

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

**Board of Directors**

**MINUTES**

**Wednesday, February 18, 2009**

**ITEMS**

**1. Call to Order**

Chair Jim Krider called the meeting to order at 1:33 p.m.

**2. Pledge of Allegiance**

Craig Smith, Napa Downtown Association, 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
Mark Luce	County of Napa
Del Britton	City of St. Helena
Eric Sklar	City of St. Helena
Lewis Chilton	Town of Yountville
Cynthia Saucerman	Town of Yountville

Members Absent:

Cindy Coffey	City of American Canyon
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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**

*MTC Report*

Bill Dodd, MTC Chair reported that his term as MTC Chair concludes with next meeting and provided a brief highlight of MTC's actions taken over the last two years.

6. **Directors Update**

*Paul W. Price, Executive Director*

Reported that the County of Napa has requested that the NCTPA JPA be modified so that NCTPA representatives from the County can be any member of the Board of Supervisors. More information will be provided once meeting with the County.

Reported working on a NCTPA staff reorganization which will be implemented in the next month or two.

Reported receipt of tow busses purchased with RM2 funds. These busses will be used for the Express Bus Service planned to implement in June 2009.

7. **Caltrans Update**

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

8. **CONSENT ITEMS**

At the request of Chair Krider, Item 8.9 was pulled for further discussion.

**MSC\* GINGLES/ BRITTON to APPROVE**, Consent Items 8.1-8.8, and 8.10-8.11 with **CHILTON** and **SKLAR ABSTAINING** the meeting minutes of September 17, 2008 and January 21, 2009.

**8.1 Approval of Meeting Minutes of September 17, 2008, November 19, 2008, December 10, 2008, and January 21, 2009**

**8.2 Approval of First Amendment to the NCTPA Professional Services Agreement No. 08-18 with HNTB for Interim Executive Director for NCTPA**

Board action approved a contract amendment with HNTB to extend the period of performance until February 27, 2009 and authorize the Executive Director to execute the amendment.

### **8.3 Termination of Request for Proposal (RFP) #0801, Procurement Services**

Board action (1) rejected all Proposals submitted in response to RFP # 0801, Procurement Services for the development of a revised Request for Proposals for Transit Operators Services; and (2) Directed staff to prepare a Request for Proposal (RFP) for the solicitation of a contractor Transit Operator Services for the Napa County Transportation and Planning Agency.

### **8.4 Approval of First Amendment to the NCTPA Professional Services Agreement No. 08-21 with Jakes Associates Inc.**

Board action approved a contract amendment with Jakes Associates, Inc. (JAI), NCTPA PSA No. 08-21, to (1) remove sub-Task 3.B Bathroom Rehabilitation/Construction and deliverable from the Scope of Work; (2) add SubTask 4A - Service Implementation Plan; and (3) increase the maximum compensation to \$62,511,91 in Section 3 Compensation, Paragraph (c) Maximum Amount.

### **8.5 Appointment to the Bicycle Advisory Committee (BAC)**

Board action approved the appointments of Hillary DePuy to the BAC to fill one vacancy for a representative from the City of Napa, Paul Wagner to the BAC to fill one vacancy for a representative from the City of Napa, and the reappointment of Dieter Deiss to the BAC to continue representing the City of Calistoga.

### **8.6 Administrative Budget Adjustment for FY 08/09**

Board action approve Resolution 09-05 authorizing a FY 08/09 budget adjustment transferring \$20,000 in unspent funds from the "Studies and Plans" budget line (52185000) to the Administrative Services budget line (52186300).

### **8.7 Temporary Staffing Services**

#### ***Information Only / No Action Taken***

Due to staff shortages, the Agency needs assistance with several projects including the internal and external audits, the Short Range Transit Plan (SRTP), FY 08/09 Budget, and the development of an Overall Work Plan (OWP). Temporary Staffing Services will cost the

Agency a maximum of six thousand five hundred dollars (\$6,500) for a period not to exceed three hundred twenty (320) hours.

## **8.8 Agency Contract and Project List**

### ***Information Only / No Action Taken***

A listing of current and on going contracts and projects was provided for Board information.

## **8.9 SR 29 Gateway Corridor – Scope of Work**

Staff provided a review of the SR 29 Gateway Corridor Study which includes existing and planned arterials extending from the planned Napa Multi-Modal Transit Center in downtown Napa to the Vallejo transit center and ferry terminal in the City of Vallejo.

**MSC\* BRITTON / GINGLES to APPROVE** and release of the initial scope of work to its member jurisdictions for the SR 29 Gateway Corridor Feasibility Study for purposes of gaining public and to allow at least a sixty (60) day period for private comments prior to initiating the study.

## **8.10 Extension of Consulting Contracts for Work Associated with the Agricultural Vanpooling Planning Grant**

Board action authorized the Executive Director to (1) sign an amendment to the contract with Mary Ann Cleary which extends the Period of Performance under contract NCTPA 08-08 to June 20, 2009, and (2) sign an amendment to the contract with the California Institute of Rural Studies which extends the Period of Performance under contract NCTPA 08-10 to June 20, 2009.

## **8.11 Approval of Resolution 09-06 Transportation Fund for Clean Air (TFCA) Program FY 08/09 Supplemental Expenditure Plan**

Board action approved Resolution 09-06 adopting an amended expenditure program for FY 08/09 overall program manager funds for the Duhig Class II Bike Lane (Bay Trail route).

# **9. REGULAR AGENDA ITEMS – TRANSPORTATION**

## **9.1 Downtown Napa Trolley – Future Farebox Funding**

### ***Information Only / No Action Taken***

Staff provided an update on the future funding of the Downtown Napa Trolley. Due to decline in ridership, the Napa Downtown Association (NDA) no longer wished to support their annual Trolley farebox subsidy of

\*MSC - Motioned, Seconded, and Unanimously Carried

approximately \$50K. However, the NDA has agreed to extend the farebox funding through April 2009 if the NCTPA would provide the additional funding for May and June 2009 at a cost of approximately \$8500. By the Board taking no action, the Trolley service will continue as is and would allow the NDA to provide two additional months of funding.

## **9.2 Follow-up Report on the Audit for the Eighteen Months Ending December 31, 2007**

Karen Querin, Audit Manager, County of Napa Auditor-Controllers office, provided a follow-up report for the Agency's audit for the eighteen month period of July 1, 2006 through December 31, 2007.

**MSC\* GARCIA / DUNSFORD** to **APPROVE** NCTPA's Auditor-Controller requests to accept, and instruct the Secretary of the Board to file the Follow-up Report for the Agency's audit for the 18 month period of July 1, 2006 through December 31, 2007. Additionally, that the Board direct the Executive Director to complete the recommendations for developing and implementing policies and procedures identified in the report.

## **9.3 Napa Countywide Climate Protection Program – Report 1**

### ***Information Only / No Action Taken***

Staff provided an update on the Climate Protection Program which included a Draft of the Napa Countywide Carbon Footprint Results. Further a PowerPoint presentation was provided with an overview of the Circuit Rider program project objectives. An update on SB 375 was also provided.

## **9.4 Review of Napa Greenway Feasibility Study**

Mike Jones, Alta Planning provided a PowerPoint presentation update on the Greenway Feasibility Study and reported

**MSC\* CHILTON / DUNSFORD** to **APPROVE** accepting the Greenway Feasibility Study.

## **9.5 American Recovery and Investment Act of 2009 Proposed Projects for Napa County**

Staff provided an update of the preliminary allocations for each member jurisdiction and final project list for local streets and roads and transit for Napa County. NCTPA is developing a Memorandum of Understanding between the County of Napa and the Cities of St. Helena and Calistoga and the Town of Yountville to insure that the smaller cities suffer no losses. Staff emphasized that it is imperative that everyone stick to the

strict schedule as project funding will be pulled and reallocated if performance measures are not met.

**MSC\* GINGLES / SKLAR** to **APPROVE** the preliminary allocations for each member jurisdiction and final project list for local streets and roads, and transit for Napa County. Furthermore, to authorize the Executive Director to negotiate and execute a Memorandum of Understanding between each member jurisdiction participating in this program to carry out its implementation.

**10. INTERJURISDICTIONAL ISSUES FORUM**

**10.1 Interjurisdictional Issues Discussion Forum and Information Exchange**

Item was postponed until the March 18, 2009 Board meeting.

**10.2 Overall Work Plan (OWP) Update**

Item was postponed until the March 18, 2009 Board meeting.

**11. ADJOURNMENT**

**Approval of Regular Meeting Date of Wednesday March 18, 2009 and Adjournment**

**MSC\* GINGLES / SAUCERMAN** to **APPROVE** the next regular meeting date of March 18, 2009 and adjournment.