



707 Randolph Street, Suite 100 • Napa, CA 94559-2912  
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## **Napa County Transportation and Planning Agency (NCTPA)**

### **Board of Directors**

#### **AGENDA**

**Wednesday, November 14, 2012**  
**1:30 p.m.**

**NCTPA/NVTA Conference Room**  
**707 Randolph Street, Suite 100**  
**Napa CA 94559**

### **General Information**

***All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on our website at [www.nctpa.net/m\\_a.cfm](http://www.nctpa.net/m_a.cfm) at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NCTPA Board of Directors, 707 Randolph Street, Suite 100, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NCTPA Board or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.***

***Members of the public may speak to the Board on any item at the time the Board is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the Board Secretary. Also, members of the public are invited to address the Board on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.***

***This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Karrie Sanderlin, NCTPA Board Secretary, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.***

***This Agenda may also be viewed online by visiting the NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas – NCTPA Board or go to [www.nctpa.net/bod-c/bod/curr-am.html](http://www.nctpa.net/bod-c/bod/curr-am.html)***

**ITEMS**

- 1. Call to Order – Chair Keith Caldwell
- 2. Pledge of Allegiance
- 3. Roll Call

Members:

Joan Bennett	City of American Canyon
Leon Garcia, Mayor	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles, Mayor	City of Calistoga
Jim Krider	City of Napa
Jill Techel, Mayor	City of Napa
Keith Caldwell, BOS Chair	County of Napa
Bill Dodd	County of Napa
Del Britton, Mayor	City of St. Helena
Peter White	City of St. Helena
Lewis Chilton	Town of Yountville
John F. Dunbar, Mayor	Town of Yountville
JoAnn Busenbark	Paratransit Coordinating Council

- 4. Public Comment
- 5. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update
- 6. Directors Update
- 7. Caltrans' Update

8. **CONSENT ITEMS (8.1 – 8.8)**

- 8.1 Approval of Meeting Minutes of October 17, 2012 (Karrie Sanderlin) *(Pages 7-11)* APPROVE
- 8.2 Proposed Organizational Restructure of NCTPA (Karrie Sanderlin) *(Pages 12-15)* APPROVE

Board action will approve (1) the organizational restructure of NCTPA, and (2) the reclassification, of title only, of the Administration Technician (Office Coordinator/PIO) position to that of Administrative Technician (Office Coordinator).

- 8.3 Resolution No. 12-28 Setting the Regular Meeting Time, Place, and Schedule of the Napa County Transportation and Planning Agency (NCTPA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the VINE Consumer Advisory Committee (VCAC), and the Bicycle Advisory Committee (BAC) for Calendar Year (CY) 2013 (Karrie Sanderlin) **(Pages 16-25)** APPROVE

Board action will approve Resolution No. 12-28 setting the regular meeting time, place, and schedule of the NCTPA Governing Board, TAC, PCC, VCAC, and BAC for Calendar Year (CY) 2013.

- 8.4 Resolution No. 12-29 Authorizing the Filing of an Application for Transit Capital Priorities (TCP) Program Funds (Antonio Onorato) **(Pages 26-36)** APPROVE

Board action will authorize the filing of an application for Metropolitan Transportation Commission's (MTC) Transit Capital Priorities Program for Federal FY 2013 and FY 2014 Federal Transit Administration (FTA) Section 49 USC 5307, 5310 and Section 5339

- 8.5 Resolution 12-30 Amending the FY 2012/13 Budget (Antonio Onorato) **(Pages 37-40)** APPROVE

Board action will approve Resolution 12-30 amending the FY 2012/13 Budget to increase appropriation of salaries budget in the Congestion Management Agency Salaries by \$50,000 for the limited term extra help Transportation Engineer position.

- 8.6 Resolution No. 12-31 Amending NCTPA Conflict of Interest Code (Janice D. Killion) **(Pages 41-48)** APPROVE

Board action will approve amending the Conflict of Interest code for NCTPA.

- 8.7 Negotiation for a Temporary Lease of Property for NCTPA Vehicle Parking (Lawrence Gawell) **APPROVE**  
*(Pages 49-50)*

Board action will authorize the Executive Director to negotiate and execute a lease agreement in an amount not to exceed \$3,000 per month for the parking of NCTPA vehicles.

- 8.8 Supplement No. 7 to Work Authorization No. 1 of the Professional Services Agreement (PSA) No. 10-23 with Mark Thomas & Company for Engineering and Construction Support Work on the Soscol Gateway Transit Center (SGTC) (Lawrence Gawell) **APPROVE**  
*(Pages 51-68)*

Board action will approve supplemental work authorization with Mark Thomas & Company in the amount not to exceed \$17,178 for additional environmental review services to be performed for the SGTC Project.

9. **REGULAR AGENDA ITEMS** **RECOMMENDATION**

- 9.1 Quarterly Budget Update (Antonio Onorato) **INFORMATION/  
ACTION**  
*(Pages 69-84)*

The NCTPA Board will receive a budget update.

10. **INTERJURISDICTIONAL ISSUES FORUM** **RECOMMENDATION**

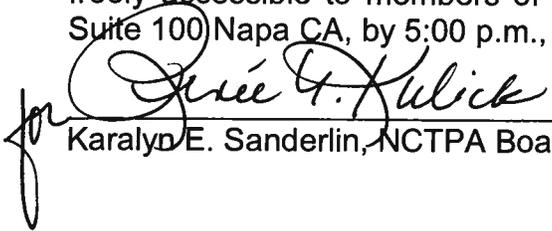
- 10.1 Interjurisdictional Issues Discussion Forum and Information Exchange **INFORMATION/  
ACTION**

Board Members are encouraged to share specific new projects with interjurisdictional impacts.

11. **ADJOURNMENT** **RECOMMENDATION**

- 11.1 Approval of Meeting Date of December 12, 2012 at the Soscol Gateway Transit Center, 625 Burnell Street, Napa CA and Adjournment **APPROVE**

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 707 Randolph Street Suite 100 Napa CA, by 5:00 p.m., Friday November 9, 2012.

  
Karalyn E. Sanderlin, NCTPA Board Secretary

## Glossary of Acronyms

<b>AB 32</b>	Global Warming Solutions Act	<b>MTS</b>	Metropolitan Transportation System
<b>ABAG</b>	Association of Bay Area Governments	<b>NCTPA</b>	Napa County Transportation and Planning Agency
<b>ADA</b>	American with Disabilities Act	<b>NEPA</b>	National Environmental Policy Act
<b>BAAQMD</b>	Bay Area Air Quality Management District	<b>NOC</b>	Notice of Completion
<b>AVAA</b>	Abandoned Vehicle Abatement Authority	<b>NOD</b>	Notice of Determination
<b>BART</b>	Bay Area Rapid Transit District	<b>NOP</b>	Notice of Preparation
<b>BATA</b>	Bay Area Toll Authority	<b>NVTA</b>	Napa Valley Transportation Authority
<b>BRT</b>	Bus Rapid Transit	<b>OBAG</b>	One Bay Area Grant
<b>Caltrans</b>	California Department of Transportation	<b>PCI</b>	Pavement Condition Index
<b>CEQA</b>	California Environmental Quality Act	<b>PDA</b>	Priority Development Areas
<b>CIP</b>	Capital Investment Program	<b>PMS</b>	Pavement Management System
<b>CMA's</b>	Congestion Management Agencies	<b>Prop. 42</b>	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
<b>CMAQ</b>	Congestion Mitigation and Air Quality Improvement Program	<b>PSR</b>	Project Study Report
<b>CMP</b>	Congestion Management Program	<b>PTA</b>	Public Transportation Account
<b>CTC</b>	California Transportation Commission	<b>RACC</b>	Regional Agency Coordinating Committee
<b>EIR</b>	Environmental Impact Report	<b>RFP</b>	Request for Proposal
<b>FAS</b>	Federal Aid Secondary	<b>RFQ</b>	Request for Qualifications
<b>FHWA</b>	Federal Highway Administration	<b>RHNA</b>	Regional Housing Needs Allocation
<b>FTA</b>	Federal Transit Administration	<b>RM2</b>	Regional Measure 2 (Bridge Toll)
<b>FY</b>	Fiscal Year	<b>RTEP</b>	Regional Transit Expansion Program
<b>GHG</b>	Greenhouse Gas	<b>RTIP</b>	Regional Transportation Improvement Program
<b>HBP</b>	Highway Bridge Program	<b>RTP</b>	Regional Transportation Plan
<b>HBRR</b>	Highway Bridge Replacement and Rehabilitation Program	<b>SAFE</b>	Service Authority for Freeways and Expressways
<b>HIP</b>	Housing Incentive Program	<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
<b>HOT</b>	High Occupancy Toll	<b>SCS</b>	Sustainable Community Strategy
<b>HOV</b>	High Occupancy Vehicle	<b>SHOPP</b>	State Highway Operation and Protection Program
<b>HR3</b>	High Risk Rural Roads	<b>SR</b>	State Route
<b>HSIP</b>	Highway Safety Improvement Program	<b>SRTS</b>	Safe Routes to School
<b>HTF</b>	Highway Trust Fund	<b>SOV</b>	Single-Occupant Vehicle
<b>IFB</b>	Invitation for Bid	<b>STA</b>	State Transit Assistance
<b>ITIP</b>	State Interregional Transportation Improvement Program	<b>STIP</b>	State Transportation Improvement Program
<b>JARC</b>	Job Access and Reverse Commute	<b>STP</b>	Surface Transportation Program
<b>LIFT</b>	Low-Income Flexible Transportation	<b>TMC</b>	Transportation Control measure
<b>LOS</b>	Level of Service		
<b>MPO</b>	Metropolitan Planning Organization		
<b>MTC</b>	Metropolitan Transportation Commission		

## Glossary of Acronyms

<b>TCRP</b>	Traffic Congestion Relief Program
<b>TDA</b>	Transportation Development Act
<b>TDM</b>	Transportation Demand Management Transportation Demand Model
<b>TE</b>	Transportation Enhancement
<b>TEA</b>	Transportation Enhancement Activities
<b>TEA 21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>TFCA</b>	Transportation Fund for Clean Air
<b>TIP</b>	Transportation Improvement Program
<b>TLC</b>	Transportation for Livable Communities
<b>TMP</b>	Traffic Management Plan
<b>TMS</b>	Transportation Management System
<b>TOD</b>	Transit-Oriented Development
<b>TOS</b>	Transportation Operations Systems
<b>TPP</b>	Transit Priority Project Areas
<b>VHD</b>	Vehicle hours of Delay
<b>VMT</b>	Vehicle Miles Traveled

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

**Board of Directors**

**MINUTES**

**Wednesday, October 17, 2012**

**ITEMS**

**1. Call to Order**

Chair Caldwell called the meeting to order at 1:34 p.m.

**2. Pledge of Allegiance**

Chair Caldwell led the salute to the flag.

**3. Roll Call**

Members Present:

Leon Garcia	City of American Canyon
Joan Bennett	City of American Canyon
Jack Gingles	City of Calistoga
Jim Krider	City of Napa
Jill Techel	City of Napa
Bill Dodd	County of Napa
Keith Caldwell	County of Napa
John Dunbar	Town of Yountville
Lewis Chilton	Town of Yountville

Members Absent:

Michael Dunsford	City of Calistoga
Del Britton	City of St. Helena
Peter White	City of St. Helena

Non-Voting Member Absent:

JoAnn Busenbark      Paratransit Coordinating Council

**4. Public Comment – None**

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

No Reports Given

## 6. Directors Update

*Kate Miller, Executive Director*

Reminded the Board that the meeting dates for the November and December will be held on the second Wednesday of the month due to the holidays that fall in those months.

Advised that Item 8.4, Request for Proposal for Property Management Services, will be revised before being release to include the requirement that property management services adhere to NCTPA's Environmental Purchasing Policy (EPP).

Announced that Doreen Johnson, past member of the VINE Consumer Advisory Committee (VCAC) past away on October 5<sup>th</sup>.

Introduced Herb Fredricksen, NCTPA's part-time, temporary Transportation Engineer. Mr. Fredricksen will be assisting Eliot Hurwitz, Program Manager-Planning on bicycle and pedestrian issues.

Announced that she and Tom Roberts, Program Manager-Transit attended the October 2<sup>nd</sup>, ribbon cutting ceremony for the new Yountville Trolley.

Provided an update on the progress of the Soscol Gateway Transit Center project.

Provided an update on the Jameson Canyon Widening project.

Announced that the Metropolitan Transportation Commission has postponed integrating the Clipper card into VINE transit system.

Provided a legislative update.

## 7. Caltrans Update

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

## 8. CONSENT ITEMS (8.1 – 8.9)

**MSC\* GINGLES / GARCIA to APPROVE** Consent Items 8.1-8.9.

### 8.1 Approval of Meeting Minutes of September 19, 2012

Board action approved the meeting minutes of September 19, 2012.

**8.2 Assembly Bill (AB 340) California Public Employees' Pension Reform Act of 2013 (PEPRA)**

Provided for Board review was a preliminary summary of the how AB 340 will affect NCTPA's pension plan.

**8.3 Resolution No. 12-27 Authorizing the Reprogramming of the Lifeline Transportation Program Cycle 2 Funding**

Board action approved Resolution No. 12-27 authorizing the reprogramming of \$70,688 Cycle 2 Lifeline program funds to VINE Express Route 29.

**8.4 Request for Proposal (RFP) 2012-03 Property Management Services**

Board action approved the release of a RFP for Property Management Services at the Soscol Gateway Transit Center as amended to include the requirement that property management services adhere to NCTPA's Environmental Purchasing Policy (EPP).

**8.5 Agreement with Solano Transportation Authority (STA) to Maintain the Solano Napa Travel Demand Model**

Board action approved a funding agreement with STA for traffic model maintenance, operations and updates for the next two years (October 1, 2012 – September 30, 2014) at an annual cost of \$10,000 dollars per year for a total of \$20,000 dollars.

**8.6 Request for Qualifications (RFQ) 2012-03 for Engineer/Architect and Project Delivery Services**

Board action approved the issuance of a RFQ for Engineer/Architect and Project Delivery Services.

**8.7 Request for Qualifications (RFQ) 2012-04 On-Call Marketing and Public Relations Services**

Board action approved the issuance of a RFQ for Marketing and Public Relations services.

**8.8 Approval of Supplement No. 6 to Work Authorization No. 1 of the Professional Services Agreement (PSA) No. 10-23 with Mark Thomas & Company, Inc. for Engineering and Design Support Work on the Soscol Gateway Transit Center Project (SGTC)**

Board action approved Supplement No.6 to Work Authorization No. 1 of the Professional Services Agreement No. 10-23 with Mark Thomas &

Company, Inc. in the amount not to exceed \$57,848 for engineering and design support work to be performed for the SGTC Project.

#### **8.9 VINE/VINE Go Service Report: Performance Dashboard**

*Information Only / No Action Taken*

Provided for Board review was the monthly transit services ridership data.

### **9. PUBLIC HEARING**

#### **9.1 Public Hearing on Proposed Elimination of the Napa Shuttle**

Chair Caldwell opened the Public Hearing at 2:04 p.m.

Staff reviewed the proposed recommendation to eliminate the Napa Shuttle service.

Being no Public Comment, Chair Caldwell closed the Public Hearing at 2:05 p.m.

**MSC\* GINGLES / CHILTON to APPROVE** the elimination of the Napa Shuttle service effective January 1, 2013.

### **10. REGULAR AGENDA ITEMS**

#### **10.1 Cycle 2 One Bay Area Grant Program Call For Projects**

Staff reviewed the Cycle 2 (FY 2013-2016) One Bay Area Grant Program Call for Projects and application materials.

**MSC\* CHILTON / GINGLES to APPROVE** the proposed Cycle 2 call for projects application materials and open the call for projects as recommended by the Technical Advisory Committee (TAC).

#### **10.2 Request for Qualifications (RFQ) 2012-02 for Professional Services**

Staff reviewed the various professional services currently needed by NCTPA and requested that the Board approve the issuance of a RFQ for those Professional Services deemed necessary which will include insurance, legal, accounting, information technology, communications and lobbying services.

**MSC\* CHILTON / BENNET to APPROVE** issuing Request for Qualifications for Professional Services for: (1) General Counsel services; (2) Insurance and Auditing; and (3) Lobbying services. Further the Board approved to (1) Maintain the relationship with the County of

Napa for Financial Systems, Banking and Internal Audit Services; and (2) Maintain County of Napa Information and Communications Services but negotiate with County of Napa to reduce the cost and improve services.

**11. INTERJURISDICTIONAL ISSUES FORUM**

**11.1 Interjurisdictional Issues Discussion Forum and Information Exchange**

Board Members shared specific new projects with interjurisdictional impacts.

**12. REGULAR AGENDA ITEMS**

Chair Caldwell announced that the Board meeting would recess and reconvene at the Soscol Gateway Transit Center. A shuttle was provided to transport Board Members and the public to/from the new facility.

Kate Miller, Executive Director, corrected the meeting date under Item 13.1 to November 14, 2012.

**12.1 Soscol Gateway Transit Center Walking Tour**

A walking tour of the Soscol Gateway Transit Center (SGTC) construction site was provided.

**13. ADJOURNMENT**

**13.1 Approval of Meeting Date of November 14, 2012 and Adjournment**

The next regular meeting will be held Wednesday November 14, 2012 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 3:25 p.m.

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Karalyn E. Sanderlin, NCTPA Board Secretary



November 14, 2012  
NCTPA Agenda Item 8.2  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Karrie Sanderlin, Program Manager-Human Resources, Civil Rights and Board Secretary  
(707) 259-8633 / Email: [ksanderlin@nctpa.net](mailto:ksanderlin@nctpa.net)  
**SUBJECT:** Proposed Organizational Restructure of NCTPA

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve (1) the proposed Organizational Restructure of NCTPA as provided in Attachment 2 and (2) the re-title of the Administrative Technician (Office Coordinator/PIO) position to that of an Administrative Technician (Office Coordinator).

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

With the recent hiring of an Executive Director, refinement of organizational responsibilities and reclassification of title only to the job description (Attachment 2) is being proposed to better serve the needs of the Agency.

### **FISCAL IMPACT**

Is there a Fiscal Impact?      No.

### **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

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## **BACKGROUND AND DISCUSSION**

At the October 2011 meeting, the Board approved the NCTPA Organizational Chart as shown in Attachment 1. With the recent hiring of an Executive Director refinement of organizational responsibilities and to better serve the needs of the Agency staff is requesting the following organizational changes:

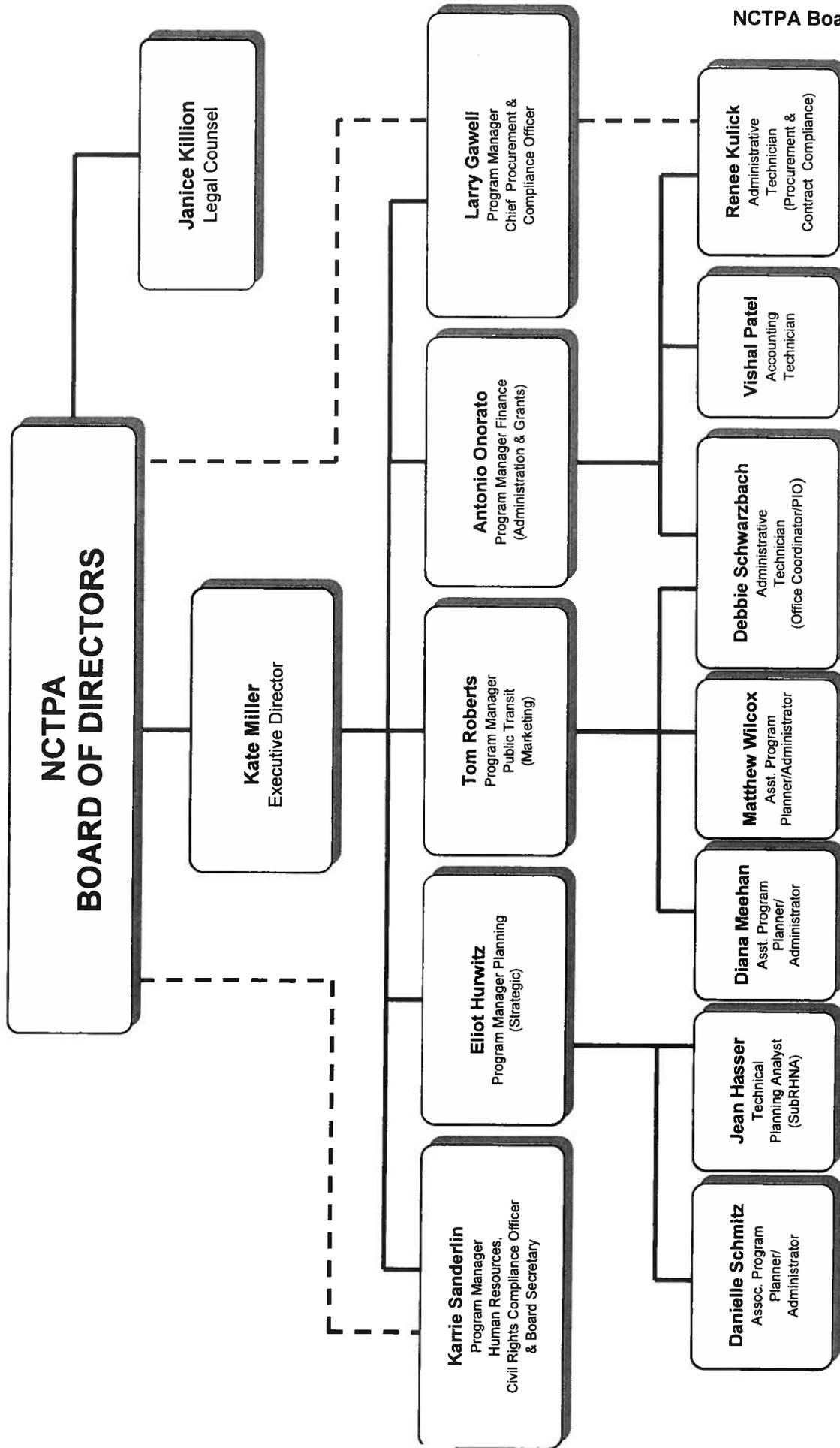
- Rename the Administrative Technician (Office Coordinator/PIO) position to an Administrative Technician (Office Coordinator) position.
- That the Administrative Technician (Office Coordinator) report directly to the Executive Director.
- That the Administrative Technician (Procurement & Contract Compliance) position report only to the Chief Procurement & Compliance Officer.
- That the two Assistant Program Planner/Administrator positions also report to the Program Manager-Planning (Strategic).

Including the Director, NCTPA has twelve full time employees and two limited-term extra-help positions. The reorganization proposal will not add any additional positions.

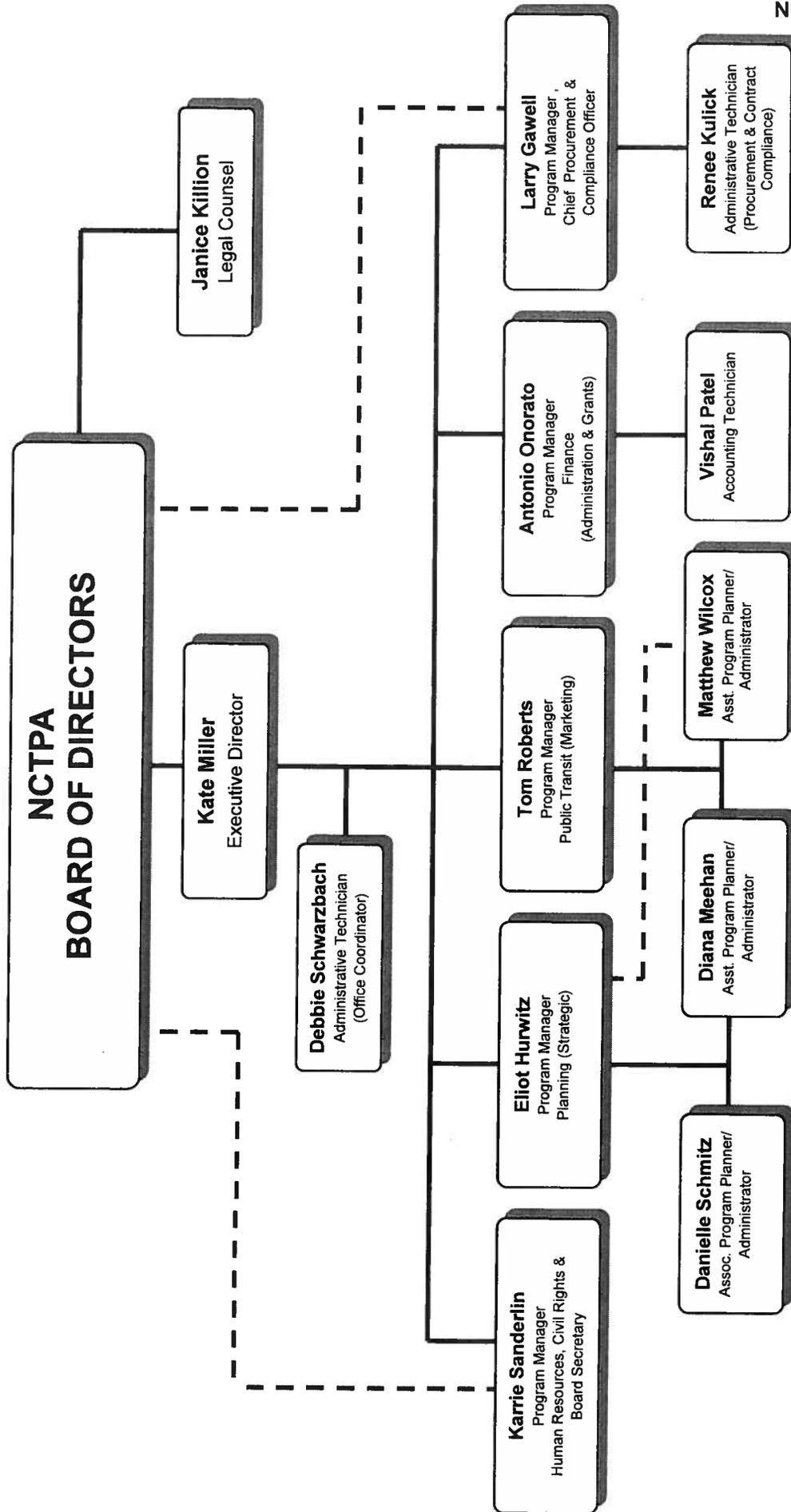
## **SUPPORTING DOCUMENTS**

Attachment: (1) NCTPA Organizational Chart-Approved October 2011  
(2) Proposed NCTPA Organizational Chart-November 2012

# NCTPA Organizational Chart



# Proposed NCTPA Organizational Chart





November 14, 2012  
NCTPA Agenda Item 8.3  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Karrie Sanderlin, Program Manager-Human Resources, Civil Rights Compliance Officer, and Board Secretary  
(707) 259-8633 / Email: [ksanderlin@nctpa.net](mailto:ksanderlin@nctpa.net)  
**SUBJECT:** Resolution No. 12-28 Setting the Regular Meeting Time, Place, and Schedule of the Napa County Transportation and Planning Agency (NCTPA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the VINE Consumer Advisory Committee (VCAC), and the Bicycle Advisory Committee (BAC) for Calendar Year (CY) 2013

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 12-28 (Attachment 1) setting the regular meeting time, place, and schedule of the Napa County Transportation and Planning Agency (NCTPA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the VINE Consumer Advisory Committee (VCAC), and the Bicycle Advisory Committee (BAC) for Calendar Year (CY) 2013.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

The NCTPA Governing Board, TAC, PCC, VCAC and BAC meetings fall under the requirement for the State of California Brown Act and therefore must establish regular meeting date, time, and place and publish a notice of each meeting.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

**FISCAL IMPACT**

Is there a Fiscal Impact?      No

**CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The NCTPA Governing Board, TAC, PCC, VCAC and BAC meetings fall under the requirement for the State of California Brown Act and must establish regular meeting time and place and publish a notice of each meeting. Resolution No. 12-28 (Attachment 1) will set the regular meeting times, set the regular meeting place as the NCTPA Board Room at 625 Burnell Street, Napa CA 94559, and set the meeting schedule for CY 2013.

The regular meeting time of the NCTPA Governing Board will be 1:30 p.m., and the regular meeting schedule for CY 2013 is as follows:

- Wednesday, January 16, 2013
- Wednesday, February 20, 2013
- Wednesday, March 20, 2013
- Wednesday, April 17, 2013
- Wednesday, May 15, 2013
- Wednesday, June 19, 2013
- Wednesday, July 17, 2013
- Wednesday, September 18, 2013
- Wednesday, October 16, 2013
- Wednesday, November 20, 2013
- Wednesday, December 18, 2013

The regular meeting time for the Technical Advisory Committee (TAC) will be 2:00 p.m., and the regular meeting schedule for CY 2013 is as follows:

- Thursday, January 3, 2013
- Thursday, February 7, 2013
- Thursday, March 7, 2013
- Thursday, April 4, 2013
- Thursday, May 2, 2013
- Thursday, June 6, 2013
- Thursday, July 11, 2013
- Thursday, September 5, 2013
- Thursday, October 3, 2013
- Thursday, November 7, 2013
- Thursday, December 5, 2013

The regular meeting time for the Paratransit Coordinating Council (PCC) will be 10:00 a.m. and the regular meeting schedule for CY 2013 is as follows:

Thursday, January 3, 2013  
Thursday, March 7, 2013  
Thursday, May 2, 2013  
Thursday, July 11, 2013  
Thursday, September 5, 2013  
Thursday, November 7, 2013

The regular meeting time for the VINE Consumer Advisory Committee (VCAC) will be 6:00 p.m. and the regular meeting schedule for CY 2013 is as follows:

Thursday, January 3, 2013  
Thursday, March 7, 2013  
Thursday, May 2, 2013  
Thursday, July 11, 2013  
Thursday, September 5, 2013  
Thursday, November 7, 2013

The regular meeting time for the Bicycle Advisory Committee (BAC) will be 5:00 p.m. and the regular meeting schedule for CY 2013 is as follows:

Monday, January 28, 2013  
Monday, February 25, 2013  
Monday, March 25, 2013  
Monday, April 22, 2013  
Monday, May 20, 2013  
Monday, June 24, 2013  
Monday, July 28, 2013  
Monday, August 26, 2013  
Monday, September 23, 2013  
Monday, October 28, 2013  
Monday, November 25, 2013  
Monday, December 23, 2013

### **SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 12-28

**RESOLUTION No. 12-28**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
SETTING THE REGULAR MEETING TIME, PLACE, AND SCHEDULE OF  
THE GOVERNING BOARD, THE TECHNICAL ADVISORY COMMITTEE (TAC),  
THE PARATRANSIT COORDINATING COUNCIL (PCC),  
THE VINE CONSUMER ADVISORY COMMITTEE (VCAC), AND  
THE BICYCLE ADVISORY COMMITTEE (BAC)  
FOR CALENDAR YEAR (CY) 2013**

**WHEREAS**, the Napa County Transportation and Planning Agency (NCTPA) Governing Board and Committee meetings fall under the requirement for the State of California Brown Act; and

**WHEREAS**, the NCTPA Governing Board and Committees must establish a regular meeting time, place, and schedule, and publish a notice of each meeting;

**NOW, THEREFORE BE IT RESOLVED**, that the NCTPA sets the regular meeting dates for the Governing Board for calendar year (CY) 2013 as shown in Exhibit "A", sets the regular time at 1:30 p.m. and sets the regular meeting place as the NCTPA Board Room at 625 Burnell Street, Napa, CA 94559;

**NOW, THEREFORE BE FURTHER RESOLVED**, that the NCTPA sets the regular meeting dates for the Technical Advisory Committee (TAC) for calendar year 2013 as shown in Exhibit "B", sets the regular time at 2:00 p.m. and sets the regular meeting place as the NCTPA Board Room at 625 Burnell Street, Napa, CA 94559, and;

**NOW, THEREFORE BE FURTHER RESOLVED**, that the NCTPA sets the regular meeting dates for the Paratransit Coordinating Council (PCC) for calendar year 2013 as shown in Exhibit "C", sets the regular time at 10:00 a.m. and sets the regular meeting place as the NCTPA Board Room at 625 Burnell Street, Napa, CA 94559, and;

**NOW, THEREFORE BE FURTHER RESOLVED**, that the NCTPA sets the regular meeting dates for the VINE Consumer Advisory Committee (VCAC) for calendar year 2013 as shown in Exhibit "D", sets the regular time at 6:00 p.m. and sets the regular meeting place as the NCTPA Board Room at 625 Burnell Street, Napa, CA 94559,

**NOW, THEREFORE BE FURTHER RESOLVED**, that the NCTPA sets the regular meeting dates for the Bicycle Advisory Committee (BAC) for calendar year 2013 as shown in Exhibit "E", sets the regular time at 5:00 p.m. and sets the regular meeting place as the NCTPA Board Room at 625 Burnell Street, Napa, CA 94559,

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///

Passed and Adopted this 14<sup>th</sup> Day of November, 2012.

