

# CALIFORNIA VANPOOL AUTHORITY

## Board of Directors

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

**Meeting Date:** May 14, 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 and 128 Heffeman Ave., Calexico, CA 92231
- Kern Council of Governments, Conference 1401 19th Street, Board Room, Bakersfield, CA 93301, and 3000 W Cecil Avenue, Delano, CA 93216
- 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
- Santa Barbara County Association of Governments, Solvang City Hall, 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 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 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.*

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A G E N D A

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<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 March 12, 2015	
	B. Resolution authorizing submittal of AHSC (Affordable Housing and Sustainable Communities) grant	
	C. CalVans' Title VI Plan and Resolution	
4.	System Update	Information
	A. Review by region	
	B. Review of FY 14/15 5307 funds generated through NTD reporting	
5.	Review draft letter addressing issues raised by KCAG	Action
6.	Review of present year expenditures	Information
7.	Review of draft FY15/16 Budget	Action
8.	Adjournment <b>No meeting planned for June 11, 2015</b>	

Attachments:

Item	Page	Description
A.	8	Board Minutes of March 12, 2015
B.	12	TAC Minutes of April 23, 2015
C.	16	AHSC Resolution #01-15
E.	17	Title VI Plan
F.	41	Cities receiving passenger data through CalVans reporting
G.	42	Transit reporting by transit mode
H.	43	Letter from Kings County Association of Governments
I.	44	Draft letter to Kings County Association of Governments
J.	48	Letter from Ruddell, Cochran, Stanton, Smith & Bixler, LLP
K.	52	FY 2014/15 budget update
L.	54	FY 2015/16draft budget

## STAFF REPORT

### 3. Consent Items

#### A. Minutes of March 12, 2015

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

#### B. Resolution authorizing submittal of AHSC (Affordable Housing and Sustainable Communities) grant

The attached resolution is required as part of the grant submittal process.

#### C. CalVans Title VI Plan

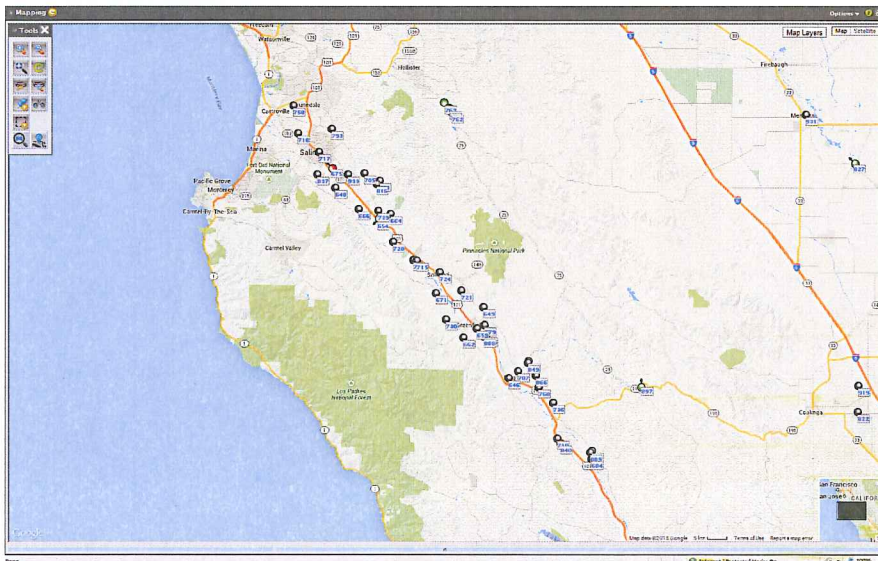
CalVans has a Title VI plan that was adopted several years ago. The attached updated plan and resolution have been updated to incorporate changes required by Caltrans.

### 4. System Update

#### A. Review by region

The shift of farmworker vanpools between regions is being completed. Most of the vanpools leaving the Imperial area have shifted to the Salinas Valley, with a few in the Santa Maria and Tehachapi areas. Most of those returning to the Salinas Valley are being offered vouchers by their employers to cover the cost of transportation. The number of farmworkers receiving vouchers in this region will likely exceed 90%. The growers/contractors are providing vouchers to ensure a stable workforce and insure compliance with farmlabor laws involving licensed drivers and vehicle insurance.

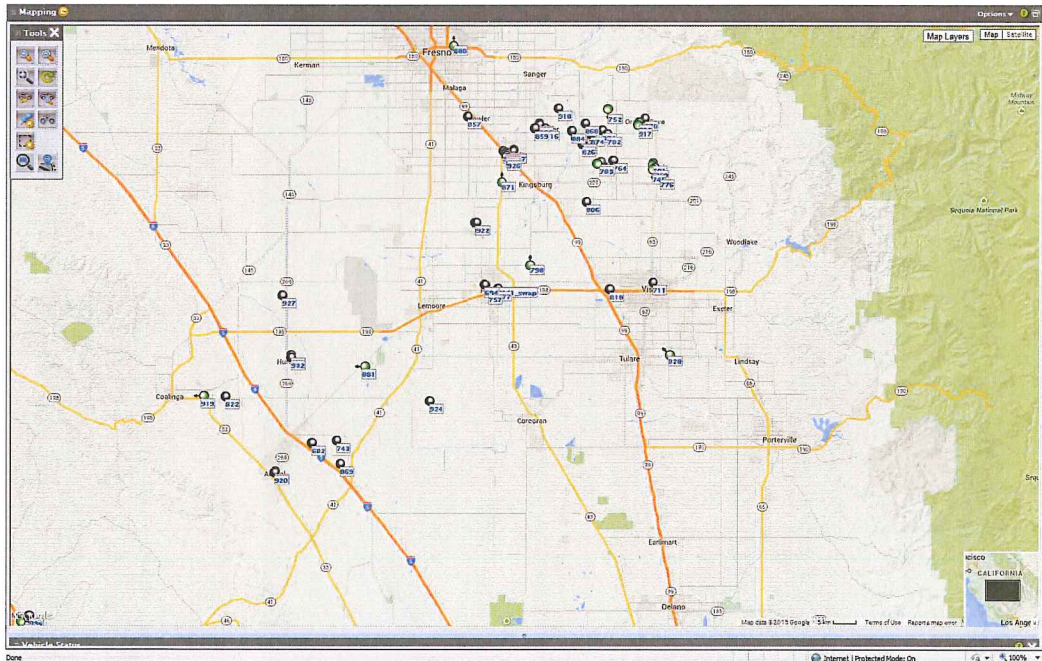
Vanpool use, which started in the city of Greenfield, has grown to cover the entire valley. You can now see vans in the fields and along highway 101 as you travel throughout the Salinas Valley. The following map does not include the 9 general vanpools used by state employees and teachers.



Several Imperial Valley growers have expressed support and thanked staff for bringing the program to Imperial. For them, they appreciate the ability to move their crews from Imperial to other CalVans areas for work during the summer months. In addition, several of them plan to continue working in Imperial throughout the summer. Imperial staff is now beginning to do outreach in the area since we have a full time staff member and office in the area.

The Santa Maria, Ventura, Oxnard and Thousand Oaks areas that have seen the growth in conventional vanpools as well as the return of those who have been away for the winter. Efforts in these areas have been towards HR staff and facilities with parking issues. These efforts have paid off, with the number of general vanpools going from 3 to 7 and the addition of three new companies serving farmworkers. The three companies, Cal Coast Harvesting, Rio Farms and Solimar primarily made the move after seeing us in the area over the past several seasons.

In the San Joaquin Valley, the major vanpool activity is in an area bound by Huron, Fresno and Visalia. The following map shows the van locations for April the 20<sup>th</sup>: The motivator for a number of vans in this area is the Measure C support provided to Fresno County residents and the fact that Fresno Rural Transit Agency has provided Fresno residents with new vans over the past several years.



Agricultural vanpool activity will increase in this area as the growing season takes off in May.

General Vanpool activity has continued to grow in all regions. We are going to be focusing on the Bakersfield and Merced areas in the future. These two areas have been slower for separate reasons. The private operators in Bakersfield continue to operate with questionable registration and insurance. Realization of this is why a number of Bakersfield riders have switched to our program.

Kern COG has provided CalVans an office at their downtown location and Staff is attempting to hire someone to fill it. We thought we had someone who, after accepting the position, decided to turn it down. We are now going through another recruitment process in the Bakersfield area to fill the position.

Unlike most of the south valley work trips, Merced residents are traveling north to Stockton, Sacramento or the San Francisco areas. Staff will be hosting a number of outreaches targeted towards these riders. We will be using the \$300 a month offered through the San Joaquin Commute Connection program and the \$30 per person offered by the San Joaquin Air Pollution Control District to recruit new vanpool groups. Events will be scheduled for the evening or on Saturday when most commuters are home in Merced.

B. Review of FY 14/15 funds generated by CalVans NTD reporting

The Federal government has published the estimated federal funds available to transit agencies for the FY 14/15 year. The following chart lists these funds by agency, including prior funds generated. The list does not include all 26 agencies CalVans reported to last year, but breaks out those that are significant. The growth in funds generated has averaged about \$500,000 over the past two years and should grow at about this same rate going forward.

Transit Agency	Contributions to Date	FY				
		14/15	13/14	12/13	11/12	10/11
FAX (Fresno Area Express)	6,828,734	2,269,364	2,127,551	1,874,819	557,000	-
GET (Golden Empire Transit District)	561,728	208,673	191,957	161,098	-	-
KART (Kings Area Rural Transit)	3,451,919	838,270	768,065	541,383	593,046	604,000
MAX (Madera Area Express)	360,922	-	-	360,922	-	-
MST (Monterey Salinas Transit)	378,170	335,330				
Porterville Transit	1,148,943	167,655	384,033	180,461	395,364	-
The BUS	381,101	167,655	192,016	-	-	-
VCC (Visalia City Coach)	2,698,583	882,454	848,460	846,972		
<b>Totals</b>	<b>15,496,573</b>	<b>4,869,421</b>	<b>4,512,082</b>	<b>3,965,655</b>	<b>1,545,410</b>	<b>604,000</b>
<b>Year over year increase</b>		<b>357,338</b>	<b>546,427</b>	<b>2,420,245</b>	<b>941,410</b>	

\* Note: FY 14/15 reflects full year funding.

Attached are several documents showing where the numbers shown above come from. The list titled "Cities receiving passenger data through CalVans reporting", lists all the cities that CalVans reported for. The trips were reported because vanpool trips either began in or ended in one of these cities. The second attachment titled "Transit reporting by mode" lists the transit data reported by each city as well as that reported by CalVans.

Agency	Mode	Revenue Miles	Revenue Hours	Passenger Miles	Passenger Trips	Operating Expenses
California Vanpool Authority	VP	3,313,276	99,782	30,305,814	741,847	2,698,991
Fresno Area Express	DR	1,094,217	92,660	1,439,509	203,999	6,087,823
Fresno Area Express	MB	3,861,958	328,312	30,489,743	12,442,248	40,237,044

Breaking down and comparing the data reported for Fresno Area Express shows that vanpool revenue miles (miles in which riders were being transported) at 3.3 million about equal to Fresno's 3.8 million. Likewise, passenger miles (total passenger miles if you put each trip end to end), was equal at 30 million. CalVans provided significantly fewer trips, as each vanpool trip averages 35 miles while a Fresno Area Express rider would only travel a fraction of this distance. Lastly, the operating expense for CalVans was 2.7 million, whereas it was 40 million for Fresno Area Express.

You get the following unit costs chart when you compare the Fresno Area Express MB (Fixed route) to that of CalVans. The first three categories are significantly lower for CalVans, with the 4<sup>th</sup> being slightly higher for CalVans. The higher number is because the CalVans trip is significantly longer than the average fixed route trip.

<u>Transit Agency</u>	Cost per Revenue Mile	Cost per Passengers Hour	Cost Passenger Mile	Cost per Passenger Trip
Fresno Area Express	\$ 10.42	\$ 122.56	\$ 1.32	\$ 3.23
California Vanpool Authority	\$ 0.81	\$ 27.05	\$ 0.09	\$ 3.64
Difference in Cost	\$ 9.60	\$ 95.51	\$ 1.23	\$ (0.40)

**5. Review draft letter addressing issues raised by KCAG**

Staff received a letter from Kings County Association of Governments expressing a number of concerns related to the CalVans operation. The primary concern is that CalVans is competing with its member agencies for state or federal funds that the member agencies are or could be receiving. This concerns stems from the fact that CalVans might become a recipient of State Transit Funds due to the recent requirement that it begin reporting to the State Controller's office.

Staff received notification last August that the agency was to submit its report to the Controllers office by September 29<sup>th</sup>. This came as a surprise because Staff had inquired about submitting a report when CalVans was established and was told that one was not needed. In August when Staff asked about the discrepancy, State Controller staff office stated that CalVans should have been reporting due to the fact that it is a transit agency.

Staff has informed the Board in prior meetings of the reporting requirement and the fact that the reporting could result in STA funds being identified for CalVans. At this time Staff has not seen this reflected in any STA reports, but was told it may be reflected in the Controller's August 2015 report. This report lists the transit information provided by each California transit operator and uses that information to distribute STA funds. The information submitted by CalVans reflects all of its member's jurisdictions. Any allocation to CalVans will show up under allocations to operators in Kings County because that is where our main office is. This listing will show The City of Corcoran, KCAPTA (Kings County Area Public Transit Agency) and CalVans. The funding for each will reflect the passenger data each submitted to the Controller's office. The City of Corcoran and KCAPTA receive around \$80,000 and \$600,000 respectfully. CalVans may see from 1 to 2 million in STA funds. This will not be known until the Controller's August 2015 report.

The STA fund totals \$33 million and is expected to increase next year to \$83 million with the addition of \$50 million in Cap and Trade funds. One of the arguments is that any allocation of funds to CalVans will reduce the amount others may receive. Staff agrees that its participation in STA funding would result in slightly less funding for the other Kings County operators. \$2 million in funds to CalVans would result in \$4,800 less for Corcoran and \$36,400 for KCAPTA. Staff spoke personally with the City of Corcoran Public Works Director and indicated that if needed, CalVans would work to find a way to fill this shortfall. In KCAPTA's case, the \$36,400 is more than offset by the estimated \$838,000 in federal 5307 funds that CalVans generated this year on behalf of KCAPTA.

The attached draft letter provides a more detailed response, as well as outlining the direct and indirect benefits resulting from the CalVans operation and the fact that the main office is in Kings County. Also attached is a letter from D. Zackary Smith, our attorney that concludes that KCAG is legally required to allocate any STA funds identified for CalVans and doing so does not violate CalVans' JPA Agreement.

Staff is recommending that the draft letter be approved and forwarded to KCAG with copies going to each of the member agencies.

**6. Review of present year expenditures**

Attached is a breakdown of the FY 14/15 showing expenditures and revenues to date. Overall expenses are at 71% while revenues are at 69%. The 2% will be less by the end of the year as farmlabor vanpool activity peaks during the summer months. One of the areas that is running over what was budgeted is professional and special services. Costs were higher due to installation related to upgrading of all vehicle radios this past year. This was to upgrade from 2G to 4G technology, as the 2G system will no longer be available after May 1<sup>st</sup>. The agency has sufficient reserves to offset the 1 to 2 percent shortfall should that be necessary.

**7. Review draft FY 15/16 budget**

The FY draft 15/16 budget is along the same line as last year. Attached are the four spreadsheets detailing each of the budget units. The administration (9170) breakdown covers the general office and accounting functions. General VP (9171) covers all non-agricultural vanpool activity, with the biggest expense being fuel and oil. Agricultural VP (9172) covers all agricultural vanpool activity, with the biggest expense being fuel followed by administrative allocation. The higher administrative allocation reflects the weekly billing structure, additional staff support and the increasing need to bill growers using vouchers. The final or overall budget unit reflects the overall budget with the bigger expense items being fuel and oil, insurance, maintenance of equipment, followed by rents and leases.

At this time Staff, is proposing a draft budget until we hear back from the State on the two applications we have submitted. These applications total slightly over 4 million and will require some modification to the final budget. Staff for the State is saying we will hear from them in the next month.

Staff is recommending approval of the draft FY 15/16 budget.