

KINGS COUNTY AREA PUBLIC TRANSIT AGENCY

Board of Directors

610 W. 7th Street - Hanford, California 93230 (559) 852-2692 www.kartbus.org

Meeting Date: April 22, 2020
Time: 3:30 PM
Place: Tele-Meeting
Please call 559-852-2020
Participant Code: 923709 #

If you need special assistance to participate in this meeting or language assistance, please contact the Clerk of the Board at (559)852-2691 by 4:00 PM on the Monday before this meeting. Agenda backup information and any public records provided to the Board after the posting of the agenda for this meeting will be available for public review at 610 W. 7th Street, Hanford, CA 93230.

TELE-MEETING BOARD AGENDA

California Governor Gavin Newsom issued Executive Order N-25-20 on March 12, 2020, relating to the convening of public meetings in light of the COVID-19 pandemic. On March 17, 2020, the County of Kings adopted a Resolution ratifying the Health Office's declaration of a local health emergency regarding the Coronavirus (COVID-19). The Kings County Area Public Transit Agency (KCAPTA) hereby provides notice that it will continue to convene its regularly scheduled public meetings via telecommuting until further notice.

Pursuant to the Executive Order, Kings County Resolution, and to maintain the orderly conduct of the meeting, the KCAPTA will allow Board Members to attend the meeting telephonically and to participate in the meeting to the same extent as if they were present.

Members of the public who wish to participate, please call 559-852-2020 and enter the Participant Code 923709 followed by the # key.

For members of the public who wish to participate, but not to attend in person, you may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether it is on the agenda for Board consideration or action. Those comments will be entered into the administrative record of the meeting.

To submit written comments by U.S. Mail or email for inclusion in the meeting record, they must be received by the Clerk of the Board of KCAPTA no later than 11:00 AM on the morning of the noticed meeting. To submit written comments by email, please forward them to the Clerk of the Board at info@kartbus.org. To provide such comments by U.S. Mail, please send them to:

Clerk of the Board of KCAPTA, 610 W. 7th St., Hanford, CA 93230

<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>ACTION</u>
1.	CALL TO ORDER <i>Roll Call – Clerk of the Board</i>	
2.	UNSCHEDULED APPEARANCE <i>Any person may directly address the Board at this time on any item on the agenda, or on any other topics of interest to the public, that is within the subject matter jurisdiction of the Board. Five (5) minutes are allowed for each item.</i>	
3.	CONSENT ITEMS <i>All items listed as consent items are considered routine and will be enacted by one motion. For any discussion of any consent item, it will be removed at the request of any Board member and made a part of the regular agenda.</i>	ACTION
	A. Summary Minutes of Regular Meeting March 25, 2020	
4.	AWARD CONSTRUCTION MANAGEMENT SERVICE CONTRACT	ACTION
5.	AWARD CNG BUS PURCHASE TO GILLIG	ACTION
6.	FTA CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT	ACTION
7.	AUTHORIZE THE PURCHASE OF (2) GENFARE FAREBOXES	ACTION
8.	UPDATE ON ACTION PLAN FOR CORONAVIRUS	INFORMATION
9.	MISCELLANEOUS COMMENTS FROM STAFF	INFORMATION

Attachments:

A-Minutes of March 25, 2020

B-Agreement #2006 with CM Construction Services, Inc.

STAFF REPORT

3. CONSENT ITEM:

a. Summary Minutes of Regular Meeting March 25, 2020

4. AWARD CONSTRUCTION MANAGEMENT SERVICE CONTRACT (Angie Dow):

KCAPTA is in the process of implementing a series of discretionary actions that would allow for the construction of the KART Transit Station (Project). The Project will include the demolition of existing structures and building of a new transit station, offsite parking, bus bays, and commercial development.

In January, Staff released a Request for Proposals (RFP) for Construction Management Services. The Contractor task will include coordinate testing and special inspections service, review design document, monitor construction schedule, and monitor construction cost.

Staff solicited the RFP in the newspaper, listed it on CalACT's website, and on the Agency's website. Two firms requested the RFP, and only one proposal was received. Since only one bid was submitted, the Staff reviewed the RFP to determine if any requirements would limit participation. Staff decided that the RFP process did not limit participation, and the proposal submitted by CM Construction Services, Inc. (Attachment B) was responsive. The price proposal was within KCAPTA's cost estimate for these services. Given the KCAPTA Project time line, awarding the contract to CM Construction Services would be in the best interest of the Agency.

CM Construction Services, Inc., (CM) is an SBA 8(a) certified woman-owned, small, disadvantaged business that provides a full range of project management and construction management services. CM was established in 2002 and is located in Visalia. CM has assembled an experienced team of professionals who have direct experience working with all elements of the New KART Transit Station. CM's Price Proposal of one million dollars (\$1,000,000) (Attachment B) includes all aspects of the RFP.

If approved, CM and Staff will begin working on the environmental testing that will need to be completed before demolition of the existing building and the construction of the KART Transit Station. We will also begin working on the Engineering and Architectural RFP.

Recommendation

Staff recommend the Board the Construction Management Service Contract to CM Construction Services, Inc. and authorize the Board Chairman to sign Agreement #2006.

5. AWARD CNG BUS PURCHASE TO GILLIG (Angie Dow):

KCAPTA has a fixed route bus fleet of 27- 35' CNG buses, and as we entered our bus replacement phase, the Staff has applied for and received a competitive grant for \$3,279,570. This grant will replace six (6) 35' CNG Buses and begin this phase of our bus replacement schedule.

The California Association for Coordinated Transportation (CalACT) created a buyer consortium in 2010 to assist small to medium transit systems with the purchase of buses and equipment. CalACT drafted bid specifications for various transit vehicles and received pricing and option costs from dealers. CalACT charges a procurement fee of 1.5% that is included in the purchase.

Staff reviewed all of the 35' CNG buses available through the consortium and determined the Gillig 35' CNG Heavy Duty bus provided the best value for KCAPTA, in determining the best value, Staff compared prices, the option available, and past performance. The bus specifications and options are outlined in the CalACT RFP along with the vendor's proposals.

Staff has not included this purchase in the current year capital budget because delivery will occur 12 months after the Purchase Order is issued. If approved, Staff will include this purchase in our FY 20/21 capital budget and note in the budget that this purchase was approved in FY 19/20.

If approved, Staff will issue the Purchase Order with the notice to proceed after the Buy America Compliance is completed.

Recommendation

Staff recommends the Board approve the purchase of six (6) 35' CNG Buses from Gillig and authorize the Executive Director to issue a Purchase Order to Gillig in an amount not to exceed \$3,214,000.

6. FTA CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT (Angie Dow):

On April 2, 2020, the U.S. Transportation Secretary announced \$25 Billion in federal funding allocations to help the nation's public transportation systems respond to COVID-19. The funding is provided through the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

The Federal Transit Administration (FTA) allocated the \$25 billion to recipients of the urbanized area, and rural area formula funds. Funding will be provided at a 100% federal share, with no local match required, and will be available to support capital and operating to prevent, prepare for, and respond to COVID-19.

Operating expenses incurred beginning on January 20, 2020, for all rural and urban recipients are eligible. The CARES Act apportionment allocated to KCAPTA for the urbanized area is \$8,932,310, and the rural area is \$306,920.

FTA distributes the urbanized portion, and Staff has received direction on the process to submit a grant application for eligible expenditures. Caltrans distributes the rural apportionment, and other than the apportionment notice, Staff has received no direction on how to proceed and what expenses will be eligible for the funds.

Governor Newsom's Department of Finance issued a letter to all state agencies and department heads, a similar message to legislative leaders, officially signaling the economic impact of the COVID-19 crisis will dramatically depress state revenues. Therefore, all previous budget proposals for the 2020-2021 state budget are now being re-evaluated.

On April 5, 2020, the California Legislative Analysts Office (LAO) noted that California could face a budget problem as a result of the coronavirus emergency. "As the public health crisis has unfolded, this possibility seems increasingly likely. In a recent post, we described the state's reserves available to address such a budget problem. However, the state has another source of support in this area: new funding from the federal government".

Staff analysis of the additional federal funding, California Department of Finance, and California Legislative Analysis Office comments is that it is highly likely KCAPTA will see a significant reduction in State funding for transit and the CARES Act apportionment should be utilized in the next year and a half to two years to support the ongoing operations of the Transit System.

The Vanpool Program generates approximately one million dollars (\$1,000,000) in federal funding; during this COVID-19 crisis, this program has seen a reduction in vans due to working at home, furloughs, or more individuals taking their vehicle to comply with social distancing recommendations. KCAPTA has released an RFP for Vanpool Service Providers and has included the cost of the Vanpool Subsidy in the FY 2020/2021 proposed budget. Staff is concerned that once this COVID-19 crisis is over, not all vanpool groups will be re-established, which would reduce our federal funding in the future.

Staff is recommending that the CARES Act allocation be used to support the ongoing operational cost of the Agency public transit system and increase the Vanpool Subsidy from \$150 per month to \$350 per month for one year.

Recommendation

Staff recommends the Board concur with Staff's recommendation and directs Staff to submit the Federal Grant application accordingly.

7. AUTHORIZE THE PURCHASE OF (2) GENFARE FAREBOXES: (Mark Pedreiro):

Staff is recommending the purchase of two (2) Fast-Fare Fare boxes from Genfare. These fare boxes will replace two (2) out-of-date Odyssey fare boxes that are 10+ years old. These fare boxes will be installed in the two new cutaway buses.

The Fast-Fare Farebox system is an upgrade from the current Odyssey fare boxes. The system includes increased data memory and storage, an audio response including multilingual voice messages, and an enhanced cashbox ID that does not require costly batteries. It also consists of a bar code and smart card reader, which is available in various forms such as tags, key chains, fobs, stickers, watches, and phones. The purchase of the fare boxes was included in the capital budget for the cutaway buses.

Recommendation

Staff recommends the Board approve the purchase of the two (2) Fast-Fare Fare boxes from Genfare in the amount not to exceed \$47,690.63 and authorize the Executive Director to issue a Purchase Order.

8. UPDATE ON ACTION PLAN FOR CORONAVIRUS (Angie Dow):

The Coronavirus is challenging public transit agencies across the United States. Transit agencies around the country have responded to the emergency by expanding cleaning schedules, dispensing hand sanitizer, and equipping drivers with antiseptic wipes and other supplies.

Staff is continuing to monitor the quickly evolving public-health situation, and we updated our cleaning practices as soon as we could. Our cleaning efforts include the following:

- The 128 E-FECTicide is being used on all Shelters and Benches daily and twice a day at the Bus Terminal.
- Hand sanitizers have been installed on buses, and drivers have supplied with antiseptic wipes.
- MV Transit is cleaning all buses daily at the end of revenue service. The interior of the buses are being sprayed (fogged).
- MV Drivers are wiping down the inside of buses between runs.

Ridership has declined by 75%. Typically, weekday ridership is approximately 2,000 trips per day. Current weekday ridership is about 500 trips per day. To balance the virus's impact on ridership and public health, Effective March 23, 2020, the weekday operating schedule was reduced with all routes ending by 7:00 PM.

West Hills College closed its campus in April; in response, the Lemoore Route 20 was modified to a Saturday Schedule pattern, and the West Hills College stop was temporarily removed as a stop serviced by the Lemoore Flex Route.

We are working with MV Transportation to reallocate the Staff's loss of revenue hours to our cleaning efforts or to assist the County as directed under the EOC. Under our contract with MV Transportation, drivers are paid based on revenue hours. During this Health Emergency, MV will bill for drivers hours assigned to other duties under a separate non-revenue code.

MV has taken steps to protect the drivers from COVID-19 following CDC recommendation. Due to supply and demand issues, some of the recommend PPE was back-ordered. Both MV and Staff are working with our supplier to get the recommended PPE for drivers.

Lastly, KCAPTA Administrative Offices are closed as of March 23, 2020. We are following steps taken by Kings County regarding closures, allowing employees that can work from home, to do so, and other approaches to COVID-19 and employee issues.

Once this Health Emergency is over, KCAPTA will resume a regular schedule.

Recommendation
Information Only.

8. MISCELLANEOUS COMMENTS FROM STAFF: