

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

June 21, 2017
NVTA Agenda Item 10.1
Continued From: New
Action Requested: APPROVE

625 Burnell Street
Napa, CA 94559

Wednesday, May 17, 2017

1:30 PM

NVTA Conference Room

1. Call to Order

Chair White called the meeting to order at 1:30 p.m.

2. Pledge of Allegiance

Board Member Canning led the Pledge of Allegiance.

3. Roll Call

Leon Garcia
Alan Galbraith
James Barnes
Chris Canning
Jill Techel
Mark Joseph
Peter White
Doris Gentry
Kerri Dorman
Beth Kahiga
Alfredo Pedroza
John F. Dunbar
Belia Ramos

4. Adoption of the Agenda

**Motion MOVED by GALBRAITH, SECONDED by CANNING to APPROVE Adoption of the agenda.
Motion carried by the following vote:**

Aye: 19 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, White, Gentry, and Dorman

Absent: 5 - Pedroza, Dunbar, and Ramos

5. Public Comment

Joe Boden, Napa Resident, requested that Measure T funds be used to repair sidewalks in the Shurtleff area neighborhood (southeast Napa) to downtown [Napa].

**6. Chairperson's, Board Members', Metropolitan Transportation
Commissioner's, and Association of Bay Area Governments Update**

No updates were given.

7. Director's Update

Kate Miller, Executive Director

- At its meeting today, the California Transportation Commission is anticipated to approve the FTA Section 5310 program which programs funds to projects that support elderly and disabled capital projects. NVTA's application was selected and the agency will receive funding to replace 4 new Vine Go paratransit vehicles. The 4 aged Vine Go vehicles will be used for the Shared Vehicle Program.
- Bike to Work Day was a great success this year, with over 500 commuters counted across Napa County - roughly a 10% increase from last year. Bike to Work Day was joined by 1,200 kids and families who rode their bikes to school. NVTA hosted a station on Soscol at the foot of the Vine Trail near Vallejo.
- NVTA hosted a Leadership Napa Valley team and students from Philips Elementary school. Art work created by Philip's students is on public display in NVTA administrative offices on the 2nd floor.
- 2017 Commute Challenge is now underway-April 1-June 30.
- NVTA will be celebrating National Take Your Dog to Work Day on June 23rd. Individuals who wish to bring their dogs on the bus may pay an adult fare and bring them aboard for the day.
- Announced that Mike Blasky, PIO, resigned his position at NVTA to join AAA. Mike's last day was May 12th. We wish Mike all the best in his future career endeavors.
- Vine Transit is extending service during BottleRock May 26-28, everybody rides for free.
- NVTA hosted a tabled at the May 15th Plan Bay Area Open House at the Elk's Club from 6-8. Staff was able to capture some survey data and receive mostly complimentary messages about the new Vine buses and the Vine Trail. The event was attended by Board Members Techel, Ramos, Pedroza, and Joseph.
- Finance Manager, Antonio aka Tony Onorato successfully completed his Masters of Accounting the Government/Accounting Curriculum at Rutgers.

8. Caltrans' Update

Kelly Hirschberg, Caltrans, provided an update on the status of various projects located in the county.

9. QUARTERLY PROJECT UPDATE

9.1 Napa Valley Vine Trail (Herb Fredricksen)

Staff provided an update on the project activities to date.

9.2 Soscol Junction Project (Danielle Schmitz)

Staff provided an update on the Soscol Junction Project.

9.3 Board Room Modifications (Karrie Sanderlin)

Staff provided an update on the upgrades and improvements planned for the Soscol Gateway Transit Center (SGTC) Board room

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

10.1 Public Hearing to Eliminate the Vine Transit Route 25 Intercity Bus Service to Sonoma Effective July 1, 2017 (Antonio Onorato) (Pages 7-18)

Attachments: [Staff Report](#)

Chair White opened the Public Hearing at 1:59 p.m.

Caltrans notified NVTA that funding, Federal Transit Administration Section 5311f, in Fiscal Year (FY) 2017-18 will be reduced across all participating transit properties by twenty-six percent (26%), compelling the Authority to reduce or eliminate service. Since its inception in 2011, Vine Route 25 has struggled to gain ridership and has consistently underperformed compared to the Vine's local and other intercity bus routes and the minimum performance standards established in NVTA's Short Range Transit Plan. After analyzing its performance, it was staff's recommendation to discontinue the Route 25 service to Sonoma effective July 1, 2017.

Public Comment was provided by the following individuals who spoke in opposition of eliminating Vine Route 25.

Sally Scoville
Suzane Gibbs
Michael D. Setty
Yolanda Casas
Kevin Goodwin
James Dugger
Felice Dugger
Scott James Coombs (The Train Man)
Scott Baker

Chair White closed the Public Hearing at 2:31 p.m.

The consensus of the Board was to postpone the elimination of Route 25 and continue this item until the September 20th meeting. Further, the Board direct staff to (1) develop a market campaign designed to increase ridership on Route 25, (2) reach out to Sonoma County Transit and request their assistance in marketing the service in Sonoma County, as well as, financial assistance for operations, and (3) provide updates of these efforts to the Board at their June and July meetings.

Motion MOVED by JOSEPH, SECONDED by GALBRAITH to APPROVE (1) the continuance of this item until the September 20, 2017 meeting, (2) directing staff to (a) develop a market campaign to increase ridership on Route 25, (b) reach out to Sonoma Transit and request their assistance in marketing the service in Sonoma County as well as financial assistance for operations, and (c) provide updates of these efforts to the Board at their June and July meeting. Motion carried by the following vote:

Aye: 19 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, White, Gentry, and Dorman

Absent: 5 - Pedroza, Dunbar, and Ramos

11. CONSENT AGENDA ITEMS (11.1 - 11.2)

11.1 Approval of Meeting Minutes of April 19, 2017 (Kathy Alexander) (Pages 19-23)

Attachments: [Draft Minutes](#)

Motion MOVED by CANNING, SECONDED by TECHEL to APPROVE, with DORMAN ABSTAINING, the meeting minutes of April 19, 2017. Motion carried by the following vote:

Aye: 18 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, White, and Gentry

Absent: 5 - Pedroza, Dunbar, and Ramos

Abstain: 1 - Dorman

11.2 Active Transportation Advisory Committee (ATAC) Member Appointments (Diana Meehan) (Pages 24-35)

Attachments: [Staff Report](#)

Motion MOVED by GARCIA, SECONDED by JOSEPH to APPROVE the appointments of Marisa Coyne and Michael Constanzo as members to the Active Transportation Advisory Committee. Motion carried by the following vote:

Aye: 19 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, White, Gentry, and Dorman

Absent: 5 - Pedroza, Dunbar, and Ramos

12. REGULAR AGENDA ITEMS**12.1** Napa Valley Transportation Authority (NVTA) Third Quarter (Q3) Fiscal Year (FY) 2016-17 Financial Statements, Budget Adjustments and 5-Year Forecast (Justin Paniagua) (Pages 36-42)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Staff reviewed the NVTA financial performance compared to budget for the third quarter (January-March) period and 5-year forecast.

12.2 Vine Transit Performance Update (Matthew Wilcox) (Pages 43-49)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The Board received a quarterly report summarizing Vine performance statistics.

12.3 Priority Development Area (PDA) Investment and Growth Strategy May 2017 Update (Danielle Schmitz) (Pages 50-55)

Attachments: [Staff Report](#)

Staff reviewed the Priority Development Area Investment and Growth Strategy process to date.

Motion MOVED by GALBRAITH, SECONDED by GARCIA to ACCEPT and FILE the Priority Development Area (PDA) Investment and Growth Strategy May 2017 Update. Motion carried by the following vote:

Aye: 19 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, White, Gentry, and Dorman

Absent: 5 - Pedroza, Dunbar, and Ramos

[Board Member Techel left the meeting at 3:45]

12.4 Resolution No. 17-07 Authorizing the Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission (MTC) for the Allocation of Fiscal Year (FY) 2017-18 Transportation Development Act Article 3 (TDA-3) Pedestrian/Bicycle Project Funds to Claimants in Napa County (Diana Meehan) (Pages 56-61)

Attachments: [Staff Report](#)

The NVTA Board opened a call for projects for the Fiscal Year (FY) 2017-18 TDA-3 Program at their February meeting, with applications due on March 17, 2017. Four (4) project applications were received from three jurisdictions; one from the Town of Yountville, two from the City of Calistoga and one from the County of Napa as shown below.

FY 2017-18 TDA-3 Program of Projects

| Project Title Project Cost | Project Sponsor | TDA-3 Funding | Total |
|---|--------------------|---------------|-----------|
| Vine Train Maintenance- Oak Knoll Segment-1 year | County of Napa | \$11,767 | \$33,534 |
| Washington Park Subdivision- ADA Improvements | Town of Yountville | \$167,337 | \$190,000 |
| Logvy Park Sidewalk Installation- Washington St.-Pedestrian Lighting | City of Calistoga | \$10,000 | \$52,000 |
| Bicycle Education Program | City of Calistoga | \$12,000 | \$12,000 |

Public Comment was provided by:

Scott James Coombs (The Train Man)
Jason Holley, Public Works Director, City of American Canyon and NVTA Technical Advisory Committee Member

Motion MOVED by GENTRY, SECONDED by JOSEPH to APPROVE Resolution No. 17-07 requesting the FY 2017-18 Transportation Development Act Article 3 (TDA-3) allocation for Pedestrian/Bicycle project funds in the amount of \$201,204 to the Metropolitan Transportation Commission (MTC) and approve the FY 2017-18 TDA-3 as part of the Countywide Claim. Motion carried by the following vote:

Aye: 14 - Garcia, Galbraith, Barnes, Canning, Joseph, White, Gentry, and Dorman

Absent: 10 - Techel, Pedroza, Dunbar, and Ramos

12.5 Suscol Headwaters Preserve Phase II - Jameson Canyon Mitigation Funding (Danielle Schmitz) (Pages 62-65)

Attachments: [Staff Report](#)

As part of the Jameson Canyon's Environmental Impact Report (EIR), the U.S. Fish & Wildlife are requiring project mitigation that would preserve 130 acres of open space for project impacts to the red legged frog habitat. The project budget had set aside \$2.1 million for this mitigation but property prices have since soared well beyond estimates and consequently the amount of funds that Caltrans set aside is insufficient to acquire the necessary property to meet the mitigation requirement. Napa County Parks and Open Space District submitted alternative parcels at Suscol Creek for consideration. U.S. Fish & Wildlife tentatively approved a program that would include acquisition of the parcels, building a frog pond, and establishing an endowment. The total cost of the revised mitigation would exceed the amount Caltrans had set aside by roughly \$300,000. The \$300,000 State Transportation Improvement Program (STIP) commitment/County funding exchange would complete the package for the Napa County Parks and Open Space District to acquire the Suscol Creek parcels to meet the Jameson Canyon red-legged frog mitigation.

Motion MOVED by GARCIA, SECONDED by JOSEPH to APPROVE future State Transportation Improvement Program (STIP) funds to the County of Napa in the amount not to exceed \$300,000 to reimburse the County for costs associated with helping to fund the environmental mitigation on the Jameson Canyon Widening Project. Motion carried by the following vote:

Aye: 14 - Garcia, Galbraith, Barnes, Canning, Joseph, White, Gentry, and Dorman

Absent: 10 - Techel, Pedroza, Dunbar, and Ramos

12.6 Authorization to Purchase Three (3) 40' Compressed Natural Gas (CNG) vehicles from Paul Revere Transportation, LLC (Antonio Onorato) (Pages 66-70)

Attachments: [Staff Report](#)

On April 21, 2017 a public solicitation was issued in various transportation-related trade magazines for "Three 2016 New Flyer Xcelsior 40-foot, low floor CNG Buses for Sale." The vehicles have never been used. If after inspected, the vehicles are deemed suitable for public transit and an agreement can be reached, staff requested that the Board authorize the executive director to enter into a purchase agreement for the vehicles from Paul Revere Transportation, LLC, for use in the Vine Transit bus fleet.

Public Comment was provided by:
Scott James Coombs (The Train Man)

Motion MOVED by JOSEPH, SECONDED by CANNING to APPROVE authorizing the Executive Director to negotiate final terms and conditions with Paul Revere Transportation, LLC of Massachusetts to purchase up to three (3) New Flyer 40' Xcelsior Buses in an amount not to exceed \$1,796,681. Motion carried by the following vote:

Aye: 14 - Garcia, Galbraith, Barnes, Canning, Joseph, White, Gentry, and Dorman

Absent: 10 - Techel, Pedroza, Dunbar, and Ramos

12.7 Approval of Professional Services Agreement No. 17-11 with Universal Building Services (Antonio Onorato) (Pages 71-170)

Attachments: [Staff Report](#)

Request for Proposal (RFP) No. 2017-03 was issued on February 20, 2017 inviting bids from firms for facility cleaning services. NVTA received proposals from three firms: Golden State Green Clean, Universal Building Services, and Superior Building Services. All the proposals were found to be responsive. The proposals were reviewed and scored by a committee composed of the Facilities Manager and Human Resources Manager. Based upon proposer qualifications, cost/cost effectiveness, the ability to provide services and products that were in conformance with NVTA's green business policies, and reference checks, staff recommended Universal Building Services.

Public Comment was provided by:
Scott James Coombs (The Train Man)

Motion **MOVED** by JOSEPH, **SECONDED** by GALBRAITH to **APPROVE** authorizing the Executive Director to execute Professional Services Agreement No. 17-11 with Universal Building Services to provide various cleaning services at the Soscol Gateway Transit Center (SGTC) for two (2) years, with three one-year option extensions for a total project cost not to exceed \$320,495. Motion carried by the following vote:

Aye: 14 - Garcia, Galbraith, Barnes, Canning, Joseph, White, Gentry, and Dorman

Absent: 10 - Techel, Pedroza, Dunbar, and Ramos

12.8 Federal and State Legislative Updates and State Bill Matrix (Kate Miller) (Pages 171-182)

Attachments: [Staff Report](#)

The Board received the monthly Federal and State Legislative updates and took action on the proposed legislation on the State Bill Matrix.

Motion **MOVED** by CANNING, **SECONDED** by GALBRAITH to **APPROVE** staff recommendations on state bills as provided in the State Bill Matrix (SB 595). Motion carried by the following vote:

Aye: 14 - Garcia, Galbraith, Barnes, Canning, Joseph, White, Gentry, and Dorman

Absent: 10 - Techel, Pedroza, Dunbar, and Ramos

13. CLOSED SESSION

Chair White announced that the Board would be adjourning to Closed Session for the item noted on the agenda and that no reportable action is expected.

Adjourned to Closed Session at 4:00 p.m.

13.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)

Property: APN's 046-400-011-00, 046-400-016-000, and 057-010-039-000

Agency Negotiator: Kate Miller, Executive Director

Negotiating Party: Napa Sanitation District

Under Negotiation: Price and Terms

Re-Convened to Open Session at 4:10 p.m.

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

14. FUTURE AGENDA ITEMS

None

15. ADJOURNMENT

15.1 Approval of Next Regular Meeting Date of June 21, 2017 at 1:30 p.m. and Adjournment

Board action approved the next regular meeting date of June 21, 2017 at 1:30 p.m.

The meeting was adjourned by Chair White at 4:10 p.m.

Karalyn E. Sanderlin, NVTA Board Secretary