



625 Burnell Street, Napa CA 94559

## Napa County Transportation and Planning Agency (NCTPA)

### Board of Directors

### MINUTES

Wednesday, November 19, 2014

#### ITEMS

1. Call to Order

Chair Dunbar called the meeting to order at 1:31 p.m.

2. Pledge of Allegiance

Chair Dunbar led the salute to the flag.

3. Roll Call

Members Present:

Voting Power

Joan Bennett	City of American Canyon	(2)
Leon Garcia	City of American Canyon	(2)
James Barnes	City of Calistoga	(1)
Scott Sedgley	City of Napa	(5)
Jill Techel	City of Napa	(5)
Keith Caldwell	County of Napa	(2)
Ann Nevero	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: None

Chris Canning	City of Calistoga	(1)
Bill Dodd	County of Napa	(2)

Non-Voting Member Absent:

Beth Kahiga	Paratransit Coordinating Council	(0)
-------------	----------------------------------	-----

**4. Public Comment**

None

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

No Updates Given

**6. Director's Update**

*Kate Miller, Executive Director*

Reported that system wide ridership on VINE transit system for the July – September 2014 quarter is up 26% over the same period last year (July-September 2013).

Announced the VINE will again offer free rides in exchange for a canned food contribution between November 17 and November 21<sup>st</sup>.

Provided a brief summary of the transportation and infrastructure ballot measures that passed nationwide. The \$7.1 billion statewide water obligation bond passed. Locally, that the transportation measure in Alameda County - Measure BB – passed doubling the sales tax to 1% through 2045.

**7. Caltrans' Update**

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

**8. PRESENTATIONS**

**8.1 Soscol Junction Improvement Project (Pages 10-14)**

Caltrans staff provided a presentation on the Soscol Junction Improvement Project.

Public Comment was provided by the following individuals:

Mike Costanzo, Napa County Bicycle Coalition, encouraged Caltrans to include a complete streets mitigation plan in the proposed project that includes a bicycle lane as currently outlined in the Countywide Bike Plan. Additionally, the proposed project should include some funding for completing the Vine Trail alternative project. Further Mr. Costanzo encouraged the Board to support the mitigation plan that will include bicycle lanes in this project.

Chuck McMinn, Vine Trail Coalition, stated that at the October 15<sup>th</sup> Board meeting he provided a map describing a mitigation plan measure that would include mitigation as part of the Soscol Junction project to fund Class 1 facility adjacent to State Route 29 (SR29) in the Gateway Corridor Improvement Plan Study project.

## **8.2 Clipper Card Demonstration**

Staff from the Metropolitan Transportation Commission provided a presentation on the Clipper Card Program.

## **9. CONSENT ITEMS (9.1 – 9.9)**

At the request of Chair Dunbar, Item 9.6 was pulled from Consent for further discussion.

**MOTION MOVED** by **CHILTON** **SECONDED** by **NEVERO** to **APPROVE** Consent Items 9.1-9.5 and 9.7-9.9. **Motion Passed 21-0.**

### **9.1 Approval of Meeting Minutes of October 15, 2014**

### **9.2 Resolution No. 14-21 Amending Appendix A to the NCTPA Conflict of Interest Code the**

Board action approved Resolution No. 14-21 amending Appendix A to the NCTPA's Conflict of Interest Code.

### **9.3 Resolution No. 14-22 Establishing Parking Violation Fees on Transit Facility Properties Based Upon City of Napa Parking Enforcement and Violation Fee Structure**

Board action approved Resolution No. 14-22 establishing penalties and fines for parking violations on NCTPA transit facilities per City of Napa's parking enforcement and violation fee structure.

### **9.4 Resolution No. 14-23 Authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for FY 2014-15 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program**

Board action approved Resolution No. 14-23 authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for FY 2014-15 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program in the amount of \$69,000.

**9.5 Resolution No. 14-24 Approving the FY 2014-15 Salary Ranges for Napa County Transportation and Planning Agency (NCTPA) Job Classifications**

Board action approved amended Resolution No. 14-24 (as provided in the meeting handout packet) approving the FY 2014-15 Salary Ranges for NCTPA Job Classifications based upon the Bay Area Consumer Price Index (CPI) ending December 2013 of 2.2%.

**9.6 Resolution No. 14-25 Delegating Authority to Process Compromise and Settle Claims Pursuant to Government Code Section 935.4**

Per Chair Dunbar's request, Resolution No. 14-25 was amended to include the following clause:

3. The Executive Director will provide a quarterly update to the Board of any and all settlements made during the prior quarter.

**MOTION MOVED** by **GARCIA** **SECONDED** by **TECHEL** to **APPROVE** Resolution No 14-25, as amended, delegating authority to resolve small claims of up to Fifty Thousand Dollars (\$50,000) to the Executive Director.  
**Motion Passed 21-0**

In addition, the Board directed the Executive Director to provide quarterly updates of any and all delegated authority payments made in excess of \$5,000 in the prior quarter.

**9.7 Amendment No. 3 to Work Authorization 5 to Agreement No. 12-29 with Riechers & Spence Associates (RSA) for Professional Engineering Services**

Board action approved Amendment No. 3 to the Work Authorization 12-29P005 with Riechers & Spence Associates (RSA) to amend the scope of work and total compensation in an amount not to exceed \$221,870 and extend the period of performance to June 30, 2015.

**9.8 Donation from Eagle Cycling Club-Bicycle Repair Stand**

Board action approved accepting a donation from the Eagle Cycling Club of a Bicycle Repair Stand valued at \$800 for installation at the Soscol Gateway Transit Center.

**9.9 Amendment No. 2 to Work Authorization 2 Agreement No. 12-20 with the ARUP North America Ltd.**

Board action approved Amendment No. 2 to Work Authorization 2 Agreement No. 12-20 with the ARUP North America Ltd. in an amount not to exceed \$34,205 and extending the period of performance until September 30, 2015 for work associated with the Napa Countywide Transportation Plan and the Community Based Transportation Plan.

**10. REGULAR AGENDA ITEMS**

**10.1 VINE Automatic Passenger Counters (APC) Presentation**

The Board received a presentation on the purpose and functionality of the VINE Automatic Passenger Counters.

**10.2 Countywide Transportation Plan. VISION 2040 *Moving Napa Forward* Update**

The Board received an update on the VISION 2040 *Moving Napa Forward* plan.

**10.3 Approval of Napa County Transportation and Planning Agency (NCTPA) Agreement No. 14-21 with Avail Technologies, Inc.**

Staff provided an overview of the Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system, that when implemented will increase the availability of more timely and accurate data necessary to enhance customer satisfaction, efficiently manage growing operations, and make data-driven informed decisions for all the transit services in the VINE system.

**MOTION MOVED by CALDWELL SECONDED by NEVERO to APPROVE** authorizing the Executive Director to negotiate and award Agreement No. 14-21 with Avail Technologies, Inc., for a Computer Aided Dispatch and Automatic Vehicle Location (CAD-AVL) system for VINE Transit in an amount not to exceed \$2,980,200.

**10.4 Legislative Update and State Bill Matrix**

The Board received the monthly Federal and State Legislative Update.

**11. FUTURE AGENDA ITEMS**

None

## 12. 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 reportable action is expected on Item 12.2 Conference with Legal Counsel-Anticipated Litigation.

Adjourned to Close Session at 3:45 p.m.

### 12.1 **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

### 12.2 **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION** **Significant exposure to litigation pursuant to Government Code** **Section 54956.9(e)(3)(1 case)**

Claimant: Cynthia Tanksley

### 12.3 **CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)**

Agency Designated Representative:

John F. Dunbar, Chairman

Employee: Executive Director

### 12.4 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)**

Property: APN 001-510-051

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Steven Rogers, Town Manager, Town of Yountville

Under Negotiation: Price and terms of payment

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

Janice Killion, NCTPA Legal Counsel, announced that the Board voted unanimously to deny the claim of Ms. Cynthia Tanksley as provided in Closed Session Item 12.2.

13. **ADJOURNMENT**

13.1 **Approval of Regular Meeting Date of December 17, 2014 and Adjournment**

The next regular meeting will be held Wednesday December 17, 2014 at 1:30 p.m.

The meeting was adjourned by Chair Dunbar at 4:01 p.m.

  
\_\_\_\_\_  
Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED