

ATTACHMENT A

Minutes of May 27, 2020



KCAPTA

Kings County Area Public Transit Agency

610 W. 7th St. • Hanford, CA 93230 • (559) 852-2692 • www.kartbus.org

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, or please contact the Clerk of the Board at (559) 852-2692, by 4:00 p.m. on the Monday prior to 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

Action Summary *Tele-Meeting*

Regular Meeting – April 22, 2020

Place: Board of Supervisors Chambers
Administration Building
Kings County Government Center, Hanford, CA

KCAPTA Board: Glenda Woolley, Avenal City Council
Martin Devine, Hanford City Council
Joe Neves, Kings County Supervisor
Doug Verboon, Kings County Supervisor
John Plourde, Lemoore City Council

Staff: Angie Dow, Executive Director
Jami Holloway, Transit Manager
Heather Corder, Accountant/Auditor
Mark Pedreiro, Facilities & Fleet Specialist
Maria Ortiz, Finance Specialist
Elaine Rector, Transit Assistant

Legal Counsel: Kenneth Richardson

Visitors: Teresa Nickell
Craig Wilson

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 join in 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 smartphone 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

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

1. **CALL TO ORDER:**

Roll Call-Clerk of the Board

Pledge of Allegiance-Commissioner Neves

5 present (MD, JN, JP, DV, GW) (DV joined @ 3:55)

2. **UNSCHEDULED APPEARANCES:**

This time is made available for comments from the public on matters within the Board's jurisdiction that are not on the agenda. Members of the public may comment on any item that is on today's agenda when the item is called and should notify the Chairman of their desire to address the Board when the item is called. A maximum of (5) five minutes is allowed for any one item.

No comments were received.

3. **CONSENT CALENDAR:**

All items under the consent calendar are considered to be routine and will be enacted by one motion. For any discussion of an item on the consent calendar, it will be removed at the request of any Board Member and made a part of the regular agenda.

A. Summary Minutes of Special Meeting March 25, 2020

B. Accounting Policies (70-0001 thru 70-004)

C. FCRTA Agreement

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (MD, JN, JP, GW) 1 ABSENT (DV)

Regular Agenda Items

4. **Unmet Needs Report:**

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.

ACTION: INFORMATION ITEM

5. **Award Vanpool Service Provider Contract:**

Staff released a Request for Proposal (RFP) for Vanpool Service Providers. Only one vendor responded to the RFP Enterprise 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 will retain ownership of the vehicles. Staff recommends KCAPTA 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.

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (MD, JN, JP, GW) 1 ABSENT (DV)

6. Approve Resolution 20-06 Amending LCTOP Projects:

COVID 19 crisis has reduced KART ridership by 54%. Staff estimates it will take at least a year to recover ridership. Staff has researched ways to increase ridership during the remainder of the crisis, after the crisis and to increase ridership numbers to where they were before COVID 19. Staff is proposing amending the following Low Carbon Transportation projects.

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

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

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (MD, JN, JP, GW) 1 ABSENT (DV)

7. Approve Resolution 20-05 ICMA 457:

KCAPTA currently has a Government 457 Deferred Compensation plan under MassMutual for the existing and future employee deferred compensation accounts. 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. Staff recommends that the Board approve Resolution 20-05.

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (MD, JN, JP, GW) 1 ABSENT (DV)

8. Budget Presentation FY 2020/2021:

Staff Accountant Heather Corder gave a presentation regarding the budget for FY 2020/2021. The total budget is \$15,669,542 and is balanced. This is an increase of \$8.2 million; a majority of this increase is in the Capital Assets. Staff will bring the final budget to the June meeting for approval.

ACTION: INFORMATION ITEM

9. **Approve Increasing CNG Bus Order:**

At our April meeting, the Board approved ordering six 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.

Staff is requesting the Board approved increasing the order from six to eight 35' CNG Buses. These buses will be funded with Federal State of Good Repair funds (5339) and Federal 5307 funds. If approved, Staff will contact Gillig and issue a revised Purchase Order in the amount not to exceed \$4,285,189.

ACTION: APPROVED AS PRESENTED 5 IN FAVOR (MD, JN, JP, DV, GW)

10. **Update on Coronavirus:**

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 with current weekday ridership at about 1,000 trips per day. Saturday ridership is around 900 trips per day, with current ridership about 600 trips per day.

KCAPTA staff and all transit systems have turned our focus on what transit will look like post-COVID-19, 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.

ACTION: INFORMATION ITEM 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
Purpose: New Transit Center Location
Closing Date: April 29, 2020

Seller: Phyllis Ormonde
Purchase Price: \$982,000
Project Manager: Angie Dow

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

12. **Miscellaneous Comments from Board and Staff:**

Craig Wilson, with MV Transportation, stated that the entire team is working hard to ensure the buses remain clean; driver training has come to a halt due to the DMV offices being closed due to COVID-19.

**Nothing to report out of closed session.*