



# BOARD OF DIRECTORS SPECIAL MEETING AGENDA CALIFORNIA VANPOOL AUTHORITY (CVA) A JOINT POWERS AGENCY

11050 13<sup>th</sup> Avenue, Hanford, Ca 93230  
(866) 655-5444

**Meeting Date:** Thursday, July 13, 2023  
**Meeting Time:** \*10:00 A.M. | In-person & Virtual Teleconference  
**Meeting Place:** CalVans Conference Room, 1426 South Drive, Building B, Hanford, CA 93230

NOTE: This meeting will allow the public to participate in the meeting via Zoom using the following link:

Direct Link: <https://us06web.zoom.us/j/92158770933?pwd=SnlEWU94dUVVRNvh4K1N5ZFhHYk9sdz09>  
Meeting ID: **921 5877 0933**  
Passcode: **3ifRYw**  
One tap mobile: +14086380968,,92158770933#,,,,\*898831# US (San Jose) & +16694449171,,92158770933#,,,,\*898831# US  
Dial in: +1 669 900 6833 US (San Jose) & +1 877 853 5257 US Toll-free

This Meeting may also be attended at the following locations:

- Association of Monterey Bay Area Governments, 147 Fourth Street, Community Room, Gonzales, CA 93936
- Association of Monterey Bay Area Governments, 200 Lincoln Avenue, Salinas, Ca 93901
- Fresno Council of Governments, Huron City Hall, Council Chambers, 36311 Lassen Avenue, Huron, CA 93234
- Fresno Council of Governments, 2035 Tulare St, Suite 201, Fresno, CA 93721
- Imperial County Transportation Commission, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243
- Imperial County Transportation Commission, 351 W. Main St. Westmorland, CA 92281
- Madera County Transportation Commission, Room 101, 2001 Howard Road, Madera, CA 93637
- Madera County Transportation Commission, 200 W. Fourth Street, Room 4006, Madera, Ca. 93637
- Merced County Association of Governments, 520 J Street, Los Banos, CA 93635
- Merced County Association of Governments, Conference Room, 369 West 18th Street, Merced, CA 95340
- San Joaquin Council of Government, 44 N. San Joaquin Street, Suite 627, Stockton, CA 95202
- Santa Barbara County Association of Governments, 100 E. Locust Avenue, Suite 101, Lompoc, CA 93436
- Santa Barbara County Association of Governments, 2900 BW Clearwater Drive, Suite 100-200, Bend, Oregon 97701
- Stanislaus Council of Governments, 2220 Magnolia St., Ceres, CA 95307
- Tulare County Association of Governments, Conference Room, 210 N Church St., Suite B, Visalia, CA 93291
- Tulare County Association of Governments, 291 N. Main St., Porterville, CA 93257
- Ventura County Transportation Commission, Solvang City Hall, 1644 Oak Street Solvang, Ca. 93463
- Ventura County Transportation Commission, 848 Danbury Ct, Ventura, CA 93004

## 2023 MEMBER AGENCIES AND BOARD OF DIRECTORS

**Steve McShane, Chair**, Councilmember District 3, City of Salinas

*Representing Association of Monterey Bay Area Governments*

**Robert Poythress, Vice-Chair**, Supervisor District 3, Madera County

*Representing Madera County Transportation Commission*

**James Horn**, Mayor, City of Coalinga

*Representing Fresno Council of Governments*

**Ana Beltran**, Council Member, City of Westmoreland

*Representing Imperial County Transportation Commission*

**Paul Llanez**, Mayor, City of Los Baños

*Representing Merced County Association of Governments*

**Joey DeConinck**, Councilmember, City of Blythe

*Representing Riverside County Transportation Commission*

### Vacant

*Representing San Joaquin Council of Government*

**Bob Nelson**, Supervisor 4th District, Santa Barbara County

*Representing Santa Barbara County Association of Governments*

**Javier Lopez**, Mayor, City of Ceres,

*Representing Stanislaus Council of Governments*

**Kellie Carrillo**, Vice-Mayor, City of Porterville

*Representing Tulare County Association of Governments*

**Mike Johnson**, Council Member, City of Ventura

*Representing Ventura County Transportation Commission*

Prior to the meeting, participants should download the Zoom app at: <https://zoom.us/download>

- 1) Call-in instructions: enter meeting ID followed by #, enter # for participant ID, enter passcode followed by #.
- 2) When calling in via Zoom, please mute your computer/phone until the request for public comment is announced.
- 3) The full agenda packet, supplemental and presentation materials will be available for download at <https://calvans.org/agenda-items>

You may submit public comment via the following methods:

- 1) Submitting comments via Zoom:
  - Enter an email address and your full name.
  - If you do not wish to enter your name, enter another identifier, which will be used when it is your turn to speak.
  - Your identifier will be visible while you speak.
  - When the Chair calls on the item(s) for which you wish to speak, click “raise hand.”
  - You will be notified before you are called to speak.
  - Mute all other audio before speaking. Using multiple devices will cause audio feedback.
  - When called upon, please unmute yourself
  - Dial \*6 if you are using your phone.
  - After comments have been given or 3 minutes expire, the microphone will be muted.
- 2) Submitting written comments prior to meeting:
  - Send an email to [calvans@co.kings.ca.us](mailto:calvans@co.kings.ca.us) and indicate “Public Comment” on the subject line.
  - Emailed comments received by 2:00 P.M. on Wednesday, July 12, 2023, will be provided to the Board in advance of the meeting and will be included as part of the permanent meeting record.
  - Comments received after that time will be provided to the Board following the meeting.
  - Please submit your comments prior to the meeting as far in advance as possible.

\*Dates, times, and teleconference information are subject to change. Please contact CalVans for accurate meeting date, times and teleconference information or check online at <https://calvans.org/agenda-items> for updates.

## AGENDA

### 1) CALL TO ORDER-

1-1. Roll Call.

### 2) NOTICE TO THE PUBLIC. PUBLIC COMMENT PERIOD - (Unscheduled appearances)

At this time, members of the public may comment on any item of interest to the public and within the subject matter jurisdiction of California Vanpool Authority but not appearing on this agenda. Under state law, matters presented under this item cannot be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to make comments at the time the item comes up for Board consideration. Any person addressing the Board will be limited to a maximum of two (2) minutes so that all interested parties have an opportunity to speak with a total of fifteen (15) minutes allotted for the Public Comment Period. Speakers are requested to state their name(s) and address(es) for the record.

### 3) CONSENT CALENDAR ITEMS-

*All Consent Calendar Items are considered routine and will be enacted in one motion. There will be no separate discussion of these matters unless a request is made. The item will be removed from the Consent Calendar. All items removed from the Consent Calendar for further discussion will be heard at the end of Information and Action Items in Section 5.*

3-1. ACTION: Request approval of Draft June 8, 2023, CalVans Board Meeting Minutes (Attachment 1)

### 4) STAFF REPORT AND SYSTEM UPDATES-

4-1. Agency Financials Update (Attachment 2)

4-2. Regional Updates and Fleet Activity (Attachment 3)

4-3. Marketing and Outreach Updates (Attachment 4)

4-4. ACTION: Lobbyist Update and Request for Support: California Environmental & Energy Consulting (CalEEEC)

### 5) OTHER BUSINESS/ INFORMATION/ ACTION ITEMS-

5-1. ACTION: Approval of Agreement for Private Vehicle Donations (Attachment 5)

5-2. Review of DRAFT Agency Audits for FY 19/20, 20/21 & 21/22 (Attachment 6)

5-3. ACTION: Approval of Single Source Quote for Contract for Price Paige and Company for the 22/23 audits (Attachment 7)

5-4. Review of 2023 Employee Handbook (Attachment 8)

5-5. Discussion of executed Separation Agreement and General Release (Attachment 9)

5-6. Informational Items: Executive Director, CalVans Staff or Board Members

5-7. Requests from Board Members for Future Agenda Items

6) **NEXT SCHEDULED MEETING-** The next scheduled California Vanpool Authority meeting will be Thursday, August 10, 2023, at 10:00 a.m.

### 7) ADJOURN

#### Attachments:

Attachment 1 3-1. Draft Minutes from June 8<sup>th</sup>, 2023

Attachment 2 4-1. Agency Financials Update (Trial Balance Summary)

Attachment 3 4-2. Location of Assets by Program and Region, County

Attachment 4 4-3. August Board Meeting Itinerary, FAQ's and Evenbrite Registration

Attachment 5 5-1. Agreement for Vehicle Donation

Attachment 6 5-2. Draft Audits A. 19/20 B. 20/21 C. 21/22

Attachment 7 5-3. Price Paige and Company Quote for 22/23 Audit

Attachment 8 5-4. 2023 Draft Personnel Policy Handbook

Attachment 9 5-5. Separation/Settlement Agreement and General Release

### 3. Consent Agenda

#### 3-1. Approval of Draft June 8, 2023, CalVans Board meeting Minutes (Attachment 1)

**CONSENT**

Staff is submitting draft minutes from the June 8<sup>th</sup>, 2023 CalVans Board Meeting for approval.

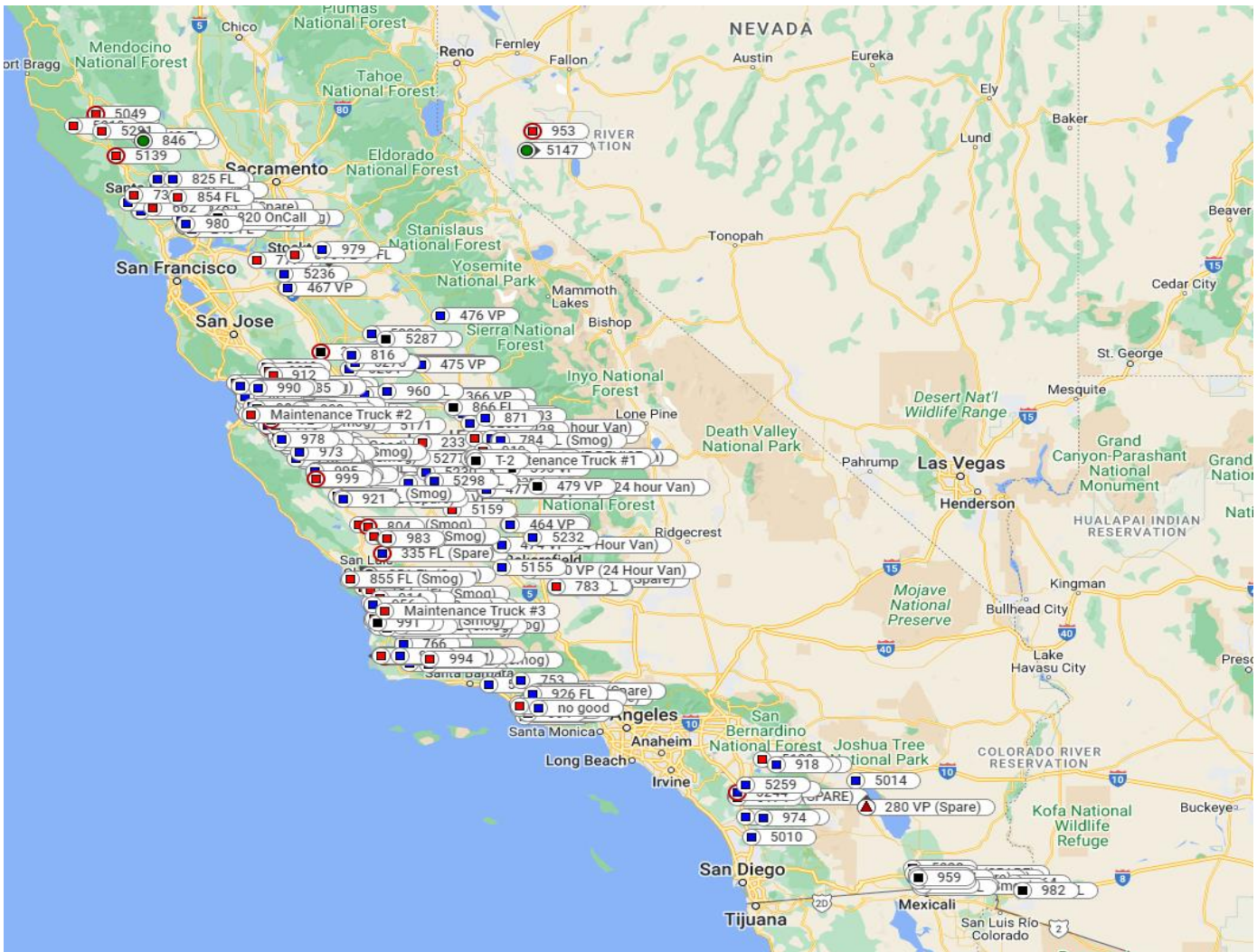
### 4. Staff Report and System Updates

#### 4-1. Agency Financials Update (Attachment 2)

Staff is submitting agency financial for review for the period ending June 30, 2023. Accounting staff is available for any questions regarding agency standings.

#### 4-2. Regional Updates and Fleet Activity (Attachment 3)

Staff is submitting a regional update for CalVans fleet activity by program and location. Staff will present an end of year performance review at the August meeting. The Transit Coordinator for each region is happy to provide a brief update for their area of responsibility.



#### 4-3. Marketing and Outreach Updates (Attachment 4)

The CalVans Board of Directors Meeting, Sacramento Summer Retreat is scheduled for August 9<sup>th</sup> & 10<sup>th</sup>. All information is included in the provided link. Staff needs an RSVP by July 17<sup>th</sup>. Please register on the Eventbrite link, if you plan to attend in person.

<https://www.eventbrite.com/e/calvans-board-of-directors-meeting-sacramento-summer-retreat-tickets-671028413047?aff=oddtcreator>

**RETURN TO AGENDA**



**4-4. ACTION: Lobbyist Update and Request for: California Environmental & Energy Consulting (CalEEC)**

**CONSENT**

Discussion of various Senate and Assembly Bills to gauge CalVans' Board support.

**5. Other Business/ Information/ Action Items**

**5-1. ACTION: Approval of Agreement for Private Vehicle Donations (Attachment 5)**

**CONSENT**

Staff is presenting the Final draft of Private Vehicle Donation Agreement approved by both legal teams, agency counsel and private grower.

Staff is requesting approval of the final Agreement for Private Vehicle Donation for the agricultural vanpool program.

**5-3. Review of DRAFT Agency Audits for FY 19/20, 20/21 & 21/22 (Attachment 6)**

FY 19/20, 20/21, 21/22 Audits are nearing completion. Staff has invited staff from Price Paige and Company to answer questions about the audits thus far and the plan moving forward.

**5-3. ACTION: Approval of Single Source Quote for Contract for Price Paige and Company for the 22/23 Audits (Attachment 7) CONSENT**

Staff is submitting a quote for the completion of audit for FY 22/23 and future audits from the same organization. Due to the unique nature of the CalVans agency, a single source quote for Price Paige and Company is being submitted.

Staff is requesting approval and authorization to approve the single source quote for Price Paige and Company for the 22/23 audits.

**5-4. Review of Draft 2023 Employee Handbook (Attachment 8)**

Staff has worked with Cooperative Personnel Services (CPS) to develop a comprehensive Personnel Policy Handbook for 2023. CPS has better aligned CalVans personnel policies with those of a multi-regional Joint Powers Agency, compared to previous policies of a local county government. This is due to CalVans' personnel working in various locations including different counties in California and surrounding states. Much care was given to make the personnel policies inclusive. All policies will be reviewed annually and will be available electronically to all staff in the Paycor HR system.

Staff is requesting approval of the CalVans 2023 Personnel Handbook.

**5-4. Discussion of executed Separation Agreement and General Release (Attachment 9)**

Staff has finalized the separation Agreement and General Release of Liability with CalVans' Accountant/Auditor.