

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN
SHASTA REGIONAL TRANSPORTATION AGENCY AND REDDING AREA BUS AUTHORITY
FOR ADMINISTRATION OF THE CONSOLIDATED TRANSPORTATION SERVICES AGENCY**

This Memorandum of Understanding (MOU) is made effective July 1, 2025, between the SHASTA REGIONAL TRANSPORTATION AGENCY, hereinafter, referred to as SRTA, and the REDDING AREA BUS AUTHORITY, hereinafter referred to as RABA, hereinafter referred to collectively as the Parties. The MOU is only a statement of intentions and does not cover all activities related to public transportation, transportation operations, nor transportation planning and programming.

WHEREAS, the Transportation Development Act (TDA) was enacted in 1971 by California's Legislation to improve existing public transportation. TDA established two funding sources; the Local Transportation Fund (LTF), and the State Transit Assistance (STA) fund.

WHEREAS, pursuant to California state law approved in 1979, California's Assembly Bill 120, known as the "Social Services Transportation Improvement Act", called for the consolidation or coordination of social service transportation through the designation of "Consolidated Transportation Service Agencies" commonly referred to as "CTSAs."

WHEREAS, CTSAs were developed to provide consolidated transportation services within a specified geographical area, which are designated by the regional transportation planning agency (RTPA) and intended to reduce inefficient or duplicative social service transportation programs in existence at the time. The designation process is described pursuant to Government Code section 15975 and California Code of Regulations, Title 21, Section 6680. In accordance with TDA Statutes and California Code of Regulations, the RTPA "may designate one or more" CTSA and "... the geographic areas of consolidated transportation service agencies may be overlapping." The guidelines explain that the division of responsibility between CTSA's shall be by the transportation service provided (i.e., by geographic area, route, time, clientele, etc.).

WHEREAS, SRTA is the designated RTPA for the Shasta Region (encompassing all of Shasta County, California) and annually allocates TDA funds consistent with TDA statutes.

WHEREAS, community transit service is defined in TDA statutes as "transportation services which link intracommunity origins and destinations" (TDA Article 4.5). The CTSA claims TDA funds under this Article. Claims are limited to five-percent of LTF revenue received annually by the SRTA (Pub. Util. Code §§ 99275-99277).

WHEREAS, RABA is the public transportation operator that provides services in the Shasta Region, and is eligible to apply for and receive State, Federal Transit Administration (FTA) and/or Federal Highway

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Administration (FHWA) transit funding for capital, operating and planning assistance for the delivery of public mass transportation.

WHEREAS, RABA is eligible to be designated as a CTSA in accordance with Government Code section 15975, because RABA is a public agency organized as a joint powers authority, as well as an operator. In addition, RABA is a common carrier of persons as defined in section 211 of the Public Utilities Code, engaged in the transportation of persons and a provider of transportation services to persons with disabilities and the elderly (social service recipients) in accordance with the intentions of the Social Service Transportation Improvement Act. It is the intent of this MOU to define the role and responsibilities of RABA, as the designated CTSA, and SRTA.

RABA, as the CTSA, Roles and Responsibilities

RABA, as the CTSA for the Shasta Region, shall provide the following services and have the following obligations pursuant to TDA statutes and other state laws:

1. Supply vehicles, personnel, fuel, maintenance and operations necessary to provide transportation services to the extent of TDA funds available to RABA.
2. Coordinate public transportation services for the overall improvement of public transportation service in the Shasta Region.
3. Attend Social Services Transportation Advisory Council meetings.
4. Submit quarterly reports to the SRTA Board of Directors on ridership and operating data, in addition to any other documents required for state and federal audit and reporting requirements.
5. Submit an annual claim and budget for TDA-LTF Article 4.5 funds prior to the June SRTA Board meeting. Funds are limited to up to five-percent of LTF revenue available after each prior TDA priority is funded and based upon RABA's budget for CTSA activities. It is understood and agreed that should funds be reduced by SRTA during the TDA claim process, RABA reserves the right to reduce CTSA services to align with available funding .
6. Provide fiscal audits within 180-days from the close of the fiscal year. SRTA shall grant a 90-day extension upon request from RABA. Audits shall include certification that RABA is compliant with TDA section 6666 and 6667. SRTA agrees that RABA's CTSA activities will be consolidated into one RABA fiscal audit to be submitted.
7. Apply for grants to offset capital and operational costs.
8. Comply with all requirements of a CTSA as specified in the statutes of the Transportation Development Act and any other applicable federal or state laws.

