

TULARE COUNTY REGIONAL TRANSIT AGENCY (TCRTA) TECHNICAL ADVISORY COMMITTEE

November 1, 2021, 1:00-3:00 P.M.

**Tulare County Association of Governments
210 N. Church St. Suite B
Visalia, CA 93291
(559) 623-0450**

NOTE: This meeting will allow Board Members and the public to participate in the meeting via Teleconference, pursuant to Assembly Bill 361 at https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB361.

Zoom Meeting | Direct Link: <https://us02web.zoom.us/j/86088775988?pwd=eWFJUU0JCjVUwMTSS3FnMU5pQXl5QT09>

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.

If information is needed in another language, contact (559) 623-0450.

Si se necesita esta información en español, llame (559) 623-0450.

Kung ang kailangang impormasyon ay sa Tagalog, tawagan ang (559) 623-0450

NOTICE TO THE PUBLIC **PUBLIC COMMENT PERIOD**

During public comment period, members of the public may comment on any item of interest to the public and within the subject matter jurisdiction of TCRTA Subcommittees 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.

TULARE COUNTY REGIONAL TRANSIT AGENCY TECHNICAL ADVISORY COMMITTEE (TAC)

I. CALL TO ORDER, WELCOME, AND ROLL CALL

II. PUBLIC COMMENTS

III. TAC CONSENT ITEMS

1. ACTION: Approve the October 4, 2021 Meeting Minutes (Pages 01-04)

IV. TAC ACTION/DISCUSSION ITEMS:

1. ACTION: Status and Review: Approve Remote Attendance at Public Meetings Pursuant to State Assembly Bill 361 (Pages 05-10)
2. ACTION: Approve Fare Simplification (Pages 11-14)
3. ACTION: Approve Advertisement of a RFP for Third Party Contractor (Pages 15-16)
4. ACTION: Approve TCRTA Board Workshop (Pages 17-18)
5. ACTION: Approve Support for the 2022 Regional Transportation Plan (Pages 19)
6. DISCUSSION: TCRTA Staffing Plan (Pages 20-21)

IIV. ADJOURN

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Subcommittees will be held on Monday, December 6, 2021 at 1:00 p.m. at the Tulare County Association of Governments, via Zoom 210 N. Church St. Suite B, Visalia, CA 93291.



TULARE COUNTY REGIONAL TRANSIT AGENCY

TECHNICAL ADVISORY COMMITTEE

Greg Gomez
Eddie Valero
Jose Sigala

Monte Reyes
Kuldip Thusu

TCRTA STAFF

Rich Tree, Executive Director

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

OFFICE INFORMATION



Tulare County Association of Governments

210 N. Church Street, Suite B

Visalia, CA 93291

Phone: (559) 623-0450

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TULARE COUNTY REGIONAL TRANSIT AGENCY (TCRTA) TECHNICAL ADVISORY COMMITTEE MINUTES

October 4, 2021, 1:00-3:00 P.M.

**Tulare County Association of Governments
210 N. Church St. Suite B
Visalia, CA 93291
(559) 623-0450**

Any staff reports and supporting materials provided to the Board at Board meetings are available for public inspection at the TCAG office.

**If information is needed in another language, contact (559) 623-0450 / tcaginfo@tularecag.ca.gov.
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NOTICE TO THE PUBLIC **PUBLIC COMMENT PERIOD**

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TULARE COUNTY REGIONAL TRANSIT AGENCY TECHNICAL ADVISORY COMMITTEE (TAC) MINUTES

I. CALL TO ORDER, WELCOME, AND ROLL CALL 1:00pm

II. PUBLIC COMMENTS

Public comments opened and closed at 1:01pm. No public comments were heard.

III. TAC CONSENT ITEMS

1. ACTION: Approve the September 13, 2021 Meeting Minutes

Upon motion by Member Gomez and second by Member Reyes, the minutes were unanimously approved by members present.

IV. TAC ACTION/DISCUSSION ITEMS:

1. DISCUSSION: Cal-ITP Contactless Fare Payment Demonstration

Mr. Tree introduced the Cal ITP representatives and gave a brief background of the project. He discussed merging the transit systems into one GTFS feed and testing real time information with the assistance of the Cal ITP team and staff testing the routes to make sure the transit information was accurate. Once it was determined that it was up to date and ready for validation, it can be submitted to the third-party trip planning program. He shared that it could take time to get validation. He then discussed phase two, providing a convenient travel experience, travel fares and a capping policy. Further, he mentioned having a public hearing for a uniform fare policy.

Phase three included hardware, agreements and partnering with Mastercard. He further discussed merchant agreements, equipment purchasing and stated that Dinuba doesn't have cellular modems to provide real time bus information. Automatic vehicle location information was also discussed which could be operated by a simple tablet or smart phone. He stated that a go live date, a marketing plan and a media event needed to be established.

Ms. Gilbert described the GRASS project in further detail. Discussion ensued regarding passenger wifi and security, trip planning apps and real time information available in bus shelters.

Ms. Shoup provided a presentation demonstration for the contactless fare collection device, how payments are processed, the e-card process and issuing banks. She further discussed service from Square and Stripe and similar companies for assisting customers who are unbanked or outside of the financial sector. The committee further discussed details regarding the "try before, we buy" option for the project.

Mr. Tree discussed next steps for phase two, the testing phase and delving into fare policy at a future meeting. Discussion ensued regarding when the free fare program would end and the request to provide updates to the board in that regard.

The members further discussed holding the demonstration during the months of November and December.

Ms. Davis said the County already had TCRTA's account set up to receive various payments, and she would check back in regarding the matter.

Mr. Sigala summarized next steps and thanked CalITP staff for their presentation.

2. DISCUSSION: #whyIrideTC Campaign

Mr. Tree introduced the campaign and highlighted the marketing materials attached to the agenda. He discussed that there was no mandate until the next fiscal year to collect fares and highlighted the benefits of the fare free program. He shared that there was a 26% increase in ridership. He further discussed potentially expanding free fares to encourage ridership for an additional 15 months.

He discussed partnering with a local marketing agency to assist with the process.

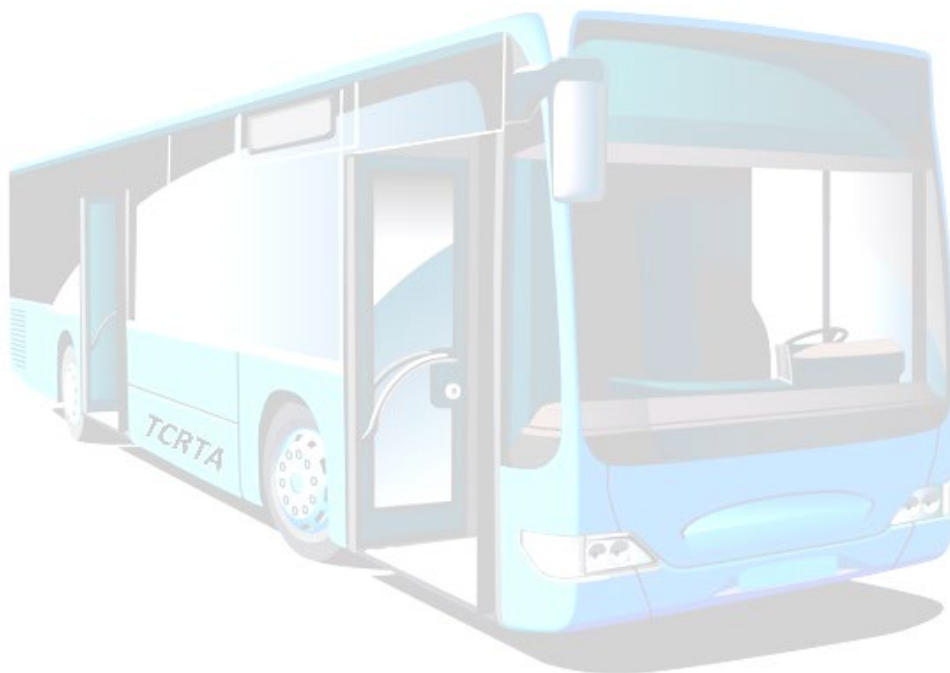
Discussion ensued regarding possibly removing the free fare component to the campaign and possibly incentivizing utilization of contactless payment with free fares. Members further discussed riding transit themselves and the key message, "why I ride". Mr. Tree discussed bringing a proposal to the Board for

a consultant to assist with a promotional campaign for \$1,500 a month, how to manage incentives for the campaign for participants and a recommended budget for gift cards.

