

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

625 Burnell Street
Napa, CA 94559

Wednesday, March 21, 2018

1:30 PM

NVTB Conference Room

1. Call to Order

Chair White called the meeting to order at 1:32 p.m.

Chair White introduced and welcomed Fran Rosenberg as a new Board member representing the Paratransit Coordinating Council.

2. Pledge of Allegiance

Board member Galbraith led the Pledge of Allegiance.

3. Roll Call

Leon Garcia
Alan Galbraith
James Barnes
Chris Canning
Jill Techel
Alfredo Pedroza
Mark Joseph
John F. Dunbar
Peter White
Doris Gentry
Kerri Dorman
Fran Rosenberg
Belia Ramos

4. Adoption of the Agenda

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

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, Joseph, Dunbar, White, Gentry, and Dorman

Absent: 2 - Ramos

5. Public Comment

None

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

MTC Commissioners' Update

Alfredo Pedroza reported on recent MTC activities.

ABAG Update

Leon Garcia reported on recent ABAG activities.

Board Member Update

Chair White reported on the recent Washington D.C. advocacy trip. Attendees included Chair White, Vice Chair Chris Canning, Board member/MTC Commissioner Alfredo Pedroza, and NVTA Executive Director Kate Miller.

7. Executive Director's Update

Kate Miller, Executive Director

- Acknowledged board room modifications and noted that modifications to the dais will be completed in April.
- Announced that the Vine will receive a bump in their Federal Transit Administration apportionment from the Small Transit Intensive Cities (STIC) program. The STIC funds will result in an additional \$558k. Acknowledged the transit team for their hard work.
- Provided a summary of MTC Washington D.C. legislative trip with NVTA Chair White, Vice Chair Canning, and member/Commissioner Pedroza. During the three day trip, NVTA representatives met with Congressman Thompson, FTA acting administrator Jane Williams, Senate Banking Committee majority and minority staff, and senior staff from Senator Feinstein and Harris' offices.
- Announced that May 22, 2018 is the WTS Scholarship and Awards event where NVTA will receive the innovative project of the year award from the WTS San Francisco Chapter for the RideTheVine App and encouraged Board Member participation for the event.
- Announced that the NVTA Commute Challenge, under the new branding "V-Commute", kicks off April 1st and will go through June 30th.
- Announced that Bijan Sartipi, Executive Director of Caltrans District 4 is retiring at the end of March.
- Announced Derek Moore, NVTA's public information officer submitted his resignation March 7th and the agency will be seeking a Marketing and Communications associate to replace him.

8. Caltrans' Update

No oral report provided by Caltrans, however, the March 2018 Caltrans Reporting Memo was provided for review.

9. CONSENT AGENDA ITEMS (9.1-9.2)

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

Motion MOVED by JOSEPH, SECONDED by CANNING to APPROVE Consent Item 9.1. Motion carried by the following vote:

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, Joseph, Dunbar, White, Gentry, and Dorman

Absent: 2 - Ramos

9.1 Meeting Minutes of February 21, 2018 (Karrie Sanderlin) (Pages 7-13)

Attachments: [Draft Minutes.pdf](#)

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

9.2 Proposed Organizational Restructure of the Napa Valley Transportation Authority (NVTA) (Karrie Sanderlin) (Pages 14-20)

Attachments: [Staff Report.pdf](#)

Staff provided further detail of the organizational restructure and the reclassification of the Public Information Officer position to a Marketing and Communications Specialist.

Motion MOVED by GALBRAITH, SECONDED by GARCIA to APPROVE (1) re-titling the Public Information Officer to Marketing and Communications Specialist, (1) the Marketing and Communications Specialist job description (as provided in Attachment 1), and (3) the propose Organizational Chart (as provided in Attachment 2). Motion carried by the following vote:

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, Joseph, Dunbar, White, Gentry, and Dorman

Absent: 2 - Ramos

10. REGULAR AGENDA ITEMS**10.1** Approval of the State Route 37 (SR 37) Transportation and Sea Level Rise Corridor Improvement Plan (Danielle Schmitz) (Pages 21-72)

Attachments: [Staff Report.pdf](#)

Staff provided a review of the needs assessment, transportation improvement strategies, public outreach efforts, and public survey results for the State Route 37 (SR 37) Transportation and Sea Level Rise Corridor Improvement Plan.

Motion MOVED by GARCIA, SECONDED by PEDROZA to APPROVE the SR 37 Transportation and Sea Level Rise Corridor Improvement Plan. Motion carried by the following vote:

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, Joseph, Dunbar, White, Gentry, and Dorman

Absent: 2 - Ramos

10.2 Approval of Professional Services Agreements in Response to Request for Qualifications (RFQ) 2017-17 for On-Call Engineer/Architect and Project Delivery Services (Herb Fredricksen) (Pages 73-134)

Attachments: [Staff Report.pdf](#)

In response to RFQ 2017-07, twenty-one (21) proposals were received. An evaluation selection committee chose the top seventeen (17) proposing consultants (as provided in Attachment 2) for award of on-call engineering, architectural and project delivery professional services contracts covering work disciplines in the following eight (8) project categories: Highways, Roads, and Intersection Infrastructure; Bicycle and Pedestrian Infrastructure; Transit Infrastructure; Corridor Operational Efficiencies; Transportation Technologies; Land Surveying; Construction Management; Project Management and Administration (service in management support role). The NVTA Board will approve all amendments costing in excess of the executive director's authority and receive quarterly reporting of other expenditures.

Public Comment was provided by the following individual:
Phillip Sales, Napa Valley Vine Trail

Motion MOVED by GALBRAITH, SECONDED by JOSEPH to APPROVE authorizing the Executive Director to execute, and make minor modifications to seventeen (17) Professional Services agreements for on-call engineer/architect and project delivery services, each for a term not to exceed five (5) total years. Motion carried by the following vote:

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, Joseph, Dunbar, White, Gentry, and Dorman

Absent: 2 - Ramos

10.3 Federal and State Legislative Updates and State Bill Matrix (Kate Miller) (Pages 135-155)

Attachments: [Staff Report.pdf](#)

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 GARCIA, SECONDED by GALBRAITH to APPROVE a Support Position on AB 3124 (Bloom D).

Motion MOVED by PEDROZA, SECONDED by JOSEPH to APPROVE a Support Position on Regional Measure 3/Senate Bill 595 (Beall).

Motions carried by the following vote:

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Pedroza, Joseph, Dunbar, White, Gentry, and Dorman

Absent: 2 - Ramos

11. FUTURE AGENDA ITEMS

None

12. ADJOURNMENT**12.1 Approval of Next Regular Meeting Date of April 18, 2018 at 1:30 p.m. and Adjournment**

The next regular meeting will be held on April 18, 2018 at 1:30 p.m.

Chair White adjourned the meeting at 3:05 p.m.

Karalyn E. Sanderlin (e-sign) April 19, 2018

Karalyn E. Sanderlin, NVTA Board Secretary