

# CALIFORNIA VANPOOL AUTHORITY

## Board of Directors

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

**Meeting Date:** November 12, 2015

**Time:** 10:00 AM

**Place:** Kings County Association of Governments  
CalVans office at 1340 North Drive, Hanford, CA 93230

This Meeting may also be attended at the following locations:

- Association of Monterey Bay Area Governments, 147 Fourth Street, Community Room, Gonzales, CA 93936
- Fresno Council of Governments, Huron City Hall, Council Chambers, 36311 Lassen Avenue, Huron, CA 93234
- Imperial County Transportation Commission, 1405 N Imperial Ave, Suite 1, El Centro, CA 92243 and 128 Heffeman Ave., Calexico, CA 92231
- Kern Council of Governments, Conference 1401 19th Street, Board Room, Bakersfield, CA 93301, and 3000 W Cecil Avenue, Delano, CA 93216
- Madera County Transportation Commission, Citizens Business Bank, Room 101, 2001 Howard Road, Madera, CA 93637
- Merced County Association of Governments, Conference Room, 369 West 18<sup>th</sup> Street, Merced, CA 95340
- Santa Barbara County Association of Governments, Solvang City Hall, 1644 Oak Street Solvang, Ca. 93463
- Tulare County Association of Governments, Porterville City Hall, 291 North Main, Porterville, CA 93257
- Ventura County Transportation Commission, Conference Room, 950 County Square Drive, Suite 108, Ventura, CA 93003

**The call in number for this meeting is 1-866-244-8528, Password 574681**

***Please note that the Brown Act requires that Board members calling in do so from one of the locations noted above. Please contact Ronald Hughes the Executive Director at least 72 hours before the meeting date and time if you plan on calling in from another location.***

*A person with a qualifying disability under the Americans with Disabilities Act of 1990 may request the Authority to provide a disability-related modification or accommodation in order to participate in any public meeting of the Authority. Such assistance includes appropriate alternative formats for the agendas and agenda packets used for any public meetings of the Authority. Requests for such assistance and for agendas and agenda packets shall be made in person, by telephone, facsimile, or written correspondence to Ron Hughes, at the office of the California Vanpool Authority, at least 48 hours before a public Authority meeting.*

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**A G E N D A**

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<u>Item #</u>	<u>Description</u>	<u>Action</u>
1.	CALL TO ORDER	
	Roll Call – Clerk of the Board	
2.	PUBLIC COMMENT (Unscheduled Appearances)	
	<p>The public may address the committee on any item relevant to the authority. To comment on an agenda item, speakers should notify the staff member at the meeting location, when the agenda item is announced. The staff member will indicate whether speakers are to make their comments before or after any staff comment or report. Public comment shall precede discussion of the item by the committee. Comments by individuals and entities will be limited to five minutes or as may be reasonable as determined by the conducting officer.</p>	
3.	Consent Items	Action
	A. Minutes of September 10, 2015	
	B. Budget adjustment	
	C. Solicit RFP for website upgrade	
	D. Solicit RFP for Advertising on vans	
4.	System Update	Information
	A. Driver Story on Kerman to Greenfield trip	
	B. First 12 of 80 vehicles are arriving	
	C. Ridership reporting shows significant increase	
	D. Nomination for the Kings County Economic Development Corporation Partner Award	
	E. Green Lining Institute Case Study	
	F. Speaking Engagements	
5.	Driver-Rider conflict resolution	Discussion
6.	Approve Bid for 15-passenger Ford vans	Action
7.	Approve Overtime Compensation Policy	Action
8.	Adjournment ( <b><u>Next Meeting will be January 14, 2016</u></b> )	

**Attachments:**

Item	Page	Description
A.	7	Board Minutes for September 10, 2015
B.	12	TAC Minutes of October 22, 2015
C.	15	Budget Transfer Documents
D.	17	Driver Story
E.	18	<u>Draft Driver-Rider Agreement</u>
F.	19	Overtime Compensation Policy

## STAFF REPORT

### 3. Consent Items

#### A. Minutes of September 10, 2015

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

#### B. Budget adjustment (Attachment B)

The attached budget sheet reflects the inclusion of the Cap and Trade funds received from the FY 2014-2015 Affordable Housing and Sustainable Communities Program. The total amount of funding is \$2,996,000; \$2,496,000 for purchase of vehicles and \$500,000 for outreach and marketing activities.

#### C. Solicit RFPs for website upgrade

Staff is finalizing the Agreement for the AHSC funds that will be used to purchase vehicles and market the CalVans program. Updating the website is a part of the marketing effort. Updating will focus on making the website accessible on multiple platforms, so that some one with an iPhone type devise can use the site.

#### D. Solicit RFPs for advertising on vans.

Staff seeking to select a firm in the area to market or sell ads on the vans. This is a common practice in the bus industry and will apply to the vans as well. Traditionally, the firm takes care of the marketing, placing the ads and collections. The firm makes it money by receiving a percentage of the ads that are sold and paid. This motivates sales as well as collections. Staff will bring back recommendations at a future meeting.

### 4. System Update

#### A. Driver Story on Kerman to Greenfield trip (Attachment C)

The attached "Driver Story" tells the story of Mr. Amador Castellanos, a Kerman farmworker who lives in Kerman and travels to Greenfield to pick tomatoes. The story actually tells two stories; one is that of the skill set found in the Madera area, and the willingness of growers to move their workers long distances to get their crops harvested.

Mr. Castellanos works for Western Packing, a contractor based in Gonzales located in the Salinas Valley. Mr. Castellanos lives in Kerman in the San Joaquin Valley and is valuable enough that the contractor is willing to pay him and his fellow workers from Madera to travel to Greenfield to pick the tomato crop. The skill set found in the Madera farmworkers is such that it is worth it to Western Packing to have them travel the 90 miles from Madera to Greenfield.

Workers such as Mr. Castellanos are traveling farther this summer just to keep working. When comparing this summer to last, Staff has found that the average farm worker is traveling an average of 25 miles per day farther to get to work. For farmworkers not receiving vouchers from their employer, this means more money out of pocket and more time spent traveling.

B. First 12 of 80 vehicles are arriving

The first of the 80 vehicles funded with Cap and Trade funds have started to arrive. They will be up fitted with items necessary for field work and assigned. The last of them are estimated to arrive in December.

C. Ridership reporting shows significant increase.

Ridership numbers have been tallied for the first two months of this year. When compared to the same period last year they show 33% and 24% increases. If this trend continues through the year it will mean a significant increase in Federal 5307 funds going to local transit agencies in coming years.

Year/Mo	Passengers	Miles	Pass Lane Miles	Increase over prior year
14-Jul	169,623	6731,12	7,333,045	
14-Aug	199,449	838,213	8,349,424	
15-Jul	216,307	945,143	9,766,271	33%
15-Aug	219,802	986,057	10,358,251	24%

D. Nomination for the Kings County Economic Development Corporation Partner Award

CalVans was awarded 2015 Partner Award from the Kings County Economic Development Corporation at an event held in Hanford on the 29<sup>th</sup> of October. This is in recognition for the positive impact CalVans has in Kings County. The benefits range from providing employee transportation for Kings County businesses to local purchases of vehicles and supplies. These are summarized as follows:

- 76 vanpools serving Kings County residents, providing over 1,700 daily trips.
- 72 vanpools entering Kings County serving local business while providing 1,600 daily trips.
- Annual savings of \$7.9 million by Kings County vanpoolers that they can now spend elsewhere.
- \$1.4 million in local sales tax due to local purchases.
- Increase of \$1.3 million per year in federal funding to local transit agency.

E. Green Lining Institute Case Study

The case study looked at 10 programs or projects funded by Cap and Trade funds. The projects ranged from removing older polluting vehicles to the construction of affordable apartment complexes. The third project noted in the study was the funding of new vanpools for the farm worker community. It gave an overview of the project and its impact on farmworkers. The study can be found on the CalVans website via the following link:

<http://www.calvans.org/sites/default/files/downloadable-pdfs/public-notices/CAClimateInvestmentsCaseStudies.pdf>

F. Recent Speaking engagements

Staff gave a formal presentation on the CalVans program at the following three events over the past several months. The Presentations were well received with many questions on how the program works. We have also been involved with a number of local presentations to groups in the area.

- Annual Fall COG Policy Conference in Teneya Lodge
- RTAP (Rural Transit Assistance Program) Conference in Denver
- 4<sup>th</sup> Annual San Joaquin Valley Affordable Housing Summit

**5. Driver-Rider conflict resolution**

Staff will often receive a call from either the driver or a rider on a variety of issues related to how well they do or don't get along. When issuing a van to a new main driver Staff emphasizes the need to put in place a Driver-Rider Agreement, to this end we provide a draft that they can change to match the needs of the van (see attachment D). It covers where and when the van departs, how to let the driver know a rider will not be riding, when payment is due and housekeeping things in the vans such as trash and personal hygiene.

The main driver is the one we see when a vanpool is formed. The main driver has the task of assembling the riders and is responsible for collecting the payments. Some drivers operate the van as a democracy where the riders vote on issues, including letting new riders join the vanpool. Other have a more military style, where the driver makes all decisions as to what is allowed in the van and who can join.

Drivers can resolve issues in the van by dropping riders that may or may not be the cause of the problem. This is often done to eliminate drama in the vanpool group. Drama will often cause enough riders to leave that the vanpool is no longer financially feasible for the remaining riders, resulting in the van being turned in.

We ask riders who call with a complaint if the driver is doing anything unsafe such as speeding, using the improperly or texting. If so, we will validate the complaint which may lead to the main driver being dropped. If the complaints are more a case of rider or driver not getting along with each other, we will suggest the individuals work it out or that they may want to start a new vanpool. We have had several cases where all the vanpool riders have left the main driver to start a new vanpool. Other times riders are dropped from the van and then argue that they should not have been and that they have a "right" to ride.

**6. Approve Bid for 15-passenger Ford vans**

Bids were opened on 10/20/2015 for the 15-passengers Ford Transit Vans. Fourteen dealers received the bid package and four responded. Three of the four called in to the conference call that Staff held to answer any questions the bidders may have had regarding the bid process. The four bids were open with the results as shown below:

**Bid Results for 15-passneger Ford Transit Vans Opened 10-20-15**

<u>Vendor</u>	<u>City</u>	<u>Unit Price</u>	<u>Tax</u>	<u>Total Price</u>	<u>Amount over low bid</u>
Keller Motors	Hanford	29,470.13	2,219.01	31,689.14	
Razzari Ford	Merced	29,650.00	2,223.75	31,873.75	184.61

Will Tiesiera Ford	Tulare	29,666.00	2,224.95	31,899.70	210.56
Lithia Ford	Fresno	29,928.75	2,244.00	32,172.75	483.61

The bids were extremely close, with Keller Motors submitting the lowest bid of \$31,689.14. The price is \$12,900 below the suggested factory price. Staff at this time is recommending that the bid be awarded to Keller Motors.

**7. Approve Overtime Compensation Policy**

Staff has attached a copy of the Overtime Compensation Policy for review and adoption. This is being done to clarify that overtime pay will only occur after the employee has worked more than 8 hours in a day, or 40 hours in a work week. In the past the practice has been to allow scheduled vacation or sick time to count towards the 40 hours worked. This practice was discontinued some time ago but never formally adopted, causing some employees to question the policy.

Under FLSA, eight hours of labor constitutes a day's work; sick leave and vacation hours are not defined as hours worked. Overtime occurs after 8 hours in a work day or 40 hours in a work week. Someone who normally works Monday through Friday would not receive overtime on Saturday if they missed a day during the week due to being sick or on vacation for one day of the week.

California labor law states the following:

Eight hours of labor constitutes a day's work, and employment beyond eight hours in any workday or more than six days in any workweek is permissible provided the employee is compensated for overtime at not less than:

- 1 One and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a worksheet; and
- 2 Double the employee's regular rate of pay for all hours worked in excess of 12 hours worked in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek.