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

#### **Board of Directors**

#### MINUTES Wednesday, July 21, 2010

#### <u>ITEMS</u>

#### 1. Call to Order

Chair Jim Krider called the meeting to order at 1:36 p.m.

#### 2. Pledge of Allegiance

The salute to the flag was recited during the NVTA meeting.

#### 3. Roll Call

#### Members Present:

Leon Garcia City of American Canyon City of American Canyon Joan Bennett Michael Dunsford City of Calistoga City of Calistoga **Jack Gingles** City of Napa Jim Krider Jill Techel City of Napa Bill Dodd County of Napa County of Napa Mark Luce City of St. Helena Del Britton Town of Yountville Margie Mohler Cynthia Saucerman Town of Yountville

#### Members Absent:

Sharon Crull City of St. Helena

Non-Voting Member Present:

JoAnn Busenbark Paratransit Coordinating Council

#### 4. Public Comment - None

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

MTC Commission Update

Bill Dodd, MTC Commissioner

Reported that the tower sections for the new Bay Bridge came under the Golden Gate Bridge last week and should be installed within a few weeks.

Reported that MTC adopted a resolution in June that allocated \$1.764M for the operation of the VINE and VINE Go services, \$1.441M for the Taxi Scrip and Community Shuttle programs and for planning, \$4.8M for Capital match for various bus and transit center projects.

Reported that MTC also adopted a resolution which allocates \$390K of Regional Measure 2 (RM2) funds for the Route 29 VINE Express route.

#### 6. Directors Update

Paul W. Price, Executive Director

Reported on outreach activities associated with the discontinuation of the FlexRide and Route 11 services

Announced NCTPA will be hosting an Open House for the Calistoga Transit Study on Thursday August 4<sup>th</sup> from 4:30-6:30 p.m. at the Calistoga Elementary School Multipurpose Room.

Announced the VINE Route 29 Express service ridership has increased tremendously and staff is expecting a higher increase with the start of the new school year. The service has gone from 457 passengers in March to 1267 in June.

#### 7. Caltrans Update

No oral report given, provided for review was the July 21, 2010 Caltrans Reporting Memo.

Board Member Dodd requested staff to work with Caltrans and the City of American Canyon regarding traffic congestion on SR 29 south though American Canyon. Member Dodd stated that a short-term fix could be a simple as synchronizing traffic lights for better traffic flow.

#### 8. CONSENT ITEMS (8.1 - 8.6)

MSC\* DODD / BRITTON to APPROVE Consent Items 8.1-8.6

\*MSC - Motioned, Seconded, and Unanimously Carried

#### 8.1 Legislative Report July 2010

#### 8.2 Approval of Meeting Minutes of June 16, 2010

Board action approved the Meeting Minutes of June 16, 2010.

#### 8.3 Claim of State Transit Assistance (STA) One-Time Only Funds

Board action approved claiming \$190,422 in one-time only Lifeline State Transit Assistance (STA) Funds towards the purchase of three replacement vehicles for VINE Go fleet.

## 8.4 Agreement with the Napa County Flood Control and Water Conservation District

#### Information Only / No Action Taken

Information on Traffic Signal Betterment Agreement for signal at 8<sup>th</sup> and Burnell Streets, Napa CA was provided.

## 8.5 Approval of Resolution No. 10-21 Amending NCTPA FY 09/10 Budget Transferring \$30,000 from fund 2100 to fund 2060 and \$100,000 from fund 2060 to fund 2100

Board action approved Resolution 10-21 (1) authorizing a FY 09/10 budget adjustment transferring \$30,000 from fund 2100 (transit fund) to fund 2060 (planning fund) of the salaries allocation line item 5199999 to recognize year end vacation liability; (2) authorizing a FY 09/10 budget adjustment transferring \$10,000 from the Depreciation expense budget in fund 2100 to the Depreciation expense budget in fund 2060; and (3) authorizing a FY 09/10 budget adjustment transferring \$325,000 from fund 2060 to fund 2100 in account 52185000-31200 for Professional Services related to the Traffic Center "Traffic Betterment" project.

#### 9. **REGULAR AGENDA ITEMS – TRANSPORTATION**

#### 9.1 Public Hearing on American Canyon Transit (ACT) Service Changes

Staff reviewed Phase I service changes to the American Canyon Transit (ACT) system, as well as, community outreach and marketing plan implementation for Phases I and II service changes.

Chair Krider opened the Public Hearing at 2:05 p.m.

Being no Public Comment, Chair Krider closed the Public Hearing at 2.05 p.m.

**MSC\* GARCIA / BENNETT** to **APPROVE** the Phase I modification of the American Canyon Transit (ACT) service to implement AM and PM Peak hours effective August 18, 2010 to coincide with the opening of the new high school.

## 9.2 Public Hearing and Approval of Resolution No. 10-22 Adopting the Burnell Street Tenant Relocation Plan

Matt Boyer, Dokken Engineering, presented the Tenant Relocation Plan for NCTPA's tenants located at the Burnell Street properties. The plan provides the road map for tenant relocation benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. There are currently six (6) tenants occupying the property.

Chair Krider opened the Public Hearing at 2:09 p.m.

Jim Jensen, owner of Jensen's Ornamental, stated as one of the tenants to be relocated, he would like to know what the process is as far as the timeline and would they still be able to be (located) in Napa. Everything his company does is based here in Napa and he was told that everyone in moving to south county. He would like to find out what the next step is, when it will happen and what the process is to get them where they need to be.

Being no other Public Comments, Chair Krider closed the Public Hearing at 2:10 p.m.

Matt Boyer, stated in terms of location, one of the things that has been a very important as a consideration is to try and relocate all existing businesses within the City of Napa. This is challenging as every property has unique circumstances associated with it.

After the Relocation Plan is approved, each business that is affected will be contacted and provided with a detailed Notice of Eligible Relocation Assistance (6 page document) and a Notice for Right to Claim Loss of Business Goodwill as there may be a loss as a consequence to moving. Further explained in detail was the relocation process as outlined in the Relocation Plan.

**MSC\* DODD / GINGLES** to **APPROVE** Resolution No. 10-22 which accepts the Tenant Relocation Plan to provide relocation assistance as may be applicable.

## 9.3 Responses to the Napa County Grand Jury 2009-10 Report Findings

Board action approved responses to the Napa County Grand Jury 2009-10 Report findings on NCTPA.

**MSC\* BENNETT / DODD** to **APPROVE** responses to the Napa County Grand Jury 2009-10 Report findings on NCTPA.

#### 9.4 Approval of NCTPA Overall Work Program (OWP) for FY 10/11

Each year the Agency prepares and the Board adopts an OWP which guides the workload and activities of the Agency for the fiscal year. Staff reviewed the FY 10/11 OWP including the changes in the format and presentation in comparison to previous years OWP's

Board Member Techel requested that work tasks 2-5 relating to the Napa County Commission for Arts and Culture (PA-05) be removed as she feels these elements are that of the Napa County Commission for Arts and Culture and not those of NCTPA staff.

MSC\* BRITTON / TECHEL to APPROVE the OWP for FY 10/11, removing the Task Elements 2-5 associated with the Napa County Commission for Arts and Culture (PA-05).

### 9.5 NCTPA Policies, Practices, and Procedures Manual Development Timeline

Recent audits have recommended that the agency develop and adopt its own formal set of policies and procedures that are specific too and ensure compliance with all federal, state, and local requirements. Staff provided a timeline of the planned release of each section that the manual will contain.

**MSC\* DODD / GINGLES** to **APPROVE** the timeline for completion of an overall Policies, Practices, and Procedures Manual for NCTPA.

## 9.6 NCTPA Policies, Practices, and Procedures Manual Section 2: Accounting, Audit and Financial Management Policies

#### Information Only / No Action Taken

Provided for review and comments was the NCTPA Policies, Practices, and Procedures Manual Section 2: Accounting, Audit and Financial Management Policies. Final acceptance and implementation of Section 2 will occur at the September 2010 NCTPA Board meeting.

#### 9.7 Transit Efficiency Committee Report to the Board

Information Only / No Action Taken
Staff provided a report of the June 16, 2010 TEC meeting.

## 9.8 Approval of Resolution No. 10-23 Authorizing the Submittal of a Strategic Growth Council's Sustainable Communities Planning Grant Application

Board action authorized staff to submit an application for the Strategic Growth Council's Sustainable Communities Planning Grant in the amount of \$750,000 contingent on the Technical Advisory Committee's (TAC) approval of the Scope of Work at its August 5, 2010 meeting. Board members agreed that any cost associated with the Sustainable Napa County preparing the grant should be shared by all jurisdictions and requested staff to follow-up with allocations for each jurisdiction at the September 2010 meeting.

**MSC\* DUNSFORD / GARCIA** to **APPROVE** Resolution No. 10-23 the Strategic Growth Council's Sustainable Communities Planning Grant, contingent on the Technical Advisory Committee's (TAC) approval of the Scope of Work at its August 5, 2010 meeting.

# 9.9 Approval of Resolution No. 10-24 Surface Transportation Program (STP) and the Congestion Mitigation & Air Quality Improvement Program (CMAQ) Submittal to the Metropolitan Transportation Commission (MTC)

Board action approve the NCTPA Technical Advisory Commission's (TAC) list of projects shown below for funding under the MTC call-for-projects under the STP/CMAQ funding available to the Napa Region.

Agency	Project	Year requested	Funding				
			Local	STP/CMAQ	Other Fed.	Project Total	
City of Napa	Freeway Drive/Golden Gate Drive Pavement Rehabilitation Project	2011/12	\$150,000	\$600,000		\$750,000	
City of American Canyon	Theresa Avenue Sidewalk Project, Phase II	2011/12	\$188,000	\$268,000		\$456,000	
City of American Canyon	Theresa Avenue Sidewalk Project, Phase II	2011/12	\$50,000	\$250,000		\$300,000	
City of American Canyon	Napa Junction Elementary Pedestrian Improvements	2011/12		\$43,000		\$43,000	
County of Napa	Napa County Local Roads Surface Treatments	2012/13	\$105,225	\$526,126		\$631,351	
City of American Canyon	West American Canyon Road Rehabilitation	2012/13	\$55,188	\$194,812		\$250,000	

\*MSC - Motioned, Seconded, and Unanimously Carried

Napa County Regional Park and Open Space District	Napa Valley Vine Trail	2012/13	\$42,000	\$211,000	\$43,792,000	\$44,045,000
City of Napa	2011 Cape Seal Pavement Rehabilitation	2012/13	\$285,938	\$484,062		\$770,000
City of Napa	Lincoln Avenue Solono/Silverado Trail Bike Lane	2012/13	\$43,000	\$170,000		\$213,000
City of Napa	North/South Napa Bike Connection	2012/13	\$95,000	\$200,000		\$295,000
City of Napa	First Street Corridor	2012/13		\$272,000		\$272,000
TOTAL			\$1,014,351	\$3,219,000	\$43,792,000	\$48,025,351

MS\* GARCIA / BENNET to APPROVE, with GINGLES OPPOSING, the NCTPA Technical Advisory Committee's (TAC) list of projects for funding under the MTC CMA Block Grants Cycle 1 due July 30, 2011 for the Napa Region.

#### 10. INTERJURISDICTIONAL ISSUES FORUM

#### 10.1 Napa County Commission for Arts and Culture Appointment

Board action approved the re-appointment of Yvonne Henry to the NCCAC representing the City of Calistoga.

**MSC\* GINGLES / TECHEL** to **APPROVE** the reappoint Yvonne Henry of Calistoga to the Napa County Arts and Cultural Commission.

## 10.2 Interjurisdictional Issues Discussion Forum and Information Exchange

No reports given.

#### 11. **CLOSED SESSION**

Jacqueline Gong, NCTPA Legal Counsel, announced that the Board would be adjourning to closed session to confer with legal counsel regarding significant exposure to litigation pursuant to Government Code 54956.9(b)(1) and (b)(3)(B) to address potential litigation relating to claims and damages that may arise from the upcoming displacement of business tenants relating to development of NCTPA intermodal transit center.

Adjourned to Closed Session at 3:20 p.m.

#### 11.1 CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION

Significant exposure to litigation pursuant to Government Code 54956.9(b)(1) and (b)(3)(B) (1 case)

Adjourned to Open Session at 3:45 p.m.

Jacqueline Gong, NCTPA Legal Counsel, stated that there was no reportable action taken during closes session.

#### 12. **ADJOURNMENT**

12.1 Approval to Cancel Meeting Date of September 15, 2010 due to the League of California Cities Annual Conference and to Approve a Special Meeting Date of Wednesday September 22, 2010 at 1:30 p.m

**MSC\* GINGLES / DODD** for **APPROVAL** to cancel meeting date of September 15, 2010 due to the League of California Cities Annual Conference and to **APPROVE** a Special Meeting Date of Wednesday September 22, 2010 at 1:30 p.m.

#### 12.2 Adjournment

The meeting was adjourned by Chair Krider at 3:45 p.m.

