

# 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.*

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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 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.

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|--|-------------|
| 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      |
| 8. Approve Procurement Policies and Procurement Manual                           | 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:

<u>Item</u>	<u>Page</u>	<u>Description</u>
A-	—	At-Will Agreement
B-	—	Resolution 2012-01 Deferred Compensation Plan with Hartford
C-	—	Resolution 2012-01 OBRA Plan with Hartford
D-	—	Procurement Policy and Procedures – <b>Separate attachment</b>
E-	—	Uniform Policy
F-	—	Request from AMBAG ( Association of Monterey Bay Area Governments)
G-	—	Request from NCTPA (Napa County Transportation and planning Agency)



Public Vanpools Leading The Way

### California Vanpool Authority

1340 North Drive  
Hanford, CA 93230  
Phone: 559-852-2711  
Toll Free: 866-655-5444  
Fax: 559-587-0714

#### 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 12<sup>th</sup> 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 30<sup>th</sup>. Each eligible employee shall receive the \$200 allowance on their first check in July. New employees hired after July 1<sup>st</sup> shall receive the allowance after 90 days of employment.

California Vanpool Authority Board Approval \_\_\_\_\_ minutes.



## ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS

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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](mailto: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)

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Planning Excellence!



707 Randolph Street, Suite 100 • Napa, CA 94559-2912  
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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,

Paul W. Price  
Executive Director  
NCTPA

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