

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

**Board of Directors**

**SPECIAL MEETING**

**MINUTES**

**Wednesday, April 30, 2008**

**ITEMS**

**1. Call to Order**

Chair Leon Garcia called the meeting to order at 1:08 p.m.

**2. Pledge of Allegiance**

Board Member Jill Techel, Mayor City of Napa, led the salute to the flag.

**3. Roll Call**

Members Present:

Leon Garcia	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles	City of Calistoga
Jim Krider	City of Napa
Jill Techel	City of Napa
Diane Dillon	County of Napa
Brad Wagenknecht	County of Napa
Steve Rosa	Town of Yountville
Cynthia Saucerman	Town of Yountville

Non-Voting Members Present:

JoAnn Busenbark	Paratransit Coordinating Council
-----------------	----------------------------------

Members Absent:

Cindy Coffey	City of American Canyon
Del Britton	City of St. Helena
Joe Potter	City of St. Helena

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

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

No reports given

**5. Directors Update**

*Jim Leddy, Executive Director*

Announced that the Metropolitan Transportation Commission (MTC) will be holding a Transportation 2035 Workshop in Napa County on Tuesday May 20, 2008 6p.m.-8p.m. at the Napa City-County Library Community Meeting Room (580 Coombs Street Napa).

Announced the next Napa's Transportation Future event, preview the Update to Napa's Countywide Strategic Transportation Plan, will be held Wednesday May 21, 2008 6 p.m.-7:30 p.m. at Napa City Hall, 955 School Street, Napa.

Announced that NCTPA has become the first public agency in Napa County to become certified as a Bay Area Green Business.

Reviewed various handouts distributed at the meeting.

**6. Caltrans Update**

No report given

**7. Public Comment – None**

**8. Approval of Meeting Minutes of March 19, 2008**

**MSC\* DUNSFORD / KRIDER to APPROVE** the meeting minutes of March 19, 2008.

**CONSENT ITEMS (9-17)**

At the request of staff, Item 17 was pulled for discussion.

**MSC\* DUNSFORD / WAGENKNECHT to APPROVE** consent Items 9-17

**9. Approval of Professional Services Agreement with Ann Muzzini for Transportation Planning and Project Management Services**

Board action (1) authorized an agreement with Anne Muzzini in the amount not to exceed \$30K for a period of 14 months to provide transit planning and

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

specific project management services and (2) authorized the Executive Director to sign the agreement.

**10. Approval of Second Amendment to NCTPA Professional Services Agreement No. 06-08 with Overland Pacific and Cutler**

Board action (1) approved the second amendment to NCTPA Professional Service Agreement No. 06-08, which increases the maximum compensation amount by \$6,000 or up to \$25,000, changes the rates of service to the existing rates for OPC services and extend the expiration date to December 31, 2008 and, (2) authorized the Executive Director to sign the second amendment to the agreement

**11. Approval of Support Services Agreement with the County of Napa**

Board action approved and authorized the Chair to sign a Support Services Agreement for FY 07/08 with the County of Napa.

**12. Approval of Third Amendment to NCTPA Professional Services Agreement No. 06-03 with DKS Associates**

Board action approved a contract amendment with DKS Associates agreement NCTPA 06-03 to increase the timeline until December 31, 2008 for specialized services related to the State Route 29/Rutherford Crossroad roundabout and authorized the Executive Director to execute the amendment.

**13. Actions to Transition NCTPA to an Independent Staff – Approval to Establish an Account with Wells Fargo Bank for Payroll Purposes Only and Authorize Establishment of Salary Accounts with the County of Napa Auditor-Controllers Office for the Napa County Transportation and Planning Agency (NCTPA)**

Board action (1) authorized the Executive Director to establish an account with Wells Fargo Bank for payroll use only for an approximate annual fee of \$60.00, (2) authorize the Executive Director and the Board Secretary to be the signatures on said account, and (3) authorize the establishment of salary accounts with the County of Napa Auditor-Controller's office for NCTPA as follows:

Regular Salaries	2060-30100-51100000
Extra Help	2060-30100-51200100
Overtime	2060-30100-51200200
Medicare	2060-30100-51300300
Group Insurance	2060-30100-51300500
Workers Comp	2060-30100-51301200

**14. Actions to Transition NCTPA to an Independent Staff – Approval of Contracting with ABD Insurance & Financial Services for Ancillary Insurance for Napa County Transportation and Planning Agency Employees**

Board action authorized the Executive Director to execute an agreement with ABD Insurance & Financial Services (Attachment 1) for the provision of for the following ancillary insurances and benefits:

<u>Insurance/Benefit</u>	<u>Carrier</u>	<u>Annual Cost</u>
Dental Insurance	Delta Dental Premier	\$17,644.08
Vision	Medical Eye Services	\$ 2,331.60
Life & AD&D	Guardian	\$ 1,994.40
Long Term Disability	Guardian	\$ 2,537.67
Employee Asst Program (EAP)	The Holman Company	\$ 3,888.00
Section 125 Program	Creative Benefits	\$ 1,800.00

NCTPA will be responsible for the payment of premiums for all insurances and benefits except for Vision, which will be the responsibility of the employee by way of monthly payroll deductions. The proposal also included a quote for an employee paid Voluntary Life and AD&D Benefits buy up plan.

**15. Actions to Transition NCTPA to an Independent Staff - Approval to Convert the Account Clerk II to a Direct Part-Time Employee of NCTPA (NCTPA)**

Board action approved converting Judy Kowalsky, Account Clerk II to a direct part-time employee of NCTPA effective May 1, 2008. This action will result in approximately a 1.33% increase in administrative salaries and a \$2,873.60 annual increase in CalPERS Retirement and 1959 Survivor Benefits costs.

**16. Approval of Resolution 08-06 for Governor’s Office of Homeland Security (OHS) Funding for Physical Security Enhancement Equipment for Transit Facilities**

Board action authorized the Executive Director to submit an Investment Justification application to OHS for transit service facilities security equipment not to exceed Napa County’s funding allotment of \$7,151.

**17. Cancellation of Request for Proposal for Transit Operator Services Issued November 29, 2007; Rescission of Motion of Intent to award transit operation contract to MV Transportation; Direction to staff to prepare Request for Proposal for engaging a qualified consultant to prepare a new transit operator RFP**

At the request of staff, Item 17 was pulled for discussion.

Jim Leddy, Executive Director stated that during a review of the RFP process staff revealed internal technical issues that made it impossible to continue the with the contract selection, therefore, staff is recommending the cancellation of the Transit Operator Services RFP be cancelled. Further Mr. Leddy stated that NCTPA will be hiring a consultant to restart the process.

John Saragusa, MV Transportation, thanked the Board for the opportunity to work with NCTPA, the NCTPA staff for their support and cooperation in their brief relationship, and employees of Veolia for their patience during the startup process that was underway. Although MV Transportation in very disappointed with the RFP cancellation, they will be back to re-bid the contract.

Ron Bushman, Veolia Transportation, acknowledged the opportunity for the continuance in providing service to NCTPA.

## **RECESS TO NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA) BOARD OF DIRECTORS MEETING**

### **REGULAR AGENDA ITEMS - TRANSPORTATION**

#### **18. American Canyon Circulation Presentation**

*Information Only / No Action Taken*

Mr. Paul Miller of Omni-Means Ltd will provide a presentation on the Citywide Circulation Study

Due to time restraints, staff requested to present Item 20 before Item 19.

#### **20. Napa County Auditor-Controller Presentation (Pam Kindig)**

*Information Only / No Action Taken*

Napa County Auditor-Controller provided an update status of the internal audit, for the eighteen months ended as of December 31, 2007 as approved at the February 20, 2008 NCTPA Board meeting and discussion on the Statement on Auditing Standards (SAS) 112 report and its effect on the auditing practices and procedures of NCTPA becoming an independent agency.

#### **19. Accept and File FY 06/07 Independent Audit Report for NCTPA**

Staff reviewed the FY 06/07 Independent Audit Report for NCTPA.

**MSC\* DUNSFORD / GINGLES** for **APPROVAL** to accept and file the FY 06/07 Independent Audit Report for NCTPA which includes three reports; the Management Report, the Audit Report, and the Single Audit Report.

#### **21. Review of Draft Summary NCTPA FY 08/09 Budget and Appointment of Budget Review/Finance Subcommittee**

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

Staff reviewed the FY 08/09 draft budget summary and work plan, and requested the Board to appointment of an ad hoc budget review/finance subcommittee.

**MSC\* TECHEL / DILLON to APPROVE** appointing Chair Garcia, Vice Chair Krider, and Board Member Rosa to the ad hoc budget/finance subcommittee.

Board Member Busenbark requested that the Changing Senior Demographics and Transit Dependent Non-Disable Seniors issues be included under Special Studies and Transit Planning and Operations section (of the budge work plan).

**22. NCTPA Short Range Transit Plan (SRTP) 2008-2017**

Staff reviewed the final SRTP and stated this revised version include a focused plans on outreach and marketing targeting specific audiences such as the Latina population, on reviewing of what kind of transit services is needed in Napa County, and a directive about what needs to be done to increase ridership and get people out of their cars.

**MSC\* WAGENKNECHT / DUNSFORD to APPROVE** the Napa County Short Range Transit Plan (SRTP) FY2008-17

**23. Authorize the NCTPA Executive Director to Engage Services of an Environmental Consultant and Bond Counsel to Provide Assistance to the Napa Valley Transportation Authority (NVTA) Associated with the Proposed Sales Tax Measure**

Jim Leddy, NCTPA Executive Director, stated this item is a follow up to the NVTA Board Item of earlier today which gives the NCTPA Executive Director authorization to engage services of an Environmental Consultant and Bond Counsel to provide assistance to the NVTA in an amount not to exceed \$65,000 in total.

**MSC\* TECHEL / DUNSFORD to AUTHORIZE** the NCTPA Executive Director to engage services of an Environmental Consultant and Bond Counsel to provide assistance to the NVTA in an amount not to exceed \$65,000 in total.

**24. Review of Strategic Transportation Planning Process also known as “Napa’s Transportation Future”**

***Information Only / No Action Taken***

Staff will update the Board on the status of the Strategic Transportation Plan and public outreach.

## DISCUSSION OF INTERJURISDICTIONAL ISSUES

### REGULAR AGENDA ITEMS – INTERJURISDICTIONAL ISSUES FORUM

#### **25. Interjurisdictional Issues Discussion Forum and Information Exchange**

*Information Only / No Action Taken*

Each member jurisdiction shared with the Board specific projects with Interjurisdictional impacts in their local area.

#### **26. Accept Nomination to the Napa Valley Arts and Cultural Commission**

Board action approved the appointment of Yvonne Henry to the Napa Valley Arts and Cultural Commission as a representative from the City of Calistoga.

**MSC\* TEHEL / DUNSFORD to APPROVE** the appointment of Yvonne Henry to the Napa Valley Arts and Cultural Commission as a representative from the City of Calistoga

#### **27. Green Building Ordinance Update**

Board action authorized the Executive Director to work with the Gasser Foundation to arrange for the completion of the Title 24 cost effectiveness analysis of proposed higher energy standards for single-family residential buildings.

**MSC\* WAGENKNECTH / GINGLES to AUTHORIZE** Executive Director to work with the Gasser Foundation to arrange for the completion of the Title 24 cost effectiveness analysis of proposed higher energy standards for single-family residential buildings.

#### **28. Napa Communities Growth Summit**

**MSC\* DILLON / SAUCERMAN for APPROVAL** to (1) Agendize a special NCTPA meeting for June 13<sup>th</sup> and 14<sup>th</sup>, 2008 to be held as part of the Growth Summit, (2) direct staff to request and locate independent funding for the event, and (3) review invitation and questionnaire.

#### **29. Future Interjurisdictional Agenda Items**

No new discussion items were requested for placement on future agendas.

### REGULAR AGENDA ITEMS – TRANSPORTATION

Adjourned to Closed Session at 3:15 p.m.

**30. Closed Session –  
CONFERENCE WITH REAL PROPERTY NEGOTIATOR** (Government Code  
Section 54956.8)

Property: 722 Soscol Avenue, Napa, California – APN's 006-195-001, 006-195-002, and 006-195-003

Agency Negotiator: Jim Leddy, Andy Plescia, Tracy Geraghty

Negotiating Parties: BPI Company

Under Negotiation: Instructions to negotiator will concern both price and terms of payment

**31. Closed Session -  
PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(Government Code Section 54957)  
Title: Agency Executive Director

Adjourned to Open Session at 4:10 p.m.

Rob Paul, NCTPA Legal Counsel, reported that there were no reportable actions taken during closed session.

**32. Approval of Next Meeting Date of May 21, 2008 and Adjournment**

The Next Regular Meeting will be Wednesday June 18, 2008 at 1:30 p.m.

The meeting was adjourned by Chair Garcia at 4:12 p.m.