



December 16, 2015  
NCTPA Agenda Item 9.2  
Continued From: November 18, 2015  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Kate Miller  
(707) 259-8634 / Email: [kmiller@nctpa.net](mailto:kmiller@nctpa.net)  
**SUBJECT:** Transitioning the VINE Consumer Advisory Committee (VCAC) to the Citizen Advisory Committee (CAC) and Approval of Resolution No. 15-25 Amending the VINE Consumer Advisory Committee (VCAA) Bylaws to the Citizen Advisory Committee Bylaws

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) approve (1) the proposal to transition the VINE Consumer Advisory Committee (VCAC) to a multi-modal Citizen Advisory Committee with a broader representation and membership, and (2) approve Resolution No. 15-25 amending the VINE Consumer Advisory Committee bylaws to the Citizen Advisory Committee Bylaws (Attachment 1).

### **COMMITTEE RECOMMENDATION**

The VCAC recommends that the NCTPA board approve the staff proposal to transition the VCAC to a CAC. They further requested that the CAC address any outstanding VCAC business such as approval of minutes from the September and December meetings.

### **EXECUTIVE SUMMARY**

The VINE Consumer Advisory Committee (VCAC) has served NCTPA and the VINE since April 2006 advising the Board on issues concerning the VINE and its ancillary transit services. Given the growing concern about traffic congestion in the Napa Valley and limited financial resources, there is a critical need to better manage travel demand. The VINE will be central in this effort.

Encouraging mode shift from single occupancy auto use to other modes will be essential for reducing traffic congestion on County roads and highways. NCTPA staff believes that a critical step in this direction is to create a permanent Citizen Advisory

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Committee that addresses all modes. Since many VCAC members have years of experience working with NCTPA on transit issues, staff is recommending transforming the VCAC into a Citizens Advisory Committee (CAC), and if there is an interest, to fill some of the positions with existing VCAC members.

This item was presented to the NCTPA Board at its November meeting and the board requested that the language in the bylaws relating to minority representation on the CAC be broadened. The original language proposed read: No less than 6 members of the committee will also be members of underrepresented communities in Napa Valley, including but not limited to Hispanic, African American, Asian, Native American, etc. Based on the Board's direction, staff is proposing to amend the language to read: The NCTPA Board will strive to appoint Committee members that represent the diverse make-up of Napa Valley including members of underrepresented groups.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

### **FISCAL IMPACT**

Is there a Fiscal Impact? No

### **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

A number of independent CACs have been convened to provide feedback to the NCTPA Board and staff on various projects. Recently these include the State Route 29 Gateway Study and the Countywide Transportation Plan, *Vision 2040: Moving Napa Forward*. Identifying, appointing, confirming, and educating members of the community each time a special project is being developed is not only time consuming, the knowledge gained by these committees goes away when the committee is disbanded. Having a permanent CAC with an interest in every mode, representing jurisdictions and various factions in the County would be more efficient and significantly improve the quality of the input that is received.

Since the VCAC has vast years of experience working with NCTPA staff on transit issues, staff's recommendation is to transform the VCAC into the CAC, by filling open positions with VCAC members if there is an interest.

Table 1 reflects the staff recommendation for the make-up of the new committee.

Table 1: Proposed CAC Members

Interest	Number of Members
American Canyon Resident*	1
City of Napa Resident *	1
County of Napa Resident *	1
Town of Yountville Resident *	1
City of St. Helena Resident *	1
City of Calistoga Resident *	1
Chamber Member	1
Vintner Member	1
Agriculture Member	1
Hospitality Member	1
Member Representing Environmental Interests	1
Member Representing Senior Population	1
Student Member	1
Non-Profit Organization and/or Education Field	1
Member Representing Low Income Housing Interests	1
Member of the Paratransit Coordination Council	1
Member of the Active Transportation Advisory Committee	1
Member Representing Health and Human Service interest and/or Healthcare Field	1
Member at Large	1

The committee will strive to represent a diverse cross-section of the community including members of underrepresented groups in Napa Valley.

\*City/Town/County members would be appointed by their respected Councils or Board of Supervisors whichever is applicable.

Ideally, members would serve two years. Terms would need to be staggered to ensure continuity. NCTPA staff is recommending that this new committee be convened in 2016.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 15-25

**RESOLUTION No. 15-25**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AMENDING THE  
VINE CONSUMER ADVISORY COMMITTEE (VCAC)  
TO THE  
CITIZEN ADVISORY COMMITTEE**

**WHEREAS**, the NCTPA Board created the VINE Consumer Advisory Committee (VCAC) to advise the Board on transportation related issues as they impact system riders; and

**WHEREAS**, NCTPA periodically updates its advisory committee bylaws to be consistent with current agency directives and state and federal law; and

**WHEREAS**, the VCAC by-laws require changes to be adopted by the NCTPA Board; and

**WHEREAS**, NCTPA wishes to transition the VINE Consumer Advisory Committee (VCAC) to a multi-modal Citizen Advisory Committee (CAC) to address all modes of transportation and to include a broader representation and membership; and

**WHEREAS**, NCTPA is recommending changes to the by-laws, including a change in the name of the Committee to the Citizens Advisory Committee (CAC);

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**NOW THEREFORE BE IT RESOLVED** that the Napa County Transportation and Planning Agency hereby amends the by-laws for the VINE Consumer Advisory Committee to read in full as set forth in Exhibit "A" attached hereto and incorporated by reference herein and the attached provisions of Exhibit "A" shall become effective immediately.

Passed and Adopted the 16<sup>th</sup> day of December 2015.

