

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

625 Burnell Street
Napa, CA 94559

Wednesday, September 18, 2019

1:30 PM

JoAnn Busenbark Board Room

1. Call to Order

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

2. Pledge of Allegiance

Chair Canning led the Pledge of Allegiance.

3. Roll Call

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

4. Adoption of the Agenda

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

Motion carried by the following votes:

Aye: 23 - Garcia, Canning, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Ellsworth,
and Alessio

Absent: 1 - Kraus

5. Public Comment

None

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

Chairperson's Report

Chair Canning announced that former Calistoga Mayor and NVTA Board member Jack Gingles passed away on August 13th. Funeral services will be held September 20th in Dixon CA. The City of Calistoga will hold a Celebration of Life in October.

MTC Commissioner's Report

Alfredo Pedroza reported on recent MTC activities.

7. Director's Update

- Announced that Caltrans is to release the SR 29/SR 221 (Soscol Junction) Draft Environmental Impact Report for public review on September 20th. A meeting is scheduled for October 8th from 5:30-7:30 at NVTA to receive comments from members of the public.
- Introduced Jonathan Spencer, NVTA's new associate planner.
- Announced that Danielle Schmitz was accepted into CalCOG's California Academy for Regional Leaders (CARL).
- Announced that Tony Onorato was selected to serve as the Chief Financial Officer for the California Transit Association's Executive Committee.
- Announced that the new Vine Website has been launched. The url is www.vinetransit.com.
- Announced that new security system has been installed at the SGTC. The new system added several new cameras, is web-based, and is networked with and accessible by the City of Napa police department.
- Announced that the October Board Meeting has been rescheduled to October 23rd to accommodate the League of Cities annual conference. Mayor Dunbar will be formally inducted as the first Vice President.
- Provided a reminder that the Transportation Summit is being held today from 4-6pm at CIA Copia.

8. Caltrans' Update

Caltrans provided no oral report. The September 2019 Caltrans reporting memo was provided for review in the meeting handout packet.

9. PUBLIC HEARING (TIME CERTAIN 1:40 PM)

9.1 Public Hearing and Resolution No. 19-13 Approving the Federal Transit Administration (FTA) Section 5310 Grant Application (Antonio Onorato) (Pages 11-17)

Attachments: [Staff Report](#)

Chair Canning opened the Public Hearing at 1:45 p.m.

The FTA Section 5310 competitive grant program provides funding for capital and mobility management projects to non-profit agencies for transportation services, seniors, and persons with disabilities. These funds are available to non-profit organizations serving the elderly and/or people with disabilities. When there are no non-profit agency willing, able, or eligible to provide the proposed grant funded services, a public agency becomes eligible to seek FTA Section 5310 grant funding. NVTA will use the FTA Section 5310 funds to replace five (5) Vine Go ADA paratransit vehicles.

Being no public comment, Chair Canning closed the Public Hearing at 1:51 p.m.

Motion MOVED by DOHRING, SECONDED by PEDROZA to APPROVE (1) Resolution No. 19-13 finding that no non-profit agency or organization present or in writing expressed an interest in providing transportation services as indicated in NVTA's FTA Section 5310 grant application for transportation of elderly and disabled services in Napa County, and (2) authorizing the Executive Director, or designee, to submit a FTA Section 5310 grant application to Caltrans seeking grant funding. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Ellsworth, and Alessio

Absent: 1 - Kraus

10. CONSENT AGENDA ITEMS (10.1-10.3)

Motion MOVED by GARCIA, SECONDED by JOSEPH to APPROVE Consent Items 10.1-10.3. Motion carried by the following votes:

Aye: 23 - Garcia, Canning, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Ellsworth, and Alessio

Absent: 1 - Kraus

10.1 Approval of Meeting Minutes of July 17, 2019 (Karrie Sanderlin) (Pages 18-25)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of July 17, 2019.

10.2 NVTA Whistleblower Protection Policy (Karrie Sanderlin) (Pages 26-34)

Attachments: [Staff Report](#)

Board action approved the NVTA Whistleblower Protection Policy.

10.3 Paratransit Coordinating Council (PCC) Member Appointments (Matthew Wilcox) (Pages 35-39)

Attachments: [Staff Report](#)

Board action approved the appointment of Victor Hurtado to the PCC.

11. REGULAR AGENDA ITEMS

11.1 Napa Valley Transportation Authority (NVTA) Fiscal Year End (FYE) 2018-19 Financial Statements, 5-Year Forecast, and Delegated Authority Matrix, and Resolution No. 19-14 Amending the Fiscal Year (FY) 2019-20 Budget (Justin Paniagua) (Pages 40-49)

Attachments: [Staff Report](#)

Staff reviewed the financial performance compared to budget for fiscal year ending June 30, 2019, 5-year forecast, and the executive director's delegated authority. Board action approved amending the Fiscal Year (FY) 2019-20 budget to increase appropriations by \$9,209,703 for remaining carryover budget balances and expenses for contracts and projects previously approved.

Motion MOVED by PEDROZA, SECONDED by JOESPH to APPROVE Resolution No. 19-14 Amending the Fiscal Year (FY) 2019-20 budget to increase appropriations by \$9,209,703. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Ellsworth, and Alessio

Absent: 1 - Kraus

11.2 Proposed Organizational Restructure of the Napa Valley Transportation Authority (NVTA) (Karrie Sanderlin) (Pages 50-59)

Attachments: [Staff Report](#)

Board action approved the organizational restructure of NVTA, the new Principal Program Planner/Administrator position with an annual salary range of \$103,161 - \$124,052, re-classified one Senior Program Planner/Administrator position to a Principal Program Planner/Administrator position, re-classified the Senior Program Planner/Administrator positions to a FLSA exempt status, and an annual forty-hour (40), non-accrual vacation leave balance for the Principal Program Planner/Administrator and Senior Program Planner/Administrator positions.

Motion MOVED by PEDROZA, SECONDED by GARCIA to approve (1) the Proposed Organizational Restructure of NVTA (Attachment 1), (2) the new Principal Program Planner/Administrator position, job classification, and salary range of \$103,161 - \$124,052 (Attachment 3), (3) Re-classify one Senior Program Planner/Administrator to a Principal Program Planner/Administrator position, (4) Re-classify the Senior Program Planner/Administrator positions from a Fair Labor Standards Act (FLSA) non-exempt status to an exempt status position, and (5) establish an annual forty-hour non-accrual vacation leave balance for the Principal Program Planner/Administrator and Senior Program Planner/Administrator positions. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Ellsworth, and Alessio

Absent: 1 - Kraus

11.3 Resolution No. 19-15 Approving the Fiscal Year (FY) 2019-20 Salary Ranges for Napa Valley Transportation Authority (NVTA) Job Classifications (Karrie Sanderlin) (Pages 60-64)

Attachments: [Staff Report](#)

Board action approved the fiscal year 2019-20 Salary Ranges for NVTA Job Classifications.

Motion MOVED by JOSEPH, SECONDED by TECHEL to approve Resolution No. 19-15 approving the FY 2019-20 Salary Ranges for NVTA Job Classifications based upon the average increase of 2.24% for the County of Napa (4%), Sonoma County Transportation Authority (0%), and Solano Transportation Authority (2.73%) for year ending December 2018. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Ellsworth, and Alessio

Absent: 1 - Kraus

11.4 American Canyon Transit Service Hour Expansion (Matthew Wilcox) (Pages 65-67)

Attachments: [Staff Report](#)

The Board requested further analysis on the need for service hour expansion in American Canyon. The item was tabled until the October meeting.

Motion MOVED by TECHEL, SECONDED by JOSEPH to APPROVE tabling item until the October 2019 meeting. Motion carried by the following vote:

Aye: 23 - Garcia, Canning, Techel, Pedroza, Dohring, Joseph, Dunbar, Dorman, Ramos, Ellsworth, and Alessio

Absent: 1 - Kraus

11.5 Draft Rider Behavior and Suspendable Offenses Policy (Matthew Wilcox) (Pages 68-119)

Attachments: [Staff Report](#)

This item was tabled. The policy, including the appeals process, will be brought back at a later date.

Motion MOVED by RAMOS, SECONDED by ELLSWORTH to APPROVE tabling item until a further date. Motion carried by the following vote:

11.6 State and Federal Legislative Update and State Bill Matrix (Kate Miller) (Pages 120-145)

Attachments: [Staff Report](#)

The Board received the State and Federal legislative update and bill matrix.

12. FUTURE AGENDA ITEMS

- American Canyon Transit Service Hour Expansion
- Rider Behavior and Suspendable Offenses Policy

13. PRESENTATIONS

13.1 Napa County Regional Park and Open Space District (Chino Yip)

The Board received a presentation from John Woodbury of the Napa County Regional Park & Open Space District.

14. 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 3:45 p.m.

14.1**CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)**

Property: APN 057-250-037

Agency Negotiator: Kate Miller, NVTA Executive Director

Negotiating Parties: Sonoma Valley Transportation

Under Negotiation: Price and Terms

Re-Convened to Open Session at 3:52 p.m.

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

15. ADJOURNMENT OF REGULAR MEETING**15.1 Approval of Next Regular Meeting of Wednesday, October 16, 2019 and Adjournment to the Transportation Summit at CIA Copia, 500 1st Street, Napa CA 94559**

The next regular meeting will be held Wednesday, October 16, 2019 at 1:30 p.m.

Chair Canning adjourned the meeting at 3:52 p.m.

Karalyn E. Sanderlin, NVTA Board Secretary