

**Napa County Transportation and Planning Agency (NCTPA)**

**Board of Directors**

**MINUTES  
Friday, July 25, 2008**

**ITEMS**

**1. Call to Order**

Chair Jim Krider called the meeting to order at 1:35 p.m.

**2. Pledge of Allegiance**

The Pledge of Allegiance was recited at the Napa Valley Transportation Authority (NVTA) meeting.

**3. Roll Call**

**Members Present:**

Leon Garcia	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles	City of Calistoga
Jim Krider	City of Napa
Jill Techel	City of Napa
Brad Wagenknecht	County of Napa
Del Britton	City of St. Helena
Joe Potter	City of St. Helena
Cynthia Saucerman	Town of Yountville

**Members Absent:**

Cindy Coffey	City of American Canyon
Bill Dodd	County of Napa
Steve Rosa	Town of Yountville

**Non-Voting Members Absent:**

JoAnn Busenbark	Paratransit Coordinating Council
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**4. Public Comment - None**

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

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

No reports given

**6. Directors Update**

*Jim Leddy, Executive Director*

Reviewed various handouts distributed at the meeting.

**7. Caltrans Update**

No reports given

**CONSENT ITEMS (8-13)**

At the request of Board Member Techel, Item 9 and item 10 were pulled for further review and discussion.

**MSC\* BRITTON / GINGLES to APPROVE** of Consent Items 8, 11-13.

**8. Approval of Resolution 08-17 Amending the Regular Meeting Date, Time and Location for the VINE Consumer Advisory Committee (VCAC)**

Board action approved the VCAC requested change in their regular meetings to bi-monthly on the second Thursday at 6:00 p.m. beginning September 2008

**9. Approval of Release of a Request for Proposal (RFP) #0801 for Procurement Services and Authorization for the Executive Director to Select and Enter into an Agreement with the Selected Consultant**

Board Member Techel requested that once consultant is selected that the contract be brought back to the Board for approval.

Rob Paul, Legal Counsel, revised recommendation #3 to bring back the selected consultant contract for Board approval.

**MSC\* TECHEL / WAGENKENCHT to APPROVE** The Board action (1) authorize the release, subject to approval by legal counsel, of the RFP for procurement services (2) authorize the Executive Director to select the appropriate consultant; and (3) bring back the selected consultant contract for Board approval.

**10. Approval of Release of a Request for Proposal (RFP) # 0802 for Auditing Services and Authorization for the Executive Director to Select and Enter into an Agreement with the Selected Consultant**

Board Member Techel requested clarification that the recommendation is to look for an auditor and without knowing who the auditor is, we (the Board) is to authorize the Executive Director to enter into the agreement. Further Member Techel asked if this was a standard procedure for procuring auditing services.

Tracy Geraghty, NCTPA staff, stated that as there is a timing issue on procuring auditing services and NCTPA may need to engage services prior to the next Board meeting in September. Further, staff has been working with the County of Napa Auditor-Controller's office in preparing the RFP and they (Auditor-Controller office) has agreed to be part of the review process in selecting a firm. Pam Kindig, County of Napa Auditor-Controller confirmed participation in the selection process.

**MSC\* TECHEL / GARCIA for APPROVAL** to (1) authorize the release, subject to approval by legal counsel, of a request for proposal for auditing services, (2) authorize the Executive Director to select the appropriate consultant; and (3) extend board authorization to the Executive Director to enter into an agreement for services in an amount not to exceed \$25,000.

**11. Approval of Resolution No. 08-18 for the Adoption of the Napa County Transportation and Planning Agency System Safety Program Plan (SSPP)**

Board action adopted Resolution No. 08-18 approving the NCTPA System Safety Program Plan in its entirety as created in November 2007 subject to final changes and or modifications by NCTPA's Executive Director, Agency Counsel, CalTIP, and/or the Agency's contractor for transit services and authorizes the Executive Director or his/her designee to implement the Plan.

**12. Approval of Resolution No. 08-19 for the Adoption of Napa County Transportation and Planning Agency Drug and Alcohol Policy**

Board action approved an NCTPA Drug and Alcohol Policy in accordance with the Drug Free Workplace Act of 1988

**13. Approval of Resolution No. 08-20 Approving Veolia Transportation's Equal Employment Opportunity (EEO) Policy**

Board action approved the Equal Employment Opportunity Policy developed and implemented by Veolia Transportation.

**REGULAR AGENDA ITEMS - TRANSPORTATION**

**14. Audit Report for the Napa County Transportation and Planning Agency Eighteen Months Ended December 31, 2007**

\*MSC - Motioned, Seconded, and Unanimously Carried

Pam Kindig, County of Napa Auditor-Controller, reviewed for the Board the process for NCTPA's internal audit which was conducted by staff from the County of Napa Auditor-Controller's office.

Craig Goodman, County of Napa Assistant Auditor-Controller, reviewed the results of the audit report including findings, recommendations and responses.

In addition, the Auditor-Controller's office recommended they return for a six (6) month review, as well as, an ongoing updates from the Executive Director as to which items have been addressed and which remain.

**MSC\* POTTER / GARCIA** to **APPROVE** the Auditor-Controller request to accept, and instruct the Secretary of the Board to file the Audit Report for the Agency for the eighteen months ending December 21, 2007.

Adjourned to Close Session at 2:20 p.m.

- 15. Closed Session**  
**Public Employee Performance Evaluation**  
(Government Code Section 54957)  
Title: Agency Executive Director

Adjourned to Open Session at 3:15 p.m.

Rob Paul, NCTPA Legal Counsel, reported that there were no reportable actions taken during closed session.

- 16. Approval of Regular Meeting Date of September 17, 2008 and Adjournment**

The next meeting will held in the NCTPA Conference Room on Wednesday September 17, 2008 at 1:30 p.m.

The meeting was adjourned by Chair Krider at 3:15 p.m.