

ATTACHMENT A
MINUTES OF DECEMBER 11, 2024



KCAPTA

Kings County Area Public Transit Agency

610 W. 7th St. • Hanford, CA 93230 • (559) 852-2692 • 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 meeting will be available for public review at 610 W. 7th Street, Hanford, CA. 93230

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

Meeting Date: December 11, 2024

Time: 2:00 PM

In Person: Board Chambers-Admin Bldg 1, Kings Co Gov't Center Avenal City Hall, Conference Room
1400 W. Lacey Blvd, Hanford, CA 93230 919 Skyline Blvd.
Hanford, CA 93230 Avenal, CA 93204

Virtual: Zoom Meeting

KCAPTA Board: Joe Neves, Kings County Supervisor
David Orth, Lemoore City Council
Richard Fagundes (Alt), Kings County Supervisor
Alvaro Preciado, Avenal City Council
Absent, City of Hanford

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

Legal Counsel: Ken Richardson, Legal Counsel (Alt)

Visitors:
MV: Jared Raper, Robyn Reeves, Ramiro
Maldonado, KCAG: Terri King, IT-Kings
County, City of Lemoore Mayor, Patricia
Mathews, Brown Armstrong: Melissa
Cabezzas

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.

1. **CALL TO ORDER:**

Roll Call-Clerk of the Board

4 Present (JN,DO,RF,AP) 1 Absent (MD)

Richard Fagundes alt for Doug Verboon

2. **UNSCHEDULED APPEARANCES:**

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.

No comments in person, online or in writing.

STAFF REPORT

3. **CONSENT ITEM:**

A. *Summary Minutes of Meeting October 23, 2024*

ACTION: APPROVED AS PRESENTED 3 In Favor (JN,DO,AP) 1 Abstein (Fagundes) 1 Absent (Devine)

4. **ACCEPT FY 2023/2024 ANNUAL COMPREHENSIVE 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, 2024. 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, 2024, 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.

Melissa Cabezzas, Audit Manager from Brown Armstrong presented a PowerPoint presentation to the board going over the Annual Comprehensive Annual Report. She reported no findings, no problems with administration, and the audit went smoothly. Thanking the board and KCAPTA staff for their hard work. Looking forward to working with KCAPTA staff in the coming future audit, until FY27-28.

The Board accepted the Fiscal Year 2023/2024 Annual Financial Report.

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (JN,DO,AP,RF) 1 ABSENT (DEVINE)

5. **APPROVE AMENDMENT NO. 2 TO ENTERPRISE AGREEMENT 22-05 (Heather Corder):**

KCAPTA entered into an agreement with Enterprise Rent-A-Car Company for Vanpool Services for commuters in July of 2022. The agreement term was from July 1, 2022, to June 30, 2024. The agreement allows for four renewal periods of one year each. Any renewal or extension of the agreement must be in writing and signed by both parties to the agreement as a contract amendment.

Amendment #1 was approved by the board in June of 2024. This amendment extended the contract terms to June 30, 2025.

Amendment #2 will begin January 1, 2025, and remain in effect until June 30, 2025. KCAPTA has received grant funds that will provide \$500 per month for existing vanpools and \$650 per month for new vanpools. The effective date of these changes will be from January 1, 2025, until December 31, 2027. Each existing vanpool will have 24 months of subsidy.

KCAPTA will provide subsidies up to KCAPTA's funding allocation for the program to vanpools that meet KCAPTA's eligibility requirements. Enterprise will reduce the price of each subsidized vanpool for the participants equal to the subsidy amount. The amendment is for 2 years (1/1/25-12/31/27).

The Board approved Amendment #2 with Enterprise and authorize the KCAPTA Board Chair to sign Amendment #2 to Agreement # 22-05.

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (JN,DO,AP,RF) 1 ABSENT (DEVINE)

6. APPROVE AGREEMENT 2504 WITH CLEAN ENERGY FOR CNG COMPRESSOR REPLACEMENT

(Angie Dow):

The KCAPTA CNG Fueling Station was built in 2012 and was last updated in 2016. Vital improvements are needed to ensure safe and reliable fueling for KART's fleet of CNG fixed-route buses. Another CNG compressor was added in 2016.

On July 26, 2024, the Federal Transit Administration Announced the Fiscal Year 2024 Low or No Emission Program project selection. Of the 214 eligible projects submitted, only 62 projects were awarded. Staff is pleased to announce that one of the two competitive grant applications that were submitted was awarded, KCAPTA Rehabilitation of CNG Fueling Station, in the amount of \$1,610,875 which is 100% of the cost.

Staff worked with Clean Energy during the grant application process and named Clean Energy as a Project Partner. As a Project Partner, Clean Energy will replace the existing Knox 75 HP Compressor with a new ANGI compressor and related improvements, such as extending the concrete pad by adding a 6' X 10' pad, tying into existing above-ground low-pressure inlet piping, and above ground high-pressure outlet tube; New power conduits to the new compressor; Install new 400 A breaker in existing switchgear; and Install a manual transfer switch to switch between one compressor and the other. KCAPTA will have 2 working compressors.

If approved, since this project was not included in the KCAPTA Fiscal Year 2024/25 Capital Budget, the Board will need to approve the related budget appropriation.

The fueling station must be reliable to fuel the 24 CNG current bus fleet. KCAPTA currently has 2 compressors, one is not currently working. Part of the project for Clean Energy is to dispose of the compressor. When KCAPTA has to do maintenance to the system, fueling is done at Kings County fueling station, Lemoore or Visalia. The other compressor that is currently working will eventually need a maintenance major overhaul. So this compressor is necessary so it can be done and used while the other one is being maintained.

The Board approved Agreement # 2504 with Clean Energy in the amount not to exceed \$1,610,875 to replace the Knox Western CNG compressor and the related Budget Appropriation

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (JN,DO,AP,RF) 1 ABSENT (DEVINE)

7. GRANT OF EASEMENT TO SCE FOR UNDERGROUND UTILITIES AT THE NEW KART TRANSIT CENTER (Angie Dow):

KCAPTA has been working with various utility providers to convert all the overhead utilities in our Project area to underground.

The required Grant of Easement provides Southern California Edison (SCE) with access to its underground utilities.

The Board authorized the KCAPTA Board Chair to sign all required documents for the grant of Easement to SCE.

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (JN,DO,AP,RF) 1 ABSENT (DEVINE)

8. APPROVE CHANGE ORDER FOR THE KART TRANSIT CENTER CONSTRUCTION PROJECT (Angie Dow):

Quiring General has submitted Change Order # 38 in the amount of \$57,808.36 (PCO # 38)

The Proposed Change Order was issued in response to the City of Hanford Public Works Department's request to add (2) strain poles for holiday decorations with underground power.

When the Board awarded the Construction Contract to Quiring General LLC in October 2023, they included an "Owners Contingency" of \$400,000 (or 1% of the Contract Value). They Authorized the Executive Director to approve change orders up to the "Owner Contingency" amount. Construction Projects typically have between 5% (\$1,440,250) and 10% (\$2,880,500) contingency budgets for unexpected or unforeseen items. If approved, the total amount of Change Order Approved would be \$1,066,740.34, which is 3.7% of the Contract Value.

If approved, Quirings' total contract value would increase from \$29,813,931.98 to \$29,871,740.34, which is still within our project budget. The \$35 million allocated for this project currently is under budget. Some parts of the project have been taken out, like the security cameras and the alarm system it will be done by a third party. As well as given back credits on some items. If needed, LTF claim will be done to complete the City of Hanford's request for the 2 poles needed for banners and Christmas decorations, but for now, it is covered by KCAPTA. In a future meeting, there will be two orders coming to the board for approval, the curve, grind, asphalt, and time extensions. We are currently waiting for SCE energy for the east building. There are a lot of people working on this project and on-site at one time there are around 70 people. For a lot of local contractors, and local jobs, the average wage is \$50, and 90% of the employees are located in low-income areas. The project is expected to be completed in September 2025.

The Board Approved Proposed Change Order # 38 in the amount of \$57,808.36 and authorized the Executive Director to sign the Change Order.

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (JN,DO,AP,RF) 1 ABSENT (DEVINE)

9. APPROVE KCAPTA 2025 BOARD MEETING CALENDAR AND TIME (Maria Ortiz):

Staff proposes that the KCAPTA's 2024 regular meeting continue to be held every fourth Wednesday of each month at 2:00 p.m. at the Kings County Board of Supervisors Chambers. Attached is a calendar with the days of the meetings indicated.

The Board approved the KCAPTA 2025 Meeting Calendar

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (JN,DO,AP,RF) 1 ABSENT (DEVINE)

10. APPROVE AMENDMENT NO. 1 TO AGREEMENT WITH CLEAN ENERGY (Heather Corder):

On July 12, 2023, the U.S. Environmental Protection Agency published a final rulemaking known as the Biogas Regulatory Reform Rule (BRRR), which made certain amendments to the regulations governing generating renewable identification numbers on RNG. Due to the regulatory changes of the BRRR, KCAPTA needs to amend the RNG TC Agreement with Clean Energy. The attached amendment captures all of the necessary provisions of the BRRR.

The Board approved Amendment #1 with Clean Energy and authorized the KCAPTA Board Chair to sign Amendment #1

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (JN,DO,AP,RF) 1 ABSENT (DEVINE)

10.1 APPROVE AMENDMENT #4 WITH RRM DESIGN GROUP (Angie Dow):

In June of 2021, KCAPTA entered into Agreement 2104 with RRM Design Group (RRM) for the design and engineering services for the KART Multi-Modal Transit Center Project for \$1,697,674.00. On April 26, 2023, the Board approved Amendment # 1 \$68,400 to include the City of Hanford's required bulb-out design improvements on the corners surrounding our Project area. On September 27, 2023, the Board approved Amendment # 2 \$38,000 for additional costs associated with re-bidding the project after the first bidding process resulted in a single-bid situation. On February 28, 2024, the Board approved Amendment # 3 \$8,600 for the additional cost of redesigning the sewer lines due to unforeseen circumstances that will mitigate the existing conditions of the City of Hanford's sewer lines in the alley right of way.

RRM is requesting additional funds in the amount of \$321,560, Amendment # 4, for design modifications, unforeseen conditions, Buy America Act requirement changes to include the Build America Buy America Act, and schedule delays.

Staff and our Construction Management Firm, CM Construction, have reviewed RRM's request for additional compensation of \$321,560 and determined the request is fair and reasonable.

The Board approved Amendment No. 4 to Agreement 2104 with RRM Design Group, Inc., increasing the total compensation to \$2,134,234 and authorizing the Board Chair to execute Amendment No. 4.

Correction by Angie Dow: Amount supposed to be \$320,875 Total Contract Value is supposed to be \$2,133,549. Updated 14 months to 20 months. In the next meeting, there will be a request for \$ 70,000-time in compensation from the project consulting team related to time delay schedules. KCAPTA will work with Quiring to find out what these time delays/schedules will look like on their end. This increase in amounts is due mostly to the contract being awarded before the BABA compliance regulations. This Amendment is needed to move the construction project forward and to keep the RRM architects working through January 2025.

Ken Richardson, Legal stated that this was not an emergency item but an amendment to the existing agenda.

ACTION: APPROVED AS PRESENTED 4 IN FAVOR (JN,DO,AP,RF) 1 ABSENT (DEVINE)

11. MISCELLANEOUS COMMENTS FROM STAFF:

KCAPTA Staff:

Angie Dow, KCAPTA Executive Director:

1. Thank you Martin Devine for your service from the City of Hanford.
2. The construction project doing great! Happy Holidays!
3. Next meeting: Change orders: curve, grind, asphalt
4. Next meeting: \$70,000 additional compensation related to time delays/schedules
5. In October with had 50,000 trips exceed our pre-COVID numbers. Due to Mark and Gen's outreach.
6. Leprino is closing they still will be open from Jan 25-Jan'26. Maybe attend or do a job fair to recruit drivers. It is a paid training program.

Maria Ortiz- 700 forms due will send a reminder to all board members (retiring 3 and new) and will contact the clerks to help with the process as to new commissioners and the alternate.

Heather Corder, Accountant/Auditor: Nothing to report.

Mark Pedreiro, Transit Manager: Public Safety in Kettleman outreach attended in October, National Night Out in Lemoore, California. Also attended the Transit Association (CTA) Conference in San Jose and networking in transit. New administration truck will be ready in January or February. The Ejest electric bus is now up and running.

Legal Counsel, Ken Richardson: Nothing to report. Happy Holidays!

Council Members:

Joe Neves, Board Chair Kings Co Brd of Supervisors:

Thank you to Commissioner David Orth, who will be invited to attend the ribbon cutting for the new transit site, since being part of the project would like to be part of the celebration.

Thank you to Richard Fangundes for participating in the board meeting committees, wishing you well in your retirement.

Will also add to the list for the transit center ribbon cutting. The 700 forms are due from all board members, 3 are retiring, new ones are, and the alternates. Thank you to MV for their Safety Award trophy. Merry Christmas and Happy New Year to everyone! See you next year!

Martin Devine: City of Hanford: Absent (online)

Alvaro Preciado: City of Avenal: Challenges with funding hoping to finish projects, KCAO. Thank you to Fagundes, Orth, Devine Kings County including Avenal. In 2025 continue with success!

David Orth City of Lemoore: Thank you to all staff. My replacement will do good!

Richard Fagundes, Kings County Brd of Supervisor: Honor to do this. Thank you, to Doug Verboon

Operator's Perspective: Jerad Raper, Gen Manager: 3rd Quarter Safety won the trophy to celebrate December 18th, help reduce accidents or incidents in 3 months, December 18, 10-1 pm Taco Truck at the terminal. Corporate is giving funds to celebrate. Driver numbers go up and down. Need 7 more drivers paid training, and pass a drug test.

The next (special) meeting will be 1/22/25, at 2:00 pm at the Board Chambers-Admin Bldg 1, Kings Co Gov't Center.