9. Participate in any triennial performance audits, facilitated by SRTA.
10. Adhere to all SRTA policies in existence at the time this MOU is executed and any subsequent amendments to SRTA policies and procedures provided that SRTA provides said changes to RABA at least thirty days prior to the date they become operative.
11. Adhere to all applicable California laws pertaining to transit operators, including the annual reporting of transit fleet and other required information under California's Innovative Clean Transit (ICT) Program and assumes responsibility for ICT reporting related to CTSA operations.
12. Submit an annual report of CTSA activities, starting in 2026, to SRTA due by September 30.

SRTA, as the RTPA, Roles and Responsibilities

SRTA shall provide the following services pursuant to TDA statutes:

1. Disburse TDA allocation to RABA based on the current fiscal year TDA claim instructions, and to the extent funds are available to SRTA. SRTA may amend TDA payment instructions to coincide with anticipated disbursements from the State of California and will provide notice to RABA regarding the need for potential changes five business days of SRTA receiving information indicating the change is necessary. RABA reserves the right to immediately reduce CTSA services to align with available funding provided by SRTA upon said notification being provided to RABA at its sole discretion.
2. Provide technical support and assistance on grant applications submitted by RABA to the State, FTA, and FHWA.
3. Propose priority order for projects to be listed in a financially constrained Regional Transportation Plan and Transportation Improvement Program.
4. Consistent with TDA law, may designate one or more CSA within Shasta County, and rescind or change designations upon 30 calendar days notice to RABA. RABA reserves the right to immediately reduce or eliminate CTSA services, at its sole discretion, to align with available funding and changes in designations upon notification being provided to RABA.
5. Additionally, SRTA agrees that any property, equipment, software, or other materials that SRTA provided to DHCL for the performance of the Agreement shall be owned by RABA upon execution of the Assignment. SRTA shall provide RABA a list of any property, equipment, software, or other materials by July 31, 2025 and transfer any property, equipment, software, or other materials to RABA's name by July 31, 2025.

Notice

Any formal notice with regard to this MOU shall be in writing and either personally delivered or sent by First Class U.S. Mail, postage pre-paid, addressed as follows:

SRTA

Executive Director
Shasta Regional Transportation Agency
1255 East Street, Suite 202
Redding, CA 96001

RABA

Transit Manager
Redding Area Bus Authority
777 Cypress Avenue
Redding, CA 96001

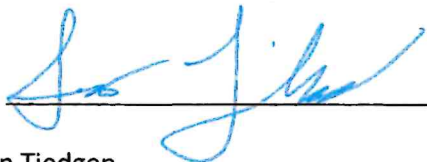
MOU Authorization

This MOU has been reviewed and endorsed by RABA and SRTA to assure its continued effectiveness. The SRTA Executive Director and RABA Executive Officer or designee shall be authorized to make amendments to the MOU. Any proposed amendments shall be submitted in writing for the consideration of both RABA and SRTA. This MOU constitutes an expression of desire and a means of accomplishing coordinated transportation services. This understanding may be terminated upon written notice provided at least 30 calendar days prior to the effective date of termination and specifying the effective date of termination.

By our signature below, we certify that the respective Board of Directors have authorized entering into this MOU on behalf of each agency, effective the last date of signature to this document.

IN WITNESS WHEREOF, the parties have executed this MOU.

Shasta Regional Transportation Agency

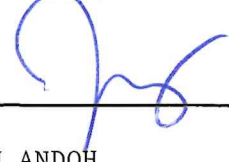
Signature: 

Name: Sean Tiedgen

Title: Executive Director

Date: 8/1/2025

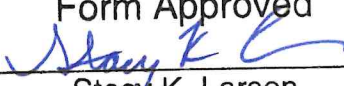
Redding Area Bus Authority

Signature: 

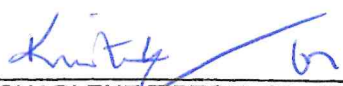
Name: JOHN ANDOH

Title: TRANSIT MANAGER

Date: 8/1/2025

Form Approved

Stacy K. Larson
Assistant City Attorney

ATTEST:


SHARLENE TIPTON, City Clerk