

County Connection

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

ADMINISTRATION & FINANCE COMMITTEE

MEETING AGENDA

Wednesday, February 4, 2026

9:00 a.m.

The A&F Meeting will be held in-person and via teleconference location***

County Connection Administration Office

2477 Arnold Industrial Way

3rd Floor Conference Room

Concord, CA 94520

The committee may take action on each item on the agenda, even items that are listed as “information only”. The action may consist of the recommended action, a related action or no action. Staff recommendations are subject to action and/or change by the committee.

Staff and members of the public may attend in-person or participate remotely via Zoom at:

<https://us02web.zoom.us/j/89474946162>

Or One tap mobile :

+14086380968,,89474946162# US (San Jose)

+16694449171,,89474946162# US

Meeting ID: 894 7494 6162

Should Zoom not be operational, please check online at: www.countyconnection.com for any updates or further instruction.

FY2025/2026 A&F Committee

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

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of January 7, 2026*
4. Adoption of Calendar Year (CY) 2026 Administration & Finance Committee Meeting Calendar*
(Review the proposed 2026 A&F Committee meeting calendar, provide feedback, and make any necessary modifications. And adopt a 2026 Administration & Finance Committee meeting calendar.)
5. County Connection's Paratransit Service Area*
(Staff recommends that the Committee forward to the Board a recommendation that Staff be directed to develop a comprehensive County Connection LINK service area policy for future Board adoption.)
6. Review of Vendor Bills, December 2025**
7. Approval of Legal Services Statement, December 2025 General and Labor**
8. Next Scheduled Meeting – March 4, 2026
9. Closed Session: Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Section 54956.9(a)
Hernandez v. Central Contra Costa Transit Authority
10. Adjournment

*Enclosure

**Enclosure for Committee Members Only

***Teleconference location: 1114 Orchard Rd., Lafayette, CA 94549

General Information

Public Comment: Public comment may be submitted via email to hill@cccta.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Committee before the meeting. Comments submitted after the meeting is called to order will be included in the correspondence that will be provided to the full Board.

Oral public comments will also be accepted during the meeting in person and through Zoom or the teleconference number listed above. If you have anything that you wish to be 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.

Availability of Public Records: This agenda, and 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 and 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.

Accessible Public Meetings: Upon request, County Connection will provide written agenda materials in appropriate alternative formats, and provide disability-related modifications or accommodations including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings and provide comments at or 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.

Shuttle Service: With advance notice, a County Connection LINK shuttle can be provided from the North Concord / Martinez BART station for all individuals wishing to attend the meeting. To arrange for the shuttle service, please call (925) 938-7433 between 8:00 am and 5:00 pm at least one day prior to the meeting.

Currently Scheduled Board and Committee Meetings

Board of Directors:	February 19, 9:00 a.m. County Connection Board Room 2477 Arnold Industrial Way, Concord, CA 94520
Administration & Finance:	Wednesday, March 4, 9:00 a.m. County Connection Administrative Offices 2477 Arnold Industrial Way, Concord, CA 94520
Advisory Committee:	<i>None scheduled at this time</i>
Marketing, Planning & Legislative:	Thursday, February 5, 8:30 a.m. Lamorinda Office of County Supervisor Candace Andersen 3338 Mt. Diablo Blvd, Lafayette, CA 94549
Operations & Scheduling:	Friday, February 6, 8:00 a.m. Pleasant Hill City Hall, Small Community Meeting Room 100 Gregory Lane, Pleasant Hill. CA 94523

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, January 7th, 2026 @ 9:00 a.m.

Directors: Sue Noack, Laura Hoffmeister, Don Tatzin
Staff: Bill Churchill, Ruby Horta, Amber Johnson, Kristina Martinez, Andy Smith,
John Sanderson, Karol McCarty
Ashley Green, Managing Partner of Brown Armstrong Accountancy Corporation

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 December 3, 2025

The Committee approved the minutes.

4. Fiscal Year 2025 Financial Report and Audited Financial Statements

Ms. Green, Managing Partner at Brown Armstrong Accountancy Corporation, reported on the highlights of the Basic Financial Statements (BFS) and accompanying reports. The goal of a financial audit is to provide users with a reasonable assurance from an independent source that the information presented in the statements is reliable and adheres to Governmental Accounting Standards Board (GASB) standards. The auditors' opinion is "unmodified" (BFS page 60) with no material weaknesses, deficiencies, or instances of noncompliance identified; this is considered a "clean opinion" with no findings or corrections. A review of both state and federal awards received and utilized also resulted in a clean opinion (BFS pages 54-58 and pages 60-61).

The BFS includes Management’s Discussion and Analysis on page 4-10 which provides an introduction and summary of activities over the fiscal year. The total net position as of June 30, 2025, is \$36,204,396 (pages 6 and 11 of BFS). In April 2025, the Board of Directors amended the Authority’s Reserve Policy such that earned, discretionary revenue (mostly advertising revenue and unallocated interest income) is now held by the Authority and reflected in the financial statements as a portion of unrestricted net position with a June 30, 2025, balance of \$2.9 million (page 32 of BFS). Depreciated Capital Assets were valued at \$44 million at year-end and include vehicles, facilities, communication and data equipment, fare revenue collection equipment, furniture, and fixtures. There were no major assets acquired during the fiscal year. Pension liabilities and Other Post-Employment Benefits (OPEB) liabilities are \$14.5 million and \$2.1 million, respectively.

The Committee accepted and report and recommends the audit be forwarded to the Board.

5. Employee Referral Program Update (Information Only)

Ms. Martinez reported that the 1-year Employee Referral Program pilot from calendar year 2024 had been approved by the Board last winter for a 2-year extension through the end of 2026. This program rewards current Authority staff for referrals to open positions primarily in the Transportation and Maintenance departments. Of the 59 new hires over the past two years of the pilot, 14% were referred by Authority staff at a cost of \$6,500 which is budgeted for under Recruitment.

This was an information only item.

6. Complementary Paratransit Options (Triennial Finding)

Mr. Smith reported that a response by the Authority to the Federal Transit Administration (FTA) triennial review finding is due February 25, 2026, including analysis and corrective actions outlined. New law interpretation by FTA reviewers on the topic of fixed route fare-free routes having an obligation to offer paratransit service fares equal to 50% of the fixed route fares (in this case, also free) and within 3/4th-mile of free fixed routes. The Authority currently has seven, fare-free routes on weekdays and four on weekends with fare subsidies collected from the City of Walnut Creek for Routes 4 and 5 and from Shadelands Business Park for Route 7.

The analytical response to FTA includes both reduced revenues for free paratransit rides plus increased costs of these free rides—which are much higher than fixed route costs due to the high-contact, door-to-door service of paratransit rides. Very little published research exists regarding the impact of demand by offering free paratransit fares as a complement to free fixed route bus fares within a specific corridor. Staff’s analysis, inclusive of the loss of revenue in tandem with increased operating costs, estimates a 10% to 30% increase in demand resulting in a budgetary cost of \$269,000 to \$594,000 per year.

As it is the Board’s policy that all fare programs be as revenue neutral as possible, staff proposes the following changes in response to the FTA triennial finding:

(1) Negotiating fare subsidy agreements with the City of Walnut Creek (Routes 4 and 5) and the Shadelands Business Park (Route 7) to cover paratransit fares and associated operating costs estimated to range \$9,000-\$19,000 per year for Walnut Creek and \$20,000-\$44,000 per year for Shadelands. If these agencies

are unable to cover these costs, staff recommends discontinuing the associated fixed route fare-free programs.

(2) The remaining seven, fare-free routes (11, 14, 16, 99X, 311, 314, and 316)—currently subsidized by LCTOP funds—have an estimated cost of \$240,000-\$531,000 budgetary impact per year by adding free paratransit rides within the service range of these routes. Staff believes that there are no feasible alternatives to enacting cost-cutting measures specific to these LCTOP-funded free routes. Therefore, in addition to charging fares on the weekday-only Route 99X, staff also recommends charging fares on weekend-only Routes 311, 314, and 316. These changes would attempt to preserve the free fares on weekday Routes 11, 14, and 16 along the Monument Corridor.

(3) Staff does not recommend taking any further cost-cutting measures until the resulting paratransit ridership can be evaluated over the course of the first year of operation to determine the gradual induced demand of offering these free paratransit rides.

Mr. Churchill also noted that there is a continual balancing act between free rides and Non-Emergency Transportation (NEMT) as well as a risk that future LCTOP funding might decrease or terminate altogether.

This item will be forwarded to the Board for further discussion. The FTA response letter will be mailed to the reviewers at the end of February to meet their deadline.

7. Update on Lump Sum Payment for Retiree Health Savings Plan

Ms. Johnson reported that changes to the Authority's post-employment medical plan that were discussed by the Board of Directors last summer had a then-current estimate of \$182,270 for the one-time, lump sum payment to retirees. This amount was based on actuarial calculations of the present value of reductions in retiree medical contributions. Since those reports were presented, additional employees have retired, increasing the total lump sum payment by \$98,600 to a new estimate of \$280,870. This amount still falls within the FY 2026 Budget and does not alter the actuarial assumptions or methodology previously reviewed by the Board under Government Code Section 7507.

This was an information only item.

8. Investment Report as of September 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.

9. Review of Vendor Bills, November 2025

The Committee reviewed the vendor bills for November 2025.

10. Approval of Legal Services Statement, November 2025 General and Labor

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

11. Next Scheduled Meeting

The next meeting is scheduled for Wednesday, February 4th, 2026, at 9:00 a.m.

10. Adjournment

The meeting was adjourned at 9:56 a.m.

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

To: Administration & Finance Committee

Date: January 26, 2026

From: John Sanderson, Director of ADA & Specialized Services

Reviewed by: WC.

SUBJECT: LINK Paratransit Service Area

Background:

Title II of the Americans with Disabilities Act (ADA) of 1990 requires all public transit operators in the United States to provide specialized, adaptive transportation “complementary” to their fixed route transit offerings for individuals who have disabilities that prevent them from independently using the fixed route transit network some or all of the time. This specialized service is generally known as “ADA paratransit” or simply “paratransit.” Although federally mandated, ADA paratransit service is typically not federally funded.

The basic requirement for transit agencies to provide ADA paratransit service is codified in Title 42 of the United States Code (42 USC §12143) and is implemented in detail by the Federal Transit Administration (FTA) Title 49 of the Code of Federal Regulations (49 CFR §37.131). To meet these obligations, County Connection operates the County Connection LINK paratransit program. Due to long-developing service challenges that accelerated during the COVID-19 pandemic, as well as the current uncertainty about Bay Area transit funding for the foreseeable future, an updated Board policy regarding the LINK paratransit service area will provide a structured direction when addressing service needs.

ADA Paratransit Basics:

49 CFR §37.131 dictates that ADA paratransit programs must satisfy a variety of criteria, including:

- Service must be provided “to origins and destinations within corridors with a width of three-fourths [$\frac{3}{4}$] of a mile on each side of each fixed route”
- Service must be provided during the same days and hours as the fixed route is in operation
- Pickup times may be negotiated up to one hour before or after the time requested by the rider
- Riders can book trips up to the close of business the day before their scheduled pickup
- Fares cannot exceed two times the operator’s undiscounted adult fare (for example: County Connection’s adult “cash” fare is \$2.50, therefore the LINK fare can be up to \$5.00, per one-way trip)
- Service cannot be restricted or prioritized in any way according to trip purpose, and
- Service must be provided free of “capacity constraints” including “any operational pattern or practice that significantly limits the availability” of the service to eligible riders

In addition to the criteria outlined above, the regulations do permit operators to offer “premium” paratransit service that exceeds ADA paratransit requirements, provided that “providing premium

service does not lead to lower service quality for riders using the regular complementary paratransit service.”

County Connection LINK History and Service Area:

Following passage of the ADA, County Connection LINK was created by Board Action in May 1990, via a planned consolidation of several pre-existing local programs. At that time, the LINK service area consisted of a hand-drawn map divided into five fare zones, and operating hours were limited to 8:00 AM to 5:00 PM, Monday through Friday, with no service available on weekends (see Attachment A). Since 1990, federal guidance has advanced significantly, most recently in the form of FTA Circular 4710.1 Americans with Disabilities Act (ADA): Guidance in 2015.

County Connection LINK operates seven days a week during roughly the same hours as County Connection’s fixed route buses. However, LINK also provides service well beyond the federally required ¼ mile service area. In November 2005, the Board adopted resolution 2006-22, which defined the LINK service area as extending 1½ miles on either side of each County Connection bus route, in accordance with a little-used option included in 49 CFR §37.131: “Outside of the core service area, the entity may designate corridors with widths from three-fourths [¾] of a mile up to one and a half [1½] miles on each side of a fixed route, based on local circumstances” (see Attachment B) Over the past 20 years, in response to various community needs, service has also increasingly been provided beyond even the 1½ mile boundary – particularly since the start of the COVID-19 pandemic (See Attachment C).

In FY25, County Connection spent approximately \$482,000 providing LINK paratransit service outside of the federally mandated ¼ mile service area. Table 1 provides a month-by-month breakdown for Fiscal Year 2024/25 of LINK paratransit trips: a) within ¼ of a mile (Required), b) between ¼ and 1 ½ miles (Optional), and c) more than 1 ½ miles (Premium) from County Connection’s fixed bus routes.

Table 1:

FY25	Within ¼ Mile - Required			¾ to 1½ Miles - Optional			Beyond 1 ½ Mile - Premium		
	Trips	Hours	Cost	Trips	Hours	Cost	Trips	Hours	Cost
Jul	7,527	6,769	\$733,284.07	300	323	\$29,226.15	83	101	\$8,085.90
Aug	8,144	6,593	\$728,270.12	321	284	\$28,705.15	122	145	\$10,909.74
Sep	7,983	6,259	\$708,999.61	282	251	\$25,045.46	140	131	\$12,433.92
Oct	8,736	6,949	\$765,574.67	263	236	\$23,047.86	128	140	\$11,217.21
Nov	7,326	5,999	\$673,398.36	257	157	\$23,623.17	152	148	\$13,971.68
Dec	7,434	6,280	\$690,104.41	302	217	\$28,034.91	142	125	\$13,181.98
Jan	8,068	6,718	\$728,112.65	219	145	\$19,764.09	169	191	\$15,251.74
Feb	7,403	6,421	\$702,174.19	323	242	\$30,636.53	146	154	\$13,848.09
Mar	8,031	6,546	\$720,214.56	377	271	\$33,809.10	162	172	\$14,528.05
Apr	8,256	6,183	\$706,179.99	333	192	\$28,483.28	161	167	\$13,771.19
May	7,883	5,859	\$680,058.95	308	178	\$26,570.87	167	158	\$14,406.93
Jun	7,530	5,599	\$661,019.77	362	212	\$31,778.11	137	137	\$12,026.52
Total	94,321	76,175	\$8,497,391.36	3,647	2,706	\$328,724.68	1,709	1,770	\$153,632.96

At present, County Connection’s ability to provide LINK service is such that providing premium service outside of the federally mandated ¼ mile or the Board designated 1½ mile service area does not

noticeably impact the service quality within the ¾ mile boundary. However, unlike fixed route bus service, where increased ridership tends to increase the productivity of existing service, increased demand for paratransit trips translates directly to additional vehicles and drivers deployed, at significant cost to the operator.

New Service Area Policy:

While there is no federal mandate for County Connection to provide fixed route bus service in any given place or time, there is such a mandate for LINK paratransit, and care must be taken to ensure that future LINK program developments remain compliant while also effectively meeting County Connection’s evolving needs. A clearly defined Board-approved service area policy can help distinguish between County Connection’s federally mandated ADA paratransit service and other programs, provide the underlying policy framework needed to control costs by rapidly scaling operations in the event of a sudden loss of revenue or spike in paratransit demand, and safeguard the authority against the potential loss of federal funding in the event that trip demand begins to outstrip resources. A new policy will also equip staff with essential tools to seek outside funding for the paratransit-adjacent non-ADA accessible mobility services that County Connection is increasingly called upon to provide. County Connection is therefore in need of a comprehensive service area policy to guide operations, mitigate systemic risk, and support future funding applications.

Financial Implications:

To be determined based on feedback.

Recommendation:

Staff recommends that the Committee forward to the Board a recommendation that Staff be directed to develop a comprehensive County Connection LINK service area policy for future Board adoption.

Action Requested:

Staff respectfully requests that the Committee ask the Board to direct Staff to develop a draft comprehensive County Connection LINK service area policy.

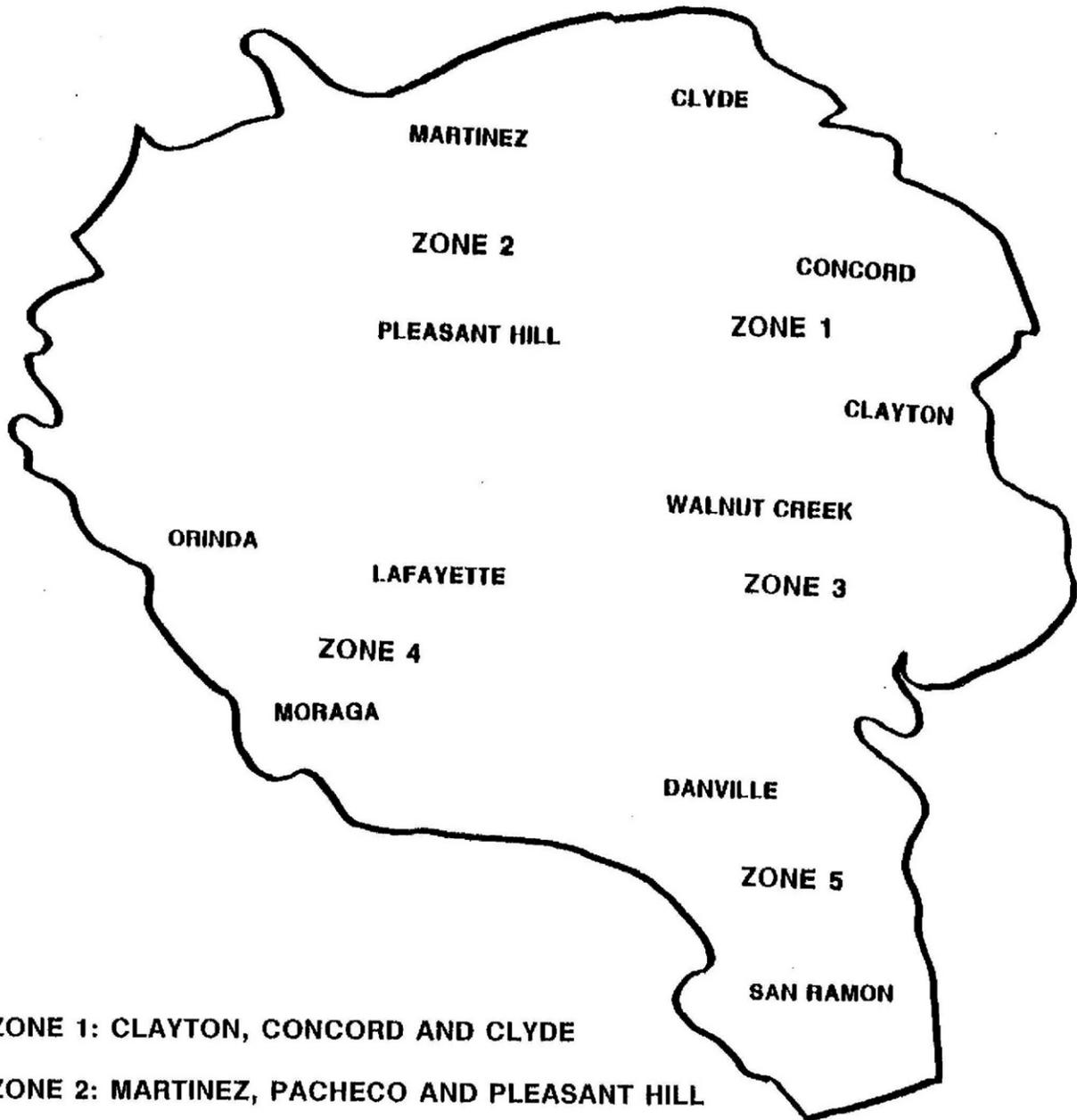
Attachments:

Attachment A: County Connection LINK 1990 Service Area Map

Attachment B: County Connection LINK 1½ Mile Service Area Boundaries Map (per 2005 Policy)

Attachment C: County Connection LINK 2025 de-facto Post COVID-19 Service Area Map

Attachment A: County Connection LINK 1990 Service Area Map



ZONE 1: CLAYTON, CONCORD AND CLYDE

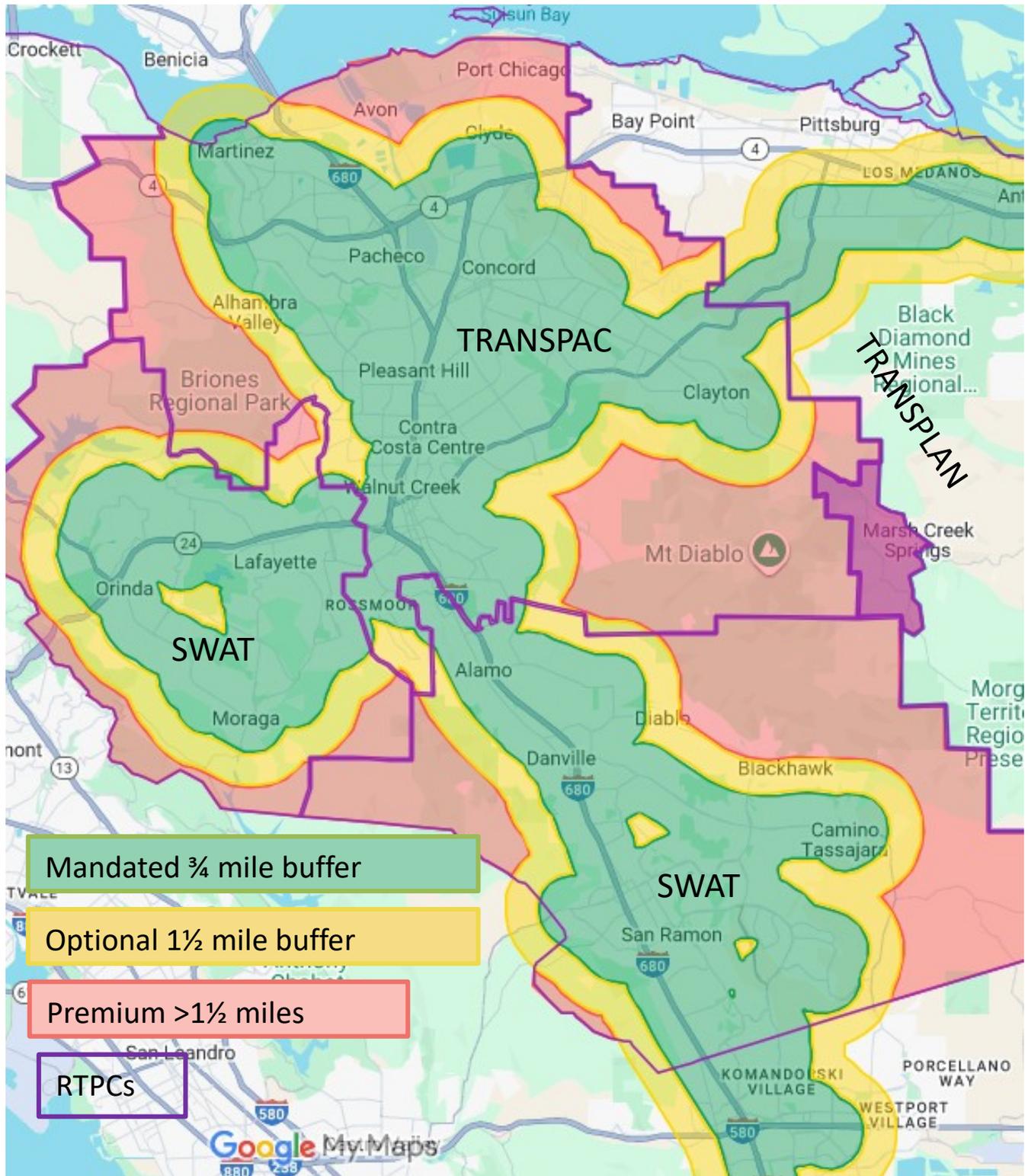
ZONE 2: MARTINEZ, PACHECO AND PLEASANT HILL

ZONE 3: WALNUT CREEK

ZONE 4: LAFAYETTE, MORAGA AND ORINDA

ZONE 5: DANVILLE, ALAMO AND SAN RAMON

Attachment C: County Connection LINK 2025 de-facto Post COVID-19 Service Area Map



County Connection



To: Administration & Finance Committee

Date: January 22, 2026

From: Bill Churchill, General Manager

SUBJECT: Adoption of Calendar Year (CY) 2026 Administration & Finance Committee Meeting Calendar

Background:

The Administration & Finance (A&F) Committee traditionally meets on the first Wednesday of each month at 9:00 a.m., unless the meeting date coincides with a holiday. Establishing the meeting calendar in advance supports planning, scheduling, and public notice requirements.

Discussion:

Staff has reviewed the 2026 calendar and identified proposed meeting dates consistent with the Committee's established meeting schedule. No meeting is proposed for July 2026.

Possible 2026 A&F Meeting Dates:

- March 4, 2026
- April 1, 2026
- May 6, 2026
- June 3, 2026
- No meeting scheduled for July 2026
- August 5, 2026
- September 2, 2026
- October 7, 2026
- November 4, 2026
- December 2, 2026

Financial Implications:

There is no fiscal impact associated with adoption of the proposed meeting calendar.

Recommendation:

Review the proposed 2026 A&F Committee meeting calendar, provide feedback, and make any necessary modifications.

Action Requested:

Adopt a 2026 Administration & Finance Committee meeting calendar.

Attachments:

None