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Daniel S. Little, Executive Director

## **PUBLIC MEETING NOTICE**

A special meeting of the Shasta Regional Transportation Agency will be held on **Tuesday, March 29, 2022, at 9 a.m.**, or as soon thereafter as is possible.

### **PARTICIPATING IN SHASTA REGIONAL TRANSPORTATION AGENCY MEETINGS DURING THE COVID-19 PANDEMIC**

Until further notice, board members and SRTA staff shall be attending the meeting remotely by telephone or videoconference. **There will be no centralized meeting location open to public attendance.** Reasonable accommodations will be made for individuals with disabilities.

**Here are ways that you can participate in SRTA board meetings during this time:**

**Using the Zoom client on your computer, tablet, or smartphone:** Visit

<https://us02web.zoom.us/j/81994071173?pwd=aGJidkxQK01yK1lVaVJtYVVLOW1XUT09>

- and if prompted for a passcode, enter: **701497.**
- **Or telephone:** Dial 1 (888) 788-0099 (toll free) and enter meeting ID: **819 9407 1173**
- If prompted for a passcode, enter: **701497.**
- **How to connect instructions** will be available the day of the meeting on SRTA website homepage at [www.srta.ca.gov](http://www.srta.ca.gov).
- Submit public comments on any agenda item electronically before or during the meeting. Email your comments to [questions@srta.ca.gov](mailto:questions@srta.ca.gov). Emailed comments will be accepted and read into the record throughout the duration of the meeting. If possible, please submit your comments prior to the agenda item being heard to ensure timely consideration. Please limit your written comments to 250 words or less.
- Submit public comments by U.S. Mail to Administrative Associate Amy Lindsey, Shasta Regional Transportation Agency, 1255 East Street, Suite 202, Redding, CA, 96001, to arrive no later than 5:00 P.M. one day prior to the meeting. If you are unable to participate and would like to request an accommodation for accessibility or are having technical problems joining the meeting, please contact Amy Lindsey at (530) 262-6190.

## AGENDA

Item #1 Call to Order/Roll Call

Item #2 Public Comment Period - This is the time set aside for citizens to address the board on consent agenda items or matters not on the agenda within the jurisdiction of the board. By law, the board cannot discuss or take action on matters not on the agenda but may schedule an item for a future meeting.

### Regular Calendar

Item #3 Designate Current Executive Director as a Retired Annuitant and Waive 180-Day Separation Requirement

Item #4 Adjourn

Next SRTA Board of Directors Meeting, Thursday, April 28, 2022, 3:00 p.m.

**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.**



# STAFF REPORT

<b>MEETING DATE:</b>	<b>March 29, 2022</b>
<b>SUBJECT:</b>	<b>Designate Current Executive Director as a Retired Annuitant and Waive 180-Day Separation Requirement</b>
<b>AGENDA ITEM:</b>	<b>3</b>
<b>STAFF CONTACT:</b>	<b>Jessica Carlson, Chief Fiscal Officer</b>

## **STAFF RECOMMENDATION:**

It is recommended that the board of directors designate the current executive director as a retired annuitant, effective April 6, 2022, for a limited-term through June 30, 2022, and waive the CalPERS 180-day separation requirement, pursuant to the attached resolution.

## **DISCUSSION:**

On February 24, 2022, in response to the executive director's pending retirement, the board approved a retired annuitant position. A 180-day waiting period waiver and supporting resolution was not required at that time due to Governor's Executive Order N-12-21 addressing COVID-19 regulatory relief.

Subsequent to the SRTA board meeting, that Executive Order provision was rescinded effective March 31, 2022. The board now needs to reaffirm its February 24 action and provide a supporting resolution before the annuitant position can take effect.

The executive director hiring process is underway with interviews now scheduled with the board of directors' recruitment subcommittee. An exact date for a successor to begin the position is unknown and subject to variables such as the timing of a tentative offer to a suitable candidate; contract negotiations; approval by the full board of directors; and, the successor's availability to start.

The current executive director will retire April 5, 2022. The director will be designated as a retired annuitant effective April 6, 2022, to assist the board in the recruitment process and ensure no gaps in agency services. It would also be advantageous for the current executive director to be available for any additional support in order to ensure a smooth and efficient transition of leadership. This would be limited to responding to any inquiries by the new executive director or board until June 30, 2022.

This approach allows the current executive director to select a date-certain retirement for planning purposes. It is advantageous to the agency because it allows support as an annuitant, but at a lower cost since no benefits are provided or are accrued to an annuitant position. The base pay for the annuitant position would be at the same rate currently received by the executive director.

## **FISCAL AND POLICY COMMITTEE RECOMMENDATION:**

The Fiscal and Policy Committee agreed with the staff recommendation at the February 14, 2022, meeting.

**ALTERNATIVES:**

The board may take no action. The executive director position would be vacant if a successor has not been seated by April 6, 2022, and part-time support would not be available for the transition.

**FISCAL IMPACT:**

As a retired annuitant, the cost to the agency is 35% less than the current rate since no benefits are paid or accrued. All costs remain reimbursable through the Overall Work Program.



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**Daniel S. Little, AICP, Executive Director**

# RESOLUTION



**RESOLUTION NUMBER: 22-01**

**SUBJECT: Resolution for 180-Day Wait Period Exception Gov. Code Sections 7522.56 & 21224**

**DATE: March 29, 2022**

**WHEREAS**, in compliance with Government (Gov.) Code section 7522.56 of the Public Employees' Retirement Law, the SRTA Board of Directors must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date; and

**WHEREAS**, Daniel Little, CalPERS ID 1381078261, retires from the position of executive director effective April 6, 2022; and

**WHEREAS**, Gov. Code section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is October 4, 2022, without this certification resolution; and

**WHEREAS**, Gov. Code section 7522.56 provides that this exemption to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

**WHEREAS**, the SRTA Board of Directors and Daniel Little certify that Daniel Little has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, SRTA hereby appoints Daniel Little as an extra help retired annuitant to perform the duties of the executive annuitant for SRTA under Gov. Code section 21224 effective April 6, 2022; and

**WHEREAS**, the entire employment agreement, contract or appointment document between Daniel Little and SRTA has been reviewed by this body and is attached herein; and

**WHEREAS**, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

**WHEREAS**, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the maximum base salary for this position is \$17,340.54 and the hourly equivalent is \$100.04 and the minimum base salary for this position is \$17,340.54 and the hourly equivalent is \$100.04; and

**WHEREAS**, the hourly rate paid to Daniel Little will be \$100.04; and

**WHEREAS**, Daniel Little has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

**THEREFORE, BE IT RESOLVED THAT** the SRTA Board of Directors hereby certifies the nature of the appointment of Daniel Little as described herein and detailed in the attached appointment document and that this appointment is necessary to fill the critically needed position of executive annuitant for SRTA by April 6, 2022, because he possesses unique skills and knowledge needed prevent gaps in agency services, to install a successor, and to provide defined and limited-duration support necessary to ensure a smooth transition of agency leadership.

**DULY PASSED AND ADOPTED** this 29th day of March 2022, by the SRTA Board of Directors.

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**Baron Browning, Chair**

Shasta Regional Transportation Agency

Daniel S. Little  
Shasta Regional Transportation Agency  
1255 East Street, Suite 202  
Redding, CA 96001

Dear Mr. Little:

Subject: Employment Offer Letter

This is to confirm your board-approved appointment to the retired annuitant position at the pay scale of executive director: \$100.04 hourly. The appointment is effective only after retirement, beginning April 6, 2022, thru June 30, 2022. Work may not exceed 40 hours per week until such time as a new director is seated, after which work will be limited to responding to inquiries of the new director or SRTA board. All time will be recorded in SRTA's time accounting system and reported to CalPERS.

This position is subject to all CalPERS requirements and restrictions including:

- No benefits (retirement, leave, other payments) of any kind will be available to use, nor accrued.
- Hours are capped at 960.

Pursuant to CalPERS requirements, we have verified that you have not received any unemployment benefits in the last twelve months.

SRTA appreciates your willingness to remain available after retirement to ensure uninterrupted service to our members, to support a new recruitment, and to ensure an efficient transition of leadership!

Sincerely,

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Baron Browning, SRTA Board of Directors Chair

