

**AGENDA**  
**Tulare County Regional Transit Agency**  
**Policy Committee**  
**December 7, 2020, 1:30 p.m.**

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://us02web.zoom.us/j/86088775988?pwd=eWFJU0JCWFUwMThSS3FnMU5pQXI5QT09>

**Toll Free Call in:** (888) 475-4499 | **Meeting ID:** 860 8877 5988 | **Passcode:** 920816

**Call in only instructions:** Enter your meeting ID followed by #, Enter # for participant ID, Enter the

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. 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 Policy Committee 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.

- 3. APPROVE MINUTES OF November 12, 2020**
- 4. COMMITTEE TOPICS**
  - a. DISCUSSION – TCRTA JOINT POWERS AGREEMENT – SECTION 6. NEW ASSETS**
  - b. DRAFT POLICY – COORDINATING TRANSIT OPERATIONS**
  - c. CANCELLATION – December 28, 2020 Meeting**

**5. ADJOURN**

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Policy Committee will be held on Monday, January 25, 2021 at 1:30 p.m.

**Tulare County Regional Transit Agency  
Policy Committee  
Minutes**

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**November 12, 2020, 11:00 a.m.**

**Members Present:** Crocker, Sigala  
**Staff Present:** Ted Smalley, Elizabeth Forte, Rich Tree, and Servando Quintanilla Jr.

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**CALL TO ORDER**

Chair Crocker welcomed everyone and called the meeting to order at 11:06 a.m.

**1. Organizational Structure**

**A. Current set up and transition**

Mr. Tree stated that this Policy Committee would establish policies for the TCRTA that would help the TCRTA be recognized as a grantee under the Federal Transit Administration.

**B. Staffing**

Mr. Tree gave an update on how TCRTA will need to establish staff in regards to FTA recognition, and how the TCRTA will go forward filling positions within the TCRTA.

**2. Fare Policies**

**A. Fare Change**

Mr. Tree reported that a TCRTA fare policy could establish that member agencies would need to get approval from TCRTA Board before moving forward with fare changes.

**B. Fare Equipment and Media**

Ms. Forte stated putting a policy in place for fare equipment and media would create a clear transition into the TCRTA.

**3. Employee Pass Program**

Mr. Tree stated that an operator that is not a member of the agency would like to introduce an employer pass program for the City of Visalia Industrial Park for a potential new route and that the TCRTA should consider this type of program as well.

**4. Other Items**

Mr. Sigala would like to see if there would be a policy on microtransit.

Mr. Crocker would like staff to check on renewable CNG to see if it qualifies for zero emissions programs.

**5. ADJOURN**

The meeting adjourned at 11:53 a.m.

# Tulare County Regional Transit Agency

Board Policy No. \_\_\_\_

## **COORDINATING TRANSIT OPERATIONS**

This policy establishes guidelines and procedures for coordinating transit operations of TCRTA member agencies.

### **1. Contractor**

To continue achieving savings by the close coordination of transit systems, TCRTA will endeavor to utilize the same Contractor to operate their respective transit systems and will cooperate in the bidding, evaluation, and negotiation of future contracts for transit operations such that their respective contracts will impose substantially similar obligations on the Contractor as it relates to the parties.

### **2. Intelligent Transportation Systems**

In order to enhance transportation services and the customer experience, TCRTA will endeavor to utilize the same Intelligent Transportation Systems to operate their respective transit systems. Intelligent Transportation Systems may include, but not limited to, fare collection systems, computer aided dispatch/scheduling (CAD) and automatic vehicle locating (AVL) systems, signal preemption systems, on-board video recording systems.

### **3. Coordinated Routes**

When deemed appropriate by the member agencies, coordinated route(s) may be established to provide transit services within the Tulare County region. Member agencies shall mutually agree on route locations, stops, days, and hours of operation, allocation of costs, and other matters relating to the coordinated route.

### **4. Shared Use of Vehicles**

Each member agency agrees to consider request of the other party to borrow a vehicle on a mutually agreed upon basis for operation of the party's public transit fixed routes or paratransit service. Vehicles loaned by one party to the other shall be provided on an "as available" and "as is" basis at the discretion of the party loaning the vehicle.

### **5. Call Center**

TCRTA agrees to provide telephone customer information services to all member agencies. Such services shall consist of answering calls regarding bus routes, bus schedules, fares, bus passes, paratransit services and other issues relating to riders.

## **6. Maps and Brochures**

In order to improve public communications regarding TCRTA transit services, member agencies will cooperate in the further development of shared transit-related information resources such as the “Transit Guide” and other maps or brochures, as deemed appropriate.

## **7. Radio Service**

Member agencies agree that, to the extent permissible under applicable state and federal law, radios used on TCRTA transit vehicles will operate on a frequency held by TCRTA.