

## **APPROVED ACTION MINUTES**

### **SHASTA REGIONAL TRANSPORTATION AGENCY FISCAL & POLICY COMMITTEE**

Tuesday, June 13, 2023

9:00 a.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, Senior Transportation Planner Keith Williams, Associate Transportation Planner Mehdi Moeinaddini, Assistant Transportation Planner Laurent Beauregard, and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**

Board Chair Mezzano called the meeting to order at 9:01 a.m.

2. **Public Comment Period**

No comments were received during the public comment period.

3. **Approve April 7, 2023, Fiscal & Policy Committee Meeting Action Minutes**

By motion made and seconded (Audette/Gallagher), the minutes passed unanimously.

4. **Receive Verbal Update on 2022 Regional Transportation Plan (RTP) Schedule**

Executive Director Sean Tiedgen gave a verbal update to the Fiscal & Policy Committee regarding the 2022 RTP schedule and answered clarifying questions. A special meeting date has been tentatively scheduled for August 31, 2023, to review the final draft.

Update only, no action taken.

5. **Receive Verbal Update for Fiscal Year (FY) 2021/22 Fiscal and Compliance Audit Draft Report**

Chief Fiscal Officer Jessica Carlson gave a verbal update to the Fiscal & Policy Committee regarding the FY 2021/22 Fiscal and Compliance Audit Draft Report and answered clarifying questions.

Update only, no action taken.

6. **Receive Verbal Update on the Fiscal Year 2023/24 Comprehensive Budget**

Chief Fiscal Officer Jessica Carlson gave a verbal update to the Fiscal & Policy Committee regarding the FY 2023/24 Comprehensive Budget. The final comprehensive budget is scheduled to be approved at the August 31, 2023, special board of directors meeting.

Update only, no action taken.

7. **Receive Verbal Update on TDA Allocations and Proposed RABA Request for Funding Towards Pilot Deviated Flex Service for Veterans Home, Veterans Clinic, and Redding Regional Airport**

It is recommended that the board of directors:

1. Approve a revised Fiscal Year (FY) 2023/24 Transportation Development Act (TDA) Budget of Allocations and Transit Obligations;
2. Approve updated payment instructions to the Shasta County Auditor-Controller;

3. Authorize the executive director to make minor administrative amendments to the TDA payment instructions, as appropriate; and
4. Approve an allocation of \$90,000 in reserve State Transit Assistance (STA) funding to the Redding Area Bus Authority (RABA) towards a one-year pilot deviated flex service for the Veterans Home, Veterans Administration (VA) Clinic, and Redding Regional Airport.

Executive Director Sean Tiedgen gave a verbal update to the Fiscal & Policy Committee regarding the revised TDA allocations and proposed RABA request for funding towards a pilot deviated flex service for the Veterans Home, Veterans Clinic, and Redding Regional Airport, and answered clarifying questions.

RABA Transit General Manager John Andoh also gave a brief update to the committee. The target start date for the deviated flex service for the Veterans Home, Veterans Clinic, and Redding Airport is August 2023.

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

8. **Discuss Locations for Future Meetings and Provide Direction to Staff**

Executive Director Sean Tiedgen discussed locations for future board of directors meetings and answered clarifying questions.

The Fiscal & Policy Committee recommends continuation of SRTA Board of Director meetings at SRTA's office (1255 East Street) until further notice. By motion made, seconded (Audette/Gallagher), the recommendation passed unanimously.

9. **Review and Discuss Proposed Updates to SRTA Human Resource Policies and Procedures**

Staff provided an update on changes being made to SRTA's Human Resource policies based on revisions under California law. Staff presented information on California revisions to bereavement benefits and recommended the board modify SRTA's bereavement policy by providing up to five days (i.e., 40 hours) of paid time off (PTO) for full-time employees (working 40 hours a week), without impact on an employee's accrued paid time off.

The Fiscal & Policy Committee asked clarifying questions of staff and discussed.

The Fiscal & Policy Committee supports the staff recommendation but asked that staff provide additional information and comparisons of other local and comparable agencies to present to the board of directors at its June 22, 2023, meeting.

By motion made, seconded (Gallagher/Audette), the staff recommendation passed unanimously with a request for more information.

