

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 Sprows	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 1st 12 month period for new vanpool group

300 per/mo for 2nd 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 1st mo, 25% off 2nd 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 Sprows 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.

Commission 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