



CALIFORNIA VANPOOL AUTHORITY

A JOINT POWERS PUBLIC TRANSIT AGENCY

BOARD OF DIRECTORS – MEETING AGENDA

Meeting Date: Thursday, January 11th, 2024

Meeting Time: 10:00 A.M. | In-person & Virtual Teleconference

Meeting Place: KCGC Conference Room, 1426 South Drive, Building B, Hanford, CA 93230

In compliance with the Americans with Disabilities Act, if you are a disabled person and need a disability-related modification or accommodation to participate in this meeting, please contact CalVans at (866) 655-5444. Notification 48 hours before the meeting will enable CalVans to make reasonable arrangements to ensure accessibility to this meeting.

2024 BOARD OF DIRECTORS & MEMBER AGENCY

REPRESENTING ASSOCIATION OF MONTEREY BAY AREA GOVERNMENTS

STEVE MCSHANE, CHAIR

COUNCILMEMBER DISTRICT 3, CITY OF SALINAS

REPRESENTING MADERA COUNTY TRANSPORTATION COMMISSION

ROBERT POYTHRESS, VICE-CHAIR

SUPERVISOR DISTRICT 3, MADERA COUNTY

REPRESENTING FRESNO COUNCIL OF GOVERNMENTS

JAMES HORN

MAYOR, CITY OF COALINGA

REPRESENTING IMPERIAL COUNTY TRANSPORTATION COMMISSION

ANA BELTRAN

COUNCIL MEMBER, CITY OF WESTMORELAND

REPRESENTING MERCED COUNTY ASSOCIATION OF GOVERNMENTS

PAUL LLANEZ

MAYOR, CITY OF LOS BAÑOS

REPRESENTING RIVERSIDE COUNTY TRANSPORTATION COMMISSION

JOEY DECONINCK

COUNCILMEMBER, CITY OF BLYTHE

REPRESENTING SAN JOAQUIN COUNCIL OF GOVERNMENTS

MIGUEL VILLAPUDUA

COUNCILMEMBER DISTRICT 1, COUNTY OF SAN JOAQUIN

REPRESENTING SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS

BOB NELSON

SUPERVISOR 4TH DISTRICT, SANTA BARBARA COUNTY

REPRESENTING STANISLAUS COUNCIL OF GOVERNMENTS

JAVIER LOPEZ

MAYOR, CITY OF CERES

REPRESENTING TULARE COUNTY ASSOCIATION OF GOVERNMENTS

KELLIE CARRILLO

VICE-MAYOR, CITY OF PORTERVILLE

REPRESENTING VENTURA COUNTY TRANSPORTATION COMMISSION

JIM WHITE

CITIZEN REPRESENTATIVE, CITY OF VENTURA

REPRESENTING THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

VACANT, EX OFFICIO MEMBER

REPRESENTING SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT

VACANT, EX OFFICIO MEMBER

TELECONFERENCE PARTICIPATION

To be a voting participant in action items appearing on the agenda, the participant's teleconference location must appear below, and the participant must have posted the agenda in a location accessible to the general public no less than 72 hours prior to the announced meeting time, in accordance and within the requirements of the Brown Act (Gov. Code, § 54950 et seq.).

At the announced time of the meeting, teleconference participants can join the meeting via one of the following:

JOIN BY COMPUTER

Direct Link: <https://us06web.zoom.us/j/92158770933?pwd=SnIEWU94dUVRNVh4K1N5ZFhHYk9sdz09>

Zoom Meeting ID: **921 5877 0933** Passcode: **3ifRYw**

JOIN BY PHONE

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

TELECONFERENCE LOCATIONS

This meeting may also be attended at the following public locations.

- A. Association of Monterey Bay Area Governments, 147 Fourth Street, Community Room, Gonzales, CA 93936
- B. Association of Monterey Bay Area Governments, 200 Lincoln Avenue, Salinas, CA 93901
- C. Fresno Council of Governments, Huron City Hall, Council Chambers, 36311 Lassen Avenue, Huron, CA 93234
- D. Fresno Council of Governments, 2035 Tulare St, Suite 201, Fresno, CA 93721
- E. Imperial County Transportation Commission, 1503 N. Imperial Ave., Suite 104, El Centro, CA 92243
- F. Imperial County Transportation Commission, 351 W. Main St. Westmorland, CA 92281
- G. Madera County Transportation Commission, Room 101, 2001 Howard Road, Madera, CA 93637
- H. Madera County Transportation Commission, 200 W. Fourth Street, Room 4006, Madera, CA. 93637
- I. Merced County Association of Governments, 520 J Street, Los Banos, CA 93635
- J. Merced County Association of Governments, Conference Room, 369 West 18th Street, Merced, CA 95340
- K. San Joaquin Council of Governments, 555 E. Weber Avenue, Stockton, CA 95202
- L. Santa Barbara County Association of Governments, 511 E. Lakeside Parkway, Suite 47, Santa Maria, CA 93455
- M. Stanislaus Council of Governments, 2220 Magnolia St., Ceres, CA 95307
- N. Tulare County Association of Governments, Conference Room, 210 N Church St., Suite B, Visalia, CA 93291
- O. Tulare County Association of Governments, 291 N. Main St., Porterville, CA 93257
- P. Ventura County Transportation Commission, Solvang City Hall, 1644 Oak Street Solvang, Ca. 93463
- Q. Ventura County Transportation Commission, 848 Danbury Ct, Ventura, CA 93004

1) CALL TO ORDER

2) ESTABLISHMENT OF A QUORUM / ROLL CALL

3) APPROVAL OF AGENDA AS POSTED (OR AMENDED)

At this time the Board members may announce any items being pulled from the agenda or continued to another date or request the moving of an item on the agenda.

4) PUBLIC COMMENTS - (Unscheduled appearances)

The public may address the Board on any matter of the California Vanpool Authority that is not on the agenda. The Chair reserves the right to limit the time of presentations by individual or topic.

5) CONSENT CALENDAR

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 to remove the item from the Consent Calendar.

5-1. Minutes of December 14th, 2023.....(Attachment 01) (Page 06)

6) STAFF REPORT AND SYSTEM UPDATES

- 6-1. Agency Financials Update & Current Budget.....(Attachment 02) (Page 11)
- 6-2. Regional Updates and Fleet Activity.....(Attachment 03) (Page 14)

7) ACTION ITEMS / DISCUSSION ITEMS

- 7-1. Draft Letter to Caltrans Recipient §5311.....(Attachment 04) (Page 18)
- 7-2. Travel Expense Reimbursement Policy.....(Attachment 05) (Page 25)

8) CLOSED SESSION

Pursuant to Government Code Section 54956.95, the Executive Committee will hold a closed session to discuss any, or all claims listed on the agenda. The confidential claims reports will be destroyed after the meeting.

- 8-1. None

9) REPORT FROM CLOSED SESSION

Report from Closed Session: Pursuant to Government Code Section 54957.1, the Board of Directors must report in open session any reportable action taken in closed session.

