

Tulare County Regional Transit Agency

AGENDA

October 17, 2022

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

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:
None

RECONVENE OPEN SESSION

V. REPORTS:

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

A. Safety Committee

VI. PRESENTATIONS:

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-B.

A. Approve Minutes of September 28, 2022 (Pages 01-03)

B. Reaffirm Conditions of State Assembly Bill 361 to Continue Remote Attendance (Page 05)

VIII. ACTION AND INFORMATION ITEMS:

A. Approve TCRTA Meeting Schedule Changes for the Months of November and December (Page 07)

B. Adoption of Resolution: Approving an Agreement with the County of Tulare for Administrative Services (Pages 09-32)

C. Adoption of Resolution: Approving a Grant Agreement with the California State Transportation Agency (Pages 33-37)

D. Adoption of Resolution: Approving the 2021-2022 Fiscal Audit Consultant Selection (Pages 39-64)

E. Adoption of Resolution: Affirmation and Incorporation of the 2022 T-Pass Fare Structure (Pages 65-69)

F. Approve the Creation of an Ad Hoc Committee on Sustainability (Page 71)

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, if approved, will be **November 14, 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

<u>BOARD OF DIRECTORS</u>	<u>ALTERNATE</u>	<u>AGENCY</u>
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	Donald Weyhrauch	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
Vacant	Vacant	Tule River Tribe of California

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., TCAG Analyst I (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

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**Tulare County Regional Transit Agency
Special Meeting
Minutes**

August 24, 2022, 6:00 p.m.

Members Present: Thusu, Garver, Gomez, Stowe, Sigala, & Mendoza
Members Absent: Caudillo, & Valero
Alternates Present:
Staff Present: Kellie Carrillo, Rich Tree, Jennie Miller, Albert Barragan,
Teresa Ortega, and Servando Quintanilla,
Counsel Present: Patrick Beck

I. CALL TO ORDER:

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

III. PUBLIC COMMENT:

None

V. REPORTS:

Safety Committee

None

Ad Hoc Committee

None

VI. PRESENTATIONS:

A. Transdev Transition Training Update

Mr. Tree introduced Mr. Boulware from Transdev and gave a presentation on Transition Training. Mr. Boulware introduced training instructors and training resources for new employees and discussed finding promising new hires at the 2022 Tulare County Job fair.

B. Cross Valley Corridor

Mr. Tree discussed Cross Valley Corridor plan, bus to rail, Cross Valley Corridor Phases 1 – 3, Station & Multimodal Hub Planning, Lindsay Transit Center, Clean & Innovative Mobility, and challenges such as, Community vs Agency Needs, Planning for Bus & Rail, ZEB Funding, Infrastructure, Workforce Development, and Technology.

VII. CONSENT CALENDAR ITEMS:

A. Approve Minutes of August 24, 2022

B. Reaffirm Conditions of State Assembly Bill 361 to Continue

C. Remote Attendance

D. Informational: Cap-and-Trade: Low Carbon Transit Operations Program (LCTOP)

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

VIII.

ACTION AND INFORMATION ITEMS:

A. Approve Cash Advance and Repayment Agreements with the County of Tulare, City of Dinuba, City of Porterville, City of Tulare, and City of Woodlake

Mr. Tree discussed that on August 11, 2020, that TCRTA had become the established regional transit provider for the County of Tulare and the Cities of Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, and Woodlake and during the past two years, while TCRTA was being formed and becoming a grantee by the FTA, the member agencies continued to independently fund operations with LTF, State, and Federal funding, and in the formation of the TCRTA, member agencies transferred to TCRTA all transit-related assets and all transit specific TDA, State, and Federal fund authority allocated to each member. However, most transit-specific funding is based on reimbursement and the nature of reimbursement-based transit funding has left the TCRTA without any working capital to cover its initial operational costs and had transit services remained among the member agencies, each member agency had advanced its initial operating costs with transit or non-transit reserves to assist with cash flow prior to TDA, State, and Federal funding reimbursement. Mr. Tree explained that on September 15, 2022, staff met with City Managers of the TCRTA member agencies to inform them of the financial challenges and to request assistance with the initial cash flow of the agency and staff recommended that the five largest member agencies contribute startup capital, in the form of a loan, approximately proportionate to their share of TCRTA's FY 2022-2023 operating budget. Mr. Tree recommends that TCRTA accept the cash advance from the County of Tulare, City of Dinuba, City of Porterville, City of Tulare, and City of Woodlake in the amount of \$5,000,000, and authorize the Executive Director to execute the Cash Advance and Repayment Agreements from the County of Tulare, City of Dinuba, City of Porterville, City of Tulare, and City of Woodlake, and authorize the Executive Director or his/her designee, upon execution of the agreements, to request said Cash Advance as set forth in the terms of the Agreements. Chairman Sigala add that he would like to establish a Sustainable Committee for TCRTA.

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

B. Approve Grant Agreements with the Federal Transit Administration

Mr. Tree discussed that three grants one was CA-2022-210 \$739,290 This is a Federal Fiscal Year 2021 Section 5307 American Rescue Plan Act of 2021 (ARPA) application (Porterville UZA) in the amount of \$739,290 and per the American Rescue Plan Act, the grant request is 100% federal share, second was CA-2022-211 \$2,917,722 this application is to request FY20 Section 5307 funds apportioned to the Porterville UZA (Porterville Service) in the amount of \$2,917,722 and \$2,197,723 of local transportation funds for Operating and Preventive Maintenance from July 1, 2022, through June 30, 2023, and last was CA-2022-212 \$1,952,077 this application is to request FY22 Section 5307 funds apportioned to the Visalia UZA (Tulare Service) in the amount of \$1,952,077 and \$2,152,300 of local transportation funds for Operating and Preventive Maintenance from July 1, 2022, through June 30, 2023. Mr. Tree recommended that one the Board Authorize the Executive

Director to execute FTA Grant Agreements CA-2022-210, CA-2022-211, and CA-2022-212 and second to authorize the Finance Director or his/her designee to submit drawdown requests per FTA requirements for incurred operating expenses.

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

V. ADJOURN

The meeting adjourned at 7:22 p.m. Chair Sigala confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on **October 17, 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

October 17, 2022

Prepared by Richard Tree, Executive Director

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 VIII-A

October 17, 2022

Prepared by Richard Tree, Executive Director

SUBJECT:

Action: Approve TCRTA Meeting Schedule Changes for the Months of November and December

BACKGROUND:

The 2022 Tulare County Regional Transit Agency (TCRTA) meeting schedule was approved by the Board of Directors on January 24, 2022. Generally, the TCRTA Board meeting is held on the third Monday of each month, with a few exceptions. However, due to occasional conflicts, meetings are subject to change with notice.

The Bylaws of the Tulare County Regional Transit Agency state, "Regular meetings of the Board may be cancelled or may be held on such other dates and/or at such other times and locations as may be approved by the Board or as directed by the Board's Chair."

DISCUSSION:

Due to holidays during the months of November and December, staff is recommending rescheduling both the November and December Board of Directors meetings from the 3rd Monday to the 2nd Monday of each month.

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors:

1. Approve the Rescheduling of the November 21, 2022 meeting to November 14, 2022;
and
2. Approve the rescheduling of the December 19, 2022 meeting to December 12, 2022.

FISCAL IMPACT:

None

ATTACHMENT:

None

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Tulare County Regional Transit Agency

AGENDA ITEM VIII-B

October 17, 2022

Prepared by Richard Tree, Executive Director

SUBJECT:

Action: Adoption of Resolution: Approving an Agreement with the 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), Tulare County Counsel, and its member agencies to assist with various administrative functions. Without the support of these agencies, TCRTA would have to procure these services on the open market or perform them in-house. At this time, TCRTA does not have the staff to perform certain administrative services and finds that partnering with agencies is a cost-effective solution.

DISCUSSION:

On August 15, 2022, the TCRTA Board of Directors approved an Agreement with the County of Tulare for general administrative services. When staff presented this Agreement to the County of Tulare, the County of Tulare determined that the agreement needed to be revised to include each department within the County of Tulare, and a defined scope of work and cost.

Staff worked with each department within the County of Tulare to draft a scope of work for various services TCRTA would need. The attached draft agreement now includes a scope of work and cost for the Auditor/Treasurer, County Administrative Office, County Counsel/Risk Management, General Services, Human Resources, and Information and Communication Technology.

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors approve Resolution 2022-024 authorizing the Board Chair and County Counsel to execute an agreement with the County of Tulare for administrative services.

FISCAL IMPACT:

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

ATTACHMENT:

1. Resolution 2022-024
2. Draft Agreement

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TULARE COUNTY REGIONAL TRANSIT AGENCY APPROVING
AN AGREEMENT WITH THE COUNTY OF TULARE FOR ADMINISTRATIVE SERVICES**

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 requires additional administrative services to administer the agency; and

WHEREAS, the County of Tulare can provide administrative services to TCRTA; and

WHEREAS, the Agreement with the County of Tulare includes services from the Auditor/Treasurer, County Administrative Office, County Counsel/Risk Management, General Services, Human Resources, and Information and Communication Technology Departments.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY, does hereby authorize the Board Chair and County Counsel to execute an Agreement with the County of Tulare for administrative services.

PASSED AND ADOPTED this 17th day of October 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 17th day of October 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed _____

Jose Sigala
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2022-024 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 17th day of October 2022.

Signed _____

Richard Tree
Executive Director

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

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 certain 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. SCOPE OF WORK:** County shall provide to TCRTA operational and administrative services as set forth in Exhibits A-1 through A-5.
- 2. PAYMENT FOR SERVICES:** TCRTA shall pay COUNTY for services in accordance with the terms set forth in Exhibits A-1 through A-5.
- 3.** TCRTA shall provide office space and related support, when applicable, 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.
- 4.** 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.

5. 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.
6. 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.
7. 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..
8. 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.
9. Pursuant to Sections 895-895.8 of the California Government Code, the Parties agree to indemnify and hold each other harmless from any loss, damage or liability arising out of the performance of their respective duties pursuant to this Agreement. However, each Party and their respective officers and employees, do not assume any liability for intentional or negligent acts of the other Party or the other Party's officers and employees.
10. If a dispute arises between the Parties out of or relating to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the Parties agree first to try in good faith to settle the dispute by non-binding mediation before resorting to litigation or some other dispute resolution procedure, unless the Parties mutually agree otherwise. The mediator shall be mutually selected by the Parties, but in case of disagreement, the mediator shall be selected by lot from among two nominations provided by each Party. All costs and fees required by the mediator shall be split equally by the Parties, otherwise each Party shall bear its own costs of mediation. If mediation fails to resolve the dispute within 30 days, either Party may pursue litigation to resolve the dispute.
11. This Agreement shall become effective when it has been executed by both Parties and shall continue in effect until terminated. Either party may terminate this Agreement without cause by giving 30 days' prior written notice of intention to terminate, specifying the date of termination.
12. Except as may be otherwise required by law, any notice to be given must be written and must be either personally delivered, sent by facsimile transmission or sent by first class mail, postage prepaid and addressed as follows:

COUNTY:

County Administrative Officer
County Administrative Office
2800 W. Burrel Ave.
Visalia, CA 9291

Fax: (559) _____

TCRTA:

TCRTA
Attn: Executive Director
210 N. Church Street, Suite B
Visalia, CA 93291
Fax: (559) _____

Notice personally delivered is effective when delivered. Notice sent by facsimile transmission is deemed to be received upon successful transmission. Notice sent by first class mail will be deemed received on the fifth calendar day after the date of mailing. Either Party may change the above address by giving written notice under this section.

