

KINGS COUNTY AREA PUBLIC TRANSIT AGENCY
Board of Directors
Special Meeting (Time and Place)

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

Meeting Date: May 25, 2022
Time: 2:00 PM
In Person: City of Hanford Council Chambers
400 N Douty Street
Hanford, CA 93230
Virtual: <https://www.kartbus.org/category/board/>
Phone: (415) 655-0003
Participant Code: 2464 759 5262#

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. 7th Street, 230.

HYBRID MEETING AGENDA

KINGS COUNTY AREA PUBLIC MEETING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19

California Governor Galvin Newsom signed into Law AB 361 on September 16, 2021, relating to the convening of public agency meetings via teleconference in light of the COVID-19 pandemic. Under this authority, the Kings County Area Public Transit Agency will convene its public meetings via video and teleconference. Pursuant to AB 361, and as advised by local Health Officials, The Kings County Area Public Transit Agency, Agency staff, and interested members of the public may attend the meeting in person.

The meeting can also be attended telephonically or by the Internet by clicking this link: <https://www.kartbus.org/category/board/> and click on the link that says **Join Meeting**. 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 **2464 759 5262**. Members for the public attending via WebEx will have the opportunity to provide public comment during the meetings.

Members of the public who wish to comment 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 comment 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 sent them to: Clerk of the Board of KCAPTA, 610 W 7th Street, 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 Meeting April 27, 2022 B. Finding of Necessity and Reaffirming Resolution No. 22-03 C. KART Operational Statistics	
4.	UNMET NEEDS REPORT	INFORMATION
5.	PRESENTATION OF TRIENNIAL PERFORMANCE REPORT	INFORMATION
6.	ADOPT THE FISCAL YEAR 2022/2023 SALARY RESOLUTION AND SALARY INCREASES	ACTION
7.	APPROVE KCAPTA FY 2022/2023 OPERATING AND CAPITAL BUDGET	ACTION
8.	UPDATE ON THE REGIONAL MULTI-MODAL TRANSIT CENTER	INFORMATION
9.	MISCELLANEOUS COMMENTS FROM STAFF	INFORMATION

Attachments:

- A – MINUTES OF APRIL 27, 2022
- B – UNMET NEEDS REPORT
- C – RESOLUTION 22-10
- D – FY 22-23 BUDGET

STAFF REPORT

3. CONSENT ITEM:

A. Summary Minutes of Meeting April 27, 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 6.29%	95.81%
2		97.85%
3		98.48%
4		98.17%
5		98.50%
6		96.97%
7		96.89%
8		98.55%
9		96.95%
12	6.29%	95.05%
13	4.66%	92.13%
14	5.32%	97.36%
15	10.79%	96.06%
17	8.19%	97.05%
20	6.99%	98.34%
PARATRANSIT	7.98%	
FLEX ROUTE	5.35%	

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. Unmet Transit Needs Report (Mark Pedreiro):

KCAPTA held a public hearing before the KCAPTA Board on February 23, 2022 to solicit comments from the public on any unmet transit need that may exist in Kings County.

This process allowed individuals to comment in person at the February 23, 2022 public hearing or to submit comments by phone, mail or email.

Five comments were received and analyzed by staff. Only two of the five comments received were classified as unmet transit needs, the other three comments were operational requests. Staff addressed all comments received regardless of their classification and has issued our report (Attachment B).

Staff has submitted our report to KCAG and the SSTAC.

Recommendation

This is an information item; no action is required.

5. Presentation of Triennial Performance Report (Heather Corder/Kathy Chambers):

The California Public Utilities Code requires all recipients of the Transit Development Act (TDA Article 4 funding to complete an independent audit on a three-year cycle to maintain TDA funding eligibility. The Triennial Performance Audit is designed to be an independent and objective evaluation of the Kings County Area Public Transit Agency (KCAPTA) as a public transit operator, providing operator management with information on the economy, efficiency, and effectiveness of its programs across the prior three years (Fiscal Years 18/19 to 20/21).

In addition to assuring legislative and governing bodies (as well as the public) that resources are being economically and efficiently utilized, the Triennial Performance Audit fulfills the requirements of PUC Section 99246 (a) that the Regional Transportation Planning Agency (Kings County Association of Governments) designate an entity other than itself, to conduct a performance audit of the activities of each operator to whom it allocated TDA funds.

In 2021, Kings County Association of Governments selected Moore & Associates, Inc. to prepare the Triennial Performance Audits. Kathy Chambers will present the finding of the Triennial Performance Audit to the Board. A copy of the full report is attached.

Recommendation

This is an information item only.

6. Adopt the Fiscal Year 2022/2023 Salary Resolution and Salary Increases (Angie Dow):

The Salary Resolution reflects proposed salary increases as listed below.

- A 3% Cost of Living increase for employees and the Executive Director effective June 27, 2022 (Pay Period #14)
- Bilingual pay for the Transit Assistant and Fiscal Specialist at \$50 per pay period.

Overall salaries and benefits will increase by \$21,750 from the prior fiscal year.

All of the changes noted in the agenda item are reflected in the new salary resolution.

Recommendation

Staff recommends the Board Adopt Salary Resolution 22-10.

7. Approve KCAPTA FY2022/23 Operating and Capital Budget (Heather Corder):

The attached budget (Attachment D) is presented for approval. The total budget for fiscal year 22/23 is \$22,220,622 and is balanced. This is an increase of \$11.9 million. The majority of the increase is in the Capital Asset budget, which increased from \$2.6 million to \$14.2 million.

Following is a detailed discussion of the budget line items and the increase or decrease from the fiscal year 2020/2021. The budget is separated into four parts, Salary and Benefits, Services and Supplies, Capital Assets, and Revenues.

Salary and Benefits – Salary and benefits increased from the prior fiscal year. This is due to scheduled step increases among staff and a cost of living increase for all KCAPTA employees. The Health insurance cost has been received from Kings County and the costs will remain the same as the fiscal year 2021/2022.

Services and Supplies total budget for the fiscal year 2022/2023 is \$7,257,150, increasing by \$256,685 or 3.7%. Listed below is a short discussion of each line item with a variance of 5% from the fiscal year 2021/2022 budget.

- Supplies and Materials decreased from \$70 thousand to \$12 thousand or -82.8%. This substantial decrease is due to the preplanning and purchase of bus passes in FY 21/22 which will carry over into FY 22/23. Also, a reduction in cost of items required during the COVID-19 outbreak.
- Communication decreased from \$55 thousand to \$46 thousand or -16.3%. This decrease is correcting the budget from FY 21/22.
- Insurance has decreased from \$50 thousand to \$45 thousand or -10% in the fiscal year 2022/2023. This decrease is due to a lower-than-expected cost for insurance of the new property.
- Office Expenses decreased from \$35 thousand to \$18 thousand or -48.6%. This decrease is due to KCAPTA renegotiating our deal with the cable provider and reducing the amount of supplies purchased.
- Maintenance Equipment decreased from \$150 thousand to \$115 thousand or -23.3%. The decrease it is to bring the budget back in line with actual expenses.
- Maintenance SI&G decreased from the fiscal year 2021/2022 from \$40 thousand to \$24 thousand. This decrease is \$16 thousand or a -40% decrease. This decrease is due to removing the budget for a janitor.
- Fuel and Oil – The budget for 2022/2023 reflects a 13% decrease over the prior year for Fuel and Oil. This decrease is \$85 thousand. While this line item is decreased, the total cost still represents the expected increase in fuel prices combined with the increase in miles traveled by KCAPTA buses.
- Memberships – The budget for memberships increased from \$3,800 to \$5,500 or 44.7% increase. This is due to KCAPTA adding becoming a member of an organization that we were not previously.
- Professional and Special Services – This line item increased by \$485 thousand or 8.5% over fiscal year 21/22. This increase represents an increase in the contract with MV Transportation.
- Legal – An increase of \$8,800 as KCAPTA will be going to out bid in FY 22/23 and expect an increase in costs.
- Outreach - A decrease in the amount of \$5,670 or 11.9% reflects a decrease in the purchasing of SWAG. Staff has purchased new SWAG in FY 21/22 and does not expect to need more in FY22/23.
- Auditing has increased by \$10 thousand or 33.33% due to the agreement
- Computer Software has decreased from \$90 thousand to \$67 thousand or -25.6%. This decrease is due in part to a capital project to update computer software.
- Concessions decreased from \$8,400 to \$7,500 or -10.71%. This is to bring the budget in line with actual.
- Travel increased from \$21k to \$25k or 19.05%. This increase is due to more trainings being offered as the County recovers from COVID. Staff will be attending more trainings than in prior year.
- Utilities increased from \$28K to \$30K or 7.14% to reflect the increased cost of utilities.

