

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

**February 8, 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 #.

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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. **ADMINISTER OATH OF OFFICE TO DIRECTORS** by Interim Executive Director (No page)
5. **APPROVE MINUTES OF JANUARY 11, 2021** (Pages 01-04)
6. **COMMITTEE REPORTS** (No Page)
  - a. Executive Director Search Ad Hoc Committee
  - b. Policy Committee
  - c. Finance Committee
  - d. Technical Operations Committee
7. **ACTION: APPOINT DIRECTORS TO COMMITTEES** (Pages 05-06)
8. **ACTION: APPROVE FISCAL YEAR 2020/2021 INTERIM BUDGET** (Pages 07-08)
9. **ACTION: APPROVE DRUG AND ALCOHOL POLICY** (Pages 09-18)
10. **INFORMATION: EXECUTIVE DIRECTOR SEARCH UPDATE** (Pages 19-20)
11. **INFORMATION: IMPLEMENTATION UPDATE** (Pages 21-22)
12. **INFORMATION: REGIONAL FARE SYSTEM DEPLOYMENT** (Pages 23-24)
13. **ACTION: APPROVE FARE CHANGE FOR TULARE COUNTY AREA TRANSIT (TCAT) GRANT-FUNDED FARE SUBSIDY PROGRAM FOR RIDERS 18 YEARS OF AGE AND YOUNGER** (Pages 25-26)
14. **INFORMATION: DISCUSSION ITEM: FREE FARES** (No page)
15. **ALL ABOUT TRANSIT: COLLECTED CLIPPINGS** (Pages 27-36)
16. **OTHER BUSINESS**
  - a. Information: Items from Staff.
  - b. Information: Items from Board Members.
  - c. Request from Board Members for Future Agenda Items.

**17. ADJOURN**

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on Monday, March 15, 2021 at 3:00 p.m. in the Tulare County Board of Supervisors Chambers, 2800 W. Burrell Avenue, Visalia, CA 93291.

**TULARE COUNTY REGIONAL TRANSIT AGENCY**

<b><u>BOARD OF DIRECTORS</u></b>	<b><u>ALTERNATE</u></b>	<b><u>AGENCY</u></b>
Kuldip Thusu	Armando Longoria	City of Dinuba
Mary Waterman-Philpot	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	Emmanuel Llamas	City of Woodlake
Eddie Valero	Amy Shuklian	County of Tulare

**EX OFFICIO MEMBERS**

Georgina Cardenas, CalVans

**AD HOC & SUBCOMMITTEES**

<b><u>AD HOC –EXECUTIVE DIRECTOR SEARCH</u></b>	<b><u>POLICY COMMITTEE</u></b>
Greg Gomez	Jose Sigala
Eddie Valero	Monte Reyes
Jose Sigala	Eddie Valero

<b><u>TECHNICAL OPERATION COMMITTEE</u></b>	<b><u>FINANCE COMMITTEE</u></b>
Greg Gomez	Kuldip Thusu
Armando Longoria	Monte Reyes
Eddie Valero	

**TCRTA STAFF**

**OFFICE INFORMATION**

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

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**Tulare County Regional Transit Agency  
Minutes**

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**January 11, 2021, 3:00 p.m.**

<b>Members Present:</b>	<b>Thusu, Gomez, Reyes, Sigala, Mendoza, Valero</b>
<b>Members Absent:</b>	<b>Waterman-Philpot</b>
<b>Alternates Present:</b>	
<b>Staff Present:</b>	<b>Ted Smalley, Elizabeth Forte, and Rich Tree</b>
<b>Counsel Present:</b>	<b>Jeff Kuhn</b>

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**1. CALL TO ORDER**

Vice-Chair Sigala 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 December 14, 2020**

Upon motion by Member Valero and seconded by Vice-Chair Sigala the Tulare County Regional Transit Agency unanimously approved the minutes.

**6. COMMITTEE REPORTS:**

**a. Executive Director Search Ad Hock Committee**

Ms. Forte stated that the Committee had not recently met however an update and status on the search would be provided later in the meeting.

**b. Policy Committee**

Vice-Chair Sigala reported that the Policy Committee had met the previous week and discussed policies, procurement, ADA policies, equal opportunity policy and federal and state grants.

**c. Finance Committee**

Member Thusu discussed spending on professional services, salary, benefits, and reserves. Mr. Thusu stated that the draft interim budget would be presented to the Board for later in today's meeting.

