**AMADOR TRANSIT (AT) MINUTES**

**June 5, 2025 – 9:01 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:**

 Dan Riordan-City of Sutter Creek, Vice Chairman

 Jeff Brown- Board of Supervisors (Alternate for Patrick Crew)

 Rusty Folena-City of Plymouth

 John Plasse-Citizen at Large

 Sandy Staples-City of Amador City

 Brian Oneto, Board of Supervisors

 **Absent:**

None

 **Also Present:**

 Patricia Maggie Amarant, AT General Manager

 John Gedney, ACTC Executive Director

 Felicia Bridges, ACTC Transportation Planner/Recording Clerk

**Pledge of Allegiance**

**AGENDA:**

 **Motion:** It was moved by Director Plasse, seconded by Director Staples, and unanimously carried to approve the agenda as submitted.

Ayes: Riordan, Brown, Folena, Oneto, Plasse, Staples

Noes: None

Absent: None

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

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

#2. Ridership Analysis, April 2025: Vice Chairman Riordan asked if the Non-Revenue Miles has been amended now, based on the definition clarification that was recently received. Ms. Amarant responded no. She stated the Short-Range Transit Development Plan (SRTDP) is currently underway and the consulting team has fresh data to be provided to AT staff. She clarified once that information has been received it will be incorporated into the report. Vice Chairman Riordan stated, as this data does relate to the annual AT audit, he asked if the audit is ready for board review. Mr. Gedney replied no, it is not final yet. He noted there were some additional questions posed by the Finance Committee that are awaiting resolve from the auditor.

#5. Performance Report, April 2025: Vice Chairman Riordan stated the month of April shows the largest month of expenses all year and the lowest farebox ratio. He asked what was the cause of that occurrence. Ms. Amarant stated there were legal fees included and the third quarter insurance payment, which did increase that month. Vice Chairman Riordan asked what was the cost of the legal fees included for that month. Ms. Amarant replied it was approximately $18,000. Vice Chairman Riordan noted that amount does not quite cover the increase of expenses in April. Director Plasse clarified that a legal settlement becomes categorized as operating costs. Ms. Amarant replied yes, as that is in the annual budget under litigation costs it does get added to the operating costs. Vice Chairman Riordan added if the legal fees are included in the overall operating cost than that would impact the farebox, and asked if it is appropriate. Mr. Gedney stated it does fall under insurance for the agency.

Vice Chairman Riordan stated the Revenue-Fixed Route/DAR Farebox Revenue line item shows nearly the same revenue ($80,000) received last FY year as this Year to Date, but the ridership as shown on the Ridership-Fixed Route/DAR seems much higher this year (approximately $4,000 more). He asked how can ridership be so much higher and the revenue unchanged. Ms. Amarant stated there is revenue that is prepaid is certain months and can affect the totals from month to month. She did note the information is only through April, and the May and June data will still need to be included in the total for the year.

#6. Budget/Expenditure Report: April 2025: Vice Chairman Riordan asked for clarification regarding what “Other Salaries and Wages” under line item #50500 refers to. Ms. Amarant replied it refers to salaries and wages for dispatchers and the Transit Center Clerk.

 **Motion:** It was moved by Director Staples, seconded by Director Folena, and unanimously carried to approve the Consent Agenda as discussed.

Ayes: Riordan, Brown, Folena, Oneto, Plasse, Staples

Noes: None

Absent: None

**#8. AT General Manager Report (Informational Only)-Official Sac DOT service contract termination letter:** Ms. Amarant reviewed the official letter from the Sacramento County Department of Transportation (DOT) regarding the expiration of the contract for the Sacramento commuter route. She stated their reason to allow the contract to expire was due to budget issues. Ms. Amarant noted the timing for this is poor, as the Sacramento commuter route ridership count has gone up substantially due to state workers that have been working from home have recently been mandated to return to the office more.

Vice Chairman Riordan stated the letter provides a deadline to receive invoices no later than July 31, 2025. He asked if AT staff is prepared to complete the final invoicing process. Ms. Amarant responded yes. She did state Sacramento County staff noted there would be a delay in payment of AT invoices due to those budget concerns. She anticipates a few weeks in delay based on those conversations.

Director Plasse asked what will happen to the bus that was used for that route. Ms. Amarant replied recently AT has been using their own buses as the Sac. DOT bus had a major engine failure that was not able to be fixed. Director Plasse clarified under the contract Sac. DOT paid for the bus. Ms. Amarant replied initially, under the contract, they would loan AT their bus at a cost of $1.00 per year. Director Plasse then asked what was invoiced to Sac DOT after we began using our own buses. Ms. Amarant replied they were invoiced for fuel and the operating cost for that route. Director Plasse then asked if those operating costs are pursuant to costs per mile shown in Consent Agenda item #5-Performance Summary. Ms. Amarant replied yes. Director Plasse then stated if we can do that, then there should be no reason we cannot complete the reporting on a route-by-route basis as the Finance Committee asked for months ago. Ms. Amarant responded she is waiting for final data from the SRTDP to be incorporated. Vice Chairman Riordan asked if a meeting with AT staff and the SRTDP consulting team would be appropriate to discuss that data. Mr. Gedney stated the data that the consulting team has was data provided from AT staff, and should then also be available to the board for review.

Director Plasse stated he does not understand the inability of AT staff to provide what the board requested months ago, however, staff can provide that data to Sac DOT and the SRTDP consulting team. He asked if that is the data that the board has been receiving for years, which is data that does not include adult ridership under the Performance Summary as that report was specifically for the Mobility Management program. Additionally, on that same report it includes a significant amount of non-revenue miles, for example: the travel route from the transit center to the first pick up has been considered non-revenue miles. He stated the ability to trust in the numbers seems difficult. Ms. Amarant highlighted the new data from the SRTDP also includes how the routes have performed coming out of the COVID-19 pandemic.

Vice Chairman Riordan asked for a meeting to be setup with the SRTDP consulting team to review and discuss the data. Mr. Gedney stated he will set that up.

**REGULAR AGENDA ITEMS:**

**#9. Review 5311 Operating Grant Apportionment, Approve Resolution 25-01 for grant submittal due on June 10, 2025:** Ms. Amarant reviewed her staff report.

Mr. Gedney stated there is an attachment that Ms. Amarant has provided to ACTC for his signature that outlines the funding sources. He stated the FY 25-26 AT budget has not been approved/presented to the board yet, and in the document that was provided to him and being asked to sign included a specific amount of Local Transportation Fund (LTF) funding that has not been approved. He stated because of that, he cannot support or sign that document.

Mr. Gedney reviewed the process of the annual budget and described the various funding sources on the form.

Directors discussed potential options regarding the ability to complete the form for this Federal funding.

Directors then asked why next year’s budget has not been completed. Ms. Amarant stated in past years she was told she could not present a budget without the annual audit complete. She continued as the audits are not ready to be reviewed, she cannot present her budget. Director Oneto asked who told Ms. Amarant that was the process. Ms. Amarant replied she believes it was Director Plasse during a Finance Committee meeting. Director Plasse stated that is not accurate. Ms. Amarant replied she stands corrected.

Directors agreed to remove the LTF funding amount from the document, as that amount is not necessary for the local match required. Additionally, Directors agreed to include a disclosure statement that explains the situation with the budget. Ms. Amarant stated she will prepare the requested changes and provide that via email to AT Finance Committee prior to submittal.

 **Motion:** It was moved by Director Plasse, seconded by Director Oneto, and unanimously carried to approve the grant resolution 25-02 with the amendments as follows: zero out the representation of the LTF funds and the submittal of an explanatory letter along with the application.

Ayes: Riordan, Brown, Folena, Oneto, Plasse, Staples

Noes: None

Absent: None

**#10. Approve Monthly Claims List:** Ms. Bridges stated there is a revised claims list for review.

Director Plasse asked what line item #60125 Cap. Reserve-Equip. Depreciation for $1,000 is for. Ms. Amarant stated that is a bill from Halls Electric for the annual maintenance and servicing of the Generac generator.

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

Ayes: Riordan, Brown, Folena, Oneto, Plasse, Staples

Noes: None

Absent: None

**#11. Future Agenda Items:**

* FY 25-26 AT Budget
* Updated Performance Reports
* Annual Fiscal & Compliance Audit
* Feedback from the SRTDP consulting team following that meeting. Mr. Gedney stated we will have information on the ACTC agenda next month.

**ADJOURNMENT:**

At 9:36 a.m. the Vice Chairman adjourned the regular meeting to Thursday, July 3, 2025 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.

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 Patrick Crew, Chairman

ATTEST: Amador Transit

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Recording Clerk

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