

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 10:00 a.m. on February 9, 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	Alternate
TCAG	Rudy Mendoza, Woodlake City Council	Primary
VCTC	Jamey Brooks, Mayor Pro-tem Fillmore	Primary

\*Chavez joined the meeting at 10:05

Directors absent:

MCTC Robert Poythress, Mayor of Madera

Counsel present: Zack Smith

Staff/Visitors by location:

Fresno -	Paul Marquez
Hanford -	Trish Barberick, Heather Corder, Temo Ortiz, Lee Serna, Angie Dow and Christine Chavez.
Huron -	Gus Banda

Napa - Diane Meehan

Santa Barbara - Ron Hughes, Susan Haverland, Kent Epperson  
and Mary O'Gorman

Ventura - 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 Mendoza/Brooks and carried unanimously to approve the consent calendar Item A): Approval of minutes of January 12, 2012 with changes noting Board Alternates Wolf and Brown as Alternates not visitors, B): Approval of CalVans uniform policy and C): Declare older 2002/2003 vanpools as surplus and authorize their sale. Commissioner Brooks abstained from the minutes of January 12, 2012.

**4. SYSTEM UPDATE.**

Ron Hughes reported that the Kings County Area Public Transit Agency (KCAPTA) has been reporting ridership data to the National Transit Data Base System as part of the annual transit reporting for KCAPTA. In the beginning data was only reported for the general vanpools and only for the Hanford small UZA area. \$600,000 in additional Federal 5307 funds in each of the last two (2) years was received for the agency.

Three (3) years ago the reporting was expanded to include all vanpools with reporting including UZA areas outside of the Hanford areas. This expanded reporting has generated additional transit funds for Porterville Transit and Fresno Area Express. The additional funds were as follows; \$300,000 for Hanford small UZA, \$200,000 for Porterville small UZA and \$557,000 for Fresno large UZA.

Post funds have been used to purchase new vans for existing vanpool drivers. The drivers who have been with the program the longest are the first to receive the new vans. Staff is proposing to continue this practice going forward.

CalVans Staff will be making presentations to the agencies that have received funding through the vanpool reporting. It is anticipated that the funds will continue to increase since the number of vanpools being reported has more than doubled in the past three (3) years.

The ability to purchase replacement vans will encourage more residents to start or join a vanpool.

Staff has received a number of calls from businesses in the Valley that are attempting to comply with the new requirements of the San Joaquin Air Pollution Control District's e-TRIP program. Businesses with 100 employees or more are required to submit an annual plan on how they will achieve a reduction in the number of single vehicle trips by their employees.

Staff has placed a vast amount of information on the CalVans website for those interested in joining or starting a vanpool. Staff also spoke with the Air District about developing a tool kit for employers that would assist them in complying with the e-TRIP program.

Commissioner Brooks would like a tool kit for all the Counties to use. This would benefit the entire region.

Commissioner Mendoza would like CalVans to work with the Air District on how to monitor compliance. He also wanted to know what the consequences are if the employer fails to participate with the program. Another question was what if an employer has multiple locations.

Ron Hughes explained the methodology to get employees out of their cars and reduce the vehicles to the business. The website defines what consists of an employer having 100 employees.

Paul Marquez from Caltrans stated Caltrans has a bulletin Board with driving alternates such as van or car pools. Each large employer should put something together giving employees alternates to driving their own vehicle.

CalVans staff recently met with staff from the Bay area 511 rideshare group. Staff explored ways to improve CalVans presence for vanpools from Napa and the Sacramento area to the Bay area. The Bay area 511 staff is concerned that the Bay area transit agencies might be losing out of funding because of non-reporting by private company vanpools such as VPSI and Enterprise. Another meeting with Bay area 511 will be in the Hanford office to go over our reporting methods and possible methods they could use to advocate for counting trips in the Bay area.

CalVans Staff reported that each year the Agricultural community holds an annual conference in Monterey. Staff has attended the conference and has given out information and flyers on the vanpool program. Recent inspections and citations by

the Federal Department of Labor have continued to keep an interest in the vanpool program in the San Joaquin and Salinas Valley areas.

**5. AUTHORIZE SUBMITTAL OF JARC (Job Access and Reverse Commute) APPLICATIONS.**

Ron Hughes reported that Caltrans has called for submittal of JARC applications in the rural areas in the State. The funds being applied for represent the rural parts of the State outside of any UZA area. The funding is competitive with the applicant able to secure up to \$400,000 for a single project.

The agency has received several JARC grants in the past that are being used to reduce the cost of new vanpool riders by as much as \$75 per month. Projects are underway in Kings, Monterey and Kern Counties. These applications were submitted in partnership with the individual County Planning agencies, allowing CalVans to submit multiple grants. These applications do not affect currently funded projects, but will add money for future projects.

Ron Hughes stated that if the funds are not used the grant money reverts back to the Federal Government.

Commissioner Brown stated the transit committee supports this in the Sacramento area.

Kent Epperson would like to look into the process of JARC and rideshare subsidy.

Staff proposed to submit one grant application for \$400,000 on behalf of CalVans for general marketing and outreach in the entire CalVans area. Staff would then work with each agency member to submit individual grants for use by those traveling to or from a member's jurisdiction.

Staff also commented that eighty (80) percent of all vanpool riders stay in a vanpool.

Motion was made, seconded Brown/Brooks and unanimously carried to authorize submittal of JARC applications.

**6. REVIEW ACCOUNTING PROCEDURES FOR RECEIPT AND POSTING OF VANPOOL PAYMENTS.**

Ron Hughes explained the current procedures used for posting vanpool payments and outlined how monies are received and deposited in the office. Staff works diligently to make sure that the system in place has checks and balances. Several steps occur before the actual receipt of money in the office.

Staff explained the differences between general vanpool and agricultural vanpool payments. For general vanpools a bill is prepared and sent to each main driver on the third week of the month. The bill includes a Quick books statement showing any credit or amount owed from the prior month, an information memo and a speeding report if needed. Most drivers receive the report electronically which saves time, paper and postage. The main driver collects from each rider the amount reflected in the bill. A payment form is completed listing all riders and how much they paid. This payment is placed in a self addressed stamped envelope and mailed to our office. The envelope is received in our office and opened by two accounting clerks. Each employee counts the money and then applies the payment to the account.

The agricultural vanpools are billed through the vehicles mobile data terminal on a weekly basis and tracked using Quick books set to a weekly aging cycle. The report is generated on Sunday at midnight summarizing how far each vanpool traveled each day of the week. This data is then adjusted using an excel spreadsheet to reflect the cost of .80¢ per mile, broken down by the number of riders each day. The information is reviewed for accuracy and then sent to the vehicle's MDT. The driver reviews this information with the riders. The main driver then completes the form titled "Agricultural VP Weekly Payments" that lists who rode, days worked, where they worked and type of work they did. The form and money from each rider is mailed using a self addressed stamped envelope. The same process is used to open each envelope by the accounting clerks at the main office.

Angie Dow clarified the opening process of each envelope. A standard procedure of opening payment envelopes made with strict procedures of handling cash. Annual audits are made and zero incidents have occurred in regard to any missing funds. Each employee must count the cash within the envelope and both employees verify the amount, date receipt and initial payment.

Staff explained one of the goals is to make it easy to understand and pay the bill.

Motion was made, seconded Mendoza/Brown and carried unanimously to accept the accounting procedures for receipt and posting vanpool payments.

## **7. ASSUME ASSIGNMENT OF SERVICE AGREEMENT FROM KCAPTA TO CALVANS.**

Ron Hughes explained the vanpool program has always utilized an outside vendor for servicing the vans. Service is performed either at the driver's worksite or home while the van is parked. This is less expensive than bringing the vans in for service. By servicing on site we minimize staff costs, reduce the need to have spare vans and do not inconvenience the vanpool group by pulling their van.

The agency has gone out to bid four (4) times in the last nine (9) years. Each time the project has been bid, the cost has been reduced. This was the case this time also.

The Service Agreement with Mobile Maid and Oil Butler has an assign ability clause allowing its assignment by KCAPTA to CalVans. For that reason, Staff recommended that the CalVans assume the responsibility of KCAPTA under the terms of the agreement.

The MDT's notifies Staff and Mobile Maid and Oil Butler when a vehicle is due for service. Service is completed within a 1000 – 2000 mile window, with service being completed at 6,000, 12,000, 24,000 miles respectively. At 100,000 miles, plugs and wires are changed. At 150,000 miles the hoses and belts are replaced. We currently have some vehicles with over 300,000 miles.

Commissioner Wolf questioned if the service covered all areas.

Staff replied that the majority of service is performed in the Hanford area but the agreement with Mobile Maid and Oil Butler is for all counties that CalVans currently serves.

Staff commented that bids went out to Fresno, Madera and Hanford because the majority of service needed is within these Counties. CalVans currently has vanpools in other areas such as Monterey, Ventura and Sacramento to name a few.

Motion was made, seconded Chavez/Brooks and carried unanimously to assume assignment of Service Agreement from KCAPTA to CalVans.

#### **8. APPROVE AT-WILL AGREEMENT FOR EXECUTIVE DIRECTOR.**

Ron Hughes commented that the At-will agreement for Executive Director of CalVans will be brought back at the next meeting and will include the moral turpitude clause.

This item was tabled until 3/8/12.

#### **9. AUTHORIZE RESOLUTION 2012-5 ESTABLISHING TECHNICAL ADVISORY COMMITTEE.**

Ron Hughes requested the Board authorize a Technical Advisory Committee, Resolution 2012-5.

Staff recommended that the committee be made up of a staff member from each of the member's agencies. It would be the goal of the committee to review and make recommendations on all the items brought before the Board.

The Board will meet on the fourth Thursday of the month, two (2) weeks before the CalVans Board meeting. This should provide sufficient time between meetings.

Motion was made, seconded Wolf/Brown and carried unanimously to authorize resolution 2012-5 establishing a Technical Advisory Committee.

**10. ANNOUNCE NEXT MEETING DATE.**

The next meeting will be held on Thursday, March 8<sup>th</sup>, 2012 at 10:00 a.m.

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

Ron Hughes, Executive Director of CalVans, commented that the Technical Advisory Committee should eliminate the November 22, 2012 meeting date, due to the Thanksgiving holiday.

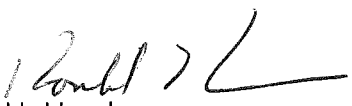
Commissioner Neves requested any conflicts with the schedule of meetings be discussed.

No conflicts were made.

**12. ADJOURNMENT.**

The meeting was adjourned at 10:47 a.m.

Respectfully submitted,

  
Ronald H. Hughes  
Executive Director

2/9/2012 tb