

**Napa Valley Transportation
Authority
Meeting Minutes - Final
NVRTA Board of Directors**

625 Burnell Street
Napa, CA 94559

Wednesday, November 20, 2019

1:30 PM

JoAnn Busenbark Board Room

1. Call to Order

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

2. Roll Call

Leon Garcia
Chris Canning
Jill Techel
Paul Dohring
Mark Joseph
Kerri Dorman
Ryan Gregory
Belia Ramos
Geoff Ellsworth
Liz Alessio
Gary Kraus
Beth Kahiga
John F. Dunbar

3. Pledge of Allegiance

Chair Canning led the Pledge of Allegiance.

4. Adoption of the Agenda

Motion MOVED by GARCIA, SECONDED by ALESSIO to APPROVE adoption of the agenda.

Motion carried by the following vote:

Aye: 21 - Garcia, Canning, Techel, Dohring, Joseph, Dorman, Gregory, Ellsworth, Alessio, and Kraus

Absent: 3 - Dunbar, and Ramos

5. Public Comment

None

6. Chairperson's, Board Members', Metropolitan Transportation Commissioner's, and Association of Bay Area Governments Update

Board Members Update

Jill Techel announced the City of Napa will be opening up the first of the three California Street/State Route 29 roundabouts on November 21st.

MTC Commissioners Update

Kate Miller, NVTA Executive Director, provided the MTC update in Commissioner Pedroza's absence.

[Board Member Ramos in attendance]

ABAG Update

Leon Garcia reported on ABAG activities.

7. Director's Update

- Announced that Karrie Sanderlin celebrated her 20th Anniversary with NVTA (NCTPA) on November 1st.
- Reported that NVTA staffed the Emergency Operation Center (EOC) during the recent public safety power shutoff (PSPS) and fires in Sonoma County.
- Reported meeting Toks Omishakin, the new Caltrans Director on November 15th, along with other Bay Area's County Transportation Agency (BACTA) Executive Directors. BACTA Executive Directors also had the opportunity to hear Mr. Omishakin speak at the Self Help County Coalition Focus on the Future conference where he laid out his priorities which include: System Safety, Balancing Modes, Efficiency, Innovation, Stakeholder Engagement.
- Reported that Susan Bransen, the California Transportation Commission Executive Director, has announced her retirement.
- Announced that Matt Wilcox, NVTA's transit manager, will be leaving NVTA at the end of the year to go back to work for Santa Rosa City Bus.

8. Caltrans' Update

Kelly Hirschberg, Caltrans, provided a PowerPoint presentation on State Highway Operations and Protection Program (SHOPP) projects in District 4.

9. CONSENT AGENDA ITEMS (9.1 - 9.5)

Item 9.4 was pulled from consent.

Motion **MOVED** by JOSEPH, **SECONDED** by GARCIA to **APPROVE** Consent Items 9.1-9.3 and 9.5.

Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Dohring, Joseph, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

Absent: 1 - Dunbar

9.1 Approval of Meeting Minutes of October 23, 2019 (Karrie Sanderlin) (Pages 11-17)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of October 23, 2019.

9.2 Resolution No. 19-18 Setting the Regular Meeting Time, Place, and Schedule of the Napa Valley Transportation Authority (NVTA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the Citizen Advisory Committee (CAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2020 (Karrie Sanderlin) (Pages 18-28)

Attachments: [Staff Report](#)

Board action approved Resolution No. 19-18 setting the regular meeting time, place and schedule for the NVTA, TAC, PCC, CAC, and ATAC for CY 2020.

9.3 Resolution No. 19-19 Adopting the Napa Valley Transportation Authority (NVTA) Title VI Program for Fiscal Years (FY) 2020-2021 (Rebecca Schenck) (Pages 29-109)

Attachments: [Staff Report](#)

Board action approved Resolution No. 19-19 adopting the NVTA Title VI Program Policy for FY's 2020-2021.

9.5 Resolution No. 19-20 Adopting of the Napa Valley Transportation Authority Disadvantage Business Enterprise (DBE) Program and Goal Setting for Fiscal Years (FY's) 2020-2022 (Antonio Onorato) (Pages 196-231)

Attachments: [Staff Report](#)

Board action approved Resolution No. 19-20 adopting the NVTA DBE Program and Goal Setting for FY's 2020-2022.

10. REGULAR AGENDA ITEMS

9.4 Award of Fueling Services Agreement No. 19-27 with Hunt & Sons, Inc., Agreement No. 19-28 with Napa Valley Petroleum (NVP) Inc., and Agreement No. 19-29 with Clean Energy (Antonio Onorato) (Pages 110-195)

Attachments: [Staff Report](#)

This item was pulled from consent. Board Member Gregory reported a conflict of interest as he is a consultant for one of the fueling companies.

Motion MOVED by JOSEPH, SECONDED by GARCIA, to APPROVE, with GREGORY ABSTAINING, authorizing the Executive Director to execute fueling services agreements with Hunt & Sons, Inc., Napa Valley Petroleum Inc., and Clean Energy. Motion carried by the following vote:

Aye: 21 - Garcia, Canning, Techel, Dohring, Joseph, Dorman, Ramos, Ellsworth, Alessio, and Kraus

Absent: 1 - Dunbar

Abstain: 2 - Gregory

10.1 2020 Federal and State Legislative Advocacy Program and Project Priorities and Legislative and State Bill Matrix Update (Kate Miller) (Pages 232-254)

Attachments: [Staff Report](#)

The Board received the State Legislative update from Steve Wallauch, Platinum Advisors.

Kate Miller, Executive Director, reviewed the 2020 Federal and State Legislative Programs and Projects Priorities as outlined in Attachment 1.

Member Joseph requested to add under Project Priorities, Encourage parallel roads on the state routes to improve traffic flow and minimize impacts of accidents and other emergencies.

Member Dorman requested under the Revenues section to leave "from being diverted for other purposes" under Protect transportation funds.

Motion MOVED by JOSEPH, SECONDED by GREGORY to APPROVE the 2020 Federal and State Legislative Advocacy Programs and Project Priorities as amended. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Dohring, Joseph, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

Absent: 1 - Dunbar

10.2 2019 Federal Transit Administration (FTA) Triennial Review (Antonio Onorato)
(Pages 255-283)

Attachments: [Staff Report](#)

Staff reviewed the FTA triennial review process and compliance requirements, as well as the findings.

Motion **MOVED** by ELLSWORTH, **SECONDED** by ALESSIO to **ACCEPT** and **FILE** the 2019 FTA Triennial report and NVTA response. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Dohring, Joseph, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

Absent: 1 - Dunbar

10.3 Approval of Amendment #1 to Project Work Order No. E-02 T. Y. Lin International (TyLin) for On-Call A/E and Project Delivery Services (Rebecca Schenck) *(Pages 284-302)*

Attachments: [Staff Report](#)

Staff reviewed the project process and the need for the amended contract. Member Dorman requested that the contingency be reduced to 10% from the 20% requested.

Motion **MOVED** by GARCIA, **SECONDED** by JOSEPH to **APPROVE** authorizing the Executive Director to execute Amendment #1 to Project Work Order No. E-02 with T.Y. Lin International for On-Call A/E and Project Delivery services specifically for the Calistoga to St. Helena Vine Trail right of way acquisition services in an amount not to exceed \$95,519 as amended reducing the contingency to 10%. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Dohring, Joseph, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

Absent: 1 - Dunbar

10.4 Approval of the Electric Vehicle (EV) Fleet Program Terms and Conditions Contract with Pacific Gas and Electric (PG&E) and authorize the Executive Director to execute and take all actions necessary to grant easement deeds to PG&E on Parcels 057-250-360-000 and 057-250-025-00 (Rebecca Schenck) (Pages 303-322)

Attachments: [Staff Report](#)

NVTA is in the process of purchasing five electric vehicles and plans to purchase additional electric vehicles in the future. The cost of the electrical infrastructure to charge electric buses is significant. Participation in PG&E's Electric Vehicle (EV) Fleet Ready Program will help to offset NVTA's cost of the electric infrastructure needed to charge electric buses. NVTA will receive a maximum PG&E rebate of \$408,000 for up to 12 vehicles and chargers over five (5) years.

Motion MOVED by JOSEPH, SECONDED by GREGORY to APPROVE (1) the Electric Vehicle (EV) Fleet Program Terms and Conditions and (2) authorize the Executive Director to execute and take all actions necessary to grant Easement Deeds Pacific Gas and Electric for parcels 057-250-025-000 and 057-250-036-000. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Dohring, Joseph, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

Absent: 1 - Dunbar

10.5 Approval to Purchase Five (5) Zero-Emission, Battery-Electric Buses from Build Your Dreams (BYD) Coach & Bus LLC (Antonio Onorato) (Pages 323-343)

Attachments: [Staff Report](#)

In 2017, the Federal Transit Administration awarded NVTA \$1,092,500 for the purchase of five (5) Build Your Dream 30' zero emission battery electric buses. To take advantage of various incentive programs, NVTA must execute a Purchase Agreement before the end of the calendar year and prior to pending federal legislation that may curtail the Agency's ability to purchase buses from a Chinese subsidized manufacturer.

Motion MOVED by ALESSIO, SECONDED by JOSEPH to APPROVE authorizing the Executive Director to execute Purchase Order 19-1022 to acquire five (5) zero-emission battery-electric low-floor thirty (30) foot buses from Build Your Dreams (BYD) Coach and Bus LLC in an amount not to exceed \$3,278,182 pending receipt of the Federal Transit Administration (FTA) requirements for Altoona testing from the Transit Resource Center (TRC). Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Dohring, Joseph, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

Absent: 1 - Dunbar

10.6 Resolution No. 19-21 Authorizing the Executive Director to Execute a Purchase and Sale Agreement for Real Property - Assessor's Parcel Number (APN) 057-250-037 (Antonio Onorato) (Pages 345-363)

Attachments: [Staff Report](#)

Prior to the purchase of 96 and 101 Sheehy Ct. for a new Vine Transit Maintenance Facility, staff identified parcel #057-250-037 for possible expansion. However, at the time, the parcel owner was not interested in selling.

NVTA received an unsolicited offer from the property owner to sell the property to NVTA. Acquiring the property would nearly meet the original objective of securing at least 12 acres as suggested in the 2013 Vine Maintenance Feasibility Study report. The proposed acquisition will allow future development of the maintenance facility.

Member Dorman requested that the resolution be corrected from a 90-day to a 60-day due diligence period prior to the close of escrow as reported in the board memo.

Member Techel stated her concerns with the ability [of the agency] to finance the current maintenance facility project and that she is uncomfortable committing to the purchase of this property without first being provided a full funding package for the [Vine Transit Maintenance Facility] project.

Motion **MOVED** by KRAUS, **SECONDED** by GARCIA to **APPROVE**, with **TECHEL, DORMAN and DOHRING OPPOSED**, Resolution No. 19-21 as Amended, correcting the Due Diligence Period to 60-day. Motion carried by the following Roll Call Vote:

Aye: 16 - Garcia, Canning, Kahiga, Joseph, Gregory, Ramos, Ellsworth, Alessio, and Kraus

Nay: 7 - Techel, Dohring, and Dorman

Absent: 1 - Dunbar

10.7 American Canyon Transit Service Hour Expansion (Matthew Wilcox) (Pages 364-370)

Attachments: [Staff Report](#)

At the September 18th meeting, the NVTA Board requested additional information on the allocation of Vine resources before voting on this item. Staff reviewed the information provided in Attachment 1 on how NVTA allocates service hours and the cost associated with its service.

Motion **MOVED** by **TECHEL**, **SECONDED** by **DOHRING** to **APPROVE**, with **DORMAN OPPOSED**, the expansion of the American Canyon Transit services by one vehicle, effective January 2020. Motion carried by the following vote:

Aye: 22 - Garcia, Canning, Techel, Dohring, Joseph, Gregory, Ramos, Ellsworth, Alessio, and Kraus

Nay: 1 - Dorman

Absent: 1 - Dunbar

**10.8 Marketing and Communication Plan Update for Vine Service Revisions
(Matthew Wilcox) (Pages 371-372)**

Attachments: [Staff Report](#)

Information Only / No Action Taken

The Board received an update on the marketing efforts for the Vine service restructuring.

11. FUTURE AGENDA ITEMS

Member Alessio requested a presentation by Health and Human Services at the February 19, 2020 meeting.

12. ADJOURNMENT

12.1 Approval to Cancel the Meeting of Wednesday, December 18, 2019 and Adjournment. The next regular meeting is scheduled for Wednesday, January 15, 2020 at 1:30 p.m.

Motion **MOVED** by CANNING, **SECONDED** by JOSEPH to **APPROVE** canceling the meeting of Wednesday, December 18, 2019 and adjournment. The next regular meeting will be held on Wednesday, January 15, 2020 at 1:30 p.m. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Dohring, Joseph, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

Absent: 1 - Dunbar

Karalyn E. Sanderlin (e-sign) January 16, 2020

Karalyn E. Sanderlin, NVTA Board Secretary