

Tulare County Regional Transit Agency
AGENDA
September 18, 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. CLOSED SESSION ITEMS:

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

A. None

V. REPORTS:

This is the time for all committee reports and executive committee reports:

A. Ad Hoc Sustainability Committee

B. Ad Hoc Executive Director Search Committee

C. PTASP Safety Committee (TCRTA staff)

VI. PRESENTATIONS:

A. None

VII. INFORMATIONAL ITEMS:

A. Financial Analysis Separated by Member Agency Update (No Pages)

B. Monthly Ridership Trends (Pages 01-02)

VIII. 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 Discussion Items.

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

A. Approve minutes of August 21, 2023 (Pages 03-05)

B. Receive and File Financial Statement as of August 31, 2023 (Pages 07-08)

IX. ACTION / DISCUSSION ITEMS:

A. Adoption of Resolution Approving the Fiscal Year 2023-2024 SB1 State of Good Repair Project List (Pages 09-19)

B. Adoption of Resolution Approving Selection of On-Demand Software Vendor (Pages 21-24)

C. Approve Board Committee Structure (Pages 25-26)

X. OTHER BUSINESS:

A. Director's Report

B. Requests from Board Members for Future Agenda Items

XI. ADJOURN:

The next regularly scheduled Tulare County Regional Transit Agency (TCRTA) Board meeting will be **October 16, 2023, and will take place at 4:00 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

BOARD OF DIRECTORS	ALTERNATE	AGENCY
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
Vacant	Vacant	Tule River Tribe of California

EX OFFICIO MEMBERS

Georgina Landecho, CalVans
Kellie Carrillo, TCAG Public Transit Representative

TCRTA STAFF

Albert Barragan, TCRTA Interim Executive Director
*Leslie Davis, TCRTA Interim Finance Director/TCAG Finance Director
Angela Rose, TCRTA EH Fiscal Manager
Jennie Miller, TCRTA Transit Manager
Teresa Ortega, TCRTA Transit Analyst
Clayton Landis, TCRTA Transit Analyst
Olivia Forte, TCRTA Transit Analyst
*Thomas Degn, County Counsel
*Brideget Moore, TGAG Staff Analyst III
*Servando Quintanilla Jr., TCAG Staff Analyst I

*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

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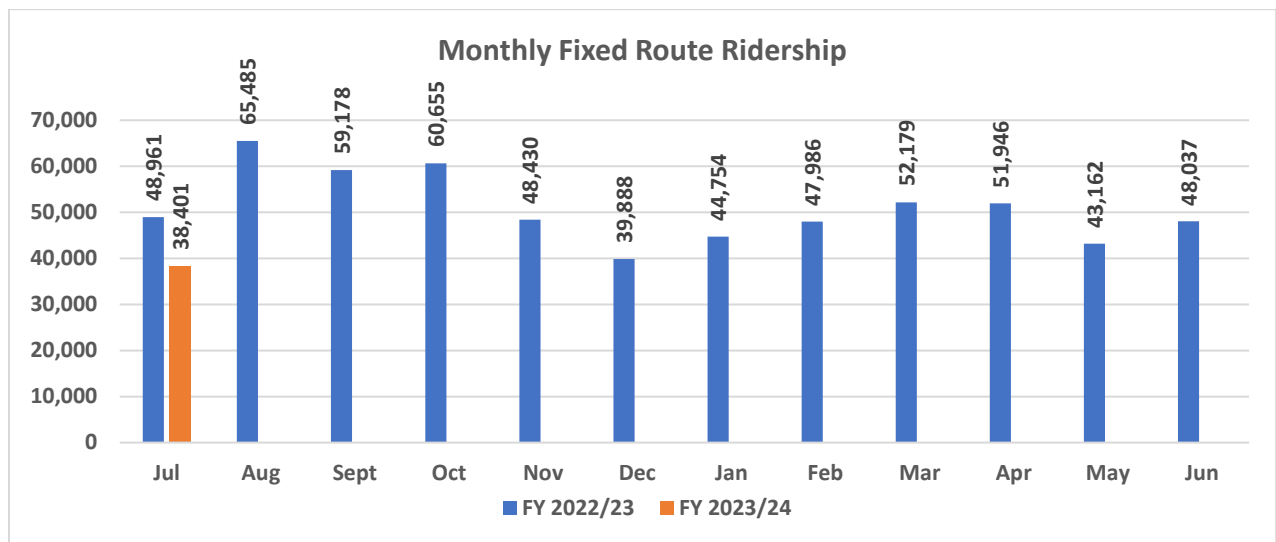
TO: Board of Directors

DATE: September 18, 2023

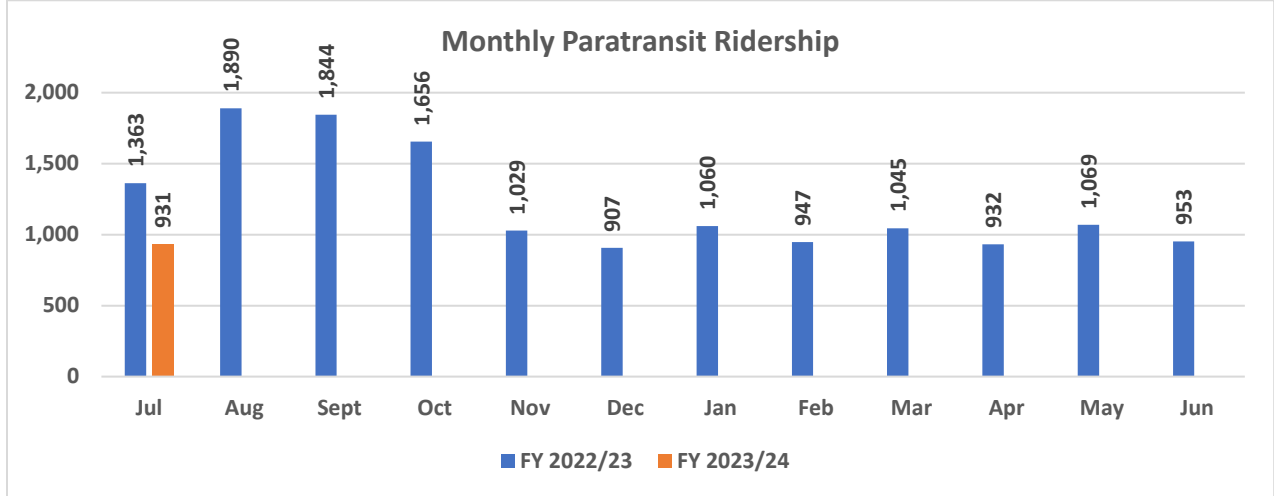
SUBJECT: July 2023 Ridership Trends

The following graphs show ridership patterns in 2023 by service type. All FY 2023-24 data in this report is preliminary and will be finalized at the end of the fiscal year.

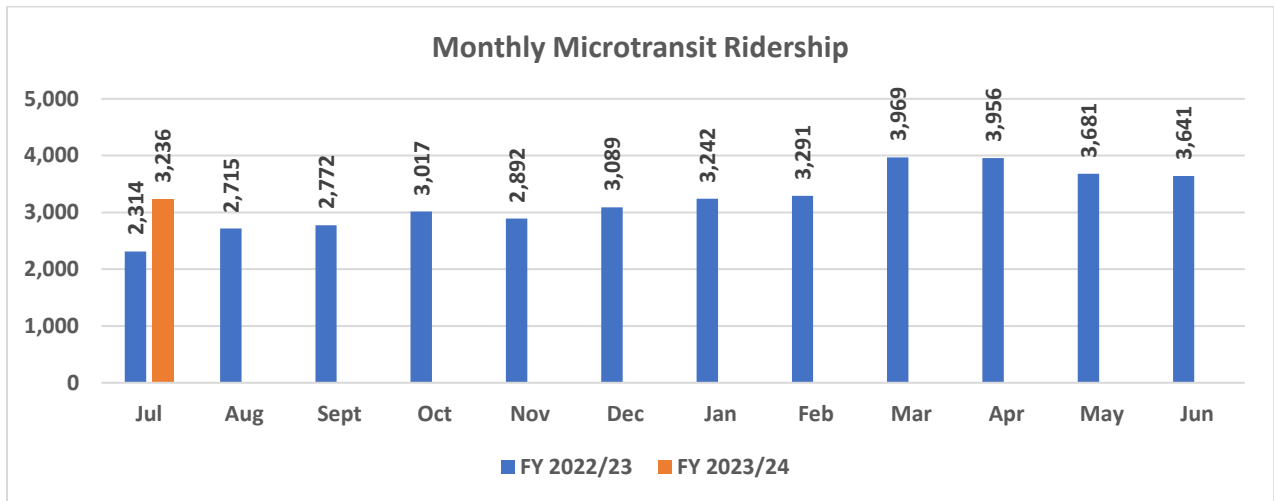
In July of 2023, TCRTA provided fewer fixed route trips than were provided in July of 2022, due to service impacts on commuter/rural routes associated with the Visalia Transit worker's strike. It is important to note that fares were reinstated in October of 2022.



In July of 2023, TCRTA provided fewer paratransit trips than were provided in July of 2022. However, overall ridership has remained steady since the initial ridership loss caused by the reinstatement of fares in October of 2022.



In July of 2023, TCRTA provided nearly 1,000 more on-demand trips than were provided in July of 2022. The Transport service area was expanded to include the City of Lindsay in November of 2022.



**Tulare County Regional Transit Agency
Board Meeting Minutes
August 21, 2023, 4:00 p.m.**

Members Present: Thusu, Riddle, Gomez, Beltran, Sigala, Mendoza & Valero
Members Absent: Cerros, Weyhrauch, Correa, & Carrillo
Alternates: Hinojosa
Ex Officio Present: *Landecho
Staff Present: Albert Barragan, Leslie Davis, Angela Rose, Jennie Miller, Teresa Ortega, Olivia Forte, Clay Landis, Servando Quintanilla, Brideget Moore and Maria Garza
Counsel Present: Thomas Degn

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

I. CALL TO ORDER:

Chair Sigala called the meeting to order at 4:00 p.m.

II. PLEDGE OF ALLEGIANCE:

Led by Chair Sigala.

III. PUBLIC COMMENT:

None

IV. CLOSED SESSION ITEMS:

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

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant Exposure to Litigation (Government Code Section 54956.9(d)(2))
Number of Potential Cases: 1**

V. REPORTS:

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

A. Ad Hoc Sustainability Committee

Mr. Sigala discussed that the Ad Hoc Sustainability Committee had met and went over a couple of items, spoke to the drawdown of funds, mentioned the reconciliation of Transdev deposits, Ms. Davis discussed TCRTA budget, detailed the distribution to the cities, and stated that the audit had been completed and no findings or weaknesses were found.

B. Ad Hoc Executive Director Search Committee

Mr. Valero gave an update on the executive search and would like to thank Susan Hafner and HR&D department for their help on this search, there have been seventeen resumes collected and eight to ten resumes would be reviewed to bring to the first set of interviews.

C. PTASP Safety Committee (TCRTA staff)

Ms. Forte discussed the safety hazards of transit passengers and transit staff, and stated TCRTA had attended transit safety meetings and next safety meeting would be on the next Thursday at 3 pm.

VI. PRESENTATIONS:

A. TCRTA's 3-Year Anniversary (2020-2023)

Mr. Hafner gave a presentation on the three years of TCRTA, first topic was TCRTA Operations, 2020 Highlights, TCRTA original logo, 2021 Highlights, the hiring of TCRTA staff, 21/22 ridership, miles and fleet, 2022 Highlights, TCRTA's new logo, 2022 social media campaign, 2023 Highlights, TCRTA expense report, Emergency evacuation assistance, and future projects such as, Cross Valley Corridor Project, Zero Emission Bus Implementation, and On-Demand Microtransit Implementation.

VII. CONSENT CALENDAR ITEMS:

A. Approve minutes of July 17, 2023

B. Receive and File Financial Statement as of July 31, 2023, and Fiscal Year 2021-2022 Audit

Upon motion by Member Gomez and seconded by Member Thusu the Tulare County Regional Transit Agency unanimously approved consent calendar items as presented.

VIII. ACTION / DISCUSSION 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 Discussion Items.

A. Adoption of Resolution Approving Amendment No. 5 to the FY 2022-2023 Budget and Capital Improvement Program Discussion: Transit Center Updates

Ms. Davis discussed the adoption of resolution approving amendment No. 5 to the FY 2022-2023 Budget and Capital Improvement Program, with Board approval, staff recommend amendment no. 5 to include an additional \$205,148 into the FY 2022-2023 budget and approve payment to vendors.

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

B. Adoption of Resolution Approving Amendment No. 1 to the FY 2023-2024 Budget and Capital Improvement Program

Ms. Davis discussed quotes from Genfare, LLC, in the amount of \$76,918.48 to provide spare parts for the Genfare fare boxes and TRC Engineering Services LLC, in the amount of \$ 1,875.00 to perform audit services for the Buy America Program required to receive reimbursement for the purchase of 4 Gillig buses purchased by the City of Visalia for the City of Tulare, this would result in an increase in professional services to the amount of \$86,000, with Board approval, staff recommend amendment no. 1 be included in the budget for FY 2023-2024 in the amount of \$86,000, receive additional transit funding contributions from the applicable member agencies, and that the Executive Director and/or the Finance Director be approved to sign the engagement letter with Brown Armstrong.

Upon motion by Member Thusu and seconded by Member Valero the Tulare County Regional Transit Agency approved Items B as presented.

C. Information: Los Arroyos AHSC Grant – Bus Procurement

Mr. Barragan reported that Los Arroyos is an affordable rental community being developed in the City of Farmersville by Self-Help Enterprises (SHE) for low-income families and farmworkers, the project was being funded by an affordable Housing and Sustainable Communities (AHSC) grant, at the Board Meeting of May 17, 2021, the TCRTA Board of Directors adopted Resolution 2021-002 approving the Memorandum of Understanding (MOU) between SHE, the City of Farmersville, TCAG, and TCRTA for the implementation of transportation improvements included in the Los Arroyos AHSC grant application, the project provides for enhanced transportation options to reduce transportation costs for low-income families, and reduce vehicle miles traveled (VMT) and associated greenhouse gas (GHG) emissions. CalVans was in the process of submitting a large vehicle order and has volunteered to include 10, 2023 Ford E-Transit 350 vans on our behalf, the vans would be fully funded by the AHSC grant, there would be no match required from TCRTA, and invoices would be paid in full by SHE, the vans are scheduled to arrive within 60 days of ordering, the quoted per vehicle cost is slightly lower than the estimates included in SHE's original grant application, any grant overages would be used to assist with marketing/outreach of the microtransit service.

D. Information: On-Demand Software Procurement Update

Ms. Miller summarized that on August 3, 2023, TCRTA released RFP #2023-01: Microtransit, Paratransit, and Non-Emergency Medical Transport Software, seeking a qualified vendor to provide a platform that supplies an on-demand environment for managing and supporting one or all of TCRTA and City of Visalia (Visalia Transit) operations and gave an update on future dates for the procurement process.

E. Information: Upcoming Agenda Items

Ms. Hafner gave an update on future items to be presented to the Board.

IX. OTHER BUSINESS:

A. Director's Report

Mr. Barragan gave an update on the RFP that is currently out, CVCP update on the operational plan, CALACT update on Fall conference location.

B. Requests from Board Members for Future Agenda Items

Mr. Sigala discussed requested items that will be brought to future meetings.

X. ADJOURN

The meeting adjourned at 6:18 p.m. Chair Sigala confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on **September 18, 2023 and will take place at 4:00 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 VIII-B

September 18, 2023

Prepared by: Angela Rose EH Fiscal Manager

SUBJECT:

Action: Preliminary Financial Statement as of August 31, 2023

BACKGROUND:

The following Preliminary Financial Statement as of August 31, 2023, provides year-to-date Revenues and Expenses compared to the Fiscal Year 2023-2024 Budget.

DISCUSSION:

This Financial Statement for August 31, 2023, is preliminary as the fiscal year 2022-2023 is closing and other accruals are pending.

RECOMMENDATION:

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

FISCAL IMPACT:

None

ATTACHMENT:

1. Preliminary Financial Statement as of August 31, 2023

TCTRA - Operating budget
Revenue and expenditures FY 2023/2024
As of August 31, 2023

Revenues	Budget	August Revenue	Year to Date Revenue
4801 Interest	0		0.00
5054 State-Other	8,904,699		0.00
5220 Fed-Other	0		0.00
5700 Fed-Other	8,625,210		0.00
5835 Other Revenue	1,173,500	52,895.00	170,109.00
5841 Outlawed Warrants	0		0.00
5873 Public Transit Passenger Fares	450,000	15,950.00	21,650.00
	19,153,409	68,845.00	191,759.00
Expenditures	Budget	August Expenditures	Year to Date Expenditures
6001 Salaries & Benefits	1,096,498.00	56,090.00	105,773.00
Total Salaries & Benefits	1,096,498.00	56,090.00	105,773.00
7000 Services & Supplies	1,470.00		0.00
7005 Communications	47,553.00	499.00	5,709.00
7010 Insurance	159,356.00	684.56	0.00
7021 Maint-Equip	0.00		0.00
7024 Maint-Blds	73,295.00	7,311.00	7,311.00
7036 Office Expense	19,793.00	275.00	275.00
7040 Courier	5,680.00		0.00
7043 Professional & Spec	17,170,878.00	1,295,475.00	1,304,603.00
7062 Rent & Lease	31,415.00	1,818.00	2,727.00
7066 Spec Dept Exp	283,592.00		0.00
7073 Training	5,850.00		0.00
7074 Transportation & Travel	17,930.00		0.00
7081 Utilities	240,099.00	47,871.00	47,871.00
	18,056,911.00	1,353,933.56	1,368,496.00
Total Budget	19,153,409.00	1,410,023.56	1,474,269.00
Net Revenues over (Expenditures)	0.00	(1,341,178.56)	(1,282,510.00)

Tulare County Regional Transit Agency

AGENDA ITEM IX-A

September 18, 2023

Prepared by: Teresa Ortega, Transit Analyst

SUBJECT:

Action: Adoption of Resolution Approving the Fiscal Year 2023-2024 SB1 State of Good Repair Project List

BACKGROUND:

On April 28, 2017, Governor Brown signed Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), known as the Road Repair and Accountability Act of 2017. Senate Bill 1 will provide over \$50 billion in new transportation funding over the next decade to repair highways, bridges, and local roads, to make strategic investments in congested commute and freight corridors, and to improve transit service. The program will provide an additional \$105 million annually to transit operators for projects deemed eligible for transit maintenance, rehabilitation, and capital projects. The additional funds will be sourced from the new Transportation Improvement Fee (TIF) on registrations which began on January 1, 2018. The program will be allocated under the State Transit Assistance (STA) Program formula. Funds are allocated half according to population and half according to transit operator revenue.

DISCUSSION:

August 1, 2023, the California State Controller provided the Fiscal Year 2023-2024 State of Good Repair Program Allocation Estimate to be allocated to each Transportation Planning Agency (TPA). Allocations for the State of Good Repair (SGR) program are calculated pursuant to the distribution formulas in Public Utilities Code (PUC) sections 99313 and 99314 for each TPA by operator.

The Tulare County Association of Governments (TCAG) is designated as the TPA for Tulare County. According to the FY 2022-2023 enacted California Budget, the estimated amount of SGR funds budgeted for Tulare County is \$841,970. Of which, \$276,378 is allocated to Visalia Transit and \$565,592 is allocated to TCRTA.

TCRTA's 2023 Capital Improvement Program contains all the individual capital projects and equipment purchases for the fiscal year. The CIP #2022-06 expenditure plan identifies the FY 2023-2024 SB1/SGR funding for transit facility upgrades to improve energy efficiency. Staff propose to install (2) charging stations and equipment needed to maintain the existing transit service. The current estimate for TCRTA would include the share for Dinuba, Exeter, Farmersville, Lindsay, Porterville, Tulare, Woodlake and the County.

To receive State of Good Repair (SGR) funds from Caltrans, TCRTA must submit signed Certifications and Assurances and Authorized Agent forms and agree to the terms.

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors approve Resolution 2023-016 approving the FY 2023-2024 State of Good Repair Project List and authorize the Executive Director to apply for and submit the grant application.

FISCAL IMPACT:

The State of Good Repair Program is 100% grant funded and no local match is required. Funding for the expenditure is included in the Fiscal Year 2023-2024 Budget and Capital Improvement Program.

ATTACHMENTS:

1. Resolution 2023-016
2. Authorized Agent Form
3. Certifications and Assurances

RESOLUTION: 2023-016

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TULARE COUNTY REGIONAL TRANSIT AGENCY
APPROVING THE PROJECT LIST FOR FY 2023-2024 FOR
THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, Senate Bill 1 (SB1), the Road Repair and Accountability Act 2017, establishing the State of Good Repair (SGR) program to fund eligible transit maintenance, rehabilitation and capital project activities that maintain the public transit system in a state of good repair; and

WHEREAS, the Tulare County Regional Transit Agency is an eligible project sponsor and may receive and distribute State Transit Assistance – State of Good Repair funds to eligible project sponsors (local agencies) for eligible transit capital projects; and

WHEREAS, the Tulare County Association of Governments distributes SGR funds to eligible project sponsors (local agencies) under its regional jurisdiction; and

WHEREAS, the Tulare County Association of Governments concurs with and approves the attached project list for the State of Good Repair Program funds; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY, does hereby approve the SB1 State of Good Repair Project List for FY 2023-2024; and

BE IT FURTHER RESOLVED that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit capital projects; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to submit a request for Scheduled Allocation of SB1 State of Good Repair funds and to execute the related grant applications, forms and agreements.

PASSED AND ADOPTED this 18th day of September 2023 by the Board of Directors of the Tulare County Regional Transit Agency.

RESOLUTION: 2023-016

THE FOREGOING RESOLUTION was adopted upon motion of _____ and seconded by _____ at meeting thereof held on the 18th day of September 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed _____
Jose Sigala
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2023-016 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 18th day of September 2023.

Signed _____
Albert Barragan
Interim Executive Director

ATTACHMENT A

Tulare County Regional Transit Agency
SB1 State of Good Repair Program
Project List for FY 2023-2024

Project Title: FY 2023-2024 Transit Fleet Expansion; Project CIP# 2022-06

Description: The scope of work consists of transit facility upgrades to improve energy efficiency. Staff propose to install (2) charging stations and equipment needed to maintain the existing transit service in Dinuba.

Project Location: County of Tulare

Project Schedule: Start January 1, 2024 – Completion – June 2027

Project Useful Life: Ten Years

Division of Rail and Mass Transportation**State Transit Assistance State of Good Repair Program****Authorized Agent Form**

Authorized Agent

The following individual(s) are hereby authorized to execute for and on behalf of the named Regional Entity/Transit Operator, and to take any actions necessary for the purpose of obtaining State Transit Assistance State of Good Repair funds provided by the California Department of Transportation, Division of Rail and Mass Transportation. This form is valid at the beginning of Fiscal Year 2017-2018 until the end of the State of Good Repair Program. If there is a change in the authorized agent, the project sponsor must submit a new form. This form is required even when the authorized agent is the executive authority himself.

Albert Barragan, Interim Executive Director OR
(Name and Title of Authorized Agent)

Jennie Miller, Interim Transit Manager OR
(Name and Title of Authorized Agent)

Teresa Ortega, Transit Analyst – Grants OR
(Name and Title of Authorized Agent)

AS THE Interim Executive Director
(Chief Executive Officer / Director / President / Secretary)

OF THE Tulare County Regional Transit Agency
(Name of County/City Organization)

Albert Barragan

(Print Name)

Interim Executive Director

(Title)

(Signature)

Approved this 18th day of September 2023

State Transit Assistance State of Good Repair Program**Recipient Certifications and Assurances**

Recipient: Tulare County Regional Transit Agency (TCRTA)

Effective Date: September 18, 2023

In order to receive State of Good Repair Program (SGR) funds from the California Department of Transportation (Department), recipients must agree to following terms and conditions:

A. General

- (1) The recipient agrees to abide by the State of Good Repair Guidelines as may be updated from time to time.
- (2) The potential recipient must submit to the Department a State of Good Repair Program Project List annually, listing all projects proposed to be funded by the SGR program. The project list should include the estimated SGR share assigned to each project along with the total estimated cost of each project.
- (3) The recipient must submit a signed Authorized Agent form designating the representative who can submit documents on behalf of the recipient and a copy of the board resolution authorizing the agent.

B. Project Administration

- (1) The recipient certifies that required environmental documentation will be completed prior to expending SGR funds. The recipient assures that each project approved for SGR funding comply with Public Resources Code § 21100 and § 21150.
- (2) The recipient certifies that SGR funds will be used for transit purposes and SGR funded projects will be completed and remain in operation for the estimated useful lives of the assets or improvements.
- (3) The recipient certifies that it has the legal, financial, and technical capacity to deliver the projects, including the safety and security aspects of each project.

