

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, January 21, 2009

ITEMS

1. Call to Order

Vice Chair Cynthia Saucerman called the meeting to order at 1:31 p.m.

2. Pledge of Allegiance

Vice Chair Cynthia Saucerman led the salute to the flag.

3. Roll Call

Members Present:

Leon Garcia	City of American Canyon
Michael Dunsford	City of Calistoga
Karen Slusser	City of Calistoga
Jill Techel	City of Napa
Bill Dodd	County of Napa
Diane Dillon	County of Napa
Del Britton	City of St. Helena
Cynthia Saucerman	Town of Yountville

Members Absent:

Cindy Coffey	City of American Canyon
Jim Krider	City of Napa
Eric Sklar	City of St. Helena
Lewis Chilton	Town of Yountville

Non-Voting Members Absent:

JoAnn Busenbark	Paratransit Coordinating Council
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4. Public Comment

Betty Rhodes, Paratransit Coordinating Council (PCC) member, thanked the Board members for considering the non-ADA Senior Transportation shopper shuttle demonstration project that is on today's agenda.

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

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

No reports given

6. **Directors Update**

Paul W. Price, Executive Director

Reported that NCTPA has received and five (5) proposals for the development of the RFP (Request for Proposal) for Transit Operator Request for Proposal, ranging in cost from \$57K-\$95 plus expenses. Also, stated that he reviewed the previous RFP (developed by NCTPA) including the errors and issues associated with it. Mr. Price suggested, given his background in developing similar RFP's, the Board reject all five of the proposals received and allow staff to redefine and reissue the RFP (for Transit Operator Services) as soon as possible. The current contract with, Veolia (the current operator), will expire June 30, 2009, as there are no automatic extensions to the contract, staff will be returning to the Board for approval of a month to month extension of the contract for a period not to exceed three (3) months. This will allow staff time to release the RFP, award the contract, mobilized the new operator or current operator on board as the case may be.

Reported that the internal audit is proceeding with a great deal of alacrity. The county staff (from the Auditor-Controller's office) has been very helpful in pulling this internal audit together. NCTPA/County staff will bring a full report on the audit to the Board at the February meeting. Further, there is sufficient information to reengage Brown Armstrong to finish the external single audit by the end of March 2009.

Reported that staff has met with Technical Advisory Committee (TAC) members and has received their lists of potential projects, as well as, transit projects, to be included in the Stimulus Package. An updated report on the Stimulus Package will be presented for Board action at the February meeting.

7. **Caltrans Update**

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

REGULAR AGENDA ITEMS – TRANSPORTATION

8. **Approval of Meeting Minutes of July 25, 2008**

MSC DUNSFORD / BRITTON to **APPROVE** the meeting minutes of July 25, 2008 with members **LUCE AND SLUSSER** abstaining.

*MSC - Motioned, Seconded, and Unanimously Carried

Adjourned to Close Session at 1:56 p.m.

9. **Closed Session –
Public Employment (Government Code Section 54957(b))**
Title: Agency Executive Director

10. **Closed Session –
Conference with Legal Counsel – Anticipated Litigation**

Significant exposure to litigation pursuant to Government Code Section 54956.9 (b)(1) & (b)(3)(B): one potential case

Adjourned to Open Session at 2:10 p.m.

Silva Darbinian, NCTPA Legal Counsel, reported that there was no reportable action taken during closed session.

11. **Ratification of the Management Services Agreement (Agency Executive Director) – NCTPA Agreement No. NCTPA 09-01**

The agreement between NCTPA and Paul W. Price for Management Services (Agency Executive Director) is for a period not to exceed three (3) months and in an amount not to exceed \$48,000. The NCTPA Board previously authorized the Board Chair to sign the agreement, subject to Board ratification.

MSC* TEHEL / DUNSFORD for **APPROVAL** to authorize and ratify NCTPA Agreement No. NCTPA 09-01 with Paul Walker Price for management services for a period not to exceed three (3) months and in an amount not to exceed \$48,000

12. **Ratification of the Employment Agreement for Agency Executive Director – NCTPA Agreement No. NCTPA 09-02**

The agreement between NCTPA and Paul W. Price for Employment Services for Agency Executive Director is in an amount not to exceed \$145,000 annually plus benefits. The NCTPA Board previously authorized the Board Chair to sign the agreement, subject to Board ratification.

MSC* DUNSFORD / GARCIA to **APPROVE** and ratify Agreement No. NCTPA 09-02 with Paul Walker Price for services as the Agency Executive Director in an amount not to exceed one hundred forty-five thousand dollars (\$145,000) annually plus employee benefits.

CONSENT ITEMS (13-20)

At the request of Board member Dillon, Item 19 was pulled for further discussion

MSC* DUNSFORD / GARCIA to APPROVE Consent Items 13-18, and 20

13. Approval of Resolution No. 09-01 Master Agreements for State Funded Projects

Board action approved Resolution 09-01 authorizing the NCTPA Executive Director to sign the master, supplemental, fund and/or fund transfer agreements.

14. Approval of Resolution No. 09-02 Transportation Fund for Clean Air (TFCA) Program FY 08/09 Supplemental Expenditure Plan

Board action approved Resolution 09-02 adopting an expenditure plan and directing staff to prepare an amendment expenditure plan for FY 08/09 overall program manager funds for the Duhig Class II Bike Lane project in the amount of \$151,870.79

15. Approval of Resolution 09-03 Funding Agreements for State Funded Projects Under the Bay Area Air Quality Management District's (BAAQMD) Transportation for Clean Air Program (TFCA)

Board action approved Resolution 09-03 authorizing the NCTPA Executive Director to enter into funding agreements with each project recipient identified in the master, supplemental, fund and/or fund transfer agreements between NCTPA and the BAAQMD.

16. Transportation Fund for Clean Air (TFCA) Program FY 07/08 Residual Funds Allocation Funding Agreements with the City of American Canyon, the City of St. Helena and the City of Napa

Board action authorized the Executive Director to enter into funding agreements with (1) the City of St. Helena for \$8,000 for the purchase of four (4) light-duty hybrid electric vehicles, (2) the City of Napa for \$43,000 for the purchase of a Networkcar, and (3) the City of American Canyon for \$160,000 for the West American Canyon Road Class II Bike Lane Gap Closure.

17. Demonstration Shopper Shuttle Service

Board action approved a Shopper Shuttle demonstration project and authorized the Executive Director, or designee, to implement the project in spring 2009. The six month demonstration is estimated to cost \$40K for operations and marketing, or \$20K for the remainder of FY 08/09.

18. SR 29/12/221 (Soscol/29 Interchange)

*MSC - Motioned, Seconded, and Unanimously Carried

Board action approved Resolution 09-04 reaffirming that Alternative 5 Option 1 as its original design concept and approved pursuing a phased approach to delivering this project.

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

At the request of Board member Dillon, staff provided an update on progress to date of the Rutherford Roundabout project.

MSC* GARCIA / DUNSFORD to **APPROVE** a contract amendment with DKS Associates agreement NCTPA 06-03 to extend the period of performance until December 31, 2009 and authorize the Executive Director to execute the amendment.

20. Information Regarding Repair for VINE Bus 130

Information Only / No Action Taken

Information as to repairs to VINE Bus 130 in the amount of \$10,232.15 which is the difference between the total repair costs minus the insurance proceeds.

REGULAR AGENDA ITEMS - TRANSPORTATION

21. Napa County Transportation and Planning Agency and Caltrans Memorandum of Understanding (MOU) for the Rutherford Roundabout Project

This MOU would provide for the management of the Rutherford Roundabout project with the NCTPA Board and Caltrans. It is anticipated that the final document would be brought back to the Board for their review and approval in the spring of 2009.

MSC* DILLON / LUCE to **APPROVE** authorizing the Executive Director to negotiate and execute a Memorandum of Understanding for the Rutherford Roundabout project with Caltrans.

DISCUSSION OF INTERJURISDICTIONAL ISSUES

REGULAR AGENDA ITEMS – INTERJURISDICTIONAL ISSUES FORUM

22. Interjurisdictional Issues Discussion Forum and Information Exchange

Members are encouraged to share specific new projects with interjurisdictional impacts

23. Future Interjurisdictional Agenda Items

*MSC - Motioned, Seconded, and Unanimously Carried

Board member Britton requested an update on Climate Protection program.

REGULAR AGENDA ITEMS – TRANSPORTATION

24. Approval of Regular Meeting Date of Wednesday February 18, 2009 and Adjournment

MSC* DUNSFORD / GARCIA for **APPROVAL** of the next regular meeting date of Wednesday February 18, 2009.

The meeting was adjourned by Chair Krider at 2:30 p.m.

APPROVED