- 9-1. None

10) OTHER BUSINESS / INFORMATION / CLOSING COMMENTS

This time is set aside for the Board of Directors or Executive Committee members and staff to announce items/activities that may be of general interest. There will be no Board of Directors discussion on various matters involving CalVans except to ask questions or refer matters to staff, and no action will be taken unless listed on a subsequent agenda.

- 10-1. Executive Director, CalVans Staff or Board Members
Informational Items:.....(Attachment 06) (Page 31)
- 10-2. Requests from Board Members for Future Agenda Items

11) ADJOURNMENT

NOTICES:

- 1. Upcoming Executive Committee Meeting: Thursday, February 7th, 2024, at 01:30 P.M..
- 2. Upcoming Board Meeting (Teleconference): Thursday, February 8th, 2024, at 10:00 A.M..
- 3. Documents and materials related to an open session agenda item that is provided to the Executive Director for review by the Executive Committee prior to the Board of Directors regularly scheduled meeting or more than 72 hours before a regular meeting will be available for public inspection and copying on the CalVans website <https://calvans.org/agenda-items>.

ATTACHMENTS:

- Attachment 1 5-1. Draft Minutes from December 14th, 2023
- Attachment 2 6-1. Agency Financials Update (Trial Balance Summary) & Current Budget
- Attachment 3 6-2. Regional Updates and Fleet Activity
- Attachment 4 7-1. Draft Letter to Caltrans Recipient §5311
- Attachment 5 7-2. Travel Expense Reimbursement Policy
- Attachment 6 10-1. Save the Date CVA Board Meeting & Lobby Day



6) STAFF REPORT AND SYSTEM UPDATES

6-1. Agency Financials Update & Current Budget.....(Attachment 2) (Page 11)

Staff submitting agency financials for review for the period ending December 31st, 2023. Accounting staff is available for questions regarding agency standings and the status of our current budget.

6-2. Regional Updates and Fleet Activity.....(Attachment 3) (Page 14)

Staff is submitting a snapshot of the fleet based on activity, at the time of the preparation of the agenda. Ag vans have fully transitioned to the south. There are currently 421 active vanpools across the state including Imperial, Riverside, and Yuma regions this winter. CalVans is currently running 325 Ag vans with an additional 96 general vanpools, including four (4) 24-hour vans. The Transit Coordinator for each region is available to provide a brief update on their area of responsibility. *Breakdowns on Attachment 03.*

EV updates. Staff have received news from Model 1 that backup camera repair kits are arriving to correct the recall on the e-Transit. This was delayed due to delays in required parts.

Marketing updates. Staff has no marketing events planned for January or February, however, is continuing to perform outreach during employer orientations regarding the CalVans program and incoming EV's.

7) ACTION ITEMS / DISCUSSION ITEMS

7-1. **ACTION:** Draft Letter to Caltrans Recipient §5311.....(Attachment 4) (Page 18)

At the recommendation of our NTD/FTA Consultant, staff has drafted a letter to the California Department of Transportation to request to become a recipient of the Rural Area Formula Program Grants under 49 U.S.C. Chapter 53, Section 5311, as reauthorized under the FAST Act.

The Formula Grants for Rural Areas program provides capital, planning, and operating assistance to states and federally recognized Indian tribes to support public transportation in rural areas with populations of less than 50,000.

Staff is requesting approval of the Letter to Caltrans to become a Recipient of §5311.

7-2. **ACTION:** Meeting & Travel Expense Reimbursement Policy.....(Attachment 05) (Page 25)

Staff is pleased to present provisions establishing a Meeting and Travel Reimbursement Policy to support our Board of Directors and contractors with the cost of attending CalVans-approved activities.

Staff is requesting approval of the Meeting and Travel Reimbursement Policy.

10) OTHER BUSINESS / INFORMATION / CLOSING COMMENTS

10-1. Executive Director, CalVans Staff or Board Members / Informational Items:...(Attachment 06) (Page 31)

Staff would like to make sure we provide ample notice regarding our March Board meeting and lobbying day in Sacramento. More information to follow.

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Meeting Minutes

A meeting of the California Vanpool Authority was called to order by Chairman Steve McShane at 10:00 A.M. on Thursday, December 14th, 2023, in person at the Visalia Convention Center and via teleconference.

2023 California Vanpool Authority Member Agencies

AMBAG – Association of Monterey Bay Area Governments
 Fresno COG – Fresno Council of Governments
 ICTC – Imperial County Transportation Commission
 MCTC – Madera County Transportation Commission
 MCAG – Merced County Association of Governments
 RCTC – Riverside County Transportation Commission

SJCOG – San Joaquin Council of Governments
 SBCAG – Santa Barbara County Association of Governments
 StanCOG – Stanislaus 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	Present	Absent	Joined Meeting after Roll Call
AMBAG	Steve McShane	Scott Funk (A)	
MCTC	Robert Poythress	Jose Rodriguez (A)	
Fresno COG		James Horn/Brandon Pursell (A)	
ICTC	Ana Beltran	Maria Nava-Froelich (A)	
MCAG	Paul Llanez	Pat Nagy (A)	
RCTC	Joseph DeConinck		
SJCOG		Miguel Villapudua	
SBCAG	Bob Nelson	Ariston Julian(A)	
StanCOG		Javier Lopez/Buck Condit (A)	
TCAG		Kellie Carrillo/Liz Wynn (A)	
VCTC	James White	Mike Johnson (A)	

Staff/Visitors in attendance:

California Vanpool Authority - Stakeholders Dinner 12/13/23 & Meeting 12/14/23				
First Name	Last Name	Organization	12.13.23	12.14.23
Georgina	Landecho	CalVans	X	X
Gabriela	Pacheco	CalVans	X	X
Teresa	Rodriguez	CalVans	X	X
Marco	Solorio	CalVans	X	X
Ignacio	Alvarez	Bengard Ranch		x
Eileen	Goodwin	CalVans Advisor		x
Ruben	Lugo	DOL		x
Steve	McShane	CalVans Board Chair		x
Liz	Wynn	CalVans Board Member		x
Jim	White	CalVans Board Member		x
Ana	Beltran	CalVans Board Member	X	x
Jim	Hernandez	Market Demand		x
Hilda	Rios	CalVans	X	X
Dayana	Castillo	Elkhorn Packing		x
Norma	Sanchez	CalVans Volunteer Driver 434		x
Angel	Rodriguez	Vanpool Rider 434		x
Vincent	Garcia	EDD Vanpool rider 434		x
Christina	Shallenberger	SARC		x

