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

ADMINISTRATION & FINANCE COMMITTEE

MEETING AGENDA
Wednesday, December 2, 2026
9:00 a.m.
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.

1. Approval of Agenda
2. Public Communication
3. Approval of Minutes of November 4, 2026*
4. Adoption of 2027 Administration & Finance Committee Meeting Calendar*
   (Review the proposed 2027 A&F Committee meeting calendar, provide feedback, and make any necessary modifications. Adopt a 2027 Administration & Finance Committee meeting calendar.)
5. Investment Report as of September 30, 2026*
6. Revise Settlement Authority Policy for General Liability and Workers' Compensation Claims*
   (Staff recommends that the Committee discuss a recommendation to increase the settlement authority limits for General Liability and Workers' Compensation claims.)
7. Review of Vendor Bills, October 2026**
8. Approval of Legal Services Statement, October 2026 General and Labor**
9. Next Scheduled Meeting TBD
10. Adjournment

FY2026/2027 A&F Committee
Tim Farley-Martinez, Kerry Hillis-Moraga, Sue Noack-Pleasant Hill
*Enclosure
**Enclosure for Committee Members Only

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.

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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:	Thursday, December 19, 9:00 a.m. County Connection Board Room 2477 Arnold Industrial Way, Concord, CA 94520
Administration & Finance:	TBD County Connection Administrative Offices 2477 Arnold Industrial Way, Concord, CA 94520
Advisory Committee:	None scheduled at this time
Marketing, Planning & Legislative:	TBD Lamorinda Office of County Supervisor Candace Andersen 3338 Mt. Diablo Blvd, Lafayette, CA 94549
Operations & Scheduling:	TBD 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

County Connection

Agenda Item # 3

Summary Minutes
Administration & Finance Committee
Wednesday, November 4, 2026, 9:00 a.m.

Directors: Tim Farley and Kerry Hillis
Staff: Bill Churchill, Ruby Horta, Amber Johnson and Lathina Hill
Guests: Ashley Green and Lindsey Gentry

Call to Order: Meeting called to order at 9:00 a.m. by Director Farley.

1. **Approval of Agenda**
   The Committee approved the agenda.
2. **Public Communication**
   None.
3. **Selection of Chair and Vice Chair**
   Director Farley nominated Sue Noack to serve as Chair and Director Kerry Hillis to serve as Vice Chair. The Committee formally approved the nominations.
4. **Approval of Minutes of October 7, 2026**
   Approval of the October 7, 2026, meeting minutes was postponed until the next meeting, as only Sue Noack was present at the October meeting.
5. **Fiscal Year 2026 Financial Report and Audited Financial Statements**
   CFO Amber Johnson opened the item and introduced CCCTA's auditors, Ashley Green and Lindsey Gentry. Ms. Green provided an overview of the audit scope, timeline, critical dates, and key financial highlights. She reported that the audit resulted in three adjustments and an unmodified (clean) opinion, indicating that CCCTA received a clean audit.

   Director Farley commended the auditors for their clear and concise presentation and moved to forward the Fiscal Year 2026 Financial Report and Audited Financial Statements to the Board for consideration. The motion passed.

   Bill Churchill commented that the auditing firm has been excellent to work with and praised Amber Johnson as one of the greatest CFOs he has worked with. He acknowledged that although a mistake had occurred, the agency takes responsibility and owns its mistakes.
6. **Review of Vendor Bills, September 2026**
   The Committee reviewed the vendor bills for September 2026.
7. **Approval of Legal Services Statement, September 2026 General and Labor**
   The Committee approved the legal services statements for September 2026 General and Labor.
   Motion made for approval by: Director Farley and seconded by Director Hillis

8. **Next Scheduled Meeting**
   The next meeting is scheduled for Wednesday, December 2, 2026, at 9:00 am in the 3rd floor conference room at the County Connection Administration Office located at 2477 Arnold Industrial Way, Concord, CA.

9. **Adjournment**
   The meeting was adjourned at 9:27 a.m.

Minutes prepared and submitted by: Lathina Hill, Clerk of the Board

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Agenda Item # 4

To: Administration & Finance Committee **Date:** November 24, 2026

From: Amber Johnson, Chief Financial Officer **Reviewed by:** WC.

SUBJECT: Adoption of 2027 Administration & Finance Committee Meeting Calendar

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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 2027 calendar and identified proposed meeting dates consistent with the Committee's established meeting schedule for the period January to October 2027. Because Committee appointments are made in October, staff is recommending a calendar that concludes in October to allow newly appointed members to participate in developing the meeting schedule for the subsequent November 2027 through October 2028 term. Additionally, consistent with the Board's past practice of taking a summer recess, no meeting is proposed for July 2027.

