

**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:** February 23, 2022  
**Time:** 3:30 PM  
**Place:** Virtual Meeting  
Please call (415) 655-0003  
Participant Code: 2452 702 3777#

*If you need special assistance to participate in this meeting or language assistance, please contact the Clerk of the Board at (559)852-4623 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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Pursuant to Government Code section 54953 as amended by AB361 and pursuant to the California Governor Gavin Newsom issued Executive Order N-15-21, 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 AB 361, 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 2452 702 3777#, and the password is **Kart0223**
- 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 **2452 702 3777**
- 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:

<b><u>ITEM #</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ACTION</u></b>
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>	<b>ACTION</b>
	A. Summary Minutes of Meeting January 26, 2022	
	B. Finding of Necessity and Reaffirming Resolution No. 22-03	
	C. KART Operational Statistic	
4.	PUBLIC HEARING TO RECEIVE COMMENTS ON UNMET TRANSIT NEEDS	<b>ACTION</b>
5.	APPROVAL OF THE PURCHASE OF TRASH RECEPTACLES	<b>ACTION</b>
6.	ADOPT RESOLUTION 21-05 AUTHORIZING EXECUTIVE DIRECTOR TO APPLY FOR 5310 FUNDS	<b>ACTION</b>
7.	FINANCIAL UPDATE	<b>INFORMATION</b>
8.	MISCELLANEOUS COMMENTS FROM STAFF	<b>INFORMATION</b>

**Attachments:**

- A – MINUTES OF JANUARY 26, 2022
- B – UNMET TRANSIT NEEDS COMMENT
- C – RESOLUTION 22-05

## STAFF REPORT

### 3. CONSENT ITEM:

#### *A. Summary Minutes of Meeting January 26, 2022*

#### *B. Finding of Necessity and Reaffirming Resolution No. 22-03*

On October 27, 2021, the Board began holding public meetings under the abbreviated teleconference provisions of AB361. To continue holding teleconferenced meetings under these provisions, the Board must find within thirty (30) days and every thirty (30) days thereafter that the conditions necessary to invoke such provisions continue to exist.

Staff recommends that the KCAPTA Board reaffirm all facts and findings in Resolution No 22-03, authorizing the KCAPTA Board to continue to meet by remote teleconference, subject to the requirements of Assembly Bill 361.

#### *C. KART Operational Statics*

The Transportation Development Plan (TDP) for Kings County establishes operational performance standards for KCAPTA transit operations. Staff uses these standards to evaluate specific needs for transit services and develop plans for improvements and service revision. Monthly, Staff evaluates KCAPTA operational performance and compares them to the standards set in the TDP. Performance monitoring is also required as part of our Title VI Program.

Per KCAPTA Title VI Program (June 2019-2022), on-time performance and farebox recovery rates should be reported monthly to the Board. Monitoring and reporting of these standards allow Staff and the Board to ensure operational practices do not result in discrimination on the basis of race, color, or national origin. In the past, this was information included in the Annual Financial Report; however, it was noted in our review of our Title IV Program that this information should be reported to the Board monthly. Below is our YTD (Fiscal Year 2021/2022) farebox recovery and on-time performance by route and service type.

ROUTE	FAREBOX % (Standard 15%)	ON-TIME PERFORMANCE (Standard 85%)
1	Hanford Routes 6.19%	95.16%
2		98.13%
3		98.40%
4		98.55%
5		98.53%
6		97.74%
7		97.19%
8		98.71%
9		96.90%
12	5.78%	93.88%
13	3.81%	94.66%
14	4.14%	96.32%
15	11.96%	95.99%
17	9.59%	96.52%
20	6.62%	98.50%
PARATRANSIT	7.36%	
FLEX ROUTE	5.85%	

Due to the effects that COVID has had on ridership, the KART system is not meeting the required 15% farebox recovery. The State of California has waived this requirement until the end of FY 2023.

**4. PUBLIC HEARING TO RECEIVE COMMENTS ON UNMET TRANSIT NEEDS (Mark Pedreiro)**

Each year KCAPTA holds Public Hearings to receive testimony concerning any unmet transit needs that may exist within our service area that is reasonable to meet. Staff will review, evaluate, and make recommendations on any needs identified during the public hearing period.

Hearing notices were posted at the Hanford Transit Center, KART Administration Office, in the local newspaper, and on the KART website.

One comment was received via email. This comment is attached to the agenda.

**Recommendation**

Open Hearing/ Receive Comments/Close Hearing

**5. APPROVAL OF THE PURCHASE OF TRASH RECEPTACLES (Oscar Gonzalez):**

In Fiscal year 21/22, Staff budgeted for 20 new trash can receptacles to replace current dated receptacles. Staff researched and received three quotes from vendors.

Vendor	Price
Tolar Manufacturing	\$22,021
Trash Cans Warehouse	\$23,837.80
Global Industrial	\$27,649.05

Staff recommends the purchase of Trash Receptacles be awarded to the lowest bidder, Tolar Manufacturing. Tolar is based out of Corona, CA. Every Tolar structure is engineered and complies with local building codes.

**Recommendation**

Staff recommends the Board approve the purchase of (20) trash receptacles from Tolar Manufacturing and authorize the Executive Director to issue the purchase order.

**6. ADOPT RESOLUTION 22-05 AUTHORIZING THE EXECUTIVE DIRECTOR TO APPLY FOR 5310 FUNDS (Heather Corder):**

Staff is requesting the Board adopt resolution 22-05 authorizing the Executive Director to submit a request for Federal Transit Administration (FTA) Section 5310 Funding to the California Department of Transportation (Caltrans). FTA Section 5310 provides capital, operating assistance, and mobility management grants for public agencies in providing transportation service to meet the needs of elderly persons and persons with disabilities. KCAPTA will be using these funds to operate door-to-door service from Avenal to Hanford and Lemoore for shopping and doctor’s appointments. This service will be open to the senior and disabled population of Avenal.

**Recommendation**

Staff recommends if the Board adopt Resolution 22-05 authorizing the Executive Director to submit a request for FTA Section 5310 Funding.

**7. FINANCIAL UPDATE (Heather Corder):**

The purpose of the mid-year budget report is to provide an overview of KCAPTA’s expenses and revenues through January for the Board’s information and provide a link between the budget, the financial records, and the independent

financial audit. KCAPTA's adopted budget for the current fiscal year is \$10.26 million. At the end of January 2022, seven months into a twelve-month budget, expenditures totaled \$3.8 million, representing 24% of the budget. Below is an overview of KCAPTA's Expenses and Revenues:

A detailed listing of individual accounts is attached for the Board's information. The following highlights the expense and revenue categories through January.

- **Salaries and Benefits:**  
Through the end of January 2022, \$370 thousand has been expended on Salaries and Benefits. This is approximately 56% of the budget. Staff estimates that the overall Salaries and Benefits category is anticipated to be within the budgeted amount at year-end.
- **Services and Supplies:**  
At the end of January 2022, expenditures under the Services and Supplies category totaled \$1.09 million; this represents 39.5% of the yearly budget. Some items of note are described below.
  - Expenditures for KCAPTA's Insurance, Memberships, and Auditing are billed in the first half of the fiscal year and can lead to those areas appearing inflated.
  - Expenditures for COVID expenses are separated for reporting purposes and therefore do not indicate a budget. The budget for COVID expenses are included in the Professional & Special Services and Supplies and Materials line items.
- **Other Charges:**  
This budget category contains expenses associated with IT and Cost Allocation from the County. As of January 2022, KCAPTA has been charged three of the four quarters for the Cost Allocation and seven of the twelve for IT charges.
- **Capital Assets:**  
Staff is currently completing the budgeted capital projects for 2021/2022.
- **Revenues**  
KCAPTA's revenues total \$3.89 million; this represents 29% of the total amount budgeted. Some items of note are listed below.
  - KCAPTA has received the full apportionment of LTF funds for the fiscal year.
  - STA funds are distributed quarterly, and KCAPTA has only received one of the four quarterly payments.
  - Advertising revenues have exceeded the budget as of January 31<sup>st</sup>.
  - 5307 and 5311 are reimbursement grants. Staff will continue to make requests each quarter.
  - Other Transit Funds are funds that are requested by invoice. KCAPTA has currently only invoiced two quarters this year.
  - Passenger fares for ticket sales are at 76% of the budget; Staff believes that ridership will continue to increase in the future.

Staff anticipates that revenues will continue to increase by year-end.

KCAPTA's fiscal year 2021-2022 budget continues to be financially sound. Each category is projected to be near their budgeted amounts by year-end. No budget adjustments are recommended at this time. If future modifications are needed, Staff will bring forth those requests for consideration to the Board.

### **Recommendation**

Informational item only

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