

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: December 7, 2022
Time: 2:00 PM
In Person: City of Hanford Council Chambers
400 N Douty Street
Hanford, CA 93230

Virtual: Join Zoom Meeting
<https://us06web.zoom.us/j/82887975047?pwd=M01Pc21OcStKOG13Q2lIUldIRlIQUT09>
Meeting ID: 828 8797 5047
Passcode: **Kart1207**

Link to our Website: <https://www.kartbus.org/category/board/>

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. The 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.

HYBRID MEETING AGENDA

KINGS COUNTY AREA PUBLIC MEETING PROTOCOL IN RESPONSE TO CORONA VIRUS 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 via Internet by clicking this link **Zoom Meeting** address:

<https://us06web.zoom.us/j/82887975047?pwd=M01Pc21OcStKOG13Q2lIUldIRlIQUT09> and select **open zoom meeting**

Members of the public attending via **Zoom** will have the opportunity to provide public comments during the meetings. The link will be posted on our website: <https://www.kartbus.org/category/board/>

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 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. To provide such comments by U.S. Mail, please send 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> A. Summary Minutes of Meeting October 26, 2022	ACTION
4.	PUBLIC HEARING TO RECEIVED COMMENTS ON SERVICE MODIFICATIONS (Open Hearing/Receive Testimony/Close Hearing/Approve)	ACTION
5.	APPROVE CONTRACT WITH COLLEGE OF SEQUOIAS (COS)	ACTION
6.	KCAPTA FIXED ROUTE STUDY PRESENTATION AND REPORT	ACTION
7.	APPROVE NEW POSITION FOR CUSTODIAL AND MAINTENANCE WORKER AND SET THE SALARY RANGE	ACTION
8.	MISCELLANEOUS COMMENTS FROM STAFF	INFORMATION

Attachments:

- A – MINUTES OF OCTOBER 26, 2022
- B – AGREEMENT 23-03 - COS
- C – KART FIXED ROUTE STUDY REPORT
- D – KART FIXED ROUTE STUDY POWERPOINT
- E – KCAPTA CUSTODIAL AND MAINTENANCE WORKER JOB DESCRIPTION
- F – BUDGET TRANSFER FORM

STAFF REPORT

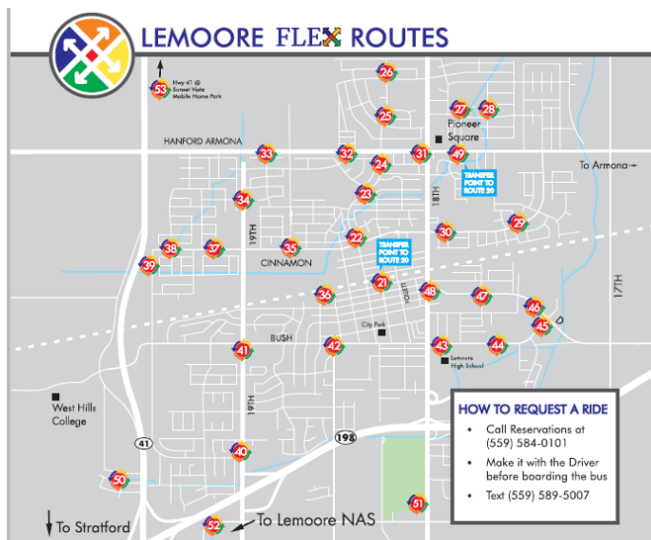
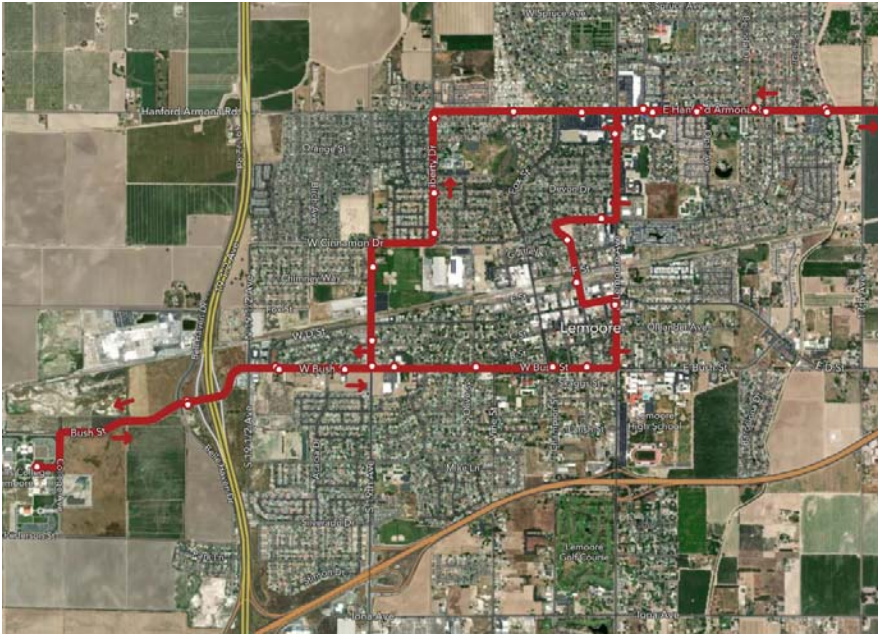
3. CONSENT ITEM:

A. Summary Minutes of Special Meeting October 26, 2022

4. PUBLIC HEARING TO RECEIVED COMMENTS ON SERVICE MODIFICATION(Angie Dow):

The City of Lemoore has only one route, Route 20. Route 20 is designed to connect Hanford and Lemoore to West Hills College. The Flex Route System was created in 2019 to move people around Lemoore. Flex Route Bus stops were established within the City of Lemoore. The difference between the Flex Route System and the Fixed Route System is on Flex Route riders request trips from a flex route stop to another flex route stop. On the Fixed Route the buses run on a set route and schedule.

ROUTE 20



On November 5, 2022, a Public Hearing Notice was published in the Hanford Sentinel, on KART's Social Media Pages, and the buses. The Public Hearing Notice proposed eliminating the Flex Routes System in Lemoore and adding a Demand Response Curb-to-Curb Service in Lemoore. The proposed Demand Response Fare would be \$3.00.

Staff continued to analyze the impact the proposed changes would have on the users. Currently, the curb-to-curb service is being offered in the City of Hanford and has been well received, but there are differences between the two cities. Hanford has 8 Fixed Routes available and the users can choose between using the \$1.25 option of the Fixed Route or opting for the convenience of a curb-to-curb service for a higher fare.

Lemoore only has one Fixed Route, eliminating the Flex Route Service would remove the ability of the user to choose a less expensive option. Staff is recommending continuing the Flex Route System in Lemoore and adding the option of a curb-to-curb service. This would allow users to choose the less costly, bus stop to bus stop option at \$1.25 per trip or the curb-to-curb service option at \$3.00 per trip.

Recommendation

Open the Public Hearing, Take Comments, Close the Public Hearing, and based on staff's recommendation and the testimony received approve staff's recommendation, modify staff's recommendation, or make no modification.

5. 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, 2022. Staff recommends KCAPTA renew the contact another year from January 1, 2023, to December 31, 2023, for the same terms and conditions.

Recommendation

Staff recommends that the Board approve the 1-year Transit Service Agreement 23-03 with COS and authorize the Board Chair to sign the Agreement.

6. KCAPTA FIXED ROUTE STUDY PRESENTATION AND REPORT (Angie Dow/Ronald Kilcoyne):

Kings County Association of Governments (KCAG) in conjunction with KCAPTA contracted with Transportation Management & Design, Inc. to perform a fixed route study to examine and determine the effect of relocating the Transit Center. For the past several months Transportation Management and Design, Inc. and KCAPTA staff have been hard at work on performing the study. Today Ronald Kilcoyne will be presenting a review of the final report.

Recommendation

Staff recommends that the Board accept the report.

7. APPROVE NEW POSITION FOR CUSTODIAL AND MAINTENANCE WORKER AND SET SALARY RANGE (Angie Dow):

In August KCAPTA released a Request for Bid for Bus Stop Maintenance Services. The one proposal received was 69% above KCPATA cost estimates. At our October 2022 Board meeting, KCAPTA's Board Rejected all bids and staff began the process of creating a new position that would among other tasks clean our bus stops.

In order to create the new position staff submitted a PAQ to Kings County Human Resources Department. This PAQ is used by the Department to create the Job Description and determine the appropriate pay scale.

Attached to your Agenda Package is the Job Description, Minimum Qualifications, and Experience required for the new position. Based on the market analysis completed by Kings County Human Resources Department the recommended salary for the proposed position is Salary Ranges 155.5, \$16.29 - \$19.88 per hour.

The Annual cost of the new position, including retirement, insurance, and taxes is \$50,401. Bringing these services in-house will result in a cost savings of \$20,000 per year.

This position was not included in the Fiscal Year 22/23 Operating Budget and if approved the Board would also need to the associated Budget Transfer Form.

Recommendation

Staff Recommends the Board approve (1) The creation of the KCAPTA Custodial and Maintenance Worker position with the Salary Range of 155.5, \$16.29 - \$19.88 per Hour. (2) Approved the Budget Transfer Form. (3) Authorize the Executive Director to recruit and fill the position as soon as possible.

8. MISCELLANEOUS COMMENTS FROM STAFF: