

# Napa Valley Transportation Authority

625 Burnell Street  
Napa, CA 94559

## DRAFT Meeting Minutes Technical Advisory Committee

Thursday, April 6, 2017

2:00 PM

NVTA Conference Room

### 1. Call To Order

Vice Chair Steele called the meeting to order at 2:00 p.m.

**Present:** 9 - Rick Marshall  
Vice Chair Nathan Steele  
Jason Holley  
Mike Kirn  
Brent Cooper  
Joe Tagliaboschi  
Dana Ayers  
Lorien Clark  
Juan Arias

**Absent:** 6 - Chairperson Eric Whan  
Rick Tooker  
Doug Weir  
Ahmad Rahimi  
Erica Ahmann Smithies

### 2. Introductions

Vice Chair Steele invited all in attendance to introduce themselves.

Also present:  
Kerri Dorman, Town of Yountville Council  
Philip Sales, Napa Valley Vine Trail Coalition

### 3. Public Comment

No public comment was received.

#### 4. Committee Member and Staff Comments

Danielle Schmitz - NVTA

- Reviewed Handout 5.1, the Regional Pavement Condition Summary Report.
- Encouraged TAC members to rotate attending the Metropolitan Transportation Commissions' Local Streets and Roads Working Group.
- MTC staff will attend the May or June TAC meeting to obtain feedback regarding funding requirements, policies, technology, best practices, and initiatives. Information collected will be considered during the development of the work plan for the Local Streets and Roads Working Group.

Jason Holley - City of American Canyon

- Street sealing project starts next week.
- Opened bids on pavement project.
- Taking draft Measure T Implementation Plan to the next city council meeting.

Mike Kirn - City of Calistoga

- Awarded a contract for the reconstruction of lower Washington which includes removing the railroad tracks.
- Awarded a TDA 3-funded sidewalk construction project.

Diana Meehan - NVTA

- Presenting contract for the Bike Plan Update to the Board in April.
- State Bike Plan will be adopted in April.
- Regional Bike Plan is starting the first round of public workshops, first one will be held in Vallejo.
- The Air District is starting their new bikeways program, approximately \$4 million in funds, the grant program may open this Spring.
- MTC will provide a Complete Streets workshop at NVTA on May 16th.
- FHWA is holding a workshop next week on incorporating bicycle infrastructure in repaving projects.
- Will send OBAG 2 Complete Streets comments to each jurisdiction.

Alberto Esqueda - NVTA

- Caltrans should have contacted the jurisdictions regarding submitting Highway Performance Monitoring System (HPMS) updates which are due in the system at the end of the month. Data submission is required for receiving OBAG 2 funds.
- Reminded TAC that Measure T Maintenance of Effort (MOE) draft and supporting documentation is due June 30, 2017.
- Jurisdictions need to submit Measure T maintenance of effort figures which should include the average amount of general funds spent on road maintenance for Fiscal Years 2007/2008, 2008/2009 and 2009/2010, , along with supporting documentation. If no general fund monies were spent, supporting documentation must also be submitted.

- Working on updating the travel model with Solano. A request for proposal was recently released and netted two proposals.

Rick Marshall - County of Napa

- Mentioned it was his last TAC meeting before retiring. He has enjoyed working with everyone on the TAC.
- The County will be awarding a paving contract for the Silverado Trail Phase H from Howell Mountain to Zinfandel.

Kate Miller - NVTA

- The Association of Bay Area Governments (ABAG) - MTC merger is closer to being finalized.
- If the current freeze on some of the federal transportation funds is not resolved, MTC may need to focus Regional Measure 3 funds on larger projects if RM3 is passed.
- The Napa Valley Vine Trail Oak Knoll segment is one of three finalists for California Transportation Foundation's Pedestrian/Bicycle Project of the Year.
- Thanked Rick Marshall for his commitment and service on the TAC, noting his congenial way of working with the TAC will be greatly missed.

Nathan Steele - Town of Yountville

- The Napa Local Agency Formation Commission (LAFCO) voted to update the Yountville Municipal Service Review (MSR) and Sphere of Influence report including part of Domain Chandon in the Town's sphere.
- Currently working on the Town's General Plan update.
- The Envision Yountville process is underway. He thanked Danielle Schmitz and Matthew Wilcox for speaking at one of their meetings.

Brent Cooper- American Canyon

- Released the Notice of Preparation for the Broadway District Specific Plan Environmental Impact Report yesterday.

## **5 STANDING AGENDA ITEMS**

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

Danielle Schmitz reviewed Handout #3, OBAG 2 County Program - Upcoming Deadlines and Requirements, and reminded the jurisdictions of items that are due during the next couple of months.

### **5.2 Project Monitoring Funding Programs\* (Alberto Esqueda)**

Alberto Esqueda reviewed the updates to the Project Monitoring Reports.

### **5.3 Caltrans' Report\* (Ahmad Rahimi)**

No report - Ahmad Rahimi was unable to attend the meeting.

Herb Fredricksen noted Caltrans recently developed a Consultant Selection Manual that jurisdictions may use for guidance on consultant selection for federally funded projects.

## **5.4 Vine Trail Update**

Philip Sales provided an update on the March 6th meeting with Ehlers Lane property owners. He also noted that the concrete pad for the shelter in Yountville is finished.

Herb Fredricksen noted that the Salvador intersection signal will be installed the night of April 13th, weather permitting.

Rick Marshall reported that Napa County recently awarded a maintenance contract to a landscape firm for the Solano segment.

## **5.5 Transit Update (Matthew Wilcox)**

Report by Matthew Wilcox

- Awarded a contract to C.A.R.E. Evaluators, Inc. for evaluation services for the ADA paratransit, Mileage Reimbursement and Taxi Scrip programs.
- The Board will be asked to award a contract to DoubleMap for automated dispatch services for the American Canyon, Yountville, St. Helena and Calistoga shuttles.
- Finishing up the market assessment portion of the Comprehensive Operations Analysis, preparing to start the next portion, technical analysis.
- Express Bus Study is moving forward, should have a draft of recommended improvements next week.

## **6. CONSENT AGENDA**

### **6.1 Meeting Minutes of March 2, 2017 TAC Meeting (Kathy Alexander) (Pages 4-8)**

**Motion MOVED by COOPER, SECONDED by TAGLIABOSCHI to APPROVE the March 2, 2017 TAC meeting minutes as presented. The motion was unanimously approved.**

## **7. REGULAR AGENDA ITEMS**

### **7.1 Napa Valley Vine Trail Coalition Board Appointment (Danielle Schmitz) (Pages 9-10)**

Danielle Schmitz provided a background on the TAC representative position for the Napa Valley Vine Trail Coalition (NVVTC) Board of Directors, including past representatives and the current vacancy for that position. It was previously suggested that the next TAC representative be from either Calistoga or St. Helena, as that is the next segment scheduled for construction.

Ms. Schmitz reported Erica Ahmann-Smithies has indicated she is willing to serve as the TAC representative.

Vice Chair Steele called for other nominations, there being none, he called for a motion.

**Motion MOVED by KIRN, SECONDED by MARSHALL to APPOINT Erica Ahmann Smithies as the TAC representative on the Napa Valley Vine Trail Coalition Board of Directors. The motion was unanimously approved.**

**7.2 Draft Priority Development Area (PDA) Investment and Growth Strategy (Danielle Schmitz) (Pages 11-15)**

Danielle Schmitz reviewed the PDA Investment and Growth Strategy (IGS) update and requested the TAC provide comments to NVTA staff member Shaveta Sharma by April 24, 2017. The PDA IGS will be presented to the NVTA Board for approval at the May meeting.

**7.3 Transportation for Clean Air (TFCA) Project Review (Diana Meehan) (Pages 16-32)**

Diana Meehan reported one eligible project was received for the TFCA Call for Projects (CFP), noting that there is approximately \$107,598 remaining in Fiscal Year 2018 funds. Staff is recommending the CFP be extended to no later than September 1, 2017 or until the program receives additional eligible project applications to allocate the remaining funds. If additional eligible projects are not received, NVTA staff may use the remaining funds to supplement Low Carbon Transit Operating Program funds for an electric bus. If TFCA funds are not allocated by November 1, 2017, Napa County will risk losing them to the Bay Area Air Quality Management District for reprogramming under the Regional Program.

**Motion by MARSHALL, SECONDED by HOLLEY to RECOMMEND that the NVTA Board of Directors extend the TFCA Call for Projects as recommended by NVTA staff. The motion was unanimously approved.**

**7.4 Legislative Update\* (Kate Miller)**

Kate Miller reviewed the Legislative Update.

**7.5 April 19, 2017 NVTA Board Meeting Draft Agenda\* (Kate Miller)**

Kate Miller reviewed the April 19, 2017 NVTA Board meeting draft agenda.

**8. FUTURE AGENDA ITEMS**

There were no requests for future agenda items.

**9. ADJOURNMENT**

**9.1 Approval of Next Regular Meeting Date of May 4, 2017 and Adjournment.**

The meeting adjourned at 2:56 p.m.