APPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Tuesday, June 25, 2013, 3:00 p.m.
City of Shasta Lake Council Chambers
4488 Red Bluff Avenue, City of Shasta Lake, California

(Note: These 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 and attendance; the order and general nature of discussion; board deliberations; and actions taken, if any.)

Board members McArthur, Giacomini, Jones, Moty, Susie Baugh, Watkins and Kehoe were present.

1. Call to Order

Chair Watkins called the meeting to order at 3:09 p.m.

2. Pledge of Allegiance

3. Staff Introductions

4. Public Comment Period

There was no one who wished to speak during the public comment period.

Consent Calendar

5-1 Minutes – May 8, 2013, SRTA Meeting

5-2 Minutes – June 3, 2013, I-5 Antlers Bridge Replacement Project Tour

5-3 Future Meeting Schedule Through June 2014 – Information Only

5-4 Correspondence

5-5 Approve Technical Services Agreement for 2015 Regional Transportation Plan (RTP) Environmental Impact Report (EIR)

5-6 Accept Caltrans State Route 273 Transportation Concept Report

5-7 Accept Fiscal Years 2009/10, 2010/11, and 2011/12 Triennial Performance Audit

5-8 Approve SRTA Financial and Accounting Policies and Procedures, Section 700 (Grants and Project Cost Estimating), Section 800 (Purchasing and Contracting), and Section 900 (Grant Management)

5-9 Disbursements Verification

By motion made, seconded (Moty/Kehoe) and unanimously carried, the consent calendar was approved.

Regular Calendar

6. Executive Director's Report

Executive Director Dan Little: It was previously stated that SRTA would not be submitting an application for TIGER grants this round. Caltrans District 2 requested that SRTA submit an application on their behalf for the Buckhorn Pass Project. SRTA did so in partnership with Trinity, Humboldt and Del Norte counties.

7. Approve FY 2013/14 Unmet Transit Needs Findings and TDA Claims

Executive Director Dan Little: This is the final step in the unmet transit needs process that began in February with a public hearing. Staff has performed the transit needs assessment, and held a board workshop on TDA funds.

Social Services Transportation Advisory Council Chair Sue Crowe reported that there are no unmet transit needs that are reasonable to meet at this time.

Associate Planner Ellen Talbo: The unmet needs report this year reviewed population census data, transit needs served by RABA, and transit needs served by the Shasta Senior Nutrition Programs. The public comments that were received did not identify any transit needs beyond the current service level. The RABA short-range transit plan is currently evaluating transit needs in greater detail. The unmet transit needs assessment also looked at RABA's farebox ratio performance, which met the agency's farebox ratio standard. Therefore, staff concludes that there are no unmet transit needs that are reasonable to meet for the 2013/14 fiscal year.

Chief Fiscal Officer Dave Wallace: SRTA is responsible for certifying the appropriate use of transit development act funds. The priorities are:

1. Administration
2. Bicycle and pedestrian facilities
3. Consolidated transportation services agency
4. Public transit
5. Article 8 (streets and roads, other bicycle and pedestrian infrastructure, passenger rail and contract transportation).

Staff recommends that the board of directors approve the FY 2013/14 unmet transit needs findings that there are no unmet transit needs that are reasonable to meet for the 2013/14 fiscal year; and approve the TDA claims.

By motion made and seconded (Kehoe/Baugh), the staff recommendation passed unanimously.

8. Approve 2013 Public Participation Plan

Assistant Planner Keith Williams spoke on the purpose of the plan, the content, the review period and the staff recommendation to approve the 2013 Public Participation Plan.

Board Member Kehoe asked about various levels of public involvement. Staff explained the types of projects that would warrant increasing levels of public involvement and provided examples.

No public comments were received at the meeting.

By motion made and seconded (McArthur/Baugh), the staff recommendation passed unanimously.

9. **Progress Report on the 2015 Regional Transportation Plan (RTP)**
Senior Planner Dan Wayne: The RTP is SRTA's 20-year transportation plan, revisited every five years. Transportation issues and needs are identified early and the best solutions work their way up as we go through planning cycles until the projects are funded. Only those projects that are listed in the RTP can be programmed to receive state and federal funding.

Is the board interested in participating in priority setting? The current RTP includes state and federal priorities, but does not explicitly include the board of directors' priorities. Also, the agency does not routinely reference the RTP in decision making. It is proposed that the board of directors' establish clear priorities to be integrated and referenced in SRTA plans and programs. They can be evaluated and refined at the end of the fiscal year.

Board Member McArthur: The city of Redding does a matrix based on staff input; council input and input that council hears from the public. I would like to see us go back to our jurisdictions, get ideas and bring them forward.

Board Member Moty: I like Ms. McArthur's idea as well as an online survey with a number of choices and maybe a few open ended questions.

Board Member Kehoe: I particularly like the idea of consulting our other board members who are not members of this particular body.

Board Member McArthur: For clarification – we also want SRTA staff ideas as well.

10. **Update on Travel Demand Model Development and Regional GIS Platform**
Executive Director Dan Little: Time and resources have been spent over the last three years to bolster our travel demand modeling and geographic information system capabilities. This board has approved several contracts and work plans to do that.

Associate Planner Sean Tiedgen: Geographic Information Systems (GIS) is geographic data or information that is presented in a graphical format. The benefits of GIS is that it helps to visualize and interpret data; identify issues; answer questions or present potential solutions; facilitates consensus and assists in making better informed decisions. The regional GIS platform (FarNorCalGIS) is a "go to" web portal of maps and data that is an ongoing activity that evolves and supports many agency efforts and facilitates interregional collaboration.

The travel demand model is a statistical and algorithmic computerized process that forecasts the impact of growth and development of the region's transportation network. Agencies who use the model are SRTA, the cities, the county, Caltrans, Shasta County Air Quality Management District, private consultants and developers. The model is used to determine items such as traffic impact fees, traffic mitigation measures, performance measures, corridor studies, etc.

Chair Watkins opened the meeting for public comment.

Gracious Palmer: As Sean was talking I was actually able to access the FarNorCalGIS website and register. I am now a member and can participate. I think it's a great improvement for public access and participation.

Jennifer Pollom, VESTRA Resources: I am a professional from the GIS community and have been involved in numerous SRTA projects over the last six years. Thank you to SRTA staff and the SRTA Board of Directors for your vision and drive in bringing this asset to the region.

Dan Scollon, Shasta College GIS Instructor: Shasta College's mission includes engaging students in issues and concerns in the community, in economic development, and in developing workplace skills. For my program, the FarNorCalGIS website is central to all these concerns. Shasta College very much appreciates and values the partnership with SRTA and the GIS professional community. We look forward to continued collaboration with SRTA to further development and extension of the FarNorCalGIS website and platform.

Benita Moore, vice-chair Far North Regional GIS Council, and 4-H leader GIS/GPS for Shasta/Tehama Counties: The council's goal is to foster cooperation between other agencies, private organizations and individuals in the far northern California region in the development, coordination and assimilation of GIS infrastructure, programs and geospatial data. We are deeply appreciative of the SRTA board in helping to fulfill that goal and working with the Far North Regional GIS council and Shasta College to implement the FarNorCalGIS platform.

Board Member Moty: I remember when this first came forward a few years ago, it was a little controversial. I am pleased that SRTA pushed forward with this with staff doing a great job. Most importantly I want to recognize the people from the FarNorCalGIS council for being great partners and helping to push this forward.

Chair Watkins: I think it's great to have people get up and confirm that what we've done as an agency is being used and appreciated. Thank you for coming and speaking.

11. Presentation of Local Agency Transportation Projects

Executive Director Dan Little: The cities and the county will highlight projects that are either high profile, funded by this agency, or might be under construction this summer.

Chuck Aukland, city of Redding assistant director of Public Works, gave a presentation on safety and operations; congestion; bridge preservation; and pavement preservation projects.

Jeff Kiser, city of Anderson city manager, gave a presentation on the Deschutes Interchange Project.

Scott Wahl, Shasta County Department of Public Works deputy director, gave a presentation on various current and future county projects.

12. Accept Regional Surface Transportation Program Budget & Consider Related Policy

Executive Director Dan Little: This is one of a series of workshops being held at each meeting to explain the different funding that comes to the region and how it is used.

Regional Surface Transportation Program (RSTP) funds are a significant source of revenues to this agency. Ten years ago, a policy was adopted for SRTA to sub-allocate RSTP funds to the jurisdictions through a population based formula. It's funding that stems from the federal gas tax. In our case, because we're under 200,000, state legislation allows us to exchange the federal money for state dollars, which allows greater flexibility and fewer requirements. Going forward, the SRTA Board of Directors will take annual action to – at a minimum – approve an RSTP budget.
The board of directors could:

1. Continue to sub-allocate SRTA's RSTP funds and delegate all project selection to the cities and county (status quo);
2. Reclaim limited authority on a portion of the RSTP funds for regional priorities as determined by the board of directors; or
3. Reclaim all SRTA authority over the use of RSTP funds and distribute them to local agencies based on local and regional needs as determined by the SRTA Board of Directors.

Board Member Jones: You've shown us a few years of data. I think it might be helpful to the board to have a longer historical look. It would be nice to see transportation development act funds over a 10-year period, as well as STIP funds, to see the trends.

Executive Director Dan Little: I did look further back and the reason I stopped where I did is because it was a stable trend prior to that.

Board Member Moty: I'm not interested at this point and time in changing the formula. I'd like to see it stay the same as it is.

Board Member McArthur: I think that the population based formula has worked well and I don't think we need to change it.

Board Member Baugh: I see no reason to change. If it's not broken, let's not fix it.

By motion made and seconded (Kehoe/Baugh) alternative number one passed unanimously. No action was taken to approve the RSTP budget.

13. <u>Consider Labor Subcommittee Action Related to Salaries, Benefits, and Human Resources Policies and Procedures</u>

Executive Director Dan Little: It was decided at the February meeting to have an MOU-type process between the board of directors and staff with regards to salaries and benefits. The board of directors established a subcommittee consisting of board member Moty, Chair Watkins, and Vice Chair Baugh to meet with staff and develop a recommendation for the board of directors. Staff and the subcommittee have been working diligently to come up with something that would benefit the agency, as well as staff.

The subcommittee has detailed their conclusion in their memo to the board of directors, having looked at the effects of the agency's current pay levels on recruitment, retention and efficiencies. The subcommittee also looked at comparables, with like-size agencies with comparable cost of living, and discovered SRTA is on the bottom of compensation and benefits.

The subcommittee recommended implementation of increases that would approach at least the median of the lower paying comparable agencies. The subcommittee recommendation is to:

1. Require employees to pay 15% of the CalPERS employee-only PERSChoice medical premium, phased in over three years;
2. Grant a salary increase implementation of 5% a year for three years;
3. Have a pay performance incentive, ranging from 0% to 5%, done on a year-by-year basis; and
4. Provide a 5% longevity increase for employees having over 10 years of service.

After three years of full implementation of the 5% step increases the added cost would be $67,721 annually, including all associated costs of benefits and payroll taxes. The %5 longevity depends on how long staff is retained. The performance pay is based on the individual performance of the employees.

There is also a savings because we do currently have the costs of repeated recruitments, training, under-filling positions, and loss of productivity due to under-qualified staff.

Board Member Moty: Speaking on behalf of the subcommittee – we received some information from the employees; then Mr. Little refined that information. The subcommittee had extensive conversations among themselves about what was appropriate and how they should look at the issue. Through discussion and working the numbers, they came to the current agreement.

Chair Watkins: Brought before the subcommittee was comparable geographical areas to ours, and when you look at the percentages, SRTA is 15% below the lowest. Even if we implement the suggested pay raises, SRTA will still be at or near the bottom of the planning agencies in the state.

Board Member McArthur: I want to compliment you on the incentive for performance.

Board Member Giacomini: I want to compliment the subcommittee and the staff for coming together and all their work. There is a lot of good information here. Thank you.

Board Member Jones: What would these proposed increases look like in the budget in the future? Are we going to get into a position where there's not enough funds allocated for the payroll?

Executive Director Dan Little: We are unusual in that we manage finances frugally and have a three-year operating reserve. We receive stable gas tax revenue and, as a new agency, took prudent measures to avoid runaway costs. We also worked under the assumption that if all our discretionary grants evaporated and we just had our core revenues, the subcommittee recommendation is still sustainable.

By motion made and seconded (Moty/Giacomini), the staff recommendation passed with six in favor (Watkins, Moty, Giacomini, Baugh, Jones and McArthur), and one opposed (Kehoe).

There being no other business to discuss, Chair Watkins adjourned the meeting at 5:43 p.m.

Respectfully submitted,

Daniel S. Little, AICP, Executive Director

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