

AMADOR TRANSIT (AT) MINUTES
March 5, 2026 – 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:

Wendy Bottomley - City of Plymouth

Also Present:

April Miller, Amador Transit, General Manager
Levi Regadanz, Amador Transit, Maintenance Manager
John Gedney, ACTC Executive Director
Felicia Bridges, ACTC Transportation Planner
Caitlin Kleven, ACTC Administrative Assistant

AGENDA:

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

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

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-7):

#6. Budget/Statement of Net Position Report, January 2026: Vice Chairman Riordan reported that he had met with Ms. Miller, the previous day and wished to read into the record the items they discussed. He noted on page 1 of the Budget vs. Actuals report line item #42270 – Fleet Reimbursement shows \$0 funds received, while the AT Transfer Report indicated \$100,000 paid to the Fleet Reserves account on January 19, 2026. He asked Ms. Miller to explain the discrepancy. Ms. Miller clarified the \$100,000 shown in the Transfers Report (Consent Item #5) represents repayment of a reserve loan, which was previously approved by the board earlier in the year. She further explained that line item #42270 – 5339 Fleet Reimbursement currently shows \$0 because that account is used for grant reimbursements related to the upcoming purchase of buses only. Vice Chairman Riordan acknowledged that he had misunderstood the repayment from the reserve account and why it was not reflected in the Budget vs. Actuals report.

#3. Performance Report, January 2026: Vice Chairman Riordan acknowledged the fare box ratio increased almost one (1) percentage from the prior year.

Chairman Crew noted that historically when the gasoline prices have reached \$5 per gallon, ridership seems to increase as well, Ms. Miller agreed.

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

Ayes: Oneto, Plasse, Riordan, Crew
Noes: None
Absent: Bottomley

REGULAR AGENDA ITEMS:

#8. AT Staff report: None

#9. Review and approve FY 24/25 Amended Budget and Reserve worksheet: Ms. Miller stated the income sheet had been inadvertently omitted from the agenda packet, however, was included in the additional items folder provided to each board member. She reported that since the last meeting, she, Ms. Cathy Castillo-AT Certified Public Accountant (CPA), and the Finance Committee (Riordan/Plasse) met to review the draft amendments to the budget. During that meeting, Director Bottomley's request made at the last board meeting that in future budgets for any substantial changes be included, was further discussed in detail. Ms. Miller highlighted that a summary and detailed report of the Capital Reserve account transactions was included in the agenda item, identifying the funds deposited into and expended from those accounts.

Director Plasse explained that this FY 2024/2025 budget, once reconciled and approved, will then be submitted to the auditor and Ms. Miller confirmed this. Director Plasse noted that the initial amended budget included in the packet, which did not include the income page, shows an overspend of approximately \$122,000 in expenses. He continued; after reviewing the income page, it shows under revenue of approximately \$180,505, bringing a combined "deficit spending" total to approximately \$300,000. He stated while that information provides improved transparency, the figures do not reconcile with the subtotal revenue shown on the bottom of the income page. He explained that the amended budget shows subtotal revenue of \$1,711,428 compared to the FY 2024/2025 adopted budget of \$1,891,933, reflecting a difference of approximately \$434,000, which does not align with the previously noted \$300,000. Ms. Miller agreed with the Director's assessment. Director Plasse asked where the remaining approximately \$134,000 may be reflected. He acknowledged that the issue relates to the prior fiscal year but emphasized the importance of resolving the discrepancy moving forward. He also noted that he and Vice Chairman Riordan, acting as the Finance Committee, have worked to develop a detailed reserve report that will provide the board with improved transparency regarding monthly transactions affecting the reserve account.

Director Plasse asked the board to inquire regarding recognizing only the \$300,000 that was transferred from the fleet reserve account without board approval in FY 24/25 as the deficit and providing this information to the auditor with the request their team analyze the remaining \$134,000 deficit that is unaccounted for. He acknowledged Ms. Miller's attempt to locate the \$134,000 but has been unsuccessful to date. Chairman Crew asked whether the discrepancy could potentially be a carryover from FY 2023/2024. Director Plasse noted that as a possibility but highlighted the Fleet Transfers Account report was missing information related to accounts receivable and accounts payable. He further

expressed concern that Ms. Miller had been unable to obtain assistance from Ms. Castillo in compiling that information.

