

AGENDA
Tulare County Regional Transit Agency

October 19, 2020, 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 #.

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- 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. **ACTION: ADMINISTER OATH OF OFFICE TO DIRECTORS** by Interim Executive Director (No page)
5. **ACTION: APPROVE MINUTES OF SEPTEMBER 21, 2020** (Pages 1-4)
6. **INFORMATION: IMPLEMENTATION PLAN UPDATE** (Pages 5-10)
7. **ACTION: CREATE COMMITTEES AND APPOINT MEMBERS** (Pages 11-12)
8. **ACTION: DRAFT MISSION STATEMENT AND GUIDING PRINCIPLES** (Pages 13-14)
9. **INFORMATION: TRANSIT FUNDING SOURCES** (Pages 15-19)
10. **OTHER BUSINESS**
 - a. Information: Items from Staff.
 - b. Information: Items from Board Members.
 - c. Request from Board Members for Future Agenda Items.

11. ADJOURN

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on Monday, November 16, 2020 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

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

EX OFFICIO MEMBERS

Georgina Cardenas, CalVans

TCRTA STAFF

OFFICE INFORMATION

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

TCAG

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Tulare County Regional Transit Agency

Minutes

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

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

1. CALL TO ORDER

Chair Crocker welcomed everyone and called the meeting to order at 2:50 p.m.

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENT

Public comments opened/closed at 2:53 p.m. No public comments received.

ACTION ITEMS:

4. ADMINISTER OATH OF OFFICE TO DIRECTORS

Mr. Smalley led all present members that had not previously taken the oath in taking the oath of office.

5. APPROVE MINUTES OF AUGUST 17 AND AUGUST 24, 2020

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

6. ADOPTION OF RESOLUTION: APPROVE CITY OF DINUBA'S REQUEST TO BECOME A MEMBER OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY AND SEAT MAYOR THUSU AS THE CITY'S DIRECTOR AND VICE-MAYOR LONGORIA AS ALTERNATE DIRECTOR

Ms. Forte explained that a request had been made by the City of Dinuba to become a member of the Tulare County Regional Transit Agency, and to Seat Mayor Thusu as the City's Director and Vice-Mayor Longoria as Alternate Director. Ms. Forte stated that during the City Council of Dinuba held September 8, 2020 voting had occurred and passed to join and appoint the representatives.

Upon motion by Member Gomez and seconded by Member Sigala the Tulare County Regional Transit Agency unanimously approved the City of Dinuba's membership as presented.

7. REAFFIRM MEMORANDUM OF UNDERSTANDING WITH CITY OF PORTERVILLE FOR PERSONNEL AND ADMINISTRATION PURPOSES

Ms. Forte stated that when the MOU was previously presented in August it was stated at that time that minor edits and changes may be made. Since that time all final details and

edits had been made. A final version of the MOU was presented for the Board's reaffirmation.

Upon motion by Member Kimball and seconded by Member Gomez the Tulare County Regional Transit Agency unanimously reaffirmed the MOU as presented.

8. ADOPT 2020/2021 MEETING CALENDAR

Ms. Forte outlined the proposed calendar for the remainder of the 2020/2021 fiscal year, stating that TCRTA could meet directly after the TCAG/TCTA Board meeting each month.

Some discussion was had among the Board and it was concluded that the TCRTA meetings should be held on the same Monday in which the TCAG Board meeting is held but slightly later starting at 3:00 p.m. The meeting calendar was approved, with the change to 3:00.

Upon motion by Member Gurrola and seconded by Member Kimball the Tulare County Regional Transit Agency unanimously approved the meeting schedule.

INFORMATION ITEMS:

9. SUPPORT FUNDING AVAILABLE FROM TULARE COUNTY ASSOCIATION OF GOVERNMENTS (TCAG) AND THE TULARE COUNTY TRANSPORTATION AUTHORITY (TCTA)

Ms. Forte explained that TCAG had approved two funding sources during the August 17th meeting and outlined them. Ms. Forte stated that during the TCTA Board meeting that had been held earlier in the day approval to utilize undesignated transit-related Measure R funds had passed, therefore approximately another \$460,000 in funding would be directed to TCRTA.

10. FARE SYSTEM CONSOLIDATION EFFORT

Mr. Tree provided an overview of the past efforts to consolidate fares, highlighting the T-Pass regional paper pass. Mr. Tree explained that the current fare systems continue to have different types and levels of technology between each provider. The need for a modern fare system that is consistent across each agency is the goal Mr. Tree stated. Mr. Tree explained that the first step would be to draft a scope of work to address the current challenges and to expand the regional fare system to incorporate local transit provider pass options. It is the Staff's recommendation that TCRTA advertise an RFP for a regional fare system.

11. UPDATE ON CALVANS OPERATIONS

Mr. Tree provided an update on CalVans operations and stated that during CalVans August meeting discussion was had regarding the suspension of National Transit Database (NTD) reporting in effort to reduce costs. Mr. Tree explained that suspending the NTD reporting would result in the loss of millions of dollars in future Federal Transit Administration (FTA) funding and therefore the City of Porterville and TCAG had provided comment in opposition of suspending the NTD reporting. Mr. Tree reported that further

discussions with CalVans had occurred to discuss several issues including but not limited to exploration of cost-saving measures to support CalVans operations, and the possibility of moving CalVans administration office. Mr. Tree stated that NTD reporting will continue for member agencies, protecting future FTA funding, however if CalVans financial position does not improve staff will prepare recommendations for the Boards consideration at future meetings to protect this vital reporting requirement.

12. IMPLEMENTATION UPDATE

Mr. Tree reported that on September 4, 2020, staff had an initial conference with TCAG's on-call transit consultant, SBLB LLC, to begin to draft a scope of work for TCRTA's Implementation Plan. Mr. Tree stated that staff will continue to work with SBLB on finalization of the scope of work and timeline, staff will also begin collecting information from member agencies, such as current budgets, capital improvement plans, and third-party contractor agreements.

13. OTHER BUSINESS

- a. Information: Items from Staff.
Mr. Smalley took the opportunity to thank Mr. Tree and Ms. Forte for their hard work over the past month and noted continued efforts will be ongoing to implement TCRTA's implementation Plan.
- b. Information: Items from Board Members.
None
- c. Request from Board Members for Future Agenda Items.
None

14. ADJOURN

The meeting adjourned at 3:43 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, October 19, 2020 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 6

October 19, 2020

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Information: Implementation Plan Update

DISCUSSION:

At the Board meeting of September 21, 2020, staff was directed to continue working on the Implementation Plan and draft a timeline of activities. Since that time, staff has been working with SBLB, TCRTA's consultant, on various aspects of the Implementation Plan.

In order to ensure an effective transition to the new operating structure staff developed the following estimated timeline for critical activities:

<u>Task</u>	<u>Estimated Completion Date</u>
Establish Committees and Tasks	October 2020
Develop Mission Statement	November 2020
Initiate Executive Director Search	December 2020
Develop Staffing Plan	January 2021
Develop Technical Plans	February 2021
Develop Financial Plan	March 2021
FTA and Caltrans Grantee	April 2021
Develop Brand Identity	May 2021
Develop Service Plan	June 2021

Staff and SBLB have also been working on defining the individual tasks within the critical activities. The attached TCRTA Transition Plan defines these tasks as well as the responsible person(s).

Bring recognized as a grantee with the Federal Transit Administration (FTA) will require a tremendous amount of work by staff. The basic requirement to which all recipients, of FTA funding, are expected to comply are tied to a law, regulation, circular, master agreement, or other binding guidance. The grantee is expected to be in compliance with the following twenty-one areas:

1. Legal
2. Financial Management and Capacity

3. Technical Capacity - Award Management
4. Technical Capacity - Program Management
5. Technical Capacity - Project Management
6. Transit Asset Management
7. Satisfactory Continuing Control
8. Maintenance
9. Procurement
10. Disadvantaged Business Enterprise (DBE)
11. Title VI
12. Americans with Disabilities Act (ADA)
13. ADA Complementary Paratransit
14. Equal Employment Opportunity
15. School Bus
16. Charter Bus
17. Drug Free Workplace Act
18. Drug and Alcohol Program
19. Section 5307 Program Requirements
20. Section 5310 Program Requirements
21. Section 5311 Program Requirements

Demonstrating proficiency in these areas will confirm to the FTA that TCRTA has established and follow federally mandated procedures, demonstrate that TCRTA has the legal, financial, and technical capacity to carry out programs and projects, and TCRTA complies with all applicable safety implementing regulations.

While other activities may come up, that the Board may want to address, such as a regional fare system, staff will incorporate these activities in conjunction with the critical activities.

ATTACHMENT:

TCRTA Implementation Plan – Tasks and Timeline

	TCRTA JPA Task Description	Responsible Person(s)	Task Start Date	Target Completion Date	Comments
	JOINT POWERS AGENCY TRANSITION TASKS				
1	Develop JPA Mission Statement that highlights goals of the JPA	JPA Board members with staff support	10/1/2020	11/15/2020	Draft Board Agenda Item should be presented at next meeting for Board's review and approval
2	Identify implementation Committees	JPA Board members with staff support	10/1/2020	11/15/2020	Draft Board Agenda Item should be presented at next meeting for Board's review and approval
3	Establish & Calendar Regular Meetings Dates with Committees	TECH Adv Committee, Rich Tree with Consultant Support	11/1/2020	4/15/2021	These meetings will assist in further defining a transition timeline detailed task list.
4	Establish Ad Hoc Policy Committee that is tasked with the Executive Director search process	JPA Board members with Staff support	10/1/2020	6/1/2021	This committee will meet frequently to direct the Executive Director Search Process.
5	Establish Policy Committee that considers Agency Policies outside of Finance	JPA Board members with Staff support	10/1/2020	6/1/2021	This committee shall meet frequently to address issues in accordance with the Policy and Procedures Manual and Article 11 that are outlined in the JPA . In addition compliance with regulatory agencies will also be addressed in this committee.
6	Establish a Finance Policy Committee that is responsible for guiding the JPA's Budget, grant and fare policy strategy.	JPA Board members with Staff support	10/1/2020	6/1/2021	This committee shall meet frequently to address coordination issues and critical budget processes.
7	Develop Implementation Communications Plan that includes 1. Monthly TCAG standing reports, 2.Quarterly Community Updates 3. Quarterly Communications with Funding Agencies and 4. New Transit Agency Brand Development	Rich Tree with Staff/ Consultant Support and Board Approval	10/1/2020	6/1/2021	A draft Communications Plan will ensure that the process is conducted in a transparent fashion that addresses passenger service quality consideration and optimization.
8	Process and establish new personnel e-mail addresses and website information page.	Rich Tree	10/1/2020	12/15/2020	Establishing a new TCRTA email address assists with the public's recognition of the new entity.
9	Initiate Executive Director Search Process with hiring goal of Spring 2021	Ad Hoc Policy Committee with Staff Support	10/1/2020	4/30/2021	The Executive Director Search should be conducted as soon as possible.
10	Policy Board Orientation & Development 1.Establish Quarterly Policy Board Transition Meetings to review JPA Transition Issues 2. Schedule Spring 2021 JPA Retreat 3. Arrange for site visit of recently consolidated California Transit Agency	Rich Tree, Staff and Consultant Support with Board Approval	10/1/2020	6/1/2021	A series of Board Orientation and Development meetings should be scheduled to enhance board communication and policy input.
	CAPITAL & FINANCE ITEMS				
1	Notify and gain support of FTA and Caltrans or provide for a smooth funding transition to the JPA	JPA Board with Staff support	11/1/2020	5/1/2021	Coordination with FTA and Caltrans is essential for a successful beginning. Advising both entities is necessary to ensure that funding requirements are met.
2	Establish all financial and grant tracking procedure to ensure compliance	Staff	11/1/2020	1/1/2022	Initiating centralized reporting at the onset of the process will assist in compliance.
3	Finalize Cost sharing and funding allocations	JPA Board with Staff support	11/1/2020	5/1/2021	Analyzing funding calculations i.e. service per mile, per population, per service mile or a combination of several should be determined to ensure transparency in funding allocations.
4	Review existing fleet assignments for service area optimization	Rich Tree with Tech Comm. (TOC)	12/1/2020	3/1/2021	Review operating vehicle assignment to meet service quality standards and cost efficiency
5	Develop uniform capital replacement program	Rich Tree with TOC	3/1/2021	5/1/2021	Developing this will enable air quality compliance planning and maximize funding opportunities.
6	Explore local revenue enhancement strategies for public/private partnerships	TCRTA Staff	ongoing		Maximizing public private partnerships will assist in new agencies service provision opportunities.
7	Develop short range transit plan and long term financial plan	TCRTA Staff	2/1/2021	5/1/2021	Defining both plans are FTA and State requirements.
8	Set-up bank account, determine authorize signers	Rich Tree			TCRTA should initiate bank account.
9	Set-up armored truck service for farebox revenue pick-up and bank delivery (if applicable). Determine possible coordination	Rich Tree	as needed		TCRTA should set up regional armored truck service to coordinate process.
10	Determine vehicle and facility utilization and asset transfer/rental fees	Technical Staff /Board Approval	1/15/2021	3/1/2021	Cost Analysis and negotiation of user fees and/or asset transfers should be performed.
11	Review fleet fuel procurement processes and optimization opportunities	Rich Tree with TOC	2/1/2021	3/1/2021	
12	Combine Fixed Asset inventory into Consolidated JPA format	Rich Tree with TOC	1/15/2020	5/1/2021	Analysis of fuel procurement needs and coordination of procurement should be performed.

