

STAFF REPORT



MEETING DATE:	April 27, 2021
SUBJECT:	Approve Action Minutes of the February 23, 2021, SRTA Board of Directors Meeting and Action Minutes of the March 24, 2021, SRTA Board of Directors Special Meeting
AGENDA ITEM:	5-1
STAFF CONTACT:	Amy Lindsey, Administrative Associate

STAFF RECOMMENDATION:

It is recommended that the board of directors:

1. Approve action minutes of the February 23, 2021, SRTA Board of Directors meeting; and
2. Approve action minutes of the March 24, 2021, SRTA Board of Directors Special meeting.

ALTERNATIVES:

The board of directors may approve one or both action minutes or request additional information.

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:

A: Action Minutes of the February 23, 2021, SRTA Board of Directors Meeting

B: Action Minutes of the March 24, 2021, SRTA Board of Directors Special Meeting

ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY

Tuesday, February 23, 2021, 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 Moty called the meeting to order at 3:03 p.m.

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

Item #2 Pledge of Allegiance

Item #3 Staff Introductions

Item #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 (Schreder/Chimenti) and unanimously carried, board member Watkins was nominated the 2021 SRTA chair and board member Browning was nominated 2021 SRTA vice-chair.

Item #5 Appoint SRTA Fiscal Committee

Staff recommendation: It is recommended that the board of directors appoint two Fiscal Committee members and one alternate to serve with the newly elected chair, effective through February 2022.

By motion made, seconded (Schreder/Rickert) and unanimously carried, Chair Moty, and board members Schreder and Watkins were reappointed to the SRTA Fiscal Committee. Board member Browning was appointed as the alternate.

Item #6 Appoint SRTA Human Resources Committee

Staff recommendation: It is recommended that the board of directors appoint two Human Resources Committee members and one alternate to serve with the newly elected chair, effective through February 2022.

By motion made, seconded (Schreder/Rickert) and unanimously carried, Chair Moty, and board members Schreder and Watkins were reappointed to the SRTA Human Resources Committee. Board member Browning was appointed as the alternate.

Item #7 Public Comment Period

Caltrans District 2 Director Dave Moore presented SRTA with a plaque for the Stillwater/State Route 44 interchange project.

Shasta Living Streets Director Anne Thomas spoke in support of the great work SRTA is doing on the North State Intercity Bus to Rail Plan and the State Route 273 Northern Section Multimodal Corridor Plan.

Sunrise Redding Dashiell Waterbury also spoke in support of the great work SRTA is doing on the North State Intercity Bus to Rail Plan and the State Route 273 Northern Section Multimodal Corridor Plan.

Consent Calendar

Item #8-1 Approve Action Minutes of the December 15, 2020, SRTA Board of Directors Meeting

Item #8-2 Future Meeting Schedule Through April 2022 – Information Only

Item #8-3 Approve Cash Disbursements for December 2020 Through January 2021

Item #8-4 Accept SRTA Comprehensive Budget Report for the Second Quarter of Fiscal Year 2020/21

Item #8-5 Correspondence – Information Only

Item #8-6 Receive Report of Executive Director Actions Taken (Resolution 20-14) Regarding Repairs to the SRTA Building at 1255 East Street, Redding, and Affirm Continuation of Emergency Declaration (Six Affirmative Votes Required)

Item #8-7 Receive Update on ShastaConnect Transit Services

Item #8-8 Receive Information on CTSA Service Coordination Agreement

Item #8-9 Approve Formal Amendment #2 to Fiscal Year 2020/21 Overall Work Program (OWP)

By motion made, seconded (Moty/Rickert), and unanimously carried by roll call vote, the consent calendar was approved.

Regular Calendar

Item #9 Executive Director's Report

A verbal report was provided as an information item.

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

No conferences/meetings attended.

Item #11 Review Fiscal Year 2021/22 Annual Transit Needs Assessment and Preliminary Recommendations (Public Hearing)

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

1. Hold a public hearing to receive public comments on unmet transit needs findings;
2. Provide any further direction to staff regarding preliminary FY 2021/22 Unmet Transit Needs recommendations, as documented in the Draft FY 2021/22 Transit Needs Assessment; and
3. Direct staff to prepare responses to any additional public comments received.

Public hearing opened.

No one spoke.

Public hearing closed.

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

Item #12 Approve the Shasta 2021 Federal Transportation Improvement Program (Public Hearing)

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

1. Hold a public hearing;
2. Approve the Shasta 2021 Federal Transportation Improvement Program (FTIP), pursuant to Resolution Number 21-01; and
3. Authorize the executive director to make minor revisions and administrative modifications to the Shasta 2021 FTIP in response to agency comments.

Public hearing opened.

No one spoke.

Public hearing closed.

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

Item #14 Receive Presentation on the Draft 2040 Long-Range Transit Plan and Provide Comment

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

1. Receive a presentation on the Draft 2040 Long-Range Transit Plan; and
2. Provide comments and direction to staff for incorporation into the final plan.

Nelson Nygaard Project Manager Tim Payne gave the Draft 2040 Long-Range Transit Plan presentation to the board of directors and answered questions.

Sunrise Redding Dashiell Waterbury spoke in support of the 2040 Long-Range Transit Plan.

Update only, no action taken.

Board Member Browning left the meeting at 4:00 p.m., and Board Member Moty left the meeting at 4:15 p.m., and returned during this item at 4:25 p.m.

Item #15 Receive Update on Grant Application for the North State Intercity Bus to Rail Plan

Staff recommendation: It is recommended that the board of directors receive an update on the North State Intercity Bus to Rail Plan grant application.

Update only, no action taken.

Item #16 Receive Presentation on Strategic Partnership Grant Application for the SR-273 Northern Section Multimodal Corridor Plan

Staff recommendation: It is recommended that the board of directors receive a presentation on SRTA's application to the FY 2021/22 Caltrans Strategic Partnership Grant Program for the SR-273 Northern Section Multimodal Corridor Plan and provide any comments to staff.

Shasta Living Streets Director Anne Thomas spoke in support of the SR-273 Northern Section Multimodal Corridor Plan and thanked SRTA for addressing it.

Update only, no action taken.

Board Member Browning returned to the meeting during this item at 4:37 p.m.

Item #17 Review Draft Work Elements and Planning Budget for the Fiscal Year 2021/2023 Overall Work Program

It is recommended that the board of directors review draft FY 2021/2023 work element worksheets and planning budget and provide comments and guidance to staff.

Update only, no action taken.

Item #18 Caltrans District 2 Active Transportation Plan Update

It is recommended that the board of directors receive a presentation from Caltrans Senior Transportation Planner Tamy Quigley regarding the Caltrans District 2 Active Transportation Plan Update.

Caltrans Senior Transportation Planner Tamy Quigley gave a presentation to the SRTA board of directors regarding the Caltrans District 2 Active Transportation Update and answered questions from the board.

Update only, no action taken.

Item #19 Suggestions from Board Members Relative to Potential Topics for Future Board of Directors Meetings

No suggestions were made.

Item #20 Recommend any Changes to Executive Director Contract, Benefits and/or Compensation

This item was pulled from the agenda for further Human Resources Committee review and will be rescheduled to a future SRTA board of directors meeting.

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

Respectfully submitted,

Daniel S. Little, AICP, Executive Director
/acl

ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY SPECIAL MEETING

Wednesday, March 24, 2021, 2:30 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.)

1. **Call to Order**

Chair Watkins called the meeting to order at 2:30 p.m.

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

2. **Public Comment Period**

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

Regular Calendar

CLOSED SESSION

3. **Executive Director's Evaluation**

(Government Code Section 54957)

At 2:36 p.m., Chair Watkins recessed the board to a closed session to perform the executive director's evaluation.

OPEN SESSION

At 2:58 p.m., Chair Watkins reconvened the Special Meeting to Open Session.

Chair Watkins reported that the executive director evaluation was completed.

4. **Approve SRTA Human Resources Committee Recommendation Regarding Executive Director Compensation and Benefits**

It is recommended that the SRTA Board of Directors approve the SRTA Human Resources (HR) Committee recommendation to:

1. Approve a 3.5% salary increase (\$6,291 annually) in order to eliminate the executive director deferred compensation match benefit (\$9,750 annually) by deleting Section 5.10.020(H) from the SRTA Human Resources (HR) Policies; and
2. Approve a merit-based salary increase of 10% (\$17,973 annually).

The net effect of these actions represents an 8% increase over current salary.

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

There being no other business to discuss, Chair Watkins adjourned the meeting at 3:08 p.m.

Respectfully submitted,

Daniel S. Little, AICP, Executive Director
/acl