Keith Caldwell, NCTPA Chair

Ayes

Noes:

Absent:

ATTEST:

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel

**EXHIBIT "A"**

**NCTPA Governing Board  
Meeting Dates for CY 2013**

Wednesday, January 16, 2013

Wednesday, February 20, 2013

Wednesday, March 20, 2013

Wednesday, April 17, 2013

Wednesday, May 15, 2013

Wednesday, June 19, 2013

Wednesday, July 17, 2013

Wednesday, September 18, 2013

Wednesday, October 16, 2013

Wednesday, November 20, 2013

Wednesday, December 18, 2013

**EXHIBIT "B"**

**NCTPA Technical Advisory Committee (TAC)  
Meeting Dates for CY 2013**

Thursday, January 3, 2013  
Thursday, February 7, 2013  
Thursday, March 7, 2013  
Thursday, April 4, 2013  
Thursday May 2, 2013  
Thursday, June, 6, 2013  
Thursday, July 11, 2013  
Thursday, September 5, 2013  
Thursday, October 3, 2013  
Thursday, November 7, 2013  
Thursday, December 5, 2013

**EXHIBIT "C"**

**NCTPA Paratransit Coordinating Council (PCC)  
Meeting Dates for CY 2013**

Thursday, January 3, 2013

Thursday, March 7, 2013

Thursday May 2, 2013

Thursday, July 11, 2013

Thursday, September 5, 2013

Thursday, November 7, 2013

**EXHIBIT "D"**

**NCTPA VINE Consumer Advisory Committee (VCAC)  
Meeting Dates for CY 2013**

Thursday, January 3, 2013

Thursday, March 7, 2013

Thursday May 2, 2013

Thursday, July 11, 2013

Thursday, September 5, 2013

Thursday, November 7, 2013

**EXHIBIT "E"**

**NCTPA Bicycle Advisory Committee (BAC)  
Meeting Dates for CY 2013**

Monday, January 28, 2013  
Monday, February 25, 2013  
Monday, March 25, 2013  
Monday, April 22, 2013  
Monday, May 20, 2013  
Monday, June 24, 2013  
Monday, July 28, 2013  
Monday, August 26, 2013  
Monday, September 23, 2013  
Monday, October 28, 2013  
Monday, November 25, 2013  
Monday, December 23, 2013



November 14, 2012  
NCTPA Agenda Item 8.4  
Continued From: New  
Action Requested: **APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager-Finance  
(707) 259-8779 / Email: [anonorato@nctpa.net](mailto:anonorato@nctpa.net)  
**SUBJECT:** Resolution No. 12-29 Authorizing the Filing of an Application for Transit Capital Priorities (TCP) Program Funds

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board (1) approve Resolution 12-20 (Attachment 1) authorizing the Executive Director or her designee to file and execute applications with the Metropolitan Transportation Commission (MTC) for MTC's Transit Capital Priorities Program for Federal FY 2013 and FY 2014 Federal Transit Administration (FTA) Section 49 USC 5307, 5310 and Section 5339, and (2) authorize the Executive Director to make minor changes to the application.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

NCTPA is applying for a total of \$3,553,068 in federal funding for Federal FY 2013 and FY 2014 to fund various operating and capital projects, and ADA operating support.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

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## **FINANCIAL IMPACT**

Is there a fiscal impact? Yes. \$3,553,068 in federal funds will be programmed into NCTPA's budget for the next two fiscal years: \$1,740,742 for FY2012/13 and \$1,765,451 for FY2013/14. A local match of at least 20% is required for capital projects and 50% for operating assistance.

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: Yes. Funding for FY 2012/13 and FY 2013/14.

Consequences if not approved: Not applying for the funds would cause the Agency to forego approximately \$3.55 million in federal funding over the next two fiscal years.

## **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) is the federal transportation authorization legislation for the periods Federal FY 2013 and FY 2014. Title 49 USC Section 5307/MAP-21 Section 20007 authorized \$8.8 billion in Urbanized Area (UZA) Formula funds and Title 49 USC Section 5339/MAP-21 Section 20029 authorized \$852 million in Bus and Bus Facility Funds. Section 5307 funds is one of the largest sources of operating assistance for small urbanized areas such as Napa and is therefore a critical revenue source for maintaining the quality of the VINE revenue fleets and other core assets.

MTC is the federally designated recipient of the Section 5339 funds for the Bay Area's 12 urbanized areas. MTC's TCP is the policy guidelines for programming the Section 5307 Formula, Section 5337 State of Good Repair, and Section 5339 Bus and Bus Facilities, and STP funds flexed to transit to address the region's transit capital shortfall.

Section 5307 formula funds are apportioned to large and small urbanized areas on population factors. Section 5339 formula funds are apportioned nationally by state using the same factors as the Section 5307 funds. There are twelve (12) urbanized areas in the San Francisco Bay Area, including five (5) large urbanized areas (San Francisco-Oakland, San Jose, Concord, Antioch, and Santa Rosa) and seven (7) small urbanized areas (Vallejo, Fairfield, Vacaville, Napa, Livermore, Gilroy-Morgan Hill, and Petaluma). NCTPA is currently eligible for Section 5307 and 5339 funds from the Napa small urbanized area.

MTC's TCP policy for small UZA's allows for the funding of operating assistance. MTC also sets aside 10% in Section 5307 funds for ADA operating purposes in each urbanized area. NCTPA also receives roughly \$24,000 from the Vallejo urbanized area.

Based on the MTC's priorities, staff is recommending submitting applications for the projects detailed in the table below.

#### Fiscal Year 2012/13

Operator	TIP ID	Project Title	Project Description	Federal	Local	Total
NCTPA	NAP970010	Napa Vine: Operating Assistance	FY13 VINE Transit Operating Assistance	1,450,933	1,450,933	2,901,866
NCTPA	NAP090008	VINE Transit Maintenance Facility	Acquisition and constuction of new vehicle maintenance facility	218,177	19,781,823	20,000,000
NCTPA		Lifeline Set Aside	Former JARC funds	71,632	71,632	143,264
NCTPA		ADA Set Aside	ADA funds	23,276	23,276	46,552
<b>Totals</b>				<b>1,764,018</b>	<b>21,327,664</b>	<b>23,091,682</b>

#### Fiscal Year 2013/14

Operator	TIP ID	Project Title	Project Description	Federal	Local	Total
NCTPA	NAP970010	Napa Vine: Operating Assistance	FY14 VINE Transit Operating Assistance	1,471,103	1,471,103	2,942,206
NCTPA	NAP090008	VINE Transit Maintenance Facility	Acquisition and constuction of new vehicle maintenance facility	221,727	19,778,273	20,000,000
NCTPA		Lifeline Set Aside	Former JARC funds	72,621	72,621	145,242
NCTPA		ADA Set Aside	ADA funds	23,599	23,599	47,198
<b>Totals</b>				<b>1,789,050</b>	<b>21,345,596</b>	<b>23,134,646</b>

Total: \$3,553,068

#### **SUPPORTING DOCUMENTS**

- Attachments: (1) Resolution No. 12-29  
 (2) Transit Capital Program Apportionment Estimates  
 (3) October 22, 2012 Opinion of Counsel

**RESOLUTION No. 12-29**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AUTHORIZING THE FILING OF AN APPLICATION FOR  
FEDERAL TRANSIT ADMINISTRATION (FTA) FORMULA PROGRAM AND  
SURFACE TRANSPORTATION PROGRAMS AND COMMITTING THE  
NECESSARY LOCAL MATCH FOR THE PROJECT(S) AND STATING THE  
ASSURANCE OF THE NAPA COUNTY TRANSPORTATION AND  
PLANNING AGENCY TO COMPLETE THE PROJECT**

**WHEREAS**, Moving Ahead for Progress in the 21st Century (MAP-21, Public Law Public Law 112-141) continues and establishes new Federal Transit Administration formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (23 U.S.C. § 133); and

**WHEREAS**, pursuant to MAP-21, and the regulations promulgated there under, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Section 5307, Section 5309 Fixed Guideway (FG), Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants or Surface Transportation Program (STP) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

**WHEREAS**, the Napa County Transportation and Planning Agency (NCTPA) is an eligible project sponsor for FTA Formula Program or STP funds; and

**WHEREAS**, NCTPA wishes to submit a grant application to MTC for funds from the FY 2012/13 or FY 2013/14 FTA Formula Program or STP funds, for the following project(s):

Fiscal Year 2012/13

Operator	TIP ID	Project Title	Project Description	Federal	Local	Total
NCTPA	NAP970010	Napa Vine: Operating Assistance	FY13 VINE Transit Operating Assistance	1,450,933	1,450,933	2,901,866
NCTPA	NAP090008	VINE Transit Maintenance Facility	Acquisition and constuction of new vehicle maintenance facility	218,177	19,781,823	20,000,000
NCTPA		Lifeline Set Aside	Former JARC funds	71,632	71,632	143,264
NCTPA		ADA Set Aside	ADA funds	23,276	23,276	46,552
<b>Totals</b>				<b>1,764,018</b>	<b>21,327,664</b>	<b>23,091,682</b>

Fiscal Year 2013/14

Operator	TIP ID	Project Title	Project Description	Federal	Local	Total
NCTPA	NAP970010	Napa Vine: Operating Assistance	FY14 VINE Transit Operating Assistance	1,471,103	1,471,103	2,942,206
NCTPA	NAP090008	VINE Transit Maintenance Facility	Acquisition and constuction of new vehicle maintenance facility	221,727	19,778,273	20,000,000
NCTPA		Lifeline Set Aside	Former JARC funds	72,621	72,621	145,242
NCTPA		ADA Set Aside	ADA funds	23,599	23,599	47,198
<b>Totals</b>				<b>1,789,050</b>	<b>21,345,596</b>	<b>23,134,646</b>

Total: \$3,553,068; and

**WHEREAS**, MTC requires, as part of the application, a resolution stating the following:

1. The commitment of necessary local matching funds of at least of 20% for FTA Formula Program funds, and 11.47% for STP funds; and

2. That the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program or STP funds; and

3. The assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and

4. That the sponsor understands that FTA Formula Program funds must be obligated within three years of programming and STP funds must be obligated by September 30 of the year that the project is programmed for in the TIP, or the project may be removed from the program.; and

**NOW THEREFORE BE IT RESOLVED**, the Board of Director's of the Napa County Transportation and Planning Agency does resolve as follows:

1. That NCTPA is an eligible sponsor of projects in the program for FTA Formula Program and STP funds;

2. NCTPA is authorized to submit an application for FTA Formula Program and STP funds for (project name);

3. That there is no legal impediment to NCTPA making applications for FTA Formula Program and STP funds;

4. That there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of NCTPA to deliver such project;

5. That NCTPA is authorized to execute and file an application for funding under the FTA Formula Program and/or Surface Transportation Program;

6. NCTPA will provide the necessary match amount in local matching funds;

7. NCTPA understands that the FTA Formula Program and STP funding for the project(s) is fixed at \$3,553,068, and that any cost increases must be funded by NCTPA from local matching funds, and that NCTPA does not expect any cost increases to be funded with FTA Formula Program and Surface Transportation Program funds;

8. The project(s) will be built as described in this resolution and, if approved, for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP) with obligation occurring within the timeframe established below;

9. The program funds are expected to be obligated by September 30 of the year the project is programmed for in the TIP;

10. That NCTPA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866;

11. That a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program or Surface Transportation Program funded projects in the Transportation Improvement Program (TIP);

12. That the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP;

13. That NCTPA shall forward a copy of this Resolution, and such other information as may be required, to MTC, and such other agencies as may be appropriate.

///

///

Passed and Adopted this 14<sup>th</sup> day of November, 2012

Keith Caldwell, NCTPA Chair man

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel

**FY 2012-13 – FY 2013-14 Transit Capital Priorities Call for Projects**  
**Attachment 5: Transit Capital Priorities Program Apportionment Estimates (1)**

Urbanized Area Large UAs	FY 2013						Related Programs		
	TCP Programs			TCP Programs			STP Transit Capital Program (2)	Total Transit Capital TCP + STP	Section 5307 Lifeline Set-Aside (3)
	Section 5307 Urbanized Area (Excludes JARC Set-Aside) Apportionment	Section 5309 Fixed Guideway Prior Yr Carryover	Section 5337 State of Good Repair Fixed Guideway	Section 5337 State of Good Repair High Intensity Bus	Section 5339 Bus & Bus Facilities	Total TCP			
San Francisco-Oakland	123,064,749	302,891	726,392	112,002,202	1,589,968	6,674,463	244,360,665	1,864,793	
San Jose	40,596,738	135,152	957,204	21,588,988	2,295,474	2,712,207	68,286,762	688,400	
Concord	19,481,349	1,728,963	1	26,208,243	268,105	815,651	48,482,312	150,055	
Antioch	6,310,204			4,147,987		413,658	10,871,850	126,353	
Santa Rosa	4,502,277					476,503	4,978,780	156,864	
Subtotal Large UAs	193,935,317	2,167,006	1,683,597	163,947,420	4,153,546	11,092,482	376,979,368	2,986,455	
Small UAs									
Vallejo	3,207,762	3,264,219				485,098	6,957,079	138,107	
Fairfield	2,369,487					356,751	2,726,238	94,651	
Vacaville	2,070,216	1,662,947				249,051	3,982,214	41,073	
Napa	1,450,933					218,177	1,669,110	71,632	
Livermore	1,433,379	2,337,901				215,709	3,986,989	31,800	
Gilroy-Morgan Hill	1,365,304	21,545				202,688	1,589,537	61,111	
Petaluma	1,059,005	5,158				158,862	1,223,025	31,600	
Subtotal Small UAs	12,996,086	7,291,770	-	-	-	1,886,336	22,134,192	469,976	
Region Total	206,891,403	9,458,776	1,683,597	163,947,420	4,153,546	12,978,818	399,113,560	3,456,431	

Urbanized Area Large UAs	FY 2014						Related Programs		
	TCP Programs			TCP Programs			STP Transit Capital Program (2)	Total Transit Capital TCP + STP	Section 5307 Lifeline Set-Aside (3)
	Section 5307 Urbanized Area (Excludes JARC Set-Aside) Apportionment	Section 5309 Fixed Guideway Prior Yr Carryover	Section 5337 State of Good Repair Fixed Guideway	Section 5337 State of Good Repair High Intensity Bus	Section 5339 Bus & Bus Facilities	Total TCP			
San Francisco-Oakland	125,267,034		113,554,075	1,611,998	6,783,051	247,216,158	1,445,109		
San Jose	41,290,284		21,888,119	2,327,279	2,756,333	68,262,015	580,429		
Concord	19,767,822		26,571,377	271,819	828,922	47,439,940	124,856		
Antioch	6,400,204		4,205,461		420,388	11,026,053	127,849		
Santa Rosa	4,588,533				484,255	5,072,788	135,550		
Subtotal Large UAs	197,313,877		166,219,032	4,211,096	11,272,948	379,016,953	2,413,993		
Small UAs									
Vallejo	3,252,355				492,990	3,745,345	140,014		
Fairfield	2,402,427				362,555	2,764,982	95,958		
Vacaville	2,098,953				253,103	2,352,056	41,640		
Napa	1,471,103				221,727	1,692,830	72,621		
Livermore	1,453,305				219,218	1,672,523	32,239		
Gilroy-Morgan Hill	1,384,284				205,986	1,590,269	61,954		
Petaluma	1,073,726				161,447	1,235,173	32,037		
Subtotal Small UAs	13,136,153				1,917,026	15,053,179	476,463		
Region Total	210,450,030		166,219,032	4,211,096	13,189,974	394,070,132	2,889,855		

Notes:  
(1) Source of projections is FTA. Projections are based on preliminary data and are likely to be revised.  
(2) Portion of STP Transit Capital funds may be programmed in FY14 depending on high-scoring project needs.  
(3) 5307 funds apportioned by JARC formula are set aside for Lifeline program.  
5307 funds apportioned to small UAs by JARC formula to be held in reserve until MTC/Caltrans programming process is clarified.

FY 2012-13 – FY 2013-14 Transit Capital Priorities Call for Projects  
 Attachment 8b: Estimated ADA Set-Aside Amounts FY 2013

Operator	Urbanized Area										Total	
	San Francisco-Oakland	San Jose	Concord	Antioch	Vallejo	Livermore	Gilroy MH					
AC Transit	3,885,439											3,885,439
ACE	209,743		276,193									485,936
BART	1,840,018		902,569	143,044								2,885,630
Caltrain	416,498	619,277										1,035,775
CCCTA			634,006									634,006
GGBHTD	1,100,845											1,100,845
LAVTA			148,372			146,518						294,890
Napa VINE					23,276							23,276
SFMTA	3,686,778											3,686,778
SamTrans	980,243											980,243
SCVTA		3,509,237										3,509,237
SolTrans	266,811								311,311			578,122
Tri-Delta				500,612								500,612
WestCat	106,579											106,579
<b>Total</b>	<b>12,492,953</b>	<b>4,128,514</b>	<b>1,961,140</b>	<b>643,656</b>	<b>334,587</b>	<b>146,518</b>	<b>142,642</b>	<b>142,642</b>	<b>334,587</b>	<b>19,850,009</b>		

FY 2012-13 – FY 2013-14 Transit Capital Priorities Call for Projects  
 Attachment 8c: Estimated ADA Set-Aside Amounts FY 2014

Operator	Urbanized Area										Total	
	San Francisco- Oakland	San Jose	Concord	Antioch	Vallejo	Livermore	Gilroy MH					
AC Transit	3,940,880											3,940,880
ACE	212,736		280,151									492,887
BART	1,866,273		915,505	145,072								2,926,850
Caltrain	422,441	628,061										1,050,502
CCCTA			643,093									643,093
GGBHTD	1,116,553											1,116,553
LAVTA			150,499			148,554						299,053
Napa VINE					23,599							23,599
SFMTA	3,739,384											3,739,384
SamTrans	994,230											994,230
SCVTA		3,559,010								144,624		3,703,634
SoiTrans	270,618				315,638							586,256
Tri-Delta				507,713								507,713
WestCat	108,099											108,099
<b>Total</b>	<b>12,671,214</b>	<b>4,187,071</b>	<b>1,989,248</b>	<b>652,785</b>	<b>339,237</b>	<b>148,554</b>	<b>144,624</b>	<b>339,237</b>	<b>148,554</b>	<b>144,624</b>	<b>108,099</b>	<b>20,132,734</b>



A Tradition of Stewardship  
A Commitment to Service

**Minh C. Tran**  
County Counsel

**Silva Darbinian**  
Chief Deputy County Counsel

**NAPA COUNTY  
OFFICE OF COUNTY COUNSEL**

1195 Third Street, Suite 301  
Napa, CA 94559

Main: (707) 253-4521  
Fax: (707) 259-8220

**ATTACHMENT 3  
NCTPA Board Agenda item 8.4  
November 14, 2012**

Deputies

Laura Anderson  
Jacqueline Gong  
Robert C. Martin  
Robert W. Paul  
Jennifer Yasumoto  
Carrie R. Gallagher  
Janice D. Killion  
Chris R. Y. Apallas  
Susan B. Altman  
Thomas C. Capriola

October 22, 2012

To: Metropolitan Transportation Commission  
Fr: Napa County Transportation and Planning Agency

Re: Eligibility for FTA Section 5307 Program, FTA 5309 Fixed Guideway (FG) Program, FTA 5337 State of Good Repair Program, FTA 5339 Bus and Bus Facilities Program, and Surface Transportation Program (STP)

This communication will serve as the requisite opinion of counsel in connection with the application of the Napa County Transportation and Planning Agency for funding from the FTA Section 5307, 5309 FG, 5337 or 5339 programs, or STP, made available pursuant to the Moving Ahead for Progress in the 21st Century federal transportation authorization (MAP-21, Public Law Public Law 112-141).

1. The Napa County Transportation and Planning Agency is an eligible sponsor of projects for the FTA Section 5307, 5309 FG, 5337 or 5339 programs, or the STP program.
- 2 The Napa County Transportation and Planning Agency is authorized to submit an application for FTA Section 5307, 5309 FG, 5337 or 5339 funding, or STP funding for projects following projects listed in Resolution 12-XX:
3. I have reviewed the pertinent state laws and I am of the opinion that there is no legal impediment the Napa County Transportation and Planning Agency making applications FTA Section 5307, 5309 FG, 5337 or 5339 program funds, or STP funds. Furthermore, as a result of my examinations, I find that there is no pending or threatened litigation which might in any way adversely affect the proposed projects, or the ability the Napa County Transportation and Planning Agency to carry out such projects.

Sincerely,

A handwritten signature in black ink, appearing to read "Janice Killion".

Janice Killion  
NCTPA Counsel

Cc: Antonio Onorato



November 14, 2012  
NCTPA Agenda Item 8.5  
Continued From: New

Action Requested: **INFORMATION/ACTION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager-Finance  
(707) 259-8779 / Email: [aonorato@nctpa.net](mailto:aonorato@nctpa.net)  
**SUBJECT:** Resolution No. 12-30 Amending the FY 2012/13 Budget

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution 12-30 (Attachment 1) amending the FY 2012/13 budget to increase appropriation in the Congestion Management Agency salaries by \$50,000 to hire limited term extra help Transportation Engineer.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

The resolution approves a budget amendment for an increase of \$50,000 in personnel costs (salary and payroll taxes) in the FY 2012/13 to hire a part time/temporary transportation engineer assist in the planning and development of projects at NCTPA.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Discussion

**FINANCIAL IMPACT**

Is there a fiscal impact? Yes. \$50,000. The additional funding will come from Surface Transportation Program (STP) planning funds from the Metropolitan Transportation Commission Interagency Agreement with NCTPA. The money is available to NCTPA, but an additional allocation request is needed for the disbursement of funds to NCTPA.

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No.

Consequences if not approved: The Agency may lose revenues if critical deadlines for filing reports and other required planning documents are missed.

**CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The Transportation Engineer is an at-will, part-time limited term position. The successful candidate will report to the Program Manager-Planning of NCTPA and will perform project management responsibilities for transportation-related projects. This will include preparing associated project documents, working with the California Department of Transportation (Caltrans) staff to ensure compliance and timely execution of project review, and overseeing consultants.

The use of extra help in periods of heavy workloads has been vital ifo ensuring compliance with program regulations and processing of applications with program mandated time frames. The position will assist NCTPA with data analysis, project compliance reporting, project development, monitor activities, prepare grant applications, and monitor compliance with grants.

**SUPPORTING DOCUMENTS**

Attachment: (1) Resolution 12-30

**RESOLUTION No. 12-30**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AMENDING THE FY 2012/13 BUDGET TO  
INCREASE APPROPRIATION OF SALARIES BY \$50,000**

**WHEREAS**, the Napa County Transportation and Planning Agency (NCTPA) is designated the countywide transportation planning agency responsible for Highway, Streets and Roads, and transit planning and programming within Napa County, and

**WHEREAS**, on an annual basis the Board reviews and approves a budget for all transit services including fixed route, deviated route, paratransit, and taxi subsidy as well as NCTPA administration and planning, and

**WHEREAS**, NCTPA has hired a Transportation Engineer on a limited-term extra help basis, and

**WHEREAS**, the part-time Transportation Engineer was not a budgeted position in the adoption of the FY 2012/13 budget; and

**WHEREAS**, the budget for this position is \$50,000, and

**WHEREAS**, the additional funding will come from Surface Transportation Program (STP) planning funds from the Metropolitan Transportation Commission Interagency Agreement with NCTPA.

**WHEREAS**, the money is available to NCTPA, but an additional allocation request is needed for the disbursement of funds to NCTPA.

**NOW, THEREFORE, BE IT RESOLVED**, that the Napa County Transportation and Planning Agency amend the FY 2012/13 Budget and increase the appropriation of \$50,000 for salary expenditures in fund 8300 and authorizes the Executive Director to take all necessary actions to secure indicated Federal, State, Regional, and Local resources, and to execute contracts with Member Agencies or funding entities as necessary.

Passed and Adopted the 14<sup>th</sup> day of November, 2012.

\_\_\_\_\_  
Keith Caldwell, NCTPA Chair

Ayes:

///

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

\_\_\_\_\_  
Janice Killion, NCTPA Legal Counsel



November 14, 2012  
NCTPA Agenda Item 8.6  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Janice D. Killion, Agency Counsel  
(707) 259-8247 / Email: [janice.killion@countyofnapa.org](mailto:janice.killion@countyofnapa.org)  
**SUBJECT:** Resolution No. 12-31 Amending NCTPA Conflict of Interest Code

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 12-31 (Attachment 1) amending NCTPA's Conflict of Interest Code.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

In reviewing the NCTPA Conflict of Interest Code, it was discovered that several positions have been created or re-titled since the last time the Agency's Conflict Code was reviewed, necessitating that the code be amended.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

### **FINANCIAL IMPACT**

Is there a fiscal impact? No.

Is it Mandatory or Discretionary? Mandatory

Future Fiscal Impact: No.

Consequences if not approved: NCTPA will fail to comply with statutory requirements to timely amend its Conflict of Interest Code.

### **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Fair Political Practices Commission (FPPC) promulgated rules related to public agency conflict of interest codes which require all public agencies to create conflict codes and review them on even numbered years to determine whether amendments are necessary.

In reviewing the NCTPA code, it was discovered that positions created or re-titled since the last amendment needed to be included in the current conflict code. In addition, the prior code required all designated positions to report the broadest FPPC disclosure categories, which is unnecessary for the limited scope of some of the designated positions.

NCTPA's Executive Director met with the affected employees to discuss changes to their individual disclosure requirements under the proposed amended conflict code. The effected employees were notified that a public hearing on the proposed changes to the conflict code would be held in the event any employee requested a hearing. To date, no request for hearing has been received. Counsel recommends that the Board adopt the amended conflict code and direct the Secretary to forward it to the Napa County Board of Supervisors as the code reviewing agency in Napa County.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 12-31

**RESOLUTION NO. 12-31**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AMENDING THE AGENCY CONFLICT OF INTEREST CODE**

**WHEREAS**, on September 21, 1993, the Napa County Board of Supervisors, acting as the code reviewing body, approved the adoption of a Conflict of Interest Code for the Napa County Congestion Management Agency, as required by the Political Reform Act of 1974 (Government code sections 81000 et seq., hereinafter referred to as "Act"); and

**WHEREAS**, on or about May 13, 1998, the Napa County Congestion Management Agency was converted into and succeeded by the Napa County Transportation and Planning Agency ("Agency"), a joint powers agency organized under the Joint Exercise of Powers Act (Government Code section 6500 et seq.); and

**WHEREAS**, on September 18, 2002, the Board amended its Conflict of Interest Code, to conform to changes made in the model conflict of interest code ("model code") promulgated by the Fair Political Practices Commission ("FPPC") and expand the list of designated positions and disclosure categories to reflect the current operations of the Agency in serving as the countywide transportation planning body for the incorporated and unincorporated areas within Napa County, and performing such transportation related duties and responsibilities as the Member Jurisdictions may delegate to Agency; and

**WHEREAS**, it is now necessary to amend the Conflict of Interest Code to reflect added management positions and changes in management titles; and

**WHEREAS**, the Agency has served on the Napa County Board of Supervisors, the code reviewing body of the Agency, and all affected Agency Board members and alternates, officers, employees and consultants of the Agency and has published in a newspaper of general circulation within the County of Napa a Notice of Intention to Amend the Conflict of Interest Code as required by law, providing for the availability of the proposed amended code and supporting documentation for inspection and copying; and

**WHEREAS**, at a regular meeting of the Agency Board of Directors held on November 14, 2012, all written comments on the proposed amendments to the Conflict of Interest Code submitted within the comment period were received and considered by the Agency Board of Directors;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Napa County Transportation and Planning Agency that:

- 1. The forgoing recitals are true and correct.
- 2. Appendix A Designated Positions, attached hereto and incorporated herein shall replace the prior Appendix A in its entirety.
- 3. Appendix B Disclosure Categories, attached hereto and incorporated herein shall replace the prior Appendix B in its entirety.
- 4. The amendment shall be effective upon confirmation by the Napa County Board of Supervisors acting as code reviewing body for the Agency:
- 5. All other terms in the NCTPA Conflict of Interest Code not amended herein remain in full force and effect.

**BE IT FURTHER RESOLVED**, the foregoing resolution was duly and regularly adopted by the Board of Directors of the Napa County Transportation and Planning Agency, at a regular meeting of the Board held on the 14th day of November, 2012 by the following vote:

\_\_\_\_\_  
Keith Caldwell, NCTPA Chair

Ayes

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

\_\_\_\_\_  
Janice Killion, NCTPA Legal Counsel

**CERTIFICATIONS**

I hereby certify that I am the Secretary of the Napa County Transportation Planning Agency and the custodian of the records for the Agency and that the attached Resolution is a true and correct copy of the original approved by the Board of Directors of the Agency and on file in the Agency office.

