

California Vanpool Authority
(CalVans)

Minutes of Board Meeting

A regular meeting of the California Vanpool Authority was called to order by Sylvia V. Chavez, Co-Chairman of the Board at 10:00 a.m. on September 13, 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
Kern COG – Kern Council of Governments
MCTC – Madera County Transportation Commission
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, Councilmember	Primary
Fresno COG	Sylvia V. Chavez, Mayor of Huron	Primary
KCAG	Tony Barba, Supervisor District 4	Alternate
NCTPC	Tom Roberts, Manager of Transit	Alternate
SACOG	Sharon Sprowls *Arrived @ 10:04	Alternate
SBCAG	Janet Wolf, Supervisor Dist 2	Primary
TCAG	Rudy Mendoza, Woodlake City Council	Primary
VCTC	Jamey Brooks, Mayor Pro Tem Fillmore	Primary

Directors absent:

MCTC Robert Poythress

Counsel present: Zack Smith

Staff/Visitors in attendance:

Ron Hughes, Heather Corder, Temo Ortiz, Susan Haverland, Gus Banda and Trish Barberick from CalVans.

Also in attendance were Alan Holmes, Kent Epperson, Christine Chavez, Teresa Nickell, Jim Mackey and Jason Mackey.

2. UNSCHEDULED APPEARANCES:

There were no unscheduled appearances.

3. CONSENT CALENDAR:

A. Minutes of June 14, 2012

Motion was made, seconded Sprowls/Funk and carried by Chavez and Wolf to approve the consent calendar item A: Approval of minutes of August 9, 2012. Commissioners Barba, Roberts, Mendoza and Brooks abstained.

B. Claim for damages

Motion was made, seconded Roberts/Brooks and unanimously carried to deny claim and refer it to Philadelphia Insurance Company.

4. SYSTEM UPDATE.

- Reporting of VMT

Ron reported that Staff has completed the sorting of vans by County of origin for the purpose of reporting trips to the California Air Resource Board. The passenger vehicle miles traveled, increased by 22% over the prior year. The biggest increases were in Fresno and Tulare Counties. A large increase of VMT in Monterey, San Luis Obispo and Yuma were noted.

The drop in Kern County reflects the end of the JARC grant that was used to help promote the program to Kern County residents.

Commissioner Funk questioned if the original intent of the vanpools were for farm labor. Ron responded no, that CalVans provides general vanpools and agricultural vanpools. Commissioner Funk also inquired if CalVans had been in touch with the Farm Bureau regarding marketing. Ron responded that the Farm Bureau is usually the first contact, but then they refer to the Growers.

Ron stated that there currently aren't any subsidies for Agricultural workers and zero grant funds for marketing in other locations. Tulare County has measure C and Kings County has CMAQ funds to support new vanpools.

Commissioner Wolf inquired into the passenger trips and the significant increase in Santa Barbara. Ron responded that the vehicle miles traveled each day are counted as two trips, as the vanpools travel to and from work.

- Modifications to Fresno's Measure C Plan

Staff met with Measure Citizens Advisory Committee to review proposed changes to Measure C funds in Fresno County. Currently, Fresno County Farm Workers receive \$10 weekly vouchers used to reduce the cost of their vanpool bill. New general vanpool groups receive \$300 per month for one year.

The Measure C Committee approved the following modification to the program:

1. Farm Worker vanpool groups will now receive a maximum of \$150 per week toward their vanpool cost
2. General vanpools will receive \$600 per month for the first year and \$300 per month for the second year.
3. CalVans Staff will use Measure C funds to market the agricultural vanpool program in smaller rural communities.

Commissioner Roberts questioned why the general vanpools receive more assistance than the farm worker vanpools. Ron explained both vanpools receive \$600 per month, only agricultural vanpools pay by the week and the general vanpools pay monthly.

- SACOG vanpool incentive program

SACOG launched its new vanpool incentive program. New vanpool groups traveling out of the SACOG area, or traveling to the area for employment can now receive \$300 per month in support for one year. Currently the program doesn't assist with support if vanpools travel along corridors used by local transit agencies during peak hours in or out of the SACOG area.

- Use of vanpools by Foothill Packing employees

Foothill Packing, located in Salinas Valley, contacted CalVans Staff in the SACOG area asking if they knew of any laborers in the area that they could hire for work. After distributing flyers in the Napa and SACOG region, they could not find workers in that area and decided to use their Salinas Valley employees to do the work. The workers will be using several CalVans vanpools to travel to the SACOG area for three to five weeks to do the work. Foothill Packing will provide the employees with vouchers to cover their vanpool cost.

They will also be providing lodging as well during the three to five weeks their employees are working in the SACOG area.

- Presentation before SANDAG (San Diego Association of Governments)

Staff was asked by SANDAG for a presentation on the CalVans program and how it might work in the SANDAG region. SANDAG Staff have received requests from residents who would like to use a vanpool program, but do not qualify for one of the two private vanpool providers in that area.

SANDAG has an impressive vanpool program. It presently provides \$400 per month to 715 vanpools that then generate over \$11 million in FTA 5307 funds.

Staff stated there isn't an interest to establish a presence in the San Diego area, but suggested they find a local transit operator that may wish to replicate the CalVans model in their area.

Teresa Nickell from KCAG questioned the VMT in San Diego. Ron responded that a van must have originated from that area in order to have it reported on our list. Susan Haverland explained further that a vanpool did travel from Borrego Springs in San Diego County to Ventura for employment.

- Response to VPSI

Staff responded to the request for information from VPSI. The response included budget and audit documents for the past 10 years of operation.

Alan Holmes informed everyone that VPSI have changed their name to V-Ride. Ron responded that the response was to VPSI because that was the name used on the request for information.

5. APPROVAL OF KERN COUNCIL OF GOVERNMENTS AS CALVANS MEMBER.

The Board lacked the needed majority to approve Kern County Council of Government's request to join CalVans at the last Board meeting.

CalVans and its predecessor, KCAPTA have operated in Kern County for the last five years. The original partnership was through a JPA signed between KCAPTA and Kern County. This JPA focused on bringing the vanpool program to agricultural workers in Kern County.

Kern COG and CalVans Staff have worked closely to move the program started under KCAPTA to CalVans, so those now using the vanpools in Kern County to get to and from work would not have their vans taken away.

Staff recommended that the Board approve Kern COG as a member of CalVans.

Motion was made, seconded Brooks/Wolf and unanimously carried to approve Kern Council of Governments as a CalVans member.

6. APPROVAL OF FRP FOR PROVIDING UNIFORM SERVICE.

Ron explained that CalVans three year contract for uniform service will expire soon. The present firm has been doing a fairly decent job on cleaning the uniforms for the Transit Aides; unfortunately they no longer have the ability to press uniforms. The Staff at CalVans hopes a firm can be found that can provide this service.

Commissioner Mendoza inquired what the yearly cost was for this service. Staff responded the yearly cost is approximately \$2500 per year. He also requested an explanation as to why uniforms were necessary. Ron explained that the Transit Coordinators pay for their own uniforms to be cleaned but the Transit Aides are under the vehicles and oil, transmission fluid, acid, etc. get on the uniforms. The uniform service cleans and replaces damaged items.

Staff will prepare an RFP to solicit proposals from the firms interested in providing uniform service and will bring back a recommendation to the Board.

Motion was made, seconded Barba/Wolf and unanimously carried to approve an RFP to provide uniform service.

7. APPROVAL OF RFP FOR LEASE/PURCHASE ADDITIONAL 15-PASSENGER GMC VANS.

Staff explained that the Agency is almost out of 15-passenger vans and need to have the ability to add more to the fleet to keep up with demand. High gas prices and incentives are part of reasons for this demand.

