APPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
FISCAL & POLICY COMMITTEE
Monday December 1, 2023
1:00 p.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 & Policy Committee, but rather as a record of the meeting time, place, attendance, and actions taken, if any.)

Committee members Gallagher, Mezzano, and Watkins were present.

The following SRTA staff were present: Executive Director Sean Tiedgen, Chief Fiscal Officer Jessica Carlson, and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**
   Board Chair Mezzano called the meeting to order at 1:03 p.m.

2. **Public Comment Period**
   No comments were received during the public comment period.

3. **Approve October 16, 2023, Fiscal & Policy Committee Meeting Action Minutes**
   By motion made and seconded (Gallagher/Watkins), the minutes passed unanimously.

4. **Authorize Executive Director to Apply for Cal Cards with U.S. Bank for Agency Purchases**
   It is recommended that the Fiscal and Policy Committee:
   1. Authorize the executive director to apply for participation in the CAL-Card program with U.S. Bank including executing the necessary forms to apply for the program; and
   2. Authorize the executive director to make minor administrative amendments to application forms as requested during the review period.

   Chief Fiscal Officer Jessica Carlson presented the staff recommendations and answered clarifying questions.

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

5. **Receive Verbal Update on Salary Compensation Study 2024**
   Executive Director Sean Tiedgen gave an update and answered clarifying questions to the committee regarding the 2024 salary compensation study. Mr. Tiedgen discussed the benefits of hiring a consultant to perform the study. The committee was unanimously in favor of hiring a consultant to perform the study. Mr. Tiedgen would like to bring the draft study to the board of directors in February and the final study to be presented in April for approval.

   Update only, no action taken.

6. **Receive Verbal Update on SRTA Building Activities**
   Executive Director Sean Tiedgen gave an update and answered clarifying questions regarding upcoming SRTA building maintenance items. Those items include 1) Two HVAC systems in Suite 100; 2) Parking Lot Maintenance; and 3) Fencing.

   Update only, no action taken.

CLOSED SESSION

7. **Executive Director's Evaluation**
(Government Code Section 54957)

At 1:49 p.m., Chair Mezzano recessed the board to a closed session to discuss the executive director's evaluation.

OPEN SESSION

At 2:43 p.m., Chair Mezzano reconvened the Regular meeting to Open Session.

Chair Mezzano reported that the executive director evaluation was discussed.

No reportable action.

8. There being no further business, board member Mezzano adjourned the meeting at 2:44 p.m.

Respectfully submitted,

Sean Tiedgen, AICP, Executive Director
SMT/acl