

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

**Board of Directors**

**MINUTES**

**Wednesday, June 15, 2011**

**ITEMS**

**1. Call to Order**

Chair Jim Krider called the meeting to order at 1:30 p.m.

**2. Pledge of Allegiance**

Mike Setty led the pledge of allegiance.

**3. Roll Call**

Members Present:

Leon Garcia	City of American Canyon
Joan Bennett	City of American Canyon
Michael Dunsford	City of Calistoga
Jack Gingles	City of Calistoga
Jim Krider	City of Napa
Jill Techel	City of Napa
Bill Dodd	County of Napa
Keith Caldwell	County of Napa
Peter White	City of St. Helena
Lewis Chilton	Town of Yountville

Members Absent:

Del Britton	City of St. Helena
John Dunbar	Town of Yountville

Non-Voting Member Present:

JoAnn Busenbark      Paratransit Coordinating Council

**4. Public Comment - None**

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

*Board Member Update*

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

*Board Member JoAnn Busenbark*

Reported on activities of the MTC Policy Advisory Council, of which she is a member representing the disabled community of Napa County.

*MTC Commissioner*

*Board Member Bill Dodd,*

Stated that throughout the bay area, Napa County is beginning to be recognized as a priority conservation area, due to our open space and agricultural priorities and policies, and as such discussions are taking place with other agricultural communities on efforts to secure road and other types of funding so that projects can be funded. If the larger counties will take on more of the housing allocations, then it is likely that they will also be allocated a larger portion of transportation funding.

Reported that this month, MTC will be considering operating assistance of \$1.4M for Napa county, as well as, in July the Transit Development Act (TDA) funds for the transit center will be up for consideration.

## **6. Directors Update**

*Paul W. Price, Executive Director*

Introduced Richard Mitchell, Interim General Manager for Veolia Transportation Inc. Mr. Mitchell is filling in as General Manager until a permanent replacement is hired. Recruitment is currently underway with an anticipated hire date of early July 2011.

## **7. Caltrans Update**

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

## **8. PRESENTATION**

### **8.1 Presentation by Suzanne Smith, Executive Director, Sonoma County Transportation Authority (SCTA)**

SCTA Executive Director, Suzanne Smith, gave a brief presentation on their success of Measure M, the Traffic Relief Act for Sonoma County which provides a ¼ cent sales tax for county-wide transportations

**PUBLIC HEARING**

**TIME CERTAIN 2:40 P.M.**

### **10.1 Public Hearing on the Potential Elimination of VINE Route 1C and Implementation of the New Route 20**

Chair Krider opened the Public Hearing at 2:40 p.m.

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

Staff provide a review of the ridership Trips per Revenue Hour analysis of the VINE Route 1C, as well as, information on the proposed new Route 20 service area and schedule.

Mark Thonen, Vice President/General Manager IASCO Flight Training, Napa CA, stated that NCTPA staff was very quick to respond and helpful in finding a solution to transport flight school students to and from the facility. The new Route 20 service has been well received by the students.

Chair Krider closed the Public Hearing at 2:48 p.m.

**MSC\* GINGLES / CHILTON to APPROVE** (1) a public hearing and accept comments on the proposed discontinuation of the VINE Route 1C service and implementation of the new VINE Route 20 Limited service, (2) approve the elimination of Route 1C on July 3, 2011; (3) approve the implementation of Route 20 on July 5, 2011; and (4) authorize the Executive Director to make necessary service adjustments and public notifications.

**9. CONSENT ITEMS (9.1 – 9.12)**

At the request of staff, Item 9.12 Approval of Memorandum of Understanding (MOU) with the Napa Community Redevelopment Agency for the Soscol Gateway (Napa) Transit Center was pulled and will be brought back to the Board for approval at their July 2011 meeting.

**MSC\* GINGLES / GARCIA to APPROVE** Consent items 9.1-9.11

**9.1 Legislative Report May 2011**

**9.2 Approval of Meeting Minutes of May 18, 2011**

Board action approved the meeting minutes of May 18, 2011.

**9.3 Approval of to Modify the September and December 2011 NCTPA Board of Directors Meeting Dates**

Board action approved rescheduling the NCTPA Board of Directors meeting of September 21, 2011 to September 7, 2011 and the December 21, 2011 to December 14.

**9.4 Approval for One-Time Cash Out of Vacation Leave/Sick Leave**

Board action approved a one-time request allowing NCTPA employees to cash out either forty (40) hours of vacation leave or sick leave to help relieve any financial hardship during the transitioning of NCTPA's payroll

\*MSC - Motioned, Seconded, and Unanimously Carried

to the County of Napa payroll system. The approved action resulted in a one-time increase in payroll expenses (sick leave) of up to \$20,000 for FY 10/11.

