



625 Burnell Street, Napa CA 94559

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, June 18, 2014

ITEMS

1. Call to Order

Chair Caldwell called the meeting to order at 1:33 p.m.

2. Pledge of Allegiance

Chair Caldwell led the salute to the flag.

3. Roll Call

Members Present:

Voting Power

Joan Bennett	City of American Canyon	(2)
Leon Garcia	City of American Canyon	(2)
James Barnes	City of Calistoga	(1)
Chris Canning	City of Calistoga	(1)
Scott Sedgley	City of Napa	(5)
Jill Techel	City of Napa	(5)
Keith Caldwell	County of Napa	(2)
Ann Nevero	City of St. Helena	(1)
John Dunbar	Town of Yountville	(1)
Margie Mohler	Town of Yountville	(1)

Members Absent: None

Bill Dodd	County of Napa	(2)
Peter White	City of St. Helena	(1)

Non-Voting Member Present:

Beth Kahiga	Paratransit Coordinating Council	(0)
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4. Public Comment

None

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

No updates given.

6. Director's Update

Kate Miller, Executive Director

Reported that extending the VINE hours during the BottleRock event was a success. NCTPA showed record ridership in May of almost 90,000 riders.

Announced that Eliot Hurwitz, NCTPA Planning Manager, official retire date is June 30th. Eliot has served the agency for almost 11 years and has been instrumental developing a number of plans, including Napa's Transportation Future. Eliot will continue in a part time (beginning July 7th) capacity until June 2015 to complete the work on the current Countywide Transportation Plan: Vision 2040: Moving Napa Forward.

Announced that staff will be attending the California Transportation Commission meeting to seek a final STIP supplement to close out the Jameson Canyon project. The Napa side has been open for traffic since April and the Solano side is scheduled to be open in August. A ribbon cutting ceremony is being planned for August/September.

Announced that NCTPA staff has been appointed to serve on the California Transit Association Executive Committee.

Reported that staff from Dianne Feinstein's office joined NCTPA staff and members of the Vine Trail to take a tour of the segment (of the Vine Trail) that is being considered for a TIGER grant. Senator Feinstein's staff is evaluating key TIGER-eligible projects that have requested the Senator's support.

7. Caltrans' Update

No oral report given, however, provided for review was the May 2014 Caltrans Reporting Memo.

8. PRESENTATION

8.1 Car Share Presentation

Michael Uribe, General Manager, Bay Area Zipcar, provided an overview of the car sharing program.

9. **CONSENT ITEMS (9.1 – 9.7)**

MOTION MOVED by GARCIA SECONDED by BENNETT to APPROVE Consent Items 9.1-9.7. Motion Passed 21-0.

9.1 Approval of Meeting Minutes of May 21, 2014

9.2 NCPTA Policies, Practices, and Procedures Manual: Section 5 Contracting and Procurement Policies

Board action approved the agency's Contracting and Procurement policies manual.

9.3 Supplemental Work Authorization No. 1 to Contract 12-18 Work Authorization 12-18P001 SWA1 with Fehr & Peers

Board action approved an amendment to the agreement with Fehr & Peers in an amount not to exceed \$21,140 and to extend the period of performance until December 31, 2014 for work associated with the Napa County Travel Behavior Study.

9.4 Second Amendment to Napa County Transportation and Planning Agency (NCTPA) Agreement No. 12-10 with Dyett & Bhatia Urban and Regional Planners

Board action approved an amendment to the agreement with Dyett & Bhatia Urban and Regional Planners extending the period of performance to December 31, 2014 for work associated with the SR29 Gateway Corridor Improvement Plan Study.

9.5 Second Amendment to Napa County Transportation and Planning Agency (NCTPA) Agreement No. 13-12 with ERBCO Construction Services, Inc.

Board action approved an amendment to the agreement with ERBCO Construction Services, Inc. extending the period of performance to September 30, 2014 for work associated Soscol Gateway Transit Center Hub Signage project.

9.6 First Amendment to Napa County Transportation and Planning Agency (NCTPA) Memorandum of Understanding (MOU) with the Calistoga Tourism Business Improvement District (CTBID) and Resolution No. 14-14 Increasing the FY 2014-15 Budget

Board action (1) approved an amendment to the CTBID MOU which adds an additional bus to the Calistoga Shuttle public transit service for the months of June through October, 2014, and (2) adopted Resolution No.

14-14 increasing the FY 2014-15 public transit services budget by \$24,697 in to allow for payment for increased transit services in Calistoga.

9.7 Resolution No. 14-15 Authorizing the FY 2014-15 Blanket Purchase Agreements (BPAs) for Planning and Transit Services

Board action approved Resolution No. 14-15 approving the FY 2014-15 BPAs for the Planning (CMA) and Public Transit fund for various reoccurring and routine vendor services.

10. REGULAR AGENDA ITEMS

10.1 NCTPA First Quarter FY 2013-14 Budget and 5-Year Forecast

Staff provided review of NCTPA's financial performance against budget for the third quarter (January-March) period and 5-year forecast model.

10.2 Election of Chair and Vice Chair for FY 2014-15

The nominating committee composed of Board members Keith Caldwell, Leon Garcia, and Jill Techel recommended electing Vice Chair John F. Dunbar as Chair and Board Member Scott Sedgley, as Vice Chair for the NCTPA for FY 2014/15.

MOTION MOVED by TECHEL SECONDED by CANNING to APPROVE the nominating committee's recommendation and elected Town of Yountville Mayor, John F. Dunbar as Chair and City of Napa Councilmember, Scott Sedgley as Vice Chair for the NCTPA for FY 2014-15. **Motion Passed 21-0.**

10.3 Revised Organizational Structure for NCTPA

Kate Miller, Executive Director, reviewed the proposed organization restructure and staffing changes.

Board Member Nevero requested that copies of the revised job descriptions (for the Assistant Program Planner/Administrator-Mobility Management Coordinator and Senior Financial/Policy Analyst) be emailed to all Board members.

MOTION MOVED by DUNBAR SECONDED by BENNETT to APPROVE (1) the revised NCTPA Organizational Restructure; (2) the reclassification of the Technical Planner/Senior Analyst Position to an Assistant Program Planner/Administrator-Mobility Management Coordinator position; (3) the re-classification of the Accounting Technician position to that of a Senior Financial/Policy Analyst; and (4) amending the title of the Transportation Engineer to a Program Manager-Engineer and amend the annual salary

range from \$84,777-\$102,412 to that of a program manager \$96,768-\$116,316. **Motion Passed 21-0.**

10.4 Legislative Update and State Bill Matrix

The Board received the monthly Federal and State Legislative Update and approved staff recommendations on state bills as provided in the bill matrix (Attachment 2).

MOTION MOVED by **TEHEL** **SECONDED** by **NEVERO** to **APPROVE** staff recommendations on state bills and supporting AB 1724 (Frazier D) and AB 2707 (Chau D). **Motion Passed 21-0.**

Janice Killion, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session for the item as noted in the agenda (Conference with Real Property Negotiator) and that no reportable action is expected.

Adjourned to Close Session at 2:25 p.m.

11. CLOSED SESSION

11.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)

Property: APN 046-370-024-000

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Joe Carter, Boca Company

Under Negotiation: Price and terms of payment

Adjourned to Open Session at 2:48 p.m.

Chair Caldwell, reported there was no reportable action associated with the closed session item.

12. ADJOURNMENT

12.1 Approval of Regular Meeting Date of July 16, 2014 and Adjournment

The next regular meeting will be held Wednesday July 16, 2014 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 2:48 p.m.


Karalyn E. Sanderlin, NCTPA Board Secretary