

**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 13, 2014 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  
KCAG – Kings County Association of Governments  
Kern COG – Kern Council of Governments  
MCTC – Madera County Transportation Commission  
MCAG – Merced County Association 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. CALL TO ORDER**

Roll Call – Clerk of the Board

Directors present:

AMBAG	Scott Funk	Primary
Fresno COG	Sylvia Chavez	Primary
Kern COG	Jon Johnston	Primary
KCAG	Joe Neves	Primary
MCAG	Jerry O'Banion	Primary
SACOG	Sharon Sprowls	Secondary
SBCAG	Jim Richardson	Primary
VCTC	John Zaragoza	Secondary

Directors absent:

MCTC	Robert Poythress/Max Rodriguez
NCTPA	Keith Caldwell/Tom Roberts
TCAG	Rudy Mendoza/Janet Hinesly

Counsel present: Zack Smith

Staff/Visitors in attendance:

Ron Hughes, Baldev Randhawa, Gus Banda, Cecelia Marquez, Tomas Hernandez and Trish Barberick from CalVans.

Also in attendance were Bob Snoddy, Suzanne Campbell, Teresa Nickell, Christine Chavez, Jeff Markarian, Lori Flanders, Paul Marquez, Donna Blocker, Tasha Johnson and Angie Dow.

**2. UNSCHEDULED APPEARANCES:**

Ms. Dow from Coalinga stated she has concerns regarding vanpools used in Yuma, AZ.

Commissioner Zaragoza inquired which item Ms. Dow was referring to.

Commissioner Neves stated it was under public comment. He stated it was an informational item not an action item.

Tasha Johnson from Madera County Transportation Commission stated there are funds from the air district to use for vanpools and they are promoting the program.

**3. CONSENT CALENDAR:**

A. Minutes of January 9, 2014.

Motion was made, seconded Funk/Johnston and unanimously carried to approve the consent calendar A: Approval of minutes of January 9, 2014. Commissioner Sprowls abstained.

**4. SYSTEM UPDATE.**

a. INCREASE IN CONTRACTOR/GROWER USE OF VOUCHERS

Staff reported that the number of Growers and Contractors who contact CalVans in regard to providing vouchers for their workers continues to grow. Providing vouchers attracted or insured a steady labor supply.

A secondary benefit of providing vouchers is the ability to better manage the vehicles to and from the worksite.

CalVans started with four companies providing vouchers for their employees and we are currently up to twenty four companies providing vouchers for their employees.

Tomas Hernandez, Transit Coordinator in Ventura, commented the Growers also state that using vouchers offsets the cost of transportation for their workers and the worker retention is better because of it.

b. INCREASE IN VANPOOL ACTIVITY IN BAKERSFIELD AREA

Staff reported that activity in the Bakersfield area is picking up as State Correctional Officers and others have started switching from illegally operated vanpools to the CalVans program.

Over the past ten years, Staff has found repeated instances where individuals were operating for profit vanpool fleets while failing to comply with the most basic Motor Vehicle laws governing vanpools. Vanpool vehicles must be equipped with an operable fire extinguisher, first aid kit, be regularly and systematically inspected, maintained and lubricated. Operators of vanpool vehicles shall document each inspection, maintenance, lubrication and repair for each vehicle under their control. All vanpools should have a display on the rear and sides of the vehicle clearly visible and discernable for a distance of not less than fifty feet, indicating that the vehicle is being used as a vanpool vehicle.

c. RESULTS OF TRANSPORTATION TASK FORCE

Ron reported he sits on a fifty member committee on the CA Ag & Transportation Task Force. There are two different committees, one focused on transportation and the other on housing. The report brings together the recommendations of both committees into one report. The final report will be presented to the State Board of Food and Ag at their meeting in Sacramento on April 1, 2014.

d. HIRING ON NEW ACCOUNTANT AUDITOR

Ron commented that the hiring process to replace our previous Accountant Auditor has been completed. CalVans was pleased to introduce Baldev Randhawa as the new Accountant Auditor. He started on March 3, 2014.

e. REMINDER 700 FORMS ARE DUE BY 3-31-2014

Ron reminded the Board members to turn in their 700 form by 3-31-2014.

**5. REVIEW AGREEMENT WITH KCAPTA FOR FEDERAL 5307 FUNDS.**

Ron commented that in FY 10/11 KCAPTA programmed Federal funds for the purchase of additional 15-passengers vans. \$58,508 remains, that can be reprogrammed to purchase additional vans for Kings County. To accomplish this, CalVans needs to adopt a Sub-Recipient Agreement with KCAPTA, allowing for the use of the funds for purchase of two additional CNG vans.

Motion was made, seconded O'Banion/Funk and unanimously carried to approve the Sub-Recipient Agreement with KCAPTA for Federal 5307 funds for the purchase of two additional CNG vans for Kings County.

**6. REVIEW LEASING OF UP TO 10 ADDITIONAL SPRINTER VANS.**

Staff reported it has acquired the Mercedes Benz Sprinter van authorized at the last Board meeting. Staff has shown the van to a number of vanpool groups. At least

five of the groups have asked if they can switch from the 15-passenger van they currently have for one of the Sprinters. Staff anticipates that more will make the same decision once they have had a chance to drive it and compare the savings in fuel cost.

Ms. Dow requested the Staff report include the lease requirement and amend the budget to reflect any additional cost related to the Sprinter vans.

Commissioner Sprows requested this item be brought back to the next Board meeting with more information as requested.

Joe Neves stated this item will be tabled for now and brought back to the Board on the April 10, 2014 meeting.

#### **7. REVIEW PROPOSALS FOR UNIFORM SERVICE.**

Staff solicited proposals from qualified firms for supplying uniform service. The contract with the present firm has expired. Staff placed a public notice in the local newspaper and sent RFP's (Request for Proposals) to five companies that provide uniform service in the surrounding area. Three of the companies responded saying they might be interested in bidding. Only one bid from Mission Linen Supply was received. The bid provides 11 sets of shirts and pants. The weekly cost is \$57.45.

Staff recommended that Staff be authorized to sign a service agreement with Mission Linen Supply.

Motion was made, seconded Johnston/Zaragoza and unanimously carried to approve the proposal from Mission Linen for uniform service and authorize the Executive Director to sign the agreement.

#### **8. REVIEW PROPOSALS FOR JANITORIAL SERVICE.**

Staff solicited proposals from qualified firms for supplying janitorial services at the Hanford office. The contract with the present firm has expired. Staff placed a public notice in the local newspaper and sent the RFP's (Request for Proposals) to a number of companies that provide commercial janitorial services in the Hanford area. Three companies responded.

The bid from Environmental Control includes the daily cleaning, waxing the tile areas quarterly and cleaning the carpets yearly. The Agreement is for three years with the option of extending the Agreement for an additional two years.

Staff recommended that Environmental Control be selected for janitorial services and that the Chairman be authorized to sign the Agreement.

Motion was made/seconded Funk/Zaragoza and unanimously carried to approve the agreement with Environmental Control for janitorial services and the Chairman be authorized to sign the agreement.

**9. REVIEW FY 12-13 AUDIT.**

Staff reported that the FY 12/13 audit is complete. Ron commented that this item was not reviewed by the Technical Advisory Committee as it was not completed before the TAC meeting. Ron reported that the audit statement looks out of balance in comparison to the prior year; this is due to the fact that the prior year was only a six month period, not twelve. Revenues and expenses are therefore approximately half of what they would normally be expected to be.

There was one finding dealing with accruals that were not adjusted back into the prior year. This was discussed with the auditor and will not occur in the future.

Ron commented that given the comment earlier, a revised statement where we currently are in the budget will be brought to the next Board meeting.

Jeff Markarian from the audit firm of Dedekian, George, Small and Markarian made a few general comments in regard to the auditors report including the reference to new governmental standard codes 62 & 63 that were implemented this year but do not affect this Agency. They are in the note section of the financial statement. He also commented that the previous Accountant Auditor left and was not available through the end of the audit. Ron put in the narratives in regard to the management section. On page twelve management observation of the agency going forward. There was an increase due to covering twelve months compared to six months.

In regard to the note section of the financial statement Jeff proposed to answer any questions.

As part of the audit employees were interviewed and it was a general observation that the change from CalPERS to PARS was a common topic.

Formal steps to take and implement the fixed assets on excel spreadsheets to a software program is recommended.

Ron commented that it was difficult to find a system that only tracks assets. CalVans will be working with an accounting firm towards finding a system that tracks assets to give auditors what they need at the end of the year.

Ms. Dow commented on the financial statement that the notes are not clarified and need to be changed before the Board approves the audit.

Commissioner Johnston recommended this item be brought back before the Board.

Ron commented that he was unaware of Ms. Dow's concerns before the meeting.

Mr. Markarian commented that the grant references should be corrected before the Board adopts the audit.

Commissioner Neves recommended this item be tabled and brought back to the next Board meeting.

10. MISCELLANEOUS COMMENTS

Commissioner Zaragoza inquired if there was going to be an office in Arizona.

Ron replied we are only there temporarily for approximately five months.

Commissioner Neves stated that the temporary operation in Yuma, AZ should be added to a future agenda. The operation in Yuma is a nexus, existing growers/vanpools operated in two geographic locations.

Commissioner Neves reiterated that the leasing of additional vans and the FY 12-13 audit be brought back to the next meeting.

The meeting was adjourned at 10:53 a.m.

Respectfully submitted,



Ronald H. Hughes  
Executive Director

3/13/2014 tb