



## **Tulare County Regional Transit Agency**

### **AGENDA**

**June 16, 2025**

**3:30 PM**

**Meeting Location:**

**200 E. Center Avenue**

**Visalia, CA 93291**

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

[Join the meeting now](#)

Meeting ID: 248 953 725 015

Passcode: p6Xz3s38

*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 Regional Transit Agency ("TCRTA") office at 559-623-0832 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 TCRTA 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. 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 / Discussion Items.

##### **Request Approval of the Consent Calendar Items**

- A. Approve Minutes of May 19, 2025 (Pages 01-02)
- B. Information: Monthly Ridership Summary (Pages 03-04)
- C. Information: Monthly Budget Report (Pages 05-08)
- D. Action: Approve Reso 2025-023 TCRTA – Transdev Seatbelt Policy (Pages 09-21)
- E. Action: Approve Reso 2025-024 LCTOP FY 24-25 Project for Zero Emission Replacement Buses (Pages 23-31)
- F. Action: Approve Reso 2025-025 FTA Section 5311 and 5311(f)- Operating Assistance for Small Urban & Rural Routes and for the Tule River Tribe Route (Pages 33-41)
- G. Action: Approve Reso 2025-026 Caltrans TCRTA MOU – Dual FTA Recipients Operating Assistance Streamlining (Pages 43-49)

#### **V. ACTION/ DISCUSSION ITEMS:**

- A. Action: Approve Reso 2025-027 TCRTA FY 25 Budget Amendment No. 1 (Pages 51-58)
- B. Action: Approve Reso 2025-028 Microtransit Pilot Update – Service Changes (Pages 59-66)
- C. Action: Approve Reso 2025-029 TCRTA City of Porterville on Inter-city Microtransit Service (Pages 67-76)
- D. Information: TCRTA Branding - Update (Pages 77-78)

#### **VI. OTHER BUSINESS:**

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

#### **VII. ADJOURN:**

The next regularly scheduled Tulare County Regional Transit Agency (TCRTA) Board meeting will be **Monday, July 21, 2025, and will take place at 3:30 pm** at the Tulare County Regional Transit Agency (TCRTA), 200 E. Center Avenue, Visalia, CA 93291.

## **TULARE COUNTY REGIONAL TRANSIT AGENCY**

### **BOARD OF DIRECTORS**

Maribel Reynosa – Vice Chair  
Vicki Riddle  
Greg Gomez  
Misty Villarreal  
Terry Sayre  
Jose Martinez  
Larry Micari - Chair  
Vacant

### **ALTERNATE**

Kuldip Thusu  
Frankie Alves  
Armando Hinojosa  
Joe Soria  
Patrick Isherwood  
Rudy Mendoza  
Amy Shuklian  
Vacant

### **AGENCY**

City of Dinuba  
City of Exeter  
City of Farmersville  
City of Lindsay  
City of Tulare  
City of Woodlake  
County of Tulare  
Tule River Tribe

### **EX OFFICIO MEMBERS**

Georgina Landecho, CalVans  
Liz Wynn, TCAG Public Transit Representative

### **TCRTA STAFF**

Derek Winning, TCRTA Executive Director  
Juana Sierra Perez, TCRTA Finance Manager  
Vacant, TCRTA Transit Planning Manager  
Clayton Landis, TCRTA Transit Analyst  
Chris Acevedo, TCRTA Transit Analyst  
Vacant, TCRTA Transit Analyst  
Ashlee Compton, TCRTA Transit Coordinator  
Vacant, TCRTA Accountant  
Vacant, TCRTA Administrative Clerk I  
\*Thomas Degn, County Counsel

TCRTA  
200 E. Center Avenue  
Visalia, CA 93291  
Phone: (559) 623-0832  
[www.gotcrta.org](http://www.gotcrta.org)

**Tulare County Regional Transit Agency (TCRTA)**  
**2025 Board Meeting Schedule**

<b>Date</b>	<b>Location</b>
January 27, 2025*	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
February 24, 2025*	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
March 17, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
April 21, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
May 19, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
June 16, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
July 21, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
August 18, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
September 15, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
October 20, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
November 17, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291
December 15, 2025	Tulare County Regional Transit Agency 200 E Center Ave., Visalia, CA 93291

The TCRTA Board meets at 3:30 pm. Most meetings fall on the third Monday of each month. Meeting dates with asterisks have been changed due to holidays and/or calendar conflicts.

Meetings will be held at the location noted above for each month, unless otherwise noted in that month's agenda.

**Tulare County Regional Transit Agency  
Board Meeting Minutes  
May 19, 2025, 3:30 p.m.**

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**Members Present:** Reynosa, Riddle, Hinojosa, Villarreal, Sayre, Martinez, Micari

**Members Absent:**

**Non-Voting Alternates:**

**Ex Officio Present:**

**Staff Present:** Derek Winning, Juana Sierra-Perez, Clay Landis, Chris Acevedo,  
Ashlee Compton

**Counsel Present:** Thomas Degn

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

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**I. CALL TO ORDER:**

Chair Micari called the meeting to order at 3:30 p.m.

**II. PLEDGE OF ALLEGIANCE:**

Led by Chair Micari

**III. PUBLIC COMMENT:**

Executive Director Derek Winning introduced Juana Sierra-Perez, TCRTA's new Finance Manager, and Chris Acevedo, TCRTA's Transit Analyst.

**IV. 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 / Discussion Items.

**Request Approval of the Consent Calendar Items**

**A.** Approve Minutes of April 21, 2025

**B.** Information: Monthly Ridership Summary

**C.** Information: Monthly Budget Report 2025

**D.** Action: Approve Resolution 2025-016 Persons Performing Unpaid Voluntary Services for TCRTA Be Deemed Employees for Workers Comp

**E.** Action: Approve Res 2025-017 Consultant Selection for On-Call Services for Transit Planning/Operations 2025

**F.** Action: Approve Reso 2025-018 Consultant Selection for On-Call Services Project Management 2025

**G.** Action: Approve Reso 2025-019 Adopting Authorized Person(s) for CVRC Signing Officers 2025

M: Martinez

S: Villarreal

Notes: Consent calendar approval passed unanimously.

**V. ACTION/ DISCUSSION ITEMS:**

**A.** Action: Adopt Reso 2025-020 LCTOP Corrective Action Plans Forms to Transfer Prior-Year LCTOP Funds

M: Martinez

S: Riddle

Notes: Resolution 2025-020 passed unanimously.

**B. Action: Adopt Reso 2025-021 LCTOP FY 24-25 Project For Zero-Emission Replacement Buses 2025**

M:Villarreal

S:Martinez

Notes: Resolution 2025-021 passed unanimously.

**C. Action: Approve Reso 2025-022 TCRTA Measure R FY 25-26 Transit Operating Assistance 2025**

M: Reynosa

S: Riddle

Notes: Resolution 2025-022 passed unanimously.

**VI. OTHER BUSINESS:**

**A. Requests from Board Members for Future Agenda Items**

Report: Director Riddle would like to have a discussion and view new graphics for rebranding.

**B. Director's Report**

Report: None

**VII. CLOSED SESSION:**

**A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Potential Initiated Litigation pursuant to Government Code § 54956.9

Number of Potential Cases: 2

Report: Nothing to report on.

**VIII. ADJOURN:**

The meeting adjourned at 3:50 p.m. Chair Micari confirmed the next scheduled meeting of the Tulare County Regional Transit Agency (TCRTA) Board of Directors will be held on **Monday, June 16, 2025, and will take place at 3:30 PM.** at the Tulare County Regional Transit Agency (TCRTA), 200 E. Center Avenue, Visalia, CA 93291.

**AGENDA ITEM IV-B**  
**Ridership Summary Report (FY 24-25)**



	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	ANNUAL	Comments
<b>OPERATING DAYS</b>														
Weekday	22	22	20	23	18	19	21	19	21	22	21	21	249	
Saturday	4	5	4	4	5	4	4	4	5	4	5	4	52	
Sunday	4	4	5	4	6	7	5	5	5	3	4	5	57	
<b>TOTAL OPERATING DAYS</b>	<b>30</b>	<b>31</b>	<b>29</b>	<b>31</b>	<b>29</b>	<b>30</b>	<b>30</b>	<b>28</b>	<b>31</b>	<b>29</b>	<b>30</b>	<b>30</b>	<b>358</b>	
<b>FIXED ROUTE RIDERSHIP</b>														
Dinuba: D1	709	595	549	666	504	686	589	694	716	684	419		6,811	D1/D3 service uses 1 bus
D2	670	693	678	966	740	659	468	662	683	709	445		7,373	D2/D4 service uses 1 bus
D3	196	258	259	432	311	192	148	92	87	87	36		2,098	D1/D3 service uses 1 bus
D4	421	702	608	711	471	322	329	259	353	377	205		4,758	D2/D4 service uses 1 bus
(Dinuba Connection) DC	198	1,174	1,318	1,318	1,201	574	852	1,207	1,392	1,236	293		10,763	Reduced service during Summer (May-August)
<b>Dinuba Totals</b>	<b>2,194</b>	<b>3,422</b>	<b>3,412</b>	<b>2,411</b>	<b>3,227</b>	<b>2,433</b>	<b>2,386</b>	<b>2,914</b>	<b>3,231</b>	<b>3,093</b>	<b>1,398</b>	<b>0</b>	<b>30,121</b>	
Tulare: T1	1,630	1,649	2,321	2,156	1,905	1,426	1,629	2,086	1,739	2,115	1,807		20,463	
T2	1,849	1,757	2,470	2,411	1,836	1,788	2,060	1,798	1,942	1,907	1,868		21,686	
T3	1,719	1,763	2,261	2,519	2,133	1,928	2,114	2,087	2,417	2,276	2,252		23,469	
T4	3,122	2,376	2,596	2,485	3,052	2,820	2,816	2,695	2,666	2,997	2,912		30,537	
T5	2,068	1,793	1,801	1,761	1,885	1,480	1,821	1,845	1,999	1,938	1,924		20,315	
T6	1,006	1,439	1,636	1,944	1,212	970	1,420	1,501	1,550	1,512	1,218		15,408	
(Tulare) 11X	1,721	2,266	2,570	3,280	2,941	2,645	3,283	2,879	3,271	2,937	2,772		30,565	
<b>Tulare Totals</b>	<b>13,115</b>	<b>13,043</b>	<b>15,655</b>	<b>16,556</b>	<b>14,964</b>	<b>13,057</b>	<b>15,143</b>	<b>14,891</b>	<b>15,584</b>	<b>15,682</b>	<b>14,753</b>	<b>0</b>	<b>162,443</b>	
Commuter: C10	2,483	3,508	3,677	4,498	3,873	3,642	3,915	3,957	4,456	3,920	2,662		40,591	
C20	1,514	1,643	1,819	1,871	1,717	1,663	1,628	1,489	1,609	1,712	1,482		18,147	
C30	2,387	2,284	3,204	3,338	3,769	3,171	3,424	3,602	3,385	3,019			34,749	
C40	2,274	2,963	2,862	3,165	2,957	2,887	4,046	3,764	4,302	3,278	3,033		35,531	
C70	49	49	55	37	45	69	70	91	87	78	Not Avail		630	Data Temporarily Not Available for May 2025
C80	57	62	82	46	82	84	73	73	50	31	Not Avail		640	Data Temporarily Not Available for May 2025
C90	213	330	550	545	391	415	348	494	308	245	Not Avail		3,839	Data Temporarily Not Available for May 2025
<b>County Totals</b>	<b>8,977</b>	<b>10,839</b>	<b>12,249</b>	<b>13,500</b>	<b>12,834</b>	<b>11,926</b>	<b>13,251</b>	<b>13,292</b>	<b>14,414</b>	<b>12,649</b>	<b>10,196</b>	<b>0</b>	<b>134,127</b>	
Tule River Tribe (TR)	59	56	36	45	49	55	61	41	87	109	115		713	Service reinstated on April 1, 2024
<b>TOTAL RIDERSHIP</b>	<b>24,345</b>	<b>27,360</b>	<b>31,352</b>	<b>32,512</b>	<b>31,074</b>	<b>27,471</b>	<b>30,841</b>	<b>31,138</b>	<b>33,316</b>	<b>31,533</b>	<b>26,462</b>	<b>0</b>	<b>327,404</b>	
<b>PARATRANSIT RIDERSHIP</b>														
Dinuba	71	89	94	121	124	113	103	98	131	140	169		1,253	
Exeter											0			
Lindsay	33	68	38	40	56	50	46	55	54	59	53		552	
Tulare	220	360	366	483	400	376	381	302	374	390	426		4,078	
Woodlake	102	218	233	251	175	163	163	145	181	185	193		2,009	
County	97	43	63	88	65	82	93	77	72	104	102		886	
<b>TOTAL RIDERSHIP</b>	<b>523</b>	<b>778</b>	<b>794</b>	<b>983</b>	<b>820</b>	<b>784</b>	<b>786</b>	<b>677</b>	<b>812</b>	<b>878</b>	<b>943</b>	<b>0</b>	<b>8,778</b>	Service commingled with Microtransit
<b>MICROTRANSIT RIDERSHIP</b>														
Dinuba	239	285	268	364	312	340	327	293	338	359	352		3,477	
Exeter											13			
Farmersville	29	51	67	79	23	24	43	32	32	42	52		474	
Lindsay	49	70	87	87	97	62	83	106	116	85	77		919	
Tulare	160	361	357	517	506	421	511	516	488	566	618		5,021	
Woodlake	38	41	35	55	81	144	109	88	98	67	81		837	
County	163	202	237	307	253	230	225	267	333	322	351		2,890	
Visalia	123	366	488	663	395	200	256	254	289	279	296		3,609	
<b>TOTAL RIDERSHIP</b>	<b>801</b>	<b>1,376</b>	<b>1,539</b>	<b>2,072</b>	<b>1,667</b>	<b>1,421</b>	<b>1,554</b>	<b>1,556</b>	<b>1,694</b>	<b>1,720</b>	<b>1,840</b>	<b>0</b>	<b>17,227</b>	Service commingled with Paratransit
<b>Rider Account Creations</b>	<b>420</b>	<b>423</b>	<b>369</b>	<b>314</b>	<b>276</b>	<b>226</b>	<b>236</b>	<b>247</b>	<b>261</b>	<b>216</b>	<b>264</b>		<b>3,252</b>	

Note: All data in this report is preliminary. Totals will be validated at the end of the fiscal year.

