

California Vanpool Authority  
(CalVans)

Minutes of Board Meeting

A regular meeting of the California Vanpool Authority was called to order by Joe Neves, Chairman of Board at 10:01 a.m. on April 12, 2012, 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  
MCTC – Madera County Transportation Commission  
NCTPC – 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:

Fresno COG	Sylvia V. Chavez, Mayor City of Huron *	Primary
KCAG	Joe Neves, Supervisor District 1	Primary
SACOG	Jim Brown, Principal Planner Expert	Alternate
SBCAG	Janet Wolf, Supervisor District 2	Primary
VCTC	Jamey Brooks, Mayor Pro-tem Fillmore	Primary
NCTPC	Paul Price, Executive Director	Alternate
MCTC	Robert Poythress, City Council	Primary

\*Arrived at 10:03

Directors absent:

TCAG	Rudy Mendoza, Woodlake City Council
AMBAG	

Counsel present: Zack Smith

Staff/Visitors by location:

Fresno -	Paul Marquez
Hanford -	Trish Barberick, Heather Corder, Temo Ortiz and

Christine Chavez.

Santa Barbara -

Kent Epperson

Sacramento -

Ron Hughes and Georgina Cardenas

Ventura -

Susan Haverland and Alan Holmes

## **2. UNSCHEDULED APPEARANCES:**

This time is made available for comments from the public on matters within the Boards jurisdiction that are not on the agenda. Members of the public may comment on any item that is on the today's agenda when the item is called and should notify the Chairman of their desire to address the Board when the item is called. A maximum of (5) five minutes is allowed for any one item.

## **3. CONSENT CALENDAR:**

Motion was made, seconded Brooks/Poythress and carried unanimously to approve the consent calendar Item A): Approval of minutes of March 8, 2012.

## **4. SYSTEM UPDATE.**

Ron Hughes recommended that each individual CalVans Transit Coordinator/Transit Assistant give updates on activities in their area.

Ron stated that word of mouth is the best marketing tool out there for joining a CalVans vanpool.

A). Georgina Cardenas from CalVans Woodland office stated, Agricultural vanpools are in the Sacramento and Napa areas. General vanpools are very competitive in the Sacramento area. The Sacramento area has experienced some crazy weather. The summer agricultural season starts in the middle of May. More farm labor vanpools are expected to go out soon for the summer season.

Carmen Mora from CalVans Greenfield office stated twenty one (21) farm labor vanpools are operating in Santa Cruz, Monterey and Salinas Valley. Fifteen (15) general vanpools are in operation. With the summer season starting, CalVans is estimating approximately sixty (60) farm labor vanpools to be used. Different companies are calling and checking on the general vanpool program.

Susan Haverland from CalVans Ventura office stated that the number of vanpools fluctuate with the crops. Currently sixteen (16) vanpools are in operation in Santa Paula, Piru, Somis and Oxnard. Several vanpools have traveled over the Grapevine to Maricopa for the season. An increase in demand for vanpools is expected for the summer season. One key reason more vanpools are not currently on the road is due to the lack of current driver's licenses held by the farm labor workers. There are concerns regarding the impact of the increase from .80¢ per mile to .90¢ per mile for the vanpools but with gas prices going up, CalVans is hoping the drivers will understand. Currently only one general vanpool is on the road traveling from Lompoc to Santa Barbara. VCTC asked its marketing company to include CalVans in its outreach efforts. Susan is looking forward to working with Commissioner Brooks to help CalVans identify outreach opportunities. Currently CalVans is working to secure clean-air funds from Los Angeles County to subsidize commutes to Ventura. Future marketing events include Earth Day at Vandenberg Air Force Base. CalVans is also working closely with Santa Barbara's Traffic Solutions. A second office is being established in Santa Barbara, sharing space with Traffic Solutions, SBCAG and Caltrans. This move is designed to give the CalVans program more momentum than CalVans has been able to establish in Ventura.

Gus Banda from the Hanford office (Agricultural vanpools) stated he is currently traveling to Yuma, Arizona to pick up farm labor vanpools that were used in that area to pick lettuce. Most of the drivers were from the Salinas area that traveled to Yuma, AZ for the lettuce season. CalVans is estimating fifty (50) vanpools to go out this month for farm laborers to pick peaches and nectarines. Outreach/marketing has included speaking with Sunrise Farms to promote the program. Gus attended a meeting in Avenal last night regarding ideas, concerns and to get feedback from the farm laborers about the CalVans program. Some concerns were addressed in regard to private drivers over charging farm laborers to ride in their personal vehicles. CalVans takes pride in good customer service and is working with growers to promote the program.

Temo Ortiz from the Hanford office (General vanpools) stated smaller vans are in demand. Ten (10) vanpools are supposed to start in April. Currently have a waiting list for smaller vans to start in May. Outreach/marketing has taken place at Reedley Colleges green summit. CalVans is currently working with students and employees at Fresno State to start a vanpool.

B). Ron Hughes reported an Ag Forum was held at Harris Ranch and was well attended and allowed him to present the CalVans Program. Representatives for the Federal DOL and CHP recommended that agricultural drivers should consider using the CalVans program to avoid DOL sanctions and CHP citations. In the past, agents have targeted larger vanpools, currently all modes of transportation are a target for being checked for violations by the CHP and DOL.

C). Ron Hughes thanked everyone for their input and support letters in helping to submit all the JARC applications. A report will be given if/when the JARC funding is

accepted and completed. If funded, the grants will be used to attract new riders to the CalVans program by providing up to \$75.00 a month (Not to exceed 50% of the riders out of pocket cost) for a one year period. Staff applied for the grants over a three year time frame. Eighty percent of first time riders stay with the program even after grant funding has been exhausted. This is a good motivation for joining a vanpool, especially with the high cost of fuel.

Commissioner Brown thanked Ron Hughes and CalVans staff for getting the JARC applications submitted on time.

D). Ron Hughes and Heather Corder met with the Director of Visalia City Coach to explore what Visalia's move from a small to a large UZA will mean in relation to funding vanpools. It is estimated the present number of vanpools being reported will generate over two (2) million dollars in 5307 funds to the large UZA.

Fresno has established Measure C funds to promote the use of vanpools in Fresno County. Staff will be meeting with the Fresno COG Staff to discuss ways to maximize the use of Measure C funds to generate more vanpools that will in return generate additional 5307 funds for the Fresno FAX system.

E). Ron Hughes reported that the Technical Advisory Committee (TAC) met and reviewed the report Staff submitted to the Assembly office and the Title VI Policy. Several suggestions on how to handle inquiries that have been made were discussed. It was a general consensus that it would be great if the issue would go away. The Title VI Policy is fine the way it is written and is similar to the one several members prepare for their own agencies.

Commissioner Wolf and Kent Epperson would like a clear explanation on whether toll credits are real money to spend or not.

Jim Brown stated toll credits are not cash and absolutely not spendable.

Ron responded Caltrans has stated toll credits are real money to use. There still seems to be conflict in regard to "real money". If the JARC applications are accepted, we will see what we get and go forward.

Kent Epperson requested to amend the TAC minutes regarding the JARC toll credits.

F). Ron stated he will be attending the Cal Act conference this month. He will meet with both Caltrans and FTA Region 9 representatives on items related to CalVans.

Staff is arranging a follow up meeting to the recent Ag Forum with representatives from the Federal Department of Labor, California Highway Patrol and workers comp agency.

Staff will be meeting with Region 9 representatives with the goal of becoming a designated recipient for federal funds.

#### **5. DEVELOPMENT OF A BEST PRACTICES OR WHITE PAPER ON CALVANS.**

Ron Hughes reported CalVans has been approached by the Community Transportation Association of America (CTAA) in regard to establishing a white paper on CalVans that would help other areas to establish their own vanpool program.

Representatives from the States of Washington, Florida and Arizona have already asked for information on setting up their own program. Staff will inform the Board if and when a study is undertaken. There is no cost except Staff time to provide the information needed for a white paper on CalVans to other States.

#### **6. INVESTIGATION BY THE ASSEMBLY COMMITTEE ON ACCOUNTABILITY & ADMINISTRATION REVIEW.**

Ron Hughes explained that the Assembly Committee on Accountability and Administrative Review contacted CalVans Staff on March 1, 2012, with a series of questions they wanted answered within seven (7) days. CalVans Staff complied and provided the information requested by the date requested.

The requested information mirrors public information requested eighteen (18) months ago from an Attorney. Six (6) years ago Staff received a similar public information request from another law firm who would not identify who they were working for.

Ron requested the Board members review the letter submitted to the Assembly Committee on Accountability and Administrative Review.

Commissioner Wolf requested a copy of the letter from the Assembly Committee on Accountability & Administration Review.

Ron responded that all Board members will receive a copy of the letter.

Staff does not have any recommendations at this time other than responding to inquiries as they are requested.

#### **7. ASSIGN/APPOINT TRANSIT OFFICE MANAGER TO NEW POSITION IN CALVANS.**

Ron Hughes explained in the formation of CalVans the Transit Office Manager position stayed with KCAPTA. It was thought that the position could do payroll, Human Resources and be the Board Secretary/Clerk for both agencies and the cost would be applied between the two (2) agencies.

The workload of CalVans is more than anticipated, needing the full time efforts of the Office Manager position.

Staff recommended that a motion be made to employ the KCAPTA person presently employed as the Transit Office Manager, including the person's accrued benefits such as vacation and sick leave, appointing them to their current salary 170.0 step 4, effective May 1, 2012. The agenda stated July 1, 2012. KCAPTA cannot fill the position until the position is vacant, therefore, amending the date to May 1, 2012.

Motion was made, seconded Price/Brown and unanimously carried to employ the current KCAPTA Transit Office Manager, including the person's accrued benefits such as vacation and sick leave, appointing them at their current salary 170.0 step 4, effective May 1, 2012 with CalVans.

#### **8. AUTHORIZE THE RFP FOR PURCHASE OF ADDITIONAL 15-PASSENGER VANS.**

Ron Hughes commented that additional 15-passenger vans are needed to be added to the current fleet.

The NTD reporting of passenger trips in 2010 has generated additional FTA 5307 funds for Kings County Area Public Transit Agency (KCAPTA), Porterville Transit and Fresno Area Express. KCAPTA has used its funds to purchase replacement vans for residents of Kings County, starting with the oldest vanpool group first.

In anticipation of purchasing vans this year Staff is recommending that a RFP for the purchase of up to forty (40), 2013, 15-passenger vans be distributed.

Some of these vans will be set up to run on Compressed Natural Gas (CNG). For that reason, Staff will be specifying Ford vans in the RFP, as they are the only van that allows for sufficient CNG capacity to be used in the CalVans fleet. Staff stated no vans will be purchased until funds are made available.

Commissioner Brooks would like information on bid packages to be sent to him.

Commissioner Wolf recommended the same be sent to her.

Commissioner Brown would like all Board members to receive RFP packages to solicit to vendors in all areas.

Ron replied all Board members will receive a copy of the RFP.

Motion was made, seconded Poythress/Brooks and carried unanimously to authorize the RFP for purchase of up to forty (40) 15-passenger vans.

**9. AUTHORIZE CALVANS TITLE VI POLICY.**

Ron Hughes explained CalVans receives Federal funds in the form of JARC (Job Access Reverse and Commute) and CMAQ (Congested Mitigation and Air Quality) funds used to reduce the monthly cost for first time riders.

Ron also explained the Title VI Policy complies with Federal requirements and provides a policy for outreach to minority communities. Ron commented it is important because a large portion of CalVans ridership is made up of those who struggle because of economic and/or language barriers.

Staff recommended adoption of the Title VI Policy.

Motion was made, seconded Brooks/Poythress and carried unanimously to authorize the CalVans Title VI Policy with the modifications to page 80 of the agenda, article number 14.

**10. ANNOUNCE NEXT MEETING DATE.**

The next California Vanpool Authority (CalVans) meeting is scheduled for Thursday, May 10, 2012 at 10:00 am.

**11. MISCELLANEOUS COMMENTS FROM BOARD AND STAFF**

Commissioner Chavez questioned when the 700 forms for CalVans are due.

Zack Smith, legal council for CalVans, stated the conflict of interest forms have been filed. After adoption you have thirty (30) days to submit the 700 forms to be in compliance.

**12. ADJOURNMENT.**

The meeting was adjourned at 10:48 a.m.

Respectfully submitted,



Ronald H. Hughes  
Executive Director

4/12/2012 tb

# CALVANS BOARD MEETING 4/12/2012

NAME * (See Note Below)	Address / Agency	Phone / E-mail
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Zack Smith

atty

Wish Barberick

Heather Corder

Christine Chavez

TCMB

\* The signing, registering or completion of this document is voluntary, and all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.

(Govt. Code Sec 54953.3)





## Barberick, Trish

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**From:** Haverland, Susan  
**Sent:** Friday, April 13, 2012 8:12 AM  
**To:** Barberick, Trish  
**Subject:** RE: Sign in sheet

Kent was in Santa Barbara, presumably in the same room as Commissioner Wolf. I was in Ventura with Commissioner Brooks and Alan Holmes.

Susan Haverland  
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805/339-0606 fax

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**From:** Barberick, Trish  
**Sent:** Thursday, April 12, 2012 4:09 PM  
**To:** Haverland, Susan  
**Subject:** Sign in sheet

Were you and Kent in Santa Barbara and Alan in Ventura for today's meeting?



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