



625 Burnell Street, Napa CA 94559

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

**Board of Directors**

**MINUTES**

**Wednesday, April 16, 2014**

**ITEMS**

**1. Call to Order**

Chair Keith 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:

Voting Power

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

Members Absent: None

Leon Garcia	City of American Canyon	(2)
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Non-Voting Member Present:

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

Joel King, Napa Bike Collocation

Announced Caltrans has endorsed the use of the National Association of City Transportation Officials Urban Street Design Guide.

Announced the Napa Bike Fest will be held on Sunday, April 27, 2014.

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

Board members provided updates on the status of various projects in their respective jurisdictions.

*Mark Luce*

*MTC Commissioners' Report*

Reported, in the absence of Board member Dodd who serves as the Napa representative on the MTC, that the Commission will again endorse the Vine Trail's TIGER grant application to complete the Solano segment between Redwood Road and Yountville. This is just one of seven projects endorsed by the Commission.

#### 6. **Director's Update**

*Kate Miller, Executive Director*

Reported that, included in the meeting handouts, the new quarterly transit dashboard shows a number of new service factors, including miles between road calls and preventable accidents.

Reported that NCTPA partnered with the City of St. Helena and submitted a joint grant application as part of the Bay Area Climate Collaborative (BACC) to the California Energy Commission's Alternative and Renewable Fuel and Vehicle Technology Program. The awards were announced on April 4. The BACC applied for \$474,000 and were awarded the entire amount. NCTPA will receive roughly \$40,000 to install three vehicle charging stations – 1 at the Soscol Gateway Transit Center (SGTC) and 2 at the Yountville Park & Ride lot including electrical infrastructure. St. Helena will receive roughly \$30,000 for an additional 2 vehicle charging stations.

Reported the title and branding for the 2015 Countywide Transportation Plan is Vision 2040: Moving Napa Forward.

Announced Eliot Hurwitz, NCTPA Planning Manager, will retire effective June 30<sup>th</sup>. Eliot has been with NCTPA since 2003. Eliot will stay on part time until the NCTPA Countywide Plan is completed.

Announced effective July 1<sup>st</sup>, Danielle Schmitz will become the Interim Planning Manager.

Announced Earth Day is April 22 and to honor this occasions, the VINE is offering free bus rides from Saturday, April 19<sup>th</sup> through Friday, April 25<sup>th</sup>.

Announced Bike to Work Day is on May 8<sup>th</sup>. NCTPA is hosting an energizer station from 3 to 6 PM at the Soscol Gateway Transit Center. The Board and members of the public are invited to participate in Bike to Work day and to join us at the energizer station.

## 7. **Caltrans' Update**

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

Vince Jacala, Caltrans Public Information Officer District 4, provided an update on the Hopper Sough Bridge Project. The project is scheduled to start mid-late April. Once construction begins, Highway 128 (Rutherford Road) will be closed temporarily to repair a hole on its western support wall.

## 8. **CONSENT ITEMS (8.1 – 8.5)**

**MOTION MOVED** by **WHITE SECONDED** by **BENNETT** to **APPROVE**, Consent Items 8.1-8.5. **Motion Passed 22-0.**

### 8.1 **Approval of Meeting Minutes of March 19, 2014**

### 8.2 **Approval of Amendment 1 to the Napa County Transportation and Planning Agency (NCTPA) Agreement No. 12-08**

Board action approved Amendment 1 to the NCTPA Agreement 12-08 between NCTPA and Kate Miller, Executive Director.

### 8.3 **Resolution No. 14-08 Requesting the Allocation of FY 2013-14 & 2014-15 Transportation Development Act Article 3 (TDA-3) Pedestrian/Bicycle Project Funds from the Metropolitan Transportation Commission (MTC)**

Board action approved requesting the allocation of FY 2014-15 Transportation Development Act Article 3 (TDA-3) Pedestrian/Bicycle project funds in the amount of \$312,646 from the Metropolitan Transportation Commission (MTC).

Joel King, Active Transportation Advisory Committee (ATAC) member, requested that future TDA-3 projects include more bicycle and pedestrian projects.

#### **8.4 Active Transportation Advisory Committee Appointments (ATAC)**

Board action approved the reappointment of Barry Christian to the ATAC as the representative for the City of American Canyon.

#### **8.5 Approval to Remit Payment to Veolia Transportation for Invoice 12272012-2 Dated 12/27/2012**

Board action approved payment of the Veolia Transportation invoice #12272012-2 dated 12/27/2012 in the amount of \$25,139.51.

### **9. REGULAR AGENDA ITEMS**

#### **9.1 Napa County Grand Jury 2013-2014 Final Report Napa County Transportation and Planning Agency (NCTPA) VINE: Management & Ridership for the Future**

Kate Miller, Executive Director, reviewed the Final Napa Grand Jury Report and the response to the report findings. Request was made by Member Techel to expand Clarification #3 in the response letter to the Honorable Mark A. Boessenecker to include more information on the Agency being a congestion management agency before a transit agency. Member Nevero requested that the response letter also include information on the agency's participation in the Regional Housing Needs Assessment (RHNA) process.

**MOTION MOVED** by **CANNING**, **SECONDED** by **SEDGLEY** to **APPROVE** authorizing Chair Caldwell to sign the letter to the Superior Court Justice Boessenecker responding to the report. Further that the response letter be revised to include the requests made by Members Techel and Nevero as stated above. **Motion Passed 22-0.**

#### **9.2 First Reading of Draft NCTPA FY 2014-15 Budget**

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

The Board reviewed and provided comment on the FY 2014-15 NCTPA annual operating and capital budget in the amount of \$20,795,400.

#### **9.3 Adoption of Revised NCTPA Policies, Practices and Procedures Manual Chapter 7: Finance and Grants and Rescission of Previous Version of Financial Policies**

Staff reviewed the revised NCTPA Policies, Practices and Procedures Manual Chapter 7: Finance and Grants.

**MOTION MOVED** by **CANNING**, **SECONDED** by **MOHLER** to **APPROVE** the revised NCTPA Policies, Practices and Procedures Manual Chapter 7: Finance and Grants and rescind the previous version of Financial Policies. **Motion Passed 22-0**

**9.4 Resolution No. 14-09 Authorizing the Procurement of Financing Instruments with Pledge of Future Revenues**

Nearly all the agency's revenue is collected on a reimbursement basis, forcing the agency to carry the costs for operating and capital purchases until revenues are deposited. To ensure adequate cash flow is available for agency operations staff recommends procuring a line of credit for up to \$3 million that can be used to satisfy short term liquidity needs and to guarantee sufficient revenues for on-going operations.

**MOTION MOVED** by **WHITE**, **SECONDED** by **DUNBAR** to (1) **AUTHORIZE** the Executive Director to enter into an agreement with the Bank of Marin on a debt financing instrument and (2) **APPROVE** Resolution 14-09 pledging revenues as collateral as a term of funding. **Motion Passed 22-0.**

**9.5 Napa County Transportation and Planning Agency (NCTPA) Staffing Plan**

Kate Miller, Executive Director, reviewed the proposed staffing plan for NCTPA.

**MOTION MOVED** by **WHITE**, **SECONDED** by **SEDGLEY** to **APPROVE** (1) Resolution No. 14-10 Resolution for Exception to the 180-Day Wait Period; (2) Authorize the Executive Director to hire Eliot Hurwitz, as a part-time extra help, limited-term employee, effective July 1, 2014 through June 30, 2015, for the provisions of services related to the preparation of the Napa Countywide Transportation Plan–Vision 2040: Moving Napa Forward, in an amount not to exceed \$53,684 (960 hours); (3) Approve reclassifying the Transportation Engineer position from a part-time limited term position to a full-time FLSA exempt position with an annual salary range of \$84,777-\$102,412. **Motion Passed 22-0.**

**9.6 Priority Development Area (PDA) Investment and Growth Strategy: May Update**

The Board received the PDA Investment and Growth Strategy May Update.



**MOTION MADE by CANNING, SECONDED by BENNETT to ACCEPT and FILE the Priority Development Area Investment and Growth Strategy: May 2014 Update. Motion Passed 22-0.**

**9.7 Legislative Update and State Bill Matrix**

*Information Only / No Action Taken*

The Board received the monthly Federal and State Legislative Update.

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 2:55 p.m.

**10. CLOSED SESSION**

**10.1 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 3:44 p.m.

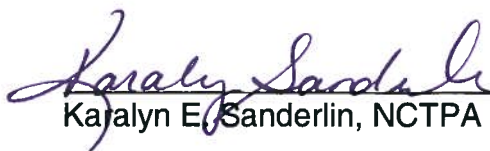
Janice Killion, NCTPA Legal Counsel, reported there was no reportable action associated with the closed session item.

**11. ADJOURNMENT**

**11.1 Approval of Regular Meeting Date of May 21, 2014 and Adjournment**

The next regular meeting will be held Wednesday May 21, 2014 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 3:44 p.m.

  
Katalyn E. Sanderlin, NCTPA Board Secretary