

Technical Advisory Committee Minutes

A regular meeting of the California Vanpool Authority Technical Advisory Committee was held on March 27, 2014 at 1:30 p.m. in the conference room of CalVans, 1340 North Drive, Hanford, CA. 93230

California Vanpool Authority Members

AMBAG – Association of Monterey Bay Area Governments
Fresno COG – Fresno Council of Governments
Kern COG – Kern Council of Governments
KCAG – Kings County Association of Governments
MCTC – Madera County Transportation Commission
Merced COG – Merced County of Governments
NCTPA – Napa County Transportation & Planning Agency
SACOG – Sacramento Area Council of Governments
SBCAG – Santa Barbara County Association of Governments
TCAG – Tulare County Association of Governments
VCTC – Ventura County Transportation Commission

1. ROLL CALL AND ATTENDANCE

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

Also attending were, Alan Holmes, Kent Epperson, Christine Chavez, Tom Roberts, Terri King, Teresa Nickell, Bob Snoddy, Donna Blocker, Kasia Thompson and Arleicka Conley.

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 2/27/14.

Motion was made, seconded Christine Chavez/Kent Epperson and unanimously carried to approve minutes of February 27, 2014.

4. SYSTEM UPDATE

A. Recap of public testimony received during previous Board meeting.

It was stated that a study similar to the one the Board was asked to review was used to justify funding of an AWTP (Agricultural Worker Transportation Program) that established a 20 million dollar fund for the expansion of the agricultural vanpool program.

Staff responded that there wasn't a study prior to the establishment of the AWTP program.

It was stated that some of the assets purchased with the AWTP funds are being used to fund a transportation project in the State of Arizona.

Staff responded that the project does use funds from the AWTP for some portion of the time in Arizona. It does not benefit employers or residents of Yuma, AZ.

It was questioned if any of the assets purchased or supported through Fresno County Tax dollars were being used in Arizona.

Staff responded that vans in Arizona are not purchased or supported with Fresno County Tax dollars.

It was stated that state and local funds were being used to support a state transportation in another state. Funds would have been better spent improving our roads or flood areas.

Staff responded that no local or State funds were used to support the CalVans project. The \$20 million came from a transportation account and therefore, could not be used to repair any flooding issues.

B. Review of CalVans operating structure.

Staff explained CalVans' operating structure. The general vanpool bill includes the lease, fuel, maintenance and administration cost. The lease and insurance are a fixed cost and maintenance and fuel are based on mileage. Agricultural vanpools are billed weekly at a rate of \$.95 per mile. Staff stated CalVans will continue to have lease/purchase obligations in order for the vanpool program to continue. Unless the member agencies contribute to a fund in the amount of at least \$2 million per year, meaning a contribution of \$185,000 per Agency.

Christine Chavez commented that having to contribute was one of the major hesitations when CalVans was being formed.

Kent Epperson inquired about overall savings.

Ron responded that CalVans doesn't see any downside on leasing vehicles.

Staff reported that proceeds from the sale of vans total about \$4,500 per van. This capital money was used for outfitting 95 vans we purchased this summer with radios, tool boxes, water receivers and special treatment of the van floor at a cost of \$600 to \$2,000 per van.

It was stated the audit indicated that cash on hand did not appear to make payroll.

Staff responded that CalVans had \$55,036.46 deposited in a separate account with Bank of America for payroll.

5. Review Policy of temporarily relocating to Yuma/Imperial areas

Staff reported that the movement to the Yuma/Imperial area grew out of requests from both growers and workers in the Salinas Valley. Staff started with 1 van 4 years ago to 80 vans this year. The growth and acceptance of CalVans is a direct result of us allowing farm workers to shift to the Yuma/Imperial area.

Tomas inquired if CalVans was becoming an agent of the grower/contractor.

Ron replied that the agreements are with drivers allowing the drivers to take the vehicles and go work for other contractors.

Staff recommended that CalVans continues this policy in providing service to growers and individuals in the counties CalVans serves. The TAC members were in agreement with this recommendation.

6. Review policy on lease/purchasing vans

Staff reported that the general vanpools started without any money, requiring the ability to lease/purchase vans as needed. In order for CalVans to continue we need to lease/purchase vehicles.

Staff recommended to continue lease/purchasing vans and the cost be charged to vanpool groups utilizing the vans. The TAC members were in agreement with this recommendation.

7. Review CalVans role in advocating for broader public vanpool use

Staff reported that CalVans is viewed as a state wide organization, although, we are not a state agency. CalVans represents the only approved and legal public transportation for farm workers in the United States.

Staff recommended that CalVans continue to be the fore front when it comes to advocating for vanpooling. The TAC members were in agreement with this recommendation.

8. Authorize the lease/purchase of up to ten Sprinter vans

Staff has acquired the Sprinter van authorized at the last Board meeting.

Terri King inquired if the Sprinter got better gas mileage.

Ron responded that the Sprinter gets 30 miles per gallon. Staff recommended CalVans continues the process of lease/purchasing ten new Sprinter vans as needed. The TAC members were in agreement with this recommendation.

9. Review FY 12/13 Audit

It was stated that Note #1-ITEM F is confusing and should be clarified. Does it even apply? Is there an agreement with the County that would allow this?

Staff has spoken with two county departments that oversee the county health plan, both stated there is nothing else needed as long as our benefits are noted in our internal documents, which they are.

It was stated that in ITEM K CalVans did not get 5307 funding, delete and add language for 5309 "State of Good Repair".

Staff responded this has been changed.

It was stated that in ITEM H the contributed capital GASB 33, Non-exchange Transactions, 1.5 million. What is this and how does it qualify as "Non-exchanged Transaction". Explain what this is in your staff report since it is 1.5 million.

Staff responded that ITEM H has been revised listing what makes up the 1.5 million.

It was stated that in Note #2 the fair market value of the County pool fund was missing. Also did the Auditor receive confirmation on the cash balance? At no time should cash with the County be negative

Staff responded yes; see Attachment B and discussion earlier.

It was stated that Note #4 was fine; however; the Board should have a policy on what it does with funds it receives when selling assets.

Staff responded this will be addressed in a separate policy outside of the Audit document.

It was stated Note #5 should include the total minimum lease requirement. Also, although no monetary contributions are made for the North Drive location it should be listed with a beginning and end date of the lease agreement.

Staff responded that the information has been included.

It was stated to delete 5307 language and add language for 5309 "State of Good Repair" in Note #10.

Staff responded that this change has been made.

It was stated to add the following item. List various Rate Structures, as of what date, what is the process you follow to increase or decrease rates.

Staff responded that this would be addressed in a separate policy outside of the Audit document.

It was stated that in CalVans management discussion and analysis CalVans needs to address the loss and what measurements we have taken to address the situation.

Staff responded that staff will monitor revenues and expenditures on a regular basis. Staff will also prepare quarterly Budget to Actual analysis of current operations. These will be used to project and track trends in future revenues and expenditures.

Staff recommended the adoption of the budget. The TAC members were in agreement with this recommendation.

10. MISCELLANEOUS COMMENTS

Ron Hughes announced he will be retiring from CalVans in two years.

ANNOUNCE NEXT MEETING DATE

The next TAC meeting is scheduled for Thursday, April 24th, 2014 at 1:30 p.m. located in the CalVans conference room, 1340 North Drive, Hanford, CA.

ADJOURNMENT

The meeting was adjourned at 2:48 p.m.

Respectfully submitted



Ron Hughes
Executive Director

2/27/14 cm