Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, January 16, 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:

Joan Bennett	City of American Canyon
Michael Dunsford	City of Calistoga
Jill Techel	City of Napa
Keith Caldwell	County of Napa
Bill Dodd	County of Napa
Lewis Chilton	Town of Yountville
John Dunbar	Town of Yountville

Members Absent:

Leon Garcia	City of American Canyon
Chris Canning	City of Calistoga
Scott Sedgley	City of Napa
Vacant	City of St. Helena
Peter White	City of St. Helena

Non-Voting Member Absent:

JoAnn Busenbark	Paratransit Coordinating Council

4.   Public Comment – None

MSC - Motioned, Seconded, and Unanimously Carried

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

   No updates given.

6. **Directors Update**

   Kate Miller, Executive Director
   Announced that the Ribbon Cutting Ceremony for the Soscol Gateway Transit Center will be held on February 20, 2013 at 11:30 am.

   Provided an updated on the new VINE transit service route changes.

   Provided an update on the New Flyer bus issue.

   Provided an update on the progress of Soscol Gateway Transit Center (SGTC).

   Provided an updated on the Jameson Canyon project. A tour of the project will be scheduled for late February.

   Provided an update on the One Bay Area Grant process.

   Provided a legislative update.

7. **Caltrans' Update**

   Ahmad Rahimi, Caltrans, provided an update on the status of various projects located throughout the county. Chair Caldwell requested a report on all projects on State Route 29.

8. **ADMINISTRATIVE ITEMS**

   8.1 **Election of Vice Chair**

   Board action elected John Dunbar as Vice Chair for the remainder of the FY 2012-13 term.

   MSC* DODD / DUNSFORD to **APPROVE** electing John Dunbar as Vice Chair for the remainder of the FY 2012-13 term.

9. **CONSENT ITEMS (9.1- 9.3)**

   MSC* DODD / CHILTON to **APPROVE** Consent Items 9.1-9.3, with corrections to Items 9.2 and 9.3 as provided in meeting handouts.

MSC - Motioned, Seconded, and Unanimously Carried

9.1   Approval of Amended Resolution No. 12-34 Issuing the Final Regional Housing Needs Allocation (RHNA) for the Napa Subregion

Board action approved the Amended Resolution No. 12-34 issuing the Final Regional Housing Needs Allocation (RHNA) for the Napa Subregion.

9.2   Approval of Second Amendment to 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 the contract with CH2MHILL, Inc. which will extend the Period of Performance under NCTPA Agreement No. 10-20 to February 28, 2013.

9.3   Approval of Second Amendment to NCTPA Agreement No. 10-23 with Mark Thomas & Company, Inc. for Work Associated with On-Call Engineering and Project Delivery Services

Board action will authorize an amendment (to the contract with Mark Thomas & Company, Inc. which will extend the Period of Performance under NCTPA Agreement No. 10-23 to February 28, 2013.

10.   REGULAR AGENDA ITEMS

10.1 FY 2011-12 Independent External Fiscal Audit and Single Audit Reports for NCTPA

Staff provided a review of the FY 2011-12 Fiscal Audit and Single Audit Reports.

MSC* DODD / CHILTON to **APPROVE** (1) acceptance and filing of the FY 2011-12 NCTPA Fiscal Audit and the NCTPA Single Audit Report - OMB Circular A-133, and (2) Return an allocation surplus of $1,674,164 to the County's Local Transportation Fund.

11.   INTERJURISDICTIONAL ISSUES FORUM

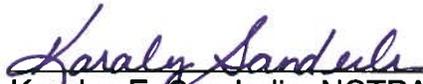**11.1 Interjurisdictional Issues Discussion Forum and Information Exchange**

Board Members shared specific new projects/issues with interjurisdictional impacts.

MSC - Motioned, Seconded, and Unanimously Carried

12.   ADJOURNMENT

12.1   Approval of Meeting Date of February 20, 2013 and Adjournment

The next regular meeting will be held Wednesday February 20, 2013 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 2:30 p.m.

Karalyn Sanderlin

Karalyn E. Sanderlin, NCTPA Board Secretary

MSC - Motioned, Seconded, and Unanimously Carried