

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Thursday, March 1, 2018
2:00 PM

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

City of Napa Committee Room, 955 School St., Napa

Technical Advisory Committee

All materials relating to an agenda item for an open session of a regular meeting of the Technical Advisory Committee (TAC) which are provided to a majority or all of the members of the TAC by TAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the TAC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for NVTA holidays. Materials distributed to a majority or all of the members of the TAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the TAC 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 TAC on any item at the time the TAC 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 TAC Secretary. Also, members of the public are invited to address the TAC 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 the Administrative Assistant, 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 <http://www.nvta.ca.gov/events> or <https://nctpa.legistar.com/Calendar.aspx>, click on the Technical Advisory Committee meeting date you wish to review.

~~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. Introductions****3. Public Comment****4. Committee Member and Staff Comments****5. STANDING AGENDA ITEMS**

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.

6. CONSENT AGENDA**Meeting Minutes of February 1, 2018 Technical Advisory Committee Meeting (Kathy Alexander) (Pages 4-12)**

Recommendation: Approval

Estimated Time: 2:15 p.m.

Attachments: [Draft Minutes.pdf](#)

7. PRESENTATIONS**Travel Behavior Study Presentation by Fehr & Peers (Pages 13-14)**

Body: Fehr & Peers will provide the Technical Advisory Committee an update on the Travel Behavior Study Project Scope and Timeline.

Recommendation: Information only.

Estimated Time: 2:15 p.m.

Attachments: [Staff Report.pdf](#)

8. REGULAR AGENDA ITEMS**8.1 Measure T 6.67% Equivalent Funds Project List Review and Definition of Maintenance (Alberto Esqueda) (Pages 15-24)**

Body: That the TAC review and acknowledge recommended guidelines that would qualify the 6.67% Measure T Equivalent Funds for Class I facilities to be used for minor and major maintenance tasks; and not routine maintenance, as defined by the NVTa Trail Maintenance Guidelines.

Recommendation: Information only.

Estimated Time: 2:35 p.m.

Attachments: [Staff Report.pdf](#)

8.2 Transportation Fund for Clean Air (TFCA) Call For Projects FYE 2019 (Diana Meehan) (Pages 25-42)

Body: The TAC will review the NVTB Board approved FYE 2019 Transportation Fund for Clean Air (TFCA) Expenditure Plan (Attachment 1) and selection criteria (Attachment 2) opening a call for projects consistent with the Bay Area Air Quality Management District (BAAQMD) TFCA County Program Manager Fund Policies for FYE 2019

Recommendation: Information only.

Estimated Time: 2:45 p.m.

Attachments: [Staff Report.pdf](#)

8.3 Legislative Update* (Kate Miller)

Body: Staff will review the state and federal legislative updates.

Recommendation: Information only.

Estimated Time: 2:55 p.m.

8.4 March 21, 2018 NVTB Board Meeting Draft Agenda* (Kate Miller)

Body: Staff will review the March 21, 2018 NVTB Board meeting draft agenda.

Recommendation: Information only.

Estimated Time: 3:00 p.m.

9. FUTURE AGENDA ITEMS**10. ADJOURNMENT****10.1 Approval of Next Regular Meeting Date of April 5, 2018 and Adjournment.**

I, Kathy Alexander, hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTB offices, 625 Burnell Street, Napa, CA by 5:00 p.m., on Friday, February 23, 2018.

Kathy Alexander (e-sign)

Kathy Alexander, Deputy Board Secretary

*Information will be available at the meeting

Napa Valley Transportation Authority

625 Burnell Street

Napa, CA 94559

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

Meeting Minutes Technical Advisory Committee

Town of Yountville Council Chambers, 6550 Yount Street, Yountville, CA 94599

Thursday, February 1, 2018

2:00 PM

1. Call To Order

Chair Steele called the meeting to order at 2 p.m.

Present: 10 - Chairperson Nathan Steele

Mike Kirn
Joe Tagliaboschi
Dana Ayers
Lorien Clark
Juan Arias
Doug Weir
Ahmad Rahimi
Erica Ahmann Smithies
Steve Hartwig

Absent: 2 - Brent Cooper
Member Eric Whan

2. Introductions

Chair Steele invited all in attendance to introduce themselves.

Public present:

Patrick Band, Napa County Bicycle Coalition
Michelle Dahme, Town of Yountville
Kerri Dorman, Town of Yountville

Preya Nixon, Town of Yountville
Philip Sales, Napa Valley Vine Trail Coalition

3. Public Comment

No public comment was received.

4. Committee Member and Staff Comments

Herb Fredricksen, NVT A - Received twenty-one responses to the Architect and Engineering Request for Qualifications, review is complete and a short list will be created and made available to the TAC.

Alberto Esqueda, NVT A - Office of Planning and Research (OPR) released the SB 743 proposed guidelines to the California Natural Resources Agency and has started the rulemaking process - submit comments by March 15th.

Shaveta Sharma, NVT A - Fehr and Peers, the consultant for the Travel Behavior Study (TBS) Update, will be at the March TAC meeting to discuss data components.

Mike Kirn, City of Calistoga - Building a new restroom facility at the Vine Trail next to the Little League field. The Berry Street Bridge should be completed in a few weeks.

[Erica Ahmann Smithies joined the meeting at 2:04 p.m.]

Danielle Schmitz, NVT A - The State Route 37 (SR 37) survey garnered over 3,700 responses, 12% were from Napa County. Moving forward with the DAA assessment, preparing a project initiation document (PID) for segment B (from Sears Point to Mare Island). The final project may be a combination causeway and levy with a possible interim reversible lane. Solano Transportation Authority programmed \$5 million of State Transportation Improvement Program (STIP) funds to SR 37, and if Regional Measure 3 passes, \$100 million will be programmed toward SR 37 improvements. The funds could be used for the interim reversible lane and the environmental document for Segment B.

Kate Miller, NVT A - Participated in a high rail tour of the Sonoma-Marin Area Rail Transit (SMART) train alignment from Novato to Green Island Road in American Canyon. There is a four-county effort to encourage SMART to apply for a Caltrans planning grant to assess costs and what is needed on the alignment in order to run the SMART train from Novato to Suisun. Currently SMART owns the railroad up to Green Island Road.

