

**Summary Minutes  
Administration & Finance Committee**

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

**Wednesday, March 4<sup>th</sup>, 2026 @ 9:00 a.m.**

**Directors:** Sue Noack, Laura Hoffmeister, Don Tatzin  
**Staff:** Bill Churchill, Ruby Horta, Amber Johnson, John Sanderson, Kristina Martinez, Karol McCarty

**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 February 4, 2026**

The Committee approved the minutes.

**4. Investment Report as of December 31, 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. County Connection LINK Paratransit Service Area Policy**

Mr. Sanderson and Mr. Churchill both reported on the progress towards drafting the Authority's Paratransit policy changes that could address the three tiers of service areas that have been identified and analyzing by staff. Below is general information about the three tiers including proposed changes to the policy.

**Tier 1 - Mandated Service Area:** This Tier 1 service is regulated by the Americans with Disabilities Act (ADA) of 1990 which 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 ¼th 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. Pick-up reservations are usually booked the day prior with a 2-hour pick-up window.

**Tier 2 - Board-Adopted Service Area:** In May 1990, with an update in November 2005, the Board established LINK paratransit service resolutions that extended the mandated area to 1½ miles on either side of each County Connection fixed route bus. The fare of \$5.00 per one-way trip has matched the Tier 1 Mandated cost although this is considered a “premium trip” which the Board could decide to charge more given the higher cost of operations. Service to be provided if the additional trip will not degrade the service operations within the Tier 1 Mandated group above and if current funding continues. Pick-up reservations are usually booked 1-2 days prior with a 2-hour pick-up window without regard to prioritization of trip purpose.

**Tier 3 - Extended Service Area:** LINK paratransit service extending beyond the 1½ miles of the Tier 2 Board-Adopted area. The service provides an essential lifeline for customers living in certain rural portions of Contra Costa County but trips are costly for the Authority given they consume a greater than normal share of overall system resources. This too is considered a “premium trip” which the Board could decide to charge more than the current \$5.00 per one-way trip. Effective after the adoption of the new policy, existing customers would continue service, but new customers would be considered on a case-by-case/space-available basis—only when specific outside funding is allocated to cover the cost of these trips. Prioritization of purpose along with limiting the riders to one, round-trip per day are considerations.

The Committee discussed the proposed policy outlines of the Authority’s LINK paratransit services. This item will be forwarded to the Board for review and continued discussion.

## **6. Income Statements for the Three Months Ended September 30, 2025**

Ms. Johnson presented the quarterly financial statements noting that combined revenues of \$13.4 million were 23.4% of the \$57.1 million budget, including an estimated \$347 thousand in revenue available to transfer to the Authority’s discretionary reserve fund at year-end. The combined expenses of \$13.0 million are at 23.0% of the annual \$56.7 million budget. Salaries & Benefits are the primary driver of fixed route expenses and actuals of 23.1% are below the 25% budget-to-date threshold. Purchased Transportation costs to TransDev for paratransit services drive the paratransit expenses; the year-to-date actual costs of 23.1% is also below the 25% target.

The Committee reviewed the financial statements and approved them. The information will be forwarded to the Board on consent.

## **7. Review of Vendor Bills, January 2026**

The Committee reviewed the vendor bills for January 2026.

**8. Approval of Legal Services Statement, January 2026 General and Labor**

The Committee approved the legal services statements for January 2026 General and Labor.

**9. Next Scheduled Meeting**

The next meeting is scheduled for Wednesday, April 1<sup>st</sup>, 2026, at 9:00 a.m.

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

This item was postponed until a future meeting.

**11. Adjournment**

The meeting was adjourned at 9:38 a.m.

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