

REGULAR MEETING CALIFORNIA VANPOOL AUTHORITY

Board of Directors

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

Meeting Date: September 13, 2012

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 Area Council of Governments, Huron City Hall, Council Chambers, 36311 Lassen Avenue, Huron, CA 93234
- Kern Council of Governments, 1401 19th Street, Board Room, Bakersfield, CA 93301 661-861-2191
- Madera County Transportation Commission, Citizens Business Bank, Room 101, 2001 Howard Road, Madera, CA 93637
- Napa County Transportation and Planning Agency, 707 Randolph Street, Suite 100, Napa, CA 94559
- Sacramento Area Council of Governments, Sutter Buttes Room, 1415 L Street, Suite 300, Sacramento, CA 95814
- Santa Barbara County Association of Governments, 4th Floor Board of Supervisors Conference Room, 105 East Anapamu Street, Santa Barbara, CA 93101
- Tulare County Association of Governments, Conference Room, 210 N Church St., Suite B, Visalia, CA 93291
- Ventura County Transportation Commission, Conference Room, 950 County Square Drive, Suite 108, Ventura, CA 93003

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 above 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)	
	<p>The public may address the Board of Directors on any item relevant to the Authority. To comment on an agenda item, speakers should notify the Board or Staff member at the meeting location, when the agenda item is announced. The Board or 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 Board of Directors. Comments by individuals and entities will be limited to five minutes or as may be reasonable as determined by the conducting officer.</p>	
3.	Consent Items:	Approval
	<p>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.</p>	
	A. Minutes of August 9, 2012 meeting	
	B. Claim for damages from	
4.	System Update	Information
	a. Reporting of VMT (Vehicles Miles Traveled) by County	
	b. Modifications to Fresno’s Measure C Plan	
	c. SACOG Vanpool Incentive Program	
	d. Use of Vanpools by Elkhorn employees	
	e. Presentation before SANDAG	
	f. Response to VPSI	
5.	Approval of Kern Council of Governments as CalVans Member	Action
6.	Approval of RFP for providing uniform service	Action
7.	Approval of RFP for purchase of additional 15-passenger GMC vans	Action
8.	Discuss possible RFQ for selection of Insurance Broker	Action
9.	Announce next meeting date	Information
10.	Miscellaneous Comments	

Attachments:

<u>Item</u>	<u>Page</u>	<u>Description</u>
A-	7	Minutes of August 9, 2012 Board Meeting
B-	14	Minutes of August 23, 2012 Technical Advisory Committee
C-	21	Claim for Damages
D-	23	List of VMT by county
E-	25	List of Vanpools by county and city
F-	26	Letter to inquiry from VPSI and Agency response

STAFF REPORT

3. Consent Items:

- A Minutes of August 9, 2012 meeting.
- B. Claim for damages

On March 2, 2012 one of our vanpool vehicles was involved in an accident at Tehachapi State Prison. The accident has been turned over to our insurance company for resolution. Stephanie Hopkins, the driver of the other vehicle has retained the Attorney Firm of Garrard and Davis, who has filed a claim on behalf of Mrs. Hopkins against CalVans. At this time, Staff is recommending that the Board officially deny the claim and refer it to Philadelphia Insurance Company, our insurance carrier. The claim is attached as attachment C.

4. System Update:

- a. Reporting of VMT (Vehicles Miles Traveled) by County

Staff has completed the sorting of vans by County of origin for the purpose of reporting trips to the California Air Resources Board. The passenger vehicle lane miles traveled increased by 22% over the prior year. The biggest increases occurred in Fresno and Tulare Counties. A large increase was also seen in Monterey, San Luis Obispo and Yuma. The growth in Monterey was primarily driven by the increase in agricultural vanpools; the growth in San Luis Obispo is due to the large number of new vanpools that now drive into the southern side of Monterey. The Yuma growth represents Monterey area vanpools that shift to the Yuma area during the time Monterey growers shift to warmer areas for the growing of crops that they are unable to grow in Monterey.

The drop in Kern County reflects the end of a JARC (Job Access and reverse Commute) grant that was used to help promote the program to Kern County residents. However, the number of vanpools has continued to grow, with a number of agricultural vanpools originating in the city of Bakersfield. A breakdown by county is included as attachment D.

Also attached is attachment E listing a breakdown of vanpools by county and city. The report that was presented last month failed to include the vanpools in Santa Maria. They were in the overall report, but were listed in Monterey County not Santa Barbara County.

- b. Modifications to Fresno's Measure C Plan

Staff met with the Measure Citizens Advisory Committee to review proposed changes to see how Measure C funds are used to support vanpools in Fresno County. Presently, Fresno County Farmworkers receive \$10 weekly coupons used to reduce the cost of their vanpool bill. New general vanpools groups receive \$300 for one year.

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

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

It is anticipated that the increased funding will cause more Fresno residents to try vanpooling for the first time. This increase will impact the number of vanpools being reported into Fresno's UZA area, resulting in more 5307 funds for the local transit system.

c. SACOG Vanpool Incentive Program

SACOG has 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. The funds are available to both agricultural and general vanpools. The funds cannot be used for vanpools that travel along several transit corridors served by the buses operated by the local transit agencies.

One condition of receiving the funds is the ability to report passenger trip data into the NTD (National Transit Database). SACOG Staff is presently exploring options for reporting data for the two private vanpool providers so that they might be eligible for the funds as well. By reporting the trip data, the agency will help generate additional funding for local transit.

d. Use of Vanpools by Foothill employees

Foothill Packing, located in the 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 they had contracted for in the area. After Distributing flyers in the Napa and SACOG region, they could not find workers and have 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 3 to 5 weeks to do the work. Foothill Packing will provide the employees vouchers to cover their vanpool cost for the 3 to 5 weeks they will be staying in the area, as well as providing lodging at local hotels.

e. Presentation before SANDAG

Staff was asked by SANDAG (San Diego Association of Governments) for a presentation on the CalVans program, and how it might work in the SANDAG region. The SANDAG Staff has received requests from residents who would like to use their vanpool program, but do not qualify for one of the two private vanpool providers in the area. The residents are generally minorities in rural areas that may have limited bus service.

