

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

**Board of Directors**

**MINUTES**

**Wednesday, September 17, 2008**

**ITEMS**

**1. Call to Order**

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

**2. Pledge of Allegiance**

Jim Leddy, NCTPA Executive Director, led the salute to the flag.

**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
Bill Dodd	County of Napa
Diane Dillon	County of Napa
Del Britton	City of St. Helena
Steve Rosa	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
Joe Potter	City of St. Helena

**4. Public Comment - None**

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

*MTC Commissioners Report, Supervisor Bill Dodd*

Reported that MTC has upgraded the bay area 511 Program. Motorists are now able to call 511 for non-emergency roadside assistance.

*Board member JoAnn Busenbark*

Reported that the Paratransit Coordinating Council (PCC) has been working on implementing of a shopper shuttle for non-disabled seniors. The shuttle would run Tuesdays and Thursdays from 10am-2pm.

**6. Directors Update**

*Jim Leddy, Executive Director*

Updated the Board on the August 10, 2008 bus accident.

Reported the job announcement for the vacant Director of Transit position has been posted. Applications are due September by 5 p.m.

Introduced new hire Alberto Esqueda, who has filled the position of Office Assistant.

Reviewed various handouts distributed at the meeting.

**7. Caltrans Update**

Kelly Hirshberg, Caltrans, provided an update on the status of various projects located throughout the county

**8. Approval of Meeting Minutes of April 30, 2008 and May 21, 2008**

**MSC\* GINGLES / GARCIA to APPROVE** the meeting minutes of April 30, 2008 and May 21, 2008 with **BRITTON** abstaining the April 30, 2008 minutes.

**CONSENT ITEMS (9-14)**

Items 9-10 and 16-17 were pulled for further discussion.

**MSC\* DODD / BRITTON to APPROVE** Consent Items 11-15,

**9. Transportation for Clean Air (TFCA) Program FY 08/09 Expenditure Plan**

Staff provided a revised Resolution No. 08-21 for Board review and approval.

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

**MSC\* DODD / BRITTON to APPROVE** Resolution No. 08-21 adopting the FY 08/09 TFCA County Program Manager Expenditure plan.

**10. Approval of First Amendment of Professional Service Agreement No. NCTPA 07-10 with Renne Sloan Holtzman and Sakai for Legal Services**

Staff provided a revised First Amendment of Professional Service Agreement No. NCTPA 07-10 for Board review and approval.

**MSC\* DODD / BRITTON to APPROVE** the First Amendment to Professional Services Agreement No. NCTPA 07-10 with Renne Sloan Holtzman Sakai LLP (RSHS) in an amount not to exceed thirty-five thousand dollars (\$35,000) for the continued development of a Personnel Policy and Procedures Manual for the Napa County Transportation and Planning Agency and other personnel issues as needed, and authorize the Executive Director to execute the amendment.

**11. Re-Classification of Board Secretary Position to Administrative Manager/Human Resources Officer**

Board action approved the re-classification of the position of Board Secretary (Transportation Administrative Assistant) to Administrative Manager/Human Resources Officer effective September 18, 2008. Further, the Board empowers the Executive Director to negotiate appropriate compensation and benefits package for said position.

**12. Approval of Resolution No. 08-22 Budget Amendment: Establish a Public Transportation Modernization, Improvement, and Service Enhancement Program (PTMISEA) Account and Transfer of Funds**

Board action approved Resolution No. 08-22 authorizing a FY 07/08 budget amendment to establish account 2100-31200-45006800 and transfer \$300,170 into that account from Miscellaneous Income account 2100-31200-4615300 and if necessary, to transfer these funds again into an appropriate "deferred revenue" account.

**13. Approval of Second Amendment to NCTPA Agreement No. 07-08 with Nelson/Nygaard Consulting Associates**

Board action approved a contract amendment with Nelson/Nygaard Consulting Associates, Agreement NCTPA 07-08 to extend the contract to July 30, 2008 and authorize the Executive Director to execute the amendment.

**14. Approval of Resolution No. 08-23 FY 07/08 Budget Amendment Transfer of Funds for Taxi Scrip Services Associates**

Board action authorized a FY 07/08 budget amendment to transfer \$3,000 in unspent funds from Yountville Shuttle services and \$10,000 in unspent Taxicab capital funds to increase the Taxicab Scrip purchased transportation line by \$13,000 to account for payments to vendors.

**15. Approval of Resolution No. 08-24 FY 07/08 Budget Amendment: Accepting and Establishing Budget for Revenue from the Burnell Street Property**

Board action approved Resolution No. 08-24 authorizing a FY 07/08 budget amendment to establish account 2100-31200-48042000 and accept into that account \$21,453.15 from revenue generated by the Agency's property at Fourth and Burnell Streets in Napa.

**16. Measure P – The Agricultural Preservation Initiative (Extension of Measure J)**

Board member Dillon stated that it was her understanding that the TAC did not recommend the Board support of Measure P because it was not in their purview to take a stance on political issues. Further, member Dillon stated although she would like NCTPA endorsement, she is concerned about the propriety of NCTPA endorsing a political stance.

Jim Leddy, Executive Director, agreed that the TAC didn't take action to recommend support; however, during the Measure H campaign the NCTPA Board expressed an opinion to support the extension of the Agricultural Preserve, (which is now in the form of Measure P). This recommendation for NCTPA Board support of Measure P completes that commitment.

Rob Paul, NCTPA Legal Counsel stated, from a legal perspective, the NCTPA Board is safe in just endorsing Measure P without actively attempting to support it.

**MSC\* DODD / BRITTON to APPROVE** supporting Measure P without actively attempting to support it.

**17. Approval of Resolution No. 08-25 Endorsing the Submission of the Lake Berryessa Trail Project to the California Department of Transportation and the Metropolitan Transportation Commission (MTC)**

Staff provided a revised Resolution No. 08-25 for Board review and approval.

**MSC\* DODD / BRITTON to APPROVE** endorsing the submission of The Lake Berryessa Trail project to the California Department of Transportation and the Metropolitan Transportation Commission for its inclusion in the State Transportation Improvement Program (STIP) or Transportation Improvement Program (TIP).

## **REGULAR AGENDA ITEMS - TRANSPORTATION**

### **18. Cooperative Agreement 4-2143 Trancas Street Park and Ride between the California Department of Transportation and Napa County Transportation and Planning Agency**

Staff provided a revised Resolution No. 08-26 for Board review and approval.

Rob Paul, NCTPA Legal Counsel, stated for the record, the CEQA action the in the staff report states that this is not a project, when in fact the Board is being asked to adopt and assume lead agency status from the City of Napa on their prior adopted mitigated negative declaration for this project.

Staff stated that the recommendation from the Technical Advisory Committee (TAC) September 11<sup>th</sup> meeting is that the NCTPA Board approve the Cooperative Agreement No. 4-2143 and in addition the TAC form an Ad-Hoc Committee (from it's members) to review the design for consistency, value engineering, or whatever else deemed appropriate. Staff further stated the TAC recognizes that most of the documents (for this project) were developed in the late 1990's to early 2000 and they (the TAC) want to revisit this particular site (park and ride lot) to look at the traffic impact study which was developed, to address concerns, and to incorporate any future plans such as the express bus.

**MSC\* GARCIA / DODD to APPROVE** (1) adopt Resolution 08-26 accepting the lead agency status for the Park and Ride lot located at Trancas Street and State Route 29 and finding that the City of Napa's Negative Declaration for the project is adequate and (2) approve the Cooperative Agreement 4-2143 between the California Department of Transportation and Napa County Transportation and Planning Agency (NCTPA), and (3) formation of a TAC Ad-Hoc Committee to revisit the circulation plan, review the design for consistency, value engineering, and whatever else deemed appropriate.

### **19. Approval of Professional Service Agreement with HNTB Services for Interim Executive Director for NCTPA**

Board Member Dillon requested to add a leadership assessment component to the Executive Director Recruitment process.

**MSC\* GARCIA / DODD to APPROVE** authorizing the Board Chairman to enter into the agreement with HNTB for management services on an interim basis and that the contract not exceeds \$38,800.00. Further to incorporate a Leadership Assessment Component to the Executive Director Recruitment process.

### **20. Approval of Resolution 08-27 Submitting a California Department of Transportation Agricultural Worker Transportation Program (AWTP) Planning Grant Application**

\*MSC - Motioned, Seconded, and Unanimously Carried

Staff stated the Resolution No. should read 08-27, not 08-26 as the Agenda states. Further, staff reviewed the elements of the AWTP.

**MSC\* GARCIA / DODD** to **APPROVE** Resolution 08-27 in support of an application for NCTPA vanpooling operations funding from the California Department of Transportation Agricultural Worker Transportation Program.

## **DISCUSSION OF INTERJURISDICTIONAL ISSUES**

### **REGULAR AGENDA ITEMS – INTERJURISDICTIONAL ISSUES FORUM**

#### **21. Interjurisdictional Issues Discussion Forum and Information Exchange**

Members are encouraged to share specific new projects with interjurisdictional impacts

#### **22. Future Interjurisdictional Agenda Items**

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

### **REGULAR AGENDA ITEMS – TRANSPORTATION**

Adjourned to Close Session at 3:08 p.m.

#### **23. Closed Session – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to subdivision (b)(1) of Government Code Section 54956.9: (1 case)

Adjourned to Open Session at 3:20 p.m.

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

#### **24. Approval of Regular Meeting Date of Wednesday October 15, 2008 and Adjournment**

The next meeting will held in the NCTPA Conference Room on Wednesday October 15, 2008.

The meeting was adjourned by Chair Krider at 3:20 p.m.