



625 Burnell Street, Napa CA 94559

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

**Board of Directors**

**MINUTES**

**Wednesday, March 19, 2014**

**ITEMS**

**1. Call to Order**

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

**2. Pledge of Allegiance**

Vice Chair Dunbar led the salute to the flag.

**3. Roll Call**

**Members Present:**

**Voting Power**

Leon Garcia	City of American Canyon	(2)
Joan Bennett	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)
Ann Nevero	City of St. Helena	(1)
Peter White	City of St. Helena	(1)
John Dunbar	Town of Yountville	(1)
Margie Mohler	Town of Yountville	(1)

**Members Absent: None**

Keith Caldwell	County of Napa	(2)
Bill Dodd	County of Napa	(2)

**Non-Voting Member Present:**

Beth Kahiga	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**

Board members provided updates on the status of various projects in their respective jurisdictions.

**6. Director's Update**

*Kate Miller, Executive Director*

Reported that April 1<sup>st</sup> marks the kick off of the Napa Commute Challenge. The Challenge encourages employers and its employees to identify alternative means to commute for a three month period between April 1 and June 30. NCTPA staff is working with the Solano Napa Commuter Information staff on this project. Board members were encouraged to work with their Council and City Managers/Staff to sign up to participate.

Reported that March 24<sup>th</sup> is Rider Appreciation Day. A VINE reusable bag will be provided free to passengers while supply last.

**7. Caltrans' Update**

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

**7.1 Hopper Slough Project Presentation**

Kelly Hirschberg, Caltrans, made a presentation on the Hopper Sough Project.

**8. CONSENT ITEMS (8.1 – 8.6)**

At the request of Vice Chair Dunbar, Item 8.2 was pulled from Consent for further review.

**MOTION MOVED** by **CHILTON**, **SECONDED** by **WHITE** to **APPROVE** Consent Items 8.1, and 8.3-8.6. **Motion Passed 20-0.**

**8.1 Approval of Meeting Minutes of February 19, 2014**

**8.2 Resolution No. 14-06 Amending the Active Transportation Advisory Committee (ATAC) By-Laws**

Vice Chair Dunbar requested that the following language under Article IV Membership, Section 2 (page 19 of the agenda packet), be removed from the amended ATAC By-laws.

...In the event that a jurisdiction cannot forward a sufficient number of nominees or a nominee does not qualify then a member may be appointed by the Board without a nomination from the jurisdiction and without regard to the individual's jurisdiction of residence...

**MOTION MOVED** by **CHILTON SECONDED** by **WHITE** to **APPROVE**, Resolution No. 14-06 amending the Active Transportation Advisory Committee (ATAC) by-laws, with the removal of the above stated language. **Motion Passed 20-0.**

**8.3 Active Transportation Advisory Committee (ATAC) Appointments Board action will approve the appointments to fill vacancies on the ATAC**

Board action approved the appointments of Michael Costanzo to represent the County of Napa and Dieter Deiss to represent of the City of Calistoga on the ATAC.

**8.4 Resolution No. 14-07 Authorizing the Submittal of a Proposition 1B-California Emergency Management Agency (Cal-EMA) Governor's Office of Homeland Security Grants for FY 2013-14**

Board action authorized the submittal a FY 2013-14 Cal-EMA grant application in the amount of \$9,803 for the purchase of Security Cameras on VINE Transit vehicles.

**8.5 FY 2013-14 Overall Work Program (OWP) Update**

*Information Only / No Action Taken*

Provide for review was an update on the FY 2013-14 OWP.

**8.6 Paratransit Coordinating Council (PCC) Member Appointment to the Technical Advisory Committee (TAC)**

Board action approved the appointment of Doug Weir to the Technical Advisory Committee (TAC) as the PCC representative.

9. **REGULAR AGENDA ITEMS**

9.1 **Napa 2015 Countywide Transportation Plan (CWTP) Goals & Objectives**

Staff reviewed the new set of goals and objectives based upon the NCTPA Board feedback at the January 15<sup>th</sup> retreat and the comments received from the NCTPA Technical Advisory Committee (TAC)

Genji Schmeder, Napa resident, encouraged the Board to include in the CWTP more strategies for developing multimodal systems that will encourage the shift in the use of the automobile to alternate modes of travel.

**MOTION MOVED** by **CANNING**, **SECONDED** by **TEHEL** to **APPROVE**, with **NEVERO OPPOSSING**, the revised goals and objectives in response to comments received at the January 15, 2014 2015 Countywide Transportation Plan (CWTP) kickoff retreat and to include the comments received from the NCTPA Technical Advisory Committee. Further that the CWTP include a preamble which states that all Goals & Objectives carry the same weight regardless of their order placement in the CWTP. **Motion Passed 19-1**

9.2 **Agreement between the Napa County Transportation and Planning Agency (NCTPA) and Urban Transportation Associates**

Staff stated that the information provided by the Automatic Passenger Counters (APC) will allow the VINE transit to improve service productivity, and improve service quality by accessing up-to date, highly accurate and comprehensive information to meet our local, state, and federal reporting requirements. APCs are also a planning tool and can provide granular data about ridership by route and time of day. Further, staff advised the Board that the staff report was incorrect in that the agreement is for purchase and installation of 35 (not 34) APC's. The not to exceed amount of \$255,789 remains the same.

**MOTION MOVED** by **WHITE**, **SECONDED** by **GARCIA** to **APPROVE** authorizing the Executive Director to enter into an agreement with Urban Transportation Associates (UTA) for the purchase and installation of thirty-five (35) Automatic Passenger Counters and related hardware in an amount not to exceed \$255,789. **Motion Passed 20-0.**

**9.3 Resolution No. 14-08 Authorizing the Procurement of Financing Instruments with Pledge of Future Revenues**

Board member Chilton requested that this item be tabled and returned to the April 16, 2014 meeting for review/approval along with policies and procedures outlining specific responsibilities and restrictions for use of the line of credit.

**MOTION MOVED** by **CHILTON SECONDED** by **CANNING** to **APPROVE**, tabling the item until the April 16, 2014 meeting when it will returned for review/approval along with policies and procedures outlining specific responsibilities and restrictions for use of the line of credit. **Motion Passed 20-0.**

**9.4 Legislative Update and State Bill Matrix**

Kate Miller, NCTPA Executive Director provided a review of the monthly Federal and State Legislative Update.

**MOTION MOVED** by **GARCIA SECONDED** by **WHITE** to **APPROVE** supporting AB 1720 (Bloom D) Vehicles: Bus Gross Weight; AB 2445 (Chau D) Community Colleges: Transportation Fees; and SB 1433 (Hill D) Local Agency Public Construction Act: transit design-build. **Motion Passed 20-0.**

Janice Killion, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session for the two items as noted in the agenda (Conference with Real Property Negotiator and Conference with Labor Negotiator) and that no reportable action is expected for either item.

Adjourned to Close Session at 3:40 p.m.

**10. CLOSED SESSION**

**10.1 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

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

Agency Designated Representative:  
Keith Caldwell, Chairman

Employee: Executive Director

Adjourned to Open Session at 4:00 p.m.

Janice Killion, NCTPA Legal Counsel, reported there was no reportable action associated with either closed session item.

**11. ADJOURNMENT**

**11.1 Approval of Regular Meeting Date of April 16, 2014 and Adjournment**

The next regular meeting will be held Wednesday April 16, 2014 at 1:30 p.m.

The meeting was adjourned by Vice Chair Chilton at 4:00 p.m.

  
Karalyn E. Sanderlin, NCTPA Board Secretary