

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

**Wednesday, February 15, 2017
1:30 PM**

NVTA Conference Room

NVTA Board of Directors

All materials relating to an agenda item for an open session of a regular meeting of the NVTA Board of Directors are posted on our website at <https://nctpa.legistar.com/Calendar.aspx> at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NVTA Board of Directors, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NVTA holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NVTA Board or staff and after the public meeting if prepared by some other person. 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.

Members of the public may speak to the Board on any item at the time the Board is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the Board Secretary. Also, members of the public are invited to address the Board on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Karrie Sanderlin, NVTA Board Secretary, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NVTA website at <https://nctpa.legistar.com/Calendar.aspx>

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comment
6. Chairperson's, Board Members' and Metropolitan Transportation Commissioner's Update
7. Director's Update
8. Caltrans' Update

9. QUARTERLY PROJECT UPDATE

9.1 Napa Valley Vine Trail Update (Herb Fredricksen)

9.2 Board Room Modifications Update (Karrie Sanderlin)

10. PUBLIC HEARING (TIME CERTAIN 1:30 P.M.)

- 10.1 Public Hearing and Resolution No. 17-01 Approving the
Federal Transit Administration (FTA) Section 5310 Grant
Application (Antonio Onorato) (Pages 10-15)**

Recommendation: Board action will (1) Hold a Public Hearing; (2) Approve Resolution No. 17-01 finding that no non-profit agency or organization present or in writing expressed an interest in providing transportation services as indicated in NVTB's Section 5310 grant application for transportation of elderly and disabled individuals; and (3) Authorize the Executive Director to submit an FTA 5310 grant application to Caltrans seeking grant funding for these services.

Time Certain: 1:30 p.m.

Attachments: [Staff Report](#)

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.

11. CONSENT AGENDA ITEMS (11.1 - 11.7)**11.1 Approval of Meeting Minutes of January 18, 2017 (Karrie Sanderlin) (Pages 16-19)**

Recommendation: Board action will approve the NVTA meeting minutes of January 18, 2017.

Estimated Time: 1:50 p.m.

Attachments: [Draft Minutes](#)

11.2 Approval of Meeting Minutes of January 18, 2017 Special Meeting (Karrie Sanderlin) (Pages 20-21)

Recommendation: Board action will approve the NVTA meeting minutes of January 18, 2017 Special Meeting.

Estimated Time: 1:50 p.m.

Attachments: [Draft Minutes](#)

11.3 Resolution No. 17-02 Adopting the Transportation Fund for Clean Air (TFCA) Program Manager Expenditure Plan for Fiscal Year End (FYE) 2018 and Authorizing Issuance of a Call for Projects (Diana Meehan) (Pages 22-41)

Recommendation: Board action will approve Resolution No. 17-02 adopting the FYE 2018 TFCA Program Manager Expenditure Plan and adopting the selection criteria for the purpose of issuing a call for projects consistent with the Bay Area Air Quality Management District TFCA County Program Manager Fund Policies for FYE 2018.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

11.4 Transportation Development Act Article 3 (TDA-3) Call for Projects (Diana Meehan) (Pages 42-59)

Recommendation: Board action will approve the release of the TDA-3 Call for Projects.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

11.5 Approve Contract with Sign A Rama-Napa for New Bus Graphics and Installation (Antonio Onorato) (Pages 60-66)

Recommendation: Board action will authorized the Executive Director to execute a purchase agreement with Sign A Rama-Napa for full color printed bus wraps and installation for thirty-two (32) Vine Transit vehicles for a total project cost of \$95,607.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

11.6 Resolution No. 17-03 Authorizing the Filing for, Acceptance of, and Execution of all Documents and Instruments Related to Proposition 1B, and Other State Law Administered by the California Office of Emergency Services (Cal-OES) (Antonio Onorato) (Pages 67-70)

Recommendation: Board action will approve the submittal of the FY 2016-17 California Office of Emergency Services Investment Justification grant application in the amount of \$7,843 for the purchase of security cameras for Vine vehicles.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

11.7 Resolution No. 17-04 Authorizing the Filing of Applications for Federal Funds for Fiscal Year 2016-17, 2017-18, 2018-19, and 2019-20 to the Metropolitan Transportation Commission (MTC) (Antonio Onorato) (Pages 71-77)

Recommendation: Board action will approve Resolution 17-04 authorizing the filing of an application to the MTC for Federal Transit Administration Formula Program and Federal Highway Administration Surface Transportation Program funds by the NVTB for capital and operating funds for FYs 2016-17, 2017-18, 2018-19 and 2019-20 and committing the necessary local match for the projects and stating the assurance of NVTB to complete the project.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

12. REGULAR AGENDA ITEMS

12.1 Election of Vice Chair for Fiscal Year (FY) 2016-17 (Karrie Sanderlin) (Pages 78-79)

Recommendation: Board action will elect a Vice Chair to serve for the remainder of the FY 2016-17 term.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

12.2 Napa Valley Transportation Authority (NVTB) Second Quarter (Q2) Fiscal Year (FY) 2016-17 Financial Statements, Budget Adjustments and 5-Year Forecast (Justin Paniagua) (Pages 80-86)

Recommendation: Information only. The Board will review the NVTB financial performance against budget for the second quarter (October-December) period and 5-year forecast model.

Estimated Time: 2:00 p.m.

Attachments: [Staff Report](#)

12.3 Napa Vine Express Bus Study Update (Alberto Esqueda)
(Pages 87-89)

Recommendation: The Board will receive an update on the Express Bus Study activities to date.

Estimated Time: 2:10 p.m.

Attachments: [Staff Report](#)

12.4 Federal and State Legislative Updates and State Bill Matrix
(Kate Miller) (Pages 90-101)

Recommendation: Board action will receive the monthly Federal and State Legislative updates, and State Bill Matrix.

Estimated Time: 2:20 p.m.

Attachments: [Staff Report](#)

13. FUTURE AGENDA ITEMS

14. CLOSED SESSION

14.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9 (1 case).

Estimated Time: 2:30 p.m.

14.2 CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Designated Representative: Peter White, Chairman
Employee: Executive Director

Estimated Time: 2:45 p.m.

15. ADJOURNMENT

**15.1 Approval of Next Regular Meeting Date of March 15, 2017 at
1:30 p.m. and Adjournment**

Estimated Time: 3:00 p.m.

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTA offices, 625 Burnell Street, Napa CA by 5:00 p.m. on Friday, February 10, 2017.

Karalyn E. Sandelin (e-sign) February 9, 2017

Karalyn E. Sanderlin, NVTA Board Secretary

Glossary of Acronyms

AB 32	Global Warming Solutions Act	HOT	High Occupancy Toll
ABAG	Association of Bay Area Governments	HOV	High Occupancy Vehicle
ADA	American with Disabilities Act	HR3	High Risk Rural Roads
ATAC	Active Transportation Advisory Committee	HSIP	Highway Safety Improvement Program
ATP	Active Transportation Program	HTF	Highway Trust Fund
BAAQMD	Bay Area Air Quality Management District	IFB	Invitation for Bid
BART	Bay Area Rapid Transit District	ITIP	State Interregional Transportation Improvement Program
BATA	Bay Area Toll Authority	IS/MND	Initial Study/Mitigated Negative Declaration
BRT	Bus Rapid Transit	JARC	Job Access and Reverse Commute
CAC	Citizen Advisory Committee	LIFT	Low-Income Flexible Transportation
CAP	Climate Action Plan	LOS	Level of Service
Caltrans	California Department of Transportation	MAP 21	Moving Ahead for Progress in the 21 st Century Act
CEQA	California Environmental Quality Act	MPO	Metropolitan Planning Organization
CIP	Capital Investment Program	MTC	Metropolitan Transportation Commission
CMA	Congestion Management Agency	MTS	Metropolitan Transportation System
CMAQ	Congestion Mitigation and Air Quality Improvement Program	ND	Negative Declaration
CMP	Congestion Management Program	NEPA	National Environmental Policy Act
CTP	Countywide Transportation Plan	NOAH	Natural Occurring Affordable Housing
COC	Communities of Concern	NOC	Notice of Completion
CTC	California Transportation Commission	NOD	Notice of Determination
DAA	Design Alternative Analyst	NOP	Notice of Preparation
DBB	Design-Bid-Build	NVTA	Napa Valley Transportation Authority
DBF	Design-Build-Finance	NVTA-TA	Napa Valley Transportation Authority-Tax Agency
DBFOM	Design-Build-Finance-Operate-Maintain	OBAG	One Bay Area Grant
DED	Draft Environmental Document	PA&ED	Project Approval Environmental Document
EIR	Environmental Impact Report	P3 or PPP	Public-Private Partnership
EJ	Environmental Justice	PCC	Paratransit Coordination Council
FAS	Federal Aid Secondary	PCI	Pavement Condition Index
FAST	Fixing America's Surface Transportation Act	PCA	Priority Conservation Area
FHWA	Federal Highway Administration	PDA	Priority Development Areas
FTA	Federal Transit Administration	PID	Project Initiation Document
FY	Fiscal Year	PMS	Pavement Management System
GHG	Greenhouse Gas	Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
HBP	Highway Bridge Program	PSE	Plans, Specifications and Estimates
HBRR	Highway Bridge Replacement and Rehabilitation Program		
HIP	Housing Incentive Program		

Glossary of Acronyms

PSR	Project Study Report	TIGER	Transportation Investments Generation Economic Recovery
PTA	Public Transportation Account	TIP	Transportation Improvement Program
RACC	Regional Agency Coordinating Committee	TLC	Transportation for Livable Communities
RFP	Request for Proposal	TLU	Transportation and Land Use
RFQ	Request for Qualifications	TMP	Traffic Management Plan
RHNA	Regional Housing Needs Allocation	TMS	Transportation Management System
RM2	Regional Measure 2 (Bridge Toll)	TOAH	Transit Oriented Affordable Housing
ROW	Right of Way	TOD	Transit-Oriented Development
RTEP	Regional Transit Expansion Program	TOS	Transportation Operations Systems
RTIP	Regional Transportation Improvement Program	TPA	Transit Priority Area
RTP	Regional Transportation Plan	TPP	Transit Priority Project Areas
SAFE	Service Authority for Freeways and Expressways	VHD	Vehicle Hours of Delay
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	VMT	Vehicle Miles Traveled
SB 375	Sustainable Communities and Climate Protection Act 2008		
SCS	Sustainable Community Strategy		
SHOPP	State Highway Operation and Protection Program		
SNCI	Solano Napa Commuter Information		
SNTDM	Solano Napa Travel Demand Model		
SR	State Route		
SRTS	Safe Routes to School		
SOV	Single-Occupant Vehicle		
STA	State Transit Assistance		
STIC	State Transportation Innovation Council		
STIP	State Transportation Improvement Program		
STP	Surface Transportation Program		
TAC	Technical Advisory Committee		
TCM	Transportation Control measure		
TCRP	Traffic Congestion Relief Program		
TDA	Transportation Development Act		
TDM	Transportation Demand Management Transportation Demand Model		
TE	Transportation Enhancement		
TEA	Transportation Enhancement Activities		
TEA 21	Transportation Equity Act for the 21 st Century		
TFCA	Transportation Fund for Clean Air		



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Program Manager- Finance
(707) 259-8779 / Email: anonorato@nvta.ca.gov
SUBJECT: Public Hearing and Resolution No. 17-01 Approving the Federal Transit Administration (FTA) Section 5310 Grant Application

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board:

- (1) Hold a Public Hearing; and
- (2) Approve Resolution No. 17-01 (Attachment 1) finding that no non-profit agency or organization present or in writing expressed an interest in providing transportation services as indicated in NVTA's FTA Section 5310 grant application for transportation of elderly and disabled services in Napa County; and
- (3) Authorize the Executive Director to submit a FTA Section 5310 grant application to Caltrans seeking grant funding for these services.

COMMITTEE RECOMMENDATION

The Paratransit Coordinating Council (PCC) approved this project and recommends the application be submitted to California Department of Transportation (Caltrans).

EXECUTIVE SUMMARY

The California Department of Transportation (Caltrans) released a Call for Projects on January 9, 2017, for the FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program. Approximately \$20 million dollars is available for small urban and rural areas statewide. Applications are due to Caltrans by March 1, 2017. NVTA is sponsoring a vehicle replacement application to replace four (4) Vine Go Americans with Disabilities Act (ADA) paratransit vehicles that have outlived their

useful lives with new vehicles. If successful, the grant will provide funding of \$70,000 per vehicle.

PROCEDURAL REQUIREMENTS

1. Open Public Hearing
2. Staff Report
3. Public Comment
4. Close Public Hearing
5. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a Fiscal Impact? Yes, the estimated cost to replace four (4) paratransit vehicles can be as high as \$550,000. If successful, the grant will provide funding of \$70,000 per vehicle or \$280,000. A 10% contingency has been added to the project cost to allow for variations in the purchase order if required.

Expenditure Plan

Sales Quote: \$500,000

Contingency: \$ 50,000

Total Project Budget: \$550,000

Financing Plan

FTA Section 5310: \$ 280,000

TDA: \$ 270,000

Total \$ 550,000

Is it currently budgeted? Partially. NVTA budgeted for three (3) paratransit vehicles for Fiscal Year (FY) 2017-18 at a replacement cost of \$375,000. An additional appropriation will be necessary if the project is awarded.

Where is it budgeted? Vine Transit capital program

Future fiscal impact: None

Consequences if not approved: NVTA's Short Range Transit Plan FY 2016-2026 calls for the replacement of paratransit vehicles that have outlived their useful lives. If the grant application for the FTA Section 5310 program is not approved, it will result in delayed replacement of the vehicles until new funding has been identified.

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

The FTA Section 5310 competitive grant program provides funding for capital and mobility management projects to non-profit agencies for transportation services for seniors and persons with disabilities. These funds are made available to non-profit organizations serving the elderly and/or people with disabilities.

When no non-profit agencies in a community are willing, able or eligible to provide the proposed grant funded services, a public agency may seek funding. NVRTA has been the recipient of FTA Section 5310 funds in the past, most recently for the purchase of three (3) paratransit vehicles. NVRTA also uses FTA Section 5310 funds for mobility management programs for seniors and disabled populations.

On January 9, 2017, NVRTA announced a call for projects for FTA Section 5310 funding by filing a public notice in the Napa Valley Register, and issued a solicitation to non-profit organizations at the February Paratransit Coordinating Council meeting and at www.nvta.ca.gov website. No letters of interest or applications were received.

At this time, staff recommends that the Board hold a public hearing and find that there are no non-profit agencies that have expressed an interest in applying for the FTA 5310 funds and authorize the Executive Director to submit a FTA Section 5310 grant application to Caltrans in the amount of \$280,000 to fund paratransit vehicle replacement.

Public comment regarding the FTA Section 5310 grant application submittal will be accepted for 30 days from February 1, 2017- the date of the published public hearing notification.

SUPPORTING DOCUMENTS

Attachments: (1) Resolution No. 17-01
(2) Proof of Publication for 5310 Call for Projects

RESOLUTION No. 17-01

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVRTA)
CERTIFYING THAT NO NONPROFIT ORGANIZATIONS ARE READILY
AVAILABLE TO PROVIDE SENIOR TRANSPORTATION SERVICES
IN NAPA COUNTY**

WHEREAS, the Federal Transit Administration has made funding available for transit services for elderly and disabled persons; and

WHEREAS, the funds, allocated by the California Department of Transportation (Caltrans), fund operating costs and mobility management programs to serve elderly and disabled individuals with special needs provided by non-profit organizations or government agencies; and

WHEREAS, the NVRTA is applying for funding to replace paratransit vehicles that are being retired; and

WHEREAS, NVRTA conducted a Public Hearing on February 15, 2017, at 1:30 PM at 625 Burnell Street, Napa CA, to determine if any non-profit agencies are available to provide transportation services to elderly and disabled populations in Napa County jurisdictions where public transportation services are otherwise unavailable, insufficient or inappropriate; and

WHEREAS, no non-profit agency or organization present or in writing expressed an interest to apply for Section 5310 funding for transportation for elderly and disabled individuals.

NOW, THEREFORE, BE IT RESOLVED, that

1. The foregoing recitals are true and correct.
2. There are no nonprofit agencies that have expressed an interest in applying for Section 5310 funding to provide transportation services to meet the needs of the elderly and disabled populations before or at the public hearing.
3. The Executive Director or designee is authorized to submit the application for Section 5310 funding, and the Executive Director is authorized to file and execute applications on behalf of NVRTA;

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Passed and adopted this 15th day of February, 2017.

Peter White, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Jennifer Gore, NVTA Legal Counsel

AFFIDAVIT OF PUBLICATION

NAPA VALLEY REGISTER

PUBLIC NOTICE
NAPA VALLEY
TRANSPORTATION AUTHORITY
NOTICE OF PUBLIC HEARING
ON FEDERAL TRANSIT
ADMINISTRATION SECTION 5310
GRANT APPLICATION

NOTICE IS HEREBY GIVEN, that on February 15, 2017 at 1:30 pm at the NVT A Board Room, 625 Burnell Street Napa, CA, a public hearing will be conducted by the Napa Valley Transportation Authority (NVT A) to consider the matter described below.

NVT A is considering applying for a grant from the State pursuant to Title 49 U.S.C. Section 5310(a)(2) for the purpose of funding four (4) replacement Americans with Disabilities Act (ADA) paratransit Vine-Go vehicles. Title 49 U.S.C. Section 5310(a)(2) provides that the State may allocate grant funds to a local governmental authority that: (1) is approved by the State to coordinate services for elderly individuals and individuals with disabilities; or (2) has certified that there are no non-profit organizations readily available in the area to provide this special service.

All interested persons are invited to attend the hearing and comment on the proposal. Any questions regarding this hearing and the Federal Transit Administration Section 5310 program may be directed to Antonio Onorato, Grants Manager, at 707-259-8779 or NVT A at 625 Burnell Street Napa, California. 1/30, 2/1 #77489

NVT A
625 Burnell
NAPA, CA 94559

ORDER NUMBER 77489

STATE OF CALIFORNIA

COUNTY OF NAPA

I AM A CITIZEN OF THE UNITED STATES AND A RESIDENT OF THE COUNTY AFORESAID; I AM OVER THE AGE OF EIGHTEEN YEARS, AND NOT A PART TO OR INTERESTED IN THE ABOVE-ENTITLED MATTER. I AM THE PRINCIPAL CLERK OF THE NAPA VALLEY REGISTER, A NEWSPAPER OF GENERAL

CIRCULATION, PRINTED AND PUBLISHED DAILY IN THE CITY OF NAPA, COUNTY OF NAPA, AND WHICH NEWSPAPER HAS BEEN ADJUDGED A NEWSPAPER OF GENERAL CIRCULATION BY THE SUPERIOR COURT OF THE COUNTY OF NAPA, STATE OF CALIFORNIA, UNDER THE DATE OF NOVEMBER 16, 1951, CASE NUMBER 12752.

THAT I KNOW FROM MY OWN PERSONAL KNOWLEDGE THE NOTICE, OF WHICH THE ANNEXED IS A PRINTED COPY (SET IN TYPE NOT SMALLER THAN NONPAREIL), HAS BEEN PUBLISHED IN EACH REGULAR AND ENTIRE ISSUE OF SAID NEWSPAPER AND NOT IN ANY SUPPLEMENT THEREOF ON THE FOLLOWING DATES, TO-WIT:

PUBLISHED ON: 01/15/2017, 02/01/2017

TOTAL AD COST: 204.49

FILED ON: 2/1/2017

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

DATED AT NAPA COUNTY, CALIFORNIA,

THIS 1st DAY OF February 2017

SIGNATURE Julie Van L.

**Napa Valley Transportation
Authority
Meeting Minutes - Draft
NVTA Board of Directors**

February 15, 2017
NVTA Agenda Item 11.1
Continued From: New
Action Requested: APPROVE

625 Burnell Street
Napa, CA 94559

Wednesday, January 18, 2017

1:30 PM

NVTA Conference Room

1. Call to Order

Chair White called the meeting to order at 1:33 p.m.

