UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
FISCAL & POLICY COMMITTEE
Friday, April 7, 2023
2:00 p.m., or as soon thereafter as may be heard
1255 East Street, Suite 202, Salmon Room

(Note: The following minutes are not intended to serve as a transcript or verbatim record of the proceedings of the Shasta Regional Transportation Agency Fiscal Committee, but rather as a record of the meeting time, place, attendance, and actions taken, if any.)

Committee members Audette, Gallagher, and Mezzano were present.

The following SRTA staff were present: Executive Director Sean Tiedgen, Chief Fiscal Officer Jessica Carlson, and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**
   Board Member Mezzano called the meeting to order at 2:06 p.m.

2. **Public Comment Period**
   No comments were received during the public comment period.

3. **Approve December 2, 2022, Fiscal & Policy Committee Meeting Action Minutes**
   By motion made and seconded (Gallagher/Audette), the minutes passed unanimously.

4. **Review and Discuss FY 2023/24 Transportation Development Act (TDA) Budget**
   Executive Director Sean Tiedgen and Chief Fiscal Officer (CFO) Jessica Carlson addressed the committee regarding the FY 2023/24 Transportation Development Act (TDA) budget.

   Staff Recommendation:
   1. Consider the Social Services Transportation Advisory Council's (SSTAC) FY 2023/24 Unmet Transit Needs recommendations;
   2. Approve the FY 2023/24 Transit Needs Assessment and Unmet Transit Needs recommendations;
   3. Authorize the Chair to sign Resolution 23-05, finding that all current TDA-funded services and all grant-funded services, including Sunday On-Demand Transit service, Expanded CTSA and the Whiskeytown Beach Bus, are reasonable to meet and to further expand CTSA (under ShastaConnect) Monday through Friday services to fully cover the hours of potential medical appointments at the Veterans Administration Clinic using grant funds;
   4. Approve the FY 2023/24 TDA Budget of Apportionments and Transit Obligations;
   5. Approve payment instructions to the Shasta County Auditor-Controller; and
   6. Authorize the executive director to make minor administrative amendments to the TDA Budget and payment instructions as appropriate.

   The Fiscal and Policy Committee discussed the above staff recommendations. The committee supports the staff recommendations and asks staff to explore developing an appropriate rider fee for future Whiskeytown Beach Bus service.

5. **Receive Update on Resolution of FY 2020/21 Single Audit Finding and Discuss FY 2021/22 Fiscal and Compliance Audit Update**
   Chief Fiscal Officer (CFO) Jessica Carlson addressed the committee regarding the resolution of FY 2020/21 Single Audit Finding and FY 2021/22 Fiscal and Compliance Audit update.

   This item was for discussion only. No action was taken.

6. **Discuss and Provide Direction Regarding Future Funding Workshops**
   Executive Director Sean Tiedgen addressed the committee regarding the topic of holding funding workshops. Because SRTA has several new board members, the Fiscal and Policy Committee and board members desire to receive on-going training and education on SRTA functions, roles, and responsibilities, as well as training on various agency planning and programming activities.

   The Fiscal and Policy Committee recommends the board of directors consider starting meetings at 2:30 p.m. instead of 3:00 p.m. to allow for short, informational "workshops" from SRTA staff on topics such as transportation funding programs, regional planning activities, or programming activities.

7. **Discuss SRTA Board of Directors Meeting Frequency**
   Executive Director Sean Tiedgen addressed the committee regarding the topic of SRTA board of directors meeting frequency.

   SRTA's Bylaws specify the agency's meeting schedule. Generally, board meetings are held on the last Thursday of the month in February, April, June, October, and December. Additionally, special or emergency meetings can be requested at any time by the Chair or a majority of the board members.

   The current meeting schedule is consistent with other smaller metropolitan planning organizations (MPO) and matches well with federal and state deadlines for regularly occurring regional planning and programming activities. A change in regular meeting frequency would require an amendment to SRTA's bylaws.

   The Fiscal and Policy Committee recommends the board of directors maintain the existing meeting schedule.

CLOSED SESSION

8. **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 3:40 p.m., Chair Mezzano recessed the committee meeting to a closed session.

OPEN SESSION

At 3:55 p.m., Chair Mezzano reconvened the committee meeting to open session.

No reportable action.

9. There being no further business, board member Mezzano adjourned the meeting at 3:56 p.m.

Respectfully submitted,

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Sean Tiedgen, AICP, Executive Director
SMT/acl