

**AMADOR TRANSIT (AT) MINUTES**  
**July 3, 2025 – 10:35 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  
Dan Riordan-City of Sutter Creek, Vice Chairman  
John Plasse-Citizen at Large  
Brian Oneto, Board of Supervisors

**Absent:**

Rusty Folena-City of Plymouth  
Sandy Staples-City of Amador City (Illness)

**Also Present:**

April Miller, Amador Transit, Mobility Manager  
John Gedney, ACTC Executive Director  
Felicia Bridges, ACTC Transportation Planner  
Caitlin Kleven, ACTC Administrative Assistant/Recording Clerk

**AGENDA:**

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

Ayes: Plasse, Riordan, Oneto, Crew  
Noes: None  
Absent: Folena, Staples

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

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

#1. Board Minutes, June, and April 2025: Commissioner Plasse noted minor corrections to be submitted to staff.

**Motion:** It was moved by Director Riordan, seconded by Director Plasse, and carried to approve the consent agenda noting minor corrections on the minutes.

Ayes: Plasse, Riordan, Oneto, Crew  
Noes: None  
Absent: Folena, Staples

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

- **Information on available upgrade to current dispatch software:** Ms. Miller reviewed the staff report and attachments in Ms. Amarant's absence. Concerns were raised by Directors about limited Wi-Fi coverage in the county, but Ms. Miller confirmed that the system stores data offline and uploads it once a signal is available. Directors inquired about driver reactions to the upgrade; Ms. Miller reported that while some drivers, especially older

ones, are cautious, they are generally positive, and onsite training is planned to support the transition.

Directors expressed concern that these funds were earmarked for the project without prior board approval and emphasized the need to complete a full analysis of other software options before proceeding. Ms. Miller acknowledged the urgency but assured the board that no contracts had been signed and the funds were only placed with TripSpark as a placeholder. She further explained that the funds were available thanks to an application submitted by the General Manager and approved by Public Risk Innovation, Solutions, and Management (PRISM). The board suggested returning the funds to PRISM until a final decision is made by the board. Ms. Miller agreed to confirm that this could be done and to pause the process until ACTC completes the Short-Range Transit Development Plan and has the opportunity to gain insight from additional consultants through the RFQ process for the transit improvement study.

Commissioner Plasse noted a staff member of AT should sit on the panel of the potential consulting firms to be evaluated through the RFQ process.

- **Caltrans announcement of 5310 mobility grant call for projects release on June 30, 2025:** Ms. Miller reviewed the staff report and reported that she is prepared to submit the grant application and has all required information ready.

#### **REGULAR AGENDA ITEMS:**

##### **#9. Review, discuss and approve FY 23/24 Financial Audit:**

Directors noted this item was approved under the ACTC meeting and no further action is required.

**#10. Review, discussion, direction given for preliminary draft FY 25/26 Budget:** Director Plasse called attention to item #60000-Capital Expenses-State Transit Assistance (STA) Capital Reserve Funding Estimate. He stated last year \$232,035 was budgeted to the reserves account. However, to cover budget shortfalls, a portion of that was used to cover operating costs. Additionally, the total amount of FY 25/26 STA allocation is shown in the budget to cover operating costs along with the Local Transportation Fund (LTF) revenue. Last year the request of LTF was approximately \$550,00, this year the request is approximately \$750,000.

Ms. Bridges clarified that the request by AT is approximately \$757,000 and the actual amount available is \$748,000, and AT would need to adjust the claim request to match what is available. Director Riordan asked if that change needs to be made now, or if that could be amended at a later meeting. Ms. Bridges replied that would not be the appropriate method. She explained AT will file an LTF claim request to the board, as well as ACTC submitting a resolution and those cannot exceed the amount available. Chairman Crew noted that there is some flexibility in the payroll due to Ms. Amarant's position. Director Riordan asked Ms. Miller if she would be able to reduce the LTF to match what is available and reduce the admin salary line by the same amount. He stated he would move to approve the budget with that amendment.

Director Plasse stated there were two COVID era grants (Line item #42315 & #42320) that last year totaled approximately \$420,000, and those grant sources are no longer available. He noted that while the proposed budget is technically balanced, the shortfall and projected expenditures remain a significant concern. Additionally, no money being put into reserves is a cause for alarm.

Director Oneto emphasized that changes are needed to ensure the agency's sustainability, including lowering operational costs and boosting ridership.

Director Plasse asked, taking into account the fare revenue budget projections for the current year are \$122,000, how there could be more money in the projections if they are well below budget projections for last year. Ms. Miller assured the board that projected fare revenues are expected to be met. The income noted on the budget does not include the complete accounting data from May and June. She noted she could provide the board with updated income once all deposits are received and accounted for. She provided examples such as: the Sacramento revenue accounting and the Valley Mountain Regional Center/Dial a Ride program are 2 months behind. Ms. Miller also noted that the 5339(a) contract to purchase 3 new busses currently has enough funds, and once the purchase is complete, they will be reimbursed.

Director Plasse also pointed out regarding revenue, that the prior budget for non-emergency medical transportation (NEMT) was \$20,000, but there has been zero income received from that source. Ms. Miller informed the board that AT is no longer contracted with ModiveCare/LogistiCare. However, AT has been re-certified with Access2Care and American Logistics, which contract with more common insurance providers in the area such as Kaiser, Health Net, and Aetna. She highlighted the previous NEMT service was successful while in service, and continued success is expected under the new contracts.

Chairman Crew asked for clarification on adopting the preliminary budget now, with the final budget due in September. Mr. Gedney confirmed that historically the budget is adopted before the fiscal year begins and that there would be no disruption to revenue stream. Ms. Miller noted that staff and drivers are awaiting an approved budget which include their annual performance reviews.

Directors asked if the Cost-of-Living Adjustment (COLA) and Memorandum of Understanding (MOU) negotiations are included in the preliminary budget, Ms. Miller replied yes.

Director Plasse asked, regarding the 5310 Expanded Mobility Grant, why the amount from last year to this year increased from approximately \$111,600 to \$200,000. Ms. Miller stated she is not certain specifically on how the increase is calculated, but there are many possible uses for the funds including: fuel, marketing, and salaries. Director Riordan inquired whether the increased grant funding was already factored into the budget or whether expenses would be raised to match the funding. Director Plasse added that if there has been previous funds available for expenditures with this grant, why have they not accessed it before. Ms. Miller commented that they apply for the full amount of funds made available by the grant, and that is how they balance their budget.

**Motion:** It was moved by Director Riordan, seconded by Director Oneto, and carried to approve the preliminary draft budget for FY 25/26 with the amendment of the LTF as discussed.

Ayes: Plasse, Riordan, Oneto, Crew  
Noes: None  
Absent: Folena, Staples

**#11. Discuss grant expenditures/reimbursement worksheets, with possible direction given to staff:** Ms. Miller informed the board that the worksheets provided were simply a review of all funding grants from the previous year that had been reimbursed and did not require any board action.

Director Riordan reminded the board that there had been a prior request to receive detailed financial information at board meetings and asked if these worksheets were intended to meet that request. Ms. Miller confirmed that she believed that was the purpose. The Directors agreed that the information was useful for reference and would be reviewed at their discretion.

**#12. Approve Monthly Claims List:** Ms. Miller reviewed the staff report. Directors discussed line item #52100-KT Truck Repair, which covered repairs to the rear end of Bus #508. Ms. Miller explained that while the initial repair estimate was \$8,000, the new maintenance manager was able to repurpose parts, resulting in significant savings. Director Oneto noted that the cost still seemed high for this type of repair. Ms. Miller confirmed she could provide documentation at the next meeting to support the charges.

Directors also questioned whether repair costs could be reduced by hiring staff capable of performing more repairs in-house rather than outsourcing them. Ms. Miller responded that there had been recent staffing changes in the mechanical department and offered to discuss those details further in Closed Session.

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

Ayes: Plasse, Riordan, Oneto, Crew  
Noes: None  
Absent: Folena, Staples

**#11. Future Agenda Items:**

- Follow up on Request for Qualifications responses and solutions available.

**Closed Session:** At 11:25 a.m. Chairman Crew called for a Closed Session as noticed: Conference with Labor Negotiations – pursuant to Government Code Section §54957.6. AT Negotiator: Patricia Maggie Amarant. The Chairman adjourned the closed session of AT at 12:40 p.m. and reported that Directors advised staff to monitor payroll provisions as outlined by the Personnel Committee under a one-year contract. Ms. Miller was appointed as Interim General Manager for a period of 90 days.

Additionally, Mr. Gedney was tasked with evaluating whether a permanent General Manager is necessary or if the hiring process could be completed within that timeframe. Ms. Miller also requested \$100,000 from the reserves account for immediate operations funding to ensure the organization's viability, with documentation required to show the shortfall and any additional distributions to be determined based on the budget and organizational needs. This matter will be revisited at future meetings.

**ADJOURNMENT:**

At 12:46 p.m. the Vice Chairman adjourned the regular meeting to Thursday, August 7, 2025 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.