APPROVED ACTION MINUTES
SHASTA REGIONAL TRANSPORTATION AGENCY
REGULAR MEETING
Thursday, April 27, 2023, 3:00 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.)

Item #1 **Call to Order/Roll Call**
Chair Mezzano called the meeting to order at 3:05 p.m.

Board members Audette, Gallagher, Garman, Jones, Kelstrom, and Watkins were present.

Item #2 **Pledge of Allegiance**

Item #3 **Staff Introductions**

Item #4 **Public Comment Period**
No one wished to speak.

Consent Calendar

Item #5-1 **Approve Action Minutes of the February 23, 2023, SRTA Board of Directors Meeting**

Item #5-2 **Future Meeting Schedule Through June 2024—Information Item Only**

Item #5-3 **Approve Cash Disbursements for February 1, 2023, through March 31, 2023**

Item #5-4 **Correspondence—Information Only**

Item #5-5 **Recognition of May 2023 as Bike Month** ***Item Moved to Regular Calendar for Further Discussion*

Item #5-6 **Approve Formal Amendment #5 to the Fiscal Year (FY) 2022/23 Overall Work Program (OWP)** ***Item Moved to Regular Calendar for Further Discussion*

Item #5-7 **Approve the County of Shasta's Federal Transit Administration Section 5311(f) Intercity Bus Program Application for Federal Fiscal Year 2023 to Operate the Burney Express Bus Service**

Item #5-8 **Authorize Technical Services Agreement to Prepare Shasta Region Coordinated Transportation Plan**

Item #5-9 **Receive Update on Safety Performance Targets for the Shasta Region**

By motion made, seconded (Watkins/Jones), and unanimously carried, Consent Calendar Items 5-1, 5-2, 5-3, 5-4, 5-7, 5-8, and 5-9 were approved.

**Items 5-5 and 5-6 were requested to be pulled by Board Member Gallagher for further discussion.

Regular Calendar

Item #5-5 **Recognition of May 2023 as Bike Month**

It is recommended that the SRTA Board of Directors approve Resolution 23-02 proclaiming May 2023 as Bike Month in the Shasta Region.

At the request of Board Member Gallagher, Item 5-5 was pulled for further discussion. Board Member Gallagher stated he didn't necessarily agree with the statement in the staff report saying that bicycling has become "...an increasingly common mode of daily transportation,...", specifically the words "increasingly common." Board Member Gallagher and Jones asked if more statistics could be made available related to bicycling as a mode of transportation. Executive Director Sean Tiedgen answered clarifying questions to the board and stated staff can research the information and share with board members at a later date.

By motion made, seconded (Kelstrom/Watkins), and unanimously carried, Item 5-5 passed unanimously.

Item #5-6 **Approve Formal Amendment #5 to the Fiscal Year (FY) 2022/23 Overall Work Program (OWP)**

It is recommended that the board of directors:

1. Approve Formal Amendment #5 to the Fiscal Year (FY) 2022/23 Overall Work Program (OWP) by authorizing the chair to sign Resolution 23-03, thereby increasing SRTA's planning revenues and expenditures by $31,997; and
2. Authorize the executive director to make administrative corrections as needed in response to the Caltrans review and approval process.

At the request of Board Member Gallagher, Item No. 5-6 was pulled for further discussion. Board Member Gallagher wanted clarification on the resolution that the SRTA Board of Directors and SRTA were one in the same. Executive Director Sean Tiedgen confirmed that they are one and the same.

By motion made, seconded (Gallagher/Kelstrom), and unanimously carried, Item 5-6 passed unanimously.

Item #6 **Executive Director's Report**

A verbal report was provided as an information item.

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

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

Item #8 **Adopt Fiscal Year (FY) 2023/24 Overall Work Program**

It is recommended that the board of directors:

1. Approve the FY 2023/24 Overall Work Program, pursuant to Resolution 23-04;
2. Authorize the executive director to sign the FY 2023/24 Overall Work Program Agreement and certifications and assurances that all requirements have been met, including future amendments to these documents as needed;
3. Authorize the executive director to make administrative edits to the Overall Work Program in order to correct errors and address further comments from state and federal partners as part of the approval process; and
4. Authorize the executive director to sign the FY 2023/24 Indirect Cost Allocation Plan (ICAP) submission certification.

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

Item #9 **Receive Update on Development of SRTA's Zero-Emission Fleet Transition Rollout Plan**

It is recommended that the board of directors receive a status update on the development of SRTA's Zero-Emission Fleet Transition Rollout Plan for ShastaConnect services.

A presentation was given by Energetics Consultant Kevin Wood and Associate Transportation Planner Mehdi Moeinaddini.

Presentation only, no action taken.

Item #10 **Approve Fiscal Year 2023/24 Annual Transit Needs Assessment, Transportation Development Act Budget, and Unmet Transit Needs Findings in Resolution 23-05**

It is recommended that the SRTA Board of Directors:

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.

