AMADOR TRANSIT (AT) MINUTES
October 1, 2026 – 9:00 a.m.
ACTC Board Room-117 Valley View Way Sutter Creek, CA 95685

The Amador Transit Board of Directors met on the above date, and the following proceedings were had, to wit:

Present on Roll Call:
Patrick Crew - Board of Supervisors, Chairman
Wendy Bottomley - City of Plymouth
John Plasse - Citizen at Large
Sandy Staples - City of Amador City

Absent:
Brian Oneto - Board of Supervisors
Dan Riordan - City of Sutter Creek, Vice Chairman

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

Pledge of Allegiance

AGENDA:

Motion: It was moved by Director Plasse, seconded by Director Staples, and carried to approve the agenda as presented with the notation that there is a revised claims list.

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

PUBLIC MATTERS NOT ON THE AGENDA: None

CONSENT AGENDA (Items 1-8):

Motion: It was moved by Director Staples, seconded by Director Bottomley, and carried to approve consent agenda Items 1-8.

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

REGULAR AGENDA ITEMS:
#9. Review and provide direction on social media advertising proposal: Ms. Miller reviewed her staff report.

Director Plasse stated that adding a question to the Dial-a-Ride (DAR) application regarding how applicants heard about AT was unnecessary, as those applicants are already aware of the service. He expressed greater interest in determining how fixed-route riders learn about AT and evaluating the effectiveness of current marketing strategies. Director Plasse requested clarification on the current advertising budget. Ms. Miller reported that AT is under contract with two (2) vendors at a combined cost of approximately $850 per month. Director Plasse stated that, given the agency's current financial shortfalls, it would be difficult to justify an additional $750 per month in advertising. Chairman Crew noted that changing vendors would not be possible this year, which Ms. Miller confirmed. In response to Chairman Crew, Ms. Miller clarified that the current advertising contracts are based on the fiscal year (FY).

Director Bottomley asked whether MLDM had provided statistics demonstrating increased revenue for its current clients. Ms. Miller stated that she did not have that information but would look into it. Director Bottomley suggested obtaining references and feedback from MLDM's current clients. Ms. Miller noted that MLDM is a newer company.

Director Bottomley stated that the updated question on the DAR application provides a useful opportunity to gather rider information, particularly given the limited avenues available to collect such data. Ms. Miller agreed and noted that while surveys can also be helpful, rider participation is typically low without an incentive. Director Staples inquired if any other applications had the updated question on it. Ms. Miller stated that the updated question is included on reduced-fare applications for youth, including the Youth Summer Pass, seniors, veterans, and disabled riders, as well as all new DAR applications. She noted that AT receives approximately 10 applications per week, making the information relatively easy to track. However, the applications do not capture information from occasional fixed-route riders. Director Bottomley noted that information from those riders would be particularly helpful, as they represent the target ridership.

Director Plasse reiterated the importance of measuring the effectiveness of AT's current marketing efforts before considering an alternative approach. He noted that while current marketing may generate approximately 10 new DAR riders per month, overall ridership has not shown significant improvement. There was discussion regarding the challenges of marketing transit services in a small county, where advertising opportunities are limited and often fragmented.

Chairman Crew noted that the current advertising contract has approximately 10 months remaining, limiting any immediate changes. Director Bottomley suggested using that time to evaluate MLDM's performance and determine whether the company is successfully meeting the needs of its current clients. The board concurred and acknowledged that the item was informational; therefore, no action was taken.

#10. Review and approve Bike and Ped loan request to ACTC: Ms. Miller stated that the item was agendized as part of the formal process to request additional funding from Amador County Transportation Commission (ACTC). She reported that AT had identified approximately $160,000 in operational funding needs for October. She explained that at the time the agenda was published, the amount of the monthly Local Transportation Fund (LTF) allocation was not yet known, resulting in the staff report reflecting an estimated funding need. Based on the subsequently identified LTF allocation, Ms. Miller estimated that approximately $103,000 would be needed as an additional funding loan from the Bicycle/Pedestrian Fund. She noted that the LTF allocation for the month was significantly lower than usual.

Mr. Gedney reported that the monthly LTF allocation is approximately $60,000 and explained that the difference between the allocation and AT's operational funding need results in an additional loan request of approximately $103,000. He noted that the funding request was also agendized for further consideration at the ACTC meeting. There was discussion regarding the appropriate process for requesting additional funding from ACTC.

Director Plasse questioned whether the proposed loan was intended to address the delay in State Transit Assistance (STA) funding rather than a shortfall in LTF funding. Mr. Gedney clarified that the fourth-quarter STA funding is delayed and anticipated to be received in November or December but stated that the delayed STA funding is not the basis for the proposed loan. Director Plasse asked whether the STA funding would be used to repay the loan. Mr. Gedney stated that the current ACTC recommendation is instead to repay the loan using subsequent LTF allocations to AT. He noted that the matter would be addressed further during the ACTC meeting but could also be discussed by the AT board.

Mr. Gedney noted that, in addition to delayed STA funding, Federal Transit Administration (FTA) funding has also been delayed. Ms. Miller reported that there is currently no estimated timeframe for receipt of the Section 5311 grant funding, which continues to be withheld. She stated that she received correspondence, which she forwarded to Mr. Gedney, referencing the late Single Audit but could not confirm whether that was the reason for the delay. Ms. Miller added that she has made several requests for an update and has only been advised that the matter remains under FTA review. Mr. Gedney stated that the issue should be reconciled following approval of the FY 2024/25 audit.

Mr. Gedney stated that the reimbursement process for the recently purchased buses is another factor contributing to AT's current funding challenges. Historically, reserves have been used as a temporary measure to address funding shortfalls. However, he noted that fleet reserves have declined to approximately $180,000, which is sufficient to cover the purchase of only one (1) bus. With three (3) buses expected and reimbursement requiring additional processing time, the remaining reserves are limited.

Mr. Gedney stated that once the outstanding funding issues are resolved and reimbursement for the bus purchases is received, AT should be in a position to discuss repayment of the loans. He expressed hope that AT's financial position will improve by the end of the calendar year. In the interim, he noted that additional funding from the ACTC Bicycle/Pedestrian Fund may be necessary.

Director Plasse inquired if there were any updates on the possibility of receiving the mobility management grand funding. Ms. Miller reported that she has repeatedly checked the status of the mobility management grant funding and continues to be advised that it is "in review." She confirmed that she has also spoken directly with staff regarding the grant but received the same response. Ms. Miller added that Caltrans cannot provide additional information until the FTA releases it.

Director Plasse asked of AT will need additional funding from ACTC next month. Ms. Miller confirmed that AT does anticipate requesting additional funding from ACTC the following month. Director Bottomley asked whether the operational funding need would again be approximately $160,000. Ms. Miller stated that she expects the amount to be lower, as the current month included several larger expenses, including the quarterly California Transit Indemnity Pool (CalTIP) payment of approximately $25,000.

Director Bottomley asked whether the anticipated delayed funding would be sufficient to repay the loans from ACTC or whether the loans could become an ongoing obligation. Ms. Miller stated that if AT can maintain operations within its budget, she anticipates the loans will be repaid in the future. Chairman

Crew asked if the amounts of the delayed funding were known and. Ms. Miller confirmed that the amounts of the delayed funding, including STA funding, are known.

Director Bottomley asked if there was any tracking being done on the loan amounts from ACTC and Ms. Miller confirmed. Director Plasse requested clarification on whether the amount under consideration was the total operational need of $160,000 or the approximate difference in LTF funding of $103,000. Ms. Miller clarified that the loan request represents the difference between AT's total October operational funding need and the monthly LTF allocation, with the specific amount to be identified in the corresponding ACTC agenda item.

> **Motion:** It was moved by Director Staples, seconded by Director Bottomley, and carried to approve the loan request from the ACTC LTF Bike/Ped fund in the amount equal to the difference between the October monthly LTF allocation and the projected October operating need of approximately $103,000.

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

#11. Review and approve revised procurement policy: Ms. Miller reviewed the staff report and stated that she referenced the procurement policies of El Dorado and Tuolumne counties for terminology and guidance regarding procurement standards. She noted that AT's procurement policy was revised in 2023; however, she was unable to determine what changes were made at that time.

Director Plasse stated that he had not yet reviewed the updated policy in detail and asked which provisions addressed concerns raised by the Grand Jury and the recent bank transfers conducted by unauthorized staff. Ms. Miller clarified that the policy is limited to procurement activities, including contracting with vendors and conducting Requests for Qualifications (RFQs) and Requests for Proposals (RFPs), and does not address the matter related to the bank transfers.

Director Plasse referenced Section 1.6, "Delegation of Authority," which states that the General Manager (GM) or authorized designee shall administer procurement activities delegated by the AT board and subject to the board-approved budget. He expressed concern that the term "authorized designee" could allow another individual to make purchases, conduct procurements, or execute contracts. Ms. Miller stated that she did not intend to delegate that authority but believed the language provided flexibility should action be necessary in her absence. She noted that references to specific positions, including the Office Manager and Maintenance Manager, had been removed and that she is currently the only individual conducting procurement activities.

Following discussion, Chairman Crew stated that removing or further limiting the "authorized designee" language would strengthen the policy. Director Staples expressed concern that eliminating the provision entirely would leave only the GM authorized to act. Director Plasse suggested revising the language to "board-authorized designee," thereby requiring board authorization of any designee. The board agreed, and Ms. Miller stated that references to "authorized designee" throughout the policy would be revised to "board-authorized designee."

Director Bottomley inquired if the policy had been reviewed by AT legal counsel. Ms. Miller stated that the updated procurement policy had not been reviewed by legal counsel and that her revisions were based on current procurement guidelines and compliance requirements.

Director Plasse asked about the procurement thresholds for obtaining bids versus quotes. Ms. Miller referred to the thresholds identified on page six (6) of the policy and stated that one (1) threshold applies to procurements under $25,000. She also referenced the current RFP for bus-wrap advertising when discussing the procurement method identified in the policy for amounts of $100,000 or more. Chairman Crew asked if the policy followed the new guidelines and Ms. Miller confirmed that the updated thresholds follow current guidelines. She noted that the thresholds contained in the policy are more stringent than federal requirements but believed they were appropriate for the size of the agency.

Ms. Miller acknowledged that the policy had undergone substantial revisions and that the board had limited time to review the changes. Director Bottomley agreed that the revisions represented a significant cleanup and reiterated her concern regarding whether the updated policy had been independently reviewed. Ms. Miller stated that she was reasonably confident the revisions were sufficient but offered to submit the policy to legal counsel for review and return it for consideration at the next meeting. The board agreed, allowing additional time for both legal counsel and the board to review the updated policy.

#12. AT Staff verbal reports: Ms. Miller noted several updates.

- The four (4) bull pines located above the parking lot are schedule to be removed October 10, 2026.
- Ms. Miller reported that a contract has been signed with Brixco to repave portions of the parking lot and install French drains to address existing drainage issues. The work will proceed as the contractor's schedule and weather conditions permit. With the rainy season approaching, Ms. Miller expressed hope that the project will be completed beforehand.
- Ms. Miller reported that the recently purchased buses will begin arriving in October, with deliveries staggered one (1) bus at a time to allow the maintenance department to inspect and approve each vehicle. Following completion of the inspections, Ms. Miller will begin the reimbursement process with Caltrans.
- Ms. Miller stated that the response to the Grand Jury report was submitted 10 days prior to the deadline.

Director Plasse requested clarification on the scope of the parking lot improvements and whether only a portion of the lot would be repaved. Ms. Miller explained that, due to increased costs, AT is completing as much of the original project scope as funding allows. She noted that installation of the French drains reduces the funding available for paving but is necessary to address drainage issues that could otherwise contribute to future pavement deterioration.

Director Plasse asked whether a portion of the lot would be repaved and the remainder slurry sealed. Mr. Regadanz clarified that areas in the poorest condition will be excavated and repaired, followed by a two (2)-inch overlay over the entire parking lot. He noted that bids received the previous year included several alternatives, including full-depth reclamation, grinding, and repaving. However, repairing the most deteriorated areas and overlaying the entire lot was determined to be the most cost-effective approach. Ms. Miller added that the front portion of the parking lot is in the poorest condition and will require more extensive repairs.

#13. Approve Monthly Claims List: Director Plasse inquired where Hewitt Alignment Services (line item #52100) was located. Mr. Regadanz noted that facility is located in Stockton.

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

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

#14. Future Agenda Items:

- Procurement Policy pending review by legal counsel
- Report for tracking LTF loans from ACTC

ADJOURNMENT:

At 9:35 a.m. the Chairman adjourned the regular meeting to Thursday, November 5, 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