

Tulare County Regional Transit Agency
AGENDA
April 21, 2023
4:00 pm
Tulare County Regional Transit Agency
210 N. Church Street, Suite B
Visalia, CA 93291

NOTE: This meeting will allow the public to participate in the meeting via Zoom using the following link:

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. REPORTS:

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

- A. Executive Committee (April 10, 2023)
- B. Sustainability Committee (April 10, 2023)

V. PRESENTATIONS:

- A. Employee Recognition – Emergency Transportation
- B. Grants and Grant Management – Teresa Ortega
- C. Regional Fare Collection – Clay Landis
- D. Customer Experience – Listen by Transdev – Olivia Forte
- E. Transit Operations – Albert Barragan

VI. INFORMATIONAL ITEMS:

- A. None

VII. CONSENT CALENDAR ITEMS:

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

Request Approval of the Consent Calendar Items VII-A-B.

- A. Approve minutes of March 29, 2023 (Pages 01-03)

VIII. DISCUSSION / ACTION ITEMS:

- A. Revenue Status and Financial Statement as of March 31, 2023 (Pages 04-05)
- B. Approve Special Transportation for Senior Day at the Park (Pages 06-08)
- C. Professional Services Agreement for Interim Director (Pages 09-10)

IX. OTHER BUSINESS:

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

X. CLOSED SESSION ITEMS:

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

- A. None

XI. ADJOURN:

The next regularly scheduled Tulare County Regional Transit Agency (TCRTA) Board meeting will be **May 15, 2023, and will take place at 6:00 pm** 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	Maribel Reynosa	City of Dinuba
Vicki Riddle	Frankie Alves	City of Exeter
Greg Gomez – Vice Chair	Armando Hinojosa	City of Farmersville
Hipolito Cerros	Rosaena Sanchez	City of Lindsay
Donald Weyhrauch	Raymond Beltran	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
Wendi Correa	Vacant	Tule River Tribe of California

EX OFFICIO MEMBERS

Georgina Landecho, CalVans
Kellie Carrillo, TCAG Public Transit Representative

TCRTA STAFF

Rich Tree, TCRTA Executive Director
Albert Barragan, TCRTA Transit Manager
Vacant, TCRTA Finance Manager
Teresa Ortega, TCRTA Transit Analyst
Jennie Miller, TCRTA Transit Analyst
Clayton Landis, TCRTA Transit Analyst
Olivia Forte, TCRTA Transit Coordinator
*Thomas Degn, County Counsel
*Leslie Davis, TCAG Finance Director (TCAG)
*Servando Quintanilla Jr., TCAG Analyst I (TCAG)
*TCRTA is 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

**Tulare County Regional Transit Agency
Board Meeting Minutes
March 29, 2023, 6:00 p.m.**

Members Present: *Riddle, Cerros, Weyhrauch, Sigala, Valero, & Correa
Members Absent: Thusu, Gomez, & Mendoza
Alternates: Hinojosa
Ex Officio Present:
Staff Present: Rich Tree, Albert Barragan, Teresa Ortega, Jennie Miller,
Olivia Forte, Leslie Davis, Servando Quintanilla, and Maria
Garza
Counsel Present: Thomas Degn

*Board member attended online due to emergency or just cause.

I. CALL TO ORDER:

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

II. PLEDGE OF ALLEGIANCE:

Led by Chair Sigala

III. PUBLIC COMMENT:

None

IV. REPORTS:

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

A. Executive Committee

Chair Sigala reported that TCRTA Director Rich Tree had submitted his resignation letter and the Executive Committee would work together with the Board to bring back recommendations and ideas for a new Director.

B. Safety Committee

Ms. Forte stated that in February TCRTA initiated monthly meetings with contractor regarding safety concerns around the county and next meeting would be on April 26.

C. Ad Hoc – Executive Director Search

Chair Sigala stated that this Ad Hoc committee would be responsible for the helping of the Executive Director search.

D. Ad Hoc – Sustainability Committee

Chair Sigala gave a report on the Sustainability Committee and noted that there were lots of great discussions about finance and thanked members of the Board for participating.

V. PRESENTATIONS:

A. VIA – TCRTA Regional On-Demand

Mr. Bryans of VIA gave a presentation on building a regional public transit and spoke to how Microtransit can impact all of Tulare County.

VI. INFORMATIONAL ITEMS:

A. Conflict of Interest Code (Form 700) Due April 1, 2023

Chair Sigala detailed that Form 700 is due by April 1st.

VII. CONSENT CALENDAR ITEMS:

A. Approve minutes February 22, 2023

B. Approve minutes March 22, 2023

C. Receive and File Financial Statement as of February 28, 2023

Upon motion by Member Valero and seconded by Member Sigala the Tulare County Regional Transit Agency approved Items A-C with an amendment to Item B and the abstention of member Correa.

VIII. DISCUSSION / ACTION ITEMS:

A. Approve Low Carbon Transit Operations Program (LCTOP) 2022/2023 Allocation Request

Ms. Ortega gave an update on LCTOP 2022/2023 and stated that on January 9, 2023, LCTOP announced guidance documents and LCTOP Program for 2022/2023, the State Controller's Office had released the apportionment for TCRTA in the amount of \$878,185, the grant would be due on May 1, 2023, close of business day, TCRTA is committed to developing programs that would utilize State LCTOP funds which are restricted to funding transit improvements that reduce greenhouse gases, promote ridership, and serve disadvantaged communities, the Authorized Agent form allows agencies to have 3 years, including the initial year of allocated funds, to expend their LCTOP funds, TCRTA staff must sign and submit an Allocation Request, a self-certification that the Lead Agency would meet all requirements of the LCTOP Guidelines, including all reporting deadlines.

Upon motion by Member Valero and seconded by Member Cerros the Tulare County Regional Transit Agency unanimously approved Item A as presented.

B. Approve TCRTA Logo Design

Ms. Miller reported that on behalf of TCRTA, the Tulare County Association of Governments (TCAG) conducted a Request for Proposals (RFP) procurement to select a consultant to complete the TCRTA Branding and Communications Plan project, proposal was received from Archer and Hound Advertising, the TCAG Board awarded a contract to Archer and Hound Advertising at their June 27, 2022 meeting based on their proposal ranking, including their background with public transit and strong knowledge of graphic design. Mr. Tree gave a presentation on the different types of logos and with the recommendation of TCRTA staff to select option C.

Upon motion by Member Weyhrauch and seconded by Member Valero the Tulare County Regional Transit Agency voted 6-1 to approve Item B as presented.

C. Discussion: Public Transportation Assistance During Storm State of Emergency

Mr. Barragan gave a report on the Public Transportation Assistance During Storm State of Emergency, stating that on March 1, 2023, Governor Newsom declared a State of Emergency for Tulare County to support disaster response and relief impacted by severe winter storms, on March 9, 2023, Tulare County CAO, Jason Britt, declared a local emergency in response to continued severe winter, on March 10, 2023, Mandatory Evacuation Orders were given for Three Rivers, Springville, Cutler, Exeter Area, Yokohl, and Teviston, on March 11, 2023, a Local Health Emergency was declared for Tulare County, on March 15, 2023, Mandatory Evacuation Orders were given for Schafer Dam Area and Tule River.

D. Discussion: Status of Transit Centers in Lindsay, Exeter, and Farmersville

Mr. Tree gave an update on the following transit centers: Lindsay Transit Center is partially funded by Transit and Intercity Rail Capital Program (TIRCP) and Measure R funds, staff is working with consultants on the design and engineers estimate, Exeter Transit Center is currently unfunded; however, staff is pursuing funding opportunities from the San Joaquin Valley Air Pollution Control District, the Farmersville Transit Center is partially funded by Affordable Housing and Sustainable Communities and Measure R funds, and staff is working with consultants on the design and engineers estimate.

IX. OTHER BUSINESS:

A. Director's Report

Mr. Tree discussed that TCRTA is available to all cities and county for emergency needs, TCRTA had received a conditional award for energize program, highlighted that FTA had announced that TCRTA had not received funds to drawdown, TCRTA staff would be speaking at the 2023 Transition Symposium in Bakersfield regarding transitioning buses from gas to electric, reminded Directors of upcoming Calact trip, and last that the Executive Committee would be working on preparing recommendations on filling in extra help positions such as Account Clerk and Administrative staff.

B. Request from Board Members for Future Agenda Items

Director Weyhrauch wanted to see if it was possible to get a breakdown of maintenance records of fleet to compare downtimes.

X. ADJOURN

The meeting adjourned at 7:53 p.m. Chair Sigala confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on **April 12, 2023 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

AGENDA ITEM VIII-A

April 12, 2023

Prepared by Leslie Davis, TCAG Finance Director

SUBJECT:

Action: Revenue Status and Financial Statement as of March 31, 2023

BACKGROUND:

The following Financial Statement as of March 31, 2023, provides year-to-date Revenues and Expenses compared to the Fiscal Year 2022-2023 Budget.

DISCUSSION:

The following Financial Statement as of March 31, 2023, provides year-to-date Revenues and Expenses compared to the Fiscal Year 2022-2023 Budget. Revenues received for passenger fares, Micro Transit and Regular Transit fares, are averaging about \$48K monthly. The Agency has received CRRSSA funding in the amount of \$1,409,991 and LCTOP funding of \$1,045,911. Another major source of income this fiscal year is Measure R in the amount of \$1,047,500.

Local Transportation Funding (LTF) is pending for the fiscal year 22/23, with a claim value not to exceed \$3,162K and is expected within the next 30 days; as is 5307 funding in the amount of \$ 2,158K for Cities of Porterville and Tulare.

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors receive and file the Financial Statement as of March 31, 2023.

FISCAL IMPACT:

None

ATTACHMENT:

1. Financial Statement as of March 31, 2023

Account	Account Description	FY 22-23	Actuals to 3-31-2023	Difference
4801	Interest		12,604	(12,604)
5220	Other Revenue - SCE	800,000		800,000
5220	Other Revenue - SJVAPCD	400,000		400,000
5220	Other Revenue - AHSC	1,581,585	1,409,991	171,594
5054	State Funds STA	3,328,956		3,328,956
5054	State Funds LTF	3,661,302	924,235	2,737,067
5054	State Funds LCTOP	902,580	1,045,911	(143,331)
5054	State Funds TIRCP	9,145,877		9,145,877
5054	PTMISEA Dinuba Fare System	51,455		51,455
5054	Grants Other (SGR/SB1 Capital)	1,429,188		1,429,188
5700	Federal Funds 5307 (ARPA)	739,290		739,290
5700	Federal Funds 5307 (FTA Claims)	7,835,719		7,835,719
5700	Federal Funds 5311 Cares Act Funding	2,533,398		2,533,398
5700	Federal Funds 5311 (Operating)	1,258,194		1,258,194
5700	Federal Funds 5339 (Dinuba)	243,455		243,455
5700	Federal Funds 5339a	1,912,500		1,912,500
5700	CMAQ (STBGP)	3,086,000		3,086,000
5700	CMAQ (Micro Transit)	1,471,098		1,471,098
5700	CMAQ (Capital)	1,750,000		1,750,000
5835	HVIP	3,012,000		3,012,000
5835	Advertising	130,000	22,912	107,088
5835	Measure R Transit Funds	3,320,000	1,047,500	2,272,500
5835	Measure R Revenues (Other financing sources)	4,445		4,445
5835	MR Innovation & Tech Funds	1,000,000		1,000,000
5835	Public Transit Passenger Fares (Micro Transit)	130,000	117,152	12,848
5873	Public Transit Passenger Fares (Regular)	459,000	318,762	140,238
	Total Revenues	50,186,042	4,899,068	45,286,974
7000	Operating Supplies	1,160		1,160
7005	Communications	107,890	30,243	77,647
7010	Insurance	265,133	138,588	126,545
7021	Repair & Maintenance Facility	202,739		202,739
7024	Maintenance-Bldg. & Improvements (TCAG)	50	82	(32)
7036	Office Expense	186,940	73,774	113,166
7040	Courier / Mail	700		700
7043	Safety and Security	100,000		100,000
7043	Professional and Specialized Expense	712,216		712,216
7043	Contractual Services	16,393,222	8,088,225	8,304,997
7059	Publications/Dues/Memberships/ Legal Notices	1,000	715	285
7062	Rent	11,000	25,630	(14,630)
7066	Salaries and Employee Benefits (TCAG Staff Support)	45,000		45,000
7066	Salaries and Benefits TCRTA Staff	804,989	273,185	531,804
7066	Workers' Comp Ins	3,306		3,306
7066	Advertising (Outreach)	35,000		35,000
7066	Special Dept Expense (RMA, County Counsel & Porterville Staff)	89,367	0	89,367
7073	Transpiration, Travel & Training	7,000	11,140	(4,140)
7081	Utilities	172,000	53,517	118,483
8345	Capital Improvement Program	30,047,330	14,194	30,033,137
8345	Innovations & Tech	1,000,000	559,384	440,616
	Total Expense	50,186,042	9,268,676	40,917,366
	Net Profit(Loss)	0	(4,369,609)	4,369,609

Tulare County Regional Transit Agency

AGENDA ITEM VIII-B

April 12, 2023

Prepared by Olivia Forte, Transit Coordinator

SUBJECT:

ACTION: Approve Special Transportation Services Request for 51st Annual Senior Day in the Park

BACKGROUND:

Community Services and Employment Training (CSET) and the Kings/Tulare Area Agency on Aging (K/TAAA) are hosting the 51st Annual Senior Day in the Park at Mooney Grove Park in Visalia on Friday, May 5th, 2023. CSET and K/TAAA celebrate and invite the senior community across Tulare and Kings Counties to participate in a lineup of events and activities. Historically, this event hosts between 1,200 and 1,500 participants, and the event runs from 9:00 A.M. to 2:00 P.M. During this time, seniors are treated to live performances, lunch, games, and exhibitor booths. Admission is free. This will be the first time since 2019 that the event will be held due to the global pandemic.

DISCUSSION:

In the past, TCaT assisted with bringing some of the seniors to and from the location on Senior Day. This year, CSET and K/TAAA have requested the service of two buses to transport seniors from designated locations in Tulare County to and from Mooney Grove Park on the day of the event. These buses would perform a single pick-up for the beginning of the event and a single drop-off for the end of the event in two designated areas of the county: 1) Lindsay and Porterville and 2) Cutler and Earlimart. CSET and K/TAAA have emphasized the necessity of this request as approximately 60 of their attendees are expected to require accessible transportation services that may be difficult to otherwise accommodate.

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors

1. Approve Tulare County Regional Transit Agency's use of two buses to provide limited service to the 51st Annual Senior Day in the Park.

FISCAL IMPACT:

1. An estimated 60 seniors would be provided service to the 51st Annual Senior Day in the Park. The cost to provide service would be approximately \$230.

ATTACHMENT:

1. 51st Annual Senior Day in the Park Flyer in English and Spanish

SENIOR DAY *in the* PARK

April Showers Bring May Flowers
51st Annual

May 5, 2023

at Mooney Grove Park

9AM - 2PM

27000 S. Mooney Blvd, Visalia, CA 93277

www.cset.org/senior-day

LIVE MUSIC • FOOD • GAMES
EXHIBITOR BOOTHS • AND MORE

FREE
ENTRY

More Information:

(559) 732-4194
seniorday@cset.org



DÍA DEL ADULTO MAYOR *celebración* *en el* PARQUE

Lluvias de abril traen flores de mayo
51a Anual

5 de mayo de 2023

en el parque de Mooney Grove

9AM - 2PM

27000 S. Mooney Blvd, Visalia, CA 93277

www.cset.org/senior-day

MÚSICA EN VIVO • COMIDA • JUEGOS
PUESTOS DE EXPOSITOR • Y MÁS

ENTRADA
GRATIS

Más información:

(559) 732-4194

seniorday@cset.org



Tulare County Regional Transit Agency

AGENDA ITEM VIII-C

April 12, 2023

Prepared by Richard Tree, Executive Director

SUBJECT:

ACTION: Professional Services Agreement for Interim Director

BACKGROUND:

The Executive Director position will become vacant effective April 21, 2023. Therefore, the Agency needs an interim Executive Director to lead and coordinate its transit services, provide supervision and guidance of staff, and to serve as the Secretary of the Board of Directors.

The estimated time to complete the Executive Director recruitment is four to six months.

DISCUSSION:

At the meeting of April 10, 2023, the Executive Committee discussed options to fill the vacancy of the Executive Director in the interim. Staff also presented a draft sole source policy for professional services which will allow the Agency to expedite an agreement due to the urgency of the matter and the excessive learning curve of someone fulfilling the position.

Staff presented consideration to seek a professional services agreement with existing member agencies, the County of Tulare, and transit consultants who are familiar with the Agency.

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors

1. Approve the draft Sole Source Policy for Professional Services; and
2. Provide direction on a Professional Services Agreement for the interim Executive Director in the amount not to exceed \$80,000; and
3. Authorize the Ad Hoc Committee for the Executive Director to conduct a national recruitment.

FISCAL IMPACT:

Expenses for the interim Executive Director and a national recruitment have been budgeted in the 2022 Operating Budget.

ATTACHMENT:

1. Draft Sole Source Policy

A Sole Source Policy exists when research has determined that one of the criteria below exists.

The Tulare County Regional Transit Agency intends to negotiate a sole source professional services agreement for services of not more than \$100,000, for existing authorized tasks or projects adopted within the current fiscal year. Advanced written notice will be provided to the Board of Directors for any additional or new projects or tasks for approval.

In addition, staff must provide sole source justification for Board approval at a regularly scheduled meeting. Annually the Fiscal Manager shall compile the sole source listing and submit it to the Board of Directors in July of each year.

The Services could be considered a sole source procurement when one of the following circumstances exist (other than the financial requirement):

1. Quick action is required (urgency situation).
2. Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
3. It is more cost-effective to obtain services by exercising an option under an existing contract.
4. It is in the best interest of the association, e.g., administrative cost savings, excessive learning curve for a new service provider, etc.