STAFF REPORT

MEETING DATE:	**April 23, 2019**
SUBJECT:	**Approve Action Minutes of the February 26, 2019, SRTA Board of Directors 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 February 26, 2019, SRTA Board of Directors meeting.

Dan Little
____
Daniel S. Little, AICP, Executive Director

Attachment: Action Minutes of the February 26, 2019, SRTA Board of Directors Meeting

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Tuesday, February 26, 2019, 3:00 p.m.
Shasta County Board Chambers
1450 Court Street, Suite 263, Redding, 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 Schreder, Chimenti, Rickert, S. Morgan, Browning, Winter, and Watkins were present.

1. Call to Order
Executive Director Dan Little called the meeting to order at 3:05 p.m.

2. Pledge of Allegiance

3. Staff Introductions

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 (Winter/Rickert) and unanimously carried, board member Schreder was nominated the 2019 SRTA chair.

By motion made, seconded (Chimenti/Schreder) and unanimously carried, board member Moty was nominated the 2019 SRTA vice-chair.

5. Appoint SRTA Fiscal Committee
Staff recommendation: It is recommended that the board of directors appoint one new Fiscal Committee member and one alternate to serve with the newly-elected chair and SRTA Board Member Moty, effective through February 2020.

By motion made, seconded (Chimenti/Morgan) and unanimously carried, board members Schreder, Browning, and Moty were appointed/reappointed to the SRTA Fiscal Committee.

6. Appoint SRTA Human Resources Committee
Staff recommendation: It is recommended that the board of directors appoint two new Human Resources Committee members and one alternate to serve with the newly-elected chair, effective through February 2020.

By motion made, seconded (Chimenti/Winter) and unanimously carried, board members Schreder, Browning, and Moty were appointed/reappointed to the SRTA Human Resources Committee. By motion made, seconded (Browning/Rickert) and unanimously carried, board member Chimenti was appointed as the alternate for both Fiscal and Human Resources committees in the event a regular member cannot attend.

7. Public Comment Period

There was no one who wished to speak during the public comment period.

Consent Calendar

8-1 Action Minutes – October 9, 2018, SRTA Meeting

8-2 Future Meeting Schedule Through February 2020 – Information Only

8-3 Approve Disbursements

8-4 Approve SRTA Financial Statements

8-5 Correspondence – Information Only

8-6 Appoint Social Services Transportation Advisory Council (SSTAC) Members

8-7 Approve Updated SRTA Procurement and Grant Contract and Management Policies

8-8 Approve Enrollment in CalPERS Supplemental Income 457 Plan

8-9 Accept Fiscal Year 2017/18 Fiscal and Compliance Audit

8-10 Adopt 2018 Statewide Performance Targets for the Shasta Region

8-11 Review and Approve Amendment #4 to SRTA's Fiscal Year 2018/19 Budget and Overall Work Program

8-12 Amend Technical Services Agreement with CivicPlus for Website Maintenance to Extend by One Year

By motion made, seconded (Rickert/Browning) and unanimously carried, the consent calendar was approved. Board members Winter, Chimenti, and Browning abstained from Item No. 8-1.

Regular Calendar

9. Executive Director's Report

Informational item only.

10. SRTA Board Members Report on Attendance at Conference/Meetings Reimbursed at SRTA Expense (Requirement of Assembly Bill 1234)

No conference/meetings attended.

11. Review FY 2019/20 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; and
2. Provide any further direction to staff regarding preliminary FY 2019/20 Unmet Transit Needs recommendations; and
3. Direct staff to prepare responses to public comments received.

Public hearing opened.

No one spoke.

Public hearing closed.

By motion made and seconded (Winter/Rickert), the staff recommendation passed unanimously.

12. Receive Public Comment on the Discontinuation of Redding Area Bus Authority (RABA) Airport Express Service, Adopt Resolution 19-03 Finding that the RABA Airport Express Service is No Longer Reasonable to Meet, and End Funding Effective March 1, 2019

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

1. Receive public comment on the discontinuation of the Redding Area Bus Authority's Airport Express service; and
2. Adopt Resolution 19-03 finding that the Redding Area Bus Authority (RABA) Airport Express service is no longer reasonable to meet and end funding effective March 1, 2019.

Public comment opened.

No one spoke.

Public comment closed.

By motion made and seconded (Morgan/Winter), the staff recommendation passed unanimously.

14. Approve Sunday Transit Services Business Plan

Staff recommendation: It is recommended that the board of directors approve the ShastaConnect Sunday On-Demand Transit Service Business Plan and direct staff to take initial steps to begin the service this summer.

By motion made and seconded (Winter/Rickert), the staff recommendation passed unanimously.

15. North State Intercity Bus Progress Report

Staff recommendation: It is recommended that the board of directors receive an update on the North State Intercity Bus Project and provide any additional comments and/or direction to staff.

By motion made and seconded (Winter/Rickert), the staff recommendation passed unanimously.

16. <u>Authorize Agreement for On-Call Transit Outreach and Marketing Services</u>

Staff recommendation: It is recommended that the board of directors authorize the chair to execute a technical services agreement with Circa Now, LLC for on-call transit outreach and marketing services, for a three-year term, with an optional extension of up to two additional years, for a not-to-exceed amount of $300,000.

SRTA Executive Director Dan Little recused himself from this item for possible conflict of interest and left the board chambers.

By motion made and seconded (Winter/Chimenti), the staff recommendation passed unanimously. SRTA Executive Director Dan Little returned to the board chambers.

17. <u>Review Scope of FY 2019/20 Adaptation Planning Grant Application to Help Improve the Safety, Resiliency, and Efficiency of Transportation Systems</u>

Staff recommendation: It is recommended that the board of directors receive a presentation regarding an application for the FY 2019/20 Caltrans Adaptation Planning Grant Program and provide any comments or further recommendation to staff.

By motion made and seconded (Browning/Rickert), the staff recommendation passed unanimously.

18. <u>Approve Preliminary Regional Planning Priorities, Work Elements, and Planning Budget for the Fiscal Year (FY) 2019/2021 Overall Work Program (OWP)</u>

Staff recommendation: It is recommended that the board of directors approve preliminary regional planning priorities, work elements, and the planning budget for the FY 2019/2021 OWP and provide any additional guidance or comments.

By motion made and seconded (Winter/Morgan), the staff recommendation passed unanimously.

There being no other business to discuss, Chair Schreder adjourned the meeting at 4:56 p.m.

Respectfully submitted,

____

Daniel S. Little, AICP, Executive Director
/acl