

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Wednesday, December 21, 2016
1:30 PM

NVTA Conference Room

NVTA Board of Directors

All materials relating to an agenda item for an open session of a regular meeting of the NVTA Board of Directors are posted on our website at <https://nctpa.legistar.com/Calendar.aspx> at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NVTA Board of Directors, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NVTA holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NVTA Board 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 Board on any item at the time the Board 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 Board Secretary. Also, members of the public are invited to address the Board 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 Karrie Sanderlin, NVTA Board Secretary, 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 NVTA website at <https://nctpa.legistar.com/Calendar.aspx>

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comment
6. Chairperson's, Board Members' and Metropolitan Transportation Commissioner's Update
7. Director's Update
8. Caltrans' Update

9. PRESENTATIONS

9.1 Keith Caldwell will be presented with a plaque in recognition for his service as an NVTA Board Member representing the County of Napa.

Mark Luce will be presented with a plaque in recognition for his service as a NVTA Board Member representing the County of Napa.

Mary Luros will be presented with a plaque in recognition for of service as a NVTA Board Member representing the City of Napa.

Belia Ramos will be presented with a plaque in recognition for of service as a NVTA Board Member representing the City of American Canyon.

10. PUBLIC HEARING (TIME CERTAIN 1:30 P.M.)

10.1 Public Hearing on the Initial Study/Mitigated Negative Declaration for the Proposed Vine Transit Bus Maintenance Facility and Approval of Resolution No. 16-24 Adopting the Final Mitigated Negative Declaration (Antonio Onorato) (Pages 10-29)

Recommendation: Board action will: (1) Hold a public hearing on the Initial Study/Mitigated Negative Declaration for the Vine Transit Bus Maintenance Facility project, (2) Approve Resolution No. 16-24 adopting the Final Mitigated Negative Declaration, and (3) Approve the conceptual plan for the Vine Transit Bus Maintenance Facility Project.

Time Certain: 1:30 p.m.

Attachments: [Staff Report](#)

11. CONSENT AGENDA ITEMS (11.1 - 11.7)

11.1 Approval of Meeting Minutes of October 19, 2016 (Karrie Sanderlin) (Pages 30-34)

Recommendation: Board action will approve the NVTA meeting minutes of October 19, 2016.

Estimated Time: 1:50 p.m.

Attachments: [Draft Minutes](#)

11.2 Resolution No. 16-25 Setting the Regular Meeting Time, Place, and Schedule of the Napa Valley Transportation Authority (NVTA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the Citizen Advisory Committee (CAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2017 (Karrie Sanderlin) (Pages 35-45)

Recommendation: Board action will approve setting the regular meeting time, place, and schedule for the NVTA, TAC, PCC, CAC and ATAC for calendar year 2017

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

11.3 Resolution 16-26 Authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for Fiscal Year (FY) 2016-17 State Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program (Antonio Onorato) (Pages 46-48)

Recommendation: Board action will approve Resolution No. 16-26 authorizing the Executive Director to execute Fund Transfer Agreements with Caltrans for FY 2016-17 STIP PPM program in the amount of \$110,000.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

11.4 Approval to Donate One Retired Transit Vehicle to the Napa County Fire Department (Antonio Onorato) (Pages 49-51)

Recommendation: Board will approve donating one retired transit vehicle, Bus 128, to the Napa County Fire Department to be used for training purposes.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

**11.5 Citizen Advisory Committee (CAC) Member Appointment
(Danielle Schmitz) (Pages 52-59)**

Recommendation: Board action will approve the appointment of Jennifer Palmer to the CAC representing the County of Napa.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

**11.6 Approval of Passenger Transfer Agreement between Solano
County Transit (SolTrans) and Napa Valley Transportation
Authority (NVTA) (Matthew Wilcox) (Pages 60-64)**

Recommendation: Board action will authorize the Executive Director to execute a passenger transfer agreement between SolTrans and NVTA.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

**11.7 Resolution 16-27 Authorizing the Submittal of Grant
Application to the Metropolitan Transportation Commission
(MTC) for Fiscal Year (FY) 2015-16 Transit Performance
Initiative (TPI) Grant (Justin Paniagua) (Pages 65-81)**

Recommendation: Board action will approve Resolution No. 16-27 approving the application for FY 2015-16 TPI Grant funds in the amount of \$96,058 for a Vine Transit Comprehensive Operational Analysis.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

12. REGULAR AGENDA ITEMS

12.1 Napa Valley Transportation Authority (NVTA) First Quarter (Q1) Fiscal year 2016-17 Financials, Budget Adjustments and 5-Year Forecast (Justin Paniagua) (Pages 82-88)

Recommendation: Information Only. The Board will review the NVTA financial performance against budget for the first quarter (July-September) period and 5-year forecast model.

Estimated Time: 1:50 p.m.

Attachments: [Staff Report](#)

12.2 Ancillary Insurances (Karrie Sanderlin) (Pages 89-102)

Recommendation: Board action will (1) approve the increase from 60% to 66 2/3% to the benefit option for the employee Long Term Disability (LTD) benefits and, (2) approve authorize the Executive Director to execute an agreement with Fire Districts Association of California Employee Benefit Authority (FDAC-EBA) for the provision of dental and vision benefits.

Estimated Time: 2:05 p.m.

Attachments: [Staff Report](#)

12.3 Federal and State Legislative Updates (Kate Miller) (Pages 103-114)

Recommendation: Board will receive the monthly Federal and State Legislative updates.

Estimated Time: 2:15 p.m.

Attachments: [Staff Report](#)

13. FUTURE AGENDA ITEMS

14. ADJOURNMENT

**14.1 Approval of Next Regular Meeting Date of January 18, 2017 at
1:30 p.m. and Adjournment**

Estimated Time: 2:30 p.m.

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTA offices, 625 Burnell Street, Napa CA by 5:00 p.m. on Friday, December 16, 2016.

Karalyn E. Sanderlin (e-sign) December 14, 2016

Karalyn E. Sanderlin, NVTA Board Secretary

Glossary of Acronyms

AB 32	Global Warming Solutions Act	HOT	High Occupancy Toll
ABAG	Association of Bay Area Governments	HOV	High Occupancy Vehicle
ADA	American with Disabilities Act	HR3	High Risk Rural Roads
ATAC	Active Transportation Advisory Committee	HSIP	Highway Safety Improvement Program
ATP	Active Transportation Program	HTF	Highway Trust Fund
BAAQMD	Bay Area Air Quality Management District	IFB	Invitation for Bid
BART	Bay Area Rapid Transit District	ITIP	State Interregional Transportation Improvement Program
BATA	Bay Area Toll Authority	IS/MND	Initial Study/Mitigated Negative Declaration
BRT	Bus Rapid Transit	JARC	Job Access and Reverse Commute
CAC	Citizen Advisory Committee	LIFT	Low-Income Flexible Transportation
CAP	Climate Action Plan	LOS	Level of Service
Caltrans	California Department of Transportation	MAP 21	Moving Ahead for Progress in the 21 st Century Act
CEQA	California Environmental Quality Act	MPO	Metropolitan Planning Organization
CIP	Capital Investment Program	MTC	Metropolitan Transportation Commission
CMA	Congestion Management Agency	MTS	Metropolitan Transportation System
CMAQ	Congestion Mitigation and Air Quality Improvement Program	ND	Negative Declaration
CMP	Congestion Management Program	NEPA	National Environmental Policy Act
CTP	Countywide Transportation Plan	NOAH	Natural Occurring Affordable Housing
COC	Communities of Concern	NOC	Notice of Completion
CTC	California Transportation Commission	NOD	Notice of Determination
DAA	Design Alternative Analyst	NOP	Notice of Preparation
DBB	Design-Bid-Build	NVTA	Napa Valley Transportation Authority
DBF	Design-Build-Finance	NVTA-TA	Napa Valley Transportation Authority-Tax Agency
DBFOM	Design-Build-Finance-Operate-Maintain	OBAG	One Bay Area Grant
DED	Draft Environmental Document	PA&ED	Project Approval Environmental Document
EIR	Environmental Impact Report	P3 or PPP	Public-Private Partnership
EJ	Environmental Justice	PCC	Paratransit Coordination Council
FAS	Federal Aid Secondary	PCI	Pavement Condition Index
FAST	Fixing America's Surface Transportation Act	PCA	Priority Conservation Area
FHWA	Federal Highway Administration	PDA	Priority Development Areas
FTA	Federal Transit Administration	PID	Project Initiation Document
FY	Fiscal Year	PMS	Pavement Management System
GHG	Greenhouse Gas	Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
HBP	Highway Bridge Program	PSE	Plans, Specifications and Estimates
HBRR	Highway Bridge Replacement and Rehabilitation Program		
HIP	Housing Incentive Program		

Glossary of Acronyms

PSR	Project Study Report	TIGER	Transportation Investments Generation Economic Recovery
PTA	Public Transportation Account	TIP	Transportation Improvement Program
RACC	Regional Agency Coordinating Committee	TLC	Transportation for Livable Communities
RFP	Request for Proposal	TLU	Transportation and Land Use
RFQ	Request for Qualifications	TMP	Traffic Management Plan
RHNA	Regional Housing Needs Allocation	TMS	Transportation Management System
RM2	Regional Measure 2 (Bridge Toll)	TOAH	Transit Oriented Affordable Housing
ROW	Right of Way	TOD	Transit-Oriented Development
RTEP	Regional Transit Expansion Program	TOS	Transportation Operations Systems
RTIP	Regional Transportation Improvement Program	TPA	Transit Priority Area
RTP	Regional Transportation Plan	TPP	Transit Priority Project Areas
SAFE	Service Authority for Freeways and Expressways	VHD	Vehicle Hours of Delay
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	VMT	Vehicle Miles Traveled
SB 375	Sustainable Communities and Climate Protection Act 2008		
SCS	Sustainable Community Strategy		
SHOPP	State Highway Operation and Protection Program		
SNCI	Solano Napa Commuter Information		
SNTDM	Solano Napa Travel Demand Model		
SR	State Route		
SRTS	Safe Routes to School		
SOV	Single-Occupant Vehicle		
STA	State Transit Assistance		
STIP	State Transportation Improvement Program		
STP	Surface Transportation Program		
TAC	Technical Advisory Committee		
TCM	Transportation Control measure		
TCRP	Traffic Congestion Relief Program		
TDA	Transportation Development Act		
TDM	Transportation Demand Management Transportation Demand Model		
TE	Transportation Enhancement		
TEA	Transportation Enhancement Activities		
TEA 21	Transportation Equity Act for the 21 st Century		
TFCA	Transportation Fund for Clean Air		



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Program Manager- Finance
(707) 259-8779 / Email: aonorato@nvta.ca.gov
SUBJECT: Public Hearing on the Initial Study/Mitigated Negative Declaration for the Proposed Vine Transit Bus Maintenance Facility and Approval of Resolution No. 16-24 Adopting the Final Mitigated Negative Declaration

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board:

1. Hold a public hearing on the Initial Study/Mitigated Negative Declaration for the Vine Transit Bus Maintenance Facility project (Project) pursuant to the California Environment Quality Act (CEQA); and
2. Approve Resolution No. 16-24 (Attachment 1) adopting the Final Mitigated Negative Declaration; and
3. Approve the conceptual plan for the Vine Transit Bus Maintenance Facility Project (Attachment 3).

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

In its role as lead agency in clearing transportation projects environmentally, NVTA is required to comply with California Environmental Quality Act (CEQA). CEQA is a state statute that requires public agencies in California to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, if feasible.

The State CEQA Guidelines provide objectives, criteria and procedures for the orderly evaluation of projects and the preparation of environmental impact reports, negative declarations, and mitigated negative declarations by public agencies.

PROCEDURAL REQUIREMENTS

1. Open Public Hearing
2. Staff Report
3. Public Comments
4. Close Public Hearing
5. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a Fiscal Impact? Holding the public hearing, adopting the resolution and approving the project have no fiscal impact. The cost of preparing the environmental analysis and determination was approved in a prior NVTA Board action for \$159,228,

Is it currently budgeted? Not applicable

Where is it budgeted? Not applicable

Future fiscal impact: Yes, funding is necessary for the engineering, design, and construction phases of this project.

Consequences if not approved: As the CEQA Lead Agency for the Project, NVTA is responsible for holding a public hearing and certifying the environmental document prepared for the Project. Not adopting the solution and approving the project will result in delaying or not moving forward with the project.

CEQA REQUIREMENTS

Environmental Determination: An Initial Study and Mitigated Negative Declaration (IS/MND), included as Attachment 2, has been prepared for the project by Rincon Consultants Inc. in accordance with the California Environmental Quality Act (CEQA). The Initial Study and Mitigated Negative Declaration were released for public review and circulated to local and state agencies on October 7, 2016 (State Clearinghouse #2016102012). The 30-day review and comment period ended on November 7, 2016. Nevertheless, three (3) additional comments were accepted after the deadline.

Seven (7) letters were received during the public review period. The Mitigated Negative Declaration concludes that the Project would not have a significant adverse effect on the environment.

Staff recommends that the Board of Director's determine there is no substantial evidence, in light of the whole record before the Board, that the Recommended Action as analyzed in the Initial Study/Mitigated Negative Declaration for the Vine Transit Bus Maintenance Facility Project, will not have a significant effect on the environment, and that the Board adopt a Mitigated Negative Declaration pursuant to CEQA Guidelines Section 15074.

BACKGROUND AND DISCUSSION

An Initial Study and Mitigated Negative Declaration were prepared for this project pursuant to provisions of the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq. The document prepared by the Rincon Consultants evaluated all potential impacts and indicates that the project could potentially affect the following environmental factors in the areas of Aesthetics, Air Quality, Cultural Resources, Geology/Soils, Greenhouse Gas Emissions, Hazards and Hazardous Materials, Noise and Transportation/Traffic, but that all of these impacts will be avoided or mitigated to less than significant levels by incorporating mitigation measures into the project.

Staff recommends that the Mitigated Negative Declaration be adopted for the Vine Transit Bus Maintenance Facility Project. As the lead agency, Rincon Consultants, with the assistance of staff, prepared the report and based on substantial evidence in the record, finds that the proposed project will not have a significant or adverse impact on the environment in this case, since mitigation measures have been added to the project to avoid or mitigate all impacts to less than significant levels. The mitigation measures are detailed in the attached Mitigated Negative Declaration report (Attachment 2).

In March 2016, NVTA began negotiations to purchase two (2) undeveloped, vacant parcels of real property located at the west end terminus of Sheehy Court near the county airport. The parcels are a combined 8.08 acres. The property was determined to be sufficient size to build a facility that would quadruple the Vine Transit's maintenance capacity from the existing two (2) acre lot that is currently being used.

The purchase price for both lots was \$2,595,000 and title was acquired on September 30, 2016 for Accessor Parcel Numbers 057-250-025 and 057-250-036. The property is situated within the Napa Valley Gateway Business Park, a 300 acre business park located near to the Napa County Airport on Highway 29 in South Napa County which accommodates a combination of industrial, warehouse and service retail establishments.

The proposed project consists of replacement of an outdated maintenance facility leased from the City of Napa located at 720 Jackson Street with a new facility. The conceptual plan, proposed schedule and budget for the replacement facility can be viewed in Attachment 3.

When complete, the new transit maintenance yard will include:

- Maintenance building with up to eight (8) bays
- Stand-alone administration building
- Parking for 93 public transit vehicles, some of which are may be up to 60' long
- 75 visitor and employee parking spaces
- Compliance with all building and design standards and regulations including American with Disabilities Act (ADA).

Public Process

Staff engaged the public early in the process and went above and beyond the minimum requirements of CEQA. A public workshop was held on August 17, 2016. NVTA sent approximately 314 invitations for the workshop by postal mail to all government authorities having jurisdiction over the parcels, property owners, property occupiers, business interest, and residences within a ½ mile radius of the Project site, as well as, ½ radius from the intersection of Soscol Ferry Road and Devlin Rd. Public notices were translated into English and Spanish and ads of the event were placed in the Napa Valley Register, online at www.nvta.ca.gov, the downtown library, and in public transit vehicles. Approximately fourteen (14) people attended the workshop representing various stakeholders including the Vine Trail Coalition, Transdev Services, nearby business interest, and NVTA staff. See Attachment 4 for the public notice poster boards placed in various locations.

In accordance with CEQA, a public review period of thirty (30) days occurred from October 7th, 2016 to 5:00 pm on November 6th, 2016. A public notice was provided to the Napa Valley Register (NVR) within the project area per CEQA Guidelines and NVTA requirements for public noticing. Additionally, the **Notice of Intent to Adopt an Initial Study/Mitigated Negative Declaration** was posted by the Napa County Clerk's office on October 6th, 2016, legal notice published in the *Napa Valley Register* on October 7th, 2016, and ads in the *Napa Valley Register* on October 7th and October 9th, 2016.

On October 5, 2016, a total of 335 notices of the Notice of Intent to Adopt a Mitigated Negative Declaration (Attachment 5), including notices to nearby property owners and occupants within ½ mile radius of the Project site and ½ from the intersection of Soscol Ferry Road and Devlin Road, the State Clearinghouse, responsible agencies, and interested parties, and posted on the NVTA website and social media pages.

During the public review period, four (4) comment letters were received representing the following groups: Tugboat Inc. (private business), Napa County Sanitation District, and the City of Napa Public Works Water Division. An additional three (3) comments were submitted and accepted after the deadline from the Vine Trail Coalition, Mr. Eamon Griffin representing the 83 Sheehy Court Association, and Holman Teague LLP Attorneys at Law. A letter for the California State Clearinghouse and Planning Unit received on November 8th, 2016 indicated that no comments were made by any State

agency. The notice verified that NVTA complied with the State Clearinghouse review requirements. Attachment 7 summarizes the comments received and response.

Based upon a review of the Project, mitigated declaration, monitoring plan and the comments received during the public comment period, staff finds that all environmental impacts of the Project with mitigation measures are below a level of significance. Staff therefore recommends adoption of the final Mitigated Negative Declaration.

Next steps

The Authority continues to work on the architectural and engineering plans which are expected to be released as a Request for Proposals by early 2017. Construction is subject to Board approval, and a recommendation for bid award will be brought forward in spring 2018, once design and permitting have been completed. The construction duration is approximately two (2) years.

This is the opportunity for the NVTA Board to hold this public hearing, consider any additional input, certify this CEQA document and enable the Authority to move forward with this project.

SUPPORTING DOCUMENTS

- Attachments: (1) Resolution No. 16-24
(2) Final Draft Initial Study/Mitigated Negative Declaration Report
(3) Conceptual Site Plan, Budget, and Schedule
(4) IS/MND Workshop Notice-English
(5) Notice of Intent to Adopt a Mitigated Negative Declaration
(6) Legal Notice in Napa Valley Register- Notice to Adopt IS/MND
(7) Comments and Responses/Revisions to the Draft IS/MND Summary and Mitigation Monitoring and Reporting Program

RESOLUTION No. 16-24

**RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
APPROVE AND CERTIFY THE MITIGATED NEGATIVE DECLARATION
FOR THE VINE TRANSIT MAINTENANCE BUS FACILITY**

WHEREAS, the Napa Valley Transportation Authority (NVTA) is designated the countywide transportation planning agency responsible for highway, street and road, transit, bicycle, and pedestrian planning and programming within Napa County; and

WHEREAS, this resolution of the NVTA adopting the Initial Study and Mitigated Negative Declaration ("IS/MND") State Clearinghouse #2016102012 for the Vine Transit Bus Maintenance Facility Project ("Project") as being in compliance with the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines; and

WHEREAS, the IS/MND contained mitigation measures designed to reduce environmental impacts to a less than significant level; and

WHEREAS, a Notice of Intent to adopt a mitigated negative declaration was posted at the Napa County Clerk's office on October 6th, 2016; and

WHEREAS, on October 6th, 2016, under CEQA Guideline Section 15073, the Notice of Intent to Adopt a Mitigated Negative Declaration was sent for posting for the IS/MND to the Napa Valley Register, the State Clearinghouse, relevant State Agencies, local agencies, and the adjacent property owners/occupiers within a ½ mile radius of the parcels, and within a ½ mile radius from the intersection of Soscol Ferry Road and Devlin Road, for public review, with a review period commencing on October 7th, 2016 and closed on November 6th, 2016; and

WHEREAS, NVTA independently reviewed the mitigated negative declaration and considered written and public comments on the proposed Project received through November 9th; and

WHEREAS, the Initial Study/Final Mitigated Negative Declaration for the Project, together with public comments and the response to comments were read and considered by the NVTA Board, and are, by this reference, incorporated into this Resolution and adopted by this Board as Exhibits A as if fully set forth herein; and

WHEREAS, the NVTA held a duly noticed public hearing on the Initial Study/Final Mitigated Negative Declaration on December 21st, 2016, heard public testimony and closed the public hearing, and prepared a resolution based on the Board's tentative decision to adopt the Initial Study and Final Mitigated Negative Declaration; and

WHEREAS, after receiving public comments, some insubstantial revisions were made to the Mitigated Negative Declaration which do not require recirculation pursuant to CEQA Guidelines 15073.5(c)4:

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of the California Environmental Quality Act, the Board of the Napa Valley Transportation Authority makes the following findings and takes the following actions:

1. The foregoing recitals are true and correct.
2. The Final Initial Study/Mitigated Negative Declaration (Final IS/MND) for the Plan, attached as Exhibit "A," has been completed in accordance with the requirements of the California Environmental Quality Act, Public Resources Code sections 21000 *et seq.* ("CEQA") and California Code of Regulations, Title 14, sections 15000 *et seq.* ("CEQA Guidelines").
3. The Final IS/MND was prepared, published, circulated, and reviewed in accordance with the requirements of CEQA and the CEQA Guidelines, that the Final IS/MND is adequate, accurate, objective, and complete; and has been independently analyzed by NVTA, and the final report together with the comments and the response to comments reflects NVTA's independent judgment (Pub. Res. Code 21082.1).
4. The Board hereby finds that if the mitigation measures set forth in the Final MND are carried out:
 - a. The Plan does not have the potential to substantially degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal, or eliminate important examples of major periods of California history or prehistory;
 - b. The Plan does not have the potential to achieve short-term environmental goals to the disadvantage of long-term goals;
 - c. The Plan does not have environmental effects which are individually limited but are cumulatively considerable;
 - d. The Plan will not have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly;
5. Pursuant to CEQA Guidelines sections 15074, and consistent with and based on the findings set forth above and in the Final IS/MND, in support of its approval of the Plan, the Board finds that on the basis of the whole record before it, that there is no substantial evidence in the record that the Plan will have a significant effect on the environment; and find that the mitigation measures described in the Final IS/MND will reduce all environmental impacts of the Plan to less than significant levels.

- 6. On behalf of NVTA, the Board hereby adopts the Mitigation Monitoring and Reporting Program, as set forth in Appendix B of Exhibit "A" of this Resolution, pursuant to CEQA section 21081.6 and CEQA Guideline section 15074, in support of approval of the Plan, in order to ensure implementation of all reasonably feasible mitigation and other measures identified in the MND. The NVTA Board find that these mitigation measures are fully enforceable conditions of the Plan and shall be binding on NVTA and all other affected parties.
- 7. The Board directs that, pursuant to CEQA Guideline section 15075, staff immediately file a Notice of Determination with the County Clerk of Napa County and with the State Office of Planning and Research.
- 8. Pursuant to CEQA Guidelines section 15074(c), the custodian of the documents and other materials that constitute the record of proceedings upon which the Napa Valley Transportation Authority has based its decision is the NVTA Executive Director; and the documents and materials are located in and may be obtained from offices of the Napa Valley Transportation Authority, 625 Burnell Street, Napa CA 94559 or accessible online at www.nvta.ca.gov.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on December 21st, 2016, by the following vote:

Peter White, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Jennifer Gore, NVTA Legal Counsel

CERTIFICATIONS

I hereby certify that I am the Secretary of the Napa Valley Transportation Authority and custodian of the records for that Authority and that this Resolution is a true and correct copy of the original on file in the Authority office.

Karalyn E. Sanderlin, NVT Authority Secretary

EXHIBIT "A"

Due to file size constraints the Final Initial Study/Mitigated Negative Declaration (IS/MND) for the Vine Transit Bus Maintenance Facility is available for review at the NVTA Offices, 625 Burnell Street, Napa CA or by clicking on the following links:

Access the reports via www.nvta.ca.gov :

Initial Study/ Mitigated Negative Declaration

<http://www.nvta.ca.gov/sites/default/files/Vine%20Facility%20Final%20Draft%20IS-MND.pdf>

Appendices

<http://www.nvta.ca.gov/sites/default/files/Vine%20Facility%20IS-MND%20Public%20Draft%20-%20Appendices.pdf>

Comments and Responses/Revisions to the Draft Initial Study-Mitigated Negative Declaration

http://www.nvta.ca.gov/sites/default/files/Vine%20Facility%20Draft%20Responses-Comments_0.pdf

Mitigation Monitoring and Reporting Program

<http://www.nvta.ca.gov/sites/default/files/Vine%20Transit%20Project%20Draft%20MMRP.pdf>

Initial Study/ Mitigated Negative Declaration
Vine Transit Bus Maintenance Facility
State Clearinghouse Number: 2016102012

Access the reports via www.nvta.ca.gov :

Final Draft Initial Study/ Mitigated Negative Declaration
<http://www.nvta.ca.gov/sites/default/files/Vine%20Facility%20Final%20Draft%20IS-MND.pdf>

Appendices
<http://www.nvta.ca.gov/sites/default/files/Vine%20Facility%20IS-MND%20Public%20Draft%20-%20Appendices.pdf>

Access the reports via Dropbox:

Final Draft Initial Study/ Mitigated Negative Declaration
<https://www.dropbox.com/s/g4k5gz5mqs00084/Vine%20Facility%20Final%20Draft%20IS-MND.pdf?dl=0>

Draft Initial Study/ Mitigated Negative Declaration
<https://www.dropbox.com/s/egdaw89dss5eqvy/Vine%20Facility%20IS-MND%20Public%20Draft%20Oct%206%202016.pdf?dl=0>

Appendices
<https://www.dropbox.com/s/euivb3ah4ne7bre/Vine%20Facility%20IS-MND%20Public%20Draft%20-%20Appendices.pdf?dl=0>

VINE TRANSIT



MAINTENANCE FACILITY

PROJECT SUMMARY

The **Napa Valley Transportation Authority** (NVTA) will construct a 23,000-square-foot, two-story maintenance facility building, standalone administrative offices, a bus wash facility, parking lot for up to 100 public transit vehicles, and parking for employees and visitors located at the west end of Sheehy Ct. The current maintenance yard located on Jackson St. and Soscol is leased, too small to maintain Vine Transit’s existing and growing fleet and offers no room for expansion. The property will provide sufficient space for existing operations and expansion for the next 20 years. Public comments can also be sent via mail or to info@nvta.ca.gov



PGA design
LANDSCAPE ARCHITECTS
August 1, 2016



STANDALONE OFFICE LAYOUT (PREFERRED)
SHEEHY COURT BUS MAINTENANCE FACILITY



MAINTENANCE FACILITY

Transit Yard Capital Expenditure Plan	Estimated Cost
<u>Right of Way</u>	
Lot Purchase	\$2,595,000
Architecture & Engineering	\$4,000,000
Environmental Study & Site Design	\$175,000
<u>Improvements</u>	
Paving	\$1,000,000
Site Prep	\$500,000
Bus Washer	\$500,000
Phase 1 Program Manager	\$105,000
Utilities	\$100,000
<u>Phase 2 Facility Improvements</u>	
Maintenance & Admin Building	\$10,500,000
Contingency	\$2,150,000
Parking and Solar	\$2,000,000
Phase 2 Program Manager	\$750,000
Office Equipment	\$500,000
Total Construction Cost	\$24,875,000
I-Bank Financing	\$6,600,000
Solar Financing	\$176,000
Appraisal	\$14,000
Total Project Cost	\$31,665,000

PROPOSED CONSTRUCTION SCHEDULE	Begin	End	Status
Environmental & Site Plan	March 2016	October 2016	Completed
Appraisal	March 2016	April 2016	Completed
Architecture & Engineering	November 2016	December 2017	Pending
Construction	February 2018	June 2020	
In Service	August 2020		

NOTICE OF PUBLIC WORKSHOP

Proposed Vine Transit Maintenance Facility

West End of Sheehy Court, Gateway Business Park, Napa, CA

Date: **Wednesday, Aug 17, 2016 - 5:30 to 7 pm**

Location: **Soscol Gateway Transit Center Board Room
625 Burnell Street, Napa, CA 94559**

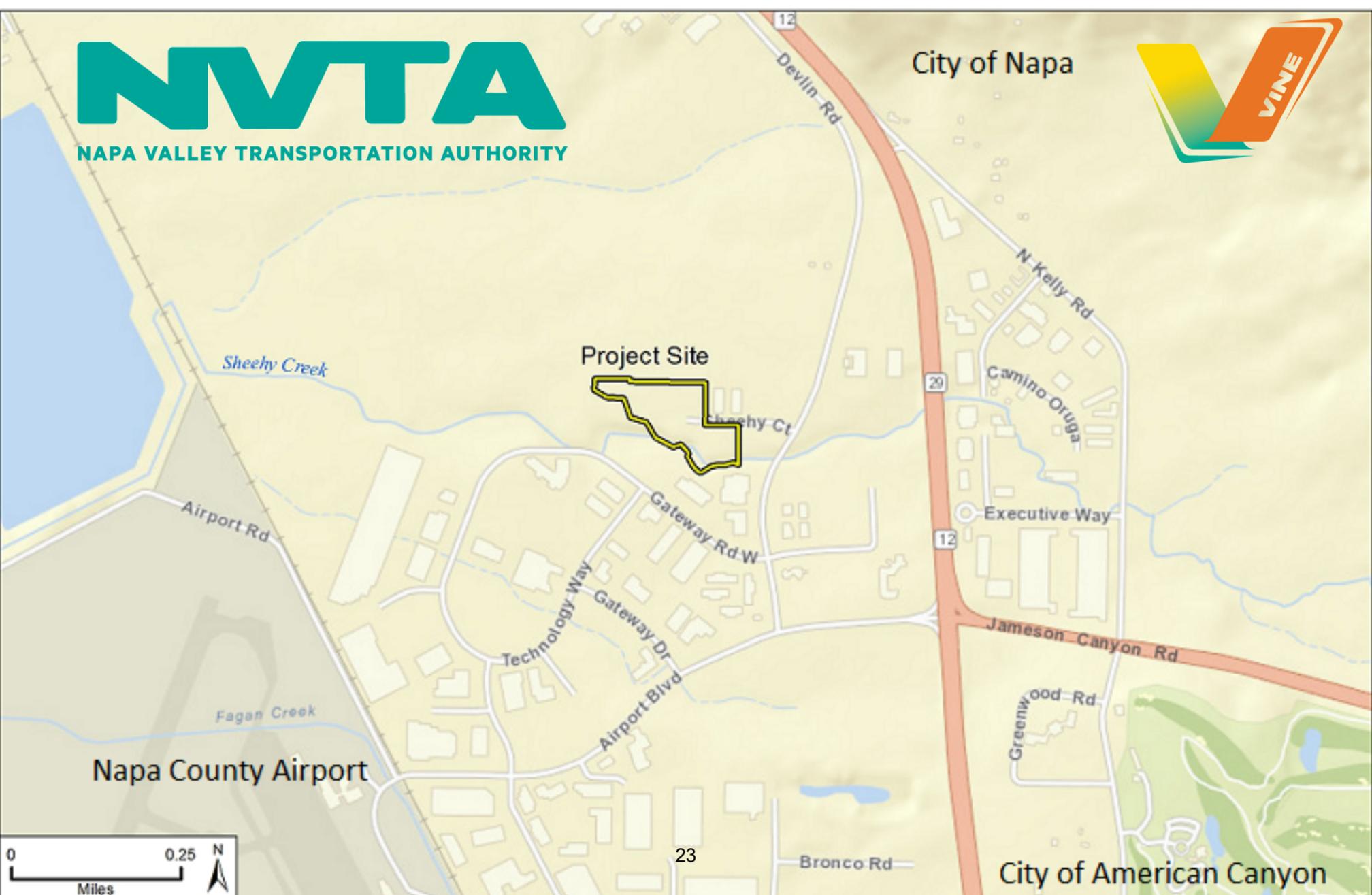
On-site parking available. Meeting venue is ADA compliant.

Accessible by Vine Transit:

www.ridethevine.com/routes-schedules

About: This workshop is an open house with NVTA Project Manager to discuss the proposed project, why it's needed, a tentative schedule, the environmental review process and the goals of the project. Public comments will be addressed by the Project Manager at this time.

Comments: Comments can be submitted via email to info@nvta.ca.gov or via USPS.



RECEIVED

2016 NOV 21 A 7:33

NVTA



**NOTICE OF INTENT TO ADOPT A
MITIGATED NEGATIVE DECLARATION**

Lead Agency: Napa Valley Transportation Authority
625 Burnell St.
Napa, CA 94559

POSTED
RECEIVED 10-6-16 BY: W
COMPLETED 11-7-16 BY: W
NAPA COUNTY CLERK

Title: Vine Transit Maintenance Facility

NOTICE IS HEREBY GIVEN that the Napa Valley Transportation Authority has prepared a draft Mitigated Negative Declaration pursuant to the requirements of the California Environmental Quality Act (CEQA), for the above described project. The project is not listed on the Hazardous Waste and Substances Sites List as set forth in Government Code Section 65962.5 (Cortese List).

Project Location: The approximately eight-acre project site is located on two parcels at the terminus of Sheehy Court, approximately 900 feet west of its intersection with Devlin Road, in unincorporated Napa County, California.

Assessor's Parcel Numbers (APNs): 057-250-025 and 057-250-036

Contact Person / Phone Number: Antonio Onorato, Project Manager
(707) 259-8779
aonorato@nvta.ca.gov

Review Period: October 7th, 2016 through November 6th, 2016

Project Description

The Napa Valley Transportation Authority has acquired two (2) parcels in south Napa County; Napa County Assessor Parcel Numbers 057-250-025 and 057-250-036. The purpose of the project is for NVTA to acquire property consisting of approximately 351,964 square feet of undeveloped land to develop a public transit maintenance facility.

The property is located within the Napa Valley Gateway Business Park, a 300 acre business park located adjacent to the Napa County Airport on Highway 29 in South Napa County which accommodates a combination of industrial, warehouse and service retail.

NVTA proposes constructing a new public transit maintenance facility to replace the currently leased site at 720 Jackson St. in Napa. When complete, the project will span at least 8 acres, including:

- Maintenance building with up to eight (8) bays
- Administration building
- Parking for 93 public transit vehicles up to 60' long
- 75 visitor and employee parking
- Compliance with all building and design standards and regulations including American with Disabilities Act (ADA).



The proposed project replaces an existing deficient maintenance yard that is leased from the City of Napa. The present facility located at 720 Jackson Street in Napa is insufficient for the Vine Transit's existing service and cannot accommodate any future growth because it does not have enough bus maintenance bays or parking or sufficient space for a modern bus wash. It further cannot accommodate visitor or employee parking.

Mitigated Negative Declaration

In accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, NVTA has prepared a Draft Initial Study / Mitigated Negative Declaration (IS/MND). Based on the Initial Study, the project effects were found to have a less than significant impact on the environment with implementation of identified mitigation measures.

Public Comment Period

The public and all affected agencies are hereby invited to review the Draft IS/MND and submit written comments. The Draft IS/MND can be accessed at: www.nvta.ca.gov/vine-transit-maintenance-facility or at NVTA offices during regular business hours. Comments are due by November 6th, 2016 at 5:00pm local time and should be sent to info@nvta.ca.gov or by mail at:

Napa Valley Transportation Authority
Antonio Onorato, Project Manager
625 Burnell Street
Napa, CA 94559-3420

PUBLIC REVIEW PERIOD: A thirty (30) day public review period for the Draft Mitigated Negative Declaration will commence on October 7th and will end on November 6th, 2016 for interested individuals and public agencies to submit written comments on the document. Any written comments on the Draft Mitigated Negative Declaration must be received at the above address within the public review period. Copies of the Draft Mitigated Negative Declaration are available for review at the above address and on the website at www.nvta.ca.gov/vine-transit-maintenance-facility.

PUBLIC MEETING: A public hearing for the adoption of the Mitigated Negative Declaration and approval of the project is tentatively scheduled to be heard at the NVTA Board of Director's meeting on **December 21, 2016**. Please check the Board Agenda at <http://www.nvta.ca.gov> in case of changes to this tentatively scheduled hearing date.



Antonio Onorato, Project Manager

10/5/2016

Date [date signed]



Vine Transit Maintenance Facility

For reviewing agencies: The Napa Valley Transportation Authority requests that you review the materials and provide any appropriate comments related to your agency's area of responsibility. The space below may be used to indicate that your agency has no comments, or to state brief comments. If applicable and in accordance with Section 15097 of the CEQA Guidelines, please provide a draft mitigation monitoring or reporting program for mitigation measures proposed by your agency. This program should include specific performance objectives for mitigation measures identified (CEQA Section 21081.6(c)). Also inform NVTA if a fee needs to be collected in order to fund the mitigation monitoring or reporting by your agency and how that language should be incorporated into the mitigation measure.

- No Comments provided
- Comments noted below
- Comments provided in separate letter

COMMENTS:

Return to: NVTA
Attn: Antonio Onorato, Project Manager
625 Burnell St.
Napa, CA 94559

From: Agency Name: _____
Contact Person: _____
Phone Number: _____

DISTRIBUTION

1. State Clearinghouse (15 copies)



Customer Ad Proof

60001221 NVTA

Order Nbr 74849

**ATTACHMENT 6
NVTA Board Agenda Item 10.1
December 21, 2016**

Publication	Napa Valley Register
Contact	NVTA
Address 1	625 BURNELL
Address 2	
City St Zip	NAPA CA 94559
Phone	7072598631
Fax	
Section	Legals
SubSection	
Category	901 Public Notices
Ad Key	74849-1
Keywords	PUBLIC NOTICE NOTICE OF INTENT
Notes	

PO Number	
Rate	Legal Open
Order Price	413.10
Amount Paid	0.00
Amount Due	413.10
Start/End Dates	11/21/2016 - 12/07/2016
Insertions	2
Size	102
Salesperson(s)	AMBERLY KRUPCZNSKI
Taken By	Krystah Carlisle

Ad Proof

PUBLIC NOTICE
 NOTICE OF INTENT TO ADOPT A
 MITIGATED NEGATIVE
 DECLARATION
 NOTICE OF PUBLIC HEARING
 VINE TRANSIT BUS
 MAINTENANCE FACILITY
 PROJECT

NOTICE IS HEREBY GIVEN that the Napa Valley Transportation Authority (NVTA) will hold a public hearing recommending to the NVTA's Board of Director's adoption of a Mitigated Negative Declaration pursuant to the requirements of the California Environmental Quality Act (CEQA), for the Vine Transit Bus Maintenance Facility and to approve the following project:

Project Description and Location
 NVTA acquired Accessor Parcel Numbers (APNs) 057-250-025 and 057-250-036 for the purpose of constructing a new transit maintenance facility to replace the currently leased site at 720 Jackson St. in Napa. The property consists of approximately 351,964 square feet of undeveloped land. The approximately eight-acre project site is located on two parcels at the terminus of Sheehy Court, approximately 900 feet west of its intersection with Devlin Road, in unincorporated Napa County, California.

When complete, the project will span nearly eight (8) acres, including:

- Maintenance building with up to eight (8) bays
- Administration building
- Parking for 93 public transit vehicles up to 60' long
- 75 visitor and employee parking
- Compliance with all building and design standards and regulations including American with Disabilities Act (ADA).

The property is located within the Napa Valley Gateway Business

Napa Valley Gateway Business Park, a 300 acre business park located adjacent to the Napa County Airport on Highway 29 in South Napa County which accommodates a combination of industrial, warehouse and service retail.

CEQA Environmental Impacts

In accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, NVTA has prepared a Initial Study / Mitigated Negative Declaration (IS /MND). Based on the Initial Study, the project effects were found to have a less than significant impact on the environment with implementation of identified mitigation measures. The public and all affected agencies were invited to review the Draft IS/MND and submit written comments. The IS/MND can be reviewed and accessed at: www.nvta.ca.gov/vine-transit-maintenance-facility or at NVTA offices during regular business hours. The thirty (30) day comment period was from October 7th, 2016 to November 6th, 2016.

PUBLIC HEARING: A public hearing for the recommended adoption of the Mitigated Negative Declaration and approval of the project is scheduled to be heard at the NVTA Board of Director's meeting on **December 21st, 2016** at 1:30pm or thereafter. Please check the Board Agenda at <http://www.nvta.ca.gov> in case of changes to the scheduled hearing date.

Contact Information: Antonio Onorato, Project Manager
Napa Valley Transportation Authority
625 Burnell St.
Napa, CA 94559
aonorato@nvta.ca.gov
(707) 259-8779

All persons interested in the matter may appear and be heard at this meeting.

11/21, 12/7 #74849

Initial Study/ Mitigated Negative Declaration
Vine Transit Bus Maintenance Facility
State Clearinghouse Number: 2016102012

Access the reports via www.nvta.ca.gov :

Comments and Responses/Revisions to the Draft Initial Study-Mitigated Negative Declaration
http://www.nvta.ca.gov/sites/default/files/Vine%20Facility%20Draft%20Responses-Comments_0.pdf

Mitigation Monitoring and Reporting Program
<http://www.nvta.ca.gov/sites/default/files/Vine%20Transit%20Project%20Draft%20MMRP.pdf>

Access the reports via Dropbox:

Comments and Responses/Revisions to the Draft Initial Study-Mitigated Negative Declaration
<https://www.dropbox.com/s/fyxz2etefxwdcfb/Vine%20Facility%20Draft%20Responses-Comments.pdf?dl=0>

Mitigation Monitoring and Reporting Program
<https://www.dropbox.com/s/5z53dt874l9dv06/Vine%20Transit%20Project%20Draft%20MMRP.pdf?dl=0>

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

December 21, 2016
NVTA Agenda Item 11.1
Continued From: New
Action Requested: APPROVE

625 Burnell Street
Napa, CA 94559

Wednesday, October 19, 2016

1:30 PM

NVTA Conference Room

1. Call to Order

Chair White called the meeting to order at 1:31 p.m.

2. Pledge of Allegiance

Chair White led the Pledge of Allegiance.

3. Roll Call

Leon Garcia
Alan Galbraith
James Barnes
Jill Techel
Keith Caldwell
Mark Luce
Mary Luros
Belia Ramos
Margie Mohler
John F. Dunbar
Peter White
Beth Kahiga
Chris Canning

4. Adoption of the Agenda

Motion MOVED by DUNBAR, SECONDED by GARCIA to APPROVE Adoption of the Agenda.

Motion carried by the following vote:

Aye: 23 - Garcia, Galbraith, Barnes, Techel, Caldwell, Luce, Luros, Ramos, Mohler, Dunbar, and White

Absent: 1 - Canning

5. Public Comment

None

6. Chairperson's, Board Members' and Metropolitan Transportation Commissioner's (MTC) Update

Board Members' Update

Board Member Dunbar announced that he was elected to the League of California Cities Statewide Executive Board of Directors.

Metropolitan Transportation Commissioner's Update

Board Member Luce reported in MTC activities to date.

7. Director's Update

Kate Miller, Executive Director

- Announced the Oak Knoll Vine Trail Ribbon Cutting ceremony is Friday, October 21st at 3 PM at the Yountville Park & Ride. A reception hosted by Ghilotti Brothers and the Napa Valley Vine Trail Coalition will be held at Bardessono.
- Reported that new E-lockers (bicycle lockers) have been installed at Redwood and Yountville park & ride lots and are available for use. They are managed by BikeLink. Users must have an account which can establish at the customer service window at the Soscol Gateway Transit Center.
- Announced Caltrans is soliciting input for the state Bicycle and Pedestrian Plan. Next stakeholder public meeting will be held at Caltrans District 4 office from 10 to 12 Monday October 24. A webinar will be available for those not able to participate in person.
- Announced the October 5th Walk to School Day was a great success:
 - 18 schools participated
 - The Napa Police Department also participated with officers helping kids to safely cross streets
 - Mayor Techel was also sited walking with a group of students to Browns Valley Elementary. There are pictures and information on the Napa Safe Routes to Schools (SRTS) Facebook page (<https://www.facebook.com/NapaSRTS>)
- Provided a reminder that staff is requesting the public and the Board complete the Express Bus survey. Today is the last day that the survey will be open.
- Announced the comment period for the Initial Study/Mitigated Negative Declaration for the Vine Transit Maintenance Facility has begun and will continue until November 6 at 5pm. The documents can be accessed at the www.ntva.ca.gov website.
- Announced the Federal Transit Administration (FTA) Mobility on Demand awards were announced. NVTA had submitted a grant partnering with UC Berkeley and Via Analytics to improve communications between Vine Express Bus and Local Operations in American Canyon. Unfortunately, NVTA's proposal was not selected. Staff is aware of a number of opportunities and new developments and will continue to investigate funding options for integrated new technologies into the transit system as well as highways, streets and roads.
- Announced that the Jameson Canyon project received the 2016 Caltrans Excellence in Transportation Award for rural highways.

8. Caltrans' Update

No oral report was given by Caltrans, however, the October 2016 Caltrans Reporting memo was provided for review.

9. QUARTERLY PROJECT UPDATE

9.1 Napa Valley Vine Trail Update (Kate Miller)

Staff provided an update on the project activities to date.

Public Comment was provided by Phillip Sales, Napa Valley Vine Trail Coalition (NVVTC).

9.2 Board Room Modifications Update (Karrie Sanderlin)

Staff provided an update to the upgrades and improvements planned for the Soscol Gateway Transit Center (SGTC and Board room).

10. CONSENT AGENDA ITEMS (10.1 - 10.3)

Motion MOVED by MOHLER, SECONDED by GALBRAITH to APPROVE Consent Items 10.1 - 10.3.

Motion carried by the following vote:

Aye: 23 - Garcia, Galbraith, Barnes, Techel, Caldwell, Luce, Luros, Ramos, Mohler, Dunbar, and White

Absent: 1 - Canning

10.1 Approval of Meeting Minutes of September 21, 2016 (Karrie Sanderlin) (Pages 6-10)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of the September 21, 2016.

10.2 Napa Valley Transportation Authority (NVTA) Transit Policies Update (Matthew Wilcox) (Pages 11-50)

Attachments: [Staff Report](#)

Board action approved the updated NVTA Transit Policies.

10.3 Approval of Amendment to Napa Valley Transportation Authority (NVTA) Agreement No. 14-21 with Avail Technologies, Inc. (Antonio Onorato) (Pages 51-53)

Attachments: [Staff Report](#)

Board action authorized the Executive Director to execute a contract amendment to NVTA Agreement No. 14-21 with Avail Technologies, Inc. increasing the contract by \$44,394 to include sales tax on equipment purchased for the Computer Aided Dispatch/Automated Vehicle Locator (CAD/AVL) project.

11. REGULAR AGENDA ITEMS**11.1** Napa Valley Transportation Authority (NVTA) Unaudited Fiscal Year (FY) 2015-16 Financials and 5-Year Forecast (Justin Paniagua) (Pages 54-60)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The Board received a review of the NVTA unaudited financial performance against budget for FY 2015-16 period and 5-year forecast model.

11.2 One Bay Area Grant Second Round (OBAG 2) Call For Projects (Danielle Schmitz) (Pages 61-137)

Attachments: [Staff Report](#)

Staff reviewed the Call for Projects, additional funding revenues and housing-related policies to the OBAG 2 program.

Public Comment was provided by:
 Aly Hite, Napa County Office of Education
 Jason Holley, Public Works Director, City of American Canyon
 Phillip Sales, Executive Director, Napa Valley Vine Trail Coalition

Board member Techel requested that the Safe Routes to School (SRTS) non-infrastructure minimum of \$250,000 requirement be removed from Napa County CMA OBAG 2 Funds as provided in Table 1.

Motion MOVED by DUNBAR, SECONDED by LUROS to APPROVE opening the One Bay Area Grant Second Round (OBAG 2) Call for Projects and adopting the related materials including the OBAG 2 Application and Scoring Criteria with the removal of the \$250,000 set aside requirement for Safe Routes to School (SRTS) non-infrastructure minimum. Motion carried by the following vote:

Aye: 22 - Garcia, Barnes, Techel, Caldwell, Luce, Luros, Ramos, Mohler, Dunbar, and White

Absent: 2 - Galbraith, and Canning

11.3 Transit Performance Data Update (Matthew Wilcox) (Pages 138-141)

Attachments: [Staff Report](#)

Information Only / No Action Taken
 The Board received the Fiscal Year (FY) 2016-17 Quarter 1 Transit Performance data.

11.4 Federal and State Legislative Updates and State Bill Matrix (Kate Miller) (Pages 412-161)

Attachments: [Staff Report](#)

Information Only / No Action Taken
 The Board received the monthly Federal and State Legislative update and bill matrix.

12. FUTURE AGENDA ITEMS

None

13. CLOSED SESSION

Chair White announced that the Board would be adjourning to closed session for the item noted in the agenda and that no reportable action is expected.

Adjourned to Closed Session at 3:10 p.m.

13.1 CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)

Agency Designated Representative: Peter White, Chairman
Employee: Executive Director

Re-Convened to Open Session at 3:15 p.m.

Chair White reported that there were no reportable actions associated with the close session item.

14. ADJOURNMENT**14.1 Approval of Next Regular Meeting Date of November 16, 2016 at 1:30 p.m. and Adjournment**

The next regular meeting will be held on Wednesday, November 16, 2016.

The meeting was adjourned by Chair White at 3:15 p.m.

Karalyn E. Sanderlin, NVTA Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors

FROM: Kate Miller, Executive Director

REPORT BY: Karrie Sanderlin, Program Manager-Administration and Human Resources
(707) 259-8633 / Email: ksanderlin@nvta.ca.gov

SUBJECT: Resolution No. 16-25 Setting the Regular Meeting Time, Place, and Schedule of the Napa Valley Transportation Authority (NVTA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the Citizen Advisory Committee (CAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2017

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 16-25 (Attachment 1) setting the regular meeting time, place, and schedule of the NVTA Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the Citizen Advisory Committee (CAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2017.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The NVTA Governing Board, TAC, PCC, CAC and ATAC meetings fall under the requirements of the State of California Brown Act, and therefore must establish a regular meeting date, time, and place, and publish notice of each meeting.

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 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The NVTA Governing Board, TAC, PCC, CAC and ATAC meetings fall under the requirements of the State of California Brown Act and must establish a regular meeting time and place, and publish a notice of each meeting. Resolution No. 16-25 (Attachment 1) will set the regular meeting times, set the regular meeting place as the NVTA Board Room at 625 Burnell Street, Napa CA 94559, and set the meeting schedule for CY 2017.

The regular meeting time of the NVTA Governing Board will be 1:30 p.m., and the recommended regular meeting schedule for CY 2017 is as follows:

Wednesday, January 18
Wednesday, February 15
Wednesday, March 15
Wednesday, April 19
Wednesday, May 17
Wednesday, June 21
Wednesday, July 19
Wednesday, September 20
Wednesday, October 18
Wednesday, November 15
Wednesday, December 20

The regular meeting time for the Technical Advisory Committee (TAC) will be 2:00 p.m., and the recommended regular meeting schedule for CY 2017 is as follows:

Thursday, January 12
Thursday, February 2
Thursday, March 2
Thursday, April 6
Thursday May 4
Thursday, June 1
Thursday, July 13
Thursday, September 7
Thursday, October 5
Thursday, November 2
Thursday, December 7

The regular meeting time for the Paratransit Coordinating Council (PCC) will be 10:00 a.m. and the recommended regular meeting schedule for CY 2017 is as follows:

Thursday, January 5
Thursday, March 2
Thursday May 4
Thursday, July 6
Thursday, September 7
Thursday, November 2

The regular meeting time for the Citizen Advisory Committee (CAC) will be 6:00 p.m. and the recommended regular meeting schedule for CY 2017 is as follows:

Wednesday, January 11
Wednesday, March 1
Wednesday, May 3
Wednesday, July 12
Wednesday, September 6
Wednesday, November 1

The regular meeting time for the Active Transportation Advisory Committee (ATAC) will be 5:00 p.m. and the recommended regular meeting schedule for CY 2017 is as follows:

Monday, January 23
Monday, February 27
Monday, March 27
Monday, April 24
Monday, May 22
Monday, June 26
Monday, July 24
Monday, September 25
Monday, October 23
Monday, November 27
Monday, December 18

SUPPORTING DOCUMENTS

Attachment: (1) Resolution No. 16-25

RESOLUTION No. 16-25

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
SETTING THE REGULAR MEETING TIME, PLACE, AND SCHEDULE FOR
THE GOVERNING BOARD, THE TECHNICAL ADVISORY COMMITTEE (TAC),
THE PARATRANSIT COORDINATING COUNCIL (PCC),
THE CITIZEN ADVISORY COMMITTEE (CAC), AND
THE ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)
FOR CALENDAR YEAR (CY) 2017**

WHEREAS, the Napa Valley Transportation Authority (NVTA) Governing Board and Committee meetings fall under the requirements of the State of California Brown Act; and

WHEREAS, the NVTA Governing Board and Committees must establish a regular meeting time, place, and schedule, and publish notice of each meeting;

NOW, THEREFORE BE IT RESOLVED by the Governing Board of the Napa Valley Transportation Authority that:

1. The regular meeting dates for the Governing Board for calendar year 2017, as shown in Exhibit "A", sets the regular time at 1:30 p.m. and sets the regular meeting place as the NVTA Board Room at 625 Burnell Street, Napa, CA 94559.
2. The regular meeting dates for the Technical Advisory Committee (TAC) for calendar year 2017, as shown in Exhibit "B", sets the regular time at 2:00 p.m. and sets the regular meeting place as the NVTA Board Room at 625 Burnell Street, Napa, CA 94559.
3. The regular meeting dates for the Paratransit Coordinating Council (PCC) for calendar year 2017, as shown in Exhibit "C", sets the regular time at 10:00 a.m. and sets the regular meeting place as the NVTA Board Room at 625 Burnell Street, Napa, CA 94559.
4. The regular meeting dates for the Citizen Advisory Committee (CAC) for calendar year 2017, as shown in Exhibit "D", sets the regular time at 5:00 p.m. and sets the regular meeting place as the NVTA Board Room at 625 Burnell Street, Napa, CA 94559.

5. The regular meeting dates for the Active Transportation Advisory Committee (ATAC) for calendar year 2017, as shown in Exhibit "E", sets the regular time at 5:00 p.m. and sets the regular meeting place as the NVTA Board Room at 625 Burnell Street, Napa, CA 94559.

Passed and Adopted this 21st Day of December, 2016.

Peter White, NVTA Chair

Ayes

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Jennifer Gore, NVTA Legal Counsel

EXHIBIT "A"

NVTA Governing Board
Meeting Dates for CY 2017

Wednesday, January 18
Wednesday, February 15
Wednesday, March 15
Wednesday, April 19
Wednesday, May 17
Wednesday, June 21
Wednesday, July 19
Wednesday, September 20
Wednesday, October 18
Wednesday, November 15
Wednesday, December 20

EXHIBIT "B"

NVTA Technical Advisory Committee (TAC)
Meeting Dates for CY 2017

Thursday, January 12

Thursday, February 2

Thursday, March 2

Thursday, April 6

Thursday May 4

Thursday, June 1

Thursday, July 13

Thursday, September 7

Thursday, October 5

Thursday, November 2

Thursday, December 7

EXHIBIT "C"

NVTA Paratransit Coordinating Council (PCC)
Meeting Dates for CY 2017

Thursday, January 5

Thursday, March 2

Thursday May 4

Thursday, July 6

Thursday, September 7

Thursday, November 2

EXHIBIT "D"

NVTA Citizen Advisory Committee (CAC)
Meeting Dates for CY 2017

Wednesday, January 11

Wednesday, March 1

Wednesday, May 3

Wednesday, July 12

Wednesday, September 6

Wednesday, November 1

EXHIBIT "E"

NVTA Active Transportation Advisory Committee (ATAC)
Meeting Dates for CY 2017

Monday, January 23

Monday, February 27

Monday, March 27

Monday, April 24

Monday, May 22

Monday, June 26

Monday, July 24

Monday, September 25

Monday, October 23

Monday, November 27

Monday, December 18



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Program Manager- Finance
(707) 259-8779 / Email: anonorato@nvta.ca.gov
SUBJECT: Resolution No. 16-26 Authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for Fiscal Year (FY) 2016-17 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 16-26 (Attachment 1) authorizing the Executive Director to execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for Fiscal Year (FY) 2016-17 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program in the amount of \$110,000.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The agency annually submits an application for Planning, Programming and Monitoring (PPM) funds. NVTA will use the PPM STIP allocation funds to meet local requirements for program planning, programming and monitoring of STIP projects in Napa County.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? Yes, \$110,000 of PPM funds programmed for FY 2016-17

Is it Currently Budgeted? Yes

Is it Mandatory or Discretionary? NA

Future Fiscal Impact: No

Consequences if not approved: Other funding sources will have to be used for staff costs to monitor STIP projects, which could result in a budgetary shortfall.

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

Each year, PPM funding is provided to Congestion Management Agencies to assist with the cost to prepare the county STIP program, to perform oversight of projects receiving STIP funding, and to perform project development support activities for STIP projects.

SUPPORTING DOCUMENTS

Attachment: (1) Resolution No. 16-26

RESOLUTION No. 16-26

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE FUND TRANSFER
AGREEMENTS WITH THE STATE OF CALIFORNIA DEPARTMENT OF
TRANSPORTATION (CALTRANS) FOR FY 2016-17 STATE TRANSPORTATION
IMPROVEMENT PROGRAM (STIP) PLANNING,
PROGRAMMING AND MONITORING (PPM) PROGRAM**

WHEREAS, the annual California State Budget Act appropriates State Highway funds under local assistance for the State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) Program; and

WHEREAS, NVTA is eligible to receive STIP funding through Caltrans in the amount of \$110,000 for FY 2016-17 PPM17-6429(019); and

WHEREAS, NVTA will use these funds to meet the local requirements for program planning, programming, and monitoring STIP projects in Napa County; and

WHEREAS, Caltrans has requested the NVTA to execute fund transfer agreements in order to receive the STIP funds:

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Napa Valley Transportation Authority that the Executive Director is authorized to execute fund transfer agreements and any amendments thereto with Caltrans to receive FY 2016-17 funds for STIP Planning, Programming and Monitoring Program;

BE IT FURTHER RESOLVED that NVTA agrees to comply with all terms and conditions of the fund transfer agreement.

Passed and adopted this 21st day of December, 2016.

Peter White, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Jennifer Gore, NVTA Legal Counsel



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Program Manager- Finance
(707) 259-8779 / Email: anonorato@nvta.ca.gov
SUBJECT: Approval to Donate of One Retired Transit Vehicle to the Napa County Fire Department

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve the donation of one retired transit vehicle, Bus 128, to the Napa County Fire Department to be used for training purposes.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Bus 127, 128, 129, 130, and 131 were formerly retired by the NVTA Board of Director's in FY 2015-16 and are currently in storage awaiting disposal. Staff recommends donating one of the vehicles to the Napa County Fire Department. Although the vehicles were purchased with Federal Transit Administration funds in 1995, there is no longer a federal interest or any other legal holds on the property.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Undetermined - possible loss of auction income is estimated to be less than \$1,000 for a vehicle that has reached the end of its useful life.

Consequences if not approved: None, buses 127-131 are currently in storage awaiting disposal.

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

NVRTA financial policies and procedures, **Section 20.7 Disposal of Inventory Items and Fixed Assets** allows for the disposal of personal property. Per the policy:

1. Acceptable means of disposal for Agency's personal property. The Agency may:
 - a. Sell personal property that is no longer needed for Agency use for fair market value.
 - b. Trade surplus personal property with another government or public agency if the property received in return is needed for Agency use.
 - c. Donate, sell at less than fair market value, or otherwise transfer personal property to another government or public agency if the Agency no longer needs the property for its own use.
 - d. Dispose of personal property that is no longer needed for Agency use and that has **negligible or no economic value** in a manner deemed appropriate by the Agency.

The Napa County Fire Department has expressed an interest in acquiring one of the required vehicles for training purposes. Staff recommends donating retired Bus 128 as it is no longer operable and has negligible value.

SUPPORTING DOCUMENTS

Attachment: (1) Napa County Fire Department Request

ATTACHMENT 1
NVTA Board Agenda Item 11.4
December 21, 2016

From: [LNU St Helena Stn@CALFIRE](mailto:LNU_St_Helena_Stn@CALFIRE)
To: [Onorato, Antonio](#)
Subject: Bus for training
Date: Thursday, December 08, 2016 9:51:25 PM

We would be interested in acquiring a bus to use as a prop to train our firefighters with. The training we will be doing would be Vehicle Extrication and MCI drills. Vehicle extrication we would be using the "Jaws of Life". For MCI drill (Multi casualty Incident) we would be practicing our emergency medical skills to triage a large number of people. Any questions please call.

Tony Martinez
Fire Captain
St. Helena Station
Cal Fire/NCFD
(707)967-1467



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Planning Manager
(707) 253-5968 / Email: dschmitz@nvta.ca.gov
SUBJECT: Citizen Advisory Committee (CAC) Member Appointment

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve the appointment of new member, Jennifer Palmer, to the CAC as a representative for the County of Napa.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

On December 15, 2015 the NVTA Board approved the formation of the Citizen Advisory Committee (CAC). In April and May the NVTA Board approved 14 applicants for the 19-member committee. Recruitment has continued to fill vacant positions. On August 9th the Napa County Board of Supervisors approved Jennifer Palmer to fill the vacant County seat. With Ms. Palmer's appointment to the committee there remain four vacant positions:

- Town of Yountville representative
- City of St. Helena representative
- City of Calistoga representative
- Chamber of Commerce representative

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comments
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 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

A number of independent CACs have been convened to provide feedback to the NVRTA 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 interests in the County is more efficient and will significantly improve the quality of the input that is received.

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 will be appointed by their respective Councils or Board of Supervisors whichever is applicable.

Ideally, members will serve two years. Terms will be staggered to ensure continuity.

SUPPORTING DOCUMENTS

Attachments: (1) Jennifer Palmer Application
 (2) CAC Member Roster

ATTACHMENT 1
NVTA Board Agenda Item 11.5
December 21, 2106

RECEIVED

JUL - 8 2016

NAPA COUNTY
EXECUTIVE OFFICE



County Executive Office
1195 Third Street, Room 310 Napa, CA 94559-3082
(707) 253-4421 FAX (707) 253-4176
APPLICATION FOR APPOINTMENT TO
BOARD, COMMISSION, COMMITTEE OR TASK FORCE

A Tradition of Stewardship
A Commitment to Service

PLEASE TYPE OR PRINT (Complete pages 1 through 3)

NOTE: Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is **not** regarded as confidential **except** for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

PLEASE NOTE THAT APPOINTEES MAY BE REQUIRED BY STATE LAW AND COUNTY CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS.

For information about Form 700 Conflict of Interest Code click on this link [Committee List of Form 700 Filers](#)

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Napa Valley Transportation Authority (NVTA) Citizen Advisory

*Category of membership for which you are applying:

(This information can be found on the news release announcing the opening. You may apply for more than one category if more than one position is open.)

represent Napa County

*Supervisorial District in which you reside:

District 1

*Full Name:

Jennifer Palmer

*Date:

7/8/2016

*Current Occupation: (within the last twelve (12) months)

Analyst, Live Healthy Napa County
HHSA - Public Health

*Current License: (Professional or Occupational, date of issue and/or expiration including status)

*Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

BA, Santa Clara University

*Community Participation: (Nature of activity and community location)

HAPi (Napa), CoC (Napa), Community Schools Initiative (Calistoga), Chamber of Commerce (Am Can), LHNC - all meetings (County), Board Member Napa Little League (Napa), WDB (County), The Table (Napa)

*Other County Board/Commission/Committee on which you serve/have served:

I have not (yet :->) served on any other County Boards, Commissions or Committees

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Napa Valley Transportation Authority (NVTA) Citizen Advisory

Names, addresses and phone number of three (3) individuals familiar with your background:

*Name:

Jeri Gill

*Address:

[Redacted]

*City:

Napa

*State:

CA

*Zip Code:

94559

*Telephone:

[Redacted]

*Name:

Bruce Wilson

*Address:

[Redacted]

*City:

Napa

*State:

CA

*Zip Code:

94559

*Telephone:

[Redacted]

*Name:

Robin Jankiewicz

*Address:

[Redacted]

*City:

Napa

*State:

CA

*Zip Code:

94558

*Telephone:

[Redacted]

Name and occupation of spouse within the last 12 months, if married (For Conflict of Interest purposes):

not married

*Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute:

I believe transportation can be a cross-cutting source of relief from cost of living burdens and its related health impacts on the most vulnerable. I will contribute the perspectives of the diverse groups I engage with every day.

*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Napa Valley Transportation Authority (NVTA) Citizen Advisory

APPLICANTS APPOINTED BY THE BOARD OF SUPERVISORS WILL BE REQUIRED TO TAKE AN OATH OF OFFICE.

All applications will be kept on file for one year from the date of application.

PERSONAL INFORMATION

The following information is provided in confidence, but may be used by the Board of Supervisors when making the appointment, or be used by the Committee/Commission/Board/Task Force following appointment for purposes of communicating with the appointee.

*Full Name:

Jennifer Palmer

*email Address:

[Redacted]

*Home Address:

[Redacted]

*Work Address:

[Redacted]

*City:

Napa

*State:

CA

*Zip Code:

94559

*City:

Napa

*State:

CA

*Zip Code:

94559

*Telephone:

[Redacted]

*Telephone:

[Redacted]

HEAD OF STRATEGIC SERVICES – HEALTHCARE & MEDICINE

*Business Planning | Strategy Development | Business Development | Program Development | Project Management
Marketing & Sales Strategy | Opportunity Analysis | Market Research | P&L Management*

Business-minded strategist with 15 years' experience in Healthcare & Retail, including recent success establishing patient-centered, compliant, cost-effective, and hugely profitable operations for a medical services provider. Balance of skills in business analysis/leadership and medical product development and practice management. Outstanding ability to identify business opportunities through meticulous analysis, co-develop strategies with executive teams, parse strategies into executable initiatives, and then manage those clearly defined initiatives through to delivery.

AMERICAN VEIN & VASCULAR INSTITUTE, Colorado Springs, CO VP Strategic Services | Jan 2012 – Jan 2015

Grew YoY patient-driven revenues 25% reaching \$14M in 2015, expanded footprint to 6 clinics with retail stores and optimized clinics to run consistently at >90% capacity (up from 70%-80%), while cutting overhead.

STRATEGIC PLANNING

- **Analyzed business model and metrics**, ultimately redefining KPIs to focus on client conversion rates, physician/technician/admin staffing ratio, breadth of service offerings, and quality of patient engagement (versus solely focusing on volume of procedures).
- **Partnered with executive team** to generate quarterly and annual business strategies, facilitating 3 steering committee meetings per year to gather ideas and define actionable initiatives.

BUSINESS DEVELOPMENT

- **Conceptualized, established, and branded "The Compression Center,"** a wholly-owned chain of in-clinic retail stores selling compression garments. Trained staff on integrating product education programs into the patient consultation process – generating \$200,000 for pilot store in year one and boosting patient compliance with compression wear procedures by 60%.
- **Launched rotational provider pilot program** in Canyon City whereby physicians rotate amongst satellite clinics staffed with full-time receptionists and medical assistants. This reduced payroll costs and physician downtime while increasing patient engagement and procedure volume.
- **Identified new medical service offerings**, including diagnosis of arterial disease and catheter-based interventions such as stents, balloon, angioplasty, and atherectomy, predicted to add \$3M (20%) to AVVI's portfolio while reducing risk exposure. Opened up outpatient Cath Lab in Colorado Springs to administer interventional procedures that were previously being performed in a hospital setting.
- **Rolled out a centralized call center** focused on securing insurance authorizations for all clinic locations, eliminating chronic interruptions to the patient-care process by redirecting 85% of call volume away from clinic locations and reducing insurance authorization times by 75%.
- **Underscored employee-focused work culture**, establishing employee-voted awards, "Zen Ben" wellness program, and 3-day company retreat to boost staff commitment and, ultimately, patient care.

MARKETING AND BRANDING

- **Led company-wide rebranding** to align the messaging, image, and service standards. Developed long-term branding strategy to further penetrate western U.S. market (CO, TX, NM, UT). Managed outside agency in designing brochures, posters, forms, product books, and marketing collateral.
- **Spearheaded B2B direct mail campaigns** to boost awareness of vein/vascular disease and solutions amongst a network of physicians serving vastly different markets. Compiled case studies and designed infographics on signs and symptoms to facilitate referral process.
- **Championed quarterly "free screening events"** offering 15-minute consultations to the public, generating high-quality leads from a pool of 5,000-10,000 prospects in each market.

Jennifer M. Palmer

Head of Strategy



FRECKLES CHILDREN'S BOUTIQUE, 3 Retail Stores in California

Founder & Owner | Oct 1998 – Jan 2012

Optimized revenues for 3 Northern California stores, taking top market position in high-end vertical, winning numerous local/regional awards, and increasing company earnings every year.

RETAIL STARTUP OPERATIONS

- **Opened first store in Willow Glen** to capitalize on dot-com influx. Negotiated long-term lease at below-market rate, merchandised space, and sourced and trained staff on 7-day schedule – bringing in \$250,000 in year one and remaining profitable through 2008 buyout.
- **Set up second store in Napa Valley's St. Helena** in 2002 to capture Summer tourism business and ultimately balance out the May-Aug lull in Willow Glen store. Purchased, redesigned, and rebranded existing retail space to attract affluent market averaging \$200 per transaction.
- **Launched flagship store at Northstar-at-Tahoe Resort** to boost Winter revenues and funnel visitors to other stores in the off-season. Constructed store from scratch, including custom fixtures, built-in displays, and layout – achieving top sales of all 3 stores.

BUSINESS DEVELOPMENT

- **Created B2B employee gifting program** with 30 wineries, all major Tahoe ski resorts, local businesses, and multi-state hospital networks, generating \$50,000 in revenues each year.
- **Initiated monthly/quarterly/annual gift delivery service** to secure repeat business from tourists. Averaged 30 shipments (\$1,200) per week across all stores.
- **Co-designed one-of-a-kind, on-trend products** coinciding with TV/book characters to add value to in-store shopping in the face of Internet browsing and price-checking.
- **Developed a polished, pervasive brand** by sourcing with offshore manufacturers to produce custom signage, gift bags, and gift wrap targeting affluent Northern California families.
- **Set up a powerful inventory management system** for all stores to generate insightful reports by target market age and gender, price point, sales, customer buying history, and time period. Analyzed data constantly to inform buying, merchandising, and sales strategies.

PETE'S BREWING COMPANY est. 1986, Palo Alto, CA

Marketing Manager | Jun 1995 – Oct 1998

Increased revenues through DTC marketing programs while learning the value of revenue recognition programs, financial analysis, and reporting, under the strong mentorship of seasoned CFO/Controller.

MARKETING AND BRANDING

- **Delivered the first-ever, 6-pack insert tri-annual product catalog**, leading to a 7% increase in company revenues through the sale of logo-branded apparel and gifts.
- **Oversaw new product introductions and promotions** on a \$5M annual marketing budget, coordinating the efforts of several creative, design, and digital advertising agencies.

EDUCATION & COMMUNITY LEADERSHIP

Board of Directors, Northstar-at-Tahoe Foundation, Tahoe, CA2011-present
 Adjunct Faculty on Entrepreneurship at Colorado College, Colorado Springs, CO2012-2013

Bachelor of Arts in Art History & Studio Art: Santa Clara University

Citizen Advisory Committee					
Name	Interest Represented	City of Residence	Date Approved	Renewal Needed	Notes
Aisha Nasir	American Canyon	American Canyon	Apr-16	Apr-17	Caterer; NVUSD volunteer
Samantha Smith	City of Napa	Napa	May-16	May-18	Works downtown; lived in Europe and has a different view on the role transit can play in a community
Jennifer Palmer	County of Napa	Napa	Dec-16*	Dec-18*	Health and Human Services Analyst
Nicole Cummings	Vintners	Napa	Apr-16	Apr-18	HR representative at Cakebread
Cass Walker	Hospitality	Unincorporated County	May-16	May-17	Visit Napa Valley; former Community Development Director for City of Napa
Jesse Ramer	Agricultural Member	Napa	Apr-16	Apr-17	Napa Farm Bureau Program Manager
Chris Benz	Environmental Interest	Napa	Apr-16	Apr-19	Napa Sierra Club; retired Laird Family Estates
Jean-Vincent Deale	Seniors	Napa	Apr-16	Apr-18	Transit advocate; former VCAC member
Michael Baldini	Students	Napa	Apr-16	Apr-17	Napa Community College Board member; wine educator; background in transportation
Matthew Schmitz	Non-profit/Education	Napa	Apr-16	Apr-17	High School counselor; transit advocate
Aly Hite	Active Transportation	Vallejo	Apr-16	Apr-18	Napa County SRTS program coordinator; ATAC interest
Larry Kromann	Low-income Housing	Calistoga	Apr-16	Apr-18	Calistoga Affordable Housing Board Member; Area Agency on Aging; Calistoga Mobile Home Committee
Doug Weir	PCC	Napa	Apr-16	Apr-19	Transit advocate; former VCAC member; PCC memembr
Paul Han	Healthcare/Medical	Napa	May-16	May-19	Retired Physician
Maria Zuniga	Member at-large	American Canyon	May-16	May-19	American Canyon resident; past volunteer at American Canyon Family Resource Center
Vacant	St. Helena				
Vacant	Calistoga				
Vacant	Yountville				
Vacant	Chamber of Commerce				

* Pending Approval at Dec. 21st Board meeting



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Matthew Wilcox, Manager of Public Transit
(707) 259-8635 / Email: mwilcox@nvta.ca.gov
SUBJECT: Approval of Passenger Transfer Agreement between Solano County Transit (Soltrans) and Napa Valley Transportation Authority (NVTA)

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director to execute a passenger transfer agreement between SolTrans and NVTA (Attachment 1).

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The attached agreement will formalize the transfer practices between NVTA and Soltrans. The agreement is consistent with what is currently practiced for the Clipper system.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? The financial impact of this agreement should be negligible as the majority of individuals making trips between Napa and Solano Counties leave and return within the same day. As result, NVTA will receive a full fare at some point despite providing a discount to Soltrans riders boarding Vine buses in Solano County.

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

NVTA currently provides service to Solano County on four routes. Residents of Solano and Napa Counties often take trips to and from each county on a daily basis. To ensure the ease of travel between the two counties via transit, NVTA and Soltrans wish to formally agree to provide discounted rides for individuals not using the Clipper system. This discount would create a financial incentive for passengers to use transit to make trips between the two counties by reducing the cost of travel.

SUPPORTING DOCUMENTS

Attachment: (1) Passenger Transfer Agreement between Solano County Transit and Napa Valley Transportation Authority

**PASSENGER TRANSFER AGREEMENT BETWEEN
SOLANO COUNTY TRANSIT (SOLTRANS) AND
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
NVTA AGREEMENT NO. 16-26**

This agreement is entered into on this _____ day of _____ 2016, by and between Solano County Transit (hereinafter referred to as "SOLTRANS") and Napa Valley Transportation Authority (hereinafter referred to as "NVTA").

WHEREAS, SOLTRANS is a public transit operator duly created and acting under the laws of the State of California, operating as a local transit system within Solano and Napa Counties; and

WHEREAS, NVTA is a public transit authority duly created and acting under the laws of the State of California, operating as a local transit system within Napa County; and

WHEREAS, both SOLTRANS and NVTA operate transit services in Napa County and, pursuant to Section 29142.4(a) of the Public Utilities Code of the State of California, are participating members of a council established by the Metropolitan Transportation Commission to coordinate routes, schedules, fares, and transfers within the Bay Area; and

WHEREAS, SOLTRANS and NVTA participate with the Metropolitan Transportation Commission in developing an annual regional finance plan to which this agreement is, in part responsive; and

WHEREAS, both SOLTRANS and NVTA desire to facilitate the transfer of passengers between systems, thereby improving the quality of transit service and encouraging transit use;

NOW THEREFORE, IN CONSIDERATION OF THESE PREMISES, THE PARTIES HERETO AGREE AS FOLLOWS:

SECTION I TRANSFER POLICY

A. SOLTRANS will accept valid NVTA transfers as a local fare credit, plus any transfer surcharge for an express route, for passengers boarding SOLTRANS service at SOLTRANS bus stops.

B. NVTA will accept valid SOLTRANS transfers, as a local fare credit, plus any transfer surcharge for an express route, for passengers boarding at NVTA bus stops.

C. All fares collected by SOLTRANS and NVTA in accordance with this Agreement shall become exclusive property of SOLTRANS and NVTA, respectively.

SECTION II OTHER COSTS ASSOCIATED WITH REVENUE SHARING POLICY

SOLTRANS and NVTA shall each bear its own internal costs associated with the administration of this agreement including, without limitation, reporting and auditing costs.

SECTION III RECORDS AND AUDITS

During the term of this agreement, SOLTRANS and NVTA shall permit access to the authorized agent of the other organization to inspect, audit, and make copies of its ridership data and records relating to its participation under this agreement.

SECTION IV TIME PERIOD AND CONDITION OF AGREEMENT

It is understood that under this agreement, the revenue sharing policy will continue until such time when either SOLTRANS or NVTA desires to amend or discontinue the policy. If either SOLTRANS or NVTA desires to amend or discontinue this agreement, either party may do so by sending written notice to the other party 30 days prior to the proposed effective date of the amendment or date of discontinuation.

SECTION V GENERAL PROVISIONS

A. Responsibility:

SOLTRANS shall be solely responsible for the maintenance, safety, and operation of vehicles providing connecting bus service to NVTA bus stops and for the supervision and training of all personnel involved in providing connecting bus service to NVTA stops.

NVTA shall be solely responsible for the maintenance, safety, and operation of vehicles providing connecting bus service to SOLTRANS bus stops and for the supervision and training of all personnel involved in providing connecting bus service to SOLTRANS bus stops.

B. Notices:

All notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

TO: Solano County Transit
Attn: Kristina Botsford, Finance & Administration Manager
311 Sacramento St.
Vallejo, CA 94590

TO: Napa Valley Transportation Authority
Attn: Kate Miller, Executive Director
625 Burnell Street
Napa, CA 94559

C. Indemnity:

SOLTRANS agrees to indemnify, save harmless and defend NVTA, its officers, agents, and employees from legal liability of any nature or kind on account of any claim for damages to property or personal injuries to or death of person or persons incurred by reason of any act, or failure to act, of SOLTRANS, its officers, agents, employees, and subcontractors, or any of them, in performing any duties required by this agreement, unless such claims arise out of the sole negligence of NVTA, its officers, agents, or employees.

NVTA agrees to indemnify, save harmless and defend SOLTRANS, its officers, agents, and employees from legal liability of any nature or kind on account of any claim for damages to property or personal injuries to or death of person or persons incurred by reason of any act, or failure to act, of NVTA, its officers, agents, employees, and subcontractors, or any of them, in performing any duties required by this agreement, unless such claims arise out of the sole negligence of SOLTRANS, its officers, agents, or employees.

The foregoing provisions regarding indemnification are included pursuant to the provisions of Section 895.4 of the Government Code, and are intended by the parties to modify and supersede the otherwise applicable provisions of Chapter 21 II, Divisions 3.6, Title I of the Government Code.

SECTION VI EFFECTIVE DATE OF AGREEMENT

IN WITNESS HEREOF, the parties have executed this agreement, the day and year first above written.

SOLANO COUNTY TRANSIT

NAPA VALLEY TRANSPORTATION
AUTHORITY

Mona Babauta, Executive Director

Kate Miller, Executive Director

Bernadette Curry, Legal Counsel

Jennifer Gore, NVTA, Legal Counsel



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Justin Paniagua, Senior Finance/Policy Analyst
(707) 259-8781 / Email: jpaniagua@nvta.ca.gov
SUBJECT: Resolution No. 16-27 Authorizing the Submittal of Grant Application to the Metropolitan Transportation Commission (MTC) for Fiscal Year (FY) 2015-16 Transit Performance Initiative Grant (TPI)

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 16-27 (Attachment 1) approving the application for FY 2015-16 Transportation Performance Initiative (TPI) Grant funds in the amount of \$96,058 for a Vine Transit Comprehensive Operational Analysis. The attached resolution is required by the Metropolitan Transportation Commission (MTC) as part of the grant process and is required for the distribution of funds.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The TPI Program provides funding to public transit agencies in the San Francisco Bay Area for improving system productivity. The Program is funded through MTC's One Bay Area Grant (OBAG) federal funding program. For smaller transit operators in the region including Napa Vine, the program's funding distribution formula is based on increased passengers per hour and total annual ridership. The funding can be used for either operating assistance or capital projects.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? Yes, \$96,058 for transit operation assistance. Also, a 61.6% match was proposed amounting to \$153,942. The local match would be funded with Transportation Development Act (TDA) funds. Total funding contribution is \$250,000 based on the estimated cost of a consultant.

Is it Currently Budgeted? Yes

Where is it budgeted? It is budgeted in the CMA Planning Budget for NVTA's Comprehensive Operational Analysis.

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No.

Consequences if not approved: The apportionment to NVTA may be reallocated to other agencies and 100% of the funding for the Comprehensive Operational Analysis would need to come from Transportation Development Act (TDA) or other NVTA fund sources.

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

In October 2012, MTC committed \$60 million in regional Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement (CMAQ) funds to the TPI Program.

The TPI is a four-year funding program that provides a financial reward to agencies that improve ridership and productivity. In April 2013, MTC adopted a distribution formula that distributes the initial year's \$15 million based on current ridership and the remaining \$45 million based on the following formula:

- 85% of the annual allocation to the largest seven transit operators and 15% to the remaining transit operators; of the 15% set aside for small operators:

-
- 25% is based on annual passenger increase;
 - 25% is based on annual passenger per hour increase; and
 - 50% based on total annual passengers.

Based on the formula above NVTA has been allocated \$96,058 for FY 2015-16. Projects funded from this program are to be focused on improving ridership and productivity.

Staff has identified the need to perform a Comprehensive Operational Analysis of the Vine system as the best use for this round of funding.

NVTA will use the TPI funds in a one for one funding exchange. The TPI funds will be used for preventive maintenance, reducing NVTA's need to use TDA funds. The TDA funds will then go towards the Vine Transit Comprehensive Operational Analysis. The funding exchange concept has been approved by MTC.

Objectives of a comprehensive operational analysis are to examine the current transit system and operations to find ways to increase efficiencies in routes, fleet, schedules, etc.

SUPPORTING DOCUMENTS

Attachments: (1) Resolution No. 16-27
(2) Transit Performance Initiative Incentive Program Application

RESOLUTION No. 16-27

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
AUTHORIZING THE FILING OF AN APPLICATION FOR FUNDING ASSIGNED
TO THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) AND
COMMITTING ANY NECESSARY MATCHING FUNDS AND STATING
ASSURANCE TO COMPLETE THE PROJECT**

WHEREAS, NVTA (herein referred to as APPLICANT) is submitting an application to the Metropolitan Transportation Commission (MTC) for \$96,058 in funding assigned to MTC for programming discretion, which includes federal funding administered by the Federal Highway Administration (FHWA) and federal or state funding administered by the California Transportation Commission (CTC) such as Surface Transportation Program (STP) funding, Congestion Mitigation and Air Quality Improvement (CMAQ) funding, Transportation Alternatives Program (TAP)/Active Transportation Program (ATP) funding, and Regional Transportation Improvement Program (RTIP) funding (herein collectively referred to as REGIONAL DISCRETIONARY FUNDING) for the *Napa Valley Transportation Authority Comprehensive Operational Analysis* (herein referred to as PROJECT) for the Transit Performance Initiative Incentive Funding (herein referred to as PROGRAM); and

WHEREAS, the Moving Ahead for Progress in the 21st Century Act (Public Law 112-141, July 6, 2012) and any extensions or successor legislation for continued funding (collectively, MAP 21) authorize various federal funding programs including, but not limited to the Surface Transportation Program (STP) (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149) and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and

WHEREAS, state statutes, including California Streets and Highways Code §182.6, §182.7, and §2381(a)(1), and California Government Code §14527, provide various funding programs for the programming discretion of the Metropolitan Planning Organization (MPO) and the Regional Transportation Planning Agency (RTPA); and

WHEREAS, pursuant to MAP-21, and any regulations promulgated thereunder, eligible project sponsors wishing to receive federal or state funds for a regionally-significant project shall submit an application first with the appropriate MPO, or RTPA, as applicable, for review and inclusion in the federal Transportation Improvement Program (TIP); and

WHEREAS, MTC is the MPO and RTPA for the nine counties of the San Francisco Bay region; and

WHEREAS, MTC has adopted a Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) that sets out procedures governing the application and use of REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, APPLICANT is an eligible sponsor for REGIONAL DISCRETIONARY FUNDING; and

WHEREAS, as part of the application for REGIONAL DISCRETIONARY FUNDING, MTC requires a resolution adopted by the responsible implementing agency stating the following:

- the commitment of any required matching funds; and
- that the sponsor understands that the REGIONAL DISCRETIONARY FUNDING is fixed at the programmed amount, and therefore any cost increase cannot be expected to be funded with additional REGIONAL DISCRETIONARY FUNDING; and
- that the PROJECT will comply with the procedures, delivery milestones and funding deadlines specified in the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised); and
- the assurance of the sponsor to complete the PROJECT as described in the application, subject to environmental clearance, and if approved, as included in MTC's federal Transportation Improvement Program (TIP); and
- that the PROJECT will have adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and
- that the PROJECT will comply with all project-specific requirements as set forth in the PROGRAM; and
- that APPLICANT has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and
- in the case of a transit project, the PROJECT will comply with MTC Resolution No. 3866, revised, which sets forth the requirements of MTC's Transit Coordination Implementation Plan to more efficiently deliver transit projects in the region; and
- in the case of a highway project, the PROJECT will comply with MTC Resolution No. 4104, which sets forth MTC's Traffic Operations System (TOS) Policy to install and activate TOS elements on new major freeway projects; and
- in the case of an RTIP project, state law requires PROJECT be included in a local congestion management plan, or be consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and

WHEREAS, that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and

WHEREAS, there is no legal impediment to APPLICANT making applications for the funds; and

WHEREAS, there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and

WHEREAS, APPLICANT authorizes its Executive Director, General Manager, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and

WHEREAS, MTC requires that a copy of this resolution be transmitted to the MTC in conjunction with the filing of the application.

NOW, THEREFORE, BE IT RESOLVED that the APPLICANT is authorized to execute and file an application for funding for the PROJECT for REGIONAL DISCRETIONARY FUNDING under MAP-21 or continued funding; and be it further

RESOLVED that APPLICANT will provide any required matching funds; and be it further

RESOLVED that APPLICANT understands that the REGIONAL DISCRETIONARY FUNDING for the project is fixed at the MTC approved programmed amount, and that any cost increases must be funded by the APPLICANT from other funds, and that APPLICANT does not expect any cost increases to be funded with additional REGIONAL DISCRETIONARY FUNDING; and be it further

RESOLVED that APPLICANT understands the funding deadlines associated with these funds and will comply with the provisions and requirements of the Regional Project Funding Delivery Policy (MTC Resolution No. 3606, revised) and APPLICANT has, and will retain the expertise, knowledge and resources necessary to deliver federally-funded transportation and transit projects, and has assigned, and will maintain a single point of contact for all FHWA- and CTC-funded transportation projects to coordinate within the agency and with the respective Congestion Management Agency (CMA), MTC, Caltrans, FHWA, and CTC on all communications, inquires or issues that may arise during the federal programming and delivery process for all FHWA- and CTC-funded transportation and transit projects implemented by APPLICANT; and be it further

RESOLVED that PROJECT will be implemented as described in the complete application and in this resolution, subject to environmental clearance, and, if approved, for the amount approved by MTC and programmed in the federal TIP; and be it further

RESOLVED that APPLICANT has reviewed the PROJECT and has adequate staffing resources to deliver and complete the PROJECT within the schedule submitted with the project application; and be it further

RESOLVED that PROJECT will comply with the requirements as set forth in MTC programming guidelines and project selection procedures for the PROGRAM; and be it further

RESOLVED that, in the case of a transit project, APPLICANT agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution No. 3866, revised; and be it further

RESOLVED that, in the case of a highway project, APPLICANT agrees to comply with the requirements of MTC's Traffic Operations System (TOS) Policy as set forth in MTC Resolution No. 4104; and be it further

RESOLVED that, in the case of an RTIP project, PROJECT is included in a local congestion management plan, or is consistent with the capital improvement program adopted pursuant to MTC's funding agreement with the countywide transportation agency; and be it further

RESOLVED that APPLICANT is an eligible sponsor of REGIONAL DISCRETIONARY FUNDING funded projects; and be it further

RESOLVED that APPLICANT is authorized to submit an application for REGIONAL DISCRETIONARY FUNDING for the PROJECT; and be it further

RESOLVED that there is no legal impediment to APPLICANT making applications for the funds; and be it further

RESOLVED that there is no pending or threatened litigation that might in any way adversely affect the proposed PROJECT, or the ability of APPLICANT to deliver such PROJECT; and be it further

RESOLVED that APPLICANT authorizes its Executive Director, or designee to execute and file an application with MTC for REGIONAL DISCRETIONARY FUNDING for the PROJECT as referenced in this resolution; and be it further

RESOLVED that a copy of this resolution will be transmitted to the MTC in conjunction with the filing of the application; and be it further

RESOLVED that the MTC is requested to support the application for the PROJECT described in the resolution, and if approved, to include the PROJECT in MTC's federal TIP upon submittal by the project sponsor for TIP programming.

Passed and Adopted the 21st of December, 2016.

Peter White, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Jennifer Gore, NVTA Legal Counsel

APPLICATION

MTC TRANSIT PERFORMANCE INITIATIVE – FY2015-16 INCENTIVE PROGRAM

PART I: GENERAL INFORMATION

a) Project Sponsor

Please provide the contact information of the person submitting this application.

Name & Title: Kate Miller, Executive Director
Organization: Napa Valley Transportation Authority
Mailing Address: 625 Burnell St. Napa, CA 94558
Telephone: (707) 259-8634
Fax: (707) 259-8638
Email: kmiller@nvta.ca.gov

b) Project Manager

Please provide the contact information of the person to answer questions on this application and who will also act as the agency Project Manager. Leave blank if same as above.

Name & Title: Justin Paniagua, Senior Finance/Policy Analyst
Organization: Napa Valley Transportation Authority
Mailing Address: 625 Burnell St. Napa, CA 94558
Telephone: (707) 259-8781
Fax: (707) 259-8638
Email: jpaniagua@nvta.ca.gov

c) Project Title

Please provide a descriptive and distinctive name for the project.

Napa Valley Transportation Authority Comprehensive Operational Analysis

PART II: PURPOSE & NEED

a) Project Description

Please describe the project.

Napa Valley Transportation Authority (NVTA) would hire a consultant to perform a Comprehensive Operational Analysis (COA). It's been three years since Vine transit went through a major route restructuring. The COA would allow NVTA to evaluate the current system and develop recommendations for service adjustments and enhancements. The COA would also include an evaluation of the ADA Paratransit service and NVTA's four on demand community shuttle services. The goal of the COA would be to find efficiencies in operations to provide improved service to incentivize ridership.

Because TPI funds are federal Surface Transportation Program funds and cannot be used for planning purposes, NVTA proposes to use a like amount of Transportation Development Act funds to implement the COA, and commit the TPI to NVTA's preventive maintenance program. Preventive maintenance expenses are paid to our transit services contractor as part of its monthly service invoice.

b) Proposed increase to ridership and/or productivity

Upon completion of the COA, NVTA will use the information to implement service changes necessary to better serve its transit riders. This includes but is not limited to changes to the schedule, service hours, service area, routes and frequency. The objective of the changes is to increase service and to garner cost efficiencies to encourage new riders.

Service adjustments are anticipate to have positive impacts on low-income and disadvantaged/vulnerable populations – increased access to jobs, health care, education, retail and social events.

c) PROJECT READINESS/ SCHEDULE

Phase-Milestone	Month/Year	
	Start Date	Completion Date
Environmental Document	NA	
Environmental Studies, Preliminary Eng. (ENV / PE / PA&ED)	NA	
Final Design - Plans, Specs. & Estimates (PS&E)	1/1/2017	1/1/2019
Right-of-Way Activities /Acquisition (R/W)	NA	
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON)	NA	

PART III: BUDGET

a) Budget Summary

Request	\$ (Thousands)	% of Total Project Budget
Amount of FY2015-16 funding request:	<u>96.058</u>	<u>38.4</u>
Amount of reserve/carryover funding request:	<u>0</u>	<u>0</u>
Amount of local match proposed: List description of fund source here:	<u>153.942</u>	<u>61.6</u>
Total Project Budget	250	100

b) Budget by Phase

Phase	Total Amount - Escalated - (Thousands)
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	NA
Design - Plans, Specifications and Estimates (PS&E)	250
Right-of-Way Activities /Acquisition (R/W)	NA
Construction / Rolling Stock Acquisition (CON)	NA
Total Project Budget	250

PART IV: ATTACHMENTS

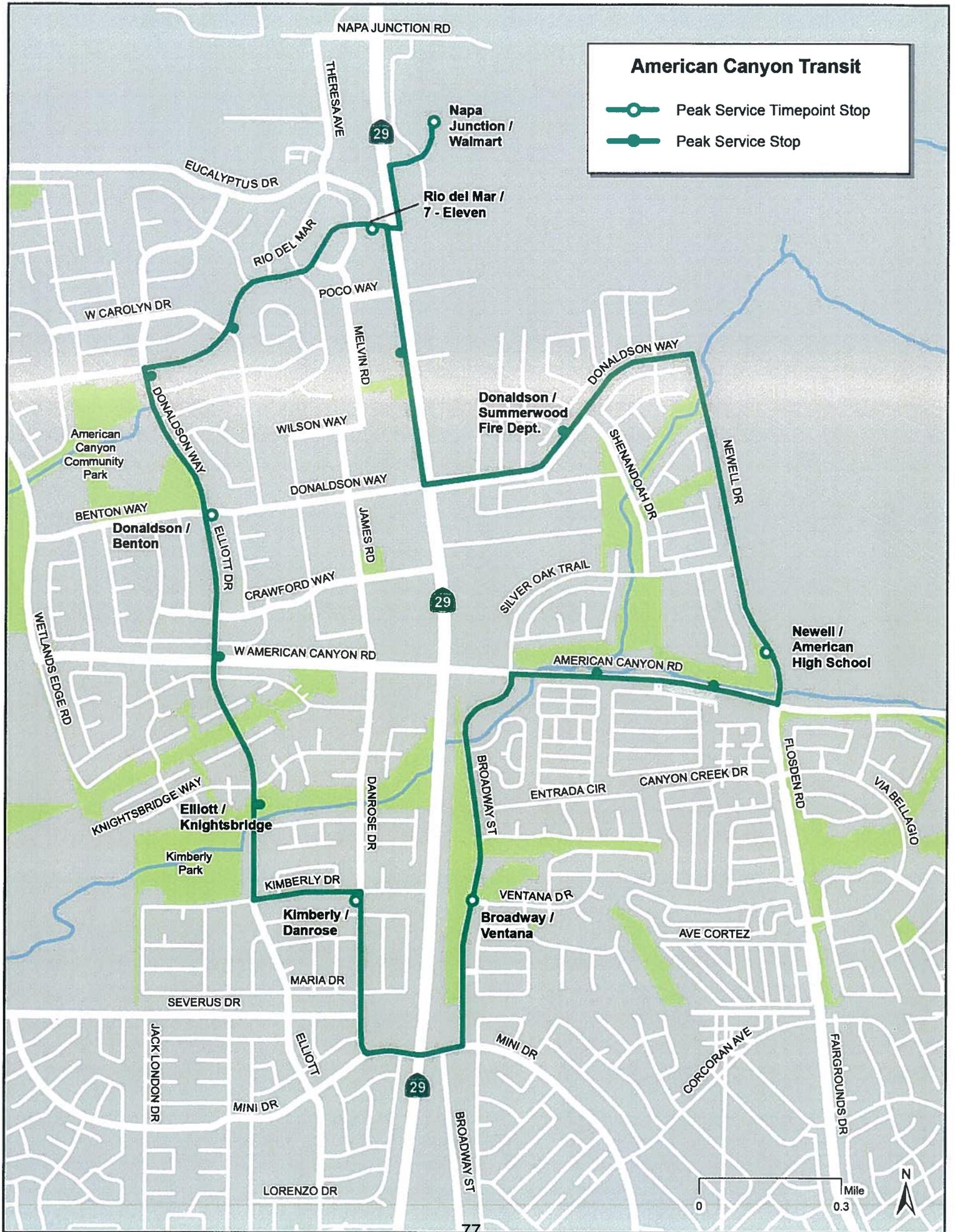
a) VICINITY MAP (if applicable)

Please include, in a separate attachment, a Vicinity Map clearly identifying the nearby jurisdictions, transit centers, highways, etc.

See attached maps for services and service area to be included in the COA.

American Canyon Transit

-  Peak Service Timepoint Stop
-  Peak Service Stop



Calistoga Shuttle

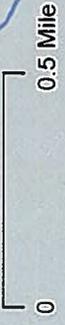
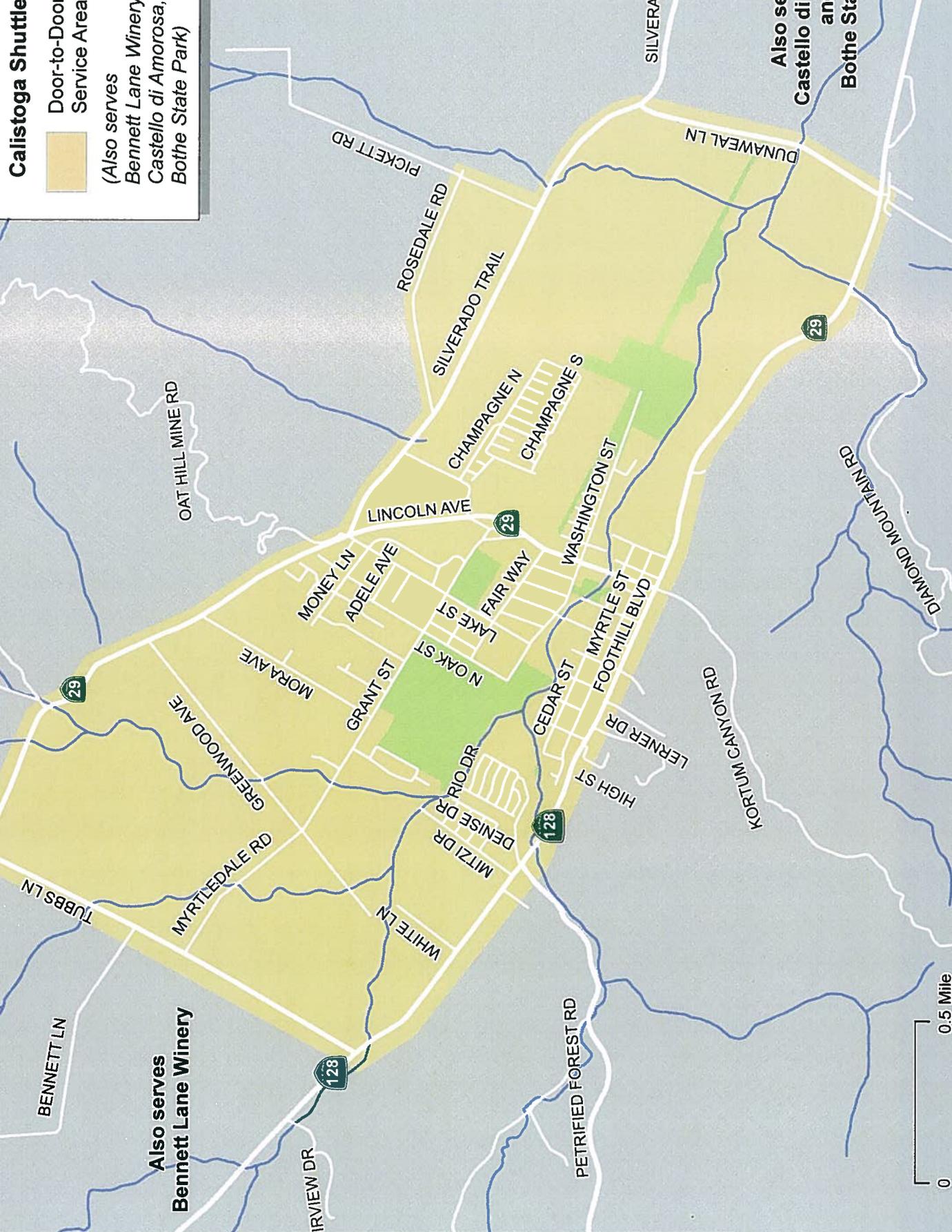
Door-to-Door
Service Area

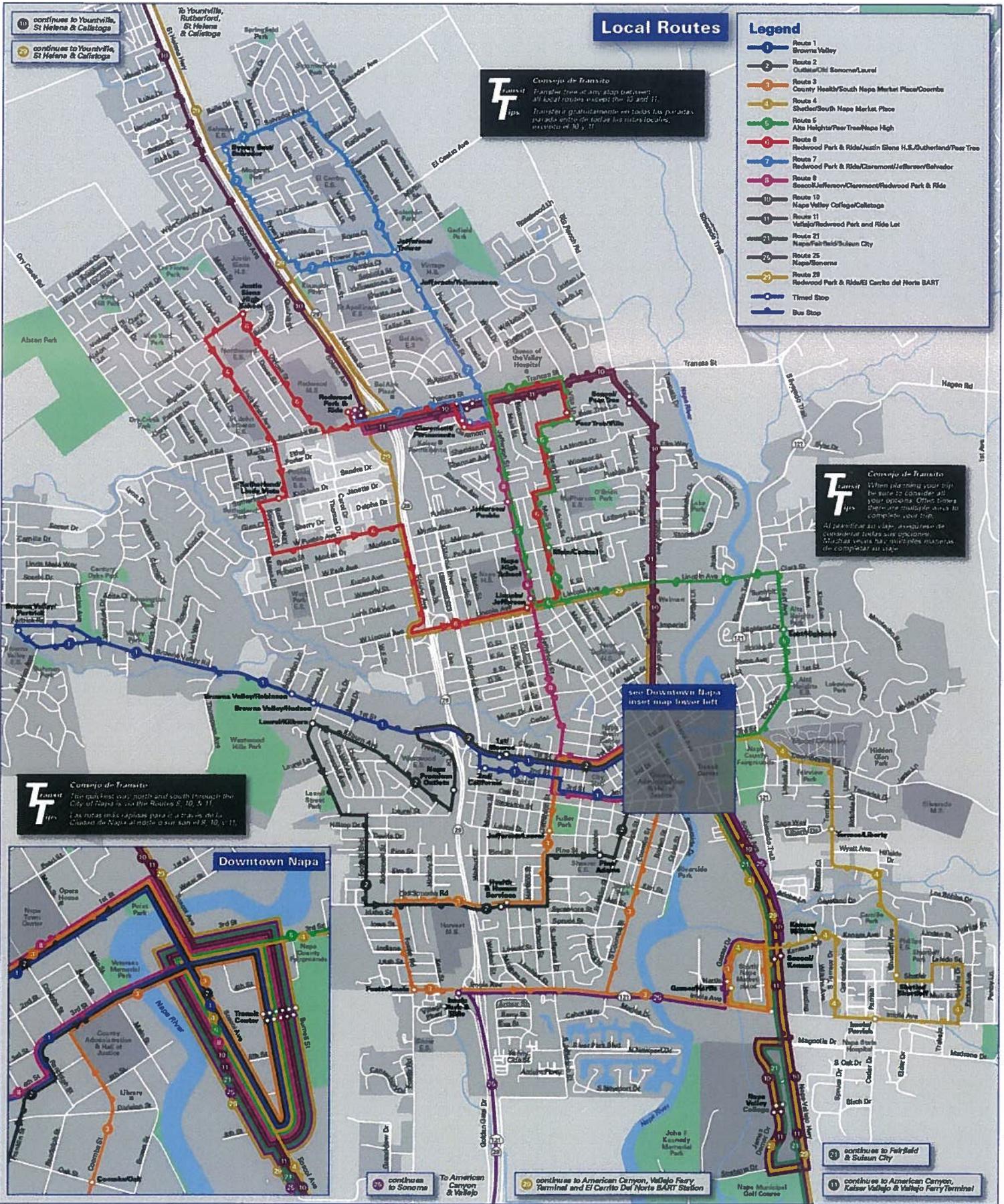
(Also serves
Bennett Lane Winery,
Castello di Amorosa,
Bothe State Park)



Also serves
Castello di Amorosa
and
Bothe State Park

Also serves
Bennett Lane Winery





10 continues to Yountville, St Helena & Calistoga

25 continues to Yountville, St Helena & Calistoga

To Yountville, Rutherford, St Helena & Calistoga

Local Routes

- #### Legend
- 1 Route 1 Sonoma Valley
 - 2 Route 2 Oakland/Citt Sonoma/Laurel
 - 3 Route 3 County Health/South Napa Market Place/Coonra
 - 4 Route 4 Shelter/South Napa Market Place
 - 5 Route 5 Alta Heights/Peer Tree/Napa High
 - 6 Route 6 Redwood Park & Ride/Justin Glens H.S./Dufferland/Peer Tree
 - 7 Route 7 Redwood Park & Ride/Clearmont/Jefferson/Balverder
 - 8 Route 8 Soco/Jefferson/Clearmont/Redwood Park & Ride
 - 10 Route 10 Napa Valley Calistoga/Calistoga
 - 11 Route 11 Vallejo/Redwood Park and Ride Lot
 - 21 Route 21 Napa/Fairfield/Suisun City
 - 25 Route 25 Napa/Sonoma
 - 26 Route 26 Redwood Park & Ride/EI Corrito del Norte BART
- Timed Stop
- Bus Stop

Consejo de Transito
Transit Tips
 Transfer from any stop between all local routes except the 10 and 11.
 Transfere gratuitamente en todas las paradas paradas entre de todas las rutas locales, excepto el 10 y 11.

Consejo de Transito
Transit Tips
 When planning your trip be sure to consider all your options. Other lines there are multiple ways to complete your trip.
 Al planificar su viaje considere de considerar todas sus opciones. Otras rutas hay múltiples maneras de completar su viaje.

Consejo de Transito
Transit Tips
 Transfer from south, north and south through the City of Napa to the Routes 5, 10, & 11.
 Las rutas más locales para ir a través de la Ciudad de Napa al norte o sur con el 5, 10, y 11.

See Downtown Napa inset map lower left



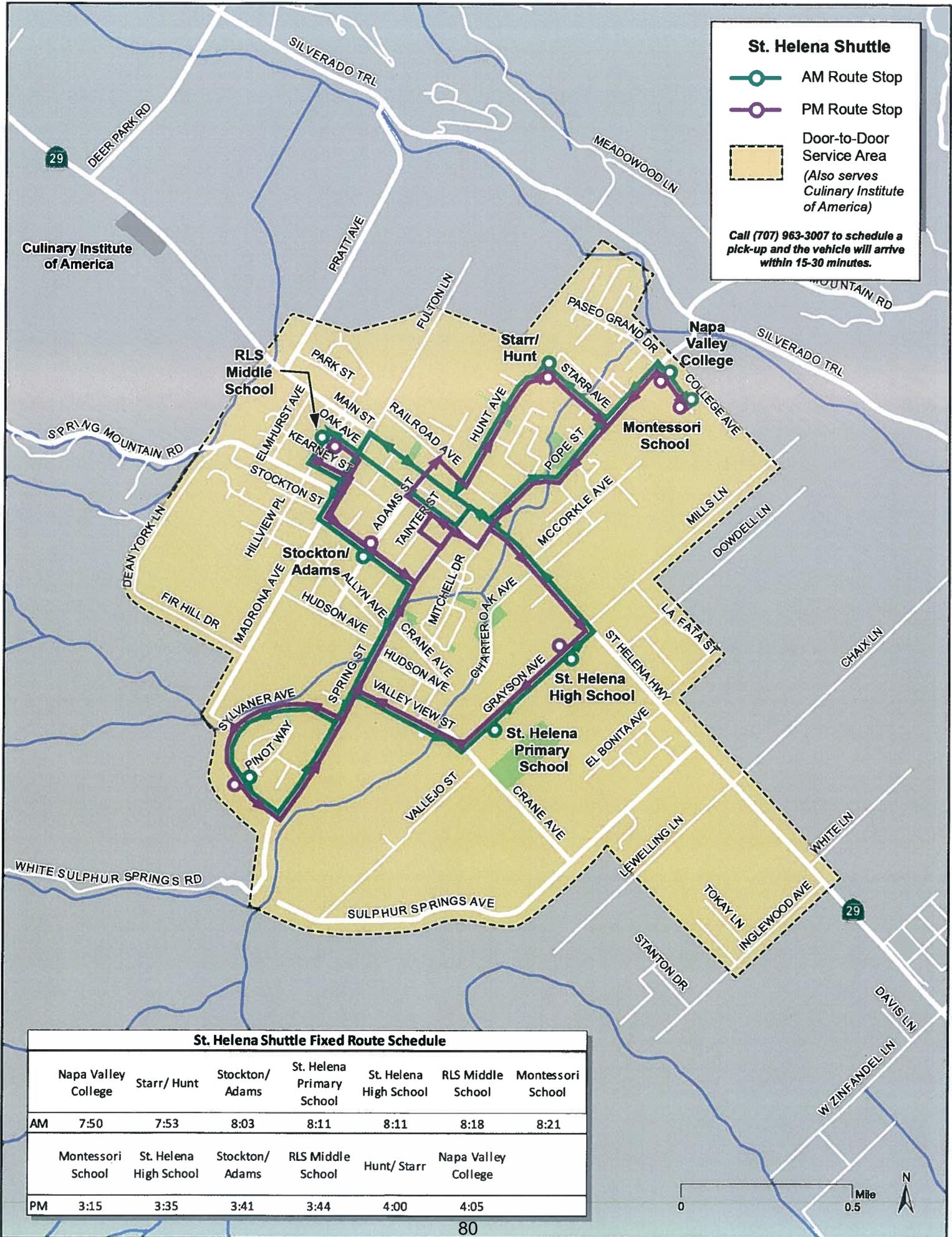
Downtown Napa

26 continues to Sonoma To American Canyon & Vallejo

25 continues to American Canyon, Vallejo Ferry Terminal and El Corrito Del Norte BART Station

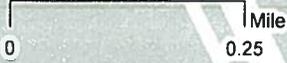
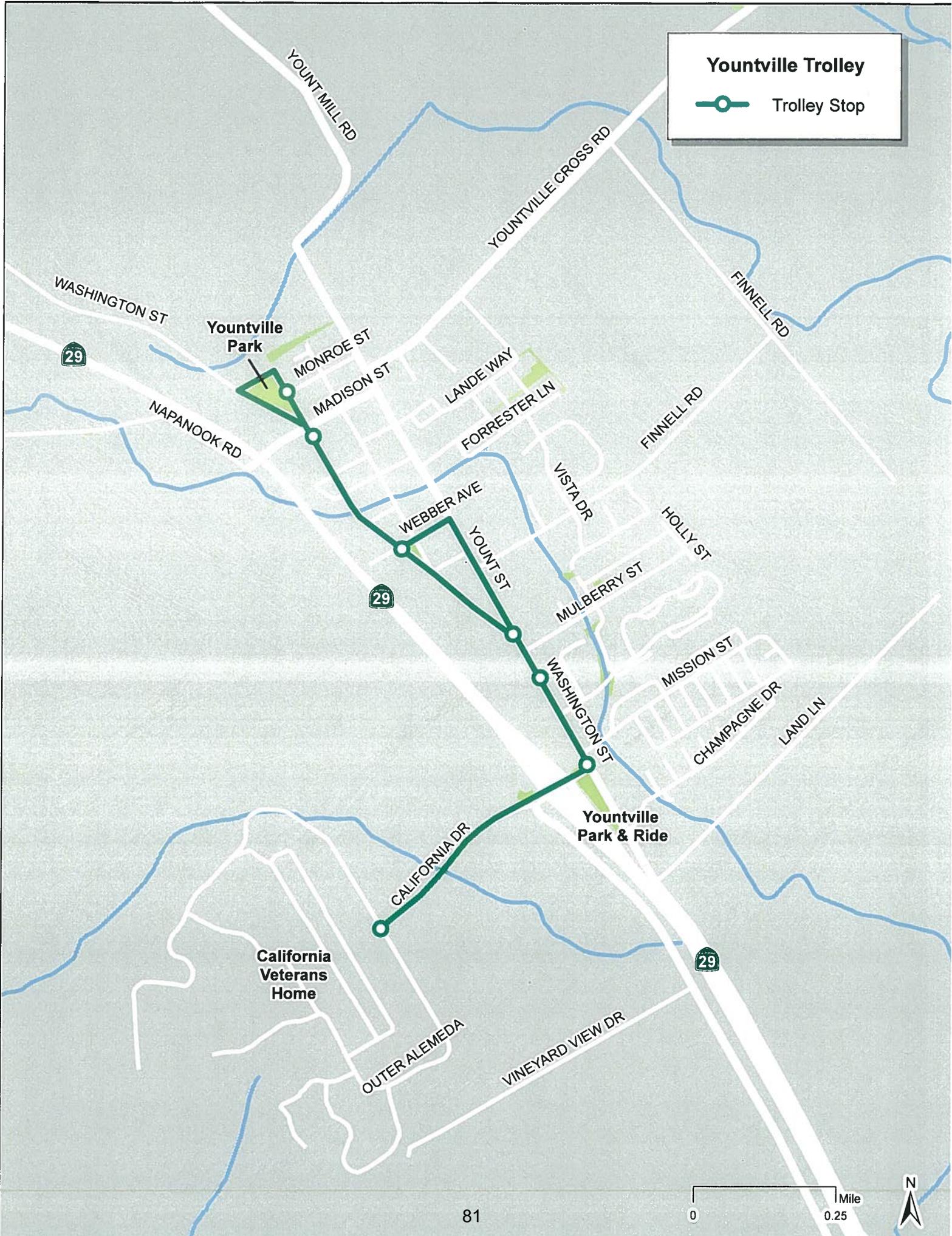
21 continues to Fairfield & Suisun City

11 continues to American Canyon, Kelsey Vallejo & Vallejo Ferry Terminal



Yountville Trolley

 Trolley Stop





NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Justin Paniagua, Senior Finance/Policy Analyst
(707) 259-8781 / Email: jpaniagua@nctpa.net
SUBJECT: Napa Valley Transportation Authority (NVTA) First Quarter (Q1) Fiscal Year (FY) 2016-17 Financials, Budget Adjustments and 5-Year Forecast

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board review the NVTA financial performance against budget (Attachment 1) for the first quarter (July - September) period and 5-year forecast model.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The purpose of this memo and associated report is to provide a first quarter update on the agency's financial performance and to provide budget projections for planning purposes over the next 5 years. Staff typically requests approval for budget modifications but no adjustments are needed for the first quarter.

Attachment 1 summarizes NVTA's first quarter financial performance for revenues, transit operations, and planning administration expenses. The discussion below outlines the budget and financial performance. The report includes detailed financial data assessing the agency's performance to budget.

Throughout the fiscal year, staff carefully monitors the variances of the budget versus actual expenses on a quarterly basis. Certain expense items must be adjusted to align with projected expenditures or actual expenses in their respective funds/departments. These budget adjustments will provide NVTA the authority necessary for a balanced year-end fiscal audit.

PROCEDURAL REQUIREMENTS

1. Staff Report
2. Public Comment

FINANCIAL 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 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Financial Performance:

Congestion Management Agency (Planning Fund) Budget vs. Actuals

NVTA, the Congestion Management Agency, (also known as the Planning Fund), recognized \$487,780 in revenues for the quarter or approximately 10% of the fiscal year budget. For reporting purposes, the TFCA fund and AVAA program fund are excluded from the reported fund figures because the funds are passed through to the City/Town/County jurisdictions by NVTA. The majority of revenues are from a FY 2016-17 Transportation Development Act (TDA) disbursement and NVTA's First Quarter (Q1) CMA Planning Grant invoice. Other revenues are salary charge backs to the Public Transit Fund, interest, and some small refunds. The first quarter generally starts off slow on both the revenue and expense side of the ledger as the first couple months are spent on closing out the prior year financials.

The CMA Planning Fund expenses totaled \$382,312 or about 8% of the fiscal year budget. Personnel costs were \$282,117 or about 15% of the fiscal year salaries and benefits budget. Agency administration and consulting services accounted for \$100,195 in expenses. This equals only 3% of the total authorized budget for the year. The reason for such a low amount of the budget expensed relates to the first quarter being a transition period between planning documents completed last fiscal year and new ones beginning in the current fiscal year.

Public Transit (Transit Fund) Budget vs. Actuals

Transit operating revenues came in at \$905,416. Revenues have been coming in slower than anticipated for two reasons. First, the request for TDA revenues was not approved by the Metropolitan Transportation Commission (MTC) until September and only a partial (administrative) allocation was received before the end of the first quarter. In addition,

the Federal Transit Administration (FTA) revenues have not been approved because Congress has not yet passed a budget, although staff anticipates that Congress will act on a continuing resolution which will provide October-April apportionments sometime at the beginning of January.

Overall, operating expenses in the Public Transit Fund totaled \$2,273,535. The primary expense categories were purchased transportation at \$2,028,703 and fuel at \$168,861. Total public transit expenditures equaled 18% of the fiscal year budget. Fuel cost is on average \$2.07 per gallon, a decline of 4% from the year before as of September 30, 2016.

Capital Purchases

In the first quarter, NVRTA/Vine Transit had \$2,896,197 in capital expenses. Purchases included land for the Vine Maintenance Yard and progress payments for the Computer Aided Dispatch/Automated Vehicle Locater (CAD/AVL) system.

5-Year Forecast:

There were no changes to the current 5-year forecast.

Budget Amendments:

There were no adjustments to total appropriations in the quarter.

Note that the information summarized in this memo and contained in the attached report has not been audited and should be used for informational purposes only.

Executive Director Delegated Authority

The board authorizes the executive director up to \$50,000 in delegated authority for any one purchase and up to \$175,000 for construction expenses. The authority limits the executive director to cumulative authority – that is, that the total amount of any one contract/award or construction expense must be within the \$50,000 or \$175,000 respectively. At its November 2014 meeting, the Board extended the executive director's authorization to settle claims up to \$50,000. At that time, the Board further requested that staff provide quarterly disclosure on any executive director delegated authority expenses made over the prior quarter.

See chart on following page for delegated authority expenses as of December 07, 2016.

FY 2016-17 QUARTERLY DELEGATED AUTHORITY SMALL CLAIMS REPORT (> \$5K - 50K)							
CONTR/ PO NO.	VENDOR	DESCRIPTION	QTR 1 <i>JUL-SEP</i>	QTR 2 <i>OCT-DEC</i>	QTR 3 <i>JAN-MAR</i>	QTR 4 <i>APR-JUN</i>	TOTAL \$
	MAGNETIC TICKET TRANSDEV FLUID	BUS TRANSFER MEDIA TRANSMISSION WEB HOST	\$ 13,840	\$ 8,734 \$ 6,350			
		TOTAL	\$ 13,840	\$ 15,084	\$ -	\$ -	\$ -

SUPPORTING DOCUMENTS

Attachment: (1) First Quarter FY 2016-17 Financials and 5 Year Forecast Reports

Division: 830 NVTA - Consolidated

	Budget		Q1 Actuals	YTD Total	Budget vs Actual	Percent of Budget	5 Year Forecast					
	Adopted Budget	Adjustments					Adjusted Budget	FY 2017-18 Budget	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Revenues												
41400 Sales and Use Tax	8,832,593	-	8,832,593	681,841	681,841	8,150,752	7.72%	7,901,392	9,825,300	10,282,500	10,757,900	11,251,400
43790 State-Other Funding	981,992	-	981,992	-	-	981,992	0.00%	1,139,000	1,149,700	1,160,500	1,171,400	1,182,400
43890 Federal-Other Funding	3,296,282	-	3,296,282	216,643	216,643	3,079,639	6.57%	2,781,830	2,782,000	2,782,000	2,782,000	2,782,000
43950 Other-Governmental Agencies	400,000	-	400,000	145,031	145,031	254,969	36.26%	560,000	594,600	594,600	594,600	594,600
45100 Interest	24,500	-	24,500	6,950	6,950	17,550	28.37%	26,400	26,700	27,000	27,300	27,600
46800 Farebox Revenue	1,756,770	-	1,756,770	253,898	253,898	1,502,872	14.45%	1,372,200	1,399,600	1,427,600	1,456,200	1,485,300
46810 American Canyon Contribution	30,225	-	30,225	7,032	7,032	23,193	23.27%	33,119	33,800	34,500	35,200	35,900
46820 Yountville Contribution	32,068	-	32,068	7,296	7,296	24,772	22.75%	34,489	35,200	35,900	36,600	37,300
46825 St. Helena Contribution	23,459	-	23,459	5,803	5,803	17,656	24.74%	24,519	25,000	25,500	26,000	26,500
46830 Calistoga & CTBID Contribution	65,093	-	65,093	24,917	24,917	40,176	38.28%	65,093	66,400	67,700	69,100	70,500
47900 Miscellaneous	-	-	-	13	13	(13)	0.00%	-	-	-	-	-
49900 Intrafund Revenue	196,000	-	196,000	43,771	43,771	152,229	22.33%	204,000	208,100	212,300	216,500	220,800
Total Revenues	15,638,982	-	15,638,982	1,393,196	1,393,196	14,245,786	8.91%	14,142,042	16,146,400	16,650,100	17,172,800	17,714,300
Expenses												
51100 Salaries and Wages	1,418,300	-	1,418,300	188,431	188,431	1,229,869	13.29%	1,471,500	1,545,100	1,622,400	1,703,500	1,788,700
51110 Extra Help	-	-	-	2,121	2,121	(2,121)	0.00%	-	-	-	-	-
51115 Overtime	-	-	-	-	-	-	0.00%	-	-	-	-	-
51200 401A Employer Contribution	18,000	-	18,000	1,000	1,000	17,000	5.56%	18,000	18,000	18,000	18,000	18,000
51205 Cell Phone Allowance	1,800	-	1,800	410	410	1,390	22.78%	1,800	1,900	2,000	2,100	2,200
51300 Medicare	17,000	-	17,000	3,530	3,530	13,470	20.76%	17,000	17,900	18,800	19,700	20,700
51400 Employee Insurance-Premiums	186,000	-	186,000	58,341	58,341	127,659	31.37%	186,000	195,300	205,100	215,400	226,200
51405 Workers Compensation	14,400	-	14,400	-	-	14,400	0.00%	14,400	15,100	15,900	16,700	17,500
51410 Unemployment Compensation	-	-	-	476	476	(476)	0.00%	-	-	-	-	-
51600 Retirement	165,000	-	165,000	27,808	27,808	137,192	16.85%	165,000	173,300	182,000	191,100	200,700
51605 Other Post Employment Benefits	30,000	-	30,000	-	-	30,000	0.00%	31,000	32,600	34,200	35,900	37,700
51990 Other Employee Benefits	3,000	-	3,000	-	-	3,000	0.00%	3,000	3,200	3,400	3,600	3,800
Total for: Salaries and Benefits	1,853,500	-	1,853,500	282,117	282,117	1,571,383	15.22%	1,907,700	2,002,400	2,101,800	2,206,000	2,315,500
52100 Administration Services	10,000	-	10,000	169	169	9,831	1.69%	10,000	10,300	10,600	10,900	11,200
52125 Accounting/Auditing Services	100,100	-	100,100	2,682	2,682	97,418	2.68%	103,100	105,900	108,800	111,800	114,900
52130 Information Technology Service	114,982	-	114,982	28,746	28,746	86,237	25.00%	126,542	130,000	133,600	137,200	140,900
52131 ITS-Communication Services	-	-	-	-	-	-	0.00%	-	-	-	-	-
52140 Legal Services	60,500	-	60,500	-	-	60,500	0.00%	60,500	62,200	63,900	65,700	67,500
52150 Temporary/Contract Help	10,000	-	10,000	-	-	10,000	0.00%	10,000	10,000	10,000	10,000	10,000
52310 Consulting Services	2,293,400	(14,875)	2,278,525	11,356	11,356	2,267,169	0.50%	337,000	1,481,600	1,525,400	1,570,500	1,616,900
52325 Waste Disposal Services	20,000	-	20,000	-	-	20,000	0.00%	20,000	20,000	20,000	20,000	20,000
52335 Security Services	47,000	-	47,000	3,101	3,101	43,899	6.60%	48,000	46,000	46,000	46,700	47,400
52340 Landscaping Services	3,000	-	3,000	-	-	3,000	0.00%	3,000	3,100	3,200	3,300	3,400
52360 Construction Services	250,000	-	250,000	-	-	250,000	0.00%	-	-	-	-	-
52490 Other Professional Services	8,587,000	-	8,587,000	2,028,703	2,028,703	6,558,297	23.63%	9,094,500	9,403,700	9,723,400	10,054,000	10,395,800
52500 Maintenance-Equipment	30,000	-	30,000	4,395	4,395	25,605	14.65%	30,000	30,300	30,600	30,900	31,200
52505 Maintenance-Buildings/Improvem	42,000	-	42,000	14,030	14,030	27,970	33.41%	42,000	53,300	54,600	55,900	57,300
52515 Maintenance-Software	72,000	-	72,000	12,596	12,596	59,404	17.49%	72,000	74,200	76,400	78,700	81,100
52520 Maintenance-Vehicles	32,000	-	32,000	3,153	3,153	28,847	9.85%	32,000	32,100	32,200	32,300	32,400
52600 Rents and Leases - Equipment	8,000	-	8,000	1,098	1,098	6,902	13.72%	8,000	8,200	8,400	8,700	9,000
52605 Rents and Leases - Bldg/Land	48,000	-	48,000	-	-	48,000	0.00%	41,000	40,000	40,000	40,000	40,000
52705 Insurance - Premiums	77,000	-	77,000	3,137	3,137	73,863	4.07%	77,000	79,000	81,000	83,300	85,600
52800 Communications/Telephone	17,600	-	17,600	6,474	6,474	11,126	36.79%	16,000	16,300	16,600	16,900	17,200
52810 Advertising/Marketing	300,000	-	300,000	4,347	4,347	295,653	1.45%	202,000	201,200	202,400	203,700	205,000
52820 Printing & Binding	65,500	-	65,500	3,374	3,374	62,126	5.15%	65,500	66,600	67,700	68,800	69,900
52825 Bank Charges	16,000	-	16,000	965	965	15,035	6.03%	16,000	16,400	16,800	17,200	17,600
52830 Publications & Legal Notices	12,000	-	12,000	2,796	2,796	9,204	23.30%	12,000	12,300	12,600	12,900	13,200
52900 Training/Conference Expenses	50,000	-	50,000	6,234	6,234	43,766	12.47%	50,000	51,500	53,000	54,600	56,200
52905 Business Travel/Mileage	20,000	-	20,000	3,157	3,157	16,843	15.79%	20,000	20,600	21,200	21,800	22,500
53100 Office Supplies	30,200	-	30,200	2,516	2,516	27,684	8.33%	30,200	30,800	31,400	32,000	33,100
53110 Freight/Postage	4,000	-	4,000	91	91	3,909	2.26%	4,000	4,100	4,200	4,300	4,400
53115 Books/Media/Periodicals/Subscr	7,000	-	7,000	226	226	6,774	3.23%	7,000	7,200	7,400	7,600	7,800
53120 Memberships/Certifications	36,000	-	36,000	16,442	16,442	19,558	45.67%	36,000	37,100	38,200	39,300	40,500
53205 Utilities - Electric	25,000	-	25,000	1,253	1,253	23,747	5.01%	26,000	26,500	27,000	27,500	28,000
53220 Utilities - Water	13,000	-	13,000	-	-	13,000	0.00%	12,000	12,200	12,400	12,600	12,800
53250 Fuel	1,188,200	-	1,188,200	168,917	168,917	1,019,283	14.22%	1,419,000	1,433,200	1,447,500	1,462,000	1,476,600
Total for: Services and Supplies	13,589,482	(14,875)	13,574,607	2,329,959	2,329,959	11,244,648	17.16%	12,030,342	13,525,900	13,926,000	14,340,300	14,768,000
54315 Interest on Debt (I-Bank)	-	-	-	-	-	-	0.00%	-	410,000	410,000	410,000	410,000
57900 Intrafund Expenditures	196,000	-	196,000	43,771	43,771	152,229	22.33%	204,000	208,100	212,300	216,500	220,800
Total for: Other Expenses	196,000	-	196,000	43,771	43,771	10,930,371	22.33%	204,000	618,100	622,300	626,500	630,800
Total Expenditures	15,638,982	(14,875)	15,624,107	2,655,847	2,655,847	23,746,403	17.00%	14,142,042	16,146,400	16,650,100	17,172,800	17,714,300
Net Surplus (Deficit)	-	14,875	14,875	(1,262,650)	(1,262,650)	-	-	-	-	-	-	-
54600 Depreciation Expense	2,122,000	-	2,122,000	-	-	2,122,000	0.00%	2,237,000	2,251,100	2,296,100	2,342,000	2,388,800
Capital Revenues												
41410 Sales and Use Tax - Capital	8,210,000	-	8,210,000	2,721,859	2,721,859	5,488,141	33.15%	4,100,000	850,000	1,850,000	1,550,000	1,350,000
43790 State-Other Funding	-	-	-	-	-	-	0.00%	3,000,000	4,000,000	3,000,000	-	-
43890 Federal-Other Funding	950,000	-	950,000	-	-	950,000	0.00%	3,500,000	8,000,000	3,500,000	800,000	1,000,000
Total Revenues	9,160,000	-	9,160,000	2,721,859	2,721,859	6,438,141	29.71%	10,600,000	12,850,000	8,350,000	2,350,000	2,350,000
Capital Expenses												
55100 Land	2,575,000	14,875	2,589,875	2,589,873	2,589,873	2	100.00%	-	-	-	-	-
55200 Construction in Progress	675,000	-	675,000	-	-	675,000	0.00%	6,000,000	12,100,000	6,100,000	100,000	100,000
55400 Equipment	5,910,000	-	5,910,000	306,324	306,324	5,603,676	5.18%	4,600,000	750,000	2,250,000	2,250,000	2,250,000
Total for: Other Expenses	9,160,000	14,875	9,174,875	2,896,197	2,896,197	6,125,515	33.24%	10,600,000				

		Budget			Percent of				5 Year Forecast				
		Adopted Budget	Adjustments	Adjusted Budget	Q1 Actuals	YTD Total	Budget vs Actual	Budget	FY 2017-18 Budget	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Revenues													
41400	Sales and Use Tax	3,532,791	-	3,532,791	225,008	225,008	3,307,783	6.37%	1,726,700	2,980,400	3,138,800	3,304,000	3,476,500
43790	State-Other Funding	69,000	-	69,000	-	-	69,000	0.00%	69,000	69,000	69,000	69,000	69,000
43890	Federal-Other Funding	792,000	-	792,000	216,643	216,643	575,357	27.35%	700,000	700,000	700,000	700,000	700,000
43950	Other-Governmental Agencies	10,000	-	10,000	-	-	10,000	0.00%	170,000	170,000	170,000	170,000	170,000
45100	Interest	5,000	-	5,000	1,960	1,960	3,040	39.21%	5,000	5,100	5,200	5,300	5,400
46800	Charges for Services	450,000	-	450,000	385	385	449,615	0.09%	-	-	-	-	-
47900	Miscellaneous	-	-	-	13	13	(13)	0.00%	-	-	-	-	-
49900	Intrafund Revenue	196,000	-	196,000	43,771	43,771	152,229	22.33%	204,000	208,100	212,300	216,500	220,800
Total Revenues		5,054,791	-	5,054,791	487,780	487,780	4,567,011	9.65%	2,874,700	4,132,600	4,295,300	4,464,800	4,641,700
Expenses													
51100	Salaries and Wages	1,418,300	-	1,418,300	188,431	188,431	1,229,869	13.29%	1,471,500	1,545,100	1,622,400	1,703,500	1,788,700
51110	Extra Help	-	-	-	2,121	2,121	(2,121)	0.00%	-	-	-	-	-
51115	Overtime	-	-	-	-	-	-	0.00%	-	-	-	-	-
51200	457(b) Employer Contribution	18,000	-	18,000	1,000	1,000	17,000	5.56%	18,000	18,000	18,000	18,000	18,000
51205	Cell Phone Allowance	1,800	-	1,800	410	410	1,390	22.78%	1,800	1,900	2,000	2,100	2,200
51300	Medicare	17,000	-	17,000	3,530	3,530	13,470	20.76%	17,000	17,900	18,800	19,700	20,700
51400	Employee Insurance-Premiums	186,000	-	186,000	58,341	58,341	127,659	31.37%	186,000	195,300	205,100	215,400	226,200
51405	Workers Compensation	14,400	-	14,400	-	-	14,400	0.00%	14,400	15,100	15,900	16,700	17,500
51410	Unemployment Compensation	-	-	-	476	476	(476)	0.00%	-	-	-	-	-
51600	Retirement	165,000	-	165,000	27,808	27,808	137,192	16.85%	165,000	173,300	182,000	191,100	200,700
51605	Other Post Employment Benefits	30,000	-	30,000	-	-	30,000	0.00%	31,000	32,600	34,200	35,900	37,700
51990	Other Employee Benefits	3,000	-	3,000	-	-	3,000	0.00%	3,000	3,200	3,400	3,600	3,800
Total for: Salaries and Benefits		1,853,500	-	1,853,500	282,117	282,117	1,571,383	15.22%	1,907,700	2,002,400	2,101,800	2,206,000	2,315,500
52100	Administration Services	10,000	-	10,000	169	169	9,831	1.69%	10,000	10,300	10,600	10,900	11,200
52125	Accounting/Auditing Services	74,000	-	74,000	2,279	2,279	71,721	3.08%	76,000	78,300	80,600	83,000	85,500
52130	Information Technology Service	80,891	-	80,891	20,223	20,223	60,668	25.00%	89,000	91,700	94,500	97,300	100,200
52131	ITS-Communication Services	-	-	-	-	-	-	0.00%	-	-	-	-	-
52140	Legal Services	50,000	-	50,000	-	-	50,000	0.00%	50,000	51,500	53,000	54,600	56,200
52310	Consulting Services	2,233,400	(14,875)	2,218,525	11,356	11,356	2,207,169	0.51%	277,000	1,421,600	1,464,200	1,508,100	1,553,300
52360	Construction Services	250,000	-	250,000	-	-	250,000	0.00%	-	-	-	-	-
52335	Security Services	12,000	-	12,000	-	-	12,000	0.00%	12,000	10,000	10,000	10,000	10,000
52340	Landscaping Services	3,000	-	3,000	-	-	3,000	0.00%	3,000	3,100	3,200	3,300	3,400
52500	Maintenance-Equipment	10,000	-	10,000	-	-	10,000	0.00%	10,000	10,300	10,600	10,900	11,200
52505	Maintenance-Buildings/Improvem	42,000	-	42,000	11,181	11,181	30,819	26.62%	42,000	43,300	44,600	45,900	47,300
52515	Maintenance-Software	72,000	-	72,000	12,596	12,596	59,404	17.49%	72,000	74,200	76,400	78,700	81,100
52520	Maintenance-Vehicles	2,000	-	2,000	-	-	2,000	0.00%	2,000	2,100	2,200	2,300	2,400
52600	Rents and Leases - Equipment	8,000	-	8,000	1,098	1,098	6,902	13.72%	8,000	8,200	8,400	8,700	9,000
52705	Insurance - Premiums	65,000	-	65,000	568	568	64,432	0.87%	65,000	67,000	69,000	71,100	73,200
52800	Communications/Telephone	10,000	-	10,000	5,072	5,072	4,928	50.72%	10,000	10,300	10,600	10,900	11,200
52810	Advertising/Marketing	78,000	-	78,000	120	120	77,880	0.15%	40,000	41,200	42,400	43,700	45,000
52820	Printing & Binding	20,000	-	20,000	3,374	3,374	16,626	16.87%	20,000	20,600	21,200	21,800	22,500
52825	Bank Charges	12,000	-	12,000	311	311	11,689	2.59%	12,000	12,400	12,800	13,200	13,600
52830	Publications & Legal Notices	10,000	-	10,000	2,796	2,796	7,204	27.96%	10,000	10,300	10,600	10,900	11,200
52900	Training/Conference Expenses	50,000	-	50,000	6,234	6,234	43,766	12.47%	50,000	51,500	53,000	54,600	56,200
52905	Business Travel/Mileage	20,000	-	20,000	3,157	3,157	16,843	15.79%	20,000	20,600	21,200	21,800	22,500
53100	Office Supplies	20,000	-	20,000	2,516	2,516	17,484	12.58%	20,000	20,600	21,200	21,800	22,500
53110	Freight/Postage	3,000	-	3,000	91	91	2,909	3.02%	3,000	3,100	3,200	3,300	3,400
53115	Books/Media/Periodicals/Subscr	7,000	-	7,000	226	226	6,774	3.23%	7,000	7,200	7,400	7,600	7,800
53120	Memberships/Certifications	36,000	-	36,000	16,442	16,442	19,558	45.67%	36,000	37,100	38,200	39,300	40,500
53205	Utilities - Electric	17,000	-	17,000	330	330	16,670	1.94%	16,000	16,500	17,000	17,500	18,000
53220	Utilities - Water	5,000	-	5,000	-	-	5,000	0.00%	6,000	6,200	6,400	6,600	6,800
53250	Fuel	1,000	-	1,000	57	57	943	5.67%	1,000	1,000	1,000	1,000	1,000
Total for: Services and Supplies		3,201,291	(14,875)	3,186,416	100,195	100,195	3,086,221	3.14%	967,000	2,130,200	2,193,500	2,258,800	2,326,200
Total Expenditures		5,054,791	(14,875)	5,039,916	382,312	382,312	4,657,604	7.59%	2,874,700	4,132,600	4,295,300	4,464,800	4,641,700
Net Surplus (Deficit)		-	14,875	14,875	105,468	105,468			-	-	-	-	-
54600	Depreciation Expense	30,000	-	30,000	-	-	30,000	0.00%	30,000	-	-	-	-

		Budget		Percent of				5 Year Forecast					
		Adopted Budget	Adjustments	Adjusted Budget	Q1 Actuals	YTD Total	Budget vs Actual	Budget	FY 2017-18 Budget	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
Revenues													
41400	Sales and Use Tax (TDA)	5,299,802	-	5,299,802	456,833	456,833	4,842,969	8.62%	6,174,692	6,844,900	7,143,700	7,453,900	7,774,900
43790	State-Other Funding	912,992	-	912,992	-	-	912,992	0.00%	1,070,000	1,080,700	1,091,500	1,102,400	1,113,400
43890	Federal-Other Funding	2,504,282	-	2,504,282	-	-	2,504,282	0.00%	2,081,830	2,082,000	2,082,000	2,082,000	2,082,000
43950	Other-Governmental Agencies	390,000	-	390,000	145,031	145,031	244,969	37.19%	390,000	424,600	424,600	424,600	424,600
45100	Interest	19,500	-	19,500	4,990	4,990	14,510	25.59%	21,400	21,600	21,800	22,000	22,200
46800	Farebox Revenue	1,306,770	-	1,306,770	253,513	253,513	1,053,257	19.40%	1,372,200	1,399,600	1,427,600	1,456,200	1,485,300
46810	American Canyon Contribution	30,225	-	30,225	7,032	7,032	23,193	23.27%	33,119	33,800	34,500	35,200	35,900
46820	Yountville Contribution	32,068	-	32,068	7,296	7,296	24,772	22.75%	34,489	35,200	35,900	36,600	37,300
46825	St. Helena Contribution	23,459	-	23,459	5,803	5,803	17,656	24.74%	24,519	25,000	25,500	26,000	26,500
46830	Calistoga & CTBID Contribution	65,093	-	65,093	24,917	24,917	40,176	38.28%	65,093	66,400	67,700	69,100	70,500
Total Revenues		10,584,191	-	10,584,191	905,416	905,416	9,678,775	8.55%	11,267,342	12,013,800	12,354,800	12,708,000	13,072,600
Expenses													
52125	Accounting/Auditing Services	26,100	-	26,100	403	403	25,697	1.54%	27,100	27,600	28,200	28,800	29,400
52130	Information Technology Service	34,091	-	34,091	8,523	8,523	25,568	25.00%	37,542	38,300	39,100	39,900	40,700
52140	Legal Services	10,500	-	10,500	-	-	10,500	0.00%	10,500	10,700	10,900	11,100	11,300
52150	Temporary/Contract Help	10,000	-	10,000	-	-	10,000	0.00%	10,000	10,000	10,000	10,000	10,000
52310	Consulting Services	60,000	-	60,000	-	-	60,000	0.00%	60,000	60,000	61,200	62,400	63,600
52325	Waste Disposal Services	20,000	-	20,000	-	-	20,000	0.00%	20,000	20,000	20,000	20,000	20,000
52335	Security Services	35,000	-	35,000	3,101	3,101	31,899	8.86%	36,000	36,000	36,000	36,700	37,400
52490	Other Professional Services	8,587,000	-	8,587,000	2,028,703	2,028,703	6,558,297	23.63%	9,094,500	9,403,700	9,723,400	10,054,000	10,395,800
52500	Maintenance-Equipment	20,000	-	20,000	4,395	4,395	15,605	21.98%	20,000	20,000	20,000	20,000	20,000
52505	Maintenance-Buildings/Improvem	-	-	-	2,849	2,849	(2,849)	0.00%	-	10,000	10,000	10,000	10,000
52520	Maintenance-Vehicles	30,000	-	30,000	3,153	3,153	26,847	10.51%	30,000	30,000	30,000	30,000	30,000
52605	Rents and Leases - Bldg/Land	48,000	-	48,000	-	-	48,000	0.00%	41,000	40,000	40,000	40,000	40,000
52705	Insurance - Premiums	12,000	-	12,000	2,569	2,569	9,431	21.41%	12,000	12,000	12,000	12,200	12,400
52800	Communications/Telephone	7,600	-	7,600	1,402	1,402	6,198	18.45%	6,000	6,000	6,000	6,000	6,000
52810	Advertising/Marketing	222,000	-	222,000	4,227	4,227	217,773	1.90%	162,000	160,000	160,000	160,000	160,000
52820	Printing & Binding	45,500	-	45,500	-	-	45,500	0.00%	45,500	46,000	46,000	46,000	46,000
52825	Bank Charges	4,000	-	4,000	654	654	3,346	16.34%	4,000	4,000	4,000	4,000	4,000
52830	Publications & Legal Notices	2,000	-	2,000	-	-	2,000	0.00%	2,000	2,000	2,000	2,000	2,000
53100	Office Supplies	10,200	-	10,200	-	-	10,200	0.00%	10,200	10,200	10,200	10,400	10,600
53110	Freight/Postage	1,000	-	1,000	-	-	1,000	0.00%	1,000	1,000	1,000	1,000	1,000
53205	Utilities - Electric	8,000	-	8,000	924	924	7,076	11.55%	10,000	10,000	10,000	10,000	10,000
53220	Utilities - Water	8,000	-	8,000	-	-	8,000	0.00%	6,000	6,000	6,000	6,000	6,000
53250	Fuel	1,187,200	-	1,187,200	168,861	168,861	1,018,339	14.22%	1,418,000	1,432,200	1,446,500	1,461,000	1,475,600
Total for: Services and Supplies		10,388,191	-	10,388,191	2,229,764	2,229,764	8,158,427	21.46%	11,063,342	11,395,700	11,732,500	12,081,500	12,441,800
54315	Interest on Debt (I-Bank)	-	-	-	-	-	-	0.00%	-	410,000	410,000	410,000	410,000
57900	Intrafund Expenditures	196,000	-	196,000	43,771	43,771	152,229	22.33%	204,000	208,100	212,300	216,500	220,800
Total for: Other Expenses		196,000	-	196,000	43,771	43,771	152,229	1.91%	204,000	618,100	622,300	626,500	630,800
Total Expenditures		10,584,191	-	10,584,191	2,273,535	2,273,535	8,310,656	21.48%	11,267,342	12,013,800	12,354,800	12,708,000	13,072,600
Net Surplus (Deficit)		-	-	-	(1,368,119)	(1,368,119)	1,368,119		-	-	-	-	-
54600	Depreciation Expense	2,092,000	-	2,092,000	-	-	2,092,000	0.00%	2,207,000	2,251,100	2,296,100	2,342,000	2,388,800
Capital Revenues													
41410	Sales and Use Tax - Captial	8,210,000	-	8,210,000	2,721,859	2,721,859	5,488,141	33.15%	4,100,000	850,000	1,850,000	1,550,000	1,350,000
43790	State-Other Funding	-	-	-	-	-	-	0.00%	3,000,000	4,000,000	3,000,000	-	-
43890	Federal-Other Funding	950,000	-	950,000	-	-	950,000	0.00%	3,500,000	8,000,000	3,500,000	800,000	1,000,000
Total Revenues		9,160,000	-	9,160,000	2,721,859	2,721,859	6,438,141	29.71%	10,600,000	12,850,000	8,350,000	2,350,000	2,350,000
Capital Expenses													
55100	Land	2,575,000	14,875	2,589,875	2,589,873	2,589,873	2	100.00%	-	-	-	-	-
55200	Construction in Progress	675,000	-	675,000	-	-	675,000	0.00%	6,000,000	12,100,000	6,100,000	100,000	100,000
55400	Equipment	5,910,000	-	5,910,000	306,324	306,324	5,603,676	5.18%	4,600,000	750,000	2,250,000	2,250,000	2,250,000
Total for: Other Expenses		9,160,000	14,875	9,174,875	2,896,197	3,049,360	6,125,515	33.24%	10,600,000	12,850,000	8,350,000	2,350,000	2,350,000
Total Expenditures		9,160,000	14,875	9,174,875	2,896,197	3,049,360	6,125,515	33.24%	10,600,000	12,850,000	8,350,000	2,350,000	2,350,000
Net Surplus (Deficit)		-	(14,875)	(14,875)	(174,338)	(327,501)			-	-	-	-	-



