STAFF REPORT

MEETING DATE:	**April 30, 2025**
SUBJECT:	**Approve Action Minutes of the February 26, 2025, SRTA Board of Directors Meeting**
AGENDA ITEM:	**7-1**
STAFF CONTACT:	**Amy Lindsey, Executive Assistant**

STAFF RECOMMENDATION:

It is recommended that the board of directors approve action minutes of the February 26, 2025, SRTA Board of Directors meeting.

Sean Tiedgen

Sean Tiedgen, AICP, Executive Director

Attachment: Action Minutes of the February 26, 2025, SRTA Board of Directors Meeting

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Wednesday, February 26, 2025, 9:00 a.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. A video recording of the meeting is available on SRTA's agenda website, https://www.srta.ca.gov/AgendaCenter.

Item #1 **Call to Order/Roll Call**

Chair Watkins called the meeting to order at 9:02 a.m.

Board members Audette, Crye, Gallier, Kelstrom, and Plummer were present. Board member Resner participated remotely.

Item #2 **Pledge of Allegiance**

Item #3 **Staff Introductions**

Item #4 **Workshop** – None

Item #5 **Presentations – Receive a Presentation from John Andoh, Transit Manager for the Redding Area Bus Authority (RABA), Regarding Recently Implemented and Planned RABA Transit Services**

RABA Transit Manager John Andoh gave a presentation and answered questions to the board.

Item #6 **Elect SRTA Chair and Vice Chair**

It is recommended that the board of directors nominate and elect a chair and vice chair to serve a one-year term effective immediately.

Chair Watkins asked for nominations for Chair and Vice Chair. Board member Kelstrom made a motion to appoint board member Watkins as chair and board member Gallagher as vice chair. By motion made, seconded by roll call vote (Kelstrom/Audette) and unanimously carried, board member Watkins is the chair and board member Gallagher is the vice chair.

Item #7 **Appoint SRTA Fiscal and Policy Committee and an Alternate**

It is recommended that the board of directors appoint two additional Fiscal and Policy Committee members and one alternate to serve with the newly elected chair, effective through February 2026.

Chair Watkins made a motion to appoint board members Plummer and Audette to serve with Chair Watkins. Board member Kelstrom made a motion to appoint board member Crye as alternate. By motion made, seconded by roll call vote (Plummer/Audette) and unanimously carried, board members Plummer and Audette will serve with Chair Watkins on the 2025 SRTA Fiscal and Policy Committee. Board member Crye will serve as the alternate.

Item #8 **Appoint a Board Member and Alternate to Serve a Two-Year Term as SRTA's California Association of Council of Governments (CALCOG) Representative**

It is recommended that the board of directors appoint a representative and an alternate to serve on the California Association of Council of Governments (CALCOG) board for a two-year term, effective immediately.

Executive Director Sean Tiedgen gave a brief update of expectations for serving as SRTA's CALCOG representative.

Board member Crye made a motion to appoint board member Audette to serve as the CALCOG representative. Board members discussed potential alternates, with board members Gallagher and Plummer suggested as potential alternate representatives. Since board member Gallagher was not present to comment on being an alternate and as one is not needed right away, it was suggested to postpone choosing an alternate representative until the April board meeting. By motion made, seconded by roll call vote (Crye/Kelstrom) and unanimously carried, board member Audette will serve as the CALCOG representative for 2025 and 2026.

Item #9 **Public Comment Period**

No public comments were made.

Consent Calendar

***Items 10-2, 10-5, and 10-9 were briefly discussed by board members or questions were asked of staff. Item 10-8 was requested to be pulled from the Consent Calendar for further discussion.*

Item #10-1 Approve Action Minutes of the December 19, 2024, SRTA Board of Directors Meeting

**Item #10-2 Receive Future Meeting Schedule Through February 2026—Information Item Only

Board member Plummer stated there may be a time/date conflict for SRTA's April 24, 2025, board of directors meeting. Mr. Plummer stated that four County Board of Supervisors would be attending the California State Association of Counties (CSAC) Legislative Conference April 23-25, 2025. Executive Director Sean Tiedgen will look at alternative dates and look at rescheduling the meeting.

