

STAFF REPORT



MEETING DATE:	April 25, 2017
SUBJECT:	Action Minutes of the February 28, 2017, SRTA Meeting
AGENDA ITEM:	5-1
STAFF CONTACT:	Amy Lindsey, Executive Assistant

STAFF RECOMMENDATION:

It is recommended that the board of directors approve the action minutes of the February 28, 2017, SRTA meeting.

Daniel S. Little, AICP, Executive Director

Attachment: Action Minutes of the February 28, 2017, SRTA Meeting

UNAPPROVED MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
Tuesday, February 28, 2017, 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 Kehoe, Rickert, Moty, Connick, Schreder, Sullivan, and Watkins were present.

1. **Call to Order**

Chair Moty called the meeting to order at 3:03 p.m.

2. **Pledge of Allegiance**

3. **Staff Introductions**

4. **Elect SRTA Chair and Vice-Chair**

Staff recommendation: The board of directors nominate and elect a chair and vice-chair to serve a one-year term effective immediately.

By motion made, seconded (Sullivan/Kehoe) and unanimously carried, board member Watkins was nominated the 2017 SRTA chair.

By motion made, seconded (Sullivan/Kehoe) and unanimously carried, board member Baugh was nominated the 2017 SRTA vice-chair.

5. **Public Comment Period**

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

Consent Calendar

6-1 **Action Minutes – December 13, 2016, SRTA Meeting**

6-2 **Future Meeting Schedule Through February 2018 – Information Only**

6-3 **Approve Disbursements**

6-4 **Approve SRTA Financial Statements**

6-5 **Correspondence – Information Only**

- 6-6 **Approve Updated SRTA Transportation Development Act (TDA) Handbook and Policies and Procedures**
- 6-7 **Approve Local Transportation Fund LTF Apportionments**
- 6-8 **Amend Technical Services Agreement (TSA) with New Venture Advisors for the Far-Northern California Consolidated Goods and Freight Hub Study**
- 6-9 **Approve Caltrans-SRTA Memorandum of Understanding for Comprehensive Federal and State Transportation Planning and Programming**
- 6-10 **Authorize the Executive Director to Issue a Request for Qualifications for On-Call Environmental Support Services**

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

Regular Calendar

- 7. **Executive Director's Report**
Informational item only.
- 8. **Review FY 2017/18 Annual Transit Needs Assessment and Preliminary Recommendations (Public Hearing)**

Staff recommendations:

1. Hold a public hearing to receive public comments on unmet transit needs;
2. Provide any further direction to staff regarding FY 2017/18 Unmet Transit Needs; and
3. Direct staff to prepare responses to public comments as a prerequisite to approval of the Transportation Development Act (TDA) budget in June.

Public hearing opened.

No one spoke.

Public hearing closed.

Board member Moty recommended approval of staff recommendation number three. Board member Sullivan seconded the motion. Motion passed unanimously.

- 9. **Approve Contract for Design of a Sunday Transit Service Demonstration Project for SRTA and On-Demand Transit Feasibility Study for the City of Shasta Lake**

Staff recommendations:

1. Authorize the executive director to execute a contract with Mobility Planners LLC for the design of a Sunday transit service demonstration project for SRTA and an on-demand transit feasibility study for the city of Shasta Lake, for a term ending June 30, 2018, not to exceed \$99,465; and

2. Authorize the executive director to approve contract amendments for unforeseen expenses, not to exceed a total contract amount of \$110,000.

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

10. Direct Staff Regarding Infill and Redevelopment Incentive Program

Staff recommendation: It is recommended that the board of directors provide direction to staff regarding Cycle II of the agency's Infill & Redevelopment Incentive Program.

Staff received direction from the board of directors to proceed with the development of Cycle II of the program.

11. Approve 2017 Shasta Coordinated Transportation Plan

Staff recommendation: It is recommended that the board of directors adopt Resolution No. 17-01, approving the *2017 Shasta Coordinated Transportation Plan*.

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

12. Direct Staff to Develop a Five-Year Agreement with Shasta Senior Nutrition Program (SSNP) for Consolidated Transportation Services Agency (CTSA) Transit Services and Other Related Transit Services

Staff recommendation: It is recommended that the board of directors authorize staff to develop a five-year agreement with SSNP for Consolidated Transportation Services Agency (CTSA) and other transit services.

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

13. Adopt Resolution 17-02 Certifying Federal Transit Administration Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) Applications

Staff recommendations:

1. Adopt Resolution 17-02 certifying the grant applications for FTA's Enhanced Mobility of Seniors and Individuals with Disabilities (Section 5310) are consistent with the 2015 Regional Transportation Plan and the 2017 Shasta Coordinated Transportation Plan; and
2. Authorize the executive director to provide certifications, assurances, and other requested information to Caltrans and FTA.

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

14. Review Draft Fiscal Year 2017/18 Overall Work Program and Direct Staff

Staff recommendation: It is recommended that the board of directors provide guidance on the draft FY 2017/18 OWP work elements.

Brian Crane, City of Redding Director of Public Works, provided comments at the board's request, regarding the carryover of city projects into FY 2017/18, noting that a lack of staffing and lengthy procurement processes have delayed start dates.

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

15. Appoint GoShasta Steering Committee

Staff recommendation: It is recommended that the SRTA Board of Directors appoint two to three board members to serve on the GoShasta Steering Committee.

By motion made and seconded (Kehoe/Rickert) and unanimously carried, board members Sullivan, Moty, and Schreder were appointed as GoShasta Steering Committee members.

16. Appoint SRTA Fiscal Committee

Staff recommendation: It is recommended that the board of directors appoint one new Fiscal Committee member to serve with the newly-elected chair, effective through February 2018.

By motion made and seconded (Schreder/Moty) and unanimously carried, board members Watkins, Moty, and Sullivan were appointed as SRTA Fiscal Committee members.

17. Appoint SRTA Human Resources Committee

Staff recommendation: It is recommended that the board of directors appoint or reappoint two Human Resources Committee members to serve with the newly-elected chair, effective through February 2018.

By motion made and seconded (Kehoe/Schreder) and unanimously carried, board members Watkins, Moty, and Sullivan were appointed as SRTA Fiscal Committee members.

There being no other business to discuss, Chair Watkins adjourned the meeting at 4:45 p.m.

Respectfully submitted,

Daniel S. Little, AICP, Executive Director

/acl