

STAFF REPORT



MEETING DATE:	June 23, 2020
SUBJECT:	Approve Action Minutes of the April 28, 2020, 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 April 28, 2020, SRTA Board of Directors meeting.

A handwritten signature in blue ink that reads "Dan Little". The signature is written in a cursive, flowing style.

Daniel S. Little, AICP, Executive Director

Attachment: Action Minutes of the April 28, 2020, SRTA Board of Directors Meeting

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY

Tuesday, April 28, 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.)

Board members Schreder, Chimenti, Rickert, Moty, Browning, Winter, and Watkins were present.

1. **Call to Order**

Chair Moty called the meeting to order at 3:02 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 February 25, 2020, SRTA Board of Directors Meeting**

5-2 **Future Meeting Schedule Through February 2021 – Information Only**

5-3 **Approve Disbursements**

5-4 **Correspondence – Information Only**

5-5 **Adopt Resolution Approving a 5339 (c) Low or No Emission Program Application to Construct Charging Infrastructure for the North State Intercity Bus System**

5-6 **Recognition of May 2020 as National Bike Month**

5-7 **Authorize Agreement for Information Technology Support Services**

5-8 **Approve Amendment #2 to Fiscal Year (FY) 2019/21 Overall Work Program**

By motion made, seconded (Watkins/Chimenti), and unanimously carried by roll call vote, 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 conferences/meetings attended.

8. Review Fiscal Year 2020/21 Annual Transit Needs Assessment and Make Unmet Transit Needs Findings

Staff recommendation: It is recommended that the SRTA Board of Directors:

1. Authorize the Chair to sign Resolution 20-08, finding that all current TDA-funded services and non-TDA grant-funded services are reasonable to meet; and
2. Direct staff to prepare a corresponding TDA budget for consideration at the June 23, 2020, board of directors meeting.

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

9. Receive Update Regarding ShastaConnect Sunday On-Demand Transit Service Temporary Suspension and Performance Report Through March 2020

Staff recommendation: It is recommended that the SRTA Board of Directors receive a status update and performance report for the ShastaConnect Sunday On-Demand Transit Service through March 31, 2020.

No vote was taken. A verbal report was provided by Senior Transportation Planner Sean Tiedgen as an information item.

10. Approve Reallocation of Fiscal Year 2019/20 Low Carbon Transit Operations Program Funding to Expand ShastaConnect Services

Staff recommendation: It is recommended that the SRTA Board of Directors:

1. Adopt Resolution 20-03, reallocating \$135,848 in FY 2019/20 LCTOP funds to the ShastaConnect Sunday On-Demand Transit Service Expansion Project and \$191,144 to the ShastaConnect CTSA Rider Eligibility Expansion Project; and
2. Authorize the executive director to sign the Certifications and Assurances and Authorized Agent forms for the LCTOP applications, including any amendments as may be necessary.

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

11. Approve SRTA's Fiscal Year (FY) 2020/2022 Comprehensive Budget, Including the FY 2020/2021 Overall Work Program

Staff recommendation: It is recommended that the SRTA Board of Directors:

1. Approve the FY 2020/2022 comprehensive budget, including the FY 20230/21 Overall Work Program, pursuant to Resolution 20-06.
2. Authorize the chair and executive director to sign the Indirect Cost Allocation Plan Submission Certificate;
3. Authorize the executive director to sign the FY 2020/21 Overall Work Program Agreement and certifications and assurances that all OWP requirements have been met, including future amendments to these documents as needed; and
4. Authorize the executive director to make administrative edits to the OWP in order to correct minor errors and address further comments from state and federal partners as part of the approval process.

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

12. Authorize the Executive Director to Enter into an Agreement to Lease Suite 101 of the SRTA Building Located at 1255 East Street, Redding, CA

Staff recommendation: It is recommended that the SRTA Board of Directors authorize the executive director to enter into a tenant agreement to lease approximately 4,273 square feet, comprising the entire downstairs portion of the SRTA office building, to Western Physical Therapy, Inc., (dba Mountain View Physical Therapy) for an initial 66-month term at a base rate of \$3,632 monthly (\$.85 per square foot), escalated 3% annually.

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

14. CONSIDERATION OF ANY FINAL PUBLIC COMMENTS RECEIVED

No public comments were received.

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

No suggestions were made.

There being no other business to discuss, Chair Moty adjourned the meeting at 3:43 p.m.

Respectfully submitted,

Daniel S. Little, AICP, Executive Director
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