

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

**Monday, July 22, 2024
5:30 PM**

JoAnn Busenbark Board Room

Active Transportation Advisory Committee (ATAC)

The Napa Valley Transportation Authority (NVTA) Active Transportation Advisory Committee (ATAC) meeting will be held in person. A Zoom option will be available for members of the public to participate. All committee members are expected to participate in person and follow the traditional Brown Act rules.

All materials relating to an agenda item for an open session of a regular meeting of the Active Transportation Advisory Committee (ATAC) are posted on the NVTA website at: <https://nctpa.legistar.com/Calendar.aspx>

PUBLIC MEETING GUIDELINES FOR PARTICIPATING VIA PHONE/VIDEO CONFERENCING

- 1) To join the meeting via Zoom video conference from your PC, Mac, iPad, iPhone or Android at the noticed meeting time, go to <https://zoom.us/join> and enter meeting ID 92900898715
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Public Comments

Members of the public may comment on matters within the purview of the Committee that are not on the meeting agenda during the general public comment item at the beginning of the meeting. Comments related to a specific item on the agenda must be reserved until the time the agenda item is considered and the Chair invites public comment. Members of the public are welcome to address the Committee, however, under the Brown Act Committee members may not deliberate or take action on items not on the agenda, and generally may only listen.

Instructions for submitting a Public Comment are on the next page.

Members of the public may submit a public comment in writing by emailing info@nvta.ca.gov by 12:00 p.m. on the day of the meeting with PUBLIC COMMENT as the subject line (for comments related to an agenda item, please include the item number). All written comments should be 350 words or less, which corresponds to approximately 3 minutes or less of speaking time. Public comments emailed to info@nvta.ca.gov after 12 p.m. the day of the meeting will be entered into the record but not read out loud. If authors of the written correspondence would like to speak, they are free to do so and should raise their hand and the Chair will call upon them at the appropriate time.

1. To comment during a virtual meeting (Zoom), click the "Raise Your Hand" button (click on the "Participants" tab) to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted. Instructions for how to "Raise Your Hand" are available at <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

2. To comment by phone, press "*9" to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself by pressing "*6" when it is your turn to make your comment, for up to 3 minutes. After the allotted time, you will be re-muted.

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Note: The methods of observing, listening, or providing public comment to the meeting may be altered due to technical difficulties or the meeting may be cancelled, if needed.

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Materials distributed to the members of the Committee present at the meeting will be available for public inspection after the meeting. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

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Note: Where times are indicated for agenda items, they are approximate and intended as estimates only, and may be shorter or longer as needed.

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1. Call To Order
2. Roll Call
3. Public Comment
4. Committee Member Comments
5. Staff Comments

6. STANDING AGENDA ITEMS

6.1 Executive Director's Report (Kate Miller) (Pages 7-9)

Recommendation: Information only

Estimated Time: 5:40 p.m.

Attachments: [Staff Report.pdf](#)

6.2 Safe Routes to School (SRTS) Update

6.3 Napa Valley Vine Trail Update

6.4 Active Transportation Legislative Updates*

Note: Where times are indicated for the agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

7. PRESENTATIONS

7.1 City of American Canyon Project Presentation (City of American Canyon Staff)

Recommendation: Information only

Estimated Time: 5:50 p.m.

7.2 Caltrans District 4 Bike Plan Update Presentation (Caltrans Staff)

Recommendation: Information only

Estimated Time: 6:00 p.m.

8. CONSENT AGENDA

8.1 Meeting Minutes of June 17, 2024 Active Transportation Advisory Committee (ATAC) Meeting (Laura Sanderlin) (Pages 10-12)

Recommendation: ATAC action will accept the June 17, 2024 Meeting Minutes.

Estimated Time: 6:15 p.m.

Attachments: [Draft Minutes.pdf](#)

9. REGULAR AGENDA ITEMS

9.1 Countywide Transportation Plans Overview (Diana Meehan) (Pages 13-16)

- a. Travel Behavior Study
- b. Community Based Transportation Plan
- c. Active Transportation Plan

Recommendation: Information only

Estimated Time: 6:15 p.m.

Attachments: [Staff Report.pdf](#)

9.2 ATAC Bylaws, Roles and Responsibilities Review (Diana Meehan) (Pages 17-23)

Recommendation: That the ATAC review its bylaws, roles and responsibilities. Information only

Estimated Time: 6:25 p.m.

Attachments: [Staff Report.pdf](#)

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

11.1 The next regularly scheduled meeting for the NVTAA Active Transportation Advisory Committee is September 23, 2024 at 5:30 p.m.

I, Kathy Alexander, hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTAA offices, 625 Burnell Street, Napa, CA by 5:00 p.m., July 15, 2024.

Kathy Alexander

Kathy Alexander, Deputy Board Secretary

*Information will be available at the meeting

Glossary of Acronyms

AB 32	Global Warming Solutions Act	FAS	Federal Aid Secondary
ABAG	Association of Bay Area Governments	FAST	Fixing America's Surface Transportation Act
ACFR	Annual Comprehensive Financial Report	FHWA	Federal Highway Administration
ADA	American with Disabilities Act	FTA	Federal Transit Administration
APA	American Planning Association	FY	Fiscal Year
ATAC	Active Transportation Advisory Committee	GHG	Greenhouse Gas
ATP	Active Transportation Program	GGRF	Greenhouse Gas Reduction Fund
BAAQMD	Bay Area Air Quality Management District	GTFS	General Transit Feed Specification
BAB	Build America Bureau	HBP	Highway Bridge Program
BART	Bay Area Rapid Transit District	HBRR	Highway Bridge Replacement and Rehabilitation Program
BATA	Bay Area Toll Authority	HIP	Housing Incentive Program
BIL	Bipartisan Infrastructure Law (IIJA)	HOT	High Occupancy Toll
BRT	Bus Rapid Transit	HOV	High Occupancy Vehicle
CAC	Citizen Advisory Committee	HR3	High Risk Rural Roads
CAP	Climate Action Plan	HSIP	Highway Safety Improvement Program
CAPTI	Climate Action Plan for Transportation Infrastructure	HTF	Highway Trust Fund
Caltrans	California Department of Transportation	HUTA	Highway Users Tax Account
CASA	Committee to House the Bay Area	HVIP	Hybrid & Zero-Emission Truck and Bus Voucher Incentive Program
CBTP	Community Based Transportation Plan	IFB	Invitation for Bid
CEQA	California Environmental Quality Act	ITIP	State Interregional Transportation Improvement Program
CIP	Capital Investment Program	ITOC	Independent Taxpayer Oversight Committee
CMA	Congestion Management Agency	IS/MND	Initial Study/Mitigated Negative Declaration
CMAQ	Congestion Mitigation and Air Quality Improvement Program	JARC	Job Access and Reverse Commute
CMP	Congestion Management Program	LCTOP	Low Carbon Transit Operations Program
CalSTA	California State Transportation Agency	LIFT	Low-Income Flexible Transportation
CTA	California Transit Association	LOS	Level of Service
CTP	Countywide Transportation Plan	LS&R	Local Streets & Roads
CTC	California Transportation Commission	LTF	Local Transportation Fund
CY	Calendar Year	MaaS	Mobility as a Service
DAA	Design Alternative Analyst	MAP 21	Moving Ahead for Progress in the 21 st Century Act
DBB	Design-Bid-Build	MPO	Metropolitan Planning Organization
DBE	Disadvantaged Business Enterprise	MTC	Metropolitan Transportation Commission
DBF	Design-Build-Finance	MTS	Metropolitan Transportation System
DBFOM	Design-Build-Finance-Operate-Maintain	ND	Negative Declaration
DED	Draft Environmental Document	NEPA	National Environmental Policy Act
EIR	Environmental Impact Report	NOAH	Natural Occurring Affordable Housing
EJ	Environmental Justice	NOC	Notice of Completion
EPC	Equity Priority Communities	NOD	Notice of Determination
ETID	Electronic Transit Information Displays		

Glossary of Acronyms

NOP	Notice of Preparation	SHA	State Highway Account
NVTA	Napa Valley Transportation Authority	SHOPP	State Highway Operation and Protection Program
NVTA-TA	Napa Valley Transportation Authority-Tax Agency	SNTDM	Solano Napa Travel Demand Model
OBAG	One Bay Area Grant	SR	State Route
PA&ED	Project Approval Environmental Document	SRTS	Safe Routes to School
P3 or PPP	Public-Private Partnership	SOV	Single-Occupant Vehicle
PCC	Paratransit Coordination Council	STA	State Transit Assistance
PCI	Pavement Condition Index	STIC	Small Transit Intensive Cities
PCA	Priority Conservation Area	STIP	State Transportation Improvement Program
PDA	Priority Development Areas	STP	Surface Transportation Program
PID	Project Initiation Document	TAC	Technical Advisory Committee
PIR	Project Initiation Report	TCM	Transportation Control Measure
PMS	Pavement Management System	TCRP	Traffic Congestion Relief Program
Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes	TDA	Transportation Development Act
PSE	Plans, Specifications and Estimates	TDM	Transportation Demand Management Transportation Demand Model
PSR	Project Study Report	TE	Transportation Enhancement
PTA	Public Transportation Account	TEA	Transportation Enhancement Activities
RACC	Regional Agency Coordinating Committee	TEA 21	Transportation Equity Act for the 21 st Century
RAISE	Rebuilding American Infrastructure with Sustainability and Equity	TFCA	Transportation Fund for Clean Air
RFP	Request for Proposal	TIP	Transportation Improvement Program
RFQ	Request for Qualifications	TIFIA	Transportation Infrastructure Finance and Innovation Act
RHNA	Regional Housing Needs Allocation	TIRCP	Transit and Intercity Rail Capital Program
RM 2	Regional Measure 2 Bridge Toll	TLC	Transportation for Livable Communities
RM 3	Regional Measure 3 Bridge Toll	TLU	Transportation and Land Use
RMRP	Road Maintenance and Rehabilitation Program	TMP	Traffic Management Plan
ROW (R/W)	Right of Way	TMS	Transportation Management System
RTEP	Regional Transit Expansion Program	TNC	Transportation Network Companies
RTIP	Regional Transportation Improvement Program	TOAH	Transit Oriented Affordable Housing
RTP	Regional Transportation Plan	TOC	Transit Oriented Communities
SAFE	Service Authority for Freeways and Expressways	TOD	Transit-Oriented Development
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	TOS	Transportation Operations Systems
SB 375	Sustainable Communities and Climate Protection Act 2008	TPA	Transit Priority Area
SB 1	The Road Repair and Accountability Act of 2017	TPI	Transit Performance Initiative
SCS	Sustainable Community Strategy	TPP	Transit Priority Project Areas
		VHD	Vehicle Hours of Delay
		VMT	Vehicle Miles Traveled



NAPA VALLEY TRANSPORTATION AUTHORITY ATAC Agenda Memo

TO: Active Transportation Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
kmiller@nvta.ca.gov (707) 259-8634
SUBJECT: Executive Director Report

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

The following summarizes NVRTA and NVRTA-TA events and activities since the ATAC's last meeting.

BACKGROUND AND DISCUSSION

NVRTA Activities

Promotions:

- Laura Sanderlin has been promoted to Assistant Manager/HR-Board Secretary. Laura has been with NVRTA since October 2020. She has demonstrated her acumen in navigating challenging issues like the pandemic, and developing creative programs and processes that support the agency's vision.
- Danielle Schmitz has been promoted to Deputy Executive Director. Danielle has been with the agency for 16 years, starting as a part time staff service analyst in conjunction with managing the green business program with the County of Napa in 2008. In 2011, Danielle was promoted to Associate Planner only to be promoted again to Senior Planner just two short years later. In 2017, Danielle was promoted to Director of Planning and Capital Development. In this position Danielle assumed the responsibility of overseeing the Transit System, Planning, and project development. Danielle has become a master of project funding, both securing new funds, but also identifying creative ways to move funding around to various projects in order to optimize funding benefits and virtually eliminating the

loss of scarce funding due to project delays. Danielle has built strong relations with our partners in Napa Valley and throughout the state and continues to enthusiastically promote the vision and mission of the agency.

Measure U:

Measure U – It's official! The **First Reading** of Measure U was heard at the May 22nd NVTA-TA meeting. The NVTA-TA Board approved the ordinance at its **Second Reading** on June 26th. The Napa County Board of Supervisors is scheduled to consider the Measure for its first and second readings on July 9 and July 23. The Measure U special election would then be consolidated with other ballot initiatives at the August 6 Board of Supervisors meeting for placement on the November 5 ballot. Measure U would replace Measure T, the existing ½ cent sales tax for local streets and roads maintenance. Measure U would continue the Measure T ½ cents sales tax, but it would be extended for 30 years from July 1, 2025 to July 1, 2055.

Napa Forward – on June 4th MTC and NVTA held a public meeting on the Napa Forward project at Rutherford Grange on St. Helena Highway. The Napa Forward project is improvements at the intersections of Rutherford (SR 128) and State Route 29 and Oakville Cross Road and State Route 29. The focus of the public meeting was the Rutherford intersection, looking at a signal to assist left hand turns from Rutherford southbound onto SR 29. The project does not currently have funding to complete the Oakville improvements but could move forward with the signal at Rutherford.

Accessible Transit Needs Assessment public workshop – NVTA is holding an accessible transportation needs assessment focused around senior and disabled transportation on July 8 from 3:00 to 6:00 PM. The workshop will be open house structure with stations set-up to learn more about local transportation options and to be able to provide feedback on services.

Soscol Junction single-lane closures – Southbound SR 221 is scheduled for single lane closures for up to 12 days for Soscol Junction construction. This closure is for the connection of SR 221 under the overpass and once complete SR 221 should be open to vehicles. Staff will provide closure updates on our social media platforms.

Notorious Valley Transportation Animals – NVTA staff and Director Eisenberg raised over \$2,741 dollars and walked, ran, or rode over 1,332 miles for the Napa Vine Trail's month of movement. Our fundraising resulted in a Vine Trail footprint which will be placed appropriately near the Redwood Park and Ride and read, "One for the NVTA team."

Vine Trail Ribbon Cutting – The Calistoga to St. Helena ribbon cutting has been scheduled for August 16 at 10:30 AM. The Vine Trail Coalition has scheduled a pre-event ride from St. Helena to Calistoga beginning at 8:30 AM as well as a lunch following the event. It should be noted that the lunch is not open to the public and that the agency is not funding the lunch. The Vine Trail is also organizing a public celebration of the Vine Trail opening on Saturday, August 17th.

BottleRock and La Onda Vine Ridership:

The Vine Transit system carried 5,610 total rides over the three days of BottleRock and 912 rides during the special extended hours. This is comparable to last years BottleRock weekend of 5,771 total rides. La Onda ridership for the two-day event was 2,666 and special service hours ridership was 828 rides. An interesting comparison is the Napa County Bicycle Coalition reported 900 bikes during the BottleRock festival weekend at the bike valet but only 40 bicycles during the La Onda event.

Regional Activities

Transportation Revenue Measure Executive Group - On June 24, I participated in the first Transportation Revenue Measure Executive Group hosted by the Metropolitan Transportation Commission. Participants shared their ongoing challenges, needs and a collective desire to invest in transit. There will be at least three more meetings of this group and many issues to reconcile before a new transportation revenue measure can move forward.

SR 37 Expanded Policy Body – I participated in the June 6 SR 37 meeting where the expanded policy committee met for the first time. Several organizations have been added to the original members which included representation from the four north bay counties, Caltrans, and MTC. The expanded partnership includes Yocha Dehe Wintun Nation, the Federated Indians of the Graton Rancheria, Congressional Districts 2, 4 and 8, State Senate Districts 2 and 3, and Assembly Districts 4, 11, and 12. Other organizations have been added to the committee structure to expedite decisions and to help the project leadership team address some of the more sensitive issues on the corridor. These include federal, state, and regional regulatory agencies.

State Activities

Transit Transformation Task Force – I attended the fourth meeting of the Transit Transformation Task Force in San Francisco and was encouraged by the committee direction to focus on key challenges including connectivity, safety and security. The Task Force focused on transformative projects and priorities that improve transit performance, including SF Muni's bus priority corridors. The presentation demonstrated how the lack of transit priority corridors results in diminishing transit performance and increased costs because bus operations are significantly affected by growing congestion and demands for our streets, roads, and highway infrastructure. We also received a fare integration presentation presented jointly by MTC and the Ontario Canada system. The Task Force also received a presentation on improved schedule coordination in Switzerland. Participants emphasized the need for new revenues to increase frequency to improve schedule coordination, investments in new infrastructure and transit first policy considerations.

ATTACHMENTS

None

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

July 22, 2024

ATAC Item 8.1

Continued From: New

Action Requested: Approve

Meeting Minutes - Draft Active Transportation Advisory Committee (ATAC)

Monday, June 17, 2024

5:30 PM

JoAnn Busenbark Board Room

1. Call To Order

Chair Christian called the meeting to order at 5:35pm.

2. Roll Call

Present: 4 - Barry Christian
Majel Arnold
Frances Knapczyk
Michael Rabinowitz

Absent: 3 - Jonathan Schellin
Jeffrey Davis
Aaron Heth

3. Public Comment

None

4. Committee Member Comments

Member Knapczyk reported on the upcoming public meeting July 24 regarding the Napa County Regional Climate Action and Adaptation plan.

Chair Christian reported on the upcoming June 22 Rock the Ride event.

5. Staff Comments

Staff member, Patrick Band reported on the RM3 Oversight committee member vacancy. Nominations for a Napa County representative are being accepted.

6. STANDING AGENDA ITEMS

6.1 Executive Director's Report*

Staff member, Diana Meehan reported:

- Measure U updates
- Ribbon cutting ceremony recap for the Vine Bus Maintenance Facility
- Airport service utilization of NVTa park and ride lots
- MTC awarded funding for SR37 corridor plan
- Participation in community events
- Upcoming Vine Trail Ribbon cutting in August

6.2 Safe Routes to School (SRTS) Update

Carlotta Sainato, Napa County Bicycle Coalition reported a recap of the 2023-24 school year

SRTS education and events.

Kara Vernor, Napa County Bicycle Coalition reported a recap of Bottlerock 2024 bike parking, RCD Garden Tour and bike lane sweeper for Imola Bridge.

6.3 Napa Valley Vine Trail Update

None

6.4 Active Transportation Legislative Updates*

Staff member, Patrick Band reported legislative updates on SB1031, SB960, AB73, AB2669 and AB2583.

Note: Where times are indicated for the agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

7. PRESENTATIONS

7.1 NVTA Project Update (Grant Bailey)

Information only/No action taken

8. CONSENT AGENDA

Motion MOVED by RABINOWITZ, SECONDED by ARNOLD to APPROVE Consent Agenda Item 8.1.
Motion passed unanimously.

Aye: 4 - Chairperson Christian, Member Arnold, Member Knapczyk, and Vice Chair Rabinowitz

Absent: 3 - Member Schellin, Member Davis, and Heth

8.1 Meeting Minutes of March 18, 2024 Active Transportation Advisory Committee (ATAC) (Laura Sanderlin) (Pages 7-9)

9. REGULAR AGENDA ITEMS

9.1 Transportation Development Act Article 3 (TDA-3) Project Review (Diana Meehan) (Pages 10-57)

Public comment by Kara Vernor, inquiring about how funds are carried from year to year and process of distinguishing a quick build from a pilot project.

Motion MOVED by KNAPCZYCK, SECONDED by RABINOWITZ to APPROVE Item 9.1 providing staff with recommendation for the NVTA Board. Motion passed unanimously.

Aye: 4 - Chairperson Christian, Member Arnold, Member Knapczyk, and Vice Chair Rabinowitz

Absent: 3 - Member Schellin, Member Davis, and Heth

9.2 Transportation Fund for Clean Air (TFCA) Project List (Diana Meehan) (Pages 58-96)

Public comment by Kara Vernor, inquiring about process for jurisdictions to make adjustments to project plans after TFCA approval.

Motion MOVED by ARNOLD, SECONDED by KNAPCZYCK to APPROVE Item 9.2 providing staff with recommendation for the NVTB Board. Motion passed unanimously.

9.3 Caltrans District 4 Bike Plan Projects (Diana Meehan) (Pages 92-99)

Information only/No action taken

Public comment by Carlotta Sainato inquired about projects on Main Street in St. Helena.

Public comment by Kara Vernor about mobility score and traffic concerns on the bridge of Old Sonoma Road.

10. FUTURE AGENDA ITEMS

-Countywide Transportation Plan updates

11. ADJOURNMENT

Chair Christian adjourned the meeting at 7:23pm.

11.1 The next regularly scheduled meeting for the NVTB Active Transportation Advisory Committee is July 22, 2024 at 5:30 p.m.

Laura Sanderlin, NVTB Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY ATAC Agenda Letter

TO: Active Transportation Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Principal Planner
(707) 259-8321 / Email: dmeehan@nvta.ca.gov
SUBJECT: Countywide Transportation Plans Overview

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

The Metropolitan Transportation Commission (MTC) requires that the Bay Area County Transportation Agencies (CTAs) complete a long-range transportation plan – generally 25 years – called the Countywide Transportation Plan (CTP). The current CTP, Advancing Mobility 2045, adopted in May 2021 delineates priorities for the Napa Valley Transportation Authority and Napa County's transportation system. These include alleviating congestion, enhancing traffic safety, developing active transportation infrastructure, ensuring more dependable and frequent bus services, and sustaining and repairing the existing transportation network. This was the first CTP to include performance metrics for monitoring and measuring progress towards plan goals and objectives. Recently, NVRTA completed a mid-plan review of the CTP performance metrics covering equity, safety, congestion, economic stability, sustainability and maintenance and preservation, to analyze and identify performance trends. Of the fourteen metrics, just five were achieved since the plan adoption, much of which was due to challenges resulting from the Covid-19 pandemic.

In addition to the CTP, more specifically focused plans for active transportation and community-based transportation are adopted approximately once every four or five years to help inform the CTP. NVRTA also studies travel behavior to identify how, when and where trips are being made in Napa Valley. The Travel Behavior Study (TBS) helps us understand travel demand patterns to help refine and inform the Napa Travel Model and inform associated efforts such as transit route planning and the CTP.

Beginning this summer, NVTa will be kicking off the Travel Behavior Study, the Community Based Transportation Plan, and the Countywide Active Transportation Plan and later this fall will start the process for updating the CTP.

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND AND DISCUSSION

The Metropolitan Transportation Commission's Regional Transportation Plan known as Plan Bay Area (PBA) is in its 3rd iteration, called Plan Bay Area 2050+. The plan is undergoing a minor update to the plan "Blueprint", which provides the framework and vision for the Bay Area reflective of state and regional climate and equity goals and includes:

- Forecasts and assumptions about the Bay Area's future (population, jobs, financial needs and revenues, sea level rise, etc.)
- Strategies for public investment and policy reform; and
- Geographies where future housing and/or job growth can be focused on the Plan's strategies.

MTC uses computer-generated models and simulations to analyze the Blueprint's effectiveness in achieving shared future goals like housing affordability, reduced greenhouse gas emissions and safety. The final Blueprint is expected to be approved this summer.

Each of the nine Bay Area County Transportation Agencies (CTAs) adopt CTP's in coordination with the regional effort to reflect local priorities and financial needs for transportation. NVTa plans to kick-off the next CTP update this October by holding a focused workshop with the NVTa Technical Advisory Committee (TAC) members. Following the TAC workshop, staff will hold its bi-annual Board Retreat in Spring 2025 focused on the CTP effort. The workshop/retreat will be designed to:

- Educate members on the interconnectedness of land use and transportation policies and programs
- Discover what policies, projects and programs will help achieve the Plan goals
- Create opportunities to adjust current goals and objectives for achieving the Plan's success

The CTP process is expected to take approximately 14 months and should be adopted no later than early 2026 in compliance with regional guidelines. NVTa staff will work closely with jurisdictions during the plan process to ensure coordination between local and regional priorities.

A. Travel Behavior Study

NVTA completed the first Travel Behavior Study (TBS) in 2014, and an update in 2020. This next iteration will compare pre/post-pandemic travel behavior and analyze how travel patterns and trip purpose has changed or altered. The TBS is instrumental in informing multiple other plans, including the CTP, and the Short-Range Transit Plan (SRTP), as well as the Napa/Solano Travel Model. The goal of the TBS is to understand travel demand and patterns to refine the Solano/Napa Travel model, inform transit route planning and the CTP.

The study will identify points of entry/exit, number of trips and destinations and will focus on work/school and non-work/visitor trips in Napa Valley. The TBS will evaluate travel modes, vehicle occupancies and times of day/week when the system is most used and will include seasonal variations related to workers, students, visitors and weekday/weekend travel.

As the landscape for travel data collection has changed over recent years, NVTA's consultant will use a variety of data sources to leverage the benefits and fill in the gaps unique to individual data sources. In addition, online travel surveys and vehicle count data will be utilized to fully understand local travel patterns. An online interactive storyboard will be utilized to help communicate data and findings to the public.

The TBS will kick off in July and is scheduled to be completed in Spring of 2025.

B. Community Based Transportation Plan (CBTP)

In 2002, MTC initiated the Community Based Transportation Planning Program (CBTP) to identify the needs of low-income communities through a collaborative effort from residents, community organizations and transportation agencies. The current CBTP adopted in 2020, identifies five census tracts in Napa County that have a significant concentration of underserved populations, also known as Equity Priority Communities (EPC), identified by MTC. As part of the CBTP process, NVTA may include additional locally-identified census-tracts that have high concentrations of low-income and at least three other demographics, if it is found there are tracts that meet higher concentrations than Napa County's average in specific underserved populations.

The CBTP is a community-driven process which will engage residents and community organizations in conducting the analysis that shapes recommendations. The focus will be on currently identified EPC's and any additionally identified communities.

Objectives include:

- Improving mobility and access for historically underserved communities
- Identifying resident-perceived transportation gaps or needs
- Transportation project or programmatic improvements that focus on affected communities, such as carshare, bikeshare or bike loaner program, rideshare

and/or carpooling and on-demand/flex-route transit, pedestrian or bicycle safety improvements near schools or jobs.

The CBTP is expected to kick off late summer/early fall and should take approximately one year to complete.

C. Active Transportation Plan (ATP)

The current countywide bicycle and pedestrian plans were adopted in 2019 and 2016 respectively. Both are due for an update, and in this next iteration NVTa will be combining both plans into a single, countywide active transportation plan, with overarching goals and objectives for improving safety and increasing active transportation throughout the county. For many, active transportation is the only means of transportation, in particular youth and seniors. Having safe, connected facilities will improve transportation accessibility for these users, as well as the entire community. According to the most recent travel behavior study, most trips made within Napa County (63%) are 5 miles or less. There is significant potential to shift these shorter trips to active modes, provided investments are made in the type of facilities and improvements that will make it more attractive to use an alternative mode.

This countywide planning effort will kick off in late summer and will include:

- An existing conditions assessment
- Bike and Pedestrian facilities mapping
- Baseline active transportation use data and future demand assessment
- Policy framework development with corresponding performance metrics
- Uniform standards & toolbox development
- Proposed facilities and improvements list
- Implementation and funding plan

Data collection and analysis over the course of this effort will inform the CTP goals and objectives for increasing active transportation and reducing VMT and GHG throughout the valley.

Over the next year, as multiple efforts are underway simultaneously, NVTa will require extensive coordination among local agency staff to ensure that local transportation priorities are effectively met. NVTa will request each agency to designate a single point of contact for each planning effort to maintain consistency.

ATTACHMENTS

None



NAPA VALLEY TRANSPORTATION AUTHORITY ATAC Agenda Letter

TO: Active Transportation Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Patrick Band, Associate Planner
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SUBJECT: ATAC Bylaws, Roles & Responsibilities

RECOMMENDATION

Information only.

EXECUTIVE SUMMARY

The Napa Valley Transportation Authority (NVTA) has established several advisory committees, of which the Active Transportation Advisory Committee (ATAC) is one, to assist in providing the NVTA Board with information and recommendations on various transportation-related matters. Each committee is governed by a set of Bylaws that determine the purpose of the committee and the policies and procedures under which committees perform their work.

Bylaws for the ATAC were revised earlier this year to amend the term of office for members of the committee from three years to two years, consistent with all other NVTA committees, as well as to update the timing on election of a new chair and vice-chair of the committee.

With NVTA undertaking multiple countywide planning efforts in the coming year, as detailed in Item 9.1, staff are providing this opportunity to refresh committee members and the public regarding the roles and responsibilities of the ATAC in supporting development and review of these plans.

FISCAL IMPACT

Is there a Fiscal Impact? No.

BACKGROUND AND DISCUSSION

ATAC members have at times expressed a desire for additional direction regarding the appropriate process for providing comments, recommendations, and requests of NVTA staff and the NVTA Board on topics within the committee's responsibility. NVTA values the experience and perspectives of ATAC members and the public and seeks to support discussion and recommendations on a range of active transportation-related topics through this committee. With the upcoming development of a Countywide Active Transportation Plan, it is essential that ATAC members have a strong understanding of the roles and responsibilities of the committee, and how best to support NVTA staff and Board during the development of the plan to ensure that it meets the diverse needs of our local communities.

Staff will provide a presentation at the meeting to further facilitate discussion regarding roles and responsibilities of ATAC members and the committee as a whole.

ATTACHMENT

- 1) Active Transportation Advisory Committee Bylaws

RESOLUTION No. 24-01

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
AMENDING THE BYLAWS OF THE
ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)**

WHEREAS, the NVTA joint powers agreement calls for the Active Transportation Advisory Committee (ATAC), and

WHEREAS, the ATAC Bylaws require changes to be adopted by the NVTA Board, and

WHEREAS, the current ATAC Bylaws require three-year terms, and election of the Chairperson and Vice Chairperson at the January meeting, and

WHEREAS, the ATAC is recommending changes to its Bylaws, Article III, Paragraph three, to reduce committee member terms to two (2) years, and changes to Article V, Paragraph one to elect a committee Chair and Vice Chair at the last regular meeting of the calendar year, and

NOW THEREFORE BE IT RESOLVED:

That the Napa Valley Transportation Authority does hereby amend the Bylaws for the Active Transportation Advisory Committee to read in full as set forth in Exhibit "A" attached hereto and incorporated by reference herein and the and the attached provisions of Exhibit "A" shall become effective immediately.

Passed and Adopted the 21st day of February 2024.


Liz Alessio, NVTA Chair

Ayes:

Garcia, Joseph, Williams, Gregory
Alessio, Sedgley, Padroza, Dohring,
Chasteau, Monter, McKee-Cant

Nays:

None

Absent: Eisenberg



ATTEST:



Laura Sanderlin, NVTA Board Secretary

APPROVED:



Osman Mufti, NVTA Legal Counsel

EXHIBIT "A"

Active Transportation Advisory Committee

BYLAWS

Article I - NAME

The name of this committee shall be the Active Transportation Advisory Committee (ATAC). Establishment of the committee is authorized under section 4.4.4 of the Joint Powers Agreement of the Napa Valley Transportation Authority (NVTa).

Article II - OBJECTIVE

The ATAC serves to advise NVTa on the development of bicycle and pedestrian facilities as alternative modes of transportation. The ATAC shall review and/or prioritize Transportation Development Act, Article 3 (TDA-3) Program funds for projects and participate in the development and review of comprehensive bicycle, pedestrian and active transportation plans of interest to the citizens of Napa County. The committee shall serve in an advisory capacity. Its objective is to assist NVTa staff in developing active transportation plans and programs to address connectivity, safety, and equity. The functions of the committee shall include, but are not limited to the following:

1. Advise NVTa staff and the NVTa Board on plans including but not limited to Active Transportation Plans, Safety Plans, and project specific plans.
2. Act as Active Transportation liaisons to the communities and councils they are representing by staying informed of local priorities and needs for walking and biking in those communities.

Article III - COMPOSITION-QUALIFICATION AND TERMS

All ATAC members shall be appointed by NVTa, and shall serve at the pleasure of NVTa. Members will represent specific jurisdictions and will be nominated by their respective jurisdiction. The NVTa Board will strive to appoint Committee members that represent the diverse make-up of Napa Valley community including members of underrepresented groups.

The ATAC will consist of eleven (11) members from six (6) jurisdictions. Four (4) members from the City of Napa; two (2) members from the County of Napa, two (2) members from the City of American Canyon, and one (1) member each from the Town of Yountville, City of St. Helena, and City of Calistoga. At no time shall fewer than four (4) of the six (6) jurisdictions be represented. Each member shall have one (1) vote.

Appointments to the Committee shall be for two-year terms.

Article IV - MEMBERSHIP WITHDRAWAL

Membership may be withdrawn for any of the following reasons at the direction of the NVTa 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 NVTAs 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 last regular meeting of the calendar year. 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 ATAC. Ad hoc committees must have less than a quorum of ATAC members and are exempt from the requirements of the Brown Act. The ATAC may not direct the ad hoc committee on how to fulfill its function or when it should meet.

NVTA 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 ATAC shall meet bi-monthly on the fourth Monday unless otherwise scheduled by the majority of a quorum. Additional meetings may be required to address time sensitive matters.

All ATAC 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 NVTA 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 a majority of filled positions present, representing at least two jurisdictions. A majority vote of the quorum shall be necessary to present an issue to the Executive Director and to the NVTA 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 ATAC to the general public or at a NVTA Board meeting without majority vote of a quorum at an ATAC meeting prior to the representation.

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

Article IX. DISTURBANCE AND MEETING

Any person, including committee members, who commits disorderly or disruptive behavior which substantially delays, interrupts, impedes, disrupts or disturbs the proceedings of 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 cause 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.

Article X. ADOPTION AND AMENDMENTS TO THE BYLAWS

1. Adoption of the ATAC Bylaws will be by a majority vote of the NVTA Board of Directors
2. Amendments to the ATAC Bylaws will be by a majority vote of the NVTA Board of Directors
3. Suggested amendments to the ATAC Bylaws by the ATAC shall be forwarded to the NVTA Board of Directors