

STAFF REPORT



MEETING DATE:	April 27, 2023
SUBJECT:	Discuss Recommendations on Meeting Frequency and Funding Workshops
AGENDA ITEM:	12
STAFF CONTACT:	Sean Tiedgen, AICP, Executive Director

SUMMARY:

At the February board of directors meeting two topics were brought up for future discussion: 1) meeting frequency; and 2) information on transportation funding programs. The Fiscal and Policy Committee met with the executive director on April 7, 2023, to discuss these items including the timing of meetings with core agency activities, level of staff effort to prepare for board meetings, and the desire for board member education on agency activities and funding programs. It's recommended the board keep the same meeting schedule but consider starting earlier to allow for informational "workshops" on agency planning and programming activities and funding resources.

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Maintain the existing board meeting frequency as outlined in SRTA's bylaws; and
2. Direct the executive director to schedule future meetings to start at 2:30 p.m. to accommodate ongoing training on topics of interest to the board of directors.

DISCUSSION:

At the February board of directors meeting two primary topics were brought up for future discussion: 1) discuss frequency of board meetings and possibility of meeting more frequently; and 2) request of more information about transportation funding.

SRTA's Bylaws specify the agency's meeting schedule (see attachment). Generally, board meetings are held on the last Thursday of the month in February, April, June, October, and December. Additionally, special or emergency meetings can be requested at any time by the Chair or a majority of the board members.

The current meeting schedule is consistent with other smaller metropolitan planning organizations (MPO) and matches well with federal and state deadlines for regularly occurring regional planning and programming activities (*i.e., Overall Work Program, Unmet Transit Needs process, Transportation Development Act Budgeting, Federal/Regional Transportation Improvement Programs*) and various grant application schedules (*e.g., active transportation, Caltrans planning grants, transit planning and capital grants,*). Additionally, SRTA staff generally meet with SRTA's Technical Advisory Committee (TAC) two weeks prior to a board meeting to discuss relevant projects and programs that will be presented, to receive feedback, and, where needed, reach consensus on staff recommendations.

During the Fiscal and Policy Committee meeting it was discussed that, due to having several new board members this year, there is a desire by board members to receive in-depth training and education on transportation funding programs (*e.g., When are funds available? Who can apply? What types of projects are eligible?*), SRTA's responsibilities/role as the region's MPO and regional

transportation planning agency, and associated planning and programming activities, including those that happen infrequently every two or four years.

Staff suggested providing short, informational “workshops” focused on certain topics, activities, or programs at the beginning of existing meetings. The Fiscal and Policy Committee supported this idea and suggested two additional items:

1. The board of directors consider starting future meetings thirty minutes earlier (i.e., start at 2:30 p.m. instead of 3:00 p.m.); and
2. Asked that the executive director tailor each meeting “workshop” to one or more items on that meeting’s agenda.

The following tentative workshop topics are proposed for the remainder of meetings in 2023 for board review and discussion:

- June meeting – Federal transportation funding
- October meeting – Regional Transportation Improvement Program
- December meeting - State transportation funding

ALTERNATIVES:

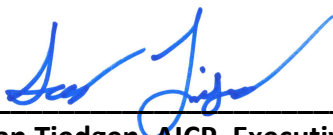
The board of directors may request a future meeting item to amend SRTA’s bylaws related to meeting frequency, direct the executive director to start future meetings at a different time as proposed or keep the same time, propose a different format for workshops to the one recommended, or propose different topics for discussion at future meetings.

FISCAL & POLICY COMMITTEE REVIEW:

The Fiscal and Policy Committee reviewed the information presented on April 7, 2023. The Committee recommends the board of directors maintain the existing meeting schedule but consider starting meetings at 2:30 p.m. instead of 3:00 p.m. to allow for short, informational “workshops” from SRTA staff on topics such as transportation funding programs, regional planning activities, or programming activities.

FISCAL IMPACT

These actions have no net fiscal impact on the agency as meeting activities are factored into SRTA’s comprehensive and Overall Work Program budgets.



Sean Tiedgen, AICP, Executive Director

Attachment: SRTA Bylaws, Article 4 – Meetings

SRTA Bylaws, Article 4 – Meetings

ARTICLE 4 - MEETINGS

SECTION 1: Regular meetings of the SRTA shall generally be held on the last Thursday of the month in February, April, June, October, and December, or as necessary, at a time and location that is mutually agreeable to the Board. The Chair or Executive Director may reschedule regular meetings, as the need arises. The Executive Director shall cause written notice of all regular meetings to be given to all members of the Board at least 72 hours in advance of the meetings. The notice shall contain an agenda for the meeting, and the time and location of the meeting.

SECTION 2: Special meetings of the SRTA may be called by the Chair or upon written request of four members of the Board. The Executive Director shall cause notice of all special meetings to be given to all members of the Board, and to all media outlets that have requested notice in writing, at least 24 hours in advance of the meetings. The notice shall state the time, location, and purpose of the meeting. Only the matters specified in the notice may be considered at the special meeting.

SECTION 3: Any regular or special meeting may be adjourned to a time and location specified in the order of adjournment. If all Board members are absent, the Executive Director may adjourn the meeting to a stated time and location. If one or more Board members are present, but less

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than a quorum, the members present may adjourn the meeting to a mutually agreed upon time and location.

SECTION 4: When the majority of the Board determines that an emergency situation exists, it may call an emergency meeting. Telephonic notice must be provided to all media outlets that have requested that they receive notice of any special meetings at least one hour prior to the meeting, or as otherwise provided by the Ralph M. Brown Act (California Government Code Section 54950 et seq.).

SECTION 5: All meetings of the SRTA shall be open to the public and held in accordance with the Ralph M. Brown Act and open meeting laws.

SECTION 6: All committees and working groups of the SRTA shall meet on the call of the Executive Director. Each committee or working group member shall be notified of a meeting, either personally or by written notice, at least three calendar days prior to the meeting.

SECTION 7: When the Board is scheduled to consider a matter that requires a public hearing, notice of such public hearing shall be published in a local newspaper of general circulation at least 10 days prior to the hearing. In the case of the annual unmet transit needs hearing, held in accordance with California Public Utilities Code Section 99238.5, the notice of public hearing shall be published at least 30 days prior to the hearing. All notifications shall be consistent with the SRTA Public Participation Plan.

ARTICLE 5 - CONDUCT OF MEETINGS