

Glossary of Acronyms

AB 32	Global Warming Solutions Act	HIP	Housing Incentive Program
ABAG	Association of Bay Area Governments	HOT	High Occupancy Toll
ADA	American with Disabilities Act	HOV	High Occupancy Vehicle
ATAC	Active Transportation Advisory Committee	HR3	High Risk Rural Roads
ATP	Active Transportation Program	HSIP	Highway Safety Improvement Program
BAAQMD	Bay Area Air Quality Management District	HTF	Highway Trust Fund
BART	Bay Area Rapid Transit District	IFB	Invitation for Bid
BATA	Bay Area Toll Authority	ITIP	State Interregional Transportation Improvement Program
BRT	Bus Rapid Transit	IS/MND	Initial Study/Mitigated Negative Declaration
CAC	Citizen Advisory Committee	JARC	Job Access and Reverse Commute
CAP	Climate Action Plan	LIFT	Low-Income Flexible Transportation
Caltrans	California Department of Transportation	LOS	Level of Service
CEQA	California Environmental Quality Act	LS&R	Local Streets & Roads
CIP	Capital Investment Program	MAP 21	Moving Ahead for Progress in the 21 st Century Act
CMA	Congestion Management Agency	MPO	Metropolitan Planning Organization
CMAQ	Congestion Mitigation and Air Quality Improvement Program	MTC	Metropolitan Transportation Commission
CMP	Congestion Management Program	MTS	Metropolitan Transportation System
CTP	Countywide Transportation Plan	ND	Negative Declaration
COC	Communities of Concern	NEPA	National Environmental Policy Act
CTC	California Transportation Commission	NOAH	Natural Occurring Affordable Housing
DAA	Design Alternative Analyst	NOC	Notice of Completion
DBB	Design-Bid-Build	NOD	Notice of Determination
DBF	Design-Build-Finance	NOP	Notice of Preparation
DBFOM	Design-Build-Finance-Operate-Maintain	NVTA	Napa Valley Transportation Authority
DED	Draft Environmental Document	NVTA-TA	Napa Valley Transportation Authority-Tax Agency
EIR	Environmental Impact Report	OBAG	One Bay Area Grant
EJ	Environmental Justice	PA&ED	Project Approval Environmental Document
FAS	Federal Aid Secondary	P3 or PPP	Public-Private Partnership
FAST	Fixing America's Surface Transportation Act	PCC	Paratransit Coordination Council
FHWA	Federal Highway Administration	PCI	Pavement Condition Index
FTA	Federal Transit Administration	PCA	Priority Conservation Area
FY	Fiscal Year	PDA	Priority Development Areas
GHG	Greenhouse Gas	PID	Project Initiation Document
GTFS	General Transit Feed Specification	PMS	Pavement Management System
HBP	Highway Bridge Program		
HBRR	Highway Bridge Replacement and Rehabilitation Program		

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Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes		Transportation Demand Model
PSE	Plans, Specifications and Estimates	TE	Transportation Enhancement
PSR	Project Study Report	TEA	Transportation Enhancement Activities
PTA	Public Transportation Account	TEA 21	Transportation Equity Act for the 21 st Century
RACC	Regional Agency Coordinating Committee	TFCA	Transportation Fund for Clean Air
RFP	Request for Proposal	TIGER	Transportation Investments Generation Economic Recovery
RFQ	Request for Qualifications	TIP	Transportation Improvement Program
RHNA	Regional Housing Needs Allocation	TLC	Transportation for Livable Communities
RM2	Regional Measure 2 (Bridge Toll)	TLU	Transportation and Land Use
ROW	Right of Way	TMP	Traffic Management Plan
RTEP	Regional Transit Expansion Program	TMS	Transportation Management System
RTIP	Regional Transportation Improvement Program	TNC	Transportation Network Companies
RTP	Regional Transportation Plan	TOAH	Transit Oriented Affordable Housing
SAFE	Service Authority for Freeways and Expressways	TOD	Transit-Oriented Development
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	TOS	Transportation Operations Systems
SB 375	Sustainable Communities and Climate Protection Act 2008	TPA	Transit Priority Area
SB 1	Road Repair and Accountability Act of 2017	TPI	Transit Performance Initiative
SCS	Sustainable Community Strategy	TPP	Transit Priority Project Areas
SHOPP	State Highway Operation and Protection Program	VHD	Vehicle Hours of Delay
SNCI	Solano Napa Commuter Information	VMT	Vehicle Miles Traveled
SNTDM	Solano Napa Travel Demand Model		
SR	State Route		
SRTS	Safe Routes to School		
SOV	Single-Occupant Vehicle		
STA	State Transit Assistance		
STIC	Small Transit Intensive Cities		
STIP	State Transportation Improvement Program		
STP	Surface Transportation Program		
TAC	Technical Advisory Committee		
TCM	Transportation Control Measure		
TCRP	Traffic Congestion Relief Program		
TDA	Transportation Development Act		
TDM	Transportation Demand Management		

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Minutes

Technical Advisory Committee

NVTA Conference Room

Thursday, April 5, 2018

2:00 PM

1. Call To Order

The meeting was called to order at 2:07 p.m.

