

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

**August 16, 2021, 3:00 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.

- I. CALL TO ORDER, WELCOME, AND ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. 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.

**IV. COMMITTEE REPORTS:**

- a. Policy Committee
- b. Finance Committee
- c. Technical Operations Committee

**V. CONSENT CALENDAR ITEMS:**

**Request Approval of the Consent Calendar Action Items V-A through V-C.**

- A. Action: Approve Minutes of July 19, 2021 (Pages 1-3)
- B. Action: Approve Agreement with the Tulare County Association of Governments (TCAG) Concerning Services and Office Space (Pages 5-8)
- C. Action: Approve Memorandum of Understanding (MOU) with the Tulare County Association of Governments (TCAG) Regarding Federal Transit Planning and Programming (Pages 9-20)
- D. Information: All About Transit Collected Clippings (Page 21)

**VI. ACTION AND INFORMATION ITEMS:**

- A. Action: Approve FY 2021-2022 State of Good Repair Project (Page 23)
- B. Action: FY 2021-2022 Budget Amendment (Pages 25-27)
- C. Action: 10-Steps to Renew Ridership (Pages 29-32)
- D. Action: Approve Resolution for Areas of Persistent Poverty Grant Application (Pages 33-35)
- E. Action: Consolidation of Subcommittees (Page 37)

**VII. OTHER BUSINESS:**

- a. Information: Directors Report (Pages 39-49)
- b. Information: Items from Staff
- c. Information: Items from Board Members
- d. Request from Board Members for Future Agenda Items

**VIII. ADJOURN:**

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on Monday, September 20, 2021 at 3:00 p.m. in the Tulare County Board of Supervisors Chambers, 2800 W. Burrel Avenue, Visalia, CA 93291.

**TULARE COUNTY REGIONAL TRANSIT AGENCY**

**BOARD OF DIRECTORS**

**ALTERNATE**

**AGENCY**

Kuldip Thusu	Armando Longoria	City of Dinuba
Steve Garver	Dave Hails	City of Exeter
Greg Gomez – Vice Chair	Tina Hernandez	City of Farmersville
Ramona Caudillo	Hipolito Cerros	City of Lindsay
Monte Reyes	Milt Stowe	City of Porterville
Jose Sigala – Chair	Terry Sayre	City of Tulare
Rudy Mendoza	Florencio Guerra Jr	City of Woodlake
Eddie Valero	Amy Shuklian	County of Tulare

**EX OFFICIO MEMBERS**

Georgina Cardenas, CalVans

**AD HOC & SUBCOMMITTEES**

**AD HOC –EXECUTIVE DIRECTOR SEARCH**

**POLICY COMMITTEE**

Greg Gomez	Jose Sigala
Eddie Valero	Monte Reyes
Jose Sigala	Eddie Valero

**TECHNICAL OPERATION COMMITTEE**

**FINANCE COMMITTEE**

Greg Gomez	Kuldip Thusu
Armando Longoria	Monte Reyes
Eddie Valero	Rudy Mendoza

**TCRTA STAFF**

**OFFICE INFORMATION**

Rich Tree, Executive Director

\*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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**Tulare County Regional Transit Agency  
Minutes**

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**July 19, 2021, 3:00 p.m.**

**Members Present:** Thusu, Garver, Gomez, Caudillo, Reyes, Sigala, Mendoza, Valero

**Members Absent:**

**Alternates Present:**

**Staff Present:** Ted Smalley, Elizabeth Forte, and Rich Tree

**Counsel Present:** Jeff Kuhn

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**I. CALL TO ORDER:**

Chair Sigala called the meeting to order at 3:00 p.m.

**III. PUBLIC COMMENT:**

Public comments opened/closed at 3:02 p.m. No public comments received.

**IV. COMMITTEE REPORTS:**

a. Executive Director Search Ad Hoc Committee

Chair Sigala stated that since Mr. Tree was selected as the Executive Director this monthly update could be removed.

b. Policy Committee

Mr. Tree provided an update on the work being done by the Policy subcommittee, highlighting plans for a "1 Fare, 1 Bus" regional fare system.

c. Finance Committee

Mr. Tree stated that the Finance Committee had discussed staffing needs and funding for completion of the short-range transit plan in which funding had been denied. Plans to hire a part-time planner to assist is currently being reviewed as well as leasing additional office space within the TCAG building.

d. Technical Operations Committee

Mr. Tree discussed the presentation that was given during the last subcommittee by Cite Logic and noted that work towards the next steps would be planned to include but not limited to moving forward to request proposals.

**V. CONSENT CALENDAR ITEMS:**

**Request Approval of the Consent Calendar Action Item V-A**

A. Action: Approve Minutes of June 21, 2021

B. Action: Approve 1<sup>st</sup> Progress Payment Invoice for TIME Service

C. Action: Approve 2<sup>nd</sup> Progress Payment Invoice for TIME Service

D. Action: Authorize transmission repair for TIME vehicle #2033

E. Action: Authorize engine repair for TIME vehicle #2010

Upon motion by Member Mendoza and seconded by Member Valero the Tulare County Regional Transit Agency unanimously approved the Consent Calendar Action Items V-A through V-E.

F. Information: All About Transit Collected Clippings

**VI. ACTION AND INFORMATION ITEMS:**

**A. Action: Approve Agreement for Legal Services with County of Tulare**

Mr. Tree outlined the staff's recommendations into entering into the agreement for legal services with the County of Tulare through its County Counsel's office on an as-needed basis, highlighting the fixed hourly rates. Mr. Tree explained that the FTA required that to be a recipient of federal funds one area of technical capacity is legal representation on all federal legislative, regulatory, and funding matters.

Mr. Kuhn stated that the agreement is similar to that of the agreement that TCAG and LAFCo currently have with County Counsel.

Upon motion by Member Valero and seconded by Member Gomez the Tulare County Regional Transit Agency unanimously approved the agreement for legal services as presented.

**B. Action: Ratify Employment Agreement for Executive Director**

Chair Sigala reviewed the employment agreement between TCRTA and Mr. Tree and the process for the agreement to be ratified.

Upon motion by Member Valero and seconded by Member Mendoza the Tulare County Regional Transit Agency unanimously approved the ratification of the agreement as recommended.

**C. Action: Authorize Staff to Apply for Areas of Persistent Poverty Program Funding**

Mr. Tree outlined the staff's recommendation to prepare a project for a funding opportunity from the Federal Transit Administration's Areas of Persistent Poverty Program. Mr. Tree discussed staff's proposed planning project to provide enhanced transportation to improve access to healthcare facilities. Chair Sigala, Member Thusu, and Member Mendoza requested the opportunity to participate in meetings with healthcare representatives.

Upon motion by Member Thusu and seconded by Member Garver the Tulare County Regional Transit Agency unanimously authorized staff to apply for the program as presented.

**VII. OTHER BUSINESS**

**a. Information: Directors Report**

Mr. Tree provided an update on the progress of becoming a Federal Transit Administration Grantee and that staff is developing a Title VI and Paratransit Plans. Mr. Tree explained that the Agency was not selected for Caltrans Sustainable Transportation Planning grant and that staff is considering a part-time associate regional planner position. Mr. Tree explained that staff will be focusing on branding and marketing activities. Mr. Tree explained that staff is developing an agreement with the City of Visalia for FTA grant management services and the San Joaquin Joint Powers Authority regarding the cross-valley rail corridor plan. Mr. Tree provided an update on the Fare Free 4 All, One Bus One Fare, and Third-Party Contractor work elements. Mr. Tree provided upcoming funding opportunities for consideration. Mr. Tree explained that the Tule River Tribe of California is seeking assistance with their Tribal Transit program and expressed interest in becoming a member of the Agency. Mr. Tree explained that staff would like direction regarding developing a climate

action plan, staff has submitted its innovative clean transit report, and Mr. Tree has been invited to speak at the SUN transit conference.

Chair Sigala requested the director report slides be included in the Agenda and that staff has eight months to gear up for a regional fare system, provide updates on transit services operated by the Agency. Member Mendoza recommended quarterly updates. Member Valero spoke about the importance of messaging the agencies Fare Free program, and #WhyIRide campaign to gather information from passengers and promote public transportation.

b. Information: Items from Staff.

Chair Sigala thanked staff for all their work. Ms. Forte spoke about TCAG funding for branding and advertising that can assist the Agency.

c. Information: Items from Board Members.

Member Thusu told the Board the Mr. Tree will be speaking at Dinuba's Government Affairs Committee. Member Thusu recommended revisit the budget and amend the budget if needed. Member Garver explained that City of Exeter is planning a transit center. Member Gomez asked a question about in person meetings and if TCRTA board meetings will travel with TCAG. Member Reyes spoke about Tribal Transit and should not be included with the Casino. Member Mendoza spoke about the need for additional transportation to civic events across the county and invited Board members to the Woodlake event on September 15. Member Valero spoke about #WhyIRide campaign to promote ridership. Chair Sigala state that the TCAG website needed to be updated and the agenda was missing, he would like to participate with discussion with the Tribe and would like to participate in the agency's branding work element.

d. Request from Board Members for Future Agenda Items.

Request from Board Members for future agenda items was included in the discussion regarding items from Board Members. No specific requests for future agenda items were provided.

## **VIII. ADJOURN**

The meeting adjourned at 4:05 p.m. Chair Sigala confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on Monday, August 16, 2021 at 3:00 p.m. in the Tulare County Board of Supervisors Chambers, 2800 W. Burrel Avenue, Visalia, CA 93291.

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**AGENDA ITEM V B**

**August 16, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Action:** Approve Agreement with the Tulare County Association of Governments (TCAG) Concerning Services and Office Space

**DISCUSSION:**

The Tulare County Association of Governments (TCAG) has led the effort to help improve regional transit service by facilitating the creating of a regional transit agency. The Joint Powers Agreement creating the Tulare County Regional Transit Agency (TCRTA) was effective August 11, 2020. The TCRTA elected, and TCAG agreed, to house staff of the TCRTA within TCAG for an undefined interim period.

The TCRTA currently has one full-time staff person, the Executive Director, who is housed in the TCAG building. The TCRTA also utilizes TCAG staff for administrative duties, such as those provided by clerical, human resources, and fiscal staff. The preparation of the budget, processing of invoices, payroll, and circulation of agendas are examples of administrative support. In addition to staff support, the attached agreement outlines terms regarding the use of office space, equipment, and supplies.

It is recommended that the Board:

1. Approve Agreement with the Tulare County Association of Governments Concerning Services and Office Space.

**ATTACHMENT:**

Agreement Concerning Services and Office Space



**AGREEMENT BETWEEN TULARE COUNTY ASSOCIATION OF GOVERNMENTS  
AND TULARE COUNTY REGIONAL TRANSIT AGENCY  
CONCERNING SERVICES AND OFFICE SPACE**

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**THIS AGREEMENT** ("Agreement") is made and entered into as of \_\_\_\_\_, 2021 by and between the **TULARE COUNTY ASSOCIATION OF GOVERNMENTS** ("TCAG") and the **TULARE COUNTY REGIONAL TRANSIT AGENCY** ("TCRTA"). TCAG and TCRTA are each a "Party" and together are the "Parties" to this Agreement, which is made with reference to the following:

- A. TCRTA is a public entity created by a joint exercise of powers agreement by and among the County of Tulare and the Cities of Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, and Woodlake (the "Joint Powers Agreement," a copy of which is attached to this Agreement as **Exhibit A**) for the purpose of providing public transit services throughout the territories of the member agencies; and
- B. TCRTA does not have professional staff to perform the planning and administrative functions that it is required to carry out under the Joint Powers Agreement; and
- C. TCRTA has utilized TCAG staff services, and services from the City of Porterville, on a temporary basis and now wishes to formally contract with TCAG for the performance of some of these duties for the time being, and TCAG is agreeable to rendering services to TCRTA on the terms and conditions hereinafter set forth; and
- D. The Parties have the power to enter into this Agreement under the provisions of section 6500 et seq. of the California Government Code and their respective governing documents.

**NOW, THEREFORE**, the Parties agree as follows:

- 1. TCRTA shall appoint a person to serve as its Executive Director pursuant to the terms of the Joint Powers Agreement. While said Executive Director technically will be considered to be an employee of the County of Tulare, just as TCAG employees are, TCRTA will be responsible for compensating said Executive Director for all services provided and providing all employment benefits therefor. If so requested, TCAG will provide payroll and benefit administration services to TCRTA for said position, at TCRTA's expense.
- 2. TCAG shall provide said TCRTA Executive Director with necessary office space, equipment, supplies, and materials, with said Executive Director to be housed within TCAG's then-existing suite of offices. TCAG also shall provide TCRTA's Executive Director with necessary administrative, fiscal, and clerical support services through TCAG's existing workforce. The quality and quantity of such office space, equipment, supplies, materials, and support services shall be determined jointly by the TCRTA Executive Director and the TCAG Executive Director. TCRTA will provide its Executive Director with necessary transportation for business purposes and/or reimburse the Executive Director for the costs of same.
- 3. Pursuant to the terms of the Joint Powers Agreement and the terms of his or her appointment to serve as TCRTA's Executive Director, the TCRTA Executive Director will manage the specific operations of TCRTA. The TCAG Executive Director shall be responsible to ensure adequate TCAG staffing and resources are provided under the terms of this Agreement.
- 4. TCAG shall provide all personnel, material, and supplies required to perform all necessary work, and to prepare and submit necessary reports and recommendations to TCRTA's Governing Board and/or Committees regarding the planning and administrative matters outlined in the Joint Powers Agreement. TCAG shall also provide staff to attend all regular meetings of TCRTA's Governing Board and the Governing

**AGREEMENT BETWEEN TULARE COUNTY ASSOCIATION OF GOVERNMENTS  
AND TULARE COUNTY REGIONAL TRANSIT AGENCY  
CONCERNING SERVICES AND OFFICE SPACE**

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Board's committees if so requested. TCAG shall provide TCRTA with assistance in preparing budget drafts, and all necessary correspondence and resolutions. If TCRTA should decide to acquire any equipment, materials, supplies or transportation, and make such property of TCRTA available to TCAG for use by TCAG in performing services under this Agreement, then TCRTA may do so.

5. Starting with fiscal year 2020-2021, TCRTA shall prepare a budget and work program for each fiscal year indicating the reimbursement to be paid to TCAG during the current and next fiscal year for services to be furnished during that fiscal year. Such budgeted amount shall take into account the time and salaries of the TCAG employees or contractors who will be performing work for TCRTA, all incidental costs pertaining to such TCAG employees or contractors such as, but not limited to, retirement and insurance contributions by TCAG, transportation expenses, costs of equipment and supplies to be acquired by TCAG to perform the services, costs of supervision, and all other incidental costs that will be incurred by TCAG, so that the amount budgeted by TCRTA for payment to TCAG will reasonably approximate the actual cost to TCAG of providing such services during the fiscal year. TCRTA will reimburse TCAG for actual expenses on a quarterly basis.

6. If the amount budgeted and paid by TCRTA to TCAG for services by TCAG during any fiscal year does not reasonably approximate the actual costs incurred by TCAG during such fiscal year, then TCAG may request a Work Program and budget adjustment from TCRTA or request this be accounted for in the next fiscal year budget.

7. The Parties recognize that furniture, equipment, office supplies, vehicles, and other personal property may be acquired by TCAG to carry out its duties under this Agreement. All such personal property that is purchased or otherwise acquired by TCAG shall be the sole property of TCAG and shall remain TCAG property unless the Parties agree otherwise. If TCRTA decides to purchase or otherwise acquire any such personal property for use by TCAG in carrying out the duties of TCAG under this Agreement, then such property shall remain the sole property of TCRTA at all times and shall be promptly returned to TCRTA by TCAG upon termination of this Agreement.

8. Except for the TCRTA Executive Director position, and any other positions that may be so designated by TCRTA, in rendering 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 with TCAG. If such matters result in an unresolved difference of opinion or where there is conflict with TCRTA objectives and relative priorities, then the dispute shall be resolved by the Chair of TCRTA's Governing Board. If the dispute is related to priorities that involve TCAG, then the Chairs of the Governing Boards of TCRTA and TCAG will jointly resolve the dispute.

9. To facilitate the performance of services under this Agreement, it is agreed that TCAG shall have full cooperation and assistance from TCRTA.

