

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

May 16, 2018
NVTB Agenda Item 9.1
Action Requested: APPROVE

625 Burnell Street
Napa, CA 94559

Wednesday, April 18, 2018

1:30 PM

NVTB Conference Room

1. Call to Order

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited at the preceding Napa Valley Transportation Authority-Tax Agency (NVTB-TA) meeting.

3. Roll Call

James Barnes
Chris Canning
Jill Techel
Alfredo Pedroza
Margie Mohler
Paul Dohring
Mark Joseph
Peter White
Doris Gentry
Kerri Dorman
Fran Rosenberg
Belia Ramos
Kenneth Leary

4. Adoption of the Agenda

Staff requested that tem 11.3 Amendment No. 11 to the Napa Valley Transportation Authority (NVTB) joint Powers Agreement be pulled from the agenda. It will brought back before the Board at a later date.

Motion MOVED by CANNING, SECONDED by PEDROZA to APPROVE adoption of the agenda as amended. Motion carried by the following vote:

Aye: 24 - Barnes, Canning, Techel, Pedroza, Mohler, Dohring, Joseph, White, Gentry, Dorman, Rosenberg, Ramos, and Leary

5. Public Comment

None

6. Chairperson's, Board Members', Metropolitan Transportation Commissioner's (MTC), and Association of Bay Area Governments (ABAG) Update

MTC Commissioners' Update

Alfredo Pedroza reported on recent MTC activities.

ABAG Update

No report provided.

7. Executive Director's Update

Kate Miller, Executive Director

- Reported that staff investigated the Audiovisual system failure that occurred at the last board meeting was the result of a sensitive switch. The problem will be permanently solved once the board dais extension is installed.
- Reported that the NVTA Manager of Transit attended the California Association for Coordinated Transportation or CalACT conference and received an award for the agency's work during the fire storms. Santa Rosa City Bus and Sonoma County Transit were also honored.
- Reported that staff has kicked off the Community Based Transportation Plan, which is one of the preliminary plans that will make up part of the Countywide Transportation Plan. The Community Based Transportation Plan evaluates transportation gaps and barriers in low income communities. The planning framework is being presented to NVTA standing committees in April and May. Public outreach will commence starting this summer.
- Announced that associate planners Diana Meehan and Alberto Esqueda were both recently promoted to senior planners.

8. Caltrans' Update

Caltrans provided a presentation on the State Route 29 (SR 29) pavement repair project. The project will repair approximately 15 miles of northbound and southbound SR 29 between just north of Trancas Street in Napa to just south of Mee Lane in the County of Napa. The work is scheduled to begin in May 2018 and be completed by fall 2018.

9. CONSENT AGENDA ITEMS (9.1 - 9.8)

[Member Dorman not in attendance at 2:34 p.m.]

Motion **MOVED** by PEDROZA, **SECONDED** by JOSEPH to **APPROVE** Consent Items 9.1 - 9.8.

Motion carried by the following vote:

Aye: 23 - Barnes, Canning, Techel, Pedroza, Mohler, Dohring, Joseph, White, Gentry, Rosenberg, Ramos, and Leary

Absent: 1 - Dorman

9.1 Meeting Minutes of March 21, 2018 (Karrie Sanderlin) (Pages 9-13)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of March 21, 2018.

- 9.2** Revised Policies, Practices, and Procedures Manual: Personnel (Karrie Sanderlin) (Pages 14-92)

Attachments: [Staff Report](#)

Board action approved the revised Personnel policy manual.

- 9.3** Revised Policies, Practices, and Procedures Manual: Contracting and Procurement (Rebecca Schenck) (Pages 93-133)

Attachments: [Staff Report](#)

Board action approved the revised Contracting and Procurement policy manual.

- 9.4** Revised Policies, Practices and Procedures Manual: Transit Policies and Bus Stop Optimization and Maintenance Plan (Rebecca Schenck) (Pages 134-203)

Attachments: [Staff Report](#)

Board action approved the revised Transit Policies and Bus Stop Optimization Maintenance Plan.

- 9.5** Paratransit Coordinating Council Committee Member Appointment (Matthew Wilcox) (Pages 204-208)

Attachments: [Staff Report](#)

Board action approved the appointment of Ruth Clark to the PCC.

- 9.6** Citizens Advisory Committee (CAC) Member Appointment (Danielle Schmitz) (Pages 209-217)

Attachments: [Staff Report](#)

Board action approved the appointment of Patricia Lynch, and the re-appointments of Larry Kromann, Jean-Vincent Deale and Nicole Cummings to the CAC.

- 9.7** Approval of Resolution No. 18-10 for the Fiscal Year (FY) 2017-18 Low Carbon Transit Operations Program (LCTOP) (Justin Paniagua) (Pages 218-222)

Attachments: [Staff Report](#)

Board action approved Resolution No. 18-10 authorizing the executive director or her designee to submit the LCTOP application.

- 9.8** Transportation Development Act Article 3 (TDA-3) Call for Projects for Fiscal Years (FY) 2018-19 through FY 2020-21 (Diana Meehan) (Pages 223-233)

Attachments: [Staff Report](#)

Board action approved the release of the TDA-3 Call for Projects for FY 2018-19 through FY 2020-21.

