

# **ATTACHMENT A**

Minutes of June 24, 2020

**KCAPTA****Kings County Area Public Transit Agency**610 W. 7th St. • Hanford, CA 93230 • (559) 852-2692 • [www.kartbus.org](http://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 – June 24, 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: Mistie Kirtley  
Teresa Nickell  
Jerad Raper  
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](mailto:info@kartbus.org). To provide such comments by U.S. Mail, please send them to: Clerk of the Board of KCAPTA, 610 W. 7<sup>th</sup> St., Hanford, CA 93230*

1. **CALL TO ORDER:**

Roll Call-Clerk of the Board

Pledge of Allegiance-Commissioner Neves

4 present (MD, JN, DV, GW) 1 absent (JP)

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 Meeting June 24, 2020

B. Resolution 20-07 LCTOP

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

**Regular Agenda Items**

4. **Public Hearing to Receive Comments on Service Changes:**

Each year staff evaluates the system to determine service efficiency and effectiveness. KART has recently seen a sharp decline in ridership due to COVID 19. Due to the uncertainty of when the ridership will be reinstated, sTaff has requested changes to the service hours and routes with an effective date of August 01, 2020. The local Hanford routes 1-9 will operate every thirty minutes, ending service by 7 pm Monday thru Friday. Route 20 will operate every thirty minutes but on a modifies schedule. The following stops would be eliminated, West Hills College, Kings River Apartments and Bush & Bell Haven. These stops will be added to the Lemoore Flex Route. The Hanford stops will be added from the 4:35 PM run on Route 12 to the 11:00 AM run and the West Hills College stop would be eliminated. The hours of operation for the Information Window at the terminal will be modified to 10 AM to 3 PM. Sunday service was initially set to begin July 1<sup>st</sup>, but due to the loss of ridership, Staff recommends this is cancelled until further notice.

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



5. **Adopt FY 2020/2021 Operating & Capital Budget:**

The FY 2020/2021 budget presented for approval 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. 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. Services and Supplies total budget for fiscal year 2020/2021 is \$6,246,810, which is an increase of \$1,024,950 or 20%. Capital asset's total budget for fiscal year 2020/2021 is proposed \$8,761,802. This is a 108% increase over the amended fiscal year 2019/2020 of \$4,185,057. 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 of the 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 \$15.7 million in revenues, the CARES Act is 29% or \$4.525 million. Of our total budget, \$8.7 million in funding capital projects which can be placed on hold if the estimates of funding are revised downward. Staff recommended the Board adopt the budget for FY 2020/2021.

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

6. **Approve the Purchase of Driver Barriers for the Fixed Route Fleet:**

Staff recommends that the Board approve purchasing up to 20 driver barriers from Driverguard, Inc. and authorize the Executive Director to issue a purchase order in an amount not to exceed \$40,000.

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

7. **Adopt KCAPTA's Public Transportation Agency Safety Plan:**

On July 19, 2018, The Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule, 49, CFR Part 673. The PTASP regulation requires recipients and sub-recipients of financial assistance under the Urbanized Area Formula Program (FTA Section 5307) to have an Agency Safety Plan in place no later than July 20, 2020. In light of the extraordinary operational challenges presented by the COVID-19 public health emergency, FTA issued a Notice of Enforcement Discretion, effectively extending the PTASP compliance deadline from July 20, 2020, to December 31, 2020. These Agency Safety Plans support the application of a proactive, risk-based approach to managing transit safety, including processes and procedures to implement standardized safety management systems.

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

8. **Approve Prolite Signs In-Lieu Relocation Claim:**

In April 2020, KCAPTA acquired seven (7) properties from Phyllis Ormonde. There was only one active business, Prolite Signs, located on one of the seven properties that relocated due to the acquisition. Under MAP-21 (Moving Ahead for Progress in the 21<sup>st</sup> Century) effective July 6, 2012, Prolite Signs was entitled to Relocation Assistance. Our consultant, ARWS, worked with Prolite Signs to determine the type of relocation assistance needed.

Prolite Signs is entitled to a relocation payment for moving and related expenses and could elect to be reimbursed for actual reasonable moving cost or an In-Lieu Payment based on their annual earnings. After discussing the options with our relocation consultant, ARWS, Prolite Signs submitted a claim for an in-lieu payment. The claim and supporting documentation were reviewed and approved by our relocation consultant, ARWS. Based on Prolite Signs supporting documentation, they are entitled to the maximum amount fixed payment amount of \$40,000.

Staff and the attorney has reviewed the claim and supporting documentation and agree with the ARWS's calculation for the in-lieu payment amount. Staff recommends the Board approve the In-lieu Claim submitted by Prolite Signs and authorize payment for 40,000.

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

9. **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

Mark Pedreiro with KCAPTA extended thanks to MV Transportations Maintenance Team for their hard work with continuously keeping the buses on the road.

*\*Nothing to report out of closed session.*