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## NAPA VALLEY TRANSPORTATION AUTHORITY PCC Agenda Letter

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**TO:** Paratransit Coordinating Council (PCC)  
**FROM** Kate Miller, Executive Director  
**REPORT BY:** Matthew Wilcox, Principal Planner  
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**SUBJECT:** Draft 2020 Paratransit Coordinating Council Work Plan and Draft 2020 Meeting Calendar Review

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### **RECOMMENDATION**

That the Paratransit Coordinating Council (PCC) review and consider adopting the draft PCC 2020 Work Plan and receive the draft 2020 meeting calendar.

### **EXECUTIVE SUMMARY**

Each year NVTA staff develops and recommends an annual work plan for consideration by the PCC.

### **FISCAL IMPACT**

Is there a fiscal impact? No

### **BACKGROUND AND DISCUSSION**

NVTA was created under a Joint Powers Agreement (JPA) that specifically delineates the many roles and responsibilities of the agency and its advisory bodies. In addition, each advisory committee has its own by-laws and areas of particular focus.

NVTA staff must delineate committee objectives, maintain agency programs and complete projects within available financial and human resources. To optimize available resources, staff has developed a draft Work Plan for each committee. The supporting documents contain the proposed 2020 Work Plan and 2020 committee and board meeting calendars for the PCC's consideration.

### **SUPPORTING DOCUMENTS**

Attachment 1: Paratransit Coordinating Council 2020 draft Work Plan  
Attachment 2: Draft 2020 Committee and Board Meeting Calendar

### Proposed 2020 PCC Work Plan

Item	Anticipated Date
Review service stats for VineGo, Taxi, Transit Ambassador, Mileage Reimbursement, Shared Vehicle programs, and Vine fixed route service.	On-going
Review/propose changes to VineGo, Taxi, Transit Ambassador, Mileage Reimbursement, and Shared Vehicle programs. As well as Vine fixed route service.	As needed
Review bus stops/facilities related to access issues.	As needed
Make recommendations regarding the submission of claims for certain TDA and FTA funds and allocations consistent with its priorities, and address coordination of paratransit services within Napa County.	As needed
Review various transit projects.	As needed
Review competitive grants.	As needed
Review Vine transit system updates and performance	Bi-monthly
Receive updates on various plans and reports, such as the Countywide Transportation Plan.	As needed
Vehicle procurements	As needed
Review Annual Report	March
Capital Program Update	TBD
Comprehensive Operational Analysis Review	Ongoing
Express Bus Study Project Implementation	Ongoing
FY 2020-21 Vine Service Budget	May
Receive updates and provide input on NVTA's Countywide Transportation Plan	As needed

**2020**  
**NVTA/NVTA-TA Board of Directors and Committee Meeting Calendar**

**January**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**February**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**March**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**May**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**June**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**July**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**August**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**October**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**December**

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<b>NVTA</b>	<b>NVTA-TA</b>	<b>TAC</b>	<b>PCC</b>	<b>ATAC</b>	<b>CAC</b>	<b>ITOC</b>	<b>HOLIDAY</b>
1:30 PM	1:30 PM	2:00 PM	10:00 AM	5:30 PM	5:00 PM	2:00 PM	