

AMADOR TRANSIT (AT) AGENDA

Thursday, October 1, 2026 – 9:00 A.M.

Amador County Transportation Commission Offices – Board Room

117 Valley View Way, Sutter Creek, CA 95685

Please note: During the meeting, public participants who wish to provide comments will be invited to do so by the Chair. If you wish to comment on a specific item, please let the Chairman know you would like to speak on the item. Comments may also be submitted by U.S. Mail at the above address or by e-mail for inclusion in the meeting record. All submittals must be received no later than 8:00 a.m. on the morning of the noticed meeting. To submit comments via e-mail, please forward them through the ACTC website under the Contact tab at www.actc-amador.org.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Amador County Transportation Commission staff at (209) 267-2282. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

Assisted hearing devices are available for public use during all public meetings. Meeting materials are available for public review on the ACTC website or at the Amador County Transportation Commission, 117 Valley View Way, Sutter Creek, California.

Zoom Conferencing option: <https://us02web.zoom.us/j/82833478711?pwd=dW5zVzB3ZFF2S0h2VzRadjBSNlErdz09>

Meeting ID: 828 3347 8711, Passcode: 967715, Call Option-1 669 900 6833

PLEDGE OF ALLEGIANCE / ROLL CALL

AGENDA: Approval of agenda for this date. Off-agenda items must be approved by the Directors, pursuant to Government Code Section §54954.2.

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of Amador Transit; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Commission meeting. Please note - there is a five (5) minute limit per topic.

CONSENT AGENDA (Items 1- 7): Note: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board Member(s).

1. Board Minutes, September 2026
2. Ridership Analysis, August 2026
3. Performance Report, August 2026
4. Vehicle Maintenance Report, August 2026
5. FY 26/27 reserve transfer detail report
6. Budget/Statement of Net Position Report, September 2026
7. Review and approve the 25/26 Cycle B LCTOP project submittal
8. Compliments, Complaints, Service Requests

REGULAR AGENDA ITEMS:

9. Review and provide direction on social media advertising proposal
10. Review and approve Bike and Ped loan request to ACTC
11. Review and approve revised procurement policy
12. AT Staff verbal reports
13. Approve monthly claims
14. Future agenda items
15. Adjournment

AMADOR TRANSIT (AT) MINUTES
September 3, 2026 – 9:03 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
Brian Oneto - Board of Supervisors
John Plasse - Citizen at Large
Dan Riordan - City of Sutter Creek, Vice Chairman
Sandy Staples - City of Amador City

Absent:

Wendy Bottomley - City of Plymouth

Also Present:

April Miller, Amador Transit General Manager
Levi Regadanz, Amador Transit Maintenance Manager
John Gedney, ACTC Executive Director
Felicia Bridges, ACTC Program Manager
Caitlin Kleven, ACTC Administrative Analyst
Jamie Lubenko, Supervisor-Elect, Amador County Board of Supervisors

AGENDA:

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

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

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-7):

#3. Performance Report, July 2026: Director Plasse stated that ridership and Vehicle Revenue Miles (VRM) have doubled, which Ms. Miller confirmed. He referenced the FY 2024/25 audit, noting the significant increase in driver hours and wages and attributing the increased ridership and VRM to those additional hours. Ms. Miller agreed, adding that the increase was due to the expansion of Dial-a-Ride (DAR). Director Plasse stated that while the increased ridership is positive, the associated costs should continue to be closely monitored.

#6. Budget/Statement of Net Position, August 2026: Director Plasse noted that two (2) months into the new fiscal year, line item #50200 Salaries and Wages – DAR, is at 23% of budget, while approximately 16% of the fiscal year has elapsed. He cautioned that if the trend continues, the line item could be significantly over budget by year-end and encouraged Ms. Miller to monitor such issues early. Ms. Miller stated that she was aware of the overage and explained that it is likely due to the recent

departure of two (2) drivers, which required vacation payouts, including approximately 300 hours for one (1) driver.

Vice Chairman Riordan asked when a budget amendment may become necessary. Director Plasse stated that an amendment would be warranted if the current trend continues. Chairman Crew suggested reviewing the budget at the midpoint of the fiscal year to determine whether an amendment is necessary. Director Plasse agreed, noting that some expenses, such as insurance, are front-loaded and may make the budget appear over early in the fiscal year but should balance out during the first half of the year. Chairman Crew agreed that a mid-year review would provide a more accurate financial picture.

Director Oneto noted that DAR was based on need and, at what point, would it be worth evaluating fixed routes versus DAR on that basis. Director Plasse commented that is currently being evaluated by the Finance Committee, specifically noting the recent reduction in fixed routes and further potential reductions in the future. He also noted that the fixed routes continue to underperform in terms of farebox ratio.

Motion: It was moved by Vice Chairman Riordan, seconded by Director Plasse, and carried to approve consent agenda Items 1-7.

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

REGULAR AGENDA ITEMS:

#8. Discuss and provide direction regarding the proposed response to the Amador County Grand

Jury: Ms. Miller reviewed her staff report. She stated the Grand Jury report was published on June 23, 2026, with a board response required by September 23, 2026. She added that the proposed responses to the findings were reviewed by AT legal counsel and Chairman Crew. Ms. Miller asked for any additional changes, edits, or suggestions.

Vice Chairman Riordan asked if a Request for Proposal (RFP) for bus wrap advertising was required and whether that process should have been followed previously, noting that the next agenda item included such an RFP. Ms. Miller confirmed that AT has a clear procurement policy that was not previously followed. She explained that some of her responses partially disagree with the Grand Jury findings because insufficient historical documentation prevents staff from confirming or denying whether the appropriate procurement process occurred. While some records date back to 2015, they do not clearly establish what process was followed. Ms. Miller stated that AT can acknowledge the lack of documentation and ensure procurement policies are followed going forward.

Chairman Crew recalled that former General Manager Ms. Karla Meyers initially contracted with Ms. Helen Foraker for bus wrap advertising as a trial and that, at the time, it was a sole-source arrangement. He noted that the service should have been put out for procurement after a couple of years. Director Plasse recalled that the board had previously been approached by another vendor but rejected the proposal due to concerns regarding the proposed profit-sharing percentage. He noted that the current arrangement is a 50/50 profit split and requested that the upcoming RFP allows applicants to propose a different profit-sharing structure. Vice Chairman Riordan asked what would constitute sole-source justification in this case. Director Plasse responded that if an RFP is issued and only one (1) proposal is received, a sole-source justification could then apply.

Director Plasse asked which provision of AT's procurement policy the Grand Jury found had been violated and whether the policy differs from applicable state and federal bidding and RFP requirements. Ms. Miller stated that the policy is consistent with state and federal regulations and was last approved by the board in 2023. She offered to bring the policy back for board review the following month.

Director Plasse also questioned the Grand Jury report's reference to more than \$100,000 in contractor revenue. Ms. Miller stated that figure was incorrect and clarified that the procurement policy does not specify a required profit split. Under the current 50/50 arrangement, AT receives approximately \$60,000 in advertising revenue, with the contractor receiving an equivalent amount. Vice Chairman Riordan asked whether the profit-sharing structure should be addressed in the policy, and Ms. Miller stated that could be discussed when the policy returns to the board.

Director Plasse stated that he did not believe the policy authorized the General Manager to enter into a \$100,000 contract without board approval and reiterated his interest in reviewing the policy against state and federal requirements. Ms. Miller stated that the General Manager's contracting and/or bidding authority is limited to \$25,000 and that procurements exceeding \$100,000 are subject to a more stringent process. Director Staples referenced excerpts of AT's procurement policy included on page 87 of the Grand Jury report.

Chairman Crew asked whether there were any fundamental disagreements with the proposed responses. He then commended Ms. Miller for her work on preparing the responses. The board agreed that the responses were acceptable as presented. Direction was given to submit the responses to the Grand Jury as presented in the agenda.

#9. Review and approve Draft RFP for Bus Advertising: Chairman Crew reiterated his comments from the previous agenda item regarding the advertising revenue profit split, suggesting that a specific percentage not be included in the RFP to allow for potentially more favorable proposals. Director Plasse noted that the RFP appeared to allow competition on the percentage split. He questioned the current 50/50 arrangement, while acknowledging that the contractor provides graphics, design, and other advertising-related services. The board discussed whether the split percentage should be specified in the RFP.

Ms. Miller acknowledged that while the current split may be high, the vendor performs a significant amount of work that could otherwise require an additional employee. Director Plasse agreed that additional staff was unnecessary but believed the services could be provided for less than 50% of gross sales. Ms. Miller agreed that it may be appropriate to seek improved terms on the split percentage from the vendor. Chairman Crew added that an increase in the number of buses and advertising volume could support a more favorable split, such as 60/40.

Director Oneto asked how potential vendors would determine the minimum annual payment when reviewing the RFP. Ms. Miller explained that vendors may propose their own guaranteed minimum annual payment and may request historical advertising revenue information to inform their proposals. She noted that Zenith Billboards, whose inquiry prompted the Grand Jury investigation, requested and received this information. As an example, if annual advertising revenue is approximately \$58,000, a vendor could propose a guaranteed minimum of \$60,000.

Vice Chairman Riordan asked when the RFP would be released. Ms. Miller stated that while the dates were left open, the current contract expires in December and recommended issuing the RFP as soon as possible. The board agreed that prompt distribution of the RFP was the best course of action.

Motion: It was moved by Director Staples, seconded by Vice Chairman Riordan, and carried to approve the draft Request for Proposals for bus wrap advertising and direction was given to distribute.

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

#10. Discussion of current and upcoming operating shortfalls and approval of reserve transfers:

Ms. Miller reviewed her staff report. She stated she met the previous day with the Finance Committee and ACTC staff regarding a potential alternative that could address operational cash flow needs without using reserves. Ms. Miller noted that AT expects delivery of three (3) new buses in October and November, which will require the use of the reserve funds.

Mr. Gedney recommended discussing the alternative strategy prior to the ACTC meeting. He explained that, for ACTC to take action, the agenda would need to be amended to include this item. He requested that the AT board formally request ACTC's assistance so the matter could be properly agendized.

Director Oneto asked why the required audit was not submitted timely. Ms. Miller explained that AT's State Transit Assistance (STA) funding is delayed when ACTC's audit is submitted late. Mr. Gedney confirmed that ACTC's audit has been late for the past two (2) years, noting that the FY 24/25 was recently submitted to the State Controller's Office (SCO). He explained that separate auditing firms were used to complete the FY 24/25 ACTC and AT audits following concerns regarding operational shortfalls and reserve transfers characterized as loans that were not repaid. AT's audit, conducted by Macias, Gini & O'Connell (MGO), required extensive analysis and reconciliation of issues identified over several years, contributing to the delay. Mr. Gedney added that the underlying issue was identified during an audit meeting in June 2025 and was followed by a staff transition.

Mr. Gedney explained that delays in ACTC's previous two (2) audits caused the SCO to withhold the fourth-quarter STA payment, which is normally received in September but was not received until December. The delay subsequently affected later payments and contributed to AT's cash flow difficulties. Ms. Miller inquired if the SCO delay in payment was due to AT's audits being late or ACTC's. Mr. Gedney clarified that the payment delay resulted specifically from ACTC's late audit.

Director Plasse summarized the previous day's discussion regarding addressing AT's cash flow shortfall by front-loading its Local Transportation Fund (LTF) claim. He explained that LTF allocation process. He then noted due to the flexibility of the LTF- Pedestrian/Bicycle set aside account that funding source could be used to advance AT's LTF claim without increasing its total annual allocation. Allowing AT to address cash flow needs while awaiting the delayed STA funding. Chairman Crew asked whether the funds would be repaid once STA funding was received. Director Plasse stated that the arrangement could be structured as a loan or as an advance of AT's annual LTF claim.

Vice Chairman Riordan suggested, due to uncertainties regarding the timing of incoming funding, AT would submit a monthly claim to ACTC identifying the amount needed to meet operating expenses. Funding would be authorized through an emergency resolution to be considered at the ACTC meeting.

He stated that this approach would preserve AT's reserves, minimize impacts to ACTC's cash flow, and provide AT with sufficient funding to meet its operational obligations.

Mr. Gedney stated that Ms. Miller has provided ACTC with AT's estimated operating costs for September, allowing a check to be prepared for consideration at the ACTC meeting. He noted that the ACTC claims list includes AT's monthly LTF allocation of approximately \$73,000, and the additional proposed check would cover the difference between that monthly allocation and AT's estimated operating expenses for September. Director Staples asked Mr. Gedney if ACTC needed a resolution from the AT board. Mr. Gedney clarified that the AT board only needed to make a formal request for the use of Bike/Ped funds, with the specific findings and language to be addressed at the ACTC meeting.

Chairman Crew returned the discussion to the retroactive approval of the reserve transfer. When the reason for requiring retroactive approval was raised, Director Plasse suggested that discussion be addressed at another time.

Motion: It was moved by Vice Chairman Riordan, seconded by Director Staples, and carried to approve the retroactive transfer of \$100,000 in funding from reserves to the operating fund.

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

#11. Review Pine tree removal quotes, give direction if needed: Ms. Miller reviewed her staff report, noting that two (2) quotes were received with an approximately \$2,000 difference between them. She requested direction from the board regarding whether to proceed and which funding source to use. Director Plasse suggested using the Building/Facilities Reserve, which Ms. Miller confirmed would be appropriate.

Director Plasse recommended proceeding with the tree removal before the parking lot repair and asked about the timeline for the State of Good Repair (SGR)-funded paving project. Ms. Miller stated that Brixco was selected after no additional quotes were received by the August 21 deadline and that work was anticipated to begin the following month. She confirmed that the tree removal could be funded through the Building Reserve. Director Oneto recommended verifying all required licenses and insurance and requiring completion of the tree removal before paving begins. Mr. Regadz noted that the low bidder, Amador Tree Service, could perform the work after business hours or on a weekend to minimize operational impacts and that alternate bus parking was available nearby. Director Oneto also confirmed that the tree removal quotes appeared reasonable.

Ms. Miller asked whether the board wished to proceed with the \$4,500 quote from Amador Tree Service for the tree removal.

Motion: It was moved by Director Oneto, seconded by Director Staples, and carried to approve the quote for tree removal from Amador Tree Service in the amount of \$4,500, using funding from the building reserve account and to ensure the contract stipulates all work will be completed prior to the paving project commencement.

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

#12. AT Staff verbal reports: Ms. Miller reported that Brixco was selected as the contractor for the parking lot repair and repaving project and that the project will move forward.

