

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

**Board of Directors**

**MINUTES**

**Wednesday, March 21, 2012**

**ITEMS**

**1. Call to Order**

Chair Keith Caldwell 1:33 p.m.

**2. Pledge of Allegiance**

Chair Caldwell led the salute to the flag.

**3. Roll Call**

Members Present:

Joan Bennett	City of American Canyon
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
Keith Caldwell	County of Napa
Bill Dodd	County of Napa
Peter White	City of St. Helena
Margie Mohler	Town of Yountville
Lewis Chilton	Town of Yountville

Members Absent:

Del Britton	City of St. Helena
-------------	--------------------

Non-Voting Member Absent:

JoAnn Busenbark	Paratransit Coordinating Council
-----------------	----------------------------------

**4. Public Comment**

Mary Lee McDaniel shared her concerns and support with the Going Green issues, the width of Bike Lanes, and the Plan Bay Area.

**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 the California Transportation Commission (CTC) staff will be recommending to the CTC Commission that NCTPA should only receive about \$1.8M of the \$3M requested for road maintenance from State Transportation Improvement Plan funds. Staff will appeal directly to the CTC Commission.

Reported the Jameson Canyon Groundbreaking Ceremony will be held on April 4, 2012 at a location yet to be determined.

**7. Caltrans Update**

No oral report given, however, provided for review was the March 2012 Caltrans Reporting Memo.

**8. CONSENT ITEMS (8.1 – 8.9)**

**MSC\* DUNSFORD / GARCIA to APPROVE** Consent Items 8.1 - 8.9, with the revisions to Item 8.7 Approval of Amendment #5 of the Transit Services Agreement #10-01 between NCTPA and Veolia Transportation Inc, as provided in Meeting Handout # 3.

**8.1 Approval of Resolution No. 12-07 Authorizing the Submittal of the FY 12/13 Transportation Fund for Clean Air (TFCA) Program Expenditure Plan and Approval of the TFCA Program Manager Selection Criteria**

Board action (1) approved Resolution No. 12-07 accepting the FY 12/13 TFCA Expenditure Plan and (2) adopted the criteria (as provided in Attachment 2) for the purpose of issuing a call for projects consistent with the Air District's Board Adopted TFCA County Program Manager Fund Policies for FYE 2013.

**8.2 Approval of Resolution No. 12-08 Authorizing the Filing of an Application for Federal Transit Administration (FTA) Section 5309 Federal Transit Administration Discretionary State of Good Repair (SGR) Initiative Program for Federal Fiscal Year (FFY) 2012**

Board action approved Resolution No. 12-08 authorizing the filing of a grant application for a for Federal Transit Administration (FTA) Section 5309 Federal Transit Administration Discretionary State of Good Repair (SGR) Initiative Program for Federal Fiscal Year 2012 in the amount of \$1,120,000 with funds to be used towards maintenance facilities upgrades and conversion to Compressed Natural Gas (CNG).

**8.3 Approval of Resolution No. 12-09 Amending NCTPA's Budget for Fund 2500-Transportation for Clean Air (TFCA)**

Board action approved Resolution 12-09 authorizing a FY 11/12 budget adjustment of \$300,000 for fund 2500 to pay for claims in FY 11/12.

**8.4 Approval of First Amendment to NCTPA Agreement No. 10-23 with Mark Thomas & Company, Inc. for Work Associated with On-Call Engineering and Project Delivery Services**

Board action authorized an amendment to the contract with Mark Thomas & Company, Inc. which extends the Period of Performance under NCTPA Agreement No. 10-23 to December 31, 2012.

**8.5 Approval of First Amendment to NCTPA Agreement No. 10-20 with CH2MHILL, Inc. for Work Associated with On-Call Engineering and Project Delivery Services**

Board action approved an amendment to the contract with CH2MHILL, Inc. which extends the Period of Performance under NCTPA Agreement No. 10-20 to December 31, 2012.

**8.6 Second Reading and Adoption of Ordinance No. 1 of the Governing Board of the Napa County Transportation and Planning Agency to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (UPCCAA)**

Board action approved the second reading and adopted Ordinance No. 1 of the Governing Board of the Napa County Transportation and Planning Agency to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (UPCCAA).

**8.7 Approval of Amendment #5 to NCTPA Agreement No. 10-01 for the Provision of Transit Services between NCTPA and Veolia Transportation Inc.**

Board action approved the revised Amendment #5 of NCTPA's Transit Service Agreement No. #10-01, as provided in meeting handout #3, to

authorize the Executive Director or designee to execute said amendment establishing a discounted hourly service rate.

### **8.8 Authorization to Negotiate Used Bus Purchase**

Board action authorized the Executive Director, or designee, to enter into negotiations for the purchase two (2) used buses for use on the VINE Route 29 service.

### **8.9 Transit Performance Dashboard and Project List**

*Information Only / No Action Taken*

Transit performance data will be provided for Board review.

## **9. PUBLIC HEARING ITEMS**

### **9.1 Public Hearing on the Draft NCTPA FY 12/13 Budget**

Chair Caldwell opened the Public Hearing at 2:15 p.m.

Staff provided the first reading of the draft FY 12/13 budget, which is proposed at \$21,600,000 and a depreciation budget of \$1,163,000. A budget committee review occurred in February. The final FY 12/13 NCTPA budget will be presented to the Board in April for approval.

Being no public comment, Chair Caldwell Closed the Public Hearing at 2:18 p.m.

### **9.2 Public Hearing on Subcontractor Protest to Request for Sub-Contractor Substitution on Soscol Gateway Transit Center Project**

At the request of staff, this item was pulled as the protest had been resolved by the parties involved.

## **10. REGULAR AGENDA ITEMS**

### **10.1 Transportation Sales Tax Consideration**

At the February meeting, the Board directed staff to circulate the draft Sales Tax Ordinance to its member jurisdictions for review and comment. Staff reviewed the draft Ballot Ordinance language as provided in Board Meeting Handout #7, which was developed as a result of the Board direction.

Public Comment was received from the following individuals:

Mary Lee McDaniel  
Mark Joseph, American Canyon Resident  
Chuck McMinn, Vine Trail Coalition  
Lou Penning  
Michael Haley

Board Consensus gave direction to staff to circulate the Transportation Infrastructure Sales Tax Ballot language, as provided in Handout #7, to member jurisdictions for approval, work with specific groups (i.e. Vine Trail coalition) for consensus, to perform a polling survey, and return to the NVTA Board for action at its May 16, 2012 or June 20, 2012 NVTA Board meeting.

### **10.2 Real Estate Purchase Contract with the Town of Yountville**

Board action authorized the execution of a real estate purchase contract with the Town of Yountville for the purchase of an approximate 6,000 square foot parcel of property located at the southeast corner of Solano Avenue and California Drive in the Town of Yountville.

**MSC\* GINGLES / GARCIA to APPROVE**, with **DUNBAR** and **CHILTON ABSAING**, to (1) authorize the Executive Director, or designee, to negotiate and enter into a real estate purchase contract with the Town of Yountville for the purchase of an approximate 6,000 square foot parcel of property for a Park-and-Ride (PNR) site located at the southeast corner of Solano Avenue and California Drive, south of California Drive and located between the railroad right of way and Solano Avenue in the Town of Yountville for \$150,000 and (2) authorize the Executive Director or designee to execute all document including the final real estate purchase contract and conveyance document(s) necessary to effectuate the land purchase.

### **10.3 Advanced Farebox System Consultant Services**

Staff requested the Board to authorize a contract with Auriga Corporation in an amount not to exceed \$65,550 to perform a needs assessment and develop functional requirements for the replacement of VINE Transit's bus fare collection system.

**MS DUNSFORD / WHITE** to authorize a contract with Auriga Corporation in an amount not to exceed \$65,550 to perform a needs assessment and develop functional requirements for the replacement of VINE Transit's bus fare collection system, **MOTION FAILED 10-7** by the following roll call vote:

Ayes: Bennett (1)  
Gingles (1)  
Dunsford (1)  
White (1)  
Caldwell (2)  
Garcia (1)

Nays: Dunbar (1)  
Dodd (2)  
Krider (6)  
Chilton (1)

Absent: Techel  
Britton

**11.1 Napa County Commission for the Arts and Culture (NCCAC)** (Due to time constraints, Item 11.1 was discussed before item 10.4)

Board action approved to discontinue the Napa County Commission for the Arts and Culture (NCCAC) as a standing committee of NCTPA.

**MSC\* CHILTON / GINGLES to APPROVE** discontinuing the Napa County Commission for the Arts and Culture (NCCAC) as a standing committee of NCTPA.

**10.4 Proposed Improvements to Transit Service in Calistoga**

Staff reviewed the proposed modification of the transit service in Calistoga.

**MSC\* CHILTON / GINGLES to APPROVE** the modification of the "Calistoga HandyVan" to rebrand the service "Calistoga Shuttle" and expand service hours throughout the week.

**10.5 Sharing of Agency Vehicles with Non-profit Social Service Agencies**

Policy changes required to ensure full American's with Disabilities Act (ADA) compliance on the agency's paratransit service (VINE Go) will adversely impact some non-profit agencies who have come to depend upon the service to transport clients to their programs. Consistent with federal policy and grant requirements, this action would authorize staff to share, when practicable, FTA 5310 funded vehicles with local 501(c)(3) non-profit agencies serving older adults and people with disabilities.

**MSC\* DODD / KRIDER to APPROVE** authorizing staff to share, when practicable, FTA 5310 funded vehicles with local 501(c)(3) non-profit agencies serving older adults and people with disabilities.

## 10.6 iPad Policy

Board action approved that the NCTPA would conduct its meetings with the aid of tablet devices, however NCTPA would not provide devices to either Board Members or Staff.

**MSC DUNBAR / DODD to APPROVE** (1) NCTPA will conduct paperless meetings to the extent that their members already have a table device, and (2) NCTPA will not provide devices to those members who do not currently have city, town, or county provided devices or their own personal devices.

## 11. INTERJURISDICTIONAL ISSUES FORUM

### 11.2 Interjurisdictional Issues Discussion Forum and Information Exchange

No Reports Given.

## 12. ADJOURNMENT

### 12.1 Approval of Meeting Date of April 18, 2012 and Adjournment

The next regular meeting will be held Wednesday April 18, 2012 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 5:00 p.m.

  
Karalyn E. Sanderlin, NCTPA Board Secretary