

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, June 18, 2008

ITEMS

1. Call to Order

Chair Leon Garcia called the meeting to order at 1:43 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
Jill Techel	City of Napa
Bill Dodd	County of Napa
Diane Dillon	County of Napa
Del Britton	City of St. Helena
Joe Potter	City of St. Helena
Louis Chilton	Town of Yountville
Cynthia Saucerman	Town of Yountville

Non-Voting Members Present:

JoAnn Busenbark	Paratransit Coordinating Council
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Members Absent:

Cindy Coffey	City of American Canyon
Jack Gingles	City of Calistoga
Jim Krider	City of Napa

4. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update - None

5. Directors Update

Jim Leddy, Executive Director

Reviewed various handouts distributed at the meeting.

6. Caltrans Update

Amhad Rahimi, Caltrans, provided an update on the status of various projects located throughout the county

7. Public Comment

Dorothy Lind Salmon, congratulated all on a success of the June 13, 2008 Growth Summit.

8. Approval of Special Meeting Minutes of April 30, 2008

MSC* DUNSFORD / DODD to APPROVE, with CHILTON ABSTAINING, the meeting minutes of April 30, 2008.

CONSENT ITEMS (9-20)

Item 9 was pulled at the request of Legal Counsel.

MSC* DODD / POTTER to APPROVE consent Items 10-20.

9. Actions to Transition NCTPA to an Independent Staff –Interim Personnel Policy Manual for Napa County Transportation and Planning Agency (NCTPA)

Rob Paul, Legal Counsel, stated that attorneys in the County Counsel office have reviewed the Interim Personnel Policy Manual and have suggested that certain clarifying edits be made that are non-substantive in nature. Mr. Paul recommended that the Board approve the Interim Policy subject to Counsel making the necessary clarifying edits.

MSC* DODD / POTTER to APPROVE the proposed Napa County Transportation and Planning Agency (NCTPA) Interim Personnel Policies Manual Draft June 5, 2008 with Legal Counsels request that County Counsel make clarifying edits that are non-substantive in nature.

10. Actions to Transition NCTPA to an Independent Staff - Approval to Convert County of Napa Public Works Employees to Direct Staff of the Napa County Transportation and Planning Agency (NCTPA)

Board action approved hiring Deborah Brunner (Transportation Planner II), Adriann Cardoso, (Transportation Program Manager-Transit), Tracy Geraghty (Transportation Program Manager-Fiscal & Planning), Eliot Hurwitz (Program Manager-Transportation/Land Use), Zandra Orozco (Office Assistant II), Karalyn Sanderlin, (Transportation Administrative Assistant/Board Secretary) Deborah Schwarzbach (Transportation Program Assistant), and Danielle Sinclair (Staff Services Analyst-Climate Protection) as direct employees of NCTPA effective July 1, 2008.

11. Approval of Resolution No. 08-11 Amending the Regular Meeting Date, Time and Location for the Technical Advisory Committee (TAC)

Board action approved the TAC requested change in their regular meetings to bi-monthly on the second Thursday at 2:00 p.m. beginning July 2008.

12. Approval of Resolution No. 08-12 Amending the Regular Meeting Date, Time and Location for the Paratransit Coordination Council (PCC)

Board action approved the PCC requested change in their regular meetings to bi-monthly on the second Thursday at 10:00 a.m. beginning July 2008.

13. Approval of Fourth Amendment to NCTPA Professional Services Agreement No. NCTPA 06-03 with DKS Associates

Board action will approve increasing the compensation from a maximum of \$63,600 to a maximum of \$88,600 with DKS Associates for specialized services related to the State Route 29/Rutherford Crossroad roundabout.

14. Approval to Expend up to an Additional Seven Thousand Dollars (\$7,000) with Ralph Anderson & Associated for Services Related to the Deputy Director/Transportation Program Manager Executive Search

Board action approved increasing the compensation from a maximum of \$20,000 to a maximum of \$26,750 with Ralph Anderson & Associates for specialized services related to the Transportation Program Manager Executive Search

15. Second Amendment to NCTPA/Veolia Agreement Number 6699 for VINE and Trolley Services and Fifth Amendment to Agreement Number 02-05 for VINE Go and Community Shuttle Service

Board action (1) approved the second amendment to Agreement Number 6699 with Veolia Transportation for VINE and Trolley services for a 1 year term expiring on June 30, 2009 at maximum amount not to exceed \$3,093,400 and (2) approved the fifth amendment to Agreement Number 02-05 with Veolia Transportation for VINE Go and Community Shuttle services for a 1 year term expiring on June 30, 2009 at a maximum amount not to exceed \$2, 016,500.

16. Delayed Implementation of VINE Go Phase II Scheduled Fare Increase

Board action authorized the Executive Director to delay the implementation of the VINE Go Phase II fare increase to January 2009.

17. Approval of Resolution 08-13 Accepting Private Donations from Wilson Daniels, LTD for Bus Improvements

Board action approved the acceptance of private funds in the amount of \$11,019 for a new bus shelter and improvements to a bus stop in St. Helena.

18. Adopt the 2008 Solano/Napa Joint Travel Demand Model

Board action (1) accepted the 2008 Solano/Napa Phase 2 Joint Travel Demand Model as the official model for traffic forecasts related to regional corridor studies, and (2) supported submission of the Model to Caltrans, Metropolitan Transportation Commission (MTC), and Sacramento Area Council of Governments (SACOG) for their acceptance of the Model as the official two-county model forecasting tool.

19. Appointment to the Bicycle Advisory Committee (BAC)

Board action approved the BAC recommendation to appoint Brad Dropping as the Yountville representative to the NCTPA BAC.

20. Approval of Release of a Request for Proposal (RFP) for Transit Capital Project Management Services and Authorization for the Executive Director to Select and Enter into an Agreement with the Selected Consultant

Board action (1) approved an RFP for transit capital project management services (2) authorized the Executive Director to select a consultant and (3) authorize the Executive Director to enter into an agreement with the selected consultant.

REGULAR AGENDA ITEMS - TRANSPORTATION

21. Public Hearing on the Draft NCTPA FY 08/09 Budget and Approval of Resolution 08-14 Adopting the NCTPA FY 08/09 Overall Budget

Provided for Board reviewed was the Draft NCTPA FY 08/09 Budget and NCTPA FY 08/09 Overall Work Plan.

Chair Garcia opened the Public Hearing at 2:15 p.m.

Being no comments, Chair Garcia closed the Public hearing at 2:16 p.m.

MSC* BRITTON / DUNSFORD to approve (1) Resolution 08-14 adopting the FY 08/09 NCTPA annual budget totaling \$18,720,499 in revenues and \$18,695,243 in expenditures; (2) that Board members relay the financial requirements of their specific city/County to their agency for inclusion in its budget; (3) authorize the NCTPA Executive Director to sign any claims, applications or agreements in order to move budgeted funds into the Agency or to Member Agencies; and (4) authorize the return of FY 06/07 funds to LTF as noted in the FY 06/07 audit and required by state law.

22. Report from Subcommittee on a Recommendation for Chair and Vice Chair for FY 08/09

The nominating committee composed of Board Members JoAnn Busenbark, Bill Dodd, Joe Potter and Jill Techel recommended current NCTPA Vice Chair Jim Krider for NCTPA Chair and Yountville Mayor Cynthia Saucerman for NCTPA Vice Chair for FY 08/09. Election of Chair and Vice Chair for NCTPA for FY 08/09 will be held at the July 2008 meeting.

MSC* BRITTON / DUNSFORD to **APPROVE** that the NCTPA Board receives the report from the nominating committee on the recommendation for Chair and Vice Chair for FY 08/09. Election of Chair and Vice Chair for NCTPA for FY 08/09 will be held at the July 2008 meeting.

DISCUSSION OF INTERJURISDICTIONAL ISSUES

REGULAR AGENDA ITEMS – INTERJURISDICTIONAL ISSUES FORUM

23. Interjurisdictional Issues Discussion Forum and Information Exchange

Information Only / No Action Taken

Each member jurisdiction shared with the Board specific projects with Interjurisdictional impacts in their local area.

24. Napa Communities Growth Summit Update

Staff provided an update on the June 13, 2008 Growth Summit.

25. Napa County Arts and Culture Commission By-laws

Dr. Lee Block, Chair Napa County Arts and Culture Commission's, stated the revisions to Commission's By-laws aren't completed and recommend changes be brought back to the Board at a later date.

26. Future Interjurisdictional Agenda Items

No new discussion items were requested for placement on future agendas.

27. Approval of Next Regular Meeting Date of July 16, 2008 and Adjournment

The next meeting will held in the NCTPA Conference Room on Wednesday July 16, 2008 at 1:00 p.m.

The meeting was adjourned by Chair Garcia at 2:50 p.m.

APPROVED