

TULARE COUNTY REGIONAL TRANSIT AGENCY (TCRTA) SUBCOMMITTEES

August 2, 2021, 1:00-3:00 P.M.

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

NOTE: This meeting will allow Board Members and the public to participate in the meeting via Teleconference, pursuant to the Governor's Executive Order No. N-08-21 (June 11, 2021) available at <https://www.gov.ca.gov/wp-content/uploads/2021/06/6.11.21-EO-N-08-21-signed.pdf>.

Zoom Meeting | Direct Link: <https://us02web.zoom.us/j/86088775988?pwd=eWFJU0JCvFUwMThSS3FnMU5pOXI5QT09>

Toll Free Call in: (888) 475-4499 | **Meeting ID:** 860 8877 5988 | **Passcode:** 920816

Call in only instructions: Enter your meeting ID followed by #, Enter # for participant ID, Enter the passcode followed by #.

In compliance with the Americans with Disabilities Act and the California Ralph M. Brown Act, if you need special assistance to participate in this meeting, including auxiliary aids, translation requests, or other accommodations, or to be able to access this agenda and documents in the agenda packet, please contact the Tulare County Association of Governments ("TCAG") office at 559-623-0450 at least 3 days prior to the meeting. Any staff reports and supporting materials provided to the Board after the distribution of the agenda packet are available for public inspection at the TCAG office.

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

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

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

NOTICE TO THE PUBLIC

PUBLIC COMMENT PERIOD

During public comment period, members of the public may comment on any item of interest to the public and within the subject matter jurisdiction of TCRTA Subcommittees but not appearing on this agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak with a total of fifteen (15) minutes allotted for the Public Comment Period. Speakers are requested to state their name(s) and address(es) for the record.

1:00 P.M. – TIMED ITEM
TULARE COUNTY REGIONAL TRANSIT AGENCY
TECHNICAL OPERATIONS COMMITTEE

- I. CALL TO ORDER, WELCOME, AND ROLL CALL**
 - II. PUBLIC COMMENTS**
 - III. TCRTA TECHNICAL OPERATIONS CONSENT ITEMS**
 - 1. ACTION: Approve the July 12, 2021 Meeting Minutes (Pages 01-04)
 - IV. TCRTA TECHNICAL OPERATIONS ACTION/DISCUSSION ITEMS:**
 - 1. America's Open and Transit's Open – Strategies to Renew Ridership (Page 05)
 - V. ADJOURN**

Adjourn as the TCRTA Technical Operations Committee and convene as the TCRTA Policy Committee.
-

1:30 P.M. – TIMED ITEM
TULARE COUNTY REGIONAL TRANSIT AGENCY
POLICY COMMITTEE

- I. CALL TO ORDER, WELCOME, AND ROLL CALL**
 - II. PUBLIC COMMENTS**
 - III. TCRTA POLICY COMMITTEE CONSENT ITEMS**
 - 1. ACTION: Approve the July 12, 2021 Meeting Minutes (Pages 01-04)
 - IV. TCRTA POLICY COMMITTEE ACTION/DISCUSSION ITEMS:**
 - 1. New Membership - Tule River Tribe of California (Page 06)
 - V. ADJOURN**

Adjourn as the TCRTA Policy Committee and convene as the TCRTA Finance Committee.
-

2:00 P.M. – TIMED ITEM
TULARE COUNTY REGIONAL TRANSIT AGENCY
FINANCE COMMITTEE

I. CALL TO ORDER, WELCOME, AND ROLL CALL

II. PUBLIC COMMENTS

III. TCRTA FINANCE COMMITTEE CONSENT ITEMS:

1. ACTION: Approve June 7, 2021 and July 12, 2021 Meeting Minutes (Pages 01-04)

IV. TCRTA FINANCE COMMITTEE ACTION/DISCUSSION ITEMS:

1. Planning, Staffing and Office Update

(Page 07-08)

V. ADJOURN

Adjourn as the TCRTA Finance Committee.

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Subcommittees will be held on Monday, September 13, 2021 at 1:00 p.m. at the Tulare County Association of Governments, via Zoom 210 N. Church St. Suite B, Visalia, CA 93291.



TULARE COUNTY REGIONAL TRANSIT AGENCY

AD HOC & SUBCOMMITTEES

AD HOC –EXECUTIVE DIRECTOR SEARCH

Greg Gomez
Eddie Valero
Jose Sigala

POLICY COMMITTEE

Jose Sigala
Monte Reyes
Eddie Valero

TECHNICAL OPERATION COMMITTEE

Greg Gomez
Armando Longoria
Eddie Valero

FINANCE COMMITTEE

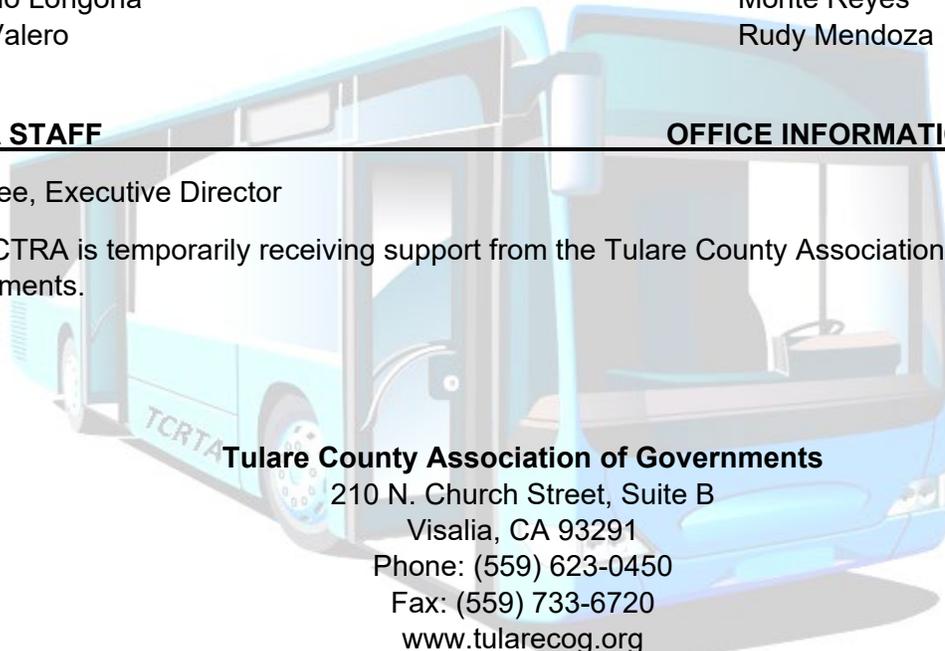
Kuldip Thusu
Monte Reyes
Rudy Mendoza

TCRTA STAFF

Rich Tree, Executive Director

OFFICE INFORMATION

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



Tulare County Association of Governments

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Phone: (559) 623-0450

Fax: (559) 733-6720

www.tularecog.org

TULARE COUNTY REGIONAL TRANSIT AGENCY SUBCOMMITTEE MINUTES July 12, 2021

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

TULARE COUNTY REGIONAL TRANSIT AGENCY TECHNICAL OPERATIONS COMMITTEE

COMMITTEE MEMBERS

STAFF

GREG GOMEZ	P	RICHARD TREE	P
ARMANDO LONGORIA	N	TED SMALLEY	N
EDDIE VALERO	P	ELIZABETH FORTE	P
JOSE SIGALA	P	AMIE KANE	N
		SERVANDO QUINTANILLA	P
		BRIDEGET MOORE	P
		HOLLY GALLO	P
P= Present A= Alternate N= Not Present			
Others Present: TCRTA Board Members: Kuldip Thusu TCAG Staff: Leslie Davis, Maria Garza, Giancarlo Bruno, Sitelogiq staff: Jessica Ritter, Charlie Oliver, and Kecia Davison.			

I. CALL TO ORDER, WELCOME, AND ROLL CALL
Chair Sigala called the meeting to order at 1:02 PM.

II. PUBLIC COMMENTS
Public Comments opened and closed at 1:02 PM.

III. TCRTA TECHNICAL OPERATIONS CONSENT ITEMS:

1. ACTION: Approve the June 7, 2021 Meeting Minutes

Upon motion by Member Valero and second by Member Sigala, the June 7, 2021 TCRTA Technical Operations Committee meeting minutes were unanimously approved.

IV. TCRTA TECHNICAL OPERATIONS ACTION/DISCUSSION ITEMS:

1. PRESENTATION: Sitelogiq - Energy Services and Facility Solutions

Mr. Tree provided a brief introduction for Sitelogiq team. Jessica Ritter of Sitelogiq discussed the sustainable transit challenge to reduce GHG and schedule deadlines. She provided an overview of what sitelogiq did and how they could assist TCRTA with the climate challenge. Ms. Ritter discussed microgrids and the services that sitelogiq provides such as energy management services, economic stimulus, financial solutions and sustainability. Discussion ensued regarding Sitelogiq services, competitive funding, facilities, financing opportunities and economic stimulus examples in other areas.

V. ACTION: ADJOURN

At 1:30 PM, the TCRTA Technical Operations Committee adjourned, and the Policy Committee convened.



<u>COMMITTEE MEMBERS</u>		<u>STAFF</u>	
JOSE SIGALA	P	RICHARD TREE	P
MONTE REYES	N	TED SMALLEY	N
EDDIE VALERO	P	ELIZABETH FORTE	P
		AMIE KANE	N
		SERVANDO QUINTANILLA	P
		BRIDEGET MOORE	P
		HOLLY GALLO	P
P= Present A= Alternate N= Not Present			
Others Present: Board Members: Kuldip Thusu TCAG Staff: Leslie Davis, Giancarlo Bruno, Maria Garza			

I. CALL TO ORDER, WELCOME, AND ROLL CALL

Chair Sigala called the meeting to order at 2:00 PM.

II. PUBLIC COMMENTS

Public Comments opened and closed at 2:00 PM.

III. TCRTA POLICY COMMITTEE CONSENT ITEMS:

1. ACTION: Approve the June 7, 2021 Meeting Minutes

Upon motion by Member Valero and second by Member Sigala, the June 7, 2021 TCRTA Policy Committee minutes meeting were unanimously approved.

IV. TCRTA POLICY COMMITTEE ACTION/DISCUSSION ITEMS:

1. DISCUSSION: Fare Simplification or Fare Free

Mr. Tree provided a presentation regarding one bus, one far model and preparing for a next generation fare system with member agencies and reinventing mobility. He provided examples of other agencies fare simplification structures and reviewed the local fare structure in Tulare County, both fixed route and dial-a-ride service. Discussion ensued regarding increasing ridership.

2. DISCUSSION: Paratransit Plan

Mr. Tree discussed a paratransit plan for TCRTA and types of demand responsive systems such as dial a ride, taxi subsidy, vanpool, route deviation, on demand and complimentary paratransit. Discussion ensued regarding ideas regarding planning, ADA and funding options.

V. ACTION: ADJOURN

At 2:44 PM, the TCRTA Policy Committee adjourned and the Finance Committee convened.



**TULARE COUNTY REGIONAL TRANSIT AGENCY
FINANCE COMMITTEE**

COMMITTEE MEMBERS

STAFF

KULDIP THUSU	P	RICHARD TREE	P
MONTE REYES	N	TED SMALLEY	N
RUDY MENDOZA	N	ELIZABETH FORTE	P
		AMIE KANE	N
		SERVANDO QUINTANILLA	P
		BRIDEGET MOORE	P
		HOLLY GALLO	P

P= Present A= Alternate N= Not Present

Others Present: Board Members: Jose Sigala, Eddie Valero

TCAG Staff: Leslie Davis, Maria Garza, Giancarlo Bruno

I. CALL TO ORDER, WELCOME, AND ROLL CALL

Member Thusu called the meeting to order at 2:00 PM.