- (4) The recipient certifies that there is no pending litigation, dispute, or negative audit findings related to any SGR project at the time an SGR project is submitted in the annual list.
- (5) Recipient agrees to notify the Department immediately if litigation is filed or disputes arise after submission of the annual project list and to notify the Department of any negative audit findings related to any project using SGR funds.
- (6) The recipient must maintain satisfactory continuing control over the use of project equipment and/or facilities and will adequately maintain project equipment and/or facilities for the estimated useful life of each project.
- (7) Any and all interest the recipient earns on SGR funds must be reported to the Department and may only be used on approved SGR projects or returned to the Department.
- (8) The recipient must notify the Department of any proposed changes to an approved project list by submitting an amended project list.
- (9) Funds will be expended in a timely manner.

C. Reporting

- (1) Per Public Utilities Code § 99312.1 (e) and (f), the recipient must submit the following SGR reports:
 - a. Annual Expenditure Reports within six months of the close of the fiscal year (by December 31st) of each year.
 - b. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of SGR funds. A copy of the audit report must be submitted to the Department within six months of the close of each fiscal year in which SGR funds have been received or expended.

D. Cost Principles

- (1) The recipient agrees to comply with Title 2 of the Code of Federal Regulations Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The recipient agrees, and will assure that its contractors and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and (b) those parties shall

comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the recipient has received payment that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, are subject to repayment by the recipient to the State of California (State). Should the recipient fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the recipient from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

E. Record Retention

- (1) The recipient agrees and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the recipient, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the recipient, its contractors and subcontractors connected with SGR funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the recipient, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the recipient pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the recipient's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the recipient's contracts with third parties pursuant to Government Code § 8546.7, the recipient, its contractors and subcontractors and the Department shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a

project for audits, examinations, excerpts, and transactions, and the recipient shall furnish copies thereof if requested.

- (3) The recipient, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

F. Special Situations

- (1) Recipient acknowledges that if a project list is not submitted timely, the recipient forfeits its apportionment for that fiscal year.
- (2) Recipients with delinquent expenditure reports may risk future eligibility for future SGR funding.
- (3) Recipient acknowledges that the Department shall have the right to perform an audit and/or request detailed project information of the recipient's SGR funded projects at the Department's discretion from SGR award through 3 years after the completion and final billing of any SGR funded project. Recipient agrees to provide any requested project information.

I certify all of these conditions will be met.

Tulare County Regional Transit Agency (TCRTA)

BY: _____
Albert Barragan
TCRTA Interim Executive Director

ATTACHMENT I

(INSERT Agency Board Resolution approving this document)

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Tulare County Regional Transit Agency

AGENDA ITEM IX-B

September 18, 2023

Prepared by: Jennie Miller, Transit Manager

SUBJECT:

Action: Adoption of Resolution Approving Selection of On-Demand Software Vendor

BACKGROUND:

On-Demand (microtransit) service is a tech-enabled demand-response mode of passenger transportation that provides transit-like service on a smaller, more flexible scale. TCRTA currently operates an on-demand microtransit service in the Porterville/Lindsay area, with plans to expand countywide in the coming fiscal year. TCRTA is partnering with the City of Visalia (Visalia Transit) for a 3-year pilot during which TCRTA will operate the service.

At the Board Meeting of June 23, 2023, the TCRTA Board of Directors authorized staff to prepare and advertise a Request for Proposals (RFP) for a vendor to provide an on-demand transit operations management software platform.

DISCUSSION:

On August 3, 2023, TCRTA released RFP #2023-01: Microtransit, Paratransit, and Non-Emergency Medical Transport Software, seeking a qualified vendor to provide a platform that supplies an on-demand environment for managing and supporting one or all TCRTA and City of Visalia (Visalia Transit) operations. Six (6) proposals were received that met the RFP requirements. All 6 proposals were initially scored for content, quality, and qualifications. The top 3 scoring vendors were then invited to participate in a virtual interview/demonstration of their software. A cost analysis was then performed for the top 2 vendors. Proposal scoring was based on 100 points (as outlined in the RFP). Following are the proposal scoring results for the top 2 vendors:

Vendor	Average Score
Via Transportation	95.47
The Routing Company	93.67

RECOMMENDATION:

Based on evaluation criteria and scoring, staff recommend that the Tulare County Regional Transit Agency Board of Directors authorize the Executive Director to execute an Agreement with Via Transportation to provide an on-demand transit operations management software platform for a 3-year contract term.