Member Whan was appointed Pro Tem Chair until Vice Chair Ahmann Smithies arrived.

Present: 7 - Mike Kirn
Member Eric Whan
Dana Ayers
Lorien Clark
Juan Arias
Erica Ahmann Smithies
Ron Ranada

Absent: 6 - Chairperson Nathan Steele
Brent Cooper
Joe Tagliaboschi
Doug Weir
Ahmad Rahimi

2. Introductions

There were no introductions as there were no public present.

3. Public Comment

No public comment received.

4. Committee Member and Staff Comments

Eric Whan, City of Napa - The California Boulevard roundabout project plans are at 100% design.

Anticipates submitting the authorization and allocation to California Transportation Commission (CTC) in June. Once authorized, project will be advertised mid-late summer, with the project starting in April 2019.

[Vice Chair Ahmann Smithies joined the meeting at 2:08 p.m.]

Alberto Esqueda, NVTa - The SB 1 local street and road projects for FY 18-19 are due to the CTC by May 1st.

- Metropolitan Transportation Commission (MTC) circulating new performance measures required by the Federal Highway Administration for funds allocated through MAP 21. Comments are due by April 17th. Mr. Esqueda will email information to the TAC members.

Mike Kirn, City of Calistoga - Completed a 3/8 mile paving project on Lake Street from Grant to Fairway.

- Completed a comfort station facility on the Vine Trail by the Little League field.
- Berry Street Bridge is completed.

Herb Fredricksen, NVTa - Design plans are at 60% for the Vine maintenance facility on Sheehy Court. Construction may start in Spring 2019.

- Discussed issues with the Caltrans encroachment permit process at the Caltrans/Congestion Management Agency (CMA) Project Delivery meeting. Caltrans authorizes their consultants to forego the encroachment permit process for activities with minimal ground disturbance (i.e., traffic studies). Caltrans staff will explore the possibility of providing local agencies similar authority.

Mr. Fredricksen invited TAC members to forward any project issues with Caltrans to him, and he will discuss them with Caltrans at the CMA Project Delivery meetings.

Danielle Schmitz added that NVTa staff are starting to hold bi-monthly Napa Integrated Team (Napa I-Team) meetings with Caltrans staff; TAC members are encouraged to forward Caltrans issues to staff to bring up at these meetings.

Ron Ranada, City of American Canyon - Working on the signal interconnect portion of the traffic control system from Napa Junction to the north down to America Canyon Road to the south and over to Silver Oak Trail/Broadway. The city just received the permit from Caltrans. They will advertise for bids in April, and award the contract in May.

American Canyon has also submitted Devlin Road, Segment H (IKEA warehouse to Green Island Road).

Lorien Clark, City of Napa - City of Napa, Caltrans and NVTa will meet later this month regarding the Soscol Junction project.

Juan Arias, County of Napa - Next week the County will award a tree removal contract for trees damaged on various county roads in the October 2017 wildfires. They are also

requesting funding authorization for the design phase of SB1 projects at next week's Board of Supervisors meeting.

Diana Meehan, NVT A - Handed out a flyer for a joint workshop addressing SB 1 Accountability Guidelines and 2019 Active Transportation Program (ATP) (Cycle 4) in Sacramento on Tuesday, April 17th, noting that phone participation is available.

- The FHWA's patent issue with the Rectangular Rapid Flashing Beacons (RRFBs) has been resolved - Caltrans is working on a blanket approval, in the meantime, jurisdictions must request approval for using an RRFB.

Erica Ahmann Smithies, City of St. Helena - The SB1 Fiscal Year 2018-2019 project list is being presented to council for approval next Tuesday.

- An overlay project will be released for bid in April.
- Still trying to get repairs done on the hazardous pedestrian ramp that was installed a few months ago.

4.1 Independent Taxpayer Oversight Committee (ITOC) Debrief

Danielle Schmitz provided the following update:

- There was a question about the Town of Yountville's Maintenance of Effort (MOE) regarding a dump truck purchase - Ms. Schmitz will follow up with staff.

- City of American Canyon needs to provide a spreadsheet providing further documentation on its MOE.

- The jurisdictions' MOEs (information item) and five-year project lists (action item) will be presented to the Napa Valley Transportation Authority - Tax Agency (NVT A-TA) Board at its April 18th meeting. Staff will provide a consolidated presentation on the jurisdictions' MOEs and project lists at the meeting.

- The ITOC requested the jurisdictions include the total number of road/lane segment miles included in the five-year Measure T project list as well as the correlating percentage of total city (or town/county) roads to be addressed.

- Jurisdictions that have not already done so should provide a project map that includes the number of road/lane miles and the percentage.

Information is due to staff by Tuesday, April 10, 2018 so that it can be included in the presentation to the NVT A-TA Board.

Member Whan stated that a majority of the City of Napa's Measure T projects are concrete work addressing curb, gutter and sidewalk improvements and asked how to report the additional improvements that are addressed under the city's 10 mile program.

Several members and staff suggested reporting the curb, gutter and sidewalk improvements as pedestrian miles.

The TAC was in consensus that reporting should be center lane miles.

5. STANDING AGENDA ITEMS

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

Report by Danielle Schmitz.

- The CMA executive directors met March 30th.
- Fiscal Year 2018/2019 Local Streets and Roads applications for SB1 funding must be submitted by May 1, 2018.
- There will be some stipulations regarding housing for ATP funds under Cycle 4. It will be very similar to OBAG 2 requirements including certified housing element and adopted Complete Streets Policy requirements.
- Under ATP there will be additional points or a provision for transit coordination - jurisdictions need to provide documentation demonstrating that they have discussed the project with their local transit provider.
- Also, under the Regional ATP there will be up to seven points for consistency with Regional Transportation Plan priorities; three points for environmental document completion; up to ten points related to Disadvantaged Communities - two points if the project is in the Community Based Transportation Plan, two points for having an adopted city/town-wide bicycle and pedestrian policy.
- Metropolitan Transportation Commission (MTC) has changed the name of its guidance campaign for the next Regional Transportation Plan from "Futures" to "Horizons".
- California Transportation Commission adopted the 2018 State Highway Operation and Protection Program (SHOPP) and the Caltrans Asset Management Program - which will fund 155 projects totaling \$2.8 billion in the Bay Area. Staff will forward the revised SHOPP list upon receipt from Caltrans.
- Caltrans adopted the District 4 Bicycle Plan.

5.2 Project Monitoring Funding Programs* (Alberto Esqueda)

Alberto Esqueda reviewed the changes to the project monitoring spreadsheets.

5.3 Caltrans' Report* (Ahmad Rahimi)

No report - Ahmad Rahimi was not at the meeting.

5.4 Napa Valley Vine Trail Update (Erica Ahmann Smithies)

Vice Chair Ahmann Smithies invited Juan Arias to provide an update from the engineering meeting.

Juan Arias reported that the NVVTC is continuing to work on easements for the St. Helena to Calistoga segment.

Vice Chair Ahmann Smithies noted there are several volunteer opportunities for upcoming NVVTC fundraising events, including the Pedal Party this Sunday. She encouraged the TAC to check the website for sign up sheets for events.

Danielle Schmitz reported the NVVTC Board approved the purchase of a street sweeper for the Vine Trail, however, Ms. Schmitz encouraged them to discuss it with the County of Napa,

City of Napa and Town of Yountville prior to purchasing a street sweeper as there are areas of the trail that will not accommodate a street sweeper, especially pedestrian bridges. Additionally, there are gaps in the Vine Trail that would require the street sweeper to be moved by truck from one segment to the next, however the NVVTC has indicated they would not transport the sweeper from section to section.

5.5 Transit Update (Matthew Wilcox)

Report by Shaveta Sharma.

There is approximately \$100,000 Federal Transit Administration (FTA) funds available that can be used for Americans with Disabilities Act (ADA) improvements with their bus stops. Contact Ms. Sharma if interested.

6. CONSENT AGENDA

6.1 Meeting Minutes of March 1, 2018 TAC Meeting (Kathy Alexander) (Pages 7-12)

MOTION by AYERS, SECOND by WHAN to APPROVE the March 1, 2018 Minutes as presented. Motion passed unanimously.

7. REGULAR AGENDA ITEMS

7.1 Lifeline Transportation Program Cycle 5 Call for Projects (Shaveta Sharma) (Pages 13-44)

Report by Shaveta Sharma.

The Lifeline Transportation program is a competitive grant program that funds projects identified in the adopted Community Based Transportation Plan or other local planning efforts that address transportation gaps or barriers for low-income residents, including projects that:

1) Are developed through a collaborative and inclusive planning process; 2) improve transportation choices; 3) address transportation gaps identified in the Community Based Transportation Program (CBTP) or other local planning efforts; and 4) focus on transportation needs specific to elderly and disabled residents of low income communities. There is approximately \$453,811 available.

Eligible Projects in the Napa County 2015 CBTP include:

- Napa County expansion of Class I Bicycle facilities
- Install traffic calming devices, upgrade sidewalk, lighting, and landscaping in downtown St. Helena
- Widen sidewalks on Main Street from First Street to Third Street
- New bus shelters and bus stop amenities

Applications are due to NVTa no later than April 20, 2018 by 5:00 p.m.

7.2 Transportation Development Act Article 3 (TDA-3) Call for Projects (Diana Meehan) (Pages 45-55)

Report by Diana Meehan.

The TDA-3 program is a grant program funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$160,000 per year in revenues for Napa jurisdictions. Unused funds are accumulated and rolled over for programming in future cycles. The current TDA-3 fund estimate is \$136,979 FY 2018-19 which includes approximately \$121,000 in unused funds from FY 2017-18. The FY 2018-19 projected allocation is \$184,779 bringing the estimated total funds available for allocation in FY 2018-19 to \$321,758. Estimated funds for FY 2019-20 and 2020-21 are an additional \$320,000 bringing the total fund estimate for the three-year program to \$641,758. The purpose of the TDA-3 program is to provide grants for local bicycle and pedestrian projects.

At the March TAC meeting, staff proposed a three-year program cycle, similar to the State Transportation Improvement Program (STIP) in order to aid local planning processes and address multi-year bike and pedestrian priorities. The TAC was in agreement provided there would be an annual review of the program if the funds were not fully programmed.

A request to open the Call for Projects and a three-year program cycle will be presented to the NVT Board at its April 18, 2018 meeting.

Projects must have a local letter of support, and jurisdictions that have a bicycle advisory committee must obtain approval of that committee.

All projects will be reviewed by NVT's Active Transportation Advisory Committee.

Ms. Meehan reviewed the TDA-3 process timeline.

Member Whan asked if the issue of using funds for trail maintenance had been addressed.

Ms. Meehan directed him to the section of the guidelines (page 53 of the packet) that states funding priority is given to capital projects.

Member Whan stressed that the smaller jurisdictions should have priority for TDA-3 funding as the bigger jurisdictions have projects that utilize One Bay Area Grant (OBAG) funding whereas the smaller jurisdictions' projects are not feasible for OBAG funding.

[Member Arias left the meeting at 3:05 p.m.]

Motion by WHAN, SECOND by KIRN to recommend the NVT Board open the Call for Projects TDA-3 funds for Fiscal Years 2018-2019 through 2020-2021, a three-year program cycle, and the program guidance with an annual review if the funds are not fully programmed. Motion was unanimously approved.

7.3 Measure T Project Management Database and Website (Alberto Esqueda) (Pages 56-58)

Report by Alberto Esqueda.

NVTA is in the process of researching a project management tool to monitor, track and present Measure T projects to the public and for internal use. In addition to tracking the projects internally, NVTA would like the capability of presenting a simplified version of that project as a geocoded project on a map for the public to view. Additionally NVTA and the jurisdictions would have the capability to edit, modify, update and archive projects. The goal of this tool is to provide a uniform and coordinated data flow effort that will reduce reporting redundancies, and "feed" the data to the NVTA website as well as jurisdiction-specific data to each jurisdiction's website.

The TAC discussed the need and potential ways of utilizing the project management tool to provide information to the public via each jurisdiction's website.

Member Whan noted the City of Napa has a sign shop that has been creating Measure T signs and invited the jurisdictions to contact the sign shop for signs.

Mr. Esqueda asked the TAC to form a small working group comprised of public works representatives, IT representatives, and finance representatives from each jurisdiction to discuss the collective use of a project database for Measure T projects to better coordinate project updates and data dissemination.

7.4 Federal and State Legislative Updates and State Bill Matrix* (Kate Miller)

Danielle Schmitz reviewed the Federal and State Legislative updates.

Vice Chair Ahmann Smithies added that the passage of SB 96 resulted in changes to prevailing wages and reporting requirements that went into effect last July. She urged all jurisdictions to make sure their contract specs were in compliance with the new requirements. Any type of work that involves the payment of prevailing wages must be reported to the Department of Industrial Relations (DIR). The contracting agency, contractor and subcontractors are now subject to penalties if they do not meet the reporting requirement.

Vice Chair Smithies also noted that there are new contract clause requirements in the specifications section under AB 66. The California League of Governments has the exact language available on its website.

7.5 April 18, 2018 Napa Valley Transportation Authority (NVTA) Board of Directors Meeting Draft Agenda (Kate Miller) (Pages xx-xx)

Danielle Schmitz reviewed the April 18, 2018 NVTA Board meeting agenda.

Additionally, she reminded the TAC to provide their Measure T information to Mr. Esqueda by Tuesday, April 10th.

8. FUTURE AGENDA ITEMS

- Transportation Fund for Clean Air (TFCA)
- Community Based Transportation Plan Scope of Work and Timeline
- SB 743 guidelines and policies discussion

9. ADJOURNMENT

9.1 Approval of Next Regular Meeting of Date of May 3, 2018 at 2:00 p.m. and Adjournment

The meeting adjourned at 3:42 p.m.