

**AMADOR TRANSIT (AT) MINUTES**  
**October 3, 2024 – 10:20 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  
Sandy Staples-City of Amador City  
Richard Forster-Board of Supervisors  
John Plasse-Citizen at Large

**Absent:**

Dan Riordan-City of Sutter Creek  
Steve McLean- City of Jackson, Vice Chairman

**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 Forster, seconded by Director Staples, and carried to approve the Agenda.

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

**PUBLIC MATTERS NOT ON THE AGENDA:** None

**CONSENT AGENDA (Items 1-7):**

**#2. Ridership Analysis, August 2024/#5. Performance Report, August 2024:** Director Staples stated it was great to see ridership up this year (as shown in the graph on item #2), and highlighted AT met the 10% farebox ratio (shown in item #5). Mr. Gedney stated he was curious regarding how the formulas are setup in the spreadsheet to provide the calculations used under the Revenue section, because the only 'Total Farebox Ratio' calculation that is accurate is under Jul-24 displaying 8.21%. The other three (3) columns should total approximately 8.8%. Ms. Amarant replied the formulas are set to take the fares from Sacramento and the fares from the rest. Mr. Gedney stated that is the problem, the Sacramento route fares should not be included in that formula. Ms. Amarant clarified; it does not take the funds from the Sacramento contract itself only the fares received. Director Plasse stated those are supposed to split out separately as the Sacramento route stands alone and our regular revenue and costs stand alone. So you do not factor in the Sacramento fares into our regular farebox ratio. Ms. Amarant commented she knew about not adding the Sacramento contract revenue into the calculation, however, she thought when the passengers are paying their fares those fares were considered farebox fares. Director Plasse responded yes, under the Sacramento route. Ms. Amarant replied she will review the formula and calculations. She noted she thought fares were fares regardless of where they are collected. Mr. Gedney stated the contract revenue pays back the operating cost incurred by AT, but it does not account for fares. Director Plasse added it augments fares but the fares are still attributable to the Sacramento route.

**#4. Vehicle Maintenance Report, August 2024:** Director Forster stated, regarding bus #402 now permanently out of service, that is because of contamination of the fuel system with a repair cost of \$13,000. Ms. Amarant replied yes, in addition to other problems. She noted as that bus is older (2013) and AT has four (4) new buses arriving, she thought it would not be worth it to repair it. Director Forster suggested, in the future, staff should get a second opinion on automotive repair services from other local shops.

**#7. Compliments, Complaints, Service Requests:** Director Plasse asked, regarding the Complaint/AT Incident Report, for clarification regarding the direction the vehicles were traveling at the time of the incident. Ms. Amarant responded both vehicles were traveling the same direction and the driver who made the complaint was attempting to unsafely pass the AT bus on the left side. She noted all AT buses have cameras and staff reviewed and verified the accuracy of the bus driver's incident report.

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

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

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

- **Bus delivery status:** Ms. Amarant reviewed her staff report. She stated after inspection of the buses, there seems to be an issue where there is a rub on the exhaust near the end, so those will be sent back to be fixed by the vendor. One (1) of the Four (4) will be in service by tomorrow. The remaining buses should be in service in the next couple of weeks.
- **Disciplinary Policy final draft status:** Ms. Amarant reviewed her staff report. She noted legal counsel did provide wording in the document pertaining to Director Forster's question about speeding tickets. She stated she is awaiting suggestions from Director Riordan and should be able to provide the document for final review/approval next month.
- Ms. Amarant stated next month she will be bringing a draft updated AT Drug and Alcohol Policy as it is required to be updated every three years.

**REGULAR AGENDA ITEMS:**

**#10. Approve Monthly Claims List:** Director Forster commented, regarding line item #52400-Software Maintenance Fees (NOVUS DRM \$7,770), the software maintenance cost is high. Ms. Amarant replied yes, but noted that is the dispatch software used to schedule all the Dial-A-Ride trips and it includes full support. She stated the support team is great with changes or issues. She noted AT has been utilizing this program for many years and many other transit agencies use this software as well. Chairman Crew suggested going out to bid every few years to keep options open. Ms. Amarant stated staff has researched other software providers but the startup costs are extremely high and it does not seem economical at this time. She noted she will keep looking.

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

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

**#11. Future Agenda Items:**

- Drug & Alcohol Policy update review
- Disciplinary Policy- final review

- Report from Lynches Automotive-as applicable

Ms. Amarant stated, regarding the Sacramento route fares as discussed earlier in the meeting, she just received additional information from staff that she would like to provide. She stated AT should be able to include partial fares from the Sacramento route, specifically the Amador County to Rancho Murieta section, because that stretch is within Amador County. She continued the fare structure for the Sacramento run is based on Amador County to Rancho Murieta and then SacRT has placed what they expect as far as fares from Rancho Murieta into Sacramento and back to Rancho Murieta. She stated when AT is paid fares from riders leaving Amador County to Sacramento those fares are AT fares. She noted those are the fares included in the farebox recovery ratio previously discussed. Director Plasse asked if she is including the expenditures from Amador County to Rancho Murieta in that same calculation then. Ms. Amarant replied yes. Director Plasse disagreed and stated you are offsetting them with the Sacramento Contract. Ms. Amarant asked why she can not include the fares from the Amador County section in the farebox recovery ratio. Director Plasse stated because it results in a faulty calculation of farebox recovery ratio, noting you are counting revenue but not the costs. He added wherever the expenditures are being calculated then the fares should be calculated in the same location. Ms. Amarant stated Sacramento is not paying for the expenses from Amador to Rancho Murieta, they are reimbursing AT for the costs by hour from Rancho Murieta to Sacramento and back. Director Plasse commented he knows he has asked in the past if the Sacramento contract covers the entirety of AT costs for that route and it has always been stated 'yes they do', but now it is being said 'no they cover only a portion'. Directors agreed this topic needs to be added as a Future Agenda Item. Director Plasse stated we need a full accounting of the costs associated with that route, who covers what portion of that route, and the revenues.

**Closed Session:** At 10:48 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 11:06 a.m. the Vice Chairman adjourned the closed session of AT and no report was given.

**ADJOURNMENT:**

At 11:06 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.

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Patrick Crew, Chairman  
Amador Transit

ATTEST:

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Recording Clerk

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