

KINGS COUNTY AREA PUBLIC TRANSIT AGENCY

Board of Directors

Regular Meeting Agenda

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

Meeting Date: May 28, 2025

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

Join Zoom Meeting: <https://us06web.zoom.us/j/88519137862?pwd=sFPSVmDHkrEPD87cnLpLj3028xZLQI.1>

Meeting ID: 885 1913 7862

Passcode: Kart0528

Link to our Website: www.kartbus.org

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.

REGULAR 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 the 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. KINGS COUNTY OFFICE OF EMERGENCY SERVICES		
a.	APPROVE ADDING KINGS COUNTY OES TO KCAPTA AGENDA	ACTION
b.	UPDATE OF THE EMERGENCY OPERATIONS PLAN	INFORMATION
4. CONSENT ITEMS		ACTION
	<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 March 26, 2025	
	B. Approve Time Extension Change Order for the KART Park-N-Ride Lot	
5. PRESENTATION OF TRIENNIAL PERFORMANCE REPORT		INFORMATION
6. ADOPT THE FISCAL YEAR 2025/2026 CONDITIONS OF EMPLOYMENT, SALARY RESOLUTION 25-10, AND SALARY INCREASES		ACTION
7. APPROVE KCAPTA’S FY 2025/2026 OPERATING AND CAPITAL BUDGET		ACTION
8. APPROVE KINGS VIEW IN-LIEU RELOCATION CLAIM		ACTION
9. APPROVE LEASE AGREEMENT 25-05 WITH KINGS VIEW FOR 280 E. 7TH STREET		ACTION
10. CHANGE ORDER FOR CLEAN ENERGY REPLACEMENT COMPRESSOR AT 629 DAVIS ST		ACTION
11. SUBSTANTIAL NOTICE OF COMPLETION		ACTION
12. MISCELLANEOUS COMMENTS FROM STAFF		INFORMATION

Attachments:

A – MINUTES OF MARCH 26, 2025

B – DRAFT KINGS COUNTY EMERGENCY OPERATIONS PLAN

C – SALARY RESOLUTION 25-10

D – FY 25/26 CONDITIONS OF EMPLOYMENT

E – NOTICE OF COMPLETIONS (Building C and Adjacent Parking Lot)

F – FY 2025-2026 KCAPTA BUDGET AND CIP BOOK

G – AGREEMENT 25-05 KINGS VIEW LEASE

H – CLEAN ENERGY CHANGE REPLACEMENT COMPRESSOR ORDER#1

STAFF REPORT

3. Kings County OES:

A. Approve the addition of Kings County OES to KCAPTA's Agenda (Heather Corder)

Public transit systems and County Offices of Emergency Services (OES) are closely related when it comes to planning for, responding to, and recovering from emergencies. Collaboration is vital for community safety and resilience. At the March 26th meeting, the Board Chairman requested the addition of the Kings County OES to KCAPTA's agenda. Including OES in our Board agendas is important for improving preparedness, coordination, and community safety.

Recommendation:

Staff recommends the Board approved adding OES to our Board Agenda.

Action Required:

A motion to add OES to our Board Agenda

B. Presentation of the draft Kings County Emergency Operations Plan (Basic and First Set of Appendices) (Abraham Valencia/Alexander Mena)

Background:

California Governor's Office of Emergency Services (Cal OES) recommends a full review of an Operational Areas Emergency Operations Plan (EOP) after the occurrence of major emergency/disaster incidents or every five years to ensure it remains current and comprehensive. The Kings County EOP is an all-hazard plan that describes how Kings County will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, federal, State of California, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, and California Governor's Office of Emergency Services plans. The EOP is intended to facilitate coordination between agencies and jurisdictions within Kings County, ensuring the protection of life, property, and the environment during small to large-scale disasters that are often associated with natural disasters and/or human-caused emergencies.

The current Kings County EOP was approved by the Kings County Board of Supervisors in 2015. In December 2024, the Kings County Office of Emergency Services (OES) began the process of reviewing and updating this plan. On May 12, 2025, a draft of the EOP basic plan and appendices pertaining to emergency operations center position checklists, exposure tables by jurisdiction and maps, climate change considerations, and various other administrative data was sent to various stakeholders.

To foster a "Whole Community" approach—based on the recognition that effective disaster preparedness, protection, response, recovery, and mitigation require involvement from all community stakeholders and partners—we've come before the Kings County Area Public Transit Agency. Our goal is not only to solicit your input on the current draft plan but also to discuss specific transportation-focused issues that haven't yet been addressed. We understand the final product may differ from what's currently drafted, and more appendices will be added as they're completed. In consultation with our contractor, we feel this is the appropriate time to begin gathering stakeholder input and review comments about potential changes.

Kings County OES will present the draft Kings County emergency operations plan (basic and first set of appendices) to the Board. A copy of the full report is attached.

Fiscal Impact:

This is an information item, there is no fiscal impact.

Recommendation:

This is an informational item, there is no recommendation.

Action Required:

No Board Action is required as this is an informational item

4. CONSENT ITEM:**A. Summary Minutes of Meeting March 26, 2025****B. Approve Time Extension Change Order for the KART Transit Center Park-N-Ride Lot**

In August 2024, KCAPTA awarded the construction contract for the KART Transit Center Park-N-Ride Lot to Holloway Construction. The project commenced in October 2024, with a scheduled substantial completion date of June 10, 2025.

However, due to unforeseen utility coordination delays, substantial completion is not projected for July 31, 2025. The delays primarily stem from utility provider scheduling conflicts, which affected trenching and final connection timelines.

The cost impact associated with this time extension will be addressed and applied at project closeout in coordination with final billing. This item authorizes and extends the project timeline only; no immediate fiscal impact is associated with this action.

5. TRIENNIAL PERFORMANCE REPORT (Heather Corder):**Background:**

The California Public Utilities Code requires all recipients of 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 21/22 to 23/24).

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.

Kathy Chambers will present the Triennial Performance Audit to the Board at the KCAG Meeting.

Fiscal Impact:

This is an information item, there is no fiscal impact.

Recommendation:

This is an informational item, there is no recommendation.

Action Required:

No Board Action is required as this is an informational item

6. ADOPT THE FISCAL YEAR 2025/2026 CONDITIONS OF EMPLOYMENT, SALARY RESOLUTION 25-10 AND SALARY INCREASES (Angie Dow):**Background:****Conditions of Employment**

As part of the annual budget process, staff conduct a review of the KCAPTA Employment Benefit Policy to ensure accuracy, clarity, and alignment with current benefit costs and agency policies. For the Fiscal Year 2025/26, the following updates were made:

Conditions of Employment – Key Changes:

- Grammar & Formatting: Minor corrections throughout the document for clarity and consistency.
- Holiday Schedule:
 - Added 4 hours to the New Year’s Eve holiday.
 - Removed outdated references to prior years’ holiday closures
 - 2025 Holiday Closures:
 - Friday, December 26, 2025 (day after Christmas)
 - Friday, January 2, 2026 (day after New Year’s Day)
- Health Plan Premiums:
 - Provided by Kings County, FY 25/26 health insurance rates decreased by 3.97%

All revisions are clearly marked as strikeouts or insertions in the attached policy document.

Salary Resolution 25-10 – Cost of Living and New Positions:

- A 3% Cost-of-Living Adjustment (COLA) is proposed for all KCAPTA staff
- Addition of two new positions:
 - Accountant/Auditor
 - Custodial and Maintenance Worker

Fiscal Impact:

- The total cost of salary adjustments and new positions is \$180,750.
- This amount is included in the FY 2025/26 Proposed Budget.

Recommendation:

Staff recommends the Board:

1. Adopt the FY 2025/26 Conditions of Employment as presented
2. Approve Resolution 25-10, authorizing a 3% salary increase and two new staff positions.

Action Required:

A motion to approve KCAPTA 25/26 Conditions of Employments and adopt Resolution 25-10

7. APPROVE KCAPTA’S FY 2025/2026 OPERATING AND CAPITAL BUDGET (Heather Corder):**Fiscal Year 2025–2026 Budget Proposal**

The attached budget (Attachment F) is submitted for approval. The total proposed budget for fiscal year (FY) 2025–2026 is **\$10,259,050**, and it is balanced. This represents a **net increase of \$106,000** from the previous fiscal year. The increase is the result of various adjustments—both increases and decreases—across several budget line items.

A detailed breakdown of the budget changes compared to FY 2024–2025 is provided below. The budget is categorized into four sections: **Salaries and Benefits, Services and Supplies, Capital Assets, and Revenues.**

Salaries and Benefits

Salary and benefits have increased from the prior fiscal year due to two main factors:

1. **Addition of Two Positions** – An **Accountant/Auditor** and a **Custodial and Maintenance** position have been added.
2. **Staff Salary Adjustment** – A **3% salary increase** has been included for all staff.

While the cost of health insurance from Kings County is projected to decrease in FY 2025–2026, the addition of two positions results in no overall decrease in the Health Insurance line item.

Services and Supplies

The total budget for Services and Supplies in FY 2025–2026 is **\$9,175,550**, a **decrease of \$89,000** or **0.96%** from the previous fiscal year. Notable line-item variances (greater than 5% and over \$5,000) are discussed below:

- **Communication:** Increased from \$51,000 to \$61,000 (**+20%**) to correct previous underbudgeting and align with actual expenses.
- **Insurance:** Increased from \$75,000 to \$100,000 (**+33%**) due to anticipated higher coverage costs for the new Transit Center and associated properties.
- **Maintenance – Equipment:** Decreased from \$202,000 to \$121,000 (**-40%**) because FY 2025 included one-time purchases (e.g., shelter batteries and motherboards) not required in FY 2026.
- **Fuel and Oil:** Significantly decreased due to adjustments after a mid-year spike in natural gas prices during FY 2025. Projections for FY 2026 reflect a more stable fuel price outlook based on expert analysis.
- **Outreach:** Increased by \$24,150 (**+46%**) to support the grand opening and related promotional items for the new Transit Center.
- **Auditing:** Decreased by \$35,000 (**-58%**) now that a contract has been finalized. The budgeted amount of \$25,000 aligns with the current agreement.
- **Travel and Training:** Increased by \$15,000 (**+60%**) to support four out-of-state training sessions. This includes:
 - Two management staff attending a Leadership Program and Legislative Conference in Washington, D.C.
 - One staff member attending the CTAA Conference.
 - One staff member is attending a technology-focused training in Arizona.

Out-of-state training is essential for KCAPTA’s continued growth, innovation, and alignment with national standards. These programs enhance our understanding of federal policies, funding opportunities, technological advancements, and inter-agency collaboration.

- **Utilities:** Increased from \$40,000 to \$75,000 (**+88%**) in anticipation of higher utility costs following the move to the new Transit Center.

Capital Assets

The total capital assets budget for FY 2026 is **\$693,681**. Planned projects include:

- **CNG Rolling Stock Rehabilitation:** \$187,158 (fully funded by State of Good Repair (SGR) funds) for CNG engine rebuilds.
- **Zero Emission Bus:** \$387,123 (funded by STA and LCTOP) for the purchase of a new zero-emission vehicle.
- **AC Recovery Equipment:** \$7,000 (SGR funds) for R134A freon recovery tools.
- **New Transit Facility Equipment:** \$66,400 (STA funds) for maintenance tools, including a sweeper, scrubber, lawn mower, vacuum, and pressure washer.
- **Shelter Replacement:** \$16,000 (SGR funds) for the replacement of the shelter at Hanford Armona and 12th.
- **Radio System Replacement:** \$10,000 (SGR funds) to upgrade the aging radio system.
- **Large GFI Vault Replacement:** \$20,000 (SGR funds) to replace the malfunctioning "Orange Vault," which has issues with coin and dollar separation.

Revenues

The FY 2026 budget is balanced. Although expenditure increased slightly, revenue growth offset the change. Total projected revenue is **\$11.09 million**, sourced as follows:

- **Federal Funds:** 43%
- **State and Local Funds:** 42%
- **Passenger Fares:** 13%

Detailed Revenue Sources:

- **Sales and Use Tax (LTF):** \$2,000,000 – Generated from a ¼-cent statewide general sales tax.
- **Rents and Concessions:** \$112,800 – Includes rent and 6 months of concession income before transition to vending machines at the new terminal.
- **Federal Assistance 5311:** \$421,139 – Supports transit services in non-urbanized areas.
- **State Transit Assistance (STA):** \$1,384,758 – Funds day-to-day operations.
- **Federal Assistance 5307:** \$4,336,549 – Provides resources for urbanized transit operations and planning.
- **State of Good Repair (SGR):** \$240,158 – For asset maintenance and replacement (e.g., CNG rebuilds and equipment upgrades).
- **Low Carbon Transit Operations Program (LCTOP):** \$564,802 – Supports operations that reduce greenhouse gas emissions.
- **Other Governmental Funds:** \$485,000 – Funding from various government partners.
- **Passenger Fares:**
 - **Van Pools:** \$822,000 – Offsets Professional and Special Services.
 - **Fixed Route & Passes:** \$575,000 – Revenue from daily passengers and monthly pass sales.
- **Advertising Revenue:** \$38,000 – From bus and shelter advertisements.
- **Miscellaneous Income:** \$115,000 – Includes LCFS credits and replacement ID fees.

Capital Improvement Plan (CIP)

The FY 2026 budget includes KCAPTA’s **Capital Improvement Plan**, a strategic document outlining the agency’s long-term capital projects. The CIP bridges planning and budgeting, enabling proactive investment in infrastructure and equipment.

The plan includes:

- A comprehensive list of assets and proposed projects,
- Detailed descriptions of each project,
- A five-year projection of costs and funding sources.

The CIP will be updated annually to reflect evolving needs, funding availability, and regulatory changes.

Fiscal Impact:

The total proposed budget for fiscal year (FY) 2025–2026 is **\$10,259,050**. It is a balanced budget.

Recommendation:

Staff recommend the Board approve the fiscal year 2025-2026 budget and in doing that approve the four out-of-state trips for management staff.

Action Required:

A motion to approve and approve the fiscal year 2025-2026 budget

8. APPROVE KINGS VIEW IN-LIEU RELOCATION CLAIM (Angie Dow):

Background:

In December of 2020, KCAPTA acquired the property located at 289 8th Street from Mr. Anderson. At the time of acquisition, Kings View was the occupying tenant and continued to operate from the property while planning its relocations.

Under the federal property acquisition regulations, tenants displaced due to public acquisition are eligible for Relocation Assistance. KCAPTA retained ARWS Consultants to assist with compliance, and Kings View was informed of its eligibility for either:

- Reimbursement of actual, reasonable moving expenses, or
- A one-time In-Lieu Payment calculated based on annual earnings.

In April 2025, KCAPTA staff re-engaged Kings View to confirm their relocation choice. Kings View subsequently submitted a request for the In-Lieu Payment options, including supporting documentation.

Following a thorough review by KCAPTA's finance staff, the documentation supports awarding the maximum eligible fixed payment of \$40,000 under federal guidelines.

Fiscal Impact:

The \$40,000 relocation assistance amount is already included in the approved Project Budget for the KART Transit Center.

Recommendation:

Staff recommend that the Board approve the In-Lieu Relocation Assistance Claim submitted by Kings View and authorized payment in an amount not to exceed \$40,000.

Action Required:

A motion to approve and authorize payment in an amount not to exceed \$40,000.

9. APPROVE LEASE AGREEMENT 25-05 WITH KINGS VIEW FOR THE BUILDING AT 280 E. 7TH STREET (Heather Corder):

Background:

Kings View currently rents the building at 289 E. 8th Street. In the construction of the new transit center, building C has completed the construction and is available for lease. Kings View has requested to lease space at 280 E. 7th Street to support its service delivery and community outreach efforts. This collaboration aligns with our agency's mission to support community-based organizations that contribute to public well-being and efficient use of agency property.

