

**Summary Minutes
Administration & Finance Committee**

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

Wednesday, February 4th, 2026 @ 9:00 a.m.

Directors: Laura Hoffmeister

Staff: Bill Churchill, Ruby Horta, Amber Johnson, Kristina Martinez, John Sanderson,
Karol McCarty

Call to Order: Meeting called to order at 9:26 a.m. by Director Hoffmeister.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of January 7, 2026

The Committee approved the minutes.

4. Adoption of Calendar Year (CY) 2026 Administration & Finance Committee Meeting Calendar

The Committee approved the meeting calendar for 2026.

5. County Connection's Paratransit Service Area

Mr. Sanderson and Mr. Churchill both reported that the Americans with Disabilities Act (ADA) of 1990 requires all public transit operators to provide specialized, adaptive transportation complementary to their fixed route. Although federally mandated, ADA paratransit service is typically not federally funded. The ADA guideline is that service must be within a $\frac{3}{4}$ th mile width on each side of fixed route and operate the same days and hours. Fares cannot exceed two times the operator's undiscounted adult fare (for example: County Connection's adult cash fare is \$2.50 therefore LINK fare cannot exceed \$5.00 per one-way trip). Service cannot be restricted or prioritized in any way and must be free of capacity constraints.

Board action in May 1990 established paratransit services consisting 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 on the weekends. In November 2005, the Board adopted Resolution 2006-22 which defined the service area as extending 1½ miles on either side of each County Connection fixed route bus. Over the past 20 years, in response to community needs--especially during the COVID pandemic--service has increased beyond even the 1½ mile boundary. The Fiscal Year (FY) 2025 cost of providing LINK paratransit service outside of the federally mandated ¾ mile service area was approximately \$482 thousand. Unlike fixed route bus service where increased ridership tends to increase productivity of existing service, increased demand for paratransit trips translates directly to additional vehicles and drivers at a significant cost to the Authority.

While there is no federal mandate to provide fixed route bus service in any given place or time, there is such a mandate for LINK paratransit. The Authority must remain compliant while also effectively meeting the evolving needs of the community. 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 potential loss of federal funding in the event that trip demand begins to outstrip resources. Secondly, a new policy would equip staff with tools to seek outside funding for paratransit-adjacent, non-ADA accessible mobility services.

The Committee directed staff to move forward drafting a policy that addresses the risks and hurdles of the Authority's LINK paratransit services while adhering to statutory guidelines. Once the draft is complete, it will be presented and reviewed by the Committee before going to the full Board.

6. Review of Vendor Bills, December 2025

The Committee reviewed the vendor bills for December 2025.

7. Approval of Legal Services Statement, December 2025 General and Labor

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

8. Next Scheduled Meeting

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

9. Closed Session: Conference with Legal Counsel – Existing Litigation Pursuant to Government Code Section 54956.9(a) Hernandez v. CCCTA

There were no reportable actions taken.

10. Adjournment

The meeting was adjourned at 10:45 a.m.

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