

AGENDA
Tulare County Regional Transit Agency

January 11, 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.

- 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.

4. **ADMINISTER OATH OF OFFICE TO DIRECTORS** by Interim Executive Director (No page)
5. **APPROVE MINUTES OF DECEMBER 14, 2020** (Pages 1- 4)
6. **COMMITTEE REPORTS** (No Page)
 - a. Executive Director Search Ad Hoc Committee
 - b. Policy Committee
 - c. Finance Committee
 - d. Technical Operations Committee
7. **ACTION: ELECT CHAIR AND VICE CHAIR FOR REMAINDER OF FISCAL YEAR 20/21** (No Page)
8. **ACTION: APPOINT COMMITTEE MEMBERS TO VACANCIES** (Pages 5-6)
9. **ACTION: AUTHORIZE APPLICATIONS FOR CONGESTION MITIGATION AND AIR QUALITY (CMAQ) GRANT PROGRAM** (Pages 7-8)
10. **INFORMATION: DRAFT FISCAL YEAR 2020/2021 INTERIM BUDGET** (Pages 9-10)
11. **INFORMATION: EXECUTIVE DIRECTOR SEARCH UPDATE** (Pages 11-14)
12. **INFORMATION: IMPLEMENTATION UPDATE** (Pages 15-16)
13. **INFORMATION: GOVERNMENT RELATIONS AND ADVOCACY OPTIONS** (Pages 17-18)
14. **OTHER BUSINESS**
 - a. Information: Items from Staff.
 - b. Information: Items from Board Members.
 - c. Request from Board Members for Future Agenda Items.
15. **ADJOURN**

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on Monday, February 8, 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
Mary Waterman-Philpot	Dave Hails	City of Exeter
Greg Gomez	Tina Hernandez	City of Farmersville
<i>Vacant</i>	Brian Watson	City of Lindsay
Monte Reyes	Milt Stowe	City of Porterville
Jose Sigala	Terry Sayre	City of Tulare
Rudy Mendoza	Emmanuel Llamas	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

TECHNICAL OPERATION COMMITTEE	FINANCE COMMITTEE
Greg Gomez	Kuldip Thusu
Armando Longoria	Monte Reyes

TCRTA STAFF	OFFICE INFORMATION
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*The TCRTA is temporarily receiving support from the Tulare County Association of Governments.

TCAG
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Visalia, CA 93291
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Fax: (559) 733-6720
www.tularecog.org

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**Tulare County Regional Transit Agency
Minutes**

December 14, 2020, 3:00 p.m.

Members Present:	Thusu, Waterman-Philpot, Gomez, Sigala, Crocker
Members Absent:	Kimball, Mendoza, Cardenas
Alternates Present:	Reyes, Valero
Staff Present:	Ted Smalley, Elizabeth Forte, and Rich Tree
Counsel Present:	Jeff Kuhn

1. CALL TO ORDER

Chair Crocker welcomed everyone and called the meeting to order at 3:00 p.m.

3. PUBLIC COMMENT

Public comments opened/closed at 3:03 p.m. No public comments received.

ACTION ITEMS:

4. ADMINISTER OATH OF OFFICE TO DIRECTORS

Mr. Smalley stated that all present members had previously taken the oath of office, therefore the oath would not need to be administered.

5. APPROVE MINUTES OF November 16, 2020

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

6. ACTION: ADOPTION OF RESOLUTION: AUTHORIZE THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION

Ms. Forte explained that this would be one of the first items needing to be completed by the TCRTA in order to gain transit agency status under the FTA. The recommendation and resolution attached outlines that it would authorize the Executive Director to file with its applications the annual certifications and assurances required by the FTA.

Upon motion by Member Thusu and seconded by Member Waterman-Philpot the Tulare County Regional Transit Agency unanimously approved the item as recommended.

7. COMMITTEE REPORTS:

a. Executive Director Search Ad Hoc Committee

Chair Crocker announced that this item would be skipped since it would be discussed later in the agenda.

b. Policy Committee

Member Sigala reported that work is ongoing, and recommendations will be presented later in the meeting but wanted to thank staff for their collaborative efforts.

c. Finance Committee

Member Thusu reported a good start has begun to look at the budget, thinking of reserves and that a full budget would be presented to the TCRTA Board for approval.

d. Technical Operations Committee

Member Valero provided a brief update regarding the committee's efforts looking at how fares would be collected but wanted to create a uniform approach to systems and buses across service areas.