Proposed 2027 A&F Meeting Dates:

- January 6, 2027
- February 3, 2027
- March 3, 2027
- April 7, 2027
- May 5, 2027
- June 2, 2027
- (No meeting proposed for July 2027)
- August 4, 2027
- September 1, 2027
- October 6, 2027

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

Recommendation:
Review the proposed 2027 A&F Committee meeting calendar, provide feedback, and make any necessary modifications.

Action Requested:
Adopt a 2027 Administration & Finance Committee meeting calendar.

Attachments:
None.

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Agenda Item # 5

To: Administration and Finance Committee **Date:** November 19, 2026

From: Bill Churchill, General Manager **Reviewed by:** WC.

SUBJECT: Investment Report as of September 30, 2026

Background:
This report is provided as required by the Authority's investment policy. Current investments are consistent with the investment policy and are allowable under current California law. Investments are selected to meet the priority principles of the policy: safety, liquidity, and yield.

Investment Report:
The total cash and investments held by the Authority as of September 30, 2026, is $40,595,595 as follows:

Type of Investment	Issuer	Date of Maturity	Par Amount	Market Value
Cash – Cash on hand	N/A	Oct. 1, 2026	$1,388,614	$882,458
Cash – Held in LAIF	N/A	Oct. 1, 2026	$39,206,981	$39,206,981
Total			**$40,595,595**	**$40,089,439**

A detailed report of all cash and investments held in each individual bank account as of this date is included as Attachment 1.

It is noted that the funds held in the Authority's 115 Trust for Pensions and OPEB are outside of this policy and thereby not included in this report. Greater flexibility of the investment of 115 funds is permitted by California law under the condition that these funds are irrevocably committed to provide pension or OPEB benefits.

It is hereby affirmed that the Authority has the ability to meet its pool's expenditure requirements (cash flow) for the next six months.

Financial Implications:
No direct financial implication results from this report. However, adherence to the Authority's investment policy helps to ensure the Authority remains in strong financial health.

Recommendation:
None, information only.

Action Requested:
None, information only.

Attachments:
Attachment 1: CCCTA Bank Cash and Investment Accounts as of September 30, 2026

CCCTA

BANK CASH AND INVESTMENT ACCOUNTS
AS OF SEPTEMBER 30, 2026
(ROUNDED OFF TO NEAREST $)

FINANCIAL INST	ACCT #	TYPE	PURPOSE	PER BANK MAR 2026	PER BANK JUN 2026	PER BANK SEP 2026	PER GL* SEP 2026
FIXED ROUTE							
BMO HARRIS	2087682	***CHECKING***	A/P GENERAL (including ParaTransit & Capital)	$ 3,031,593	$ 1,900,716	$ 1,197,227	$ 731,110
BMO HARRIS	2088565	***CHECKING***	PAYROLL	$ 64,213	$ 85,587	$ 82,851	$ 80,281
BMO HARRIS	2088706	***CHECKING***	WORKERS' COMP - Innovative Claims Solution	$ 54,378	$ 44,884	$ 108,536	$ 71,067
			TOTAL	**$ 3,150,184**	**$ 2,031,187**	**$ 1,388,614**	**$ 882,458**
LAIF FUND							
Effective Yield:				***3.98%***	***3.81%***	***3.97%***	
LAIF ACCOUNT	4007001	***INT-INVEST***	OPERATING FUNDS	$ 26,194,183	$ 21,087,368	$ 36,671,623	$ 36,671,623
LAIF ACCOUNT		***INT-INVEST***	LCTOP - Monument Free #7 (Routes 11/14/16)	$ 526,267	$ 239,933	$ -	$ -
LAIF ACCOUNT		***INT-INVEST***	LCTOP - Martinez Amtrak #8	$ 143,298	$ -	$ -	$ -
LAIF ACCOUNT		***INT-INVEST***	Pass-Through CA	$ 863,930	$ 805,812	$ 717,248	$ 717,248
LAIF ACCOUNT		***INT-INVEST***	Safe Harbor Lease Reserve	$ 1,783,060	$ 1,800,534	$ 1,818,110	$ 1,818,110
LAIF ACCOUNT		***FMV ADJ.***	Fair Market Value Adjustment for Year-End				
			TOTAL	**$ 29,510,738**	**$ 23,933,647**	**$ 39,206,981**	**$ 39,206,981**
11/19/2026			**GRAND TOTAL**	**$ 32,660,922**	**$ 25,964,834**	**$ 40,595,595**	**$ 40,089,439**

KLM/AJ

**** GL balances reduced by oustanding checks and increased by deposits in transit, if any.***

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Agenda Item # 6

To: Administration & Finance Committee **Date:** November 24, 2026

From: Amber Johnson, Chief Financial Officer **Reviewed by:** WC.

SUBJECT: Consideration of Revisions to Claims Settlement Authority Policy

Background:
In 2003, the Board of Directors adopted a Resolution establishing settlement authority levels for general liability and workers' compensation claims. Since the policy was adopted, the Authority's self-insured retention has remained at $250,000 and the settlement authority thresholds have not been adjusted. As a result, the current authority structure has remained unchanged for more than 20 years.

Over the past two decades, claim settlement values have increased significantly due to inflation, rising medical costs, increased litigation expenses, and generally higher claim valuations. As a result, a growing number of routine settlement requests now require Administration & Finance (A&F) Committee and Board review.

Discussion:
Staff is recommending an update to the settlement authority thresholds to better align decision-making authority with current claim values while maintaining appropriate oversight.

The Authority currently maintains a self-insured retention of $250,000 for both general liability and workers' compensation claims. Under the proposed structure, claims exceeding the Authority's self-insured retention would continue to require Board approval. The current and proposed authority levels are:

Delegate	General Liability	
	Current	Proposed
Third-Party Administrator	Up to $10,000	(no change)
General Manager	N/A	$10,000 - $50,000
General Manager, CFO & Director of HR	$10,000 - $50,000	$50,000 - $100,000
Administration & Finance Committee	$50,000 - $100,000	$100,000 - $250,000
Board of Directors	Over $100,000	Over $250,000

Delegate	Worker's Compensation	
	Current	Proposed
Third-Party Administrator	Up to $25,000	(no change)
General Manager	N/A	$10,000 - $50,000
General Manager, CFO & Director of HR	$10,000 - $50,000	$50,000 - $100,000
Administration & Finance Committee	$50,000 - $100,000	$100,000 - $250,000
Board of Directors	Over $100,000	Over $250,000

Staff reviewed settlement authority practices at other California transit agencies and found that the proposed thresholds are generally consistent with peer agencies. For example, the Golden Gate Bridge, Highway and Transportation District authorizes committee approval of settlements up to $250,000, while Monterey-Salinas Transit authorizes its General Manager/CEO to approve settlements up to $150,000. While settlement authority structures vary by agency based on size, risk tolerance, and organizational structure, these examples provide support for the proposed revisions.

The recommendation to delegate settlement authority to the General Manager for settlements up to $50,000 provides flexibility to resolve routine claims efficiently while remaining consistent with applicable California Government Code provisions.

The recommendation to increase the settlement authority of the three-member management team (General Manager, Chief Financial Officer and Director of Human Resources) to $100,000 is consistent with existing procurement authority, which authorizes the General Manager to execute contracts on behalf of the Authority up to that amount. Additionally, relevant California Government Code sections require three persons to be involved in settlement decisions at these dollar thresholds.

Similarly, the proposed $250,000 Board approval threshold aligns with the Authority's $250,000 self-insured retention for both general liability and workers' compensation claims. As a result, any settlement with the potential to fully exhaust the Authority's retained risk layer would continue to require Board approval, providing an appropriate balance between administrative efficiency and Board oversight of the Authority's most significant risk exposures.

Staff also recommends delegating authority to the General Manager to approve or deny applications for leave to present a late claim pursuant to California Government Code Sections 911.4 through 911.6. This delegation will improve administrative efficiency and allow timely action on procedural claim matters that would otherwise require Board consideration.

Overall, the proposed revisions are intended to streamline the claims administration process, facilitate timely resolution of claims, align authority levels with the Authority's risk retention structure, and preserve Board oversight for matters involving the Authority's most significant financial exposures.

Financial Implications:
None. The proposed revisions do not increase the Authority's financial exposure or change insurance coverage levels. The proposal only adjusts approval authority for settlement actions and late claim applications.

Recommendation:
Staff recommends the proposed revisions and seeks feedback from the A&F Committee on the recommended authority thresholds and delegation provisions.

Action Requested:
Staff requests that the A&F Committee provide feedback on proposed revisions to the Authority's Claims Settlement Authority Policy and recommend adoption by the Board of Directors.

Attachments:
Attachment 1: 06.05 – Settlement Authority Policy – Current Version
Attachment 2: 06.05 – Settlement Authority Policy – Proposed Version

SUBJECT: Settlement Authority Policy for General Liability and Workers' Compensation Claims

PURPOSE: To provide clear delineation of authority to settle claims and increase the overall efficiency of the Authority's claims administration procedures, and to authorize the Administration & Finance Committee and the Authority's General Manager and Director of Finance to settle certain valid general liability and workers' compensation claims within the Authority's Self-Insured Retention limit of $250,000.

