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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 10:00 a.m. on March 12, 2015 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
KCAG – Kings County Association of Governments
Kern COG – Kern Council of Governments
MCTC – Madera County Transportation Commission
MCAG – Merced County Association 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	Primary
Fresno COG	Sylvia Chavez	Primary
ICTC	Maritza Hurtado @10:06	Primary
Kern COG	Cheryl Wegman	Primary
KCAG	Joe Neves	Primary
MCAG	Jerry O'Banion	Primary
MCTC	Robert Poythress	Primary
SBCAG	Jim Richardson	Primary
VCTC	Jim White	Primary

Directors absent:

TCAG Cameron Hamilton

Counsel present: Zack Smith

Staff/Visitors in attendance:

Ron Hughes, Georgina Cardenas, Baldev Randhawa and Cecelia Marquez from CalVans.

Also in attendance was Teresa Nickell.

2. UNSCHEDULED APPEARANCES:

No unscheduled appearances.

3. CONSENT CALENDAR:

- A). Minutes of January 8, 2015
- B). Declare older vehicles as surplus and authorize sale
- C). Prepare consultant RFP

A motion was made by Commissioner Poythress and seconded by Commissioner Funk to approve: A). Minutes of January 8, 2015 B). Declare older vehicles as surplus and authorize sale C). Prepare consultant RFP at a regular meeting held March 12, 2015 by the following vote:

AYES: Commissioners Chavez, White, Funk, Neves, Richardson, Poythress, O'Banion
Hurtado, Wegman
NOES: None
ABSENT: Commissioner Hamilton

4. SYSTEM UPDATE.

A. REVIEW OF CALVANS FLEET.

Ron reported that CalVans fleet has changed over the years. It started in 2002 with the 15-passenger Chevy Savana van. The smaller Chevy Uplander and Chevy Astro vans were added later to accommodate the smaller vanpool groups. Ron stated that recently CalVans has been replacing the Uplanders and Astros with the 8-passenger Toyota Sienna, a more reliable and maintenance free vehicle. Both the Uplanders and Siennas are purchased as used vehicles from Hertz rental after three years of use allowing CalVans to provide vehicles at a lower rate to smaller groups. Last year, CalVans added two diesel vans, the 12-passenger Mercedes Sprinter van and the 15-passenger Ford Transit Connect. Both vans are slowly replacing some of the Savana vans due to they get twice the miles per gallon.

Commission White inquired about when GMC 15-passenger Savanna Vans would be going out of production.
Ron replied in about two to three years.

Commissioner Richardson inquired about which vans CalVans purchases from Hertz Rental.
Ron replied the Toyota Siennas and Chevy Uplanders.

5. SUBMITTAL OF CONCEPT GRANT APPLICATION THROUGH THE AHSC PROGRAM.

Staff reported that the AHSC (Affordable Housing and Sustainable Communities) Program was established to further the goals of AB 32 and SB 375 by investing in projects that reduce GHG emissions.

Ron stated that AHSC is spending some of the Cap and Trade money collected by the government. A total of \$130 million is being given out in grant forms to areas identified through a CalEnviroScreen tool that notes communities that suffer from a number of negative factors. A few of the negative factors are air quality, diesel particulate emissions, groundwater threats, low birth weight infants and unemployment. Ron also stated that a concept application that would fund 80 vehicles and outreach efforts to the farmworker community had been submitted for review targeting severely impacted areas such as the San Joaquin Valley, part of the Salinas Valley and the Imperial Valley. Areas in which CalVans farmworker vanpools operate.

Commissioner Funk inquired if the concept application had been submitted and if we were on the next phase of the process.

Ron stated that the concept application had been submitted and on Monday, March 16, 2015, AHSC would let CalVans know if we should submit a formal application.

Commissioner Wegman inquired about a time frame of when the 80 vehicles would be received if the application is approved.

Ron stated once the application is approved, process should take about seven months.

Staff recommended a formal application be submitted if the concept application was approved.

A motion was made by Commissioner Funk and seconded by Commissioner Poythress to approve the submittal of grant application through the AHSC Program at a regular meeting held March 12, 2015 by the following vote:

AYES: Commissioners O'Banion, Funk, Chavez, Neves, Poythress, Richardson, White, Wegman, and Hurtado

NOES: None

ABSENT: Commissioner Hamilton

6. REVIEW FY 13/14 AUDIT.

Staff reported that the FY 13/14 Audit reflecting the financial activity for the past year was ready for review. The audit reflected growth over the prior FY, with no other changes. The audit had no findings. Baldev Randhawa, CalVans Accountant, was available to respond to any questions.

Staff recommended approval of the FY 13/14 audit.

A motion was made by Commissioner Chavez and seconded by Commissioner Poythress to approve the FY 13/14 audit at a regular meeting held March 12, 2015 by the following vote:

AYES: Commissioners Richardson, O'Banion, Chavez, Neves, Poythress, Hurtado,
Wegman, Funk, and White

NOES: None

ABSENT: Commissioner Hamilton

7. MISCELLANEOUS COMMENTS

Commissioner White will be out of town at a Bike Tour for the next board meeting.

8. NEXT MEETING DATE.

The next Board meeting is scheduled for May 14, 2015 at 10:00 a.m.

The meeting was adjourned at 10:16 a.m.

Respectfully submitted,



Ronald H. Hughes
Executive Director

3/12/2015 cm

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Technical Advisory Committee Minutes

A regular meeting of the California Vanpool Authority Technical Advisory Committee was held on April 23, 2015 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
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, Baldev Randhawa, Cecelia Marquez and Georgina Cardenas from CalVans.

Also attending were, Alan Holmes, Suzanne Campbell, Mark Baza, Bob Snoddy, Natalia Austin and Teresa Nickell.

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 February 26, 2015
- B. Resolution authorizing submittal of AHSC (Affordable Housing and Sustainable Communities) grant.

Motion was made, seconded Alan Holmes/Natalia Austin and unanimously carried to approve A). Minutes of February 26, 2015 B). Resolution authorizing submittal of AHSC (Affordable Housing and Sustainable Communities) grant.

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. In the Salinas Valley, the number of farmworkers receiving vouchers this summer will exceed 90%. The growers/contractors provide vouchers to ensure a stable workforce and insure compliance with farm labor laws involving licensed drivers and insurance.

Several Imperial Valley growers have expressed support and thanked staff for bringing the program to Imperial. They appreciate the ability to move their crews from Imperial to other CalVans areas for work during the summer months. Imperial staff will begin to do outreaches in the area.

Vanpools used by farmworkers have also spread in Greenfield, where the program started some five years ago, to the entire valley. Vans are visible in the fields and along Highway 101 as you travel through the Salinas Valley.

Ron commented that the Santa Maria, Ventura, Oxnard and Thousand Oaks areas have seen a growth in vanpools due to Tomas Hernandez, CalVans Transit Coordinator, doing an excellent job on outreaching.

In the San Joaquin Valley, the major farm labor activity is in an area bound by Huron, Fresno and Visalia. The reason being is that a number of the vans in that area receive Measure C support provided by Fresno County.

General vanpool activity has continued to grow in all regions. Staff will be focusing on the Bakersfield and Merced areas in the future. Ron stated that CalVans is growing in the Bakersfield area due to word of mouth. CalVans is currently recruiting for the position of Transit Aide in the Bakersfield area. Staff put up flyers in Bakersfield, Shafter and Arvin. It will remain open until CalVans has at least 5 or 6 possible candidates for 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 several outreaches targeted toward these riders. Staff will be using the \$300 a month offered through the San Joaquin Commute Connection program and the \$30 per person voucher offered by the San Joaquin Air District to recruit new vanpool groups.

Mark Baza inquired if the Imperial growers were providing vouchers for the farm workers.

Georgina Cardenas responded that CalVans currently has 31 vans in the Imperial Valley and all were being covered 100% by vouchers from the growers.

Teresa Nickell requested clarification on the general vanpool issues with registration and insurance.

Ron replied about a year ago CalVans photographed about 30 vans with expired registrations due to the fact that they didn't have any insurance.

B. Review of FY 14/15 5307 funds generated through NTF reporting.

The Federal government has published the estimated federal funds available to transit agencies for the FY 14/15 year. A grid chart was attached showing funds by agency, including prior funds generated.

The list titled "Cities receiving passenger data through CalVans reporting" lists all the cities that CalVans reported for.

Ron reported that based on the data CalVans almost had the same Revenue miles and Passenger miles as FAX (Fresno Area Express).

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

5. REVIEW OF PRESENT YEAR EXPENDITURES

Overall expenses are at 71% while revenues are at 69%. Costs were higher due to installation related to upgrading all the vehicle radios from 2G to 4G technology. CalVans has sufficient reserves to offset the 1 to 2 percent shortfall should that be necessary.

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6. REVIEW OF DRAFT FY 15/16 BUDGET.

Ron stated that it is a draft budget due to the fact that CalVans currently has submitted two applications for funding. One for carshare and one for \$3 million to replace some Farm labor vans and marketing.

The FY draft 15/16 budget is along the same line as last year. The Administration (9170) 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 biggest expense being fuel followed by administrative allocation.

Staff recommended that the Draft FY 15/16 Budget be approved.

Motion was made, seconded Mark Baza/Suzanne Campbell and unanimously carried to approve the Draft FY 15/16 Budget.

7. ANNOUNCE NEXT MEETING DATE

The next TAC meeting is scheduled for Thursday, June 25, 2015 at 1:30 p.m. located in the CalVans conference room, 1340 North Drive, Hanford, CA.

ADJOURNMENT

The meeting was adjourned at 1:55 p.m.

Respectfully submitted



Ron Hughes
Executive Director

4/23/2015cm

Resolution 01-15

RESOLUTION OF THE CALIFORNIA VANPOOL AUTHORITY AUTHORIZING APPLICATION FOR THE AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM

WHEREAS:

A. The State of California, the Strategic Growth Council (SGC) and the Department of Housing and Community Development (Department) has issued a Notice of Funding Availability dated January 30, 2015 (NOFA), and amended as of March 19, 2015, under the Affordable Housing and Sustainable Communities (AHSC) Program established under Division 44, Part 1 of the Public Resources Code commencing with Section 75200.

B. California Vanpool Authority desires to apply for AHSC Program funds and submit the Application Package released by the Department for the AHSC Program.

C. The SGC is authorized to approve funding allocations for the AHSC Program, subject to the terms and conditions of the NOFA, Program Guidelines, Application Package, and Standard Agreement. The Department is authorized to administer the approved funding allocations of the AHSC Program.

THEREFORE, IT IS RESOLVED THAT:

1. Applicant is hereby authorized and directed to apply for and submit to the Department the AHSC Program Application as detailed in the NOFA dated January 30, 2015, and amended as of March 19, 2015, for the 2014-15 Fiscal Year in an amount not to exceed \$3,000.00. If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement (Standard Agreement) in an amount not to exceed \$3,000.000, and any and all other documents required or deemed necessary or appropriate to secure the AHSC Program funds from the Department, and all amendments thereto (collectively, the "AHSC Documents").

2. Applicant shall be subject to the terms and conditions as specified in the Standard Agreement. Funds are to be used for allowable capital asset project expenditures to be identified in Exhibit A of the Standard Agreement. The application in full is incorporated as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the application are enforceable through the Standard Agreement. Applicant hereby agrees to use the funds for eligible capital asset(s) in the manner presented in the application as approved by the Department and in accordance with the NOFA and Program Guidelines and Application Package.

3. The Executive Director or designee is authorized to execute in the name of Applicant the AHSC Program Application Package and the AHSC Program Documents as required by the Department for participation in the AHSC Program.

PASSED AND ADOPTED this 14th Day of May, 2015, by the following vote:

AYES: _____ NAYS: _____ ABSTAIN: _____ ABSENT: _____

The undersigned Chairman of the Applicant here before named does hereby attest and certify that the forgoing is a true and full copy of a resolution of the California Vanpool Authority adopted at a duly convened meeting on the date above-mentioned, which has not been altered, amended or repealed.

Signature: _____

Date: _____

California Vanpool Authority

TITLE VI PROGRAM

Developed: June 11, 2015
Approved by California Vanpool Authority Board of
Directors:

1340 North Drive
Hanford, CA 93230
Contact: Ronald Hughes, Executive Director
(559) 852-2696
CalVans.org

INTRODUCTION

This document was prepared by California Vanpool Authority to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients."

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California Vanpool Authority Title VI Notice to the Public

Notifying the Public of Rights Under Title VI

California Vanpool Authority

- California Vanpool Authority operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with California Vanpool Authority.
- For more information on California Vanpool Authority civil rights program, and the procedures to file a complaint, contact California Vanpool Authority, or visit our administrative office at 1340 North Drive, Hanford CA 93230. For more Information you may also email ron.hughes@co.kings.ca.us.
- A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- If information is needed in another language, contact The California Vanpool Authority Office at (559) 852-2696.

Notificar al público de los derechos bajo el título VI
California Vanpool Authority

- California Vanpool Authority opera sus programas y servicios sin respecto a raza, color y origen nacional con arreglo al título VI de la Civil Ley de derechos. Cualquier persona que cree que él o ella ha sido agraviado por cualquier práctica discriminatoria ilegal bajo el título VI puede presentar una queja con Your California Vanpool Authority
- Para obtener más información sobre el programa derechos civiles capaz de industrias y el procedimientos para presentar una queja, llame al (559) 651-8150, o visite nuestra oficina administrativa en 1340 North Drive, Hanford, CA 93230. Para más información información, visite ron.hughes@co.kings.ca.us.
- Un demandante puede presentar una queja directamente con el Federal Transita Administración por archivar una queja con la Office of Civil Rights, Atención: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590
- Si se necesita información en otro idioma, contacte al (559) 852-2696.

List of Locations Where Title VI Notice Is Posted

California Vanpool Authority notice to the public is currently posted at the following locations:

Location Name	Address	City
CalVans office	1340 North Drive	Hanford
CalVans office	1684 Callen Road, Unit B	Ventura
CalVans office	42281 Patricia Lane	Greenfield
CalVans office	260 N.San Antonio Rd., Suite B	Santa Barbara
CalVans office	101 East Main Street	Heber

The Title VI notice and program information is also provided on California Vanpool Authority website at <http://www.calvans.org/>

Title VI Complaint Procedures

As a recipient of federal dollars, California Vanpool Authority is required to comply with Title VI of the Civil Rights Act of 1964 and ensure that services and benefits are provided on a non-discriminatory basis. California Vanpool Authority has in place a Title VI Complaint Procedure, which outlines a process for local disposition of Title VI complaints and is consistent with guidelines found in the Federal Transit Administration Circular 4702.1B, dated October 1, 2012.

Any person who believes she or he has been discriminated against on the basis of race, color, or national origin by California Vanpool Authority may file a Title VI complaint by completing and submitting the agency's Title VI Complaint Form. California Vanpool Authority investigates complaints received no more than 180 days after the alleged incident. California Vanpool Authority will only process complaints that are complete.

Within 10 business days of receiving the complaint, California Vanpool Authority will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing her/him whether the complaint will be investigated by our office. California Vanpool Authority has 30 days to investigate the complaint. The complainant will be notified in writing of the cause to any planned extension to the 30-day rule.

If more information is needed to resolve the case, California Vanpool Authority may contact the complainant. The complainant has 10 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 10 business days California Vanpool Authority can administratively close the case.

A case can be administratively closed also if the complainant no longer wishes to pursue their case. After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 10 business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

California Vanpool Authority Title VI Complaint Form

COMPLAINT FORM

Section I: Please write legibly		
1. Name:		
2. Address:		
3. Telephone:	3.a. Secondary Phone (Optional):	
4. Email Address:		
5. Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
Section II:		
6. Are you filing this complaint on your own behalf?	YES*	NO
*If you answered "yes" to #6, go to Section III.		
7. If you answered "no" to #6, what is the name of the person for whom you are filing this complaint? Name:		
8. What is your relationship with this individual:		
9. Please explain why you have filed for a third party:		
10. Please confirm that you have obtained permission of the aggrieved party to file on their behalf.	YES	NO
Section III:		
11. I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin
12. Date of alleged discrimination: (mm/dd/yyyy)		
13. Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known), as well as names and contact information of any witnesses. If more space is needed, please attach additional sheets of paper.		

California Vanpool Authority Title VI Complaint Form, Page 2

COMPLAINT FORM

Section IV:		
14. Have you previously filed a Title VI complaint with California Vanpool Authority?	YES	NO
Section V:		
15. Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
[] YES* [] NO		
If yes, check all that apply:		
[] Federal Agency _____	[] State Agency _____	
[] Federal Court _____	[] Local Agency _____	
[] State Court _____		
16. If you answered "yes" to #15, provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:	Email:	
Section VI:		
Name of Transit Agency complaint is against:		
Contact Person:		
Telephone:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date are required below to complete form:

Signature _____ Date _____

Please submit this form in person or mail this form to the address below:
 California Vanpool Authority, Title VI Coordinator Ronald Hughes
 1340 North Drive
 Hanford, CA 93230

Procedimientos de Reclamación Título VI

Como beneficiador de fondos federales, California Vanpool Authority es requerido a cumplir con el Título VI del Acta Civil de Derechos del año 1964 y asegurar que los servicios y beneficios sean proveídos en manera sin discriminación. California Vanpool Authority tiene en su lugar el Procedimiento Título VI, el cual explica el proceso de disposición local de reclamaciones y es consistente con las guías encontradas en la Administración de Transito Federal, Circular 4702.1B, establecidas en Octubre 1, 2012.

Cualquier persona siendo mujer o hombre que haya ha sido discriminado en contra, basado en términos de raza, color, o origen nacional por California Vanpool Authority puede clasificar una queja Título VI por medio de completar y someter esta forma. California Vanpool Authority se encarga de investigar reclamaciones recibidas no más de 180 días después que el incidente haiga ocurrido. California Vanpool Authority solo procesara las reclamaciones con formas completas.

Dentro de diez días de haber recibido su reclamación, California Vanpool Authority revisara su caso para determinar si nuestra oficina tiene jurisdicción. El querellante recibirá una carta para infórmele si su reclamación será investigada por nuestra oficina. California Vanpool Authority tiene 30 días para investigar su reclamación. Si acaso ay alguna razón que necesitamos mas de 30 días, una notificación será enviada directamente al querellante.

Si necesitamos más información para investigar, California Vanpool Authority el querellante será contactado por carta. El querellante tendrá diez días para responder, desde la fecha que se mando la carta pidiendo información adicional. Si el investigador nos es contactado por el querellante dentro los diez días, o ninguna información adicional es recibida California Vanpool Authority tiene el derecho administrador para cerrar su caso.

Un caso puede ser cerrado administrativamente si el querellante desea no continuar con su caso. Después que el investigador haya revisado la reclamación, el o ella emitirá una de dos cartas al querellante: una carta de conclusión o una carta de proceder.

Una carta de conclusión resume las alegaciones y especifica que no hubo una violación bajo el Título VI y que el caso se cerrara.

Una carta de procedimiento resume las alegaciones y entrevistas de acuerdo al presunto incidente, y explica si una acción disciplinaria, entrenamiento adicional del miembro, u otra acción se llevara acabo.

Si el querellante desea apelar la decisión, el/ella tiene diez días después de la fecha escrita en la carta para hacerlo.

Cualquier persona puede clasificar una queja directamente con La Administración Federal de Transito, localizada en 1200 New Jersey Avenue SE, Washington, DC 20590.

California Vanpool Authority Forma de Reclamación Titulo IV

FORMA DE RECLAMACION

Sección I: Por favor escriba legible		
1. Nombre:		
2. Dirección:		
3. Teléfono:		3.a. Teléfono secundario (Opcional):
4. Email:		
5. ¿Algún requisito formato accesible?	<input type="checkbox"/> Letra grande	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Otro
Sección II:		
6. ¿Esta presentando esta queja en su propio nombre?	SI*	NO
*Si contesto "si" al #6, llene la Sección III.		
7. Si contesto "no" al #6, ¿Cuál es el nombre de la persona que usted esta presentando esta queja? Nombre:		
8. ¿Cuál es su relación con esta persona?:		
9. Por favor explique porque esta llenando esta reclamación por esta persona :		
10. Por favor, confirme que ha obtenido el permiso de parte de esta persona para presentar en su nombre.	SI	NO
Sección III:		
11. Creo que la discriminación que he experimentado se baso en (anote lo aplicable):		
<input type="checkbox"/> Raza Nacional	<input type="checkbox"/> Color	<input type="checkbox"/> Origen
12. Fecha cual ocurrió el incidente de discriminación: (mm/dd/aaaa)		
13. Por favor explique lo que ocurrió y porque cree que usted fue discriminado. Describa las personas que fueron involucradas. Incluya el nombre de la persona o personas que lo discriminaron (si es conocido/a), también incluya nombres y información de contacto de cualquier testigo. Si acaso necesita mas espacio de lo que esta en esta forma, puede añadir paginas extras para seguir explicando.		

**California Vanpool Authority Forma de Reclamación Título VI,
 Pagina 2**

FORMA DE RECLAMACION

Sección IV:		
14. ¿Anteriormente ha usted clasificado una queja Título VI con California Vanpool Authority?	SI	NO
Sección V:		
15. ¿Anteriormente ha usted clasificado esta queja con otra agencia del Estado, Federal, o local, o con cualquier corte del Estado o Federal?		
[] SI* [] NO		
Si su respuesta es SI, anote lo que aplica:		
[] Agencia Federal _____	[] Agencia Estatal	

[] Corte Federal _____	[] Agencia Local	

[] Corte Estatal _____		
16. Si su respuesta fue "si" al #15, Por favor provea la información de contacto de la persona trabajando en la agencia o corte donde se clasifico la reclamación.		
Nombre:		
Titulo:		
Agencia:		
Dirección:		
Teléfono:		Email:
Sección VI:		
Nombre de la Agencia de Transito la cual fue la que en contra:		
Nombre del Contacto:		
Teléfono:		

Puede adjuntar cualquier material escrito o cualquier otra información que usted piensa que es relevante para su reclamación.

Firma y fecha es necesaria para que esta forma sea completa.

FIRMA _____ FECHA _____

Por favor de someter esta forma en persona o por correo a la dirección debajo:
 California Vanpool Authority, Título VI Coordinador Ronald Hughes
 1340 North Drive

Hanford, CA 93230

List of Transit-Related Title VI Investigations, Complaints, and Lawsuits

California Vanpool Authority has not been involved in any transportation-related Title VI investigations, lawsuits or complaints.

California Vanpool Authority List of Investigations, Lawsuits and Complaints

Type of Process	Date	Summary (including basis of complaint)	Status	Action(s) Taken
Investigations				
1. None				
2.				
Lawsuits				
1. None				
2.				
Complaints				
1. None				
2.				

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Public Participation Plan

About California Vanpool Authority

California Vanpool Authority is a public transit agency formed as a Joint Powers Agency representing 10 Council of Governments or Regional Planning Agency formed for the purpose of providing vanpool services to residents and business of member agencies. As a public agency California Vanpool Authority tracks and reports all vanpool trip information to appropriate government authorities. California Vanpool Authority Staff work with member agencies and local organizations to promote the project.

Many vanpool participants are residents from low income communities that the vanpool program does or could serve. The service provides the residents the ability to access employment opportunities that they may not otherwise be able to access. The agency does make presentations at groups when invited. These groups range from City Councils to Hispanic support groups. Some of these are opportunities for public engagement as outlined below.

Purposes of this Plan

Public participation is the process through which stakeholders can partake directly in agency decision-making, and express their concerns, desires, and values. It is the mission of this agency to "improve the lives of people with disabilities by creating opportunities to maximize their independence." At every opportunity through prescribed methods the agency will solicit input from stakeholders in order to best support persons served without creating disproportionately high and adverse human health or environmental effects on minority and/or low-income populations.

Summary of Outreach Efforts

The following is a summary of outreach efforts conducted by California Vanpool Authority as they relate to Title VI requirements under the Public Participation Plan. Many of our activities are conducted in partnership or ad hoc outreach with other service organizations and non-profit agencies within the community. This is in no way a complete list but rather documents the agency's outreach efforts as they relate specifically to minority and low-income populations.

Board Meetings Open to the Public

California Vanpool Authority monthly Board meetings are open to the public and announced on the agency's website. The public meeting are conducted through a conference call with Board or Staff members at the following locations. The public can attend at any of these locations.

- Association of Monterey Bay Area Governments, 147 Fourth Street, Community Room, Gonzales, CA 93936
- California Vanpool Authority office at 1340 North Drive, Hanford CA 03230
- 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 18th 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

Staff for each of the 10 organizations forming California Vanpool Authority participate in the outreach and promotion of the program. This helps to promote and advertise the program in their jurisdictions.

The following are some of the meetings or events California Vanpool Authority attend or participate in that help to promote the service being provided:

Kern County of Governments:

etrip coordinators meeting: meet with the company etrip coordinators and disperse details about the different ridesharing options that we have available and how they work.

IRS

Routinely meet with IRS staff to promote ridesharing opportunities.

Measure C

Participate in outreach activities to promote Measure C to ridesharing opportunities to Fresno County residents.

Caterpillar Inc.,

Conducted a meeting with employees of Caterpillar to promote ridesharing opportunities.

Tulare County Health Fair

Participate in annual Tulare County Health Fair to promote ridesharing opportunities to Tulare County employees.

Fresno County Health Fair

Participate in the Fresno County Health Fair to promote ridesharing opportunities to Fresno County employees.

Taft College

Promote ridesharing opportunities to Taft College students through meeting in Shafter as well as on campus.

Tune In & Tune Up

Numerous outreach events in the Central Valley to promote clean air to the residents of Turlock, Lemoore, Los Banos, Tulare, Bakersfield, Fresno and the surrounding communities.

Brake Parts

Meeting to promote ridesharing opportunities to Brake Parts Inc. employees.

Annual Green Summit

Participate in the Annual Green Summit in Reedley College to promote green awareness to college students and the surrounding communities.

Vanpool workshops in Tulare County

Conduct workshop to promote ridesharing opportunities for Tulare County employees traveling from the different communities in the valley.

Meeting with various Contractors/Growers

Staff conducts ongoing outreaches with individuals and companies wanting to know how the vanpool works for those working in the fields or on a farm.

Kiwanis Club

California Vanpool Authority maintains an on-going partnership with the Hanford Noon Kiwanis Club to provide coordinated transportation assistance via the agency's FTA 5310 vehicle. Additionally, several members of the California Vanpool Authority staff maintain membership with the Kiwanis Club, which serves low-income and minority populations.

California Vanpool Authority Website

Currently, California Vanpool Authority posts notices and announcement on the agency's website. Additional public input can be obtained by the Title VI Complaint Form, which is available as a download in English and Spanish.

Language Assistance Plan

Overview

The first section in this document describes the purpose of the Language Assistance Plan (LAP). The second section in this document provides the four-factor Limited English Proficient (LEP) analysis (as outlined by the Department of Transportation (DOT) used to identify LEP needs and assistance measures. The four-factor LEP analysis includes:

- **Factor 1:** The number or proportion of LEP persons in the service area who may be served or are likely to encounter the Life Skills Learning Center program, activity or service.
- **Factor 2:** The frequency with which LEP persons come in contact with the Life Skills Learning Center program, activity or service.
- **Factor 3:** The nature and importance of programs, activities or services provided by Life Skills Learning Center to the LEP population.
- **Factor 4:** The resources available to California Vanpool Authority and overall cost to provide LEP assistance.

The third and final section discusses the implementation of the Language Assistance Plan, which includes methodologies for identifying LEP individuals, providing services, establishing policies, monitoring the LAP, and recommendations for future LAP implementations.

Purpose of the Language Assistance Plan

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance. One critical concern addressed by Title VI is the language barrier that Limited English Proficiency (LEP) persons face with respect to accessing information about and using transit service. Transit operators must ensure that this group has adequate access to the agency's programs and activities, including public participation opportunities.

Executive Order 13166, titled "Improving Access to Services for Persons with Limited English Proficiency," forbids funding recipients from "restricting an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program," or from "utilize[ing] criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program as respects to individuals of a particular race, color, or national origin."

FTA Circular 4702.1B was developed by the Federal Transit Administration (FTA) and details the administrative and reporting requirements for recipients of FTA financial assistance to comply with Title VI and related executive orders including on LEP.

The United States Department of Transportation (DOT) published guidance that directed its recipients to ensure meaningful access to the benefits, services, information, and other important portions of their programs and activities for LEP customers. California Vanpool Authority's language assistance plan (LAP) includes a four factor analysis and implementation plan that complies with the requirements of DOT LEP guidance.

Four Factor Analysis

Factor 1: The number or proportion of LEP persons eligible to be served or likely to be encountered by California Vanpool Authority.

California Vanpool Authority holds a unique position in regard to meeting the Title VI requirements. As occasional sub-recipient of FTA 5316 Grant funding, the agency's focus is primarily to provide vanpool services to those wishing to form a group and vanpool to work.

Those forming groups are either general vanpool groups going to traditional places of employment or farmworkers going to the fields to do field work. Most if not all of the farmworkers are Spanish speaking and come from communities where the predominate language is Spanish.

Given that close to 100% of some communities are Spanish speaking participants, Staff has hired bilingual staff and provided information in Spanish when working in Spanish communities. The fact that censuses information only shows 17% of the California Vanpool Project area speak "English less than very well" does not accurately describe the larger percentage of residents who do not "speak English less than very well" in the rural San Joaquin Valley area.

American Community Survey

The U.S. Census Bureau 2008-2012 American Community Survey (ACS) Language Spoken at Home by the Ability to Speak English estimates that of the 4,570,982 residents living in the areas served by California Vanpool Authority, 2,555,870 speak Spanish at home and 796,071, or 17%, speak English less than "very well". All other non-English languages resulted in less than 1% of the population.

Demographics of overall area served by the California Vanpool Authority

	Estimate	Percentage
Total:	4,570,982	100%
Speak only English	2,555,870	56%
Spanish	1,704,972	37%
* Speak English "very well"	908,903	20%
* Speak English less than "very well".	796,071	17%

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Breakdown of Counties served by the CalVans

	Kings County		Imperial County		Kern County	
	Estimate	Percentage	Estimate	Percentage	Estimate	Percentage
Total:	139,092	100%	161,089	100%	775,294	100%
Speak only English	79,630	57%	41,146	26%	448,868	58%
Spanish	52,281	38%	117,146	73%	289,911	37%
* Speak English "very well"	28,237	20%	66,456	41%	163,708	21%
* Speak English less than "very well".	24,044	17%	50,690	31%	126,203	16%
	Madera County		Merced County		Monterey County	
	Estimate	Percentage	Estimate	Percentage	Estimate	Percentage
Total:	139,475	100%	236,786	100%	387,506	100%
Speak only English	78,004	56%	112,509	48%	183,807	47%
Spanish	56,515	41%	100,118	42%	177,463	46%
* Speak English "very well"	32,161	23%	54,338	23%	78,036	20%
* Speak English less than "very well".	24,354	17%	45,780	19%	99,427	26%
	Santa Barbara County		Santa Cruz County		Tulare County	
	Estimate	Percentage	Estimate	Percentage	Estimate	Percentage
Total:	399,470	100%	249,686	100%	405,633	100%
Speak only English	238,937	60%	172,313	69%	205,925	51%
Spanish	132,351	33%	63,357	25%	182,817	45%
* Speak English "very well"	67,718	17%	33,549	13%	97,931	24%
* Speak English less than "very well".	64,633	16%	29,808	12%	84,886	21%
	Ventura County		Fresno County		San Benito County	
	Estimate	Percentage	Estimate	Percentage	Estimate	Percentage
Total:	774,168	100%	851,391	100%	51,392	100%
Speak only English	481,172	62%	482,304	57%	31,255	61%
Spanish	232,032	30%	282,309	33%	18,672	36%
* Speak English "very well"	123,382	16%	154,507	18%	8,880	17%
* Speak English less than "very well".	108,650	14%	127,802	15%	9,794	19%

California Vanpool Authority Expenditures

The program and annual budget for FY 15/16 is estimated at 8.7 million, and is divided into two activity types, general vanpools and agricultural vanpools. Expenditures in the agricultural vanpool program are estimated at 3.8 million, with primarily language of choice being Spanish. Few if any of the participants converse in English, as they are more comfortable in conversing in Spanish. All primary contact individuals are bilingual, as well as all after our support staff. We have not measured the percent of Spanish only speaking individuals because most if not all prefer speaking in Spanish.

Historical Analysis of LEP Persons Served by California Vanpool Authority

A final source of data to be considered to determine the number of LEP persons likely to be served by this program is an analysis of those consumers served. We do not track client's ethnicity but do track those using the agriculture vanpool program. As stated earlier, these individuals generally converse in Spanish and could be considered our minority group.

Presently the program provides 267 general vanpools and 179 agricultural vanpools. This put the percentage of Hispanic or Spanish speaking individuals at close to 41%. With an average ridership of 11 per vanpool group, the total number of participants is 1,969.

Factor 2: The frequency with which LEP persons come into contact with the program.

As all of our primary contact staff is fluent in Spanish, we have not asked those that call if they are able to speak English. We assume some that call or come in one of our offices probably can, but would prefer to speak in Spanish.

Factor 3: The nature and importance of the program, activity, or service provided by the program to people's lives.

The primary purpose of the California Vanpool Program is to promote and provide vanpool services to individuals within the areas we serve. This includes meeting with individuals at their home or place of work. New vanpools are just as often assigned in the field as in the office, it depends on what works best for the driver and riders.

Those in traditional jobs stay in their vanpool for extended periods, with some having been in a van since the inception of the program in 2002. Those in the agricultural program tend to stay with their vanpool, sometimes leaving when the growing season ends and returning when it starts again.

The average rider traveling 70 miles per day is paying \$93 per month. Based on AAA 2015 cost of car ownership, the average rider is saving 58 cents per mile or \$719 per month.

calculations (\$815-93=\$719)

Factor 4: The resources available to the recipient for LEP outreach, as well as the costs associated with that outreach.

Although the California Vanpool Authority does not have an operating budget or a specific line item for providing language access and outreach. Outreach expenses as they relate to LEP populations are an ongoing part of the organizations structure, particularly as it relates to the Hispanic population. Someone using the CalVans website can convert the pages to Spanish. Material including outreach documents and agreements are in Spanish. The following is the organizations list of employees showing those that are bilingual. As shown, only 4 are not bilingual and they are in the Hanford office. All out lying offices have full bilingual staff.

	Position	name	Bilingual
1	Executive Director	Hughes, Ron	
2	Accountant	Randhawa, Baldev	
3	Office Manager	Rosie Nava	Y
4	Account Clerk III	Streeper, Amanda	
5	Account Clerk II	Maria Ortiz	Y
6	Account Clerk II	Rodriguez, Luz	Y
7	Account Clerk II	Ruch, Amanda	
8	Account Clerk II	Sales, Raquel	Y
9	Service Writer	Miguel Solorio	Y
10	Transit Clerk	Michelle Gomez	Y
11	Transit Assistant	Perez, Gloria	Y
12	Transit Assistant	Marquez, Cecelia	Y
13	Transit Coordinator	Banda, Gustavo	Y
14	Transit Coordinator	Cardenas, Georgina	Y
15	Transit Coordinator	Hernandez, Tomas	Y
16	Transit Coordinator	Mora, Carmen	Y
17	Transit Coordinator	Ortiz, Cuahutemoc	Y
18	Lead Transit Aide	Aldaco, Hector	Y
19	Lead Transit Aide	Gomez, Marino	Y
20	Lead Transit Aide	Gonzalez, Oscar	Y
21	Lead Transit Aide	Laura Rodriguez	Y
22	Lead Transit Aide	Luis Aldaco	Y
23	Transit Aide	Albert Solis	Y
24	Transit Aide	Alcala, Angelica	Y
25	Transit Aide	Palacio, Enrique	Y
26	Transit Aide	Parraz, Rudy	Y
27	Transit Aide	Ramirez, Socorro	Y
28	Transit Aide	Sandoval, Martin	Y
		Total Spanish speaking	24
		Total Non-Spanish speaking	4

SUMMARY

The results of the Four Factor Analysis can be summarized with the following points:

- CalVans recognizes and has prepared for the fact that a large portion of those seeking to use its services will be Spanish speaking.
- Given its bilingual Staff and outreach material, California Vanpool Authority has not identified a "true" LEP person that has not been served or could have been served in the last 12 years.
- No consumers were underserved or exited the program due to language barriers.
- Agency staff responds to LEP phone calls on a daily basis.
- Five family members of consumers were LEP in the last 14 years.
- Provision of transit is not considered an "essential" service but is a component of the California Vanpool Authority program.
- California Vanpool Authority does not have an LEP specific budget line.

Language Assistance Implementation Plan (agency specific)

Methodologies

Identifying LEP Individuals

As evidenced by the Four Factor Analysis, California Vanpool Authority is set up to receive and process Spanish speaking clients as needed. There are few if any "true" LEP individuals referred to the California Vanpool Authority program, as those contacting the agency do so in the language they are most comfortable with. The predominant language of those in the minority areas of the region is Spanish.

Providing Services

The agency does not currently have an on-going need for professional translation services; on-site agency staff is fluent in Spanish and provides translation services at all facilities as needed. Documents that are offered in Spanish include:

- Title VI Notice to the Public
- Title VI Complaint Form
- Title VI Complaint Procedures
- Program Information
- Agency website Title VI information

Documents not now in Spanish can be translated to Spanish in written form or orally transcribed.

Monitoring

California Vanpool Authority holds monthly staff meetings to review operations and identify any barriers that Spanish speaking individuals might come across. This is done in part to insure program growth within low income minority areas in the California Vanpool Authority region.

Any complaints regarding poor service being provided is reviewed when the complaint is received. The Title VI Plan will also be evaluated and updated every three years.

Employee Training

California Vanpool Authority conducts monthly training for staff that can include Customer Service and Language Assistance training.

Safe Harbor Provision

The Federal Transit Authority Circular 4702.1B states:

"DOT has adopted DOJ's Safe Harbor Provision, which outlines circumstances that can provide a "safe harbor" for recipients regarding translation of written materials for LEP populations. The Safe Harbor Provision stipulates that, if a recipient provides written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient's written translation obligations. Translation of non-vital documents, if needed, can be provided orally. If there are fewer than 50 persons in a language group that reaches the five percent (5%) trigger, the recipient is not required to translate vital written materials but should provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

These safe harbor provisions apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable. A recipient may determine, based on the Four Factor Analysis, that even though a language group meets the threshold specified by the Safe Harbor Provision, written translation may not be an effective means to provide language assistance measures. For example, a recipient may determine that a large number of persons in that language group have low literacy skills in their native language and therefore require oral interpretation. In such cases, background documentation regarding the determination shall be provided to FTA in the Title VI Program."

Membership of Non-Elected Committees and Councils

California Vanpool Authority does not have a non-elected transit related advisory council at this time.

Title VI Equity Analysis

California Vanpool Authority does not have transit related facilities.

Board of Directors Approval of California Vanpool Authority Title VI Program

Resolution 02-15

A RESOLUTION OF THE California Vanpool Authority BOARD OF DIRECTORS AUTHORIZING THE TITLE VI COMPLIANCE PLAN FOR THE AGENCY.

WHEREAS, California Vanpool Authority desires to comply with Title VI of the Civil Rights Act of 1964, including new provisions detailed in U.S. Department of Transportation's FTA Circular 4702.1B, "Title VI Requirement and Guidelines for Federal Transit Administration Recipients,"

WHEREAS, the Board of Directors wishes to authorize approval of the compliance plan developed by staff to comply with necessary provisions of the Civil Rights Act,

NOW, THEREFORE BE IT RESOLVED, by the Board of Directors of California Vanpool Authority as follows:

1. The Executive Director is authorized to implement the components of the plan in order to meet Federal requirements.
2. The Executive Director is authorized to implement policies that may be necessary to comply with subsequent revisions or interpretations to the Civil Rights Act.

PASSED AND ADOPTED by the Board of Directors of California Vanpool Authority, State of California, on this 14th day of May, 2015.

President of the Board

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Cities receiving passenger data through CalVans reporting

UZA	Urbanized Area Name	Mode	Revenue Miles	Revenue Hours	Passenger Miles	Passenger Trips	Operating Expenses
28	Sacramento, CA	VP	11,732	338	63,014	3,674	9,682
29	San Jose, CA	VP	21,040	506	128,694	3,143	17,083
63	Fresno, CA	VP	3,313,276	99,782	30,305,814	741,847	2,698,991
79	Bakersfield, CA	VP	340,421	8,667	2,986,251	59,447	276,638
103	Oxnard, CA	VP	36,650	1,091	344,785	12,820	29,338
112	Lancaster-Palmdale, CA	VP	108,013	2,668	868,414	12,940	87,784
123	Santa Rosa, CA	VP	53,961	1,767	637,260	20,571	44,209
162	Visalia, CA	VP	1,431,661	34,452	10,473,528	280,738	1,164,693
184	Santa Barbara, CA	VP	25,688	969	208,037	6,838	20,681
188	Salinas, CA	VP	284,833	11,830	3,005,962	91,927	231,616
235	Merced, CA	VP	40,130	965	246,474	5,568	32,476
238	Yuma, AZ-CA	VP	349,759	16,503	4,195,745	123,980	284,677
240	Fairfield, CA	VP	4,997	129	40,241	885	4,378
246	Santa Maria, CA	VP	66,537	2,873	672,562	36,489	53,878
254	Simi Valley, CA	VP	130	4	649	20	72
289	El Centro-Calexico, CA	VP	102,081	6,137	1,268,767	35,009	83,308
300	Turlock, CA	VP	27,874	554	229,127	4,169	22,839
303	Gilroy-Morgan Hill, CA	VP	4,672	127	68,298	1,170	3,700
333	Hanford, CA	VP	1,558,363	39,144	10,824,768	307,276	1,271,596
342	Napa, CA	VP	35,009	848	277,337	10,167	28,728
362	Madera, CA	VP	291,713	8,162	3,314,987	57,427	237,469
378	Watsonville, CA	VP	6,842	208	69,609	1,598	5,857
386	Camarillo, CA	VP	5,428	217	73,844	2,392	4,422
394	Porterville, CA	VP	468,138	11,114	3,212,056	84,086	380,626
423	Paso Robles-Atascadero, CA	VP	367,195	6,800	2,728,082	37,950	298,712
465	Woodland, CA	VP	15,943	515	216,473	4,089	13,236
471	Delano, CA	VP	94,502	2,188	866,409	21,108	76,728
485	Lompoc, CA	VP	1,721	35	17,465	345	1,463

Transit reporting by transit mode

Urbanized Area Name	Agency	Mode	Revenue		Passenger Miles	Passenger Trips	Operating Expenses		Bus Total Operating Expenses	Bus Total Passenger Miles	Bus Total	
			Miles	Hours			Expenses	Expenses			Revenue	Vehicle Miles
Bakersfield, CA	California Vanpool Authority	VP	340,421	8,667	2,986,251	59,447	276,638					
Bakersfield, CA	Golden Empire Transit District	DR	438,489	28,894	407,034	54,863	1,467,187					
Bakersfield, CA	Golden Empire Transit District	MB	3,944,744	296,066	20,264,334	6,174,932	23,658,837	23,658,837	20,264,334	3,944,744		
Delano, CA	California Vanpool Authority	VP	94,502	2,188	866,409	21,108	76,728					
Delano, CA	City of Delano	DR	74,826	7,569		21,317	239,610					
Delano, CA	City of Delano	MB	135,496	9,860		134,522	718,831	718,831	0	135,496		
El Centro-Calexico, CA	California Vanpool Authority	VP	102,081	6,137	1,268,767	35,009	83,308					
El Centro-Calexico, CA	Imperial County Transportation Comi	DR	264,821	12,027	374,156	29,188	1,200,687					
El Centro-Calexico, CA	Imperial County Transportation Comi	MB	666,378	31,170	10,449,139	638,427	3,184,012	3,184,012	10,449,139	666,378		
El Centro-Calexico, CA	Yuma County Intergovernmental Pub	MB	12,399	125	8,640	1,245	9,860	9,860	8,640	12,399		
Fresno, CA	California Vanpool Authority	VP	3,313,276	99,782	30,305,814	741,847	2,698,991					
Fresno, CA	Fresno Area Express	DR	1,094,217	92,660	1,439,509	203,999	6,087,823					
Fresno, CA	Fresno Area Express	MB	3,861,958	328,312	30,489,743	12,442,248	40,237,044	40,237,044	30,489,743	3,861,958		
Hanford, CA	California Vanpool Authority	VP	1,558,363	39,144	10,824,768	307,276	1,271,596					
Hanford, CA	Kings County Area Public Transit Ager	DR	97,319	13,606	106,754	30,765	871,373					
Hanford, CA	Kings County Area Public Transit Ager	MB	598,923	36,796	3,839,803	741,132	2,521,461	2,521,461	3,839,803	598,923		
Madera, CA	California Vanpool Authority	VP	291,713	8,162	3,314,987	57,427	237,469					
Madera, CA	City of Madera	DR	165,277	11,116		34,451	795,425					
Madera, CA	City of Madera	MB	165,374	12,436		144,518	816,923	816,923	0	165,374		
Merced, CA	California Vanpool Authority	VP	40,130	965	246,474	5,568	32,476					
Merced, CA	Merced County Transit	DR	423,159	25,578	641,869	91,942	1,994,218					
Merced, CA	Merced County Transit	DT	7,477	475	10,103	2,149	63,542					
Merced, CA	Merced County Transit	MB	1,068,750	61,189	1,299,864	684,197	4,654,620	4,654,620	1,299,864	1,068,750		
Porterville, CA	California Vanpool Authority	VP	468,138	11,114	3,212,056	84,086	380,626					
Porterville, CA	City of Porterville	DR	37,164	2,278		9,453	347,318					
Porterville, CA	City of Porterville	MB	269,832	21,668		380,122	1,388,312	1,388,312	0	269,832		
Salinas, CA	California Vanpool Authority	VP	284,833	11,830	3,005,962	91,927	231,616					
Salinas, CA	Monterey-Salinas Transit	DR	367,599	21,295	365,382	37,747	1,118,599					
Salinas, CA	Monterey-Salinas Transit	MB	1,032,779	61,780	6,430,279	1,204,398	8,697,448	8,697,448	6,430,279	1,032,779		
Salinas, CA	Monterey-Salinas Transit	MB	343,507	22,310	946,524	209,593	1,549,129	1,549,129	946,524	343,507		
Santa Maria, CA	California Vanpool Authority	VP	66,537	2,873	672,562	36,489	53,878					
Santa Maria, CA	City of Lompoc - Lompoc Transit	CB	56,273	1,324	1,688,190	32,684	281,225					
Santa Maria, CA	San Luis Obispo Regional Transit Auth	DR	11,005	583	9,345	997	59,186					
Santa Maria, CA	San Luis Obispo Regional Transit Auth	MB	24,382	927	280,778	19,950	110,347	110,347	280,778	24,382		
Santa Maria, CA	Santa Maria Area Transit	DR	155,910	11,016	162,793	29,762	708,114					
Santa Maria, CA	Santa Maria Area Transit	MB	949,300	58,175	6,319,761	925,637	4,686,226	4,686,226	6,319,761	949,300		
Visalia, CA	California Vanpool Authority	VP	1,431,661	34,452	10,473,528	280,738	1,164,693					
Visalia, CA	City of Tulare	DR	72,340	6,019	58,497	19,642	594,080					
Visalia, CA	City of Tulare	MB	446,735	23,648	1,988,611	381,367	1,628,787	1,628,787	1,988,611	446,735		
Visalia, CA	City of Visalia - Visalia City Coach	DR	154,854	11,422	271,450	37,646	825,967					
Visalia, CA	City of Visalia - Visalia City Coach	MB	1,600,721	113,779	8,311,590	1,845,657	7,433,701	7,433,701	8,311,590	1,600,721		



Kings County Association of Governments

339 W. "D" Street, Lemoore, California 93245
(559) 852-2654 ❖ FAX (559) 924-5632
www.kingscog.org

Member Agencies: Cities of Avenal, Corcoran, Hanford and Lemoore, County of Kings

May 6, 2015

Mr. Ron Hughes, Executive Director
California Vanpool Authority
1340 North Drive
Hanford, CA 93230

Dear CalVans Board of Directors:

As one of the eleven (11) regional members of California Vanpool Authority (CalVans), the Kings County Association of Governments (KCAG) Commission writes to respectfully request that CalVans suspend any action to secure Public Transit Funds.

Kings County started the vanpool program on the premise that it be self-sufficient. It appears that the fares set by CalVans are not adequate to cover both operational and capital needs. We strongly believe that it would be prudent for CalVans to increase fares to be sufficient to cover both operating and capital needs. Furthermore revenue collected for capital replacement should be held in a "Capital Reserve" fund.

Per CalVans By-Laws "The Transit Authority shall not compete with any of its Member Agencies for state or federal funding without the prior written consent of the Member Agency" and "The Transit Authority shall receive approval from a Member Agency prior to applying for federal, state or local funds within the jurisdiction of said Member Agency". KCAG does not consent or approve of CalVans application of such funds. As CalVans has always promoted the vanpool program as being a benefit to all members, it should not now come at a cost.

Kings County is not in support of CalVans seeking to secure Public Transit Funds from specific programs that are currently available to member agencies. We find that such action is in contradiction to the very premise upon which the vanpool program was established.

Thank you for your consideration of this matter. If you have any questions, please contact me at (559) 852-2678 or email at terri.king@co.kings.ca.us.

Sincerely,

KINGS COUNTY ASSOCIATION OF GOVERNMENTS

Terri King, Executive Director

Cc: Association of Monterey Bay Area Governments
Santa Barbara County Association of Governments
Madera County Transportation Commission
Napa County Transportation and Planning Agency
Imperial County Transportation Commission

Fresno Council of Governments
Kern Council of Governments
Merced County Association of Governments
Ventura County Transportation Commission
Tulare County Association of Governments

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April 29, 2015

Ms. Terri King, Executive Director
Kings County Association of Governments Board Members
339 W "D" Street
Lemoore, CA 93245

Dear Ms. King and Honorable Board Members:

This letter is in response to your letter dated April 22, 2015, in which concerns are raised about the CalVans operation related to competing for local funds.

It is not the intent of CalVans to secure any public transit funds assigned or designated for a member agency or a transit agency within that agency's jurisdiction. CalVans operates on a combination of fares, grants and user subsidies for its participants. It is the goal of CalVans to compliment the efforts of its members by providing services that compliment and enhance its member agencies' local transit service.

CalVans was established with the goal of being self-sufficient. It has achieved that goal as related to its general vanpool program. This is in a large part due to the incomes of the general riders and the subsidies available to them through their employer and the local air district. However, this has not been achieved with regard to the agricultural vanpool program. This is due to the participants' lower incomes and the lack of subsidies available to them. Currently, CalVans is recovering the operational cost but not the capital cost of the agricultural vanpool program. Raising the rates to recover the capital cost would result in the riders turning in their vans and seeking alternate modes of transportation.

Establishing "Capital Reserve" would make sense if there was funding available to support the fund. Presently CalVans secures its vehicles through a lease-purchase arrangement or one time grant funds. Proceeds from the sale of a vehicle usually returns \$3,000 to \$5,000, requiring the proceeds from 6 vehicles to purchase one new vehicle. The proceeds are presently used to up fit new vehicles with radios, tool boxes, and to repaint older vehicles. Up fitting a new vehicle runs around \$2,500, repainting averages \$1,000.

CalVans Staff has spent the past several years seeking alternate funding for the agricultural vanpool program. This has resulted in several potential funding sources through the cap and trade program. In addition, Fresno County Rural Transit Agency has purchased and will be purchasing vehicles for the program. Staff was invited to submit a final application for 3 million dollars for an Affordable Housing and Sustainable Communities grant for the purchase of 80 vehicles. Staff is also in conversation with the Governor's Staff on the potential of replacing a number of vans with ones that are plug in hybrid electric.

Staff understands and has discussed the fact that the agricultural vanpool component of the CalVans will be phased out over time if funding for replacement vans is not secured. As noted above, Staff is working hard to not let that happen.

The funding of farmworker vanpools is recognized as an eligible TDA expenditure under Article 8, Section 99400 (f). This section allows for the purchase or lease of vans and related equipment for a farmworker vanpool program for purposes of farmworker transportation to and from. Staff has not proposed using this section as not all members have TDA funds available for this purpose.

Staff has secured the permission of the local jurisdiction when securing federal or state funds that could impact a local agency. This was done when CalVans secured JARC funds for several members. At the present time staff knows of no local funds being used or proposed to be used.

CalVans is a benefit to its members and has not required any funds from them. The goal has always been to bring funding to each member by working with federal, state and local agencies. To this end, CalVans reporting of passenger trips into the federal NTD system will return approximately 5 million dollars to member's transit agency this year. This amount will continue to grow as CalVans grows. Staff also secured JARC funds for various members that were used to reduce the monthly cost for first time riders. Staff worked to secure Air District funding in both the San Joaquin and Salinas Valleys. San Joaquin riders receive a monthly voucher for \$30, while new Salinas Valley vanpools receive \$300 per month. Staff was also instrumental in establishing the Fresno Measure C program that benefits Fresno county residents.

CalVans also provides member agencies with public transit that enables their residents to travel beyond the bus line and even beyond the county border. This provides their riders with more disposable income that can be spent locally, while reducing the number of vehicles on the roadway. With regard to the agricultural riders, it removes a large number of unlicensed and uninsured drivers.

The gathering of passenger trip data is something that costs about \$400,000 a year to accomplish. It involves installing and maintaining radios in all units and having the driver report each day how many passengers are being transported. The data is then collected, sorted and prepared for submittal to NTD. This collection and reporting provides no tangible benefits for the agency, but is used to generate the 5307 funds and produce ridership data that each agency can use in its AB32 reporting.

KCAPTA and KCAG Staff have also made the argument that CalVans is really not a public transit agency and therefore, not eligible for public funds. CalVans is formed in the same fashion and under the same governing codes as KCAPTA and KCAG. Its board is likewise made up of Supervisors and City council members. Buses, Dial-A-Ride and vanpools are all recognized by the federal and state government as forms of public transit. The vanpools may not stop to pick up passengers on the way to work, but on a

daily basis riders are calling our office and being matched with a vanpool with an empty seat.

The following lists public transit ridership reported for in Kings County for the prior year:

Agency	Mode	Revenue Miles	Revenue Hours	Passenger Miles	Passenger Trips	Operating Expenses
CalVans	VP	1,558,363	39,144	10,824,768	307,276	1,271,596
KCAPTA	DR	97,319	13,606	106,754	30,765	871,373
KCAPTA	MB	<u>598,923</u>	<u>36,796</u>	<u>3,839,803</u>	<u>741,132</u>	<u>2,521,461</u>
Total		2,254,605	89,546	14,771,325	1,079,173	4,664,430

Because CalVans ridership takes longer trips than KCAPTA riders it provides significantly more revenue miles than KCAPTA. The revenue hours are similar in both programs. The passenger miles (the total distance all riders are transported) are much larger for CalVans, again due to the longer trips vanpool riders take. The passenger miles are what are reported to KCAG to help the County achieve its AB32 compliance. Operating expenses are comparable given that KCAPTA provides twice the passenger trips.

Some direct and indirect benefits Kings County receives are:

- Increase LTF returned to KCAPTA members due to funds generated by CalVans reporting. The following shows savings by agency since CalVans was formed.

Agency	KCAPTA Formula	FY14/15	FY13/14	FY12/13	Total by Agency
Avenal	7%	61,446	56,299	39,683	157,428
Hanford	46%	387,954	355,460	250,552	993,966
Lemoore	17%	141,920	130,033	91,656	363,610
Kings County	29%	246,956	226,272	159,491	632,719
NTD funds generated		838,275	768,065	541,383	2,147,723

- Significant reduction in vehicular traffic. The 107 vanpools traveling to either Avenal or Coalinga significantly reduce single vehicle trips by traffic on the Avenal Cutoff. The 66 vanpools traveling to Corcoran have the same effect on roadways leading to Corcoran.
- Quicker response to Kings County vanpoolers due to the fact our main office is located in Hanford.
- Approximately 75% of 1.1 million dollars for repairs and or parts purchased occurs in Kings County.

- Purchase of 787 vehicles has resulting in local tax payments of 1.3 million dollars.

Staff believes that your letter is a result of future STA funding that may be allocated to CalVans in the future, over which CalVans has no control. The State Controllers Office (“SCO”) directed CalVans to begin reporting its ridership data. Staff had check with the office when it established CalVans and was told not to report. The ridership data being reported is for all CalVans operation. It will be reflected in a report to KCAG because the CalVans office is in Hanford, if it were in Visalia it would be reflected on TCAG’s report. The report will list each transit operator in Kings County, with CalVans being one of them. I believe KCAPTA’s argument is that any funds listed for CalVans should go to KCAPTA.

The allocation of some of the \$33 million STA funds to CalVans will reduce slightly the remaining amount for others. But this will be more than offset by the additional \$50 million being added to the fund through Cap and Trade funding. California law provides that the funds go to the jurisdiction that is the reporting entity. I do not believe CalVans will want to transfer the funds to KCAPTA, which could also be construed as a gift of public funds.

FAX in Fresno and VCC in Visalia could may also try to make an argument concerning KCAPTA’s use of 5307 funds generated by CalVans. The funds being directed to KCAPTA come from a finite pool and ends up reducing the amount both operators will receive.

It is the goal of Staff to work with local agencies in supporting and expanding transit options in Kings County. It is the residents of Kings County who benefit when agencies work together for the common good.

Sincerely,

Ronald Hughes, Director



RUDELL
COCHRAN
STANTON
SMITH &
BIXLER, LLP

ATTORNEYS AT LAW

April 27, 2015

Gary H. Ruddell

Richard H. Cochran

Glenn A. Stanton

D. Zackary Smith

Matthew W. Bixler

Lillian C. Kirby

Daniel L. Evans

Ronald Hughes, Director
California Vanpool Authority
1340 North Drive
Hanford, CA 93230

Re: CalVan's Authority to Receive STA Funds

Dear Mr. Hughes:

It has been brought to the attention of California Vanpool Authority ("CalVans") that a question has been raised as to whether CalVans is restricted from receiving State Transit Assistance Funds ("STA Funds") under the Mills-Alquist-Deddeh Act (the "Act"). I have prepared this letter brief to provide you with legal authority for the allocation of STA Funds to Cal Vans.

There were essentially two arguments raised that CalVans is restricted from claiming STA Funds: (1) CalVans is restricted from receiving funds under Public Utilities Code section 992314.3 because it is not an "operator"; and (2) the non-competition clause in CalVans' Agreement to Form Joint Powers Authority ("JPA Agreement") prevents it from claiming STA Funds in favor of Kings County Area Public Transit Agency ("KCAPTA"). As demonstrated below, CalVans falls under the definition of "municipal operator" because the members of Kings County Association of Governments ("KcAG") would fall under this definition if they operated a similar vanpooling program. Also, the non-competition clause in CalVans' JPA Agreement does not prevent CalVans from claiming funds because the STA Funds at issue are allocated based solely on the revenue generated by that operator; KCAPTA cannot claim STA Funds allocated based on CalVans' revenue.

1102 N. Chinowth St.
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1. CalVans is an "operator" eligible to receive funds pursuant to Public Utilities Code section 99314.3.

KcAG is a "transportation planning agency" that is allocated STA Funds for transportation planning purposes. (Pub. Util. Code, §§99214 [definition],

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Page two

99312; 99314 [allocation of STA Funds to transportation planning agency]; Gov. Code §29532(b) [designating "council of governments" as the "transportation planning agency"].) KCAG is allocated STA Funds under Public Utilities Codes section 99314 "based on the ratio of the total revenue of all the operators . . . in the area under [its] jurisdiction during the prior fiscal year to the total revenue of all the operators in the state . . . during the prior fiscal year."¹ Public Utilities Code section 99314.3 requires KCAG to allocate these STA Funds to "operators in the area of its jurisdiction . . . based on the ratio of [each operator's] revenue . . . during the prior fiscal year to the total revenue of all the operators during the prior fiscal year within the area of jurisdiction."

"Operator" means any transit district, included transit district, *municipal operator*, or transit development board." (Pub. Util. Code, §99210, italics added.) Public Utilities Code section 99209 states, "Municipal operator" means a city or county . . . which operates a public transportation system. . . ." CalVans, seemingly, does not fit into the definition of "municipal operator" or any other category listed in Public Utility Code section 99210. However, as a joint powers authority, it is no less restricted in its power than one of its members, which it must designate in its JPA Agreement. (Gov. Code, §6509.) CalVans' JPA Agreement designates KCAG, meaning that CalVans' powers are only restricted to the extent of KCAG. KCAG is a transportation planning agency, which does not, in and of itself, make KCAG a municipal operator, but, KCAG is also a joint powers authority. Therefore, its powers and the powers of CalVans, are only restricted to the extent of one of KCAG's members. All of the members of KCAG would fall under the definition of a municipal operator if they were operating a vanpooling program. Therefore, KCAG falls under the definition of "municipal operator," which automatically places CalVans within that definition, too.

The 1998 appellate case, *Cooper v. Mountains Recreation and Conservation Authority (Canyon Oaks Estates)*, illustrates the broad application of Government Code section 6509 concerning the extent of a joint powers authority's power. (61 Cal.App.4th 1115.) In *Cooper*, a taxpayer challenged a joint powers authority's ability to purchase land without getting the approval of the Public Works Board. The court, without any discussion of the merits of

¹ The ratio also includes allocations based on the revenue of member agencies of the Altamont Commuter Express Authority and the Southern California Regional Rail Authority within the jurisdiction of the transportation planning agency and throughout the state. References to these Authorities are not applicable to the issues herein and are therefore removed for the sake of simplicity.

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Page three

the argument, held that such approval was not necessary because the joint powers authority had designated a park district as its member agency under Section 6509 and a park district was not require to get approval.

As in *Cooper*, KCAG is not restricted from receiving STA Funds for any vanpooling program it operates as a "municipal operator" because none of its members is so restricted. Likewise, CalVans is not restricted from receiving STA Funds because KCAG is not so restricted.

In addition to the foregoing, it is important to note that the California State Controller has also taken the position that CalVans is entitled to STA Funds. This is evidenced by the fact that CalVans received a letter, dated August 8, 2014, from the California State Controller's Office ("SCO") requiring it to begin reporting to the SCO pursuant to Public Utilities Code section 99243. This section requires "operators" to report various information to the SCO to aid in its allocation of funds to transportation planning agencies. CalVans would not be required to make such reports if it was not an operator.

Finally, Public Utilities Code section 99268.6 and 99420 both evidence the Legislature's intention to support joint-entity transportation operations such as CalVans. Section 99268.6 does not expressly state that a "joint powers entity" may act as an operator. Rather, it assumes that joint powers entities will act as operators and ensures that they comply with eligibility requirements for receipt of local transportation funds. Section 99420 establishes a way for cities, counties, and operators to "jointly develop" joint transportation programs in addition to forming a new joint powers authorities. It is clear from these sections that the Legislature intended and encourages joint development of transportation systems through joint power authorities such as CalVans.

In light of all of the foregoing, it should be abundantly clear that CalVans is not restricted from receiving STA Funds under Public Utility Code section 99314.

2. The non-competition clause in CalVans' JPA Agreement does not prevent CalVans from receiving STA Funds.

Section 3 of Article III CalVans' JPA Agreement states, "[CalVans] shall not compete with any of its Member Agencies for state or federal funding without the prior written consent of the Member Agency." Section 4 of Article III of

Ronald Hughes
April 27, 2015
Page four

the same document states "[CalVans] shall receive approval from a Member Agency prior to applying for federal, state or local funds within the jurisdiction of said Member Agency." KCAG recently claimed that CalVans has taken action "in violation of CalVans By-laws." Since CalVans does not have any Bylaws, for purposes of our analysis, we will assume that the reference by KCAG was to the foregoing provisions in CalVans' JPA Agreement.

As discuss previously, KCAG receives and must allocate STA Funds received from the SCO under Public Utilities Code section 99314 based on revenue generated from each operator in its jurisdiction. This means that KCAG receives a specific amount of STA Funds based on the amount of revenue that CalVans generates during its fiscal year and KCAG must allocate these funds to CalVans.

Although CalVans' vanpool system was based on a vanpool program originally started by KCAPTA, this program was split off to form CalVans and now the two are separate public entities. Neither KCAPTA nor any other public entity can receive STA Funds allocated to KCAG based on revenue generated by CalVans. Even assuming that KCAG could refuse to allocate STA Funds to CalVans, there is no legal authority that would permit KCAG to allocate those funds to KCAPTA.

Moreover, the non-competition clause does not apply to KCAPTA because it is not a member of CalVans. Arguably, CalVans may not compete with any member of KCAG, but KCAPTA is not a member of KCAG. Therefore, the non-competition clause in CalVans' JPA Agreement does not apply to STA Funds pursuant to Public Utilities Code section 99314.

3. Conclusion

KCAG is legally required to allocate the STA Funds at issue to CalVans and doing so does not violate CalVans' JPA Agreement.

Very truly yours,

Ruddell, Cochran, Stanton,
Smith & Bixler, LLP

By 
D. Zackary Smith
DZS/rg

BUDGET UNIT ALL- Cal Van

Expenses

Title	Account	FY 14/15 Budget	Amended Budget	FY 13/14 Actual	8% Jul-14	17% Aug-14	25% Sep-14	33% Oct-14	42% Nov-14	50% Dec-14	58% Jan-15	67% Feb-15	75% Mar-15	FY 14/15 Accrual	Total YTD	% of Budget Spent	Budget Remaining
Salaries & Employee Benefits																	
Regular Employees	82110010	1,166,540	1,166,540	(27,121)	90,359	87,535	87,579	133,869	90,941	90,766	90,240	90,989	136,577	-	871,734.62	75%	284,805.38
Extra Help	82110020	20,000	20,000	(564)	985	-	-	-	-	-	-	-	-	-	621.07	3%	19,378.93
Overtime	82110030	90,888	90,888	-	11,616	9,119	8,640	17,866	7,673	6,071	5,764	4,428	9,320	-	80,496.07	89%	10,391.93
Retirement	82120000	213,530	213,530	(3,425)	10,001	10,302	9,726	14,620	10,076	9,998	9,966	9,973	14,700	-	95,936.10	45%	117,593.90
Health Insurance	82130000	238,940	238,940	-	13,255	13,105	13,255	14,573	11,961	11,812	11,961	11,961	17,646	-	119,628.84	50%	119,311.16
MGMH Benefits/Life	82130010	15,000	15,000	(342)	608	701	487	477	528	486	672	798	608	-	5,021.33	33%	9,978.67
Insurance-Workercorp	82131000	100,000	100,000	-	9,852	9,852	9,852	9,849	-	-	19,524	8,519	8,519	-	75,967.00	76%	24,033.00
Unemployment Insurance	82140000	11,200	11,200	(30)	87	82	120	229	-	-	4,498	2,725	1,485	-	9,197.32	82%	2,002.68
Social Security/Medicare	82151000	20,550	20,550	(446)	1,428	1,338	1,334	2,136	1,369	1,343	1,334	1,325	2,027	-	13,186.34	64%	7,363.66
Total Salaries & Employee Benefits		1,876,648	1,876,648	(31,729)	138,190	132,034	130,993	193,619	122,547	120,474	143,958	130,718	190,882	-	1,271,688.69	68%	604,959.31
Services & Supplies																	
Communications	82212000	358,225	358,225	(37,134)	25,320	51,964	39,658	52,453	(65,485)	50,572	32,285	22,826	29,467	2,418	224,344.43	63%	133,880.57
Insurance	82215000	903,370	903,370	-	85,301	85,653	85,647	86,845	91,152	112,038	119,718	119,142	77,241	-	754,997.07	84%	148,372.93
Maintenance - Equipment	82217000	921,633	921,633	(62,105)	54,895	51,093	134,596	83,912	71,473	107,312	62,178	92,526	89,713	59,169	744,765.91	81%	176,867.09
Maintenance - Accident Rep	82217012	13,000	13,000	(1,569)	-	(16,054)	2,932	1,636	17,384	25,800	29,215	1,809	(12,564)	-	48,589.62	374%	(35,689.62)
Fuel and Oil	82217020	3,347,183	3,347,183	(152,559)	294,541	300,369	278,513	276,584	139,076	183,110	241,489	158,626	172,688	106,468	1,989,004.71	60%	1,348,178.29
Maintenance - S&G	82218000	8,000	8,000	(996)	996	996	996	1,110	996	1,222	996	996	2,693	-	10,004.15	not budgeted	(10,004.15)
Memberships	82220000	8,000	8,000	-	124	-	(184)	-	-	(5)	90	3,985	681	-	5,256.43	66%	2,743.57
Cash Shortage	82221010	42,350	42,350	(3,551)	3,610	3,089	2,703	2,367	2,102	3,993	2,355	1,477	718	-	18,803.31	not budgeted	65.00
Office Expense	82222000	8,000	8,000	-	-	-	865	1,323	602	-	1,482	-	1,013	-	5,284.97	66%	2,715.03
Bank Charges	82222005	20,000	20,000	(980)	980	2,432	2,466	1,786	1,027	1,449	1,621	603	746	-	12,130.74	61%	7,869.26
Postage & Freight	82222030	1,000	1,000	(1,714)	130	1,715	1,65	1,333	1,489	153	-	-	-	-	3,271.01	327%	(2,271.01)
Computer Software Expense	82223000	108,407	108,407	(17,000)	20,151	15,722	24,007	21,208	35,008	39,251	47,472	23,564	35,806	20,176	265,265.07	141%	(76,858.07)
Prof & Spec Services	82223005	20,000	20,000	(743)	743	110	-	770	474	1,386	417	746	-	642	4,544.18	23%	15,455.82
Legal Expenses	82223005	30,000	30,000	(149)	149	1,344	-	675	-	-	-	483	-	-	2,602.49	9%	27,397.51
Outreach Expense	82223035	35,000	35,000	(5,986)	5,005	3,311	7,532	1,300	5,556	4,835	2,228	9,027	4,096	340	33,500.00	96%	1,500.00
Auditing & Accounting	82223040	44,338	44,338	(2,657)	1,917	2,617	5,090	4,855	4,231	2,892	2,950	5,115	2,977	831	30,818.52	134%	(7,818.52)
Fitness Examinations	82223100	23,000	23,000	(135)	33,491	32,153	36,806	104,824	43,205	85	48,732	114,699	51,428	-	465,287.78	96%	19,737.22
Supplies & Materials	82223135	500	500	-	2,363	2,363	2,363	2,363	4,763	2,963	5,806	19,805	-	-	42,788.50	65%	23,211.50
Rents & Leases - Equipment	82225000	565,025	565,025	(135)	500	-	-	-	-	-	-	-	-	-	500.00	0	500.00
Rents Office Space	82226010	66,000	66,000	-	-	-	-	-	-	-	-	-	-	-	1,267.43	14%	8,112.57
Small Tools	82227000	500	500	-	-	-	-	-	-	-	-	-	-	-	22,666.60	107%	(1,966.60)
Purchasing Charges	82228200	9,380	9,380	(1,651)	1,407	561	4,748	3,236	3,946	4,318	3,620	96	1,734	553	36,726.89	71%	14,774.11
Travel & Expense	82229010	21,000	21,000	(424)	391	6,666	3,433	3,598	5,185	5,208	3,455	6,028	2,980	207	34,147.71	77%	10,994.29
Utilities	82230000	51,500	51,500	-	-	7,588	3,794	3,794	3,794	3,794	1,348	3,794	3,794	-	5,892.00	63%	1,093.00
Information Tech Services	82314050	44,242	44,242	-	-	-	-	-	-	-	-	-	-	-	-	not budgeted	-
Cap Charges	82314060	6,485	6,485	-	-	-	-	-	-	-	-	-	-	-	-	not budgeted	-
Loss of Sale of Fixed Asset	89226360	-	-	-	-	-	-	-	-	-	-	-	-	-	-	not budgeted	-
Total Services & Supplies		6,656,077	6,656,077	(289,682)	531,517	554,347	639,203	659,861	393,941	561,102	515,124	585,743	472,293	190,805	4,814,253.39	72%	1,841,823.61

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BUDGET - FY2015/16

BUDGET UNIT 9170 - Cal Van ADMIN

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Salaries & Employee Benefits					
Regular Employees	82110010	639,225	501,900	137,325	27.36%
Extra Help	82110020	20,000	20,000	-	0.00%
Overtime	82110030	55,000	54,888	112	0.20%
Retirement	82120000	76,483	88,530	(12,047)	-13.61%
Health Insurance	82130000	213,500	238,940	(25,440)	-10.65%
MGMT Benefits/Life	82130010	15,000	15,000	-	0.00%
Insurance-Workercomp	82131000	110,000	100,000	10,000	10.00%
Unemployment Insurance	82140000	9,000	4,700	4,300	91.49%
Social Security/Medicare	82151000	10,600	10,000	600	6.00%
Total Salaries & Employee Benefit		1,148,808	1,033,958	114,850	11.11%
Services & Supplies					
Communications	82212000	70,000	78,225	(8,225)	-10.51%
Insurance	82215000	55,500	50,000	5,500	11.00%
Maintenance - Equipment	82217000	37,500	35,000	2,500	7.14%
Maintenance - Accident Rep	82217012	5,000	5,000	-	0.00%
Fuel and Oil	82217020	10,000	10,000	-	0.00%
Maintenance - SI&G	82218000	11,952	-	11,952	#DIV/0!
Memberships	82220000	8,000	8,000	-	0.00%
Office Expense	82222000	35,000	40,000	(5,000)	-12.50%
Bank Charges	82222005	8,000	8,000	-	0.00%
Postage & Freight	82222030	20,000	20,000	-	0.00%
Offset Printing/Stores	82222040	3,105	2,939	166	5.65%
Computer Software Expense	82222045	3,500	1,000	2,500	250.00%
Prof & Spec Services	82223000	155,000	152,500	2,500	1.64%
Legal Expenses	82223005	20,000	20,000	-	0.00%
Outreach Expense	82223035	50,000	30,000	20,000	66.67%
Auditing & Accounting	82223040	35,000	35,000	-	0.00%
Fitness Examinations	82223100	2,500	2,500	-	0.00%
Supplies & Materials	82223135	10,000	10,000	-	0.00%
Pubs & Legal Notices	82224000	1,000	500	500	100.00%
Rents Office Space	82226010	50,000	50,000	-	0.00%
Small Tools	82227000	500	500	-	0.00%
Purchasing Charges	82228200	9,623	9,380	243	2.59%
In Services Training	82228465	5,000	5,000	-	0.00%
Travel & Expense	82229010	15,000	15,000	-	0.00%
Utilities	82230000	54,500	50,000	4,500	9.00%
Administrative Allocation	82314000	(1,777,742)	(1,622,729)	(155,013)	9.55%
Information Tech Services	82314050	54,688	44,242	10,446	23.61%
Cap Charges	82314060	7,566	6,485	1,081	16.67%
Total Services & Supplies		(1,039,808)	(933,458)	(106,350)	11.39%

BUDGET - FY2015/16

BUDGET UNIT 9170 - Cal Van ADMIN

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Fixed Assets					
Total Fixed Assets				-	-
Gross Expenditures		109,000	100,500	8,500	0.23

BUDGET UNIT 9170 - Cal Van ADMIN

FUND # 7603

Title	Account	Adopted Budget	Adopted Budget	Amended Budget	%
Sales and Use Tax	81160000			-	
Interest on Current Deposits	81400000			-	
JARC Funds	81514025			-	
St Aid for Transportation	81522025			-	
St Aid for Transportation- 1B Func	81522025			-	
Section 5311	81538001			-	
CMAQ	81538001	-	11,000	(11,000)	-100.00%
SJV Air District Grant	81540019			-	
Other InterGovtl Rev	81550035			-	
Other Revenue	81720005	50,000	25,000	25,000	100.00%
Revenue Transfer In	81810000				
Remote Deposit Return	81720060				
Total Revenue		50,000	36,000	14,000	0
		(59,000)	(64,500)	5,500	0.16

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BUDGET - FY2015/16

BUDGET UNIT 9171 - Cal Van - Gen VP

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Salaries & Employee Benefits					
Regular Employees	82110010	263,835	298,640	(34,805)	-11.65%
Overtime	82110030	20,000	16,000	4,000	25.00%
Retirement	82120000	38,390	55,000	(16,610)	-30.20%
Unemployment Insurance	82140000	3,500	3,000	500	16.67%
Social Security/Medicare	82151000	5,000	4,750	250	5.26%
Total Salaries & Employee Benefits		330,725	377,390	(46,665)	-12.37%
Services & Supplies					
Communications	82212000	145,000	145,000	-	0.00%
Insurance	82215000	505,000	481,500	23,500	4.88%
Maintenance - Equipment	82217000	601,492	578,833	22,659	3.91%
Maintenance - Accident Rep	82217012	25,000	8,000	17,000	212.50%
Fuel and Oil	82217020	1,839,475	1,969,183	(129,708)	-6.59%
Maintenance - SI&G	82218000	-	-	-	-
Memberships	82220000	-	-	-	-
Cash Shortage	82221010	-	-	-	-
Office Expense	82222000	1,000	1,000	-	0.00%
Bank Charges	82222005	-	-	-	-
Postage & Freight	82222030	-	-	-	-
Offset Printing/Stores	82222040	-	-	-	-
Computer Software Expense	82222045	-	-	-	-
Prof & Spec Services	82223000	22,790	14,407	8,383	58.18%
Legal Expenses	82223005	-	-	-	-
Outreach Expense	82223035	-	-	-	-
Auditing & Accounting	82223040	-	-	-	-
Fitness Examinations	82223100	28,500	23,184	5,316	22.93%
Supplies & Materials	82223135	10,000	8,000	2,000	25.00%
Pubs & Legal Notices	82224000	-	-	-	-
Rents & Leases - Equipment	82225000	497,135	393,225	103,910	26.43%
Rents Office Space	82226010	18,500	16,000	2,500	15.63%
Small Tools	82227000	-	-	-	-
Purchasing Charges	82228200	-	-	-	-
In Services Training	82228465	-	-	-	-
Motor Pool Service	82229000	-	-	-	-
Travel & Expense	82229010	1,500	1,000	500	50.00%
Utilities	82230000	-	-	-	-
Loan Principal Repayments	82302100	-	-	-	-
Interest Expense	82305100	-	-	-	-
Administrative Allocation	82314000	711,097	649,092	62,005	9.55%
Information Tech Services	82314050	-	-	-	-
Cap Charges	82314060	-	-	-	-
Loss of Sale of Fixed Asset	89226360	-	-	-	-
Total Services & Supplies		4,406,489	4,288,424	118,065	2.75%

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BUDGET - FY2015/16

BUDGET UNIT 9171 - Cal Van - Gen VP

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Fixed Assets					
				-	
Mobile Data Terminals	82440092	61,740	60,000	1,740	2.90%
				-	
Sprinter Vans	82440056		87,000	(87,000)	-100.00%
				-	
				-	
Reserve for purchase of Fixed Assets				-	
Total Fixed Assets		61,740	147,000	(85,260)	(0.97)
Gross Expenditures		4,798,954	4,812,814	(13,860)	(1.07)

BUDGET UNIT 9171 - Cal Van - Vanpool

FUND # 7603

Title	Account	Adopted Budget	Adopted Budget	Amended Budget	%
JARC Funds	81514025			-	
Other InterGovtl Rev	81550035	650,500	616,800	33,700	5.46%
Van Pool Revenue - Gen	81700070	4,749,565	4,915,485	(165,920)	-3.38%
Other Revenue	81720005			-	
Revenue Transfer In	81810000				
Remote Deposit Return	81720060				
Total Revenue		5,400,065	5,532,285	(132,220)	0.02
		601,111	719,471	(118,360)	1.09

BUDGET - FY2015/16

BUDGET UNIT 9172 - Cal Van - AG

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Salaries & Employee Benefits					
Regular Employees	82110010	353,980	366,000	(12,020)	-3.28%
Overtime	82110030	25,000	20,000	5,000	25.00%
Retirement	82120000	42,125	70,000	(27,875)	-39.82%
Unemployment Insurance	82140000	3,500	3,500	-	0.00%
Social Security/Medicare	82151000	6,250	5,800	450	7.76%
Total Salaries & Employee Benefits		430,855	465,300	(34,445)	-7.40%
Services & Supplies					
Communications	82212000	135,000	135,000	-	0.00%
Insurance	82215000	375,500	371,870	3,630	0.98%
Maintenance - Equipment	82217000	330,000	307,800	22,200	7.21%
Maintenance - Accident Rep	82217012	-	-	-	-
Fuel and Oil	82217020	1,265,000	1,368,000	(103,000)	-7.53%
Maintenance - SI&G	82218000	-	-	-	-
Memberships	82220000	-	-	-	-
Cash Shortage	82221010	-	-	-	-
Office Expense	82222000	1,350	1,350	-	0.00%
Bank Charges	82222005	-	-	-	-
Postage & Freight	82222030	-	-	-	-
Offset Printing/Stores	82222040	-	-	-	-
Computer Software Expense	82222045	-	-	-	-
Prof & Spec Services	82223000	24,500	21,500	3,000	13.95%
Legal Expenses	82223005	-	-	-	-
Outreach Expense	82223035	-	-	-	-
Auditing & Accounting	82223040	-	-	-	-
Fitness Examinations	82223100	20,600	18,654	1,946	10.43%
Supplies & Materials	82223135	5,000	5,000	-	0.00%
Pubs & Legal Notices	82224000	-	-	-	-
Rents & Leases - Equipment	82225000	120,000	91,800	28,200	30.72%
Rents Office Space	82226010	-	-	-	-
Small Tools	82227000	-	-	-	-
Purchasing Charges	82228200	-	-	-	-
In Services Training	82228465	-	-	-	-
Motor Pool Service	82229000	-	-	-	-
Travel & Expense	82229010	10,000	5,000	5,000	100.00%
Utilities	82230000	1,500	1,500	-	0.00%
Loan Principal Repayments	82302100	-	-	-	-
Interest Expense	82305100	-	-	-	-
Administrative Allocation	82314000	1,066,645	973,637	93,008	9.55%
Total Services & Supplies		3,355,095	3,301,111	53,984	0.02

BUDGET - FY2015/16

BUDGET UNIT 9172 - Cal Van - AG

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Reserve for purchase of Fixed Assets					
Mobile Data Terminals	82440092	41,160	40,000	1,160	2.90%
Total Fixed Assets		41,160	40,000	1,160	0.03
Gross Expenditures		3,827,110	3,806,411	20,699	0.544%

BUDGET UNIT 9172 - Cal Van - Farm Labor

FUND # 7603

Title	Account	Adopted Budget	Adopted Budget	Amended Budget	% Accrual
Sales and Use Tax	81160000			-	
Interest on Current Deposits	81400000			-	
JARC Funds	81514025	-	-	-	
Section 5311	81538001			-	
CMAQ	81538001			-	
SJV Air District Grant	81540019			-	
Other InterGovtl Rev	81550035	-	-	-	
Advertisement Revenue	81700075			-	
Passenger Fares Transit System	81700100			-	
Van Pool Revenue - Ag	81700105	3,285,000	3,151,440	133,560	4.24%
Other Revenue	81720005	-	-	-	
Revenue Transfer In	81810000	-	-		
Remote Deposit Return	81720060	-	-		
Total Revenue		3,285,000	3,151,440	133,560	0.04
		(542,110)	(654,971)	112,861	0.04

BUDGET - FY2015/16

BUDGET UNIT ALL- Cal Van

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Salaries & Employee Benefits					
Regular Employees	82110010	1,257,040	1,166,540	90,500	7.76%
Extra Help	82110020	20,000	20,000	-	0.00%
Overtime	82110030	100,000	90,888	9,112	10.03%
Retirement	82120000	156,998	213,530	(56,532)	-26.47%
Health Insurance	82130000	213,500	238,940	(25,440)	-10.65%
MGMT Benefits/Life	82130010	15,000	15,000	-	0.00%
Insurance-Workercomp	82131000	110,000	100,000	10,000	10.00%
Unemployment Insurance	82140000	16,000	11,200	4,800	42.86%
Social Security/Medicare	82151000	21,850	20,550	1,300	6.33%
Total Salaries & Employee Benefits		1,910,388	1,876,648	33,740	1.80%
Services & Supplies					
Communications	82212000	350,000	358,225	(8,225)	-2.30%
Insurance	82215000	936,000	903,370	32,630	3.61%
Maintenance - Equipment	82217000	968,992	921,633	47,359	5.14%
Maintenance - Accident Rep	82217012	30,000	13,000	17,000	130.77%
Fuel and Oil	82217020	3,114,475	3,347,183	(232,708)	-6.95%
Maintenance - SI&G	82218000	11,952	-	11,952	#DIV/0!
Memberships	82220000	8,000	8,000	-	0.00%
Office Expense	82222000	37,350	42,350	(5,000)	-11.81%
Bank Charges	82222005	8,000	8,000	-	0.00%
Postage & Freight	82222030	20,000	20,000	-	0.00%
Offset Printing/Stores	82222040	3,105	2,939	166	5.65%
Computer Software Expense	82222045	3,500	1,000	2,500	250.00%
Prof & Spec Services	82223000	202,290	188,407	13,883	7.37%
Legal Expenses	82223005	20,000	20,000	-	0.00%
Outreach Expense	82223035	50,000	30,000	20,000	66.67%
Auditing & Accounting	82223040	35,000	35,000	-	0.00%
Fitness Examinations	82223100	51,600	44,338	7,262	16.38%
Supplies & Materials	82223135	25,000	23,000	2,000	8.70%
Pubs & Legal Notices	82224000	1,000	500	500	100.00%
Rents & Leases - Equipment	82225000	617,135	485,025	132,110	27.24%
Rents Office Space	82226010	68,500	66,000	2,500	3.79%
Small Tools	82227000	500	500	-	0.00%
Purchasing Charges	82228200	9,623	9,380	243	2.59%
In Services Training	82228465	5,000	5,000	-	0.00%
Travel & Expense	82229010	26,500	21,000	5,500	26.19%
Utilities	82230000	56,000	51,500	4,500	8.74%
Information Tech Services	82314050	54,688	44,242	10,446	23.61%
Cap Charges	82314060	7,566	6,485	1,081	16.67%
Total Services & Supplies		6,721,776	6,656,077	65,699	0.99%

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BUDGET - FY2015/16

BUDGET UNIT ALL- Cal Van

FUND # 7603

Title	Account	FY 15/16 Budget	FY 14/15 Budget	Varainace	%
Fixed Assets		-	-	-	-
		-	-	-	-
		-	-	-	-
Mobile Data Terminals	82440092	102,900	100,000	2,900	0.03
		-	-	-	-
		-	-	-	-
Sprinter Vans	82440056	-	87,000	(87,000)	-100.00%
		-	-	-	-
		-	-	-	-
		-	-	-	-
Total Fixed Assets		102,900	187,000	(84,100)	-44.97%
Gross Expenditures		8,735,065	8,719,725	15,339	0.00

BUDGET UNIT ALL- Cal Van

FUND # 7603

Title	Account	Adopted Budget	Budget Adjustments	Amended Budget	%
Sales and Use Tax	81160000	-	-	-	-
Interest on Current Deposits	81400000	-	-	-	-
JARC Funds	81514025	-	-	-	-
CMAQ	81538001	-	11,000	(11,000)	-100.00%
Other InterGovtl Rev	81550035	650,500	616,800	33,700	5.46%
Van Pool Revenue - Gen	81700070	4,749,565	4,915,485	(165,920)	-3.38%
Van Pool Revenue - Ag	81700105	3,285,000	3,151,440	133,560	4.24%
Other Revenue	81720005	50,000	25,000	25,000	100.00%
Revenue Transfer In	81810000	-	-	-	-
Remote Deposit Return	81720060	-	-	-	-
Total Revenue		8,735,065	8,719,725	15,340	0.00
		1	(0)	1	0.00