

# Napa County Transportation and Planning Agency

625 Burnell Street  
Napa, CA 94559



## Agenda - Final

Thursday, January 7, 2016  
10:00 AM

NCTPA/NVTA Conference Room

### Paratransit Coordinating Council

All materials relating to an agenda item for an open session of a regular meeting of the PCC which are provided to a majority or all of the members of the PCC by PCC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the PCC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the PCC at the meeting will be available for public inspection at the public meeting if prepared by the members of the PCC or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

\*\*\* Members of the public may speak to the PCC on any item at the time the PCC is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the PCC Staff. Also, members of the public are invited to address the PCC on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact PCC Staff, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas.

1. Call To Order
2. Introductions
3. Public Comment
4. Committee Member and Staff Comments
5. Transit Manager's Report (Matt Wilcox)

Note: Where times are indicated for the agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

## 6. CONSENT AGENDA

- 6.1 Approval of Meeting Minutes July 9, 2015 PCC Meeting (Fiorella Silva) *Pages 4-8*

**Recommendation:** Approval

**Attachments:** [Draft PCC Meeting Minutes 07-09-2015.pdf](#)

- 6.2 Approval of Meeting Minutes August 5, 2015 PCC Meeting (Fiorella Silva) *Pages 9-10*

**Recommendation:** Approval

**Attachments:** [Draft PCC Meeting Minutes 08-05-2015.pdf](#)

- 6.3 Approval of Meeting Minutes November 5, 2015 PCC Meeting (Fiorella Silva) *Pages 11-13*

**Estimated Time:** 10:15 a.m.

**Attachments:** [Draft PCC Meeting Minutes 11-05-2015.pdf](#)

## 7. REGULAR AGENDA ITEMS

- 7.1 Vision Zero (Diana Meehan) *Pages 14-16*

**Estimated Time:** 10:20 a.m.

**Attachments:** [7.1 Vision Zero.pdf](#)

**7.2** Transitioning Vine Consumer Advisory Committee (VCAC) to Citizens Advisory Committee (CAC) (Fiorella Silva) *Pages 17-27*

Staff will provide a report on the transitioning of the VCAC to the CAC.

**Estimated Time:** 10:30 a.m.

**Attachments:** [7.2 Transitioning VCAC to CAC.pdf](#)

**8. FUTURE AGENDA ITEMS**

**9. ADJOURNMENT**

I, Kathy Alexander, hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA by 5:00 p.m., on Monday, December 28, 2015.

---



**Napa County Transportation and  
Planning Agency  
Meeting Minutes - Draft  
Paratransit Coordinating Council**

625 Burnell Street  
Napa, CA 94559

---

Thursday, July 9, 2015

10:00 AM

NCTPA/NVTA Conference Room

---

## 1. Call To Order

The meeting was called to order at 10:08 a.m.

**Present:** 4 - Celine Regalia  
Randy Kitch  
Fran Rosenberg  
Julie Spencer

**Absent:** 3 - Chairperson Doug Weir  
Vice Chair Beth Kahiga  
Jo Ann Busenbark

## 2. Introductions

None

## 3. Public Comment

None

## 4. Chairperson, Committee Members' Update

PCC member Celine Regalia, announced that there will be an older adult service summit held in Yountville latter in the month.

## 5 Transit Manager's Update

### 5.1 VINE Go, Taxi and Shared Vehicle Stats

The PCC will review the May 2015 VINE GO, Taxi and Shared Vehicle Stats

**Attachments:** [PCC Item 5.1 VINE Go\\_Taxi\\_Shared Vehicle Stats May2015.pdf](#)

Tom Roberts, Transit Manager, stated that VINE Go enrollments continue but are slowing down.

**5.2** Project Status Fiscal Year 2014-2015

The PCC will review the Project Status for Fiscal Year 2014-2015

Attachments: [PCC Item 5.2 Project status fiscal 2014-15.pdf](#)

Tom Roberts, Transit Manager

Updated the PCC members about the service changes for American Canyon Transit that will take place on August 17, 2015. The changes will switch from a deviated fixed route to door-to-door services for most of the days with the exception 2 runs that will still be in a fixed route system to accommodate school bell times.

Announced that the 5310 grant was unofficially approved. The update is to create a single source website for transit services for older adults in Napa County. PCC member, Celine Regalia, commented by stating that the County's website may be opening a senior portal and this could potentially be coordinated with this grant.

Stated that all the full sized VINE buses have been retrofitted a new wheelchair security system.

PCC member, Celine Regalia, asked if the public can dial 311 to get VINE system services/updates. Tom Roberts explained that it was possible to link 311 to VINE updates but it may take a while since it can be difficult.

Kate Miller, NCTPA Executive Director

Announced that Transit Manager, Tom Roberts, will be leaving NCTPA this week. Kate will be the new replacement contact and will be running future PCC meetings until a new Transit Manager is hired.

**6 CONSENT AGENDA****6.1** Meeting Minutes of March 5, 2015

Attachments: [PCC Item 6.1 March 5 Minutes.pdf](#)

**Motion made by ROSENBERG, SECONDED by KITCH to APPROVE the meeting minutes of March 5, 2015. Motion carried by the following vote:**

**Aye:** 4 - Member Regalia, Member Kitch, Member Rosenberg and Member Spencer

**Absent:** 3 - Chairperson Weir, Vice Chair Kahiga and Member Ann Busenbark

## 7. REGULAR AGENDA ITEMS

- 7.1 Napa Countywide Plan Draft Review (Danielle Schmitz)  
The Council will review and comment on the final draft of the Countywide Plan.

**Attachments:** [PCC Item 7.1 Napa Countywide Transportation Plan and attachments.pdf](#)

Danielle Schmitz, NCTPA Planning Manager, gave a presentation about the latest updates of the Countywide Plan. A draft of the Countywide Plan will be posted on the NCTPA website for the public to make comments. PCC Member, Celine Regalia, asked if there is a section on walkable communities in the Countywide plan. Danielle clarified that there will be elements of walkable communities in the plan, but a more detailed report will be included in the Countywide Pedestrian Plan.

## 7.2 Disaster Planning for Special Needs Populations (Tom Roberts)

The Council will discuss special requirements and planning efforts surrounding the transportation of special needs populations in the event of a natural disaster or similar emergency.

Attachments: [PCC Item 7.2- Disaster Preparedness.pdf](#)

Tom Roberts, NCTPA Transit Manager, discussed about the process of updating the emergency plan and that the agency will be ready to adapt for unexpected disasters. PCC member, Fran Rosenberg, asked where the alternative bus station will be located. Tom stated that it has not been assigned yet but potential bus stations could be located either at Lincoln and Soscol or at the Park and Ride in Napa.

PCC Member, Julie Spencer, asked about the back-up plan if the communication system breaks down. Tom stated that NCTPA has purchased 2 generators in case electricity is lost and Transdev has its own protocol as well.

Julie Spencer suggested that little hubs should be located in different areas for dispatching in case of an emergency.

PCC member, Celine Regalia, stated that key non-profit organizations that work with people with disabilities may be a sight back up because they are ADA compliant. PCC member, Fran Rosenberg stated that Jim Tomlinson should also be included as a key non-profit organization.

Celine Regalia asked who is going to take over when a disaster/emergency occurs. Tom stated that this has not been identified yet. PCC member, Julie Spencer suggested the Police and Fireman in Napa to be a backup for dispatch services, Tom stated that the Police and Fire department would be already overwhelmed.

Tom stated that there have been changes on the phone system. All phones are now updated and people calling to book rides will no longer go straight to voicemail.

PCC member, Julie Spencer, asked Tom Roberts to clarify if the person waiting for VINE GO to pick them up needs to be waiting inside their homes or come to the door. Tom clarified that VINE GO is a door-to-door service. Charlene Hicks, Transdev, stated that VINE GO dispatch will call the rider if the driver is waiting for more than 2 minutes. VINE GO will depart after 5 minutes of waiting. Tom suggested to Charlene if dispatch can ask the riders if they have any special requirements when they are scheduling the ride.

Tom stated that there is a new ADA law taking place on July 17, for reasonable accommodations for VINE and VINE GO riders that have a disability. The public can request accommodations in writing. Julie Spencer, PCC member, added that this should be stated in the Guide for Older Adults brochure.

PCC member, Celine Regalia, asked Tom if there is an application online to track the buses. Tom Roberts stated that there is an application already taking place called Where is My Bus, that tracks all active bus routes and tells the public when the next bus should be arriving at real times, this is only a program for the VINE, not up valley shuttles. There will be another application from AVAIL next year as well.

## 8. FUTURE AGENDA ITEMS

Celine Regalia suggested a follow-up on the disaster plan.

Julie Spencer suggested that NCTPA keeps links with other organizations such as the DMV.

## 9. ADJOURNMENT

The next regular meeting is scheduled for Thursday, September 3, 2015 at 10:00 a.m.

Meeting was adjourned at 11:23 a.m.



**Napa County Transportation and  
Planning Agency  
Meeting Minutes - Draft  
Paratransit Coordinating Council**

625 Burnell Street  
Napa, CA 94559

---

Wednesday, August 5, 2015

10:00 AM

NCTPA/NVTA Conference Room

---

**\*\*\*SPECIAL PCC MEETING\*\*\***

## **1. Call To Order**

The meeting was called to order at 10:07 a.m.

**Present:** 5 - Chairperson Doug Weir  
Vice Chair Beth Kahiga  
Randy Kitch  
Jo Ann Busenbark  
Fran Rosenberg

**Absent:** 2 - Celine Regalia  
Julie Spencer

## **2. Introductions**

None

## **3. Public Comment**

None

## **4. Committee Member and Staff Comments**

Kate Miller informed the PCC members that the NCTPA Board of Directors will be acting on Vision 2040 in September. PCC members are welcome to provide comments.

## **5. REGULAR AGENDA ITEMS**

## 5.1 Transit Manager Position (Kate Miller)

PCC members will provide input on ideal qualities for a new transit manager.

**Attachments:** [5.1 Transit Manager Position.pdf](#)

Kate Miller informed the PCC members that the position for Transit Manager has been posted; application deadline is August 28, 2015. Additionally Kate noted that NCTPA staff may need to discuss funding the Transit Manager position with the Board. Joann Busenbark expressed that Napa is diverse and the new person will need to get know the up valley cities. Beth stated that the Transit Manager's job description was very good.

Kate also stated that NCTPA perform an express bus service study next year. NCTPA will review the performance of existing bus routes.

## 5.2 Agency Policy on Public Meeting Protocols and Brown Act Review (Kate Miller)

Staff will review the public meeting protocols policies, Brown Act and PCC Bylaws

**Attachments:** [5.2 Agency Policy on Public Meeting Protocols and Brown Act Review.pdf](#)

Janice Killion presented a summary of the Brown Act and how it impacted the PCC members. Janice also stated that PCC members are welcome to join a 2-3 hour training about the Brown Act policies. Beth Kahiga stated that there should be future orientations for committee members.

## 6. FUTURE AGENDA ITEMS

Joann stated that the Committee should discuss the relationship between hospitals and transportation agencies in Napa County.

Joann requested an update on the Transit Ambassador Program. Kate stated that the Transit Ambassador program may go through some changes and there may be a possibility of hiring a part time person that would focus on travel training. Beth Kahiga noted that there is an Eisenhower Program grant for college students that the Transit Ambassador could be included in it.

Randy requested an update on the Mileage Reimbursement Program.

Joann requested if the PCC meeting time can be changed.

## 7. ADJOURNMENT

The next regular meeting is scheduled for Thursday, September 3, 2015.

The meeting was adjourned at 11:08 a.m.



# Napa County Transportation and Planning Agency Committee Minutes - Draft Paratransit Coordinating Council

625 Burnell Street  
Napa, CA 94559

---

Thursday, November 5, 2015

10:00 AM

NCTPA/NVTA Conference Room

---

## 1. Call To Order

The meeting was called to order at 10:03 a.m.

**Present:** 6 - Chairperson Doug Weir  
Celine Regalia  
Vice Chair Beth Kahiga  
Randy Kitch  
Jo Ann Busenbark  
Fran Rosenberg

**Absent:** 1 - Julie Spencer

## 2. Introductions

None

## 3. Public Comment

None

## 4. Committee Member and Staff Comments

Diana Meehan, Associate Planner, informed PCC members that Matthew Wilcox is now NCTPA's new Transit Manager. Diana also updated PCC members that recent rainfalls have not caused major delays on the VINE bus routes.

## 5. REGULAR AGENDA ITEMS

### 5.1 St. Helena Hospital Shuttle Update (Kate Miller)

**Attachments:** [PCC Item 5.1 St. Helena Hospital Service Update.pdf](#)

Diana Meehan stated that there has been communication with The St. Helena Hospital and NCTPA has given other program options to the hospital, such as the Shared Vehicle Program and the Mileage Reimbursement program, to facilitate transit accessibility. There is still further discussion to be done.

- 5.2** Transit Ambassador Program Review (Fiorella Silva)  
Staff will provide an update on the program and the PCC will discuss potential program improvements.

**Attachments:** [PCC Item 5.2 Transit Ambassador Program Review.pdf](#)

Fiorella Silva, Assistant Program Planner, presented statistics from the Transit Ambassador Program and asked for feedback from PCC members and to give out ideas on how to make the program more successful. PCC chair Doug Weir suggested that advertisement, such as flyers, can be distributed to promote the program. PCC member, Celine Regalia stated that another approach would be to contact the DMV and promote alternative transportation programs from NCTPA. Doug Weir suggested that the DMV should be aware of the Transit Ambassador program.

- 5.3** Project Updates - Highway 29 Improvements (Danielle Schmitz)  
Staff will provide an update on the Highway 29 improvements.

**Attachments:** [PCC Item 5.3 SR 29 Updates.pdf](#)

Diana Meehan presented the latest news about the Highway 29 improvements. Diana stated that the main focus of the Highway 29 improvements was the American Canyon segment that connects to the Napa Junction. Joann Busenbark, PCC member, stated that the traffic will be getting worse in the future. PCC member, Beth Kahiga asked if the budget should be taken into consideration before creating a plan. Diana answered that the plan has to be prepared first with different budget scenarios, including what is permitted with the current funding. Joann asked about the flyover project, Diana answered that it is a big project that will be competing for the same funding from other projects.

- 5.4** Nominations and Election for PCC Chair and Vice Chair (Kate Miller)  
Nominations will be accepted for PCC Chair and Vice Chair and the PCC will elect a Chair and Vice Chair for 2016.

**Attachments:** [PCC Item 5.4 Nomination of Chair and Vice Chair.pdf](#)

PCC members elected Chair and Vice-Chair for the committee.

Doug Weir was re-elected as Chair and Beth Kahiga was re-elected as vice chair.

**MOTION MOVED** by BUSENBARK, **SECONDED** by KITCH to **APPROVE** electing Doug Weir as Chair and Beth Kahiga as Vice Chair. Motion carried by the following vote:

**Aye:** 6 - Chairperson Weir, Member Regalia, Vice Chair Kahiga, Member Kitch, Member Ann Busenbark and Member Rosenberg

**Absent:** 1 - Member Spencer

**5.5** PCC Work Plan Overview (Kate Miller)

**Attachments:** [PCC Item 5.5 2016 Work Plan.pdf](#)

PCC members reviewed the PCC 2016 work plan.

**MOTION MOVED** by BUSENBARK, **SECONDED** by KITCH to **APPROVE** adoption of the PCC 2016 Work Plan. **Motion carried by the following vote:**

**Aye:** 6 - Chairperson Weir, Member Regalia, Vice Chair Kahiga, Member Kitch, Member Ann Busenbark and Member Rosenberg

**Absent:** 1 - Member Spencer

**5.6** NCTPA Name Change and Rebranding Effort (Kate Miller)

**Attachments:** [PCC Item 5.6 NCTPA Name Change and Rebranding Effort.pdf](#)

Diana Meehan informed PCC members about the NCTPA's name change, rebranding efforts and process. Diana stated that the new NCTPA name will be Napa Valley Transportation Authority and the VINE will also have a new logo. The rebranding effort was approved by the Board of Directors. Fran Rosenberg and Beth Kahiga, PCC members, stated that they were pleased with the rebranding efforts. Beth Kahiga asked how long will it take for the rebranding to take place. Diana stated that the rebranding will start taking place in January of next year.

**6. FUTURE AGENDA ITEMS**

Celine stated that the Senior Summit retreat will take place on Dec. 9 and the highlights of the summit could be a topic of discussion at the March meeting.

**7. ADJOURNMENT**

The next regular meeting is scheduled for Thursday, January 7, 2016.

The meeting was adjourned at 11:22 a.m.



January 7, 2016  
PCC Agenda Item 7.1  
Continued From: NEW  
**Action Requested: INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

---

**TO:** Paratransit Coordinating (PCC)  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Diana Meehan, Associate Planner  
(707) 259-8327 / Email: [dmeehan@nctpa.net](mailto:dmeehan@nctpa.net)  
**SUBJECT:** Vision Zero

---

### **RECOMMENDATION**

Information Only

### **EXECUTIVE SUMMARY**

NCTPA is interested in coordinating a Vision Zero campaign locally to reduce traffic-related casualties in the county. Vision Zero is a strategy that seeks to reduce traffic related fatalities (bike/pedestrian/vehicle) by adopting and implementing policies and dedicating resources that commit to building better and safer streets, educating the public on traffic safety, and enforcing traffic laws. Successful Vision Zero strategies are being implemented in many cities across the nation and should be considered for Napa County in order to provide the safest user experience possible on all our roadways.

### **FISCAL IMPACT**

Is there a Fiscal Impact? No

### **BACKGROUND AND DISCUSSION**

Vision Zero was first launched in Sweden in 1997 to address the serious issue of traffic related fatalities on public roadways. When Vision Zero was initiated, Sweden recorded seven traffic fatalities per 100,000 people; today, despite a significant increase in traffic volume, that number is fewer than three. This strategy is now gaining momentum in the United States where several cities have adopted policies and action plans in order to achieve similar results. To implement successful Vision Zero strategies, there must be commitment and support from multiple stakeholders, including

but not limited to City Government, Transportation Officials, Public Works, Law Enforcement and Public Health. Vision Zero strategy goals and policies are very much in alignment with Complete Streets concepts of providing safe mobility for all users. These strategies require a strong commitment from stakeholders to accelerate change in areas where safety improvements are most needed.

Vision Zero action plans are made up of four major components:

- Education
- Engineering
- Enforcement
- Evaluation

Each component requires a citywide effort in order to achieve citywide results. Educating the public on the issue of traffic related fatalities and the roles and responsibilities of each user of the transportation network is a key feature of a successful Vision Zero program. The responsibility for this component is with all stakeholders and establishes the level of commitment for accomplishing the goal of improved safety and reduction of transportation related fatalities through greater understanding. This can be achieved using various methods:

- Pledge of commitment to reduce fatalities (See US DOT Mayors Challenge link)
- Safe Routes to School Programs
- Media Safety Campaigns
- Education Forums
- Public Outreach

Engineering better, safer streets takes the commitment of city/county staff to use best practices whenever feasible for all modes. A proactive rather than reactive approach to designing transportation systems for all users and all modes can drastically improve safety and function. This step can be achieved by focusing improvements in areas with the highest safety concerns. Some treatments include:

- Road Diets
- Enhanced Crossings
- Reduced Traffic Speed
- Separated Bike Lanes
- Pedestrian Scale Street Lighting
- Bulb Outs

Public Safety can achieve an effective level of enforcement, not only through citation for infractions among all users, but also by taking the opportunity to educate them on the severity of the impacts when not taking personal responsibility. Focusing on violations that have potential for the most catastrophic outcomes such as:

- Speeding
- Distracted Driving
- Failure to Yield
- Red Lights/Stop Signs
- Violations by Pedestrians & Cyclists

Evaluation of existing conditions in high conflict zones within the network and a comprehensive view of opportunities for improvement will maintain focus on the ultimate goal of reducing traffic related fatalities. Often times, only a small percentage of streets have the highest rate of accidents. In San Francisco an inventory of traffic data showed that 70% of severe and fatal traffic related injuries occurred on just 12% of the streets. This allowed the city to focus resources and improvements in those areas. Establishing benchmarks and monitoring progress will keep focus on the vision.

Many participant jurisdictions have been effective at reducing auto-related incidents by also launching Vision Zero campaigns and using marketing techniques to encourage drivers to adhere to traffic laws.

NCTPA so far has queried the County Sherriff and Health and Human Services. Both have indicated a desire to coordinate efforts. NCTPA will make additional inquiries to other jurisdictions and departments.

For more information on Vision Zero, go to:

<http://www.visionzeroinitiative.com/>

<https://www.transportation.gov/mayors-challenge>

## **SUPPORTING DOCUMENTS**

None



January 7, 2016  
PCC Agenda Item 7.2

Action Requested: **INFORMATION/DISCUSSION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY PCC Agenda Letter

---

**TO:** Paratransit Coordinating Council (PCC)  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Fiorella Silva  
707-253-4649  
[fsilva@ncpta.net](mailto:fsilva@ncpta.net)  
**SUBJECT:** Transitioning the VINE Consumer Advisory Committee (VCAC) to the Citizen Advisory Committee (CAC)

---

### **RECOMMENDATION**

Information only

### **EXECUTIVE SUMMARY**

At its December 16, 2015 meeting, the Napa County Transportation and Planning Agency (NCTPA) Board of Directors approved the proposal to transition of the VINE Consumer Advisory Committee (VCAC) to a multi-modal Citizen Advisory Committee (CAC) which will have a broader representation and membership. The Board further approved Resolution No. 15-25 amending the VCAC bylaws to the CAC Bylaws.

The VINE Consumer Advisory Committee (VCAC) has served NCTPA and the VINE since April 2006 advising the Board on issues concerning the VINE and its ancillary transit services. Given the growing concern about traffic congestion in the Napa Valley and limited financial resources, there is a critical need to better manage travel demand. The VINE will be central in this effort.

Encouraging mode shift from single occupancy auto use to other modes will be essential for reducing traffic congestion on County roads and highways. NCTPA staff believes that a critical step in this direction is to create a permanent Citizen Advisory Committee that addresses all modes. Since many VCAC members have years of

experience working with NCTPA on transit issues, VCAC will transform into a Citizens Advisory Committee (CAC), and if there is an interest, will fill some of the positions with existing VCAC members.

**FISCAL IMPACT**

Is there a Fiscal Impact? No

**ATTACHMENT:**

NCTPA Agenda Item 9.2 from the Board of Directors' meeting on Dec. 16, 2015.



December 16, 2015  
NCTPA Agenda Item 9.2  
Continued From: November 18, 2015  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

---

**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Kate Miller  
(707) 259-8634 / Email: [kmiller@nctpa.net](mailto:kmiller@nctpa.net)  
**SUBJECT:** Transitioning the VINE Consumer Advisory Committee (VCAC) to the Citizen Advisory Committee (CAC) and Approval of Resolution No. 15-25 Amending the VINE Consumer Advisory Committee (VCAA) Bylaws to the Citizen Advisory Committee Bylaws

---

### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) approve (1) the proposal to transition the VINE Consumer Advisory Committee (VCAC) to a multi-modal Citizen Advisory Committee with a broader representation and membership, and (2) approve Resolution No. 15-25 amending the VINE Consumer Advisory Committee bylaws to the Citizen Advisory Committee Bylaws (Attachment 1).

### **COMMITTEE RECOMMENDATION**

The VCAC recommends that the NCTPA board approve the staff proposal to transition the VCAC to a CAC. They further requested that the CAC address any outstanding VCAC business such as approval of minutes from the September and December meetings.

### **EXECUTIVE SUMMARY**

The VINE Consumer Advisory Committee (VCAC) has served NCTPA and the VINE since April 2006 advising the Board on issues concerning the VINE and its ancillary transit services. Given the growing concern about traffic congestion in the Napa Valley and limited financial resources, there is a critical need to better manage travel demand. The VINE will be central in this effort.

Encouraging mode shift from single occupancy auto use to other modes will be essential for reducing traffic congestion on County roads and highways. NCTPA staff believes that a critical step in this direction is to create a permanent Citizen Advisory

---

Committee that addresses all modes. Since many VCAC members have years of experience working with NCTPA on transit issues, staff is recommending transforming the VCAC into a Citizens Advisory Committee (CAC), and if there is an interest, to fill some of the positions with existing VCAC members.

This item was presented to the NCTPA Board at its November meeting and the board requested that the language in the bylaws relating to minority representation on the CAC be broadened. The original language proposed read: No less than 6 members of the committee will also be members of underrepresented communities in Napa Valley, including but not limited to Hispanic, African American, Asian, Native American, etc. Based on the Board's direction, staff is proposing to amend the language to read: The NCTPA Board will strive to appoint Committee members that represent the diverse make-up of Napa Valley including members of underrepresented groups.

### **PROCEDURAL REQUIREMENTS**

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

### **FISCAL IMPACT**

Is there a Fiscal Impact? No

### **CEQA REQUIREMENTS**

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

### **BACKGROUND AND DISCUSSION**

A number of independent CACs have been convened to provide feedback to the NCTPA Board and staff on various projects. Recently these include the State Route 29 Gateway Study and the Countywide Transportation Plan, *Vision 2040: Moving Napa Forward*. Identifying, appointing, confirming, and educating members of the community each time a special project is being developed is not only time consuming, the knowledge gained by these committees goes away when the committee is disbanded. Having a permanent CAC with an interest in every mode, representing jurisdictions and various factions in the County would be more efficient and significantly improve the quality of the input that is received.

Since the VCAC has vast years of experience working with NCTPA staff on transit issues, staff's recommendation is to transform the VCAC into the CAC, by filling open positions with VCAC members if there is an interest.

Table 1 reflects the staff recommendation for the make-up of the new committee.

Table 1: Proposed CAC Members

Interest	Number of Members
American Canyon Resident*	1
City of Napa Resident *	1
County of Napa Resident *	1
Town of Yountville Resident *	1
City of St. Helena Resident *	1
City of Calistoga Resident *	1
Chamber Member	1
Vintner Member	1
Agriculture Member	1
Hospitality Member	1
Member Representing Environmental Interests	1
Member Representing Senior Population	1
Student Member	1
Non-Profit Organization and/or Education Field	1
Member Representing Low Income Housing Interests	1
Member of the Paratransit Coordination Council	1
Member of the Active Transportation Advisory Committee	1
Member Representing Health and Human Service interest and/or Healthcare Field	1
Member at Large	1

The committee will strive to represent a diverse cross-section of the community including members of underrepresented groups in Napa Valley.

\*City/Town/County members would be appointed by their respected Councils or Board of Supervisors whichever is applicable.

Ideally, members would serve two years. Terms would need to be staggered to ensure continuity. NCTPA staff is recommending that this new committee be convened in 2016.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 15-25

**RESOLUTION No. 15-25**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AMENDING THE  
VINE CONSUMER ADVISORY COMMITTEE (VCAC)  
TO THE  
CITIZEN ADVISORY COMMITTEE**

**WHEREAS**, the NCTPA Board created the VINE Consumer Advisory Committee (VCAC) to advise the Board on transportation related issues as they impact system riders; and

**WHEREAS**, NCTPA periodically updates its advisory committee bylaws to be consistent with current agency directives and state and federal law; and

**WHEREAS**, the VCAC by-laws require changes to be adopted by the NCTPA Board; and

**WHEREAS**, NCTPA wishes to transition the VINE Consumer Advisory Committee (VCAC) to a multi-modal Citizen Advisory Committee (CAC) to address all modes of transportation and to include a broader representation and membership; and

**WHEREAS**, NCTPA is recommending changes to the by-laws, including a change in the name of the Committee to the Citizens Advisory Committee (CAC);

///

///

**NOW THEREFORE BE IT RESOLVED** that the Napa County Transportation and Planning Agency hereby amends the by-laws for the VINE Consumer Advisory Committee to read in full as set forth in Exhibit "A" attached hereto and incorporated by reference herein and the attached provisions of Exhibit "A" shall become effective immediately.

Passed and Adopted the 16<sup>th</sup> day of December 2015.

\_\_\_\_\_  
John F. Dunbar, NCTPA Chair

Ayes:

Nays:

Absent:

ATTEST:

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

APPROVED:

\_\_\_\_\_  
Janice Killion, NCTPA Legal Counsel

**EXHIBIT "A"**

**Citizen Advisory Committee**

**BYLAWS**

**Article I - NAME**

The name of this committee shall be the Citizen Advisory Committee (CAC). Establishment of the committee is authorized under section 4.4.4 of the Joint Powers Agreement of the Napa County Transportation Planning Agency.

**Article II - OBJECTIVE**

The CAC serves to provide the Napa County Transportation Planning Agency (NCTPA) with advice, comments and suggestions pertaining to multi-modal plans, programs, and projects administered by NCTPA of interest to the citizens of Napa County. The committee shall serve in an advisory capacity. Its objective will be to assist NCTPA staff in developing plans and programs to address traffic congestion within a multi-modal framework. The functions of the committee shall include, but are not limited to the following:

1. Advise NCTPA staff and the NCTPA Board on plans including but not limited to Countywide Transportation Plans, Short Range Transit Plans, Active Transportation Plans, and project specific plans.
2. Advise NCTPA staff and the NCTPA Board on consumer issues related to the design of the VINE system, and its ancillary systems/services, performance, policies, marketing and communications.

**Article III - COMPOSITION-QUALIFICATION AND TERMS**

All CAC members shall be appointed by the Napa County Transportation & Planning Agency Board, and shall serve at the pleasure of the Napa County Transportation & Planning Agency. Members representing specific jurisdictions (\*) will be nominated by their respective jurisdiction. The NCTPA Board will strive to appoint Committee members that represent the diverse make-up of Napa Valley community including members of underrepresented groups.

The CAC will consist of eighteen (18) members. Members will be appointed based on their representation of the following constituencies:

Interest	Number of Members
American Canyon resident*	1
City of Napa resident *	1
County of Napa resident *	1
Town of Yountville resident *	1
City of St. Helena resident *	1
City of Calistoga resident *	1
Chamber Member	1
Vintner Member	1
Agriculture Member	1
Hospitality Member	1
Member Representing Environmental Interests	1
Member representing senior population	1
Student member	1
Non-profit organization and/or Education field	1
Member representing Low Income Housing Interests	1
Member of the Paratransit Coordination Council	1
Member of the Active Transportation Advisory Committee	1
Member representing Health and Human Service interest and/or Healthcare field	1
Member at Large	1

All members, while understanding that they may have been appointed by virtue of a particular position or interest they hold or represent, must also understand that they represent all the citizens of the community as advisory committee members.

Initial appointments to the Committee shall be six for a one-year term, six for a two-year term and six for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for two years, which may be renewed. Members shall draw lots to determine term of initial appointment.

#### **Article IV - MEMBERSHIP WITHDRAWAL**

Membership may be withdrawn for any of the following reasons at the direction of the NCTPA Executive Director:

1. Three (3) consecutive unexcused absences or five (5) absences in an eighteen month period.
2. Misrepresentation at time of appointment with respect to personal use of NCTPA's service.
3. If member does not reside in Napa County or ceases to represent the constituency to which the member was assigned.

**Article V - OFFICERS AND DUTIES**

The committee members will elect a committee Chair and Vice-Chair by a majority of the members present at the November/December meeting. A quorum is necessary to hold the elections. Offices will be held for one year or until their successors are elected.

The Chair will preside at all meetings. Should the Chair be absent, the Vice-Chair will preside. In the unlikely event both Chair and Vice-Chair are absent; the remaining members will select an alternate member to preside.

The Chair may appoint ad hoc committees on an as-needed, non-scheduled basis to accomplish a specific task and report back to the full CAC. Ad hoc committees must have less than a quorum of CAC members and are exempt from the requirements of the Brown Act. The CAC may not direct the ad hoc committee on how to fulfill its function or when it should meet.

NCTPA staff will provide the administrative support for the committee including providing minutes, mailing agendas to members, and any other related duties.

**Article VI - MEETINGS**

The CAC will meet bi-monthly on the first Thursday of the month at 5:00 pm, effective January 2016, unless otherwise scheduled by the majority of a quorum. Additional meetings may be required to address time sensitive matters. Meetings will be held at a date, time and place as set by resolution of the NCTPA.

All CAC meetings will be held in accordance the Ralph M. Brown Act (Government Code section 54950 et seq.). Agenda items will be agreed upon by the Chair and the NCTPA staff representative, or upon motion of the committee. Any committee member may make recommendations for the agenda.

Each member shall have one (1) vote and a quorum shall consist of nine (9) voting members. A majority vote of the quorum shall be necessary to present an issue to the Executive Director and to the NCTPA Board of Directors.

All actions of the committee shall require the approval of a majority of the quorum present.

**Article VII - PARLIAMENTARY PROCEDURE**

The rules contained in "Standard Code of Parliamentary Procedure", by A. Sturgis, shall govern the Council in all cases to which they are applicable, and not inconsistent with the Bylaws of the Council.

Public Notice of all meetings shall be given pursuant to the Brown Act in compliance with the 72-hour posting deadline for regular meetings and the 24-hour deadline for special meetings.

**Article VIII - PROHIBITED ACTIVITIES**

No individual member shall represent the CAC to the general public or at a NCTPA Board meeting without majority vote of a quorum at a CAC meeting prior to the representation.

No CAC member will represent NCTPA to the general public without consent of the Executive Director (or designee) prior to the representation.

**Article IX. IMPERTINENCE-DISTURBANCE AND MEETING**

Any person, including committee members, making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The chairperson may order any person, including committee members, removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.