

AMADOR TRANSIT (AT) MINUTES
June 6, 2024 – 10:15 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 (via Zoom Conferencing)
Steve McLean- City of Jackson, Vice Chairman (acting Chairman)
Brian Oneto (alternate for John Plasse-Citizen at Large)
Susan Bragstad- City of Amador City
Dan Riordan-City of Sutter Creek
Richard Forster-Board of Supervisors

Absent:

None

Also Present:

Patricia Maggie Amaran, AT General Manager
John Gedney, ACTC Executive Director
Felicia Bridges, ACTC Administrative Analyst/Recording Clerk

AGENDA:

Motion: It was moved by Director Forster, seconded by Director Bragstad, and unanimously carried to approve the agenda.

Ayes: McLean, Crew, Bragstad, Forster, Oneto, Riordan
Noes: None
Absent: None

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-7):

#1. Board Minutes, May 2024: Director Forster noted the reason he was absent was due to a conflicting California State Association of Counties (CSAC) Finance Corporation meeting, and he asked to have the minutes reflect that.

#5. Performance Report, April 2024: Director Riordan stated he noticed under the Costs section, all of the costs for April are significantly lower than the rest of the year, and asked which element caused that. Ms. Amaran replied March was much higher than usual due to 4th quarter payments for CalPERS liability, insurance, etc. showing April much less as those larger payments are not going out. Director Riordan commented even the Year-to-Date costs are much lower and should be reviewed to determine why it is so much lower. Ms. Amaran responded it may also be due to the increased farebox ratio and passenger count this year. Director Forster noted the graphs under Consent Agenda #2. Ridership Analysis does show that ridership went up and down consistently over the years at certain periods of time. Ms. Amaran replied yes, spring break, summer vacation, and special events affect those trends substantially.

Motion: It was moved by Director Riordan, seconded by Director Crew, and unanimously carried to approve the Consent Agenda.

Ayes: McLean, Crew, Bragstad, Forster, Oneto, Riordan
Noes: None
Absent: None

#8. AT General Manager Report (Informational Only)-Update on opening a Money Market account for Amador Transit Operating Revenues per Finance Committee recommendation:

Ms. Amarant reviewed her staff report. She stated opening a money market account allows for more fluidity versus a certificate of deposit (CD), and collects interest on the funding. Ms. Amarant noted this was also initially brought forward due to the turnaround time of grant reimbursements, as that does affect the operating account expenses.

Director Forster stated, as a public agency, we should not be paying a money manager to care for public funds when we can utilize a bank that does not make a commission to perform the same function. Directors agreed to explore options through local banks like Bank of Marin. Ms. Amarant stated she will further research on this item and will bring it back to the August meeting.

REGULAR AGENDA ITEMS:

#9. Review and approve Fiscal Year (FY) 24/25 Budget: Ms. Amarant stated, at the Finance Committee's request, staff has revised the budget format in an effort to make it simpler. Ms. Amarant then reviewed her staff report. She noted, regarding the State Transit Assistance (STA) funding in the amount of \$493,000, the Finance Committee directed AT staff to move that into the operating revenue account to lower AT's request of the Local Transportation Fund (LTF) which will be \$543,325.

Director Forster asked why the Sacramento contract revenue of \$85,000 does not have a cost increase over the years. Ms. Amarant replied the contract was setup through 2025 at \$75 per hour in addition to reimbursement of fuel costs which fluctuates throughout the year. She added she has received feedback from SacDOT that they may be open to renewing the contract in 2025.

Director Oneto highlighted a substantial increase under line item 52250-Legal Counsel, and asked why that has changed. Ms. Amarant asked to further discuss that under Closed Session. Director Oneto then asked why line item 54100-AT Water/Sewer/Garbage reads "rate increase" but the amount budgeted did not change. Ms. Amarant replied the increase happened in the prior fiscal years and is expected to remain at \$5,000. Director Oneto also asked why staff would expect line item 56100-Liability and Property Insurance Damage insurance to decrease. Ms. Amarant responded that is an estimate received in addition to an overage from the current year which will be applied as a credit for FY 24/25.

Mr. Gedney stated the Finance Committee, Ms. Amarant, and himself had meetings regarding the budget and as Director Plasse is not in attendance today, he would like to speak on his behalf particularly regarding the STA. He stated there was a significant change that was made this year. He explained the STA is funding received through the Transportation Development Act, which has the restriction that ACTC is required to make a finding every year that AT's increasing budget stays within the Consumer Price Index (CPI). If it does, we can make a finding that the STA funding can be used for operating purposes. However, if the budget increases year to year are exceeding the CPI, then we have to make a finding that the funding will be restricted for capital purchases only (bus purchases). Mr. Gedney stated what has been happening, the STA funding was not being

itemized in the AT budget every year as an operating revenue source. Instead, it was being received and placed in the reserves account. He stated this has been an issue with the audits over the last seven years where these funds would be in the reserves and we were trying to get some structure with those reserve funds. What was agreed a few years ago was to take those funds and restrict them in capital reserve accounts for equipment, vehicles, and property to match the depreciation schedule that the CPA came up with for the audit each year. Because there was a residual amount, some of the STA funds became available as reserve funds. In this year's budget, there are \$493,000 in STA funds apportioned to Transit, but only \$232,000 (about half) is allocated directly toward the depreciation schedule. Mr. Gedney clarified when Ms. Amarant stated "*the Finance Committee directed AT staff to move that (STA) into the operating revenue account to lower AT's request of the Local Transportation Fund,*" it was not to reduce the amount of LTF used specifically. The purpose was to account for that revenue in a line item in the budget. Then, in the expense side of the budget to show that, of the \$493,000 allocation, \$260,000 is being used for operating expenses while the balance is allocated toward depreciation. What was found in the audit was that the money in reserves was being pulled back in to the operating budget to cover operating expense overages. He stated we have been trying to figure out how to clearly account for that, which was finally determined at the last Finance Committee meeting.

Director Riordan stated this mechanism and showing these funds as revenue in the creation of the budget will be ongoing, make it easier to track performance and at the end of the year and make it easier to reconcile the end of year audit with the month to month that we are looking at.

Ms. Amarant clarified that LTF funding does not go into reserves, rather it goes into the operating checking account, as that is what it is for. The STA does go into reserves to build up reserves for fleet, equipment, or building maintenance, but LTF does go directly into the checking account every month.

Motion: It was moved by Director Oneto, seconded by Director Riordan, and unanimously carried to approve the FY 24/25 Amador Transit Budget.

Ayes: McLean, Crew, Bragstad, Forster, Oneto, Riordan
 Noes: None
 Absent: None

#10. Resolution #24-03-Approve AT's State Transit Assistance (STA) Claim for FY 24/25:
 Ms. Amarant reviewed her staff report.

Motion: It was moved by Director Forster, seconded by Director Bragstad, and unanimously carried to approve Resolution 24-03 State Transit Assistance Claim.

Ayes: McLean, Crew, Bragstad, Forster, Oneto, Riordan
 Noes: None
 Absent:None

#11. Resolution #24-04-Approve AT's Local Transportation Fund (LTF) Claim for 24/25:
 Ms. Amarant reviewed her staff report.

Motion: It was moved by Director Oneto, seconded by Director Riordan, and unanimously carried to approve Resolution 24-04 Local Transportation Fund Claim.

Ayes: McLean, Crew, Bragstad, Forster, Oneto, Riordan

Ayes: McLean, Crew, Bragstad, Forster, Oneto, Riordan
Noes: None
Absent: None

#12. Approve Monthly Claims List: Ms. Amarant noted there is a revised claims list for review.

Motion: It was moved by Director Forster, seconded by Director Oneto, and unanimously carried to approve revised claims list.

Ayes: McLean, Bragstad, Oneto, Plasse, Riordan
Noes: None
Absent: Forster

Under discussion, Director Oneto noted there are 16 battery core charges shown under line item 53300-Vehicle Maintenance-Repair Parts, but no initial purchase of 16 batteries. Ms. Amarant replied she will review this and bring the information back.

#13. Future Agenda Items:

- Battery Core
- CalPERS question follow-up from audit

Closed Session: At 10:45 a.m. Vice Chairman McLean called for a Closed Session as noticed: Conference - Pending or Potential Litigation-Pursuant to Government Code Section §54956.9 Presenter: Patricia Maggie Amarant, General Manager. At 11:48 a.m. the Vice Chairman adjourned the closed session of AT and reported an update was provided.

ADJOURNMENT:

At 11:49 a.m. the Vice Chairman adjourned the regular meeting to Thursday, August 1, 2024 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.



Steve McLean, Vice Chairman

ATTEST: Amador Transit



Recording Clerk

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