

KINGS COUNTY AREA PUBLIC TRANSIT AGENCY
Board of Directors

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

Meeting Date: May 27, 2020
Time: 3:30 PM
Place: Tele-Meeting
Please call (415) 655-0003
Participant Code: 285 923 550 #

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.

- **WEB ACCESS:** To access the meeting via computer, please visit KART's website at <https://www.kartbus.org/category/board/> and click on the link that says **Join Meeting**. You may also join from your smart phone by downloading the WebEx Meetings app. After opening the app, click on **Join Meeting** and enter the meeting information. The meeting number is **285 923 550** and the password is **Kart0527**
- If you have trouble logging in through the internet, you may join the meeting via telephone by calling **(415) 655-0003**, then enter the access code of **285 923 550#**.
- 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 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. Any discussion of any consent item 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 April 22, 2020 B. Accounting Policies (70-0001 thru 70-0004) C. FCRTA Agreement	
4.	UNMET NEEDS REPORT	ACTION
5.	AWARD VANPOOL SERVICE PROVIDER CONTRACT	ACTION
6.	APPROVE RESOLUTION 20-06 AMENDING LCTOP PROJECTS	ACTION
7.	APPROVE RESOLUTION 20-05 ICMA 457	ACTION
8.	BUDGET PRESENTATION FY 2020/2021	INFORMATION
9.	APPROVE INCREASING CNG BUS ORDER	ACTION
10.	UPDATE ON ACTION PLAN FOR CORONAVIRUS	INFORMATION
11.	CLOSED SESSION REPORT	INFORMATION
12.	MISCELLANEOUS COMMENTS FROM STAFF	INFORMATION
13.	CLOSED SESSION Conference with Real Property Negotiator [Govt. Code Section 54956.8] Properties: APNs 012-042-017, 015, 014, 013, 012, 011, 010, 009, and 004 APNs 010-275-010, 009, 011 Agency Negotiators: Angie Dow, Ken Richardson Under Negotiation: Terms and Prices <i>*Report out actions taken</i> Conference with Labor Negotiator/Meet and Confer: [Govt. Code Section 54957.6] Negotiator: Angie Dow • Unrepresented Employees and Management	

Attachments:

A-Minutes of April 22, 2020
B-Accounting Policies
C-FCRTA Agreement
D-Unmet Needs Report

E- Resolution 20-06-LCTOP
F- Resolution 20-05-ICMA_457
G- FY 20/21 Budget

STAFF REPORT

3. CONSENT ITEM:

a. *Summary Minutes of Regular Meeting April 22, 2020*

b. *Accounting Policies*

Staff reviews and updates all financial policies and procedures as necessary. Below is a summary of the policies and procedures; minimal changes happened to the policies listed below. The policies with changes are indicated in red; in the cases where a rewrite of policies or procedures is rewritten, it is presented as rewritten.

In October 2019, Kings County changed the financial system from eFinance to Finance Enterprise, which affected multiple financial processes. In February 2020, KCAPTA introduced a new Point of Sale system for Concessions and Ticket Sales. The change of these systems affected the methods, which are described in the policies and procedures.

- **70-0001 – Financial Procedures** – *An overview of KCAPTA’s procedures detailing Levels of Authority, Responsibilities of Financial Operations, and Internal Controls. Minor changes were made to add the position of Accountant/Auditor.*
- **70-0002 – Claims Procedures** – *Instructions on how to process a request for payment. Due to the changes in the financial system, this policy was rewritten.*
- **70-0003 – CalCard Procedures** – *Instructions on the use of the documentation and processing of CalCard purchases. As KCAPTA uses the CalCards through Kings County, a portion of these procedures are provided by Kings County. KCAPTA’s changes and additions were incorporated into the procedures.*
- **70-0004 – Cash Handling Policy** – *This policy is regarding the handling and processing of funds received by KCAPTA. Due to the multiple changes with the systems, this policy was rewritten to update the current practices.*

All of the policies and procedures that were updated continue to maintain the important aspects and requirements of the financial policies.

c. *FCRTA Contract*

The Regional Transportation Plan for Fresno County proposes the provision of public transportation service between Laton in Fresno County and Hanford in Kings County and Fresno Medical Transit from Hanford through Laton to the Fresno area hospitals. Fresno County Rural Transit (FCRTA) provides assistance to subsidize Route 14-Laton and Route 17-Fresno. Staff recommends that the Board authorize the Executive Director to sign the contract with FCRTA.

4. UNMET TRANSIT NEEDS REPORT (Jami Holloway):

Public Hearings were held before the KCAPTA Board on February 26, 2020, and March 25, 2020. Staff has prepared a report listing all comments received from the public hearings; this includes comments submitted by individuals who wrote, telephoned, emailed, or appeared at on the public hearings. Staff has attempted to address all comments received.

Recommendations

This is an information item; no action is required.

5. AWARD VANPOOL SERVICE PROVIDER CONTRACT (Angie Dow):

In February, Staff released a Request for Proposal(RFP) for Vanpool Service Providers. Initially, the proposal was due March 27, 2020; however, due to COVID19, the due date was amended to April 27, 2020. The RFP was solicited in the newspaper and posted on our website. The RFP was sent to two vendors. Only one vendor responded to the RFP. Staff did reach out to the other vendor with no response.

Since only one bid was submitted, Staff reviewed the procurement process to determine if any requirements would limit participation. The Staff decided that the procurement process did not limit participation, and the proposal submitted by Enterprise Rent-A-Car Company of Sacramento, LLC (Enterprise), was responsive and met all of the RFP requirements.

Enterprise's "Commute with Enterprise" is an alternative commuting solution founded in 1994 that has become one of the largest and most cost-effective vanpool operations in the nation. They provide Vehicle choice, comprehensive maintenance, ride-matching technology, Driver approvals, insurance coverage, invoicing and fare collections, program marketing, and NTD reporting.

Enterprise will furnish, insure, and administer the Vanpool program. Enterprise will enter into rental agreements with van poolers, which allows for flexible vehicle changes and termination of the vanpool if necessary. Enterprise also handles maintenance, billing, and other scenarios. Enterprise will retain ownership of the vehicles; KCAPTA is not obligated in any vehicle lease or purchase.

If approved, KCAPTA will enter into an Agreement with Enterprise to provide Non-Exclusive Vanpool Service. Under this agreement, KCAPTA will provide subsidies, up to KCAPTA's funding allocation for the program, to vanpools that meet KCAPTA eligibility requirements. Enterprise will reduce each subsidized vanpool price to participants by at least equal to the amount of the subsidy.

Recommendation

Staff recommends the Board approved the Non-Exclusive Vanpool Service Agreement with Enterprise and authorized the Executive Director to sign Agreement No. 2007.

6. APPROVE RESOLUTION 20-06 AMENDING LCTOP PROJECTS (Angie Dow):

COVID-19 crisis has reduced our ridership by 54%. When the shelter in place order and other restrictions have been lifted, ridership will not return to the same level before the crisis. Staff estimates that it will take at least a year for ridership to recover, and under our current local route structure, not all riders will return.

Staff has researched how to increase ridership during the remainder of the crisis, after the crisis, and to increase ridership numbers before COVID19.

KCAPTA's core service area is in the City of Hanford, with nine fixed routes. All but one route has 1-hour headways (headway is the frequency a bus is at a bus stop). Due to the State budget crisis in 2008, KCAPTA increased the headways on the Hanford routes, except for one route, from 30-minute headways to hour-headways. After the increase in headway, ridership dropped by 24%.

How frequently a transit route operates makes a difference between a rider being able to depend on transit to be there when they need it, or a rider needing to plan their life around transit. Studies have shown that the most

successful systems have the highest frequencies. The more frequent services are, the more convenient and draw more passengers. The increased frequency will increase total ridership.

Staff is proposing we postpone starting Sunday service and increasing the frequency on Hanford Routes 1, 2, 3, 4, 5, 7, 8, & 9 to every 30-minutes. Sunday ridership estimates were based on 75% of the average Saturday ridership. With current restriction, Saturday ridership had declined by 34%. It means Sunday ridership will be much lower than projected, with average ridership between 350 and 400 trips, total ridership for the day on most routes will be about 20.

Increasing weekday ridership will slightly increase ridership during the crisis while still maintaining social distancing requirements. After the crisis has ended, ridership will continue to grow to exceed the pre-2008 levels. Before 2008, Hanford's annual ridership was at 677,000 trips, compared to the last fiscal year of 404,000 trips. This demonstrates that frequency impacts ridership.

The cost of increasing the frequency is \$322,655, and Staff is proposing we reprogram prior year and current year Low Carbon Transit Operations Program (LCTOP) funds for \$204,365; the remaining funds will be funded with our Federal funds.

Staff is proposing Amending the following Low Carbon Transportation project.

Delete the following projects:

- Bus Stop Amenities (16-17-D06-074 & 17-18-D06-095) \$ 62,293
- Free or Reduced Fares (15-16-D6-86 & 16-17D06-074) \$ 24,072
- Sunday Service (Pending) \$118,000

Add the following project:

- Increase Route Frequency (Hanford Area) \$204,365.00

If approved, Staff will submit a Corrective Action Plan (CAP) to Caltrans for approval.

Recommendation

Staff recommends the Board approve Resolution 20-06 reprogramming prior-year LCTOP projects and current year LCTOP project.

7. AWARD DEFERRED COMP PROVIDER: (Heather Corder):

KCAPTA currently has a Government 457 Deferred Compensation plan under MassMutual for the existing and future employee deferred compensation accounts. Eligible employees can enroll in the Plan to save a portion of their salary to enhance their retirement income. They may direct their account balances among a range of investment options.

After a competitive bidding process, the County of Kings selected ICMA as the sole provider for the County's Deferred Compensation Plan, effective June 8, 2020. The Kings County Board of Supervisors authorized KCAPTA to become an associate organization. As an associate organization, KCAPTA employees will have the same investment options with similar pricing to Kings County employees. To complete the process, KCAPTA needs to adopt the attached resolution.

Recommendation

Staff recommends that the Board approve Resolution No.20-05.

8. BUDGET PRESENTATION FY 2020/2021 (Heather Corder):

The attached budget is presented at this time for review only. The final budget for approval will be submitted at the June meeting. The total budget for the fiscal year 20/21 is \$15,669,542 and is balanced. This is an increase of \$8.2 million or 110%. A majority of this increase is in the Capital Asset budget, which increased from \$4.1 million to \$8.7 million.

Following is a detailed discussion of the budget line items and the increase or decrease from fiscal year 2019/2020. The budget is separated into four parts: *Salary, and Benefits; Services, and Supplies; Capital Assets, and Revenues.*

Salary and Benefits – At the time of presentation, the salary and benefits are estimated, the numbers will be confirmed before the presentation at a future date. The Health insurance cost has been received from Kings County, and the costs have increased by 7.6%. Another increase is the CalPERS rate and the Unfunded Liability amount.

Services and Supplies - The total budget for fiscal year 2020/2021 is \$6,248,410, which is an increase of \$1,026,550 or 20%. Listed below is a short discussion of each line item that has a variance of 5% from the fiscal year 2019/2020 budget.

- Supplies and Materials have increased to \$70,000 from \$30,000. This is a 133% increase over fiscal year 19/20. Supplies and Materials have \$42,000 in new expenses, \$12,000 is for hand sanitizer related to COVID-19, and \$30,000 is for the replacement of bus stop signs.
- Maintenance – Equipment increased from \$124,190 to \$150,000 or 21% in fiscal year 2020/2021. There were no new additions in this category. However, the budgeted amount for the purchase of GFI equipment was increased by \$20,000.
 - GFI is our farebox on the buses that were purchased in 2011. These machines have a lot of moving parts that can wear out with long term use. This amount was increased to ensure that KCAPTA has the funds to purchase replacement parts. As new buses are purchased, new GFI equipment is being placed in the new buses, so Staff expects this expense to decrease over time.
 - Another line item in the Maintenance – Equipment that increased substantially over the fiscal year 19/20 budget was CNG Equipment. With the emergency rebuild of the CNG Compressor prior this year, the budget was increased to ensure that a high level of maintenance is maintained.
- Maintenance SI&G did not increase from fiscal year 19/20; however, there is \$15,000 of new expenses in this category. This new expense is for janitorial service. Currently, Staff cleans the office, but due to COVID-19, professional service is needed for deep cleaning and disinfecting. Staff was able to keep the total line items total by reviewing all expenses and weighing them against the current economic climate.
- Fuel and Oil – The budget for 2020/2021 reflects a 19% decrease over the prior year for Fuel and Oil. This decrease is \$75,000, which represents, in part, the impact of COVID-19 on gas prices.
- Memberships – Although it is not a significant dollar amount, the percentage amount that this line item decreased was 75%. In fiscal year 2019/2020, the budget for memberships is \$15,000, and in fiscal year 2020/2021, the budget is presented as \$3,800. This reduction is realized by reviewing all

of the memberships KCAPTA was a member of and weighing them against the current economic climate.

- Computer Software Expense – This line item increased from \$40,000 to \$65,100 or a 63% increase. This contains \$53,000 in new expenses, which is for the computer software Connexionz. When purchasing the software in 2014, five years of service were built into the original purchase price. The new cost is representative of the service cost for fiscal year 2020/2021.
- Professional and Special Services – This line item increased by \$1,010,000 or 24% over fiscal year 19/20. There are new services for \$1,224,000. These new services are the new voucher program for the existing and new vanpools. This expense is offset by revenues and a grant from the Low Carbon Transit Operations Program (LCTOP) funds.
- Outreach - An increase for \$10,000 or 33% this reflects an increase in the advertising.
- Publications increased from \$5,000 in FY 2019/2020 to \$8,000 in FY 2020/2021 for an increase of \$3,000 or 60%. This increase was due to an anticipated increase in the number of public notices that KCAPTA will be posting in fiscal year 2020/2021.
- Purchasing charges have increased from \$1,600 in fiscal year 2019/2020 to a total of \$2,500 in fiscal year 2020/2021. Kings County provides this service, and KCAPTA was provided the cost from Kings County.
- Utilities are budgeted to decrease from fiscal year 19/20 in the amount of \$2,000 or 7%. KCAPTA had budgeted for a significant increase in electricity than was realized. Using the history of fiscal year 2019/2020, KCAPTA feels confident that this can be reduced.
- In-Service Training has been canceled for fiscal year 2020/2021; for any training needed, the funds from Travel and Expense will be used.
- Info-Tech Services and CAP charges - \$35,000 – The County provides the budget for these items.

Capital Assets total budget for fiscal year 2020/2021 is proposed \$8,723,802. This is a 108% increase over the amended fiscal year 2019/2020 of \$4,185,057. Provided below is a description of each capital asset and how the project is being funded.

- Electric Bus - \$237,790 – This project is funded with a grant from the Low Carbon Transit Operations Program (LCTOP) funds.
- Electric Charger - \$71,250 – This project is in conjunction with the Electric bus and is funded in part by a Community Multi-scale Air Quality Module (CMAQ) grant with the remaining funded with the LCTOP grant.
- CNG Bus Repower - \$166,227 – This project is funded with State Transit Assistance (STA) funds and a State of Good Repair (SGR) grant.
- New transit center - \$3,298,865 – This project is funded with State Transit Funds (STA).

- Bus Stop Pads - \$9,000 – This project is funded with State Transit Funds (STA)
- Facility Improvements -\$30,000 – This project is funded with State Transit Funds (STA).
- 2 Admin Vehicles - \$65,000 – This project is funded with State Transit Funds (STA). However, the Staff is researching grant possibilities.
- Software - \$175,000 - This project is funded in its entirety with State of Good Repair (SGR) funds
- CNG Buses & Equipment - \$4,643,670 – This amount is for eight new CNG buses to be purchased in fiscal year 20/21. The buses are funded through a multitude of grants and State Transit Assistance (STA) funds. The Grants are a \$3.28 million 5339 competitive grant, \$461 thousand of a 5307 capital grant, \$104 thousand 5311 capital grant, and \$270 thousand in State of Good Repair (SGR) grant funds.
- Equipment - \$25,000 – This is funded entirely of State Transit Assistance (STA) Funds

Revenues - The fiscal year 2020/2021 budget is balanced. While the expenses increased over the fiscal year, 2019/2020, so have the revenues. A significant factor in the increase in revenues is using the Coronavirus Aid, Relief, and Economic Security (CARES) act to assist in the payment of increased expense or lost revenues due to the COVID-19 economic crises. Of the \$15.6 million in revenues, the CARES Act is 29% or \$4.485 million. Of our total budget, \$8.7 million in funding capital projects can be placed on hold if the estimates of funding are revised downward. Listed below is a detailed description of the revenue stream, the amount of funding projected to be received from that particular revenue stream, and, if relevant, a discussion of the use of the revenue stream.

- Sales and Use Tax (LTF) - \$450,000 – Received from a ¼ cent of the general sales tax created statewide. In fiscal year 2019/2020, KCAPTA has received \$1,200,000. Due to the local economic climate, this request was reduced by 62.5% or \$750,000. These monies can now be allocated to the Cities for streets and road projects.
- Rents and Concessions - \$12,400 – This is a decrease of 23% from fiscal year 2019/2020 budget, and Staff believes that it more accurately projects the revenues expected in the current economic climate. This revenue stream offsets the concession expense.
- Federal Assistance 5311 - \$269,794 – The 5311 program provides supplemental funding for public transit service in non-urbanized areas. These funds are used to offset the cost of the rural portion of the system.
- Coronavirus Aid, Relief and Economic Security (CARES) Act - \$4,485,544 – This act provided \$25 billion to transit agencies to help prevent, prepare for and respond to the COVID-19 pandemic. These funds are being used for operating expenses.
- FTA Section 5339 - \$3,308,370 – This grant provides funding to transit agencies to replace, reliability, and purchase buses and related equipment and to construct bus-related facilities. Funding is provided through formula allocations and competitive grants. A competitive grant for \$3,279,570 was awarded to KCAPTA with the remaining funds received from the formula allocation. The funds collected are being used to purchase the 7 CNG Buses.

- Community Multi-scale Air Quality Module (CMAQ) - \$57,000 – This grant has been approved for the Capital Project of putting in an Electric Charging station.
- State Transit Assistance Funds - \$1,371,834 – Funding provided by the state of California for the day to day operations of public transit. Due to the current economic climate and budget challenges the State of California is experiencing, all of the STA funding has been used to fund Capital Asset projects.
- Federal Assistance 5307 - \$3,166,339 – This funding makes federal resources available to urbanized areas for operating assistance and transportation-related planning. The funds received are being used to purchase 1 CNG Bus and the Demolition, Design, and Construction of the New Transit Center.
- State of Good Repair - \$461,525 – This grant provides capital assistance for maintenance, replacement, and rehabilitation projects to help transit agencies maintain assets in a state of good repair. These funds are being used for multiple capital projects.
- Low Carbon Transit Operations Program (LCTOP) - \$529,686 – These funds are provided to public transportations agencies throughout California for operations that reduce greenhouse gas emissions. These funds must be programmed and approved; one of the projects using theses funds is the vanpool subsidies project.
- Other Governmental Funds - \$60,000 – Funds received from other governmental entities to KCAPTA.
- Passenger Fares – This revenue stream has been broken into two parts for further clarity.
 - Passenger Fares received from Van Pools – \$934,800 - This is the amount of fares expected from the Van Pool voucher program. It offsets the expense in Professional and Special Services.
 - Passenger Fares - \$488,000 – These are the funds received from passengers on the bus and through the sale of monthly passes. This projection is 25% lower than the fiscal year 19/20 budget and takes into account the reduction in ridership due to COVID-19.
- Advertisement Revenue – \$30,000 - These funds are received from vendors to pay for Advertising on KCAPTA buses and shelters. The amount budgeted is reduced from fiscal year 19/20 by 33% to reflect the current economic outlook.
- Misc. Income – \$40,650 - The revenue received here is for revenues not classified in other line items. This classification is used for revenues generated from the sale of compressed natural gas (CNG) low carbon fuel standard (LCFS) Credits. This had been adjusted down by 19% to reflect current trends.

