

AMADOR TRANSIT (AT) MINUTES
September 5, 2024 – 10:19 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)
Sandy Staples-City of Amador City
Dan Riordan-City of Sutter Creek
Richard Forster-Board of Supervisors

Absent:

John Plasse-Citizen at Large

Also Present:

Patricia Maggie Amarant, AT General Manager
John Gedney, ACTC Executive Director
Felicia Bridges, ACTC Transportation Planner/Recording Clerk

AGENDA:

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

Ayes: McLean, Crew, Forster, Riordan, Staples
Noes: None
Absent: Plasse

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-7):

#1. Board Minutes, August 2024: Director Forster submitted minor corrections.

#2. Ridership Analysis, July 2024: Director Riordan noted ridership increased very well and July was the best it has been in years.

Motion: It was moved by Director Forster, seconded by Director Staples, and carried to approve the Consent Agenda with minor corrections on the minutes.

Ayes: McLean, Crew, Forster, Riordan, Staples
Noes: None
Absent: Plasse

#8. AT General Manager Report (Informational Only):

- **Information on current Dial-A-Ride (DAR) passengers:** Ms. Amarant reviewed her staff report. She stated the DAR is currently running up to five (5) buses per day. Additionally,

students have been utilizing public transit more often due to the Amador County Unified School District transportation department canceling Jackson bus routes, and the Sacramento route has an increase in ridership due to businesses requiring staff to return to the office. Director Staples asked for clarification regarding ‘Travel with Mobility Aides’ under the Total DAR/Amador Rides Demographics section of the staff report, and whether that refers to mobility devices or the individual having an assistant. Ms. Amarant replied that refers to mobility devices such as a walker, cane, or wheelchair.

- Update on AT’s parking lot repair estimates: Ms. Amarant reviewed her staff report. Director Riordan asked if the specification was modified to include the concrete aspect verses asphalt that was mentioned last month. Ms. Amarant responded she actually eliminated the concrete work in front of the AT Administrations building shop entirely for this year’s project due to the cost, but noted that section and the Transit Center parking lot paving will be included in next year’s State of Good Repair funding “Call for Projects” application.
- Bus delivery status: Ms. Amarant reviewed her staff report. Director Forster asked if the buses that are permanently out of service will be surplus. Ms. Amarant replied yes, they will be auctioned off along with two (2) additional buses (500 series buses). Director Forster asked if the usable material is removed from the buses prior to auction. Ms. Amarant responded yes, radio and camera equipment, advertising, etc. are all removed. Director Riordan asked what kind of revenue do the buses going to auction usually bring in. Ms. Amarant replied it can vary, but at most AT has seen a return of \$5,000-6,000. She noted most often the auctioned buses are shipped back east or to Canada for tourism uses. Director Riordan asked if that revenue is included in the annual budget. Ms. Amarant stated no, that revenue is not included as it is an unknown. However, once received, that revenue is put into the Fleet Reserves account.

REGULAR AGENDA ITEMS:

#9. Review, discussion, and direction given to staff on Revised Disciplinary Policy: Ms. Amarant reviewed her staff report. She stated this policy is very outdated and required an extensive update. She added AT legal counsel has assisted through the update process, providing edits/review of the document.

Director Riordan asked how one may provide suggested changes. Ms. Amarant replied she can provide an editable version to the board and bring back a final draft next month with a resolution.

Director Forster asked, regarding item D. Speeding Citations on page 3, what a “*Total Performance Commitment*” means as noted under the second bullet point. Ms. Amarant replied it means the individual understands and agrees to the terms adhering to the total commitment, and if not, actions like suspension or termination could apply. Director Forster asked if the speeding citations apply off duty as well. Ms. Amarant stated if the individual gets a speeding ticket off duty and it shows up on their driving record that is considered on their professional record as well. Director Forster asked what happens in the event the individual gets a speeding ticket off duty and takes a driver course to remove the infraction. Ms. Amarant replied if that course removes the points on their record, then that would not display on the report provided to AT. However, if they choose not to address that speeding ticket and it shows as a point it would show on the report. Director Forster then asked if they get a ticket, are offered a course and take it, that should be to their credit. Ms. Amarant stated yes, once the DMV record is clean, then it would be eliminated from AT’s records. Director Forster asked if that ticket would still count as a ticket within the noted five (5) years. He

asked if it would then automatically fall off their record or would they have to ask for it to be absolved. He suggested adding a description of how the individual should handle that situation should be included in the policy itself. Ms. Amarant stated she would provide that suggestion to AT legal Counsel to add to the policy.

Direction was provided to incorporate suggested changes from the board and bring back the final draft next month.

#10. Approve Monthly Claims List: Director Riordan asked, regarding line item 59100-Leases/Rentals-Smile Business Products, Inc. buyout, if you complete a buyout there is no longer a lease fee. Ms. Amarant replied yes, in this case though, staff met with a new vendor and received a better offer for services than the current vendor. As part of the signup process with the new vendor, they pay to complete the buyout of the old one which is then shipped back to the manufacturer. Once that is completed, a lease agreement is then established with the new vendor for a new printer/copier.

Director Forster noted there were many items added to the claims list, and asked how closely those small purchases are monitored by her. Ms. Amarant replied she reviews/approves all transactions.

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

Ayes: McLean, Crew, Forster, Riordan, Staples
Noes: None
Absent: Plasse

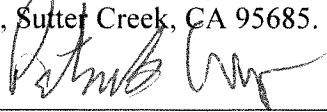
#11. Future Agenda Items:

- Disciplinary Policy- Final review
- Bus delivery status update

Closed Session: At 10:44 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 11:13 a.m. the Vice Chairman adjourned the closed session of AT and reported direction was given to staff.

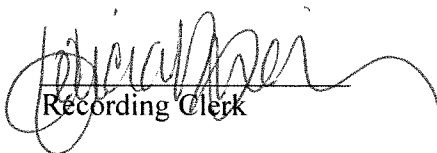
ADJOURNMENT:

At 11:14 a.m. the Vice Chairman adjourned the regular meeting to Thursday, October 3, 2024 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.



Patrick Crew, Chairman

ATTEST: Amador Transit


Recording Clerk

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