



Tulare County Transportation Authority

210 N. Church Street, Suite B
Visalia, California 93291
Phone (559) 623-0450
Fax (559) 733-6720
www.tularecog.org

Tulare County Transportation Authority	Date: Monday, August 16, 2021 Time: 1:00 p.m. Place: Tulare County Board of Supervisors 2800 W. Burrel Avenue Visalia, CA 93291
Technical Advisory Committee	Date: Thursday, August 12, 2021 Time: 1:30 p.m. Place: Tulare County Association of Governments 210 N. Church Street, Suite B (Sequoia Conference Room) Visalia, CA 93291
<p>NOTE: This meeting will allow Board Members and the public to participate in the meeting via Teleconference, pursuant to the Governor’s Executive Order N-08-21 (June 11, 2021), available at https://www.gov.ca.gov/wp-content/uploads/2021/06/6.11.21-EO-N-08-21-signed.pdf</p> <p>Zoom Meeting Direct Link: https://bit.ly/2Zt4BQY Toll Free Call in: 1(888) 475-4499 Meeting ID: 744 710 0343 Passcode: 82243742 Call in only instructions: Enter your meeting ID followed by #, Enter # for participant ID, Enter the passcode followed by #.</p>	

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, including auxiliary aids, translation requests, or other accommodations, or to be able to access this agenda and documents in the agenda packet, please contact the TCAG office at 559-623-0450 at least 3 days prior to the meeting. If information is needed in another language, contact (559) 623-0450. Si se necesita esta información en español, llame (559) 623-0450. Kung ang kailangang impormasyon ay sa Tagalog, tawagan ang (559) 623-0450

Any staff reports and supporting materials provided to the Board after the distribution of the agenda packet are available for public inspection at the TCAG office.

I. CALL TO ORDER & WELCOME

II. PUBLIC COMMENTS-TIMED ITEM

<p>NOTICE TO THE PUBLIC PUBLIC COMMENT PERIOD</p> <p>At this time, members of the public may comment on any item of interest to the public and within the subject matter jurisdiction of TCAG but not appearing on this agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak with a total of fifteen (15) minutes allotted for the Public Comment Period. Speakers are requested to state their name(s) and address(es) for the record.</p>
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Convene as the Tulare County Transportation Authority

All items on the Consent Agenda are considered to be routine and non-controversial by Authority staff and will be approved by one motion if no member of the Authority Board or public wishes to comment or ask questions. Items pulled from the Calendar will be considered separately.

III. AUTHORITY CONSENT CALENDAR – ACTION AND INFORMATION ITEMS

Request approval of the Authority Consent Calendar Action Items III-A through III-B.

- A. Action: Minutes of June 28, 2021 Authority Meeting (Pages 01-02)
- B. Action: Minutes of June 24, 2021 Technical Advisory Committee Meeting (Pages 03-05)

IV. AUTHORITY ACTION/DISCUSSION ITEMS

- A. Action: Adoption of Resolution: 2020 Measure R Strategic Work Plan – Amendment No. 3 (Pages 05-08)
- B. Information: Measure R Revenues for June - July 2021 and Audit Engagement Information (Pages 09-13)

V. OTHER BUSINESS

- A. Information: Item from Staff
- B. Information: Item from Board Members
- C. Information: Other Items
- D. Request from Board Members for Future Agenda Items

VI. ADJOURN

The next scheduled Tulare County Association of Governments (TCAG) Board meeting will be held on **Monday, September 20, 2021 at 1:00 p.m.** at the **Tulare County Board of Supervisors, 2800 W. Burrel Avenue, Visalia, CA 93291.** The Technical Advisory Committee (TAC) will meet on **Thursday, September 16, 2021 at 1:30 p.m.** at the **Tulare County Association of Governments (TCAG), 210 N. Church Street, Suite B, Sequoia Conference Room, Visalia, CA 93291.**

TULARE COUNTY TRANSPORTATION AUTHORITY

BOARD OF GOVERNORS	AGENCY	ALTERNATE
Larry Micari	Tulare County-District 1	*
Pete Vander Poel – Chair	Tulare County-District 2	*
Amy Shuklian	Tulare County-District 3	*
Eddie Valero	Tulare County-District 4	*
Dennis Townsend	Tulare County-District 5	*
Maribel Reynosa	City of Dinuba	Linda Launer
Frankie Alves	City of Exeter	Steve Garver
Paul Boyer	City of Farmersville	Ruben Macareno
Ramona Caudillo	City of Lindsay	Hipolito Cerros
Martha A. Flores – Vice-Chair	City of Porterville	Milt Stowe
Terry Sayre	City of Tulare	Jose Sigala
Brian Poochigian	City of Visalia	<i>Vacant</i>
Rudy Mendoza	City of Woodlake	Florencio Guerra Jr