Leo	Corona	Pacifica Personnel		x
Ramon	Gaona	DOL		x
Robert	Poythress	CalVans Board Vice Chair		x
Natalia	Austin	Madera ACTC		x
Luis	Gonzalez	Peri and Sons		x
William	Powell	Transit Capital Support Services	X	x
Jay	Holzhuter	Model 1 Commercial Vehicles	X	x
Derek	Wyman	Model 1 Commercial Vehicles	X	x
Steve	Chung	Model 1 Commercial Vehicles	X	x
David	Scaroni	Fresh Harvest		x
Rosario	Shiyomura	Volunteer Driver		x
Andres	Valencia	CHP -Safe Unit		x
Santiago	Arellano	CHP -Safe Unit		x
Tomas	Hernandez	CalVans		X
Ileana	Arvizu	I.S.A Contracting		x
Mirna	Fraga	I.S.A Contracting		x
Isidro	Reyes	I.S.A Contracting		x
Jensine	Espinoza	I.S.A Contracting		x
Amanda	Ruch	CalVans	X	X
Marcey	Caballero	CalVans	X	X
Justin	Scalzi	WiTricity	X	x
Miguel	Solorio	CalVans	X	X
Paula	Mendoza	Fresno County Vanpool rider 434		x
Nora	Pedraza	DOL		x
Americo	Prado	DOL		x
David	Santos	Office of Senator Anna Caballero		x
Dameane	Douglas	Office of Assemblymember J. Arambula		x
Monica	Sarzi	CalVans	X	X
David	Kahn	CalVans Attorney	X	X

2. Unscheduled Appearances: None

3. Consent Calendar

3-1. Approval of Board meeting minutes for November 9, 2023 (Attachment 1)

Motion Made By: Nelson			
2nd Motion By: White			
Motion (Pass/Fail): Passes			
Commissioner	Yea	Nay	Abstain
Steve McShane	X		
Robert Poythress	X		
James Horn			
Ana Beltran	X		
Paul Llenez	X		
Joseph DeConinck	X		
Miguel Villapudua			
Bob Nelson	X		
Javier Lopez			
Kellie Carillo			

James White	X		
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4. Staff Report and System Updates

4-1. Agency Financials Update and Year-to-Date Budget (Attachment 2)

Staff submitted agency financials for review for the period ending November 30th, 2023. Accounting staff is available for questions regarding agency standings and the status of our current budget. No questions. No comments.

4-2. Regional Updates and Fleet Activity

CalVans running 529 ag vans with an additional 104 general vanpools, which include four (4) 24-hour vans. Transit Coordinators Teresa Rodriguez, Tomas Hernandez, and Gabriela Pacheco provided a brief update on their area of responsibility. Hilda Rios, Transit Assistant III, provided an update for the Imperial/Riverside area on behalf of Transit Coordinator Carmen Mora.

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

The delivery of EV's has provided staff with several options regarding charging in areas served. Staff invited several EV experts to provide the various forms of products on the market and available to CalVans. Jason Buckland from Mergefleet, Justin Scalzi from WiTricity, and Robert Blumenfeld from Danner provided a presentation regarding specs, costs, and experience using these products.

4-4. JPA Update

David Kahn for KSC, Hanford, and CalVans legal counsel, provided a brief update regarding the revisions and anticipated changes to the Joint Powers Agreement.

5. Other Business Information Action items

5-1. ACTION: Conduct Annual CalVans 2024 Governing Board Elections for Chair, Vice-Chair & Executive Committee Elections

Elections were conducted for the 2024 Chair, Vice-Chair, and Executive Committee. Steve McShane and Robert Poythress will continue as Chair and Vice-Chair, respectively, on the CalVans Board of Directors. Additionally, Bob Nelson was added as a Director to the CalVans Executive Committee.

Motion Made By: Beltran			
2nd Motion By: White			
Motion (Pass/Fail): Passes			
Commissioner	Yea	Nay	Abstain
Steve McShane	X		
Robert Poythress	X		
James Horn			
Ana Beltran	X		
Paul Llanez	X		
Joseph DeConinck	X		
Miguel Villapudua			
Bob Nelson	X		
Javier Lopez			
Kellie Carillo			
James White	X		

5-2. ACTION: Approval of 2024 Calendar of Meetings (Attachment 4)

The 2024 CalVans meeting calendar includes the Board of Directors meeting and the Executive Committee meetings. No questions. No comments. Motion passed.

Motion Made By: Beltran			
2nd Motion By: White			
Motion (Pass/Fail): Passes			
Commissioner	Yea	Nay	Abstain

Steve McShane	X		
Robert Poythress	X		
James Horn			
Ana Beltran	X		
Paul Llanez	X		
Joseph DeConinck	X		
Miguel Villapudua			
Bob Nelson	X		
Javier Lopez			
Kellie Carillo			
James White	X		

5-3. **ACTION:** Approval of CalVans Personnel Handbook (Attachment 5)

Staff presented the revised 2024 CalVans Personnel Handbook with the revisions provided by KSC and changes for 2024. David Kahn confirmed that the CalVans Personnel Handbook was reviewed by KSC's Rissa Stuart, and the current CalVans Personnel Handbook now includes the suggested revisions. The final and approved draft will be forwarded to HR administrators at Cooperative Personnel Services (CPS) to format, memorialize, and distribute to all CalVans personnel electronically. Motion passed.

Motion Made By: Beltran			
2 nd Motion By: Nelson			
Motion (Pass/Fail): Passes			
Commissioner	Yea	Nay	Abstain
Steve McShane	X		
Robert Poythress	X		
James Horn			
Ana Beltran	X		
Paul Llanez	X		
Joseph DeConinck	X		
Miguel Villapudua			
Bob Nelson	X		
Javier Lopez			
Kellie Carillo			
James White	X		

5-4. Informational Items: Executive Director, CalVans Staff or Board Members

6. NEXT MEETING DATE

The next CVA Board meeting is scheduled for Thursday, January 8, 2024.

7. ADJOURN: TIME: 11:07 AM

Respectfully submitted.

Georgina Landecho, CalVans Executive Director and Board Secretary
Monica Sarzi, CalVans Interim Office Manager and Board Clerk

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County of Kings
KCFEFS Trial Balance Summary

Accounting Period 6/2024

As Of Dec 31, 2023

Selection Criteria: Fund(s) 710355 - Calvans

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Page 1 of 1

Fund: 710355 - Calvans			
GL Account	GL Account Description	Debit Balance	Credit Balance
Assets			
710355-10000	CalVans/Cash In Treasury	458,255.04	
710355-10001	CalVans/Imprest Cash	100.00	
710355-20000	CalVans/Due From Other Funds		52,304.20
710355-22000	CalVans/Deposit With Others	460,946.99	
710355-22007	CalVans/Prepaid Expenses	1,038.60	
710355-34000	CalVans/Structures And Improvements	110,833.51	
710355-35000	CalVans/Equipment	20,005,705.00	
710355-35900	CalVans/Accum Depr - Equip		14,393,604.00
710355-36900	CalVans/Accum Depr - Infrastructure		32,923.00
710355-41000	CalVans/Deferred Outflow	220,505.00	
710355-42000	CalVans/Net Pension Asset		54,255.00
Subtotal - Assets		\$21,257,384.14	\$14,533,086.20
Liabilities			
710355-51000	CalVans/Warrants Payable		26,854.82
710355-51010	CalVans/Due Other Agencies		92,920.14
710355-51260	CalVans/Compensated Absences Pay		118,720.00
710355-51261	CalVans/Sick Leave Payable		24,132.00
710355-51296	CalVans/Loans Payable		2,273,897.34
710355-51297	CalVans/Loans Payable - Current	1,506,235.49	
710355-51316	CalVans/Leases Payable - Current	14,288.12	
710355-59999	CalVans/VOUCHERS PAYABLE		377.63
710355-61000	CalVans/Deferred Inflow		50,455.00
Subtotal - Liabilities		\$1,520,523.61	\$2,587,356.93
Fund Balance			
710355-71008	CalVans/Capital Contribution		5,683,093.00
710355-71009	CalVans/Fund Balance Available	575,421.05	
710355-72000	CalVans/Rstr for Net Pension Asset	54,255.00	
Subtotal - Fund Balance		\$629,676.05	\$5,683,093.00
Revenue			
917000-84000	CalVans/Interest On Current Deposits		3,830.99
917100-80000	Gen Vanpool/Other Intergovernmental		156,545.69
917100-88013	Gen Vanpool/Van Pool		601,550.12
917200-80000	Ag Vanpool/Other Intergovernmental		157,613.00
917200-85047	Ag Vanpool/St Aid - Grants		7,493.00
917200-88019	Ag Vanpool/Passenger Fares		6,572,711.11
Subtotal - Revenue			\$7,499,743.91
Expenditure			
917000-91000	CalVans/Regular Employees	269,703.13	
917000-91002	CalVans/Special Pays	19,017.41	
917000-91005	CalVans/Retirement	30,732.40	
917000-91007	CalVans/Health Insurance	94,656.31	
917000-91008	CalVans/Management Life Insurance	1,680.70	
917000-91010	CalVans/Insurance - Workers Comp	5,083.00	
917000-91012	CalVans/Social Security - Medicare	4,046.61	
917000-92001	CalVans/Supplies & Materials	33,741.91	
917000-92006	CalVans/Communications	19,728.08	
917000-92014	CalVans/Insurance	7,250.96	
917000-92018	CalVans/Office Equipment & Supplies	56,548.19	
917000-92019	CalVans/Maintenance - Equipment	16,895.59	
917000-92021	CalVans/Maintenance - S. I. & G.	6,750.00	
917000-92023	CalVans/Fuel And Oil	131,489.39	
917000-92033	CalVans/Postage And Freight	665.63	

917000-92035	CalVans/Printing/Stores	63.70	
917000-92037	CalVans/Prof & Spec Services	85,100.06	
917000-92038	CalVans/Legal	9,480.50	
917000-92045	CalVans/Outreach	1,000.00	
917000-92046	CalVans/Auditing & Accounting	95,720.00	
917000-92058	CalVans/Rents & Leases - Software	60,192.05	
917000-92059	CalVans/Rents & Leases - S.I. & G.	124,356.00	
917000-92064	CalVans/Personnel Testing	100.00	
917000-92068	CalVans/Purchasing Charges	1,270.44	
917000-92094	CalVans/Utilities	5,056.67	
917000-92103	CalVans/Electronic Hardware	1,907.08	
917000-93003	CalVans/Interest On Other Long-Term De	701.00	
917000-93038	CalVans/Cost Allocation Plan Charges	4,851.50	
917000-93048	CalVans/Info Tech Services	29,608.02	
917100-91000	Gen Vanpool/Regular Employees	71,008.75	
917100-91002	Gen Vanpool/Special Pays	4,077.98	
917100-91005	Gen Vanpool/Retirement	8,627.24	
917100-91012	Gen Vanpool/Social Security - Medicare	1,039.85	
917100-92001	Gen Vanpool/Supplies & Materials	1,513.43	
917100-92006	Gen Vanpool/Communications	36,819.93	
917100-92014	Gen Vanpool/Insurance	435,625.35	
917100-92019	Gen Vanpool/Maintenance - Equipment	220,298.80	
917100-92023	Gen Vanpool/Fuel And Oil	363,185.56	
917100-92037	Gen Vanpool/Prof & Spec Services	8,464.54	
917100-92045	Gen Vanpool/Outreach	1,972.50	
917100-92057	Gen Vanpool/Rents & Leases - Equipmt	63,354.20	
917100-92064	Gen Vanpool/Personnel Testing	3,443.00	
917200-91000	Ag Vanpool/Regular Employees	369,110.41	
917200-91002	Ag Vanpool/Special Pays	18,948.88	
917200-91005	Ag Vanpool/Retirement	42,575.38	
917200-91011	Ag Vanpool/Unemployment Insurance	233.17	
917200-91012	Ag Vanpool/Social Security - Medicare	8,214.10	
917200-92001	Ag Vanpool/Supplies & Materials	57,590.47	
917200-92006	Ag Vanpool/Communications	85,669.56	
917200-92014	Ag Vanpool/Insurance	896,169.74	
917200-92018	Ag Vanpool/Office Equipment & Supplies	7,620.94	
917200-92019	Ag Vanpool/Maintenance - Equipment	740,787.46	
917200-92023	Ag Vanpool/Fuel And Oil	1,982,915.97	
917200-92037	Ag Vanpool/Prof & Spec Services	261,214.06	
917200-92045	Ag Vanpool/Outreach		14,083.92
917200-92057	Ag Vanpool/Rents & Leases - Equipmt	38,700.70	
917200-92062	Ag Vanpool/Small Tools & Instruments	714.59	
917200-92064	Ag Vanpool/Personnel Testing	18,669.00	
917200-92090	Ag Vanpool/Travel		12.72
917200-92094	Ag Vanpool/Utilities	3,276.52	
917200-93003	Ag Vanpool/Interest On Other Long-Term De	40,554.47	
Subtotal - Expenditure		\$6,909,792.88	\$14,096.64
FUND TOTALS		30,317,376.68	30,317,376.68
Fund is in Balance			

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IN SUMMARY:

UNADJUSTED-CASH BASIS REVENUES - 12/31/2023

\$7,499,743.91

UNADJUSTED-CASH BASIS EXPENSES - 12/31/2023

\$ 6,895,696.24

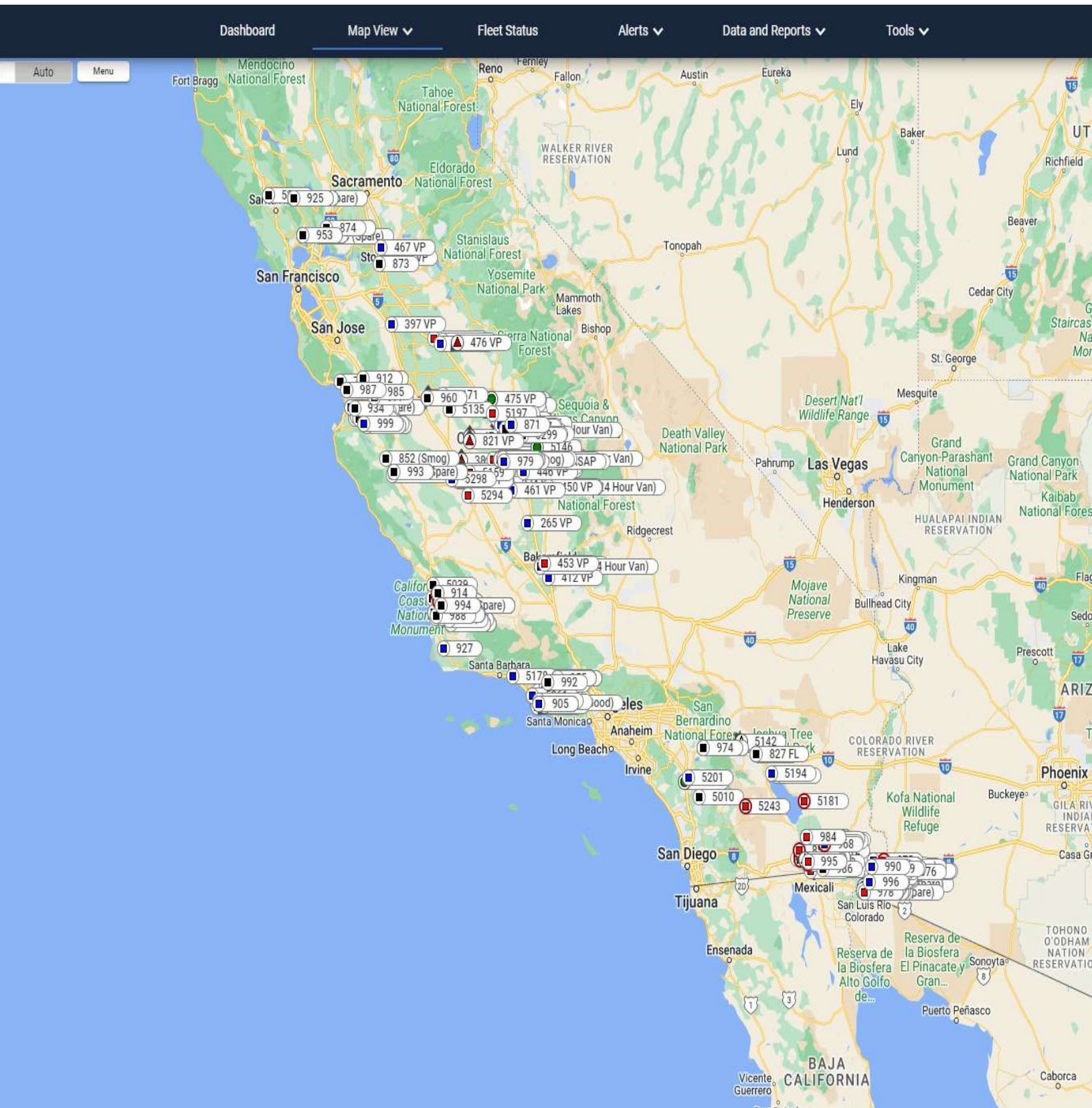
PROFIT/(LOSS) - 12/31/2023

\$ 604,047.67

MERCHANTS LOANS - DEBT SCHEDULE:

Original Principle Balance	Interest Rate	Principal Paid Thru 12/31/2023	Interest Paid Thru 12/31/2023	Principle Paid In Prior Yrs	Principal Balance AS OF 12/31/2023
\$691,204		\$0.00	\$0.00	\$691,204.08	\$ -
\$1,000,000		\$149,904.46	\$239,945.31	\$797,951.83	\$ 52,143.71
\$1,852,870		\$198,548.09	\$460,255.74	\$996,973.09	\$ 657,349.25
\$3,544,075		\$348,452.55	\$700,201.05	\$2,486,129.00	\$ 709,492.96

CALVANS BOARD OF DIRECTORS REGULAR MEETING AGENDA
JANUARY 11TH, 2024



[RETURN TO AGENDA](#)

CALVANS JPA, BOARD MEETING AGENDA

CALVANS BOARD OF DIRECTORS REGULAR MEETING AGENDA
JANUARY 11TH, 2024



County	City	AG
Fresno	Caruthers	1
	Coalinga	1
	Firebaugh	15
	Fresno	1
	Kingsburg	1
	Mendota	1
	Orange Cove	1
	Parlier	3
	Reedley	2
	Sanger	2
	Selma	1
	Selma	1
Imperial	Brawley	12
	Calexico	7
	El Centro	20
	Heber	9
	Holtville	18
	Imperial	2
	Winterhaven	20
Kern	Lost Hills	1
Kings	Avenal	1
Mendocino	Hopland	2
Monterey	King City	5
	Salinas	7
Riverside	Coachella	1
	Indio	2
	Mecca	2
	Thermal	2
San Diego	Borrego Springs	1
	Valley Center	1
San Luis Obispo	Arroyo Grande	7
	Nipomo	1
	Oceano	1
	San Luis Obispo	1
	San Miguel	1
Santa Barbara	Lompoc	1
	Santa Maria	8
Santa Clara	Gilroy	1
Santa Cruz	Watsonville	2
Tulare	Dinuba	2
	Exeter	1
	Porterville	1
	Woodlake	1
Ventura	Camarillo	17
	Carpinteria	2
	Fillmore	11
	Oxnard	2
	Santa Paula	1
	Ventura	1
Yuma	Roll	5
	San Luis	11
	Somerton	41
	Wellton	6
	Yuma	57

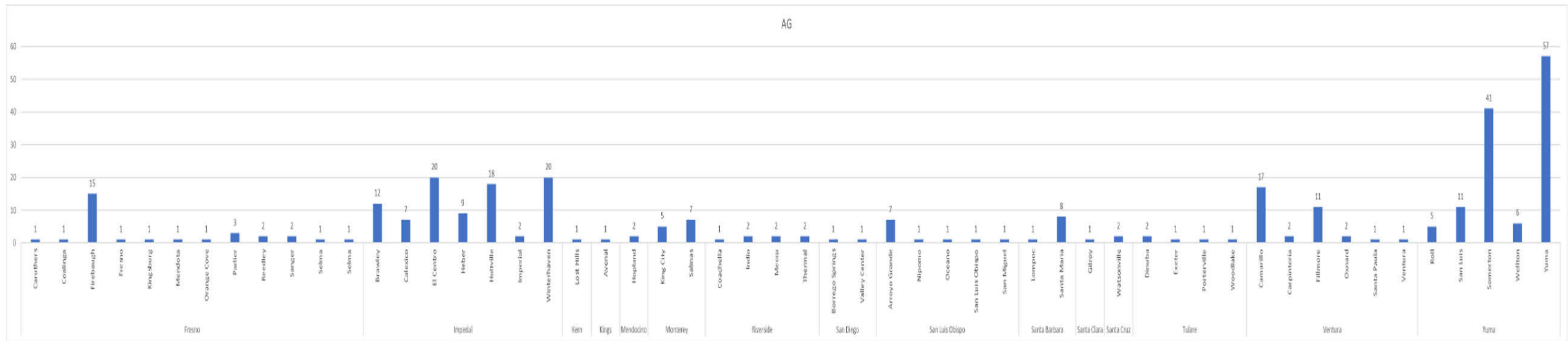
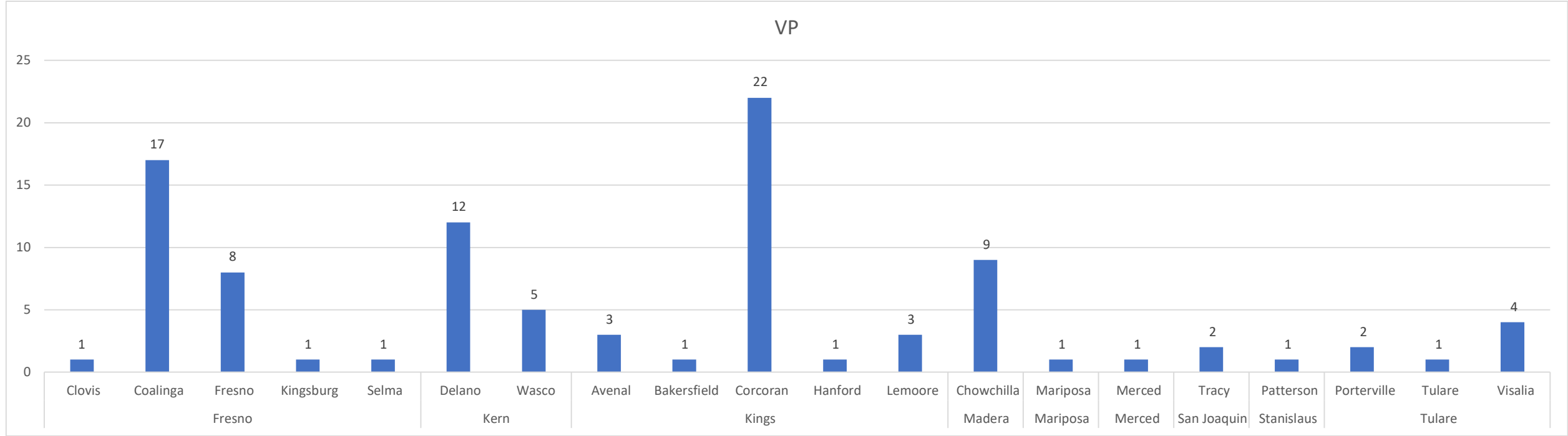
325

County	City	VP
Fresno	Clovis	1
	Coalinga	17
	Fresno	8
	Kingsburg	1
	Selma	1
Kern	Delano	12
	Wasco	5
Kings	Avenal	3
	Bakersfield	1
	Corcoran	22
	Hanford	1
	Lemoore	3
Madera	Chowchilla	9
Mariposa	Mariposa	1
Merced	Merced	1
San Joaquin	Tracy	2
Stanislaus	Patterson	1
	Porterville	2
	Tulare	1
Tulare	Visalia	4

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RETURN TO AGENDA

CALVANS JPA, BOARD MEETING AGENDA



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SUBJECT: Section 5311 Funding Authorizing Resolution
FROM: Georgina Landecho, Executive Director
DATE: Thursday, January 11, 2024

Action Requested

Staff requests the Board of Directors approve Resolution 24-002 authorizing staff to forward the Letter to the California Department of Transportation (Caltrans) to initiate the process of potentially receiving federal funding under FTA Section 5311. This resolution is required to request this funding from Caltrans.

Background

FTA Section 5311 funds are primarily used to fund capital and operating expenses for general public transportation services in rural areas, meaning any area outside designated urbanized areas. The California Vanpool Authority's (CalVans) service area includes both Urbanized Areas as well as nonurbanized areas outside of those boundaries. Federal law designates States as the recipients of 5311 funding. In California, this responsibility is assigned to Caltrans, with the MPO/RTPA responsible for developing the region's Program of Projects (POP) on a formula basis for eligible transit operators. Caltrans will release the FY2024 and CRRSAA Call for Projects and provide MPO/RTPA with apportionments for the same.

The 5311 chart on the next page is a visual summary of how the funds are allocated within the program for the Bipartisan Infrastructure Law.

Discussion

Based on this formula, CalVans may be eligible to receive FY2024 5311 funds and funds appropriated under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA). CalVans would use 5311 funds to offset the costs of hiring additional staff for the new site designated as non-urbanized.

FY2024 5311 funding for operating assistance requires a local match; no local match is required for CRRSAA funds. FTA further requires a resolution of support from the Board of Directors as part of the funding approval process.

Budget

The total project budget is not known for 5311 funds but once determined would be used to support eligible operating expenditures and the required local match for the FY2024 funds:

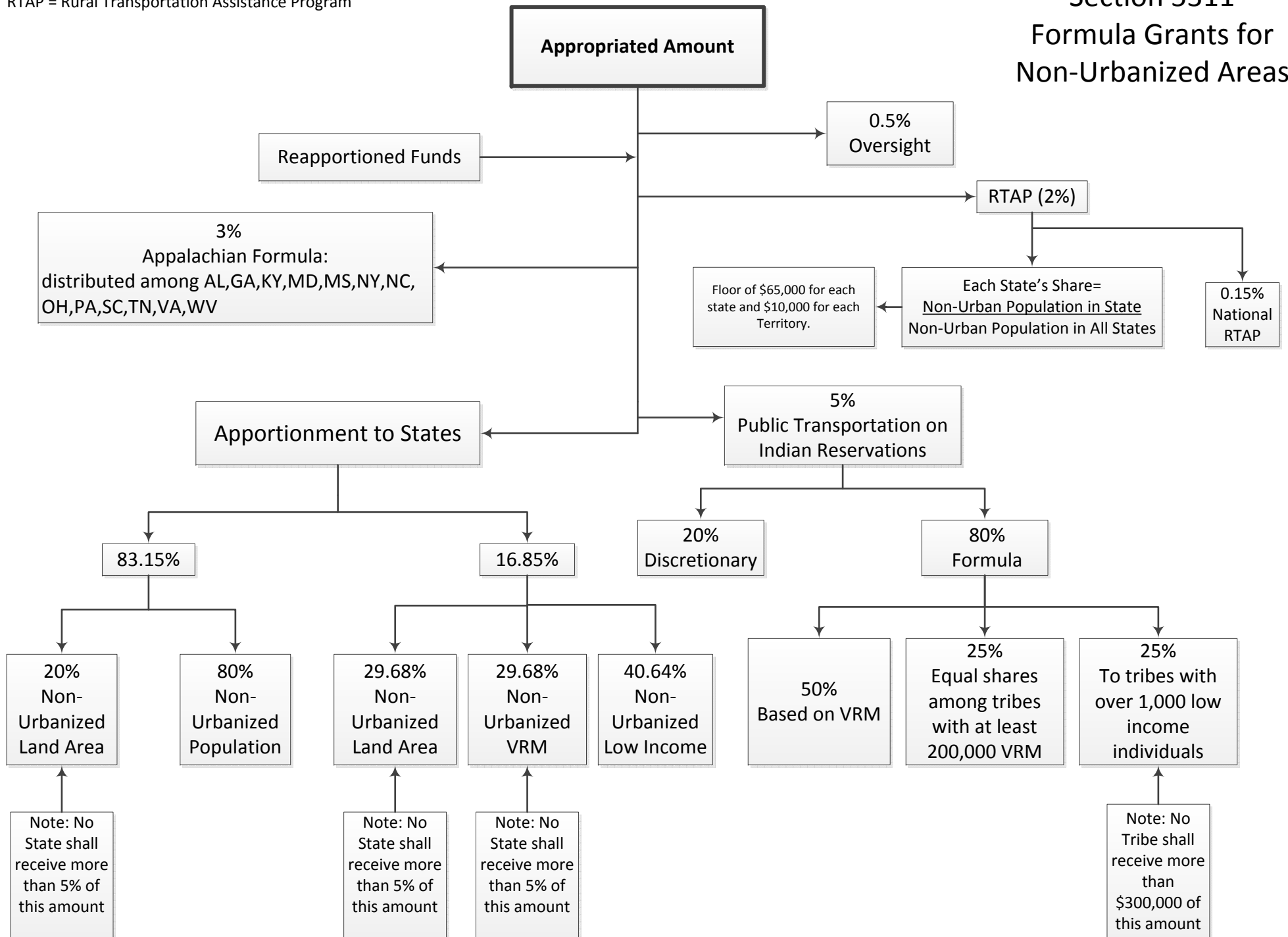
Recommendation

Staff recommends the Board of Directors approve Resolution 24-002 to authorize CalVans to submit the Notice of Intent to apply to receive federal funding under FTA Section 5311.

Attachments:

1. Resolution 24-0002; 5311 Authorizing Resolution

Section 5311 Formula Grants for Non-Urbanized Areas





U.S. Department of Transportation
Federal Transit Administration

**BIPARTISAN
INFRASTRUCTURE
LAW**

BIPARTISAN INFRASTRUCTURE LAW FACT SHEET:
FORMULA GRANTS FOR RURAL AREAS

Fiscal Year	2022 (in millions)	2023 (in millions)	2024 (in millions)	2025 (in millions)	2026 (in millions)
5311 Rural Formula	\$781	\$797	\$818	\$835	\$856
Public Transportation on Indian Reservations (Formula)	\$35	\$36	\$37	\$37	\$38
Public Transportation on Indian Reservations (Competitive)	\$9	\$9	\$9	\$9	\$10
Appalachian Development Public Transportation Assistance Program	\$26	\$27	\$28	\$28	\$29
Rural Transit Assistance Program (RTAP)	\$17	\$18	\$18	\$19	\$19
5340 Growing States*	\$112	\$114	\$117	\$120	\$123

* Note: Section Growing State (Sec. 5340) funds are determined based on a statutory formula and are added to the Rural formula (Sec. 5311). Amounts shown for FY22-26 are based on the proportion of Growing States (Sec. 5340) funds provided in FY 2021.

Program Purpose:

The Bipartisan Infrastructure Law, enacted as the Infrastructure Investment and Jobs Act, continues the Formula Grants for Rural Areas Program, which provides capital, planning, and operating assistance to states and federally recognized Indian tribes to support public transportation in rural areas with populations less than 50,000, where many residents often rely on public transit to reach their destinations. It also provides funding for state and national training and technical assistance through the Rural Transportation Assistance Program.

Statutory References:

49 U.S.C. § 5311 / IIJA § 30006

Eligible Recipients:

- States and federally recognized Indian tribes.
- Subrecipients may include state or local government authorities, nonprofit organizations, or operators of public transportation or intercity bus service that receive funds indirectly through a recipient.

Eligible Activities:

The Bipartisan Infrastructure Law continues without change the broad range of activities eligible under the formula grants for rural areas program, including:

- Planning
- Public transportation capital projects
- Operating costs of equipment and facilities for use in public transportation
- Job access and reverse commute projects
- Acquisition of public transportation services

What's Changed?

- Establishes fixed funding percentages for the Public Transportation on Indian Reservations and the Appalachian Development Public Transportation Assistance programs:
- Five percent of Rural Formula (Section 5311) funding is available for the Public Transportation on Indian Reservations program. 20 percent of the Public Transportation on Indian Reservations funds must be distributed on a competitive basis, while the remainder must be apportioned by formula.
- Three percent of Section 5311 funding is available for the Appalachian Development Public Transportation Assistance program.

RESOLUTION NO. 24-002

RESOLUTION OF THE CALIFORNIA VANPOOL AUTHORITY BOARD OF DIRECTORS AUTHORIZING THE SUBMISSION OF NOTICE REGARDING FEDERAL FUNDING UNDER FTA SECTION 5311 (49 U.S.C. SECTION 5311) TO THE CALIFORNIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the U. S. Department of Transportation is authorized to make grants to states through the Federal Transit Administration to support capital/operating assistance projects for non-urbanized public transportation systems under Section 5311 of the Federal Transit Act (FTA C 9040.1F and FTA C 9050.1); and

WHEREAS, the California Department of Transportation (Department) has been designated by the Governor of the State of California to administer Section 5311 grants for transportation projects for the general public for the rural transit and intercity bus; and

WHEREAS, the California Vanpool Authority (CVA) desires to apply for said financial assistance to permit the operation of service/purchase of capital equipment in Kings County; and

WHEREAS, CVA will, to the maximum extent feasible, coordinate with other transportation providers and users in the region (including social service agencies);

NOW, THEREFORE, BE IT RESOLVED that the CVA Board of Directors does hereby authorize the Executive Director to file and execute documents and applications on behalf of the California Vanpool Authority with the Department to aid in the financing of capital/operating assistance projects pursuant to Section 5311 of the Federal Transit Act (FTA C 9040.1G), as amended; and be it further

RESOLVED that the Executive Director or his/her designee is authorized to execute and file all certification of assurances, contracts or agreements, or any other document required by the Department; and be it further

RESOLVED that the Executive Director or his/her designee is authorized to provide additional information as the Department may require in connection with the application for the Section 5311 projects; and be it

RESOLVED that the Executive Director or his/her designee is authorized to submit and approve requests for reimbursement of funds from the Department for the Section 5311 project(s).

PASSED AND ADOPTED BY the governing board of the California Vanpool Authority on this 11th day of January 2024.

Steve McShane,
Chairman of the California Vanpool Authority

Attest:

Georgina Landecho,
Executive Director of the California Vanpool Authority

Thursday, January 11th, 2024

California Department of Transportation
Rail and Mass Transportation Division
1120 N Street, Sacramento, CA 95814
hq.drmt@dot.ca.gov



Re: Request for designated recipient status for Section 5307 and 5311 Federal grant programs - California Vanpool Authority

Good Day CADOT Staff,

This communication will serve as the requisite request for grant recipient identification for the Federal Transit Administration (FTA) §5307 and §5311 grant programs. The California Vanpool Authority (CalVans) is a Joint Powers Authority comprised of elected officials from six counties, and five cities each representing eleven MPOs respectively. Formed in 2011, CalVans is a registered National Transit Database (NTD) reporter and has submitted the required monthly and annual transit service data. Current operations include a fleet of 953 vans providing a total of 332,125 annual trips and more than 110 million annual passenger miles. CalVans recently secured 403 e-Transits to begin serving our state with zero-emission, telematics-driven, high-occupancy transit service.

As a current recipient of FTA JARC and SJV Air Quality District grant funds, the CalVans Board of Directors requests additional federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code; and other federal statutes as authorized under the §5307 and §5311 program activities administered by the FTA and Caltrans. Please advise us of the next steps and required documents.

If you have any additional questions or concerns, please contact me directly at 1 (866) 655-5444 or georgina.landecho@co.kings.ca.us. Thank you.

Respectfully,

Georgina Landecho
Executive Director

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RESOLUTION NO. 24-001

RESOLUTION OF THE CALIFORNIA VANPOOL AUTHORITY BOARD AND POLICY 000-1 MEETING AND TRAVEL EXPENSE REIMBURSEMENT POLICY

FINDINGS

1. This Meeting and Travel Expense Reimbursement Policy follows State law provisions establishing travel objectives and setting forth permissible use of public funds.

3. This action does not constitute a "Project" as that term is defined under the California Environmental Quality Act (CEQA) Guideline Section 15378, as it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment.

2. The California Vanpool Authority, referred to herein as CalVans and its Board of Directors wishes to develop a Meeting and Travel Expense Reimbursement Policy to review best practices and to address issues that have arisen in previous years.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CALIFORNIA VANPOOL AUTHORITY:

1. The CalVans Board of Directors determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.

2. The CalVans Board of Directors authorizes adopting a resolution approving **Policy 000-1 Meeting and Travel Expense Reimbursement**.

3. Board Policy 000-1 is hereby approved as attached to this Resolution, which by this reference are incorporated as set forth in its entirety.

4. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE BOARD OF THE CALIFORNIA VANPOOL AUTHORITY this 11th day of January 2024, by the following vote:

AYES:

NOES:

ABSENT:

Chairperson of the Board of Directors, Steve McShane
California Vanpool Authority

IN WITNESS WHEREOF, I have set my hand this 11th day of January 2024.

Clerk of said Board of Directors



California Vanpool Authority
Policy 000-1
Meeting and Travel Expense Reimbursement
Board of Directors

It is the policy of the California Vanpool Authority (Agency) to reimburse its Board of Directors and committee members for actual expenses incurred while attending Board of Directors meetings, including Executive Committee, assigned committee meetings, and other authorized events such as conferences. However, the Agency has always been a volunteer-driven organization. To that end, most member JPAs recognize and authorize expenses incurred by their representatives while participating in Agency activities as legitimate and reimbursable JPA expenses incurred in support of the Agency. The Agency encourages individuals serving as Board or committee members to seek reimbursement for Agency-related travel expenses from their member JPA's if such resources are available.

It is the policy of the Agency that Directors and committee members should make a conscientious effort to keep costs down. Directors and committee members are reimbursed for expenses based on the lowest reasonable costs for transportation, lodging, and food incurred while traveling to and from Board meetings, committee meetings, or other required appearances.

Reimbursement criteria are as follows:

Rates of reimbursement: Reimbursement rates for travel, meals, and other reasonable and necessary travel expenses shall coincide with the rates set by the Internal Revenue Service in IRS Publication No. 463 or its successor publications.

1. If lodging relates to the conference, seminar, or other organized educational activity, such reimbursable lodging costs shall not exceed the maximum rate published by the Agency or the activity sponsor. If the published group rate is unavailable, directors and committee members shall be reimbursed for comparable lodging at either the government rate offered by the lodging provider, or the IRS rate, whichever is less.
2. If government or group rates are offered by the transportation provider, those rates shall be used for reimbursement when available.

Provided is additional information about short-term lodging and the excess lodging rate request process based on county.

County	Effective January 1, 2024: Maximum Lodging Reimbursement Rate
All counties except those listed below	\$107
Alameda	\$189
City of Santa Monica	\$270
Los Angeles	\$169
Marin	\$166
Monterey	\$184



California Vanpool Authority

Policy 000-1

Meeting and Travel Expense Reimbursement

Board of Directors

County	Effective January 1, 2024: Maximum Lodging Reimbursement Rate
Napa	\$195
Orange	\$169
Riverside	\$142
Sacramento	\$145
San Diego	\$194
San Francisco	\$270
San Mateo	\$222
Santa Clara	\$245
Ventura & Edwards AFB, excluding the city of Santa Monica	\$169

Travel: The most economical mode and class of transportation reasonably consistent with scheduling needs must be used, using the most direct and time-efficient route. Based on round-trip coach fare or Federal mileage rate, whichever is less and/or more expedient, plus parking, bridge tolls, taxi fare, and/or car rental.

Lodging: Lodging expenses are only reimbursed when travel on Agency business reasonably requires an overnight stay. Lodging shall be based on the actual, reasonable costs within the local area. Reimbursement shall not exceed the single occupancy rate. All reasonable attempts shall be made to use discount rates, the prevailing government rate, or the IRS per diem rates for lodging, whichever is less.

Meals: Meal expenses and associated gratuity should be moderate, considering community standards and the prevailing restaurant cost of the area. (Reimbursement will only be based on actual expenditures with receipts including gratuities.) The current State of California Reimbursement Rates for meals and incidentals are as follows:



California Vanpool Authority

Policy 000-1 Meeting and Travel Expense Reimbursement Board of Directors

Meal and Incidental Expense Category	Effective January 1, 2024: Reimbursement Rate for Actual Expense
Breakfast	Up to \$13
Lunch	Up to \$15
Dinner	Up to \$26
Incidentals	Up to \$5
Total Daily Maximum Allowance	Up to \$59

Miscellaneous: Supplies, telephone, and other expenses directly attributable to the Agency activities will be reimbursed with appropriate receipts.

Unauthorized Expenses: Examples of personal expenses that the Agency will not reimburse include but are not limited to the following:

- 1) the personal portion of any trip;
- 2) family expenses, including a spouse's expenses when accompanying a Board or committee member on Agency related business;
- 3) entertainment expenses including theatre, movies, sporting events, cultural events, and alcoholic beverages.

Requests for Reimbursement: Requests for reimbursement must be made using an agency-provided "Board Member Expense Claim Form" with receipts attached for all expenses claimed within thirty (30) days of the date expenses were incurred. If expense reports are received after that date, the Director or committee members are not eligible for reimbursement. If receipts are not provided, reimbursement will not be made for that part of the claim.

All reimbursement requests shall be reviewed and approved by Agency accounting staff based on the above criteria. The non-approval of a Director or committee member's expense is subject to override by a majority vote of the Board of Directors at a regular Board meeting.

Reimbursements shall be mailed by the Agency within 30 days of the receipt date of the original request.

Your Best Contact Number

[illegible]

Date _____

Approved By:	
G / L Code:	
Amount:	

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California Vanpool Authority
Board Meeting & Lobby Day

SAVE THE DATE

03.13-14.24

Location: Sacramento, Ca
MORE INFO TO COME

Paid: 0.00

THANK YOU AND DRIVE SAFELY!



End