



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 March 9, 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	Scott Funk- Primary	X		
Fresno COG	Ray Leon - Primary	X		
ICTC	Jim Predmore - Primary	X		
Kern COG	Cheryl Wegman- Primary		X	
KCAG	Joe Neves- Primary	X		
MCTC	Robert Poythress- Primary		X	
MCAG	Mike Murphey - Primary		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.

5307 funds chart. Also included in the agenda is a comparison of two large and small UZAs to CalVans. The two examples demonstrate how different UZAs generate funds based on separate factors; earnings based on distance traveled (Fresno Area Express) or performance (Kings Area Rural Transit).

Total contributions/FY 16/17:

Transit Agency	City	Total Contributions	FY 16/17
FAX (Fresno Area Express)	Fresno	\$11,946,429	\$2,620,724
VCC (Visalia City Coach)	Visalia	5,592,047	1,537,717
KART (Kings Area Rural Transit)	Hanford	5,136,231	920,905
Porterville Transit	Porterville	1,708,070	368,362
MST (Monterey Salinas Transit)	Salinas	1,312,243	552,543
GET (Golden Empire Transit)	Bakersfield	1,310,024	396,953
Paso Robles (Paso Express)	Paso Robles	938,630	368,362
Imperial Valley Transit	El Centro	936,658	368,362
SMAT (Santa Maria Area Transit)	Santa Maria	747,226	368,362
YCAT (Yuma County Area Transit)	Yuma	747,226	368,362
Delano Area Rapid Transit (DART)	Delano	368,362	368,362
Madera Area Express (MAX)	Madera	368,362	368,362
		\$31,111,508	\$8,607,376

Year over Year Increase 1,630,570

The following graph plots the yearly increase in federal funds over time:

Total	90,150	1,095,558	2,239,902	16,844,125	4,481,042
% Breakdown by Agency					
KART	52%	69%	31%	25%	74%
CalVans	48%	31%	69%	75%	26%

Agency Name	Cost Per Revenue Hour	Cost per Passenger Trip	Cost per Revenue Mile	Cost per Passenger Mile
KART	70.52	4.36	4.71	0.80
CalVans	27.03	3.48	0.76	0.09
Total	49.71	4.09	2.00	0.27

1	Passenger Miles per Vehicle Revenue Mile	Passenger Miles per Vehicle Revenue Hour	Vehicle Revenue Mile per Capita	Vehicle Revenue Hour per Capita	Passenger Miles per Capita	Passenger Trips per Capita
2- Large UZA Av.	6.3	106	11.1	0.7	84.2	12.9
3- Federal Register 2017	7.5	186.8	25.5	1	191.5	12.5
4- With Vanpool	7.5	186.8	25.5	1	191.5	12.5
5- Without Vanpool	5.9	88.2	8	0.5	47.2	8.6

B. AQIP Funding Projections

We are slated to receive three million dollars this year for new vanpools for the San Joaquin valley. We are also scheduled to receive another three million dollars over the next two budget cycles. This is dependent on how well the auctions go for the state. The new vans will be out by the end of the summer. They will be 15 passengers, GMC savanas with XL hybrid kids.

C. Continued outreach efforts

Staff has attended many networking, farming, travel, and training events. We have 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.

1/21/17 Tune In and Tune Up – Turlock

2/1/17 Ag Safety and Compliance Seminar – Fresno

7. Form 700 Submittal

A reminder was made that all form 700s need to be submitted at the earliest convenience of the board members.

8. MISCELLANEOUS COMMENTS

9. NEXT MEETING DATE.

The next Board meeting is scheduled for Thursday, May 11, 2017 at 10:00 a.m. The April 13th meeting has been cancelled.

The meeting was adjourned at 10:19 a.m.

Respectfully submitted,


Ronald H. Hughes
Executive Director

3/9/17



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
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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 Mauritson

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

Motion Made By:	Commissioner Funk		
2nd Motion By:	Commissioner Wolfe		
Motion (Pass/Fail)	Pass		
Commissioner	Yea	Nay	Abstain
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.

Motion Made By:	Commissioner Funk		
2nd Motion By:	Commissioner Wolfe		
Motion (Pass/Fail)	Pass		
Commissioner	Yea	Nay	Abstain
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

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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 it 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 too 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.

Motion Made By:	Commissioner Hamilton		
2nd Motion By:	Commissioner Funk		
Motion (Pass/Fail)	Pass		
Commissioner	Yea	Nay	Abstain
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.

Motion Made By:	Commissioner Yep		
2nd Motion By:	Commissioner Funk		
Motion (Pass/Fail)	Pass		
Commissioner	Yea	Nay	Abstain
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.

Motion Made By:	Commissioner Chavez		
2nd Motion By:	Commissioner O'Banion		
Motion (Pass/Fail)	Pass		
Commissioner	Yea	Nay	Abstain
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 9th 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 April 27, 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
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1. ROLL CALL AND ATTENDANCE

Area of Representation	TAC Member	Present	Absent	Joined Meeting after Roll Call
AMBAG	Sasha Tepedelenova	X		
Fresno COG				
ICTC	Mark Baza	X		
KCAG				
Kern COG				
MCAG				
MCTC	Advisor in place of Amelia Erinson		X	1:35pm
SBCAG				
SJCOG				
TCAG				
VCTC	Alan Holmes	X		

Ron Hughes, Katie Anaya, Georgina Cardenas, and Baldev Randhawa 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.

A) Minutes of 2/23/17

B) Preparation of grant application under Car Sharing and Mobility Options Pilot Project. These seven passenger, electric vans will be purchased for minority communities. The electric hook ups will be set up in the driver's home.

Motion Made By:	Alan Holmes
2nd Motion By:	Mark Baza
Motion (Pass/Fail)	Pass

4. SYSTEM UPDATE

A. CalVans Website

Ron reviewed many updates made to the CalVans website including improvements to search ~~abilities~~ for drivers, riders, maintenance and billing information.

B. Continued Outreach Efforts

Staff attended a number of events over the past several months and provided a list of the activities in the agenda.

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

At its recent meeting, the Riverside County Transportation Commission (RCTC) Budget and Implementation Committee voted to recommend becoming a member of CalVans. This recommendation will go to the Commission, which is expected to approve becoming a member on May 10th. I anticipate having a letter from their Director prior to our Board meeting on May 11th.

RCTC is looking forward to being able to provide farm workers in the Coachella Valley area the ability to use CalVans. This ability will be enhanced by funding Sunline Transit has received for providing vanpool incentives to those in the area. Each new vanpool will be eligible to receive \$400 a month towards the cost of their vanpool. RCTC and Sunline look forward to CalVans ability to both increase Federal funding while reducing the number of single vehicle trips in the their area.

For now, Staff will over see the project from its El Centro office with one person residing in the Riverside area. As services grow, more staff will be added. In anticipation of RCTC request to join CalVans, Staff is recommending their acceptance pending receipt of a letter from their Director.

Motion Made By:	Mark Baza
2nd Motion By:	Alan Holmes
Motion (Pass/Fail)	Pass

6. Approve FY 17/18 Budget

The attached budget for FY 17/18 reflects the same activities with anticipated an increase in the agricultural vanpool activity. As always, this is an estimate and probably a low one as the number of agricultural vanpools now assigned equal what was assigned last July, at the peak of

21 2

the season. We also anticipate growth in the San Joaquin and Riverside areas, but will not have a handle on the number until later in the year.

The biggest adjustment in the budget is reflected in the allocation of Administrative costs. We were recently informed that the collection and billing of vanpool fees is an operations cost not administrative. The proposed budget reflects the movement of these costs from administration to operations.

We also anticipate receiving the \$3 million AQIP (Air Quality Improvement Program), funding that Staff has mentioned in prior meetings. It is anticipated that these funds will arrive this fall. The funds will be used to purchase approximately 60 Hybrid Chevrolet 15-passenger vans. Staff will come back with a budget amendment once the funds are received.

Motion Made By:	Mark Baza
2nd Motion By:	Alan Holmes
Motion (Pass/Fail)	Pass

7. Approve FY 16/17 Financial Audit

The FY 16/17 Financial Audit is attached for review and approval. There we no findings, Accounting Staff will be present at the meeting to answer any questions.

Motion Made By:	Mark Baza
2nd Motion By:	Alan Holmes
Motion (Pass/Fail)	Pass

ADJOURNMENT

The meeting was adjourned at 1:47pm.

Respectfully submitted


Ron Hughes
Executive Director

4/27/17