

**Summary Minutes
Administration & Finance Committee**

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

Friday, May 8th, 2026 @ 3:00 p.m.

Directors: Sue Noack, Laura Hoffmeister, Don Tatzin
Staff: Bill Churchill, Ruby Horta, Amber Johnson, Andrew Smith

Call to Order: Meeting called to order at 3:09 p.m. by Director Noack.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of April 1, 2026

The Committee approved the minutes.

4. Clipper BayPass Amendment No. 2

Mr. Smith reported that the Clipper BayPass pilot was launched by the Metropolitan Transportation Commission (MTC) in 2022 to assess the impacts of an unlimited-use transit pass product at select higher education institutions. MTC funds this program in the form of reimbursements to operators at the standard adult Clipper card rate. In the case of County Connection, this rate is \$2.00 per passenger. In 2024, a second phase was launched to include additional participation by the San Francisco International Airport (SFO) and limited duration passes to special event organizers. MTC has proposed a second amendment to the program to extend the pilot, make some small administrative changes, and add language around incorporating Clipper discount programs into reimbursement to operators. County Connection has opted out of certain language around incorporating discounts, which has been agreed to by MTC.

The Committee provided direction to staff to continue this discussion with MTC and other operators and bring an update on this item to the full Board of Directors at the May meeting.

5. Review of Updates to Fiscal Year 2027 Draft Budget and Forecast

Ms. Johnson presented updates to the FY 2027 draft budget, along with the 5-year financial forecast. Ms. Johnson reported that the FY 2027 draft budget was adopted by the Board of Directors in April, so that a timely Transportation Development Act (TDA) claim could be filed with MTC. Since that version, several refinements were made, including recognition of additional grant revenue provided by a grant awarded in conjunction with the City of Walnut Creek and Resources for Community Development (RCD), a revised increased estimate for Measure J sales tax, and reductions in insurance expenses. Additionally, the five-year forecast includes conservative assumptions for revenue and expense growth, plus planned capital improvement projects.

The Committee recommended that the updated FY 2027 Draft Budget and Forecast be forwarded to the Board of Directors for discussion.

6. Review of Vendor Bills, March 2026

The Committee reviewed the vendor bills for March 2026.

7. Approval of Legal Services Statement, March 2026 General and Labor

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

8. Next Scheduled Meeting

The next meeting is scheduled for Wednesday, June 3rd, 2026, at 9:00 a.m.

9. Closed Session: Conference with Labor Negotiator

Pursuant to Government Code Section 54957.6

Agency designated representatives: Bill Churchill-General Manager

Employee Organization: Amalgamated Transit Union, Local 1605, AFL-CIO, Bus Operators Teamsters Union, Local 856, AFL-CIO, Transit Supervisors

There were no reportable actions taken.

10. Adjournment

The meeting was adjourned at 4:05 p.m.

Minutes prepared and submitted by: Amber Johnson, Chief Financial Officer