

**AGENDA**  
**Tulare County Regional Transit Agency**

**September 21, 2020, 2:30 p.m.**

**Tulare County Board of Supervisors Chambers**  
**2800 West Burrel Avenue**  
**Visalia, CA 93291**

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-29-20 (March 17, 2020), available at: <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf>

**Zoom Meeting** | Direct Link: <https://bit.ly/2Zt4BQY>

**Toll Free Call in:** (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 Tulare County Association of Governments ("TCAG") office at 559-623-0450 at least 3 days prior to the meeting. 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.

- 1. CALL TO ORDER, WELCOME, AND ROLL CALL**
- 2. PLEDGE OF ALLEGIANCE**
- 3. PUBLIC COMMENT**

**NOTICE TO THE PUBLIC**  
**PUBLIC COMMENT PERIOD**

At this time, members of the public may comment on any item of interest to the public and within the subject matter jurisdiction of TCRTA 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.

#### **ACTION ITEMS**

4. **ADMINISTER OATH OF OFFICE TO DIRECTORS** by Interim Executive Director (No page)
5. **APPROVE MINUTES OF AUGUST 17 AND AUGUST 24, 2020** (Pages 1-4)
6. **ADOPTION OF RESOLUTION: APPROVE CITY OF DINUBA'S REQUEST TO BECOME A MEMBER OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY AND SEAT MAYOR THUSU AS THE CITY'S DIRECTOR AND VICE-MAYOR LONGORIA AS ALTERNATE DIRECTOR** (Pages 5-6)
7. **REAFFIRM MEMORANDUM OF UNDERSTANDING WITH CITY OF PORTERVILLE FOR PERSONNEL AND ADMINISTRATION PURPOSES** (Pages 7-10)
8. **ADOPT 2020/2021 MEETING CALENDAR** (Page 11-12)

#### **INFORMATION ITEMS**

9. **SUPPORT FUNDING AVAILABLE FROM TULARE COUNTY ASSOCIATION OF GOVERNMENTS (TCAG) AND THE TULARE COUNTY TRANSPORTATION AUTHORITY (TCTA)** (Page 13)
10. **FARE SYSTEM CONSOLIDATION EFFORT** (Page 14-15)
11. **UPDATE ON CALVANS OPERATIONS** (Pages 16-17)
12. **IMPLEMENTATION UPDATE** (Pages 18-20)
13. **OTHER BUSINESS**
  - a. Information: Items from Staff.
  - b. Information: Items from Board Members.
  - c. Request from Board Members for Future Agenda Items.
14. **ADJOURN**

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on Monday, October 19, 2020 at 2:30 p.m. in the Tulare County Board of Supervisors Chambers, 2800 W. Burrel Avenue, Visalia, CA 93291.

**TULARE COUNTY REGIONAL TRANSIT AGENCY**

<b><u>BOARD OF DIRECTORS</u></b>	<b><u>ALTERNATE</u></b>	<b><u>AGENCY</u></b>
Mary Waterman-Philpot	Dave Hails	City of Exeter
Greg Gomez	Tina Hernandez	City of Farmersville
Pam Kimball	Brian Watson	City of Lindsay
Virginia Gurrola	Monte Reyes	City of Porterville
Jose Sigala	Terry Sayre	City of Tulare
Rudy Mendoza	Emmanuel Llamas	City of Woodlake
Kuyler Crocker	Eddie Valero	County of Tulare

**EX OFFICIO MEMBERS**

Georgina Cardenas, CalVans

**TCRTA STAFF**

**OFFICE INFORMATION**

\*The TCTRA is temporarily receiving support from the Tulare County Association of Governments.

TCAG

210 N. Church Street, Suite B

Visalia, CA 93291

Phone: (559) 623-0450

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[www.tularecog.org](http://www.tularecog.org)

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**Organizational Meeting of the  
Board of Directors of the  
Tulare County Regional Transit Agency  
Minutes**

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**August 17, 2020, 2:30 p.m.**

<b>Members Present:</b>	<b>Gomez, Kimball, Gurrola, Sigala, Mendoza, and Crocker</b>
<b>Members Absent:</b>	<b>Waterman-Philpot</b>
<b>Alternates Present:</b>	<b>Hernandez, Reyes, and Valero</b>
<b>Staff Present:</b>	<b>Ted Smalley, Elizabeth Forte, and Amie Kane</b>
<b>Counsel Present:</b>	<b>Jeff Kuhn</b>

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**1. CALL TO ORDER**

Mr. Smalley welcomed everyone and called the meeting to order at 2:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC COMMENT**

Public comments opened/closed at 2:33 p.m. No public comments received.

**ACTION ITEMS:**

**4. ADMINISTER OATH OF OFFICE TO DIRECTORS**

Mr. Smalley led all present members in taking the oath of office.

**5. ELECTION AND SEATING OF CHAIR AND VICE CHAIR OF BOARD**

Mr. Smalley announced that the election of Chair and Vice Chair would commence and opened up the opportunity for nominations and comments. Member Crocker was appointed as Board Chair; and Member Sigala was appointed Vice-Chair.

**6. APPOINTMENT OF TCAG EXECUTIVE DIRECTOR AS INTERIM EXECUTIVE DIRECTOR AND BOARD SECRETARY OF TCRTA**

Mr. Smalley explained that an interim director would be needed to perform duties to formally establish this agency. Mr. Smalley stated that the recommendation would be to appoint the TCAG Executive Director as the interim Executive Director and Board Secretary of TCRTA.

Upon motion by Member Sigala and seconded by Member Mendoza the Tulare County Regional Transit Agency unanimously approved the appointment as presented for Interim Director and Board Secretary.

**7. REQUEST TCAG TO PROVIDE INTERIM ADMINISTRATIVE AND STAFF SUPPORT, OFFICE SPACE, AND START-UP BUDGET FINANCING FOR TCRTA**

Mr. Smalley clarified the request to provide administrative and staff support, office space, and start-up budget financing for TCRTA.

Upon motion by Member Mendoza and seconded by Member Gomes the Tulare County Regional Transit Agency unanimously approved the request.

**8. APPOINTMENT OF COUNTY COUNSEL AS INTERIM LEGAL COUNSEL FOR TCRTA**

Mr. Smalley highlighted the request to appoint County Counsel as interim legal counsel for TCRTA.

Upon motion by Member Mendoza and seconded by Member Gomez the Tulare County Regional Transit Agency unanimously approved the request.

**9. ADOPTION OF BYLAWS OF TCRTA BOARD OF DIRECTORS**

Items 9-12 were presented together and outlined by Mr. Kuhn, County Counsel.

Highlighted items noted were the selection of meeting dates, times, and location per the Brown Act. Some discussion amongst the Members was had and it was recommended by Member Mendoza to hold the TCRTA meetings directly after the TCTA meetings on the third Monday of each month at 2:30 p.m. This recommendation would be brought back for adoption. Mr. Kuhn explained that items could be passed with a majority vote by the TCRTA Members; accept budget action items would need unanimous approval to be passed.

Upon motion by Member Gomez and seconded by Member Sigala the Tulare County Regional Transit Agency unanimously approved the bylaws.

**10. ADOPTION OF CONFLICT OF INTEREST CODE FOR TCRTA**

Upon motion by Member Sigala and seconded by Member Gomez the Tulare County Regional Transit Agency unanimously approved the Conflict of Interest Code.

**11. ADOPTION OF CEQA PROCEDURES FOR TCRTA**

Upon motion by Member Mendoza and seconded by Member Gomez the Tulare County Regional Transit Agency unanimously approved the CEQA procedures.

**12. ADOPTION OF LOCAL DEBT POLICIES FOR TCRTA**

All Items 9-12 were presented together and outlined by Mr. Kuhn, County Counsel.

Highlighted items noted were the selection of meeting dates, times, and location per the Brown Act. Some discussion amongst the Members was had and it was recommended by Member Mendoza to hold the TCRTA meetings directly after the TCTA meetings on the third Monday of each month at 2:30 p.m. This recommendation would be brought back for adoption. Mr. Kuhn explained that items could be passed with a majority vote by the TCRTA Members; accept budget action items would need unanimous approval to be passed.

Upon motion by Member Gurrola and seconded by Member Gomez the Tulare County Regional Transit Agency unanimously approved the local debt policies.

