

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

**Board of Directors**

**MINUTES**

**Wednesday, April 17, 2013**

**ITEMS**

**1. Call to Order**

Chair Caldwell called the meeting to order at 1:34 p.m.

**2. Pledge of Allegiance**

Chair Caldwell led the salute to the flag.

**3. Roll Call**

Members Present:

Leon Garcia	City of American Canyon
Joan Bennett	City of American Canyon
Chris Canning	City of Calistoga
Michael Dunsford	City of Calistoga
Scott Sedgley	City of Napa
Jill Techel	City of Napa
Keith Caldwell	County of Napa
Bill Dodd	County of Napa
Ann Nevero	City of St. Helena
Margie Mohler	Town of Yountville
John Dunbar	Town of Yountville

Members Absent:

Peter White	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**

*MTC Commission Update*

*Board Member Bill Dodd*

Reported on MTC activities to date.

**6. Director's Update**

*Kate Miller, Executive Director*

Reported that the SR 29 Gateway Corridor plan Executive Steering Committee has adopted the Draft Vision which articulated overarching principles and objectives for the corridor.

Reported that staff continues to work with the Bottle Rock organizers to minimize the concert's impact on VINE riders.

Reported that system-wide, transit ridership was up again in March by 34.7% over March 2012. The VINE ridership is up 36.4% over last year.

Reported that staff continues to work with the City of St. Helena and key stakeholders to evaluate the St. Helena system. A preliminary report will be provided to the Board in either June or July summarizing the data and recommending adjustments to the service.

Reported that the Measure T Independent Taxpayer Oversight Committee (ITOC) member solicitation has been extended to May 1<sup>st</sup> in order to meet the Committee structure mandated by the Expenditure Plan.

**7. Caltrans' Update**

No oral report given, however, provided for review was the April 2013 Caltrans Reporting Memo.

**8. PRESENTATION**

**8.1 Plan Bay Area**

Brad Paul, Deputy Executive Director, Association of Bay Area Governments (ABAG) and Steve Heminger, Executive Director of the Metropolitan Transportation Commission (MTC) gave a presentation on the draft Plan Bay Area.

**9. CONSENT ITEMS (9.1 – 9.6)**

Item 9.3 Notice of Completion Soscol Gateway Transit Center (SGTC) was pulled from consent per Staff and will be brought back at a future meeting for Board approval.

**MSC\* GARCIA / DODD to APPROVE** Consent Items 9.1-9.2, 9.4-9.6

**9.1 Approval of Meeting Minutes of March 20, 2013**

Board action approved the meeting minutes of March 20, 2013.

**9.2 Approval of NCTPA Agreement No. 13-05 with Brown Armstrong Accountancy Corporation**

Board action approved an agreement with Brown Armstrong Accountancy Corporation for fiscal auditing services for a period of up to five years in an amount not to exceed \$221,511.

**9.3 Notice of Completion Soscol Gateway Transit Center (SGTC)**

Item pulled, to be brought back at a future meeting for approval.

**9.4 Approval of NCTPA Agreement No. 13-04 with CDM Smith**

Board action approved an agreement with CDM Smith (formerly Wilbur Smith and Associates) for development of the Short Range Transit Plan (SRTP) 2013-2022. NCTPA Agreement No. 13-04 will extend the term until June 30, 2013 and allow work to be completed at no additional obligation to NCTPA as the total of the original contract was previously budgeted.

**9.5 Approval to Extend the Call for Projects for the FY 2013-14 Transportation Fund for Clean Air (TFCA) Program Manager Funds**

Board action approved extending the call for TFCA projects for FY 2013-14 pending receipt of an eligible project application(s) but no later than September 2, 2013 to allocate approximately \$189,000 in FY 2013-14.

**9.6 Approval of Second Amendment to Work Authorization No. 1 NCTPA Agreement No. 10-20 with CH2MHILL, Inc. for Work Associated with On-Call Engineering and Project Delivery Services**

Board action approved an amendment to Work Authorization No. 1 NCTPA Agreement No. 10-20 with CH2MHILL, Inc. to provide funding for additional work for the SGTC in an amount not to exceed \$14,602.67.

**MSC - Motioned, Seconded, and Unanimously Carried**

## 10. PUBLIC HEARING

### 10.1 **Public Hearing and Approval of Resolution No. 13-08 Authorizing the Submittal of a Federal Transit Administration (FTA) Section 5310 Grant Application**

Chair Caldwell opened the Public Hearing at 2:15 p.m.

The FTA Section 5310 program makes funds available for capital projects and equipment for agencies providing services to the elderly and persons with disabilities. If successful, NCTPA's would use the Section 5310 program funds for replacement vehicles for its Shared Vehicle program. No applications from outside organizations were received by NCTPA.

Being no Public Comment, Chair Caldwell closed the Public Hearing at 2:18 p.m.

**MSC\* DUNBAR / GARCIA to APPROVE** Resolution No. 13-08 authorizing the submittal of an application for FTA Section 5310 funding in the amount of \$204,000 for replacement vehicles and communications equipment for the Agency's Shared Vehicle program.

## 11. REGULAR AGENDA ITEMS

### 11.1 **Legislative Update & Bill Matrix**

Board action received the monthly Legislative Update and approved staff recommendations on pending state bills.

**MSC\* BENNETT / GARCIA to APPROVE** staff recommendation on pending state bills.

### 11.2 **Napa County Priority Development Area (PDA) Investment and Growth Strategy**

Staff reviewed the final PDA Investment and Growth Strategy.

**MSC\* SEDGLEY / BENNETT to ACCEPT** the final Priority Development Area (PDA) Investment and Growth Strategy and approve its submittal to the Metropolitan Transportation Commission (MTC).

### 11.3 **First Reading of the Draft NCTPA FY 2013-14 Budget**

Staff provided a review of the Draft NCTPA FY 2013-14 Budget. The final FY 2013-14 NCTPA budget will be presented to the Board in May for approval.

**11.4 Joint Powers Authority (JPA) Agreement Weighted Vote Sub Committee**

Board action appointed a sub-committee comprised of Members Bennett, Techel, Nevero, Dunbar, and Caldwell, for the purpose of reviewing the JPA Agreement Weighted Voting structure. The sub-committee will return to the Board with their recommendation for revising the structure.

**MSC\* DODD / GARCIA** to **APPROVE** the appointment of a sub-committee comprised of Board Members Bennett, Techel, Nevero, Dunbar, and Caldwell, for the purpose of reviewing the JPA Agreement Weighted Voting structure. Further, the Board directed the sub-committee to return to the Board with their recommendation for revising the structure.

**11.5 Authorizing an Agreement between Gold Coast Transit and GFI Genfare, a division of SPX Corporation, for the Purchase of Eighty-five (85) Odyssey Fare Boxes**

The VINE Transit's current bus fare collection system was procured in the late 1980's. The existing fare boxes are obsolete, and the software/hardware has exceeded its useful life. Replacement of the fare boxes are needed to meet current fare collection requirements.

**MSC\* GARCIA / MOHLER** to **APPROVE** authorizing the Executive Director to piggyback upon a contract between Gold Coast Transit and GFI Genfare, a division of SPX Corporation and enter into an agreement with GFI Genfare for the purchase and installation of Eighty-five (85) Odyssey Fare Boxes in an amount not to exceed \$1,328,310.

**11.6 Approval of Work Authorization 1 to NCTPA Agreement No. 12-23 with Kimley-Horn and Associates Inc. for Work Associated with On-Call Professional Planning Services**

Board requested that this item be continued until the May Board meeting pending affirmation of which jurisdictions and/or other entities would participate in a shared facility.

**11.7 Approval of Work Authorization No. 1 to NCTPA Agreement No. 12-18 with Fehr & Peers for Work Associated with On-Call Professional Planning Services**

The Napa Valley Travel Behavior Study will focus on work and non-work trips in Napa Valley; identifying how many trips per day are associated with visitors, employees, and students, where those trips start and end, the predominant modes of travel, vehicle occupancies, and times of day/week that are most heavily used. The survey will also take seasonal variations into consideration, as well as winery hours of operation,

wineries' use of pre-arranged appointments and marketing events, other tourist destinations in the valley, and trips related to colleges, schools, and work. The survey will include weekday and weekend travel.

Member Garcia requested that the study include large employers as part of the stakeholder group.

**MSC\* TECHEL / BENNETT to APPROVE** Work Authorization No. 1 to NCTPA Agreement No. 12-18 with Fehr & Peers for a Napa Valley Travel Behavior Study in the amount not to exceed \$198,800.

**12. INTERJURISDICTIONAL ISSUES FORUM**

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

No Reports Given.

**13. CLOSED SESSION**

At the request of Legal Counsel, Item 13 Closed Session was pulled from the agenda.

**13.1 CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION**

Initiation of litigation pursuant to Government Code Section 54956.9(d)(4):  
(1 case)

**14. FUTURE AGENDA ITEMS**

**15. ADJOURNMENT**

**15.1 Approval of Meeting Date of May 15, 2013 and Adjournment**

The next regular meeting will be held Wednesday May 15, 2013 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 3:43 p.m.

---

Karalyn E. Sanderlin, NCTPA Board Secretary