

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

**August 15, 2022**

**Board Meeting 6:00 pm**  
**Tulare County Regional Transit Agency**  
**210 N. Church Street, Suite B**  
**Visalia, CA 93291**

NOTE: This meeting will allow Board Members and the public to participate in the meeting via Teleconference, pursuant to Assembly Bill 361, available at:

[https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=202120220AB361](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB361)

**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 #.

*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.*

- I. CALL TO ORDER, WELCOME, AND ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. 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.

**IV. CLOSED SESSION ITEMS:**

It is the intention of the Board of Directors to meet in closed session concerning:

- A. Government Code Section 54957 – Public Employee Evaluation: Title of Position: Executive Director
- B. Government Code Section 54956.9(d)(2) – Conference with Legal Counsel – Anticipated Litigation – Significant Exposure to Litigation: Three (3) cases

**RECONVENE OPEN SESSION**

**V. REPORTS:**

This is the time for all committee reports; executive committee reports; and staff informational items:

- A. Safety Committee
- B. Ad Hoc Committee

**VI. PRESENTATIONS:**

- A. None

**VII. CONSENT CALENDAR ITEMS:**

All Consent Calendar Items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made, in which event the item will be removed from the Consent Calendar. All items removed from the Consent Calendar for further discussion will be heard at the end of Action and Information Items.

**Request Approval of the Consent Calendar Items VII-A through VII-E.**

- A. Approve Minutes of June 22, 2022 (Pages 01-04)
- B. Reaffirm Conditions of State Assembly Bill 361 to Continue Remote Attendance (Pages 05-06)
- C. Authorization to Purchase Cellular Routers (Pages 07-12)
- D. Authorization to Purchase Website Design Services (Pages 13-42)

**VIII. ACTION AND INFORMATION ITEMS:**

- A. Approve Program Supplement to Measure R Cooperative Agreement (Pages 43-48)
- B. Approve an Agreement with County of Tulare for Administrative Services (Pages 49-54)
- C. Approve Amendment No. 1 to the 2022 Budget and Capital Improvement Program (Pages 55-62)

**IX. OTHER BUSINESS:**

- A. Director's Report
- B. Request from Board Members for Future Agenda Items

**X. ADJOURN:**

The next scheduled Tulare County Regional Transit Agency (TCRTA) Board meeting date will be **September 19, 2022 and will take place at 6:00 p.m.** at the Tulare County Regional Transit Agency (TCRTA), 210 N. Church Street, Suite B, Sequoia Conference Room, 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
Steve Garver	Dave Hails	City of Exeter
Greg Gomez – Vice Chair	Tina Hernandez	City of Farmersville
Ramona Caudillo	Hipolito Cerros	City of Lindsay
Milt Stowe	Vacant	City of Porterville
Jose Sigala – Chair	Terry Sayre	City of Tulare
Rudy Mendoza	Jose Martinez	City of Woodlake
Eddie Valero	Amy Shuklian	County of Tulare

**EX OFFICIO MEMBERS**

Georgina Landecho, CalVans

Kellie Carrillo, TCAG Public Transit Representative

**TCRTA STAFF**

**OFFICE INFORMATION**

Rich Tree, Executive Director

Leslie Davis, Finance Director (TCAG)

Albert Barragan, Transit Manager (County)

Teresa Ortega, Transit Analyst – Grants (County)

Jennie Miller, Associate Planner (TCAG)

Servando Quintanilla Jr., Administrative Clerk II (TCAG)

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

TCRTA  
210 N. Church Street, Suite B  
Visalia, CA 93291  
Phone: (559) 623-0450  
Fax: (559) 733-6720  
[www.tularecog.org](http://www.tularecog.org)

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**Tulare County Regional Transit Agency  
Minutes**

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**July 18, 2022, 5:00 p.m.**

**Members Present:** Thusu, Garver, Gomez, Caudillo, Stowe, and Sigala,  
**Members Absent:** Valero  
**Alternates Present:** Martinez  
**Staff Present:** Rich Tree, Jennie Miller, Maria Garza, Giancarlo Bruno, and Servando Quintanilla,  
**Counsel Present:** Jeff Kuhn and Patrick Beck

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**I. CALL TO ORDER:**

Chair Sigala called the meeting to order at 6:00 p.m.

**III. PUBLIC COMMENT:**

None

**IV. CLOSED SESSION ITEMS:**

None

**V. COMMITTEE REPORTS:**

**A. Technical Advisory Committee**

None

**B. Board Executive Committee**

None

**C. Safety Committee**

None

**VI. PRESENTATIONS:**

None

**VII. CONSENT CALENDAR ITEMS:**

**Request Approval of the Consent Calendar Action Items V-A through V-B**

A. Approve Minutes of June 22, 2022

B. Reaffirm Resolution No. 2021-11 to Approve Remote Attendance at Public Meetings Pursuant to State Assembly Bill 361

Upon motion by Member Garver and seconded by Member Caudillo the Tulare County Regional Transit Agency unanimously approve the recommendations as presented.

**VIII. ACTION AND INFORMATION ITEMS:**

**A. Adoption of a Resolution Approving the Fiscal Year 2022-2023 SB1 State of Good Repair Project List**

Ms. Ortega gave a report on the Fiscal Year 2022-2023 State of Good Repair Program Allocation Estimate to be allocated to each transportation Planning Agency (TPA), and stated Allocations for the State of Good Repair (SGR) program are calculated pursuant to the distribution formulas in Public Utilities Code and that the Tulare County Association of Governments (TCAG) is designated as the TPA for Tulare County. According to the FY 2022-2023 enacted California Budget, the estimated amount of SGR funds budgeted for Tulare County is \$816,172 of which, \$267,566 is allocated to Visalia Transit and \$548,606 is allocated to TCRTA.

Upon motion by Member Stowe and seconded by Member Martinez the Tulare County Regional Transit Agency unanimously approve the recommendations as presented.

**B. Adoption of Resolution Approving the Acceptance of Rolling Stock and Remaining Transit Funds from City of Woodlake**

Ms. Davis stated effective July 1, 2021, the City of Woodlake transferred all Woodlake transit services to the TCRTA as outlined in the Memorandum of Understanding (MOU) dated May 17, 2021, and as part of that MOU the City of Woodlake reconciled the transit account and disbursed transit cash to TCRTA in the amount of \$ 246,503.61 that had been deposited on June 29, 2022.

Upon motion by Member Martinez and seconded by Member Caudillo the Tulare County Regional Transit Agency unanimously approve the recommendations as presented.

**C. Authorize Short-term Debt or Interim Financing**

Ms. Davis detailed that TCRTA had approved the 2022/2023 Operating Budget and Capital Improvement Program and the 2022-2023 Budget includes \$18.7 million in operating expenses and \$13.4 million in capital projects. Ms. Davis stated on July 7, 2022, the California State Transportation Agency (CalSTA) awarded TCRTA \$33.7 million for the Cross-Valley Corridor Zero-Emission Bus Project thus increasing the Capital Improvement Program to \$47.1 million. Ms. Davis also mentioned that TCAG had offered its continued support and an opportunity to advance the annual Measure R transit funds as it pertains to the members of the JPA, and additionally that TCAG and the Tulare County CAO had also extended TCRTA a potential opportunity to procure a short-term loan to assist with operating cash flow challenges, and that the ability of TCRTA to accept transit funding advances and short-term funding would not only facilitate the financial stability of TCRTA but would not have a negative impact on the future of the agency. The advances and short-term line of credit would allow TCRTA to make necessary asset purchases and establish a reserve as well as continue timely payments for services and supplies.

Upon motion by Member Sigala and seconded by Member Gomez the Tulare County Regional Transit Agency unanimously approve the recommendations as presented.

**IX. OTHER BUSINESS**

**A. Director's Report**

Mr. Tree gave Mr. Kuhn the opportunity to introduce TCRTA's new Counsel Attorney Patrick Beck. Mr. Tree wanted to recognize TCRTA staff on their hard work throughout the agency's formation. Mr. Tree stated that he and Giancarlo worked on a grant application to FTA and TCRTA was awarded the amount of \$315,000. Mr. Tree gave an update on many projects and the future procurement of zero emissions buses for TCRTA, and talked about fare collection, and committee updates.

**B. Request from Board Members for Future Agenda Items**

Director Thusu mentioned that he would like to see a press release on the awards that had been given to TCRTA. Chairman Sigala stated that he and Director Tree could go to city council meetings and give an update on the agency's progress for the last two years and follow up on routes, budgets, and committee fulfillment.

**X. ADJOURN**

The meeting adjourned at 6:50 p.m. Chair Sigala confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on **August 15, 2022 and will take place at 6:00 p.m.** at the Tulare County Regional Transit Agency (TCRTA), 210 N. Church Street, Suite B, Sequoia Conference Room, Visalia, CA 93291.

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## Tulare County Regional Transit Agency

### **AGENDA ITEM VII-B**

**August 15, 2022**

**Prepared by Richard Tree, TCRTA Staff**

#### **SUBJECT:**

**Action:** Reaffirm Conditions of State Assembly Bill 361 to Continue Remote Attendance

#### **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 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.

#### **DISCUSSION:**

The Governor's suspension of these Brown Act provisions expired as of September 30, 2021 and was replaced by State Assembly Bill (AB) 361, an urgency statute that became effective as of September 30, 2021. 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.

The Tulare County Regional Transit Agency Board of Directors passed a resolution adopting a policy of remote attendance pursuant to AB 361 on October 18, 2021.

#### **RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors reaffirm Resolution No. 2021-11 to continue to participate in its governing board meetings remotely by the teleconferencing provisions of AB 361.

#### **FISCAL IMPACT:**

None

#### **ATTACHMENT:**

None

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## Tulare County Regional Transit Agency

### **AGENDA ITEM VII-C**

**August 15, 2022**

**Prepared by Albert Barragan, Transit Manager**

#### **SUBJECT:**

**Action:** Authorization to Purchase Cellular Routers

#### **BACKGROUND:**

At the Board meeting of February 28, 2022, the Board of Directors approved an award with Genfare for the purchase and installation of the Regional Fare Collection System. For this system to function correctly, transit vehicles require a cellular router to provide real time communication to the regional fare system. Historically, the purchase, installation and support of these devices have been provided by a third-party, Bishop Peak.

#### **DISCUSSION:**

Since the award for the Regional Fare Collection project, staff has been working with Genfare to review and identify any critical missing elements for this project and it was determined that the Dinuba fleet will require cellular routers.

#### **RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors approve Resolution # 2022-017 approving the sole source purchase of cellular routers for eight (8) transit buses from Bishop Peak at a total cost not to exceed \$43,741.

#### **FISCAL IMPACT:**

This project is included in the 2022 Capital Improvement Program (2022-09) and fully funded by the City of Dinuba's Fiscal 2014/15 Public Transportation, Modernization, Improvement, and Service Enhancement Account (PTMISEA) Program funds.

#### **ATTACHMENT:**

1. Bishop Peak quote
2. Resolution 2022-017



**Bishop Peak Technology, Inc.**  
205 Suburban Road, Suite 3  
San Luis Obispo, CA

**Tulare County Association of Governments**  
Tulare County Regional Transit Agency (TCRTA)  
Dinuba, CA

Item	Qty	One-Time Cost (Per Unit)	One-Time (Total)	Monthly Cost (Per Unit)	Monthly (Total)	Sales Tax	Annualized Subtotal
Cellular Router							
Cradlepoint R1900-5GB (5G-Ready) [1]	8	\$3,399	\$0	\$0	\$0	\$2,311.32	\$29,503.32
Panorama LG-IN2447 11-in-1 Antenna	8	\$790	\$6,320	-	-	\$537.20	\$6,857.20
Installation Labor (Cellular Router & Antennas)	8	\$735	\$5,880	-	-	\$0.00	\$5,880.00
Other							
Installation Team Travel [2]	1	\$1,500	\$1,500	-	-	-	\$1,500.00
Pre-Tax Capital Cost	\$40,892						
Sales Tax	8.500%		\$2,849				
Total Cost	\$43,741						

Approved: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

- [1] 5G-Ready. Includes 5-year Cradlepoint NetCloud Standard Management License.
- [2] Travel, lodging, and meals for installation team

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE TULARE COUNTY REGIONAL TRANSIT AGENCY APPROVING  
THE PURCHASE OF CELLULAR ROUTERS FROM BISHOP PEAK  
IN THE AMOUNT NOT-TO-EXCEED \$43,741**

**WHEREAS**, the Tulare County Regional Transit Agency desires to have a regional fare system to encourage increased ridership, make it easier to pay the fare, and transfer between systems; and

**WHEREAS**, the regional fare system requires cellular routers to be installed in each transit vehicle to allow real time communications with the regional fare system; and

**WHEREAS**, the transit fleet located in the City of Dinuba does not have cellular routers; and

**WHEREAS**, the Tulare County Regional Transit Agency requires the support from a third-party vendor to install and support the cellular routers; and

**WHEREAS**, a sole source procurement with Bishop Peak is in the best interest of the Tulare County Regional Transit Agency for substantial cost savings that would not be afforded through a competitive process.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, does hereby approve this purchase and directs staff to execute the necessary documents to acquire cellular routers from Bishop Peak at a not-to-exceed cost of \$43,741.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of August 2022 by the Board of Directors of the Tulare County Regional Transit Agency.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of August 2022 by the **Board of Directors of the Tulare County Regional Transit Agency**.

**THE FOREGOING RESOLUTION** was adopted upon motion of \_\_\_\_\_ and seconded by \_\_\_\_\_ at meeting thereof held on the 15<sup>th</sup> day of August 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_

Jose Sigala  
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2022-017 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 15<sup>th</sup> day of August 2022.

Signed \_\_\_\_\_

Richard Tree  
Executive Director

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## Tulare County Regional Transit Agency

### **AGENDA ITEM VII-D**

**August 15, 2022**

**Prepared by Albert Barragan, Transit Manager**

#### **SUBJECT:**

**Action:** Authorization to Purchase Website Design Services

#### **BACKGROUND:**

Prior to the formation of the Tulare County Regional Transit Agency member agencies were responsible for hosting and managing their individual websites. Now that Tulare County Regional Transit Agency has assumed the responsibility of administering the transit program, the agency needs website design services.

#### **DISCUSSION:**

Transit Agency websites must have designs that are welcoming, attractive, and easy to navigate. However, transit websites are complex and typically include custom design features such as integration of real time bus arrival information, trip planning, interactive maps, and social media.

Trillium Solutions, Inc. provides web-based software and consulting services, and brings expertise and experience in public transit data, rider-centered design, and knowledge of transit operations and administration. Trillium delivers tools and projects that help riders understand and use transit and help transit work better.

In 2018, the County of Tulare partnered with Trillium to design the Tulare County Area Transit (TCaT) website.

#### **RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors approve Resolution # 2022-018 approving website design services from Trillium at a total cost not to exceed \$70,000.

#### **FISCAL IMPACT:**

This project is included in the 2022 Capital Improvement Program (2022-05) and fully funded by the 2022 Budget.

#### **ATTACHMENT:**

1. Trillium quote
2. Resolution 2022-018



## **Proposed Scope of Work Prepared for Tulare County Regional Transit Authority**

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## Executive Summary

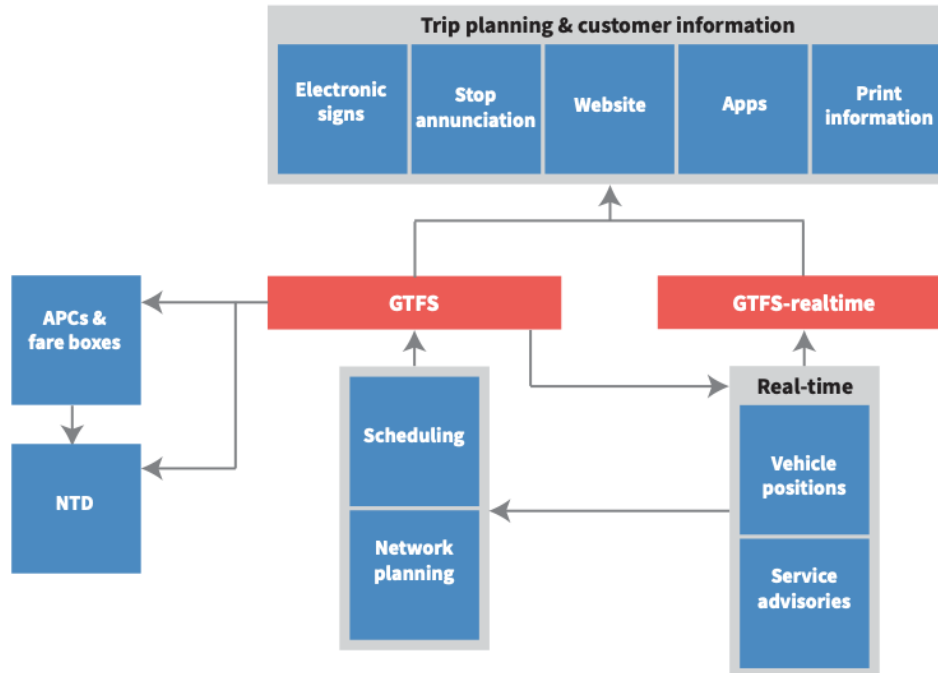
### Experience and transit-focused team

The Trillium team brings a focus on public transportation, with extensive experience in both web design and public transportation. With every project we undertake, we bring our expertise and experience in public transit data, rider-centered design, and knowledge of transit operations and administration. We deliver tools and projects that help riders understand and use transit, and help transit work better. Some of the unique benefits that we deliver are outlined below.

### Transit data integration and experience

Trillium developed the first tools for managing General Transit Feed Specification data, the industry's de facto format for public transit network and schedule data. We currently maintain GTFS data for more than 350 transit agencies. Our websites all consume this data for configuring route pages, service alerts, Interactive Map, and showing timetables. Our philosophy and practice is that integrated standardized data in transit operations and information tools is an ongoing process. This leads to more efficient processes with more automation, since information does not need to be duplicated. Data integration supports richer information, with stop, route, fare, schedule, real-time, and advisory information in all the places that travelers need it. We've articulated our approach in a schematic called the "Transit Stack".

## Transit Stack



For this website project, standardized data can be incorporated into the following aspects:

- Timetables are generated automatically from GTFS data
- Zoomable route single-route maps are generated from GTFS data

## Mobile-First design

Transit websites are used on the go and need to be mobile friendly. In our experience transit websites are used on mobile devices more than two-thirds of the time, so a mobile-forward design approach is a must. Mobile-forward design means that the most important and frequently-accessed content is prioritized, and the site displays reliably on a small screen.

## Accessibility and ADA compliance

Trillium's web-design team members are well-versed in accessibility standards. The website will be user friendly for people who use screen readers by using standards-compliant pages and HTML tables instead of PDF documents.

Trillium has worked with specialists including consultants who are themselves blind users of the internet, and has developed an internal process that documents the accessibility review process, and demonstrates a responsible approach towards accessibility issues. Beginning in 2018, Section 508 requires that all federally-funded projects comply with WCAG requirements. ADA requirements are deemed to apply to all public services, including websites. The new TCRTA website will be accessible,

and proper documentation will demonstrate that accessibility to the public. The website will meet requirements for mandated content.

## Rider and stakeholder focused design

During the design process, we consider all potential users: riders, board members, agency staff, prospective employees, and community members. For each user, we will work with you to craft a navigational approach that allows them to find the information they need with minimum clicks and confusion. Our focus is on grouping like information together (for example, accompanying schedules with route maps and relevant service advisories), differentiating between rider-focused and administrative information (e.g. board minutes, RFPs, and job postings).

## Project Team

Trillium Solutions, Inc. is an Oregon-based Corporation founded in 2007. The firm has grown steadily from a one-developer operation into a team of twenty-three employees and a network of contractors who contribute to the online presence of more than 350 public transit agencies. Trillium serves public transit clients by making their services easy-to-find, understand, and use with online information. Trillium's exclusive focus is on public transportation agencies. We bring a depth of experience and commitment to our work for transit that is unique in the web technology marketplace.

Trillium was the first company to develop and offer web-based software for maintaining General Transit Feed Specification (GTFS) data. Additionally, Trillium has designed, developed, and implemented websites for over thirty transit agencies, including NW Connector, Victor Valley, Brockton BAT, Tulare County, County Connection, and Tahoe Truckee Transit. Trillium's approach to technology is specifically tailored to the presentation of public transit on the web, and each project we work on is delivered through close collaboration with the local agency and informed by research into the needs and desires of that agency's riders.

Trillium combines its focus on public transportation and experience with public transportation online technology with a technical approach that consistently delivers on quality transit websites. The principles of that process are agency collaboration and rider focus. We will employ our broad experience in public transportation to deliver a website that is easy for agency staff to manage, and serves the needs of all transit stakeholders.

## Our team

### **Doug Donaldson, Websites Manager**

Doug is a senior developer and website project manager with over 25 years of experience in website development, security, accessibility, and mobile-forward design. His leadership and mentoring skills facilitate healthy team cohesion and collaboration, allowing for quick problem solving and continued growth in the proficiency of our website staff. In his free time, Doug loves spending time with his family, and watching his young grandchildren grow and learn.

### **Chance Corbeil, Website Developer**

Chance is a website developer who contributes to client websites and Trillium software. He has a background of over a decade in design and website development. Chance maintains existing websites and builds new websites. He works to keep websites accessible to everyone by conducting accessibility reviews and integrating accessibility best practices into our projects. In his free time, he programs light patterns for LED sculptures.

### **Juliet Eldred, Social Media and Design Consultant**

Juliet will provide design services, copy editing and QA, along with communications and logistics support. Juliet Eldred joined Trillium in 2020, bringing her experience in research, map design, data analysis, and transit consulting to the Project Management team. She has previously worked at Transit Planning and Transportation Asset Management firms, designing maps, conducting research, and providing support on consulting projects for a wide variety of clients at transit agencies and state DOTs.

A lifelong transit enthusiast, outside of work she is best known in the transit world for co-founding the Facebook group “New Urbanist Memes for Transit-Oriented Teens” with her college friend in 2017, which has since grown into a rich community of over 200,000 transit enthusiasts worldwide. She also designs a line of enamel pins based on urban vernacular architecture typologies.

## Project Approach

### **Scope of Work**

Task Order and Possible Features

## **Task 1: Define Website Structure and Design**

The precise structure, design, and feature set of the website will need to be finalized during the project itself. This process will be led by Trillium's Websites Manager Doug Donaldson, who will work closely with Tulare County Regional Transit Authority to understand the agency and service brand and customer needs, and make the concrete decisions about how content is structured and arranged.

### **1.2: Review of Brand, Priorities, and Specifications with TCRTA**

Trillium will meet with Tulare County Regional Transit Authority staff in order to develop functional priorities and design objectives. Trillium will lead a discussion with Tulare County Regional Transit Authority staff to help value website features and content components, prioritize them, and determine how each should fit into the website.

The website must make the service transparent and easy to understand, with thoughtful information design. Ideally, the homepage should immediately answer the questions "Where can I go?" and "What can I do?" for site visitors, providing clarity, and avoiding redundancy.

The project will follow the interactive, Agile-based development process of: Plan, Design, Develop, Release, and Feedback. TCRTA will be provided with deliverables and opportunities for feedback throughout the process.

### **1.3: Website Mockups**

Trillium will produce mockups and/or wireframes of key pages that demonstrate the planned look and feel, including background colors, fonts, borders, etc., in both desktop and mobile screen sizes.

### **1.4: Review and Revisions of Wireframes and or Mockups**

Upon review and comment by Tulare County Regional Transit Authority, Trillium will perform a round of revisions to wireframes or mockups as needed for approval prior to beginning Task 2.

## **Task 2: Develop Website**

Trillium will develop the new Tulare County Regional Transit Authority website according to the specifications determined in Task 1. Trillium will work collaboratively with TCRTA to ensure the website functions as desired. We'll reach out as needed to clarify intentions, and present drafts of pages as they are built to align on choices that must be made during development.

Task 2 is broken into a series of subtasks that will all be pursued simultaneously.

## **2.1: Website Hosting**

Trillium will be responsible for hosting TCRTA's new website, including managing TCRTA's DNS if TCRTA chooses.

- WP Engine is the hosting company of choice for Trillium Transit, and is a backend managed hosting service that ensures economical prices for a robust hosting service, including high uptime guarantees, regular backups, automatic updates of WordPress software, biometric security at data centers, etc.
  - There will be three hosting environments established for TCRTA's website.
    - Dev Environment: This is where the development of the new TCRTA website will take place. This environment should be considered unstable and in constant change and does not necessarily reflect the final product/website.
    - Staging Environment: This is where Trillium Transit and TCRTA will review and perform QA (Quality Assurance) testing.
    - PROD Environment: This is where the public facing, live website will reside.
- CloudFlare is the preferred company where Trillium Transit will manage TCRTA's DNS, should TCRTA choose.
- Trillium Transit will utilize a CDN (Content Delivery Network) to improve TCRTA's overall site performance.

Trillium Transit will be responsible for handling the transition of the client's current domain name and website (ridecat.com, to the new domain name and website of TCRTA's choosing (e.g. tcrta.com)

- **IMPORTANT:** tcrta.com is currently owned by someone else. The use of tcrta.com within this document, as a domain name, is used only as an example.

## **2.2: Develop WordPress Theme**

The new Tulare County Regional Transit Authority website will be based on the open-source WordPress, the world's most popular content management system (CMS). WordPress is lauded for its flexibility and openness. The CMS is user-friendly and will allow non-technical members of Tulare County Regional Transit Authority staff to make content updates to the website. It is also customizable in a way that will allow Trillium's developers to integrate various technologies and allow them all to be accessed through one user interface.



The theme will implement the mockups developed in Task 1. Trillium modules sync with GTFS to pull in route names and descriptions from a unified source, allowing Trillium to quickly perform updates when routes or schedules change.

The WordPress CMS will provide Tulare County Regional Transit Authority with all the features necessary to build a fast-loading, customer-focused website, and will support the establishment of efficient business practices in the maintenance of the site. Various features that Tulare County Regional Transit Authority may wish to take advantage of are also supported by WordPress, such as:

- Ability to include video and audio
- Google Analytics
- Social Media Links
- Option to translate pages via Google Translate
- Ability to manage manually-translated multilingual content

### **2.3: Develop and integrate key technologies and features**

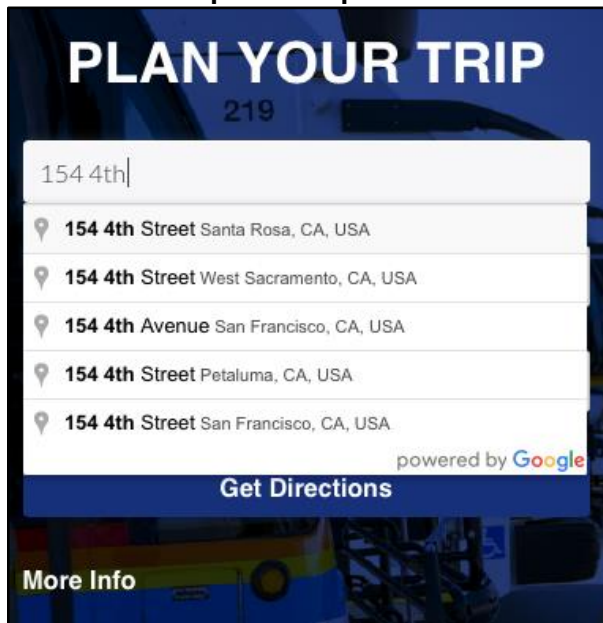
Trillium will develop a website for TCRTA that includes features determined during Task 1 of the project.

Some discussion of particular features is included below.

#### **Trip Planner**

Trillium will integrate TCRTA's preferred trip planner in the manner preferred by TCRTA staff. Initially, we recommend a standard Google Maps planner that allows the entry of an origin and destination with autocomplete of address and place names, and directs the user to Google Maps when the information is submitted. This is the method in use on, for example, [marintransit.org](http://marintransit.org) and [sctransit.com](http://sctransit.com). Currently, the TCAT website utilizes a flexible trip planner. There is an option to implement this in a later phase.

#### Address autocomplete example on sctransit.com



#### Interactive Map

Trillium's Interactive Map software was developed to display GTFS data through a draggable, clickable, zoomable interface, providing more detail and usability than PDF maps.

Interactive Map shows:

- System maps view showing all routes and stops.
- Route-specific view, embeddable on route pages.
- Stop location, name, and stop code, next arrival, and service alerts in popup boxes.
- Street network, based on OpenStreetMap (OSM). Roadway information can therefore be updated in the event of newly-completed construction.

The Interactive Map software customizations can include:

- Static arrival times of upcoming trips
- Bike lane, bike route, and bike rack information
- Park and ride locations
- Paratransit service boundaries
- Other landmarks or points of interest, as desired
- Realtime Arrival information
  - TCRTA has expressed interest in including realtime information in interactive maps. This feature can be implemented in the future at the direction of TCRTA.
- Demand response areas

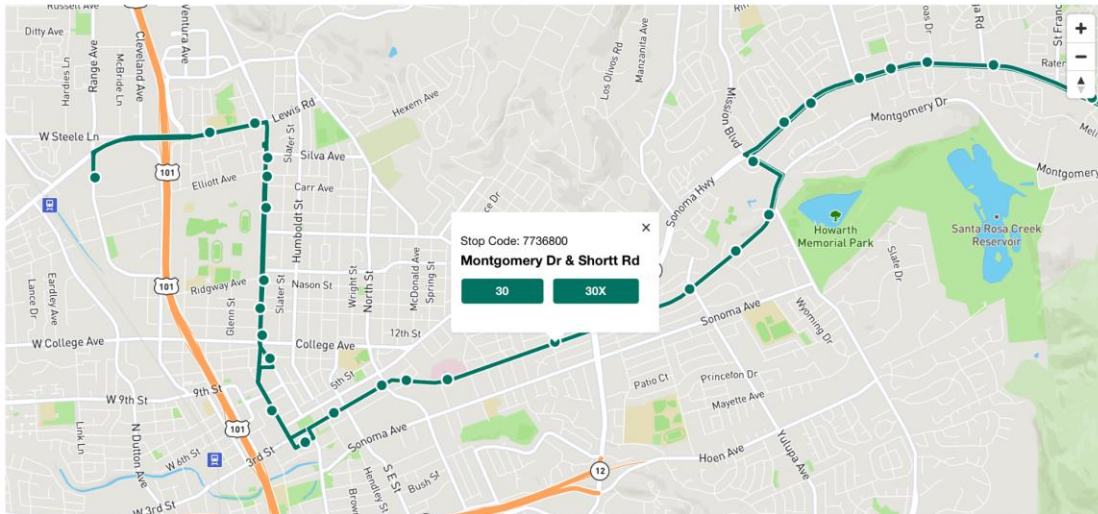
- TCRTA has expressed interest in including demand response areas in interactive maps. This feature can be implemented in the future at the direction of TCRTA.

**Below:** Embedded map on individual route page, show on Sonoma County Transit (sctransit.com)

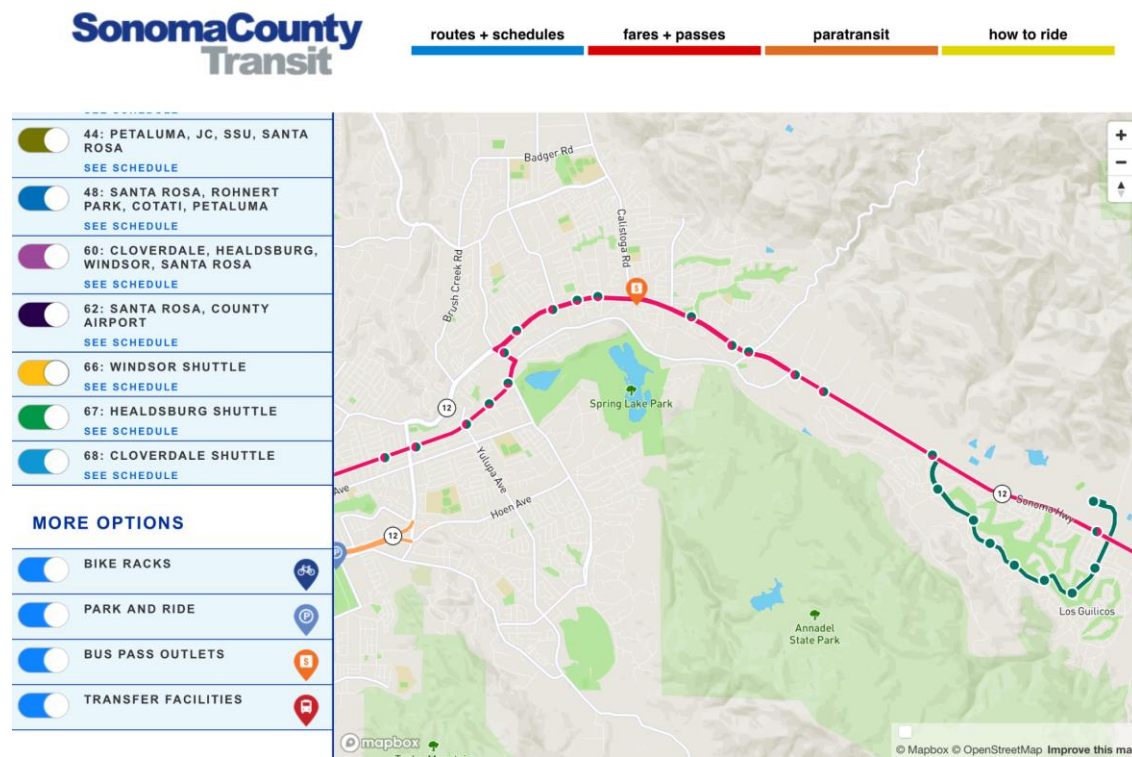
## 30 Santa Rosa, Sonoma Valley

 Download PDF Schedule

Daily West East



**Below:** Interactive Map overview

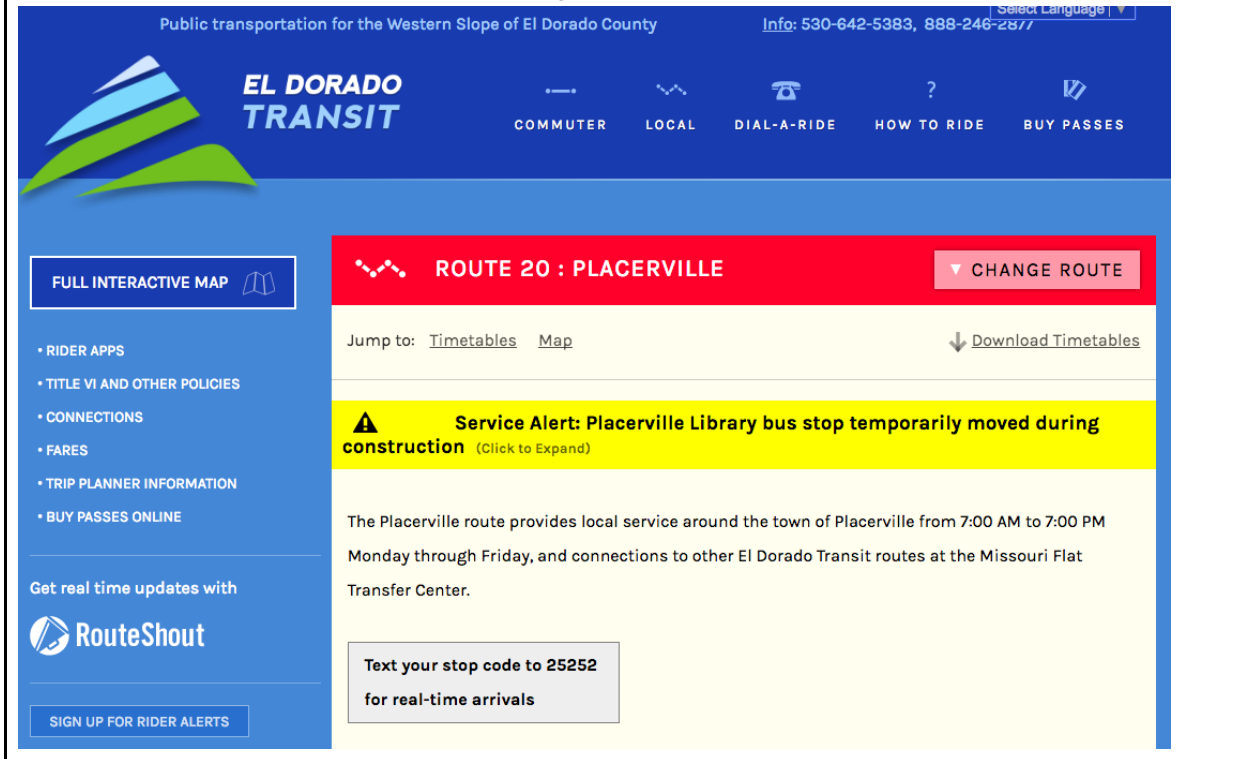


## GTFS-to-HTML timetables

Trillium has developed a WordPress plugin using the GTFS-to-HTML software to automatically generate HTML timetables to be included on each route page. This feature maintains compliance with ADA standards and improves search-engine optimization, while streamlining maintenance by updating the website from GTFS schedule data.

## Example rider alert at eldoradotransit.com

(Alert is shown in-context on the appropriate route page.)



## Integrated Online Forms (Feedback and Procurement)

Trillium will integrate WordPress plugin(s) into the website to manage the procurement and feedback processes. Trillium can integrate plugins such as the Gravity Forms, which will enable staff to receive submissions as emails or records stored privately and securely in the Wordpress site. End-user features include saving and continuing later, file uploads, spam filtering, and responsive design.

## SMS Integration (*optional, not included in proposed budget*)

If desired, Trillium can implement the Wordpress SMS plugin (<https://wordpress.org/plugins/wp-sms/>) to enable customers to subscribe to news and alerts via SMS. This feature will require a subscription to an SMS gateway if TCRTA does not already have such a subscription, which will be billed directly to TCRTA. The Wordpress SMS plugin supports more than 200 SMS gateways. The plugin allows users to subscribe to feeds for topics, pages, or newsletters configured by TCRTA.

## Social Media Links

Trillium can link to TCRTA's relevant social media pages.

## Social Media Curation (*optional, not included in proposed budget*)

We have implemented social media features into many of our websites, advised transit agencies on social media strategy, and also managed social media campaigns for transit agencies. One example is

for Northwest Oregon Transit Alliance (<https://www.facebook.com/nwconnector/>). This project includes the development and management of associated Facebook advertising campaigns.

If desired, Trillium can advise the TCRTA on how to best use various social media platforms including Facebook, Instagram, LinkedIn, and Twitter to their greatest effect, and implement supporting features in the website, including to support:

- Job announcements
- Customer service
- Marketing messages
- Service changes and advisories

In a future phase, and with TCRTA direction, we can integrate the websites with social media platforms and strategy, including capabilities to:

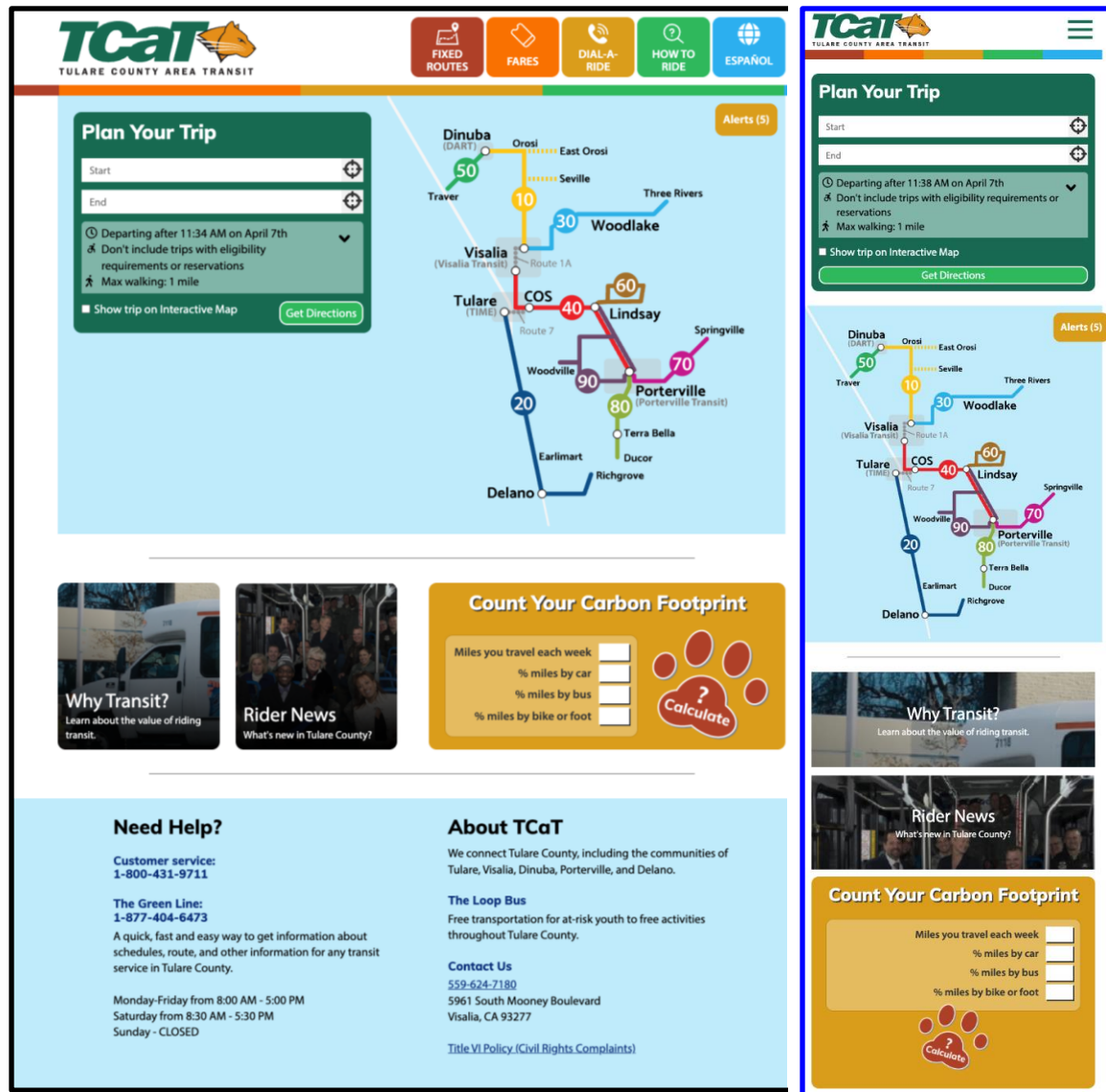
- Publish website updates across social media platforms automatically
- Add share buttons to website content
- Incorporate social media feeds into the website, as appropriate

### **Mobile-First design**

Trillium creates adaptive designs that work for desktop, tablet, and mobile phone screens, Mobile-first designs ensure that all core content is easily accessible through any device. The earlier work to organize and prioritize content is essential to executing mobile-first design, to ensure the most important content and navigation is easy-to-use on small screens.

## Example mobile-responsive design at Tulare County Area Transit ([www.ridetcat.org](http://www.ridetcat.org))

From left to right: Desktop/laptop view, phone view



### ADA accessibility

Trillium's web-design team members are well-versed in accessibility standards. The website will be built to be friendly for people who use screen readers by using standards-compliant pages and HTML tables instead of PDF documents.

Trillium has worked with specialists including consultants who are themselves blind users of the internet, and has developed an internal process that documents the accessibility review process, and demonstrates a responsible approach towards accessibility issues. Beginning in

2018, Section 508 requires that all federally-funded projects comply with WCAG requirements. ADA requirements are deemed to apply to all public services, including websites. The new TCRTA website will be accessible, and proper documentation will demonstrate that accessibility to the public. The website will meet requirements for mandated content.

#### ***2.4: Construct Page Structure, Migrate, and Insert Content***

Trillium will build individual pages and page templates for each section of the website, and migrate and edit initial page text content based on TCRTA's direction. Our budget includes consultant time to lead or support the development of text content, as directed, because it is our experience that close coordination between visual design, site features, and content leads to a concise, coordinated, and easy-to-navigate website. All content and pages outlined by Trillium and TCRTA during Task 1 will be included, search engine optimized, and accessible by all standard screen readers (ADA compliant). These pages and features might include (but not be limited to):

- Home page
- Interactive stylized system map
- About Us page
- How to Ride page
- Contact Us page
- Careers page
- Business Opportunities page
- Board of Directors/Staff pages
- Media page with News feed
- Service alerts on all relevant pages
- Individual Route pages with HTML timetables and interactive route map
- Fares and Passes page
- Connecting services
- TCRTA Connect page with interactive maps of service areas
- 3rd party applications page (App Center)
- Other content particular to the agency

#### ***Assumptions & determined features***

- **URL:** An initial phase of the website will utilize the existing TCAT URL, while the final phase will be hosted at a new TCRTA-related/designated domain.



- **Branding:** TCRTA has a vendor handling branding. For the first phase, we will use a basic, non-specific brand/logo provided by TCRTA. Following the completion of branding, we will implement the new brand on the site.
- **Schematic map:** We can create a dynamic schematic map showing the service areas for all mobility options, and regional fixed routes as deemed appropriate during design.

**Task 2 Deliverable:** Website that meets specifications laid out in Task 1, deployed on a private staging server.

### **Task 3: Test, Revise, and Launch Websites**

In order to ensure that the final deliverable is fully to the specifications Tulare County Regional Transit Authority sets out during Task 1, Trillium will conclude the project with a thorough review of the website along with the agency, and assumes that some minor changes may be requested at this point.

#### **3.1: Website Feature Testing and Review with TCRTA**

Trillium will perform a series of tests to ensure that each feature works as desired, and coach Tulare County Regional Transit Authority staff in performing similar tests as they deem fit. This will include the use of devices utilizing different screen sizes, operating systems, and web browsers in order to ensure cross-platform performance. Following each party testing the site, a list of changes to be incorporated by final delivery will be constructed.

#### **3.2: Domain/URL Masking & Domain Name Acquisition**

If required, Trillium will provide domain/url masking, and assist in domain acquisition(s) as directed by TCRTA.

Domain/URL Masking Defined:

- The act of hiding the actual domain name of a website from the URL field of a user's web browser in favor of another name.
  - For example:
    - Actual URL
      - <https://interactivemap.trilliumtransit.com/?id=tcrta-asd978aa%&asda12>
    - Masking the above URL
      - <https://tcrta.com/map/>

### **3.3: Website Finalization and Launch**

Trillium will correct the website per the changes defined in Task 3.1. On the date directed by Tulare County Regional Transit Authority, Trillium will launch the website on whichever server the agency directs it to.

### **3.4: Training and User Manual**

Trillium will provide comprehensive and complete training to all staff involved in the updating information and management of the entire website. Training will be conducted virtually, on a day when all appropriate agency staff are able to attend.

Trillium will provide access to a support knowledgebase of articles on the WordPress platform tailored to Tulare County Regional Transit Authority's website. This user manual will explain how to alter each content feature of the webpage, as well as review how to use other software that is integrated into the websites.

**Task 3 Deliverable:** Live website approved by Tulare County Regional Transit Authority deployed at the server specified by the agency; staff training, user manual and testing according to agency needs.

### **Task 4: Ongoing Support, Maintenance, and Hosting**

Trillium currently supports and hosts websites for its transit website clients. We provide one standard flat-fee service, which provides annual support and hosting for the website after it is launched. Additionally, two software-as-a-service platforms are proposed to be used and integrated into the website.

#### **4.1: Website Hosting**

- See details contained in Task 2.1

#### **4.2: Website CMS Support**

In addition to hosting, Trillium provides complete CMS support, meaning that we will answer agency questions about how to maintain and edit the Tulare County Regional Transit Authority website over the term of our support contract, and as needed provide customized training for new staff members (or refreshes for current staff), suggested process documents, etc. to further aid in Tulare County Regional Transit Authority's ongoing use of the website.

#### **4.3: Interactive Map hosting (optional-as noted above)**

Trillium's Interactive Map software will be utilized to create fully interactive, draggable, zoomable maps of each transit service. This hosted software will be integrated into the site in Task 2, but require an ongoing subscription fee for maintenance.

**Task 4 Deliverable:** Ongoing single-point-of-contact support; proactive hosting; further training for staff as needed; timetables and interactive maps update in sync with GTFS changes.

## Project Phasing

TCRTA has indicated a desire for Trillium to quickly make an initial set of changes to the current Tulare County (TCAT) website that incorporates route/schedule information for the entire set of TCRTA routes along with interim branding. While our standard website development process generally follows the task schedule below, our work can also be broadly divided into two phases (shown below). Phase 1 work will commence as soon as possible and is irrespective of the Task schedule.

Phase 1	Phase 2
<ul style="list-style-type: none"> <li>• Update and validate combined TCRTA GTFS</li> <li>• Update system imap with all routes <ul style="list-style-type: none"> <li>○ Create appropriate links to all route pages (those not currently included on <a href="https://ridetcat.org/">https://ridetcat.org/</a>)</li> </ul> </li> <li>• Update URL to include “TCRTA”</li> </ul>	<ul style="list-style-type: none"> <li>• Updated branding</li> <li>• Full site update with all necessary pages included</li> <li>• Handoff and training</li> </ul>

## Task Schedule

Project Kick-off: *pending*

Website Launch: *pending*

Month	Task 1	Task 2	Task 3	Task 4
October	1.1-3			
November	1.4	2.1-2		

December		2.3		
January			3.1	
February			3.2-3	4.1-3

## Budget and Pricing

Service	One time fees	Annual fees
GTFS Maintenance		<b>\$19,200***</b>
Interactive Map	<b>\$150 per layer**</b>	<b>\$5,500***</b>
Timetable Maintenance		<b>\$6,000***</b>
Website Design	<b>\$32,500</b>	
Website Hosting & Support		<b>\$1,500</b>
Contingency Development Budget (as directed)	<b>\$5,000****</b>	
	<i>Total Year 1</i>	<b>\$69,700</b>
	<i>Estimated Total Year 2</i>	<b>\$32,200</b>

\*\* client provides GIS shapefiles or geoJSON files for custom layers – any layers added would be quoted and covered as part of the contingency development budget.

\*\*\* based on 27 fixed routes

\*\*\*\* based on time and materials, or per layer, if invoked. Total Year 1 without contingency development would be \$64,700

Subtasks	Base Cost for each subtask
1.1: Virtual conference and Review of Brand, Priorities, and Specifications	\$1,000

1.3: Website Mockups	\$6,250
1.4: Review and Revisions of Wireframes and Mockups	\$2,000
2.1: Develop WordPress Theme	\$4,275
2.2 Site Features and Functionality	\$8,275
2.3: Construct Page Structure, Write and Insert Content	\$4,000
2.4 Schematic map	\$2,500
3.1: Website Feature Testing and Review	\$1,750
3.2: Website Finalization and Launch	\$1,700
3.3: Training and User Manual	\$750
<b>Total for Website Design</b>	<b>\$32,500</b>

#### Definitions:

- **Timetable maintenance:** Timetables are generated from GTFS data.
- **Interactive Map & custom layers:** Interactive system map and route maps, updated from GTFS.
- **Website Hosting & support:** WordPress hosting and security updates.

Staff member	Doug Donaldson	Chance Corbeil	Juliet Eldred
Role	Websites Manager	Developer	Design/ Content
Hourly Rate	\$175	\$150	\$125

# References

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## ***Lrta.com Design & Development (2021)***

### *Client:*

Lowell Regional Transit Authority  
115 Thorndike Street, Lowell, MA 01852

### *Reference:*

Ali Bent, Administrator  
Lowell Regional Transit Authority  
asarault@lrta.com  
(978) 459-0164 x207

### *Project Summary:*

Trillium was contracted through MassDOT to redesign the Lowell Regional Transit Authority website to make it more accessible for their riders. LRTA wanted a more streamlined and mobile responsive website.

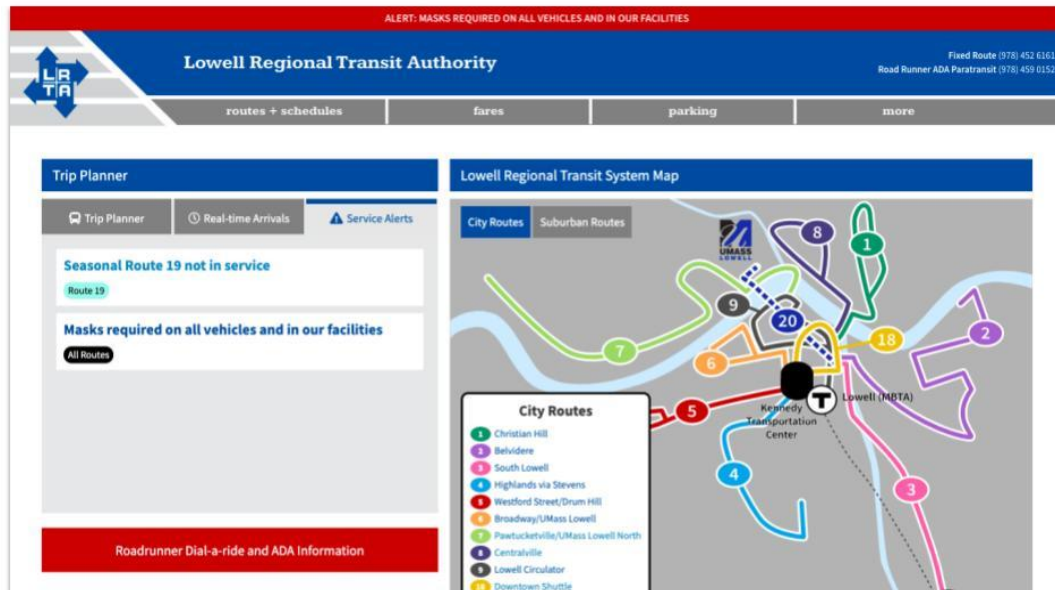
For this Lrta.com, Trillium provided the following:

- Optimized site navigation and menus
- Illustrated schematic system map for city and suburban routes
- Interactive Maps based on GTFS data
- Rider tools for trip planning, realtime arrivals, and service alerts
- HTML timetables based on GTFS data

### *Budget:*

\$45,000

### Screenshot of *lrta.com* homepage



### Screenshot of timetables built from GTFS on *lrta.com*

DAYS:

Weekday

Saturday

Sunday

DIRECTIONS:

Outbound

Inbound

Scroll to see full schedule →

Kennedy Center	—	6:42am	7:40am	8:40am	9:40am	10:40am	11:40am	12:40pm	1:40pm
French St & John St	—	6:47am	7:45am	8:45am	9:45am	10:45am	11:45am	12:45pm	1:45pm
Beacon St & Methuen St	—	6:52am	7:50am	8:50am	9:50am	10:50am	11:50am	12:50pm	1:50pm
Market Basket at Sunrise Plaza	5:55am	6:57am	7:55am	8:55am	9:55am	10:55am	11:55am	12:55pm	1:55pm
Dracut Village Square at Scola's	6:00am	7:00am	7:58am	8:58am	9:58am	10:58am	11:58am	12:58pm	1:58pm

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## ***vinetransit.com Design & Development (2019)***

*Client:* Napa Valley Transportation Authority  
625 Burnell Street, Napa, CA 94559-3420

*Reference:*

Rebecca Shenck, Transit Manager  
Napa Valley Transportation Authority  
RSchenck@nvta.ca.gov  
(707) 259-8636

*Project Summary:*

Trillium was contracted to redesign The Vine's website and create new system maps. For this vinetransit.com, Trillium provided the following:

- Website rebranding
- Optimized site navigation and menus
- Illustrated schematic system map for regional and local services
- Interactive Maps based on GTFS data
- Rider tools for trip planning, realtime arrivals, and service alerts
- Integration of GTFS realtime service alerts through Trillium's Transit Alerts product
- HTML timetables based on GTFS data

*Budget:*  
\$43,000



## Screenshot of vinetransit.com homepage

**System Alert: Vine Schedule to Change May 9, 2021**

The Vine is operated by Napa Valley Transportation Authority (NVTA) [CONTACT US](#) [TRANSLATE](#)

**ROUTES** **FARES** **VINE GO** **MORE**

**PLAN YOUR TRIP**

**ALERTS (4)**

**ARRIVALS**

**NEWS**

**All Routes** **Local** **Regional** **Shuttles**

## Screenshot of timetables built from GTFS on vinetransit.com

**DAYS:** **Weekday**

**DIRECTION:** **North** **South**

[Jump to Route Map →](#)

[Download Schedule \(PDF\)](#)

El Cerrito Del Norte BART Station 89267	American Canyon Post Office 89264	Soscol Gateway Transit Ctr 89001	Redwood Park n Ride 891131
5:45am	6:10am	6:34am	6:49am
6:20am	6:47am	7:10am	7:25am
6:50am	7:17am	7:50am	8:05am
7:20am	7:48am	8:14am	8:29am
7:50am	8:15am	8:47am	9:02am
8:20am	8:47am	9:13am	9:28am
10:15am	10:42am	11:08am	11:23am
<b>12:45pm</b>	<b>1:12pm</b>	<b>1:38pm</b>	<b>1:53pm</b>
<b>3:30pm</b>	<b>4:00pm</b>	<b>4:28pm</b>	<b>4:43pm</b>
<b>4:30pm</b>	<b>5:00pm</b>	<b>5:26pm</b>	<b>5:41pm</b>
<b>5:20pm</b>	<b>6:05pm</b>	<b>6:32pm</b>	<b>6:47pm</b>
<b>5:50pm</b>	<b>6:30pm</b>	<b>6:54pm</b>	<b>7:09pm</b>
<b>6:15pm</b>	<b>7:00pm</b>	<b>7:28pm</b>	<b>7:43pm</b>

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## ***mcctransit.com Design & Development (2016)***

*Client: Madera County Connection*

200 West 4th Street, Madera, CA 93637

*Reference:*

Rosalind Esqueda, General Manager

Madera County Connection

rosalind.esqueda@fresnoeoc.org

(559) 263-8008

*Project Summary:*

Trillium (with Blinktag & Swiftly) was contracted to redesign Madera County Connection's website and implement GTFS realtime and integrate it with the website.

For this mcctransit.com, Trillium and Blinktag provided the following:

- website rebranding
- Optimized site navigation and menus
- Illustrated schematic system map for regional and local services
- Interactive Maps based on GTFS data
- Rider tools for trip planning, realtime arrivals, and service alerts
- Integration of Swiftly realtime on route pages
- HTML timetables based on GTFS data



*Budget:*

\$45,000

*Screenshot of mcctransit.com*



*Screenshot of route page on mcctransit.com*

## Chowchilla – Fairmead

**Service Information**

The Chowchilla - Fairmead route provides 5 trips each **Monday through Friday** from Downtown Madera to Chowchilla via Fairmead.

[Download Schedule PDF](#)

See [How To Ride](#) for information on boarding, paying your fare, and more.

**Reading Schedules**

Click timetables below to expand or collapse.