IV. ADJOURN

The meeting adjourned at 2:30pm.

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Technical Advisory Committee will be held on Monday, November 1, 2021 at 1:00 p.m. at the Tulare County Association of Governments, via Zoom 210 N. Church St. Suite B, Visalia, CA 93291.



TULARE COUNTY REGIONAL TRANSIT AGENCY

TECHNICAL ADVISORY COMMITTEE

Greg Gomez	P	Monte Reyes	P
Eddie Valero	P	Kuldip Thusu	P
Jose Sigala	P		

P= Present NP= Not Present

Others Present: Caleb Bowman, Angelina Soper,

Cal ITP: Lilly Shoup, Lauren Gilbert, Ali Attari

TCRTA STAFF*

OFFICE INFORMATION

Rich Tree, Executive Director

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

Rich Tree, TCRTA Executive Director	P
Jennie Miller, TCRTA Associate Regional Planner EH	P
Elizabeth Forte, TCAG Principal Regional Planner	P
Servando Quintanilla Jr., TCAG Administrative Clerk II	NP
Brideget Moore, TCAG Analyst III	P
Leslie Davis, TCAG Finance Director	P
Holly Gallo, TCAG Office Assistant III	P
Giancarlo Bruno, Regional Planner	P
Sheela Bhongir, Regional Planner	P

P= Present NP= Not Present

Tulare County Association of Governments

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WWW.TULARECOG.ORG

Tulare County Regional Transit Agency
Technical Advisory Committee (TAC)

AGENDA ITEM IV-1

November 1, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Action: Status and Review: Remote Attendance at Public Meetings Pursuant to State Assembly Bill 361

BACKGROUND:

In response to the COVID-19 pandemic, the Governor suspended part of the Brown Act concerning the requirements for allowing Governing Board members to remotely participate in Board meetings. The suspended provisions require that (1) Governing Board meeting agendas allowing remote Board Member participation list each of the specific locations from which Board members will be remotely participating, (2) such agendas be posted at each such location, and (3) members of the general public must be allowed to remotely participate in the meeting from each of the listed locations. The suspension was done to promote social distancing and so to help limit the spread of COVID-19.

The Governor's suspension of these Brown Act provisions expired as of September 30 and was replaced by new AB 361, an urgency statute that became effective as of September 30. Under AB 361, Governing Boards can continue to allow remote Board members participation in Brown Act public meetings if several conditions are met:

1. The meeting is held during a declared State of Emergency (Like the Governor's COVID-19 pandemic State of Emergency that's still in effect in California);
2. The Governing Board adopts findings to the effect that allowing remote meeting participation by Governing Board members promotes social distancing, which in turn helps prevent the spread of COVID-19;
3. The Governing Board confirms these conditions continue to be met every 30 days.

DISCUSSION:

At its meeting of October 18, 2021, the Board of Directors took action to approve a Resolution approving remote attendance at public meetings pursuant to State Assembly Bill 361.

As of October 27, 2021, the Tulare County Health and Humans Services Agency is reporting the following Tulare County COVID-19 Data: 1,972 total active cases; 165 confirmed hospitalized patients; 974 deaths; 7.4% positive test rate; 239,776 residents vaccinated; 27.7 new cases per day per 100K.

RECOMMENDATION:

That the Technical Advisory Committee:

1. Determine the need to continue remote meeting participation; and
2. Reaffirm the Resolution approving remote attendance at public meetings pursuant to AB 361.

FISCAL IMPACT:

None

ATTACHMENT:

1. Resolution approving remote attendance at public meetings as outlined in AB 361.

BEFORE THE
TULARE COUNTY REGIONAL TRANSIT AGENCY
COUNTY OF TULARE, STATE OF CALIFORNIA

In the matter of:

APPROVAL OF REMOTE ATTENDANCE)
AT BROWN ACT PUBLIC MEETINGS)
PURSUANT TO STATE ASSEMBLY BILL 361)

Resolution No. 2021-xxx

WHEREAS, meetings of this Board are governed by the provisions of California's open meetings law known as the Ralph M. Brown Act, found at Government Code section 54950, *et seq.* (the "Brown Act"); and

WHEREAS, for many years the Brown Act has allowed local legislative bodies such as ours to conduct their meetings, at least in part, through the use of teleconferencing for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law; and

WHEREAS, as a condition of using teleconferencing in part or in whole for meetings of local legislative bodies, the Brown Act requires that such meeting agendas disclose the precise locations from which teleconferencing will occur, that notices and agendas of the teleconferencing meetings be posted at all of those locations, and that all of the locations be freely accessible by members of the general public during the meetings; and

WHEREAS, as part of his response to the COVID-19 pandemic, in March 2020 Governor Newsom issued his Executive Order N-29-20 suspending said posting, noticing, and public access conditions for teleconferencing in order to allow local legislative bodies to carry out their important work while promoting social distancing and combatting the spread of COVID-19; and

WHEREAS, Executive Order N-29-20 expired on September 30, 2021; and

WHEREAS, the newly-enacted AB 361 allows local legislative bodies to continue meeting remotely to the extent possible upon making certain findings; and

WHEREAS, a state of emergency, declared by the Governor pursuant to Government Code section 8625, remains in effect in the State of California due to the continued effects of the COVID-19 pandemic; and

WHEREAS, this Board wishes to allow its members to continue to have the option to participate in its governing board meetings remotely through the use of the teleconferencing provisions of AB 361.

NOW, THEREFORE, the Governing Board of the Tulare County Regional Transit Agency hereby finds and declares the following,

1. The above-listed recitals are adopted as being true and correct.

2. COVID-19 continues to threaten our community. The unique characteristics of public governmental meetings (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings), and the continued increased safety protection that social distancing provides is one means by which to reduce the risk of COVID-19 transmission.

3. Relaxing the requirements for remote meeting attendance by Board members through teleconferencing will promote social distancing and allow potential governing board meeting attendees to maintain the privacy of their vaccination status, which will reduce the health and safety risk inherent in personal attendance at public meetings.

4. Based on these findings and pursuant to Government Code section 54953 (e)(1)(A), members of the Board may use teleconferencing for meeting attendance without complying with the provisions of Government Code section 54953 (b)(3), so long as the requirements of AB 361 and this Resolution are met.

5. Pursuant to Government Code section 54953(e)(2), if meetings of this Board allow for remote participation by members through teleconferencing as described above, then all of the following shall apply to such meetings:

- (A) The Board shall give notice of the meeting and post agendas as otherwise required by the Brown Act.
- (B) The Board shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the Board directly pursuant to Government Code section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the Board to provide a physical location from which the public may attend or comment.
- (C) The Board shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the Board.
- (D) In the event of a disruption which prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the Board's control which

prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the Board from broadcasting the meeting may be challenged pursuant to Government Code section 54960.1.

- (E) The Board shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the Board and offer comment in real time. This subparagraph shall not be construed to require the Board to provide a physical location from which the public may attend or comment.
- (F) Notwithstanding Government Code section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the Board, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.
- (G)
 - (i) If the Board provides a timed public comment period for each agenda item, then it shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.
 - (ii) If the Board does not provide a timed public comment period, but takes public comment separately on each agenda item, then it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.
 - (iii) If the Board provides a timed general public comment period that does not correspond to a specific agenda item, then it shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

6. If a state of emergency remains active, then in order to continue to teleconference without compliance with Government Code section 54953 (b)(3), this Board shall, not later than 30 days after teleconferencing for the first time pursuant to this Resolution, and every 30 days thereafter, make the following findings by majority vote:

- (A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

7. If this Board does not meet within thirty days of this meeting, or any subsequent meeting where these findings are ratified, and a state of emergency pursuant to Government Code section 8625 remains in effect, then the Board will be deemed to have delegated to its Executive Director the authority to call a meeting pursuant to these provisions, provided that official also places on the agenda of that meeting an item calling for the Board to ratify that action and readopt this Resolution.

8. For purposes of this Resolution, a “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act found at Article 1 (commencing with § 8550) of Chapter 7 of Division 1 of Title 2 of the Government Code.

The foregoing Resolution was adopted upon motion of Member _____, seconded by Member _____, at a regular meeting held on the 1st day of November 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT

TULARE COUNTY REGIONAL TRANSIT AGENCY

Jose Sigala
Chair, TCRTA

Richard Tree
Executive Director, TCRTA

Tulare County Regional Transit Agency
Technical Advisory Committee (TAC)

AGENDA ITEM IV-2

November 1, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Action: Approve Fare Simplification

BACKGROUND:

The Federal Transit Administration's Office of Civil Rights works with transit providers to ensure that the impacts of service and fare changes are not discriminatory and are distributed equitably to minority and low-income populations. The FTA also seeks to ensure that minority, low-income, and limited English proficient communities have an equal opportunity to participate in the public involvement process that often precedes a decision to change service and fares.

FTA's Circular 4702.1B, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," provides service and fare equity guidance to transit agencies with 50 or more fixed route vehicles in peak service in large urbanized areas (over 200,000 in population). All "providers of public transportation to which this Section applies shall develop written procedures consistent with this Section to evaluate, prior to implementation, any and all service changes that exceed the transit provider's major service change threshold, as well as all fare changes, to determine whether those changes will have a discriminatory impact based on race, color, or national origin.

Additionally, the Americans with Disabilities Act (ADA) requires that, "the fare for a trip charged to an ADA paratransit eligible user of the complementary paratransit service shall not exceed twice the fare that would be charged to an individual paying full fare for a trip of similar length, at a similar time of day, on fixed route."

Finally, 49 U.S.C. Chapter 53 requires transit operators that fares charged to elderly and handicapped persons during non-peak hours will not exceed one-half of the rates generally applicable to other persons at peak hours. This requirement is often called "Reduced Fare" or "Half-Fare" policy.

DISCUSSION:

Since TCRTA does not currently meet the threshold of operating 50 or more fixed route vehicles in peak service, 27 TCRTA vehicles, and is not located in an urbanized area of 200,000 or more in population, TCRTA is only required to set system-wide standards and policies in its Title VI Plan. These system-wide requirements state the general prohibition of discrimination on the grounds of race, color, or national origin. Additionally, TCRTA shall include the public participation when considering service and fare changes.

Currently, each member agency has set their individual fares, and those fares vary from \$1.00 to \$2.00 for general riders on fixed routes, and \$.25 to \$2.50 for ADA riders on demand response. To improve regional mobility and the customer experience, fare simplification is an opportunity to make riding the bus less complex and easier to use.

On July 12, 2021, the Policy Subcommittee discussed fare simplification in an effort to move toward a “One Bus One Fare” policy. The attached staff report provides a table representing the varying fares each member agency charge for fixed route and demand response services.

RECOMMENDATION:

That the Technical Advisory Committee approve a fare simplification policy that establishes:

1. One fare for local routes that operate on surface streets; and
2. One fare for commuter routes that operate on highways or between communities; and
3. One fare for ADA paratransit service; and
4. One “Reduced Fare” on all routes for elderly and handicapped persons during non-peak hours.

FISCAL IMPACT:

Depending on the fare structure passenger fare revenues will increase or decrease.

ATTACHMENT:

1. July 12, 2021 Policy Subcommittee – Fare Simplification

TULARE COUNTY REGIONAL TRANSIT AGENCY
POLICY SUBCOMMITTEE

AGENDA ITEM IV-1

July 12, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Discussion: Fare Simplification

DISCUSSION:

Moving toward “One Bus, One Fare” Policy

Staff will be discussing fare policy as part of an effort to simplify the regional fare structure for customers. Fare simplification is also part of a regional “Next Generation” fare system that allows riders to pay their fare on multiple Tulare County transit agencies using one smartcard.

The tables below represent the current fare structure for member agencies. Staff will be discussing simplifying the fare structure to achieve a regional fare policy.

Fixed Route					
Member Agency	General	Senior/ADA	Day Pass	7-Day Pass	Regional Pass
Dinuba	\$1.00	\$1.00/\$.50	N/A	N/A	\$55.00
Exeter (VT)	\$1.75	\$.85	\$3.50/\$2.50	\$14.00/\$7.50	\$55.00
Farmersville (VT)	\$1.75	\$.85	\$3.50/\$2.50	\$14.00/\$7.50	\$55.00
Lindsay (TCaT)	\$2.00	\$1.00	N/A	N/A	\$55.00
Porterville	\$1.50	\$.75	\$3.00/\$1.50	N/A	\$55.00
Tulare	\$1.50	\$.75	N/A	N/A	\$55.00
Woodlake	N/A	N/A	N/A	N/A	N/A
County	\$2.00	\$1.00	N/A	N/A	\$55.00

Dial-A-Ride				
Member Agency	General	Senior/ADA	Youth	Local Monthly Pass
Dinuba	\$2.00	\$1.25/\$.75	\$1.75	\$35.00 (Student/Senior)
Exeter (VT)	\$4.00	\$2.25	\$4.00/\$2.25	\$75.00
Farmersville (VT)	\$4.00	\$2.25	\$2.25	\$75.00
Lindsay (TCaT)	\$3.00	\$2.00/\$1.00	\$3.00	N/A
Porterville	\$5.00	\$2.50		N/A
Tulare	\$3.25	\$2.00	\$2.50/\$1.25	N/A
Woodlake	\$1.00	\$.25	\$1.00	N/A
County	\$3.00	\$2.00/\$1.00	\$3.00	N/A

ATTACHMENT:

None

Tulare County Regional Transit Agency
Technical Advisory Committee (TAC)

AGENDA ITEM IV-3

November 1, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Action: Approve Advertisement of a Request for Proposals for Third Party Contractor

BACKGROUND:

Historically, TCRTA member agencies contract with a third party contractor to operate the Agency's public transportation services. Typically, outsourcing operations to a third party contractor is to reduce the cost of operations. However, some member agencies perform some functions or all in-house.

The Federal Transit Administration does not require a transit operator to outsource its operations. This is an Agency-to-Agency decision and often is determined based on cost and/or quality of service.

Third party contracts will be expiring, at the end of fiscal year 2021-2022, for the following member agencies: Porterville, Tulare, County, and Woodlake. Dinuba's contract will expire in fiscal year 2024. Services for Exeter and Farmersville are purchased from the City of Visalia and is on a year-by-year agreement.

DISCUSSION:

To reduce duplicating services and to improve quality of service, staff is recommending the following:

Operations (Fixed Route, ADA Paratransit, On Demand)

- Consolidate all member agencies third party contract services into one.
 - Dinuba contract to terminate by convenience or mutual approval.
 - Exeter and Farmersville services can be purchased from the City of Visalia; or
 - Exeter and Farmersville services can be purchased from TCRTA contractor.

Customer Service and Trip Reservations

- Consolidate customer service and trip reservations into a TCRTA Central Call Center.
 - Customer Service and Trip Reservations will be performed in-house.

Maintenance

- Consolidate maintenance for the County and Tulare fleet into one to be performed at the Central Yard.
 - Central Yard maintenance will be performed in-house.
- North Yard (Dinuba) maintenance will continue to be contracted with the City of Dinuba.
- South Yard (Porterville) maintenance will continue to be contracted with City of Porterville

Automobile Insurance

- TCRTA will join the California Transit Indemnity Pool (CALTIP) for cost-effective insurance, risk management, and safety services.

RECOMMENDATION:

That the Technical Advisory Committee:

1. Authorize staff to advertise of a Request for Proposals for a third party Contractor that will consolidate operations, reduce duplication, improve quality of service, and reduce cost of operations.
2. Authorize staff to submit a member application to the California Transit Indemnity Pool for automobile insurance, risk management, and safety services.

FISCAL IMPACT:

Fiscal impact is unknown at this time. Proposals will be evaluated on responsiveness and cost. It is staff's recommendation that cost savings can be realized through the reduction of duplication and consolidation.

ATTACHMENT:

Tulare County Regional Transit Agency
Technical Advisory Committee (TAC)

AGENDA ITEM IV-4

November 1, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Action: Approve TCRTA Board Workshop

BACKGROUND:

TCRTA was formed in August of 2020 and since this time the Agency has been moving quickly to become a Federal Transit Administration grantee and progressing through its implementation plan.