ADMINISTRATION STAFFING					
1	Determine staffing plan and plan for contracted services	TOC with Board Approval	12/1/2020	3/1/2021	Establishing an org. chart based on technical capacity should be done as soon as possible.
2	Develop Staff Transition Plan	TOC with Board Approval	12/1/2020	2/1/2021	Identifying existing resources that may be displaced with the transition and consider transfers.
3	Hire staff/facilitate move of staff to new roles or contract adm.	TCRTA ED (Executive Director)	2/1/2021	5/1/2021	Maximize opportunities when considering new contract services and upcoming RFP staffing needs.
4	If applicable prepare RFP for contract operations & maintenance	TCRTA ED with Consultant	11/15/2020	3/1/2021	Strategize regarding operating contract expiration and new TCRTA organizational structure
5	if applicable negotiate seniority, bid selection with union	TCRTA	11/15/2021	5/1/2021	Identify all union agreements that would impact new agency
6	Plan for transition of assets to JPA	Rich Tree with TOC	11/15/2021	5/1/2021	Assemble asset inventories & schedule condition inspections and asset transfer timeline.
7	Develop Budget	Rich Tree /TCAG support	1/15/2021	5/1/2021	Create TCRTA 2021/22 proposed budget for Board consideration.
8	Develop set of administrative procedures	Rich Tree /TCAG support	1/15/2021	5/1/2021	Create Administrative procedures or identify existing administrative procedures from a similar entity that can be utilized
9	Coordinate service provider's contract option years	Rich Tree with TOC	10/15/2020	1/15/2021	Identify contract terms and cost impact of options years.
10	Determine office location of initial TCRTA staff	Rich Tree /TCAG support	10/15/2020	1/15/2021	Identify physical office space where initoa; TCRTA staff will be housed.
MARKETING & PUBLIC INFORMATION					
1	Create public information about the planning process and planned outcomes of the consolidated planning effort'	Rich Tree/TCAG support	11/15/2020	4/30/2021	Keeping all of the stakeholders informed is critical
2	Develop new brand identity for the TCRTA	Rich Tree/TCAG/Consultant	11/15/2020	2/15/2021	Brand identity will assist in defining the new agencies services.
3	Conduct public meetings about planned changes to transit	Rich Tree/TCAG/Consultant	3/15/2021	7/1/2021	Public Hearing regarding service and fare adjustments are regulatory requirements.
4	Develop consolidated transit information	Rich Tree/TCAG/Consultant	3/15/2021	5/15/2021	Developing consolidated public information will assist with passenger education.
5	Develop website for the TCRTA	Rich Tree/TCAG/Consultant	1/15/2021	3/30/2021	Establishing a website where the public can obtain information regarding the new JPA is important.
6	Develop and implement TCRTA public information outreach & campaign	Rich Tree/TCAG support	12/1/2020	2/1/2021	Developing a public outreach and ongoing marketing plan will assist staff and Board in providing public information and gaining passenger input.
7	Conduct kickoff event to launch consolidated transit services	Rich Tree/ED/TCAG/ Board	7/1/21...or ?		Defining a TCRTA service kick off date and public celebration will assist in establishing the new JPA's identity.
SERVICE PLANNING					
1	Develop TCRTA service plan				
2	Adopt performance measure and standards				
3	Identify opportunities for micro transit and alternative forms of service delivery				
4	Determine fare structure				
5	Conduct public hearings and adopt fare structure and service plan				
6	Establish bus stop maintenance and amenities plan				
7	Finalize service schedule and operator run cuts				
8	Implement TCRTA service plan				
9	Refine schedules and service as needed				
FACILITIES, EQUIPMENT & MAINTENANCE					
1	Replace decals and logos with unified system brand				
2	Inform Caltrans of vehicle transfers & change of licensing/permitting				
3	Consider necessary facility upgrades for ZEB implementation				
4	Review spare parts inventory and consider centralizing				
5	Standardize spare parts inventory and procedures				
6	Confirm storage locations for vehicles				
7	Review and standardize maintenance standards and procedures as applicable.				

IT TECHNOLOGY AND SYSTEMS ADMIN					
1	Review/Coordinate/Determine internal IT team and Project Scope requirements	Rich Tree with TOC			
2	Review fare collections equipment for eventual standardization				
3	Plan for standardized communications equipment on all vehicles				
4	Secure telephone number for TCRTA				
5	Transfer licenses for all software uses to JPA				
6	Ensure IT hardware requirements are ordered, i.e. network hardware, IVR/phone system, computers, radio hardware, tablets, etc.	Rich Tree with TOC			
7	Establish and Calendar IT requirements installation/set-up needs	Rich Tree with TOC			
8	Calendar IT review meetings with appropriate Project management.	TOC and Service Contractors			
9	Coordinate and engage external IT labor & installation vendors as may be needed.	Rich Tree with TOC			
10	Negotiate external IT vendor Agreements.	Rich Tree			
11	Determine facility phone and internet requirements.	Rich Tree			
12	Initiate centralized scheduling and dispatch center for consolidated services				
13	Contact and coordinate phone/internet vendor agreement(s), calendar installation date(s).	Rich Tree			
DIRECT EMPLOYEES (IF APPLICABLE)					
1	Recruitment for Open Positions	HR Committee			
2	Schedule and conduct new employee candidate reviews, coordinate reviews with appropriate staff/managers	Service Contractors			
3	Make job offers	JPA Staff on Exempt Positions			
4	Conduct Background checks/MVR per agency requirements	JPA Staff on Exempt Positions			
5	Send processed approved new hire candidates for pre-employment Drug test	Service Contractors			
6	Send processed approved new hire candidates for pre-employment Department of Transportation (DOT) physical (if deemed applicable).	Service Contractors			
7	Order Uniforms for new drivers, maintenance and operations personnel, ensure vendor delivery date is guaranteed in advance of service start date.	Rich Tree with TOC			
8	Set-up and organize new personnel files	JPA Staff on Exempt Positions			
9	Labor (if applicable)	TBD as necessary			
10	Identify Union participation and assure check off	TBD as necessary			
11	Validate seniority list	TBD as necessary			
12	Conduct labor relations training	TBD as necessary			
13	Review strike plan	TBD as necessary			
14	Order and Replace all HR postings	JPA Staff on Exempt Positions			
15	Create Employee Handbooks	JPA Staff on Exempt Positions			
16	Revise and print Operator Rulebook	Service Contractors			
17	All policies updated, including Substance Abuse Policy	JPA Staff on Exempt Positions			
18	Prepare Job Descriptions	JPA Staff on Exempt Positions			
19	Release of Previous Employer DOT FTA	Service Contractors			
20	FCRA	Service Contractors			
21	Pre-Hire Self Identify	Service Contractors			
22	New Hire Checklist	Service Contractors			
23	Contract with Payroll Vendor (if necessary)	Rich Tree with HR Committee			
24	Contracts & E-Verify	Service Contractors			
25	Timekeeping System Established	Service Contractors			
26	Swipe Badges Ordered (if applicable)	Service Contractors			
27	Vacation & Sick Accruals	Rich Tree with HR Committee			
28	Drug & Alcohol Facility Contract	Service Contractors			
29	Testing Facility Address	Service Contractors			
30	MRO Contact Information	Service Contractors			
31	Drug & Alcohol Consortium Contract	Service Contractors			
32	Substance Abuse Professional & EAP Contracts	Service Contractors			
33	Drug Testing Authorization Form	Service Contractors			
34	DOT Physical Facility Contract	Service Contractors			
35	Uniform Vendor Contract	Rich Tree with TOC			
36	Name Badge Vendor Contract or create badges (if needed)	Rich Tree with TOC			
37	Incumbent Hourly Employees	Service Contractors			
38	Conduct Background checks/MVR per agency requirements	Service Contractors			
39	Send processed incumbent personnel for pre-employment Drug test	Service Contractors			
40	Send processed incumbent personnel for pre-employment Department of Transportation (DOT) physical (if deemed applicable).	Service Contractors			
41	Select Uniforms for incumbent drivers, maintenance and operations personnel, ensure vendor delivery date is guaranteed in advance of service start date.	Rich Tree with TOC			
42	If necessary, coordinate and finalize a general contractor agreement(s) to complete any renovation/upgrade needs.	TBD as necessary			
43	Examine the need for any associated regulatory property inspections or permits by local/state agencies.	Rich Tree with TOC			
44	Coordinate and accomplish any necessary property permits/inspections.	Rich Tree with TOC			

45	Conduct and record facility furniture and equipment inventories audits.	TOC			
46	Conduct and record facility condition walk-thru audit with property owner.	Rich Tree with TOC			
47	Set-up and activate facility utility needs, i.e. electricity, water, gas, disposal bins, cable/satellite, alarm security.	TBD as necessary			
TRAINING/SAFETY DETAILS					
1	Coordinate procedures with local industrial clinic for pre-employment physicals & Drug tests	Service Contractors			
2	Review and determine Driver training curriculum and hours requirements.	TOC & Service Contractors			
3	Assemble class training curriculum and prepare class training calendar if necessary	Service Contractors			
4	Set-up all safety sensitive personnel drug files	Service Contractors			
5	Set-up separate medical records files for all personnel	Service Contractors			
6	Collect, review an file appropriate incumbent Driver DMV training record	Service Contractors			
7	Set-up Department of Motor Vehicles (DMV) pull-notice program	Service Contractors			
8	Send appropriate personnel names to DMV as required by pull notice program	Service Contractors			
9	If needed, apply with DMV for an Employer Testing Program (ETP) - Allows for Employer Commercial Driver License Testing in lieu of DMV scheduling/testing.	Service Contractors			
10	Develop and submit required Employer Designed Driver testing route to DMV for approval	Service Contractors			
11	Order and arrange delivery of all Training manuals and training support supplies	Service Contractors			
12	Order Project personnel safety vests	Service Contractors			
13	Schedule Incumbent employee orientation class	Service Contractors			
14	Review project requirements to determine Driver (incumbent and new hires) "Behind the Wheel" (BTW) training needs to meet training start date needs.	Service Contractors			
15	Develop Driver "BTW" training schedule and determine number of training vehicles needed.	Service Contractors			
16	Notify and schedule appropriate number of certified "Behind the Wheels" trainers	Service Contractors			
17	Begin Driver "BTW" training campaign	Service Contractors			
18	Develop, Calendar and Schedule Driver Classroom Training.	Service Contractors			
19	Notify and schedule appropriate number of certified Driver classroom trainers	Service Contractors			
20	Conduct Driver Classroom Training - Refer to Classroom Training schedule for detail.	Service Contractors			
21	Issue Driver Uniforms at conclusion of Classroom training.	Service Contractors			
22	Conduct pre-transition facility safety audit, advise management on any recommended safety improvement needs.	Rich Tree with TOC			
23	Communicate Accident Standard Operating Procedures (SOP) to Project management	Service Contractors			
24	Ensure Occupational Safety and Health Administration (OHSA) regulatory requirements are met and injury tracking is set-up.	Service Contractors			
25	Notify Insurance Claims Department/Company to add Project to record for potential future Accident/Injury Claims management.	Service Contractors			
26	Conduct a Safety Management System (SMS) Gap analysis	Rich Tree with TOC			
27	Develop SMS Implementation Plan	Service Contractors			
28	Conduct SMS Leadership Training	Service Contractors			
29	Charter Site Safety Council and Event Review Team - conduct training with teams	Service Contractors			
30	Conduct Investigation Training	Service Contractors			
31	Conduct Employee SMS training for all employees	Service Contractors			
32	Set Site Safety Metrics	Rich Tree with TOC			

AGENDA ITEM 7

October 19, 2020

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Action: Create Committees and Appoint Members

DISCUSSION:

In general, the TCRTA Board sets the policies for TCRTA, the staff manages the operations, and the Board's committees provide recommendations to TCRTA based on specific issues and projects as assigned to them by the Board. Committees are also encouraged to bring forth ideas for projects, within their assigned work program, to the Board. The TCRTA Board will then have an opportunity to review the idea/project and consider whether to make the assignment and add it to the Committee's work program. In an effort to provide support and recommendations to staff, it is staff's recommendation that the Board establish various committee's and then assign Board Members to those committees.

During the critical stages of the Implementation Plan, staff is recommending establishing the following four committee's with their respective work program. Due to the size of the Board and the number of committees, it is staff's recommendation that two Board Members be assigned to each committee:

<u>Committee</u>	<u>Work Program</u>
Ad hoc – Executive Director Search	<ul style="list-style-type: none">• Draft Job Description• Establish Budget and Timeline• Monitor and Manage Process
Technical Operations	<ul style="list-style-type: none">• Fleet Inventory (Assets)• Innovation and Technology• Equipment Replacement Schedule
Policy	<ul style="list-style-type: none">• Organizational Structure• Regulatory• Human Resources
Finance	<ul style="list-style-type: none">• Budget• Grant Management• Transfer Agreements

ATTACHMENT: None

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AGENDA ITEM 8

October 19, 2020

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Action: Draft Mission Statement and Guiding Principles

DISCUSSION:

In accordance with the TCRTA Bylaws, the purpose of the Joint Powers Agreement is to empower the Member Agencies to exercise their common powers by the formation and operation of TCRTA, with full power and authority to own, operate, and administer a public transportation system with the jurisdictions of the Member Agencies.

TCRTA is, and shall operate as, a public agency separate and apart from the Member Agencies. To support this transition, the development of a TCRTA Mission Statement will shape the organization and its actions, provide guidance in the development of its implementation plan, and communicate to the public and its stakeholders its guiding principles.

Transit Cooperative Research Program (TCRP) Report 54 states the following regarding the establishment of a Mission Statement:

“A good mission statement is compelling, passionate, and energizing. It should be risky and challenging, but also achievable. A mission statement isn’t written in stone and is likely to change over time as an organization grows and market conditions change. Think of your mission statement as a short statement of why the transit service exists.

Writing a mission statement can be a difficult and challenging task. If you don’t know what principles you operate from and how you will treat those who come in contact with your organization, then it’s an impossible task.”

To support the Board in this task, SBLB, TCRTA’s consultant, and staff have developed the following list of possible elements for the Boards consideration in the drafting of a Mission Statement.

1. Focus on improving the customer experience.
2. Provide leadership, trust and sustained partnerships.
3. Implement business practices that improve collaboration, revenue generation and improved air quality.

4. Provide enhanced clean fuel alternatives to the region.
5. Provide additional transportation alternatives that utilize technology.
6. Enhanced ability to respond to changing mobility needs.
7. Provide enhanced safety, training and regulatory compliance.
8. Provide consistency in service provision and fare policy.
9. Provide Improved customer service/seamlessness in terms of fares, service coverage, and informational tools.
10. Provide improved cost effectiveness for the agencies operating services through cost savings, shared expenses, more flexible use of available resources and equipment, and economies of scale.

It is staff's recommendation that each Board Member select their three top choices, which staff will utilize to draft a "preliminary" Mission Statement to be considered at a future board meeting. The proposed due date is Friday, November 6th.

Staff has provided the following draft Mission Statement as an example:

"We at TCRTA deliver clean sustainable mobility choices that link people, communities, and jobs, and provide services safely and efficiently."

ATTACHMENT:

None

AGENDA ITEM 9

October 19, 2020

Prepared by Elizabeth Forte, TCAG Staff

SUBJECT:

Information: Transit Funding Sources

DISCUSSION:

Funding for public transportation comes from a number of sources and through many types of programs. It can come from a local agency supporting their own programs, a regional voter-approved sales tax, state sales tax-funded programs, cap and trade proceeds, federal gas taxes, and more. Some are awarded annually on a formula basis, and some may be sporadic or difficult to attain. There are funding sources that become available for pilots with little advance warning, and funding made available through one-time propositions or legislation. Managing and maximizing funding is a major task of agency staff. This is a brief summary of transit funding sources and programs to provide an overall picture of funding sources. It is not necessarily exhaustive, and any amounts provided are only to illustrate the scope or history of the funding source. A table is attached to this item as well.

Formula Funds

Formula funds are the most reliable and consistent types of funding. The programs are typically authorized for several years at a time (some have been around for several decades), and most have stable funding sources, like sales taxes.

Competitive Funds

Competitive funds vary greatly. Some are more easily accessible or even fairly routine, and some would be out of reach for transit providers our size.

Federal Funding Sources

Federal funding sources typically flow either directly from the Federal Transit Administration (FTA) to transit providers, or from FTA to Caltrans who allocates and manages federal transit funding on their behalf.

The FTA often uses urbanized area (UZA) status to categorize which agencies receive funding from which federal funding program. There are two urbanized areas in Tulare County, as defined by the Census. The "Porterville UZA" is by definition a "small UZA" between 50,000 and 199,999 in population. It includes the City of Porterville and adjacent unincorporated areas, including East Porterville and Strathmore. The "Visalia

UZA” is a “large UZA” of 200,000 or more in population. It includes the cities of Visalia, Tulare, Farmersville, Exeter, and adjacent unincorporated communities including Goshen, Ivanhoe, Patterson Tract, Matheny Tract, and East Tulare Villa.

FTA 5307

This is a formula program that provides funding for operating and capital for urbanized areas. Last fiscal year the Porterville UZA was apportioned approximately \$2.6 million and the Visalia UZA \$6.1 million. Agreements are in place regarding the allocation of dedicated urbanized area funds to the agencies comprising the urban areas. These agreements will need to be adjusted with the change in transit operator organization.

FTA 5311

This is the formula program that provides fund for the rural areas, those outside of the two UZAs. TCAG is apportioned approximately \$850,000 per year to allocate to rural transit providers. This process will be simplified because all rural providers are now under one transit operator.

FTA 5311(f)

This is a competitive program for intercity transit, specifically for significant regional or statewide services that connect non-urban areas to urban areas. Visalia receives funding very consistently from this program and has for many years. Last year Visalia was awarded approximately \$300,000 for the Sequoia Shuttle and V-Line.

FTA 5339

This program is for bus and bus facilities. Urbanized areas are provided a formula apportionment. Last year the Porterville UZA received about \$185,000, and the Visalia UZA \$785,000. Caltrans receives an apportionment for the state’s rural areas. Our rural agencies have received buses from these programs at various times in the last few years.

FTA 5339(c)

This program is fairly new and goes by “Lo-No” for the Low or No Emission Vehicle Program. It is highly competitive. In the last three years California has received one project each year, in the Antelope Valley, Anaheim, and Arvin.

FTA 5310

This program provides funding for projects that benefit the elderly and disabled. It is split into parts based on urbanized areas as well. The urbanized area has an allocation, and transportation providers that operate in that area can apply for the funds. Caltrans manages the funding for the rural areas and holds a statewide competitive process for those funds. 5310 funds can go to any provider of transportation to seniors and the disabled. PSW, Promoting Self Worth, in Porterville is a consistent recipient of these funds. The program is not perfectly consistent, but seems to open every 2 or 3 years and provide \$100,000 to \$300,000 per year.

Congestion Mitigation and Air Quality (CMAQ)

This program is not specific to transit, but is an air pollution emissions reductions program funded by the Federal Highway Administration and administered by Caltrans. TCAG receives an annual apportionment of funds, currently about \$6.1 million per year. TCAG selects projects based on a number of criteria and transit projects are often funded. The purchase of zero or low emissions buses and the cost of operating a new service are projects that can be funded by CMAQ.

State Funding Sources

State Transit Assistance (STA)

STA is one of the two major funding sources that comes from the state's Transportation Development Act (TDA), passed in 1971. It has recently been supplemented with SB 1 funds. STA is apportioned to the region and TCAG allocates the funds to agencies. This year, our region is estimated to receive approximately \$2.8 million. This reflects a 40% decrease from normal levels because STA is funded by fuel taxes.

Local Transportation Fund (LTF)

LTF funds are allocated to the region and then by TCAG as well. This year we are expected to receive \$19.8 million in LTF. LTF funds can be used for streets and roads projects once transit needs have been met. All agencies in Tulare County use a portion of their LTF allocation on streets and roads.

Low Carbon Transit Operations Program (LCTOP)

LCTOP is a formula based program as well, based on a percentage of cap-and-trade program proceeds. In the first year, our allocation was less than \$200,000. In the sixth year of the program, the amount was \$950,000.

Regional and Local Funding Sources

Measure R is a regional funding source that can be used for transit. About \$34 million per year is received for Measure R and it is distributed based on a voter-approved Expenditure Plan and Board-approved Strategic Work Plan. Fourteen percent of funds received go to the Transit/Bike/Environmental Program in Measure R. It contains a number of projects and categories. It includes approximately \$2 million per year for transit expansion (beyond 2006 levels) and has several specific capital projects outlined.

Local agencies can use general fund or other funding sources to pay for public transit if they desire. For example, one agency provides a large senior discount to riders that has occasionally required a small subsidy to support, and one had a fare-free service available to support businesses in the community. While not explicitly funded with general funds, additional support was needed to supplement low fare receipts for the system as a whole.

As often happens in transportation, there have been instances of new, large influxes of funding. Some are long term, like Measure R when it passed in 2006 and Senate Bill 1 in 2017. Proposition 1B in 2008, the American Reinvestment and Recovery Act (ARRA) in 2009, and now the CARES Act have provided very large one-time funding authorizations. It is essential to have plans, projects, and programs in the pipeline, and to have the structure to implement them in place to make best use of available funding. All Tulare County transit providers have made great use of these funds. The TCRTA, with its transit focus and dedication, and with pooled expertise and resources, will be able to continue and expand on that success.

ATTACHMENT:

Transit Funding Table

Program Name	Fund Type	Formula or Competitive	Eligible Applicants	Allocation/Amount Determined By	Project Selection By	Project Types
Competitive and Discretionary Funding Programs. Most relevant and used, not entirely exhaustive.						
Congestion Mitigation and Air Quality (CMAQ)	Federal	Competitive	Public & non-profit agencies	FHWA » CT » TCAG	TCAG	Cost-effective projects that reduce NOx or Particulate Matter pollutants (2.5 microns in size or less).
FTA 5310 - Elderly and Disabled Specialized Transit Program	Federal	Competitive	Any transportation provider	FTA » CT	CT » CTC	Transit projects that meet the needs of elderly persons and persons with disabilities.
Part 1- Statewide/Rural/Small Urban	Federal	Competitive	Any rural transportation provider	FTA » CT	CT » CTC	Transit projects that meet the needs of elderly persons and persons with disabilities. Agencies not in a major urban area compete statewide
Part 2- Large UZA	Federal	Competitive	Any transportation provider in UZA	FTA » CT	CT » CTC	Transit projects that meet the needs of elderly persons and persons with disabilities. Urban area has an allocation for operators within it
FTA 5311(f) - Rural Intercity Bus Program	Federal	Competitive	Public Governmental	15% of all Section 5311 - program	CT	Regional & statewide significant transit projects for intercity bus transportation needs that provide transportation between non-urbanized and urbanized areas
FTA 5339 - Bus and Bus Facilities	Federal	Hybrid	Local TP Agencies	FTA	FTA	Buses and bus-related equipment and facilities. Capital only.
5339 (c)Part 3 of 3- Low - No Emissions Program	Federal	Competitive	5307 recipients and tribes	FTA	FTA	Purchase or lease of zero-emission and low-emission transit buses as well as acquisition, construction, and leasing of support facilities. Capital only
Affordable Housing and Sustainable Communities (AHSC)	State	Competitive	See Note 1	See Note 2	See Note 2	Transportation projects that integrate with affordable housing to reduce greenhouse gas emissions.
Program and Formula Funding Programs						
FTA 5307 - Urbanized Formula Program	Federal	Formula	Public transit providers	FTA	Public Transit Providers	Transit projects in urbanized areas with a population over 50,000.
FTA 5311 - Nonurbanized Formula Program	Federal	Formula	Public transit providers	FHWA » CT » TCAG	Rural TP Agencies	Transit projects in non-urbanized areas (population under 50,000).
FTA 5339 - Bus and Bus Facilities	Federal	Hybrid	Local TP Agencies (+state & tribes)	FTA or CT	Local TP Agencies	Buses and bus-related equipment and facilities. Capital only.
Rural Providers	Federal	Formula	Rural TP Agencies	FTA » CT	Rural TP Agencies	Buses and bus-related equipment and facilities. Capital only.
Urban Providers	Federal	Formula	Urban TP Agencies	FTA	Urban TP Agencies	Buses and bus-related equipment and facilities. Capital only.
Local Transportation Fund (LTF)	State	Formula	Local Agencies	Auditor » TCAG	Local Agencies	Transit operations and capital. Funds may be used on local streets and roads if unmet transit needs are met.
State Transit Assistance (STA)	State	Formula	Local Agencies	State » TCAG	Local TP Agencies	Funded via the Transportation Development Act, for operations and capital.
Low Carbon Transit Operations Program (LCTOP)	State	Formula	Local Agencies	State » TCAG	Local Agencies	Funded by cap-and-trade program proceeds for any project that potentially increases transit use and reduces greenhouse gas emissions.
Measure R	County	Program Specific	Local Agencies	TCTA	Varies	Eligible projects per the voter-approved sales transportation sales tax.
Local Program	County	Formula	Local Agencies	TCTA	Local Agencies	33% of Measure R funding is divided by formula to the nine local agencies for transportation projects determined at local agency discretion
Transit/Bike/Environmental	County	Program Specific	Local Agencies	TCTA	Varies	14% of Measure R funding is dedicated to various transit, bicycle, pedestrian and environmental/air quality projects, both specific and discretionary

¹Eligible applicants are numerous, may include: non-profits, tribes, universities, private developers etc. in addition to public agencies.

²This program is a joint effort amongst the Strategic Growth Council (SGC), Housing and Community Development (HCD), and Air Resources Board (ARB).

FHWA = Federal Highway Administration

CT = Caltrans

FTA = Federal Transit Administration

TP = Transit-Providing

TCTA = Tulare County Transportation Authority

CTC = California Transportation Commission

Updated October 2020