13. COUNTERPARTS: The parties may sign this Agreement in counterparts, each of which is an original and all of which taken together form one single document.

[SIGNATURE PAGE TO FOLLOW]

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

COUNTY OF TULARE

By _____
Chair, Board of Supervisors

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

By _____
Deputy Clerk

Approved as to form: County Counsel

By _____
Deputy (20221026)

**TULARE COUNTY REGIONAL
TRANSIT AGENCY**

By _____
Chair, Board of Directors

Approved as to form: County Counsel

By _____
Deputy (TCRTA-General)

AKP/10/12/2022/20221026/1865418

The parties intend to allow this Exhibit A to be updated at any time by amending only the attachment applicable to an individual department. Accordingly, this Exhibit A may be amended by including only this cover page and the attachment for the individual department in the amendment. The attachments for the other departments need not be included.

TCRTA agrees to pay for each department's services per the department's billing mechanism explained in each department's exhibit. The payments may be a combination of cost allocations and direct billings.

The Table of Contents for Each Department's Scope of Work and Payment for Services is as follows:

- Exhibit A-1: Auditor-Controller/Treasurer-Tax Collector
- Exhibit A-2: County Administrative Office
- Exhibit A -3: General Services Agency
- Exhibit A-4: Human Resources and Development
- Exhibit A-5: Information and Communications Technology

I. SERVICES TO BE PROVIDED

1. Revenue and Claims

The Revenue and Claims division of the Auditor-Controller's Office staff shall provide services in accordance with the County's policies and procedures as follows:

- a. Maintain TCRTA vendors in AFIN.
- b. Review and approve AFIN JVs and payment documents, GAX or PRC.
- c. Disburse payments to TCRTA vendors with a county warrant or an electronic payment.
- d. Issue Form 1099s when applicable.
- e. Cancel disbursements in AFIN when stale dated or as requested.
- f. Reissue stale dated or canceled warrants as requested.
- g. Input TCRTA budget adjustments as requested.
- h. Accrue and submit to the CA Department of Taxes and Fees use tax for out-of-state purchases made by TCRTA.
- i. Other bookkeeping-type services as requested.

2. Accounting Systems

The Accounting Systems Division of the Auditor-Controller's Office shall provide the following services to TCRTA:

- a. Assistance in recording transactions in the County AFIN system. The assistance shall include questions regarding the programs, resetting of passwords and reassigning security and approval roles in the system.
- b. Monthly and annual closing of the accounting records in the County AFIN system.
- c. Issuing monthly and year end reports for departmental use.
- d. TCRTA's security and approval access to the County AFIN system for up to ten users and BOXI access for up to one named user.
- e. Allow TCRTA to retain access to the County AFIN system with reports and to employee management and compensation systems with reports.

3. Financial Reporting and Audits

The Financial Reporting and Audits Division of the Auditor-Controller's Office shall provide the following services to TCRTA:

- a. Advice and direction in proper recording of financial transactions in AFIN.
- b. Certification of the compensable earnings paid to each member of TCRTA after the end of each pay period, as required by California Government Code Section 31582. The COUNTY shall be responsible for the payment of all costs associated with the research and correction of errors made in the calculation of compensation reported and retirement contributions made to TCRTA by the COUNTY or any department of the COUNTY.
- c. Reconcile employee and employer contributions annually for TCRTA's outside auditor confirmation.

4. Payroll

- a. **Countywide Payroll**

The parties intend to specifically exclude from the definition of services provided by the Auditor-Controller/Treasurer-Tax Collector to TCRTA the provision of employer payroll information to the retirement plan for County employees generally. To the extent that the Payroll unit provides information to TCRTA regarding bi-weekly transmittal, reconciliation and processing of countywide payroll as well as payroll tax returns and W-2's for County employees generally, this activity shall be accounted for within COUNTY time activity and shall not be billed to TCRTA.

The Auditor-Controller staff shall transfer to TCRTA the proper dollar amount of employee and employer retirement contributions from the compensation reported at the end of each pay period.

- b. **TCRTA Payroll**

Payroll Unit shall provide bi-weekly transmittal, reconciliation and processing of payroll for those County employees assigned to TCRTA as the employing department. The Payroll Unit shall also provide payroll tax returns and W-2's on behalf of these employees.

5. Treasurer-Tax Collector

- a. **Participation in Treasurer's Investment Pool**

The Treasurer shall allow TCRTA to voluntarily deposit excess funds with the County Treasurer. TCRTA understands that the

funds deposited for investment will be held in the Tulare County Investment Pool and shall be invested by the Treasurer in accordance with the policies contained in the Tulare County Annual Investment Policy of the Pooled Investment Fund (Investment Policy), as now in effect and as may be revised from time to time without review or consent of TCRTA. Interest will be apportioned quarterly. TCRTA acknowledges that it has received and carefully reviewed the Investment Policy and is familiar with its contents. Having considered and weighed the risks of investing (including, but not limited to, the risks of loss of interest and principal) the TCRTA has determined that it is appropriate and legal to invest its moneys in the Tulare County Treasury as permitted by the Investment Policy. To the extent its moneys are invested with the County, in whole or in part, TCRTA further acknowledges that the \$1.00 NAV is not guaranteed or insured by the Treasurer.

b. Returned items

Any returned items to the Treasurer's Office from the bank will be immediately reversed from a pre-designated accounting line. Access to reports and information necessary for processing returned items will be provided to TCRTA.

c. Wire transfers

Wire transfers will be processed upon request by TCRTA. A wire transfer must have the appropriate documentation, departmental approvals, and be reviewed by the Auditor-Controller, before the wire transfer is processed by the Treasury. To ensure that the funds are transferred the next day, the Treasury must receive all completed paperwork for the wire transfer request by 6:00 a.m. the day the wire is to be sent. (This includes all necessary approvals and Auditor- Controller review.)

To accommodate large withdrawals that exceed those normally associated with operations, the following minimum notification requirements must be followed to allow for adjustments to the liquidity position of the pool.

- Withdrawals of up to \$5,000,000 48 hours
- Withdrawals of up to \$10,000,000 72 hours
- Withdrawals of up to \$10,000,001 and above 5 days

II. PAYMENT FOR SERVICES – AUDITOR-CONTROLLER/TREASURER-TAX COLLECTOR

1. Revenue and Claims, General Accounting, and Employee Payroll:

The Auditor-Controller services will be reimbursed through the County-Wide Cost Allocation Plan. The costs are allocated based on the number of accounting documents processed for TCRTA in the fiscal year. Documents include journal vouchers, cash receipts, canceled warrants, and payment documents by Gax and PRC. Additionally, manual warrant requests will be directly billed at \$12.50 per request and be removed from the cost plan allocations as direct billing. The \$12.50 rate is set by the Board of Supervisors and published in the County Master Fee Schedule

2. Treasurer-Tax Collector:

- a. Bank account authorization: Fees charged for bank accounts will be invoiced based on the banking fees assessed by the Treasury's Financial Institution on each account.
- b. Participation in Treasurer's Investment Pool: Operational costs incurred by the Treasurer in administering the Investment Pool will be netted against the pool's earnings and allocated quarterly in proportion to each pool participants' average daily balance of deposits maintained for the quarter.
- c. Returned Items: The fee on returned items shall be as set by the Board of Supervisors from time to time as the cost for processing by the Treasurer.
- d. Wire transfers: The fee for each wire transfer shall be as set by the Board of Supervisors from time to time as the cost for processing by the Treasurer.

III. PENSION OBLIGATION BOND PAYMENT

In June 2018, the County issued a POB with a final maturity date of June 30, 2037. Principal bond payments are payable by the County annually on June 1st and interest payments are payable semiannually on June 1st and December 1st. In order to make the June 1st and December 1st payments, the Auditor's Office will send TCRTA an invoice and related support for their allocated portion of the POB payment at least two (2) weeks prior to the payment due date. TCRTA shall then process a JV for their portion of the payment within five (5) business days of receipt of the invoice.

I. SERVICES TO BE PROVIDED

The County Administrative Office shall assist TCRTA in processing agenda items for the Board of Supervisors and other services as requested.

II. PAYMENT FOR SERVICES

Due to the limited volume of requests anticipated by TCRTA and the administrative burden of tracking and charging for such limited services, the County Administrative Office will provide any requested services without charge. The County Administrative Office will monitor the volume of requested services and may propose an amendment to this agreement if the services provided rise sufficiently to justify the administrative burden of tracking and charging for its services.

I. SERVICES TO BE PROVIDED

1. Courier, Mail, and Print Services

The General Services Agency (GSA) shall provide courier, mail, and printing services to TCRTA upon request.

2. Custodial Services

GSA shall provide routine and elective cleaning services should TCRTA occupy space in a County-owned facility.

3. Facilities Services

GSA shall provide preventative, routine, and elective maintenance should TCRTA occupy space in a County-owned facility.

4. Grounds Services

GSA shall provide landscaping and grounds maintenance should TCRTA occupy space in a County-owned facility.

5. Fleet Services

GSA shall provide TCRTA with access to motor pool vehicles on an as needed basis in a manner consistent with that provided to other County departments. The County shall provide state-mandated automobile liability and insurance coverage to TCRTA on the same basis as that provided to other County departments.

6. Purchasing Services

GSA shall assist TCRTA as requested in the purchase of goods and services consistent with applicable rules and regulations.

7. Property Management

GSA shall provide real property services including, but not limited to, property acquisition and disposition, procuring, negotiating, and enforcing lease agreements, and property management services.

8. Utilities Services

GSA shall manage invoicing process and subsequent billing for all utility and infrastructure charges should TCRTA occupy space in a County-owned facility.

II. PAYMENT FOR SERVICES

1. General Rules

Unless otherwise specified below, GSA shall submit monthly bills to TCRTA within 25 calendar days after the last day of each month.

All bills must be supported by fiscal records adequate to ensure that TCRTA is billed no more than the cost of providing the services, as calculated under the federal and state requirements for overhead and other costs. COUNTY shall retain such records as are required by Federal and State regulation. Payment of bills is conditioned on compliance by COUNTY with the required performance standards and responsibilities under this Memorandum of Understanding.

Any amounts payable under this agreement are valid and enforceable only if sufficient funds are authorized for the purposes outlined herein.

2. Specific Rules

GSA shall bill for its services at the Internal Service Fund (ISF) rates for each service provided to TCRTA. Such rates shall be provided to TCRTA 30 days prior to the effective date of the rate change.

Purchasing services will be reimbursed through the County-Wide Cost Allocation Plan.

I. SERVICES TO BE PROVIDED

Human Resources & Development (HRD) shall provide TCRTA with assistance upon request in regard to TCRTA's employees, in the same manner as any other County department.

II. PAYMENT FOR SERVICES

1. General Rules

Unless otherwise specified below, HRD services will be reimbursed through the County-Wide Cost Allocation Plan.

2. Specific Rules

For HRD services that are billed directly to departments, such as Relias training costs, HRD shall bill TCRTA directly on a flat rate basis once per fiscal year. An estimated bill shall be provided to TCRTA no later than April 30th of each fiscal year.

Billing shall be based on the percentage of all authorized County employee positions allocated for TCRTA employees as reflected in the County's adopted budget for the year in which the invoice is generated, multiplied by the total HRD budget as initially adopted for that fiscal year.

I. SERVICES TO BE PROVIDED

1. General Services

TCiCT shall provide to TCRTA information and communications technology services and TCRTA shall pay for those services as described herein.

2. Confidentiality

- a. TCiCT agrees that the department shall hold itself and its employees, as well as any and all contractors to TCiCT and TCRTA that have any access to and TCRTA technology system(s), to a level of high confidentiality required under the County Employees Retirement Law of 1937, applicable sections of the Internal Revenue. Further, TCiCT shall comply with the security requirements for information, technology access, and use and disposal in accordance with Title 45 Code of Federal Regulations (CFR) Sections 205.50 and 303.21. TCiCT shall indemnify TCRTA for any actual damages resulting to TCRTA as a result of TCiCT's failure to comply with this paragraph. Additionally, TCiCT shall protect TCRTA's confidential information subsequent to the expiration of this Agreement.
- b. TCiCT staff shall pass a background check at hire, including the LiveScan fingerprinting submitted to the FBI and California DOJ. If applicable, the LiveScan shall occur more frequently based on Federal, State, or Local regulations. Additionally, all TCiCT employees shall complete a confidentiality acknowledgment form upon hire and annually thereafter.

3. Specific Services

- a. **TCiCT shall:**
 - i. Provide technology management services including:
 - a. Managing and supervising all TCiCT staff providing services to TCRTA.
 - b. Function as part of the TCRTA management team providing technology related staff support, technical advice, and information.

- c. Assisting with Information & Communications Technology purchase requisitions; replacement and or new equipment will be at the expense of TCRTA.

ii. Provide technology support services including:

- a. Routine support to the installed workstations.
- b. Local Area Network support including regular backup of files, adding and deleting users, resetting network passwords, assigning and monitoring user access, restoring files if needed and monitoring network usage and performance.
- c. Provide service desk support between the business hours of 7:00 a.m. and 5:30 p.m. Monday through Thursday; 7:00 a.m. and 5:00 p.m. on Fridays.
- d. If applicable, provide asset management services including the tagging of TCRTA purchased assets and logging of inventory for the department.
- e. Provide consulting to assist with the application of technology toward the Department's business needs. This may include the development of configurations or estimates for planning and analysis purposes. It may also include the evaluation and analysis of recommendations received from other sources.
- f. Assist TCRTA staff with the day-to-day operations of TCRTA's technology, including the evaluation and analysis of recommendations received from other sources.
- g. TCRTA may have systems that are not maintained by TCiCT; TCRTA shall provide notice to TCiCT annually of those systems not maintained by TCiCT.

iii. Provide telephony support services including:

- a. Maintenance of existing Voice over Internet Protocol (VoIP) telephone system including hardware, software, cabling, desk sets, server, router, and user phone and and/or other appropriate telephony equipment and/or service.
- b. Replacement and or New Equipment will be at the expense of TCRTA.
- c. Where applicable, maintain connections to external phone service provider.

- d. Update systems and software as needed from time to time, at the expense of TCRTA.
- e. Maintain all unified communications hardware and software including occasional changes to call routing, messages and user phone and phone number assignments.
- f. Monitor VoIP system and make recommendations prior to system reaching capacity or loss of optimal service.

iv. Service goals:

- a. TCiCT will maintain adequate staff assigned to meet the needs of TCRTA to remain operational at all times.
- b. TCiCT will attempt to acknowledge telephone requests for service within thirty (30) minutes of the request during office hours.
- c. TCiCT will attempt to acknowledge email requests for service within sixty (60) minutes of the request during office hours.
- d. TCiCT will make every reasonable effort to correct any system outage immediately. If TCiCT cannot resolve the issue(s) immediately, TCiCT shall provide status updates until the system is restored. Security and major production incidents will be responded to immediately.
- e. For those TCiCT services performed at a location not owned by County, but operated by TCRTA:
 - i. TCRTA shall receive written permission from the Owner prior to any work being completed by TCiCT.
 - ii. The order of communication shall be 1) Owner 2) TCRTA 3) TCiCT and/or 1) TCiCT 2) TCRTA 3) Owner.
 - iii. TCiCT shall not be considered a vendor or third-party contractor but an extension of TCRTA.

b. TCRTA shall:

- i. Notify TCiCT of any changes in the list of software programs it operates and or utilizes.
- ii. Adhere to the County of Tulare Information Technology Security Program.
- iii. Adhere to the Transit Facility Agreement; Tulare County Agreement No. 30746.

- iv. Adhere to the Memorandum of Understanding between the County of Tulare and the Tulare County Regional Transit Agency for Public Transportation Services; Tulare County Agreement No. 30745.
- v. Adhere to the Tulare County Regional Transit Authority Joint Powers Agreement; Tulare County Agreement No. 29727.
- vi. Adhere to the Transit Vehicle Lease Agreement; Tulare County Agreement No. 30747.
- vii. Adhere to the Service Agreement by and between Tulare County Regional Transit Agency and Transdev Services, Inc.

4. Definitions

a. Confidential Information

The term "Confidential Information" means all Software, Systems Software, and all business, financial, statistical, personnel and technical data in tangible and/or intangible form which is clearly and conspicuously marked "CONFIDENTIAL" or as defined as confidential by law, or expressly deemed confidential in this Agreement, or provided or disclosed, by one party to the other, with notice of its confidential nature.

b. System

The term "System" shall mean the Hardware, Systems Software and Software, operating together as a system. The System includes the Existing Systems and all replacements thereof and additions of equipment thereto.

II. PAYMENT FOR SERVICES

1. Financial Provisions

- a. County shall maintain an accounting system and supporting financial records adequate to ensure that claims are in accordance with applicable Federal and State requirements. All charges must be supported by fiscal records adequate to ensure that claims for reimbursement are according to Federal and State requirements and County shall retain such records as required by Federal and State regulation. All TCiCT services listed herein shall be provided for an annual fee; services are listed in Section 2, Cost Allocation Methodology; the fees will be determined annually through the

development of the annual ISF Cost Methodology process. The determined annual cost methodology and estimated costs will be presented to TCRTA annually.

- b. TCRTA shall accept TCiCT's cost allocation methodologies as an approved allocation methodology. The TCiCT cost allocation methodology is approved annually by the Tulare County Auditor's Office and the State of California, through the annual cost allocation plan review process. The determined annual cost methodology and estimated costs will be presented to TCRTA annually. If applicable, user count true ups will occur annually.
- c. TCiCT shall submit monthly invoices to TCRTA within forty-five (45) business days after the last day of each month. TCRTA shall pay the invoices within forty-five (45) business days of receipt. TCRTA shall have only forty-five (45) days to dispute a charge; after forty-five (45) days the charge shall be considered accepted, payable, and undisputable. TCiCT shall be entitled to interest at the rate of six (6) percent per annum, commencing on the sixty-first (61st) day after a claim known or agreed to be valid is submitted to TCRTA.
- d. If at any time a service was discovered by TCiCT as not billed in a previous billing period or fiscal year, that service shall become billable to TCRTA. TCRTA will be notified of such finding and will have 90 days to dispute the charge.
- e. TCiCT will provide TCRTA with a final Cost Allocation Plan prior to the start of each fiscal year. TCiCT shall provide TCRTA with 30 days' notice should plan changes be needed in the middle of a fiscal year.
- f. TCiCT timelines:

TCiCT Draft Budget	Last Friday in March
TCiCT Final Budget	First Monday in June
TCiCT Budget Approved	September/October of Each Year
TCiCT Mid-Year Budget Review	February/March of Each Year
TCiCT Fiscal Meetings	At Least Once Annually
TCiCT MOU with External Agencies	May/June/July of Each Year, if applicable

2. Cost Allocation Methodology

Available Service Modalities thru TCiCT for County Transit Staff and the TOMF Location:

ISF Charge Description	FY 22/23 Rate
Radio ISF	
Radio Installation, Repair, and Maintenance (IRM) Services	\$68 per hour
Radio Tower Access	\$36.55 per radio, per month
Radio Tower & Microwave Services (IRM)	\$68 per hour
Radio Equipment	Actual Cost per the Methodology
Central Telephone Passthrough	
Telephony Services	Actual Cost per the Methodology
Telephony Equipment	Actual Cost per the Methodology
ICT ISF Service Modalities	
ADP – Human Services Case Management Software	Actual Cost per the Methodology
Administrative Services within TCiCT	
Project Management	
Client Services	
Operations/Systems/Networks	
Logistics	
Geographic Information Systems	
Security	
Enterprise Content Management	
Service Desk	
Desktops	
Business Intelligence	
Application Development	
Training	
Documentation	
Licensing	
Property Management Systems	
AFIN – County Financial Software	
Form 700	
WebBudget	
Sustain E-Courts	
Direct Contract Costs	
Other – As Needed or Determined thru the Cost Methodology	
Equipment Acquisition, Public Works, and/or Service & Maintenance Contracts shall be	Paid for by TCRTA and not TCiCT

completed by TCRTA thru TCRTA's Fiscal Processes	
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**Available Service Modalities thru TCiCT for TCRTA & Non-County Owned
Operations & Locations**

ISF Charge Description	FY 22/23 Rate
Radio ISF	
Radio Installation, Repair, and Maintenance (IRM) Services	\$68 per hour, per the Methodology
Radio Tower Access	\$36.55 per radio, per month, per the Methodology
Radio Tower & Microwave Services (IRM)	\$68 per hour, per the Methodology
Radio Equipment	Actual Cost per the Methodology
Central Telephone Passthrough	
Telephony Services	Actual Cost per the Methodology
Telephony Equipment	Actual Cost per the Methodology
ICT Service Modalities	
Administrative Services within TCiCT	\$165 per hour
Project Management	\$75 per hour
Client Services	\$57 per hour
Operations/Systems/Networks	\$139 per hour
Logistics	\$71 per hour
Geographic Information Systems	\$105 per hour
Security	\$130 per hour
Enterprise Content Management	\$61 per hour
Desktops	\$52 per hour
Business Intelligence	\$70 per hour
Application Development	\$81 per hour
Training	\$29 per hour
Documentation	\$36 per hour
Licensing, Equipment Acquisition, Public Works, and/or Service & Maintenance Contracts shall be completed by TCRTA thru TCRTA's Fiscal Processes	Paid for by TCRTA and not TCiCT

Tulare County Regional Transit Agency

AGENDA ITEM VIII-C

October 17, 2022

Prepared by Richard Tree, Executive Director

SUBJECT:

Action: Adoption of Resolution: Approving a Grant Agreement with the California State Transportation Agency (CalSTA)

BACKGROUND:

TCRTA partnered with the Kings County Area Public Transit Agency (KCAPTA), City of Visalia, City of Lindsay, and CalStart on a project application to the California State Transportation Agency's Transit and Intercity Rail Capital Program (TIRCP) Cycle 5 funding opportunity. TCRTA's project, Cross Valley Corridor Zero-Emission Bus Phase 1, requested capital funding for the construction of two transit centers and the purchase of zero-emission buses and shuttle vans required to operate the Cross Valley Corridor.

On July 7, 2022, the California State Transportation Agency (CalSTA) awarded TCRTA \$33,769,000 for the Cross Valley Corridor Zero-Emission Bus Phase 1 project.

DISCUSSION:

To receive grant funding from the California State Transportation Agency (CalSTA), TCRTA is required to enter into a Master agreement with the California State Transportation Agency for ten years.

KCAPTA, City of Visalia, and City of Lindsay as project partners are also considered implementing agencies and have approved individual Master Agreements with the California State Transportation Agency. As implementing agencies, the following project allocation plan has been prepared.

Implementing Agency	Components	Project Programming
TCRTA	Purchase Zero-Emission Vehicles	\$4,202,068
KCAPTA	Purchase Zero-Emission Vehicles	\$19,037,500
	Construct KART Transit Center	\$4,453,784
City of Visalia	Purchase Zero-Emission Vehicles	\$1,686,648
City of Lindsay	Construct Lindsay Transit Center	\$4,389,000

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors:

1. Approve Resolution 2022-025 authorizing the Executive Director or his/her designee to execute all grant documents, including but not limited to applications, agreements, amendments, reports, and requests for payment, necessary to secure grant funds from the California State Transportation Agency and implement the approved grant projects; and

2. Approve the Tulare County Regional Transit Agency's Cross Valley Corridor ZEB Phase 1 TIRCP Allocation Plan.

FISCAL IMPACT:

Failure to enter into an agreement will not allow TCRTA to receive \$33,769,000 in grant funding required to construct the transit centers and purchase the vehicles.

ATTACHMENT:

1. Resolution 2022-025
2. Cross Valley Corridor ZEB Phase 1 TIRCP Allocation Plan

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TULARE COUNTY REGIONAL TRANSIT AGENCY APPROVING
A GRANT AGREEMENT WITH THE CALIFORNIA STATE TRANSPORTATION AGENCY**

WHEREAS, the Tulare County Regional Transit Agency prepared and submitted a project proposal to the California State Transportation Agency's Transit and Intercity Rail Capital Program Cycle 5; and

WHEREAS, the proposed project requested funding for capital financial assistance for construction of transit centers and zero-emission vehicles for the Cross Valley Corridor Zero-Emission Bus Phase 1 project; and

WHEREAS, the Cross Valley Corridor Zero-Emission Bus Phase 1 project included project partners from the Kings County Area Public Transit Agency (KCAPTA), City of Visalia, City of Lindsay, and CalStart; and

WHEREAS, on July 7, 2022, TCRTA was awarded grant funding for its Cross Valley Corridor Zero-Emission Bus Phase 1 project in the amount of \$33,769,000; and

WHEREAS, it is necessary to enter into a Master Agreement with the California State Transportation Agency to access grant funding; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY, does hereby authorize the submittal of application(s) to CalSTA for Transit and Intercity Rail Capital Program for which TCRTA is eligible.

BE IT FURTHER RESOLVED that the Executive Director or his/her designee is hereby authorized to execute grant documents, including but not limited to applications, agreements, amendments, reports, and requests for payment, necessary to secure grant funds from the California State Transportation Agency and implement the approved grant projects; and

BE IT FURTHER RESOLVED that these authorizations are effective for ten (10) years from the date of the adoption of this resolution; and

PASSED AND ADOPTED this 17th day of October 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 17th day of October 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed _____

Jose Sigala
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2022-025 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 17th day of October 2022.

Signed _____

Richard Tree
Executive Director

2023:23 Tulare TIRCP - Program Allocation Plan Draft														
Project Information						Project Programming								
Award No.	Award Amount	Award Recipient	Implementing Agency	Project Title	Separable Phases/ Components	PPNO	Phase	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
2022:23	\$ 33,769,000	Tulare County Regional Transit Agency (TCRTA)	County of Tulare	Cross Valley Corridor (CVC) ZEB Project	Purchase 8 Heavy Duty Zero-Emission Feeder Buses		CONST			\$ 3,959,068				
					Purchase 8 Microtrasit ZE Vehicles		CONST			\$ 243,000				
			KCAPTA		Purchase 4 Heavy Duty Zero-Emission Feeder Buses		CONST			\$ 3,310,784				
					Purchase 8 Microtrasit ZE Vehicles		CONST			\$ 1,143,000				
			Visalia		KART Transit Station		CONST	\$ 19,037,500						
					Purchase 2 Heavy Duty Zero-Emission Feeder Buses		CONST			\$ 1,686,648				
			City of Lindsay		Lindsay Transit Center		CONST		\$ 4,389,000					
					Project Mgmt, Infrastructure Assessment, and Outreach			\$ -						
					System Integration			\$ -						

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Tulare County Regional Transit Agency

AGENDA ITEM VIII-D

October 17, 2022

Prepared by Leslie Davis, TCAG Finance Director

SUBJECT:

Action: Adoption of Resolution: Approving the 2021-2022 Fiscal Audit Consultant Selection

BACKGROUND:

On March 18, 2021, Tulare County Association of Governments (TCAG) staff sent out a Request for Proposal (RFP) to 50 firms for the preparation of the TCAG Fiscal Audits. The RFP identified \$86,000 as budgeted for the fiscal audit and \$15,000 for additional services as approved. Two (2) proposals were received. The proposals were from: Brown Armstrong CPAs of Bakersfield, and Price, Paige & Company, of Clovis. TCAG staff evaluated and scored the proposals based on the adopted scoring criteria including understanding of the work to be done, experience with similar kinds of work, quality of staff, capability of developing innovative or advanced techniques, local preference, and demonstration of DBE intent.

The audits will be performed for fiscal year (FY) 2021/2022 and FY 2022/2023 and include the Tulare County Regional Transit Agency (TCRTA) and Transportation Development Act (TDA) audits for nine (9) member agencies as applicable. The 2 firms showed understanding of the work to be done and have sufficient experience with similar audits. The firms had good references, qualified staff and were under budget. The firm that scored the highest based on the TCAG adopted procurement procedures is Brown Armstrong CPA's. This firm has the best understanding of how TCAG functions and has prior experiences with other Council of Governments (COG's) and Transportation Agencies. The board approved the firm Brown Armstrong CPA's on Resolution No.2021-102 to perform the audits.

DISCUSSION:

TCRTA operations have continued to progress and all the member agencies of the JPA have been incorporated into TCRTA effective July 1, 2022. We have reviewed the preliminary draft general ledger with the outside auditors to determine the additional resources needed to complete the TCRTA audits for FY 2021/2022 and FY 2022/2023. Brown Armstrong CPA's presented a proposal indicating that additional resources needed for FY 2021/2022 audit will cost \$20,000 and \$25,000 for the FY 2022/2023 audit.

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors approve Resolution 2022-026 authorizing the Executive Director or his/her designee to execute an agreement with Brown Armstrong CPA's to provide the resources necessary to complete the FY 2021/2022 audit in the amount of \$20,000 and complete the FY 2022/2023 audit in the amount of \$25,000.

FISCAL IMPACT:

No Fiscal Impact. The funding for the FY 2021/2022 audit has already been approved within the TCAG 2022-2023 budget. The funding for the FY 2022/2023 audit will be programmed in the TCRTA FY 2023/2024 budget.

ATTACHMENT:

1. Resolution 2022-026
2. Proposal from Brown Armstrong CPA's

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TULARE COUNTY REGIONAL TRANSIT AGENCY APPROVING
THE FY 2021/2022 and FY 2022/2023 FISCAL AUDIT CONSULTANT SELECTION**

WHEREAS, on March 18, 2021, the Tulare County Association of Governments (TCAG) requested proposals for consultant services to prepare fiscal audits of the agency and selected funds under its jurisdiction for fiscal year (FY) 2021/2022 and FY 2022/2023; and

WHEREAS, The audits will be performed for FY 2021/2022 and FY 2022/2023 and include, the Tulare County Regional Transit Agency (TCRTA) and Transportation Development Act (TDA) audits for nine (9) member agencies as applicable. The 2 firms showed understanding of the work to be done and have sufficient experience with similar audits. The firms had good references, qualified staff and were under budget. The firm that scored the highest based on the TCAG adopted procurement procedures is Brown Armstrong CPA's. This firm has the best understanding of how TCAG functions and has prior experiences with other Council of Governments (COG's) and Transportation Agencies; and

WHEREAS, The TCAG board approved the firm Brown Armstrong CPA's by way of Resolution 2021-102 to perform the audits as indicated; and

WHEREAS, a review of the TCRTA preliminary draft general ledger for FY 2021/2022 with the outside auditors has determined the additional resources needed to complete the TCRTA audit for FY 2021/2022 and FY 2022/2023; and

WHEREAS, Brown Armstrong CPA's presented a proposal indicating the additional resources needed for FY 2021/2022 will be \$20,000 and for FY 2022/2023 will be \$25,000; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY, does hereby authorize the Executive Director or his/her designee to execute an agreement with Brown Armstrong CPA's to provide the resources necessary to complete the FY 2022/2021 audit in the amount of \$20,000 and complete the FY 2022/2023 audit in the amount of \$25,000.

PASSED AND ADOPTED this 17th day of October 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 17th day of October 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed _____

Jose Sigala
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2022-026 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 17th day of October 2022.

Signed _____

Richard Tree
Executive Director

BROWN ARMSTRONG

Certified Public Accountants

TULARE COUNTY REGIONAL TRANSIT AGENCY TECHNICAL PROPOSAL

FOR AUDT SERVICES

October 11, 2022

Thomas Young, CPA/Partner

4200 Truxtun Avenue, Suite 300 | Bakersfield, CA 93309

T: (661) 324-4971 | F: (661) 324-4997 | E: Tyoung@ba.cpa

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Cover Letter

October 11, 2022

Mr. Rich Tree, Director
Tulare County Regional Transit Agency
210 N. Church Street, Suite B
Visalia, CA 93291

Dear Mr. Tree;

Brown Armstrong Accountancy Corporation (Brown Armstrong) is pleased to submit this proposal to perform financial statement audits of Tulare County Regional Transit Agency (TCRTA) for the fiscal years ending June 30, 2022 and 2023. We look forward to continuing to provide TCRTA and we believe our proposal exceeds the requirements we discussed. This proposal will demonstrate to you that our firm is continues to uniquely qualified to continue to serve as your auditors.

The efficiencies we've gained through the consistency and continuity of the lead personnel assigned to your engagement have allowed us to deliver not only a high quality audit, but an understanding of the challenges your unique agency faces related to funding and your ability to provide transportation services to a very large, spread out population. The relationship built between our firm and TCRTA ensures you have a true partner to discuss complex issues with, while maintaining independence both in fact and in appearance.

We feel even more confident and capable of continuing to uphold the level of service TCRTA expects from its auditor. The challenges over the past year that our firm, families, and clients have faced have been nothing short of grueling. Implementing a remote work environment for everyone's safety and well-being over the past year has allowed us streamline a nearly completely remote audit without compromising our quality of service and dedication to our clients. Additionally, because the COVID-19 Pandemic has had a significant impact on all business sectors and governments, and because we value the professional relationships that we have made over the last few years, we are proposing a reduction in the total quoted price.

Known as one of the largest regional accounting firms in Central California, Brown Armstrong's mission is "to exceed expectations and provide opportunities." Our sixty-three (63) employees lead us in achieving this mission by working with our clients individually to overcome any challenges with a special combination of knowledge and experience in governmental transit and transportation planning Agency audits. We have audited numerous agencies similar to yours for four decades. We are experts in governmental accounting and auditing and have assisted numerous clients in receiving the Certificate of Achievement for Excellence in Financial Reporting.

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Our firm partners, managers, and seniors are actively involved in trade associations such as Government Finance Officers Association (GFOA), California Transit Association, and the California Society of Municipal Finance Officers. Several of our Partners are pro bono recognized reviewers for the GFOA Certificate of Achievement Award Committee. We enthusiastically contribute our time to this Award process because as we review CAFRs from all across the United States, we maintain current, up-to-date knowledge of municipal accounting principles.

Beyond the activity in trade associations, we offer our clients the education and organization to prepare themselves for upcoming regulation and compliance changes.

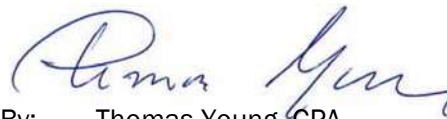
Our approach, people, commitment to timelines, and dedication to financial reporting excellence makes Brown Armstrong the best-qualified firm to meet your needs.

I will be the engagement partner and primary liaison responsible for all services provided to the TCRTA, and I am entitled to represent the firm, empowered to submit this bid, and authorized to negotiate and sign a contract with TCRTA. I can be contacted at 4200 Truxtun Ave, Suite 300, Bakersfield, CA 93309, Tel (661) 324-4971, Fax (661) 324-4997, or by email at tyoung@ba.cpa.

I, the undersigned, certify that I am duly authorized to represent the above named firm and am empowered to submit and negotiate the terms of this bid with TCRTA. In addition, I certify that I am authorized to contract with TCRTA on behalf of the above named firm. Please contact me if I can clarify or expand on any item contained in this proposal. We are available for an oral presentation, if requested. This proposal is a firm and irrevocable offer for ninety (90) days.

Sincerely,

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink, appearing to read "Thomas Young", is written over the printed name.

By: Thomas Young, CPA
Partner

California Corporation Number: C0808648

Incorporation Date: February 10, 1977

Registered as:

Brown Armstrong Accountancy Corporation
4200 Truxtun Avenue, Suite 300
Bakersfield, CA 93309

Title of person signing on behalf of the corporation: Partner

1. Experience and Qualifications

Established in April of 1974, Brown Armstrong is one of the largest regional accounting firms serving California. We have built a full service accounting and consulting firm serving clients from San Diego to Humboldt County. The dimension that Brown Armstrong is able to offer TCRTA is dedicated years in public accounting, which has enabled us to become a true advisor to your organization and an assistant to your financial success. Now, with sixty-three (63) highly skilled employees, Brown Armstrong continues its growth as a regional firm by offering auditing, tax, accounting, consulting, and assurance services to governmental entities, nonprofits, corporations, partnerships and individuals in California.

Our experience over the past 46 years has enabled us to become a true advisor to your organization. As part of our commitment to providing quality services to our clients, our firm is a member of the Center for Public Firms Auditors Section of the American Institute of Certified Public Accountants. Our partners, managers, and seniors are actively involved in trade associations, such as the California Transit Association. We maintain current, up-to-date knowledge of governmental accounting and auditing.

Our governmental audit staff is made up of forty-one (41) professionals who are experts in their field. We have crafted expertise in auditing the public sector since the birth of the company. Through tireless planning, relationship building, and knowledge of the realm, we are dedicated to serving our clients and exceeding their needs and expectations. We have three (3) offices located throughout the state of California. Our main office is located in Bakersfield, California. We have additional offices in Fresno and Stockton, California to better serve our clients' needs.

<i>Our Staff</i>		<i>Audit Staff</i>	
Partners	9	Partners	7
Shareholders in Training	1	Shareholders in Training	1
Managers	9	Managers	6
Seniors	7	Seniors	6
Staff	21	Staff	19
Support Staff	<u>16</u>	Support Staff	<u>2</u>
	63		41

Our firm's mission statement is to "exceed client expectations and provide opportunities." Through relationship building and a creative, tailored approach we can find the perfect solution to continue providing exceptional auditing services to Tulare County Regional Transit Agency (TCRTA).

Our Expertise

Brown Armstrong bases our success on the relationships fostered, and performance of the best quality service possible. Our partners and staff are not strangers to auditing transit agencies, much less, strangers to TCRTA.

The Difference

When you choose Brown Armstrong for your auditing services, you aren't just choosing an accountant, you're choosing a resource, a friend, and an expert. You don't need to dread your upcoming audit, the audit team assigned to your engagement will not only meet the deadlines you have in place, but will work with you to keep you current on the latest regulations. Our professional auditing staff is experienced in working with clients in all levels of the public sector, but the team we have chosen for you have specific skills that make them the best fit for your needs.

Our partners work with many cities, counties, nonprofits, pensions, retirement systems, corporations, and most importantly, transit agencies. This wealth of knowledge and experience prepares us for any situation, no matter how big. With Brown Armstrong, you can be confident that you have chosen a firm that will not only do the job, but will continue to support you throughout the partnership.

License to Practice in California

Our firm and all assigned key professional staff are properly licensed to practice in the State of California.

TECHNICAL PROPOSAL

Tulare County Regional Transit Agency

Personnel Experience

When you choose Brown Armstrong for your auditing services, you aren't just choosing an accountant. You're choosing a resource, a friend, and an expert. You don't need to dread your upcoming audit, the audit team assigned to your engagement will not only meet the deadlines you have in place, but will work with you to keep you current on the latest regulations.

All members assigned to your engagement have experience auditing transit agencies similar to TCRTA. This knowledge and background will lead to an efficient, timely, and quality audit that will keep your operation running smoothly.

From our governmental audit staff of forty-one (41), we have assembled an audit team consisting of members who are extremely qualified to perform your audit. Team members are as follows:

Engagement Personnel	Engagement Position(s)	Years of Experience
Thomas Young, CPA	Engagement Partner	25
Neeraj Datta, CPA	Technical Review Partner	20
Sarabeth Prior-Dalmas, CPA	Engagement Manager	8
Emilio Nava	Engagement Staff	7
Benjamin Koo	Engagement Staff	1

The entire audit team will be staffed from our Bakersfield office, which will provide you with the best customer experience and quality of service that the engagement deserves. All assigned personnel will be employed on a full-time basis, and have direct experience with transit districts.

Please refer to the Personnel section for their individual resumes.

2. Understanding of the Project

We emphasize "hands-on" partner involvement and consistency of staff assignments in our audits. We believe this emphasis benefits our clients in two ways:

1. A superior, quality audit is delivered on time; and
2. We reduce the cost of the audit - in audit fees, and in that unseen cost, the "training of an auditor" unfamiliar with TCRTA's personnel and procedures.

Based on experience auditing California transit and transportation planning agencies, we have developed standard audit plans that have been tailored to ensure we perform sufficient examination of the claimants, agencies, and funds.

- Auditing standards generally accepted in the United States of America.
- The standards applicable to financial audits contained in *Government Auditing Standards*.
- The provisions of U.S. Office of Management and Budget (OMB) and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
- The requirements for the Annual National Transit Administration (formerly Section 15) as set forth by the Federal Transit Administration.

The audit will include the following:

- Fiscal Audit of Tulare County Regional Transit Agency.
- The Fiscal examination shall include an evaluation of the system of internal control, a proper test of the accounting records and other financial records, and a review of the accounting system in operation.

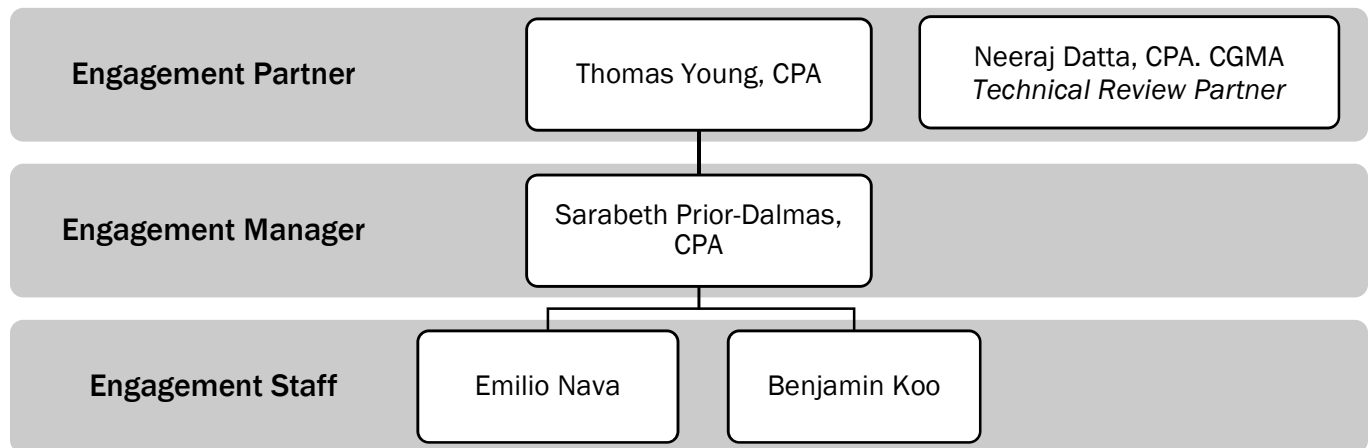
We will issue one report on the following by December 31st of each year:

- a. Fiscal audit of the Tulare County Regional Transit Agency

3. Personnel

TCRTA requires auditors who can quickly identify and understand the pertinent issues and promptly provide assistance whenever and wherever needed. This cannot be accomplished without a comprehensive knowledge of operations. Brown Armstrong has assembled a key group of professionals that possess a firm grasp of the subject matter, as well as the experience, confidence, and friendliness you deserve. Our staff will be there when you need them, and they will be continually involved in the audit procedures. This will allow you to have access to decision makers and the resources you need at all times.

Resumes of the primary engagement team are included on the following pages.



Staff Continuity

Every effort will be made to ensure continuity of audit personnel and allow for a smoother audit process during the term of the engagement. We understand that the project manager or primary professional staff shall not be substituted without the prior approval by the TCRTA Director.

Our firm policy is to provide staff consistency on engagements; however, having a large public sector focus allows us to provide options for staff rotation if requested.



THOMAS YOUNG

ENGAGEMENT PARTNER, CPA

EDUCATION

University of California, Davis
1994

Bachelor of Science Degree in
Business and Public Administration
with a Concentration in Economics

CONTACT

PHONE:
661-324-4971

WEBSITE:
www.ba.cpa

EMAIL:
tyoung@ba.cpa

BACKGROUND

Thomas Young, a partner at Brown Armstrong, will be the Engagement Partner for this engagement. He has over twenty-five (25) years of experience in auditing governmental entities and brings expertise in many areas. His primary audit focus is in counties, cities, special districts, and transit districts.

Not only does Thomas have experience in the audit process, but he will be an integral member of the team when it comes to keeping standards up to date. He is actively involved in a number of professional organizations such as the American Institute of Certified Public Accountants, the California Society of Certified Public Accountants, and the California Municipal Finance Officers Association.

EXPERIENCE

Cities

City of Baldwin Park
City of Bakersfield
City of Delano
City of Fresno
City of Lindsay
City of Modesto

City of Pasadena
City of Santa Barbara
City of Seaside
City of Tulare
City of Visalia

Counties

County of Kern
County of Fresno
County of Stanislaus

County of Tulare
County of Riverside
County of San Luis Obispo

Special Districts

Belridge Water Storage District
Eastern Kern Air Pollution Control
District
Fresno Irrigation District
Kern County Bar Association
Kern County Water Agency
Lake Isabella Community Services
District

Lamont Public Utility District
Mojave Public Utility District
Port Hueneme Water Agency
Santa Clara Valley Water District
Valley Consortium for Medical
Education
Westside Mosquito and Vector
District

Transits

Antelope Valley Transit Authority
Contra Costa County Transit District
Council of Fresno County Governments
Golden Empire Transit District
Kern Council of Governments
Omnitrans Transit District
Peninsula Corridor Joint Powers Board
Riverside Transit Agency
San Joaquin Council of Governments
Santa Cruz Metropolitan Transit District
Tulare County Association of Governments
Stanislaus Council of Governments

ROLES AND RESPONSIBILITIES

- Overall responsibility for the audit and delivery of client service
- Approves the overall audit risk assessment and audit procedures
- Communicates with executive management, and members of TCRTA, regarding audit planning, fieldwork and reporting
- Available throughout the year to ensure proactive issue identification and service delivery



NEERAJ DATTA

TECHNICAL REVIEW PARTNER,
CPA, CGMA

EDUCATION

Delhi University, India

Bachelor of Commerce Honors Degree
with a Concentration in Accounting

CONTACT

PHONE:
661-324-4971

WEBSITE:
www.ba.cpa

EMAIL:
ndatta@ba.cpa

BACKGROUND

Neeraj is the technical review partner of the project from our Bakersfield office. He has more than 13 years of governmental auditing experience and 20 years of auditing experience. He has been with the firm since August of 2012, after 8 years of auditing experience that includes Big Four accounting firms, KPMG San Francisco, KPMG New York, Ernst and Young New York, and Deloitte and Touché, Toronto. His primary business focus is governmental entities audit and accounting. His audit specialties include special districts, counties, cities, retirement systems, and investment funds.

Neeraj has always ensured that we provide the highest level of audit and consulting services to all our clients. He is actively involved in a number of professional organizations such as the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

EXPERIENCE

Cities

City of Fresno
City of Pasadena
City of Tulare

Counties

County of Fresno
County of Tulare

Special Districts

Cawelo Water District
Carpinteria Valley Water District
Goleta Water District
Mojave Air and Space Port
Pixley Public Utility District

Port Hueneme Water Agency
North of the River Municipal
Water District

Retirements

Fresno County Employees' Retirement Association
Imperial County Employees' Retirement System
Marin County Employees' Retirement Association
San Bernardino County Employees' Retirement Association
San Diego County Employees' Retirement Association
Tulare County Employees' Retirement Association
Ventura County Employees' Retirement Association

Nonprofits

California State University, Sonoma Campus
Pasadena Community Access Corporation
Rotary Club of Bakersfield
Rotary Waterman Foundation
National Test Pilot School

ROLES AND RESPONSIBILITIES

- Responsible for assisting the Engagement Partner in performing the audit risk assessment and design audit procedures
- Assists in audit documentation review in significant areas
- Reviews financial statements to ensure they are in conformance with GAAP and GFOA requirements
- Advises the audit team regarding technical matters and provides concurring approval of financial statements and audit reports



SARABETH PRIOR-DALMAS

ENGAGEMENT MANAGER, CPA

EDUCATION

California State University, Bakersfield

Bachelor of Science Degree in Business
Administration, Concentration in
Accounting

CONTACT

PHONE:
661-324-4971

WEBSITE:
www.ba.cpa

EMAIL:
sprior-dalmas@ba.cpa

BACKGROUND

Sarabeth is the engagement manager of the project and located in our Bakersfield office. She has more than 8 years of governmental auditing experience at Brown Armstrong. Her primary business focus is governmental entities audit and accounting. Her audit specialties include special districts, retirements, and nonprofits.

Sarabeth will be highly involved in the field work and a face to face presence for Brown Armstrong. She and the supervisor accountant will be easily accessible to TRCRA at all times. Her ability to manage an audit has become invaluable for Brown Armstrong. She is actively involved in a number of professional organizations such as the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

EXPERIENCE

Counties

County of Merced

County of Riverside

County of San Luis Obispo

County of San Luis Obispo

County of Santa Barbara

County of Santa Cruz

Retirements

City of Fresno Employees' Retirement System

Ventura County Employees' Retirement System

Special Districts

Bear Mountain Recreation and Park District

Buena Vista Water Storage District

Goleta Water District

Kern Delta Water District

Mojave Air and Space Port

Mojave Public Utility District

Port Hueneme Water Agency

Transits

Kern Council of Governments

Tulare County Association of Governments

Stanislaus Council of Governments

Riverside Transit Agency

San Joaquin Council of Governments

Nonprofits

Bakersfield ARC, Inc.

Bakersfield Homeless Center

First Assembly of God Church

National Test Pilot School

ROLES AND RESPONSIBILITIES

- Reports to the Partners regarding audit and technical matters
- Assists in the coordination of planning, fieldwork, and reporting matters
- Reviews audit documentation for significant audit areas
- Is in constant communication with executive management and members of TCRTA regarding audit planning, fieldwork, and reporting

TECHNICAL PROPOSAL

Tulare County Regional Transit Agency



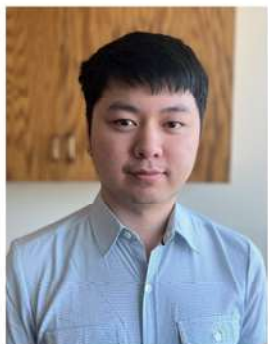
**EMILIO
NAVA**

ENGAGEMENT STAFF

EDUCATION

California State University, Bakersfield

Bachelor of Science Degree in
Business Administration
Concentration in Accounting and
Finance



**RICARDO
ROBLES**

ENGAGEMENT STAFF

EDUCATION

California State University, Bakersfield

Bachelor of Science Degree in
Accounting

EXPERIENCE

Cities

City of Bakersfield
City of St. Helena
City of Huron

City of Paso Robles
City of Tulare

Counties

County of Merced
County of Riverside

County of Tulare

Retirements

Imperial County Employees' Retirement System
Santa Barbara County Employees System

Special Districts

Carpinteria Valley Water District
Community Action Partnership of Kern
Community Action Partnership of Madera County, Inc.
Community Action Partnership of San Luis Obispo, Inc.
East Bay Regional Park District
Goleta Water District
Indian Wells Valley Groundwater Authority
Mojave Air and Space Port
North Kern Cemetery District
San Luis Obispo Integrated Waste Management Authority
Westside Mosquito Vector Control District

Transits

Marin County Transit District
Napa Valley Transportation Authority
Riverside Transit Agency

Solano County Transit District
Tulare County Association of
Governments

EXPERIENCE

Cities

City of Huron
City of Tulare

City of Laguna Woods

Counties

County of Riverside
County of Santa Barbara

County of Tulare

Retirements

Contra Costa County Employee's Retirement Association
Merced County Employees' Retirement Association
San Joaquin County Employees' Retirement Association

Special Districts

Buena Vista Water Storage District
Community Action Partnership of Madera County, Inc.
Mojave Public Utility District
Olcese Water District

Transits

Antelope Valley Transit Association
Central Contra Costa Transit Authority
Gold Coast Transit District
Kings County Area Public Transit Agency
Marin County Transit District
Napa Valley Transportation Authority
Riverside Transit Agency
Solano County Transit

TECHNICAL PROPOSAL

Tulare County Regional Transit Agency

4. Subcontracting

We do not anticipate the need to subcontract any portion of this engagement.

5. References

Following is a list of three (3) clients for whom we have performed technical and management assignments of similar complexity to that proposed in this request.

Client	Scope of Service	Dates of Service
Riverside Transit Agency 1825 Third Street Riverside, CA 92507 Charlie Ramirez, Controller (951) 565-5156 cramirez@riversidetransit.com	Annual Financial Audit TDA Compliance Single Audit Other Agreed Upon Procedures	2003 to Present
Central Contra Costa Transit Agency 2477 Arnold Industrial Way Concord, CA 94250-5326 Erick Cheung Chief Financial Officer (925) 680-2051 cheung@countyconnection.com	Annual Financial Audit TDA Compliance Single Audit Act	1997 to Present
Golden Empire Transit District 1830 Golden State Avenue Bakersfield, CA 93301-1012 Melissa Ash, Fiscal Manager (661) 869-6313 mash@getransit.org	Annual Financial Audit TDA Compliance Pension Audit	2011 to Present

6. Methodology

The methods employed to formulate our auditors' opinions consist of several phases. These phases are: planning, study and evaluation of internal control, compliance testing, final audit plan, final field work, final review, and completion of the audit.

Planning

During this phase of the audit, we will:

- Confer with management to coordinate our efforts with TCRTA's efforts in terms of confirmations, schedules to be prepared, and critical dates to be met to ensure a smooth flow of the audit process;
- Prepare a preliminary assessment of the TCRTA's internal control structure including controls over federal and state financial assistance programs;
- Perform planning analytical procedures consisting of: (1) Comparative analytics (current balances versus budget and prior year); and (2) Predictive analysis (revenues and expenditures/expenses susceptible to such testing);
- Confer with management regarding the results of our planning;
- Submit questionnaires and request for information to management regarding internal control. Our approach will emphasize transaction processing; cash receipts, cash disbursements, and payroll; and
- Obtain an understanding of general ledger and related reports available for audit.

TECHNICAL PROPOSAL

Tulare County Regional Transit Agency

Internal Control Evaluation

During this phase we will obtain an understanding of and evaluate key components of TCRTA's internal control structure. Procedures will consist of:

- We will review questionnaires and documents obtained from management regarding the internal control structure.
- We will perform walk-throughs and tests of compliance with policies and procedures.
- We will interview key management personnel to verify or resolve complicated issues.
- We will summarize potential reportable conditions and opportunities for efficiencies and improvements for discussion with management.

Sample Sizes and Anticipated Statistical Sampling

We will utilize Statement on Auditing Standards Number 39 for guidance in selecting sampling techniques and sizes. We anticipate using statistical sampling and evaluation in our tests of receipts, disbursements, payroll and expenditures. Usually to achieve 95% confidence over large populations, we do not sample more than 120 items, selected with replacement. We emphasize compliance items over substantive when using sampling.

Judgmental sampling and evaluation will be used for large dollar items, usually in excess of our selected materiality levels and bearing a strong relationship to our risk evaluation process.

Understanding the Agency's Internal Control Structure

We use inquiry, both written and oral, to document our understanding of TCRTA internal control structure. We then test our understanding with compliance auditing, sometimes called tests of transactions.

Compliance Testing

Based on our preliminary assessment of the internal control structure, we anticipate performing compliance testing in the following areas:

<u>Area</u>	<u>Sample Size</u>
Receipts and revenues;	40-60
Disbursements and accounts payable; and	40-60
Payroll and related liabilities.	40-60

Staff assistants will perform compliance testing in August with direct supervision by Ms. Prior-Dalmas. Sample sizes will depend on the extent of reliance placed on the given sample and the volume of transactions involved. Statistical and random sampling will be used to ensure that all samples truly represent the population being tested. We will use audit command language (ACL) software, Excel, and your on-site automated data system on an "inquiry only" basis for purposes of identifying the postings of items selected for testing. Findings will be discussed with management for accuracy and the process of recommendations immediately started.

Approach to Determine Applicable Laws and Regulations Subject to Audit Test Work

Our experience with various transit agencies and municipal audit clients, most with federal or state monies, has created a reservoir of knowledge of many laws and regulations. However, by inquiry and observation, we will determine all major programs (over \$750,000 annually) participated in by TCRTA. We then consult the actual law; the Federal Register, Catalogue of Federal programs, or the California State Controllers guide to State and Federal Compliance to obtain an understanding of the requirements of the law. For major programs, we specifically test those requirements by inspection of documents. However, based on our prior experience with transit agencies, we will probably identify TCRTA's federal capital grant as a major program.

Establishment of Final Audit Plan

Our audit plan will be based on the following:

- Results of our compliance testing;
- Analytical procedures applied to interim financial statements of TCRTA; and
- Conference with management regarding the results of test of controls.

TECHNICAL PROPOSAL

Tulare County Regional Transit Agency

Final Field Work

In this phase of the examination, we obtain sufficient competent evidential matter to afford a reasonable basis for our opinions and reports. This evidential matter is obtained through the performance of substantive procedures consisting of inspection, observation, inquiry, confirmation, and analytical tests. We request our clients to provide us with adjusted balances at the beginning of field work, to minimize audit adjustments. In addition, we find it cost effective to have such balances already imported into our reporting software before we begin our field work, as we use analytical procedures such as comparing current year actual to prior year actual and/or budget versus actual to determine adequacy of audit procedures.

We use analytical procedures in both the planning and auditing phase of our work. In addition, we will use internal data such as passenger fares per revenue miles to test reasonableness of fares collected and to determine reasonableness of fluctuation in operating expenses.

Report Writing: Our software is capable of complete report writing, including combining statements and footnotes. Our financial typing team of two has a combined total of 20 years of experience. They proforma prior year financial reports, paying close attention to ensure all prior year figures and information are accurately transitioned into the firm's own formatting. The financial statements are then updated to include current year's figures and go through our typing department for initial review, which includes formatting, footing, and proofing. Any comments are then provided to the manager. The manager performs their review, and consult with TCRTA if necessary, regarding any potential inconsistencies that need to be modified and provide approved changes back to the typing department to be updated. Once revisions are made, they are then verified for accuracy before providing back to TCRTA. The manager will provide a clearly marked "DRAFT" of the financial statements that is password protected. TCRTA may request a "tracked changes" version that will allow them to make changes. The changes are then reviewed and made by the typing department to ensure changes are consistent with what is currently presented in the financial statements. Once the financials are ready to be issued, it is provided to the Partner for final review, from there it would undergo review from the concurring/technical reviewer and then for final issuance.

At the end of our field work, we will have an exit conference with the audit committee and TCRTA management. The purpose of this meeting will be to summarize the results of our field work and to review significant findings.

We will also provide TCRTA's management with periodic written reports on the status of our audit. These reports will be provided at the completion of each major component of our audit. These are normally the end of preliminary field work and completion of final field work.

Final Review

The review process is constant throughout the engagement. Each working paper prepared by a staff assistant is reviewed by the engagement manager. All working papers and all financial statements and reports to be issued are then reviewed by the engagement partner. These financial statements and reports are then reviewed by a governmental audit partner not directly involved in the engagement for concurrence of opinion prior to release of these statements and reports to TCRTA.

Completion of the Audit

The objective of our audit plan is to express our opinion on the fair presentation of TCRTA's financial statements, to report on TCRTA's compliance with applicable laws and regulations, to report on TCRTA's internal control structure, and to issue a management letter.

The following events will transpire between the conclusion of field work and delivery of the audited financial statements:

1. We will review the draft financial statement and supplementary schedules to TCRTA and discuss these with appropriate personnel.
2. We will be available for any meetings that may be necessary to discuss the audit reports.
3. The final report will be issued upon approval by TCRTA.
4. We will be available for a presentation to the governing board for TCRTA .

TECHNICAL PROPOSAL

Tulare County Regional Transit Agency

Working Papers

We will retain the working papers for at least five years (our firm policy is 5-7 years). The working papers will be available for examination by authorized representatives of TCRTA.

Proposed Schedule of Work and Deadlines

Timing	Phase	Staff	Hours
October	Planning and Administration <ul style="list-style-type: none"> Kick-off entrance Conference with Management to discuss audit approach, timing, assistance and issues. Discuss SAS-99 approach. Prepare overall memo confirming audit procedures, timing and assistance. Prepare detailed work plan and audit programs, audit budget and staffing schedule. Provide schedules to TCRTA's management. 	Partner	2
		Manager	4
		Senior	6
		Staff	8
November/December	Interim and Final Field Work <ul style="list-style-type: none"> Obtain and document our understanding of the following key internal control systems through walkthroughs, interviews of staff, and reviews of supporting documentation: <ul style="list-style-type: none"> Budgeting, Revenue, billing, accounts receivable and cash collections, Purchasing, expenditures, accounts payable and cash disbursements, Capital assets and journal entry procedures, Payroll, Inventory Self Insurance Entrance conference with Management. Follow-up on all outstanding confirmations. Verify and validate account balances by including invoices, vouchers, resolutions, minutes, and other documentation, as required. Perform analytical review of revenues and expenditures. Determine reasons for material differences between budget and actual, test and verify management attestations. Complete payroll testing from journals to W-2 amounts (cross fiscal year). Tie W-2's to other available information. Perform a search for unrecorded liabilities by reviewing disbursements subsequent to June 30, testing terms of contractual obligations, and interviewing staff. 	Partner	6
		Manager	15
		Senior	33
		Staff	68
January	Reporting <ul style="list-style-type: none"> Draft all required reports. Prepare report to TCRTA Audit and Finance Committee. Finalize all reports, findings and recommendations. Available to present all reports to Managerial Committees. 	Clerical	0
		Partner	4
		Manager	6
		Senior	4
		Staff	6
		Clerical	8
		Total Hours	168
February	Exit Meeting With Board of Directors <ul style="list-style-type: none"> Explain overall audit approach Discuss findings and recommendations Report opinions on financial statements and single audit Address required communication topics 		

Information Technology Incorporated into our Audit Approach

Extent of Use of EDP Software in the Engagement

Each staff person has access to a personal computer, and has knowledge of CCH Pfx Engagement software we have purchased for auditing municipalities and report writing. We use this software in the beginning, inputting all prior year actual numbers, and the client current year budget, including amendments. We then input year-to-date numbers and run analytical work at the end of the audit comparing appropriation-expenditure numbers to prior year and budget amounts. All significant differences are investigated. Our software is capable of complete report writing, including combining statements and footnotes.

Scope

Our approach to Information Technology within the Financial Statement audit process begins with determining the overlap between the Financial Statement audit objectives, the identified risks of material misstatement and the Information Technology Space. This overlap determines the scope of our IT audit. If there is significant overlap, we will coordinate a parallel risk-based IT audit in conjunction with, and in support of, the financial statement audit. This parallel audit will include documentation and testing of IT General Controls and Application Controls as well as the application of Computer Assisted Audit Tools.

IT General Controls

Assessing the specific risks that IT introduces to financial reporting processes begins with the consideration of IT General Controls (ITGC) and the indirect effect these controls have on risk within the financial statements. ITGCs operate within the IT environment but do not generally lead directly to financial statement risks; their failure to operate would affect some other element of the financial reporting process which would then cause a material misstatement. The effectiveness of automated controls within a financial system relies on the effectiveness of ITGC; ITGC are the foundation that all other IT controls are based on. Because of the diversity of ITGC, we utilize a framework developed by the AICPA's IT Executive Committee that consists of five basic areas: control environment, change management, logical access, backup and recovery, and service organizations.

The control environment refers to management of the IT function; examples of this would include management of computer operations, IT governance, capital and operating budgets, IT strategy, IT risk assessment and IT policies and procedures. Change management focuses on appropriate management of changes to programs and systems acquisition or development; especially the identification of relevant risks related to change management and the effective establishment of mitigating controls. Logical access controls refer to all the controls in place to prevent access to the various layers of the IT space (Network, Operating System, Applications and Data) as well as physical access to the IT resources themselves. Backup and Recovery involves the appropriate backup of data, a suitable business continuity plan and an effective disaster recovery plan. Service organizations present a unique risk in that the controls operate, for the most part, outside the entity and are not under the control of management. The key risks are vendor reliability and vendor controls, mitigated by the presence of Service Level Agreements (SLA) and/or Service Organization Control (SOC) reports.

Application Controls

Once we have established that ITGC are in place and operating effectively in the areas described above, we assess controls that are embedded within the financial reporting applications. These controls are characterized by automatic occurrence, usually through computer systems, based on predefined criteria, circumstances, times, dates, or events. They generally provide controls for authorization, approval, delivery of product or service, transactional recording, integrity of data, and audit trail. They generally are designed to prevent, detect, or correct adverse situations from affecting systems, data, and business processes. Our focus is on application controls that are relevant to identified risks of material misstatement within the financial reporting process. Once we identify these relevant controls we perform tests of controls to lower our assessed control risk and reduce substantive testing, where appropriate, to achieve audit efficiencies.

Computer Assisted Audit Tools

We utilize several Computer Assisted Audit Tools (CAATs) to perform audit tests when manual procedures would not be effective or efficient. CAATs can rapidly perform substantive tests across an entire population of transactions or facilitate targeted sample selection within a population of transactions. We coordinate with IT personnel to obtain the appropriate data files necessary for these tests and integrate the results with the financial statement audit and risk assessment.

TECHNICAL PROPOSAL

Tulare County Regional Transit Agency

Reporting

Once we have reduced identified risk to a sufficiently low level through our Risk Assessment, Further Audit Procedures iteration cycle, we evaluate audit findings, evidence and control deficiencies and report these to those charged with governance within the financial statement audit report, report on internal control over financial reporting and/or a management letter.

Computer Software Used in the Engagement

Brown Armstrong uses Windows Server 2019 virtual servers in a VMWare environment hosted on redundant Cisco UCS physical servers. We use cloud based Exchange Online through Microsoft 365 for our email. Our servers are on protected power and have redundant drive arrays to eliminate any single points of failure. All of our data is backed up using Zetta.net, which is HIPAA, FINRA, FIRPA, ITAR, SEC 17A-4 and SOX compliant. In addition, our IT system is reviewed (peer review) by a third-party IT consulting firm.

All key personnel assigned to your audit have computer application skills and experience in auditing computerized accounting systems. At least two members of our proposed audit team are considered “power users” with skills above normal users. In addition, Brown Armstrong contracts with an outside IT consulting firm to perform testing on audit client’s EDP and computer logistics on an as-needed basis.

In 2007, Brown Armstrong switched to paperless audits utilizing CCH Pfx Engagement software. Our staff is equipped with portable computer equipment that enables them to work effectively from the field. Our laptops have both hard drive encryption technology and tracking software to help us locate them in the case they are lost or stolen, and client data is regularly cleared off the local drives after jobs are finished. The data on each laptop in our main auditing software (CCH Pfx Engagement) is synched both with the central file room in our office and between each laptop in the field so there are multiple copies of the data available in case a laptop fails. Also, we use ACL software in performing computer assisted audit procedures. Several of the procedures we have performed using ACL were:

- Selection of warrants for test of control procedures
- Test for duplicate payments
- Test for potential employee fraud
- Transfer of trial balance data to our financial statement preparation software
- Test of inventory pricing

In performing such procedures, our clients were requested to provide us with their disbursements, payroll and other modules in either Dbase, ASCII or spreadsheet formats. ACL is able to read such files and perform various data mining functions such as sorting, recalculating, comparing, etc.

TECHNICAL PROPOSAL

Tulare County Regional Transit Agency

7. Project Costs

The total all-inclusive maximum price for the year ended June 30, 2022, will be \$20,000. Fees for the June 30, 2023, audit will not exceed \$25,000.

All-Inclusive Maximum Price For Fiscal Year Ended June 30, 2022			
	Hours	Hourly Rates	Total
Partners	12	\$220	\$ 2,640
Manager	25	\$180	4,500
Senior	45	\$125	5,625
Staff	78	\$85	6,630
Clerical	8	\$65	520
Subtotal			19,915
Out-of-Pocket			85
Total All-Inclusive Maximum Price	168		\$ 20,000

All-Inclusive Maximum Price For Fiscal Year Ended June 30, 2023			
	Hours	Hourly Rates	Total
Partners	16	\$220	\$ 3,520
Manager	30	\$180	5,400
Senior	50	\$125	6,250
Staff	106	\$85	9,010
Clerical	8	\$65	520
Subtotal			24,700
Out-of-Pocket			300
Total All-Inclusive Maximum Price	210		\$ 25,000

8. Signature

Name of Firm: Brown Armstrong Accountancy Corporation

Contact Information of Signer: Thomas Young, CPA
4200 Truxtun Avenue, Suite 300
Bakersfield, CA 93309
T: (661) 324-4971

The undersigned is entitled to represent the Firm, empowered to submit the bid, and authorized to sign a contract with Tulare County Association of Governments and Tulare County Regional Transit Agency. This offer is firm and irrevocable for a period of ninety (90) days.

