

AMADOR TRANSIT (AT) MINUTES
March 7, 2024 – 11:06 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
Steve McLean- City of Jackson, Vice Chairman
Susan Bragstad- City of Amador City
Richard Forster-Board of Supervisors
John Plasse-Citizen at Large
Dan Riordan-City of Sutter Creek

Absent:

None

Also Present:

Patricia Maggie Amarant, 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 Riordan, and unanimously carried to approve the agenda.

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

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-7):

#1. Board Minutes. February 2024: Director Forster noted minor corrections to be submitted. He asked, if advertising is placed on bus shelters, if staff could ensure the Rotary Club insignia is not covered up.

#5. Performance Report, January 2024: Director Plasse stated there is a significant decrease in costs under the Costs section of the report for January. He continued, even though it shows the same number of operational days, there is an approximate \$65,000 reduction in monthly expenses skewing the cost per mile. Director Plasse asked if that was missed expenses that were not allocated to the month in time for this agenda, and it could be something wrong in the calculation. Ms. Amarant replied the year-to-date column provides all the months (July through now) and averages them out taking each month into account. She stated there were expenses that were probably prepaid in November or December as quarterly payments. Director Riordan commented he does not believe that is the issue, because when looking at the month of December the overall costs were lower than the rest of the months as well. He suggested staff

further review the details for the month of January. Ms. Amarant stated she will take that back for review.

#6. Budget/Expenditure Report, January 2024: Director Plasse asked, regarding the Accounts Receivable section on page 1, if there is a differentiation between which of the grants listed are true grants versus reimbursement grants. Ms. Amarant replied yes, line items 12040-5311 Cares, line item 12015-State of Good Repair (SGR), and line item 12007-State Transit Assistance (STA) are all receivable true grants that staff has to ask for reimbursement and provide all details for. She stated regarding line item 12010-Grant Awards Receivable, is where the Certified Public Accountant (CPA) works with staff to allocate certain funds for either prior year or future payments that AT has allocated. Director Plasse stated in previous years AT got into financial difficulties because they were showing all grants as income, and without a differentiation, it led the commission to believe there was an income stream that was not accurate.

#7. Compliments, Complaints, Service Requests: Director Forster stated it seems there are quite a few complaints this month by one individual. He noted if she does not like the service provided, she does not have to utilize it. Ms. Amarant replied staff makes all efforts to accommodate passengers and mitigate issues as they arise, but may not be able to please everyone.

Motion: It was moved by Director Riordan, seconded by Vice Chairman McLean, and unanimously carried to approve the Consent Agenda as discussed.

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

#8. AT General Manager Report (informational only): Ms. Amarant reviewed her staff report. Director Forster asked if Access2Care is aware AT does not provide night service. Ms. Amarant replied yes, and noted staff has provided Access2Care the service hours and days of AT. Director Forster asked when the contract with ModivCare was originally set to expire, and noted the loss of revenue through ModivCare will impact the budget. Ms. Amarant stated the contract was set to expire in July 2024. She stated regarding the budget impact, AT has already exceeded this year's budgeted amount for ModivCare revenue, and is hopeful to secure a contract with Access2Care in the coming months.

Director Forster asked if there is additional training required of AT staff in order to contract with Access2Care. Ms. Amarant replied no, the training is the same as what ModivCare required, but Access2Care may require updated drug screenings of the drivers for their records.

Director Plasse asked if it would be possible to utilize the Amador Rides volunteer program to backfill the weekend transportation requests. Ms. Amarant responded those volunteers would have to complete all the same training requirements that the AT drivers did, thus becoming AT staff at that point.

Director Bragstad asked if AT has considered providing weekend services. Ms. Amarant stated AT has always received requests for weekend service through the unmet transit needs process, but due to the cost to operate on the weekends has not been feasible to date.

REGULAR AGENDA ITEMS:

#9. Review, Discuss, and Approve the final draft of the Memorandum of Understanding (MOU) between AT and Sutter Health: Ms. Amarant reviewed her staff report and attachment. She noted the only changes to this document from last year's draft include additional language on page 2-D. *AT Roles and Responsibilities in the event of an Anticipated or Declared Local Emergency*, updates to the AT bus fleet on page 3, and the reimbursement rate for AT services also on page 3-E. *Roles and Responsibilities of Sutter Amador Hospital in the Event of an Anticipated or Declared Local Emergency*.

Vice Chairman McLean asked to include a date of approval for tracking purposes.

Director Plasse reviewed the Indemnity clause on page 3-B. *General Principles of Understanding*. Then noted on page 3-D. *AT Roles and Responsibilities in the event of an Anticipated or Declared Local Emergency*, #8 reads “*At agrees to take financial responsibility for AT property.*”, and asked how that comment squares with an Indemnity clause that, in the event of an accident during an evacuation, who is responsible. He suggested to have #8 removed from the MOU as it conflicts with the Indemnity clause. Ms. Amarant stated she will strike #8 and provide the revised document to Sutter Amador Hospital for review.

Director Bragstad asked if this service would be provided in the event a local emergency takes place on a weekend. Ms. Amarant replied yes, staff would be on-call and provide any/all drivers available to assist.

Ms. Amarant stated she has recently spoke with Sheriff Girton who asked about the availability of transit services to heating/cooling centers during extreme weather events. He noted the Sheriffs Department would purchase bus tickets for those needing that service. Ms. Amarant stated she would bring back more information in the coming months.

Motion: It was moved by Director Riordan, seconded by Director Plasse, and unanimously carried to approve the updated Memorandum of Understanding between Sutter Amador Hospital and Amador Transit with changes recommended.

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

Director Forster left the meeting at 11:40 a.m.

#10. Confirmation from Caltrans regarding the Low Carbon Transit Operations (LCTOP) continuous Upcountry Dial-A-Ride (DAR) funding: Ms. Amarant reviewed her staff report.

Motion: It was moved by Director Plasse, seconded by Director Bragstad, and carried to approve the staff request to submit the continued funding of the Upcountry DAR program through the LCTOP ‘Call for Projects’ funding grant.

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

#11. Approve Monthly Claims List: Chairman Crew noted there is a revised claim list for review.

Director Plasse stated there are still many ‘Vehicle Tech Outsource’ bills under line item 52100. Ms. Amarant replies yes, but noted AT is expecting one (1) new bus in a few weeks, which was ordered back in January 2022. She stated that bus could replace one of the Chevy vehicles that continue to have issues. Additionally, she received an update regarding the four (4) buses ordered that were not expected until 2025 may now arrive in September 2024.

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

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

FUTURE AGENDA ITEMS:

- LCTOP
- Performance Report review
- MOU with SAH
- Annual Fiscal and Compliance Audit

ADJOURNMENT:

At 11:45 a.m. the Chairman adjourned the regular meeting to Thursday, April 4, 2024, at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.

ATTEST: _____
 Patrick Crew, Chairman
 Amador Transit

 Recording Clerk

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