STAFF REPORT

MEETING DATE:	**2/26/13**
SUBJECT:	**Minutes of the November 30, 2012, SRTA Special Meeting**
AGENDA ITEM:	**6-1**
STAFF CONTACT:	**Janie Coffman**

STAFF RECOMMENDATION:

It is recommended that the board of directors approve the minutes of the November 30, 2012, SRTA special meeting.

Daniel S. Little, AICP, Executive Director

Attachment: Minutes of the November 30, 2012, SRTA Special Meeting

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
SPECIAL MEETING
Friday, November 30, 2012, 4:00 p.m.
City of Anderson Council Chambers,
1887 Howard Street, Anderson, California

(Note: These minutes are not intended to serve as a transcript or verbatim record of the proceedings of the Shasta Regional Transportation Agency, but rather as a record of the meeting time, place and attendance; the order and general nature of discussion; board deliberations; and actions taken, if any.)

Board members Dickerson, Jones, Watkins, Moty, Hawes, Comnick and Baugh were present.

1. **Call to Order**
Chair Moty called the meeting to order at 4:00 p.m.

2. **Public Comment Period**
There was no one who wished to speak during the public comment period.

3. **Award Audit Contract to DH Scott and Company**
Staff member Wallace gave a background explanation of how, in the spring, the agency engaged Hathaway, Ksenzulak and Lapp (HKL) to perform the SRTA required annual audit for a three-year period. In September HKL withdrew from the engagement. A request for proposal (RFP) was redistributed to 26 firms, with one firm responding – DH Scott and Company. It is recommended that the board authorize the executive director to execute a personal services agreement with DH Scott and Company not to exceed $86,000; also to authorize the executive director to sign an engagement letter with DH Scott and Company which provides a scope and timeline.

Discussion:
Board member Baugh: How does this compare in cost with prior contracts?

Staff member Wallace: HKL was $44,000; another bid that came in from Matson and Isom was $68,000.

Board member Baugh: Have we considered adjusting the project schedule to avoid the time of year that firms are busy with taxes?

Staff member Wallace: Normally these audits are started in August to be completed in November. Audits are due in the spring and cannot be further delayed.

SRTA also does the audit for the City of Shasta Lake and the County of Shasta transportation funds. Those are included in this fee. In order to keep the time and costs down the board could look at having those cities perform their own audits as a part of their own regular program, as does the City of Anderson and the City of Redding.

Chair Moty: Do we get some reimbursement from those agencies?

Executive Director Little: No, but it's probably a fairly small element whether they do it or SRTA does it. The history is that Shasta Lake was not coming in on a timely manner; and it just made sense that SRTA do Shasta county's because we were associated with them.

Chair Moty: Now that we are a stand-alone separate agency it might make sense to revisit that and see if we should have some fee for providing those services for those agencies.

Staff member Wallace: According to statute we would be entitled to receive a $500 refund.

Chair Moty: Perhaps the executive director could do a little research and report back to us if appropriate.

By motion made and seconded (Comnick/Baugh), the staff recommendation passed unanimously with the addition that Executive Director Little bring back to the board a recommendation concerning audits for the City of Shasta Lake and the County of Shasta.

3. **Approve Resolution of Intent to Contract with the California Public Employees' Retirement System (CalPERS); Approve Updated Resolution Regarding Public Employee Medical and Hospital Care Act (PEMHCA); and Authorize New SRTA Hire Under the 2% at 55 Retirement Formula**

Executive Director Little gave a background explanation of how the SRTA board met in February and determined that in the transition to an independent agency it would maintain status quo benefits. This was reaffirmed in May when the board approved the Human Resources Policies and Procedures. Staff and CalPERS have prepared a draft contract. Compared to other agencies, SRTA's retirement costs are lowest and staff pays their full employee share of retirement benefits set at seven percent.

1959 Survivor Benefits is an option in CalPERS available to agencies that do not participate in Social Security. If a staff person were to die before they retire, it's a safety net for their survivor dependent.

The health care resolution is a minor correction. In May, the board adopted a resolution to elect for options for health care under state law. CalPERS now officially recognizes SRTA as a public agency instead of a special district and the current resolution reflects this.

When the board approved the SRTA Human Resources Policies and Procedures to be on par with Shasta County, this board recommended that for new employees, they would be under the 2% at 60 retirement formula, instead of 2% at 55. A few months ago an assistant planner staff member left the agency. SRTA did a job recruitment and in November made a job offer to a new planner who's scheduled to start on Monday (12/4/12). Two weeks ago CalPERS informed staff that they will not let agencies contract initially on a two-tier benefit system. SRTA must contract at one level, then after that, amend the contract to create the second tier. Therefore, staff is recommending that for the new planner position, it be 2% at 55 rather than 2% at 60.

Discussion:
Board member Baugh: When you say you made a job offer, you have hired someone already?

Executive Director Little: Yes, a job offer was made and accepted.

Board member Baugh: How many days later did you get the information from CalPERS?

Executive Director Little: About two weeks.

Board member Baugh: The lack of comfort for me is that we had established a board direction and agreed on it, and this then causes us to have to modify that. The report says that we remain within budget, but that's not the point. It's not what we're spending today; it's what we're spending over the life of a contract and how those totals add up.

By motion made and seconded (Baugh/Hawes), the staff recommendation passed unanimously.

Executive Director Little: This is board member Dickerson's final meeting with the agency. He was here in 1995. He was chair with the Dana to Downtown Project – being on the special committee he helped spearhead what that project ultimately came out to be. Later on as an Assemblyman he got a lot of funding for the Airport Road Bridge project. Recently, with the City of Redding, he's been very heavily involved and an advocate for Interstate 5. Dick has been a good regional thinker. Dick is also currently president of CalCOG, although he won't be able to complete his term.

Chair Moty presented board member Dickerson a plaque on behalf of the board and staff to recognize Dickerson's years of service on the SRTA board.

There being no other business to discuss, chair Moty adjourned the meeting at 4:27 p.m.

Respectfully submitted,

Daniel S. Little, Executive Director

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