REGULAR MEETING  
CALIFORNIA VANPOOL AUTHORITY

Board of Directors  
1340 North Drive * Hanford, California 93230  
(559) 852-2711

Meeting Date: January 12, 2012  
Time: 10:00 AM  
Place: CalVans office at 1340 North Drive, Hanford, CA 93230

This Meeting may also be attended at the following locations:

- Fresno Area Council of Governments, Huron City Hall, Council Chambers, 36311 Lassen Avenue, Huron, CA 93234
- Madera County Transportation Commission, Citizens Business Bank, Room 101, 2001 Howard Road, Madera, CA 93637
- Sacramento Area Council of Governments, Sutter Buttes Room, 1415 L Street, Suite 300, Sacramento, CA 95814
- Santa Barbara County Association of Governments, Manzanita Conference Room, 260 N. San Antonio Road, Suite B, Santa Barbara, CA 93110
- 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

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.

AGENDA

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| 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 stand when the agenda item is announced. The conducting officer 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 December 8, 2011 meeting.

4. System Update Information
5. Approve At-Will Agreement for Executive Director Position Action
6. Authorize Resolution for Deferred Compensation Plan with Hartford Action
7. Authorize Resolution for OBRA Plan with Hartford Action
9. Authorize use of Kings County's Personnel Policies and Procedures for CalVans Action
10. Approve Uniform Policy Action
11. Blank Action
12. Accept Application from AMBAG to join CalVans Action
13. Accept Application from NCTPA to join CalVans Action
14. Miscellaneous Attachments Information
15. Announce Next Meeting Date Action
16. Miscellaneous Comments from Board and Staff Information
17. Adjournment

Attachments:

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<td>Request from AMBAG (Association of Monterey Bay Area Governments)</td>
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<td>Request from NCTPA (Napa County Transportation and planning Agency)</td>
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ACKNOWLEDGMENT OF AT-WILL APPOINTMENT

I understand that the position of Executive Director, to which I have been appointed, is an “At-will” position. I understand that such At-will positions are not within the California Vanpool Authority classified service or its merit system. By this, I understand that my At-will employment with California Vanpool Authority may be terminated without cause or notice at any time by the Board of Directors as my appointing authority.

I specifically understand and agree that my At-will status means the following:

1) I will not at any time acquire any property right or otherwise vested interest in my At-will position. Initial: _______

2) I will not enjoy a right to permanent or continued employment as Executive Director or the right of return to any previous merit system position which I may have held within California Vanpool Authority. Initial: _______

3) My At-will employment may be terminated at any time, with or without cause or notice, at the will of the Board of Directors at their sole discretion. Initial: ______

4) Upon termination I shall be compensated with 16 weeks of paid service plus whatever accrued benefits I may have. Initial: ______

I have read and understand the foregoing statement and voluntarily accept my At-will employment status as Executive Director.

Date: __________________ Print name here: __________________________

Signature: ____________________________________________

cc: Personnel File
    Board of Directors
RESOLUTION NUMBER 2012-01

APPROVING ADOPTION OF HARTFORD 457(b) DEFERRED COMPENSATION PLAN

WHEREAS, California Vanpool Authority, desires to establish a deferred compensation plan for the benefit of its employees; and

WHEREAS, The Hartford has established a 457 Plan (the “Hartford”) which may be adopted by a governmental employer the employees of which are public employees; and

WHEREAS, California Vanpool Authority believes that the Hartford Plan and the investment options available there under will provide valuable benefits to its employees; and

WHEREAS, California Vanpool Authority appoints Reliance Trust Company as the Trustee.

NOW, THEREFORE, BE IT RESOLVED that California Vanpool Authority adopts the Hartford Plan for the benefit of its employees and authorized and directs the Executive Director to execute the attached adoption agreement on behalf of the California Vanpool Authority.

BE IT FURTHER RESOLVED that California Vanpool Authority appoints Reliance Trust Company as the Trustee and authorizes Reliance Trust to open the necessary account and sign the necessary documents to establish the Trust.

A copy of this resolution, the agreement, and any attachments thereto shall be on file at 1340 North Drive, Hanford, California.

The foregoing Resolution was adopted on a motion by Board Member _______ seconded by Board member _________ at a regular meeting held on the 12th day of January, 2012 by the following vote:

AYES:
NOES:
ABSENT:

CALIFORNIA VANPOOL AUTHORITY
BOARD OF DIRECTORS

______________________________
Chair

WITNESS, my hand this _________ day of __________, 2012

______________________________
Ronald Hughes, Secretary of the Board
RESOLUTION NUMBER 2012-02

APPROVING ADOPTION OF A HARTFORD OBRA PLAN

WHEREAS, California Vanpool Authority (CalVans), desires to establish a OBRA plan to provide its part-time, seasonal and temporary employees with a retirement plan alternative to Social security; and

WHEREAS, the U. S. Internal Revenue Service requires that OBRA Plans comply with Internal Revenue Code section 457(b) and the State or local government 457(e)(1)(A), as required by changes in law, regulations, and other official guidance; and

WHEREAS, the OBRA Plan must be compliant with the Pension Protection Act of 2006, Heroes, Earnings Assistance and Relief Act of 2008, and the Worker, Retiree, and Employer Recovery Act of 2008; and

WHEREAS, the Hartford has prepared a Specimen 457 OBRA Plan Document to be compliant with current laws and regulations, and other selected OBRA Plan design options.

NOW, THEREFORE, BE IT RESOLVED that the CalVans Board does hereby declare the intention to continue the OBRA Plan, but reserves the right to terminate or amend the OBRA Plan at any time; and

BE IT FURTHER RESOLVED that the members of the CalVans Board are hereby jointly and severally authorized to take such actions and to execute such documents as they deem necessary or desirable in order to carry out the intent of the foregoing resolutions and required under the OBRA Plan to make the Plan fully effective in accordance with its terms and intent.

The foregoing Resolution was adopted on a motion by Board Member ____________, seconded by Board Member ____________, at a meeting held on the 12th day of January, 2012 by the following vote:

AYES: 
NOES: 
ABSENT:

CALIFORNIA VANPOOL AUTHORITY
BOARD OF DIRECTORS

______________________________
Chair

WITNESS, my hand this __________ day of __________, 2012

Ronald Hughes, Secretary of the Board
CalVans Uniform Policy

All CalVans employees need to present a professional appearance in order to promote a positive image to customers. The general public frequently forms its initial impression of professional credibility solely on employee appearance. The appropriateness of attire as seen by the general public has a bearing on how other agencies and departments view employee professionalism and, ultimately, working relationships. This policy applies to all employees. No shorts, sweat shirts, Capri's or open toed shoes will be permitted.

Due to the nature of the work environment, the work performed and the involvement with the public, we are identified by a uniformed staff. CalVans has developed a uniform policy because of this.

CalVans shall contract with a uniform laundry service and provide eleven uniform changes. CalVans will also provide one CalVans approved jacket. We provide uniforms, if the uniforms are not fitted to employee satisfaction, employees can purchase their own uniforms in similar color and style with approval from the Executive Director.

It is agreed an annual allowance of $200 shall be applied towards the purchase of appropriate shoes/boots and a CalVans approved jacket.

Eligible employees include permanent Transit Aides, Transit Aide Lead Workers & Service Writers whom are on the regular CalVans payroll as of June 30th. Each eligible employee shall receive the $200 allowance on their first check in July. New employees hired after July 1st shall receive the allowance after 90 days of employment.

California Vanpool Authority Board Approval __________ minutes.
Ronald Hughes, Executive Director
California Vanpool Authority
1340 North Drive
Hanford, CA 93230

January 4, 2012

Dear Mr. Hughes,

The Association of Monterey Bay Area Governments (AMBAG) would like to request membership in the California Vanpool Authority (CalVans). Currently, CalVans operates over 30 traditional and agricultural vanpools serving the Monterey Bay. Furthermore, AMBAG partners with CalVans by providing monthly subsidy to new vanpools through AB2766 grant dollars.

On November 9, 2011, the AMBAG Board of Directors approved application for membership in CalVans, under the condition that AMBAG sign a Letter of Agreement with the four transit providers in the region. The letter addresses concerns regarding AMBAG’s membership in CalVans raised by the transit agencies, such as potential competition for transit funding and routes. All four transit providers, including Community Bridges, Monterey-Salinas Transit, San Benito County Local Transportation Authority, and Santa Cruz Metropolitan Transit District, have executed the Letter of Agreement with AMBAG and copies are included.

AMBAG is requesting that the CalVans Board of Directors review this membership application at their January 2012 meeting. Should you have any further questions or comments, please contact Sasha Tepedelenova, Planner at AMBAG at 831.264.5087 or stepe@ambag.org. Thank you for your assistance.

Sincerely,

Diane Eidam,
Interim Executive Director

Attachments:
1. RE: California Vanpool Authority Membership – Letter of Agreement (Community Bridges)
2. RE: California Vanpool Authority Membership – Letter of Agreement (Monterey-Salinas Transit)
3. RE: California Vanpool Authority Membership – Letter of Agreement (San Benito County Local Transportation Authority)
4. RE: California Vanpool Authority Membership – Letter of Agreement (Santa Cruz Metropolitan Transit District)
Napa County Transportation and Planning Agency  
707 Randolph St. Suite 100  
Napa, CA 94559  
Phone: 707-259-8631  
Fax: 707-259-8638  

Date: 12/19/2011  

KCTPA  
Ronald Hughes  
1340 North Drive  
Hanford, CA 93230  

RE: Letter of Intent  

Dear Mr. Hughes,  

In accordance with the NCTPA Board action on September 7, 2011, it is our intention to participate as members in the California Vanpool Authority program through a Joint Powers agreement by the Kerns County Transportation and Planning Agency and CalVans Vanpool Program.  

As per the agreement, two members of our agency have been appointed to serve on the board. Mr. Keith Caldwell will serve as the representative for our agency and Mr. Paul W. Price will serve as alternate.  

Respectfully submitted,  

[Signature]  

Paul W. Price  
Executive Director  
NCTPA  

Cc: Tom Roberts NCTPA Manager of Public Transit  
Tony Onorato NCTPA Manager of Finance