POLICY:

General Liability Claims

1. The Authority's Third Party Claims Administrator for general liability claims is authorized to settle valid claims and actions up to $10,000 and to make payment of same in accordance with its contract with CalTIP and the CalTIP Policy & Procedures Manual.

2. The General Manager, upon recommendation by the Third Party Administrator, the Administrator's Legal Counsel, the CCCTA Director of Finance and the CCCTA Manager of Safety and Training, is authorized to settle valid claims and actions over $10,000 up to $50,000 and to authorize payment of same.

3. The Administration & Finance Committee, upon recommendation by the General Manager, is authorized to settle valid claims and actions over $50,000 up to $100,000 and to authorize payment of same.

4. The Board of Directors, upon recommendation by the A&F Committee, shall approve all settlements of valid claims and actions in excess of $100,000 and authorize payment of same.

Workers' Compensation Claims

1. The Authority's Third Party Claims Administrator for workers' compensation claims is authorized to settle valid claims and actions up to $25,000 and to make payment of same in accordance with its contract with the Authority.

2. The General Manager, upon recommendation by the Director of Finance, is authorized to settle valid claims and actions over $25,000 up to $50,000 and to authorize payment of same.

3. The Administration & Finance Committee, upon recommendation by the General Manager, is authorized to settle valid claims and actions over $50,000 up to $100,000 and to authorize payment of same.

4. The Board of Directors, upon recommendation by the A&F Committee, shall approve all settlements of valid claims and actions in excess of $100,0000 and authorize payment of same.

DATE OF ADOPTION: September 18, 2003

CENTRAL CONTRA COSTA TRANSIT AUTHORITY

SETTLEMENT AUTHORITY POLICY

Policy No. 06.05
Created: September 18, 2023
Revised: December 17, 2026 (draft)

PURPOSE:

It is the policy of the Central Contra Costa Transit Authority ("CCCTA") to establish a framework for the review, approval, and settlement of general liability and workers' compensation claims. This policy defines delegated settlement authority, supports efficient claims administration, and provides oversight commensurate with the Authority's financial exposure and self-insured retention.

POLICY:

1. General Liability Claims

    a. The Authority's Third-Party Claims Administrator for general liability claims is authorized to settle valid claims and actions up to $10,000 and to make payment of same in accordance with its contract with CalTIP and the CalTIP Policy & Procedures Manual.

    b. The General Manager is authorized to settle valid claims and actions over $10,000 up to $50,000 and to authorize payment of same.

    c. The General Manager, upon recommendation by the Chief Financial Officer and Director of Human Resources, is authorized to settle valid claims and actions over $50,000 up to $100,000 and to authorize payment of same.

    d. The Administration & Finance Committee, upon recommendation by the General Manager, is authorized to settle valid claims and actions over $100,000 up to $250,000 and to authorize payment of same.

    e. The Board of Directors, upon recommendation by the A&F Committee, shall approve all settlements of valid claims and actions in excess of $250,000 and authorize payment of same.

2. Workers' Compensation Claims

    a. The Authority's Third-Party Claims Administrator for workers' compensation claims is authorized to settle valid claims and actions up to $25,000 and to make payment of same in accordance with its contract with the Authority.

    b. The General Manager is authorized to settle valid claims and actions over $25,000 up to $50,000 and to authorize payment of same.

c. The General Manager, upon recommendation by the Chief Financial Officer and Director of Human Resources, is authorized to settle valid claims and actions over $50,000 up to $100,000 and to authorize payment of same.

d. The Administration & Finance Committee, upon recommendation by the General Manager, is authorized to settle valid claims and actions over $100,000 up to $250,000 and to authorize payment of same.

e. The Board of Directors, upon recommendation by the A&F Committee, shall approve all settlements of valid claims and actions in excess of $250,000 and authorize payment of same.

3. Presentation of Claims

a. For claims subject to the California Government Claims Act, the General Manager is authorized to, upon advice of General Counsel, perform the following functions of the Board with respect to handling administrative claims presented to the Authority: ascertain the sufficiency of claims with respect to the required contents of a claim, notify claimants of insufficiency, notify claimants of the failure to present claims within the time allowed by law, approve or deny applications for leave to present a late claim pursuant to California Government Code Sections 911.4 through 911.6, reject claims, allow claims in whole or in part, and compromise or settle claims and lawsuits to the extent permitted by the resolution adopting this Policy.