

AGENDA
Tulare County Regional Transit Agency
Finance Committee
January 26, 2021, 2:00 p.m.

NOTE: This meeting will allow Board Members and the public to participate in the meeting via Teleconference, pursuant to the Governor's Executive Order N-29-20 (March 17, 2020), available at: <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf>

Zoom Meeting | Direct Link:

<https://us02web.zoom.us/j/86088775988?pwd=eWFJU0JCVFUwMThSS3FnMU5pQXI5QT09>

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

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

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, including auxiliary aids, translation requests, or other accommodations, or to be able to access this agenda and documents in the agenda packet, please contact the Tulare County Association of Governments ("TCAG") office at 559-623-0450 at least 3 days prior to the meeting. Any staff reports and supporting materials provided to the Board after the distribution of the agenda packet are available for public inspection at the TCAG office.

- 1. CALL TO ORDER, WELCOME, AND ROLL CALL**
- 2. PUBLIC COMMENT**

NOTICE TO THE PUBLIC
PUBLIC COMMENT PERIOD

At this time, members of the public may comment on any item of interest to the public and within the subject matter jurisdiction of TCRTA Policy Committee but not appearing on this agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak with a total of fifteen (15) minutes allotted for the Public Comment Period. Speakers are requested to state their name(s) and address(es) for the record.

- 3. APPROVE MINUTES OF DECEMBER 8, 2020 AND JANUARY 5, 2021**
- 4. COMMITTEE TOPICS**
 - a. Interim FY 2020/2021 Budget**
 - b. Consideration of additional CalStart services**
- 5. ADJOURN**

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Finance Committee will be held on Tuesday, February 16, 2021 at 2:00 p.m.

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

December 8, 2020, 1:30 p.m.

Members Present: Kuyler Crocker, Kuldip Thusu, Monte Reyes
Members Absent:
Alternates Present: Eddie Valero
Staff Present: Ted Smalley, Elizabeth Forte, Rich Tree, Brideget Moore,
Holly Gallo, Leslie Davis

1. CALL TO ORDER, WELCOME AND ROLL CALL

Chair Crocker welcomed everyone and called the meeting to order at 1:32 p.m.

2. PUBLIC COMMENT

Public comments opened/closed at 1:32 p.m. No public comments received.

3. COMMITTEE TOPICS

A. REVIEW CURRENT FUNDING SOURCES AVAILABLE TO TCRTA

Mr. Tree discussed the desire to review current funding sources and described the three funding sources that TCAG approved. Mr. Tree shared that the first operating budget of \$100,000 in August was from TCAG Reserves, undesignated Bike funds from Measure R in the amount of \$460,000 and federal funds from Congestion Mitigation and Air Quality Program (CMAQ) at \$500,000 per year for three years for eligible projects.

Mr. Smalley stated that TCAG Reserves and Measure R could be used for operational expenses, the Executive Director, and other related expenses and that the money is bridge funding to get TCRTA to maturity. Mr. Smalley stated that CMAQ was for demonstration routes- for example, how microtransit could work in Dinuba.

Ms. Forte expressed that TCRTA would not have a project to use CMAQ but the other funding sources would keep TCRTA running.

Mr. Tree stated that the Technical Operations Committee was working on an easy to read format to use for projections for the next fiscal year and that funding should be consistent year after year. Mr. Tree shared that Calstart was asking to collaborate on a planning grant and mentioned the effort to try to go after more funding sources.

Discussion ensued regarding having a vehicle depreciation fund and Mr. Tree stated that the Technical Committee was looking at fleet inventory as well.

Mr. Smalley shared that there may be Covid-19 relief funding for transit with the new white house administration.

B. DRAFT FY 2020/2021 BUDGET

Mr. Tree shared the budget worksheets, describing the different funding sources that could be available to the transit agency. He spoke about the expenditures work sheet discussing staffing, service modes and capital projects like ITS and vehicle purchases.

Discussion ensued regarding adding a section for reserves and secondary reserve for vehicle replacement. Mr. Smalley discussed details regarding building reserves and the impacts and options to be explored by staff.

The timeframe for the budget will be sent to the Board in January and then again for the next fiscal year. Chair Crocker recommended having an additional meeting before the next Board meeting.

Mr. Smalley discussed the internal controls in place with regard to audits and finance management. He noted that staff would bring back current policies and determine if they want to have stricter policies adding that following those policies are critical for FTA and getting federal funds.

Chair Crocker recommended potentially getting some type of GFOA recognition in this regard.

Member Reyes requested numbers for items that are not of cost to TCRTA now, but will be in the future to avoid surprises in the future.

C. SCHEDULE FUTURE MEETING DATES AND TIME

Mr. Tree requested to set a consistent day and time for the Finance Committee meeting. Discussion ensued and the third Tuesday at 2pm was suggested and unanimously accepted as the regular meeting date. However, the next Finance Committee meeting would be held Tuesday, January 5 at 2pm to discuss budget items before the next TCRTA Board meeting.

4. ADJOURN

The meeting adjourned at 2:20 p.m. Chair Crocker confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Finance Committee would be held on Tuesday, January 5, 2021 at 2:00 p.m. via Zoom.

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

January 5, 2021, 2:00 p.m.

Members Present: Kuldip Thusu, Monte Reyes
Members Absent:
Alternates Present:
Staff Present: Ted Smalley, Elizabeth Forte, Rich Tree, Brideget Moore,
Servando Quintanilla

1. CALL TO ORDER, WELCOME AND ROLL CALL

Mr. Smalley welcomed everyone and called the meeting to order at 2:07 p.m.

2. PUBLIC COMMENT

No public comments were heard.

3. APPROVE MINUTES OF DECEMBER 8, 2020 MEETING

Item tabled to next meeting.

4. COMMITTEE TOPICS

A. INTERIM FY 2020/2021 BUDGET

Members discussed question regarding funding available and line items were reviewed. Mr. Tree discussed the attachments sent out with expected expenditures for the remainder of the fiscal year. Discussion ensued regarding the advertising funds and professional assistance for conceptual designs for web branding, route maps and related materials.

Mr. Tree stated that the portion of office funds to cover TCRTA would be reviewed by Mr. Tree and TCAG staff regarding office expenses such as cleaning supplies to get a more accurate picture.

Mr. Tree suggested that TCAGs protocol be followed; to provide a draft budget for the Board to review and then follow up with action at the following meeting. Mr. Tree stated that he would follow up with Supervisor Valero regarding in questions he may have regarding the budgets and debrief him on the discussion had during the meeting.

5. ADJOURN

The meeting adjourned at 2:28 p.m. Mr. Tree confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Finance Committee would be held on Tuesday, January 19, 2021 at 2:00 p.m. via Zoom.

**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>