

Napa County Transportation Planning Agency

Board of Directors

MINUTES

Wednesday September 20, 2006

ITEMS

1. Call to Order

Chair Kevin Block called the meeting to order at 2:05 p.m.

2. Roll Call

Voting Members Present:

Kevin Block	City of Napa
Jim Krider	City of Napa
Brad Wagenknecht	County of Napa
Bill Dodd	County of Napa
Michael Dunsford	City of Calistoga (@2:14p.m.)
Leon Garcia	City of American Canyon
Steve Rosa	Town of Yountville
Joe Potter	City of St. Helena (@2:07p.m.)

Voting Members Absent: None

Non-Voting Member Present:

JoAnn Busenbark	Paratransit Coordinating Council
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3. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update

Chair Kevin Block

Awarded Board Member Bill Dodd a plaque of appreciation for this time severed as NCTPA/NVTA Chair.

MTC Commissioners Report, Supervisor Bill Dodd

Reported that the MTC SAFE Freeway Service Patrol will expanded service into Napa County on SR12 and SR29 on weekends 8am-4:40pm and weekdays 6am-10am and 3pm-7pm starting in June 2007.

4. Directors Update

John Ponte, Acting Executive Director

Reported the VINE Route 11 bus – with a marketing bus wrap is parked outside the NCTPA offices for members to view

Reported NCTPA has hired a part time accounting person, Judy Kowalski, who will be responsible for payable/receivable data entry.

Reported meeting with Bijan Sartipi on August 31st on the Jamieson Canyon cooperative agreement.

Reported meeting with MTC and the CMA's on transportation bond issues.

Reported NCTPA received four proposals for the Strategic Transportation Plan update.

Reviewed various handouts distributed at the meeting.

5. Caltrans Update

Doanh Ngyuen, Caltrans, provided an update on the status of various projects located through out the county. Further, reported that the rumble strip installation project on Jamieson Canyon has been delay due to lack of bids received. Caltrans extended the advertising and still no bids were received. They are in the process of re-advertising. Funds are available for construction once a contractor is hired.

6. Public Comment - None

7. Approval of Meeting Minutes of July 19, 2006

MS GARCIA / KRIDER to APPROVE with DODD, DUNSFORD and POTTER ABSTAINING, the minutes of July 19, 2006

CONSENT ITEMS (8-15)

MSC* WAGENKNECHT / DODD to APPROVE Consent Items 8-15.

8. Draft Master Agreements for State and Federally Funded Projects

Board action approved Resolution 06-16 authorizing the NCTPA Executive Director or Acting Executive Director to sign the master, supplemental, fund and/or fund transfer agreements and direct the Acting Executive Director to sign the master agreements.

9. Transportation Program Manager – Transit Recruitment

Board action requested a salary survey for the position by the County of Napa, call for re-recruitment at that new salary and authorized the retention of temporary part-time assistance until the position is filled.

10. Draft Napa County Emergency Ride Home (ERH) Program

Board action approved the Napa County Emergency Ride Home Program policies through June 30, 2007.

11. Annual Financial Audit – Contract Amendment

Board action authorized the Acting Executive Director to execute an amendment to the agreement for an independent financial audit of the Agency in an amended amount not to exceed \$16,000. Further, authorized the Executive Director to sign future amendments that change the scope of the agreement only in so far as to comply with new accounting standards as they arise.

12. Contract Amendment – Extension of Term for Zucker Systems

Board action authorized the Acting Executive Director to execute an amendment to the contract with Zucker Systems, extending the term of the contract to November 1, 2006.

13. Approval of Resolution 06-16 Noticing the Intent of the NCTPA Board to Adopt an Amended Conflict of Interest Code and Directing the Agency Secretary to Publish a Notice of Intention to Adopt the Amended Conflict of Interest Code

Board action authorized the publishing of a notice informing the public of the Board's intent to amend its Conflict of Interest Code at its meeting of November 15, 2006.

14. Service Contracts and Blanket Purchase Orders for FY 06/07

Board action approved various contracts for services that are provided through an annually renewable agreement and blanket purchase orders for bus maintenance.

15. Budget Adjustments

Board action approved Resolution 06-17 authorizing a FY 06/07 budget adjustment to include one hundred fifty five thousand, eight hundred and twenty eight dollars (\$155,828) in additional TFCA revenues.

REGULAR AGENDA ITEMS

16. Draft Short Range Transit Plan (SRTP)

The Metropolitan Transportation Commission (MTC) requires transit agencies to prepare a short range transit plan covering a ten-year planning period every two to four years. In April 2005, NCTPA hired Moore & Associated to prepare the NCTPA Short Range Transit Plan 2006-2015 (SRTP) for VINE fixed route, the community shuttles and VINE Go paratransit services in the Napa Region. NCTPA Staff and a consultant from Moore and Associates reviewed the Draft NCTPA Short Range Transit Plan.

MSC* KRIDER / POTTER for **APPROVAL** to accept for distribution the 2006-2015 SRTP to interested agencies, organizations, and individuals and that the document will become final if no comments are received during the thirty (30) day review period following the September Board meeting.

17. Approval to Initiate the Public Process to Review the VINE Fare Structure

Transit agencies that receive operating funds in accordance with the Transportation Development Act (TDA) are required to maintain a minimum farebox return on operating costs. Staff reviewed these requirements with Board members.

MSC* DODD / GARCIA to **APPROVE** the implementation of the public process necessary to consider an increase in fares for the VINE and VINE Go services.

18. Closed Session – PUBLIC EMPLOYEE APPOINTMENT (Government Code Section 54957) Title: Executive Director

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

19. Approval of Next Meeting of Date of Wednesday October 18, 2006 and Adjournment

The next meeting will held in the NCTPA Conference Room on Wednesday October 18, 2006 at 2:00 pm.

The meeting was adjourned by Chair Block at 5:58 pm.