

**KINGS COUNTY AREA PUBLIC TRANSIT AGENCY**  
**Board of Directors**

610 W. 7<sup>th</sup> Street - Hanford, California 93230 (559) 852-2692 [www.kartbus.org](http://www.kartbus.org)

**Meeting Date:** October 28, 2020  
**Time:** 3:30 PM  
**Place:** Virtual Meeting  
Please call (415) 655-0003  
Participant Code: 133 460 5579#

*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. 7<sup>th</sup> Street, Hanford, CA 93230.*

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**VIRTUAL-MEETING BOARD AGENDA**

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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 smartphone by downloading the WebEx Meetings app. After opening the app, click on **Join Meeting**, and enter the meeting information. The meeting number is 133 460 5579# and the password is **Kart1028**
- 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 133 460 5579#
- 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](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

<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> A. Summary Minutes of Regular Meeting September 23, 2020	<b>ACTION</b>
4.	APPROVE KCAPTA SPECIAL DATE/TIME	<b>ACTION</b>
5.	AUTHORIZE FREE TRANSIT FOR THE MONTH OF DECEMBER	<b>ACTION</b>
6.	DISCUSSION ON KCAPTA VANPOOL PROGRAMS	<b>INFORMATION</b>
7.	DISCUSSION ON NEW BUILDING TRANSIT CENTER DESIGN AND USAGE	<b>INFORMATION</b>
8.	APPROVE COLLEGE OF THE SEQUOIAS (COS) AGREEMENT	<b>ACTION</b>
9.	REQUIRE ALL PASSENGER TO WEAR FACE COVERING	<b>ACTION</b>
10.	MISCELLANEOUS COMMENTS FROM STAFF	<b>INFORMATION</b>
11.	CLOSED SESSION	

**Conference with Real Property Negotiator** [Govt. Code Section 54956.8]

Properties: APNs 012-042-017 and 012-042-012,

APNs 010-275-010, 009, and 011

Agency Negotiators: Angie Dow, Ken Richardson

Under Negotiation: Terms and Prices

**Conference with Labor Negotiator/Meet and Confer:** [Govt. Code Section 54957.6]

**Negotiator: Angie Dow**

- Unrepresented Employees and Management

**Attachments:**

A-MINUTES OF SEPTEMBER 23, 2020

B- KART TRANSIT CENTER NARRATIVE

C-COLLEGE OF THE SEQUOIAS (COS) AGREEMENT

D- CDC GUIDELINES FOR FACE MASKS ON PUBLIC TRANSIT

## **STAFF REPORT**

### **3. CONSENT ITEM:**

#### ***a. Summary Minutes of Regular Meeting September 23, 2020***

### **4. APPROVE KCAPTA SPECIAL MEETING DATE/TIME (Angie Dow):**

KCAPTA historically combines the November and December regularly scheduled meetings, so there is no conflict with the Holidays. Staff coordinate the Special Meeting Date with Kings County Association of Governments Special November/December Meeting.

#### **Recommendation**

Staff recommends the Board approve the Special Meeting date of December 9, 2020, at 3:30 PM and cancel the November 25, 2020, and December 23, 2020, regularly scheduled meetings.

### **5. AUTHORIZE FREE TRANSIT FOR THE MONTH OF DECEMBER (Angie Dow):**

KCAPTA has \$76,606 in Low Carbon Transit Operations Funds (LCTOP) for fixed-route free fare days. Staff is proposing to use the funds to promote transit by offering free rides on the fixed routes during December 2020.

The Free Transit would only be available on Fixed Routes, Paratransit, and Flex Routes would not qualify, per the funding guidelines.

#### **Recommendation**

Staff recommends the Board authorized Free Fixed Route for December 2020.

### **6. DISCUSSION ON KCAPTA VANPOOL PROGRAM (Angie Dow):**

As discussed at our previous meeting, Staff presented a letter to Kings County Association of Government to withdraw from CalVans. Our request was based on several issues with CalVans, including; bad financial decisions, including issuing over 3.5 million dollars in debt that was not approved by the Board of Directors, significant operating losses, and the inaccuracy of NTD reporting.

The Vanpool programs provide safe and reliable transportation options for Kings County residents and generate approximately \$1.3 million in Federal Transit Funding (FTA) used by KCAPTA to support our public bus system. At this point, the future of CalVans is uncertain.

To secure the \$1.3 million in FTA funding, KCAPTA contracted with Enterprise to operate KCAPTA Commuter Vanpool Program. There is currently 27 Vanpool using KCAPTA system. Our goal is to have 62 Vanpool using our vanpool program. Staff estimates approximately 30 vanpool groups are using CalVans program. If KCAG Board approves withdrawing from CalVans, we will request the 30 vanpool groups be transitioned into our program during the six (6) month withdraw process. This will have no impact on our current year budget.

The Farm Labor Vanpool groups will be more difficult, if not impossible, to transition. A Farm Labor Vehicle is defined as any motor vehicle designed, used, or maintained to transport nine or more farmworkers. Farm Labor Vehicles have both the California Department of Motor Vehicle regulation and the Department of Labor. Since Enterprise does not offer a Farm Labor Vanpool option, KCAPTA would need to operate this program directly.

This would include but is not limited to, vans, insurance, and maintenance. Although we were unable to get historical data from CalVans that would allow us to project Kings County demand for vans accurately, it appears that demand begins slowly in April with 5 vans, peak 33 vans (unknown when or how long this peak last), and ends by November with 0 vans in service. This is a 6 to 7-month operating window. Two issues would prevent KCAPTA from providing this service.

1. Staff has been developing the budget for Farm Labor Vanpools and have not been able to get reasonable insurance quotes. Due to significant loss insurance companies have incurred in California, companies are not providing new insurance coverage. The cost of the insurance is extremely high at \$500 a month per vehicle.
2. Because of the seasonal operations of the Farm Labor Vanpools (6 to 7 months), the cost to operate the system would need to be amortized over 6 to 7 months. This would make it cost prohibited for the users of the system.

It will not be feasible for KCAPTA to provide the Farm Labor Vanpool service. We will need to research other options, such as a volunteer driver program.

#### Recommendation Information Only

#### **7. DISCUSSION ON NEW BUILDING TRANSIT CENTER (ANGIE DOW):**

Staff has prepared a draft narrative that describes the New KART Transit Center Project vision and goals. This document will promote the project, support complete grant applications, and support our Joint Development Approval request to the Federal Transit Administration (FTA). The document was written to be descriptive and should invoke a vision of the completed project.

During the site selection process, a preliminary drawing shows a multi-story building; however, due to parking requirements and funding limitations, Staff is suggesting the project be designed as a single-story building.

#### **Parking Requirements**

The City of Hanford requires 1 space per 250 square feet for offices, 1 space per 150 square feet for restaurants, and 1 space per 300 square feet for retail stores. Per Staff's calculation, we could be 23 spaces short. KCAPTA would have to pay into the City's Parking fund \$4,000 per space we are lacking.

#### **Funding Limitations**

Staff will be applying for various FTA grants for the design and construction of the project. Commercial Space will not be eligible for FTA funds; Also, there will be a 20% match requirement for the FTA funds (estimate match requirement \$6 million). KCAPTA will need to seek State funds or secure a loan for the Commercial Development portion and match criteria.

#### **Next Steps**

Staff is preparing our Joint Development Approval request to FTA. To complete the form, Staff had to calculate the square footage related to transit and the amount of square footage related to commercial development. Per our

calculation, the total gross square footage of the project is 174,240, 165,240 (95%) related to transit activities, and 9,000(5%) related to commercial development.

At our next Board meeting, Staff will be requesting the Board approve establishing a sub-committee and approving Staff recommendation of individuals on the sub-committee. The sub-committee will review the architect and engineering proposal and recommend the contract award to the board. They will also be working with the architect in the actual design of the KART Transit Center.

### **Recommendation**

Information Only

### **8. APPROVE CONTRACT WITH COLLEGE OF THE SEQUOIAS (COS) (HEATHER CORDER):**

In the Fall of 2010, the COS Student Bus Pass Program was approved by a COS Student Body vote. The Bus Pass Program allows COS students unlimited rides on all of Tulare County Transit Systems and KART. The COS students pay a \$5 fee for full-time students or a \$4 fee for part-time students as part of their tuition beginning the spring semester of 2011. In May of 2014, the COS Student Body voted to increase the student fees to \$9 for five or fewer units and \$10 for six or more units per semester. The COS Board of Trustees contributes \$1 per enrolled student.

Originally, COS remitted the funds to Tulare County Association of Governments (TCAG), based on a formula, TCAG would distribute the funds (less an administrative fee) to participating transit systems. In May of 2014, TCAG modified the formula and the requirement to qualify for the funds. At that time, Staff recommended, and the Board approved that KCAPTA does not participate in the COS Student Bus Pass Program.

The COS Board of Trustees believed that the COS Student Bus Pass Program was essential to students attending college and worked with KCAPTA Staff on a direct agreement between COS and KCAPTA. This agreement allows the COS Students unlimited rides on the Fixed and Flex Route System. Qualified ADA clients fares would be paid for on a per-trip basis.

The current contract will expire on December 31, 2020. Staff is recommending KCAPTA renew the contact another year, January 1, 2021 – December 31, 2021, for the same terms and conditions.

### **Recommendation**

Staff recommends that the Board approve the 1-year Transit Service Agreement 2102 with COS and authorize the Board Chair to sign the Agreement.

### **9. REQUIRE ALL PASSENGER TO WEAR FACE COVERING: (Angie Dow):**

On October 20, 2020, the Centers for Disease Control and Prevention (CDC) provided guidelines for wearing face coverings on public transportation and transportation hubs. The CDC is strongly recommending face coverings to be worn by all passengers and all personnel operating public transit.

According to the CDC, people should wear face coverings that cover both the mouth and nose when waiting for, traveling on, or departing from public transit. Operators transporting people should refuse to board anyone not wearing a face covering and require all people on board, whether passengers or employees, to wear face-covering for the duration of travel except in the following circumstances:

- Brief periods while eating, drinking, or taking medication;
- Unconscious, incapacitated, unable to be awakened, or otherwise unable to remove the mask without assistance; and

- When necessary to temporarily remove the face covering to verify one identity.
- For children under the age of 2-years old.

Public transportation operators should ensure that any person on the bus wears a mask when boarding, disembarking, and for the duration of travel. Depending on the circumstances, operators should take the following action:

- Provide information to people purchasing tickets or otherwise booking transportation
- Board, only those people who wear appropriate face coverings
- Monitor for any person who does not wear a mask and seek compliance from such person; and
- At the earliest opportunity, disembark any person who refuses to comply
- If possible, have masks available for those passengers who do not have a face covering.

Mask use may be exempted for the following categories of people:

- A child under the age of 2;
- A person with written instructions from a licensed medical provider to not wear a mask;
- A person with a disability, mental health condition, or sensory sensitivity that prevents that person from wearing a mask;
- A person who is hearing impaired, or communicating with someone who is hearing impaired, when the ability to see the mouth is essential for communication;
- A person for whom wearing a mask would create a risk to workplace health, safety, or job duty as determined by the relevant workplace safety guidelines or federal regulations; or
- A person operating or essential to operating a bus for whom wearing a mask would interfere with that person's ability to operate the bus safely.

CDC is providing this guidance further to support state and local health authorities, transportation partners, and operators who have implemented requirements for masks to support passengers and employees, maintain safe and operational transportation systems, mitigate further introduction and spread of COVID-19, and help safely re-open the economy.

Given CDC guidelines and because we are heading into a period where another surge is expected, Staff is recommending KCAPTA follow the CDC guidelines with an effective date of November 16<sup>th</sup>. This will allow Staff time to work with MV Transit and notify the public of the new requirement. After November 15<sup>th</sup>, any individual not wearing a face covering will not be allowed to board the bus.

### **Recommendation**

Staff recommends the Board follow the CDC guidelines mandating face covering on the bus.

### **10. MISCELLANEOUS COMMENTS FROM STAFF:**