

VCAC

VINE Consumer Advisory Committee

AGENDA

Thursday, September 5, 2013

6:00 pm

NCTPA / NVTB Board Room
625 Burnell Street, Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the VCAC which are provided to a majority or all of the members of the VCAC by VCAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the VCAC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the VCAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the VCAC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

**** Members of the public may speak to the VCAC on any item at the time the VCAC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the VCAC Staff. Also, members of the public are invited to address the VCAC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.*

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Deborah Schwarzbach, VCAC Staff, at (707) 259-8327 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NCTPA website at www.nctpa.net, click on Minutes and Agendas.

ITEMS

Estimates

1. Call to Order
2. Roll Call and Introductions
3. Chairperson and Committee Members' Update
4. Correspondence
5. Public Comment ***

Time

10 Minutes

REGULAR AGENDA ITEMS

RECOMMENDATION

Time Estimates

- | | | | |
|-----|--|-------------|---------------|
| 6. | Approval of May 2, 2013 minutes | APPROVE | 5 min |
| 7. | Transit Manager's Update

The VCAC will receive a status update from the Manager of Public Transit on various agency projects and service metrics. | INFORMATION | 30 min |
| 8. | Nomination of Officers

The Committee will nominate a Chair and Vice Chair. | APPROVE | 15 min |
| 9. | Transit Projects for Fiscal 2013/14

The Committee will review transit related projects scheduled for 2013/14 | INFORMATION | 60 min |
| 10. | Adjourn | | |

Estimated Meeting Length: 120 mins

VCAC

VINE Consumer Advisory Committee

MINUTES
Thursday May 2, 2013

ITEMS

1. Call to Order

Chair Wall, called the meeting to order at 6:00 pm.

2. Roll Call and Introductions

Members Present:

George Blackstock
Genji Schmeder
Doug Weir

Margret Schlenke
Anna Ernest
Jean-Vincent Deale

Members Absent:

Zach Schunk - Excused

3. Chairperson / Committee Members / Staff Update

Vice Chair Weir recently checked out the new 35 foot buses at Earth Day and found them to be a little tight getting in and out of due to the chair configuration. Chair Wall pointed out that having a wheelchair on the buses causes a lot of seats to be lost.

Committee member Schmeder wanted everyone to know that the State Highway 29 Committee released its vision statement. Committee member Schmeder comments on the vision statement are available on his website: www.genjinapa.com.

Committee member Deale asked if the air conditioning would be working on the buses as it is becoming warmer. Cheryl Drake of Veolia stated that a repair tech would be on site tomorrow (May 3rd) to repair the units that are not functioning properly.

Committee member Blackstock wanted it to be known that the stop near his home (Jefferson & Calistoga) was being misused by homeless individuals and wondered if there was any way to stop the misuse. It was suggested by NCTPA staff member Tom Roberts that extra attention be given to the stop by NCTPA's cleaning crew.

4. Correspondence

There was no new correspondence however NCTPA staff member Tom Roberts handed out the new schedules as well as an article that had been printed in the Napa Valley Marketplace.

5. Public Comment

None

REGULAR AGENDA ITEMS

6. Approval of meeting minutes of March 7, 2012 (as corrected)

**MSC” SCHMEDER/ERNEST to APPROVE
(Approve)**

7. Review of the FY 2013-14 Transit Budget (Information)

NCTPA staff member Tony Onorato presented the committee with the draft FY 2013-14 budget. Committee member Schmeder pointed out to NCTPA staff member Onorato that one of his formulas was incorrect and that it was possible that all his formulas are incorrect. Committee member Schmeder was also curious why there was such a dramatic fluctuation in State Transit Assistance (STA) funds. NCTPA staff member Onorato explained that this fluctuation was caused by several factors, the leading one being legislative changes. The funds are allocated to NCTPA by the Metropolitan Transportation Commission (MTC).

8. Short Range Transit Plan (SRTP) (Information)

NCTPA staff member Tom Roberts presented the committee with the SRTP created by CDM Smith. He asked the committee to provide any changes to him via email within 48 hours. Chair Wall asked that Wi-Fi on all the buses be added as a project.

9. Transit Manager’s Update (Information)

NCTPA staff member Tom Roberts reviewed some of the up and coming projects/events that would be affecting the VINE. He spoke to the committee about the new fareboxes arriving in June and the different marketing campaigns that will be used to boost the exposure of the VINE. Final NCTPA staff member Roberts spoke on the delays that will most likely take place during the Bottle Rock music festival.

10. Adjourn until September 5, 2013

The committee decided to not hold a meeting in July unless need and have their next meeting be September 5, 2013.

MSC” SCHMEDER/WIER to APPROVE to not hold meeting until September 5, 2013

MSC” WEIR/ERNETS to APPROVE adjournment at 7:45 PM



Action Requested: ACTION REQUIRED

**NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
VCAC Agenda Letter**

TO: VINE Consumer Advisory Committee
FROM: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: Nomination of Chair and Vice-Chair

RECOMMENDATION

Nominate a Chair and Vice-Chair in advance of November election.

EXECUTIVE SUMMARY

Each year the VCAC elects a Chair and Vice-Chair before the end of the calendar year. The Committee By-laws direct that the election should be made at the November or December meetings. In anticipation of a November election, nominations for officers will be made at the September 2013 meeting.

FINANCIAL IMPACT

Is there a Fiscal Impact? No.

FINANCIAL IMPACT

SUPPORTING DOCUMENTS

None.



September 5, 2013
VCAC Agenda Item 9

Action Requested: INFORMATION

**NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY
VCAC Agenda Letter**

TO: VINE Consumer Advisory Committee
FROM: Tom Roberts, Manager of Public Transit
(707) 259-8778 / Email: troberts@nctpa.net
SUBJECT: Transit Projects FY 2013-14

RECOMMENDATION

Review the transit related projects for FY 2013-14.

EXECUTIVE SUMMARY

Each year the NCTPA transit team develops a list of major transit projects to which significant agency resources will be dedicated. Staff will review the most recent project list (next page) with the Committee. Projects on the list may not be completed in the FY 2013-14 fiscal year due to unforeseen staffing and/or financial constraints.

FINANCIAL IMPACT

Is there a Fiscal Impact? Varies by project.

BACKGROUND AND DISCUSSION

See project list.

Continuing Projects

- Route Timings
- St. Helena Service
- Farebox
- Car Share
- New Bus Delivery (6)
- Web Pass Sales
- Bike Lockers
- Point of Sale System
- Imola Park and Ride
- NVC Bus Stop

New Studies / Plans

- Route 10/11 Study
- Angwin Study
- Community Based Transportation Plan (CBTP)
- Reevaluate American Canyon Transit
- Title VI Plan
- Limited English Proficiency
- Public Participation
- Disaster Plan

New Programs / Projects

- Employer Pass Program
- NVC Pass Program
- Bike Share
- Bike Lockers
- Passenger Counters
- Mileage Reimbursement Program (If grant approved)

Improvement Initiatives

- Driver/Passenger Sensitivity Training
- Joint Retreat with Veolia
- Sales Office Organization
- Phone Customer Service/Staffing
- Secret Rider Program
- 511

Marketing Focus

- VINE
- VINE Go/Transit Ambassador
- Summer Youth Pass
- Routes 21/25/29 & Commuter Benefits
- Employer (in conjunction with any new pass program)
- Student (NVC & High Schools)
- Latino Outreach
- Shared Vehicle Program