\_\_\_\_\_  
John F. Dunbar, NCTPA Chair

Ayes:

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

\_\_\_\_\_  
Janice Killion, NCTPA Legal Counsel

**EXHIBIT "A"****Citizen Advisory Committee****BYLAWS****Article I - NAME**

The name of this committee shall be the Citizen Advisory Committee (CAC). Establishment of the committee is authorized under section 4.4.4 of the Joint Powers Agreement of the Napa County Transportation Planning Agency.

**Article II - OBJECTIVE**

The CAC serves to provide the Napa County Transportation Planning Agency (NCTPA) with advice, comments and suggestions pertaining to multi-modal plans, programs, and projects administered by NCTPA of interest to the citizens of Napa County. The committee shall serve in an advisory capacity. Its objective will be to assist NCTPA staff in developing plans and programs to address traffic congestion within a multi-modal framework. The functions of the committee shall include, but are not limited to the following:

1. Advise NCTPA staff and the NCTPA Board on plans including but not limited to Countywide Transportation Plans, Short Range Transit Plans, Active Transportation Plans, and project specific plans.
2. Advise NCTPA staff and the NCTPA Board on consumer issues related to the design of the VINE system, and its ancillary systems/services, performance, policies, marketing and communications.

**Article III - COMPOSITION-QUALIFICATION AND TERMS**

All CAC members shall be appointed by the Napa County Transportation & Planning Agency Board, and shall serve at the pleasure of the Napa County Transportation & Planning Agency. Members representing specific jurisdictions (\*) will be nominated by their respective jurisdiction. The NCTPA Board will strive to appoint Committee members that represent the diverse make-up of Napa Valley community including members of underrepresented groups.

The CAC will consist of eighteen (18) members. Members will be appointed based on their representation of the following constituencies:

Interest	Number of Members
American Canyon resident*	1
City of Napa resident *	1
County of Napa resident *	1
Town of Yountville resident *	1
City of St. Helena resident *	1
City of Calistoga resident *	1
Chamber Member	1
Vintner Member	1
Agriculture Member	1
Hospitality Member	1
Member Representing Environmental Interests	1
Member representing senior population	1
Student member	1
Non-profit organization and/or Education field	1
Member representing Low Income Housing Interests	1
Member of the Paratransit Coordination Council	1
Member of the Active Transportation Advisory Committee	1
Member representing Health and Human Service interest and/or Healthcare field	1
Member at Large	1

All members, while understanding that they may have been appointed by virtue of a particular position or interest they hold or represent, must also understand that they represent all the citizens of the community as advisory committee members.

Initial appointments to the Committee shall be six for a one-year term, six for a two-year term and six for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for two years, which may be renewed. Members shall draw lots to determine term of initial appointment.

#### **Article IV - MEMBERSHIP WITHDRAWAL**

Membership may be withdrawn for any of the following reasons at the direction of the NCTPA Executive Director:

1. Three (3) consecutive unexcused absences or five (5) absences in an eighteen month period.
2. Misrepresentation at time of appointment with respect to personal use of NCTPA's service.
3. If member does not reside in Napa County or ceases to represent the constituency to which the member was assigned.

**Article V - OFFICERS AND DUTIES**

The committee members will elect a committee Chair and Vice-Chair by a majority of the members present at the November/December meeting. A quorum is necessary to hold the elections. Offices will be held for one year or until their successors are elected.

The Chair will preside at all meetings. Should the Chair be absent, the Vice-Chair will preside. In the unlikely event both Chair and Vice-Chair are absent; the remaining members will select an alternate member to preside.

The Chair may appoint ad hoc committees on an as-needed, non-scheduled basis to accomplish a specific task and report back to the full CAC. Ad hoc committees must have less than a quorum of CAC members and are exempt from the requirements of the Brown Act. The CAC may not direct the ad hoc committee on how to fulfill its function or when it should meet.

NCTPA staff will provide the administrative support for the committee including providing minutes, mailing agendas to members, and any other related duties.

**Article VI - MEETINGS**

The CAC will meet bi-monthly on the first Thursday of the month at 5:00 pm, effective January 2016, unless otherwise scheduled by the majority of a quorum. Additional meetings may be required to address time sensitive matters. Meetings will be held at a date, time and place as set by resolution of the NCTPA.

All CAC meetings will be held in accordance the Ralph M. Brown Act (Government Code section 54950 et seq.). Agenda items will be agreed upon by the Chair and the NCTPA staff representative, or upon motion of the committee. Any committee member may make recommendations for the agenda.

Each member shall have one (1) vote and a quorum shall consist of nine (9) voting members. A majority vote of the quorum shall be necessary to present an issue to the Executive Director and to the NCTPA Board of Directors.

All actions of the committee shall require the approval of a majority of the quorum present.

**Article VII - PARLIAMENTARY PROCEDURE**

The rules contained in "Standard Code of Parliamentary Procedure", by A. Sturgis, shall govern the Council in all cases to which they are applicable, and not inconsistent with the Bylaws of the Council.

Public Notice of all meetings shall be given pursuant to the Brown Act in compliance with the 72-hour posting deadline for regular meetings and the 24-hour deadline for special meetings.



**Article VIII - PROHIBITED ACTIVITIES**

No individual member shall represent the CAC to the general public or at a NCTPA Board meeting without majority vote of a quorum at a CAC meeting prior to the representation.

No CAC member will represent NCTPA to the general public without consent of the Executive Director (or designee) prior to the representation.

**Article IX. IMPERTINENCE-DISTURBANCE AND MEETING**

Any person, including committee members, making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The chairperson may order any person, including committee members, removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.