10. **Review and Recommend Approval of Fiscal Year 2022/23 Regional Surface Transportation Program (RSTP) Projects List**

It is recommended that the board of directors:

1. Approve FY 2022/23 RSTP exchange funds for local agency projects pursuant to the Shasta Nominations List below; and
2. Authorize the executive director to execute RSTP exchange sub-recipient cooperative agreement amendments with each local agency partner to receive RSTP exchange funds.

## Shasta Nominations

### FY 2022-23 Regional Surface Transportation Program (RSTP) Exchange Funds

#### Projects Recommended for Programming

| Agency       | Project Name                                                                                                                                                          | RSTP Exchange Request | Total Estimated Cost   | Year of Expenditure |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------|---------------------|
| SRTA         | Regional STIP Funds <sup>1</sup>                                                                                                                                      | \$15,000              | Unknown future project | Unknown             |
| Anderson     | 2022 Pavement Repair Project                                                                                                                                          | \$174,376             | \$197,675              | 2022-2023           |
| Redding      | Street Maintenance - Pavement, street striping, guardrail, street sign, traffic control devices, and sidewalk maintenance; includes force as well as contracted work. | \$1,587,982           | \$2,500,000            | 2023-2024           |
| Shasta Lake  | 2023/2024 Street Maintenance Project                                                                                                                                  | \$175,465             | \$473,221              | 2023-2024           |
| County       | Intermountain Area Overlay                                                                                                                                            | \$456,619             | \$1,198,000            | 2023-2024           |
| <b>Total</b> |                                                                                                                                                                       | <b>\$2,409,442</b>    | <b>\$4,368,896</b>     |                     |

Senior Transportation Planner Keith Williams presented the staff recommendation and answered Fiscal & Policy Committee questions.

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

#### 11. Receive Verbal Update and Discuss Recommendations for SRTA's Zero-Emission Fleet Transition Rollout Plan for Shastaconnect Services

It is recommended that the board of directors:

1. Approve the Zero-Emission Fleet Transition Rollout Plan for ShastaConnect Services pursuant to Resolution 23-07; and
2. Direct the executive director to submit the plan to the California Air Resources Board and make minor administrative amendments as needed in response to agency feedback.

Associate Transportation Planner Mehdi Moeinaddini and Executive Director Sean Tiedgen presented an update to the Fiscal & Policy Committee and answered questions. To comply with California's Innovative Clean Transit (ICT) regulations, a zero-emission bus rollout plan for ShastaConnect services must be developed, adopted, and submitted to the California Air Resources Board (CARB) by June 30, 2023.

The final Zero-Emission Fleet Transition Rollout Plan will be presented for approval at the June 22, 2023, board of directors meeting.

Update only, no action taken.

<sup>1</sup> Anderson target reduced by \$15,000 for 5<sup>th</sup> annual installment to SRTA for 12-year I-5 Redding to Anderson Six-Lane (RASL) Project match commitment make up. SRTA amount reflects \$15,000 allocation to region to account for loss of \$180,000 STIP funds from the California Transportation Commission due to Anderson RASL undermatch.

12. **Review and Recommend Approval of New Carbon Reduction Program Policies**

It is recommended that the board of directors:

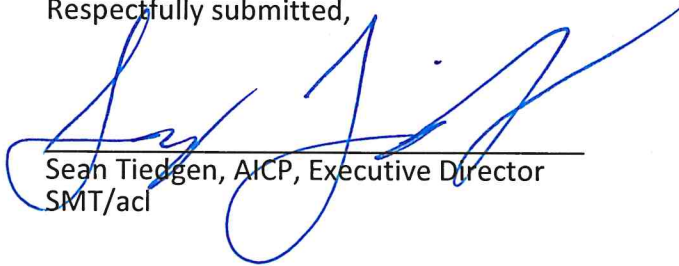
1. Approve the Carbon Reduction Program (CRP) Policy to select and prioritize projects;  
and
2. Authorize the executive director to make administrative edits to the policy as necessary to meet federal or state guidelines.

Associate Transportation Planner Mehdi Moeinaddini and Executive Director Sean Tiedgen presented the staff recommendation to the Fiscal & Policy Committee and answered questions.

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

13. There being no further business, board member Mezzano adjourned the meeting at 11:13 a.m.

Respectfully submitted,



---

Sean Tiedgen, AICP, Executive Director  
SMT/acf