

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 Board at 10:00 a.m. on March 8, 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  
MCTC – Madera County Transportation Commission  
NCTPC – 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:

Fresno COG	Sylvia V. Chavez, Mayor City of Huron	Primary
KCAG	Joe Neves, Supervisor District 1	Primary
SACOG	Jim Brown, Principal Planner Expert	Alternate
SBCAG	Janet Wolf, Supervisor District 2	Primary
VCTC	Jamey Brooks, Mayor Pro-tem Fillmore	Primary
NCTPC	Paul Price, Executive Director	Alternate

Directors absent:

MCTC	Robert Poythress, Mayor of Madera
TCAG	Rudy Mendoza, Woodlake City Council
AMBAG	

Counsel present: Zack Smith

Staff/Visitors by location:

Fresno -	Paul Marquez
Hanford -	Trish Barberick, Heather Corder, Temo Ortiz, Christine Chavez and Monty Cox.
Huron -	Gus Banda

Napa -

Santa Barbara -

Susan Haverland and Kent Epperson

Sacramento -

Ron Hughes and Georgina Cardenas

Ventura -

Alan Holmes

## **2. UNSCHEDULED APPEARANCES:**

This time is made available for comments from the public on matters within the Boards jurisdiction that are not on the agenda. Members of the public may comment on any item that is on the today's agenda when the item is called and should notify the Chairman of their desire to address the Board when the item is called. A maximum of (5) five minutes is allowed for any one item.

## **3. CONSENT CALENDAR:**

Motion was made, seconded Wolf/Chavez and carried unanimously to approve the consent calendar Item A): Approval of minutes of February 9, 2012. Commissioner Price abstained.

## **4. SYSTEM UPDATE.**

Ron Hughes commented that AB32 was passed with the goal of reducing green house gas (GHG) emissions to 1990 levels by 2020.

Each County has developed a plan that works towards meeting this goal.

CalVans captures and reports all ridership information and reports to the National Transit Data Base. This gives each county the ability to report a reduction in vehicle miles traveled (VMT) occurring in their county. The reduction in miles corresponds to a similar reduction in GHG emissions.

Reporting of miles over the past two years has assisted counties in their AB32 compliance.

Last month Staff covered the reporting of vanpool passenger data into the National Transit Database system, explaining how this report has generated additional funds for some transit agencies. Staff developed an excel formula that will help agencies to forecast the amount of revenues vanpools could generate in FTA 5307 funds.

Commissioner Wolf stated she has a better understanding of lane miles after Ron explained how the data is reported to the National Transit Database system.

Ron stated the price of fuel has risen and will probably continue to do so. This increase will be passed on to those that use the vanpools. He explained that an increase in gas prices does not have a great impact when shared with 11 other riders. If you travel by yourself the increase has large impact.

When fuel prices rose two years ago, calls from several growers stated their workers were not showing up for work because they couldn't afford the cost of gas.

CalVans is in the process of setting up vouchers for the growers that would provide their workers a reduction in the cost to get to work. Currently seven (7) growers are now using vouchers to help with the cost of fuel for their employees.

Vouchers are provided to the grower who signs and gives them to their workers to use to pay all or part of their vanpool bill. When CalVans receives payment with a voucher, we bill the grower for the amount of the voucher.

March is the time that agriculture workers start calling to begin their work season.

Ron Hughes explained he presently serves on the National Rural Transit Assistance Program (National RTAP) and the California Association for Consolidated Transportation (CalACT). Meetings are twice a year to review the concerns of the Federal Transit Administration as it relates to small, rural 5311 recipients. The primary goal is to provide information such as training material and "best practices" to rural operators, while serving as a link to Caltrans. All costs associated with attending the meetings are funded by the National RTAP.

Ron explained he will step down as a RTAP Board member in May as CalVans does not receive 5311 funds.

Commissioner Neves congratulated Ron on his good representation while on the National RTAP and CalACT Board.

Commissioner Brooks thanked Ron for his representation and hopes he will stay connected with the National RTAP and CalACT Board when he steps down.

Ron explained meetings have been scheduled to explain the CalVans program. Included in the upcoming meetings is a meeting being held at Harris Ranch on March 22, 2012 to discuss ways of ensuring compliance with State and Federal Department of Labor laws affecting the farm worker. Staff will be addressing issues in regard to transportation for the farm workers. Staff will be meeting with insurance and Federal DOL representatives with the goal to establish a pilot program that will allow farm workers with Farm Labor Contractor licenses to operate our vanpools.

Future meetings are scheduled in Coachella Valley and the RTAP conference is scheduled in Scottsdale, Arizona.

**5. AUTHORIZE THE LEASE/PURCHASE OF ADDITIONAL VANPOOL VEHICLES.**

Ron Hughes reported that there has been an increase in demand for the smaller Toyota Sienna vans we provide. To meet this demand, staff requested to purchase up to 8 more vans. CalVans has purchased used Toyota Sienna's with 15,000 to 30,000 miles on them previously. This saves about \$10,000 per van and allows us to keep the monthly lease/purchase cost below \$400 per month.

The acquisition of vanpools has been done in one of two ways in the past. Vanpools for the agricultural workers have acquired vans over the past several years with grant funds. Vans for the general vanpool users have been leased or purchased as needed with the first van being acquired in 2002 with general vanpool funds. Within the CalVans fleet, only thirty five (35) vans are not paid for. The general vanpool lease/purchase has been five (5) years.

The lease/purchase process is used to allow for the return of the vehicle should it not be needed prior to the end of the five (5) year lease period. If the vehicle is kept for the five (5) years and is paid off, the vanpool group is given the option of keeping the van at a reduced rate or getting a new van. Most if not all the drivers have elected to keep their van at a reduced monthly cost.

Staff works to find the best rate and a straight line five (5) year lease with no pay off or penalty at the end of the lease.

It may be a challenge given that CalVans is a new agency to secure the same leasing at this time.

With Board approval, Staff will secure the best lease option and acquire additional Sienna's as they are needed.

Motion was made, seconded Brown/Brooks and unanimously carried to authorize the lease/purchase of up to fifteen (15) new and/or used additional vanpool vehicles.

**6. AUTHORIZE SOLICITATION OF AUDITOR FOR ANNUAL AUDIT.**

Ron Hughes explained that CalVans needs to secure the services of an auditor to conduct our annual audit.

Staff requested the authorization to begin the process to solicit for an auditor.

Commissioner Brooks suggested looking for an auditor in other counties.

Ron commented that a public notice could be sent to any auditor the Board suggests.

Commissioner Brown would like the posting on the web and a review committee of Board members.

Ron suggested one or two volunteers from the Board to serve on the committee.

Motion was made, seconded Brooks/Price and carried unanimously to authorize solicitation of an auditor for annual audit.

#### **7. AUTHORIZE CALVANS TITLE VI POLICY.**

Ron Hughes explained the vanpool program receives Federal funds in the form of Job Access Reverse and Commute (JARC) and Congestion Mitigation and Air Quality (CMAQ) funds to reduce the monthly cost for first time vanpool riders. A large portion of CalVans ridership is made up of those who struggle because of economic and/or language barriers.

This item was tabled until the next meeting on April 12, 2012.

#### **8. APPROVE AT-WILL AGREEMENT FOR EXECUTIVE DIRECTOR POSITION.**

Ron Hughes commented that the At-will agreement for Executive Director of CalVans has been modified so that payment is not required should the Executive Director be dismissed for acts or moral turpitude. The compensation has also been reduced from three (3) months to two (2) pay periods.

The Executive Director was ready to sign the agreement and requested the Board approve the document.

Motion was made, seconded Chavez/Brooks and carried unanimously to approve the at-will agreement for the Executive Director position.

#### **9. ANNOUNCE NEXT MEETING DATE.**

The next California Vanpool Authority (CalVans) meeting is scheduled for Thursday, April 12, 2012 at 10:00 a.m.

#### **10. MISCELLANEOUS COMMENTS FROM BOARD AND STAFF**

March 8, 2012

Ron Hughes commented that correspondence for the assembly oversight committee will be brought back to the next meeting in April. There seems to be a continuing effort to shut down and question the California Vanpool Authority by private companies such as VSPI and Enterprise. The same questions which have been answered time and again keep getting asked.

Commissioner Brooks commented that he appreciated Ron's "tact" when it comes to dealing with VSPI and Enterprise.

Commissioner Brown seconded the comment involved with the dialog dealing with the assembly, VSPI and Enterprise and CalVans should just move forward with an excellent program.

**11. ADJOURNMENT.**

The meeting was adjourned at 10:32 a.m.

Respectfully submitted,



Ronald H. Hughes  
Executive Director

3/8/2012 tb