SANDAG has developed is impressive vanpool program. It presently provides \$400 a month to 715 vanpools that then generate over \$11 million in FTA 5307 funds. \$3.4 million of these funds go to support the vanpool program, with the remaining \$7.6 being used to support transit operations.

Staff stated that they were not interested in establishing 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. Staff also invited SACOG Staff to visit the operation in Hanford and see how the system works.

f. Response to VPSI

Staff responded to the request for information from VPSI. Attachment F includes the original request from VPSI response as well as our response. The response also included budget and audit documents for the past 10 years of operation. Staff anticipates some follow-up questions once they have gone through the information.

5. Approval of Kern Council of Governments as CalVans Member

The Board lacked the needed majority to approve Kern Council of Governments request to join CalVans at the last meeting. The item was held over to the next meeting when there will be enough members present to approve their membership with CalVans.

CalVans, and its predecessor, KCAPTA has operated in Kern County for the past 5 years. The original partnership was through a JPA signed between Kern County and KCAPTA. This JPA focused on bringing the vanpool program to agricultural workers in Kern County. With the formation of CalVans and the end of State Grant funds, the JPA ceased to exist, as KCAPTA no longer managed the vanpool project.

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 work would not have their vans taken away. Staff continues to recommend that the Board approve Kern COG as a member of CalVans.

6. Approval of RFP for providing uniform cleaning

The three year contract for uniform service will expire in several months. The present firm has been doing a fairly decent job on cleaning the Transit Aides uniforms, unfortunately they no longer have the ability to press the uniform pants worn by the Transit Coordinators and Director. It is hoped that a firm can be found that provides this service.

Staff will prepare a RFP to solicit proposals from the firms interested in providing uniform services, and will bring back a recommendation on the most promising firm.

7. Approval of RFP for purchase of additional 15-passenger GMC vans

The Agency is almost out of 15-passenger vans and needs to have the ability to add more to the fleet to keep up with demand. The demand is coming from a number of areas. The first is from the continued high gas prices, this is followed by the incentives being offered by the Monterey Bay Air Pollution Control District and the San Joaquin Valley Air Pollution Control District. One offers \$350 per month to a new vanpool and the other offers \$30 per month to all vanpool riders in its 8 County region.

Demand will continue to grow as Measure C offers additional incentives, SACOG's program gets underway and the JARC grants begin in January. The JARC programs will be in Sutter, Madera, Santa Barbara and Ventura Counties. We are set to get some 27 CNG vans in the next several months, but their placement will be limited by the availability of CNG fueling locations.

Staff is recommending that an RFP be circulated for the purpose of leasing up to 50 vans over the next 6 months, as the need arises. This is the same method Staff has used in the past to acquire additional vehicles.



The TAC recommended that Staff include other companies that may be interested in providing leasing services. CalVans Staff will review and evaluate any firm that wishes to provide leasing services. This is something that Staff does on a regular basis. Unfortunately most firms want at least two years of financial records and at this time CalVans can only provide nine months worth.

8. Approval of RFQ for selection of Insurance Broker

The Agency presently uses the services of Mackey and Mackey to solicit insurance proposals from the insurance industry. The various policies cover the vehicles, offices and actions by the Board members. Staff has been pleased with their service, they are available when needed and have done an excellent job of soliciting insurance proposals. There is no requirement to change brokers at this time. It has been about 5 years since it was last done, and Staff has had several requests from other firms asking if we would consider another insurance broker.

In reviewing this item the TAC recommended that Staff go ahead and proceed with solicitations. Since that time staff has reviewed the time frame for solicitation and securing insurance. We have advised by our present Broker that we may have difficulty in completing the entire process by the time our present policies expire at the end of this year. The concern is that we may not have enough time to select a broker, shop the insurance market and set up the new policies by the end of the year. Jim Mackey, our present Broker states that they begin working on accounts of our size and nature 120 to 90 days out. This is done in order to search the market place to locate insurance companies that will quote a risk such as ours. Once these firms are identified, applications and additional information is provided leading up to the selection of a company. Mr. Mackey will be present at the meeting to discuss the item and answer any questions.

Staff will proceed as directed following discussion of the item.

9. Announce Next Meeting Date

The next meeting regular meeting will be October 11th at 10AM.

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 10:01 a.m. on August 9, 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:

AMBAG	Scott Funk, Councilmember	Primary
Fresno COG	Sylvia V. Chavez, Mayor of Huron	Primary
KCAG	Joe Neves, Supervisor District 1	Primary
MCTC	Robert Poythress, City Council	Primary
SBCAG	Janet Wolf, Supervisor Dist 2	Primary

Directors absent:

NCTPC	Keith Caldwell
SACOG	Kirk Trost
TCAG	Rudy Mendoza
VCTC	Jamey Brooks

Counsel present: Zack Smith

Staff/Visitors in attendance:

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

Also in attendance were Alan Holmes, Jackie Carter, Christine Chavez, Teresa Nickell, Bob Snoddy, Suzanne Campbell, Gary Taylor and Diana Meehan.

2. UNSCHEDULED APPEARANCES:

There were no unscheduled appearances.

3. CONSENT CALENDAR:

A. Minutes of June 14, 2012

Motion was made, seconded Poythress/Funk and carried by Chavez and Neves to approve the consent calendar item A: Approval of minutes of June 14, 2012. Commissioner Wolf abstained.

4. SYSTEM UPDATE.

A. Ron Hughes commented that CalVans currently has 425 vanpools. A graph showing the number of vans that travel to and from each county was listed. The graph showed the general vanpools but not the agricultural vanpools. The agricultural vanpools change locations throughout the year depending on what crops need to be harvested.

- Fresno sends out about as many vans as it receives.
- Tulare's general vanpools travel out of the county to prisons.
- Kings County has more vanpools coming into the county due to the two large prisons in Corcoran.
- Monterey has had a sharp increase due to the vanpools traveling from San Luis Obispo.
- Kern County receives an influx due to agricultural work around Bakersfield as well as the prisons.
- Madera's vanpools leave the county for agricultural work in other counties, but are replaced by vanpools going to the two Chowchilla prisons.
- Ventura's vanpools are mostly agricultural workers who may travel in Ventura, but as far north as Kern County during the season.

The program's growth remains steady. This may be due partly to the \$30.00 monthly vouchers being provided by the San Joaquin Air Pollution Control District as well as the \$350.00 monthly incentive for new vanpools being provided by the Monterey Bay Air Pollution Control District.

Soon Sacramento area residents will be offered a similar monthly reduction for new vanpools. Once the JARC grant is in place, new riders in Ventura, Santa Barbara and Sutter Counties will have the ability to save up to \$75.00 a month to join or start a new vanpool.

Commissioner Wolf inquired as to why Santa Barbara wasn't included in the graph listing the vans that travel to and from each county and requested an update from Vandenberg Air Force Base.

Ron replied it was an oversight and would be corrected and a revised list would be sent.

Susan Haverland of CalVans explained that Vandenberg Air Force Base needed a point of contact, that has been completed and CalVans is in the process of finalizing an e-mail to go to all the Vandenberg Air Force Base employees with a CalVans flyer explaining the program.

Susan also stated that there are currently seven vans in the Santa Maria area that are used by Winery employees and agricultural workers picking strawberries.

Susan also noted CalVans trailed behind Ventura County buses accommodating riders to the Government center as the newly purchased Ventura County buses have 20% less room for riders. One CalVans vanpool was started because of this service.

B. Ron commented that VSPI has been involved in some of the correspondence that has been exchanged between SACOG as well as the State Assembly. VSPI submitted a letter to Kings County requesting information on the vanpool program. Staff requested they submit the request to CalVans. Staff is working to prepare the information requested, once the request from VSPI has been sent to CalVans. Similar requests have been made by VSPI and Staff has answered all requests. Staff spoke with VSPI Staff to confirm they had received copies of the information sent to the Assembly office. VSPI stated they had received the information but still had questions.

C. Ron explained the recent transportation reauthorization provided additional funds for small UZAs through STIC allocation. A small UZA from 50,000 to 200,000 in population and can receive up to six points for their system. In the past each point was worth \$131,788.00. The amount was raised to \$218,747.00 a point. Points are earned through the reporting of vanpool trips.

D. Ron explained the increase in FY 11/12 passenger vehicle miles traveled. There has been a reduction of 22% in vehicle miles traveled by those using the program. The list used percentages making it easier to report data for each area served by CalVans.

Commissioner Funk requested an explanation of passenger miles counted, if they were counted by destination or origin.

Ron responded that the passenger miles counted were by either destination or origin, depending on the area or by population. Reporting to a large UZA is beneficial.

E. Ron explained the use of vouchers by growers. The number of agricultural workers receiving vouchers from their employers continues to grow. Presently, thirty five vanpool groups representing five hundred workers receive vouchers. Riders turn in the vouchers to the driver in lieu of payments. The drivers send the vouchers to our Accounting Dept and they bill the grower for payment.

The vouchers are a result of three factors:

- The first is the requirement by some growers that the contractors minimize the number of vehicles in their field and those vehicles on the property meet the DOL requirements for safe transportation.
- The second factor results from a labor shortage and the need to move workers farther than they would normally travel for work.
- The final and third factor comes from the fact that some farm workers in certain areas have skills not found in other areas.

F. Ron reported that Kings County applied on behalf of CalVans for a State of Good Repair Grant and recently the Agency was notified it was awarded \$931,200.00 for replacement of vans that have met or exceeded their useful life. The replacement vehicles will operate on CNG fuel and therefore will be more expensive to purchase than traditional gasoline powered vehicles. The CNG vehicles spend less on fuel, almost half of what gasoline costs to operate vehicles.

The grant requires a 20% match of \$232,800.00 in non Federal dollars. Staff is working to identify possible funding sources.

5. APPROVE SELECTION OF AUDIT FIRM.

Staff received three proposals interested in performing our annual audits for the next three years. A committee of TAC members from Madera, Fresno and Tulare evaluated and reviewed the proposals. The TAC members recommended which firm to select. The committee felt that the firm that had the most experience with working with NTD numbers and the background to perform the audit in an efficient and cost effective manner was Dedekian, George, Small and Markarian.

Staff recommended that Dedekian, George, Small and Markarian be awarded to perform the CalVans audits for the next three years.

Motion was made, seconded Poythress/Chavez and unanimously carried to approve and award the firm of Dedekian, George, Small and Markarian to perform the CalVans audits for the next three years.

6. APPROVAL OF KERN COUNCIL OF GOVERNMENTS AS A CALVANS MEMBER.

Ron explained that CalVans and its predecessor; KCAPTA has operated in Kern County for at least the past five years. KERN COG and CalVans Staff have worked closely to move the program from KCAPTA to CalVans.

Kern COG unanimously approved joining CalVans at their last meeting. The approval followed several presentations by CalVans Staff before various KERN COG Staff and committees.

It was noted that for a legal resolution the Board needs to have at least six of the nine Board members in attendance to vote.

This item has been tabled until the next meeting.

