

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, July 20, 2011

ITEMS

1. Call to Order

Chair Keith Caldwell called the meeting to order at 1:33 p.m.

2. Pledge of Allegiance

The salute to the flag was recited during the NCTPA meeting.

3. Roll Call

Members Present:

| | |
|----------------|-------------------------|
| Leon Garcia | City of American Canyon |
| Jack Gingles | City of Calistoga |
| Jill Techel | City of Napa |
| Bill Dodd | County of Napa |
| Keith Caldwell | County of Napa |
| Peter White | City of St. Helena |
| Lewis Chilton | Town of Yountville |
| John Dunbar | Town of Yountville |

Members Absent:

| | |
|------------------|-------------------------|
| Joan Bennett | City of American Canyon |
| Michael Dunsford | City of Calistoga |
| Jim Krieger | City of Napa |
| Del Britton | City of St. Helena |

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

No Reports Given

6. Directors Update

Paul W. Price, Executive Director

Reported that the two public workshop for the RHNA process, one on July 12 and the other on July 14th, were a huge success with a large amount of people attend both.

Introduced Cheryl Drake, the new Veolia General Manager for Napa.

Introduced, Vishal Patel, NCTPA's new Accounting Technician.

Announced that a new VINE mid-size bus is on display in front of the NCTPA offices on Randolph Street and requested a 5 minute break so that Board Members and guests could view it.

7. Caltrans Update

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

8. CONSENT ITEMS (8.1-8.9)

At the request of Board Member Dunbar, Item 8.3 was pulled for further discussion.

MSC* GINGLES/TECHEL to APPROVE Consent Item 8.1-8.2 and 8.4-8.9

8.1 Legislative Report June 2011

8.2 California State Controller-Division of Accounting and Reporting 2009-10 Fiscal Year Single Audit Report Certification and Audit Finding Resolution

Board action approved the acceptance and filing of the California State Controller-Division of Accounting and Reporting 2009-10 Fiscal Year Single Audit Report Certification and Audit Finding Resolution.

8.3 Approval of Amendment 1 to the Napa County Transportation and Planning Agency (NCTPA) Agreement No. NCTPA 09-02

Board Member Dunbar asked for clarification if deleting the provision for automobile allowance and shifting the annually automobile allowance had an impact to the retiree pension level. Staff reported that there would be

*MSC - Motioned, Seconded, and Unanimously Carried

no impact to final retirement compensation as the automobile allowance was already factored into the employee's retirement compensation.

Board Member Dunbar further requested that, for transparency sake, items such as this in nature, dealing with salaries and/or compensation, be taken under Regular Items and not under Consent to allow for Board discussion and questions.

MSC* GINGLES / DUNBAR to APPROVE with DODD OPPOSING, Amendment 1 to the NCTPA Agreement No. NCTPA 09-02 deleting the provision for automobile allowance and shifting the annually automobile allowance of Five Thousand Four Hundred (\$5,400.00) dollars to compensation.

8.4 Approval of Public Improvement Reimbursement Agreement No. NCTPA 11-22 with the City of Napa for the Soscol Gateway Transit Center

Board action (1) Approved the Public Improvement Reimbursement Agreement No. NCTPA 11-22 with the City of Napa for the reimbursement by the Redevelopment Agency of certain project costs related to the Soscol Gateway Transit Center; and (2) Authorized the Executive Director to enter into a public improvement reimbursement agreement with the Napa Community Redevelopment Agency.

8.5 Approval to Extend the Call for Projects for the 2011-2012 Transportation Fund for Clean Air (TFCA) Program Manager Funds until September 12, 2011

Board action approved the Technical Advisory Committee's (TAC) recommendation of extending the call for TFCA projects for FY 2011-2012 until September 12, 2011.

8.6 Letter of No Prejudice for Proposition 1B Project

Board action authorized the Executive Director to submit a request to Caltrans for the issuance of a Letter of No Prejudice (LONP) to allow the agency's Proposition 1B funded Napa bus shelter project to move forward.

8.7 Service Agreement for Bus Shelter Advertising

Board action authorized the Executive Director to amend the scope of work and remuneration of the previously approved month-to-month service Agreement No. NCTPA 11-18 with City Bus Advertising, Inc. to

include bus shelter advertising. The agency will receive 35%-40% of gross shelter advertising sales revenue.

8.8 VINE Transit Services Ridership Report

Information Only / No Action Taken

Staff provided the board with transit services ridership data.

8.9 Approval of Appointment to the Bicycle Advisory Committee (BAC)

Board action approved the appointment of Jim Baker to the BAC to fill a vacancy for a representative from the Town of Yountville

9. REGULAR AGENDA ITEMS

PUBLIC HEARING

TIME CERTAIN 1:40 PM

9.1 Public Hearing and Approval of Resolution No. 11-17 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 2:03 p.m.

NCTPA initiated a study of its transit services throughout the valley in an attempt to identify potential route realignments and new routes to better address the transit needs of the general public. One new route identified was a commuter connector service between the new Napa Transit Center and park and ride lots and downtown Sonoma.

Staff reviewed the proposed VINE Napa/Sonoma Connection. This service will link Napa VINE's regional routes 10 and 29 (serving Vallejo Ferry and BART) with Sonoma's connections to Golden Gate Transit, Healdsburg In-City Transit, Petaluma Transit, Santa Rosa City Bus and Sonoma County Transit.

Being no Public Comment, Chair Caldwell closed the Public Hearing at 2:13 p.m.

MSC* DODD / GINGLES to APPROVE Resolution No. 11-17 authorizing the agency to submit a grant application for FTA Section 5311(f) funds in the amount of \$69,812 towards the partial operating costs of a new commuter express service linking Napa and Sonoma.

9.2 Agricultural Worker Vanpool Program (AWVP)

At the February 16, 2011 meeting, the Board directed staff to explore alternatives for the vanpool program for all commuters and return to the Board for direction. One option would be to join the California Vanpool Authority (CalVans), a statewide joint powers organization. CalVans provides vanpools to 14 counties throughout the State. The service provided by CalVans is similar to that currently provided by NCTPA via the Agricultural Worker Vanpool Program.

A representative of CalVans provided a PowerPoint presentation of the CalVans program

The Board directed staff to (1) explore the possibility of joining the California Vanpool Authority (CalVans) (2) provide recommendations of how to transfer title of up to four (4) vans and transitioning existing AWVP vans in operation to CalVans and (3) provide recommendations of how to dispose of the remaining six (6) AWVP vans. Further, that the recommendation for the implementation of a vanpool program for all commuters within Napa County as their origin or destination is to be brought back to the Board for their consideration at the September 7, 2011 meeting.

9.3 Authorization to Negotiate Used Bus Purchase

NCTPA's Short Range Transit Plan calls for the introduction of newer, commuter type buses to service the route 29 to the Vallejo Ferry and BART. In addition, the agency has previously programmed available RM2 bond funds for the purpose of securing buses for this route if/when the opportunity merits. Presently, San Jose International Airport wishes to make available (through the Penske Corporation) late model, low mileage, CNG buses that may meet NCTPA's needs. Board action authorized the Executive Director to enter into negotiations for the purchase of 3-5 used buses for use on the Route 29 service.

MSC / TEHEL / GARCIA to APPROVE authorizing the Executive Director enter into negotiations for the purchase of 3-5 used buses for use on the Route 29 service. Once an agreement has been negotiated between the two parties, the final purchase proposal would come back to the Board for final approval.

9.4 Acceptance of the Plans and Specifications and Release of NCTPA Bus Yard Asphalt Repair and Trancas Park and Ride Lot Concrete Work Invitations for Bid (IFB)

Board action approved the release of the Plans and Specifications for the Bus Yard Asphalt Repair and the Trancas Park and Ride Lot Concrete Work.

MSC* GARCIA / GINGLES to APPROVE for release the Plans and Specifications for (1) the Bus Yard Asphalt Repair and; (2) the Trancas Park and Ride Lot Concrete Work and; (3) authorize the staff to release and advertise the availability of the Invitations For Bid (IFB) for construction of said repairs and improvements.

9.5 Approval of Supplemental Work Authorization No. 2 of the Professional Services Agreement No. 10-23 with Mark Thomas & Company for Design Support Work on the Soscol Gateway Transit Center Construction Project

Board action authorized the Executive Director to execute a Supplemental Work Authorization with Mark Thomas & Company for work to be performed on the design support efforts during the construction of the Soscol Gateway Transit Center.

Chair Caldwell requested that future reports for items such as this in nature, include the percentage of work to be performed by local companies.

MSC* DODD / CHILTON to APPROVE authorizing the Executive Director to execute a Supplemental Work Authorization in the amount of \$191,151 with Mark Thomas & Company for work to be performed on the design support efforts during the construction of the Soscol Gateway Transit Center.

9.6 Authorize the Executive Director to Negotiate a Construction Management Work Authorization with CH2MHill for the Soscol Gateway Transit Center Construction Project

Board action authorized the Executive Director to negotiate and execute a Work Authorization with CH2MHill for work to be performed on the design support efforts during the construction of the Soscol Gateway Transit Center.

MSC* GINGLES / TECHEL to APPROVE authorizing the Executive Director to negotiate and execute a Work Authorization for an amount not to exceed \$629,227.53, with CH2MHill for work to be performed on the design support efforts during the construction of the Soscol Gateway Transit Center.

10. INTERJURISDICTIONAL ISSUES FORUM

10.1 Napa County Commission for Arts and Culture Appointment

Board action approved the appoint Nathell Buford of American Canyon to the Napa County Arts and Cultural Commission (NCCAC) as of August 1, 2011 representing the City of American Canyon.

MSC* GARCIA / GINGLES to **APPROVE** the appointment of Nathell Buford of American Canyon to the Napa County Arts and Cultural Commission (NCCAC) as of August 1, 2011 representing the City of American Canyon.

10.2 Napa County Commission for Arts and Culture Report (NCCAC)

The NCCAC will provide an update of activities to date.

10.3 Interjurisdictional Issues Discussion Forum and Information Exchange

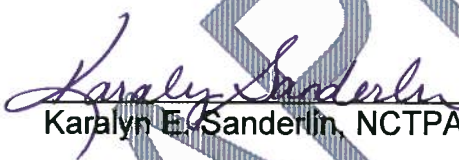
The Board directed staff to research the cost savings of transitioning to a paperless agenda by purchasing iPads for Board Member use and report findings at the September meeting.

11. ADJOURNMENT

11.1 Approval of Meeting Date of September 7, 2011 and Adjournment

The next regular meeting will be held Wednesday September 7, 2011, 2011 at 1:30 p.m.

The meeting was adjourned by Chair Krider at 3:45 p.m.


Karalyn E. Sanderlin, NCTPA Board Secretary