



## 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 January 12, 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  
 KCAG – Kings County Association of Governments  
 Kern COG – Kern Council of Governments  
 MCTC – Madera County Transportation Commission  
 MCAG – Merced County Association of Governments  
 SJCOG – San Joaquin 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

Area of Representation	Commissioner	Present	Absent	Joined Meeting after Roll Call
AMBAG	Scott Funk- Primary	X		
Fresno COG	Gary Yep- Alternate	X		
Kern COG	Cheryl Wegman- Primary	X		
KCAG	Joe Neves- Primary	X		
MCAG	Daron McDaniel- Alternate	X		
MCTC	Robert Poythress- Primary	X		
ICTC	Maritza Hurtado- Primary		X	
SBCAG	Janet Wolfe- Alternate	X		
SJCOG	Charles Winn- Primary		X	
TCAG	Cameron Hamilton- Primary	X		
VCTC	James White- Primary	X		

Counsel present: Aubrey Mauritsen

Staff/Visitors in attendance: Ron Hughes, Baldev Randhawa, Cecelia Marquez and Ramona Beck from CalVans.

### **2. UNSCHEDULED APPEARANCES:**

No unscheduled appearances.

**3. CONSENT CALENDAR:**

A.) Minutes of October 13, 2016

<b>Motion Made By:</b>	<b>Commissioner Funk</b>		
<b>2<sup>nd</sup> Motion By:</b>	<b>Commissioner Wolfe</b>		
<b>Motion (Pass/Fail)</b>	<b>Pass</b>		
<b>Commissioner</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
Scott Funk			Abstain
Gary Yep	X		
Cheryl Wegman	X		
Joe Neves	X		
Daron McDaniel	X		
Robert Poythress	X		
Maritza Hurtado			Absent
Janet Wolfe			Abstain
Charles Winn			Absent
Cameron Hamilton	X		
James White	X		

B.) Authorize the preparation of RFP for replacing car wash equipment. Staff is recommending the replacement of the car wash, due the age of the car wash, parts to fix it have been costly.

<b>Motion Made By:</b>	<b>Commissioner Funk</b>		
<b>2<sup>nd</sup> Motion By:</b>	<b>Commissioner Wolfe</b>		
<b>Motion (Pass/Fail)</b>	<b>Pass</b>		
<b>Commissioner</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
Scott Funk	X		
Gary Yep	X		
Cheryl Wegman	X		
Joe Neves	X		
Daron McDaniel	X		
Robert Poythress	X		
Maritza Hurtado			Absent
Janet Wolfe	X		
Charles Winn			Absent
Cameron Hamilton	X		
James White	X		

**4. SYSTEM UPDATE**

A. Outreach meeting with STANCOG Staff

Staff met with STANCOG Staff last month concerning joining CalVans. The Staff indicated a desire to join CalVans and will be scheduling a presentation before their Board in February. STANCOG is looking to join CalVans for the same reasons SJCOG joined; ability to provide vanpools without cost as an agency and to extend their transit options. An update on developments will be provided during next board meeting.

**B. Recent developments in Coachella area**

Coachella area is looking to provide farm worker vanpools. SunLine Transit has a current vanpool project in the works and is looking to have CalVans come onboard. We are the only agency able to provide legal vanpools for their area. Staff explained Riverside COG will need to join CalVans board in order for us discuss further. Updates will be provided during next board meeting.

**C. FY 15/16 vanpool ridership data**

Staff has finished breaking down the vanpool ridership numbers by NTD and passenger miles by county of origination. Both are attached to this Staff Report. Staff submits this data to their COG members in order to use for CARB compliance.

As an agency we grew 20% last year, resulting in revenue growths, parceled out to various agencies.

Imperial had the largest growth as a County given its membership in CalVans and the acceptance of growers and Contractors in the area. This growth also impacts Monterey County as many of these individuals work in both locations. Kern County's growth comes from the acceptance of CalVans by many of the State employees who previously used one of several questionable vanpool companies in the area.

For NTD growth El Centro tops the list. This is again because of the growers in the area switching to CalVans. Porterville and Bakersfield increased results from an increase in State Correctional vanpool riders. Salinas is due entirely to agricultural vanpool activity in the city.

County Growth		NTD Growth	
Imperial	203%	El Centro	186%
Monterey	69%	Porterville	95%
Kern	49%	Bakersfield	76%
Ventura	39%	Salinas	55%
Tulare	20%	Visalia	18%

Staff asked the firm of RAMBOLL ENVIRON to prepare a report showing the Green House Gas reduction achieved by County. The firm has helped CalVans

and other entities to prepare numbers for CARB's review. Their expertise helps to accurately reflect the GHG reduction by County.

Staff also added several other "benefit" categories to the report. One of these was a reflection of how much disposable income vanpool participants realized by being in a vanpool. That report is attached.

**D. FY 16/17 Budget Update**

Our revenues are at 56% and expenses at 50%. The agenda notes us running at 1% over expenses, this has been updated after running end of month figures.

**E. Newsletter**

Our newsletter updates growers and contractors that use the agricultural vanpools services. The Q&A format helps to address the recent MOU reached with the USDOL. It also highlights operating procedures for current drivers.

**5. Authorize Vanpool Voucher Agreement with Stockton RTD**

SJCOG is excited to provide vanpools to the Stockton area. Their goal is to implement 60-100 vanpools in their area, and ultimately generate 1 million in Federal 5307 funds. Their RTD has already provided us with a place to store the vans and has offered office space if needed. They will provide \$200 per month per vanpool entering or leaving their area. Agreement is ready to be signed.

<b>Motion Made By:</b>	<b>Commissioner Hamilton</b>		
<b>2nd Motion By:</b>	<b>Commissioner Funk</b>		
<b>Motion (Pass/Fail)</b>	<b>Pass</b>		
<b>Commissioner</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
Scott Funk	X		
Gary Yep	X		
Cheryl Wegman	X		
Joe Neves	X		
Daron McDaniel	X		
Robert Poythress	X		
Maritza Hurtado			Absent
Janet Wolfe	X		
Charles Winn			Absent
Cameron Hamilton	X		
James White	X		

**6. Authorize the creation and hiring of up to two Transit Aides**

Staff recommends the immediate hire of two Transit Aides for the Stockton area. These positions are needed given the offered voucher funding and promotion of CalVans. A Transit Coordinator has been relocated to supervise.

<b>Motion Made By:</b>	<b>Commissioner Yep</b>		
<b>2<sup>nd</sup> Motion By:</b>	<b>Commissioner Funk</b>		
<b>Motion (Pass/Fail)</b>	<b>Pass</b>		
<b>Commissioner</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
Scott Funk	X		
Gary Yep	X		
Cheryl Wegman	X		
Joe Neves	X		
Daron McDaniel	X		
Robert Poythress	X		
Maritza Hurtado			Absent
Janet Wolfe	X		
Charles Winn			Absent
Cameron Hamilton	X		
James White	X		

**7. Authorize the award of a proposal to replace the existing Hanford carwash**

Staff received a number of proposals for replacing the carwash. Building for carwash will stay in place, with just the carwash unit being replaced. Staff is recommending that ProTouch ICON system be purchased from Richard Oaks and Son for \$99,970.00.

<b>Motion Made By:</b>	<b>Commissioner Chavez</b>		
<b>2<sup>nd</sup> Motion By:</b>	<b>Commissioner O'Banion</b>		
<b>Motion (Pass/Fail)</b>	<b>Pass</b>		
<b>Commissioner</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>
Scott Funk			Absent
Sylvia Chavez	X		
Cheryl Wegman	X		
Joe Neves	X		
Jerry O'Banion	X		
Robert Poythress			Absent
Maritza Hurtado			Absent
Charles Winn			
Jim Richardson			Absent
Cameron Hamilton	X		
James White	X		

**8. MISCELLANEOUS COMMENTS**

**9. NEXT MEETING DATE.**

The next Board meeting is scheduled for Thursday, March 9, 2017 at 10:00 a.m. The February 9<sup>th</sup> meeting has been canceled. The meeting was adjourned at 10:19 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'RH', with a long horizontal line extending to the right.

Ronald H. Hughes  
Executive Director

10/13/16 sn



# Technical Advisory Committee Minutes

A regular meeting of the California Vanpool Authority Technical Advisory Committee was held on February 23, 2017 at 1:30 p.m. in the conference room of CalVans, 1340 North Drive, Hanford, CA. 93230

## California Vanpool Authority Members

- AMBAG – Association of Monterey Bay Area Governments
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- SJCOG – San Joaquin Council of Governments
- 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	Mark Baza	X		
KCAG	Teresa Nickell & Terri King	X		X 1:32p
Kern COG	Bob Snoddy & Susanne Campbell	X		X 1:32p
MCAG			X	
MCTC	Amelia Erinson	X		
SBCAG			X	
SJCOG			X	
TCAG			X	
VCTC	Alan Holmes	X		

Ron Hughes and Katie Anaya from CalVans were also in attendance.

## 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.

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A). Minutes of 12/1/16

<b>Motion Made By:</b>	<b>Alan Holmes</b>
<b>2<sup>nd</sup> Motion By:</b>	<b>Mark Baza</b>
<b>Motion (Pass/Fail)</b>	<b>Pass</b>

#### **4. SYSTEM UPDATE**

##### **A. Federal 5307 fund generation**

Attached is an illustrated example of where the data comes from that ultimately generates funding for NTD reporting. The attachments show examples comparing us to Fresno UZA. For purposes of analysis from a federal standpoint, Fresno data provided a significant lower cost per passenger mile when we factor the combination of CalVans cost reporting with the UZA cost reporting. There is a second example comparing us to a smaller UZA; CalVans and KART. For the smaller UZA, data reflects that our combination results in better performance efficiency points that generate funding.

##### **B. Air Quality Improvement Program (AQIP) Funding Projections**

We have been attendance at meetings in Sacramento. We have been forecasted for \$3 million dollars of AQIP funding this year and \$3 million dollars going forward for the next 3 years. We are in the RFP process, but this money a fairly secure given we are the only entity that provides farm labor vanpools in the state.

##### **C. Continued Outreach Efforts**

We have been attending networking, farming, travel, and training events. We've received a lot of feedback and invitations for discussion to join other organizations. We will continue with these efforts and are available if anyone would like a presentation done before their board or COG.

#### **5. Authorize updated Travel Policy**

Staff is recommending the adoption of an updated employee travel policy for meal reimbursements. Meal rates have been updated to match Kings County per diem rates. Policy also updates the receipt requirements for taxable meals (itemized, date, location included) and specifies instructions for group purchases.

<b>Motion Made By:</b>	<b>Mark Baza</b>
<b>2<sup>nd</sup> Motion By:</b>	<b>Alan Holmes</b>
<b>Motion (Pass/Fail)</b>	<b>Pass</b>

#### **ADJOURNMENT**

The meeting was adjourned at 1:50 p.m.

Respectfully submitted



Ron Hughes  
Executive Director

2/23/17