

STAFF REPORT



MEETING DATE:	April 15, 2024
SUBJECT:	Approve Action Minutes of the February 20, 2024, Fiscal and Policy Committee Meeting
AGENDA ITEM:	3
STAFF CONTACT:	Amy Lindsey, Administrative Associate

STAFF RECOMMENDATION:

It is recommended that the Fiscal and Policy Committee approve action minutes of the February 20, 2024, Fiscal and Policy Committee Meeting.

A handwritten signature in blue ink, appearing to read "Sean Tiedgen", is written over a horizontal line.

Sean Tiedgen, AICP, Executive Director

Attachment: Action Minutes of the February 20, 2024, Fiscal and Policy Committee Meeting

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY FISCAL & POLICY COMMITTEE

Tuesday, February 20, 2024

2:15 p.m., or as soon thereafter as may be heard
1255 East Street, Suite 202, Salmon Room

(Note: The following minutes are not intended to serve as a transcript or verbatim record of the proceedings of the Shasta Regional Transportation Agency Fiscal & Policy Committee, but rather as a record of the meeting time, place, attendance, and actions taken, if any.)

Committee members Audette, Gallagher, and Mezzano were present.

The following SRTA staff were present: Executive Director Sean Tiedgen, Chief Fiscal Officer Jessica Carlson, Senior Transportation Planner Jennifer Pollom, and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**

Board Chair Mezzano called the meeting to order at 2:15 p.m.

2. **Public Comment Period**

No comments were received during the public comment period.

3. **Approve December 1, 2023, Fiscal & Policy Committee Meeting Action Minutes**

By motion made and seconded (Audette/Gallagher), the minutes passed unanimously.

4. **Approve Executive Director to Apply for Card Purchasing through Five Star Bank Instead of CalCards**

It is recommended that the Fiscal and Policy Committee:

1. Receive an update on efforts to acquire purchasing cards for agency staff;
Authorize the executive director to apply for purchasing cards through Five Star Bank rather than participate in the CAL-Card program with U.S. Bank, including executing the necessary forms; and
2. Authorize the executive director to make minor administrative amendments to application forms as requested.

Five Star Bank VP/Treasury Sales Manager Lisa Stewart gave a presentation to the Fiscal & Policy Committee about the benefits of using Five Star's purchasing card for agency staff and answered clarifying questions.

Chief Fiscal Officer Jessica Carlson presented the staff recommendations and answered clarifying questions. Executive Director Sean Tiedgen will be issued a card at the account opening. SRTA staff will develop a Card Purchasing Policy for board approval before other staff cards are issued.

By motion made, seconded (Mezzano/Gallagher), and unanimously carried, the staff recommendation passed unanimously.

5. **Receive Verbal Update on COLA/Benefits Review by Bryce Consulting**

Executive Director Sean Tiedgen gave an update and answered clarifying questions to the committee regarding the 2024 salary compensation study. Mr. Tiedgen would like to bring the draft study to the board of directors in April and the final study to be presented in June for approval.

Update only, no action taken.

6. **Receive Verbal Update on SRTA Building Project**

Executive Director Sean Tiedgen gave an update and answered clarifying questions regarding upcoming SRTA building maintenance items. Those items include 1) Replacement of two HVAC systems in Suite 100; and 2) Parking lot improvements. SRTA solicited bids on January 29, 2024. One bid was received. Goehring & Son Construction Inc. (G&S Construction) was the sole and lowest bidder at \$331,910.

Update only, no action taken.

7. **Receive Verbal Update on Fiscal Year 2022/23 Fiscal and Compliance Audit**

Chief Fiscal Officer Jessica Carlson gave an update and answered clarifying questions regarding the FY 2022/23 Fiscal and Compliance Audit.

Update only, no action taken.

8. **Receive Verbal Update on SRTA staffing**

Executive Director Sean Tiedgen gave an update and answered clarifying questions regarding plans to hire an Accounting Clerk Apprentice/Intern to assist with the agency's expanding fiscal workload due to increased federal and state requirements. Staff are looking to hire through Shasta College's ASET program. This position will be a temporary, full-time, 18-month position, with applicable benefits.

Update only, no action taken.

9. **Receive Information on Changes to US EPA PM2.5 Emission Standards**

Executive Director Sean Tiedgen gave an update and answered clarifying questions to the committee regarding changes to United States Environmental Protection Agency's particulate matter (PM) 2.5 pollutant standards and the potential impact to the agency.

Information only, no action taken.

10. **Receive Verbal Update on Hydrogen Funding Provided by CalSTA**

Executive Director Sean Tiedgen gave an update and answered clarifying questions to the committee regarding hydrogen funding provided by CalSTA. Due to the SRTA Board of Directors not approving SB125 dollars as match to the \$9 million grant, CalSTA will look at other options in the state to use the federal funds provided to California for hydrogen fuel projects.

Update only, no action taken.

11. There being no further business, board member Mezzano adjourned the meeting at 2:56 p.m.

Respectfully submitted,

Sean Tiedgen, AICP, Executive Director
SMT/acl