**9.5 Approval to Remove Various Fixed Assets from NCTPA Fixed Asset Inventory List**

Board action authorized removal of items identified as obsolete, non-repairable, missing, disposed, or sold from the fixed assets inventory. The approved action had no impact on the General Fund; however, NCTPA's Fixed Assets was reduced by \$2,658,746.27.

**9.6 Recipient Funding Agreement with the City of American Canyon for Bus Shelter Project**

Board action authorized the Executive Director to execute a recipient funding agreement with the City of American Canyon for One hundred fifty-one thousand one hundred and six dollars (\$151,106) for the installation of bus shelters and related passenger amenities.

**9.7 Approval of Supplemental Work Authorization No. 1 for Professional Services Agreement No. 10-23 with Mark Thomas & Company for additional design work on the Soscol Gateway (Napa) Transit Center**

Board action authorized Executive Director to execute a Supplemental Work Authorization in the amount of \$584,061, an increase of \$35,025, with Mark Thomas & company for work being performed on the design efforts at the Soscol Gateway (Napa) Transit Center.

**9.8 Invitation for Bid (IFB) 2011-02 Demolition and Abatement Services at New Soscol Gateway Transit Center Location Change Order #9**

Board action authorized the Executive Director to execute Change Order #9 with PARC Services, Inc. for the removal of 80 cubic yards of contaminated soil that exceed the contractual estimate of 5 cubic yards. The approved action increased the value of the original contract by \$20,500 from \$127,794 to \$148,294.

**9.9 Approval of Resolution No. 11-15 Amending NCTPA FY 10/11 Budget**

Board action approved Resolution No. 11-15 authorizing (1) a FY 10/11 intra-fund budget adjustment transferring \$15,000 within fund 2060 (planning fund); (2) a FY 10/11 intra-fund budget adjustment transferring \$325,000 within fund 2100 (transit fund); and (3) a FY 10/11 inter-fund budget adjustment transferring \$205,000 from fund 2060 (planning fund) to fund 2100 (transit fund). The approved action resulted in a \$0 net change of NCTPA's budget.

**9.10 Approval of Resolution No. 11-16 Authorizing the Filing of an Application for Federal Transit Administration (FTA) Section 5307 and Surface Transportation Program Funding**

Board action approved Resolution No. 11-16 authorizing the filing of an application for Federal Transit Administration (FTA) Section 5307 and Surface Transportation Program Funding in the amount of \$1,462,619 for VINE and VINE Go operations in FY 11/12.

**9.11 VINE Transit Services Ridership Report**

*No Action / Information Only*

Staff provided the board with transit services ridership data.

**9.12 Approval of Memorandum of Understanding (MOU) with the Napa Community Redevelopment Agency for the Soscol Gateway (Napa) Transit Center**

At the request of staff, Item 9.12 was pulled and will be brought back to the Board for approval at the July 2011 meeting.

**10. REGULAR AGENDA ITEMS**

**10.2 Approval of Chair and Vice Chair for FY 11/12**

The nominating committee composed of Board members Bill Dodd, Leon Garcia, and Jill Teche recommended electing Vice Chair Keith Caldwell as Chair and City of Calistoga Mayor, Jack Gingles as Vice Chair for the NCTPA for FY 11/12.

**MSC-TECHEL / DODD** to **APPROVE** the nominating committee's recommendation and elected County Board of Supervisors Keith Caldwell as Chair and City of Calistoga Mayor, Jack Gingles as Vice Chair for the NCTPA for FY 11/12.

**10.3 Draft Total Compensation Study of Napa County Transportation and Planning (NCTPA) Personnel**

Staff presented the results of the Compensation Study of NCTPA as prepared by CPS Human Resources.

Board action rejected the draft report due to concerns over analysis from the labor market agencies used in the study. Further, the Board directed staff to work with the Human Resource Director's from the local jurisdiction to determine the best course of action to take in regards to matching up compensation to the Board approved job descriptions.



**MSC\* DODD / BENNETT to REJECT** Draft Total Compensation Study of Napa County Transportation and Planning Agency, further the Board directed staff to work with the Human Resource Director's from the local jurisdiction to determine the best course of action to take in regards to matching up compensation to the Board approved job descriptions.

#### **10.4 Approval of NCTPA Overall Work Program (OWP) for FY 11/12**

Staff reviewed the agency's OWP for FY 11/12.

**MSC\* DODD / GINGLES to APPROVE** and accept the Agency's FY 11/12 Overall Work Program (OWP).

#### **10.5 Acceptance of the Plans and Specifications and release of NCTPA Soscol Gateway Transit Center Invitation For Bid (IFB)**

Board action accepted for release the Plans and Specifications for the Soscol Gateway Transit Center and authorize staff to release and advertise the availability of the IFB.

The engineers estimate for the project is \$5,071,000 (which includes a 10% contingency) plus an additional \$500,000 for the photovoltaic array to power the facility. The NCTPA has an unencumbered budget of \$7,635,000 available for the project. In addition to the construction, staff will bring forth a construction management contract from one of our on-call engineering firms at an estimated cost of 10-12% of the construction value. Additionally, there will be a small contract with the design firm for RFI's (Request for Information) on various design aspects that may require clarification or approval for equals requests.

**MSC\* GARCIA / DUNSFORD to ACCEPT** for release the Plans and Specifications for the Soscol Gateway Transit Center and authorize the staff to release and advertise the availability of the Invitation for Bid (IFB) for construction of said facility.

#### **10.6 Napa sub-RHNA Update**

*No Action / Information Only*

Staff reviewed the Public Engagement Action Plan for the Napa sub-RHNA process.

#### **10.7 Potential Napa Shuttle Service Improvements**

Staff reviewed the existing Napa Shuttle Service schedule, ridership, and the financial analysis of potential service improvements Options 1, 2 and 3 shown below. Board action approved Option 3 which increases the Napa Shuttle Service to 3 days/week, 6hours/day for an annual increase in cost of \$30,165.

	Annual Hours	Annual Cost
<b><u>Existing Base Service*</u></b> Existing days and hours of operation = 2 days p/week, 4 hours p/day	420	\$24,360
<b><u>Option 1</u></b> Base Service + 2 extra hours per service day = 2 days p/week, 6 hours p/day	625 (204 new annual hrs)	\$36,410 (+ \$12,050)
<b><u>Option 2</u></b> Base Service + 1 extra 4-hour day per week = 3 days p/week, 4 hours p/day	625 (204 new annual hrs)	\$36,410 (+ \$12,050)
<b><u>Option 3</u></b> Base Service + 1 day @ 6 hours per day = 3 days p/week, 6 hours p/day	940 (520 new annual hrs)	\$54,525 (+ \$30,165)

*\*This the maximum available annual hours for the Base Service plan, actual hours may be less depending upon ridership demand.*

**MSC\* GARCIA / BENNETT to APPROVE** (1) Option 3, increasing the Napa Shuttle Service to 3 days/week, 6 hours/day for an annual increase in cost of \$30,165, and (2) implementing service improvements in FY 11/12.

## 11. **INTERJURISDICTIONAL ISSUES FORUM**

### 11.1 **Napa County Commission for Arts and Culture Report (NCCAC)**

The NCCAC provided an update of activities to date.

### 11.2 **Interjurisdictional Issues Discussion Forum and Information Exchange**

Board Member Garcia stated that actions by the California Citizens Redistricting Commission would place American Canyon in a congressional district with Solano and portions of Yolo and San Joaquin counties, dividing it from the rest of the county. Board Member Garcia requested that the Board authorized the NCTPA Executive Director to send a letter to California Citizens Redistricting Commission the opposing such action.

**MSC\* CALDWELL / GINGLES to APPROVE** directing the NCTPA Executive Director to send a letter to the California Citizens Redistricting Commission opposing the California Citizens Redistricting Commission proposed action to redistricting American Canyon which will place it into a congressional district with Solano and portions of Yolo and San Joaquin counties.

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

**12. CLOSED SESSION**

Janice Killion, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session as noted in the agenda (Conference with Labor Negotiator (Government Code Section 54957.6) Agency Designated Representative: James Krider, Chair. Unrepresented Employee: Executive Director)

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

**12.1 CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)**

Agency Designated Representative: James Krider, Chair  
Unrepresented Employee: Executive Director

Adjourned to Open Session at 4:40 p.m.

Janice Killion, NCTPA Legal Counsel, reported that there was no reportable action taken during closes session

**13. ADJOURNMENT**

**13.1 Approval of Meeting Date of July 20, 2011 and Adjournment**

The next regular meeting will be held Wednesday July 20, 2011 at 1:30 p.m.

The meeting was adjourned by Chair Krider at 4:40 p.m.

  
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Karaly Sanden, NCTPA Board Secretary