

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

**Board of Directors**

**MINUTES**

**Wednesday, January 20, 2010**

**1:30 p.m.**

**ITEMS**

- 1. Call to Order – Chair Jim Krider**
- 2. Pledge of Allegiance**
- 3. Roll Call**

Members Present:

Leon Garcia	City of American Canyon
Joan Bennett	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles	City of Calistoga
Jim Krider	City of Napa
Jill Techel	City of Napa
Bill Dodd	County of Napa
Keith Caldwell	County of Napa
Del Britton	City of St. Helena
Eric Sklar	City of St. Helena
Lewis Chilton	Town of Yountville
Cynthia Saucerman	Town of Yountville

Non-Voting Member Present:

JoAnn Busenbark	Paratransit Coordinating Council
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Members Absent:

None

- 4. Public Comment**

Tracy Geraghty, Napa Resident, announced her intention to file a claim against NCTPA.

Reno Navarette, General Manager, Veolia Transportation, updated the Board on the status of the VINE and VINE Go fleet.

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

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

No Reports Given

6. **Directors Update**

*Paul W. Price, Executive Director*

Reported that the Yountville Bike Path under the Stimulus I project has received final approval from Caltrans and FHWA and currently is out to bid.

Reported that staff has prepared the project list for the Stimulus II and submitted to MTC on January 19<sup>th</sup>.

Reported that staff is preparing a Downtown Napa Transit Center grant of approximately \$2.9M. The application submittal is due the first week of February 2010.

Reported that extensive Marketing efforts for the various transit routes throughout the region are under way. Marketing segments will be seen/heard on cable TV, radio, newspaper, and at the Century Napa Cinedome 8 theatres.

Reported that the Technical Advisory Committee (TAC), under the new Bylaws adopted by the Board, elected their first Chair and Vice Chair. The Chair is Rick Marshall, from Napa County, and the Vice Chair is Michael Thorne, from the City of American Canyon.

Reported that on today's consent agenda is the Audit Report for FY 08/09. Mr. Price noted that the Audit report was completed well in advance of the requirements and was completed in mid December 2009 instead of March 31<sup>st</sup> at 8pm. This year staff completed the audit without the assistance of County staff.

7. **Caltrans Update**

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

8. **CONSENT ITEMS (8.1 – 8.12)**

**MSC\* BRITTON / GINGLES to APPROVE** Consent Items 8.1-8.12

**8.1 Legislative Report for January 2010**

**8.2 Approval of Meeting Minutes of December 16, 2009**

**8.3 Approval of the Amendment #1 of the NCTPA/Veolia Agreement #10-01 for Transit Services Contract**

Board action (1) authorized the Executive Director to execute said amendment with the maximum compensation to include up to \$223,740 for bus stop improvements in FY 09/10; (2) allowed for the provision of bus stop shelters, bench and amenity purchases by Veolia Transportation or sub-contractor; and (3) installation of shelters, benches and amenities by Veolia Transportation or sub-contractor.

**8.4 Approval of the Amendment #2 of the NCTPA/Veolia Agreement #10-01 for Transit Services Contract**

Board action approved a Second Amendment to Agreement #10-01 to provide marketing capabilities in an amount not to exceed \$50,000.

**8.5 FY 08/09 Independent External Audit Report for NCTPA**

Board action approved to accept and file the FY 08/09 NCTPA audit and return \$2,966,927 to the County's Local Transportation Fund.

**8.6 Evaluation Selection and Recommendation Committee (ESRC) Report for Request For Qualifications (RFQ) #2009-05 On-Call Engineering and Project Delivery Services for the Napa County Transportation and Planning Agency**

Board action authorized the Executive Director to short-list the top four (4) ranked firms listed in ESRC report to enter into contract to provide On-Call Engineering and Project Delivery Services.

**8.7 Approval of Professional Services Agreement (PSA) for a Short Range Transit Plan (SRTP)**

Board action authorized the Executive Director to enter into an agreement with Wilbur Smith Associates, Inc. (WSA) for an SRTP and Special Studies services contract. WSA proposed a professional services fee of \$279,990 (time and materials) to conduct the SRTP for the countywide and multiyear project.

**8.8 Approve of Resolution No. 10-01 Revising the Bicycle Advisory Committee (BAC) Bylaws to Change Meeting Time**

Board action approved Resolution 10-01 changing the time of the BAC meeting to 5:30 pm on the fourth Monday of each month.

### **8.9 Approval of Second Amendment with Jakes Associated Inc.**

Board action approved a second contract amendment with Jakes Associates, Inc. (JAI), Agreement No. 08-21, to (1) expand the scope of work under Sub Task 2A – Manage Consortium Hybrid Bus Purchase Project; and (2) increase the maximum compensation to \$70,088.69 in Section 3 Compensation, Paragraph (c) Maximum Amount.

### **8.10 Approval of Resolution No. 10-03 to Endorse NCTPA Application to “Campaign for Active Transportation” to include the Napa Valley Vine Trail**

Board Action approved Resolution No. 10-03 endorsing the “Case Statement” for the Napa Valley Vine Trail Coalition’s application to the National Rails to Trails Conservancy for inclusion in their Campaign for Active Transportation (CAT).

### **8.11 Abandoned Vehicle Abatement Authority (AVAA) Annual Report**

Board action approved a capital expenditure plan of AVAA funds for the local jurisdictions to remain in compliance of statutory requirements from the State legislature.

### **8.12 Approval of Insurance Policy Procurement for the Agricultural Worker Vanpool Program (AWVP) Vehicle Fleet**

Board action authorized the Executive Director to procure an insurance policy with Mackey & Mackey Insurance Agency, Inc. for the AWVP fleet vehicles at an annual cost of \$18,755, which will be reimbursed through the Caltrans Agricultural Worker Transportation Program grant.

## **9. REGULAR AGENDA ITEMS – TRANSPORTATION**

### **9.1 Transit Efficiency Committee (TEC) Report to the Board**

Staff provided a report of the December 16, 2009 TEC meeting.

### **9.2 Local Jurisdiction Passenger Amenities**

NCTPA has secured \$309,961 in STA Lifeline funding for the installation of bus shelters and related passenger amenities. These funds, in combination with the required local match, result in \$387,451 being available to local jurisdictions for passenger improvements. Because a separate grant is pending for similar improvements within the City of Napa and the unincorporated County, staff recommended these STA Lifeline

and matching funds be made available to the cities of American Canyon, St. Helena, Calistoga, and the Town of Yountville. The Technical Advisory Committee (TAC) reviewed three formula options for disbursement and recommended to the Board that a 50% baseline-50% population based formula be utilized.

**MSC\* BRITTON / SKLAR** to **APPROVE** receiving a report on the status of the agency's Local Jurisdiction Passenger Amenities project and to accept the 50% baseline / 50% population funding formula recommended by the agency's Technical Advisory Committee (TAC).

## **10. INTERJURISDICTIONAL ISSUES FORUM**

### **10.1 Report from the Napa County Arts and Cultural Commission**

Commission Vice-Chair Diane Damé Shepp reported on Commission activities in the previous quarter.

### **10.2 Approve of Resolution No. 10-02 Revising the Arts Commission Bylaws to Add Members**

Due to recent reductions in funding and staffing, the Arts Council is no longer able to provide the same level of service to the Commissions. Given continued strong community support for the Commission and given limited NCTPA staff support capacity, the Commission asked to expand its membership by two additional at-large members to be able to recruit active membership that would assume an additional level of organizational support.

**MSC\* GINGLES / SAUCERMAN** to **APPROVE** Resolution No. 10-02 amending the bylaws of the Napa County Arts and Cultural Commission.

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

No reports given.

Adjourned to Closed Session at 2:30 p.m.

## **11. CLOSED SESSION**

### **11.1 CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION**

Significant exposure to litigation pursuant to Government Code 54956.9 (a): (1 case). MV Transportation Inc. v. NCTPA and Veolia Transportation, case number 2650318 of Napa County Superior Court.

**11.2 Public Employees Performance Evaluation** (Government Code Section 54957)

Title: Executive Director

Adjourned to Open Session at 3:15 p.m.

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

**12. ADJOURNMENT**

Approval of Next Regular Meeting Date of Wednesday February 17, 2010 and Adjournment

The next meeting will held in the NCTPA Conference Room on Wednesday February 17, 2010.

The meeting was adjourned by Chair Krider at 3:15 p.m.

APPROVED