

### Summary Minutes Administration & Finance Committee

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

Wednesday, April 2, 2025, 9:00 a.m.

**Directors:** Sue Noack, Laura Hoffmeister, Jim Diaz, Don Tatzin  
**Staff:** Bill Churchill, Ruby Horta, Amber Johnson, Kristina Martinez, Andy Smith, Kyle Boehm, Karol McCarty

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

#### 1. Approval of Agenda

The Committee approved the agenda.

#### 2. Public Communication

None.

#### 3. Approval of Minutes of March 5, 2025

The Committee approved the minutes.

#### 4. Award Contract to Diablo Engineering for On-Call General Engineering Consulting Services

Mr. Boehm reported that the Authority had solicited a Request for Proposal (RFP) for engineering services in January 2025 which included multi-disciplinary engineering, design, architectural, and construction management support services for various projects. Three, qualified firms submitted proposals with interviews following by a panel of Authority staff from multiple departments. The panel concluded that Diablo Engineering Group's qualifications, key personnel, approach, and ability best meets the needs of the Authority. The on-call services contract amount will not exceed \$2 million dollars over the 3-year base term, with an option for two, 1-year extensions. The engineering firm will be integral to the \$16 million dollar, multi-year, capital improvement of solar array panels installed on-site.

The Committee recommends that this RFP selection be forwarded to the Board of Directors for review and approval.

## **5. Workers' Compensation Claims Administration Services Contract Award**

Ms. Martinez reported that an RFP for Workers' Compensation claims administration services was solicited in December 2024 on behalf of the Authority who currently maintains a self-insured retention of \$250,000 and excess coverage with statutory limits. The Authority has been self-insured since 1988 and a member of LAWCX since 2001. Two, qualified and timely proposals were received with analysis by staff comparing CorVel, our current Third-Party Administrator (TPA), versus Innovative Claim Solution, Inc. (ICS). The annual, flat fees were comparable to administer our open indemnity claims. ICS was deemed most qualified based upon anticipated proficiency, reliability, and customer service of key staff. The 3-year contract is estimated at \$280,750 inclusive of annual fees plus a one-time \$15,000 claim-conversion fee. Two, 1-year extensions of the contract are optional.

The Committee discussed the RFP selection and recommended to forward to the Board on consent.

## **6. Review of Proposed Fiscal Year 2026 Draft Operating and Capital Budget**

Ms. Johnson's single-year forecast was presented for fiscal year 2026 (FY 2026) Operating and Capital Budget draft which correlates to a timely Transportation Development Act (TDA) claim filed with the Metropolitan Transportation Commission (MTC).

The FY 2026 Budget proposes \$55.1 million in operational expenses for fixed route and paratransit services which is a modest .8% increase over the current year and allows for existing levels of fixed route service to continue. An additional \$21 million is proposed in Capital Expenditures.

The proposed budget also incorporates the transfer of discretionary reserves (advertising revenue and interest income) to a reserve account per our Reserve policy. Hence, Operating Revenues are projected to exceed expenditures by an estimated \$450,000 in FY 2026 thus impacting the TDA reserve held by MTC.

Operating Expenses assume that ridership will continue to improve and that recruitment efforts to fill vacant Operator positions will be successful, resulting in a moderate .8% increase in expenditures when compared to the current year. Utilities, insurance and purchased transportation for paratransit services are expected to rise while other line items remain flat or decrease.

Capital Expenditures of \$21 million relate to revenue vehicle replacements, construction of a hydrogen fueling station, and the beginning stages of a solar array project and multi-year facility upgrade plans. Revenue vehicle replacements include seven big buses and 45 paratransit vehicles.

The Committee recommends that this draft FY 2026 Budget be forwarded to the Board of Directors for review and approval.

## **7. Review of Vendor Bills, February 2025**

The Committee reviewed the vendor bills for February 2025.

**8. Approval of Legal Services Statement, January 2025 General and Labor**

The Committee approved the legal services statements for January 2025 General and Labor.

**9. Next Scheduled Meeting**

The next meeting is scheduled for Wednesday, May 7<sup>th</sup> at 9:00 a.m.

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

There were no reportable actions taken.

**11. Adjournment**

The meeting was adjourned at 10:32 a.m.

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