

AMADOR TRANSIT (AT) MINUTES
October 2, 2025 – 11:31 a.m.
ACTC Board Room-117 Valley View Way Sutter Creek, CA 95685

The Amador Transit Board of Directors met on the above date, and the following proceedings were had, to wit:

Present on Roll Call:

Patrick Crew - Board of Supervisors, Chairman
Dan Riordan - City of Sutter Creek, Vice Chairman
John Plasse - Citizen at Large
Brian Oneto - Board of Supervisors
Sandy Staples - City of Amador City

Absent:

Wendy Bottomley - City of Plymouth

Also Present:

April Miller, Amador Transit, Mobility Manager/Interim General Manager
John Gedney, ACTC Executive Director
Felicia Bridges, ACTC Transportation Planner
Caitlin Kleven, ACTC Administrative Assistant

AGENDA:

Motion: It was moved by Director Plasse, seconded by Director Oneto, and carried to approve the agenda as submitted.

Ayes: Oneto, Plasse, Riordan, Staples, Crew
Noes: None
Absent: Bottomley

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-7):

#2. Ridership Analysis, August 2025: Director Plasse requested the bar graph chart include the route hours with the route number. He explained this information would help identify which hours of the day receive the most ridership. Ms. Miller acknowledged the request and stated that she would include this information in future reports.

Director Plasse asked why the Upcountry route only had 27 passengers for the entire month. Ms. Miller explained that the ridership numbers for that service are grouped because the driver is not dedicated solely to the Upcountry route and may also operate other routes, such as Plymouth.

#3. Performance Report, August 2025: Director Plasse expressed appreciation to staff for the improved reports, noting that they now include much of the information previously requested by the Board. He inquired about the “Non-Revenue Passengers” line item. Ms. Miller explained that this category includes personal care attendants and children under five years old. She added that the information is provided to reflect the total number of riders accurately. Director Plasse clarified that these individuals qualify as passengers, though they do not pay fares, and Ms. Miller agreed.

Regarding the line items labeled “Trips per Hour” and “Trips per Mile,” Director Plasse suggested that they be renamed “Passengers per Hour” and “Passengers per Mile” for clarity. Ms. Miller agreed to make that adjustment.

Director Plasse also questioned why Dial-a-Ride (DAR) ridership had increased while its revenue had decreased—from \$11,703 in the prior fiscal year to date to \$5,808 in the current fiscal year to date. Ms. Miller explained that in August 2024, AT received approximately \$8,000 back payment from Valley Mountain Regional Center (VMRC), which pays for its riders in two-month billing cycles. Because VMRC riders do not pay when boarding, the pre-paid billing system can temporarily skew the revenue data.

Director Oneto requested clarification on the “Operating Cost (New Method)” line item. Ms. Miller stated that she met with the Finance Committee to develop a new approach for separating fixed route and DAR revenue data. The new method is now based on total mileage rather than passenger counts. She explained that since DAR often has a higher driver-to-passenger ratio, using passenger numbers did not provide a fair comparison to fixed routes. Director Plasse added that under the new system, if fixed routes account for 61% of total miles in a given month, they are assigned 61% of total operating costs, providing a more accurate farebox recovery rate. Ms. Miller noted that while this method requires more manual data collection, it is the most effective. She highlighted a footnote on the Performance Summary page explaining the calculation.

#4. Vehicle Maintenance Report, August 2025: Director Plasse observed that several of the smaller vans, such as the Dodge Caravans and Toyota Sienna Hybrids, are accumulating relatively low mileage compared to the larger buses, which average about 1,400 miles per month. He questioned whether it would be more efficient to use the vans for routes where buses typically carry only one or two riders. Ms. Miller explained that the vans are utilized as often as possible. However, while they are rated as five-passenger vehicles, their capacity is reduced when accommodating riders using wheelchairs or other mobility devices. She further noted that the vans are not suitable for fixed routes or upcountry services, as those require larger vehicles. For DAR, vans are often fully utilized, as trips frequently involve multiple passengers or riders with disabilities. Using smaller vehicles for fixed routes could result in inefficiencies, such as the need to dispatch multiple vans to complete a single route.