7. AUTHORIZE APPROVAL TO LEASE/PURCHASE ADDITIONAL TOYOTA VANS.

The Board had previously authorized Staff to lease/purchase up to fifteen 8-passenger Toyota Sienna's. The last four of these vans are spoken for. CalVans keeps a spare Toyota Sienna to replace any Astro van if needed.

More Toyota Sienna's have been requested to start vanpools. Staff requested that the Board authorize CalVans to lease/purchase an additional fifteen Toyota Sienna's as needed. It is anticipated that they will continue to be a demand for them as Chevrolet, Ford and Chrysler no longer make an 8-passenger van.

Gary Taylor requested we advertise for the additional vehicles in all areas served by CalVans.

Ron responded that we do not purchase the vehicles we lease/purchase the vehicles and due to CalVans only having a six month financial history, most companies require at least two years of financial history before they will work with you. The company currently used for the lease/purchases has previously worked with us through KCAPTA and were willing to lease/purchase to CalVans.

Commissioner Neves stated we are always looking for vendors to place on a vendors list and if anyone knows of any vendors willing to lease/purchase to CalVans to let us know.

Motion was made, seconded Chavez/Poythress and unanimously carried to authorize the lease/purchase of up to an additional fifteen Toyota Sienna vans.

8. ARRANGE VISIT THROUGH DOL STAFF, INVITING SECRETARY OF LABOR, HILDA SOLIZ TO VISIT THE PROGRAM.

The Department of Labor Staff suggested that it may be time to invite Secretary of Labor, Hilda Soliz for a visit, to view the CalVans program.

The visit would give Staff and the Board the opportunity to discuss several issues CalVans is working on. The issues center on the use of the vanpools by agricultural workers that have a FLC (Farm Labor Contractors) license, but are not doing FLC activities. Staff would also like to revisit the thirteen page letter issued to the agency when it was operated as part of KCAPTA. The letter refers to the transit agency but not to CalVans. Staff feels it is important to have the letter reissued to CalVans, so there aren't any questions as to CalVans authorization to continue providing agricultural vanpools.

Staff requested that the Board approve to arrange a visit through the DOL Staff, inviting Secretary of Labor, Hilda Soliz for a visit.

Motion was made, seconded Poythress/Wolf and unanimously carried to arrange inviting Secretary of Labor, Hilda Soliz to visit the program.

9. ANNOUNCE NEXT MEETING DATE

The next California Vanpool Authority (CalVans) meeting is scheduled for Thursday, September 13, 2012 at 10:00 am.

10. MISCELLANEOUS COMMENTS FROM MEMBERS AND STAFF.

Ron wanted to update everyone that ICE seized a vehicle with an undocumented driver with a State of Washington driver's license. More information will be provided once CalVans receives it.

Ron also commented that each Transit Coordinator is writing a day in the life of vanpool riders. This time it was Susan Haverland (page 33 of agenda) who wrote about everyday heroes working in San Luis Obispo County.

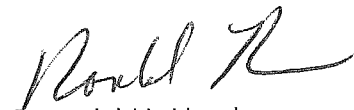
In addition, Ron commented that if the Board would like to skip a monthly meeting if there is not a full agenda or to meet every other month, to please inform him.

Commissioner Neves reminded the Board that six members are needed to vote in Kern COG as CalVans members and hopes to have at least six Board members in attendance at the next Board meeting.

Commissioner Neves also inquired if there was anything the Board members would like to add on the next agenda.

The meeting was adjourned at 10:38 a.m.

Respectfully submitted,



Ronald H. Hughes
Executive Director

8/9/12 tb

Technical Advisory Committee Minutes

An unofficial meeting of the California Vanpool Authority Technical Advisory Committee was held on August 23, 2012 at 1:32 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
Fresno COG – Fresno Council of Governments
KCOG – Kern Council of Governments
KCAG – Kings County Association 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. ROLL CALL AND ATTENDANCE

Ron Hughes, Heather Corder, Carmen Mora and Trish Barberick from CalVans.

Also attending were Alan Holmes, Christine Chavez, Sharon Sprowls, Bob Snoddy and Suzanne Campbell. Teresa Nickell joined @ 1:36

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 July 26, 2012

Motion was made, seconded Alan Holmes/Sharon Sprowls and unanimously carried to approve the consent calendar item A: Approval of minutes of July 26, 2012.

4. SYSTEM UPDATE

A. Reporting of VMT (Vehicle Miles Traveled) by County.

Ron explained a list of trips by County of origin for the purpose of reporting trips to the California Air Resources Board for vehicle miles traveled was attached to the agenda.

The overall passenger vehicle lane miles traveled increased by 22% over the prior year. The biggest increases occurred in Fresno and Tulare Counties. A large increase was also seen in Monterey, San Luis Obispo and Yuma. The Yuma growth represents Monterey area vanpools that shift to the Yuma area during the time Monterey growers shift to warmer climates for the growing of crops that they would normally grow in Monterey. CalVans was in Yuma for approximately six months this year.

B. Modification to Fresno's Measure C Plan.

Staff met with the Measure Citizens Advisory Committee to review proposed changes to the Measure C Funds that are used to support vanpools in Fresno County. Presently, Fresno County Farm workers receive \$10 weekly coupons that are used to reduce the cost of their vanpool bill. New general vanpool groups receive \$300 for one year. The entire vanpool benefits not just a single rider.

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

- Farm worker vanpool groups will now receive a maximum of \$150 per week toward their vanpool cost.
- General vanpools will receive \$600 a month for the first year and \$300 per month for the second year.
- CalVans Staff will use Measure C funds for outreach/marketing the agricultural vanpool program in smaller rural communities.

It is anticipated that the increased funding will cause more Fresno residents to try vanpooling for the first time. This increase would impact the number of vanpools being reported into Fresno's UZA area, resulting in more 5307 funds for the local transit agency.

