



November 20, 2019  
NVTA Agenda Item 9.2

Continued From: New  
**Action Requested: APPROVE**

## **NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter**

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**TO:** Board of Directors

**FROM:** Kate Miller, Executive Director

**REPORT BY:** Karrie Sanderlin, Program Manager-Administration and Human Resources  
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**SUBJECT:** Resolution No. 19-18 Setting the Regular Meeting Time, Place, and Schedule of the Napa Valley Transportation Authority (NVTA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the Citizen Advisory Committee (CAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2019

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### **RECOMMENDATION**

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 19-18 (Attachment 1) setting the regular meeting time, place, and schedule of the NVTA Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the Citizen Advisory Committee (CAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2020.

### **OTHER OPTIONS FOR CONSIDERATION**

The Board may elect not to approve Resolution No. 19-18. In doing so, the Agency will fail to comply with the State of California Brown Act requirements.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

The NVTA Governing Board, TAC, PCC, CAC and ATAC meetings fall under the requirements of the State of California Brown Act, and therefore must establish a regular meeting date, time, and place, and publish notice of each meeting.

**PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Motion, Second, Discussion and Vote

**FISCAL IMPACT**

Is there a Fiscal Impact?      No

**STRATEGIC GOALS MET BY THIS PROPOSAL**

Not applicable

**CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

**BACKGROUND AND DISCUSSION**

The NVTAGov Governing Board, TAC, PCC, CAC and ATAC meetings fall under the requirements of the State of California Brown Act and must establish a regular meeting time and place, and publish a notice of each meeting. Resolution No. 19-18 (Attachment 1) will set the regular meeting times, set the regular meeting place as the NVTAGov Board Room at 625 Burnell Street, Napa CA 94559, and set the meeting schedule for CY 2020.

The regular meeting time of the NVTAGov Governing Board will be 1:30 p.m., and the recommended regular meeting schedule for CY 2020 is as follows:

Wednesday, January 15  
Wednesday, February 19  
Wednesday, March 18  
Wednesday, April 15  
Wednesday, May 20  
Wednesday, June 17  
Wednesday, July 15  
Wednesday, September 16  
Wednesday, October 21  
Wednesday, November 18  
Wednesday, December 16

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The regular meeting time for the Technical Advisory Committee (TAC) will be 2:00 p.m., and the recommended regular meeting schedule for CY 2020 is as follows:

Thursday, January 9  
Thursday, February 6  
Thursday, March 5  
Thursday, April 2  
Thursday May 7  
Thursday, June 4  
Thursday, July 9  
Thursday, September 3  
Thursday, October 1  
Thursday, November 5  
Thursday, December 3

The regular meeting time for the Paratransit Coordinating Council (PCC) will be 10:00 a.m. and the recommended regular meeting schedule for CY 2020 is as follows:

Thursday, January 9  
Thursday, March 5  
Thursday May 7  
Thursday, July 9  
Thursday, September 3  
Thursday, November 5

The regular meeting time for the Citizen Advisory Committee (CAC) will be 5:00 p.m. and the recommended regular meeting schedule for CY 2020 is as follows:

Wednesday, January 8  
Wednesday, March 4  
Wednesday, May 6  
Wednesday, July 1  
Wednesday, September 2  
Wednesday, November 4

The regular meeting time for the Active Transportation Advisory Committee (ATAC) will be 5:30 p.m. and the recommended regular meeting schedule for CY 2020 is as follows:

Monday, January 27  
Monday, February 24  
Monday, March 23  
Monday, April 27  
Monday, May 18  
Monday, June 22  
Monday, July 27

Monday, September 28  
Monday, October 26  
Monday, November 23  
Monday, December 21

**SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 19-18

**RESOLUTION No. 19-18**

**A RESOLUTION OF THE  
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)  
SETTING THE REGULAR MEETING TIME, PLACE, AND SCHEDULE FOR  
THE GOVERNING BOARD, THE TECHNICAL ADVISORY COMMITTEE (TAC),  
THE PARATRANSIT COORDINATING COUNCIL (PCC),  
THE CITIZEN ADVISORY COMMITTEE (CAC), AND  
THE ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)  
FOR CALENDAR YEAR (CY) 2020**

**WHEREAS**, the Napa Valley Transportation Authority (NVTA) Governing Board and Committee meetings fall under the requirements of the State of California Brown Act; and

**WHEREAS**, the NVTA Governing Board and Committees must establish a regular meeting time, place, and schedule, and publish notice of each meeting.

**NOW, THEREFORE BE IT RESOLVED** by the Governing Board of the Napa Valley Transportation Authority that:

1. The regular meeting dates for the Governing Board for calendar year 2020, as shown in Exhibit "A", sets the regular time at 1:30 p.m. and sets the regular meeting place as the JoAnn Busenbark Board Room at 625 Burnell Street, Napa, CA 94559.
2. The regular meeting dates for the Technical Advisory Committee (TAC) for calendar year 2020, as shown in Exhibit "B", sets the regular time at 2:00 p.m. and sets the regular meeting place as the JoAnn Busenbark Board Room at 625 Burnell Street, Napa, CA 94559.
3. The regular meeting dates for the Paratransit Coordinating Council (PCC) for calendar year 2020, as shown in Exhibit "C", sets the regular time at 10:00 a.m. and sets the regular meeting place as the JoAnn Busenbark Board Room at 625 Burnell Street, Napa, CA 94559.
4. The regular meeting dates for the Citizen Advisory Committee (CAC) for calendar year 2020, as shown in Exhibit "D", sets the regular time at 5:00 p.m. and sets the regular meeting place as the JoAnn Busenbark Board Room at 625 Burnell Street, Napa, CA 94559.

5. The regular meeting dates for the Active Transportation Advisory Committee (ATAC) for calendar year 2020, as shown in Exhibit "E", sets the regular time at 5:30 p.m. and sets the regular meeting place as the Board Room at 625 Burnell Street, Napa, CA 94559.

Passed and Adopted this 20th Day of November 2019

Ayes:

\_\_\_\_\_  
Chris Canning, NVTA Chair

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

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DeeAnne Gillick, NVTA Legal Counsel

**EXHIBIT “A”**

NVTA Governing Board  
Meeting Dates for CY 2019

Wednesday, January 15  
Wednesday, February 19  
Wednesday, March 18  
Wednesday, April 15  
Wednesday, May 20  
Wednesday, June 17  
Wednesday, July 15  
Wednesday, September 16  
Wednesday, October 21  
Wednesday, November 18  
Wednesday, December 16

**EXHIBIT “B”**

NVTA Technical Advisory Committee (TAC)  
Meeting Dates for CY 2019

Thursday, January 9  
Thursday, February 6  
Thursday, March 5  
Thursday, April 2  
Thursday May 7  
Thursday, June 4  
Thursday, July 9  
Thursday, September 3  
Thursday, October 1  
Thursday, November 5  
Thursday, December 3



**EXHIBIT “C”**

NVTA Paratransit Coordinating Council (PCC)  
Meeting Dates for CY 2019

Thursday, January 9

Thursday, March 5

Thursday May 7

Thursday, July 9

Thursday, September 3

Thursday, November 5

**EXHIBIT “D”**

NVTA Citizen Advisory Committee (CAC)  
Meeting Dates for CY 2019

Wednesday, January 8

Wednesday, March 4

Wednesday, May 6

Wednesday, July 1

Wednesday, September 2

Wednesday, November 4

**EXHIBIT “E”**

NVTA Active Transportation Advisory Committee (ATAC)  
Meeting Dates for CY 2019

Monday, January 27  
Monday, February 24  
Monday, March 23  
Monday, April 27  
Monday, May 18  
Monday, June 22  
Monday, July 27  
Monday, September 28  
Monday, October 26  
Monday, November 23  
Monday, December 21