

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, November 17, 2010

ITEMS

1. Call to Order

Chair Jim Krider called the meeting to order at 1:30 p.m.

2. Pledge of Allegiance

Board member Cynthia Saucerman led the salute to the flag.

3. Roll Call

Members Present:

Leon Garcia	City of American Canyon
Joan Bennett	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles	City of Calistoga
Jim Krider	City of Napa
Jill Techel	City of Napa
Del Britton	City of St. Helena
Sharon Crull	City of St. Helena
Lewis Chilton	Town of Yountville
Cynthia Saucerman	Town of Yountville

Members Absent:

Keith Caldwell	County of Napa
Bill Dodd	County of Napa

Non-Voting Member Absent:

JoAnn Busenbark	Paratransit Coordinating Council
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4. Public Comment

Tom Johnson, City of Napa resident, stated his concerns regarding the cost of providing transit services, the cost of running large buses with little or no ridership, and about the cost of constructing a new transit center.

***MSC - Motioned, Seconded, and Unanimously Carried**

The Board directed the Executive Director to provide Mr. Johnson with a response regarding his concerns.

5. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update

Chair Krider presented Board Member Cynthia Saucerman with a plaque in recognition of her contributions as a NCTPA/NVTA Board Member representing the Town of Yountville and the Napa Region in the development of important Transportation projects during her tenure from 2007 to 2010.

6. Directors Update

Paul W. Price, Executive Director

Stated that the smaller bus on demonstration in the NCTPA parking is one that NCTPA is considering to procure as part of its fleet during staff's evaluation of the maximum load point on each of the VINE routes.

Reported that the Jameson Canyon project is reaching a milestone with the property procurement almost complete. All the contracts have been negotiated and are waiting for the last two property owners to sign their contracts. Utility components will be relocated in the spring of 2011. Once utilities are relocated, construction of the major elements of the project will begin the following year.

7. Caltrans Update

No oral report given, provided for review was the November 17, 2010 Caltrans Reporting Memo.

8. CONSENT ITEMS (8.1 – 8.12)

MSC* GINGLES / GARCIA to APPROVE Consent Items 8.1-8.12

8.1 Legislative Report November 2010

8.2 Approval of Meeting Minutes of October 20, 2010 and November 3, 2010

Board action approved the meeting minutes of October 20, 2010 and November 3, 2010.

8.3 Approval of Resolution No. 10-28 Adopting the Transportation for Clean Air (TFCA) Projects List for FY 10/11

*MSC - Motioned, Seconded, and Unanimously Carried

Board action adopted the list of projects for TFCA FY 10/11 program manager funds.

8.4 Resource and Farmland Preservation Transportation Incentive Fund

Board action approved sending a letter of support for the implementation of the Resource and Farmland Preservation Transportation Incentive Fund to the Metropolitan Transportation Commission (MTC)/Association of Bay Area Governments (ABAG) on behalf of the jurisdictions of Napa County.

8.5 Request to Extend by up to 18 Months a Paid Internship for NCTPA

Board action authorized the Executive Director to fund an extension of a paid internship by up to 18-months (Limit term) to the NCTPA in an amount not to exceed \$15,600 in FY 10/11 and \$31,200 in FY 11/12.

8.6 Approval of Resolution No. 10-29 Authorizing the Filing of an Initial Project Report and Related Claim for \$2.4 Million in Regional Measure 2 (RM2) Funds to Apply towards the Soscol Gateway Transit Center Project

Board action approved Resolution No. 10-29 authorizing the Filing of an Initial Project Report and Related Claim for \$2.4 Million in Regional Measure 2 (RM2) Funds. These funds are to be used towards the construction of the new Multi-modal Transit Terminal/Park and Ride facility on Burnell Street.

8.7 Approval of Resolution No. 10-30 Adopting the NCTPA Policies, Practices, and Procedures: Purchasing Cards

Board action approved Resolution No. 10-30 adopting NCTPA Policies, Practices, and Procedures: Purchasing Cards and rescind any versions of the credit card policy adopted previously.

8.8 Approval of (1) Resolution No. 10-31 Adopting the NCTPA Policies, Practices, and Procedures: Local Government Records Management Guidelines and (2) NCTPA Policies, Practices, and Procedures Section 14: Records Management

Board action approved (1) Resolution No. 10-31 adopting the Local Government Records Management Guidelines as the NCTPA's Official Records retention schedule, as amended from time to time by the Secretary of State, and designating the Board Secretary as Records Management Coordinator and (2) NCTPA Policies, Practices, and Procedures Section 14: Records Management.

*MSC - Motioned, Seconded, and Unanimously Carried

8.9 Approval of Resolution No. 10-32 Authorizing the Destruction of Certain Agency Records as Provided by Section 34090 of the Government Code of the State of California

Board action approved Resolution No. 10-32 authorizing the Destruction of Certain Agency Records.

8.10 Approval of NCTPA Policies, Practices, and Procedures Manual Section 4: Contract Administration and Management and Section 11: Procurement

Board action approved and adopted NCTPA Policies, Practices, and Procedures Manual Section 4: Contract Administration and Management and Section 11: Procurement which replaces in totality the NCTPA Procurement Policies and Procedures Manual approved previously by the Board on May 17, 2006.

8.11 Release of Invitation for Bid (IFB) for Demolition and Abatement Services at the Soscol Gateway Transit Center Location

Board action approved the issuance and award of an IFB for Demolition and Abatement Services at the future Transit Center.

8.12 Release of Invitation for Bid (IFB) for Constructing a Shelter and a Photovoltaic Array at the Trancas Park and Ride located at Redwood and Solano

Board action approved the issuance and award of an IFB for Trancas Park and Ride shelter.

9. **REGULAR AGENDA ITEMS – TRANSPORTATION**

9.1 NCTPA Monthly Informational Newsletter

Information Only / No Action Taken

Provided for review and comment was the Monthly Information Newsletter. Direction was given by the Board for staff to redesign the newsletter focusing on local issues, projects, and programs.

9.2 Local Jurisdictions Passenger Amenities Project Update

Information Only / No Action Taken

Staff provided an update of Local Jurisdictions Passenger Amenities.

9.3 Transit Capital Program Project Funding Update

*MSC - Motioned, Seconded, and Unanimously Carried

Information Only / No Action Taken

Staff provided current information on various capital projects.

Board member Techel requested that the City of Napa be allowed to revisit and undergo the same process as the other jurisdictions when funds become available for bus shelters projects within the City of Napa.

9.4 Federal Transit Administration (FTA) FY 2010 Triennial Review Final Report

Board action received Federal Transit Administration (FTA) FY 2010 Triennial Review Final Report and authorized the Executive Director to file its response with the FTA.

MSC* BENNETT / GARCIA to APPROVE receipt of the Federal Transit Administration (FTA) FY 2010 Triennial Review Final Report and authorizing the Executive Director to file its response with the FTA.

10. INTERJURISDICTIONAL ISSUES FORUM

10.1 Napa County Commission for Arts and Culture (NCCAC) Report

An update of activities and accomplishments to date was provided by NCCAC Commissioner Diane Shepp.

10.2 Interjurisdictional Issues Discussion Forum and Information Exchange

No reports given.

11. CLOSED SESSION

Janice Killion, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session for one case under significant exposure to litigation pursuant to Government Code 54956.9(b)(3)(B).

Adjourned to Closed Session at 2:33 p.m.

11.1 CONFERENCE WITH LEGAL COUNSEL

Significant exposure to litigation pursuant to Government Code 54956.9 (b)(3)(B) (1 case)

Adjourned to Open Session at 2:43 p.m.

Janice Killion, NCTPA Legal Counsel, reported that the Board unanimously approved payment to the Morenita Market under the relocation and benefits

***MSC - Motioned, Seconded, and Unanimously Carried**

program an in-lieu payment in the statutory amount of twenty thousand (\$20,000) dollars under the previously reported closed session.

12. **ADJOURNMENT**

12.1 Approval of Meeting Date of December 15, 2010 and Adjournment

The next regular meeting will be held Wednesday December 15, 2010 at 1:30 p.m.

The meeting was adjourned by Chair Krider at 2:44 p.m.

APPROVED