STAFF REPORT

MEETING DATE:	**December 13, 2016**
SUBJECT:	**Action Minutes of the September 13, 2016, SRTA Meeting**
AGENDA ITEM:	**5-1**
STAFF CONTACT:	**Amy Lindsey, Executive Assistant**

STAFF RECOMMENDATION:

It is recommended that the board of directors approve the action minutes of the September 13, 2016, SRTA meeting.

Daniel S. Little, AICP, Executive Director

Attachment: Action Minutes of the September 13, 2016, SRTA Meeting

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Tuesday, September 13, 2016, 3:00 p.m.
City of Shasta Lake Council Chambers
4488 Red Bluff Avenue, city of Shasta Lake, California

(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.)

Board members Moty, Watkins, Baugh, Kehoe, Sullivan, and Schappell (alternate) were present.

1. Call to Order
Chair Moty called the meeting to order at 3:06 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 Action Minutes – June 28, 2016, SRTA Meeting

5-2 Future Meeting Schedule Through October 2017 – Information Only

5-3 Approve Disbursements

5-4 Approve SRTA Financial Statements

5-5 Correspondence – Information Only

5-6 Approve Updated SRTA Procurement Policies

5-7 Approve Amendment #1 to the Fiscal Year 2016/17 Overall Work Program (OWP)

5-8 Approve Notice of Completion for SRTA Building Remodel Project

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

Regular Calendar

6. **Executive Director's Report**
Informational item only.

7. **Recognize Executive Assistant Janie Coffman for 15 Years of Outstanding Service to SRTA Upon Her Retirement**
Staff recommendation: The board of directors acknowledged Executive Assistant Janie Coffman for 15 years of outstanding service to the agency and wish her well in retirement.

Acknowledgement was given by SRTA Board, Shasta Regional Transportation Agency, city of Redding, and county of Shasta.

8. **Adopt the Shasta 2017 Federal Transportation Improvement Program (Public Hearing)**
Staff recommendations:
   1. Hold a public hearing;
   2. Adopt the Shasta 2017 FTIP, pursuant to Resolution Number 16-11; and
   3. Authorize the executive director to make minor revisions and administrative modifications to the Shasta 2017 FTIP in response to any further public comments.

Public hearing opened.

No one spoke.

Public hearing closed.

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

9. **Authorize Executive Director to execute a Technical Services Agreement with Toole Design Group to develop the GoShasta Regional Active Transportation Plan and city of Redding Active Transportation Plan**
Staff recommendation: The board of directors authorize the executive director to execute a Technical Services Agreement with Toole Design Group to develop the GoShasta Regional Active Transportation Plan and city of Redding Active Transportation Plan, for a term ending December 31, 2018, not to exceed $249,997.

By motion made and seconded (Kehoe/Sullivan), the staff recommendation passed unanimously.

There being no other business to discuss, Chair Moty adjourned the meeting at 4:46 p.m.

Respectfully submitted,

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Daniel S. Little, AICP, Executive Director

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