Chair Crocker added that some vacancies remain on each of the three ongoing subcommittees and announced that Member Valero would be taking his spot on these but that there was still room for others to serve if they are interested.

8. ACTION: APPROVE THE CITY OF PORTERVILLE'S FY 2020-2021 CAPITAL IMPROVEMENT PROGRAM

Mr. Tree explained that during the last meeting the TCRTA Board had approved a coordinated procurement policy that stated that the TCRTA Board shall evaluate and approve proposed member agency procurements in excess of \$150,000 prior to implementation. Therefore the City of Porterville is presenting its FY 2020-2021 Capital Improvement Program for the Boards review and approval.

Upon motion by Member Thusu and seconded by Member Sigala the Tulare County Regional Transit Agency unanimously approved the Porterville Capital Improvement Program for FY 2020-2021 as presented.

9. INFORMATION: EXECUTIVE DIRECTOR SEARCH UPDATE

Mr. Smalley reported that the TCAG Board has approved adding this position to TCAG and hiring would be done through Tulare County, hopefully the search will begin in January 2021. Mr. Smalley stated that this type of arrangement is not new as TCAG also has a Memo of Understanding or MOU with the Tulare County Local Agency Formation Commission or LAFCo to provide staff services.

10. INFORMATION: IMPLEMENTATION UPDATE

Mr. Tree provided the monthly update on implementation reiterating what Mr. Smalley reported regarding the search for the Executive Director. Mr. Tree stated that the subcommittees have been established, have been meeting, and working on specific goals. Mr. Tree reported that the TCRTA mission statement had been approved at the previous Board meeting and that further work is being done to develop brand identity.

11. INFORMATION: TRANSIT TERMS AND DEFINITIONS

Mr. Tree stated that this item was to help educate the Board and drill down details on various transit terms. Mr. Tree highlighted various terms pertaining to public transportation mobility options or modes of transpiration that are defined by the FTA.

12. ACTION: COORDINATING TRANSIT OPERATIONS POLICIES

Mr. Tree reported that the Policy Subcommittee had met December 7th to discuss several policy items and recommends the Coordinating Transit Operations Policies for approval. Mr. Tree highlighted the proposed guidelines outlined in the draft policy that was included in the agenda packet for review. Discussion was had and it was suggested by Member Reyes to make a minor verbiage change within section 4 under shared use of vehicles in the policy and change, "Party" to "Member Agency" within the proposed policy. Angelina Soper, City of Visalia Transit Manager provided public comment regarding usage of the Greenline which currently the City of Visalia operates. The Greenline is currently grant-funded and provided at no cost to local agencies.

Upon motion by Member Reyes and seconded by Member Sigala the Tulare County Regional Transit Agency unanimously approved the policy as presented with the small change to the verbiage as discussed.

13. OTHER BUSINESS

- a. Information: Items from Staff.
None
- b. Information: Items from Board Members.
Member Thusu asked about the possibility of having WIFI enabled on bus routes that go to schools to assist local students.
- c. Request from Board Members for Future Agenda Items.
Chair Crocker requested that staff bring back options for lobbying and consulting to help TCRTA in their goals.

14. ADJOURN

The meeting adjourned at 4:07 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, January 11, 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 8

January 11, 2021

Prepared by Elizabeth Forte, TCAG Staff

SUBJECT:

Action: Appoint Committee Members to Vacancies

DISCUSSION:

At the Board meeting held on October 19, 2020, the Board approved the creation of three standing committees and one Ad Hoc committee: a Policy Committee, Finance Committee, Technical Operations Committee, and Ad Hoc Executive Director Search Committee. It was determined that each standing committee have appointed two Board members, one alternate member, and the Board Chair. Three members were appointed to the Ad Hoc Executive Director Search Committee. Current membership is as follows:

Policy Committee:

Jose Sigala – Member

Finance Committee:

Kuldip Thusu – Member

Monte Reyes – Member

Technical Operations Committee:

Greg Gomez – Member

Armando Longoria – Alternate

Ad Hoc Executive Director Search Committee:

Greg Gomez – Member

Additional members may be appointed to these committees if so desired by the Board. Each standing committee meets once a month. The Ad Hoc committee meets on an as-needed basis.

ATTACHMENT:

None

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AGENDA ITEM 9

January 11, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Action: Authorize Applications for Congestion Mitigation and Air Quality (CMAQ) Grant Program

DISCUSSION:

The Congestion Mitigation and Air Quality Improvement (CMAQ) program is to fund transportation projects or programs what will contribute to attainment or maintenance of the national ambient air quality standards (NAAQS). Funding can be expended on projects to reduce ozone precursor emissions, including nitrogen oxides (NOx) and volatile organic compounds (VOC), and particulate matter (PM) emissions or PM precursor (e.g. NOx) emissions from transportation.