CalVans will be receiving 27 CNG vans in the next several months, but placement will be limited due to the availability of CNG fueling sites.

Commissioner Brooks inquired if all contacts for lease/purchase providers would be given a chance to participate in the RFP. Ron responded that a copy of the RFP will be sent to all Board members to share with their staff.

Commissioner Sprowls questioned if CalVans had received SACOG's list of GMC dealers. Ron responded that the list had been received.

Motion was made, seconded Funk/Roberts and unanimously carried to approve an RFP to lease/purchase additional 15-passengers GMC vans.

8. DISCUSS POSSIBLE RFQ FOR SELECTION OF INSURANCE BROKER.

The Agency presently uses the services of Mackey & Mackey to solicit insurance proposals from the insurance industry. Staff has been pleased with their service, they have been available when needed and have done an excellent job of soliciting insurance proposals. It has been about five years since the last RFP for a Broker was performed. Requests have been made from other firms asking if we would consider another insurance broker.

Jim and Jason Mackey were present at the meeting and took the time to explain the process and time involved with selecting a new insurance broker. Mackey & Mackey have been associated with the Agency for 14 years. Mackey & Mackey have been in business since 1964. Mackey & Mackey have enjoyed the marvelous relationship first with KCAPTA and now with CalVans.

Mackey & Mackey have strived to get the best price possible for insurance coverage for CalVans. Currently Philadelphia Insurance Company provides vehicle insurance for CalVans. KCAPTA and now CalVans have been poster children for the insurance company due to all the safety measures in place.

Since November 2011 to current, Mackey & Mackey have "touched" CalVans policies 497 times. A stewardship report was handed out that included; 248 activities entered, 15 certificates issued, 7 claims handled, 47 claim attachments, 11 documents/correspondence, 152 e-mails sent and received, 10 endorsements issued and 7 lines of coverage written.

Mackey & Mackey would like to continue the relationship with CalVans but understands that being a public entity, a new RFQ should go out next year. Since it takes so much time to underwrite all the policies and get quotes from different insurance companies, it was suggested to wait until March 2013 before a new RFQ goes out.

Ron supported Mackey & Mackey to begin the process for an RFQ in March 2013. At that time an RFQ will go out and a selection committee will be formed

Commissioner Roberts commented that being a public entity it is important to go out to bid periodically. Not to suggest that Mackey & Mackey may not be awarded the RFQ next year anyway, after all the quotes have been received and evaluated, if they are best insurance broker for CalVans.

Motion was made, seconded Roberts/Brooks and unanimously carried to continue with the current broker, Mackey & Mackey until March, 2013, at which time Staff will begin the process of an RFQ for an Insurance broker and insurance company.

9. ANNOUNCE NEXT MEETING DATE

The next California Vanpool Authority (CalVans) meeting is scheduled for Thursday, October 11, 2012 at 10:00 am.

10. MISCELLANEOUS COMMENTS FROM MEMBERS AND STAFF.

Kent Epperson suggested CalVans Staff check into public versus private vanpool subsidy programs for the next TAC meeting.

Commissioner Brooks would like future agenda items added to the miscellaneous comments.

Ron commented that CalVans have not received the statement of economics (700 forms) from all of the Board members and their alternates. Please contact Trish at CalVans if you have any questions.

The meeting was adjourned at 10:46 a.m.

Respectfully submitted,


Ronald H. Hughes
Executive Director

9/13/12 tb



MACKEY AND MACKEY INSURANCE AGENCY, INC.

WWW.MACKEY-INSURANCE.COM

**2011 – 2012 Stewardship Report
For
California Van Pool Authority**

Activities Entered	248
Certificates Issued	15
Claims Handled	7
Claims Attachments	47
Documents / Correspondence	11
Emails Sent & Received	152
Endorsements Issued	10
Lines of Coverage Written	7

Time Period Represented: 11-04-11 through 09-13-12

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