

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, March 20, 2013

ITEMS

1. Call to Order

Chair Caldwell called the meeting to order at 1:42 p.m.

2. Pledge of Allegiance

Chair Caldwell let the salute to the flag.

3. Roll Call

Members Present:

Joan Bennett	City of American Canyon
Michael Dunsford	City of Calistoga
Scott Sedgley	City of Napa
Jill Techel	City of Napa
Keith Caldwell	County of Napa
Bill Doda	County of Napa
Ann Nevero	City of St. Helena
Peter White	City of St. Helena
Lewis Chilton	Town of Yountville
John Dunbar	Town of Yountville

Members Absent:

Leon Garcia	City of American Canyon
Chris Canning	City of Calistoga

Non-Voting Member Absent:

JoAnn Busenbark	Paratransit Coordinating Council
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4. Public Comment

None.

MSC - Motioned, Seconded, and Unanimously Carried

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

MTC Commission Update

Board Member Bill Dodd

Reported on MTC activities to date.

6. Directors Update

Kate Miller, Executive Director

Provided an update on the Soscol Gateway Transit Center restrooms.

Announced that staff has been working on updating the NCTPA policies & procedures manual and anticipates that it will be completed by the May Board meeting.

Announced that NCTPA issued a Request for Proposal (RFP) for on-call security services which will likely be used during the Bottle Rock four day event. Security services may also be used from time to time when other events are held at the fairgrounds.

Announced MTC Open houses and public hearings on Plan Bay Area. The Napa event will be held at the Elks Lodge on April 8th.

Announced that public workshops on the St. Helena Shuttle will be held in St. Helena on March 20th at 7:00 pm and on March 27th at 1pm.

Provided an update on the Jameson Canyon project funding.

7. Caltrans' Update

Ahmad Rahimi and Kelly Hirschberg, Caltrans, provided an update on the status of various projects located throughout the County

8. CONSENT ITEMS (8.1 – 8.5)

Board Member White requested that the minutes of February 20, 2013 be corrected to reflect that both he and Board member Nevero were in attendance.

MSC* WHITE / CHILTON to APPROVE, with DUNSFORD ABSTAINING, Consent Items 8.1-8.5 with the corrections to the minutes of February 20, 2013 as stated above.

Board member Dodd requested that a policy be established stating that if a member was absent from a meeting, abstaining from voting to approve that meetings minutes would be automatic.

8.1 Approval of Meeting Minutes of February 20, 2013

Board action approved the meeting minutes of February 20, 2013 with the requested corrections that the minutes reflect that Members White and Nevero were in attendance.

8.2 Approval to Remove 1997 Dodge Intrepid Fixed Asset from NCTPA Fixed Asset Inventory List

Board action approved the removal of Agency vehicle from the fixed assets inventory and its dispose currently valued at \$182, in accordance with NCTPA policy.

8.3 Approval of Resolution No. 13-03 Authorizing the Submittal of a Federal Transit Administration (FTA) Section 5311 Grant Application

Board action approved Resolution No. 13-03 authorizing the agency to submit a grant application for FTA Section 5311 funds in the amount of \$303,427 for FY 2013-14 operating assistance for rural routes that serve the northern Napa County communities of Yountville, St. Helena and Calistoga.

8.4 Approval of Resolution No. 13-04 Authorizing the Submittal of a Proposition 1B – California Emergency Management Agency (Cal EMA) Governor's Office of Homeland Security Grants for FY 2011-12 and FY 2012-13

Board action approved Resolution No. 13-04 authorizing the submittal of a FY 2011-12 and FY 2012-13 Cal EMA Investment Justification grant application in the amount of \$19,606 for the purchase of Security Equipment at the Soscol Gateway Transit Center (SGTC).

8.5 Approval of Resolution No. 13-05 Amending the NCTPA FY 2012-13 Budget

Board action approved Resolution No. 13-05 amending the FY 2012-13 to increase the Maintenance: Buildings and Improvements budget by \$25,000 for maintenance costs associated with the Soscol Gateway Transit Center restroom facilities upkeep and installation of locking mechanisms.

9. REGULAR AGENDA ITEMS

Chair Caldwell announced that the Board will be taking Items 9.8 & 9.9 after Item 9.2.

9.1 2013 Federal and State Legislative Program and Project Priorities

Board action approved the 2013 State and Federal Legislative Advocacy programs.

MSC* DUNSFORD / WHITE to APPROVE the 2013 State and Federal Legislative Advocacy programs.

9.2 State Legislative Update & Bill Matrix

Steve Wallauch of Platinum Associates provided a summary of State legislative activities and reviewed the bill matrix for Board consideration.

MSC* DODD / DUNSFORD to APPROVE the recommendations on pending state bills.

9.8 VINE Performance and Service Standards and Policies

Staff reviewed the proposed VINE performance and service standards and policies. Board member Nevero requested that the Service Span for Local (Routes 1-11) Service Type be changed to 5 am to 9 pm (from 7 am to 7 pm) to accommodate more work schedules of employees in the hospitality/hotel/agricultural industries.

MSC* NEVERO / BENNETT to APPROVE adopting the VINE performance and service standards and policies with the change to the Service Span for Local (Routes 1 through 11) Service Type as stated above.

9.9 Approval of Resolution No. 13-07 Authorizing the Submittal of a Federal Transit Administration (FTA) Section 5317 Grant Application

Board action authorized the submittal of a FTA Section 5317 Grant Application to establish a Volunteer Mileage Reimbursement program.

MSC* BENNETT / NEVERO to APPROVE Resolution No. 13-07 (Attachment 1) authorizing the submittal of a FTA Section 5317 Grant Application in the amount of \$200,000 to establish a Volunteer Mileage Reimbursement program.

9.3 Priority Development Area (PDA) Investment and Growth Strategy

Information Only / No Action Taken

Staff reviewed the Draft PDA Investment and Growth Strategy. The final version will be brought back to the Board for approval at the April 17th meeting.

9.4 Approval Resolution No. 13-06 Adopting the One Bay Area Program (OBAG) Final Projects for Napa County

Staff reviewed the final OBAG Projects for FY 2012-13 through 2015-16.

Request was made that funding table included in Resolution No. 13-06 be revised replacing the Local Match column with a Other Funds column so that the Funding Request and Other Funds equal the Project Total as shown below:

Agency	Project	Year requested	Funding		
			Funding Request STP/CMAQ/TA	Other Funds	Project Total
City of Napa	California Roundabouts	13/14-15/16	\$1,740,261	\$2,778,739	\$4,519,000
City of Napa	Napa North/South Bike Connection	13/14	\$300,000	\$584,000	\$884,000
American Canyon	Eucalyptus Drive Complete Streets Improvements	13/14-15/16	\$1,153,928	\$3,369,072	\$4,523,000
County of Napa	Silverado Trail Phase "H" Overlay	14/15	\$793,811	\$890,189	\$1,684,000
TOTAL			\$3,988,000		\$11,610,00

MSC - DUNBAR / WHITE to **APPROVE** Resolution No. 13-07 adopting the final OBAG Projects for FT 2012-13 with the revision to the Resolution as shown above.

9.5 Joint Powers Authority (JPA) Agreement Weighted Vote Review

Information Only / No Action Taken

Staff reviewed the JPA Agreement which established the NCTPA Board's Weighted Voting.

Board member Bennett suggested that a sub-committee of the Board be established for the purpose of reviewing and revising the Joint Powers Authority (JPA) Agreement Governing Board weighted voting structure.

9.6 Request for Proposal for Professional Legal Services RFP 2012-05

Board action rejected all proposals received in response to RFP 2012-05, Request for Professional Legal Services.

MS CHILTON / WHITE to APPROVE, with **DUNBAR OPPOSING**, rejecting all proposals received in response to RFP 2012-05 Request for Professional Legal Services.

9.7 State Route 29 (SR 29) Corridor Projects Status

Information Only / No Action Taken

Staff provided an update on all transportation projects along the SR 29 Gateway Corridor study area.

10. INTERJURISDICTIONAL ISSUES FORUM

10.1 Interjurisdictional Issues Discussion Forum and Information Exchange

No Reports Given.

11. FUTURE AGENDA ITEMS

Board member Bennett requested staff to agendize her request for establishing a sub-committee for the purpose of reviewing and revising the Joint Powers Authority (JPA) Agreement Governing Board weighted voting structure.

12. ADJOURNMENT

12.1 Approval of Meeting Date of April 17, 2013 and Adjournment

The next regular meeting will be held Wednesday April 17 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 4:48 p.m.


Karaly E. Sanderlin, NCTPA Board Secretary