STAFF REPORT

MEETING DATE:	**12/20/12**
SUBJECT:	**Minutes of the October 23, 2012, SRTA Meeting**
AGENDA ITEM:	**5-1**
STAFF CONTACT:	**Janie Coffman**

STAFF RECOMMENDATION:

It is recommended that the board approve the minutes of the October 23, 2012, SRTA meeting.

Daniel S. Little, AICP, Executive Director

Attachment: Minutes of the October 23, 2012, SRTA Meeting

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Tuesday, October 23, 2012, 4:00 p.m.
City of Shasta Lake Council Chambers,
4488 Red Bluff Avenue, City of Shasta Lake, 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, Moty, Baugh, Watkins, Comnick and Hawes were present.

1. **Call to Order**
Chair Moty called the meeting to order at 4:02 p.m.

2. **Pledge of Allegiance**

3. **Staff Introductions**

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

Consent Calendar

5-1 **Minutes of March 15, 2012, RTPA Meeting**

5-2 **Minutes of May 22, 2012, RTPA Meeting**

5-3 **Minutes of June 26, 2012, RTPA Meeting**

5-4 **Future Meeting Schedule Through October 2013 – Information Only**

5-5 **Approve Conflict of Interest Code**

5-6 **Correspondence**

5-7 **Public Transit Modernization, Improvement, and Service Enhancement Account (PTMISEA) and California Transit Assistance Fund (CTAF) Access Authority**

Board member Baugh abstained from item 5-1. Board member Hawes abstained from item 5-3.

By motion made, seconded and unanimously carried (Comnick/Jones), the consent calendar was approved.

Regular Calendar

6. Executive Director's Report

Executive Director Little reported on the Regional Surface Transportation Program (RSTP). Mr. Little noted that there are going to be new revenues in that program. When the SRTA receives RSTP money it is distributed to the three cities and the county, based on population.

There is a handout that was distributed to the board; it is a one page summary of who the SRTA is and what it does.

Today is board member Norma Comnick's last meeting. She has been on the SRTA board for 12 years. December will be Glenn Hawes' last meeting. He has been on the SRTA board for 14 years.

7. Appoint SRTA Fiscal Committee and Delegate Authority to Approve Audit Agreement

Executive Director Little explained that in May the board approved the financial compliance procedures which set up a provision for a fiscal committee. The purpose of the fiscal committee is to review annual audit findings, monitor the agency's financial activities, and review the fiscal policies. The fiscal committee is a standing committee that would meet a minimum of twice a year and be subject to the Brown Act. Staff is recommending up to three committee members; the chair, vice-chair and a standing third member who has fiscal expertise.

Mr. Little noted that the agency's annual audit consultant withdrew from the personal service agreement (PSA). Staff has contacted the second bidder from the RFP to see if they want to conduct the audit. If not, there is still time to do a request for proposals. It is recommended that this fiscal committee be delegated authority by the board to approve the agreement to save time.

Board member Baugh motioned for Chair Moty and the vice chair to be appointed as members of the fiscal committee.

Discussion:

Board member Baugh: The chair will be changing at the end of the year, that third member might indeed be Mr. Moty, and then reappoint the new vice chair. I was thinking along those lines by not including a third person at this time.

Board member Dickerson: Except if we're in somewhat of a hurry to get this contract agreement before December, we should have a third person. Even if it's temporary, so we can progress in a timely manner. Our next chance to appoint that person would be at the December meeting.

Chair Moty: We could have a special meeting in a week or so and decide then.

Executive Director Little: Just to clarify, that with a fiscal committee, I don't see why any board member who is interested couldn't attend. But the official committee would be as designated. Also to clarify board member Baugh's motion, the members are the chair and vice chair, with board member Moty as a standing member. The committee could function as two because that's what our procedures allow. But it will jump to a third member when board member Moty is no longer chair.

By motion made and seconded (Baugh/Watson), the recommendation, as clarified by staff, passed unanimously.

8. Amend Executive Director Employment Agreement

Executive Director Little explained that the board approved an employment agreement for the executive director in June. The board had disagreement over flexible medical spending and the appropriate amount that would be a benefit to both the agency and the employee. The three-board-member evaluation committee now recommends a $300 flat rate per month, keeping in mind that the agency will be paying $650 per month if the executive director stays enrolled in a medical program. Participation is optional; if circumstances change it's not required to take the in-lieu payment. The executive director could always opt to do the agency insurance instead.

Discussion:
Chair Moty: If someone opts out of our insurance they have to have a suitable alternate insurance.

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

Closed Session

9. Executive Director's Evaluation

Chair Moty recessed the board to a closed session to perform the executive director's evaluation.

Open Session

Chair Moty noted that the executive director's evaluation was performed and unanimously approved by all board members. The evaluation has a three–tier rating: 1) does not meet expectations; 2) meets expectations; 3) exceeds expectations. The majority of Dan's ratings were very high. He was asked to work on a few areas, but overall his performance has been exceptional and he has been a great service to the community. The board wishes him to continue in his efforts and move the SRTA forward as an independent agency.

There being no other business to discuss, Chair Moty adjourned the meeting at 4:48 p.m.

Respectfully submitted,

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Daniel S. Little, AICP, Executive Director

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