***No Alternate (Required to be an elected official)**

TCAG STAFF

Ted Smalley, Executive Director
 Ben Kimball, Deputy Executive Director
 Ben Giuliani, Executive Officer- LAFCO
 Leslie Davis, Finance Director
 Elizabeth Forte, Principal Regional Planner
 Roberto Brady, Principal Regional Planner
 Derek Winning, Senior Regional Planner
 Gabriel Gutierrez, Senior Regional Planner
 Kasia Poleszczuk, Senior Regional Planner
 Steven Ingoldsby, Senior Regional Planner
 Giancarlo Bruno, Regional Planner
 Sheela Bhongir, Regional Planner
 Gail Miller, Associate Regional Planner-EH
 Barbara Pilegard, Associate Regional Planner-EH
 Maria Garza, Associate Regional Planner-EH
 Michele Boling, TCAG Accountant III
 Brideget Moore, TCAG Staff Services Analyst III
 Amie Kane, TCAG Administrative Clerk II
 Servando Quintanilla, TCAG Administrative Clerk
 Holly Gallo, Office Assistant III

Office Address

Tulare County Association of Governments
 210 N. Church, Suite B
 Visalia, CA 93291
 P: (559) 623-0450
 F: (559) 733-6720
www.tularecog.org
www.tcmeasurer.com

TCRTA STAFF

Richard Tree, Executive Director - TCRTA

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AGENDA ITEM: III-A
TULARE COUNTY ASSOCIATION OF GOVERNMENTS
TULARE COUNTY TRANSPORTATION AUTHORITY

Executive Minutes June 28, 2021

Board Members	Alternates	Member/Alternate	Agency
Larry Micari	*	M	Tulare County-Dist. 1
Pete Vander Poel, Chair	*	M	Tulare County-Dist. 2
Amy Shuklian	*	M	Tulare County-Dist. 3
Eddie Valero	*	M	Tulare County-Dist. 4
Dennis Townsend	*	-	Tulare County-Dist. 5
Maribel Reynosa	Linda Launer	M	City of Dinuba
Frankie Alves	Dave Hails	M	City of Exeter
Paul Boyer	Ruben Macareno	M	City of Farmersville
Ramona Caudillo	Hipolito Cerros	M	City of Lindsay
Martha A. Flores, Vice-Chair	Milt Stowe	M	City of Porterville
Terry Sayre	Jose Sigala	M	City of Tulare
<i>Vacant</i>	Brian Poochigian	-	City of Visalia
Rudy Mendoza	Emmanuel Llamas	-	City of Woodlake

Counsel and TCAG Staff Present (X)

- Jeff Kuhn, Tulare Co. Deputy Counsel
- Ted Smalley, Executive Director
- Benjamin Kimball, Deputy Executive Director
- Benjamin Giuliani, Executive Officer-LAFCO
- Leslie Davis, Finance Director
- Elizabeth Forte, Principal Regional Planner
- Roberto Brady, Principal Regional Planner
- Derek Winning, Senior Regional Planner
- Gabriel Gutierrez, Senior Regional Planner
- Kasia Poleszczuk, Associate Regional Planner

- Steven Ingoldsby, Associate Regional Planner
- Giancarlo Bruno, Regional Planner
- Sheela Bhongir, Regional Planner
- Gail Miller, Associate Regional Planner/EH
- Maria Garza, Associate Regional Planner/EH
- Barbara Pilegard, Associate Regional Planner/EH
- Michele Boling, Accountant III
- Brideget Moore, Staff Services Analyst III
- Amie Kane, TCAG Administrative Clerk II
- Servando Quintanilla, TCAG Administrative Clerk II
- Holly Gallo, Office Assistant III

I. CALL TO ORDER & WELCOME

The Tulare County Transportation Authority was called to order by Chair Vander Poel at 2:08 p.m. on June 28, 2021 at the Tulare County Human Resources & Development Department, 2500 W. Burrel Avenue, Visalia, CA 93291.

II. PUBLIC COMMENTS

Public comments opened/closed at 2:08 p.m. No public comments received.

III. AUTHORITY CONSENT CALENDAR – ACTION/INFORMATION ITEMS

Request approval of the Authority Consent Calendar Action Items III-A through III-D.

A. Action: Minutes of May 17, 2021 Authority Meeting

B. Action: Minutes of May 13, 2021 Technical Advisory Committee Meeting

C. Action: Adoption of Resolution: Reaffirm Agreement with Brown Armstrong Accountancy Corporation for Audit Consultant Selection

D. Action: Adoption of Resolution: Reaffirm Agreement with KNN Public Finance LLC
 Upon a motion by Member Valero, and second by Member Micari, the Tulare County Transportation Authority unanimously approved the Authority Consent Calendar Action Items III-A through III-D. Absent: Townsend, and Mendoza.

IV. AUTHORITY ACTION/DISCUSSION ITEMS

A. Information: Measure R Revenues for May 2021

Mr. Smalley shared that the Measure R revenues for May and June had been received and reflected an increased revenue of 22% when compared to the same period the previous year. Mr. Smalley explained that MuniServices would be conducting a careful review of all contributing factors that could be contributing to this increase.

V. OTHER BUSINESS

A. Information: Items from Staff

B. Information: Items from Board Members

C. Information: Other Items

D. Request from Board Members for Future Agenda Items

There were no items reported or comments noted for Other Business Items V-A through V-D.

VI. ADJOURN

The Tulare County Transportation Authority adjourned at 2:14 p.m.

DRAFT

Item III-B
TCTA Technical Advisory Committee Meeting
Tulare County Association of Governments - 210 N. Church Street, Suite B, Visalia, CA 93291
June 24, 2021 – Summary Meeting Minutes
ATTENDANCE LIST

City of Dinuba	<i>Absent</i>
City of Exeter	<i>Absent</i>
Cities of Farmersville, Woodlake	<i>Absent</i>
City of Lindsay	Michael Camarena
County of Tulare	Karla Artega
City of Porterville	<i>Absent</i>
City of Tulare	<i>Absent</i>
City of Visalia	Dolores Verduzco
Tule River Indian Reservation	<i>Absent</i>
TCAG	Ben Kimball
Caltrans	Lorena Mendibles

Others Present:

TCAG Staff Present: Steven Ingoldsby, Ted Smalley, Gabriel Gutierrez, Gail Miller, Roberto Brady, Ben Giuliani, Giancarlo Bruno, Sheela Bhongir, Kasia Poleszczuk, Holly Gallo, and Servando Quintanilla Jr Recording.

SUMMARY MEETING MINUTES

(Minutes reflect agenda items discussed only)

- I. **CALL TO ORDER:** The meeting convened as the Tulare County Transportation Authority Meeting and was called to order by Mr. Kimball at 2:08 p.m. All action and informational documents were distributed for review and discussion. All actionable items would be voted on at the next Tulare County Transportation Authority (TCTA) Board meeting, scheduled for June 28, 2021.
- II. **PUBLIC COMMENTS**
Mr. Kimball opened public comment and closed with no public comment.
- III. **AUTHORITY CONSENT CALENDAR – ACTION AND INFORMATION ITEMS**
 - C. **Action: Adoption of Resolution: Reaffirm Agreement with Brown Armstrong Accountancy Corporation for Audit Consultant Selection**
Ms. Davis stated that the item was to reaffirm Brown Armstrong Accountancy Corporation as the audit consultant agency for Measure R and Cities.
 - D. **Action: Adoption of Resolution: Reaffirm Agreement with KNN Public Finance LLC**
Ms. Davis stated that the item was to reaffirm KNN Public Finance to perform financial advisory services for TCTA.
- IV. **AUTHORITY ACTION/DISCUSSION ITEMS**
 - A. **Information: Measure R Revenues for May 2021**
Ms. Davis gave an update on fiscal year 20/21 - Measure R allocations had been received, payment request and distribution made through May 2021 and the allocation for the month of May was \$4,041,099 compared to the \$2,672,016 for the same period last year and the 20/21 fiscal year to date amount was \$37,908,352 compared to \$31,808,984 for the same period last year, representing a 19% increase for the fiscal year.
- VI. **ADJOURN**
The TCAG Technical Advisory Committee adjourned at 2:12 p.m.
The next scheduled Tulare County Association of Governments (TCAG) Board meeting will be held on **Monday, August 16, 2021, 2021 at 1:00 p.m.**, at the **Tulare County Board of**

Supervisors 2800 W. Burrel Ave, Visalia, CA 93291. The Technical Advisory Committee will meet on **Thursday, August 12, 2021 at 1:30 p.m. at the Tulare County Association of Governments (TCAG), 210 N. Church Street, Suite B, Sequoia Conference Room, Visalia, CA 93291.**

DRAFT

Tulare County Association of Governments
Sitting as the Tulare County Transportation Authority

AGENDA ITEM IV-A

August 16, 2021

Prepared by Leslie Davis and Ted Smalley, TCAG Staff

SUBJECT:

Action: Adoption of Resolution: 2020 Measure R Strategic Work Plan – Amendment No. 3

BACKGROUND:

The Measure R Expenditure Plan serves as a guide for the use of transportation funds that will be generated through the Tulare County half-cent transportation sales tax through 2037. The Expenditure Plan was developed by the Tulare County Association of Governments and its nine member agencies (Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, Visalia, Woodlake, and the County of Tulare) and approved by the voters in November 2006. The Expenditure Plan represents diverse community interests and addresses major regional transportation needs in Tulare County through the year 2037. The Plan provides a detailed blueprint that will allow for the leveraging of state and federal funds through the revenues that are received through Measure R. The Plan provides funds for regional road improvements, public transit, rehabilitation of existing roads, and other transportation programs that will improve mobility and air quality within the County and each of the cities.

The Measure R Strategic Work Plan is the master plan for the delivery of Measure R projects over a five-year period. The 2020 plan was approved with Resolution No. 2020-119 at the October 1, 2020 Board meeting and Amendment No.1 was approved with Resolution No. 2020-120 on December 14, 2020 and Amendment No. 2 was approved with Resolution No. 2021-100 on April 19, 2021. It details the revenue projections and possible financing tools needed to deliver Measure R projects. It takes into consideration the Measure R Expenditure Plan and the Measure R Policies and Procedures and gathers them into one document that will produce Measure R projects in a timely and efficient manner. The Strategic Work Plan is updated every two years and amended when there are financial changes that affect the member agencies.

DISCUSSION:

This discussion serves as a reaffirmation of the Measure R funding for the Litter Abatement Pilot Program for the City of Porterville presented on May 17, 2021 and approved with Resolution No. 2021-101. Funding for the project comes from the City of Porterville general fund and the City of Porterville Measure R SR 190 corridor improvement funding within the Strategic Work Plan. Additionally, reaffirmation of the bike funding allocations of \$50K for City of Dinuba for El Monte Way. The project between Alta Ave and Road 92, will construct sidewalks, enhanced bike lanes, upgraded ADA ramps, two PHBs and pedestrian countdown signal heads. Approximately 1.5 miles in length. Staff anticipates the project will receive State ATP funds.

\$50K for City of Visalia Goshen Trail - Reconstruction of a 6.1 mile Class 1 multi-use trail, from Camp Drive to Giddings Avenue along the Goshen Avenue alignment. The project will extend and widen the existing trail. Staff anticipates the project will receive State ATP funds.

\$50K for City of Porterville Putnam and Elderwood - Installation of curb, gutter, sidewalk with landscape strip, streetlights and lighted crossing system in the recently annexed area of Putnam Avenue and Elderwood Street. Approximately a quarter mile in length including improvements along both sides of Putnam Avenue. Staff anticipates the project will receive State ATP funds.

RECOMMENDATIONS:

Reaffirm funding for the Porterville Litter Abatement Pilot Program from the SR 190 Corridor improvement funding, and allocations to City of Dinuba for El Monte Way, City of Visalia for Goshen Trail and City of Porterville for Elderwood and Putnam within Strategic Work Plan.

FISCAL IMPACT:

No fiscal impact, funding is already allocated within the expenditure plan.

ATTACHMENTS:

1. Resolution authorizing the 2020 Strategic Work Plan Amendment No. 3 as outlined above under recommendation.

Avenue and Elderwood Street. Approximately a quarter mile in length including improvements along both sides of Putnam Avenue.

NOW, THEREFORE, BE IT RESOLVED that the Transportation Authority of the County of Tulare authorizes Amendment No. 3 to the 2020 Strategic Work Plan to reaffirm funding for the Porterville Litter Abatement Pilot Program from the SR 190 Corridor improvement funding, and allocations to City of Dinuba for El Monte Way, City of Visalia for Goshen Trail and City of Porterville for Elderwood and Putnam within Strategic Work Plan.

The foregoing Resolution was adopted upon motion of Member _____, seconded by Member _____, at a regular meeting held on the 16th day of August 2021, by the following vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

TULARE COUNTY TRANSPORTATION AUTHORITY

Pete Vander Poel III
Chair, TCTA

Ted Smalley
Executive Director, TCTA

Tulare County Association of Governments
Sitting as the Tulare County Transportation Authority

AGENDA ITEM IV-B

August 16, 2021

Prepared by Leslie Davis, TCAG Staff

SUBJECT:

Information: Measure R Revenues for June-July 2021 and Audit Engagement Information

BACKGROUND:

On November 7, 2006, the voters of Tulare County approved Measure R, imposing a ½-cent sales tax for transportation within the incorporated and unincorporated area of Tulare County through 2037. The transportation sales tax funds are spent in accordance with the Expenditure Plan that resulted from a joint effort among all the cities and the County of Tulare. The Expenditure Plan reflects the transportation needs of the residents of Tulare County. The plan includes funding for Regional Projects, Local Programs, Transit/Bike/Environmental Programs and Administration. The funds are distributed as follows:

1. Regional Projects (50%)
2. Local Programs (35%)
3. Transit/Bike/Environmental (14%)
4. Administration and Planning Program (1%)

Measure R revenue collection began on April 1, 2007. Monthly Measure R advancements are received by TCAG from the State Board of Equalization followed by quarterly clean-up disbursements. In total, TCAG receives eight advancements and four clean-up disbursements throughout a fiscal year.

The Measure R 2020 Strategic Work Plan was approved by the Authority on October 19, 2020 with Resolution No. 2020-119, amended on December 14, 2020 with Resolution No. 2020-120, and amended on April 19, 2021 with Resolution No. 2021-100.

DISCUSSION:

Status of Measure R Revenues

Fiscal Year 2020/2021 and 2021/2022 - Measure R allocations have been received, payment request and distribution made through July 2021. The allocation for the month of June is \$3,675,601 compared to \$2,284,607 for the same period last year. The allocation for the month of July is \$4,884,538 compared to \$ 3,412,452 for the same period last year. The 20/21 fiscal year to date amount is \$41,583,953 compared to \$34,093,591 for the same period last year, representing a 22% increase for the fiscal year.

The 21/22 fiscal year to date amount is 4,884,538 compared to \$3,412,452 for the same period last year representing a 43% increase thus far for the new fiscal year.

See attached revenue chart covering fiscal years 2017/2018, 2018/2019, 2019/2020, 2020/2021 and 2021/2022 year to date.

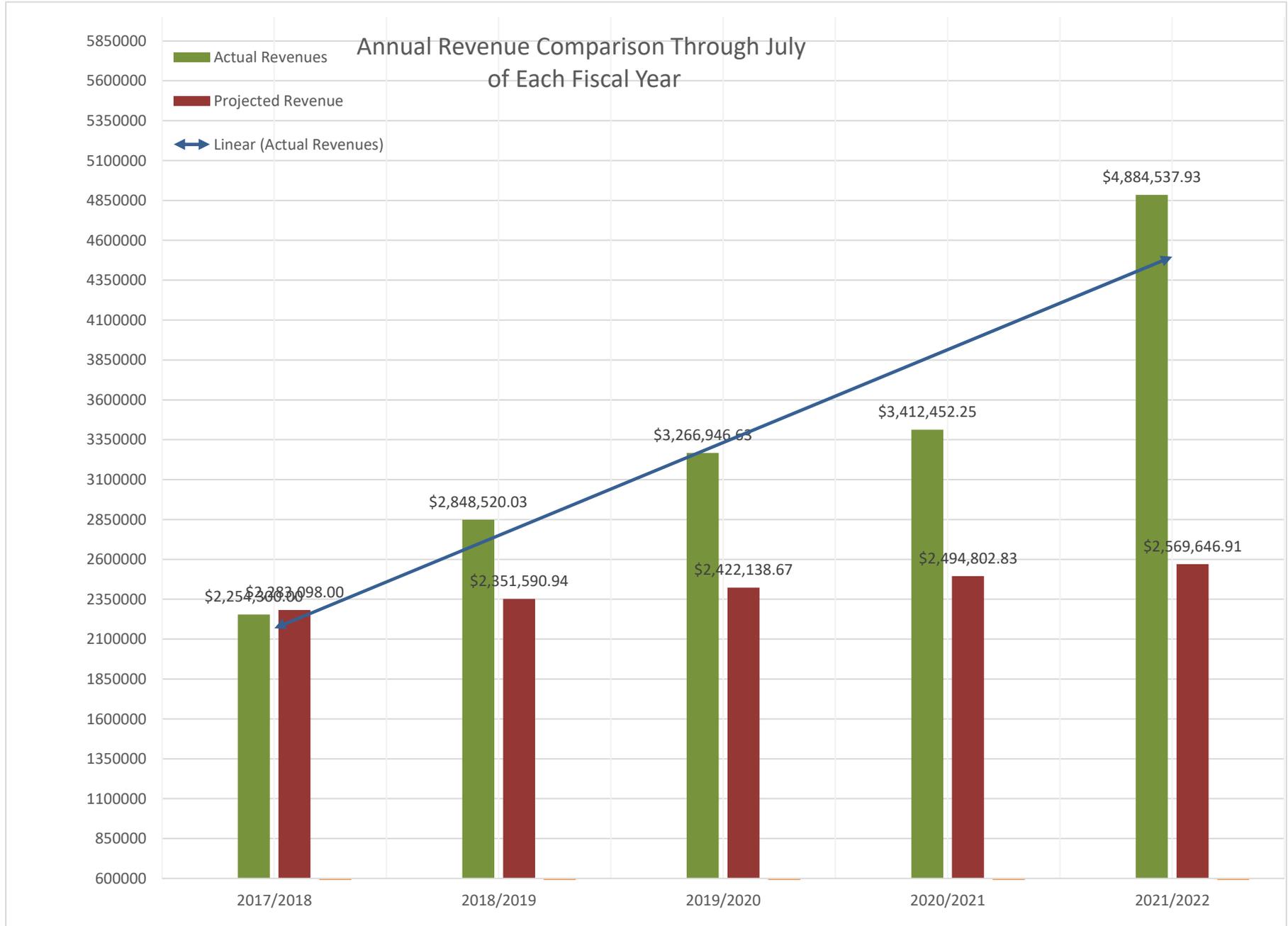
The Agreement with Brown Armstrong is signed and we have begun the audit process for FY 2020/2021. Today I have distributed the attached communication letter from Brown Armstrong to each board member which outlines their responsibility, scope and time line of the audit.

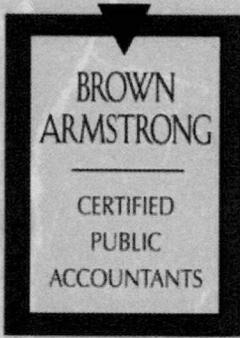
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Attachment 1





BROWN ARMSTRONG

Certified Public Accountants

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE DURING PLANNING

To the Board of Directors
Tulare County Transportation Authority
Visalia, California

We are engaged to audit the financial statements of the governmental activities and the Measure R fund of Tulare County Transportation Authority (the Authority), a component unit of the Tulare County Association of Governments, Visalia, California, for the year ended June 30, 2021. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter dated August 2, 2021, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the RSI, which supplements the Authority's basic financial statements, is to apply certain limited procedures in accordance with auditing standards generally accepted in the United States of America. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on RSI.

- 1) Management's Discussion and Analysis
- 2) Schedule of Measure R Apportionments and Allocations

We have been engaged to report on supplementary information other than RSI that accompanies the Authority's financial statements. Our responsibility for this supplementary information, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole:

- 1) Schedule of Measure R Apportionments and Allocations

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

10 RIVER PARK PLACE EAST
SUITE 208
FRESNO, CA 93720
TEL 559.476.3592

STOCKTON OFFICE

1919 GRAND CANAL BLVD
SUITE C6
STOCKTON, CA 95207
TEL 888.565.1040

WWW.BACPAS.COM

Our audit will include obtaining an understanding of the Authority and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Authority or to acts by management or employees acting on behalf of the Authority. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately August 2, 2021, and to issue our report no later than December 31, 2021. Rosalva Flores is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors and management of the Tulare County Transportation Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
August 2, 2021