— = No service at this stop

R = Request stop only, call for pick-up

OUTBOUND TIMETABLE					
Intermodal Center/Downtown Madera	7:00am	8:29am	11:55am	1:36pm	5:10pm
Walgreens	—	8:39am	12:05pm	1:46pm	5:20pm
Fairmead - Baptist Church	7:15am	8:54am	12:20pm	2:01pm	5:35pm
Chowchilla - Save Mart	7:25am	9:04am	12:30pm	2:11pm	5:45pm
1020 Ventura Ave. - Medical Complex	7:30am	9:09am	12:35pm	2:16pm	5:50pm
Countrywood Shopping Center	7:33am	9:12am	12:38pm	2:19pm	5:53pm

INBOUND TIMETABLE ►

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE TULARE COUNTY REGIONAL TRANSIT AGENCY APPROVING  
THE PURCHASE OF WEBSITE DESIGN SERVICES FROM TRILLIUM  
IN THE AMOUNT NOT-TO-EXCEED \$70,000**

**WHEREAS**, the Tulare County Regional Transit Agency desires to have a website that is welcoming, attractive, and easy to navigate; and

**WHEREAS**, transit website design is complex and requires a website design firm that is experienced in integrating bus arrival information, trip planning, interactive maps, and social media; and

**WHEREAS**, a sole source procurement with Trillium for website design services is in the best interest of the Tulare County Regional Transit Agency for substantial cost savings that would not be afforded through a competitive process.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, does hereby approve this purchase and directs staff to execute the necessary documents to acquire website design services from Trillium at a not-to-exceed cost of \$70,000.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of August 2022 by the Board of Directors of the Tulare County Regional Transit Agency.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of August 2022 by the **Board of Directors of the Tulare County Regional Transit Agency**.

**THE FOREGOING RESOLUTION** was adopted upon motion of \_\_\_\_\_ and seconded by \_\_\_\_\_ at meeting thereof held on the 15<sup>th</sup> day of August 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_

Jose Sigala  
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2022-018 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 15<sup>th</sup> day of August 2022.

Signed \_\_\_\_\_

Richard Tree  
Executive Director

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## Tulare County Regional Transit Agency

### **AGENDA ITEM VIII-A**

**August 15, 2022**

**Prepared by Richard Tree, Executive Director**

#### **SUBJECT:**

**Action:** Approve Program Supplement to Measure R Cooperative Agreement

#### **BACKGROUND:**

On November 7, 2006, the citizens of Tulare County approved Measure R and the Measure R Expenditure Plan. The Policies and Procedures were approved on April 16, 2007. The above-mentioned documents created the guidelines for the funding of Measure R Transit Projects.

#### **DISCUSSION:**

On August 1, 2022, staff submitted a Measure R Transit Advance Request to the Tulare County Transportation Authority to assist the agency with maintaining a sound financial position and to provide the required local match to state and federal operating grant funding. The annual Measure R Transit funding for transit expansion, as approved by the Measure R Expenditure Plan, is described below and will provide financial assistance while the agency's Transportation Development Act (TDA) claims are processed and approved.

#### **FY 2022-2023 Transit Measure R Funding Request**

City of Dinuba	\$117,500
City of Porterville	\$170,000
City of Tulare	\$170,000
<u>County of Tulare</u>	<u>\$590,000</u>
<b>Total</b>	<b>\$1,047,500</b>

TCRTA's Measure R Transit Allocation Advance was approved by the Tulare County Transportation Authority at its regular meeting on August 15, 2022.

#### **RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors approve Resolution # 2022-019 approving the Program Supplement to the Measure R Cooperative Agreement.

#### **FISCAL IMPACT:**

The advance of Measure R Transit funding will assist the agency in maintain a sound financial position while TDA claims are submitted, processed, and approved. Per TDA regulations, TDA claims can be made twice a year.

#### **ATTACHMENT:**

1. Measure R Advance Request Letter
2. FY 2022-23 Measure R Program Supplement
3. Resolution 2022-019

August 1, 2022

Amy Shuklian, Chair  
Tulare County Transportation Authority  
CC: Ted Smalley, Executive Director  
Leslie Davis, Finance Director

**RE: TCRTA Request for Measure R Transit Advance**

Honorable Chair Shuklian,

The Tulare County Regional Transit Agency (TCRTA) is a joint powers agency formed by the County of Tulare and the cities of Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, and Woodlake. Effective July 1, 2022, TCRTA has assumed the responsible to administer public transportation services on behalf of its member agencies.

To maintain TCRTA's sound financial position and to provide the required local match to state and federal operating grant funding, TCRTA is requesting the advancement of the annual Measure R Transit funding for transit expansion for its member agencies. The annual Measure R Transit funding for Transit Expansion, as approved by the Measure R Expenditure Plan, is described below and will provide financial assistance while the Agency's Transportation Development Act (TDA) claims are processed and approved.

FY 2022-2023 Advance Transit Measure R Expansion Funding

City of Dinuba	\$117,500
City of Porterville	\$170,000
City of Tulare	\$170,000
<u>County of Tulare</u>	<u>\$590,000</u>
<b>Total</b>	<b>\$1,047,500</b>

Should you have any questions, please contact me directly at (559) 623-0452 or [rtree@tularecag.ca.gov](mailto:rtree@tularecag.ca.gov).

Sincerely,

*Richard I. Tree*

Richard Tree, Executive Director  
Tulare County Regional Transit Agency



**MEASURE R PROGRAM SUPPLEMENT TO  
COOPERATIVE AGREEMENT**

This Program Supplement is made and entered into on August 15, 2022, by and between the TULARE COUNTY REGIONAL TRANSIT AGENCY ("Sponsor") and the TULARE COUNTY ASSOCIATION OF GOVERNMENTS, acting as the Local Transportation Authority ("Authority").

This Program Supplement hereby incorporates the "Measure R Cooperative Agreement" for Measure R Expenditures which was entered into between the Sponsor and the Authority on May 29, 2007, as amended, and is subject to all terms and conditions thereof. This Program Supplement is executed under authority of Resolution No. 42-2011, approved by the Sponsor on August 2, 2011. (See copy attached)

Project Scope, Costs, and Schedule are incorporated herein as Attachment "A" and agreed upon by Sponsor and Authority.

Covenants of Sponsor

1.1. SPONSOR agrees that it will only proceed with work authorized for specific phases(s) with a written "Authorization to Proceed" or Authority action and will not proceed with future phase(s) of this project(s) prior to receiving a written "Authorization to Proceed" or Authority action.

1.2. The SPONSOR will advertise, award, and administer the project(s) in accordance with SPONSOR standards.

1.3. Award information shall be submitted by the SPONSOR to the AUTHORITY within 60 days after the project contract award.

1.4. Failure to submit award information in accordance with section 1.3 will cause a delay (without interest or penalties) in AUTHORITY processing invoices for the construction phase.

1.5. If no costs have been invoiced for a six-month period, SPONSOR agrees to submit for each phase a written explanation of the absence of project(s) activity along with target billing date and target billing amount.

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the day and year first written above.

COUNTY OF TULARE TRANSPORTATION AUTHORITY

By: \_\_\_\_\_

Chair of the Authority

ATTEST:

By: \_\_\_\_\_  
Authority Director

TULARE COUNTY REGIONAL TRANSIT AGENCY

By: \_\_\_\_\_

Chair of the Authority

ATTEST:

By: \_\_\_\_\_  
Authority Director

**ATTACHMENT “A”  
PROJECT SCOPE, COST AND SCHEDULE**

**Tulare County Regional Transit Agency – FY2022/23**

**Operations**

In line with the FY 2022-2023 TCRTA Operating Budget, Measure R funds provided to Tulare County Regional Transit Agency will be used to offset the operating costs for fixed route services with TCRTA service area.

The FY 2022-23 Operating Budget is \$13.4 Million, of which Measure R Transit funding is \$1,047,500, which is approximately 12.79% of the FY 2022-23 Operating Budget.

**FY 2022-2023 Transit Measure R Funding Request**

City of Dinuba	\$117,500
City of Porterville	\$170,000
City of Tulare	\$170,000
<u>County of Tulare</u>	<u>\$590,000</u>
<b>Total</b>	<b>\$1,047,500</b>

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE TULARE COUNTY REGIONAL TRANSIT AGENCY APPROVING  
THE MEASURE R PROGRAM SUPPLEMENT TO COOPERATIVE AGREEMENT**

**WHEREAS**, on November 7, 2006, the citizens of Tulare County approved Measure R and the Measure R Expenditure Plan; and

**WHEREAS**, on April 16, 2007, the Measure R Policies and Procedures were adopted; and

**WHEREAS**, the Measure R Expenditure Plan and the Policies and Procedures serve as the guide for the use of transportation funds that will be generated through the Tulare County half-cent transportation sales tax over the next thirty years; and

**WHEREAS**, the Tulare County Regional Transit Agency (TCRTA) is eligible to receive Measure R Transit funds for fixed route services within TCRTA's service area; and

**WHEREAS**, TCRTA is requesting the advancement of FY 2022-2023 Measure R Transit funds; and

**WHEREAS**, the Tulare County Association of Governments (TCAG) is requesting that the TCRTA approve and submit a Program Supplement to Cooperative Agreement that will allow TCRTA to advance and receive Measure R Transit Funds for operating expenses for Fiscal Year 2022-2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, does hereby approve the Measure R Program Supplement to Cooperative Agreement and authorizes the Board Chair and Executive Director to execute the Program Supplement, and any other related documents as may be required.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of August 2022 by the **Board of Directors of the Tulare County Regional Transit Agency**.

**PASSED AND ADOPTED** this **15<sup>th</sup> day of August 2022** by the **Board of Directors of the Tulare County Regional Transit Agency**.

**THE FOREGOING RESOLUTION** was adopted upon motion of \_\_\_\_\_ and seconded by \_\_\_\_\_ at meeting thereof held on the 15<sup>th</sup> day of August 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_

Jose Sigala  
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2022-019 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 15<sup>th</sup> day of August 2022.

Signed \_\_\_\_\_

Richard Tree  
Executive Director

## Tulare County Regional Transit Agency

### **AGENDA ITEM VIII-B**

**August 15, 2022**

**Prepared by Richard Tree, Executive Director**

#### **SUBJECT:**

**Action:** Approve an Agreement with County of Tulare for Administrative Services

#### **BACKGROUND:**

On August 11, 2020, the Tulare County Regional Transit Agency (TCRTA) was formed by a joint power's agreement between the County of Tulare and the cities of Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, and Woodlake. Since that time, TCRTA has established agreements with the Tulare County Association of Governments (TCAG) and its member agencies to assist with various administrative functions.

#### **DISCUSSION:**

TCRTA has established agreements with various agencies, such as TCAG and County Counsel, to support the agency. Without the support of these agencies, TCRTA would have to procure these services in the open market or perform them in-house. At this time, TCRTA does not have the staff to perform certain administrative services and found that partnering with agencies is a cost-effective solution.

To support TCRTA with various planning, operational, administrative services, staff is recommending the attached draft agreement with the County of Tulare. If approved, the Agreement will authorize the County of Tulare to provide administrative services, such as payroll and human resources, for TCRTA staff.

#### **RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors:

1. Approve the Agreement between the Tulare County Regional Transit Agency and the County of Tulare for administrative services; and
2. Authorize the Board Chair and County Counsel to execute the Agreement.

#### **FISCAL IMPACT:**

Partnering with the County of Tulare for administrative services has been found to be cost effective compared to obtaining similar services in the open market.