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Karrie Sanderlin, Program Manager-Administration and Human Resources
(707) 259-8633 / Email: ksanderlin@nvta.ca.gov
SUBJECT: Ancillary Insurance

RECOMMENDATION

That the Napa Valley Transportation (NVTA) Board (1) approve the increase from 60% to 66 2/3% to the benefit option for the employee Long Term Disability benefits and (2) authorize the Executive Director to execute an agreement with Fire Districts Association of California Employee Benefit Authority (FDAC-EBA) (Attachment 1) for the provision of for the following ancillary insurances and benefits:

<u>Insurance/Benefit</u>	<u>Carrier</u>	<u>Annual Cost</u>
Dental Insurance	Delta Dental	\$18,801
Vision	VSP Plan 7	\$ 1,741

NVTA is responsible for the payment of dental premiums; employees that participate in the vision plan are responsible for payment of the monthly vision premium by way of monthly payroll deductions.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Ancillary benefits include dental, vision, life, accidental death and dismemberment (AD&D) and long term disability (LTD) insurances. NVTA employee medical benefits are provided through CalPERS. It has been over 5 years since the agency evaluated its ancillary benefits packages prompting an evaluation. A Request for Proposals (RFP) to Provide Benefits Consulting Services was issued in March 2016. In June, the Authority

contracted with Keenan and Associates to conduct a review and provide cost comparisons for of the employee ancillary benefits.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes. There will be an annual increase of \$2,490 in the agency’s administrative budget; a decrease of \$628 in Basic Life and AD&D, an increase of \$1,044 in LTD and an increase in dental of \$2,074 as shown in the tables below.

Basic Life & AD&D	Current Guardian Rate / \$1000	Proposed Guardian Rate / \$1000
Basic Life (1X Annual Salary up to \$200,00)	\$0.30	\$0.26
Basic AD&D (1X Annual Salary up to \$200,00)	\$0.02	\$0.02
Total Rates	\$0.32	\$0.28
Current Monthly Premium	\$419.00	\$367.00
Current Annual Premium	\$5,030.00	\$4,402.00
% difference over current annual premium		-14.27%
\$ difference over current annual premium		-\$628.00

Long Term Disability (LTD)	Current Guardian (60% benefit)	Proposed Guardian (66 2/3% benefit)
All Eligible Employees	\$0.32	\$0.40
Estimated Mo. Premium*	\$348.00	\$435.00
Estimated Annual Premium	\$4,176.00	\$5,220.00
% difference over current annual premium		20%
\$ difference over current annual premium		\$1,044.00

*estimate based on premium calculated using \$108,624 covered monthly payroll volume

Dental	Current Guardian	Proposed Delta Dental
Current Monthly Premium	\$1,393.88	\$1,566.72
Current Annual Premium	\$16,726.56	\$18,800.64
% difference over current annual premium		11.03%
\$ difference over current annual premium		\$2,074.08

There is no cost to the agency for Vision benefits, as that is a 100% employee paid (by way of monthly payroll deductions), however there is a small increase in the annual premium rates which is attributed to the higher level of coverage VSP offers over MES.

Vision	Current MES	Proposed VSP
Current Monthly Premium	\$122.24	\$145.10
Current Annual Premium	\$1,466.88	\$1,741.20
% difference over current Annual Premium		15.75%
\$ difference over current annual premium		\$274.32

Is it Currently Budgeted? Yes

Where is it budgeted? NVTA Administrative Budget

Is it Mandatory or Discretionary? Discretionary

Consequences if not approved: The agency would continue to contract with its current dental and vision providers.

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

The authority contracts with Guardian for dental and basic life insurance, AD&D, LTD, and Voluntary Life benefits and with Medical Eye Services (MES) for vision benefits. Since the agency has not performed a review of its ancillary insurances since 2011, a Request for Proposals (RFP) to Provide Benefits Consulting Services was issued in March 2016 with no submittals being received by the deadline. In June, the agency contracted with Keenan and Associates to conduct a review and provide cost

comparisons for all of the employee ancillary benefits. The agency was provided with several market options for life insurance benefits and a benefit program proposal for dental and vision benefits through the FDAC-EBA. After an extensive analysis, staff is recommending Delta Dental, VSP and remaining with Guardian for employee ancillary insurances.

Delta Dental and VSP were selected to replace the current dental and vision providers respectively as it was determined that they would provide employees with a higher level of service at a nominal increase in cost. It not only broadens coverage, it also limits the out of pocket costs for using providers outside of the respective systems. The number of member-providers in Napa is relatively small in comparison to other, more populated areas.

As the agency is a member of the San Francisco Bay Area Transit Operations Mutual Aid Agreement, the consultant recommends that NVTA become a member of the Fire Districts Association of California Employment Benefit Authority (FDAC-EBA) Joint Powers Agreement (JPA) (Attachment 1) to take advantage of their competitive rates and higher level of service for its dental and vision benefits. There are no membership or administrative fees to join the FDAC-EBA JPA.

Guardian will remain as the provider for employee life insurances (life, AD&D, LTD, and voluntary life) as the consultant was able to negotiate a 14% rate reduction for basic life and AD&D. However, staff is recommending an increase from 60% to 66 2/3% to benefit option for the employee Long Term Disability benefits as it will provide a higher level of service at minimal cost increase.

NVTA is responsible for the payment of dental and life insurance premiums; employees that participate in the vision plan are responsible for payment of the monthly vision premium by way of monthly payroll deductions.

SUPPORTING DOCUMENTS

Attachments: (1) Joint Powers Agreement of Fire Districts Association of California
Employment Benefit Authority

**JOINT POWERS AGREEMENT OF
FIRE DISTRICTS ASSOCIATION OF CALIFORNIA
EMPLOYMENT BENEFITS AUTHORITY**

This Joint Powers Agreement (the “Agreement”) is made and entered into in the County of Sacramento, State of California, by and among various public agencies, hereafter collectively referred to as “Agencies” and individually as “Agency” who have or may hereafter execute this Joint Powers Agreement pursuant to the authority conferred by Government Code Section 6500 et seq.

RECITALS

WHEREAS, each of the Agencies who have executed this Agreement is a “public agency” as that term is defined in Section 6500 of the California Government Code; and

WHEREAS, California Government Code Section 6500 et seq. provides that two or more public agencies may by agreement jointly exercise any power common to the contracting parties; and

WHEREAS, California Government Code Sections 5300, 53201(a), 53202, 53202.2, 65205, 53205.1, 53206, and Health and Safety Code Section 13800 et seq. provides that a local public agency may provide for any health and welfare benefits for the benefit of its existing and retired officers, employees, and members of its legislative body, which health and welfare benefits include, but are not limited to hospital, medical, surgical, disability, legal expense, dental, vision, life, and income protection insurance or benefits, whether provided on an insurance basis, self funded basis, or some combination of insurance and self funding; and

WHEREAS, Government Code Section 53202 states that in providing such health and welfare benefits, a public agency may approve self funded plans or may contract with one or more admitted insurers, health service organizations or legal service organizations for such plans of health and welfare benefits as the public agency determines to be in the best interest of the public agency and its existing and retired officers, employees and legislative body; and

WHEREAS, Government Code Section 53202.2 provides that a public agency may prescribe such rules, regulations and procedures as are necessary to properly implement a system to administer the provision of such health and welfare benefits; and

WHEREAS, Government Code Section 53205 provides that the legislative body of a public agency may expend public agency funds for the premiums, dues or other charges for health and welfare benefits of its existing and retired officers, employees, and members of its legislative body; and

WHEREAS, Government Code Section 53206 provides that a public agency may pay the premiums, charges or other costs of health and welfare benefits from amounts derived from either employer contributions, employee payroll deductions, or both, directly to the contracting insurers or service organizations providing such health and welfare benefits; and

WHEREAS, each of the parties hereto has the power to establish, administer, operate, manage and pay for health and welfare benefits for their respective existing and retired officers, employees, and members of its legislative body, in addition to other powers which are common to each of them; and

WHEREAS, each of the Agencies which are parties to this Agreement desire to join together with other Agencies in order to collectively establish, operate, manage, and administer health and welfare benefits for their existing and retired officers, employees, and members of its legislative body, either through collectively self funding the cost of such health and welfare benefits, jointly purchasing insurance programs, benefits and services to provide such health and welfare benefits, or some combination thereof; and

WHEREAS, each of the Agencies which are parties to this Agreement find it to be to its mutual advantage and in the public benefit to utilize any power common to them, and all those powers available to a Joint Powers Authority pursuant to the Joint Powers Act at Government Code Section 6500 et seq., to coordinate the organization, management, administration and operation of health and welfare benefit programs for the benefit of its existing and retired officers, employees and members of its legislative body; and

WHEREAS, the Fire Districts Association of California is a non-profit public benefit corporation organized and existing to assist and promote the interests of its member Agencies which are public agencies in California providing one or more of the following services to the public: (1) fire suppression services; (2) emergency medical services; (3) hazardous material response services; (4) medical transport and ambulance services; (5) rescue services; and

WHEREAS, it is the desire of the Agencies which have executed this Agreement and which are members of the Fire Districts Association of California to enter into this Agreement to better define the existence, functions, and operations of this Joint Powers Authority and to specify a continuing working relationship between the Authority and the Fire Districts Association of California for the benefit of member Agencies of the Fire Districts Association of California; and

WHEREAS, it is to the mutual advantage of and in the best interest of the parties to this Joint Powers Agreement to establish this Joint Powers Authority for the purposes stated.

NOW THEREFORE, for and in consideration of the execution of this Agreement by other Agencies, each of the parties hereto does hereby agree as follows:

SECTION 1: PURPOSE

It is the purpose of this Agreement to establish, pursuant to the Joint Exercise of Powers Act, an authority to be known as the FIRE DISTRICTS ASSOCIATION OF CALIFORNIA EMPLOYMENT BENEFITS AUTHORITY (FDAC Employment Benefits Authority)(the “Authority”) for and with the purpose of establishing, operating, managing, and administering health and welfare benefit programs for existing and retired employees, officers, and members of legislative body of Agencies who execute this Agreement. This Agreement is entered into by Agencies in order to jointly fund and develop programs to provide health and welfare benefits for participating member Agencies either through a program of collective self insurance, the purchase of insurance coverages and/or programs, or a combination thereof. It is the further purpose of this Agreement to make more efficient use of the common powers of participating member Agencies to design, establish, acquire, purchase, fund, operate and administer health and welfare benefit programs for the benefit of existing and retired officers, employees, and members of the legislative body of participating member Agencies to increase the efficiency and decrease the cost of such health and welfare programs. To achieve such purposes, the Authority and its participating member Agencies who have executed this Agreement are hereby granted the authority to enter into agreements with themselves and third parties that specifically govern and define their respective rights, obligations, duties and entitlements related to the establishment, operation and administration of particular health and welfare benefit programs including, but not limited to hospital insurance, medical insurance, surgical insurance, long term and short term disability insurance, legal expense insurance, dental insurance, vision insurance, life insurance, and income protection insurance or benefits. These purposes shall be accomplished through a joint exercise of powers by said Agencies pursuant to the terms of this Agreement and the creation of a separate Joint Powers Authority.

SECTION 2: CREATION OF JOINT POWERS AUTHORITY

Pursuant to Section 6500 et seq. of the California Government Code, there is hereby created a public entity separate and apart from the parties hereto, to be known as the Fire Districts Association of California Employment Benefits Authority (FDAC Employment Benefits Authority). A notice of this Agreement shall be filed with the Secretary of State within 30 days after the effective date as required by Government Code Section 6503.5.

SECTION 3: MEMBERSHIP

Each Agency which is a party to this Agreement must be a public agency which is duly organized and existing under the laws of the State of California with the power to provide at least one of the following services: (1) fire suppression services, (2) emergency medical services, (3) hazardous material response services (4) medical transport and/or ambulance services; (5) rescue services. Each Agency must be a member of the Fire Districts Association of California and must be approved for participation in the Authority in the manner provided in the Bylaws of the Authority.

SECTION 4: PARTIES TO AGREEMENT

Each Agency which has signed this Agreement certifies that it intends to and does contract with the Authority, and with all other Agencies who have signed this Agreement, and, in addition, with each Agency which may later be added as a party to and may sign this Agreement. Each Agency which has or may hereafter sign this Agreement also certifies that the deletion of any Agency from this Agreement by voluntary withdrawal, involuntary termination, or otherwise, shall not affect this Agreement nor each Agencies intent to contract as described above with the then remaining Agencies.

SECTION 5: TERM OF AGREEMENT

After becoming effective upon the execution of the initial signatory Agencies who have been admitted to membership in the Authority, this Agreement shall continue thereafter until terminated as provided herein. This Agreement shall become effective as to each initial signatory Agency of the Authority upon the date of its execution by such Agencies; and shall become effective as to Agencies who later execute this Agreement upon approval of the Agencies membership by the Board of Directors of the Authority, execution of this Agreement by the Agency and by the Authority, and by payment by the Agency of its initial contribution for participation in one or more health and welfare benefit programs offered by the Authority.

SECTION 6: POWERS OF THE AUTHORITY

The Authority shall have all the powers common to its participating Agencies and all additional powers set forth in the Joint Powers Authority Act relating to the creation, establishment, financing, use, operation, and administration of health and welfare benefit programs for the benefit of existing and retired officers, employees, and members of the body of participating member Agencies. This Joint Powers Authority hereby is authorized to do all acts necessary for the exercise of said common powers, including, but not limited to, any or all of the following:

- (a) to make and enter into contracts;
- (b) to employ agents and employees and/or to contract for services from third party consultants;
- (c) to incur debts, liabilities and obligations;
- (d) to acquire property by gift, grant, exchange, devise, or purchase;
- (e) to hold, lease, convey, sell, encumber, or dispose of property;
- (f) to sue and to be sued in its own name;
- (g) to receive contributions and donations of property, funds, services and other forms of assistance from persons, firms, corporations, and other governmental entities;
- (h) to issue or caused to be issue bonded and other indebtedness, and pledge any property or revenues as security to the extent permitted by law by Articles 2 and 4, Chapter 5, Division 7, Title 1 of the Government Code or

- otherwise including, but not limited to, bonds or other evidences of indebtedness issued on behalf of the Authority or its member Agencies;
- (i) obtain in its own name all necessary permits, licenses, opinions and rulings;
 - (j) whenever necessary to facilitate the exercise of its powers, to form and administer nonprofit corporations to perform one or more of the functions which the Authority is empowered to perform, or to perform any other proper corporate function, and to enter into agreements with such nonprofit corporations;
 - (k) exercise all powers necessary and proper to carry out the terms and provisions of this Agreement or otherwise authorized by law.

SECTION 7: BOARD OF DIRECTORS

All powers of the Authority shall be exercised by and through its Board of Directors. Said Board of Directors is hereby designated as the agency to administer and execute this Agreement pursuant to Government Code Section 6506. The Board of Directors shall be composed of five members appointed by the Board of Directors of the Fire Districts Association of California, all of which shall also concurrently be members of the Benefits Committee of the Board of Directors of the Fire Districts Association of California. Each member of the Board of Directors shall have one vote. The Board of Directors shall have the authority to conduct all business and govern all affairs of this Joint Powers Authority under the provisions hereof and pursuant to law and shall have such powers and functions as are provided for herein, in the Bylaws, or by law.

SECTION 8: POWERS OF THE BOARD OF DIRECTORS

The Board of Directors shall have the following powers:

- (a) Exercise all powers and conduct all business of this Joint Powers Authority.
- (b) Determine the details of and select health and welfare benefit programs including, but not limited to, hospital insurance, medical insurance, surgical insurance, long term and short term disability insurance, legal expense insurance, dental insurance, vision insurance, life insurance, and income protection insurance or benefits to be offered by this Joint Powers Authority to existing and retired officers, employees, and members of the legislative body of participating member Agencies.
- (c) Contract for or develop various services for the Authority including, but not limited to, insurance consulting and brokerage services; claims adjustment services, loss control and risk management services; accountancy, auditing and actuarial services; and legal and legislative advocacy services.

- (d) Appoint committees, appoint staff, and employ such persons as the Board of Directors deems necessary for the administration of this Joint Powers Authority.
- (e) Determine and purchase all necessary insurance coverage to carry out the programs offered by the Authority.
- (f) Fix and collect contributions from participating member Agencies in consideration for participation in the health and welfare benefit programs offered by the Authority to such participating member Agencies.
- (g) Deposit all funds received in separate bank accounts in the name of FDAC Employment Benefit Authority.
- (h) Invest funds on hand in any manner authorized by law for the investment of funds of a public agency.
- (i) Direct the payment, adjustment, and defense of all claims for health and welfare benefits which are the liability of participating member Agencies during their period of membership in and participation in this Authority.
- (j) Expend funds of the Authority only for the purpose of carrying out the provisions of the Joint Powers Agreement and the Bylaws as they now exist or may hereafter be amended.
- (k) Provide administrative services, consulting services, claims management services, financial services, accountancy and actuarial services, legal representation and other services necessary or proper to carry out the purposes of the Authority either through its own employees or by contract with one or more third parties.
- (l) Purchase liability insurance, directors and officers liability insurance, and such other insurance as the Board of Directors may deem necessary or proper in order to protect the Authority, its employees and the participating member Agencies.
- (m) Obtain a fidelity bond in such amount as the Board of Directors may determine for any person or persons who have charge of or the authority to expend funds of the Authority.
- (n) Acquire property by gift, grant, exchange, devise, or purchase; or hold, lease, convey, sell, encumber, or dispose of all property necessary or appropriate to carry out the powers and operations of the Authority.
- (o) Establish policies and procedures for the operation of the Authority.
- (p) Enter into any and all contracts or agreements necessary or appropriate to carryout the purposes and functions of the Authority.

SECTION 9: RESTRICTIONS ON POWER

Such powers enumerated in Section 6 hereof are subject to the restrictions upon the manner of exercising power by a Fire Protection District formed and operating pursuant to the provisions of Health and Safety Code Section 13800 et seq. or its successor, pursuant to California Government Code Section 6509.

SECTION 10: ADMINISTRATIVE SERVICES

Pursuant to California Government Code Section 6506, the Fire Districts Association of California, a California non-profit public benefit corporation, shall provide all administrative services to the Authority under the direction of the Board of Directors of the Authority on a continuing basis. In consideration for such services the Fire District Association of California may charge the Authority an annual administrative fee as may be agreed upon from time to time by the Board of Directors of the Authority and the Board of Directors of the Fire District Association of California, as set forth in the Bylaws of the Authority.

SECTION 11: BYLAWS

The Bylaws of the FDAC Employment Benefits Authority, a copy of which is attached hereto and marked Exhibit A, are hereby incorporated into this Agreement and made a part hereof. Each party to this Agreement by the execution hereof agrees to be bound by and to comply with all the terms and conditions of this Agreement and of said Bylaws as they now exist or may hereafter be amended. The FDAC Employment Benefits Authority shall operate and conduct its business and affairs pursuant to the terms of this Agreement and said Bylaws.

SECTION 12: WITHDRAWAL OR INVOLUNTARY TERMINATION

Any Agency, after completing three fiscal years as a participating member Agency, may voluntarily withdraw from membership as provided in the Bylaws; or an Agency may be involuntarily terminated as a provided in the Bylaws. Such withdrawal or involuntary termination by any participating member Agency shall not terminate this Agreement as to the remaining participating member Agencies or the existence of the Authority. Said withdrawing or terminated Agency shall remain subject to any and all outstanding obligations arising out of any benefit program agreement to which said withdrawn or terminated Agency is a signatory.

SECTION 13: TERMINATION OF FDAC EMPLOYMENT BENEFITS AUTHORITY

The FDAC Employment Benefits Authority may be terminated at any time upon the Agreement of two-thirds of the then participating member Agencies, provided, however, that the Authority shall continue to exist for the purpose of disposing of all claims, distribution of all assets, and all other functions necessary to wind up the affairs of the Authority. Upon termination, and after making proper provisions for the winding up of the affairs of the Authority, the Authority shall pay to the then participating member Agencies their pro rata share of the net assets of the Authority pursuant to the provisions of the Bylaws.

SECTION 14: AMENDMENTS

This Joint Powers Agreement may be amended by an amendment in writing signed by two-thirds of the Agencies then parties to this Agreement. Upon signature of any amendment by two-thirds of the then participating member Agencies, any member Agency failing or refusing to

sign such amendment may be involuntarily terminated as a party to this Agreement as provided in the Bylaws.

SECTION 15: ENFORCEMENT

The FDAC Employment Benefits Authority is hereby granted authority to enforce this Agreement. In the event action is instituted to enforce any term of this Agreement or any term of the Bylaws against any Agency which has signed this Agreement, the Agency agrees to pay such sums as the court may fix as attorney fees and costs in said action.

SECTION 16: NON-LIABILITY OF MEMBER AGENCIES AND THE FIRE DISTRICTS ASSOCIATION OF CALIFORNIA

Nothing in the Joint Powers Agreement or in the Bylaws adopted pursuant thereto shall be construed as imposing liability upon any Agency, or any officer, employee or member of the legislative body thereof, or upon the Fire Districts Association of California, a non profit corporation, or any of its employees, officers, or directors, for the payment of any benefits claimed pursuant to the health and welfare benefit programs offered by the Authority to its participating member Agencies, the sole recourse of claimants being against funds of those insurance programs and/or self funded programs administered by the Authority for the payment of such benefits. Pursuant to Government Code Section 6508.1, the debts, liabilities and obligations of the FDAC Employment Benefits Authority shall not be the debts, liabilities or obligations of the Districts which are parties to the Joint Powers Agreement or of the Fire Districts Association of California, unless assumed in a particular case by resolution of the legislative body of a participating member Agency pursuant to specific benefit program agreements that the participating member Agency anticipates entering into in accomplishing the purposes of the Authority.

