

AMADOR TRANSIT (AT) AGENDA

Thursday, September 3, 2026 – 9:00 A.M.

Amador County Transportation Commission Offices – Board Room

117 Valley View Way, Sutter Creek, CA 95685

Please note: During the meeting, public participants who wish to provide comments will be invited to do so by the Chair. If you wish to comment on a specific item, please let the Chairman know you would like to speak on the item. Comments may also be submitted by U.S. Mail at the above address or by e-mail for inclusion in the meeting record. All submittals must be received no later than 8:00 a.m. on the morning of the noticed meeting. To submit comments via e-mail, please forward them through the ACTC website under the Contact tab at www.actc-amador.org.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability-related modification or accommodation to participate in this meeting, please contact the Amador County Transportation Commission staff at (209) 267-2282. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

Assisted hearing devices are available for public use during all public meetings. Meeting materials are available for public review on the ACTC website or at the Amador County Transportation Commission, 117 Valley View Way, Sutter Creek, California.

Zoom Conferencing option: <https://us02web.zoom.us/j/82833478711?pwd=dW5zVzB3ZFF2S0h2VzRadjBSNIERdz09>

Meeting ID: 828 3347 8711, Passcode: 967715, Call Option-1 669 900 6833

PLEDGE OF ALLEGIANCE / ROLL CALL

AGENDA: Approval of agenda for this date. Off-agenda items must be approved by the Directors, pursuant to Government Code Section §54954.2.

PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject within the jurisdiction of Amador Transit; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Commission meeting. Please note - there is a five (5) minute limit per topic.

CONSENT AGENDA (Items 1- 7): Note: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a Board Member(s).

1. Board Minutes, August 2026
2. Ridership Analysis, July 2026
3. Performance Report, July 2026
4. Vehicle Maintenance Report, July 2026
5. FY 26/27 reserve transfer detail report
6. Budget/Statement of Net Position Report, August 2026
7. Compliments, Complaints, Service Requests

REGULAR AGENDA ITEMS:

8. Discuss and provide direction regarding the proposed response to the Amador County Grand Jury
9. Review and approve Draft RFP for Bus Advertising
10. Discussion of current and upcoming operating shortfalls and approval of reserve transfers
11. Review Pine tree removal quotes, give direction if needed
12. AT Staff verbal reports
13. Approve monthly claims
14. Future agenda items
15. Adjournment

AMADOR TRANSIT (AT) MINUTES
August 6, 2026 – 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:

Patrick Crew - Board of Supervisors, Chairman
Wendy Bottomley - City of Plymouth
Brian Oneto - Board of Supervisors
John Plasse - Citizen at Large
Dan Riordan - City of Sutter Creek, Vice Chairman
Sandy Staples - City of Amador City

Absent:

None

Also Present:

April Miller, Amador Transit General Manager
Levi Regadan, Amador Transit Maintenance Manager
John Gedney, ACTC Executive Director
Felicia Bridges, ACTC Program Manager
Caitlin Kleven, ACTC Administrative Analyst

AGENDA:

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

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

PUBLIC MATTERS NOT ON THE AGENDA: Chairman Crew asked whether the board had read the letter published in the *Amador Ledger Dispatch* the previous Friday. He expressed concern that the newspaper had printed the letter, stating that the subject matter was personal, and the board could not respond to the accusations. Chairman Crew believed that a copy of the letter was included in the agenda packet; however, Ms. Miller clarified that it was not. He described the letter as derogatory toward Ms. Miller and Amador Transit (AT) as an organization. Chairman Crew also noted that he was mentioned in the letter and believed it was because he had terminated the former employee rather than allowing her to return following administrative leave.

Chairman Crew stated that his purpose in bringing the letter to the board's attention was to gauge whether the board wished to respond or let the matter go. He noted that part of the board's responsibility is to protect Ms. Miller as an employee and uphold the integrity of AT. Chairman Crew stated that he had discussed the letter with Mr. Derek Cole, AT legal counsel, who acknowledged its inflammatory nature but advised against responding. He explained that the board could not respond with the relevant facts because they involved confidential personnel information. Chairman Crew asked the board for input regarding the letter.

Vice Chairman Riordan stated that he had read the letter and agreed with legal counsel that the board should not respond or engage in discussion due to the personal nature of the information. He expressed confidence that the matter had been handled openly, professionally, and appropriately and stated that he did not believe there was a need to respond through an editorial.

Director Staples agreed that there would be no benefit to responding to the letter, other than to issue a brief statement that the matter involved personnel and that the AT Board stands behind the individuals named in the letter and supports the good work performed by AT. Chairman Crew suggested that the response also state that all applicable rules were followed and, as Vice Chairman Riordan had noted, the board was comfortable with the outcome. Vice Chairman Riordan agreed that the board should place on record its confidence in how the matter was handled and its support for the individuals and the agency. Director Plasse supported expressing the board's support for the agency without addressing personal matters. Director Staples and Vice Chairman Riordan agreed.

Director Oneto commented that the matter was not the finest moment for several individuals but agreed that debating the letter through an editorial would not be helpful. Director Plasse suggested that the board consider the source and disregard the letter, and Chairman Crew agreed. Chairman Crew also noted that many members of the community appeared either not to have read the letter or to be unaware of it.

The board discussed the process of drafting and distributing a proposed response letter, ensuring no Ralph M. Brown Act violation would occur. Director Staples suggested that she and Chairman Crew, who serve as the Personnel Committee, address the matter. Chairman Crew agreed and stated that he would draft a letter and send it to Director Staples for review. He asked whether the board found that approach acceptable, and the board agreed.

CONSENT AGENDA (Items 2-7):

#3. Performance Report, June 2026: Vice Chairman Riordan commended AT on its year-end performance, noting improvement in overall farebox and several other key metrics. For example, ridership increased by approximately 4,000 passengers, cost per mile decreased by \$1.00, and cost per hour decreased by \$6.00. He also noted that all three (3) reserve accounts remained steady. Director Plasse commented that the improvements were particularly impressive given rising costs, including fuel. Ms. Miller attributed the results to careful spending.

Vice Chairman Riordan made a motion to approve the consent agenda. Director Plasse then stated that he would abstain from voting on the minutes due to his absence from the previous meeting and requested that they be considered separately. Vice Chairman Riordan revised the motion to approve Consent Agenda Items two (2) through seven (7).

Motion: It was moved by Vice Chairman Riordan, seconded by Director Bottomley, and unanimously carried to approve the consent agenda Items 2-7.

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

Motion: It was moved by Vice Chairman Riordan, seconded by Director Staples, and carried to approve the minutes from the July 2, 2026 meeting.

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

Absent: None

REGULAR AGENDA ITEMS:

#8. Review and approve the FY 26/27 State of Good Repair (SGR) Project list and resolution 26-08: Ms. Miller extended her appreciation for the board's support regarding the situation with the letter in the newspaper.

Ms. Miller then reviewed the staff report. Director Plasse asked if the new security cameras would improve overall coverage and clarity. Ms. Miller confirmed they would be high-definition and noted that with potential electric vehicle charging upgrades and buses being stored at the Sutter Hill Transit Center, reliable, high-quality security cameras will be a priority.

Vice Chairman Riordan asked if the new security cameras would be affiliated with Flock or connected to local law enforcement. Ms. Miller stated they would not be directly linked to any programs or departments, although AT maintains a good working relationship with local law enforcement and provides security footage upon request.

Director Oneto asked if local vendors were being considered for the security camera and HVAC upgrades. Ms. Miller stated that AT prefers to use local vendors. For example, Signal Service is the current security camera vendor and is a primary local option. She stated that AT is currently soliciting bids for these projects, however, no other bids have been received to date.

Ms. Miller reviewed previous projects completed with SGR funding and noted that funding remains available for the parking lot repairs. Director Plasse asked if AT was waiting for the current year's allocation to complete the parking lot project. Ms. Miller clarified that funds from the previous two (2) years remain available in addition to the current allocation. Vice Chairman Riordan confirmed that approximately \$137,000 remains from the prior two (2) years and asked about progress on the parking lot repairs. Ms. Miller stated that an update on the parking lot repairs would be provided in her verbal report.

Motion: It was moved by Director Oneto, seconded by Director Staples, and unanimously carried to approve the FY 26/27 State of Good Repair funds as allocated by Resolution 26-08.

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

#9. AT Staff verbal reports, if any: Ms. Miller provided an update on the parking lot repair project, noting that following the previous meeting, she met with Mr. Kenny Neu of BRIXCO Construction Company to assess the parking lot and potential repairs. Due to previous bidding difficulties and significant increases in paving costs compared to available SGR funding, a new approach has been developed. Ms. Miller stated that she contacted her SGR liaison regarding the proposed plan and received confirmation that it was allowable.

Ms. Miller stated that Mr. Neu provided recommendations regarding drainage improvements to prevent further damage following the parking lot repairs. The scope of work was revised to remain within available funding, and the three (3) companies that previously bid on the project were invited to rebid. To date, AT has received one (1) bid from BRIXCO Construction Company, with bidding closing August 20, 2026. Ms. Miller expressed hope that the project could be completed within the next month or so.

Director Oneto recommended removing the bull pines between the parking lot and roadway before paving, noting that continued growth or fallen trees could damage the repaired pavement. Ms. Miller agreed and added that pinecones from the trees have caused significant damage to vehicle tires. Director Plasse concurred, noting that when the trees fall, they typically uproot the surrounding ground and pavement.

Ms. Miller reported that AT has not yet met with ACTC or the Finance Committee regarding the AT CalPERS Unfunded Liability paydown loan. She stated that Mr. Gedney requested the meeting occur after the current meeting due to ACTC's ongoing paving projects and associated funding obligations. Ms. Miller noted that discussions remain ongoing, and Vice Chairman Riordan stated that he would follow up with her.

#10. Approve Monthly Claims List:

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

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

#11. Future Agenda Items: Director Oneto asked if AT was planning to respond to the Amador County Grand Jury report. He stated that AT should respond, and Ms. Miller acknowledged his comment. Director Plasse asked if Ms. Miller had any information for the board regarding the Grand Jury report. Ms. Miller replied that she did not. He then asked if she had received any findings from the report. Ms. Miller stated that she had not and did not know. Director Plasse asked if the report had been released, and Director Staples confirmed that it had. Director Oneto stated that responding to the report was something that should occur, and the board agreed. Chairman Crew commented that he believed the deadline for responding to the report was 90 days and noted that if the report was released in June, approximately half of the response period had already passed.

Director Plasse stated that Ms. Miller should obtain a copy of the report. The board agreed AT legal Counsel should review the report. Ms. Miller asked if there was a committee she could work with on the matter and noted that she would reach out to the attorney for information.

She then stated that she believed the report concerned the AT advertising contract, and Chairman Crew confirmed that it did. Ms. Miller stated that a gentleman from Zenith Billboards filed a complaint, and the resulting investigation concerned AT not going out to bid for the advertising contract. Director Plasse asked if it was a sole source contract, and Ms. Miller confirmed that it was. Chairman Crew commented that the recommendations were fairly bland, and Ms. Miller agreed. There was discussion regarding possible responses related to competitive bidding. Ms. Miller noted that she would bring the matter back to the board at a later date.

Chairman Crew asked Ms. Miller if she had seen the report or a response deadline. Ms. Miller stated that she was reading through the report and did not see anything indicating that a response was necessary. She stated she would review the report again for clarification. Chairman Crew stated that if the Grand Jury makes a recommendation, they are looking for a response to that recommendation. Discussion followed regarding responding to the recommendations with a short narrative either agreeing, disagreeing, or noting that the item has been addressed. Ms. Miller stated that she would review the matter and bring it back to the board. Chairman Crew also noted that the report should provide a deadline for responding.

- CalPERS UAL Loan Discussion
- Tree removal next to AT parking lot
- Amador County Grand Jury report response

ADJOURNMENT:

At 9:27 a.m. the Chairman adjourned the regular meeting to Thursday, September 3, 2026 at 9:00 a.m. at 117 Valley View Way, Sutter Creek, CA 95685.

Patrick Crew, Chairman
Amador Transit

ATTEST:

Caitlin Kleven, Recording Clerk

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

RIDERSHIP ANALYSIS
JULY 2026

AMADOR TRANSIT
FISCAL YEAR 2026/2027

T R I P S



JULY 2026
% change from
FY 2025/26

10.1%

SERVICE SUMMARY

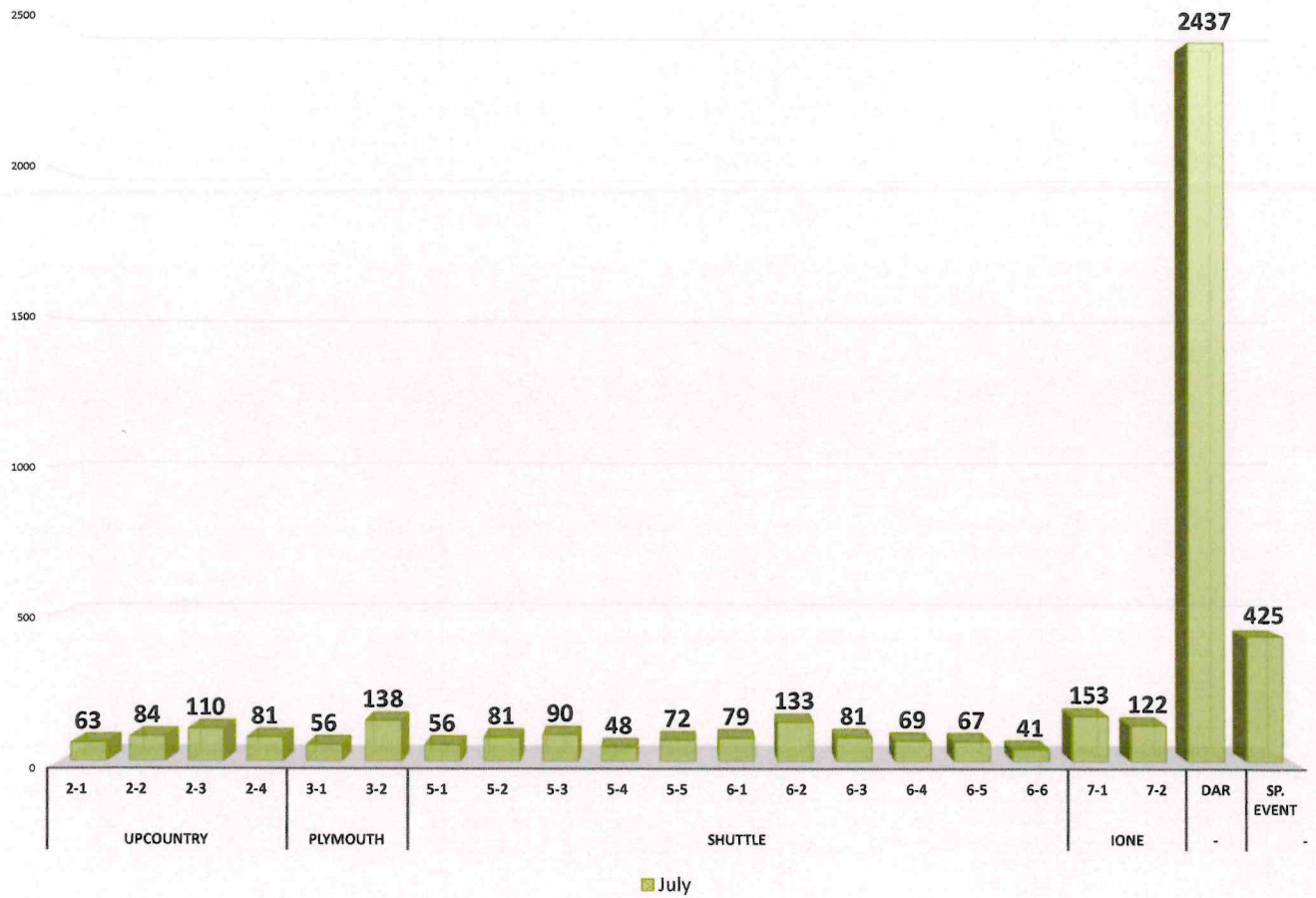
July

FY 26/27	Service Days
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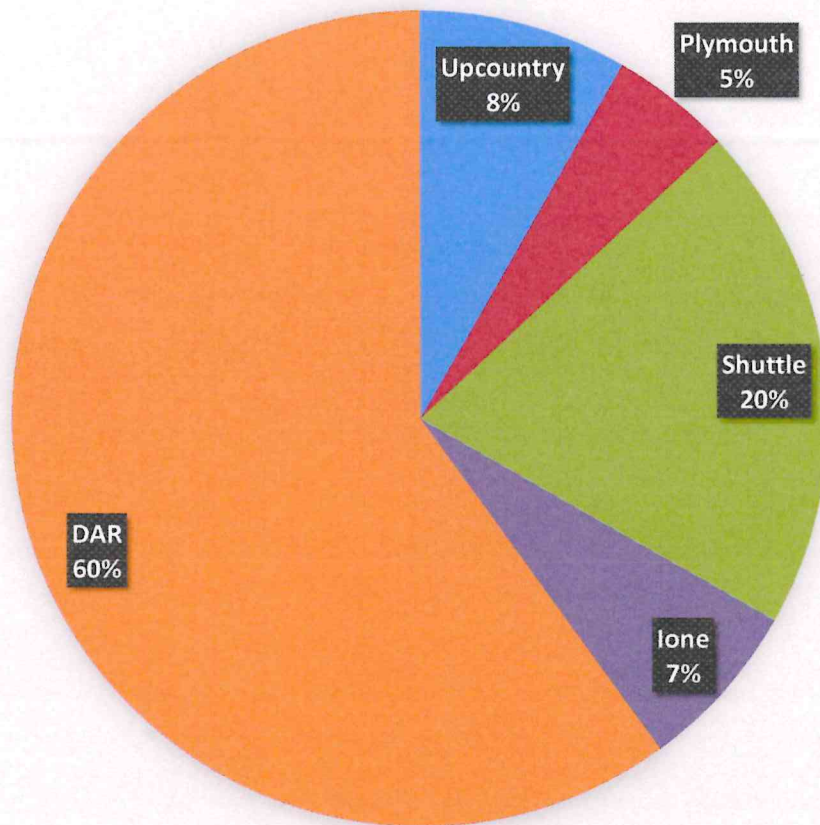
23

Upcountry	337
Plymouth	194
A - Shuttles 5-1 - 5-5	347
B - Shuttles 6-1 - 6-6	470
lone	275
Dial-A-Ride	2,437
N.E.M.T	-
Special Events	425
TOTAL TRIPS	4,485
AV. DAILY	195
ADULT	1,064
SENIOR	263
PERSONS W/DISABILITIES	2,985
YOUTH	68
Non-Revenue-PCA	106
Non-Revenue - Child	3
Non-Revenue - Family Pass	106
Wheelchair	433
Bicycles	35
FARES PAID BY MONTH/DAY PASS	
Monthly Pass	606
\$7 Day Passes Sold	4
Cash Fares	\$2,703.02
FARES PAID BY PRE-PAID TICKETS	
Pre-Paid Tix \$1.00	1,132
Pre-Paid Tix \$2.00	449
Pre-Paid Tix \$3.00	8
Pre-Paid Tix \$4.00	69
Mileage	
Revenue miles	30,185
Non-Revenue miles	1,524

JULY



July



	Jul-26 1xSp. Event	YEAR TO-DATE	Last FY 25/26 to date	CHANGE
RIDERSHIP-FIXED ROUTE				
FIXED ROUTE TRIPS	2,048	2,048	2,193	-7%
ADULTS	1,064	1,064	1,119	-5%
SENIORS	263	263	232	13%
DISABLED	598	598	664	-10%
YOUTH	64	64	114	-44%
NON REV	59	59	64	-8%
VEHICLE SERVICE HOURS	675	675	682	-1%
VEHICLE NON-REVENUE MILES	694	694	1,076	-36%
VEHICLE REVENUE MILES	14,765	14,765	14,546	2%
OPERATING COST	100,058	100,058	147,780	-32%
REVENUE	9,302	9,302	6,516	43%
FAREBOX RETURN	9.30%	9.30%	4.41%	111%
RIDERSHIP-DIAL-A-RIDE				
TOTAL TRIPS (DISABLED)	2,437	2,437	1,882	29%
NON REV	50	50	21	138%
VEHICLE SERVICE HOURS	807	807	542	49%
VEHICLE REVENUE MILES	13,971	13,971	7,995	75%
VEHICLE NON REVENUE MILES	830	830	1,692	-51%
OPERATING COST	96,134	96,134	90,574	6%
REVENUE	10,061	10,061	3,778	166%
FAREBOX RETURN	10.47%	10.47%	4.17%	151%
SYSTEM-WIDE OPERATIONS				
TOTAL SERVICE DAYS	23	23	22	10%
TOTAL TRIPS	4,485	4,485	4,074	10%
VEHICLE SERVICE HOURS	1,224	1,224	1,224	0%
TRIP PER HOUR	3.7	3.7	3.3	10%
VEHICLE REVENUE MILES	28,736	28,736	22,541	27%
VEHICLE NON-REVENUE MILES	1,524	1,524	2,768	-45%
TRIP PER MILE	0.16	0.16	0.18	-14%
COSTS				
TOTAL MONTHLY EXPENSES (Operating Costs)	\$196,192	\$196,192	\$238,355	-18%
COST PER TRIP	\$44	\$44	\$59	-25%
COST PER MILE	\$7	\$7	\$11	-35%
COST PER HOUR	\$160	\$160	\$195	-18%
REVENUE				
FIXED ROUTE FAREBOX REVENUE	\$4,722	\$4,722	\$3,631	30%
DIAL-A-RIDE FAREBOX REVENUE	\$5,481	\$5,481	\$2,893	89%
ADVERTISING REVENUE	\$9,160	\$9,160	\$5,769	59%
OVERALL FAREBOX RETURN	9.87%	9.87%	5.16%	91%

Farebox return per service type is based on the new preferred calculation method of the AT Finance Committee
Miles (rev & non rev) equals percentage of overall mileage-use that to determine the percentage of operating cost per service type

Total Service Miles=	28,736
Total Non service miles=	1,524
All Mileage	30,260
DAR	14801
FIXED	15459
	49% of Operating Cost
	51% of Operating Cost

VEHICLE DESCRIPTION	Odometer reading as of 7/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to- date CUMULATIVE COST
SUV #101 (Gas)	168,916					
04 Chev Suburban	ODO					
6-passenger						
NON-REVENUE VH	237					
Mileage for the Month						
			05 - 2026	Replaced battery	\$174.17	
			05 - 2024	R&R windshield glass - Glass Doctor	\$375.35	
			02 - 2023	Replace 4 tires 225/75/R16	\$1,000.67	
			03 - 2022	A/C Compressor, 1 Orifice tube and accumulator	\$384.02	
			06 - 2019	Replaced left corner window glass doctor invoice # 102728	\$527.23	
			01 - 2019	Replaced Water pump, thermostat AC belt, and main belt, 1 Gallon of Coolant	\$162.73	
			10 - 2015	Replace 4 tires, 225/75/R16, 4 TPS, turned front rotors, alignment	\$1,143.00	
			09 - 2015	Replaced alternator	\$151.00	\$3,918.17
Shop TRK #102	28,250	1.25	07 - 2026	CEL Diagnosis, ongoing.	\$0.00	
2015 F450 4x4 (Diesel)	ODO		07 - 2026	Clean truck check at Patriot Diesel.	\$0.00	
					\$0.00	
NON-REVENUE VH						
Mileage for the month	140					
			06 - 2026	Replaced Nox sensor, Computer Diag., test drive.	\$351.94	
			11 - 2025	Towed to K&T	\$450.00	
			08 - 2025	Check eng. Light-diagnosed and replaced faulty VGT solenoid, coolant tube, filled	\$374.22	
			06 - 2024	PM-B and Fuel filter	\$169.73	
			10 - 2023	Hahn's Folsom Lake Ford - Replaced faulty EGR valve and installed an emissions program update	\$1,289.11	
			09 - 2022	Installed new 2-way radio and GPS	\$387.90	
			05 - 2022	Turbo replaced by DuPratt Ford Inv. # 524982 with oil change	\$2,646.25	
			10 - 2019	Repair invoice # 348715 Emissions Vehicle derating R&R EGT sensor	\$4,355.05	
			02 - 2019	Replaced 2 batteries and took to car wash	\$226.52	
			12 - 2018	6 Tires 225/70r/19.5	\$2,619.15	
			12 - 2018	1 Steer steel wheel White	\$171.12	\$13,040.99
TRK #103 (gas)	114,086	1.00	07 - 2026	PM-B, repaired diff. Vent hose assembly.	\$30.19	
1998 Ford Ranger	ODO				\$30.19	
3-passenger						
NON-REVENUE VH	115					
Mileage for the Month						
			08 - 2025	replaced 4 tires and spare due to age (Big Brand Tire)	\$614.54	
			10 - 2019	Steering rack and pump replaced Hahns inv # J046369	\$848.20	
			06 - 2018	4 tires 205/75/14R and Alignment	\$370.17	
			07 - 2015	July 8 - 4 205/75/R14 \$570	\$570.00	\$2,433.10

VEHICLE DESCRIPTION	Odometer reading as of 7/1/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
VAN #201 (Gas)	86,259	3.25	07 - 2026	PM-A	\$0.00	
2015 DODGE CARAVAN	ODO		07 - 2026	Replaced passenger rear door wiring harness.	\$53.86	
1-WC, 5 passenger			07 - 2026	Replaced bump stop on pass side sliding door.	\$2.59	
mileage for the month	2,434				\$56.45	
			03 - 2026	PM-A update & replaced battery	\$192.71	
			08 - 2025	R&R front brake pads and rotors	\$201.12	
			08 - 2024	2 Tires	\$388.97	
			01 - 2024	Replaced faulty battery	\$159.49	
			08 - 2023	Installed new dash and rear cameras	\$409.44	
			09 - 2022	Installed new 2 way radio and GPS	\$387.90	
			04 - 2022	4 225/65/17 tires and alignment	\$544.09	
			08 - 2021	Dealer transmission installed by Hal Invoice # 107306	\$4,190.12	
			02 - 2021	4 Goodyear tires 225/65/17	\$568.55	
			09 - 2020	R&R Battery and negative post connector	\$151.74	
			05 - 2019	Braun recall and lasher dodge air bag repair	\$495.00	
			08 - 2018	4 New tires, Invoice # 66200227328	\$656.19	\$8,401.77
VAN #202 (gas)	90,484	1.25	07 - 2026	PM-A, update.	\$0.00	
2015 DODGE CARAVAN	ODO		07 - 2026	Diag. for pass light flicker.	\$0.00	
					\$0.00	
Mileage for the month	678		06 - 2024	R&R front windshield	\$542.12	
			04 - 2024	Replaced 4 tires	\$388.87	
			09 - 2023	Dash camera installed	\$460.43	
			01 - 2023	Replaced spark plugs and coils	\$241.17	
			09 - 2022	Installed new 2 way radio and GPS	\$387.90	
			10 - 2019	Front rotor and pads	263.74	\$2,284.23

VEHICLE DESCRIPTION	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to- date CUMULATIVE COST
VAN #203 (gas)	91,768	0.75	07 - 2026	PM-A, update.	\$0.00	
2017 DODGE CARAVAN	ODO					
1-WC, 5 passenger						
Mileage for the Month	885					
			03 - 2024	R&R 4 tires	\$559.72	
			09 - 2023	Dash camera installed	\$460.43	
			08 - 2023	Replaced rear brake rotors and pads	\$230.89	
			02 - 2023	New transmission - Elk Grove Dodge	\$3,651.03	
			02 - 2023	Transmission removal, installation and parts	\$1,430.85	
			01 - 2023	Replaced spark plugs and coils	\$248.77	
			09 - 2022	Installed new 2 way radio and GPS	\$387.90	
			04 - 2022	Glass Doctor windshield replacement #2 Inv. #114779	\$508.97	
			02 - 2022	Windshield replaced - Glass Doctor	\$508.97	
			10 - 2021	Accident repair North state Auto body - Invoice A7682866	\$2,456.56	
			08 - 2021	Front and rear tires installed Jackson tires invoice # 1-GS196151	\$467.14	
			04 - 2021	R&R Front windshield	\$480.13	\$11,391.36

VEHICLE DESCRIPTION	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2022 to-date CUMULATIVE COST
VAN #206 (Gas) 2022 Toyota Sienna	31,469	0.75	07 - 2026	PM-A, update.	\$0.00	
Mileage for the Month	833					
					\$0.00	
			07 - 2025	New tires at Big Brand Tire and service.	\$851.87	
			01 - 2024	Installed Dash Camera system	\$460.43	\$1,312.30
VAN #207 (Gas) 2022 Toyota Sienna	21,705	0.50	07 - 2026	Dropped off & picked up at Big Brand Tire for replacement of two tires.	\$292.73	
Mileage for the Month	100				\$292.73	
			01 - 2024	Installed dash camera system	\$460.43	\$753.16

VEHICLE DESCRIPTION	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2020 to-date CUMULATIVE COST
VAN #208 (Gas)	33,949	4.25	07 - 2026	Replaced right front tire with spare due to puncture. Replaced tire after repaired.	\$0.00	
2024 V-Ford Transit 350EL	ODO		07 - 2026	Road call. Replaced left front flat. Took to Big Brand Tire for repair & replaced.	\$0.00	
Nor-Cal Van			07 - 2026	PM-A, Repaired broken seat latch.	\$0.00	
			07 - 2026	Installed tablet mount.	\$0.00	
			07 - 2026	Camera inspection.	\$0.00	
					\$0.00	
Mileage for the Month	2845					
			05 - 2026	In-service inspection upon return from DuPratt for rear end work, rear brakes & rotors.	\$381.02	
			02 - 2026	replaced drive tires due to wear	\$672.74	
			02 - 2026	replaced steer tires due to wear	\$356.84	
			11 - 2025	replaced rear brake pads, rotors, seals, and one axle nut.	\$297.76	\$1,708.36

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to date CUMULATIVE COST
Bus #303(Gas)	50,531	3.75	07 - 2026	In-service inspect,(back from Ron DuPratt Ford for warr. trans work) test drove to confirm repair.	\$0.00	
2023 Ford Glaval E-450			07 - 2026	Installed tablet mount	\$0.00	
16-passenger 2 w/c			07 - 2026	Camera inspect.	\$0.00	
Mileage for the Month	2,185					
					\$0.00	
			05 - 2026	Replaced 3 drive tires due to normal wear.	\$482.76	
			02 - 2026	replaced failed aux battery	\$165.82	
			01 - 2026	R&R both steer tires	\$323.22	
			08 - 2025	R&R drive tires	\$494.30	
			08 - 2025	DO & PU Hewitt alignment	\$250.14	
			12 - 2024	Installed 2-way radio and fare box	\$525.37	
						\$2,241.61

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
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Bus #405 (gas)

2009 Ford

16-passenger 2 w/c

Mileage for the Month

312,761

ODO

0

PM-A

\$0.00

05 - 2026		Replaced throttle body assy.	\$378.26
02 - 2026		replaced throttle body and MAF sensor	\$261.47
01 - 2026	PM-A, replaced right rear inner tire, replaced air filter and repaired wiring at alternator terminal		\$177.69
01 - 2026		Replaced spark plugs and ignition coils	\$383.30
11 - 2025		Hewitt alignment PU and DO	\$204.52
10 - 2025		replaced motor mounts	\$174.96
10 - 2025	R&R two micro switch's on W/C lift rechecked all functions		\$389.33
09 - 2025	Diagnose engine noise. Found failed alternator, removed and replaced with rebuilt alternator.		\$484.88
09 - 2025		Replaced two steer tires	\$322.34
08 - 2025	R&R radiator, filled with coolant, checked system for leaks		\$330.37
08 - 2025	R&R Outer roll stop cylinder on W/C lift		\$499.26
07 - 2025	Replaced rear rotors, calipers, parking brake shoes, brake hardware and wheel seals, cleaned and inspected all components and performed test drive.		\$543.26
04 - 2025	Replaced rear calipers, pads parking brake shoes, left wheel seal		\$259.70
12 - 2024	R&R rear heater motor, tested heater core for leaks		\$160.91
12 - 2024	R&R right rear outer tire. Sidewall damage		\$221.42
11 - 2024	R&R steering gear box, replaced rear heater hoses, + 1.5 qrts fluid		\$315.70
10 - 2024	Replaced steer tires		\$442.84
			\$43,952.91

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
Bus #406 (gas)	150,960	7.25	07 - 2026	PM-B	\$45.12	
2019 Ford	ODO		07 - 2026	Replaced main battery.	\$165.82	
16-passenger 2 w/c			07 - 2026	Replaced all 3 idler pulleys, belt tensioner & AC comp. Insp & tested AC sym	\$332.65	
Mileage for the Month	2,646		07 - 2026	Cleaned evaporator filters	\$0.00	
			07 - 2026	Fiberglass body repair.	\$0.00	
			07 - 2026	Installed tablet mount.	\$0.00	
			07 - 2026	Camera inspection	\$0.00	
					\$543.59	

05 - 2026	Replaced all 4 drive tires due to normal wear.	\$643.82
03 - 2026	Replaced steer tires due to wear.	\$321.84
08 - 2025	R&R multi function switch	\$205.11
07 - 2025	Replaced drive tires.	\$882.68
06 - 2025	Transmission service	\$168.32
06 - 2025	Intermittent overheating- R&R water pump, fan clutch, thermostat and radiator	\$522.21
03 - 2025	Replaced multifunction switch, adjusted W/C lift	\$173.91
09 - 2024	R&R drive tires	\$885.68
04 - 2024	R&R steer tires	\$442.20
03 - 2024	R&R interior camera	\$371.46
01 - 2024	Replaced drive tires	\$892.92
12 - 2023	R&R Aux and Main battery	\$278.06
09 - 2023	Replaced w/c lift outer roll stop shocks and micro switch	\$155.93
02 - 2023	Replaced 2 steer tires	\$703.51
12 - 2022	4 Drive Tires	\$1,417.02
09 - 2022	Installed new 2 way radio and GPS	\$387.90
05 - 2022	Water pump, belt and coolant	\$211.81
09 - 2021	New Steer tires	\$806.14
08 - 2021	New drive tires installed Jackson tire Invoice # 1-GS195762	\$1,056.02

\$10,870.13

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
Bus #407 (gas)	61,929	4.75	07 - 2026	PM-A	\$0.00	
2023 Ford Glaval	ODO		07 - 2026	Electrical & AC sys diag.Repaired faulty fuse block assy & tested system.	\$0.00	
16-passenger 2 w/c			07 - 2026	Installed table mount.	\$0.00	
Mileage for the Month	3,141		07 - 2026	Camera inspection.	\$0.00	
					\$0.00	
					replaced drive tires	\$644.07
					Replaced left front tire	\$161.61
					PU @ Ron Dupratt Ford	\$4,078.54
					R&R Oil dipstick tube and starter	\$498.82
					R&R idlers and tensioner	\$184.83
					R&R windshield with rear view mirror camera calibration	\$1,140.88
					Replaced tires and inspected brake pads	\$1,328.52
						\$8,037.27

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
Bus #408 (gas)	55,880	4.75	07 - 2026	PM-A , replaced R/R inner dual with spare due to wear.	\$15.00	
2024 Ford Glaval	ODO		07 - 2026	Repaired weathered vinyl wrap.	\$0.00	
16-passenger 2 w/c			07 - 2026	Installed tablet mount.	\$0.00	
			07 - 2026	Road call. Replaced exhaust hanger, & fastened rear bumper cover.	\$9.59	
Mileage for the Month	3,238		07 - 2026	Camera inspection	\$0.00	
					\$24.59	
			04 - 2026	Replaced 3 rear tires	\$477.20	
			08 - 2025	PU & DO @ Hewitt alignment	\$174.53	
			08 - 2025	Tire puncture, unrepairable. Replaced with new drive tire	\$247.15	
			08 - 2025	R&R 3 drive tires	\$741.45	
			05 - 2025	Replaced 1 tire	\$220.25	
						\$1,885.17

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
Bus #409 (gas)	57,959	3.75	07 - 2026	PM-A, replaced left rear inner tire with spare due to wear.	\$15.00	
2024 Ford Glaval	ODO		07 - 2026	Wheel chair lift deployed platform adjustment.	\$0.00	
16-passenger 2 w/c			07 - 2026	Installed tablet mount.	\$0.00	
Mileage for the Month	3,398		07 - 2026	Camera Inspection.	\$0.00	
					\$15.00	
			03 - 2026	Replaced left rear outer tire due to puncture.	\$160.92	
			03 - 2026	Replaced steer tires.	\$310.72	
			03 - 2026	Replaced front & rear brake pads	\$62.46	
			03 - 2026	Repaired wiper blades .	\$15.40	
			07 - 2025	R&R steer tires and inspection.	\$440.70	
			06 - 2025	replaced rear tire	\$220.35	
			10 - 2024	Installed 2 way radio and used coin vault	\$549.03	
						\$1,774.58

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
Bus #410 (gas)	56,404	1.25	07 - 2026	Replaced rear brake pads.	\$29.65	
2024 Ford Glaval	ODO		07 - 2026	Camera Inspection	\$0.00	
16-passenger 2 w/c						
Mileage for the Month	3,034					
					\$29.65	
			03 - 2026	PM-A Replaced r/r inner tire due to wear.	\$167.16	
			02 - 2026	replaced steer tires	\$321.84	
			10 - 2025	Replaced 4 rear tires	\$644.68	
			08 - 2025	DO & PU @ Hewitt alignment	\$205.07	
			06 - 2025	Replaced rear tire	\$221.42	
			10 - 2024	Installed two way radio	\$525.37	
						\$2,115.19

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
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Bus #504 (diesel) 194,604

2017 Freightliner
Mileage for the Month

0

OUT OF SERVICE -BAD TURBO

03 - 2026	OUT OF SERVICE -BAD TURBO		
01 - 2026	Replaced NOx sensors, calibrated and test drove	\$1,427.81	
12 - 2025	R&R right rear tire due to wear	\$524.48	
08 - 2025	AC not cold-Diag. found failed AC comp. R&R AC comp, charged system-blowing cold	\$288.82	
07 - 2025	Superior Equipment Repair, diag. invoice # SO-76752	\$679.20	
06 - 2025	R&R throttle position sensor assy.	\$166.53	
03 - 2025	Upgraded headlights to LED	\$159.25	
01 - 2025	4 new drive tires	\$1,802.95	
01 - 2025	4 wheel balance	\$207.96	
12 - 2024	Steer tires mounted and balanced on good rims to cure front end shaking	\$319.94	
11 - 2024	Replaced 2 group 31 batteries	\$328.46	
09 - 2024	Front and Rear brake pads	\$313.25	
09 - 2024	R&R multifunction switch and 15 psi surg tank cap	\$225.01	
08 - 2024	11.5 qrts ATF, spin on filter and internal filter	\$157.39	
07 - 2024	Delta truck repair- dash cluster intermittently inop. Alternator over-charging, replaced with rebuilt from shop	\$2,342.95	
04 - 2024	Sent to CUMMINS WEST, could not duplicate problem. Returned to AT	\$773.50	
02 - 2024	Still has hesitation issues, back at Delta Truck	\$447.53	
02 - 2024	Delta found EGR valve plugged. R&R EGR valve pressure sensor, cross pipe, gasket and electrical connectors	\$3,692.72	
11 - 2023	Engine cooling system problem, parts obsolete, upgraded cooling system	\$1,299.57	
09 - 2023	Replaced thermostat and water pump	\$241.24	
11 - 2022	Coolant surge tank plus 10 gallons coolant	\$345.57	
09 - 2022	Installed new 2 way radio and GPS	\$387.90	
08 - 2022	Suspension Repair - Betts Inv.#20531717	\$2,323.23	
07 - 2022	Replaced fan clutch assembly	\$1,214.07	
02 - 2022	R&R Radiator, located leaks in lines and convector to the parking brake system	\$824.24	
09 - 2021	Low power, Fault codes, cleaned fuel system new fuel filter and air filters	\$205.99	
08 - 2021	AC Repaired at Hals auto care invoice #81373	\$882.47	
05 - 2021	intermittent loss of throttle, Delta truck invoice R008136646 ECM issue	\$1,905.28	
04 - 2021	Delta Truck Center Diagnosed and replaced NOX sensor	\$1,367.74	

\$46,126.34

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
Bus #505 (diesel)						
2017 Freightliner	61,692	10.00	07 - 2026	id front inner/outer bearings,races,wheel seals,topped off fluid & test drove.	\$119.98	
			07 - 2026	Full brake inspection & test drove.	\$0.00	
			07 - 2026	Replaced two O-rings for brake assist motor. Ordered parts.	\$5.50	
			07 - 2026	Replaced brake master cylinder & bled system.	\$270.19	
			07 - 2026	Replaced airbags for suspension.	\$242.62	
			07 - 2026	Clean truck check at Patriot Diesel.	\$0.00	
			07 - 2026	Cleaned rear AC evaporator filter.	\$0.00	
			07 - 2026	DEF 6.7 gal	\$31.22	
			07 - 2026	DEF 4.2 gal	\$19.57	
			07 - 2026	Camera inspection	\$0.00	
					\$689.08	
Mileage for the Month	1,443					
Total miles	177,791					
			06 - 2026	Replaced upstream Nox sensor.	\$1,027.15	
			04 - 2026	Replaced failed electronic brake assist motor.	\$162.62	
			02 - 2026	diagnosed coolant leak. Replaced radiator, filled coolant and tested	\$889.49	
			01 - 2026	Took to Delta Truck for EGR issue on 1/9 picked up on 1/23	\$5,923.06	
			12 - 2025	replaced two EGR sensors. Test drove and codes cleared	\$384.59	
			11 - 2025	Replaced all drive tires	\$900.56	
			06 - 2025	PM-B R&R Air filter	\$169.19	
			06 - 2025	R&R rear brake pads	\$144.02	
			05 - 2025	Replaced cracked surge tank	\$278.52	
			05 - 2025	Replaced steer tires	\$431.27	
			04 - 2025	Installed new A/C compressor and dryer, charged and tested	\$292.16	
			02 - 2025	R&R rear upper and lower sway bar bushings	\$280.57	
			02 - 2025	Upgraded headlights to LED	\$211.59	
			12 - 2024	R&R drivers seat shock strut	\$183.57	
			11 - 2024	R&R right rear suspension air bag	\$355.78	
			09 - 2024	R&R stow kit, roll stop switch and a stow block	\$366.95	
			09 - 2024	4 drive tires	\$1,809.72	
			09 - 2024	Replaced 2 rims out of round, new tires dismounted, mounted and rebalanced	\$790.92	
			08 - 2024	11.5 qrts ATF, 1 internal filter, 1 spin on filter	\$157.39	
			08 - 2024	Turbo sensor bad, R&R turbo speed sensor and cleared codes	\$332.76	
			08 - 2024	W/C lift inop. R&R control pendant	\$306.15	
			06 - 2024	R&R drivers seat shock absorber	\$183.51	
						\$33,764.64

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
Bus #506 (diesel)	162,576	6.50	07 - 2026	Brake inspection	\$0.00	
2017 FREIGHTLINER			07 - 2026	Comp diag for trans code. Cleared code & test drove. No defect found.	\$0.00	
			07 - 2026	Replaced airbags for suspension.	\$711.56	
	1,514		07 - 2026	Clean truck check at Patriot Diesel	\$0.00	
Mileage for The Month			07 - 2026	Repaired coolant leak at rear heater unit	\$0.00	
			07 - 2026	Installed tablet mount	\$0.00	
			07 - 2026	DEF 5.3 gal	\$24.70	
			07 - 2026	DEF 4.0 gal	\$18.64	
			07 - 2026	DEF4.4 gal	\$20.50	
			07 - 2026	Camera Inspection	\$0.00	
					\$775.40	
			03 - 2026	Replaced failed rear AC compressor, charged & tested.	\$436.87	
			12 - 2025	diagnosed long cranking issue, replaced water separator element, fuel filter, and failed sending unit plus wiring kit	\$282.46	
			12 - 2025	replaced 4 tires due to wear	\$1,931.96	
			11 - 2025	Removed left rear broken window. Cleaned and installed new window	\$1,796.37	
			10 - 2025	installed DOC, sensors, control module and modified downpipe. Tested and cleared codes	\$166.87	
			04 - 2025	Removed DOC for replacement. Removed DPF for cleaning	\$3,295.01	
			04 - 2025	Dropped off DPF for service	\$464.03	
			02 - 2025	Delta Truck diagnosed, found Diesel Oxidation catalyst failed.	\$1,861.02	
			11 - 2024	11.5 qrts ATF, internal filter and spin on filter	\$157.39	
			08 - 2024	pads, oil seals, hub caps, wheel end kits inner and outer bearing, added fluid	\$3,416.54	
			06 - 2024	R&R steering gear box, wobble stills exists	\$1,044.17	
			06 - 2024	R&R rear rotors, front right oil seals 2 wheel studs, 1 lug nut, gear oil	\$210.49	\$34,120.32

