating institutions.

The A&F Committee recommends the Board of Directors authorize the General Manager to execute the Clipper BayPass Program Amendment with MTC as a consent item.

**9. Review of Vendor Bills, July 2024**

The Committee reviewed the vendor bills for July 2024.

**10. Approval of Legal Services Statement, June 2024 General and May and June 2024 Labor**

The Committee approved the legal services statement, June 2024 General plus May and June 2024 Labor.

**11. Next Scheduled Meeting**

The next meeting is scheduled for Wednesday, October 2<sup>nd</sup> at 2:00 p.m.

**12. Adjournment**

The meeting was adjourned at 3:00 p.m.

Minutes prepared and submitted by: Amber Johnson, Chief Financial Officer