

California Vanpool Authority (CalVans)

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 8, 2014 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
KCAAG – Kings County Association of Governments
Kern COG – Kern Council of Governments
MCTC – Madera County Transportation Commission
MCAG – Merced County Association of Governments
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	Primary
Fresno COG	Sylvia Chavez	Primary
Kern COG	Jon Johnston	Primary
KCAAG	Joe Neves	Primary
MCAG	Jerry O'Banion	Primary
SACOG	Sharon Sprows	Secondary
SBCAG	Jim Richardson	Primary
VCTC	Jim White	Primary

Directors absent:

MCTC	Robert Poythress/Max Rodriguez
NCTPA	Keith Caldwell/Tom Roberts
TCAG	Rudy Mendoza/Janet Hinesly

Counsel present: Zack Smith

Staff/Visitors in attendance:

Ron Hughes, Baldev Randhawa, Georgina Cardenas, Cecelia Marquez and Trish Barberick from CalVans.

Also in attendance were Bob Snoddy, Teresa Nickell and Alan Holmes

2. UNSCHEDULED APPEARANCES:

No unscheduled appearances.

3. CONSENT CALENDAR:

A. Minutes of April 10, 2014.

Motion was made, seconded O'Banion/Funk and unanimously carried to approve the consent calendar A: Approval of minutes of April 10, 2014.

4. SYSTEM UPDATE.

A. REVIEW OF RECENT INSPECTIONS BY FEDERAL DOL INSPECTORS.

Ron reported the Federal Department of Labor has stated that this year they will be focusing on transportation issues through increased field inspections. Inspectors from San Jose and San Francisco do not seem to have an understanding of the CalVans program.

There have been two recent instances: one where the DOL has questioned the driver of one of our vans regarding being a foreman and inspectors inspected other vans but not ours and the Contractor out of fear our vans would be stopped in the future, told the three van drivers that they could no longer drive the van to work.

Educating the DOL inspectors of the CalVans program has been an ongoing process with inspectors from other areas, as the DOL has not discussed the CalVans project within their own organization.

Commissioner Funk inquired if the new Inspectors were given the opportunity to learn more about the CalVans program. Ron replied that a CalVans information packet is sent, but still after 5 years the information is not being shared.

B. PRESENTATION TO VARIOUS GROUPS.

Staff reported it either participated in outreaches or presented the CalVans program to numerous groups over the past month. The groups included:

Caltrans annual Planners meeting in Visalia
Santa Maria Economic Development Group
Oxnard Chamber of Commerce
Vandenberg Air Force Base
Providence Farms
Smog and Tune in Turlock

Tulare County Employees Vanpool Workshop
6th Annual Green Summit at Reedley College
International Association of Professionals in Fresno
Garza Contracting in Huron
B&A Farm Labor Contracting in Huron
Sunrise Farms in Huron

C. EXAMPLE OF PROCESS FOR ACCEPTANCE OF LEASED VEHICLES.

Staff reported that this past month the Agency made the 60th or final lease payment on 8 vehicles. The Agency has the choice of having Merchant Leasing sell the vehicles and send the proceeds to CalVans or pay \$1.00 and a processing fee of \$225 for each vehicle to transfer ownership to CalVans. The vehicles that are paid off, are still being used at a reduced cost for the riders. The vehicles that are paid off become part of the "used" fleet.

The vehicles are placed on our books at zero because they have been fully paid for. However, the vehicles have a real value should they be sold.

5. REVIEW REQUEST FROM SACOG TO WITHDRAW FROM AGENCY.

Staff reported that SACOG Staff has indicated that it will be withdrawing from CalVans. This is due to other workload requirements on SACOG Staff and the lack of project growth in the SACOG region. The SACOG Board will take formal action at its next Board meeting, after which CalVans Staff will notify the vanpools operating in the SACOG region, giving them 30 days to make other arrangements. Currently, there are five vanpools running in the SACOG region.

Staff reported that the program has struggled in the SACOG region for a number of reasons. The general vanpools never really took off due to the condition that vans could not be given to those traveling into Sacramento along the major highways, as this was seen as competition to the buses that serve the Sacramento region. For the agricultural vanpools there is limited law enforcement in the area making it worth the risk to drive their own unsafe, uninsured vehicles without a valid driver's license.

With SACOG leaving, CalVans will lose the financial support that they provided during the past two years. This support offset the cost of the office and utilities in the Woodland office.

The closing of the Woodland office will also impact the Napa area, as coverage of the Napa area comes out of the Woodland office. Staff will meet with Napa representatives to discuss options moving forward.

Commissioner Sprowls reported this item will be on their June 19th Board meeting.

6. REVIEW DRAFT FY 14/15 BUDGET.

Staff reported that the 14/15 draft budget reflects the same level of operations as the past year with the exception that the projected miles traveled by agricultural

vanpool vehicles has been reduced slightly. Rather than build the budget on projected growth, Staff is taking a conservative approach of budgeting for where we are now.

Ron reported one capital item budgeted and proposed a 4.435% cost of living adjustment for all employees. This would be the first COLA in 6 years; the last COLA was in 2008. Staff reported that the inflation rate has gone up 9.75% since 2008. The capital item is the upgrading of the vehicle MDT.

As part of the budget, Staff is proposing an increase in revenues by increasing the administration charge for general vanpools by .02¢ and the mileage rate for the agricultural vanpools by .03¢. The slightly higher mileage rate for the agricultural vanpools reflects the fact that they are more expensive to oversee and administer.

As the budget shows, the general vanpool operation still supports a portion of the agricultural vanpool operations. This has been the case since the beginning of the program, due to the fact that the agricultural vanpools are billed weekly, instead of once a month like the general vanpools.

Staff recommended the adoption of the draft FY 14/15 budget.

Commissioner Neves commented that the TAC approved the draft FY 14/15 budget at their last meeting.

Motion was made, seconded Chavez/Richardson and unanimously carried to approve the draft FY 14/15 budget. Sharon Sprowls abstained.

7. REVIEW AGREEMENT WITH AT&T CAPITAL FOR UPGRADING MOBILE DATA TERMINALS.

Staff reported that most of the MDT's in the vehicles operate on a 2G system and are not compatible with the newer 4G system. At some point in the future the 2G system will no longer work. When this happens, the MDT's will cease to function. According to AT&T representatives, we have 6 months to a year before this happens.

Staff has researched other platforms and in all cases it would cost more and be more disruptive to change from AT&T. This is due to the fact that all of our existing components would need to be replaced. If we upgrade, CalVans would only be switching out and rewiring a new computer module under the dash.

Staff recommended the upgrade from 2G to 4G and to be purchased through AT&T.

Commissioner White inquired about the cost. Ron replied it would be approximately \$170,000 spent over the next 3 years.

Commissioner Richardson inquired about the installation charge. Ron replied that \$106,000 is the estimated installation charge.

Commissioner Sprowls inquired if those amounts were reflected in the budget. Ron replied that the budget includes both estimates.

Commissioner Chavez inquired about the \$16 monthly charge for each vehicle. Ron replied that was one of the reasons CalVans didn't support that option. There will not be a \$16 monthly charge for each vehicle with the upgrade recommended.

Motion was made, seconded Funk/Johnston and unanimously carried to approve agreement with AT&T for upgrading MDT's.

8. REVIEW REQUEST FROM CTAA TO SPEAK AT ANNUAL CONFERENCE.

Staff reported CalVans has been invited to take part in several sessions that CTAA (The Community Transportation Association of America) is having at their 2014 conference in St. Paul, Minnesota. The sessions will focus on establishing public vanpools in rural areas. Staff has been an ongoing resource over the past few years and the CTAA Staff would like to bring together those that have public vanpool experience so that they can share their knowledge.

CTAA Staff has waived the conference fee leaving the hotel cost and meals as the only items that need to be paid for. Staff will pay for the airline ticket as they will be visiting family in the area for several days after the conference.

Staff requested the approval of the out of state travel and the coverage of the hotel and meals while attending the conference.

Commissioner White inquired what the room rate would be. Ron replied approximately \$80 per night including all taxes. The room rate of \$179 per night was not chosen to save the Agency money. Commissioner White commented that was a great price.

Motion was made, seconded O'Banion/Chavez and unanimously carried to authorize the Executive Director to attend the CTAA annual conference in Minnesota and cover the hotel and meals during the conference.

9. AUTHORIZE THE LEASE/PURCHASE OF UP TO 10 FORD 15-PASSENGER TRANSIT WAGONS.

Staff reported that it was recently made aware that Ford is now producing a diesel powered 30 mpg, 15-passenger van based on the smaller Ford Connect that they have been producing for several years. Given it seats 15 passengers, is approximately \$4,000 less than a Mercedes and should draw less attention, Staff would like to lease several to see if they might be a better fit than the Mercedes.

In an earlier Board meeting, Staff pointed out the cost savings in switching from a 13 mpg gasoline van to a 30 mpg diesel van. The savings has only gotten greater as diesel prices are now lower than gasoline prices in many places. The fuel savings,

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plus the ability to carry 15 as opposed to only 12 riders might make the Ford van a better fit.

Staff recommended the lease/purchase of up to 10 Ford 15-passenger Transit Wagons.

Commissioner Richardson inquired if the bid was going out to all agency areas. Ron replied RFP's to lease the vehicles can be sent to any Dealership the Board would like to recommend.

Motion was made, seconded Richardson/Funk and unanimously carried to approve the lease/purchase of up to 10 Ford 15-passenger Transit Wagons.


10. REVIEW FINAL FY 12/13 AUDIT REPORT

Ron commented that the Board approved the draft FY 12/13 audit report at its last meeting. Staff recommended the Board approve the final FY 12/13 audit report.

Motion was made, seconded Johnston/O'Banion and unanimously carried to approve the final FY 12/13 audit report.

The meeting was adjourned at 10:30 a.m.

Respectfully submitted,


Ronald H. Hughes
Executive Director

5/8/2014 tb