

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, September 16, 2009

ITEMS

1. Call to Order

Vice Chair Cynthia Saucerman called the meeting to order at 1:30 p.m.

2. Pledge of Allegiance

Vice Chair Saucerman led the salute to the flag.

3. Roll Call

Members Present:

Michael Dunsford	City of Calistoga
Karen Slusser	City of Calistoga
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

Non-Voting Member Present:

JoAnn Busenbark	Paratransit Coordinating Council
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Members Absent:

Leon Garcia	City of American Canyon
Joan Bennett	City of American Canyon
Jim Krider	City of Napa

4. Presentation from Scott Haggerty, MTC Chair

Mr. Haggerty reviewed MTC's implementation of the Transportation 2035 plan including the project readiness and funding opportunities.

5. Public Comment - None

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

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

No reports given.

7. Directors Update

Paul W. Price, Executive Director

Reported that the four new electric hybrid busses, purchased with RM2 funds, are now in service and that NCTPA should be receiving an additional four new busses, which will be purchased with ARRA funds, next summer.

Reported that the new Veolia contract is in place as of August 30, 2009. Further, the Federal Transit Administration (FTA) rejected MV Transportation's protest and approved NCTPA to sign the contract with Veolia.

Reported that the Trancas Park and Ride Lot and the Yountville Bike Path projects, both of which are ARRA projects, are in the design phase and it is expected to award contracts for both in December 2009.

Reported that the Board will receive financial reports on a monthly basis. The new financial reporting system is now on an accrual method of reporting.

Reported on new NCTPA staff and staffing changes that have occurred over the last two months:

Veronica Diaz, new Administrative Assistant
Alberto Esqueda, promoted to Agricultural Transportation Coordinator
Tom Roberts, moved in the position of Manager of Planning and Programming
Antony Onorato, new Manager of Finance

8. Caltrans Update - None

9. CONSENT ITEMS (9.1 – 9.13)

***MSC DODD / LUCE to APPROVE** the Minutes of June 17, 2009 and July 1, 2009 with the corrections made to the June 17, 2009 meeting minutes.

9.1 Approval of Minutes of June 17, 2009 and July 1, 2009

Page 15 of the June 17, 2009 minutes were updated to remove the VINE Consumer Advisory Committee (VCAC) identification from Mr. Jean Vincent Deale, the opinion expressed is of Mr. Deale's and not that of the VCAC.

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

9.2 Approval of Request for Proposal (RFP) No. 09-03 for Napa County Transportation and Planning Agency (NCTPA) Comprehensive Compensation and Classification Study Scope of Services

Board action approved the Scope of Services for the NCTPA RFP #09-03 Comprehensive Compensation and Classification Study in an amount not to exceed \$50,000.

9.3 Cost Benefits of Hybrid Buses

Information Only

Provided for Board information was a cost and emissions summary of gasoline hybrid powered buses and comparisons with conventional diesel buses.

9.4 Authorization for Purchase of Four Additional Hybrid Buses

Board action authorized the purchase of four (4) additional Hybrid Buses under the terms of our contract.

9.5 Approval of Funding Agreement with Town of Yountville for Class I Bike Path Design

Board action approved the Funding Agreement with Town of Yountville for Class I Bike Path design.

9.6 Transportation Enhancements Call for Projects

Information Only

A "Call for Projects" will begin September 20, 2009 for the 2009-2010 fiscal years. The available funding is \$356,000 countywide. A Notice of Intent is due by October 30, 2009. Completed applications are due November 30, 2009.

9.7 NCTPA Financial Statements Reporting

Information Only

Staff will provided the Board information with monthly financial statements to inform the stakeholders of NCTPA of the agency's financial performance, provide transparency, and analyze trends and make informed decisions.

9.8 Approval of Audit Services

Board action authorized the Executive Director to enter into an agreement with Brown Armstrong, Paulden, McCown, Starbuck, Thornburgh & Keeter ("Brown Armstrong") Accountancy Corporation for auditing services in an amount of \$39, 880 for the 2009 fiscal year audit,

\$41,350 for 2010, \$43,000 for 2011, and \$44,650 for 2012. The total proposed amount over the life of the four-year audit services contract will not exceed \$168,880.

9.9 Approval of Resolution No. 09-28 Authorizing the Filing of Applications for Federal Transit Administration (FTA) Section 5316 Job Access and Reverse Commute for FY 09/10

Board action authorized the Executive Director to apply for federal funding under FTA Section 5316, Job Access and Reverse Commute (JARC), with the California Department of Transportation, for implementation of the Agricultural Worker Transportation Program.

9.10 Regional Rail Corridor Analysis

Information Only

Information on Regional Rail Corridor Analysis was provided for Board review.

9.11 Bylaws for the Napa County Transportation and Planning Agency (NCTPA) Technical Advisory Committee (TAC)

Information Only

Provided for Board review were the proposed Bylaws for the NCTPA Technical Advisory Committee

9.12 Approval of Resolution No. 09-29 Amending Resolution No. 05-12 Authorizing the Filing of Applications for Federal Transit Administration (FTA) Section 5307 Transportation Program Funding for FY 06/07 and FY 07/08

Board action approved Resolution No. 09-29 amending Resolution No. 05-12 authorizing the filing of applications for Federal Transit Administration (FTA) Section 5307 Transportation Program Funding for FY 06/07 and FY 07/08.

9.13 California Transit Association (CTA) Membership

Board action authorized the NCTPA to join the California Transit Association (CTA). Annual dues are approximately \$6,200.

10. REGULAR AGENDA ITEMS – TRANSPORTATION

10.1 GovDelivery Presentation

Information Only / No Action Taken

A demonstration of the GovDelivery subscription process through the NCTPA website was provided for Board review.

*MSC - Motioned, Seconded, and Unanimously Carried

10.2 Potential VINE Route 11 Service Modifications and Farebox Assistance from the Cities of St. Helena and Calistoga

Staff reviewed Route 11 service modifications to operate year round on a regular and summer schedule, which may include farebox recovery support from the cities of St. Helena and Calistoga for implementation in August-September 2009.

MSC* BRITTON / SLUSSER to APROVE VINE Route 11 service modifications that will operate year round on a regular Monday through Friday schedule. Additionally, that the NCTPA include Route 11 farebox recovery assistance from the cities of St. Helena and Calistoga (or other funding sources at the discretion of each city) as a part of the farebox recovery. Service changes shall be implemented October 5, 2009 and operate until June 1, 2010 on a trial basis. Staff will review the performance in May 2010 and report back to the Board on the effectiveness of the new schedules and recommendations for continued service.

10.3 Request for Proposals (RFP) for Multi-Year Short Range Transit Planning Efforts and Special Transit Studies

MSC* DODD / SKLAR to APPROVE the release of the RFP for the Short Range Transit Plans (Full SRTP 2011-2020, Mini SRTP 2012-2021, Mini SRTP 2013-2022), and Special Transit Studies. Further, the Board authorized the Executive Director to: (1) issue an RFP and (2) enter into and sign a professional services agreement with a consultant to facilitate the development of four multi-year Short Range Transit Plans and Special Transit Studies for an amount not to exceed \$280,000 (\$259,000 plus a 8% contingency of \$21,000).

10.4 NCTPA FY 09/10 Overall Work Program (OWP)

Information Only / No Action Taken

Staff reviewed the FY 09/10 OWP, which is the annual document that identifies NCTPA's planned work for the upcoming fiscal year. Additionally, this OWP identifies funding that is available to the NCTPA for these regional activities.

10.5 Transit Efficiency Committee

Board action approved the creation of a "Transit Efficiency Committee" to assist the full Board in the monitoring the performance of the Transit Services Contractor (Veolia Transportation). Committee members include Jim Krider, JoAnn Busenbark, and Leon Garcia. It is estimated that this committee would meet quarterly to assess the Transit Service

contractor's performance to the measures put forward in the contract and RFP 09-01.

MSC* DODD / CHILTON to APPROVE the creation of a Transit Efficiency Committee, consisting of Jim Krider, JoAnn Busenbark, and Leon Garcia, to assist the full Board in the monitoring the performance of the Transit Services Contractor (Veolia Transportation). Further, the committee sunset after 2 years unless the Board takes action to continue said committee.

10.6 Request for Board Direction in the Development of Amendment No. 7 to the Joint Powers Agreement (JPA) for the Napa County Transportation and Planning Agency (NCTPA)

The Board gave direction to make the following changes to the current NCTPA Joint Powers Agreement (JPA):

- Change the make up of voting members so that one member from the County of Napa need not be the Chair of the Board of Supervisors.
- Make change to the Alternate Members so that any appointed Alternate Member may attend in place of that jurisdictions member.
- That the NCTPA attain the authority to exercise the right of eminent domain on transportation and transit related projects.

11. INTERJURISDICTIONAL ISSUES FORUM

11.1 Inter-jurisdictional Issues Discussion Forum and Information Exchange

Members are encouraged to share specific new projects with inter-jurisdictional impacts

Member Britton requested staff to provide an update on the Climate Protection Plan at upcoming Board meeting.

12. ADJOURNMENT

Approval of Next Regular Meeting Date of Wednesday October 21, 2009 and Adjournment

The next meeting will held in the NCTPA Conference Room on Wednesday October 21, 2009.

The meeting was adjourned by Vice Chair Saucerman at 2:40 p.m.