#### **ATTACHMENT:**

1. Draft Agreement

**AGREEMENT BETWEEN  
TULARE COUNTY REGIONAL TRANSIT AGENCY  
AND COUNTY OF TULARE CONCERNING  
PLANNING, OPERATIONAL, AND ADMINISTRATIVE SERVICES**

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**THIS AGREEMENT** ("Agreement") is made and entered into as of \_\_\_\_\_, 2022, by and between the **TULARE COUNTY REGIONAL TRANSIT AGENCY**, a joint powers agency ("TCRTA"), and **COUNTY OF TULARE**, a political subdivision of the State of California ("County"). "TCRTA and County are each a "Party" and together are the "Parties" to this Agreement, which is made with reference to the following:

- A.** TCRTA is a public entity created by a Joint Exercise of Powers Agreement executed by County and the Cities of Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, and Woodlake in Tulare County as of the 11th day of August, 2020; and
- B.** TCRTA does not have professional staff to perform the planning, operational, and administrative functions which it is required to carry out under the aforementioned Joint Exercise of Powers Agreement; and
- C.** TCRTA desires to contract with County for the performance of these duties and County is agreeable to rendering the aforementioned services to TCRTA on the terms and conditions hereinafter set forth; and
- D.** The Parties have the power to enter into this Agreement under the provisions of section 6500 et seq. of the Government Code and the aforementioned Joint Exercise of Powers Agreement;

**NOW, THEREFORE** the Parties agree as follows:

- 1.** County shall provide to TCRTA planning and administrative services necessary to fulfill the requirements for the services to be provided by TCRTA, as set forth in more detail in the Joint Exercise of Powers Agreement establishing TCRTA, and in the annual budgets and workplans adopted by TCRTA.
- 2.** County shall provide to TCRTA the planning, operational, and administrative services necessary to fulfill the requirements of the Transportation Development Act of 1971 and transit planning and operational requirements of other applicable Federal, State, regional, or local transit funding programs.
- 3.** County shall provide the personnel, material, supplies, and transportation required to perform all necessary office and field work, and to prepare and submit necessary planning programs, reports, maps, and recommendations to TCRTA with regard to the planning, operational, and administrative matters mentioned in paragraphs 1 and 2 above. County shall also provide staff to attend all regular meetings of the Governing Board of TCRTA. In addition, County shall provide TCRTA with proposed annual work programs, budget drafts, and prepare all necessary correspondence and resolutions. If TCRTA should decide to acquire any equipment, materials, supplies or transportation, and make

such property of TCRTA available to County for use by County in performing services under this Agreement, TCRTA may do so.

4. In addition to the planning, operational, and administrative services specified in Paragraphs 1 and 2 above, TCRTA may authorize County to perform additional planning, operational, and administrative services for TCRTA under this Agreement.

5. County shall provide the personnel necessary to perform the services referred to in Paragraphs 1 through 4 above. Such personnel shall perform services for TCRTA on such days and at such hours as necessary to perform the services specified.

6. TCRTA is required to prepare a budget and work program for each fiscal year. Such annual budget shall specify the reimbursement to be paid to County during the next fiscal year for services to be furnished under this Agreement during the fiscal year. Such budgeted amount shall take into account the time and salaries of County employees who will be performing work for TCRTA, all incidental costs pertaining to such County employees such as, but not limited to, retirement and insurance contributions by County, transportation expenses, costs of equipment and supplies to be acquired by County to perform the services, costs of supervision, and all other incidental costs which will be incurred by County, so that the amount budgeted by TCRTA for payment to County will reasonably approximate the actual cost to County of providing such services during the fiscal year. TCRTA shall pay to County one-half (1/2) of said budgeted amount in September of each year and the remaining one-half (1/2) in April of each year.

7. If the amount budgeted and paid by TCRTA to County for services by County during any fiscal year does not reasonably approximate the actual costs incurred by County during such fiscal year, then the budget for the next fiscal year shall be increased or decreased by an amount sufficient to correct the underpayment or overpayment to County for the prior fiscal year.

8. TCRTA shall provide office space and related support for the personnel who are carrying out duties for TCRTA under this Agreement. The cost of such office space shall be borne by TCRTA through its annual budget.

9. The Parties recognize that furniture, equipment, office supplies, vehicles and other personal property will be required by County to carry out its duties under this Agreement. All such personal property which is purchased or otherwise acquired by County shall be the sole property of County and shall remain County property upon the termination of this Agreement. If TCRTA decides to purchase or otherwise acquire any such personal property for use by County in carrying out the duties of County under this Agreement, then such property shall remain the sole property of TCRTA at all times and shall be promptly returned to TCRTA by County upon termination of this Agreement.

10. In rendering such services to TCRTA, the standards of performance, the assignment and discipline of employees, and other matters incident to the performance of such services and the control of personnel so employed, shall remain in County. In the event of a

dispute between the Parties concerning the extent of the duties and functions to be rendered under this Agreement, or the level or manner of performance of such services, the determination of County Administrative Officer shall be final with regard to the services performed by employees in their respective departments under this Agreement.

11. To facilitate the performance of services under this Agreement, it is agreed that County shall have full cooperation and assistance from TCRTA and its Governing Board.

12. All persons employed in the performance of services for TCRTA under this Agreement shall be County employees. However, County may from time-to-time subcontract portions of the required work, with the prior approval of TCRTA's Governing Board.

13. TCRTA shall have no responsibility for the payment of any salaries, wages, or other compensation to any County personnel performing services for TCRTA pursuant to this Agreement, or any liability other than that provided for in this Agreement. TCRTA shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his employment.

14. Pursuant to Sections 895-895.8 of the Government Code, County shall indemnify and hold harmless TCRTA from any loss, damage or liability arising out of the performance of the duties of County employees for TCRTA pursuant to this Agreement. However, County, its officers, and employees, do not assume any liability for intentional or negligent acts of TCRTA or its officers and employees.

15. This Agreement shall become effective when it has been executed by both Parties and shall continue in effect until terminated. This Agreement may be terminated by either Party on the 30th day of June of any given year. The Party desiring to terminate the Agreement shall give written notice of such termination to the other Party no later than the 10th day of June of said year.

\*\*\*\*\*

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year first above written.

**COUNTY OF TULARE**

By \_\_\_\_\_  
Deputy Clerk

By \_\_\_\_\_  
Chair, Board of Supervisors

Approved as to form:  
County Counsel

ATTEST: JASON T. BRITT  
County Administrative Officer/Clerk of  
the Board of Supervisors

By \_\_\_\_\_  
Deputy



**TULARE COUNTY REGIONAL  
TRANSIT AGENCY**

By \_\_\_\_\_  
Chair, Board of Governors

Approved as to form:  
County Counsel

By \_\_\_\_\_  
Deputy  
Matter No. TCRTA-General

Jlk/07-18-2022/TCRTA-General/1819993.docx

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## Tulare County Regional Transit Agency

### **AGENDA ITEM VIII-C**

**August 15, 2022**

**Prepared by Leslie Davis, Finance Director**

#### **SUBJECT:**

**Action:** Approve Amendment No. 1 to the 2022 Budget and Capital Improvement Program

#### **BACKGROUND:**

At the regular scheduled Board meeting of June 22, 2022, the Board of Directors adopted the Fiscal Year 2022-2023 Budget and Capital Improvement Program. The adopted 2022 Budget and Capital Improvement Program totaled \$32.1 million, consisting of \$18.7 million for the Operating Budget and \$13.3 million for the Capital Improvement Program.

#### **DISCUSSION:**

Since the adoption of the 2022 Budget and Capital Improvement Program, the Agency has been awarded \$36.7 million in state and federal projects that must be incorporated. The recent grant awards are listed below:

1. Federal Transit Administration (FTA) - Areas of Persistent Poverty Program (AoPP) funding in the amount of \$315,000 in planning funding.
2. Federal Transit Administration (FTA) - Section 5307 American Rescue Plan (ARP) funding in the amount of \$739,290 to support the City of Porterville's transit service.
3. Federal Transit Administration (FTA) - Section 5339a Buses and Bus Facilities funding in the amount of \$1,912,500 to replace three buses with zero-emission buses.
4. California Transit and Intercity Rail Capital Program (TIRCP) funding in the amount of \$33,769,154 to build two transit centers; purchase zero-emission buses and vans, fareboxes; and project management. Of which, TCRTA will receive \$8,624,877, KCAPTA will receive \$23,552,277, and Visalia Transit will receive \$1,592,000.

The proposed Amendment No. 1 to the Fiscal Year 2022 Budget and Capital Improvement Program increases from \$32.1 million to \$50.1 million, consisting of \$20,138,712 for the Operating Budget and \$30,047,330 for the Capital Improvement Program.

#### **RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors approve Resolution # 2022-020 approving Amendment No.1 to the Fiscal Year 2022-2023 Budget and Capital Improvement Program.

#### **FISCAL IMPACT:**

Amendment No.1 is balanced and fully funded. Approving Amendment No. 1 will ensure that the projects can proceed as proposed.

**ATTACHMENT:**

1. Amendment No. 1 2022 Budget
2. Amendment No. 1 2022 Capital Improvement Program Page 1
3. Amendment No. 1 2022 Capital Improvement Program Page 2
4. Resolution # 2022-020

# Attachment 1

TCRTA Budget FY 22/23

Amendment No. 1

Approved 8/15/2022

Acct Line	Account	FY 22-23	TCRTA	Dinuba	Exeter	Farmersville	Lindsay	Porterville	Tulare	County	Woodlake
5220	Other Revenue - SCE	\$800,000								\$800,000	
5220	Other Revenue - SJVAPCD	\$400,000								\$400,000	
5220	Other Revenue - AHSC	\$1,581,585				\$1,581,585					
5054	State Funds STA	\$3,328,956		\$255,012	\$96,822	\$96,822	\$116,618	\$643,123	\$693,687	\$1,353,796	\$73,076
5054	State Funds LTF	\$3,661,302		\$255,254				\$1,968,680	\$1,086,868	\$350,500	
5054	State Funds LCTOP	\$902,580		\$19,013			\$1,000	\$94,133	\$89,625	\$698,309	\$500
5054	State Funds TIRCP	\$9,145,877	\$325,000			\$242,877	\$4,289,000			\$4,289,000	
5054	PTMISEA Dinuba Fare System	\$51,455		\$51,455							
5054	Grants Other (SGR/SB1 Capital)	\$1,429,188		\$42,003	\$15,947	\$15,919	\$19,537	\$105,926	\$114,255	\$1,103,566	\$12,035
5700	Federal Funds 5307 (ARPA)	\$739,290						\$739,290			
5700	Federal Funds 5307 (FTA Claims)	\$7,835,719	\$315,000					\$5,568,642	\$1,952,077		
5700	Federal Funds 5311 Cares Act Funding	\$2,533,398		\$754,148						\$1,668,994	\$110,256
5700	Federal Funds 5311 (Operating)	\$1,258,194		\$306,591						\$896,845	\$54,758
5700	Federal Funds 5339 (Dinuba)	\$243,455		\$243,455							
5700	Federal Funds 5339a	\$1,912,500								\$1,912,500	
5700	CMAQ (STBGP)	\$3,086,000							\$3,086,000		
5700	CMAQ (Micro Transit)	\$1,471,098		\$254,542	\$167,606	\$167,606	\$248,850		\$305,133		\$327,361
5700	CMAQ (Capital)	\$1,750,000								\$1,750,000	
5835	HVIP	\$3,012,000				\$405,000			\$675,000	\$1,932,000	
5835	Advertising	\$130,000		\$2,000				\$38,000	\$40,000	\$50,000	
5835	Measure R Transit Funds	\$3,320,000		\$117,500			\$2,220,000	\$170,000	\$170,000	\$590,000	\$52,500
5835	Measure R Revenues (Other financing sources)	\$4,445	\$4,445								
5835	MR Innovation & Tech Funds	\$1,000,000	\$1,000,000								
5835	Public Transit Passenger Fares (Micro Transit)	\$130,000		\$15,000	\$10,000	\$10,000	\$10,000	\$50,000	\$25,000		\$10,000
5873	Public Transit Passenger Fares (Regular)	\$459,000		\$64,000			\$2,000	\$130,000	\$130,000	\$130,000	\$3,000
	<b>Total Revenues</b>	<b>\$50,186,042</b>	<b>\$1,644,445</b>	<b>\$2,379,973</b>	<b>\$290,375</b>	<b>\$2,519,809</b>	<b>\$6,907,005</b>	<b>\$9,507,794</b>	<b>\$8,367,645</b>	<b>\$17,925,510</b>	<b>\$643,486</b>
7000	Operating Supplies	\$1,160		\$145	\$145	\$145	\$145	\$145	\$145	\$145	\$145
7005	Communications (IT & Telephone)	\$63,115	\$40,000							\$23,115	
7005	Communications (Radios)	\$44,775		\$6,000				\$7,120	\$6,972	\$24,683	
7010	Insurance	\$13,000	\$13,000								
7010	Insurance (Vehicle)	\$252,133						\$252,133			
7021	Repair & Maintenance Facility	\$202,739		\$26,000				\$13,247	\$48,000	\$115,492	
7024	Maintenance-Bldg. & Improvements (TCAG)	\$50	\$50								
7036	Office Expense (supplies & svcs)	\$13,740	\$13,740								
7036	Office Furniture (4 new positions)	\$53,000	\$53,000								
7036	Office Expense (Comp Equip)	\$118,700	\$118,700								
7036	Office Expense (Printing & copies)	\$1,500	\$1,500								
7040	Courier / Mail	\$700	\$700								
7043	Safety and Security	\$100,000	\$100,000								
7043	Professional and Specialized Expense	\$712,216	\$646,885					\$48,000		\$17,331	
7043	Contractual Services	\$12,064,346		\$1,374,390			\$42,753	\$4,362,440	\$3,162,387	\$2,944,656	\$177,720
7043	Contractual Services (Maintenance portion only)	\$2,452,298		\$82,014			\$2,609	\$1,200,000	\$547,675	\$600,000	\$20,000
7043	Contractual Services (Micro Transit)	\$1,526,078		\$269,542	\$177,606	\$177,606	\$258,850		\$305,113		\$337,361
7043	Transfer Agreements (Visalia)	\$350,500								\$350,500	
7059	Publications/Dues/Memberships/ Legal Notices	\$1,000	\$1,000								
7062	Rent	\$11,000	\$11,000								
7066	Salaries and Employee Benefits (TCAG Staff Support)	\$45,000	\$45,000								
7066	Salaries and Benefits TCRTA Staff	\$804,989	\$804,989								
7066	Workers' Comp Ins	\$3,306	\$3,306								
7066	Advertising (Outreach)	\$35,000		\$3,000	\$500	\$500		\$10,000	\$9,000	\$11,500	\$500
7066	Special Dept Expense (RMA, County Counsel & Porterville Staff)	\$89,367	\$5,000	\$1,000				\$45,000	\$1,000	\$37,367	
7073	Transpiration, Travel & Training	\$7,000	\$7,000								
7081	Utilities	\$172,000	\$2,000	\$40,000				\$40,000	\$40,000	\$50,000	
8345	Capital Improvement Program	\$30,047,330		\$489,043	\$78,809	\$2,308,243	\$49,228	\$9,849,926	\$4,025,255	\$13,161,276	\$85,550
	<b>Total Expenses</b>	<b>\$50,186,042</b>	<b>\$1,756,377</b>	<b>\$2,379,973</b>	<b>\$290,375</b>	<b>\$2,519,809</b>	<b>\$398,005</b>	<b>\$16,016,794</b>	<b>\$8,367,645</b>	<b>\$17,813,578</b>	<b>\$643,486</b>

Attachment 2  
TULARE COUNTY REGIONAL TRANSIT AGENCY  
CAPITAL IMPROVEMENT PROGRAM  
3-YEAR BUDGET  
Amendment No. 1  
Approved 8/15/2022

2022										Fund Type	
		Dinuba	Exeter	Farmersville	Lindsay	Porterville	Tulare	County	Woodlake		
Transit Facilities, Centers, and Bus Stop Improvements											
Porterville Transit Center	Federal	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	FTA 5307	
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Local	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -		LTF
	Total	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -		\$ 25,000
Lindsay Transit Center	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	TIRCP Measure R	
	State	\$ -	\$ -	\$ -	\$ -	\$ 4,289,000	\$ -	\$ -	\$ -		
	Local	\$ -	\$ -	\$ -	\$ -	\$ 2,220,000	\$ -	\$ -	\$ -		
	Total	\$ -	\$ -	\$ -	\$ -	\$ 6,509,000	\$ -	\$ -	\$ -		\$ 6,509,000
South Yard	Federal	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000	\$ -	\$ -	\$ -	FTA 5307	
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Local	\$ -	\$ -	\$ -	\$ -	\$ 600,000	\$ -	\$ -	\$ -		LTF
	Total	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -		\$ 3,000,000
Central Yard & Call Center	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	SCE SJVAPCD	
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ -		
	Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -		
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000	\$ -		\$ 1,200,000
Bus Stop & Amenities	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	LTF	
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Local	\$ 20,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -		
	Total	\$ 20,000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 50,000	\$ -		\$ 170,000
Website Improvements	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	STA LTF	
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Local	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000		
	Local	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -		
	Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 80,000

Attachment 3  
TULARE COUNTY REGIONAL TRANSIT AGENCY  
CAPITAL IMPROVEMENT PROGRAM  
3-YEAR BUDGET  
Amendment No. 1  
Approved 8/15/2022

2022											
		Dinuba	Exeter	Farmersville	Lindsay	Porterville	Tulare	County	Woodlake	Fund Type	
Transit Fleet/Support Equipment/Support Vehicle Replacement & Expansion											
On-Demand Fleet (Expansion)	Federal	\$ 229,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		FTA 5339
	State	\$ 42,033	\$ 15,947	\$ 15,919	\$ 19,537	\$ 105,926	\$ 114,255	\$ 222,980	\$ 12,035		SGR/SB1
	Local	\$ -	\$ 52,862	\$ 52,862	\$ -	\$ -	\$ -	\$ 68,796	\$ 63,515		STA
	Local	\$ 40,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		LTF
	Total	\$ 312,033	\$ 68,809	\$ 68,781	\$ 19,537	\$ 105,926	\$ 114,255	\$ 291,776	\$ 75,550		\$ 1,056,667
On-Demand Fleet (Expansion) (ZEB)	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,732,036	\$ -	\$ -		CMAQ (STBGP)
	State	\$ -	\$ -	\$ 242,877	\$ -	\$ -	\$ -	\$ -	\$ -		TIRCP
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 353,964	\$ -	\$ -		Toll Credits
	State	\$ -	\$ -	\$ 405,000	\$ -	\$ -	\$ 675,000	\$ -	\$ -		HVIP
	Local	\$ -	\$ -	\$ 1,581,585	\$ -	\$ -	\$ -	\$ -	\$ -		AHSC
	Total	\$ -	\$ -	\$ 2,229,462	\$ -	\$ -	\$ 3,761,000	\$ -	\$ -		\$ 5,990,462
Central Yard Fleet (Replacement) (ZEB)	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,912,500	\$ -		5339(a)
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000	\$ -		CMAQ
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,289,000	\$ -		TIRCP
	Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,100,000	\$ -		LCTOP/SGR
	Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,932,000	\$ -		HVIP
	Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 336,000	\$ -		SGR/SB1 (OLD)
	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,319,500	\$ -		\$ 11,319,500
Fare Collection System	Federal	\$ 13,955	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	State	\$ 51,455	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		PTMISEA
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ -		LCTOP
	Local	\$ 1,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Total	\$ 67,010	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170,000	\$ -	\$ 237,010
2-Way Radio System	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		FTA 5307/11
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	Local	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -		STA
	Local	\$ 10,000	\$ -	\$ -	\$ -	\$ 80,000	\$ 20,000	\$ -	\$ -		LTF
	Total	\$ 10,000	\$ -	\$ -	\$ -	\$ 80,000	\$ 20,000	\$ 50,000	\$ -		\$ 160,000
Non-Revenue Vehicles (BEV)	Federal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
	State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ -		STA
	Local	\$ 70,000	\$ -	\$ -	\$ 19,691	\$ 70,000	\$ 70,000	\$ -	\$ -		LTF
	Total	\$ 70,000	\$ -	\$ -	\$ 19,691	\$ 70,000	\$ 70,000	\$ 70,000	\$ -		\$ 299,691
Total		\$ 489,043	\$ 78,809	\$ 2,308,243	\$ 49,228	\$ 9,849,926	\$ 4,025,255	\$ 13,161,276	\$ 85,550		\$ 30,047,330

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY  
ADOPTING AMENDMENT NO. 1 TO THE FISCAL YEAR 2022 BUDGET  
AND CAPITAL IMPROVEMENT PROGRAM**

**WHEREAS**, the Joint Powers Agreement, dated August 11, 2020, by and among the County of Tulare and the Cities of Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, and Woodlake (each, a “Party” or “Member Agency”) hereafter called Tulare County Regional Transit Agency “TCRTA”; and

**WHEREAS**, the purpose of the formation and operation of TCRTA is to own, operate, and administer a public transportation system within the jurisdictions of and on behalf of the Member Agencies; and

**WHEREAS**, TCRTA has prepared a comprehensive Fiscal Year 2022 Budget and Capital Improvement Program reflecting anticipated revenues and expenditures; and

**WHEREAS**, the Board of Directors of the Tulare County Regional Transit Agency approved Resolution 2022-011 adopting the Annual Budget for the Fiscal Year 2022 (July 1, 2022 to June 30, 2023) at its regularly scheduled meeting of June 22, 2022; and

**WHEREAS**, TCRTA has been awarded \$36.7 million in additional state and federal funding; and

**WHEREAS**, TCRTA desires to adopt Amendment No. 1 to the Fiscal Year 2022-2023 Budget and Capital Improvement Program increasing the Operating Budget to \$20,138,712 and increasing the Capital Improvement Program to \$30,047,330.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, does hereby approve the Tulare County Regional Transit Agency’s Amendment No. 1 to the Fiscal Year 2022 Budget and Capital Improvement Program attached hereto as Exhibit 1, effective August 15, 2022; and

**BE IT FURTHER RESOLVED** that, said Annual Budget includes appropriations of monies expected to be available in the General Fund, Capital Fund, and existing and anticipated Federal, State, and local grants, for expenditures in the amounts and for the purposes set forth in said budget; and



**BE IT FURTHER RESOLVED** that, said Annual Budget includes funds dedicated to paying for capital improvements; and

**BE IT FURTHER RESOLVED** that the Executive Director or the Executive Director's designee is authorized to execute and file applications to the FTA and Caltrans funding for FY 2022 financial assistance; and

**BE IT FURTHER RESOLVED** that the Executive Director or the Executive Director's designee is authorized to execute agreements with transit operators to provide service or receive transfer payments, such transfer payments being paid or received by TCRTA to facilitate the coordination of transit service and to furnish incentives for providing enhanced transfer services between TCRTA and other transit operators; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to make expenditures and incur liabilities against said funds within the limits set forth in said budget and the provisions of this Resolution, and to act on behalf of TCRTA in connection with contracts arising thereunder, by following the procedures provided by law, and by Board of Directors' Resolutions and Board Rules, except that no contractual obligations shall be assumed by TCRTA in excess of its ability to pay, and provided further that all expenditures shall be in conformance with statutory and other restrictions placed on the use of said funds; and

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to act on behalf of TCRTA, and to make expenditures and incur liabilities against all funds of TCRTA as provided for in contracts which have been authorized by the Board of Directors of the Tulare County Regional Transit Agency and that the Board's authorizations of such contracts also include the necessary appropriations for such contracts and change orders authorized by Rules approved by the Board, subject, however, to compliance with such specific appropriation resolutions as may be adopted by the Board from time to time; and

**BE IT FURTHER RESOLVED** that the Executive Director or the Executive Director's designee is authorized to issue free or discounted promotional rides in FY 2022 for purposes of building ridership on the system, consistent with ridership recovery guidelines.

**PASSED AND ADOPTED** this 15<sup>th</sup> day of August 2022 by the **Board of Directors of the Tulare County Regional Transit Agency.**

**THE FOREGOING RESOLUTION** was passed and adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 15<sup>th</sup> day of August 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed\_\_\_\_\_

Jose Sigala  
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2022-020 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 15<sup>th</sup> day of August 2022.

Signed\_\_\_\_\_

Richard Tree  
Executive Director