APPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
REGULAR MEETING
Thursday, February 29, 2024, 2:30 p.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 2:30 p.m.

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

Item #2 **Pledge of Allegiance**

Item #3 **Staff Introductions**

Item #4 **Workshop** – None

Item #5 **Presentations** – Presentation from Caltrans District 2 on the 2023 State Highway System Management Plan, the draft 2024 State Highway Operation and Protection Program (SHOPP), and potential 2026 SHOPP projects in the Shasta Region

Caltrans District 2 Asset Manager, Sean Shepard, gave a presentation on the 2023 State Highway System Management Plan, the draft 2024 State Highway Operation and Protection Program (SHOPP), potential 2026 SHOPP projects in the Shasta Region, and answered board of directors' questions.

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.

Board member Jones made a motion to nominate current Chair Mezzano as chair and board member Eisenbeisz as vice-chair. By motion made, seconded (Jones/Crye) and unanimously carried, board member Mezzano is the 2024 SRTA chair and board member Eisenbeisz is the 2024 SRTA vice-chair.

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

Staff recommendation: It is recommended that the board of directors appoint two Fiscal and Policy Committee members and one alternate to serve with the newly elected chair, effective through February 2025.

Board member Gallagher made a motion to nominate board members Audette and Eisenbeisz to serve with Chair Mezzano and board member Kelstrom as alternate. By motion made, seconded (Gallagher/Crye) and unanimously carried, board members Audette and Eisenbeisz will serve with Chair Mezzano on the 2024 SRTA Fiscal and Policy Committee. Board member Kelstrom will serve as the alternate.

Item #8 **Public Comment Period**

No one wished to speak.

Consent Calendar

Item #9-1 **Authorize Newly Elected Chair as Secondary Signer for Agency Bank Accounts and Accounts held by the Shasta County Treasurer**

Item #9-2 **Approve Action Minutes of the December 14, 2023, SRTA Board of Directors Meeting**

Item #9-3 **Future Meeting Schedule Through April 2025—Information Item Only**

Item #9-4 **Correspondence—Information Item Only**

Item #9-5 **Receive Cash Disbursements Report for September through December 2023**

Item #9-6 **Receive SRTA Comprehensive Budget Report for First Quarter of Fiscal Year 2023/24**

Item #9-7 **Receive Update on ShastaConnect Transit Service for Fiscal Year 2023/24**

Item #9-8 **Authorize Executive Director to Execute a Technical Services Agreement for the North State Intercity Bus to Rail Plan**

Item #9-9 **Approve Contract for the SRTA 1255 East Street Building HVAC and Parking Improvements Project**

***Items 9-2, 9-6, 9-7, and 9-8 were requested to be pulled by board member Gallagher for further discussion.*

****Item #9-2** <u>**Approve Action Minutes of the December 14, 2023, SRTA Board of Directors Meeting**</u>
It is recommended that the board of directors approve action minutes of the December 14, 2023, SRTA Board of Directors meeting.

Board member Gallagher requested clarification on the record of the final motion on Agenda Item #12 from the December 14, 2023, meeting.

Executive Director Sean Tiedgen attested to staff reviewing meeting notes and rewatching the meeting video multiple times for accuracy before the minutes for this item were finalized. The minutes reflect the board's final action. The meeting and motion can be viewed online at SRTA Board of Directors Meeting - December 14, 2023 (youtube.com)

<u>*No motion made; item was approved as one motion with the consent calendar on page 4.*</u>

****Item #9-6** <u>**Receive SRTA Comprehensive Budget Report for First Quarter of Fiscal Year 2023/24**</u>
It is recommended that the board of directors receive the SRTA Comprehensive Budget Report for the first quarter of Fiscal Year 2023/24 (July 1, 2023, through September 30, 2023).

Board member Gallagher asked why only the first quarter report is available since we're in the third quarter of FY 2023/24?

Chief Fiscal Officer Jessica Carlson responded that the first quarter of FY 2023/24 ended on September 30, 2023. Vendors are notified at the end of each quarter and must submit final invoices to SRTA for review and payment. Then the report must be prepared. The report was not finalized as staff was waiting for outstanding invoices from vendors from quarter 1. This is the first meeting of the fiscal year that staff was able to bring this report before the board.

<u>*No motion made; item was approved as one motion with the consent calendar on page 4.*</u>

****Item #9-7** <u>**Receive Update on ShastaConnect Transit Service for Fiscal Year 2023/24**</u> It is recommended that the board of directors receive a ShastaConnect service update for Fiscal Year (FY) 2023/24.

Board member Gallagher is seeking further clarification on the Performance Metrics table and why Sunday service costs more than weekday service.

Executive Director Sean Tiedgen, Senior Transportation Planner Jennifer Pollom, and Chief Fiscal Officer Jessica Carlson addressed Board member Gallagher's questions and will provide further information at the April board of directors meeting.

No motion made; item was approved as one motion with the consent calendar on page 4.

