



625 Burnell Street, Napa CA 94559

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, June 19, 2013

ITEMS

1. Call to Order

Chair Caldwell called the meeting to order at 1:30 p.m.

2. Pledge of Allegiance

Chair Caldwell led the salute to the flag

3. Roll Call

Members Present:

Voting Power

Leon Garcia	City of American Canyon	(1)
Joan Bennett	City of American Canyon	(1)
Chris Canning	City of Calistoga	(1)
Scott Sedgley	City of Napa	(4)
Jill Techel	City of Napa	(6)
Keith Caldwell	County of Napa	(2)
Bill Dodd	County of Napa	(2)
Mario Sculatti	City of St. Helena	(1)
Peter White	City of St. Helena	(1)
Lewis Chilton	Town of Yountville	(1)
Margie Mohler	Town of Yountville	(1)

Members Absent:

Michael Dunsford	City of Calistoga	(1)
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Non-Voting Member Present:

JoAnn Busenbark	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

MTC Commission Update

Board Member Bill Dodd

Reported on MTC activities to date.

6. Director's Update

Kate Miller, Executive Director

Reported that NCTPA received its first power bill since the commissioning of the solar panels on the SGTC roof top (for the billing period 4/24 – 5/21/13). The solar panels produced 93% of the electricity used by the SGTC, and reduced the Agency's power bill costs from the \$350.12 of the previous 13 days to just \$41.31 for the following 15 days, an 88% reduction in cost.

Reported the agency received its permanent occupancy certificate (for the Soscol Gateway Transit Center) from the City of Napa and will prepare a notice of acceptance for consideration at the July Board meeting.

Reported this month's VINE ridership is the 6th consecutive month of double digit ridership increases. System wide there was a 25% increase. The VINE commuter routes were up 26.4% and the VINE local routes were up 26% over same time last year.

7. Caltrans' Update

No oral report given. The June 2013 Caltrans Reporting Memo was provided for review.

8. CONSENT ITEMS (8.1 – 8.5)

MOTION MOVED by BENNETT, SECONDED by GARCIA, with CANNING and CHILTON ABSTAINING, to APPROVE Consent Items 8.1 – 8.5. Motion Passed 19-0.

8.1 Approval of Meeting Minutes of May 15, 2013

8.2 Approval of Amendment to the Rental Agreement with the Napa Valley Exposition

Board action approved an amendment to the agreement with the Napa Valley Exposition, extending the VINE bus parking lease for six (6) months, in an amount not to exceed \$12,000.

8.3 Approval of NCTPA Agreement No. 13-08 with Circlepoint

Board action approved an agreement with Circlepoint for on-call marketing and public relations services in an amount not to exceed \$227,000.

8.4 Approval of Resolution No. 13-11 Authorizing the FY 2013-14 Blanket Purchase Agreements (BPA) for Planning and Transit Services

Board action approved Resolution No. 13-11 authorizing the FY 2013-14 BPA's for the Planning and Public Transit fund for various vendor services that are of reoccurring and routine nature in an amount not to exceed \$2,028,400.

8.5 Safe Routes to School (SRTS) Resolution of Local Support

Board action approved the Safe Routes to School Resolution of Local Support.

Due to 1:45 p.m. time certain for Public Hearing, Items 10.1 and 10.2 were taken before Item 9.1.

10. REGULAR AGENDA ITEMS

10.1 Legislative Update and State Bill Matrix

Staff reviewed the monthly Legislative and State Bill Matrix. No action taken, State Bill positions remain unchanged from the May 15, 2013 positions.

10.2 Approval of Amendment #8 of the Transit Services Agreement No. 10-01 between the Napa County Transportation and Planning Agency (NCTPA) and Veolia Transportation Inc.

Staff reviewed Amendment #8 to Agreement No. 10-01 which will allow for additional vehicle maintenance and customer service staff support in an amount not to exceed \$230,182.

MOTIONED MOVED by CHILTON, SECONDED by WHITE to APPROVE Amendment #8 of Transit Service Agreement No. 10-01 authorizing the Executive Director to execute said amendment with the maximum compensation not to exceed \$230,182 for additional vehicle maintenance and customer service staff support. **Motion Passed 21-0.**

9. **PUBLIC HEARING**

9.1 **Public Hearing and First Reading of NCTPA Ordinance 2013-01**

Chair Caldwell opened the Public Hearing at 1:47 p.m.

Janice Killion, NCTPA Legal counsel, reviewed the proposed ordinance permitting parking in NCTPA parking facilities, prohibiting smoking at the Soscol Gateway Transit Center, and restricting access to the Soscol Gateway Transit Center's Bus Bays exclusively to VINE vehicles.

The Board will approve final adoption of NCTPA Ordinance 2013-01 at the July 17, 2013 meeting.

Being no Public Comment, Chair Caldwell closed the Public Hearing at 1:48 p.m.

The NCTPA Board Secretary read the Ordinance Title.

MOTIONED MOVED by **CHILTON**, **SECONDED** by **DODD** to **APPROVE** waiving the balance of the reading of the Ordinance. **Motion Passed 21-0.**

MOTIONED MOVED by **CHILTON**, **SECONDED** by **GARCIA** to **APPROVE** the intent to adopt NCTPA Ordinance 2013-01. **Motion Passed 21-0.**

10. **REGULAR AGENDA ITEMS**

10.3 **Transportation Development Act Article 3 (TDA-3) Call for Projects**

Board action approved the TDA-3 Call for Projects.

MOTIONED MOVED by **BENNETT**, **SECONDED** by **GARCIA** to **APPROVE** the Transportation Development Act Article 3 (TDA-3) Call for Projects. **Motion Passed 21-0.**

10.4 **Approval of Work Authorization No. 5 to Contract No. 12-29 for On-Call Engineering and Architectural Services**

Work Authorization No. 5 to Contract 12-29 will award the Environmental Studies and 95% design work for the Solano Avenue Bike Path Project to Riechers Spence & Associates in an amount not to exceed \$765,600.

MOTIONED MOVED by **CHILTON**, **SECONDED** by **DODD** to **APPROVE** Work Authorization No. 5 to Contract No. 12-29 issued pursuant to RFQ 2012-03 for On-Call Engineering and Architectural Services for the design

and environmental clearance of the "Solano Avenue Segment" of the Napa Valley Vine Trail in an amount not to exceed \$765,600 and direct the NCTPA Executive Director to enter into an agreement with Riechers Spence & Associates to complete the Task Order. **Motion Passed 21-0.**

10.5 Update on Management and Workflow Software to Manage the Electronic Dissemination of Board Agendas

Information Only / No Action Taken

Staff provided a brief description of the services provided by Granicus Inc. for provision of Government Agenda Management & Workflow software (Legislative Management Suite) and Audio/Video Streaming Solutions (Granicus Open Platform).

10.6 NCTPA FY 2012-13 Third Quarter Financial Statements

Information Only / No Action Taken

Staff provided a review of the NCTPA FY 2012-13 Third Quarter Financial statements.

10.7 New Flyer Bus Fleet Update

Information Only / No Action Taken

Staff provided an update on the current status of maintenance issues of the eight New Flyer buses.

11. INTERJURISDICTIONAL ISSUES FORUM

11.1 Special Presentation

Carol Poole Napa Valley CanDo, and Julie Lucido, City of Napa, gave a presentation on the campaign to phase out the distribution of single-use carryout bags within Napa County.

11.2 Interjurisdictional Issues Discussion Forum and Information Exchange

No Reports Given.

12. CLOSED SESSION

At the request of Chair Caldwell, Item 12.1 was tabled until the September 18, 2013 meeting.

**12.1 PUBLIC EMPLOYEE
PERFORMANCE EVALUATION
(Government Code Section 54957)**

Title: Executive Director

13. **FUTURE AGENDA ITEMS**

None.

14. **ADJOURNMENT**

14.1 **Approval of Meeting Date of July 17, 2013 and Adjournment**

The next regular meeting will be held Wednesday July 17, 2013 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 3:00 p.m.



Karaly E. Sanderlin, NCTPA Board Secretary

APPROVED