II. PUBLIC COMMENTS

Public Comments opened and closed at 2:05 PM.

III. TCRTA FINANCE COMMITTEE CONSENT ITEMS:

1. ACTION: Approve the June 7, 2021 Meeting Minutes

This item was tabled until the next meeting due to no quorum.

IV. TCRTA FINANCE COMMITTEE ACTION/DISCUSSION ITEMS:

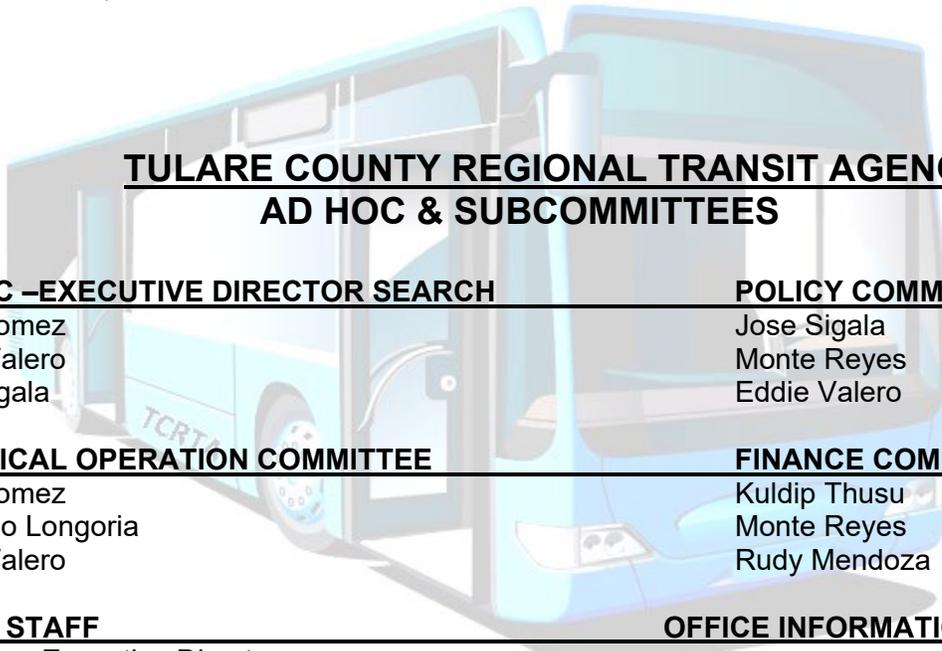
1. DISCUSSION: SRTP and Staffing Plan

Mr. Tree discussed reinventing mobility, service plan, capital improvement plan, and discussion ensued regarding goals, objectives, and standards. Mr. Tree discussed hiring a parttime planner to work on the SRTP and potential office space next to the TCAG office and revisiting the budget to see what was possible.

V. ACTION: ADJOURN

At 3:04 PM, the TCRTA Finance Committee adjourned.

The next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Subcommittees will be held on Monday, August 2, 2021 at 1:00 p.m. at the Tulare County Association of Governments, via Zoom 210 N. Church St. Suite B, Visalia, CA 93291.



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TULARE COUNTY REGIONAL TRANSIT AGENCY
TECHNICAL OPERATIONS SUBCOMMITTEE

AGENDA ITEM IV-1

August 2, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Discussion: America's Open and Transit's Open – Strategies to Renew Ridership

DISCUSSION:

On July 21, 2021, the Federal Transit Administration (FTA) announced the America's Open and Transit's Open initiative to help transit agencies across America rebuild and enhance ridership.

The American Rescue Plan and other pandemic relief grants have provided critical funding to transit agencies nationwide, including covering expenses for cleaning and other measures to improve safety.

Staff proposes the following 10-step strategy to renew ridership, build public confidence in transit, and increase ridership with a focus on building community partnerships.

TCRTA's 10 Steps to Renew Ridership – Ride Safe & Ride TCRTA

1. TCRTA Website & Social Media Accounts
2. Return to Normal Operational Status and Capacity
3. Fare Free 4 All
4. Enhanced Fleet and Facility Cleaning
5. Next Generation Fare Payment System
6. Real-Time Transit Information
7. Visual Indicators
8. Community Outreach
9. Healthy Workforce
10. Innovative Mobility

ATTACHMENT:

None

TULARE COUNTY REGIONAL TRANSIT AGENCY
POLICY SUBCOMMITTEE

AGENDA ITEM IV-2

August 2, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Discussion: New Membership – Tule River Tribe of California

DISCUSSION:

On December 30, 2013, the Tule River Tribe of California was recognized, and has received funding, as a recipient of Federal Transit Administration (FTA) Tribal Transit Formula Program (Section 5311 c) for the purposes of capital, operating, planning, and administrative expenses for public transit projects that meet the growing needs of rural tribal communities.

Since this time, the City of Porterville has provided administrative assistance to the Tule River Tribe in the development of its Tribal Transit Program, including the purchase of a vehicle, bus stop shelters, and other enhancement projects. The Tule River Tribe has also received operating assistance to start its service but needs assistance managing and operating its services.

Staff from the Tule River Tribe of California has expressed interest in becoming a member of the Transit Agency and has Tribal Transit funding for its share of transportation services within its community.

The Joint Power Agreement, Section 10: New Members, states that if a city within the County of Tulare not a Party of this Agreement desires to join the Transit Agency, it may become a Member Agency subject to such terms and conditions as may be prescribed by the Board. Upon becoming a Member Agency, the new Member Agency shall become responsible for its share of the funding for public transportation provided by the Transit Agency.

Staff recommends consideration in amending the Joint Powers Agreement to allow all public transportation operators, located in Tulare County, to be eligible as a new member.

ATTACHMENT:

None

TULARE COUNTY REGIONAL TRANSIT AGENCY
FINANCE SUBCOMMITTEE

AGENDA ITEM IV-1

August 2, 2021

Prepared by Richard Tree, TCRTA Staff

SUBJECT:

Discussion: Planning, Staffing and Office Update

DISCUSSION:

The Tulare County Association of Governments (TCAG) has identified funding to assist the Agency in developing the following planning activities:

- Short Range Transit Plan (Lite Version)
- Zero-Emission Bus Rollout and Innovative Mobility Plan
- Branding and Outreach

TCAG has also identified funding for a part-time Associate Regional Planner to serve as a project manager for the various TCRTA planning activities and assist TCRTA in the development of its Short Range Transit Plan (Lite Version).

To accommodate the growing number of staff needed to administer the Agency's activities, staff has been in discussion with TCAG to amend its property lease to include two additional office spaces located within the same property.

The monthly cost of the two additional office spaces will be \$900. An annual 3% increase will be effective January 1, 2022 and expire with the TCAG Lease Agreement in 2026. The monthly cost of the office space lease has been budgeted in the FY 21/22 Budget.

Staff has identified the following additional expenses required to make the office spaces workable:

Furniture	\$14,601.59
Workstation and Monitors	\$5,263.29
Office Phones	\$1,045.52
Access Control	\$2,000.00
Renovation/Remodel	\$2,000.00
Contingency	\$5,000.00
Total	\$29,910.40

Staff has identified several activities within the FY 21/22 Budget that can be reduced to fund the office expenses without requiring additional revenues. Cost savings have been identified in the areas of salaries and employee benefits and in publications, dues and legal notices.

Staff recommends presenting a zero-dollar FY 21/22 Budget Amendment at the Board meeting scheduled for August 16, 2021. Staff also recommends authorizing the office furniture and equipment at a total cost not to exceed \$29,910.40. Furniture and equipment will be procured following existing County contracts and the California Multiple Award Schedule (CMAS).

ATTACHMENT:

None