

**Summary Minutes
Administration & Finance Committee**

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

Wednesday, September 3rd, 2025 @ 9:00 a.m.

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

Call to Order: Meeting called to order at 9:02 a.m. by Director Noack.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of July 2, 2025

The Committee approved the minutes.

4. Investment Report as of June 30, 2025

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. Sustainable Transportation Planning Grant Award – FY 2025-26

Mr. Boehm reported that the Authority has applied for a FY 2025-26 Caltrans Sustainable Transportation Planning Grant and has been awarded the Sustainable Communities Competitive

category grant. The \$242 thousand grant will fund the Transit Connectivity and Bus Stop Design Guidelines project which will establish standards, policies, and strategies to improve the Authority's bus stops. Guidelines will enhance multimodal access by improving pedestrian and bicycle connectivity, streamlining the design for quicker implementation, and improving bus speeds and service reliability. The plan will develop conceptual designs, funding strategies, and cost estimates for priority stop.

The Authority will receive \$242 thousand from Caltrans and provide an 11.47% local match of \$31,354 provided with TDA funds and staff time, resulting in a total project grant of \$273,354. This item will be forwarded to the Board for approval.

6. Triennial Overview and Update

Ms. Horta updated the committee on the progress of the 2025 triennial review performed by Federal Transit Administration (FTA). Although the review is not yet complete, there were two minor notations by the reviewers which have been addressed. There is one, potential deficiency still being discussed with the FTA that relates to fare-free routes. Once the review has concluded, the information will be shared with the committee.

7. Review of Vendor Bills, June and July 2025

The Committee reviewed the vendor bills for June and July 2025.

8. Approval of Legal Services Statement, June and July 2025 General and Labor

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

9. Next Scheduled Meeting

The next meeting is scheduled for Wednesday, October 1st at 9:00 a.m.

10. Adjournment

The meeting was adjourned at 9:37 a.m.

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