

**Summary Minutes
Administration & Finance Committee**

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

Wednesday, November 5th, 2025 @ 9:00 a.m.

Directors: Don Tatzin, Laura Hoffmeister
Staff: Ruby Horta, Amber Johnson, John Sanderson, Karol McCarty

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

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Selection of Chair

This item was postponed until next month's meeting.

4. Approval of Minutes of October 1, 2025

The Committee approved the minutes.

5. Paratransit Service Contract Extension – One-Year Option Term

Mr. Sanderson reported that the four-year base term contract with our paratransit service provider Transdev included an option to extend services for one year through June 30, 2027, with pre-determined rates. By electing this extension option, staff would have sufficient time to conduct an extensive procurement process and analyze the performance to-date along with the ever-changing needs of the Authority and Livermore Amador Valley Transit Authority (LAVTA), which are complex due to the overlapping and intersecting programs. The Ad-Hoc Committee, consisting of both Authority and LAVTA staff, collaborates with goals regarding the relationship partnership, negotiation of the new Memorandum of Understanding (MOU) between the two agencies, and the terms of joint and combined procurement of contracted paratransit services.

Written notice to Transdev to exercise the extension option is due April 1, 2026. Director Tatzin suggested that Transdev be approached for a second extension until June of 2028—although the pricing would likely be more competitive to current rates in the market, which is anticipated with any future Request for Proposal (RFP).

This item will be forwarded to the Board with a recommendation to exercise the one-year extension with pre-determined rates thus delaying the RFP and related decisions for a minimum of 18 months.

6. PERS Actuarial Valuation for June 30, 2024; Rate for FY 2027

Ms. Johnson reported that the CalPERS actuarial valuation ending June 30, 2024, dictates an employer rate for FY 2027 of 9.73% and the unfunded liability payment will be \$1,090,138 in July 2026. The Authority's funding status increased from 86.0% or \$17.6 million unfunded to 88.1% or \$15.5 million unfunded due to a return on investment (ROI) of +9.3% which exceeds the discount rate (or expected ROI) of +6.8%. This funding status is high compared to many other agencies which hover around the 70% mark. Because of the higher ROI and fluctuations in demographics and mortality rates, this new report decreases the unfunded liability payments over the next six fiscal years by \$1.3 million. Also, projected ROI for 2024-25 is +11.6% which should positively impact a future actuarial report.

In February 2023, the Board adopted the creation of a 115 trust for pre-funding pension obligations. It has an initial investment of \$1 million and a current market value of \$1.07 million. These extra funds yield a true funded ratio of 89.0%.

The Committee accepted the report and actuarial employer rate of 9.73% to be included in the 2027 budget and forecast. This item was for informational purposes only.

7. Review Triennial Final Report – Verbal Report

Ms. Horta reported on the triennial Federal Transportation Administration (FTA) audit that recently concluded. One issue presented itself in the form of a finding that “paratransit service costs cannot exceed 50% of fixed route.” Because the Authority provides free routes along the Monument corridor—funded and subsidized by LCTOP funds and not federal funds—the auditors determined that this did not align with the FTA rules. An FTA letter dated 2009 blessed the disparity, but new interpretations have concluded that this is no longer allowed. A 90-day appeal process did not result in a change of the auditors’ opinion.

The deadline for corrective action is the end of February, and Authority staff will present solutions to address this issue and auditor finding. More information will be forthcoming to the Administrative & Finance committee in the near future.

8. Review of Vendor Bills, September 2025

The Committee reviewed the vendor bills for September 2025.

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

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

10. Next Scheduled Meeting

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

11. Adjournment

The meeting was adjourned at 9:22 a.m.

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