**AGENDA ITEM IV-B**  
**Ridership Summary Report (FY 24-25)**

**Service Provided by Visalia Transit**

<b>FIXED ROUTE RIDERSHIP</b>													
Exeter Boardings (Route 9)	734	72	733	907	698	934	984	750	654	648	750		7,864
<b>TOTAL EXETER RIDERSHIP</b>	<b>734</b>	<b>72</b>	<b>733</b>	<b>907</b>	<b>698</b>	<b>934</b>	<b>984</b>	<b>750</b>	<b>654</b>	<b>648</b>	<b>750</b>	<b>0</b>	<b>7,864</b>
Farmersville Boardings (Route 9)	487	121	688	895	887	831	1,134	589	640	647	696		7,615
Farmersville Boardings (Route 12)	459	629	514	399	427	571	419	570	702	841	705		6,236
<b>TOTAL FARMERSVILLE RIDERSHIP</b>	<b>946</b>	<b>750</b>	<b>1,202</b>	<b>1,294</b>	<b>1,314</b>	<b>1,402</b>	<b>1,553</b>	<b>1,159</b>	<b>1,342</b>	<b>1,488</b>	<b>1,401</b>	<b>0</b>	<b>13,851</b>
48													
<b>DIAL-A-RIDE RIDERSHIP</b>													
Trips from Exeter	117	61	84	168	110	69	69	65	55	53	63		914
Trips to Exeter	117	77	83	173	119	73	79	70	63	56	69		979
<b>TOTAL EXETER RIDERSHIP</b>	<b>234</b>	<b>138</b>	<b>167</b>	<b>341</b>	<b>229</b>	<b>142</b>	<b>148</b>	<b>135</b>	<b>118</b>	<b>109</b>	<b>132</b>	<b>0</b>	<b>1,893</b>
Trips from Farmersville	78	38	32	64	63	24	27	20	29	29	27		431
Trips to Farmersville	74	36	29	67	64	23	29	20	27	29	22		420
<b>TOTAL FARMERSVILLE RIDERSHIP</b>	<b>152</b>	<b>74</b>	<b>61</b>	<b>131</b>	<b>127</b>	<b>47</b>	<b>56</b>	<b>40</b>	<b>56</b>	<b>58</b>	<b>49</b>	<b>0</b>	<b>851</b>

## Tulare County Regional Transit Agency

### **AGENDA ITEM IV-C**

**June 16<sup>th</sup>, 2025**

**Prepared by Juana Sierra-Perez, Finance Manager**

#### **SUBJECT:**

**Action:** Receive and File the Preliminary Financial Statement as of May 31, 2025.

#### **BACKGROUND:**

The following Preliminary Financial Statement for May 31, 2025, provides you with the Revenues and Expenditures and compares them to the YTD budget.

#### **DISCUSSION:**

These financial Statements for May 31, 2025, are preliminary, as the Fiscal Year 2023-2024 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 May 31<sup>st</sup>, 2025.

#### **FISCAL IMPACT:**

None

#### **ATTACHMENTS:**

1. Preliminary Financial Statement for May 31, 2025



# County of Tulare

Report Name: Listing of Revenues vs Budget

Report ID: BA-A203

Fiscal Year: 2025 | Accounting Period: 11 | Fund(s): 793-793 | Department: All | Unit: All

## May 31 2025 Revenue Report

Report Date: 6/4/2025 | Report Time: 11:29 AM

RSRC DESCRIPTION		CURRENT PERIOD		YEAR TO DATE			
CODE - DESCRIPTION		COLLECTED REVENUE	RECOGNIZED REVENUE	COLLECTED REVENUE	RECOGNIZED REVENUE	CURRENT BUDGET	ADOPTED BUDGET
<b>Fund:</b> 793 - TCRTA JPA <b>Department:</b> 793 - TCRTA JPA <b>Unit:</b> 1000 - Tulare County							
4801 - Interest		0.00	0.00	231,153.44	231,153.44	1.00	1.00
5054 - State-Other		2,606,970.35	2,606,970.35	5,814,492.35	5,814,492.35	8,904,699.00	8,904,699.00
5220 - Fed-Other		0.00	0.00	0.00	0.00	0.00	0.00
5700 - Fed-Other		(4,569.00)	(4,569.00)	4,846,888.00	4,846,888.00	8,625,210.00	8,625,210.00
5835 - Oth Revenue		900,470.82	900,470.82	935,509.07	935,509.07	1,087,500.00	1,087,500.00
5841 - O/L Warrants		0.00	0.00	8,787.23	8,787.23	1.00	1.00
5873 - Pub Trans		72,609.54	72,609.54	697,784.46	697,784.46	450,000.00	450,000.00
UNIT 1000 Totals:		3,575,481.71	3,575,481.71	12,534,614.55	12,534,614.55	19,067,411.00	19,067,411.00
DEPT 793 Totals:		3,575,481.71	3,575,481.71	12,534,614.55	12,534,614.55	19,067,411.00	19,067,411.00
FUND 793 Totals:		3,575,481.71	3,575,481.71	12,534,614.55	12,534,614.55	19,067,411.00	19,067,411.00
Report Totals:		3,575,481.71	3,575,481.71	12,534,614.55	12,534,614.55	19,067,411.00	19,067,411.00



# County of Tulare

Report Name: Listing of Obligations and Budget  
Report ID: BA-A103  
Fiscal Year : 2025 | Accounting Period: 11 | Fund(s): 793 |  
Department: All | Unit: All | Activity: All

## May 31,2025 Expenditure Report

Report ID: BA-A103 | Report Date: 6/4/2025 | Report Time: 11:23 AM

Object	Current Period			Year to Date				
Code - Description	Encumbrances	Expenditures	Total Obligations	Encumbrances	Expenditures	Total Obligations	Current Budget	Adopted Budget
Fund: 793 - TCRTA JPA      Department: 793 - TCRTA JPA      Unit: 1000 - Tulare County      Activity:								
Appropriation: 793 - Department Tota								
6000 Salaries	0.00	0.00	0.00	0.00	0.00	0.00	1,096,498.00	1,096,498.00
6001 Alloc. Sal.	0.00	35,279.70	35,279.70	0.00	560,017.07	560,017.07	1.00	1.00
6002 Overtime	0.00	107.88	107.88	0.00	275.64	275.64	0.00	0.00
6003 Other Pay	0.00	325.85	325.85	0.00	20,845.13	20,845.13	1.00	1.00
6004 Benefits	0.00	2,503.94	2,503.94	0.00	41,082.74	41,082.74	1.00	1.00
6005 Extra Help	0.00	0.00	0.00	0.00	13,707.18	13,707.18	1.00	1.00
6011 Retire-Co	0.00	5,545.75	5,545.75	0.00	48,771.27	48,771.27	1.00	1.00
6012 Soc Sec	0.00	2,781.67	2,781.67	0.00	33,576.53	33,576.53	1.00	1.00
6014 Pob	0.00	1,081.11	1,081.11	0.00	20,887.78	20,887.78	1.00	1.00
7000 Services	0.00	0.00	0.00	0.00	0.00	0.00	1,470.00	1,470.00
7005 Communicate	0.00	1,666.00	1,666.00	0.00	21,753.40	21,753.40	47,553.00	47,553.00
7010 Insurance	0.00	0.00	0.00	0.00	3,750.86	3,750.86	159,356.00	159,356.00
7021 Maint-Equip	0.00	13,387.00	13,387.00	1,100.00	411,700.65	412,800.65	0.00	0.00
7024 Maint-Bld-Im	0.00	0.00	0.00	0.00	20,647.50	20,647.50	73,295.00	73,295.00
7036 Office Expen	312.56	1,546.60	1,859.16	7,457.85	30,058.71	37,516.56	19,793.00	19,793.00
7040 Courier	0.00	0.00	0.00	0.00	0.00	0.00	5,680.00	5,680.00
7043 Prof & Spec	0.00	1,820,844.72	1,820,844.72	0.00	17,637,256.23	17,637,256.23	17,084,879.00	17,084,879.00
7059 Pub & Leg No	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7062 Rent-Bldg	0.00	5,988.00	5,988.00	0.00	44,242.20	44,242.20	31,415.00	31,415.00



# County of Tulare

Report Name: Listing of Obligations and Budget  
Report ID: BA-A103  
Fiscal Year : 2025 | Accounting Period: 11 | Fund(s): 793 |  
Department: All | Unit: All | Activity: All

## May 31,2025 Expenditure Report

Report ID: BA-A103 | Report Date: 6/4/2025 | Report Time: 11:23 AM

Object	Current Period			Year to Date				
Code - Description	Encumbrances	Expenditures	Total Obligations	Encumbrances	Expenditures	Total Obligations	Current Budget	Adopted Budget
Fund: 793 - TCRTA JPA      Department: 793 - TCRTA JPA      Unit: 1000 - Tulare County      Activity:								
Appropriation:	793 - Department Tota							
7066 Spc Dept Exp	3,325,999.24	49,029.72	3,375,028.96	3,326,297.24	675,134.28	4,001,431.52	12,591,319.00	12,591,319.00
7073 Training	0.00	0.00	0.00	0.00	1,785.44	1,785.44	5,850.00	5,850.00
7074 Trans & Trav	0.00	0.00	0.00	0.00	4,291.30	4,291.30	17,930.00	17,930.00
7081 Utilities	0.00	59,833.56	59,833.56	0.00	416,357.23	416,357.23	240,099.00	240,099.00
7421 Int-Late Pay	0.00	0.00	0.00	0.00	1,069.63	1,069.63	1.00	1.00
APPR 793 Totals:	3,326,311.80	1,999,921.50	5,326,233.30	3,334,855.09	20,007,210.77	23,342,065.86	31,375,145.00	31,375,145.00
ACTV Totals:	3,326,311.80	1,999,921.50	5,326,233.30	3,334,855.09	20,007,210.77	23,342,065.86	31,375,145.00	31,375,145.00
Appropriation:	793CONT - Contingency							
7432 App/Cont-S/D	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
APPR 793CONT Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ACTV Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNIT 1000 Totals:	3,326,311.80	1,999,921.50	5,326,233.30	3,334,855.09	20,007,210.77	23,342,065.86	31,375,145.00	31,375,145.00
DEPT 793 Totals:	3,326,311.80	1,999,921.50	5,326,233.30	3,334,855.09	20,007,210.77	23,342,065.86	31,375,145.00	31,375,145.00
FUND 793 Totals:	3,326,311.80	1,999,921.50	5,326,233.30	3,334,855.09	20,007,210.77	23,342,065.86	31,375,145.00	31,375,145.00
Report Totals:	3,326,311.80	1,999,921.50	5,326,233.30	3,334,855.09	20,007,210.77	23,342,065.86	31,375,145.00	31,375,145.00

Tulare County Regional Transit Agency

**AGENDA ITEM IV - D**

**June 16, 2025**

**Prepared by Ashlee Compton, TCRTA Staff**

**SUBJECT:**

**Action:** Approve TCRTA - Transdev Seatbelt & Shoulder Harness Policy

**BACKGROUND:**

The Tulare County Regional Transit Agency (TCRTA) provides public transit, paratransit, and on-demand services for the residents of Tulare, Dinuba, Woodlake, Lindsay, Tule River Tribe and Tulare County. Part of its mission is to ensure that this service is delivered safely, efficiently, and effectively by adopting the Transdev Seatbelt & Shoulder Harness Policy.

**DISCUSSION:**

The purpose of this policy is to establish guidelines for seatbelt and shoulder harness requirements across all TCRTA customers riding on microtransit/paratransit vehicles in all jurisdictions as permitted by applicable laws and regulations.

Seat belts are one of the most effective ways to reduce injuries and deaths in the unfortunate event of an accident. The mandatory use of seat belts and shoulder harnesses is generally permitted under federal regulations (see U.S. DOT Regulations, *Transportation Services for Individuals with Disabilities* (ADA), 49 CFR Part 37). Moreover, all states, except for New Hampshire, generally require the use of seatbelts in vehicles.

**RECOMMENDATION:**

Approve Resolution 2025-023 TCRTA Seatbelt & Shoulder Harness Policy

**ATTACHMENTS:**

1. Resolution 2025-023 Approving TCRTA Seatbelt & Shoulder Harness Policy
2. TCRTA – Transdev Seatbelt & Shoulder Harness Policy
3. Notice of Transdev's' Seatbelt & Shoulder Harness Policy

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**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY  
AUTHORIZING THE IMPLEMENTATION OF AND APPROVING TCRTA –  
TRANSDEV SEATBELT & SHOULDER HARNESS POLICY**

**WHEREAS**, the Tulare County Regional Transit Agency (TCRTA) provides public transit, paratransit, and on-demand services for the residents of Tulare, Dinuba, Woodlake, Lindsay, Tule River Tribe and Tulare County.

**WHEREAS**, the purpose of this policy is to establish guidelines for seatbelt and shoulder harness requirements across all TCRTA customers riding on Microtransit/paratransit vehicles in all jurisdictions as permitted by applicable laws and regulations.

**WHEREAS**, the seat belt policy applies to all vehicles operated by TCRTA that meet the definition of a Qualifying Vehicle.

A Qualifying Vehicle is any passenger vehicle equipped with a seat belt and/or shoulder harness restraint for each seat in the vehicle. The seat belt policy applies to all vehicles that meet this definition.

The seat belt policy applies to all transportation services and programs operated by TCRTA.

**WHEREAS**, all passengers are required to wear a seatbelt (lap and shoulder belts) and shoulder harness, if available, while riding in a Qualifying Vehicle. Passengers who refuse to use a seat belt or shoulder harness on any Qualifying Vehicle will not be permitted to use the transit services unless the passenger has a medical exemption as defined in the policy or submits a waiver. The seat belt policy applies to all passengers, including passengers using wheelchairs as defined by 49 CFR § 37.3.

**WHEREAS**, TCRTA recognizes that there are instances in which a passenger may be safer riding without a seat belt and/or shoulder harness. For a passenger to be permitted to ride on a Qualifying Vehicle without wearing a seat belt or shoulder harness, the passenger must present a physician's statement of a passenger's physical inability to wear one. TCRTA may permit a passenger to submit alternative forms of proof that the passenger should be exempt as permitted by applicable state or local laws..

Passengers seeking an exemption from the seat belt policy should submit a request for a reasonable modification/accommodation in advance of the ride. Otherwise, proof of exemption must be presented at the time of boarding a Qualifying Vehicle.

**WHEREAS**, when using a mobility device, the passenger must move to the mobility area of the Qualifying Vehicle, set their brake (if any), and allow the driver to secure the mobility device with the equipment available in the Qualifying Vehicle. TCRTA

**RESOLUTION: 2025-023**

will decline to provide service to a passenger who refuses to allow their mobility device to be secured.

If a passenger's mobility device cannot be secured to the Qualifying Vehicle or cannot be secured adequately to the satisfaction of both passenger and driver, the seat belt and shoulder harness shall not be used. If the mobility device cannot be secured, the driver will notify the passenger and recommend that the passenger transfer to a seat if the passenger is able to do so. In those cases, it will be up to the passenger to decide whether to continue with the ride. The passenger who decides to ride without the restraints will be asked to sign a waiver.

Upon request, TCRTA's drivers will assist individuals with disability with the securement systems, ramps, and lifts.

Passengers shall not be denied service because their mobility device cannot be secured to TCRTA's satisfaction.

**NOW, THEREFORE, BE RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, hereby approves TCRTA's Seatbelt & Shoulder Harness Policy.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of June 2025 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 16<sup>th</sup> day of June 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

**RESOLUTION: 2025-023**

Signed \_\_\_\_\_  
Larry Micari  
Board Chair

**ATTEST:**

I HEREBY CERTIFY that the foregoing Resolution 2025-023 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 16<sup>th</sup> day of June 2025.

Signed \_\_\_\_\_  
Derek Winning  
Executive Director

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## SAFETY – Seat Belt and Shoulder Harness Requirement Policy

US Country Policy  
US SAFETY Department

**TYPE**  
**THEME**  
**SCOPE**  
**SPONSOR**  
**OWNER**  
**CONTACT**  
**VALIDATION**  
**VALIDATION - ENFORCEMENT**

POLICY  
OPERATIONS/SAFETY  
US Contracts operating paratransit services  
COO – Lauren Skiver  
VP of Safety and Security – Joanna Cornell  
VP of Safety and Security – Joanna Cornell  
COO – Lauren Skiver  
Effective April 15, 2025

### SUMMARY

This policy statement is intended to define Transdev’s policy regarding seat belt and shoulder harness use in paratransit vehicles operated by Transdev (the “Seat Belt Policy”).

The purpose of this policy is to establish the guidelines for seat belt and shoulder harness requirements across all Transdev customers riding on paratransit vehicles in all jurisdictions as permitted by applicable laws and regulations.

At Transdev, we believe in Safety First, and the safety of our passengers, employees, and the communities we serve is of paramount importance. Using seat belts correctly and consistently is one of the most effective ways to reduce injuries and deaths in a car accident.

### COMMUNICATION

PUBLIC ☒ INTERNAL CONFIDENTIAL SECRET

VERSION	DATE	MODIFICATION	REVIEW BY	APPROVED BY
V1	4/1/2025	Initial VERSION	Legal	COO

- This document and its contents are the property of Transdev and may not be used /communicated without prior consent.
- Managers are expected to provide all employees with full details of all relevant procedures/policies and to verify that the policy within their scope of authority are correctly implemented.

### 1 PURPOSE



The purpose of this policy is to establish guidelines for seat belt and shoulder harness requirements across all Transdev customers riding on paratransit vehicles in all jurisdictions as permitted by applicable laws and regulations.

## **2 PERIMETER AND SCOPE**

### **2.1 Perimeter**

This procedure applies to all companies in which Transdev North America (NA) directly or indirectly owns more than 50% or over which Transdev NA has effective control.

In other entities in which Transdev NA and/or its subsidiaries hold shares, it is the responsibility of the Transdev NA representative participating in the governance body to request the implementation of a similar procedure and to inform the policy contact of any discrepancy.

### **2.2 Scope (Qualifying Vehicles)**

The Seat Belt Policy applies to all vehicles operated by Transdev that meet the definition of a Qualifying Vehicle.

A Qualifying Vehicle is any passenger vehicle equipped with a seat belt and/or shoulder harness restraint for each seat in the vehicle. The Seat Belt Policy applies to all vehicles that meet this definition.

The Seat Belt Policy applies to all transportation services and programs operated by Transdev.

## **3 POLICY**

### **3.1 Seat Belts Required for All Passengers**

Consistent with Transdev's Safety First culture, all passengers are required to wear a seat belt (lap and shoulder belts) and shoulder harness, if available, while riding in a Qualifying Vehicle. Passengers who refuse to use a seat belt or shoulder harness on any Qualifying Vehicle will not be permitted to use Transdev's services unless the passenger has a medical exemption as defined below or signs the Transdev waiver. The Seat Belt Policy applies to all passengers, including passengers using wheelchairs, as defined by 49 CFR § 37.3.

### **3.2 Medical Exemptions**

Transdev recognizes that there are instances in which a passenger may be safer riding without a seat belt and/or shoulder harness. For a passenger to be permitted to ride on a Qualifying Vehicle without wearing a seat belt or shoulder harness, the passenger must present a physician's statement of a passenger's physical inability to wear one. Transdev may permit a passenger to submit alternative forms of proof that the passenger should be exempt as permitted by applicable state or local laws.

Passengers seeking an exemption from the Seat Belt Policy should submit a request for a reasonable modification in advance of the ride. Otherwise, proof of exemption must be presented at the time of boarding a Qualifying Vehicle.



### **3.3 Securing Mobility Devices**

When using a mobility device, the passenger must move to the mobility area of the Qualifying Vehicle, set their brake (if any), and allow the driver to secure the mobility device with the equipment available in the Qualifying Vehicle. Transdev will decline to provide service to a passenger who refuses to allow their mobility device to be secured.

If a passenger's mobility device cannot be secured to the Qualifying Vehicle or cannot be secured adequately to the satisfaction of both passenger and driver, the seat belt and shoulder harness shall not be used. If the mobility device cannot be secured, the driver will notify the passenger and recommend that the passenger transfer to a seat if the passenger is able to do so. In those cases, it will be up to the passenger to decide whether to continue with the ride. The passenger who decides to ride without the restraints will be asked to sign a waiver.

Upon request, Transdev's drivers will assist individuals with disability with the securement systems, ramps, and lifts.

Passengers shall not be denied service because their mobility device cannot be secured to Transdev's satisfaction.

### **3.4 Notice to Passengers**

Transdev may post a sign in each Qualifying Vehicle identifying it as such and stating that all passengers must wear a seat belt and/or shoulder restraints, depending on the equipment available in the vehicle.

## **4 EQUITABLE MOBILITY SERVICES**

Transdev is committed to providing equitable mobility services for people with disabilities. Consistent with this commitment, Transdev may make reasonable modifications to this Seat Belt Policy when an eligible passenger requests them to ensure that they can safely use the paratransit system.

Transdev will advise passengers on how they may submit requests for reasonable modifications based on the service location. Transdev may deny requests for reasonable modifications where:

- Granting the request would fundamentally alter the nature of the service, program, or activity;
- Granting the request would create a direct threat to the health or safety of others;
- It is determined that the passenger can fully use Transdev's services, programs, or activities for their intended purpose without the requested modification; or
- Granting the request would cause an unreasonable financial or administrative burden.

## **5 IMPLEMENTATION AND REVIEW**

Transdev shall implement the Seat Belt Policy immediately upon approval and shall review it biennially or whenever significant changes to related laws or company requirements occur.



## **6 VIOLATIONS**

Employees who fail to comply with Transdev's Seat Belt Policy may be subject to disciplinary action, up to and including termination.

Transdev may deny service to passengers who fail to comply with the Seat Belt Policy.

This policy is hereby approved by the Safety Team, effective on the date set forth below.

## **7 APPENDICES**

**Appendix 1** ASSUMPTION OF RISK, COVENANT NOT TO SUE, RELEASE AND WAIVER OF LIABILITY

**Appendix 2** LETTER FROM LAUREN TO CURRENT CLIENTS REGARDING NEW POLICY

**Appendix 3** LETTER FROM LAUREN TO PROSPECTIVE CLIENTS (TO BE INCLUDED WITH BIDS)



## Appendix 1

### **ASSUMPTION OF RISK, COVENANT NOT TO SUE, RELEASE AND WAIVER OF LIABILITY FOR TRANSDEV PARATRANSIT SERVICES**

I acknowledge that Transdev's driver/operator ("Driver"), has attempted to secure my mobility device to the vehicle but is unable to do so to mine or the Driver's satisfaction. The Driver has fully informed me of the inability to secure my mobility device to the vehicle. I acknowledge that it is my decision to continue with this ride or to deboard the vehicle with the Driver's assistance. I acknowledge that I have the option to move to a seat if that is possible for me. I acknowledge that the seat belt and shoulder harness cannot be used with a mobility device that is not secured to the vehicle. I have voluntarily decided to continue with the ride without my mobility device being secured to the vehicle.

I understand that there are certain risks of physical injury to passengers in all vehicle travel. I further understand that there are additional risks of physical injury when riding in a vehicle with an unsecured mobility device. I voluntarily agree to assume the full risk of any injuries, damages, or loss, regardless of severity, that I may sustain as a result of my decision to continue to the ride with an unsecured mobility device.

I expressly and knowingly covenant not to sue Transdev, including affiliates, officers, agents, employees, and assigns (collectively "Transdev"), and Transdev's customers for any injury, loss, or damage incurred because of my voluntary decision to continue to ride in the vehicle with an unsecured mobility device. I agree to release and hold harmless Transdev and Transdev's customers from any claims, lawsuits, and related expenses arising out of any injury that I sustain because of my voluntary decision to continue to ride in the vehicle with an unsecured mobility device.

**I have read and fully understand the above waiver and release of all claims. I agree that it will legally bind me, my heirs, and my estate. I am freely and voluntarily signing this form, and I acknowledge that my ability to receive Transdev's transportation services is not contingent on my signing of this form.**

\_\_\_\_\_  
**Passenger's Name [print]**

\_\_\_\_\_  
**Parent/ Guardian Name [if applicable]**

\_\_\_\_\_  
**Signature of Passenger or Parent/Guardian**

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

\_\_\_\_\_  
**Driver's Name [print]**

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

\_\_\_\_\_  
**Route/Service**



**VIA E-MAIL**

Derek Winning, Executive Director  
Tulare County Regional Transit Agency (TCRTA)  
200 E. Center Ave  
Visalia, CA 93291

Email: [DWinning@tularecag.ca.gov](mailto:DWinning@tularecag.ca.gov)

Re: Notice of Transdev's Seat Belt Policy

Dear Mr. Winning:

Transdev prides itself on its "Safety First" culture and makes the safety of our employees, passengers, and communities we serve the highest priority. In line with Transdev's commitment to safety, Transdev has adopted a mandatory Seat Belt Policy for vehicles with a seat belt and/or shoulder harness restraint for each seat in the vehicle. Generally, fixed transit routes do not have seat belts and/or shoulder harnesses for each seat so the Seat Belt Policy will most likely impact vehicles for paratransit services and other services provided in vehicles that have a seat belt or should harness for each passenger. The Seat Belt Policy applies to all passengers when riding in a qualifying vehicle, including passengers with mobility devices.

Transdev adopted this Seat Belt Policy because seat belts are one of the most effective ways to reduce injuries and deaths in the unfortunate event of an accident. The mandatory use of seat belts and shoulder harnesses is generally permitted under federal regulations (see U.S. DOT Regulations, *Transportation Services for Individuals with Disabilities* (ADA), 49 CFR Part 37). Moreover, all states, except for New Hampshire, generally require the use of seatbelts in vehicles.

Transdev recognizes that there are also times when the mandatory use of a seat belt or shoulder harness is not advisable and does not promote the passenger's safety. For instance, for passengers in mobility devices, the use of a seat belt or shoulder harness is only permitted when the mobility device can be secured to the vehicle. There are also times when a passenger cannot wear a seat belt or shoulder harness due to a medical condition or other qualifying reason. Transdev has designed its mandatory seat belt program to address these limitations, including developing the Seat Belt Policy (enclosed herein) and training employees on effectively implementing it.

Given that the Seat Belt Policy will most likely impact paratransit and other specialty services, Transdev will proactively communicate with affected passengers to let them know what vehicles require mandatory seat belt and shoulder harness use and how to request an exception, including the type of documentation needed for any exception. Transdev's proactive communications include advising paratransit passengers at the time of certification of this policy and the method to apply for an exception. Transdev will also remind paratransit passengers about the Seat Belt Policy when scheduling trips. Transdev highly prefers that passengers request an exception from the Seat Belt Policy before any ride. Advance exemption requests will help prevent any service delays and promote consistency in any exceptions granted. Encouraging passengers to submit their exemption requests in advance will also allow Transdev to work with any passengers if there are any deficiencies in the documentation provided to support the exemption request. While not preferred, Transdev will also consider exemption requests at the time of boarding. Transdev will train its operators on how to address exemption requests at the time of boarding and how to communicate those requests to dispatch.

Transdev will generally require a physician's statement of a passenger's physical inability to wear a seat belt or shoulder harness for exemption requests. However, when necessary to comply with



applicable laws, Transdev will consider other documentation provided by a passenger for the exemption request.

Outside of seeking an exemption from the Seat Belt Policy, passengers in mobility devices cannot use a seat belt or shoulder harness when the mobility device is not secured. Transdev will work with its operations and safety teams to ensure that vehicles are maintained in such a way as to permit qualifying vehicles to secure mobility devices. Moreover, Transdev trains its employees on how to handle these situations, including letting the passenger know that the device cannot be secured, recommending the passenger move to a seat, and advising the passenger that they may decline the ride.

Transdev is committed to ensuring that the Seat Belt Policy does not run afoul of any federal or state laws prohibiting discrimination on a protected basis. Transdev is committed to providing equal access to public transportation services for individuals with disabilities while also providing services that honor its commitment to safety. To that end, Transdev intends to proactively implement this program in your community for a smooth transition and optimal passenger satisfaction.

We are happy to discuss the details of the Seat Belt Policy further, including any unique circumstances that may be presented in your community.

Sincerely,

Lauren Skiver

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Tulare County Regional Transit Agency

**AGENDA ITEM IV-E**

**June 16th, 2025**

**Prepared by Chris Acevedo, Transit Analyst**

**SUBJECT:**

**Action:** Approve LCTOP FY 24-25 Project for Zero Emission Replacement Buses

**BACKGROUND:**

As part of California's Transit, Affordable Housing, and Sustainable Communities Program, the Low Carbon Transit Operations Program (LCTOP) was established to provide operating and capital assistance to transit agencies in order to reduce greenhouse gas emissions and improve mobility, with an emphasis on serving disadvantaged communities. Each year, the State Controller's Office releases allocations that Lead Agencies, like TCRTA, may apply for to support eligible projects. Applications must be submitted annually.

**DISCUSSION:**

On May 19, 2025, the TCRTA Board of Directors approved Board Resolution 2025-021, authorizing the submission of an Allocation Request Form for the FY 2024-2025 LCTOP project.

After subsequent review, Caltrans informed TCRTA staff that funds may only be carried over for a total of four years. Since the project will transfer prior year funds from FY 22-23 and FY 23-24, rollover is only allowed through FY 24-25 and FY 25-26. As a result, this has changed the scope of the project from purchasing three (3) zero emission replacement buses to now purchasing two (2) zero emission replacement buses. The total cost of the project is now \$2,922,316 (previously \$4,399,564).

To proceed with the LCTOP application process, TCRTA is requesting Board of Directors approval to submit an amended LCTOP Allocation Request Form for FY 2024-2025.

**RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors approve:

1. Resolution 2025-024 approving the amended FY 24-25 Low Carbon Transit Operations Program (LCTOP) Allocation Request Form.

**FISCAL IMPACT:**

The proposed project cost of \$2,922,316 will be fully funded through previously allocated LCTOP funds and future-year LCTOP funds.

**ATTACHMENTS:**

1. Resolution 2025-024, approving the amended FY 2024-2025 LCTOP Allocation Request Form
2. Amended FY 24-25 Allocation Request Form (Pages 1-3)

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY  
AUTHORIZING THE SUBMISSION OF THE FY 24-25 LCTOP ALLOCATION  
REQUEST FORM, \$738,379 FOR (2) ZERO-EMISSION REPLACEMENT BUSES  
(MAY INCLUDE EQUIPMENT/INFRASTRUCTURE).**

**WHEREAS**, the Tulare County Regional Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, the Tulare County Regional Transit Agency wishes to delegate authorization to execute these documents and any amendments thereto to Derek Winning, Executive Director; and

**WHEREAS**, the Tulare County Regional Transit Agency wishes to implement the following LCTOP project listed above; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY** that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that Derek Winning, Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, does hereby authorize the submittal of the following project nomination and allocation request to the Department in FY 2024-2025 LCTOP funds:

**RESOLUTION: 2025-024**

**Project Name:** Purchase (2) Zero-Emission Replacement Buses. Replacement zero-emission vehicles may include equipment/infrastructure.

**Short description of project:** TCRTA will be using this funding to purchase two (2) zero-emission vehicles along with associated equipment and infrastructure.

**Amount of LCTOP funds requested:** \$738,379

**Benefit to a Priority Populations:** Project reduces criteria air pollutant or toxic air contaminant emissions to residents of a disadvantaged or low-income community or a low-income household.

**Amount to benefit Priority Populations:** \$738,379

**Contributing Sponsors (if applicable):**  
Tulare County Association of Governments  
210 N. Church St. Suite B  
Visalia CA 93291

**PASSED AND ADOPTED** this 16<sup>th</sup> day of June 2025 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 16<sup>th</sup> day of June 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_  
Larry Micari  
Board Chair

**RESOLUTION: 2025-024**

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2025-024 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 16<sup>th</sup> day of June 2025.

Signed \_\_\_\_\_  
Derek Winning  
Executive Director

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# LCTOP FY 2024-2025 Allocation Request

## Lead Agency Information

<b>Lead Agency Name:</b>	Tulare County Regional Transit Agency (TCRTA)		
<b>Address:</b>	200 E. Center Avenue		
<b>City, State, Zip Code:</b>	Visalia, California, 93291		
<b>County:</b>	Tulare County		
<b>Agency Website:</b>	https://gotcrta.org/		
<b>Regional Planning Agency:</b>	Tulare County Associations of Governments		
<b>Caltrans District:</b>	6		
<b>Does your agency have an approved Title VI Plan?</b> (Please provide approval letter)	Yes	<b>Approved Date:</b>	01/27/23

Allocation Request Prepared by	
<b>Name:</b>	Derek M Winning
<b>Title:</b>	Executive Director
<b>Phone #:</b>	559-355-5281
<b>E-mail:</b>	Dwinning@tularecag.ca.gov

Contact (if different than "Prepared by")	
<b>Name:</b>	
<b>Title:</b>	
<b>Phone #:</b>	
<b>E-mail:</b>	

Authorized Agent	
<b>Name:</b>	Derek M Winning
<b>Title:</b>	Executive Director
<b>Phone #:</b>	559-355-5281
<b>E-mail:</b>	Dwinning@tularecag.ca.gov

Legislative District Numbers								
<b>Assembly*:</b>	32	33						
<b>Senate*:</b>	12	14	16					
<b>Congressional*:</b>	20	21	22					

\*if you have additional Districts, please provide a separate attachment

## Project Summary

<b>Name:</b> No more than 180 characters.	Purchase (2) Zero-Emission Replacement Buses
<b>Description (Short):</b> No more than 375 characters.	TCRTA will be using this funding to purchase two (2) zero-emission vehicles along with associated equipment and infrastructure.
<b>Type:</b>	Capital_Project
<b>Sub-Type</b>	Purchase of replacement zero-emission vehicle(s) (may include equipment/infrastructure)

<b>Start date (anticipated) :</b>	12/1/2025	<b>End date (anticipated) :</b>	12/1/2029
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<b>Funding:</b>	<b>99313:</b>	\$701,624	<b>99314:</b>	\$36,755	<b>Total:</b>	\$738,379
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<b>Rollover Projects:</b> Please provide the total number of years your agency plans to accumulate funds and how many years, include this year remaining.	<b>Rollover Project:</b>	Yes
	<b>Total Years of Rollover:</b>	2
	<b>Remaining Years of Rollover:</b>	1

<b>Project Life:</b> For capital projects, state the project useful life in <u>years</u> . For operation projects state the number of <u>months</u> a service will be funded.	<b>Capital:</b>	10	Years
	<b>Operations:</b>		Months

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# LCTOP FY 2024-2025 Allocation Request

## Funding Information

Allocation Year	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PUC 99313 Amount:	\$1,348,122	\$701,624	\$701,624				\$2,751,370
PUC 99314 Amount:	\$97,436	\$36,755	\$36,755				\$170,946
Total LCTOP Funds:	\$1,445,558	\$738,379	\$738,379	\$0	\$0		\$2,922,316
LCTOP Interest:							\$0
Other GGRF:							\$0
Other Funds:							\$0
Total Funding:	\$1,445,558	\$738,379	\$738,379	\$0	\$0	\$0	\$2,922,316

Lead Agency:	Tulare County Regional Transit Agency (TCRTA)	Amount:	PUC Funds Type:
Contact Person:	Derek M Winning		99313
Contact Phone #:	559-355-5281	\$5,149	99314
Contact E-mail:	Dwinning@tularecag.ca.gov		

Contributing Sponsor:	Tulare County Association of Governments	Amount:	PUC Funds Type:
Contact Person:	Giancarlo Bruno	\$701,624	99313
Contact Phone #:	559-623-0470		99314
Contact E-mails:	<a href="mailto:gbruno@tularecag.ca.gov">gbruno@tularecag.ca.gov</a>		

Contributing Sponsor:	Tulare County/City of Tulare	Amount:	PUC Funds Type:
Contact Person:	Derek M Winning		99313
Contact Phone #:	559-355-5281	\$31,606	99314
Contact E-mails:	<a href="mailto:Dwinning@tularecag.ca.gov">Dwinning@tularecag.ca.gov</a>		

Contributing Sponsor:		Amount:	PUC Funds Type:
Contact Person:			99313
Contact Phone #:			99314
Contact E-mails:			

Total FY 24-25 LCTOP Funding **\$738,379**

**Fully Funded Project:** Provide a description of all the funds that will be used to complete this project and how LCTOP funds will not supplant other funding sources. Include the project ID and awarded funding amount from prior rollover years.

\$1,445,558 of prior year LCTOP allocated funds which are to be transferred to this project, current year LCTOP funds, and future LCTOP rollover funds are the only funds to be used for the proposed project. LCTOP will not supplant other funds to complete this project. The project would not be possible without the LCTOP funds. 2024-2025 is the first year of this two-year rollover project. One additional year of this rollover project is requested due to the total cost of two zero-emission vehicles and related equipment/infrastructure.

**Detailed Funding Information:** This section should be completed to detail any funds included in the "Prior" column of the Funding Information section above. For projects with an approved CAP that transferred funds and/or interest into the project from previous years, include the Project ID, amount of funds transferred, and CAP approval date.

Prior funding to be transferred includes \$878,187 of FY 22-23-D06-91 and \$567,371 of FY 23-24-D06-098. These previously allocated LCTOP funds along with current year funds and future LCTOP funds are to be used to fund the total cost of two zero-emission vehicles and related equipment/infrastructure. CAPs for each prior project will be submitted.

# LCTOP FY 2024-2025 Allocation Request

Funding Plan							
Total Project Funding							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PS&E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
R/W	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CON	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Veh/Equip Purchase	\$1,445,558	\$738,379	\$738,379	\$0	\$0	\$0	\$2,922,316
Operations/Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$1,445,558</b>	<b>\$738,379</b>	<b>\$738,379</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,922,316</b>
Funding Source: Low Carbon Transit Operations Program (LCTOP)							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase	\$1,445,558	\$738,379	\$738,379				\$2,922,316
Operations/Other							\$0
<b>TOTAL</b>	<b>\$1,445,558</b>	<b>\$738,379</b>	<b>\$738,379</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,922,316</b>
Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Funding Source:							
Component	Prior	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Total
PA&ED							\$0
PS&E							\$0
R/W							\$0
CON							\$0
Veh/Equip Purchase							\$0
Operations/Other							\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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Tulare County Regional Transit Agency

**AGENDA ITEM IV-F**

**June 16th, 2025**

**Prepared by Chris Acevedo, Transit Analyst**

**SUBJECT:**

**Action:** Authorize FTA Section 5311 and 5311(f)- Operating Assistance for Small Urban & Rural Routes and for the Tule River Tribe Route

**BACKGROUND:**

Federal Transit Administration (FTA) 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) funds are primarily used to fund capital and operating expenses for general public transportation services in rural areas, meaning any area outside designated urbanized areas. TCRTA's service area included the Tulare Urbanized Area as well as nonurbanized areas outside of that boundary. Federal law designates States as the recipients for 5311 funding, for which responsibility in California is assigned to Caltrans, with the Tulare County Association of Governments (TCAG) responsible for developing the region's Program of Projects (POP) for eligible transit operators.

**DISCUSSION:**

TCRTA is the only FTA Section 5311 eligible operator in the region, and historically TCRTA has used 5311 funds to offset the costs of operating public transportation in areas designated as non-urbanized. Those areas include the City of Dinuba, City of Lindsay, City of Woodlake, County of Tulare, and the Tule River Tribe of California.

FY 2025 funding for operating assistance requires a 44.67% local match. Local match funding has historically been provided by Local Transportation Funds (LTF).

Caltrans and FTA further require a resolution of local support from the Board of Directors as part of the funding approval process.

TCRTA staff proposes to apply for the following 5311 Formula Grants:

**FTA Section 5311 Formula:**

- The FY 2025 allocation for TCRTA is \$1,250,827.

**FTA Section 5311(f) Intercity Bus Program:**

- This grant funds Operating Assistance in the amount of \$300,000 to the Tule River Tribe of California to continue operating the Tule River commuter route.

**RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors:

1. Approve the Resolution authorizing federal funding under FTA 5311 and/or 5339 with the California Department of Transportation (Caltrans). This resolution is required to request this funding from Caltrans.

**FISCAL IMPACT:**

FTA Section 5311 funding is the sole federal funding source used to offset the cost of operating public transportation in designated non-urbanized areas. Failure to secure 5311 funding would cause a shortfall of \$1.2 million over the next year.

**ATTACHMENTS:**

1. Reso 2025-025 Authorizing Federal Funding Under FTA Section 5311
2. FY 2025 Program of Projects

**RESOLUTION AUTHORIZING THE FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) and/or 5339 (49 U.S.C. SECTION 5339) WITH CALIFORNIA DEPARTMENT OF TRANSPORTATION**

**WHEREAS**, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1G), and Section 5339 of the Federal Transit Act (FTA C 5100.1); and

**WHEREAS**, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 and Section 5339 grants for transportation projects for the general public for the rural transit and intercity bus; and

**WHEREAS**, Tulare County Regional Transit Agency desires to apply for said financial assistance to permit operation of service/purchase of capital equipment in Tulare County; and

**WHEREAS**, the Tulare County Regional Transit Agency has, to the maximum extent feasible, coordinated with other transportation providers and users in the region (including social service agencies).

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** that the Board Chairman does hereby Authorize the Executive Director, to file and execute applications on behalf of the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended, and pursuant to Section 5339 of the Federal Transit Act (FTA C 5100.1), as amended.

That Executive Director is authorized to execute and file all certification of assurances, contracts or agreements or any other document required by the Department.

That Executive Director is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 and/or Section 5339 projects.

That Executive Director is authorized to submit and approve request for reimbursement of funds from the Department for the Section 5311 and or Section 5339 project(s).

**PASSED AND ADOPTED** by the Board of Directors of the Tulare County Regional Transit Agency of the Tulare County Regional Transit Agency, State of California, at a regular meeting of said Commission or Board Meeting held on the by the following vote:

**RESOLUTION: 2025-025**

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_  
Larry Micari  
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2025-025 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 16<sup>th</sup> day of June 2025.

Signed \_\_\_\_\_  
Derek Winning  
Executive Director



## Program of Projects (POP)

FFY 2025 - Due: June 10, 2025 at 2 p.m. PST

<b>Agency Name:</b> Tulare County Regional Transit Agency			
<input checked="" type="checkbox"/> 5311	<input checked="" type="checkbox"/> 5311(f)	<input type="checkbox"/> CMAQ	
<b>Regional Contact Info:</b>			
<b>Regional Contact Name:</b>	Giancarlo Bruno	<b>Phone Number:</b>	(559) 623-0470
<b>Contact Title:</b>	Regional Planner	<b>Date:</b>	05/19/2025
<b>General Information:</b>			
<b>County or Region:</b>	Tulare	<b>Caltrans District:</b>	6
<b>Section A: Available Funding</b>			
<b>Apportionment for this Cycle (Federal Share):</b>	\$ 1,550,827		
<b>Section B: Programming</b>			
<b>Operating Assistance Total:</b>	\$ 2,560,667		
<b>Capital Total:</b>			
<b>Total Programmed (Operating + Capital):</b>	\$ 2,560,667		
<b>CMAQ:</b>			
<b>CMAQ Total:</b>	\$ 0		
Request for transfer will be applied for directly through the District - Local Assistance, District Engineer, and Headquarters' Division of Local Assistance. The 5311 Program will receive a confirmation once the transfer is completed.			

## Programming Instructions:

### Statewide Transportation Improvement Program (STIP)

All federal funds to be used for transit projects must be included in a federally approved STIP. A Transportation Planning Agency (TPA) must ensure that Section 5311 projects are included in the Department of Transportation's (Department) Statewide Transportation Federal Improvement Program (FSTIP), which is jointly approved by the Federal Highway Administration (FHWA) and FTA.

A copy of the federally approved STIP Page must be attached for all projects to be programmed through the Section 5311 program. The project description and associated dollar amounts must be consistent with the federally approved STIP information.

- **Metropolitan Planning Organizations (MPOs)** are responsible for programming projects within their jurisdiction.
- Rural Transit & Intercity Bus staff will submit **Non-MPO / Rural Transportation** organizations projects directly to the Department's Division of Financial Programming for inclusion into the FSTIP.

For further guidance see the Department's [Division of Financial Programming website](#).





## PART 2: Capital (Vehicles and Preventive Maintenance)

Metropolitan Planning Organizations (MPOs) are responsible for sub-allocating projects within their jurisdiction:

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost
0					
Capital Assistance Funds Total:		\$ 0	\$ 0	\$ 0	\$ 0



## Non-Appportioned Funds – FY2025

### PART 3: Congestion Mitigation & Air Quality (CMAQ):

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost
0					
CMAQ Funds Total:		\$ 0	\$ 0	\$ 0	\$ 0

### Part 4: Section 5311(f) Operating Assistance:

Subrecipient	Project Description	Federal Share	Local Share (Excluding Toll Credit)	Toll Credit Amount	Net Project Cost
TCRTA	Operational Funds	\$ 300,000	\$ 0	\$ 134,010	\$ 300,000
Operating Assistance Funds Total:		\$ 300,000	\$ 0	\$ 134,010	\$ 300,000

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Tulare County Regional Transit Agency

**AGENDA ITEM IV-G**

**June 16th, 2025**

**Prepared by Chris Acevedo, Transit Analyst**

**SUBJECT:**

**Action:** Approve Caltrans TCRTA MOU – Dual FTA Recipients Operating Assistance Streamlining

**BACKGROUND:**

When transit agencies apply for FTA Section 5307 funds for operating assistance, the Federal Transit Administration (FTA) provides direct procurement oversight, particularly when a third-party contractor is used to operate services. Similarly, FTA Section 5311 and 5311(f) funds, administered by Caltrans, require procurement oversight at the state level. For agencies that receive both 5307 and 5311 funds, this has resulted in redundant processes. To streamline the process and reduce redundancy, Caltrans has developed a Memorandum of Understanding (MOU) that allows dual recipients to follow FTA's procurement oversight process, minimizing administrative work while maintaining federal compliance.

**DISCUSSION:**

TCRTA is a recipient of both FTA Section 5307 and Section 5311 funds for operating assistance. To participate in the streamlined procurement oversight process established by Caltrans, TCRTA must enter into a Memorandum of Understanding (MOU) with Caltrans. TCRTA staff is requesting Board of Directors approval to sign and submit the MOU.

**RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors approve:

1. Resolution 2025-026, authorizing execution of an MOU with Caltrans to participate in the streamlined procurement oversight process for dual 5307/5311 recipients.

**FISCAL IMPACT:**

None.

**ATTACHMENTS:**

1. Resolution 2025-026, authorizing execution of an MOU with Caltrans
2. Caltrans-TCRTA Memorandum of Understanding (MOU)

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**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY (TCRTA) AUTHORIZING EXECUTION OF A MEMORANDUM OF UNDERSTANDING WITH CALTRANS TO PARTICIPATE IN A STREAMLINED PROCUREMENT OVERSIGHT PROCESS FOR FTA SECTION 5307 AND 5311 DUAL RECIPIENTS**

**WHEREAS**, the Joint Powers Agreement, dated August 11, 2022, by and among the County of Tulare and the Cities of Dinuba, Exeter, Farmersville, Lindsay, Tulare, and Woodlake (each, a “Party” or “Member Agency”) established the Tulare County Regional Transit Agency (“TCRTA”); and

**WHEREAS**, TCRTA receives federal operating assistance through the Federal Transit Administration’s (FTA) Section 5307 and Section 5311 programs; and

**WHEREAS**, procurement oversight for Section 5307 funds is conducted directly by the FTA, while oversight for Section 5311 funds is administered by the California Department of Transportation (Caltrans); and

**WHEREAS**, Caltrans has developed a streamlined process to reduce duplicative procurement oversight by entering into a Memorandum of Understanding (MOU) with agencies that receive both Section 5307 and Section 5311 funds; and

**WHEREAS**, the MOU allows participating agencies to satisfy Caltrans procurement requirements by adhering to the FTA’s oversight process, including the triennial review; and

**WHEREAS**, participation in this streamlined process will reduce administrative burden and support continued compliance with federal and state requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY** that the Executive Director is hereby authorized to sign and submit the Memorandum of Understanding with Caltrans to participate in the streamlined procurement oversight process for FTA Section 5307 and Section 5311 funds.

**NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY** that this resolution shall become effective upon its adoption.

**THE FOREGOING RESOLUTION** was adopted upon motion of \_\_\_\_\_ and seconded by \_\_\_\_\_ at meeting thereof held on the 16<sup>th</sup> day of June 2025.

**RESOLUTION: 2025-026**

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_  
Larry Micari  
TCRTA Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2025-026 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 16<sup>th</sup> day of June 2025.

Signed \_\_\_\_\_  
Derek Winning  
Executive Director

## California Department of Transportation

DIVISION OF LOCAL ASSISTANCE  
P.O. BOX 942874, MS-1 | SACRAMENTO, CA 94274-0001  
(916) 653-8620 | FAX (916) 654-2409 TTY 711  
[www.dot.ca.gov/programs/local-assistance](http://www.dot.ca.gov/programs/local-assistance)



January 2025

Dear Dual 5311/5310; and 5307 Subrecipient:

The State of California delegates various Federal Transit Administration (FTA) funds to Caltrans, which must comply with federal requirements established by the FTA, to administer the funds. Caltrans has heard from our subrecipient transit partner agencies that also receive funds directly from FTA that there are intersections between Caltrans and FTA oversight.

To further support our subrecipient partner transit agencies, Caltrans is implementing important changes to its procurement oversight program. The goal of these changes is to help increase administrative efficiencies, streamline administrative oversight, reduce duplicative efforts, and improve outcomes to transit projects and objectives supported with FTA funds.

To this end, Caltrans is implementing a revised MOU with our dual 5307 and 5311/5310 subrecipient partners. The MOU implements new third-party procurement administrative streamlining procedures for operating assistance projects. The MOU continues the Disadvantaged Business Enterprise (DBE) implementation from the previous MOU.

The MOU will allow subrecipients with operating assistance projects supported with 5307 funds that are administered directly by the FTA (and involve third-party contracts) to consolidate procurement oversight functions through the subrecipient's FTA triennial review. **Accordingly, approved operating assistance projects with third-party contracts will not be required to receive prior Caltrans procurement oversight authorization.**

As previously mentioned, Caltrans is required by the FTA to perform project oversight for the funds it administers. This MOU does not change that function. Caltrans will continue to provide project oversight and require subrecipients give Caltrans access to third-party contract records and reports as defined in the Caltrans Standard Agreement (DOT 213). Caltrans will continue to offer subrecipient technical assistance in all areas of the award regardless of Dual Recipient status. *Projects that are not operating assistance in nature and are not supported with 5307 funds are ineligible for this administrative streamlining and must continue to receive prior Caltrans procurement authorization.*

In BlackCat, please review the Oversight MOU, sign, and upload to the important documents section on **BlackCat by February 28, 2025**. You may submit questions regarding this MOU at the follow link: <https://forms.office.com/g/pBP72MQ9Z>

Sincerely,

Wendy King, Chief  
Office of Transit Grants and Contracts

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**MEMORANDUM OF UNDERSTANDING**  
**Subrecipient project oversight responsibilities**

**RECITALS:**

**WHEREAS** The California Department of Transportation (Caltrans), Division of Local Assistance (DLA), Office of Transit Grants and Contracts (OTGC) is responsible for administering the Federal Transit Administration (FTA) transit grant programs authorized by Sections 5310, 5311, and 5339 of Title 49 of the United States Code through delegated authority from the Governor; and

**WHEREAS** the subrecipient, has a valid DOT213 "Standard Agreement" with OTGC; and

**WHEREAS** the subrecipient, is also a direct recipient of FTA funds; and

**WHEREAS** the subrecipient has submitted a DBE Program Plan through the Transit Award Management System (TrAMS) which has been acknowledged by the FTA with the annotation "Concur;" and

**WHEREAS** subrecipients of the State are required to follow the same procurement rules and regulations required by the FTA, 2 CFR Part 200, C4220.1F, or revision hereto; and

**WHEREAS** the subrecipient may utilize one or more third-party contract supported with FTA funds administered by both the OTGC and directly by the FTA in the support of *Operating Assistance* projects; and

**WHEREAS** the third-party contract may be subject to oversight from the FTA during a triennial review or audit; and

**WHEREAS** OTGC and subrecipient are mutually concerned with increasing administrative efficiencies, streamlining administrative oversight, reducing duplicative efforts, and improve outcomes to transit projects and objectives supported with FTA funds.

**NOW, THEREFORE** it is mutually understood and agreed that this Memorandum of Understanding (MOU or 5307 MOU), establishes terms and conditions for reporting and oversight of DBE utilization of FTA funding; and FTA supported third-party procurement activities as follows:

**TERMS AND CONDITIONS**

The term of this MOU is from the date executed through *September 30, 2028* and coincides with the OTGC three-year DBE reporting period. At any time OTGC may request this MOU be reauthorized. Non-compliance with the terms and conditions of this MOU are considered a material breach which may result in the termination of the DOT 213 between the OTGC and the Subrecipient, or other appropriate remedy.

**Subrecipient shall comply with:**

- A. 49 CFR Part 26, "Participation by Disadvantaged Business Enterprise (DBE);" and
- B. 2 CFR Part 200, "Uniform administrative requirements, cost principles, and audit requirements for federal awards."

Subrecipient hereby agrees to:

- C. Include FTA Section 5310, 5311 and/or 5339 funding for the term of this MOU in the Agency's DBE goal and methodology calculation;
- D. Report FTA funding on the DBE semi-annual report to the FTA for the term of this MOU.
- E. Report rollingstock purchases to the FTA in the manner prescribed by the FTA for the term of this MOU;
- F. Declare and keep current with OTGC all third-party contracts and their funding source(s) which will support the DOT 213 project;
- G. Provide OTGC, as determined necessary by OTGC access, within five business days, with all third-party contracting records and reports to verify compliance with FTA procurement requirements; and
- H. Notify OTGC of FTA triennial reviews or audits and contracts selected for review by FTA.
- I. Provide OTGC final FTA review or audit reports, and closeout status if requested.

OTGC hereby agrees to:

- J. Remain responsible for obligations for all FTA grant programs delegated by the Governor other than DBE reporting. These continued responsibilities include, but are not limited to, managing funding distributions and other grant oversight functions;
- K. Exclude the subrecipient awarded 5310, 5311, and 5339 funding from the Caltrans triennial DBE goal and methodology calculation;
- L. Exclude the subrecipient awarded 5310, 5311, and 5339 funding from the Caltrans DBE semi-annual report;
- M. Determine subrecipient's third-party contract(s) is eligible for administrative streamlining;
- N. Review selected procurements on a periodic basis in conjunction with a site visit or other general review of compliance with funding requirements; and
- O. Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

**IN WITNESS WHEREOF** the undersigned, through their duly authorized representatives, have executed this MOU on the date indicated below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU. All terms and conditions of the DOT 213 remain in full force and effect.

Subrecipient Name:

Caltrans Division of Local Assistance

*Derek Winning*

*Wendy King*

SIGNATURE

Authorized  
Representative  
Name:

Derek Winning

Title:

Executive Director, TCRTA

Date:

06/03/25

SIGNATURE

Wendy King

Chief, Office of Transit Grants and Contracts

Date: 06/05/2025

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Tulare County Regional Transit Agency

**AGENDA ITEM V-A**

**June 16, 2025**

**Prepared by Juana Sierra-Perez, Finance Manager**

**SUBJECT:**

**Action:** Approve Reso 2025-027 TCRTA FY 25 Budget Amendment No. 1

**BACKGROUND:**

On August 01, 2024, the Tulare County Regional Transit Agency Ad-Hoc Technical Advisory Committee passed its first resolution, Resolution 2024-01. The Ad-Hoc Technical Advisory Committee is an apolitical body of subject matter experts. The committee was formed partly upon request of the City Manager's of each Member Agency and members on the Ad-Hoc committee directly represent their respective City Managers.

Resolution 2024-01 was unanimously voted on by TAC participants and subsequently comprise of all Member Agencies that are part of the TCRTA. Their vote was a recommendation to the TCRTA Board of Directors to replicate and clone the originally approved FY 23/24 budget as the budget for FY 24/25.

**DISCUSSION:**

A reconciliation for FY 24/25 was conducted using the same methodology employed by the Ad-Hoc Technical Advisory Committee to determine member participation. After the review, it was determined that several accrued expenses and revenues were recorded in the incorrect fiscal year. The county auditors notified us that it was too late to revise these accruals since the prior fiscal year had already been closed.

This prompted us to develop an internal tracking workbook to better monitor expenses and revenues specific to FY 24/25. This workbook will facilitate the processing of TDA claims and ensure that we are only distributing FY 24/25 expenses among our members. Additionally, it will provide a clearer financial picture of the current fiscal year.

Attached you will find Amendment No. 1 for FY 24/25. This revision is based on our general ledgers, which include all expenses recorded for the current fiscal year. We are processing this amendment to provide a more accurate approved budget for FY 24/25, rather than relying on the rollover adopted budget that was approved on August 1, 2024

**RECOMMENDATION:**

That the Tulare County Regional Transit Agency Board of Directors approve Resolution 2025-027 adopting the Fiscal Year 2024/2025 Amendment No 1. Operating Budget

**FISCAL IMPACT:**

A decrease in revenue of \$6,518,477.05 is attributed to accrual revenue being posted in the incorrect fiscal year. Additionally, there is a decrease in expenses of \$9,470,113.89, which is due in part to the loss of Porterville as a member.

**ATTACHMENTS:**

1. FY 24/25 Budget Amendment No. 1.
2. FY 24/25 Budget Summary
3. Resolution 2025-027 Adopting FY 24/25 Budget Amendment No.1

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY  
ADOPTING AMENDMENT NO. 1 FOR BUDGET FOR 2024/2025 OPERATING YEAR**

**WHEREAS**, the Joint Powers Agreement, dated August 11, 2020, by and among the County of Tulare and the Cities of Dinuba, Exeter, Farmersville, Lindsay, 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; and

**WHEREAS**, TCRTA has prepared a comprehensive Fiscal Year 2024/2025 Operating Budget reflecting anticipated revenues, expenditures, fund balance, and reserves as recommended by the Ad-Hoc Technical Advisory Committee on August 1, 2024; and

**WHEREAS**, the Board of Directors of the Tulare County Regional Transit Agency desires to adopt an Annual Budget for the Fiscal Year 2024/2025 (July 1, 2024 to June 30, 2025); and

**WHEREAS**, the Transportation Development Act (TDA) provides for the disbursement of funds from the Local Transportation Fund for use by a transportation provider for purposes related to the management and administration of transportation; and

**WHEREAS**, the State Transit Assistance (STA) fund makes funds available to eligible applicants to support public transportation; and

**WHEREAS**, the Federal Transit Administration (FTA) and Caltrans make federal funds available to eligible applicants for federally approved purposes.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, does hereby approve and direct the Tulare County Regional Transit Agency to adopt Fiscal Year 2024-2025 budget Amendment No. 1; and

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

**RESOLUTION: 2025-027**

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

**BE IT FURTHER RESOLVED** that the Executive Director or the Executive Director's designee is authorized to file claims for the Transportation Development Act (TDA) funds and execute and file applications to the FTA and Caltrans funding for FY 2024/2025 financial assistance; and

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

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

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

**BE IT FURTHER RESOLVED** that the Executive Director or the Executive Director's designee is authorized to issue free or discounted promotional rides in FY 2024/2025 for purposes of building ridership on the system, consistent with ridership recovery guidelines.

**PASSED AND ADOPTED** this 16<sup>th</sup> day of June 2025 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 16<sup>th</sup> day of June 2025.

**RESOLUTION: 2025-027**

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_

Lary Micari  
Board Chair

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2025-027 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 16<sup>th</sup> day of June 2025.

Signed \_\_\_\_\_

Derek Winning  
Executive Director

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FISCAL YEAR 24-25 ADOPTED				FISCAL YEAR 2024-2025 AMENDMENT No.1				DIFFERENCE ADDOPTED & ADMENDMENT	FISCAL 2024 ADJUSTMENTS	FISCAL YEAR 2024-2025 TDA EXPENSE BUDGET			
REVENUE		Cash in Hand 7/1/2023	\$ 12,307,727.00	REVENUE		Cash in Hand 7/1/2023	\$ 12,307,727.00			REVENUE			
5054	State Grants	\$	8,904,699.00	5054	State Grants	\$	5,814,492.35	\$ (3,090,206.65)	\$ (2,112,633.13)	5054	State Grants	\$	\$7,927,125.48
5700	Federal Grants	\$	8,625,210.00	5700	Federal Grants	\$	4,846,888.00	\$ (3,778,322.00)	\$ (1,176,535.09)	5700	Federal Grants	\$	\$6,023,423.09
5835	Measure R	\$	1,087,500.00	5835	Measure R	\$	942,466.21	\$ (145,033.79)	\$ 64,966.21	5835	Measure R	\$	\$ 877,500.00
5873	Public Transit Fare	\$	450,000.00	5873	Public Transit Fare	\$	713,931.95	\$ 263,931.95	\$ (21,263.05)	5873	Public Transit Fare	\$	\$ 735,195.00
				4081	Interest	\$	231,153.44	\$ 231,153.44	\$ (14,680.04)	4081	Interest	\$	\$ 245,833.48
				5481	O/L Warrants	\$	8,787.23	\$ 8,787.23	\$ 8,787.23				
						\$	24,856,658.95	\$ (6,518,477.05)	\$ 9,047,581.90				\$15,809,077.05
EXPENSES			\$ 31,375,136.00	EXPENSES						EXPENSES			
6000	Salaries	\$	1,096,498.00	6000	Salaries	\$	823,677.57	\$ (272,820.43)	\$ (21,607.79)	6000	Salaries	\$	\$ 845,285.36
6001	Alloc. Sal.	\$	1.00	6001	Alloc. Sal.	\$	1.00	\$ -	\$ -	6001	Alloc. Sal.	\$	\$ 1.00
6002	Overtime	\$	-	6002	Overtime	\$	-	\$ -	\$ -	6002	Overtime	\$	\$ -
6003	Other Pay	\$	1.00	6003	Other Pay	\$	1.00	\$ -	\$ -	6003	Other Pay	\$	\$ 1.00
6004	Benefits	\$	1.00	6004	Benefits	\$	1.00	\$ -	\$ -	6004	Benefits	\$	\$ 1.00
6005	Extra Help	\$	1.00	6005	Extra Help	\$	1.00	\$ -	\$ -	6005	Extra Help	\$	\$ 1.00
6011	Retire-Co	\$	1.00	6011	Retire-Co	\$	1.00	\$ -	\$ -	6011	Retire-Co	\$	\$ 1.00
6012	Soc Sec	\$	1.00	6012	Soc Sec	\$	1.00	\$ -	\$ -	6012	Soc Sec	\$	\$ 1.00
6014	Pob	\$	1.00	6014	Pob	\$	1.00	\$ -	\$ -	6014	Pob	\$	\$ 1.00
7000	Services	\$	1,470.00	7000	Services	\$	-	\$ (1,470.00)	\$ -	7000	Services	\$	\$ -
7005	Communicate	\$	47,553.00	7005	Communicate	\$	24,639.71	\$ (22,913.29)	\$ 18,808.71	7005	Communicate	\$	\$ 5,831.00
7010	Insurance	\$	159,356.00	7010	Insurance	\$	4,091.85	\$ (155,264.15)	\$ 4,091.85	7010	Insurance	\$	\$ -
7021	Maint-Equip	\$	-	7021	Maint-Equip	\$	504,504.32	\$ 504,504.32	\$ (275,380.46)	7021	Maint-Equip	\$	\$779,884.78
7024	Maint-Bld-Im	\$	73,295.00	7024	Maint-Bld-Im	\$	22,524.55	\$ (50,770.45)	\$ (20,546.61)	7024	Maint-Bld-Im	\$	\$ 43,071.16
7036	Office Expen	\$	19,793.00	7036	Office Expen	\$	32,791.32	\$ 12,998.32	\$ 18,093.18	7036	Office Expen	\$	\$14,698.14
7040	Courier	\$	5,880.00	7040	Courier	\$	-	\$ (5,880.00)	\$ -	7040	Courier	\$	\$ -
7043	Prof & Spec	\$	17,084,879.00	7043	Prof & Spec	\$	19,240,643.16	\$ 2,155,764.16	\$ 6,053,634.17	7043	Prof & Spec	\$	\$13,187,008.99
7059	Pub & Leg No	\$	-	7059	Pub & Leg No	\$	-	\$ -	\$ (57,695.18)	7059	Pub & Leg No	\$	\$ 57,695.18
7062	Rent-Bldg	\$	31,415.00	7062	Rent-Bldg	\$	48,264.22	\$ 16,849.22	\$ (29,200.98)	7062	Rent-Bldg	\$	\$ 77,465.20
7066	Spc Dept Exp	\$	12,591,319.00	7066	Spc Dept Exp	\$	736,709.87	\$ (11,852,609.13)	\$ 152,215.33	7066	Spc Dept Exp	\$	\$ 586,494.54
7073	Training	\$	5,850.00	7073	Training	\$	1,947.75	\$ (3,902.25)	\$ (2,727.43)	7073	Training	\$	\$ 4,675.18
7074	Trans & Trav	\$	17,930.00	7074	Trans & Trav	\$	4,681.42	\$ (13,248.58)	\$ 3,260.86	7074	Trans & Trav	\$	\$ 1,420.56
7720	Admin CNTY Legal Fees	\$	-	7720	Admin CNTY Legal Fees	\$	-	\$ -	\$ -	7720	Admin CNTY Legal Fees	\$	\$ -
7081	Utilities	\$	240,099.00	7081	Utilities	\$	457,381.52	\$ 217,282.52	\$ 252,872.51	7081	Utilities	\$	\$204,509.01
7421	Int-Late Pay	\$	1.00	7421	Int-Late Pay	\$	1,166.87	\$ 1,165.87	\$ 135.92	7421	Int-Late Pay	\$	\$ 1,030.95
Total Expenses		\$	31,375,145.00	Total Expenses		\$	21,905,031.11	\$ (9,470,113.89)	\$ 6,095,954.06	Total Expenses		\$	15,809,077.05
		\$	(9.00)			\$	2,951,627.84	\$ 2,951,636.84					

**Operating Revenue**

Farebox	\$	(688,304.84)
Bus Ad	\$	(46,787.81)
Measure R TCAG Supp	\$	-
LC TOP Fares	\$	-
Grant Funding	\$	-
Other	\$	(103.11)
Fee	\$	-
Interest	\$	(245,833.48)
Grant Funded	\$	<b>(\$14,828,048.57)</b>
	\$	<b>(15,809,077.81)</b>

**Participation by Member**

	Fixed Route	On Demand	Member Cost	Prior Balance	FTA/Grants	STA	LTF	Balance
Dinuba	\$ 1,359,315.08	\$ 630,310.03	\$ 1,989,625.11	\$ (701,680.84)	\$ (993,205.21)	\$ (386,453.17)	\$ -	\$ (91,714.11)
Porterville	\$ -	\$ -	\$ -	\$ 74,168.40	\$ -	\$ -	\$ -	\$ 74,168.40
Tulare	\$ 3,626,526.69	\$ 1,856,894.39	\$ 5,483,421.08	\$ 137,154.60	\$ (4,127,522.39)	\$ (1,118,207.49)	\$ (1,374,845.80)	\$ (1,000,000.00)
County	\$ 4,373,542.15	\$ 1,300,811.71	\$ 5,674,353.86	\$ (5,470,206.19)	\$ (2,775,271.09)	\$ (2,153,147.95)	\$ -	\$ (4,724,271.37)
Woodlake	\$ -	\$ 444,128.39	\$ 444,128.39	\$ (634,956.05)	\$ (489,160.40)	\$ (117,004.31)	\$ -	\$ (796,992.36)
Lindsay	\$ -	\$ 332,315.56	\$ 332,315.56	\$ (946,561.89)	\$ (381,942.99)	\$ (345,857.29)	\$ -	\$ (1,342,046.60)
Exeter	\$ -	\$ -	\$ -	\$ (417,222.20)	\$ -	\$ -	\$ -	\$ (417,222.20)
Farmersville	\$ -	\$ 151,579.85	\$ 151,579.85	\$ (425,330.45)	\$ (151,579.85)	\$ -	\$ -	\$ (425,330.45)
Tribe	\$ 264,319.50	\$ -	\$ 264,319.50	\$ 77,232.10	\$ (264,319.50)	\$ -	\$ -	\$ 77,232.10
<b>Total</b>	<b>\$ 9,623,703.42</b>	<b>\$ 4,716,039.93</b>	<b>\$ 14,339,743.35</b>	<b>\$ (8,307,402.52)</b>	<b>\$ (9,183,001.43)</b>	<b>\$ (4,120,670.20)</b>	<b>\$ (1,374,845.80)</b>	<b>\$ (8,646,176.60)</b>

**Direct Operating Costs**

Transit Service	\$	6,139,752.59
Fixed Costs-Transdev	\$	5,965,543.34
Fuel	\$	345,714.12
	\$	<b>12,451,010.05</b>

**Indirect Operating Costs**

Admin	\$	588,052.85
Ads	\$	-
Alarm	\$	-
Bus Wrapping	\$	-
Consultant	\$	-
Disaster	\$	-
Equipment	\$	-
Fees	\$	1,421.57
Fleet Maint	\$	472,000.44
Furniture	\$	-
Insurance	\$	-
Labor	\$	845,285.36
Legal	\$	57,695.18
License	\$	1,564.00
Loop	\$	29,528.27
Maintenance	\$	796,188.80
Membership	\$	-
Office Renovations	\$	43,071.16
Phone	\$	56,433.70
Radios	\$	5,831.00
Rent	\$	77,465.20
Repairs	\$	-
Security	\$	1,375.46
Software	\$	68,215.50
Supplies	\$	-
Training	\$	4,675.18
Transdev-SM Startup	\$	-
Tpass	\$	-
Trash	\$	-
Travel	\$	1,420.56
Utilities	\$	148,075.31
Custodial	\$	2,400.00
Marketing	\$	5,260.23
Other	\$	(1,558.31)
MICRO TRAN	\$	90,772.38
Office Expense	\$	4,240.88
Transit Van	\$	58,652.28
	\$	<b>3,358,067.00</b>

TOTAL EXPENSES

\$ 15,809,077.05

## Tulare County Regional Transit Agency

### AGENDA ITEM V-B

**June 16, 2025**

**Prepared by Derek Winning, TCRTA Staff**

#### **SUBJECT:**

**Action:** Adoption of Resolution 2025-028 Microtransit Pilot Update – Service Changes

#### **BACKGROUND**

At the Board Meeting of October 21, 2024, Derek Winning, TCRTA's Interim Executive Director, shared agency goals, including the "right-sizing" of microtransit service in line with the Board's direction. Proposed service changes as a result of such efforts were launched November 20, 2024. These changes included removing intracity service in the City of Visalia; no other changes to the hours of operation or service areas were made. At the same time as service changes were adopted, target metrics designed to increase service productivity were also presented to the Board, with a scheduled review of their impact set for March 2025 and again for June 2025.

#### **DISCUSSION:**

##### Microtransit Service Performance Metrics

TCRTA Transport rides are offered based on vehicle availability in the service zone. Trips appear "unavailable" if rides cannot be dispatched within a set waiting period.

The practice of over-deploying vehicles inflates the cost of service per hour. As a remedy for low productivity, staff use two metrics to analyze performance and suggest service changes: 1) target average wait time and 2) vehicle allocation optimization in the different service zones. Target average wait times are under 30 minutes for urban areas and under 60 minutes for rural areas.

Implementing these measures affects target productivity, which is three passengers per hour for urban areas and two for rural areas. The table below shows the service period of November 2024 – February 2025, post implementation of these metrics.

**Note that the Average Wait Time for South County Zone was corrected from 50.5 minutes to 22.4 minutes due to a clerical error.**

#### Actual Service Performance, November 2024-February 2025

Service Zone	Target Average Wait Time	Actual Avg Wait Time	Vehicle Allocation	Target Passengers per Hour	Passengers per Hour
Dinuba/N. County	30 mins	12.5 mins	2	3	1.9
Woodlake	30 mins	10.4 mins	1	2	1.7
S. County	60 mins	22.4 mins	1	2	1.8
Lindsay, Porterville Transit Center	60 mins	21.2 mins	1	2	1.5
Tulare-Visalia Metro Area	30 mins	23.1 mins	2+1	3	1.5
Peak Hour Back-Up	-	-	2	-	-
			10		

#### Microtransit Performance Review Update, Target Metrics, and Service Changes

The following table indicates microtransit performance from March 2025 – May 2025 which show some improvement in the Dinuba/North County Zone.

#### Actual Service Performance, March 2025-May 2025

Service Zone	Target Average Wait Time	Actual Avg Wait Time	Vehicle Allocation	Target Passengers per Hour	Passengers per Hour
Dinuba/N. County	30 mins	17.1 mins	1	3	2.3
Woodlake	30 mins	11.4 mins	1	2	1.7
S. County	60 mins	24.8 mins	1	2	1.6
Lindsay, Porterville Transit Center	60 mins	18.7 mins	1	2	1.5
Tulare-Visalia Metro Area	30 mins	22.4 mins	2+1	3	1.5
Peak Hour Back-Up	-	-	2	-	-
			9		

Demonstrated in the table, the implementation of target average wait times and the optimization of vehicle allocation has resulted in higher service productivity (passengers per hour) for almost all zones. As intended, the target metrics have optimized service productivity by reducing the inefficiency of over-deploying without compromising service availability.

Staff does not recommend changes to vehicle supply at this time as several developments are occurring which could impact demand especially in the Visalia-Tulare Metro Area.

1. Deployment of Visalia Connect service on June 11, 2025.
2. MOUs with CVRC, Tulare County Health Centers, Adventist Health are in development.

**TCRTA staff does recommend based upon a request for the City of Woodlake to change the hours of operation for the Woodlake Zone to revert to the level of service prior to deployment of the microtransit pilot in order to provide a sustainable transit service for Woodlake residents. Staff proposes that the Woodlake Zone hours of operation would change to Monday – Friday from 8:00 AM to 3:00 PM starting July 1, 2025.**

**RECOMMENDATION:**

Adoption of Resolution 2025-028 approving TCRTA Microtransit service changes and microtransit pilot target metrics.

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

1. Resolution 2025-028 TCRTA Microtransit service changes and Microtransit Pilot target metrics.

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**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY  
ADOPTING TCRTA MICROTRANSIT  
SERVICE CHANGES AND MICROTRANSIT PILOT TARGET METRICS**

**WHEREAS**, the Joint Powers Agreement, dated August 11, 2022, by and among the County of Tulare and the Cities of Dinuba, Exeter, Farmersville, Lindsay, Tulare, and Woodlake (each, a “Party” or “Member Agency”) hereafter called Tulare County Regional Transit Agency “TCRTA”; and

**WHEREAS**, the Tulare County Regional Transit Agency Board of Directors approved the provision of a regional microtransit (on-demand) expansion of services contingent on sufficient CMAQ funding for an initial three (3) year period on February 22, 2023; and

**WHEREAS**, the Tulare County Association of Governments (TCAG) has supplemented the CMAQ funding with an additional \$5.9 m in SB 125 funds and also revised the pilot period to two (2) years as the original cost estimate of \$2.4 million was inadequate to cover the cost of one year; and

**WHEREAS**, the Board of Directors approved the Microtransit Service Changes to adjust the vehicle deployment of the service areas; and

**WHEREAS**, the Board of Directors approved the Microtransit Service Changes to target average wait times; and

**WHEREAS**, the Board of Directors conducted approved the Microtransit Service Changes to implement, adjust, and pursue performance metric targets in the form of 3 passengers per hour for urban zones and 2 per hour for rural zones and target average wait times of 30 minutes and 60 minutes respectively; and

**NOW, THEREFORE, BE RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, hereby approves adjusted Microtransit Pilot performance metric targets for passengers per hour and average wait time.

**BE IT ADDITIONALLY RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, does hereby adopt the following Microtransit Service Changes effective July 1, 2025:

The Microtransit Service Changes include the following service zones and parameters.  
NOTE: Riders can travel *within* designated zones, but not between zones.

**Unchanged Zone: Tulare–South County**

## RESOLUTION: 2025-028

- Travel Parameters

Riders can travel within and between Tulare, Waukena, Tipton, Pixley, Earlimart, Alpaugh, Allensworth, and Richgrove. These are all areas where TCRTA currently provides paratransit services.

- Commingled Service

On-demand (microtransit) and paratransit riders and vehicles are pooled. ADA paratransit trips will be available to be booked by phone or via the app. Paratransit fares will remain \$3 for all eligible riders no matter how the ride is booked.

- Service Hours

Monday-Saturday 7:00 am to 7:00 pm  
Sunday 8:00 am to 5:00 pm

- Fares (one-way)

General	\$5
Trips beginning/ending at a Transit Center	\$4
Paratransit	\$3 (requires verification)

### Unchanged Zone: Tulare-Visalia Metro Area

- Travel Parameters

Riders can travel between Visalia, Tulare, Farmersville, Exeter, Ivanhoe, Tooleville, Goshen, and Tagus Ranch.

- Service Hours (Current)

Monday-Saturday 7:00 am to 7:00 pm  
Sunday 8:00 am to 5:00 pm

- Service Hours (July 1, 2025)

**Monday-Friday 6:00 am to 9:30 pm**  
**Saturday & Sunday 8:00 am to 6:30 pm**

- Fares (one-way)

General	\$5
Trips beginning/ending at a Transit Center	\$4
Paratransit	\$3 (requires verification)

### Unchanged Zone: Lindsay-Strathmore-Poplar (previously Lindsay-Porterville)

- Travel Parameters

Riders can travel within and between Lindsay, Strathmore, Cotton-Poplar, and to/from the Porterville Transit Center.

- Service Hours

Monday-Saturday 6:00 am to 10:00 pm  
Sunday 8:00 am to 8:00 pm

- Fares (one-way)

General	\$5
Trips beginning/ending at a Transit Center	\$4

**RESOLUTION: 2025-028**

Paratransit

\$3 (requires verification)

**Service Change: Woodlake**

- Travel Parameters  
Riders can travel within and between Woodlake and Elderwood.
- Current Service Hours  
Monday-Saturday 7:00 am to 7:00 pm  
Sunday 8:00 am to 5:00 pm
- **Service Hours (July 1, 2025)**  
**Monday-Friday 8:00 am to 3:00 pm**
- Fares (one-way)  
General \$5  
Trips beginning/ending at a Transit Center \$4  
Paratransit \$3 (requires verification)

**Unchanged Zone: Dinuba**

- Travel Parameters  
Riders can travel within and between Dinuba and North County, which includes Delft Colony, London, Traver, Monson, Calgro, Seville, Sultana, Orosi, Cutler, and Yettem.
- Service Hours  
Monday-Saturday 7:00 am to 7:00 pm  
Sunday 8:00 am to 5:00 pm
- Fares (one-way)  
General \$5  
Trips beginning/ending at a Transit Center \$4  
Paratransit \$3 (requires verification)

**THE FOREGOING RESOLUTION** was adopted upon motion of \_\_\_\_\_  
and seconded by \_\_\_\_\_ at meeting thereof held on the 16<sup>th</sup> day of June 2025.

AYES:

NOES:

ABSTAIN:

ABSENT:

**RESOLUTION: 2025-028**

Signed \_\_\_\_\_  
Larry Micari  
Board Chair

**ATTEST:**

I HEREBY CERTIFY that the foregoing Resolution 2025-028 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the 16<sup>th</sup> day of April 2025.

Signed \_\_\_\_\_  
Derek Winning  
Executive Director

Tulare County Regional Transit Agency

**AGENDA ITEM V - C**

**June 16, 2025**

**Prepared by Derek Winning, TCRTA Staff**

**SUBJECT:**

**Action:** TCRTA City of Porterville on Inter-city Microtransit Service

**BACKGROUND:**

The TCRTA microtransit service currently does not provide inter-city trips with origins and destinations within the City of Porterville, rather riders are picked up and dropped off at the Porterville Transit Center. This is somewhat of an inconvenience for riders as they are required to transfer to and from Porterville Transit which is antithetical to the concept of door to door service on demand.

**DISCUSSION:**

TCRTA and City of Porterville staff at the direction of both council and board have worked together on a memorandum of understanding that would govern microtransit protocols in the Porterville Metro Area. The MOU would allow TCRTA microtransit services to pick up and drop off riders within the City of Porterville for inter-city trips. Porterville Transit will transport riders within the City of Porterville. Both agencies agree to share data going forward. Responsibilities of each party to the MOU:

**A. City of Porterville Responsibilities**

- i. The City shall operate on-demand microtransit service solely for trips that originate and terminate within the Porterville UZA, as defined by the Federal Transit Administration's FTA Census Map.
- ii. The City shall coordinate with TCRTA to avoid duplication of service and ensure alignment of service delivery.
- iii. Exception: The City may provide transportation service from Sierra View Medical Center to its affiliated outpatient clinics located outside of the Porterville UZA, for the specific purpose of assisting patients with continuity of care. These trips are considered essential healthcare-related services. The City shall coordinate with TCRTA to ensure that any service provided under this exception does not duplicate existing service and does not conflict with the 100% cost recovery requirement.

**B. TCRTA Responsibilities**

- i. TCRTA shall operate on-demand microtransit service that transports passengers into the Porterville UZA from areas outside of the UZA, without trip restrictions, provided the service area falls within TCRTA's jurisdiction.
- ii. TCRTA shall also transport passengers residing within the Porterville UZA to destinations outside of the UZA, without restrictions, as long as such destinations are within the TCRTA service area.

**RECOMMENDATION:**

Approve Resolution 2025-029 MOU between TCRTA and the City of Porterville on Inter-city Microtransit Services

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

1. Resolution 2025-029 Approving MOU between TCRTA and the City of Porterville
2. MOU between TCRTA and the City of Porterville on Inter-city Microtransit Services

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY  
APPROVE MOU BETWEEN TCRTA & THE CITY OF PORTERVILLE  
ON INTER-CITY MICROTRANSIT SERVICES**

**WHEREAS**, TCRTA is a public transit operator formed and organized by the Joint Powers Agreement, dated August 11, 2022, by and among the County of Tulare and the Cities of Dinuba, Exeter, Farmersville, Lindsay, Tulare, and Woodlake to provide public transportation services within the jurisdictions of and on behalf of its member agencies; and

**WHEREAS**, TCRTA provides an On-Demand Microtransit Service that operates in the Porterville Metro Area; and

**WHEREAS**, the City of Porterville provides an On-Demand Microtransit Service that operates within the Porterville UZA; and

**WHEREAS**, the purpose of the MOU is to establish a mutual understanding of how the City of Porterville and TCRTA will coordinate and operate on-demand (microtransit) services within and adjacent to the Porterville Urbanized Area (UZA), including service boundaries, passenger eligibility, operational alignment, fare structure, data sharing, and regional collaboration; and

**WHEREAS**, responsibilities outlined in the MOU for each party are as follows:

**A. City of Porterville Responsibilities**

i. The City shall operate on-demand microtransit service solely for trips that originate and terminate within the Porterville UZA, as defined by the Federal Transit Administration's FTA Census Map.

ii. The City shall coordinate with TCRTA to avoid duplication of service and ensure alignment of service delivery.

iii. Exception: The City may provide transportation service from Sierra View Medical Center to its affiliated outpatient clinics located outside of the Porterville UZA, for the specific purpose of assisting patients with continuity of care. These trips are considered essential healthcare-related services. The City shall coordinate with TCRTA to ensure that any service provided under this exception does not duplicate existing service and does not conflict with the 100% cost recovery requirement.

**B. TCRTA Responsibilities**

**RESOLUTION: 2025-029**

i. TCRTA shall operate on-demand microtransit service that transports passengers into the Porterville UZA from areas outside of the UZA, without trip restrictions, provided the service area falls within TCRTA's jurisdiction.

ii. TCRTA shall also transport passengers residing within the Porterville UZA to destinations outside of the UZA, without restrictions, as long as such destinations are within the TCRTA service area; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TULARE COUNTY REGIONAL TRANSIT AGENCY**, adopts the attached, "MOU BETWEEN THE CITY OF PORTERVILLE AND THE TULARE COUNTY REGIONAL TRANSIT AGENCY REGARDING ON-DEMAND (MICROTRANSIT) SERVICE OPERATIONS WITHIN THE PORTERVILLE URBANIZED AREA".

**BE IT FURTHER RESOLVED**, that the Executive Director is hereby authorized to make minor changes as necessary to implement the action.

**THE FOREGOING RESOLUTION** was adopted upon motion of \_\_\_\_\_ and seconded by \_\_\_\_\_ at meeting thereof held on the **16<sup>th</sup> day of June 2025**.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed \_\_\_\_\_

Larry Micari  
Board Chair

**RESOLUTION: 2025-029**

ATTEST:

I HEREBY CERTIFY that the foregoing Resolution 2025-029 was duly adopted by the Board of Directors of the Tulare County Regional Transit Agency at a regular meeting thereof held on the **16<sup>th</sup> day of June 2025**.

Signed \_\_\_\_\_

Derek M Winning  
Executive Director

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## **MEMORANDUM OF UNDERSTANDING**

### **BETWEEN THE CITY OF PORTERVILLE AND THE TULARE COUNTY REGIONAL TRANSIT AGENCY REGARDING ON-DEMAND (MICROTRANSIT) SERVICE OPERATIONS WITHIN THE PORTERVILLE URBANIZED AREA**

This Memorandum of Understanding (MOU) is entered into by and between the City of Porterville, a charter city organized under the laws of the State of California (hereinafter referred to as the “City”), and the Tulare County Regional Transit Agency, a joint powers authority (hereinafter referred to as “TCRTA”). The City and TCRTA are collectively referred to herein as the “Parties.”

#### **I. PURPOSE**

The purpose of this MOU is to establish a mutual understanding of how the City and TCRTA will coordinate and operate on-demand (microtransit) services within and adjacent to the Porterville Urbanized Area (UZA), including service boundaries, passenger eligibility, operational alignment, fare structure, data sharing, and regional collaboration.

#### **II. SERVICE AREA RESPONSIBILITIES**

##### **A. City of Porterville Responsibilities**

- i. The City shall operate on-demand microtransit service solely for trips that originate and terminate within the Porterville UZA, as defined by the Federal Transit Administration’s FTA Census Map.
- ii. The City shall coordinate with TCRTA to avoid duplication of service and ensure alignment of service delivery.
- iii. Exception: The City may provide transportation service from Sierra View Medical Center to its affiliated outpatient clinics located outside of the Porterville UZA, for the specific purpose of assisting patients with continuity of care. These trips are considered essential healthcare-related services. The City shall coordinate with TCRTA to ensure that any service provided under this exception does not duplicate existing service and does not conflict with the 100% cost recovery requirement.

##### **B. TCRTA Responsibilities**

- i. TCRTA shall operate on-demand microtransit service that transports passengers into the Porterville UZA from areas outside of the UZA,

without trip restrictions, provided the service area falls within TCRTA's jurisdiction.

- ii. TCRTA shall also transport passengers residing within the Porterville UZA to destinations outside of the UZA, without restrictions, as long as such destinations are within the TCRTA service area.

### **III. SERVICE ALIGNMENT**

Both Parties agree to:

1. Operate on-demand microtransit services on the same days and during the same hours of operation, as mutually agreed upon.
2. Implement and maintain a unified fare structure for all on-demand microtransit services operating within the Porterville UZA to ensure consistency for the public.

### **IV. SOFTWARE TECHNOLOGY AND SERVICE SUPPORT**

1. Both Parties agree to utilize the same software platform, VIA, for dispatching, routing, and trip booking.
2. In the event of a service interruption or planned downtime by either Party, both Parties agree to coordinate in advance and support each other's service delivery, if operational capacity allows.

### **V. CUSTOMER SERVICE**

1. Each Party is solely responsible for addressing and resolving customer complaints or service-related issues pertaining to their own operations.

### **VI. MARKETING AND BRANDING**

1. The Parties agree to explore opportunities for shared branding and unified marketing materials to provide a more seamless and user-friendly customer experience in the future.

### **VII. DATA SHARING AND REGIONAL COORDINATION**

1. Both Parties agree to share operational and performance data, including but not limited to ridership, trip origin/destination, service coverage, on-time performance, and customer feedback, in a timely and mutually agreed-upon format.

2. Data sharing shall comply with all applicable local, state, and federal privacy regulations.
3. Both Parties shall participate in monthly regional coordination meetings to review service data, identify areas for improvement, and discuss joint initiatives.
4. The Parties agree coordinate on regional initiatives and planning documents, with the goal of supporting the long-term sustainability of on-demand microtransit programs in the region.

#### **VIII. GENERAL PROVISIONS**

1. This MOU is intended to reflect the mutual understanding of the Parties and does not create legally binding obligations unless and until formal agreements are executed by the governing bodies of each Party.
2. This MOU may be amended at any time by written agreement of both Parties.
3. Each Party shall bear its own costs and expenses in implementing this MOU unless otherwise agreed in writing.

#### **IX. TERM AND TERMINATION**

This MOU shall become effective upon execution by both Parties and shall remain in effect until amended or terminated by either Party with thirty (30) days' written notice to the other Party.

//////////

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the dates written below.

CITY OF PORTERVILLE

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Richard Tree, Director of Transportation

TULARE COUNTY REGIONAL TRANSIT AGENCY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Derek Winning, Executive Director

Tulare County Regional Transit Agency

**AGENDA ITEM V - D**

**June 16, 2025**

**Prepared by Derek Winning, TCRTA Staff**

**SUBJECT:**

**Information:** TCRTA Branding – Update

**BACKGROUND:**

The TCRTA Board has indicated that a logo and brand refresh is in order for FY 25/26 as there have been significant changes to the TCRTA Board, agency leadership, and staff. The withdrawal of membership by the City of Porterville also necessitates a change in microtransit branding as “TransPort” was originally the name of the City of Porterville microtransit service. Indeed, the “Port” in “TransPort” actually stands for Porterville.

**DISCUSSION:**

Staff have developed three (3) preliminary TCRTA Logo & Branding concepts based upon the agency name TCRTA and the brand name RIDE. The idea would be to rebrand both fixed-route and microtransit services as RIDE to allow the public to more easily identify and remember TCRTA’s services, website, rider App, social media, etc.

The preliminary concepts for TCRTA rebranding based upon the moniker ‘RIDE’ for initial feedback by the TCRTA Board are available below for discussion. Staff recommends either proceeding with a professional graphics firm to further refine of one of these concepts (symbol, font, colors) or go back to the drawing board and hire a firm to develop entirely new concepts.

Concept 1



Concept 2



### Concept 3



Special thanks to Elena Nava and Kaiya Thompson for providing graphics support on these concepts.

#### **RECOMMENDATION:**

Information and Discussion Only

#### **FISCAL IMPACT:**

N/A

#### **ATTACHMENTS:**

None