10. Except for the TCRTA Executive Director position, and any other positions that may be so designated by TCRTA, all persons employed in the performance of services for TCRTA under this Agreement shall be employees of TCAG. However, TCAG may from time to time subcontract portions of the required TCRTA work, with the prior approval of TCRTA's Executive Director.

11. TCRTA shall have no responsibility for the payment of any salaries, wages, or other compensation to any TCAG personnel performing services for TCRTA, or any liability other than that provided for in this

**AGREEMENT BETWEEN TULARE COUNTY ASSOCIATION OF GOVERNMENTS  
AND TULARE COUNTY REGIONAL TRANSIT AGENCY  
CONCERNING SERVICES AND OFFICE SPACE**

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Agreement. TCRTA shall not be liable for compensation or indemnity to any TCAG employee for injury or sickness arising out of his or her employment.

12. Pursuant to Sections 895-895.8 of the California Government Code, TCAG and TCRTA agree to indemnify and hold each other harmless from any loss, damage or liability arising out of the performance of their respective duties pursuant to this Agreement. However, TCAG and TCRTA, their officers and employees, do not assume any liability for intentional or negligent acts of the other Party or the other Party's officers and employees.

13. This Agreement shall become effective as of the date shown on page 1 above, and shall continue in effect, as amended from time-to-time, until terminated. This Agreement may be terminated by either Party by giving one hundred eighty (180) days prior written notice of intention to terminate pursuant to this provision, specifying the date of termination. The required notice of termination may be waived by mutual agreement of the Parties. TCRTA will reimburse TCAG for any compensation earned for actual work performed and not previously paid for prior to the date of termination.

14. The Parties may sign this Agreement in counterparts, each of which shall be deemed an original and all of which taken together form one and the same agreement. A signed copy or signed counterpart of this Agreement delivered by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of a signed original or signed copy of this Agreement.

15. The Parties may sign this Agreement by means of manual or electronic signatures. The Parties agree that the electronic signature of a Party, whether digital or encrypted, is intended to authenticate this Agreement and to have the same force and effect as a manual signature. For purposes of this Agreement, the term "electronic signature" means any electronic sound, symbol, or process attached to or logically associated with this Agreement and executed and adopted by a Party with the intent to sign this Agreement, including facsimile, portable document format, or email electronic signatures, pursuant to the California Uniform Electronic Transactions Act (Cal. Civ. Code §§ 1633.1 to 1633.17), as it may be amended from time to time.

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

**TULARE COUNTY ASSOCIATION OF GOVERNMENTS**

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

**TULARE COUNTY REGIONAL TRANSIT AGENCY**

By \_\_\_\_\_  
Chair, Board of Directors

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**AGENDA ITEM V C**

**August 16, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Action:** Approve Memorandum of Understanding (MOU) with the Tulare County Association of Governments (TCAG) Regarding Federal Transit Planning and Programming.

**DISCUSSION:**

The Tulare County Association of Governments (TCAG) is designated as the Metropolitan Planning Organization (MPO) and is designated to carry out the metropolitan transportation planning process for Tulare County.

Additionally, an urbanized area with a population over 200,000, such as the Visalia urbanized area, is called a Transportation Management Area (TMA) and TCAG as the MPO in a TMA is responsible for additional planning products and federal compliance.

TCAG, as the MPO, has some oversight of federal funds and is required to ensure that appropriate planning occurs to make best use of federal funds. TCAG is also responsible for maintaining the Federal Transportation Improvement Program (FTIP) which lists, in detail, projects and expenditures for all federal transportation funds. The attached MOU outlines the working relationship between TCAG and TCRTA to implement these processes.

To carry out the planning process, TCAG maintains an MOU with local governments and with each transit provider in the region. The MOU is entitled “Memorandum of Understanding Regarding the Comprehensive, Continuing, and Cooperative Transit Planning and Programming Process.”

It is recommended that the Board:

1. Approve the Memorandum of Understanding (MOU) with the Tulare County Association of Governments regarding transit planning and programming.

**ATTACHMENT:**

Memorandum of Understanding Regarding the Comprehensive, Continuing, and Cooperative Transit Planning and Programming Process for Federal Funds.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE TULARE COUNTY ASSOCIATION OF GOVERNMENTS  
AND TULARE COUNTY REGIONAL TRANSIT AGENCY REGARDING THE  
COMPREHENSIVE, CONTINUING, AND COOPERATIVE TRANSIT  
PLANNING AND PROGRAMMING PROCESS FOR FEDERAL FUNDS**

This Memorandum of Understanding (MOU) is entered into between the Tulare County Association of Governments, hereinafter referred to as (“TCAG”), and the Tulare County Regional Transit Agency, hereinafter referred to as (“TCRTA”), a public transportation provider, as of this \_\_\_\_\_ day of \_\_\_\_\_, 2021. The purpose of this MOU is to:

1. Foster a cooperative and mutually beneficial working relationship between TCAG and TCRTA for the provision of comprehensive, effective, and coordinated transit planning on behalf of TCRTA’s public mass transportation system; and
2. Identify the transit planning responsibilities in coordination with the State of California for the purpose of programming federal funds within the TCAG Federal Transportation Improvement Program (FTIP).
3. Provide for coordinated planning and foster region-wide coordinated services while avoiding duplication of effort; and

**WHEREAS**, 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 11<sup>th</sup> day of August, 2020 (the “Joint Powers Agreement”); and

**WHEREAS**, TCRTA is a public transportation provider that is eligible to apply for and receive Federal Transit Administration (FTA) federal assistance for capital, operating, and planning for the delivery of public mass transportation; and

**WHEREAS**, TCAG is a joint powers authority, created in 1971 by the County of Tulare and the cities of Visalia, Tulare, Porterville, Lindsay, Dinuba, Exeter, Farmersville and Woodlake; and

**WHEREAS**, TCAG is directed by a seventeen (17) member Board. This includes (13) locally elected official voting members, composed of five (5) members of the Tulare County Board of Supervisors and one (1) Councilmember from each City, appointed by the City Councils of such respective cities; three (3) residents of the County, appointed by a majority vote of the other members of the governing board of TCAG; and one (1) representative of transit providers, nominated by the Council of Cities and confirmed by the other sixteen (16) members of the TCAG Board; and

**WHEREAS**, TCAG is the Metropolitan Planning Organization (MPO), Transportation Management Agency (TMA), Regional Transportation Planning Agency (RTPA), Council of Governments (COG), and Transportation Authority for Tulare County; and

**WHEREAS**, TCAG recognizes that transportation planning and programming must be conducted as an integral part of and consistent with the comprehensive planning and development process, and that the process must involve the fullest possible participation by state agencies, local governments, federal agencies, and other appropriate groups; and

**WHEREAS**, TCAG has developed committee structures that advise the TCAG Board on planning and policy issues. These committees include the Technical Advisory Committee (TAC), the Social Service Transportation Advisory Council (SSTAC), and others; and

**WHEREAS**, 23 CFR 450.310 (b) and 450.312 require MPOs to work cooperatively with public transit operators to develop Regional Transportation Plans (RTPs) and Transportation Improvement Programs (TIPs) using performance-based planning and programming. These plans and programs are intended to further the national interest to encourage and promote the safe and efficient management, operation, and development of surface transportation systems, ensure that those systems are in a state of good repair, and provide transparency in the agencies' budgetary decision-making processes. These systems should serve the mobility of people and freight, and foster economic growth and development within and through urbanized areas, while minimizing transportation-related fuel consumption and air pollution; and

**WHEREAS**, 23 CFR 450.314 (h) requires a written agreement between TCAG and TCRTA describing mutual responsibilities for carrying out performance-based planning and programming in metropolitan areas; and

**WHEREAS**, 23 CFR 450.306 (d)(2)(iii) – The selection of performance targets that address performance measures described in 49 U.S.C. 5236 (c) and 49 U.S.C. 5329 (d) shall be coordinated, to the maximum extent practicable, with public transportation providers established under 49 U.S.C. 5236 (c) and 49 U.S.C. 5329 (d); and

**WHEREAS**, 49 CFR 625.45 (b)(1) requires transit providers and group TAM plan sponsors to set state of good repair (SGR) performance targets, as required; and

**WHEREAS**, TCAG and TCRTA rely upon a cooperative relationship to foster comprehensive regional transit planning which feeds directly into state and national planning.

**NOW, THEREFORE**, in consideration of the mutual benefits to the parties hereto, and in consideration of the covenants and conditions herein contained, the parties agree as follows:

## **1. TCRTA REPRESENTATION ON TCAG COMMITTEES**

### **1.1 TCRTA shall:**

- a) Identify a representative to attend the Technical Advisory Committee (TAC). The TAC meetings are held on the second Thursday of every month.
- b) Identify a representative to attend the quarterly Social Services Transportation Advisory Council (SSTAC) meetings.

## **2. TRANSIT PLANNING**

### **2.1. Short-Range Transit Planning**

In accordance with the planning regulations and FTA guidance, TCRTA and/or TCAG may prepare a five (5) year short-range transit plan to support sound financial and operational decision-making in transit planning and programming. In the development of short-range transit plans, the transportation provider included in the plan will provide a draft list of projects for FTA funding. The list shall:

- a) Identify and describe the scope of the specific projects and services, which address ongoing and increased transit demands. These projects and services are to include Americans with Disabilities Act (ADA) elements, and Transportation Control Measures (TCM) with sufficient detail (design, concept, and scope) to permit air quality conformity analysis to be performed by TCAG.
- b) Provide qualitative and quantitative analysis showing how the project addresses transit needs.
- c) Identify the amount and type of federal and non-federal funds required to support the projects for each year represented in the plan. In addition, identify anticipated discretionary funding estimates for the FTIP.
- d) Identify projects that implement the Transit Asset Management (TAM) Plan.

### **2.2. TCRTA Input to Regional Transportation Plan (RTP)**

The TCRTA shall provide any pertinent information required to fully comply with planning regulations and/or federal and state guidance on the preparation of Regional

Transportation Plans/Sustainable Communities Strategies (RTP/SCSs). Examples of the type of information the TCRTA agrees to provide to TCAG include, but are not limited to:

- a) An overview of key performance measures of existing transit systems.
- b) Anticipated equipment replacement and rehabilitation needs.
- c) Anticipated facility needs.
- d) Documentation of the public participation process used to develop the transit system.
- e) A financial plan, including expected revenues, planned expenditures, and documentation of fiscal ability to operate and expand services.
- f) The TCRTA's most recent planning assumptions, considering local general plans and other factors.

### 2.3. Planning Assistance

TCAG will provide input into the development of the transit planning documents produced by TCRTA. In addition, TCAG will work cooperatively with and assist TCRTA in its efforts to generate planning and forecasting information needed to establish and maintain transit-planning documents. The type of assistance provided by TCAG may include, but is not limited to, the following:

- a) Obtain and analyze data from various sources to develop concrete demographic, growth, and use assumptions for the purpose of transit forecasting and development (e.g. trip generation tables, census information, maps, performance targets).
- b) Assist in securing funds to conduct transit demand studies and in-depth analysis (e.g. research funding opportunities, grant writing, grant assistance).
- c) Assist TCRTA in obtaining state and federal funding of projects consistent with the TCAG Regional Transportation Plan/Sustainable Communities Strategy (e.g. facilitating FTIP amendments).
- d) Establish performance targets that address the performance measures or standards established by the State or by establishing quantifiable targets for these measures agreed upon by TCRTA and TCAG.
- e) Establish report process and deadlines for performance data.



A final copy of all transit planning documents, including State and/or federal reviews, National Transit Database, and State Controller Reports, as well as the transit asset management plans, State of Good Repair, and the Public Transportation Agency Safety Plan will be forwarded by TCRTA to TCAG. This will assist TCAG in overall transit planning coordination, as well as ensuring that FTA and FHWA transit funds are used as planned, per FTA and FHWA requirements.

#### 2.4. Coordinated Public Transit-Human Services Plan

The TCRTA shall cooperate in the development and implementation of the Coordinated Public Transit-Human Services Plan as required by federal law. This plan will be adopted through a process that includes representatives of public, private, and nonprofit transportation and human services providers and participation by the public.

#### 2.5. Regional Planning

TCAG will provide a forum to foster partnerships that support the development of public transit services throughout Tulare County. As part of the coordinated regional transportation system, TCAG will continue to work to expand cooperative and consistent planning between the TCRTA's transportation system and the regional and interregional transit network.

As the RTPA and MPO, TCAG is responsible for the development of regional planning documents such as the Tulare County Regional Transportation Plan/Sustainable Communities Strategy, Congestion Management Plan, Overall Work Program, and the analysis and determination of unmet transit needs in Tulare County. The TCRTA will have the opportunity to provide technical advice during the development of these regional planning documents through the TCAG committee structure. The TCRTA may also provide input during the TCAG Board's consideration of these documents for approval.

As a critical part of the regional planning process, the TCRTA shall assist TCAG with its efforts to achieve regional goals, including taking the following specific actions: (1) assist in the attainment of federal air quality standards; (2) assist in the attainment of federal air quality standards; and (3) ensure coordination of services, when possible, with the other transit providers in Tulare County to accommodate the transit rider and provide for an easy-to-navigate regional transit system.

## 2.6. Application for Transit Funding

The TCRTA shall work with TCAG to develop and make consistent and timely funding requests from all potential transit funding sources in order to facilitate programming and prevent funding delays. The TCRTA agrees to prepare any applications necessary to obtain applicable funding, including state, Measure R, and federal transit funding. The TCRTA's applications for transit funding shall be consistent with the TCAG Regional Transportation Plan/Sustainable Communities Strategy and other pertinent planning documents and regional policies. Prior to submitting such applications, the TCRTA agrees to submit drafts of the applications to TCAG for review. TCAG will review the applications for accuracy (to the best of its information and knowledge) and consistency of projects with FTIP Programming Criteria. If TCAG considers the application to be appropriate, accurate, and consistent with all applicable requirements, TCAG may prepare a letter of concurrence.

## 2.7. Transit Asset Management Plan

TCRTA must develop a transit asset management (TAM) plan if it owns, operates, or manages capital assets used to provide public transportation and receives federal financial assistance under 49 U.S.C. Chapter 53 as a recipient or subrecipient. A TAM plan must be updated in its entirety at least every four years, and it must cover a horizon period of at least four years. The selection of targets that address transit asset management shall be coordinated, to the maximum extent practicable with TCAG to ensure consistency with the performance targets that public transportation providers establish.

## 2.8. Public Transportation Agency Safety Plan

TCRTA must develop a Public Transportation Agency Safety Plan (PTASP) plan if TCRTA receives federal financial assistance under 49 U.S.C. Chapter 53, Section 5307 as a recipient or subrecipient. The plan must include performance targets. A PTASP must be updated and certified by the transit agency annually.

## 2.9. National Transit Database Reporting

The National Transit Database Reporting (NTD) is FTA's primary source for information and statistics collected from transit systems that receive FTA formula funding under the Urbanized Area Formula Program. Transit operators receiving funds from these programs are required by statute and FTA guidance to submit annual reports to the NTD. Service factors reported in the UZA determine the amounts of FTA 5307 and 5339 funds generated in the region. TCRTA shall report service factors to the NTD to maximize the amounts of funds generated in the region and to determine urbanized area eligibility.

### **3. FTIP PROGRAMMING, MONITORING, AND MAINTENANCE**

#### **3.1. FTIP Programming Criteria**

As part of the FTIP updating process, federally funded projects are programmed by TCAG on behalf of all transit providers receiving federal funds. For proposed transit projects, the criteria used for the programming of federal funds within the TCAG FTIP are essential. TCAG and TCRTA may employ the following selection criteria to establish priorities for transit funding:

- a) Project purpose and need;
- b) Anticipated benefits;
- c) Degree to which a project will improve transit availability;
- d) Degree to which a project will improve level of service performance standards;
- e) Degree to which a project will, once implemented, make progress toward achieving performance targets;
- f) Air quality benefits;
- g) Overall cost effectiveness;
- h) Leveraging of other funding sources;
- i) Degree to which project will coordinate with the other transit providers in the region; and
- j) Compliance with regional policies and regional planning documents.

#### **3.2. Progress Reporting**

Per Federal requirements, TCAG is required to produce an annual list of projects for which federal funds have been obligated in the preceding fiscal year and will ensure that the annual list of projects is made available for public review.

The TCRTA shall submit annual reports that address the status of each of its projects receiving federal funds, due each year to TCAG by October 31st. At a minimum, the report shall:

- a) Identify and correlate the documentation of projects to individual categories as identified in the FTIP (e.g., Operations, Planning, Capital Purchase, and Facility Maintenance).
- b) Document the stage of project implementation.
- c) If the project is behind schedule, include the reason for the delay.
- d) State the reasons for any cost overruns if the project is over budget.
- e) Project savings to be reverted, if any, at project completion.
- f) Status of amount of federal funding obligated, received and used to support projects.

g) Identify the need for a FTIP amendment.

In addition to providing the above supporting documentation, the TCRTA shall forward to TCAG a final copy of all planning documents produced, FTA Triennial Audits, annual Transportation and Transit Financial Statements, National Transit Database reports, Transit Asset Management Plans, and State Controller's Reports. This will assist TCAG in overall transit planning as well as ensure that FTA Section 5307, 5339, 5303, and other funds were used accordingly for planning purposes as per FTA's requirements.

### 3.3. FTIP Amendments

The TCRTA shall submit requests for FTIP amendments in writing, and at the earliest possible time as of the identification of the need for an amendment. All requests for FTIP amendments shall include documentation related to the project funding, such as published funding allocations, published carryover balances, grant award letters, etc. TCAG shall request such documentation as is needed to certify the project funding for programming in the FTIP.

TCAG's Executive Director will exercise the authority delegated by the TCAG Board of Directors to process minor administrative amendments, which includes (but is not limited to) amendments such as minor changes in the project scope, cost/funding source, or schedule.

The TCRTA will alert TCAG as to the need for a formal amendment to the FTIP as early as possible. Formal amendments require a public notice process, approval by the TCAG Board, approval by Caltrans, and final approval by the Federal Highway Administration (FHWA). This process can take up to approximately three (3) months, but often varies. Formal FTIP amendments will be necessary if major changes are proposed, which may include, but are not limited to, the following: major changes in project scope, cost, or schedule, or new projects that need to be included in the FTIP. TCAG maintains criteria for determining whether changes to scope, cost, or schedule are minor or major.

## 4. **ADDITIONAL TERMS AND CONDITIONS OF THE MOU**

### 4.1. Responsibility for MOU

The Executive Director of TCAG and the Executive Director of the TCRTA are the primary individuals responsible for ensuring that the provisions specified in this MOU are followed.

#### 4.2. Participation in MOU Required for Federal Funding

The Parties understand and agree that their participation in this MOU is required for the receipt of Federal FTA and FHWA funds, including the FTA Urbanized Area Formula Grants (5307) and Bus and Bus Facilities (5339) programs.

#### 4.3. Term

This MOU shall continue in effect until superseded by a new agreement or cancelled by either party in accordance with the MOU.

#### 4.4. MOU Amendments

This MOU may be amended by the written agreement of both Parties. Amendments must be approved by both TCAG and the TCRTA Board.

#### 4.5. MOU Termination

Either party, upon ninety (90) days' advance written notice to the other party, may withdraw its participation in this MOU. Any transit provider that withdraws from the MOU forfeits its eligibility to receive FTA funds, including Urbanized Area Formula Grants (5307) and Bus and Bus Facilities (5339) program funds.

#### 4.6. Conflict with Laws or Regulations/ Severability

This MOU, and the Parties' performance under this MOU, is subject to all applicable laws and regulations.

If any provision of this MOU is found by any court of other legal authority, or is agreed by the Parties, to be in conflict with any code or regulation governing its subject, the conflicting provisions shall be considered null and void. If the effect of nullifying any conflicting provision is such that a material benefit of the MOU to either party is lost, the MOU may be terminated at the option of the affected party. In all other cases, the remainder of the MOU shall continue in full force and effect.

#### 4.7. Records and Audit

The TCRTA agrees to maintain records in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements, and upon request shall make available all records and supporting information for inspection by TCAG and permit TCAG the ability to respond to official audits.

#### 4.8. Headings

Section headings are provided for organizational purposes only and do not in any manner affect the scope, meaning, or intent of the provisions under the headings.

#### 4.9. Waiver of Breach

The failure of either Party to insist on strict compliance with any provision of this MOU will not be considered a waiver of any right to do so, whether for that breach or any later breach.

#### 4.10. No Third-Party Beneficiaries

This MOU is for the benefit of and applies to the undersigned Parties. There are no third-party beneficiaries, intended or otherwise.

#### 4.11. Counterparts

The Parties may sign this MOU in counterparts, each of which is an original and all of which taken together form one single document.

### **5. AUTHORIZATION OF MOU**

By its authorized signatures below, the Parties agree that the responsibilities outlined in this MOU foster healthy collaboration for the purpose of fostering transit planning and programming of local, state, and federal funds within the TCAG Federal Transportation Improvement Program.

[Remainder of page intentionally left blank]

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

TULARE COUNTY REGIONAL TRANSIT AGENCY (TCRTA)

\_\_\_\_\_  
Jose Sigala  
Chair, TCRTA

\_\_\_\_\_  
Date

TULARE COUNTY ASSOCIATION OF GOVERNMENTS (TCAG)

\_\_\_\_\_  
Pete Vander Poel III  
Chair, TCAG

\_\_\_\_\_  
Date

By signature, we agree that the responsibilities outlined in this MOU foster healthy collaboration for the purpose of fostering transit planning and programming federal funds with the TCAG Federal Transportation Improvement Program.

\_\_\_\_\_  
Ted Smalley  
TCAG Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard Tree  
TCRTA Executive Director

\_\_\_\_\_  
Date

APPROVE AS TO FORM:

\_\_\_\_\_  
County Counsel

\_\_\_\_\_  
Date

**AGENDA ITEM V D**

**August 16, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Information:** All About Transit – Collected Clippings

**DISCUSSION:**

To inform the Board of recent news in the public transportation industry, staff has compiled the following recent news articles across the country.

1. [Senators unveil a nearly \\$1 trillion bipartisan infrastructure package.](#)
2. [Transit leaders praise innovative on-demand programs.](#)
3. [40% of Metro employees report being vaccinated. Mandatory tests are possible unless that number rises.](#)
4. [200 Reno bus drivers go on strike as negotiations with Keolis hit a roadblock.](#)

**ATTACHMENT:**

None



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**AGENDA ITEM VI A**

**August 16, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Action:** Approve FY 2021-2022 State of Good Repair Project

**DISCUSSION:**

The Road Repair and Accountability Act of 2017, Senate Bill 1, signed by the Governor on April 28, 2017, includes a program that provides additional revenues for transit infrastructure repair and service improvements. This investment in public transit is referred to as the State of Good Repair (SGR) Program. The SGR program receives funding of approximately \$105 million annually. SGR funds are to be made available for eligible transit maintenance, rehabilitation and capital projects.

For local agencies to receive funding through the SGR program, TCAG must approve and submit their project list to Caltrans. After project lists are submitted annually and approved, funds are disbursed quarterly from the State Controller's Office. FY 2021-2022 SGR Project lists must be submitted by Wednesday, September 1, 2021.

The FY 2021-2022 SGR estimate for TCRTA is \$291,027 to purchase battery-electric vans to operate a regional On-Demand service.

At this time, TCRTA is not eligible to perform a project until the Agency completes its annual Transportation Development Act (TDA) audit at the end of the fiscal year. Until that time, a member agency may perform the project on behalf of TCRTA. Similarly, the County of Tulare is performing the TCRTA Low Carbon Transit Operator Program (LCTOP) project for free fares on all TCRTA fixed routes and dial-a-ride services.

For the FY 2021-2022 SGR project of purchasing battery-electric vehicles to operate a regional On-Demand Service, staff recommends the City of Porterville perform the project on behalf of TCRTA.

It is recommended that the Board:

1. Approve the FY 2021-2022 TCRTA SGR project to purchase battery-electric vans for the regional on-demand service; and
2. Authorize the City of Porterville to perform the FY 2021-2022 SGR project on behalf of TCRTA.

**ATTACHMENT:**

None

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**AGENDA ITEM VI B**

**August 16, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Action:** Approve FY 2021-2022 Budget Amendment

**DISCUSSION:**

On May 17, 2021, the Board approved TCRTA's \$6.051 million FY 2021 Operating Budget. The Budget was developed with estimated revenues and expenses expected during the fiscal year.

Staff is requesting an amendment to the FY 2021 Adopted Budget to account for necessary adjustments since the 2021 Adopted Budget went into effect. The proposed 2021 Amended Budget includes intentional reductions in various line items, offset by necessary amended budget increases summarized below:

Salaries and Employee Benefits

- Decrease of \$21,654 in employee salaries
- Increase of \$7,416 in benefits

Office Expense (Supplies & Furniture)

- Increase of \$29,910 in office supplies for office furniture and computer equipment.

Publications/Dues and Legal Notices

- Decrease of \$7,950

Rents and Leases

- Decrease of \$7,620

Professional and Specialized Expense

- Decrease of \$102

It is recommended that the Board:

1. Approve the draft Resolution authorizing the amendment of the 2021 Budget.

**ATTACHMENT:**

FY 2021-2022 Amended Budget

Draft Resolution

**RESOLUTION NO. 2021-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TULARE COUNTY REGIONAL TRANSIT AGENCY AMENDING THE 2021 BUDGET**

**WHEREAS**, by Resolution 2021-07, adopted on May 17, 2021, the Board of Directors adopted the Annual Budget for fiscal year 2021; and

**WHEREAS**, the proposed Budget amendment includes intentional reductions, offset by necessary increases in various line items; and

**WHEREAS**, the proposed Budget amendment does not change the 2021 Budget amount of \$6.051 million; and

**NOW THEREFORE, BE IT RESOLVED AND ORDERED** by the Board of Directors of the Tulare County Regional Transit Agency as follows:

The Board of Directors hereby authorizes amendment of the 2021 Budget to decrease salaries by \$21,654, increase benefits by \$7,416, increase office expenses by \$29,910, decrease transit association dues by \$7,950, decrease rents and leases by \$7,620, and decrease professional expenses by \$102.

**THE FOREGOING RESOLUTION** was passed and adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 16<sup>th</sup> day of August 2021.

TULARE COUNTY REGIONAL TRANSIT AGENCY

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Jose Sigala, Chair

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Richard Tree, Executive Director

Tulare County Regional Transit Agency FY 2021-2022 Budget			
Account	Adopted Budget	Amended Budget	Change
Public Transit Passenger Fares	\$347,521	\$347,521	\$0
Advertising	\$40,000	\$40,000	\$0
Other Revenue	\$152	\$152	\$0
Federal Funds (5307,5311,5339)	\$2,108,750	\$2,108,750	\$0
State Funds(LTF,SGR,STA,LCTOP)(incl Exeter & Farmersville LCTOP)	\$2,580,000	\$2,580,000	\$0
Measure R Transit Funds	\$287,500	\$287,500	\$0
Measure R Revenues ( Other financing sources)	\$357,669	\$357,669	\$0
TCAG Reserve Revenues (Other financing sources)	\$100,000	\$100,000	\$0
Fresno County - Dinuba Connection	\$51,000	\$51,000	\$0
Lease Revenue ( Dinuba/MV)	\$16,958	\$16,958	\$0
PTMISEA Dinuba (Shelters)	\$51,455	\$51,455	\$0
Grants Other ( SB1 Formula Planning Grant)	\$110,000	\$110,000	\$0
Interest Income	\$300	\$300	\$0
Total Revenues	\$6,051,305	\$6,051,305	\$0
Salaries and Employee Benefits	\$162,718	\$141,064	(\$21,654)
Benefits (i.e. Health Insurance, life Insurance, Unemp Ins)	\$48,815	\$56,231	\$7,416
Workers' Comp Ins	\$8,280	\$8,280	\$0
Communications (IT & Telephone)	\$45,160	\$45,160	\$0
Advertising ( Outreach)	\$57,808	\$57,808	\$0
Office Expense ( supplies)	\$4,820	\$34,730	\$29,910
Office Expense ( Comp Equip under \$5,000)	\$3,500	\$3,500	\$0
Office Expense ( Printing & copies)	\$399	\$399	\$0
Operating Supplies	\$1,040	\$1,040	\$0
Courier / Mail	\$622	\$622	\$0
Publications/Dues and Legal Notices	\$11,355	\$3,405	(\$7,950)
Utilities	\$14,979	\$14,979	\$0
Transporation, Travel & Training	\$9,000	\$9,000	\$0
Software & Licensing	\$14,692	\$14,692	\$0
Rent	\$18,744	\$11,124	(\$7,620)
Rents & Leases	\$58,930	\$58,930	\$0
Insurance	\$13,230	\$13,230	\$0
Special Dept Expense ( TCAG, RMA & Porterville Staff)	\$150,000	\$149,898	(\$102)
Professional and Specialized Expense	\$203,810	\$203,810	\$0
Contractual Services	\$4,492,366	\$4,492,366	\$0
Maintenance-Bldg & Improvements (TCAG)	\$46	\$46	\$0
Repair & Maintenance Facility	\$18,852	\$18,852	\$0
Repair & Maintenance Fleet	\$107,234	\$107,234	\$0
Improvements - Bus Shelters <sup>(footnote 1)</sup>	\$51,455	\$51,455	\$0
Transit Buses/Trolley (Dinuba grant match)	\$135,000	\$135,000	\$0
Equipment Replacement/Agency Reserves	\$418,450	\$418,450	\$0
Total Expenses	\$6,051,305	\$6,051,305	\$0
Net	\$0	\$0	\$0
1. Dinuba Bus Shelters			

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**AGENDA ITEM VI C**

**August 16, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Action:** 10-Steps to Renew Ridership

**DISCUSSION:**

On July 21, 2021, The Federal Transit Administration (FTA) announced the America's Open and Transit's Open initiative to help transit agencies across America rebuild and enhance ridership.

In response to the FTA's America's Open and Transit's Open, staff proposes the following 10-Step strategy to renew ridership, build public confidence in transit, and increase ridership with a focus on building community partnerships.

1. TCRTA Website & Social Media
2. Return to Normal Operational Status and Capacity
3. Fare Free 4 All
4. Enhanced Fleet and Facility Cleaning
5. Next Generation Fare Payment System
6. Real-Time Transit Information
7. Visual Indicators
8. Community Outreach
9. Healthy Workforce
10. Innovative Mobility & Improved Route Design

Staff has been actively working to prepare to implement the 10-Step strategy. Staff is in the process of creating the Agencies website and social media accounts. The Agency's web domain will be gotcrta.org.

On July 1, 2021, the Fare Free 4 All program eliminated fares on fixed routes and dial-a-ride services. Staff has already seen an increase in ridership on many of the transit systems.

Over the course of the pandemic, all transit systems have implemented enhanced fleet and facility cleaning. Most fixed route vehicles have been outfitted with driver barriers to protect the operator from passengers.



Currently, the City of Porterville is the only transit provider operating reduced or modified service. In an effort to return to normal operations, it is staff's recommendation that the City of Porterville return to normal operations and restoring the Route 4 fixed route.

It is recommended that the Board:

1. Approve the 10-Steps to Renew Ridership strategy; and
2. Approve the return to normal service hours and Route 4 service for the City of Porterville.

**ATTACHMENT:**

TCRTA 10-Step to Renew Ridership Flyer

# Welcome ABOARD



Ride safe, Ride TCRTA!

On July 21, 2021, the Federal Transit Administration (FTA) announced the *America's Open and Transit's Open* initiative to help transit agencies across America rebuild and enhance ridership. In response, TCRTA proposes the following 10-step strategy to renew ridership, build public confidence in transit, and increase ridership with a focus on building community partnerships.

## TCRTA's 10 STEPS TO RENEW RIDERSHIP

1. TCRTA Website & Social Media Accounts
2. Return to Normal Operational Status & Capacity
3. Fare Free 4 All
4. Enhanced Fleet & Facility Cleaning
5. Next Generation Fare Payment System
6. Real-Time Transit Information
7. Visual Indicators
8. Community Outreach
9. Healthy Workforce
10. Innovative Mobility & Improved Route Design

## COVID-19 INFORMATION

Tulare County transit providers have implemented countless improvements so you can count on us. We are staying ready for you with enhanced cleaning, PPE for transit employees and providing masks and hand sanitizer on board. As a reminder, federal mandates still require face coverings while riding with us.

Have questions about the service?  
Give us a call!



**1-877-40 GO GREEN**  
Your Bus Info Help Line. 1-877-404-6473

## WHAT IS TULARE COUNTY REGIONAL TRANSIT AGENCY (TCRTA)?

Tulare County transit agencies joined forces to deliver clean, sustainable mobility choices that link people, communities and jobs. Our focus is to elevate customer service, safety and seamless transportation services.

### TCRTA NETWORK



# Bienvenido A BORDO



**¡Paseo seguro, Paseo TCRTA!**

El 21 de julio de 2021, la Administración Federal de Tránsito (FTA) anunció la iniciativa *America's Open and Transit's Open* para ayudar a las agencias de tránsito en todo Estados Unidos a reconstruir y mejorar el número de pasajeros. En respuesta, TCRTA propone la siguiente estrategia de 10 pasos para aumentar el número de pasajeros, fomentar la confianza pública en el transporte público y aumentar el número de pasajeros con un enfoque en la creación de asociaciones comunitarias.

## LOS 10 PASOS DE TCRTA PARA RENOVAR EL NÚMERO DE PASAJEROS

1. Sitio web de TCRTA y cuentas de redes sociales
2. Volver al estado operativo normal y la capacidad
3. Tarifa gratis para todos
4. Flota mejorada y limpieza de instalaciones
5. Sistema de pago de tarifas de próxima generación
6. Información de tránsito en tiempo real
7. Indicadores visuales
8. Alcance comunitario
9. Personal saludable
10. Movilidad innovadora y diseño de rutas mejorado

### INFORMACION COVID-19

Los proveedores de tránsito del condado de Tulare han implementado innumerables mejoras para que pueda contar con nosotros. Nos mantenemos listos para usted con una limpieza mejorada, PPE para los empleados de tránsito y brindando máscaras y desinfectante de manos a bordo. Como recordatorio, los mandatos federales aún requieren que se cubra la cara mientras viaja con nosotros.

¿Tiene preguntas sobre el servicio?  
¡Llámenos!



**1-877-40 GO GREEN**  
Your Bus Info Help Line. 1-877-404-6473

### ¿QUÉ ES LA AGENCIA DE TRÁNSITO REGIONAL DEL CONDADO DE TULARE (TCRTA)?

Las agencias de tránsito del condado de Tulare unieron fuerzas para ofrecer opciones de movilidad limpias y sostenibles que vinculan a las personas, las comunidades y los trabajos. Nuestro objetivo es mejorar el servicio al cliente, la seguridad y los servicios de transporte sin interrupciones.

#### TCRTA NETWORK



**AGENDA ITEM VI D**

**August 16, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Action:** Authorize staff to apply for Areas of Persistent Poverty Program Funding

**DISCUSSION:**

On June 30, 2021, the Federal Transit Administration (FTA) announced the opportunity to apply for \$16.3 million in competitive grants for the Fiscal Year 2021. This program supports projects that will improve transit services or facilities in areas of persistent poverty through planning, engineering, technical studies, or financial plans for projects.

Project applications are due electronically on or before August 30, 2011. Applicants for the Areas of Persistent Poverty program must be eligible recipients or sub-recipients under section 5307, 5310, or 5311. Capital, maintenance, or operating costs of any type are not eligible for funding under this program.

Eligible projects must be located: 1) in a county that had greater than or equal to 20% of the population living in poverty over the 30-year period, or 2) in a census tract with a poverty rate of at least 20% of the population living in poverty over the 30-year period.

The minimum federal share for projects selected is 90% of the total project cost and the local share will be no more than 10% of the requested grant amount.

Although Tulare County itself does not qualify as an eligible project area, staff has identified 51 of 78 census tracts in Tulare County with a poverty rate of at least 20% of the population.

Staff is requesting authorization to prepare and submit a project application but is currently in the process of becoming an FTA direct recipient, and therefore must receive and document the commitment from an active FTA direct recipient to apply for funding on TCRTA's behalf through the FTA's Transit Award Management System (TrAMS), if selected for award.

To satisfy this grant requirement, staff desires to partner with the City of Porterville to apply for funding on behalf of TCRTA if the project is selected for award. The attached draft Resolution documents the City's commitment to assist TCRTA and apply for funding on our behalf if the project is selected for an award.

The estimated project cost is \$350,000, of which TCRTA will commit to the required 10% local match of \$35,000. The draft Resolution also documents TCRTA's commitment to the local match requirement.

The proposed scope of work will include the following ten elements:

1. Evaluate existing transportation provider resources.
2. Identify specific areas of persistent poverty populations, racial equity, and barriers to opportunity requiring improved access to healthcare and employment centers.
3. Develop agreements with participating transportation providers, healthcare facilities and employment centers.
4. Expansion of the Greenline to provide information on all transportation providers in the region.
5. Expansion of the Greenline to act as the Transportation Broker for the Region that will match the clients need with the lowest cost, most appropriate resource.
6. Operate clean and innovative on-demand service to improve access to healthcare and employment centers.
7. Develop concierge functionality for on-demand service to allow healthcare facilities to directly schedule and manage trips for patients.
8. Develop a regional fare system, insurance billing and auditing, and regulatory compliance across all transportation providers.
9. Develop a regional emergency management and response plan.
10. Develop a financial plan covering operations and capital, zero-emission fleet and supporting infrastructure.

It is recommended that the Board:

1. Approve the draft Resolution authorizing staff to prepare and apply for the FTA's Areas of Persistent Poverty Program; and
2. Authorize up to \$35,000 in local match funding for the project; and
3. Authorize the City of Porterville to apply for funding on behalf of the Tulare County Regional Transit Agency as a direct recipient of FTA Section 5307 funding if the project is selected for award.

**ATTACHMENT:**

Draft Resolution

**RESOLUTION NO. 2021-\_\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
TULARE COUNTY REGIONAL TRANSIT AGENCY AUTHORIZING SUBMITTAL OF A GRANT  
APPLICATION FOR AREAS OF PERSISTENT POVERTY FUNDING, REQUIRED LOCAL MATCH  
FUNDING AND PARTNERSHIP WITH THE CITY OF PORTERVILLE**

**WHEREAS**, the Federal Transit Administration announced the opportunity to apply for approximately \$16.3 million in FY 2020 funding under the Areas of Persistent Poverty Program; and

**WHEREAS**, the Tulare County Regional Transit Agency (TCRTA) is an eligible applicant and its project is located in census tracts with a poverty rate of at least 20 percent, but not a direct recipient, will partner with the City of Porterville to apply for funding on behalf of TCRTA through TrAMS if selected for an award; and

**WHEREAS**, the City of Porterville is an eligible recipient, under 49 U.S.C 5307, and a member agency of the TCRTA, and will apply for funding on TCRTA's behalf through TrAMS if they are selected for award; and

**WHEREAS**, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon TCRTA and the City of Porterville, and will require TCRTA to provide the local share of the project cost; and

**NOW THEREFORE, BE IT RESOLVED AND ORDERED** that:

1. the Board of Directors of the Tulare County Regional Transit Agency does hereby authorize the City of Porterville to file and execute applications on behalf of TCRTA with the FTA Areas of Persistent Poverty Program; and
2. the TCRTA has up to \$35,000 available for the required 10% local match for the project and these funds will be expended on the project.

**THE FOREGOING RESOLUTION** was passed and adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 16<sup>th</sup> day of August 2021.

TULARE COUNTY REGIONAL TRANSIT AGENCY

\_\_\_\_\_  
Jose Sigala, Chair

\_\_\_\_\_  
Richard Tree, Executive Director

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**AGENDA ITEM VI E**

**August 16, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Action:** Consolidation of Subcommittees

**DISCUSSION:**

Approved on August 1, 2020, the TCRTA Bylaws allow the creating of standing and ad hoc committees at its discretion. Standing committees may consider TCRTA related issues, on a continuing basis, assigned to it by the Board. Ad Hoc committees have specific duties and purpose and shall be considered dissolved when its final action has been made.

On October 19, 2020, the Board created the following four subcommittees that provide recommendation on various topics:

1. Ad Hoc – Executive Director Search
2. Technical Operations
3. Policy
4. Finance

Now that the Executive Director search has concluded, staff recommends that the ad hoc committee be dissolved.

The technical operations, policy, and finance subcommittees meet monthly. Some of the subcommittees have significant overlap in membership and, to a lesser degree, purpose. Staff also recommends the consolidation of the technical operations, policy, and finance subcommittees to a Technical Advisory Committee (TAC). Additionally, rather than the currently monthly schedule, staff recommends the new TAC would meet quarterly with additional meetings if necessary.

It is recommended that the Board:

1. Dissolve the Ad Hoc – Executive Director's Search Committee; and
2. Consolidate Technical Operations, Policy, and Finance Subcommittees to a Technical Advisory Committee (TAC) that will meet quarterly; and
3. Assign Board Members to the Technical Advisory Committee

**ATTACHMENT:**

None

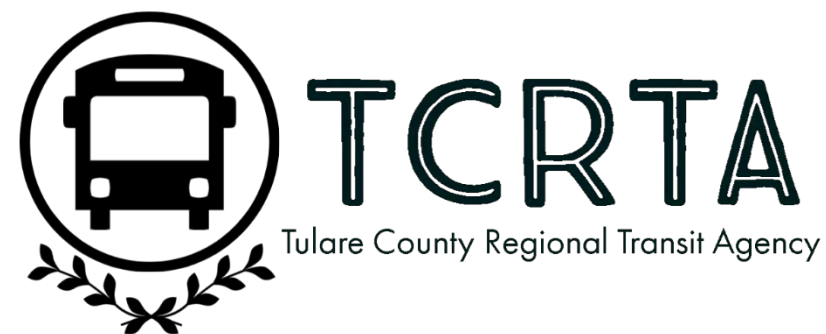


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# Director's Report

August 2021



# Implementation Update

- Federal Transit Administration (Grantee)
  - Title VI Plan (In Review)
  - Paratransit Plan (Work In Progress)





# Implementation Update

- MOU with County of Tulare
- MOU with City of Porterville
- Third-Party Contractor (Joint RFP)





# Implementation Update

- Visalia Transit Agreement & MOU
  - Subrecipient FTA Section 5307 Program for Tulare (September)
  - Project & Grant Coordination





# Regional Planning

- TCAG Assistance
  - Associate Regional Planner
    - Short Range Transit Plan (Lite)
    - Zero-Emission Bus Rollout Plan
    - Branding & Marketing





# Regional Coordination

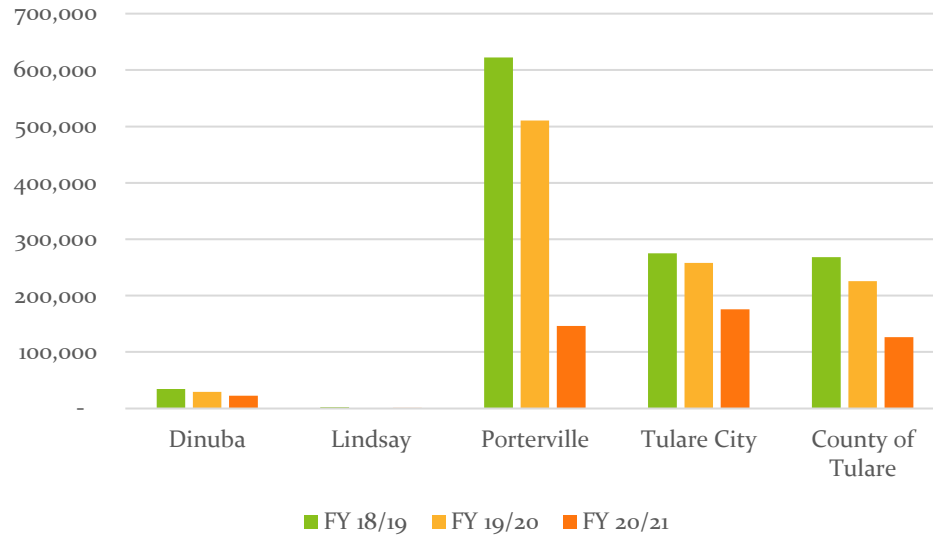
- San Joaquin Joint Powers Authority MOU
  - Cross-Valley Rail Corridor Plan (September)



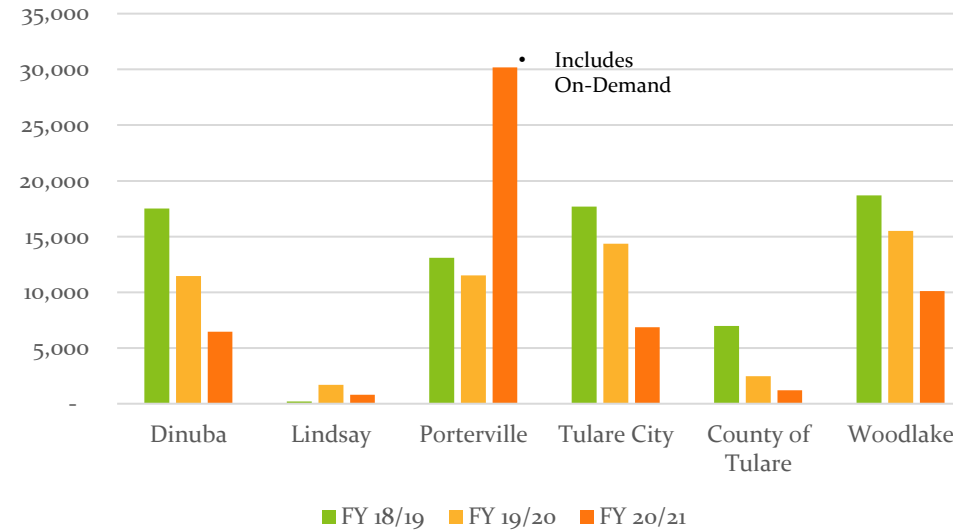


# Annual Ridership

Fixed Route



Demand Response

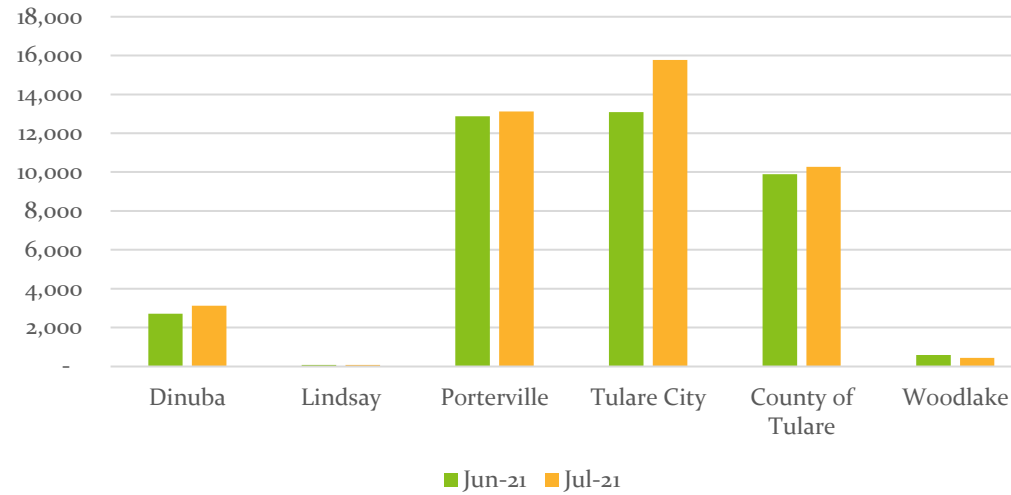




# Fare Free 4 All



June/July  
Ridership





# Funding Opportunities

- \$2.5 billion for the Transit and Intercity Rail Capital Program
- \$2.7 billion for Zero-Emission Vehicles and Infrastructure
- \$500 million for the Active Transportation Program
- \$340 million HVIP Voucher Program



# Tule River Indian Tribe of California

- Seeking assistance to administer Tribal Transit Program
- MOU or TCRTA Membership





# Other Items

- Climate Action Plan
- Innovative Clean Transit Reporting
- Community Transportation Association of America Invitation