Recommendation
Information only

9. APPROVE INCREASING CNG BUS ORDER (Angie Dow):

At our April meeting, the Board approved ordering 6 CNG Buses from Gillig. These buses are funded by a competitive grant the Agency received and are scheduled for delivery in April 2021.

KCAPTA currently has four (4) CNG Buses that have more than 400,000 miles. Useful bus life is measured in either years (14 years) or miles (500,000). These buses are less than 10-years old and currently have between 458,000 and 418,000. Initially, these buses were scheduled to be replaced in FY 21/22; however, due to the mileage and the effect the Gillig plant closure due to the COVID-19 crisis will have on delivery schedules, Staff is requesting the Board approved increasing our order from 6 to 8 - 35' CNG Buses.

These buses will be funded with our Federal State of Good Repair funds (5339) and our Federal 5307 funds. If approved staff will contact Gillig and issue a revised Purchase Order in the amount not to exceed \$4,285,189. These buses are funded with:

5339 (b) Competitive Grant - \$3,213,891
5339 Bus & Bus Facility Annual Apportionment - \$535,649
5307 Annual Transit Apportionment - \$535,649

Recommendation

Staff recommends the Board approve increasing our order with Gillig from 6 buses to 8 buses and authorization the Executive Director to issue a revised purchase order in an amount not to exceed \$4,285,189.

10. 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.

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.

MV has taken steps to protect both the drivers and passengers from COVID-19 following CDC recommendation. Both MV and Staff are working with our supplier to get the recommended PPE for drivers, hand sanitizers, and other cleaning supplies.

COVID-19 "shelter in place" orders and various other restriction has had a significant impact on ridership nationwide, and overall our ridership has decreased by 59%. Saturday ridership has reduced by 34%.

Typically, weekday ridership is approximately 2,100 trips per day. Current weekday ridership is about 1,000 trips per day. Saturday ridership is around 900 trips per day. Currently, there are 600 trips per day.

KCAPTA staff and all transit systems have turned our focus on what transit will look like post COVID19 and how to rebuild ridership. At next month's meeting, KCAPTA will hold a public hearing on Staff's proposed system modification for fiscal year 2020/2021. These changes include modifying weekday schedule hours, postponing starting Sunday service, and increasing route frequency on our Hanford Routes. These changes, as well as some technology that will be introduced to the public in July, will begin KCAPTA's rebuilding of our ridership.

Lastly, Staff was looking at reopening our Administrative Offices, which were closed as of March 23, 2020, on June 1. On May 12, we received guidance on how to reopen from the State of California. Following the guidance, Staff drafted a worksite-specific COVID-19 prevention plan for the Offices. As part of the Plan, Staff completed a risk assessment. In assessing our risk, we determined that although we want to reopen, it would unnecessarily jeopardize the well-being and safety of our employees during the virus outbreak. The safety of KCAPTA's

employees and the safety and well-being of our customers is our foremost concern. The Administrative Offices will remain closed, and Staff will continue to work from home.

Recommendation
Information Only

11. CLOSED SESSION REPORT

For the purpose of reporting out, for the record, a transaction that occurred as a result of Closed Session Real Property Negotiations:

Buyer: Kings County Area Public Transit Agency

Seller: Phyllis Ormonde

APNs: 012-042-004; 012-042-009; 012-042-010; 012-042-011; 012-042-013; 012-042-014; and
012-042-015

Purpose: New Transit Center Location

Purchase Price: \$982,000

Closing Date: April 29, 2020

Project Manager: Angie Dow

Recommendation
Information

12. MISCELLANEOUS COMMENTS FROM STAFF: