



625 Burnell Street, Napa CA 94559

## Napa County Transportation and Planning Agency (NCTPA)

### Board of Directors

### MINUTES

Wednesday, December 17, 2014

#### ITEMS

**1. Call to Order**

Chair Dunbar called the meeting to order at 1:32 p.m.

**2. Pledge of Allegiance**

City of St. Helena Mayor and new NCTPA Board member, Alan Galbraith, led the salute to the flag.

**3. Roll Call**

Members Present:

Voting Power

Belia Ramos	City of American Canyon	(2)
Leon Garcia	City of American Canyon	(2)
James Barnes	City of Calistoga	(1)
Chris Canning	City of Calistoga	(1)
Scott Sedgley	City of Napa	(5)
Jill Techel	City of Napa	(5)
Keith Caldwell	County of Napa	(2)
Alan Galbraith	City of St. Helena	(1)
Peter White	City of St. Helena	(1)
Lewis Chilton	Town of Yountville	(1)
John Dunbar	Town of Yountville	(1)

Members Absent:

Vacant	County of Napa	(2)
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Non-Voting Member Present:

Beth Kahiga	Paratransit Coordinating Council	(0)
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Chair Dunbar announced that the Board will be moving to the two Closed Session Items, 13.1 & 13.2, following Item 7 (Caltrans Update).

**4. Public Comment**

Al Bundy, provided information on Napa County Vet Connect program, which connects Veterans to local resources and services all in one location. Mr. Bundy suggested placing announcement flyers about the program and monthly meeting location and time on buses, at bus stop locations, and the transit center.

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

*Board Member's Update*

Board member Sedgley announced that he has been reassigned to the Napa Valley Recycling Board and that this was his last meeting on the NCTPA Board. The Napa City Council will be appointing his replacement in January 2015.

*Chairperson's Update*

Announced that Supervisor Mark Luce has been appointed as the Interim Metropolitan Transportation Commission (MTC) Commissioner. The City Selection Committee is expected to make a recommendation for filling the vacancy to the Board of Supervisors in February 2015.

**6. Director's Update**

*Kate Miller, Executive Director*

Introduced Kathy Alexander, NCTPA's new Administrative Assistant.

Announced the holiday bus is back this year. A special decorated bus will rotate through the local VINE transit system December 22<sup>nd</sup> through December 26th. Lucky riders will get a free ride.

Announced new bus schedules will be effective January 4, 2015. Changes have been made to Routes 4, 10, 11, 21, 25, 29 which should improve on-time performance.

Announced the November canned food drive resulted in over 500 donations which were donated to Napa Valley Food Bank.

Announced the mobile version of Ridethevine.com went live December 16<sup>th</sup>.

**7. Caltrans' Update**

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

As reported earlier, the Closed Session Items were moved to after the Caltrans Update.

**13. CLOSED SESSION**

Janice Killion, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session for the items as noted in the agenda and that no reportable action is expected.

Adjourned to Close Session at 1:43 p.m.

**13.1 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

**13.2 CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)**

Agency Designated Representative:

John F. Dunbar, Chairman

Employee: Executive Director

Adjourned to Open Session at 1:55 p.m.

**8. PRESENTATIONS**

**8.1 Chair Dunbar announced Bill Dodd was unable to be in attendance but will be presented with a plaque in recognition of his years of service as an NCTPA Board Member representing the County of Napa.**

**8.2 Chair Dunbar announced that Ann Nevero was unable to be in attendance but will be presented with a plaque in recognition of her years of service as an NCTPA Board Member representing the City of St. Helena.**

**9. CONSENT ITEMS (9.1 – 9.9)**

At the request of Chair Dunbar, Item 9.8 was pulled from Consent for further discussion.

**MOTION MOVED by GARCIA SECONDED by SEDGLEY to APPROVE Consent Items 9.1-9.7 & 9.9. Motion Passed 22-0.**

**9.1 Approval of Meeting Minutes of November 19, 2014**

**9.2 Resolution No. 14-26 Setting the Regular Meeting Time, Place, and Schedule of the Napa County Transportation and Planning Agency (NCTPA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the VINE Consumer Advisory Committee (VCAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2015**

Board action approved Resolution No. 14-26 setting the regular meeting time, place, and schedule of the NCTPA, TAC, PCC, VCAC, and ATAC for Calendar Year (CY) 2015.

**9.3 Approval of Rental Agreement No. 2014-24 with the Napa Valley Exposition**

Board action authorized the Executive Director to negotiate and execute Rental Agreement No. 2014-24 for the parking of NCTPA vehicles at the Napa Valley Exposition for a period of six (6) months in an amount not to exceed \$12,000.

**9.4 Award of Fueling Services Agreement No. 14-18 to Clean Energy Corp; Agreement No. 14-19 to Hunt & Sons, Inc.; and Agreement No. 14-20 to Napa Valley Petroleum**

Board action authorized the Executive Director to execute fueling services contracts with Clean Energy Corporation; Hunt & Sons, Inc.; and Napa Valley Petroleum.

**9.5 Active Transportation Advisory Committee (ATAC) Member Appointment**

Board action approved the appointment of James Eales to ATAC as representative for the Town of Yountville.

**9.6 Removal and Disposal of Fifteen (15) Vehicles from NCTPA's Fixed Assets**

Board action approved the removal of fifteen (15) vehicles from the fixed asset inventory and dispose of the assets according to NCTPA policy.

**9.7 Q'POD Restraint System**

Board action authorized the Executive Director to enter into an agreement with Complete Coach Works to purchase and retrofit the wheelchair securement devices on 13 VINE buses at a cost not to exceed \$174,000.

**9.8 Amendment No. 1 to Work Authorization P001 Agreement No. 12-23 with Kimley-Horn and Associates and Approval of Resolution No. 14-27 Increasing the Budget Appropriation for the Congestion Management Agency**

At the request of Chair Dunbar, Item was pulled for further discussion.

Recommendation was made to (1) postpone approving Amendment No. 1 to Work Authorization No. 1 to Agreement No. 12-23 with Kimley-Horn and Associates Inc. and (2) establish an Ad-Hoc Committee comprised of Members Techel, Caldwell and Garcia to work with NCTPA Staff and staff from the City of Napa and County of Napa Property Management departments in identifying potential sites for the Transit Maintenance Yard and Fueling facility.

**MOTION MOVED** by **CHILTON** **SECONDED** by **GALBRAITH** to **APPROVE** the recommendation to (1) postpone approving Amendment No. 1 to Work Authorization No. 1 to Agreement No. 12-23 with Kimley-Horn and Associates Inc. and (2) establish an Ad-Hoc Committee comprised of Members Techel, Caldwell and Garcia to work with NCTPA Staff and staff from the City of Napa and County of Napa Property Management departments in identifying potential sites for the Transit Maintenance Yard and Fueling facility. **Motion Passed 22-0.**

**9.9 Approval to Establish December 26, 2014 as a Holiday**

Board action approved establishing Friday December 26, 2014 as an observed holiday.

## 10. PUBLIC HEARING

### 10.1 **Public Hearing and Approval of Resolution No. 14-28 for the Funding of Operation and Mobility Management Services under Federal Transit Administration (FTA) 5310 Grant Application**

Staff reported that the Federal 5310 competitive grant program provides funding for capital and projects to non-profit agencies to provide transportation for seniors and persons with disabilities. When non-profit agencies in a community are not willing, not able or not eligible to provide the proposed grant funded services, a public agency may seek funding. On October 24, 2014, NCTPA announced a call for projects for 5310 funding via public notice in the Napa Valley Register and email solicitation to non-profit organizations and that no applications were received.

Chair Dunbar opened the Public Hearing at 2:13 p.m.

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

**MOTION MOVED** by **RAMON SECONDED** by **CANNING** to **APPROVE** (1) Resolution No. 14-28 finding that no non-profit agency or organization present or in writing expressed an interest in providing operation and mobility management services as indicated in NCTPA's FTA Section 5310 grant application for transportation for elderly and disabled individuals; and (2) authorizing the Executive Director to submit a federal 5310 grant application in the amount of \$300,000 and sign the Caltrans agreement related to the FTA Section 5310 program seeking grant funding for these services.

## 11. REGULAR AGENDA ITEMS

### 11.1 **Travel Behavior Study**

Staff provided a review the Napa County Travel Behavior Study Report.

Public Comment was provided by Michele Benvenuto, Winegrowers of Napa County.

**MOTION MOVED** by **GARCIA SECONDED** by **CALDWELL** to **APPROVE** receipt, acceptance and filing the Napa County Travel Behavior Study Report. **Motion Passed 22-0.**

## **11.2 NCTPA First Quarter FY 2014-15 Budget and 5 Year Forecast**

The Board received a review of NCTPA financial performance against budget for the first quarter (July-September) period and 5 year financial projections.

## **11.3 Legislative Update and State Bill Matrix**

The Board received the monthly Federal and State Legislative Update.

## **12. FUTURE AGENDA ITEMS**

None

## **14. ADJOURNMENT**

### **14.1 Approval of Regular Meeting Date of January 21, 2015 and Adjournment**

The next regular meeting will be held Wednesday January 21, 2015 at 1:30 p.m.

The meeting was adjourned by Chair Dunbar at 2:48 p.m.

  
Karalyn E. Sanderlin, NCTPA Board Secretary