

Summary Minutes Administration & Finance Committee

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

Wednesday, March 5, 2025, 9:00 a.m.

Directors: Laura Hoffmeister, Jim Diaz, Don Tatzin
Staff: Bill Churchill, Ruby Horta, Amber Johnson, Kristina Martinez, Andy Smith, Kyle Boehm, Karol McCarty, Andrew Brown – PFM Asset Management, Ashley Baires – PARS

Call to Order: Meeting called to order at 9:00 a.m. by Director Hoffmeister.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of January 8, 2025

The Committee approved the minutes.

4. Investment Policy Statements for Section 115 Trust OPEB and Pension Funds

Ms. Johnson reported on the Section 115 Trust. The OPEB (Other Post Employment Benefits) part of the trust was established in June 2010 with the secondary part of the trust established February 2023 which is dedicated and named the "Pension Account." The Combination 115 Trust consists of investments safeguarded from diversion for other budgetary uses and may be invested in a broader range of securities than most operating funds. PARS (Public Agency Retirement Services) is the custodian of these funds while PFM Asset Management provides investment advisory services. The Investment Policy Statements for the Combination 115 Trust required updating for best practices including: (1) having individual documents for each part of the trust; (2) noting investment manager responsibilities without naming a specific company; (3) asset allocation targets that slightly decrease cash holdings in exchange for increased fixed income holdings; and (4) shifting the plan administration from the A&F Committee to Authority staff.

The Committee reviewed the Investment Policy Statements and forwarded a recommendation of approval to the full Board of Directors as a consent item.

5. Cap and Trade Grant (LCTOP) – FY 2024-25

Mr. Boehm reported on the Low Carbon Transit Operations Programs (LCTOPs) which provide service to DAC (Disadvantaged Communities) in Martinez and Concord. Route 99X connecting Martinez Amtrak to BART was apportioned \$474,670 as fare subsidy to be utilized in FY 2025-26. A second LCTOP FY 2025-26 apportionment was awarded in the amount of \$1,078,337 for routes along the Monument Corridor and downtown Concord including Routes 11, 14, 16, 311, 314 and 316. Mr. Boehm reported that these free-fare routes have growing ridership.

The Committee reviewed the LCTOP project plan and forwarded a recommendation of approval to the full Board of Directors as a consent item.

6. Investment Report Ending December 31, 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.

7. Income Statements for the Six Months Ended December 31, 2024

Ms. Johnson presented the quarterly financial statements through December 31, 2024, noting that combined revenues of \$24.0 million were 43.6% of the \$55.1 million budget, including an estimated \$800 thousand in revenue available to transfer to the Authority's discretionary reserve fund at year-end. The combined expenses of \$23.2 million are at 42.5% of the annual \$54.7 million budget. Fixed Route revenue and expenses are trending at 41.1% and 39.6% respectively, while Salaries & Benefits are below the 50% budget-to-date threshold with 40.7% utilized due to vacancies. Purchased Transportation costs to TransDev for Paratransit services are slightly above budget at 53.7% due to growth in ridership.

Mr. Churchill explained that Paratransit scheduling is a balancing act between on-time servicing and cost efficiency. With increasing ridership, the cost per passenger is rising because of less people on the buses to appease the customers' on-time performance expectations. Mr. Churchill will work with staff and TransDev to re-think scheduling and the possibility of combining rides for passenger trips.

The Committee reviewed the financial statements and approved them. The information will be forwarded to the Board on consent.

8. Review of Vendor Bills, December 2024 and January 2025

The Committee reviewed the vendor bills for December 2024 and January 2025.

9. Approval of Legal Services Statement, December 2024 General and November and December 2024 Labor

The Committee approved the legal services statements for December 2024 General and November and December 2024 Labor.

10. Next Scheduled Meeting

The next meeting is scheduled for Wednesday, April 2nd at 9:00 a.m.

11. Closed Session: Conference with Labor Negotiator (pursuit to Government Code Section 54957.6)

There were no reportable actions taken.

12. Adjournment

The meeting was adjourned at 10:03 a.m.

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