FISCAL IMPACT:

Funds to continue existing on-demand operations have been budgeted in the FY 2023/2024 Operating Budget. Funding for years 2-3 of the contract term will be included in future operating budgets. The total cost of the project will not exceed \$731,260.

ATTACHMENT:

1. Resolution 2023-017

RESOLUTION: 2023-017

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE TULARE COUNTY REGIONAL TRANSIT AGENCY AUTHORIZING
THE SELECTION OF VIA TRANSPORTATION, INC. FOR THE
PROVISION OF ON-DEMAND SOFTWARE FOR A 3-YEAR TERM
AT A COST NOT-TO-EXCEED \$731,260**

WHEREAS, on August 3, 2023, TCRTA released a Request for Proposals (RFP #2023-01: Microtransit, Paratransit, and Non-Emergency Medical Transport Software) seeking a qualified vendor to provide a platform that supplies an on-demand environment for managing and supporting one or all TCRTA's operations; and

WHEREAS, six vendors submitted proposals to TCRTA that met the RFP requirements; and

WHEREAS, proposals were evaluated and scored in accordance with the scoring criteria presented in the RFP; and

WHEREAS, Via Transportation, Inc. submitted the highest scoring proposal.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY, does hereby authorize the Executive Director to execute an Agreement with Via Transportation, Inc. to provide an on-demand transit operations management software platform for a 3-year contract term, at a not-to-exceed cost of \$731,260.

PASSED AND ADOPTED this 18th day of September 2023 by the **Board of Directors of the Tulare County Regional Transit Agency**.

RESOLUTION: 2023-017

PASSED AND ADOPTED this **18th** day of **September 2023** 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 18th day of September 2023.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed _____
Jose Sigala
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2023-017 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 18th day of September 2023.

Signed _____
Albert Barragan
Interim Executive Director

Tulare County Regional Transit Agency

AGENDA ITEM IX-C

September 18, 2023

Prepared by: Susan Hafner, TCRTA Consultant

SUBJECT:

Action: Approve Board Committee Structure

BACKGROUND:

TCRTA has been operating using an ad hoc committee structure to review a variety of issues as they arise. Currently there are two ad hoc committees, the Executive Director Search and the Sustainability Committee.

These two committees are structured as ad hoc committees due to the anticipated limited duration of their duties. The Board has requested that this be reviewed in terms of the possibility of creating standing committees that address a greater range of issues.

In addition to committee selection, the board governance process regarding how committee appointments are made will be created based on the Board's direction. This process will be documented and included within the TCRTA Board Handbook that is currently being assembled.

DISCUSSION:

Most transit board of directors use a standing committee structure. Depending on the size of the transit agency, the number of committees in existence can vary. In California, these meetings should be noticed with minutes taken and posted in accordance with the Brown Act requirements. This creates a need for additional staff resources to support the additional committee activities. As the Agency continues to evolve, it is timely for the Board to consider whether to implement a standing committee structure.

Outlined below are alternatives for the Board's consideration.

Alternative 1

Create three standing committees and recruit membership interest in serving on them. The ad hoc Executive Director Search Committee remains for the process.

The three standing committees proposed are:

Executive Committee -Chair, Vice Chair and Chairs of 2 other standing committees

The role of the Executive Committee is to provide input and direction on emerging policies, plans, and issues, in advance, for Board consideration. The Executive Committee shall have the authority to create ad hoc subcommittees for purposes of carrying out its duties and responsibilities.

Sustainability & Budget Committee

The role of the Sustainability & Budget Committee is to review financial sustainability, regulatory compliance, budget and grant strategies.

Operations Committee

The role of the operations committee is to review ridership, zero emission bus implementation, system design, performance and service quality.

Alternative 2

Maintain existing ad hoc committees and consider after the new Executive Director has been hired.

Alternative 3

Initiate a Transit Advisory Committee consisting of riders that would meet quarterly. This committee would consist of riders from the TCRTA system to gain riders input on planned transit service and input regarding service quality.

RECOMMENDATION:

That the Tulare County Regional Transit Agency Board of Directors review committee alternatives and provide direction to staff. The Draft Board Handbook will return for the Board's approval at a future meeting.

FISCAL IMPACT:

None at this time.

ATTACHMENT:

None