#13. Approve Monthly Claims List: Director Plasse stated that he was reviewing expenditures for potential cost savings to improve AT's cash flow and questioned the effectiveness of its advertising and marketing expenses. He noted that approximately \$900 was spent under Advertising & Marketing and suggested using methods such as discount codes to measure whether advertising efforts increase ridership. Ms. Miller agreed that this could be explored and noted that the current annual advertising budget is approximately \$12,000, which has been reduced from prior years.

Director Plasse suggested increasing the use of social media advertising, particularly Facebook, as a potential strategy to reach younger riders given the decline in youth ridership. The board discussed the audiences reached through social media, radio, and television advertising. Ms. Miller confirmed that AT has a Facebook account with approximately 800 followers and stated that a portion of the existing advertising budget could be shifted toward social media. The board also discussed social media advertising methods and associated costs.

Vice Chairman Riordan supported evaluating the effectiveness of AT's current advertising without creating a burdensome process and suggested adding language to advertisements that would allow AT to track rider responses. He noted that simply diversifying advertising would not determine whether existing efforts are effective. The board discussed preliminary findings from the Cambridge Systematics study indicating limited benefits from advertising. Chairman Crew suggested that temporarily reducing advertising could help determine its impact on ridership. Ms. Miller explained that some level of advertising is necessary for grant reporting and that 5310 grant funds reimburse eligible advertising expenses. Director Plasse suggested evaluating whether those grant funds could be used more effectively for other eligible expenses.

Director Plasse questioned the \$942 expenditure under line item #52500 - Facility Security System and asked Ms. Miller to evaluate whether the expense was appropriate for AT's security needs. He also asked Mr. Regadanz about current tire pricing. Mr. Regadanz stated that he had not recently compared prices, and the board discussed recent tire purchases and discounts available through local vendors.

Ms. Jamie Lubenko suggested utilizing the local radio station's in-house social media marketing services to produce advertising videos for AT. She noted that reallocating a portion of the marketing budget to professionally produced social media content could be beneficial and would avoid adding the time-intensive task of video production to existing staff workloads.

Motion: It was moved by Director Staples, seconded by Director Plasse, and carried to approve the monthly claims list.

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

#14. Future Agenda Items:

- Review of Procurement Policy
- Continued discussion on marketing possibilities

ADJOURNMENT:

At 9:57 a.m. the Chairman adjourned the regular meeting to Thursday, October 1, 2026 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.

Patrick Crew, Chairman
Amador Transit

ATTEST:

Caitlin Kleven, Recording Clerk

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

SERVICE SUMMARY

August

FY 26/27	Service Days
----------	--------------

22

Upcountry	288
A - Shuttles 5-1 - 5-5	277
B - Shuttles 6-1 - 6-6	393
lone	254
Dial-A-Ride	2,326
N.E.M.T	-
Special Events	-

TOTAL TRIPS	3,538
AV. DAILY	161

ADULT	415
SENIOR	249
PERSONS W/DISABILITIES	2,630
YOUTH	128

Non-Revenue-PCA	120
Non-Revenue - Child	2
Non-Revenue - Family Pass	120

Wheelchair	412
Bicycles	11

FARES PAID BY MONTH/DAY PASS

Monthly Pass	401
\$7 Day Passes Sold	10

Cash Fares \$3,434.13**FARES PAID BY PRE-PAID TICKETS**

Pre-Paid Tix \$1.00	1,301
Pre-Paid Tix \$2.00	318
Pre-Paid Tix \$3.00	28
Pre-Paid Tix \$4.00	85

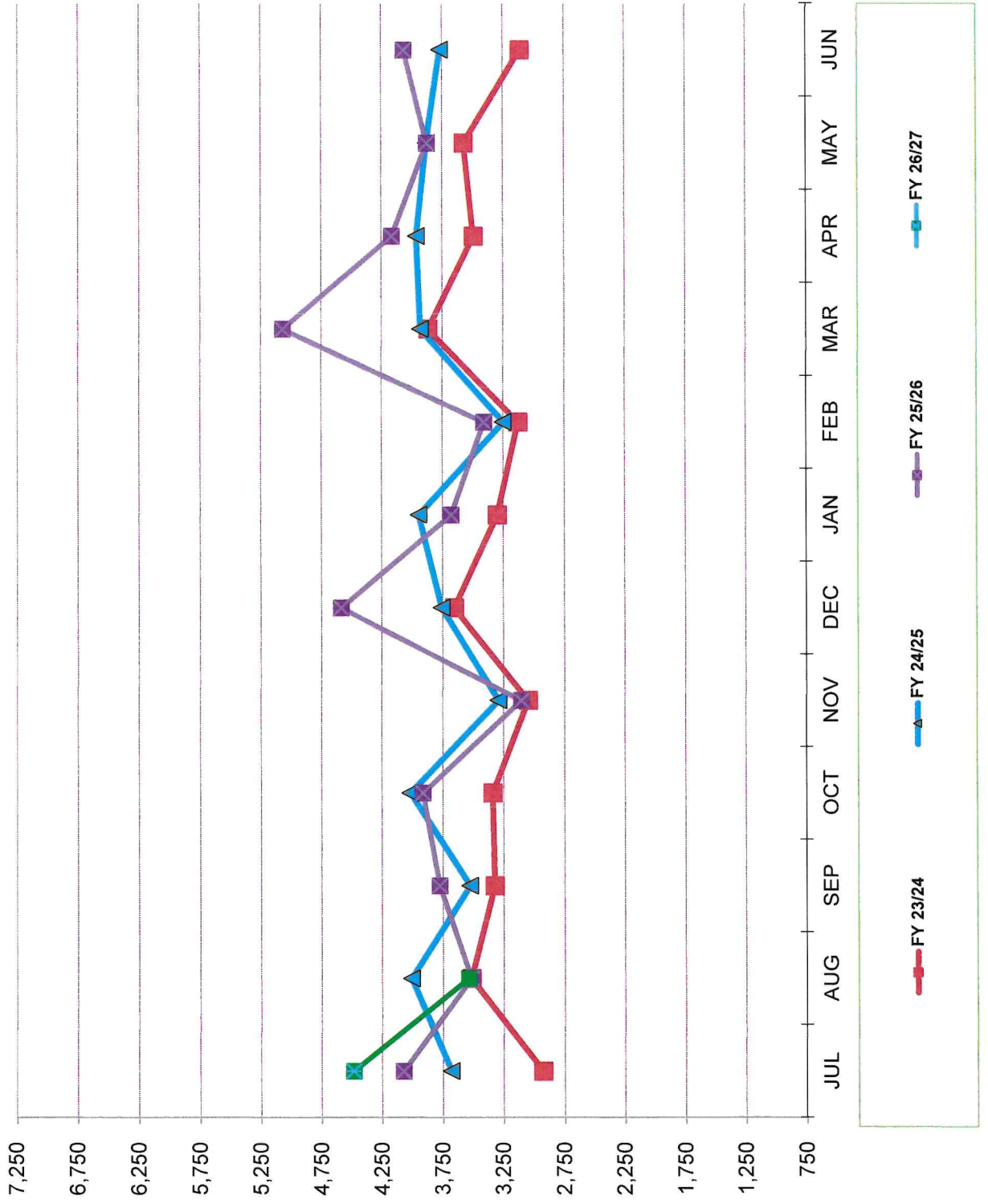
Mileage

Revenue miles	28,108
Non-Revenue miles	1,453

RIDERSHIP ANALYSIS
August 2026

AMADOR TRANSIT
FISCAL YEAR 2026/2027

T R I P S

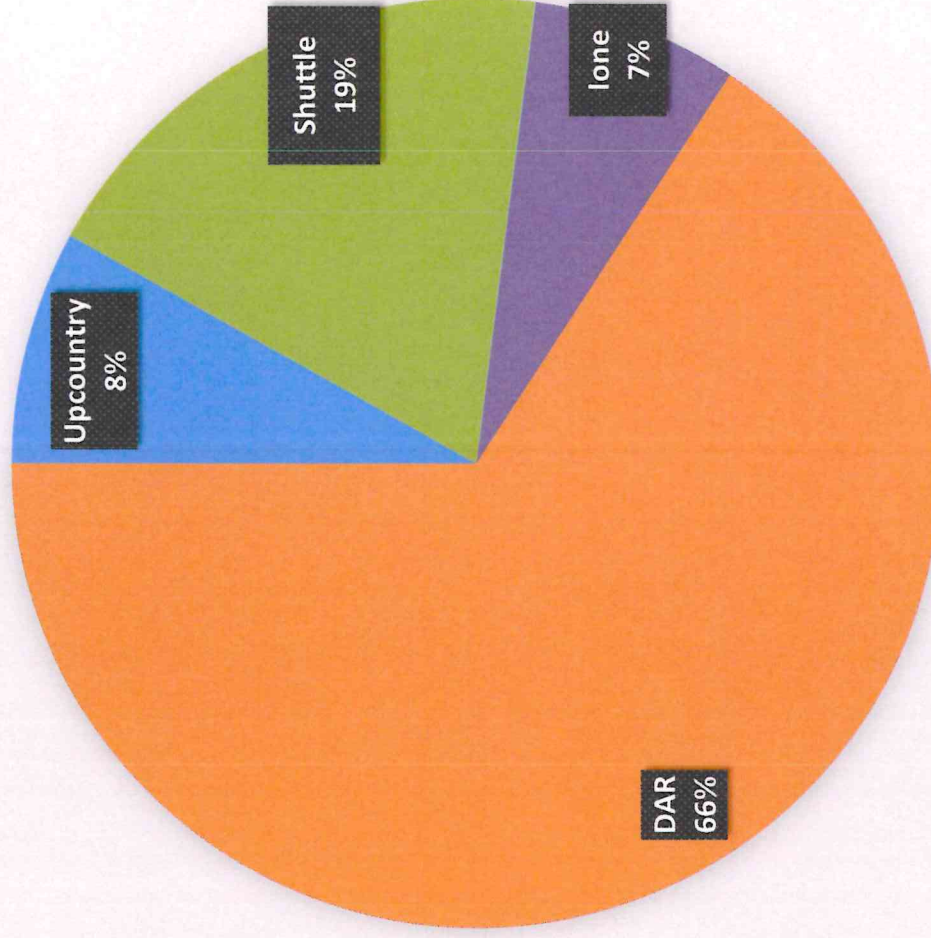


August 2026
% change from
FY 2025/26

0.6

Upcountry	2-1	47
	2-2	61
	2-3	120
	2-4	60
Shuttle	5-1	69
	5-2	62
	5-3	50
	5-4	43
	5-5	53
	6-1	84
	6-2	130
	6-3	68
	6-4	45
	6-5	66
	7-1	145
lone	7-2	109
	DAR	2326
-	Sp. Event	0
-	Total	3538

August



Farebox return per service type is based on the new preferred calculation method of the AT Finance Committee

Miles (rev & non rev) equals percentage of overall mileage-use that to determine the percentage of operating cost per service type

Total Service Miles=	28,108	
Total Non service miles=	1,453	
All Mileage	29,561	
DAR	16,461	56% of Operating Cost
FIXED	13,100	44% of Operating Cost

VEHICLE DESCRIPTION	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to- date CUMULATIVE COST
SUV #101 (Gas)	169,216	1.00	08 - 2026	Replaced driver window/lock control assembly, repaired door panel & replaced light bulb.	\$143.63	
04 Chev Suburban	ODO		05 - 2026	Replaced battery	\$174.17	
6-passenger			05 - 2024	R&R windshield glass - Glass Doctor	\$375.35	
NON-REVENUE VH	300		02 - 2023	Replace 4 tires 225/75/R16	\$1,000.67	
Mileage for the Month			03 - 2022	A/C Compressor, 1 Orifice tube and accumulator	\$384.02	
			06 - 2019	Replaced left corner window glass doctor invoice # 102728	\$527.23	
			01 - 2019	Replaced Water pump, thermostat AC belt, and main belt, 1 Gallon of Coolant	\$162.73	
			10 - 2015	Replace 4 tires, 225/75/R16. 4 TPS, turned front rotors, alignment	\$1,143.00	
			09 - 2015	Replaced alternator	\$151.00	\$4,061.80
Shop TRK #102	28,322					
2015 F450 4x4 (Diesel)	ODO					
NON-REVENUE VH			06 - 2026	Replaced Nox sensor, Computer Diag, test drive.	\$351.94	
Mileage for the month	72		12 - 2025	Picked up from K&T- New Engine, in service inspection	\$22,216.37	
			11 - 2025	Towed to K&T	\$450.00	
			08 - 2025	Check eng. Light-diagnosed and replaced faulty VGT solenoid, coolant tube, filled	\$374.22	
			06 - 2024	PM-B and Fuel filter	\$169.73	
			10 - 2023	Hahn's Folsom Lake Ford - Replaced faulty EGR valve and installed an emissions program update	\$1,289.11	
			09 - 2022	Installed new 2-way radio and GPS	\$387.90	
			05 - 2022	Turbo replaced by DuPratt Ford Inv. # 524982 with oil change	\$2,646.25	
			10 - 2019	Repair invoice # 348715 Emissions Vehicle derating R&R EGT sensor	\$4,355.05	
			02 - 2019	Replaced 2 batteries and took to car wash	\$226.52	
			12 - 2018	6 Tires 225/70r/19.5	\$2,619.15	
			12 - 2018	1 Steer steel wheel White	\$171.12	
						\$35,257.36
TRK #103 (gas)	114,172					
1998 Ford Ranger	ODO					
3-passenger						
NON-REVENUE VH	86		08 - 2025	replaced 4 tires and spare due to age (Big Brand Tire)	\$614.54	
Mileage for the Month			10 - 2019	Steering rack and pump replaced Hahns inv # J046369	\$848.20	
			06 - 2018	4 tires 205/75/14R and Alignment	\$370.17	
			07 - 2015	July 8 - 4 205/75/R14 \$570	\$570.00	\$2,402.91

VEHICLE DESCRIPTION	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
VAN #201 (Gas)	87,674	4.50	08 - 2026	Oil Change	\$45.04	
2015 DODGE CARAVAN	ODO		08 - 2026	Replaced pass. side sliding door wiring harness with new updated part.	\$32.20	
1-WC, 5 passenger			08 - 2026	Repaired pass side sliding track. Weld & fab.	\$0.00	
mileage for the month	1,415				\$77.24	
			03 - 2026	PM-A update & replaced battery	\$192.71	
			08 - 2025	R&R front brake pads and rotors	\$201.12	
			08 - 2024	2 Tires	\$388.97	
			01 - 2024	Replaced faulty battery	\$159.49	
			08 - 2023	Installed new dash and rear cameras	\$409.44	
			09 - 2022	Installed new 2 way radio and GPS	\$387.90	
			04 - 2022	4 225/65/17 tires and alignment	\$544.09	
			08 - 2021	Dealer transmission installed by Hal Invoice # 107306	\$4,190.12	
			02 - 2021	4 Goodyear tires 225/65/17	\$568.55	
			09 - 2020	R&R Battery and negative post connector	\$151.74	
			05 - 2019	Braun recall and lasher dodge air bag repair	\$495.00	
			08 - 2018	4 New tires, Invoice # 66200227328	\$656.19	
						\$8,422.56
VAN #202 (gas)	91,245	0.00				
2015 DODGE CARAVAN	ODO					
					\$0.00	
Mileage for the month	761					
			06 - 2024	R&R front windshield	\$542.12	
			04 - 2024	Replaced 4 tires	\$388.87	
			09 - 2023	Dash camera installed	\$460.43	
			01 - 2023	Replaced spark plugs and coils	\$241.17	
			09 - 2022	Installed new 2 way radio and GPS	\$387.90	
			10 - 2019	Front rotor and pads	263.74	
						\$2,284.23

VEHICLE DESCRIPTION	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to- date CUMULATIVE COST
VAN #203 (gas)	92,208	0.75	08 - 2026	PM-A, update.	\$0.00	
2017 DODGE CARAVAN	ODO					
1-WC, 5 passenger						
Mileage for the Month	440					
			03 - 2024	R&R 4 tires	\$559.72	
			09 - 2023	Dash camera installed	\$460.43	
			08 - 2023	Replaced rear brake rotors and pads	\$230.89	
			02 - 2023	New transmission - Elk Grove Dodge	\$3,651.03	
			02 - 2023	Transmission removal, installation and parts	\$1,430.85	
			01 - 2023	Replaced spark plugs and coils	\$248.77	
			09 - 2022	Installed new 2 way radio and GPS	\$387.90	
			04 - 2022	Glass Doctor windshield replacement #2 Inv. #114779	\$508.97	
			02 - 2022	Windshield replaced - Glass Doctor	\$508.97	
			10 - 2021	Accident repair North state Auto body - Invoice A7682866	\$2,456.56	
			08 - 2021	Front and rear tires installed Jackson tires invoice # 1-GS196151	\$467.14	
			04 - 2021	R&R Front windshield	\$480.13	\$11,391.36

VEHICLE DESCRIPTION	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2020 to-date CUMULATIVE COST
VAN #204(Gas)	146,909	10.00	08 - 2026	PM-A	\$0.00	
2019 V-Ford Transit 35t	ODO		08 - 2026	Replaced exhaust manifold gasket.Removed broken bolt from head & thread repair. (cont	483.78	
			08 - 2026	Surface prep,fluid replacement and test drive.	0.00	
			08 - 2026	Dash fan, vacuum, and A/C system test.	\$0.00	
8 Passenger-2 W/C						
Mileage for the Month	1679				\$483.78	
			07 - 2026	Replaced steer tires due to wear.	\$356.96	
			07 - 2026	Electrical diag,rear AC replaced rear blower motor assembly & resister.	\$151.17	
			03 - 2026	Ron Du Pratt Ford, oil leak diagnosis..	\$705.00	
			07 - 2025	AC inspection, R&R condenser fan and assembly.	\$210.78	
			06 - 2025	New windshield	\$909.84	
			03 - 2025	Replaced windshield	\$982.99	
			03 - 2025	Repair of Body Damage	\$5,831.66	
			03 - 2025	6 tires- Toyos	\$1,050.53	
			10 - 2024	R&R front and rear brake pads. Rotated tires	\$152.63	
			05 - 2024	Replaced steer tires	\$326.63	
			10 - 2023	4 DRIVE TIRES	\$681.73	
			05 - 2023	Replaced front windshield - Glass Dr. Invoice #118896	\$864.52	
			11 - 2022	Replaced windshield Inv. #116867	\$861.21	
			09 - 2022	Installed new 2 way radio and GPS	\$387.90	
			04 - 2022	R&R battery	\$185.09	
			08 - 2021	New Steer and Drive tires installed Jackson tire invoice # 1-195629	\$1,063.58	
			07 - 2021	R&R front and rear brake pads	\$155.36	
			03 - 2021	Front windshield replacement	\$824.17	\$16,185.53

VEHICLE DESCRIPTION	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2020 to date CUMULATIVE COST
VAN #205 (Gas)	70,635	3.25	08 - 2026	Replaced all six tires, due to normal wear. (BBT)	\$1,077.13	
2022 V-Ford Transit 350EL	ODO		08 - 2026	PM-B	\$47.29	
			08 - 2026	Replaced front brake pads.	\$83.04	
			08 - 2026	Replaced right side low beam bulb.	\$18.96	
Nor-Cal Van						
8 Passenger-2 W/C					\$1,226.42	
Mileage for the Month	2,517					
			01 - 2026	Replaced both steer tires	\$391.20	
			11 - 2025	replaced sun visor	\$161.53	
			07 - 2025	Replaced drive tires.	\$761.36	
			05 - 2025	Replaced hydraulic cylinders for W/C lift	\$1,042.63	
			04 - 2025	Replaced front pads and rotors	\$303.75	
			04 - 2025	Replaced rear calipers/pads, bled system and test drove	\$305.71	
			11 - 2024	Rear upper clearance lights assembly	\$265.18	
			05 - 2024	Drive tires	\$647.24	
			04 - 2024	Replaced cracked windshield	\$1,152.40	
			02 - 2024	R&R steer tires	\$343.08	\$6,600.50

VEHICLE DESCRIPTION	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2022 to-date CUMULATIVE COST
VAN #206 (Gas)	33,069	1.75	08 - 2026	PM-A	\$0.00	
2022 Toyota Sienna			08 - 2026	Repaired loose weather stripping.	\$0.00	
Mileage for the Month	1,600		08 - 2026	Repaired scratches on bottom rear bumper. Replaced bumper clip.	\$0.00	
					\$0.00	
			07 - 2025	New tires at Big Brand Tire and service.	\$851.87	
			01 - 2024	Installed Dash Camera system	\$460.43	\$1,312.30
VAN #207 (Gas)	23,226	3.25	08 - 2026	PM-A, Update	\$0.00	
			08 - 2026	Oil change	\$48.73	
			08 - 2026	Undercarriage insp. Adjusted exhaust hanger.	\$0.00	
2022 Toyota Sienna			08 - 2026	Repaired rear bumper skirt.	\$0.00	
			08 - 2026	Repaired loose body panels behind passenger door	\$0.00	
					\$48.73	
Mileage for the Month	1,521		07 - 2026	Dropped off & picked up at Big Brand Tire for replacement of two tires.	\$292.73	
			01 - 2024	Installed dash camera system	\$460.43	\$801.89

VEHICLE DESCRIPTION	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2020 to-date CUMULATIVE COST
VAN #208 (Gas)	36,431	2.25	08 - 2026	Rotated steer tires.	\$0.00	
2024 V-Ford Transit 350EL	ODO		08 - 2026	PM-B	\$47.29	
Nor-Cal Van			08 - 2026	Tightened bolts on drivers entry step.	\$0.00	
					\$47.29	
Mileage for the Month	2482		05 - 2026	In-service inspection upon return from DuPratt for rear end work, rear brakes & rotors.	\$381.02	
			02 - 2026	replaced drive tires due to wear	\$672.74	
			02 - 2026	replaced steer tires due to wear	\$356.84	
			11 - 2025	replaced rear brake pads, rotors, seals, and one axle nut.	\$297.76	\$1,755.65

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to date CUMULATIVE COST
Bus #303(Gas)	53,610	3.25	08 - 2026	PM-B, Rotated front tires.	\$60.72	
2023 Ford Glaval E-450			08 - 2026	Replaced front brake.	\$31.23	
16-passenger 2 w/c			08 - 2026	Tightened drivers seat hinge assy.	\$0.00	
Mileage for the Month	3,079		08 - 2026	Repaired wheel chair securement storage.	\$0.00	
					\$91.95	
			05 - 2026	Replaced 3 drive tires due to normal wear.	\$482.76	
			02 - 2026	replaced failed aux battery	\$165.82	
			01 - 2026	R&R both steer tires	\$323.22	
			08 - 2025	R&R drive tires	\$494.30	
			08 - 2025	DO & PU Hewitt alignment	\$250.14	
			12 - 2024	Installed 2-way radio and fare box	\$525.37	\$2,333.56

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
---	---	--------------------------	-------	--	-----------------------------	---

Bus #405 (gas)

2009 Ford

16-passenger 2 w/c

Mileage for the Month

312,761

ODO

0

08 - 2026

\$0.00

PM-A, Update

08 - 2026

\$0.00

Dispo., removed all decals, radio & camera's in prep for sale.

05 - 2026

\$378.26

Replaced throttle body assy.

02 - 2026

\$261.47

PM-A, replaced right rear inner tire, replaced air filter and repaired wiring at alternator terminal

01 - 2026

\$177.69

01 - 2026

\$383.30

Replaced spark plugs and ignition coils

11 - 2025

\$204.52

Hewitt alignment PU and DO

10 - 2025

\$174.96

replaced motor mounts

10 - 2025

\$389.33

R&R two micro switch's on W/C lift rechecked all functions

Diagnose engine noise. Found failed alternator, removed and replaced with rebuilt alternator.

09 - 2025

\$484.88

09 - 2025

\$322.34

Replaced two steer tires

08 - 2025

\$330.37

R&R radiator, filled with coolant, checked system for leaks

08 - 2025

\$499.26

R&R Outer roll stop cylinder on WC lift
Replaced rear rotors, calipers, parking brake shoes, brake hardware and wheel seals, cleaned and inspected all components and performed test drive.

07 - 2025

\$543.26

04 - 2025

\$259.70

Replaced rear calipers, pads parking brake shoes, left wheel seal

12 - 2024

\$160.91

R&R rear heater motor, tested heater core for leaks

12 - 2024

\$221.42

R&R right rear outer tire. Sidewall damage

11 - 2024

\$315.70

R&R steering gear box, replaced rear heater hoses, + 1.5 qrts fluid

10 - 2024

\$442.84

Replaced steer tires

\$43,952.91

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
Bus #406 (gas)	153,069	12.50	08 - 2026	PM-A	\$0.00	
2019 Ford	ODO		08 - 2026	Driver front wheel bearing removal. Insp./ install adjust. (cont.)	\$300.13	
16-passenger 2 w/c			08 - 2026	R&R left & rt ball joints & tie rod ends. Took to Hewitt alignment		
Mileage for the Month	2,109		08 - 2026	Retrieved from Hewitt alignment. Perf in service inspection.	\$1,250.64	
			08 - 2026	Replaced license plate light.	\$15.15	
			08 - 2026	Replaced left front blinker bulb.	\$5.63	
			08 - 2026	Electrical & AC diag. Replaced dash fan & motor assy.	\$59.95	
					\$1,631.50	
			07 - 2026	Replaced main battery.	\$165.82	
			07 - 2026	Replaced all 3 idler pulleys, belt tensioner & AC complins & tested AC seem	\$332.65	
			05 - 2026	Replaced all 4 drive tires due to normal wear.	\$643.82	
			03 - 2026	Replaced steer tires due to wear.	\$321.84	
			08 - 2025	R&R multi function switch	\$205.11	
			07 - 2025	Replaced drive tires.	\$882.68	
			06 - 2025	Transmission service	\$168.32	
			06 - 2025	Intermittent overheating- R&R water pump, fan clutch, thermostat and radiator	\$522.21	
			03 - 2025	Replaced multifunction switch, adjusted W/C lift	\$173.91	
			09 - 2024	R&R drive tires	\$885.68	
			04 - 2024	R&R steer tires	\$442.20	
			03 - 2024	R&R interior camera	\$371.46	
			01 - 2024	Replaced drive tires	\$892.92	
			12 - 2023	R&R Aux and Main battery	\$278.06	
			09 - 2023	Replaced w/c lift outer roll stop shocks and micro switch	\$155.93	
			02 - 2023	Replaced 2 steer tires	\$703.51	
			12 - 2022	4 Drive Tires	\$1,417.02	
			09 - 2022	Installed new 2 way radio and GPS	\$387.90	
			05 - 2022	Water pump, belt and coolant	\$211.81	
			09 - 2021	New Steer tires	\$606.14	
			08 - 2021	New drive tires installed Jackson tire Invoice # 1-GS195762	\$1,056.02	
						\$12,456.51

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
Bus #407 (gas)	64,731	3.75	08 - 2026	PM-B	\$57.60	
2023 Ford Glaval	ODO		08 - 2026	Trans. Service.	\$226.61	
16-passenger 2 w/c			08 - 2026	Completed interior nut, bolt, & fastener inspection.	\$0.00	
Mileage for the Month	2,802				\$284.21	
			02 - 2026	replaced drive tires	\$644.07	
			01 - 2026	Replaced left front tire	\$161.61	
			11 - 2025	PU @ Ron Dupratt Ford	\$4,078.54	
			08 - 2025	R&R Oil dipstick tube and starter	\$498.82	
			06 - 2025	R&R idlers and tensioner	\$184.83	
			02 - 2025	R&R windshield with rear view mirror camera calibration	\$1,140.88	
			01 - 2025	Replaced tires and inspected brake pads	\$1,328.52	\$8,321.48

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
Bus #408 (gas)	58,831	4.00	08 - 2026	PM-A.	\$0.00	
2024 Ford Glaval	ODO		08 - 2026	Oil change	\$57.60	
16-passenger 2 w/c			08 - 2026	Follow-up steering & front end inspection.	\$0.00	
			08 - 2026	Repaired weather stripping on pass. Entry door.	\$0.00	
			08 - 2026	Repaired pass. Side gutter, & paint touch-up.	\$0.00	
	2,951		08 - 2026	installed nut inserts for passenger side mirror.	\$0.00	
Mileage for the Month					\$57.60	
			04 - 2026	Replaced 3 rear tires	\$477.20	
			08 - 2025	PU & DO @ Hewitt alignment	\$174.53	
			08 - 2025	Tire puncture, unrepairable. Replaced with new drive tire	\$247.15	
			08 - 2025	R&R 3 drive tires	\$741.45	
			05 - 2025	Replaced 1 tire	\$220.25	
						\$1,918.18

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
Bus #409 (gas)						
2024 Ford Glaval	60,866	3.75	08 - 2026	PM-B, replaced exhaust hanger.	\$67.19	
16-passenger 2 w/c	ODO		08 - 2026	Replaced auxiliary battery.	\$124.60	
Mileage for the Month	2,907		08 - 2026	Dash fan, vacuum system, & A/C system test.	\$0.00	
			08 - 2026	Paint chip touch-up.	\$0.00	
					\$191.79	
			03 - 2026	Replaced left rear outer tire due to puncture.	\$160.92	
			03 - 2026	Replaced steer tires.	\$310.72	
			03 - 2026	Replaced front & rear brake pads	\$62.46	
			03 - 2026	Repaired wiper blades .	\$15.40	
			07 - 2025	R&R steer tires and inspection.	\$440.70	
			06 - 2025	replaced rear tire	\$220.35	
			10 - 2024	Installed 2 way radio and used coin vault	\$549.03	
						\$1,951.37

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
Bus #410 (gas)	59,283	3.10	08 - 2026	Replaced R/R inner tire with repaired tire	\$0.00	
2024 Ford Glaval	ODO		08 - 2026	PM-B, swapped R/R inner tire with spare due to puncture.	\$74.01	
16-passenger 2 w/c			08 - 2026	Wiring repair & installed new rear side marker light.	\$4.94	
Mileage for the Month	2,879		08 - 2026	Vinyl wrap repair.	\$0.00	
					\$78.95	
			03 - 2026	PM-A Replaced r/r inner tire due to wear.	\$167.16	
			02 - 2026	replaced steer tires	\$321.84	
			10 - 2025	Replaced 4 rear tires	\$644.68	
			08 - 2025	DO & PU @ Hewitt alignment	\$205.07	
			06 - 2025	Replaced rear tire	\$221.42	
			10 - 2024	Installed two way radio	\$525.37	
						\$2,164.49

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
---	---	--------------------------	-------	---	--------------------------------	--

Bus #505 (diesel) 2017 Freightliner	62,272	2.75	08 - 2026	PM-A	\$0.00	
			08 - 2026	Complete interior nut & bolt inspection	\$0.00	
			08 - 2026	DEF 4 Gal	\$12.68	

Mileage for the Month	580					
						\$12.68

07 - 2026	Replaced brake master cylinder & bled system.	\$270.19
07 - 2026	Replaced airbags for suspension.	\$242.62
06 - 2026	Replaced upstream Nox sensor.	\$1,027.15
04 - 2026	Replaced failed electronic brake assist motor.	\$162.62
02 - 2026	diagnosed coolant leak Replaced radiator, filled coolant and tested	\$889.49
01 - 2026	Took to Delta Truck for EGR issue on 1/9 picked up on 1/23	\$5,923.06
12 - 2025	replaced two EGR sensors. Test drove and codes cleared	\$384.59
11 - 2025	Replaced all drive tires	\$900.56
06 - 2025	PM-B R&R Air filter	\$169.19
06 - 2025	R&R rear brake pads	\$144.02
05 - 2025	Replaced cracked surge tank	\$278.52
05 - 2025	Replaced steer tires	\$431.27
04 - 2025	Installed new A/C compressor and dryer, charged and tested	\$292.16
02 - 2025	R&R rear upper and lower sway bar bushings	\$280.57
02 - 2025	Upgraded headlights to LED	\$211.59
12 - 2024	R&R drivers seat shock strut	\$183.57
11 - 2024	R&R right rear suspension air bag	\$355.78
09 - 2024	R&R stow kit, roll stop switch and a stow block	\$366.95
09 - 2024	4 drive tires	\$1,809.72
09 - 2024	Replaced 2 rims out of round, new tires dismounted, mounted and rebalanced	\$790.92
08 - 2024	11.5 qrts ATF, 1 internal filter, 1 spin on filter	\$157.39
08 - 2024	Turbo sensor bad, R&R turbo speed sensor and cleared codes	\$332.76
08 - 2024	W/C lift inop. R&R control pendant	\$306.15
06 - 2024	R&R drivers seat shock absorber	\$183.51

\$33,601.05

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
Bus #506 (diesel)	162,972	2.75	08 - 2026	PM-A, replaced rear sway bar bushings.	\$94.15	
2017 FREIGHTLINER			08 - 2026	Complete interior nut & bolt inspection.	\$0.00	
					\$94.15	

Mileage for The Month 396

07 - 2026	Replaced airbags for suspension.	\$711.56
03 - 2026	Replaced failed rear AC compressor, charged & tested.	\$436.87
12 - 2025	diagnosed long cranking issue, replaced water separator element, fuel filter, and failed sending unit plus wiring kit	\$282.46
12 - 2025	replaced 4 tires due to wear	\$1,931.96
11 - 2025	Removed left rear broken window. Cleaned and installed new window	\$1,796.37
10 - 2025	installed DOC, sensors, control module and modified downpipe. Tested and cleared codes	\$166.87
04 - 2025	Removed DOC for replacement. Removed DPF for cleaning	\$3,295.01
04 - 2025	Dropped off DPF for service	\$464.03
02 - 2025	Delta Truck diagnosed, found Diesel Oxidation catalyst failed.	\$1,861.02
11 - 2024	11.5 qts ATF, internal filter and spin on filter pads, oil seals, hub caps, wheel end kits inner and outer bearing, added fluid	\$157.39
08 - 2024	R&R steering gear box, wobble stills exists	\$3,416.54
06 - 2024	R&R rear rotors, front right oil seals 2 wheel studs, 1 lug nut, gear oil	\$1,044.17
06 - 2024		\$210.49
		\$34,150.63

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
Bus #507 (diesel)	218,613	2.50	08 - 2026	PM-A, Update. Replaced emergency exit handle.	\$5.78	
2017 FREIGHTLINER	ODO		08 - 2026	Replaced passenger stepwell light.	\$6.40	
			08 - 2026	Complete interior nut & bolt inspection.	\$0.00	
			08 - 2026	DEF 5.1 gal	\$16.17	
Mileage for the Month	259				\$28.35	
			05 - 2026	Replaced air bags for the suspension.	\$221.46	
			03 - 2026	Installed new DEF tank	\$647.27	
			12 - 2025	PM-B, R&R rear brakes.	\$220.42	
			12 - 2025	Diagnosed cranking issue. Replaced water element & fuel filter.	\$181.87	
			08 - 2025	R&R hydro boost and master cylinder assembly, bled system and test	\$1,027.98	
			07 - 2025	Replaced rear sway bar bushings.	\$297.19	
			07 - 2025	Pass. window repair.	\$925.43	
			07 - 2025	Drop off and pickup for windshield at glass shop. Invoice #10127762	\$641.89	
			05 - 2025	Replaced compressor/drier/filter passenger side. Faulty, ordered parts	\$557.68	
			05 - 2025	Replaced drivers side A/C compressor/filter/dryer. Charged system	\$497.25	
			04 - 2025	Replaced turbo and VGT actuator, calibrated and test drove	\$5,223.82	
			04 - 2025	Replaced A/C compressor, dryer. Flushed system and tested	\$421.49	
			03 - 2025	Upgraded headlights to LED	\$159.25	
			02 - 2025	R&R DEF injector and gasket	\$612.00	
			12 - 2024	R&R fan clutch	\$346.22	
			12 - 2024	Check engine light-emissions. Delta truck diagnosed EGR cooler bad,	\$6,564.52	
			11 - 2024	replaced cooler-flushed system	\$355.78	
			10 - 2024	R&R left rear suspension air bag	\$904.86	
			09 - 2024	Steer Tires	\$189.37	
				R&R multifunction switch		\$43,461.10

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 08/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of August 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of August	July 2015 to-date CUMULATIVE COST
---	---	--------------------------	-------	--	--------------------------------	--

Bus #508 (diesel)	179,256	0.25	08 - 2026	DEF 4.7 gal	\$14.90	
2017 Freightliner	ODO					
Mileage for the Month	545				\$14.90	

05 - 2026	Replaced air bags suspension.	\$221.43
03 - 2026	Replaced upstream NOX sensor	\$739.05
01 - 2026	Brake noise. Found failed caliper, replaced calipers, rotors, wheel seals, brake hardware, pads and bled system. Topped off gear oil in differential.	\$854.82
12 - 2025	R&R tie rod	\$504.53
12 - 2025	alignment @ Hewitt Stockton. PU and DO	\$215.00
11 - 2025	R&R power steering pump. Bled system and test drove	\$327.61
10 - 2025	R&R steering box	\$973.69
06 - 2025	Taken to K&T truck repair for rear end repair w/bearings and seals	\$5,335.48
03 - 2025	Replaced rear A/C compressor, filter dryer, flushed system	\$305.35
03 - 2025	Upgraded headlights to LED	\$186.94
02 - 2025	4 Drive Tires	\$1,581.72
11 - 2024	R&R fan clutch, ball valve-rear heater, sway bar pivot arm bushings	\$519.75
10 - 2024	Replaced interlock circuit board	\$502.02
10 - 2024	Replaced in pan filter, spinner on filter and 11.5 qrts. ATF	\$157.66
07 - 2024	R&R driver seat shock dampener	\$183.57
06 - 2024	Delta Truck, transmission codes, unable to fix. Recommended take to Allison Trans. Repair shop	\$443.94
06 - 2024	AG transmission repair	\$680.44
05 - 2024	R&R water pump and fuel sending unit	\$362.99
03 - 2024	Front end wobble, turned rotors bad. Replaced rotors with new ones and brake pads, right wheel seal	\$1,641.20
03 - 2024	Front end shake. Sent to Betts. R&R front leaf spring bushings and alignment. Problem persists, sent back to Betts	\$2,214.38

\$35,741.79

**Amador Transit
Capital Reserve Detail
FY 26/27**

		<u>Fleet Reserve</u>	<u>Building Reserve</u>	<u>Equipment Reserve</u>
Beginning balance 7/1/2026		\$ 307,980.23	\$ 173,458.07	\$ 45,975.76
STA Receipts	a	-	-	-
Transfers Out	e	\$ (119,711.16)	-	-
Transfers In	f	7,800.00	-	1,630.00
Capital Purchase	g	(7,578.60)	-	-
Repair and Maint	h	-	-	-
Ending balance 09/22/2026		<u>\$ 188,490.47</u>	<u>\$ 173,458.07</u>	<u>\$ 47,605.76</u>
Accts Payable	c	(742,522.27)		
Accts Receivable 5339/5311(bus)	b	725,232.00	-	-

Type	Date	Memo	Account	Amount	Balance
11210 · Fleet Reserve					
Transfer	07/01/2026	Milestone #2 Drivermate Project-Approved 5/2026	11210 · Fleet Reserve	(\$7,578.60)	\$ 307,980.23
	07/20/2026	May Bus Auction	11210 · Fleet Reserve	\$7,800.00	\$ 300,401.63 ^g
	07/20/2026	Calpers July Unf. Liability	11210 · Fleet Reserve	(\$9,855.58)	308,201.63 ^f
	08/14/2026	Loan to Operating (to cover Aug payroll.)	11210 · Fleet Reserve	(\$100,000.00)	298,346.05 ^e
	08/20/2026	Calpers August unf. Liability	11210 · Fleet Reserve	(\$9,855.58)	198,346.05 ^e
Total 11210 · Fleet Reserve as of 09/21/2026				-119,489.76	188,490.47 ^e
26/27 Projected Activity					
A/R		5339 Bus Purchase reimb FY26/27		\$540,000.00	728,490.47 ^b
A/R		5311 Bus Purchase reimb FY26/27		\$185,232.00	913,722.47 ^b
A/P		Bus Purchase x1		(\$185,232.00)	728,490.47 ^c
A/P		Tripspark Project balance		(\$13,326.40)	715,164.07 ^c
A/P		Bus Purchase x3		(\$543,963.87)	171,200.20 ^c
				-136,780.03	171,200.20

Legend

- STA Receipts and Interest ^a
- Accts Receivable ^b
- Accts Payable ^c
- Transfers Out ^e
- Transfers In ^f
- Capital Purchase ^g
- Repair and Maint ^h

Type	Date	Memo	Account	Amount	Balance
11220 · Building Reserve					

					\$173,458.07
				\$0.00	\$173,458.07

Total 11220 · Building Reserve as of 09/21/2026

Legend

- STA Receipts and Interest **a**
- Accts Receivable **b**
- Accts Payable **c**
- Transfers Out **e**
- Transfers In **f**
- Capital Purchase **g**
- Repair and Maint **h**

Type	Date	Memo	Account	Amount	Balance
11230 - Equipment Reserve					
	07/20/2026	May equipment auction	11230- Equipment Reserve	\$1,630.00	\$47,605.76 f
Total 11230 - Equipment Reserve as of 09/21/2026				\$1,630.00	\$47,605.76

Legend

- STA Receipts and Interest **a**
- Accts Receivable **b**
- Accts Payable **c**
- Transfers Out **e**
- Transfers In **f**
- Capital Purchase **g**
- Repair and Maint **h**

AMADOR TRANSIT
Annual Budget vs. Actual
September 2026 24% of FY

	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · FARE REVENUE				
41100 · FIXED ROUTE REVENUE	10,539.73	77,654.00	-67,114.27	13.6%
41200 · DIAL-A-RIDE REVENUE	15,706.18	79,996.00	-64,289.82	19.6%
Total 41000 · FARE REVENUE	26,245.91	157,650.00	-131,404.09	16.6%
42000 · NON-FARE REVENUES				
41350 · LCTOP Operating Funds	0.00	113,527.00	-113,527.00	0.0%
42100 · LOCAL TRANSP FUND(LTF)	232,517.66	634,035.00	-401,517.34	36.7%
42250 · SGR Funds	17,981.00	72,713.00	-54,732.00	24.7%
42300 · 5311 Operating Assistance	109,969.96	357,467.00	-247,497.04	30.8%
42500 · ADVERTISING CONTRACT	19,931.24	62,000.00	-42,068.76	32.1%
42705 · STA FUNDS - OPERATING ASSIST.	1,153.48	372,468.00	-371,314.52	0.3%
44000 · REFUNDS & REIMBURSEMENTS	10,097.84	10,000.00	97.84	101.0%
Total 42000 · NON-FARE REVENUES	391,651.18	1,622,210.00	-1,230,558.82	24.1%
Total Income	417,897.09	1,779,860.00	-1,361,962.91	23.5%
Gross Profit	417,897.09	1,779,860.00	-1,361,962.91	23.5%
Expense				
50010 · LABOR				
50100 · SALARIES & WAGES - Fixed Route	51,936.07	251,872.00	-199,935.93	20.6%
50200 · SALARIES & WAGES - DAR	41,422.70	180,000.00	-138,577.30	23.0%
50300 · MAINT. & FACILITIES WAGES	26,416.53	160,137.00	-133,720.47	16.5%
50400 · ADMINISTRATIVE WAGES	45,796.88	284,935.00	-239,138.12	16.1%
50500 · OTHER SALARIES & WAGES	15,987.49	86,177.00	-70,189.51	18.6%
Total 50010 · LABOR	181,559.67	963,121.00	-781,561.33	18.9%
51000 · BENEFITS				
51100 · FICA	2,695.47	15,000.00	-12,304.53	18.0%
51150 · CALPERS CONTRIBUTIONS	16,536.76	72,023.00	-55,486.24	23.0%
51152 · CALPERS UNFUNDED LIABILITY INT.	29,579.61	118,267.00	-88,687.39	25.0%
51200 · MEDICAL PLAN	9,897.55	54,490.00	-44,592.45	18.2%
51260 · DENTAL PLAN	1,498.02	7,600.00	-6,101.98	19.7%
51300 · VISION PLAN	207.36	1,250.00	-1,042.64	16.6%
51350 · WORKERS COMP INS	19,567.00	80,230.00	-60,663.00	24.4%

AMADOR TRANSIT
Annual Budget vs. Actual
September 2026 24% of FY

	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
51420 · DISABILITY INSURANCE	3,649.89	10,300.00	-6,650.11	35.4%
51450 · UNEMPLOYMENT INSURANCE	247.58	3,500.00	-3,252.42	7.1%
51600 · UNIFORMS/WORK CLOTHES ALLOW	150.00	3,200.00	-3,050.00	4.7%
51650 · OTHER BENEFITS	428.12	2,030.00	-1,601.88	21.1%
Total 51000 · BENEFITS	84,457.36	367,890.00	-283,432.64	23.0%
52000 · SERVICES & USER FEES				
52100 · VEHICLE TECH SERV-OUTSOURCE	3,855.40	16,000.00	-12,144.60	24.1%
52150 · PROPERTY MAINTENANCE SERVICES	486.28	3,500.00	-3,013.72	13.9%
52250 · LEGAL COUNSEL	416.00	3,000.00	-2,584.00	13.9%
52300 · ADVERTISING & MARKETING	2,496.00	12,500.00	-10,004.00	20.0%
52350 · LEGAL NOTICES	0.00	100.00	-100.00	0.0%
52400 · SOFTWARE MAINTENANCE FEES	23,283.14	40,000.00	-16,716.86	58.2%
52420 · DRUG & ALCOHOL SERVICES	1,050.00	4,000.00	-2,950.00	26.3%
52500 · FACILITY SECURITY SYSTEM	942.00	4,500.00	-3,558.00	20.9%
52550 · GSA COST ALLOC-(POSTAGE/PRINT)	66.38	500.00	-433.62	13.3%
52600 · PROFESSIONAL & TECH SERVICES	1,087.65	8,000.00	-6,912.35	13.6%
52610 · Fees Bank, Merchant, Service	214.71	800.00	-585.29	26.8%
Total 52000 · SERVICES & USER FEES	33,897.56	92,900.00	-59,002.44	36.5%
53000 · MATERIALS & SUPPLIES CONSUMED				
53100 · FUEL	40,966.44	130,000.00	-89,033.56	31.5%
53150 · TIRES	2,052.83	18,000.00	-15,947.17	11.4%
53200 · LUBRICATION	839.46	2,500.00	-1,660.54	33.6%
53250 · TOOLS	133.27	1,000.00	-866.73	13.3%
53300 · VEHICLE MAINT-REPAIR PARTS	9,562.72	25,000.00	-15,437.28	38.3%
53350 · SHOP SUPPLIES (Consumables)	339.97	3,500.00	-3,160.03	9.7%
53400 · VEHICLE ACCESSORIES	0.00	800.00	-800.00	0.0%
53425 · TOWING	0.00	1,500.00	-1,500.00	0.0%
53450 · FACILITIES MAINT/REPAIR PARTS	1,338.18	4,250.00	-2,911.82	31.5%
53550 · OFFICE SUPPLIES	775.35	3,500.00	-2,724.65	22.2%
53650 · PRINTING (Schedules, Brochures)	541.80	4,000.00	-3,458.20	13.5%
53700 · SAFETY & EMERGENCY SUPPLIES	0.00	1,400.00	-1,400.00	0.0%
Total 53000 · MATERIALS & SUPPLIES CONSUMED	56,550.02	195,450.00	-138,899.98	28.9%
54000 · UTILITIES				
54100 · AT WATER/SEWER/GARBAGE	1,465.11	6,200.00	-4,734.89	23.6%
54200 · AT -PGE/NATURAL GAS	705.18	3,500.00	-2,794.82	20.1%
54300 · TRANSIT CTRWATER/SEWER/GARB	1,076.09	3,000.00	-1,923.91	35.9%
54400 · TRANSIT CENTER-PGE	130.03	1,100.00	-969.97	11.8%

2:11 PM

09/24/26

Accrual Basis

AMADOR TRANSIT
Annual Budget vs. Actual
September 2026 24% of FY

	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
54500 · OFFICE PHONES/INTERNET/CELL	3,640.02	14,400.00	-10,759.98	25.3%
Total 54000 · UTILITIES	7,016.43	28,200.00	-21,183.57	24.9%
56000 · CASUALTY & LIABILITY COSTS				
56100 · LIABILITY & PROPERTY DAMAGE INS	42,100.60	160,000.00	-117,899.40	26.3%
Total 56000 · CASUALTY & LIABILITY COSTS	42,100.60	160,000.00	-117,899.40	26.3%
58000 · MISCELLANEOUS				
58050 · DUES & SUBSCRIPTIONS	449.99	3,000.00	-2,550.01	15.0%
58200 · TRAVEL & MEETINGS	0.00	800.00	-800.00	0.0%
58300 · SAFETY PROGRAM/TRAINING	0.00	2,500.00	-2,500.00	0.0%
58450 · CDL/ DOT MED/BkGrnd Checks	425.00	1,800.00	-1,375.00	23.6%
58500 · Finance charges/Late fees	0.00	50.00	-50.00	0.0%
Total 58000 · MISCELLANEOUS	874.99	8,150.00	-7,275.01	10.7%
59000 · LEASES / RENTALS				
59100 · Leases & Rentals	3,190.85	10,200.00	-7,009.15	31.3%
Total 59000 · LEASES / RENTALS	3,190.85	10,200.00	-7,009.15	31.3%
Total Expense	409,647.48	1,825,911.00	-1,416,263.52	22.4%
Net Ordinary Income	8,249.61	-46,051.00	54,300.61	-17.9%
Other Income/Expense				
Other Expense				
60000 · CAPITAL RESERVES ALLOCATION				
60175 · Cap.Reserve-Fleet	7,578.60	0.00	7,578.60	100.0%
Total 60000 · CAPITAL RESERVES ALLOCATION	7,578.60	0.00	7,578.60	100.0%
Total Other Expense	7,578.60	0.00	7,578.60	100.0%
Net Other Income	-7,578.60	0.00	-7,578.60	100.0%
Net Income	671.01	-46,051.00	46,722.01	-1.5%

2:07 PM
09/24/26
Accrual Basis

AMADOR TRANSIT
STATEMENT OF NET POSITION
September 24, 2026

	Sep 24, 26
ASSETS	
Current Assets	
Checking/Savings	
11100 · 3670 NewWF Checking - Operating	86,221.53
11200 · 8794 Wells Fargo Savings Res	
11210 · Fleet Reserve	188,516.14
11220 · Building Reserve	173,458.07
11230 · Equipment Reserve	47,605.76
Total 11200 · 8794 Wells Fargo Savings Res	409,579.97
11300 · 8802 Wells Fargo Savings-Grants	
10700 · SGR Funds	98,198.78
Total 11300 · 8802 Wells Fargo Savings-Grants	98,198.78
Total Checking/Savings	594,000.28
Accounts Receivable	
12000 · ACCOUNTS RECEIVABLE	5,768.75
12007 · STA Receivable	99,559.00
12015 · State of GR Receivable	29,683.00
Total Accounts Receivable	135,010.75
Other Current Assets	
13000 · Pre-Paid expenses	
13100 · Prepaid Insurance	4,865.55
13200 · Pre-Paid IT Service Contract	1,737.00
Total 13000 · Pre-Paid expenses	6,602.55
Total Other Current Assets	6,602.55
Total Current Assets	735,613.58
Fixed Assets	
15100 · LAND	254,026.00
15200 · BUILDING	2,420,401.21
15300 · EQUIPMENT	
15500 · COMPUTERS AND SOFTWARE	27,833.13
15300 · EQUIPMENT - Other	192,785.38
Total 15300 · EQUIPMENT	220,618.51
15400 · Buses	
15450 · Bus Equipment	23,986.01
Total 15400 · Buses	23,986.01
16000 · ACCUMULATED DEPRECIATION	(2,914,190.00)
Total Fixed Assets	4,841.73
TOTAL ASSETS	740,455.31

2:07 PM
09/24/26
Accrual Basis

AMADOR TRANSIT
STATEMENT OF NET POSITION
September 24, 2026

	Sep 24, 26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · ACCOUNTS PAYABLE	47,017.20
Total Accounts Payable	47,017.20
Other Current Liabilities	1,148,672.26
Total Current Liabilities	1,195,689.46
Long Term Liabilities	
22400 · Pension Liability	1,161,301.00
26100 · Deferred Inflow Pension	162,859.00
Total Long Term Liabilities	1,324,160.00
Total Liabilities	2,519,849.46
TOTAL LIABILITIES & EQUITY	2,519,849.46



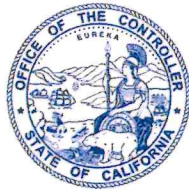
TO: AT BOARD OF DIRECTORS
FROM: April Miller, General Manager
DATE: October 1, 2026
RE: LCTOP CYCLE B Grant Application due October 30, 2026

The lone/Plymouth Dial-A-Ride expansion service has been successful in increasing ridership by providing transportation to dispersed residents who would otherwise not have access to transportation to Jackson-Sutter Creek. The LCTOP grant program allows viable projects for continuous funding up to 5 years; in this case, AT's first year of Dial-A-Ride service to lone and Plymouth. The SCO funding allocation for FY25/26 Cycle B is **\$44,147.**

AT is proposing the submittal of 1 project:

1. To supplement the operating costs of the DAR service expansion of Plymouth and lone for the first year.
2. The Board of Directors authorized cycle A of funds for this project in April 2026.

Staff requests board consent authorizing AT to submit the proposed project for Cycle B of the FY 25/26 LCTOP Grant.



MALIA M. COHEN
CALIFORNIA STATE CONTROLLER

August 31, 2026

County Auditors
Transportation Planning Agencies
County Transportation Commissions
San Diego Metropolitan Transit System

SUBJECT: Low Carbon Transit Operations Program

Pursuant to Health and Safety Code section 39719(b)(1)(B), the State Controller's Office shall allocate five percent of the annual proceeds from the Greenhouse Gas Reduction Fund to the Low Carbon Transit Operations Program. The allocation is made according to the requirements of the Low Carbon Transit Operations Program and pursuant to the distribution formula in sections 99312(b) or (c), 99313, and 99314 of the Public Utilities Code. Enclosed is a schedule that provides the amounts available for the final two quarters of the Fiscal Year 2025-26 Low Carbon Transit Operations Program.

Please contact Lucas Rasmussen by telephone at (916) 323-1374 or email at LRasmussen@sco.ca.gov with any questions or for additional information. Thank you.

Sincerely,

Evelyn Calderon-
Yee

Digitally signed by Evelyn
Calderon-Yee
Date: 2026.08.31 14:57:07 -07'00'

Evelyn Calderon-Yee
Bureau Chief, Bureau of Payments

Enclosure:

Low Carbon Transit Operations Program Eligible Allocation Summary

STATE CONTROLLER'S OFFICE
LOW CARBON TRANSIT OPERATIONS PROGRAM
FISCAL YEAR 2025-26 - ELIGIBLE ALLOCATION SUMMARY - CYCLE B
AUGUST 31, 2026

Regional Entity	PUC 99313 Allocation	PUC 99314 Allocation	Total Allocation
	A	B	C = (A + B)
Metropolitan Transportation Commission	\$ 8,248,986	\$ 22,797,030	\$ 31,046,016
Sacramento Area Council of Governments	2,171,367	737,317	2,908,684
San Diego Association of Governments	1,025,118	253,422	1,278,540
San Diego Metropolitan Transit System	2,519,841	1,043,386	3,563,227
Tahoe Regional Planning Agency	118,697	6,723	125,420
Alpine County Transportation Commission	1,268	96	1,364
Amador County Transportation Commission	42,623	1,524	44,147
Butte County Association of Governments	223,578	12,128	235,706
Calaveras County Local Transportation Commission	48,182	593	48,775
Colusa County Local Transportation Commission	23,730	1,052	24,782
Del Norte County Local Transportation Commission	28,597	1,528	30,125
El Dorado County Local Transportation Commission	191,234	12,923	204,157
Fresno County Council of Governments	1,117,276	198,936	1,316,212
Glenn County Local Transportation Commission	31,641	889	32,530
Humboldt County Association of Governments	144,169	24,471	168,640
Imperial County Transportation Commission	200,926	18,545	219,471
Inyo County Local Transportation Commission	20,254	0	20,254
Kern Council of Governments	995,435	60,449	1,055,884
Kings County Association of Governments	165,929	6,613	172,542
Lake County/City Council of Governments	72,457	3,726	76,183
Lassen County Local Transportation Commission	30,937	1,396	32,333
Los Angeles County Metropolitan Transportation Authority	10,640,846	14,092,618	24,733,464
Madera County Local Transportation Commission	175,177	5,688	180,865
Mariposa County Local Transportation Commission	18,226	545	18,771
Mendocino Council of Governments	96,776	7,153	103,929
Merced County Association of Governments	315,752	14,818	330,570
Modoc County Local Transportation Commission	9,148	804	9,952
Mono County Local Transportation Commission	13,665	21,093	34,758
Transportation Agency for Monterey County	472,777	146,663	619,440
Nevada County Local Transportation Commission	108,117	5,169	113,286
Orange County Transportation Authority	3,421,067	1,230,759	4,651,826
Placer County Transportation Planning Agency	349,496	49,350	398,846
Plumas County Local Transportation Commission	20,346	3,189	23,535
Riverside County Transportation Commission	2,688,694	433,079	3,121,773
Council of San Benito County Governments	71,991	1,131	73,122
San Bernardino County Transportation Authority	2,378,183	502,255	2,880,438
San Joaquin Council of Governments	868,194	192,744	1,060,938
San Luis Obispo Area Council of Governments	300,946	20,950	321,896
Santa Barbara County Association of Governments	481,721	121,924	603,645
Santa Cruz County Transportation Commission	284,110	260,543	544,653
Shasta Regional Transportation Agency	194,141	10,141	204,282
Sierra County Local Transportation Commission	3,415	133	3,548
Siskiyou County Local Transportation Commission	46,661	2,026	48,687
Stanislaus Council of Governments	598,757	33,892	632,649
Tehama County Transportation Commission	69,842	1,453	71,295
Trinity County Transportation Commission	17,113	569	17,682
Tulare County Association of Governments	524,898	54,584	579,482
Tuolumne County Transportation Council	58,562	1,518	60,080
Ventura County Transportation Commission	893,134	146,462	1,039,596
State Totals	\$ 42,544,000	\$ 42,544,000	\$ 85,088,000



Amador Transit Customer Contact Record

Customer Info. Sex M F	Name RALPH PATRICK		
	Street 19605 Berry St.		Zip 95665
	City Pine Grove		
	Telephone 209-283-4254		
	Email		
	Recorder's Initials WB		
Incident Data	Location		
	Date		
	Time		
	Coach	Run	
	Driver:		

Customer's Remarks: Hi Wendy, no need for a return call. I just wanted to tell you how satisfied I was with my first ride. Alex is a great driver and great professional. I'll definitely do it again. Thank you

So much, bye bye.

Operator's Reply:

Date/Time Received: 9/9/20		Date/Time of Answer:	
Received Via	Answer Needed	Kind of Contact	
☐ Email	☐ Written	☐ Complaint/Concern	
☐ Mail	☐ Email	☒ Compliment	
☒ Telephone	☐ Verbal	☐ Suggestion	
☐ In Person	☒ No Answer Needed	☐ Service Request	

Complaint Category

Operations	Service	Maintenance
☐ Discourteous Conduct	☐ Advertising	☐ Vandalism
☐ Reckless Driving	☐ Headway	☐ Neglect
☐ Early	☐ Timetables/Maps	☐ Poor Work
☐ Late	☐ Wrong Verbal or Phone Information	☐ Other
☐ Missed Stop	☐ Ticket/Pass Sale	
☐ Boarding	☐ Fare Protest	
☐ Alighting	☐ Route Protest	
☐ Bus Did Not Show	☐ Facilities Locations (Stops, Signs, Shelters)	Equipment
☐ Off Route	☐ Transfer Time Protest	☐ Dirty Equipment
☐ Wrong Signage	☐ Overload	☐ Faulty Equipment (Emissions, Noise, etc.)
☐ Disturbance	☐ Scheduling Protest	☐ Other
☐ Alcohol or Drugs	☐ Other	
☐ Poor Appearance		
☐ Wrong Information		



TO: AT BOARD OF DIRECTORS
FROM: April Miller, General Manager
DATE: October 1, 2026
RE: Potential Marketing Strategies

BACKGROUND

At the previous Board meeting, Directors discussed potential changes and additions to Amador Transit's marketing strategies, including the possibility of utilizing professional social media management services.

At the Board's direction, staff obtained a proposal from the marketing agency referenced during the discussion. The proposal is attached for the Board's review.

DISCUSSION

The current approved budget does not include funding for additional marketing services. Staff recommends considering this option as part of the FY 2027/28 budget process, beginning in July 2027. If the Board wishes to pursue professional social media management, staff could evaluate incorporating this service in place of, or as an alternative to, an existing cable television or radio advertising contract.

The Board also discussed the importance of measuring the effectiveness of Amador Transit's marketing efforts. To assist with tracking how riders learn about available services, staff has updated rider applications to include a **"How did you hear about us?"** section. This information will allow staff to begin collecting data regarding which outreach and advertising methods are reaching current and prospective riders.

RECOMMENDATION

Receive and review the attached marketing proposal and provide direction to staff regarding whether professional social media management and/or other marketing strategies should be considered during development of the FY 2027/28 budget.

DIGITAL MARKETING PROPOSAL AMADOR TRANSIT

September 16, 2026

SOCIAL MEDIA MANAGEMENT | \$750/MONTH

- 10-12 social media posts per month (2-3 posts per week)
- Monthly content calendars
- Social media posting, caption writing and scheduling
- Basic engagement monitoring (likes, reactions, comment responses, DM responses)
- Basic profile update/refresh
- Shared social media posts on KVGC Radio Socials
- Content creation for Social Media as needed
- Performance Summary Meetings





Serving Amador County Since 1977

SUBJECT: Approval of Loan from Bike and Pedestrian Funds for Operating Costs

TO: Amador Transit Board of Directors

FROM: April Miller, General Manager

DATE: October 1, 2026

RECOMMENDATION

Staff recommends that the Board approve a loan from available Bike and Pedestrian funds to cover Amador Transit's projected October operating shortfall.

The loan amount would be limited to the **difference between Amador Transit's October monthly LTF allocation (TBD by ACTC) and its estimated October operating needs of \$160,000.**

BACKGROUND

Amador Transit continues to experience a temporary cash-flow shortage due to the timing and delay of anticipated funding. While the agency continues to receive its monthly Local Transportation Fund (LTF) allocation, the monthly allocation alone is not sufficient to cover the agency's anticipated operating expenses for October.

Amador Transit's estimated operating needs for October are approximately **\$160,000**. Staff is therefore requesting authorization to utilize a loan from available Bike and Pedestrian funds to cover the difference between the monthly LTF allocation received and the amount necessary to meet October operating expenses.

The Board discussed and approved this last month, with the availability of Bike and Pedestrian funds as a source for a temporary loan to Amador Transit.

REQUESTED ACTION

Approve a loan from available Bike and Pedestrian funds in an amount equal to the difference between Amador Transit's October monthly LTF allocation and its projected October operating need of \$160,000



Serving Amador County Since 1977

SUBJECT: Updated Amador Transit Procurement Policy

TO: Amador Transit Board of Directors

FROM: April Miller, General Manager

DATE: October 1, 2026

RECOMMENDATION

Review and approve the updated Amador Transit Procurement Policy and authorize staff to implement the revised policy.

BACKGROUND

Amador Transit's Procurement Policy establishes the procedures and requirements staff must follow when purchasing goods and services, soliciting bids and proposals, utilizing noncompetitive procurement methods, and administering contracts.

Staff reviewed the existing policy originally written in 2011 to identify provisions that required updating due to changes in federal requirements, agency terminology, and applicable State procurement requirements.

Rather than substantially rewriting the policy, staff retained the existing format, procurement methods, and internal purchasing thresholds and made only those revisions considered necessary to bring the policy current.

DISCUSSION

The proposed revisions include updating references to current Federal Transit Administration (FTA) procurement guidance, including FTA Circular 4220.1G; clarifying applicable federal procurement and contract requirements; updating references from Transit Manager to General Manager where appropriate; and revising the State requirements section to recognize applicable California public works, prevailing wage, contractor registration, and related requirements.

Additional limited revisions clarify documentation requirements for small purchases, sole-source and other noncompetitive procurements, cooperative purchasing, cost and price analysis, and federally funded contract provisions.

The proposed revisions do **not** substantially change AT's existing procurement process or internal procurement thresholds. The intent of the update is to maintain the existing policy while correcting outdated references and strengthening areas necessary for current regulatory compliance.



Serving Amador County Since 1977

A tracked-changes version of the Procurement Policy is included in the Board packet so the Board can identify the proposed revisions to the existing policy.

ATTACHMENT

Amador Transit Procurement Policy – 2026 Update (Tracked Changes)



Amador Transit Procurement Policy

INDEX

CHAPTER 1. GENERAL POLICY

- 1.0 AUTHORITY
- 1.1 PROCUREMENT GOAL
- 1.2 COMPETITION
- 1.3 FAIR TREATMENT OF VENDORS
- 1.4 ETHICS
- 1.5 CONFLICT OF INTEREST
- 1.6 DELEGATION OF AUTHORITY
- 1.7 RECORDS AND RECORDKEEPING
- 1.8 FEDERAL REQUIREMENTS
- 1.9 STATE REQUIREMENTS

CHAPTER 2. METHODS OF PROCUREMENT

- 2.0 INTRODUCTION
- 2.1 SMALL ITEMS PURCHASE
- 2.2 COMPETITIVE SEALED BIDS
 - 2.2.1 SOLICITATION OF BIDS
 - 2.2.2 DISTRIBUTION OF BID INFORMATION
 - 2.2.3 OPENING OF BIDS
 - 2.2.4 REVIEW AND EVALUATION OF BIDS
 - 2.2.5 BID AWARD
 - 2.2.6 BID PROTEST
- 2.3 COMPETITIVE NEGOTIATED PROCUREMENT
 - 2.3.1 SOLICITATION OF PROPOSALS
 - 2.3.2 REVIEW AND EVALUATION OF PROPOSALS
 - 2.3.3 NEGOTIATION WITH PROPOSERS
 - 2.3.4 AWARD OF CONTRACT
- 2.4 NONCOMPETITIVE NEGOTIATED PROCUREMENT
 - 2.4.1 NEGOTIATION OF THE PROCUREMENT
 - 2.4.2 PLACING THE ORDER
- 2.5 STATE, FEDERAL or PUBLIC AGENCY CONTRACT / COOPERATIVE PURCHASING AGREEMENT PROCUREMENT

CHAPTER 3. COST AND PRICE ANALYSES

- 3.0 OVERVIEW
- 3.1 COST ANALYSIS
- 3.2 PRICE ANALYSIS

CHAPTER 4. CONTRACT CHECKLIST

CHAPTER 1 GENERAL POLICY

1.0 AUTHORITY

~~Authority for this policy is contained in Amador Transit (AT) Resolution No. 11-11 dated April 20, 2011.~~

Authority for this policy is contained in Amador Transit (AT) Resolution No. 11-11 dated April 20, 2011, and subsequent Board actions. This policy governs the procurement of goods, services, public works, and federally funded third-party contracts by AT.

1.1 PROCUREMENT GOAL

~~It is Amador Transit's (AT) goal to obtain the goods and services required when needed at a fair price and in a fair and equitable manner. All contracts executed with Federal funds are subject to the requirements of applicable laws and regulations and shall include all contractual clauses required by Federal statute or regulation.~~

It is Amador Transit's (AT) goal to obtain the goods and services required when needed at fair and reasonable prices and in a fair and equitable manner. All contracts executed with Federal funds are subject to applicable Federal laws, regulations, grant terms, and required third-party contract provisions.

1.2 COMPETITION

~~In the absence of extenuating circumstances, all procurements will be placed only after determining that the competitive forces of the marketplace are present and that the market has been afforded the opportunity to respond to AT's needs. Extenuating circumstances would include emergency actions related to issues of safety, cases where sole source procurement can be adequately justified and documented, cases where the procurement cost to seek competition is deemed greater than the potential savings, and cases where delay would cause a material loss or loss of services provided by AT.~~

AT shall provide full and open competition to the maximum extent practicable. Specifications shall not be unduly restrictive, and procurements shall not be artificially divided to avoid a procurement threshold or competitive requirement. Noncompetitive procurement may be used only when permitted by applicable requirements and supported by written justification.

1.3 FAIR TREATMENT OF VENDORS

AT staff shall treat all vendors fairly and equitably in the procurement process. Collusion and appearance of collusion shall be avoided in all cases.

1.4 ETHICS

In order to avoid any appearance of a conflict of interest in purchasing or contract award, AT's employees, officers, board members, or agents may neither solicit nor accept gratuities, favors or anything of monetary value from present or potential

contractors or sub-recipients. Unsolicited gifts of nominal intrinsic value not related to any purchase or contract may be kept. AT's employees, officers, board members, or agents are prohibited from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. Violators of this policy will be subject to discipline up to and including discharge.

1.5 CONFLICT OF INTEREST

AT's employees, officers, board members, or agents are prohibited from participating in the selection, award, or administration of a contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award. The employee, officer, board member, or agent;

- 1) Any member of his or her immediate family;
- 2) His or her partner;
- 3) An organization that employs, or is about to employ, any of the above.

1.6 DELEGATION OF AUTHORITY

~~The following AT employees are authorized to purchase or issue purchase orders for supplies, materials, and services up to \$5,000 Transit Manager (TM) \$2,500 Office Manager (OM) and the Maintenance Manager (MM). The Transit Manager is delegated additional authority by the AT Board to execute all procurement documents for goods and/or services and public works contracts up to \$25,000. The provisions of the board approved annual budget limit this procurement authority to those items in the board approved annual budget. In executing their authorities as delegated above, individuals will be responsible for:~~

The General Manager (GM), or authorized designee, shall administer procurement activities within the authority delegated by the AT Board and subject to the Board-approved budget. Employees exercising delegated purchasing authority shall determine need, provide adequate specifications, obtain and document required quotations, perform required cost or price analysis, document any sole-source or emergency basis, obtain appropriate authorization, and document receipt and acceptance. Contracts exceeding delegated authority require Board approval unless otherwise authorized by law or an approved emergency procedure.

- ~~• Determining need and providing justification (all).~~
- ~~• Technical specifications or adequate item description (all).~~
- ~~• Obtaining price quotes (all) at least 3 quotes (from email, website, fax, or phone call) will be needed to ensure the price is fair and reasonable.~~
- ~~• Conducting price analysis (TM/OM).~~

- ~~• Providing sole source justifications (TM/OM).~~
- ~~• Purchasing or issuing a purchase order with the appropriate authorized signature, estimated costs, price quotes, and any special terms (all).~~
- ~~• Accepting the item(s) and forwarding the coded invoice or other evidence of receipt and acceptance to Accounts Payable (all).~~

~~Purchase documents not executed within the above delegated authority may become the responsibility of the person originating the transaction.~~

1.7 RECORDS AND RECORDKEEPING

~~The TM and/or a designee shall be responsible for maintaining all records relating to procurement actions. Authorized purchasers are responsible for furnishing the TM with all documentation concerning the procurement action, including notes taken over the phone for informal price quotations.~~

The GM and/or designee shall be responsible for maintaining all records relating to procurement actions. Procurement files shall include, as applicable, the solicitation, quotations/bids/proposals, evaluation and award documentation, independent cost estimate, cost or price analysis, required approvals, sole-source or emergency justification, executed contract and amendments, invoices, receipt and acceptance documentation, and required Federal and State compliance records.

