

# REGULAR MEETING CALIFORNIA VANPOOL AUTHORITY

## Board of Directors

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

**Meeting Date:** December 13, 2012

**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
- Kern Council of Governments, 1401 19th Street, Board Room, Bakersfield, CA 93301 661-861-2191
- Madera County Transportation Commission, Citizens Business Bank, Room 101, 2001 Howard Road, Madera, CA 93637
- Napa County Transportation and Planning Agency, 707 Randolph Street, Suite 100, Napa, CA 94559
- Sacramento Area Council of Governments, Sutter Buttes Room, 1415 L Street, Suite 300, Sacramento, CA 95814
- Santa Barbara County Association of Governments, 4<sup>th</sup> Floor Board of Supervisors Conference Room, 105 East Anapamu Street, Santa Barbara, CA 93101
- Tulare County Association of Governments, Conference Room, 210 N Church St., Suite B, Visalia, CA 93291
- 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 above 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)	
	The public may address the Board of Directors on any item relevant to the Authority. To comment on an agenda item, speakers should notify the Board or Staff member at the meeting location, when the agenda item is announced. The Board or 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 Board of Directors. Comments by individuals and entities will be limited to five minutes or as may be reasonable as determined by the conducting officer.	
3.	Consent Items:	Approval
	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 October 11, 2012 meeting	
4.	System Update	Information
	a. Reporting of FTA funds generated for other agencies	
	b. Increase in number of Agricultural Vanpools being used	
	c. Review of first quarter financials	
	d. Submittal of Proposal to LA Metro	
	e. Notice of availability of additional JARC funds	
	f. Staff vacancy in Ventura/Santa Barbara office.	
	g. Meetings and Presentations	
5.	Approval of Agreement with Lemoore High School	Action
6.	Review Insurance Renewal Options	Action
7.	2012-13 Meeting Calendar	Information
8.	Miscellaneous Comments -CalPERS Letter	Information
9.	Adjournment	

Attachments:

<u>Item</u>	<u>Page</u>	<u>Description</u>
A-	8	Board Minutes of October 11, 2012
B-	14	TAC Minutes of November 29, 2012
C-	22	Copy of first quarters financials
D-	21	Agreement with Lemoore High School
E-	30	Presentation by Philadelphia
F-	36	2012-2013 meeting calendar
G-	37	CalPERS Letter

**STAFF REPORT**

**3. Consent Items:**

A Minutes of October 11, 2012 meeting.

**4. System Update**

a. Reporting of FTA funds generated by other agencies

A significant portion of the transit taxes collected by the Federal Government are distributed based on the amount of transit services provided by each city with a population of 50,000 or more. Transit services being reported include the number of passengers, how far they traveled and how long they spent traveling. This information is reported for all transit modes, including vanpools provided by a public transit agency. As a public transit agency, CalVans reports this information for 27 cities that its vanpools travel to or from.

The Federal Transit Administration has released the Federal apportionments by city based on the number of transit services reported into the NTD (National Transit Database) system. Staff has reviewed the apportionments for following the cities, breaking out the portion generated by the reporting of CalVans vanpool trips to each of the cities.

<u>Agency</u>	<u>FY 12-13</u>	<u>FY 11-12</u>	<u>FY 10-11</u>
Fresno Area Express	\$903,637	\$557,000	0
Visalia City Coach	407,604	0	0
Bakersfield GET	80,138	0	0
Kings Area Rural Transit	868,560	593,046	604,000
Madera Transit	347,424	0	0
Porterville Transit	<u>173,712</u>	<u>395,364</u>	<u>0</u>
Total	\$2,781,075	\$1,545,410	\$604,000

This year's apportionment came close to doubling last year's apportionment which doubled the portion before. This growth in funds will continue as the number of vans and cities eligible for vanpool revenue increase.

Staff's goal would be to use some of the funds generated for the replacement of older vanpools. This has been done in the past with funds generated for KCAPTA, Kings County's transit system. Funds were used to replace vans of those Kings County residents that had been vanpooling the longest. This use of the funds keeps the participants cost down, and is one of the reasons Kings County has one of the highest per capita uses of vanpools.

Staff reviewed this item with the Technical Advisory Committee, who recommended meeting with each of the transit agencies to discuss use of the funds. Staff will be doing this over the next several months.

b. Increase in number of Agricultural Vanpools being used

Normally at this time of year the number of agricultural vanpools starts to drop off as the winter season arrives. This has not been the case this year as an increasing number of growers in the Salinas Valley encourage their workers to use vanpools for their winter operations in Yuma and Imperial. Over the next several weeks 854 workers for 7 growers will be using over 61 vanpools to travel to and from work. All of the riders will be using vouchers provided by their employers that will cover their cost of transportation.

The vouchers now being provided by a number of growers are a tremendous benefit to the workers. With the average vanpool traveling 65 miles a day, 6 days a week, each rider pays the equivalent of \$27 per week in vouchers. This amounts to a savings for the rider of \$585 for the 5 month season. The total savings for all riders shown below equals \$109,428 per month or \$590,000 thousand for the season.

<u>COMPANY</u>	<u>VANPOOLS</u>	<u>Riders</u>	<u>Number of trips</u>	<u>Weekly Miles Traveled</u>	<u>Value of Vouchers</u>
Elkhorn Packing	6	84	168	2,340	\$ 2,106
Dominguez Farms	3	42	84	1,170	1,053
Sonora Packing	1	14	28	390	351
Reyes Brothers	14	196	392	5,460	4,914
Del Real Packing	4	56	112	1,560	1,404
Guerrero Packing	5	70	140	1,950	1,755
GTO Packing	28	392	784	10,920	9,828
Joseph Phelps Winery	1	14	28	390	351
V. Sattui Winery	1	14	28	390	351
Oseguera Farms	1	14	28	390	351
Reiter Farms	<u>8</u>	<u>112</u>	<u>224</u>	<u>3,120</u>	<u>2,808</u>
Total per week	72	1,008	2,016	28,080	25,272
per Month			8,729	121,586	\$ 109,428

Average weekly benefit per van = \$ 351

Average weekly benefit per rider = 27

Monthly = 117

Yearly = \$ 1,403

It is Staff's opinion that the use of vouchers to encourage workers to vanpool together will become the norm going forward. At the present time all agriculture vanpools are out being used. Staff now maintains a waiting list should a van be turned in. Growth going forward will require adding additional vehicles to the program. Staff will outline ways to secure additional vehicles at a future meeting.

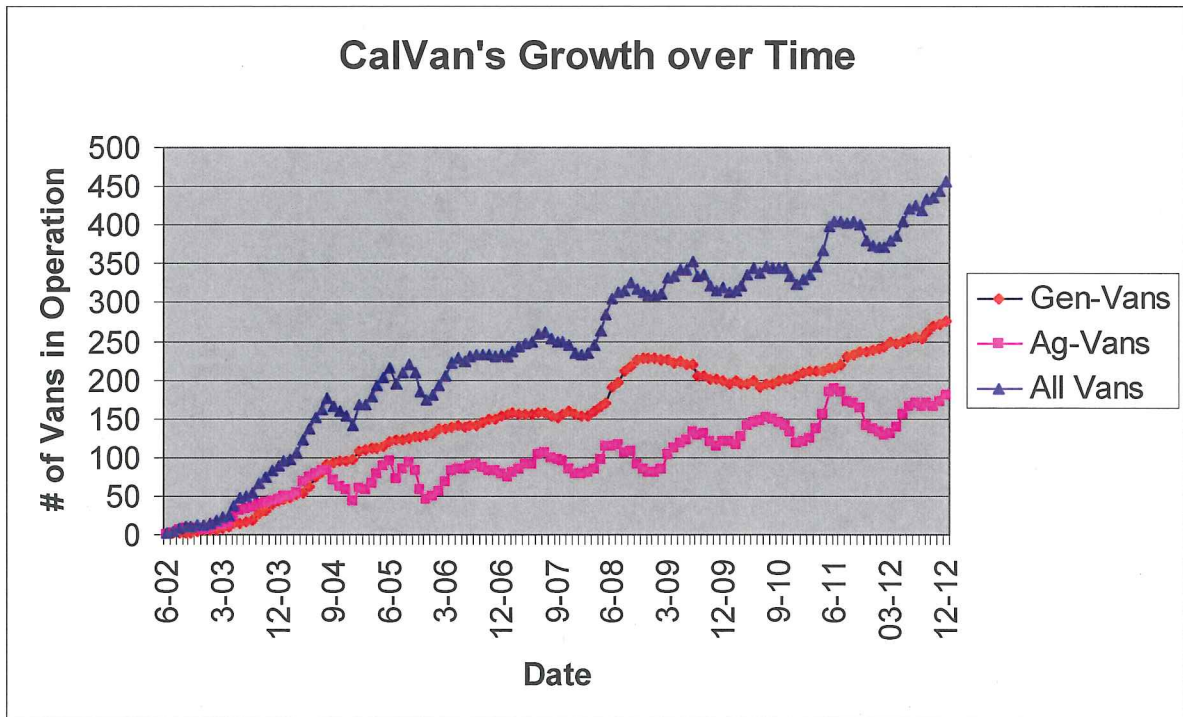


c. Review of first quarter financials

The approved budget recognized a surplus of \$224,593 that was allocated to future capital needs. The budget reflected an operational loss in the agricultural vanpool portion of the budget, offset by revenue generated by the general vanpools.

This being CalVans first full years budget, Staff has worked hard to keep expenses down while trying to maximize revenues generated by those that use the system. Based on the first quarter, the increase use of the agricultural vanpools will result in sufficient revenue to cover all costs related to the agricultural vanpools. If things remain constant, we should see a surplus of \$735,756 for the year. This excess revenue can be added to reserves for capital purchases to match any Federal funds.

The additional revenue is a result of increase demand for CalVans vehicles. The graph below shows the cyclic nature of the Agricultural vanpools as their use peaks in the summer and drops off in the winter. As discussed above, this year we have more vans out in December than we had in July. In addition, the number of general vanpools going out has continued to grow, even as gas prices have dropped off. The general vanpool growth is being driven by work schedule changes at the prisons and the increased funding from Fresno's Measure C program. Work schedule changes will cause a vanpool group to split as half of the vanpool may have a new work schedule. Instead of turning in the vans, the two groups work to refill the existing vans, while starting a new vanpool to service the new schedule.



d. Proposal to LA Metro

Staff responded to an RFP from LA Metro asking for submittals from vanpool operators wishing to take advantage of the \$400 per month LA Metro offers to vanpool groups traveling to or from the LA area. Susan Haverland of the Ventura office prepared a proposal that is now being reviewed by LA Metro Staff.

If successful, CalVans will be able to offer Ventura and Santa Barbara residents traveling to or from LA a \$400 monthly reduction on their vanpool cost. LA Metro's incentive to do this is the fact that they get a return of around \$5 for every \$1 they provide to vanpool groups. This comes about through the reporting of passenger information into the LA Metros transit systems jurisdiction.

e. Notice of availability of additional JARC funds

Caltrans issued a Call for Projects using remaining 2012 funds. The funds are for the 5310, 5316 and 5317 programs. Staff can resubmit earlier 5316 applications for areas that were not funded in the first round. Caltrans Staff has volunteered to work with CalVans Staff to strengthen our applications. Member agencies may also wish to apply for funds to directly market vanpool programs in their areas. This can include emergency ride home programs.

The Technical Advisory Committee discussed the item and recommended working with the local agency in resubmitting those grants that were not funded in the first round. Staff will come back with a final list of grant applications being proposed for submittal at a future meeting

f. Staff vacancy in Ventura/Santa Barbara office

Susan Haverland, Transit Coordinator for the Ventura and Santa Barbara offices has resigned to take a position in another agency. Replacement has started, and will take 30 to 45 days to complete. In the mean time, Gus Banda out of our Hanford office is filling the position. A list of possible contacts or locations is being prepared so that the job announcement can get out once HR has it ready. Please send us any contact information you might have or come across.

g. Meetings and Presentations

Staff will be speaking at an H-2A Employer Roundtable Meeting in Somerton Arizona explaining how the CalVans program works. Department of Labor representative have been promoting the program as a way to insure transportation safety.

A meeting was held with representatives of several northern San Joaquin counties. The representative for Merced County Association of Governments indicated that they were going to recommend submitting a request to join CalVans.

Staff will be meeting with a Staff member of SANDAG (San Diego Association of Governments) has asked for a second meeting to discuss how the CalVans model might be applied in the San Diego area.

**5. Approval of Agreement with Lemoore High School**

The Lemoore High School provides vanpool parking for around 250 vehicles. The vehicles park in extra space that the School only uses on special occasions. The lot is used by residents coming from Fresno, Visalia, Hanford and Lemoore who are traveling on to one of three prisons located south of Lemoore.

An agreement has been in place for several years that states the School will provide the parking lot in exchange for an annual payment of \$15,992 to offset the wear and tear on the parking lot. The amount was based on what it would cost to reseal each five years that portion of the lot used for vanpooling. Staff is recommending that the Director be authorized to sign an agreement with Lemoore High School for use of the parking lot.

**6. Review Insurance Renewal Options**

The cost of insurance for the vanpool program has dropped dramatically over the 11 years the program has existed. Originally at \$4,200 per unit for 2 million of coverage; it is now \$1,600 per unit for 10 million in coverage. The largest drop was in the early years of the program, over the past 4 years the rate has remained fairly constant.

Staff has worked with the agencies insurance broker to develop several options to the traditional insurance package the agency normally secures. The options look to take advantage of the agencies historically low accident rate. This rate is a result of the controls and oversight made possible by the Staffs ability to monitor each driver’s motor vehicle record, track who is driving each vehicle and monitor how fast they are traveling.

The options to the customary insurance package involve raising the deductible on each accident to either \$25,000 or \$50,000. By raising the deductible and assuming more risk the insurance premium drops by either \$156,466 or \$209,768, depending on the option chosen. Using the information from the graph below, the savings of under option 2 would amount to \$156,466. This savings would be reduced to \$85,000, being reduced by estimated expenses of \$70,000. The \$70,000 represents three claims averaging \$15,000 each and one over \$25,000. Staff is not recommending Option 3, as the additional savings is not worth the added exposure.

	2012	2011	2010	Average
Total Number of Claims	8	3	6	6
Number of Claims Above 5,000	4	3	2	3
Number of Claims Above 25,000	2	0	1	1
Total Incurred Claim Costs	\$117,409	\$26,575	\$62,673	\$68,886
	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	

Description	Option 1 No Liability Deductible	Option 2 \$25,000 Deductible per Claim	Option 3 \$50,000 Deductible per Claim
Auto Premium	\$727,545	\$622,036	\$580,464
Umbrella Premium	\$155,126	\$104,169	\$92,439
Approximate Cost per Van	\$1,688	\$1,388	\$1,287

Total Premium	\$882,671	\$726,205	\$672,903
Reduction in Premium		\$156,466	\$209,768

Staff has also attached a presentation provided by Philadelphia showing the loss history for the past three years. Staff is recommending Option 2 which will require a line of credit of \$25,000, to be accessible by the insurance company for payment of claims. The fund would be replenished as funds were used to pay claims.

Staff is recommending authorizing Option 2 and authorizing the Director to establish a line of credit for deposit of the initial \$25,000.

**7. 2012-13 Meeting Calendar**

Please review the attached calendar for any conflicts.

## 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 the Board at 10:03 a.m. on October 11, 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  
Kern COG – Kern Council of Governments  
MCTC – Madera County Transportation Commission  
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, Councilmember	Primary
KCAG	Joe Neves, Supervisor District 1	Primary
NCTPA	Tom Roberts, Manager of Transit	Alternate
SACOG	Sharon Sprowls	Alternate
SBCAG	Janet Wolf, Supervisor Dist 2	Primary
VCTC	Jamey Brooks, Mayor Pro Tem Fillmore	Primary

Directors absent:

Fresno COG	Sylvia Chavez
Kern COG	
MCTC	Robert Poythress
TCAG	Rudy Mendoza

Counsel present: Zack Smith

Staff/Visitors in attendance:

Ron Hughes, Heather Corder, Susan Haverland, Gus Banda, Carmen Mora, Georgina Cardenas and Trish Barberick from CalVans.

Also in attendance were Alan Holmes, Kent Epperson, Bob Snoddy and Paul Marquez.

**2. UNSCHEDULED APPEARANCES:**

There were no unscheduled appearances.

**3. CONSENT CALENDAR:**

A. Minutes of September 13, 2012

Motion was made, seconded Roberts/Funk and carried unanimously to approve the consent calendar item A: Approval of minutes of September 13, 2012 with the correction of NCPTC to NCPTA for Napa County Transportation and Planning Agency.

**4. SYSTEM UPDATE.**

a. Movement of vanpools to Yuma.

Ron reported that for the past several years' vanpools from the Salinas Valley area have shifted to Yuma and Imperial areas during the winter to grow crops in those areas. The ability to move the vanpools allows Salinas Valley workers to follow the crops and remain employed.

Last year three growers utilized the CalVans program for their workers. This year it is estimated that five Monterey County companies will be offering vouchers to their workers if they move their vanpool to Yuma or the Imperial area this winter.

b. Award of \$200,000 Monterey Air District Grant.

Staff was notified this month by the Monterey Air Pollution Control District that a \$200,000 grant was awarded for the promotion and support of agricultural vanpools in Monterey, San Benito and Santa Cruz areas.

This is the third grant received, totaling \$400,000 in three years. CalVans will apply again next year. This grant targets Salinas Valley farm workers and will allow for continued growth of the program in that area.

c. Review of Various Agencies Vanpool support programs.

Staff explained that each member of CalVans has various levels of support for vanpooling in their area.

The following notes any available funds for residents of that area.

AMBAG - \$350 per/mo for 12 months for new vanpool group

Fresno COG - \$150 per wk for agricultural vanpool group

600 per/mo for 1<sup>st</sup> 12 month period for new vanpool group

300 per/mo for 2<sup>nd</sup> 12 month period for new vanpool group

Kern COG – Nothing at this time

KCAG – CMAQ funded emergency ride home and outreach

MCTC – JARC program providing 50% of rider cost up to \$75 starting in 2013 for first time riders

NCPTA – JARC funded subsidy for new rider

TCAG – CMAQ funded emergency ride home, outreach and vouchers

SACOG – JARC funded \$300 per/mo for 12 months for new vanpool group

SBCAG – Quick start program, 50% off 1<sup>st</sup> mo, 25% off 2<sup>nd</sup> mo and \$100 per month thereafter for new rider

VCTC – JARC program providing 50% of rider cost up to \$75

d. Review of outreach material.

Staff explained that presently there isn't a budget for marketing, with the exception of several members that provide reimbursement. One on one meetings are held with organizations and growers who are interested in promoting the program to those they represent or their employees.

A large amount of material is either mailed or emailed to those that call for information.

Commissioner Roberts inquired about marketing the Napa area aggressively. He also stated Napa had zero vanpools during the eighteen months when they tried to establish vanpools. Now with the help of CalVans, within one month Napa had vanpools in the area and he would like to keep up the synergy.

Staff responded that most local ride share agencies take the lead and if information is needed for residents CalVans can coordinate a meeting to meet one on one.

**5. APPROVAL OF CREDIT/DEBIT CARD VENDOR.**

The Federal Government is doing away with the travel checks they now issue to their employees for their monthly vanpool cost. They will be issuing a credit/debit card that employees will use to pay their monthly vanpool cost.

At the present time CalVans doesn't have a method for credit/debit card payments.

Staff has researched several firms and has found that Wells Fargo Bank to be the most workable and has the lowest rate of 3% per transaction.

Commissioner Roberts inquired as to whether a credit union would work better than a Bank. He also inquired into if the credit/debit card could be used elsewhere.

Staff responded that the Federal Government would load \$125 on the debit card monthly. Any old balance if not used would be wiped off. The funds can only be used towards their employees vanpool cost.

Council questioned if Wells Fargo would transit money to the County daily.

Heather Corder, Accountant Auditor, replied that if there is a balance in the CalVans Wells Fargo account, it would be transmitted daily to our account with the County.

Commissioner Wolf questioned if everyone would receive a credit/debit card.

Staff replied that only Federal employees would receive the credit/debit card.

Commissioner Sprowls wanted clarification regarding if a Federal employee doesn't use their credit/debit card, would the payment come out the employees own pocket.

Staff responded that the driver is responsible for all payments. If the credit/debit card is not used, the employee is still responsible for their portion of the bill. If payments are not made in a timely manner, the van would be pulled.

Staff recommended that Wells Fargo Bank become the credit/debit card vendor for CalVans.

Motion was made, seconded Roberts/Brooks and unanimously carried to approve Wells Fargo Bank as CalVans credit/debit card vendor.

**6. APPROVAL OF FULL TIME TRANSIT AIDE POSITION FOR GREENFIELD OFFICE.**

The Greenfield office is staffed with a Transit Coordinator, A Transit Aide Lead Worker and an extra help Transit Aide. The program has had steady growth over the last two

and half years due to the great staff working so diligently and the continued funding from the local Air District.

Currently the Greenfield office has 50 vanpools locally and 20 vanpools outside the area traveling to Madera, Wasco and Tehachapi.

Staff recommended the addition of a full time Transit Aide position in Greenfield to help with increased growth.

Motion was made, seconded Roberts/Brooks and unanimously carried to approve a Full Time Transit Aide position in Greenfield.

### **7. APPROVAL TO ESTABLISH TRANSIT ASSISTANT I/II/III.**

Staff explained that currently the Agency has three Transit Assistants. Two maintain the files and the third manages the van ridership data that is submitted to the NTD.

The most senior Transit Assistant functions as a Lead Worker, assigning tasks and making sure things are followed up on. The establishment of a Transit Assistant III position will recognize the present role and allow for a clear line of authority in assigning work and responsibility.

Staff recommended the establishment of Transit Assistant I/II/III and the pay range for the Transit Assistant III to top out at 10% more than that of the entry level Transit Assistant I.

Commissioner Roberts would like to see the budget and financial planning on any future staff change requests.

Staff stated that the Transit Assistant I/II/III is within our budget and that any future staff change requests will have the exact cost increase included.

Commissioner Brooks inquired into how many Transit Assistant III's CalVans would have.

Staff responded there would only be one Transit Assistant III.

Commissioner Roberts would like the projected gross impact.

Heather responded that the increase would be less than \$3000 per year.

Motion was made, seconded Roberts/Brooks and unanimously carried to approve the establishment of Transit Assistant I/II/III and the pay range.



**8. DISCUSSION ON ESTABLISHMENT OF LINE OF CREDIT.**

The Agency presently would like this item removed and tabled for a later date, if needed. Originally, staff was concerned that there may be an impact on the cash flow due to the new JARC vouchers in January. Our Accountant Auditor's quarterly report is on track and the need for a line of credit is not necessary at this time.

This item was tabled until further notice if needed.

**9. ANNOUNCE NEXT MEETING DATE**

The next California Vanpool Authority (CalVans) meeting is scheduled for Thursday, November 8, 2012 at 10:00 am.

**10. MISCELLANEOUS COMMENTS FROM MEMBERS AND STAFF.**

Commissioner Wolf inquired about the RFP for additional vans.

Staff responded that Ford Motor Company is changing the model of the vans in July with a greater tank capacity. The grant can hold over until July.

Staff has been working with Fresno Area Express in regards to new Chevy vans. CalVans has the list of vendor contacts and will notify them when an RFP is ready.

Staff reminded everyone who has not filled out and returned their 700 form to CalVans, to please do so by the deadline at the end of the month.

The meeting was adjourned at 10:42 a.m.

Respectfully submitted,

  
Ronald H. Hughes  
Executive Director

10/11/12 tb

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# Technical Advisory Committee Minutes

An unofficial meeting of the California Vanpool Authority Technical Advisory Committee was held on November 29, 2012 at 1:34 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  
KCOG – Kern Council of Governments  
KCAG – Kings County Association of Governments  
MCTC – Madera County Transportation Commission  
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, Heather Corder, Carmen Mora, Gus Banda and Trish Barberick from CalVans.

Also attending were Bob Snoddy, Suzanne Campbell, Suzanne Martinez, Teresa Nickell, Carmen Quebedo, Kent Epperson, Sharon Sprowls, Monty Cox and Sasha Tepedelenova.

## **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 September 27, 2012.

Motion was made, seconded Bob Snoddy/Suzanne Martinez and unanimously carried to approve the consent calendar item A: Approval

of minutes of September 27, 2012. Kent Epperson and Sharon Sprowls abstained.

#### **4. SYSTEM UPDATE**

##### **A. Reporting of FTA funds generated for other agencies.**

Ron explained that a significant portion of transit taxes collected by the Federal Government are distributed based on the amount of transit services provided by each city with a population of 50,000 or more.

This year's apportionment came close to doubling last year's apportionment, which doubled from the previous year. The growth in funds will continue to grow as the number of vans and cities eligible for the vanpool revenue increases.

Staff's goal would be to use some of the funds generated, to replace older vans. This has been done in the past with funds generated for KCAPTA. Funds were used to replace vans of those Kings County residents that had been using vanpools the longest. This use of the funds keeps the participants cost down and is one of the reasons Kings County has one of the highest per capita uses of vanpools.

Ron explained that money generated would purchase new vans for the area in which the money was generated, based on demand.

Ron explained that the money generated is for the program and CalVans is trying not to have a certain number of vans per area. Rather have the vans go where the demand is in all covered CalVans regions.

Kent Epperson questioned if the money generated could be used for other items such as marketing. He wondered if each community had their own idea what the funds would be used for.

Ron stated that Federal money used for administration or marketing would have to be blessed by the Federal Government and subject to triennial audits. CalVans wouldn't do that at this time due to the reasons mentioned above.

Sharon Sprowls explained that in the SACOG region, the transit operators would want some say in how these funds were used. There was a lot of interest in the vanpool program in generating more funds for transit.

Ron explained that he would like to see some of the money used to continue the expansion of vanpools in large UZA's. He stated CalVans is a partnership and that is why there is this discussion regarding the funds.

Bob Snoddy stated he is in support of the vehicle purchases because in the future, vanpools will be heavily relied upon due to the shelf life of CMAQ money ending in 2016. He would also like to see vanpooling from Palmdale/Lancaster to Edwards Air Force Base.

Monty Cox stated that large UZA's would have a direct impact and is waiting to see what others think. FTA funds are tightly managed and others may not understand exactly how each County benefits from vanpools or how much CalVans has contributed to the funds. He is in support of using some of the funds to continue the CalVans program and suggested CalVans meet with each member individually.

Ron stated he would like to see the pot split in an agreement in which the funds benefit both sides. A dialogue with each entity would be beneficial and any portion received would be fantastic to keep capital assets in place.

Monty stated each area should come up with a plan for the money.

Sharon questioned if any expectations have been made to anyone in regard to the funds.

Ron stated no overtures have been made and explained the money is needed for the growth and replacement of vans. Ron agreed that a visit with each member is needed and that this is an introduction that Staff will be visiting each member's area.

Kent Epperson stated he realizes that Santa Barbara hasn't contributed and is perplexed as why the vanpool program hasn't grown in his area. He stated he believes the emphasis is on marketing. He questioned the possibility of a percentage of revenue being spent on marketing.

Ron explained that grants went away and there wasn't marketing funds in this years budget (fiscal year) and has hopes of having a marketing budget next year.

**B. Increase in number of vouchers being offered to riders.**

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Staff explained that normally at this time of year the number of agricultural vanpools starts to drop off as the winter season arrives. This has not been the case this year, as an increasing number of growers in the Salinas Valley encourage their workers to use the vanpools for their winter operations in Yuma and Imperial.

Over the next several weeks, 854 workers for 7 growers will be using 61 vanpools to travel to and from work. All of the riders will be using vouchers provided by their employer that will cover their cost of transportation. This is a tremendous benefit to the workers and they can continue to work during the winter season.

Monty questioned how CalVans is promoting the idea to the growers.

Ron stated it has been by word of mouth, mostly from the Salinas Valley Growers. He explained the two main reasons why the vouchers work.

1). Labor shortage. Growers have workers with reliable transportation for their crops year round.

2). Fewer cars in the field are a benefit to growers. Growers have a high end product by employees being employed all year, employees are good drivers and CalVans meets the requirements for vanpooling under the DOL guidelines.

Ron also stated that Ryder Brothers in Ventura are also now using vouchers for their employees.

Sharon commented that she had spoken with Georgina regarding marketing/outreach in the Sacramento area.

Ron stated that it is tough to get started and in the Sacramento area currently one driver has decided to keep his van year round and his employer is in support. That is how it gets started.

### **C. Review of first quarter financials.**

The approved budget recognized a surplus of \$224,593 that was allocated for capital needs. The budget reflected an operational loss in the agricultural vanpool portion to be offset by revenue generated by the general vanpools.

This being CalVans first full years budget, Staff has worked hard to keep expenses down while trying to maximize revenues generated by those that use the system.

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Ron explained that grant funds are gone and CalVans is still sustainable. Explaining that in the first quarter, it looks like the increase use of the agricultural vanpools will result in sufficient revenue to cover all costs related to the agricultural vanpools.

If things remain consistent, we should see a surplus of \$735,756 for the year. This excess revenue can be added to reserves for capital purchases to match any Federal funds.

Sharon requested an explanation in the use of over time in the first quarter, it seemed to fluctuate.

Heather Corder, Accountant Auditor, explained that there was a Goodyear recall on tires. Ron further explained that CalVans had 4 incidents of tire trends coming off tires during that time and Staff had to check all the serial numbers on all of the tires on over 430 vans, notify the drivers, exchange tires for the ones that were recalled, locate tire shops to accommodate all the vans needing new tires and within 3 weeks Staff had all the tires exchanged and no accidents were reported. That was the reason for the fluctuation of the over time in the first quarter.

Sharon also questioned the outreach/marketing listed on the budget.

Ron responded that was a pass through with CMAQ and Measure C funds that were reimbursed.

#### **D. Submittal of proposal to LA Metro**

Staff explained it has been trying for the last four years to receive the \$400 incentive benefit from LA Metro, for vanpools traveling to or from the LA area.

Staff received and responded to an RFP from LA Metro asking for submittals from vanpool operators wishing to take advantage of the \$400 per month incentive LA Metro offers vanpool groups traveling to or from the LA area. Susan Haverland of the Ventura/Santa Barbara CalVans office prepared a proposal that is now being reviewed by LA Metro Staff.

If successful, CalVans will be able to offer Ventura and Santa Barbara residents traveling to and from the LA area, a \$400 monthly reduction on their vanpool cost.

LA Metro's incentive for doing this is the fact that they get a return of around \$5 for every \$1 they provide to vanpool groups. This comes about

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through the reporting of passenger information into the LA Metro's transit system jurisdiction.

**E. Notice of availability of additional JARC funds.**

Staff reported Caltrans issued a Call for Projects using remaining 2012 funds. The funds are from the 5310, 5316 and 5317 programs. Staff can resubmit earlier 5316 applications for areas that were not funded in the first round. Staff submitted 10 applications and only 4 were funded, Kern, Kings, Tulare and Sutter.

Caltrans Staff has volunteered to work with CalVans Staff to strengthen our applications. Member agencies may also wish to apply for funds to directly market the vanpool program in their areas. This can include the emergency ride home program or to generally market vanpools. Re-submitted applications are due in April.

Kent requested advice on how to market vanpools with being sensitive to all vanpool operators.

Sasha Tepedelenova explained that AMBAG has funding that is open to any vanpool provider in the region interested in the funds available. They invited everyone to participate and they advertised on the 511 website to market to commuters and employers.

Bob replied that Kern COG has a policy that their January workshop is advertised to all public and private entities for the urbanized JARC NF. Whoever shows up is offered the same opportunity.

Suzanne Martinez stated at their rideshare event at Taft College last August, all vanpool operators were invited to attend and only CalVans showed up and had a booth to promote vanpools and were well represented. Information for the other two was available.

Kent clarified that they also market all three vanpool companies but would like to have radio campaign for example, that informs commuters of the CalVans 50% off discount that only applies to CalVans vanpools.

Sharon stated that SACOG faces the same issues and supports all three operators as long as Enterprise and V-Ride agree to provide the NDT data needed.

Ron agreed that all vanpools need to report NDT numbers to get more cars off the road and the whole mode of transportation needs to change

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within the next 20 years. CalVans is open to all providers reporting the NDT numbers.

Ron proposed resubmitting all applications not funded last round.

**f. Staff vacancy in Ventura/Santa Barbara office.**

Staff reported that Susan Haverland, Transit Coordinator for the Ventura and Santa Barbara area resigned and a replacement is needed. In the interim, Gus Banda and Temo Ortiz, Transit Coordinators in the Hanford office are filling the position. A job announcement is being prepared. Please send any contact information you might have regarding a replacement and applications will be sent when they are ready.

**5. APPROVAL OF AGREEMENT WITH LEMOORE HIGH SCHOOL.**

Staff reported that the Lemoore High School provides parking for vanpools in extra space that the school only uses on special occasions. An agreement has been in place for several years at the rate of \$15,992 to offset the wear and tear of the portion of the parking lot used by CalVans.

Staff recommended that the Director be authorized to sign an agreement with Lemoore High School for \$15,992 for the use of their parking lot.

Motion was made, seconded Suzanne Martinez/Kent Epperson and unanimously carried to approve the agreement with the Lemoore High School for \$15,992 for the use of their parking lot and for the Executive Director to sign the agreement.

**6. 2012-2013 MEETING CALENDAR.**

Staff reviewed the 2012-2013 meeting calendar. The CalVans Board meets every second Thursday of the month at 10:00 am and the Technical Advisory Committee meets every fourth Thursday of the month at 1:30 pm.

Suzanne questioned if there would be a meeting next November or December, 2013.

Staff replied there wouldn't be any meeting during holidays next year.

There will not be a December meeting this year due to only one item on the agenda and the holiday.



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## **ANNOUNCE NEXT MEETING DATE**

The next California Vanpool Authority Technical Advisory Committee meeting is scheduled for Thursday, January 31, 2013 at 1:30 p.m. in the CalVans conference room located at 1340 North Drive, Hanford, CA.

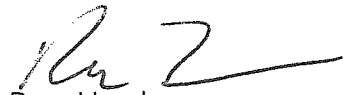
## **7. MISCELLANEOUS COMMENTS**

No comments were received.

## **ADJOURNMENT**

The meeting was adjourned at 2:22 p.m.

Respectfully submitted



Ron Hughes  
Executive Director

11/29/12 tb

**BUDGET UNIT ALL- Cal Van  
FUND # 7603**

Title	Account	Budget	Amended Budget	8% Jul-11	17% Aug-11	25% Sep-11	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
Salaries & Employee Benefits										
Regular Employees	82110010	1,114,537	1,114,537.00	68,454.41	79,470.87	73,710.48	221,635.76	20%	892,901.24	(56,998.49)
Extra Help	82110020	33,234	33,234.00	2,699.60	3,989.96	4,270.16	10,959.72	33%	22,274.28	2,651.22
Overtime	82110030	45,294	45,294.00	22,244.81	6,810.94	5,496.59	34,552.34	76%	10,741.66	23,228.84
Retirement	82120000	179,613	179,613.00	6,998.11	19,195.90	12,395.81	38,589.82	21%	141,023.18	(6,313.43)
Health Insurance	82130000	213,000	213,000.00	13,587.76	12,933.10	12,758.06	39,278.92	18%	173,721.08	(13,971.08)
M/GMT Benefits/Life	82130010	6,856	6,856.00	1,046.14	1,056.58	1,109.55	3,212.27	47%	3,643.73	1,498.27
Insurance-Workercorp	82131000	100,000	100,000.00	3,446.00	3,446.00	3,446.00	10,338.00	10%	89,662.00	(14,662.00)
Unemployment Insurance	82140000	14,000	14,000.00	94.49	139.66	149.46	383.61	3%	13,616.39	(3,116.39)
Social Security/Medicare	82151000	98,971	98,971.00	1,265.21	1,235.94	1,144.35	3,645.50	4%	95,325.50	(21,097.25)
Total Salaries & Employee Benefits		1,805,505	1,805,505.00	119,836.53	128,278.95	114,480.46	362,595.94	20%	1,442,909.06	(88,780.31)
Services & Supplies										
Communications	82212000	368,000	368,000.00	1,253.44	28,722.42	24,726.21	54,702.07	15%	313,297.93	(37,297.93)
Insurance	82215000	854,100	854,100.00	-	138,205.96	69,145.28	207,351.24	24%	646,748.76	(6,173.76)
Maintenance - Equipment	82217000	769,255	769,254.96	48,919.44	61,774.76	82,911.70	193,605.90	25%	575,649.06	1,292.16
Maintenance - Accident Rep	82217012	-	-	1,129.40	233.00	4,610.63	5,973.03	not budgeted	(5,973.03)	5,973.03
Fuel and Oil	82217020	3,018,285	3,018,284.80	225,369.08	252,627.58	260,742.27	738,738.93	24%	2,279,545.87	(15,832.27)
Maintenance - S&G	82218000	7,000	7,000.00	-	48.93	-	48.93	not budgeted	(48.93)	48.93
Memberships	82220000	-	-	-	-	-	-	0	7,000.00	(1,750.00)
Cash Shortage	82221010	-	-	77.22	(0.50)	0.60	77.32	not budgeted	(77.32)	77.32
Office Expense	82222000	35,000	35,000.00	1,103.21	2,566.37	3,947.45	7,617.03	22%	27,382.97	(1,132.97)
Bank Charges	82222005	8,000	8,000.00	-	441.81	-	441.81	6%	7,558.19	(1,558.19)
Postage & Freight	82222030	15,000	15,000.00	736.11	1,650.46	1,805.97	4,192.54	28%	10,807.46	442.54
Computer Software Expense	82222045	-	-	-	-	58.01	58.01	not budgeted	(58.01)	58.01
Prof & Spec Services	82223000	76,800	76,800.00	3,347.68	6,659.41	9,263.21	19,270.30	25%	57,529.70	70.30
Legal Expenses	82223005	20,000	20,000.00	3,498.68	-	329.81	3,828.49	19%	16,171.51	(1,171.51)
Outreach Expense	82223035	-	-	8,003.15	13,826.41	723.22	15,533.09	not budgeted	(15,533.09)	15,533.09
Auditing & Accounting	82223040	35,000	35,000.00	-	-	-	-	0	35,000.00	(8,750.00)
Fitness Examinations	82223100	25,447	25,447.20	4,109.00	1,639.00	4,571.00	10,319.00	41%	15,128.20	3,957.20
Supplies & Materials	82223135	18,000	18,000.00	363.07	389.09	1,926.52	9,698.37	54%	8,301.63	5,198.37
Rents & Leases - Equipment	82225000	225,600	225,600.00	22,916.20	20,612.91	19,144.89	62,674.00	28%	162,926.00	6,274.00
Rents Office Space	82226010	76,000	76,000.00	4,328.00	5,739.00	3,439.00	13,506.00	18%	62,494.00	(5,494.00)
Purchasing Charges	82228200	3,000	3,000.00	172.83	115.22	-	288.05	10%	2,711.95	(461.95)
Travel & Expense	82229010	10,000	10,000.00	484.23	626.21	1,591.92	2,702.36	27%	7,297.64	202.36
Utilities	82230000	40,000	40,000.00	242.66	3,748.93	4,826.24	8,817.83	22%	31,182.17	(1,182.17)
Information Tech Services	82314050	40,000	40,000.00	2,242.49	1,642.94	-	3,885.43	10%	36,114.57	(6,114.57)
Cap Charges	82314060	10,000	10,000.00	-	-	-	-	0	10,000.00	(2,500.00)
Total Services & Supplies		5,654,487	5,654,486.96	328,295.89	541,269.91	493,763.93	1,363,329.73	24%	4,291,157.23	(50,292.01)

**BUDGET UNIT ALL- Cal Van  
FUND # 7603**

Title	Account	Budget	Amended Budget	8% Jul-11	17% Aug-11	25% Sep-11	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
Fixed Assets										
Mobile Data Terminals	82440092	224,593	224,593.00	-	-	-	-	0	224,593.00	
Total Fixed Assets		224,593	224,593.00	-	-	-	-	0	224,593.00	
<b>Gross Expenditures</b>		<b>7,684,585</b>	<b>7,684,584.96</b>	<b>448,132.42</b>	<b>669,548.86</b>	<b>608,244.39</b>	<b>1,725,925.67</b>	<b>22%</b>	<b>5,958,659.29</b>	<b>(139,072.32)</b>

**BUDGET UNIT ALL- Cal Van  
FUND # 7603**

Title	Account	Adopted Budget	Amended Budget	8% Jul-11	17% Aug-11	25% Sep-11	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
JARC Funds	81514025	-	-	-	45,355.00	-	45,355.00	not budgeted	(45,355.00)	45,355.00
CMAQ	81538001	100,000	100,000	19,096.00	-	-	19,096.00	19%	80,904.00	(5,904.00)
Other InterGovtl Rev	81550035	-	-	10,426.00	(548.00)	-	9,878.00	not budgeted	(9,878.00)	9,878.00
Van Pool Revenue - Gen	81700070	5,197,289	5,197,289	328,582.12	336,164.90	436,040.63	1,100,787.65	21%	4,096,500.95	(198,534.50)
Van Pool Revenue - Ag	81700105	2,150,296	2,150,296	182,988.68	177,283.96	292,289.88	652,562.52	30%	1,497,733.95	114,988.40
Other Revenue	81720005	237,000	237,000	34,312.04	36,679.00	66,235.37	137,226.41	58%	99,773.59	77,976.41
Revenue Transfer In	81810000	-	-	-	-	1,852.65	1,852.65	not budgeted	(1,852.65)	1,852.65
Remote Deposit Return	81720060	-	-	(122.00)	(404.25)	(219.00)	(745.25)	not budgeted	745.25	(745.25)
<b>Total Revenue</b>		<b>7,684,585</b>	<b>7,684,585</b>	<b>575,282.84</b>	<b>594,530.61</b>	<b>796,199.53</b>	<b>1,966,012.98</b>	<b>26%</b>	<b>5,718,572.09</b>	<b>44,866.71</b>
		<b>0</b>	<b>0.11</b>	<b>127,150.42</b>	<b>(75,018.25)</b>	<b>187,955.14</b>	<b>240,087.31</b>		<b>(240,087.20)</b>	<b>(183,939.03)</b>
										<b>(735,756.13)</b>
										<b>Projected year end surplus</b>



**BUDGET UNIT 9170 - Cal Van ADMIN  
FUND # 7603**

Title	Account	Budget	8%	17%	25%	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
Salaries & Employee Benefits									
Regular Employees	82110010	508,351	38,482.45	47,835.11	46,218.72	132,536.28	26%	375,814.72	5,448.53
Extra Help	82110020	-	1,811.45	2,882.16	3,019.11	7,712.72	not budgeted	(7,712.72)	7,712.72
Overtime	82110030	2,152	19,155.97	3,696.91	2,741.68	25,594.56	1189%	(23,442.56)	25,056.56
Retirement	82120000	78,283	4,543.56	11,280.59	7,800.29	23,624.44	30%	54,658.56	4,053.69
Health Insurance	82130000	213,000	13,587.76	12,933.10	12,758.06	39,278.92	18%	173,721.08	(13,971.08)
MGMT Benefits/Life	82130010	6,856	1,046.14	1,056.58	1,109.55	3,212.27	47%	3,643.73	1,498.27
Insurance-Workercomp	82131000	100,000	3,446.00	3,446.00	3,446.00	10,338.00	10%	89,662.00	(14,662.00)
Unemployment Insurance	82140000	14,000	63.40	100.88	105.67	269.95	2%	13,730.05	(3,230.05)
Social Security/Medicare	82151000	45,235	784.49	726.30	691.41	2,202.20	5%	43,032.80	(9,106.55)
Total Salaries & Employee Benefit		967,877	82,921.22	83,957.63	77,890.49	244,769.34	25%	723,107.66	2,800.09
Services & Supplies									
Communications	82212000	90,000	1,005.94	6,022.58	1,650.41	8,678.93	10%	81,321.07	(13,821.07)
Insurance	82215000	23,100	4,088.81	3,157.59	4,922.11	12,168.51	101%	(168.51)	(1,508.65)
Maintenance - Equipment	82217000	12,000	937.37	967.66	1,581.35	3,486.38	not budgeted	(3,486.38)	9,168.51
Fuel and Oil	82217020			48.93		48.93	not budgeted	(48.93)	3,486.38
Maintenance - SI&G	82218000								48.93
Memberships	82220000	7,000					0	7,000.00	(1,750.00)
Office Expense	82222000	35,000	1,020.40	2,531.30	3,182.06	6,733.76	19%	28,266.24	(2,016.24)
Bank Charges	82222005	8,000	736.11	1,630.66	1,805.97	4,172.74	28%	10,827.26	(1,558.19)
Postage & Freight	82222030	15,000			58.01	58.01	not budgeted	(58.01)	422.74
Computer Software Expense	82222045								58.01
Prof & Spec Services	82223000	12,000	1,320.71	2,269.96	6,752.79	10,343.46	86%	1,656.54	7,343.46
Legal Expenses	82223005	20,000	3,498.68		329.81	3,828.49	19%	16,171.51	(1,171.51)
Outreach Expense	82223035	35,000			677.29	15,474.16	not budgeted	(15,474.16)	15,474.16
Auditing & Accounting	82223040	1,000			50.00	50.00	5%	950.00	(8,750.00)
Fitness Examinations	82223100	18,000	363.07	301.56	1,830.00	9,514.32	53%	8,485.68	(200.00)
Supplies & Materials	82223135	60,000	4,328.00	5,799.00	3,439.00	13,506.00	23%	46,494.00	5,014.32
Rents Office Space	82226010	3,000	172.83	115.22		288.05	10%	2,711.95	(1,494.00)
Purchasing Charges	82228200	7,000	153.57	582.18	1,596.38	2,332.13	33%	4,667.87	(461.95)
Travel & Expense	82229010	40,000	242.66	3,748.93	4,826.24	8,817.83	22%	31,182.17	582.13
Utilities	82230000	(1,116,977)	(91,926.01)	(129,842.45)	(112,000.17)	(333,768.63)	30%	(783,208.37)	(1,182.17)
Administrative Allocation	82314000	40,000	2,242.49	1,642.94		3,885.43	10%	36,114.57	(54,524.38)
Information Tech Services	82314050	10,000					0	10,000.00	(6,114.57)
Cap Charges	82314060								(2,500.00)
Total Services & Supplies		(680,877)	(63,825.22)	(83,957.63)	(77,890.49)	(225,673.34)	33%	(455,203.66)	(55,454.09)

**BUDGET UNIT 9170 - Cal Van ADMIN  
FUND # 7603**

Title	Account	Budget	8% Jul-11	17% Aug-11	25% Sep-11	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
Fixed Assets									
Reserve for purchase of Fixed Assets		224,593							
Total Fixed Assets						-	not budgeted	-	
<b>Gross Expenditures</b>		<b>287,000</b>	<b>19,096.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,096.00</b>	<b>7%</b>	<b>267,904.00</b>	<b>(52,654.00)</b>

**BUDGET UNIT 9170 - Cal Van ADMIN  
FUND # 7603**

Title	Account	Adopted Budget	8% Jul-11	17% Aug-11	25% Sep-11	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
CMAQ	81538001	100,000	19,096.00			19,096.00	19%	80,904.00	(5,904.00)
Other Revenue	81720005	187,000				-	0	187,000.00	(46,750.00)
<b>Total Revenue</b>		<b>287,000</b>	<b>19,096</b>	<b>-</b>	<b>-</b>	<b>19,096</b>	<b>7%</b>	<b>267,904</b>	<b>(52,654.00)</b>



**BUDGET UNIT 9171 - Cal Van - Gen VP  
FUND # 7603**

Title	Account	Budget	FY 11/12 Accrual	8% Jul-11	17% Aug-11	25% Sep-11	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
Salaries & Employee Benefits										
Regular Employees	82110010	245,537		13,340.06	17,030.01	16,033.64	46,403.71	19%	199,133.29	(14,980.54)
Extra Help	82110020	13,294		85.95	315.15	85.95	487.05	4%	12,806.55	(2,836.35)
Overtime	82110030	17,257		2,464.50	1,963.34	1,251.50	5,679.34	33%	11,577.66	1,365.09
Retirement	82120000	41,044		1,230.30	4,062.72	2,680.18	7,973.20	19%	33,070.80	(2,287.80)
Unemployment Insurance	82140000			3.01	11.03	3.01	17.05	not budgeted	(17.05)	17.05
Social Security/Medicare	82151000	21,706		220.11	273.86	248.11	742.08	3%	20,963.92	(4,684.42)
Total Salaries & Employee Benefits		338,838	-	17,343.93	23,656.11	20,302.39	61,302.43	18%	277,535.17	(23,406.97)
Services & Supplies										
Communications	82212000	130,000		247.50	11,856.18	12,165.21	24,268.89	19%	105,731.11	(8,231.11)
Insurance	82215000	467,000		77,618.98	41,360.94	51,072.76	127,206.27	25%	349,809.08	440.92
Maintenance - Equipment	82217000	544,880		34,772.57	233.00	2,873.43	3,106.43	23%	417,673.73	(9,013.73)
Maintenance - Accident Rep	82217012			126,895.25	149,826.82	153,314.57	430,036.64	not budgeted	(3,106.43)	3,106.43
Fuel and Oil	82217020	1,956,410		77.22	(0.50)		76.72	22%	1,526,373.36	(59,066.86)
Cash Shortage	82221010							not budgeted	(76.72)	76.72
Office Expense	82222000	52,800		924.55	2,266.58	1,226.50	4,417.63	8%	48,382.37	347.29
Prof & Spec Services	82223000							not budgeted	(347.29)	(347.29)
Outreach Expense	82223035							not budgeted	(45.93)	45.93
Fitness Examinations	82223100	16,219		1,679.00	1,049.00	2,318.00	5,046.00	31%	11,173.20	991.20
Supplies & Materials	82223135							not budgeted	(184.05)	184.05
Rents & Leases - Equipment	82225000	225,600		22,916.20	20,612.91	19,144.89	62,674.00	28%	162,926.00	6,274.00
Rents Office Space	82226010	16,000						0	16,000.00	(4,000.00)
Travel & Expense	82229010	500		36,770	51,937	44,800	133,507.45	30%	313,283.35	(85.43)
Administrative Allocation	82314000	446,791								21,809.75
Total Services & Supplies		3,856,200	-	224,282.69	356,901.54	326,963.56	908,147.79	24%	2,948,052.21	(55,902.21)
Fixed Assets										
Reserve for purchase of Fixed Assets										
Total Fixed Assets		-	-	-	-	-	-	not budgeted	-	-
Gross Expenditures		4,195,038	-	241,626.62	380,557.65	347,265.95	969,450.22	23%	3,225,587.38	(79,309.18)

**BUDGET UNIT 9171 - Cal Van - Vanpool  
FUND # 7603**

Title	Account	Adopted Budget	FY 10/11 Accrual	8% Jul-11	17% Aug-11	25% Sep-11	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
JARC Funds	81514025				19,850.00		19,850.00	not budgeted	(19,850.00)	19,850.00
Other InterGovtl Rev	81550035			1,000.00	(548.00)		452.00	not budgeted	(452.00)	452.00
Van Pool Revenue - Gen	81700070	5,197,289		328,582.12	336,184.90	436,040.63	1,100,787.65	21%	4,096,500.95	(198,534.50)
Other Revenue	81720005			27,850.00	32,052.00	32,694.16	92,596.16	not budgeted	(92,596.16)	92,596.16
Revenue Transfer In	81810000					844.25	844.25	not budgeted	(844.25)	844.25
Remote Deposit Return	81720060	5,197,289		(122.00)	(404.25)	(219.00)	(745.25)	not budgeted	(745.25)	(745.25)
Total Revenue		1,002,251	-	115,683.50	6,557.00	122,094.09	244,334.59	23%	757,171.16	6,228.16

Taking the \$118,800 from Air District into account Van Pool Revenue is at \$1,100,788 or 21%

**BUDGET UNIT 9172 - Cal Van - Ag VP  
FUND # 7603**

Title	Account	Budget	8% Jul-11	17% Aug-11	25% Sep-11	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
<b>Salaries &amp; Employee Benefits</b>									
Regular Employees	82110010	360,649	16,631.90	14,605.75	11,458.12	42,695.77	12%	317,953.23	(47,466.48)
Extra Help	82110020	19,940	802.20	792.65	1,165.10	2,759.95	14%	17,180.45	(2,225.15)
Overtime	82110030	25,885	624.34	1,150.69	1,503.41	3,278.44	13%	22,606.56	(3,192.81)
Retirement	82120000	60,286	1,224.25	3,852.59	1,915.34	6,992.18	12%	53,293.82	(8,079.32)
Unemployment Insurance	82140000		28.08	27.75	40.78	96.61	not budgeted	(96.61)	96.61
Social Security/Medicare	82151000	32,030	260.61	235.78	204.83	701.22	2%	31,328.78	(7,306.28)
<b>Total Salaries &amp; Employee Benefits</b>		<b>498,790</b>	<b>19,571.38</b>	<b>20,665.21</b>	<b>16,287.58</b>	<b>56,524.17</b>	<b>11%</b>	<b>442,266.23</b>	<b>(68,173.43)</b>
<b>Services &amp; Supplies</b>									
Communications	82212000	148,000		10,843.66	10,910.59	21,754.25	15%	126,245.75	(15,245.75)
Insurance	82215000	364,000		57,728.89	28,165.08	85,893.97	24%	278,106.03	(5,106.03)
Maintenance - Equipment	82217000	212,375	10,058.06	17,256.23	26,916.83	54,231.12	26%	158,143.84	1,137.38
Maintenance - Accident Rep	82217012		1,129.40		1,737.20	2,866.60	not budgeted	(2,866.60)	2,866.60
Fuel and Oil	82217020	1,061,875	97,536.46	101,833.10	105,846.35	305,215.91	29%	756,658.89	39,747.21
Cash Shortage	82221010				0.60	0.60	not budgeted	(0.60)	0.60
Office Expense	82222000		82.81	25.98	427.19	535.98	not budgeted	(535.98)	535.98
Postage & Freight	82222030		19.80	19.80	19.80	19.80	not budgeted	(19.80)	19.80
Prof & Spec Services	82223000	12,000	1,102.42	2,122.87	1,283.92	4,509.21	38%	7,490.79	1,509.21
Outreach Expense	82223035		13.00			13.00	not budgeted	(13.00)	13.00
Fitness Examinations	82223100	8,228	2,430.00	590.00	2,203.00	5,223.00	63%	3,005.00	3,166.00
Travel & Expense	82229010	2,500	330.66			330.66	13%	2,169.34	(294.34)
Administrative Allocation	82314000	670,186	55,156	77,905	67,200	200,261.18	30%	469,925.02	32,714.63
<b>Total Services &amp; Supplies</b>		<b>2,479,164</b>	<b>167,838.42</b>	<b>268,326.00</b>	<b>244,690.86</b>	<b>680,855.28</b>	<b>27%</b>	<b>1,798,308.68</b>	<b>61,064.29</b>
Reserve for purchase of Fixed Assets									
Total Fixed Assets							not budgeted		
<b>Gross Expenditures</b>		<b>2,977,954</b>	<b>187,409.80</b>	<b>288,991.21</b>	<b>260,978.44</b>	<b>737,379.45</b>	<b>25%</b>	<b>2,240,574.91</b>	<b>(7,109.14)</b>

**BUDGET UNIT 9172 - Cal Van - Farm Labor  
FUND # 7603**

Title	Account	Adopted Budget	8% Jul-11	17% Aug-11	25% Sep-11	Total YTD	% of Budget Spent	Budget Remaining	Over/(Under) Budget YTD
JARC Funds	81514025			25,505.00		25,505.00	not budgeted	(25,505.00)	25,505.00
Other InterGovtl Rev	81550035		9,426.00			9,426.00	not budgeted	(9,426.00)	9,426.00
Van Pool Revenue - Ag	81700105	2,150,296	182,988.68	177,283.96	292,289.88	652,562.52	30%	1,497,733.95	114,988.40
Other Revenue	81720005	50,000	6,462.04	4,627.00	33,541.21	44,630.25	89%	5,369.75	32,130.25
Revenue Transfer In	81810000				1,008.40	1,008.40	not budgeted	(1,008.40)	1,008.40
Remote Deposit Return	81720060								
<b>Total Revenue</b>		<b>2,200,296</b>	<b>198,876.72</b>	<b>207,415.96</b>	<b>325,831.09</b>	<b>732,123.77</b>	<b>33%</b>	<b>1,468,172.70</b>	<b>183,058.05</b>
<b>Total Expenditures</b>		<b>(777,658)</b>	<b>11,466.92</b>	<b>(81,575.25)</b>	<b>64,862.65</b>	<b>(5,255.68)</b>		<b>(772,402.21)</b>	<b>(190,167.19)</b>

Taking the \$86,000 from  
Growers into account  
Van Pool Revenue is at  
\$652,563 or 30%



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LEMOORE UNION HIGH SCHOOL DISTRICT  
AND  
CALIFORNIA VANPOOL AUTHORITY

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between Lemoore Union High School District, hereinafter referred to as LUHSD, and California Vanpool Authority, hereinafter referred to as CALVANS.

**A. PURPOSE:**

The purpose of this Memorandum of Understanding is to provide parking for CALVANS's Park and Ride participants in the LUHSD Parking Lot ("Lot"). The Lot consists of the parking area located at 101 East Bush Street, Lemoore, California 93245, and extends from the gutter near the furthest southern entrance of the Lot to the south end of the Lot nearest to the football stadium. See diagram at Exhibit 1.

**B. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:**

1. COST RECOVERY. CALVANS will pay LUHSD fifteen thousand, nine hundred and ninety-two dollars (\$15,992) for LUHSD to slurry coat and eventually resurface the Lot. If LUHSD does not slurry coat every year, the money will be banked to help defray the cost of resurfacing the Lot at a later date.

2. PARKING. Parking for Park and Ride participants is limited to the spaces marked in yellow and identified as being available to Park and Ride participants.

3. LOT USE. The Lot is available for parking by Park and Ride participants. The Lot must be cleared earlier for use by LUHSD during special LUHSD events, in which case LUHSD will provide notice 24 hours before the event.

4. PLACARDS/TAGS. CALVANS may provide special placards or tags that identify a vehicle as being parked by a Park and Ride participant. Vehicles that do not display the special placard or tag, or which do not have a LUHSD parking sticker, will be warned the first time they park in the Lot without displaying the placard or tag, with the next occurrence resulting in the issuance of a parking ticket and fine by the Lemoore Police Department.

5. HOLD HARMLESS. CALVANS and consequently its Park and Ride Participants agree to park at their own risk. LUHSD accepts no liability for damage or loss sustained by any vehicle parked in the Lot.

6. COMMENCEMENT/EXPIRATION DATE. This instrument is executed as of the date of last signature and is effective for one year, at which time it will expire unless extended.



7. NOTICE. If a party wishes to end this agreement before the one-year time period, a thirty (30) day notice is required. If this agreement is ended early, LUHSD will repay funds paid by CALVANS to LUHSD on a monthly prorated basis.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

LEMOORE UNION ELEMENTARY  
SCHOOL DISTRICT

CALIFORNIA VANPOOL AUTHORITY

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
HARRY SUSSMAN, Superintendent

\_\_\_\_\_  
RON HUGHES, Executive Director

PHLY

# California Van Pool

LTA

Account # 79089821 & 81030952

05/13/2009 – 08/23/2012



**PHILADELPHIA INSURANCE COMPANIES**

A Member of the Tokio Marine Group

Focus on the things that Matter,  
We'll Handle the Risk!®





# All Cause of Loss Summary

Cause of Loss	# of Claimants	% of Total Claimants	# of Claims	% of Total Claims	Total Incurred	% of Total Incurred
HIT OTHER VEHICLE IN REAR	10	26.32	9	25.71	\$40,993	7.62
HIT IN REAR BY OTHER VEHICLE	6	15.79	5	14.29	\$16,889	3.14
FAILURE TO YIELD BY OV	4	10.53	4	11.43	\$10,298	1.92
INTERSECTION ACCIDENT	3	7.89	3	8.57	\$17,275	3.21
IMPROPER LEFT / RIGHT TURN	3	7.89	3	8.57	\$10,217	1.90
FALL - ENTERING / LEAVING VEHICLE	3	7.89	3	8.57	\$430	0.08
PASSENGER INJURY - JUMPED / FELL FROM IV	2	5.26	2	5.71	\$5,250	0.98
OV REARENDED IV	2	5.26	1	2.86	\$0	0.00
LANE CHANGE - IMPROPER BY OV	2	5.26	2	5.71	\$1,577	0.29
FAILURE TO YIELD BY IV	2	5.26	2	5.71	\$31,365	5.83
HIT PEDESTRIAN	1	2.63	1	2.86	\$403,328	75.02
<b>Totals</b>	<b>38</b>	<b>100.00</b>	<b>35</b>	<b>100.00</b>	<b>\$537,622</b>	<b>100.00</b>

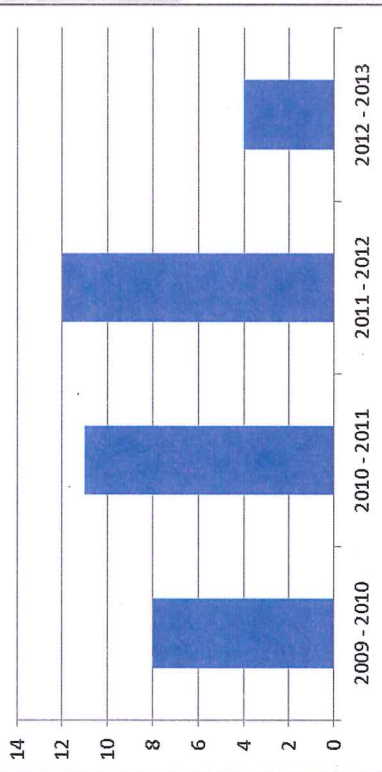


# City Loss Summary

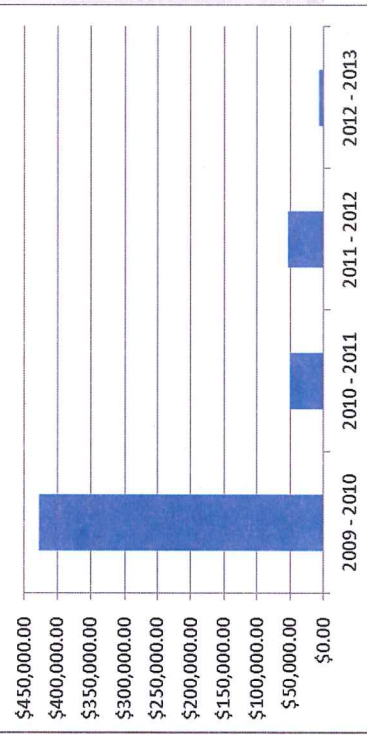
City	# of Claimants	% of Total Claimants	# of Claims	% of Total Claims	Total Incurred	% of Total Incurred
HANFORD	9	23.68	9	25.71	\$46,259	8.60
Woodland	8	21.05	7	20.00	\$35,425	6.59
Madera	4	10.53	3	8.57	\$12,490	2.32
Kings City	3	7.89	3	8.57	\$8,339	1.55
Coalinga	3	7.89	2	5.71	\$403,328	75.02
DELANO	3	7.89	3	8.57	\$17,275	3.21
BAKERSFIELD	3	7.89	3	8.57	\$6,878	1.28
Orosi	2	5.26	2	5.71	\$1,577	0.29
DINUBA	2	5.26	2	5.71	\$6,051	1.13
Watsonville	1	2.63	1	2.86	\$0	0.00
<b>Totals</b>	<b>38</b>	<b>100.00</b>	<b>35</b>	<b>100.00</b>	<b>\$537,622</b>	<b>100.00</b>

# By Policy Period

All Claims by Policy Period



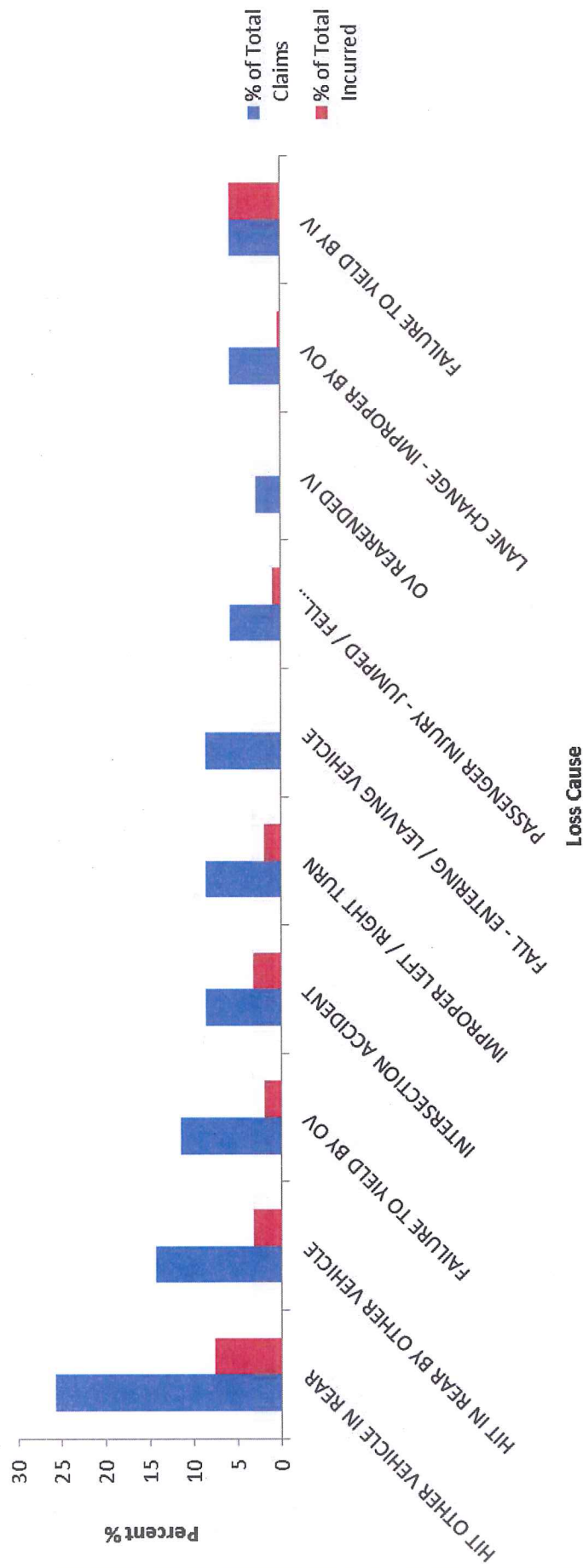
All Incurred by Policy Period





# Percent Frequency to Incurred 10 Most Frequent Causes

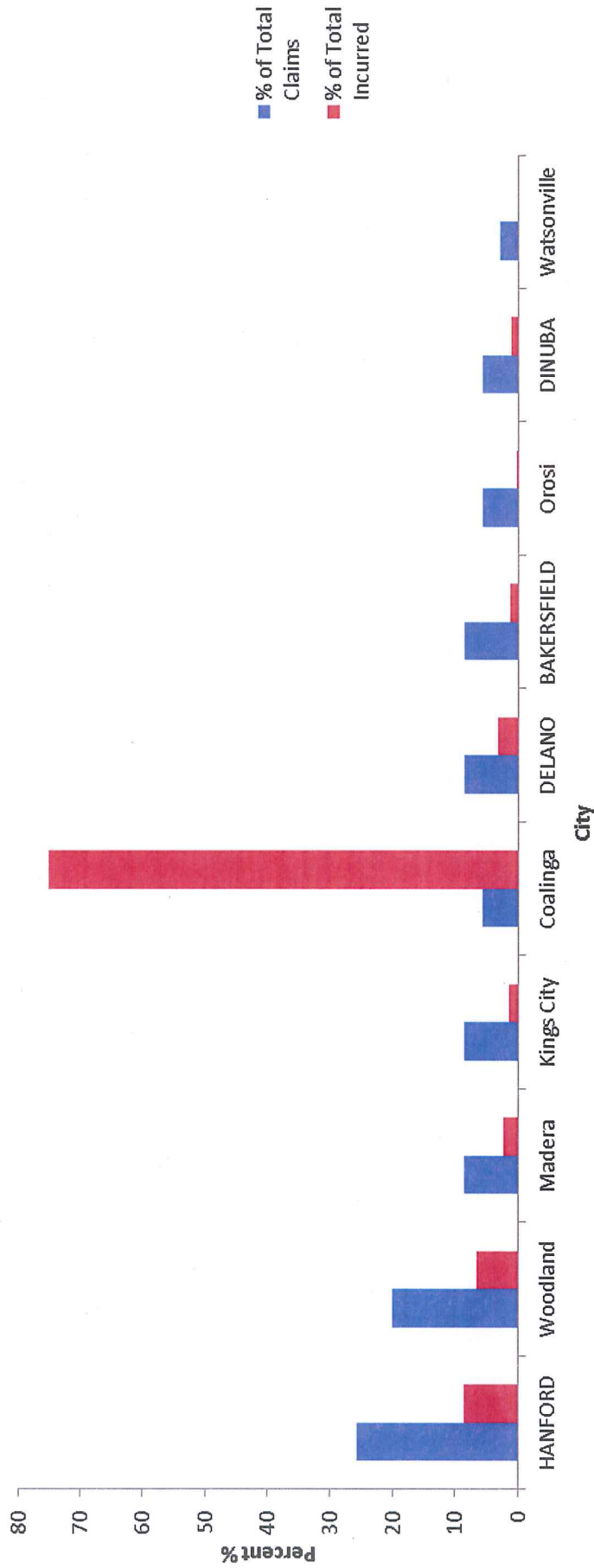
California Van Pool  
Percent of Total Frequency & Incurred  
All Losses By Cause (10 Most Frequent Causes)



34

# Percent Frequency to Incurred 10 Most Frequent Cities

California Van Pool  
Percent of Total Frequency & Incurred  
All Losses By City



53



**CALIFORNIA VANPOOL AUTHORITY  
2013 MEETING CALENDAR**

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

The CalVans Board meets every second Thursday of each month at 10:00 am in the CalVans conference room at 1340 North Dr, Hanford. The TAC meets every fourth Thursday of each month at 1:30 pm in the CalVans conference room at 1340 North Dr, Hanford.





RUDELL  
COCHRAN  
STANTON  
SMITH &  
BIXLER, LLP

ATTORNEYS AT LAW

November 30, 2012

Gary H. Ruddell

Richard H. Cochran

Glenn A. Stanton

D. Zackary Smith

Matthew W. Bixler

Lillian C. Kirby

Brad Hanson  
Payroll and Contracts  
Manager II  
California Public Employees' Retirement System  
Customer Account Services Division  
ATTN: Retirement Contracts Unit  
PO Box 942709  
Sacramento CA 94229-2709

Dear Mr. Hanson:

We serve as General Counsel for California Vanpool Authority ("CalVans"). At the request of our client, we are writing to urge CalPERS to immediately take all action necessary to admit CalVans as a member of CalPERS.

We are informed that it has been approximately one year since our client applied to be a member of CalPERS. As you know, its predecessor, Kings County Area Public Transit Authority ("KCAPTA"), has been a member of CalPERS for a number of years. On December 26, 2011, twenty-four of the twenty-seven employees of KCAPTA became employees of CalVans and the assets of KCAPTA were transferred to CalVans.

1102 N. Chinowth St.

Visalia, CA 93291-4113

Telephone:

559.733.5770

Facsimile:

559.733.4922

Email:

rcssb@visalialaw.com

We understand that CalVans, has continued to make contributions for its employees to CalPERS through KCAPTA. Initially, CalVans thought that this would be a very temporary arrangement, while CalPERS formalized the admission of CalVans as a member of CalPERS. Our client has become quite concerned by the fact that the admissions process has now inexplicably taken approximately one year. The delay has not only created concern on the part of our client, but it may be creating some legal and tax liability for our client and its employees.

We have been told that the delay in admitting CalVans as a member of CalPERS may be due to some question as to whether CalVans can qualify as a member of CalPERS without jeopardizing the standing of CalPERS as a "governmental plan" for purposes of Internal Revenue Code Section 414(d). Frankly, we do not believe that that there is any legitimate question that

Brad Hanson  
CalPERS  
November 30, 2012  
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RUDELL  
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CalVans is a public entity, fully qualified to participate in a "governmental plan" as that term is defined by statute and the proposed regulations.

We have reviewed the main factors for determining whether an entity is an agency or an instrumentality of a state or a political subdivision of a state and we believe that CalVans easily qualifies as the former. The factors are as follows:

- **First, CalVans is a joint powers authority formed pursuant to California Government Code Sections 6500, et.seq.** It is comprised of 9 members, **all of which are public entities.** The members of CalVans are: Fresno Council of Governments; Kings County Association of Governments; Madera County Transportation Commission; Tulare County Association of Governments; Sacramento Area Council of Governments; Santa Barbara County Association of Governments, Ventura County Transportation Commission; Association of Monterey Bay Area Governments; and Napa County Transportation and Planning Agency.
- **Second, the members of the governing board of CalVans are composed of one representative from each of the agencies that are members of CalVans. Each member publically nominates its representative to serve on the CalVans Board of Directors.**
- **Third, CalVans employees are treated in the same manner as employees of the State. Further, they are treated in the same manner as employees of KCAPTA, which is a member of CalPERS. They are considered public employees and entitled to all the legal protections afforded public employees in the State of California.**
- **Fourth, CalVans operations are controlled by State and Federal law. Pursuant to California Government Code Section 6509, the powers of CalVans are subject to the restrictions upon the manner of exercising such powers of one of its member agencies so designated, the designee being Kings County Association of Governments, which is a transportation planning agency as defined in paragraph (a) of California Public Utilities Code Section 99214 and paragraph (b) of California Government Code Section 29532 and, therefore, governed by California Public Utilities Code Sections 99200 through 99420, or any statutes superseding the same.**

RUDELL  
COCHRAN  
STANTON  
SMITH &  
BIXLER, LLP

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Page 3

- Fifth, CalVans receives its funding from regional, State and Federal grant funds and revenues obtained from use of its vans, which are publicly owned property.
- Sixth, CalVans is treated as a governmental entity for Federal employment tax and income tax purposes.
- Seventh, CalVans is treated as a government entity for purposes of State law. For example, it is subject to The Brown Act, The California Public Records Act and The California Political Reform Act.
- Eighth, there are no private ownership interests in CalVans.

Based on the foregoing, it is our conclusion that CalVans is clearly a governmental entity that would not disqualify CalPERS from being a "governmental plan" under Internal Revenue Code Section 414(d). In fact, it is our opinion that it is not even a close call. Accordingly, we are baffled as to why there has been such a delay in admitting CalVans as a member agency of CalPERS.

In light of the foregoing, we hereby request, on behalf of our client, that CalPERS immediately take all necessary steps to complete the admission of CalVans as a member of CalPERS within the next ten (10) days. Please advise the undersigned, if you will be unable to meet the aforementioned deadline.

Sincerely,

RUDELL, COCHRAN,  
STANTON, SMITH & BIXLER, LLP

By   
D. Zackary Smith

DZS/mmb  
Enclosure  
#23956