STAFF REPORT

MEETING DATE:	**April 28, 2022**
SUBJECT:	**Approve Action Minutes of the February 24, 2022, SRTA Board of Directors Meeting and March 29, 2022, Special Board of Directors Meeting**
AGENDA ITEM:	**5-1**
STAFF CONTACT:	**Amy Lindsey, Administrative Associate**

STAFF RECOMMENDATION:

It is recommended that the board of directors approve action minutes of the February 24, 2022, SRTA Board of Directors meeting and March 29, 2022, Special Board of Directors Meeting.

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Sean Tiedgen, AICP, Executive Director

Attachment: Action Minutes of the February 24, 2022, SRTA Board of Directors Meeting and March 29, 2022, Special Board of Directors Meeting

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
REGULAR MEETING
Thursday, February 24, 2022, 3:00 p.m.
Zoom Meeting

(Note: The following 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, attendance, and actions taken, if any.)

Item #1 **Call to Order/Roll Call**

Chair Watkins called the meeting to order at 3:00 p.m.

Board members Chimenti, Moty, Browning, Rickert, Mezzano, and Watkins were present. Board member Schreder arrived at 3:02 p.m.

Item #2 **Pledge of Allegiance**

Item #3 **Staff Introductions**

Item #4 **Elect SRTA Chair and Vice-Chair**

Staff recommendation: It is recommended that the board of directors nominate and elect a chair and vice-chair to serve a one-year term effective immediately.

By motion made, seconded (Schreder/Rickert) and unanimously carried by roll call vote, board member Browning was nominated the 2022 SRTA chair and board member Mezzano was nominated 2022 SRTA vice-chair.

Item #5 **Appoint SRTA Fiscal and Policy Committee and an Alternate to Executive Director Recruitment Committee**

Staff recommendation: It is recommended that the board of directors appoint:

1. Two Fiscal and Policy Committee members and one alternate to serve with the newly-elected chair, effective through February 2023; and
2. One alternate to serve on the Executive Director Recruitment Committee.

By motion made, seconded (Schreder/Mezzano) and unanimously carried by roll call vote, board members Schreder and Rickert were nominated to serve with Chair Browning on the SRTA Fiscal and Policy Committee. Alternate will be board member Chimenti. Board member Rickert will serve as the alternate on the Executive Director Recruitment Committee.

Item #6 **Public Comment Period**

Caltrans District 2 Director Dave Moore presented Executive Director Dan Little with a plaque and congratulated him on his upcoming retirement and a job well done!

Member of the public Ed Marek spoke about the Salmon Runner. It is Mr. Marek's opinion that the Salmon Runner analyst made an error when studying the battery life for the Salmon Runner busses. Mr. Marek is requesting that SRTA reopen the subject for discussion.

Consent Calendar

Item #7-1 **Approve Action Minutes of the December 13, 2021, SRTA Board of Directors Meeting**

Item #7-2 **Future Meeting Schedule Through April 2023—Information Only**

Item #7-3 **Approve Cash Disbursements for December 2021 through January 2022**

Item #7-4 **Accept SRTA Second Quarter Comprehensive Budget Report for Fiscal Year (FY) 2021/22**

Item #7-5 **Correspondence—Information Only**

Item #7-6 **Receive Update on ShastaConnect Transit Services**

Item #7-7 **Receive Update on Safety Performance Targets for the Shasta Region**

Item #7-8 **Approve Local Transportation Fund Apportionments**

By motion made, seconded (Mezzano/Moty), and unanimously carried by roll call vote, the consent calendar was approved.

Regular Calendar

Item #8 **Executive Director's Report**
A verbal report was provided as an information item.

Item #9 **SRTA Board Members Report on Attendance at Conference/Meetings Reimbursed at SRTA Expense (Requirement of Assembly Bill 1234)**
No conferences/meetings attended.

Item #10 **Review Fiscal Year 2022/23 Annual Transit Needs Assessment and Preliminary Recommendations (Public Hearing)**
Staff recommendation: It is recommended that the board of directors:

1. Hold a public hearing to receive public comments on unmet transit needs findings;
2. Provide any further direction to staff regarding preliminary FY 2022/23 Unmet Transit Needs recommendations, as documented in the draft FY 2022/23 Transit Needs Assessment (available through Attachment A link at the end of this staff report); and

3. Direct staff to prepare responses to any additional public comments received.

Public hearing opened.

No one spoke.

Public hearing closed.

Senior Transportation Planner Jennifer Pollom received comments and answered questions to the board. Unmet transit needs findings will be presented alongside the proposed FY 2022/23 TDA budget at the April 28, 2022, meeting of the SRTA Board of Directors.

No action taken.

Item #11 **<u>Review Draft Work Elements and Planning Budget for the Fiscal Year 2022/23 Overall Work Program</u>**

It is recommended that the board of directors review draft FY 2022/23 work element worksheets and planning budget and provide guidance to staff.

Senior Transportation Planner Daniel Wayne received comments and answered questions to the board. A final FY 22/23 Overall Work Program will be provided at the April 28, 2022, meeting of the SRTA Board of Directors.

No action taken.

Item #12 **<u>Approve Updates to SRTA's Human Resources Policies</u>**

It is recommended that the board of directors update SRTA policies authorizing the executive director to:

1. Hire employees at any step from the agency's compensation plan;
2. Create new class specifications compensated at or below the senior transportation planner level; and
3. Make minor, non-substantive updates and corrections.

By motion made and seconded by roll call vote (Watkins/Schreder), the staff recommendation passed unanimously.

Item #14 **<u>Designate Current Executive Director as Executive Director Retired Annuitant</u>**

It is recommended that the board of directors designate the current executive director as interim executive director retired annuitant, effective April 7, 2022, for a limited term through June 30, 2022.

By motion made and seconded by roll call vote (Schreder/Mezzano), the staff recommendation passed unanimously.

Item #15 **<u>Approve Regional Surface Transportation Program (RSTP) Policy Update</u>**

It is recommended that the board of directors:

1. Approve the Regional Surface Transportation Program (RSTP) Policy Update; and
2. Authorize the executive director to approve minor administrative amendments to RSTP policies.

By motion made and seconded by roll call vote (Mezzano/Watkins), the staff recommendation passed unanimously by board members present. Board Member Chimenti lost phone connection during this item and was unable to vote.

Item #16 **<u>Receive Presentation on Fix 5 Cascade Gateway</u>**

It is recommended that the board of directors receive a presentation on the Fix 5 Cascade Gateway (F5CG) Project.

Senior Transportation Planner Daniel Wayne and Caltrans, District 2, Project Manger Eric Orr gave a presentation on the Fix 5 Cascade Gateway (F5CG) Project to the board of directors and answered questions.

No action taken.

Item #17 **<u>Receive Updates on Hydrogen Fuel Cell Activities in the Shasta Region</u>**

It is recommended that the board of directors receive an update on regional hydrogen fuel cell activities.

Senior Transportation Planner Sean Tiedgen and Shasta Economic Development Corporation (Shasta EDC) President Todd Jones gave a presentation to the board of directors and answered questions.

Member of the public Ed Merek spoke about hydrogen fuel cell activities in the region. It is Mr. Merek's opinion, regarding long-term transportation, that dynamic charging is cheaper with electric vehicles versus hydrogen fuel cell vehicles.

No action taken.

Item #18 **<u>Suggestions from Board Members Relative to Potential Topics for Future Board of Directors Meetings</u>**

No suggestions were made.

There being no other business to discuss, Chair Browning adjourned the meeting at 5:07 p.m.

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director
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UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
SPECIAL MEETING
Tuesday, March 29, 2022, 9:00 a.m.
Zoom Meeting

(Note: The following 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, attendance, and actions taken, if any.)

Item #1 **Call to Order/Roll Call**
Chair Browning called the meeting to order at 9:00 a.m.

Board members Chimenti, Browning, Rickert, Mezzano, and Watkins were present. Board Member Schreder arrived at 9:02 a.m.

Item #2 **Public Comment Period**
No one wished to speak.

Regular Calendar

Item #3 **Designate Current Executive Director as a Retired Annuitant and Waive 180-Day Separation Requirement**
It is recommended that the board of directors designate the current executive director as a retired annuitant, effective April 6, 2022, for a limited-term through June 30, 2022, and waive the CalPERS 180-day separation requirement, pursuant to resolution 22-01.

By motion made and seconded by roll call vote (Schreder/Rickert), the staff recommendation passed unanimously.

There being no other business to discuss, Chair Browning adjourned the meeting at 9:06 a.m.

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director
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