

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, February 19, 2014

ITEMS

1. Call to Order

Chair Caldwell called the meeting to order at 1:35 p.m.

2. Pledge of Allegiance

Chair Caldwell led the salute to the flag.

3. Roll Call

Members Present:

Voting Power

Belia Bennett	City of American Canyon	(2)
Joan Bennett	City of American Canyon	(2)
James Barnes	City of Calistoga	(1)
Chris Canning	City of Calistoga	(1)
Jill Techel	City of Napa	(5)
Keith Caldwell	County of Napa	(2)
Bill Dodd	County of Napa	(2)
Peter White	City of St. Helena	(1)
John Dunbar	Town of Yountville	(1)
Margie Mohler	Town of Yountville	(1)

Members Absent: None

Scott Sedgley	City of Napa	(5)
Ann Nevero	City of St. Helena	(1)

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

MTC Commission Update

Board Member Bill Dodd

Reported on MTC activities to date.

6. Director's Update

Kate Miller, Executive Director

Reported that the Agency released its first annual report. Copies were provided to each Board member at the meeting.

Announced that Larry Gawell, Chief Procurement and Compliance Officer, retired from the Agency effective January 24, 2014.

7. Caltrans' Update

Kelly Hirschberg, Caltrans, provided an update on the status of various projects located throughout the County.

8. CONSENT ITEMS (8.1 – 8.6)

MOTION MOVED by DODD SECONDED by J. BENNETT to APPROVE, Consent Items 8.1-8.6 WITH corrections to the December 18, 2013 minutes listing John Dunbar as the member present representing the Town of Yountville. Motion Passed 18-0.

8.1 Approval of Meeting Minutes of December 18, 2013 and January 14, 2014

8.2 Proposed Organizational Restructure of NCTPA

Board action approved the new organizational structure of NCTPA.

8.3 Approval of Paratransit Coordinating Council (PCC) and VINE Consumer Advisory Committee (VCAC) Appointments

Board action approved the appointment of Fran Rosenberg, Julie Spencer, James Tomlinson, JoAnn Busenbark and Randy Kitch to fill vacancies on the Paratransit Coordinating Council (PCC) and Daniel Leachman, Genji Schmeder and Doug Weir to fill vacancies on the VINE Consumer Advisory Committee (VCAC).

8.4 Approval of Resolution No. 14-02 Authorizing the City of American Canyon's Request for Abandoned Vehicle Abatement Authority (AVAA) Capital Purchase

Board action approved Resolution No. 14-02 authorizing the expenditure of up to \$11,000 from the Abandoned Vehicle Abatement Authority (AVAA) fund for the City of American Canyon's request to purchase two (2) mobile data computers (MDC's) to further its efforts in reducing the number of abandoned vehicles within the city limits of American Canyon

8.5 Resolution No. 14-03 Authorizing the Submittal of the FYE 2015 Transportation Fund for Clean Air (TFCA) Program Expenditure Plan and Approval of the TFCA Program Manager Selection Criteria

Board action (1) approved Resolution No. 14-03 accepting the FYE 2015 TFCA Expenditure Plan and (2) adopted the selection criteria and issued a call for projects consistent with the Bay Area Air Quality Management District (BAAQMD) Board Adopted TFCA County Program Manager Fund Policies for FYE 2015.

8.6 Approval of Resolution No. 14-04 Authorizing the Submittal of a Federal Transit Administration (FTA) Section 5339 Grant Application for FY 2012-13

Board action approved Resolution No. 14-04 authorizing the agency to submit a grant application for FTA Section 5339 funds in the amount of \$170,991 to fund FY 2012-13 Bus and Bus Facilities grant for the purchase of 85 VINE Transit fareboxes and related farebox equipment.

9. REGULAR AGENDA ITEMS

9.1 FY 2012-13 Independent External Fiscal and Single Audit Reports for NCTPA

Staff provided a review of the FY 2012-13 Independent External Fiscal and Single Audit Reports for NCTPA.

MOTION MOVED by **WHITE SECONDED** by **CANNING** to (1) Approve acceptance and filing of the FY 2012-13 NCTPA Fiscal Audit and the NCTPA Single Audit Report-OMB Circular A-133; and (2) Return an allocation surplus of \$3,517,107 to the County's Local Transportation Fund. **Motion Passed 18-0.**

9.2 Approval of Revised NCTPA Personnel Policies Manual

The Board Member Joan Bennett requested that the specific examples of behavior that is not tolerated under Section 4.3 Mutual Respect and Courtesy Rule be removed.

MOTION MOVED by **CANNING** **SECONDED** by **J. BENNETT** to **APPROVE** the revised NCTPA Personnel Policies Manual with Section 4.3 Mutual Respect and Courtesy Rule being amended as requested by Board Member Joan Bennett. **Motion Passed 18-0.**

9.3 Resolution No. 14-05 Authorizing the Transportation Development Act-Article 3 (TDA-3) FY 2013-14 Project Submissions

At the January 15, 2014 Board meeting, the City of Napa requested that there be no further delay in programming the Tulocay Creek Bridge and Trail Completion Project and requested \$163,125 in TDA-3 funds from FY 2013-14 be allocated for this project with the remainder for the FY 2014-15 call for projects. Further, the Board requested a review of previously submitted projects at the February 19, 2014 Board meeting. Staff provided a review the FY 2013-14 TDA-3 project applications;

MOTION MOVED by **DODD** **SECONDED** by **TECHEL** to **APPROVE** Resolution No. 14-05 (Attachment 1) authorizing the programming of the City of Napa's Tulocay Creek Bridge and Trail Completion Project for \$163,125 in advance of programming the FY 2013-14 and FY 2014-15 programs. **Motion Passed 18-0.**

9.4 Approval of State Route 29 (SR 29) Gateway Corridor Improvement Plan

Sophie Martin, Dyett & Bhatia, provided a Powerpoint presentation on the Draft SR 29 Gateway Corridor Improvement Plan.

A Public Comment letter was received by Genji Schmeder and provided to the Board in their meeting handout packet.

MOTION MOVED by **TECHEL** **SECONDED** by **B. BENNETT** to **RECEIVE** the Draft State route 20 (SR 20) Gateway Corridor Improvement Plan. **Motion Passed 18-0.**

9.5 Legislative Update and State Bill Matrix (Kate Miller) (Pages 242-257)

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

MOTION MOVED by TECHEL SECONDED by J. BENNET to APPROVE supporting AB 1193 (Ting D) Bikeways. Motion Passed 18-0.

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 Legal Counsel-Anticipated Litigation and Conference with Labor Negotiator) and that reportable action is expected for Item 10.1 Conference with Legal Counsel-Anticipated Litigation.

Adjourned to Close Session at 3:30 p.m.

10. CLOSED SESSION

10.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(e)(3):

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 (1) that the Board voted unanimously to deny the claim associated with Item 10.1 Conference with Legal Counsel-Anticipated Litigation and (2) there was no reportable action associated with Item 10.2 Conference with Labor Negotiator.

11. ADJOURNMENT

11.1 Approval of Regular Meeting Date of March 19, 2014 and Adjournment

The next regular meeting will be held Wednesday March 19, 2014 at 1:30 p.m.

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



Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED