

KINGS COUNTY AREA PUBLIC TRANSIT AGENCY

Board of Directors

Special Meeting (Date, Time and Place)

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

Meeting Date: January 24, 2024

Time: 2:00 PM

In Person: City of Hanford Council Chambers
400 N Douty Street
Hanford, CA 93230
Avenal City Hall, Conference Room
919 Skyline Blvd.
Avenal, CA 93204

Join Zoom Meeting: <https://us06web.zoom.us/j/86361989526?pwd=DU4VbsZ3Hi51iHDgFonMAvQXK5jvPa.1>

Meeting ID: 863 6198 9526

Passcode: Kart01/24

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

KCAPTA hereby provides notice that effective March 1, 2022, it will return to in-person and public meetings.

Members of the public who wish to participate in this meeting can do so in one of the following three ways: **(1) by attending the meeting in person, (2) via Zoom Meeting, or (3) by submitting written comments** on any matter within the KCAPTA Board's subject matter jurisdiction, regardless of whether it is on the agenda for KCAPTA's consideration or action and those written 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 KCAPTA Office no later than 11:00 a.m. on the day of the noticed meeting. To submit written comments by email, please forward them to info@kartbus.org. To submit such comments by U.S. mail, please forward them to Clerk of the Board, KCAPTA at 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	<p><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></p> <ul style="list-style-type: none"> A. Summary Minutes of Hybrid Meeting December 06, 2023 B. KART Transit Center Construction Update C. Approve Contract with College of Sequoias (COS) 	ACTION
4. ACCEPT FISCAL YEAR 2022/2023 ANNUAL COMPREHENSIVE FINANCIAL REPORT		ACTION
5. AUTHORIZATION SOLICITATION OF PROPOSALS FOR COMMERCIAL REAL ESTATE AGENTS FOR THE SALE OF PROPERTY		ACTION
6. APPROVE PARKING COVENANT TO THE CITY OF HANFORD		ACTION
7. APPROVE EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT		ACTION
8. MISCELLANEOUS COMMENTS FROM STAFF		INFORMATION

Attachments:

- A – MINUTES OF DECEMBER 06, 2023
- B – FISCAL YEAR 2022/2023 ANNUAL FINANCIAL REPORT
- C – AGREEMENT 24-04 – COS
- D – EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT
- E – APPROVE PARKING COVENANT TO THE CITY OF HANFORD

STAFF REPORT

3. CONSENT ITEM:

A. Summary Minutes of Meeting December 06, 2023

B. KART Transit Center Construction Update:

Change Orders:

Description	Cost	Status	Remaining Contingency
Removal of Unforeseen Foundation	\$16,098	Completed	\$383,902
Removal of unknown UG pipe that were not marked or identified		Completed	
Sidewalk on 8 th Street removal and replace		Pending	
Add data jack to building offices		Pending	
Soil pumping issues: Identify source of water leak in easement		Pending	
Grade conflict between site improvements and existing utilities		Pending	

C. Approve Contract with College of Sequoias (COS)

In the Fall of 2010, a COS Student Body vote approved the COS Student Bus Pass Program. The Bus Pass Program allows COS students unlimited rides on 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 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 2014, TCAG modified the formula and the requirement to qualify for the funds. At that time, Staff recommended, and the Board approved that KCAPTA not participate in the COS Student Bus Pass Program.

The COS Board of Trustees believed the COS Student Bus Pass Program was essential to college students and worked with KCAPTA Staff on a direct agreement between COS and KCAPTA.

This agreement allows the COS Students unlimited Fixed Route System rides. Qualified ADA clients' fares would be paid for on a per-trip basis.

The current contract expired on December 31, 2023. Staff recommends that KCAPTA renew the contract for another year from January 1, 2024, to December 31, 2024, for the same terms and conditions.

4. ACCEPT FISCAL YEAR 2022/2023 ANNUAL FINANCIAL REPORT (Heather Corder):

It is a pleasure to submit the Annual Comprehensive Financial Report (ACFR) of the Kings County Area Public Transit Agency (KCAPTA) for the year ending June 30, 2023. The ACFR has become the standard format for presenting the results of KCAPTA's operations, financial position, cash flow, and related statistical information. The report enables the Agency to comply with the provision of the Single Audit Act, U.S. Office of Management, Budget, and State laws.

Management assumes full responsibility for the completeness and reliability of the information in this report, based upon a compressive framework of internal controls established for this purpose. As the cost of internal controls should not exceed anticipated benefits, the objective is to provide reasonable, rather than absolute assurance, that the financial statements are free from any material misstatement.

Brown Armstrong, Independent Auditors, have issued an opinion that the financial statements present fairly, in all material respects, the financial position of Kings County Area Public Transit Agency as of June 30, 2023, the respective changes in

financial position and cash flows thereof for the years then ended in conformity with the account principles general accepted in the United States of America.

A Brown Armstrong representative will attend the meeting and discuss the annual financial report in more detail.

Recommendation

Staff is recommending the Board accept the Fiscal Year 2022/2023 Annual Financial Report

5. AUTHORIZATION SOLICITATION OF PROPOSALS FOR COMMERCIAL REAL ESTATE AGENT FOR THE SALE OF PROPERTY (Angie Dow):

When the New KART Transit Center is completed in July 2025, KCAPTA will have two surplus properties.

- 504 W 7th Street – Current Transit Center
- 610 W 7th Street- Current Administrative Offices

Staff is requesting the Board authorize Staff to solicit proposals from qualified commercial real estate agents to list the two commercial properties available in July 2025.

A commercial realtor can provide in-depth knowledge regarding the market, negotiation skills, and innovative approaches to selling unique commercial properties. A commercial real estate agent receives a commission for selling a property. Typically, the commission for commercial property is in the 4-8% range of the sale price.

Commercial real estate agents are the go-between for all interactions involving the buyer and seller of a property. They promptly make offers and counteroffers between their clients and the other party and communicate questions or concerns. When an offer is accepted, they will help complete the paperwork correctly to transfer property ownership.

If approved by the Board, staff will request proposals, interview licensed and qualified commercial real estate agents, and bring our recommendations to the Board for approval once the process is completed.

Recommendation

Staff recommends the Board authorize staff to solicit proposals from licensed and qualified commercial real estate agents.

6. APPROVE PARKING COVENANT TO THE CITY OF HANFORD (Angie Dow)

In March 2014, KCPATA purchased the existing KART Transit Center (504 W 7th Street) from the City of Hanford. As a condition of the sale, KCAPTA was required to maintain at least sixty (60) vehicular parking stalls for public use.

Since KCAPTA is in the process of constructing a new Transit Center with a Park-N-Ride lot and will be selling 504 W 7th Street, staff request the City remove the Covenant on 504 W 7th Street and transfer the Covenant to the New Park-N-Ride Lot.

Staff has reviewed the Real Property Parking Covenant prepared by the City of Hanford, and the document was reviewed by KCAPTA Legal Counsel, who determined that it is in the best interest of KCAPTA to transfer the Covenant to the new Park-N-Ride Lot.

Recommendation

Staff recommends the Board approve Real Property Parking Covenant to the City of Hanford and authorize the Board Chairman to execute all required documents.

7. APPROVE EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT (Kenneth Richardson):

Before the Board for approval, the employment agreement between KCAPTA Executive Director Angie Dow, effective for a five year beginning January 2024.

The agreement was prepared at the direction of the Board from the December 2023 Board meeting. Both Legal Counsel and the Executive Director have reviewed the agreement and concur with the terms of the Executive Director's employment.

Recommendation

Authorize the Board Chairman to execute the employment agreement between KCAPTA and the Executive Director effective for five years beginning January 1, 2024.

8. MISCELLANEOUS COMMENTS FROM STAFF: