



625 Burnell Street, Napa CA 94559

## Napa County Transportation and Planning Agency (NCTPA)

### Board of Directors

### MINUTES

Wednesday, May 21, 2014

#### ITEMS

**1. Call to Order**

Vice Chair Dunbar called the meeting to order at 1:33 p.m.

**2. Pledge of Allegiance**

Vice Chair Dunbar lead the salute to the flag.

**3. Roll Call**

Members Present:

Voting Power

Joan Bennett	City of American Canyon	(2)
Leon Garcia	City of American Canyon	(2)
James Barnes	City of Calistoga	(1)
Chris Canning	City of Calistoga	(1)
Jill Techel	City of Napa	(5)
Keith Caldwell	County of Napa	(2)
Mark Luce	County of Napa	(2)
Ann Nevero	City of St. Helena	(1)
Peter White	City of St. Helena	(1)
John Dunbar	Town of Yountville	(1)
Margie Mohler	Town of Yountville	(1)

Members Absent: None

Scott Sedgley	City of Napa	(5)
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Non-Voting Member Present:

Beth Kahiga	Paratransit Coordinating Council	(0)
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**4. Public Comment**

None

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

No Updates given

**6. Director's Update**

*Kate Miller, Executive Director*

Announced that at its annual conference this week, the California Association for Coordinated Transportation (CalAct) honored the VINE and its family of transportation services with the Outstanding Transportation Agency of the year award

Announced that the NCTPA will be extending the hours on VINE Routes 8, 10, and 11 during the Bottlerock event. Night services will be extended to midnight on Friday and Saturday and until 10:15 pm on Sunday. There is a link to [www.ridethevine.com](http://www.ridethevine.com) on the BottleRock site and NCTPA is marketing the extended service on radio stations and print media throughout the Bay Area.

Announced that Zipcar is coming soon to the Soscog Gateway Transit Center. There will be two committed parking spots for the operation on the north side of the parking lot. The two cars will be hybrids. The soft opening is on June 2 for existing members with the grand opening occurring in conjunction with the June 18<sup>th</sup> Board meeting.

**7. Caltrans' Update**

No oral report given, however, provided for review was the May 2014 Caltrans Reporting Memo.

**8. CONSENT ITEMS (8.1 – 8.4)**

**MOTION MOVED** by MOHLER **SECONDED** by CANNING to **APPROVE**, with GARCIA **ABSTAINING**, Consent Items 8.1. **Motion Passed 17-0.**

**MOTION MOVED** by MOHLER **SECONDED** by CANNING to **APPROVE** Consent Items 8.2-8.4. **Motion Passed 19-0.**

**8.1 Approval of Meeting Minutes of April 16, 2014**

**8.2 Approval of NCTPA Communications and Public Affairs Policies and Procedures Manual**

Board action approved the Agency's Communications and Public Affairs policies and procedures.

**8.3 Sub-Recipient Funding Agreements with the Napa County Office of Education (NCOE)**

Board action approved a sub-recipient funding agreement with the Napa County Office of Education (NCOE) for the Safe Routes to School (SRTS) project. NCTPA serves as the pass through agency for the SRTS funds.

**8.4 Approval of NCTPA Agreement No. 14-05 with Lamar Transit Advertising**

Board action authorized the Executive Director to enter into an agreement with Lamar Transit Advertising for provision of bus and bus shelter advertising services. NCTPA will receive revenues generated from the exclusive use of buses and bus shelters for commercial advertising.

**9. PUBLIC HEARING**

**9.1 Public Hearing on the NCTPA FY 2014-15 Budget, Approval of Resolution No. 14-12 Adopting the NCTPA FY 2014-15 Budget, and Approval of Resolution No. 14-13 Authorizing the Filing with the Metropolitan Transportation Commission (MTC) for Allocation of Transit Development Act (TDA), State Transit Assistance (STA), and Regional Measure 2 (RM2) Funds**

Staff reviewed the final NCTPA FY 2014-15 Budget. Revisions since the first reading on April 16, 2014 include:

- (1) Addition of \$250,000 to the Planning/Professional Services Budget (Congestion Management Authority) to increase the Pedestrian Focused Active Transportation Plan from \$50,000 to \$300,000.
- (2) Addition of \$167,000 (Capital Projects) for purchase of PODS Wheelchair restraint devices using \$121,000 in grant funding and \$46,000 in TDA Capital.

Chair Caldwell opened the Public Hearing at 1:45 p.m.

Board requested information on the marketing budget and discussion followed on the types of marketing the NCTPA has/will purchase.

Being no public comment, Chair Caldwell closed the Public Hearing at 1:53 p.m.

**MOTION MOVED** by **DUNBAR SECONDED** by **CANNING** to **APPROVE**, Resolution No. 14-12 adopting the NCTPA FY 2014-15 budget of \$21,012,400. **Motion Passed 19-0.**

**MOTION MOVED** by **WHITE SECONDED** by **GARCIA** to **APPROVE**, Approve Resolution No. 14-13 Authorizing the Filing with the MTC for Allocation of TDA, STA, RM2 funds. **Motion Passed 19-0.**

**10. REGULAR AGENDA ITEMS**

**10.1 Update on Vision 2040: Moving Napa Forward (2015 Countywide Transportation Plan (CWTP) Progress**

The Board received an update on the progress on the Vision 2040: Moving Napa Forward Plan development.

**10.2 Chair & Vice Chair Nominating Committee for FY 2014-15**

Board action appointed Members Techel, Garcia, and Caldwell to a nominating committee for the selection of the NCTPA chair and vice chair for FY 2014-15.

**MOTION MOVED** by **DUNBAR SECONDED** by **GARCIA** to **APPROVE** the appointed Members Techel, Garcia, and Caldwell to nominating committee for the selection of the NCTPA chair and vice chair for FY 2014-15. **Motion Passed 19-0.**

**10.3 Legislative Update and State Bill Matrix**

The Board received the monthly Federal and State Legislative Update and approved staff recommendations on state bills as provided in the bill matrix (Attachment 2) but with additional changes noted by Executive Director Miller.

**MOTION MOVED** by **GARCIA SECONDED** by **CANNING** to **APPROVE** staff recommendations on state bills as provided in the bill matrix (Attachment 2) with noted changes. **Motion Passed 19-0.**

Janice Killion, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session for the item as noted in the agenda (Conference with Real Property Negotiator) and that no reportable action is expected.

Adjourned to Close Session at 2:22 p.m.

**11. CLOSED SESSION**

**11.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)**

Property: APN 046-370-024-000

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Joe Carter, Boca Company

Under Negotiation: Price and terms of payment

Adjourned to Open Session at 2:45 p.m.

Chair Caldwell, reported there was no reportable action associated with the closed session item.

**12. ADJOURNMENT**

**12.1 Approval of Regular Meeting Date of June 18, 2014 and Adjournment**

The next regular meeting will be held Wednesday June 18, 2014 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 2:45 p.m.

  
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Karalyn E. Sanderlin, NCTPA Board Secretary