C. SACOG Vanpool Incentive Program.

Staff explained that SACOG has launched its new Vanpool Incentive Program and can be found on the CalVans website. 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. The funds are available to both general and agricultural vanpools. The funds cannot be used for vanpools that travel along several transit corridors served by the buses operated by the local transit agency. Ridership is needed in the Sacramento area to cover the costs in keeping an office in Woodland.

Sharon Sprowls commented that the incentive is not to be used for general vanpools who originate from the downtown Sacramento area during peak hours or their destination is downtown Sacramento during peak hours.

Ron explained that the vanpools are not to compete with transit agencies along the corridors. One condition of receiving the funds is the ability to report passenger trip data into the NTD (National Transit Database).

SACOG Staff is presently exploring options for reporting data for the two private vanpool providers. By reporting the trip data, the Agency will help generate additional funding for the local transit agencies.

5. APPROVAL OF KERN COUNCIL OF GOVERNMENTS AS CALVANS MEMBER

Staff explained the Board lacked the needed majority to approve Kern Council of Governments request to join CalVans at the last meeting. Six members were needed for a quorum and we only had five.

Kern Council of Governments unanimously approved joining CalVans at their July 19, 2012 meeting.

Their approval followed several presentations by CalVans Staff before various Kern COG Staff and committees. The Kern COG changed leadership and were now favorable in joining CalVans.

Staff continues to recommend that the Board approve Kern COG as a member of CalVans at the next meeting.

6. APPROVAL OF RFP FOR PROVIDING UNIFORM SERVICE.

The contract for the CalVans uniform service will expire in a few months. The present firm has been doing a fairly decent job on the Transit Aides uniforms. But unfortunately they no longer have the ability to press the uniforms worn by the Transit Coordinators and the Director. Staff hopes that a firm can be found that provides pressing service.

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

Teresa Nickell inquired what the cost is for the current uniform service.

Staff responded that the cost for the Transit Aides, the Transit Coordinators and the Executive Director is \$45.43 per week for uniform service for the Hanford office.

Sharon Sprowls inquired about pressing and non-pressing needs, or if we could get uniform pants that didn't need pressing.

Staff responded that the Transit Aides are in, on and under the vans performing minor repairs and their pants do not need to be pressed. The Executive staff does not do this and their pants are pressed for a professional appearance.

Ron explained that if a uniform service cannot be found that presses pants, only the Transit Aides will have the uniform service and the Executives will press their own.

Staff will return to the Board with a recommendation.

A motion was made, seconded Sharon Sprowls/Alan Holmes to approve an RFP for providing uniform service.

7. APPROVAL OF RFP FOR JANITORIAL SERVICES.

The present agreement for janitorial service expired and we are currently paying month to month. Staff is interested in seeing if another janitorial firm might do a better job. Good janitorial service is difficult to find. Staff explained that over the past 10 years Staff has used the County Staff, extra help and two outside janitorial firms.

Staff will prepare an RFP to solicit proposals from those firms interested in doing the work. Staff will bring back a recommendation to the Board on the most promising janitorial firm.

Christine Chavez inquired if the cost was applied between KART and CalVans. Ron replied that the cost is applied.

Staff will return to the Board with a recommendation.

A motion was made, seconded Christine Chavez/Alan Holmes to approve an RFP for Janitorial Services.

8. APPROVAL OF RFP FOR PURCHASE OF ADDITIONAL 15-PASSENGER GMC VANS.

The Agency is almost out of 15-passenger vans and needs to have the ability to add more to the fleet to keep up with demand. The demand is coming from a number of areas. The first is from the continued high gas prices, this is followed by the incentives being offered by the Monterey Bay Air Pollution Control District and the San Joaquin Valley Air Pollution Control District. One offers \$350 per month to a new vanpool and the other offers \$30 per month to all vanpool riders in its eight County regions.

Demand will continue to grow as Measure C offers additional incentives, SACOG's program gets underway and the JARC grants begin in January. The JARC programs will be in Sutter, Madera, Santa Barbara and Ventura Counties. We are currently set up to get 27 CNG vans, but these will be limited in where they can be placed due to CNG fueling station locations.

Sharon Sprowls inquired if vendors from all areas could apply and if CalVans could piggyback on the State contracts.

Ron responded that for purchases yes, for lease/purchases no. Any leasing company that may want to lease/purchase to CalVans can be placed on a vendors list. Most lease/purchase companies will not approve a company with only a six month financial history. The company currently used has worked with us prior under KCAPTA and was willing to lease/purchase to CalVans.

Alan Holmes inquired if there had been any response from Board members in regard to lease/purchase vendors.

Ron responded that CalVans was working with Gary at SACOG.

Staff recommended that an RFP be circulated for the purpose of leasing up to fifty vans over the next five months to meet the demand.

Staff will return to the Board with a recommendation.

Motion was made, seconded Alan Holmes/Christine Chavez and unanimously carried to approve an RFP for the purchase of additional 15-passenger GMC vans.

9. DISCUSS POSSIBLE RFQ FOR SELECTION OF INSURANCE BROKER.

Staff explained that the Agency presently uses the services of Mackey and Mackey to solicit insurance proposals from the insurance industry. Staff has been pleased with their service, they are available when needed and have done an excellent job of soliciting insurance proposals. There is no requirement to change brokers at this time, except that it has been about five years since it was last done and Staff has had several requests from other firms asking if we would consider another insurance broker. This is a two step process. A broker must be found and then an insurance carrier. Our current insurance carrier contract with Philadelphia ends in January. Philadelphia has been our insurance carrier for the last three years.

Sharon Sprowls asked if CalVans has used non-profit United or Cal ACT.

