

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 10:00 a.m. on January 10, 2013, 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, Council member	Primary
Fresno COG	Sylvia Chavez, Mayor of Huron *Joined @ 10:05	Primary
KCAG	Joe Neves, Supervisor District 1	Primary
Kern COG	Jon Johnston, Council member	Primary
MCTC	Robert Poythress, Mayor of Madera *Joined @ 10:02	Primary
SACOG	Sharon Sprowls	Alternate
SBCAG	Janet Wolf, Supervisor District 3 *Joined @ 10:02	Primary
TCAG	Rudy Mendoza, Council member	Primary
VCTC	John Zaragoza, Supervisor District 5	Alternate

Directors absent:

NCTPA Keith Caldwell

Counsel present: Zack Smith

Staff/Visitors in attendance:

Ron Hughes, Heather Corder, Temo Ortiz and Trish Barberick from CalVans.

Also in attendance were Alan Holmes, Jason Mackey, Teresa Nickell, Bob Snoddy, Christine Chavez and Angie Dow.

2. UNSCHEDULED APPEARANCES:

There were no unscheduled appearances.

3. CONSENT CALENDAR:

- A. Minutes of October 11, 2012
- B. Approval of Agreement with Lemoore High School.
- C. Authorize Sub Recipient Agreement with KCAPTA

Motion was made, seconded Funk/Poythress and unanimously carried to approve the consent calendar A: Approval of minutes of October 11, 2012, B: Approval of Agreement with Lemoore High School and C: Authorize Sub Recipient Agreement with KCAPTA. (Jon Johnston and John Zaragoza abstaining from A: Approval of minutes of October 11, 2012.)

4. SYSTEM UPDATE.

a. Reporting of FTA funds generated for other agencies.

Ron explained that 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 year's apportionment came close to doubling last year's apportionment, which doubled the apportionment the year before. Staff's goal would be to use some of the funds generated for the replacement of older vans. This has been done in the past with funds generated for KCAPTA. This keeps participants cost down and is one of the reasons Kings County has one of the highest per capita uses of vanpools. It is recommended that we all share in the revenue.

b. Increase in number of Agricultural Vanpools being used.

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

Over the next several weeks 854 workers for 7 growers will be using over 61 vanpools in Yuma and Imperial Valley. This benefits growers and workers. Due to the shortage of workers, growers are able to keep their employees and continue their operations. H2A workers are also used because they meet the DOL requirements in using CalVans for transportation.

Commissioner Zaragoza requested clarification of H-2A.

Ron responded that the Department of Labor describes H-2A as a work authorization for non-U.S. Citizens: Temporary Agricultural Workers (H-2A Visas). The DOL certifies that temporary immigrants with an H-2A work contract to work in the U.S. if lodging and transportation is provided by an employer.

c. Review of first quarter financials.

The approved budget recognized a surplus of \$224,593 that was allocated for future capital needs.

This being CalVans first full years budget, Staff 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 agricultural vanpools will result in sufficient revenue to cover all costs related to the agricultural vanpools. The number of general vanpools continues to grow even as gas prices have dropped.

Commissioner Wolf requested consideration for part of the surplus be used for marketing.

Ron responded that there would not be any consideration for marketing funds until the funds are received and there is a surplus. Marketing funds will be readdressed at the March meeting.

d. Submittal of 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.

e. Staff vacancy in Ventura/Santa Barbara office.

Staff reported that the Transit Coordinator (Susan Haverland) for the Ventura/Santa Barbara area resigned. The recruitment for that position has been drafted and should take 30-45 days to complete. In the interim, Gus Banda (Transit Coordinator in Hanford) is covering until a replacement is found. Please send any contact information you might have.

Commissioner Wolf inquired what the rate of pay is.

Heather responded that the starting pay is \$26.93 per hour.

Ron responded that a job description will be posted on line and will be sent to all Board members, their alternates and the TAC.

Commissioner Zaragoza questioned if this position needed to be bilingual.

Staff responded they need to be Spanish/English bilingual.

f. Review Agency acceptance as member of CalPERS.

Staff explained that prior to separating from KCAPTA (Kings County Area Public Transit Agency) Staff submitted documentation applying for CalVans membership into CalPERS. Staff was directed to continue placing CalVans employees contributions in KCAPTA until CalVans was set up in CalPERS. At that time, CalVans Employees' contributions would be rolled over into CalVans plan. It was anticipated the process would take approximately six months.

A year has passed and the review process is still underway. It became more complicated by the recent legislative changes affecting CalPERS members.

CalVans Attorney, Zack Smith submitted a letter to CalPERS requesting a definite answer in regard to CalVans being a CalPERS member. CalPERS responded with an e-mail stating they would have an answer within thirty days. Thirty days have passed and Staff will be traveling to the CalPERS office in Sacramento to speak with the Manager in charge of Membership.

Commissioner Mendoza questioned if CalVans has entertained a private retirement plan.

Ron explained that most of CalVans employees were already CalPERS members through KCAPTA and the Attorney concurs that there shouldn't be a problem and CalVans will keep the pressure on to get this settled as soon as possible.

g. Meetings and Presentations.

Staff spoke at an H-2A Employer Roundtable Meeting in Somerton, Arizona to explain how the CalVans program works. DOL representatives have been promoting the program as a way to insure save transportation for workers.

A meeting was also 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 also be meeting with a Staff member of SANDAG (San Diego Association of Governments) whom requested a second meeting to discuss how the CalVans program might be applied in the San Diego area.

5. REVIEW INSURANCE RENEWAL OPTIONS.

Staff explained that the cost of insurance has dropped dramatically over the 11 years the program has existed. Over the last 4 years it has remained fairly constant.

Staff has worked closely with the agencies broker (Mackey and Mackey) to develop several options to the traditional insurance package the agency normally secures. The options to the customary insurance package involve raising the deductible. By raising the deductible and assuming more risk, the insurance premiums drops. The savings to the agency by doing this would be approximately \$85,000.

Staff recommended Option 2, which will require \$25,000 to be accessible by the insurance company for payment of claims. The funds would be replenished as funds were used to pay claims. Staff also recommended that the Executive Director be authorized to establish the line of credit.

Heather Corder (Accountant Auditor) explained it was a letter of credit for the insurance company proving we have \$25,000 in this account. Staff explained further by stating we would continue to set aside money we usually would be paying the insurance company until CalVans has enough set aside for the account.

Commissioner Sprowls requested clarification on option #1 regarding a \$5,000 deductible.

Jason from Mackey and Mackey explained the options. The \$5,000 is to cover damage the insurance would pay for everything else. By raising the deductible to \$25,000, the premiums would be less.

Jason also commented that he wished all Mackey and Mackey insurance holders had CalVans safety record and precautions in place. He also thanked CalVans for their support and business.

Commissioner Zaragoza questioned CalVans exposure.

Staff explained that CalVans would pay up to \$25,000 for each claim.

Commissioner Mendoza inquired into any fatalities.

Staff responded that there have not been any fatalities. CalVans safety features and precautions will be outlined at a future meeting.

Motion was made, seconded Poythress/Wolf and unanimously carried approving the insurance option #2 with a deductible of \$25,000, and authorizing Ronald Hughes, Executive Director, to execute documents on behalf of California Vanpool Authority in the transactions and/or signing of agreements as part of establishing and maintaining a \$25,000 letter of credit.

6. AUTHORIZE AWARD OF BID TO PURCHASE UP TO 70 15-PASSENGER CHEVROLET VANS.

This item was pulled from the agenda and will be brought back at a later date. A discussion followed.

Staff went out to bid for 10 vans with the option to purchase 60 additional 15-passenger vans. The bid documents were distributed locally as well as being mailed to firms outside the area.

Responses received were that they were busy, they questioned the additional documents they had to sign and the uncertainty in locking in a price that they would be held to should we buy additional units in the future.

One bid was received from Keller Motors.

Ron explained that another RFP will go out and an open line of communication on how to respond to the RFP will take place prior to the deadline of the new RFP. Staff will also follow up with phone calls and all RFP's will be sent certified.

Commissioner Wolf stated she would appreciate the following up and questioned the legality to be bound to the one proposal received.

Commissioner Sprowls commented that standard language used in RFP's, stipulates the choice to award a bid or not.

Staff responded that the standard language was used in the RFP.

7. AUTHORIZATION SUBMITTAL OF JARC APPLICATIONS.

Caltrans issued a Call of Projects using remaining 2012 JARC (Job Access and Reverse Commute) funds.

Staff proposed resubmitting earlier 5316 applications for areas that were not funded in the first round, with the current members' approval.

Motion was made, seconded Sprowls/Poythress and carried unanimously to resubmit the JARC applications that were not funded in the first round with the approval of each member.

8. 2012-2013 MEETING CALENDAR.

A copy of the 2012-2013 meeting calendar was distributed and discussed.

Ron explained that in November and December 2013, CalVans may not have meetings due to the holidays.

9. ADJOURNMENT.

The meeting was adjourned at 10:39 a.m.

Respectfully submitted,


Ronald H. Hughes
Executive Director

1/10/2013 tb