

CALIFORNIA VANPOOL AUTHORITY

Board of Directors

1340 North Drive * Hanford, California 93230
(559) 852-2711

Meeting Date: October 13, 2016

Time: 10:00 AM

Place: Kings County Association of Governments
CalVans office at 1340 North Drive, Hanford, CA 93230

This Meeting may also be attended at the following locations:

- Association of Monterey Bay Area Governments, 147 Fourth Street, Community Room, Gonzales, CA 93936
- Fresno Council of Governments, Huron City Hall, Council Chambers, 36311 Lassen Avenue, Huron, CA 93234
- Imperial County Transportation Commission, 1405 N Imperial Ave, Suite 1, El Centro, CA 92243 and 128 Heffeman Ave., Calexico, CA 92231
- Kern Council of Governments, Conference 1401 19th Street, Board Room, Bakersfield, CA 93301
- Madera County Transportation Commission, Citizens Business Bank, Room 101, 2001 Howard Road, Madera, CA 93637
- Merced County Association of Governments, Conference Room, 369 West 18th Street, Merced, CA 95340
- Santa Barbara County Association of Governments, Solvang City Hall, 1644 Oak Street Solvang, Ca. 93463
- Tulare County Association of Governments, Porterville City Hall, 291 North Main, Porterville, CA 93257
- Ventura County Transportation Commission, Conference Room, 950 County Square Drive, Suite 108, Ventura, CA 9300.

The call in number for this meeting is 1-866-244-8528, Password 574681

Please note that the Brown Act requires that Board members calling in do so from one of the locations noted above. Please contact Ronald Hughes the Executive Director at least 72 hours before the meeting date and time if you plan on calling in from another location.

A person with a qualifying disability under the Americans with Disabilities Act of 1990 may request the Authority to provide a disability-related modification or accommodation in order to participate in any public meeting of the Authority. Such assistance includes appropriate alternative formats for the agendas and agenda packets used for any public meetings of the Authority. Requests for such assistance and for agendas and agenda packets shall be made in person, by telephone, facsimile, or written correspondence to Ron Hughes, at the office of the California Vanpool Authority, at least 48 hours before a public Authority meeting.

A G E N D A

<u>Item #</u>	<u>Description</u>	<u>Action</u>
1.	CALL TO ORDER Roll Call – Clerk of the Board	
2.	PUBLIC COMMENT (Unscheduled Appearances) The public may address the committee on any item relevant to the authority. To comment on an agenda item, speakers should notify the staff member at the meeting location, when the agenda item is announced. The staff member will indicate whether speakers are to make their comments before or after any staff comment or report. Public comment shall precede discussion of the item by the committee. Comments by individuals and entities will be limited to five minutes or as may be reasonable as determined by the conducting officer.	
3.	Consent Items A. Minutes of July 28, 2016 B. Authorize preparation of RFP for replacing car wash equipment	Action
4.	System Update A. Outreach and marketing B. Growth in agricultural vanpool activity C. NTD Numbers show a 20% increase over last year	Information
5.	Accept San Joaquin Council of Government as CalVans member	Action
6.	Authorize the creation and filling of a Account Clerk position	Action
7.	Authorize 10-month fellowship position	Action
8.	Adjournment	

Attachments:

Item	Page	Description
A.	7	Board Minutes of August 4, 2016
B.	11	TAC Minutes of September 22, 2016
C.	14	Outreach Activities
D.	15	Driver Story and promotional flyers
E.	21	Letter from San Joaquin Council of Governments
F.	22	Climate Corps flyer

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STAFF REPORT

3. Consent Items

- A. Minutes of August 4, 2016

The attached minutes from the last meeting are ready for approval, pending any changes from the members.

- C. Authorize preparation of RFP for replacing car wash equipment

The wash system inside the Hanford carwash building needs to be replaced. The system was installed in 2011, is breaking down on a frequent basis and is expensive to repair. This is in part because the manufacture of the equipment no longer supporting it. Replacement parts that are found are expensive and not often available. Staff intends to solicit bids to replace the equipment, with the exception of the water recycle system that is separate from the vehicle washing equipment.

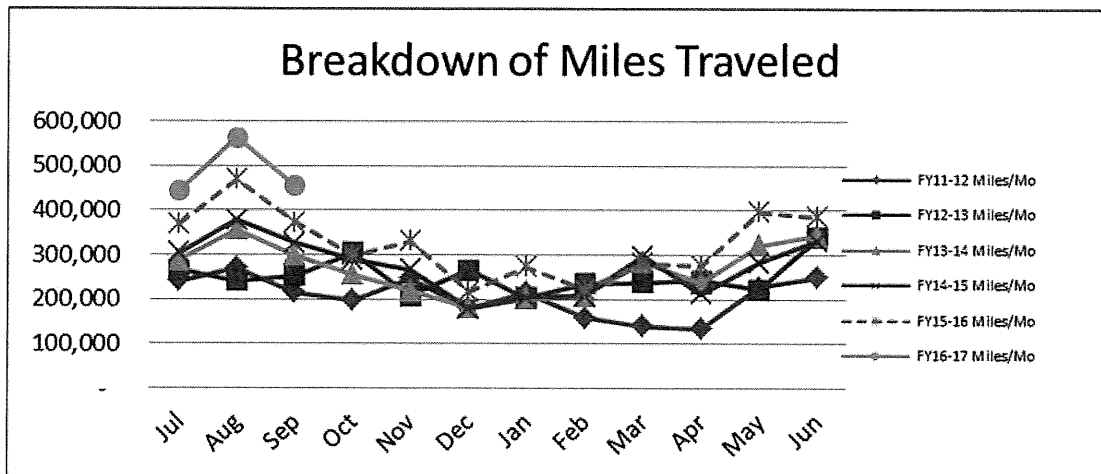
4. System Update

A. Outreach and marketing

Staff has been busy attending events to promote and explain how CalVans works. Attached is a list of these activities. Also attached is the most recent Driver Story featuring Daniel Avina from the Salinas area as well as some of the promotional material we are using to expand the program...

B. Growth in agricultural vanpool activity

This past summer has seen a continued growth in the number vanpools and the miles they travel. This reflects the additional vanpools placed into service and the longer distance being traveled by each. Over the past three years, the totals miles traveled for August have grown from 378,189 to 563,189. This growth will continue as more companies seek a CalVans vanpool for their employees. The following graph shows this growth over the past 5 years:



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C. NTD Numbers show a 20% increase over last year

CalVans Staff has finished tabulating the revenue miles, passengers and passenger lane miles reported to the National Transit Database for the past year. The totals are 20% higher than last year and will assist member agencies in meeting their CARB targets and provide an additional \$8 million in federal 5307 funds to member transit agencies.

Staff is in the process of breaking the number down by both County and transit district. This breakdown will be ready for your next meeting.

Passenger Lane Miles				
FY Year	Weekdays	Saturday	Sunday	Totals
14-15	75,807,229	9,304,059	5,634,235	90,745,523
15-16	91,009,764	11,326,715	6,686,926	109,023,405

D. Potential funding under Senate Bill No. 1275

SB 1275 was signed by the Governor and includes funding for agricultural vanpools in the San Joaquin Valley. This is found in ARB's Air Quality Improvement Program (AQIP) funding plan. It is anticipated that the funding could provide for an additional 80 vehicles for the agricultural program. Staff will be attending an October session in Sacramento where there will be more details provided.

5. Accept San Joaquin Council of Government as CalVans member

San Joaquin Council of Governments approved becoming a part of CalVans at their meeting on September 22. The move to join will benefit the agricultural workers and growers who live or work in the region. We routinely get calls from the area asking if the CalVans program is available to those in the area. Many of the grower/contractors who work in the valley move up and down the valley, depending on the crop and season.

Staff does not anticipate placing staff in the area until we have established some vanpools. We would do as we have done in Bakersfield, where we have one person that does both outreach and support activities. Our Bakersfield person works out of the Kern COG office, but is normally found in the field.

Staff is recommending that San Joaquin COG be accepted as a member of CalVans.

6. Authorize the creation and filling of an Account Clerk position

The workload for the accounting staff continues to grow in proportion to the vanpools being assigned. The accounting Staff prepares and receives approximately 2,100 invoices and payments each month. This large number is a result of the weekly billing to all agricultural vanpools and the rebilling each week to over 150 of the vanpool employers who are paying for their workers ride using an employer voucher.

The following is a list of the positions and the tasks performed by each, including the tasks that will be assigned the new position:

POSITION	NAME	DUTIES
Account Clerk III	Alejandra Madrigal	VP monthly Billing Post payments to Quick Books Scan checks to the Treasury Measure C billing VP Collections Supervise staff Cash payments front desk
Account Clerk II	Luz Rodriguez	FL Weekly Billing Weekly Aging Report for Monday Meeting Send Messages to MDTs Create Invoices in Quick Books Post to FL payments to Quick Books FL Collections Cash payments front desk
Account Clerk II	Maria Leal-Ortiz	Accounts Payable Open mail and process cash received AMBAG billing VP SACOG subsidy billing Print & mail Measure C vouchers Scan and file payment documents Cash payments front desk
Account Clerk II	Amada Ruch	VP Credit Card payments/receipts Daily VP Deposit into Cashiering Scan /file Deposits Email payments received receipts to drivers CAL CARD payments Open mail and process cash received Pick up and drop mail VP passenger Count spreadsheet for NTD Outside Deposits Tulare/Potterville subsidy billing Cash payments front desk
Account Clerk I	Daisy Gil	Receive Voucher payment Post Voucher payments into QBs Create & mail Company Invoices NTD numbers for FL FL passenger Count spreadsheet for NTD

Daily FL Deposits into Cashiering
Scan / File documents
Cash payments front desk

Account Clerk I New Position

NTD numbers for VP
Air Board voucher billing
Scan Deposits / file documents
Open mail and process cash received
NSF checks/billing & Collections
Print & mail JARC/Tulare & Porterville Vouchers
Scan / File documents
Cash payments front desk

Staff is recommending the creation and filling of an additional Account Clerk I/II Position.

6. Authorize 10-month fellowship position

AmeriCorps has established a 10-month program titled Climate Corps for those students interested in the climate industry. The focus of the program is on sustainability programs and projects that lead to an improved climate. CalVans was contacted as it is seen as agency whose mission it is to improve air quality by reducing the number of vehicles on the roadway.

Staff is recommending that we secure an individual for the 10 month period that would work with our staff to promote our program in the minority communities. The \$20,000 cost would be charged to the Strategic Growth Council grant we have with the state that is designated for this purpose. Attached is a flyer that tells more about the program.