

# CALIFORNIA VANPOOL AUTHORITY

## Board of Directors

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

**Meeting Date:** January 8, 2015

**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, 147 Fourth Street, Community Room, Gonzales, CA 93936
- Fresno Council of Governments, Huron City Hall, Council Chambers, 36311 Lassen Avenue, Huron, CA 93234
- Imperial County Transportation Commission, 1405 N Imperial Ave, Suite 1, El Centro, CA 92243
- Kern Council of Governments, Conference Rm. 336 Pacific Ave., Shafter, CA 93263, **and second location of** 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 18<sup>th</sup> Street, Merced, CA 95340
- Napa County Transportation and Planning Agency, 625 Burnell Street, Napa, CA 94559
- Santa Barbara County Association of Governments, Solvang City Hall, 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 93003

**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 above 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 November 13, 2014	
4.	System Update	Information
	A. Reporting Vanpool growth by County and UZA	
	B. Update on Vehicle insurance history and rates	
	C. Ongoing actions to secure funding for replacement of Agricultural Vanpools	
5.	Request to Establish and fill a full time Transit Aide Leadworker Position in Imperial County	Action
6.	Recommendation on the award of the Vehicle Service Contract	Action
7.	Approval of Application for State funded Van share Program	Action
8.	Adjournment <u>(Next Board meeting March 12<sup>th</sup> 2015)</u> <u>(Next TAC meeting February 26<sup>th</sup> 2015)</u>	

Attachments:

<u>Item</u>	<u>Page</u>	<u>Description</u>
A.	7	Minutes of November 13, 2014 Board Meeting
B.	17	TAC Minutes of December 29, 2014
C.	22	Breakdown of Vehicle Servicing Proposals
D.	23	Van sharing outline

**STAFF REPORT**

**3. Consent Items**

A. Minutes of November 13, 2014

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

**4. System Update**

A. Reporting Vanpool growth by County and UZA.

Several members have asked how CalVans is doing in their particular area. The following graphs plot growth in passenger miles traveled over the past 4 years by County and UZA. Growth by County has been between 30 and 40 percent in established areas, with higher growth in Monterey and Santa Barbara Counties. Growth by UZA has been between 40 to 50 percent in established UZAs, with growth over 300 percent in Salinas and Santa Maria. Unless gasoline prices drop dramatically for a consistent period, this growth should continue as more individuals learn about the CalVans program.

**Increase in County Passenger Lane Miles traveled over time.**

County	Kings	Tulare	Fresno	Madera	Monterey	Ventura	Santa Barbara
% Increase	34%	40%	44%	32%	134%	53%	116%
13-14	13,248,657	17,642,149	23,511,975	3,009,165	6,129,161	2,620,805	770,070
12-13	12,356,831	15,305,562	21,144,454	2,824,892	4,294,297	1,399,107	785,073
11-12	10,854,598	15,797,548	19,995,972	1,859,181	3,982,283	1,838,301	356,731
10-11	9,904,933	12,638,598	16,359,577	2,274,577	2,624,019	1,702,782	15,347

**Increase in UZA Passenger Lane Miles Traveled over time.**

UZA	Fresno	Hanford	Visalia	Madera	Merced	Salinas	Santa Maria
% Increase	91%	51%	62%	49%	38%	354%	361%
13-14	19,434,319	12,507,280	12,887,997	3,041,326	3,041,326	3,625,813	1,140,075
12-13	12,754,858	10,824,768	10,473,528	3,314,987	3,314,987	3,005,962	672,562
11-12	12,300,205	9,718,148	9,582,742	1,445,275	1,445,275	1,350,041	247,225
10-11	10,176,638	8,303,186	7,972,159	2,043,631	2,043,631	799,464	

B. Update on Vehicle insurance history and rates.

The following breaks down the number of claims by year, showing the past year at .66 percent with 4 claims. This is a great number given, CalVans vehicles are driven over 9 million miles per year. This is equal to around 1,500 round trips between LA and New York.

Year	Premium	Net Incurred	Loss Ratio	Claim Count	Claimant Count	Line Count	Open Claim Count
<u>Base Policy</u>							
2012	686,361	659,565	96.10%	8	23	25	0
2013	659,145	257,564	39.08%	10	27	35	3
2014	806,049	5,322	0.66%	3	4	4	0
	2,151,555	922,451	42.87%	21	54	64	3
<u>Umbrella Policy</u>							
2012	152,388	-	0.00%	0	0	0	0
2013	104,169	-	0.00%	0	0	0	0
2014	186,375	-	0.00%	0	0	0	0
	442,932	-	0.00%	0	0	0	0
Total For Account	2,594,487	922,451	35.55%	21	54	64	3

The following breaks down the various insurances CalVans has in place and the cost for each. The total is \$128,473.40 less than last year. A large part of this is from reduced Broker fees that Carl Nelson Insurance Agency is charging CalVans for their services.

<u>Description</u>	<u>Amount</u>	
General Liability	\$ 1,028.00	
Business Property	\$ 757.00	
<b><u>Commercial Auto</u></b>	\$ 709,900.60	1st million
Crime Coverage	\$ 347.00	
Lead Umbrella	\$ 79,127.00	2nd million
Secondary Umbrella	\$ 120,000.00	Eight million
Public Officials Liability	\$ 7,629.00	
Workers Comp	\$ 104,718.00	
Total	\$ 1,023,506.60	

C. Ongoing actions to secure funding for replacement of Agricultural Vanpools.

Staff continues to work with representatives from the Governor's office and the Air Resources Board on options for funding agricultural vans that could be of a plugin electric type. To that end, Staff has met with several firms that provide plugin electric technology that could be adapted to 15-passenger vans. Depending on the technology, there could be a 25% to 100% reduction in fuel usage.

