

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Minutes

Technical Advisory Committee

NVTA Conference Room

Thursday, October 5, 2017

2:00 PM

1. Call To Order

Vice Chair Steele called the meeting to order at 2:02 p.m.

Present: 9 - Vice Chair Nathan Steele
Mike Kirn
Joe Tagliaboschi
Dana Ayers
Lorien Clark
Juan Arias
Erica Ahmann Smithies
Ron Ranada
Ahmad Rahimi (non-voting)

Absent: 4 - Jason Holley
Brent Cooper
Chairperson Eric Whan
Doug Weir

2. Introductions

Vice Chair Steele invited all in attendance to introduce themselves.

Also present:
Steve Lederer, County of Napa (joined the meeting after it started).

3. Public Comment

No public comment received.

4. Committee Member and Staff Comments

Herb Fredricksen, NVTa - Audio visual improvements work will be starting in a few weeks - the November meeting may be held in a different location.

Joe Tagliaboschi, Town of Yountville - Council approved the Measure T and SB 1 Expenditure Plans.

Erica Ahmann Smithies, City of St. Helena - Taking SB 1 Expenditure plan and direction for Measure T to Council next Tuesday.

Kathy Alexander - Working on the meeting schedule for 2018 - the January and July meetings will be pushed back a week due to holidays - a 2018 schedule will be provided at the November meeting.

Danielle Schmitz, NVTa:

- SR 37 open houses were held last week. The draft SR 37 Transportation and Sea Level Rise Comprehensive Improvement Plan was sent to the TAC - please provide comments/questions to Solano Transportation Authority by October 13, 2017.
- The STIP Project List was approved by the NVTa Board in September - PPRs will be sent to project sponsors for updates.
- TFCA quarterly reports are due to Diana Meehan by October 13th.
- October 6th is the last day to provide comments on the Bicycle Plan Wikimap.

5. STANDING AGENDA ITEMS

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

Report by Kate Miller.

Larger counties are requesting that the Metropolitan Transportation Commission include housing incentives to STIP funding, which if implemented can negatively impact smaller jurisdictions.

Napa County projects are not impacted in this funding cycle; however it could affect future funding cycles.

5.2 Project Monitoring Funding Programs* (Alberto Esqueda)

Alberto Esqueda reviewed the changes to the Project Monitoring spreadsheets.

5.3 Caltrans' Report* (Ahmad Rahimi)

Ahmad Rahimi reviewed the Caltrans report.

5.4 Vine Trail Update (Erica Ahmann Smithies)

Erica Ahmann Smithies reported that the Viva Vine Trail event will be held this Saturday at Hartle Court next to InShape. Contact the Napa Valley Vine Trail Coalition (NVVTC) if you can volunteer.

Juan Arias reported that it appears NVVTC will not be able to obtain one easement on the Ehlers Lane segment.

Kate Miller noted that the Metropolitan Transportation Commission (MTC) suggested gapping that segment with a Class II bicycle lane or some other alternative that would connect St. Helena to Calistoga rather than ending the Vine Trail segment at Bothe Park.

5.5 Transit Update (Matthew Wilcox)

Report by Matthew Wilcox.

As part of the Comprehensive Operations Analysis (COA), staff will release a survey for riders and non-riders that will be available through Survey Monkey or, Vinetransit.com. Paper surveys will also be made available. Staff will hold some outreach events. Market assessment is completed; the technical assessment is almost complete.

The Ride Request app, Ride the Vine, for the community shuttles should be released in mid-November.

Danielle Schmitz added that staff is exploring DriverMiles, an app that rewards people for using any form of transportation other than a single occupancy car trip. MTC and CCTA are currently in a pilot phase with the app.

6. CONSENT AGENDA

6.1 Meeting Minutes of September 7, 2017 TAC meeting. (Kathy Alexander) (Pages 5-9)

Motion MOVED by Member Ahmann Smithies, SECONDED by Member Tagliaboschi, that the September 7, 2017 TAC Minutes be APPROVED as presented. The motion passed unanimously.

7. REGULAR AGENDA ITEMS

7.1 Transportation Development Act - Article 3 (TDA-3) Program Revisions FY 2017-18 (Diana Meehan) (Pages 10-11)

Report by Danielle Schmitz.

Danielle reported Yountville is unable to use the TDA-3 funds at this time for its Washington Street project. Instead, NVTa staff is recommending adding funding for the Logvy Park Sidewalk Project in Calistoga with the \$48,640 in TDA funds freed up by the Yountville project.

Member Kirn asked if additional funding could be allocated to the County of Napa's request for Vine Trail Maintenance.

Ms. Schmitz noted that when the first TDA -3 Projects List was presented to the Board, the Board was in consensus that TDA-3 funds should fund bicycle/pedestrian capital projects and requested staff to establish a policy for TDA-3 funds prior to the next funding cycle.

Motion MOVED by Member Kirn, SECONDED by Member Arias that the Technical Advisory Committee recommend funding the Logvy Park Sidewalk Project for an additional \$48,640 in TDA-3 funds for FY 2017-18. The motion passed unanimously.

7.2 Measure T Draft Master Agreement Recommendation and Checklist of Items Needed With Timeline (Alberto Esqueda) (Pages 12-33)

Report by Alberto Esqueda.

Mr. Esqueda reviewed the Measure T Master Agreement, Resolution, Project Application and Expenditure List, Accounting, Reporting and Auditing Guidelines. Additionally he provided Measure T documents with comments from the City of Napa and the County of Napa. He reminded the TAC that comments were due October 6, 2017. Comments/suggestions will be forwarded to NVTa's legal counsel.

Danielle Schmitz suggested that the jurisdictions have their board/council take action to certify the Street Report to serve as evidence that Maintenance of Effort has been met. Ms. Schmitz reported that in response to questions from jurisdictions regarding the use of Measure T funds for bicycle lanes that are separated from the road, NVTa requested a white paper on the issue from its legal counsel. Ms. Schmitz will email the document to the TAC. TAC members discussed the pros and cons of the issue.

Mr. Esqueda reviewed the Examples of Eligible Expenses list - the TAC was in agreement that utility lighting costs should be removed from the list. Comments are due October 6, 2017.

Member Tagliaboschi inquired if the Measure T funds are discretionary or nondiscretionary in relation to qualifying as a match for other funding sources.

Kate Miller stated that the funds are non-discretionary as they are restricted to road repair and maintenance.

Member Arias inquired when the Expenditure Plans would be presented to the Independent Taxpayer Oversight Committee (ITOC).

Ms. Schmitz stated the Expenditure Plans would be presented to the ITOC in February 2018.

7.3 Updating State Highway Operation and Protection Program Priorities (SHOPP) (Kate Miller) (Pages 34-37)

Report by Kate Miller.

SB 1 will provide an additional \$1.9 billion in SHOPP funds. Staff has compiled a prioritized list of highway projects in Napa that are eligible for SHOPP funds. This list will be provided to Caltrans. Updates must be provided to staff by October 6, 2017.

7.4 Shared On Call Engineering Concept (Herb Fredricksen) (Pages 38-70)

Report by Herb Fredricksen.

NVTA has used on-call planning and engineering consultant procurement methods to streamline procurements for state and federally-funded procurements. This RFQ form of procurement allows the agency to follow the federal and state procurement process, requiring an extended procurement timeline which is cumbersome especially for smaller jurisdictions. In the RFQ on-call process, once the initial procurement is completed and a short list of successful consultants is compiled, all firms will have been vetted and are deemed to meet the necessary federal and state requirements, and consultant fees are established for the terms of the contract.

Jurisdictions are invited to participate in developing the RFQ, serving on a selection panel, and using the selected consultants.

All jurisdictions will be listed on the RFQ, however it will clearly state that the listed jurisdictions may use consultants on the list so that jurisdictions will not be committed to using the on-call list.

7.5 Legislative Update (Kate Miller)

Kate Miller reviewed the Legislative Update Report.

Ms. Miller also reported NVTA is developing a SR29 Comprehensive Corridor Study scope of work in preparation of releasing a RFP. Comprehensive corridor plans will be required to qualify for SB 1 Congested Corridor Funds in the future.

7.6 October 18, 2017 NVTA Board Meeting Draft Agenda* (Kate Miller)

Kate Miller reviewed the October 18, 2017 NVTA Board meeting agenda.

8. FUTURE AGENDA ITEMS

No future items were requested.

9. ADJOURNMENT

9.1 Approval of Next Regular Meeting Date of November 2, 2017 and Adjournment.

Meeting adjourned at 3:35 p.m.

Kathy Alexander, Deputy Board Secretary