The proposed lease agreement covers occupancy beginning June 1, 2025, for Building C at the Kings County Area Public Transit Agency property located at 280 E. 7th Street. The total cost of the lease is \$6,330 per month. The agreement has been reviewed to ensure it meets agency standards for property use, liability, and compliance with all applicable regulations.

This partnership presents an opportunity to continue to strengthen inter-agency cooperation and enhance the delivery of services to Kings County residents, while generating additional revenue for the agency. This agreement is mutually beneficial and supports the efficient use of agency property.

Fiscal Impact:

The lease will result in \$75,960 per year in rents and leases revenue for Kings County Area Public Transit Agency.

Recommendation:

Staff recommends that the Board of Directors approve the lease agreement between Kings County Area Public Transit Agency and Kings View for the property located at 280 E. 7th Street, effective June 1, 2025, in the total amount of \$6,330.

Action Required:

A motion to approve the lease Agreement #2505 with Kings View

10. CHANGE ORDER FOR CLEAN ENERGY REPLACEMENT COMPRESSOR AT 629 DAVIS ST (Angie Dow):

Background:

In July 2024, KCAPTA was awarded a \$1,610,875 Low or No Emission Program Grant from the Federal Transit Administration to support the replacement of the aging Knox 75 HP Compressor with a new ANGI compressor system and associated infrastructure improvements.

KCAPTA partnered with Clean Energy during the grant application process and in December 2024, the Board approved a formal agreement with Clean Energy to carry out the work. The original project scope included:

- Installation of the ANGI compressor
- Procurement and installation of a natural gas-powered generator
- Infrastructure upgrades to support the equipment

During the Design Phase, Clean Energy notified staff that the originally proposed generator was no longer available. Furthermore, sourcing an alternative generator that met Build America, Buy America compliance proved challenging. A compliant alternative was eventually identified, but it was significantly larger and would have substantially increased project costs.

To avoid unnecessary cost escalation, KCAPTA staff directed Clean Energy to remove the generator and related components from the project scope and submit a Change Order Credit.

Change Order Details: (\$292,289.96)

- Remove:
 - Generator
 - Manual Transfer Switch
 - Related infrastructure item.
 - After a discussion with Clean Energy staff, we requested they submit a Change Order Credit and remove the generator and related infrastructure from the project scope.

Fiscal Impact:

- The project remains fully funded through the FTA 5339 grant
- All changes are accounted for within the FY 2024/25 Capital Budget.

Recommendation:

Staff recommends that the Board approve Change Order #1 Credit with Clean Energy, in the amount of **\$292,289.96**, to revise the project scope and reduce the total project cost accordingly.

Action Required:

A motion to approve Clean Energy Change Order #1 Credit in the amount of \$292,289.96. .

11. SUBSTANTIAL NOTICE OF COMPLETION (Angie Dow):**Background:**

In October of 2023, KCAPTA entered into a construction agreement with Quiring General LLC for the KART Multi Modal Transit Center Project. The construction was divided into two distinct phases:

- 1. Phase 1: Construction of Building C (located at 280 E 7th Street) and its adjacent parking lot.**
- 2. Phase 2: Construction of Buildings A & B, additional parking and the bus bay area.**

As of May 20, 2025, Building C and its adjacent parking lot have reached substantial completion, marking a key milestone in the overall project.

In accordance with KCAPTA's contract with Quiring General LLC, a Notice of Completion must be filed to formally notify stakeholders, regulatory agencies, and the public that this phase of work is finished. Filing this notice also initiates the process for final payment and release or retention.

Fiscal Impact:

- Filing of the Notice triggers the release of the 10% retention for this portion of the work after a 30-day period.
- All costs, including retention, are included in the FY 2024/25 Capital Budget.

Recommendation:

Staff recommends that the Board:

1. Approve the Notice of completions for Building C and adjacent parking lot:
2. Authorize the Board Chairman to sign the notice; and
3. Authorize the Executive Director to record the Notice of Completion.

Action Required:

A motion to approve and record the Notice of Completion for Building C and the adjacent parking lot, as required under contract with Quiring General LLC.

12. MISCELLANEOUS COMMENTS FROM STAFF: