



Minutes of Board Meeting

A regular meeting of the California Vanpool Authority was called to order by Joe Neves, Board member at 10:00 a.m. on May 11, 2017, 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
- ICTC – Imperial County Transportation Commission
- Kern COG – Kern Council of Governments
- KCAG – Kings County Association of Governments
- MCAG – Merced County Association of Governments
- MCTC – Madera County Transportation Commission
- SBCAG – Santa Barbara County Association of Governments
- SJCOG – San Joaquin Council of Governments
- TCAG – Tulare County Association of Governments
- VCTC – Ventura County Transportation Commission

1. CALL TO ORDER

Roll Call – Clerk of the Board

Area of Representation	Commissioner	Present	Absent	Joined Meeting after Roll Call
AMBAG	Steve McShane- Primary	X		x 10:03am
Fresno COG	Gary Yep- Alternate		X	
Kern COG	Cheryl Wegman- Primary	X		
KCAG	Joe Neves- Primary	X		
MCAG	Mike Murphey- Primary		X	
MCTC	Robert Poythress- Primary	X		
ICTC	Jim Predmore- Alternate	X		
SJCOG	Charles Winn- Primary		X	
SBCAG	Jim Richardson- Primary	X		
TCAG	Cameron Hamilton- Primary		X	
VCTC	James White- Primary	X		

Counsel present: Aubrey Mauritsen

Staff/Visitors in attendance: Ron Hughes, Baldev Randhawa, and Katie Anaya from CalVans.

2. UNSCHEDULED APPEARANCES:

No unscheduled appearances.

3. CONSENT CALENDAR:

- A. Minutes of January 12, 2017
- B. Minutes of March 9, 2017
- C. Preparation of grant application under Car Sharing and Mobility Options Pilot Project.

Motion Made By:	Jim Predmore		
2nd Motion By:	Robert Poythress		
Motion (Pass/Fail)	Pass		
Commissioner	Yea	Nay	Abstain
Steve McShane	x		
Gary Yep			Absent
Cheryl Wegman	x		
Joe Neves	x		
Mike Murphey			Absent
Robert Poythress	x		
Jim Predmore	x		
Charles Winn			Absent
Jim Richardson	x		
Cameron Hamilton			Absent
James White	x		

4. SYSTEM UPDATE

A. CalVans Website Updates

Website improvements have been made resulting in robust search features. Improvements include being able to search for approved FL drivers; vans by route/employer/city; vehicle maintenance; and vehicle rates/mileage. These changes meet the needs for the Department of Labor to verify information as needed.

B. Marketing and Outreach Efforts

Staff has been in attendance at a number of marketing events. In April, CalVans hosted a well-attended driver's appreciation day in King City. At the Worknet job fair in Stockton, CA, CalVans Staff was approached by representatives from Google and Tesla. Both are looking for solutions employee parking issues; looking to possibly utilize CalVans. Staff is presently pursuing these leads.

C. Transition from Webtech to Silent Passenger

The switch to Silent Passenger is an improvement for our global fleet GPS/data tracking software needs. We experienced many connection issues with Webtech. With Silent Passenger, vans are activated by job assigned to individual drivers and the driver ID lives with the vehicle (not the cloud), eliminating potential connection issues. New garmins have been installed on 100 vehicles. The full transition is to be completed by the end of the year.

5. Approve Riverside County Transportation Commissions (RCTC) request to join CalVans

RCTC has requested to join CalVans in order to provide vanpools in the Coachella Valley and Riverside County.

Motion Made By:	Steve McShane		
2nd Motion By:	Robert Poythress		
Motion (Pass/Fail)	Pass		
Commissioner	Yea	Nay	Abstain
Steve McShane	x		
Gary Yep			Absent
Cheryl Wegman	x		
Joe Neves	x		
Mike Murphey			Absent
Robert Poythress	x		
Jim Predmore	x		

Charles Winn			Absent
Jim Richardson	x		
Cameron Hamilton			Absent
James White	x		

6. Approve FY 17/18 Budget

Agency growth that is due to an increased quantity of farm labor vanpools and general vanpool activities accounts for a larger budget in FY 17/18 year. A change this year has been made to include accounting activities as part of an operational cost going further. In addition to graphs included on agendas, a request was made for Staff to include explanations for budgeting increases.

Motion Made By:	Robert Poythress		
2nd Motion By:	Steve McShane		
Motion (Pass/Fail)	Pass		
Commissioner	Yea	Nay	Abstain
Steve McShane	x		
Gary Yep			Absent
Cheryl Wegman	x		
Joe Neves	x		
Mike Murphey			Absent
Robert Poythress	x		
Jim Predmore	x		
Charles Winn			Absent
Jim Richardson	x		
Cameron Hamilton			Absent
James White	x		

7. Approve FY 16/17 Financial Audit

Financial audit produced no negative findings, audit was clear for FY 16/17.

Motion Made By:	Steve McShane		
2nd Motion By:	Jim Predmore		
Motion (Pass/Fail)	Pass		
Commissioner	Yea	Nay	Abstain
Steve McShane	x		
Gary Yep			Absent
Cheryl Wegman	x		
Joe Neves	x		
Mike Murphey			Absent
Robert Poythress	x		
Jim Predmore	x		
Charles Winn			Absent
Jim Richardson	x		
Cameron Hamilton			Absent
James White	x		

8. MISCELLANEOUS COMMENTS

Commissioner James White, VCTC, congratulated CalVans Staff on clean audit for FY 16/17. Ron Hughes, CalVans' director, reminded commissioners that Staff is available to speak at any and all events.

9. NEXT MEETING DATE.

The next Board meeting is scheduled for Thursday, July 13, 2017 at 10:00 a.m. The June 8th meeting has been cancelled.

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,



Ronald H. Hughes
Executive Director

5/11/17



Technical Advisory Committee Minutes

A regular meeting of the California Vanpool Authority Technical Advisory Committee was held on June 29, 2017 at 1:30pm in the conference room of CalVans, 1340 North Drive, Hanford, CA 93230.

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- TCAG – Tulare County Association of Governments
- VCTC – Ventura County Transportation Commission

1. ROLL CALL AND ATTENDANCE

Area of Representation	TAC Member	Present	Absent	Joined Meeting after Roll Call
AMBAG			X	
Fresno COG			X	
ICTC			X	
KCAG	Theresa Nickell	X		
Kern COG	Bob Snoddy	X		
MCAG	Natalia Austin	X		
MCTC			X	
SBCAG			X	
SJCOG			X	
TCAG			X	
VCTC			X	

Additional Guests: CalVans staff (Ron Hughes, Baldev Randhawa, Katie Anaya), Sunline project (Chris Park, Michelle Kirkhoff, Deborah Maus)

2. PUBLIC COMMENT

No comments were received.

3. CONSENT ITEMS

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 4/27/2017

Motion Made By:	Bob Snoddy
2nd Motion By:	Natalia Austin
Motion (Pass/Fail)	Pass

4. SYSTEM UPDATE

A. Program Growth

Calvans experiences continued growth, particularly in agricultural vanpool program. Given the workforce shortage of farmworkers, growers are looking to utilize H2A. Staff provided a breakdown of vans by area and vanpool type (general/agricultural). A list of agricultural employers with active vanpools was also provided.

B. Continued Outreach Efforts

Calvans has recently attended a number of events in the community. Staff continues to post relevant YouTube videos that depict the experience drivers have had with CalVans. Provided in the agenda was story about a driver's positive experience going through the necessary steps with the DOL.

5. Approve Transit Aide III position

Staff has recommended the creation of this position to be assigned to the Hanford area and oversee all training and supervision of Transit Aides and Transit Aide IIs (lead workers) in the Hanford area and remote offices. This position will be responsible for the safety training and consistency in procedures followed in all locations.

Motion Made By:	Natalia Austin
2nd Motion By:	Bob Snoddy
Motion (Pass/Fail)	Pass

6. Approve Transit Manager position

Staff has recommended the creation of this position to manage the operational activities for a single remote office; position will report directly to a Transit Coordinator. This position will be tasked with both administrative and field duties as they relate to operations communication between their remote location and the main office.

Motion Made By:	Bob Snoddy
2nd Motion By:	Theresa Nickell
Motion (Pass/Fail)	Pass

7. Approve MOU with Sunline Transit

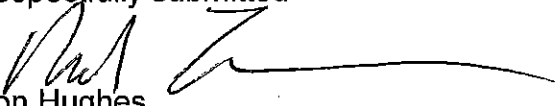
This MOU with Sunline Transit will allow CalVans vanpools to receive \$400 a month to encourage the general public and farm workers to form vanpools in the Coachella Valley.

Motion Made By:	Bob Snoddy
2nd Motion By:	Natalia Austin
Motion (Pass/Fail)	Pass

ADJOURNMENT

The meeting was adjourned at 1:55pm

Respectfully submitted


Ron Hughes
Executive Director

6/29/2017

15