By \_\_\_\_\_  
KARALYN E. SANDERLIN  
NCTPA Board Secretary

I hereby certify that the amended Conflict of Interest Code for the Napa County Transportation Planning Agency was approved and confirmed by the Napa County Board of Supervisors, as code reviewing body for the District, by action of the Board of Supervisors on \_\_\_\_\_, 2012, recorded in the certified minutes of the Board of Supervisors for that date.

By \_\_\_\_\_  
GLADYS I. COIL  
Clerk of the Napa County Board of Supervisors

**APPENDIX "A"**  
**LIST OF DESIGNATED EMPLOYEES**

Because of the nature of the powers and duties conferred on the Napa County Transportation and Planning Agency by Member Jurisdictions pursuant to Amendment No. 4 to Napa County Agreement No. 3061 (Conversion to NCTPA), the authority granted by the Joint Exercise of Powers Act, the policies adopted by the Board of Directors of the Agency, and the terms of support services and consultant agreements approved by the Board of Directors, the following positions within the Agency may involve the making or participation in the making of decisions of the Agency which may foreseeably have a material effect on financial interests of the holders of the positions. Most of the positions listed are of long-term duration, although some are limited-term positions, but all are listed because their scope of authority or work involves either making final decisions for the Agency which have financial consequences or developing and/or exercising such a level of expertise and ongoing relationship with those who make such decisions that the decision-makers can reasonably be expected to routinely trust and rely upon their advice.

For purposes of filing Statements of Economic Interests as required by this Conflict of Interest Code, the "Designated Employees" of the Agency shall be those persons who actually occupy or carry out the functions of the following positions, whether as elected or appointed officers, compensated employees, or contracted consultants:

**DESIGNATED EMPLOYEE POSITIONS**

**DISCLOSURE  
CATEGORY**

**Members and Alternate Members of the Board of Directors**

<b>Executive Director</b>	<b>1</b>
<b>Secretary of the Board</b>	<b>2</b>
<b>Program Manager Planning</b>	<b>2</b>
<b>Program Manager Public Transit</b>	<b>2</b>
<b>Program Manager Finance</b>	<b>1</b>
<b>Program Manager Chief Procurement and Compliance Officer</b>	<b>1</b>
<b>Agency Legal Counsel</b>	<b>1</b>
<b>Agency Auditor-Controller</b>	<b>1</b>

**Contract Consultants for the Agency.** Contract consultants shall be included in the list of Designated Employees and shall disclose their material financial interests in regard to all of the adopted disclosure categories, subject to the following limitation:

The Executive Director may determine in writing that a particular contract consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to comply or fully comply with all of the disclosure requirements described in Appendix “B”. This written determination shall include a description of the contract consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. This determination is a public record and shall be retained for public inspection and be available for inspection and copying in the same location and manner as the Agency’s copy of the Conflict of Interest Code.

**PUBLIC OFFICIALS OF THE DISTRICT WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the Agency Treasurer (the Napa County Treasurer-Tax Collector serving ex-officio) manages public investments and therefore shall file a Statement of Economic Interests pursuant to Government Code section 87200.

## **APPENDIX "B"**

### **DISCLOSURE CATEGORIES**

Rationale. The decisions which the Designated Employees may make or participate in making for the Agency may involve exercising or directly influencing the exercise of any of the powers conferred on the Agency by the Member Jurisdictions pursuant to Amendment No. 4 to Napa County Agreement No. 3061 (Conversion to NCTPA) and the Joint Exercise of Powers Act pertaining to its county wide transportation related duties and responsibilities

Except where otherwise determined for specified contract consultants pursuant to Appendix "A", the decisions by the Designated Employees in the routine course of their work for the Agency may have the potential to impact at a level commonly recognized as "material" by the Political Reform Act of 1974, as amended, and the regulations adopted by the Fair Political Practices Commission ("FPPC") to implement that Act, any or all of those types of financial interests listed in all of the Disclosure Schedules of the Statement of Economic Interests Form approved by the FPPC.

For this reason, all of the Designated Employees under this Conflict of Interest Code shall comply with the following categories as listed in Appendix A under the then-current Statement Form and Schedules.

### **DISCLOSURE CATEGORIES**

CATEGORY 1. Persons in this category shall disclose (i) all income including gifts, loans and travel payments as defined in Government Code section 82030, (ii) all investments as defined in Government Code section 82034, (iii) interests in real property as defined in Government Code section 82033, and (iv) all business positions as defined in the California Code of Regulations, section 18730, Subsection (b)(7)(D). Gifts for purposes of this category shall not include gifts received from any source outside the jurisdiction and not doing business within the jurisdiction, not planning to do business within the jurisdiction, or not having done business within the jurisdiction during the previous two calendar years.

CATEGORY 2. Persons in this category shall disclose investments, business positions and income, including gifts, loans and travel payments, from sources that provides, or contracts with the Agency or its Purchasing Agent to provide, or may foreseeably provide, goods, services, supplies, materials, machinery or equipment to the Agency, or has contracted with the Agency or its Purchasing Agent to supply goods, services, supplies, materials, machinery or equipment within the last two calendar years. Persons in this category shall also disclose all interests in real property.



November 14, 2012  
NCTPA Agenda Item 8.7  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Lawrence E. Gawell, Chief Procurement & Compliance Officer  
(707) 259-8636 / Email: [lgawell@nctpa.net](mailto:lgawell@nctpa.net)  
**SUBJECT:** Negotiation for a Temporary Lease of Property for NCTPA Vehicle Parking

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board authorize the Executive Director to negotiate and execute a lease agreement for the parking of NCTPA vehicles in an amount not to exceed \$3,000 per month.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

The Jackson Street maintenance facility is currently at its capacity to accommodate NCTPA vehicles. With the forthcoming delivery of new vehicles, the parking capacity at the Jackson Street facility will be exceeded and additional parking is required in order to accommodate the agency's fleet size. Board approval will permit the Executive Director to enter into a lease agreement until such time the facility is no longer required.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comments
3. Motion, Second, Discussion and Vote

### **FISCAL IMPACT**

Is there a fiscal impact? Yes.

Is it currently budgeted? Yes.

Is it mandatory or discretionary? Discretionary

Consequences if not approved: Some NCTPA vehicles will not have suitable parking facilities for storage and operations.

### **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Beginning December, 2012, there will be an immediate need for additional parking for 12-15 buses for a period of six (6) months or more. Staff has been in discussion with several entities in Napa for this additional parking. Board approval will allow the Executive Director to enter into an agreement with one or more entities in order to secure suitable parking for agency vehicles.

### **SUPPORTING DOCUMENTS**

None.



November 14, 2012  
NCTPA Agenda Item 8.8  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Lawrence E. Gawell, Chief Procurement & Compliance Officer  
(707) 259-8636 / Email: [lgawell@nctpa.net](mailto:lgawell@nctpa.net)  
**SUBJECT:** Supplement No. 7 to Work Authorization No. 1 of the Professional Services Agreement No. 10-23 with Mark Thomas & Company for Engineering and Construction Support Work on the Soscol Gateway Transit Center

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board authorize the Executive Director to execute, and make minor modifications to, Supplement No. 7 to Work Authorization No. 1 (Attachment 1) of the Professional Services Agreement No. 10-23 with Mark Thomas & Company (MTCO) in the amount not to exceed \$17,178 for additional environmental review services to be performed for the Soscol Gateway Transit Center (SGTC) Project.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

Additional environmental review services are required for the SGTC. MTCO is the on-call engineer under contract with NCTPA to provide these types of services. This will be supplement No. 7 to work authorization number 1 under the terms of the on-call engineering contract.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comments
3. Motion, Second, Discussion and Vote

**FISCAL IMPACT**

Is there a fiscal impact? Yes.

Is it currently budgeted? Yes.

Is it mandatory or discretionary? Discretionary

Consequences if not approved: There will no updated environmental document for the SGTC.

**CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

Work Authorization No. 1 of NCTPA PSA 10-23 authorized MTCO to provide construction support services for the SGTC. Access to the SGTC will require changing the bus route on Soscol Avenue from Third Street to Seventh Street due to the Flood Control Project reconfiguration of Third Street. Additional environmental will be required for this action. MTCO completed the original Mitigated Negative Declaration, and is therefore the appropriate contractor to update that document. This will be supplement No. 7 to work authorization number 1 under the terms of the on-call engineering contract.

**SUPPORTING DOCUMENTS**

Attachment: (1) Contract 10-23 Work Authorization No. 1 Supplemental Work Authorization 7 Contract for Engineering Services

**WORK AUTHORIZATION NO. 1 SUPPLEMENTAL WORK  
CONTRACT FOR ENGINEERING SERVICES**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of Section of Professional Service Agreement No. **10-23** (the Contract) entered into by and between the Napa County Transportation and Planning Agency (NCTPA), and Mark Thomas and Company, Inc. (the Engineer).

**PART I.** The Engineer will perform engineering services generally described as Professional Engineering Services necessary to provide NCTPA with On-Call Engineering and Project Delivery services, in accordance with the project description (Scope of Work) attached hereto and made a part of this Work Authorization. The responsibilities of the NCTPA and the Engineer as well as the work schedule are further detailed in Exhibits A, B, C, and D which are attached hereto and made a part of the Work Authorization.

**PART II.** The maximum amount payable under this Supplemental Work Authorization is \$17,178 for a maximum total \$927,640, and the method of payment is Labor Rates, as set forth in Exhibit B of the Contract. This amount is based upon fees set forth in Attachment D, Fee Schedule, of the Contract and the Engineer's estimated Work Authorization costs, attached and made a part of this Work Authorization.

**PART III.** Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Section(s) 3 thru 4 of the contract, and Attachment D.

**PART IV.** This Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall **terminate on December 31, 2012**, unless extended by a supplemental Work Authorization.

The maximum contract time is the time needed to complete all work authorizations that will be issued in the first two years of the contract. All work authorizations must be issued within the initial two-year period, starting from the contract execution date.

**PART V.** This Work Authorization does not waive the parties' responsibilities and obligations provided under the Contract.

**IN WITNESS WHEREOF**, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

**THE ENGINEER**  
Mark Thomas & Company, Inc.

**NCTPA**

\_\_\_\_\_  
(Signature)  
**Mike Lohman, P.E.**  
\_\_\_\_\_  
Principal  
  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
  
\_\_\_\_\_  
(Title)  
  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
**Kate Miller**  
\_\_\_\_\_  
Executive Director  
  
\_\_\_\_\_  
(Date)

- LIST OF EXHIBITS**
- Exhibit A Services to be provided by the NCTPA
  - Exhibit B Services to be provided by the Engineer
  - Exhibit C Work Schedule
  - Exhibit D Fee Schedule/Budget
  - Attachment E-1 Local Agency Proposer UDBE Commitment (Consultant Contracts)
  - Attachment E-2 Local Agency Proposer DBE Information (Consultant Contracts)
  - Attachment E-3 UDBE Information – Good Faith Efforts

## **EXHIBIT A**

### **SERVICES TO BE PROVIDED BY THE NCTPA**

The NCTPA will furnish or assist the Engineer in obtaining the following items and services:

1. Designate a project manager to coordinate all aspects of the project with the Engineer.
2. Furnish all available information necessary to perform the work in this contract.
3. Provide ongoing guidance, timely reviews and decisions necessary to complete the services required by this contract.
4. Perform timely review and processing of billing statements.

## EXHIBIT B

### SERVICES TO BE PROVIDED BY THE ENGINEER

**Scope of Services:** Contractor will provide additional environmental review (CEQA/NEPA) services for the Soscol Gateway Transit Center.

#### Tasks:

##### Task 1 Description and Mapping of Project Changes

Prepare a description of the project changes that have occurred since certification of the IS/MND. Prepare an exhibit illustrating the proposed change to operations.

*Deliverables: Description of project changes and one (1) accompanying descriptive graphic.*

##### Task 2 Technical Analysis – Traffic

Examine the circulation changes associated with converting 7<sup>th</sup> Street to one-way eastbound between Soscol Avenue and Burnell Street, documenting the differences in operation as compared to the *Final Transportation Impact Analysis for the Soscol Transit Center*, prepared and dated October 18, 2010. Analysis will include the following:

- New vehicle turning movement counts will be obtained at the intersection of Soscol Avenue/7<sup>th</sup> Street during the weekday a.m. and p.m. peak hours.
- Confirm the bus routing assumptions associated with the new transit center with VINE/NCTPA. It is the understanding that inbound buses assumed in the original circulation analysis to route through the Soscol Street/8<sup>th</sup> Street intersection will instead route through the Soscol Avenue/7<sup>th</sup> Street intersection, and that outbound routing will remain unchanged from prior assumptions.
- Vehicle turning movements at Soscol Avenue/7<sup>th</sup> Street and Soscol Avenue/8<sup>th</sup> Street will be adjusted to account for the conversion of 7<sup>th</sup> Street to one-way eastbound. The resulting volumes will be updated for existing and cumulative conditions both with and without the project.
- Level of Service (LOS) calculations will be prepared for the Soscol Avenue intersections at 7<sup>th</sup> and 8<sup>th</sup> Streets based on the updated volumes described in Task 3.
- The adequacy of the Soscol Avenue/7<sup>th</sup> Street and Burnell Avenue/7<sup>th</sup> Street intersections to safely accommodate transit vehicles will be assessed.
- A draft letter report will be prepared that details the data collected, assumptions applied, conclusions and recommendations.
- One round of comments will be addressed prior to finalizing the letter report.

*Deliverables: Draft and final letter report.*

##### Task 3 Prepare Draft and Final CEQA Addendum

Complete a CEQA checklist to document the potential environmental effects of the project

changes. The checklist will be prepared utilizing materials developed in Task 1 project description and the Task 2 traffic analysis. Given the proposed changes, the scope does not include any technical analysis beyond the traffic analysis described in Task 2 above.

A further noise analysis may not be warranted because the effect of the project changes would be to reduce the amount of bus traffic using the Third Street/Burnell Street intersection. There are no known sensitive receptors in the 7<sup>th</sup> Street corridor, and the shift in bus travel patterns would not foreseeably result in a noticeable, significant difference in ambient noise. Once the checklist is complete a draft addendum to the prior IS/MND for NCTPA, and other team review, will be prepared. The addendum will describe the project change, summarize the finding of the checklist and explain the reasons why the project changes do not warrant the preparation of a subsequent environmental document. Based on one set of consolidated comments, will revise the addendum and prepare a final version for agency consideration.

*Deliverables: Draft and final CEQA addenda.*

#### **Task 4 Assist with Review by Air Quality Conformity Task Force**

Metropolitan Transportation Commission (MTC) has advised that in order to bring the project changes to the Task Force's consideration, the project proponent or its representative should prepare a brief (1-2 page) summary memorandum. The memo package should include a description of the changes, including a diagram where appropriate. Prepare the memo and coordinate with MTC through the Task Force meeting.

*Deliverables: Draft and final summary memo for AQ Conformity Task Force; coordination with MTC.*

#### **Task 5 Coordinate with FTA in Re-Evaluation**

It is the understanding that the FTA Regional Office will once again take the lead in completing a NEPA reevaluation. This effort will entail some degree of coordination with FTA, including preparation of a formal reevaluation request and ongoing efforts to confirm completion of the process. It is anticipated that FTA would prefer to see the completed CEQA addendum and the review of the Air Quality Conformity Task Force prior to completing the re-evaluation process.

*Deliverables: Draft and final re-evaluation request letter to FTA; ongoing coordination with FTA through re-evaluation.*

#### **Task 6 Project Meetings/Hearings**

Included in the allowance is for the project manager to attend up to two (2) in-person meetings or hearings on the project, as well as other ad-hoc meetings and telephone conversations with the project team outside of coordination efforts described in Tasks 1-5 above.

## EXHIBIT C WORK SCHEDULE

ACTIVITY	2 0 1 2												
	OCTOBER			NOVEMBER				DECEMBER					
Execute Work Authorization #10-23P001 SWA-7													
CEQA/NEPA Update													

**EXHIBIT D**

**FEE SCHEDULE - Final Cost Proposal**

This attachment provides the basis of payment and fee schedule. **The basis of payment for this contract is indicated by an "X" in the applicable box.** The basis shall be supported by the Final Cost Proposal (FCP) shown below. If more than one basis of payment is used, each one must be supported by a separate FCP.

"X"	Basis	
_____	Lump Sum	The lump sum shall be equal to the maximum amount payable. The lump sum includes all direct and indirect costs and fixed fee. The Engineer shall be paid pro rata based on the percentage of work completed. For payment the Engineer is not required to provide evidence of actual hours worked, travel, overhead rates or other evidence of cost.
<u>  X  </u>	Unit Cost	The unit cost(s) for each type of unit and number of units are shown in the FCP. The unit cost includes all direct and indirect costs and fixed fee. The Engineer shall be paid based on the type and number of units fully completed and the respective unit cost. For payment, the Engineer is not required to provide evidence of actual hours worked, travel, overhead rates or any other cost data. The FCP may include special items, such as equipment which are not included in the unit costs. Documentation of these special costs may be required. The maximum amount payable equals the total of all units times their respective unit cost plus any special direct items shown.
_____	Specified Rate Basis	The specified rates for each type of labor are shown in the FCP below. The FCP may include special items, such as equipment which are not included in the specified rates. Payment shall be based on the actual hours worked multiplied by the specified rate for each type of labor plus other agreed to special direct cost items. The specified rate includes direct labor and indirect cost and fixed fee. The NCTPA may request documentation of reimbursable direct costs including hours worked. Documentation of special item costs may be required. The specified rate is not subject to audit.
_____	Cost Plus Fixed Fee	<p>Payment shall be based on direct and indirect costs incurred <u>plus</u> a pro rata share of the fixed fee based on the ratio of <u>labor and overhead cost incurred to total estimated labor and overhead cost in the FCP</u> or the percentage of work completed. The invoice must itemize labor rates, hours worked, other direct costs and indirect costs. The Engineer may be required to provide documentation of hours worked and any eligible direct costs claimed. The provisional overhead rate charged is subject to audit and adjustment to actual rates incurred. The FCP below shows the hourly rates for labor, other direct expenses including but not limited to travel and allowable materials, provisional overhead rate and the fixed fee.</p> <ul style="list-style-type: none"> <li>A. Actual Cost Plus Fixed Fee - Actual wages are paid (no minimum, no maximum.)</li> <li>B. Range of Cost Plus Fixed Fee – Actual wages <u>must</u> be within the allowable range shown on the Final Cost Proposal.</li> </ul>

TASK		BUDGET
	<b>CEQA/NEPA Updates</b>	
1-6	Circlepoint	\$16,360.00
	Sub-Consultant Mark Up - 5%	\$ 818.00
	<b>TOTAL ADDITIONAL COST</b>	<b>\$17,178.00</b>





**ATTACHMENT E-3**  
**UDBE Information – Good Faith Efforts**

Federal-aid Project No. \_\_\_\_\_ Bid Opening Date \_\_\_\_\_

NCTPA established an Under-utilized Disadvantaged Business Enterprise (UDBE) goal of 3.41% for this project. The information provided herein shows that a good faith effort was made.

Lowest, second lowest and third lowest bidders shall submit the following information to document adequate good faith efforts. Bidders should submit the following information even if the “Local Agency Bidder – UDBE Commitment” form indicates that the bidder has met the UDBE goal. This will protect the bidder’s eligibility for award of the contract if the administering agency determines that the bidder failed to meet the goal for various reasons, e.g., a UDBE firm was not certified at bid opening, or the bidder made a mathematical error.

Submittal of only the “Local Agency Bidder – UDBE Commitment” form may not provide sufficient documentation to demonstrate that adequate good faith efforts were made.

The following items are listed in the Section entitled “Submission of UDBE Commitment” of the Special Provisions:

- A. The names and dates of each publication in which a request for UDBE participation for this project was placed by the bidder (please attach copies of advertisements or proofs of publication):

Publications	Dates of Advertisement

- B. The names and dates of written notices sent to certified UDBEs soliciting bids for this project and the dates and methods used for following up initial solicitations to determine with certainty whether the UDBEs were interested (please attach copies of solicitations, telephone records, fax confirmations, etc.):

Names of UDBEs Solicited	Date of Initial Solicitation	Follow Up Methods and Dates

- C. The items of work which the bidder made available to UDBE firms, including, where appropriate, any breaking down of the contract work items (including those items normally performed by the bidder with its own forces) into economically feasible units to facilitate UDBE participation. It is the bidder's responsibility to demonstrate that sufficient work to facilitate UDBE participation was made available to UDBE firms.

Items of Work	Bidder Normally Performs Item (Y/N)	Breakdown of Items	Amount(\$)	Percentage Of Contract

D. The names, addresses and phone numbers of rejected UDBE firms, the reasons for the bidder's rejection of the UDBEs, the firms selected for that work (please attach copies of quotes from the firms involved), and the price difference for each UDBE if the selected firm is not a UDBE:

Names, addresses and phone numbers of rejected UDBEs and the reasons for the bidder's rejection of the UDBEs:

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Names, addresses and phone numbers of firms selected for the work above:

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E. Efforts made to assist interested UDBEs in obtaining bonding, lines of credit or insurance, and any technical assistance or information related to the plans, specifications and requirements for the work which was provided to UDBEs:

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F. Efforts made to assist interested UDBEs in obtaining necessary equipment, supplies, materials, or related assistance or services, excluding supplies and equipment the UDBE subcontractor purchases or leases from the prime CONTRACTOR or its affiliate:

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G. The names of agencies, organizations or groups contacted to provide assistance in contacting, recruiting and using UDBE firms (please attach copies of requests to agencies and any responses received, i.e., lists, Internet page download, etc.):

Name of Agency/Organization	Method/Date of Contact	Results

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H. Any additional data to support a demonstration of good faith efforts (use additional sheets if necessary):

NOTE: USE ADDITIONAL SHEETS OF PAPER IF NECESSARY.



**MARK THOMAS & COMPANY**  
*Providing Engineering, Surveying & Planning Services*

November 2, 2012

CC-10102-B (064)

**OFFICES**

- Corning
- Fresno
- Irvine
- Pleasanton
- Sacramento
- Salinas
- San Carlos
- San Jose
- Walnut Creek

Mrs. Kate Miller  
 Napa County Transportation & Planning Agency  
 707 Randolph Street, Suite 100  
 Napa, CA 94559-2912

**RE: NAPA COUNTY TRANSPORTATION & PLANNING AGENCY SOSCOL  
 GATEWAY TRANSIT CENTER, CHANGE ORDER FOR ADDITIONAL  
 ENVIRONMENTAL SERVICES**

Dear Mrs. Miller:

As requested by the Napa County Transportation & Planning Agency (NCTPA), Mark Thomas & Company, Inc. (MTCO) has prepared this additional environmental services letter to turn 7<sup>th</sup> Street from a two way street with no bus use to a one way street with regular bus movements. As a part of the MTCO team, Circlepoint will prepare the CEQA and NEPA amendment documents as detailed in the attached scope of services to change the traffic pattern on 7<sup>th</sup> Street. A task budget table has been shown below for clarity.

TASK	BUDGET AMOUNT
<i>CEQA / NEPA Updates</i>	
Circlepoint	16,360
5% Sub Consultant Mark Up	818
<b>TOTAL ADDITIONAL BUDGET REQUEST</b>	<b>\$17,178</b>

MTCO requests an additional budget authorization to cover the additional environmental services to convert 7<sup>th</sup> Street into a one way street. MTCO requests an additional budget not to exceed **SEVENTEEN THOUSAND ONE HUNDRED AND SEVENTY EIGHT DOLLARS (\$17,178.00)**. Please feel free to contact me with any questions, comments, or concerns regarding this change order for additional funds.

Sincerely,

**MARK THOMAS & COMPANY, INC.**

Sasha Dansky  
 Principal/Division Manager

Enclosure: Circlepoint Additional CEQA/NEFP Review

Approved:

Signature

Name/Title

Date



package should include a description of the changes, including a diagram where appropriate. Circlepoint will prepare this memo and will coordinate with MTC through the Task Force meeting.

*Deliverables: draft and final summary memo for AQ Conformity Task Force; coordination with MTC*

**Task 5: Coordinate with FTA in Re-Evaluation**

Circlepoint understands that the FTA Regional Office will once again take the lead in completing a NEPA reevaluation. This effort will entail some degree of coordination with FTA, including preparation of a formal reevaluation request and ongoing efforts to confirm completion of the process. We anticipate that FTA would prefer to see the completed CEQA addendum and the review of the Air Quality Conformity Task Force prior to completing the re-evaluation process.

*Deliverables: draft and final re-evaluation request letter to FTA; ongoing coordination with FTA through re-evaluation*

**Task 6: Project Meetings/Hearings**

We have included an allowance for Circlepoint project manager John Cook to attend up to two in-person meetings or hearings on the project, as well as other ad-hoc meetings and telephone conversations with the project team outside of coordination efforts described in Tasks 1-5 above.

Our cost estimate is as follows:

<b>Circlepoint:</b> <i>Project Description, Oversight of Traffic Analysis, Draft and Final Addendum, Coordination with Air Quality Task Force and FTA; printing and incidentals</i>	\$13,360
<b>W-Trans:</b> <i>traffic analysis – model review, technical memo</i>	\$3,000
<b>Grand Total</b>	<b>\$16,360</b>

We are prepared to begin work immediately upon authorization. We anticipate approximately 3-4 weeks from authorization to complete the draft CEQA Addendum. Should you have any questions about our proposal, please do not hesitate to contact me or John Cook here at Circlepoint. Once again, thank you for the opportunity to present this proposal.

Sincerely,

Scott Steinwert  
President/CEO



- Vehicle turning movements at Soscol Avenue/7<sup>th</sup> Street and Soscol Avenue/8<sup>th</sup> Street will be adjusted to account for the conversion of 7<sup>th</sup> Street to one-way eastbound. The resulting volumes will be updated for existing and cumulative conditions both with and without the project.
- Level of Service (LOS) calculations will be prepared for the Soscol Avenue intersections at 7<sup>th</sup> and 8<sup>th</sup> Streets based on the updated volumes described in Task 3.
- The adequacy of the Soscol Avenue/7<sup>th</sup> Street and Burnell Avenue/7<sup>th</sup> Street intersections to safely accommodate transit vehicles will be assessed.
- A draft letter report will be prepared that details the data collected, assumptions applied, conclusions and recommendations.
- One round of comments will be addressed prior to finalizing the letter report.

*Deliverables – draft and final letter report*

### **Task 3: Prepare Draft and Final CEQA Addendum**

Circlepoint will complete a CEQA Checklist to document the potential environmental effects of the project changes. The checklist will be prepared utilizing materials developed in Task 1 project description and the Task 2 traffic analysis.

Given the proposed changes, the scope does not include any technical analysis beyond the traffic analysis described in Task 2 above. We do not believe any further noise analysis would be warranted because the effect of the project changes would be to reduce the amount of bus traffic using the Third Street/Burnell Street intersection. There are no known sensitive receptors in the Seventh Street corridor, and the shift in bus travel patterns would not foreseeably result in a noticeable, significant difference in ambient noise.

Once the checklist is complete Circlepoint will prepare a draft addendum to the prior IS/MND for NCTPA and other team review. The addendum will describe the project change, summarize the finding of the Checklist and explain the reasons why the project changes do not warrant the preparation of a subsequent environmental document.

Based on one set of consolidated comments, Circlepoint will revise the addendum and prepare a final version for agency consideration.

*Deliverables: draft and final CEQA Addendum*

### **Task 4: Assist with review by Air Quality Conformity Task Force**

MTC has advised that in order to bring the project changes to the Task Force's consideration, the project proponent or its representative should prepare a brief (1-2 page) summary memorandum. The memo



## **CEQA/NEPA Approach**

The CEQA Guidelines provide a process for determining the appropriate level of environmental review when project changes occur. Because the project changes would be minor and not require substantial revision of the prior IS/MND, an Addendum to the prior IS/MND would be the appropriate document. The Addendum would explain the project changes and provide evidence supporting a conclusion that the changes do not introduce any new environmental effects requiring new mitigation and do not worsen any previously identified effects. To support this conclusion a brief update to the previous traffic analysis should be completed.

With regard to NEPA, a reevaluation by FTA will be needed to confirm that the project with the proposed changes continues to qualify for a Categorical Exclusion under 23 CFR 771.117(c)(10). As with the prior reevaluation, consultation with MTC Air Quality Task Force will be necessary to confirm the project with the proposed changes, is not a “project of air quality concern” and thus not subject to “hotspot” analysis for PM 2.5. To this end, our scope includes coordination steps with both the Task Force and then the FTA regional office.

Our specific work tasks are described below.

### **Task 1: Description and Mapping of Project Changes**

Circlepoint will prepare a description of the project changes that have occurred since certification of the IS/MND. Circlepoint will collaborate with MTC in preparing an exhibit illustrating the proposed change to operations.

*Deliverables – description of project changes and 1 accompanying descriptive graphic*

### **Task 2: Technical Analysis – Traffic**

W-Trans will examine the circulation changes associated with converting 7<sup>th</sup> Street to one-way eastbound between Soscol Avenue and Burnell Street, documenting the differences in operation as compared to the *Final Transportation Impact Analysis for the Soscol Transit Center*, prepared by W-Trans and dated October 18, 2010. As part of this effort, W-Trans will undertake the following subtasks:

- New vehicle turning movement counts will be obtained at the intersection of Soscol Avenue/7<sup>th</sup> Street during the weekday a.m. and p.m. peak hours.
- We will confirm the bus routing assumptions associated with the new transit center with VINE/NCTPA. It is our understanding that inbound buses assumed in the original circulation analysis to route through the Soscol Street/8<sup>th</sup> Street intersection will instead route through the Soscol Avenue/7<sup>th</sup> Street intersection, and that outbound routing will remain unchanged from prior assumptions.



circlepoint

October 30, 2012

Shawn O'Keefe  
Mark Thomas and Company  
1243 Alpine Road, Suite 222  
Walnut Creek, CA 94596

Re: Soscol Transit Center – Additional CEQA/NEPA Review

Dear Shawn,

Thank you for the opportunity to present our proposal to provide additional environmental review services to the Napa County Transportation and Planning Agency (NCTPA) regarding the Soscol Transit Center.

#### **Project Background**

Circlepoint previously assisted NCTPA in preparing a CEQA Initial Study and Mitigated Negative Declaration (IS/MND) and completing a NEPA reevaluation and confirmation from FTA that the project continued to qualify for a Categorical Exclusion under 23 CFR 771.117(c)(10). These earlier environmental reviews were completed in the fall of 2010 and considered both construction and operation of the transit center.

As part of the NEPA reevaluation, Circlepoint also assisted NCTPA in consulting with MTC's Air Quality Task Force (Task Force) regarding small particulate matter (PM<sub>2.5</sub>) and conformity with the federal Clean Air Plan. The Task Force concluded in October 2010 that the Soscol Transit Center project is not a "project of air quality concern" and thus not subject to "hotspot" analysis for PM 2.5.

#### **Understanding of Project Changes**

NCTPA has identified a change to project operations. The earlier environmental documents assumed that buses would access the project site from the Third Street/Burnell Street intersection east of Soscol Avenue and the Soscol Avenue/Eighth Street intersection. The project has changed such that buses traveling northbound on Soscol Avenue would instead gain access to the project site via a right turn onto Seventh Street. In order to better accommodate buses on Seventh Street, NCTPA and the City of Napa have determined that Seventh Street will need to be converted from a two-way street to a one-way street in the eastbound direction (from Soscol Avenue to Burnell Street).

