

CALIFORNIA VANPOOL AUTHORITY

Board of Directors

1340 North Drive * Hanford, California 93230
(559) 852-2711

Meeting Date: March 8, 2018

Time: 10:00 AM

Place: Kings County Association of Governments
CalVans office at 1340 North Drive, Hanford, CA 93230

This Meeting may also be attended at the following locations:

- Association of Monterey Bay Area Governments, 24580 Silver Cloud Court Monterey, CA 93940
- Fresno Council of Governments, Chicano Youth Center, 1515 E Divisadero, Fresno CA 93721
- Imperial County Transportation Commission, 1405 N Imperial Ave, Suite 1, El Centro, CA 92243 and 128 W. 5th Street, Holtville, CA 92250
- Kern Council of Governments, Conference 1401 19th Street, Board Room, Bakersfield, CA 93301
- Madera County Transportation Commission, Citizens Business Bank, Room 101, 2001 Howard Road, Madera, CA 93637
- Merced County Association of Governments, Conference Room, 369 West 18th Street, Merced, CA 95340
- Riverside County Transportation Commission, Marriott Wardman Park, 2660 Woodley Rd NW, Washington, DC 20008
- San Joaquin Council of Governments, 555 E. Weber Avenue, Stockton, CA 95202
- Santa Barbara County Association of Governments, 1644 Oak Street, Solvang CA 93463
- Tulare County Association of Governments, Conference Room, 210 N Church St., Suite B, Visalia, CA 93291
- Ventura County Transportation Commission, Conference Room, 950 County Square Drive, Suite 108, Ventura, CA 9300

The call in number for this meeting is 1-866-244-8528, Password 574681

Please note that the Brown Act requires that Board members calling in do so from one of the locations noted above. Please contact Ronald Hughes the Executive Director at least 72 hours before the meeting date and time if you plan on calling in from another location.

A person with a qualifying disability under the Americans with Disabilities Act of 1990 may request the Authority to provide a disability-related modification or accommodation in order to participate in any public meeting of the Authority. Such assistance includes appropriate alternative formats for the agendas and agenda packets used for any public meetings of the Authority. Requests for such assistance and for agendas and agenda packets shall be made in person, by telephone, facsimile, or written correspondence to Ron Hughes, at the office of the California Vanpool Authority, at least 48 hours before a public Authority meeting.

A G E N D A

<u>Item #</u>	<u>Description</u>	<u>Action</u>
1.	CALL TO ORDER	
	Roll Call – Clerk of the Board	
2.	PUBLIC COMMENT (Unscheduled Appearances)	
	The public may address the committee on any item relevant to the authority. To comment on an agenda item, speakers should notify the staff member at the meeting location, when the agenda item is announced. The staff member will indicate whether speakers are to make their comments before or after any staff comment or report. Public comment shall precede discussion of the item by the committee. Comments by individuals and entities will be limited to five minutes or as may be reasonable as determined by the conducting officer.	
3.	Consent Items	Action
	A. Minutes of January 11, 2018	
	B. Disposal of Surplus vans	
	C. Approve Collaboration with Housing Authorities	
	D. Authorize the creation and filling of an Account Clerk Position	
4.	System Update	Information
	A. Status of Farmworker vehicle funding	
	B. TCAG's 7 th Annual Local Motion Awards	
	C. AB 2006 Agricultural Worker Clean Transportation Investment Program	
5.	Review Board Membership and attendance	Action
6.	Approve membership of two new agencies	Action
7.	Award Vehicle Bid	Action
8.	Review 16/17 Audit	Action
9.	Adjournment – Next Board meeting - May 10th	

Attachments:

Item Page Description

- A. 8 Board minutes for January 11, 2018
- B. 12 TAC Minutes for 12-21-17
- C. 16 AB 2006 Language
- D. Annual Financial Report for FY 16/17 – Attached separately

STAFF REPORT

3. Consent Items

A. Minutes of January 11, 2018

The attached minutes from the last meeting are ready for approval, pending any changes from the members.

B. Disposal of Surplus vehicles

The following list of vehicles has reached the end of their usable life. Staff is recommending they be declared surplus and be disposed of at public auction.

#	Year	Make	Model	MILEAGE	VIN #	
113	2006	GMC	Savana	195342	1GJHG39U561105604	Transmission problems
118	2008	EXP	Express	199875	1GAHG39K581103496	Transmission problems
119	2006	GMC	Savana	302798	1GJHG39U861108531	Motor no good
157	2006	CHEV	Uplander	126532	1GNDV23L76D123324	Phasing out
160	2006	CHEV	Uplander	226189	1GNDV23L76D125574	Phasing out
163	2006	CHEV	Uplander	155621	1GNDV23L16D234306	Phasing out
181	2006	GMC	Savana	379487	1GAHG39UX61120812	Motor no good
203	2009	GMC	Savana	229523	1GJHG39K691168729	Motor no good

C. Approve Collaboration with Housing Authorities

The Housing Authority of the City of San Buenaventura and Kern County Housing Authority has asked that CalVans be included as a collaborator in their applications for Cap and Trade funds. Both are including the purchase of vehicles for our program as part of their application. They are doing this to improve their overall application score by including vehicle emission reduction as part of their goal. Staff is providing the same sort of assistance as provide to Self-Help enterprises in their recent application.

Staff will not know what projects are getting funds until the notice of awards come out later this summer. When they do, we will need to provide a resolution of support for the successful projects. For now, Staff is recommending that staff be authorized to assist in the applications submitted by the Housing Authority of the City of San Buenaventura and the Kern County Housing Authority.

D. Authorize the creation and filling of an Account Clerk Position

Over the past year, we have transitioned from, receiving weekly payments from the vanpool's main driver, to billing the driver's employer for the cost of the vanpool. We still receive the same information from the driver, only now we must turn around and create an invoice for his employer. This is now the case in more than 85% of the farmlabor vanpools. With the addition of new member agencies, we have also increased the number of vouchers we take in from the all vanpools. These vouchers are separated from the driver payments and billed to one of our member agencies or cities for reimbursement.

The following are agencies are now providing vouchers ranging from \$30 per rider to \$400 per month:

- San Joaquin Valley Air District
- AMBAG's Monterey Air Pollution Control District program
- Fresno COG
- San Joaquin County
- County of Stanislaus
- County of Merced
- City of Visalia
- City of Porterville
- The Sun Line's SolVan program
- Riverside County Transportation Commission
- San Bernardino County Transportation Authority

Staff is requesting the creation and filling of an Account Clerk position to assist with invoicing and processing of bills to growers and the billing of subsidy reimbursements from agencies noted above.

4. System Update

A. Status of Farmworker vehicle funding

Staff has received the RFP from the CARB (California Air Resources Board) for the \$3 million from last fiscal year and the \$3 million from this fiscal year, for the purchase of farmworker vanpools for San Joaquin Valley farmworkers. A proposal is being prepared and will be submitted by this month's deadline of the 23rd. It is anticipated that the proposal will be approved and the funds approved sometime in May.

It was anticipated that the approval would have occurred late last year; this would have provided additional vehicles for this summer's growing season. The delay will limit the number vans available for this summer season, impacting a number of growers/contractors who indicated their workers would be shifting to the CalVans program this summer. Staff included a notice in the last newsletter, asking that those needing vans get in contact with us and let us know what they need so we can plan for this spring/summer. We took those that responded and put them with the requests we have received over the past several months. At this time, all vans are spoken for, with nothing available for those who are still contacting us. Staff is still getting one to two calls a week from growers/contractors asking how to go about using our program. They are being told to check back with us in 6 to 8 months.

The \$6 million will fund approximately 180 additional vehicles, which will take care of present and future needs through the next growing season. Staff hopes to receive authorization in time to order vehicles before the present model year closes, sometime in June. If not, we will not be able to order until sometime in September.

B. TCAG's 7th Annual Local Motion Awards

Tulare County Association of Governments recognized CalVans as a 2018 Local Motion Award Winner for Innovative & Sustainable Transportation in moving people and improving the environment. Staff was on hand to receive the award and thank them for their recognition.

It is also important to note that TCAG provided \$40,000 in marketing funds this year to help maintain our marketing efforts in Tulare County. This includes updates to our website as well funding marketing efforts that benefit Tulare County.

C. AB 2006 Agricultural Worker Clean Transportation Investment Program

Assemblymember Susan Eggman, representing the 13th Assembly District introduced a bill titled Agricultural Worker Clean Transportation Investment Program. This program is aimed at establishing a fund for the deployment of near-zero-emission and zero-emission vehicles for use by agricultural farm workers using funds from the Greenhouse Gas Reduction Fund.

Up until the establishment of this agencies farmworker vanpool program, farmworkers were unable form a “vanpool” for the purpose of traveling to work. Because they were farmworkers they constrained by the state and federal laws governing how farmworkers could be transported. A driver wishing to transport others to work in a non-profit manner would have been required to have a Class B license, CHP approval, a Farm Labor Certification, have insurance of \$100,000 per seat and have posted a bond with the state Labor Commissioner office.

Because CalVans is a public transit agency it is able to provide vehicles that do not have the requirements noted above. Requirements on a vanpool provided by a public agency are that the driver has Class C license, a Class B physical, and sign a declaration that they have not had a drunk or reckless driving conviction in the past 5 years. The vehicle needs to be services every 6,000 miles or 6 month and be equipped with a first aid kit and fire extinguisher.

Presently CalVans and Ride-On Transportation in San Luis Obispo County are the only two agencies providing public vehicles to farmworkers. The goal of AB2006 is to create a funding source for that other public agencies might take advantage of to establish farmworker vanpools for their residents. In most cases it is the lack of capital funding that prevents other agencies from establishing a program. CalVans staff has worked with other agencies in the past in an attempt to assist them with a project of their own, without success.

Staff will be seeking letters of support from those using our program as well as from our member agencies.

The following link will take you to the bills language and status:

http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB2006

5. Review Board Membership and attendance

Over the past year, we have come close several times to not having the members needed to make a quorum for our Board meetings. With the addition of two new members, the number needed for a quorum will increase. Going forward it will be important for board members to attend or arrange for their alternate should they be unable to attend. The chart below shows how we have done over the past year. I am open to ideas or suggestion on making sure we have a quorum at future meets. Is there a better date/time to hold our meetings and/or is there someone in your agency that might have more free time? Ending on a bright note, I want to recognize the three representatives that have made 100% of our meetings as well, as well as others that call in on a regular basis and make our meetings possible.

Member Agency	Jan	Nov	Sep	Jul	May	Mar	Jan	# Attended	Attendance
AMBAG	1	1	1	1	1	1	1	7	100%
Kings CAG	1	1	1	1	1	1	1	7	100%
Ventura CTC	1	1	1	1	1	1	1	7	100%
Santa Barbara CAG	1	1	1	1		1	1	6	86%
KERN COG	1		1	1	1		1	5	71%
Madera CTC		1	1		1		1	4	57%
Tulare CAG		1		1		1	1	4	57%
Merced CAG	1		1				1	3	43%
Imperial CTC			1	1		1		3	43%
San Joaquin COG				1	1	1		3	43%
Fresno COG						1	1	2	29%
Riverside CTC								0	0%
Total Attendance	6	6	8	8	6	8	9		

6. Approve membership of two new agencies

Both San Bernardino County Transportation Authority (SBCTA) and Stanislaus Council of Governments (StanCOG) have submitted letters requesting membership in CalVans. Both agencies see the benefit of providing CalVans vanpools services to their residents. They are also anticipating an increase in federal to their local transit agencies through the reporting of vanpool trips in their areas.

Staff is recommending their acceptance as members, bringing the number of CalVans members to 14 representing 16 counties.

7. Award Vehicle Bid

Staff sent emails and/or directly contacted 24 GMC/Chevrolet vendors letting them know we were seeking bids for up to 200 15-passenger vans. The RFP was placed on our website with links to the RFP being sent out to each vendor. The RFP include the addition of an XL3 Hybrid Electric Powertrain Conversion to be done adjacent to the factory before the units are shipped to Hanford. The kit is required to qualify for the CARB funds. Of the 11 dealers Staff spoke to, some seemed interested and said they would look at it. Both bidders that submitted bids last time said they would bid.

In the end we only received one bid from Keller motors. Staff checked with the individual at Three Way Chevrolet whom bid last year and found he is out for medical reasons and they are short staffed.

Over the years Staff has attempted to solicit more bids but has not had much success. We have included a letter in the bid package explaining how to secure the GMC/Chevrolet fleet credit available to public agencies. We also have a call-in time where we answer any questions bidders might have. We generally only receive a couple of bids. Three years ago, we had three bids with Keller's being the lowest. Last year we had two, with Three Way Chevrolet being the lowest. One of the drawbacks from bidding outside the area is the cost of getting the vehicles to Hanford. A bidder needs to figure in the cost of labor and fuel in delivering the vehicles which adds to the final cost of a bid.

To evaluate the bid, I compared the price of the present bid to our bid results for 2017 and 2015. Keller's bid is lower than either bid received last year and close to the three bids received in 2015.

Year	Vendor	Price
2018	Keller Motors	29,658.00
2017	Three Way Chevrolet	29,753.75
	Keller Motors	30,101.55
2015	Keller Motors	29,326.05
	Three-Way Chevrolet	29,383.00
	Motor City Buick GMC	29,450.66

The bid submitted By Keller Motors is \$95.75 below the bid submitted by Three Way Chevrolet last year and \$331.95 above the bid they submitted three years ago. For that reason, Staff believes the bid is reasonable and should be awarded to Keller Motors.

8. Review 16/17 Audit

The audit has been completed. There are no findings and staff is recommending its approval. A copy of the audit has been included with the agenda.