

**ATTACHMENT A**  
**MINUTES OF OCTOBER 26, 2022**



# 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) 852-4623, 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*

## ***Action Summary Hybrid Meeting: Virtual or In-Person***

### **Special Board Meeting (Time and Place) – October 26, 2022**

**In-Person:** City of Hanford Council Chambers  
400 N Douty  
Hanford, CA 93230

**Virtual:** Zoom Meeting

KCAPTA Board: Diane Sharp, Hanford City Council  
Joe Neves, Kings County Supervisor  
David Orth Lemoore City Council  
Doug Verboon Kings County Supervisor

Staff: Angie Dow, Executive Director  
Heather Corder, Accountant-Auditor  
Geneieve Morales, Transit Assistant  
Oscar Gonzalez, Facilities and Fleet Specialist  
Mark Pedreiro, Transit Manager

Legal Counsel: Ken Richardson, Legal Counsel

Visitors: Terri King, KCAG  
Teresa Nickel, KCAG  
Jaime Smith, MV  
Jared Raper, MV

### **1. CALL TO ORDER:**

Roll Call-Clerk of the Board  
4 Present (DS,JN,DO,DV) 1 Absent (AP)

### **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.*

There were no comments or items addressed in person or online.

### **3. CONSENT ITEMS:**

*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 September 28, 2022

No comments or questions were received.



**ACTION: APPROVED AS PRESENTED 4 IN FAVOR (DS,JN,DO,DV) 1 ABSENT (AP)**

**Regular Agenda Items**

**4. APPROVAL OF SURPLUS PROPERTY DISPOSAL (Heather Corder):**

In early September, KCAPTA and MV staff reviewed the asset list and updated the list with assets that need to be surplus. All items were depreciated as of 06/30/2022

The Board declare the assets listed above surplus and authorize the Executive Director to dispose of the assets.

**ACTION: APPROVED AS PRESENTED 4 IN FAVOR (DS,JN,DO,DV) 1 ABSENT (AP)**

**5. APPROVE PURCHASE OF WHEEL BALANCER (Angie Dow):**

The HIT 6000-22V, wheel balancer could not be repaired, the machine was obsolete and parts were no longer available.

Staff requested MV Maintenance Manager Jerad Raper to get a quote to replace the unit. The total cost of the equipment is \$18,232.50. The replacement of this machine was not included in our Fiscal Year 22/23 Capital Budget.

The Board approved the purchase of the Wheel Balancer and the Budget Amendment.

**ACTION: APPROVED AS PRESENTED 4 IN FAVOR (DS,JN,DO,DV) 1 ABSENT (AP)**

**6. SCHEDULE SPECIAL NOVEMBER/DECEMBER BOARD MEETING (Heather Corder):**

Staff coordinates the Special meeting date with the Kings County Associations of Governments Special November/December Board Meeting. This year, KCAPTA and KCAG determined December 7<sup>th</sup>, 2022, as the best date for the special meeting.

The Board approved the Special November/December meeting date of December 7th, 2022 at 2 pm.

**ACTION: APPROVED AS PRESENTED 4 IN FAVOR (DS,JN,DO,DV) 1 ABSENT (AP)**

**7. REJECT ALL BIDS FOR THE BUS STOP MAINTENANCE SERVICE (Angie Dow):**

The RFP was sent to three entities, and only one proposal was received. The Bus Stop Maintenance contract is funded with federal funds, some of which come through the State of California, Caltrans. As required by Caltrans, the procurement process and the subsequent award must be reviewed by Caltrans. KCAPTA also has a procurement policy staff follows.

The price proposal received was 69% above the ICE. Staff discussed our options with Caltrans and determined that the price was unreasonable. Our options would be to go through the RFP process again or staff the position in-house.

Given our future needs with the new transit center, staff determined that it would be in our best interest to staff the position in-house. A Position Analysis Questionnaire has been submitted to Kings County Human Resources to create the new position, and we anticipate presenting this at our December meeting for Board Approval.

Our current contract will expire on October 31, 2022, and creating and staffing this position will take 3 to 4 months.

The Board Rejected all bids received for RFP 2122-03 Bus Stop Maintenance and authorized the Executive Director to issue a purchase order to Kings Rehab to continue to provide the service on a month-to-month basis.

**ACTION: APPROVED AS PRESENTED 4 IN FAVOR (DS,JN,DO,DV) 1 ABSENT (AP)**

**8. APPROVE UPDATE TO THE TRANSIT ASSET MANAGEMENT PLAN (Angie Dow):**

Effective October 2018, all Federal Transit Recipients were required to have a Transit Asset Management Plan adopted by the Board of Directors. The plan must be updated every four years, and the Board of Directors must appoint an Accountable Executive.

In September 2018, KCAPTA's Board adopted our Transit Asset Management Plan (TAM Plan) and appointed the Executive Director as the Accountable Executive.

Staff has prepared the required 2022 TAM Plan update for the Board to review and approve. The TAM Plan provides a "blueprint" of how KCPATA intends to implement the requirements of the Transit Asset Management to monitor and manage our assets. It is also included in performance measures and targets. KCAPTA TAM Plan only includes assets with a capital cost of \$50,000 or more.

The Board approve the 2022 Transit Asset Management Plan Update.

**ACTION: APPROVED AS PRESENTED 4 IN FAVOR (DS,JN,DO,DV) 1 ABSENT (AP)**

**9. UPDATE ON AVENAL "SHOPPING KART" (Mark Pedrerio/Geneieve Morales):**

Mark Pedrerio and Geneieve Morales discussed that KART has been doing three outreaches in Avenal to discuss the needs of the communities regarding access to buying groceries and transportation needs. This came about the "Avenal Shopping KART" service. KART has begun the program on Oct 15<sup>th</sup> and has gone back on Oct 22<sup>nd</sup>. Residents of the community have been coming to Hanford and buying groceries on Saturday trips that need to be scheduled prior to. Currently, KART is trying to move the "Avenal Shopping KART" to Tuesday, since now MV is fully staffed with drivers and a bus and driver can be used for this purpose. KART and the residents of Avenal are working together to do this option instead. KART will keep the Board updated on this project.

**Informational Item Only no action is required.**

**8. MISCELLANEOUS COMMENTS FROM STAFF:**

**Staff comments:**

Mark Pedreiro discussed the outreach event in Lemoore for Red Ribbon Week on October 24<sup>th</sup>. It was a success! Christmas parade with Ryder in Hanford Friday, November 25<sup>th</sup> Day After Thanksgiving, and in Lemoore Saturday, December 3<sup>rd</sup>.

**Operator's Perspective:**

Jaime Smith, MV: Currently has 35 licensed drivers, 1 waiting, 2 in classroom training. Currently have 2 DMV testers so other divisions are sending drivers to test. They are also looking for a bus washer Mon-Fri 1-9pm. [careers.mvtransit.com](http://careers.mvtransit.com)

**Legal Front:** Nothing to discuss.

**Commissioner's Comments:**

**D Sharp:** Winterland is starting November 19<sup>th</sup>, offering tents to rent for parties, and SMore's stations, hoping Channel 30 will do a live cam shoot to promote it, hoping the election is behind then can focus on the next event Chocolate and Wine event in December. Witches Night Out was a success! Sold out in a few minutes!

**D. Verboon:** Nothing to report, just finished harvesting!

**D Orth:** Christmas Parade on Dec 3<sup>rd</sup>, Tree lighting Nov. 27<sup>th</sup>. Research on possible shelter on Cinnamon/Hanford Armona, KART will follow up and bring it back to the next meeting.

**J Neves:** Suggested that the Can Food Drive be incorporated into the Hanford Christmas Parade. Joe may be dressed as Santa at the December meeting as he has other commitments prior to KCAPTA'S meeting.

Meeting Ended at 3:37 pm

**The next special meeting will be December 7th at @2:00 pm in the City of Hanford Chambers or virtually.**