SECTION 17: NON-LIABILITY OF DIRECTORS, OFFICERS, ADMINISTRATOR, AGENTS AND EMPLOYEES

The Authority and its directors, officers, administrator, agents, and employees shall not be liable to the Authority, to any participating member Agency, or to any other person for any actual or alleged breach of duty, mistake of judgment, neglect, error, misstatement, misleading statement, or any other act or omission in the performance of their duties hereunder; for any action taken or admitted by any director, officer, administrator, agent, or employee, for loss incurred through the investment or failure to invest funds; or loss attributable to any failure or omission to procure or maintain insurance; except in the event of fraud, gross negligence, or intentional misconduct of such director, officer, administrator, agent, or employee. No director, officer, administrator, agent, or employee shall be liable for any action taken or omitted by any other director, officer, administrator, agent, or employee.

SECTION 18: INDEMNIFICATION OF BOARD OF DIRECTORS, OFFICERS, ADMINISTRATOR, AGENTS, AND EMPLOYEES

As a public entity, the Authority shall defend and shall indemnify and hold harmless its directors, officers, administrator, agents, and employees against any claim or action arising out of any act or omission occurring within the scope of employment pursuant to the provisions of Division 3.6, Title 1, of the California Government Code, commencing at Government Code Section 810. The Authority may purchase insurance to provide coverage for acts or omissions of its directors, officers, administrator, agents and employees.

SECTION 19: MISCELLANEOUS PROVISIONS

(a) This Agreement shall bind and inure to the heirs, devisees, assignees and successors in interest of the Authority and to the successors in interest of each participating member Agency in the same manner as if such parties had been expressly named herein.

(b) This Agreement shall be governed by the law of the state of California. This Agreement together with the documents incorporated into the Agreement by reference constitute the entire Agreement between the parties regarding its subject matter. If any provisions in this Agreement are held by any court to be invalid, void, or unenforceable, the remaining provisions of this Agreement shall nevertheless continue in full force and effect.

SECTION 20: EXECUTION IN COUNTERPARTS

This Agreement may be executed in one or more counterparts and shall be as fully effective as though executed in one document.

Napa Valley Transportation Authority

By: _____
Kate Miller, NVTA Executive Director

ATTEST:

By: _____
Karalyn E. Sanderlin, NVTA Board Secretary

Approved as to Form:

By: _____
Jennifer Gore, NVTA Legal Counsel

EXECUTION BY FDAC EMPLOYMENT BENEFITS AUTHORITY

The FDAC Employment Benefits Authority (the Joint Powers Authority created by this Joint Powers Agreement), hereby executes this Agreement and accepts the Agency named above as a member Agency in FDAC Employment Benefits Authority subject to all the terms and conditions set forth in this Joint Powers Agreement and in the Bylaws, effective on _____, 200__.

FDAC EMPLOYMENT BENEFITS AUTHORITY

By: _____
Chairman of the Board of Directors

By: _____
Secretary of the Board of Directors



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nvta.ca.gov
SUBJECT: Federal Legislative and State Legislative Update

RECOMMENDATION

Information only

EXECUTIVE SUMMARY

Attached are the Federal Legislative update (Attachment 1) from Van Scoyoc Associates and the State Legislative update form Platinum Advisors (Attachments 2 and 3). An updated State Bill Matrix will be provided at the beginning of the 2017 legislative session.

Also attached is a Letter from Governor Brown, Senate President de Leon and Assembly Speaker Rendon to Transportation Stakeholders regarding the Transportation Special Session (Attachment 4).

FISCAL IMPACT

Is there a Fiscal Impact? No

SUPPORTING DOCUMENTS

Attachments: (1) December 1, 2016 Federal Legislative Update (Van Scoyoc Associates)
(2) November 28, 2016 State Legislative Update (Platinum Advisors)
(3) December 12, 2016 AB 1/SB 1 New Transportation Funding Bills (Platinum Advisors)
(4) November 22, 2016 Letter from Governor Brown, Senate President pro Tempore de León and Assembly Speaker Rendon



TO: Kate Miller, NVTA
FROM: Steve Palmer, Channon Hanna, and David Haines
DATE: December 01, 2016
SUBJECT: Federal Legislative Update

The following is a summary of federal legislative activities related to transportation, housing, and environmental issues over the last month.

Legislative Action

Congressional Elections. On November 8, nationwide House and Senate elections occurred, with Republicans retaining their majority in the House by a margin of 239 to 193, as well as in the Senate by a current margin of 51-48 with Louisiana still uncalled.

Congressional Leadership. On November 15, Republicans held Congressional leadership elections. House Speaker Paul Ryan (R-WI) was reelected to his post, as was Majority Leader Kevin McCarthy (R-CA) and Majority Whip Steve Scalise (R-LA). Congressman Steve Stivers (R-OH) beat out Congressman Roger Williams (R-TX) for head of the National Republican Congressional Committee on a vote of 143 to 96. In the Senate, Kentucky Republican Mitch McConnell—who received a standing ovation from his caucus as he arrived for the vote—will keep the top job as Majority Leader and Senator John Cornyn (R-TX) will stay on as Senate Majority Whip. Senator Cory Gardner (R-CO) will succeed Senator Roger Wicker (R-MS) as chair of the National Republican Senatorial Committee.

Senate Democrats also held their elections for leadership posts, but House Democrats delayed their elections. With longtime Senator Harry Reid (D-NV) retiring from congress and, with retirement, his position as the Senate Minority Leader, Senate Democrats chose Senator Chuck Schumer (D-NY) to be the new Senate leader of the caucus. Senator Dick Durbin (D-IL) will remain in the number two spot as Minority Whip, while Patty Murray (D-WA) has been elevated from Democratic Conference Secretary to Assistant Democratic Leader. Senator Jon Tester (D-MT) will stay on for now as chair of the Democratic Senatorial Campaign Committee, but Senator-Elect Chris Van Hollen (D-MD) could eventually be tapped for the job.

Congressional Hearings

Self-Driving Cars. On November 15, the House Energy and Commerce Committee's Commerce, Manufacturing, and Trade Subcommittee held a hearing to examine self-driving cars through the examination of the impact on traffic and safety, regulations, and

security issues. The following witnesses participated in the hearing: Mitch Bainwol, President and CEO, Alliance of Automobile Manufacturers; Ann Wilson, Senior Vice President, Motor & Equipment Manufacturers Association; Gary Shapiro, President and CEO, Consumer Technology Association; Kirk Steudle, Chief Deputy Director, Michigan Department of Transportation; and Laura MacCleery, Vice President Consumer Policy and Mobilization, Consumer Reports.

Executive Branch

Transit Advisory Committee for Safety. On November 1, the Federal Transit Administration (FTA) announced a meeting of the Transit Advisory Committee for Safety for November 29, 2016 in Washington, DC. The agenda included a facility use and safety briefing as well as updates from the Office of Transit Safety and Oversight and the Office of Research, Demonstration and Innovation.

State Management Review Workshops. On November 2, FTA announced that they will begin to host a series of State Management Review Workshops for transit agencies through December 2016. The workshop is designed to assist transit agency grantees in preparing for State Management Reviews by reviewing statutory and program requirements and providing grantees with training materials, procedural guides, and other supporting materials. Participants include state public transit agency staff, FTA Regional Office staff members, and FTA State Management Review contractors.

Transit Safety Policies and Procedures. On November 2, the DOT Inspector General (IG) issued a report highlighting the need for improvements to FTA safety and oversight policies, emphasizing that by doing so FTA could improve program management and address persistent challenges. The report made a series of recommendations to strengthen FTA's ability to improve FTA's transit safety oversight.

National Alternative Fuel and Electric Charging Network. On November 3, the White House announced 55 routes that will serve as the basis for a national network of alternative fuel corridors spanning 35 states. The network is nearly 85,000 miles long and the White House said more miles will be added in the future to accommodate electric, hydrogen, propane, and natural gas vehicles as fueling and charging stations are built. Those corridors designated as "sign-ready," meaning routes where alternative fuel stations are currently in operation, will be eligible to feature new signs alerting drivers where they can find fuel for their alternative fuel vehicles. These signs are similar to existing signage that alerts drivers to gas stations, food, and lodging. The designation of these corridors fulfills a directive in the FAST Act.

Transportation Industry Snapshot. On November 4, Bureau of Transportation Statistics (BTS) released a new report titled "Industry Snapshots: Uses of Transportation", which provides detailed analysis of the transportation reliance of each sector of the economy. The report found that in 2014, the seven non-transportation sectors of the economy relied on more than \$1 trillion in transportation services. The Wholesale and Retail Sector used \$292 billion, more than one-fourth (27.8 percent) of total transportation use.

Sound Standards for Vehicles. On November 10, National Highway Traffic Safety Administration (NHTSA) finalized a minimum sound requirement for all newly manufactured hybrid and electric light-duty vehicles. The new federal safety standard will help pedestrians who are blind, have low vision, and other pedestrians detect the presence, direction and location of these vehicles when they are traveling at low speeds, which, according to NHTSA, will help prevent about 2,400 pedestrian injuries each year once all hybrids in the fleet are properly equipped.

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November 28, 2016

TO: Kate Miller, Executive Director
Napa Valley Transportation Authority

FR: Steve Wallauch
Platinum Advisors

RE: SPECIAL SESSION UPDATE

There're Back: The Legislature returns on December 5th to kick-off the 2017-18 legislative session. This will be brief meeting consisting of swearing-in new and returning members, adopting rules, and electing leadership in both houses. It also provides the first opportunity to introduce new legislation. The Assembly is expected to re-elect Assemblyman Anthony Rendon as Speaker, and the Senate will re-elect Senator Kevin de Leon to his last term as President Pro Tempore of the Senate. After these formalities are dispensed with the Legislature will adjourn until January 4th.

The Democrats in both houses secured a 2/3 super majority. The Assembly Democrats picked-up three seats to reach 55 members – surpassing the 2/3 threshold by one member. These gains included recapturing AD 65 and AD 66, which were lost to Republicans in the 2014 election, and gaining a new seat in AD 60. On the Senate side the race was too close to call for over a week, but Josh Newman finally declared victory in SD 29. While this supermajority in both houses makes it technically possible to enact taxes without Republican support, that is unlikely to occur, but it does dramatically change the dynamics for the ongoing negotiations on transportation funding.

While Democrats gained victories in California, the election of Donald Trump as President has created shock waves through the state. Capitol analysts and state departments began discussions about how California's climate may change under the Trump administration. Everyone is anticipating changes to federal funding and policies, which they will be tracking. For now, the Governor's January budget is under construction with the presumption of staying the course under current law.

Fiscal Outlook: The Legislative Analyst's Office (LAO) released its annual report (<http://lao.ca.gov/reports/2016/3507/Fiscal-outlook-111616.pdf>) on California's fiscal outlook, examining the current year and fiscal year 2017-18 forecast. It also examines two potential scenarios through 2020-21 – continued economic growth, as well as the potential of a mild recession beginning in mid-2018. The outlook is highly uncertain however, as it not only assumes no changes in state commitments and policies, but assumes no changes in federal policies as well. Both scenarios look good for California currently, as the LAO believes the State could move through a mild recession without

cutting spending or raising taxes by utilizing reserves. The LAO is careful to state that projections become less accurate looking further into the future, as it is more difficult to anticipate the economy with any certainty. The LAO produces this point-in-time document annually to assist the Legislature with budgeting for the next fiscal year.

As for the revenue outlook in 2016-17, the combined fiscal years of 2015-16 and 2016-17 will result in revenues \$1.7 billion lower than estimated due to several factors, but primarily based on estimates of the sales and use tax (SUT) and corporation tax (CT) being \$2.6 billion lower than budgeted. While personal income tax (PIT) revenues are \$923 million below estimates in 2015-16, income tax revenue are estimated to be \$1.7 billion above estimates in 2016-17. At the end of the 2016-17 fiscal year, the LAO estimates \$7.5 billion in total reserves.

For the budget year, 2017-18, the LAO forecasts revenue to grow by \$8.1 billion, largely due to a 6.9% increase in PIT. Reserves increase to \$11.5 billion, \$2.8 billion in the Special Fund for Economic Uncertainties (SFEU), which is the state's discretionary budget reserve, and \$8.7 billion in the Budget Stabilization Account (BSA), the required budget reserve.

No Resolution: While there was a flurry of meetings before the Thanksgiving holiday in an effort to reach a compromise on transportation funding, the Special Session on Transportation will lapse without an agreement being reached. Governor Brown, Pro Tem de Leon, and Speaker Rendon issued a joint letter addressed to the numerous stakeholders working on this issue on the demise of the special session. The letter stated, *"The Administration, Assembly and Senate are all committed to tackling this issue early in the New Year to address our critical infrastructure and transportation needs – and we'll need your continued support."* Two years down and no resolution, hopefully an agreement that provides a balanced investment in our highways, local roads, and public transit is achievable in the New Year.

Rebound: For the past two cap & trade auctions the returns have been dismal. However, the November auction might be a sign of a rebound. The latest auction was held on November 15th and appears to have generated a net amount of at least \$360 million for cap & trade programs. One of the main factors influencing this renewed demand is that the price for credits will increase in 2017 from \$12.73 to \$13.50. It is too early to tell if the enactment of SB 32, which placed in statute the greenhouse gas (GHG) reduction goals of 40% below 1990 levels by 2030, has played roll, but all eyes are now on the February auction.

There remains a lot of speculation regarding the "wait and see" strategy some businesses might be employing while they await the outcome of the Cal Chamber lawsuit. The Cal Chamber lawsuit challenges the legality of the auction by claiming it is a tax, which must be enacted with a 2/3 vote of the legislature, and not a fee. Cal Chamber lost the initial round in the suit, and the next step is scheduled for oral arguments before the Court of Appeals on January 24th. Even if businesses are taking a wait and see approach, they must still comply with the emissions regulations. The Air Board released its final assessment of GHG emissions for 2015, which show emission reductions are on track to meet 1990 levels by 2020.



December 12, 2016

TO: Kate Miller, Executive Director
Napa Valley Transportation Authority

FR: Steve Wallauch
Platinum Advisors

RE: AB 1/SB 1 – New Transportation Funding Bills

With the demise of the special session, Senator Beall and Assemblyman Frazier both introduced the first bills in the new session. SB 1 and AB 1 would both generate about \$6.6 billion in new revenue for transportation programs. This is about \$1 billion less than proposals contained in SBX 1 and ABX 26 at the end of session. The main difference is smaller excise tax increases for gasoline and diesel, and returning only 50% of the truck weight fee being used for debt service payments. While SB 1 and AB 1 are consistent with each other, they are not identical. The following is a summary of the bills, noting any substantive differences.

Revenues

- Approximately \$1.8 billion in new gasoline excise tax revenue. Both AB 1 and SB 1 would increase the gasoline excise tax by 12 cents. AB 1 would impose the increase all at once, but SB 1 would phase the increase in over three years. SB 1 would start with a 6 cent increase and then increase 3 cent after one year and another 3 cents the following year. Both bills would then adjust the tax rate for inflation, with AB 1 starting this calculation on January 31, 2019 and SB 1 starting on January 31, 2020. For both bills the inflation adjustment would be made every three years. Last session the proposal would have increased the excise tax on gasoline by 17 cents.
- Approximately \$600 million in new diesel excise tax revenue. While both AB 1 and SB 1 reduce the base excise tax amount from 18 cents to 13 cents, both measures would then add a new 20 cent excise tax on diesel fuel. Both bills would adjust the total excise tax rate for inflation, with AB 1 starting this process on January 31, 2019, and SB 1 starting this process on January 31, 2020. The inflation adjustment would be made every three years. This revenue would be used to fund goods movement projects.
- \$1.1 billion gasoline excise tax revenue is generated by eliminating BOE's "true-up" process. This change ends the annual adjustment to the excise that was done by the BOE to keep the "fuel tax swap" revenue neutral. This would reset the price based excise tax back to 17 cents.

- \$706 million in outstanding loans repaid. Directs the DOF to compute the amount of any outstanding loans made from the SHA, and repay 50% of those loans by specified dates. SB 1 requires 50% to be repaid by December 31, 2017, and the remaining loan amounts to be repaid by December 31, 2018. AB 1 requires the first payment to be made by June 30, 2017 and the remaining balance by June 30, 2018. These loan payments shall be split with 50% allocated to cities and counties and 50% to state highways.
- \$300 million in additional cap & trade revenue to transit; however this amount depends on the success of the auctions. Both bills increase the share of cap & trade auction revenue dedicated to transit. The amount allocated to the Low Carbon Transit Operating Program is increased from 5% to 10%, and the amount allocated to the Transit and Intercity Rail Capital Program is increased from 10% to 20%.
- \$216 million to \$248 million in additional transit revenue. Increases the sales tax on diesel fuel. However, AB 1 would increase the sales tax by 3.5% and SB 1 would increase the sales tax by 4%. Both bills would require the tax rate to be adjusted for inflation, with AB 1 starting the inflation adjustment on July 1, 2019, and SB 1 starting the adjustment on July 1, 2020.
This revenue is allocated through the State Transit Assistance program to all transit operators. However, this “new” revenue would be restricted to capital investments. The use of this additional revenue can only be used for operations if it complements local efforts that repair and improve local transportation infrastructure. In addition, transit operators must submit a list of projects that will be funded with these funds prior to receiving its share of this apportionment of revenue.
- Approximately \$70 million in Non-Article 19 funds is directed to the Road Maintenance and Rehabilitation Account in both bills. Non-Article 19 revenue is currently deposited into the general fund. This revenue is from Caltrans leases and other fee revenue that is not subject to the restrictions on Article 19 of the Constitution, which restrict certain transportation revenue to be spent on highway or local road projects.
- \$1.3 billion in new vehicle registration fee revenue, and \$9.7 million in new zero emission vehicle fee revenue. Vehicle registration fees are increased by \$38. This additional fee would be adjusted for inflation starting on July 1, 2019 in AB 1 and October 1, 2020 in SB 1. In addition, SB 1 and AB 1 would impose an additional \$100 vehicle registration fee on all zero emission vehicles, which would also be adjusted for inflation. The additional fee on zero emission vehicles would not apply when the vehicle is first purchase, but on each subsequent renewal.
- Approximately \$500 million in weight fee revenue returned to the State Highway Account. Truck weight fees are partially returned to the highway account. Currently, about \$1 billion in truck weight fees are transferred to the general fund to pay the debt

service on transportation bonds. AB 1 and SB 1 take differing paths to reduce this transfer by about half. AB 1 would cap the amount of revenue that can be transferred each year, starting at \$900 million and gradually reduce that amount over to 5 years to \$500 million. SB 1 would place a cap on the percentage of weight fee revenue that can be transferred each year, starting 90% of available funds and reducing that cap over 5 years to 50% of available funds.

Funding Programs

- Both bills create the Road Maintenance and Rehabilitation Program (RMRP), which is where all gasoline excise tax and vehicle registration fee revenue is deposited. The Program funds can be used for maintenance and rehabilitation projects, safety projects, traffic control devices, complete streets projects and drainage or stormwater projects in conjunction with any other allowable project.
- A State and Local Partnership Program is created and funded with \$200 million annually from the Road Maintenance and Rehabilitation Program funds. These funds are set aside to match voter approved taxes or developer fees dedicated to transportation improvements. This program would be implemented pursuant to guidelines developed and adopted by the CTC in consultation with Caltrans, transportation planning agencies, and other local agencies. These funds must be used for road maintenance and rehabilitation purposes.
- The Active Transportation Program would receive \$80 million annually from the RMRP. In addition, up to \$70 million annually will be transferred to the Active Transportation Program resulting from operational efficiencies identified by Caltrans through the annual budget process.
- Funding for the Advanced Mitigation Fund is provided in both bills by allocating \$30 million annually for four years from the RMRP. The bills specify that this \$30 million shall be transferred in each of the following fiscal years 2017-18, 2018-19, 2019-20, and 2020-21.
- The California State University will receive \$2 million annually from the RMRP to conduct transportation research projects and related workforce training and development as recommended by the chairs of the Assembly Transportation Committee and the Senate Transportation & Housing Committee. In addition, AB 1 would allocate \$3 million annually to the institutes of transportation studies at the University of California.
- The majority of RMRP funds are allocated to highway and local road maintenance projects. Of the RMRP funds remaining, 50% is continuously appropriated for maintenance of the state highway system as specified in each SHOPP plan. The

remaining 50% of RMRP funds is continuously appropriated to cities and counties. Half of these funds are allocated to cities on a per capita basis. The county share is allocated to each county based on road miles and vehicles registration. However, in order to receive an apportionment of these funds each city and county must submit a list of projects as identified in the city or county's budget to be funded in the fiscal year to the CTC for review. In addition, each city and county is subject to a maintenance of effort (MOE) requirement in order to remain eligible to receive these funds. A city or county may spend these funds on other transportation priorities if the pavement rating index for the jurisdiction is at least 80.

As a condition of receiving these funds Caltrans and local governments shall adopt and implement a program designed to promote and advance construction employment and training opportunities through preapprenticeship opportunities, either by the public agency itself or through contractors engaged by the public agencies to do work funded in whole or in part by funds made available by the program.

- The bills create the Trade Corridors Improvement Fund, which is funded through the 20 cent increase to the diesel fuel excise tax. This Fund will also govern the allocation of federal FAST Act funds received by the state. While both AB 1 and SB 1 are consistent with the overall goal of funding improvements at ports, airports and goods movement corridors, there are significant differences in how the funds are allocated. In addition, SB 1 specifies that eligible projects at ports that enhance capacity and efficiency shall not displace workers at the port. AB 1 does not specify funding targets, but SB 1 does include specific allocations as follows:
 - \$150,000,000 shall be dedicated exclusively to fund improvements to California's existing or planned land ports of entry on the border with Mexico.
 - \$70,000,000 shall be dedicated exclusively to fund projects for the elimination, alteration, or improvement of hazardous railroad-highway grade crossings.
 - \$360,000,000 shall be available for projects nominated by regional transportation agencies and other public agencies, including counties, cities, and port authorities that are consistent with corridor-based programming targets contained in the Trade Corridors Investment Fund (TCIF) Guidelines. The allocation must include reasonable geographic targets for funding allocations without constraining what an agency may propose or what the commission may approve. However, the San Diego Association of Governments, the Imperial County Transportation Commission, and other public agencies in San Diego and Imperial Counties shall be excluded from nominating projects under this subparagraph.

Policy Changes

- Reestablishes the CTC as an independent entity
- Requires Caltrans to update the Highway Design Manual to incorporate complete streets design concepts by January 1, 2018
- Creates the Office Transportation Inspector General. The Inspector General shall be appointed to a 6 year term and be responsible for review policies, practices, and procedures and conduct audits and investigations of activities involving state transportation funds in consultation with all affected state agencies. The Inspector General shall report annually to the Governor and Legislature on all findings.
- SB 1 requires Caltrans by January 1, 2020 to increase by 100 percent to dollar value of contracts awarded to small, disadvantaged, and veteran owned businesses. This requirement is not in AB 1.
- Proposes significant changes to the SHOPP process. Specifies that the SHOPP program shall also include operating costs. In addition, it must specify specified milestones for each project and costs for specified phases. Any change to the project or cost increase must be submitted to the CTC for approval.
- Expands the existing CEQA exemption for local road repairs in a city or county with a population of less than 100,000 to all cities and counties or state highways if specified conditions are met.
- Creates the Advanced Mitigation Program. The purpose of Program is to improve the success and effectiveness of actions implemented to mitigate natural resource impacts of future transportation projects by establishing the means to implement mitigation measures well before the transportation projects are constructed. The advance identification and implementation of mitigation actions are aimed at streamlining the delivery of transportation projects by anticipating mitigation requirements for planned transportation projects and avoiding or reducing delays associated with environmental permitting.
- NEPA delegation to Caltrans is re-enacted in both AB 1 and SB 1 without a sunset date.



November 22, 2016

Dear valued stakeholder:

Thank you for your work and advocacy on behalf of the people of California to fix our roads. While there will not be a lame-duck session of the Legislature to approve a transportation funding deal in 2016, our work on this critical issue continues.

The Administration, Assembly and Senate are all committed to tackling this issue early in the new year to address our critical infrastructure and transportation needs – and we'll need your continued support.

Let's get it done!

A handwritten signature in black ink that reads "Jerry Brown".

Governor Edmund G. Brown Jr.

A handwritten signature in black ink that reads "Kevin de León".

Senate President pro Tempore Kevin de León

A handwritten signature in black ink that reads "Anthony Rendon".

Assembly Speaker Anthony Rendon