Ron responded that neither has been used for the vanpools. They weren't interested as our drivers are volunteers. The RFQ will be placed on the Cal ACT website.

Alan Holmes would like other entities to submit bids as requests for consideration have come in.

Staff will return to the Board with a recommendation.

Motion was made, seconded Alan Holmes/Sharon Sprowls and unanimously carried to approve an RFQ for selection of Insurance Broker.

10. MISCELLANEOUS COMMENTS.

Bob Snoddy and Suzanne Campbell stated they had joined the meeting earlier but didn't want to disrupt the meeting.

CalVans may invest in purchasing bike racks for some vans, depending on the cost. The public has requested bike racks.

Alan Holmes believes the bike racks would be a strong selling tool. He also inquired if Susan Haverland was working today. Staff responded that Susan was off today and tomorrow.

ANNOUNCE NEXT MEETING DATE

The next California Vanpool Authority Technical Advisory Committee meeting is scheduled for Thursday, September 27, 2012 at 1:30 p.m. in the CalVans conference room located at 1340 North Drive, Hanford, CA.

ADJOURNMENT

The meeting was adjourned at 1:57 p.m.

Respectfully submitted



Ron Hughes
Executive Director

8/23/12 tb

RESERVE FOR FILING STAMP

**CLAIM FOR DAMAGES
CALIFORNIA VANPOOL AGENCY**

This claim must be filed with the Executive Director of California Vanpool Authority. When space is insufficient, please use additional paper and identify information by paragraph number. When claim is complete, mail to: Executive Director of the California Vanpool Authority, 1340 North Drive, Hanford, CA 93230.

California Vanpool Authority

1340 NORTH DRIVE
HANFORD, CA 93230

NAME

Stephanie Hopkins
c/o Garrard & Davis

ADDRESS

1448 15th Street, Suite 200
Santa Monica, CA 90404

DATE OF BIRTH 12-3-63

TELEPHONE NO. (310) 394-9887

SOCIAL SECURITY # 564-55-0810

GENTLEMEN:

The undersigned respectfully submits the following claim and information:

1. Post Office address to which claimant desires notices to be sent if other than above:

Garrard & Davis, 1448 15th Street, Suite 200, Santa Monica, CA 90404

2. Date, place, and time of occurrence or transaction which claim arises from:

DATE: 3-2-12 TIME: 2:20 PM

PLACE: Administration Road south of CCI View Road, unincorporated area of Kern County

3. Specify the particular act or omission and circumstances you claim caused injury and/or damage: Rosalia Barahona was driving eastbound on Administration Road and Ms. Hopkins was driving westbound on Administration Road. Barahona attempted to make a left turn and failed to yield to Hopkins' right of way. Barahona drove directly into the path of Hopkins and struck Hopkins' vehicle. A copy of the Traffic Collision Report is enclosed.

4. Name or names of any employee of the County you claim caused the injury, damage, or loss, if any: Rosalia Barahona, 4205 Adore Drie, Palmdale, CA 93552 - LVN with Tehachapi State Prison.

The vehicle driven by Ms. Barahona is registered to ALD Automotive, Inc. and leased by KCAPTA.

5. Amount of reimbursement claimed as damages with computation and supporting paid bills, receipts, or estimates of cost (please attach papers to claim), or which is the appropriate Court of Jurisdiction [Govt. Code 910(f)]: _____

Medical bills have been paid through Worker's Compensation.

6. Name and addresses of eye witnesses, doctors, hospitals, etc.

NAME

ADDRESS

TELEPHONE

(1) Kaiser Permanente Urgent Care Clinic, 3501 Stockdale Highway, Bakersfield, CA 93309

(2) Kaiser Permanente, Kathryn Mason, M.D., 3501 Stockdale Highway, Bakersfield, CA 93309

(3) Spine & Orthopedic Center, 2725 16th Street, Bakersfield, CA 93301

(4) Glinn & Giordano Physical Therapy, 2701 Calloway Drive, Suite 400, Bakersfield, CA 93312

7. Description of personal injury. If there are no personal injuries, state "None":

Fractured fibula right leg, fracture to right knee (displaced kneecap), fracture to left hand, soft tissue injuries to both knees, right wrist, right heel and both ankles.

8. Name of any other person injured: _____

Address of injured person: _____

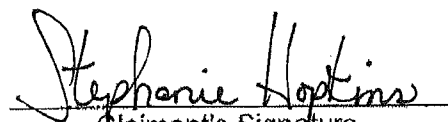
9. Description of property damaged: 1999 Toyota Camry totalled by insurance

10. Owner of property damaged: Stephanie Hopkins

11. Any additional information that might be helpful in considering this claim: _____

I have read the matters and statements made in the above claim and I know the same to be true of my own knowledge, except as to those matters stated true. I certify under penalty of perjury that the foregoing is true and correct.

Signed this 17 day of August of 2012 at Bakersfield, California
(City & State)


Claimant's Signature

FY 2010-2011

FY 2011-2012

County	Pass Lane		Pass Lane		Pass Lane	
	Passengers	Miles	Passengers	Miles	Passengers	Miles
Fresno	383,537	1,899,637	16,359,577	2,350,598	475,371	19,995,972
Tulare	346,854	1,675,420	12,638,598	2,071,857	435,893	15,797,548
Kings	280,119	1,462,564	9,904,933	1,643,521	307,185	10,854,598
Kern	105,048	522,891	5,196,769	487,683	106,711	4,773,692
Monterey	74,053	292,848	2,624,019	389,749	117,033	3,982,283
San Luis Obispo	19,384	100,308	1,069,049	302,357	35,503	2,288,619
Madera	41,622	238,603	2,274,577	171,133	35,810	1,859,181
Ventura	46,941	162,292	1,702,782	157,570	53,889	1,838,301
Yuma	372	1,908	15,140	121,300	42,434	1,492,852
Los Angeles	0	0	0	66,652	5,938	364,325
Santa Barbara	306	1,916	15,347	51,033	16,332	356,731
Merced	15,340	73,654	632,674	46,240	9,221	314,986
Stanislaus	3,916	18,851	212,973	27,240	4,485	246,441
Imperial	888	5,596	47,115	17,146	4,709	225,685
San Bernardino	1,541	8,419	97,245	14,354	3,151	208,275
Napa	0	0	0	19,835	8,120	205,877
Yolo	1,239	5,957	39,793	17,242	3,645	193,310
Santa Clara	253	1,994	13,124	19,061	3,056	124,857
Lake	0	0	0	10,722	2,157	110,292
Riverside	1,342	6,872	84,420	6,033	1,260	90,490
Solano	932	1,609	10,250	7,318	2,457	58,437
San Juaquin	1,632	6,847	63,569	5,247	894	45,261
San Benito	207	2,339	23,073	4,401	1,229	38,807
Yuba	963	6,270	53,363	3,915	491	34,889
Santa Cruz	808	7,099	35,237	7,168	742	26,818
San Diego	0	0	0	1,228	1,176	17,196
Colusa	283	1,598	12,417	0	0	0
Total	1,327,580	6,505,492	53,126,044	8,020,603	1,678,892	65,545,721

Annual Change

% Change

County	Annual Change		% Change	
	Passengers	Miles	Passengers	Miles
Fresno	91,834	450,960	18%	19%
Tulare	89,039	396,437	20%	19%
Kings	27,066	180,957	9%	11%
Kern	1,663	-35,208	-9%	-7%
Monterey	42,980	96,901	34%	25%
San Luis Obispo	16,119	202,050	53%	67%
Madera	-5,812	-67,469	-22%	-39%
Ventura	6,948	-4,722	7%	-3%
Yuma	42,062	119,392	99%	98%
Los Angeles	5,938	66,652	100%	100%
Santa Barbara	16,026	49,117	96%	96%
Merced	-6,119	-27,414	-101%	-59%
Stanislaus	569	8,389	14%	31%
Imperial	3,821	11,550	79%	67%
San Bernardino	1,610	5,935	53%	41%
Napa	8,120	19,835	100%	100%
Yolo	2,406	11,285	79%	65%
Santa Clara	2,803	17,067	89%	90%
Lake	2,157	10,722	100%	100%
Riverside	-82	-840	7%	-14%
Solano	1,525	5,709	82%	78%
San Joaquin	-738	-1,600	-40%	-31%
San Benito	1,022	2,062	41%	47%
Yuba	-472	-2,355	-53%	-60%
Santa Cruz	-66	69	-31%	1%
San Diego	1,176	1,228	100%	100%
Colusa	-283	-1,598		
Total	351,311	1,515,110	19%	19%
		12,419,677		21%

Vanpools Sorted by County of Origination:

Tulare	108
Fresno	107
Kings	86
Monterey	33
Kern	31
Madera	18
Ventura	11
San Luis Obispo	10
Santa Barbara	8
Napa	3
Los Angeles	2
Merced	2
Sacramento	2
San Benito	2
Lake	1
Santa Clara	1
Solano	1
Stanislaus	1

Vanpools Sorted by City of Origination:

Hanford	55	Orosi	5	Lamont	1
Visalia	46	Kingsburg	4	Rosamond	1
Fresno	35	McFarland	4	Armona	1
Lemoore	22	Greenfield	4	Kettleman City	1
Merced	18	Atascadero	4	Sanger	1
Porterville	18	Fowler	3	Kelseyville	1
Selma	16	Orange Cove	3	Atwater	1
Reedley	14	Lancaster	3	Los Banos	1
Tulare	14	Palmdale	3	Chualar	1
Salinas	12	Shafter	3	Woodland	1
Bakersfield	11	Wasco	3	American Canyon	1
Huron	10	Avenal	3	Napa	1
Dinuba	9	Corcoran	3	St Helena	1
Parlier	8	Lindsay	3	Citrus Heights	1
Santa Maria	8	Kerman	2	Elk Grove	1
Santa Paula	8	Delano	2	San Jose	1
King City	7	Palmdale	2	Fairfield	1
Clovis	6	Watsonville	2	Turlock	1
Soledad	6	Hollister	2	Caruthers	1
Paso Robles	6	Exeter	2	Orange Cove	1
Sanger	5	Springville	2	Richgrove	1
Cutler	5	Fillmore	2	Woodlake	1
Orosi	5	Mendota	1	Ojai	1



VPSI World Headquarters | 1220 Rankin Drive | Troy, Michigan 48063 | Tel: 248.597.3500 | Fax: 248.597.3501 | www.vpsiinc.com

July 24, 2012

Mr. Ronald Hughes, Executive Director
California Vanpool Authority
1340 North Drive
Hanford, CA 93230

Dear Mr. Hughes:

Under the California Public Records Act, I am requesting copies of the following information:

1. A copy of any documentation from the federal Department of Labor approving agricultural transportation by the California Vanpool Authority or its predecessor organizations;
2. A copy of any opinions or legal determinations from the state Department of Labor regarding agricultural worker transportation provided by the California Vanpool Authority or its predecessor organizations;
3. Budgets for the Kings Area Rural Transit and/or Kings County Area Public Transit Agency from 2002 to present, including any other budgetary information not directly attributable to that unit but related to the provision of agricultural vanpool and commuter vanpool service. This information should also contain both the final approved budgetary amounts from any approving authority as well as the year-end resolution of the budget amounts;
4. Any specific information regarding the sources and amounts of revenue in each budget year for the unit;
5. Any specific information regarding the capital expenditures of the unit in each budget year and the revenue source(s) used for said capital expenditures;
6. Any specific information regarding any federal funding used by the unit, including any budgetary information attached to any federal grant agreements from KCAPTA, KART, Kings County, or the California Vanpool Authority;
7. Budgetary information regarding the acquisition and disposal of assets from this unit, especially those assets used in the AITS program; and
8. Any budgetary information regarding the transfer of vanpool programming to the CalVans Joint Powers Authority, including but not limited to:
 - a. Asset transfers,
 - b. Ongoing financial support for the JPA, including in-kind contributions, and
 - c. Any other budgetary information related to the participation by partner agencies in the JPA.

In the interests of being as environmentally-friendly as possible, I would prefer that any of this information that can be provided in electronic format be available in that fashion. I understand that there may be a cost associated with this information, and am prepared

to make arrangements for said costs. If necessary, I can make arrangements for local staff to receive the documents that fulfill this request.

Should you have any questions regarding this request, I can be reached via email at chris.simmons@vride.com or by phone at 248-597-3581.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Simmons', followed by a horizontal line extending to the right.

Christian W. Simmons, JD
Government Affairs Executive



Public Vanpools Leading The Way

California Vanpool Authority

1340 North Drive
Hanford, CA 93230
559-852-2711
866-655-5444

August 13, 2012

Christian W Simmons, JD
Government Affair
PO Box 16415, Hooksett Road
Hooksett, NH 03106

Dear Mr. Simmons

Per your request I have gathered information related to our budgets, audits and asset transfers between KCAPTA and CalVans. All documents are found on the enclosed USB drive.

I have attempted to match the following list of Documents with the numbered questions in your letter of inquiry:

1. Copy of letter from Federal Department of labor, titled FDOL letter approving project.
2. Copy of email from State Department of Labor, titled SDOL email approving project.
3. The 2002 to present budgets are included with approved year-end audits through 2010/2011. The audits identify specific funding sources and their amounts.
4. Each audit contains the funding source and amount for each year.
5. Any additions or deletions to capital assets are noted in the audit reports for that year.
6. Funding for the start of the agricultural program was through a Federal JARC grant obtained through Caltrans.

The following list the audit report where the funds are identified and the amounts noted:

\$3,908,723 in 2003 found on page 15 of the 03-04 audit.

\$400,350 in 2004 found in page 16 of the 04-05 audit.

\$153,400 in 2005 found on page 18 of the 05-06 audit.

7. Attachment titled 2012-03-05 CalVans spreadsheet for assembly notes all vehicles acquisitions, who they were acquired from, the purchase price, date of acquisition, disposal date, who they were disposed to and what was paid for them.

8. a. Asset transfers to the newly formed CalVans agency are shown in attachment Item 8 Transfer List.

b. With the exception of \$25,000 that has been provided by Tulare Council of Governments for promoting ridesharing in the Central Valley for the past 5 or so years and \$50,000 in CMAQ funds to support emergency ride home program and outreach in Kings County, the agencies do not directly contribute to CalVans. Most funds come in the form of vouchers that simply reduce the fee paid by the rider. These are generally recognized as passenger fares in the budget.

The following lists the current rider support and its funding and purpose:

<u>Agency</u>	<u>Support</u>
San Joaquin Air Pollution District	\$30 voucher to new riders
Fresno Measure C funding	\$350 for new vanpool group
Monterey Air Pollution Control District	\$350 for new vanpool group
Santa Barbara Council of Governments	50% off first month 25% second

Caltrans-JARC in the following counties

Napa – ongoing

Madera – starts in January

50% for new agricultural rider

Santa Barbara – starts in January

50% for new rider

Ventura – starts in January

50% for new rider

Yuba – starts in January

50% for new rider

c. The member agencies are not required to provide any ongoing support. Any contribution comes as outlined in b and c above.

The following is from our 11-12 budget showing revenues from all sources. Shown are the funding sources outside of passenger revenue. As mentioned above the \$50,000 in CMAQ is for Kings County marketing and emergency ride home efforts. The Fed Aid 5307 funds are used in Napa and reimbursed as expended for new rider discounts. The Other Intergovtl Rev reflects Fresno County Measure C Funds, and Tulare Council of Government's funds. Other funds that come in the form of vouchers are recognized as fares.

Title	Account	Budget
Sales and Use Tax	81160000	-
Interest on Current Deposits	81400000	-
JARC Funds	81514025	-
St Aid for Transportation	81522025	-
St Aid for Transportation- 1B Funds	81522025	-
Section 5311	81538001	-
CMAQ	81538001	50,000.00
Federal - 5307 ARRA	81538009	-
Fed Aid - 5307 Funds	81538032	36,000.00
SJV Air District Grant	81540019	-
Other InterGovtl Rev	81550035	185,500.00
Van Pool Revenue	81700070	4,591,921.00
Advertisement Revenue	81700075	-
Passenger Fares Transit System	81700100	-
Passenger Fees AITS	81700105	1,756,058.00
Other Revenue	81720005	-
Revenue Transfer In	81810000	-
Remote Deposit Return	81720060	-
Total Revenue		6,619,479

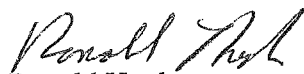
In an earlier phone conversation I stated I would provide some purchase documents related to the purchase of the agricultural vans. The attachment titled bid and purchase info for Ag I have put together the following document:

- The proposal from the successful bidder showing bid price.
- Claim for payment of 35 Vans.
- Bill from Keller's Motors for the vans.
- Purchase order for van.
- Copies of each van's purchase document.

These vans can be found on the 2012-03-05 CalVans spreadsheet for assembly as the last vans purchased. We were reimbursed for the purchase with AWTP grant funds. That program ended of 6-30-11.

Please let me know if you need additional information in the future.

Sincerely



Ronald Hughes
Executive Director