The previous environmental documents assumed that buses *exiting* the transit center would either travel through the Third Street/Burnell Street intersection (for buses heading to the north) or travel south by turning left on either Sixth Street or Eighth Street to access Soscol Avenue. We understand there is no plan to alter these anticipated exiting patterns.



November 14, 2012  
NCTPA Agenda Item 9.1  
Continued From: New  
**Action Requested: INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager-Finance  
(707) 259-8779 / Email: aonorato@nctpa.net  
**SUBJECT:** NCTPA First Quarter FY 2012/13 Budget

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### **RECOMMENDATION**

The Board review the Napa County Transportation and Planning Agency (NCTPA) financial performance against budget (Attachment 1) for the first quarter (July-September) period.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

This report summarizes NCTPA's first quarter financial performance for revenues, transit operations, and planning administration expenses. The discussion and graphs below summarize the budget and financial performance. The report includes detailed financial data assessing the agency's performance to budget (Attachment 1).

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Discussion

**FINANCIAL IMPACT**

Is there a fiscal impact? No. This is an informational item.

Is it Mandatory or Discretionary? N/A

Future Fiscal Impact: N/A

Consequences if not approved: N/A

**CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

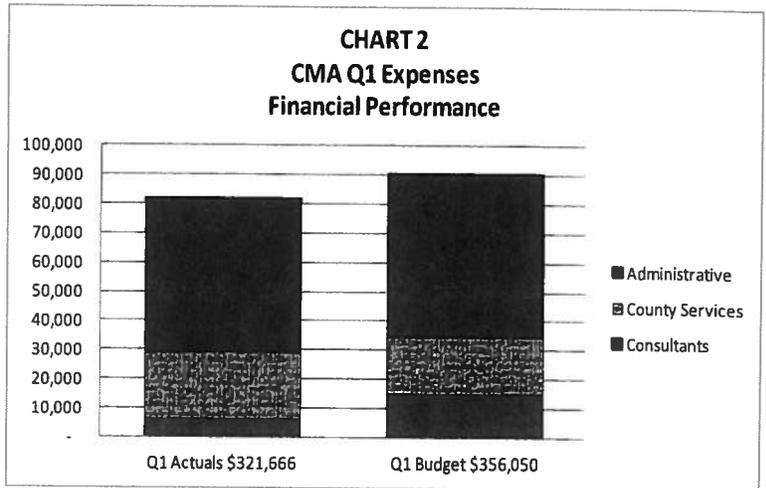
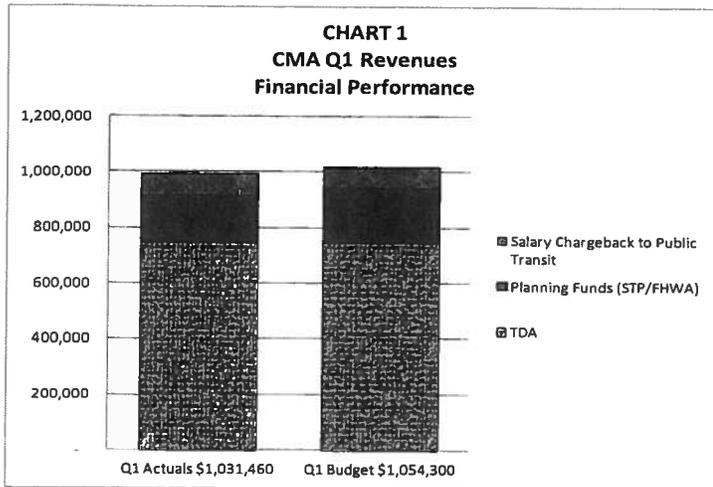
Please note that the following information has not been audited and should be used for informational purposes only.

***Congestion Management Agency (Planning Fund) Budget vs. Actuals***

(For reporting purposes, the TFCA fund and AVAA program fund are included in the Planning fund figures)

NCTPA, the Congestion Management Agency (also known as the Planning Fund), recognized \$1,031,460 in revenues for the quarter slightly below the \$1,054,300 budget. The majority of revenues were from TDA and FHWA (STP) planning funds. Other revenue was from salary charge backs to the Public Transit Fund, Abandoned Vehicle Abatement Authority (AVAA) pass through and a small insurance refund. See CHART 1.

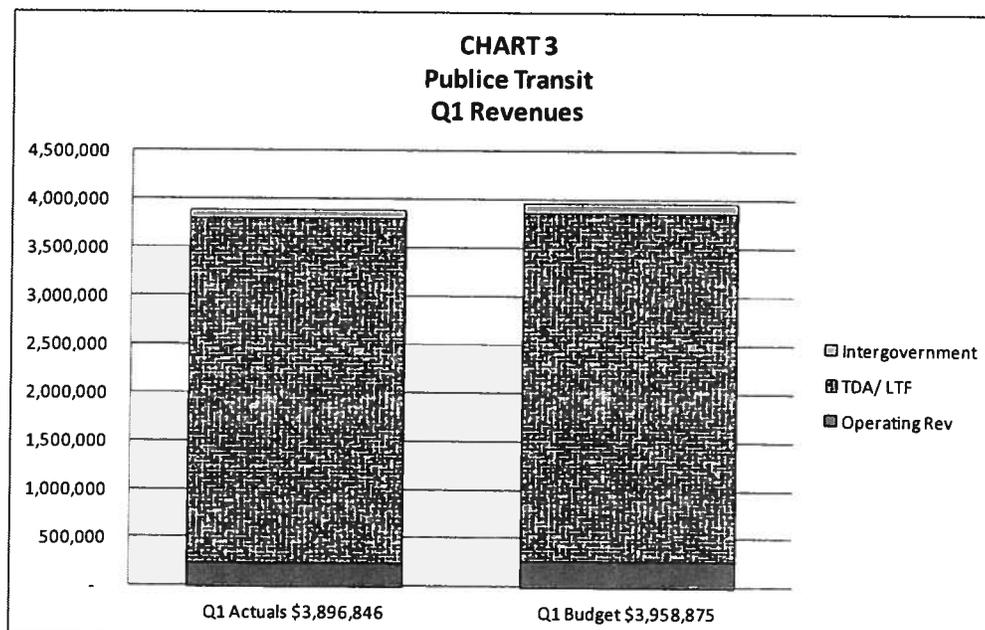
The Planning Fund expenses were under budget by \$34,384 or about 9.7%. The largest portion of the expenses was for personnel costs. Agency administration and consulting services was under budget by 11.7% due mainly to special projects that had not yet commenced in the quarter as planned. See CHART 2.

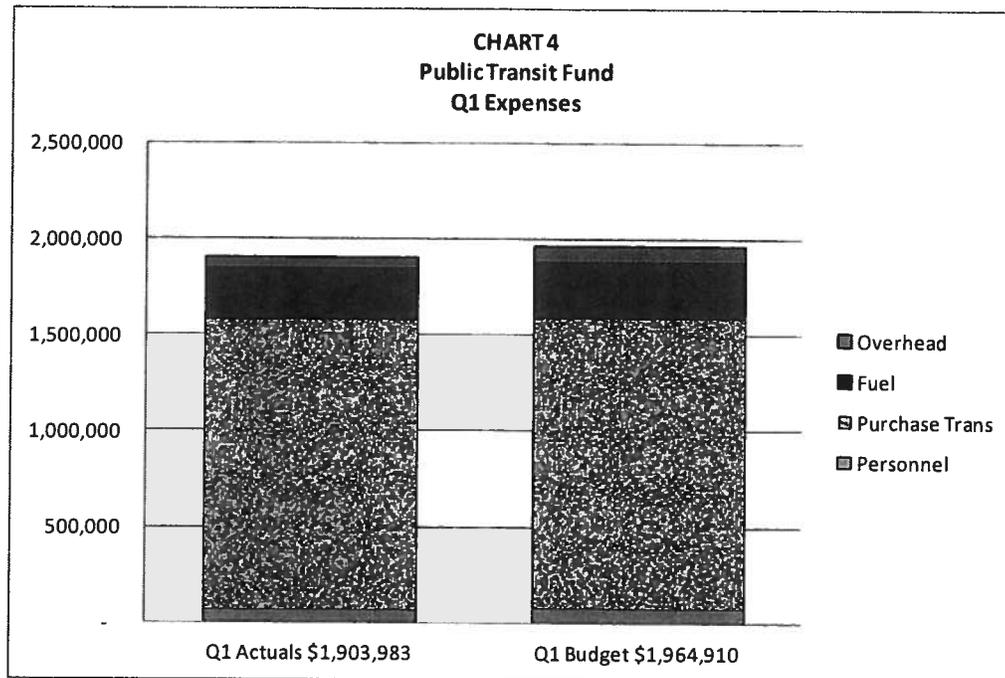


**Public Transit (Transit Fund) Budget vs. Actuals**

For the first quarter, operating revenues were under budget by 12.8% due to lower than budgeted revenues from all transit sources. We expect to make this up when the route revisions are implemented in December. TDA and Intergovernmental Revenues were at budget, which was as expected. See CHART 3 for Public Transit Fund comparison of Revenues to Budget.

Overall, operating expenses in the Public Transit Fund were under budget by 3.3%. All expense categories in the Public Transit Fund were under budget for the quarter: Personnel Costs by 3.6%; Purchase Transportation by .8%; Fuel by 4.6%; and Administration 43%. See CHART 4 for a comparison of operating Expenses to budget.





**Capital Purchases**

For Q1, NCTPA/ VINE Transit made the following purchases:

- Ongoing construction costs for the Soscol Gateway Transit Center

**SUPPORTING DOCUMENTS**

Attachment: (1) First quarter FY 2012/13 Financial Performance Reports



8300 NCTPA Consolidated

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

July- September 2012		YTD 2012-2013		Difference \$	Difference %	Remaining Balance
Actuals	Budget	Actuals	Budget			
137	-	137	62,700	(137)	0.0%	62,563
-	5,050	-	91,000	5,050	100.0%	91,000
22,804	23,925	22,804	78,000	1,121	4.7%	55,196
-	1,500	-	100,400	1,500	100.0%	100,400
-	-	-	5,500	-	0.0%	5,500
6,512	15,000	6,512	2,471,300	8,488	56.6%	2,464,788
2,072	900	2,072	5,000	(1,172)	-130.2%	2,928
1,610	500	1,610	3,000	(1,110)	-222.1%	1,390
1,504,609	1,517,100	1,504,609	6,281,700	12,491	0.8%	4,777,091
4,065	-	4,065	30,500	(4,065)	0.0%	26,435
-	-	-	45,000	-	0.0%	45,000
639	1,800	639	7,200	1,161	64.5%	6,561
28,200	39,125	28,200	81,200	10,925	27.9%	53,000
13,558	13,500	13,558	55,000	(58)	-0.4%	41,442
10	900	10	24,200	890	98.9%	24,190
20,078	30,300	20,078	226,000	10,222	33.7%	205,922
4,050	11,500	4,050	55,700	7,450	64.8%	51,650
381	225	381	900	(156)	-69.3%	519
-	200	-	1,200	200	100.0%	1,200
1,209	4,000	1,209	20,000	2,791	69.8%	18,791
1,610	850	1,610	5,000	(760)	-89.4%	3,390
2,094	3,000	2,094	42,700	906	30.2%	40,606
2,430	1,250	2,430	7,000	(1,180)	-94.4%	4,570
-	100	-	400	100	100.0%	400
-	-	-	7,800	-	0.0%	7,800
124	6,100	124	35,000	5,976	98.0%	34,876
277,281	290,850	277,281	1,428,400	13,569	4.7%	1,151,119
33,791	34,000	33,791	136,000	209	0.6%	102,209
-	-	-	1,148,000	-	0.0%	1,148,000
1,927,263	2,001,675	1,927,263	12,455,800	74,412	3.7%	10,528,537
2,225,649	2,316,620	2,225,649	14,114,300	90,971	3.9%	11,888,651
2,626,723	2,621,555	2,626,723	(1,148,000)	5,168	0.2%	(4,042,223)
<b>OPERATING EXPENSES</b>						
<b>OPERATING EXPENSES</b>						
Administration Services						
Accounting/Auditing Services						
Information Technology Service						
Legal Services						
Temporary/Contract Help						
Consulting Services for CMA						
Security Services						
Maintenance-Equipment						
Purchase Transportation						
Maintenance-Buildings/Improvem						
Maintenance-Vehicles						
Rents and Leases - Equipment						
Rents and Leases - Bldg/Land						
Insurance - Premiums						
Communications/Telephone						
Advertising/Marketing						
Printing & Binding						
Bank Charges						
Public/ Legal Notices						
Training Conference Expenses						
Business Travel/Mileage						
Office Expenses						
Freight/Postage						
Books/Periodicals/Subscriptions						
Memberships/Certifications						
Utilities - Electric						
Fuel						
AVAA pmts						
Depreciation Expense						
<b>TOTAL OPERATING EXPENSES</b>						
<b>TOTAL OPERATING COSTS</b>						
<b>NET CHANGE IN OPERATIONS</b>						
<b>CAPITAL REVENUES</b>						
Federal: FTA 5307, Capital						
State: Prop. 1B Capital						
RM2 Capital						
Local Transit Capital (TDA)						
Other Government Agencies						
<b>TOTAL CAPITAL REVENUES</b>						
<b>CAPITAL PURCHASES</b>						
Security						
Equipment						
Vehicles						
Buildings & Improvements						
<b>TOTAL CAPITAL EXPENSES</b>						
<b>NET CHANGE IN CAPITAL</b>						
-	-	-	3,164,200	-	0.0%	3,164,200
724,505	724,705	724,505	1,139,500	(200)	0.0%	1,139,500
-	-	-	2,444,200	-	0.0%	1,719,695
-	-	-	2,153,100	-	0.0%	2,153,100
724,505	724,705	724,505	8,901,000	(200)	0.0%	8,176,495
-	-	-	20,000	-	0.0%	20,000
-	-	-	1,160,400	-	0.0%	1,160,400
1,453,662	1,586,000	1,453,662	4,770,500	132,338	8.3%	4,770,500
1,453,662	1,586,000	1,453,662	2,950,100	(132,338)	8.3%	1,496,438
(729,156)	(861,296)	(729,156)	8,901,000	132,139	15.3%	7,447,338
0	0	(729,156)	0	132,139	15.3%	729,156

# 8302000 Public Transit Fund Financial Statements

## Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

July- September 2012		YTD 2012-2013		Difference \$	Difference %	Remaining Balance
Actuals	Budget	Actuals	Budget			
217,975	247,500	217,975	1,063,500	(29,525)	-11.9%	845,525
22,496	20,725	22,496	87,500	1,771	8.5%	66,004
-	7,650	-	49,100	(7,650)	-100.0%	49,100
240,471	275,875	240,471	1,200,100	(35,404)	-12.8%	959,629
3,558,554	3,585,500	3,558,554	4,158,500	(26,946)	-0.8%	599,946
-	-	-	-	-	0.0%	1,555,200
-	-	-	-	-	0.0%	253,900
97,821	97,500	97,821	996,900	321	0.3%	996,900
97,821	97,500	97,821	390,000	321	0.3%	292,179
-	-	-	3,196,000	-	0.0%	3,098,179
3,896,846	3,958,875	3,896,846	8,574,200	(62,029)	-1.6%	19,600
<b>OPERATING REVENUES</b>						
REV- OPERATIONS						
Farebox						
Farebox Contribution						
Ad Revenue and Other Revenue						
<b>TOTAL - OPERATIONAL REVENUE</b>						
<b>TOTAL - LOCAL TRANSPORT FUNDS (TDA)</b>						
REV- INTERGOVERNMENTAL						
Federal: FTA 5307 Operating						
Federal: FTA 5311 Operating						
State: State Transit Assistance (STA)						
Regional: Regional Measure 2 (RM2) Operating						
<b>TOTAL - INTERGOVERNMENTAL REV</b>						
REV- INTEREST INCOME						
<b>TOTAL REVENUES</b>						
<b>OPERATING EXPENSES</b>						
PERSONNEL COSTS						
Salary Expense to Jurisdictions						
<b>TOTAL PERSONNEL COSTS</b>						
OPERATING EXPENSES						
Administration Services						
Accounting/Auditing Services						
Information Technology/Service						
Legal Services						
Consulting Services						
Security Services						
Purchase Transportation						
Maintenance-Buildings/Improvem						
Maintenance-Vehicles						
Rents and Leases - Bldg/Land						
Insurance - Premiums						
Communications/Telephone						
Advertising/Marketing						
Printing & Binding						
Bank Charges						
Business Travel/Meale						
Office Expenses						
Freight/Postage						
Memberships/Certifications						
Utilities - Electric						
Fuel						
Depreciation Expense						
<b>TOTAL OPERATING EXPENSES</b>						
<b>TOTAL OPERATING COSTS</b>						
<b>NET CHANGE IN OPERATIONS</b>						



8302001 VINE Go Financial Statements

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

July- September 2012		YTD 2012-2013		Difference \$	Difference %	Remaining Balance
Actuals	Budget	Actuals	Budget			
11,691	16,500	11,691	85,000	(4,809)	-28.1%	73,309
-	-	-	-	-	0.0%	-
11,691	16,500	11,691	85,000	(4,809)	-29.1%	73,309
390,000	390,000	390,000	908,400	-	0.0%	518,400
-	-	-	-	-	0.0%	-
-	-	-	-	-	0.0%	-
-	-	-	-	-	0.0%	-
401,691	406,500	401,691	1,433,700	(4,809)	-1.2%	1,032,009

**OPERATING REVENUES**

REV- OPERATIONS	
Farebox	
Ad Revenue and Other Revenue	
TOTAL - OPERATIONAL REVENUE	
TOTAL - LOCAL TRANSPORT FUNDS (TDA)	
REV- INTERGOVERNMENTAL	
Federal: FTA 5307, Operating	
State: State Transit Assistance (STA)	
TOTAL - INTERGOVERNMENTAL REV	
REV- INTEREST INCOME	

**TOTAL REVENUES**

**OPERATING EXPENSES**

PERSONNEL COSTS	
Salary Expense to Jurisdictions	
TOTAL PERSONNEL COSTS	
OPERATING EXPENSES	
Accounting/Auditing Services	
Information Technology Service	
Purchase Transportation	
Maintenance-Vehicles	
Rents and Leases - Bldg/Land	
Advertising/Marketing	
Printing & Binding	
Business Travel/Mileage	
Office Expenses	
Fuel	
Depreciation Expense	
TOTAL OPERATING EXPENSES	

**TOTAL OPERATING COSTS**

**NET CHANGE IN OPERATIONS**

**CAPITAL REVENUES**

State: Prop. 1B Capital	
Local Transit Capital (TDA)	
TOTAL CAPITAL REVENUES	

**CAPITAL PURCHASES**

Vehicles	
TOTAL CAPITAL EXPENSES	

**NET CHANGE IN CAPITAL**

7,752	7,200	7,752	25,000	17,248	
7,752	7,200	7,752	25,000	17,248	
-	1,250	-	5,000	5,000	
-	500	-	2,500	2,500	
220,645	225,000	220,645	1,162,300	941,655	
-	-	-	10,000	10,000	
1,692	2,000	1,692	4,000	2,308	
-	-	-	10,000	10,000	
-	-	-	1,700	1,700	
-	-	-	1,000	1,000	
-	-	-	1,200	1,200	
31,410	36,000	31,410	209,000	177,590	
253,747	264,750	253,747	92,000	92,000	
			1,500,700	1,246,953	
261,499	271,950	261,499	1,525,700	1,264,201	
140,192	134,550	140,192	(92,000)	(232,192)	

-	-	-	210,300	210,300	
-	-	-	16,500	16,500	
-	-	-	226,800	226,800	
-	-	-	226,800	226,800	
-	-	-	226,800	226,800	
-	-	-	226,800	226,800	
-	-	-	-	-	
-	-	-	-	-	

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

July- September 2012		YTD 2012-2013		Remaining Balance
Actuals	Budget	Actuals	Budget	
189,362	214,500	189,362	890,000	700,638
-	-	-	16,200	16,200
189,362	214,500	189,362	906,200	716,838
2,873,454	2,900,000	2,873,454	2,954,600	81,146
-	-	-	1,195,200	1,195,200
-	-	-	70,000	70,000
-	-	-	-	-
-	-	-	319,700	319,700
-	-	-	-	-
-	-	-	-	-
97,821	97,500	97,821	390,000	292,179
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
97,821	97,500	97,821	1,974,900	1,877,079
-	-	-	10,000	10,000
3,160,636	3,212,000	3,160,636	5,845,700	2,685,064
<b>OPERATING REVENUES</b>				
REV- OPERATIONS				
Farebox				
Ad Revenue and Other Revenue				
<b>TOTAL - OPERATIONAL REVENUE</b>				
<b>TOTAL- LOCAL TRANSPORT FUNDS (TDA)</b>				
REV- INTERGOVERNMENTAL				
Federal: FTA 5307, Operating				
Federal: FTA 5303, Planning				
Federal: FHWA 20.205				
Federal: Other				
State: State Transit Assistance (STA)				
State: Planning, Programming, Monitoring (PPM)				
State: Abandoned Vehicle Abate Auth (AVAA)				
State: AG Van Pool Program				
State: Other				
Regional: Regional Measure 2 (RM2) Operating				
Regional: Bay Area Air Quality Mgmt District				
Regional: Other				
County of Napa				
Salary Chargeback- Public Transit Fund				
<b>TOTAL- INTERGOVERNMENTAL REV</b>				
<b>REV- INTEREST INCOME</b>				
<b>TOTAL REVENUES</b>				
<b>OPERATING EXPENSES</b>				
PERSONNEL COSTS				
Salary Expense to Jurisdictions				
<b>TOTAL PERSONNEL COSTS</b>				

8302002 VINE Financial Statements  
 Quarterly and Yearly Variance Analysis  
 Statement of Revenue, Expenses

	July- September 2012		Difference \$	Difference %	YTD 2012-2013		Remaining Balance
	Actuals	Budget			Actuals	Budget	
OPERATING EXPENSES							
Accounting/Auditing Services	-	3,200	3,200	100.0%	-	15,500	15,500
Information Technology Service	-	2,875	2,875	100.0%	-	11,500	11,500
Legal Services	-	1,500	1,500	100.0%	-	6,000	6,000
Consulting Services	2,072	-	(2,072)	0.0%	2,072	35,000	35,000
Security Services	1,062,827	1,065,000	2,173	0.2%	1,062,827	4,065,000	3,002,173
Purchase Transportation	3,215	-	(3,215)	0.0%	3,215	3,000	(215)
Maintenance-Buildings/Improvem	-	-	-	0.0%	-	35,000	35,000
Rents and Leases - Bldg/Land	6,486	15,000	8,514	56.8%	6,486	25,000	18,514
Insurance - Premiums	6,328	4,800	(1,528)	-31.8%	6,328	20,000	13,672
Communications/Telephone	-	-	-	0.0%	-	200	200
Advertising/Marketing	20,078	30,000	9,922	33.1%	20,078	175,000	154,922
Printing & Binding	1,782	10,500	8,718	83.0%	1,782	37,700	35,918
Bank Charges	381	250	(131)	52.4%	381	-	(381)
Business Travel/Mileage	815	-	815	0.0%	815	1,000	185
Office Expenses	-	250	250	100.0%	-	4,500	4,500
Freight/Postage	-	-	-	0.0%	-	1,000	1,000
Memberships/Certifications	124	6,100	5,976	98.0%	124	7,000	7,000
Utilities - Electric	229,605	231,000	1,395	0.6%	229,605	25,000	24,876
Fuel	-	-	-	0.0%	-	1,103,300	873,695
Depreciation Expense	-	-	-	0.0%	-	975,000	975,000
<b>TOTAL OPERATING EXPENSES</b>	<b>1,333,713</b>	<b>1,370,475</b>	<b>36,762</b>	<b>-2.7%</b>	<b>1,333,713</b>	<b>6,545,700</b>	<b>5,261,987</b>
<b>TOTAL OPERATING COSTS</b>	<b>1,399,123</b>	<b>1,436,975</b>	<b>37,852</b>	<b>2.6%</b>	<b>1,399,123</b>	<b>6,770,700</b>	<b>5,421,578</b>
<b>NET CHANGE IN OPERATIONS</b>	<b>1,761,514</b>	<b>1,775,025</b>	<b>(13,511)</b>	<b>-0.8%</b>	<b>1,761,514</b>	<b>(925,000)</b>	<b>(2,736,514)</b>
<b>CAPITAL REVENUES</b>							
Federal: FTA 5307, Capital	-	-	-	0.0%	-	2,981,000	2,981,000
State: Prop. 1B Capital	-	-	-	0.0%	-	750,400	750,400
RM2 Capital	724,505	724,705	(200)	0.0%	724,505	2,244,200	1,519,695
Local Transit Capital (TDA)	-	-	-	0.0%	-	2,115,300	2,115,300
Other Government Agencies	-	-	-	0.0%	-	-	-
<b>TOTAL CAPITAL REVENUES</b>	<b>724,505</b>	<b>724,705</b>	<b>(200)</b>	<b>0.0%</b>	<b>724,505</b>	<b>8,090,900</b>	<b>7,366,395</b>
<b>CAPITAL PURCHASES</b>							
Security	-	-	-	0.0%	-	20,000	20,000
Equipment	-	-	-	0.0%	-	1,160,400	1,160,400
Vehicles	-	-	-	0.0%	-	4,310,500	4,310,500
Buildings & Improvements	1,453,662	1,586,000	132,338	8.3%	1,453,662	2,600,000	1,146,338
<b>TOTAL CAPITAL EXPENSES</b>	<b>1,453,662</b>	<b>1,586,000</b>	<b>132,338</b>	<b>8.3%</b>	<b>1,453,662</b>	<b>8,090,900</b>	<b>6,637,238</b>
<b>NET CHANGE IN CAPITAL</b>	<b>(729,156)</b>	<b>(861,295)</b>	<b>132,139</b>	<b>15.3%</b>	<b>(729,156)</b>	<b>0</b>	<b>729,156</b>

# 8302003 Taxi Scrip Financial Statements

## Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

July- September 2012		YTD 2012-2013		Difference \$	Difference %	Remaining Balance
Actuals	Budget	Actuals	Budget			
<b>OPERATING REVENUES</b>						
REV- OPERATIONS						
10,558	12,000	10,558	65,000	(1,442)	-12.0%	54,442
10,558	12,000	10,558	65,000	(1,442)	-12.0%	54,442
58,500	58,500	58,500	58,500	-	0.0%	-
-	-	-	-	-	0.0%	-
-	-	-	-	-	0.0%	2,500
69,058	70,500	69,058	126,000	(1,442)	-2.0%	56,942
<b>OPERATING EXPENSES</b>						
PERSONNEL COSTS						
1,027	1,200	1,027	2,500	173	14.5%	1,473
1,027	1,200	1,027	2,500	173	14.5%	1,473
-	-	-	1,600	-	0.0%	1,600
-	-	-	800	-	0.0%	800
-	-	-	500	-	0.0%	500
12,932	13,500	12,932	112,500	569	4.2%	99,569
846	600	846	1,000	(246)	-41.0%	154
-	-	-	6,800	-	0.0%	6,800
-	-	-	300	-	0.0%	300
13,778	14,100	13,778	123,500	323	-2.3%	109,723
14,804	15,300	14,804	126,000	496	3.2%	111,196
54,254	55,200	54,254	-	(946)	-1.7%	(54,254)
<b>NET CHANGE IN OPERATIONS</b>						

8302004 American Canyon Financial Statements

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

July- September 2012		YTD 2012-2013		Difference \$	Difference %	Remaining Balance
Actuals	Budget	Actuals	Budget			
3,267	2,500	3,267	14,000	767	30.7%	10,734
3,822	7,000	3,822	27,100	(3,178)	-45.4%	23,278
7,089	9,500	-	2,500	(2,411)	0.0%	2,500
93,000	93,400	93,000	43,600	(400)	-0.4%	36,511
-	-	-	93,400	-	-	400
-	-	-	60,000	-	0.0%	60,000
-	-	-	180,000	-	0.0%	180,000
-	-	-	240,000	-	0.0%	240,000
100,089	102,900	100,089	379,000	(2,811)	-2.7%	278,911

**OPERATING REVENUES**

REV- OPERATIONS  
 Farebox  
 Farebox Contribution  
 Ad Revenue and Other Revenue  
**TOTAL - OPERATIONAL REVENUE**  
**TOTAL- LOCAL TRANSPORT FUNDS (TDA)**  
 REV- INTERGOVERNMENTAL  
 Federal: FTA 5307, Operating  
 State: State Transit Assistance (STA)  
**TOTAL - INTERGOVERNMENTAL REV**  
 REV- INTEREST INCOME

**TOTAL REVENUES**

**OPERATING EXPENSES**

PERSONNEL COSTS  
 Salary Expense to Jurisdictions  
**TOTAL PERSONNEL COSTS**  
 OPERATING EXPENSES  
 Accounting/Auditing Services  
 Information Technology Service  
 Legal Services  
 Consulting Services  
 Purchase Transportation  
 Rents and Leases - Bldg/Land  
 Advertising/Marketing  
 Printing & Binding  
 Office Expenses  
 Fuel  
 Depreciation Expense  
**TOTAL OPERATING EXPENSES**

**TOTAL OPERATING COSTS**

**NET CHANGE IN OPERATIONS**

**CAPITAL REVENUES**

State: Prop. 1B Capital  
 RM2 Capital  
**TOTAL CAPITAL REVENUES**

**CAPITAL PURCHASES**

Buildings & Improvements  
**TOTAL CAPITAL EXPENSES**

**NET CHANGE IN CAPITAL**

127	700	127	4,500	573	81.8%	4,373
127	700	127	4,500	573	81.8%	4,373
-	-	-	1,200	-	0.0%	1,200
-	-	-	900	-	0.0%	900
-	-	-	600	-	0.0%	600
68,716	70,500	68,716	35,000	1,784	2.5%	35,000
1,128	450	1,128	282,800	(678)	-150.7%	214,084
-	-	-	1,000	-	0.0%	1,000
-	-	-	10,000	-	0.0%	10,000
918	9,750	918	3,500	8,832	90.6%	3,500
-	-	-	500	-	0.0%	500
70,762	80,700	70,762	39,000	9,938	0.0%	38,082
-	-	-	24,000	-	0.0%	24,000
-	-	-	398,500	-	-12.3%	327,738
70,890	81,400	70,890	403,000	10,510	12.9%	332,110
29,199	21,500	29,199	(24,000)	7,699	35.8%	(53,199)

-	-	-	178,800	-	0.0%	178,800
-	-	-	150,000	-	0.0%	150,000
-	-	-	350,100	-	0.0%	350,100
-	-	-	350,100	-	0.0%	350,100
-	-	-	350,100	-	0.0%	350,100
-	-	-	350,100	-	0.0%	350,100
-	-	-	-	-	0.0%	-





