

**ATTACHMENT A**  
**MINUTES OF MAY 22, 2024**

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**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 meeting will be available for public review at 610 W. 7th Street, Hanford, CA. 93230*

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

**Meeting Date:** May 22, 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

**Virtual:** Zoom Meeting

**KCAPTA Board:** Joe Neves, Kings County Supervisor  
David Orth, Lemoore City Council  
Doug Verboon, Kings County Supervisor  
Alvaro Preciado, Avenal City Council  
City of Hanford, Absent (Kalish Morrow)

**Staff:** Angie Dow, Executive Director  
Heather Corder, Accountant/Auditor  
Geneieve Morales, Transit Assistant  
Oscar Gonzalez, Facilities & Fleet S  
Mark Pedreiro, Transit Manager  
Maria Ortiz, Fiscal Specialist

**Legal Counsel:** Ken Richardson, Legal Counsel

**Visitors:**

Craig Wilson, Robyn Reeves, Jaime Smith, Peggy Munoz, Jared Raper, Ramiro Maldonado, and Tiffany Gwin (MV Transp)  
Patricia , City of Lemoore Mayor, Terri King, Teresa Nickell (KCAG), Arturo Quintero, Ana Garcia (Century 21), Lorena Mendibles, Caltrans, Cynthia Echavarria, CPLO NASL, Melissa Cabezzas, Brown Armstrong

### **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](mailto: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,DV,AP) 1 Absent (KM)

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*

Craig Wilson, MV General Manager presented Peggy Munoz, MV Safety Manager a certificate of appreciation for excellence. June 3 is her last day. Her replacement will be Tiffany Gwin who was trained by Peggy Munoz. Tiffany Gwin has moved up the ladder from operations to driver and is now a safety manager. It has been a normal transition due to being an excellent employee as well. There was also an award for No injury for 589 days. That is an excellent job! This is an example of employees having the opportunity to be trained for unilateral movement in apprenticeship in jobs and having the opportunity if they choose to. MV in conjunction with KART and the Board is proud to present the Certification of Appreciation to Peggy and wishes her the best of luck!

**STAFF REPORT**

3. **CONSENT ITEM:**

**A. Summary Minutes of Meeting March 27, 2024**

**B. Approve The Disposal of Surplus Property**

In preparation for the 2024/2025 budget, KCAPTA staff reviews all fixed assets and determines whether they are still in good working order and have exceeded their useful life. The assets listed have been replaced in this fiscal year or previous years. The items listed below are entirely depreciated as of 06/30/2023.

Name of Item	Asset Number	Purchase Date
Landa Steam Pressure Washer	2062	06/30/2016
Ingersoll-Rand Compressor	3014	Unknown
GFI and Miscellaneous Cables	Multi	Unknown

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

4. **PUBLIC HEARING TO RECEIVE COMMENTS ON SERVICE CHANGES (Mark Pedreiro):**

Staff recommends the following service changes effective July 1, 2024:

**Route 15 Visalia – Adding an extra Monday-Friday run and a schedule change.**

- Route 15 Visalia's current run time of 11:15 AM will change to 10:30 AM for connection with Amtrak's arrival time of 10:24 AM.
- Route 15 Visalia will add a 2:30 run for connection with Amtrak's arrival time of 2:24 PM.

**Route 15 Visalia – Adding Saturday Service**

- Route 15 Visalia will add two runs at 10:30 AM and 2:30 PM on Saturdays.

**Route 21 – Adding a New Route to Lemoore NAS**

- Add a new Route to LNAS, Route 21 will have 3 runs and the proposed runtimes will be 7:00 AM, 3:00 PM, and 5:00 PM M-F Schedule.

Mark and MV are working in conjunction with LNAS to accommodate schedule shifts at LNAS.

2:08 pm Open Hearing/Received Comments: Patricia Mathews, City of Lemoore Mayor, commented in person that there is a need for transportation to LNAS. 2:09 pm Close Hearing:

The Board Open Hearing/Received Comments/Closed Hearing and approve service changes as presented.

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

**5. APPROVE OUT OF STATE TRAVEL FOR EXECUTIVE DIRECTOR (Angie Dow):**

Public transportation systems will become increasingly integrated and connected with new modes. Many public transportation agencies see their roles expanding well beyond running traditional services.

The Small Urban Network (SUN) Conference event will focus on many topics, including the cost of zero-emission buses, operational costs, passenger safety, and legislative and funding updates. The event will be held in Alexandria, Virginia, from August 14 to 16, 2024.

Staff requests authorization for Angie Dow, Executive Director, to attend the Small Urban Network (SUN) Conference. The travel and registration cost, including registration, lodging, and airfare, is estimated at \$2,000.00.

Angie commented that this expenditure was included in the FY 23-24 budget. No more comments or discussion were made.

The Board authorizes out-of-state travel for the Executive Director to attend the (SUN) Conference.

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

**6. APPROVE SOLE-SOURCE CONTRACT WITH QUAD KNOPF, INC FOR ENVIRONMENTAL SERVICES RELATED TO THE ELECTRIC BUS INFRASTRUCTURE PROJECT (Angie Dow):**

KCAPTA is mandated to commence the transition to Zero-Emission buses from 2024 onwards.

However, the Southern California Edison's Charge Ready Transport Program, for infrastructure, including the installation of Electric Chargers SCE project has encountered a significant hurdle. In October, when the Board approved our participation in the SCE Program, a portion of the project was set to be funded by the State of California's FY 23/24 Budget allocation of additional capital funds allocated to Transit Agencies. Unfortunately, due to significant budget shortfalls, California has temporarily frozen this allocation, posing a financial challenge to our project.

Staff has been applying for Federal Competitive Grants to fund the Electric Bus Charging Infrastructure Project. While attending a Transit Conference, we learned that if any part of the project will be funded with Federal Funds, we must complete the required environmental approvals, including NEPA approval, prior to executing any purchase agreements (charger or construction).

Staff contacted Quad Knopf (QK) to discuss our project and timeline and requested a quote for them to complete all the required CEQA (CA Environmental Quality Act) and NEPA (National Environmental Policy Act) documents.

Staff reviewed the QK quote and determined that the price was fair and reasonable. If approved, QK will start immediately, and we anticipate the CEQA Public Hearing is scheduled in front of the Board by August 2024. Legal was asked if it met the sole source requirement, and he stated yes.

The Board Approve the Sole Source Contract with Quad Knopf, Inc. in the amount of \$48,610.00 for Environmental Services related to the Electric Bus Charging Infrastructure Project and authorizes the Executive Director to execute the contract.

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

**7. ADOPT FISCAL YEAR 24/25 CONDITIONS OF EMPLOYMENT, SALARY RESOLUTION 24-06, AND SALARY INCREASES (Angie Dow):**



As part of the Fiscal Year Budget process, Staff reviews the Employment Benefit Policy to reflect any changes in benefits, including the cost of benefits. This year two changes were made to update Health Plan Premium and Pers' "New Member" Employee Contribution Rate.

- The County of Kings provides the KCPATA Employee Health Plan. Fiscal Year 24/25 Rates increased by 13.35%.
- Pers' "New Member" Employee Contribution Rate increased to 7.75%.

Staff also reviewed employee salaries and proposed a 4% cost-of-living increase, as reflected in Resolution 24-06. The proposed increases have been included in the KCAPTA FY 24/25 proposed budget.

The Board adopted the FY 24/25 KCAPTA Conditions of Employment and approve a 4% salary increase with the adoption of Resolution 24-06.

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

**8. APPROVE A FIVE-YEAR FISCAL AUDIT WITH BROWN ARMSTRONG (Heather Corder):**

Staff solicited proposals to conduct KCAPTA's annual financial and compliance audits for the next five years. Staff placed the solicitation in the Hanford Sentinel, and posted it on KART's website and two firms requested copies of the RFP with only one proposal submitted. Brown Armstrong submitted the RFP and KART concluded that it had the responsiveness and responsibility that the RFP specified according to KCAPTA specifications. Staff reviewed the RFP to determine if there was something included in the specification that would limit participation and no specifications were limiting the RFP.

The Board awards the five-year Professional Audit Services Contract to Brown Armstrong Accountancy Corporation and authorizes the Board Chair to execute Agreement 24-06 in the amount not to exceed \$125,000.

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

**9. APPROVE BROKER AGREEMENT WITH CENTURY 21 COMMERCIAL (Heather Corder):**

KCAPTA is scheduled to move to the new KART Transit Center in July 2025. When the move to the new location is complete, KART will no longer have a use for the current KART transit center at 504 W. 7<sup>th</sup> Street. Staff began by contacting and meeting with multiple agents to request proposals. Three proposals were received and reviewed by staff and Century 21 Commercial was chosen. There will be two Century 21 agents, Ana Garcia, and Arturo Quintero, both work exceptionally well together and will be capable of handling the sale of the property with the utmost professionalism. KCAPTA determined that they have the necessary experience in the commercial real estate market.

The staff from Century 21 were present at the board meeting, looking forward to working with KART. The area is commercial mix use. Good luck to a successful sale!

The Board approved the Exclusive Representation Agreement for 12 months to sell the location at 504 W. 7<sup>th</sup> Street and 610 W. 7<sup>th</sup> Street with Century 21 and authorized the Executive Director to sign the Agreement.

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

**10. ADOPT FISCAL YEAR 2024/2025 ANNUAL OPERATING AND CAPITAL BUDGET (Heather Corder):**

The total budget for fiscal year 24/25 is \$10,619,524 and is balanced. This is a decrease of \$1.2 million. The reduction is in the Capital Asset budget, mainly two CNG buses were budgeted in 2024 and none are being purchased in 2025.

The budget is separated into four (4) parts, Salary and Benefits, Services and Supplies, Capital Assets, and Revenues.

**Salary and Benefits** – Salary and benefits increased from the prior fiscal year. This is due in part to a proposed increase in fiscal year 2024/2025. The health insurance cost has been received from Kings County, which will increase in fiscal year 2024/2025.

**Services and Supplies**- total fiscal year 2024/2025 budget is \$9,240,470, increasing by \$275 thousand or 3%.



**Capital assets** -total budget for the fiscal year 2024/2025 is proposed at \$349,946. This is a decrease over the fiscal year 2023/2024 capital budget of \$1,513,724. This decrease is due to two CNG buses being budgeted in fiscal year 23/24 and no planned purchases of CNG buses in 24/25. The Budget book is a detailed description of each capital asset and how the project is being funded.

**Revenues:** While the expenses increased over the fiscal year 2023/2024, so have the revenues. Of the \$10.6 million in revenues, 52% is from Federal funds, 35% from State and local, and 11% from Fares. A 2% Other: Description in budget.

### **KCAPTA Capital Improvement Plan**

Included with the budget in Fiscal Year 2024/2025 is KCAPTA's Capital Improvement Plan (CIP) A CIP is a planning tool used to create a long-term plan for all projects. The CIP will be reviewed and updated annually to reflect any changes in funding opportunities, regulations, or agency needs. Included in KCAPTA's CIP is a list of assets and projects, a detailed description page, and an overview of all the project expenses and funding for the next five years. The admin truck will need a replacement. The board commented that they liked the PowerPoint presentation. Lorena Mendibles Caltrans Rep, commented that she is working with LNAS regarding subsidies as well as with Angie in communicating regarding LNAS transportation. Lorena commented that KART is doing an excellent job!

The Board Adopts the fiscal year 2024/2025 Budget.

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

### **11. MISCELLANEOUS COMMENTS FROM STAFF:**

#### **KCAPTA Staff:**

**Angie Dow, KCAPTA Executive Director:** Autonomous vehicles are a future project for KCAPTA, Angie will be visiting Contra Costa, they have a pilot program. This will be efficient and connect to the high-speed rail via LNAS to improve transportation. Angie will be on vacation for the next meeting. Heather will be in charge of the board meeting.

**Maria Ortiz, Fiscal Specialist-Cross training Gen Morales, Transit Assistant as board clerk.** Next month will be sending email attachments to the board, legal, and KART staff for the Conflict of Interest form that needs to be signed every Fiscal year.

**Heather Corder, Accountant/Auditor:** KCAPTA will start working on the FY23-24 audit now that the agreement is approved.

**Mark Pedreiro, Transit Manager:** Nothing to report

**Legal Counsel, Ken Richardson:** Nothing to report.

#### **Council Members:**

**Kalish Morrow: City of Hanford:** Absent

**Alvaro Preciado: City of Avenal:** Construction at 41 Hwy continues with detours good for business but bad for the roads that are now deteriorating. Transportation issues, the van driver was only able to take 8 seniors from Avenal to Visalia Mooney Park for Senior Day.

**David Orth, City of Lemoore:** The City of Lemoore received 39 applicants for the City Manager. Interviews will be 6/10/24 to fill the interim position and they are asking for the public's input. Panda Express: The founder of Panda Express visited the Lemoore location and it was one of the highest in the region in donations (11K) for The Panda Care Program.

**Doug Verboon, Kings County Brd of Supervisor:** Will give a try the autonomous vehicles future KART project, and will have an open mind. Complemented Angie that she is doing a great job!

**Operator's Perspective: Craig Wilson, Gen Manager:** Expressed that there is a lot of cross-training due to changes in staff leaving and the need for cross-training. MV has good team members, mentioned how Jerad is cross-training Ramiro and Peggy has been cross-training Tiffany for the position she is leaving behind. This is good to have and staff has the option.

The next scheduled meeting will be on June 26, 2024, at 2:00 pm at the City of Hanford Council Chambers a report for the public hearing for unmet needs will be presented at this meeting.