

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

August 19, 2020
NVTB Agenda Item 9.1
Continued From: New
Action Requested: APPROVE

625 Burnell Street
Napa, CA 94559

Wednesday, July 15, 2020

1:00 PM MEETING LOCATION: REFER TO COVID-19 SPECIAL NOTICE

1. Call to Order

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

2. Roll Call

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

3. Pledge of Allegiance

The Pledge of Allegiance was recited at the preceding NVTB-TA meeting.

4. Adoption of the Agenda

Motion MOVED by ALESSIO, SECONDED by GARCIA to APPROVE adoption of the agenda.

Motion carried by the following roll call vote:

Aye: 22 - Garcia, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Alessio, and Kraus

Absent: 2 - Canning, and Ellsworth

5. Public Comment

None

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

MTC Commissioners Update

Alfredo Pedroza provided an update of recent MTC activities.

ABAG Update

Leon Garcia and Belia Ramos each provided an update of recent ABAG activities.

7. Director's Update

Kate Miller, Executive Director

- Announced that MTC released the Plan Bay Area 2050 Draft Blue Print and will be holding virtual meetings throughout the Bay Area. The meeting for Napa is scheduled for July 15th from 5:30-7:30 p.m. Information is available on the NVTA website or www.planbayarea.org.
- Announced that CalTrans is holding a State Route e7 virtual meeting on July 27th from 6-7:30 p.m. Information is available on the NVTA website.

8. Caltrans' Update

Kelly Hirschberg, Caltrans, provided an update on the status of various projects located in the county.

9. CONSENT AGENDA ITEMS (9.1 - 9.3)

At the request of Board member Dorman, Item 9.2 was pulled from consent for further discussion.

Motion MOVED by JOSEPH, SECONDED by DOHRING to APPROVE Consent Items 9.1 and 9.3.

Motion carried by the following roll call vote:

Aye: 22 - Garcia, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Alessio, and Kraus

Absent: 2 - Canning, and Ellsworth

9.1 Approval of Meeting Minutes of June 17, 2020 (Karrie Sanderlin) *(Pages 9-14)*

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of June 17, 2020.

9.3 Approval of Resolution No. 20-15 Adopting the Napa Valley Transportation Authority's Public Transit Agency Safety Plan (Danielle Schmitz) *(Pages 270-300)*

Attachments: [Staff Report](#)

Board action approved adopting the NVTA Public Transit Agency Safety Plan.

10. REGULAR AGENDA ITEMS

9.2 Approval of Updates to NVTA Policy Manual in the Areas of Financial Management, Contracting and Procurement, Equal Employment Opportunity (EEO), and Personnel (Antonio Onorato) (Pages 15-270)

Attachments: [Staff Report](#)

After further discussion and clarification on the financial management policies, Board action approved the updated Financial Management, Contracting and Procurement, Equal Employment Opportunity (EEO), and Personnel Policies.

Motion MOVED by JOSEPH, SECONDED by ALESSIO to APPROVE and authorize the executive director to make minor modifications to the updated policies in the areas of Financial Management, Contracting and Procurement, Equal Employment Opportunity (EEO), and Personnel Policies. Motion carried by the following roll call vote:

Aye: 22 - Garcia, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Alessio, and Kraus

Absent: 2 - Canning, and Ellsworth

10.1 Napa Valley Community Based Transportation Plan (CBTP) (Danielle Schmitz) (Pages 301-304)

Attachments: [Staff Report](#)

The NVTA Board released the draft CBTP at the June 17th Board meeting. At that time, staff provided a detailed presentation to the board to elicit comments. Comments received on the Plan at the Board meeting have been incorporated into the document.

Motion MOVED by GARCIA, SECONDED by KRAUS to APPROVE adoption of the Final Napa Valley Community Based Transportation Plan. Motion carried by the following roll call vote:

Aye: 22 - Garcia, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Alessio, and Kraus

Absent: 2 - Canning, and Ellsworth

10.2 Approval of Amended Resolution No. 17-06 Revising the One Bay Area Grant Cycle 2 (OBAG 2) Program and Proposal to Address the Calistoga to St. Helena Vine Trail Funding Shortfall (Kate Miller) (Pages 305-314)

Attachments: [Staff Report](#)

Staff reviewed issues behind the request to amend Resolution No. 17-06 and move OBAG funds currently programmed to the Silverado Five-Way Intersection [City of Napa] to the Vine Maintenance Facility. The City of Napa supports the funding proposal providing that the NVTA board commits to prioritizing the Silverado Five-Way Project at an equivalent amount in future OBAG cycle(s).

Motion MOVED by GARCIA, SECONDED by DUNBAR to APPROVE (1) Revising the One Bay Area Grant Cycle 2 (OBAG 2) Program to move \$2 million Congestion Mitigation and Air Quality (CMAQ) funds currently programmed to the Silverado Five-Way Intersection to the Vine Maintenance Facility by adopting Amended Resolution 17-06; (2) Committing \$2 million in funding from the One Bay Area Grant Cycle 3 (OBAG 3) or other future OBAG cycle to the Silverado Five-Way Project; and (3) Using \$2 million in Transportation Development Act (TDA) funds reserved for the Vine Maintenance Facility for the Calistoga to St. Helena Vine Trail Project. Motion carried by the following roll call vote:

Aye: 21 - Garcia, Techel, Pedroza, Dohring, Joseph, Dunbar, Ramos, Alessio, and Kraus

Nay: 1 - Dorman

Absent: 2 - Canning, and Ellsworth

10.3 NVTA Participation in the Metropolitan Transportation Commission's Clipper START Means-Based Transit Fare Pilot Program (Kate Miller) (Pages 315-318)

Attachments: [Staff Report](#)

Board action approved participation in the Clipper START pilot program.

Motion MOVED by KRAUS, SECONDED by TECHEL to APPROVE participation in the Clipper START Means-Based Transit Fare Pilot Program at the 20% discount level. Motion carried by the following roll call vote:

Aye: 22 - Garcia, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Alessio, and Kraus

Absent: 2 - Canning, and Ellsworth

10.4 Approval of Napa Valley Transportation Authority (NVTA) Agreement No. 20-12 for Legal Services (Kate Miller) (Page 319-369)

Attachments: [Staff Report](#)

On May 27, 2020, NVTA released a request for proposals for legal services. A selection committee made up of two Board Members and the executive director evaluated the thirteen proposals that were received and selected four of the proposing firms to interview. Following discussions with the four firms, the selection committee was unanimous that it recommend to the NVTA Board awarding a 3-year contract with two (2) one-year options with its existing legal counsel, Sloan Sakai in an amount not to exceed \$375,000. Sloan Sakai's hourly rates are consistent with existing services.

Motion MOVED by DUNBAR, SECONDED by DORMAN to APPROVE authorizing the Executive Director to execute and make minor changes to Agreement No. 20-12 with Sloan Sakai Yeung & Wong LLP for legal services for a term of three (3) years with up to two (2) one-year options in an amount not to exceed \$375,000. Motion carried by the following vote:

Aye: 22 - Garcia, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Alessio, and Kraus

Absent: 2 - Canning, and Ellsworth

10.5 Legislative and State Bill Matrix Update (Kate Miller) (Pages 370-381)

Attachments: [Staff Report](#)

The Board received the State Legislative update and approved the proposed support position on SB 288 as outlined in the State Bill Matrix.

Motion MOVED by DUNBAR, SECONDED by GARCIA TO APPROVE a SUPPORT position on SB 288 (Weiner). Motion carried by the following roll call vote:

Aye: 22 - Garcia, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Alessio, and Kraus

Absent: 2 - Canning, and Ellsworth

11. FUTURE AGENDA ITEMS

The Board requested that the Napa Valley Vine Trail Coalition provide an overview of the 47-mile long trail, segments delivered to date, segments that are active, next segments to be completed or planned, and funding commitments and progress on raising funds.

12. ADJOURNMENT

12.1 Approval of Special Meeting on Wednesday, August 19, 2020 at 11:00 a.m. and Adjournment

The next meeting [special] meeting will be held on Wednesday, August 19, 2020 at 11:00 a.m.

Chair Pedroza adjourned the meeting at 2:50 p.m.

Karalyn E. Sanderlin, NVTA Board Secretary