The TCRTA Board of Directors are comprised of elected officials for each of the member agencies, who may have limited knowledge and experience with public transportation. A TCRTA Board Workshop will provide the Board of Directors an educational program designed to introduce the Directors to public transportation, provide techniques or ideas to improve mobility within Tulare County, designed to work together to solve challenges, and hear from people who have real experience in public transportation.

DISCUSSION:

A TCRTA Board Workshop can be conducted in person or virtually and can range from a couple hours to single or multiple days. The interactive agenda will be prepared to introduce Directors to various topics in public transportation.

For the Technical Advisory Committee's consideration, the following sessions can be prepared:

- Review of TCRTA Board Member Handbook
- Leadership and Effective Communication
- High Impact Transit Boards That Make a Real Difference
- Transit Funding 101
- TRANSform: TCRTA Branding and Marketing Plan
- Playbook for Success: Innovative Service Design
- Making an Organizational Commitment: Civil Rights, ADA, Safety

RECOMMENDATION:

That the Technical Advisory Committee:

1. Provide direction to staff on a date for a TCRTA Board Workshop;
2. Authorize staff to prepare a TCRTA Board Workshop Agenda;
3. Provide direction on a TCRTA Board Workshop budget.

FISCAL IMPACT:

Depending on the cost of renting a location, food, and any special guest speakers the estimated cost for the TCRTA Board Workshop is between \$1,000 and \$5,000.

ATTACHMENT:

Tulare County Regional Transit Agency
Technical Advisory Committee (TAC)

AGENDA ITEM IV-5

November 1, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Action: Approve Support for the 2022 Regional Transportation Plan

BACKGROUND:

The 2022 Regional Transportation Plan is a long range plan that every Metropolitan Planning Organization (MPO) is required to complete. The plan is meant to provide a long-range, fiscally constrained guide for the future of Tulare County's transportation system. The long range plan extends to the year 2046 in its scope. The plan accomplishes its goals by forecasting future growth, identifying regional priorities, and planning for infra-structure improvements. This plan is required to include four elements; those elements include: the policy element, the sustainable community element, the action element, and the financial element. These elements have been mandated by law, but do not keep MPOs from including more elements to their plan depending on local characteristics. Tulare County's 2022 RTP/SCS also includes chapters on transit, goods movement, and valley wide characteristics such as highway widening in addition to the required plan elements. The RTP/SCS is not the only plan in effect dealing with transportation issues but is the holistic plan that integrates more specific plans into a larger framework for the county.

DISCUSSION:

The Tulare County Association of Governments (TCAG) will provide a brief update on the 2022 Regional Transportation Plan (RTP), its blueprint+ scenario, and upcoming work elements. Staff will also provide information regarding the need to widen State Route 99, commonly referred to as Highway 99 or 99.

RECOMMENDATION:

That the Technical Advisory Committee approve a Letter of Support for the 2022 Regional Transportation Plan and the widening of State Route 99 in Tulare County.

FISCAL IMPACT:

None

ATTACHMENT:

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Tulare County Regional Transit Agency
Technical Advisory Committee (TAC)

AGENDA ITEM IV-6**November 1, 2021****Prepared by Richard Tree, TCRTA Staff****SUBJECT:****Discussion:** TCRTA Staffing Plan**BACKGROUND:**

Since the formation of TCRTA, the Executive Director has been the only employee. Clerical, financial, and planning assistance is being provided by the Tulare County Association of Governments (TCAG) and transit operations and grant management assistance is being provided by staff from the Tulare County Area Transit (TCaT).

Starting in fiscal year 2022-2023, all member agencies operations will be consolidated into TCRTA and TCRTA will be fully responsible for administration and management of public transportation services.

DISCUSSION:

Administration and management are very complex and requires adequate staffing to successfully operate a large public transportation system. Staff will be discussing an updated and long term staff plan to effectively manage its activities. A particular focus will be on services that will be performed by TCRTA and services that will be performed by third party contractors. Should day-to-day operations be outsourced, the Agency remains responsible for the operations, and contractor oversight is critical.

Staff has prepared the attached draft TCRTA organization chart that represents the magnitude and complexity of administering and managing a large public transit agency.

ATTACHMENT:

1. Draft TCRTA Organizational Chart

Tulare County Regional Transit Agency Organization Chart