Director Oneto asked why a van could not accommodate two passengers and one wheelchair user simultaneously, and Ms. Miller clarified that some vans have had the front seat removed to make room for communication, dispatch, and route tracking equipment. Vice-Chairman Riordan questioned whether it would be worthwhile to consider purchasing vehicles with greater passenger capacity in the future. Ms. Miller reiterated that vans are used whenever possible, and dispatchers work to group passengers efficiently to maximize productivity. She added that the vehicles ordered last year and those planned for this year are “cutaway” models, which carry up to nine (9) passengers but are smaller than the large 16-passenger buses. In response to Director Oneto’s inquiry about Van #206, Ms. Miller clarified that its listed capacity of “3 passengers, 1 wheelchair” means it can carry either three (3) passengers or one (1) passenger with a wheelchair. Chairman Crew asked if the van was purchased with grant funding. Ms. Miller confirmed this.

Chairman Crew questioned whether, given the low utilization and relatively new condition of the vans, it might be prudent to sell them to another smaller transit agency working toward a zero-emission fleet. Ms. Miller responded that AT still intends to expand its Access2Care program, for which the vans are ideally suited, and that they are also used for Amador Rides and rural DAR services. Vice-Chairman Riordan expressed optimism that the Request for Qualifications (RFQ)

process for the Transit Improvement Study would include data analysis to identify ways to improve vehicle utilization.

Ms. Bridges provided a brief update on the RFQ process, reporting that a staff-level meetings has been held with the selected firm. One additional meeting with the firm, ACTC, AT, and the Finance Committee is scheduled to further discuss the Scope of Work before contracts are finalized.

#6. Budget/Statement of Net Position Report, August 2025: Director Plasse requested clarification on page two (2) of the “Annual Budget vs. Actual” report regarding the “Net Ordinary Income” line item, which shows a negative balance of -\$277,775.93. He stated that he had assumed the figure reflected the \$300,000 in transfers from the reserve account to the operating account since the start of the fiscal year. Ms. Miller explained that the amount did not include those transfers and that she review the issue. Mr. Gedney added that the \$300,000 in transfers are not reflected in any of the income accounts, which could explain why the income appears negative. He asked whether the funds may have been recorded in the prior fiscal year, but Ms. Miller confirmed they had not and stated she would need to investigate further.

Director Plasse noted that the transfers should be considered income. Ms. Miller stated that when a transfer is made, it automatically appears in the bank account. Director Plasse noted that the board does not see individual bank account balances in the financial reports. Ms. Miller clarified that the transfers are reflected in the “Statement of Net Position” but not in the “Budget vs. Actual,” and she was unsure of the reason for that discrepancy. Vice-Chairman Riordan observed that the transfers were likely not recorded in the “Budget vs. Actual” report and suggested that an adjustment may be needed. Ms. Miller stated that she would research the issue further and provide an update to the Board.

Director Plasse also commented that the State Transit Assistance (STA) funds are pending but that monthly allocations from the Local Transportation Fund (LTF) had been received. Ms. Miller reported that she is currently preparing invoices for the 5310 and 5311 grant programs and expects to have them submitted by the end of next week. When asked about the typical reimbursement timeline, she explained that reimbursements are generally received within 30 days of submitting invoices.

Motion: It was moved by Vice-Chairman Riordan, seconded by Director Staples, and carried to approve the Consent Agenda.

Ayes: Oneto, Plasse, Riordan, Staples, Crew
Noes: None
Absent: Bottomley

REGULAR AGENDA ITEMS:

#8. AT General Manager Report (Information Only): None

#9. Review and approve FY 25/26 State of Good Repair (SGR) project list: Ms. Miller reviewed the staff report. She explained that three (3) years ago the parking lot repaving and repair project had been put out to bid, and responses were received. However, the project was not yet completed and the maintenance manager overseeing the project retired. Since that time, costs have increased significantly, and the original bids are no longer valid. The project was recently rebid, and three (3) bids were received. Ms. Miller requested that the next allocation of SGR funds be added to the existing approved allocation bringing the total closer to the amount needed to complete the project. In response to Director Plasse’s question, she confirmed that the additional funding would not fully

cover the project cost but would bring it within approximately \$32,000 of the total. She reviewed the funding breakdown shown on page two (2) of the project list included in the board packet. Vice-Chairman Riordan asked if the funds allocated last year were still available, and Ms. Miller confirmed they were. However, the funds are insufficient to cover the full cost.

Director Plasse noted the first bid showed unusually high mobilization costs. Director Oneto asked how the bids were solicited, and Ms. Miller replied that the original project likely went out as either a Request for Proposals (RFP) or RFQ and that she could verify which. For the rebid, AT again contacted all local contractors. She added that a major contributor to the parking lot's deterioration is water runoff from the nearby hill, which has caused significant surface damage and tire wear on the buses.

Director Staples noted a wide discrepancy among the bids. Ms. Miller explained that respondents were also asked to provide quotes for an optional concrete pad in front of the maintenance shop, which would allow the facility to add another repair bay for mobile lift use. A representative from Amador Transit added that the concrete must be designed in such a way as to ensure proper drainage away from the shop.

Chairman Crew suggested revisiting the project in February, noting that asphalt contractors are typically busiest in the fall. He stated that better pricing and response rates might be achieved in the spring. Ms. Miller agreed, adding that the project would need to be delayed regardless due to current funding deficiencies. Director Plasse clarified that the board's approval would apply only to allocating of SGR funds toward the project, not to begin construction, and Ms. Miller confirmed this. He then asked whether other SGR projects might be considered for the funds instead. Ms. Miller replied that there were no other eligible projects at this time. Ms. Miller noted that another RFQ could be issued in the spring. Director Plasse added that with oil prices trending downward, material and mobilization costs might also decrease, potentially improving bid results.

Motion: It was moved by Vice-Chairman Riordan, seconded by Director Staples, and carried to approve the FY 25/26 State of Good Repair fund allocation while also requesting additional information on the quotes before proceeding.

Ayes: Oneto, Plasse, Riordan, Staples, Crew
Noes: None
Absent: Bottomley

#10. Review and approve Reso 25-06 Committee Compensation: Ms. Miller noted that this issue had also been raised at the ACTC meeting. While ACTC is incorporating the matter into their Bylaws, AT does not have bylaws, so she is presenting it as a resolution for consideration. Mr. Gedney recommended using the same language as section #2 of the ACTC Bylaws in the resolution regarding out-of-pocket expenses to ensure consistency between both agencies. Director Plasse commented on the wording related to participation in "additional committee meetings" and suggested that the definition of sub-committee meetings and additional out-of-pocket expenses, such as travel reimbursement, be further clarified. Ms. Miller stated she would confer with Ms. Bridges to refine the language. Chairman Crew asked whether Ms. Miller wanted the board to approve the resolution or wait until the revised language was incorporated. Ms. Miller advised that the board could approve the resolution but refrain from signing it until the updates were made. Director Plasse agreed that the wording should align with ACTC for consistency.

Motion: It was moved by Director Plasse, seconded by Director Staples and carried to approve Resolution 25-06 – Amador Transit Committee Compensation with the suggested

changes to be consistent with language used by Amador County Transportation Commission policy.

Ayes: Oneto, Plasse, Riordan, Staples, Crew
Noes: None
Absent: Bottomley

#11. Approve Monthly Claims List: Director Plasse inquired about the TripSpark expense listed under Line Item 54200 on page one (1) of the expenditure report, noting his understanding that the expense had previously been paused. Ms. Miller clarified that the charge reflected the annual service fee for the existing software used to manage the DAR scheduling system.

Motion: It was moved by Vice-Chairman Riordan, seconded by Director Plasse, and carried to approve the monthly claims list.

Ayes: Oneto, Plasse, Riordan, Staples, Crew
Noes: None
Absent: Bottomley

#12. Future Agenda Items:

- Update on Transit Improvement Study RFQ process

ADJOURNMENT:

At 12.10 p.m. the Chairman adjourned the regular meeting to Thursday, November 6, 2025 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.

Patrick Crew, Chairman
Amador Transit

ATTEST:

Recording Clerk

Note: Copies of referenced documents are available at the AT and ACTC offices.