STAFF REPORT

MEETING DATE:	**June 30, 2022**
SUBJECT:	**Approve Action Minutes of the April 7, 2022, and April 13, 2022, Special SRTA Board of Directors Meetings and April 28, 2022, 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 action minutes of the April 7, 2022, and April 13, 2022, special SRTA Board of Directors meetings and April 28, 2022, SRTA Board of Directors meeting.

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Sean Tiedgen, AICP, Executive Director

Attachments:

A: Action minutes of the April 7, 2022, special SRTA Board of Directors Meeting

B: Action minutes of the April 13, 2022, special SRTA Board of Directors Meeting

C: Action minutes of the April 28, 2022, SRTA Board of Directors Meeting

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
SPECIAL MEETING
Thursday, April 7, 2022, at 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 Browning called the meeting to order at 3:05 p.m.

Board members Chimenti, Rickert, Mezzano, and Watkins were present. Board Member Schreder arrived via Zoom at 3:13 p.m. Board member Jones was absent.

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

Regular Calendar

CLOSED SESSION

At 3:06 p.m., the SRTA Board of Directors recessed to a closed session to discuss the following item.

Item #3 **Appointment of Executive Director**
(Government Code Section 54957)
It is recommended that the board of directors provide direction to the recruitment subcommittee to enter into negotiations with the successful candidate and return to the board for contract ratification.

OPEN SESSION

Direction was given to the recruitment subcommittee. No reportable action.

There being no other business to discuss, Chair Browning adjourned the meeting at 3:31 p.m.

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director
/acl

UNAPPROVED

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
SPECIAL MEETING
Tuesday, April 13, 2022, 1:00 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 Browning called the meeting to order at 1:05 p.m.

Board members Chimenti, Browning, Rickert, Mezzano, Jones, and Schreder were present. Board Member Watkins was absent.

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

Regular Calendar

CLOSED SESSION

The SRTA Board of Directors will recess to a closed session to discuss the following item.

Item #3 **Adopt Executive Director Employment Agreement**
It is recommended that the board of directors adopt the employment agreement between SRTA and the successful candidate for Executive Director.

OPEN SESSION

By motion made and seconded by roll call vote (Chimenti/Rickert), the staff recommendation passed unanimously. Chair Browning announced Sean Tiedgen as the next Executive Director for the Shasta Regional Transportation Agency.

There being no other business to discuss, Chair Browning adjourned the meeting at 1:28 p.m.

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director
/acl

UNAPPROVED

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
REGULAR MEETING
Thursday, April 28, 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 Browning called the meeting to order at 3:04 p.m.

Board members Chimenti, Rickert, Jones, Schreder, and Watkins were present. Board member Mezzano arrived at 3:07 p.m.

Item #2 **Pledge of Allegiance**

Item #3 **Staff Introductions**

Item #4 **Public Comment Period**
No one wished to speak.

Consent Calendar

Item #5-1 **Approve Action Minutes of the February 24, 2022, SRTA Board of Directors Meeting and March 29, 2022, Special SRTA Board of Directors Meeting**

Item #5-2 **Future Meeting Schedule Through June 2023—Information Only**

Item #5-3 **Approve Cash Disbursements for February 2022 through March 2022**

Item #5-4 **Correspondence—Information Only**

Item #5-5 **Receive Update on ShastaConnect Transit Services**

Item #5-6 **Approve Formal Amendment #2 to the Fiscal Year (FY) 2021/22 Overall Work Program (OWP)**

Item #5-7 **Recognition of May 2022 as National Bike Month**

Item #5-8 **Authorize Budget Increase to Travel Demand Modeling Contract with DKS Associates**

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Item #5-9 **Approve Amendment #2 to the Technical Services Agreement with Dignity Health Connected Living for the Provision of Specialized Public Transportation Services**

Item #5-10 **Approve Fiscal Year 2021/22 Low Carbon Transit Operations Program Funding for Expanded ShastaConnect Sunday On-Demand Transit Services and Redding Area Bus Authority's Zero-Emission Van Modernization Project**

Item #5-11 **Amend Executive Director Employment Agreement**

By motion made, seconded (Rickert/Watkins), and unanimously carried by roll call vote, consent calendar items 5-1 through 5-10 were approved. Item #5-11 was pulled by Board Member Watkins for further discussion.

Item #5-11 **Amend Executive Director Employment Agreement**

Staff recommendation: It is recommended that the board of directors adopt the revised Executive Director Employment Agreement. At its special meeting on April 13, 2022, the board approved an employment agreement for the new executive director. There were some errors and omissions in the agreement that were not consistent with the stated intent of the board. The corrected agreement includes:

1. The correct start date of April 25, 2022.
2. Elimination of the 10-day administrative leave management benefit now in SRTA policy and replaced with 25 days vacation annually. This is eight additional days vacation from what the employee currently receives.
3. Elimination of the expense allowance provision (i.e., stipend) now in SRTA policy of $100 annually plus $50 biweekly.

