STAFF REPORT

MEETING DATE:	**August 31, 2023**
SUBJECT:	**Approve Action Minutes of the June 22, 2023, SRTA Board of Directors Meeting**
AGENDA ITEM:	**7-1**
STAFF CONTACT:	**Amy Lindsey, Administrative Associate**

STAFF RECOMMENDATION:

It is recommended that the board of directors approve action minutes of the June 22, 2023, SRTA Board of Directors meeting.

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Sean Tiedgen, AICP, Executive Director

Attachment: Action Minutes of the June 22, 2023, SRTA Board of Directors Meeting

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
REGULAR MEETING
Thursday, June 22, 2023, 2:30 p.m.
Salmon Room
1255 East Street, Suite 202, Redding, California

MEETING WAS HELD IN-PERSON WITH REMOTE PUBLIC PARTICIPATION AVAILABLE VIA TELECONFERENCE

(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 **<u>Call to Order/Roll Call</u>**

Chair Mezzano called the meeting to order at 2:35 p.m.

Board members Crye, Gallagher, Jones, Kelstrom, and Watkins were present. Board member Audette participated remotely.

Item #2 **<u>Pledge of Allegiance</u>**

Item #3 **<u>Staff Introductions</u>**

***At the request of SRTA Board Chair Mezzano, Public Comment Period (Item No. 6) was moved to Item No. 4.*

Item #4 **<u>Public Comment Period</u>**

Five members of the public spoke in opposition to the Cottonwood Active Transportation Trunk Line Express (CATTLE) project. One letter of support was received by email prior to the meeting and was read into public record for the CATTLE project.

Executive Director Sean Tiedgen provided clarification to the board on SRTA's role on the project. Mr. Tiedgen stated that Shasta County Department of Public Works is the lead agency, and all comments and questions should be directed at them. Board Member Kelstrom expressed a desire to know more about the history of the project and whether the board was previously made aware of community opposition or not. Board member Watkins asked if information could be provided further to clarify questions about the connection to housing.

Board Member Kelstrom made a motion to add the CATTLE project as a future board meeting agenda item to discuss further. By motion made, seconded (Kelstrom/Watkins) Board Members Crye, Gallagher, Jones, Kelstrom, and Watkins voted in favor by roll call vote. Board member Audette momentarily lost internet connection and was unable to vote.

Item #5 **Funding Workshop: Presentation and Discussion Regarding Transportation Funding- No action will be taken.**

Executive Director Sean Tiedgen gave a presentation to the board of directors regarding federal transportation funding available to the Shasta Region and answered clarifying questions.

Presentation only, no action taken.

Item #6 **Presentations – Receive a Presentation from Caltrans District 2 Regarding Alternative Fuels Corridors**

Caltrans Transportation Planners Drew Battles and Emily Mallonnee gave a presentation to the board of directors regarding alternative fuels and answered clarifying questions.

Presentation only, no action taken.

Consent Calendar

Item #7-1 **Approve Action Minutes of the April 27, 2023, SRTA Board of Directors Meeting**

Item #7-2 **Future Meeting Schedule Through October 2024—Information Item Only**

Item #7-3 **Correspondence—Information Only**

Item #7-4 **Approve Cash Disbursements for April 1, 2023, through May 31, 2023*****Item Moved to Regular Calendar for Further Discussion*

Item #7-5 **Accept SRTA Comprehensive Budget Report for Third Quarter of Fiscal Year (FY) 2022/23*****Item Moved to Regular Calendar for Further Discussion*

Item #7-6 **Approve Fiscal Year (FY) 2022/23 Regional Surface Transportation Program (RSTP) Project List**

Item #7-7 **Approve $355,186 in Surface Transportation Block Grant Program (STBGP) Funds for Preliminary On-Call Engineering Projects**

Item #7-8 **Receive Update on ShastaConnect Transit Services*****Item Moved to Regular Calendar for Further Discussion*

By motion made, seconded (Kelstrom/Jones), and unanimously carried, Consent Calendar Items 7-1, 7-2, 7-3, 7-6, and 7-7 were approved by roll call vote.

**Items 7-4, 7-5 and 7-8 were requested to be pulled by Board Member Gallagher for further discussion.

Regular Calendar

Item #7-4 **Approve Cash Disbursements for April 1, 2023, through May 31, 2023**

It is recommended that the board of directors review and approve disbursements for the period of April 1, 2023, through May 31, 2023.

At the request of Board Member Gallagher, Item 7-4 was pulled for further discussion. Board Member Gallagher asked for clarification on the payment dated 5/11/23 in the amount of $35,232.51 to Energetics.

Chief Fiscal Officer Jessica Carlson provided clarification to Board Member Gallagher. On December 15, 2022, the board of directors approved a Technical Services Agreement to contract with Energetics to develop SRTA's Zero-Emission Fleet Transition Rollout Plan for ShastaConnect services for an amount not to exceed $115,000. The payment to Energetics on 5/11/23 in the amount of $35,232.51 was a progress payment for these services.

By motion made, seconded (Watkins/Jones), and unanimously carried by roll call vote, Item 7-4 passed unanimously.

Item #7-5 **Accept SRTA Comprehensive Budget Report for Third Quarter of Fiscal Year (FY) 2022/23**

It is recommended that the board of directors accept the SRTA comprehensive budget report through the third quarter of fiscal year (FY) 2022/23 (July 1, 2022, through March 31, 2023).

At the request of Board Member Gallagher, Item No. 7-5 was pulled for further discussion. Board Member Gallagher wanted clarification on Page 1 of the SRTA Third Quarter Comprehensive Budget Report 2022/23, regarding the cash balances as of March 31, 2023, for the Non-Motorized Program and for Regional Surface Transportation Program (RSTP).

Chief Fiscal Officer Jessica Carlson provided clarification to Board Member Gallagher. Both accounts are annual grant programs that require their own bank accounts.

Board Member Gallagher requested clarification on Page 2 of the SRTA Third Quarter Comprehensive Budget Report 2022/23, under Revenue Detail, Planning. Specifically, the FY 2022/23 Budget vs. FY 2022/23 Revenues for Strategic Partnerships – State Route 273 Corridor Plan and Caltrans Sustainable Grant – North State Intercity Bus to Rail.

Executive Director Sean Tiedgen and Chief Fiscal Officer Jessica Carlson provided clarification to Board Member Gallagher. Both projects are billed quarterly. As of the third quarter in FY 2022/23 no revenue has been recorded.

By motion made, seconded (Watkins/Jones), and unanimously carried by roll call vote, Item 7-5 passed unanimously.

Item #7-8 **Receive Update on ShastaConnect Transit Services**

It is recommended that the board of directors receive a ShastaConnect update for service provided July 1, 2022, through April 30, 2023.

At the request of Board Member Gallagher, Item No. 7-8 was pulled for further discussion. Board Member Gallagher wanted clarification on the staff report attachment: ShastaConnect Service Performance Metrics – July 1, 2022, through April 30, 2023, Table 1: Sunday On-Demand Transit Trips. Specifically, Board Member Gallagher asked for clarification about data for total passenger trips and average daily passenger trips, and an explanation on Reverse Trips.

Senior Transportation Planner Jennifer Pollom and Executive Director Sean Tiedgen provided clarification to Board Member Gallagher. Ms. Pollom will check the chart for accuracy and report back. Reverse Trips was a strategy identified during COVID to address the needs of existing service users in the rural areas who couldn't leave home and needed essential groceries or prescriptions brought to them and other options were not available. This strategy was to continue periodically primarily during winter months. Board Member Gallagher stated he is not in favor of Reverse Trips now that there are many other services that deliver those items to your door. Staff will discuss and evaluate this strategy with operator staff.

By motion made, seconded (Watkins/Jones), and unanimously carried by roll call vote, Item 7-8 passed unanimously.

Item #8 **Executive Director's Report—Information Item Only**

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)**

SRTA Board Member Audette reported attending a virtual CALCOG meeting.

Item #10 **Discuss and Approve Holding Future Board Meetings at SRTA's Office**

It is recommended that the board of directors approve the Fiscal & Policy Committee's recommendation to continue SRTA Board of Directors meetings at SRTA's office (1255 East Street) until further notice.

By motion made, seconded (Crye/Kelstrom), and unanimously carried by roll call vote, the staff recommendation passed unanimously.

Item #11 **Approve Update to SRTA Human Resources Policies and Procedures**

It is recommended that the board of directors:

1. Discuss and approve recommended updates to SRTA's bereavement leave policy; and
2. Approve the updated and revised SRTA Human Resource Policies (attached) and authorize the executive director to make minor, non-substantive administrative updates and corrections.

Executive Director Sean Tiedgen presented the recommendations and answered board of directors' questions.

By motion made, seconded (Gallagher/Kelstrom), and unanimously carried by roll call vote, the staff recommendation passed unanimously.

