

Tulare County Association of Governments	Date: Monday, October 17, 2022 Time: 1:00 PM Place: Porterville Fire Department Training Facility, 500 N. Newcomb Street, Porterville, CA 93257
Technical Advisory Committee	Date: Thursday, October 13, 2022 Time: 1:30 PM Place: Tulare County Association of Governments 210 N. Church Street, Suite B (Sequoia Conference Room) Visalia, CA 93291

ADDENDUM

NOTE: This meeting will allow Board Members and the public to participate in the meeting via Teleconference, pursuant to Assembly Bill 361, available at https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB361

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 #.

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.

VIII. ASSOCIATION ACTION/DISCUSSION ITEMS

- I. Action: Adoption of Resolution: Approval of 2021-2022 Fiscal Audit for Tulare County Regional Transit Agency (TCRTA) Consultant Selection Action

ADJOURN

TULARE COUNTY ASSOCIATION OF GOVERNMENTS
REGIONAL TRANSPORTATION PLANNING AGENCY
METROPOLITAN PLANNING ORGANIZATION

BOARD OF GOVERNORS	AGENCY	ALTERNATE
Larry Micari	Tulare County-District 1	Paula Clark
Pete Vander Poel, III	Tulare County-District 2	William Cushing
Amy Shuklian - Chair	Tulare County-District 3	Bill Whitlatch
Eddie Valero	Tulare County-District 4	Derek Williams
Dennis Townsend	Tulare County-District 5	Terren Brown
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	Jose Martinez
Kellie Carrillo	Public Transit Provider*	<i>Vacant</i>
Tyrone Holscher	Member-at-Large*	Shea Gowin
Vicki Riddle	Member-at-Large*	Davis Ward
Pamela K. Whitmire	Member-at-Large*	Julie Allen
Diana Gomez	Caltrans*	Michael Navarro

* Caltrans serves as an ex-officio member of the TCAG Policy Advisory Committee. At-large TCAG members and the Public Transit Provider representative are not members of the Tulare County Transportation Authority or Abandoned Vehicle Abatement Authority.

TCAG STAFF

Ted Smalley, Executive Director
 Ben Kimball, Deputy Executive Director
 Ben Giuliani, Executive Officer- LAFCO
 Leslie Davis, Finance Director
 Roberto Brady, Principal Regional Planner
 Derek Winning, Principal Regional Planner
 Gabriel Gutierrez, Principal 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
 Maria Garza, Associate Regional Planner-EH
 Jennifer Miller, Associate Regional Planner-EH
 Michele Boling, TCAG Accountant III
 Brideget Moore, TCAG Analyst III
 Amie Kane, TCAG Administrative Clerk II
 Servando Quintanilla, TCAG Analyst I
 Holly Gallo, Office Assistant III

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TCRTA STAFF

Richard Tree, Executive Director – TCRTA

Tulare County Association of Governments

AGENDA ITEM VIII-I

October 17, 2022

Prepared by Leslie Davis, TCAG Staff

SUBJECT:

Action: Adoption of Resolution: Approval of 2021-2022 Fiscal Audit for Tulare County Regional Transit Agency (TCRTA) Consultant Selection

BACKGROUND:

On March 18, 2021, TCAG staff sent out a Request for Proposal (RFP) to 50 firms for the preparation of the TCAG Fiscal Audits. The RFP identified \$86,000 as budgeted for the fiscal audit and \$15,000 for additional services as approved. Two (2) proposals were received. The proposals were from: Brown Armstrong CPAs of Bakersfield, and Price, Paige & Company, of Clovis. TCAG staff evaluated and scored the proposals based on the adopted scoring criteria including understanding of the work to be done, experience with similar kinds of work, quality of staff, capability of developing innovative or advanced techniques, local preference, and demonstration of DBE intent.

The audits will be performed for FY 2020/21, FY 2021/22 and FY 2022/23 and include, TCRTA and TDA audits for nine (9) member agencies as applicable. The 2 firms showed understanding of the work to be done and have sufficient experience with similar audits. The firms had good references, qualified staff and were under budget. The firm that scored the highest based on the TCAG adopted procurement procedures is Brown Armstrong CPA's. This firm has the best understanding of how TCAG functions and has prior experiences with other Council of Governments (COG's) and Transportation Agencies. The board approved the firm Brown Armstrong CPA's on Resolution No.2021-102 to perform the audits.

DISCUSSION:

TCRTA operations have continued to progress and all the member agencies of the JPA have been incorporated into TCRTA effective July 1, 2022. We have reviewed the preliminary draft general ledger with the outside auditors to determine the additional resources needed to complete the TCRTA audit for fiscal year 2021/2022 and 2022/2023. Brown Armstrong CPA's presented a proposal indicating the additional resources needed for FY 2021/2022 will be \$20,000. TCAG set aside funding that was approved in the budget to fund the FY 2021/2022 audit. TCRTA will provide the funding for the audit of the FY 2022/2023.

RECOMMENDATIONS:

In consultation with TCRTA Executive Director, staff recommends the approval of Brown Armstrong CPA's to provide the additional resources necessary to complete the FY 2021/2022 audit for TCRTA in the amount of \$20,000. Staff also recommend that TCRTA include the resources necessary to complete the FY 2022/2022 for \$25,000 within their FY 2023/2024 budget.

FISCAL IMPACT:

No Fiscal Impact. The funding has already been approved within the TCAG FY 2022/2023 budget for the FY 2021/2022 audit for TCRTA.

ATTACHMENTS:

1. Resolution approving a TCRTA FY 2021/2022 fiscal audit consultant.
2. Proposal from Brown Armstrong CPA's
3. Sole Source Contract Justification Form (under separate cover)

BEFORE THE
TULARE COUNTY ASSOCIATION OF GOVERNMENTS
COUNTY OF TULARE, STATE OF CALIFORNIA

In the matter of:

APPROVAL OF 2021/2022 FISCAL AUDIT)
TULARE COUNTY REGIONAL TRANSIT)
AGENCY(TCRTA)CONSULTANT SELECTION)

Resolution No. 2022-xxx

WHEREAS, on March 18, 2021, the Tulare County Association of Governments (TCAG) requested proposals for consultant services to prepare fiscal audits of the agency and selected funds under its jurisdiction for fiscal years 2020/21, FY 2021/22 and FY 2022/23; and

WHEREAS, The audits will be performed for FY 2020/21, FY 2021/22 and FY 2022/23 and include, TCRTA and TDA audits for nine (9) member agencies as applicable. The 2 firms showed understanding of the work to be done and have sufficient experience with similar audits. The firms had good references, qualified staff and were under budget. The firm that scored the highest based on the TCAG adopted procurement procedures is Brown Armstrong CPA's. This firm has the best understanding of how TCAG functions and has prior experiences with other Council of Governments (COG's) and Transportation Agencies; and

WHEREAS, The board approved the firm Brown Armstrong CPA's on Resolution No.2021-102 to perform the audits as indicated; and

WHEREAS, a review of the TRCRTA preliminary draft general ledger for FY 2021/2022 with the outside auditors has determine the additional resources needed to complete the TCRTA audit for fiscal year 2021/2022 and 2022/2023; and

WHEREAS, Brown Armstrong CPA's presented a proposal indicating the additional resources needed for FY 2021/2022 will be \$20,000 and for FY 2022/2023 will be \$25,000; and

WHEREAS, the funding has already been approved within the TCAG FY 2022/2023 budget for the FY 2021/222 audit for TCRTA.

NOW, THEREFORE, BE IT RESOLVED, that TCAG staff is authorized, in consultation with the TCRTA Executive Director, to approve Brown Armstrong CPA's to provide additional resources to complete the FY 2021/2022 audit for TCRTA in the amount of \$20,000.

The foregoing Resolution was adopted upon motion of Member _____, seconded by Member _____, at a regular meeting held on the 17th day of October, 2022, by the following vote:

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

TULARE COUNTY ASSOCIATION OF GOVERNMENTS

Amy Shuklian
Chair, TCAG

Ted Smalley
Executive Director, TCAG



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Contract No. Proposal

Vendor Name: Brown Armsrong CPA's
Project: Tulare County Regional Transit Agency Technical Proposal for Audit Serivces

Notice: if this is a new project/task written notice must be given to TCAG and TCTA before sole source request can be made

This signed and completed form must be included as an internal attachment with each contract that provides for sole source acquisition of service and must not be more than 3 months older than the authorized signature date. If more space is needed, please attach additional page(s),

1. Unique Features: Specify the unique features or characteristics of the service that are requested (if contract value does not exceed \$25,000 additional explanation is not necessary)

2. Special Needs: Brown Armstrong CPA's was selected with Resolution No 2021-102 to perform audits for TCRTA. This is to include additional resources necessary to complete the Audit for FY 2021/2022.

3. Other sources: Brown Armstrong is already under contract to provide audit services and is familiar with our agencies and services.

4. Quotes: Attach three (3) informal quotes for Project/Task costs of \$25,000 or more:

I certify that the above statements are true and correct, to the best of my knowledge. I also certify that neither I, nor my family members, will gain or receive any additional benefit because I have recommended that these services are contracted solely from a designated vendor or contractor.

Submitted By: _____ Date: _____
Type Name and Title

Chair, TCAG _____ Date: _____
Type Name

TCAG _____ Date: _____
Type Name and Title

TCRTA _____ Date: _____
Type Name and Title