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www.ruraltransit.org

FRESNO COUNTY RURAL TRANSIT AGENCY (FCRTA) MEETING AGENDA

DATE: Thursday, May 30, 2019
TIME: 5:30pm, **AFTER** the Fresno Council of Governments (FCOG) Meeting
PLACE: FCOG / FCRTA Offices
Sequoia Conference Room
2035 Tulare Street, Suite 201
Fresno, CA 93726
*(Corner of Tulare and Van Ness Ave. - above Club One
Park in Underground Garage - Entrance off Tulare & Van Ness Ave.
Exit Elevator on Tulare St., Turn Left, Enter Lobby Door,
Up Elevator to Second Floor, Left to Sequoia Conference Room)*

Americans with Disabilities Act (ADA) Accommodation

The Fresno COG / FCRTA offices and restrooms are ADA accessible. Individuals with disabilities may call (559-233-4148) / FCRTA (559-233-6789) at least 3 days in advance, to request auxiliary aids and/or translation services necessary to participate in the public meeting / public hearing. If Fresno COG / FCRTA are unable to accommodate an auxiliary aid or translation request for a public hearing after receiving proper notice, the hearing will be continued on a specified date when accommodations are available.

AB 23 Requirement: In accordance with the Brown Act and AB23 the amount of stipend paid to members of the Board of Directors for attending this meeting of the Fresno County Rural Transit Agency, is \$50.00.

1. ROLL CALL

Public Presentations - This portion of the meeting is reserved for persons wishing to address the FCRTA Board on items within its jurisdiction but not on this Agenda.

NOTE: The public may also comment on any Agenda item, as they are presented, prior to action by the FCRTA Board.

2. CONSENT ITEMS

A. **Approve Executive Minutes of April 25, 2019 [ATTACHMENT]**

B. **FCRTA 2019-20 Annual Budget Draft [INFORMATION]**

Summary: Summary: Fresno County Rural Transit Agency's draft budget has been prepared to reflect Fresno COG's Regional Transportation Plan (RTP) and the Short-Range Transit Plan (SRTP) for the rural Fresno County area, 2020-2024.

The document recommends continuing existing services and capital improvements. This year's draft budget has been developed to include continued review, comment and action during its 45-day public review period which has been initiated by TTC and PAC on May 10, 2019 that will culminate on June 27, 2019 with the scheduled FCRTA Board meeting following a public hearing. The numbers in the draft budget are subject to refinement following service contract negotiations, an opportunity for public presentations and a public presentation before the Board of Directors. The budget, which may require

periodic amendments during the 2019-2020 fiscal year, is available on Fresno COG's website www.fresnocog.org and FCRTA's website www.ruraltransit.org.

Action: Information only. Board may provide additional direction at its discretion.

C. 2020-2024 Short Range Transit Plan for the Rural Fresno County Area Draft [INFORMATION]

Summary: The draft Short Range Transit Plan (SRTP) for the rural Fresno County area has been developed by the Fresno Council of Governments (Fresno COG), and updated by FCRTA in cooperation with the Cities of Coalinga, Firebaugh, Fowler, Huron, Kerman, Kingsburg, Mendota, Orange Cove, Parlier, Reedley, Sanger, San Joaquin, Selma and County of Fresno. The SRTP for the rural Fresno County area provides a five (5) year action-oriented program to implement the Public Transportation Element of the Regional transportation Plan (2018). The SRTP is also consistent with the recently adopted Fresno County Regional Long-Range Transit Plan (LRTP) 2019-2050. The 45-day public review process has been initiated by TTC and PAC on May 10, 2019 with a proposed adoption of June 27, 2019 following a public hearing. The document is available for your review on the Fresno COG website www.fresnocog.org and the FCRTA website www.ruraltransit.org.

Action: Information only. Board may provide additional direction at its discretion.

D. Temporary Maintenance Facility Lease Agreement Extension [APPROVE]

Summary: The Board approved in July 2018, the one (1) year lease agreement (8/15/2018-8/15/2019) for a temporary maintenance facility while the permanent maintenance facility is being built. The temporary site in Selma has been located at 1870 Dockery Ave in the City of Selma across from the City yard and around the corner from the new maintenance facility site. FCRTA maintenance services will remain at this location and renew the lease for an additional year while the new maintenance facility is being constructed. The agreement extension is attached for your review (**ATTACHMENT**).

Action: Staff recommends Board approval of the agreement extension for the maintenance facility lease not to exceed one (1) year (8/15/2019-8/15/2020).

E. Safety and Security Service Agreements with the Cities of Mendota, Selma, Reedley and Fowler for FY 2019-20 [APPROVE]

Summary: FCRTA is continuing the Safety and Security service for passengers and drivers with this collaborative partnership that has proven beneficial and continues to be very successful for the Police Departments of these cities and FCRTA. Our passenger incidents and 911 calls have decreased over the three (3) years since this program has been in place. Each contract has a maximum of \$10,000.00 annual payment for costs associated with providing this service of boarding buses when they are at transit stops and monitoring bus shelters. The safety and security agreements with the Cities of Mendota, Selma, Reedley and Fowler are available at the FCRTA website www.ruraltransit.org for your review.

Action: Staff recommends Board approval and authorize General Manager to execute agreements for each City in the amount not to exceed \$10,000.00 for FY 2019-2020.

F. City of Dinuba Transit Agreement for FY 2019-2020 [APPROVE]

Summary: This is a regional public transit service agreement renewal with the City of Dinuba which mainly transports college students to Reedley Community College, the DMV, and shopping in the City of Reedley. This agreement is for \$51,000 and is effective from 7/01/19 to 6/30/20. The Dinuba agreement is available at the FCRTA website www.ruraltransit.org for your review.

Action: Staff recommends Board approval and authorize General Manager to execute agreement.

G. Kings Area Rural Transit Agreement for FY 2019-20 [APPROVE]

Summary: This is a regional public transit service agreement renewal with the Kings Area Rural Transit for services from Kings County in Fresno County; Selma Kaiser, Downtown Fresno, Community Regional Center, Veterans Hospital, Fresno Kaiser and Children's Hospital. Also added this year will be service to the Valley Children's Clinic in Fowler when it opens this summer. This agreement is for \$60,000 and is effective 7/01/19 to 6/30/20. The KART agreement is available at the FCRTA website www.ruraltransit.org for your review.

Action: Staff recommends Board approval and authorize General Manager to execute agreement.

3. ACTION ITEMS

A. Caltrans Sustainable Communities Planning Grant [APPROVE]

Summary: Caltrans released a call for projects for the FY 2019-20 Sustainable Communities Transportation Planning Grant Program. The Board approved in January, FCRTA's application that included an electrical grid analysis study in the amount of \$456,300 and a local match with Measure C funding in the amount of \$59,500 for a total project cost of \$515,800. FCRTA was notified of the grant award on May 17, 2019. The award letter and Resolution No. 2019-07 is attached for your review (**ATTACHMENT**).

Action: Staff recommends Board approval of Resolution No. 2019-07.

4. OTHER BUSINESS

A. Items from staff.

1. FCRTA Buses used for SWAT training.
2. Staff completion of Paratransit and Transit Management Certificate Program.
3. Commemorating FCRTA's 40th anniversary.

B. Items from members.

5. ADJOURNMENT

FRESNO COUNTY RURAL TRANSIT AGENCY (FCRTA)

Executive Minutes

Thursday, April 25 at 7:30 P.M after COG Policy Board Meeting
 COG Sequoia Conference Room
 2035 Tulare St., Suite 201, Fresno, CA

Members Attending:

Mayor Marcia Sablan, City of Firebaugh
 Mayor David Cardenas, City of Fowler
 Mayor Rey Leon, City of Huron
 Mayor Pro Tem Gary Yep, City of Kerman
 Mayor Michelle Roman, City of Kingsburg
 Mayor Robert Silva, City of Mendota
 Mayor Victor Lopez, City of Orange Cove
 Mayor Alma Beltran, City of Parlier
 Council Member Robert Beck, City of Reedley
 Mayor Frank Gonzalez, City of Sanger
 Council Member Jose Ornelas, City of San Joaquin
 Mayor Scott Robertson, City of Selma

Moses Stites, General Manager
 Kyle Roberson, Deputy County Counsel
 Janelle Del Campo, Associate Transit Planner FCRTA
 Jeaneen Cervantes, FCOG

Absent:

Mayor Ron Lander, City of Coalinga
 Supervisor Sal Quintero, Fresno County

1. **ROLL CALL** – Meeting called to order at 7:16 p.m.
 Public Presentations - This portion of the meeting is reserved for persons wishing to address the FCRTA Board on items within its jurisdiction but not on this Agenda.

NOTE: The public may also comment on any Agenda item, as they are presented, prior to action by the FCRTA Board.

2. **CONSENT ITEMS**A. **Approve Executive Minutes of March 28, 2019 (Attachment)**

A motion was made by Mayor Roman (Kingsburg) and second by Council Member Beck (Reedley). A vote was called and motion carried.

3. **ACTION ITEMS**

A. **Low or No Emission (Low-No) Program Application [APPROVE]**

This item pulled from the Agenda.

B. **2019 Annual CHP-Motor Carrier Division Terminal, Vehicle and Driver Inspection Report [APPROVE]**

Moses informed the board that FCRTA completed the Annual CHP Inspection Report. This Annual Report includes the inspection of the terminal, driver records and vehicles. General public transit is highly regulated in terms of safety and drivers and what that encompasses is the vehicle inspection annually along with every thirty (30) or forty-five (45) day inspections. Also involved in this terminal inspection is the Drug and Alcohol testing both pre-employment, reasonable suspicious and random. This is critical to the industry and we must comply. The satisfactory rating means that we can continue operations and remain eligible for state and federal funding.

C. **Federal Transit Administration (FTA) Section 5311 Certifications & Assurances FY 2019 [APPROVE]**

Moses informed the board that this is a standard boiler plate Certifications & Assurances that is attached to Caltrans 5311 funding. We get approximately \$1.5 million in operating assistance. This is a requirement of the funding application and we are asking for your approval and it has been reviewed by legal counsel. A motion was made by Mayor Silva (Mendota) and second by Mayor Leon (Huron). A vote was called and motion carried.

D. **Appoint Committee to Negotiate Employment Agreement of General Manager [APPROVE]**

Board has appointed three (3) Board Members to negotiate employment agreement with Moses as it expires September 30, 2019. The three board members that volunteered are Mayor Robertson (Selma), Mayor Pro Tem Yep (Kerman) and Council Member Beck (Reedley). The three committee members will return to full Board with a proposed agreement.

A motion was made by Mayor Lopez (Orange Cove) and second by Mayor Robertson (Selma). A vote was called and motion carried.

4. **OTHER BUSINESS**

A. **Items from Staff**

Janelle gave an update on the bus shelter installation. City of Selma bus shelter has been completed at the Selma Elderly Apartments.

FCRTA will be installing a shelter at the Adventist Health Center in the City of Reedley and in the City of Kingsburg we will be installing a shelter at the train depot. Both cities are awaiting the pouring of the concrete.

Moses informed the board that Janelle Del Campo was recognized and received a statewide leadership award (Rising Star) at the CalACT conference.

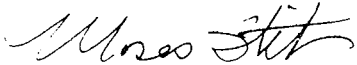
Moses handed out personalized caps to the board members in commemorating FCRTA's 40th anniversary.

5. ADJOURNMENT

Meeting Adjourned at 7:39 p.m.

A motion was made by Mayor Lopez (Orange Cove) and second by Mayor Leon (Huron). A vote was called and motion carried.

Respectfully submitted,



Moses Stites, General Manager

AMENDMENT I TO THE LEASE AGREEMENT BETWEEN
THE FRESNO COUNTY RURAL TRANSIT AGENCY
AND
DANIEL SERIMIAN

This Amendment I to Agreement ("Amendment I") amends that certain agreement entered into on August 20, 2018, between the FRESNO COUNTY RURAL TRANSIT AGENCY (herein after referred to as "TENANT") and DANIEL SERIMIAN, (herein after referred to as "LANDLORD"), whereby LANDLORD agreed to lease the real property located at 1870 Dockery Avenue, Selma CA 93662 (herein after referred to as PROPERTY) to TENANT, (hereinafter referred to collectively as the "Agreement"); and

Whereas, an amendment to the Agreement is necessary to extend the lease into the next fiscal year; and

NOW THEREFORE, in consideration for their mutual promises, TENANT and LANDLORD agree to amend the Agreement as follows:

- 1. That existing Section 2.TERM AND RENT; shall be deleted in its entirety and replaced with the following:

"Landlord leases to Tenant the above Property for a term of one (1) year, commencing August 20, 2019, and terminating on August 20, 2020 (hereinafter referred to as "Lease Term"), or sooner as provided herein at the monthly rental amount of Five Thousand Dollars (\$5,000.00), payable each month for that month's rental installment payment, with the total amount of Sixty Thousand Dollars (\$60,000.00) rent to be paid over this Lease Term. Each monthly rental installment payment shall be due on the twentieth (20th) day of each calendar month during the Lease Term. All rental payments shall be made to Landlord, Daniel Serimian, at the address identified in Section 15 of this Lease or at such other place designated by written notice form Landlord to Tenant."

- 2. All other terms and conditions of the Agreement remain unchanged.

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Except as amended herein, all other provisions of the Agreement remain in full force and effect. This Amendment I to Agreement shall become effective on June 1, 2019.

IN WITNESS WHEREOF, the parties hereto have executed this document the _____day of _____, 2019.

FRESNO COUNTY RURAL TRANSIT AGENCY, Tenant

By _____
MOSES STITES, General Manager

Landlord

By _____
DANIEL SERIMIAN, Property Owner

APPROVED AS TO LEGAL FORM ON BEHALF OF FCRTA:
DANIEL C. CEDERBORG, County Counsel

By _____
KYLE ROBERSON, Deputy County Counsel

DEPARTMENT OF TRANSPORTATION
 DIVISION OF TRANSPORTATION PLANNING
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 PHONE (916) 654-2596
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*Making Conservation
 a California Way of Life.*

May 17, 2019

Mr. Moses Stites
 General Manager
 Fresno County Rural Transit Agency
 2035 Tulare Street, Suite 201
 Fresno, CA 93721

Dear Mr. Stites:

On behalf of the California Department of Transportation (Caltrans), Division of Transportation Planning, I am pleased to offer my congratulations to the Fresno County Rural Transit Agency for the recent award of the bellow transportation planning grant. This grant project will be funded with Federal Transit Administration, Section 5304 funds, and will be subject to federal requirements and regulations.

Federal Transit Administration, Section 5304 - Sustainable Communities

Grant Fiscal Year (FY)	2019-20
Grant Title	Fresno County Rural Transit Agency Electric Vehicle Grid Analysis Project (EV GAP)
Grantee	Fresno County Rural Transit Agency
Sub-Recipient	
Grant Award	\$456,300
Local Match	\$59,500
Total Project Amount	\$515,800
Grant Expiration	February 28, 2022 -time extensions are not allowed
Final Invoice Due	April 28, 2022

Conditions of Grant Acceptance

Grant work cannot begin until all Conditions of Grant Acceptance have been satisfied. To assist with this process, Caltrans District staff will schedule a teleconference with your agency to discuss the conditions below, as well as other project revisions that may be necessary to accept grant funding. Please submit the below items to Caltrans District 6 no later than July 15, 2019. Failure to satisfy these conditions will result in the forfeiture of grant funds.

1. Coordinate with Caltrans District Planning staff to make necessary revisions to the Grant Application Cover Sheet, Scope of Work, and Project Timeline. Initial review of these documents require the following revisions:
 - Revise the Project Timeline to ensure the required local match of 11.47 percent is satisfied with every Request for Reimbursement/invoice.
 - Refine the Scope of Work. Provide details to substantiate the high costs in Tasks 1.4 and 3.2. Consider reducing the costs in Tasks 1.2 and 1.3.
 - Ensure the Grant Application Cover Sheet identifies a non-federal local match source.
2. A current (less than one year old) Local Resolution signed by the governing board that includes the grant project title and job title of the person authorized to enter into a contract with Caltrans.
3. Although the Payee Data Record (STD. 204) states government entities are not required to submit the form, it is required by Caltrans Accounting to ensure payments are sent to the correct recipient and address.
4. If requesting reimbursement for indirect costs, these costs must be included in the grant Scope of Work and Project Timeline. An Indirect Cost Allocation Plan (ICAP) must be submitted to Caltrans Audits and Investigations. Instructions for submitting an ICAP are available at the following webpage: <http://dot.ca.gov/audits/>
5. If utilizing third-party in-kind contributions to satisfy the minimum local match requirement, a Third-Party In-kind Valuation Plan must be completed. These contributions consist of goods and services donated from outside the grantee's agency (examples: donated printing, facilities, interpreters, equipment, advertising, staff time, and other goods or services). A Third-Party In-kind Valuation Plan Checklist and sample can be found at the following webpage: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

