

# VCAC

## VINE Consumer Advisory Committee

### AGENDA

Thursday, March 6, 2014

6:00 pm

NCTPA / NVTA 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](http://www.nctpa.net), click on Minutes and Agendas.*

#### ITEMS

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

#### Time Estimates

30 Minutes

**REGULAR AGENDA ITEMS**

	<b><u>RECOMMENDATION</u></b>	<b><u>Time Estimates</u></b>
6. Approval of January 2, 2014 Minutes	APPROVE	5 min
7. Presentation of NCTPA Annual Report  The Committee will receive the agency's annual report.	INFORMATION	5 min
8. Presentation on Maintenance Facility  The Committee will receive a report on the proposed Transit Maintenance Yard and Fueling Facility Feasibility Study.	INFORMATION	30 min
9. Code of Conduct Policy  The Committee will review and approve a revised code of conduct policy.	APPROVE	15 min
10. Request for Recommendation  Genji Schmeder requests a recommendation from the Committee in support of his application for appointment to the Napa Countywide Transportation Plan Citizens Advisory Committee.		5 min
11. Adjourn		

**Meeting Length Estimate: 90 mins**

# VCAC

## VINE Consumer Advisory Committee

### MINUTES

Thursday November 7, 2013

#### ITEMS

##### **1. Call to Order**

Chair Schunk called the meeting to order at 6:00 PM.

##### **2. Roll Call and Introductions**

Members Present:

Jack Wall  
Zach Schunk  
Jean-Vincent Deale  
Anna Ernest  
Margret Schlenke

Members Absent:

George Blackstock  
Genji Schmeder  
Jack Wall

##### **3. Public Comment**

None

##### **4. Chairperson and Committee Member's Update**

Chair Zachary Schunk opened the floor for committee member comments. Committee member Jean-Vincent Deale said there was confusion about the meeting date and had originally thought the meeting had been moved to January 9<sup>th</sup> after discussion at the November meeting. There had been discussion about cancelling the January 2 meeting and holding a special meeting on January 9<sup>th</sup>, but the committee decided at that time to keep the January 2<sup>nd</sup> date. Committee member Doug Weir mentioned the date on the website showed January 9<sup>th</sup>. The minutes will be amended to reflect the correct date and time of the meeting.

##### **5. Transit Manager's Update**

Manager of Public Transit Tom Roberts announced the departure of staff member Matthew Wilcox to another agency and explained that there will be an increased workload on staff until a new staff member can be hired. Also discussed:

\*MSC – Motion, Seconded and Unanimously Carried

- New Schedule-February 1, 2014
- Routes 10 and 11 are now 70% on-time
- Local On Time Performance is up from 70% to 90% on local routes
- Deferred Transit Projects due to staffing issues
- Secret Rider Program
- New Fareboxes working well especially transfers and accurate data and statistics will now be easier to collect.

## **REGULAR AGENDA ITEMS**

### **6. Approval of meeting minutes of January 2, 2014 (Approve)**

**MSC Weir/Deale, Unanimously Carried with amendment to January meeting date**

### **7. Recruitment of VCAC Committee Members (Information)**

Application for reappointment to the committee were received from Genji Schmeder and Doug Weir. There are two committee vacancies for:

- Public transit consumer/user at large from South County
- Public transit consumer/user representing the Latino community

There may be applications coming in from high school students to represent users under 21 years of age.

The PCC nominated Doug Weir as representative to the VCAC. Appointees will go before the Board at the February 19<sup>th</sup> meeting.

### **8. Adopt Proposed 2014 Work Plan (Approve)**

The 2014 VCAC approved the adoption of the 2014 Work Plan as proposed

**MSC Schlenke/Weir, Unanimously Carried**

### **9. Code of Conduct Policy (Information)**

Policies from various agencies were presented by Tom Roberts for the committee to review. After a brief discussion, Veolia General Manager suggested allowing Veolia staff to review and amend the current policy which is outdated. Committee member Doug Weir motioned to postpone Code of Conduct review until the March meeting.

**MSC for postponement of item to March 6, 2014, Unanimously Carried**

### **10. Adjourn until the next meeting date of March 6, 2014**

**MSC Weir/Ernest to APPROVE adjournment at 8:15 PM**

\*MSC – Motion, Seconded and Unanimously Carried



March 6, 2014  
VCAC Agenda Item 8

**Action Requested: INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Tom Roberts, Manager of Public Transit  
**SUBJECT:** Report on the Feasibility Study for a Transit Maintenance Yard and Fueling Facility

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### **RECOMMENDATION**

That the Committee receive the final report for the Transit Maintenance Yard and Fueling Facility Feasibility Study.

### **EXECUTIVE SUMMARY**

In April of 2013 the Board approved an agreement with Kimley-Horne Associates under the terms of RFQ 2012-01 On-Call Planning Services to prepare a Feasibility Study for a Transit Maintenance Yard and Fueling facility. The feasibility study is now complete and two sites have been recommended.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comments

### **FISCAL IMPACT**

Is there a fiscal impact? Yes

Is it currently budgeted? Yes

Is it mandatory or discretionary? Discretionary

Consequences if not approved: The present Transit Maintenance Yard at Jackson Street could not be replaced and additional operational costs currently being borne but the agency will be sustained and gradually increase over time.

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**BACKGROUND AND DISCUSSION**

The NCTPA has a need for a new transit maintenance yard and fueling facility. The present facility at Jackson Street is not capable of fueling any NCTPA vehicles. The Jackson Street facility has an inadequate number of bus maintenance bays. It also does not have adequate parking spaces for all of the NCTPA vehicles, nor room for a modern bus wash. At the present time, NCTPA is required to park vehicles at the Expo Fair Grounds due to lack of space.

The primary focus of the proposed feasibility study was to conduct a needs assessment, update existing CNG and alternative fueling studies, assess the feasibility of a multijurisdictional facility and recommend candidate sites for assessment. Kimley-Horne Associates was awarded this contract at the April 2013 Board meeting. The study is now complete and two sites have been recommended for further consideration in the final report.

**SUPPORTING DOCUMENTS**

Attachment: (1) Bus Maintenance Yard and Fueling Facility Draft Final Feasibility Study December 11, 2013 can be reviewed at the NCTPA offices, 625 Burnell Street Napa CA 93449 or on the NCTPA website by at the following link: <http://www.nctpa.net/agendas-minutes/21>.



March 6, 2014  
VCAC Agenda Item 9

**Action Requested: INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY VCAC Agenda Letter

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**TO:** VINE Consumer Advisory Committee  
**FROM:** Tom Roberts, Manager of Public Transit  
(707) 259-8778 / Email: troberts@nctpa.net  
**SUBJECT:** Code of Conduct Policy

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### **RECOMMENDATION**

The Committee review and approve the proposed revised Code of Conduct policies and refer them to the Board of Directors for adoption.

### **EXECUTIVE SUMMARY**

Since its November 2013 meeting, VCAC has been reviewing potential language to update the VINE Passenger Code of Conduct. After receiving committee input, a sub-committee consisting of the Chair and NCTPA and Veolia staff were tasked with making final revisions. Once adopted by the NCTPA Board, the policies will be posted on the VINE website with a notice on buses directing passengers to the website should they wish to review the policies in detail.

### PROPOSED SIGNAGE FOR BUSES

To Our Passengers

At the VINE we are committed to providing you with a clean, safe, courteous and comfortable environment.

- Please be respectful to other riders and your bus driver
- Please use earphones with listening devices
- Please refrain from using vulgar or abusive language
- Please be respectful when using your cell phone
- Please refrain from eating on the bus
- Please ensure all beverages are in secure containers
- Please do not bring hazardous materials or weapons of any kind on the bus

For a complete copy of our Code of Conduct Policies go to [Ridethevine.com](http://Ridethevine.com) or call 707-251-2800.

*Working together we can all have a great ride!*

# CODE OF CONDUCT

## Introduction

NCTPA is committed to providing a safe and pleasant environment for all of its passengers. The Code of Conduct policy is intended to provide guidelines to users of Napa County Transportation and Planning Agency's (NCTPA) transit systems and facilities.

We ask that riders observe the transit system's rules when on the bus, and while visiting other NCTPA properties, including the Soscol Gateway Transit Center, Park and Ride lots and bus stops. When a passenger's behaviour becomes disruptive, is a persistent nuisance to other riders, drivers, or bus system staff, or threatens the safety of the system, NCTPA or its contractor may take action to remove the person from NCTPA property and/or restrict them from using the service in the future. Certain behaviours may lead to arrest and conviction.

Please be aware that NCTPA monitors the Transit system with video surveillance equipment. Video tapes may be used to prosecute an individual and/or restrict them from entering onto NCTPA's property.

The following passenger policies pertain to NCTPA buses and facilities.

### **Prohibited Items include but may not be limited to the following:**

- Hazardous materials such as flammable substances or corrosive agents, etc.
- Illegal drugs, paraphernalia, or alcohol
- Weapons such as firearms, knives, etc.
- Bulky materials that cannot safely be carried or kept under the control of the passenger. Items cannot take up passenger seating.
- Open beverage or food containers
- Pets that are not in an approved carrier with the exception of trained service animals

### **Shirt, footwear and personal hygiene**

- Footwear and shirts must be worn while on NCTPA property
- Personal hygiene must be maintained in a manner that does not result in offensive odor

### **Eating, Drinking and Musical Devices**

- Eating is prohibited on the bus - any trash should be removed by the passenger when exiting the vehicle
- Passengers may bring beverages in a spill proof container, such as a screw-top bottle or a cup with secure lid; excluding alcohol. All other containers are prohibited
- Music kept at an acceptable level with the use of headphones is allowed -levels that disrupt the safety of the driver will not be permitted

**Restricted Behavior includes but not limited to the following:**

- Vulgar language and gestures
- Physical violence, harassment, threats etc.
- Vandalism
- Indecent exposure
- Objects that block the aisle, stairwell, and passenger seat
- Children are to be removed from strollers and the stroller stowed and out of the aisle
- Smoking on the bus and at the Transit Center
- Throwing objects from the bus
- Hanging things outside the windows of the bus, including passengers' hands, arms etc.
- Putting feet or shoes on the bus seats or benches on NCTPA facilities

**How you can help**

- If you see a problem on the bus, tell the driver
- If there is a medical emergency, a threat or serious crime being committed and you cannot safely communicate this to the driver, call 911 to report the problem to the police
- Be prepared to give the bus number, location and direction of travel

We appreciate your help in keeping our system safe and secure for all to enjoy.

At this time staff recommends the committee review and approve the proposed revised policies and refer them to the Board of Directors for adoption.

**FINANCIAL IMPACT**

Is there a Fiscal Impact? No.

**FINANCIAL IMPACT** None.

**SUPPORTING DOCUMENTS** None