****Item #9-8 Authorize Executive Director to Execute a Technical Services Agreement for the North State Intercity Bus to Rail Plan**

It is recommended that the board of directors:

1. Authorize the executive director to execute a technical services agreement (TSA) with AECOM to prepare the North State Intercity Bus to Rail Plan, for a term ending August 30, 2025, not to exceed $189,956.43; and
2. Authorize the executive director to make minor administrative amendments to the TSA as appropriate.

At the request of board member Gallagher, Item 9-8 was pulled for further discussion.

Executive Director Sean Tiedgen addressed board member Gallagher's questions.

By motion made, seconded (Gallagher/Jones) to not approve staff recommendations 1 and 2 for Item #9-8, four (4) board members (Eisenbeisz, Gallagher, Jones, and Kelstrom) were in favor and three (3) board members (Audette, Crye, and Mezzano) were opposed. Motion passes with a 4-3 vote.

By motion made, seconded (Audette/Kelstrom) and unanimously carried, Consent Calendar items 9-1, 9-2, 9-3, 9-4, 9-5, 9-6, 9-7, and 9-9 passed unanimously.

Regular Calendar

Item #10 Executive Director's Report—Information Item Only

A verbal report was provided as an information item.

Item #11 SRTA Board Members Report on Attendance at Conference/Meetings Reimbursed at SRTA Expense (Requirement of Assembly Bill 1234)—Information Item Only

It is recommended that the board of directors receive verbal reports from board members regarding any events attended on behalf of SRTA.

SRTA Board of Directors' Chair Mezzano and board member Audette attended the 2024 Regional CALCOG Leadership Forum in Monterey and gave a brief report to the board.

Item #12 Review Draft Work Elements and Planning Budget for the Fiscal Year 2024/25 Overall Work Program

It is recommended that the board of directors review the draft FY 2024/25 Overall Work Program and provide feedback to staff on the proposed work plan.

Senior Transportation Planner Michael Kuker presented the staff recommendations and answered board of directors' questions.

Board member Gallagher asked for clarification on Attachment "B" regarding the FY 2024/25 Regional Planning Priorities (Approved in December 2023) Zero Emission Vehicle (ZEV) Infrastructure Planning year-end deliverables and outcomes. Specifically: state purchasing agreement for hydrogen fuel cell motorcoach, including reallocation of 2018 TIRCP award with new scope of work; participation in California Intercity Bus Study leading to FTA 5311(f) grant application and state/Amtrack funding operations; and final North State Bus to Rail Plan.

Executive Director Sean Tiedgen answered board of directors' questions. Board member Gallagher stated he would like that language removed from the final OWP to be adopted in April. Staff stated updates could be made based on recent board action.

Review only, no action.

Item #13 <u>**Receive an Update on the Envision 273 Comprehensive Multimodal Corridor Plan**</u>

It is recommended that the board of directors receive an update on the Envision 273 Comprehensive Multimodal Corridor Plan.

Senior Transportation Planner Michael Kuker presented the staff recommendations and answered board of directors' questions.

Update only, no action.

Item #14 <u>Adopt Resolution 24-01 **Approving the 2024 Shasta Coordinated Transportation Plan and Authorize the Executive Director to Make Technical Corrections**</u>

It is recommended that the board of directors:

1. Adopt Resolution 24-01, approving the 2024 Shasta Coordinated Transportation Plan, and
2. Authorize the executive director to make any minor, technical corrections.

Senior Transportation Planner Keith Williams presented the staff recommendations and answered board of directors' questions.

SSTAC Chair Patrick Geagan and SSTAC Member Kristen Schreder read SSTAC's letter of support into record.

The SRTA Board of Directors asked for more time to read through the final 2024 Shasta Coordinated Plan and asked for the item to be brought back before them in April. Staff responded that there was available time to do so and the executive director would reach out to board members identifying a timeframe for questions and comments.

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

Item #15 **Receive Information on Changes to United States Environmental Protection Agency's Particulate Matter (PM) 2.5 Pollutant Standards**

It is recommended that the Fiscal and Policy Committee receive an update on recent changes to the United States Environmental Protection Agency's particulate matter (PM) 2.5 standards.

Executive Director Sean Tiedgen presented on recent changes to the Environmental Protection Agency's PM 2.5 standards, including possible future impacts to SRTA, and answered board of directors' questions.

Review only, no action.

Item #16 **Suggestions from Board Members Relative to Potential Topics for Future Board of Directors Meetings**

Board member Audette requested the board receive a presentation from Caltrans Senior Transportation Planner Christina Prosperi on Caltrans activities related to active transportation. Board member Audette would like more information on what Caltrans' responsibilities are and why. Board member Jones asked about any other available funding.

There being no other business to discuss, Chair Mezzano adjourned the meeting at 5:25 p.m.

Item #17 **Adjourn**

Respectfully submitted,

Sean Tiedgen, AICP, Executive Director
/acl