STAFF REPORT

MEETING DATE:	**December 19, 2024**
SUBJECT:	**Approve Action Minutes of the October 31, 2024, and the November 21, 2024, SRTA Board of Directors Meetings**
AGENDA ITEM:	**8-1**
STAFF CONTACT:	**Amy Lindsey, Executive Assistant**

<u>STAFF RECOMMENDATION:</u>
It is recommended that the board of directors approve action minutes of the October 31, 2024, and the November 21, 2024, SRTA Board of Directors meetings.

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Sean Tiedgen, AICP, Executive Director

Attachment: Action Minutes of the October 31, 2024, and the November 21, 2024, SRTA Board of Directors Meetings

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Thursday, October 31, 2024, 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 Mezzano called the meeting to order at 9:01 a.m.

Board members Crye, Gallagher, Jones, and Kelstrom were present. Board member Audette arrived at 9:03 a.m., just after the roll call. Board member Eisenbeisz arrived at 9:39 a.m., just before Item No. 12.

Item #2 **Pledge of Allegiance**

Item #3 **Staff Introductions**

Item #4 **Workshop** – None

Item #5 **Presentations** – None

Item #6 **Public Comment Period**

No public comments were made.

Consent Calendar

Item #7-1 Approve Action Minutes of the September 26, 2024, SRTA Board of Directors Meeting

Item #7-2 Receive Future Meeting Schedule Through December 2025—Information Item Only

Item #7-3 Receive Correspondence—Information Item Only

Item #7-4 Receive Update on ShastaConnect Transit Services for Fiscal Year-End 2023/24

Item #7-5 Adopt Resolution 24-10 to Approve Formal Amendment 1 to the Fiscal Year 2024/25 Overall Work Program (OWP)

Item #7-6 Approve Redding Area Bus Authority (RABA) State Transit Assistance Reserve Request of up to $401,892 to Fund Operational Expenses Related to Facility Maintenance, Technology, and Mobility Management

Item #7-7 Authorize Executive Director to Execute a Technical Services Agreement for Regional Travel Data Collection

Item #7-8 Receive Update on Regional Early Action Planning (REAP) 2.0 Program

Item #7-9 Approve Transferring Ownership of Three State of Good Repair (SGR) Vehicles to Redding Area Bus Authority (RABA)

By motion made, seconded (Crye/Kelstrom) and unanimously carried, the Consent Calendar passed unanimously.

Regular Calendar

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

A verbal report was provided as an information item regarding the completion of the new Need-a-Ride Brochure, staffing update, CALCOG upcoming fall meeting, CALCOG Leadership Forum March 5-7, 2025, response letter from CARB SB375, and submittal of the 2025 Federal Transportation Improvement Program (FTIP).

Board member Gallagher thanked staff for writing the letter to CARB. Mr. Gallagher would like the board to consider how to collectively push back on complying with CARB's GHG goals in the future. Mr. Crye expressed a desire to see members suggest ideas to staff and ask what appropriate steps the board could take. Chair Mezzano stated that such direction would need to be agendized for future discussion and action.

Item #9 **Receive SRTA Board Members Reports on Attendance at Conference/Meetings Reimbursed at SRTA Expense (Requirement of Assembly Bill 1234) — Information Item Only**

No conferences/meeting attended.

Item #10 **Approve Awarding Local Carbon Reduction Program (CRP) Funding for Fiscal Years 2024/25, 2025/26, and 2026/27 Toward Regional Projects**

It is recommended that the board of directors:

1. Approve an estimated total of $995,265 in local CRP funds over FY 2024/25, 2025/26, and 2026/27 toward the recommended Shasta Dam Boulevard Complete Streets Project; and
2. Authorize the executive director to make administrative adjustments to the estimated funds as needed, based on the final allocation amounts; and
3. Authorize the executive director to initiate an eligibility review process with the Federal Highway Administration (FHWA) and Caltrans, make any administrative amendments necessary to meet the requirements, prepare

the corresponding amendments to the Federal Transportation Improvement Program (FTIP) once the eligibility review is confirmed, and execute a sub-recipient cooperative agreement with the city of Shasta Lake.

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

City of Shasta Lake City Engineer/Public Works Director Will Bond answered board of directors' questions regarding the Shasta Dam Boulevard Complete Streets Project.

By motion made, seconded (Audette/Jones) and unanimously carried, the recommendations passed.

Item #11 **<u>Approve the Fiscal Year 2024/25 Comprehensive Budget</u>**

It is recommended that the board of directors approve the FY 2024/25 Comprehensive Budget.

Chief Fiscal Officer Jessica Carlson presented the staff recommendation and answered board of director's questions.

By motion made, seconded (Audette/Kelstrom) and unanimously carried, the recommendations passed.

Item #12 **<u>Approve Resolution 24-11 which suspends and replaces Resolution 09-12 and authorizes the Executive Director to execute a Master Fund Transfer Agreement and other agreements with Caltrans and make amendments as needed</u>**

It is recommended that the board of directors approve Resolution 24-11, which suspends and replaces Resolution 09-12; authorizes the executive director to execute a new Master Fund Transfer Agreement (MFTA) with Caltrans for the period of January 1, 2025, to December 31, 2034; and authorizes the executive director to sign any future Master Agreement, Program Supplemental Agreements, Fund Exchange Agreements, and/or Fund Transfer Agreements to disburse previously authorized and future federal or state grant funds approved by the board of directors.

Executive Director Sean Tiedgen presented the staff recommendations and answered board of director's questions.

By motion made, seconded (Audette/Kelstrom) and unanimously carried, the recommendations passed. ***Board member Eisenbeisz arrived just before this item and was present for the vote.*

Item #13 **Receive Suggestions from Board Members Relative to Potential Topics for Future Board of Directors Meetings**

Board members would like to see the Need-a-Ride brochure more widely spread throughout our community and suggested reaching out to Redding rotaries, Chamber of Commerce, provide a link on city/county websites, and have them available at the Redding Regional Airport.

RABA Transit Manager John Andoh and Dignity Health Connected Living Director of Transportation Brody Wilbourn both spoke to the board about their distribution efforts to date.

CLOSED SESSION

Item #14 **Executive Director's Evaluation**
(Government Code Section 54957)

At 9:48 a.m., Chair Mezzano recessed the board to a closed session to discuss the executive director's evaluation.

OPEN SESSION

At 9:59 a.m., Chair Mezzano reconvened the Regular meeting to Open Session.

No reportable action.

Item #15 **Appoint Three Board Members to an Ad Hoc Committee for Contract Extension Negotiations with the Executive Director**

It is recommended that the board of directors appoint three members to an Ad Hoc Committee to review and negotiate a recommended contract extension with SRTA's executive director.

Chair Mezzano opened this item for discussion and suggested the board of directors appoint board members Gallagher, Crye, and Eisenbeisz to serve on the Ad Hoc Committee for Contract Extension Negotiations with the Executive Director.

Executive Director Sean Tiedgen recommended that a chair for the Ad Hoc Committee also be identified. Board member Crye made a motion to appoint Board member Gallagher to serve as chair of the committee.

By motion made, seconded (Jones/Mezzano) and unanimously carried, the recommendation passed, and board member Gallagher will serve as the committee chair.

There being no other business to discuss, Chair Mezzano adjourned the meeting at 10:05 a.m.

Item #16 **<u>Adjourn</u>**

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director
SMT/acl

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Thursday, November 21, 2024, 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 Mezzano called the meeting to order at 9:03 a.m.

Board members Audette, Eisenbeisz, Gallagher, Jones, and Kelstrom were present.

Item #2 **Pledge of Allegiance**

Item #3 **Staff Introductions**

Item #4 **Public Comment Period**

No public comments were made.

Regular Calendar

CLOSED SESSION

Item #5 **Executive Director's Evaluation**

(Government Code Section 54957)

At 9:05 a.m., Chair Mezzano recessed the board to a closed session to discuss the executive director's evaluation.

OPEN SESSION

At 9:35 a.m., Chair Mezzano reconvened the Regular meeting to Open Session.

Chair Mezzano reported that the board reviewed the Executive Director's evaluation. No reportable action.

Item #6 **<u>Renew Executive Director Employment Agreement</u>**

It is recommended that the board of directors authorize the chair to sign the employment agreement with the executive director which maintains the same benefits, provides a five percent salary increase, and extends the term for three years ending on July 1, 2028.

Executive Director Sean Tiedgen stated that his current employment agreement with SRTA ends July 1, 2025.

On October 31st the board of directors approved the formation of an Ad Hoc Committee for contract extension negotiations with the Executive Director. The committee met on November 13, 2024, to review input from the Fiscal & Policy Committee on the Executive Director's performance, review the salary compensation study, and work with SRTA legal counsel to draft a contract extension agreement. The agreement was then reviewed, negotiated, and agreed upon by the Executive Director and the Ad Hoc Committee.

Of significance, the contract extension agreement changes are as follows:

- The contract will be extended for three (3) years with an expiration date of July 1, 2028.
- A salary increase of five (5) percent, effective January 1, 2025.
- Section 4B, relating to Executive Director expenses, will be removed from the contract as this item was already addressed at the June 2022 board meeting.

All other provisions will remain unchanged. The Ad Hoc Committee for contract extension negotiations with the Executive Director will conclude.

Ad Hoc Committee Chair Gallagher made a motion to approve the staff recommendation, seconded (Gallagher/Kelstrom) and unanimously carried, the recommendation passed.

There being no other business to discuss, Chair Mezzano adjourned the meeting at 9:40 a.m.

Item #7 **<u>Adjourn</u>**

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director
SMT/acl