2. Pledge of Allegiance

Chair White led the Pledge of Allegiance.

3. Roll Call

Leon Garcia
Alan Galbraith
James Barnes
Chris Canning
Jill Techel
Alfredo Pedroza
Margie Mohler
Mark Joseph
Peter White
Ryan Gregory
Beth Kahiga
John F. Dunbar
Doris Gentry

4. Adoption of the Agenda

Motion MOVED by CANNING, SECONDED by GARCIA to APPROVE Adoption of the Agenda.

Motion carried by the following vote:

Aye: 18 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, Mohler, Joseph, White, and Gregory

Absent: 6 - Dunbar, and Gentry

5. Public Comment

None

6. Chairperson's, Board Members' and Metropolitan Transportation Commissioner's Update

Board Members' Update:

Board Member Garcia

- Requested that the Board approve sending a letter of support for both AB 1 and SB 1.

Board Member Mohler

- Requested that the Board approve sending a letter support for both AB 1 and SB 1.

Metropolitan Transportation Commissioner's (MTC) Update:

Board Member Pedroza reported on MTC activities to date.

7. Director's Update

Kate Miller, Executive Director

- Reported that for the sixth consecutive year, the NVTA audit did not identify any deficiencies in internal controls, and no findings or recommendations were noted and acknowledge Tony Onorato, NVTA Finance Manager, Justin Paniagua, NVTA Sr. Financial/Policy Analyst, and Renee Kulick Sr. Administrative Technician for their hard work.
 - Reported that NVTA opened the Federal Transit Administration (FTA) Section 5310 Call for Projects on January 10th. The Call for Projects ends on February 1st with project applications due to Caltrans on March 1st. The program includes \$20 million statewide and the maximum amount of any one project cannot exceed \$1 million.
 - Introduced NVTA's new Part Time Accounting Technician, Cindy Westerberg.
 - Reported that MTC announced the recommended awards below for the Cycle 3 Regional Active Transportation Program Awards:
 - City of Napa SR 29 Bike/Ped Underpass - \$531,000
 - City of Vallejo – Vine Trail - \$4,216,000
- MTC is scheduled to approve the Cycle 3 program of projects at its January 25th meeting.

8. Caltrans' Update

No oral report was given by Caltrans, however, the January 2017 Caltrans Reporting memo was provided for review.

9. PRESENTATIONS

9.1 Electric Vehicle Infrastructure Project

Sally Seymour and Margot Stert from Sustainable Napa County (SNC) provided a presentation on SNC's Electric Vehicle Infrastructure Study.

10. CONSENT AGENDA ITEMS (10.1 - 10.2)

Motion MOVED by TECHEL, SECONDED by PEDROZA to APPROVE, with GREGORY, WHITE and JOSEPH ABSTAINING Consent Items 10.1-10.2. Motion carried by the following vote:

Aye: 13 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, and Mohler

Absent: 6 - Dunbar, and Gentry

Abstain: 5 - Joseph, White, and Gregory

10.1 Approval of Meeting Minutes of December 21, 2016 (Karrie Sanderlin) (Pages 5-10)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of December 21, 2017.

10.2 Napa Valley Vine Trail Coalition (NVVTC) Board of Directors Alternate Member Appointment (Danielle Schmitz) (Pages 11-13)

Attachments: [Staff Report](#)

Board action approved the appointment of NVTA staff member Diana Meehan as the alternate member representing NVTA on the NVVTC Board of Directors.

11. REGULAR AGENDA ITEMS**11.1** Fiscal Year (FY) 2015-16 Independent External Fiscal and Single Audit Reports (Antonio Onorato) (Pages 14-102)

Attachments: [Staff Report](#)

Staff provided a review of the FY 2015-16 Independent External Fiscal Audit and Single Audit Reports which were completed by Brown Armstrong, Certified Public Accounts.

Motion MOVED by PEDROZA, SECONDED by JOSEPH to APPROVE (1) Accept and File the FY 2015-16 Fiscal Audit and the NVTA Single Audit Report-Office of Management and Budget (OMB) Circular A-133, and (2) Return an allocation surplus of \$2,699,378 to the Local Transportation Fund (LTF) administered by the County of Napa. Motion carried by the following vote:

11.2 Vice Chair Nominating Committee (Karrie Sanderlin) (Pages 103-104)

Attachments: [Staff Report](#)

Board action appointed members White, Garcia, and Dunbar to the Vice Chair Nominating Committee.

Motion MOVED by JOSEPH, SECONDED by PEDROZA to APPROVE the appointment of members Peter White, Leon Garcia and John Dunbar to the committee to nominate a Vice Chair to serve the remainder of the Fiscal Year 2016-17 term. Motion carried by the following vote:

Aye: 18 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, Mohler, Joseph, White, and Gregory

Absent: 6 - Dunbar, and Gentry

11.3 Shuttle Service Dispatch Issues and Resolution (Matthew Wilcox) (Pages 105-107)

Attachments: [Staff Report](#)

Staff provided an update regarding the dispatch issues with the Vine Transit Shuttle services, the causes of these issues, and the steps that Transdev and NVTA have taken to date to alleviate the issues. Board Member Canning thanked NVTA staff and Transdev for their efforts, nevertheless he stated that as of this past week, Calistoga is still experiencing dispatch issues with their local shuttle service and requested that NVTA and Transdev continue their assessment to determine how the issues can be fully resolved.

11.4 Federal and State Legislative Updates and State Bill Matrix (Kate Miller) (Pages 108-126)

Attachments: [Staff Report](#)

The Board received the monthly Federal and State Legislative update and approved the recommendations on proposed legislation included on the State Bill Matrix.

Motion MOVED by GARCIA, SECONDED by JOSEPH to APPROVE the recommendation to support bills AB 1 (Frazier), AB 28 (Frazier), and SB 1 (Beall). Motion carried by the following vote:

Aye: 18 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, Mohler, Joseph, White, and Gregory

Absent: 6 - Dunbar, and Gentry

12. FUTURE AGENDA ITEMS

None

13. ADJOURNMENT

13.1 Approval of Next Regular Meeting Date of February 15, 2017 at 1:30 p.m. and Adjournment

The next regular meeting will be held Wednesday, February 15, 2017 at 1:30 p.m.

Chair White adjourned the meeting at 2:45 p.m. with Legal Counsel announcing that the Board would be going into Closed Session for the item noted on the January 18, 2017 Special Meeting Agenda: Conference with Legal Counsel - Anticipated Litigation, Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9 (1 case) and that no reportable action is expected.

Karalyn E. Sanderlin, NVTA Board Secretary

**Napa Valley Transportation
Authority
Meeting Minutes - Draft
NVTB Board of Directors**

February 15, 2017
NVTB Agenda Item 11.2
Continued From: New
Action Requested: APPROVE

625 Burnell Street
Napa, CA 94559

Wednesday, January 18, 2017

2:00 PM

NVTB Conference Room

*******SPECIAL MEETING*******

1. Call to Order

Chair White called the meeting to order at 2:45 p.m. with Legal Counsel announcing that the Board would adjourn into Closed Session for the item noted on the agenda.

2. Roll Call

Attendance was confirmed by the Board Secretary.

Leon Garcia
Alan Galbraith
James Barnes
Chris Canning
Jill Techel
Alfredo Pedroza
Margie Mohler
Beth Kahiga
Mark Joseph
Peter White
Ryan Gregory
John F. Dunbar
Doris Gentry

3. CLOSED SESSION

Adjourned to Closed Session at 2:45 p.m.

3.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to subdivision (d)(2) of Government Code Section 54956.9 (1 case).

Re-Convened to Open Session at 3:05 p.m.

Chair White reported that there were no reportable actions associated with the closed session item.

4. ADJOURNMENT

The meeting was adjourned by Chair White at 3:05 p.m.

Karalyn E. Sanderlin, NVTA Board Secretary



February 15, 2017
NVRTA Agenda Item 11.3
Continued From: New
Action Requested: APPROVE

NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nvta.ca.gov
SUBJECT: Resolution No. 17-02 Adopting the Transportation Fund for Clean Air (TFCA) Program Manager Expenditure Plan for Fiscal Year End (FYE) 2018 and Authorizing Issuance of a Call for Projects

RECOMMENDATION

That the Napa Valley Transportation Authority (NVRTA) Board approve Resolution No. 17-02 (Attachment 1) adopting the Fiscal Year End (FYE) 2018 Transportation Fund for Clean Air (TFCA) Program Manager Expenditure Plan (Attachment 1, Exhibit B) and adopting the selection criteria shown in Attachment 1, Exhibit A, for issuing a call for projects consistent with the Bay Area Air Quality Management District (BAAQMD) TFCA County Program Manager Fund Policies for FYE 2018.

COMMITTEE RECOMMENDATION

The Technical Advisory Committee (TAC) recommends that the NVRTA Board approve Resolution No. 17-02 and release the FYE 2018 TFCA call for projects.

EXECUTIVE SUMMARY

NVRTA annually allocates TFCA funds which are generated from a four-dollar vehicle license fee authorized under Assembly Bill 434 (AB 434) administered by the Bay Area Air Quality Management District (BAAQMD).

40% of these funds are returned to NVRTA for distribution to local projects. Projects must be beneficial to air quality and be cost effective. The remaining 60% is allocated by the BAAQMD on an air district-wide competitive basis. The Program Expenditure Plan for the Program Managers' Funds is due in March 2017.

In general, the BAAQMD TFCA policies only allow funds to be retained for two (2) years unless NVRTA originally requests additional time or the project is making reasonable progress and is granted a one (1) year extension. **Bicycle Projects must be completed in 2 years and will not be granted a time extension beyond this limit.**

Beginning in FYE 2017, the BAAQMD and the County Program Managers are directed to enforce the two-year time limit for bicycle projects (i.e., any projects under Policy # 29), the County Program Managers should cancel any projects that are not completed within the two-year time limit, and the BAAQMD will not consider any extension requests for bicycle projects that have already been granted a two-year extension from the County Program Manager.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes. Approximately \$ 209,098

BACKGROUND AND DISCUSSION

Annually the NVRTA adopts a list of projects for the TFCA Program Manager funds. NVRTA receives about \$190,000 each year in DMV revenues. Six and one quarter percent of the revenues can be used for administration of the program.

APPLICATIONS

Applications are **due Friday, March 17th by 5:00 PM**. The application must consist of a completed Project Information Form with a detailed project description and a completed project cost effectiveness worksheet.

Basic Eligibility

1. Reduction of emissions
2. TFCA cost-effectiveness
3. Eligible recipients
4. Consistent with existing plans and programs
5. Public agencies applying on behalf of non-public Entities

TFCA Project Types

1. Bicycle Facility Improvements
2. Arterial Management
3. Transit or Vanpool Incentive Programs
4. Shuttle/Vanpool Feeder Program
5. Smart Growth

SUPPORTING DOCUMENTS

Attachment: (1) Resolution No. 17-02

RESOLUTION No. 17-02

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTB)
ADOPTING THE TRANSPORTATION FUND FOR CLEAN AIR (TFCA)
PROGRAM MANAGER EXPENDITURE PROGRAM FOR
FISCAL YEAR END (FYE) 2018 AND
AUTHORIZING ISSUANCE OF A CALL FOR PROJECTS**

WHEREAS, the Bay Area Air Quality Management District (BAAQMD) has imposed a vehicle license fee as allowed under Assembly Bill 434 to implement actions that will help reduce harmful auto emissions; and

WHEREAS, that program is known as the Transportation Fund for Clean Air Program Manager funds; and

WHEREAS, Assembly Bill 434 calls for the designation of an overall program manager to receive forty percent of the fees generated in the county to be expended for the improvement of air quality; and

WHEREAS, the Napa Valley Transportation Authority (NVTB) has been designated the overall program manager for Napa County; and

WHEREAS, the TFCA Program requires at least one public meeting each year for the purpose of adopting criteria for the expenditure of funds consistent with BAAQMD's Adopted TFCA County Program Manager Fund Policies; and

WHEREAS, the NVTB held a public meeting in the form of the Technical Advisory Committee, in addition to this public meeting held February 15, 2017, to adopt the criteria for the expenditure of TFCA funds.

NOW THEREFORE BE IT RESOLVED by the Board of Directors that:

1. The foregoing recitals are true and correct.
2. The criteria in Exhibit A for inclusion in the call for projects, consistent with the BAAQMD Board Adopted TFCA County Program Manager Fund Policies for FYE 2018, are hereby adopted.
3. Staff is directed to finalize and submit the FYE 2018 Expenditure Plan for Napa County, as shown in Exhibit B.

4. The Executive Director or her designee is authorized to submit to or request all necessary information from other agencies on behalf of the NVTa, and to execute any other documents or certifications to gain and expend these funds.

Passed and adopted this 15th day of February, 2017.

Peter White, NVTa Chair

Ayes

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTa Board Secretary

APPROVED:

Jennifer Gore, NVTa Legal Counsel

EXHIBIT "A"



Guide and Application for the
Transportation Fund for Clean Air Program
(TFCA) for Napa County Program Manager Funds



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

FYE 2018 Applications Due to NVTA: March 17, 2017

NVTA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631
Fax: 707-259-8638
www.nvta.net

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February 15, 2017

Greetings Participants!

The Napa Valley Transportation Authority is pleased to announce a “Call for Projects” for the Transportation Fund for Clean Air, Program Manager Funds.

The Transportation Fund for Clean Air (TFCA) is a grant program, funded by a \$4 surcharge on motor vehicles registered in the Bay Area. This generates approximately \$22 million per year in revenues. The purpose of the TFCA program is to provide grants to implement the most cost-effective projects in the Bay Area that will decrease motor vehicle emissions, and thereby improve air quality. Projects must be consistent with the 1988 California Clean Air Act and the Bay Area Ozone Strategy.

The TFCA program can fund a wide range of project types, including the construction of new bicycle lanes; shuttle and feeder bus services to train stations; ridesharing programs to encourage carpool and transit use; bicycle facility improvements such as bicycle racks and lockers; and arterial management projects that reduce traffic congestion such as signal interconnect projects.

NVTA is pleased that your agency or organization has chosen the TFCA program as a potential funding source to complete your eligible project. This packet has been created to help guide you in submitting a successful application for funding.

The available funding for Napa County TFCA projects for FYE 2018 will be approximately \$209,098 dollars. The TFCA Applications for FYE 2017 will be due to NVTA by 5:00 PM on Friday, March 17, 2017.

If you have any questions, you may contact Diana Meehan, TFCA Program Manager at:

NVTA TFCA Program
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8327

Sincerely,

Kate Miller
Executive Director
Napa Valley Transportation Authority

Introduction

On-road motor vehicles, including cars, trucks, and buses, constitute the most significant source of air pollution in the Bay Area. Vehicle emissions contribute to unhealthy levels of ozone (summertime "smog") and particulate matter.

To protect public health, the State Legislature enacted the California Clean Air Act in 1988. As part of the requirements, the Air District prepared the Bay Area Clean Air Plan (CAP) and the Bay Area 2005 Ozone Strategy, which describes how the region will work toward compliance with the State one-hour ozone standard. To reduce emissions from motor vehicles, the Bay Area 2005 Ozone Strategy contains transportation control measures (TCMs) and mobile source measures (MSMs). A TCM is defined as "any strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions." MSMs encourage the retirement of older, more polluting vehicles and the introduction of newer, less polluting motor vehicle technologies, which result not only in the reduction of ozone precursor emissions, but also of greenhouse gas emissions.

The TFCA Program

To fund the implementation of TCMs and MSMs, the State Legislature authorized the Bay Area Air Quality Management District to impose a \$4 surcharge on motor vehicle registration fees paid within the San Francisco Bay Area. These revenues are allocated by the Air District through the Transportation Fund for Clean Air (TFCA). TFCA grants are awarded to public and private entities to implement eligible projects.

TFCA-funded projects have many benefits, including the following:

- Conserving energy and helping to reduce greenhouse gas emissions
- Reducing air pollution, including air toxics such as benzene and diesel particulates
- Improving water quality by decreasing contaminated runoff from roadways
- Improving transportation options
- Reducing traffic congestion

Forty percent (40%) of these funds are allocated to the designated program manager within each county and are referred to as the TFCA Program Manager Fund. NVTA is the program manager for Napa County. Sixty percent (60%) of these funds are awarded directly by the Air District through the TFCA Regional Fund.

Your Responsibilities as Project Sponsor:

1. Submit projects to the Program Manager that comply with Air District policies.
2. Prepare and submit your project's information form and cost-effectiveness worksheet to the Program Manager.
3. Adhere to the Program Manager's timeline and submit deliverables on time.
4. Submit project status report forms on time.
5. Complete your TFCA project two years from the effective date of the Master Agreement between the Program Manager and the Air District (July 2020).
6. Provide proof of Air District credit for vehicles purchased, published materials, and construction funded or partially funded through the TFCA program.
7. Provide itemized invoices to the Program Manager for reimbursement of your project.
8. Provide proof of general liability insurance with a limit of not less than \$1,000,000 per occurrence.

NVTA's Responsibilities as Program Manager:

1. Provide guidance, offer technical support to project sponsors.
2. Review Project Sponsor's Project Information forms, cost-effectiveness sheets, and reporting forms.
3. Administer program in accordance with applicable legislation, including Health and Safety Code Sections 44233, 44241, and 44242, and with Air District Board-Adopted TFCA County Program Manager Fund Policies
4. Hold one or more public meeting each year for the purpose of adopting criteria for the expenditure of the funds and to review expenditure of revenues received.
5. Provide funds only to projects that comply with Air District Policies and Procedures.
6. Encumber and expend funds within two years of the receipt of funds.
7. Provide information to the Air District and to auditors on the expenditures of TFCA funds.

Basic Eligibility

Reduction of Emissions: Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible. Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and the Air District Board of Directors adopted TFCA County Program Manager Fund Policies for FYE 2016. Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, ordinances, contracts, and other legally binding obligations at the time of the execution of a grant agreement between the County Program Manager and the grantee. Projects must also achieve surplus emission reductions at the time of an amendment to a grant agreement if the amendment modifies the project scope or extends the project completion deadline.

TFCA Cost-Effectiveness: Projects must achieve TFCA cost-effectiveness, on an individual project basis, equal to or less than \$90,000 of TFCA funds per ton of total emissions reduced, unless a different value is specified in the policy for that project type. (See "Eligible Project Categories" below.) Cost-effectiveness is based on the ratio of TFCA funds divided by the sum total tons of reactive organic gases (ROG), oxides of nitrogen (NOx), and weighted particulate matter 10 microns in diameter and smaller (PM10) reduced (\$/ton). All TFCA-generated funds (e.g., TFCA Regional Funds, reprogrammed TFCA funds) that are awarded or applied to a project must be included in the evaluation. For projects that involve more than one independent component (e.g., more than one vehicle purchased, more than one shuttle route, etc.), each component must achieve this cost-effectiveness requirement.

Eligible Projects, and Case-by-Case Approval: Eligible projects are those that conform to the provisions of the HSC section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, County Program Managers must receive approval by the Air District for projects that are authorized by the HSC section 44241 and achieve Board-adopted TFCA cost-effectiveness but do not fully meet other Board-adopted Policies.

Consistent with Existing Plans and Programs: All projects must comply with the transportation control measures and mobile source measures included in the Air District's most recently approved plan for achieving and maintaining State and national ambient air quality standards, which are adopted pursuant to HSC sections 40233, 40717 and 40919, and, when specified, with other adopted State, regional, and local plans and programs.

Eligible Recipients: Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District.

A. Public agencies are eligible to apply for all project categories.

B. Non-public entities are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).

Readiness: Projects must commence by the end of calendar year 2018. For purposes of this policy, “commence” means a tangible action taken in connection with the project’s operation or implementation, for which the grantee can provide documentation of the commencement date and action performed. “Commence” can mean the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.

Maximum Two Years Operating Costs: Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

APPLICANT IN GOOD STANDING

Independent Air District Audit Findings and Determinations: Grantees who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project awarded by either County Program Managers or the Air District are excluded from receiving an award of any TFCA funds for five (5) years from the date of the Air District’s final audit determination in accordance with HSC section 44242, or duration determined by the Air District Air Pollution Control Officer (APCO). Existing TFCA funds already awarded to the project sponsor will not be released until all audit recommendations and remedies have been satisfactorily implemented. A failed fiscal audit means a final audit report that includes an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance audit means that the program or project was not implemented in accordance with the applicable Funding Agreement or grant agreement.

A failed fiscal or performance audit of the County Program Manager or its grantee may subject the County Program Manager to a reduction of future revenue in an amount equal to the amount which was inappropriately expended pursuant to the provisions of HSC section 44242(c)(3).

Authorization for County Program Manager to Proceed: Only a fully executed Funding Agreement (i.e., signed by both the Air District and the County Program Manager) constitutes the Air District’s award of County Program Manager Funds. County Program Managers may only incur costs (i.e., contractually obligate itself to allocate County Program Manager Funds) after the Funding Agreement with the Air District has been executed.

Insurance: Both the County Program Manager and each grantee must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific projects, with required coverage amounts provided in Air District guidance and final amounts specified in the respective grant agreements.

Use of TFCA Funds

- 1. Cost of Developing Proposals:** The costs of developing grant applications for TFCA funding are not eligible to be reimbursed with TFCA funds.
- 2. Combined Funds:** TFCA County Program Manager Funds may NOT be combined with TFCA Regional Funds for the funding.
- 3. Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year. A County Program Manager may, if it finds that significant progress has been made on a project, approve a (1-year) extension. **Bicycle Projects must be completed in 2 years and will not be granted a time extension beyond this limit.**

Beginning in FYE 2017, the Air District and the County Program Managers are directed to enforce the two-year time limit for bicycle projects (i.e., any projects under Policy # 29), the County Program Managers should cancel any projects that are not completed within the two-year time limit, and the Air District will not consider any extension requests for bicycle projects that have already been granted a two-year extension from the County Program Manager.

TFCA Project Types

- 1. Ridesharing projects**
- 2. Shuttle/Feeder Bus**
- 3. Bicycle Facility Improvements**
- 4. Smart Growth**
- 5. Clean Air Vehicle Purchase**
- 6. Arterial Management**

Ineligible Project Types

- 1. Duplication:** Grant applications for projects that duplicate existing TFCA-funded projects (including Bicycle Facility Program projects) and therefore do not achieve additional emission reductions are ineligible.
- 2. Planning Activities:** Feasibility studies are not eligible, nor are projects that only involve planning activities and that do not include an implementation phase.
- 3. Employee Subsidies:** Projects that provide a direct or indirect financial transit or rideshare subsidy or shuttle/feeder bus service exclusively to employees of the project sponsor are not eligible.

Recent Project Examples in Napa County

<u>Project Name</u>	<u>Sponsor</u>	<u>TFCA Funds</u>	<u>Total Project \$</u>
Donaldson Way Sidewalk Gap Closure Project	City of American Canyon	\$101,249	\$500,000
Electric Vehicle Charging Stations	City of Calistoga	\$8,000	\$14,500
Napa Commute Challenge (2yrs)	SNCI	\$50,000	\$50,000

Dates of Importance

March 17, 2017 **Project submittals are due to NVTA**

July 14, 2017 Deadline: Within three months of Board approval, Program Manager submits request for Air District approval of any projects that do not conform to TFCA policies (date tentative)

November 3, 2017 Deadline: Within six months of Board approval, Program Manager (NVTA) provides Cost-Effectiveness Worksheets and Project Information forms for new FYE 2018 projects to the Air District (date tentative)

Project Selection Process

The project selection process is as follows. The NVTA Technical Advisory Committee (TAC), with representation from all six Napa County jurisdictions, will serve as the selection and prioritization committee. NVTA staff will run the prospective projects through an initial qualification process based on project eligibility, and present their findings to the TAC. TAC's recommendations will be forwarded to the NVTA Board.

Projects will be evaluated on a cost effective and project readiness basis.

TFCA Program Manager Selection Criteria for Napa County

- 1) The proposed project must improve the quality of the air as determined by the BAAQMD.
- 2) The project must fall into one or more of the statutory expenditure categories, which are:

- The implementation of ridesharing programs.
- The purchase or lease of clean fuel buses for school districts and transit operators.
- The provision of local feeder bus or shuttle service to rail and ferry stations and to airports.
- Implementation and maintenance of local arterial traffic management.
- Implementation of rail-bus integration and regional transit information systems.
- Implementation of low-emission and zero-emission vehicle programs and of demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit.
- Implementation of a smoking vehicles program (Air District project).
- Implementation of an automobile buy-back scrappage program operated by a governmental agency (Air District project).
- Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program.
- The design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions.
- Implementation of vehicle-based projects to reduce mobile source emissions, including but not limited to, engine repowers, engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations.

3) Geographic equity in the Napa region.

4) The project proponent has expended past allocations of funds in a timely manner.

5) Meet the requirements of the Air District Board-Approved TFCA County Program Manager Fund Policies.

Application Instructions:

TFCA project applications for FYE 2017 must be submitted to NVTA no later than 5:00 pm on Friday, March 17, 2017. Applications may be emailed to Diana Meehan at dmeehan@nvta.net. Applications may be in the form of a completed Project Information Form that provides a detailed project scope and includes a cost effectiveness calculation. To obtain a cost effectiveness calculation worksheet contact Diana Meehan.

What Happens After Submission?

After applications are submitted to NVTA the evaluation process will begin. NVTA plans on the following action timeline:

- March – April 2017 – NVTA will evaluate the potential FYE 2018 TFCA projects
- May 4, 2017 – NVTA will take proposed projects to the NVTA Technical Advisory Committee (TAC) for recommendation to NVTA Board (date tentative)
- May 17, 2017 – NVTA will take proposed final projects for FYE 2016 to the NVTA Board for approval (date tentative)
- July- August 2017 – NVTA sends out agreements to project sponsors (date tentative)

TFCA Do's and Don'ts

Do

- Establish a clear link to the air quality benefits of your project
- Provide clear and detailed cost estimates
- Have good back-up documentation including maps and pictures
- Have a clearly defined project scope and timeline
- Keep NVTA in “the loop” the greater understanding the Program Manager has of your project, the better

Don't

- Bite off more than you can chew – if the project cannot be completed in two years apply for funding in phases, it will not hurt your chances of eligibility
- Scope creep – when you fill out your **Project Information Form** this is your application. You have to adhere to the project description you write on this form
- Forget to ask for help – NVTA is here as a resource, do not assume, rather ask for clarification
- Apply for the TFCA funds now, and figure out where the rest of your project's funding is going to come from later

Frequently Asked Questions

1. Is there a local match requirement to apply for TFCA funding?

No, there is no requirement for a local match.

2. Can TFCA Program Manager Funds be combined with TFCA Regional Funds?

No, TFCA funds cannot be combined with TFCA Regional funds but may be combined with other funding sources, local, federal, state.

3. What is the TFCA funding limit for alternative fuel vehicles?

TFCA funds awarded to alternative fuel vehicle projects may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the

difference in cost between the purchase or lease price of the vehicle and/or retrofit and its new conventional vehicle counterpart that meets, but does not exceed 2011 emissions standards.

Contact Information

Napa County TFCA Program Manager:

Diana Meehan

625 Burnell Street

Napa, CA 94559

Phone: (707) 259-8327

dmeehan@nvta.net

NVTA Main Office

625 Burnell Street

Napa, CA 94559

Phone: (707) 259-8631

Fax: (707) 259-8638

www.nctpa.net

Bay Area Air Quality Management District:

Strategic Incentives Division

Karen Schkolnick

Phone: (415) 749-5070

kschkolnick@baaqmd.gov

Appendix A

PROJECT INFORMATION

A. Project Number: 18XX01

Use consecutive numbers for projects funded, with year, county code, and number, e.g., 18MAR01, 18MAR02 for Marin County. Zero (e.g., 18MAR00) is reserved for County Program Manager TFCA funds allocated for administration costs.

B. Project Title: _____

Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").

C. TFCA County Program Manager Funds Allocated: \$ _____

D. TFCA Regional Funds Awarded (if applicable): \$ _____

E. Total TFCA Funds Allocated (sum of C and D): \$ _____

F. Total Project Cost: \$ _____

Indicate the TFCA dollars allocated (C, D and E) and total project cost (D). Data from Line E (Total TFCA Funds) should be used to calculate C-E.

G. Project Description:

Grantee will use TFCA funds to _____. Include information sufficient to evaluate the eligibility and cost-effectiveness of the project. Ex. of the information needed include but are not limited to: what will be accomplished by whom, how many pieces of equipment are involved, how frequently it is used, the location, the length of roadway segments, the size of target population, etc. Background information should be brief. For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and rail station and employment areas served.

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet

Reference the appropriate Final Report form that will be completed and submitted after project completion. See <http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/TFCA/County-Program-Manager-Fund.aspx> for a listing of the following forms:

☐ *Form for Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects. (Includes Transit Bus Signal Priority.)*

☐ *Form for Clean Air Vehicle and Infrastructure Projects*

☐ *Form for Bicycle Projects*

☐ *Form for Arterial Management Projects*

I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project. *For example, for vehicle projects, include the California Air Resources Board Executive Orders for all engines and diesel emission control systems. Note, Cost-effectiveness Worksheets are not needed for TFCA County Program Managers' own administrative costs.*

J. Comments (if any):
Add any relevant clarifying information in this section.

DRAFT

SUMMARY INFORMATION

County Program Manager Agency Name: Napa Valley Transportation Authority

Address: 625 Burnell St., Napa, CA 94559

PART A: NEW TFCA FUNDS

- | | | |
|---|---------|---------------------|
| 1. Estimated FYE 2018 DMV revenues (based on projected CY2016 revenues): | Line 1: | <u>\$192,500</u> |
| 2. Difference between prior-year estimate and actual revenue: | Line 2: | <u>\$6,736</u> |
| a. Actual FYE 2016 DMV revenues (based on CY2015): | | <u>\$199,596.71</u> |
| b. Estimated FYE 2016 DMV revenues: | | <u>\$192,861.15</u> |
| <i>('a' minus 'b' equals Line 2.)</i> | | |
| 3. Estimated New Allocation for projects and administration (Sum of Lines 1 and 2): | Line 3: | <u>\$199,236</u> |

PART B: INTEREST FOR PROGRAMMING AND TFCA FUNDS AVAILABLE FOR REPROGRAMMING

- | | | |
|--|---------|--------------------|
| 4. Total available for programming/reprogramming to other projects. | Line 4: | <u>\$22,315.13</u> |
| a. Amount available from previously funded projects: | | <u>\$19,116.62</u> |
| <i>(Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.)</i> | | |
| b. Interest income earned on TFCA funds in CY 2016: | | <u>\$3,198.51</u> |
| <i>('a' plus 'b' equals Line 4.)</i> | | |

PART C: TOTAL AVAILABLE TFCA FUNDS

- | | | |
|---|---------|---------------------|
| 5. Total Available TFCA Funds (Sum of Lines 3 and 4) | Line 5: | <u>\$221,551.13</u> |
| a. Estimated TFCA funds budgeted for administration: ¹ | | <u>\$12,452.25</u> |
| <i>(Note: This amount may not exceed 6.25% of Line 3.)</i> | | |
| b. Estimated Total TFCA funds available for projects | | <u>\$209,098.88</u> |
| <i>(Line 5 minus Line 5.a.)</i> | | |

I certify that, to the best of my knowledge, the information contained in this application is complete and accurate.

Executive Director Signature: _____

Date: _____

¹ The "Estimated TFCA funds budgeted for administration" amount is listed for informational purposes only. Per California Health and Safety Code Section 44233, County Program Managers must limit their administrative costs to no more than 6.25% of the actual total revenue received from the Air District.

SUMMARY INFORMATION - ADDENDUM

Complete if there are TFCA Funds available for reprogramming.

[illegible]

TOTAL TFCA FUNDS AVAILABLE FOR REPROGRAMMING

\$ 19,116.62

(Enter this amount in Part B, Line 4.a. of Summary Information form)

* Enter UB (for projects that were completed under budget) and CP (for cancelled project).



February 15, 2017
Board Agenda Item 11.4
Continued From: New
Action Requested: APPROVE

NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nvta.ca.gov
SUBJECT: Transportation Development Act Article 3 (TDA-3) Call for Projects

RECOMMENDATION

That the Napa Valley Transportation Authority (NVRTA) Board approve the release of the Transportation Development Act Article 3 (TDA-3) Call for Projects

COMMITTEE RECOMMENDATION

The Technical Advisory Committee members provided comments on the TDA-3 Call for Project materials and recommended that the NVRTA Board release the Call for Projects

EXECUTIVE SUMMARY

The TDA-3 program is funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$150,000 per year in revenues for Napa jurisdictions. The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes, approximately \$180,604 will be available for project allocation.

BACKGROUND AND DISCUSSION

The TDA-3 program can fund a wide range of project types including:

- Capital construction and design engineering of bicycle and pedestrian projects
- Maintenance of a Class I bikeways
- Restriping Class II bicycle lanes
- Development or support of a bicycle safety education program
- Development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years)

The last TDA-3 call for projects was conducted in FY 2015-16 and combined funds from FY 2014-15. That program included \$388,152 in TDA-3 funds (of which \$231,480 was carried over from prior year programs) that were allocated to four projects in the cities of American Canyon, Calistoga, St. Helena and the Napa Valley Vine Trail-Oak Knoll Segment.

The FY 2016-17 TDA-3 allocation amount is \$180,604. (Attachment 2)

PROPOSED TIMELINE

ITEM	DATE
Board Approval	February 15, 2017
Issue Call For Projects	February 15, 2017
Applications - <i>due to NVRTA by 5:00 PM</i>	March 17, 2017
Draft Program Review by ATAC	March 27, 2017
Draft Program Review by TAC	April 6, 2017
Board Approval	April 19, 2017

SUPPORTING DOCUMENTS

Attachment(s): (1) Guide and Application for Transportation Development Act – Article 3 (TDA-3) Funds for Napa County
(2) FY 2016-17 Fund Estimate Transportation Development Act Funds Napa County 11/16/2016



Guide and Application for
Transportation Development Act – Part 3 (TDA-3) Funds
for Napa County

FY 2017-18 Applications
Due to NVTA: March 17, 2017

NVTA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631
Fax: 707-259-8638
www.nvta.net

February 15, 2017

The Napa Valley Transportation Authority is pleased to announce a Call for Projects for Transportation Development Act, Part 3 (TDA-3) funds available to Napa County jurisdictions.

The TDA-3 program is a grant program, funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$150,000 per year in revenues for Napa jurisdictions. The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects.

The TDA-3 program can fund a wide range of project types including:

- capital construction and design engineering of bicycle and pedestrian projects
- maintenance of a Class I bikeways
- restriping Class II bicycle lanes
- development and support of a bicycle safety education programs
- development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years)

NVTA is pleased that your agency or organization has chosen the TDA-3 program as a potential funding source to complete your eligible project. This packet has been created to help guide you in submitting a successful application for funding.

The available funding for Napa County TDA-3 projects for FY 2017-18 will be approximately \$180,604 dollars. The TDA Applications will be due to NVTA by 5:00 PM on Friday, March 17, 2017.

If you have any questions, you may contact Diana Meehan, TDA-3 Program Manager at:

625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631

Sincerely,

Kate Miller
Executive Director
Napa Valley Transportation Authority

The TDA-3 Program

The State Legislature passed the Transportation Development Act (TDA) in 1971. The TDA provides one of the major funding sources for public transportation in California. Transportation Development Act (TDA) funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA is a set-aside of approximately 2% of those monies. Under Article 3 of the TDA, funds are also used by local jurisdictions for bicycle and pedestrian projects.

The Metropolitan Transportation Commission (MTC) administers TDA3, which is distributed based on population. Each year, an annual fund estimate or “entitlement” is developed for each jurisdiction. Unused “entitlement” is accumulated as credit. A jurisdiction’s claim in any given year cannot exceed the sum of their accumulated credit plus their projected entitlement for the following two years.

Funds are obtained by local jurisdictions via a three-step process: (1) apportionment, (2) allocation, and (3) payment (reimbursement). Apportionment in the San Francisco Bay Area follows a Metropolitan Transportation Commission (MTC) formula based upon population. Allocation is the discretionary action by MTC that designates funds for a specific claimant for a specific purpose. NVTA submits TDA allocation requests to MTC on a regular basis, and unused TDA funds allocated to any project may be rolled over from one fiscal year to the next. No matching funds are required, but the project must meet the funding objectives and be developed in cooperation with the community. The basic objectives of the grant source are to fund projects that increase the safety, security, and efficiency of bicycle and pedestrian travel, and to provide for a coordinated system. The MTC requires supporting resolutions from the sponsoring Council.

There are no matching requirements with this funding source. TDA 3 projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within three years; be maintained; be consistent with adopted bicycle plans; and be authorized by a governing council or board.

This “Call for Projects” will be issued on February 15, 2017 upon approval by the NVTA Board of Directors. In addition to the application, project sponsors must deliver documentation of environmental clearance and maps/documents showing project locations and design parameters. Projects must be approved by MTC.

As part of the grant process, MTC also requires the City Council to adopt a resolution making certain findings as follows:

- (i) the City is eligible to request grant funding under State law,
- (ii) there is no pending or threatened litigation that adversely affects the project
- (iii) the grant application is accurate,
- (iv) The jurisdiction has committed adequate staffing resources to complete the projects
- (v) The jurisdiction will comply with CEQA,
- (vi) the completed projects will be maintained by the jurisdiction for the benefit of the public, and
- (vii) the adopted resolution will be sent to NVTA

Basic Eligibility for TDA-3 Funding

TDA Article 3 funds may be used for the following activities relating to pedestrian and bicycle facilities (including sidewalk wheelchair ramps):

- Engineering expenses leading to construction.
- Right-of-way acquisition.
- Construction and reconstruction.
- Retrofitting existing bicycle and pedestrian facilities, including installation of signage, to comply with the Americans with Disabilities Act (ADA).

- Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized rail crossings and bicycle-friendly drainage grates.
- Purchase and installation of bicycle facilities such as
 - secure bicycle parking,
 - benches, drinking fountains, changing rooms, rest rooms and showers which are adjacent to bicycle trails, employment centers, park-and-ride lots, and/or transit terminals and are accessible to the general public.
- Maintenance of Class I bikeways (unlimited)
- Maintenance of Class II bikeways. Countywide, the total funds allocated to Class II bikeway maintenance cannot exceed 20% of the total countywide TDA estimate
- Bicycle Safety Education Programs (not more than 50% of the project's budget and not more 5% of the countywide TDA Article 3 funds)
- Comprehensive Bicycle & Pedestrian Facilities Plans (not more than once per jurisdiction every 5 years)
- Projects identified in a recent (within 5 years) comprehensive local bicycle or pedestrian plan
- Annual TDA Article 3 Audits

TDA Article 3 funds may not be used to fully fund the salary of any one person working on these programs.

Bicycle Advisory Committee Requirement

Cities and counties may not receive TDA Article 3 funds for bicycle projects unless the jurisdiction has established a Bicycle Advisory Committee (BAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Rules and Procedures. This requirement does not apply to pedestrian projects. For Napa County, the NVTA Active Transportation Advisory Committee fulfills this requirement. However, for those jurisdictions with additional local Bicycle Advisory Committees, the approval of that committee is also required.

Recent Project Examples in Napa County

Project Name	Sponsor	TDA-3 Funds	Total Project \$	Costs must be incurred by
ADA Curb Ramp Reconstruction CON	St. Helena	\$50,000	\$60,000	6/30/2018
Sidewalk Installation at Logvy Park CON	Calistoga	\$51,500	\$61,500	6/30/2018
Sidewalk Gap Closure Donaldson Way CON	American Canyon	\$127,652	\$400,000	6/30/2018
Vine Trail – Solano Ave, CON	NVTA	\$159,000	\$6,100,000	6/30/2018

Project Selection Process

The project selection process is as follows. NVTA staff will run the prospective projects through an initial qualification process based on project eligibility, and present their findings to the NVTA Active Transportation Advisory Committee (ATAC) which will serve as the initial selection and prioritization committee. The ATAC recommendations will be forwarded to the NVTA Technical Advisory Committee (TAC) for their review and recommendation. The recommendation from both Committees will be forwarded to the NVTA Board for their decision.

Projects will be evaluated on a cost effective and project readiness basis.

TDA-3 Project Selection Criteria for Napa County

For Bicycle Projects

- The project is listed in the jurisdiction's adopted Bicycle Plan
- The project priority level is "high" as indicated in the jurisdiction's Bicycle Plan
- Environmental Clearance is secured

For Pedestrian Projects

- The project is listed in the jurisdiction's Capital Improvement Plan or Pedestrian Plan
- Environmental Clearance is secured

Additional credit will be given to projects that

- are on the Countywide "Primary Bikeway Network"
- provide additional local matching funds (not required)

Application Instructions:

TDA-3 project applications for FY 2016-17 must be submitted to NVTA no later than 5:00 pm on Friday March 18, 2016. Applications may be emailed to Diana Meehan at dmeehan@NVTA.net

Applications must include:

- MTC project application (attached)
- Resolution of local support following MTC requirements (attached)

What Happens After Submission of the TDA-3 application?

After applications are submitted to NVTA the evaluation process will begin. NVTA plans on the following action timeline:

ITEM	DATE
Board Approval – Call For Projects	February 15, 2017
Issue Call For Projects	February 15, 2017
TDA-3 Applications - due to NVTA by 5:00 PM	March 17, 2017
Draft Program Review by ATAC	March 27, 2017
Draft Program Review by TAC	April 6, 2017
Board Approval – Program of Projects	April 19, 2017

Contact Information

Napa County TDA-3 Program Manager:

Diana Meehan
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8327
dmeehan@nvta.ca.gov

NVTA Main Office
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8631
Fax: (707) 259-8638
www.nvta.ca.gov

Metropolitan Transportation Commission
TDA & RM2 Operating Program Manager
Cheryl Chi
510-817-5939
cchi@mtc.ca.gov

Metropolitan Transportation Commission

Transportation Development Act Article 3 Funds Bicycle and Pedestrian Projects

Instructions for the Use of the Model Governing Body Resolution by Claimants

(A model resolution follows these instructions)

The model resolution contains four parts:

1. Abstract of the purpose of the resolution (optional)
2. Body of the Resolution
3. Attachment A to the Resolution – Required Findings
4. Attachment B to the Resolution – MTC Claim Form(s)

All TDA Article 3 claimants should use this model resolution since it includes proper wording for findings to be made by the claimant.

One resolution may be used for requesting allocations for multiple projects.

A claimant may reformat the resolution for administrative purposes, but any wording changes should be approved by MTC in advance.

Attachment A, the “Findings,” must be included as part of the resolution. If you have questions about revising any of the text in the resolution or in Attachment A, or altering any of the findings, please contact MTC for prior approval.

For attachment B – local Congestion Management agency or county-approved forms may be used in lieu of MTC’s standard format if basic identifying information about the project and the project sponsor is included. A separate “Project Application” form must be used for each project. If the claim covers multiple projects, the multiple claim forms still constitute only one Attachment B. In other words, Attachment B can be one to “n” number of claim forms, and the total number of pages of Attachment B is the total number of pages of all of the claim forms (including any accompanying pages).

Where you see **INSERT NUMBER**, insert – in black type – the number you assign to the resolution.

Where you see **INSERT NAME OF CLAIMANT**, insert – in upper and lower case black type – the official name of the city or county (e.g., “the City of Oakland,” “the County of Solano”).

Where you see **INSERT NAME OF COUNTY**, insert – in upper and lower case black type – the name of the county from which the claim is being submitted (e.g., “Napa County”).

Resolution No. **INSERT NUMBER**

Abstract [Optional]

This resolution approves the request to the Metropolitan Transportation Commission by the **INSERT NAME OF CLAIMANT** for an allocation of Transportation Development Act Article 3 Pedestrian and Bicycle Project funding for fiscal year **INSERT FISCAL YEAR**.

Resolution No. **INSERT NUMBER**

Re: Request to the Metropolitan Transportation Commission for the allocation of fiscal year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle project funding

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 875, Revised, entitled “Transportation Development Act, Article 3, Pedestrian/Bicycle Projects,” which delineates procedures and criteria for submission of requests for the allocation of “TDA Article 3” funding; and

WHEREAS, MTC Resolution No. 875, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the **INSERT NAME OF CLAIMANT** desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the **INSERT NAME OF CLAIMANT** to carry out the project; and furthermore, be it

RESOLVED, that the **INSERT NAME OF CLAIMANT** attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of **INSERT NAME OF COUNTY** for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

The **INSERT NAME OF CLAIMANT** adopted this resolution on **INSERT DATE**.

AYES:

NAYS:

Certified to by (signature): _____

TYPE NAME OF CERTIFYING INDIVIDUAL HERE

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

Findings

Page 1 of 1

1. That the **INSERT NAME OF CLAIMANT** is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the **INSERT NAME OF CLAIMANT** legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That the **INSERT NAME OF CLAIMANT** has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or design engineering; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the **INSERT NAME OF CLAIMANT** within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.).
9. That any project described in Attachment B that is a “Class I Bikeway,” meets the mandatory minimum safety design criteria published in Chapter 1000 of the California Highway Design Manual.
10. That the project(s) described in Attachment B are ready to commence implementation during the fiscal year of the requested allocation.
11. That the **INSERT NAME OF CLAIMANT** agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

TDA Article 3 Project Application Form

Fiscal Year of this Claim: _____ Applicant: _____

Contact person: _____

Mailing Address: _____

E-Mail Address: _____ Telephone: _____

Secondary Contact (in event primary not available) _____

E-Mail Address: _____ Telephone: _____

Short Title Description of Project: _____

Amount of claim: \$ _____

Functional Description of Project: _____

Financial Plan:

List the project elements for which TDA funding is being requested (e.g., planning, environmental, engineering, right-of-way, construction, inspection, contingency, audit). Use the table below to show the project budget. Include prior and proposed future funding of the project. If the project is a segment of a larger project, include prior and proposed funding sources for the other segments.

Project Elements:

Funding Source	All Prior FYs	Application FY	Next FY	Following FYs	Totals
TDA Article 3					
list all other sources:					
1.					
2.					
3.					
4.					
Totals					

Project Eligibility:	YES?/NO?
A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated).	
B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.	
C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: http://www.dot.ca.gov).	
D. Has the project been reviewed by a Bicycle Advisory Committee? (If "NO," provide an explanation).	
E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction).	
F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) _____	
G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)	

Instructions for the Use of the Model Resolution for Use by Countywide Agencies for Submittal of the Countywide Coordinated Claim

A copy of the resolution follows these instructions.

The exact text of the body of the model resolution must be submitted to MTC; however, a claimant may reformat the resolution for administrative purposes.

Attachment A, the prioritized list of projects, must be completed and included as part of the resolution.

Where you see **INSERT NUMBER**, insert – in black type – the number you assign to the resolution.

Where you see **INSERT NAME OF COUNTY**, insert – in upper and lower case black type – the name of the county from which the claim is being submitted. (e.g., “Napa County”).

Where you see **INSERT NAME OF COUNTYWIDE AGENCY**, insert – in upper and lower case black type – the name of the agency from which the claim is being submitted. (e.g., “Napa County Transportation Planning Agency,” “Solano Transportation Authority,” “Contra Costa County Board of Supervisors,” “Santa Clara Valley Transportation Authority”).

Resolution No. **INSERT NUMBER**

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in **INSERT NAME OF COUNTY**

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 875, Revised, which delineates procedures and criteria for submission of requests for the allocation of TDA Article 3 funds; and

WHEREAS, MTC Resolution No. 875, Revised requires that requests from eligible claimants for the allocation of TDA Article 3 funds be submitted as part of a single, countywide coordinated claim, composed of certain required documents; and

WHEREAS, the **INSERT NAME OF COUNTYWIDE AGENCY** has undertaken a process in compliance with MTC Resolution No. 875, Revised for consideration of project proposals submitted by eligible claimants of TDA Article 3 funds in **INSERT NAME OF COUNTY**, and a prioritized list of projects, included as Attachment A of this resolution, was developed as a result of this process; and

WHEREAS, each claimant in **INSERT NAME OF COUNTY** whose project or projects have been prioritized for inclusion in the fiscal year **INSERT FISCAL YEAR** TDA Article 3 countywide coordinated claim, has forwarded to the **INSERT NAME OF COUNTYWIDE AGENCY** a certified copy of its governing body resolution for submittal to MTC requesting an allocation of TDA Article 3 funds; now, therefore, be it

RESOLVED, that the **INSERT NAME OF COUNTYWIDE AGENCY** approves the prioritized list of projects included as Attachment A to this resolution; and furthermore, be it

RESOLVED, that the **INSERT NAME OF COUNTYWIDE AGENCY** approves the submittal to MTC, of the **INSERT NAME OF COUNTY** fiscal year **INSERT FISCAL YEAR** TDA Article 3 countywide, coordinated claim, composed of the following required documents:

- A. transmittal letter
- B. a certified copy of this resolution, including Attachment A;
- C. one copy of the governing body resolution and required attachments, for each claimant whose project or projects are the subject of the coordinated claim;
- D. a description of the process for public and staff review of all proposed projects submitted by eligible claimants for prioritization and inclusion in the countywide, coordinated claim;

- E. confirmation that each project meets Caltrans' minimum safety design criteria and is ready to implement within the next fiscal year.

This resolution was adopted by **INSERT NAME OF COUNTYWIDE AGENCY** on **INSERT DATE**.

AYES:

NAYS:

Certified to by (signature): _____
TYPE NAME OF CERTIFYING INDIVIDUAL HERE

Resolution No. **INSERT NUMBER**
Attachment A

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of Fiscal Year **INSERT FISCAL YEAR** TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in **INSERT NAME OF COUNTY**

Prioritized List of Projects

	Short Title Description of Project	TDA Article 3 Amount	Total Project Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
	Totals		

**FY 2017-18 FUND ESTIMATE
TRANSPORTATION DEVELOPMENT ACT FUNDS
NAPA COUNTY**

Attachment A
Res No. 4268
Page 5 of 17
2/22/2017

FY2016-17 TDA Revenue Estimate				FY2017-18 TDA Revenue Estimate			
FY2016-17 Generation Estimate Adjustment				FY2017-18 County Auditor's Generation Estimate			
1. Original County Auditor Estimate (Feb, 16)		8,160,000		13. County Auditor Estimate		8,638,000	
2. Revised Estimate (Feb, 17)		8,469,000		FY2017-18 Planning and Administration Charges			
3. Revenue Adjustment (Lines 2-1)			309,000	14. MTC Administration (0.5% of Line 13)		43,190	
FY2016-17 Planning and Administration Charges Adjustment				15. County Administration (0.5% of Line 13)		43,190	
4. MTC Administration (0.5% of Line 3)		1,545		16. MTC Planning (3.0% of Line 13)		259,140	
5. County Administration (Up to 0.5% of Line 3) ¹		1,545		17. Total Charges (Lines 14+15+16)		345,520	
6. MTC Planning (3.0% of Line 3)		9,270		18. TDA Generations Less Charges (Lines 13-17)		8,292,480	
7. Total Charges (Lines 4+5+6)			12,360	FY2017-18 TDA Apportionment By Article			
8. Adjusted Generations Less Charges (Lines 3-7)			296,640	19. Article 3.0 (2.0% of Line 18)		165,850	
FY2016-17 TDA Adjustment By Article				20. Funds Remaining (Lines 18-19)		8,126,630	
9. Article 3 Adjustment (2.0% of line 8)		5,933		21. Article 4.5 (5.0% of Line 20)		406,332	
10. Funds Remaining (Lines 8-9)			290,707	22. TDA Article 4 (Lines 20-21)		7,720,298	
11. Article 4.5 Adjustment (5.0% of Line 10)		14,535					
12. Article 4 Adjustment (Lines 10-11)			276,172				

TDA APPORTIONMENT BY JURISDICTION

Column	A	B	C=Sum(A:B)	D	E	F	G	H=Sum(C:G)	I	J=Sum(H:I)
	6/30/2016	FY2015-16	6/30/2016	FY2015-17	FY2016-17	FY2016-17	FY2016-17	6/30/2017	FY2017-18	FY2017-18
Apportionment Jurisdictions	Balance (w/o interest)	Interest	Balance (w/ interest) ²	Outstanding Commitments ³	Transfers/ Refunds	Original Estimate	Revenue Adjustment	Projected Carryover	Revenue Estimate	Available for Allocation
Article 3	451,008	2,998	454,006	(601,857)	0	156,672	5,933	14,754	165,850	180,604
Article 4.5	46,282	372	46,654	(430,129)	0	383,846	14,535	14,906	406,332	421,238
SUBTOTAL	497,290	3,370	500,660	(1,031,986)	0	540,518	20,468	29,660	572,182	601,842
Article 4/8										
NVTA ³	7,248,572	52,882	7,301,455	(12,489,388)	0	7,293,082	276,172	2,381,320	7,720,298	10,101,618
SUBTOTAL	7,248,572	52,882	7,301,455	(12,489,388)	0	7,293,082	276,172	2,381,320	7,720,298	10,101,618
GRAND TOTAL	\$7,745,862	\$56,253	\$7,802,115	(\$13,521,374)	\$0	\$7,833,600	\$296,640	\$2,410,980	\$8,292,480	\$10,703,460

1. Balance as of 6/30/16 is from MTC FY2015-16 Audit, and it contains both funds available for allocation and funds that have been allocated but not disbursed.

2. The outstanding commitments figure includes all unpaid allocations as of 6/30/16, and FY2016-17 allocations as of 1/31/17.

3. NVTA is authorized to claim 100% of the apportionment to Napa County.



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Program Manager- Finance
(707) 259-8779 / Email: aonorato@nvta.ca.gov
SUBJECT: Approve Contract with Sign A Rama-Napa for New Bus Graphics and Installation

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorized the Executive Director to execute a purchase agreement with Sign A Rama-Napa for full color printed bus wraps and installation for thirty-two (32) Vine Transit vehicles for a total project cost of \$95,607.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

In January 2016, NVTA endorsed the strategic marketing and rebranding deployment strategy. The next milestone in the plan calls for rebranding of the remaining fixed route white bus fleet of thirty-two (32) vehicles with new Vine decals.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes, not to exceed \$95,607. The operating budget for Advertising/Marketing will be used for this expense. As such, an appropriation increase is not necessary.

Sales Quote: \$86,915

Contingency: \$ 8,691

Total Project Budget: \$95,607

A 10% contingency was added to this project to allow for minor variations.

Is it currently budgeted? Yes

Where is it budgeted? Vine Transit operating budget- Advertising/Marketing.

Future fiscal impact: None

Consequences if not approved: The current fleet of white buses will be inconsistent with the rebranding campaign and Vine Transit's new logo which may result in further confusion to the riding public.

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

There are currently forty-one (41) fixed route vehicles in Vine Transit fixed route fleet. All, but the nine (9) are the older white buses with the old Vine logos. The success of the rebranding depends on a refreshed and refocused brand for the Vine operating area to achieve the desired goals of increased visibility and credibility among the community.

Repainting the older thirty-two (32) white buses with Vine's new color palette is cost and time prohibitive. Replacing the older logos with new "V" decals will freshen the look of the vehicles and accomplish the branding objectives until they can be replaced.

Three (3) local sign companies were solicited and given a scope of work to provide new bus graphics and installation. Sign A Rama was considered the most competitive based on cost. As such, the Authority has elected to award a fixed price contract to Sign A Rama as the successful contractor for this project representing the best value to NVRTA.

At the last presentation to the Board on rebranding, staff was asked to provide a summary of expenditures associated with the rebranding efforts. In the fiscal year ending June 30, 2016, NVTA's total marketing budget was \$253,000 and \$195,779 was expended on the rebranding initiative. In the current year-to-date, NVTA's total marketing budget is \$300,000 and \$34,644 has been expended to date on the rebranding effort. If the purchase agreement is approved, roughly \$326,000 will be spent on the rebranding effort to date.

SUPPORTING DOCUMENTS

Attachments: (1) Sales Quote from Sign-A-Rama Napa
 (2) Driver side "V" logo rendering
 (3) Passenger Side "V" logo rendering

Sign A Rama-Napa
 3149 California Blvd. Suite F
 Napa CA 94558
 United States
 Phone: 707-254-7446
 Fax : 707-266-1834
 natdevries@ymail.com
 for Quote : natdevries@ymail.com
 www.signarama-napa.com

Quote 2414 - Bus graphics	Expiration Date : 12/24/2016
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Quote for	Contact	Shipping/Install
NVTA (Napa Valley Trans Authority) 625 Burnell St Napa CA 94559 United States	Michael Blasky Phone : (707) 259-8638 Fax : (707) 259-8638 Email : mblasky@nvta.ca.gov Address : 625 Burnell St Napa CA 94559 United States	

Quote #	Quote Date	Sales Rep	Payment Terms	PO	PO Date
2414	12/09/2016	Nat deVries natdevries@ymail.com (707) 312-1115			

Items

#	Item	Qty	Unit Price	Disc	Disc. Price	Total (Ex. Tax)	Tax
1	Phantom, El dorado 40', New Flyer 35', El Dorado 35' Diesel/CNG Full Color Printed - RTA Graphics with Wrap Air release Vinyl Qty: Size: Color: Logo/Art: Copy:	25	\$1,700.00	10.0%	\$1,530.00	\$38,250.00	\$3,060.00
2	Chevy ARBOC 28' Full Color Printed - RTA Graphics with Wrap Air release Vinyl Qty: Size: Color: Logo/Art: Copy:	7	\$1,200.00	10.0%	\$1,080.00	\$7,560.00	\$604.80
3	Install Single Sided:	32	\$1,300.00	10.0%	\$1,170.00	\$37,440.00	\$0.00

Total

Sub Total	Total Tax(%)	Final Price
\$83,250.00	\$3,664.80 (8.0%)	\$86,914.80

Downpayment (50.0 %) \$43,457.40

Customer Disc.	\$9,250.00
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Terms And Conditions

Invoices & Cancellation of Orders: Sign-A-Rama (Vendor) prepares your order according to your specifications. Therefore, prior to its commencement, your order is only cancelable with the Vendor's prior written consent. After commencement of your order (the point at which materials are assembled and work has begun), your order is non-cancelable. The Customer is Solely Responsible for Proofreading Vendor does not assume any responsibility for the correctness of copy. Therefore, you must review and sign a proof prior to our commencement of your order. By signing your proof, you approve of its content and release the Vendor to commence our work. You are solely responsible for the content of the proof once it has been signed. However, if we should make an error in producing the work as proofed, please be assured that we will redo the work as quickly as possible and without charge to you. Vendor's Liability Vendor's total liability is hereby expressly limited to the services indicated on the invoice and Vendor will not be liable for any subsequent damages, consequential damages, or otherwise. All dates promised on this invoice are approximations unless the word "firm" is written and acknowledged by the Vendor.

