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Daniel S. Little, Executive Director

Fiscal & Policy Committee Meeting
1255 East Street, Suite 202, Salmon Room
Tuesday, January 11, 2022
10:00 a.m., or as soon thereafter as may be heard

AGENDA

- ITEM #1 INTRODUCTIONS
- ITEM #2 PUBLIC COMMENT PERIOD – This is the time set aside for citizens to address the committee on items or matters not on the agenda within the jurisdiction of the committee. By law, the committee cannot take action on matters not on the agenda but may schedule an item for a future meeting.
- ITEM #3 RABA REPRESENTATION AND COORDINATION DISCUSSION WITH RABA STAFF
- ITEM #4 SALARY SURVEY UPDATE
- ITEM #5 AMEND HUMAN RESOURCES POLICY TO STRENGTHEN RECRUITMENT EFFORTS - CONSIDER RECOMMENDATION TO BOARD OF DIRECTORS
- ITEM #6 APPROVE NOVEMBER 22, 2021, FISCAL AND HUMAN RESOURCES COMMITTEE MEETING ACTION MINUTES
- ITEM #7 ADJOURN

If information is needed in another language, or parties with a disability as provided by the American Disabilities Act require special accommodations or aides in order to participate in the public meeting, SRTA should be contacted at least 48 hours prior to the meeting. If needed, please call 530-262-6190.

Si se necesita información en otro idioma, o si alguien con una discapacidad según la Ley de Discapacidades de los Estados Unidos requieren adaptaciones especiales o asistentes para participar en la reunión pública, se debe contactar a SRTA al menos 48 horas antes de la reunión. Si se necesita, por favor llame 530-262-6190.

ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY FISCAL COMMITTEE

Monday, November 22, 2021
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 Committee, but rather as a record of the meeting time, place, attendance, and actions taken, if any.)

Committee members Moty, Schreder, and Watkins were present.

The following SRTA staff were present: Executive Director Daniel Little and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**

Board Member Moty called the meeting to order at 2:35 p.m.

2. **Public Comment Period**

No comments were received during the public comment period.

3. **Approve February 9, 2021, Fiscal Committee Meeting Action Minutes**

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

4. **Changes to SRTA Bylaws and Consolidation of Fiscal and Human Resources Committees (Provide Recommendations to the Board)**

Executive Director Dan Little discussed changing the SRTA Bylaws to reflect the removal of a RABA representative and appointing two city of Redding representatives to make up the seven member SRTA board of directors.

Executive Director Dan Little discussed combining the Fiscal and Human Resources Committee into one committee called Fiscal and Policy Committee.

By motion made and seconded (Schreder/Watkins), changes to the SRTA Bylaws removing the RABA representative and creating one committee called the Fiscal and Policy Committee passed unanimously.

5. **Board Meeting Format for Virtual Component and Video Archive of Meeting (Provide Direction to Staff)**

Executive Director Dan Little discussed the need to keep the virtual component to the SRTA board of directors meetings. Mr. Little recommended hosting the December and future board meetings (until further notice) in the SRTA Salmon Room for board members but suggested SRTA staff, partner agencies, and the public attend virtually to maintain recommended capacity and social distancing requirements.

The Fiscal committee unanimously agreed to Mr. Little's recommendation. No formal motion was made.

6. **SRTA Financial Support to Local Agencies to Participate in SRTA Grant Projects (Provide Recommendation to the Board)**

Executive Director Dan Little discussed with the committee about providing funds to local agencies that do not have the staff to fully participate in SRTA grant projects. The committee discussed several options.

The committee recommends further discussions with member agencies and options such as hiring either a separate consultant or hire a consultant as part of the RFP process to work closely with the partner agencies to assist with SRTA grant projects.

No formal motion was made.

7. **Matching Funds for Interstate 5 Grants (Provide Direction to Staff)**

Executive Director Dan Little discussed the need for partner agencies to allocate match funds for the regional I-5 grant project. As an alternative solution, Mr. Little discussed the possibility of using SRTA funds as match on behalf of all jurisdictions. The committee supports the regional approach and suggests further discussion.

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

8. There being no further business, board member Moty adjourned the meeting at 3:12 p.m.

Respectfully submitted,

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

UNAPPROVED

ACTION MINUTES

SHASTA REGIONAL TRANSPORTATION AGENCY
HUMAN RESOURCES COMMITTEE
Monday, November 22, 2021
1:00 P.M.
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 Moty, Schreder, and Watkins were present.

The following SRTA staff were present: Executive Director Daniel Little and Administrative Associate Amy Lindsey.

1. **Call to Order/Introductions**
Board Member Moty called the meeting to order at 1:05 p.m.
2. **Public Comment Period**
No comments were received during the public comment period.
3. **Approve March 9, 2021, Human Resources Committee Meeting Action Minutes**
By motion made and seconded (Watkins/Schreder), the minutes passed unanimously.

CLOSED SESSION

5. **Executive Director Evaluation Goals (Provide Recommendations to the Board)**
At 1:07 p.m., Chair Watkins recessed the committee to a closed session. The committee received the information and recommended review by full SRTA Board of Directors.

OPEN SESSION

Reportable Action, if any, will be Reported in Open Session

No reportable action taken.

6. **Staffing Update**
Executive Director Dan Little gave a quick update on recruiting efforts and challenges to filling the vacant Assistant/Associate/Senior Transportation Planner position.
7. **Methodology for Triennial Review of Staff Compensation and Benefits (Provide Direction to Staff)**
Executive Director Dan Little spoke to the committee about the process underway to develop a staff compensation survey. SRTA entered into an agreement for professional consulting services with Regional Analysis and Planning Services.

Executive Strategic Advisor Diane Eidam spoke to the committee about how to refine survey objectives, identify similarly situated transportation planning agencies, and refine compensation survey methodology.

Hearing the recruiting challenges, the committee agreed on the specific comparable agencies to be surveyed and directed Ms. Eidam to prepare the survey and meet in January to review the comparisons and determine next steps.

No action taken.

8. There being no further business, board member Moty adjourned the meeting at 2:35 p.m.

Respectfully submitted,

Daniel S. Little, AICP, Executive Director
DSL/acf

UNAPPROVED