

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

625 Burnell Street
Napa, CA 94559

Wednesday, July 18, 2018

1:30 PM

NVTB Conference Room

1. Call to Order

Chair White called the meeting to order at 1:40 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited at the proceeding Napa Valley Transportation Authority-Tax Agency meeting.

3. Roll Call

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

4. Adoption of the Agenda

[Member Ramos in attendance]

Motion MOVED by BARNES, SECONDED by JOSEPH to APPROVE adoption of the agenda. Motion carried by the following vote:

Aye: 21 - Galbraith, Barnes, Techel, White, Pedroza, Joseph, Dunbar, Gentry, Dorman, and Ramos

Absent: 3 - Garcia, and Canning

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 reported on recent MTC activities.

Board Members Dunbar and Pedroza praised Caltrans and work crews for their efforts in road clean-up and traffic control during the Rock the Ride event.

7. Executive Director's Update

Kate Miller, Executive Director

- Introduced Christina Lee, NVTA's new Marketing & Communications Specialist.
- Introduced the 2018 MTC Summer Internship Program interns, Hibah Shafi and Hari Ambu.
- Announced NVTA's participation at the Napa Valley Grapegrowers Dia de la Familia event.
- Thanked Caltrans for their work [on SR 29] during the Rock the Ride event.
- Reported that the regular September 19th meeting has been canceled and that a Special Board Retreat meeting will be held in its place at 10:00 a.m. at Tre Posit in St. Helena, CA.

8. Caltrans' Update

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

9. PRESENTATIONS

9.1 Special Presentation by the Yes on Regional Measure 3 Campaign

Barbara Pahr, campaign facilitator for Keep the Bay Area Moving Coalition, presented Regional Measure 3 Ballot supporters with a certificate of appreciation. Individuals receiving certificates included:

Senator Bill Dodd

Supervisor Bard Wagenknecht

Mayor Jill Techel

Patrick Band, Napa County Bicycle Coalition

Oscar Renteria, Renteria Vineyard Management

Chuck McMinn, Napa Valley Vine Trail (accepted by Philip Sales, Napa Valley Vine Trail)

Gary Rose

Supervisor Alfredo Pedroza

Senator Mike Thompson

10. CONSENT AGENDA ITEMS (10.1- 10.2)

Motion MOVED by PEDROZA, SECONDED by JOSEPH to APPROVE Consent Items 10.1-10.2.

Motion carried by the following vote:

Aye: 21 - Galbraith, Barnes, Techel, White, Pedroza, Joseph, Dunbar, Gentry, Dorman, and Ramos

Absent: 3 - Garcia, and Canning

10.1 Meeting Minutes of June 20, 2018 (Karrie Sanderlin) (Pages 9-14)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of June 20, 2018.

10.2 Resolution No. 18-17 Authorizing the Filing with the Metropolitan Transportation Commission (MTC) for Allocation for Transportation Development Act, Regional Measure 2, and State Transit Assistance (STA) Funds for Fiscal Year 2018-19 (Justin Paniagua) (Pages 15-19)

Attachments: [Staff Report](#)

Board action approved Resolution No. 18-17 authorizing the filing of a claim with MTC for allocation for TDA, RM2, and STA funds for FY 2018-19.

11. REGULAR AGENDA ITEMS**11.1 Election of Chair and Vice Chair for Fiscal Year (FY) 2018-19 (Karrie Sanderlin) (Pages 20-21)**

Attachments: [Staff Report](#)

The 2018 nominating committee comprised of Board members White, Garcia and Dunbar nominated Chris Canning for Chair, and Alfredo Pedroza for Vice Chair for FY 2018-19.

Motion MOVED by TECHEL, SECONDED by GALBRAITH to APPROVE electing Chris Canning as NVTA Chair and Alfredo Pedroza as NVTA Vice Chair for FY 2018-19. Motion carried by the following vote:

Aye: 21 - Galbraith, Barnes, Techel, White, Pedroza, Joseph, Dunbar, Gentry, Dorman, and Ramos

Absent: 3 - Garcia, and Canning

11.2 (1) Resolution No. 18-18 Approving the Fiscal Year (FY) 2018-19 Salary Ranges for Napa Valley Transportation Authority (NVTA) Job Classifications and (2) Approving the Reclassification of the Accounting Technician Position to a Full-Time Position and Related Salary Range (Karrie Sanderlin) (Pages 22-33)

Attachments: [Staff Report](#)

Board action approved the FY 2018-19 Salary Ranges for NVTA Job Classifications based on the Bay Area CPI ending December 2017 of 2.9%. Further, the Board approved the reclassification of the Accounting Technician position from a part-time position to a full time position and approved the salary range at \$57,470 - \$69,534 annually.

Motion MOVED by RAMOS, SECONDED by JOSEPH to APPROVE (1) approve Resolution No. 18-18 approving the FY 2018-19 Salary Ranges for NVTA Job Classifications based upon the Bay Area Consumer Price Index (CPI) ending December 2017 of 2.9%, and (2) approve the reclassification of the Accounting Technician position from a part-time position to a full time position and approve the salary range at \$57,470 - \$69,534 annually. Motion carried by the following vote:

Aye: 21 - Galbraith, Barnes, Techel, White, Pedroza, Joseph, Dunbar, Gentry, Dorman, and Ramos

Absent: 3 - Garcia, and Canning

11.3 Options to Improve Napa Valley Transportation Authority's (NVTA) Standard & Poor and Moody's Investment Rating (Kate Miller) (Pages 34-59)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Staff reviewed options to improve the agencies Standard & Poor and Moody's investment grade ratings.

Member Joseph suggested that the agency look in to purchasing Bond insurance.

Member Dorman suggested that the agency hire a financial advisor.

11.4 Resolution No. 18-19 Authorizing the Executive Director to Execute the Cooperative Agreement 04-2694 between the State of California Department of Transportation (Caltrans) and the Napa Valley Transportation Authority (NVTA) for the Project Initiation Document (PID) Phase of the Napa Valley Vine Trail Calistoga to St. Helena Project (Rebecca Schenck) (Pages 60-79)

Attachments: [Staff Report](#)

Board action approved the cooperative agreement with Caltrans for the PID phase of the Napa Valley Vine Trail Calistoga to St. Helena Project.

Public Comment was provided by:
Phillip Sales, Napa Valley Vine Trail Coalition

Motion MOVED by JOSEPH, SECONDED by WHITE to APPROVE adopting Resolution No. 18-109 approving the Cooperative Agreement 04-2694 with Caltrans and authorized the Executive Director, or designee, to sign the Cooperative Agreement and amendments for the Project Initiation Document (PID) phase of the Napa Valley Vine Trail (Vine Trail) Calistoga to St. Helena Project. Motion carried by the following vote:

Aye: 21 - Galbraith, Barnes, Techel, White, Pedroza, Joseph, Dunbar, Gentry, Dorman, and Ramos

Absent: 3 - Garcia, and Canning

11.5 Authorizing the Executive Director to Execute (1) Project Work Order No. E-01 with DKS, and (2) Project Work Orders Nos. E-02 through E-07 with T. Y. Lin International (TyLin) for On-Call A/E and Project Delivery Services (Rebecca Schenck) (Pages 80-130)

Attachments: [Staff Report](#)

NVTA is entering into the project delivery phase of a number of large projects and staffing at the agency is insufficient to manage the day to day time demand. Staff requested that the Board approve agreements with two consulting firms, DKS and TyLin, for Program/Project Management services to assist the Agency in delivering key capital projects on and off the State Highway system. Hiring consulting firms offers a level of expertise in a number of disciplines that NVTA does not currently have on staff nor has the long term resources to hire permanently, including engineering in most transportation disciplines including intelligent transportation systems, highway interchanges, transit facilities, traffic engineering, and other modes and disciplines.

NVTA staff selected the firms to provide Project Delivery Management services for the following projects:

DKS

- Soscol Junction – Plans, Specifications and Estimates

TyLin

- Vine Trail Calistoga to St. Helena
- Imola Park and Ride Improvements
- Carneros Intersection Improvements
- Vine Transit Maintenance Facility

Motion MOVED by JOSEPH, SECONDED by TECHEL to APPROVE authorizing the Executive Director to execute (1) Project Work Order No. E-01 with DKS and (2) Project Work Order Nos. E-02 through E-07 with T.Y. Lin International for On-Call A/E and Project Delivery Services for a combined cost not-to-exceed \$500,000 for a two year period Fiscal Year (FY) 2018-19 and 2019-20.

Motion carried by the following vote:

Aye: 21 - Galbraith, Barnes, Techel, White, Pedroza, Joseph, Dunbar, Gentry, Dorman, and Ramos

Absent: 3 - Garcia, and Canning

11.6 Second Amendment to Agreement No. 16-11 between the Napa Valley Transportation Authority (NVTA) and the City of Napa (Rebecca Schenck) (Pages 131-162)

Attachments: [Staff Report](#)

Board action approved the amendment to the agreement with the City of Napa for specialized consultant engineering services to have GHD/OmniMeans conduct additional traffic analysis, forecasts, and preliminary design for the Soscol Junction Project Alternatives.

Motion MOVED by TECHEL, SECONDED by WHITE to APPROVE authorizing the Executive Director to execute the Second Amendment to Agreement No. 16-11 between NVTA and the City of Napa for specialized consultant engineering services to have GHD/OmniMeans conduct traffic analysis and forecasts, and preliminary design for the Soscol Junction Project Alternative(s) in an amount not to exceed \$202,270. Motion carried by the following vote:

Aye: 21 - Galbraith, Barnes, Techel, White, Pedroza, Joseph, Dunbar, Gentry, Dorman, and Ramos

Absent: 3 - Garcia, and Canning

11.7 Designation of Napa Metropolitan Transportation Commission (MTC) Commissioner to Represent NVTA on the California Association of Council of Governments (CalCOG) Board of Directors (Kate Miller) (Pages 163-164)

Attachments: [Staff Report](#)

The Board designated the Napa MTC Commissioner to represent the NVTA on the CalCOG Board of Directors.

Motion MOVED by WHITE, SECONDED by DUNBAR to APPROVE designating the Napa Metropolitan Transportation Commission (MTC) Commissioner to represent NVTA on the California Association of Council of Governments (CalCOG) Board. Motion carried by the following vote:

Aye: 21 - Galbraith, Barnes, Techel, White, Pedroza, Joseph, Dunbar, Gentry, Dorman, and Ramos

Absent: 3 - Garcia, and Canning

11.8 State Legislative Update and Bill Matrix (Kate Miller) (Pages 165-177)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The Board received the monthly State Legislative update and Bill Matrix.

12. FUTURE AGENDA ITEMS

Chair Pedroza suggested a Transportation Summit be held in the near future. Kate Miller, NVTA Executive Director stated that a summit is being planned for early in 2019.

13. ADJOURNMENT**13.1 Approval of Special Board Retreat Meeting Date of September 18, 2018 at 10:00 a.m. (location to be determined) and Adjournment**

The agenda listed the Board Retreat date incorrectly as September 18, 2018. The Board Secretary stated that the correct date for the Special Board Retreat Meeting is Wednesday, September 19, 2018 at 10:00 am and will be held at Tre Posti in St. Helena [641 Main Street, St. Helena CA 94574].

Vice Chair Pedroza adjourned the meeting at 3:00 p.m.

Karalyn E. Sanderlin (e-sign) November 9, 2018

Karalyn E. Sanderlin, NVTA Board Secretary