

**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

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Wednesday, January 18, 2017

1:30 PM

NVTA Conference Room

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**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.

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Karalyn E. Sanderlin, NVTA Board Secretary