**13. DIRECT INTERIM EXECUTIVE DIRECTOR TO:**

- a. File a Notice of a Joint Powers Agreement with the California Secretary of State, along with a copy of the agreement, within 30 days after the effective date of the Agreement and request TCAG to advance the \$1.00 filing fee;
- b. Register the new agency with the California Secretary of State (Roster of Public Agencies) within 70 days of start-up (no filing fee);
- c. Notify Tulare County Auditor-Controller/Treasurer-Tax Collector Cass Cook of his appointment as Auditor and Treasurer for the new agency, provide him with a copy of signed Joint Powers Agreement, and request assistance in establishing necessary accounts and financial record keeping for new agency;
- d. Begin implementation of Joint Powers Agreement, development of operational and capital budgets for TCRTA for fiscal year 2020-21, and negotiation of cooperative agreements with current transit providers.

Mr. Kuhn highlighted the tasks, outlined above that would need to be completed by the interim Executive Director.

Upon motion by Member Sigala and seconded by Member Gomez the Tulare County Regional Transit Agency unanimously approved the recommendations as presented.

**14. OTHER BUSINESS**

- a. Information: Items from Staff.  
Mr. Smalley thanked Mr. Kuhn for his assistance with TCRTA.  
Mr. Smalley requested that the Chair approve a special meeting to be held, Monday, August 24, 2020 for approval of one action item to hire transit-planning services.
- b. Information: Items from Board Members.  
Member Gurolla took the opportunity to congratulate everyone on the formation of this new Agency.
- c. Request from Board Members for Future Agenda Items.  
Member Gurolla requested an update on Calvans and the possibility of a delay in services.  
Member Gomez would like on-going updates over the next year on fare consolidations and collection efforts.

**15. ADJOURN**

The meeting adjourned at 3:11 p.m. Chair Crocker confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on Monday, September 21, 2020 at 2:30 p.m. in the Tulare County Board of Supervisors Chambers, 2800 W. Burrell Avenue, Visalia, CA 93291.

**Special Meeting of the  
Board of Directors of the  
Tulare County Regional Transit Agency  
Minutes**

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**August 24, 2020, 1:30 p.m.**

<b>Members Present:</b>	<b>Gomez, Gurrola, Sigala, Mendoza, and Crocker</b>
<b>Members Absent:</b>	<b>Kimball, Waterman-Philpot, and Cardenas</b>
<b>Alternates Present:</b>	<b>Reyes</b>
<b>Staff Present:</b>	<b>Ted Smalley, Elizabeth Forte, and Amie Kane</b>
<b>Counsel Present:</b>	<b>Jeff Kuhn</b>

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**1. CALL TO ORDER**

Chair Crocker called the meeting to order at 1:31 p.m. However, a quorum was not met until 1:37 p.m.

**ACTION ITEMS:**

**2. ACTION ITEM: APPROVE MEMORANDUM OF UNDERSTANDING (MOU) WITH CITY OF PORTERVILLE FOR PERSONNEL AND ADMINISTRATIVE SERVICES**

Mr. Smalley presented an outline of the proposed MOU and stated that adjustments maybe added after review and input from counsel; after which time the MOU would be brought back for reaffirmation.

Member Gurrola spoke in support of the MOU to hire Mr. Rich Tree from the City of Porterville to provide administrative services.

Member Gurrola stated that the city of Porterville is a member of CALSTART and recommended that TCRTA seek membership of CALSTART, which is a leading organization that has helped create effective programs and funding opportunities to deploy zero-emission transportation.

Upon motion by Member Sigala and seconded by Member Gomez the Tulare County Regional Transit Agency unanimously approved the MOU with the City of Porterville.

**ADJOURN**

The meeting adjourned at 1:46 p.m. Chair Crocker confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on Monday, September 21, 2020 at 2:30 p.m. in the Tulare County Board of Supervisors Chambers, 2800 W. Burrel Avenue, Visalia, CA 93291.



**AGENDA ITEM 6**

**September 21, 2020**

**Prepared by Elizabeth Forte, TCAG Staff**

**SUBJECT:**

**Action:** Adoption of Resolution: Approve City of Dinuba's Request to Become a Member of the Tulare County Regional Transit Agency and Seat Mayor Thusu as the City's Director and Vice-Mayor Longoria as Alternate Director

**DISCUSSION:**

On September 8, 2020 the City Council of Dinuba voted to request to enter into the Joint Powers Agreement and join the TCRTA. The council also selected Mayor Thusu to sit as TCRTA director, and Vice-Mayor Longoria as the alternate. The TCRTA Board is required to approve the membership request from the City of Dinuba for its entry.

**ATTACHMENT:**

1. Resolution approving the City of Dinuba as a party to the TCRTA, and seating Mayor Thusu as Board Director and Vice-Mayor Longoria as Alternate Director.

BEFORE THE  
TULARE COUNTY REGIONAL TRANSIT AGENCY  
COUNTY OF TULARE, STATE OF CALIFORNIA

In the matter of:

APPROVING CITY OF DINUBA'S REQUEST TO ) Resolution No. 2020-01  
BECOME A MEMBER OF THE TCRTA AND SEATING )  
MAYOR THUSU AS DIRECTOR AND VICE-MAYOR )  
LONGORIA AS ALTERNATE DIRECTOR )

WHEREAS, the Joint Powers Agreement establishing the Tulare County Regional Transit Agency (TCRTA) was signed and effective August 11, 2020; and

WHEREAS, the County of Tulare and Cities of Exeter, Farmersville, Lindsay, Porterville, Tulare and Woodlake are members of the TCRTA; and

WHEREAS, on September 8, 2020 the Dinuba City Council voted to request to join the TCRTA and appoint Mayor Thusu and Board Director and Vice-Mayor Longoria as Alternate Director.

NOW, THEREFORE, BE IT RESOLVED that the TCRTA approves the request from the City of Dinuba to join the TCRTA and appoint Mayor Thusu and Board Director and Vice-Mayor Longoria as Alternate Director.

The foregoing Resolution was adopted upon motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, at a regular meeting held on the 21<sup>st</sup> day of September, 2020 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

TULARE COUNTY REGIONAL TRANSIT AGENCY

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Kuyler Crocker  
Chair, TCRTA

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Ted Smalley  
Executive Director, TCRTA

**AGENDA ITEM 7**

**September 21, 2020**

**Prepared by Elizabeth Forte, TCAG Staff**

**SUBJECT:**

**Action:** Reaffirm Memorandum of Understanding with City of Porterville for Personnel and Administrative Services

**DISCUSSION:**

At the August 24, 2020 Board meeting, an MOU was approved between the TCRTA and the City of Porterville for services to begin implementation and operation of regional transit service. The action included the ability for changes to the MOU as final details were worked out and if approved by counsel. Attached is the final version of the MOU presented for the Board's reaffirmation.

**ATTACHMENT:**

1. Memorandum of Understanding Between the Tulare County Regional transit Agency and the City of Porterville Concerning Administrative Services

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
TULARE COUNTY REGIONAL TRANSIT AGENCY  
AND  
CITY OF PORTERVILLE  
CONCERNING ADMINISTRATIVE SERVICES

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THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into as of August 24, 2020, by and between the **TULARE COUNTY REGIONAL TRANSIT AGENCY**, a joint powers agency ("TCRTA"), and **CITY OF PORTERVILLE**, a California municipal corporation ("CITY"). "TCRTA and CITY are each a "Party" and together are the "Parties" to this MOU, which is made with reference to the following:

- A. TCRTA is a public entity created by a Joint Exercise of Powers Agreement executed by the Cities of Exeter, Farmersville, Lindsay, Porterville, Tulare, and Woodlake, and the County of Tulare as of the 11th day of August, 2020 (the "Joint Powers Agreement"), a copy of which is attached to this MOU as *Exhibit A*; and
- B. TCRTA does not have professional staff to perform the administrative functions which it is required to carry out under the Joint Powers Agreement; and
- C. TCRTA desires to contract with CITY for the performance of certain of these duties and CITY is agreeable to rendering the aforementioned services to TCRTA on the terms and conditions hereinafter set forth; and
- E. The Parties have the power to enter into this MOU under the provisions of section 6500 et seq. of the Government Code and the Joint Powers Agreement.

NOW, THEREFORE the Parties agree as follows:

- 1. CITY shall provide to TCRTA transit planning services necessary for TCRTA to carry out the powers granted to TCRTA by the Joint Powers Agreement. Such services shall be provided to TCRTA under the general direction of TCRTA's Executive Director, with administrative and clerical support from TCRTA through its arrangements with the Tulare County Association of Governments ("TCAG").
- 2. In addition to the administrative services specified in Paragraph 1 above, TCRTA may authorize CITY to perform additional administrative services for TCRTA under this MOU.
- 3. If TCRTA should decide to acquire any equipment, materials, supplies, or transportation, and make such property of TCRTA available to CITY for use by CITY in performing services under this MOU, then TCRTA may do so.
- 4. CITY shall provide the personnel necessary to perform the services referred to in Paragraphs 1 and 2 above. Such personnel shall perform services for TCRTA on such days and at such hours as may be agreed upon by the TCRTA Executive Director and the CITY's City Manager (or designee).

