

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, May 16, 2012

ITEMS

1. Call to Order

Chair Caldwell called the meeting to order at 1:40 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited at the preceding Napa Valley Transportation Authority meeting.

3. Roll Call

Members Present:

Leon Garcia	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles	City of Calistoga
Jim Krider	City of Napa
Jill Techel	City of Napa
Keith Caldwell	County of Napa
Bill Dodd	County of Napa
Del Britton	City of St. Helena
Peter White	City of St. Helena
Margie Monier	Town of Yountville
Lewis Chilton	Town of Yountville

Members Absent:

Joan Bennett	City of American Canyon
--------------	-------------------------

Non-Voting Member Present:

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

4. Public Comment – None

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

MSC - Motioned, Seconded, and Unanimously Carried

MTC Commission Update

Board Member Bill Dodd

Reported on MTC activities to date.

6. Directors Update

Paul W. Price, Executive Director

Provided an update on the Soscol Gateway Transit Center project.

Provided an update on the Jameson Canyon Project.

7. Caltrans Update

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

8. PRESENTATION

8.1 Presentation by the Metropolitan Transportation Commission (MTC) on the Clipper Card

Edward Meng, Consultant for MTC Clipper Card, provided a brief presentation on the implementation of the Clipper Card in Napa County.

9. CONSENT ITEMS (9.1 – 9.14)

Item 9.10 was pulled from Consent and will be brought back for Board review/approval at a future date.

MSC / GINGLES / DUNSFORD to APPROVE Consent Items 9.1-9.9 and 9.11-9.14

9.1 Approval of Meeting Minutes of February 15, 2012 and March 21, 2012

Board action approved the meeting minutes of February 15, 2012 and March 21, 2012.

9.2 Approval of Resolution No. 12-11 Authorization to Execute a Master Agreement and Program Supplements with the California Department of Transportation (Caltrans) for State-Funded Transit Projects

Board action authorized the execution of a Master Agreement with Caltrans for state-funded transit projects.

9.3 Lifeline Transportation Program List

Board action approved (1) Resolution No. 12-14 authorizing the execution of the projects under the Lifeline Transportation Program and (2) Resolution No. 12-15 authorizing the filing of an application for Federal Surface Transportation Program (STP) and/or Congestion Mitigation and Air Quality Improvement (CMAQ) Funding and committing the necessary non-federal match and stating the assurance to complete the project.

9.4 NCTPA Policies, Practices, and Procedures: Sub-Recipient Monitoring Policy

Board action adopted the NCTPA Policies, Practices, and Procedures: Sub-recipient Monitoring Policy.

9.5 Sub-recipient Funding Agreement with California Vanpool Authority (CalVans)

Board action approved a sub-recipient funding agreement with CalVans.

9.6 Request to Substitute Subcontractor

Board action approved the substitution of the landscape subcontractor for the Soscol Gateway Transit Center project.

9.7 Transportation Development Act Article 3 (TDA-3) Projects for FY 11-12

Board action approved Resolution No. 12-16 & Resolution No. 12-17 applying for \$351,000 in TDA-3 funds for FY 11/12.

9.8 Approval of Amended Disadvantage Business Enterprise (DBE) Program

Board action approved an amendment to the NCTPA DBE program which adds the required Small Business Participation element, Section 26.39, to the existing program.

9.9 Supplemental Work Authorization No 4 to Work Authorization No. 1 NCTPA Agreement No. 10-23P001 with Mark Thomas and Company, Inc. for Work Associated with On-Call Engineering and Project Delivery Services

Board action approved a supplemental work authorization with Mark Thomas and Company Inc. for the redesign of the Ticket Sales Office in the amount of \$6,579.00, raising the total value of contract No. 10-23P001 to \$840,276.00.

9.10 Approval of Memorandum of Understanding (MOU) with the City of Napa

Item 9.10 was pull from Consent and will be brought back for Board review/approval at a future date.

9.11 Letter of No Prejudice (LONP) from Caltrans to Purchase Public Transit Vehicles

Board action approved Resolution No. 12-18 authorizing the Executive Director to submit a request to Caltrans for the issuance of a Letter of No prejudice to proceed with the purchase of public transit vehicles through the Public Transportation Modernization, Improvement, and Service Enhancement (PTMISE) Account Bond Program.

9.12 VINE/VINE Go Transit Services Ridership Report

Information Only / No Action Taken

Staff provided the Board with transit services ridership data.

9.13 Approval of Resolution No. 12-19 Authorizing FY 12/13 Blanket Purchase Agreements (BPA's) for Planning and Transit Services

Board action approved the FY 12/13 BPA's in an amount not to exceed \$1,687,900.

9.14 Award of Contract for Website Redesign and Maintenance Services

Board action approved a Professional Services Contract with Fluid NRG, Inc for website redesign, development, implementation and maintenance services at an amount not to exceed \$83,318.

10. PUBLIC HEARING

10.1 Continuation of Public Hearing on Napa Transit Routes Service Redesign

Chair Caldwell announced the continuation of the Public Hearing on the proposed VINE Transit Routes Service enhancements for the City of Napa. Further, Chair Caldwell announced receiving a letter from the Healthy Aging Population Initiative (HHAPI) coalition expressing their support for the proposed VINE Transit Routes Service Redesign.

Being no further Public Comment, Chair Caldwell closed the Public Hearing at 2:03 p.m.

MSC* TECHEL / DODD to **APPROVE** the recommended service design changes for local bus routes in the City of Napa and the reconfiguration of Route 10.

10.2 Public Hearing on the Potential Discontinuation of VINE Route 20

Chair Caldwell opened the Public Hearing at 2:05 p.m.

Staff reported that the VINE Route 20 is a limited service commuter route that was established in May 2011 in response to a request from a local flight training school that indicated if the route were established it could anticipate significant ridership justifying its creation. With the closure of the flight training school, ridership has diminished from over 900 riders a month to approximately 1 rider a day.

Being no Public Comment Chair Caldwell closed the Public Hearing at 2:06 p.m.

MSC* GINGLES / GARCIA to **APPROVE** discontinuing the VINE Route 20 service effective June 1, 2012.

10.3 Public Hearing on and Adoption of Napa Countywide Bicycle Plan and California Environmental Quality Act (CEQA) Document

Chair Caldwell opened the Public Hearing at 2:08 p.m.

Staff reviewed the Countywide Bicycle Plan environmental document – Initial Study/Mitigated Negative Declaration (IS/MND).

Mike Costanzo, Napa County Bicycle Coalition, spoke in support of the Napa Countywide bicycle Plan and urged the Board to adopt the plan.

Being no further Public Comment, Chair Caldwell closed the Public Hearing at 2:15 p.m.

MSC* BRITTON / GARCIA to **APPROVE** (1) Resolution No. 12-20 adopting the new Countywide Bicycle Plan environmental document – Initial Study/Mitigated Negative Declaration (IS/MND); and (2) directing staff to circulate a Notice of Decision; and (3) adopting the Countywide Bicycle Plan as the NCTPA bicycle policy.

10.4 Public Hearing Public Hearing and Approval of Resolution No. 12-21 Authorizing the Application for Federal Transit Administration (FTA) Section 5311(f) (49 U.S.C. Section 5311(f)) with California Department of Transportation

Chair Caldwell opened the Public Hearing at 2:16 p.m.

Resolution No. 12-21 will authorize the agency to submit a grant application for FTA Section 5311(f) funds in the amount of \$300,000 towards the operating costs of a new intercity bus service linking Napa and Suisun City via Fairfield.

Being no Public Comment, Chair Caldwell closed the Public Hearing at 2:23 p.m.

MSC* DODD / GINGLES to APPROVE Resolution No. 12-21 authorizing the agency to submit a grant application for FTA funds in the amount of \$300,000 towards the partial operating costs of a new commuter express service linking Napa and Suisun City.

11. REGULAR AGENDA ITEMS

11.1 Napa Subregion Sustainable Communities Strategy (SCS) and Regional Housing Needs Allocation (RHNA) Draft Methodology

Board action approved the subregional draft methodology for public comment and review.

MSC* GINGLES / TECHEL to APPROVE, as representing the Napa Subregion, the Napa Subregion Sustainable Communities Strategy and Regional Housing Needs Allocation Draft Methodology for public comment and review.

11.2 Alternate Representative to the Board of Directors of the California Vanpool Authority (CalVans)

Board action appointed the Executive Director or his/her designee as the alternate representative to the CalVans Board of Directors replacing Paul W. Price upon his retirement.

MSC* KRIDER / WHITE to APPROVE the NCTPA Executive Director or his/her designee as the alternate representative to the CalVans Board of Directors.

11.3 Board Action to Oppose Senate Bill 1149 (DeSaulnier) – Bay Area Regional Commission

Board action authorized the NCTPA Chair to submit a letter in opposition to SB 1149.

MSC* KRIDER / WHITE to APPROVE (1) opposing SB 1149 (DeSaulnier), (2) authorizing the Chair to send a letter of opposition to SB 1149 and (3) recommending that each jurisdiction take action to oppose SB 1149.

12. INTERJURISDICTIONAL ISSUES FORUM

12.1 Interjurisdictional Issues Discussion Forum and Information Exchange

No Reports Given

13. ADJOURNMENT

13.1 Approval of Meeting Date of June 20, 2012 and Adjournment

The next regular meeting will be held Wednesday June 20, 2012 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 2:50 p.m.


Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED