

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, October 17, 2007

ITEMS

1. Call to Order

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

2. Pledge of Allegiance

Chair Garcia led the salute to the flag.

3. Roll Call

Members Present:

Leon Garcia, Mayor	City of American Canyon
Cindy Coffey	City of American Canyon @ 1:50pm
Jack Gingles, Mayor	City of Calistoga
Michael Dunsford	City of Calistoga
Jill Techel, Mayor	City of Napa
Jim Krider	City of Napa
Harold Moskowitz, BOS Chair	County of Napa @ 1:50pm
Bill Dodd, MTC Chair	County of Napa @ 1:52pm
Del Britton, Mayor	City of St. Helena
Eric Sklar	City of St. Helena @ 1:33pm
Lewis Chilton	Town of Yountville
Steve Rosa	Town of Yountville

Non-Voting Members Present:

JoAnn Busenbark	Paratransit Coordinating Council
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Members Absent: - None

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

Chair Leon Garcia – No Report Given

MSC* - Motioned, Seconded, and Unanimously Carried

MTC Commissioners Report, Supervisor Bill Dodd

Announced a forum joining ABAG's Fall General Assembly and MTC's Transportation 2035 Plan will be held October 26, 2007 at 8:30 am at the Oakland Marriott. Supervisor Dodd encouraged all to attend.

5. Directors Update

Jim Leddy, Executive Director

Reviewed various handouts distributed at the meeting.

6. Caltrans Update

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

7. Public Comment - None

8. Approval of Meeting Minutes of September 19, 2007

MSC* GINGLES / ROSA to APPROVE, with **SKLAR** and **BRITTON** abstaining the meeting minutes of September 19, 2007.

CONSENT ITEMS (9-18)

At the request of Board Member Gingles Item18 was pulled for further review.

MSC* KRIDER / DUNSFORD to APPROVE consent Items 9-17.

9. Modifying Transit Ambassador Training Manual

Board actions approved modifications to the Transit Ambassador Training Manual.

10. Modification of Paratransit Coordinating Council (PCC) Bylaws

Board action approved modifying the PCC bylaws to appoint a temporary moderator when both the PCC Chair and Vice-Chair are absent.

11. Service Contracts and Blanket Purchase Orders for FY 07/08

Board action approved a list of service contracts and blanket purchase orders.

12. Jamieson Canyon Environmental Process – Update

Board action approved a cooperative agreement with the State of California Department of Transportation to fund shortfalls in the environmental process. Further, the Board authorized the Executive Director to execute this cooperative agreement and any subsequent necessary cooperative agreement for the project which follows the approved programming.

13. Adoption of Resolution 07-19 Establishing the 401 (a) Retirement Savings Deferred Compensation Plan Match for the 2008 Calendar Year (Tracy Geraghty) (Pages 32-35)

Board action will complete the annual NCTPA participation in the County of Napa's 401(a) compensation program for management employees.

14. Budget Adjustments

Board action approved budget adjustments for FY 07/80 of \$3,483,527 in additional revenues and \$3,512,000 in additional expenses.

15. Public Process to Modify the American Canyon Transit (ACT) Service

Information Only / No Action Taken

The public process to modify the ACT service including schedule, service changes, and fare structure evaluation was provided for Board review.

16. Approval of New Flyer Contract for Eight Hybrid Buses

Board action will authorized the purchase of eight hybrid replacement buses.

17. Approval to Implement Agreements with the City of St. Helena and Wilson Daniels, Ltd. for the Installation of Bus Shelters in St. Helena

Board action authorized contract agreements with the City of St. Helena and Wilson Daniels, Ltd. for installation of bus shelters.

18. Approval to Join a List of Community Organizations Including Chambers of Commerce

Recommendation was made to authorize joining only the Napa Valley Economic Development Corporation (NVEDC)

MSC* DUNSFORD / BRITTION for APPROVAL to join the Napa Valley Economic Development Corporation (NVEDC).

REGULAR AGENDA ITEMS - TRANSPORTATION

19. Public Hearing to Discuss Changes to the Downtown Napa Trolley Service

A Public Hearing will be held to discuss changes to the Trolley service.

20. Actions to Transition NCTPA to an Independent Staff

Staff reviewed actions to date on transitioning NCTPA to an independent staffed agency.

MSC* BRITTON / GINGLES to: (1) **APPROVE** a schedule as indicated in Attachment 1 (pages 62-63 of the October 17, 2007 Agenda Packet) for defining and reviewing issues related to transitioning an independent staff function to NCTPA, (2) **AUTHORIZE** the Executive Director to enter into and sign a professional services agreement with a consultant to facilitate the development of a Human Resources Policies and Procedures Manual and other related personnel actions which may be required for NCTPA to employ staffs, and (3) **APPROVE** a policy determination for NCTPA to hire all County staff who wish to transition to employment with NCTPA.

21. Approval of Recruitment Process for Deputy Executive Director

With the pending retirement of NCTPA's Deputy Executive Director effective December 2007, staff recommended contracting with a recruitment firm to begin the process of finding a suitable replacement.

MSC* KRIDER / DODD to **APPROVE** the Executive Director to contract with an appropriate recruitment firm, not to exceed the cost of \$20,000.00, for purposes of recruiting a new Deputy Executive Director.

DISCUSSION OF INTERJURISDICTIONAL ISSUES 2:30 P.M. TIME CERTAIN

REGULAR AGENDA ITEMS – INTERJURISDICTIONAL

22. Climate Protection Campaign for Napa

Information Only / No Action Taken

Staff will provide an update on the Climate Protection Campaign.

23. Future Interjurisdictional Agenda Items

The Board recommended the following interjurisdictional discussion item be placed on future agendas.

- Update on SB 976 – San Francisco Bay Area Water Emergency Transportation Authority

MSC* - Motioned, Seconded, and Unanimously Carried

MSC* DODD / ROSA to APPROVE that the recommended interjurisdictional discussion items be placed on the following future agendas:

- Update on SB 976 – San Francisco Bay Area Water Emergency Transportation Authority – November 2007

REGULAR AGENDA ITEMS – TRANSPORTATION

Adjourned to Close Session at 2:44 p.m.

**24. Closed Session –
CONFERENCE WITH REAL PROPERTY NEGOTIATOR** (Government Code Section 54956.8)

Property: Soscol Avenue, Napa - APN 006-195-001, APN 006-195-002, and APN 006-195-003

Agency Negotiator: Jim Leddy, Adriann Cardoso, John Ponte, Andy Plescia

Negotiating Parties: BPI Company

Under Negotiation: Instructions to negotiator will concern both price and terms of payment

**25. Closed Session
Public Employee Performance Evaluation** (Government Code Section 54957)

Title: Agency Executive Director

Adjourned to Open Session at 3:05 p.m.

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

26. Approval of Next Meeting Date of November 28, 2007 and Adjournment

Due to the Thanksgiving Holiday, staff recommends the next Board meeting be held on Wednesday November 28, 2008.

MSC* DUNSFORD / KRIDER to APPROVE that the next meeting be held in the NCTPA Conference Room on Wednesday November 28, 2007 at 1:30 p.m.

The meeting was adjourned by Chair Garcia at 3:06 p.m.

This is a Certified and True
Copy of the Original Document

Karalyn E. Sanderlin
NCTPA Board Secretary