

California Vanpool Authority  
(CalVans)

Minutes of Board Meeting

A regular meeting of the California Vanpool Authority was called to order by Ronald Hughes Executive Director of KCAPTA at 10:00 a.m. on December 8, 2011, in the conference room of CalVans, 1340 North Drive, Hanford, CA. 93230

CALVANS BOARD OF DIRECTORS: Sylvia V. Chavez, Mayor City of Huron  
Joe Neves, Supervisor District 1, Hanford  
Robert Poythress, Madera City Council  
Kirk Trost, Chief Operating Officer, SACOG  
Doreen Farr, Supervisor District 3, Santa Barbara  
Rudy Mendoza, Woodlake City Council  
Mike D. Morgan, Mayor City of Camarillo

CALVANS STAFF PRESENT: Ron Hughes, Angie Dow, Trish Barberick, Gus Banda, Temo Ortiz, Georgina Cardenas and Susan Haverland.

COUNSEL STAFF PRESENT: Zack Smith

VISITORS PRESENT: Christine Chavez, Ellen Moy, Terri King, Jim Brown, Gary Taylor, Dylan Stone, Kai Han and Steve DeGeorge

**1. CALL TO ORDER:**

ROLL CALL – Clerk of the Board

Present: Sylvia V. Chavez, Joe Neves, Robert Poythress, Kirk Trost, Mike D. Morgan and Janet Hinesly for Rudy Mendoza

Absent: Doreen Farr/Janet Wolf

**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:**

No items for this meeting.

**4. ESTABLISHMENT OF BOARD OF DIRECTORS.**

Ron Hughes reviewed the written appointments of members to the Board and their alternates. Staff informed each Board member and their alternate that they need to fill out and send a Statement of Facts to the Secretary of State. (700 Economic Interest form) It needs to be sent within 30 days to the Secretary of the State. A copy also needs to be submitted to the CalVans office.

Primary Board Member

Alternate Board Member

**Fresno Council of Governments**

Sylvia V. Chavez  
Mayor City of Huron  
PO Box 1193  
Huron, CA. 93234

Gary Yep  
Mayor City of Kerman  
PO Box 404  
Kerman, CA. 93630

**Kings County Association of Governments**

Joe Neves  
Supervisor District 1  
1400 W. Lacey Blvd.  
Hanford, CA. 93230

Tony Barba  
Supervisor District 4  
1400 W. Lacey Blvd.  
Hanford, CA. 93230

**Madera County Transportation Commission**

Robert Poythress  
Madera City Council  
2001 Howard Rd. #201  
Madera, CA. 93637

**Sacramento Area Council of Governments**

Kirk Trost  
Chief Operating Officer  
1415 L. Street #300  
Sacramento, CA. 95814

**Santa Barbara County Association of Governments**

Doreen Farr  
Supervisor District 3  
105 E. Anapamu St., 4th Floor  
Santa Barbara, CA. 93101

Janet Wolf  
Supervisor District 2  
105 E. Anapamu St., 4th Floor  
Santa Barbara, CA. 93101

**Tulare County Association of Governments**

Rudy Mendoza  
Woodlake City Council  
369 Lemona St.  
Woodlake, CA. 93286-1315

Janet Hinesly  
Dinuba City Council  
405 E. El Monte Way  
Dinuba, CA. 93618

**Ventura County Transportation Commission**

Mike D. Morgan  
Mayor City of Camarillo  
601 Carmen Drive  
Camarillo, CA. 93010

John C. Zaragoza  
Supervisor District 5  
Ventura County Gov. Ctr  
Ventura, Ca. 93009

Ron stated that three (3) more agencies want to join CalVans in the future. They are; Napa, Mendocino and Association of Monterey Bay Area Governments (AMBAG).

**5. ELECTIONS OF OFFICERS.**

Ron suggested the Chairman position be filled by someone near the Hanford office for convenient signing of documents.

Nominations for Chairman of the Board were made. Joe Neves was nominated to be the Chairman of the Board

Motion was made, seconded Morgan/Chavez and carried unanimously to elect Joe Neves as Chairman of the Board. Commissioner Farr/Wolf were absent

Nominations for Vice Chairman of the Board were made. Sylvia V. Chavez was nominated to be the Vice Chairman of the Board.

Motion was made, seconded Morgan/Neves and carried unanimously to elect Sylvia V. Chavez as Vice Chairman of the Board. Commissioner Farr/Wolf were absent.

**6. ESTABLISH SCHEDULE FOR REGULAR BOARD MEETINGS.**

Ron opened the discussion regarding future meeting times for CalVans Board meetings.

Commissioner Morgan suggested the second Wednesday of the month. Commissioner Poythress has a conflict with the second Wednesday of the month. Ron suggested the second Thursday of the month @ 10:00 am. Commissioners Chavez, Mendoza, Poythress and Morgan agreed upon meeting on the second Thursday of the month at 10:00 am for CalVans Board meetings.

A resolution to adopt the meeting time will be brought back at the next meeting. Staff will prepare a resolution for establishing the date, time and place for regular meetings.

#### **7. ASSIGN/APPOINT CALVANS PERSONNEL TO NEW POSITIONS.**

Ron Hughes the Executive Director of CalVans discussed the transition of employees between KCAPTA and Calvans. All but three (3) employees are staying with KCAPTA. The remaining employees will be with CalVans. Ron purposed the range, pay and steps to stay the same. KCAPTA has not had an increase in pay in two (2) years.

Staff recommended that a motion be made accepting the attached list of CalVans employees including their accrued benefits such as vacation and sick leave, appointing them to their current position, range and step.

Motion was made, seconded Morgan/Chavez and carried unanimously to assign/appoint CalVans personnel to new positions. Commissioner Farr/Wolf were absent.

#### **8. ACCEPT FIXED ASSET LIST FROM KCAPTA.**

Staff reported all vehicles and equipment purchased within the last ten (10) years for its vanpool project will go to CalVans. All vehicles are "as is" with no conditions. Vans purchased by grant funding for farm workers will be used for farm worker vanpools until the vans are determined to be useless and/or sold.

Commissioner Chavez inquired about rental vans. Staff informed the Board, that most vans acquired through the five (5) year lease/purchase program have been paid off. This in return has reduced costs for the vanpool riders.

Motion was made/seconded Hinesly/Morgan and carried unanimously to accept asset list from KCAPTA.

#### **9. ESTABLISH AUTHORITY BUDGET.**

Staff explained that in the anticipation of the formation of CalVans, KCAPTA established a separate budget on July 1, 2011 for the vanpool operation. This budget is the one being adopted for the CalVans operation. It covers all aspects of the vanpool operation with costs being broken down between the general and agricultural operations.

Staff explained that KCAPTA had two (2) budgets working separately, agricultural and general vanpools. Staff explained that agricultural vanpools operation does not subsidize general vanpools operation.

Revenues, for the most part are made up of fees collected from those who use the vanpool program. Some funding comes from member agencies in the form of first time rider subsidies. These subsidies generally end after someone has been in a vanpool for more than a year. Staff continually seeks additional funds that can be used to lower the cost of first time vanpool riders.

The general and agricultural vanpools are tracked separately. Grant funds identified for vanpool purposes are: JARC, CMAQ and the Air District.

Staff explained that the Mobile Data Terminals (MDT) are used to keep track of who operates the van, how many riders there are, miles traveled and speed. The MDT is used to send some drivers weekly/monthly bills. If main drivers are not paying their bill and fall behind the vans are pulled.

Staff monitors the budget on a continuing basis to match expenses to revenues. This is extremely critical as the agency does not use conventional transit funding to support its operation. Any reduction in revenue has to be matched by a reduction in expenses.

There is no conventional transit funding going forward for future vanpools. Money received is money used to operate the vanpool program.

The Agency is providing indirect funding to other agencies through the reporting of passenger trips information to the National Transit Database (NTD) system. This report will generate additional Federal 5307 funds to member agencies transit operations. Staff will explain how this works in a future meeting.

Staff recommended that the Board approve and authorize the attached budget.

Motion was made/seconded Chaves/Trost and carried unanimously to establish authority budget.

#### **10. AUTHORIZE RESOLUTION FOR OBTAINING INSURANCE FOR THE AUTHORITY.**

Staff explained the agency needs to establish various insurances for the agency. This includes vehicle, renters and Board member Error and Omission insurance. In most cases the existing insurance will be transferred from KCAPTA to CalVans with the same existing coverage.

Staff recommended that the Board consider a resolution to authorize staff to immediately obtain all required insurance and authorize the Board Chairman to sign attached Resolution no. 2011- 01

Commissioner Trost had concerns regarding the JPA checks and balances. The chair and vice chair should be given 24 hours notice and Board monitors the authority. Will

adopt with condition that it is required to consult before and bring back all action at the next meeting.

Motion was made/seconded Trost/Poythress and carried unanimously to obtain insurance for the authority and authorize the Board Chairman to sign and adopt Resolution No. 2011-01.

#### **11. AUTHORIZE RESOLUTION OF INTENTION FOR ESTABLISHING CALPERS CONTRACT FOR AGENCY.**

All KCAPTA staff are members of CalPERS for retirement purposes. It is the intent to continue this arrangement with CalVans employees. CalVan staff proposes to join CalPERS, providing the same benefits as KCAPTA. The present retirement package is 2 @ 55 with the last three (3) years of employment being used to establish an employees retirement base year.

Staff explained that CalPERS is behind and it could take three (3) months before the contract is in effect. Although, once the contract is in effect it will be retroactive to 12/26/2011.

Staff requested that a resolution of intent to approve an amendment to contract between California Public Employees' Retirement System (CalPERS) and the Board of California Vanpool Authority (CalVans) be signed and authorize the Board Chairman to sign Resolution No. 2011 – 02.

Motion was made/seconded Neves/Morgan and carried unanimously to authorize resolution of intention for establishing CalPERS contract for agency and authorize the Board Chairman to sign Resolution No. 2011- 02.

#### **12. AUTHORIZE RESOLUTION FOR SETTING UP BANK OF AMERICA ACCOUNTS.**

Staff requested the Board to consider a resolution to establish Bank of America to process payroll accounts. Staff explained that KCAPTA and the County of Kings use Bank of America for their warrant, checks and payroll.

Commissioner Morgan suggested checking with other banks for AAA rating.

Ron commented that he will speak with the County of Kings Auditor to check and see if the County of Kings has checked with different banks recently and compared them to Bank of America.

Motion was made Poythress/Morgan and carried unanimously to authorize a resolution for setting up Bank of America accounts and authorize the Board Chairman to sign Resolution No, 2011 – 03.

**13. MISCELLANEOUS ATTACHMENTS.**

Staff explained attachment G – list of all Vanpools sorted by County and City. This list is sorted by county that the vanpool originated in. It lists the vanpool number, city and County of origin, employer and the City and County where the vanpool is traveling.

Staff explained attachment H – loss trend analysis for vanpool insurance carrier. The report was prepared by Philadelphia Insurance Company for the purpose of looking back at the last 4 years of vanpool operation to see the overall trend in accidents. It breaks the accident data down by City and cause. The trend for the past 4 years shows a significant reduction in both the number of claims and total losses. The current insurance coverage is ten (10) million with five (5) thousand in medical pay coverage.

**14. ANNOUNCE NEXT MEETING DATE.**

January 12, 2012 at 10:00 a.m. is the next CalVans Board meeting.

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

Commissioner Morgan commented about the travel cost to attend CalVans meetings.

Commissioner Hinesly commented that Tulare County Association of Governments (TCAG) rotates meetings each time to limit the travel each Board member has to make and suggested alternating meeting places for CalVans.

**16. ADJOURMENT.**

The meeting was adjourned at 10:44 a.m.

Respectfully submitted,

  
Ronald H. Hughes  
Executive Director

12/8/2011 tb

# CALIFORNIA VANPOOL AUTHORITY MEETING 12/8/2011

NAME * (See Note Below)	Address / Agency	Phone / E-mail
Joe Neves	KCBOS	
Janet Hinesley - alternate	TCAG - City Dinuba	559-822-2425 591-9338
Christine Chavez	5955 S. Mauney Blvd, Visalia 93277	559-624-7274
Angie Dow		
Zack Smith	1102 N. Chinoweth, Visalia CA 93291	559/733-5770
John Beckner		
Row / Aug 6	-	
ELLEN MOY		559-822-2425
Terri King	KCAG	(559) (852-2678)
Tom Ortiz		

Prove attendance

Jim Brown, Gary Taylor, Georgina Carreras (Sec 6)

Dylan Stone - Madoka County Transportation Commission

Sylvia Chavez - Mayor City of Hanford

Gus Borda

Kai Han Fresno County of Governments

Steve DeGeorge Ventura

Susan Haverland

\* 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)



CALVANS BOARD MEETING 12/8/2011

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

Robert Paulmiss	- Madara City Council	
-----------------	-----------------------	--

Kirk Host	- CEO SACOG	
-----------	-------------	--

Mike D. Morgan	- Mayor City of Carmelito	
----------------	---------------------------	--

\* 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)