

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-7500 countyconnection.com

ADMINISTRATION & FINANCE COMMITTEE

MEETING AGENDA

Wednesday, September 3, 2025

9:00 a.m.

The A&F Meeting will be held in-person at
County Connection Administration Office
2477 Arnold Industrial Way
3rd Floor Conference Room
Concord, CA 94520

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of July 2, 2025*
4. Investment Report as of June 30, 2025*
5. Sustainable Transportation Planning Grant Award – FY 2025-26*
(Staff requests that the A&F Committee forward the proposed grant award to the Board for approval.)
6. Triennial Overview and Update
(Staff will provide a verbal update on the preliminary outcome of the FTA Triennial review)
7. Review of Vendor Bills, June and July 2025**
8. Approval of Legal Services Statement, June and July 2025 General and Labor**
9. Next Scheduled Meeting – October 1, 2025
10. Adjournment

*Enclosure

*Enclosure

**Enclosure for Committee Members

***To be mailed under separate cover

****To be available at the meeting.

FY2024/2025 A&F Committee

Jim Diaz-Clayton, Laura Hoffmeister-Concord, Don Tatzin-Lafayette, Sue Noack-Pleasant Hill

Clayton • Concord • Contra Costa County • Danville • Lafayette • Martinez
Moraga • Orinda • Pleasant Hill • San Ramon • Walnut Creek

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

General Information

Public Comment: If you wish to address the committee, please follow the directions at the top of the agenda. If you have anything that you wish distributed to the committee and included for the official record, please include it in your email. Comments that require a response may be deferred for staff reply.

Consent Items: All matters listed under the Consent Calendar are considered by the committee to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a committee member or a member of the public prior to when the committee votes on the motion to adopt.

Availability of Public Records: All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body, will be made available for public inspection by posting them to County Connection's website at www.countyconnection.com. The agenda and enclosures for this meeting are posted also on our website at www.countyconnection.com.

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service, or alternative format requested at least two days before the meeting. Requests should be sent to the Assistant to the General Manager, Lathina Hill, at 2477 Arnold Industrial Way, Concord, CA 94520 or hill@cccta.org. Requests made by mail must be received at least two days before the meeting. Requests will be granted whenever possible and resolved in favor of accessibility.

Currently Scheduled Board and Committee Meetings

Board of Directors:	September 18, 9:00 a.m., County Connection Board Room 2477 Arnold Industrial Way, Concord, CA 94520
Administration & Finance:	Wednesday, October 1, 9:00 a.m., County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, CA
Advisory Committee:	TBA. Location TBD
Marketing, Planning & Legislative:	Thursday, October 2, 8:30 a.m., Supervisor Andersen Office 3338 Mt. Diablo Blvd, Lafayette, CA
Operations & Scheduling:	Friday, October 3, 8:00 a.m., City of Pleasant Hill, 100 Gregory Lane, Pleasant Hill. CA

The above meeting schedules are subject to change. Please check the County Connection Website (www.countyconnection.com) or contact County Connection staff at 925/676-1976 to verify date, time, and location.

This agenda is posted on County Connection's Website (www.countyconnection.com) and at the County Connection Administrative Offices, 2477 Arnold Industrial Way, Concord, California

**Summary Minutes
Administration & Finance Committee**

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

Wednesday, July 2nd, 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
Ashley Baires from PARS (Public Agency Retirement Services)
Andrew Brown from PFM (Public Financial Management)

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 June 4, 2025

The Committee approved the minutes.

4. FY 2025-26 SB1 State of Good Repair Funds

Mr. Boehm reported that Senate Bill 1 (SB1), funded by vehicle registrations, provides over \$100 million to transit operators for eligible transit maintenance, rehabilitation, and capital projects. Based upon the latest State Controller's Office allocation estimate, the Authority is eligible to receive \$160,269 for FY 2025-26. Eligible projects include security equipment and systems as well as preventative maintenance. The Authority would use these funds towards the costs of onboard vehicle technology including radio, onboard computer, and computer-aided dispatch/automatic vehicle location (CAD/AVL) systems. A question arose during the discussion regarding the Authority's percentage of grant allocation, and this was answered by the end of the meeting with a printed report from Ms. Horta.

The Committee recommended the SB1 grant of \$160,269 be pursued and for the General Manager to apply and execute any agreements related to these State of Good Repair funds. This item shall be forwarded to the Board of Directors for approval.

5. Public Agency Retirement Services (PARS) Combination 115 Trust

Ms. Johnson reported that since June 2010, the Authority has participated in an Internal Revenue Code Section 115 trust for Other Post Employment Benefits (OPEB). Earning 4.81% annualized return on investment since inception using the PARS “moderately conservative (passive)” investment strategy, the current value of the OPEB fund is approximately \$6 million with no funds being withdrawn to-date to pay benefits.

In February 2023, the Board established a new Combination 115 Trust that now includes a pension sub-account. The pension trust has yielded 7.92% annualized return on investment since inception using the same PARS “moderately conservative (passive)” investment strategy. The current value of the pension fund is approximately \$1.7 million with no funds being withdrawn to-date to pay benefits.

Ms. Baires of Public Agency Retirement Services (PARS) presented an informative report on both the OPEB and Pension sub-accounts of the Authority’s Combination 115 Trust highlighting performance, contributions, earnings, and actuarial data. Mr. Brown of Public Financial Management (PFM), whose agency manages the funds, also presented a report and offered discussion about the portfolio mix of assets as well as variables that impact the trust’s returns.

A discussion about PERS funding liabilities was explored. The option to pre-fund pension with CalPERS adds volatility with variable and somewhat unpredictable rates of return compounded by occasional changes in PERS discount rates. The option to direct any pre-funding to the 115 Trust lends itself to the Authority having more control over investment strategy and to the use of these funds at any time to off-set costs. A question arose about the future, actuarial projections of PERS unfunded liability payments—especially in the years of 2029 and beyond when there is a spike in anticipated, employer contributions. A report with these estimated payments will be provided to the A&F Committee.

This was an information only item.

6. Disadvantaged Business Enterprise (DBE) Goal for FFY 2026-2028

Ms. Martinez reported that the Authority has had a Disadvantaged Business Enterprise (DBE) program since 1983 which has been revised intermittently with the most recent revision approved by the Board of Directors and submitted to the Federal Transit Administration (FTA) in February 2025. The regulations require a grantee to establish a three-year overall goal for DBE participation in FTA-assisted contracts. The Authority’s calculation resulted in a goal of 3.5% for FTA-assisted contracts during the fiscal years of 2026 to 2028. Prior to the August 1, 2025, submission, the Authority was required to publish a notice on its official website for 30 days; during this posting in May, there were no public comments or requests for information.

The Committee reviewed the information and recommended the 3.5% DBE goal for the three fiscal years of 2026-2028. This item will be forwarded to the Board of Directors for review and approval.

7. Employee Benefits Adjustments

Ms. Johnson reported that the Authority employees are organized into four groups:

- Transit Operators (represented by the Amalgamated Transit Union (ATU));
- Transit Supervisors (represented by the Teamsters Union);
- Mechanics and Maintenance Workers (represented by the Machinists Union); and
- Unrepresented Administrative Staff

The Maintenance Workers receive healthcare coverage through the Machinists Union while the other three groups have coverage through CalPERS (inclusive of active and retired employees).

The Public Employees' Medical & Hospital Care Act (PEMHCA) mandates a minimum employer contribution that must be applied equally to both retired and active employees, and this amount is referred to as Other Post Employment Benefit (OPEB). For active employees, the Authority contributes to a Cafeteria Plan in compliance with IRS Code Section 125.

CalPERS advised the Authority that the current OPEB contribution structure is no longer workable and requested that a simplified contribution structure be implemented. The Authority's labor negotiators have completed bargaining with the ATU and Teamsters regarding both OPEB and Cafeteria plan contributions. The financial impact of these changes will depend upon future CalPERS rates and employee/retiree plan selections. The current estimates include an annual increase of approximately \$250 thousand in healthcare costs and a one-time, lump-sum contribution of \$182,270 to retiree health savings plans. These costs are included in the FY 2026 budget. If ratified by the Board, the negotiated amounts will be applied to all three PEMHCA-covered groups (ATU, Teamsters and Administrative) and will take effect on January 1, 2026.

The Committee reviewed and discussed the negotiated changes to employer contributions and recommends it be forwarded to the Board of Directors for approval.

8. Review of Vendor Bills, May 2025

The Committee reviewed the vendor bills for May 2025.

9. Approval of Legal Services Statement, May 2025 General and Labor

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

10. Next Scheduled Meeting

The next meeting is scheduled for Wednesday, September 3rd at 9:00 a.m.

11. Adjournment

The meeting was adjourned at 10:07 a.m.

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

To: Administration and Finance Committee

Date: 08/25/2025

From: Bill Churchill, General Manager *WC.*

SUBJECT: Investment Report as of June 30, 2025

Background:

This report is provided as required by the Authority's investment policy. Current investments are consistent with the investment policy and are allowable under current California law. Investments are selected to meet the priority principles of the policy: safety, liquidity, and yield.

Investment Report:

The total cash and investments held by the Authority as of June 30, 2025, is \$23,120,960 as follows:

Type of Investment	Issuer	Date of Maturity	Par Amount	Market Value
Cash – Cash on hand	N/A	July 1, 2025	\$1,435,274	\$1,435,274
Cash – Held in LAIF	N/A	July 1, 2025	\$21,685,686	\$21,685,686
Total			\$23,120,960	\$23,120,960

A detailed report of all cash and investments held in each individual bank account as of this date is included as Attachment 1.

It is noted that the funds held in the Authority's 115 Trust for Pensions and OPEB are outside of this policy and thereby not included in this report. Greater flexibility of the investment of 115 funds is permitted by California law under the condition that these funds are irrevocably committed to provide pension or OPEB benefits.

It is hereby affirmed that the Authority has the ability to meet its pool's expenditure requirements (cash flow) for the next six months.

Financial Implications:

No direct financial implication results from this report. However, adherence to the Authority's investment policy helps to ensure the Authority remains in strong financial health.

Recommendation:

None, information only.

Action Requested:

None, information only.

Attachments:

Attachment 1: CCCTA Bank Cash and Investment Accounts as of June 30, 2025

CCCTA
BANK CASH AND INVESTMENT ACCOUNTS
 AS OF JUNE 30, 2025
 (ROUNDED OFF TO NEAREST \$)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK	PER BANK	PER BANK	PER GL*
				DEC 2024	MAR 2025	JUN 2025	JUN 2025
FIXED ROUTE							
BMO HARRIS	2087682	CHECKING	A/P GENERAL (including ParaTransit & Capital)	\$ 1,479,181	\$ 836,000	\$ 1,313,642	\$ 1,212,905
BMO HARRIS	2088565	CHECKING	PAYROLL	\$ 59,865	\$ 34,642	\$ 59,750	\$ 46,263
BMO HARRIS	2088706	CHECKING	WORKERS' COMP - Innovative Claims Solution	\$ 72,952	\$ 63,721	\$ 61,857	\$ 45,375
PAYPAL	27SAXUUFL9732	ON-LINE	PAYPAL-PASS SALES	\$ 25	\$ 25	\$ 25	\$ 25
TOTAL				\$ 1,612,023	\$ 934,388	\$ 1,435,274	\$ 1,304,568
LAIF FUND							
<i>Effective Yield:</i>				4.62%	4.48%	4.40%	
LAIF ACCOUNT	4007001	INT-INVEST	OPERATING FUNDS	\$ 32,417,208	\$ 34,088,510	\$ 18,750,885	\$ 18,750,885
LAIF ACCOUNT		INT-INVEST	LCTOP - Martinez Amtrak VII	\$ 358,339	\$ 214,843	\$ 72,345	\$ 72,345
LAIF ACCOUNT		INT-INVEST	LCTOP - FREE Monument VI (Routes 11/14/16)	\$ 789,611	\$ 509,574	\$ 224,854	\$ 224,854
LAIF ACCOUNT		INT-INVEST	Pass-Through CA	\$ 837,844	\$ 847,589	\$ 866,310	\$ 866,310
LAIF ACCOUNT		INT-INVEST	Safe Harbor Lease Reserve	\$ 1,687,987	\$ 1,707,619	\$ 1,745,337	\$ 1,745,337
LAIF ACCOUNT		FMV ADJ.	Fair Market Value Adjustment for Year-End			\$ 25,955	\$ 25,955
TOTAL				\$ 36,090,989	\$ 37,368,135	\$ 21,685,686	\$ 21,685,686
8/25/2025	GRAND TOTAL			\$ 37,703,012	\$ 38,302,523	\$ 23,120,960	\$ 22,990,254

KLM/AJ

* GL balances reduced by outstanding checks and increased by deposits in transit, if any.

Agenda Item # 5

To: Administration and Finance Committee

Date: 8/25/2025

From: Kyle Boehm, Grants Administrator

Reviewed by: AMS

SUBJECT: Sustainable Transportation Planning Grant Award – FY 2025-26

Background:

The FY 2025-26 Caltrans Sustainable Transportation Planning Grants program awarded \$34.8 million to 65 projects across four grant categories: 1) Sustainable Communities Competitive, 2) Sustainable Communities Formula, 3) Strategic Partnerships, and 4) Strategic Partnerships – Transit. County Connection applied under the Sustainable Communities Competitive category and received an award of \$242,000 to fund the Transit Connectivity and Bus Stop Design Guidelines project.

The Transit Connectivity and Bus Stop Design Guidelines will establish standards, policies, and strategies to improve County Connection bus stops. These guidelines will aim to enhance multimodal access by improving pedestrian and bicycle connectivity for first/last mile connections, ensuring consistent and appropriate improvements across various land use contexts, streamlining the design process for quicker implementation, and improving bus speeds and service reliability. Furthermore, the plan will develop conceptual designs, funding strategies, and cost estimates for priority stops, with a focus on community input, particularly from under-resourced communities. The development of the guidelines will involve County Connection's partner jurisdictions, its transit users and community members, and community-based organizations identified in County Connection's adopted public participation plan to help reach under-resourced communities.

In accordance with the grant award's general conditions, Caltrans requires a board resolution that includes the grant project title and job title of the person authorized to enter into contract with Caltrans.

Financial Implications:

County Connection will receive \$242,000 from Caltrans and provide an 11.47% local match of \$31,354, resulting in a total project cost of \$273,354. The local match will be provided with a combination of TDA funds and staff time. The grant award and associated costs can be accommodated in the current fiscal year budget and no budget amendment is required.

Recommendation and Action Requested:

Staff recommends the Administration and Finance Committee name and authorize General Manager Bill Churchill and Assistant General Manager Ruby Horta to enter into contract with Caltrans on behalf of County Connection for the Transit Connectivity and Bus Stop Design Guidelines project as awarded from the FY2025-26 Sustainable Transportation Planning Grant program.