Terms of Payment: Upon ordering, you must give Vendor a 50% deposit. Your balance will be due upon delivery and/or installation. Vendor may, at its sole discretion, extend credit terms to you upon approval. **Collection Procedures:** Invoices are considered delinquent thirty (30) days from the date that your order is completed. After the thirtieth day, a late charge of \$25.00, together with interest accruing at the rate of 1.5% per annum, or the maximum rate allowable by law is assessed. You shall be liable for all costs related to collection of delinquent invoices, including court costs and attorney's fees. **Customer's Acceptance of Work:** Customer's acceptance, either personal or through his/her agent(s) and/or employee(s) of the work ordered shall be deemed as full acceptance. This means that by accepting delivery of the work, customer affirms that the work substantially conforms to all expectations. **Lost or Substantially Forgotten Work:** If customer does not take possession of completed work within thirty (30) days from notification of completion, then the work will be considered lost or forgotten, and vendor will not be responsible for further loss. Customer will be billed and responsible for payment for work that has been completed

for **NVTA (Napa Valley Trans Authority)**

Signature	Date
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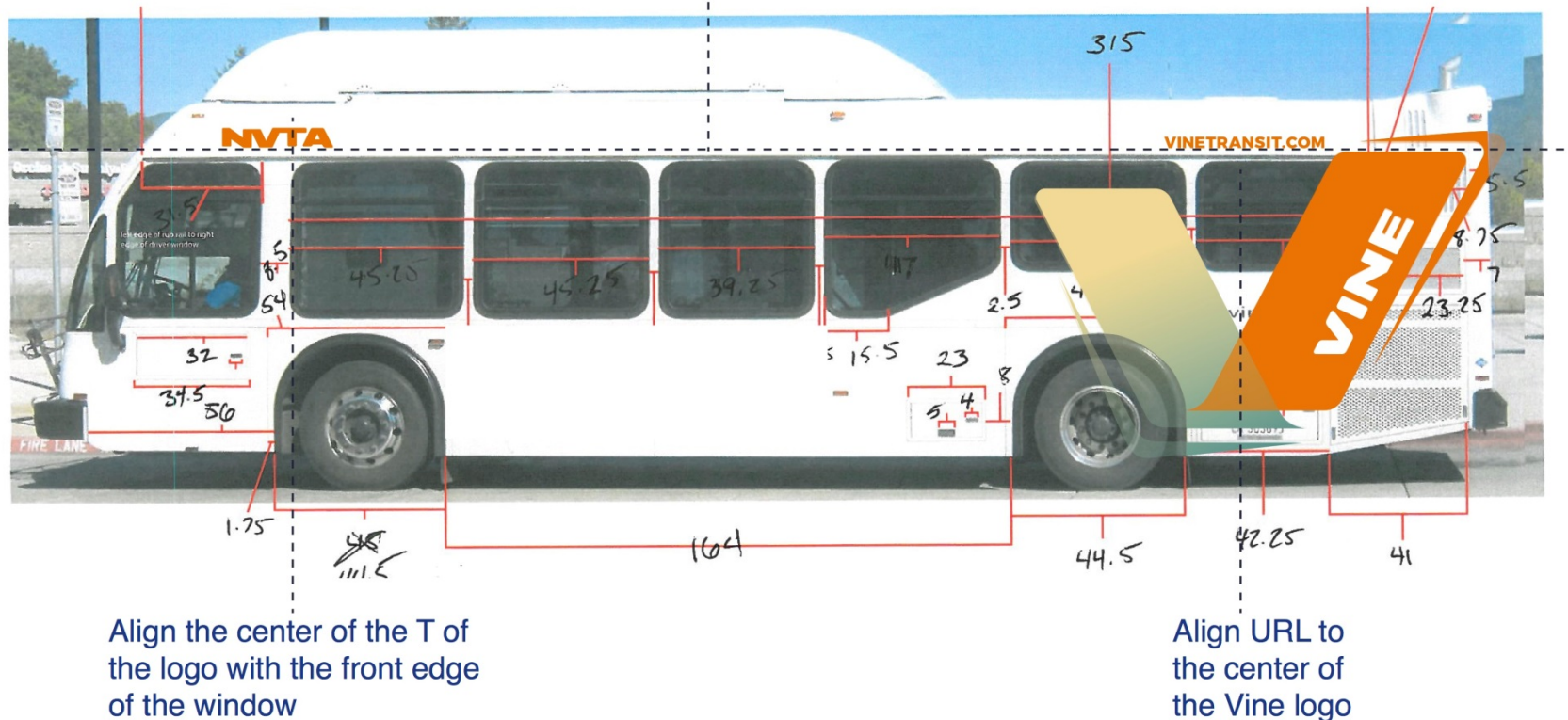
We agree to your terms and conditions. Please proceed with the order.

NAPA, CA: | 35' EL DORADO '13: STREET

Driver Side

Files to Use: NVTA: NVTA_33w.pdf (33inches wide)
URL: VINETRANSIT-URL_SIDE-46w.pdf (46inches wide)
VINE: BigBus_DRIVER-Side_VINE-134w.pdf (134 inches wide)
FRONT of Bus VINE: VINE-BigBus_FRONT_16.25w.pdf - placement centered

NVTA and URL live on the same line



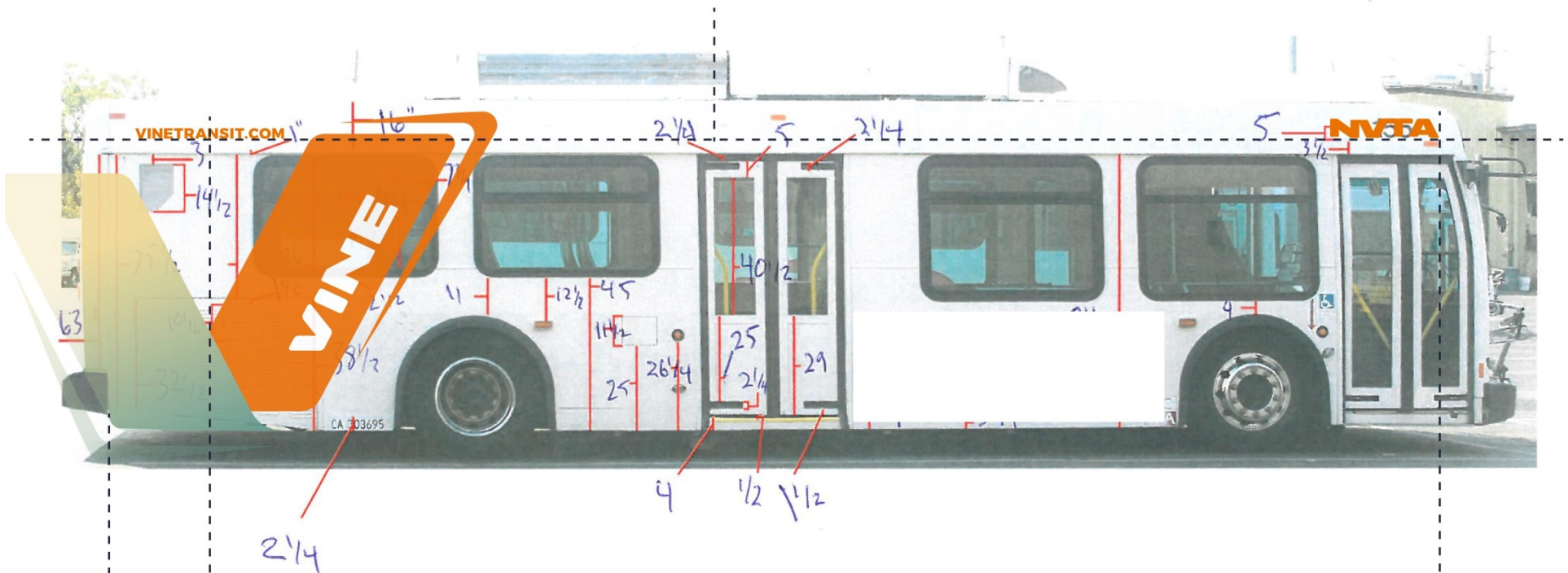
NAPA_35' NEW FLYER '10 SERIES

CURBSIDE - VERTICAL MEASUREMENTS NEEDED

Passenger Side

Files to Use: NVTA: NVTA_33w.pdf (33inches wide)
URL: VINETRANSIT-URL_SIDE-46w.pdf (46inches wide)
VINE: BigBus_PASSENGER-Side_VINE-152w.pdf (152 inches wide)
BACK URL: VINETRANSIT-URL_BACK-40w.pdf

NVTA and URL live on the same line



Align URL to the center of the Vine logo

Align with the front edge of the marker light with a min. of 1" above the light

The gradient green portion of the Vine logo should not expose any white parts of the bus.



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Program Manager- Finance
(707) 259-8779 / Email: aonorato@nvta.ca.gov
SUBJECT: Resolution No. 17-03 Authorizing the Filing for, Acceptance, and Execution of all Documents and Instruments Related to Proposition 1B, and Other State Law Administered by the California Office of Emergency Services (Cal OES)

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 17-03 (Attachment 1) authorizing the submittal of the Fiscal Year (FY) 2016-17 California Office of Emergency Service (Cal OES) Investment Justification grant application in the amount of \$7,843 for the purchase of security cameras for Vine vehicles.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Available funding appropriated for the FY 2016-17 California Transit Security Grant Program California Transit Assistance Fund (CTSGP-CTAF) is \$48 million statewide. Funds are allocated by the State Controller to eligible agencies (transportation planning agencies) and public transit operators pursuant to Sections 99313 and 99314 of the Public Utilities Code. Allocation of funding is subject to available bond funding.

As provided from the State Controller's figures, NVTA is eligible to receive \$7,843 for FY 2016-17 pursuant to available Proposition 1B funding. The funds made available to NVTA will be used to purchase security cameras for Vine vehicles.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? Yes, \$7,843.

Is it Currently Budgeted? Yes

Where is it budgeted? Capital projects fund

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No

Consequences if not approved: Purchases for Security Cameras on Vine Transit vehicles will be funded with other revenues.

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

NVRTA has received notice of funding availability for the FY 2016-17 grant cycle administered through Cal OES. The revenue source is Proposition 1B (the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006), Transit System, Safety, Security, and Disaster Response Account (TSSDRA), and is administered by Cal OES.

As provided from the State Controller's figures, NVRTA is eligible to receive \$7,843 for FY 2016-17 pursuant to available Proposition 1B funding and submittal of a Cal OES approved Investment Justification (IJ). The funding will be held in reserve until other funds become available to fully fund the security camera project.

The Board approved purchase of the bus security camera system as part of the computer aided dispatch/automatic vehicle location (CAD/AVL) system in November 2014.

SUPPORTING DOCUMENTS

Attachment: (1) Resolution No. 17-03

RESOLUTION No. 17-03

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVRTA)
AUTHORIZING THE FILING FOR, ACCEPTANCE OF,
AND EXECUTION OF ALL DOCUMENTS AND INSTRUMENTS RELATED TO
PROPOSITION 1B, SB88, AND OTHER STATE LAW ADMINISTERED BY
THE CALIFORNIA OFFICE OF EMERGENCY SERVICES**

WHEREAS, the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 authorizes the issuance of general obligation bonds for specified purposes, including, but not limited to, funding made available for capital projects that provide increased protection against security and safety threats, and for capital expenditures to increase the capacity of transit operators to develop disaster response transportation systems; and

WHEREAS, the California Governor's Office of Emergency Services (Cal OES) administers such funds deposited in the Transit System Safety, Security, and Disaster Response Account under the California Transit Security Grant Program (CTSGP); and

WHEREAS, NVRTA is eligible to apply for Fiscal Year (FY) 2016-17 CTSGP funds in an amount of \$7,843 for Security Cameras on Vine Transit vehicles to improve security on public transit vehicles; and

WHEREAS, NVRTA recognizes that it is responsible for compliance with all Cal OES CTSGP grant assurances, and state and federal laws, including, but not limited to, laws governing the use of bond funds; and

WHEREAS, Cal OES requires NVRTA to complete and submit a Governing Body Resolution for the purposes of identifying agent(s) authorized to act on behalf of NVRTA's Board of Directors to execute actions necessary to obtain CTSGP funds from Cal OES and ensure continued compliance with Cal OES CTSGP assurances, and state and federal laws.

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NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the NVTA, a public entity established under the laws of the State of California, that the Executive Director, and/or her designee, is hereby authorized to execute, for and on behalf of NVTA, any actions necessary for the purpose of obtaining financial assistance provided by the California Governor's Office of Emergency Services under the CTSGP, and ensuring continued compliance with Cal OES CTSGP assurances, and state and federal laws.

Passed and Adopted the 15th day of February, 2017.

Peter White, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Jennifer Gore, NVTA Legal Counsel



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Program Manager- Finance
(707) 259-8779 / Email: aonorato@nvta.ca.gov
SUBJECT: Resolution No. 17-04 Authorizing the Filing of Applications for Federal Funds for Fiscal Year 2016-17, 2017-18, 2018-19 and 2019-20 to the Metropolitan Transportation Commission (MTC)

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution 17-04 (Attachment 1) authorizing the filing of an application to the Metropolitan Transportation Commission (MTC) for Federal Transit Administration (FTA) Formula Program and Federal Highway Administration (FHWA) Surface Transportation Program funds by the NVTA for capital and operating funds for FYs 2016-17, 2017-18, 2018-19 and 2019-20, and committing the necessary local match for the projects, and stating the assurance of NVTA to complete the projects.

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

MTC develops the Transit Capital Priorities every 3 to 4 years, which is a list of transit projects prioritized for funding with FTA and FHWA formula funds. MTC develops a fund estimate and then constrains the capital projects to actuals once Congress passes its annual budget and actual appropriations are known. MTC requires submission of capital programs spanning a 10-year horizon, which is captured in NVTA's Short Range Transportation Plan (SRTP), and includes a list of capital and operating projects. The SRTP is updated every four years and informs the countywide transportation plan. It is from this information that MTC develops the region-wide capital program. A requirement of the funding application is the adoption of a resolution by the agency governing body supporting the capital and operating program, committing to completing the projects submitted, and committing to provide the necessary matching funds.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes. See Table 1 below. Amounts are estimates and are subject to revision based on Congressional appropriations.

FY	Project Name	Estimated Federal Amount	Local Match	Project Total
2016-17	5307 Operations	\$1,515,636	\$1,515,636	\$3,031,272
2016-17	5307 Replacement and Upgrades to Equipment	\$16,149	\$4,037	\$20,186
2016-17	ADA operating	\$63,311	\$15,828	\$79,139
2016-17	5339 Bus and Bus Facilities	\$163,876	\$40,969	\$204,845
2017-18	5307 Operations	\$1,546,796	\$1,546,796	\$3,093,592
2017-18	5307 Replacement and Upgrades to Equipment	\$16,307	\$4,077	\$20,384
2017-18	ADA operating	\$64,606	\$16,152	\$80,758
2017-18	5339 Bus and Bus Facilities	\$167,318	\$41,830	\$209,148
2018-19	5307 Operations	\$1,595,363	\$1,595,363	\$3,190,726
2018-19	ADA operating	\$63,939	\$63,939	\$127,878
2018-19	5339 Bus and Bus Facilities	\$170,865	\$42,716	\$213,581
2019-20	5307 Operations	\$1,628,307	\$1,628,307	\$3,256,614
2019-20	ADA operating	\$67,301	\$67,301	\$134,602
2019-20	5339 Bus and Bus Facilities	\$174,487	\$43,622	\$218,109
	TOTALS	\$7,254,262	\$6,576,096	\$13,830,357

*The above values are revenues estimates provided by MTC. Each year, MTC constrains the federal transit program to appropriations when Congress adopts its budget.

Is it currently budgeted? Not applicable.

Where is it budgeted? Vine Transit capital and operating programs for the respective fiscal years.

Future fiscal impact: This is a four (4) year program. The above revenues are estimates and are based on MTC's projections. Actual appropriations will determine the amount included in the NVTA budget each year.

Consequences if not approved: NVTA will not be able to apply to MTC for FTA and FHWA formula funds for the next four years.

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

An analysis of our capital and operating plan and the SRTP identified NVTA's capital and operating needs in FY 2016-17, 2017-18, 2018-19 and 2019-20. Federal formula funds are a primary source of capital and operating funds that are necessary for funding priority projects. These funds will be used for transit operations, ADA operations, and capital projects. MTC requires a Resolution from project sponsors committing the necessary local match and stating the assurances that NVTA will complete the projects stated in Table 1.

SUPPORTING DOCUMENTS

Attachment: (1) Resolution No. 17-04

RESOLUTION No. 17-04

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
AUTHORIZING THE FILING OF AN APPLICATION FOR
FEDERAL TRANSIT ADMINISTRATION (FTA) FORMULA PROGRAM
AND SURFACE TRANSPORTATION PROGRAMS FUNDING TO THE
METROPOLITAN TRANSPORTATION COMMISSION (MTC) FOR CAPITAL AND
OPERATING FUNDS FOR FISCAL YEARS 2016-17, 2017-18, 2018-19 AND 2019-20
AND COMMITTING THE NECESSARY LOCAL MATCH FOR THE PROJECT(S)
AND STATING THE ASSURANCE OF NVTA TO COMPLETE THE PROJECT(S)**

WHEREAS, Fixing America's Surface Transportation (FAST, Public Law 114-94) continues and establishes new Federal Transit Administration formula programs (23 U.S.C. §53) and continues the Surface Transportation Program (23 U.S.C. § 133); and

WHEREAS, pursuant to FAST, and the regulations promulgated thereunder, eligible project sponsors wishing to receive Federal Transit Administration (FTA) Section 5307 Urbanized Area, Section 5337 State of Good Repair, or Section 5339 Bus and Bus Facilities (collectively, FTA Formula Program) grants or Surface Transportation Program (STP) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

WHEREAS, the Metropolitan Transportation Commission is the MPO for the San Francisco Bay region; and

WHEREAS, NVTA is an eligible project sponsor for FTA Formula Program or STP funds; and

WHEREAS, NVTA wishes to submit a grant application to MTC for funds from the FY 2016-17 through FY 2019-20 FTA Formula Program and/or STP funds, for the following projects:

FY	Project Name	Estimated Federal Amount	Local Match	Project Total
2016-17	5307 Operations	\$1,515,636	\$1,515,636	\$3,031,272
2016-17	5307 Replacement and Upgrades to Equipment	\$16,149	\$4,037	\$20,186
2016-17	ADA operating	\$63,311	\$15,828	\$79,139
2016-17	5339 Bus and Bus Facilities	\$163,876	\$40,969	\$204,845
2017-18	5307 Operations	\$1,546,796	\$1,546,796	\$3,093,592
2017-18	5307 Replacement and Upgrades to Equipment	\$16,307	\$4,077	\$20,384
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2018-19	5307 Operations	\$1,595,363	\$1,595,363	\$3,190,726
2018-19	ADA operating	\$63,939	\$63,939	\$127,878
2018-19	5339 Bus and Bus Facilities	\$170,865	\$42,716	\$213,581
2019-20	5307 Operations	\$1,628,307	\$1,628,307	\$3,256,614
2019-20	ADA operating	\$67,301	\$67,301	\$134,602
2019-20	5339 Bus and Bus Facilities	\$174,487	\$43,622	\$218,109
	TOTALS	\$7,254,262	\$6,576,096	\$13,830,357

WHEREAS, MTC requires, as part of the application, a resolution stating the following: (1) the commitment of necessary local matching funds of 50% for operating assistance; 20% for capital programs for FTA Formula Program funds, and 11.47% for STP funds; (2) that the sponsor understands that the FTA Formula Program and STP funding is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded from FTA Formula Program or STP funds; (3) the assurance of the sponsor to complete the project as described in the application, and if approved, as programmed in MTC's TIP; and (4) that the sponsor understands that FTA Formula Program funds must be obligated within three years of programming, and STP funds must be obligated by January 31 of the year that the project is programmed for in the TIP, or the project may be removed from the program.

NOW, THEREFORE, BE IT RESOLVED, that the Board, by adopting this resolution does hereby state that:

(1) NVTA will provide matching funds no less than 50% for operating project requests, no less than 20% for FTA-funded capital requests, and no less than 11.53% for FHWA-funded capital requests; and

(2) NVTA understands that the FTA Formula Program and STP funding for the project is fixed, and that any cost increases must be funded by the NVTA from local matching funds, and that NVTA does not expect any cost increases to be funded with FTA Formula Program and Surface Transportation Program funds; and

(3) NVTA Federal Funds Capital and Operating Program will be built as described in this resolution and, if approved for the amount shown in the Metropolitan Transportation Commission (MTC) Transportation Improvement Program (TIP), with obligation occurring within the timeframe established below; and

(4) The program funds will be obligated within the required timeframes, and/or by January 31 of the year the project is programmed for in the TIP; and

(5) NVTA will comply with FTA requirements and all other applicable Federal, State and Local laws and regulations with respect to the proposed project; and

BE IT FURTHER RESOLVED, that NVTA is an eligible sponsor of projects in the program for FTA Formula Program and STP funds; and

BE IT FURTHER RESOLVED, that NVTA is authorized to submit an application for FTA Formula Program and STP funds for ADA Operating; and

BE IT FURTHER RESOLVED, that there is no legal impediment to NVTA making applications for FTA Formula Program and STP funds; and

BE IT FURTHER RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of NVTA to deliver such project; and

BE IT FURTHER RESOLVED, that NVTA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866; and

BE IT FURTHER RESOLVED that a copy of this resolution will be transmitted to the MTC prior to MTC programming the FTA Formula Program or Surface Transportation Program funded projects in the Transportation Improvement Program (TIP); and

BE IT FURTHER RESOLVED that the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP.

Passed and adopted this 15th day of February, 2017.

Peter White, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Jennifer Gore, NVTA Legal Counsel



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Karrie Sanderlin, Program Manager-Administration and Human Resources
(707) 259-8633 / Email: ksanderlin@nvta.ca.gov
SUBJECT: Election of Vice Chair for Fiscal Year (FY) 2016-17

RECOMMENDATION

That the Napa Valley Transportation Authority (NVRTA) Board elect a Vice Chair to serve for the remainder of the FY 2016-17 term.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

With the mid-term departure of Mary Luros, who was serving as Vice Chair, it is necessary for the Board to fill the vacancy for the remainder of the FY 2016-17 term.

The nominating committee composed of Board members Peter White, Leon Garcia, and John Dunbar conferred on January 20th. The committee will report at the Board meeting their recommendations for Vice Chair.

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

The NVTA bylaws, adopted in July 1998, require an annual election of Chair and Vice Chair at the first annual meeting. The Chair and Vice Chair hold office for one year or until their successors have been appointed.

In June of 2000 a subcommittee of the Board recommended, and the Board adopted, a policy that allows a two-year term for the Chair and Vice Chair with an annual vote of approval by the Board. The Board terms are consistent with the agency's fiscal year and begin on July 1 and end on June 30.

With the mid-term departure of Mary Luros, who was serving as Vice Chair, it is necessary for the Board to fill the vacancy for the remainder of the FY 2016-17 term.

SUPPORTING DOCUMENTS

None



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Justin Paniagua, Senior Finance/Policy Analyst
(707) 259-8781 / Email: jpaniagua@nvta.ca.gov
SUBJECT: Napa Valley Transportation Authority (NVTA) Second Quarter (Q2)
Fiscal Year (FY) 2016-17 Financial Statements, Budget Adjustments
and 5-Year Forecast

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board review the NVTA financial performance compared to budget (Attachment 1) for the second quarter (October - December) period and 5-year forecast.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The purpose of this memo and report is to provide a second quarter update on the agency's financial performance and to provide budget projections over the next 5 years. Staff typically requests approval for budget modifications but no adjustments are needed for the second quarter.

Throughout the fiscal year, staff carefully monitors budget variances versus actual expenses on a quarterly basis. Certain expense items must be adjusted to align with projected expenditures or actual expenses in their respective funds/departments. These budget adjustments will inform NVTA staff of necessary information to ensure a balanced year-end fiscal audit.

Attachment 1 summarizes NVTA's second quarter financial performance. The report includes detailed financial data assessing the agency's performance to budget. The discussion below summarizes and explains budget variances.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment

FINANCIAL 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 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION**Financial Performance:***Congestion Management Agency (Planning Fund) Budget vs. Actuals*

NVTA, the Congestion Management Agency, (also known as the General or Planning Fund), recognized \$3,221,904 in revenues for the quarter. Fiscal year-to-date the CMA has recognized approximately 73% of the total budgeted revenues. The majority of revenues are from multiple Transportation Development Act (TDA) disbursements totaling \$2,933,801 and NVTA's Second Quarter (Q2) CMA Planning Grant invoice. Other revenues are salary charge backs to the Public Transit Fund, interest, and some small refunds. Based on updated revenue projections, staff anticipates that revenues received during the fiscal year are projected to be within 1% of budgeted revenues.

Planning Fund expenses totaled \$1,062,676. Fiscal year-to-date, approximately 29% of the fiscal year budget has been expended. Personnel costs were \$467,292 for the second quarter (Q2), and to date 40% of salaries and benefits have been expended. Based on this, year-end personnel expenses are expected to be slightly lower than projections because the agency was not fully staffed until the end of the 2nd quarter and staff budgets at the higher end of approved salary ranges. Agency administration and consulting services accounted for \$595,384 in expenses. As of the end of the second quarter 22% of the administration and consulting budget has been expended. Staff is currently projecting a budget carryover of approximately \$1.2 million to the second year of the bi-annual budget. This is caused by front loading our planning budget in the first year and carrying what's left to the second year to complete current and future planning projects.

For reporting purposes, the TFCA fund and AVAA program fund are excluded from the reported fund figures because the funds are passed through to the City/Town/County jurisdictions by NVTA.

Public Transit (Transit Fund) Budget vs. Actuals

Transit operating revenues came in at \$4,539,978 for the quarter. The Public Transit Fund has received a majority of the annual Transportation Development Act (TDA) allocation for the fiscal year; year to date the fund has received 81% of the annual TDA request. Based on updated revenue projections, staff projects that revenues received at the end of the fiscal year are expected to be within 1% of the budgeted revenues.

Overall, operating expenses in the Public Transit Fund totaled \$2,378,467. The primary expense categories were purchased transportation at \$2,131,841 and fuel at \$127,275. Total public transit expenditures equaled 44% of the fiscal year budget. Fuel cost for the fiscal year to date is on average \$2.11 per gallon, an increase of 1% from the fiscal year before. The budget variance is the result of sustained lower fuel costs. Due to an accounting change resulting from NVRTA's new Transdev contract NVRTA will pay the equivalent of thirteen (13) months of service in FY 2016-17. The old contract was paid on a cash basis; invoices were paid in the month received. With the new contract, payments will be switched to an accrual basis where expenses are recognized in the month they occur. Staff is not anticipating a need to increase appropriations at this time in order to cover the additional cost. It is expected that savings from other budget areas, namely fuel and NVRTA's budgeted contingency, will be enough to cover the additional expense.

It should be noted that, the Federal Transit Administration (FTA) released partial apportionments for fiscal year 2017. The partial apportionment equaled approximately 58% or 7/12 of the full year apportionment. If Congress continues to appropriate funds incrementally, NVRTA will have to request advance allocation of TDA funds or borrow against its line of credit – both of which will result in an interest expense.

Capital Purchases

In the second quarter, Vine Transit had \$522,359 in capital expenses. Purchases included final payments for the Computer Aided Dispatch/Automated Vehicle Locator (CAD/AVL) system and the purchase of three (3) paratransit buses. Capital expenditures are lower than budgeted because a planned replacement of several buses will not commence until the second year of the bi-annual budget. Therefore any savings will be carried over to FY 2017-18.

5-Year Forecast:

Based upon revenues and expenses to date, staff is not recommending any changes to the 5-year forecast.

Budget Amendments:

There were no adjustments to total appropriations in the quarter.

Note that the information summarized in this memo and contained in the attached report has not been audited and should be used for informational purposes only.

Executive Director Delegated Authority

The Board authorizes the Executive Director up to \$49,999 in delegated authority for any one purchase and up to \$175,000 for construction expenses. The authority limits the Executive Director to cumulative authority – that is, that the total amount of any one contract/award or construction expense must be within the \$50,000 or \$175,000 respectively. The Board further requested that staff provide quarterly disclosure on any executive director delegated authority expenses made over the prior quarter.

The chart on the following page shows delegated authority expenses as of December 31, 2016.

FY 2016-17 QUARTERLY DELEGATED AUTHORITY SMALL CLAIMS REPORT (> \$5K - 50K)							
CONTR/ PO NO.	VENDOR	DESCRIPTION	QTR 1 JUL-SEP	QTR 2 OCT-DEC	QTR 3 JAN-MAR	QTR 4 APR-JUN	TOTAL \$
16-1018	MAGNETIC TICKET	BUS TRANSFER MEDIA	\$ 13,840				\$ 13,840
	TRANSDEV	TRANSMISSION		\$ 8,734			\$ 8,734
	FLUID	WEB HOST		\$ 6,350			\$ 6,350
	REMIX	TRANSIT PLANNING SOFTWARE 3-YRS SUBSCRIPTION		\$ 34,020			\$ 34,020
16-27	MTCO	BOARD ROOM A/V ENHANCEMENT/REDESIGN		\$ 42,992			\$ 42,992
TOTAL			\$ 13,840	\$ 92,096	\$	\$ -	\$ 105,936

SUPPORTING DOCUMENTS

Attachment: (1) Second Quarter FY 2016-17 Financials and 5 Year Forecast Reports

ATTACHMENT 1
NVTA Agenda Item 12.2
February 15, 2016

Division: 830 NVTa - Consolidated

Division: 830 NVTA - Consolidated

										5 Year Forecast					
										February 19, 2018					
Adopted Budget		Budget Adjustments	Adjusted Budget	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Total	Budget vs Actual	Percent of Budget	FY 2017-18				
											Budget	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Revenues															
41400	Sales and Use Tax	8,832,593	-	8,832,593	681,841	6,768,991		7,450,832	1,381,761	84.36%	1,726,700	3,140,400	3,298,800	3,464,000	3,636,500
43790	State-Other Funding	981,992	-	981,992	-	244,810		244,810	737,182	24.93%	6,243,692	6,913,900	7,212,700	7,522,900	7,843,900
43890	Federal-Other Funding	3,296,282	-	3,296,282	216,643	193,686		410,329	2,885,953	12.45%	1,770,000	1,780,700	1,791,500	1,802,400	1,813,400
43950	Other-Governmental Agencies	400,000	-	400,000	145,031	154,174		299,205	100,795	74.80%	2,251,830	2,092,000	2,092,000	2,092,000	2,092,000
45100	Interest	24,500	-	24,500	6,950	4,510		11,461	13,039	46.78%	395,000	429,700	429,800	429,900	430,000
46800	Farebox Revenue	1,756,770	-	1,756,770	252,181	276,771		528,952	1,227,818	30.11%	21,400	21,600	21,800	22,000	22,200
46810	American Canyon Contribution	30,225	-	30,225	7,032	5,945		12,977	17,248	42.94%	1,372,200	1,399,600	1,427,600	1,456,200	1,485,300
46820	Yountville Contribution	32,068	-	32,068	7,296	7,659		14,955	17,113	46.63%	33,119	33,800	34,500	35,200	35,900
46825	St. Helena Contribution	23,459	-	23,459	5,803	6,194		11,997	11,462	51.14%	34,489	35,200	35,900	36,600	37,300
46830	Calistoga & CTBID Contribution	65,093	-	65,093	24,917	15,038		39,956	25,137	61.38%	24,519	25,000	25,500	26,000	26,500
47900	Miscellaneous	-	-	-	13	2,500		2,513	(2,513)	0.00%	65,093	66,400	67,700	69,100	70,500
49900	Intrafund Revenue	196,000	-	196,000	43,771	81,604		125,375	70,625	63.97%	204,000	208,100	212,300	216,500	220,800
Total Revenues		15,638,982	-	15,638,982	1,391,479	7,761,881	-	9,153,361	6,485,621	58.53%	14,142,042	16,146,400	16,650,100	17,172,800	17,714,300
Expenses															
51100	Salaries and Wages	1,418,300	-	1,418,300	188,431	371,402		559,833	858,467	39.47%	1,471,500	1,545,100	1,622,400	1,703,500	1,788,700
51110	Extra Help	-	-	-	2,121	551		2,672	(2,672)	0.00%	-	-	-	-	-
51115	Overtime	-	-	-	-	-		-	-	0.00%	-	-	-	-	-
51200	401A Employer Contribution	18,000	-	18,000	1,000	-		1,000	17,000	5.56%	18,000	18,000	18,000	18,000	18,000
51205	Cell Phone Allowance	1,800	-	1,800	410	600		1,010	790	56.11%	1,800	1,900	2,000	2,100	2,200
51300	Medicare	17,000	-	17,000	3,530	5,308		8,838	8,162	51.99%	17,000	17,900	18,800	19,700	20,700
51400	Employee Insurance-Premiums	186,000	-	186,000	58,341	54,080		112,421	73,579	60.44%	186,000	195,300	205,100	215,400	226,200
51405	Workers Compensation	14,400	-	14,400	-	4,154		4,154	10,246	28.85%	14,400	15,100	15,900	16,700	17,500
51410	Unemployment Compensation	-	-	-	476	-		476	(476)	0.00%	-	-	-	-	-
51600	Retirement	165,000	-	165,000	27,808	28,298		56,106	108,894	34.00%	165,000	173,300	182,000	191,100	200,700
51605	Other Post Employment Benefits	30,000	-	30,000	-	2,898		2,898	27,102	9.66%	31,000	32,600	34,200	35,900	37,700
51990	Other Employee Benefits	3,000	-	3,000	-	-		-	3,000	0.00%	3,000	3,200	3,400	3,600	3,800
Total for: Salaries and Benefits		1,853,500	-	1,853,500	282,117	467,292	-	749,409	1,104,091	40.43%	1,907,700	2,002,400	2,101,800	2,206,000	2,315,500
52100	Administration Services	10,000	-	10,000	169	3,628		3,797	6,203	37.97%	10,000	10,300	10,600	10,900	11,200
52125	Accounting/Auditing Services	100,100	-	100,100	2,682	33,140		35,822	64,278	35.79%	76,000	78,300	80,600	83,000	85,500
52130	Information Technology Service	114,982	-	114,982	28,746	28,746		57,491	57,491	50.00%	116,100	119,300	122,700	126,100	129,600
52131	ITS-Communication Services	-	-	-	-	4,399		4,399	(4,399)	0.00%	-	-	-	-	-
52140	Legal Services	60,500	-	60,500	-	6,691		6,691	53,809	11.06%	87,542	89,800	92,100	94,500	96,900
52150	Temporary/Contract Help	10,000	-	10,000	-	-		-	10,000	0.00%	10,500	10,700	10,900	11,100	11,300
52310	Consulting Services	2,293,400	(14,875)	2,278,525	11,356	231,440		242,796	2,035,729	10.66%	287,000	1,431,600	1,474,200	1,518,100	1,563,300
52325	Waste Disposal Services	20,000	-	20,000	-	1,200		1,200	18,800	6.00%	60,000	60,000	61,200	62,400	63,600
52335	Security Services	47,000	-	47,000	3,101	9,156		12,258	34,742	26.08%	32,000	30,000	30,000	30,000	30,000
52340	Landscaping Services	3,000	-	3,000	-	-		-	3,000	0.00%	3,000	3,100	3,200	3,300	3,400
52360	Construction Services	250,000	-	250,000	-	164,799		164,799	85,201	65.92%	-	-	-	-	-
52490	Other Professional Services	8,587,000	-	8,587,000	2,028,703	2,131,841		4,160,544	4,426,456	48.45%	36,000	36,000	36,000	36,700	37,400
52500	Maintenance-Equipment	30,000	-	30,000	4,395	35,375		39,770	(9,770)	132.57%	9,104,500	9,414,000	9,734,000	10,064,900	10,407,000
52505	Maintenance-Buildings/Improvem	42,000	-	42,000	14,030	19,669		33,699	8,301	80.24%	62,000	63,300	64,600	65,900	67,300
52515	Maintenance-Software	72,000	-	72,000	12,596	16,656		29,252	42,748	40.63%	72,000	74,200	76,400	78,700	81,100
52520	Maintenance-Vehicles	32,000	-	32,000	3,153	-		3,153	28,847	9.85%	2,000	12,100	12,200	12,300	12,400
52600	Rents and Leases - Equipment	8,000	-	8,000	1,098	2,405		3,503	4,497	43.79%	8,000	8,200	8,400	8,700	9,000
52605	Rents and Leases - Bldg/Land	48,000	-	48,000	-	2,700		2,700	45,300	5.63%	30,000	30,000	30,000	30,000	30,000
52705	Insurance - Premiums	77,000	-	77,000	3,137	12,101		15,238	61,762	19.79%	106,000	107,000	109,000	111,100	113,200
52800	Communications/Telephone	17,600	-	17,600	6,474	3,369		9,843	7,757	55.93%	22,000	22,300	22,600	23,100	23,600
52810	Advertising/Marketing	300,000	-	300,000	4,347	28,603		32,950	267,050	10.98%	46,000	47,200	48,400	49,700	51,000
52820	Printing & Binding	65,500	-	65,500	3,374	18,053		21,427	44,073	32.71%	182,000	180,600	181,200	181,800	182,500
52825	Bank Charges	16,000	-	16,000	965	1,220		2,185	13,815	13.66%	57,500	58,400	58,800	59,200	59,600
52830	Publications & Legal Notices	12,000	-	12,000	2,796	9,679		12,476	(476)	103.97%	14,000	14,300	14,600	14,900	15,200
52900	Training/Conference Expenses	50,000	-	50,000	6,234	13,432		19,666	30,334	39.33%	50,000	51,500	53,000	54,600	56,200
52905	Business Travel/Mileage	20,000	-	20,000	3,157	4,782		7,939	12,061	39.69%	20,000	20,600	21,200	21,800	22,500
53100	Office Supplies	30,200	-	30,200	2,516	3,024		5,540	24,660	18.35%	22,000	22,600	23,200	23,800	24,500
53110	Freight/Postage	4,000	-	4,000	91	3,607		3,698	302	92.44%	13,200	13,300	13,400	13,700	14,000
53115	Books/Media/Periodicals/Subscr	7,000	-	7,000	226	314		540	6,460	7.72%	7,000	7,200	7,400	7,600	7,800
53120	Memberships/Certifications	36,000	-	36,000	16,442	10,641		27,083	8,918	75.23%	36,000	37,100	38,200	39,300	40,500
53205	Utilities - Electric	25,000	-	25,000	1,253	375		1,628	23,372	6.51%	17,000	17,500	18,000	18,500	19,000
53220	Utilities - Water	13,000	-	13,000	-	7,432		7,432	5,568	57.17%	16,000	16,200	16,400	16,600	16,800
53250	Fuel	1,188,200	-	1,188,200	168,917	127,541		296,458	891,742	24.95%	7,000	7,000	7,000	7,000	7,000
Total for: Services and Supplies		13,589,482	(14,875)	13,574,607	2,329,959	2,936,018	-	5,265,977	8,308,630	38.79%	10,612,342	12,093,700	12,479,500	12,879,300	13,292,400
54315	Interest on Debt (I-Bank Bank of Marin)	-	-	-	-	-		-	-	0.00%	-	410,000	410,000	410,000	410,000
57900	Intrafund Expenditures	196,000	-	196,000	43,771	37,832		81,604	114,396	41.63%	-	410,000	410,000	410,000	410,000
Total for: Other Expenses		196,000	-	196,000	43,771	37,832	-	81,604	114,396	41.63%	-	820,000	820,000	820,000	820,000
Total Expenditures		15,638,982	(14,875)	15,624,107	2,655,847	3,441,142	-	6,096,989	9,527,118	39.02%	12,520,042	14,916,100	15,401,300	15,905,300	16,427,900
Net Surplus (Deficit)		-	14,875	14,875	(1,264,367)	4,320,739	-	3,056,372			1,622,000	1,230,300	1,248,800	1,267,500	1,286,400
54600	Depreciation Expense	2,122,000	-	2,122,000	-	-	-	-	2,122,000	0.00%	30,000	-	-	-	-
Capital Revenues															
41410	Sales and Use Tax - Capital	8,210,000	-	8,210,000	2,721,859	278,037		2,999,896	5,210,104	36.54%	4,100,000	850,000	1,850,000	1,550,000	1,350,000
43790	State-Other Funding	-	-	-	-	-		-	-	0.00%	3,000,000	4,000,000	3,000,000	-	-
43890	Federal-Other Funding	950,000	-	950,000	-	-		-	950,000	0.00%	3,500,000	8,000,000	3,500,000	800,000	1,000,000
Total Revenues		9,160,000	-	9,160,000	2,721,859	278,037	-	2,999,896	6,160,104	32.75%	10,600,000	12,850,000	8,350,000	2,350,000	2,350,000
Capital Expenses															
55100	Land	2,575,000	14,875	2,589,875	2,589,873	-		2,589,873	2	100.00%	-	-	-	-	-
55200	Construction in Progress	675,000	-	675,000	-	-		-	675,000	0.00%	6,000,000	12,100,000	6,100,000	100,000	100,000
55400	Equipment	5,910,000	-	5,910,000	306,324	522,359		828,683	5,081,317	14.02%	4,600,000	750,000	2,250,000	2,250,000	2,250,000
Total for: Other Expenses		9,160,000	14,875	9,174,875	2,896,197	522,359	-	3,418,556	5,756,319	33.24%	10,600,000	12,850,000	8,350,000	2,350,000	2,350,000
Total Expenditures		9,160,000	14,												