5. TCRTA is required to prepare a budget and work program for each fiscal year. Such annual budget shall specify the reimbursement to be paid to CITY during the next fiscal year for services to be furnished under this MOU during the fiscal year. Such budgeted amount shall take into account the time and salaries of CITY employees who will be performing work for TCRTA, all incidental costs pertaining to such CITY employees such as, but not limited to, retirement and insurance contributions by CITY, transportations expenses, costs of equipment and supplies to be acquired by CITY to perform the services, costs of supervision, and all other incidental costs which will be incurred by CITY, so that the amount budgeted by TCRTA for payment to CITY will reasonably approximate the actual cost to CITY of providing such services during the fiscal year. TCRTA shall pay to CITY one-half (1/2) of said budgeted amount in September of each year and the remaining one-half (1/2) in April of each year.
6. If the amount budgeted and paid by TCRTA to CITY for services by CITY during any fiscal year does not reasonably approximate the actual costs incurred by CITY during such fiscal year, then the budget for the next fiscal year shall be increased or decreased by an amount sufficient to correct the underpayment or overpayment to CITY for the prior fiscal year.
7. TCRTA, through its arrangements with the TCAG, shall provide office space and related support for the personnel who are carrying out duties for TCRTA under this MOU. The cost of such office space shall be borne by TCRTA through its annual budget.
8. In rendering such services to TCRTA, the standards of performance, the assignment and discipline of employees, and other matters incident to the performance of such services and the control of personnel so employed, shall remain in CITY. In the event of a dispute between the Parties concerning the extent of the duties and functions to be rendered under this MOU, or the level or manner of performance of such services, the determination of TCRTA's Executive Director or TCRTA's Board of Directors shall be final with regard to the services performed under this MOU.
9. To facilitate the performance of services under this MOU, it is agreed that CITY shall have full cooperation and assistance from TCRTA and its Governing Board.
10. All persons employed in the performance of services for TCRTA under this MOU shall be CITY employees. However, CITY may from time to time subcontract portions of the required work, with the prior approval of TCRTA's Governing Board.
11. TCRTA shall have no responsibility for the payment of any salaries, wages, or other compensation to any CITY personnel performing services for TCRTA pursuant to this MOU, or any liability other than that provided for in this MOU. TCRTA shall not be liable for compensation or indemnity to any CITY employee for injury or sickness arising out of his or her employment.
12. Pursuant to Sections 895-895.8 of the Government Code, CITY shall indemnify and hold harmless TCRTA from any loss, damage or liability arising out of the performance of the duties of CITY employees for TCRTA pursuant to this MOU. However, CITY, its officers and employees, do not indemnify TCRTA or assume any liability for intentional or negligent acts of TCRTA or its officers and employees.

13. This MOU shall become effective when it has been executed by both Parties and shall continue in effect until terminated. This MOU may be terminated by either Party upon not less than thirty (30) days' advance written notice to the other Party, which notice shall specify the effective date of the termination and the reasons therefor.

\* \* \* \* \*

IN WITNESS WHEREOF, the Parties have executed this MOU as of the day and year first above written.

**CITY OF PORTERVILLE**

**TULARE COUNTY  
REGIONAL TRANSIT AGENCY**

By \_\_\_\_\_  
City Manager

By \_\_\_\_\_  
Executive Director

ATTEST: City Clerk

Approved as to form:  
County Counsel

By \_\_\_\_\_

Approved as to form:  
City Attorney

By \_\_\_\_\_  
Deputy  
Matter No. 20192039

By \_\_\_\_\_

**AGENDA ITEM 8**

**September 21, 2020**

**Prepared by Elizabeth Forte, TCAG Staff**

**SUBJECT:**

**Action:** Adopt 2020/2021 Meeting Calendar

**DISCUSSION:**

Attached is a suggested meeting calendar for the remainder of the fiscal year. Per the Joint Powers Agreement, the TCRTA meets once per month unless a meeting is canceled by the Board.

**ATTACHMENT:**

1. Proposed calendar for the remainder of the 2020/2021 fiscal year.

## Tulare County Regional Transit Agency (TCRTA)

## 2020/2021 Meeting Calendar

October 19, 2020
November 16, 2020
December 14, 2020*
January 11, 2021*
February 8, 2021*
March 15, 2021
April 19, 2021
May 17, 2021
June 21, 2021

Meeting time is 2:30 p.m. Most meetings fall on the third Monday of each month; dates with asterisks fall on the second Monday of the month due to holidays.



**AGENDA ITEM 9**

**September 21, 2020**

**Prepared by Elizabeth Forte, TCAG Staff**

**SUBJECT:**

**Information:** Support Funding Available from the Tulare County Association of Governments (TCAG) and Tulare County Transportation Authority (TCTA)

**DISCUSSION:**

TCAG has authorized funding from various sources to the TCRTA in order to provide financial assistance for administrative, operational, and capital projects.

At its meeting on August 17, TCAG approved two items:

1. \$100,000 per year for two years out of the reserve fund for initial organization, specifically for staff and agency support.
2. A minimum of \$500,000 per year for three years in air quality grant funds for eligible transit services, such as micro-transit. Additional air quality funding may become available depending on project eligibility and scoring.

On September 21, just prior to this Board meeting, the TCTA will consider authorizing the use of approximately \$460,000 in undesignated transit-related Measure R funds for the TCRTA. These funds can be used for implementation as well.

**ATTACHMENT:**

None

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**AGENDA ITEM 10**

**September 21, 2020**

**Prepared by Richard Tree, City of Porterville**

**SUBJECT:**

**Information:** Fare System Consolidation Effort

**DISCUSSION:**

In 2007 transit providers in Tulare County adopted the T-Pass. The T-Pass is a regional paper pass, good for unlimited rides in a calendar month, and accepted by each transit agency in the county. In fiscal year 2019/2020, the T-Pass generated \$508,665 in revenue from 217,353 passenger trips. A primary pass purchaser is the Health and Human Services Agency.

Fare systems have advanced greatly since the introduction of the T-Pass, moving from flashing paper passes, to reading magnetic strips, to mobile ticketing or account-based smartcards, to now open pay systems. In addition to the advancement in technology, there is an issue when selling a calendar-based pass at a fixed price. This is partially resolved by discounting the pass to \$30 for the remainder of a month when purchased after the 16<sup>th</sup> of the month.

In June 2018, in conjunction with the approval of a T-Pass cost increase, TCAG directed transit agencies to plan and implement a regional fare system to accommodate common fare media and to allow more customer-friendly fare payment and pass options. Though many discussions have occurred and the agencies have seen demonstrations from a number of fare system companies, the complexity of drafting a scope of work and securing funding for each agency, has led to little progress.

Since 2018, the City of Porterville has a modern fare system that is capable of expanding into regional fare system. However, the majority of the transit providers decided that advertising for a request for proposals (RFP) was in the best interest. With this direction, the City of Porterville has been in a year-to-year agreement with its current vendor.

A modern regional fare system will provide a number of accommodations to riders and improvements to the system: reloadable cards/accounts with day passes, weekly passes, or 31-day passes; the ability to track ridership and revenue for the various agencies; relieving drivers of evaluating and tracking paper passes, and more. In order for a regional fare system to be successful, it requires uniform equipment and software for each transit provider. Currently, transit providers have different types and levels of this

technology, knowledge and experience, and coordination will require effort, flexibility, and funding.

To expedite the process, transit providers have agreed to first draft the scope of work to address the current challenges with the T-Pass validation. Then expand upon the regional fare system to incorporate local transit provider pass options. The City of Porterville has offered to take the lead in advertising the RFP on behalf of the transit providers; however, each transit provider will be required to execute their individual Agreement.

Since TCRTA has authority to administer this type of activity, on behalf of its member agencies, it is staff's recommendation that TCRTA advertise an RFP for a regional fare system, and include an assignability clause of all or part of the specified deliverable items for the City of Visalia. This will satisfy the Federal Transit Administration's procurement requirements should federal funding be utilized. This will also assure a streamlined procurement process and coordinated implementation.

**ATTACHMENT:** None

**AGENDA ITEM 11**

**September 21, 2020**

**Prepared by Richard Tree, City of Porterville**

**SUBJECT:**

**Information:** Update on CalVans Operations

**DISCUSSION:**

The California Vanpool Authority, CalVans, is a multi-regional vanpool agency. It operates under a Joint Powers Agreement, which TCAG is a member agency and has representation on its Board. CalVans operates hundreds of vans from all over the state; major member regions are from the San Joaquin Valley, Inland Empire, and Central Coast. CalVans essentially operates two services, a farmworker vanpool program and a general vanpool program. A primary user for the general vanpool program are correctional officers, as an example.

CalVans has been in operation for nearly 20 years and has seen immense growth. It has operated primarily on user fees and grants. Within the last few months however, CalVans member agencies have been made aware of significant financial issues facing CalVans, which, without significant changes, could lead to major operational deficiencies.

At its meeting on August 13, 2020, CalVans staff discussed temporarily suspending National Transit Database (NTD) reporting in an effort to save approximately \$200,000. TCAG and City of Porterville staff provided comment in opposition, stating that suspending NTD reporting would result in the loss of millions of dollars in future Federal Transit Administration (FTA) funding.

On August 27, 2020, TCRTA/TCAG/Visalia Transit staff conducted a conference call with CalVans staff discussing a number of issues. A summary of the discussion is below:

1. Due significant feedback from numerous member agencies, CalVans is no longer considering suspending NTD reporting and will seek other cost saving strategies;
2. Discussed the opportunity to form a task group to explore cost-saving measures with a telematics vendor as well as increasing member agency contributions to support CalVans operations;
3. Discussed the possibility of sharing NTD data with member agencies in an effort for member agencies to self-report; and

4. Discussed the opportunity to move CalVans administration office from the current location to a location within Tulare County in an effort to increase collaboration.

Staff is pleased that NTD reporting will continue for member agencies, protecting future FTA funding, however continued communication and collaboration will need to continue. Should the CalVans financial position not improve, staff will prepare recommendations for the Boards consideration at a future meeting.

**ATTACHMENT:**

None

**AGENDA ITEM 12**

**September 21, 2020**

**Prepared by Richard Tree, City of Porterville**

**SUBJECT:**

**Information:** Implementation Update

**DISCUSSION:**

Public transportation plays a critically important role in the mobility of all Tulare County residents. The efficient movement of people is the foundation upon which a high quality of life is built. The purpose of a Transit Service Implementation Plan aims to clarify how TCRTA is managed as well as set a course for future decision making. The Implementation Plan, when adopted, would provide a five-year service outlook and plan.

On September 4, 2020, staff performed an initial conference with TCAG's on-call transit consultant, SBLB LLC, to begin to draft a scope of work for TCRTA's Implementation Plan. The attached Key Questions/Steps to Consider for Implementation Plan was drafted by SBLB LLC for staff's review and comment, and provides a snapshot of the topics that will be explored and defined in the Plan.

While staff continues to work with SBLB LLC on the finalization of the scope of work and timeline, staff will also begin collecting information from member agencies, such as, current budgets, capital improvement plans, third-party contractor agreements, etc.

**ATTACHMENT:**

1. Draft Key Questions/Steps to Consider for Implementation Plan

## Key Questions/Steps to Consider for Implementation Plan

### From FTA/State Caltrans

1. What are the Capabilities of Professional Staff
2. Satisfactory Continuing Control of Assets – Merged and New
3. Who will our team staff members communicate with most often
4. What is the financial stability of the new organization
5. What are the larger projects that the new organization will prioritize
6. Clarify the responsibility for audits, EEO, Title VI, DBE, and related compliance actions

### From Client Local Government

1. Decision Process for Annual Budget – Operating
2. Decision Process for Annual Elements – Capital
3. Balance of Performance Based Service and Basic Mobility
4. Service quality complaints will be resolved by what processes
5. Service quantity/equitable distribution issues will be resolved by what process

### From Customer

1. How will my mobility choices change
2. How will the service pricing change
3. How will fleet and facilities change
4. How will customer information processes change

### From TCRTA

1. What are the impacts of this change on overall operating costs
2. What are the impacts of this change on our speed of innovation
3. What are the impacts of this change on staff development
4. What are the impacts of this change on competitive grant awards chances
5. How will we integrate and fairly compensate for use of existing facilities (stations, etc)

### From Service Contractor

1. What are the prominent changes in expectations with new agreement
2. How many different contractors are likely after all of the organization modifications
3. What do these changes mean for our contractual labor relations
4. What do these changes mean for our firm's risk/reward profile



#### From Union

1. Who is decisionmaker for my specific contract
2. Does the new entity create a larger local unit
3. Is my local union at risk for being merged with another
4. What do these changes mean for the next negotiation
5. What do these changes mean for job growth and pension/health issues