STAFF REPORT

MEETING DATE:	**October 22, 2019**
SUBJECT:	**Approve Action Minutes of the June 25, 2019, SRTA Board of Directors Meeting**
AGENDA ITEM:	**5-1**
STAFF CONTACT:	**Amy Lindsey, Administrative Associate**

STAFF RECOMMENDATION:

It is recommended that the board of directors approve the action minutes of the June 25, 2019, SRTA Board of Directors meeting.

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Daniel S. Little, AICP, Executive Director

Attachment: Action Minutes of the June 25, 2019, SRTA Board of Directors Meeting

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Tuesday, June 25, 2019, 3:00 p.m.
Shasta County Board Chambers
1450 Court Street, Suite 263, Redding, California

(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.)

Board members Schreder, Chimenti, Rickert, Moty, Browning, Winter, and Watkins were present.

1. **Call to Order**
Chair Schreder called the meeting to order at 3:00 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 **Approve Action Minutes – April 23, and June 5, 2019, SRTA Meeting**

5-2 **Future Meeting Schedule Through June 2020 – Information Only**

5-3 **Approve Disbursements for April 1 through May 31, 2019**

5-4 **Approve SRTA Fiscal Year 2018/19 Financial Statements for July 1, 2018, through March 31, 2019**

5-5 **Correspondence – Information Only**

5-6 **Adopt Resolution 19-11 Approving Shasta County's FTA Section 5311(f) Intercity Bus Program Application for Federal Fiscal Year 2020 to Operate the Burney Express Bus Service**

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

Regular Calendar

6. **Executive Director's Report**
Informational item only. No report provided.

7. **SRTA Board Members Report on Attendance at Conference/Meetings Reimbursed at SRTA Expense (Requirement of Assembly Bill 1234)**
SRTA Chair Schreder gave a report on her attendance at the May CALCOG meeting in Sacramento.

8. **Approve Update to SRTA Human Resources Policies and Procedures**
Staff recommendation: It is recommended that the board of directors approve an update to SRTA's Human Resources (HR) Policies and Procedures Manual.

The SRTA board of directors considered updates to the HR Policies including three substantive changes: 1) Telecommuting; 2) Supplemental Vacation Leave Program (SVLP); and 3) Meal Periods.

By motion made and seconded (Watkins/Rickert), SRTA Board Member Watkins recommended that the board approve the staff recommendation for Telecommuting, Meal Periods, and the HR Policy updates, but not approve the SVLP Policy and requested staff bring it back to the board in October with further staff review and revisions. The motion passed with five board members in favor (Watkins, Chimenti, Rickert, Schreder, and Winters); and two board members opposed (Moty, and Browning).

9. **Accept a Caltrans Adaptation Planning Grant Award of $289,850**
Staff recommendation: It is recommended that the board of directors approve Resolution 19-12 to accept the Fiscal Year (FY) 2019/20 Caltrans Adaptation Planning Grant Program award of $289,850 for the ShastaReady Plan and direct staff to begin procurement of consultant services.

By motion made and seconded (Moty/Browning), the staff recommendation passed unanimously.

10. **Approve Sunday Transit Service Area and Budget**
Staff recommendation: It is recommended that the board of directors:
    1. Approve the Sunday On-Demand Transit Service Area; and
    2. Approve the proposed Sunday On-Demand Transit FY 2019/20 budget of $238,565.

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

11. **Approve Dignity Health Connected Living (DHCL) CTSA Budget and Contract Amendments**
Staff recommendation: It is recommended that the board of directors:
    1. Approve the Fiscal Year (FY) 2019/20 DHCL Budgets for CTSA Operations and Sunday On-Demand Transit Services;
    2. Approve a supplemental allocation of up to $40,000 of carryover CTSA Local Transportation Funds (LTF) to DHCL for security improvements;
    3. Approve Amendment #1 to the agreement for the provision of specialized public transportation services between SRTA and DHCL adding provisions for the Sunday On-

Demand Transit Service, and the adjustment to the CTSA Subsidy per Passenger Trip threshold; and

4. Authorize the executive director to execute a lease agreement to allow the use of SGR-funded vehicles by DHCL for CTSA and Sunday On-Demand Transit Services.

By motion made and seconded (Moty/Chimenti), the staff recommendation passed unanimously.

12. Approve State of Good Repair (SGR) Program Policy

Staff recommendation: It is recommended that the board of directors approve the State of Good Repair (SGR) Program policy to establish guidelines in selecting and prioritizing projects for funding.

By motion made and seconded (Moty/Rickert), the staff recommendation passed unanimously.

14. Authorize Request for Proposals to Prepare a Long-Range Transit Plan

Staff recommendation: It is recommended that the board of directors authorize the executive director to circulate a request for proposals for consultant services to carry out a Long-Range Transit Plan for the Shasta Region.

By motion made and seconded (Moty/Winter), the staff recommendation passed unanimously.

15. Approve Regional Surface Transportation Program (RSTP) Projects Selection

Staff recommendation: It is recommended that the board of directors:

1. Approve RSTP exchange funds for local agency partners projects as enumerated in Attachment A; and
2. Authorize the executive director to execute RSTP exchange Sub-recipient Cooperative Agreements (SCAs) amendments with each local agency partner for the receipt of RSTP exchange funds.

By motion made and seconded (Browning/Moty), the staff recommendation passed unanimously.

16. Cancel Existing Salmon Runner Bus Procurement, Develop and Release New Bus Procurement, and Amend Contract with Center for Transportation and the Environment

Staff recommendation: It is recommended that the board of directors:

1. Cancel Procurement 2019-01 – Request for Proposals for Battery-Electric Vehicle Procurement for Salmon Runner and North Valley Feeder;
2. Authorize the executive director to release a new zero-emission bus procurement for the Salmon Runner intercity bus service, including the valley feeder service; and
3. Authorize the executive director to amend contract #2018-06 with Center for Transportation and the Environment (CTE) for Project Management for Procurement of Battery-Electric Buses and Charging Stations, increasing the budget by $12,500, for a total amount of $62,500 to assist SRTA with the new procurement.

By motion made and seconded (Moty/Winter), the staff recommendation passed unanimously.

17. Receive Update on Sustainable Shasta, Amend the GoShasta Regional Active Transportation Plan and SRTA's Non-Motorized Program, Provide a Public Comment Period for GoShasta Projects, and Direct Staff to Procure a Consultant for Active Transportation Program Grant Application Assistance

Staff recommendation: It is recommended that the board of directors:

1. Receive an update on Sustainable Shasta;
2. Provide a public comment period on projects proposed for amendment into the GoShasta Plan;
3. Approve an amendment to the GoShasta Plan to add trunk line projects;
4. Approve an amendment to SRTA's Non-Motorized Program to allow consultant services for grant preparation as an eligible activity for program funds; and
5. Direct staff to procure a consultant to help prepare ATP Cycle 5 grant applications.

Public comment period opened.

No one spoke.

Public comment period closed.

By motion made and seconded (Winter/Rickert), the staff recommendation passed unanimously.

18. Receive Presentation from Caltrans Regarding Major Projects

Staff recommendation: It is recommended that the board of directors receive a presentation from Caltrans Project Manager Eric Orr and Caltrans District 2 Director Dave Moore regarding major projects.

The board received a presentation from Caltrans Project Manager Eric Orr and District 2 Director Dave Moore on all 2019 projects under construction.

There being no other business to discuss, Chair Schreder adjourned the meeting at 5:27 p.m.

Respectfully submitted,

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Daniel S. Little, AICP, Executive Director
smt/acl