10. PUBLIC HEARING (TIME CERTAIN 1:45 P.M.)

10.1 Public Hearing on the Napa Valley Transportation Authority's (NVTA's) Biennial Budget for Fiscal Years 2018-19 and 2019-20 (Justin Paniagua) (Pages 234-255)

Attachments: [Staff Report](#)

Chair White opened the Public Hearing at 2:34 p.m.

Staff reviewed the draft NVTA Biennial Budget for Fiscal Years 2018-19 and 2019-20. The final biennial budget will be presented to the Board for adoption at its May 16, 2018 meeting.

Being no public comment, Chair White closed the Public Hearing at 2:44 p.m.

Motion MOVED by PEDROZA, SECONDED by BARNES to APPROVE opening the Public Hearing and comment period for the biennial budget. Motion carried by the following vote:

Aye: 23 - Barnes, Canning, Techel, Pedroza, Mohler, Dohring, Joseph, White, Gentry, Rosenberg, Ramos, and Leary

Absent: 1 - Dorman

11. REGULAR AGENDA ITEMS

11.1 Comprehensive Operations Analysis (COA) Identified Needs (Matthew Wilcox) (Pages 256-262)

Attachments: [Staff Report](#)

Staff reviewed the COA process, Market Assessment, Technical Analysis and well as the two rider/resident surveys that provided the analysis for compiling a list of critical needs that need to be addressed to make the Vine an efficient and desirable transit system.

Motion MOVED BY PEDROZA, SECONDED by BARNES to APPROVE adoption of the list of identified needs as described in Attachment 1 (Pages 258-262 of the agenda packet) and their corresponding solutions which are also identified in Attachment 1. Motion carried by the following vote:

11.2 (1) Adoption of Resolution No. 18-11 Amending the Environmental Impact Report for the Vine Transit Bus Maintenance Facility (2) Approve the Modified Project for the Vine Transit Maintenance Bus Facility; and (3) Adoption of Resolution No. 18-12 Approving the Modified Project for the Vine Transit Maintenance Bus Facility (Rebecca Schenck) (Pages 263-356)

Attachments: [Staff Report](#)

Board action approved modifications to the Vine Transit Maintenance Bus Facility project.

Motion MOVED by TECHEL, SECONDED by PEDROZA to (1) Adopt Resolution No. 18-11 Amending the Environmental Impact Report (EIR) for the Vine Transit Bus Maintenance Facility; (2) Approve the conceptual plan for the Vine Transit Bus Maintenance Facility project; and (3) Adopt Resolution No. 18-12 approving the Modified Project Vine Transit Bus Maintenance Facility. Motion carried by the following vote:

Aye: 23 - Barnes, Canning, Techel, Pedroza, Mohler, Dohring, Joseph, White, Gentry, Rosenberg, Ramos, and Leary

Absent: 1 - Dorman

11.3 Amendment No. 11 to the Napa Valley Transportation Authority (NVTA) Joint Powers Agreement (Antonio Onorato) (Pages 357-385)

Attachments: [Staff Report](#)

Staff requested that Item 11.3 be pulled from the agenda. It will be presented to the Board at a later date.

11.4 Amendment #1 to Project Work Order No. 5 to Napa Valley Transportation Authority (NVTA) Agreement No. 18-01 with Fehr & Peers (Shaveta Sharma) (Pages 386-401)

Attachments: [Staff Report](#)

The proposed amendment incorporates origin and destination data, modes of travels, and transit feasibility along the State Route 37 (SR 37) corridor with the cost being shared with the three other North Bay Congestion Management Agencies, the Transit Authority of Marin, Sonoma County Transportation Authority, and Solano Transportation Authority. NVTA's share of the total cost is \$11,765.

Motion MOVED by CANNING, SECONDED by JOSEPH to APPROVE Amendment No. 1 to Project Work Order No. 5 Agreement No. 15-22 for additional Scope of Work by \$47,060, and authorize the Executive Director to execute the contract documents for the completion of the work. Motion carried by the following vote:

Aye: 23 - Barnes, Canning, Techel, Pedroza, Mohler, Dohring, Joseph, White, Gentry, Rosenberg, Ramos, and Leary

Absent: 1 - Dorman

11.5 Federal and State Legislative Updates and State Bill Matrix (Kate Miller) (Pages 402-416)

Attachments: [Staff Report](#)

The Board received the Monthly Federal and State Legislative updates and took the following actions on the recommendations on proposed legislation included in the State Bill Matrix.

Motion MOVED by JOSEPH, SECONDED by RAMOS to APPROVE a Support Position on (1) AB 3201 (Daly D) and (2) SB 1434 (Leyva D). Motion carried by the following vote:

Aye: 23 - Barnes, Canning, Techel, Pedroza, Mohler, Dohring, Joseph, White, Gentry, Rosenberg, Ramos, and Leary

Absent: 1 - Dorman

12. FUTURE AGENDA ITEMS

None

13 ADJOURNMENT

131 Approval of Next Regular Meeting Date of May 16, 2018 at 1:30 p.m. and Adjournment

The next regular meeting will be Wednesday, May 16, 2018 at 1:30 p.m.

Chair White adjourned the meeting at 3:22 p.m.

Karalyn E. Sanderlin, NVTA Board Secretary