The primary purpose of CMAQ is to fund transportation projects or programs that will assist Tulare County in meeting federal air quality standards. Focus is on improving traffic flow to reduce vehicle emissions, reducing vehicle miles traveled, retrofitting or replacing higher polluting vehicles, etc. CMAQ projects may not solely provide for recreation (although recreation may be a by-product, such as on a bike path), fund maintenance or routine fleet turnover, or fund capacity increasing projects.

On November 19, 2020, TCAG released a Call for Projects of approximately \$10 million for project implementation from Fall 2021 to April 2023. Completed applications with supporting documentation are due January 14, 2021.

Per TCAG policy, TCAG prioritized \$500,000 annually, for the next three years, for TCRTA project(s). A minimum match requirement for the CMAQ program is 11.47 percent. Each project that is programmed with CMAQ funds will be required to undergo the federal authorization process, and projects must follow federal rules throughout.

It is staff's recommendation that TCRTA submit a CMAQ application for this Call for Projects. For the Board's consideration, the CMAQ application will be for the following:

1. Operating Assistance for new on-demand (microtransit) service in the communities of Dinuba, Farmersville, Exeter, Woodlake, and Lindsay; and
2. Capital Assistance for the purchase of zero-emission vehicles dedicated to the on-demand service.

The following table represents the expected projects costs:

Project Task	Project Cost	CMAQ Funding	Local Funding
Year 1 Operating Assistance	\$390,000	\$345,267	\$44,733
Year 2 Operating Assistance	\$390,000	\$345,267	\$44,733
Year 3 Operating Assistance	\$390,000	\$345,267	\$44,733
Zero-emission Vehicles	\$524,341	\$464,199	\$60,142
Total	\$1,694,341	\$1,500,000	\$194,341

Project costs have been estimated for the purpose of submitting an application. Actual service areas, service levels, vehicle specification and quantities will be finalized once the project application is approved.

ATTACHMENT:

None

AGENDA ITEM 10

January 11, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Information: Draft Fiscal Year 2020/2021 Interim Budget

DISCUSSION:

Staff has completed the Draft Fiscal Year 2020/2021 Interim Budget. The Budget contains work elements as well as revenues and expenditures anticipated for the remainder of the fiscal year. Attached is a copy of the FY 2020/2021 Draft Interim Budget.

The total estimated revenues for FY 2020/2021 are \$259,433. Of those revenues, \$100,000 is from TCAG reserves and \$159,433 is from undesignated Measure R Transit/Bike funds.

The total estimated expenditures for FY 2020/2021 are \$259,433. Of those expenditures, \$140,625 is salary related, \$50,000 in professional services for the design of agency branding, and \$9,005 proposed for CalACT and CalStart memberships.

Staff will receive comments from the Board and present the Final Fiscal Year 2020/2021 Interim Budget for approval at the February 8, 2021 meeting.

ATTACHMENT:

Draft Fiscal Year 2020-2021 Interim Budget

**Tulare County Regional Transit Agency
FY 2020-2021 Interim Budget**

Account Name	GL #	Amount
Measure R Revenues (Other financing sources)	5859	159,433.00
TCAG Reserve Revenues (Other financing sources)	5859	100,000.00
	Total Rev	<u>259,433.00</u>
Salaries and Employee Benefits	6000	31,250.00
Benefits (i.e. Health Insurance, life Insurance, Unemp Ins)	6004	9,375.00
Workers' Comp Ins	6015	690.00
Communications(telephone, IT, Internet,ADP)	7005	1,199.00
Insurance (Liability)	7010	56.00
Maintenance-Bldg & Improvements	7024	25.00
Office Expense (supplies)	7036	1,800.00
Office Expense (Comp Equip under \$5,000)	7036	3,500.00
Office Expense (Printing & copies)	7036	781.00
Professional and Specialized Expense	7043	100,000.00
Courier / Mail	7040	50.00
Publications/Dues and Legal Notices	7059	9,005.00
Rent	7062	1,562.00
Special Dept Expense (TCAG and Porterville Staff)	7066	100,000.00
Utilities	7081	140.00
	Total Exp	<u>259,433.00</u>
	Net	<u><u>0.00</u></u>

Tulare County Regional Transit Agency

AGENDA ITEM 11

January 11, 2021

Prepared by Elizabeth Forte, TCAG Staff

SUBJECT:

Information: Executive Director Search Update

DISCUSSION:

On November 16, 2020 the TCRTA Board approved a job description and salary for the agency's Executive Director. The TCRTA also elected to have that position housed at TCAG and recruited by Tulare County, which was authorized by TCAG on December 14th. TCAG staff is currently working with Tulare County human resources staff to create this position. After the position is formalized it will be circulated for recruitment.

Attached is a draft agreement between TCRTA and TCAG concerning housing the TCRTA Executive Director within TCAG. It covers a range of issues, from the provision of supplies and support staff to employee dispute resolution.

ATTACHMENT:

Draft TCRTA/TCAG Services Agreement

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

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**

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**

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

AGENDA ITEM 12

January 11, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Information: Implementation Plan Update

DISCUSSION:

At the Board meeting of October 19, 2020, the Board directed staff to continue working on the Implementation Plan. Since that time, staff has been working with SBLB, TCRTA's consultant, on various aspects of the Implementation Plan.

Staff presents the following for discussion.

FY 2020-2021 Budget

Staff and the finance committee have prepared an interim Fiscal Year (FY) 2020-2021 Budget for the Board's review. The draft FY 2020-2021 Budget identifies expected revenues and expenditures for the remainder of the fiscal year. Notable expenditures include the salary of the Executive Director and the procurement of professional services for the design of the Agency's branding. The draft budget's expenditures demonstrate an approach to efficiency and sustainability.

FTA Grantee Process

Staff and SBLB, LLC. are continuing to develop the policies and procedures that satisfy the Federal Transit Administration's requirements of a grantee. Financial Management, Procurement, ADA, and Equal Employment Opportunity are just a few policies and procedures staff is currently drafting.

Board Member Handbook

Staff and SBLB are in the process of developing a TCRTA Board Member Handbook that will function as a learning tool and resource to help board members advance public transportation within the region. The TCRTA Board Member Handbook offers discussions on board members' roles and responsibilities, professional development, public transportation terms and acronyms, mobility management, sustainability, safety, and strategic planning.

Member Agency Agreements

Staff is continuing to review and analyze member agency agreements to ensure service and funding is equitable within the region. Staff will provide assistance, as needed, to member agencies as they evaluate current and future service within their jurisdictions. Staff is also evaluating transit funding sub-allocation methodology to ensure uniformity across the public transit operators.

ATTACHMENT:

None

AGENDA ITEM 13

January 11, 2021

Prepared by Elizabeth Forte, TCAG Staff

SUBJECT:

Information: Government Relations and Advocacy Options

DISCUSSION:

At the December 2020 Board meeting it was requested that an item be brought to the Board regarding options for government relations and advocacy for the TCRTA.

Staff presents the following for discussion.

There are several transit advocacy groups that currently exist that promote and lobby for specific transit issues in state and federal platforms. TCAG and local transit operators have been members of and used the services from these agencies for many years.

CALACT has over 300 members, including a diversity of transit agency sizes. It often focuses on issues affecting smaller providers. In addition to being a transit advocacy organization, CALACT has a wide array of training opportunities and services to keep our transit agencies up to date with new regulations and transit issues. Federal agencies regularly collaborate with CALACT to inform California transit providers informed and updated.

The **California Transit Association (CTA)** is another large advocacy group in the state, which tends to focus on the issues of large urban and metropolitan providers. CTA advocates for a number of issues and has notably worked with state legislators. For example, CTA was selected to run a process for evaluating the amendment of the Transportation Development Act and to make recommendations to the legislature on how the controversial farebox requirement could be changed.

CALSTART is another agency that works at the state level for its members. They focus on clean transportation. The Board has heard a presentation from CALSTART at a prior meeting.

TCAG is currently contracted with a state lobbyist: Kiana Valentine with Politico Group. Kiana is a well-connected transportation advocate at the state level. While not specifically dedicated to transit, there is an opportunity for the TCRTA to work with TCAG to utilize advocacy services if specific issues come up.

TCRTA could also release a Request for Proposals for advocacy services. Procuring these services independently can be costly, and full benefits are more likely to be realized when the TCRTA has reached maturity.

Based on published information, potential annual dues for the three advocacy organizations discussed above are estimated as follows:

CALACT: \$1,055

CTA: \$8,000

CALSTART: \$7,950

ATTACHMENTS:

None