- Staff is working with Caltrans to commit to long-term State Highway Operation and Protection Program (SHOPP) funding (the next cycle) for pedestrian and safety improvements along the State Route 29 corridor.

- Socol Junction was not selected for the first cycle of Solutions for Congested Corridor Program but is on MTC's list for future cycles.

- Staff is scheduling informational Regional Measure 3 (RM 3) presentations with the

City/Town Councils and Board of Supervisors as well as local service and hospitality organizations to provide educational information about RM 3 and how it may affect Napa.

[Dana Ayers joined the meeting at 2:08 p.m.]

5. STANDING AGENDA ITEMS

5.1 Congestion Management Agency (CMA) Report (Danielle Schmitz)

Report by Danielle Schmitz.

Items covered at last week's CMA meeting included:

- Proposed CEQA guidelines – the presentation is in the handouts.
- SR 37 sea level rise adaptation and resiliency presentation by BCDC.
- Resiliency is now a priority as a result of the wildfires, and a resiliency section will be added to the next Countywide Transportation Plan.
- Review of SB 1 competitive programs.
- The Bay Area Toll Authority passed a resolution to place RM 3 on the June 5th ballot. The next step would be for the Napa County Board of Supervisors to place it on the ballot in Napa County which is scheduled for February 27th

5.2 Project Monitoring Funding Programs* (Alberto Esqueda)

Alberto Esqueda reviewed the updates to the Project Monitoring spreadsheets.

5.3 Caltrans' Report* (Ahmad Rahimi)

Ahmad Rahimi reviewed the Caltrans Report.

Vice Chair Ahmann Smithies asked when the SR 29 pavement preservation project from north of Trancas in Napa to Mee Lane in St. Helena would commence.

Mr. Rahimi replied the project would start this summer.

Member Tagliaboschi asked if the project included resurfacing the on and off ramps in Yountville.

Mr. Rahimi confirmed the project included resurfacing on and off ramps in Yountville

Vice Chair Ahmann Smithies reported there was a safety hazard on an ADA (Americans with Disabilities Act) ramp at Hunt and Main Street in St. Helena that Caltrans installed in December. To date two trip and falls have been reported.

Mr. Rahimi will follow up on that issue.

Patrick Band, Napa County Bicycle Coalition, Conn Creek Bridge project - noted there

were prior discussions to include bike crossing improvements from Silverado Trail on Conn Creek Bridge up to Sage Canyon and asked if any bike improvements had been added.

Mr. Rahimi was not aware of any bike crossing improvements and noted the bridge is very wide, bicycles should be able to cross the bridge safely.

5.4 Vine Trail Update (Erica Ahmann Smithies)

At the request of Vice Chair Ahmann Smithies, Philip Sales provided the following update.

- The shelter by the Marriott is under construction.
- There will not be an easement for the Ahern property; the Vine Trail Coalition is considering alternatives for that section of the alignment.

5.5 Transit Update (Matthew Wilcox)

Rebecca Schenck reported staff has completed four of five outreach events in Yountville for the Ride the Vine app. Staff received several requests for a set drop-off/pick-up point at Lincoln Theater.

Shaveta Sharma provided Ride the Vine app usage statistics through December 31, 2017.

6. CONSENT AGENDA

6.1 Meeting Minutes of January 11, 2018 TAC Meeting (Kathy Alexander) (Pages 5-9)

Chair Steele called for discussion/corrections to the January 11, 2018 TAC Meeting Minutes, there being none, he called for a motion to approve the minutes.

MOTION by KIRN, SECOND by Ahmann Smithies to APPROVE the January 11, 2018 Meeting Minutes. Motion carried with a unanimous vote.

7. PRESENTATIONS

7.1 City of Napa California Boulevard Roundabouts Presentation (City of Napa Staff)

Shannon Barcal provided a presentation on the California Boulevard Roundabouts.

8. REGULAR AGENDA ITEMS

8.1 Measure T 6.67% Class 1 Equivalent Project Review (Alberto Esqueda) (Pages 10-14)

Report by Danielle Schmitz.

- Reviewed draft Independent Taxpayers Oversight Committee (ITOC) agenda

- Explained the tracking of 6.67% Measure T Equivalent projects on a 5-year rolling basis
- Eligible funding sources for meeting the Measure T Equivalent are: Surface Transportation Program (STP); CMAQ (all One Bay Area Grant Cycle 2 OBAG 2 funds); STIP; and any funding that is formula based and at the discretion of the local agency.
- Reviewed the Measure T Equivalent project list included in the packet, and noted that the City of Napa has additional projects not listed that will meet or exceed the projected 6.67% amount for Class 1 bike lanes in the first 5 years.

Member Clark provided information on the City of Napa's additional projects.

Member Clark stated the City of Napa has set a condition of approval on private developments that requires the inclusion of Class 1 facilities and asked if those funds would be eligible for meeting the 6.67% Measure T Equivalent.

Ms. Schmitz responded that the ordinance does not address that and NVTA would get a legal opinion.

Philip Sales asked if all the projects on the list were in the Countywide Bicycle Plan (CBP).

Member Arias and Member Clark confirmed the projects in their jurisdictions were in the CBP.

Ms. Schmitz responded that she would double check the City of American Canyon Green Island Project, all other projects are included in the CBP.

Mr. Sales mentioned at least one ITOC member felt the ITOC should approve the 6.67% Measure T Equivalent project list, however NVTA staff has stated that it is not ITOC's role to approve any project lists Measure T projects or otherwise.

Ms. Schmitz explained that the Measure T ordinance does not require approval from ITOC for the Measure T projects or the 6.67% Measure T Equivalent projects. The ITOC's charter is to review the projects to ensure they meet the intent of the ordinance and they provide a recommendation to the Napa Valley Transportation Authority-Tax Agency (NVTA-TA), the approving body for the projects.

Mr. Sales thought the ordinance required that the 6.67% Measure T Equivalent be met each year.

Kate Miller clarified that the ordinance does not require the expenditure of 6.67% Measure T Equivalent amount each year, instead that the 6.67% amount is committed

each year. Ms. Miller further noted that requiring the 6.67% Equivalent expenditure be met each year may hinder the delivery of Class 1 projects, especially larger projects, whereas committing the 6.67% Equivalent amount to projects would allow for more expedient delivery of Class 1 projects.

Member Kirn asked if a jurisdiction's Class 1 project expenditure exceeds the 6.67% Measure T Equivalent amount in one year, could the excess amount be carried over to future years.

Ms. Miller reminded the TAC that the ordinance requires that the collective Measure T Equivalent amounts expended by all the jurisdictions meet the 6.67% amount, the jurisdictions are not required to meet individual amounts. There may be years where only one or two jurisdictions have eligible projects that meet the total Measure T Equivalent amount for the County while other jurisdictions may not have any committed or programmed for that year, they will in future years. If it appears there may be an issue meeting the Measure T Equivalent requirement, the jurisdictions could negotiate a plan that meets the requirement. She added that the smaller jurisdictions often do not receive funding sources under NVTAs discretion for their projects due to the Caltrans' local assistance requirements in delivering those funding sources.

Member Arias asked if any of the SB 1 Local Partnership Program (LPP) funding is eligible for meeting the Measure T Equivalent requirement.

Ms. Schmitz replied that SB 1 LPP formula funding is eligible, however, competitive SB 1 funding is not eligible.

Mr. Sales asked if maintenance included reconstruction.

Ms. Schmitz replied that crack sealing, reconstruction and pavement rehabilitation were eligible expenditures for meeting the Measure T Equivalent requirement.

8.2 Local Partnership Program (LPP) Proposed Use of Measure T Funds (Alberto Esqueda) (Pages 15-19)

Report by Alberto Esqueda.

- The California Transportation Commission allocates \$200 million annually to the Local Partnership program, divided equally between the formula and competitive components.
- Reviewed the LPP formula and competitive components of the program.
- LPP funds will start in Fiscal Year 2018-19 as it is tied to when Measure T starts.
- Approximately \$320,000 is anticipated annually for Napa County.
- Staff recommends accumulating the LPP funds to allocate toward larger projects on the state highway system.

Member Arias asked if staff had projects in mind for the funding.

Mr. Esqueda responded the initial project would be to alleviate traffic "choke points" in the south part of the county.

Vice Chair Ahmann Smithies suggested the jurisdictions annually review the funds and projects and make a determination on the allocation of the funds.

Mr. Esqueda reported that as more jurisdictions and agencies enact sales tax measures or fees, including Regional Measure 3, the amount allocated to Napa County will be reduced.

Member Tagliaboschi requested an example of how the funds would be used.

Ms. Miller replied the funds could be accumulated and used as a viable matching source for larger projects.

Member Kirn asked if the use of the funds was prescriptive or restricted, such as used only for State Highway Operation and Protection Program (SHOPP) projects.

Ms. Miller confirmed that while there are limitations on the use of the funds, currently they may be used for local streets and roads projects, however, maintaining state highways is a priority of the California Transportation Commission and it may restrict the use of funds to SHOPP projects in the future.

Member Hartwig noted the staff report does not address alternatives if the funds are not accumulated or accumulated but not programmed.

Ms. Miller replied in that case the TAC could discuss the use of the funds including allocating them for local streets and roads projects.

Ms. Schmitz informed the TAC that projects using the LPP funds must follow Caltrans' Local Assistance process.

Vice Chair Ahmann Smithies asked how many years can the funds be accumulated.

Ms. Miller reported that originally accumulating the funds was not allowed, however, NVTa worked with the CTC to allow accumulation as Napa County receives a small amount of funds which makes delivering projects difficult.

Vice Chair Ahmann Smithies asked if NVTa staff had a list of projects for using the funds.

Ms. Schmitz noted that the funds are similar to STIP funds, and recommended using the funds on federal or state funded projects.

Member Arias asked what the distribution formula would be if the funds were to be distributed among the jurisdictions.

Ms. Miller recommended the Measure T formula.

Chair Steele asked for action on staff's request for recommending prioritizing LPP funds for high priority highway projects.

Motion by KIRN, SECOND by AHMANN SMITHIES, to recommend the NVT Board prioritize the funds for state highway projects, however, if at the time of applying for the funds a jurisdiction has a local project that already has federal and/or state transportation funds secured through Caltrans Local Assistance that has a funding shortfall that couldn't otherwise be gapped, funds could be allocated to the jurisdiction. Such allocations would be on a case by case basis. Motion passed with the following vote:

Aye: 8 - Chairperson Steele, Member Tagliaboschi, Member Ayers, Member Clark, Member Arias, Member Weir, Vice Chair Ahmann Smithies and Member Hartwig

Nay: 1 - Member Kirn

Absent: 2 - Member Cooper and Member Whan

8.3 Information on Public Outreach Campaigns for Senate Bill 1, RM 3, Measure T, and ACA 5 (Kate Miller) (Pages 20-26)

Report by Derek Moore.

Staff is scheduling the Regional Measure 3 public outreach presentations with councils, boards, chambers, and service organizations.

Measure T and/or SB 1 signage - Measure T logo included in the packet, Caltrans is developing SB 1 logo use guidelines. If jurisdictions have projects funded by both Measure T and SB 1, it can be combined on one sign.

Vice Chair Ahmann Smithies asked how long before the SB 1 sign logo is available.

Ms. Miller reported Caltrans has a SB 1 logo, however, use guidelines have not been released. MTC is concerned about RM 3 and SB 1 getting confused, SB 1 logo may not be released until after the June election.

Alberto Esqueda recommended each jurisdiction send a high resolution version of their logo to Mr. Moore.

8.4 Legislative Update* (Kate Miller)

Kate Miller reviewed the Legislative Report, emphasizing points on Attachment 2, "Funding Principles" that may affect funding to the jurisdictions.

8.5 NVT Board Meeting Draft Agenda* (Kate Miller)

Kate Miller reviewed the February 21, 2018 NVT Board meeting agenda.

8. FUTURE AGENDA ITEMS

- Travel Behavior Study data component discussion with Fehr and Peers
- Jurisdictions' approved Measure T 5-year Project Lists

Ms. Schmitz reminded the TAC that the jurisdictions must hold a public hearing and adopt resolutions for the Measure T 5-year Project list and for setting the Maintenance of Effort amount. Measure T Master Agreements are being circulated for signatures.

9. ADJOURNMENT

9.1 Approval of Next Regular Meeting Date of March 1, 2018 and Adjournment.

MOTION by STEELE, SECOND by KIRN to ADJOURN the meeting. Meeting adjourned at 3:34 p.m.

Kathy Alexander , NVTB Deputy Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM Kate Miller, Executive Director
REPORT BY: Shaveta Sharma, Transportation Programs Planner and Policy Analyst
(707) 259-8782 | ssharma@nvta.ca.gov
SUBJECT: Travel Behavior Study Presentation by Fehr & Peers

RECOMMENDATION

Information only. Fehr & Peers will provide the Technical Advisory Committee an update on the Travel Behavior Study Project Scope and Timeline.

EXECUTIVE SUMMARY

The goal of the Travel Behavior Study is to understand inter and intra-County travel. Fehr & Peers prepared the 2014 Travel Behavior Study. The new study will provide updated numbers using updated data collection methodologies which is likely to result in more granular data and information that can be used in Napa Solano traffic model.

The goal of the Travel Behavior Study is to understand travel demands and patterns to refine the Napa-Solano Transportation Model and inform planning efforts such as the Short Range Transit Plan and the Countywide Transportation Plan.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

The Travel Behavior Study will update to the 2014 Travel Behavior Study. This study will focus on gathering Napa Valley transportation modal data related to employment, schools, and tourism. It will further help NVRTA and all six jurisdictions understand commute patterns, modes of travel, vehicle occupancy, and trip purpose.

The Travel Behavior Study will build on the data received from the 2014 Travel Behavior Study and employ more cost effective and advanced data collection tools that will result in more granular data and information that will be used to update the Napa Solano traffic model and NVRTA planning studies. The travel behavior study will focus on work,

school, and other trips in Napa Valley. The study will identify how many trips per day are associated with visitors, employees, and students, where those trips start and end, the predominant modes of travel, vehicle occupancies, and times of day/week of travel. The study will take seasonal variations into consideration, and trips will include weekday and weekend travel.

Collected data and proposed conclusions will be reviewed periodically with TAC. Today's item is the first presentation to be provided to TAC. The study will provide the basis for multiple planning efforts by NVTa and its member jurisdictions within the County. For example, NVTa may use results to inform planning efforts such as the Short Range Transit Plan and for the upcoming Countywide Transportation Plan.

Attachments: None.



NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM Kate Miller, Executive Director
REPORT BY: Alberto Esqueda, Associate Planner
(707) 259-5976 | aesqueda@nvta.ca.gov
SUBJECT: Measure T 6.67% Equivalent Funds Project List Review and Definition of Maintenance

RECOMMENDATION

That the TAC acknowledge recommended guidelines that would qualify the 6.67% Measure T Equivalent Funds for Class I facilities to be used for minor and major maintenance tasks; and not routine maintenance, as defined by the NVTA Trail Maintenance Guidelines.

EXECUTIVE SUMMARY

Measure T is a ½ cent sales tax approved by Napa County voters in 2012 to fund local streets and road rehabilitation. Among other things, the Ordinance created an Independent Taxpayer Oversight Committee (ITOC) appointed by the NVTA-TA board. Measure T Ordinance mandates that the ITOC review each jurisdiction's minimum maintenance of effort, and 5-year project list.

The ITOC's official first meeting will be on Wednesday, April 4th at 2:00 p.m. The 5-year project list will include proposed projects for each jurisdiction funded by Measure T. At the ITOC meeting, NVTA staff recommends that the jurisdictions provide a draft Measure T Equivalent project list to demonstrate how they will collectively meet the 6.67% Class 1 equivalent requirement of the Ordinance.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

On November 6, 2012, the voters in Napa County approved Measure T, the Napa Countywide Road Maintenance Act. Measure T is a ½% sales tax expected to generate over \$400 million over a 25-year period beginning July 1, 2018, when the Measure A Flood Tax expires. Measure T is to be used for the rehabilitation of local streets and roads.

In order for jurisdictions to receive Measure T revenues, jurisdictions collectively must demonstrate that at least 6.67% of the amount (henceforth referred to as “Measure T Equivalent”) of Measure T revenues received each year is being committed to Class I facilities identified in the adopted Countywide Bicycle Plan/Active Transportation Plan, using funds not derived from the Measure T Ordinance.

Specifically, the Ordinance states:

Once this measure becomes operative, in order to receive annual allocations under this measure, the Agencies (collectively) must demonstrate that at least six and sixty-seven one-hundredths percent (6.67%) of the value of the allocations each year under Section 3(A) has been committed to Class I Bike lane project(s) identified in the adopted Countywide Bicycle Plan, as the Plan may be amended from time to time, through funding not derived from this Ordinance.

This can be accomplished by jurisdictions showing that they have collectively set aside funds in their budgets to meet the requirement and/or NVTa has programmed eligible funding sources towards Class 1 facilities or by stipulating specific projects. Since Measure T projects will be approved on a five-year rolling basis it is proposed that the Measure T Equivalent projects also be identified on a five-year basis to simplify the process.

For the first five years of the ordinance, July 1, 2018 through July 1, 2023, the approximate dollar amount for Measure T Equivalent Projects would be \$5,336,000. This estimate is based on a \$16 million per year revenue projection. It should be noted that this amount may vary from year to year and adjustments to the Measure T Equivalent may result in additional obligations by the jurisdictions. Staff has determined that Measure T Equivalent commitments can be any capital improvement to Class I facilities identified in the Countywide Bike Plan/Pedestrian Plan including maintenance and rehabilitation of a facility.

Under Section 26 the Ordinance also states:

Maintenance means repair, reconstruction or rehabilitation, and/or replacement of streets, roadways, and other infrastructure within the public right-of-way.

It is by this definition of *Maintenance* that NVTa staff considers routine maintenance not to be an eligible use of Measure T and Equivalent Funds.

Staff has identified a draft list of projects that can be counted toward meeting this commitment as follows:

Project Title	Agency	Measure T Equivalent Amount	Year	Fund Source	Total Project Amount
SR 29 Undercrossing	City of Napa	\$161,000	18/19	TFCA	\$742,000
Devlin Road Segment E	County of Napa	\$1,200,000	18/19	Local funds	\$5,000,000
Devlin Road Segment H	American Canyon	\$570,000	18/19	STIP	\$5,368,000
Vine Trail Soscol Gap Closure	City of Napa	\$750,000	19/20	PCA- STP	\$750,000
Green Island Road Vine Trail Segment	American Canyon	\$1,000,000	19/20	OBAG 2 - STP	\$1,250,000
Vine Trail Calistoga to St. Helena	County of Napa/ St. Helena/ Calistoga	\$450,000	20/21	Local Funds	\$9,917,000
Bothe Park segment of Vine Trail Calistoga to St. Helena.	NVTA	\$711,000	20/21	PCA STP	\$9,917,000
Vine Trail Calistoga to St. Helena	NVTA	\$200,000	20/21	TFCA	\$9,917,000
Vine Trail Crack-Seal and Micro Surface	Yountville	\$100,000	20/21	Local funds	\$100,000
Sierra Avenue Extension	City of Napa	\$50,000	18/19	Local Funds	\$900,000
Main St. Exchange Pedestrian Bridge	City of Napa	\$258,000	18/19	Local Funds	\$425,000
Kohl's Parking Lot Multi-use Path	City of Napa	\$50,000	18/19	Local Funds	\$550,000
Total		\$5,500,000			

*In addition to the above list of projects the City of Napa has set-aside \$2,401,200 in Measure T equivalent funds in their budget for FY 18/19 and 19/20 if needed. These additional funds should bring the jurisdictions in compliance with the Measure T equivalent requirement for the first five years if other projects are not brought forward by the jurisdictions.

It will be required under the semi-annual Measure T Progress Report that jurisdictions provide updates on their Measure T Equivalent Projects. NVTA will also provide

Measure T equivalent project updates in the Annual Report and the Monthly Project Reports that go to the TAC to ensure the jurisdictions are in compliance with the requirement.

Next steps:

Municipalities are to review the above project list and ensure that projects are compliant to meet the Measure T Equivalent requirement, meaning the projects are Class I facilities identified in the Countywide Bicycle Plan/Pedestrian Plan (or will be included in the upcoming iteration of the Countywide Bicycle Plan). Jurisdictions should also review Capital Improvement Programs and project lists (including maintenance and rehabilitation of class I facilities) and continue to submit potential projects to NVTa.

SUPPORTING DOCUMENTS

Attachment(s): (1) NVTa Class I Maintenance Guidelines
(2) Multi-Use Path Class I Definition in Napa County Bicycle Plan Toolkit

Trail Operation, Maintenance and Management

Maintenance

The maintenance of a Class 1 path or trail includes the various activities involved in keeping the trail in a safe, usable condition. This includes numerous efforts ranging from mowing and brush removal to replacement of damaged signs or benches to reconstruction of the trail. Lifetime trail maintenance will place ongoing costs on the operating agency, and this should be considered during the trail planning and funding process.

These maintenance guidelines outline specific tasks that need to be performed for the trail operation and maintenance. The guidelines should be updated as needed and should be used as a guide to administer the trail as an on-going process. The trail maintenance guidelines should address the uniqueness of each route relative to its particular surfacing, signage, railings, trash removal, tree and shrub pruning, mowing of vegetation and edging, drainage control and re-vegetation needs. Several of the issues that need to be addressed on a scheduled or as-needed basis include the following:

Performed on a Scheduled Basis

Trail user safety. Safety is essential to all maintenance operations and is the single most important trail maintenance concern. Items for consideration include scheduling and documentation of inspections, the condition of railings, bridges and trail surfaces, proper and adequate signage, removal of debris, and coordination with others who may be associated with trail maintenance.

Trail inspection. Trail inspections are also an integral task to all trail maintenance operations. Inspections should occur on a regularly scheduled basis, the frequency of which will depend on the amount of trail use, location, age, and the type of construction. It is recommended that all trail inspections be documented.

Trail sweeping. Trail sweeping is one of the most important aspects of trail maintenance, helping ensure trail user safety. The type of sweeping to be performed depends on trail design and location. Sweeping should be performed on a regular schedule.

Trash removal. Trash removal from trail corridors is important from both a safety and an aesthetic viewpoint and includes the removal of ground debris and emptying of trash containers. Trash removal should take place on a regularly scheduled basis, the frequency of which will depend on trail use and location.

Tree and shrub pruning. Tree and shrub pruning should be performed for the safety of trail users. Pruning should be performed to established specifications on a scheduled and as-needed basis.

Mowing of vegetation. Trail maintenance personnel should mow vegetation along trail corridors on a scheduled basis.

Scheduling maintenance tasks. Inspections, maintenance and repair of trail-related concerns should be regularly scheduled. Inspection and repair priorities should be dictated by trail use, location, and design. Scheduling maintenance tasks is a key item towards the goal of consistently clean and safe trails.

Performed on an As-Needed Basis

Trail Repair. Repair of asphalt or concrete should be closely tied to the inspection schedule. Setting priorities for repairs is part of the process. The time between observation and repair of a trail will depend on whether the needed repair is deemed a hazard, to what degree the needed repair will affect the safety of the trail user, and whether the needed repair can be performed by the a maintenance crew or if it is so extensive that it needs to be repaired by contracted services.

Trail Replacement. The decision to replace a trail and the type of replacement depends on many factors. These factors include the age of the trail and the money available for replacement. Replacement involves an asphalt overlay or replacement of an asphalt trail with a concrete trail.

Weed Control. Weed control along trails can be limited to areas in which certain weeds create a hazard to users. Environmentally safe weed removal methods should be used, especially along waterways.

Trail Edging. Trail edging maintains trail width and improves drainage. Problem areas include trail edges where berms tend to build up and where uphill slopes erode onto the trails. Removal of this material will allow proper draining of the trail surface, allow the flowing action of the water to clean the trail and limit standing water on trail surfaces.

Trail Drainage Control. In places where low spots on the trail catch water, trail surfaces should be raised, or drains built, to carry water away. Some trail drainage control can be achieved through the proper edging of trails. If trail drainage is corrected near steep slopes, the possibility of erosion must be considered.

Trail Signage. Trail signs fall into two categories: safety and information. Trail users should be informed of their location, where they are going, and how to safely use trails. Signs related to safety are most important, thus they should receive the highest priority. Information signage can enhance the trail users experience. A system of trail information signage should also be a high priority.

Re-vegetation. Areas adjacent to trails that have been disturbed for any reason should be re-vegetated to minimize erosion.

Habitat Enhancement and Control. Habitat enhancement is achieved by planting vegetation along trails - mainly trees and shrubs. This can improve the aesthetics of the trail, help prevent erosion and provide habitat for wildlife. Habitat control also involves mitigation of damage caused by wildlife.

Maintenance Types

Maintenance can be viewed as three different types:

- *Routine maintenance* includes all the general activities stated earlier -- such as brush clearing, trash collection, and sweeping — that may take place on a regular basis throughout a season.
- *Minor Repairs* refer to activities that can be expected every five years or so, such as amenity replacement, trail seal-coating, repainting, or restriping.
- *Major Reconstruction* refers to significant expenditures involving resurfacing or reconstruction. These activities are the most costly trail maintenance activities and should be planned for in advance.

Routine Maintenance

An existing agency or a volunteer group should perform most of the routine maintenance procedures of a trail facility. Local trail owners should be well equipped to include trail maintenance into their parks or public works maintenance budgets and activities. Activities that should be considered as routine maintenance include:

- Yearly facility evaluation to determine the need for minor repairs
- Tree/brush clearing
- Mowing
- Trash removal/litter clean-up
- Planting, pruning, and general beautification
- Installation and removal of seasonal signage

The yearly cost for routine maintenance depends on the maintenance capabilities already in place.

Minor Repairs

The need for minor repairs should be determined by a yearly facility evaluation (see routine maintenance above). Minor repairs may include the following activities:

- Replacement, repair, or repainting of trail support amenities, such as restrooms, signage, benches, trash receptacles, or hitching posts
- Replacement of a portion of the trail
- Restriping of trails
- Sealcoating of asphalt
- Repair flood damage: silt clean-up, culvert clean-out, etc.
- Map/signage updates
- Patching, minor regrading, or concrete panel replacement
- Tree Removal

The cost for replacement, repair, or repainting of trail amenities is based on the initial cost of those amenities. Trail operators should maintain records of the general costs of trail amenities as a means of estimating future repair and replacement costs. If custom elements, such as lighting, decorative railings, or benches, are used in trail design, the trail owner should consider ordering extra elements at the time of construction and storing them for future use, thereby defraying the cost of single-runs later.

Replacement of a portion of a trail may be necessary if severe flooding, continual erosion, or weak soils cause periodic difficulties with trail maintenance.

The trail owner should keep a record of the original bid to determine the price of restriping a trail using contracted labor. In many cases, it is cost effective to perform restriping along with other trail or highway maintenance. In such instances, the trail owner itself will be the best source of costing information.

Sealcoating of asphalt trails should take place approximately every five years. This will increase the longevity of the trail and provide a quality riding surface. A periodic cost such as this should be included in the trail owner's Capital Improvement Program, in order to ensure that adequate funding is available.

Major Reconstruction

There are essentially two activities that are considered to be major reconstructions:

- Resurfacing of asphalt trails
- Complete replacement, regrading, and resurfacing of all trails

Asphalt trails will need to be resurfaced approximately every 10 years, depending on how well they have been maintained. A resurfacing typically involves placing an asphalt overlay on an existing asphalt surface in order to erase cracks and bumps. It is not a perfect solution, as weak underlying soils or tree root penetration will eventually affect this top layer, but it does offer a lower cost means of extending a trail's life.

Complete replacement of a trail involves removing the existing trail, regrading the trail base, and resurfacing the facility. This kind of comprehensive maintenance will be necessary approximately every 20 years, regardless of trail type. Even natural surface trails may need to be fully regraded after 20 years of use. Trail costs for reconstructions are the same as the cost of a new trail plus the cost of demolishing the existing trail. As with any major trail project, however, a detailed cost estimate should be performed during the project planning stages. The best guide for estimating the replacement cost of a trail is to consider the original construction cost.

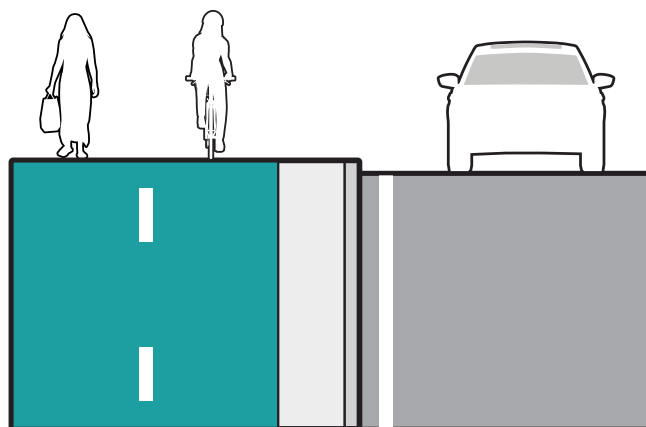
A major cost such as trail replacement should be considered well in advance. It may be more difficult to secure large state or federal grants for trail reconstruction. Therefore, a trail owner should consider the eventual cost of trail replacement and work to "save up" for that significant maintenance activity.

MULTI-USE PATHS (CLASS I)

A multi-use path is a two-way facility physically separated from motor vehicle traffic and used by bicyclists, pedestrians, and other non-motorized users. Multi-use paths are often located in an independent alignment, such as a greenbelt or abandoned railroad. However, they are also regularly constructed along roadways; often bicyclists and pedestrians will have increased interactions with motor vehicles at driveways and intersections on these “multi-use paths.”

CONSIDERATIONS

- + According to the AASHTO, “multi-use paths should not be used to preclude on-road bicycle facilities, but rather to supplement a network of on-road bike lanes, shared roadways, bicycle boulevards, and paved shoulders.” In other words, in some situations it may be appropriate to provide an on-road bikeway in addition to a multi-use path along the same roadway.
- + Many people express a strong preference for the separation between bicycle and motor vehicle traffic provided by paths when compared to on-street bikeways. Multi-use paths may be desirable along high-volume or high-speed roadways, where accommodating the targeted type of bicyclist within the roadway in a safe and comfortable way is impractical. However, multi-use paths may present increased conflicts between path users and motor vehicles at intersections and driveway crossings. Conflicts can be reduced by minimizing the number of driveway and street crossings present along a path and otherwise providing high-visibility crossing treatments.
- + Paths typically have a lower design speed for bicyclists than on-street facilities and may not provide appropriate accommodation for more confident bicyclists who desire to travel at greater speeds. Therefore, paths should not be considered a substitute to accommodating more confident bicyclists within the roadway.



REFERENCES

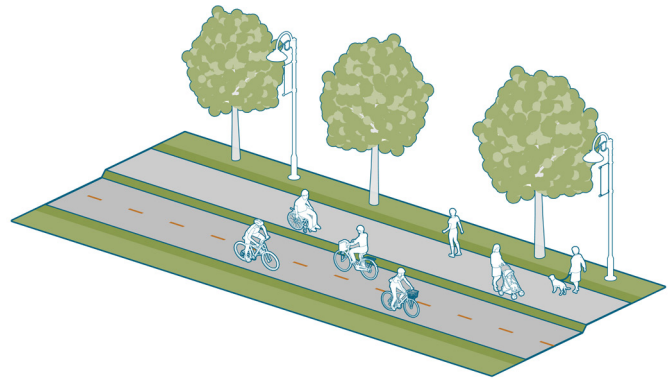
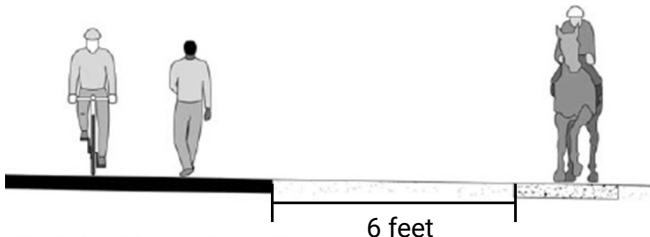
- AASHTO Guide for the Development of Bicycle Facilities (2012)*
- FHWA Shared-Use Path Level of Service Calculator (2006)*
- Manual on Uniform Traffic Control Devices (2009)*

PATH WIDTH CONSIDERATIONS

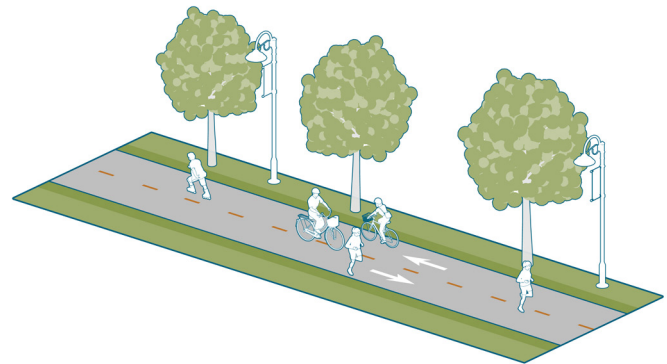
Path width should be determined based on three main characteristics: the number of users, the types of users, and the differences in their speeds. For example, a path that is used by higher-speed bicyclists and children walking to school may experience conflicts due to their difference in speeds. Another example would be when the path is shared by multiple user types such as roller bladers, skateboarders, or dogs on leashes. By widening the path to provide space to accommodate passing movements, conflicts can be reduced.

CONSIDERATIONS

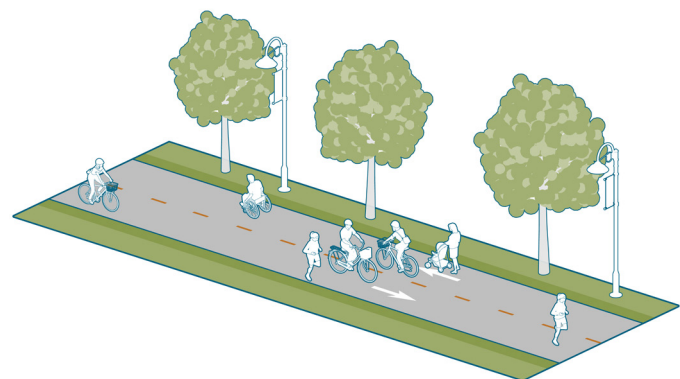
- + The desired width for a path is 15 feet with separate space for pedestrians and bicyclists. The bicycle side of the path should be no less than 10 feet wide and the pedestrian side should be no less than 5 feet wide. This allows for comfortable two way operations and passing.
- + Widths as narrow as 8 feet are acceptable for short distances under physical constraint. Warning signs should be considered at these locations.
- + In locations with heavy volumes or a high proportion of pedestrians, widths exceeding 10 feet are recommended. A minimum of 11 feet is required for users to pass with a user traveling in the other direction. It may be beneficial to separate bicyclists from pedestrians by constructing parallel paths for each mode.
- + Paths must be designed according to state and national standards. This includes establishing a design speed (typically 18 mph) and designing path geometry accordingly. Consult the AASHTO Guide for the Development of Bicycle Facilities for guidance on geometry, clearances, traffic control, railings, drainage, and pavement design.
- + On hard surfaces it can be useful to include soft surface parallel paths which are preferred by some users, such as runners.
- + Path clearances are an important element in path design and reducing user conflicts. Vertical objects close to the path edge can endanger users and reduce the comfortable usable width of the path. Along the path, vertical objects should be set back at least two feet from the edge of the path. Path shoulders may also reduce conflicts by providing space for users who step off the path to rest, allowing users to pass one another, or providing space for viewpoints.
- + When accommodating moderate to high volumes of horse back riders, it is recommended to provide a separated unpaved equestrian/jogger path. Six feet of clearance and separation is recommended between the multi-use path and the bridle path. Elevation change between the multi-use path and the bridle path can also be considered.



Multi-use path physical separation



Path width for one-way passing: minimum 11 feet



Path width for two-way passing: minimum 12 feet

REFERENCES

- AASHTO Guide for the Development of Bicycle Facilities (2012)
- FHWA Shared-Use Path Level of Service Calculator (2006)
- Manual on Uniform Traffic Control Devices (2009)



Thursday, March 1, 2018
TAC Agenda Item 8.2
Continued From: New
Action Requested: Information

NAPA VALLEY TRANSPORTATION AUTHORITY TAC Agenda Letter

TO: Technical Advisory Committee
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nvta.ca.gov
SUBJECT: Transportation Fund for Clean Air (TFCA) –Call for Projects FYE 2019

RECOMMENDATION

That the TAC review the NVTA Board approved FYE 2019 Transportation Fund for Clean Air (TFCA) Expenditure Plan (Attachment 1) and selection criteria (Attachment 2) opening a call for projects consistent with the Bay Area Air Quality Management District (BAAQMD) TFCA County Program Manager Fund Policies for FYE 2019

EXECUTIVE SUMMARY

NVTA 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 the funds generated in Napa County are returned to NVTA 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 March 2, 2018.

In general, the BAAQMD TFCA policies only allow funds to be retained for two (2) years unless NVTA 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.**

FISCAL IMPACT

Is there a Fiscal Impact? Yes. Approximately \$ 201,296

BACKGROUND AND DISCUSSION

Annually the NVTA adopts a list of projects for the TFCA Program Manager funds. NVTA receives roughly \$190,000 each year in DMV revenues. Six and one quarter percent (6.25%) of the revenues can be used for administration of the program.

APPLICATIONS

Applications are **due Friday, March 23rd 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 Eligibility

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. 18-07
(2) FYE 2019 TFCA Program Application Guidelines for Napa County -
Includes selection criteria

RESOLUTION No. 18-07

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTa)
ADOPTING THE TRANSPORTATION FUND FOR CLEAN AIR (TFCA)
PROGRAM MANAGER EXPENDITURE PROGRAM FOR
FISCAL YEAR END (FYE) 2019 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 (NVTa) 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 NVTa held a public meeting on February 21, 2018, 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 2019, are hereby adopted.
3. Staff is directed to finalize and submit the FYE 2019 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 21st day of February, 2018.

Peter G. White, NVTa Chair

Ayes

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTa Board Secretary

APPROVED:

Vicki A. Clayton, NVTa General Counsel



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 2019 Applications Due to NVTA: March 23, 2018

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

Table of Contents

INTRODUCTION	4
YOUR RESPONSIBILITIES AS PROJECT SPONSOR:.....	5
BASIC ELIGIBILITY	5
USE OF TFCA FUNDS	8
TFCA PROJECT TYPES.....	8
DATES OF IMPORTANCE	9
TFCA PROGRAM MANAGER SELECTION CRITERIA FOR NAPA COUNTY	9
APPLICATION INSTRUCTIONS:.....	10
TFCA DO'S AND DON'TS.....	11
CONTACT INFORMATION	12
APPENDIX A.....	12

February 21, 2018

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, vanpool and transit use; bicycle facility improvements such as bicycle racks and lockers and new bicycle purchases; 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 2019 will be approximately \$201,296 dollars. The TFCA Applications for FYE 2019 will be due to NVTA by 5:00 PM on Friday, March 23, 2018.

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. Pursuant to this law, the Bay Area Air Quality Management District (Air District) has adopted the 2017 Clean Air Plan (CAP), which describes how the region will work toward compliance with State and Federal ambient air quality standards and make progress on climate protection. To reduce emissions from motor vehicles, the 2017 CAP includes transportation control measures (TCM's) and mobile source measures (MSM's). 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.

The TFCA Program

To fund the implementation of TCMs and MSMs, the State Legislature authorized the Air District to impose a \$4 surcharge on motor vehicle registration fees paid within the nine-county 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:

- Reducing air pollution, including air toxics such as benzene and diesel particulates
- Conserving energy and helping to reduce greenhouse gas emissions
- 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 of the nine counties within the Air Districts jurisdiction. This allocation is referred to as the TFCA Program Manager Fund. NVTa is the program manager for Napa County. The remaining sixty percent (60%) of these funds are directed to Air District sponsored programs and to Air District-administered 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, May 20 and October 20.
5. Complete your TFCA project two years from the effective date of the Master Agreement between the Program Manager and the Air District (July 2021).
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 2019. 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>
SR 29 Undercrossing Project	City of Napa	\$161,000	\$595,760
Riverside Class I Path	City of Calistoga	\$101,500	\$800,000
Napa Commute Challenge (2yrs)	SNCI	\$50,000	\$50,000

Dates of Importance

March 23, 2018 **Project submittals are due to NVTA**

July 18, 2018 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 2, 2018 Deadline: Within six months of Board approval, Program Manager (NVTA) provides Cost-Effectiveness Worksheets and Project Information forms for new FYE 2019 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 2019 must be submitted to NVTa no later than 5:00 pm on Friday, March 23, 2018. Applications may be emailed to Diana Meehan at dmeehan@nvta.ca.gov. Applications must 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 2018 – NVTa will evaluate the potential FYE 2019 TFCA projects

- May 3, 2018 – NVTA will take proposed projects to the NVTA Technical Advisory Committee (TAC) for recommendation to NVTA Board (date tentative)
- May 16, 2018 – NVTA will take proposed final projects for FYE 2019 to the NVTA Board for approval (date tentative)
- July- August 2018 – 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.ca.gov

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

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: 19XX01

Use consecutive numbers for projects funded, with year, county code, and number, e.g., 19NAP01, 19NAP02 for Napa County. Zero (e.g., 19NAP00) 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.