

CALIFORNIA VANPOOL AUTHORITY

Board of Directors

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

Meeting Date: May 11, 2017

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; 115 Monterey Salinas Hwy, Salinas, CA 93908
- 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
- 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, Porterville City Hall, 291 North Main, Porterville, CA 93257
- 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 12, 2017	
	B. Minutes of March 9, 2017	
	C. Preparation of grant application under Car Sharing and Mobility Options Pilot Project	
4.	System Update	Information
	A. CalVans Website Updates	
	B. Marketing and Outreach Efforts	
	C. Transition from Webtech to Silent Passenger	
5.	Approve Riverside County Transportation Commissions (RCTC) request to join CalVans	Action
6.	Approve FY 17/18 Budget	Action
7.	Approve FY 16/17 Financial Audit	Action
8.	Adjournment	

Attachments:

	Item	Page	Description
	A.	10	January 12, 2017
	B.	14	March 9, 2017
	C.	20	TAC Minutes of February 23, 2017
	D.	23	CalVans Marketing Material
	E.	30	FY 17/18 Budget
	F.	38	FY 16/17 Financial Audit

STAFF REPORT

3. Consent Items

A. Minutes of February 23, 2017

These minutes are included for approval since there were not enough Board members in attendance at the last meeting for approval,

B. Minutes of March 9, 2017

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

B Preparation of a grant application under Car Sharing and Mobility Options Pilot Project

Staff is preparing an application for a plug in electric vanpool project for several San Joaquin Valley communities. Residents vanpooling to places of employment in neighboring communities would use the vans. At this time, Staff has not identified the communities, but estimates 10 seven-passenger vans will be requested through the application. The estimated cost for the project will be \$750,000.

The grant funding will cover 100% of the project, with funds coming from the California Air Resource Board's Cap and Trade funds. The vans will be added to the existing fleet and managed in the same fashion. Staff will bring back a completed application for approval should we be successful.

4. System Update

A. CalVans Website Updates

Staff completed improvements to the CalVans website that provide access to billing, maintenance, insurance records, as well as van locations and possible drivers. These improvements help those looking for a ride, a driver or maintenance and billing records for each vanpool. A reason for the updates is the need for Federal DOL staff to ensure that all vanpools are insured, are being maintained and that the drivers are not overcharging.

The following information is accessed through the main page of the website. Noted below are the tabs that take you to the farm labor vanpools:



Under the Employer Info tab, you will find a list of drivers that are cleared to drive but are not driving at this time. They have an approved driving record and the required Class B physical.

Search for Available Drivers

To narrow your search, select an option from one or more of the three dropdown menus and click search.

City:
 County:
 FLC or Non-FLC:

Driver ▲	Phone	City	County	FLC
Cruz, Fidel	559-479-0885	Madera, CA	Madera	no
Fuentes, Eliberto	559-974-4272	Madera, CA	Madera	no
Rios, Paulino	559-645-8447	Madera, CA	Madera	no
Rodriguez, Felipe	559-232-4964	Madera, CA	Madera	no
SantosOrtiz, Hugo	559-801-6683	Selma, CA	Fresno	no
Vasquez, Mario	559-330-9505	Madera, CA	Madera	no

Under the Rider Info tab, you will find a list of current riders that can be sorted by city or employer allowing individuals to search for vanpools in which they may find a ride.

Search for Available Rides

To narrow your search use the drop down menus to select a city and/or employer.

City:
 Employer:

Driver ▲	Departure	Employer	Leaves	Returns
Bautista, Aniceto 559-573-4750	Huron, CA	Vista Verde Labor	5:00 am	3:00 pm
Cruz, Tomasa 559-362-4437	Huron, CA	Garza Contracting	7:00 am	3:30 pm
Garcia, Diego 559-547-0566	Huron, CA	A & B Labor Ag Services	5:00 am	5:00 pm
Heredia, Patricia 559-630-5469	Huron, CA	PPL Farm Labor	5:00 am	3:00 pm
Hernandez, Raquel 559-212-7385	Huron, CA	Sunrise Packing	5:00 am	3:00 pm

Under the Maintenance Info tab, you can insert the vanpool number and obtain service and maintenance records on the vehicle.

Agriculture

Welcome	Employers	Drivers	Riders	Forms	Maintenance	Billing
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Enter a vehicle number in the field below and click apply to access PDF files of maintenance records for that vehicle. Click on the selected record to view and/or download the file.

Search by vehicle number:

<input type="text"/>	Apply	Reset
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Under the Billing Info tab, you can insert the vanpool number and obtain billing record going back four weeks. This used by the driver to determine what riders need to pay for a particular week. This can also be used by Federal DOL Staff to determine if the driver is charging more than the amount being billed by CalVans.

Agriculture

Welcome	Employers	Drivers	Riders	Forms	Maintenance	Billing
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Enter your vehicle's number in the field below and click apply to display the most recent weeks of billing records to see what your riders owe for the week, based on total miles driven.

Search by vehicle number:

<input type="text"/>	Apply	Reset
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The following shows the results after searching for vanpool 708. It shows the billing for the week of 4/10/17 and 4/3/17. For the week of 4/10/17, the miles driven were 214 with a bill of \$268. If there were 10 riders in the van, each rider would have paid \$27 for the week. The driver would have collected this amount from each rider and mailed to our Hanford office. If the driver's employer had provided him with a voucher, he would have mailed in the voucher at which time we would have billed his employer this amount.

Search by vehicle number:

708

Apply

Reset

Billing for vehicle 708

Week of Apr 10, 2017	Week of Apr 3, 2017
Total miles: 214	Total miles: 294
Total owed: \$268	Total owed: \$368
5 riders: \$54 / rider	5 riders: \$74 / rider
6 riders: \$45 / rider	6 riders: \$61 / rider
7 riders: \$38 / rider	7 riders: \$53 / rider
8 riders: \$34 / rider	8 riders: \$46 / rider
9 riders: \$30 / rider	9 riders: \$41 / rider
10 riders: \$27 / rider	10 riders: \$37 / rider
11 riders: \$24 / rider	11 riders: \$33 / rider
12 riders: \$22 / rider	12 riders: \$31 / rider
13 riders: \$21 / rider	13 riders: \$28 / rider
14 riders: \$19 / rider	14 riders: \$26 / rider

B. Marketing and Outreach Efforts

Staff attended a number of events over the past several months. The following list notes when and where the events happened:

February

2/1/2017	Fresno, Ca	Ag Safety and Compliance Day – The Zenith
2/4/2017	Madera, Ca	Tune In and Tune Up
2/17/2017	Porterville, Ca	4th Annual Farmworkers Appreciation Day & Resource Fair
2/22/2017	Bakersfield, Ca	Ag Safety and Compliance Day – The Zenith
2/23/2017	Soledad, Ca	SCORE Mini Conference
2/25/2017	Stockton, Ca	Tune In and Tune Up

March

3/1/2017	Monterey, Ca	AgSafe Conference
3/4/2017	Orange Cove, Ca	KCUSD Migrant PAC Mini-Conference
3/9/2017	Fresno, Ca	12th Annual San Joaquin Valley Regional Policy Conference
3/18/2017	Bakersfield, Ca	Tune in and Tune Up
3/22/2017	Stanislaus, Ca	Ag Safety and Compliance Day – The Zenith
3/25/2017	Visalia, Ca	Cesar Chavez Annual Legacy Celebration

April

4/9/2017	King City, Ca	Driver Appreciation Day and Resource Fair – CalVans
4/12/2017	Salinas, Ca	Salinas Valley Ag Technology Summit

4/19/2017	Visalia, Ca	Ag Safety and Compliance Day – The Zenith
4/20/2017	Stockton, Ca	Worknet - Stockton Job Fair
4/26/2017	Bakersfield, Ca	Kern Green Expo
4/27/2017	Visalia, Ca	Visalia Industrial Park Job Fair

At the Stockton Job fair, staff was approached with questions about providing vanpools to those traveling to the Google and Tesla plants as well as several military installations. Staff is pursuing these leads now

C. Transition from Webtech to Silent Passenger

CalVans has been using AT&T service provided through Webtech for the last five years or so. Staff chose their system because they were one of the few firms offering the ability to track who was driving a vehicle by forcing the driver to log into the system before a vehicle would start. Last summer they upgraded their system to using a Wi-Fi connection with a tablet, as opposed to a data terminal mounted on the vehicles dash. This system has never been reliable, as the Wi-Fi connection does not connect when it should and it is hard to keep the tablet charged and in the vehicle. When the system fails the driver is unable to start the vehicle and the system has to be bypassed. Staff has had to bypass a number of vehicles to ensure that drivers can get to work. Webtech staff has stated that they do not plan to return to the older system and will remain with the tablets.

For the past 6 months staff has looked at other options and found that other systems do not support the ability to have the driver log in. The general reason given for not providing this service is that the vehicle ends up being stranded and has to be towed in when the driver is unable to start the vehicle.

Staff has been working with the Silent Passenger system that uses the Verizon network to come up with a solution. They have been able to provide a Garmin as the data terminal configured in the same fashion as the Webtech unit used to be. As with the Webtech unit, the Silent Passenger allows the driver log in using a passcode or a FOB. There is also a savings, as the monthly unit cost of \$37.71 from AT&T went to \$23.99 with Verizon. We have exchanged 123 units at this time and will change out the remaining units over the next 5 to 6 months.

5. Approve Riverside County Transportation Commissions (RCTC) request to join CalVans

At its April 24th meeting, the Riverside County Transportation Commission (RCTC) Budget and Implementation Committee voted to recommend becoming a member of CalVans. This recommendation will go to the Commission, which is expected to approve becoming a member on May 10th. I anticipate having a letter from their Director prior to our Board meeting on May 11.

RCTC is looking forward to being able to provide farm workers in the Coachella Valley area the ability to use CalVans. This ability will be enhanced by funding Sunline Transit has received for providing vanpool incentives to those in the area. Each new vanpool will be eligible to receive \$400 a month towards the cost of their vanpool. RCTC and Sunline look forward to CalVans ability to both increase Federal funding while reducing the number of single vehicle trips in their area.

Staff will oversee the project from its El Centro office with one person residing in the Riverside area. As services grow, more staff will be added. In anticipation of RCTC request to join CalVans, Staff is recommending their acceptance pending receipt of a letter from their Director prior to Thursday meeting.

6. Approve FY 17/18 Budget

The attached budget for FY 17/18 reflects the same activities with anticipated an increase in the agricultural vanpool activity. As always, this is an estimate and probably a low one as the number of agricultural vanpools now assigned equal what was assigned last July, at the peak of the season. We also anticipate growth in the San Joaquin and Riverside areas, but will not have a handle on the number until later in the year.

The biggest adjustment in the budget is reflected in the allocation of Administrative costs. We were recently informed that the collection and billing of vanpool fees is an operations cost not administrative. The proposed budget reflects the movement of these costs from administration to operations.

We also anticipate receiving the \$3 million AQIP (Air Quality Improvement Program), funding that Staff has mentioned in prior meetings. It is anticipated that these funds will arrive this fall. The funds will be used to purchase approximately 60 Hybrid Chevrolet 15-passenger vans. Staff will come back with a budget amendment once the funds are received.

Another reason for this growth is the recent acquisition of VRide by Enterprise. Both companies are the only private vanpool providers in California and compete with each other in providing vanpool service. We have started getting inquiries from Enterprise riders and ex VRide riders asking what regions we serve and our rates. Some of this is driven by recent price increases Enterprise is passing on to its riders.

Staff is recommending approval of the FY 17/18 Budget.

BUDGET - FY2017/18

ADMINISTRATION

	FY 17/18	FY 16/17	Variance	%
Title	Budget	Budget		
Total Salaries & Employee Benefits	949,004	1,189,265	(240,261)	-20.20%
	(839,436)	(1,066,630)	227,194	-21.30%
Gross Expenditures	109,568	122,635	(13,067)	(0.42)
Total Revenue	4,500	53,200	(48,700)	(1)
	(105,068)	(69,435)	(35,633)	(0.50)

GENERAL VANPOOLS

Total Salaries & Employee Benefits	605,715	386,230	219,485	56.83%
Total Services & Supplies	4,685,215	4,567,312	117,902	2.58%
Total Fixed Assets	-	61,740	(61,740)	(1.00)
Gross Expenditures	5,290,930	5,015,282	275,647	(0.41)
			-	
Total Revenue	5,522,745	5,421,608	101,137	(0.41)
	231,816	406,326	(174,510)	(0.00)

AGRICULTURAL VANPOOLS

Total Salaries & Employee Benefits	693,310	517,305	176,005	34.02%
Total Services & Supplies	4,580,507	3,960,028	620,479	0.16
Total Fixed Assets	-	41,160	(41,160)	(1.00)
Gross Expenditures	5,273,817	4,518,493	755,324	16.716%
Total Revenue	5,147,070	4,181,602	965,468	0.15
	(126,748)	(336,891)	210,143	(0.02)

ALL FUNDS

Total Salaries & Employee Benefits	2,248,029	2,092,800	155,229	7.42%
Total Services & Supplies	8,426,286	7,460,710	965,576	12.94%
Total Fixed Assets	-	102,900	(102,900)	-100.00%
Gross Expenditures	10,674,315	9,656,410	1,017,905	0.11
	-	-	-	-
Total Revenue	10,674,315	9,656,410	1,017,905	0.11

6. Approve FY 16/17 Financial Audit

The FY 16/17 Financial Audit is attached for review and approval. There we no findings, Accounting Staff will be present at the meeting to answer any questions.