**d. Technical Operations Committee**

Member Gomez stated that the Technical Operations Committee had not met this month, but he would provide an update after the next meeting is held.

**7. ACTION: ELECT CHAIR AND VICE CHAIR FOR REMAINDER OF FISCAL YEAR 20/21**

Vice-Chair Sigala announced that election of the Chair and Vice-chair was needed and requested recommendations. Member Gomez nominated Vice-Chair Sigala to serve as Chair, and Member Valero nominated Member Gomez to serve as Vice Chair.

Upon motion by Member Gomez and seconded by Member Thusu the Tulare County Regional Transit Agency unanimously approved Member Sigala to serve as Chair for the remainder of the 20/21 fiscal year.

Upon motion by Member Valero and seconded by Member Thusu the Tulare County Regional Transit Agency unanimously approved Member Gomez to serve as Vice-Chair for the remainder of the 20/21 fiscal year.

**8. ACTION: APPOINT COMMITTEE MEMBERS TO VACANCIES**

Ms. Forte provided an overview of the ad-hoc and subcommittees current members and current openings. After some discussion it was recommended that Members Sigala, Valero, and Reyes serve on the Policy Committee; Member Thusu, and Reyes serve on the Finance Committee; Member Gomez, Valero, and Alternate Longoria serve on the Technical Operations Committee; and Member Gomez, Valero, and Sigala serve on the Ad Hoc Executive Director Search Committee.

Upon motion by Member Gomez and seconded by Member Reyes the Tulare County Regional Transit Agency unanimously approved the membership as recommended.

**9. ACTION: AUTHORIZE APPLICATIONS FOR CONGESTION MITIGATION AND AIR QUALITY (CMAQ) GRANT PROGRAM**

Mr. Tree described CMAQ funding purpose regarding the reduction of vehicle emissions and Vehicle Miles Traveled. Mr. Tree reported on the recent call for projects from TCAG for project implementation from Fall 2021 to April 2023, adding that applications are due January 14, 2021. Mr. Tree explained that TCAG had prioritized \$500,000 annually, for the next three years, for TCRTA projects and highlighted potential projects to submit CMAQ applications.

**10. INFORMATION: DRAFT FISCAL YEAR 2020/2021 INTERIM BUDGET**

Mr. Tree provided an overview of the proposed 20/21 fiscal year budget and stated that Board comments and feedback were welcome and a finalized budget would be presented in February for approval.

**11. INFORMATION: EXECUTIVE DIRECTOR SEARCH UPDATE**

Ms. Forte proved an update on the Executive Director search, explaining that the position would be presented to the Tulare County Board of Supervisors in February 2021. Once the Board of Supervisors approves the creation of the position recruitment can begin; updates on the process will continue to be provided each month.

**12. INFORMATION: IMPLEMENTATION UPDATE**

Mr. Tree reported that much work is continuing to be done and highlighted the interim budget, FTA grantee process, and the Board Member Handbook that is being developed by SBLB, LLC. Mr. Tree stated that member agency agreements are being reviewed and analyzed to ensure service and funding is equitable within the region.

**13. INFORMATION: GOVERNMENT RELATIONS AND ADVOCACY OPTIONS**

Ms. Forte provided an overview of the transit advocacy groups CALACT, California Transit Association (CTA), and CALSTART. Ms. Forte stated that the current draft budget includes the membership costs to join CALACT and CALSTART. Some discussion was had amongst the Board regarding advocacy and lobbyist efforts for TCRTA but no formal recommendations were made at this time.

**14. OTHER BUSINESS**

a. Information: Items from Staff.

- None
- b. Information: Items from Board Members.  
None
- c. Request from Board Members for Future Agenda Items.  
None

**15. ADJOURN**

The meeting adjourned at 3:55 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, February 8, 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 7**

**February 8, 2021**

**Prepared by Elizabeth Forte, TCAG Staff**

**SUBJECT:**

**Action:** Appoint Directors to Committees

**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. Current membership is as follows:

Policy Committee:

Jose Sigala – Member

Eddie Valero – Member

Monte Reyes – Member

Finance Committee:

Kuldip Thusu – Member

Monte Reyes – Member

Technical Operations Committee:

Greg Gomez – Member

Eddie Valero – Member

Armando Longoria – Alternate

Ad Hoc Executive Director Search Committee:

Greg Gomez – Member

Jose Sigala – Member

Eddie Valero – 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 8**

**February 8, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Action:** Approve Fiscal Year 2020/2021 Interim Budget

**DISCUSSION:**

At the January 11, 2021 Board Meeting, staff presented the Fiscal Year 2020/2021 Draft Interim Budget for review and discussion.

The Interim 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 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 for CalACT and CalStart memberships.

It is staff's recommendation that the Board approve the Fiscal Year 2020/2021 Interim Budget.

**ATTACHMENT:**

Fiscal Year 2020-2021 Budget

**Tulare County Regional Transit Agency  
FY 2020-2021 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>

**AGENDA ITEM 9**

**February 8, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Action:** Approve Drug and Alcohol Policy

**DISCUSSION:**

The Omnibus Transportation Employee Testing Act of 1991 mandated the Secretary of Transportation to issue regulations to combat prohibited drug use and alcohol misuse in the transportation industry. For that portion of the transportation industry having to do with the provision of and service to the public of mass transportation, Federal Transit Administration (FTA) is the agency delegated with the authority and responsibility for issuing these implementing rules. These rules are encompassed in 49 CFR Part 655, Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations.

Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

In preparation of TCRTA's FTA recipient designation, staff prepared and presented the Draft Drug and Alcohol Policy for the Policy Committee on January 25, 2021. The Policy Committee provided comment, which staff has taken into consideration, and a proposed policy is now presented to the Board for approval consideration.

**ATTACHMENT:**

Draft FTA Drug and Alcohol Policy

## Tulare County Regional Transit Agency

# Drug and Alcohol Policy

Effective as of [mm/dd/yyyy]

Adopted by: \_\_\_\_\_

Date Adopted: [dd/mm/yyyy]

Last Revised: [dd/mm/yyyy]

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# 1. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated, but reflect Tulare County Regional Transit Agency's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

**All Tulare County Regional Transit Agency employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Tulare County Human Resources no later than five days after such conviction.

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.



### 3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body at or above the minimum thresholds defined in Part 40. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

### 4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty, referred to a Substance Abuse Professional, **and terminated from employment**. Positive drug appeals will be governed by the Department of Transportation (DOT) guidelines. Breathalyzer test results are validated at the collection site and are not subject to appeal or retesting.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties for at least eight hours unless a retest results in the employee's alcohol concentration being less than 0.02.

#### Zero Tolerance

Per Tulare County Regional Transit Agency policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be referred to a Substance Abuse Professional (SAP) **and terminated from employment**.

## 5. Circumstances for Testing

### Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days, and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Tulare County Regional Transit Agency has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance could have contributed to the accident, as determined by Tulare County Regional Transit Agency using the best information available at the time of the decision, will be tested.

### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Tulare County Regional Transit Agency using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

## Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

## 6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### Dilute Urine Specimen

If there is a negative dilute test result, Tulare County Regional Transit Agency will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

### Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Tulare County Regional Transit Agency guarantees that the split specimen test will be conducted in a timely fashion.

## 7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Tulare County Regional Transit Agency.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly-observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Tulare County Regional Transit Agency for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Tulare County Regional Transit Agency's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly-observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.

- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

## 8. Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been selected for reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to Tulare County Human Resources, who will refer the individual to a substance abuse counselor for evaluation and treatment.**

**The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.**

**Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.**

## 9. Prescription Drug Use

**The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to Tulare County Human Resources. Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.**

## 10. Contact Person

For questions about Tulare County Regional Transit Agency's anti-drug and alcohol misuse program, contact the Executive Director or his/her designee.

## Attachment A: Covered Positions

- Operating a revenue service vehicle, in or out of revenue service
  - Vehicle Operator
- Operating a non-revenue vehicle requiring a commercial driver's license
  - Road Supervisor, Vehicle Operator, Service Technician
- Controlling movement or dispatch of a revenue service vehicle
  - Road Supervisor, Supervisor, Dispatcher
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
  - Maintenance Manager, Service Technicians
- Carrying a firearm for security purposes
  - In-house security or contracted security

**AGENDA ITEM 10**

**February 8, 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.

The creation of the position will be on the Board of Supervisors' agenda on February 9, 2021. Once the position is approved, the position will be advertised in approximately one week. It is expected that once these formalities take place the Ad Hoc Executive Director Search committee will meet to discuss next steps in the process.

**ATTACHMENT:**

None

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**AGENDA ITEM 11**

**February 8, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Information:** Implementation 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.

**Congestion Mitigation and Air Quality Improvement (CMAQ) Grant**

Staff submitted a CMAQ application for a three-year on-demand demonstration project. The three-year demonstration service areas include the Cities of Woodlake, Farmersville, Exeter, Lindsay, and Dinuba. The project application also includes the purchase of zero-emission vehicles to operate the service. Staff would like to share a video, "Re-Imagining Public Transit with Microtransit", that was shared in the Technical Operations Committee. <https://transloc.com/municipal-microtransit/>

**Sustainable Transportation Planning Grant**

TCAG staff is preparing a Caltrans Sustainable Transportation Planning grant application on behalf of the Agency. The proposed planning grant is for the development of a Short Range Transit Plan (S RTP) that generally plans transit services and operations. The S RTP planning period is generally five years, but S RTPs may cover a longer period, typically seven to ten years. Through the S RTP process, the transit system, fleet needs, capital and operating costs and revenues, and new transit services or projects are assessed, and recommendations made.

**FTA Grantee Process**

Staff and SBLB are continuing to develop the policies and procedures that satisfy the Federal Transit Administration's requirements of a grantee. Currently, TCAG staff is assisting in the development of the Title VI Program and Procurement policies.

## **Board Member Handbook**

Staff and SBLB have completed the first draft of the 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. Staff is continuing to work on the Handbook and is preparing to present the Handbook at a Board workshop in the future.

## **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 12**

**February 8, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

**Information:** Regional Fare System Deployment

**DISCUSSION:**

Tulare County public transportation operators have been planning, for the past couple of years, to procure a regional fare system that will improve the customer experience, lower operating cost, and generate additional revenue. However, developing specifications for a regional fare system have been challenging.

At the November 16, 2020 Board meeting, Jeff Nullmeyer, Masabi's Senior Business Development Manager, presented the Masabi Justride fare payments-as-a-service platform.

Fare payments-as-a-service is a new way of delivering ticketing systems to transit agencies and riders. Instead of purchasing an expensive automatic fare collection system, agencies can now sign up to a service delivered via a multi-tenant fare payments platform, removing the cost, risk and complexity of providing the latest fare payment innovations and allowing agencies to concentrate on what they do best, operating safe, reliable and convenient services to riders.

In an effort to streamline project delivery, a funding strategy to consider is to utilize non-federal funds (state or local) to procure the products and services of a regional fare system. The use of non-federal funds does not require the Agency to comply with applicable Federal procurement requirements, allowing for an innovative public-private partnership that can expedite project delivery.

However, if federal funding is used, in part or in whole, than Federal procurement requirements should be followed. In this case, a two-step procurement method may be very useful to first allow bidders to submit technical proposals describing how they intend to meet the Agency's requirements. Then in the second phase, only those firms that have been found to be technically qualified in the first phase are invited to submit sealed bids with pricing information as through it were a sealed-bid procurement.

Similarly to the federal two-step procurement but with non-federal funding, consideration can be given to a proof of concept (pilot) approach towards a regional fare system which will allow staff to focus on a small piece of the overall solution,

making it possible to evaluate results and minimize implementation challenges and cost. For example, a good proof of concept for a regional fare system should answer the following questions:

- Does mobile ticketing provide a viable option for the T-Pass?
- Can the system track revenue sharing across multiple operators?
- Is the data accurate?
- What do the users think about the system?

A successful proof of concept can be short term, 6 to 12 months, and quickly move to a full solution deployment and long-term agreement. A full solution deployment could include on-board validators, mobile ticketing integration third-party apps, contactless bankcards, mobile payments, and account-based smartcards.

Staff is continuing to identify and evaluate both non-federal and federal funding opportunities for this project. If non-federal funding were to be available, a discussion on a proof-of-concept to full deployment approach will help staff align its self with a procurement strategy that can lead to an agreement.

**ATTACHMENT:**

None

**AGENDA ITEM 13**

**February 8, 2021**

**Prepared by Elizabeth Forte, TCAG Staff**

**SUBJECT:**

**Action:** Approve Fare Change for Tulare County Area Transit (TCaT) Grant-Funded Fare Subsidy Program for Riders 18 Years of Age and Younger

**DISCUSSION:**

During this period of transition from multiple transit operators to consolidated services under the TCRTA, member agencies continue to provide transit to serve Tulare County residents. In November 2020, TCRTA approved two policies to help ensure that agencies are able to continue to operate their systems and to continue to implement planned projects, purchases, and programs while making sure that any changes to transit services are consistent with the transition process to a regional transit agency. One of the policies approved states that “the TCRTA Board shall evaluate and approve proposed member agency fare changes prior to implementation”.

Children 6 and under ride fare-free with an adult on TCaT buses and have done so for many years. In May 2020, Tulare County approved a project that would provide free rides to all persons 18 years of age and under. Fares for riders aged 7 to 18 would be subsidized by grant funds. The funding available for the subsidy was estimated to last about one year. Part of the reason this project was approved is because there was a bill pending at the state level that would have required transit agencies to provide free rides to all riders 18 and under. This project will gather data on the ridership levels and costs relating to fares for this segment of the population. The project was delayed with the Covid-19 emergency. TCaT would like to start the free fares on March 1, 2021.

The subsidy will be funded with TCaT’s Low Carbon Transit Operations Program (LCTOP) funds and does not impact other agencies. Staff recommends that this grant-funded temporary fare change be approved by the TCRTA Board.

**ATTACHMENT:**

None

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**AGENDA ITEM 15**

**February 8, 2021**

**Prepared by Richard Tree, TCRTA Staff**

**SUBJECT:**

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

**DISCUSSION:**

In an effort to inform the Board of recent news in the public transportation industry, staff has compiled some recent news articles across the country. Staff has prepared the following articles:

1. Transit Agencies Partner on New Ticketing App
2. CAMPO authorizes federal transit funding for seniors, individuals with disabilities
3. City Oks transit area plan; Development to be around High Speed Rail Station
4. Establishing VTA priorities in the midst of the pandemic

**ATTACHMENT:**

Collected Clippings

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## Transit Agencies Partner on New Ticketing App

*Ticketing and trip-planning across some half-dozen transit providers in San Joaquin County have been brought under one app, allowing for an easy jump for riders moving from one system to another.*

JAN 6 / BY SKIP DESCANT (/AUTHOR/SKIP-DESCANT)



Riders aboard an Altamont Corridor Express commuter train in San Joaquin County. (Altamont Corridor Express)

More than a half-dozen bus operators and a regional rail provider in California have consolidated trip-planning and fare payment under one mobile app, signaling a trend in transit that merges operators and travel modes into one seamless tool.

Public transit bus operators in San Joaquin County and the **Altamont Corridor Express** (<https://acerail.com/>), a regional commuter train connecting the state's Central Valley to the Bay Area, have merged trip-planning and ticketing under the **Vamos Mobility app** (<http://vamosmobility.com/>). The deal was facilitated by the **San Joaquin Council of Governments** (<https://www.sjcog.org/>) (SJCOC) and **Masabi** (<https://www.masabi.com/>), a transportation technology provider.

Built into the Vamos app is **EZHub** (<https://www.sjcog.org/482/EZHub>), a fare payment tool that allows riders to purchase and store digital tickets for any of the participating transit agencies. The new platform went live in November.

"This is the start of a trend that we're going to see more and more across North America, and envisioning a significant expansion across California," said **James Gooch** (<https://www.linkedin.com/in/james-gooch-3b9949b/?originalSubdomain=uk>), head of marketing for Masabi. The platform is "multi-tenant" and is known as fare payment as a service (FPaaS).

The product offered by Masabi and adopted by San Joaquin County did not require various individual transit operators to develop digital fare payment systems or invest in sophisticated back-office technologies.

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“By directly integrating ticketing into a [mobility-as-a-service] app, you remove any friction or issues with the business model of the transit agencies,” said Gooch. “So this is really more where we’re seeing the MaaS app market going, is a more practical MaaS approach.”

The San Joaquin Council of Governments views the cross-agency transit development as just the beginning of gathering other mobility providers under the EZHub tent.

“This is the beginning of something huge,” said **Diane Nguyen** (<https://www.sjcog.org/Directory/Home/SingleStaff?EID=8>), deputy director of planning, programming and project delivery with SJCOG. “The San Joaquin Council of Governments had a vision to have the EZHub being more than San Joaquin public transit. This is Step One. The other steps involve us reaching out to our neighboring counties.”

The region is also growing other mobility options. SJCOG was recently awarded a \$7 million grant by the California Air Resources Board to launch a 100-e-bike-share program as well as an electric car-share program in the county, which will bring in 30 EVs for public use in Stockton.

“As part of that grant we plan to integrate the fare payment system of those electric bikes and electric cars into EZHub,” said Nguyen.

SJCOG also wants to reach out to ride-hailing services like Uber and Lyft to see how to grow partnerships with these companies as well.

“By expanding EZHub to include electric bikes, electric cars and other private services, we’re hoping to provide micro-mobility options that address first and last mile, and therefore create a synergy of more interest in riding transit,” said Nguyen.

*This article first appeared in **Government Technology** (<https://www.govtech.com/fs/transportation/California-Transit-Agencies-Partner-on-New-Ticketing-App.html>), sister publication of Techwire.*

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Photo by Capital Metro



Friday, January 15, 2021 by Harrison Young

## CAMPO authorizes federal transit funding for seniors, individuals with disabilities

On Monday, the Capital Area Metropolitan Planning Organization Transportation Policy Board unanimously approved new transportation funding criteria for senior citizens and individuals with disabilities using funds from the Federal Transit Administration, amid growing competition.

[FTA Section 5310](#) is a federal program that grants money to local transportation programs that increase mobility options and improve transportation system efficiency for those populations.

"The 5310 program has become highly competitive over the past several years, which is part of the reason we did a criteria update," Ryan Collins, CAMPO's short-range planning manager, said in an email to the *Austin Monitor*. He said CAMPO typically receives twice as many funding requests for available funding.

Austin and the surrounding area receives around \$1 million annually in 5310 funds, according to Collins.

Capital Metro, Austin's transit provider, makes the official request to the FTA and is the designated recipient for 5310 funding, but project selection is delegated to CAMPO.

A project readiness screening was added to the list of selection requirements. The process needs a detailed budget and well-maintained relationships with FTA and Capital Metro.

The project call timeline was shifted from every year to every two years, giving grantees more breathing room to square away plans and budgets before the next project call. This change also releases funding for two years instead of one year.

A new project call will be issued within a few months based on the new criteria.

To select projects, several categories are developed by CAMPO and given a number of points they can receive, all totaling 100 points. Various committees review each proposal and give them a score, which are then averaged together and ranked highest to lowest.

Funds are disbursed starting with the highest-ranked project, then each project after until funds are exhausted.

Program Experience, a new criteria category, examines applicants' previous experience with FTA 5310 or other federal programs, allowing easier work based on familiarity with the process.

The Regional Transit Coordination Committee's plan gained more weight in the scoring system. The RTCC aims to provide ease of access to necessities like health care, employment and education.

Performance Measuring and Monitoring was added to the list, ensuring that CAMPO can report ridership and other metrics to the federal government to satisfy performance-based requirements.

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Points were redistributed from the Cost-Benefit Analysis category to the Benefit category. Cost-Benefit Analysis is quantitative, while Benefit is qualitative, according to CAMPO. Both sections are now equally weighted.

Total grant amounts from FTA 5310 are steadily increasing. In 2015, \$264 million was doled out nationwide, rising to \$289 million in 2020.

Fifty-five percent of funds must be used for "traditional" 5310 projects, such as buses and vans, ramps and wheelchair lifts. The remaining 45 percent is used for "non-traditional" projects like accessible paths, improved signage and ride-sharing or vanpooling.

Rural areas, small urban areas and governmental bodies that operate programs for seniors and people with disabilities are all eligible recipients of 5310 backing. The governor can designate specific recipients in large urban areas.

The FAST Act, which stands for Fixing America's Surface Transportation, governs Section 5310. Designed to last through Fiscal Year 2020, a one-year extension of the act was approved in September last year.

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**CAMPO:** The Capital Area Metropolitan Planning Organization is the regional planning organization for Bastrop, Burnet, Caldwell, Hays, Travis, and Williamson Counties. Its membership is drawn from the elected officials of those municipalities, as well as various cities that fall within the region, including the City of Austin. CAMPO's focus is on regional transportation issues.

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## City OKs transit area plan

### Development to be around High Speed Rail station

By JULIE DRAKE Valley Press Staff Writer Dec 17, 2020 Updated Dec 17, 2020 0



This is the area covered in the Palmdale Transit Area Specific Plan, which was approved Tuesday by the Palmdale City Council. The plan customizes a variety of planning issues for development around the proposed downtown California High Speed Rail station. Map courtesy of City of Palmdale

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**PALMDALE** — The City Council on Tuesday approved the Palmdale Transit Area Specific Plan that will customize the planning process, land use, and zoning regulations for future transit-oriented development around the proposed downtown California High Speed Rail station.

The Council's action caps a four-year planning and community engagement effort, funded in part by station area planning funds from the California High Speed Rail Authority.

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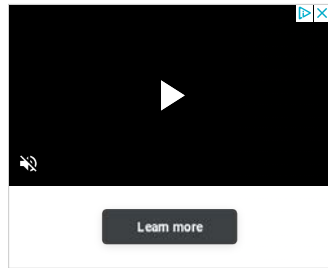
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The specific plan document is a tool which will be used by developers, property owners, city staff and other decisions to help maximize development potential around the future station. The specific plan lays out how land can be developed in the 746-area project area surrounding the future station to create a vibrant mixed-use station area that embodies sustainable, economic and social development.



The plan boundaries are Technology Drive to the north, the Antelope Valley Freeway to the west, Avenue Q-9 to the south, and 10th Place East to the east.

"The future arrival of the California High Speed Rail System, including a multi-modal rail station near the existing Palmdale Transportation Center, will really transform the way the residents live, work and play in this area," Senior Planner Megan Taggart said during a presentation at Tuesday's City Council meeting.

The plan focuses on increasing density around the future high-speed rail station and enables a pedestrian-oriented district with a mix of commercial and public uses while being mindful of neighborhood character.

The City and the California High Speed Rail Authority released a joint statement Wednesday.

"The concept is to have all the different modes — California High-Speed Rail, Metrolink, local transit, Brightline West, Amtrak, Greyhound and future light rail — in one location," Mayor Steve Hofbauer said in a statement. "This plan will accomplish that and more. It will help create a vibrant city center that will be an important part of our future."

is a significant milestone in the ongoing progress of the high-speed rail program and the partnership between the Authority and the City of Palmdale," said LaDonna DiCamillo, the Authority's Southern California Regional Director. "Palmdale is an important rail crossroads in our state, and we look forward to continue working with the city to grow the local economy and vastly expand transportation options with this station."

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Councilmembers expressed concern about the impact of the future high speed rail station on residents and business owners in response to public comments.

"Anything that centers around having a better transportation center I'm supportive of, and I think that staff has done a good job putting this together. It's going to be a difficult transition," Councilman Austin Bishop said.

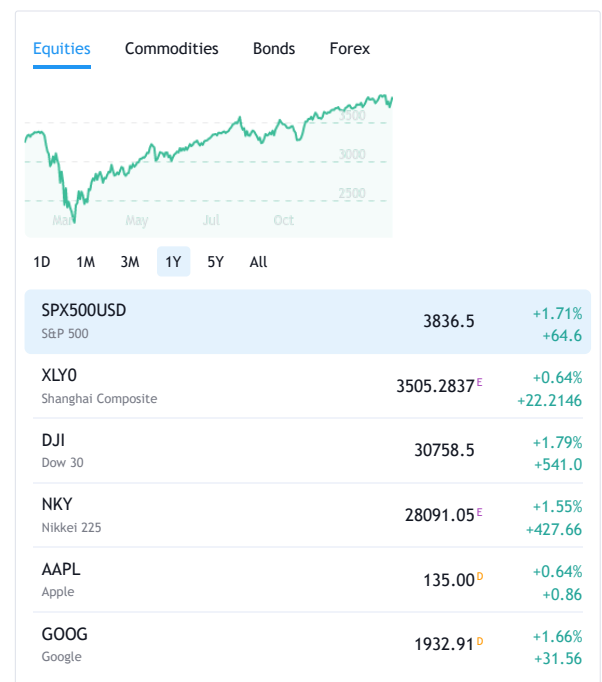
Councilman Juan Carrillo asked what the city is doing to make sure families who live in the area currently are not driven out of their neighborhood.

"I think what he's talking about it very valid question about how do we mitigate the gentrification to the potential alienation of the people who have been living in the area," Hofbauer said.

The Palmdale Transportation Center is part of the Bakersfield to Palmdale project section, an approximately 80-mile corridor that travels through or near the cities of Edison, Tehachapi, Rosamond, Lancaster and Palmdale. The Authority issued the Draft Environmental Impact Report/Environmental Impact Statement for the Bakersfield to Palmdale project section at the beginning of 2020, with the final report scheduled to be issued in spring 2021.

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The high-speed rail project is currently under construction on 119 miles in the Central Valley, with more than 4,500 construction workers dispatched since the start of construction and 570 certified small businesses contributing to the high-speed rail program from throughout the state.

Visit: <https://cityofpalmdale.org/426/Palmdale-Multimodal-High-Speed-Rail-Stat> for details on the City's action or the plan itself.