Capital assets total budget for the fiscal year 2022/2023 is proposed \$14,227,122. This is an increase over the fiscal year 2021/2022 capital budget of \$2,566,280. This increase is mostly due to the construction portion of the Transit Center beginnings. Provided in the Budget book is a detailed description of each capital asset and how the project is being funded.

The fiscal year 2022/2023 budget is balanced. While the expenses increased over the fiscal year 2021/2022, so have the revenues. A major factor in the increase of the revenues is due to a KCAPTA using a large amount of grants in the fiscal year 2022/2023. Of the \$22.3 million in revenues, 54% is from Federal funds, 30% of State and local, 10% from KCAPTA reserves, and 6% from Fares. Listed below is a detailed description of the revenue streams, the amount of funding projected to be received from that revenue stream, and if relevant, a discussion of the use of the revenue stream.

- Sales and Use Tax (LTF) - \$2,599,245 – Received from a ¼ cent of the general sales tax created statewide.
- Rents and Concessions - \$57,910 – This is a decrease of \$6 thousand from the fiscal year 2021/2022 budget. This decrease is due to a projected decrease in concession revenues.
- Federal Assistance 5311 (CRRSAA) - \$504,694 – 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.
- FTA Section 5339 - \$1,065,108 – 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.
- State Transit Assistance Funds - \$3,070,859 – Funding provided from the state of California for the day-to-day operations of public transit.
- Federal Assistance 5307 - \$10,420,756 – This funding makes federal resources available to urbanized areas for operating assistance and transportation-related planning. This includes CARES act funding.
- State of Good Repair - \$506,785 – 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) - \$363,313 – These funds are provided to public transportation agencies throughout California for operations that reduce greenhouse gas emissions. These funds must be programmed and approved. One of the projects using these 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 to be received from the Van Pool voucher program. It offsets the expense in Professional and Special Services.
 - Passenger Fares - \$330,000 – These are the funds received from passengers on the bus and through the sale of monthly passes. This projection is 32% higher than the fiscal year 21/22 budget and considers the recovery in ridership due to the recovery from the impact of COVID-19.
- Advertisement Revenue – \$45,000 - These funds are received from vendors to pay for Advertising on KCAPTA buses and shelters. The amount budgeted is increased from fiscal year 21/22 by 50% to reflect the current economic outlook.

Recommendation

Staff recommends the Board Adopt the fiscal year 2022/2023 Budget.

8. UPDATE ON THE REGIONAL MULTI-MODAL TRANSIT CENTER: (Angie Dow)

The Executive Director will provide an update on the Regional Multi-Modal Transit Center.

Recommendation

This is an information item, no action is required.

9. MISCELLANEOUS COMMENTS FROM STAFF:

Since the beginning of the COVID19 Pandemic, the drivers have continued to provide the best service to our community transporting our citizens to critical services. As we come out of the pandemic, drivers are still dealing with the effects of the Pandemic. One of those effects is driver shortage. The reality of this driver shortage is that drivers cannot take extra days off (vacation) because there are no drivers available to take their route.

The KART Drivers have shown dedication to serving our community, taking only necessary or mandated days off (sick leave). MV Transit has actively been recruiting drivers but has seen as others nationwide that there is a shortage of employees in many industries, not just transit.

As we approach the summer months and many of us are able to take a few extra personal days, I ask that you think of our Drivers and their dedication to serving our community. I also encourage everyone to visit our Transit Center (504 W 7th Street) and take a moment to say Hi to the drivers and thank them for their dedication.