

UNAPPROVED ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY FISCAL & POLICY COMMITTEE

Wednesday, June 15, 2022

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 Schreder, Rickert, and Chimenti were present.

The following SRTA staff were present: Executive Director Sean Tiedgen and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**

Board Member Chimenti called the meeting to order at 9:13 a.m.

2. **Public Comment Period**

No comments were received during the public comment period.

3. **Approve February 14, 2022, Fiscal & Policy Committee Meeting Action Minutes**

By motion made and seconded (Rickert/Schreder), the minutes passed unanimously.

4. **Compensation Salary Survey Update**

Executive Director Sean Tiedgen provided an update on the work contracted for with Regional Analysis and Planning Services (RAPS) including recent deliverables, missed deadlines, and challenges completing requested work. The consultant missed several deadlines to provide information to the committee for consideration. The recent salary survey deliverable was incomplete and did not provide a draft report with recommendations for SRTA Board of Directors consideration. Executive Director Tiedgen asked for the following direction:

1. Continue to work with existing consultant; or
2. Terminate contract and rebid.

The Fiscal & Policy Committee recommends terminating the contract and rebidding. By motion made and seconded (Rickert/Schreder), the motion passed unanimously.

5. **Discuss Updates to the SRTA Human Resources Policy**

It is recommended that the board of directors remove the management expense allowance for conducting or promoting agency activities from SRTA's Human Resources (HR) Policies and instead budget it as a reimbursement expense line item for management employees under SRTA's Indirect Cost Allocation Plan (ICAP).

By motion made and seconded (Rickert/Schreder), the motion passed unanimously.

6. **SRTA Staffing Updates**

Executive Director Tiedgen gave a staffing update to the committee. SRTA hired two new associate transportation planners tentatively starting in June/July 2022. Mr. Tiedgen also shared that Senior Transportation Planner Daniel Wayne accepted an out-of-state position, effective June 17, 2022, and Senior Transportation Planner Kathy Urlie announced her retirement, effective July 8, 2022. SRTA is currently recruiting for one full-time and possibly one part-time transportation planning position.

This item was for discussion only. No action was taken.

7. **Discuss Future SRTA Board Meetings and Meeting the Brown Act Requirements**

It is recommended that the board of directors consider where and how to conduct future SRTA Board of Directors meetings.

Since 2018, SRTA held meetings at the Shasta County Board of Supervisors Chambers. With the COVID-19 pandemic, SRTA held meetings by teleconference and then via hybrid format (in person and remote) at SRTA's office as allowed under Governor Newsom's Executive Orders. Some board of directors expressed support to continue meetings at SRTA's office with the ability to participate remotely if board members or the public cannot attend in person.

Allowing the public to participate in SRTA's meetings remotely is above and beyond Brown Act requirements and can be continued with no required findings. However, the Governor's executive orders have expired and there are limited circumstances for remote attendance by board members. The Brown Act requires board members attending a public meeting remotely, 1) to provide the remote location on the meeting agenda, 2) post the agenda at the remote location, 3) allow members of the public to participate at the remote location, and 4) the remote location must be ADA accessible. Alternatively, Assembly Bill 361 (AB 361) allows Brown Act teleconference requirements to be suspended for local agencies until January 1, 2024, when a state of emergency has been declared and state or local health officials have imposed or recommended social distancing measures. However, a resolution must be passed by a majority of the board, stating that sufficient risks exist to the health or safety of attendees as a result of the emergency. The Governor's state of emergency still exists however the COVID-19 community concern level for Shasta County is currently "low."

The SRTA Fiscal & Policy Committee recommends that SRTA board of directors meetings continue to take place at SRTA's office. By motion made and seconded (Rickert/Schreder), the motion passed unanimously.

CLOSED SESSION

At 9:50 a.m., the SRTA Board of Directors recessed to a closed session to discuss the following item.

8. **Discuss and Set Executive Director Goals**

OPEN SESSION

Board member Chimenti announced two reportable items 1) Executive Director goals were discussed and set; and 2) staff will bring information about cost-of-living adjustments for staff. It was recommended both items go before the full board for review and approval. No reportable action.

9. There being no further business, board member Chimenti adjourned the meeting at 10:49 a.m.

Respectfully submitted,

Sean Tiedgen, AICP, Executive Director
SMT/acl