[jdrake@avpress.com](mailto:jdrake@avpress.com)

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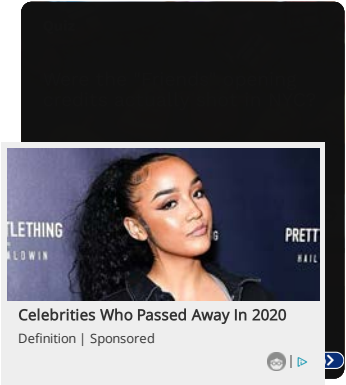
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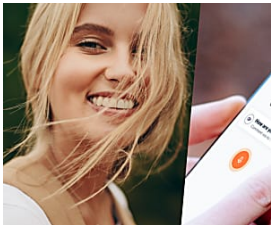
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## Opinion: Establishing VTA priorities in the midst of the pandemic

Safe, reliable service, addressing budget challenges and clarifying Measure B plan top the list



A VTA light rail train leaves the platform on North First Street in San Jose. (Randy Vazquez/ Bay Area News Group)

By **GLENN HENDRICKS** |

PUBLISHED: January 17, 2021 at 6:30 a.m. | UPDATED: January 19, 2021 at 7:37 a.m.

While 2020 is in our rear-view mirror, it left plenty of challenges in its wake. As an optimist, I like to reflect on the positive, including the good work of our Valley Transportation Authority Board members and staff during a very difficult time. As a realist, and new VTA board chair, I believe 2021 is going to be just as hard, so here is what I plan for my colleagues to focus on this year.

First, we will continue to provide safe and reliable service. We will continue to build upon VTA's foundational "10-Point Plan to Strengthen Trust in Transit." Beyond keeping our vehicles clean and requiring face coverings, a point of emphasis in 2021 will be protecting employees and customers by advocating for transit workers to be prioritized in the vaccination rollout. An internal plan

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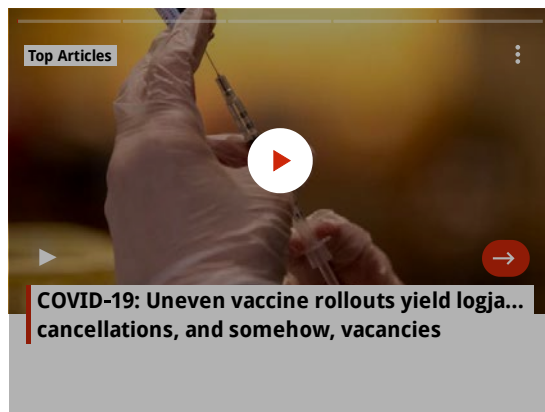
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routes to address the challenging issue of passenger pass ups. We will continue to monitor levels of service to meet the transportation needs of our customers, member agencies, stakeholders and partners.

Second, we must prioritize funding stability and operational sustainability. We are currently budgeting for fiscal year 2022-23 and could face as much as an \$80 million deficit without additional federal assistance. Without the CARES Act emergency funding received in 2020, we would be operating in the red for the current fiscal year. We, like all other transit agencies across the country, could not get by without it. But we must effectively manage this short-term funding relief until our fixed revenue sources return to pre-pandemic levels. Hiring a new chief financial officer will be key to the VTA leadership team to build upon the excellent foundation laid by the recently departed and well-respected Raj Srinath.

Third, as evidenced by the spirited discussions that took place last year among board members and the public, we need to clarify and deliver the 2016 Measure B sales tax expenditure plan. We have already embarked on a 10-year visioning process that will define the framework to prioritize projects within each two-year budget cycle. There is no question that Measure B is a major part of the BART Phase II project funding picture as we are well into its planning and development phases, and now it's time to deliver. Understandably, we can't deliver 30 years' worth of projects in 10 years, so we must find the most effective way to deliver all of its programs within our fiscally constrained environment. My goal as chair is to deliver an inclusive and equitable funding process to guide us through the entire 30-year cycle.



We have a challenging year in front of us, but I see positive things ahead. It is exciting to see great progress on BART Phase II and to think about what the next generation of transit will look like. I urge my fellow board members to come prepared to our meetings with their problem-solving hats on to try to make the entire transportation system better for all, transit riders and taxpayers alike, all while remaining flexible and adaptable to anticipate and respond to additional known and unknown challenges.

My ultimate goal, in one year from now, is to leave things better than I found them. I am confident that with the skills of the people on this board and the continued innovation and dedication of VTA staff, we can do great things for our riders and Santa Clara County residents.

*Glenn Hendricks is vice mayor of Sunnyvale and represents Seat 2 on the Sunnyvale City Council. He is the new chair of the Valley Transportation Authority Board.*

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