

AMADOR TRANSIT (AT) MINUTES
April 2, 2026 – 11:16 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
Wendy Bottomley - City of Plymouth

Absent: None

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: Chairman Crew asked to amend the agenda to include the Amador Transit (AT) Software Technology Options - TripSpark due to direction provided in the April 2, 2026 ACTC meeting.

Motion: It was moved by Director Staples, seconded by Director Plasse, and unanimously carried to approve the amended agenda to include Item #10-A: AT Software Technology options.

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

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-7):

#1. Board Minutes, March 2026: Director Plasse noted minor corrections to the minutes. On page two (2), the first paragraph under item #9, he asked that the sentence *“During that board 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”* be clarified. Noting that he believes that Director Bottomley was asking for notes to be included in the margin on substantial items and Director Bottomley confirmed this.

#3. Performance Report, February 2026: Director Plasse noted significant improvement in the fare box recovery ratio and all other metrics with regard to the Dial-a-Ride (DAR) system versus a fixed route system.

#5. FY 25/26 Reserve Transfer Detail Report: Director Plasse stated that he is still requesting receivables and payables be included in the details. Discussion took place regarding accounting

principles regarding payables, receivables and ensuring they show correctly in the bookkeeping and on reports. Ms. Miller confirmed she would include the requested information going forward.

Motion: It was moved by Vice Chairman Riordan, seconded by Director Bottomley, and unanimously carried to approve the Consent Agenda with minor corrections to the minutes.

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

REGULAR AGENDA ITEMS:

#8. Review and approve the acquisition of mechanic's chest and tools: Ms. Miller reviewed her staff report. Discussion took place on the condition of the tools and tool chest. AT staff noted the tools and chest are in good condition and have a lifetime warranty. Additionally, Ms. Miller noted the benefit of AT having their own in-house set of tools. Director Plasse stated once AT takes possession, regular inventory of the tools will need to be performed. Further discussion took place on the value of the purchase versus comparable equipment currently on the market. Director Staples commented that the purchase seems to be a good investment and that reserve funds were available to use for the purchase.

Motion: It was moved by Director Staples, seconded by Director Bottomley, and unanimously carried to approve AT to proceed with the purchase of the mechanics tool chest and tools for \$6021.07.

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

#9. Review and approve FY 25/26 Low Carbon Transit Operations Program (LCTOP) project submittal: Ms. Miller reviewed her staff report.

Motion: It was moved by Director Oneto, seconded by Director Staples, and unanimously carried to approve the LCTOP Cycle A funding grant application in the amount of \$68,906 for Dial-A-Ride service to Ione and Plymouth.

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

#10. Review and approve revisions to the Reserve Fund Transfer Policy: Ms. Miller reviewed her staff report. Discussion took place regarding the language included in the revision to allow for unforeseen expenditures outside of normal operation expenses. Director Plasse asked, as an example, if the purchase of the tool chest and tools would fall under this policy. Ms. Miller replied no that purchase would not qualify as it would be considered a want and not a need.

Director Plasse highlighted this policy was previously in place; however, the previous General Manager did not follow it.

Director Bottomley clarified that for each occurrence, AT staff will provide documentation to the board and Ms. Miller confirmed.

Motion: It was moved by Director Plasse, seconded by Director Staples, and unanimously carried to approve the adoption of the March 2026 revised Reserve Funds Transfer Policy.

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

#10-A. AT Software Technology options: During the April 2, 2026, ACTC meeting, representatives from Cambridge Systematics, Inc. provided an update on software technology options being researched as part of the Transit Service Improvement Study. Discussion included TripSpark, the software currently used by AT for DAR services, as well as potential enhancements and upgrades for the fixed-route system. Direction was given to bring this item to the AT board for further discussion and possible action.

Vice Chairman Riordan asked if the cost was the same for the TripSpark software as it was previously discussed. Ms. Miller confirmed it was, and stated the remaining balance owed was approximately \$21,000. The board agreed that since the funding for the TripSpark software upgrade was for the fleet, the funds should come from the fleet reserve account. Ms. Miller confirmed there were sufficient funds in the account for the purchase.

Motion: It was moved by Director Bottomley, seconded by Director Plasse, and unanimously carried to approve the purchase of the TripSpark software for \$21,000, using funding from the fleet reserve account.

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

#11. AT Staff verbal reports, if any: Ms. Miller stated the ridership for Dandelion Days totaled 702 passengers. Additionally, the Lions Club donated \$750 and shuttle riders donated \$200.

#12. Approve Monthly Claims List:

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

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

#13. Future Agenda Items: None

#14. CLOSED SESSION: At 11:38 a.m. The Chairman called for a Closed Session as noticed: Personnel Matter: Public Employee Discipline/Dismissal/Release - pursuant to Government Code Section § 54957. The Chairman adjourned the Closed Session at 11:52 a.m. and noted that information was provided to the board.

ADJOURNMENT:

At 11:52 a.m. the Chairman adjourned the regular meeting to Thursday, May 7, 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