

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

**Board of Directors**

**SPECIAL MEETING**

**MINUTES**

**Wednesday, April 22, 2009**

**ITEMS**

**1. Call to Order**

Chair Jim Krider called the meeting to order at 1:31 p.m.

**2. Pledge of Allegiance**

Board member Jack Gingles, Mayor of Calistoga, 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:

Joan Bennett	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**

No updates given.

6. **Directors Update**

*Paul W. Price, Executive Director*

Announced that applications for the Caltrans Summer Internship Program are due May 22, 2009

Announced that as a Green Business, NCTPA Agendas will be web-based, and emailed out to distribution list. Board members however will continue to receive a hard copy.

Reported that the Arts Commission will be revising their Mission Statement and Goals and Objective and will present the revisions to the Board in May/June 2009.

Reported that staff will present the FY 09/10 Budget at the May or June 2009 Board meeting.

Reported the new VINE Express Service begins June 15, 2009.

Reported receiving the Notice to Proceed for ARRA funds for the purchase of four new buses, the expected date of delivery is in Fall 2010.

7. **Caltrans Update**

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

8. **CONSENT ITEMS (8.1 - 8.13)**

**\*MSC DUNSFORD / GINGLES to APPROVE** Consent Items 8.1 – 8.13 with the amended Resolution No. 09-15 to Item 8.5 to read \$181,000.

**8.1 Approval of Meeting Minutes of March 18, 2009**

Board action approved the meeting minutes of March 18, 2009

**8.2 Proposed Organizational Restructure of NCTPA**

Board action approved (1) the Organizational Restructure of NCTPA and (2) the reclassification of the Account Clerk II position to that of

Administrative Budget Analyst. The reclassification to the Administrative Budget Analyst position would result in approximately a \$13,000 annual increase in administrative expenses (salary & benefits).

### **8.3 Agency Contract and Project List**

*Information Only*

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

### **8.4 Approval of Resolution No. 09-14 for Lifeline Transportation Program Funding Application**

Board action approved Resolution No. 09-14 authorizing the NCTPA Executive Director to submit an expenditure plan for FY 09/10 for operating funds for Lifeline Project in the amount of \$322,931.

### **8.5 Approval of Resolution No. 09-15 Submitting an Application for Regional Measure 2 (RM2) Funding for the VINE Commuter Express Service**

Board action approved the amended Resolution No. 09-15 submitting a funding application for VINE Express Service operating assistance in the amount of \$181,000 for FY 08/09.

### **8.6 American Recovery and Reinvestment Act of 2009 – Projects for Napa County Update**

*Information Only*

Provided for Board information was an update on the ARRA projects for Napa County.

### **8.7 Transportation Development Act 3 (TDA 3) Funding**

Board action approved Resolution No. 09-16 requesting MTC to allocate funding for bicycle projects which results in the programming of approximately \$130,000 of TDA 3 funds for FY 08/09.

### **8.8 Agricultural Worker Vanpooling Program Implementation**

Board action approved an implementation program for an Agricultural Worker Vanpool Program in Napa County.

**8.9 Approval of Resolution 09-19 Revised FY 08/09 Blanket Purchase Orders for VINE and Trolley Fleet Maintenance and Equipment Repairs**

Board action approved Resolution 09-19 revising FY 08/09 blanket purchase (BPO) for the VINE and Trolley fleet maintenance and equipment maintenance repairs. Although the BPO balances were increased for five vendors, the overall bottom line total BPO budget was not increased.

**8.10 Follow-up on the External Audit for FY 07/08**

Board action accepted, and instructed the Secretary of the Board to file the Follow-up Report for the Agency's external audit for FY 07/08.

**8.11 Approval of Resolution No. 09-17 Adopting an Identity Theft Prevention Program**

Board action approved Resolution No. 09-17 in support of an Identity Theft Prevention Program to implement policies and procedures in compliance with Federal Trade Commission (FTC) regulations.

**8.12 Community Based Transportation Planning Grant**

Board action (1) approved Resolution No. 09-18 for FY 09/10 Caltrans Community Based Transportation Planning funds in an amount of \$200,000, and (2) authorized the Executive Director to sign any necessary contracts, certifications, requests for proposal, contracts for service and requests for reimbursement related to both the application funding if awarded and the execution of the project.

**9. REGULAR AGENDA ITEMS – TRANSPORTATION**

**9.1 Jameson Canyon Project –Status and Actions to be taken to the Policy Committee on April 21, 2009**

*Information Only / No Action Taken*

Eric Cordoba, Cordoba Consulting Inc, Project Manager for the Jamieson Canyon Project, reviewed the status of the Jameson Canyon project.

**9.2 NCTPA Short Range Transit Plan FY 2009-18 (STRP)**

Staff reviewed the proposed SRTP and the major changes to be considered for Board approval for the provision of Transit Services. The

final SRTP will be brought back to the Board for adoption at the May 20, 2009 meeting.

Board Member Gingles requested that Route 11 be extended to five (5) days a week through June 30, 2009 to see if ridership increases and then reevaluated service on June 30<sup>th</sup>.

Sara Marshall, Calistoga resident, shared her concerns with the possible elimination of Route 11. Supports extending it to five days a week and possibly house. Further, suggested more advertisement of service.

Genji Schmeder suggested contacting Cardinal Newman and other schools in Santa Rosa for increased student awareness that service exists and which could possibly increasing ridership and participation.

### **9.3 Napa's Transportation Future**

Staff provided an update on this final report, which updates the NCTPA Strategic Transportation Plan.

**MSC\* BRITTON / GARCIA to APPROVE** (1) Accept Napa's Transportation Future report as the NCTPA Strategic Transportation Plan, (2) Establish an advisory committee to investigate further options for rail and "bus rapid transit" strategies, (3) Endorse the objective to update the modeling in the plan in a two year cycle, alternating with the ABAG "Projections" series releases, (4) Initiate considerations at a regional level on the traffic impact of regional growth on Napa, and (5) distribute the Plan to the regions Cities and County for their reference.

## **10. INTERJURISDICTIONAL ISSUES FORUM**

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

No issues were discussed

### **10.2 Growth Summit Update**

Staff provided a review of the previous actions and the Board will discuss future actions.

Brad Wagenknecht, Board of Supervisors, requested to agendize a discussion of Hotel growth though out the County.

Sandy Ellis, Napa County Farm Bureau, requested that the Board once again discuss the issue of sustainability.

Recommendation was made to create a Steering Committee to discuss the future Growth Summit issues.

Adjourned to Closed Session at 4:05 p.m.

**11. CLOSED SESSION**

**CONFERENCE WITH REAL PROPERTY NEGOTIATOR** (Government Code Section 54956.8)

Property: 722 Soscol Avenue, Napa, California – APN's 006-195-001, 006-195-002, and 006-195-003

Agency Negotiator: Paul W. Price, Andy Plescia

Negotiating Parties: BPI Company

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

Adjourned to Open Session at 4:20 p.m.

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

**12. ADJOURNMENT**

Approval of Regular Meeting Date of Wednesday May 20, 2009 and Adjournment

The next meeting will held in the NCTPA Conference Room on Wednesday May 20, 2008.

The meeting was adjourned by Chair Krider at 4:20 p.m.