Item #10-3 Receive Correspondence—Information Item Only

Item #10-4 Receive Cash Disbursements Report for November through December 2024

**Item #10-5 Receive SRTA Comprehensive Budget Report Through Second Quarter of Fiscal Year 2024/25
Board member Plummer asked if SRTA amends the comprehensive budget midway through the fiscal year. Chief Fiscal Officer Jessica Carlson stated that this report is meant to be a quarterly progress report for the board and includes all SRTA budgets.

Item #10-6 Authorize Newly Elected Chair and Executive Director as Signatories for Agency Bank Accounts and Accounts held by the Shasta County Treasurer

Item #10-7 Receive Update on ShastaConnect Transit Services for Fiscal Year 2024/25

**Item #10-8 Receive Update on Senate Bill 125 Program Progress, Approve Project Scope Modifications Requested by the Redding Area Bus Authority (RABA), and Direct Staff to Submit to CalSTA for Review and Approval

**Item #10-9 Receive Update on Investing of Agency Funds in CAMP and CLASS Accounts and Recommended Future Actions
***Board member Audette asked for clarification on why investments have not been made and what's the expected set-up time for such accounts. Chief Fiscal Officer Jessical Carlson and Executive Director Sean Tiedgen stated that the process has been started and application forms for all accounts have been submitted to CAMP. Staff is waiting on confirmation from CAMP that the online portal has been fully set up so that SRTA can begin to transfer funds. It is anticipated that transfers could begin within 1-2 weeks.*

By motion made, seconded by roll call vote (Kelstrom/Plummer) and unanimously carried, Consent Calendar Item's 10-1, 10-2, 10-3, 10-4, 10-5, 10-6. 10-7, and 10-9 passed unanimously. Item 10-8 was moved to the Regular Calendar for further discussion.

<u>Item #10-8 Receive Update on Senate Bill 125 Program Progress, Approve Project Scope Modifications Requested by the Redding Area Bus Authority (RABA), and Direct Staff to Submit to CalSTA for Review and Approval</u>**

Chair Watkins requested that this agenda item be pulled for further discussion. Chair Watkins stated that this request allows for the funding of diesel-hybrid buses and that prior grant applications for the Salmon Runner service were never permitted to use diesel-hybrid buses from other state funds. Chair Watkins stated in Table 2, Page 3, of the staff report that there were two different types of funding sources, TIRCP and ZETCP. Chair Watkins asked for clarification on which fund sources permit funding of diesel-hybrid buses.

Assistant Planner Laurent Beauregard addressed the board and explained the differences between the two funding sources, clarifying that staff believes formula TIRCP funds SRTA received under SB125 are eligible for use toward diesel-hybrid buses. Mr. Beauregard also addressed a printing error. SRTA's printer was unable to detect the shaded areas of red in Table 2, Page 3 of the staff report. The online version is correct.

By motion made, seconded by roll call vote (Kelstrom/Audette) and unanimously carried, Consent Calendar Item 10-8 passed unanimously.

Regular Calendar

Item #11 **Executive Director's Report—Information Item Only**

A verbal report was provided regarding the following updates: SRTA staffing, CALCOG Leadership Forum, federal budget, state legislative, SB375 activities, CARB targets, and a recently published Rural Induced Demand Study by Nevada County Transportation Commission.

Item #12 **Receive SRTA Board Members Reports on Attendance at Conference/Meetings Reimbursed at SRTA Expense (Requirement of Assembly Bill 1234)—Information Item Only**

None.

Item #13 **Review and Provide Direction on Draft Work Elements and Planning Budget for Fiscal Year 2025/26 Overall Work Program (OWP)**

It is recommended that the board of directors review the draft FY 2025/26 OWP work element worksheets and planning budget (see attached) and provide direction to staff on the proposed work plan.

Senior Transportation Planner Michael Kuker presented the draft work elements and planning budget for fiscal year 2025/26 OWP.

Board member Audette gave praise for the excellent presentation and ease of understanding of SRTA's OWP. Ms. Audette suggested that staff continue to highlight what's new in the work plan.

Board member Plummer asked clarifying questions about Work Elements 701.03 Performance Measures and 701.09 Air Quality. Specifically, the Objective narratives and if SRTA has historically done them. Senior Transportation Planner Michael Kuker and Executive Director Sean Tiedgen addressed the questions.

