

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

July 17, 2019  
NVTA Agenda Item 11.1  
Continued From: New  
**Action Requested: APPROVE**

625 Burnell Street  
Napa, CA 94559

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Wednesday, June 12, 2019

1:30 PM

NVTA Conference Room

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**\*\*\*\*\*Special Meeting\*\*\*\*\***

**1. Call to Order**

Chair Canning called the meeting to order at 1:35 p.m.

**2. Roll Call**

Leon Garcia  
Chris Canning  
Jill Techel  
Paul Dohring  
Mark Joseph  
John F. Dunbar  
Kerri Dorman  
Ryan Gregory  
Belia Ramos  
Geoff Ellsworth  
Liz Alessio  
Gary Kraus  
Beth Kahiga

**3. Pledge of Allegiance**

Chair Canning led the Pledge of Allegiance.

**4. Adoption of the Agenda**

**Motion MOVED by GARCIA, SECONDED by KRAUS to APPROVE Adoption of the Agenda. Motion carried by the following vote:**

**Aye:** 22 - Garcia, Canning, Techel, Dohring, Joseph, Dunbar, Dorman, Ramos, Ellsworth, Alessio, and Kraus

**Absent:** 2 - Gregory

**5. Public Comment**

None

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

### MTC Commissioner's Report

Kate Miller, NVTA Executive Director, provided the MTC update in Commissioner Pedroza's absence.

### ABAG Update

Leon Garcia reported on recent ABAG activities.

### Chairperson's Update

Chair Canning announced that the NVTA-TA [Napa Valley Transportation Authority-Tax Agency] meeting was canceled. The next regular meeting will be on Wednesday, July 17, 2019 [1:30 p.m.].

### Board Members' Update

Leon Garcia reported on the recent State Route (SR) 37 Policy Committee Meeting.

## 7. Director's Update

### Kate Miller, Executive Director

- Announced that the NVTA Board memos have been updated to include options for Board consideration and lists countywide transportation plan goals to which the item responds.
- Announced that NVTA was awarded \$1.05M in Small Transit Intensive Communities funds for Vine Transit services.
- Announced NVTA will receive \$2.5 million from the Affordable Housing Sustainability Communities grant as part of the Manzanita Development grant and will be applied towards the purchase of two (2) 40' electric buses, and \$300k will be applied for facility updates such as installing charging stations.

## 8. Caltrans' Update

No oral report was provided by Caltrans, however, the June 2019 Caltrans reporting memo was provided for review in the meeting handout packet.

## 9. CONSENT AGENDA ITEMS (9.1 - 9.2)

Motion MOVED by JOSEPH, SECONDED by TECHEL to APPROVE Consent Items 9.1-9.2. Motion carried by the following vote:

**Aye:** 22 - Garcia, Canning, Techel, Dohring, Joseph, Dunbar, Dorman, Ramos, Ellsworth, Alessio, and Kraus

**Absent:** 2 - Gregory

### 9.1 Meeting Minutes of May 15, 2019 (Karrie Sanderlin) (Pages 8-14)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of May 15, 2019.

## 9.2 Closed-Circuit Television (CCTV) Monitoring and Preserved Footage Policy (Antonio Onorato) (Pages 15-19)

Attachments: [Staff Report](#)

Board action adopted the Closed-Circuit Television (CCTV) Monitoring and Preserved Footage policy for inclusion into the record retention policy.

## **10. REGULAR AGENDA ITEMS**

### 10.1 Project Work Order No. E-13 to NVTA Agreement No. 18-23 with RSA+, Inc. for Work Associated with the Professional Engineering Design, Environmental (PS&E) & Construction Document Services for the Napa Valley Vine Trail (NVVT) - Calistoga to St. Helena Segment (Sanjay Mishra) (Pages 20-26)

Attachments: [Staff Report](#)

[10.1 Vine Trail Calistoga to St. Helena PS&E Errata 06-10-2019.pdf](#)

[Ryan Gregory in attendance]

Staff reviewed the revised Board memo and options for consideration. Board members stated their concerns that the jurisdictions are being asked again for financial commitments, however consensus was that the project should move forward. Staff stated that NVTA is able to advance the project funding shortfall, however the jurisdictions will need to make a commitment to reimburse the agency once they appropriate funding in their Fiscal Year (FY) 2021-22 budget.

Public Comment provided by:

Chuck McMinn, Napa Valley Vine Trail Coalition (NVVTC), stated that the NVVTC will commit an additional \$200,000 to the funding shortfall. This amount is in addition to the \$2.4M already committed for the project.

Steve Lederer, Napa County Public Works Director, stated that the County is a huge supporter of the Vine Trail; it is in the [County's] strategic plan and the county has committed \$243,000 to date towards construction.

Motion MOVED by GREGORY, SECONDED by GARCIA to APPROVE, with DOHRING OPPOSED, NVTA Staff's recommendation to execute and make minor modification to Work Authorization No. E-13 to NVTA Agreement No. 18-23 with RSA+ for professional engineering services to complete environmental process, complete 65% design and defer a major portion of the geotechnical investigation to a later phase as part of the final design for the Vine Trail between Calistoga to St. Helena segment for an amount no to exceed \$650,000. NVTA Executive Director or designee is authorized to negotiate with RSA+ the cost of balance work (design from 65% to 100% and construction document) up to a maximum of \$1.4 million including phase 1 work. If the negotiation fails, NVTA will release a separate request for proposals (RFP) to complete the final design early 2020. Further, the Board approved Staff's recommendation for NVTA to advance the project funding shortfall with the understanding that the jurisdictions will reimburse the agency once funds are appropriated in their FY 2021-22 budget. Motion carried by the following vote:

**Aye:** 23 - Garcia, Canning, Techel, Joseph, Dunbar, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

**Nay:** 1 - Dohring

## **10.2 Plan Bay Area 2050: Regionally-Significant Project List (Alberto Esqueda) (Pages 27-46)**

**Attachments:** [Staff Report](#)

The Metropolitan Transportation Commission (MTC) issued an open “Call for Projects” for Regionally-Significant Projects to be considered for inclusion in Plan Bay Area 2050, the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). NVTA is required to coordinate the submittal of regionally-significant transportation projects to MTC. Board action approved the list project.

Motion MOVED by JOSEPH, SECONDED by DUNBAR to APPROVE the list of projects [as provided in Attachment 1] submitted under the call for regionally-significant projects to be considered for inclusion in the Metropolitan Transportation Commission’s Plan Bay Area 2050. Motion carried by the following vote:

**Aye:** 24 - Garcia, Canning, Techel, Dohring, Joseph, Dunbar, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

## **10.3 State Legislative Update and State Bill Matrix (Kate Miller) (Pages 47-62)**

**Attachments:** [Staff Report](#)

Information only / no action taken. The Board received the State Legislative update and Bill Matrix.

## **11. FUTURE AGENDA ITEMS**

## **12. CLOSED SESSION**

Chair Canning announced that the Board would be adjourning to closed session for the item noted on the agenda and the no reportable action is expected.

Adjourned to Closed Session at 3:00 p.m.

### **12.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957(B)(1))**

**Title:** Executive Director

This Closed Session was no reportable action.

**12.2 CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6)**

Authority Representative: Authority Chair

Unrepresented Employee: Executive Director

Re-Convened to Open Session at 4:25 p.m.

Chair Canning reported that there was no reportable action associated with the closed session item.

**13 REGULAR AGENDA ITEMS****131 Amendment 5 to Napa Valley Transportation Authority (NVTA) Agreement No. NVTA 12-08 for the Position of the Executive Director (Karrie Sanderlin) (Pages 63-66)**

Attachments: [Staff Report](#)

Motion MOVED by CANNING, SECODED by GARICA to APPROVE Amendment No. 5 to Agreement No. NVTA 12-08 for the position of Executive Director authorizing a 7.5% pay increase and agreeing to pay the Executive Director an approximate salary of \$ 208,694 annually effective January 1, 2019. Motion carried by the following vote:

**Aye:** 24 - Garcia, Canning, Techel, Dohring, Joseph, Dunbar, Dorman, Gregory, Ramos, Ellsworth, Alessio, and Kraus

**14 ADJOURNMENT****141 Approval of Next Regular Meeting of Wednesday, July 17, 2019 and Adjournment.**

The next regular meeting will be held on Wednesday, July 17, 2019 at 1:30 p.m.

Chair Canning adjourned the meeting at 4:25 p.m.

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Karalyn E. Sanderlin, NVTA Board Secretary