STAFF REPORT

MEETING DATE:	**December 10, 2019**
SUBJECT:	**Approve Action Minutes of the October 22, 2019, SRTA 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 the action minutes of the October 22, 2019, SRTA Board of Directors meeting.

Daniel S. Little, AICP, Executive Director

Attachment: Action Minutes of the October 22, 2019, SRTA Board of Directors Meeting

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Tuesday, October 22, 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, Moty, Browning, McElvain, and Watkins were present.

1. **Call to Order**
Chair Schreder called the meeting to order at 3:03 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 **Approve Action Minutes of the June 25, 2019, SRTA Board of Directors Meeting**

5-2 **Future Meeting Schedule Through October 2020 – Information Only**

5-3 **Approve Disbursements**

5-4 **Approve SRTA Financial Statements**

5-5 **Correspondence – Information Only**

5-6 **Approve Minor Technical Changes to SRTA State of Good Repair Program Policy for Transit Projects**

5-7 **Adopt Resolution 19-14 Approving Transit-Related Project List for Fiscal Year 2019/20 California State of Good Repair Program**

5-8 **Adopt Resolution 19-15 Certifying Federal Transit Administration Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Applications**

5-9 **Adopt Resolution 19-13 Delegating Authority to Request Disbursements from the CalPERS California Employers' Retiree Benefit Trust Fund**

5-10 **Accept Fiscal Year 2018/19 Fiscal and Compliance Audit**

5-11 Authorize the Executive Director to Execute a Lease Agreement and Administrative Amendment to SRTA's Contract with Dignity Health Connected Living for Specialized Transportation Services

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

Regular Calendar

6. Executive Director's Report

A verbal report was provided as an information item.

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

No conference/meetings attended.

8. Approve 2020 Regional Transportation Improvement Program (RTIP) Preliminary Recommendations

Staff recommendation: It is recommended that the board of directors review and provide feedback on preliminary recommendations for the 2020 RTIP.

The board of directors provided feedback to Executive Director Dan Little on the preliminary recommendations for the 2020 Regional Transportation Improvement Program (RTIP). No action was taken.

9. Receive Report on ShastaConnect Sunday On-Demand Transit Service

Staff recommendation: It is recommended that the board of directors receive a report on the start of the ShastaConnect Sunday On-Demand Transit Service, including initial ridership.

The board of directors received a presentation from Senior Transportation Planner Sean Tiedgen about the launch of the ShastaConnect Sunday On-Demand Transit Service. No action was taken.

10. Authorize Technical Services Agreement for Active Transportation Program (ATP)

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

1. Authorize the executive director to enter into a technical services agreement (TSA) with Evan Brooks Associates to write up to 11 ATP grant applications, for a term ending June 30, 2022, not to exceed $153,743; and
2. Authorize the executive director to make minor administrative amendments to the agreement.

By motion made and seconded (Moty/Watkins), the staff recommendation passed unanimously.

11. Approve Human Resources Policy Updates

Staff recommendation: It is recommended that the board of directors approve revisions to SRTA's Human Resources (HR) Policies and Procedures Manual.

By motion made and seconded (Moty/Rickert), the staff recommendation passed with six board members in favor (Chimenti, Rickert, Moty, McElvain, Schreder, and Watkins); and one board member opposed (Browning).

12. Receive Presentation on New Agency Website Concept and Authorize a New Five-Year Technical Services Agreement for Web Hosting and Technical Support

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

1. Receive a presentation and provide feedback to staff on the draft SRTA website concept;
2. Authorize the executive director to execute a technical services agreement with the selected vendor for web hosting and technical support, for a five-year term, with an option to extend by one year, for a total not-to-exceed amount of $33,281 over the next six years; and
3. Authorize the executive director to make minor administrative amendments to the agreement.

By motion made and seconded (McElvain/Moty), the staff recommendation passed unanimously.

14. Award Funding to City of Redding for Park Marina Corridor Plan

Staff recommendation: It is recommended that the board of directors authorize the executive director to amend the city of Redding's subrecipient cooperative agreement, adding up to $140,784 in Senate Bill 1 (SB1) Formula Planning funds and up to $49,216 in Planning Programming and Monitoring (PPM) as matching funds, for a total of up to $190,000, for the purpose of conducting a Park Marina Corridor Plan.

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

15. SUGGESTIONS FROM BOARD MEMBERS RELATIVE TO POTENTIAL TOPICS FOR FUTURE BOARD OF DIRECTORS MEETINGS

No suggestions made.

There being no other business to discuss, Chair Schreder adjourned the meeting at 4:20 p.m.

Respectfully submitted,

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Daniel S. Little, AICP, Executive Director
smt/acl