Senior Transportation Planner Jennifer Pollom presented the FY 2023/24 Annual Transit Needs Assessment and Unmet Transit Needs Findings, and Chief Fiscal Officer Jessica Carlson presented the Transportation Development Act (TDA) budget to the SRTA Board of Directors. Staff answered clarifying questions to the board.

SSTAC Chair Patrick Geagan presented the SSTAC's FY 2023/24 Unmet Transit Needs recommendations to the SRTA Board of Directors.

Member of the public, Director Don Black of the Veteran's Clinic, addressed the board regarding the need for permanent transportation services out to the Knighten Road Veteran's Administration Clinic. Executive Director Sean Tiedgen and City of Redding Public Works Director Chuck Aukland answered clarifying questions to the board regarding solutions to providing transportation services to the Veteran's Administration Clinic.

By motion made, seconded (Audette/Gallagher), and unanimously carried, the staff recommendation passed unanimously.

Item #11 **Approve Fiscal Year 2022/23 Low Carbon Transit Operations Program Funding for Expanded ShastaConnect Sunday On-Demand Transit Services; Expanded Consolidated Transportation Services Agency; and Redding Area Bus Authority's All Electric Van Replacement Local Match Project**

It is recommended that the board of directors:

1. Authorize the Chair to sign Resolution 23-06 allocating,
   a. $234,627 in FY 2022/23 LCTOP funds to the ShastaConnect Sunday On-Demand Transit Service Expansion (Year 4);
   b. $142,358 in FY 2022/23 LCTOP funds to the ShastaConnect Consolidated Transportation Services Agency Service Expansion (Year 3); and
   c. $66,150 to the RABA All Electric Van Replacement Local Match; and
2. Authorize the executive director to sign the Certifications and Assurances and Authorized Agent forms for the LCTOP applications, including any necessary amendments.

Senior Transportation Planner Jennifer Pollom presented the recommendations and answered board of directors questions.

By motion made, seconded (Gallagher/Kelstrom), and unanimously carried, the staff recommendation passed unanimously.

Item #12 **Discuss Recommendations on Meeting Frequency and Funding Workshops**

It is recommended that the board of directors:

1. Maintain the existing board meeting frequency as outlined in SRTA's bylaws; and
2. Direct the executive director to schedule future meetings to start at 2:30 p.m. to accommodate ongoing training on topics of interest to the board of directors.

Executive Director Sean Tiedgen presented information on SRTA meetings, meeting frequency, and suggestions for future meetings. Fiscal and Policy recommendations were discussed.

By motion made, seconded (Kelstrom/Garman), and unanimously carried, the staff recommendation passed unanimously.

Item #14 **Receive Presentation by Caltrans Project Manager on the 2023 Project Look Ahead, SB 45 Report, and Proposed 2024 State Highway Operation and Protection Program (SHOPP)**

It is recommended that the board of directors receive an update from Caltrans Project Manager Kelly Timmons on the 2023 Project Look Ahead, SB 45 Report, and Proposed 2024 State Highway Operation and Protection Program (SHOPP).

Caltrans Project Manager Kelly Timmons gave a presentation to the SRTA Board of Directors on the 2023 Project Look Ahead, SB 45 Report, and Proposed 2024 State Highway Operation and Protection Program (SHOPP) and answered board of directors questions.

Presentation only, no action taken.

Item #15 **Receive Presentation by Caltrans Asset Management on the Draft 2023 State Highway Safety Management Plan (SHSMP)**

It is recommended that the board of directors receive an update from Caltrans Asset Manager Sean Shepard on the Draft 2023 State Highway Safety Management Plan (SHSMP).

Caltrans Asset Manager Sean Shepard gave a presentation to the SRTA Board of Directors on the Draft 2023 State Highway Safety Management Plan (SHSMP) and answered board of directors questions.

Presentation only, no action taken.

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

It is recommended that the SRTA Chair inquire if any board of directors' members would like to suggest items or topics for discussion at a future meeting.

Board Member Gallagher mentioned that he brought the topic up about the high-speed rail at a prior RABA meeting and wondered if anything could be shared about whether funding for California's high-speed rail project would affect funding for programs in the Shasta region. Executive Director Sean Tiedgen suggested that could be a future topic at an upcoming funding workshop.

CLOSED SESSION

Item #17 **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 5:58 p.m., Chair Mezzano recessed the board to a closed session.

OPEN SESSION

At 6:15 p.m., Chair Mezzano reconvened the Regular meeting to Open Session.

SRTA Legal Counsel John Kenny reported that the board appointed an Ad Hoc Committee to assist in negotiations for the lease of Suite 201 with Sierra-Sacramento Valley Emergency Medical Services Agency.

There being no other business to discuss, Chair Mezzano adjourned the meeting at 6:16 p.m.

Respectfully submitted,

Sean Tiedgen, AICP, Executive Director
/acl