The board of directors discussed recommendations #2 and #3. By motion made and seconded by roll call vote (Watkins/Browning) the following actions passed unanimously:

- Recommendation #1 regarding the corrected start date was approved.
- Recommendation #2 was not approved, and the suggested text was removed from the Executive Director Employment Agreement (Section 4B). The 10-day administrative leave management benefit will remain, and the executive director will continue to accrue vacation at rates consistent with SRTA's Human Resources Policies.
- Recommendation #3 was tabled for further discussion at the next board of directors meeting. Staff was directed to bring back additional information and suggested text for consideration. Section 4C of the Executive Director Employment Agreement remains and was relabeled to 4B.
- All other edits to the Executive Director Employment Agreement were approved.

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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 **Approve Fiscal Year 2022/23 Annual Transit Needs Assessment, Unmet Transit Needs Recommendations, and Transportation Development Act (TDA) Budget**

It is recommended that the board of directors:

1. Consider the Social Services Transportation Advisory Council's (SSTAC) FY 2022/23 Unmet Transit Needs recommendations;
2. Approve the FY 2022/23 Transit Needs Assessment and Unmet Transit Needs recommendations;
3. Authorize the Chair to sign Resolution 22-03, finding that all current TDA-funded services and all grant-funded services, including Sunday On-Demand Transit service and the Whiskeytown Beach Bus, are reasonable to meet;
4. Approve the FY 2022/23 TDA Budget of Apportionments and Transit Obligations;
5. Approve payment instructions to the Shasta County Auditor-Controller; and
6. Authorize the executive director to make minor administrative amendments to the TDA Budget and payment instructions as appropriate.

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

Item #11 **Adopt Fiscal Year (FY) 2022/23 Overall Work Program (OWP)**

It is recommended that the board of directors:

1. Approve the FY 2022/23 Overall Work Program, pursuant to Resolution 22-06;
2. Authorize the executive director to sign the FY 2022/23 Overall Work Program Agreement and certifications and assurances that all requirements have been met, including future amendments to these documents as needed;
3. Authorize the executive director to make administrative edits to the Overall Work Program in order to correct errors and address further comments from state and federal partners as part of the approval process; and
4. Authorize the executive director to sign the FY 2022/23 Indirect Cost Allocation Plan (ICAP) submission certification.

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

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Item #12 **Approve ResilientShasta Extreme Climate Event Mobility and Adaptation Plan**
It is recommended that the board of directors approve the ResilientShasta Extreme Climate Event Mobility and Adaptation Plan.

SRTA Associate Transportation Planner Michael Kuker and Energetics Senior Consultant Chris Gillespie gave a presentation on ResilientShasta to the board and answered questions.

Board Member Mezzano requested that his additional comments from City of Redding and California Highway Patrol (Redding Area) on the ResilientShasta Extreme Climate Event Mobility and Adaptation Plan be included in the plan as an addendum or attachment.

By motion made and seconded by roll call vote (Mezzano/Rickert), the staff recommendation, with Board Member Mezzano's request, passed unanimously.

Item #14 **Approve COVID Surface Transportation Block Grant Program Funds Projects**
It is recommended that the board of directors approve the following projects for use of $855,186 of 2021 COVID Surface Transportation Block Grant Program (STBGP) stimulus/relief funds:

- Fix 5 Cascade Gateway: $500,000
- On-Call Engineering Consultant Contract for Project Development: $355,186

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

Item #15 **Approve Resolution 22-07, Authorizing the Executive Director to Enter into a Joint Powers Agreement with Caltrans to Develop the State Route 273 Comprehensive Multimodal Corridor Plan**
It is recommended that the board of directors:

1. Adopt Resolution 22-07 delegating authority to the executive director to enter into a joint powers agreement with Caltrans for the purpose of developing the SR 273 Comprehensive Multimodal Corridor Plan; and
2. Authorize the executive director to provide certifications, assurances, and any other requested information to Caltrans, and make administrative amendments.

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

Item #16 **Authorize Technical Services Agreement to Prepare the State Route (SR) 273 Multimodal Corridor Plan**
It is recommended that the board of directors:

1. Authorize the executive director to execute a technical services agreement (TSA) for consultant services to prepare the SR 273 Multimodal Corridor Plan, not to exceed $869,924, contingent upon a fully executed joint powers

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agreement between SRTA and Caltrans to combine grants into one project managed by SRTA (see Agenda Item 15); and

2. Authorize the executive director to make minor administrative amendments to the TSA as appropriate.

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

Item #17 **Receive Update from Caltrans on State Highway Projects**

It is recommended that the board of directors receive an update from Caltrans Project Manager Eric Orr regarding State Highway Projects.

Caltrans Project Manager Eric Orr gave a presentation on State Highway Projects and answered questions from the board.

No action taken.

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

Chair Browning suggested removing all COVID-19 Pandemic language from the SRTA board of directors meeting agenda about meeting remotely. Chair Browning and Board Member Watkins would like to see SRTA board meetings return back to the county board chambers as soon as possible.

There being no other business to discuss, Chair Browning adjourned the meeting at 4:55 p.m.

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director
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