APPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
FISCAL & POLICY COMMITTEE
Thursday, December 11, 2025
1:30 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.)

The following SRTA staff were present: Executive Director Sean Tiedgen, Chief Fiscal Officer Jessica Carlson, Accounting Clerk I Kelli Irving, Senior Transportation Planner Michael Kuker, Senior Transportation Planner Jennifer Pollom, and Executive Assistant Amy Lindsey.

1. **Call to Order/Roll Call**
   Chair Watkins called the meeting to order at 1:32 p.m.

   Committee members Audette and Plummer were present.

2. **Staff Introductions**

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

4. **Approve Action Minutes of the October 22, 2025, Fiscal and Policy Committee Meeting**

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

5. **Review and Discuss Proposed December Board Agenda Item 7-8: Receive Performance Update on Investments for October-November 2025**
   It is recommended that the Fiscal & Policy Committee receive a performance update on SRTA's investment pools for the months ending October and November 2025.

   Accounting Clerk I Kelli Irving presented the staff recommendations and answered Fiscal & Policy Committee questions.

   Board member Audette would like to see the yield percentage rate of return comparisons for both CAMP and CLASS.

   The Fiscal & Policy Committee asked staff to prepare a first-year performance report of CAMP and CLASS and discuss potential reallocation of LGIP funds at the June 2026 board of directors meeting.

   Update only, no motion made.

6. **Receive Verbal Update on Regional Early Action Planning (REAP) 2.0 Projects**
   It is recommended that the Fiscal & Policy Committee receive an update on the REAP 2.0 program.

   Senior Transportation Planner Michael Kuker presented updates to the REAP 2.0 projects and continuing challenges for Emergent 3D. Committee members asked questions. Staff anticipate bringing a recommendation at the February 2026 board of directors meeting.

7. **<u>Review and Discuss Proposed December Board Agenda Item 15: Approve Transit and Intercity Rail Capital Program Project Scope Change for Consideration by the California State Transportation Agency</u>**

   It is recommended that the board of directors:
   1. Approve a Transit and Intercity Rail Capital Program (TIRCP) project scope change for consideration by the California State Transportation Agency (CalSTA);
   2. Approve transferring TIRCP grant implementing agency responsibilities to RABA; and
   3. Authorize the executive director to make any necessary modifications to the scope, schedule, and budget in response to CalSTA, Caltrans, the California Transportation Commission (CTC), and/or other administering agencies' review.

   Senior Transportation Planner Jennifer Pollom presented the staff recommendations and answered Fiscal & Policy Committee questions.

   Board member Audette commented that the bus photos in Attachment D don't reflect what the RABA board approved. Staff stated they would request updated photos from RABA staff.

   By motion made and seconded (Audette/Plummer), the committee concurs with staff recommendations 1-3.

8. **<u>Review and Discuss Proposed Agenda Item 7-9: Receive Fiscal Year 2023/24 Financial Statements and Fiscal and Compliance Audit Reports</u>**

   It is recommended that the board of directors approve the draft independent fiscal and compliance audits of the financial statements for the fiscal year ending June 30, 2024.

   Chief Fiscal Officer Jessica Carlson presented the staff recommendations and answered Fiscal & Policy Committee questions. Certified Public Accountant James Ramsey, with Eide Bailly, presented the Draft audit reports for Fiscal Year 2023/24 and answered Fiscal & Policy Committee questions.

   Board member Audette asked for clarification on the Draft Fiscal and Compliance Audit Governance Letter (Attachment A) regarding Significant Risks Identified. Mr. Ramsey provided an explanation. Ms. Audette suggested including clarifying language in the Staff Report Summary that SRTA was not found to be subject to those risks.

   The Fiscal & Policy Committee reviewed and discussed draft financial statements and audit reports and supports staff's approach to addressing current findings with the goal of eliminating them in the future. It was suggested staff add a chronological timeline to the final board report.

   Discussion only, no motion.

9. **<u>Approve Request for Proposals for Professional Accounting Services and Delegate Contract Authority to the Executive Director</u>**

   It is recommended that the board of directors:
   1. Review the draft Request for Proposals (RFP) and Technical Services Agreement (TSA) for Professional Accounting Services and provide direction to staff;

2. Delegate authority to the executive director to negotiate and execute a contract not-to-exceed a maximum compensation of $190,000 in accordance with applicable procurement policies and procedures; and
3. Authorize the executive director to make minor administrative amendments to any required documents as appropriate and approve a maximum contract compensation increase of no more than 15 percent.

Chief Fiscal Officer Jessica Carlson presented the staff recommendations and answered Fiscal & Policy Committee questions.

By motion made and seconded (Audette/Plummer), the committee concurs with staff recommendations 1-3.

10. **<u>Receive Verbal Update on Legislative and other SRTA Activities</u>**
Committee members moved to not discuss this item and hear updates at the board of directors meeting on December 18, 2025.

<u>CLOSED SESSION</u>

11. **<u>Executive Director's Evaluation</u>**
(Government Code Section 54957)

At 2:59 p.m., Chair Watkins recessed the Fiscal & Policy Committee to a closed session to discuss the executive director's evaluation.

Board member Audette left the meeting at 3:35 p.m.

<u>OPEN SESSION</u>

At 4:14 p.m., Chair Watkins reconvened the Fiscal & Policy Committee meeting to Open Session.

Chair Watkins confirmed, no reportable action.

12. **<u>Adjourn</u>**

There being no further business, Chair Watkins adjourned the meeting at 4:15 p.m.

Respectfully submitted,

Sean Tiedgen, AICP, Executive Director
SMT/acl