

**AMADOR TRANSIT (AT) MINUTES**  
**August 7, 2025 – 9:00 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  
Sandy Staples-City of Amador City

**Absent:**

Rusty Folena-City of Plymouth

**Also Present:**

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

**AGENDA:**

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

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

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

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

**#7. Compliments, Complaints, Service Request:** Director Oneto referenced a community letter included in the packet regarding the loss of transit service to Sacramento and clarified that the decision was made by Sacramento County, not Amador County. Director Riordan noted the letter's misleading information, including incorrect ridership data, and raised the question of whether a response was warranted. Ms. Miller confirmed the letter was published in the "Opinion" section and that no contact information was available for the author. Directors agreed no response should be made.

**#5. Performance Report, June 2025:** Vice Chairman Riordan highlighted the increased ridership has reduced costs per trip, mile, and hour, but noted revenue is flat. He proposed reconciling the fiscal year-end report with Ms. Miller to ensure accuracy, particularly with revenue timing. Director Plasse questioned if July 2025 revenue was included, and Ms. Miller explained the fiscal year ended June 30th; with some June revenues received in July and are reconciled later. Discussion followed regarding timing of revenue recognition, report preparation, and accuracy. Ms. Miller indicated she was working to simplify reports and separate fixed route and Dial-A-Ride (DAR) data. The board agreed to approve the item with the understanding it was still being refined, with Vice Chairman Riordan reviewing updated reports before the next meeting.

**#6. Budget/Expenditure Report, June 2025:** Ms. Miller requested pulling the item for discussion to seek board approval for a transfer from the reserves account for operating costs, and noted she would add a monthly report on transfers and repayments moving forward. Director Plasse recommended the new report be a separate consent agenda item for information purposes, and Ms. Miller agreed. The discussion also clarified that the consent agenda approval would include the ~\$200k reserve transfer, to be repaid from 5310 grant funds.

**#4. Vehicle Maintenance Report, June 2025:** Director Oneto inquired about cost-saving opportunities related to tire mounting and balancing, noting significant expenses and suggested in-house capability. Ms. Miller advised that AT lacked the necessary equipment and space.

**Motion:** It was moved by Director Oneto, seconded by Vice Chairman Riordan, and carried to approve the Consent Agenda with the addition, under item #6-A Budget/Expenditure Report, June 2025, of a one-time transfer of \$200,000 from the Reserves account to the Operating account.

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

**#8. AT General Manager Report (Informational Only)-TripSpark project status letter and pause request:** Ms. Miller reviewed the staff report and an email from TripSpark, noting the project is approximately 40% complete and the funds (\$29,488) already spent would not be refunded if the project is terminated. TripSpark requested a formal letter to pause, which is included in the packet for review.

Director Plasse questioned the authorship of this seemingly “sole source justification” letter, with Ms. Miller confirming it was drafted by Mark Hepburn of TripSpark. Director Plasse stated a contractor cannot stipulate sole source justification, and that such determination must be made by the board. He and Vice Chairman Riordan agreed, that the letter appeared to be part of a sales pitch and should not guide the board’s decision. Director Plasse and Vice Chairman Riordan noted the payment made by Public Risk Innovation, Solutions, and Management (PRISM) was unfortunately made by the previous General Manager without board approval. Ms. Miller stated she wanted to provide a status update, and clarified again, the funds were sent by PRISM and not directly from AT accounts.

Director Oneto inquired about Ms. Miller’s position on continuing the project; she expressed support, while Director Staples referenced the ACTC Short Range Transit Development Plan (SRTDP) agenda item, that shows Strategy #5 in the technical memo detailing benefits of the current software. Vice Chairman Riordan acknowledged the benefits but emphasized that a Request for Qualifications (RFQ) process is underway to evaluate all alternatives before making a final decision.

Mr. Lance Pearson, a dispatcher for AT with technology and military experience, spoke in favor of the current program, citing his research shows many alternatives have minimal post-launch support. He noted the new program could boost signal strength in remote areas up to 50%, improving bus tracking and communication. He referenced discussions with Champion Contractors, including his brother who is the General Manager, regarding limited support from other systems. Mr. Pearson also noted that continuing with the current system would allow for a smoother transition without retraining staff. Vice Chairman Riordan thanked Mr. Pearson for his input and invited his expertise for future considerations.

**REGULAR AGENDA ITEMS:**

**#9. Resolution #25-03 Approve to authorize AT to apply for 5310 Mobility Grant - “Call for Projects”:** Ms. Miller reviewed her staff report. She confirmed the program is a one-year, competitive funding cycle with a limited pool of available funds, and AT will apply for as much funding as possible. Director Plasse inquired about the total funds available and whether the amount and application process were similar to last year. Ms. Miller stated she intends to incorporate new elements into this year’s application to make it more competitive such as 2-way radio projects or other fresh proposals to improve funding prospects. and potentially increase the award amount.

**Motion:** It was moved by Director Plasse, seconded by Director Staples, and carried to approve and authorize the Amador Transit Interim General Manager to apply for 5310 Grant Funds for FY 2025.

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

**#10. Resolution #25-04 Approve AT’s claim for FY 25/26 Local Transportation Fund (LTF):** Ms. Miller reviewed her staff report. She noted the adjustments discussed at the last board meeting to the LTF requested amount were incorporated into the budget. The change included reducing the administrative wages and the current resolution reflects the updated amount. In response to Director Oneto’s inquiry about further reductions to the LTF claim, Ms. Miller explained that many cuts have already been made and no additional reductions are feasible in the budget. She noted she was not involved in the previous budget meeting and is unaware of prior discussions. Director Plasse commented that this will be the first year in recent history where no excess LTF funds will be available to distribute to local cities or the county, primarily due to the end of COVID-19 relief funding, which over the past few years had helped offset the LTF draw.

**Motion:** It was moved by Vice Chairman Riordan, seconded by Director Staples and carried to approve resolution #25-04 authorizing the Amador Transit Interim General Manager to submit the FY 2025/2026 LTF Claim to ACTC in the amount of \$748,565.

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

**#11. Resolution # 25-05 Approve AT’s claim for FY 25/26 State Transit Assistance (STA):** Ms. Miller reviewed her staff report. She noted the claim amount had been revised from \$416,878 to \$410,513 due to a calculation error. Ms. Bridges confirmed that the wording of the resolution remained unchanged, with the only revision being the corrected claim amount in the final resolution.

**Motion:** It was moved by Director Plasse, seconded by Director Staples to approve resolution #25-05 authorizing the Amador Transit Interim General Manager to submit the FY 25/26 STA Claim to ACTC in the amount of \$410,513.

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

**#12. Approve Monthly Claims List:** Vice Chairman Riordan requested clarification regarding the California Transit Indemnity Pool (CalTip) 1<sup>st</sup> Quarter FY 25/26 payment in the amount of \$35,280.75 under line item #56100 Liability & Property Damage Insurance. Ms. Miller explained that it represents the first quarter installment payment for property insurance. She explained that July finances are always challenging due to several large expenditures falling in that month, which is why she requested a transfer in reserve funds as discussed in Consent Agenda Item #6.

**Motion:** It was moved by Vice Chairman Riordan, seconded by Director Staples to approve the monthly claims list.

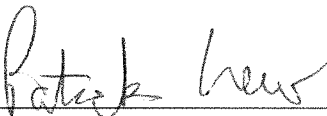
Ayes: Oneto, Plasse, Riordan, Staples, Crew  
Noes: None  
Absent: Folena

**#13. Future Agenda Items:**

- Updated performance summary
- Transfers Report (new Consent Agenda item)

**ADJOURNMENT:**

At 9:44 a.m. the Chairman adjourned the regular meeting to Thursday, September 4, 2025 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.

  
\_\_\_\_\_  
Patrick Crew, Chairman  
Amador Transit

ATTEST:

  
\_\_\_\_\_  
Recording Clerk

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