Director Plasse explained that while the starting balance at the beginning of the fiscal year is known, the amounts to be expended and the revenues expected to be received during the year are not always fully reflected. He provided the example that the fourth quarter State Transit Assistance (STA) funds should be shown as a receivable, so the board understands what incoming funds are still expected. Similarly, the board should be aware of payables that will be due in the near term. He noted that this represents the accrual component that the board is requesting in conjunction with the cash basis accounting presentation, particularly within the reserve account balance sheet. This would allow reserve outflows prior to reimbursement and inflows such as deferred revenue that has not yet been received to be clearly identified.

Vice Chairman Riordan commented that the issues described by Director Plasse were previously been discussed during a recent meeting between the Finance Committee, Ms. Miller, and Ms. Castillo. He stated that it was disappointing that Ms. Castillo was unable to support the effort in time for this meeting and noted that further discussion may need to occur offline regarding next steps related to that. He expressed hope that once the recommended changes are implemented, the financial reporting will become clearer.

Chairman Crew noted that the initial financial statements presented are typically two (2) pages in length and include estimated funding figures. He explained that the fourth quarter reports provide more concrete information once all revenues and expenses have been received and recorded. Those figures then serve as a more accurate starting point for the following fiscal year, generally within approximately 5% of the final amounts. He noted that the expectation is not absolute precision, but reasonable accuracy. Director Plasse agreed and provided the example of purchasing three (3) new buses. He explained that once the commitment to purchase the buses is made, the cost—approximately \$700,000—becomes a payable, while the anticipated grant reimbursement becomes a receivable. He asked whether Ms. Miller would know the grant award amount and the required local match at that time, and Ms. Miller confirmed that she would. Director Plasse reiterated that this is why receivables and payables should be reflected in the reports, particularly within the reserve account balance sheet format.

Chairman Crew stated that he did not want to revisit or revise FY 2023/2024. Instead, he recommended recognizing the approximately \$300,000 that had been transferred and requesting that the auditors determine the source of the remaining approximately \$134,000. He asked the board if that approach was agreeable, and the board expressed consensus.

Chairman Crew asked Director Plasse whether the account structure was now established. Director Plasse responded that the format had been set up with the Capital Reserve account. He explained that although the discussion was occurring mid-year, the ending balance for FY 2024/2025 will serve as the starting balance for FY 2025/2026. He emphasized that receivables and payables, as well as contributions in and out of the reserve accounts, must be reflected in the reports to present an accurate financial picture.

Director Plasse further noted that reserve balances, which are often associated with grant-funded expenditures, are finite and do not necessarily need to continue growing indefinitely. Using fleet reserves as an example, he stated that once reserves reach an adequate level—such as approximately \$750,000—

it would be uncommon to experience a significant drawdown, such as purchasing three (3) buses in a single year, without receiving reimbursement within a reasonable timeframe. He explained that once reserve accounts reach appropriate funding levels, they could be designated as restricted funds. At that point, an operating reserve account could be established to manage cash flow needs during the year, particularly when operating expenses temporarily exceed incoming revenues, such as with front-loaded costs like insurance. Director Oneto commented that this approach would provide greater clarity. Director Plasse asked whether the method made sense to the board, and the board indicated agreement. He added that once reserve accounts are sufficiently funded and restricted, they would no longer be used to balance the operating budget as had been done in the past.

Vice Chairman Riordan stated that he agreed with Director Plasse but expressed concern that the board must also be able to clearly evaluate the agency's financial viability from year to year. He emphasized that it is important for the board to understand whether the agency can sustainably operate based on its revenues and expenses. He noted that improving the accounting and bookkeeping practices is critical so the board can better assess the financial health of the agency. As it currently appears, expenses may be exceeding revenues year after year, which would not be sustainable, and he cautioned that this broader issue should not be overlooked amid the detailed discussions surrounding the financial reports. Director Oneto commented that the situation was similar to "check hiding," describing a scenario where bookkeeping is continually behind. Director Plasse agreed and noted that it is difficult for the board to make responsible financial and managerial decisions without confidence in the accuracy of the accounting records.

Chairman Crew commented that reports such as the one included in the packet would be helpful if the board ever needed to make a timely decision regarding a major purchase, such as new buses. Having the appropriate financial information readily available would allow the board to make informed decisions more quickly. He noted that in his previous business, his secretary would regularly provide a brief summary including inventory levels, bank account balances, and sales figures, which provided an effective snapshot of the business at a given time. While acknowledging that the industries are different, he emphasized the value of having a clear and concise overview of the organization's financial position. He added that once the board becomes familiar with the new accounts and reporting structure, forecasting will become easier.

Ms. Miller agreed that this approach makes sense and noted that establishing an operating reserve would eliminate the need to transfer funds from reserve accounts to cover operating expenses. Director Plasse commented that a policy had been established years earlier to fund reserve accounts based on the fleet depreciation schedule. Ms. Miller confirmed this. Director Plasse explained that as the fleet depreciates, funds are allocated to the reserves to prepare for the eventual replacement of vehicles.

Mr. Gedney stated that the auditor is currently on hold awaiting the amended budget in order to proceed with the completing the audit. He noted that the simplest way to move forward would be to address the situation similarly to how it had been handled previously, when a policy allowed the GM to transfer funds from reserve accounts that had been funded based on the fleet depreciation schedule. Mr. Gedney explained that the clearest path forward would be to formally document this policy. Doing so would provide clarity and direction within the agency and assist the auditor in reviewing the transactions. With an established policy in place, the auditor would be have the authority to evaluate the transfers and reconcile the reserve account balances accordingly.

Director Plasse noted that a potential next step would be to draft a formal policy addressing the matter. Mr. Gedney explained that the prior policy originated when the operating cash reserves account were intentionally depleted in order to avoid the “check hiding” scenario referenced earlier by Director Oneto and to ensure clearer accounting of where funds were being expended. He stated that the GM at that time was concerned about maintaining the ability to move funds between accounts as needed for cash flow purposes, which led to the creation of the policy. Director Plasse asked for clarification as to whether the policy had been established previously but had not been formally documented. Ms. Miller stated that she would draft the policy. Chairman Crew commented that the policy had effectively been a verbal policy. Mr. Gedney confirmed this and added that while the previous GM was aware of the policy, it had not been followed.

Mr. Gedney reported that both he and Ms. Miller had productive meetings with the auditor. Ms. Miller confirmed this and noted that the auditor has been conducting testing on items such as invoices and payroll. Mr. Gedney stated that once the auditor receives the amended budget, significant progress can be made toward completing the audit. Mr. Gedney also noted that in 2019 the budget included a line item titled “42700 – STA for Operating Shortfall,” which at the time had a balance of approximately \$138,000. He stated that this demonstrates there is precedent for addressing the issue and that including a similar account on the income side of the budget could help improve clarity moving forward.

Director Plasse suggested that Ms. Miller recreate the account “42700 – STA for Operating Shortfall” and allocate the \$134,000 discrepancy to that account, representing the difference between the approximately \$300,000 transferred from reserves and the variance between total revenues and total expenditures. Ms. Miller asked if the board wanted her to add that line item to the current budget, and Director Plasse agreed. He noted that once the amended budget is reconciled, the auditor can review the records to determine the precise source of the funds. Chairman Crew commented that doing so would provide a figure the board could rely on moving forward. Director Plasse clarified that this adjustment would apply to the FY 2024/2025 budget. Chairman Crew noted that the board needed a reasonable number that all members could be confident upon in order to proceed.

Director Plasse further explained that two (2) issues were being addressed simultaneously: finalizing the amended FY 2024/2025 budget and improving clarity in financial reporting going forward. He stated that creating account “42700 – STA for Operating Shortfall” would assist with reconciling the current budget, while clearer financial reporting—particularly regarding reserve balances—would be important in the future. Ms. Miller agreed with this approach. Director Plasse added that clearer reporting would also allow the board to identify trends in overspending and provide the Personnel Committee with more reliable information when negotiating contracts and Cost-of-Living Adjustments (COLA). He noted that in a recent instance, salary and wage increases were believed to have been incorporated into the budget but were not, resulting in overspending. He emphasized that accurate financial information is essential for effective management and decision-making.

Chairman Crew asked whether direction would be given to staff, and the board indicated agreement. He then asked whether the board would prefer to approve the amended budget at the next meeting, noting that several related topics had been discussed and he would like additional clarity before final approval.

Director Plasse commented that the board could proceed with approving the amended budget. Ms. Miller stated that she would add line item #“42700 – STA for Operating Shortfall” to the budget as discussed. Director Plasse noted that with the addition of that account, the budget could then be approved by the

board and then provided to Mr. Gedney in his role as the fiduciary oversight entity for AT, after which it could be submitted to the auditor. Director Plasse made a motion to approve presenting the amended budget to the auditor as a reconciled budget, with the addition of account #“42700 – STA for Operating Shortfall” in the amount of approximately \$134,000. Mr. Gedney commented that the reconciled amount should reflect \$434,000. Director Plasse responded that the \$134,000 represented only the portion that remained unaccounted for, as the remaining \$300,000 had already been identified in the transfers report as coming from reserves.

Mr. Gedney explained that the reconciled budget reflects the total reconciliation between revenues and expenditures, which equals approximately \$434,000. He noted that during the audit process, the auditor will itemize the sources of that difference, showing the \$300,000 as transfers from reserve accounts and identifying the origin of the remaining \$134,000. Vice Chairman Riordan stated that the reconciliation effectively reflects the combined \$300,000 and \$134,000. Director Plasse added that the amount represents the total discrepancy between year-end adjustments for revenue and expenditure adjustments.

Ms. Miller asked if she could send the amended budget to the Finance Committee for review after the adjustments are made, and Director Plasse agreed. Mr. Gedney then stated that the reconciled budget should be sent to him and then forwarded to the auditor. He emphasized the importance of clarifying the process going forward, explaining that the board will approve the reconciled amended budget then submit it to ACTC, before it is provided to the auditor. He noted that in the past the budget had been sent directly from the AT CPA to the auditor, and he wanted to ensure that the revised procedure is clear to all parties.

Motion: It was moved by Director Plasse, seconded by Director Staples, and carried to approve the board presenting the amended budget as a reconciled budget to the auditor with the addition of account #“42700 – STA for Operating Shortfall” in the amount approximately \$434,000.

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

#10. Review and approve additional bus purchase (5311 funds) and Reso 26-01: Ms. Miller reviewed her staff report. She noted that AT’S current fleet has four (4) buses in need of replacement, noting approval had previously been granted to purchase only three (3) buses. Ms. Miller explained that the available funding could be used to purchase an additional gas-powered bus of the same type currently on order. The grant funding would cover the majority of the cost, with AT responsible only for the required local match of approximately 11.47%. She added that if the purchase were approved, it would likely eliminate the need for additional fleet purchases for several years.

Director Plasse asked whether the proposed purchase represented a defined operational need. He referenced the wording in paragraph four (4) of the resolution, which states that “AT desires to apply for said financial assistance to permit operation of service/purchase of capital equipment,” and noted that the language suggests the funds could be used for either purpose. Ms. Miller responded that under this funding opportunity the funds are restricted to capital purchases only. Director Plasse highlighted the draft resolution language appears to be boilerplate and therefore not fully accurate for this circumstance. Ms. Miller stated that she would revise the wording in the resolution to reflect that the funding may only be used for capital purchases. Director Plasse emphasized the importance of clearly designating that restriction in the resolution language.

Vice Chairman Riordan referenced discussion at a previous board meeting regarding the California Air Resource Board's Zero-Emission Vehicle (ZEV) Purchase Exemption and how that issue might affect the agency's current work with the consulting team. He asked Ms. Miller to explain how the proposed bus purchase might impact that matter. Ms. Miller responded that obtaining this additional vehicle through the available funding would likely eliminate the need to pursue the exemption, as the agency would not need to purchase additional buses within the next two (2) years. Vice Chairman Riordan confirmed that this purchase would effectively remove the exemption issue from consideration, and Ms. Miller confirmed.

Director Oneto asked whether the proposed purchase would replace the 30-passenger bus that had previously been used for the Sacramento route. Ms. Miller stated that the bus that would be replaced is # 504, a 30-foot diesel bus. Mr. Regadanz clarified that the bus is approximately 33 feet in length with a capacity of 28 passengers. He explained that the replacement vehicle would be smaller, with a capacity of approximately 17 passengers. Director Oneto questioned whether a bus of that size was necessary, noting that he frequently observes buses traveling with only a few passengers. Ms. Miller responded that the last two (2) bus purchases had been for this size vehicle. She also noted that the smaller eight (8) passenger transit vans previously approved for purchase have been difficult to deploy due to the number of passengers typically being transported. For example, when picking up larger groups, a driver could be required to change vehicles multiple times during a shift. Director Oneto asked for examples of these larger groups. Ms. Miller stated that the Ione route regularly operates at standing-room capacity during both runs. She explained that the eight (8) passenger vans would not be able to accommodate the nine (9) to ten (10) passengers typically boarding on that route. She also noted that when a passenger uses a wheelchair, two (2) seats are utilized to accommodate the wheelchair space.

Director Plasse commented that with the purchase of the additional bus, the fleet would include four (4) vehicles of that size. He noted that Ms. Miller had identified only one (1) route that consistently requires that capacity and asked whether that meant the other buses were often operating with fewer passengers and whether the smaller shuttle vehicles were being fully utilized. Ms. Miller responded that the situation varies. She explained that the smaller vehicles are sometimes not used due to passenger demand and the need to accommodate wheelchair users, which reduces available seating. She noted that groups from Community Compass and The ARC of Amador and Calaveras are transported throughout the day using the shuttles. However, utilizing both the transit vans and shuttles on the same routes could require drivers to conduct pre-trip and post-trip inspections on two (2) to three (3) vehicles during a shift, which she stated would not be cost effective.

Director Plasse referred to the previously discussed performance measures, noting that the data suggests approximately 16/100th passengers per mile are being transported. Based on those figures, he questioned whether three (3) larger-capacity buses are necessary, particularly since the Sacramento route is no longer in operation. He acknowledged Ms. Miller's point that switching vehicles throughout the day would be impractical though. Ms. Miller reiterated that the proposed purchase would replace an existing larger bus. Director Plasse acknowledged that the replacement would represent a reduction in capacity compared to the current vehicle.

Vice Chairman Riordan asked whether the approximately \$21,000 cost in local match funds would come from the fleet reserves account or could be covered by toll credits, as discussed at the previous board meeting. Ms. Miller responded that the amount could potentially be covered by toll credits, noting that this approach was used in the recent purchase of the last three (3) buses. Vice Chairman Riordan asked

if the expectation would be the same for this purchase. Ms. Miller replied that while she could not be certain, she was hopeful based on the prior bus purchases, where the use of toll credits reduced the local cost by more than \$65,000.

Director Plasse asked how the availability of toll credits could be confirmed. Ms. Miller explained that the availability of toll credits cannot be guaranteed rather, an application must be submitted, and the amount awarded is not known until it is approved. She added that the application process requires documentation showing that the required 11.47% local match is already available in the reserve account. Chairman Crew asked whether the toll credit application could be denied, and Ms. Miller confirmed that it could. Director Plasse clarified that the bus purchase itself could not be declined once the process is initiated. Noting that the purchase would move forward with the expectation that toll credits may cover the local match, while reserve funds would be available if the toll credits are not awarded. Director Staples commented that this practice is common with grant-funded purchases, and Ms. Miller confirmed that it is a typical approach. Director Staples added that acquiring a fourth bus would help ensure the fleet remains adequately equipped for several years. She noted that the potential local investment of approximately \$21,000 could be beneficial in that regard and would also help avoid the need to pursue exemptions related to future bus purchases.

Director Plasse asked whether the exemption Ms. Miller had discussed applying for would apply to the agency as a whole or only for a single year. Director Staples stated that, to her understanding, the exemption would apply only to a specific purchase. Ms. Miller confirmed that the exemption is granted on a per-purchase basis and that the duration of the exemption depends on the reason cited in the application. Ms. Miller explained that she had reviewed a webinar outlining the exemption process, which appeared to be straightforward and included templates for common justifications, such as financial hardship or lack of infrastructure. She noted that the length of the exemption period would depend on the justification provided, and that the application must be submitted before the agency becomes non-compliant, as it cannot be filed afterward.

Director Plasse asked for clarification that the exemption would apply only to a single purchase rather than to the agency on an ongoing basis. Ms. Miller confirmed that the exemption would apply only to that specific purchase or year. Vice Chairman Riordan then asked whether proceeding with the proposed bus purchase would eliminate the need to file for an exemption, and Ms. Miller confirmed that it would. The Vice Chairman agreed that this would be a positive outcome.

Motion: It was moved by Vice Chairman Riordan, seconded by Director Staples, and carried to approve AT's request to secure additional 5311 grant funding for the purchase of one (1) replacement bus with the wording correction to the resolution.

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

#11. Review and approve the proposed staff reorganization: Ms. Miller reviewed her staff report.

Director Plasse asked whether reclassifying the Mobility Manager position would affect funding from the 5310 Expanded Mobility grant, which is the primary funding source for that position. He also noted that approximately \$111,000 had been budgeted for 5310 Expanded Mobility (line item #42400) in the FY 2024/25 amended budget, but only about \$53,000 had been received. Ms. Miller explained that the

discrepancy was due to initial confusion regarding how the funding would be distributed, and funding is on a two-year grant cycle. She clarified that the total amount received for the two-year period exceeded \$300,000. The funding appears in FY 2024/25 because it was not received in the correct fiscal year. Director Plasse asked if the Expanded Mobility Grant would fully fund the new position, and Ms. Miller confirmed that it would. He then asked whether other positions that perform mobility-related duties would also be covered by the grant. Ms. Miller confirmed that they would and explained that the grant typically covers all of AT's advertising costs, as well as the Mobility Manager position and portions of the hours for the Transit Clerk, Operations Supervisor, and GM.

Director Staples asked for clarification regarding the new position and whether it would be a reclassification of an existing position. Ms. Miller explained that both positions would be reclassifications. She noted that the previous role would be split into two (2) positions, with no additional staff added, and that the reclassification would result in a small reduction in pay.

Vice Chairman Riordan expressed concern that some key responsibilities of the GM position might be delegated to another staff member and asked Ms. Miller to clarify. Ms. Miller explained that while the proposed Administrative Assistant would handle many of the financial data entry duties, she would continue to review the information and compile the monthly reports presented to the board. She noted that the position would primarily assist by entering data so she could review and present. Vice Chairman Riordan emphasized that this clarification was important given Ms. Miller's relatively recent transition to the GM role and the agency's past financial issues. He stated it was essential that she remain closely involved in the financial oversight. Ms. Miller agreed, and Vice Chairman Riordan stated that with that understanding, he would support the proposal.

Director Plasse asked, given the Finance Committee's efforts to strengthen Ms. Miller's financial competency, who would be responsible for hiring and training the new employee if the position were created. Ms. Miller responded that she is currently the only staff member at AT with financial and accounting knowledge and would therefore be responsible for both hiring and training the new employee. Director Staples commented that it seemed appropriate for Ms. Miller to handle the training aspect of the position, particularly in bringing a new employee up to speed on AT's processes. She noted that based on the qualifications listed for the position, a new employee would already be expected to have experience in word processing and data entry. The job-specific nuances unique to AT would require training, while the data entry and bookkeeping aspects would be straightforward. She added that the reports would then be reviewed by others for interpretation and to ensure funds are accounted for properly, which she noted is generally considered a best practice. Ms. Miller agreed.

Vice Chairman Riordan asked about the education requirement listed under the "Knowledge, Skills and Abilities" section of the Position Description. He noted that the position previously appeared to require a bachelor's degree or higher and asked why the requirement had been reduced to allow any degree. Ms. Miller clarified that the bachelor's degree requirement previously applied to the GM position. In developing the new position, she intentionally broadened the qualifications to allow consideration of applicants with relevant experience but without a degree, such as an individual with extensive bookkeeping experience. Vice Chairman Riordan then asked whether she felt the remaining qualifications listed in the job description would adequately attract the right candidate, and Ms. Miller confirmed that she did.

Motion: It was moved by Director Staples, seconded by Director Oneto, and carried to approve the proposed staff reorganization.

Ayes: Oneto, Riordan, Staples, Crew
 Noes: Plasse
 Absent: Bottomley

#12. Approve Monthly Claims List: Ms. Miller noted that there is a revised expenditure list for review as there had been a few items that had to be added the previous day. Vice Chairman Riordan asked if those items were highlighted on the report and Ms. Miller confirmed.

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

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

#13. Future Agenda Items:

- 1) Revised reserve accounts report, including the accounts payable and accounts receivable presented in balance sheet form for the current fiscal year.
- 2) Development of a written policy establishing the proper procedure for reserve account transfers.

ADJOURNMENT:

At 9:56 a.m. the Chairman adjourned the regular meeting to Thursday, April 2, 2026 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.