**5. Request to Establish and fill a full time Transit Aide Leadworker Position in Imperial County**

With the inclusion of Imperial Valley Association of Governments in CalVans, Staff is moving ahead on recruiting and filling a full time Transit Aide Leadworker position for that area. The opening will be posted in the Imperial area with the goal of finding someone that lives in the area. The position will be responsible for the oversight, marketing and support of vehicles in the area. The individual will remain in the area when the

agricultural vanpools leave to return to the Salinas and Ventura areas. Work will then focus on spreading the word about the general vanpools available through CalVans.

Staff is recommending that a Transit Aide Leadworker Position be authorized, advertised and filled in the Imperial County area.

## **6. Recommendations on the award of the Vehicle Service Contract**

Staff has historically used outside mobile contractors to provide routine servicing of vehicles. This is done to minimize the number and cost of spare vehicles as well as staff to shuttle vans back and forth to a service facility. When you swap out a driver's van, you disrupt their schedule and have to exchange all the items that the riders leave in the van. It is sometimes a challenge to find all the personal items, such as cell phones and move them to a spare van and back again when returning the van. Given an average of 2 hours at \$19 per hour, traveling an average of 60 miles at \$.57 per mile, it would cost the agency an average of \$71 to bring each vehicle to a service facility.

The most common service is the lube, oil and filter that is provided every 5,000 miles. The cost for this service under the new service contract will be \$75. The following lists items covered in the service:

- Lube, oil, and Filter
- Tire rotation
- Reset tire pressure settings  
(This includes resetting the low pressure warning system)
- Reset oil service light

### **Safety inspection including the following items or tasks:**

- Brakes (note % of brake pads remaining)
- Lighting system
- Windshield wipers and washer fluid
- Air Conditioning & Heating systems
- Cooling system, belts and hoses
- Exhaust & Emission system
- Battery and Charging system
- Front and Rear tires, noting % of tread wear remaining
- Steering system

The cost to service the vehicles remotely has stayed fairly consistent over the past several contracts. This is in a large part due to the competition for the contract among those that have had it in the past. It is also due to the ability of the contractor to perform multiple services at one location, thereby saving travel time. Staff received three proposals to provide the vehicle maintenance services; each of the firms has successfully provided services in the past. We have changed service contractors following each of the last two RFP process when the current provider was no longer the successful low bidder. Staff feels comfortable that any of the three firms bidding could provide the service.

The proposals that were submitted are similar, in that all firms meet the requirements found in the RFP. The proposal asked each firm to submit a cost structure for each service type and frequency. The proposals were then sorted by service task and cost, to come up with the lowest responsible bidder. The proposal from Fleetside did contain some interesting options and enhancements; however, these did not justify the additional cost. The firm Staff is recommending is Ray's Mobile; he has been in business for 12 years and is formally known as Ray's Mobile Auto Repair Service. The firm has a Service Writer and 3 Technicians, with additional staff being hired once the contract is awarded.

The following is a summary of the proposals:

<u>Estimated annual cost:</u>		<u>Difference-Savings</u>
Ray's Mobile	\$ 271,260	\$ 91,541
Fresno Mobile	\$ 284,433	\$ 78,368
Fleetside	\$ 362,801	
Present Cost	\$ 293,691	

Attachment A shows a breakdown of costs related to each type of service.

Staff is recommending that the service contract be awarded to Ray's Mobile and that the Executive Director be authorized to sign the Service Contract. The service contract is for two years with three one year extensions.

**7. Approval of Application for State funded Van share program**

CalVans Staff has been encouraged to submit an application for a shared vanpool program that would serve communities on the west Side of Fresno County. The vanpool would be available for community residents to use to travel for shopping or medical appointments in the Fresno area. Residents of these communities have limited options for getting into town for these types of needs.

The encouragement is being driven by the desire to address transportation needs in poorer communities using plugin hybrid electric vehicles, while driving down green house gasses. Recent environmental tools have identified Fresno County as ground zero for minority populations needing transportation and an area with severe air quality problems. Staff along with the Air Resources Board would like to see a project patterned along the lines of CalVans' vanpool program that has the same control on the drivers, while also recording each trip as well as the number of passengers. ARB is proposing 100% funding of several pilot projects for car or van sharing. The projects can be up to three years in length.

Staff would like to put together an application that includes several cites on the west side of Fresno. Any project would include buy-in by both the cities and Fresno COG. Staff will bring back for approval any grant it might receive.

## California Vanpool Authority (CalVans)

### Minutes of Board Meeting

A regular meeting of the California Vanpool Authority was called to order by Joe Neves, Board member at 10:04 a.m. on November 13, 2014 in the conference room of CalVans, 1340 North Drive, Hanford, CA. 93230

#### California Vanpool Authority Members

AMBAG – Association of Monterey Bay Area Governments  
Fresno COG – Fresno Council of Governments  
KCAG – Kings County Association of Governments  
Kern COG – Kern Council of Governments  
MCTC – Madera County Transportation Commission  
MCAG – Merced County Association of Governments  
NCTPA – Napa County Transportation & Planning Agency  
SACOG – Sacramento Area Council of Governments  
SBCAG – Santa Barbara County Association of Governments  
TCAG – Tulare County Association of Governments  
VCTC – Ventura County Transportation Commission

#### **1. CALL TO ORDER**

Roll Call – Clerk of the Board

Directors present:

AMBAG	Steve McShane	Secondary
Fresno COG	Sylvia Chavez	Primary
Kern COG	Jon Johnston	Primary
KCAG	Joe Neves	Primary
MCAG	Jerry O'Banion	Primary
SBCAG	Jim Richardson	Primary
VCTC	Jim White	Primary

Directors absent:

MCTC	Robert Poythress/Max Rodriguez
NCTPA	Keith Caldwell/Tom Roberts
SACOG	Kirk Trost/Sharon Sprowls
TCAG	Rudy Mendoza/Janet Hinesly

Counsel present: Zack Smith

Staff/Visitors in attendance:

Ron Hughes, Baldev Randhawa, Georgina Cardenas, Cecelia Marquez, Gus Banda and Trish Barberick from CalVans.

Also in attendance were Bob Snoddy, Mark Baza and Teresa Nickell

**2. UNSCHEDULED APPEARANCES:**

No unscheduled appearances.

**3. CONSENT CALENDAR:**

A). Minutes of September 11, 2014

A motion was made by Commissioner Richardson and seconded by Commissioner McShane to approve: A). Minutes of September 11, 2014, at a regular meeting held November 13, 2014 by the following vote:

AYES: Commissioners Richardson, McShane, Chavez, Johnston, Neves, O'Banion and White

NOES: None

ABSENT: Commissioners Poythress, Caldwell, Trost and Mendoza

**4. SYSTEM UPDATE.**

**A. REPORTING OF FY 13/14 COUNTY AND UZA DATA.**

Ron reported that the miles and passengers have been totaled by County and UZA. The total for the Counties may be used by the member agencies in reaching their VMT (Vehicle Miles Traveled) reduction targets required by AB 32. The UZA breakdown will be used to report information to each UZA as part of our annual reporting into the Federal NTD (National Transit Database) system. Data reported 2 years ago generated an additional \$4.5 million this year that went to local transit agencies.

**B. ONGOING ACTIONS TO SECURE FUNDING FOR REPLACEMENT OF AGRICULTURAL VANPOOL.**

Ron reported Staff continues to work with State and local agencies. Those managing the new Cap & Trade program are looking at CalVans as a funding tool to reach the minority communities targeted under the Cap & Trade guidelines. The San Joaquin Valley Air Pollution Control District has recently released a call for projects and invited Staff to submit an application for funding.

Commissioner McShane encouraged the communication to remain open regarding future grants.

Ron also commented about the greenhouse gas reduction.

**C. RECENT GASOLINE THEFT.**

When reviewing last months fuel bill, staff noticed a larger than normal fuel charge for vanpool 821. The driver was contacted asking if anyone other than





herself had access to the fuel card or if she knew of anyone in the van that may have been using the card to fill something other than the van. She said no and that the card was used to only fill the van. Staff staked out the van to observe if someone was taking the card out when it was parked to get fuel. No one was observed taking out the card but a transaction occurred while the van was being watched. The card was being used every other day at several locations in Fresno, not far from where the van was parked.

Pikin Detective Agency was contacted to set up surveillance and determine who was using the card. They were able to observe who was using the card and coordinated with the Fresno Police Department to have the person arrested. It appeared the person bought the card in LA and was using it to fuel vehicles used by the common-law husband of the owner of a local business in Fresno and works as dispatcher for that business.

Staff's attorney prepared a letter and sent it to the owner of the company asking for reimbursement of the fuel and investigative charges. There has not been a response and may need to be settled in small claims court.

D. NOMINATION OF DIRECTOR AS COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA'S CALIFORNIA REPRESENTATIVE.

Ron reported he has been nominated to the CTAA. (Community Transportation Association of America) Staff reported that CTAA is a non-profit organization focused on promoting public transportation in underserved areas and for groups that may not now have access to conventional public transit. The group is based in Washington DC with representatives across the country. Representatives represent their region and serve as sounding board for ideas on addressing transportation issues that arise. The CTAA brings everyone together on an annual basis to get input and share new ideas.

Commissioner McShane congratulated Ron and inquired if each State had a representative. Ron replied that CalVans is the only vanpool program for farm workers authorized in the States as a public agency and how CalVans has reduced the number of illegal farm worker vehicles in the fields.

E. NAPA REGION

Staff reported that the Contractor from Salinas that was working in the Napa region has completed the harvest and turned in his 16 vans. The remaining 3 vans were being used by two of the local wineries and have been turned in. Other than those used by the Salinas contractor, there has not been a lot of local demand. At this time, staff has no intention of being in the Napa region, as it is no longer cost effective. There has been no use of general vanpools in the area and only limited demand for agricultural vanpools.

At this time NCTPA may wish to begin the withdrawal process from CalVans to limit any future liabilities or obligations.

SACOG officially will no longer be a CalVans member at the end of this month. CalVans withdrew from the area due to the limitations placed on where the vanpools could travel during peak hours and there wasn't much demand.

F. WITHDRAWAL OF BIDS FOR 15-PASSENGER VANS

Ron reported that Staff pulled the bid when it was informed that GMC had received an order for 1,000 vans and would not be able to fill any additional requests until after June of next year. Given they are not taking any orders until then, there will probably be a backlog of several hundred vehicles when they do start taking orders. If the Ford Transit Wagons we are receiving work out, we may be okay as the vans they replace can be used to meet the demand for new vanpool groups.

Commissioner Johnston inquired if the Ford van will be used to replace the GMC. Ron replied that the Ford 350 van is no longer being made and the Transit Wagon is the replacement.

Commissioner McShane inquired what the cost is for the transit wagon. Ron replied about \$40,000.

G. UPDATE OF BOARD ATTENDANCE

Staff thanked those Agencies that make the meetings possible by insuring that there is a quorum with which to conduct business each month. The first five receive Gold Stars, with an Honorable mention going to the next three.

<u>Agency</u>	<u>Meeting Participation Rate</u>
Association of Monterey Bay Area Governments	100%
Kern Council of Governments	100%
Kings County Association of Governments	100%
Santa Barbara County Association of Governments	100%
Ventura County Transportation Commission	100%
Fresno Council of Governments	67%
Merced County Association of Governments	67%
Sacramento Area Council of Governments	67%
Madera County Transportation Commission	50%
Napa County Transportation and Planning Agency	33%
Tulare County Association of Governments	0%

**5. RESPONSE TO SEVERAL QUESTIONS RAISED AT THE LAST BOARD MEETING.**

At the last board meeting Mrs. Dow, Executive Director for KCAPTA (Kings County Area Public Transit Agency), raised several issues related to comments I made some years ago as the Director of KCAPTA. As background, I was the Director of KCAPTA from 1989 through 2011, at which point I officially formed CalVans and became its Director. Prior to the separation, Mrs. Dow was the Agencies Accountant before becoming my Assistant Director; she assumed the Director's roll following my departure.

The evolution of what was to become CalVans started in 2002. At the time, there was no plan to build a multi-county agency; the role was to provide efficient and cost effective vanpool service for the areas we served. The general vanpool model was established with the users paying for the cost of the service. The agricultural program developed along side the general vanpool program. It was established as a grant funded program with few users in the beginning. The farmworkers had no concept of a vanpool and the growers were concerned that government was getting involved with their business. The system in place at the time was comprised of Ritarsos who were charging for rides and saw the program as a threat to their business.

When I started the vanpool project, the goal was to recover all funds necessary to run the project from its participants; I did not realize at the time that the project would generate Federal funds. This was easy with the general vanpools because many of the riders receive support from their employers, the State or Federal government. This allowed us to charge a rate that offsets all costs. It has been more difficult with the farm workers as they generally receive no support from their employers and make less than half of what the general vanpool riders make. Over the past 12 years the cost to the farmworker has been raised to cover all the operational cost but not the capital cost. Recovering capital cost would require raising rates by at least 25%. It is believed there would be few users at the higher rate.

As the program matured, it was realized the reporting of trip information to the Federal Government was going to generate additional funds to KCAPTA that could be used to buy or replace vans. It was also assumed other transit agencies receiving funds through this reporting would be willing to provide funds towards the replacement of vans. It was my policy at that time that Federal funds going to KCAPTA would be used to buy vans for the program. It was never my intent that the generation of additional funds for transit agencies, currently 4.5 million annually, would become a windfall for them; however that is what has happened. The one exception is FCRTA (Fresno County Rural Transit Agency), which has provided \$2 million in funds that have been used to purchase 70 vans over the past several years; they are also budgeting \$1 million for an additional 35 vans next year. It is important to note that FCRTA does not receive any of the Federal funds generated by CalVans

reporting. Staff has asked Mrs. Dow if she would consider using some of the funds generated by CalVans for KCAPTA to purchase vans for Kings County residents, she said no.

I made the comment in one of the early years of the program that we could move the general vanpool vehicles to the agricultural side once the van was paid for. That shift was never made nor formally adopted as a policy. This was for two reasons; from 2002 to 2011 there was sufficient grant funding for all the agricultural vans that were needed and therefore made no sense to take the van from the general vanpool user and charge them for a new van when their existing van was serving the purpose. It is only recently, that the need for agricultural van replacement has had to be addressed. The vans driven by the general vanpoolers have not generally been replaced as the drivers chose to continue driving their vans at lower rate. Many of these vans have 2 to 3 hundred thousand miles on them with no indication from the drivers that they want to replace them.

The comment was made that proceeds from the sale of vans could be used to replace vans going forward. This is not practical as it would take the sale of over 6 vehicles to buy one new vehicle. The \$4,500 we average for the sale of a vehicle represents about 15% of the cost of buying and equipping a new vehicle. The proceeds from the sale of vehicles has been routinely used to cover the expense of equipping new vehicles with the items that are not grant covered as well as for repairs resulting from accidents. We spend slightly over \$1,000 to install the radio and another \$1,200 for the new flooring, water container carriers and a tool box in the agricultural vans.

Attached to the agenda was a list showing an income of \$398,182 from all vehicles sold since the agency was created. At the same time, the agency has acquired 137 vehicles with an additional 14 being delivered in the next several weeks. The cost to equip these vehicles exceeded \$300,000. The funds noted above have been and will continue to be used to out fit the new vehicles. The proceeds from the sale of vehicles just do not generate sufficient funds to cover the cost of replacement vehicles.

Mrs. Dow commented that TDA funds were not to be used by CalVans and neither KCAPTA nor the City of Corcoran would support such. As background, TDA (Transportation Development Act) is made up of several funding sources, LTF (Local Transportation Funds) and STA (State Transit Assistant) funds. LTF is based on local taxes on fuel and is to be used for public transit purposes. If there are no public transit needs to fund, it goes to the County and City for road repair. CalVans generation of additional Federal funds for KCAPTA has provided Mrs. Dow with the ability to reduce the use of LTF funds by more than \$500,000 and return these funds to member agencies for Street and road repair. CalVans has not and does not intend to use any LTF allocated to public transit agencies in Kings County. STA funds are set aside by the State for the same purpose and are apportioned to each County based

on the number of passenger trips and fares collected by each reporting agency. The more of each reported to the State Controllers Office, the larger the County's share.

CalVans quit reporting to the State Controllers office when it separated from KCAPTA, as directed by the State. The State has since informed CalVans that it must report as it is a public transit agency with the same reporting requirements as KCAPTA. Since being informed, Staff contacted various agencies on whether or not CalVans would be eligible for any STA funds it is responsible for generating, the answer was yes. Staff does not intend to use any LTF funds, nor reduce the STA funds that KCAPTA and Corcoran presently receive, but to use the extra funds generated by it's reporting of passengers and trips. KCAPTA is already receiving the Federal funds generated by CalVans and is seeking to claim any additional State funds generated by CalVans through the STA reporting. CalVans is a public agency formed in the same manner as KCAPTA, and provides "public transit" the same as KCAPTA. Staff would be remiss if it did not seek funding it is responsible for and is entitled to.

Staff recommended the policy of seeking STA funds that it can show CalVans is responsible for generating.

Commissioner McShane thanked Ron for all helpful information.

#### **6. SELECTION OF INSURANCE BROKER.**

Staff reported receiving two proposals from insurance brokers in the area. Both brokers indicate they would be able to provide the insurance services CalVans needs. The proposals were similar in nature; the major difference being the compensation that each firm would receive. Presently the broker fee ranges from 10 to 15 percent. Given our insurance coverage, that represents a \$100,000 to \$150,000 annual fee. Our present broker Mackey and Mackey is proposing to stay with this structure. The second firm of Carl Nelson Insurance Agency is proposing a flat 5 percent fee.

Staff has had no issues with the present broker, but given the difference in fee structures, sees no reason for not switching to Carl Nelson Insurance agency. They represent the same companies that we presently have our vehicles insured and workers comp coverage through. Staff recommended that CalVans utilize the firm of Carl Nelson going forward

A motion was made by Commissioner McShane and seconded by Commissioner Richardson to approve the selection of Carl Nelson as CalVans insurance broker at a regular meeting held November 13, 2014 by the following vote:

AYES: Commissioners Richardson, McShane, Chavez, Johnston, Neves, O'Banion and White

NOES: None

ABSENT: Commissioners Poythress, Caldwell, Trost and Mendoza

**7. ADJUST PART TIME ACCOUNT CLERK I/II POSITION TO FULL TIME.**

One of our Account Clerk I/II positions was reduced from 8 to 6 hours to accommodate a long time employee that was limited to 6 hours a day due to ongoing child care issues. Child care is no longer a problem and the employee can now return to working a full day. The workload has also increased over the past year as more employer's are taking advantage of our voucher program for farm workers. The movement of the position to full time will help in keeping up with the increased workload.

Staff recommended the part time position Account Clerk I/II positions be moved from Part time to Full time.

Commissioner White inquired about the benefits from part time to full time. Ron responded the only difference would be in holiday pay from 6 to 8 hours.

A motion was made by Commissioner O'Banion and seconded by Commissioner Johnston to approve the part time Account Clerk I/II to a full time position at a regular meeting held November 13, 2014 by the following vote:

AYES: Commissioners O'Banion, Johnston, McShane, Chavez, Neves, Richardson and White

NOES: None

ABSENT: Commissioners Poythress, Caldwell, Trost and Mendoza

**8. REVIEW INCREASE IN NUMBER OF MANAGEMENT ADMINISTRATIVE LEAVE DAYS.**

The Management Staff asked that the Board consider increasing the number of Administrative leave days. A comparison report was compiled listing other agencies benefits in the region and compared what their administrative leave is to what is provided by CalVans. The average across the agencies is 9 days, CalVans' is 6. Staff requested that 2 additional days be added to make the total 8 days. This will bring the number of administrative days to slightly below the average. The annual cost for this increase would be \$1,816.48.

Staff recommended the increase.

A motion was made by Commissioner McShane and seconded by Commissioner White to approve the increase in number of management administrative leave days to eight at a regular meeting held November 13, 2014 by the following vote:

AYES: Commissioners McShane, White, Chavez, Johnston, Neves, O'Banion and White

NOES: None

ABSENT: Commissioners Poythress, Caldwell, Trost and Mendoza

**9. REQUEST FOR MEMBERSHIP FROM ICTC (IMPERIAL COUNTY TRANSPORTATION COMMISSION)**

A letter was attached to the agenda from ICTC (Imperial County Transportation Commission) seeking CalVans membership. ICTC has been a de facto partner for the past several years as vanpools have moved to the region for winter work. That work is now lasting longer as water issues have resulted in more vans staying longer in the region. It is sometimes a 7-8 month shift given the availability of water in the region.

Rather than set up an office each year Staff would establish a permanent office in the El Centro area for overseeing the project. This would allow CalVans to service the year-round request which we have not responded to as we were always leaving in the spring. These requests include both agriculture and general vanpools. The Imperial County area is similar in makeup to areas that are successfully served by CalVans. They are also a UZA area that will benefit from the reporting of ridership numbers. The cost of being in the region will be recovered from those using our program in the area.

Staff recommended the approval of ICTC as a member agency. Staff will have ICTC adopt an amendment to our JPA, thus making them an official member.

Commissioner McShane commended ICTC's desire to join CalVans and thinks it is a good idea.

A motion was made by Commissioner McShane and seconded by Commissioner Johnston to approve ICTC as a CalVans member at a regular meeting held November 13, 2014 by the following vote:

AYES: Commissioners McShane, Johnston, Chavez, Neves, O'Banion, Richardson and White

NOES: None

ABSENT: Commissioners Poythress, Caldwell, Trost and Mendoza

**10. REVIEW MODIFICATIONS TO ACCOUNT CLERK I/II AND III POSITION**

Staff is in the process of recruiting to fill a vacant Account Clerk III position. In reviewing the job specification it was noted that the position did not require that the applicant have a valid driver's license. This requirement is important as accounting staff is called upon at times to help move vehicles and to run errands outside the office.

Prior to moving forward, Staff wanted to include this requirement to all Accounting position job specifications. Attached to the agenda were copies of the Account Clerk I/II and III specifications with the requirement included. This change requires

Board approval; therefore Staff recommended that the Board approve the revised job descriptions.

A motion was made by Commissioner O'Banion and seconded by Commissioner McShane to approve the modifications to Account Clerk I/II and III at a regular meeting held November 13, 2014 by the following vote:

AYES: Commissioners O'Banion, McShane, Chavez, Johnston, Neves, Richardson and White

NOES: None

ABSENT: Commissioners Poythress, Caldwell, Trost and Mendoza

**11. UPDATE ON FIRST QUARTER FINANCIALS**

The first quarter financials were included for review. CalVans is on track with gross expenditures and revenues at 25%. CalVans Accountant, Mr. Randhawa was available to respond to any questions.

Ron commented that this report will be provided every quarter.

Commissioner Neves inquired if any Board member would like to add or subtract anything from the report.

**12. MISCELLANEOUS COMMENTS**

Commissioner Neves inquired about the 2015 CalVans Board meeting calendar, if the dates worked for everyone.

Ron Hughes also commented that CalVans is going to try to meet every other month instead of monthly and that there will not be a December Board meeting.

**13. NEXT MEETING DATE.**

The next Board meeting is scheduled for January 8, 2015 at 10:00 a.m. There will not be a meeting in December.

The meeting was adjourned at 10:38 a.m.

Respectfully submitted,

  
Ronald H. Hughes  
Executive Director

11/13/2014 tb



# Technical Advisory Committee Minutes

A special meeting of the California Vanpool Authority Technical Advisory Committee was held on December 29, 2014 at 1:30 p.m. in the conference room of CalVans, 1340 North Drive, Hanford, CA. 93230

## California Vanpool Authority Members

AMBAG – Association of Monterey Bay Area Governments

Fresno COG – Fresno Council of Governments

ICTC – Imperial County Transportation Commission

Kern COG – Kern Council of Governments

KCAG – Kings County Association of Governments

MCTC – Madera County Transportation Commission

Merced COG – Merced County of Governments

NCTPA – Napa County Transportation & Planning Agency

SBCAG – Santa Barbara County Association of Governments

TCAG – Tulare County Association of Governments

VCTC – Ventura County Transportation Commission

## **1. ROLL CALL AND ATTENDANCE**

Ron Hughes, Cecelia Marquez and Trish Barberick from CalVans.

Also in attendance were: Alan Holmes, Suzanne Martinez, Bob Snoddy, Suzanne Campbell, Teresa Nickell, Kasia Thompson, Tom Roberts, Kent Epperson and Natalia Austin

## **2. PUBLIC COMMENT**

No comments were received.

## **3. CONSENT ITEMS**

All items listed as consent items are considered routine and will be enacted by one motion. For any discussion of any consent item, it will be removed at the request of any Board member and made a part of the regular agenda.

A. Minutes of 10/23/14

Motion was made, seconded Alan Holmes/Teresa Nickell and unanimously carried to approve A). Minutes of October 23, 2014.

YES: Alan Holmes, Teresa Nickell, Suzanne Martinez, Bob Snoddy, Suzanne Campbell, Kasia Thompson, Natalia Austin, Tom Roberts and Kent Epperson.

NOES: None  
ABSENT: AMBAG, ICTC and TCAG.

#### **4. SYSTEM UPDATE**

##### **A. Reporting Vanpool growth by County and UZA**

Ron reported that several members have asked how CalVans is doing in their particular area. A graph showing the growth in passenger miles traveled over the past 4 years by County and UZA was discussed.

Growth by County has been between 30 and 40 percent in established areas, with higher growth in Monterey and Santa Barbara Counties.

Growth by UZA has been between 40 to 50 percent in established UZAs, with growth over 300 percent in Salinas and Santa Maria. This growth should continue as more individuals learn about the CalVans program.

Tom Roberts inquired if CalVans can show how many passenger trips/vans are in each member area and shows the increase. Ron responded that it is a huge report but will send the requested information. Tom stated he is curious about the relative scale whether there are more vanpools or more people riding in each vanpool.

Ron commented that by reporting the UZA it currently has contributed 4.5 million to member agencies.

Kent Epperson inquired if the city of Santa Maria can generate FTA funds. Ron replied vanpooling can generate STIC funds in that area if vanpools are used.

##### **B. Ongoing actions to secure funding for replacement of Agricultural Vans**

Staff reported it continues to work with representatives from the Governor's office and the Air Resources Board on options for funding agricultural vans that could be electric.

Staff has met with several firms that provide electric technology that could be adapted to 15-passenger vans. Depending on the technology, there could be a 25% to 100% reduction in fuel usage.

Kent inquired if the electric vans can travel the distance needed for the agricultural vanpools. Ron responded that the average is 95 miles that an electric vehicle can travel without recharging and that the terminology

18

changed to "plug in hybrid not plug in electric". Ron agreed that plug in hybrid was the correct terminology.

**5. REQUEST TO ESTABLISH AND FILL A FULL TIME TRANSIT AIDE LEADWORKER POSITION IN IMPERIAL COUNTY.**

Staff reported that with the inclusion of Imperial Valley Association of Governments in CalVans, Staff would like to recruit and fill a full time Transit Aide/Leadworker position for that area. The opening will be posted in the Imperial area with the goal of finding someone that lives in that area. The position will be responsible for the oversight, marketing and support of vehicles in that area. The individual will remain in the area when agricultural vanpools leave to return to the Salinas and Ventura areas. Work will then focus on marketing and spreading the word about the general vanpools available through CalVans.

Staff recommended that a Transit Aide/Leadworker position be authorized, advertised and filled in the Imperial County area.

Tom Roberts inquired where the funding for the staff member in Imperial County would come from. Ron responded that the current MPG charge in that area is \$1.20 and should be sufficient to cover the cost. The annual salary for a Transit Aide is \$22,505.

Motion was made, seconded Tom Roberts/Natalia Austin and unanimously carried to approve a full time Transit Aide/Leadworker position in Imperial County.

YES: Tom Roberts, Natalia Austin, Alan Holmes, Teresa Nickell, Suzanne Martinez, Bob Snoddy, Suzanne Campbell, Kasia Thompson and Kent Epperson.

NOES: None

ABSENT: AMBAG, ICTC and TCAG

**6. RECOMMENDATION ON THE AWARD OF THE VEHICLE SERVICE CONTRACT.**

Staff has historically used outside mobile contractors to provide routine servicing of vehicles. This is done to minimize the number and cost of spare vehicles as well as Staff to shuttle vans back and forth to a service facility. When you swap out a driver's van, you disrupt their schedule and have to exchange all the personal items that riders leave in the van.

The cost to service the vehicles remotely has stayed fairly consistent over the past several years. This is due in part, to the competition for the

19

contract among those that have had it in the past.

Staff received three proposals to provide the vehicle maintenance services; each of the firms has successfully provided services in the past. CalVans changed service contractors following each of the last two RFP's, when the current provider was not the successful bidder. Staff is comfortable that any of the three firms that bid could provide the service. It came down to the lowest cost.

The proposals were generally similar, in that all firms met the requirements found in the RFP. The proposal from Fleetside did contain some interesting options and enhancements; however, these did not justify the additional cost. Ray's Mobile has been in business for 12 years and is formally known as Ray's Mobile Auto Repair Service. The firm has a Service Writer and 3 Technicians, with additional staff being hired once the contract is awarded.

Staff recommended that the service contract be awarded to Ray's Mobile and that the Executive Director be authorized to sign the service contract. The service contract is for two years with three (1) one year extensions.

Tom Roberts questioned the totals. Ron clarified the total and that Ray's Mobile was the least expensive and that only OEM parts will be used. Tom also questioned how Ray's Mobile would be paid. Ron replied all service contractors were paid by the task not an hourly rate.

Motion was made, seconded Tom Roberts/Kent Epperson and unanimously carried to approve the vehicle service award to Ray's Mobile.

AYES: Tom Roberts, Kent Epperson, Suzanne Martinez, Bob Snoddy, Suzanne Campbell, Teresa Nickell, Kasia Thompson, Natalia Austin and Alan Holmes.

NOES: None

ABSENT: AMBAG, ICTC and TCAG

## **7. APPROVAL OF APPLICATION FOR STATE FUNDED VAN SERVICE.**

Staff reported it has been encouraged to submit an application for a shared vanpool program that would serve communities on the west side of Fresno County. The vanpool would be available for community residents to use to travel for shopping or medical appointments in the Fresno area.

The encouragement is being driven by the desire to address transportation needs in poorer communities using electric vehicles, while driving down green house gasses. Recent environmental tools have identified Fresno County as ground zero for minority populations needing transportation and an area with severe air quality problems.

Staff, along with the Air Resources Board (ARB) would like to see a project patterned along the lines of CalVans vanpool program that has the same safety control on the drivers, while also recording each trip, as well as the number of passengers. ARB is proposing 100% funding of several pilot projects for car or van sharing. The project can be up to three years in length.

Motion was made, seconded Tom Roberts/Kent Epperson and unanimously carried to approve the application for State funded van service.

AYES: Tom Roberts, Kent Epperson, Suzanne Martinez, Bob Snoddy, Suzanne Campbell, Teresa Nickell, Kasia Thompson, Natalia Austin and Alan Holmes

NOES: None

ABSENT: AMBAG, ICTC and TCAG

**MISCELLANEOUS COMMENTS**

Ron commented that there would not be a TAC meeting in January. The next TAC meeting will be February 26, 2015 at 1:30 pm.

**ANNOUNCE NEXT MEETING DATE**

The next Board meeting is scheduled for Thursday, January 8, 2015 at 10:00 a.m. located in the CalVans conference room, 1340 North Drive, Hanford, CA.

There will not be a February Board meeting.

**ADJOURNMENT**

The meeting was adjourned at 2:09 p.m.

Respectfully submitted

  
Ron Hughes  
Executive Director

12/29/14

21

Proposers	GMC or Express	# of Services	Sub Totals	Ford CNG/Van	# of Services	Sub Totals	Toyota Sienna	# of Services	Sub Totals	Ford Diesel	# of Services	Sub Totals	Mercedes Diesel	# of Services	Sub Totals	Fiestas & Pickups	# of Services	Sub Totals	Grand Total
<b>Type A Service</b>																			
Ray's Mobile	75.00	1700	\$ 127,500	75.00	60	\$ 4,500	75.00	213	\$ 15,975	180.00	34	\$ 6,120	210.00	34	\$ 7,140	75.00	21	\$ 1,575	\$ 162,810
Fresno Mobile	79.00	1700	\$ 134,300	79.00	60	\$ 4,740	79.00	213	\$ 16,827	165.00	34	\$ 5,610	165.00	34	\$ 5,610	79.00	21	\$ 1,659	\$ 168,746
Fleetside	101.38	1700	\$ 172,346	105.11	60	\$ 6,307	112.88	213	\$ 24,001	115.94	34	\$ 3,942	198.57	34	\$ 6,751	92.48	21	\$ 1,942	\$ 215,289
Present Cost	83.00	1700	\$ 141,100	83.00	60	\$ 4,980	83.00	213	\$ 17,679	83.00	34	\$ 2,822	83.00	34	\$ 2,822	83.00	21	\$ 1,743	\$ 171,146

Proposers	GMC or Express	# of Services	Sub Totals	Ford CNG/Van	# of Services	Sub Totals	Toyota Sienna	# of Services	Sub Totals	Ford Diesel	# of Services	Sub Totals	Mercedes Diesel	# of Services	Sub Totals	Fiestas & Pickups	# of Services	Sub Totals	Grand Total
<b>Type B Service</b>																			
Ray's Mobile	15.00	340	\$ 5,100	15.00	12	\$ 180	20.00	43	\$ 860	20.00	7	\$ 140	20.00	7	\$ 140	15.00	4	\$ 60	\$ 6,480
Fresno Mobile	20.00	340	\$ 6,800	20.00	12	\$ 240	20.00	43	\$ 860	24.00	7	\$ 168	24.00	7	\$ 168	20.00	4	\$ 80	\$ 8,316
Fleetside	19.00	340	\$ 6,460	19.00	12	\$ 228	19.00	43	\$ 817	42.90	7	\$ 300	28.62	7	\$ 200	19.00	4	\$ 76	\$ 8,082
Present Cost	15.00	340	\$ 5,100	15.00	12	\$ 180	15.00	43	\$ 645	15.00	7	\$ 105	15.00	7	\$ 105	15.00	4	\$ 60	\$ 6,195

Proposers	GMC or Express	# of Services	Sub Totals	Ford CNG/Van	# of Services	Sub Totals	Toyota Sienna	# of Services	Sub Totals	Ford Diesel	# of Services	Sub Totals	Mercedes Diesel	# of Services	Sub Totals	Fiestas & Pickups	# of Services	Sub Totals	Grand Total
<b>Type C Service</b>																			
Ray's Mobile	260.00	170	\$ 44,200	260.00	6	\$ 1,560	260.00	21	\$ 5,460	340.00	3	\$ 1,020	340.00	3	\$ 1,020	260.00	2	\$ 688	\$ 53,780
Fresno Mobile	349.00	170	\$ 59,330	349.00	6	\$ 2,094	349.00	21	\$ 7,329	439.00	3	\$ 1,317	439.00	3	\$ 1,317	349.00	2	\$ 698	\$ 72,085
Fleetside	425.01	170	\$ 72,252	507.00	6	\$ 3,042	357.89	21	\$ 7,516	370.22	3	\$ 1,111	408.04	3	\$ 1,224	196.05	2	\$ 392	\$ 85,536
Present Cost	310.00	170	\$ 52,700	310.00	6	\$ 1,860	310.00	21	\$ 6,510	310.00	3	\$ 930	310.00	3	\$ 930	310.00	2	\$ 620	\$ 63,550

Proposers	GMC or Express	# of Services	Sub Totals	Ford CNG/Van	# of Services	Sub Totals	Toyota Sienna	# of Services	Sub Totals	Ford Diesel	# of Services	Sub Totals	Mercedes Diesel	# of Services	Sub Totals	Fiestas & Pickups	# of Services	Sub Totals	Grand Total
<b>Type D Service</b>																			
Ray's Mobile	280.00	85	\$ 23,800	280.00	3	\$ 840	210.00	11	\$ 2,310		3	\$ -		3	\$ -	180.00	1	\$ 180	\$ 27,130
Fresno Mobile*	229.00	85	\$ 19,465	229.00	3	\$ 687	229.00	11	\$ 2,519		3	\$ -		3	\$ -	229.00	1	\$ 229	\$ 22,900
Fleetside	293.88	85	\$ 24,980	265.36	3	\$ 796	447.60	11	\$ 4,924		3	\$ -		3	\$ -	119.28	1	\$ 119	\$ 30,819
Present Cost	315.00	85	\$ 26,775	315.00	3	\$ 945	315.00	11	\$ 3,465		3	\$ -		3	\$ -	315.00	1	\$ 315	\$ 31,500

Proposers	GMC or Express	# of Services	Sub Totals	Ford CNG/Van	# of Services	Sub Totals	Toyota Sienna	# of Services	Sub Totals	Ford Diesel	# of Services	Sub Totals	Mercedes Diesel	# of Services	Sub Totals	Fiestas & Pickups	# of Services	Sub Totals	Grand Total
<b>Type E Service</b>																			
Ray's Mobile	290.00	57	\$ 16,530	290.00	2	\$ 580	300.00	7	\$ 2,100	390.00	2	\$ 780	390.00	2	\$ 780	290.00	1	\$ 290	\$ 21,060
Fresno Mobile*	172.50	57	\$ 9,833	172.50	2	\$ 345	172.50	7	\$ 1,208	207.00	2	\$ 414	207.00	2	\$ 414	172.50	1	\$ 173	\$ 12,386
Fleetside	325.00	57	\$ 18,525	325.00	2	\$ 650	325.00	7	\$ 2,275	325.00	2	\$ 650	325.00	2	\$ 650	325.00	1	\$ 325	\$ 23,075
Present Cost	300.00	57	\$ 17,100	300.00	2	\$ 600	300.00	7	\$ 2,100	300.00	2	\$ 600	300.00	2	\$ 600	300.00	1	\$ 300	\$ 21,300

\* Fresno Mobile did not include their parts cost in this category.

Estimated annual cost:	Difference
Ray's Mobile	\$ 271,260
Fresno Mobile	\$ 91,541
Fleetside	\$ 284,433
Present Cost	\$ 78,368
	\$ 362,801
	\$ 293,691

Percent markup on parts  
 10%  
 30%  
 Industry Average

Hourly Service Cost for repairs outside of service contract.

Fleetside	58
Fresno Mobile	69
Ray's Mobile	80

# Proposal for a CalVans Vansharing Program

## **Background:**

CalVans presently approves drivers by reviewing their driving record with the DMV. A passcode is then issued to them allowing them to log onto the on-board computer, thereby letting them start the vehicle. The use of the vehicle is then tracked using the vehicle's GPS system; allowing for the monitoring of location and speed. Inappropriate use of the vehicle results in the driver being dropped from the program

Authorized drivers are assigned a vehicle that they take home to use for the home to work trip. The vehicle is parked at the driver's home or at a central location where all riders can meet. Vehicles are serviced on site and are only brought back to the office for major repairs. Approximately 500 vehicles are being used in this fashion.

## **Proposal:**

CalVans would pre approve residents to use a small van for traveling to nearby medical, shopping or for personal business. Residents would be assigned a passcode allowing them to start the vehicle. This passcode would be sent to the vehicle allowing them to start and use the vehicle. The passcode would be removed once the trip was completed. Vehicles would be parked at a location that was open 24 hours a day to allow full use at any time. Keys to the vehicles would be available at this location.

Cost for the service would be established to recover 10% of the operating cost, making it equal to what is charged for conventional bus service. A bill would be generated at the end of the trip and sent to the person that used the vehicle. Abuse of the program or non-payment would result in the person being denied future trips.

CalVans would purchase and maintain the plug in electric vehicles as it does for the 550 vehicles it presently operates. Emergency service would be provided by CalVans' 24/7 emergency response.

CalVans is already present in a number of small Hispanic communities in the San Joaquin Valley. Its bilingual staff provides the ability to set up and monitor a carsharing program without the need to establish a separate office or hire a lot of additional staff. The current program for monitoring and billing for vanpool use lends itself for overseeing a carsharing program.

## **Cost:**

The primary cost would be the vehicle acquisition costs, vehicle operational costs and some staffing cost for program monitoring. The following is the breakdown for setting up and monitoring 10 vehicles in 5 communities for the first year; subsequent years will be less as the vehicles should last for several years:

Vehicle acquisition	\$350,000
Operational cost at 15,000 miles per vehicle	\$140,000
Administrative support	<u>\$200,000</u>
Total	\$690,000
Less passenger fares	<u>\$- 14,000</u>
Final cost	\$648,000