

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, September 18, 2013

ITEMS

1. Call to Order

Chair Caldwell called the meeting to order at 1:33 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)
Belia Bennett	City of American Canyon	(1)
James Barnes	City of Calistoga	(1)
Michael Dunsford	City of Calistoga	(1)
Scott Sedgley	City of Napa	(4)
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)
Lewis Chilton	Town of Yountville	(1)

Members Absent:

Jill Techel	City of Napa	(6)
John Dunbar	Town of Yountville	(1)

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

No Reports Given

6. Director's Update

No oral report given. The Executive Directors update was provided in the meeting handout packet.

7. Caltrans' Update

No oral report given. The September 2013 Caltrans Reporting Memo was provided in the meeting handout packet.

8. CONSENT ITEMS (8.1 – 8.9)

At the request of Board Member Barnes, Item 8.4 was pulled for further discussion.

MOTION MOVED by GARCIA SECONDED by WHITE to APPROVE Consent Items 8.1-8.3 and 8.5-8.9. **Motion Passed 15-0.**

8.1 Approval of Meeting Minutes of July 17, 2013

8.2 Resolution No. 13-13 Approving the FY 2013-14 Salary Ranges for NCTPA Job Classifications

Board action approved Resolution No. 13-13 approving the FY 2013-14 Salary Ranges for NCTPA Job Classifications based upon the Bay Area Consumer Price Index (CPI) ending December 2012 of 2.7%.

8.3 Resolution No. 13-14 Amending the FY 2013-14 Budget Adjustments

Board action approved Resolution No. 13-14 amending the FY 2013-14 Budget to increase appropriation of Public Transit services by \$319,102.

8.4 Resolution No. 13-15 Delegating Authority to the Executive Director to Sign and Record Notices of Completion

At the request of Board Member Barnes, Item 8.4 was pulled for further discussion.

Janice Killion, NCTPA Legal Counsel, clarified the requirements for filing and recording Notices of Completion.

MOTION MOVED by WHITE SECONDED by BENNETT to APPROVE Resolution No. 13-15 delegating authority to the Executive Director to sign and record Notices of Completion (NOC). **Motion Passed 15-0.**

8.5 Approval to Remove and Dispose of Obsolete Fareboxes from NCTPA Fixed Asset Inventory List

Board action approved the removal of forty-one (41) obsolete transit fareboxes from the fixed asset inventory and dispose of the assets according to NCTPA policy.

8.6 Memorandum of Understanding (MOU) between the Napa County Transportation and Planning Agency (NCTPA) and the City of St. Helena

Board action approved the MOU between NCTPA and the City of St. Helena for the provisions of transit services.

8.7 Resolution No. 13-16; Resolution No. 13-17; and Resolution No. 13-18, Authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for FY 2012-13 and FY 2013-14 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program

Board action approved Resolution No. 13-16; Resolution No. 13-17; and Resolution No. 13-18, authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for FY 2012-13 and FY 2013-14 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program in the total amount of \$207,000.

8.8 Agreement with the Napa Valley Wine Train

Board action authorized the Executive Director to execute, and make minor modifications to an agreement with the Napa Valley Wine Train to allow access to Wine Train passengers to cross and to allow the Napa Valley Wine Train to construct a crosswalk across the Trancas Park and Ride Facility as part of the Napa Valley Wine Train's Union Station project.

8.9 Approval of NCTPA Agreement No. 13-12 Soscol Gateway Transit Center Hub Signage Project

Board action approved an agreement with ERBCO Construction Services Inc. of San Francisco, CA for work to be performed for the Hub Signage Project in an amount not to exceed \$185,000.

9. **REGULAR AGENDA ITEMS**

9.1 **Legislative Update and State Bill Matrix**

Kate Miller, Executive Director, reviewed the monthly Legislative Update

MOTION MOVED by WHITE SECONDED by CHILTON to APPROVE staff's recommendations on pending state bill as outlined and provided in Attachment 1. **Motion Passed 15-0.**

10. **INTERJURISDICTIONAL ISSUES FORUM**

10.1 **Interjurisdictional Issues Discussion Forum and Information Exchange**

Board Members shared specific new projects with interjurisdictional impacts.

11. **CLOSED SESSION**

Janice Killion, NCTPA Legal Council, announced that the Board would be adjourning to closed session for the one item (eight properties) as noted in the agenda (Conference with Real Property Negotiator). Further, Ms. Killion announced that there is no reportable action anticipated.

Adjourned to Closed Session at 1:58 p.m.

11.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54946.8)**

Property: APN 057-070-001-000

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Giles, Kimbal Griggs & Blodget-Therese Giles

Under Negotiation: Price and terms of Payment

Property: APN 057-170-019-000

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Ronald M. Fedrick

Under Negotiation: Price and terms of Payment

Property: APN 057-170-018-000

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Fennell, Michael L. & Anne E., ETAL

Under Negotiation: Price and terms of Payment

Property: APN 046-370-027-000
Agency Negotiator: Kate Miller, Executive Director
Negotiating Parties: Boca Company
Under Negotiation: Price and terms of Payment

Property: APN 035-110-028
Agency Negotiator: Kate Miller, Executive Director
Negotiating Parties: Arthur J. Housely and Judith A. Housely, Trustees
Under Negotiation: Price and terms of Payment

Property: APN's 007-082-001 and 007-082-002
Agency Negotiator: Kate Miller, Executive Director
Negotiating Parties: New East Frontiers, Inc.
Under Negotiation: Price and terms of Payment

Property: APN 007-082-004
Agency Negotiator: Kate Miller, Executive Director
Negotiating Parties: Michael D. Marino
Under Negotiation: Price and terms of Payment

Property: APN 007-120-011
Agency Negotiator: Kate Miller, Executive Director
Negotiating Parties: De La Salle Institute
Under Negotiation: Price and terms of Payment

Adjourned to Open Session at 2:30 p.m.

Chair Caldwell reported that there was no reportable action taken during closed session.

12. FUTURE AGENDA ITEMS

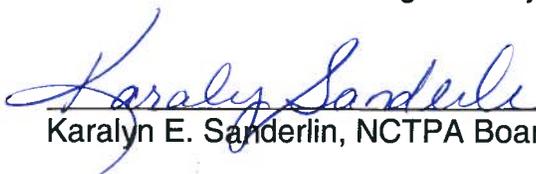
Board Member Nevero requested a review of the VINE Route 29 and the Route 10 buses as she would like to improve commuter bus service to St. Helena.

13. ADJOURNMENT

13.1 Approval of Meeting Date of October 16, 2013 and Adjournment

The next regular meeting will be held Wednesday October 16, 2013 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 2:35 p.m.


Karalyn E. Sanderlin, NCTPA Board Secretary