Division: 83020 - NVTA-Public Transit

Division: 83020 - NVTA-Public Transit

											5 Year Forecast				
		Budget		Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals	YTD Total	Budget vs Actual	Percent of Budget	FY 2017-18 Budget	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
	Adopted Budget	Adjustments	Adjusted Budget												
Revenues															
41400	Sales and Use Tax (TDA)	5,299,802	-	5,299,802	456,833	3,835,190		4,292,024	1,007,778	80.98%	6,174,692	6,844,900	7,143,700	7,453,900	7,774,900
43790	State-Other Funding	912,992	-	912,992	-	244,810		244,810	668,182	26.81%	1,070,000	1,080,700	1,091,500	1,102,400	1,113,400
43890	Federal-Other Funding	2,504,282	-	2,504,282	-	-		-	2,504,282	0.00%	2,081,830	2,082,000	2,082,000	2,082,000	2,082,000
43950	Other-Governmental Agencies	390,000	-	390,000	145,031	154,174		299,205	90,795	76.72%	390,000	424,600	424,600	424,600	424,600
45100	Interest	19,500	-	19,500	4,990	4,351		9,341	10,159	47.90%	21,400	21,600	21,800	22,000	22,200
46800	Farebox Revenue	1,306,770	-	1,306,770	251,796	264,117		515,912	790,858	39.48%	1,372,200	1,399,600	1,427,600	1,456,200	1,485,300
46810	American Canyon Contribution	30,225	-	30,225	7,032	5,945		12,977	17,248	42.94%	33,119	33,800	34,500	35,200	35,900
46820	Yountville Contribution	32,068	-	32,068	7,296	7,659		14,955	17,113	46.63%	34,489	35,200	35,900	36,600	37,300
46825	St. Helena Contribution	23,459	-	23,459	5,803	6,194		11,997	11,462	51.14%	24,519	25,000	25,500	26,000	26,500
46830	Calistoga & CTBID Contribution	65,093	-	65,093	24,917	15,038		39,956	25,137	61.38%	65,093	66,400	67,700	69,100	70,500
47900	Miscellaneous	-	-	-	-	2,500		2,500	(2,500)	0.00%					
Total Revenues		10,584,191	-	10,584,191	903,699	4,539,978	-	5,443,677	5,140,514	51.43%	11,267,342	12,013,800	12,354,800	12,708,000	13,072,600
Expenses															
52125	Accounting/Auditing Services	26,100	-	26,100	403	634		1,037	25,063	3.97%	27,100	27,600	28,200	28,800	29,400
52130	Information Technology Service	34,091	-	34,091	8,523	8,523		17,046	17,046	50.00%	37,542	38,300	39,100	39,900	40,700
52140	Legal Services	10,500	-	10,500	-	-		-	10,500	0.00%	10,500	10,700	10,900	11,100	11,300
52150	Temporary/Contract Help	10,000	-	10,000	-	-		-	10,000	0.00%	10,000	10,000	10,000	10,000	10,000
52310	Consulting Services	60,000	-	60,000	-	-		-	60,000	0.00%	60,000	60,000	61,200	62,400	63,600
52325	Waste Disposal Services	20,000	-	20,000	-	1,200		1,200	18,800	6.00%	20,000	20,000	20,000	20,000	20,000
52335	Security Services	35,000	-	35,000	3,101	7,456		10,558	24,442	30.16%	36,000	36,000	36,000	36,700	37,400
52490	Other Professional Services	8,587,000	-	8,587,000	2,028,703	2,131,841		4,160,544	4,426,456	48.45%	9,094,500	9,403,700	9,723,400	10,054,000	10,395,800
52500	Maintenance-Equipment	20,000	-	20,000	4,395	30,435		34,830	(14,830)	174.15%	20,000	20,000	20,000	20,000	20,000
52505	Maintenance-Buildings/Improvem	-	-	-	2,849	2,796		5,645	(5,645)	0.00%	-	10,000	10,000	10,000	10,000
52520	Maintenance-Vehicles	30,000	-	30,000	3,153	-		3,153	26,847	10.51%	30,000	30,000	30,000	30,000	30,000
52605	Rents and Leases - Bldg/Land	48,000	-	48,000	-	2,700		2,700	45,300	5.63%	41,000	40,000	40,000	40,000	40,000
52705	Insurance - Premiums	12,000	-	12,000	2,569	615		3,184	8,816	26.53%	12,000	12,000	12,000	12,200	12,400
52800	Communications/Telephone	7,600	-	7,600	1,402	1,701		3,102	4,498	40.82%	6,000	6,000	6,000	6,000	6,000
52810	Advertising/Marketing	222,000	-	222,000	4,227	9,159		13,386	208,614	6.03%	162,000	160,000	160,000	160,000	160,000
52820	Printing & Binding	45,500	-	45,500	-	13,517		13,517	31,983	29.71%	45,500	46,000	46,000	46,000	46,000
52825	Bank Charges	4,000	-	4,000	654	607		1,260	2,740	31.51%	4,000	4,000	4,000	4,000	4,000
52830	Publications & Legal Notices	2,000	-	2,000	-	-		-	2,000	0.00%	2,000	2,000	2,000	2,000	2,000
53100	Office Supplies	10,200	-	10,200	-	-		-	10,200	0.00%	10,200	10,200	10,200	10,400	10,600
53110	Freight/Postage	1,000	-	1,000	-	-		-	1,000	0.00%	1,000	1,000	1,000	1,000	1,000
53205	Utilities - Electric	8,000	-	8,000	924	-		924	7,076	11.55%	10,000	10,000	10,000	10,000	10,000
53220	Utilities - Water	8,000	-	8,000	-	2,177		2,177	5,823	27.22%	6,000	6,000	6,000	6,000	6,000
53250	Fuel	1,187,200	-	1,187,200	168,861	127,275		296,136	891,064	24.94%	1,418,000	1,432,200	1,446,500	1,461,000	1,475,600
Total for: Services and Supplies		10,388,191	-	10,388,191	2,229,764	2,340,634	-	4,570,398	5,817,793	44.00%	11,063,342	11,395,700	11,732,500	12,081,500	12,441,800
54315	Interest on Debt (I-Bank)	-	-	-	-	-	-	-	-	0.00%		410,000	410,000	410,000	410,000
57900	Intrafund Expenditures	196,000	-	196,000	43,771	37,832		81,604	114,396	41.63%	204,000	208,100	212,300	216,500	220,800
Total for: Other Expenses		196,000	-	196,000	43,771	37,832	-	81,604	114,396	41.63%	204,000	618,100	622,300	626,500	630,800
Total Expenditures		10,584,191	-	10,584,191	2,273,535	2,378,467	-	4,652,001	5,932,190	43.95%	11,267,342	12,013,800	12,354,800	12,708,000	13,072,600
Net Surplus (Deficit)		-	-	-	(1,369,836)	2,161,511	-	791,676	(791,676)		-	-	-	-	-
54600	Depreciation Expense	2,092,000	-	2,092,000	-			-	2,092,000	0.00%	2,207,000	2,251,100	2,296,100	2,342,000	2,388,800
Capital Revenues															
41410	Sales and Use Tax - Capiatl	8,210,000	-	8,210,000	2,721,859	278,037		2,999,896	5,210,104	36.54%	4,100,000	895,000	1,850,000	1,550,000	1,350,000
43790	State-Other Funding	-	-	-	-	-		-	-	0.00%	-	-	-	-	-
43890	Federal-Other Funding	950,000	-	950,000	-	-		-	950,000	0.00%	3,500,000	8,000,000	3,500,000	800,000	1,000,000
Total Revenues		9,160,000	-	9,160,000	2,721,859	278,037	-	2,999,896	6,160,104	32.75%	7,600,000	8,895,000	5,350,000	2,350,000	2,350,000
Capital Expenses															
55100	Land	2,575,000	14,875	2,589,875	2,589,873	-		2,589,873	2	100.00%	-	-	-		
55200	Construction in Progress	675,000	-	675,000	-	-		-	675,000	0.00%	6,000,000	12,500,000	6,100,000	100,000	100,000
55400	Equipment	5,910,000	-	5,910,000	306,324	522,359		828,683	5,081,317	14.02%	4,600,000	750,000	2,250,000	2,250,000	2,250,000
Total for: Other Expenses		9,160,000	14,875	9,174,875	2,896,197	522,359	-	3,418,556	5,756,319	33.24%	10,600,000	13,250,000	8,350,000	2,350,000	2,350,000
Total Expenditures		9,160,000	14,875	9,174,875	2,896,197	522,359	-	3,418,556	5,756,319	37.26%	10,600,000	13,250,000	8,350,000	2,350,000	2,350,000
Net Surplus (Deficit)		-	(14,875)	(14,875)	(174,338)	(244,322)	-	(418,660)			(3,000,000)	(4,355,000)	(3,000,000)	-	-



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Alberto Esqueda, Associate Planner
(707) 259-5976 / Email: aesqueda@nvta.ca.gov
SUBJECT: Vine Transit Express Bus Study Update

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board receive an update on the Express Bus Study and provide comments.

COMMITTEE RECOMMENDATION

This is an information item, only. The Citizen Advisory Committee (CAC) and the Technical Advisory Committee (TAC) have received updates and have provided input to NVTA staff on the Express Bus Study but a draft plan is not yet completed and therefore has not yet been presented to them for formal comment.

EXECUTIVE SUMMARY

At the January 11, 2017 CAC and the February 2, 2017 TAC meetings the committee received an update on Vine Express Bus Study. NVTA Staff will solicit formal comments from the CAC and TAC for the NVTA Board's consideration when the Express Bus study draft is available for review. In the interim, NVTA staff has asked for feedback and input from both committees which has been helpful for informing the content of the plan. The goal of the Express Bus Study is to improve operations for Vine Transit's regional express routes. The Study has analyzed various performance aspects such as on-time performance, average bus speed, and ridership to develop potential improvements and increase ridership and reduce travel times. The study will also evaluate capital improvements needs to better serve riders on major corridors to improve running times. NVTA has met with partner agencies, SolTrans, Solano Transportation Authority and potential partnering agency, the Napa Valley Wine Train, to discuss transit service coordination along the State Route 29 (SR 29) corridor to better serve transit users in both counties. Additional meetings with Sonoma County

Transit (SCT) and Sonoma Marin Area Rapid Transit (SMART) are also being scheduled.

The final Express Bus Plan will be a flexible financial plan that will allow for the selection of individual transportation elements or enhancements to allow the agency to be strategic in investments to improve the Vine express bus system in order to encourage ridership and reduce highway congestion.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

To date, NVRTA's consultant, Kimley-Horn, has drafted an Existing Conditions report which provides a detailed analysis conducted of the five regional routes operated by Vine Transit, including Route 10, 11, 21, 25 and 29. The elements analyzed include on-time performance, connections and transfers to other transit services, service levels, ridership and fare revenue which are elements subject to NVRTA's Service Standards included in the Short Range Transit Plan. Route profiles were created for each express route by examining (1) ridership per day, month and hour (2) revenue per route and per boarding (3) Clipper Card usage, (4) boardings by rider type (5) trip times and (6) delays.

In conjunction with route profiles the Study evaluated regional employment density in Napa, Sonoma, Marin, Solano and Contra Costa Counties and how that employment density contributes to regional commute patterns. Simultaneously, while analyzing express bus service Kimley Horn conducted an asset inventory that includes park-and-ride locations, profiles, parking spaces and amenities such as electric vehicle chargers and analyzed occupancy and usage.

To supplement the analysis on the existing conditions, Kimley-Horn administered an express bus survey to elicit community input and to understand perceptions about the express bus service. The survey garnered 760 responses, of those, 704 respondents completed most of the questions. To capture a wider audience a mobile version of the survey was created and 19% of responses were made via a mobile device. The Survey was also translated to Spanish to garner participation from the Spanish-speaking community, however only 2.1% of responses were in Spanish. While 65% of the survey participants noted they very rarely or never use transit, 28% of respondents were not

aware of the existence of the express routes. Another interesting finding was that 48% of survey participants use local Vine Transit Routes at least one time per month. Respondents had the opportunity to weigh in on desired express bus route improvements. The top five priorities include:

1. Increased frequency and transfers
2. Shorter trip time
3. A more expansive service area
4. Improved route reliability
5. Lower fares

Kimley-Horn administered the survey and summarized findings in a memorandum. Kimley-Horn further conducted an analysis of the express bus routes existing conditions and summarized its findings in a report. They then developed a needs assessment memorandum to identify significant point of congestion on the road network as well as other issues that impact the express bus system and cause delays. To address some of the delay-causing issues Kimley-Horn researched and compiled a list of treatments to optimize bus operations and reduce express bus travel time. A number of those treatments will be discussed as part of Kimley-Horn's presentation.

SUPPORTING DOCUMENTS

None



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nvta.ca.gov
SUBJECT: Federal and State Legislative Updates and State Bill Matrix

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board receive the monthly Federal and State Legislative updates, and State Bill Matrix.

EXECUTIVE SUMMARY

The Board will receive the Federal Transportation Legislative update (Attachment 1) provided by Van Scoyoc Associates, the State Legislative update (Attachment 2) and the State Bill Matrix (Attachment 3), provided by Platinum Advisors, and the California Transportation Funding Proposals Matrix (Attachment 4) .

FISCAL IMPACT

Is there a Fiscal Impact? No

SUPPORTING DOCUMENTS

Attachments: (1) January 30, 2017 Federal Legislative Update (Van Scoyoc Associates)
(2) January 30, 2017 State Legislative Update (Platinum Advisors)
(3) January 30, 2017 State Bill Matrix (Platinum Advisors)
(4) January 30, 2017 California Transportation Funding Proposals Matrix



TO: Kate Miller, NVTA
FROM: Steve Palmer, Channon Hanna, and David Haines
DATE: February 6, 2017
SUBJECT: Federal Legislative Update

The following is a summary of federal legislative activities related to transportation, housing, and environmental issues over the last month.

Legislative Action

Regulatory Repeal Bill. On January 4, the House voted 238-184 to pass H.R. 21, the Midnight Rules Relief Act of 2017. The legislation would amend the Congressional Review Act (CRA) to allow Congress to overturn multiple regulations issued by the Obama Administration in the last six months with a single resolution. Under current law, regulations with an annual economic impact in excess of \$100 million and issued after June 13, 2016 are subject to review by a new President and Congress. However, Congress must vote to repeal each regulation, one at a time.

Major rules issued by the Obama Administration in the last six months pertaining to transportation include:

- Greenhouse Gas Emissions and Fuel Efficiency Standards for Medium and Heavy-Duty Engines and Vehicles
- Operation and Certification of Small Unmanned Aircraft Systems
- Transit Asset Management, National Transit Database

115th Congress Committee Assignments. The House and Senate Republicans and Democrats released their Committee assignments.

Congressional Hearings

Homeland Security Secretary Nomination. On January 10, the Committee on Homeland Security and Governmental Affairs held a hearing to consider Ret. Gen. John Kelly as Secretary of the Department of Homeland Security. Ret. Gen. Kelly previously served as the U.S. Southern Command chief.

Transportation Secretary Nomination. On January 11, the Committee on Commerce, Science, and Transportation held a hearing to consider the Honorable Elaine Chao as Secretary of the Department of Transportation (DOT), who previously served as Labor

Secretary during President George W. Bush's administration and Deputy Transportation Secretary under President Reagan.

The Secretary-designate stated her intent to focus on ensuring that DOT effectively enforces safety regulations, streamlines the processes for infrastructure projects, and fairly treats both rural and urban areas of the country. In addition, she stated that her focus for DOT would be "to identify, recruit and hire the best people possible for the positions that will be open in the incoming Administration to help lead the organization". She stated that her top priorities as Secretary would be:

- Maintain a culture of good stewardship on behalf of the American people through effective enforcement of safety measures; strengthening planning and acquisition practices; and considering new technologies in our infrastructure.
- Find ways to expedite the process of making repairs and building new constructions and decreasing the regulatory burdens when appropriate. It is necessary to look at the existing processes for infrastructure development and find more efficient ways to address bottlenecks in planning and permitting.
- Strive for equity between urban and rural areas, among different modes of transportation, and other competing but equally deserving stakeholders.

On January 24, the Senate Committee on Commerce, Science, and Transportation approved the nomination of former Labor Secretary Elaine Chao to be Secretary of the Department of Transportation, and the Senate voted to confirm Chao on a 93-6 vote on January 31st winning praise from both Republicans and Democrats. Both Senators Feinstein and Harris voted in favor of the Chao's appointment.

Nomination of Housing and Urban Development (HUD) Secretary. On January 12, the Senate Banking, Housing, & Urban Affairs Committee held a hearing to consider the nomination of Dr. Ben Carson to be Secretary of the U.S. Department of Housing and Urban Development. On January 24, the Committee approved his nomination.

Nomination of Environmental Protection Agency (EPA) Secretary. On January 18, the Senate Environment and Public Works Committee held a hearing to consider the nomination of Oklahoma Attorney General Scott Pruitt to be Administrator of the U.S. Environmental Protection Agency. During the hearing, Attorney General Pruitt was repeatedly attacked on his record of environmental protection and his views on global warming during his confirmation hearing to be Secretary of U.S. Environmental Protection Agency. Pruitt countered the accusations with his belief that stringent regulations proposed by some Democrats are not needed to address the environmental and climate changes occurring in the world.

Nomination of Office of Management and Budget (OMB) Director. On January 24, the Senate Committee on Homeland Security and Governmental Affairs held a hearing to consider the nomination of Rep. Mick Mulvaney to be Director of the White House Office of Management and Budget.

Executive Branch

Q&A with Secretary Foxx on Reddit. On January 4, Secretary Foxx answered the public's transportation questions on Reddit. The Q&A can be found on Reddit's website.

Cabinet Agency Exit Memos. On January 9, the White House released the exit memos from each Cabinet Member. The exit memos highlight the progress made by each Department, the vision of the Department, and the work that remains. The memo from the Department of Transportation highlighted the innovative technologies in transportation, the work done by the Department to increase safety across all modes of transportation, the improvements made to our nation's infrastructure, and the work toward environmental sustainability.

Hazardous Air Pollutants. On January 9, EPA published and seeks public comment on a draft notice of the rational for granting petitions to add n-propyl bromide (nPB), also known as 1-bromopropane (1-BP), to the list of hazardous air pollutants (HAP) included in the Clean Air Act. nPB is currently listed as a developmental/reproductive toxicant under Proposition 65 in California. Comments are due March 10, 2017.

Recovery Act Eight Years Later. On January 10, DOT issued a report which described the roughly \$48 billion of investments in our transportation system through the American Recovery and Reinvestment Act (ARRA). The report highlights the projects completed through funding from ARRA, and the programs such as the Transportation Investment Generating Economic Recovery (TIGER) grant program.

Light-Duty Vehicle Greenhouse Gas Emissions Standards for Model Years 2022-2025. On January 12, EPA issued a final determination, which keeps in place vehicle emissions standards for model years 2022-2025. This determination means the average fleet-wide fuel economy sticker value will reach 36 miles per gallon for 2025 vehicles, a 10 mpg bump from current models.

Award Management Requirements Circular. On January 13, FTA updated its Award Management Requirements Circular to incorporate changes to FTA's programs resulting from enactment of the FAST Act and MAP-21. The final circular incorporates Department of Transportation (DOT) regulations, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," 2 CFR part 1201, and changes in the terms as used in FTA's new electronic award management system, the Transit Award Management System (TrAMS). The final circular is effective on February 13, 2017.

Meeting of Advisory Committee on Automation in Transportation. On January 16, DOT's Advisory Committee on Automation in Transportation met in Washington, DC. The purpose was to provide information, advice, and recommendations to the U.S. Secretary of Transportation on cross-modal matters relating to the development and

deployment of automated vehicles and assess the state of Departmental research, policy and regulatory support within this framework.

Programmatic Assessment of GHG Emissions from Transit Projects. On January 18, FTA announced the availability of a final Programmatic Assessment of Greenhouse Gas Emissions from Transit Projects and an accompanying Greenhouse Gas Emissions (GHG) Estimator Tool. The final assessment and tool are effective immediately.

National Performance Management Measures Assessing Performance of National Highway System (NHS), Freight Movement on Interstate System, and Congestion Mitigation and Air Quality Improvement Program ***(CMAQ).*** On January 18, FHWA issued a final rule that establishes a set of performance measures for State departments of transportation and Metropolitan Planning Organizations to use as required by MAP-21 and the FAST Act. The measures in this final rule will be used by state DOTs and MPOs to assess the performance of the Interstate and non-Interstate National Highway System for the purpose of carrying out the National Highway Performance Program; to assess freight movement on the Interstate System; and to assess traffic congestion and on-road mobile source emissions for the purpose of carrying out the CMAQ. This performance measure final rule also includes a discussion that summarizes all three of the national performance management measures rules and the comprehensive regulatory impact analysis (RIA) to include all three final rules. The final rule is effective February 17, 2017.

National Performance Management Measures Assessing Pavement Condition for National Highway Performance Program (NHPP) and Bridge Condition for National Highway Performance Program. On January 18, Federal Highway Administration (FHWA) issued a final rule to establish measures for State departments of transportation to use to carry out the NHPP to assess the condition of the following: Pavements on the National Highway System (excluding the Interstate System), bridges carrying the NHS which includes on- and off-ramps connected to the NHS, and pavements on the Interstate System. This final rule establishes regulations for the new performance aspects of the NHPP that address measures, targets, and reporting. The FHWA issues this final rule based on sec. 1203 of MAP-21, which identifies national transportation goals and requires the Secretary to promulgate rules to establish performance measures and standards in specified Federal-aid highway program areas. The final rule is effective February 17, 2017.

FY 2017 Partial Year Apportionment Tables. On January 19, Federal Transit Administration (FTA) released its apportionment tables allocating funding until April 28, 2017. In the tables, FTA apportions \$5,323,087,320 in new contract authority and approximately \$1.04 billion in unobligated or carryover contract authority that is available in FY 2017 from prior years.

Vehicle to Infrastructure Guidance. On January 19, the FHWA released guidance documents on vehicle-to-infrastructure, or V2I, technology. V2I technologies capture vehicle-generated traffic data, wirelessly providing information such as advisories from

the infrastructure to the vehicle that inform the driver of safety, mobility, or environment-related conditions. State and local agencies are likely to install V2I infrastructure alongside or integrated with existing ITS equipment. The Vehicle-to-Infrastructure (V2I) Deployment Guidance provides FHWA staff and state and local transportation system owners and operators with information on topics that public agencies will address as they evaluate and deploy V2I technologies. This guidance is intended to help agencies deploy V2I technology, not only in terms of the Federal-aid Highway program requirements, but also practices to help ensure interoperability and efficient and effective planning, procurement, and operations throughout the full lifecycle.

National Public Transportation Safety Plan. On January 19, FTA published the final National Public Transportation Safety Plan that establishes performance measures designed to improve the safety of public transportation systems that receive FTA federal financial assistance.

Regulatory Freeze. On January 20, White House Chief of Staff Reince Priebus issued a memo to the Heads of Executive Branch Departments and Agencies freezing new or pending regulations giving the new Administration time to review them. The memo states that any rule that has been sent to the Office of the Federal Register but not yet published, must be withdrawn. The memo also requires that rules published in the last 60 days must delay their effective date for at least another 60 days. The memo excludes any rule that is in response to an emergency situation or other urgent circumstances relating to health, safety, financial or national security matters.

Buy America Handbook. On January 23, FTA published its Buy America handbook which provides information on complying with FTA's Buy America pre-award and post-delivery audit requirements for revenue service rolling stock procurements, from the solicitation phase through final acceptance of the rolling stock. The Handbook explains and illustrates how to calculate domestic content of rolling stock. The handbook is effective February 16, 2017.

Freeze on EPA Grants. On January 23, the White House sent a letter to the EPA's Office of Administration and Resources Management ordering a freeze on all grants, contracts, and interagency agreements pending a review by the Trump administration.

HUD Seeking Comment on Equal Access. On January 24, published a notice seeking comment on a final rule entitled "Equal Access in Accordance with an Individual's Gender Identity in Community Planning and Development Programs." Through this final rule, HUD ensures equal access to individuals in accordance with their gender identity in programs and shelter funded under programs administered by HUD's Office of Community Planning and Development (CPD). Comments are due February 23, 2017.

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January 30, 2017

TO: Kate Miller, Executive Director
Napa Valley Transportation Authority

FR: Steve Wallauch
Platinum Advisors

RE: Legislative Update

Infrastructure Investments: While the Senate Transportation & Housing Committee kicked off the discussions on investing in California's transportation system, the new Trump Administration has kicked up a flurry of activity on its plans to invest up to \$1 trillion dollars in infrastructure projects.

The Senate Transportation & Housing Committee held an informational hearing on the growing need for revenue to maintain state highways, local roads, and public transit systems. It was the same call to arms to defeat a growing problem the legislature has been grappling with for the past two-years. The Committee Chair, Senator Jim Beall, has introduced SB 1, which would invest nearly \$6.5 billion to address this growing problem, and his counterpart in the Assembly, Assemblyman Jim Frazier, has introduced a similar proposal in AB 1. The informational hearing yesterday provided another opportunity for representatives from transit, counties, cities and the state to outline the problem that grows more dire each year. With the Governor's renewed interest in reaching a deal, optimism is starting to surge that legislation will reach the 2/3 vote necessary to enact a solution. Rumors are that the Senate intends to try and move SB 1 to the Assembly by mid-February. Also attached is a matrix comparing AB 1, SB1 and the Governor's proposal.

On the federal level, the "leak" of an infrastructure investment plan circulated by the National Governors Association (NGA), and the release of the Senate Democrats investment plan, has caused a flurry of activity at the state level. While the Trump Administration has not contacted anyone at the state level, the (NGA) is apparently taking the lead on a call for projects. The NGA has asked California State Transportation Agency (CalSTA) to submit its priority list of projects. Currently, California's request is focusing on border crossing improvement in San Diego, freight and commuter rail projects in Los Angeles region and in the Bay Area, and investment in the Highway 99 corridor.

However, last week CalSTA issued a call for projects asking county and regional transportation agencies submit their highest priorities in order to develop a coordinated list of projects. These requests were required to be submitted within 24 hours, and meet the specifications issued by the NGA. The NGA's threshold requirements state that the project must be close to shovel ready with at least 30% engineering work completed, address national security or public safety emergency, and create jobs. The NGA asked CalSTA to submit its three highest priority projects, but CalSTA intends to submit the 2 or 3 projects from each region. At this point, it is unclear where this goes from here.

Budget overview. The Legislative Analyst's Office (LAO) put out their [overview](#) of the governor's proposed budget. The LAO's advice and analyses figure heavily into the debate on budget priorities during budget season. The LAO will be producing numerous additional analyses that take a more in depth look at specific topics. The report the LAO released is simply a quick overview and response to some of the projections and proposals the governor presented on January 10.

The LAO agrees with the Administration's decision to simply assume the continuation of current law on the federal level. Until more detailed information about what Congress and the President plan to implement is known, it is impossible to model scenarios with any certainty. The LAO advises the Legislature to begin budget deliberations by setting a target level for the state's reserves – preferably a target above even that of the Administration.

Personal Income Tax Projections - Generally, the LAO believes the Administration's 2017-18 personal income tax (PIT) estimates are too low, based on historical growth and the Administration's other economic projections. The Administration estimates 3.3% growth in the budget year, when PIT growth typically comes in around 5%. Since 2009-10, the average has been over 8%, and growth has exceeded 3.3% in 18 of the last 21 years. Whether the PIT is up or down, the May Revision will provide some much needed clarity and direction. If PIT revenues are higher than expected, it is important to note that much of the funding would be dedicated by law to the Prop 98 minimum funding guarantee and the budget reserve and debt repayment requirements under Prop 2.

Cap & Trade – The LAO agrees with the governor's proposal to reconfirm the Air Resources Board's authority to conduct Cap & Trade auctions with a 2/3 vote. This would resolve the question of whether the auction constitutes an illegal tax because it was enacted with a simple majority vote. The LAO also notes that a 2/3 vote would allow the Legislature to use the revenue more broadly, not simply on activities that reduce greenhouse gas emissions. The LAO also urges the Legislature to consider options in allocating the funds differently than as proposed by the governor.

Transportation Funding Package – The LAO agrees with the Administration that there is a strong need for a transportation funding package, however they recommend prioritizing the funding of highway maintenance over any other program so that major

rehabilitation to highways can be avoided as much as possible. The LAO also notes that the Governor's plan significantly underfunds the estimated need.

Legislation: New bill introductions continue to trickle across the desk, but the majority of new bills will not begin to flow until the days before the February 17th introduction deadline. Some of the legislation expected to be introduced is outlined in the California Transportation Commission's (CTC) annual report to the Legislature. These recommendations include the following proposals.

- Permanently authorize Caltrans and its regional partners to use alternative project delivery tools such as public-private partnerships, design-build, and construction manager/general contractor methods.
- Expand Caltrans' ability to hire consultant teams as needed, including for any engineering, right-of-way, architectural, and other professional services utilized by Caltrans and its regional partners.
- Apply the provisions of SB 743 (Steinberg, 2013), which prohibit a court from staying or enjoining a project solely because of the project's potential contribution to greenhouse gas emissions, to transportation projects included in a Regional Transportation Plan (RTP) that is compliant with SB 375 (Steinberg, 2008) requirements.
- Create a task force to establish a process for early engagement of all parties in project development to reduce permit processing time, establish reasonable deadlines for permit approvals, and provide greater certainty of permit approval requirements.
- Provide environmental streamlining measures for bike and pedestrian projects awarded funding through the Commission's Active Transportation Program (ATP).
- Expand statutory authority for regions statewide to adopt and implement a regional commuter benefits ordinance similar to the successful program in the Bay Area.
- Extend statutory authority related to environmental review exemptions for specific repairs within existing public rights of way.
- Assign to the CTC the responsibility to allocate Caltrans' project development costs by project component and provide the Commission with the resources necessary to effectively review allocation requests.



January 30, 2017

Existing Positions

Bills	Subject	Status	Client - Position
AB 1 (Frazier D) Transportation funding.	Substantially similar in structure to ABX 26 from last session, AB 1 is Assemblyman Frazier's renewed effort to address the funding shortfall facing our transportation infrastructure. This bill would generate about \$6.6 billion in revenue for the maintenance and rehabilitation of state highways and local streets and roads, as well as provide targeted investments in public transit and good movement corridors.	ASSEMBLY TRANS	SUPPORT
AB 17 (Holden D) Transit Pass Program: free or reduced-fare transit passes.	AB 17 would create the Student Transit Pass Program to be administered by the Caltrans; however, the bill does not contain any funding. The bill would require the Controller to allocate moneys made available for the program, upon appropriation by the Legislature, to each transit operator pursuant to the STA formula. The funds must be used to support transit pass programs that provide free or reduced-fare transit passes to specified pupils and students.	ASSEMBLY TRANS	Watch
AB 28 (Frazier D) Department of Transportation: environmental review process: federal pilot program.	AB 28 will be heard January 30 by the Assembly Transportation Committee, where it is expected to pass. This bill would re-enact provisions that sunset on December 31 st 2016 that delegate the responsibility to Caltrans for complete NEPA review of transportation projects. While this same provision is also in AB 1 and SB 1, AB 28 is an urgency measure that can be moved ahead of any transportation funding agreement.	ASSEMBLY TRANS January 30, 2017	SUPPORT
SB 1 (Beall D) Transportation funding.	Similar to SBX 1 from last year, SB 1 contains Senator Beall's transportation funding proposal. This bill would generate about \$6.6 billion in revenue for the maintenance and rehabilitation of state highways and local streets and roads, as well as provide targeted investments in public transit and good movement corridors.	SENATE RLS.	SUPPORT

California Transportation Funding Proposals

ATTACHMENT 4
NVT A Agenda Item 12.4
February 15, 2017

	AB 1 (Frazier)	SB 1 (Beall)	Governor's Proposal Based on Budget Summary. Actual language not available yet.
REVENUES			
Truck Weight Fees	Returns approximately \$500 million in truck weight fees over 5 years.	Returns approximately \$500 million in truck weight fees over 5 years	No Proposal Keep using weight fees for debt service.
Loan Repayment	Repay over two years \$706 million in outstanding loans.	Repay over two years \$706 million in outstanding loans	Repay \$706 million over three fiscal years.
Excise Tax	<p>\$1.8 billion in new gasoline excise tax revenue by raising gasoline excise tax by 12 cents.</p> <p>\$1.1 billion gasoline excise tax revenue is generated by eliminating BOE's "true-up" process. This would reset the price based excise tax back to 17 cents.</p> <p>\$600 million in new diesel excise tax revenue by increasing the excise tax by 20 cents.</p>	<p>\$1.8 billion in new gasoline excise tax revenue by raising gasoline excise tax by 12 cents.</p> <p>\$1.1 billion gasoline excise tax revenue is generated by eliminating BOE's "true-up" process. This would reset the price based excise tax back to 17 cents.</p> <p>\$600 million in new diesel excise tax revenue by increasing the excise tax by 20 cents.</p>	<p>\$1.1 billion by eliminating the BOE's "true-up" process for the price based excise tax, and setting the price based excise tax at 21.5 cents. Adjust the excise tax annually for inflation.</p> <p>\$425 million by increasing the diesel fuel excise tax rate by 11 cents. Adjust the excise tax annually for inflation.</p>
Vehicle Registration Fees	<p>\$1.3 billion by imposing a vehicles registration fee of \$38.</p> <p>\$21 million by imposing a \$165 registration fee on all zero emission vehicles</p>	<p>\$1.3 billion by imposing a vehicles registration fee of \$38.</p> <p>\$13 million by imposing a \$100 registration fee on all zero emission vehicles.</p>	\$2.1 billion by imposing a \$65 Road Improvement Charge on the registration of all vehicles, including zero emission and hybrid vehicles.
Cap & Trade Revenue	\$300 million in additional cap & trade revenue dedicated to transit programs by increasing the formula allocation to these programs.	\$300 million in additional cap & trade revenue dedicated to transit programs by increasing the formula allocation to these programs.	\$400 million cap & trade revenue appropriated annually to the Transit Capital & Intercity Rail Program, and \$100 million to the Active Transportation Program.
Diesel Sales Tax	\$263 million by increasing the sales tax on diesel fuel by 3% for a total rate of 5.25%.	\$300 million by increasing the sales tax on diesel fuel by 3.5% for a total rate of 5.75%.	No change.
Article 19 Revenue	Approximately \$70 million in Non-Article 19 funds is directed to the Road Maintenance and Rehabilitation Account.	Approximately \$70 million in Non-Article 19 funds is directed to the Road Maintenance and Rehabilitation Account	No change.
TOTAL REVENUE	Approximately \$6 billion annually and \$706 million in onetime funds.	Approximately \$6 billion annually and \$706 million in onetime funds.	Approximately \$4.2 billion annually and \$706 million in onetime funds.

California Transportation Funding Proposals

General Break Down of Revenue Allocations	Cities -- \$1.1 Billion annually & \$176 million one time. Counties -- \$1.1 Billion annually & \$176 million one time. Transit -- \$563 million annually SHOPP -- \$1.47 billion annually STIP -- \$770 million annually	Cities -- \$1.1 Billion annually & \$176 million one time. Counties -- \$1.1 Billion annually & \$176 million one time. Transit -- \$563 million annually SHOPP -- \$1.47 billion annually STIP -- \$770 million annually	Cities -- \$580 million annually Counties -- \$580 million annually Transit -- \$400 million annually SHOPP -- \$1.8 billion annually STIP -- \$800 million
FUNDING PROGRAMS			
State and Local Partnership Program	State and Local Partnership Program is created and funded with \$200 million annually.	State and Local Partnership Program is created and funded with \$200 million annually	\$250 million annually allocated to a local partnership grant program.
Active Transportation Program	Active Transportation Program would receive \$80 million annually from the RMRP. In addition, up to \$70 million annually will be transferred to the Active Transportation Program resulting from operational efficiencies identified by Caltrans through the annual budget process.	Active Transportation Program would receive \$80 million annually from the RMRP. In addition, up to \$70 million annually will be transferred to the Active Transportation Program resulting from operational efficiencies identified by Caltrans through the annual budget process.	Active Transportation Program would receive \$100 million in cap & trade revenue. This would be an annual appropriation subject to budget negotiations.
Advanced Mitigation Fund	Advanced Mitigation Fund is allocated \$30 million annually for four years	Advanced Mitigation Fund is allocated \$30 million annually for four years.	The proposal includes an Advanced Mitigation program, but it is unknown how much revenue is dedicated to this program.
University Research Funding	California State University will receive \$2 million annually. \$3 million annually to the Institutes of Transportation Studies at the University of California.	California State University will receive \$2 million annually.	Unknown
State Highway & Local Streets and Roads Funding	\$1.45 billion is continuously appropriated for maintenance of the state highway system as specified in each SHOPP plan. \$1.45 billion is continuously appropriated to cities and counties	\$1.45 billion is continuously appropriated for maintenance of the state highway system as specified in each SHOPP plan. \$1.45 billion is continuously appropriated to cities and counties	\$1.7 billion annually in new tax revenue and \$100 million in Caltrans efficiency savings for making repairs to the state highway system. \$1.1 billion annually to cities and counties for local street and road maintenance projects
Trade Corridors Improvement Fund	\$600 million for the Trade Corridors Improvement Fund program This Fund will also govern the allocation of federal FAST Act funds received by the state.	\$600 million for the Trade Corridors Improvement Fund program This Fund will also govern the allocation of federal FAST Act funds received by the state.	Trade Corridor Improvements are allocated \$250 million annually, along with \$323 million from loan repayment funds, for investment in the state's major trade corridors.