CALIFORNIA VANPOOL AUTHORITY

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

Meeting Date: March 13, 2014

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
- 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 18th Street, Merced, CA 95340
- Napa County Transportation and Planning Agency, 707 Randolph Street, Suite 100, Napa, CA 94559
- Sacramento Area Council of Governments, Sutter Buttes Room, 1415 L Street, Suite 300, Sacramento, CA 95814
- 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
- Southern California Association of Governments, 950 County Square Drive, Suite 101, Ventura, CA 93003
- Ventura County Transportation Commission, Southern California Association of Governments, 950 County Square Dr., Suite 101, 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.
AGENDA

Item #   Description                        Action

1. CALL TO ORDER
   Roll Call – Clerk of the Board

2. PUBLIC COMMENT (Unscheduled Appearances)
   The public may address the Board of Directors on any item relevant to the Authority. To comment on an agenda item, speakers should notify the Board or Staff member at the meeting location, when the agenda item is announced. The Board or 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 Board of Directors. 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:                                  Approval
   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.

   3. A. Minutes of January 9, 2014                  Action

4. System Update                                    Information
   a. Increase in Contractor/Grower use of Vouchers  
   b. Increase in Vanpool activity in Bakersfield area
   c. Results of Transportation Task Force
   d. Hiring of new Accountant Auditor
   e. Reminder 700 Forms are due by 3-31-14

5. Review Agreement with KCAPTA for Federal 5307 funds Action
6. Review Leasing of up to 10 Additional Sprinter Vans  Action
7. Review Proposals for Uniform Service              Action
8. Review Proposals for Janitorial Service            Action
9. Review FY 12-13 Audit                              Action
10. Adjournment   Next meeting April 10, 2014

Attachments:

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<tr>
<th>Item</th>
<th>Page</th>
<th>Description</th>
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<td>8A</td>
<td>Board Minutes of January 9, 2014</td>
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<tr>
<td>B</td>
<td>12</td>
<td>TAC Minutes of February 27, 2014</td>
</tr>
<tr>
<td>C</td>
<td>18</td>
<td>User Guide for using the Webtech Wireless System</td>
</tr>
<tr>
<td>C</td>
<td>24</td>
<td>Task Force Recommendations</td>
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<td>D</td>
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<td>Sub-Recipient Agreement</td>
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<td>Services Agreement with Environmental Control</td>
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<td>F</td>
<td>**</td>
<td>FY 12/13 Audit</td>
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STAFF REPORT

3. Consent Items

A. Minutes of January 9, 2014

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

4. System Update

a. Increase in Contractor/Grower use of Vouchers

The number of Growers or Contractors who contact CalVans in regard to providing vouchers for their workers continues to grow. This is not so much from outreach but from word of mouth testimonials from those that are providing vouchers. Staff met with one large Salinas Valley Contractor and Grower who explained that last year was a very good year. When asked what he meant, he stated that he was one of the few contractors able to provide full crews and therefore able to complete the harvest on time. This meant that he had a good return on his investment. He also stated that providing vouchers attracted or insured a steady labor supply, where other contractors struggled to find workers.

A secondary benefit of providing vouchers is the ability to better manage the vehicles traveling to and from the worksite. The vanpool’s GPS system allows the Contractor to monitor what vehicle is where in the field and for how long. It also gives the Contractor the ability to monitor miles traveled and insure that the amount charged for employee vouchers is correct. Staff has prepared a guide titled "Accessing Vehicle Reports & Locations Using WebTech Wireless" that individuals can use to monitor vanpools.

The following companies are some of those providing vouchers to their employees:

- Alfred G Urquidez II
- Coast King Packing
- Dominguez Farms
- Fresh Express
- Jett Harvest
- MD Labor
- Rancho Encantado
- Reiter Brothers
- Angels Contracting
- Colorado River
- Elkhorn Packing
- Foothill Packing
- Joseph Phelps Vineyards
- PFL (Perez Farm Labor)
- Rancho Purisima
- V.Sattui
- Braga Fresh Family Farms
- Del Real Packing
- Fresh Harvest
- Guerrero Packing
- JR Harvesting
- Preferred Produce Inc
- Rava Ranches
- Western Packing

b. Increase in Vanpool activity in Bakersfield area.

Activity in the Bakersfield area is picking up as State Correctional Officers have started switching from illegally operated vanpools to the CalVans program. Our program is slightly more expensive but offers more safety and support than their present provider. We are told that some vans lack registration or proof of insurance, and are poorly maintained. One driver commented that he changed the brakes on his van after they locked up while traveling on Hwy 99, almost causing him to hit the center divider. He had repeatedly asked the vanpool owner who never took care of the problem. Another driver stated that the catalytic converters were stolen from their van and not replaced. The van could not be smogged and is being operated without current registration.

Over the past 10 years, Staff has found repeated instances where individuals were operating for profit vanpool fleets while failing to comply with the most basic Motor Vehicle laws governing vanpools and their drivers. Vanpools by definition are considered nonprofit work-related transportation, charging a
profit results in the need for the driver to have a bus drivers license. The riders, who are generally State employees, don’t complain because there are fewer requirements for them and the charges are generally less. Staff has brought this to CHP Staff on various occasions and been told that they need to have “probable cause” before doing an investigation. Recent conversations with Fresno CHP officers have been more fruitful. They indicate that they will conduct an investigation within the next several weeks. This is in part because 3 of the 4 vans Staff took photos of at Wasco State Prison have expired registrations.

The following outlines the Vehicle Code Sections pertaining to the driver and vehicle:

Vanpool Vehicle Definition

668 A vanpool vehicle is any motor vehicle, other than a motortruck or truck tractor, designed for carrying more than 10 but not more than 15 persons including the driver, which is maintained and used primarily for the nonprofit work-related transportation of adults for the purpose of ridesharing.

Vanpool Driver Requirements

12804.9 (G) (j) A driver of a vanpool vehicle may operate with a class C license but shall possess evidence of a medical examination required for a class B license when operating vanpool vehicles. In order to be eligible to drive the vanpool vehicle, the driver shall keep in the vanpool vehicle a statement, signed under penalty of perjury, that he or she has not been convicted of reckless driving, drunk driving, or hit-and-run offense in the past five years.

Vanpool Vehicles: Equipment and Inspection

34509. Vanpool vehicles, as defined in Section 668, and vanpool vehicles when used for purposes other than traveling to and from a work location and transporting not more than 10 persons including the driver, shall be exempt from the regulations adopted pursuant to Section 34501, except that the following shall apply:

(a) The vanpool vehicle shall be equipped with an operable fire extinguisher which is of the dry chemical or carbon dioxide type with an aggregate rating of at least 4-B:C and which is securely mounted and readily accessible.

(b) The vanpool vehicle shall be equipped with a first aid kit, conforming to the minimum requirements for schoolbuses. First aid kits shall be readily visible, accessible, and plainly marked “First Aid Kit.”

(c) The vanpool vehicle shall be regularly and systematically inspected, maintained, and lubricated in accordance with the manufacturer’s recommendations, or more often if necessary to ensure the safe operating condition of the vehicle. The maintenance shall include, as a minimum, an in-depth inspection of the vehicle’s brake system, steering components, lighting system, and wheels and tires, to be performed at intervals of not more than every six months or 6,000 miles, whichever occurs first.

(d) Operators of vanpool vehicles shall document each systematic inspection, maintenance, and lubrication and repair performed for each vehicle under their control. Required records shall include services performed, the person performing the service, the date, and the mileage on the vehicle at the time of the repair. The records shall be maintained with the vehicle for one year, and shall be presented upon demand to any authorized representative of the California Highway Patrol.
(e) Vanpool vehicles being operated pursuant to the exemptions specified in this section shall display, upon the rear and sides of the vehicle, a sign or placard, clearly visible and discernable for a distance of not less than 50 feet, indicating that the vehicle is being used as a vanpool vehicle.

c. Preliminary Recommendations of the Ag Workforce & Transportation Task Force

Staff has been working with a committee on the CA Ag Workforce Housing and Transportation Project. The report is the product of two committees, one focused on transportation and the other on Housing. The report brings together the recommendations of both committees into the one report. The final report will be presented to the State Board of Food and Ag at their meeting in Sacramento on April 1, 2014. Staff has been asked to float the report by the Board members for any comments they might see. If you have a chance, please review the attached document and let me know if you have any comments.

d. Hiring of new Accountant Auditor.

We have completed the hiring process to replace our past Accountant-Auditor, Heather Corder, who moved on to a position with the City of Hanford. I am pleased to announce her replacement; Baldev Randhawa who has joined us and is excited to get started. He has worked a number of years with Fresno County Public Works Department and spent several years in the private sector. We are pleased to have him with us.

e. Reminder 700 Forms are due by 3-31-14

The following notes the forms we have received to date. If the box to the right of your name is not checked we need a copy of your form 700.

<table>
<thead>
<tr>
<th>Primary Board Member</th>
<th>Alternate Board Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Association of Monterey Bay Area Governments</td>
<td></td>
</tr>
<tr>
<td>Representing City of Gonzales</td>
<td>City of Salinas</td>
</tr>
<tr>
<td>Name Scott Funk</td>
<td>Steve McShane</td>
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<tr>
<td>2 Fresno Council of Government</td>
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<tr>
<td>Representing City of Huron</td>
<td>City of Kerman</td>
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<tr>
<td>Name Sylvia V. Chavez</td>
<td>Gary Yep</td>
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<tr>
<td>3 Ventura County Transportation Commission</td>
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<tr>
<td>Representing ARC</td>
<td>County of Ventura</td>
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<tr>
<td>Name Jim White</td>
<td>John C. Zaragoza</td>
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<tr>
<td>4 Santa Barbara County Association of Governments</td>
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<tr>
<td>Representing City of Solvang</td>
<td>County of Santa Barbara</td>
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<tr>
<td>Name Jin Richardson</td>
<td>Janet Wolf</td>
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<td>5 Tulare County Association of Governments</td>
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</tr>
<tr>
<td>Representing City of Woodlake</td>
<td>City of Dinuba</td>
</tr>
<tr>
<td>Name Rudy Mendoza</td>
<td>Janet Hinesly</td>
</tr>
</tbody>
</table>
6. Kern County Association of Governments
   Representing: City of Shafter
   Name: Jon Johnston

7. Kings County Association of Governments
   Representing: Kings County
   Name: Joe Neves, Tony Barba

8. Sacramento Area Council of Governments
   Representing: SACOG
   Name: Kirk Trost, Sharon Sprowls

9. Madera County Transportation Commission
   Representing: City of Madera
   Name: Robert Poythress, Max Rodriguez

10. Merced County Transportation Commission
    Representing: Merced County
       Name: Jerry O’Banion

11. Napa County Transportation & Planning Agency
    Representing: Napa County
       Name: Keith Caldwell, Kate Miller

5. Review Agreement with KCAPTA for Federal 5307 Funds

In FY 10/11 KCAPTA programmed Federal funds for the purchase of additional 15-passenger vans. $58,508 remains that can be reprogrammed to purchase additional vans. To accomplish this CalVans needs to adopt the attached Sub-Recipient Agreement allowing for the use of the funds for purchase of two additional CNG vans for use in the Kings County area.

Staff is recommending approval of the attached document.

6. Review Leasing of Additional Sprinter Van

Staff has acquired the Mercedes Benz Sprinter authorized at the last Board meeting. Staff has been able to show the van to a number of vanpool groups. At least 5 of them have asked if they can switch from the 15-passengers van they have now to one of the Sprinters. Staff anticipates that more will make the same decision once they have had a chance to drive it and compare the savings in fuel cost.

Staff is recommending the lease/purchase of up to 10 additional Mercedes Benz Sprinter vans to be acquired as needed. Given their short supply, it will take 3 to 5 months before all vans are acquired. Staff will report back on how they compare to the exiting vans over time. Below is a picture of the Sprinter van we have:
7. **Review Proposals for Uniform Service**

Staff solicited proposals from qualified firms for supplying uniform service. The contract with the present firm has expired. Staff placed a public notice in the local newspaper and sent RFPs (Request for Proposals) to five companies that provide uniform services in the surrounding area. Three of the companies responded saying they might be interested in bidding. One bid from Mission Linen was received when bids were open, there were no other bids. The bid is for providing 11 sets of shirts and pants. The cost per shirt and pants is $2.20 and $2.75 per week. The weekly total for the 11 employees is $57.45 per week. This cost covers one change of clothes per employee per day.

Staff had hoped for more bidders but does not think going out to bid again would ensure any additional bids at a lower cost. Staff is recommending that Staff be authorized to sign a service agreement with Mission Linen Supply.

8. **Review Proposals for Janitorial Service**

Staff solicited proposals from qualified firms for supplying janitorial services at the Hanford office. The contract with the present firm has expired. Staff placed a public notice in the local newspaper and sent RFPs (Request for Proposals) to a number of companies that provide commercial janitorial services in the Hanford area. Three of the companies responded saying they might be interested in bidding. The three bids are shown below:
<table>
<thead>
<tr>
<th>Proposer</th>
<th>References</th>
<th>Experiences</th>
<th>Meeting RFP</th>
<th>Price Breakdown</th>
<th>Average Monthly Cost</th>
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<tr>
<td>AllMark Janitorial Services</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>Monthly $2,275.00</td>
<td>$2,275.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Quarterly 712.50</td>
<td>$178.13</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yearly 850.00</td>
<td>$70.83</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Average Monthly Cost = $2,523.96</td>
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</tr>
<tr>
<td>Daval Building Maintenance</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>Monthly Fixed $1,345.00</td>
<td>$1,345.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Average Monthly Cost = $1,345.00</td>
<td></td>
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<tr>
<td>Building Maintenance Services</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>Monthly $1,170.00</td>
<td>$1,170.00</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td>Quarterly 550sf * .15 = 300.00</td>
<td>$75.00</td>
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<td></td>
<td>Yearly 5000sf * .15 = 750.00</td>
<td>$62.50</td>
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<td></td>
<td></td>
<td></td>
<td>Average Monthly Cost = $1,307.50</td>
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<tr>
<td>Environmental Control</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>Monthly Fixed $996.00</td>
<td>$996.00</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Average Monthly Cost = $996.00</td>
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The bid from Environmental Control includes the quarterly and yearly charges that are included in Environmental Control’s bid. These are shown broken out by two of the other bidders. These services involve waxing the tile areas quarterly and cleaning the carpets yearly. The Agreement is for a three year period with the option of extending the agreement for an additional two years.

Staff is recommending that Environmental Control be selected for cleaning services and that the Chairman be authorized to sign the Agreement. Environmental Control is the firm presently providing janitorial services.

9. **Review FY 12-13 Audit**

The FY 12/13 audit is complete and attached. This item was not reviewed by the Technical Advisory Committee. The Audit statement looks out of balance in comparison to the prior year. This is due to the fact that the prior year was only a 6 month period, not 12. Revenues and Expenses are therefore approximately ½ of what they would normally be expected to be. There was one finding dealing with accruals that were not adjusted back into the prior year. This was discussed and will not occur in the future. Otherwise the audit found no issues or concerns. Jeff Markarian with the audit firm of Desekian, George, Small and Markarian, will be at the meeting to answer any questions Board members may have.

Staff recommends acceptance of the FY 12-13 Audit.
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 10:01 a.m. on January 9, 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   Scott Funk *arrived @10:03  Primary
KCAG      Joe Neves              Primary
Kern COG  Jon Johnston           Primary
MCAG      Jerry O’Banion         Primary
MCTC      Robert Poythress       Primary
SBCAG     Jim Richardson         Primary
VCTC      James White            Primary

Directors absent:
Fresno COG  Sylvia Chavez/Gary Yep
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, Chris Williams, Gus Banda, Cecelia Marquez and Trish Barberick from CalVans.

Also in attendance were Bob Snoddy, Suzanne Campbell, Teresa Nickell, Christine Chavez, Kent Epperson and Alan Holmes.

2. UNSCHEDULED APPEARANCES:
There were no unscheduled appearances.

3. CONSENT CALENDAR:
A. Minutes of October 10, 2013.

Motion was made, seconded Johnston/Funk and unanimously carried to approve the consent calendar A: Approval of minutes of October 10, 2013. Commissioner White abstained.

B. Authorize disposal of older equipment.

Motion was made, seconded Richardson/O’Banion and unanimously carried to approve the consent calendar B: Disposal of older equipment.

4. SYSTEM UPDATE.
   a. REVIEW OF CALVANS OPERATIONS
Staff reported that general vanpools have remained constant even with the declining fuel prices over the past several months. The agricultural vanpools in the San Joaquin Valley have slowed down due in part to the lack of water and freezing temperatures. We have tracked total monthly miles traveled as a secondary way to measure the use of agricultural vans. July and August were entirely normal for agricultural vans.

Commissioner Richardson inquired about concerns in regard to the upcoming water shortage.
Ron replied the growers are moving toward us to address the DOL concerns and the water shortage will probably not effect the vanpool usage.

Effective January 2014, Federal Employees maximum reimbursement for vanpooling will be reduced from $245 to $130. CalVans doesn’t anticipate an impact on our current vanpools provided to Federal employees.

b. PROGRESS ON PROVIDING VANPOOLS TO BRAKE PARTS INC
Staff reported it has been working for the last six or seven months with Brake Parts, Inc in Chowchilla trying to set up two or three vans for their employees to travel to...
work from Merced and Fresno. Vans traveling from Merced will receive the San Joaquin Rideshare incentive of $150 a month for a year. Both will receive the $30 a month San Joaquin Air District voucher and Fresno residents will be receiving Measure C vouchers.

Commissioner O’Banion inquired how many vans would be utilized in Merced.

Ron replied that there would be two vans coming from Merced. One van with twelve passengers and the other van with 7 passengers. They are looking to start March 1st, 2014.

c. DISPOSAL OF OLDER LEASED VANS
Staff reported that with the addition of the newer 15-passenger vans received this past summer, we were able to assign 15 new vans to our vans running 24 hours. Allowing us to return some of the older vans on the last year of the 5 year lease to Merchant Leasing. The older vans averaged about 200,000 miles. The older vans auctioned for an average of $6,000 each exceeding the $2,700 we owed, allowing us to receive around $3,000 for each van.

5. REVIEW LEASING OF ADDITIONAL TOYOTA SIENNAS.
Staff reported that over the past two years, we have received authorization to lease purchase up to 30 Toyota Sienna vans to both expand and replace older Astro Vans that have been retired. Currently, we have one left. We will continue to replace older units and grow the number of vanpools we have assigned.

Commissioner White stated that Toyota Sienna’s were not as strong and durable as the GMC Savana’s.

Ron replied that we have been using Toyota Sienna’s for the last five years and they are not high maintenance whereas the Astro Vans are seen on a regular basis for repairs. The Toyota Sienna’s are used for our general vanpools only.

Commissioner Richardson inquired if we had looked into the Dodge Caravan.

Ron replied we did inquire about the Dodge Caravan but the repair history was not great.

Commissioner Richardson responded that they were used for Dial A Ride.

Ron replied that we purchase used vehicles with 20,000 – 30,000 miles allowing CalVans to offer lower lease costs to potential vanpool groups.

Staff recommended the approval of leasing up to 30 additional Toyota Sienna’s.

Motion was made, seconded Funk/White and unanimously carried to approve the leasing of up to thirty (30) additional Toyota Sienna’s.
6. REVIEW LEASING OF A SPRINTER VAN.
Staff reported that it has been researching the possibility of acquiring Mercedes Benz Diesel 12-passenger vans to replace some of the older gasoline powered vans. The Sprinter vans cost about $7,000 more than the GMC Savana’s but cost one third less to fuel. For vans with fuel bills over $1,000, this can be a substantial savings.

Staff requested authority to lease one Mercedes Benz Sprinter van as a demonstration van.

Motion was made, seconded O’Banion/Funk and unanimously carried to approve the leasing of Mercedes Benz Sprinter van.

7. MISCELLANEOUS COMMENTS FROM THE BOARD AND STAFF.
Commissioner Richardson inquired when the next Board meeting was scheduled.

Commissioner Neves responded that the next CalVans Board meeting is scheduled for Thursday, February 13th at 10:00 a.m.

Commissioner Neves also requested that the Board members fill out and send in their 700 forms by March 31st, 2014.

The meeting was adjourned at 10:24 a.m.

Respectfully submitted,

Ronald H. Hughes  
Executive Director  
1/9/2014 cm
Technical Advisory Committee Minutes

A regular meeting of the California Vanpool Authority Technical Advisory Committee was held on February 27, 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
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
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. ROLL CALL AND ATTENDANCE

Ron Hughes and Cecelia Marquez from CalVans.

Also attending were, Alan Holmes, Suzanne Campbell, Christine Chavez, Tom Roberts, Lori Flanders, Teresa Nickell, Donna Blocker and Angie Dow.

Kent Epperson @ 1:33.

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 September 26, 2013.
Motion was made, seconded Christine Chavez/Alan Holmes and unanimously carried to approve minutes of September 26, 2013.

4. SYSTEM UPDATE

A. Increase in Contractor/Grower use of Vouchers.
The number of Growers or Contractors who contact CalVans in regards to providing vouchers for their workers continues to grow. Not so much from outreach but from word of mouth testimonials from those providing vouchers. With the largest usage being in the Salinas Valley and Santa Barbara/Ventura areas where some vans have moved for the winter to Yuma. Contractors are able to make more money due to them having full crews. Contractors were given an outline allowing them to monitor vehicle locations and miles traveled to insure that the amount charged for employee vouchers is correct. Foothill Packing, Western Packing and Elkhorn Packing are a few of the companies providing vouchers to their employees.

Angie Dow inquired if there was an increase of value for the vouchers.

Ron responded that contractors pay 100% of vouchers.

B. Increase in Vanpool activity in the Bakersfield area.
Activity in the Bakersfield area is picking up as Correctional Officers have started switching from illegally operated vans to the CalVans program. CalVans is slightly more expensive but offers more safety and support than their present provider. Ron stated currently we have three vans traveling from Bakersfield to Tehachapi with a lot more calls coming in for more vans.

Over the past ten years Staff has found repeated instances where individuals were operating for profit vanpool fleets while failing to comply with the most basic Motor Vehicle laws governing vanpools and their drivers. Staff has brought this to CHP Staff on various occasions and have been told that they need to have "probable cause" before doing an investigation. Staff took photos of four vans traveling to Wasco State Prison and three of the four vans had expired registrations giving CHP probable cause to conduct investigations in the next several weeks. To date Staff has also taken photos of over thirty vans at several parking locations in the Bakersfield area with the majority of the vans having expired registrations. A vanpool driver may operate with a Class C license with proof of a Medical Certificate for a Class B license.
Suzanne Campbell inquired if the thirty illegal vans were at Wasco State Prison.

Ron responded that they were thirty illegal vans out of Bakersfield.

Suzanne inquired about how many active vans were in Kern County.

Ron responded currently there are four general vanpools in Kern County.

Angie Dow inquired about the State opening the return to custody prisons. If we had looked into the opportunities with getting vans started to those locations.

Ron responded that CalVans has posted flyers.

Kent Epperson inquired if CalVans has received any negativity for CHP enforcing the vanpool requirements.

Ron responded that we are behind the scenes and when they switch to a CalVans vanpool they never go back.

Angie inquired if CalVans was able to assist them in getting other subsidies such as the Air District Vouchers.

Ron responded that CalVans was able to assist with the $30 monthly Air District vouchers.

C. Preliminary Recommendations of the Ag Workforce and Transportation Task Force.
Staff has been working with a committee on CA Ag Workforce Housing and Transportation Project. The report is the product of two committees, one focused on transportation and the other on Housing. The final report will be presented to the State Board of Food and Ag at their meeting in Sacramento on April 1, 2014. Staff was asked to pass on the report to the Board members for any red flags.

D. Hiring of new Accountant Auditor.
We have completed the three and a half month process in the hiring of our new Accountant-Auditor. Baldev Randhawa will be joining us next week and is excited to get started.

E. Reminder 700 Forms are due by 3/31/14.
Ron reminded everyone about submitting their 700 FORMS by 3/31/14.
5. **Review Agreement with KCAPTA for Federal 5307 Funds.**
In FY 10/11, KCAPTA programmed Federal funds for the purchase of additional 15-passenger vans. $58,508 remains, that can be used to purchase additional vans. To accomplish this CalVans needs to sign the Sub-Recipient Agreement allowing for the use of the funds for purchase of two additional CNG vans to use in Kings County.

Tom Roberts inquired if the vans were CNG and if we inquired about the life expectancy of the CNG vans.

Ron replied that they were Ford CNG vans and that the life expectancy was good.

Motion was made, seconded Tom Roberts/Christine Chavez and unanimously carried to approve the sub-recipient agreement with KCAPTA for Federal 5307 funds to purchase two additional CNG vans.

6. **Review Leasing of 10 Additional Sprinter Vans**
Staff has acquired the Mercedes Sprinter authorized at the last Board meeting. Staff has been able to show the van to a number of vanpool groups. Five current vanpools have asked if they can switch from the 15-passenger van they are currently in to one of the Sprinters. Ron stated that we currently have a list of 30 interested vanpools interested in changing over to the Sprinter.

Christine Chavez inquired if these $10 additional vans would be replacing ten existing vans that have reached their life capacity.

Ron replied that they would be replacing existing vans.

Kent Epperson inquired if there were any maintenance concerns and concurred this was a good idea.

Motion was made, seconded Kent Epperson/Alan Holmes and unanimously carried to approve the leasing of 10 additional Sprinter Vans.

7. **Review Proposals for Uniform Service.**
Staff solicited proposals from qualified firms for supplying uniform service. Staff placed a public notice in the local newspaper and sent RFP’s to five companies that provide uniform service. CalVans received only one bid from Mission Linen Supply. The bid is for providing 11 sets of shirts and pants. The cost per shirt is $2.20 and $2.75 for pants per week. The weekly total for 11 employees including a $3.00 service charge is $57.45.
Alan Holmes inquired if the cost was within the budget.

Ron replied it is within the budget.

Tom Roberts inquired about the duration of the contract.

Ron responded the contract is for three years.

Motion was made, seconded Christine Chavez/Suzanne Campbell and unanimously carried to approve the proposal for Uniform Service be awarded to Mission Linen Supply.

Staff solicited proposals from qualified firms for supplying janitorial services at the Hanford Office. The contract with the present firm has expired. Staff placed a public notice in the local newspaper and sent RFP’s to a number of companies that provide commercial janitorial services in the Hanford area. Three bids were received. Staff recommends that Environmental Control be selected for cleaning services.

Tom Roberts inquired if this was a multi year contract.

Ron replied it is a three year contract with extensions up to five years.

Motion was made, seconded Alan Holmes/Christine Chavez and unanimously carried to approve the proposal for Janitorial Service be awarded to Environmental Control.

The auditor is completing the FY 12/13 audit. Ron stated that the draft document was not available to view before the TAC meeting.

Christine Chavez inquired if there were any findings.

Ron responded that it was a clean audit.

Tom Roberts commented that if it is put on the Board’s agenda to make sure that the staff report states TAC staff didn’t have a chance to review the audit.

10. MISCELLANEOUS COMMENTS
Ron mentioned that CalVans is struggling to keep the vanpool running from Merced to Brake Parts, Inc in Chowchilla.

Lori Flanders inquired if stability was the reason they were dropping out.

Ron responded he was not sure but that Brake Parts, Inc was covering the cost of the four missing riders.

Ron commented that we have a new vanpool traveling to Vandenberg Air Force Base (VAFB).

Angie Dow inquired where VAFB was.

Kent Epperson responded that VAFB is in Lompoc.

**ANNOUNCE NEXT MEETING DATE**

The next TAC meeting is scheduled for Thursday, March 27th, 2014 at 1:30 p.m. located in the CalVans conference room, 1340 North Drive, Hanford, CA.

**ADJOURNMENT**

The meeting was adjourned at 2:00 p.m.

Respectfully submitted

[Signature]

Ron Hughes
Executive Director

2/27/14 cm