

**AGENDA**  
**Tulare County Regional Transit Agency**  
**Finance Committee**  
**January 5, 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**
- 4. COMMITTEE TOPICS**
  - a. INTERIM FY 2020/2021 BUDGET**
  - b. FY 2021/2022 BUDGET**
- 5. ADJOURN**

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Finance Committee will be held on Tuesday, January 19, 2021 at 2:00 p.m.

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

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**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

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**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.