Item #12 **Approve Updates to Fiscal Year (FY) 2023/24 Transportation Development Act (TDA) Allocations and Consider Redding Area Bus Authority (RABA) Request for Funding Towards Pilot Deviated Flex Service for Veterans Home, Veterans Administration (VA) Clinic, and Redding Regional Airport**

It is recommended that the board of directors:

1. Approve a revised Fiscal Year (FY) 2023/24 Transportation Development Act (TDA) Budget of Allocations and Transit Obligations;
2. Approve updated payment instructions to the Shasta County Auditor-Controller;
3. Authorize the executive director to make minor administrative amendments to the TDA payment instructions, as appropriate; and
4. Approve an allocation of $90,000 in reserve State Transit Assistance (STA) funding to the Redding Area Bus Authority (RABA) towards a one-year pilot deviated flex service for the Veterans Home, Veterans Administration (VA) Clinic, and Redding Regional Airport.

Executive Director Sean Tiedgen and Chief Fiscal Officer Jessica Carlson presented the recommendations and answered board of directors' questions.

Board Member Gallagher would like to see the service to the Veterans Home, Veterans Administration (VA) Clinic happen immediately. RABA Transit General Manager John Andoh stated that the service is expected to start in August 2023.

Member of the public, Director Don Black of the Veteran's Clinic, addressed the board regarding partnering with advertising for the service. Mr. Black also stated that a private donor has offered to donate 80 RABA bus passes monthly to local veterans.

By motion made, seconded (Kelstrom/Jones), and unanimously carried by roll call vote, the staff recommendation passed unanimously.

Item #14 **Approve Zero-Emission Fleet Transition Rollout Plan for ShastaConnect Services**

It is recommended that the board of directors:

1. Approve the Zero-Emission Fleet Transition Rollout Plan for ShastaConnect Services pursuant to Resolution 23-07; and
2. Direct the executive director to submit the plan to the California Air Resources Board and make minor administrative amendments as needed in response to agency feedback.

Energetics Consultant Kevin Wood and Associate Transportation Planner Mehdi Moeinaddini presented the recommendations and answered board of directors' questions.

The SRTA Board of Directors asked for an amendment to Resolution 23-07 to include the following:

WHEREAS, SRTA recognizes that the Zero-Emission Fleet Transition Rollout Plan is a living document and that periodic evaluation and update by the SRTA Board of Directors will be needed as unknown factors are realized.

By motion made, seconded (Kelstrom/Audette), by roll call vote, four (4) board members were in favor (Audette, Crye, Kelstrom, and Mezzano); and three (3) board members (Gallagher, Jones, and Watkins) were opposed. Motion passes with a 4-3 vote.

Item #15 **Approve New Carbon Reduction Program Policy**

It is recommended that the board of directors:

1. Approve the attached Carbon Reduction Program (CRP) Policy to select and prioritize projects; and
2. Authorize the executive director to make administrative edits to the policy as necessary to meet federal or state guidelines.

Associate Transportation Planner Mehdi Moeinaddini presented the recommendations and answered board of directors' questions.

By motion made, seconded (Jones/Kelstrom), by roll call vote, five (5) board members were in favor (Audette, Crye, Jones, Kelstrom, and Mezzano); and two (2) board members (Gallagher and Watkins) were opposed. Motion passes with a 5-2 vote.

Item #16 **Suggestions from Board Members Relative to Potential Topics for Future Board of Directors Meetings**

It is recommended that the SRTA Chair inquire if any board of directors' members would like to suggest items or topics for discussion at a future meeting.

Board Member Jones asked if SRTA has initiated any coordination with California Air Resources Board (CARB) on our own local policies? Board Member Kelstrom would like the board to write a letter to CARB in opposition to mandated Innovative Clean Transit (ICT) regulations.

CLOSED SESSION

Item #17 **Closed Session Pursuant to California Government Code Section 54956.8**

CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Location:	1255 East Street, Suite 201, Redding, CA
Agency Representatives:	Sean Tiedgen, Executive Director Jessica Carlson, Chief Fiscal Officer
Parties:	SRTA and Sierra-Sacramento Valley Emergency Medical Services Agency
Under Negotiation:	Price and Terms

At 6:04 p.m., Chair Mezzano recessed the board to a closed session.

OPEN SESSION

At 6:07 p.m., Chair Mezzano reconvened the Regular meeting to Open Session.

No reportable action.

There being no other business to discuss, Chair Mezzano adjourned the meeting at 6:08 p.m.

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director
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