

**Summary Minutes
Administration & Finance Committee**

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

Wednesday, April 1st, 2026 @ 9:00 a.m.

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

Call to Order: Meeting called to order at 9:01 a.m. by Director Noack.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of March 4, 2026

The Committee approved the minutes.

4. Independent Auditor's Statements for National Transit Database Reports-Fiscal Year 2025

Ms. Johnson reported that annually the Authority's independent auditors, Brown Armstrong, CPA's, are required to review the data reported by staff to the Federal Transit Administration (FTA) in the annual National Transit Database (NTD) report. The auditors provide an Independent Auditor's Statement for Federal Funding Allocation Data (IAS-FFA) after reviewing the NTD's FFA-10 form which reports hours, miles, passengers, passenger miles, and total operating expenses for the fiscal year. In addition, an Independent Auditor's Statement for Financial Data (IAS-FD) review was conducted to assess the Authority's internal controls and data collection processes and was initiated due to the new accounting software implemented in the fiscal year. There were no findings or exceptions noted by the auditor's review. The IAS-FFA is conducted annually, and the IAS-FD will not be required for ten years or until the 2035 reporting year.

The Committee accepted the report and recommended it be forwarded to the Board on consent.

5. Income Statements for the Six Months Ended December 31, 2025

Ms. Johnson presented the quarterly financial statements noting that combined revenues of \$26.5 million were 46.4% of the \$57.1 million budget, including an estimated \$803 thousand in revenue available to transfer to the Authority's discretionary reserve fund at year-end. The combined expenses of \$25.7 million are at 45.3% of the annual \$56.7 million budget. Salaries & Benefits are the primary driver of fixed route expenses and actuals of 45.7% are below the 50% budget-to-date threshold. Purchased Transportation costs to Transdev for paratransit services drive the paratransit expenses; the year-to-date actual costs of 46.9% is also below the 50% target which implies that this cost has now stabilized--a result of staff's efforts to require more efficiency by the contractor by bundling paratransit riders into the same vehicle.

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

6. Review of Proposed Fiscal Year 2027 Draft Operating and Capital Budget

Ms. Johnson's single-year forecast was presented for fiscal year 2027 (FY 2027) Operating and Capital Budget draft which is necessary to support a timely Transportation Development Act (TDA) claim filed with the Metropolitan Transportation Commission (MTC).

The FY 2027 Budget proposes \$59.3 million in operations expenses for fixed route and paratransit services which is a 4.7% increase over the current year and allows for existing levels of fixed route service to continue. An additional \$3.2 million is proposed in capital expenditures.

The proposed budget also incorporates the transfer of discretionary reserves (advertising revenue and interest income) to a reserve account per the Board-adopted reserve policy. Hence, operating revenues are projected to exceed expenditures by an estimated \$700 thousand in FY 2027.

Operating expenses assume that ridership will continue to improve and that recruitment efforts to fill vacant operator positions will be successful. Preliminary insurance projections and fuel costs are expected to rise while other line items remain flat or decrease. The FY 2027 required Unfunded Accrued Liability (UAL) towards pension costs (included with Benefits) is \$1.05 million with no 115 Trust funding being proposed.

Capital expenditures of \$3.2 million relate to non-revenue vehicle replacements, multi-year facility upgrades plans, and upgrades to critical bus equipment. Major project additions, expected to take place over the next few years, include in-ground hydraulic lift replacements, bus wash overhaul, building roof replacements, an automated fuel system upgrade, and on-board technology improvements.

The Committee recommends that this draft FY 2027 Budget be forwarded to the Board of Directors for review and approval.

7. Review of Vendor Bills, February 2026

The Committee reviewed the vendor bills for February 2026.

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

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

9. Next Scheduled Meeting

The next meeting is scheduled for Wednesday, May 6th, 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. Central Contra Costa Transit Authority**

There were no reportable actions taken.

11. Adjournment

The meeting was adjourned at 9:45 a.m.

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