

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

**Board of Directors**

**SPECIAL MEETING**

**MINUTES**

**Wednesday, November 28, 2007**

**ITEMS**

**1. Call to Order – Chair Leon Garcia**

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

**2. Pledge of Allegiance**

Mayor Techel led the salute to the flag.

**3. Roll Call**

Members Present:

Leon Garcia, Mayor	City of American Canyon
Michael Dunsford	City of Calistoga
Karen Slusser	City of Calistoga
Jill Techel, Mayor	City of Napa
Jim Krider	City of Napa
Harold Moskowitz, BOS Chair	County of Napa
Brad Wagenknecht	County of Napa
Del Britton, Mayor	City of St. Helena
Joe Potter	City of St. Helena
Cynthia Saucerman, Mayor	Town of Yountville
Steve Rosa	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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**MSC\* - Motioned, Seconded, and Unanimously Carried**

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

No Updates Given

**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**

Lou Penning, Napa Bike Collation, expressed concern with the Jamieson Canyon project not including Class I Bike lanes.

Muriel Fagiani, Napa Resident, feels the Agency (NCTPA) should mail full agenda packets to all individual requesting one.

Gene Halliday, requested that conference room sound system be improved so that the audience can clearly hear the proceedings.

**8. Approval of Meeting Minutes of October 17, 2007**

**MS\* KRIDER / DUNSFORD to APPROVE**, with **POTTER, WAGENKNECHT** and **SAUCERMAN** abstaining the meeting minutes of October 17, 2007.

**CONSENT ITEMS (9-18)**

At the request of Board Member Techel Item15 was pulled for further review.

**MSC\* POTTER / KRIDER to APPROVE** consent Items 9-14,16-18.

**9. Approval of Resolution 07-21 Final Adoption of Disadvantage Business Enterprise (DBE) Overall Goals for FY 07/08**

Board action approved Resolution 07-21 establishing the overall DBE goal of 12.7% for FY 07/08.

**10. Approval of Changes to the Downtown Napa Trolley Service**

Board action approved changes to the Downtown Napa Trolley Service.

**11. Approval of Professional Service Agreement with Lohnes & Wright to Provide Updates as Necessary to VINE Route Maps**

Board action approved an annually renewable agreement with Lohnes & Wright for an amount not to exceed \$6,000 per year and authorized the executive director to sign the agreement.

**12. Approval of Professional Service Agreement with Renne Sloan Holtzman Sakai LLP (RSHS) for the Development of a Personnel Policy and Procedures Manual for the Napa County Transportation and Planning Agency (NCTPA)**

Board action approved contracting with RSHS in the amount not to exceed \$15K for the development of a Personnel Policy and Procedures Manual for NCTPA.

**13. Approve Management Services Agreement Amendment – Agency Executive Director**

Board action approved a contract extension for NCTPA Executive Director Jim Leddy.

**14. Appointment of a New Bicycle Advisory Committee (BAC) Member**

Board action approved the appointment of Barry Christian to the Bicycle Advisory Committee.

**15. Approval of Resolution 07-22 Submitting a Bay Area Air Quality Management District Climate Protection Grant Application**

At the request of Board Member Techel, Item 15 was pulled for further discussion.

Board Member Techel stated her concern that as the Board proceeds with the Interjurisdictional Issues Forum, there isn't a structure in place that determines the accomplishments of the issues discusses or the process by which an issue is brought forward to the Board. Member Techel requested a mechanism be developed to better assess the effectiveness and efficiency of the issues forum and process.

Additionally, Board Member Techel feels it is important for the person being hired (under this grant application) for this position (Climate Protection Circuit

Rider) has the support of all jurisdictions and suggested that each jurisdiction participate in the selection process.

**MSC\* TECHEL / BRITTON to APPROVE** Resolution 07-22 submitting a grant request to BAAQMD.

**16. Approval of Resolution 07-23 Submitting a California Department of Transportation Agricultural Workers Transportation Program (AWTP) Planning Grant Application**

Board action approved submitting an AWTP planning grant request to Caltrans.