Signature: _____
Thomas Young, CPA

Title: _____
Partner

Exhibit I

External Quality Control Review Report



9250 EAST COSTILLA AVENUE, SUITE 450
GREENWOOD VILLAGE, COLORADO 80112
303-792-3020 (o) | 303-792-5153 (f)
WWW.WCRCPA.COM

REPORT ON FIRM'S SYSTEM OF QUALITY CONTROL

June 27, 2019

To the Shareholders of
Brown Armstrong Accountancy Corporation
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

RANDY WATSON | JEREMY RYAN | TROY COON | KELLY WATSON | JOHNNIE DOWNING

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Brown Armstrong Accountancy Corporation applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended October 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Brown Armstrong Accountancy Corporation has received a peer review rating of *pass*.



Watson Coon Ryan, LLC

EXHIBITS

Tulare County Regional Transit Agency

Exhibit II

Summary of Recent Governmental Experience

CITIES	RETIREMENT PLANS	SPECIAL DISTRICTS
City of Baldwin Park	Contra Costa County Employees' Retirement Association	Antelope Valley East Kern Water Agency
City of Bakersfield	Fresno City Employees' Retirement System	Bear Mountain Recreation and Park District
City of Burlingame	Fresno County Employees' Retirement Association	Buena Vista Water Storage District
City of Fresno	Imperial County Employees' Retirement System	California Valley Community Services District
City of Huron	Kern County Employees' Retirement Association	Carpinteria Valley Water District
City of Laguna Woods	Los Angeles Fire and Police Pension System	Cawelo Water District
City of Morro Bay	Los Angeles City Employees' Retirement System	East Bay Regional Park District
City of Paso Robles	Los Angeles County Employees' Retirement Association	Eastern Kern Air Pollution Control District
City of St. Helena	Marin County Employees' Retirement Association	Goleta Water District
City of Tulare	Merced County Employees' Retirement Association	Indian Wells Valley Groundwater Authority
City of Visalia	Mendocino County Employees' Retirement Association	Kern Tulare Water District
	Sacramento County Employees' Retirement System	Kern Water Bank Authority
	San Bernardino County Employees Retirement Association	Lamont Public Utility District
	San Diego City Employees' Retirement System	Lebec County Water District
	San Diego County Employees' Retirement Association	Mojave Public Utility District
	San Francisco Bay Area Rapid Transit District Money Purchase Plan and Deferred Compensation Plan	North Kern Cemetery District
		North Coast Unified Air Quality Management District
		Riverside County Habitat Conservation Agency
		Pixley Public Utility District
		Port Hueneme Water Agency
		San Joaquin Area Flood Control Agency
		San Joaquin Valley Air Pollution Control District
		Shafter Recreation and Park District
		Sonoma County Public Safety Consortium
		South San Joaquin Irrigation District
		West Valley County Water District
		Westside Mosquito Abatement District
FIRST 5s	San Joaquin County Employees' Retirement Association	
First 5 Kern	San Joaquin Regional Transit District Retirement Plans	
First 5 Merced	San Luis Obispo County Employees' Pension Trust	
First 5 Monterey	San Mateo County Employees' Retirement Association	
First 5 Napa	Santa Barbara County Employees' Retirement System	
First 5 San Mateo	Sonoma County Employees' Retirement Association	
First 5 Sonoma	Stanislaus County Employees Retirement Association	
First 5 Ventura	Tulare County Employees' Retirement Association	
	Ventura County Employees' Retirement Association	
COUNTIES	NONPROFITS	HEALTHCARE
County of Fresno	Bakersfield ARC	Kern Health Systems
County of Kern	Community Action Partnership of Kern	Kern Medical
County of Merced	Community Action Partnership of San Luis Obispo	Liberty Health Advantage
County of Riverside	Community Action Partnership of Madera County	Heritage Provider Network
County of San Joaquin	Kern County Bar Association	Heritage California Medical Group
County of Santa Barbara	Kern County Library Foundation	Heritage New York Medical Group
County of Santa Cruz	Missionary Church Western Regional	Southwest Health Care District
County of Stanislaus	Tranquil Waters Guidance Center	Riverside County Health System - Medical Center
County of Tulare	Valley Consortium for Medical Education	San Joaquin County General Hospital
County of Napa	Women's Center - High Desert	
SCHOOLS DISTRICTS	TRANSIT DISTRICTS	
Richland School District	Anaheim Transportation Network	Peninsula Corridor Joint Powers Board
	Antelope Valley Transit Authority	Riverside County Transportation Commission
	Central Contra Costa Transit Authority	Riverside Transit Agency
	Eastern Contra Costa Transit Authority	San Joaquin Council of Governments
	Fresno County Transportation Authority	San Joaquin Regional Transit District
	Gold Coast Transit District	San Luis Obispo Council of Governments
	Golden Empire Transit District	Santa Barbara Metropolitan Transit District
	Kern Council of Governments	Santa Cruz Metropolitan Transit District
	Kings County Area Public Transit Agency	Solano County Transit
	Marin County Transit District	Stanislaus Council of Governments
	Napa Valley Transportation Authority	Tulare County Association of Governments

Tulare County Regional Transit Agency

AGENDA ITEM VIII-E

October 17, 2022

Prepared by Richard Tree, Executive Director

SUBJECT:

Action: Adoption of Resolution: Affirmation and Incorporation of the 2022 T-Pass Fare Structure

BACKGROUND:

Tulare County transit providers have offered the T-Pass, a regionwide monthly pass for local and commuter fixed route transit services, since 2007. As part of the Transportation Development Act (TDA) mandated unmet transit needs process for FY 2020/2021, the Tulare County Association of Governments (TCAG) received multiple requests for the introduction of a regional day pass. These requests were included in the TCAG Board's approved list of unmet transit needs 'reasonable to meet' for that year.

Introduction of a regional day pass was delayed by technical constraints that have now been resolved with the adoption of new fare collection technology. Local transit agencies now have the capability to issue regional passes that are valid for a specific length of time after they are first validated. Accordingly, the Tulare County Regional Transit Agency (TCRTA) has developed a proposed fare structure that includes one day, 7-day, and 31-day "monthly" passes that can be issued on a rolling basis.

DISCUSSION:

On October 17, 2022, the TCAG Board approved the following T-Pass Fare Structure. In addition, TCAG Staff will coordinate with both transit providers, Visalia Transit and TCRTA, and evaluate the T-Pass fare structure over the next six months. The 2022 T-Pass Fare Structure will be effective once both transit providers have affirmed the updated fare structure.

2022 T-Pass Fare Structure	
General 31-Day	\$55.00
Reduced 31-Day	\$35.00
General 7-Day	\$16.00
Reduced 7-Day	\$8.00
General Day Pass	\$6.00
Reduced Day Pass	\$3.00

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors approve Resolution 2022-027 affirming the 2022 T-Pass Fare Structure and incorporating said fare structure into the 2022 TCRTA Fares and Passes Structure.

FISCAL IMPACT:

None

ATTACHMENT:

1. Resolution 2022-027
2. Proposed Updated 2022 TCRTA Fares & Passes

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TULARE COUNTY REGIONAL TRANSIT AGENCY
AFFIRMING AND INCOPORATING THE 2022 T-PASS FARE STRUCTURE**

WHEREAS, the Tulare County Association of Governments (TCAG) is a Regional Transportation Planning Agency and a Metropolitan Planning Organization, pursuant to State and Federal designation; and

WHEREAS, the T-Pass was created via an agreement among all transit providers in Tulare County and TCAG; and

WHEREAS, the TCAG Board has adopted unmet transit needs findings certifying that one-day regional transit passes are an unmet transit need reasonable to meet; and

WHEREAS, on October 17, 2022, the TCAG Board approved the 2022 T-Pass fare structure which includes day passes, 7-day passes, and 31-day passes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY, does hereby affirm and will incorporate the 2022 T-Pass Fare Structure into the 2022 TCRTA Fares and Passes Structure.

PASSED AND ADOPTED this 17th day of October 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 17th day of October 2022.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed _____

Jose Sigala
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2022-027 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 17th day of October 2022.

Signed _____

Richard Tree
Executive Director

2022 TCRTA FARES & PASSES TCRTA Tarifas y Pases

Local Fixed and Circulator Routes (per passenger / Por pasajero)

Fare Categories Categoría de tarifa	Base Fares Tarifas base	Day Pass Pase de un día	7-Day Pass Pase de 7 días	31-Day Pass Pase de 31 días
General	\$1.50	\$3.00	\$10.00	\$55.00
Senior / Disabled / Medicare Card Holder <i>Mayor / Discapacidad / Titular de la tarjeta de Medicare</i>	\$.75	\$1.50	\$5.00	\$35.00
Military / Veteran <i>Militar / Veterano</i>	\$.75	\$1.50	\$5.00	\$35.00
Youth age 12 and younger <i>Jóvenes de 12 años o menos</i>	FREE	FREE	FREE	FREE

Commuter Routes (per passenger / Por pasajero)

Fare Categories Categoría de tarifa	Base Fares Tarifas base	Day Pass Pase de un día	7-Day Pass Pase de 7 días	31-Day Pass Pase de 31 días
General	\$2.00	\$6.00	\$16.00	\$55.00
Senior / Disabled / Medicare Card Holder <i>Mayor / Discapacidad / Titular de la tarjeta de Medicare</i>	\$1.00	\$3.00	\$8.00	\$35.00
Military / Veteran <i>Militar / Veterano</i>	\$1.00	\$3.00	\$8.00	\$35.00
Youth age 12 and younger <i>Jóvenes de 12 años o menos</i>	FREE	FREE	FREE	FREE

ADA Paratransit (per passenger / Por pasajero)

Fare Categories Categoría de tarifa	Base Fares Tarifas base	
Senior / Disabled / Medicare Card Holder <i>Mayor / Discapacidad / Titular de la tarjeta de Medicare</i>	\$3.00	
Personal Care Attendant <i>Asistente de cuidado personal</i>	FREE	

On-Demand (per passenger / Por pasajero)

Fare Categories Categoría de tarifa	Base Fares Tarifas base	
General	\$5.00	

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Tulare County Regional Transit Agency

AGENDA ITEM VIII-F

October 17, 2022

Prepared by Richard Tree, Executive Director

SUBJECT:

Action: Approve the Creation of a Ad Hoc Committee on Sustainability

BACKGROUND:

The TCRTA Bylaws allow the creation of standing and ad hoc committees at its discretion. Standing committees may consider TCRTA related issues, on a continuing basis, assigned to it by the Board. Ad Hoc committees have specific duties and purpose and shall be considered dissolved when its final action has been made.

At the Board Meeting of September 28, 2022, the Board of Directors discussed and tentatively approved the creation of an Ad Hoc Committee on Sustainability. After further discussion it was determined that the Ad Hoc Committee for Sustainability must have specific duties, purpose, and timeframe.

DISCUSSION:

Staff is proposing that the Ad Hoc Committee on Sustainability collaboratively work with staff to identify risks and opportunities associated with financial sustainability of the agency, and draft recommendations to act on them. The proposed Ad Hoc Committee would be established for the duration of the Fiscal Year 2022-2023 and will dissolve on July 1, 2023.

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors:

1. Approve the creation of an Ad Hoc Committee on Sustainability; and
2. Assign up to three (3) Directors to serve on the Ad Hoc Committee on Sustainability.

FISCAL IMPACT:

None

ATTACHMENT:

None