



NAPA VALLEY TRANSPORTATION AUTHORITY

Paratransit Coordinating Council Agenda Memo

TO: Paratransit Coordinating Council
FROM: Kate Miller, Executive Director
REPORT BY: Kathy Alexander, Deputy Board Secretary
(707) 259-8627, Email: kalexander@nvta.ca.gov
SUBJECT: Draft 2025 Paratransit Coordinating Council (PCC) Work Plan and 2025 Meeting Calendar

RECOMMENDATION

That the Paratransit Coordinating Council (PCC) provide input and approve the 2025 PCC Work Plan (Attachment 1) and review the 2025 Meeting Calendar.

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

The Napa Valley Transportation Authority (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 draft 2025 PCC Work Plan (Attachment 1) includes regular agenda items, transit planning and program review. The intent of the work plan is to provide a guideline for anticipated action and advisory items that staff will bring before the PCC throughout the next calendar year.

ATTACHMENTS

- (1) Draft NVTA PCC 2025 Work Plan
- (2) Draft 2025 Meeting Calendar

2025 PCC Work Plan

Attachment 2
PCC Item 9.2
November 7, 2024

| Item | Anticipated Date |
|--|-------------------------|
| Review service statistics for all NVTA's transit services and programs | On-going |
| Review/propose changes to VineGo, Taxi-Scrip, Transit Ambassador, Shared Vehicle programs, and 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 and studies | As needed |
| Review Vine transit system updates and performance standards | Bi-monthly |
| Receive updates on various plans and reports, such as the Active Transportation Plan, Community Based Transportation Plan , Countywide Transportation Plan, Short Range Transit Plan, and transit specific studies | As needed |
| Review vehicle procurements | As needed |
| Review the NVTA Annual Report | March |
| Express Bus Study Project Implementation | Ongoing |
| Receive updates on the Accessible Transportation Needs Assessment | January – December 2025 |
| Elect PCC Chair and Vice Chair and NVTA representative for CY 2025 | November 2025 |

**Proposed 2025
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 |
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| 23 | 24 | 25 | 26 | 27 | 28 | |

March

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| 30 | | | | | | |

April

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

May

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

June

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

July

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August

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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

September

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October

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November

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December

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| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

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