

# STAFF REPORT



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|-----------------------|--------------------------------------------------------------------------------------------|
| <b>MEETING DATE:</b>  | June 25, 2019                                                                              |
| <b>SUBJECT:</b>       | Approve Action Minutes of the April 23, and June 5, 2019, SRTA Board of Directors Meetings |
| <b>AGENDA ITEM:</b>   | 5-1                                                                                        |
| <b>STAFF CONTACT:</b> | Amy Lindsey, Executive Assistant                                                           |

**STAFF RECOMMENDATION:**

It is recommended that the board of directors approve the action minutes of the April 23, and June 5, 2019, SRTA Board of Directors meetings.



Sean Tiedgen, AICP, Senior Transportation Planner

**Attachment:** Action Minutes of the April 23, and June 5, 2019, SRTA Board of Directors Meetings

## **UNAPPROVED MINUTES**

SHASTA REGIONAL TRANSPORTATION AGENCY  
Tuesday, April 23, 2019, 3:00 p.m.  
Shasta County Board Chambers  
1450 Court Street, Suite 263, Redding, California

(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 Morgan were present.

1. **Call to Order**

Chair Schreder called the meeting to order at 3:50 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 **Action Minutes – February 26, 2019, SRTA Meeting**

5-2 **Future Meeting Schedule Through April 2020 – Information Only**

5-3 **Approve Disbursements**

5-4 **Correspondence – Information Only**

5-5 **Approve Allocating Fiscal Year 2018/19 Low Carbon Transit Operations Program Funding to the Sunday Transit Demonstration Project**

5-6 **Accept RABA Transit Asset Management Plan Performance Measures and Targets**

5-7 **Review and Approve Amendment #5 to SRTA's Fiscal Year 2018/19 Budget and Overall Work Program**

5-8 **Approve Annually Pre-Funding CalPERS Retirement Benefit Obligation**

By motion made, seconded (Moty/Chimenti), and unanimously carried, the consent calendar was approved.

Regular Calendar

6. Executive Director's Report

Informational item only. No report provided.

7. SRTA Board Members Report on Attendance at Conference/Meetings Reimbursed at SRTA Expense (Requirement of Assembly Bill 1234)

SRTA Board Members Schreder and Rickert gave reports on their attendance at the annual CALCOG Regional Leadership Forum.

8. Approve FY 2019/20 Unmet Transit Needs and Transportation Development Act Budget

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

1. Consider FY 2019/20 Unmet Transit Needs public comments and staff responses;
2. Receive a presentation on the Social Services Transportation Advisory Council's (SSTAC) FY 2019/20 Unmet Transit Needs recommendation from Chair Patrick Geagan;
3. Approve Resolution Number 19-08, which finds that the current level of transit services is reasonable to meet;
4. Approve the FY 2019/20 TDA Budget of Apportionments and Transit Obligations; and
5. Approve payment instructions to the Shasta County Auditor-Controller.

SSTAC Chair Patrick Geagan gave a presentation to the board on Unmet Transit Needs recommendations. No public comments were received.

By motion made and seconded (Moty/Winter), the staff recommendation passed unanimously.

9. Approve SRTA's Fiscal Year (FY) 2019/2021 Comprehensive Budget, Including the FY 2019/2021 Overall Work Program, Cost of Living Adjustments, and a Job Reclassification from Executive Assistant Confidential to Administrative Associate

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

1. Approve the SRTA Human Resources Committee's recommended cost-of-living adjustment for all SRTA staff of 2.5% for FY 2019/20, 2.5% for FY 2020/21, and 2.0% for FY 2021/22, effective July 1 of each year, pursuant to Resolution 19-05;
2. Approve reclassification of the Executive Assistant Confidential to Administrative Associate with corresponding compensation plan, pursuant to Resolution 19-05;
3. Approve the FY 2019 through 2021 comprehensive budget, including the FY 2019/20 Overall Work Program, pursuant to Resolution 19-06;
4. Authorize the chair and executive director to sign the Indirect Cost Allocation Plan Submission Certificate; and
5. Authorize the executive director to sign the FY 2019/20 Overall Work Program Agreement and certifications and assurances that all OWP requirements have been met, and to make any technical corrections in response to funding agency comments.

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

**10. Approve Vehicle Procurement with State of Good Repair Funds**

Staff recommendation: It is recommended that the board of directors authorize the executive director to complete required California Association for Coordinated Transportation/Morongo Basin Transit Authority (CalACT/MBTA) 15-03 Vehicle Purchasing Cooperative documentation, as well as any necessary amendments or other documentation, in support of the procurement of three vehicles and XL Fleet Hybrid kits using SGR funds.

By motion made and seconded (Winter/Rickert), the staff recommendation passed unanimously.

**11. Appoint SRTA Transit Policy Committee**

Staff recommendation: It is recommended that the board of directors appoint up to three members to a SRTA Transit Policy Committee and provide suggestions to engage all interested agencies.

By motion made and seconded (Winter/Browning), the board of directors deferred the item to June requesting the executive director and public works directors to meet and further discuss. Six board members were in favor (Schreder, Chimenti, Rickert, Browning, Winter, and Morgan); and one board member opposed (Moty).

**Closed Session**

**12. Executive Director's Evaluation**

At 4:30 p.m., Chair Schreder recessed the board to a closed session to perform the executive director's evaluation.

**Open Session**

At 5:00 p.m., Chair Schreder reconvened the Regular Meeting to Open Session.

Chair Schreder reported that the executive director evaluation was completed.

There being no other business to discuss, Chair Schreder adjourned the meeting at 5:05 p.m.

Respectfully submitted,

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Daniel S. Little, AICP, Executive Director  
smt/acl

## **UNAPPROVED MINUTES**

### **SHASTA REGIONAL TRANSPORTATION AGENCY**

Wednesday, June 5, 2019, 1:00 p.m.

#### **Special Meeting**

Shasta Regional Transportation Agency, Salmon Room

1255 East Street, Suite 202, Redding, California

(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, Rickert, Moty, Browning, McElvain, and Morgan were present. Board member Watkins was absent.

1. **Call to Order**

Chair Schreder called the meeting to order at 1:03 p.m.

2. **Public Comment Period**

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

#### **Regular Calendar**

3. **Approve Allocating Fiscal Year 2018/19 Low Carbon Transit Operations Program Funds to the Regional Reduced and Free Transit Fare Program**

Staff recommendation: It is recommended that the board of directors adopt Resolution 19-10, allocating FY 2018/19 LCTOP funds totaling \$329,232 to the Regional Reduced and Free Transit Fare Program, and authorize the executive director to sign the Certifications and Assurances and Authorized Agent forms for the LCTOP application, including any amendments as may be necessary to obtain the funds.

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

There being no other business to discuss, Chair Schreder adjourned the meeting at 1:12 p.m.

Respectfully submitted,

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Daniel S. Little, AICP, Executive Director  
DSL/SMT/acl