1.8 FEDERAL REQUIREMENTS

~~While this policy describes the procurement methods used by AT for most purchases, when federal grant funds are involved certain regulations regarding federal procurement must also be followed and given precedence in the event of a conflict with this policy. Specifically, AT will follow the requirements of FTA Circular 4220.1F and subsequent updates and amendments, the Federal Acquisition Regulation (OMR), and the recommendations in the FTA's Best Practices Manual. When contracting for Architectural and Engineering services, AT will follow the competitive proposal procedures based on the Brooks Act defined in 40 USC 541.~~

While this policy describes AT procurement procedures, when Federal grant funds are involved, applicable Federal requirements shall take precedence in the event of a conflict. AT shall follow the current FTA Third Party Contracting Guidance (FTA Circular 4220.1, as amended or superseded), 2 CFR Part 200, the applicable FTA Master Agreement, applicable FTA procurement guidance, and all required Federal third-party contract provisions. Architectural and Engineering services subject to the Brooks Act shall use applicable qualifications-based selection procedures.

1.9 STATE REQUIREMENTS

~~There are no state procurement regulations directed specifically to transit systems in California at this time.~~ AT shall comply with applicable California procurement, public

works, labor, prevailing-wage, contractor-registration, licensing, and other requirements. Public works procurements shall include applicable prevailing-wage and related requirements.

CHAPTER 2 METHODS OF PROCUREMENT

2.0 INTRODUCTION

~~Procurement methods available are:~~ Procurement methods shall be selected based on the nature, value, funding source, and applicable requirements of the procurement. AT's internal dollar thresholds establish agency procedures and do not replace or override stricter Federal, State, grant, or Board requirements.

Under \$25,000

- 2.1. Small items purchase
- 2.5 State, Federal or public agency contract / cooperative purchasing agreement

\$25,000 to \$99,999

- 2.1.1 Small items purchase
- 2.5 State, Federal or public agency contract / cooperative purchasing agreement

\$100,000 and over

- 2.2 Competitive sealed bid,
- 2.3 Competitive negotiated procurement
- 2.4 Noncompetitive negotiated procurement.
- 2.5 State, Federal or public agency contract / cooperative purchasing agreement.

2.1 SMALL ITEMS PURCHASE

~~Small items procurement usually involves relatively standard, easily specified, readily available goods or services. Small items purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for purchases/purchase orders relating to services, supplies and other property costing in the aggregate not more than \$24,999. If open purchase orders are established with firms that will provide goods or services exceeding this amount in the aggregate over a period of 12 months, the account must be established competitively by three quotes. Formally issued Request for Bid or Request for Proposals may be used for small item purchases where circumstances warrant it, but are not required. For small items procurements, price competition is usually obtained by doing telephone shopping, catalog shopping, internet shopping or solicitation of informal written quotations. Use of a purchase order usually satisfies small order procurements. There are four exceptions to this generalization and they are: 1) over the counter purchases, 2) items charged to the AT credit card, 3) petty cash purchases, and 4) certain open purchase orders.~~

Small-item procurements involve relatively standard, readily specified goods or services. Purchases at or below the applicable Federal micro-purchase threshold may be made without competitive quotations when permitted by applicable requirements, provided AT documents that the price is fair and reasonable. Purchases shall not be split to avoid competition, and purchases should be distributed equitably among

qualified suppliers to the extent practicable. For purchases above the applicable micro-purchase threshold, staff shall obtain and document competition required by this policy and the applicable funding source.

- a) Over-the-counter purchases are where an order and delivery is taken in person on the same day from a local source, and the item is charged to AT. These would be for orders less than \$250. No purchase order is required, but the purchaser must on the same day provide a billing or other proof of purchase to accounting with an authorized purchaser's signature.
- b) The AT credit card may be used when an item is purchased over the telephone, through a catalog or on the internet when an account has not been established with the vendor. These purchases are limited by the purchaser's purchasing authority and/or credit card limit.
- c) Petty cash may be used for a purchase of an item from a local source when the cost does not exceed \$50 and when there is no open purchase order with the vendor. No purchase order is required. This method is encouraged for purchases less than \$25.
- d) Open purchase orders will specify persons authorized to place orders for routine items, such as gasoline, minor repairs, and certain supplies and may have a cost limit.

2.1.1 \$ 25,000 to \$99,999

~~For items or services procurements in excess of \$25,000, but less than \$100,000, price competition is obtained by solicitation of at least three quotes or (3) written description of services and costs. In the event three (3) bids are unattainable, documentation as outlined for 'Sole Source Justification' as outlined by the California Department of Transportation, Division of Mass Transportation.~~ For items or services costing \$25,000 to less than \$100,000, staff shall obtain at least three competitive quotations when practicable and document the basis for award. If fewer than three quotations are obtainable, the procurement file shall document the efforts made and the reason competition was unavailable or inadequate. Any stricter funding-source requirement shall control.

2.2 REQUESTS FOR BIDS (RFB)

~~In this procurement method, the OM is responsible for oversight of sealed bids, which are solicited through publication of a Request for Bids (RFB). A firm fixed-price contract is awarded to the responsible bidder whose bid is responsive (conforming to all the material terms and conditions of the Request for Bid) and is lowest in price. This method is to be used in the following situations:~~

A Request for Bids (RFB) shall be used when complete, adequate, and realistic specifications are available, two or more responsible suppliers are willing and able to

compete, and selection can appropriately be based principally on price. A firm fixed-price contract shall be awarded to the lowest responsive and responsible bidder meeting the solicitation requirements.

- a) A complete, adequate, and realistic specification or purchase description is available.
- b) Two or more responsible suppliers are willing and able to compete effectively for the order.
- c) The procurement lends itself to a firm fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

This method of procurement involves the following steps: cost estimate, solicitation of bids, distribution of bid information, opening of bids, review and evaluation of bids, price analysis, and bid award.

2.2.1 Solicitation of Bids

~~If the procurement is expected to cost more than \$100,000, it will be brought before the AT board for approval to solicit bids. A Request for Bids or Request for Proposals is advertised in media where it is expected to be seen by potential bidders. Solicitation also involves inviting parties assumed to have a capability to perform the service. Vendor lists, trade publications, public advertising, the internet, the California State Office of Business and Economic Opportunity Disadvantaged Business Enterprise (DBE) Database directory and telephone yellow page listings are potential sources of information for developing a list of firms to solicit. If the procurement is classified as a public works project, an advertisement will be placed, at a minimum, in the Jackson and Sacramento newspapers, as well as an official DBE publication if available. The advertisement will give a brief description of the goods or services sought, directions for obtaining the complete bid package, and the date the bids are due.~~

Formal solicitations shall be publicly advertised or otherwise distributed in a manner reasonably designed to reach prospective bidders. Board approval to solicit shall be obtained when required by AT's delegation of authority or Board direction. The solicitation shall include sufficient information for competition, applicable Federal and State requirements, required certifications and contract provisions, submission instructions, and the basis for award.

2.2.2 Distribution of Bid Information

All information concerning the procurement will be included in the bid package and distributed to all interested bidders. At a minimum, the bid package will contain a description of the procurement, product specifications, instructions to bidders, and bid form. The description of the procurement shall be a complete description of the goods or services wanted. The specifications shall be sufficiently complete and detailed so as to ensure that AT will receive the product needed without restricting competition. The instructions to bidders shall include bid and performance bond requirements, bid due

date, instructions for obtaining bid clarification, number of copies of bid or proposal form required, and treatment of bidding irregularities. The completed bid form must contain a bid amount, acknowledgement of receipt of the entire bid package and subsequent addenda, and signature by an authorized representative of the bidding company. All required certifications and assurances must be signed and included with the completed bid form. All bidders shall be treated impartially and shall receive the same information. All questions and answers regarding the bid package will be distributed to all parties who have received the bid package. No private meetings will be held with any bidders during the bid period. The **GMOM** or a designee will be responsible for maintaining a list of names and addresses of persons receiving the bid package and will furnish them with all addenda and records of communications.

2.2.3 Opening of Bids

~~At the place and time specified in the bid package, the OM or designee shall declare the bidding closed and publicly open the bids received at an Amador Transit Board of Directors meeting. The amount of the bid and the bidder's name will be read aloud and recorded on a bid opening form. Copies of the form will be distributed to anyone requesting a copy. No other information will be given out at that time, but an announcement will be made as to when the bid documents received will be available for public inspection. This delay allows the OM time to review, log, and bind the documents received. Any bid documents received after the announced due date and time will not be opened except on the advice of counsel. Depending on the opinion of counsel, they will subsequently be opened or returned unopened to the bidder.~~ **Bids shall be opened at the time and place stated in the solicitation and handled in accordance with applicable law and the solicitation. Bid-opening procedures shall preserve fairness, transparency, and the integrity of the competitive process. Late bids shall be handled consistently with the solicitation and applicable requirements.**

2.2.4 Review and Evaluation of Bids

The **GMOM** or a designee shall review all bids submitted for responsibility of the bidder and responsiveness to the bid. The responsibility review is to determine the financial and technical capability of the bidder to perform the work. It is based upon a review of the documentation requested in the bid package and supplemented, if necessary, with phone calls to verify data, clarify the submittal, or check references. Only responsible bidders will be considered. The OM or a designee will then review the bids for responsiveness to the bid package. This review is to determine that all requirements of the bid package have been met. At a minimum, it includes determining the time and date the bid was received, the completeness of the bid form, whether a proper bid security accompanied the bid, whether the math was accurate, and other special requirements specified in the bid package, if any. Any irregularities need to be classified as material or nonmaterial. If necessary, legal counsel will be consulted to assist in this determination. If an irregularity is nonmaterial (for example, incorrect number of copies of bid submitted), the bidder will be given a deadline by which to correct the irregularity. Only responsive bids will be considered.

2.2.5 Bid Award

The ~~GMOM~~ or a designee shall prepare a separate file containing, at a minimum, the purchase requisition, the advertisement for bids, the complete bid package, a list of bidders requesting the bid package, any correspondence with bidders, all bids received, the bid form filled out at the time of bid opening, and documentation of any reference checks or follow-up work to determine which bidders are responsible. Upon receipt of the appropriate approval, the ~~TM or OM-GM~~ shall issue a notice of bid award and prepare a purchase order or contract. If a contract is used, the form of the contract will have been included in the bid package and no material changes may be made to the terms and conditions after the bid opening. The statement of work from the bid package shall be incorporated into any purchase order or contract without change. When all submissions specified in the bid package (performance bond, insurance certificate, etc.) have been received, the contract or order will be placed and the unsuccessful bidders will be notified of the award. All unsuccessful bidders will be released from their bid bond and any funds held by AT as bid security shall be returned.

2.2.6 Bid Protest

~~Any bidder or prospective bidder whose direct economic interest is aggrieved by the bidding and/or award process described in this section may protest the bidding and/or award process in accordance with these procedures. The protest shall be submitted in writing to the AT Transit Manager within five (5) days of the decision to award the bid by the AT Board or by the Transit Manager, as may be applicable. In order to allow the filing of protest, the award of any bid by AT will be effective six (6) days after the decision to award. In the event that a protest occurs within the five (5) day period, then the award shall not be made until the protest procedure has been fully completed unless AT, in the discretion of the Transit Manager, determines that:~~ Any bidder or prospective bidder whose direct economic interest is adversely affected by the solicitation or award may submit a protest in accordance with the procedures stated in the solicitation and applicable Federal, State, and AT requirements. The protest procedure shall identify filing deadlines, required contents, review authority, and final decision authority. For FTA-assisted procurements, AT shall comply with applicable FTA protest notification and review requirements.

- a) The items to be procured are urgently required, or
- b) Delivery or performance will be unduly delayed by failure to make a prompt award, or
- c) Failure to make prompt award will cause undue harm to AT.

The written protest shall contain, at a minimum, the following:

- a) The name of the protesting person.
- b) An identification of the protestor's interest in the bidding process.
- c) A statement of the grounds for protest, which should detail the basis for the protest and should provide supporting legal and factual arguments and a copy of any documents which the protestor submits to support its position.

Upon receipt of a protest, AT shall notify the successful bidder. AT shall also, through the ~~Transit Manager~~GM, review the protest. The ~~Transit Manager~~GM may request from the successful bidder a response to the protest. The ~~Transit Manager~~GM shall, within not less than ten (10) days of receipt of the protest, make a recommendation to the AT Board concerning the protest. The AT Board shall, at its next regularly scheduled meeting or at a special meeting called for that purpose, consider the protest and the recommendation of the Transit Manager and render its decision on the protest. The decision shall become final six (6) days after the decision of the AT Board unless there is a further protest of the award made pursuant to FTA procedures.

2.3 REQUESTS FOR PROPOSALS (RFP)

~~In a competitive negotiated procurement, a Request for Proposals (RFP) is publicized and proposals are requested from a number of sources. Negotiations are normally conducted with more than one of the sources submitting offers and either a fixed price or cost reimbursable contract is awarded. This method shall be used in the following situations:~~

~~A Request for Proposals (RFP) may be used when factors other than price are important, specifications cannot be fully developed in advance, or technical approach, qualifications, quality, contractual factors, or other evaluation considerations must be weighed. The RFP shall identify evaluation factors and their relative importance. Negotiations, if permitted, shall be conducted consistently with the solicitation and applicable requirements.~~

- a) Contracting for services or items that cannot be precisely defined, described, or standardized.
- b) Contracting for research and development where the end product may be conceptual in nature.
- c) A cost-reimbursement contract will be awarded.
- d) The technical aspects and price of the offeror's proposal will be negotiated.
- e) AT wishes to give offeror's the opportunity to revise the price or technical aspects of their proposals.
- f) Not only price, but also quality and contractual factors will be considered in order to determine the most advantageous offering.
- g) Artistic or aesthetic values will be weighed to the extent that price is a secondary consideration.

This method of procurement involves the following steps: cost estimate, solicitation of proposals, review and evaluation of proposals, cost analysis, negotiating with proposer, and award of contract.

2.3.1 Solicitation of Proposals

Solicitation involves contacting parties assumed to have a capability to perform the service. Vendor lists, trade publications, public advertising, the internet, the California

State Office of Business and Economic Opportunity Disadvantaged Business Enterprise directory, and telephone yellow page listings are potential sources of information for developing a list of firms to solicit. Potential suppliers are furnished a Request for Proposals that includes, at a minimum, a description of the item desired or statement of work, due date for proposals, criteria that will be used in the proposal evaluation and their relative weights, and general instructions to bidders. The cost information solicited must be returned separately from the technical proposal so that it will not influence the technical evaluation.

2.3.2 Review and Evaluation of Proposals

~~Proposals are opened privately. Strict confidentiality as to the nature and cost of the proposal must be maintained throughout the negotiation process. Only after award of the contract is the successful firm revealed to the public and the terms and conditions made known. An evaluation committee will review and score all proposals received against the evaluation criteria specified in the solicitation. The committee will arrive at a list of proposers judged to be within the competitive range and able to perform the work satisfactorily. The committee will then consider the cost information and a strategy developed with regard to how that influences their decision, taking into consideration the weight (if any) that was placed on price in the selection criteria specified in the solicitation.~~

Proposals shall be evaluated using only the criteria stated in the solicitation. An evaluation committee may be used. Proposal information shall be kept confidential to the extent permitted by applicable law during evaluation and negotiation, and procurement records shall be handled in accordance with applicable public-records requirements.

2.3.3 Negotiation with Proposers

At this point, a cost analysis of the leading proposers will be performed. Overhead, profit, direct charge rates, and other cost factors will be analyzed. Proposers may be required to submit additional data. The parties may negotiate the procurement. A final and best offer of technical and/or cost data may be requested from the proposer. The committee will review this final offer and decide whether to enter into a contract with the proposer. If a contract cannot be negotiated, the committee will begin negotiations with the next qualified proposer.

2.3.4 Award of Contract

Following acceptance of final and best offers, either a fixed-price or cost-reimbursement contract is awarded. If required, Contractor's bonds and prevailing wage requirements will be included in the contract.

2.4 NON-COMPETITIVE NEGOTIATED PROCUREMENT

Procurement by non-competitive proposals will be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

- The item is available only from a single source;

- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- The FTA authorizes a noncompetitive negotiation; or
- After solicitation of a number of sources, competition is determined inadequate.

~~A non-competitive procurement must be accompanied by a justification and be authorized by the OM. The OM has the responsibility of questioning the justification to preserve the integrity of the procurement process. In all cases, the decision to seek sole source procurement will be decided by the Transit Manager. This method of procurement involves the following steps: cost estimate, solicitation of bid, negotiating with proposer, price or cost analysis, and contract award.~~ A noncompetitive procurement must be supported by written justification and approved at the level required by AT's delegation of authority. The justification shall identify the applicable basis for noncompetitive procurement, describe efforts to obtain competition when applicable, and document price reasonableness. The GM is responsible for approving sole-source determinations within delegated authority; Board approval is required when the procurement exceeds delegated authority.

2.4.1 Negotiation of the Procurement

A noncompetitive procurement will be treated in a manner similar to the competitive negotiated procurement except there will be only one proposer. A thorough cost analysis to determine the cost and profit is fair and reasonable. Cost, delivery, specifications, and all other factors relating to the procurement need to be negotiated.

2.4.2 Placing the Order

After the appropriate approval for the level of the cost is received, the order will be placed either by purchase order or contract. Whichever document is used will follow proper authorization, as previously described, and will state the complete agreement between the parties, including technical specifications, cost, delivery, and other applicable terms and conditions.

2.5 STATE, FEDERAL OR PUBLIC AGENCY CONTRACT / COOPERATIVE PURCHASING AGREEMENT PROCUREMENT

~~When determined by informal inquiry to be in the best interests of AT and, when afforded the opportunity, items may be procured from state, federal or other public agency contract or cooperative purchasing agreements without further competition.~~ AT may use State, Federal, local-government, public-agency, or cooperative purchasing contracts when permitted by applicable requirements and when staff document that use of the contract is in AT's best interest. Before using another agency's contract with Federal funds, AT shall independently verify that the underlying procurement and contract terms satisfy applicable Federal requirements and that the proposed purchase is eligible for cooperative or joint procurement.

CHAPTER 3 COST AND PRICE ANALYSES

3.0 OVERVIEW

~~Either a cost or a price analysis must be conducted with every procurement action, including contract modifications. An independent cost estimate must be performed prior to receiving bids or proposals.~~ A cost or price analysis shall be performed and documented for each procurement action, including contract modifications, as required by applicable requirements. An independent cost estimate (ICE) shall be prepared before receiving bids or proposals when required or appropriate to the procurement.

3.1 COST ANALYSIS

~~A cost analysis must be performed when the offeror is required to submit the elements of the estimated cost (labor hours, overhead, materials, etc.) These are required for professional consulting and architectural and engineering services contracts. A cost analysis is necessary when adequate price competition is lacking, for non-competitive procurements, contract modifications, and change orders, unless reasonableness can be established on the basis of a catalog or market price, or on the basis of prices set by law or regulation.~~ A cost analysis shall be performed when required, including when an offeror submits individual cost elements; for applicable professional consulting and Architectural and Engineering services; when adequate price competition is lacking; for noncompetitive procurements; and for contract modifications or change orders when price reasonableness cannot otherwise be established. When cost analysis and negotiation are required, profit shall be considered separately from cost as appropriate.

3.2 PRICE ANALYSIS

~~A price analysis may be used in all other instances to determine the reasonableness of the proposed contract price. A price can be determined reasonable based on one or more of the following:~~ A price analysis may be used when adequate price competition or other reliable market information is available. Price reasonableness may be supported by competitive quotations or bids, recent comparable purchases, published catalog or market prices, independent estimates, advertised prices, regulated rates, or other reasonable market evidence. The procurement file shall document the basis for the determination.

- The item was found to be reasonable on a recent purchase.
- It was obtained from a current price list or catalog listing.
- It is a sale price obtained from advertisements.
- The purchaser has personal knowledge of the item procured.
- It is a regulated rate or price (such as a utility).

CHAPTER 4 CONTRACT CHECKLIST

4.0 CONTRACT CHECKLIST

~~The following list itemizes the contract clauses that are often used in AT contracts. Not all clauses are used in all contracts.~~ The following list identifies contract provisions commonly used in AT contracts. The provisions required for a particular procurement

shall be determined by the contract type, value, funding source, scope, and applicable law. Federally funded contracts shall include all applicable Federal third-party contract clauses and certifications; a general reference to Federal requirements does not substitute for required contract language.

Preamble Statement of Work Allowable
Costs Payment Terms
Term of the Agreement
Records and Audits
Termination
Independent Agent
Legal Remedies
Assignment Coordination of Work Insurance and Indemnification
Uncontrollable Forces
Title to Property
Severability
Nondiscrimination
Notices
Signature Page

In addition to the above, contracts involving federal funding will use the federal clauses required for Third Party Contracts. In addition to the provisions above, contracts involving Federal funding shall include the specific Federal third-party contract clauses and certifications applicable to the contract type, dollar value, and funding source. Staff shall use the current FTA contract-provisions guidance or matrix and applicable award documents to determine required clauses.

FEDERAL THIRD-PARTY CONTRACT PROVISIONS

For FTA-funded contracts, AT shall include all provisions and certifications applicable to the specific contract. Requirements may include Buy America and Build America, Buy America; domestic preferences; suspension and debarment; lobbying; civil rights and nondiscrimination; Disadvantaged Business Enterprise requirements; records and audits; telecommunications restrictions; and other provisions required by the applicable FTA award.

CONTRACT ADMINISTRATION, AMENDMENTS, AND CLOSEOUT

The responsible AT employee shall monitor contractor performance, deliverables, invoices, compliance, and contract terms. Amendments and change orders shall be justified, approved at the appropriate level, and evaluated for price reasonableness. An amendment shall not be used to materially change the scope in a manner that would have required competition for the changed work. Contracts shall be closed out after final acceptance, final payment, resolution of outstanding issues, and retention of required records.

SUSPENSION AND DEBARMENT

Before entering into an applicable federally funded covered transaction, AT shall verify and document that the prospective contractor is not suspended, debarred, or otherwise excluded from participation.

PERIODIC REVIEW

This policy shall be reviewed periodically and updated as necessary to reflect changes in Federal, State, local, FTA, Caltrans, and Board requirements. If this policy conflicts with applicable law, regulation, grant agreement, or funding requirement, the controlling requirement shall govern.

11:39 AM

09/25/26

Accrual Basis

AMADOR TRANSIT

Expenditures

August 30 through September 25, 2026

Date	Name	Memo	Amount
52000 SERVICES & USER FEES			
52100 VEHICLE TECH SERV-OUTSOURCE			
08/31/2026	Glass Doctor of The Gold Cou...	Chip repair	105.00
09/23/2026	Hewitt Alinement Service	(303) Alinement	210.00
09/01/2026	Sutter Creek Car Wash	Credit forward from Aug	-39.01
09/01/2026	Sutter Creek Car Wash		25.00
Total 52100 VEHICLE TECH SERV-OUTSOURCE			300.99
52250 LEGAL COUNSEL			
08/31/2026	Peterson Watts Law Group LLP		416.00
Total 52250 LEGAL COUNSEL			416.00
52300 ADVERTISING & MARKETING			
09/10/2026	CableTime	7/27/2026-8/30/2026	350.00
Total 52300 ADVERTISING & MARKETING			350.00
52400 SOFTWARE MAINTENANCE FEES			
09/01/2026	Docuware Corporation	Annual Document Storage	3,672.00
09/15/2026	Executech	SAC-260024	1,581.10
09/01/2026	SILKE Communications	Maint services, Metro services	13,633.68
08/31/2026	Trillium Solutions, Inc.	GTFS Maint	300.00
09/21/2026	VegasDomains.net	Renewal for Amadortransit.com	48.38
Total 52400 SOFTWARE MAINTENANCE FEES			19,235.16
52550 GSA COST ALLOC-(POSTAGE/PRINT)			
09/08/2026	Amador County General Servi...		31.67
Total 52550 GSA COST ALLOC-(POSTAGE/PRINT)			31.67
52600 PROFESSIONAL & TECH SERVICES			
09/15/2026	U.S. BANK	Steel square tubing	635.08
Total 52600 PROFESSIONAL & TECH SERVICES			635.08
52610 Fees Bank, Merchant, Service			
08/31/2026		Service Charge	51.56
Total 52610 Fees Bank, Merchant, Service			51.56
Total 52000 SERVICES & USER FEES			21,020.46
53000 MATERIALS & SUPPLIES CONSUMED			
53100 FUEL			
09/15/2026	Hunt & Sons, Inc.	9/15/2026-10/15/2026	10,743.75
Total 53100 FUEL			10,743.75
53200 LUBRICATION			
09/16/2026	U.S. BANK	Motor Oil	156.08
09/16/2026	U.S. BANK	Transmission oil	124.16
Total 53200 LUBRICATION			280.24

11:39 AM

09/25/26

Accrual Basis

AMADOR TRANSIT

Expenditures

August 30 through September 25, 2026

Date	Name	Memo	Amount
53300 □VEHICLE MAINT-REPAIR PARTS			
09/12/2026	Auto Zone	(205) Cabin air filter	26.85
09/15/2026	Auto Zone	(204) A/C heater & blower motor	71.06
09/10/2026	Auto Zone		30.21
09/21/2026	Auto Zone	(Shop) Brake hose washer	7.38
09/11/2026	Delta Truck Center	(Shop) Core Pass car battery	-48.49
09/08/2026	Delta Truck Center	(SHOP) 12V Pass Car Battery x 3	510.75
09/08/2026	Delta Truck Center	(507) 12v starting battery	505.62
09/24/2026	Delta Truck Center	Battery Core	-109.10
09/02/2026	NAPA Auto Parts	(SHOP 400s) Brake parts cleaner, Air fil...	132.54
09/02/2026	NAPA Auto Parts	(Generator) Battery	141.20
09/16/2026	Ron DuPratt Ford	(Stock) Ball Joint Assy, Klt -bra	861.48
09/16/2026	Ron DuPratt Ford	(Stock) Returned Kit-Bra	-261.60
09/17/2026	Ron DuPratt Ford	(303) Calipers	307.32
09/02/2026	U.S. BANK		32.20
Total 53300 □VEHICLE MAINT-REPAIR PARTS			2,207.42
53350 □SHOP SUPPLIES (Consumables)			
09/04/2026	U.S. BANK	Water	29.88
Total 53350 □SHOP SUPPLIES (Consumables)			29.88
53450 □FACILITIES MAINT/REPAIR PARTS			
09/09/2026	Lowe's	Paint	132.38
09/10/2026	Lowe's	Wood Trim	30.12
09/09/2026	Lowe's	Misc supplies	127.45
09/16/2026	Lowe's	Plexiglass & bolts	128.92
09/01/2026	U.S. BANK	Car wash brush head.	36.62
09/16/2026	U.S. BANK	Multifold hand towels	38.78
Total 53450 □FACILITIES MAINT/REPAIR PARTS			494.27
53550 □OFFICE SUPPLIES			
09/08/2026	U.S. BANK	Copy paper misc office	114.49
Total 53550 □OFFICE SUPPLIES			114.49
53650 □PRINTING (Schedules, Brochures)			
09/23/2026	On-Line Printing & Graphics		541.80
Total 53650 □PRINTING (Schedules, Brochures)			541.80
Total 53000 □MATERIALS & SUPPLIES CONSUMED			14,411.85
54000 □UTILITIES			
54100 □AT WATER/SEWER/GARBAGE			
09/14/2026	Amador Water Agency	007648000	132.45
Total 54100 □AT WATER/SEWER/GARBAGE			132.45
54200 □AT -PGE/NATURAL GAS			
09/14/2026	P.G.& E.	AT	58.86
09/14/2026	P.G.& E.	2608270278721	454.06
Total 54200 □AT -PGE/NATURAL GAS			512.92
54300 □TRANSIT CTR/WATER/SEWER/GARB			
09/14/2026	Amador Water Agency	TC	194.56
09/23/2026	City of Sutter Creek	JWFTTYWX	145.91
Total 54300 □TRANSIT CTR/WATER/SEWER/GARB			340.47
54500 □OFFICE PHONES/INTERNET/CELL			
09/24/2026	Comcast	AT	286.02
09/03/2026	Intermedia		289.88
Total 54500 □OFFICE PHONES/INTERNET/CELL			575.90
Total 54000 □UTILITIES			1,561.74

11:39 AM

09/25/26

Accrual Basis

AMADOR TRANSIT
Expenditures
August 30 through September 25, 2026

Date	Name	Memo	Amount
59000 LEASES / RENTALS			
59100 Leases & Rentals			
08/31/2026	Amador County Airport		75.00
09/15/2026	Leaf	8/21/2026-9/15/2026	589.34
09/15/2026	Leaf	TC 20819576	187.57
Total 59100 Leases & Rentals			851.91
Total 59000 LEASES / RENTALS			851.91
TOTAL			37,845.96