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
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Bus #507 (diesel)	218,345	0.25	07 - 2026	Camera Inspection	\$0.00	
2017 FREIGHTLINER	ODO					

Mileage for the Month	11
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05 - 2026	Replaced air bags for the suspension.	\$221.46
03 - 2026	Installed new DEF tank	\$647.27
12 - 2025	PM-B, R&R rear brakes.	\$220.42
12 - 2025	Diagnosed cranking issue. Replaced water element & fuel filter.	\$181.87
08 - 2025	R&R hydro boost and master cylinder assembly, bled system and test	\$1,027.98
07 - 2025	Replaced rear sway bar bushings.	\$297.19
07 - 2025	Pass. window repair.	\$868.73
07 - 2025	Drop off and pickup for windshield at glass shop. Invoice #10127762	\$641.89
05 - 2025	Replaced compressor/drier/filter passenger side. Faulty, ordered parts	\$557.68
05 - 2025	Replaced drivers side A/C compressor/filter/dryer. Charged system	\$497.25
04 - 2025	Replaced turbo and VGT actuator, calibrated and test drove	\$5,223.82
04 - 2025	Replaced A/C compressor, dryer. Flushed system and tested	\$421.49
03 - 2025	Upgraded headlights to LED	\$159.25
02 - 2025	R&R DEF injector and gasket	\$612.00
12 - 2024	R&R fan clutch	\$346.22
12 - 2024	Check engine light-emissions. Delta truck diagnosed EGR cooler bad, replaced cooler-flushed system	\$6,564.52
11 - 2024	R&R left rear suspension air bag	\$355.78
10 - 2024	Steer Tires	\$904.86
09 - 2024	R&R multifunction switch	\$189.37
		\$43,376.05

VEHICLE DESCRIPTION *Automatic tire chains	Odometer reading as of 07/31/2026	TOTAL REPAIR HOURS	Dates	Maintenance Performed for Month of July 2026 Jobs Exceeding \$150 performed since July 2015 (in Gray) FY 2026/2027	Cost for Month of July	July 2015 to-date CUMULATIVE COST
Bus #508 (diesel)	178,711	3.75	07 - 2026	PM-A, Update	\$0.00	
2017 Freightliner	ODO		07 - 2026	Comp diag for trans code. Cleared code & test drove . No fault found.	\$0.00	
Mileage for the Month	965		07 - 2026	Reset oil, and service light indicators.	\$0.00	
			07 - 2026	Cleaned evaporator filters.	\$0.00	
			07 - 2026	DEF 5 gal	\$23.30	
					\$23.30	

05 - 2026	Replaced air bags suspension.	\$221.43
03 - 2026	Replaced upstream NOX sensor	\$739.05
01 - 2026	Brake noise. Found failed caliper, replaced calipers, rotors, wheel seals, brake hardware, pads and bled system. Topped off gear oil in differential.	\$854.82
12 - 2025	R&R tie rod	\$504.53
12 - 2025	alignment @ Hewitt Stockton. PU and DO	\$215.00
11 - 2025	R&R power steering pump. Bled system and test drove	\$327.61
10 - 2025	R&R steering box	\$973.69
06 - 2025	Taken to K&T truck repair for rear end repair w/bearings and seals	\$5,335.48
03 - 2025	Replaced rear A/C compressor, filter dryer, flushed system	\$305.35
03 - 2025	Upgraded headlights to LED	\$186.94
02 - 2025	4 Drive Tires	\$1,581.72
11 - 2024	R&R fan clutch, ball valve-rear heater, sway bar pivot arm bushings	\$519.75
10 - 2024	Replaced interlock circuit board	\$502.02
10 - 2024	Replaced in pan filter, spinner on filter and 11.5 qts. ATF	\$157.66
07 - 2024	R&R driver seat shock dampener	\$183.57
	Delta Truck, transmission codes, unable to fix. Recommended take to Allison Trans. Repair shop	
06 - 2024		\$443.94
06 - 2024	AG transmission repair	\$680.44
05 - 2024	R&R water pump and fuel sending unit	\$362.99
	Front end wobble, turned rotors bad. Replaced rotors with new ones and brake pads, right wheel seal	
03 - 2024		\$1,641.20
	Front end shake. Sent to Betts. R&R front leaf spring bushings and alignment. Problem persists, sent back to Betts	
03 - 2024		\$2,214.38

\$35,750.19

**Amador Transit
Capital Reserve Detail
FY 26/27**

		<u>Fleet Reserve</u>	<u>Building Reserve</u>	<u>Equipment Reserve</u>
Beginning balance 7/1/2026		\$ 307,980.23	\$ 173,458.07	\$ 45,975.76
STA Receipts	a	-	-	-
Transfers Out	e	\$ (119,711.16)	-	-
Transfers In	f	7,800.00	-	1,630.00
Capital Purchase	g	(7,578.60)	-	-
Repair and Maint	h	-	-	-
Ending balance 08/20/2026		<u>\$ 188,490.47</u>	<u>\$ 173,458.07</u>	<u>\$ 47,605.76</u>
Accts Payable	c	(742,522.27)		
Accts Receivable 5339/5311(bus)	b	725,232.00	-	-

Type	Date	Memo	Account	Amount	Balance
11210 · Fleet Reserve					
Transfer	07/01/2026	Milestone #2 Drivermate Project-Approved 5/2026	11210 · Fleet Reserve	(\$7,578.60)	\$ 307,980.23
	07/20/2026	May Bus Auction	11210 · Fleet Reserve	\$7,800.00	\$ 300,401.63 ^g
	07/20/2026	Calpers July Unf. Liability	11210 · Fleet Reserve	(\$9,855.58)	308,201.63 ^f
	08/14/2026	Loan to Operating (to cover Aug payroll.)	11210 · Fleet Reserve	(\$100,000.00)	298,346.05 ^e
	08/20/2026	Calpers August unf. Liability	11210 · Fleet Reserve	(\$9,855.58)	198,346.05 ^e
Total 11210 · Fleet Reserve as of 08/20/2026				-119,489.76	188,490.47
26/27 Projected Activity					
A/R		5339 Bus Purchase reimb FY26/27		\$540,000.00	728,490.47 ^b
A/R		5311 Bus Purchase reimb FY26/27		\$185,232.00	913,722.47 ^b
A/P		Bus Purchase x1		(\$185,232.00)	728,490.47 ^c
A/P		Tripspark Project balance		(\$13,326.40)	715,164.07 ^c
A/P		Bus Purchase x3		(\$543,963.87)	171,200.20 ^c
				-136,780.03	171,200.20

Legend

STA Receipts and Interest	^a
Accts Receivable	^b
Accts Payable	^c
Transfers Out	^e
Transfers In	^f
Capital Purchase	^g
Repair and Maint	^h

Type	Date	Memo	Account	Amount	Balance
11220 - Building Reserve					

					\$173,458.07
				\$0.00	\$173,458.07

Total 11220 - Building Reserve as of 08/20/2026

Legend

- STA Receipts and Interest **a**
- Accts Receivable **b**
- Accts Payable **c**
- Transfers Out **e**
- Transfers In **f**
- Capital Purchase **g**
- Repair and Maint **h**

Type	Date	Memo	Account	Amount	Balance
11230 - Equipment Reserve					
	07/20/2026	May equipment auction	11230- Equipment Reserve	\$1,630.00	\$47,605.76 f
					\$47,605.76
Total 11230 - Equipment Reserve as of 08/20/2026				\$1,630.00	\$47,605.76

Legend

- STA Receipts and Interest **a**
- Accts Receivable **b**
- Accts Payable **c**
- Transfers Out **e**
- Transfers In **f**
- Capital Purchase **g**
- Repair and Maint **h**

3:44 PM

08/27/26

Accrual Basis

AMADOR TRANSIT
Annual Budget vs. Actual
August 2026 16% of FY

	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · FARE REVENUE				
41100 · FIXED ROUTE REVENUE	6,846.58	77,654.00	-70,807.42	8.8%
41200 · DIAL-A-RIDE REVENUE	9,910.60	79,996.00	-70,085.40	12.4%
Total 41000 · FARE REVENUE	16,757.18	157,650.00	-140,892.82	10.6%
42000 · NON-FARE REVENUES				
41350 · LCTOP Operating Funds	0.00	113,527.00	-113,527.00	0.0%
42100 · LOCAL TRANSP FUND(LTF)	72,517.66	634,035.00	-561,517.34	11.4%
42300 · 5311 Operating Assistance	109,969.96	357,467.00	-247,497.04	30.8%
42500 · ADVERTISING CONTRACT	13,129.16	62,000.00	-48,870.84	21.2%
42705 · STA FUNDS - OPERATING ASSIST.	1,153.48	372,468.00	-371,314.52	0.3%
44000 · REFUNDS & REIMBURSEMENTS	9,960.00	10,000.00	-40.00	99.6%
Total 42000 · NON-FARE REVENUES	206,730.26	1,549,497.00	-1,342,766.74	13.3%
Total Income	223,487.44	1,707,147.00	-1,483,659.56	13.1%
Gross Profit	223,487.44	1,707,147.00	-1,483,659.56	13.1%
Expense				
50010 · LABOR				
50100 · SALARIES & WAGES - Fixed Route	51,936.07	251,872.00	-199,935.93	20.6%
50200 · SALARIES & WAGES - DAR	41,422.70	180,000.00	-138,577.30	23.0%
50300 · MAINT.& FACILITIES WAGES	26,416.53	160,137.00	-133,720.47	16.5%
50400 · ADMINISTRATIVE WAGES	45,796.88	284,935.00	-239,138.12	16.1%
50500 · OTHER SALARIES & WAGES	15,987.49	86,177.00	-70,189.51	18.6%
Total 50010 · LABOR	181,559.67	963,121.00	-781,561.33	18.9%
51000 · BENEFITS				
51100 · FICA	2,695.47	15,000.00	-12,304.53	18.0%
51150 · CALPERS CONTRIBUTIONS	16,575.13	72,023.00	-55,447.87	23.0%
51152 · CALPERS UNFUNDED LIABILITY INT.	9,855.58	118,267.00	-108,411.42	8.3%
51200 · MEDICAL PLAN	9,897.55	54,490.00	-44,592.45	18.2%
51260 · DENTAL PLAN	1,498.02	7,600.00	-6,101.98	19.7%
51300 · VISION PLAN	207.36	1,250.00	-1,042.64	16.6%
51350 · WORKERS COMP INS	19,567.00	80,230.00	-60,663.00	24.4%
51420 · DISABILITY INSURANCE	3,649.89	10,300.00	-6,650.11	35.4%

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08/27/26

Accrual Basis

AMADOR TRANSIT
Annual Budget vs. Actual
August 2026 16% of FY

	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
51450 · UNEMPLOYMENT INSURANCE	247.58	3,500.00	-3,252.42	7.1%
51600 · UNIFORMS/WORK CLOTHES ALLOW	0.00	3,200.00	-3,200.00	0.0%
51650 · OTHER BENEFITS	428.12	2,030.00	-1,601.88	21.1%
Total 51000 · BENEFITS	64,621.70	367,890.00	-303,268.30	17.6%
52000 · SERVICES & USER FEES				
52100 · VEHICLE TECH SERV-OUTSOURCE	155.77	16,000.00	-15,844.23	1.0%
52150 · PROPERTY MAINTENANCE SERVICES	486.28	3,500.00	-3,013.72	13.9%
52250 · LEGAL COUNSEL	0.00	3,000.00	-3,000.00	0.0%
52300 · ADVERTISING & MARKETING	1,696.00	12,500.00	-10,804.00	13.6%
52350 · LEGAL NOTICES	0.00	100.00	-100.00	0.0%
52400 · SOFTWARE MAINTENANCE FEES	7,655.99	40,000.00	-32,344.01	19.1%
52420 · DRUG & ALCOHOL SERVICES	1,050.00	4,000.00	-2,950.00	26.3%
52500 · FACILITY SECURITY SYSTEM	942.00	4,500.00	-3,558.00	20.9%
52550 · GSA COST ALLOC-(POSTAGE/PRINT)	34.71	500.00	-465.29	6.9%
52600 · PROFESSIONAL & TECH SERVICES	452.57	8,000.00	-7,547.43	5.7%
52610 · Fees Bank, Merchant, Service	163.15	800.00	-636.85	20.4%
Total 52000 · SERVICES & USER FEES	12,636.47	92,900.00	-80,263.53	13.6%
53000 · MATERIALS & SUPPLIES CONSUMED				
53100 · FUEL	30,222.69	130,000.00	-99,777.31	23.2%
53150 · TIRES	2,052.83	18,000.00	-15,947.17	11.4%
53200 · LUBRICATION	312.16	2,500.00	-2,187.84	12.5%
53250 · TOOLS	133.27	1,000.00	-866.73	13.3%
53300 · VEHICLE MAINT-REPAIR PARTS	2,715.74	25,000.00	-22,284.26	10.9%
53350 · SHOP SUPPLIES (Consumables)	136.15	3,500.00	-3,363.85	3.9%
53400 · VEHICLE ACCESSORIES	0.00	800.00	-800.00	0.0%
53425 · TOWING	0.00	1,500.00	-1,500.00	0.0%
53450 · FACILITIES MAINT/REPAIR PARTS	587.74	4,250.00	-3,662.26	13.8%
53550 · OFFICE SUPPLIES	515.17	3,500.00	-2,984.83	14.7%
53650 · PRINTING (Schedules, Brochures)	0.00	4,000.00	-4,000.00	0.0%
53700 · SAFETY & EMERGENCY SUPPLIES	0.00	1,400.00	-1,400.00	0.0%
Total 53000 · MATERIALS & SUPPLIES CONSUMED	36,675.75	195,450.00	-158,774.25	18.8%
54000 · UTILITIES				
54100 · AT WATER/SEWER/GARBAGE	1,332.66	6,200.00	-4,867.34	21.5%
54200 · AT -PGE/NATURAL GAS	138.86	3,500.00	-3,361.14	4.0%
54300 · TRANSIT CTRWATER/SEWER/GARB	735.62	3,000.00	-2,264.38	24.5%
54400 · TRANSIT CENTER-PGE	86.68	1,100.00	-1,013.32	7.9%

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Accrual Basis

AMADOR TRANSIT
Annual Budget vs. Actual
August 2026 16% of FY

	Jul '26 - Jun 27	Budget	\$ Over Budget	% of Budget
54500 · OFFICE PHONES/INTERNET/CELL	1,665.41	14,400.00	-12,734.59	11.6%
Total 54000 · UTILITIES	3,959.23	28,200.00	-24,240.77	14.0%
56000 · CASUALTY & LIABILITY COSTS				
56100 · LIABILITY & PROPERTY DAMAGE INS	42,100.60	160,000.00	-117,899.40	26.3%
Total 56000 · CASUALTY & LIABILITY COSTS	42,100.60	160,000.00	-117,899.40	26.3%
58000 · MISCELLANEOUS				
58050 · DUES & SUBSCRIPTIONS	420.00	3,000.00	-2,580.00	14.0%
58200 · TRAVEL & MEETINGS	0.00	800.00	-800.00	0.0%
58300 · SAFETY PROGRAM/TRAINING	0.00	2,500.00	-2,500.00	0.0%
58450 · CDL/ DOT MED/BKGrnd Checks	425.00	1,800.00	-1,375.00	23.6%
58500 · Finance charges/Late fees	0.00	50.00	-50.00	0.0%
Total 58000 · MISCELLANEOUS	845.00	8,150.00	-7,305.00	10.4%
59000 · LEASES / RENTALS				
59100 · Leases & Rentals	2,163.85	10,200.00	-8,036.15	21.2%
Total 59000 · LEASES / RENTALS	2,163.85	10,200.00	-8,036.15	21.2%
Total Expense	344,562.27	1,825,911.00	-1,481,348.73	18.9%
Net Ordinary Income	-121,074.83	-118,764.00	-2,310.83	101.9%
Other Income/Expense				
Other Expense				
60000 · CAPITAL RESERVES ALLOCATION				
60175 · Cap.Reserve-Fleet	7,578.60	0.00	7,578.60	100.0%
Total 60000 · CAPITAL RESERVES ALLOCATION	7,578.60	0.00	7,578.60	100.0%
Total Other Expense	7,578.60	0.00	7,578.60	100.0%
Net Other Income	-7,578.60	0.00	-7,578.60	100.0%
Net Income	-128,653.43	-118,764.00	-9,889.43	108.3%

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Accrual Basis

AMADOR TRANSIT
STATEMENT OF NET POSITION
August 27, 2026

	Aug 27, 26
ASSETS	
Current Assets	
Checking/Savings	
11100 · 3670 NewWF Checking - Operating	19,165.65
11200 · 8794 Wells Fargo Savings Res	
11210 · Fleet Reserve	188,512.61
11220 · Building Reserve	173,458.07
11230 · Equipment Reserve	47,605.76
Total 11200 · 8794 Wells Fargo Savings Res	409,576.44
11300 · 8802 Wells Fargo Savings-Grants	
10700 · SGR Funds	80,217.10
Total 11300 · 8802 Wells Fargo Savings-Grants	80,217.10
Total Checking/Savings	508,959.19
Accounts Receivable	
12000 · ACCOUNTS RECEIVABLE	5,768.75
12007 · STA Receivable	99,559.00
12015 · State of GR Receivable	29,683.00
Total Accounts Receivable	135,010.75
Other Current Assets	
13000 · Pre-Paid expenses	
13100 · Prepaid Insurance	4,865.55
13200 · Pre-Paid IT Service Contract	1,737.00
Total 13000 · Pre-Paid expenses	6,602.55
Total Other Current Assets	6,602.55
Total Current Assets	650,572.49
Fixed Assets	
15100 · LAND	254,026.00
15200 · BUILDING	2,420,401.21
15300 · EQUIPMENT	
15500 · COMPUTERS AND SOFTWARE	27,833.13
15300 · EQUIPMENT - Other	192,785.38
Total 15300 · EQUIPMENT	220,618.51
15400 · Buses	
15450 · Bus Equipment	23,986.01
Total 15400 · Buses	23,986.01
16000 · ACCUMULATED DEPRECIATION	(2,914,190.00)
Total Fixed Assets	4,841.73
TOTAL ASSETS	655,414.22

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08/27/26
Accrual Basis

AMADOR TRANSIT
STATEMENT OF NET POSITION
August 27, 2026

	Aug 27, 26
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · ACCOUNTS PAYABLE	34,073.34
Total Accounts Payable	34,073.34
Other Current Liabilities	1,163,981.39
Total Current Liabilities	1,198,054.73
Long Term Liabilities	
22400 · Pension Liability	1,161,301.00
26100 · Deferred Inflow Pension	162,859.00
Total Long Term Liabilities	1,324,160.00
Total Liabilities	2,522,214.73
TOTAL LIABILITIES & EQUITY	2,522,214.73

Amador County residents, there was a Guest Commentary in the Ledger Dispatch concerning personnel and practices of Amador Transit and its staff ("Employees, taxpayers deserve better from Amador Transit," Ledger Dispatch; July 31, 2026). The Commissioners met in regular session on August 4, 2026 and discussed the subjects broached in that commentary. As a public agency, the Commission of Amador Transit cannot comment on personnel matters. The Commission wanted to assure the public that all personnel procedures outlined in the Amador Transit employee manual were followed. The Amador County Transportation Commissioners reiterate that they have full faith in Executive Director April Miller and her leadership of Amador Transit.

Patrick Crew

SUBJECT: Amador County Grand Jury Report- review and approval of required response

TO: Amador Transit Board of Directors

FROM: April Miller, General Manager

DATE: September 3, 2026

RECOMMENDATION

Staff recommends that the Board of Directors:

1. Review the Amador County Grand Jury Findings F1–F4 and Recommendations R1–R3 regarding Amador Transit's bus wrap advertising services;
2. Review the proposed response prepared by the General Manager;
3. Provide any desired direction or revisions to the proposed response; and
4. **Approve the Board of Directors' response to the Amador County Grand Jury and authorize submission of the final response to the Presiding Judge of the Amador County Superior Court.**

BACKGROUND

The Grand Jury's findings address the procurement process, documentation of historical contracts, sole-source justification, and opportunities for qualified vendors to compete for bus wrap advertising services.

The Grand Jury recommends that Amador Transit strengthen compliance with its established procurement policies, provide procurement training to applicable personnel, and establish a documented procurement process for future bus wrap advertising services.

Pursuant to California Penal Code Sections 933 and 933.05, the Amador Transit Board of Directors is required to respond to the identified Findings and Recommendations within the statutory timeframe.

The General Manager has prepared a proposed response for the Board's review and consideration.

DISCUSSION

The proposed response distinguishes between historical procurement practices that occurred over multiple years and under prior administrations and the procurement practices and corrective measures being implemented under the current administration.



Serving Amador County Since 1977

The proposed response addresses each of the four Grand Jury findings individually and provides a specific response to each recommendation.

Staff has prepared a separate Request for Proposals for Bus Wrap Advertising Services, which is being presented to the Board for consideration as a related action item.

ATTACHMENTS:

Attachment A: Amador County Grand Jury Report – Bus Wrap Advertising Services

Attachment B: Proposed Amador Transit Board Response to Grand Jury Findings and Recommendations

Attachment

A

2025-2026 Amador County Grand Jury

Amador Transit: Our County's People Mover Resource

June 23, 2026



**Competition Ensures
Best Value for Amador County**

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Amador Transit: Our County's People Mover Resource

2025-2026 Amador County Grand Jury

SUMMARY

Amador Transit's mission is to provide safe, reliable transportation services to all. They accomplish their mission by providing fixed route bus service within Amador County as well as paratransit "Dial-a-Ride" service in the most populous parts of the county.

The Amador County Grand Jury's (Grand Jury) decision to conduct an investigation into compliance with Amador Transit's procurement policy was prompted by a complaint submitted to the Grand Jury by a citizen. The primary focus of this investigation is related to Amador Transit's compliance with its own adopted policies and procedures relevant to professional service agreements for bus-side advertising, or "bus wraps".

METHODOLOGY

Interviews Conducted

The Grand Jury interviewed a citizen complainant and conducted six interviews with four senior ranking administrators/managers of Amador County organizations with extensive knowledge and experience with state, county, and organizational procurement procedures and policies.

Materials Reviewed

- Transportation Development Act Statutes and California Code of Regulations, Division of Rail and Mass Transportation, July 2018
- Amador Transit Yearly Audited Financial Statements and Compliance Reports
- Amador County Regional Transportation Plan, August 2024
- State and local procurement laws, regulations, and policies
- Amador County Transportation Commission Board Meetings website
- Amador Transit Board Meeting Agendas, Packets, and Minutes
- Internet searches for available bus-wrap service providers

- The advertising Professional Services Agreement (contract) with the current bus wrap provider Hellen & Company Advertising, Inc., in effect prior to 2026
- Monthly Income Statements for payments from the advertising contract to Amador Transit
- Annual audits of Hellen & Company Advertising, Inc., for fiscal years 2023, 2024, and 2025
- Contract technical specifications for the advertisements and workmanship
- The “advertising” certificates of insurance and policy endorsements for the current work period
- Amador Transit Board Resolution listings for the years 2010 through 2025
- Federal Transit Administration, Third Party Contracting Guidance

It should be noted that current Amador Transit management was very responsive and accommodating to the Grand Jury's documentation requests. The Grand Jury requested, but was not provided, copies of sole source justification documentation or request for proposal documentation for prior or current contracts.

BACKGROUND

At the outset of investigation, the Grand Jury endeavored to understand Amador Transit's overall mission, processes, procedures, and contracting practices. To this end, the Grand Jury reviewed the agency's mission statement and its procurement policies and procedures. The Grand Jury investigated Amador Transit's implementation of said policies and procedures. Additionally, the Grand Jury wanted to understand how the Amador Transit organization fits into overall Amador County government's organization, who they report to, their organizational structure, and how they are funded.

Amador Transit Operations

Amador County utilizes two organizations to meet its transportation needs: the Amador County Transportation Commission (ACTC) and Amador Transit bus operations. ACTC is the designated the Regional Transportation Planning Agency for the County of Amador. As the lead transportation planning agency, ACTC is responsible for acquiring Government funding that is used by Amador Transit to supplement Fare Box collections for capital asset acquisition and maintenance, in addition to transit operations. Amador Transit began operation in December 1976 with funding provided from Senate Bill 325, the Local Transportation Fund (ACTC Organization and Procedures Manual (Bylaws), October 2, 2025). Amador Transit's operations were consolidated in July 1998 via a Joint Powers Agreement (JPA) forming the Amador Regional Transit System (JPA-3rd Amendment).

Amador Transit is the officially designated Consolidated Transit Service Agency in Amador County. The agency currently provides Monday through Friday fixed route service (with up to $\frac{3}{4}$ mile deviations upon prior request) within Amador County from the Sutter Hill Transit Center to Jackson, Sutter Creek, Plymouth, Lone, and along the Highway 88 corridor through Pine Grove and Pioneer, ending at Amador Station. ADA Paratransit "Dial-a-Ride" curb-to-curb service operates in the most populated areas of the county—Jackson, Sutter Creek, Pine Grove, Pioneer, Lone, and Plymouth [Amador Transit Home web page-<https://amadortransit.com/>]. Amador Transit also provides paratransit equipped shuttle buses in the county's core areas—Jackson, Martell, and Sutter Creek.

Amador Transit Organizational Structure

Amador Transit is a separate and distinct legal entity from other member agencies. Oversight of Amador Transit is performed by a Board of Directors composed of three members appointed by the Board of Supervisors of the County of Amador and three members of the city councils of the member cities as chosen by the Amador County Mayors' Select Committee (see Figure A). Amador Transit employs its own staff to

manage in-house transit planning as well as dedicated operations personnel consisting of dispatchers, bus drivers, and mechanics.

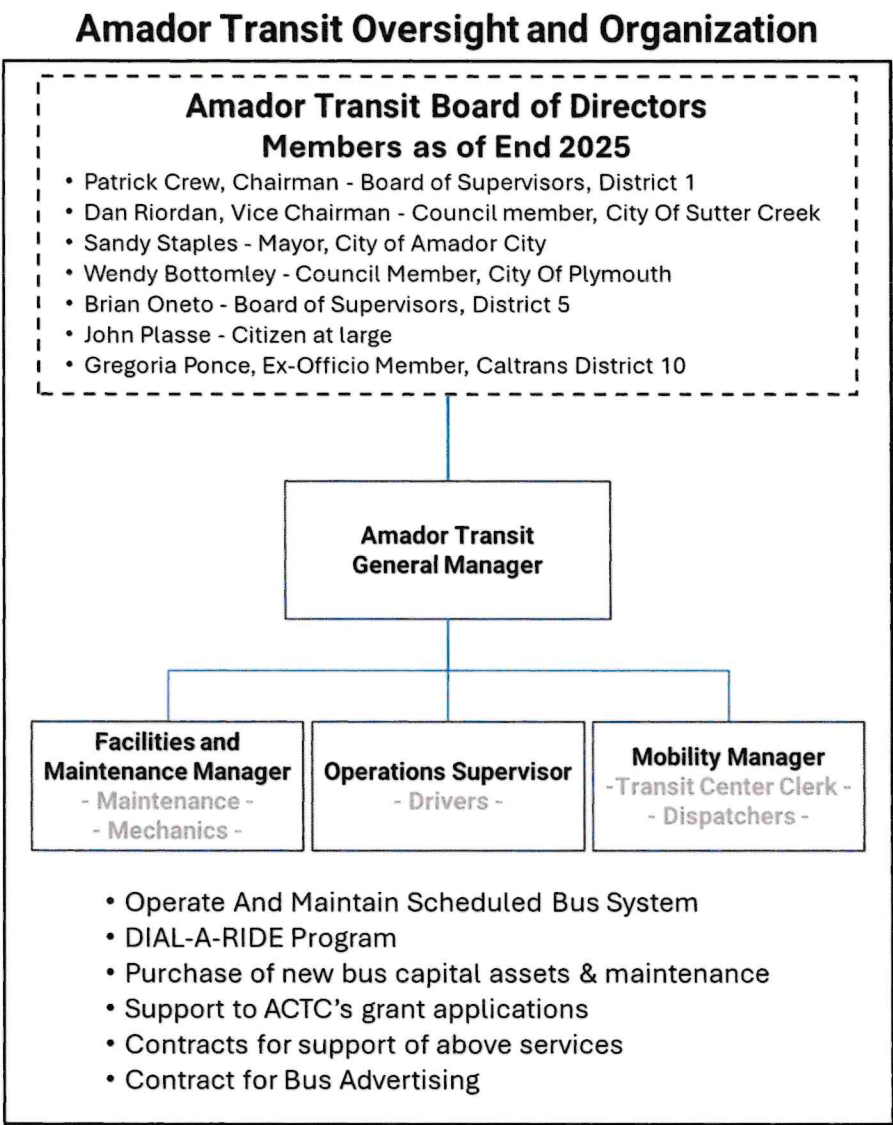


Figure A. Amador Transit Oversight and Organization

Amador Transit Sources of Revenue

California’s Transportation Development Act (TDA), enacted in 1971, encompasses both Local Transportation Funds and State Transit Assistance (STA) funds (TDA 2018). As the sole STA-eligible operator in the county, Amador Transit claims Local Transportation Funds under the TDA Article 4 or Article 8 for transit operations, maintenance, and capital projects (ACTC Agenda Packet, February 5, 2026). In addition to operating the above transportation services, Amador Transit is intimately involved

with supporting ACTC's efforts to secure government funding from several state agencies.

As shown below, Amador Transit also receives revenues from several Fare and Non-Fare sources, both Operating and Nonoperating (Amador Transit System, Audited Financial Statements and Compliance Reports, June 30, 2023; Amador Transit System, Audited Financial Statements and Compliance Reports, June 30, 2024; Amador Transit Board Packet, March 5, 2026).

Fare Box Revenue

- Fixed Route Revenue
- Dial-A-Ride Revenue
- Non-emergency medical transportation

Non-Fare Revenues

- Low Carbon Transit Operations Program
- Local Transportation Fund
- State of good repair
- Fleet Reimbursement
- Expanded Mobility
- Bus Side Advertising Contracts
- STA - Capital Allocation
- STA - Capital Reserves
- STA - Operating Assistance
- Refunds & Reimbursements
- Contributions
- Interest on revenue

Amador Transit Procurement Policies

As a public entity, Amador County agencies are required by state and/or county policies for the fair and open procurement of goods and services. For example, the TDA Statutes and California Code of Regulations (CCR) Title 21, reads as follows (TDA 2018):

CCR section 6683 – Contract Service Providers

The consolidated transportation service agency may contract with any entity to provide service. The contract shall be awarded on the basis of competitive bidding.

CCR section 6684 – Competitive Bidding

The award of a service contract pursuant to Section 6683 shall be made on the basis of the procurement procedures of the county or other competitive bidding procedures approved by the transportation planning agency.

At a minimum, the opportunity to submit a bid shall be afforded to any entity that has made its availability and interest known to the consolidated transportation service agency.

Amador Transit has adopted similar policies and procedures for procuring goods and services regarding both the competitive bidding process and requirements for documenting sole source procurements. Relevant sections of Amador Transit Procurement Policy, August 9, 2023, include:

Ch. 1 section 1.2 COMPETITION

In the absence of extenuating circumstances, all procurements will be placed only after determining that the competitive forces of the marketplace are present and that the market has been afforded the opportunity to respond to Amador Transit's needs. Extenuating circumstances would include emergency actions related to issues of safety, cases where sole source procurement can be adequately justified and documented, cases where the procurement cost to seek competition is deemed greater than the potential savings, and cases where delay would cause a material loss or loss of services provided by Amador Transit.

Ch. 1 section 1.6 DELEGATION OF AUTHORITY

The following Amador Transit employees are authorized to purchase or issue purchase orders for supplies, materials, and services up to \$5,000 Transit Manager (TM) (and) \$2,500 for the Office Manager (OM) and the Maintenance Manager. The TM has delegated additional authority by the Amador Transit Board to execute all procurement documents for goods and/or services and public works contracts up to \$25,000. The provisions of the board approved annual budget limit this procurement authority to those items in the board approved annual budget. In executing their authorities as delegated above, individuals will be responsible for:

- Determining need and providing justification (all).
- Technical specifications or adequate item description (all).
- Obtaining at least 3 bids (from email, website, fax, or phone call) to ensure the price is fair and reasonable.
- Conducting price analysis (TM/OM).
- Providing sole source justifications (TM/OM).

- Purchasing or issuing a purchase order with the appropriate authorized signature, estimated costs, price quotes, and any special terms (all).

For procurements under \$25,000:

Ch. 2 section 2.1 SMALL ITEMS PURCHASE

Small items purchase usually involve relatively standard, easily specified, readily available goods or services. Small items purchase procedures are those relatively simple and informal procurement methods that are sound and appropriate for purchases/purchase orders relating to services, supplies and other property costing in the aggregate not more than \$24,999.

For procurements between \$25,000 to \$99,999:

Ch. 2 section 2.1.1 \$25,000 to \$99,999

For items or services procurements in excess of \$25,000, but less than \$100,000, price competition is obtained by solicitation of at least three quotes or (3) written description of services and costs. In the event three (3) bids are unattainable, documentation as outlined for 'Sole Source Justification' as outlined by the California Department of Transportation, Division of Mass Transportation.

For procurements of \$100,000 and over, the following sections are applicable:

Ch. 2 section 2.2.1 SOLICITATION OF BIDS

If the procurement is expected to cost more than \$100,000, it will be brought before the Amador Transit Board for approval to solicit bids.

Ch. 2 section 2.3 REQUESTS FOR PROPOSALS

In a competitively negotiated procurement, a Request for Proposals is publicized, and proposals are requested from a number of sources.

Sole source procurements are permitted given the following stipulations:

Ch. 2 section 2.4 NON-COMPETITIVE NEGOTIATED PROCUREMENT

Procurement by non-competitive proposals will be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

- The item is available only from a single source;
- The public exigency or emergency for the requirement will not permit a delay; resulting from competitive solicitation;
- The Federal Transit Administration authorizes a noncompetitive negotiation; or
- After solicitation of a number of sources, competition is determined inadequate.

A non-competitive procurement must be accompanied by a justification and be authorized by the OM. The OM has the responsibility of questioning the justification to preserve the integrity of the procurement process. In all cases, the decision to seek sole source procurement will be decided by the TM. This method of procurement involves the following steps: cost estimate, solicitation of bid, negotiating with proposer, price or cost analysis, and contract award.

DISCUSSION

The Grand Jury received a complaint from a local business owner regarding procurement activities as they relate specifically to bus wrap vendor services. The complaint was documented in email correspondence provided by the complainant. Beginning in late 2019, the complainant made multiple requests to be included as a bidder for the next bus wrap services procurement cycle but was excluded from doing so by prior Amador Transit management.

The Grand Jury's research and interviews with various agency management personnel confirmed that Amador Transit has established processes and procedures regarding the competitive procurement of products and services. As delineated above, Amador Transit Procurement Policy has special "competition" provisions when the value of a contract is expected to exceed defined thresholds—in the case of Amador Transit, that threshold is \$25,000 and above.

The Grand Jury reviewed independent auditor reports of Amador Transit financials, the bus wrap vendor financial statements, the income transfer ledgers from the bus wrap vendor to Amador Transit, and the Board of Director presentations by the Amador Transit General Manager and Amador Transit Accountant. These sources indicate that since 2023 the bus wrap contracts have generated from \$88,000 to over \$100,000 in revenue to the contractor, of which Amador Transit receives 50%. These dollar figures trigger requirements for either competitive procurements or sole source justifications that must be approved by the Amador Transit Board of Directors (Amador Transit Procurement Policy 2023 § 2.2.1 Solicitation of Bids).

To protect the procurement process, the OM is required to critically review and question the justification of a non-competitive procurement. And, in all cases, it is the TM's decision to seek a sole source procurement approval from the Amador Transit Board of Directors.

Amador Transit management was unable to provide the Grand Jury with the requested copies of sole source justification documentation or of Request for Proposal documentation for previous and the current bus wrap contracts, as required by the established Amador Transit Procurement policies for contracts exceeding \$25,000 (Amador Transit Procurement Policy 2023 §§ 2.11, 2.2, 2.3, 2.4). Furthermore, a review of the Amador Transit Board of Directors Resolution listings from 2010 through 2025, did not reveal any discussions or approval of requests to authorize Amador Transit to proceed with competitive procurements nor for sole source contracts with the bus wrap contractor as required by Amador Transit Procurement Policy, 2023.

Amador Transit's current advertising contract had expired but was still being utilized and lacked the sole source justification specified by procurement and bidding policies.

During the investigation, the Grand Jury found that Amador Transit's contracts for bus wrap services between 2011 and January 2027:

- lacked required approvals
- expired contracts were still being utilized
- contracts were renewed without following required competitive bidding procedures
- required sole source justification documentation was missing

FINDINGS

F1. Contract Value.

Amador Transit's contracts for bus wrap advertising services currently result in annual revenue of over \$100,000 to the contractor and thus require either an approved sole source justification or competitive bidding procurement.

F2. Required Documentation Not Provided.

Neither Requests for Bids nor Request for Proposal packages were developed, approved by the Amador Transit Board of Directors, or released to the public for competitive bidding for the bus wrap services contracts in effect from 2011 through January 2027, in violation of policy.

F3. Contracts Issued Sole Source.

Amador Transit management failed to provide the Grand Jury with approved sole source justification for the Amador Transit's bus wrap services contracts between 2011 and January 2027, as required for noncompetitive contracts.

F4. Other Vendors Excluded.

Amador Transit management prevented qualified vendors from competing for Amador Transit bus wrap services, risking loss of reputation and exposing the county to potential litigation.

RECOMMENDATIONS

The Amador County Grand Jury recommends that:

R1. The Amador Transit Board of Directors direct all Amador Transit personnel to strictly adhere to established purchasing policies and procedures prior to issuing any future contracts for outside services, by October 1, 2026. [F1, F2, F3, and F4]

R2. The Amador Transit Board of Directors direct Amador Transit management to provide training for all procurement personnel on the Amador Transit Procurement Policy's procurement of outside services, by December 1, 2026. [F1, F2, F3, and F4]

R3. The Amador Transit Board of Directors direct Amador Transit management to develop and implement a process to issue either sole source or Request for Proposal documentation for the procurement of bus wrap services, to include the Amador Transit Board's approval prior to public issuance, consistent with Amador Transit Procurement Policy, and report on status to the Board, by December 1, 2026. [F1, F2, F3, and F4]

REQUIRED RESPONSES

Pursuant to Penal Code sections 933 and 933.05, the following response is *required*:

- The Amador Transit Board of Directors: respond to Findings F1, F2, F3, and F4 and Recommendations R1, R2, and R3 within 90 days of receipt of this report.

INVITED RESPONSES

The Grand Jury *invites* the following individual to respond:

- The Amador Transit General Manager: respond to Findings F1, F2, F3, and F4 and Recommendations R1, R2, and R3 within 60 days of this report.

Mail or deliver a hard copy response to:

The Honorable J.S. Hermanson
Amador County Superior Court
500 Argonaut Lane
Jackson, CA 95642

Responses must be submitted to the presiding judge of the Amador County Superior Court in accordance with the provisions of Penal Code section 933.05. Responses must include the information required by Penal Code section 933.05.

DISCLAIMER

Reports issued by the grand jury do not identify the individuals interviewed. Penal Code section 929 requires that reports of the Civil Grand Jury not contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury.

Attachment B

Response of the Amador Transit Board of Directors to the 2026-2027 Amador County Grand Jury Report

Pursuant to California Penal Code Sections 933 and 933.05, the Amador Transit Board of Directors provides the following responses to the Findings and Recommendations contained in the Grand Jury Report.

Responses to Findings

Finding F1

Grand Jury Finding: Amador Transit's contracts for bus wrap advertising services currently result in annual revenue of over \$100,000 to the contractor and thus require either an approved sole source justification or competitive bidding procurement.

Board Response: The Board partially disagrees with the finding.

The Board agrees that procurement processes should comply with the Agency's adopted Procurement Policy and that documentation supporting procurement decisions should be maintained. However, the Board has not independently verified the Grand Jury's conclusion regarding the applicability of competitive procurement requirements based solely on the contractor's annual revenue. The Board recognizes the need to review existing procurement practices to ensure future procurements are conducted in full compliance with applicable policies and legal requirements.

Finding F2

Grand Jury Finding: Neither Requests for Bids nor Request for Proposal packages were developed, approved by the Amador Transit Board of Directors, or released to the public for competitive bidding for the bus wrap services contracts in effect from 2011 through January 2027.

Board Response: The Board partially disagrees with the finding.

The Board has not independently verified all procurement activities occurring between 2011 and January 2027. However, the Board acknowledges that available records do not demonstrate a formal competitive procurement process or Board approval documentation for the contracts identified in the report. The Board supports implementing procedures to ensure complete procurement documentation is maintained for future contracts.

Finding F3

Grand Jury Finding: Amador Transit management failed to provide the Grand Jury with approved sole source justification for the bus wrap services contracts between 2011 and January 2027.

Board Response: The Board partially disagrees with the finding.

The Board cannot determine whether documentation once existed but was unavailable during the Grand Jury's review. Nevertheless, the Board agrees that procurement files should contain complete documentation supporting the procurement method used and supports strengthening internal controls to ensure such documentation is maintained.

Finding F4

Grand Jury Finding: Amador Transit management prevented qualified vendors from competing for bus wrap services, risking loss of reputation and exposing the county to potential litigation.

Board Response: The Board disagrees with the finding.

The Board has not identified evidence demonstrating that qualified vendors were intentionally prevented from competing or that the Agency has incurred litigation or established liability as a result of its procurement practices. While the Board supports improving procurement procedures to promote transparency and competition, it does not agree with the conclusion that management intentionally excluded qualified vendors or that the Agency has been shown to have incurred legal exposure.

Responses to Recommendations

Recommendation R1

Board Response: The recommendation has been implemented.

The Board has directed Agency management to comply with all adopted procurement policies and procedures for future procurements of outside services. Procurement documentation will be reviewed for completeness before contracts are presented for consideration.

Recommendation R2

Board Response: The recommendation has been implemented.

Agency management has initiated procurement policy training for employees involved in purchasing and contracting activities. Future refresher training will be incorporated into administrative operations to ensure continued compliance with procurement requirements.

Recommendation R3

Board Response: The recommendation has been implemented.

The Board has directed management to establish written procedures requiring that future procurements for bus wrap advertising services be supported by either an approved sole-source justification or a competitive Request for Proposal or Invitation for Bid process, as appropriate under Agency policy. Management will report implementation status to the Board.



Serving Amador County Since 1977

SUBJECT: Request for approval to issue an RFP for Bus wrap advertising

TO: Amador Transit Board of Directors

FROM: April Miller, General Manager

DATE: September 3, 2026

RECOMMENDATION

Review and approve the Request for Proposals (RFP) for Bus Wrap Advertising Services; and **authorize the General Manager to issue the RFP** and administer the solicitation process in accordance with Amador Transit's Procurement Policy and applicable federal, state, and local requirements.

BACKGROUND

Amador Transit currently utilizes bus wrap advertising as a means of generating supplemental revenue for the Agency.

As part of the Agency's ongoing review of its procurement practices, staff reviewed the process historically used for bus wrap advertising services. The Amador County Grand Jury's recent report also included findings and recommendations concerning the procurement and administration of bus wrap advertising services.

The Grand Jury recommended that Amador Transit:

- Strictly adhere to established purchasing policies and procedures;
- Obtain Board approval of applicable procurement documents prior to public issuance.

In response, staff has developed a Request for Proposals for Bus Wrap Advertising Services to establish a transparent and competitive procurement process for future advertising services. **Our current Contract with Helen Foraker will expire in December 2026.**

The proposed RFP establishes the scope of services, proposer qualifications, revenue-sharing requirements, reporting requirements, insurance requirements, evaluation criteria, and other contractual requirements.

DISCUSSION

The proposed RFP will allow qualified vendors to compete for the opportunity to provide bus wrap advertising services to Amador Transit.



Serving Amador County Since 1977

Staff proposes an initial contract term of **two years**, with the possibility of up to **two additional one-year extensions**, subject to satisfactory performance, applicable procurement requirements, and any required Board approval.

The RFP does not guarantee the selected contractor any minimum number of advertising contracts, vehicles, advertising sales, or revenue.

Following issuance of the RFP, staff will evaluate responsive proposals using the evaluation criteria included in the solicitation and will return to the Board with a recommendation for contract award.

AMADOR TRANSIT

REQUEST FOR PROPOSALS

BUS WRAP ADVERTISING SERVICES

RFP No.: 2026-03

Issue Date: [Date]

Proposal Due Date: [Date and Time]

Location: Amador Transit, 11400 American Legion Dr., Jackson, CA 95642

Contact: April Miller, General Manager

Email: april@amadortransit.com

Telephone: 209-267-5079

1. NOTICE OF REQUEST FOR PROPOSALS

Amador Transit (“Transit” or “Agency”) invites qualified firms, advertising agencies, marketing companies, and other qualified entities to submit proposals to provide **bus wrap advertising services** for Amador Transit vehicles.

The selected Proposer will be responsible for soliciting and managing advertising customers, developing advertising concepts and materials, coordinating production and installation, maintaining advertising accounts, and complying with all Amador Transit requirements governing advertising on Agency vehicles.

Amador Transit intends to select the proposal that provides the greatest overall value to the Agency based upon the evaluation criteria contained in this Request for Proposals.

Amador Transit reserves the right to reject any or all proposals, waive minor irregularities, request clarification, negotiate with the highest-ranked proposer, or cancel this solicitation if determined to be in the best interest of the Agency.

2. AGENCY BACKGROUND

Amador Transit is the public transportation provider serving Amador County, California. The Agency provides fixed-route, demand-response, and other transportation services to residents and visitors throughout the County.

Amador Transit operates a fleet of public transit vehicles that may be available for exterior advertising and bus wrap opportunities, subject to the Agency's advertising policies, vehicle condition, operational requirements, and applicable laws.

The purpose of this solicitation is to establish a transparent and competitive process for obtaining professional bus wrap advertising services while generating revenue that can support Amador Transit's transportation programs and operations.

3. PURPOSE OF THE RFP

The purpose of this RFP is to select a qualified contractor to provide comprehensive bus wrap advertising services.

The selected contractor shall provide, at a minimum:

1. Advertising sales and customer development;
2. Solicitation of advertising clients;
3. Development and submission of advertising proposals;
4. Advertising account management;
5. Coordination of artwork and production;
6. Printing and production of advertising materials;
7. Installation and removal of bus wraps and other approved advertising materials;
8. Maintenance and repair of advertising materials;
9. Compliance with Amador Transit's advertising policies;
10. Reporting of advertising sales and revenue;
11. Collection of advertising payments;
12. Payment of the Agency's agreed share of advertising revenue;
13. Maintenance of appropriate insurance;
14. Protection of Amador Transit vehicles from damage; and
15. Other related services necessary to provide a complete bus advertising program.

4. TERM OF AGREEMENT

The initial agreement is anticipated to be for a period of **two (2) years**, beginning on or about [date].

Amador Transit may, at its sole discretion and subject to Board approval and satisfactory contractor performance, extend the agreement for up to **two additional one-year terms**.

Any extension shall be documented in writing and shall be subject to the terms of the executed agreement and applicable Agency procurement requirements.

The Agency does not guarantee any minimum number of advertisements, wraps, customers, or revenue during the contract term.

5. VEHICLES AND ADVERTISING INVENTORY

Amador Transit currently operates a fleet consisting of fixed-route and demand-response vehicles.

The number and type of vehicles available for advertising may change during the contract term due to:

- Vehicle replacement;
- Retirement of vehicles;
- Changes in service;
- Vehicle maintenance;
- Vehicle availability;
- Safety considerations;
- Grants or funding requirements; or
- Other operational needs.

The Agency makes no guarantee regarding the number of vehicles that will be available for advertising at any particular time.

Advertising shall not interfere with:

- Vehicle safety;
- Required markings;
- Vehicle identification;
- ADA equipment or accessibility features;
- Windows or required visibility;
- Emergency equipment;
- Lighting;
- Vehicle maintenance;
- Manufacturer requirements; or
- Applicable federal, state, or local requirements.

6. SCOPE OF SERVICES

6.1 Advertising Sales

The Contractor shall actively solicit and develop advertising accounts.

The Contractor shall be responsible for:

- Identifying prospective advertisers;
- Marketing available advertising opportunities;
- Developing advertising packages;
- Negotiating advertising agreements;
- Maintaining advertiser relationships;
- Collecting advertising payments; and
- Providing the Agency with required documentation.

The Contractor shall not represent itself as an employee or agent of Amador Transit.

6.2 Advertising Approval

All proposed advertisements shall be submitted to Amador Transit for review and approval before production or installation.

Amador Transit reserves the right to reject proposed advertising that does not comply with Agency policy, applicable law, contractual requirements, or the Agency's standards for advertising on public transit vehicles.

The Contractor shall not install any advertisement without written approval from Amador Transit.

6.3 Artwork and Production

The Contractor shall coordinate all artwork, production, printing, and related services.

All advertising materials shall:

- Be professionally produced;
- Be suitable for exterior transit use;
- Comply with manufacturer specifications;

- Not damage Agency vehicles;
- Be removable without unreasonable damage to the vehicle; and
- Meet all applicable safety and operational requirements.

The Contractor shall be responsible for correcting defective or improperly installed advertising materials at no additional cost to Amador Transit.

6.4 Installation and Removal

The Contractor shall coordinate installation and removal with Amador Transit staff.

Installation and removal shall occur at times and locations approved by the Agency.

The Contractor shall not interfere with scheduled transit operations.

Any damage caused by installation, removal, or maintenance of advertising materials shall be repaired at the Contractor's expense.

7. REVENUE PROPOSAL

Proposers shall clearly identify the financial arrangement proposed for Amador Transit.

The Agency strongly prefers a proposal that provides a clear and predictable financial benefit to Amador Transit.

Proposers shall provide:

1. Proposed percentage of gross advertising revenue payable to Amador Transit;
2. Proposed minimum annual payment, if any;
3. Proposed minimum monthly payment, if any;
4. Any proposed administrative or management fees;
5. Any costs to be deducted from gross advertising revenue before calculation of the Agency's share;
6. Proposed payment schedule;
7. Proposed treatment of unpaid advertising accounts;
8. Any other financial terms; and
9. A three-year projected revenue statement.

All proposed fees, deductions, commissions, and expenses must be clearly disclosed.

No undisclosed fees or deductions will be permitted.

8. FINANCIAL REPORTING

The Contractor shall provide Amador Transit with a detailed monthly report identifying:

- Advertiser name;
- Advertising contract dates;
- Vehicle(s) assigned;
- Advertising product purchased;
- Gross amount billed;
- Amount collected;
- Applicable deductions;
- Contractor compensation;
- Amador Transit's share;
- Outstanding balances; and
- Amount remitted to Amador Transit.

Amador Transit reserves the right to audit the Contractor's records relating to advertising sales and revenue.

The Contractor shall retain records supporting advertising transactions for the duration of the agreement and for the period required by applicable law and Agency policy.

9. BOARD APPROVAL

The recommended award resulting from this RFP shall be presented to the Amador Transit Board of Directors for consideration and approval, as required by Agency policy.

Issuance of this RFP does not create a contract or obligation for Amador Transit to enter into an agreement.

The General Manager is authorized to administer the solicitation process consistent with Agency policy; however, no contract shall become effective until all required Agency approvals have been obtained.

10. PROPOSER QUALIFICATIONS

Proposers must demonstrate the experience, qualifications, personnel, and resources necessary to successfully perform the services.

At a minimum, proposals shall include:

A. Company Information

- Legal name;
- Business address;
- Telephone number;
- Email address;
- Primary contact;
- Year established;
- Type of business organization; and
- California business license or registration information, as applicable.

B. Experience

Provide a description of relevant experience providing:

- Transit advertising;
- Bus wrap advertising;
- Outdoor advertising;
- Advertising sales;
- Vehicle advertising; or
- Similar services.

Include at least **three references** for comparable work.

C. Staffing

Identify the personnel who will be responsible for the account and describe their relevant experience.

D. Financial Capacity

Provide sufficient information demonstrating the Proposer's ability to perform the required services.

11. PROPOSAL REQUIREMENTS

Proposals shall include the following:

- 1. Cover letter;
- 2. Company information;
- 3. Qualifications and experience;
- 4. Proposed project team;
- 5. Similar projects and references;
- 6. Proposed approach and methodology;
- 7. Advertising sales strategy;
- 8. Proposed revenue-sharing structure;
- 9. Projected annual revenue to Amador Transit;
- 10. Proposed minimum payment, if applicable;
- 11. Insurance information;
- 12. Conflict-of-interest disclosure;
- 13. Litigation disclosure;
- 14. Three references;
- 15. Required certifications;
- 16. Exceptions to the RFP;
- 17. Sample advertising agreement;
- 18. Sample monthly revenue report; and
- 19. Signed proposal certification.

12. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Points
Experience and qualifications	25
Proposed approach and marketing/sales plan	15
Financial benefit to Amador Transit	25

Staffing and ability to perform services	10
References and past performance	15
Completeness and quality of proposal	10
Total	100

Amador Transit reserves the right to conduct interviews, request clarification, and negotiate with the highest-ranked Proposer.

13. PROCUREMENT PROCESS

The anticipated procurement schedule is:

Activity	Date
RFP approved by Board	[Date]
RFP issued	[Date]
Questions due	[Date]
Agency responses issued	[Date]
Proposals due	[Date]
Evaluation period	[Date]
Recommendation to Board	[Date]
Board consideration/award	[Date]
Anticipated contract commencement	[Date]

Amador Transit reserves the right to modify this schedule.

14. QUESTIONS AND CLARIFICATIONS

All questions concerning this RFP must be submitted in writing to:

April Miller, General Manager
 Amador Transit
 11400 American Legion Dr., Jackson, CA 95642
 april@amadortransit.com
 209-267-5079

Questions received after the deadline may not receive a response.

To ensure fairness, Proposers shall not contact individual Board members or Amador Transit employees regarding this solicitation outside the designated procurement contact.

Any material clarification or amendment to this RFP will be provided to all known Proposers.

15. PUBLIC NOTICE AND AVAILABILITY

The RFP will be publicly advertised and made available to interested Proposers in accordance with Amador Transit's Procurement Policy and applicable requirements.

The Agency will make reasonable efforts to provide equal access to information concerning the solicitation.

No Proposer will receive information that is not made available to all Proposers when the information could provide a competitive advantage.

16. CONFLICT OF INTEREST

Proposers shall disclose any actual, potential, or perceived conflict of interest involving Amador Transit, its Board members, employees, or representatives.

The selected Contractor shall comply with all applicable conflict-of-interest requirements.

17. NONDISCRIMINATION

The Contractor shall not discriminate against any person or entity in connection with the performance of the contract on the basis prohibited by applicable federal, state, or local law.

18. INSURANCE

Prior to execution of the agreement, the selected Contractor shall provide evidence of insurance acceptable to Amador Transit.

Required insurance shall include, as applicable:

- Commercial General Liability;
- Automobile Liability;
- Workers' Compensation;
- Employer's Liability; and
- Any other coverage required by the Agency.

Amador Transit shall be named as an additional insured where required by the agreement.

19. INDEMNIFICATION

The selected Contractor shall indemnify, defend, and hold harmless Amador Transit, its Board of Directors, officers, employees, and agents from claims, damages, losses, liabilities, and expenses

arising from the Contractor's negligent acts, omissions, or performance of the contracted services, to the extent provided in the final agreement.

20. COMPLIANCE WITH LAWS AND POLICIES

The Contractor shall comply with all applicable federal, state, and local laws, regulations, ordinances, and Agency policies.

The Contractor shall also comply with all applicable Amador Transit policies concerning advertising content, vehicle use, safety, accessibility, and public transportation operations.

21. RECORDS AND AUDIT

The Contractor shall maintain complete and accurate records relating to all advertising sales, contracts, invoices, collections, expenses, and payments associated with the services.

Amador Transit shall have the right to inspect and audit records reasonably necessary to verify the Contractor's compliance with the agreement and the accuracy of revenue reporting.

22. OWNERSHIP OF AGENCY PROPERTY

All Amador Transit vehicles and equipment remain the property of Amador Transit.

The Contractor shall exercise reasonable care to prevent damage to Agency property.

The Contractor shall be responsible for damage caused by its employees, subcontractors, or agents, subject to the terms of the final agreement.

23. SUBCONTRACTORS

The Contractor shall identify all proposed subcontractors in its proposal.

No subcontractor may perform material portions of the services without prior written approval from Amador Transit.

The Contractor remains responsible for the performance of all subcontractors.

24. TERMINATION

The final agreement shall include provisions allowing Amador Transit to terminate the agreement for cause and, where appropriate, for convenience, subject to the terms and notice requirements established in the agreement.

25. RESERVATION OF RIGHTS

Amador Transit reserves the right to:

- Reject any or all proposals;
- Cancel the RFP;
- Reissue the RFP;
- Request additional information;
- Request clarification;
- Conduct interviews;
- Negotiate with one or more Proposers;
- Modify the solicitation;
- Waive minor irregularities;
- Disqualify a proposal that does not comply with the RFP; and
- Select the proposal determined to be in the best interest of Amador Transit.

The issuance of this RFP does not obligate Amador Transit to award a contract.

26. PROPOSAL COSTS

All costs incurred in preparing or submitting a proposal are the sole responsibility of the Proposer.

Amador Transit shall not be responsible for any costs incurred by a Proposer in connection with this solicitation.

27. PROPOSAL VALIDITY

Proposals shall remain valid for a minimum of **ninety (90) days** following the proposal due date unless otherwise specified in the proposal.

28. REQUIRED PROPOSAL CERTIFICATION

The undersigned certifies that:

1. The information contained in this proposal is true and accurate;
2. The Proposer has reviewed and understands the requirements of this RFP;

3. The Proposer agrees to comply with the requirements of the RFP;
4. The Proposer has disclosed all known conflicts of interest;
5. The Proposer has not improperly contacted or attempted to influence an Amador Transit Board member or employee concerning this procurement;
6. The Proposer understands that the proposal may be subject to applicable public-records requirements;
7. The Proposer agrees that all costs associated with preparation of the proposal are the responsibility of the Proposer; and
8. The individual signing below is authorized to bind the Proposer.

PROPOSER:

Legal Name: _____

Address: _____

City/State/Zip: _____

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

Telephone: _____

Email: _____

ATTACHMENT A

PROPOSAL PRICING FORM

Proposers shall complete the following:

Proposed Revenue Share

Percentage of Gross Advertising Revenue Paid to Amador Transit:

_____ %

Minimum Annual Payment

\$ _____ per year

Minimum Monthly Payment

\$ _____ per month

Contractor Commission/Compensation

_____ %

Other Fees or Deductions

Three-Year Revenue Projection

Fiscal Year Projected Gross Revenue Amador Transit Share

Year 1	\$	\$
Year 2	\$	\$
Year 3	\$	\$
Total	\$	\$

Proposers shall explain all assumptions used to develop the revenue projections.

ATTACHMENT B

REQUIRED REFERENCES

Reference 1

Agency/Company: _____

Contact: _____

Telephone: _____

Email: _____

Services Provided: _____

Contract Dates: _____

Reference 2

Agency/Company: _____

Contact: _____

Telephone: _____

Email: _____

Services Provided: _____

Contract Dates: _____

Reference 3

Agency/Company: _____

Contact: _____

Telephone: _____

Email: _____

Services Provided: _____

Contract Dates: _____

ATTACHMENT C

EXCEPTIONS TO RFP

The Proposer shall identify any exceptions to the requirements of this RFP.

Failure to identify an exception may result in the Proposer being required to comply with the requirement as written.

RFP Section Proposed Exception Explanation

ATTACHMENT D

CONFLICT OF INTEREST DISCLOSURE

The Proposer shall disclose any actual, potential, or perceived conflict of interest involving the Proposer, its owners, employees, agents, subcontractors, or representatives and Amador Transit, its Board members, officers, or employees.

Disclosure:

If none, check here: ☐ NONE

Authorized Representative: _____

Signature: _____

Date: _____



Serving Amador County Since 1977

SUBJECT: Transfer of Funds from Reserves to Operating to Address Cash Flow Shortfall

TO: Amador Transit Board of Directors
FROM: April Miller, General Manager
DATE: September 3, 2026

RECOMMENDATION

Staff recommends that the Board:

1. **Retroactively approve the emergency transfer of \$100,000 from reserves to the Operating Fund** to cover necessary operating expenses incurred during August 2026; and
2. **Authorize an additional transfer of up to \$100,000 from reserves to the Operating Fund for September 2026**, only if necessary and if alternative financing cannot be secured through ACTC.

Staff will continue pursuing alternative financing options and will return to the Board with an update regarding the status of delayed funding and any loan or advance funding options.

BACKGROUND

In August, AT staff contacted the Finance Committee regarding an immediate cash flow shortfall and requested approval to temporarily transfer \$100,000 from reserves to the Operating Fund to cover necessary operating expenses until the fourth-quarter State Transit Assistance (STA) funding was received.

Staff subsequently received notification from Mr. Gedney that the STA funding would be delayed because the required audit had not been submitted to the State Controller's Office within the anticipated timeframe.

The delay in STA funding has created a significant short-term cash flow issue for AT. While the agency continues to have funding available through various sources, the timing of those revenues does not currently align with the timing of its monthly operating expenses.

DISCUSSION

AT is currently experiencing delays in two significant funding sources: **STA funding and the FY 2025 Federal Transit Administration (FTA) Section 5311 funding.**



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Staff has been communicating with AT's district liaison regarding the 5311 funding since March 2026. The most recent information received is that the grants are currently with the FTA in the editing phase, with awards expected to be published within the next couple of months. Once the awards are issued, standard grant agreements will be released, allowing recipients to submit invoices for reimbursement.

AT's average monthly operating expenses are approximately **\$125,000**, while recurring monthly revenues from the Local Transportation Fund (LTF) allocation and passenger fares average **less than \$100,000**. The resulting monthly cash flow gap, combined with the delayed receipt of major grant and state funding, has placed significant pressure on AT's available operating cash.

The transfer from reserves is intended as a temporary cash flow measure to ensure AT can continue meeting payroll, vendor obligations, and other necessary operating expenses while waiting for delayed funding to be received.

Staff has requested a meeting with the Finance Committee and Mr. Gedney to discuss potential financing options through ACTC, including the possibility of obtaining a short-term loan or requesting an advance or prepayment of LTF or STA funds. Staff will continue to pursue these options before utilizing additional reserves.

If alternative financing cannot be secured in time to meet late September obligations, staff is requesting authorization for an additional transfer of up to \$100,000 from reserves to the Operating Fund. Any such transfer would be used only as necessary to address the immediate cash flow shortfall.

Delayed STA and Section 5311 revenues are expected to improve AT's cash position once received. Staff will continue monitoring cash flow closely and will provide the Board with updates regarding funding receipts, financing options, and the agency's reserve position.

SUBJECT: Pine Tree removal quotes

TO: Amador Transit Board of Directors

FROM: April Miller, General Manager

DATE: September 3, 2026

RECOMMENDATION

Staff recommends the Board of Directors review the quotes received for the removal of the pine tree(s) and provide direction to staff regarding proceeding with the recommended work.

BACKGROUND

At a prior Board meeting, the Board directed staff to obtain quotes for the removal of the pine tree(s) located at the administration property

In accordance with the Board's direction, staff solicited quotes from qualified tree removal contractors to determine the anticipated cost of the work and available options.

Staff is returning the matter to the Board with the quotes received for review and consideration.

DISCUSSION

Staff requested quotes for the removal of the pine tree(s), including removal of the tree, cleanup, and disposal of debris.

The quotes received are summarized below and attached for review.

Contractor	Quote Amount
Pearson's Tree Service	\$6,500
Amador Tree Service	\$4,500

Staff also contacted:

Dependable Tree Service- did not respond

Rubini- 3 months out for a quote

Loggin Logan- came out to the property but did not submit a quote



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This expense was not included in the adopted FY 2026–27 budget. Therefore, if the Board authorizes the work, staff will need to identify an available funding source and make the appropriate budget adjustment, if required.



Pearson's Tree Service

P.O. Box 841, Pioneer, CA 95666

(209) 295-3588

Date 8-14-26



CA Contractor's License #871104

L.T.O. #A507

Bonded & Insured

Client: _____

Project Location: 11400 Airport RD

This agreement is made by and between Kirk Pearson, owner of Pearson's Tree Service and _____, (client).

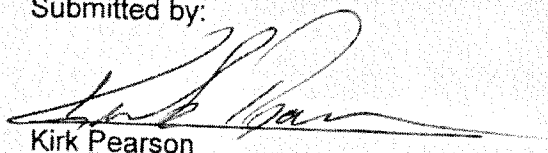
Description of work to be performed:

To remove 4 bull Pines Trees
complete clean up. All
slash & wood will be hauled
away Total 6,500

Pearson's Tree Service carries Business Liability insurance, Commercial Liability insurance on all business vehicles and every employee of Pearson's Tree Service is covered by Worker's Compensation insurance, as required by law, which also provides peace of mind to our customers. This quoted price is valid for 60 days from the above date.

Any additions or alterations to this agreement must be approved and initialed by both parties. Dated: _____

Submitted by:


Kirk Pearson

Authorized approval by:

Client's signature



Amador Tree Service

Richard Lovelace

Business Number 209-256-1205

13780 Willow Creek Road, Lone, CA, USA

<https://amadortrees.com>

amadortreeservice@yahoo.com

ESTIMATE

EST0117

DATE

08/13/2026

TOTAL

USD \$4,500.00

TO

Amador Transit

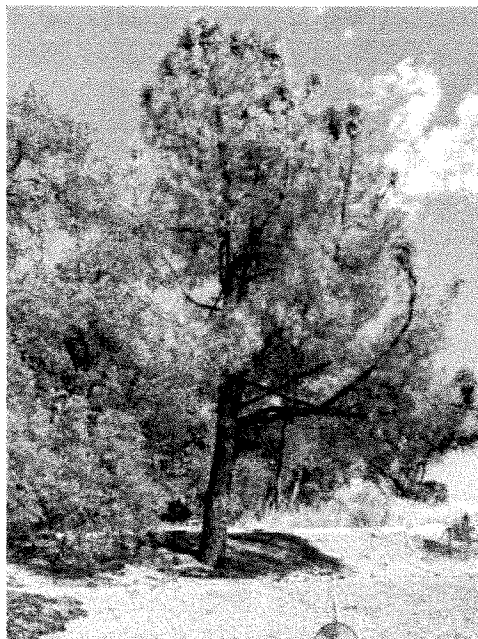
11400 American Legion Dr. Jackson, CA 95642

☎ 2095703044

levi@amadortransit.com

DESCRIPTION	RATE	QTY	AMOUNT
Grey Pine removal X4 All waste removed from site.	\$4,500.00	1	\$4,500.00
TOTAL			USD \$4,500.00

Amador Tree Service will schedule the job during weekends or as a night job, as requested, to ensure minimal disruption to client operations.



10:42 AM

08/28/26

Accrual Basis

AMADOR TRANSIT

Expenditures

July 31 through August 28, 2026

Date	Name	Memo	Amount
51000 □ BENEFITS			
51420 □ DISABILITY INSURANCE			
08/25/2026	State of California EDD	L1737803056	1,343.88
Total 51420 □ DISABILITY INSURANCE			1,343.88
Total 51000 □ BENEFITS			1,343.88
52000 □ SERVICES & USER FEES			
52100 □ VEHICLE TECH SERV-OUTSOURCE			
08/04/2026	Robert Hahn's Automotive INC	(403) Balanced owed on inv # 519740	130.19
08/01/2026	Sutter Creek Car Wash		25.58
Total 52100 □ VEHICLE TECH SERV-OUTSOURCE			155.77
52150 □ PROPERTY MAINTENANCE SERVICES			
08/12/2026	Orkin Services of California	TC-Service	148.56
08/12/2026	Orkin Services of California	Service- AT	168.86
Total 52150 □ PROPERTY MAINTENANCE SERVICES			317.42
52300 □ ADVERTISING & MARKETING			
07/31/2026	KVGC 1340 AM		500.00
08/04/2026	TSPN TV	Summer Youth Ad	395.00
Total 52300 □ ADVERTISING & MARKETING			895.00
52400 □ SOFTWARE MAINTENANCE FEES			
08/01/2026	Executech		1,630.00
08/15/2026	Executech		255.00
07/31/2026	Trillium Solutions, Inc.	7/20/2026-08/20/2026	300.00
Total 52400 □ SOFTWARE MAINTENANCE FEES			2,185.00
52500 □ FACILITY SECURITY SYSTEM			
08/01/2026	Signal Service	Service	942.00
Total 52500 □ FACILITY SECURITY SYSTEM			942.00
52550 □ GSA COST ALLOC-(POSTAGE/PRINT)			
08/07/2026	Amador County General Servi...		19.36
Total 52550 □ GSA COST ALLOC-(POSTAGE/PRINT)			19.36
52600 □ PROFESSIONAL & TECH SERVICES			
07/31/2026	Jeff Shortridge	Backflow test	50.00
Total 52600 □ PROFESSIONAL & TECH SERVICES			50.00
52610 □ Fees Bank, Merchant, Service			
07/31/2026		Service Charge	163.15
Total 52610 □ Fees Bank, Merchant, Service			163.15
Total 52000 □ SERVICES & USER FEES			4,727.70
53000 □ MATERIALS & SUPPLIES CONSUMED			
53100 □ FUEL			
07/31/2026	Hunt & Sons, Inc.		11,691.78
08/15/2026	Hunt & Sons, Inc.		9,036.10
Total 53100 □ FUEL			20,727.88
53150 □ TIRES			
08/10/2026	Big Brand Tire & Service	(205) 6 Tires	1,077.13
Total 53150 □ TIRES			1,077.13
53200 □ LUBRICATION			
08/10/2026	U.S. BANK	Motorcraft oil 5W-30	156.08
08/20/2026	U.S. BANK	(Stock) Motor oil 5W-30	156.08
Total 53200 □ LUBRICATION			312.16

AMADOR TRANSIT

Expenditures

July 31 through August 28, 2026

Date	Name	Memo	Amount
53250 □ TOOLS			
08/04/2026	Auto Zone	(204) Thread Rep System	28.11
08/03/2026	Lowe's	(Shop) Drill bits	67.31
Total 53250 □ TOOLS			95.42
53300 □ VEHICLE MAINT-REPAIR PARTS			
08/03/2026	Auto Zone	(406) HVAC blower motor	59.95
08/03/2026	Auto Zone	(204) Gasket	32.31
08/03/2026	Auto Zone	(204) Exhaust manifold gasket	140.80
08/18/2026	Auto Zone	(101) Window switch	142.93
08/17/2026	Auto Zone	(Shop) Touch up paint	25.07
07/31/2026	Delta Truck Center	Stock-Battery core	-48.49
07/31/2026	Delta Truck Center	(505) Bushing-swaybar, susp bag & ma...	606.97
08/04/2026	NAPA Auto Parts	STOCK-Bearings	135.11
08/12/2026	NAPA Auto Parts	(208) Brake pads	105.85
08/12/2026	NAPA Auto Parts	(205) Brake pads	166.09
08/06/2026	Ron DuPratt Ford	(204) Tube	40.79
08/04/2026	U.S. BANK	(SHOP) Left & Right ER Exit Handle	23.12
08/14/2026	U.S. BANK	(201) Sliding door harness	32.20
Total 53300 □ VEHICLE MAINT-REPAIR PARTS			1,462.70
53350 □ SHOP SUPPLIES (Consumables)			
08/15/2026	Kimball Midwest		109.71
08/03/2026	U.S. BANK	Replacement filter kit for shop vac	23.69
Total 53350 □ SHOP SUPPLIES (Consumables)			133.40
53450 □ FACILITIES MAINT/REPAIR PARTS			
08/10/2026	Lowe's	Cleaning supplies	91.96
08/03/2026	U.S. BANK	Disposable toilet mats	67.87
Total 53450 □ FACILITIES MAINT/REPAIR PARTS			159.83
53550 □ OFFICE SUPPLIES			
08/13/2026	U.S. BANK		19.13
08/12/2026	U.S. BANK		43.17
Total 53550 □ OFFICE SUPPLIES			62.30
Total 53000 □ MATERIALS & SUPPLIES CONSUMED			24,030.82
54000 □ UTILITIES			
54100 □ AT WATER/SEWER/GARBAGE			
08/10/2026	Amador Water Agency	007648000	138.33
07/31/2026	Republic Services	2410000	274.73
Total 54100 □ AT WATER/SEWER/GARBAGE			413.06
54300 □ TRANSIT CTR/WATER/SEWER/GARB			
08/10/2026	Amador Water Agency	007648001	182.03
08/05/2026	City of Sutter Creek	001-2097/AMA0019	145.91
07/31/2026	Republic Services	2410000	43.94
Total 54300 □ TRANSIT CTR/WATER/SEWER/GARB			371.88
Total 54000 □ UTILITIES			784.94
56000 □ CASUALTY & LIABILITY COSTS			
56100 □ LIABILITY & PROPERTY DAMAGE INS			
08/07/2026	Alliant Insurance Services, Inc	26-27	0.00
08/10/2026	Alliant Insurance Services, Inc	Inv # 10187259	15,836.60
08/10/2026	Alliant Insurance Services, Inc	INV # 3586735	1,476.00
Total 56100 □ LIABILITY & PROPERTY DAMAGE INS			17,312.60
Total 56000 □ CASUALTY & LIABILITY COSTS			17,312.60

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08/28/26

Accrual Basis

AMADOR TRANSIT
Expenditures
 July 31 through August 28, 2026

Date	Name	Memo	Amount
58000 MISCELLANEOUS			
58450 CDL/ DOT MED/BkGrnd Checks			
08/10/2026	Amador Family Phycians	Reed	100.00
08/10/2026	Amador Family Phycians	Winton	100.00
Total 58450 CDL/ DOT MED/BkGrnd Checks			200.00
Total 58000 MISCELLANEOUS			200.00
59000 LEASES / RENTALS			
59100 Leases & Rentals			
08/04/2026	Leaf	AT	589.34
Total 59100 Leases & Rentals			589.34
Total 59000 LEASES / RENTALS			589.34
TOTAL			48,989.28