Next Steps

Once the District has approved all items required to fulfill the Conditions of Grant Acceptance, the following steps will need to occur:

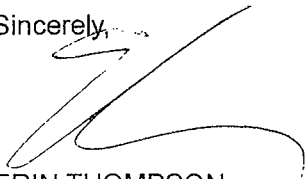
- The Caltrans Division of Procurement and Contracts will send a draft contract for review and signature. Once the contract is signed, Caltrans District staff will send a Notice to Proceed letter. Grant work cannot begin until this letter is received by the grantee.
- Caltrans District staff will schedule a grant kick-off meeting with Caltrans staff and the grantee.
- Grant administrative requirements:
 - Quarterly Progress Reports (a brief narrative of completed project activities)

Mr. Moses Stites
May 17, 2019
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- Request for Reimbursements/invoices (RFRs) at least quarterly, but no more than monthly.
- Local match commitments in the amount shown above, including any local match amount above the minimum amount that is required with every RFR/invoice.
- All work must be completed by February 28, 2022.
- Final RFR/invoice and final product due no later than April 28, 2022. The final RFR/invoice will not be processed by Caltrans until the final product is submitted
- For your convenience, a toolbox to aid you during this process is located at the following webpage: <http://www.dot.ca.gov/hq/tpp/offices/orip/Grants/grants.html>

If you have questions concerning the Grant Program requirements or these funds, please contact, David Padilla, Caltrans District 6 Liaison at (559) 444-2493 or Caleb Brock, Caltrans Headquarters Liaison at (916) 653-3362.

Sincerely,



ERIN THOMPSON
Chief, Office of Regional Planning

c: Janelle Del Campo,, Associate Transit Planner, Fresno County Rural Transit Agency
Michael Navarro, Senior Transportation Planner, Caltrans District 6
David Padilla, Associate Transportation Planner, Caltrans District 6
Caleb Brock, Transportation Planner, Caltrans Headquarters

RESOLUTION # 2019-07

**AUTHORIZATION FOR THE FCRTA GRANT APPLICATION TO THE
CALTRANS SUSTAINABLE COMMUNITIES TRANSPORTATION PLANNING GRANT PROGRAM**

WHEREAS, the FCRTA is an eligible project applicant and may receive funding from the Caltrans Sustainable Communities Transportation Planning Grant Program; and

WHEREAS, the FCRTA wishes to delegate authorization to execute these documents and any amendments thereto to the General Manager; and

WHEREAS, the FCRTA has prepared an Application in the amount of \$456,300 and a local match with Measure C funding in the amount of \$59,500 for a total project cost of \$515,800 for the Fresno County Rural Transit Agency Electric Vehicle Grid Analysis Project for an electrical grid study in rural Fresno County; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the FCRTA that the fund recipient agrees to comply with all conditions and requirements set forth in the Caltrans Sustainable Communities Transportation Planning Grant Application document and any applicable statutes, regulations and guidelines for all Caltrans funded projects.

NOW THEREFORE, BE IT FURTHER RESOLVED that the General Manager, be authorized to make financial decisions, be authorized to enter into a contract with Caltrans, and implement the Electric Vehicle Grid Analysis Project.

AGENCY BOARD DESIGNEE: MOSES STITES, GENERAL MANAGER

Passed and approved this 30th day of May, 2019.

AYES:

NOES:

ABSTAIN:

ABSENT:

Signed _____
David Cardenas, Chairman

I hereby certify that the foregoing is a true copy of a resolution of the Fresno County Rural Transit Agency Duly adopted at a meeting thereof held on the 30th day of May, 2019.

Signed _____
Moses Stites, General Manager