***Board member Crye left the meeting during this item at 10:25 a.m., and did not return.*

Update only, no motion made.

Item #14 **Receive Presentation and Provide Comments on Draft North State Intercity Bus to Rail Plan**

It is recommended that the board of directors:

1. Receive a presentation on the Draft North State Intercity Bus to Rail Plan; and
2. Provide comments to staff.

Senior Transportation Planner Jennifer Pollom and AECOM Consultant Daniel Krause gave a presentation and answered board of directors' questions.

Board member Kelstrom asked about the feasibility of using electric buses and if there were still plans to use them. Ms. Pollom stated that staff is not recommending moving forward with electric buses and instead looking at diesel vehicles. Executive Director Sean Tiedgen answered questions to the board on current CARB exceptions and how to meet requirements under the Innovative Clean Transit (ICT) program. The focus of the Bus to Rail plan, as a regional agency, is focusing on the needs of our community and beyond those who are unable to drive, and how to best work with our partner agencies to meet those needs by developing strategies that work for the next 10-15 plus years.

Board member Audette asked how many citizens were reached by the questionnaire; how we are collecting feedback for folks who actually use the transit system; whether we are learning what means of transportation they are willing to take to reach their destination; and what are the other things we are looking at. Ms. Pollom stated that SRTA had over 1,000 respondents on their initial efforts related to intercity services several years ago and responded to questions. Ms. Audette also asked questions of RABA Transit Manager John Andoh about Amtrak services and ridership. Mr. Andoh stated that passenger trips are increasing month after month.

Board member Plummer asked about prioritization of Hubs/Routes and which SRTA would prioritize. Ms. Pollom stated that the Redding-to-Sacramento Hub received the highest overall ranking. Mr. Tiedgen discussed that the financial stability of the routes is an important factor staff would look at before making future recommendations.

The public comment period ends March 24, 2025. The final North State Intercity Bus to Rail Plan will be presented for approval at the April 2025 SRTA Board of Directors meeting.

Update only, no motion made.

***Board member Audette left at 11:22 a.m., and did not return.*

Item #15 **Approve Amendment 4 to the Agreement for the Provision of Specialized Public Transportation Services with Dignity Health Connected Living (DHCL) Extending the Contract and Adding Federal Language Requirements**

It is recommended that the board of directors:

1. Approve Amendment 4 to the Agreement for the Provision of Specialized Public Transportation Services with Dignity Health Connected Living (DHCL) extending the expiration date and adding federal language (Attachment A); and
2. Authorize the executive director execute Amendment 4 and make minor administrative amendments as appropriate, pending final legal review by all parties.

Senior Transportation Planner Jennifer Pollom presented the staff recommendations.

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

Item #16 **Receive Presentation on the Draft Envision 273 Comprehensive Multimodal Corridor Plan and Provide Comment**

It is recommended that the board of directors:

1. Receive a presentation on the draft Envision 273 Comprehensive Multimodal Corridor Plan; and
2. Provide comments and feedback to staff for incorporation into the final plan.

Senior Transportation Planner Michael Kuker and GHD Consultant Todd Tregenza gave a presentation and answered board of director's questions.

The last day to provide feedback is March 24, 2025. The final plan will be presented for approval at the April 2025 meeting.

Chair Watkins opened the item for public comments. No one wished to speak. Public comment period was closed.

Update only, no motion made.

Item #17 **Adopt Resolution 25-01 Transferring Four State of Good Repair (SGR) Projects to Make Redding Area Bus Authority (RABA) the Implementing Agency, Totaling $352,713.13**

It is recommended that the board of directors:

1. Adopt Resolution 25-01 transferring four State of Good Repair (SGR) projects to make the Redding Area Bus Authority (RABA) the implementing agency, totaling $352,713.13 (Attachment A); and

2. Authorize the executive director to submit necessary documents to Caltrans and take necessary administrative actions to transfer funds, as appropriate, and as directed by Caltrans.

Senior Transportation Planner Jennifer Pollom presented the staff recommendations.

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

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

None.

There being no other business to discuss, Chair Watkins adjourned the meeting at 12:03 p.m.

Item #19 **Adjourn**

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director

SMT/acl