**17. Request to Terminate Office Equipment Lease/Contracts and Enter New Agreements**

Board action approved terminating the existing office equipment lease/contracts and entering into a new agreement with either Xerox or Kyocera

**18. Transportation Speakers Series, Part II**

Board action approved a contract amendment with Bob Russell and Associates for an amount not to exceed \$13,500.

**REGULAR AGENDA ITEMS - TRANSPORTATION**

**19. Approval of Scope of Work for Napa Transit Services and Issuance of Request for Proposal (RFP)**

Staff provided a review of the RFP and corrections made at the request of legal counsel.

**MSC\* BRITTON / POTTER to APPROVE** the Napa Transit Services Scope of Work which included corrections made by legal counsel.

**20. Actions to Transition NCTPA to an Independent Staff – Approval of Resolution of Intent to Approve a Contract between the Board of Administration California Public Employees’ Retirement System and the Board of Directors Napa County Transportation and Planning Agency**

Board action approved a Resolution of Intent to approve a contract with the California Public Employees’ Retirement System (CalPERS).

**MSC\* BRITTON / POTTER for APPROVAL** of Resolution of Intention to Approve Contract between the Board of Administration California Public Employees’ Retirement System and the Board of Directors Napa County Transportation and Planning Agency

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

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

### **REGULAR AGENDA ITEMS – INTERJURISDICTIONAL**

#### **21. Climate Protection Campaign for Napa**

Staff provided an update on the Climate Protection Campaign.

Muriel Fagiani, Napa resident, requested including in the agenda packet the dates and location of upcoming events.

#### **22. Napa Valley Arts and Cultural Commission Appointment of Three At-Large Commission Members**

As recommended by the Steering Committee Board action appointed the following at-large commissioners to the Napa Valley Arts and Cultural Commission.

**T. Beller** - co-founder and the Executive Director of Napa Valley Arts & Lectures.

**Margrit Biever Mondavi** - Vice President of Cultural Affairs at Robert Mondavi Winery.

**Jon Lail** - architect and the owner of Lail Design Group.

**MSC\* POTTER / BRITTON to APPROVE** the appointment to the Napa Valley Arts and Cultural Commission of the three at-large commissioners as recommended by the Steering Committee for the creation of the Arts & Culture Commission.

#### **23. Review of Senate Bill 976 (2007) – San Francisco Bay Area Water Emergency Transportation Authority**

At the request of staff, Item 23 was tabled until the December 19, 2007 Board Meeting

#### **24. Future Interjurisdictional Agenda Items**

Staff was directed to bring back to the December Board meeting information on the following Interjurisdictional discussion item, which may at that time, be approved for discussion at the January 16, 2008 meeting.

- Water Supply of Napa Valley
- Mortgage defaults in Napa County and the fiscal impact on local communities

## **REGULAR AGENDA ITEMS – TRANSPORTATION**

Adjourned to Close Session at 3:16 p.m.

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

Property: 722 Soscol Avenue, Napa - APN 006-195-001, APN 006-195-002, and APN 006-195-003 and

Agency Negotiator: Jim Leddy, Adriann Cardoso, Andy Plescia

Negotiating Parties: BPI Company

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

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

Property: 625 Burnell Street, Napa – APN 006-194-01

Agency Negotiator: Jim Leddy, Adriann Cardoso, Andy Plescia

Negotiating Parties: Trustee of Bell Family Trust

Under Negotiation: Instructions to negotiator will concern terms of payment

- 27. Closed Session  
Public Employee Performance Evaluation** (Government Code Section 54957)  
Title: Agency Executive Director

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

Chair Garcia reported that there were no reportable actions taken during closed session.

- 28. Approval of Next Meeting Date of December 19, 2007 and Adjournment**

The next meeting will held in the NCTPA Conference Room on Wednesday December 19, 2007 at 1:30 p.m.

The meeting was adjourned by Chair Garcia at 4:05 p.m.

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