

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

**Board of Directors**

**MINUTES**

**Wednesday, July 18, 2012**

**ITEMS**

**1. Call to Order**

Vice Chair Jack Gingles called the meeting to order at 1:35 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
Joan Bennett	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles	City of Calistoga
Jill Techel	City of Napa
Bill Dodd	County of Napa
Mark Luce	County of Napa
Del Britton	City of St. Helena
John Dunbar	Town of Yountville
Margie Mohler	Town of Yountville

Members Absent:

Jim Krider	City of Napa
Peter White	City of St. Helena

Non-Voting Member Present:

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

**4. Public Comment**

Synthia Smith, Napa resident, shared her concerns with how passengers will be notified on the VINE route restructure once the new transit center built.

**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 progress of the Socol Gateway Transit Center project.

Provided a legislative update.

**7. Caltrans Update**

Ahmad Rahimi, Caltrans, provided an update on the status of various projects located throughout the county

**8. PRESENTATION**

**8.1 Presentation by Solano-Napa Commuter Information (SNCI) on Napa's Green Commute Challenges**

Staff from Solano-Napa Commuter Information gave a presentation on the Napa Green Commute Challenge. By participating in the commute challenge, employers and employees within the county of Napa can earn rewards by commuting on at least 30 workdays between September 1 and November 30, 2012.

**9. CONSENT ITEMS (9.1 – 9.8)**

**MSC\* TEHEL / GARCIA to APPROVE** Consent Items 9.1-9.8.

**9.1 Approval of Meeting Minutes of June 20, 2012**

Board action approved the meeting minutes of June 20, 2012.

**9.2 Notice of Completion for the Transit Bus Yard Asphalt Repair NCTPA No. 11-25**

Board action authorized the Chair sign the Notice of Completion for the repaving of the VINE Transit Yard.

**9.3 Clarification of Award of Contract for Website Redesign and Maintenance Services**

Board action approved the corrected contract with Fluid NRG, Inc. for website redesign, development, implementation, and maintenance services in an amount not to exceed \$83,318, which previously omitted the winning proposal from the original board report and attachment.

**9.4 Grant of Easement for Bus Stop and Shelter on Gasser Drive**

Board action approved the grant of easement for the purpose of bus shelter placement.

**9.5 Request for Qualification for On-Call Planning**

Board action approved the release of a RFQ for On-Call Planning consultant services.

**9.6 Approval of Agreement with Dyett and Bhatia, Urban and Regional Planners**

Board action approved a contract agreement with Dyett and Bhatia, Urban and Regional Planners, for the Community-Based SR29 Gateway Corridor Improvement Plan Study in an amount not to exceed \$ 297,544.

**9.7 Approval of Work Authorization No. 4 of the Professional Services Agreement No. 10-23P001 with Mark Thomas & Company for Engineering and Design Support Work on the Hub Signage Project**

Board action approved a Work Authorization with Mark Thomas & Company in the amount not to exceed \$69,225 for engineering and design support work to be performed for the Hub Signage Project.

**9.8 VINE/VINE Go Transit Services Ridership Report**

*Information Only / No Action Taken*

The monthly transit services ridership data was provided for Board review.

**10. PUBLIC HEARING**

**10.1 Public Hearing and Approval of Resolution No. 12-23 Adopting the Final Methodology for the Regional Housing Needs Allocation (RHNA) for the Napa Subregion**

Staff provided an update on the RHNA process to date. Recommendation from staff was that the Board adopt the final methodology and authorize NCTPA to formally release the draft allocations after the Association of Bay Area Governments (ABAG) Executive Board takes action on Thursday July 19, 2012.

Vice Chair Gingles opened the Public Hearing at 2:28 p.m.

Being no Public Comment, Vice Chair closed the Public Hearing at 2:28 p.m.

**MSC\* GARCIA / BRITTON to APPROVE** Resolution No. 12-23 adopting the Final Methodology for the Regional Housing Needs Allocation (RHNA) for Napa Subregion cycle 2014-2022, and authorizing NCTPA to formally release the draft allocations to the member jurisdictions after the Association of Bay Area Governments (ABAG) Executive Board takes action on Thursday July 19, 2012.

**11. REGULAR AGENDA ITEMS**

**11.1 Report on the Napa County Transportation and Planning Agency 2012 Follow Up Accountant's Report on Applying Agreed-Upon Procedures for the Period of July 1, 2011 to March 13, 2012**

Bob Minahen, Napa County Assistant Auditor-Controller provided a review of the follow-up Audit report and findings prepared by the County of Napa Auditor Controllers office.

**MSC\* GARCIA / BENNETT to APPROVE** accepting and instructing the Secretary of the Board to file the 2012 Follow-Up Report for the Agency for the period of July 1, 2011 to March 13, 2012.

## **11.2 Approval to Purchase Six (6) Vehicles for the VINE Fleet**

**MSC\* BRITTON / BENNET** to (1) approve the purchase of six (6), 35' El Dorado Access buses from Creative Bus Sales, (2) authorize the Executive Director to purchase either Compressed Natural Gas (CNG) or clean diesel buses depending upon the outcome of an analysis of the overall costs and benefits to transit operations; and (3) authorize the Executive Director to issue a purchase agreement with Creative Bus Sales under NCTPA's membership with CalACT (California Association for Coordinated Transportation) MBTA/CalACT vehicle purchasing cooperative not to exceed \$2,759,000.

## **12. INTERJURISDICTIONAL ISSUES FORUM**

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

Board Members shared specific new projects with interjurisdictional impacts.

## **13. CLOSED SESSION**

Janice Killion, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session for one item as noted in the agenda (Conference with Real Property Negotiator (Government Code Section 54956.8))

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

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

Property: Trancas Park and Ride 04278-120612

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Anthony J. Giaccio, Napa Valley Wine Train Inc., a California Corporation

Under Negotiations: Price and terms of payment.

Adjourned to Open Session at 3:04 p.m.

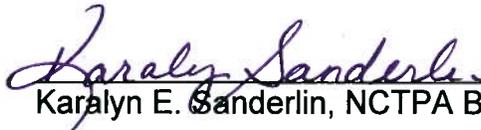
Janice Killion, NCTPA Legal reported that there was no reportable action taken during closed session.

**14. ADJOURNMENT**

**14.1 Approval of Meeting Date of September 19, 2012 and Adjournment**

The next regular meeting will be held Wednesday September 19, 2012 at 3:04 p.m.

The meeting was adjourned by Vice Chair Gingles at 3:04 p.m.

  
\_\_\_\_\_  
Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED