



625 Burnell Street, Napa CA 94559

## Napa County Transportation and Planning Agency (NCTPA)

### Board of Directors

### AGENDA

Wednesday, February 18, 2015  
1:30 PM

NCTPA/NVTA Conference Room  
625 Burnell Street  
Napa CA 94559

### General Information

*All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on our website at [www.nctpa.net/agendas-minutes/12](http://www.nctpa.net/agendas-minutes/12) 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 NCTPA 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 NCTPA 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 NCTPA 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, NCTPA 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 NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas – NCTPA Board or go to [www.nctpa.net/agendas-minutes/12](http://www.nctpa.net/agendas-minutes/12)*

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

**ITEMS**

1. Call to Order – Chair John F. Dunbar
2. Pledge of Allegiance
3. Roll Call

Members:

Joan Bennett	City of American Canyon
Leon Garcia, Mayor	City of American Canyon
Chris Canning, Mayor	City of Calistoga
James Barnes	City of Calistoga
Vacant	City of Napa
Jill Techel, Mayor	City of Napa
Keith Caldwell	County of Napa
Mark Luce	County of Napa
Alan Galbraith, Mayor	City of St. Helena
Peter White	City of St. Helena
Lewis Chilton	Town of Yountville
John F. Dunbar, Mayor	Town of Yountville
Beth Kahiga	Paratransit Coordinating Council

4. Public Comment
5. Adoption of the Agenda
6. Chairperson’s, Board Members’ and Metropolitan Transportation Commission (MTC) Commissioner’s Update
7. Director’s Update
8. Caltrans’ Update

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

<b>9. <u>CONSENT ITEMS (9.1 – 9.9)</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
9.1 Approval of Meeting Minutes of January 21, 2015 (Karrie Sanderlin) <i>(Pages 11-16)</i>	APPROVE	1:40 PM
9.2 Paratransit Coordination Council (PCC) and VINE Consumer Advisory Committee (VCAC) Member Appointments (Tom Roberts) <i>(Pages 17-19)</i>	APPROVE	

Board action will approve member appointments to the PCC and VCAC.

- 9.3 Active Transportation Advisory Committee (ATAC) Member Appointments (Diana Meehan) *(Pages 20-31)* APPROVE

Board action will approve member appointments to the ATAC

- 9.4 Proposed Organizational Restructure (Karrie Sanderlin) *(Pages 32-38)* APPROVE

Board action will approve (1) the Proposed Organizational Chart, (2) reclassify the Administrative Technician (Procurement & Contract Compliance) to that of a Senior Administrative Technician, and (3) re-title Program Manager-Administration, Procurement & Civil Rights to a Program Manager-Administration & Human Resources.

- 9.5 Resolution No. 15-03 Adopting the Transportation Fund for Clean Air (TFCA) Program Manager Expenditure Program for FYE 2016 and Authorizing Issuance of a Call for Projects (Diana Meehan) *(Pages 39-69)* APPROVE

Board action will (1) approve Resolution No. 15-03 adopting the FYE 2016 TFCA Expenditure Plan and selection criteria, and (2) issue a call for projects consistent with the Bay Area Air Quality Management District (BAAQMD) TFCA County Program Manager Fund Policies for FYE 2016.

- 9.6 Resolution No. 15-04 Authorizing the Execution of the Certification and Assurances for the Low Carbon Transit Operations Program (LCTOP) Grant (Antonio Onorato) *(Pages 70-79)* APPROVE

Board action will approve Resolution No. 15-04 authorizing the Execution of the Certification and Assurances for the LCTOP.

- 9.7 Resolution No. 15-05 Authorizing the Executive Director to Submit an Application with the Metropolitan Transportation Commission (MTC) for Regional Measure 2 (RM2) funding for the Express Bus North Project – Napa Buses and Park and Ride (PNR) (Antonio Onorato) *(Pages 80-94)* APPROVE

Board action will approve Resolution No. 15-05 Authorizing Executive Director to Submit an Application with the MTC for RM2) Funding for the Express Bus North Project – Napa Buses and PNR.

- 9.8 Work Authorization No. 9 to Agreement No. 12-29 with Riechers & Spence Associates (RSA) (Herb Fredricksen) *(Pages 95-115)* APPROVE

Board action will approve Work Authorization No. 9 to Agreement No. 12-29 with RSA for the design and environmental review of the Soscol Avenue corridor of the Napa Valley Vine Trail (Project) and direct the NCTPA Executive Director to enter into an agreement RSA to complete the Task Order in an amount not to exceed \$10,000.

- 9.9 Approval of (1) Amendment No. 4 to Work Authorization 5 to Agreement No. 12-29 Agreement No. 12-29 with Riechers & Spence Associates (RSA), (2) Work Authorization 10 to Agreement No. 12-29 with Riechers & Spence Associates (RSA) and (3) Resolution No. 15-07 Delegating Authority to Approve Plans and Specifications for the Napa Valley Vine Trail – Oak Knoll District Project (Herb Fredricksen) *(Pages 116-141)*

APPROVE

Board action will (1) approve and authorize the Executive Director to sign Amendment No. 4 to Work Authorization 5, Agreement No. 12-29 with RSA for professional engineering service related to the Napa Valley Vine Trail-Oak Knoll District Project in an amount not to exceed \$120,835; (2) approve and authorize the Executive Director to sign Work Authorization 10, Agreement No. 12-29 with RSA for construction engineering service related to the Project in an amount not to exceed \$595,829 and extend the period of performance to June 30, 2016 and (3) Approve Resolution No. 15-07 Delegating authority to approve plans and specifications for the Napa Valley Vine Trail Project – Oak Knoll District to NCTPA’s Program Manager-Engineer.

**10. REGULAR AGENDA ITEMS**

**RECOMMENDATION**

**TIME**

- 10.1 Nomination and Election of a Vice Chair for the FY 2014-15 Term (Karrie Sanderlin) *(Pages 142-143)*

APPROVE

1:40 PM

Board action will nominate and elect a Vice Chair for the remainder of the FY 2014-15 term.

- |      |   |             |         |
|------|---|-------------|---------|
| 10.2 | NCTPA Second Quarter FY 2014-15 Budget and 5-Year Forecast (Justin Paniagua) <i>(Pages 144-149)</i>   | INFORMATION | 1:45 PM |
|      | The Board will review the review the NCTPA financial performance against budget for the second quarter (October - December) period and 5-year forecast model.           |             |         |
| 10.3 | VINE Passenger Survey (Tom Roberts) <i>(Pages 150-204)</i>  | INFORMATION | 2:00 PM |
|      | The Board will review the results of the recent VINE passenger survey.  |             |         |
| 10.4 | Resolution No. 15-06 Authorizing the Execution of the Projects under the Lifeline Transportation Program Cycle 4 (Diana Meehan) <i>(Pages 205-242)</i>                  | APPROVE     | 2:15 PM |
|      | Board action will approve the list of projects and proposed fund award as recommended by the Lifeline review committee for the Lifeline Transportation Program Cycle 4. |             |         |
| 10.5 | Legislative Update and State Bill Matrix (Kate Miller) <i>(Pages 243-255)</i>   | APPROVE     | 3:00 PM |
|      | The Board will receive the monthly Federal and State Legislative Update and act on staff recommendations in the State Bill Matrix                                       |             |         |

**11. FUTURE AGENDA ITEMS**

**12. CLOSED SESSION**

**TIME**

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

3:15 PM

Property: APN 36-330-012  
Agency Negotiator: Kate Miller,  
Executive Director  
Negotiating Parties: Steve Rogers,  
Town of Yountville  
Under Negotiation: Price and terms  
of payment

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

Property: APN's 046-720-000-300-0,  
046-720-001-100-0, and 046-720-  
010-000-0  
Agency Negotiator: Kate Miller,  
Executive Director  
Negotiating Parties: Colliers  
International  
Under Negotiation: Price and terms  
of payment

- 12.3 **CONFERENCE WITH LABOR  
NEGOTIATOR (Government Code  
Section 54957.6)**

Agency Designated Representative:  
John F. Dunbar, Chairman

Employee: Executive Director

**13. ADJOURNMENT**

**RECOMMENDATION**

**TIME**

- 13.1 Approval of Cancellation of Regular  
Meeting Date of March 18, 2015 and  
April 15, 2015.

APPROVE

4:00 PM

13.2 Approval of Special Board Meeting  
Retreat on April 15, 2015 at 9:30  
a.m. located at Hotel Yountville,  
6462 Yount Street, Yountville CA

APPROVE 4:00 PM

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 NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Friday February 13, 2015.

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Karalyn E. Sanderlin, NCTPA Board Secretary

## Glossary of Acronyms

<b>AB 32</b>	Global Warming Solutions Act	<b>MTC</b>	Metropolitan Transportation Commission
<b>ABAG</b>	Association of Bay Area Governments	<b>MTS</b>	Metropolitan Transportation System
<b>ADA</b>	American with Disabilities Act	<b>NCTPA</b>	Napa County Transportation and Planning Agency
<b>BAAQMD</b>	Bay Area Air Quality Management District	<b>NEPA</b>	National Environmental Policy Act
<b>AVAA</b>	Abandoned Vehicle Abatement Authority	<b>NOC</b>	Notice of Completion
<b>BART</b>	Bay Area Rapid Transit District	<b>NOD</b>	Notice of Determination
<b>BATA</b>	Bay Area Toll Authority	<b>NOP</b>	Notice of Preparation
<b>BRT</b>	Bus Rapid Transit	<b>NVTA</b>	Napa Valley Transportation Authority
<b>Caltrans</b>	California Department of Transportation	<b>OBAG</b>	One Bay Area Grant
<b>CEQA</b>	California Environmental Quality Act	<b>PCI</b>	Pavement Condition Index
<b>CIP</b>	Capital Investment Program	<b>PDA</b>	Priority Development Areas
<b>CMA's</b>	Congestion Management Agencies	<b>PMS</b>	Pavement Management System
<b>CMAQ</b>	Congestion Mitigation and Air Quality Improvement Program	<b>Prop. 42</b>	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
<b>CMP</b>	Congestion Management Program	<b>PSE</b>	Plans, Specifications and Estimates
<b>CTC</b>	California Transportation Commission	<b>PSR</b>	Project Study Report
<b>EIR</b>	Environmental Impact Report	<b>PTA</b>	Public Transportation Account
<b>EJ</b>	Environmental Justice	<b>RACC</b>	Regional Agency Coordinating Committee
<b>FAS</b>	Federal Aid Secondary	<b>RFP</b>	Request for Proposal
<b>FHWA</b>	Federal Highway Administration	<b>RFQ</b>	Request for Qualifications
<b>FTA</b>	Federal Transit Administration	<b>RHNA</b>	Regional Housing Needs Allocation
<b>FY</b>	Fiscal Year	<b>RM2</b>	Regional Measure 2 (Bridge Toll)
<b>GHG</b>	Greenhouse Gas	<b>RTEP</b>	Regional Transit Expansion Program
<b>HBP</b>	Highway Bridge Program	<b>RTIP</b>	Regional Transportation Improvement Program
<b>HBRR</b>	Highway Bridge Replacement and Rehabilitation Program	<b>RTP</b>	Regional Transportation Plan
<b>HIP</b>	Housing Incentive Program	<b>SAFE</b>	Service Authority for Freeways and Expressways
<b>HOT</b>	High Occupancy Toll	<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
<b>HOV</b>	High Occupancy Vehicle	<b>SCS</b>	Sustainable Community Strategy
<b>HR3</b>	High Risk Rural Roads	<b>SHOPP</b>	State Highway Operation and Protection Program
<b>HSIP</b>	Highway Safety Improvement Program	<b>SR</b>	State Route
<b>HTF</b>	Highway Trust Fund	<b>SRTS</b>	Safe Routes to School
<b>IFB</b>	Invitation for Bid	<b>SOV</b>	Single-Occupant Vehicle
<b>ITIP</b>	State Interregional Transportation Improvement Program	<b>STA</b>	State Transit Assistance
<b>JARC</b>	Job Access and Reverse Commute	<b>STIP</b>	State Transportation Improvement Program
<b>LIFT</b>	Low-Income Flexible Transportation		
<b>LOS</b>	Level of Service		
<b>MPO</b>	Metropolitan Planning Organization		

## Glossary of Acronyms

<b>STP</b>	Surface Transportation Program
<b>TCM</b>	Transportation Control measure
<b>TCRP</b>	Traffic Congestion Relief Program
<b>TDA</b>	Transportation Development Act
<b>TDM</b>	Transportation Demand Management Transportation Demand Model
<b>TE</b>	Transportation Enhancement
<b>TEA</b>	Transportation Enhancement Activities
<b>TEA 21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>TFCA</b>	Transportation Fund for Clean Air
<b>TIP</b>	Transportation Improvement Program
<b>TLC</b>	Transportation for Livable Communities
<b>TLU</b>	Transportation and Land Use
<b>TMP</b>	Traffic Management Plan
<b>TMS</b>	Transportation Management System
<b>TOD</b>	Transit-Oriented Development
<b>TOS</b>	Transportation Operations Systems
<b>TPP</b>	Transit Priority Project Areas
<b>VHD</b>	Vehicle Hours of Delay
<b>VMT</b>	Vehicle Miles Traveled



625 Burnell Street, Napa CA 94559

February 18, 2015  
NCTPA Agenda Item 9.1  
Continued From: New  
Action Requested: **APPROVE**

**Napa County Transportation and Planning Agency (NCTPA)**

**Board of Directors**

**MINUTES**

**Wednesday, January 21, 2015**

**ITEMS**

**1. Call to Order**

Chair Dunbar called the meeting to order at 1:30 p.m.

**2. Pledge of Allegiance**

Chair Dunbar led the salute to the flag.

**3. Roll Call**

Members Present:

Voting Power

Joan Bennett	City of American Canyon	(2)
Leon Garcia	City of American Canyon	(2)
James Barnes	City of Calistoga	(1)
Chris Canning	City of Calistoga	(1)
Scott Sedgley	City of Napa	(5)
Jill Techel	City of Napa	(5)
Mark Luce	County of Napa	(2)
Alfredo Pedroza	County of Napa	(2)
Alan Galbraith	City of St. Helena	(1)
Peter White	City of St. Helena	(1)
Lewis Chilton	Town of Yountville	(1)
John Dunbar	Town of Yountville	(1)

Members Absent:

None

Non-Voting Member Absent:

Beth Kahiga	Paratransit Coordinating Council	(0)
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**4. Public Comment**

None

**5. Adoption of the Agenda**

**MOTION MOVED** by **CHILTON**, **SECONDED** by **GARCIA** to **APPROVE** Adoption of the Agenda. **Motion Passed 24-0.**

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

*MTC Commission Update*

Board Member Mark Luce reported on MTC activities to date.

*Chairperson's Update*

Chair Dunbar welcomed Supervisor Alfredo Pedroza. Supervisor Pedroza has been appointed by the Board of Supervisors to serve as an alternate member on the NCTPA Board.

**7. Director's Update**

*Kate Miller, Executive Director*

Reported that 511 Traffic went live in Napa County on December 18th. 511 is the regional transportation information portal available on both the phone and web ([www.511.org](http://www.511.org)), and is operated by the Metropolitan Transportation Commission. Driver's in Napa can now go on 511.org or call 511 and find out about back-ups and incidents on SR 29 and SR 12 in Napa County. Driving times will go live at the end of January and SR 221 and 121 will be added in June.

Announced that the March 18<sup>th</sup> Board meeting will be canceled as she and Chair Dunbar will be attending the statewide transportation advocacy trip to Washington DC organized by the Metropolitan Transportation Commission and the Los Angeles Metropolitan Transportation Authority.

Announced the Board Retreat has been moved to April 15, 2015.

**8. Caltrans' Update**

Kelly Hirschberg, Caltrans, provided an update on the status of various projects located throughout the County.

**9. CONSENT ITEMS (9.1 – 9.4)**

**MOTION MOVED** by **GARCIA** **SECONDED** by **CHILTON** to **APPROVE** Consent Items 9.1-9.4. **Motion Passed 24-0.**

**9.1 Approval of Meeting Minutes of December 17, 2014**

**9.2 Active Transportation Advisory Committee (ATAC) Member Appointments**

Board approved the appointment of Donna Hinds to ATAC to represent the City of St. Helena.

**9.3 Resolution No. 15-01 Authorizing the Filing for, Acceptance of, and Execution of all Documents and Instruments Related to Proposition 1B, and Other State Law Administered by the California Office of Emergency Services (Cal OES)**

Board action approved Resolution No. 15-01 authorizing the submittal a FY 2014-15 California Office of Emergency Service (Cal OES) Investment Justification grant application in the amount of \$9,803 for the purchase of Security Cameras on VINE Transit vehicles.

**9.4 eLock Technologies LLC - E-Locker System Purchase**

Board action (1) adopted a Categorical Exemption Class 1: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act [See Class 1 (“Existing Facilities”) which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County’s Local Procedures for Implementing the California Environmental Quality Act, Appendix B.], and (2) authorized the Executive Director to enter into an agreement with eLock Technologies LLC, to purchase, install and maintain six (6) E-Locker units providing 22 secure bicycle parking spaces at a cost not to exceed \$92,071.

**10. PUBLIC HEARING**

**10.1 Public Hearing and Approval of VINE Transit Fare Increase**

Staff provided a review of the proposed VINE Transit fare increase.

Chair Dunbar opened the Public Hearing at 2:10 p.m.

Being no Public Comment, Chair Dunbar closed the Public Hearing at 2:10 p.m.

**MOTION MADE** by **LUCE** **SECONDED** by **CHILTON** and **OPPOSED** by **BARNES** to **APPROVE** the proposed VINE Transit fare adjustment.  
**Motion Passed 23-1**

## 11. REGULAR AGENDA ITEMS

### 11.1 **FY 2013-14 Independent External Fiscal and Single Audit Reports for NCTPA**

Staff reviewed the FY 2013-14 Independent External Fiscal and Single Audit Reports for the Agency.

**MOTION MOVED** by **DUNBAR SECONDED** by **GARCIA** (1) Accept and file the FY 2013-14 NCTPA Fiscal Audit and the NCTPA Single Audit Report - OMB Circular A-133; and (2) return an allocation surplus of \$1,534,634 to the County's Local Transportation Trust Fund. **Motion Passed 24-0.**

### 11.2 **Resolution No. 15-02 Approving and Certifying the California Environmental Quality Act (CEQA) Mitigated Negative Declaration and Adopting the Mitigation Monitoring and Reporting Program, and Adopting the National Environmental Policy Act (NEPA) Categorical Exclusion Determination for the Napa Valley Vine Trail Project–Oak Knoll District**

Staff provided an overview of the Napa Valley Vine Trail Project-Oak Knoll District project. The environmental documentation for the project has been completed. Caltrans made a NEPA Categorical Exclusion determination for the Project and a final CEQA Mitigated Negative Declaration has been prepared for the Board's approval and certification.

**MOTION MADE** by **SEDGLEY SECONDED** by **GALBRAITH** to (1) approve Resolution No. 15-02 adopting the Napa Valley Vine Trail Project – Oak Knoll District Project - California Environmental Quality Act (CEQA) document for the Mitigated Negative Declaration (Exhibit A), the CEQA Mitigation Monitoring and Reporting Program (Exhibit B), and the California Department of Transportation Determination of Categorical Exclusion under 23 CFR 771.117 (c) (3) for the Napa Valley Vine Trail Project – Oak Knoll District, in accordance with the requirements of the National Environmental Policy Act (Exhibit C) and, (2) direct staff to file a Notice of Determination for the CEQA document. **Motion Passed 24-0.**

### 11.3 **Legislative Update and State Bill Matrix**

The Board received the monthly Federal and State Legislative Update and approved staff recommendations on state bills as provided in the bill matrix. Staff noted that the agenda letter contained incorrect information in that there were no committee recommendations for this item.

**MOTION MOVED** by **BENNETT SECONDED** by **GARCIA** to **APPROVE** staff recommendations on state bills as provided in the bill matrix. **Motion Passed 22-0.**

**12. FUTURE AGENDA ITEMS**

None

**13. CLOSED SESSION**

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

Adjourned to Close Session at 2:55 p.m.

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

Property: APN 36-330-012

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Steve Rogers, Town of Yountville

Under Negotiation: Price and terms of payment

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

Property: APN's 046-720-000-300-0, 046-720-001-100-0, and 046-720-010-000-0

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Colliers International

Under Negotiation: Price and terms of payment

**13.3 CONFERENCE WITH LABOR NEGOTIATOR (Government Code Section 54957.6)**

Agency Designated Representative:

John F. Dunbar, Chairman

Employee: Executive Director

Adjourned to Open Session at 3.20 p.m.

Janice Killion, NCTPA Legal Counsel, reported there was no reportable action associated with the closed session item.

14. **ADJOURNMENT**

14.1 **Approval of Regular Meeting Date of February 18, 2015 1:30 p.m. and Adjournment**

The next regular meeting will be held Wednesday February 18, 2015 at 1:30 p.m.

The meeting was adjourned by Chair Dunbar at 3:20 p.m.

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Karalyn E. Sanderlin, NCTPA Board Secretary

DRAFT



February 19, 2014  
NCTPA Agenda Item 9.2  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Tom Roberts, Program Manager-Public Transit  
(707) 259-8635 / Email: [troberts@nctpa.net](mailto:troberts@nctpa.net)  
**SUBJECT:** Paratransit Coordinating Council (PCC) and VINE Consumer Advisory Committee (VCAC) Appointments

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the appointment of Fran Rosenberg, Julie Spencer, James Tomlinson, JoAnn Busenbark and Randy Kitch to fill vacancies on the Paratransit Coordinating Council (PCC) and Daniel Leachman, Genji Schmeder and Doug Weir to fill vacancies on the VINE Consumer Advisory Committee (VCAC).

### **COMMITTEE RECOMMENDATION**

The Paratransit Coordinating Council (PCC) recommends that the NCTPA Board appoint Doug Weir to fill the designated seat on the VINE Consumer Advisory Committee (VCAC).

### **EXECUTIVE SUMMARY**

Six seats on the PCC are open for appointment/reappointment and the agency has received five applications from qualified individuals. Three seats on the VCAC are open for appointment/reappointment (one to be nominated by the PCC) and the agency has received three applications from qualified individuals.

### **PROCEDURAL REQUIREMENTS**

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

**FISCAL IMPACT**

Is there a Fiscal Impact? No.

Consequences if not approved: Other applicants will be solicited to fill the vacant positions.

**CEQA REQUIREMENTS**

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

**BACKGROUND AND DISCUSSION**

The nine-member Paratransit Coordinating Council serves as an advisory committee to the Napa County Transportation Planning Agency (NCTPA) and Metropolitan Transportation Commission (MTC) Boards and sets priorities regarding transportation services for special needs populations and persons of limited means. Appointments are made in distinct categories. The categories are:

- Consumer/user 60 years of age or older (1)
- Consumer/user persons with disabilities (1)
- Social services provider for seniors (1)
- Social services providers for persons with disabilities (2)
- Social services provider for persons of limited means (1)
- Member of the public residing within an urbanized area (2)
- Member of the public residing within a non-urbanized area (1)

The nine-member VINE Consumer Advisory Committee (VCAC) serves as an advisory committee to the Napa County Transportation Planning Agency (NCTPA) Board regarding issues of importance to the consumers of public transit. Appointees must be active users of public transit, and represent a cross section of the VINE ridership in one or more of the following categories:

- Public transit consumer/user who uses the VINE for commute purposes
- Public transit consumer/user from the City of Napa
- Public transit consumer/user at large from Up-Valley
- Public transit consumer/user at large from South County
- Public transit consumer/user under age 21
- Public transit consumer/user representing the Latino community
- Public transit consumer/user over age 60, nominated by the PCC
- Public transit consumer/user with a physical disability, nominated by the PCC

Members of the PCC and VCAC serve 3-year terms.

**PCC Nominees**

*JoAnn Busenbark* (reappointment): Ms. Busenbark is a retired community college administrator of disabled services, former Napa City Councilmember, current Trustee at Napa Valley College and former Chair of the PCC.

*Randy Kitch* (reappointment): A former director of an Independent Living Center, Mr. Kitch is a long-time advocate for persons with disabilities who presently works for the North Bay Regional Center.

*Fran Rosenberg*: Ms. Rosenberg is President of Molly's Angels and long-time advocate for the needs of mobility dependent seniors.

*Julie Spencer*: Ms. Spencer is the Executive Director of Rianda House Senior Activity Center in St. Helena and brings insight into the unique needs of up-valley seniors and persons of limited means.

*James Tomlinson*: Mr. Tomlinson has been recognized for his years of service with Queen of the Valley Medical Center and the Napa County Office of Education. He is presently the Executive Director of the Volunteer Center of Napa Valley.

**VCAC Nominees**

*Daniel Leachman*: Mr. Leachman lives in American Canyon and rides the bus daily to attend Liberty High School in Napa. He is the Community Arts President for his school and in 2013 was the recipient of a Humanitarian Award by the Napa County Office of Education for helping people in need.

*Genji Schmeder* (reappointment): Mr. Schmeder is a long time transit and bicycle rider and advocate and former Chair of the VCAC. He presently sits on the Measure A Financial Advisory Committee and SR29 Corridor Vision Plan Citizens Advisory Committee among others.

*Doug Weir* (reappointment): Mr. Weir is a long-time transit rider and advocate for persons with disabilities. He is presently the Chair of the PCC and has been nominated by that body to fill the designated position on the VCAC.

Staff recommends the Board of Directors appoint the nominees presented to the respective committees.

**SUPPORTING DOCUMENTS**

Attachment: None



February 18, 2014  
Board Agenda Item 9.3  
Continued From: NEW  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Diana Meehan, Associate Program Planner/Administrator  
(707) 259-8327 / Email: [dmeehan@nctpa.net](mailto:dmeehan@nctpa.net)  
**SUBJECT:** Active Transportation Advisory Committee (ATAC) Member Appointments

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board; (1) approve the re-appointment of Paul Wagner to the Active Transportation Advisory Committee (ATAC) as representative for the City of Napa and (2) approve Gabriela Gonzalez McNamara, Anne Williams Darrow and Joel King to the ATAC nunc pro tunc effective March 7, 2013.

### **COMMITTEE RECOMMENDATION**

The Active Transportation Advisory Committee (ATAC) recommends that the Napa County Transportation and Planning Agency (NCTPA) Board approve the re-appointment of Paul Wagner to ATAC as representative for the City of Napa.

### **EXECUTIVE SUMMARY**

Paul Wagner has been an active member and chairperson of the ATAC and has served as chair of the committee for the past year. Mr. Wagner has expressed his desire to continue as an active member of the ATAC.

The City of Napa Council recommended the re-appointment of Mr. Wagner to serve as representative on the NCTPA Active Transportation Advisory Committee at their January 20, 2014 City Council meeting.

It was discovered that three appointments by the City of Napa were never approved by the NCTPA Board. These members are Gabriella Gonzalez McNamara, Anne Williams Darrow and Joel King. In order to be in compliance with the ATAC Bylaws which state

that all appointments must be approved by the NCTPA Board, NCTPA Legal Counsel recommends the NCTPA Board approve these appointments nunc pro tunc, which by definition means now for then.

### **PROCEDURAL REQUIREMENTS**

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

### **FINANCIAL IMPACT**

Is there a Fiscal Impact? No

### **BACKGROUND AND DISCUSSION**

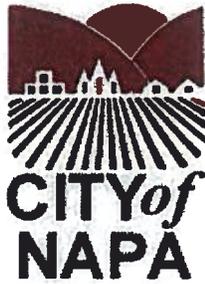
The Active Transportation Advisory Committee is made up of eleven members with representation that mirrors the voting structure of NCTPA Board. Committee structure consists of: five members from the City of Napa, two from Napa County and one member from each remaining jurisdiction. Mr. Wagner's re-appointment to the ATAC would grant another term to represent the City of Napa. The City of Napa Council re-appointed Mr. Wagner at their January 20, 2015 meeting.

Three other ATAC members were appointed by the City of Napa, but it was discovered that they were never approved by the NCTPA Board. NCTPA Legal counsel recommends the Board approve these three committee members nunc pro tunc, which by definition means then for now.

Board action will approve the appointments of Gabriela Gonzalez McNamara, Anne Williams Darrow and Joel King to the ATAC nunc pro tunc effective March 7, 2013.

### **SUPPORTING DOCUMENTS**

Attachments: (1) January 22, 2015 City of Napa Staff Memo, Letter and Application  
(2) March 7, 2013 City of Napa Staff Memo and Applications



**CITY CLERK**

City Hall  
955 School Street  
Mailing Address:  
P.O. Box 660  
Napa, California 94559-0660  
PHONE (707) 257-9503  
EMAIL [clerk@cityofnapa.org](mailto:clerk@cityofnapa.org)  
California Relay Service (CRS) Dial 7-1-1

January 22, 2015

Diana Meehan  
Associate Program Planner - Administrator  
NCTPA Active Transportation Advisory Committee  
625 Burnell Street  
Napa, CA 94559-3420

Dear Diana Meehan:

At their meeting on January 20th, Council recommended the reappointment of Paul Wagner as the City of Napa Representative to the Active Transportation Advisory Commission (ATAC) term beginning the date appointed by the NCTPA and ending January 1, 2018.

Thank you,

Dorothy Roberts

cc: Eliot Hurwitz, Manager of Planning/Special Programs

Enclosure: Copy of Paul Wagner's Application

# COPY



## CITY OF NAPA Appointments to Outside Agency Commissions, Committees & Boards APPLICATION B

CITY OF NAPA  
CITY CLERK

2014 OCT 30 PM 2:14

*This application for appointment is kept on file for 2 years  
and is a public document open for inspection and reproduction.*

The function of Commissions, Committees and Boards is to make decisions and/or policy recommendations to the City Council, and to speak on behalf of Napa residents in relation to outside agency Commissions, Committees and Boards. Applications will be kept on file annually for submission to the City Council when vacancies occur.

I wish to be considered for appointment to the following Commission, Committee or Board:

**(PLEASE CHECK ONLY ONE)**

- Napa City/County Library Commission
- Napa County Arts & Culture Commission
- Napa County Mosquito Abatement District Board
- Napa Public Access Cable TV Board
- Napa Sanitation District Board
- Other: NCTPA Active Transportation Advisory Committee (ATAC)

email

balzaccomead.com

**COMMUNITY SERVICE EXPERIENCE:**

Organization	Dates Served	Position
NAPA CITY BTAC	LAST 8 YEARS	Commissioner Chair
DOWNTOWN VISION STEERING COMMITTEE	2 years	MEMBER

**EDUCATION:**

School	Major	Graduation Date / Degree
UCSC	Sociology	N/A
Royal Conservatory	Guitar	N/A

(Please Print)

DATE: 10/29/14

NAME: PAUL WAGNER

ADDRESS: 1418 CALISTOGA, NAPA

ZIP: 94559

HOME PHONE: 707-255-8023

WORK PHONE: 255-7667

FAX PHONE: \_\_\_\_\_

E-MAIL: 707-803-0894

LENGTH OF RESIDENCE IN NAPA: 30 years

REGISTERED TO VOTE IN THE CITY OF NAPA? yes

OCCUPATION/EMPLOYER: BALZAC

COMMUNICATIONS

OTHER SPECIFIC OR RELEVANT EXPERIENCE OR EXPERTISE: Active in many  
community activities - non-profits - CAROL, COPE etc.

WHAT IS YOUR UNDERSTANDING OF THE ROLE AND RESPONSIBILITY OF THE COMMISSION/COMMITTEE/BOARD FOR WHICH YOU ARE APPLYING? To fully represent  
the interests of pedestrians & cyclists in NAPA Co

WHAT ISSUES DO YOU BELIEVE ARE MOST IMPORTANT TO ADDRESS IN THE COMMISSION/COMMITTEE/BOARD? Infrastructure, safety,  
and education

WHAT PROGRAMS OR PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED AS RELATED TO THE COMMISSION/COMMITTEE/BOARD? Public information campaign to explain rules,  
rights, and responsibilities of all traffic

WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD DO YOU EXPECT WILL BE MOST INTERESTING TO YOU? Building consensus between community elements

ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?  
No.

PLEASE LIST TWO LOCAL REFERENCES AND THEIR PHONE NUMBERS:  
Joe Peatman 255-1646  
Bob Hillhouse 253-7000

How did you learn of this vacancy?  Newspaper  Flyer  Internet  Other

(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests.)

Return to: City Clerk Department  
PO Box 660  
955 School Street  
Napa CA 94559

DATE: 10/29/14  
SIGNATURE: Paul W. J.



CITY CLERK  
955 School Street  
Mailing Address:  
PO Box 660  
Napa, California 94559-0660  
(707) 257-9503  
FAX # (707) 257-9534  
[www.cityofnapa.org](http://www.cityofnapa.org)

March 7, 2013

Napa County Transportation and Planning Agency  
Active Transportation Advisory Committee (ATAC)  
625 Burnell Street  
Napa, CA 94559

Dear Elliot Hurowitz:

At their regular meeting held March 5, 2013, the City of Napa City Council approved the appointments of Gabriela Gonzalez McNamara, Joel King, and Anne Williams Darrow as city representatives to the Napa County Transportation and Planning Agency's Active Transportation Advisory Committee (ATAC) with terms effective through September 30, 2016.

Thank You,

Dorothy Roberts  
City Clerk

*For*

cc: Jason Holley



**CITY OF NAPA**  
**Appointments to Outside Agency**  
**Commissions, Committees & Boards**  
**APPLICATION B**

CITY OF NAPA  
 CITY CLERK

2013 JAN -2 AM 10:55

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I wish to be considered for appointment to the following Commission, Committee or Board:

**(PLEASE CHECK ONLY ONE)**

- Napa City/County Library Commission
- Napa County Arts & Culture Commission
- Napa County Mosquito Abatement

District Board

- Napa Public Access Cable TV Board
- Napa Sanitation District Board
- Other: Active Transportation  
Advisory Committee

(Please Print)

DATE: 1/2/13

NAME: Gabriela Gonzalez McNamara

ADDRESS: 1719 Spencer Street, Napa CA

ZIP: 94559

HOME PHONE: (707) 815-7436

WORK PHONE: \_\_\_\_\_

FAX PHONE: \_\_\_\_\_

E-MAIL: gglez11@hotmail.com

LENGTH OF RESIDENCE IN NAPA: 14

REGISTERED TO VOTE IN THE CITY OF NAPA? No

OCCUPATION/EMPLOYER: Napa County  
Office of Education

**COMMUNITY SERVICE EXPERIENCE:**

Organization	Dates Served	Position
<u>Eagle Cycling Club</u>	<u>2008 / 2004-2012</u>	<u>President / Member</u>
<u>Napa Bike Coalition</u>	<u>2009-2012</u>	<u>Member</u>
<u>League Amenity Bicyclists</u>	<u>2008-2012</u>	<u>Cycling Instructor</u>

**EDUCATION:**

School	Major	Graduation Date / Degree
<u>Rutgers State University</u>	<u>Exercise Science Sports Studies</u>	<u>May 1995, BA</u>

OTHER SPECIFIC OR RELEVANT EXPERIENCE OR EXPERTISE: I'm a bilingual cycling instructor for Napa Safe Routes to School program for grade levels 1<sup>st</sup> - 6<sup>th</sup>

WHAT IS YOUR UNDERSTANDING OF THE ROLE AND RESPONSIBILITY OF THE COMMISSION/COMMITTEE/BOARD FOR WHICH YOU ARE APPLYING? I advocate and will be able to give my advise to better our community to make it more bike and walk friendly,

WHAT ISSUES DO YOU BELIEVE ARE MOST IMPORTANT TO ADDRESS IN THE COMMISSION/COMMITTEE/BOARD? We need good infrastructure and non infrastructure in Napa County to help reduce green house gas emissions, traffic around schools and improve our community lifestyle by helping to create bike and walk places.

WHAT PROGRAMS OR PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED AS RELATED TO THE COMMISSION/COMMITTEE/BOARD? I like to see educational awareness programs for walking and biking for our community, and infrastructure improvements around schools.

WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD DO YOU EXPECT WILL BE MOST INTERESTING TO YOU? The way policies and budgets work to make improvements. The way the <sup>transportation</sup> system works to better our community.

ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD? No

PLEASE LIST TWO LOCAL REFERENCES AND THEIR PHONE NUMBERS:  
Sandy Houck (707) 256-9108  
Tim Thulin (707) 337-9446

How did you learn of this vacancy?  Newspaper  Flyer  Internet  Other

(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests.)

Return to: City Clerk Department  
PO Box 660  
955 School Street  
Napa CA 94559

DATE: 1/2/2013  
SIGNATURE: *Yabala Hys M. Samaras*



**CITY OF NAPA**  
**Appointments to Outside Agency**  
**Commissions, Committees & Boards**  
**APPLICATION B**

CITY OF NAPA  
 CITY CLERK

2013 FEB 25 PM 12:01

*This application for appointment is kept on file for 2 years  
 and is a public document open for inspection and reproduction.*

The function of Commissions, Committees and Boards is to make decisions and/or policy recommendations to the City Council, and to speak on behalf of Napa residents in relation to outside agency Commissions, Committees and Boards. Applications will be kept on file annually for submission to the City Council when vacancies occur.

I wish to be considered for appointment to the following Commission, Committee or Board:

**(PLEASE CHECK ONLY ONE)**

- Napa City/County Library Commission
- Napa County Arts & Culture Commission
- Napa County Mosquito Abatement District Board
- Napa Public Access Cable TV Board
- Napa Sanitation District Board
- Other: Active Transportation Advisory Committee  
*NCTPA*

(Please Print)

DATE: 02/19/13

NAME: Joel King

ADDRESS: 1600 Sierra Ave, Napa

ZIP: 94558

HOME PHONE: 224-4437

WORK PHONE: 253-4357

FAX PHONE: \_\_\_\_\_

E-MAIL: napaking@comcast.net

LENGTH OF RESIDENCE IN NAPA: 30 years

REGISTERED TO VOTE IN THE CITY OF NAPA? yes

OCCUPATION/EMPLOYER: Agricultural Biologist / County

of Napa

**COMMUNITY SERVICE EXPERIENCE:**

Organization	Dates Served	Position
Bicycle and Trails Advisory Commission	2000 to present	Commissioner
Napa County Bicycle Coalition	2006 to present	Board Member
<i>Napa County Association of Public Employees</i>	<i>1990-present</i>	<i>Board Member</i>

**EDUCATION:**

School	Major	Graduation Date / Degree
University of Minnesota	Entomology	1978 / Master Science
Northwestern University	Biology	1976 / BA

**OTHER SPECIFIC OR RELEVANT EXPERIENCE OR EXPERTISE:** I have commuted by bike to work for over 30 years, and I walk or bike to many activities including shopping and dining.

**WHAT IS YOUR UNDERSTANDING OF THE ROLE AND RESPONSIBILITY OF THE COMMISSION/COMMITTEE/BOARD FOR WHICH YOU ARE APPLYING?** To advised the NCTPA board <sup>on</sup> issues concerning active transportation and to recommend funding for projects that result in complete streets.

**WHAT ISSUES DO YOU BELIEVE ARE MOST IMPORTANT TO ADDRESS IN THE COMMISSION/COMMITTEE/BOARD?** To complete the network of multi use trails, sidewalks and bike facilities in the county. To help make walking and cycling more common and accepted as transportation.

**WHAT PROGRAMS OR PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED AS RELATED TO THE COMMISSION/COMMITTEE/BOARD?** Complete streets as a useful means for all methods of transportation. Safety education for walkers and bicyclists.

**WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD DO YOU EXPECT WILL BE MOST INTERESTING TO YOU?** Making active transportation easier, safer, and more convenient for residents and visitors.

**ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?** No

**PLEASE LIST TWO LOCAL REFERENCES AND THEIR PHONE NUMBERS:**

Chris Sauer 253-1968  
Perry Tracy 255-7966

**How did you learn of this vacancy?**

Newspaper

Flyer

Internet

Other

*(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests.)*

**Return to:** City Clerk Department  
PO Box 660  
955 School Street  
Napa CA 94559

**DATE:** 2/19/13

**SIGNATURE:** 



**CITY OF NAPA**  
**Appointments to Outside Agency Commissions, Committees & Boards** CITY OF NAPA  
**APPLICATION B** CITY CLERK  
**2013 FEB -1 PM 12: 15**

*This application for appointment is kept on file for 2 years  
and is a public document open for inspection and reproduction.*

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I wish to be considered for appointment to the following Commission, Committee or Board:

**(PLEASE CHECK ONLY ONE)**

- Napa City/County Library Commission
- Napa County Arts & Culture Commission
- Napa County Mosquito Abatement District Board
- Napa Public Access Cable TV Board
- Napa Sanitation District Board

Other: Napa Co. Active Transportation Advisory Com  
*Napa County Active Transportation  
Advisory Committee*

(Please Print)

DATE: 01/29/13

NAME: Anne Williams Darrow

ADDRESS: 4481 Sandalwood Street Napa, CA

ZIP: 94558

HOME PHONE: (510) 333-3266

WORK PHONE: (707) 253-6884

FAX PHONE: (707) 226-6842

E-MAIL: adarrow@napacoe.org

LENGTH OF RESIDENCE IN NAPA: 31 years

REGISTERED TO VOTE IN THE CITY OF NAPA? yes

OCCUPATION/EMPLOYER: Safe Routes to School

Coordinator, Napa County Office of Education

**COMMUNITY SERVICE EXPERIENCE:**

Organization	Dates Served	Position
Distinguished Young Women Program	2007-present	Planning Committee member, MC
Calistoga Interact Club	2007-2012	Advisor
Global Medical Brigades	2012-present	volunteer medical assistant
Napa Vine Trail	2012-present	member

**EDUCATION:**

School	Major	Graduation Date / Degree
Vintage High School	General Education- High School	June 1999/High School diploma
University of California, Berkeley	Anthropology	May 2004/Bachelor of Arts
Sonoma State University	Teaching Credential	N/A courses taken 2007-8 for enrichment
University of Southern California	Teaching/Education	May 2010/Secondary Teaching Credential & MA

**OTHER SPECIFIC OR RELEVANT EXPERIENCE OR EXPERTISE:** I am currently working as the Safe Routes to School Coordinator for Napa County. The program aims to increase the number of students that walk, bike or take any alternative transportation to and from school in an effort to reduce carbon emissions and promote healthy active living.

**WHAT IS YOUR UNDERSTANDING OF THE ROLE AND RESPONSIBILITY OF THE COMMISSION/COMMITTEE/BOARD FOR WHICH YOU ARE APPLYING?** I understand that ATAP advises NCTPA on issues related to safe walking and cycling in Napa County. I have attended meetings as a member of the public.

**WHAT ISSUES DO YOU BELIEVE ARE MOST IMPORTANT TO ADDRESS IN THE COMMISSION/COMMITTEE/BOARD?**

I think that safety for cyclists and pedestrians is the most important issue for the committee to address. It would be wonderful for Napa to be a destination for safe and beautiful biking/running/walking.

**WHAT PROGRAMS OR PROJECTS WOULD YOU LIKE TO SEE IMPROVED OR IMPLEMENTED AS RELATED TO THE COMMISSION/COMMITTEE/BOARD?**

I am happy to see the shift in focus from bicycles only to bikes and walking and other forms of active transportation. I am a runner and I spend a lot of time on the roads in Napa County. I hope to see more bike lanes, crosswalks & sidewalks.

**WHAT ACTIVITIES OF THIS COMMISSION/COMMITTEE/BOARD DO YOU EXPECT WILL BE MOST INTERESTING TO YOU?**

I am interested in creating positive change in the community by promoting safer roads, education and outreach

**ARE YOU INVOLVED IN ANY ORGANIZATIONS OR ACTIVITIES THAT MAY RESULT IN A CONFLICT OF INTEREST IF YOU ARE APPOINTED TO THIS COMMISSION/COMMITTEE/BOARD?**

No

**PLEASE LIST TWO LOCAL REFERENCES AND THEIR PHONE NUMBERS:**

Terry Longoria (707)259-5979

Mike Costanzo (707)484-0712

**How did you learn of this vacancy?**

Newspaper

Flyer

Internet

Other

ATAC meeting

*(Appointees will be required to take an Oath of Office and are subject to filing a Statement of Economic Interests.)*

**Return to:** City Clerk Department  
PO Box 660  
955 School Street  
Napa CA 94559

**DATE:** 1/29/2013

**SIGNATURE:** 



February 18, 2015  
NCTPA Agenda Item 9.4  
Continued From: New  
Action Requested: **APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Karrie Sanderlin, Program Manager – Administration, Procurement & Civil Rights  
(707) 259-8634 / Email: [ksanderlin@nctpa.net](mailto:ksanderlin@nctpa.net)  
**SUBJECT:** Proposed Organizational Restructure

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve (1) the revised NCTPA Organizational Restructure (Attachment 1), (2) reclassify the Administrative Technician (Procurement & Contract Compliance) to that of a Senior Administrative Technician (Attachment 3) and amend the annual salary range from \$51,504-\$63,786 to \$59,230-\$73,354, and (3) re-title Program Manager-Administration, Procurement & Civil Rights to a Program Manager-Administration & Human Resources.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

At the June 2014 meeting the Board approved NCTPA's staffing plan. Refinement of organizational responsibilities (Attachment 1) and reclassification of one position is being proposed to better serve the needs of the Agency.

### **PROCEDURAL REQUIREMENTS**

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

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**FISCAL IMPACT**

Is there a Fiscal Impact? No, Board approval of this item will result in the adjustment of the salary range only, not the employee salary.

**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**

At the June 2014 meeting, the Board approved the NCTPA Organizational Chart as shown in Attachment 2, refinement of organizational responsibilities and to better serve the needs of the Agency, staff is requesting that the Board:

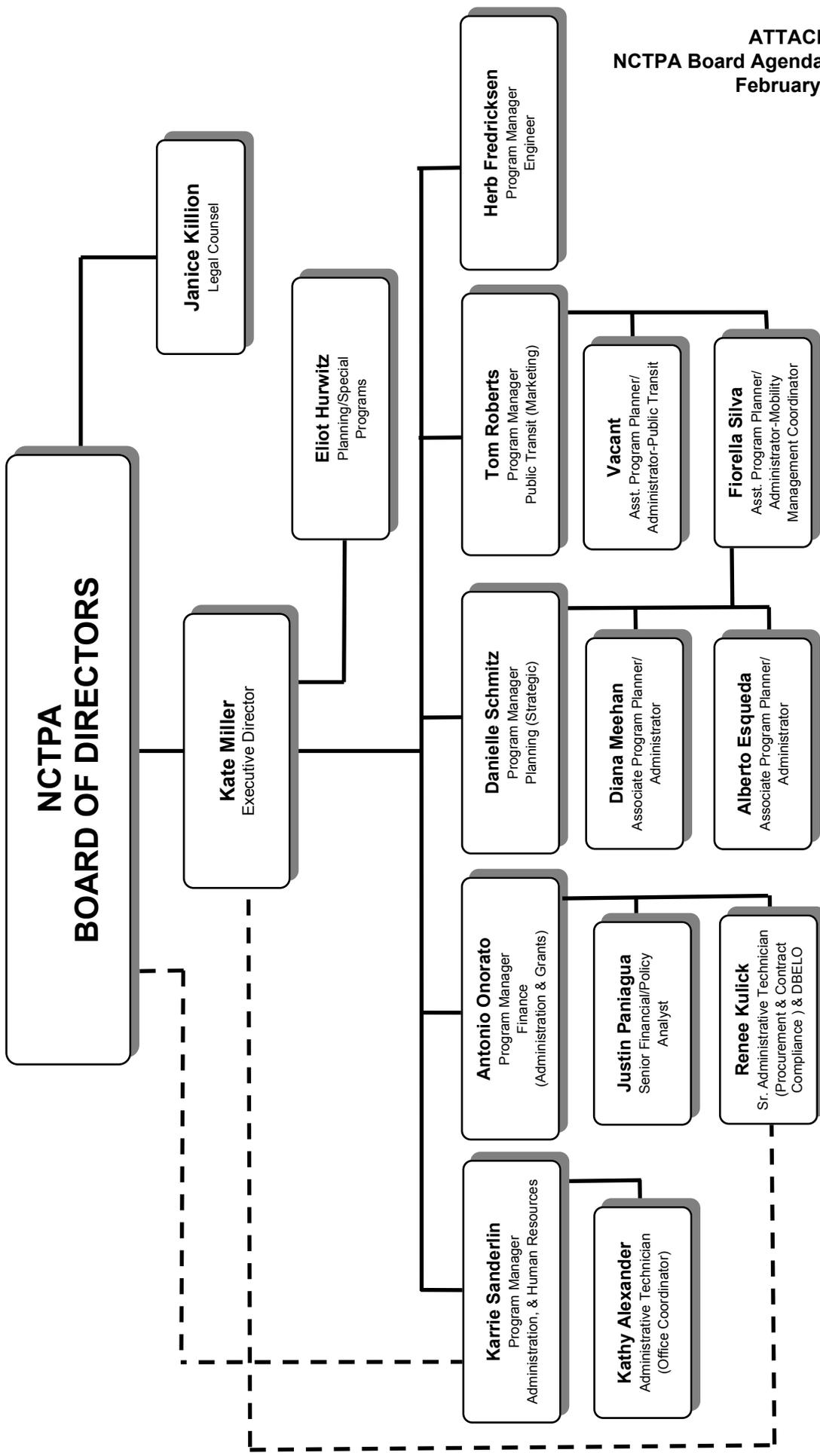
- Reclassify the Administrative Technician (Procurement & Contract Compliance) to that of a Senior Administrative Assistant (Attachment 3) and amend the annual salary range from \$51,504-\$63,786 to \$59,230-\$73,354. Over the past year, Renee Kulick has taken on new procurement responsibilities when the Board approved the NCTPA organizational changes in 2014 and removed the Manager of Procurement position. In addition, Renee has further taken on performing various accounting responsibilities for the agency. Reclassification of this position will be more consistent with the essential functions of the position. This position will report directly to the Program Manager-Finance.
- Re-title the Program Manager-Human Resources, Civil Rights & Board Secretary position to a Program Manager Administration, Procurement & Civil Rights to a Program Manager-Administration & Human Resources.

Including the Director, NCTPA currently has twelve full time employees, one vacant position, and one part-time limited term position. The reorganization proposal will not add any additional positions.

**SUPPORTING DOCUMENTS**

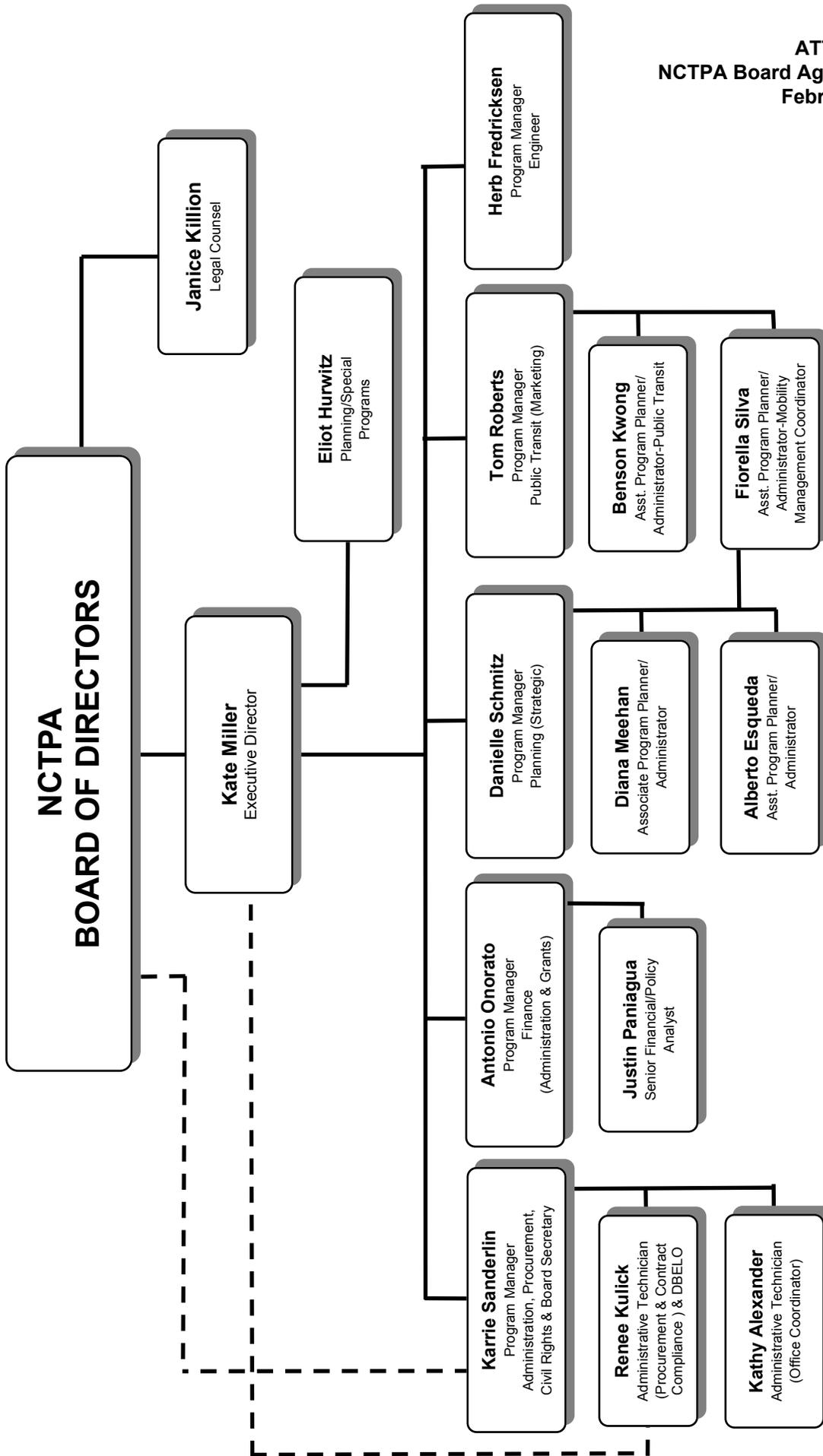
- Attachment: (1) Proposed NCTPA Organizational Chart  
(2) NCTPA Organizational Chart-Approved June 18, 2014  
(3) Senior Administrative Technician Job Description

# Proposed NCTPA Organizational Chart



Approved:

# NCTPA Organizational Chart





NCTPA Title: **SENIOR ADMINISTRATIVE TECHNICIAN**  
FSLA: Non-Exempt  
Salary Range: \$59,230 - \$73,354  
Last Amended: 02/18/2015

### **JOB DESCRIPTION**

Under general supervision, performs a wide variety of technical and clerical financial duties, for the Napa County Transportation and Planning Agency (NCTPA) and the Napa Valley Transportation Authority (NVTA). Records, reviews and reports on financial transactions; processes accounts payable and accounts receivable; reviews and coordinates all agency procurements based on policy; serves as Contracts Administrator on all agency contracts to ensure compliance; and performs other related duties as assigned.

The NCTPA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville who are jointly engaged in the coordination of transportation planning, programs and systems.

### **CLASS CHARACTERISTICS**

Under general supervision, the Senior Administrative Technician performs a wide variety of accounting, procurement, contract administration and administrative support duties. Work is generally at the technical level, requiring an incumbent to have knowledge of accounting practices, procedures, government procurement and contract administration, monitoring and evaluation.

### **SUPERVISION RECEIVED AND EXERCISED**

General supervision is received from the NCTPA Program Manager-Finance or Senior Financial/Policy Analyst.

The incumbent may directly or indirectly supervise the work of subordinate clerical employees.

### **ESSENTIAL FUNCTIONS:**

*Duties may include, but are not limited to, the following:*

1. Performs a variety of technical accounting support duties in the preparation, maintenance and processing of accounting records and financial transactions.
2. Processes accounts payable; receives and reviews invoices for payment; verifies that goods or services were received; resolves vendor/contractor billing disputes; acts as agency representative for billing issues/inquiries; codes invoices to the appropriate budget unit/account; gathers required signatures and approvals; prepares a general ledger journal entry using either a manual or automated system; and works with the County of Napa Auditor-Controller staff regarding interagency accounting issues.

3. Processes accounts receivable; receives and codes checks or cash receipts with appropriate budget information and backup documentation; prepares journal entry into a manual or automated system; delivers deposits to the County Treasurer's Office.
4. Processes contract payment claims; reviews the contract language to ensure that request for payment is in compliance with the funding agreement; creates and maintains spreadsheets or other tools to track contract payment status; routes claims to appropriate managers for review and approval.
5. Creates journal entries and corrects or reclassify accounting problems as necessary within limits of authority; reconciles bank accounts and credit card statements; may recommend procedural changes to improve efficiency and accuracy.
6. As Procurement & Contract Compliance, reviews and coordinates all agency procurements; Request for Proposals; Request of Qualifications; Work Orders; and Purchase Orders based on policy. Serves as Contracts Administrator on all agency contracts to ensure compliance with negotiated terms and conditions.
7. In coordination with the Executive Director and the General Counsel, works with agency staff to provide procurement expertise for procurements.
8. Serve as Agency's Disadvantage Business Enterprise Liaison Officer (DBELO).
9. Sets up and maintains file systems pertaining to department administrative activities; researches, gathers and compiles data for special projects and various reports.
10. May recommend office procedural changes to improve efficiency.
11. Performs related duties as assigned.

### **QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Experience:** Three years of responsible technical administrative experience, including at least one year working in a public agency setting.

### **REQUIRED KNOWLEDGE AND ABILITIES**

*Knowledge of:*

- Standard office practices and procedures.
- Principles and methods of program and contract administration, monitoring and evaluation.
- Record-keeping principles and techniques, including filing systems and procedures.

- Basic mathematics; basic spelling, punctuation and grammar.
- Methods of compiling, computing and presenting statistical information.
- Modern office procedures, practices, and equipment, including computers and applicable software.
- Basic organizational structures of public agencies including the role of an elected Board, volunteer committees and commission members.

*Ability to:*

- Read, understand and apply written regulations and other job-related materials.
- Understand and follow detailed instructions.
- Code and sort items into categories.
- Review information for accuracy and procedural conformance.
- Maintain confidentiality of information.
- Perform multiple tasks simultaneously.
- Make decisions exercising moderate independent judgment.
- Perform tasks in compliance with policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative working relationships with staff, other agencies, the private sector, and the public.
- Operate a personal computer with word processing, spreadsheet, and database programs.

**REQUIRED LICENSES OR CERTIFICATES:**

Possession of a valid California driver's license is required.



February 18, 2015  
Board Agenda Item 9.5  
Continued From: NEW  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

---

**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Diana Meehan, Associate Planner  
(707) 259-8327 / Email: [dmeehan@nctpa.net](mailto:dmeehan@nctpa.net)  
**SUBJECT:** Resolution No. 15-03 Adopting the Transportation Fund for Clean Air (TFCA) Program Manager Expenditure Program for FYE 2016 and Authorizing Issuance of a Call for Projects

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board (1) approve Resolution No. 15-03 adopting the Transportation Fund for Clean Air (TFCA) Expenditure Program for FYE 2016 or and the selection criteria (Attachment 1) and (2) issue a call for projects consistent with the Bay Area Air Quality Management District (BAAQMD) TFCA County Program Manager Fund Policies for FYE 2016.

### **COMMITTEE RECOMMENDATION**

At their February 5, 2015 meeting, the Technical Advisory Committee (TAC) recommended that the NCTPA Board approve the TFCA Expenditure Plan for the FYE 2016 and open a call for TFCA Projects for the FYE 2016 cycle using the project selection criteria in Attachment 2.

### **EXECUTIVE SUMMARY**

NCTPA annually allocates funds generated under AB 434. The funds come from a four-dollar vehicle license fee imposed by the Bay Area Air Quality Management District (BAAQMD) and are known as Transportation Fund for Clean Air (TFCA).

40% of these funds are returned to NCTPA for distribution to local projects. Projects must be beneficial to air quality and be cost effective. The remaining 60% is allocated by the BAAQMD on an area wide competitive basis. The Program Expenditure Plan for the Program Manager Funds is due to the Air District by March 3, 2015.

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In general the Air District TFCA policies only allow funds to be retained for two (2) years unless the NCTPA originally requests additional time or the project is making reasonable progress and is granted a one (1) year extension.

### **PROCEDURAL REQUIREMENTS**

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

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes. Approximately \$ 275,000 of FYE 2016 TFCA Program Manager Revenues

Is it Currently Budgeted? N/A

Where is it budgeted? N/A

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No

Consequences if not approved: BAAQMD will rescind the FYE 2016 Program Manager Funds designated for Napa County and will reallocate them to the Regional TFCA Program distributed by the Air District on a competitive basis.

### **CEQA REQUIREMENTS**

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

### **BACKGROUND AND DISCUSSION**

Annually the NCTPA adopts a list of projects for the TFCA Program Manager funds. NCTPA receives approximately \$190,000 each year in DMV revenues. Five percent of the revenues can be used for administration of the program. The final date for project applicants to submit a project is April 3, 2015. A list of projects will be taken to the NCTPA Technical Advisory Committee (TAC) for prioritization. A final list of projects will then be submitted to the NCTPA Board for approval.

TFCA project applications for FYE 2016 must be submitted to NCTPA by **5:00 pm on Friday, April 3, 2015**. Applications may be emailed to Diana Meehan at [dmeehan@nctpa.net](mailto:dmeehan@nctpa.net) or sent to the NCTPA office at 625 Burnell Street, Napa, CA

94559. Applications may be in the form of a completed Project Information Form (template found in Application package).

Basic Eligibility

1. The proposed project must reduce emissions
2. The proposed project must meet the TFCA cost-effectiveness criteria
3. The proposed project sponsors must be an eligible recipient of TFCA funds
4. The proposed project must be consistent with existing plans and programs
5. The proposed project must be submitted in partnership with an eligible public agency

TFCA Project Types

1. Bicycle Facility Improvements
2. Arterial Management
3. Transit or Vanpool Incentive Programs
4. Shuttle/Vanpool Feeder Program
5. Smart Growth

**SUPPORTING DOCUMENTS**

- Attachments: (1) Resolution No. 15-03  
(2) TFCA Program Manager Expenditure Plan Application FYE 2016  
(3) NCTPA Guide and Application for the TFCA for Napa County  
Program Manager Funds

**RESOLUTION No. 15-03**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
ADOPTING THE TRANSPORTATION FUND FOR CLEAN AIR (TFCA)  
PROGRAM MANAGER EXPENDITURE PROGRAM FOR FYE 2016 AND  
AUTHORIZING ISSUANCE OF A CALL FOR PROJECTS**

**WHEREAS**, the Bay Area Air Quality Management District (BAAQMD) has imposed a vehicle license fee as allowed under Assembly Bill 434 to implement actions that will help reduce harmful auto emissions; and

**WHEREAS**, that program is known as the Transportation Fund for Clean Air Program Manager funds; and

**WHEREAS**, Assembly Bill 434 calls for the designation of an overall program manager to receive forty percent of the fees generated in the county to be expended for the improvement of air quality; and

**WHEREAS**, the Napa County Transportation and Planning Agency (NCTPA) has been designated the overall program manager for Napa; and

**WHEREAS**, the TFCA Program requires at least one public meeting each year for the purpose of adopting criteria for the expenditure of funds consistent with BAAQMD's Adopted TFCA County Program Manager Fund Policies; and

**WHEREAS**, the NCTPA held one public meeting in the form of the Technical Advisory Committee in addition to this meeting to adopt the criteria for the expenditure of TFCA funds:

**NOW THEREFORE BE IT RESOLVED** by the Board of Directors that:

1. The foregoing recitals are true and correct.
2. The criteria in Exhibit A for the purpose of issuing a call for projects consistent with the BAAQMD Board Adopted TFCA County Program Manager Fund Policies for FYE 2016 is hereby adopted.
3. Staff is directed to prepare and submit the FYE 2016 Expenditure Plan for Napa County by March 3, 2015.

4. The Executive Director or her designee is authorized to submit or request all necessary information to or from other agencies on behalf of the NCTPA, and to execute any other documents or certifications to gain and expend these funds as directed by the NCTPA Board.

Passed and adopted this 18<sup>th</sup> day of February, 2015.

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

Ayes

Noes:

Absent:

ATTEST:

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

APPROVED:

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

### **Project Selection Process**

The project selection process is as follows. The NCTPA Technical Advisory Committee (TAC), with representation from all six Napa County jurisdictions, will serve as the selection and prioritization committee. NCTPA staff will run the prospective projects through an initial qualification process based on project eligibility, and present their findings to the TAC. TAC's recommendations will be forwarded to the NCTPA Board.

Projects will be evaluated on a cost effective and project readiness basis.

### **TFCA Program Manager Selection Criteria for Napa County**

- 1) The proposed project must improve the quality of the air as determined by the Bay Area Air Quality Management District (BAAQMD).
- 2) The project must fall into one or more of the statutory expenditure categories, which are:
  - \* The implementation of ridesharing programs.
  - \* The purchase or lease of clean fuel buses for school districts and transit operators.
  - \* The provision of local feeder bus or shuttle service to rail and ferry stations and to airports.
  - \* Implementation and maintenance of local arterial traffic management.
  - \* Implementation of rail-bus integration and regional transit information systems.
  - \* Implementation of low-emission and zero-emission vehicle programs and of demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit.
  - \* Implementation of a smoking vehicles program (Air District project).
  - \* Implementation of an automobile buy-back scrappage program operated by a governmental agency (Air District project).
  - \* Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program.
  - \* The design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions.
  - \* **Implementation of vehicle-based projects to reduce mobile source emissions, including but not limited to, engine repowers, engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations.**
- 3) Geographic equity in the Napa region.
- 4) The project proponent has expended past allocations of funds in a timely manner.
- 5) Meet the requirements of the Air District Board-Approved TFCA County Program Manager Fund Policies (Attachment 1).

## *Appendix D: Board-Adopted TFCA County Program Manager Fund Policies for FYE 2016*

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**Adopted November 17, 2014**

The following Policies apply only to the Transportation Fund for Clean Air (TFCA) County Program Manager Fund.

### **BASIC ELIGIBILITY**

1. **Reduction of Emissions:** Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible.

Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and these Air District Board of Directors adopted TFCA County Program Manager Fund Policies for FYE 2016.

Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, ordinances, contracts, and other legally binding obligations at the time of the execution of a grant agreement between the County Program Manager and the grantee. Projects must also achieve surplus emission reductions at the time of an amendment to a grant agreement if the amendment modifies the project scope or extends the project completion deadline.

2. **TFCA Cost-Effectiveness:** Projects must achieve TFCA cost-effectiveness, on an individual project basis, equal to or less than \$90,000 of TFCA funds per ton of total emissions reduced, unless a different value is specified in the policy for that project type. (See "Eligible Project Categories" below.) Cost-effectiveness is based on the ratio of TFCA funds divided by the sum total tons of reactive organic gases (ROG), oxides of nitrogen (NOx), and weighted particulate matter 10 microns in diameter and smaller (PM10) reduced (\$/ton). All TFCA-generated funds (e.g., TFCA Regional Funds, reprogrammed TFCA funds) that are awarded or applied to a project must be included in the evaluation. For projects that involve more than one independent component (e.g., more than one vehicle purchased, more than one shuttle route), each component must achieve this cost-effectiveness requirement.

County Program Manager administrative costs are excluded from the calculation of a project's TFCA cost-effectiveness.

3. **Eligible Projects and Case-by-Case Approval:** Eligible projects are those that conform to the provisions of the HSC section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, County Program Managers must receive approval by the Air District for projects that are authorized by the HSC section 44241 and achieve Board-adopted TFCA cost-effectiveness but do not fully meet other Board-adopted Policies.
4. **Consistent with Existing Plans and Programs:** All projects must comply with the transportation control measures and mobile source measures included in the Air District's most recently approved plan for achieving and maintaining State and national ambient air quality standards,

which are adopted pursuant to HSC sections 40233, 40717 and 40919, and, when specified, with other adopted State, regional, and local plans and programs.

5. **Eligible Recipients:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District (Policy #8).
  - A. Public agencies are eligible to apply for all project categories.
  - B. Non-public entities are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).
6. **Readiness:** Projects must commence by the end of calendar year 2016. "Commence" includes any preparatory actions in connection with the project's operation or implementation. For purposes of this policy, "commence" can mean the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.
7. **Maximum Two Years Operating Costs:** Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years, except for bike share projects, which are eligible to apply for a period of up to five (5) years. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

#### APPLICANT IN GOOD STANDING

8. **Independent Air District Audit Findings and Determinations:** Grantees who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project awarded by either County Program Managers or the Air District are excluded from receiving an award of any TFCA funds for five (5) years from the date of the Air District's final audit determination in accordance with HSC section 44242, or duration determined by the Air District Air Pollution Control Officer (APCO). Existing TFCA funds already awarded to the project sponsor will not be released until all audit recommendations and remedies have been satisfactorily implemented. A failed fiscal audit means a final audit report that includes an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance audit means that the program or project was not implemented in accordance with the applicable Funding Agreement or grant agreement.
 

A failed fiscal or performance audit of the County Program Manager or its grantee may subject the County Program Manager to a reduction of future revenue in an amount equal to the amount which was inappropriately expended pursuant to the provisions of HSC section 44242(c)(3).
9. **Authorization for County Program Manager to Proceed:** Only a fully executed Funding Agreement (i.e., signed by both the Air District and the County Program Manager) constitutes the Air District's award of County Program Manager Funds. County Program Managers may only incur costs (i.e., contractually obligate itself to allocate County Program Manager Funds) after the Funding Agreement with the Air District has been executed.
10. **Insurance:** Both the County Program Manager and each grantee must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific

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County Program Manager Fund Expenditure Plan Guidance FYE 2016

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projects, with required coverage amounts provided in Air District guidance and final amounts specified in the respective grant agreements.

**INELIGIBLE PROJECTS**

11. **Duplication:** Grant applications for projects that provide additional TFCA funding for existing TFCA-funded projects (e.g., Bicycle Facility Program projects) that do not achieve additional emission reductions are ineligible. Combining TFCA County Program Manager Funds with other TFCA-generated funds that broaden the scope of the existing project to achieve greater emission reductions is not considered project duplication.
12. **Planning Activities:** A grantee may not use any TFCA funds for planning related activities unless they are directly related to the implementation of a project or program that result in emission reductions.
13. **Employee Subsidies:** Projects that provide a direct or indirect financial transit or rideshare subsidy or shuttle/feeder bus service exclusively to the grantee's employees are not eligible.

**USE OF TFCA FUNDS**

14. **Cost of Developing Proposals:** Grantees may not use TFCA funds to cover the costs of developing grant applications for TFCA funds.
15. **Combined Funds:** TFCA funds may be combined with other grants (e.g., with TFCA Regional Funds or State funds) to fund a project that is eligible and meets the criteria for all funding sources, unless it is otherwise prohibited (e.g., in the project-specific policies). For the purpose of calculating the TFCA cost-effectiveness, the TFCA's portion of the project cost is the sum of TFCA County Program Manager Funds and TFCA Regional Funds.
16. **Administrative Costs:** The County Program Manager may not expend more than five percent (5%) of its County Program Manager Funds for its administrative costs. The County Program Manager's costs to prepare and execute its Funding Agreement with the Air District are eligible administrative costs. Interest earned on County Program Manager Funds shall not be included in the calculation of the administrative costs. To be eligible for reimbursement, administrative costs must be clearly identified in the expenditure plan application and in the Funding Agreement, and must be reported to the Air District.
17. **Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year, unless a County Program Manager has made the determination based on an application for funding that the eligible project will take longer than two years to implement. Additionally, a County Program Manager may, if it finds that significant progress has been made on a project, approve no more than two one-year schedule extensions for a project. Any subsequent schedule extensions for projects can only be given on a case-by-case basis, if the Air District finds that significant progress has been made on a project, and the Funding Agreement is amended to reflect the revised schedule.
18. **Unallocated Funds:** Pursuant to HSC 44241(f), any County Program Manager Funds that are not allocated to a project within six months of the Air District Board of Directors

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County Program Manager Fund Expenditure Plan Guidance FYE 2016

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approval of the County Program Manager's Expenditure Plan may be allocated to eligible projects by the Air District. The Air District shall make reasonable effort to award these funds to eligible projects in the Air District within the same county from which the funds originated.

19. **Incremental Cost (for the purchase or lease of new vehicles):** For new vehicles, TFCA funds awarded may not exceed the incremental cost of a vehicle after all rebates, credits, and other incentives are applied. Such financial incentives include manufacturer and local/state/federal rebates, tax credits, and cash equivalent incentives. Incremental cost is the difference in cost between the purchase or lease price of the new vehicle, and its new conventional vehicle counterpart that meets the most current emissions standards at the time that the project is evaluated.
20. **Reserved.**
21. **Reserved.**

**ELIGIBLE PROJECT CATEGORIES****22. Alternative Fuel Light-Duty Vehicles:**

**Eligibility:** For TFCA purposes, light-duty vehicles are those with a gross vehicle weight rating (GVWR) of 14,000 lbs. or lighter. Eligible alternative light-duty vehicle types and equipment eligible for funding are:

- A. Purchase or lease of new hybrid-electric, electric, fuel cell, and CNG/LNG vehicles certified by the California Air Resources Board (CARB) as meeting established super ultra-low emission vehicle (SULEV), partial zero emission vehicle (PZEV), advanced technology-partial zero emission vehicle (AT-PZEV), or zero emission vehicle (ZEV) standards.
- B. Purchase or lease of new electric neighborhood vehicles (NEV) as defined in the California Vehicle Code.

Gasoline and diesel (non-hybrid) vehicles are not eligible for TFCA funds. Funds are not available for non-fuel system upgrades, such as transmission and exhaust systems, and should not be included in the incremental cost of the project.

TFCA funds awarded may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the difference in cost between the purchase or lease price of the new vehicle and its new conventional vehicle counterpart that meets, but does not exceed, current emissions standards.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund.

23. **Reserved.**
24. **Alternative Fuel Heavy-Duty Replacement Vehicles (high mileage):**

**Eligibility:** These projects are intended to accelerate the deployment of qualifying alternative fuel vehicles that operate within the Air District's jurisdiction. All of the following additional conditions must be met for a project to be eligible for TFCA Funds:

- A. Vehicles purchased and/or leased have a GVWR greater than 14,000lbs; and
- B. Are 2014 model year or newer hybrid-electric, electric, CNG/LNG, and hydrogen fuel cell vehicles certified by the CARB.

TFCA funds may not be used to pay for non-fuel system upgrades such as transmission and exhaust systems.

**Scrapping Requirements:** Grantees with a fleet that includes model year 1998 or older heavy-duty diesel vehicles must scrap one model year 1998 or older heavy-duty diesel vehicle for each new vehicle purchased or leased under this grant. Costs related to the scrapping of heavy-duty vehicles are not eligible for reimbursement with TFCA funds.

TFCA funds awarded may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the difference in cost between the purchase or lease price of the vehicle and/or retrofit and its new conventional vehicle counterpart that meets, but does not exceed, current emissions standards.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund or other funding sources that claim emissions credits.

#### 25. **Alternative Fuel Bus Replacement:**

**Eligibility:** For purposes of transit and school bus replacement projects, a bus is any vehicle designed, used, or maintained for carrying more than 15 persons, including the driver. A vehicle designed, used, or maintained for carrying more than 10 persons, including the driver, which is used to transport persons for compensation or profit, or is used by any nonprofit organization or group, is also a bus. A vanpool vehicle is not considered a bus. Buses are subject to the same eligibility requirements and the same scrapping requirements listed in Policy #24.

Vehicles that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund or other funding sources that claim emissions credits.

#### 26. **Alternative Fuel Infrastructure:**

**Eligibility:** Eligible refueling infrastructure projects include new dispensing and charging facilities, or additional equipment or upgrades and improvements that expand access to existing alternative fuel fueling/charging sites (e.g., electric vehicle, CNG, hydrogen). This includes upgrading or modifying private fueling/charging sites or stations to allow public and/or shared fleet access. TFCA funds may be used to cover the cost of equipment and installation. TFCA funds may also be used to upgrade infrastructure projects previously funded with TFCA-generated funds as long as the equipment was

maintained and has exceeded the duration of its years of effectiveness after being placed into service.

TFCA-funded infrastructure projects must be available to and accessible by the public. Equipment and infrastructure must be designed, installed and maintained as required by the existing recognized codes and standards and approved by the local/state authority.

TFCA funds may not be used to pay for fuel, electricity, operation, and maintenance costs.

Projects that are funded by the TFCA County Program Manager Fund are not eligible for additional funding from the TFCA Regional Fund.

27. **Ridesharing Projects:** Eligible ridesharing projects provide carpool, vanpool or other rideshare services. Projects that provide a direct or indirect financial transit or rideshare subsidy are also eligible under this category.

28. **Shuttle/Feeder Bus Service:**

These projects are intended to reduce single-occupancy vehicle commute-hour trips by providing the short-distance connection between a mass transit hub and one or more commercial hub or employment centers. All of the following conditions must be met for a project to be eligible for TFCA funds:

- A. The project's route must provide connections only between mass transit hubs, e.g., a rail or Bus Rapid Transit (BRT) station, ferry or bus terminal or airport, and distinct commercial or employment areas.
- B. The project's schedule must coordinate with the transit schedules of the connecting mass transit services.
- C. The service must be available for use by all members of the public.
- D. The project may not duplicate existing local transit service or service that existed along the project's route within the last three years. "Duplication" of service means establishing a shuttle route where there is an existing transit service stop within 0.5 miles of the commercial hub or business center and that can be reached by pedestrians in 20 minutes or less. Projects that propose to increase service frequency to an area that has existing service may be considered for funding if the increased frequency would reduce the commuter's average transit wait time to thirty minutes or less.

Project applicants that were awarded FYE 2014 or FYE 2015 TFCA Funds that propose identical routes in FYE 2015 or in FYE 2016 may request an exemption from the requirements of Policy 28.D. Provided they meet the following requirements: 1) No further TFCA project funding as of January 2017; 2) Submission of a financial plan to achieve financial self-sufficiency from TFCA funds within two years by demonstrating how they will come into compliance with this requirement or by securing non-TFCA Funds. The plan must document: i) the funding source(s) that will be targeted and the bases for eligibility of such funding, ii) the amounts from each funding source for which the applicant is eligible and that will be pursued; 3) the schedule (timeline) from application to receipt of such funds; 4) the process for securing each funding source; and 5) the specific efforts taken by the applicant to be eligible for such funds, and the status of the applicants' application for securing funds.

- E. Shuttle/feeder bus service applicants must be either: 1) a public transit agency or transit district that directly operates the shuttle/feeder bus service; or (2) a city, county, or any other public agency.
- F. Existing projects must meet a cost-effectiveness of \$125,000 per ton of emissions reduced.
- G. Pilot Shuttle/Feeder Bus Service: Pilot shuttle/feeder bus service projects are defined as routes that are at least 70% unique and where no other service was provided within the past three years. In addition to meeting the conditions listed in Policy #28.A-F for shuttle/feeder bus service, pilot shuttle/feeder bus service, project applicants must also comply with the following:
  - i. Provide data and other evidence demonstrating the public's need for the service, including a demand assessment survey and letters of support from potential users.
  - ii. Provide written documentation of plans for financing the service in the future;
  - iii. Provide a letter from the local transit agency denying service to the project's proposed service area, which includes the basis for denial of service to the proposed areas. The applicant must demonstrate that the project applicant has attempted to coordinate service with the local service provider and has provided the results of the demand assessment survey to the local transit agency. The applicant must provide the transit service provider's evaluation of the need for the shuttle service to the proposed area.
  - iv. Pilot projects located in Highly Impacted Communities as defined in the Air District Community Air Risk Evaluation (CARE) Program and/or a Planned or Potential Priority Development Area (PDA) may receive a maximum of three years of TFCA Funds under the Pilot designation and must meet the following requirements:
    - a. During the first year of operation, projects must not exceed a cost-effectiveness of \$500,000/ton,
    - b. By the end of the second year of operation, projects must not exceed a cost-effectiveness of \$200,000/ton, and
    - c. By the end of the third year of operation, projects must not exceed a cost-effectiveness of \$125,000/ton and meet all of the requirements of Policy #28.A-F (existing shuttles).
  - v. Projects located outside of CARE areas and PDAs may receive a maximum of two years of TFCA Funds under this designation and must meet the following requirements:
    - a. By the end of the first year of operation, projects shall meet a cost-effectiveness of \$200,000/ton, and
    - b. By the end of the second year of operation, projects shall cost \$125,000 or less per ton (cost-effectiveness rating) and shall meet all of the requirements of Policy #28. A-F (existing shuttles).

**29. Bicycle Projects:**

New bicycle facility projects that are included in an adopted countywide bicycle plan or Congestion Management Program (CMP) are eligible to receive TFCA funds. Eligible

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projects are limited to the following types of bicycle facilities for public use that result in motor vehicle emission reductions:

- A. New Class-1 bicycle paths;
- B. New Class-2 bicycle lanes;
- C. New Class-3 bicycle routes;
- D. New Class-4 cycle tracks or separated bikeways;
- E. New bicycle boulevards;
- F. Bicycle racks, including bicycle racks on transit buses, trains, shuttle vehicles, and ferry vessels;
- G. Bicycle lockers;
- H. Capital costs for attended bicycle storage facilities;
- I. Purchase of two-wheeled or three-wheeled vehicles (self-propelled or electric), plus mounted equipment required for the intended service and helmets; and
- J. Development of a region-wide web-based bicycle trip planning system.

All bicycle facility projects must, where applicable, be consistent with design standards published in the California Highway Design Manual, or conform to the provisions of the Protected Bikeway Act of 2014.

**30. Bay Area Bike Share**

These projects make bicycles available to individuals for shared use for completing first- and last-mile trips in conjunction with regional transit and stand-alone short distance trips. To be eligible for TFCA funds, bicycle share projects must work in unison with the existing Bay Area Bike Share Project by either increasing the fleet size within the initial participating service areas or expanding the existing service area to include additional Bay Area communities. Projects must have a completed and approved environmental plan and a suitability study demonstrating the viability of bicycle sharing. Projects must meet a cost-effectiveness of \$500,000/ton. Projects may be awarded TFCA funds to pay for up to five years of operations.

**31. Arterial Management:**

Arterial management grant applications must identify a specific arterial segment and define what improvement(s) will be made to affect traffic flow on the identified arterial segment. Projects that provide routine maintenance (e.g., responding to citizen complaints about malfunctioning signal equipment) are not eligible to receive TFCA funds. Incident management projects on arterials are eligible to receive TFCA funds. Transit improvement projects include, but are not limited to, bus rapid transit and transit priority projects. For signal timing projects, TFCA funds may only be used for local arterial management projects where the affected arterial has an average daily traffic volume of 20,000 motor vehicles or more, or an average peak hour traffic volume of 2,000 motor vehicles or more (counting volume in both directions). Each arterial segment must meet the cost-effectiveness requirement in Policy #2.

**32. Smart Growth/Traffic Calming:**

Physical improvements that support development projects and/or calm traffic, resulting in motor vehicle emission reductions, are eligible for TFCA funds, subject to the following conditions:

**EXHIBIT "A"**

County Program Manager Fund Expenditure Plan Guidance FYE 2016

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- A. The development project and the physical improvements must be identified in an approved area-specific plan, redevelopment plan, general plan, bicycle plan, pedestrian plan, traffic-calming plan, or other similar plan; and
- B. The project must implement one or more transportation control measures (TCMs) in the most recently adopted Air District plan for State and national ambient air quality standards. Pedestrian projects are eligible to receive TFCA funds.
- C. The project must have a completed and approved environmental plan.

Traffic calming projects are limited to physical improvements that reduce vehicular speed by design and improve safety conditions for pedestrians, bicyclists or transit riders in residential retail, and employment areas.

## SUMMARY INFORMATION

County Program Manager Agency Name: Napa County Transportation and Planning Agency

Address: 625 Burnell St., Napa, CA 94559

### PART A: NEW TFCA FUNDS

- |   |         |                     |
|---|---------|---------------------|
| 1. Estimated FYE 2016 DMV revenues (based on projected CY2014 revenues):                  | Line 1: | <u>\$192,861.15</u> |
| 2. Difference between prior-year estimate and actual revenue:                             | Line 2: | <u>\$7,191.04</u>   |
| a. Actual FYE 2014 DMV revenues (based on CY2013):  |         | <u>\$192,825.04</u> |
| b. Estimated FYE 2014 DMV revenues (based on CY2013):                                     |         | <u>\$185,634.00</u> |
| <i>(‘a’ minus ‘b’ equals Line 2.)</i>   |         |                     |
| 3. Estimated New Allocation (Sum of Lines 1 and 2):                                       | Line 3: | <u>\$200,052.19</u> |
| 4. Interest income. List interest earned on TFCA funds in calendar year 2014.             | Line 4: | <u>\$1,982.73</u>   |
| 5. Estimated TFCA funds budgeted for administration: <sup>1</sup>                         | Line 5: | <u>\$10,002.60</u>  |
| <i>(Note: This amount may not exceed 5% of Line 3.)</i>                                   |         |                     |
| 6. Total new TFCA funds available in FYE 2016 for projects and administration             | Line 6: | <u>\$202,034.92</u> |
| <i>(Add Lines 3 and 4. These funds are subject to the six-month allocation deadline.)</i> |         |                     |

### PART B: TFCA FUNDS AVAILABLE FOR REPROGRAMMING

- |  |         |                    |
|--|---------|--------------------|
| 7. Total amount from previously funded projects available for reprogramming to other projects. (Enter zero (0) if none.) | Line 7: | <u>\$72,801.03</u> |
|--|---------|--------------------|
- (Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.)*

### PART C: TOTAL AVAILABLE TFCA FUNDS

- |  |         |                     |
|--|---------|---------------------|
| 8. Total Available TFCA Funds (Sum of Lines 6 and 7)                       | Line 8: | <u>\$274,835.95</u> |
| 9. Estimated Total TFCA funds available for projects (Line 8 minus Line 5) | Line 9: | <u>\$264,833.35</u> |

I certify that, to the best of my knowledge, the information contained in this application is complete and accurate.

Executive Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> The “Estimated TFCA funds budgeted for administration” amount is listed for informational purposes only. Per California Health and Safety Code Section 44233, County Program Managers must limit their administrative costs to no more than 5% of the actual total revenue received from the Air District.





Guide and Application for the  
Transportation Fund for Clean Air Program  
(TFCA) for Napa County Program Manager Funds



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

FYE 2016 Applications Due to NCTPA: April 3, 2015

NCTPA  
625 Burnell Street  
Napa, CA 94559  
Phone: 707-259-8631  
Fax: 707-259-8638  
[www.nctpa.net](http://www.nctpa.net)

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January 21, 2015

**Greetings Participants!**

The Napa County Transportation and Planning Agency is pleased to announce a “Call for Projects” for the Transportation Fund for Clean Air, Program Manager Funds.

The Transportation Fund for Clean Air (TFCA) is a grant program, funded by a \$4 surcharge on motor vehicles registered in the Bay Area. This generates approximately \$22 million per year in revenues. The purpose of the TFCA program is to provide grants to implement the most cost-effective projects in the Bay Area that will decrease motor vehicle emissions, and thereby improve air quality. Projects must be consistent with the 1988 California Clean Air Act and the Bay Area Ozone Strategy.

The TFCA program can fund a wide range of project types, including the construction of new bicycle lanes; shuttle and feeder bus services to train stations; ridesharing programs to encourage carpool and transit use; bicycle facility improvements such as bicycle racks and lockers; and arterial management projects that reduce traffic congestion such as signal interconnect projects.

NCTPA is pleased that your agency or organization has chosen the TFCA program as a potential funding source to complete your eligible project. This packet has been created to help guide you in submitting a successful application for funding.

The available funding for Napa County TFCA projects for FYE 2016 will be approximately \$265,000 dollars. The TFCA Applications for FYE 2016 will be due to NCTPA by 5:00 PM on Friday, April 3, 2015.

If you have any questions, you may contact Diana Meehan, TFCA Program Manager at:  
NCTPA TFCA Program  
625 Burnell Street  
Napa, CA 94559  
Phone: 707-259-8327

Sincerely,

Kate Miller  
Executive Director  
Napa County Transportation & Planning Agency

## **Introduction**

On-road motor vehicles, including cars, trucks, and buses, constitute the most significant source of air pollution in the Bay Area. Vehicle emissions contribute to unhealthy levels of ozone (summertime "smog") and particulate matter.

To protect public health, the State Legislature enacted the California Clean Air Act in 1988. As part of the requirements, the Air District prepared the Bay Area Clean Air Plan (CAP) and the Bay Area 2005 Ozone Strategy, which describes how the region will work toward compliance with the State one-hour ozone standard. To reduce emissions from motor vehicles, the Bay Area 2005 Ozone Strategy contains transportation control measures (TCMs) and mobile source measures (MSMs). A TCM is defined as "any strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions." MSMs encourage the retirement of older, more polluting vehicles and the introduction of newer, less polluting motor vehicle technologies, which result not only in the reduction of ozone precursor emissions, but also of greenhouse gas emissions.

## **The TFCA Program**

To fund the implementation of TCMs and MSMs, the State Legislature authorized the Bay Area Air Quality Management District to impose a \$4 surcharge on motor vehicle registration fees paid within the San Francisco Bay Area. These revenues are allocated by the Air District through the Transportation Fund for Clean Air (TFCA). TFCA grants are awarded to public and private entities to implement eligible projects.

TFCA-funded projects have many benefits, including the following:

- Conserving energy and helping to reduce greenhouse gas emissions
- Reducing air pollution, including air toxics such as benzene and diesel particulates
- Improving water quality by decreasing contaminated runoff from roadways
- Improving transportation options
- Reducing traffic congestion

Forty percent (40%) of these funds are allocated to the designated program manager within each county and are referred to as the TFCA Program Manager Fund. NCTPA is the program manager for Napa County. Sixty percent (60%) of these funds are awarded directly by the Air District through the TFCA Regional Fund.

## **Your Responsibilities as Project Sponsor:**

1. Submit projects to the Program Manager that comply with Air District policies.
2. Prepare and submit your project's information form and cost-effectiveness worksheet to the Program Manager.

3. Adhere to the Program Manager's timeline and submit deliverables on time.
4. Submit project status report forms on time.
5. Complete your TFCA project two years from the effective date of the Master Agreement between the Program Manager and the Air District (July 2015).
6. Provide proof of Air District credit for vehicles purchased, published materials, and construction funded or partially funded through the TFCA program.
7. Provide itemized invoices to the Program Manager for reimbursement of your project.
8. Provide proof of general liability insurance with a limit of not less than \$1,000,000 per occurrence.

### **NCTPA's Responsibilities as Program Manager:**

1. Provide guidance, offer technical support to project sponsors.
2. Review Project Sponsor's Project Information forms, cost-effectiveness sheets, and reporting forms.
3. Administer program in accordance with applicable legislation, including Health and Safety Code Sections 44233, 44241, and 44242, and with Air District Board-Adopted TFCA County Program Manager Fund Policies
4. Hold one or more public meeting each year for the purpose of adopting criteria for the expenditure of the funds and to review expenditure of revenues received.
5. Provide funds only to projects that comply with Air District Policies and Procedures.
6. Encumber and expend funds within two years of the receipt of funds.
7. Provide information to the Air District and to auditors on the expenditures of TFCA funds.

### **Basic Eligibility**

**Reduction of Emissions:** Only projects that result in the reduction of motor vehicle emissions within the Air District's jurisdiction are eligible. Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and the Air District Board of Directors adopted TFCA County Program Manager Fund Policies for FYE 2016. Projects must achieve surplus emission reductions, i.e., reductions that are beyond what is required through regulations, ordinances, contracts, and other legally binding obligations at the time of the execution of a grant agreement between the County Program Manager and the grantee. Projects must also achieve surplus emission reductions at the time of an amendment to a grant agreement if the amendment modifies the project scope or extends the project completion deadline.

**TFCA Cost-Effectiveness:** Projects must achieve TFCA cost-effectiveness, on an individual project basis, equal to or less than \$90,000 of TFCA funds per ton of total emissions reduced, unless a different value is specified in the policy for that project type. (See “Eligible Project Categories” below.) Cost-effectiveness is based on the ratio of TFCA funds divided by the sum total tons of reactive organic gases (ROG), oxides of nitrogen (NOx), and weighted particulate matter 10 microns in diameter and smaller (PM10) reduced (\$/ton). All TFCA-generated funds (e.g., TFCA Regional Funds, reprogrammed TFCA funds) that are awarded or applied to a project must be included in the evaluation. For projects that involve more than one independent component (e.g., more than one vehicle purchased, more than one shuttle route, etc.), each component must achieve this cost-effectiveness requirement.

**Eligible Projects, and Case-by-Case Approval:** Eligible projects are those that conform to the provisions of the HSC section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, County Program Managers must receive approval by the Air District for projects that are authorized by the HSC section 44241 and achieve Board-adopted TFCA cost-effectiveness but do not fully meet other Board-adopted Policies.

**Consistent with Existing Plans and Programs:** All projects must comply with the transportation control measures and mobile source measures included in the Air District's most recently approved plan for achieving and maintaining State and national ambient air quality standards, which are adopted pursuant to HSC sections 40233, 40717 and 40919, and, when specified, with other adopted State, regional, and local plans and programs.

**Eligible Recipients:** Grant recipients must be responsible for the implementation of the project, have the authority and capability to complete the project, and be an applicant in good standing with the Air District.

- A. Public agencies are eligible to apply for all project categories.
- B. Non-public entities are only eligible to apply for new alternative-fuel (light, medium, and heavy-duty) vehicle and infrastructure projects, and advanced technology demonstrations that are permitted pursuant to HSC section 44241(b)(7).

**Readiness:** Projects must commence by the end of calendar year 2016. “Commence” includes any preparatory actions in connection with the project’s operation or implementation. For purposes of this policy, “commence” can mean the issuance of a purchase order to secure project vehicles and equipment, commencement of shuttle/feeder bus and ridesharing service, or the delivery of the award letter for a construction contract.

**Maximum Two Years Operating Costs:** Projects that provide a service, such as ridesharing programs and shuttle and feeder bus projects, are eligible to apply for a period of up to two (2) years. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

## **APPLICANT IN GOOD STANDING**

**Independent Air District Audit Findings and Determinations:** Grantees who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project awarded by either County Program Managers or the Air District are excluded from receiving an award of any TFCA funds for five (5) years from the date of the Air District's final audit determination in accordance with HSC section 44242, or duration determined by the Air District Air Pollution Control Officer (APCO). Existing TFCA funds already awarded to the project sponsor will not be released until all audit recommendations and remedies have been satisfactorily implemented. A failed fiscal audit means a final audit report that includes an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance audit means that the program or project was not implemented in accordance with the applicable Funding Agreement or grant agreement.

A failed fiscal or performance audit of the County Program Manager or its grantee may subject the County Program Manager to a reduction of future revenue in an amount equal to the amount which was inappropriately expended pursuant to the provisions of HSC section 44242(c)(3).

**Authorization for County Program Manager to Proceed:** Only a fully executed Funding Agreement (i.e., signed by both the Air District and the County Program Manager) constitutes the Air District's award of County Program Manager Funds. County Program Managers may only incur costs (i.e., contractually obligate itself to allocate County Program Manager Funds) after the Funding Agreement with the Air District has been executed.

**Insurance:** Both the County Program Manager and each grantee must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific projects, with required coverage amounts provided in Air District guidance and final amounts specified in the respective grant agreements.

## Use of TFCA Funds

1. **Cost of Developing Proposals:** The costs of developing grant applications for TFCA funding are not eligible to be reimbursed with TFCA funds.
2. **Combined Funds:** TFCA County Program Manager Funds may be combined with TFCA Regional Funds for the funding of an eligible project with the exception of clean air vehicle projects. For the purpose of calculating TFCA cost-effectiveness, the combined sum of TFCA County Program Manager Funds and TFCA Regional Funds shall be used to calculate the TFCA cost of the project.
3. **Expend Funds within Two Years:** County Program Manager Funds must be expended within two (2) years of receipt of the first transfer of funds from the Air District to the County Program Manager in the applicable fiscal year. A County Program Manager may, if it finds that significant progress has been made on a project, approve no more than two (2) one-year (1-year) schedule extensions for a project. Any subsequent schedule extensions for projects can only be given on a case-by-case basis, if the Air District finds that significant progress has been made on a project, and the funding agreement between the Program Manager and the Air District is amended to reflect the revised schedule.

## TFCA Project Types

1. Ridesharing projects
2. Shuttle/Feeder Bus
3. Bicycle Facility Improvements
4. Smart Growth
5. Clean Air Vehicle Purchase
6. Arterial Management

## Ineligible Project Types

1. **Duplication:** Grant applications for projects that duplicate existing TFCA-funded projects (including Bicycle Facility Program projects) and therefore do not achieve additional emission reductions are ineligible. Combining TFCA County Program Manager Funds with TFCA Regional Funds to achieve greater emission reductions for a single project is not considered project duplication.
2. **Planning Activities:** Feasibility studies are not eligible, nor are projects that only involve planning activities and that do not include an implementation phase.
3. **Employee Subsidies:** Projects that provide a direct or indirect financial transit or rideshare subsidy or shuttle/feeder bus service exclusively to employees of the project sponsor are not eligible.

## **Recent Project Examples in Napa County**

<u>Project Name</u>	<u>Sponsor</u>	<u>TFCA Funds</u>	<u>Total Project \$</u>
Riverside Class I Path	City of Calistoga	\$20,000	\$125,000
SR 29 Signal Interconnect	City of American Canyon	\$225,666	\$327,327
Electric Vehicle Charging Stations	City of Napa	\$12,144	\$50,000
Commuter Incentives & Marketing Materials	SNCI	\$40,000	\$40,000

## **Dates of Importance**

- April 3, 2015**      **Project submittals are due to NCTPA**
- Aug. 7, 2015**      Deadline: Within three months of Board approval, Program Manager submits request for Air District approval of any projects that do not conform to TFCA policies (date tentative)
- Nov. 6, 2015**      Deadline: Within six months of Board approval, Program Manager (NCTPA) provides Cost-Effectiveness Worksheets and Project Information forms for new FYE 2016 projects to the Air District (date tentative)

## **Project Selection Process**

The project selection process is as follows. The NCTPA Technical Advisory Committee (TAC), with representation from all six Napa County jurisdictions, will serve as the selection and prioritization committee. NCTPA staff will run the prospective projects through an initial qualification process based on project eligibility, and present their findings to the TAC. TAC's recommendations will be forwarded to the NCTPA Board.

Projects will be evaluated on a cost effective and project readiness basis.

## **TFCA Program Manager Selection Criteria for Napa County**

1. The proposed project must improve the quality of the air as determined by the BAAQMD.
2. The project must fall into one or more of the statutory expenditure categories, which are:
  - The implementation of ridesharing programs.

- The purchase or lease of clean fuel buses for school districts and transit operators.
  - The provision of local feeder bus or shuttle service to rail and ferry stations and to airports.
  - Implementation and maintenance of local arterial traffic management.
  - Implementation of rail-bus integration and regional transit information systems.
  - Implementation of low-emission and zero-emission vehicle programs and of demonstration projects in telecommuting and in congestion pricing of highways, bridges, and public transit.
  - Implementation of a smoking vehicles program (Air District project).
  - Implementation of an automobile buy-back scrappage program operated by a governmental agency (Air District project).
  - Implementation of bicycle facility improvement projects that are included in an adopted countywide bicycle plan or congestion management program.
  - The design and construction by local public agencies of physical improvements that support development projects that achieve motor vehicle emission reductions.
  - Implementation of vehicle-based projects to reduce mobile source emissions, including but not limited to, engine repowers, engine retrofits, fleet modernization, alternative fuels, and advanced technology demonstrations.
3. Geographic equity in the Napa region.
  4. The project proponent has expended past allocations of funds in a timely manner.
  5. Meet the requirements of the Air District Board-Approved TFCA County Program Manager Fund Policies.

### **Application Instructions:**

TFCA project applications for FYE 2016 must be submitted to NCTPA no later than 5:00 pm on Friday, April 3, 2015. Applications may be emailed to Diana Meehan at [dmeehan@nctpa.net](mailto:dmeehan@nctpa.net). Applications may be in the form of a completed Project Information Form that provides a detailed project scope and includes a cost effectiveness calculation. To obtain a cost effectiveness calculation worksheet contact Diana Meehan.

### **What Happens After Submission?**

After applications are submitted to NCTPA the evaluation process will begin. NCTPA plans on the following action timeline:

- **April – May 2015** – NCTPA will evaluate the potential FYE 2016 TFCA projects
- **May 7, 2015** – NCTPA will take proposed projects to the NCTPA Technical Advisory Committee (TAC) for recommendation to NCTPA Board (date tentative)
- **May 20, 2015** – NCTPA will take proposed final projects for FYE 2016 to the NCTPA Board for approval (date tentative)
- **July- August 2015** – NCTPA sends out agreements to project sponsors (date tentative)

## **TFCA Do's and Don'ts**

### **Do**

- Establish a clear link to the air quality benefits of your project
- Provide clear and detailed cost estimates
- Have good back-up documentation including maps and pictures
- Have a clearly defined project scope and timeline
- Keep NCTPA in “the loop” the greater understanding the Program Manager has of your project, the better

### **Don't**

- Bite off more than you can chew – if the project cannot be completed in two years apply for funding in phases, it will not hurt your chances of eligibility
- Scope creep – when you fill out your **Project Information Form** this is your application. You have to adhere to the project description you write on this form
- Forget to ask for help – NCTPA is here as a resource, do not assume, rather ask for clarification
- Apply for the TFCA funds now, and figure out where the rest of your project's funding is going to come from later

## **Frequently Asked Questions**

### **1. Is there a local match requirement to apply for TFCA funding?**

No, there is no requirement for a local match.

### **2. Can TFCA Program Manager Funds be combined with TFCA Regional Funds?**

Yes, TFCA Program Manager Funds may be combined with Regional Funds for the funding of an eligible project with the exception of clean air vehicle projects.

### **3. What is the TFCA funding limit for alternative fuel vehicles?**

TFCA funds awarded to alternative fuel vehicle projects may not exceed incremental cost after all other applicable manufacturer and local/state rebates, tax credits, and cash equivalent incentives are applied. Incremental cost is the difference in cost between the purchase or lease price of the vehicle and/or retrofit and its new conventional vehicle counterpart that meets, but does not exceed 2011 emissions standards.

## **Contact Information**

Napa County TFCA Program Manager:

Diana Meehan

625 Burnell Street

Napa, CA 94559

Phone: (707) 259-8327

[dmeehan@nctpa.net](mailto:dmeehan@nctpa.net)

NCTPA Main Office  
625 Burnell Street  
Napa, CA 94559  
Phone: (707) 259-8631  
Fax: (707) 259-8638  
[www.nctpa.net](http://www.nctpa.net)

Bay Area Air Quality Management District:  
Strategic Incentives Division  
Karen Schkolnick  
Phone: (415) 749-5070  
[kscholnick@baaqmd.gov](mailto:kscholnick@baaqmd.gov)

DRAFT

## Appendix A

### PROJECT INFORMATION

A. Project Number: 16XX01

*Use consecutive numbers for projects funded, with year, county code, and number, e.g., 16MAR01, 16MAR02 for Marin County. Zero (e.g., 16MAR00) is reserved for County Program Manager TFCA funds allocated for administration costs.*

B. Project Title: \_\_\_\_\_

*Provide a concise, descriptive title for the project (e.g., "Elm Ave. Signal Interconnect" or "Purchase Ten Gasoline-Electric Hybrid Light-Duty Vehicles").*

C. TFCA County Program Manager Funds Allocated: \$ \_\_\_\_\_

D. TFCA Regional Funds Awarded (if applicable): \$ \_\_\_\_\_

E. Total TFCA Funds Allocated (sum of C and D): \$ \_\_\_\_\_

F. Total Project Cost: \$ \_\_\_\_\_

*Indicate the TFCA dollars allocated (C, D and E) and total project cost (D). Data from Line E (Total TFCA Funds) should be used to calculate C-E.*

G. Project Description:

Grantee will use TFCA funds to \_\_\_\_\_. *Include information sufficient to evaluate the eligibility and cost-effectiveness of the project. Ex. of the information needed include but are not limited to: what will be accomplished by whom, how many pieces of equipment are involved, how frequently it is used, the location, the length of roadway segments, the size of target population, etc. Background information should be brief. For shuttle/feeder bus projects, indicate the hours of operation, frequency of service, and rail station and employment areas served.*

H. Final Report Content: Final Report form and final Cost Effectiveness Worksheet  
*Reference the appropriate Final Report form that will be completed and submitted after project completion. See <http://www.baaqmd.gov/Divisions/Strategic-Incentives/Funding-Sources/TFCA/County-Program-Manager-Fund.aspx> for a listing of the following forms:*

- Form for Ridesharing, Shuttles, Transit Information, Rail/Bus Integration, Smart Growth, and Traffic Calming Projects (Includes Transit Bus Signal Priority.)*
- Form for Clean Air Vehicle and Infrastructure Projects*
- Form for Bicycle Projects*
- Form for Arterial Management Projects*

- I. Attach a completed Cost-effectiveness Worksheet and any other information used to evaluate the proposed project.

*For example, for vehicle projects, include the California Air Resources Board Executive Orders for all engines and diesel emission control systems.*

*Note: Cost-effectiveness Worksheets are not needed for TFCA County Program Managers' own administrative costs.*

- J. Comments (if any):

*Add any relevant clarifying information in this section.*

DRAFT



February 18, 2015  
NCTPA Agenda Item 9.6  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager - Finance  
(707) 259-8779 / Email: [aonorato@nctpa.net](mailto:aonorato@nctpa.net)  
**SUBJECT:** Resolution No. 15-04 Authorizing the Execution of the Certification and Assurances for the Low Carbon Transit Operations Program (LCTOP)

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 15-04 (Attachment 1) authorizing the Execution of the Certification and Assurances for the Low Carbon Transit Operations Program.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

The Low Carbon Transit Operations Program (LCTOP) is one of several programs that are part of the Transit, Affordable Housing, and Sustainable Communities Program established by the California Legislature in 2014 by Senate Bill 862. The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emission and improve mobility, with a priority on serving disadvantaged communities. LCTOP revenues are made available for certain transit capital and operations on State Transit Assistance formula. Given the small amount of revenues expected from the program, NCTPA staff recommends submitting a "Project Description and Allocation Request" form to the California Department of Transportation (Caltrans) application in the amount of \$61,689 for transit operating assistance.

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**PROCEDURAL REQUIREMENTS**

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

**FINANCIAL IMPACT**

Is there a fiscal impact? Yes, \$61,689 for transit operating assistance.

Is it Currently Budgeted? No

Where is it budgeted? N/A

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No.

Consequences if not approved: The apportionment to NCTPA will be reallocated to other agencies.

**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 Low Carbon Transit Operations Program (LCTOP) is one of several programs funded as part of FY2014-15 State budget which have a goal of reduced greenhouse gas emissions. These programs are funded by auction proceeds from the California Air Resource Board's Cap-and-Trade Program, with proceeds deposited into the Greenhouse Gas Reduction Fund (GGRF). The state expects that proceeds will increase in the future as new entities become subject to cap and trade requirements.

In December, Caltrans released final guidelines for the Low Carbon Transit Operations Program (LCTOP) for Fiscal Year 2014-15. The program was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and to improve mobility, with a priority on serving disadvantaged communities. The program will receive \$25 million for FY 2014-15 and 5% of Cap and Trade proceeds in future years. For agencies whose service area includes identified disadvantaged communities, at least 50 percent of the funding received shall be expended on projects that will benefit disadvantaged communities identified per

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guidance from the Air Resources Board. Based on ARB guidance, there is no disadvantaged community identified in Napa County.

The \$25 million in FY 2014-15 LCTOP funds will be distributed on a formula basis similar to the State Transit Assistance Program. One-half of the funding will be allocated directly to transit operators proportionate to the amount of farebox revenues they generate annually for eligible projects of their choosing. The other half will be allocated to regional agencies proportionate to the population of their respective region for projects selected by the region. MTC adopted program objectives for the population formula revenues and the proposed operating project total includes those revenues.

The LCTOP was created to provide operating and capital assistance for transit agencies to reduce greenhouse gas emissions and improve mobility, with a priority on serving disadvantaged communities. Approved projects in LCTOP will support new or expanded bus or rail services, expand intermodal transit facilities, and may include equipment acquisition, fueling, maintenance and other costs to operate those services or facilities, with each project reducing greenhouse gas emissions.

The program is being modeled after the Proposition 1B Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA) which has provided funding for transit capital projects since 2007. Caltrans is responsible for ensuring that the statutory requirements of the program are met in terms of project eligibility, greenhouse gas reduction, disadvantaged community benefit, and other requirements of law.

### **SUPPORTING DOCUMENTS**

Attachments: (1) Resolution No. 15-04  
(2) Low Carbon Transit Operations Program (LCTOP) Certifications and Assurances (Caltrans)

**RESOLUTION No. 15-04**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AUTHORIZATION FOR THE EXECUTION OF THE  
CERTIFICATIONS AND ASSURANCES  
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

**WHEREAS**, NCTPA is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

**WHEREAS**, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

**WHEREAS**, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

**WHEREAS**, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

**WHEREAS**, NCTPA delegates authorization to execute these documents and any amendments thereto to the Executive Director.

**NOW THEREFORE BE IT RESOLVED**, the NCTPA Board of Directors agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

///

///

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Executive Director is authorized by the NCTPA Board of Directors to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

Passed and Adopted the 18<sup>th</sup> day of February, 2015.

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

Ayes:

Noes:

Absent:

ATTEST:

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

APPROVED:

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

## Low Carbon Transit Operations Program (LCTOP)

### Certifications and Assurances

**Project Sponsor:** NCTPA

**Agency Name:** NCTPA

**Effective Date of this Document:** February 18, 2015

The California Department of Transportation (Department) has adopted the following certifications and assurances for the Low Carbon Transit Operations Program. As a condition of the receipt of LCTOP funds, project sponsors (both Project Lead and Contributing Sponsors) must comply with these terms and conditions.

#### A. General

- (1) The project sponsor agrees to abide by the current LCTOP Guidelines and applicable legal requirements.
- (2) The project sponsor must submit to the Department a signed Authorized Agent form designating the representative who can submit documents on behalf of the project sponsor and a copy of the board resolution appointing the Authorized Agent.

#### B. Project Administration

- (1) The project lead certifies that required environmental documentation is complete before requesting an allocation of LCTOP funds. The project lead assures that projects approved for LCTOP funding comply with Public Resources Code § 21100 and § 21150.
- (2) The project lead certifies that when LCTOP funds are used for a transit capital project, that the project will be completed and remain in operation for its useful life.
- (3) The project lead certifies that it has the legal, financial, and technical capacity to carry out the project, including the safety and security aspects of that project.
- (4) The project lead certifies that they will notify the Department of pending litigation, dispute, or negative audit findings related to the project, before receiving an allocation of funds.
- (5) The project lead must maintain satisfactory continuing control over the use of project equipment and facilities and will adequately maintain project equipment and facilities for the useful life of the project.
- (6) Any interest the project lead earns on LCTOP funds must be used only on approved LCTOP projects.

- (7) The project lead must notify the Department of any changes to the approved project with a Corrective Action Plan (CAP).
- (8) Under extraordinary circumstances, a project lead may terminate a project prior to completion. In the event the project lead terminates a project prior to completion, the project lead must (1) contact the Department in writing and follow-up with a phone call verifying receipt of such notice; (2) pursuant to verification, submit a final report indicating the reason for the termination and demonstrating the expended funds were used on the intended purpose; (3) submit a request to reassign the funds to a new project within 180 days of termination.
- (9) Funds must be encumbered and liquidated within the time allowed.

### **C. Reporting**

- (1) The project lead must submit the following LCTOP reports:
  - a. Semi-Annual Progress Reports by February 15<sup>th</sup> and August 15<sup>th</sup> each year.
  - b. A Final Report within six months of project completion.
  - c. The annual audit required under the Transportation Development Act (TDA), to verify receipt and appropriate expenditure of LCTOP funds. A copy of the audit report must be submitted to the Department within six months of the close of the year (December 31) each year in which LCTOP funds have been received or expended.
- (2) Other Reporting Requirements: ARAB is developing funding guidelines that will include reporting requirements for all State agencies that receive appropriations from the Greenhouse Gas Reduction Fund. Caltrans and project sponsors will need to submit reporting information in accordance with ARAB's funding guidelines, including reporting on greenhouse gas reductions and benefits to disadvantaged communities.

### **D. Cost Principles**

- (1) The project lead agrees to comply with Title 2 of the Code of Federal Regulations 225 (2 CFR 225), Cost Principles for State and Local Government, and 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.
- (2) The project lead agrees, and will assure that its contractors and subcontractors will be obligated to agree, that:
  - a. Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual project cost items and
  - b. those parties shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Every sub-recipient receiving LCTOP funds as a contractor or sub-contractor shall comply with Federal administrative procedures in accordance with 49 CFR, Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

- (3) Any project cost for which the project lead has received funds that are determined by subsequent audit to be unallowable under 2 CFR 225, 48 CFR, Chapter 1, Part 31 or 49 CFR, Part 18, are subject to repayment by the project lead to the State of California (State). All projects must reduce greenhouse gas emissions, as required under Public Resources Code section 75230, and any project that fails to reduce greenhouse gases shall also have its project costs submit to repayment by the project lead to the State. Should the project lead fail to reimburse moneys due to the State within thirty (30) days of demand, or within such other period as may be agreed in writing between the Parties hereto, the State is authorized to intercept and withhold future payments due the project lead from the State or any third-party source, including but not limited to, the State Treasurer and the State Controller.

#### **E. Record Retention**

- (1) The project lead agrees, and will assure that its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate incurred project costs and matching funds by line item for the project. The accounting system of the project lead, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of the project lead, its contractors and subcontractors connected with LCTOP funding shall be maintained for a minimum of three (3) years from the date of final payment and shall be held open to inspection, copying, and audit by representatives of the State and the California State Auditor. Copies thereof will be furnished by the project lead, its contractors, and subcontractors upon receipt of any request made by the State or its agents. In conducting an audit of the costs claimed, the State will rely to the maximum extent possible on any prior audit of the project lead pursuant to the provisions of federal and State law. In the absence of such an audit, any acceptable audit work performed by the project lead's external and internal auditors may be relied upon and used by the State when planning and conducting additional audits.
- (2) For the purpose of determining compliance with Title 21, California Code of Regulations, Section 2500 et seq., when applicable, and other matters connected with the performance of the project lead's contracts with third parties pursuant to Government Code § 8546.7, the project sponsor, its contractors and subcontractors and the State shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire project period and for three (3) years from the date of final payment. The State, the California State Auditor, or any duly authorized representative of the State, shall each have access to any books, records, and documents that are pertinent to a project for audits, examinations, excerpts, and transactions, and the project lead shall furnish copies thereof if requested.
- (3) The project lead, its contractors and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by the State, for the purpose of any investigation to ascertain compliance with this document.

**F. Special Situations**

The Department may perform an audit and/or request detailed project information of the project sponsor's LCTOP funded projects at the Department's discretion at any time prior to the completion of the LCTOP.

I certify all of these conditions will be met.

Kate Miller, Executive Director

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AUTHORIZING OFFICER, Title  
Unit/Department/Agency



**ATTACHMENT I**  
(INSERT Agency Board Resolution approving this document)

*See Sample attached*



February 18, 2015  
NCTPA Agenda Item 9.7  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager- Finance  
(707) 259-8779 / Email: [anonorato@nctpa.net](mailto:anonorato@nctpa.net)  
**SUBJECT:** Resolution No. 15-05 Authorizing the Executive Director to Submit an Application with the Metropolitan Transportation Commission (MTC) for Regional Measure 2 (RM2) Funding for the Express Bus North Project – Napa Buses and Park and Ride (PNR)

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 15-05 (Attachment 1) authorizing the Filing an Initial Project Report (IPR) and related claims for \$165,000 in Regional Measure 2 (RM2) funds to be used toward construction costs and passenger amenities for the American Canyon Park and Ride (PNR).

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

NCTPA is an eligible recipient of Regional Measure 2 (RM2) revenues. The Board's action would adopt the attached resolution and authorizes the submission of an Initial Project Reports (IPR) to the Metropolitan Transportation Commission (MTC). Once approved by MTC, NCTPA will receive \$165,000 for reimbursable capital expenses associated with the construction and purchase of transit related enhancements and amenities for the American Canyon Park and Ride located at 300 James Drive in the City of American Canyon.

## **PROCEDURAL REQUIREMENTS**

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

## **FINANCIAL IMPACT**

Is there a fiscal impact? Yes. Once approved by MTC, NCTPA would be reimbursed up to \$165,000 in RM2 funds.

Is it Currently Budgeted? Yes

Where is it budgeted? FY 2014-15 Capital Projects budget

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No.

Consequences if not approved: The project will have a shortfall in funding.

## **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** Project is a Categorical Exemption under CE Assignment 23 USC 326. Activity listed in 23 CFR 771.117(c): Deployment of electronics, photonics, communications, or information processing used singly or in combination, or as components of a fully integrated system, to improve the efficiency or safety of a surface transportation system or to enhance security or passenger convenience. Examples include, but are not limited to, traffic control and detector devices, lane management systems, electronic payment equipment, automatic vehicle locaters, automated passenger counters, computer-aided dispatching systems, radio communications systems, dynamic message signs, and security equipment including surveillance and detection cameras on roadways and in transit facilities and on buses.

## **BACKGROUND AND DISCUSSION**

On March 2, 2004, voters passed Regional Measure 2 (RM2), raising the toll on the seven State-owned toll bridges in the San Francisco Bay Area by \$1.00. These revenues fund various transportation projects within the region that reduce congestion in the toll bridge corridors.

To claim these funds, project sponsors are required to submit and update project summary documents called Initial Project Reports (IPRs) to MTC (attached). MTC will approve the IPRs in conjunction with the allocation of RM2 funds. The IPRs contain details such as the project scope, cost, schedule, and other fund sources. In addition, a

resolution authorizing application for the funding must be submitted by the agency's governing Board (Attachment 1).

At this time, staff recommends the remaining allocation of \$165,000 for NCTPA projects be designated for construction and purchase of transportation related enhancements and amenities of the American Canyon Park and Ride project.

**SUPPORTING DOCUMENTS**

- Attachments:   (1) Resolution No. 15-05  
                  (2) Initial Project Report- Express Bus North- Napa Buses and PNR:  
                            American Canyon Park and Ride

**RESOLUTION No. 15- 05**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION PLANNING AGENCY (NCTPA)  
AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT AN APPLICATION  
WITH THE METROPOLITAN TRANSPORTATION COMMISSION (MTC)  
FOR REGIONAL MEASURE 2 (RM2) FUNDING FOR THE EXPRESS BUS NORTH  
PROJECT- NAPA BUSES AND PNR**

**WHEREAS**, SB 916 (Chapter 715, Statutes 2004), commonly referred as Regional Measure 2, identified projects eligible to receive funding under the Regional Traffic Relief Plan; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 2 funds, pursuant to Streets and Highways Code Section 30914(c) and (d); and

**WHEREAS**, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 2 funding; and

**WHEREAS**, allocations to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 2 Policy and Procedures; and

**WHEREAS**, NCTPA is an eligible sponsor of transportation project(s) in Regional Measure 2, Regional Traffic Relief Plan funds; and

**WHEREAS**, the Express Bus North- Napa Buses and PNR is eligible for consideration in the Regional Traffic Relief Plan of Regional Measure 2, as identified in California Streets and Highways Code Section 30914(c) or (d); and

**WHEREAS**, the Regional Measure 2 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which NCTPA is requesting that MTC allocate Regional Measure 2 funds; now, therefore, be it

**RESOLVED**, that NCTPA, and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 2 Policy Guidance (MTC Resolution No. 3636); and be it further

**RESOLVED**, that NCTPA certifies that the project is consistent with the Regional Transportation Plan (RTP); and be it further

**RESOLVED**, that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project; and be it further

**RESOLVED**, that the Regional Measure 2 phase or segment is fully funded, and results in an operable and useable segment; and be it further

**RESOLVED**, that NCTPA approves the updated Initial Project Report, attached to this resolution; and be it further

**RESOLVED**, that NCTPA approves the cash flow plan, attached to this resolution; and be it further

**RESOLVED**, that NCTPA has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the updated Initial Project Report, attached to this resolution; and, be it further

**RESOLVED**, that NCTPA is an eligible sponsor of projects in the Regional Measure 2 Regional Traffic Relief Plan, Capital Program, in accordance with California Streets and Highways Code 30914(c); and be it further

**RESOLVED**, that NCTPA is authorized to submit an application for Regional Measure 2 funds for Express Bus North- Napa Buses and PNR in accordance with California Streets and Highways Code 30914(c); and be it further

**RESOLVED**, that NCTPA certifies that the projects and purposes for which RM2 funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; and be it further

**RESOLVED**, that there is no legal impediment to NCTPA making allocation requests for Regional Measure 2 funds; and be it further

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

**RESOLVED**, that NCTPA agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and be it further

**RESOLVED**, that NCTPA indemnifies and holds harmless MTC, its Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of NCTPA, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM2 funds. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM2 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages, and be it further

**RESOLVED**, that NCTPA shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

**RESOLVED**, that assets purchased with RM2 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 2 funds were originally used; and be it further

**RESOLVED**, that NCTPA shall post on both ends of the construction site(s) at least two signs visible to the public stating that the Project is funded with Regional Measure 2 Toll Revenues; and be it further

**RESOLVED**, that NCTPA authorizes its Executive Director, or his/her designee to execute and submit an allocation request for the (environmental/ design/ right-of-way/ construction) phase with MTC for Regional Measure 2 funds in the amount of \$165,000, for the project, purposes and amounts included in the project applications attached to this resolution; and be it further

**RESOLVED**, that the Executive Director, or his/her designee is hereby delegated the authority to make non-substantive changes or minor amendments to the IPR as he/she deems appropriate.

**RESOLVED**, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the NCTPA application referenced herein.

Passed and adopted this 18<sup>th</sup> day of February, 2015.

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

Ayes

Nays:

Absent:

ATTEST:

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

APPROVED:

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

**Regional Measure 2 – INITIAL PROJECT REPORT**

## Regional Measure 2 Initial Project Report (IPR)

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**Project Title:**

EXPRESS BUS NORTH- NAPA BUSES AND PNR

**RM2 Project No.**

17.7

**Allocation History:**

	<b>MTC Approval Date</b>	<b>Amount</b>	<b>Phase</b>
<b>#1:</b>	<b>March 4, 2009</b>	<b>\$1,985,000</b>	<b>Napa Buses</b>
<b>#2</b>	<b>March 28, 2012</b>	<b>\$200,000</b>	<b>Yountville Park &amp; Ride</b>
<b>#3</b>			

**Total:      \$2,185,000**

**Current Allocation Request:**

<b>IPR Date</b>	<b>Amount Being Requested</b>	<b>Phase Requested</b>
<b>January 23, 2015</b>	<b>\$165,000</b>	<b>American Canyon Park &amp; Ride</b>

## Regional Measure 2 – INITIAL PROJECT REPORT

### I. OVERALL PROJECT INFORMATION

#### A. Project Sponsor / Co-sponsor(s) / Implementing Agency

Project Sponsor (Prime): City of American Canyon

Contributor: NCTPA- Napa County Transportation & Planning Agency

#### B. Project Purpose

NCTPA is requesting \$165,000 for transit related enhancements to the American Canyon Park and Ride Project located at 300 James Drive in the City of American Canyon, Napa County, California. The project calls for the installation of various transportation enhancements and amenities (see Section C for a list of enhancements).

The PNR lot will play an important role in addressing the area's projected "growing pains" and builds upon the significant recent successes of the region's public transit system. In a region of population growth, the NCTPA forecasts an increase of over 100% in auto travel times and a 50% increase in vehicle miles traveled over the course of 25 years. The PNR lot will help to steer that trajectory in a more efficient and sustainable direction by enhancing access to the Napa VINE Transit bus service for approximately 137,000 residents in Napa County of which almost 20,000 reside in American Canyon's . The PNR lot will be adjacent to State Route 29, one of most congested highways in the Northern Bay Area and southern Napa County, and will serve one major trunk route, the Route 11, and one major commuter route, Route 29, which is funded by Regional Measure 2.

The Park & Ride will greatly improve the County's mobility options. The PNR lot is expected to result in a daily reduction single occupancy vehicles, vehicle miles traveled per rider accessing the facilities, and increase VINE Transit ridership. Since VINE Transit regional Route 11, VINE 29 Express, and American Canyon Transit are currently operating in the area, and the existing dir lot is currently informally being used by VINE riders. The enhancements are intended to expand parking, and add passenger amenities, including bike parking, shelter, electric charging stations, lighting, and improve bus and pedestrian access to improve safety. These investments will greatly improve the facility and encourage additional usage.

To ensure the public participation in these efforts, NCTPA VINE Transit will work with the City of American Canyon to collaborate on branding, public outreach, advertizing, and public information efforts.

#### C. Project Description (please provide details)

##### Project Graphics to be sent electronically with This Application

The project entails the land acquisition, related costs for improvements to the American Canyon Park N Ride located at 300 James Drive in the city of American Canyon.

The City of American Canyon will be managing the design and construction of this project. The budget for this project is \$220,000 based upon the engineers estimate.

NCTPA has requested addition "transit" and "transportation" amenities on the property

## **Regional Measure 2 – INITIAL PROJECT REPORT**

The money will be used for 1) park and ride enhancements to the facility, which includes, but not limited to:

Park and Ride monument signage  
Lighting,  
Electronic signage for transit bus information,  
2 electric vehicle charging stations,  
1 or 2 new bus shelters,  
3 bike electric lockers

### **D. Impediments to Project Completion**

There are currently no legal impediments, funding issues, anticipated delivery constraints, or prior experience concerns that would obstruct the project completion.

### **E. Operability**

When the project is completed, the lot will be operated and maintained by the City of American Canyon. Additional responsibilities will include maintenance of the lot and new trash receptacle. Pedestrian safety and ADA requirements will be maintained throughout the site.

## **II. PROJECT PHASE DESCRIPTION and STATUS**

### **F. Environmental –**

Does NEPA Apply:  Yes  No

Notice of Exemption- Categorical Exemption Section 15332 In-Fill Development Projects  
Recorded with County of Napa- February 15, 2015. (see attachment)

### **G. Design –**

### **H. Right-of-Way Activities / Acquisition –**

ROW/ acquisition will be purchased by the City of American Canyon.

### **I. Construction / Vehicle Acquisition -**

Enhancements anticipated for this project include, but not limited to:

Park and Ride signage,

## Regional Measure 2 – INITIAL PROJECT REPORT

Lighting,  
Electronic signage for transit bus information,  
2 electric vehicle charging stations,  
1 or 2 new bus shelters,  
3 bike electric lockers

### III. PROJECT BUDGET

#### **J. Project Budget (Escalated to year of expenditure)**

<b>Phase</b>	<b>Total Amount - Escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	\$385,000
Total Project Budget (in thousands)	\$385,000

#### **K. Project Budget (De-escalated to current year)**

<b>Phase</b>	<b>Total Amount - De-escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	\$385,000
Total Project Budget (in thousands)	\$385,000

**Regional Measure 2 – INITIAL PROJECT REPORT**

**L. Project Budget – Deliverable Segment (Escalated to year of expenditure)**

<b>Phase</b>	<b>Total Amount - Escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	\$165,000
<b>Total Project Budget (in thousands)</b>	<b>\$165,000</b>

**M. Project Budget – Deliverable Segment(De-escalated to current year)**

<b>Phase</b>	<b>Total Amount - De-escalated - (Thousands)</b>
Environmental Studies & Preliminary Eng (ENV / PE / PA&ED)	
Design - Plans, Specifications and Estimates (PS&E)	
Right-of-Way Activities /Acquisition (R/W)	
Construction / Rolling Stock Acquisition (CON)	\$165,000
<b>Total Project Budget (in thousands)</b>	<b>\$165,000</b>

**IV. OVERALL PROJECT SCHEDULE**

<b>Phase-Milestone</b>	<b>Planned (Update as needed)</b>	
	<b>Start Date</b>	<b>Completion Date</b>
Environmental Document		
Environmental Studies, Preliminary Eng. (ENV / PE / PA&ED)		
Final Design - Plans, Specs. & Estimates (PS&E)		
Right-of-Way Activities /Acquisition (R/W)		
Construction (Begin – Open for Use) / Acquisition / Operating Service (CON)	4/2015	12/2015

**Regional Measure 2 – INITIAL PROJECT REPORT**

**V. ALLOCATION REQUEST INFORMATION**

**N. Detailed Description of Allocation Request**

**Describe the scope of the allocation request. Provide background and other details as necessary.**

Amount being requested (in escalated dollars)	\$165,000
Project Phase being requested	PNR (2 of 2)
Are there other fund sources involved in this phase?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of anticipated Implementing Agency Board approval the RM2 IPR Resolution for the allocation being requested	2/18/2015
Month/year being requested for MTC Commission approval of allocation	3/2015

**O. Status of Previous Allocations (if any)**

There have been no previous RM2 Allocations for this project.

**P. Workplan**

**Workplan in Alternate Format Enclosed**

<b>TASK NO</b>	<b>Description</b>	<b>Deliverables</b>	<b>Completion Date</b>
17.7	Express Bus North- PNR	Enhancements to PNR lot	10/2015

**Q. Impediments to Allocation Implementation**

NCTPA anticipates no impediments to implementation.

## **Regional Measure 2 – INITIAL PROJECT REPORT**

### **VI. RM-2 FUNDING INFORMATION**

#### **R. RM-2 Funding Expenditures for funds being allocated**

**The companion Microsoft Excel Project Funding Spreadsheet to this IPR is included**

#### **S. Next Anticipated RM2 Allocation Request.**

### **VII. GOVERNING BOARD ACTION**

**Check the box that applies:**

**Governing Board Resolution attached**

**Governing Board Resolution to be provided on or before: 2/18/2015**

### **VIII. CONTACT / PREPARATION INFORMATION**

#### **Contact for Applicant's Agency**

Name: Antonio Onorato  
Phone: 707-259-8779  
Title: Finance Manager  
E-mail: aonorato@nctpa.net  
Address: 625 Burnell St. Napa CA 94559

#### **Information on Person Preparing IPR**

Name: Antonio Onorato  
Phone: 707-259-8779  
Title: Finance Manager  
E-mail: aonorato@nctpa.net  
Address: 625 Burnell St. Napa CA 94559

#### **Applicant Agency's Accounting Contact**

Name: Antonio Onorato

## **Regional Measure 2 – INITIAL PROJECT REPORT**

Phone: 707-259-8779  
Title: Finance Manager  
E-mail: aonorato@nctpa.net  
Address: 625 Burnell St. Napa CA 94559

Revised IPR 120905.doc



February 18, 2015  
NCTPA Agenda Item 9.8  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Herb Fredricksen, Program Manager - Engineer  
(707) 259-5951 / Email: [hfredricksen@nctpa.net](mailto:hfredricksen@nctpa.net)  
**SUBJECT:** Work Authorization No. 9 to Agreement No. 12-29 with Riechers & Spence Associates (RSA) for the Soscol Avenue Segment of the Napa Valley Vine Trail Project

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Work Authorization No. 9 to Agreement No. 12-29 issued pursuant to RFQ 2012-03 for On-Call Engineering and Architectural Services for the design and environmental review of the Soscol Avenue segment of the Napa Valley Vine Trail (Project) and direct the NCTPA Executive Director to enter into an agreement with Riechers Spence & Associates (RSA) to complete the Task Order in an amount not to exceed \$100,000.

**COMMITTEE RECOMMENDATION** None

### **EXECUTIVE SUMMARY**

The Project will construct a 0.6 mile section of the Vine Trail mainly within the public right of way from the present terminus of the Commuter Bike Path to connect to the Napa River Trail south of the Riverfront Green at 3<sup>rd</sup> Street. The work will be funded with contributions by the City of Napa and the Vine Trail Coalition.

### **PROCEDURAL REQUIREMENTS**

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

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**FINANCIAL IMPACT**

Is there a fiscal impact? Yes. If approved, NCTPA will enter into a contract with RSA for \$100,000, funded by City of Napa TDA-3 allocation and the Napa Valley Vine Trail Coalition to complete the attached Scope of Work.

Is it Currently Budgeted? Yes

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: None

Consequences if not approved? The project will be delayed and project revenues could be compromised if an extension is not granted.

**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**

Napa Valley Vine Trail is envisioned as a 47-mile mixed-use path for pedestrians and cyclists that will run the length of the Napa Valley and connect to the ferry terminal in Vallejo, providing a crucial link to the City of San Francisco and larger Bay Area. The project has broad based community support from a the Vine Trail Coalition representing over 20 private and public sector organizations, all involved in its planning, design and funding. The initial Project design funding has been secured from a \$50,000 City of Napa TDA-3 allocation and a \$50,000 Vine Trail Coalition contribution. NCTPA staff will also make managerial, engineering and oversight contributions to the effort.

The path will be located mainly within the Soscol Avenue public right of way, on property owned by the City of Napa, and if approved within Napa Valley Wine Train right of way and with an easement provided at the Borreo building at 3<sup>rd</sup> Street and Soscol Avenue. The project limits and alignment are from the southerly terminus of the Commuter Bike Path at the intersection of Vallejo Street and the Napa Valley Wine Train, then to Soscol Avenue and then along the west side of Soscol Avenue to the southerly end of the Riverfront Green at 3<sup>rd</sup> Street to connect to the Napa River Trail, see Attachment (2) aerial view map.

The path will be 10-foot wide at a minimum, cross four City streets and the Napa Valley Wine train tracks, and require traffic signal modifications at three streets. The path shall be designed per local, state and federal requirements and include safety improvements and signing per local and CAMUTCD standards.

Work Authorization No. 9 will complete the 35% design and as funding allows make a CEQA finding and work towards 65% design for a not to exceed amount of \$100,000. Funds to complete the design and for the construction of the project will be identified at a later date.

**SUPPORTING DOCUMENTS**

Attachments: (1) Work Authorization No. 9 to Agreement 12-29 Riechers Spence & Associates – Napa Valley Vine Trail – Soscol Avenue Segment  
(2) Napa Valley Vine Trail – Soscol Avenue Segment Aerial View Map

**WORK AUTHORIZATION NO. 9**  
**CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of Professional Service Agreement No. **12-29** (the Agreement) entered into by and between the Napa County Transportation and Planning Agency (NCTPA), and Sonoma RSA, Inc., aka Riechers Spence & Associates (the Engineer).

**PART I.** The Engineer will perform Professional Engineering Services necessary to provide NCTPA with On-call Engineering and Project Delivery services, in accordance with the project description (Scope of Work) attached hereto and made a part of this Work Authorization. The responsibilities of the NCTPA and the Engineer as well as the work schedule are further detailed in EXHIBITs A, B, C, and D which are attached hereto and made a part of the Work Authorization.

**PART II.** The maximum amount payable under this Work Authorization is **\$99,997** and the method of payment is Labor Rates, as set forth in EXHIBIT B of the Agreement. This amount is based upon fees set forth in EXHIBIT D, Fee Schedule, of the Agreement and the Engineer’s estimated Work Authorization costs, attached and made a part of this Work Authorization.

**PART III.** Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Section(s) 3 thru 4 of the Agreement, and EXHIBIT D.

**PART IV.** This Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall **terminate on June 30, 2016**, unless extended by a supplemental Work Authorization.

**PART V.** This Work Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

**IN WITNESS WHEREOF**, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

**THE ENGINEER**  
Sonoma RSA, Inc.

**NCTPA**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title),

\_\_\_\_\_  
(Title),

\_\_\_\_\_  
Kate Miller, Executive Director

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**LIST OF EXHIBITS**

- Exhibit A Services to be provided by the NCTPA
- Exhibit B Services to be provided by the Engineer
- Exhibit C Work Schedule
- Exhibit D Fee Schedule/Budget

## **EXHIBIT A**

### **SERVICES TO BE PROVIDED BY THE NCTPA**

The NCTPA will furnish or assist the Engineer in obtaining the following items and services:

1. Designate a Project Manager to coordinate all aspects of the project with the Engineer.
2. Furnish all available information necessary to perform the work in this contract.
3. Provide ongoing guidance, timely reviews and decisions necessary to complete the services required by this contract.
4. Perform timely review and processing of billing statements.

**EXHIBIT B**

**SERVICES TO BE PROVIDED BY THE ENGINEER**

**SCOPE OF WORK**

*(See Attached)*

## NAPA VALLEY VINE TRAIL – SOSCOL AVENUE CORRIDOR

The following Scope of Services is for design and environmental review of the Soscol Avenue section of the Napa Valley Vine Trail. The Napa County Transportation and Planning Agency (NCTPA) currently has \$100,000 for design and environmental review. This task order will utilize those funds to advance the project as far as possible with the object to, at a minimum, establish a well vetted design concept and recommended project for future construction. The consultant shall perform the following tasks:

### SCOPE OF WORK

#### Task 1 PROJECT INITIATION AND MANAGEMENT

##### Task 1.1 Project Kick-Off Meeting

The consultant shall attend an organization and scoping meeting with NCTPA and City of Napa staff and others (as directed) to:

- a. Review Project objectives.
- b. Review the scope of services and design criteria.
- c. Confirm the study area.
- d. Collect available data and published materials.
- e. Establish a meeting and delivery schedule.
- f. Establish communication channels with other departments and stakeholders.

Changes to the Scope of Work will be made (if necessary) at the conclusion of this effort, and an amended Scope of Work and Schedule will be agreed upon.

##### Task 1.2 Project Management

The consultant shall provide overall Project Management services. These services include:

General Project Management – This task includes the time required for the Project Manager, with administrative assistance, to administer the project contract, coordinate personnel and sub-consultant activities, prepare and maintain the project schedule, and prepare invoicing.

QA/QC – Each submittal will be reviewed by personnel not directly involved with the project to ensure that NCTPA quality standards are met. The consultant shall utilize senior level staff for all submittal reviews, and clearly communicate project requirements to the entire project team so all team members understand the project expectations.

Project Update Meetings – The consultant shall attend project update meetings as required and submit progress reports upon request. The consultant shall provide schedule/milestone updates, including a Status of Open Items list/spreadsheet identifying open items/tasks, priorities, responsibilities, and brief status description when requested by client. Participate in coordination conference calls.

Project Schedule – The Consultant shall prepare and maintain a project schedule throughout the life of the project. The schedule will be updated as changes in the project occurs

## **Task 2 DATA COLLECTION AND ANALYSIS**

### **Task 2.1 Data Collection**

The consultant shall collect all available data and published materials, including reference maps for existing right of way, utilities, FEMA maps, Flood Control District plans, etc.

### **Task 2.2 Base Mapping (North side of Vallejo Street at NVWT to the southerly limit of Riverfront Green on Soscol Avenue at 3<sup>rd</sup> Street)**

- a. Title Reports. Obtain Title Reports as required.
- b. Topographic Survey. The survey shall include areas west of the Soscol Avenue corridor to the extent that information is gathered so that the design can be accomplished and to the east to the center median of Soscol Avenue, shall include the footprint and features at the Borreo Building, and at NVWT trackage south to Vallejo Street shall include the main features of Soscol Avenue to the median including traffic signal appurtenances. This task includes ground control, field surveying and office support required to prepare an accurate topographic survey map of the identified project alignment for use in presentation and design. The mapping shall be prepared at 30-scale with a two-foot contour intervals. Consultant shall discuss with NCTPA if aerial mapping is required and if so this shall become part of this Task. The mapping will include surface features such as buildings, fences, concrete curbs or flatwork, retaining walls, tree drip lines, pavement, signs, railroad improvements, traffic signals appurtenances, drainage flow lines and improvements, striping, and surface visible utilities. The datums for this survey shall be NAD 83 for horizontal and NAVD 88 or a City/County benchmark for vertical.
- c. Boundary/Easement Survey. The survey work shall include the identification and mapping of right of way and easements.

**Task 2.3 Field Inventory/Data Synthesis**

The consultant shall conduct a field inventory of the potential bikeway corridor, photographing or otherwise recording all conditions observed in the field. Compare field notes, photographs, and drawings with base maps to ensure that the base map accurately reflects existing conditions. Information to be field inventoried and mapped:

- a. Existing utility and traffic signal appurtenances
- b. Significant trees
- c. Drainage features

The consultant shall synthesize field data and printed data into a user-friendly map. Opportunities and constraints will be clearly identified as will the overlap and conflicts between various plans. The consultant shall present all information on large-scale maps using AutoCAD. Supplement maps with field notes so that they offer an accurate portrayal of existing and proposed conditions.

**Task 2.4 Utility Coordination**

Using the maps prepared above, the consultant shall coordinate with those agencies owning utilities within the project's influence. This includes, but is not limited to, the City of Napa (water) and PG&E (gas & electric) and any communication utilities. The consultant shall identify each agency's requirements for construction, temporary access and permanent access.

**Task 2.5 Geotechnical Review**

The consultant shall identify design criteria and drainage recommendations for any areas where retaining walls are likely necessary and shall identify what areas require pavement recommendations for the path (concrete, asphalt) which would require future geotechnical analysis.

**Task 3 CEQA COMPLIANCE**

It is anticipated that project construct will be funded with local or State funds and that NEPA clearance will not be required. If the budget permits, a CEQA determination is desired.

A CEQA Categorical Exemption is anticipated. The proposed improvements are not expected to result in environmental impacts. The consultant shall work with NCTPA to prepare a Notice of Exemption for use by the City/NCTPA to complete the California Environmental Quality Act (CEQA) clearance process. It is anticipated that NCTPA or City of Napa will take the lead.

If, during the course of the preliminary planning and environmental study preparation, additional unforeseen environmental constraints or project

impacts are identified that would necessitate further studies and the preparation of an Initial Study (IS) or Mitigated Negative Declaration (MND) to address CEQA requirements, a budget augment may be necessary.

This work may include preparation of exhibits and other backup materials by the consultant.

#### **Task 4 AGENCY AND STAKEHOLDER OUTREACH**

The consultant shall organize and conduct the agency and stakeholder engagement process, and develop appropriate graphic and written materials necessary to support the process. Anticipated agencies and stakeholders are:

City of Napa staff (Dept. of Public Works, Planning)

Napa Valley Wine Train

Utilities

Vine Trail Coalition

Napa County Bicycle and Pedestrian Advisory Committee

Napa Bike Coalition

Property and business owners and residents along the corridor

The consultant shall meet directly with key property owners on or adjacent to the corridor prior to a first public meeting. The consultant shall follow up with a second meeting bringing specific design recommendations that attempt to balance the needs of the trail users with those of the property owners. This will help avoid potential problems or surprises at the first public workshop.

The consultant shall coordinate with the NCTPA in arranging these meetings and contacts, and prepare an overall contacts list and notes.

#### **Task 5 DESIGN DEVELOPMENT DRAWINGS (35% CONSTRUCTION PLANS)**

Preliminary plans will be prepared by the consultant in AutoCAD 2010 or newer at a scale of approximately 1"= 30' (except otherwise noted) using the base sheets prepared under Task 2. Preliminary design plans are anticipated to include the following sheets (assuming "strip maps" where 2 trail segments are stacked on each sheet):

- a. Design development Geometric (Layout) Plans and notes (to include signage, striping and marking)
- b. Typical Sections Sheet
- c. Detail/Enlargement Sheets, including street crossings, signage, striping & markings, fencing, landscape and other site amenities

**Task 5.1 Design Development Drawings (35% Construction Documents)**

The following is a detailed scope of work to accomplish 35% design development drawings:

- a. Design Development geometric drawings will be prepared by the consultant in AutoCAD 2010 compatible format at a scale of 1"= 30' depicting the preferred trail alignment. The conceptual geometrics will be shown in plan view on the base maps, showing centerlines and edges of the trail. Centerline data such as curve radius will also be shown. Centerline profiles will not be prepared for the initial concepts; however, critical clearance requirements will be identified. Access options to the pathway will also be considered from adjacent land uses. The consultant shall review existing walking and bicycling patterns, available right-of-way, street crossing options, and other elements to ensure that the project is functional and integrated with the existing routes.
- b. Design Development Grading Plans. The consultant shall consider grading limits, tree protection and other implications while preparing the layout plans. Based on the geometric plans, the consultant shall prepare a preliminary grading plan. This will include an evaluation of alternatives for water-quality BMPs.
- c. Design Development Landscape Plan. A conceptual landscape plan will be developed by the consultant where landscaping is desired in consultation with NCTPA and the City of Napa. The plan will be conceptual in nature and will not specify types of trees, rather just location for replacement or new trees/shrubs.
- d. Typical Sections. Typical cross sections and details will be developed by the consultant for the pathway and roadway crossings. The consultant shall explore trail sections and surfacing materials that can accommodate the anticipated users of bicyclists and pedestrians.
- e. Design Development regulatory and directional Signage Plan / Striping & Marking Plans. The consultant shall develop a preliminary plan and schedule for directional signs for the bikeway, and potential additions or modifications to signage directed at motorists. A design development level striping/marketing plan will be generated for the 35% PS&E submittal. Proposed sign locations and striping/marketing will be shown on the pathway geometric plans.
- f. Pathway Fixtures. The consultant shall locate and reference standard Vine Trail fixture details.

- g. Design Development Retaining Wall Plan. The consultant shall provide a preliminary layout of retaining walls if necessary after the results of the topographic survey are reviewed.
- h. Lighting. Existing lighting on roadways and within the corridor will be identified and evaluated by the consultant for the proposed use.
- i. Traffic Signal Modification Plans. Preliminary plans will be prepared by the consultant for any recommended modifications to the existing traffic signals at Pearl Street, 1st Street, and 3<sup>rd</sup> Street to accommodate the new trail and user safety. Additionally recommendations will be made for un-controlled street crossing. A listing of probable improvements; proposed poles, cabinets, vehicle and pedestrian heads, vehicle and bicycle detection, striping and street lights will be included.
- j. Opinion of Probable Construction Cost. A preliminary estimate will be prepared by the consultant for the concept plan.

#### **Task 5.2 Potholing**

The consultant shall provide the NCTPA with a listing on potential potholing that may be required based on the preliminary design.

#### **Task 5.3 Design Development Level Opinion of Probable Costs**

The consultant shall calculate the quantities of project elements and prepare a preliminary estimate of probable construction cost. The estimate will include preliminary costs for construction, environmental mitigation, utility relocation/adjustment, and potential right-of-way acquisition. The consultant shall work with NCTPA Staff to ensure consistency with local practices and experiences. Appropriate contingencies and other factors will be applied to the construction estimate to yield a range of probable costs.

#### **Task 5.4 35% PS&E Plan Review**

The geometric concept drawings, sign layout concept, street crossing plans and conceptual landscape plans will be presented to the NCTPA by the consultant for input. A coordination meeting will be held with the design team, City of Napa, stake holders as required, and the NCTPA to review the concept plans. Based on one consolidated set of review comments, the consultant shall revise the products for presentation at a public workshop or proceed with design.

**Task 5.5 Right-of-way/Easement Acquisition Assistance**

The consultant shall assist NCTPA in preparing documents necessary for acquisition of right-of-way or easements from private property owners along the project alignment. This work will include plat maps for each acquisition as well as legal descriptions where easements are necessary.

**Task 5 Products**

- a. Preliminary Plans (35%) Design Development
- b. Preliminary estimate of probable cost
- c. Easement documents as necessary

**Task 6 PUBLIC WORKSHOPS/PRESENTATIONS**

The consultant shall prepare for and conduct one public workshop to review the project objectives, scope, issues, and other elements. The NCTPA will be responsible for meeting notice and arranging space and set-up for the meeting.

**Task 6.1 Presentation Materials**

The consultant shall prepare a PowerPoint for the workshop that includes (a) summary of the project and agenda, (b) need for the project, (c) review of site conditions, issues and constraints. The consultant shall prepare an agenda, sign-in sheet, questionnaire, and wall maps for use in the workshop.

**Task 6.2 Workshop and Summary**

The objectives of the workshop are 1) for attendees to understand why the project is being considered, the importance of a new separated bicycle and pedestrian corridor, the issues imposed by site conditions, and how other cities have addressed similar problems, and 2) to get the attendees actively involved in reviewing and commenting on design concepts.

A workshop comment summary will be prepared by the consultant and map mark-ups from the workshop will be studied during preparation of more detailed designs. The consultant shall study all comments to understand areas of major concern, and shall provide ideas on how to respond to all comments, such as identifying variations on design concepts or new concepts, and issues that might be addressed through design or operations and maintenance.

**Task 6 Products**

- a. Public Workshop outreach materials - web-ready
- b. Presentation materials - PowerPoint
- c. Workshop summary and plan mark-ups

**Task 8 PLANS, SPECIFICATIONS AND ESTIMATES (65%)****Task 8.1 65% Plans, Specifications and Estimate**

After approval of the 35%-level design by NCTPA and the City of Napa, the consultant shall prepare 65%-level documents (plans, specifications, and engineer's estimate) to the extent that the budget allows. The consultant shall meet with NCTPA and City of Napa to identify what tasks shall be completed, with the remaining funds, after review of the 35% design.

The consultant shall respond to all 35% design review comments and appropriate revisions shall be made to the 65%-level documents. This submittal will include cost estimates and special provisions. The special provisions will be prepared in English units using the Caltrans 10-section format, including the latest Caltrans Standard Special Provisions available. The State of California Standard Plans and Specifications for Construction of Local Streets and Roads shall be used as well as the design elements that are recommended and specified in the National Association of City Transportation Officials (NACTO) as the basis for project plans and specifications. Plans will be produced on NCTPA or City of Napa title blocks.

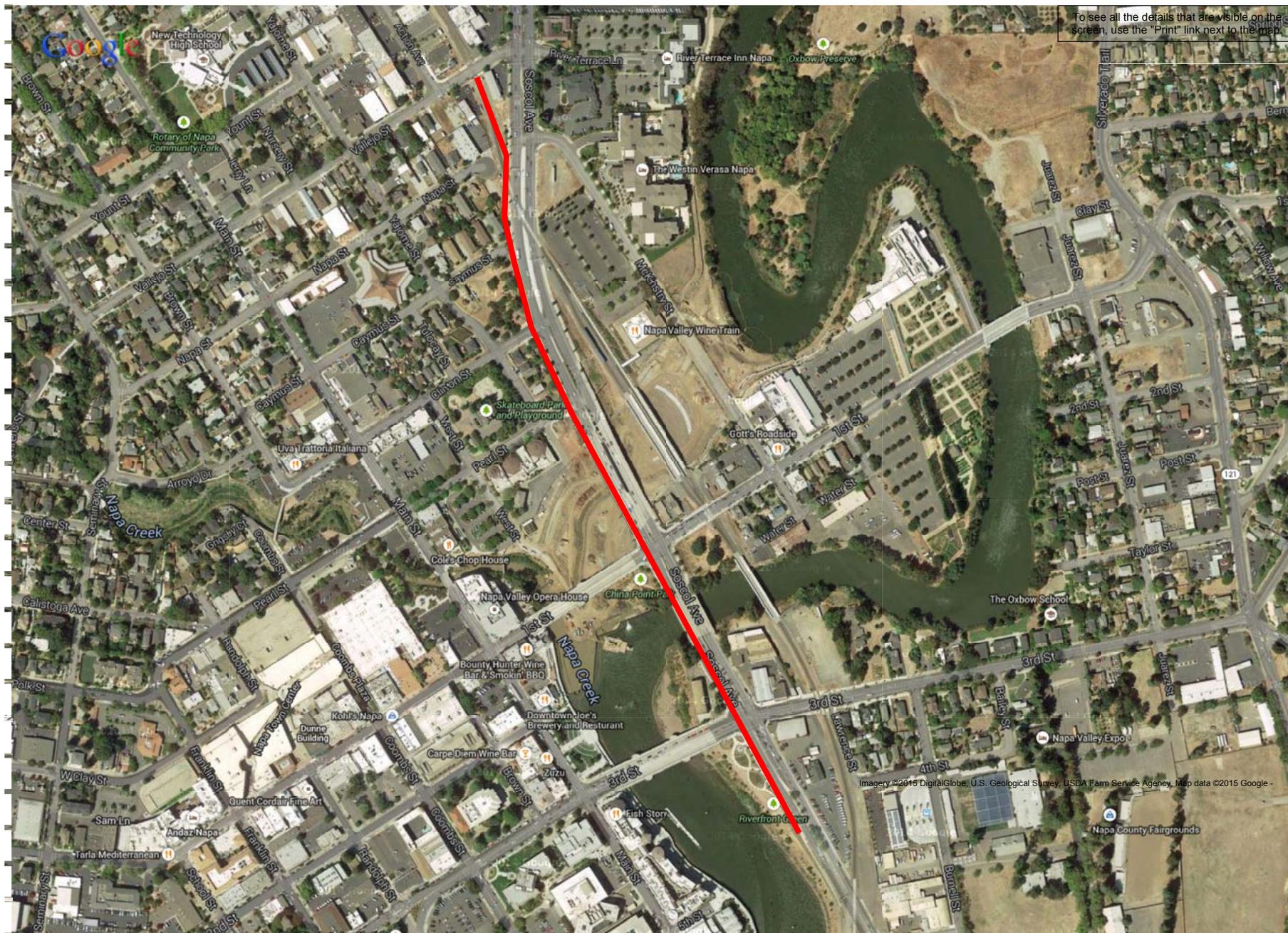
Civil Plans

- a. Respond to 35% Design Comments. The Consultant will respond to all 35% design review comments and appropriate revisions will be made to the 65% submittal.
- b. Bike Lane Layout. Plans will include geometrics, signage, striping, markings and fixtures. The layout of the bike lane will conform to the approved preliminary bike lane design and the sheet layout will be same as that for 35% Plans.
- c. Grading and Drainage Design. The consultant shall prepare a grading and drainage design. Plans will include proposed grading, demolition, erosion control measures, and a tree protection plan. The plan will also include water-quality BMPs.
- d. Retaining Wall Design. The consultant shall provide the design and details for the retaining walls necessary as identified earlier. Structural calculations will be provided. Any wall will conform with Caltrans standards as well as geotechnical engineer's recommendations.
- e. Typical Sections. The consultant shall provide typical sections where required to convey the design intent.
- f. Traffic signal modifications and street crossing details shall be designed.

- g. Incorporate findings of the CEQA determination if this has been determined.

**Task 8.1 Products**

- a. Responses to 35% Design Comments (3 copies)
- b. 65% Plan set, partial or complete (3 copies)
- c. 65% Special Provisions, partial or complete (3 copies)
- d. 65% Cost Estimates (3 copies)



## **EXHIBIT C**

### **WORK SCHEDULE**

Deliverables: In accordance with EXHIBIT B, Scope of Work, NLT September 30, 2015, or sooner.

**EXHIBIT D**

**FEE SCHEDULE - Final Cost Proposal**

This attachment provides the basis of payment and fee schedule. **The basis of payment for this contract is indicated by an “X” in the applicable box.** The basis shall be supported by the Final Cost Proposal (FCP) shown below. If more than one basis of payment is used, each one must be supported by a separate FCP.

“X”	Basis	
_____	Lump Sum	The lump sum shall be equal to the maximum amount payable. The lump sum includes all direct and indirect costs and fixed fee. The Engineer shall be paid pro rata based on the percentage of work completed. For payment the Engineer is not required to provide evidence of actual hours worked, travel, overhead rates or other evidence of cost.
<u>  X  </u>	Unit Cost	The unit cost(s) for each type of unit and number of units are shown in the FCP. The unit cost includes all direct and indirect costs and fixed fee. The Engineer shall be paid based on the type and number of units fully completed and the respective unit cost. For payment, the Engineer is not required to provide evidence of actual hours worked, travel, overhead rates or any other cost data. The FCP may include special items, such as equipment which are not included in the unit costs. Documentation of these special costs may be required. The maximum amount payable equals the total of all units times their respective unit cost plus any special direct items shown.
_____	Specified Rate Basis	The specified rates for each type of labor are shown in the FCP below. The FCP may include special items, such as equipment which are not included in the specified rates. Payment shall be based on the actual hours worked multiplied by the specified rate for each type of labor plus other agreed to special direct cost items. The specified rate includes direct labor and indirect cost and fixed fee. The NCTPA may request documentation of reimbursable direct costs including hours worked. Documentation of special item costs may be required. The specified rate is not subject to audit.
_____	Cost Plus Fixed Fee	<p>Payment shall be based on direct and indirect costs incurred <u>plus</u> a pro rata share of the fixed fee based on the ratio of <u>labor and overhead cost incurred to total estimated labor and overhead cost in the FCP</u> or the percentage of work completed. The invoice must itemize labor rates, hours worked, other direct costs and indirect costs. The Engineer may be required to provide documentation of hours worked and any eligible direct costs claimed. The provisional overhead rate charged is subject to audit and adjustment to actual rates incurred. The FCP below shows the hourly rates for labor, other direct expenses including but not limited to travel and allowable materials, provisional overhead rate and the fixed fee.</p> <ul style="list-style-type: none"> <li>A. Actual Cost Plus Fixed Fee - Actual wages are paid (no minimum, no maximum.)</li> <li>B. Range of Cost Plus Fixed Fee – Actual wages <u>must</u> be within the allowable range shown on the Final Cost Proposal.</li> </ul>

**EXHIBIT D**  
**FEE SCHEDULE**

Final Cost Proposal (FCP) Supporting Basis of Payment

The Engineer will be reimbursed on a per-project basis and on a not-to-exceed specified **\$99,997**, as defined in EXHIBIT B.

The Engineer will be paid from monthly invoices submitted directly to NCTPA with required Monthly Progress Reports.

Compensation for Additional Services (if any) shall be paid by NCTPA to the Engineer according to the terms of a future Supplemental Agreement or Work Authorization.

The **MAXIMUM AMOUNT PAYABLE** is **\$99,997** .

EXHIBIT D



**Napa Valley Vine Trail - Soscol Avenue Corridor**  
February 6, 2015

Tasks	RSA * - Labor							Total Hours	Total Labor Costs	W-Trans *		Total Sub Costs (2)	Other Direct Costs	TOTAL FEE	TASK TOTALS	
	Ryan Gregory	Jeremy Sill	RSA Support Staff		Bob Serrao	RSA Survey Crew	RSA Clerical			Traffic	Subtotal Subs					
	Principal \$210	Project Manager \$180	Project Engineer \$165	Eng Tech \$135	Licensed Surveyor \$165	Survey Crew (1) \$235	Clerical \$80									
Task 1: Project Initiation and Management	6	8						14	\$2,700	\$1,998	\$1,998	\$2,098		\$4,798	\$4,798	TASK 1
Task 2: Data Collection and Analysis																
2.1 Data Collection		2	8					12	\$1,840	\$3,500	\$3,500	\$3,675		\$5,515		
2.2 Base Mapping																
A. Title Reports			2					2	\$330		\$0	\$0	\$3,000	\$3,330		
B. Topographic Survey		1	2	16	8	32		59	\$11,510				\$100	\$11,610		
C. Boundary/Easement Survey				44	16	32		92	\$16,100		\$0	\$0	\$100	\$16,200		
2.3 Field Inventory/Data Synthesis		4						4	\$720	\$4,752	\$4,752	\$4,990		\$5,710		
2.4 Utility Coordination		1	12					13	\$2,160		\$0	\$0	\$100	\$2,260		
2.5 Geotechnical Review		2	4					6	\$1,020		\$0	\$0		\$1,020	\$45,645	TASK 2
Task 3: CEQA Compliance		4	8	8				20	\$3,120					\$3,120	\$3,120	TASK 3
Task 4: Agency and Stakeholder Outreach	2	8	8					18	\$3,180		\$0	\$0		\$3,180	\$3,180	TASK 4
Task 5: Design Development Drawings (35%)																
5.1 35% Construction Plans	2	8	60	80				156	\$23,040	\$7,585	\$7,585	\$7,964	\$500	\$31,504		
5.2 Potholing		1	8	2				11	\$1,770		\$0	\$0		\$1,770		
5.3 Design Development Level Opinion of Probable Costs		1	12					13	\$2,160		\$0	\$0		\$2,160		
5.4 35% PS&E Plan Review								0	\$0		\$0	\$0		\$0		
5.5 Right-of-way/Easement Acquisition Assistance		4	8	8				20	\$3,120		\$0	\$0		\$3,120	\$38,554	TASK 5
Task 6: Public Workshops/Presentations											\$0	\$0				
6.1 Presentation Materials		4	8	8				20	\$3,120				\$200	\$3,320		
6.2 Workshop and Summary		4	4					8	\$1,380					\$1,380	\$4,700	TASK 6
Task 7: 65%, 95% and Final PS&Es																
8.1 65% PS&Es								0	\$0		\$0	\$0		\$0	\$0	TASK 7
<b>TOTAL</b>	<b>10</b>	<b>52</b>	<b>144</b>	<b>166</b>	<b>24</b>	<b>64</b>	<b>8</b>	<b>468</b>	<b>\$77,270</b>	<b>\$17,835</b>	<b>\$17,835</b>	<b>\$18,727</b>	<b>\$4,000</b>	<b>\$99,997</b>	<b>\$99,997</b>	<b>TOTAL</b>

NOTES:

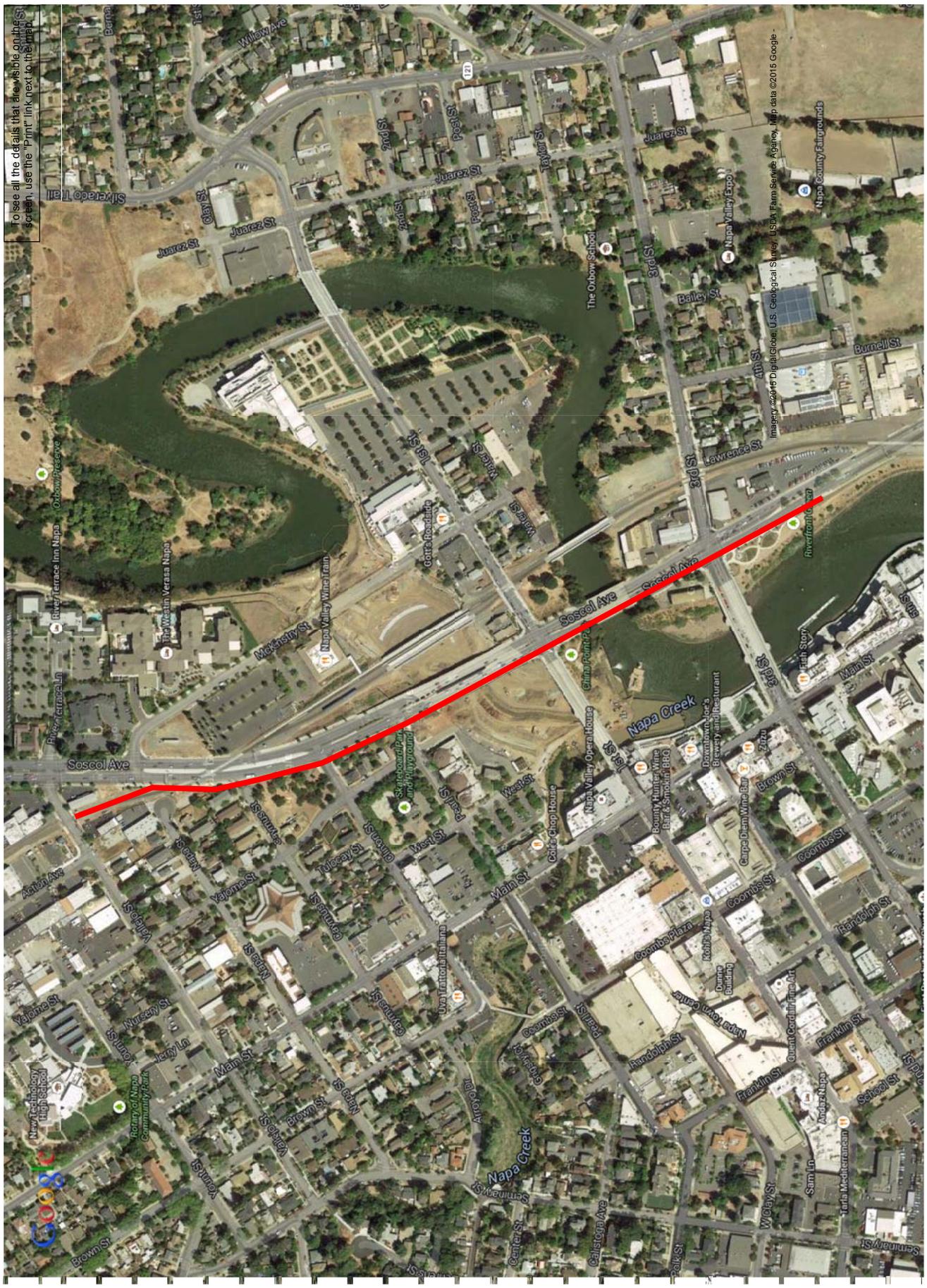
(1) Prevailing wage rates

(2) Subconsultants will be billed at actual cost plus 5%

\* Percentage Work by certified DBE=

18.7%

Napa Valley Vine Trail - Soscol Segment Aerial View



To see all the details that are visible on the Street View screen, use the "Print" link next to the map.



February 18, 2015  
NCTPA Agenda Item 9.9  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Herb Fredricksen, Program Manager - Engineer  
(707) 259-5951 / Email: [hfredricksen@nctpa.net](mailto:hfredricksen@nctpa.net)  
**SUBJECT:** Approval of (1) Amendment No. 4 to Work Authorization 5, Agreement No. 12-29 with Riechers & Spence Associates (RSA); (2) Work Authorization 10, Agreement No. 12-29 with Riechers & Spence Associates (RSA) and (3) Resolution No. 15-07 Delegating Authority to Approve Plans and Specifications for the Napa Valley Vine Trail Project – Oak Knoll District

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board (1) approve and authorize the Executive Director to sign Amendment No. 4 (Attachment 1) to Work Authorization 5, Agreement No. 12-29 with Riechers & Spence Associates (RSA) for professional engineering service related to the Napa Valley Vine Trail - Oak Knoll District Project (Project) in an amount not to exceed \$120,835; (2) approve and authorize the Executive Director to sign Work Authorization 10, Agreement No. 12-29 (Attachment 2) with Riechers & Spence Associates (RSA) for construction engineering service related to the Napa Valley Vine Trail - Oak Knoll District Project (Project) in an amount not to exceed \$595,829 and extend the period of performance to June 30, 2016 and (3) approve Resolution No. 15-07 (Attachment 3) Delegating authority to approve plans and specifications for the Napa Valley Vine Trail Project – Oak Knoll District to NCTPA's Program Manager-Engineer.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

The Project plans and specification are nearly complete and ready to advertise for construction. It is now necessary to amend the work authorization to include completing

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the preliminary engineering phase, advertise the project for construction and construction engineering services during construction.

Herb Fredricksen, P.E. has been the engineer of the Project for NCTPA and staff is requesting that the Board delegate authority to him to sign the plans and specifications.

### **PROCEDURAL REQUIREMENTS**

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

### **FISCAL IMPACT**

Is there a fiscal impact? Yes. The total cost of the amendment is \$716,664.

Is it Currently Budgeted? Yes

Where is it budgeted? Transportation, Community and System Preservation Fund

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: None

Consequences if not approved? The project will be delayed and project revenues could be compromised if an extension is not granted.

### **CEQA REQUIREMENTS**

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

### **BACKGROUND AND DISCUSSION**

On November 26, 2012, NCTPA issued a Request for Qualifications (RFQ) for ongoing engineering, planning and related services. As a result of that RFQ, a contract was awarded to Sonoma RSA, INC., aka Riechers & Spence Associates (RSA) for ongoing engineering and planning services. NCTPA issued Work Authorization 4 to engage RSA to provide engineering services related to the Project. Amendment No. 4 provides additional preliminary engineering services to complete the plans and specifications, conduct soils testing for hazardous materials, conduct an independent constructability review, and to advertise the project for construction totaling \$120,835. Work Authorization 10 provides construction engineering services; support by biologists, arborist, traffic, structural and geotechnical engineers, construction management and

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inspection services during the construction phase totaling \$595,829. The total cost of the contract to date, including these amendments is \$ 1,843,307.

Staff plans to advertise the project for construction this spring in order to take full advantage of the summer construction season and to meet pressing funding authorization deadlines. Herb Fredricksen, Program Manager-Engineer, has been the project engineer for NCTPA and staff is requesting that the Board delegate the authority to approve the plans and specifications to him in order to advertise the project for construction as soon as possible. Once the plans and specifications are approved on behalf of the agency the final funding authorizations can be requested and secured, at which point the Project can be advertised for construction. This Board action would also provide design immunity per California Government Code 860.6. Herb Fredricksen is a licensed Civil Engineer in good standing in the State of California, license number C65363.

### **SUPPORTING DOCUMENTS**

Attachments: (1) Amendment No. 4 to Work Authorization 5 Agreement No.12-29  
(2) Work Authorization 10 Agreement No. 12-29  
(3) Resolution No. 15-07

**AMENDMENT NO. 4  
TO WORK AUTHORIZATION NO. 5  
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

**THIS SUPPLEMENTAL WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Professional Service Agreement No. **12-29** with Work Authorization No. **P005** (the Contract) entered into by and between the Napa County Transportation and Planning Agency (NCTPA), and Sonoma RSA, Inc., aka Riechers Spence & Associates (the Engineer).

**RECITALS**

**WHEREAS**, in July 2013 NCTPA entered into a contract with the Engineer to perform Professional Engineering Services necessary to provide NCTPA with On-Call Engineering and Project Delivery Services in accordance with the project description.

**WHEREAS**, NCTPA requires additional design services work to be performed; and

**WHEREAS**, the Parties need to extend the term of the Work Authorization to complete additional performance requirements; and

**WHEREAS**, the Engineer's budget under EXHIBIT D requires adjustment; and

**WHEREAS**, the Engineer requires an additional \$120,835 to complete the additional tasks; and

**TERMS**

**NOW, THEREFORE**, the NCTPA and the Engineer agree to amend the Work Authorization as follows:

1. **PART I.** Referenced Exhibits are amended to add the scope of work contained in EXHIBIT B-1 attached hereto and incorporated by reference.
2. **PART II.** Maximum amount payable under this Work Authorization of \$1,126,643, is increased by \$120,835 for additional preliminary and construction engineering services and design work, for a new **total maximum compensation of \$1,247,478.**
3. **PART IV** of the Work Authorization is replaced in its entirety to read:

**PART IV.** This Work Authorization shall become effective on the date of final acceptance of the parties hereto and **shall terminate on June 30, 2016**, unless extended by a supplemental Work Authorization.

4. Except as set forth above, the terms and conditions of the Work Authorization shall remain in full force and effect as previously approved.

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**IN WITNESS WHEREOF**, this Amendment is executed in duplicate counterparts and hereby accepted and acknowledged below.

**THE ENGINEER**

**NCTPA**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title),

\_\_\_\_\_  
(Title),

\_\_\_\_\_  
Kate Miller, Executive Director

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**EXHIBIT B-1**  
**SERVICES TO BE PROVIDED BY THE ENGINEER**

*(SEE ATTACHED)*

	RSA+   CONSULTING CIVIL ENGINEERS + SURVEYORS + <b>EXHIBIT B-1</b>		SERVING CALIFORNIA SINCE   1980	1515 FOURTH STREET NAPA, CALIFORNIA 94559 FAX   707   252.4966 OFFICE   707   252.3301
	HUGH LINN, PE, QSD, QSP PRINCIPAL + PRESIDENT  hLinn@RSAcivil.com	RYAN GREGORY, PE PRINCIPAL + VICE PRESIDENT  rGregory@RSAcivil.com	CHRISTOPHER TIBBITS, PE, LS PRINCIPAL + VICE PRESIDENT  cTibbits@RSAcivil.com	RSAcivil.com
707   252.3301   RSAcivil.com				

#4115470.1.02  
 February 3, 2015

Napa County Transportation & Planning Agency  
 Attn: Herb Fredericksen  
 625 Burnell Street  
 Napa, CA 94559  
[hfredricksen@nctpa.net](mailto:hfredricksen@nctpa.net)

RE: Napa Valley Vine Trail (Work Authorization No. 12-29P005)  
 Amendment No. 5 (Project No. 413004.3)

Dear Herb:

Please find below our amended scope of services:

**RSA+**

Additional work was required to revise the plans and address agency comments as follows:

- a. Extensive work has been performed and is continuing to be performed to revise a large section of the project within the City of Napa based on changes requested by the City. This includes relocation of the new curb line on the east side of Solano, new grades along the curb and centerline of path, revisions to the community connectors, changes to the drainage details and locations of under-sidewalk drains, changes to the retaining walls and updates to the striping and erosion control plans.
- b. Additional topographic survey was required based upon the new curb line changes required by the City of Napa stated in item a above.
- c. Design exhibits and changes to the curb ramp and the northeast corner of California Drive/northbound on-ramp in Yountville based on new Caltrans comments.
- d. Processing comments with Caltrans and negotiating comments pertaining to the signals and Yountville undercrossing
- e. Assistance in negotiating with Mr. Housely for an easement over his property. This included preparation of exhibits, communication with the City, additional topographic survey, design of parking spaces, including grading and drainage and meetings with Mr. Housely to secure the easement required.
- f. Assistance with relocation of existing monumentation including the ghost bike and tree memorial.

**BASELINE**

Baseline Environmental prepared a Preliminary Site Investigation which consisted of the following scope of services:

- a. Prepared an informal workplan (e.g., develop sampling rationale and prepare a graphic showing sampling locations).
- b. Collected soil samples, retained analytical laboratory to analyze samples

- c. Prepared a draft and final PSI reports.

### **GSM LANDSCAPE ARCHITECTURE**

GSM performed the following additional design services:

- a. Plan revisions to layout and add mile markers along this section of the Vine Trail as requested by Vine Trail Coalition at ¼ mile increments.
- b. Creation of mile marker construction detail
- c. Addition of mile marker specifications to landscape architectural technical specifications section.
- d. Revisions to construction cost estimate to include mile markers.

### **CONSOLIDATED CM**

CCM will conduct a constructability review from the perspective of a bidding contractor. They will also review the general conditions and special provisions to identify if the contractual tools needed to manage the construction process are there and up to date. The study will begin with an orientation meeting for the team at which they will outline the project and the goals of the review. The individual team members will then independently review their portion of the documents each compiling an issues and questions list. Each reviewer will share his findings with the other team members. Once everyone is finished with their review, CCM will compile a report of their findings and meet with the team to review and explain their results and observations.

### **W-TRANS**

W-Trans will perform or has performed the following additional design services:

- a. Assist with preparation of the Highway Safety Improvement Program (HSIP) application to apply for funding of the traffic signals. W-Trans will work with the NCTPA to prepare the application and will assist on an as-needed basis within the fee listed below.
- b. Prepared traffic counts and a warrant analysis for the California Drive/Northbound highway 29 on-ramp to determine if a stop sign was warranted.

**AMENDED FEE**

The following fees are on a "Time & Materials, not to exceed" (T&M nte) fee basis:

**Amended Fee**

The fee breakdown is as follows:

<b>RSA+</b>		
Engineering Design Services.....		\$80,500
<b>BASELINE</b>		
PSI Report.....		\$15,750
<b>GSM LANDSCAPE ARCHITECTURE</b>		
Design Additions to Final 100% CD.....		\$ 1,200
<b>CONSOLIDATED CM</b>		
Constructability Review.....		\$16,435
<b>W-TRANS</b>		
HSIP Assistance.....		\$ 5,250
<b>W-TRANS</b>		
Yountville Traffic Counts.....		\$ 1,700
	<b>TOTAL</b>	<b>\$120,835</b>

The new task total is as follows:

Task 8..... 65%, 95%, and Final PS&E's..... (T&M).....	\$466,954 Current Fee
	<u>\$120,835 Additional Fee</u>
	<b>\$587,789 Total Amended Fee</b>

Please sign in the space provided below to indicate your concurrence with this fifth amendment to our original agreement. Please feel free to call should you have any questions.

Very truly yours,

Agreed:



Ryan Gregory, P.E., LEED AP  
Vice President  
RCE 63902

By: \_\_\_\_\_

**WORK AUTHORIZATION NO. 10**  
**CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

**THIS WORK AUTHORIZATION** is made pursuant to the terms and conditions of Professional Service Agreement No. **12-29** (the Agreement) entered into by and between the Napa County Transportation and Planning Agency (NCTPA), and Sonoma RSA, Inc., aka Riechers Spence & Associates (the Engineer).

**PART I.** The Engineer will perform Professional Engineering Services necessary to provide NCTPA with On-call Engineering and Project Delivery services, in accordance with the project description (Scope of Work) attached hereto and made a part of this Work Authorization. The responsibilities of the NCTPA and the Engineer as well as the work schedule are further detailed in EXHIBITs A, B, C, and D which are attached hereto and made a part of the Work Authorization.

**PART II.** The maximum amount payable under this Work Authorization is **\$595,829** and the method of payment is Labor Rates, as set forth in EXHIBIT B of the Agreement. This amount is based upon fees set forth in EXHIBIT D, Fee Schedule, of the Agreement and the Engineer’s estimated Work Authorization costs, attached and made a part of this Work Authorization.

**PART III.** Payment to the Engineer for the services established under this Work Authorization shall be made in accordance with Section(s) 3 thru 4 of the Agreement, and EXHIBIT D.

**PART IV.** This Work Authorization shall become effective on the date of final acceptance of the parties hereto and shall **terminate on June 30, 2016**, unless extended by a supplemental Work Authorization.

**PART V.** This Work Authorization does not waive the parties' responsibilities and obligations provided under the Agreement.

**IN WITNESS WHEREOF**, this Work Authorization is executed in duplicate counterparts and hereby accepted and acknowledged below.

**THE ENGINEER**  
Sonoma RSA, Inc.

**NCTPA**

_____	_____	_____
(Signature)	(Signature)	(Signature)
_____	_____	_____
(Title),	(Title),	Kate Miller, Executive Director
_____	_____	_____
(Date)	(Date)	(Date)

**LIST OF EXHIBITS**

- Exhibit A Services to be provided by the NCTPA
- Exhibit B Services to be provided by the Engineer
- Exhibit C Work Schedule
- Exhibit D Fee Schedule/Budget

## **EXHIBIT A**

### **SERVICES TO BE PROVIDED BY THE NCTPA**

The NCTPA will furnish or assist the Engineer in obtaining the following items and services:

1. Designate a Project Manager to coordinate all aspects of the project with the Engineer.
2. Furnish all available information necessary to perform the work in this contract.
3. Provide ongoing guidance, timely reviews and decisions necessary to complete the services required by this contract.
4. Perform timely review and processing of billing statements.

**EXHIBIT B**

**SERVICES TO BE PROVIDED BY THE ENGINEER**

**SCOPE OF WORK**

*(See Attached)*

# NAPA VALLEY VINE TRAIL - CONSTRUCTION ENGINEERING AND MANAGEMENT SERVICES - SCOPE OF WORK

**Fredricksen, Herb**

---

**From:** Fredricksen, Herb  
**Sent:** Thursday, December 18, 2014 12:24 PM  
**To:** Jeremy Sill  
**Cc:** Ian Heid  
**Subject:** CM Tasks

Jeremy,

Here is a list of task that I may/may not need help with, in no particular order. It's hard to quantify a time for the subs for any of these because I don't know what my workload is going to be next year. It's very possible that I could do many of these if I have the time. These are all tasks that I have done or supervised others to do on CIPs. I will be in responsible charge for the agency and available to deal with issues as they arise. But I need an experienced individual(s) that can make decisions within their level of authority to keep the contractor moving in the field in order to avoid delays. I expect that field personnel would remain for the life of the project.

This is a fed aid project so I need evidence that the consultant has experience with the procedures and also in dealing with the scope of work for the project. The sub may want to discuss some of these tasks for clarification or to state that they are not capable to undertake them. And I would appreciate the sub listing other task that they feel may be needed. Also, I'd like to know if the sub has forms for some of these tasks or Caltrans has some std forms that could be used. Before a contract is signed we should probably sit down to discuss all this.

- Have experience with Caltrans Local Assistance Procedures Manual and the Construction Manual
- Provide supervision for field work with me acting as a resident engineer but generally not at the site
- Attend Pre-con meeting
- Inspection services to ensure adequate field control and conformance with the plans & specs
- Keeping accurate records to substantiate contract bid item payment
- Keep daily reports of personnel and equipment being used, location identified by stationing
  - Report could be used to verify certified payrolls
- Working days reporting
- Keep field DBE records
- Promptly report anticipated changes in the character of the work to keep the CCO process moving
- Conduct contractor employee interviews
- Provide initial review of submittals and certs of compliance
- Receive & verify material tags
- Receive & review field material testing data from geotech
- Testing conducted per QAP
- Safeguard public and workmen safety
- Prepare progress pay estimates
- Insure EEO publications are at work site for record purposes
- Other duties as assigned typical to field inspection and reporting

Let me know if you or your sub has any questions on this. Thank you,  
Herb

Herb Fredricksen, P.E.  
Program Manager - Engineer

	RSA+   CONSULTING CIVIL ENGINEERS + SURVEYORS +		SERVING CALIFORNIA SINCE   1980		1515 FOURTH STREET NAPA, CALIFORNIA 94559 FAX   707   252.4966 OFFICE   707   252.3301
	HUGH LINN, PE, QSD, QSP PRINCIPAL + PRESIDENT  hLinn@RSACivil.com	RYAN GREGORY, PE PRINCIPAL + VICE PRESIDENT  rGregory@RSACivil.com	CHRISTOPHER TIBBITS, PE, LS PRINCIPAL + VICE PRESIDENT  cTibbits@RSACivil.com	707   252.3301   RSACivil.com	

#4115470.1.01  
 February 3, 2015

Napa County Transportation & Planning Agency  
 Attn: Herb Fredericksen  
 625 Burnell Street  
 Napa, CA 94559  
[hfredricksen@nctpa.net](mailto:hfredricksen@nctpa.net)

RE: Napa Valley Vine Trail (Work Authorization No. 12-29P005)  
 Amendment No. 4 (Project No. 4113004.3)

Dear Herb:

Please find below our proposed additional scope of services for the Construction Phase of the project:

**RSA+ / GSM Landscape Architecture / Mark Thomas & Company / W-Trans**  
**CONSTRUCTION PHASE SERVICES**

1. **Engineering Support Services.** We will provide engineering support services during construction of improvements for the project. This work will be on “as needed/on-call” basis and will include the following:
  - a. Pre-construction meetings and construction meetings.
  - b. Periodic site observation/visits.
  - c. Assist with in-the-field design changes as requested.
  - d. Response to RFI’s as requested by inspector/construction manager.
  - e. Assistance with reviewing Change Orders.
  - f. Coordination with agencies on changes in each jurisdiction.
  - g. Other construction related work as requested.

**Consolidated CM**  
**CONSTRUCTION MANAGEMENT & SUPPORT SERVICES**

1. **General**
  - a. CCM will create a project cost tracking system, forecast and track changes as they occur. The system will be suitable to monitor multiple funding sources and provide the Napa Valley Transportation and Planning Agency (Agency) with a regular cost reports in compliance with the Caltrans Local Assistance Procedures Manual and the Caltrans Construction Manual.
  - b. CCM will assist with preparing agenda and coordinating preconstruction kick-off meeting to coincide with NTP. The meeting will cover the topics presented in the contract specifications and other items related to the proper administration of the contract. CCM will prepare and distribute meeting minutes and post them on the project website.

- c. CCM will create and distribute a monthly project report which summarizes progress, pending issues, areas of concern and action, schedule and budget status, progress photos. Report to include an executive summary.
- d. CCM will establish a password protected project website to promote team communication and document actions. The website will cover construction and close-out phases of the project; contain all key time sensitive documents such as shop drawing, RFIs, as-builts, inspection reports, inspection requests, SWPPP Documents, meeting minutes and change orders. It will be backed up with a full set of physical files which will be turned over to the Agency at the end of the project.
- e. CCM will attend public meetings and community committee meetings as requested.
- f. CCM will conduct regular progress meetings with the contractor and Agency. Meeting minutes will be prepared and distributed after each meeting and include recording of open issues and assigning of actions items.
- g. CCM will assist with coordination as needed between the project and the municipalities and other jurisdictions which interface with the project.
- h. CCM will assist the Agency with addressing funding related reporting requirements including quarterly reports, scope change requests and any other as-needed documentation.
- i. Labor Compliance: CCM will perform labor compliance activities. Review certified payrolls, and conduct worker interviews as needed. Assure compliance with prevailing wage requirements, Disadvantaged Business Enterprise (DBE) requirements and State and Federal laws.

2. **Construction**

- a. CCM will coordinate the contractor's submittals. We will review and coordinate submittals with the design team to assure they are complete and reviewable and then forward them to Design to be acted upon promptly. All submittals are logged and tracked in our online CPM system from which aging reports and logs are printed to facilitate discussions at the weekly progress meetings. This same process will be followed for tracking and processing of RFI's and contract change orders.
- b. CCM will have a full time on site inspector to provide inspections, monitor the project for SWPPP plan compliance, oversight contractor compliance to the established environmental mitigation measures, perform field observations, maintain overall coordination with contractor, construction manager, Agency's engineer, Agency's representative and other key individuals. The inspector will provide a daily inspection report, daily manpower, a weekly working days report, respond to all contractor inspection requests and maintain a set of as-built drawings. CM will help assist in the coordination with Utilities and Permitting Agencies as required.
- c. The Construction Manager will be part time or full time as-needed in support of the Agency's Resident Engineer and in response to the needs of the project. He will handle field issues, meetings, changes, contract administration, reporting and coordination of other associated independent project-related activities.
- d. The CCM resident inspector will coordinate all special inspection and lab testing and record all site visits. The inspector will review the testing labs monthly payment request for accuracy and make a recommendation to the Agency as to the correct amount to pay.

- e. CCM will provide both schedule and budget assistance. We will monitor construction progress, review and approve the construction schedule submittals, and maintain a construction cost reporting system.
- f. CCM will review and recommend approval of contractor's application for payment.
- g. CCM will review, estimate, negotiate, document and recommend approval of Change Orders and related documents.
- h. Throughout the project CCM will practice a claims avoidance management style. This will involve early identification of potential issues and a proactive effort at early issue resolution.

**3. Project Turnover and Close-out**

- a. CCM will monitor all the contractor and vendor testing and documentation required for contract compliance and ensure that it is performed and submitted fully. CCM will also assist with the interface with the fire marshal, building department and any other code enforcement authorities to help ensure an orderly and timely project close out.
- b. CCM will assist the Agency to schedule training, manage the receipt and turnover of spare parts, O&M manuals and Warranty Documents. CCM will, working with Agency staff and the Engineer prepare a project punchlist. CCM will further estimate the value of the punchlist items to be used to establish the appropriate amount of contractor retention pending completion of the punchlist work.
- c. CCM will oversee project closeout including the completion of all construction, training and punchlist activities to ensure a project has been completed in compliance with contract documents.
- d. CCM will review and sign off the contractor's as-builts. This review will be performed by the inspector and will also utilize the CCM on-line as-builts which will be created during the project day-by-day. An electronic version will be available on line for use by the project team and turned over to the Agency at the end of the project.
- e. CCM will review any outstanding dispute items at the completion of the project and made clear recommendations to the Agency as to appropriate action or potential resolution parameters.

**LSA**

**BIOLOGICAL/CONSTRUCTION MONITORING SERVICES**

**1. Preconstruction Tasks**

LSA will conduct the following sub-tasks to ensure project compliance with NES AMMs for jurisdictional waters, creeping ryegrass stands, and western pond turtle:

- a. California Department of Fish and Wildlife Notification. On behalf of the Napa County Transportation and Planning Agency (NCTPA), LSA will submit the names and qualifications of the proposed construction monitoring biologist(s) to the California Department of Fish and Wildlife (CDFW) for review and approval at least 15 days prior to ground disturbance.

- b. Environmental Awareness Training. LSA's monitoring biologist will conduct an environmental awareness training session for all construction crews and supervisors who will be working on the site. Typically, this training is provided on the first day of mobilization. The training will include a review of environmental laws and AMMs being implemented to avoid and/or minimize impacts on special-status species. In addition to the initial training session, the monitoring biologist will complete individual training sessions for construction personnel who are assigned to the job after the initial group training. Whenever possible, these trainings will be conducted concurrently with the weekly monitoring to minimize the number of trips to the site. However, since all workers must be trained prior to starting work, we have provided up to three individual training sessions.
- c. Exclusion Fence Installation. LSA will assist with the siting of the exclusion fencing and will monitor its installation. The exclusion fencing will be installed along the Yountville Collector (north end of project area to just north of Hillview Lane), Dry Creek, and Salvador Collector (Luke Drive to Trower Avenue) to prevent western pond turtles from accessing the work area. This fencing will also serve as Environmentally Sensitive Area (ESA) fencing to prevent workers from entering jurisdictional waters adjacent to but outside the work areas as required in Section 4.1.1.2 of the NES. This sub-task includes 4 hours of Senior Biologist time for email and/or phone consultations regarding fence materials and approximate placement and three days (10 hours/day including travel) of Field Biologist time to monitor fence installation. During the fence installation, LSA's monitoring biologist will note which portions of the adjacent drainages contain the highest quality habitat for western pond turtles (i.e., banks or hardscape features providing basking sites) and note these locations on a map for use during subsequent preconstruction surveys (see Task 2 below).
- d. Creeping Ryegrass ESA Fencing. To ensure that creeping ryegrass (*Elymus triticoides*) stands outside the work area will remain undisturbed during construction, an LSA botanist will provide guidance on the placement of ESA fencing around the stands.

2. **Western Pond Turtle Preconstruction Surveys**

Within 48 hours of any construction adjacent to portions of the drainages that provide suitable basking sites for western pond turtles (which will be noted and mapped during exclusion fence installation under Task 1), LSA's monitoring biologist will survey the work area to ensure that no pond turtles are present. If any pond turtles are found in the work area, the biologist shall move them to nearby suitable habitat a minimum of 300 feet from the work area, provided that authorization to relocate pond turtles is included as part of the project's Streambed Alteration Agreement (SAA) with CDFW. *LSA assumes that such authorization will be or is being requested as part of the SAA application.* Because work will likely occur along different segments of the trail alignment at different times, multiple preconstruction surveys will likely be necessary. This scope includes budget for three preconstruction surveys for western pond turtle, with each survey consisting of 5 hours of Field Biologist time (including travel) plus expenses. When possible, LSA's monitoring biologist will conduct these surveys concurrently with their weekly monitoring visit (see Task 6 below).

3. **Swainson's Hawk Preconstruction Survey**

In the year of project construction, an LSA wildlife biologist familiar with Swainson's hawk identification and nesting behavior will survey the project area and adjacent lands for nesting Swainson's hawks (*Buteo swainsoni*) using methods adapted from the Swainson's Hawk Technical Advisory Committee's (SHTAC) *Recommended Timing and Methodology for Swainson's Hawk Nesting Surveys in California's Central Valley* (SHTAC 2000). The survey will focus on large trees within the project area that provide suitable nesting habitat for Swainson's hawks. Suitable trees on adjacent lands (i.e., within 0.5 mile of suitable on-site trees proposed for removal and 0.25 mile of other areas) will be surveyed with binoculars and/or spotting scope from nearby public roads. Four surveys will be conducted: one between March 20 and April 5, two between April 5 and 20, and one between June 10 and July 30. If construction is initiated in April or May, the June-July survey may be substituted with an additional survey from March 20 to April 20. Survey dates may be adjusted based on nesting chronology of previous Swainson's hawk nests in the Napa Valley.

**Contingency Nest Monitoring.** If active Swainson's hawk nests are found on or within 0.25 mile of the work area(s), LSA will determine an appropriately sized buffer around the nest in which no work will be allowed until the young have fledged or the nest fails. The size of the nest buffer may be reduced to 300 feet if weekly monitoring by LSA's monitoring biologist demonstrates that the nesting pair are undisturbed by construction activities outside the buffer. The buffer may be further reduced to 100 or 200 feet as the nesting period commences since adult hawks are much more tolerant of disturbance once the young have hatched provided that the hawks do not show any signs of stress due to construction activities. This contingency sub-task includes 10 additional hours of Field Biologist time to monitor Swainson's hawk nests during weekly monitoring visits (see Task 6 below).

4. **Preconstruction Nesting Bird Surveys**

Prior to tree removals, vegetation clearing, and/or ground disturbance conducted during the bird nesting season (February 1 through August 31), an LSA wildlife biologist will survey all potential nesting habitat in the work area(s). Preconstruction nest surveys will be conducted no more than 15 days prior to the initiation of vegetation removal and/or ground disturbance, with the survey area bounded by Solano Avenue to the west, the railroad tracks to the east, and approximately 100 feet north and south of the projected limits of work for a given two-week period. Because work will likely occur along different segments of the trail alignment at different times and nest survey results are only valid for 15 days, multiple nest surveys over the course of construction will likely be necessary. This scope includes budget for six preconstruction nest surveys, with each survey consisting of 5 hours of Senior or Field Biologist time (including travel) plus expenses. If any nests are found during preconstruction surveys, LSA will determine an appropriately sized buffer around the nest(s) in which no work will be allowed until LSA's monitoring biologist has determined that the young have fledged or the nest has failed. In general, buffer sizes of 250–300 feet for raptors and 50 feet for smaller birds are considered adequate to prevent disturbance, and these initial sizes would be recommended for the current project. Larger buffers for raptors may be reduced later in the nesting cycle if observations from weekly monitoring (see below) indicate that adults are more tolerant of nearby activities once the young have hatched. This scope does not include any

additional budget for monitoring of active nests since such monitoring could be conducted as part of LSA's weekly monitoring visits scoped under Task 6 below.

5. **Cliff Swallow Nest Colony Monitoring**

If construction activities at or within 100 feet of the Solano Avenue bridge over Dry Creek and/or box culvert under Hoffman Lane are scheduled to occur during the cliff swallow nesting season (February 15 through August 31), an LSA biologist will monitor known cliff swallow nesting colonies on the first day of work at these locations for three hours to ensure that any nesting swallows are able to access their nests. Daily monitoring will occur for the first three days of construction adjacent to either colony. If no significant disturbance affecting cliff swallows' ability to tend nest sites is observed during this initial monitoring period, no further monitoring will be required. If the biologist observes behavior suggesting that construction noise and/or equipment is adversely affecting cliff swallows' ability to fly into or out of the nesting colony, all work within 100 feet of the colony shall cease until LSA's monitoring biologist has determined that all nesting attempts have been completed.

6. **Weekly Monitoring Visits**

LSA's monitoring biologist will conduct weekly site inspections to ensure that the project is in compliance with measures pertaining to the avoidance and protection of sensitive biological resources. Specific duties during weekly monitoring visits will include, at a minimum, inspecting the condition of exclusion fencing, confirming contractor avoidance of ESA such as jurisdictional waters and creeping ryegrass stands, and checking the status of active bird nests found during following each monitoring visit. The estimated daily rate for a weekly monitoring visit by an LSA Field Biologist is \$375 (5 hours at \$65/hour [including travel time] plus expenses [\$50]). For the purposes of this scope and budget we have included time for 24 weekly monitoring visits.

7. **Cultural Resources Monitoring and Reporting**

In accordance with MM CULT-1 from the IS/MND, an LSA archaeologist will monitor clearing and grubbing within 250 feet of a known Native American site near Vineyard View Drive and pile excavations at Dry Creek to ensure that no archaeological deposits are encountered. Assuming that no deposits are encountered, LSA will also prepare a brief post-construction monitoring report documenting compliance with MM CULT-1. The estimated daily rate for cultural resources monitoring is \$850. For this scope and budget we have included time for 10 monitoring visits.

8. **Project Coordination and Reporting**

The LSA project manager (or monitoring biologists) will coordinate with RSA and NCTPA staff and contractors to ensure that monitors are present when needed and that information is communicated effectively regarding avoidance and protection of sensitive biological resources.

Following the completion of all biological construction monitoring and preconstruction 'surveys, LSA will prepare a final summary report that will include, at a minimum, the following information: dates and times of surveys and associated construction activities; personnel involved; and wildlife observations of interest (including any special-status species).

**Miller Pacific Engineering Group**

GEOTECHNICAL CONSTRUCTION OBSERVATION AND TESTING SERVICES

1. Miller Pacific will perform the following tasks during construction:
  - a. Attendance at a preconstruction meeting with the project team
  - b. Site clearing and compaction testing of pathway subgrade soils
  - c. Observation of foundation excavations for new retaining walls for Solano Avenue re-alignment and pedestrian bridges, including helical anchor installation at Salvador Channel;
  - d. Bridge abutment wall backfill testing
  - e. Aggregate baserock density testing
  - f. Concrete sampling/strength testing on six occasions
  - g. Asphalt density testing-intermittent testing during final paving of pathway but full-time testing during paving of Solano Avenue re-alignment
  - h. Laboratory density testing of onsite and imported fill soils and aggregate base.

**Bill Pramuk**

ARBORIST SERVICES

1. Provide consulting arborist services during the construction phase including site visits, meetings with contractors, and providing reports with respect to tree-related issues as the project goes forward.

**ADDITIONAL FEE**

The following fees are on a "Time & Materials nte" (T&M nte) fee basis and are broken down below by consultant:

**RSA+**

Construction Phase Services.....(T&M nte).....\$40,000

**GSM LANDSCAPE ARCHITECTURE**

Construction Phase Services.....(T&M nte).....\$8,900\*

**MARK THOMAS & COMPANY**

Construction Phase Services.....(T&M nte).....\$15,750\*

**W-TRANS**

Construction Phase Services.....(T&M nte).....\$8,400\*

**CONSOLIDATED CM**

Construction Management & Support Services.....(T&M nte).....\$433,304\*

**LSA**

Biological/Construction Monitoring Services.....(T&M nte).....\$50,925\*

**MILLER PACIFIC ENGINEERING GROUP**

Geotechnical Construction Observation and Testing Services.....(T&M nte).....\$32,550\*

**BILL PRAMUK**

Construction Phase Arborist Services.....(T&M nte).....\$6,000\*

\*subconsultants will be billed at actual cost plus 5%

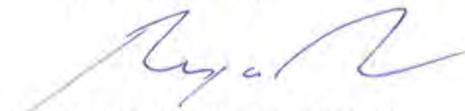
TOTAL ADDITIONAL FEE

**Task 23 ..... Construction Phase Services.....(T&M nte).....\$595,829**

Please sign in the space provided below to indicate your concurrence with this fourth amendment to our original agreement. Please feel free to call should you have any questions.

Very truly yours,

Agreed:



Ryan Gregory, P.E., LEED AP  
Vice President  
RCE 63902

By: \_\_\_\_\_

## **EXHIBIT C**

### **WORK SCHEDULE**

Deliverables: In accordance with EXHIBIT B, Scope of Work, NLT September 30, 2015, or sooner.

**EXHIBIT D**

**FEE SCHEDULE - Final Cost Proposal**

This attachment provides the basis of payment and fee schedule. **The basis of payment for this contract is indicated by an “X” in the applicable box.** The basis shall be supported by the Final Cost Proposal (FCP) shown below. If more than one basis of payment is used, each one must be supported by a separate FCP.

“X”	Basis	
_____	Lump Sum	The lump sum shall be equal to the maximum amount payable. The lump sum includes all direct and indirect costs and fixed fee. The Engineer shall be paid pro rata based on the percentage of work completed. For payment the Engineer is not required to provide evidence of actual hours worked, travel, overhead rates or other evidence of cost.
<u>  X  </u>	Unit Cost	The unit cost(s) for each type of unit and number of units are shown in the FCP. The unit cost includes all direct and indirect costs and fixed fee. The Engineer shall be paid based on the type and number of units fully completed and the respective unit cost. For payment, the Engineer is not required to provide evidence of actual hours worked, travel, overhead rates or any other cost data. The FCP may include special items, such as equipment which are not included in the unit costs. Documentation of these special costs may be required. The maximum amount payable equals the total of all units times their respective unit cost plus any special direct items shown.
_____	Specified Rate Basis	The specified rates for each type of labor are shown in the FCP below. The FCP may include special items, such as equipment which are not included in the specified rates. Payment shall be based on the actual hours worked multiplied by the specified rate for each type of labor plus other agreed to special direct cost items. The specified rate includes direct labor and indirect cost and fixed fee. The NCTPA may request documentation of reimbursable direct costs including hours worked. Documentation of special item costs may be required. The specified rate is not subject to audit.
_____	Cost Plus Fixed Fee	<p>Payment shall be based on direct and indirect costs incurred <u>plus</u> a pro rata share of the fixed fee based on the ratio of <u>labor and overhead cost incurred to total estimated labor and overhead cost in the FCP</u> or the percentage of work completed. The invoice must itemize labor rates, hours worked, other direct costs and indirect costs. The Engineer may be required to provide documentation of hours worked and any eligible direct costs claimed. The provisional overhead rate charged is subject to audit and adjustment to actual rates incurred. The FCP below shows the hourly rates for labor, other direct expenses including but not limited to travel and allowable materials, provisional overhead rate and the fixed fee.</p> <ul style="list-style-type: none"> <li>A. Actual Cost Plus Fixed Fee - Actual wages are paid (no minimum, no maximum.)</li> <li>B. Range of Cost Plus Fixed Fee – Actual wages <u>must</u> be within the allowable range shown on the Final Cost Proposal.</li> </ul>

## EXHIBIT D

### FEE SCHEDULE

Final Cost Proposal (FCP) Supporting Basis of Payment

The Engineer will be reimbursed on a per-project basis and on a not-to-exceed specified **\$595,829**, as defined in EXHIBIT B.

The Engineer will be paid from monthly invoices submitted directly to NCTPA with required Monthly Progress Reports.

Compensation for Additional Services (if any) shall be paid by NCTPA to the Engineer according to the terms of a future Supplemental Agreement or Work Authorization.

The **MAXIMUM AMOUNT PAYABLE** is **\$595,829** .

# EXHIBIT D

## ADDITIONAL FEE

The following fees are on a "Time & Materials nte" (T&M nte) fee basis and are broken down below by consultant:

### RSA+

Construction Phase Services.....(T&M nte).....\$40,000

### GSM LANDSCAPE ARCHITECTURE

Construction Phase Services.....(T&M nte).....\$8,900\*

### MARK THOMAS & COMPANY

Construction Phase Services.....(T&M nte).....\$15,750\*

### W-TRANS

Construction Phase Services.....(T&M nte).....\$8,400\*

### CONSOLIDATED CM

Construction Management & Support Services.....(T&M nte).....\$433,304\*

### LSA

Biological/Construction Monitoring Services.....(T&M nte).....\$50,925\*

### MILLER PACIFIC ENGINEERING GROUP

Geotechnical Construction Observation and Testing Services.....(T&M nte).....\$32,550\*

### BILL PRAMUK

Construction Phase Arborist Services.....(T&M nte).....\$6,000\*

\*subconsultants will be billed at actual cost plus 5%

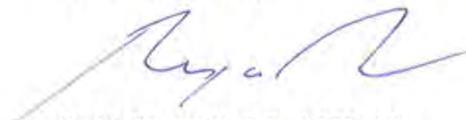
## TOTAL ADDITIONAL FEE

Task 23 ..... Construction Phase Services.....(T&M nte).....\$595,829

Please sign in the space provided below to indicate your concurrence with this fourth amendment to our original agreement. Please feel free to call should you have any questions.

Very truly yours,

Agreed:



Ryan Gregory, P.E., LEED AP  
Vice President  
RCE 63902

By: \_\_\_\_\_

**RESOLUTION No. 15-07**

**RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
DELEGATING AUTHORITY TO APPROVE PLANS AND SPECIFICATIONS FOR THE  
NAPA VALLEY VINE TRAIL PROJECT – OAK KNOLL DISTRICT TO  
NCTPA’S PROGRAM MANAGER ENGINEER**

**WHEREAS**, NCTPA is the project sponsor for the Napa Valley Vine Trail Project – Oak Knoll District (“Project”); and

**WHEREAS**, due to the conflict between NCTPA Board meeting dates and the anticipated advertisement date for construction of the Project, it is in the best interest of the Agency to delegate authority to approve the plans and specifications for the Project to its engineer in order to avoid delay:

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The foregoing recitals are true and correct.
2. Pursuant to the authority contemplated in California Government Code section 830.6, the NCTPA Board delegates authority to approve the plans and specifications for the Napa Valley Vine Trail Project – Oak Knoll District (“Project”) to its Program Manager - Engineer.

Passed and adopted this 18<sup>th</sup> day of February, 2015.

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

Ayes

Noes:

Absent:

ATTEST:

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

APPROVED:

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



February 18, 2015  
NCTPA Agenda Item 10.1  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Karrie Sanderlin, Program Manager – Administration & Human Resources  
(707) 259-8633 / Email: [ksanderlin@nctpa.net](mailto:ksanderlin@nctpa.net)  
**SUBJECT:** Nomination and Election of Vice Chair for the FY 2014-15 Term

---

### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board nominate and elect a Vice Chair for the remainder of the FY 2014-15 term.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

With the mid-term departure of delegate member Scott Sedgley, who was serving as Vice Chair, it is necessary for the Board to fill the vacancy for remainder of the FY 2014-15 term.

### **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 NCTPA bylaws, which were adopted in July 1998, require an annual election of Chair and Vice Chair at the first annual meeting. The Chair and Vice Chair hold office for one year or until their successors have been appointed. In June of 2000 a subcommittee of the Board recommended, and the Board adopted, a policy that allows a two-year term for the Chair and Vice Chair with an annual vote of approval by the Board. The Board terms are consistent with the agency's fiscal year and begin on July 1 and end on June 30.

With the mid-term departure of delegate member Scott Sedgley, who was serving as Vice Chair, it is necessary for the Board to fill the vacancy for remainder of the FY 2014-15 term.

**SUPPORTING DOCUMENTS**

None



February 18, 2015  
NCTPA Agenda Item 10.2  
Continued From: New  
**Action Requested: INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Justin Paniagua, Senior Finance/Policy Analyst  
(707) 259-8781 / Email: [jpaniagua@nctpa.net](mailto:jpaniagua@nctpa.net)  
**SUBJECT:** NCTPA Second Quarter FY 2014-15 Budget and 5-Year Forecast

---

### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board review the NCTPA financial performance against budget (Attachment 1) for the second quarter (October - December) period and 5-year forecast model.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

The purpose of this memo and associated report is to provide a quarterly update on the agency's financial performance, request approval for budget modifications, and to provide budget projections for planning purposes over the next 5 years.

Attachment 1 summarizes NCTPA's second 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 NCTPA the authority necessary for a balanced year-end fiscal audit.

---

**PROCEDURAL REQUIREMENTS**

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

**FINANCIAL IMPACT**

Is there a fiscal impact? No. Information Only.

**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*

(For reporting purposes, the TFCA fund and AVAA program fund are included in the Planning fund figures)

NCTPA, the Congestion Management Agency, (also known as the Planning Fund), recognized \$124,077 in revenues for the quarter slightly below the \$128,000 budget. The majority of revenues are from the quarterly Federal Highway Administration grant reimbursement. Other revenues are grant reimbursements, salary charge backs to the Public Transit Fund, and some small refunds.

The CMA Planning Fund expenses were under budget by \$72,723 or about 11%. The largest expense was personnel costs. Agency administration and consulting services were under budget by 8.4%. Expenditures are expected to ramp up in the fourth quarter (April to June). As the VINE Trail construction begins.

*Public Transit (Transit Fund) Budget vs. Actuals*

Transit operating revenues were lower than expected by 4.5% due to lower than budgeted Farebox receipts. Overall, operating expenses in the Public Transit Fund were under budget by 2.6%. The primary expense categories under budget for the quarter were allocated salary expenses by 48% and fuel by 18.9%.

*Capital Purchases*

In the second quarter, NCTPA/ VINE Transit completed one capital purchase. The final invoice for installation of Soscol Gateway Transit Center informational signage of \$122,740 was paid.

**5-Year Forecast:**

No revisions were made to the 5 year forecast for the first quarter.

**Budget Amendments:**

There were no budget adjustments for the second quarter.

*Please 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 February 2, 2015.

QUARTERLY DELEGATED AUTHORITY SMALL CLAIMS REPORT (>\$5K LESS THAN \$50K ) FY 2014-15							
CON NO.	VENDOR	DESCRIPTION	QTR 1 JUL-SEP	QTR 2 OCT-DEC	QTR 3 JAN-MAR	QTR 4 APR-JUN	TOTAL \$
B32	FLUID	WEB HOSTING YR 3	\$6,350				\$ 6,350
B32	FLUID	MOBILE SUPPORT	8,330				\$ 8,330
14-10	GARLAND	COM. PROPERTY APPRAISAL	10,000				\$ 10,000
14-14	NAPA COUNTY	FEDERAL ADVOCACY	20,000				\$ 20,000
14-15	PLATINUM	STATE ADVOCACY		\$32,000			\$ 32,000
	MTC	STREET SAVER OVERVIEW		5,870			\$ 5,870
B22	COMPASS	VINE MAPS (NEW)			\$7,939		\$ 7,939
15-1004	UTA	BUS PAX COUNTERS			9,415		\$ 9,415
	POWERDIRECT	DOORHANGER ADS (SONOMA)			5,854		\$ 5,854
	POWERDIRECT	DOORHANGER ADS (SOLANO)			15,772		\$ 15,772
		<b>TOTAL</b>	\$44,680	\$37,870	\$38,980		<b>\$ 121,530</b>

**SUPPORTING DOCUMENTS**

Attachment: (1) Second Quarter FY 2014-15 Financial Performance and 5 Year Forecast Reports



# 83000 Congestion Management Agency

## Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

Oct-Dec 2014	Dec YTD 2014-2015		Remaining Balance	FY 2014-2015 Adjusted Budget	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020
	Actuals	Budget							
<b>OPERATING REVENUES</b>									
REV- OPERATIONS									
Charges for Services	1,889	-	(2,692)	-	-	-	-	-	-
Other Revenue	1,889	-	(2,692)	-	-	-	-	-	-
<b>TOTAL - OPERATIONAL REVENUE</b>									
	1,889	-	(2,692)	-	-	-	-	-	-
<b>TOTAL - LOCAL TRANSPORT FUNDS (TDA)</b>									
	-	1,217,900	-	1,217,900	2,089,800	2,195,200	2,295,200	2,361,250	1,935,700
REV- INTERGOVERNMENTAL									
Federal: Other	-	-	-	-	-	-	-	-	-
Federal: FTA 5311 Operating	-	-	-	-	-	-	-	-	-
Federal: FHWA 20.205	60,324	60,000	939,676	1,000,000	1,012,000	1,012,000	1,012,000	1,012,000	1,012,000
Federal: Other	4,947	10,000	1,245,053	1,250,000	500,000	500,000	500,000	500,000	1,075,000
State: State Transit Assistance (STA)	-	-	-	-	-	-	-	-	-
Regional: Other	2,964	-	458,736	461,700	24,000	24,000	24,000	24,000	24,000
Regional: MTC	-	-	35,000	35,000	929,300	929,300	929,300	929,300	929,300
County of Napa	-	-	117,000	117,000	-	-	-	-	-
Caltrans	-	-	549,700	549,700	-	-	-	-	-
City of Napa	10,113	10,000	228,188	236,300	-	-	-	-	-
TECA	-	-	200,000	200,000	188,000	188,000	188,000	188,000	188,000
TECA Admin	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000
AVAA	-	-	136,000	136,000	136,000	136,000	136,000	136,000	136,000
Interfund Revenue	45,727	47,000	282,895	352,000	352,000	352,000	352,000	352,000	267,500
<b>TOTAL - INTERGOVERNMENTAL REV</b>									
	121,111	127,000	4,180,248	4,347,700	3,151,300	3,151,300	3,151,300	3,151,300	3,641,800
REV- INTEREST INCOME	1,077	1,000	5,207	8,000	4,000	4,000	4,000	4,000	4,000
<b>TOTAL REVENUES</b>	<b>124,077</b>	<b>128,000</b>	<b>(3,923)</b>	<b>5,573,600</b>	<b>5,255,100</b>	<b>5,350,500</b>	<b>5,450,500</b>	<b>5,516,550</b>	<b>5,581,500</b>

OPERATING EXPENDITURES	Dec YTD 2014-2015		Remaining Balance	FY 2014-2015 Adjusted Budget	FY 2015-2016	FY 2016-2017	FY 2017-2018	FY 2018-2019	FY 2019-2020
	Actuals	Budget							
<b>PERSONNEL COSTS</b>									
Salaries and Wages	275,174	295,000	736,474	1,295,000	1,359,800	1,427,800	1,499,200	1,574,200	1,652,900
Employer Payroll Taxes	87	9,300	36,252	37,200	37,200	39,100	41,100	43,200	45,400
Retirement	28,006	39,000	(35,013)	18,700	18,700	19,600	20,600	21,600	22,700
Other Benefits (Dental, LTD, Vision)	36,678	6,000	154,853	156,000	156,000	163,800	172,000	180,600	189,600
Health	4,016	4,500	(51,263)	24,000	24,000	25,200	26,500	27,800	29,200
Medicare	1,245	750	151,676	159,600	159,600	167,600	176,000	184,800	194,000
Employee Assistance Program (EAP)	3,624	2,400	510	3,000	3,000	3,200	3,400	3,600	3,800
Workers Compensation	-	-	2,763	10,200	10,200	10,700	11,200	11,800	12,400
OPEB Contribution	-	-	12,000	12,000	12,000	12,600	13,200	13,900	14,600
457 Employer Contribution	2,750	3,000	36,879	40,000	40,000	42,000	44,100	46,300	48,600
Cell Phone Allowance	150	150	340	600	600	600	600	600	600
<b>TOTAL PERSONNEL COSTS</b>	<b>349,230</b>	<b>400,100</b>	<b>1,045,471</b>	<b>1,756,300</b>	<b>1,469,100</b>	<b>1,560,200</b>	<b>1,655,900</b>	<b>1,756,400</b>	<b>1,867,800</b>
<b>OPERATING EXPENSES</b>									
Administration Services	141	3,700	12,015	12,300	12,700	12,700	12,700	12,700	12,700
Accounting/Auditing Services	37,256	35,000	30,286	70,000	70,000	72,000	73,000	74,000	75,000
Information Technology Service	17,721	20,000	40,586	76,000	77,000	76,000	79,000	80,000	81,000
Legal Services	13,141	20,000	66,859	80,000	81,000	82,000	85,000	86,000	88,000
Temporary/Contract Help	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Consulting Services	3,101	100,000	2,904,392	3,015,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
Security Services	1,700	1,800	40,881	42,800	42,800	42,800	42,800	42,800	42,800
Maintenance-Equipment	3,063	3,000	5,530	10,000	10,000	10,000	10,000	10,000	10,200
Maintenance-Buildings/Improvm	6,888	12,000	34,752	50,000	50,000	50,000	50,000	50,100	50,200
Maintenance-Software	3,900	9,000	19,920	36,000	36,000	36,000	36,000	36,000	36,000
Maintenance-Vehicles	-	-	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Rents and Leases - Equipment	1,878	1,600	5,719	9,000	9,000	9,000	9,000	9,100	9,200
Rents and Leases - Bldg/Land	-	-	-	-	-	-	-	500	1,000
Insurance - Premiums	11,110	14,000	32,205	55,000	55,000	55,000	55,000	55,000	55,000
Communications/Telephone	1,724	1,500	2,722	6,000	6,000	6,000	6,000	6,200	6,400
Advertising/Marketing	2,839	3,000	3,989	12,000	12,100	12,200	12,300	12,400	12,500
Printing & Binding	3,497	4,000	9,465	15,000	15,200	15,400	15,600	15,800	16,000
Bank Charges	2,399	700	(899)	1,500	1,500	1,500	1,500	1,500	1,500
Public/Legal Notices	2,636	1,100	223	4,000	4,000	4,000	4,000	4,000	4,000
Training Conferences Expenses	15,545	10,000	9,875	32,000	32,000	32,000	32,000	32,000	32,000
Business Travel/Mileage	3,146	2,000	2,330	7,500	7,600	7,700	7,800	7,900	8,000
Office Expenses	5,214	5,000	19,830	25,000	25,200	25,400	25,600	25,800	26,000
Freight/Postage	179	500	4,789	5,000	5,100	5,200	5,300	5,400	5,500
Books/Periodicals/Subscriptions	335	1,000	3,251	4,000	4,000	4,000	4,000	4,000	4,000
Memberships/Certifications	3,715	5,000	12,464	30,000	30,000	30,000	30,000	30,000	30,000
Utilities - PG&E	1,437	2,500	8,282	10,000	10,200	10,400	10,600	10,800	11,000
Utilities - Water	862	2,500	7,794	10,000	10,200	10,400	10,600	10,800	11,000
Fuel	223	400	924	1,200	1,400	1,600	1,800	2,000	2,200
AVAA	-	-	136,000	136,000	136,000	136,000	136,000	136,000	136,000
Fuel Contingency	-	-	-	-	5,000	5,000	5,000	5,000	5,000
Operations Contingency	-	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<b>TOTAL OPERATING EXPENSES</b>	<b>237,447</b>	<b>259,300</b>	<b>3,472,165</b>	<b>3,817,300</b>	<b>3,786,000</b>	<b>3,790,300</b>	<b>3,794,600</b>	<b>3,760,150</b>	<b>3,713,700</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>586,677</b>	<b>659,400</b>	<b>4,517,626</b>	<b>5,573,600</b>	<b>5,255,100</b>	<b>5,350,500</b>	<b>5,450,500</b>	<b>5,516,550</b>	<b>5,581,500</b>
<b>NET CHANGE IN OPERATIONS</b>	<b>(462,600)</b>	<b>(531,400)</b>	<b>(334,863)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Depreciation Expense





February 18, 2015  
NCTPA Agenda Item 10.3  
Continued From: New  
**Action Requested: INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Tom Roberts, Program Manager-Public Transit  
(707) 259-8635 / Email: [troberts@nctpa.net](mailto:troberts@nctpa.net)  
**SUBJECT:** VINE Passenger Survey

---

### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board review the results of the recent VINE passenger survey.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

A comprehensive VINE on-board ridership survey was conducted in the spring and fall of 2014. The purpose of the survey was ascertain rider demographics, travel patterns, and gather public input on a variety of issues germane to future transit planning. The last comprehensive on-board survey was conducted in 2008.

### **PROCEDURAL REQUIREMENTS**

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

### **FISCAL IMPACT**

Is there a Fiscal Impact? No

**CEQA REQUIREMENTS**

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

**BACKGROUND AND DISCUSSION**

Periodic on-board passenger surveys are necessary to understand the demographics and travel patterns of VINE riders. In the spring and fall of 2014, the surveying firm ETC institute conducted on-board passenger surveys consisting of a statistically valid random sample of 11% of VINE riders proportioned across all 13 VINE bus routes. The survey was administered as face-to-face interviews using electronic tablets interfaced with Google Maps to allow real-time encoding of stop and address information. Riders who did not have time to complete the survey but wished to participate were asked to provide their phone number and were subsequently called. Surveys were administered in a rider's primary language.

The complete survey report is attached. A summary of highlights will be presented to the Board.

**SUPPORTING DOCUMENTS**

Attachment: (1) 2014 VINE Transit On-Board Transit Survey Summary Report

# 2014 VINE TRANSIT ON-BOARD TRANSIT SURVEY

*SUMMARY REPORT*

Developed by:



December 2014

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# CHAPTER 1: OVERVIEW

In May and June of 2014, ETC Institute implemented an On-Board Transit Survey for VINE in Napa, California. Administration of the survey by ETC Institute occurred during the weeks prior to summer break for area schools. The primary objective for conducting the On-Board Transit Survey was to gather accurate travel data from transit riders to update the regional travel demand model. The universe for the survey consisted of 13 local bus routes operated by VINE transit agency. The goal was to obtain usable surveys from at least 325 transit riders, which represented approximately 11% of the entire system ridership. The actual number of completed, usable surveys was 452.

This overview contains a description of the data requirements, sampling methodology including the sampling plan, survey administration/quality control procedures, and data entry/editing procedures. More detailed information is provided in subsequent chapters of this report:

- A more detailed description of the administration of the on-board survey is provided in Chapter 2.
- Characteristics of transit riders and select findings are provided in Chapter 3.
- Major results of the survey are shown as charts and graphs in Chapter 4.
- A detailed description of the final survey database is provided in Chapter 5.
- Weighted survey results, which have adjusted the results to reflect the actual ridership on each route, is provided in Chapter 6.
- A copy of the survey instrument are provided in Chapter 7.

## Data Requirements

ETC Institute worked closely with VINE staff to design the survey instrument. Some of the specific types of information that were gathered on the survey included:

- The location where the rider initially started his/her trip
- How the rider traveled from their starting place to the bus
- The location where the rider boarded the bus
- The location where the rider got off the bus
- How the rider traveled from the bus to his/her final destination
- The location of the rider's final destination
- Personal and Household information (number of occupants, gender, employment status, etc.)

The survey was administered as a face-to-face interview on local routes using iPads which interfaced with Google Maps to allow real-time geocoding of address information. While most respondents completed the survey during their trip, call center callbacks were available for riders who did not have time to complete the survey during their trip or did not speak fluent English/preferred the survey administered in their primary language. This was done to ensure that short-trips were captured and no other biases were created during the survey administration.

Riders who did not have time to complete the survey during the trip but indicated that would like to participate, were asked to provide their phone number. Those who provided their phone number were contacted by ETC Institute's call center the following day and asked to provide the survey information by phone.

**Initial Test of the Survey Instrument.** ETC Institute conducted a pilot test of the survey to ensure the survey worked properly. The pilot test was conducted with a total of 50 riders on 2 different routes. No problems with the survey instrument or sampling procedures were identified during the pilot test.

### **Sampling Methodology and Report on Complete and Usable Surveys**

ETC Institute developed a sampling plan to ensure that the overall results of the survey would be statistically valid for the region as a whole. The sampling plan identifies the number of completed surveys that were needed from each route. The sampling plan was designed to obtain completed surveys from approximately 11% of the average daily ridership on each bus route. Oversampling was done on selected routes during the evening hours to ensure evening ridership was captured.

A copy of the report of the goals and the completed versus the usable surveys is provided below.

# VINE Transit On-Board Transit Survey

## Report on Completed and Usable Surveys

	Route	Direction	Route Goal (11%)	Actual Number of Completed Surveys	Goal Met within 10% (or 10 surveys)
<i>W e e k d a y</i>	Route 1	Loop	5	6	Yes
	Route 2	Loop	18	23	Yes
	Route 3	Loop	16	21	Yes
	Route 4	Loop	13	18	Yes
	Route 5	Loop	14	19	Yes
	Route 6	Loop	6	11	Yes
	Route 7	Loop	1	1	Yes
	Route 8	North	10	15	Yes
		South	11	19	Yes
	Route 10	North	23	25	Yes
		South	19	25	Yes
	Route 11	North	21	33	Yes
		South	27	40	Yes
	Route 21	East	2	6	Yes
		West	2	3	Yes
	Route 25	East	1	2	Yes
		West	1	1	Yes
Route 29	North	5	11	Yes	
	South	6	15	Yes	
<b>Total</b>			<b>200</b>	<b>294</b>	<b>Yes</b>
<i>S a t u r d a y</i>	Route 1	Loop	2	3	Yes
	Route 2	Loop	5	4	Yes
	Route 3	Loop	13	13	Yes
	Route 4	Loop	4	5	Yes
	Route 5	Loop	8	8	Yes
	Route 6	Loop	9	9	Yes
	Route 7	Loop	1	1	Yes
	Route 8	North	4	3	Yes
		South	2	1	Yes
	Route 10	North	12	25	Yes
		South	15	24	Yes
	Route 11	North	8	12	Yes
South		11	11	Yes	
<b>Total</b>			<b>93</b>	<b>119</b>	<b>Yes</b>
<i>S u n d a y</i>	Route 10	North	10	12	Yes
		South	7	9	Yes
	Route 11	North	7	9	Yes
		South	9	9	Yes
<b>Total</b>			<b>32</b>	<b>39</b>	<b>Yes</b>

## Survey Administration/Quality Control Procedures

Some of the survey administration and quality control procedures utilized by ETC Institute are listed below.

- Each interviewer was trained to understand the purpose of the survey so they could explain the importance of the survey to riders.
- One interviewer was assigned per bus and at least one bus was selected from each route.
- Interviewers conducted surveys on their assigned bus for the entire day that the route was in operation in accordance with the hours shown in the sampling plan. Short breaks were allowed for interviewers in conjunction with breaks that were taken by the driver.
- Riders on local routes on which the iPads were used were selected at random by a computer algorithm that selected participants at random based on the number of boardings at each stop.
- Following the completion of each run along a route, the interviewer would briefly get off the bus and take completed surveys from that route to ETC Institute's Team Leader. The Team Leader worked at the transit center.
- ETC Institute's Team Leader and two assistants reviewed all the completed surveys that were submitted by interviewers to ensure the usability, accuracy, and completeness of the data collected.
- ETC Institute's Team Leader ensured that the total number of usable surveys exceeded the sampling goals for each route.

## Editing Procedures

Following the administration of the survey, ETC Institute's Team Leader and the interviewing team conducted a secondary review of the completed surveys. Errors that were identified during the secondary review were corrected when possible. When data was missing, incomplete, or illegible, internet research was conducted to retrieve the data. Specific procedures that were followed by ETC Institute are described below:

- ETC Institute personnel conducted a 100% review of all completed surveys.
- If an entry on a survey form did not conform to the specifications established for the field, was incomplete, or illegible, ETC Institute employees took one of two actions:
  - they corrected the entry; the corrections were sometimes easy to make given the data provided; or
  - they utilized the internet to research origin/destination addresses and intersections to ensure they were complete as possible. When ETC

Institute personnel took these actions, the employee noted the action taken and reported the action to the project supervisor. This review process was done prior to ensure all survey data was as complete as possible before the information was ready for logic tests.

## Development of Weighting Factors to Expand the Sample

This section describes the process for developing the weighting factors that were used to expand the survey database to the total transit ridership in the region. **Unlinked trip weighting factors** were developed to expand the total number of completed surveys to the actual number of transit boardings in the region by direction and time period.

### Unlinked Trip Weighting Factors for Bus Routes

A total of 452 surveys were completed with bus passengers. The number of completed bus surveys represented approximately 11% of the average weekly boardings on the region's bus system.

In order to ensure that the survey data accurately represented the travel patterns of the passengers who use bus service in the region on a typical weekday, unlinked trip weighting factors were prepared for each survey record. The 407 passenger surveys were expanded by direction and time of day.

The process for calculating unlinked trip weighting factors for bus routes simply involved dividing the number of boardings in each direction by time of day on each route by the number of surveys that were completed. For most local routes, expansion factors were developed for the following four types of trips:

- Westbound/Eastbound/Northbound/Southbound/Circular Trips during the Pre AM Peak (5-6am)
- Westbound/Eastbound/Northbound/Southbound/Circular Trips during the AM Peak (6-10am)
- Westbound/Eastbound/Northbound/Southbound/Circular Trips during the Midday (10am-3pm)
- Westbound/Eastbound/Northbound/Southbound/Circular Trips during the PM Peak (3pm-7pm)
- Westbound/Eastbound/Northbound/Southbound/Circular Trips during the Post PM Peak (after 7pm)

Weighting is used to adjust a dataset so that it better represents a known population. When done correctly, weighting a dataset can make the overall results more accurate and representative of what is really occurring on your transit system.

The weighting factors used for data expansion are shown in the Table below.

# VINE Transit On-Board Transit Survey

## Report on Weight Factors

Weight Factors								
	Route	Direction	5-6 am	6-10am	10am-3pm	3pm-7pm	7pm-9pm	
<i>W e e k d a y</i>	Route 1	Loop		6.39	7.54	11.87		
	Route 2	Loop		6.54	7.78	6.28		
	Route 3	Loop		6.37	9.45	4.96		
	Route 4	Loop		7.52	9.55	2.23		
	Route 5	Loop		8.97	7.26	4.82		
	Route 6	Loop		2.42	8.68	8.43		
	Route 7	Loop			18.35			
	Route 8	North			9.09	3.88	7.61	
		South			4.32	3.24	8.12	
	Route 10	North		13.48	7.60	8.00	8.77	6.35
		South			4.98	8.89	9.75	4.78
	Route 11	North			5.33	5.95	6.32	5.30
		South			4.24		6.61	6.96
	Route 21	East			3.52		2.18	
		West			13.70		1.04	
	Route 25	East			5.48		4.52	
		West			11.70			
	Route 29	North			9.09	1.00	7.78	
		South		4.74	3.45	1.02	4.46	
	<b>Total</b>			<b>4.95</b>	<b>6.19</b>	<b>6.41</b>	<b>5.98</b>	<b>6.73</b>
<i>S a t u r d a y</i>	Route 1	Loop	N/A	5.75		4.00		
	Route 2	Loop	N/A	7.50				
	Route 3	Loop	N/A	6.13	6.53	6.00		
	Route 4	Loop	N/A	7.00	2.38	5.75		
	Route 5	Loop	N/A	7.75	6.00	6.75		
	Route 6	Loop	N/A	5.00	7.10	5.63		
	Route 7	Loop	N/A		6.25			
	Route 8	North	N/A		8.25			
		South	N/A		10.75			
	Route 10	North	N/A	5.00	3.86	2.56	2.63	
		South	N/A		3.22	4.25	6.88	
	Route 11	North	N/A		1.92	6.90	3.63	
		South	N/A		5.33	6.93	9.50	
	<b>Total</b>			<b>5.00</b>	<b>5.10</b>	<b>5.27</b>	<b>4.73</b>	
<i>S u n d a y</i>	Route 10	North	N/A	4.69	5.65	6.00	N/A	
		South	N/A	7.38	3.90	6.50	N/A	
	Route 11	North	N/A		4.13		6.00	N/A
		South	N/A		5.00	6.50	6.30	N/A
<b>Total</b>			<b>N/A</b>	<b>4.87</b>	<b>5.17</b>	<b>6.19</b>		

# CHAPTER 2: ADMINISTRATION OF THE ON-BOARD TRANSIT SURVEY

## Conduct the Pretest

ETC Institute conducted a pre-test with 50 riders on 2 different routes. The pre-test was designed to ensure the survey worked properly and the process covered all aspects of the survey administration procedures including:

- placing surveyors on the transit vehicles at the designated time
- recording the total number of people who boarded the bus
- asking a random sample of riders to complete the survey
- briefly exiting the bus after each route to check in and give completed surveys to ETC Institute's Team Leader

No problems with the survey instrument were found from the pilot test. Based upon these findings, the survey administration procedures and survey instrument were finalized. A copy of the survey instrument is provided in Chapter 7 of this report.

## Administer the On-Board Passenger Survey

ETC Institute fielded a survey administration team on weekdays between May 1, 2014 and June 30, 2014. The survey team consisted of ETC Institute employees who had previous experience with the administration of on-board transit surveys and local employees hired and trained by ETC Institute. The OD surveys were administered via iPad and call center callback surveys in accordance with the procedures that were previously described. A total of 452 useable surveys were obtained. The goal and actual number of surveys that were completed are shown in the chart below.

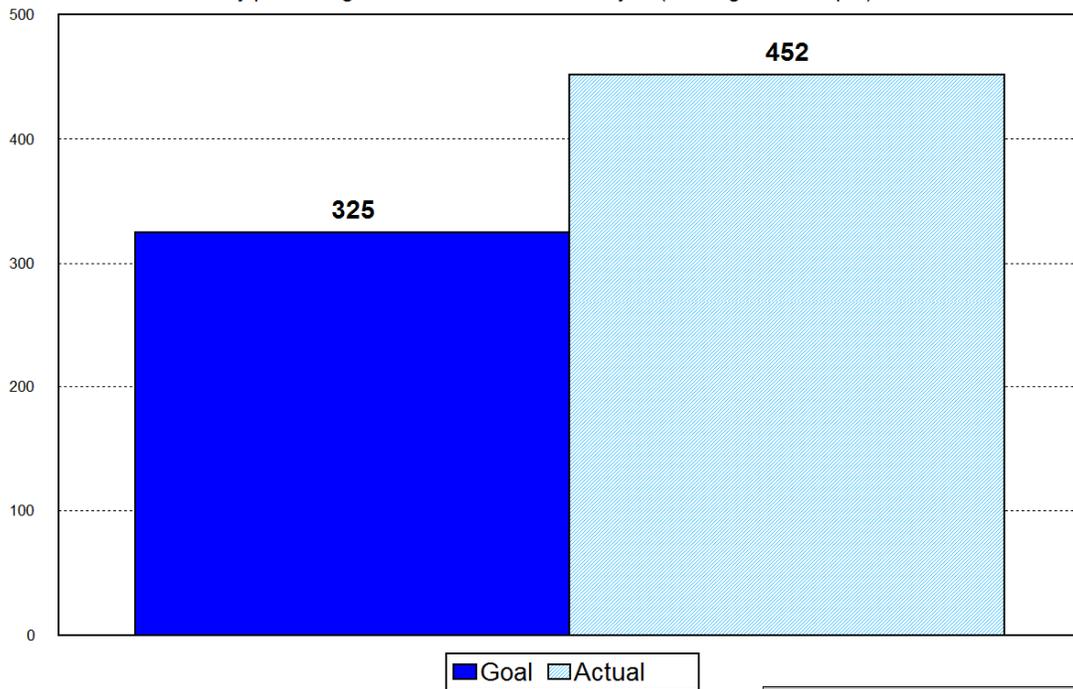
## Alternative Methods of Completing the Survey

Although most surveys were completed via iPad interview by riders during their trip, riders who did not have time to complete a survey were asked to provide their phone number. Those who provided their phone number were contacted by ETC Institute's call center the following day and asked to provide the survey information by phone.

**UNWEIGHTED DATA**

## Goal vs. Actual Number of Completed Surveys

by percentage of the transit riders surveyed (Unweighted Sample)



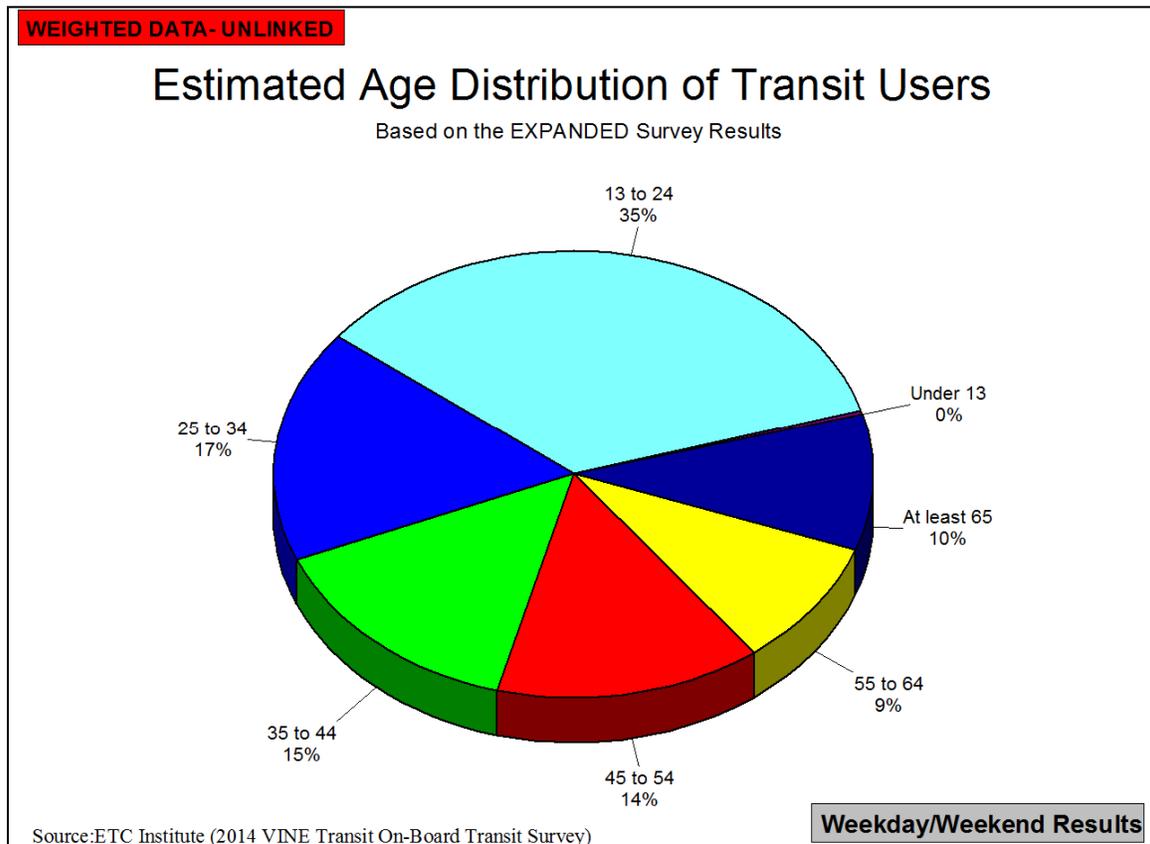
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

# CHAPTER 3: CHARACTERISTICS OF TRANSIT RIDERS AND SELECT FINDINGS

## Estimated Age of Transit Riders

The chart below shows the estimated age distribution of transit ridership in the region. Based on the expanded survey results, half (52%) of the riders were under the age of 34. Fifteen percent (15%) of the riders were between the ages of 35 and 44, 14% between 45 and 54, and 19% over the age of 55.



### Estimated Percentage of Transit Users with a Valid Driver's License

Based on the expanded survey results, fifty-six percent (56%) of the transit users DID NOT have a valid driver's license; 44% DID have a valid driver's license.

### Employment Status of Transit Users

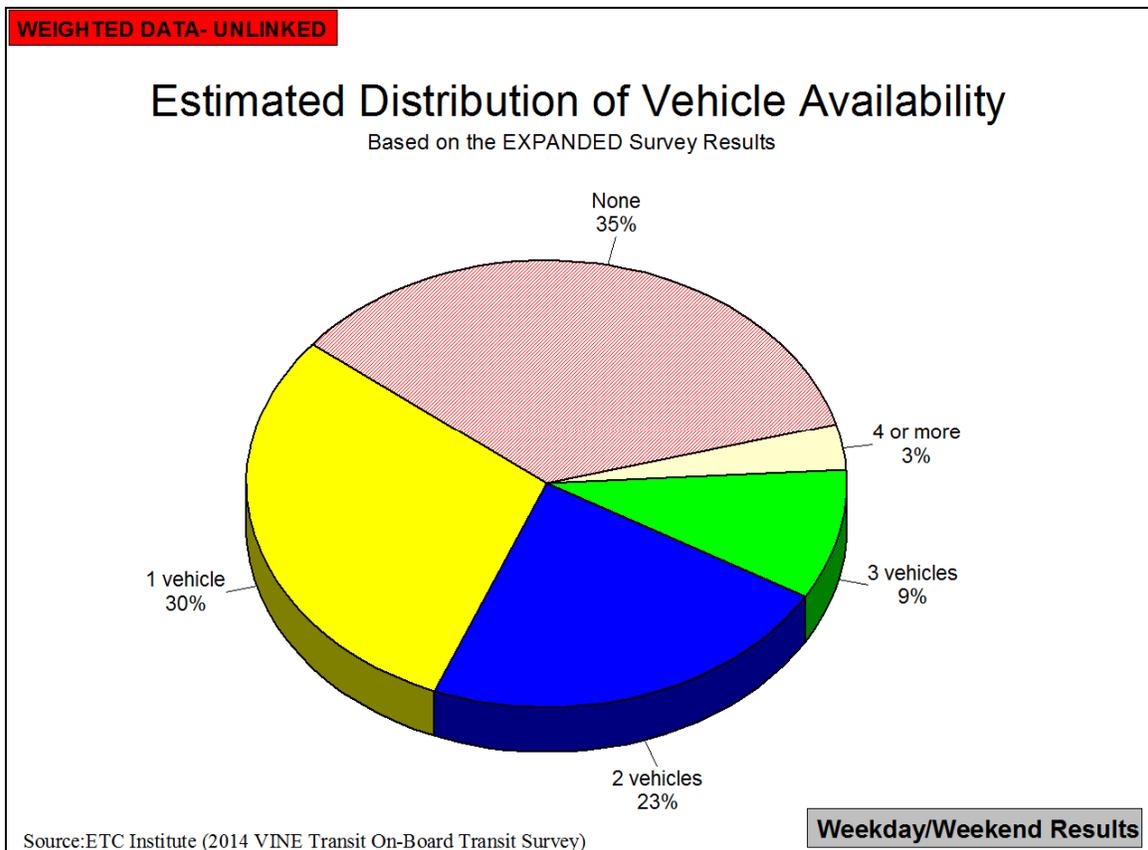
Based on the expanded survey results, fifty-two percent (52%) of the transit users were employed full-time or part time. Forty-eight percent (48%) of transit users were either not employed but seeking work or not employed and not seeking work.

### Estimated Percentage of Students Using Public Transportation

Based on the expanded survey results, sixty-seven percent (67%) of the transit riders were NOT students; 33% of the transit riders surveyed were either college/university students or students through the 12<sup>th</sup> grade.

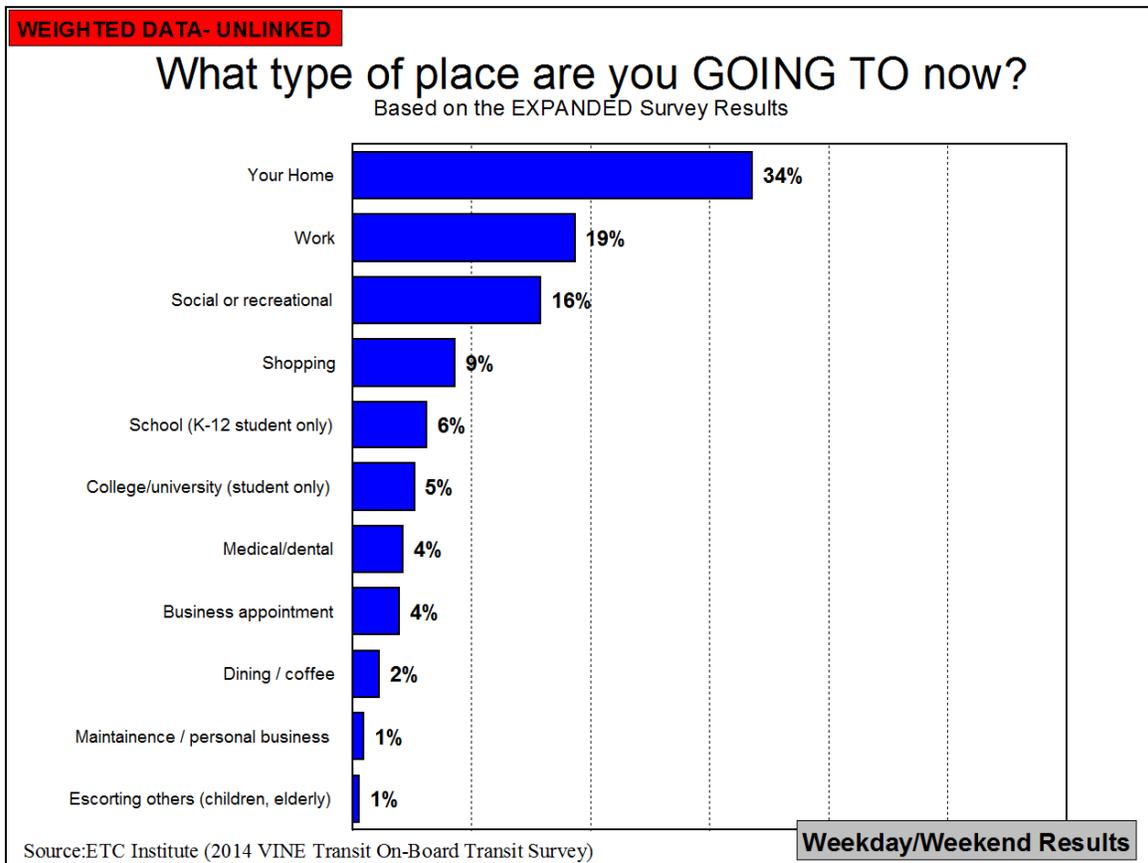
### Estimated Distribution of Vehicle Availability

Based on the expanded survey results, thirty-five percent (35%) of the transit riders did not have a vehicle in the household. Thirty percent (30%) of the riders indicated they had at least one vehicle in the household; 23% had two vehicles in the household, and 12% had three or more vehicles in the household.



## Where Transit Riders Were Going

Based on the expanded survey results, 53% of the trips completed by transit riders in the region involved the rider's home or workplace. 19% involved a trip to work and 34% involved a return trip home. The chart on the following page, which is based on weighed data, shows these estimates and provides a complete listing of destinations for transit riders.



## How Transit Riders Got to Their Destination

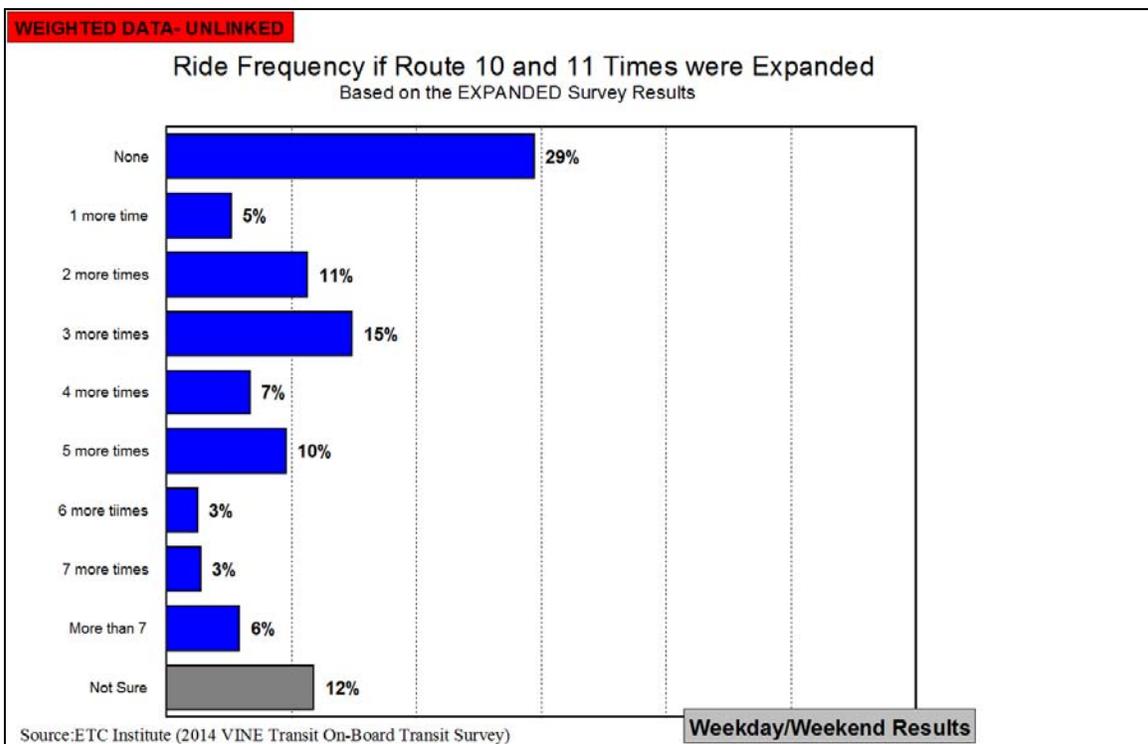
Based on the expanded survey results, ninety-two percent (92%) of the riders indicated they would walk; 5% will get picked up and 2% will get in a parked vehicle and drive alone.

## How Transit Riders Got to the Bus

Based on the expanded survey results, eighty-seven percent (87%) of riders indicated that they got to their bus by walking; 8% were dropped off and 1% drove alone and parked, and 4% used some other mode.

## Estimated Frequency of Transit Use on Route 10 and 11 if Times Expanded

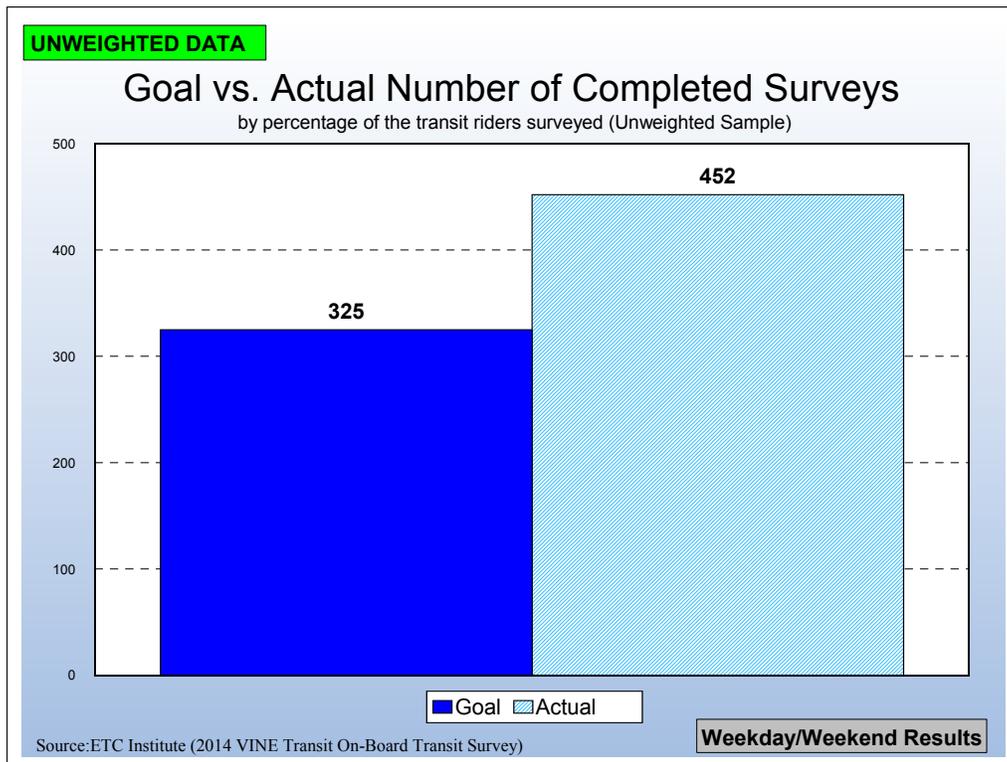
Of the 2,631 expanded trips captured in the survey, 774 (29%) indicated that “no” additional trips would be made on route 10 or 11 if service times were expanded. The chart below shows these results.

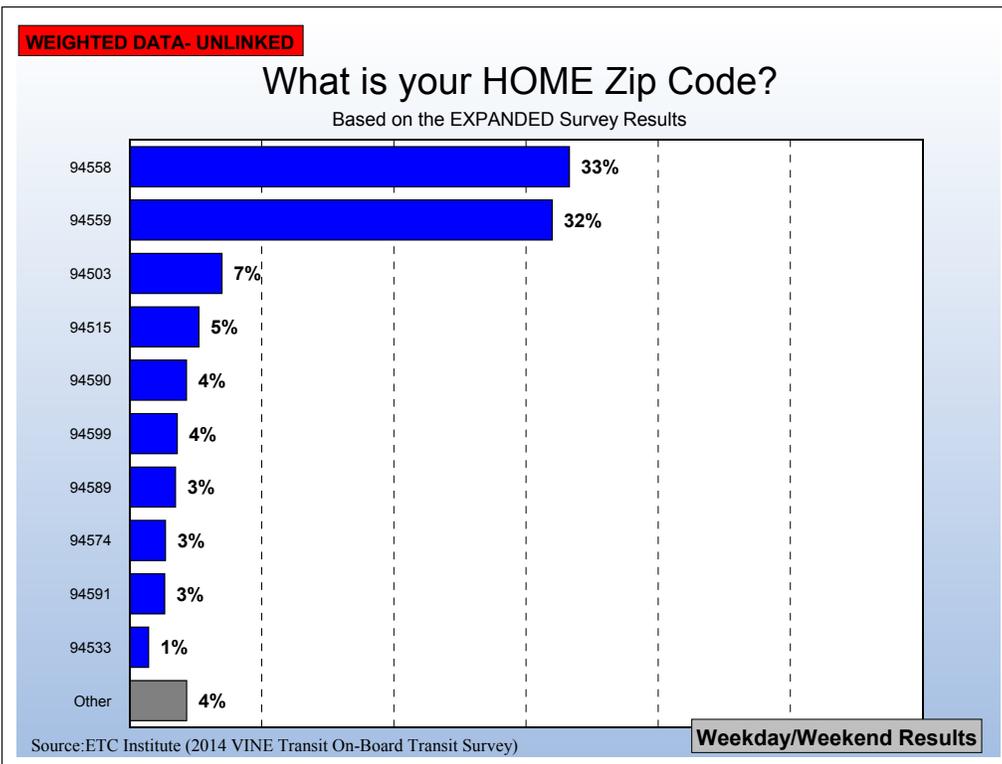
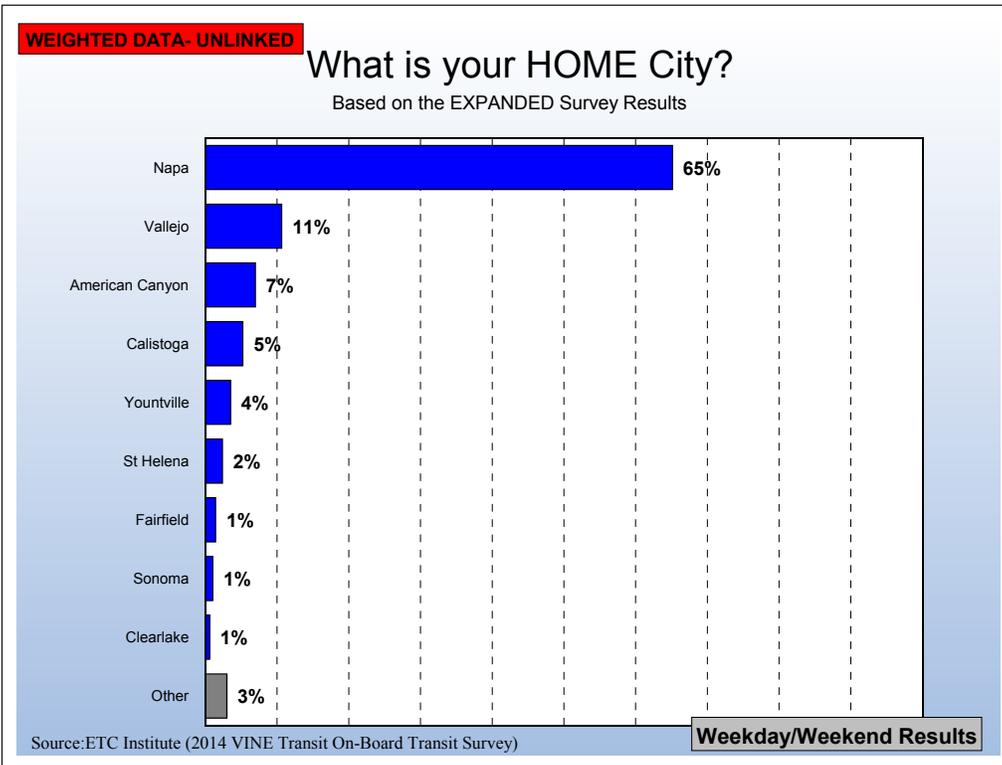


## CHAPTER 4: CHARTS AND GRAPHS

Charts and graphs displaying the results of selected questions on the survey are provided on following pages.

# 2014 VINE Transit On-Board Transit Survey

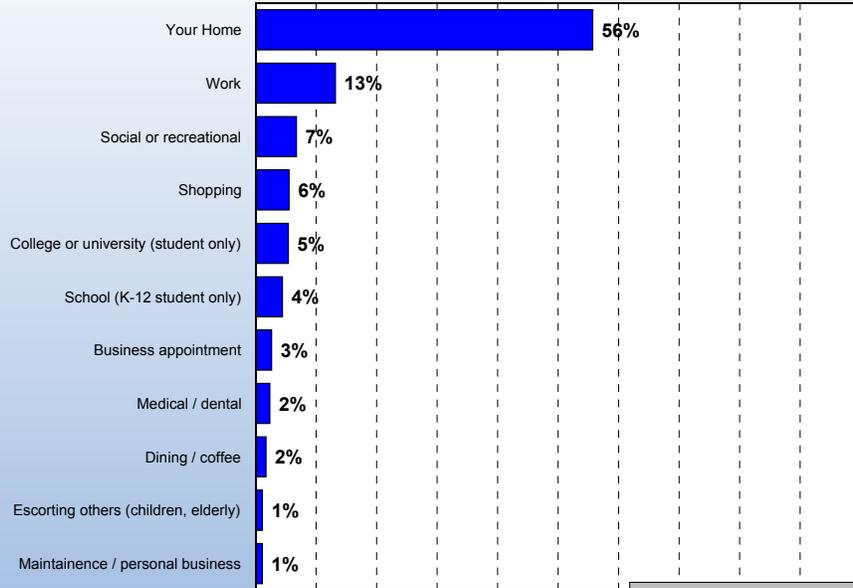




**WEIGHTED DATA- UNLINKED**

## What type of place are you COMING FROM now?

Based on the EXPANDED Survey Results



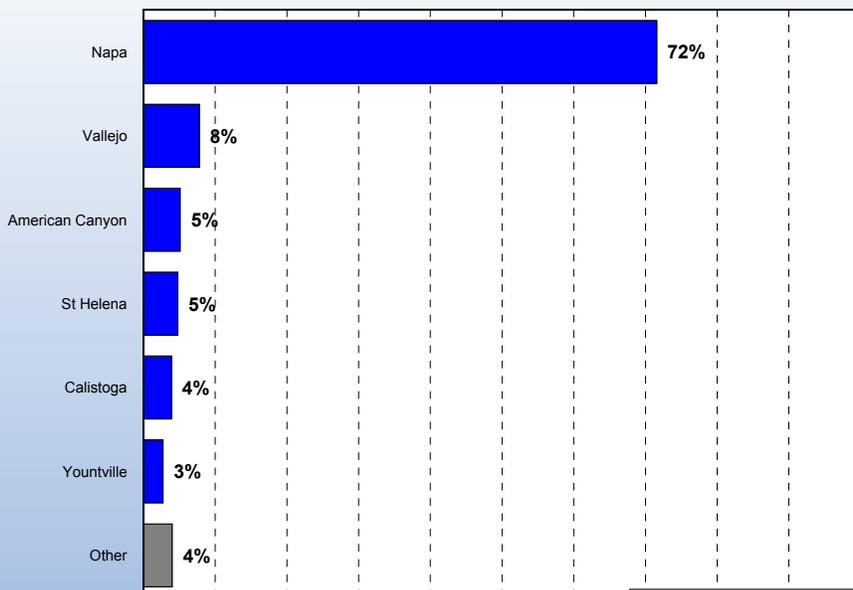
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

## What is the City of the place you are coming from?

Based on the EXPANDED Survey Results



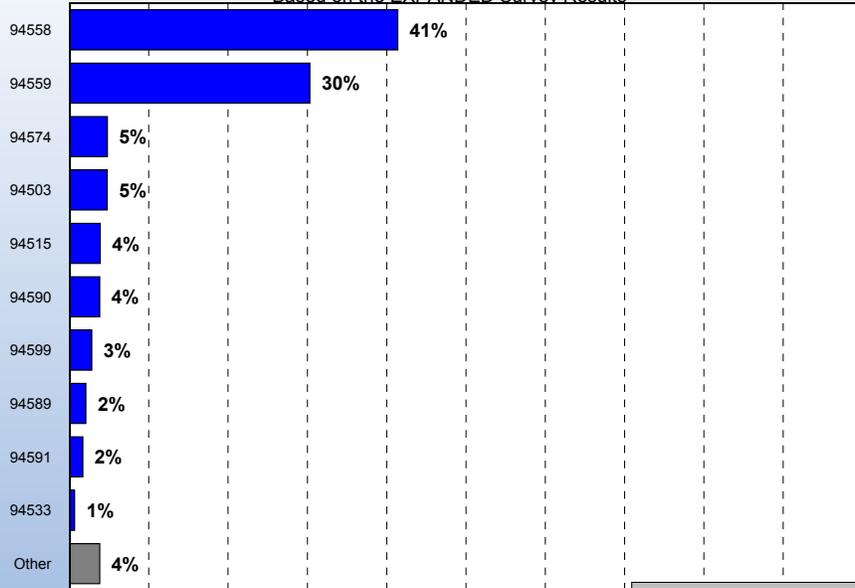
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### What is the Zip Code of the place you are coming from?

Based on the EXPANDED Survey Results



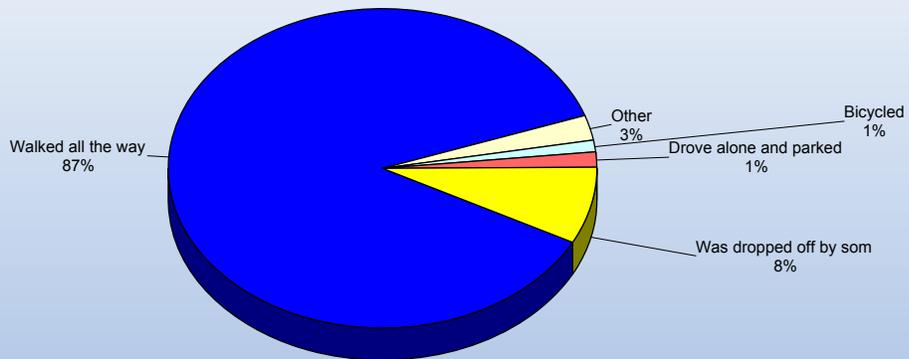
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### How Transit Riders Got to the First Bus Used

Based on the EXPANDED Survey Results

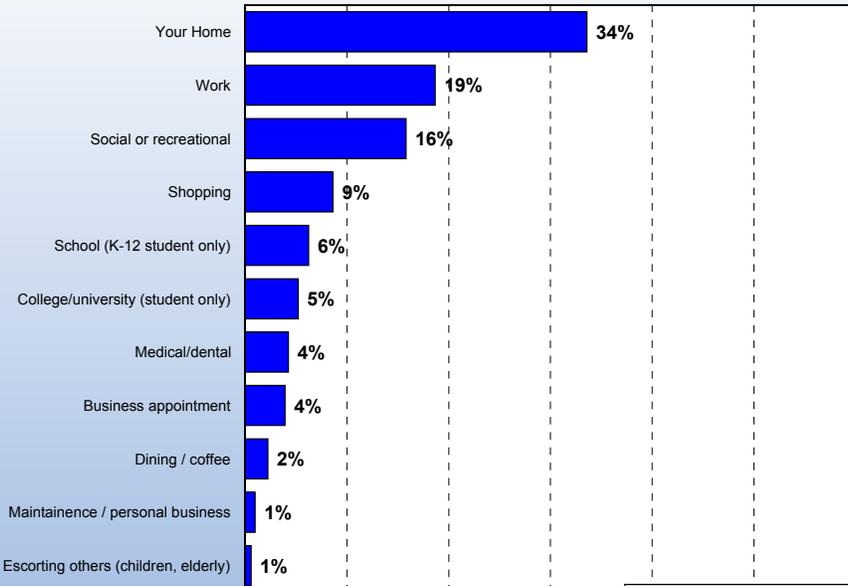


Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### What type of place are you GOING TO now? Based on the EXPANDED Survey Results

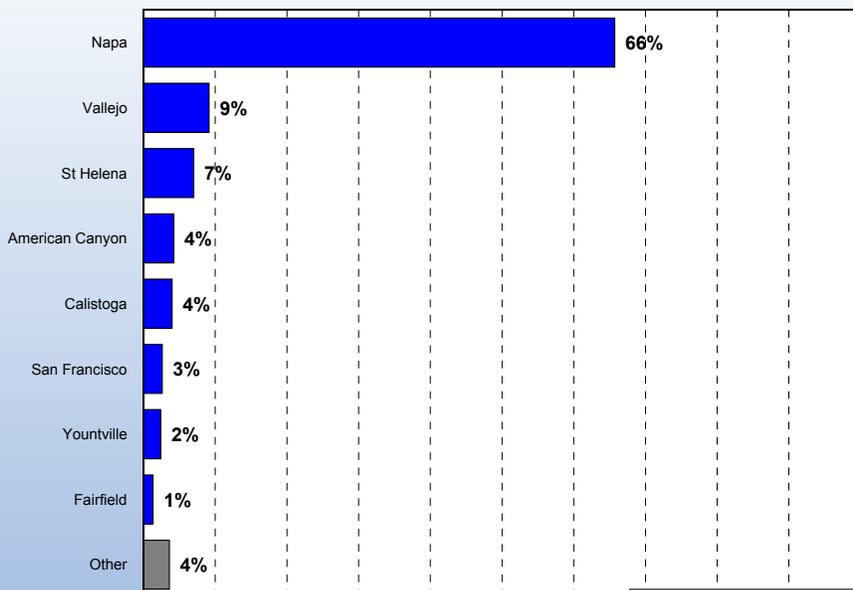


Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### What is the City of the place you are going to? Based on the EXPANDED Survey Results



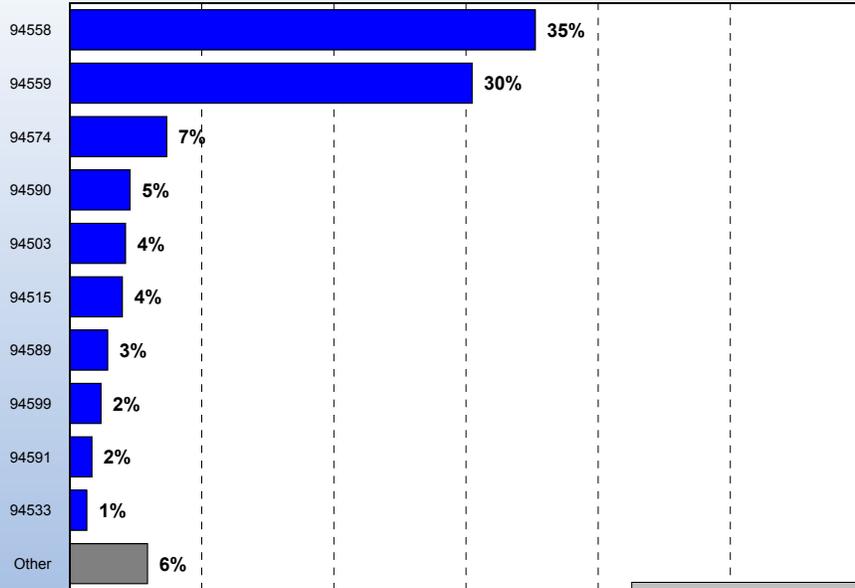
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### What is the Zip Code of the place you are going to?

Based on the EXPANDED Survey Results



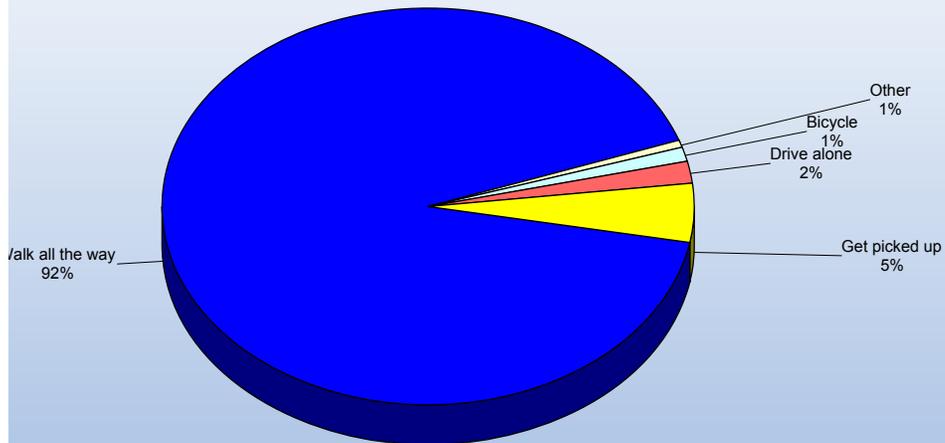
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### How Transit Riders Will Get to Their Destination

Based on the EXPANDED Survey Results



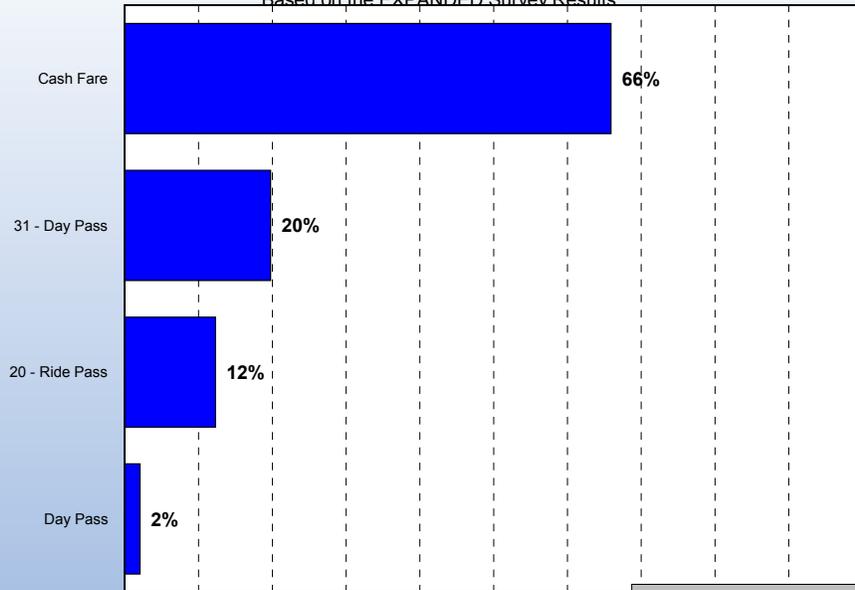
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### How did you pay for your trip today?

Based on the EXPANDED Survey Results



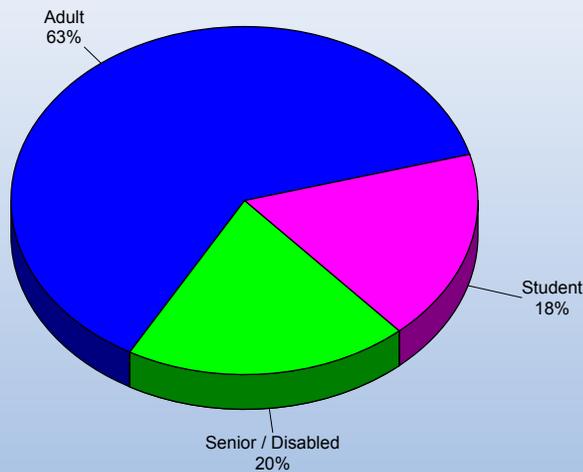
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Did you receive any of the following special fare discounts for your trip today?

Based on the EXPANDED Survey Results



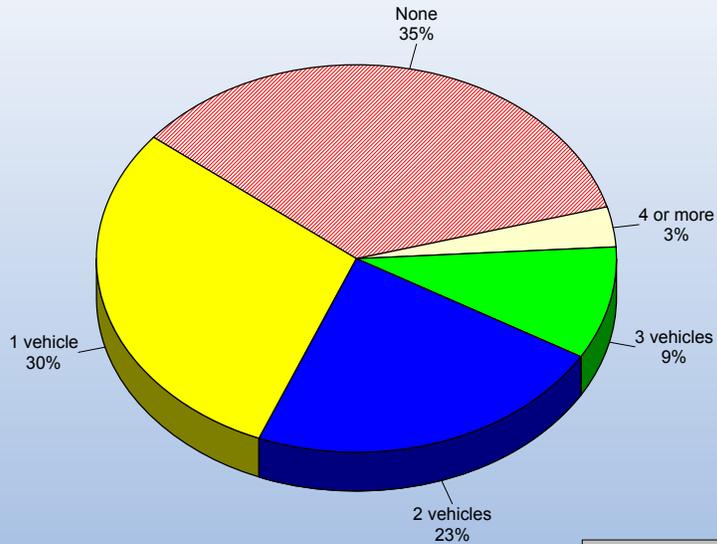
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Estimated Distribution of Vehicle Availability

Based on the EXPANDED Survey Results



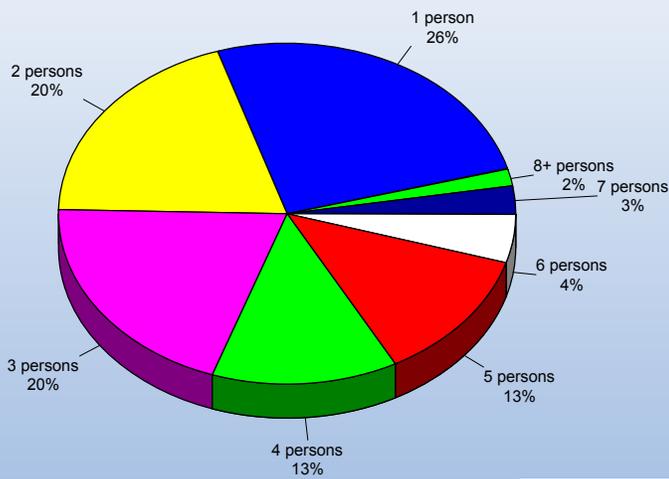
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Estimated Number of People Living in Transit Rider's Household

Based on the EXPANDED Survey Results



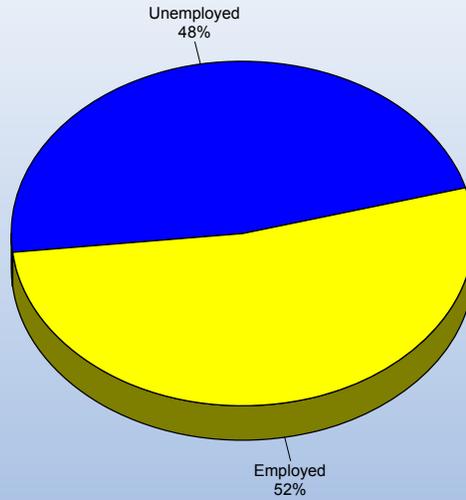
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

## Estimated Employment Status of Riders

Based on the EXPANDED Survey Results



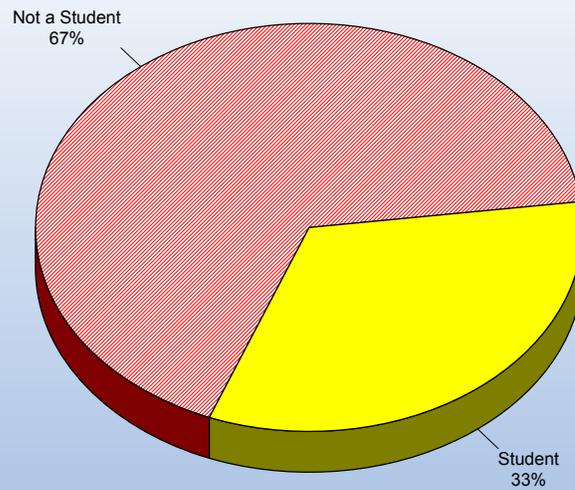
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

## Estimated Student Status of Riders

Based on the EXPANDED Survey Results



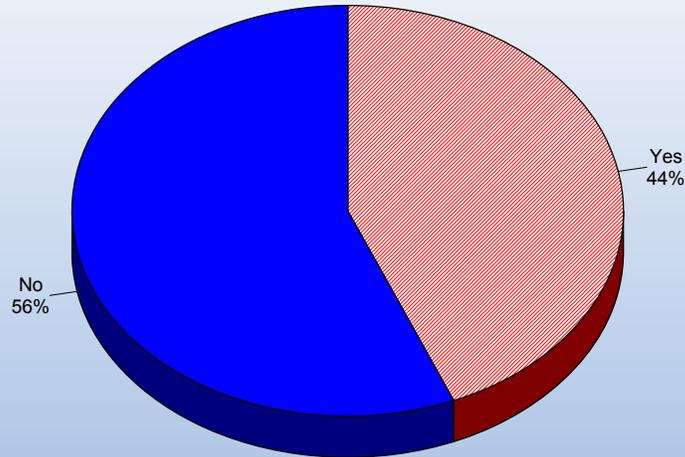
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Do respondents have a valid driver's license?

Based on the EXPANDED Survey Results



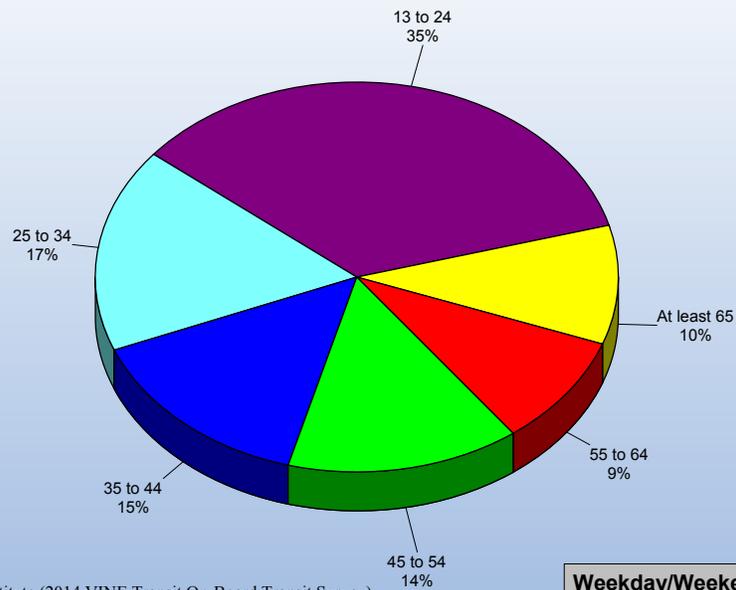
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Estimated Age Distribution of Transit Users

Based on the EXPANDED Survey Results



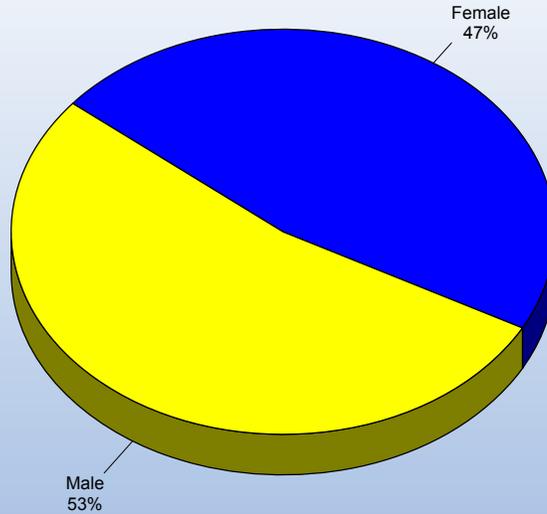
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Estimated Gender of Transit Users

Based on the EXPANDED Survey Results



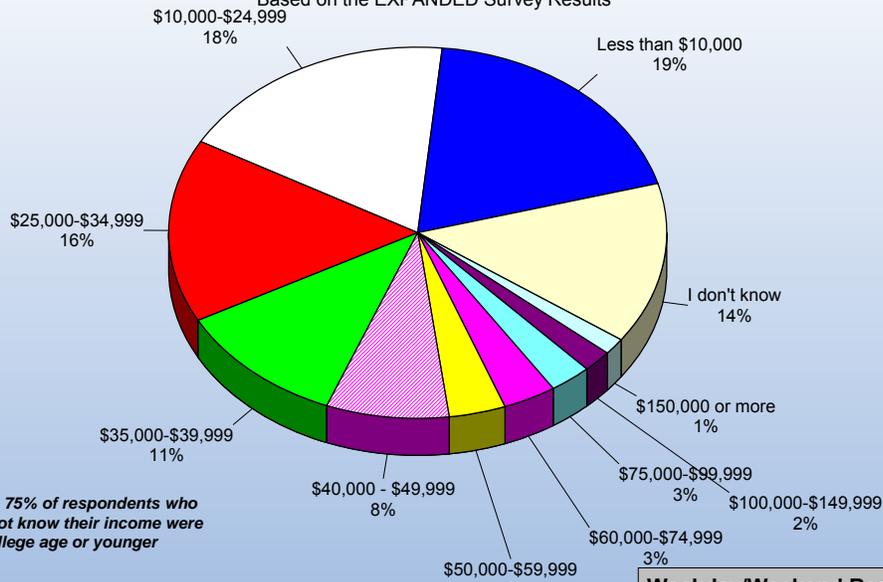
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Estimated Distribution of Annual Household Income Among Transit Users

Based on the EXPANDED Survey Results



*Note: 75% of respondents who did not know their income were of college age or younger*

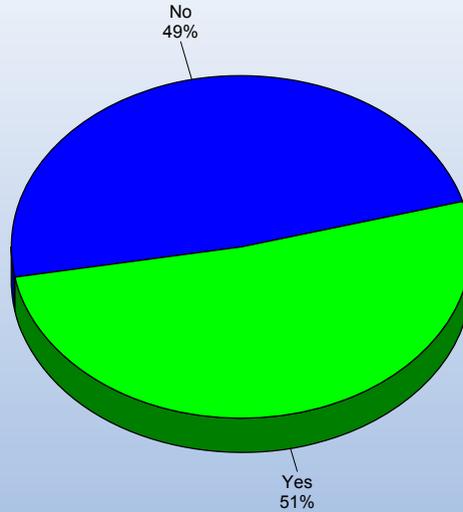
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

## Do You Ever Ride Route 10?

Based on the EXPANDED Survey Results



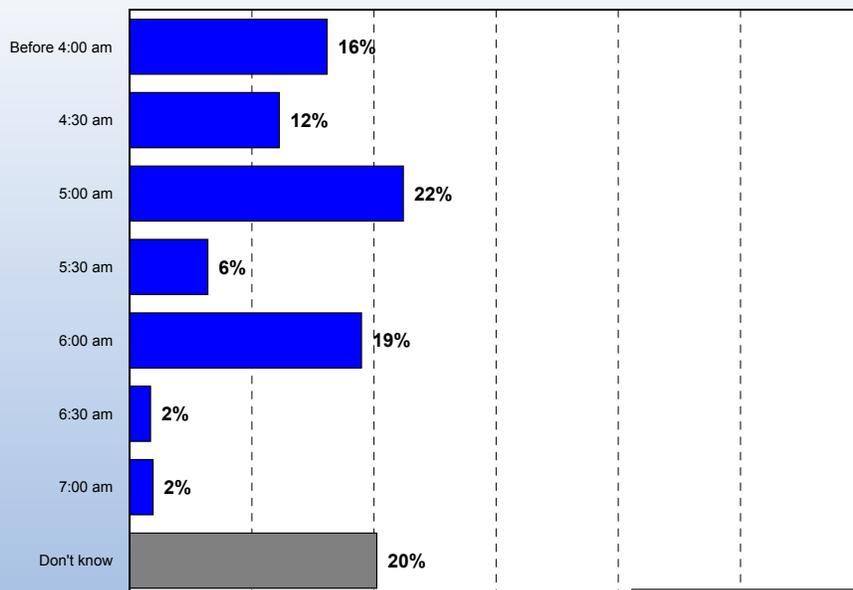
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

## How early do you think service on Route 10 should begin on weekdays?

Based on the EXPANDED Survey Results and the 51% of respondent who indicated they ride Route 10



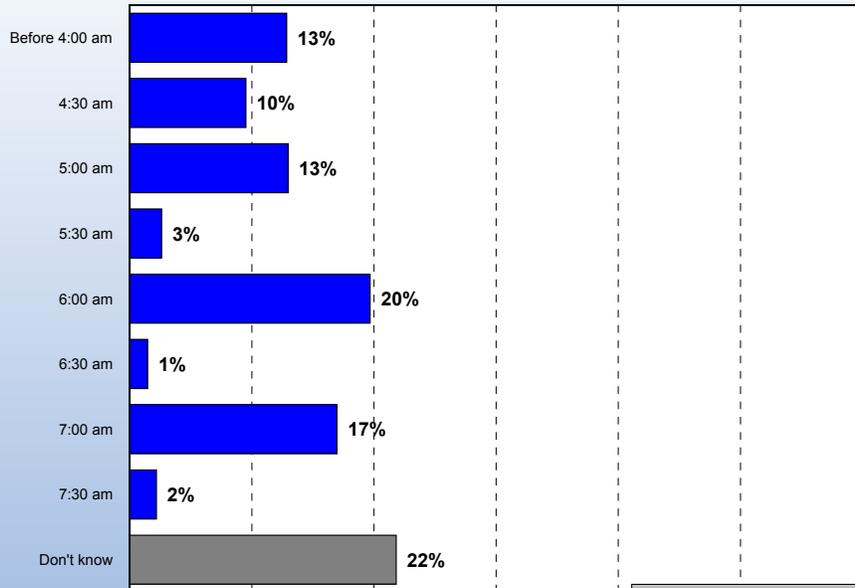
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

**How early do you think service on Route 10 should begin on weekends?**

Based on the EXPANDED Survey Results and the 51% of respondent who indicated they ride Route 10



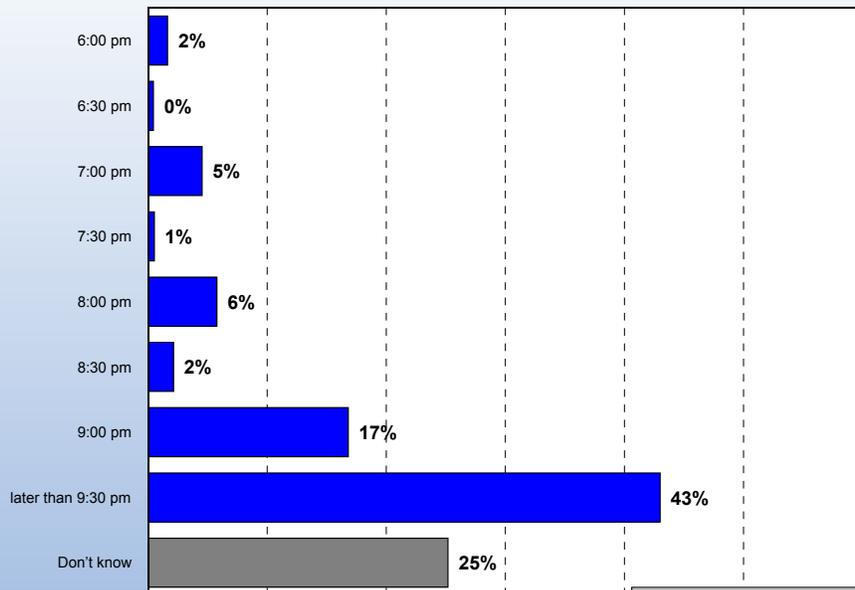
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

**How late do you think service on Route 10 should end on weekdays?**

Based on the EXPANDED Survey Results and the 51% of respondent who indicated they ride Route 10



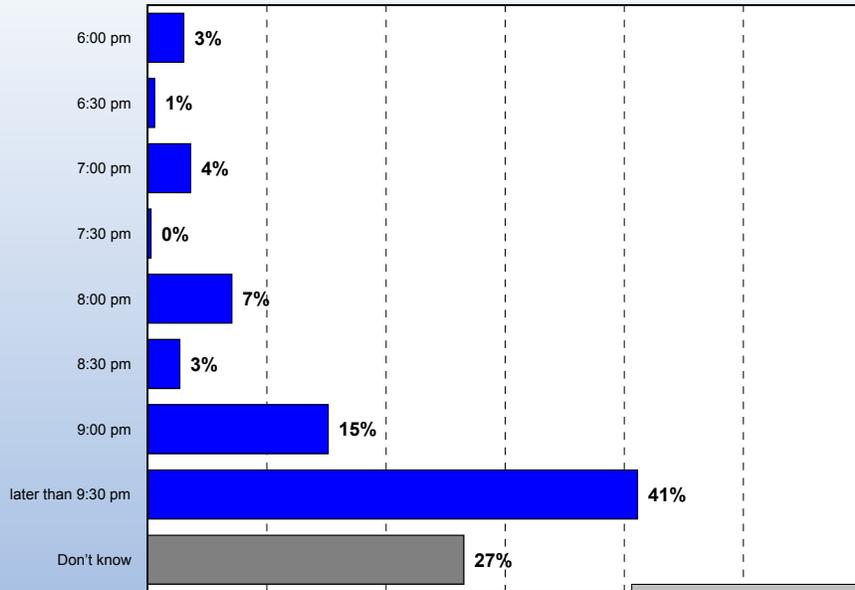
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### How late do you think service on Route 10 should end on weekends?

Based on the EXPANDED Survey Results and the 51% of respondent who indicated they ride Route 10



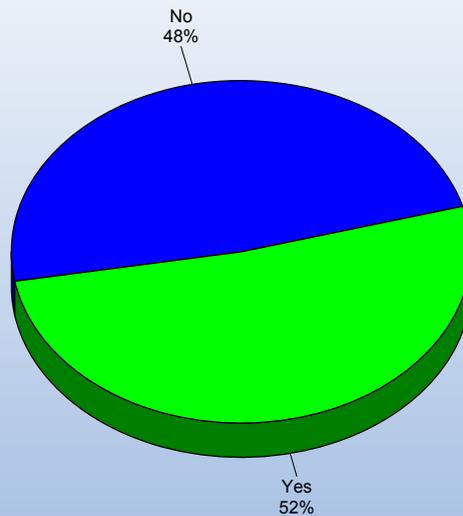
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Do You Ever Ride Route 11?

Based on the EXPANDED Survey Results



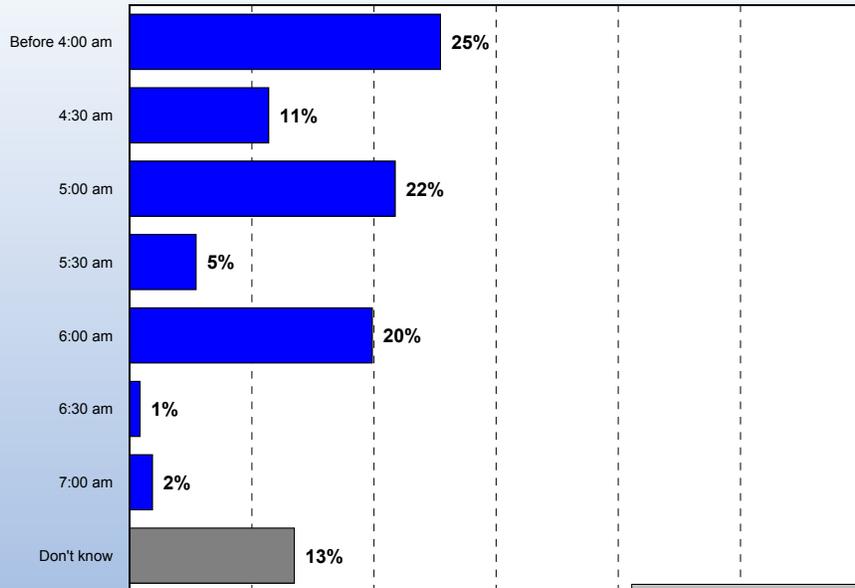
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

**How early do you think service on Route 11 should begin on weekdays?**

Based on the EXPANDED Survey Results and the 52% of respondent who indicated they ride Route 11



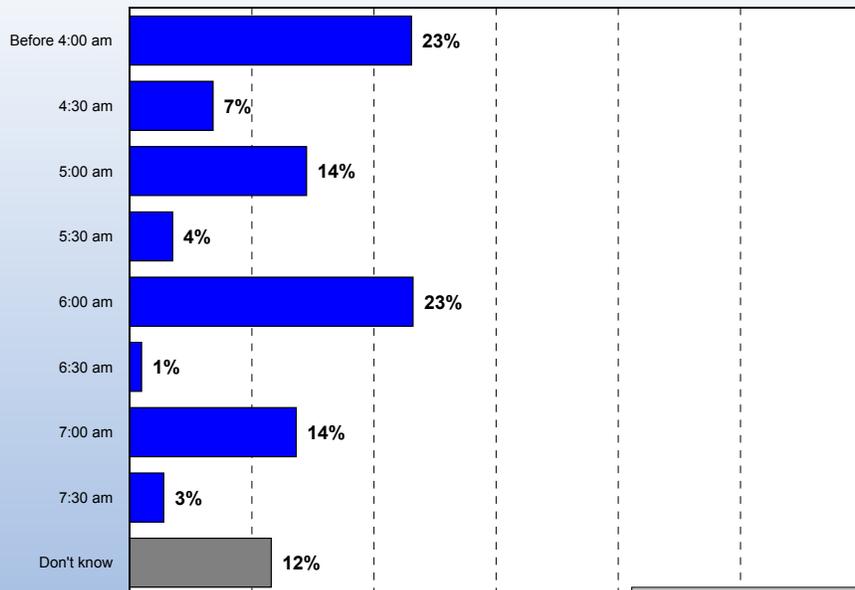
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

**How early do you think service on Route 11 should begin on weekends?**

Based on the EXPANDED Survey Results and the 52% of respondent who indicated they ride Route 11



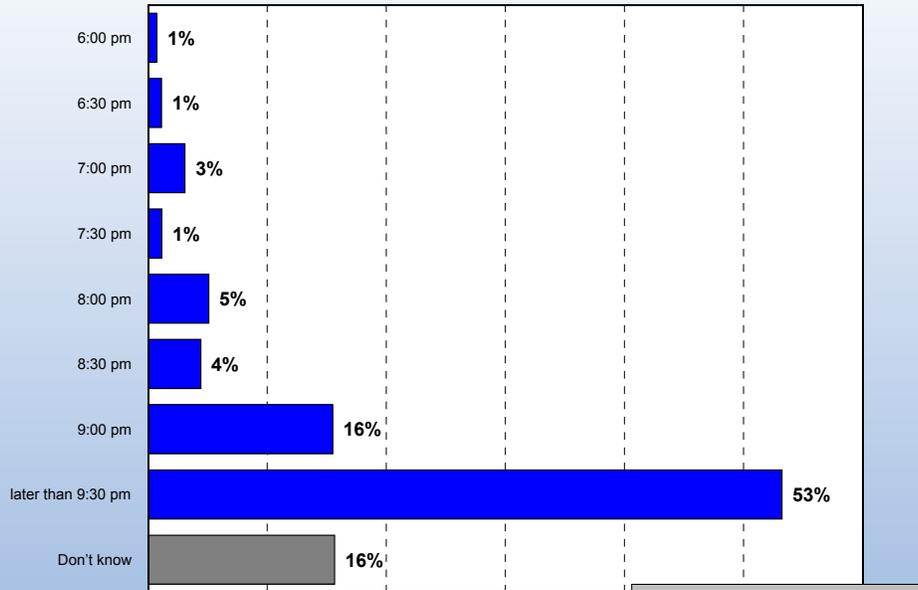
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

**How late do you think service on Route 11 should end on weekdays?**

Based on the EXPANDED Survey Results and the 52% of respondent who indicated they ride Route 11



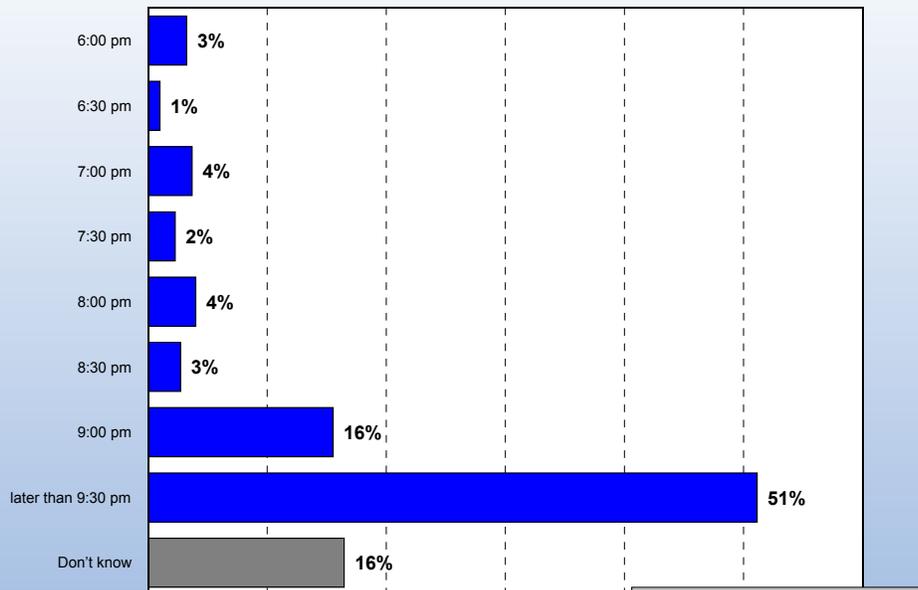
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

**How late do you think service on Route 11 should end on weekends?**

Based on the EXPANDED Survey Results and the 52% of respondent who indicated they ride Route 11

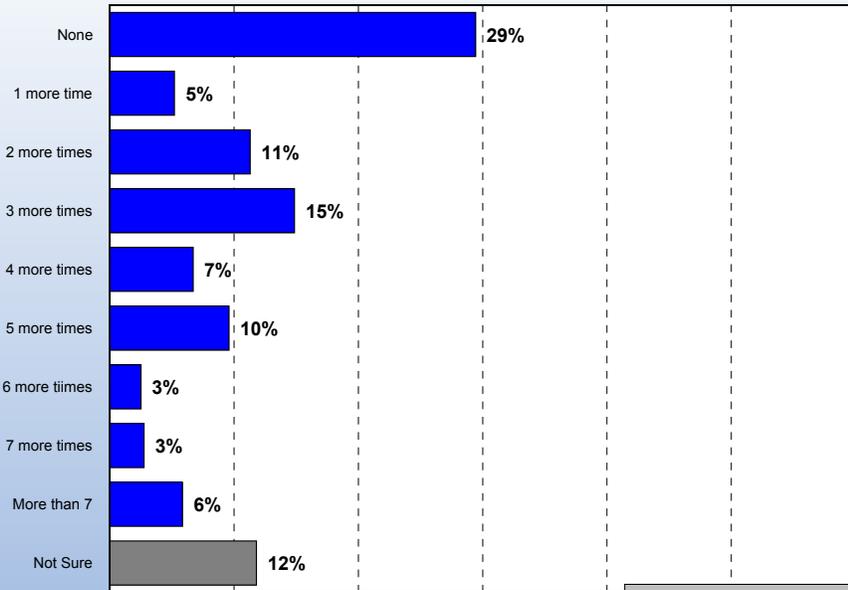


Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Ride Frequency if Route 10 and 11 Times were Expanded Based on the EXPANDED Survey Results

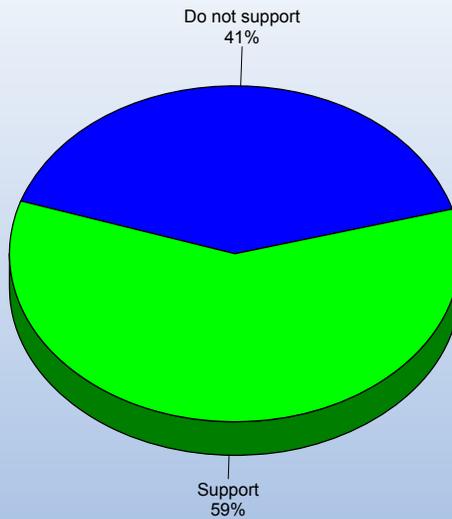


Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Support for Allowing Dogs Onboard VINE Buses Based on the EXPANDED Survey Results



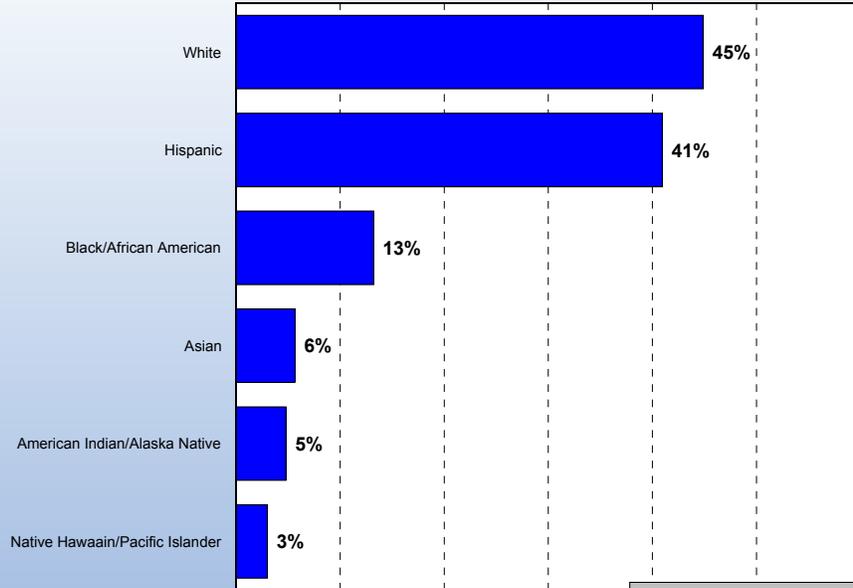
Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

**WEIGHTED DATA- UNLINKED**

### Race/Ethnicity

Based on the EXPANDED Survey Results - Multiple Choices Allowed



Source:ETC Institute (2014 VINE Transit On-Board Transit Survey)

**Weekday/Weekend Results**

## CHAPTER 5: DATABASE DESCRIPTION

A copy of the database description is provided below and on the following pages.

# VINE Transit On-Board Transit Survey Data Dictionary

FIELD NAME	FIELD DESCRIPTION	FIELD VALUES
ID	Unique ID for each record	Actual Value
DATE	Date Survey was administered	Actual Value
WEEKDAY_OR_WEEKEND	Whether survey day was administered on a weekday or weekend	Actual Value
ROUTE_SURVEYED_CODE	Route Number/Direction of Travel Code	Actual Value
ROUTE_SURVEYED	Route Name/Number	Actual Value
DIRECTION	Direction of Travel Code	N=North S=South LP=Loop E=East W=West
ORIGIN_PLACE_TYPE_CODE	Type of place respondent is coming from now code	1=Your Home 2=Work 3=Business appointment 4=College or university (student only) 5=School (K-12 student only) 6=Shopping 7=Maintenance / personal business 8=Dining / coffee 10=Social or recreational 11=Medical / dental 15=Escorting others (children, elderly)
ORIGIN_PLACE_TYPE	Type of place respondent is coming from now	Actual Value
ORIGIN_NAME	Name of place where the trip began	Actual Value
ORIGIN_ADDRESS	Street address where the trip began	Actual Value
ORIGIN_CITY	City where the trip began	Actual Value
ORIGIN_STATE	State where the trip began	Actual Value
ORIGIN_ZIP	Zip code where the trip began	Actual Value
ORIGIN_LAT	Latitude coordinates where the trip began	Actual Value
ORIGIN_LON	Longitude coordinates where the trip began	Actual Value
ACCESS_MODE_CODE	Mode of access to transit Code	1=Walked all the way (includes skateboard / non-motorized scooter) 2=Bicycled 4=Motorcycled /motorized scooter / moped 5=Drove alone and parked 6=Drove or rode with others and parked / carpooled 7=Was dropped off by someone 8=Taxi 9=Shuttle
ACCESS_MODE	Mode of access to transit	Actual Value
DESTINATION_PLACE_TYPE_CODE	Type of place respondent is going to now Code	1=Your Home 2=Work 3=Business appointment 4=College/university (student only) 5=School (K-12 student only) 6=Shopping 7=Maintenance / personal business 8=Dining / coffee 10=Social or recreational 11=Medical/dental 15=Escorting others (children, elderly)
DESTINATION_PLACE_TYPE	Type of place respondent is going to now	Actual Value
DESTINATION_NAME	Name of place where the trip ended	Actual Value
DESTINATION_ADDRESS	Street address where the trip ended	Actual Value
DESTINATION_CITY	City where the trip ended	Actual Value
DESTINATION_STATE	State where the trip ended	Actual Value
DESTINATION_ZIP	Zip code where the trip ended	Actual Value
DESTINATION_LAT	Latitude coordinates where the trip ended	Actual Value
DESTINATION_LON	Longitude coordinates where the trip ended	Actual Value
EGRESS_MODE_CODE	Mode of egress from transit Code	1=Walk all the way (includes skateboard / non-motorized scooter) 2=Bicycle 5=Drive alone 6=Drive or ride with others / carpool 7=Get picked up by someone
EGRESS_MODE	Mode of egress from transit	Actual Value
BOARDING_LOCATION	Name/Description/Intersection where the respondent boarded the bus	Actual Value
BOARDING_STOP_LAT	Latitude coordinates of the boarding location	Actual Value
BOARDING_STOP_LON	Longitude coordinates of the boarding location	Actual Value
BOARDING_STOPID	Stop ID where the respondent boarded the bus	Actual Value
ALIGHTING_LOCATION	Name/Description/Intersection where the respondent alighted the bus	Actual Value
ALIGHTING_STOP_LAT	Latitude coordinates of the alighting location	Actual Value
ALIGHTING_STOP_LON	Longitude coordinates of the alighting location	Actual Value
ALIGHTING_STOPID	Stop ID where the respondent got off the bus	Actual Value
TRANSFERS_FROM_CODE	Number of transfers a respondent took before surveyed route from Origin Code	0=None 1=One 2=Two 3=Three or more
TRANSFERS_FROM	Number of transfers a respondent took before surveyed route from Origin	Actual Value
TRANSFER_FROM_1ST	Name of first route (if taken)	Actual Value
TRANSFER_FROM_1ST_OTHER_AGENCY	Name of first route (if route belonged to an agency other than Tri Delta)	Actual Value
TRANSFER_FROM_2ND	Name of second route (if taken)	Actual Value
TRANSFER_FROM_2ND_OTHER_AGENCY	Name of second route (if route belonged to an agency other than Tri Delta)	Actual Value
TRANSFER_FROM_3RD	Name of third route (if taken)	Actual Value
TRANSFER_FROM_3RD_OTHER_AGENCY	Name of third route (if route belonged to an agency other than Tri Delta)	Actual Value
TRANSFERS_TO_CODE	Number of transfers a respondent took after surveyed route to Destination Code	0=None 1=One 2=Two 3=Three or more
TRANSFERS_TO	Number of transfers a respondent took after surveyed route to Destination	Actual Value
TRANSFER_TO_1ST	Name of first route (if taken)	Actual Value
TRANSFER_TO_1ST_OTHER_AGENCY	Name of first route (if route belonged to an agency other than Tri Delta)	Actual Value
TRANSFER_TO_2ND	Name of second route (if taken)	Actual Value
TRANSFER_TO_2ND_OTHER_AGENCY	Name of second route (if route belonged to an agency other than Tri Delta)	Actual Value
TRANSFER_TO_3RD	Name of third route (if taken)	Actual Value
TRANSFER_TO_3RD_OTHER_AGENCY	Name of third route (if route belonged to an agency other than Tri Delta)	Actual Value
LAST_LEFT_HOME_CODE	The approximate time the respondent last left their home code	1=Before 5 a.m. 2=5 - 6 a.m. 3=6 - 7 a.m. 4=7 - 8 a.m. 5=8 - 9 a.m. 6=9 - 10 a.m.

# VINE Transit On-Board Transit Survey Data Dictionary

FIELD NAME	FIELD DESCRIPTION	FIELD VALUES
		7=10 - 11 a.m. 8=11 a.m. - 12 p.m. 9=12 - 1 p.m. 10=1 - 2 p.m. 11=2 - 3 p.m. 12=3 - 4 p.m. 13=4 - 5 p.m. 15=6 - 7 p.m. 99=Have not yet been home today
LAST_LEFT_HOME	The approximate time the respondent last left their home	Actual Value
RETURN_HOME_CODE	The approximate time the respondent will return to their home code	5=8 - 9 a.m. 6=9 - 10 a.m. 7=10 - 11 a.m. 8=11 a.m. - 12 p.m. 9=12 - 1 p.m. 10=1 - 2 p.m. 11=2 - 3 p.m. 12=3 - 4 p.m. 13=4 - 5 p.m. 14=5 - 6 p.m. 15=6 - 7 p.m. 16=7 - 8 p.m. 17=8 - 9 p.m. 18=9 - 10 p.m. 19=10 - 11 p.m. 20=After 11 p.m. 88=I don't know / I am not certain 99=Will not go home today
RETURN_HOME	The approximate time the respondent will return to their home	Actual Value
PAY_MODE_CODE	Payment method of respondent code	1=Cash Fare 2=Day Pass 3=20 - Ride Pass 4=31 - Day Pass
PAY_MODE	Payment method of respondent	Actual Value
FARE_TYPE_CODE	Type of fare code	1=Adult 2=Senior / Disabled 3=Student
FARE_TYPE	Type of fare	Actual Value
EMPLOYMENT_STATUS_CODE	Whether respondent is employed or not code	Y=Yes N=No
EMPLOYMENT_STATUS	Whether respondent is employed or not	Actual Value
WORKP_NAME	Name of place where respondent works (if applicable)	Actual Value
WORKP_ADDRESS	Street address where respondent works (if applicable)	Actual Value
WORKP_CITY	City where respondent works (if applicable)	Actual Value
WORKP_STATE	State where respondent works (if applicable)	Actual Value
WORKP_ZIP	Zip code where respondent works (if applicable)	Actual Value
WORKP_LAT	Latitude coordinates where respondent works (if applicable)	Actual Value
WORKP_LON	Longitude coordinates where respondent works (if applicable)	Actual Value
WORK_BEFORE_TRIP_CODE	Whether or not respondent had been to work code	Y=Yes N=No
WORK_BEFORE_TRIP	Whether or not respondent had been to work	Actual Value
WORK_AFTER_TRIP_CODE	Whether or not respondent would be going to work later code	Y=Yes N=No
WORK_AFTER_TRIP	Whether or not respondent would be going to work later	Actual Value
STUDENT_STATUS_CODE	Respondent student status code	Y=Yes N=No
STUDENT_STATUS	Respondent student status	Actual Value
SCHOOL_NAME	Name of place where respondent goes to school (if applicable)	Actual Value
SCHOOL_ADDRESS	Street address where respondent goes to school (if applicable)	Actual Value
SCHOOL_CITY	City where respondent goes to school (if applicable)	Actual Value
SCHOOL_STATE	State where respondent goes to school (if applicable)	Actual Value
SCHOOL_ZIP	Zip code where respondent goes to school (if applicable)	Actual Value
SCHOOL_LAT	Latitude coordinates where respondent goes to school (if applicable)	Actual Value
SCHOOL_LON	Longitude coordinates where respondent goes to school (if applicable)	Actual Value
BEEN_2SCHOOL_TODAY_CODE	Whether or not respondent had been to school code	Y=Yes N=No
BEEN_2SCHOOL_TODAY	Whether or not respondent had been to school	Actual Value
WILL_GO2SCHOOL_TODAY_CODE	Whether or not respondent would be going to school later code	Y=Yes N=No
WILL_GO2SCHOOL_TODAY	Whether or not respondent would be going to school later	Actual Value
PPL_IN_HH_CODE	Number of household members code	A1=1 A2=2 A3=3 A4=4 A5=5 A6=6 A7=7 A8=8 A9=9 A10PL=10+
PPL_IN_HH	Number of household members	Actual Value
EMPLYD_IN_HH_CODE	Number of employed household members code	0=None 1=1 2=2 3=3 4=4 5=5 6=6 or more
EMPLYD_IN_HH	Number of employed household members	Actual Value
VEH_IN_HH_CODE	Number of Working vehicles available to respondent household code	0=None 1=1 2=2 3=3 4plus=4 or more
VEH_IN_HH	Number of Working vehicles available to respondent household	Actual Value
HAVE_DRIVERS_LIC_CODE	Does respondent have a valid drivers license code	Y=Yes N=No
HAVE_DRIVERS_LIC	Does respondent have a valid drivers license	Actual Value
YEAR_BORN	The year respondent was born	Actual Value

# VINE Transit On-Board Transit Survey Data Dictionary

FIELD NAME	FIELD DESCRIPTION	FIELD VALUES
HISP_LATINO_SPANISH_CODE	Whether respondent identified themselves as Hispanic, Latino, or Spanish origin code	Y=Yes N=No
HISP_LATINO_SPANISH	Whether respondent identified themselves as Hispanic, Latino, or Spanish origin	Actual Value
RACE_AMERICANINDIAN_ALASKANNATIVE	Whether respondent identified themselves as American Indian/Alaska Native	Actual Value
RACE_ASIAN	Whether respondent identified themselves as Asian	Actual Value
RACE_BLACK_AFRICANAM	Whether respondent identified themselves as Black/African American	Actual Value
RACE_NATHAWAIIAN_PACISLAND	Whether respondent identified themselves as Native Hawaiian/Pacific Islander	Actual Value
RACE_WHITE	Whether respondent identified themselves as White	Actual Value
RACE_OR_ETHNICITY_OTHER	Whether respondent identified themselves as a Race/Ethnicity not previously listed	Actual Value
LANG_OTHER_THAN_ENG_CODE	Whether or not respondent speaks a language other than English at home code	Y=Yes N=No
LANG_OTHER_THAN_ENG	Whether or not respondent speaks a language other than English at home	Actual Value
OTHER_LANG_CODE	If respondents speaks a language other than English at home, this is the language code	13=Arabic, Standard 84=Dutch 111=French 129=German 143=Spanish 152=Indonesian 208=Korean 297=Norwegian 358=Portuguese 465=Vietnamese 488=Hawaiian 498=Micronesian 503=TAGALOG 504=Chinese
OTHER_LANG	If respondents speaks a language other than English at home, this is the language	Actual Value
ENGLISH_FLUENCY_CODE	If respondents speaks a language other than English at home, this is how well they speak it code	1=Very well 2=Well 3=Not well 4=Not at all
ENGLISH_FLUENCY	If respondents speaks a language other than English at home, this is how well they speak it	Actual Value
HH_INCOME_CODE	Total annual household income before taxes code	1=Less than \$10,000 2=\$10,000-\$24,999 3=\$25,000-\$34,999 4=\$35,000-\$39,999 5=\$40,000 - \$49,999 6=\$50,000-\$59,999 7=\$60,000-\$74,999 8=\$75,000-\$99,999 9=\$100,000-\$149,999 10=\$150,000 or more 88=I don't know 99=Refused
HH_INCOME	Total annual household income before taxes	Actual Value
HOME_ADDRESS	Street address where respondent lives	Actual Value
HOME_CITY	City where respondent lives	Actual Value
HOME_STATE	State where respondent lives	Actual Value
HOME_ZIP	Zip code where respondent lives	Actual Value
HOME_LAT	Latitude coordinates where respondent lives	Actual Value
HOME_LON	Longitude coordinates where respondent lives	Actual Value
RIDE_R10_CODE	Whether respondent ever rides Route 10 code	Y=Yes N=No
RIDE_R10	Whether respondent ever rides Route 10	Actual Value
R10_BEGIN_OP_WKDAY_CODE	How early respondents think service on Route 10 should begin on weekdays code	1=Before 4:00 am 2=4:30 am 3=5:00 am 4=5:30 am 5=6:00 am 6=6:30 am 7=7:00 am 9=Don't know
R10_BEGIN_OP_WKDAY	How early respondents think service on Route 10 should begin on weekdays	Actual Value
R10_BEGIN_OP_WKEND_CODE	How early respondents think service on Route 10 should begin on weekends code	1=Before 4:00 am 2=4:30 am 3=5:00 am 4=5:30 am 5=6:00 am 6=6:30 am 7=7:00 am 8=7:30 am 9=Don't know
R10_BEGIN_OP_WKEND	How early respondents think service on Route 10 should begin on weekends	Actual Value
R10_STOP_OP_WKDAY_CODE	How late respondents think service on Route 10 should end on weekdays code	1=6:00 pm 2=6:30 pm 3=7:00 pm 4=7:30 pm 5=8:00 pm 6=8:30 pm 7=9:00 pm 8=later than 9:30 pm 9=Don't know
R10_STOP_OP_WKDAY	How late respondents think service on Route 10 should end on weekdays	Actual Value
R10_STOP_OP_WKEND_CODE	How late respondents think service on Route 10 should end on weekends code	1=6:00 pm 3=7:00 pm 4=7:30 pm 5=8:00 pm 6=8:30 pm 7=9:00 pm 8=later than 9:30 pm 9=Don't know
R10_STOP_OP_WKEND	How late respondents think service on Route 10 should end on weekends	Actual Value
RIDE_R11_CODE	Whether respondent ever rides Route 11 code	Y=Yes N=No
RIDE_R11	Whether respondent ever rides Route 11	Actual Value
R11_BEGIN_OP_WKDAY_CODE	How early respondents think service on Route 11 should begin on weekdays code	1=Before 4:00 am 2=4:30 am 3=5:00 am 4=5:30 am

# VINE Transit On-Board Transit Survey Data Dictionary

FIELD NAME	FIELD DESCRIPTION	FIELD VALUES
		5=6:00 am 6=6:30 am 7=7:00 am 9=Don't know
R11_BEGIN_OP_WKDAY	How early respondents think service on Route 11 should begin on weekdays	Actual Value
R11_BEGIN_OP_WKEND_CODE	How early respondents think service on Route 11 should begin on weekends code	1=Before 4:00 am 2=4:30 am 3=5:00 am 4=5:30 am 5=6:00 am 6=6:30 am 7=7:00 am 8=7:30 am 9=Don't know
R11_BEGIN_OP_WKEND	How early respondents think service on Route 11 should begin on weekends	Actual Value
R11_STOP_OP_WKDAY_CODE	How late respondents think service on Route 11 should end on weekdays code	1=6:00 pm 2=6:30 pm 3=7:00 pm 4=7:30 pm 5=8:00 pm 6=8:30 pm 7=9:00 pm 8=later than 9:30 pm 9=Don't know
R11_STOP_OP_WKDAY	How late respondents think service on Route 11 should end on weekdays	Actual Value
R11_STOP_OP_WKEND_CODE	How late respondents think service on Route 11 should end on weekends code	1=6:00 pm 2=6:30 pm 3=7:00 pm 4=7:30 pm 5=8:00 pm 6=8:30 pm 7=9:00 pm 8=later than 9:30 pm 9=Don't know
R11_STOP_OP_WKEND	How late respondents think service on Route 11 should end on weekends	Actual Value
TRAVEL_FREQ_IF_EXTEN_CODE	If the hours of service on Route 10 and 11 were expanded to begin and end at the	0=None 1=One 2=Two 3=Three 4=Four 5=Five 6=Six 7=Seven 8=More than seven 9=Don't know
TRAVEL_FREQ_IF_EXTEN	If the hours of service on Route 10 and 11 were expanded to begin and end at the	Actual Value
DOGS_ALLOWED_CODE	Whether respondents would support allowing passengers to bring dogs on the bus	Y=Yes N=No
DOGS_ALLOWED	Whether respondents would support allowing passengers to bring dogs on the bus	Actual Value
GENDER_CODE	Gender of respondent Code	1= Male 2= Female
GENDER	Gender of respondent	Actual Value
TIME_BOARDED_CODE	At what time did respondent board this bus Code	1=Before 6 a.m. 2=6 - 6:59 a.m. 3=7 - 7:59 a.m. 3=12 - 12:59 p.m. 4=8 - 8:59 a.m. 5=9 - 9:59 a.m. 6=10 - 10:59 a.m. 7=11 a.m. - 11:59 a.m. 8=12 - 12:59 p.m. 9=1 - 1:59 p.m. 10=2 - 2:59 p.m. 11=3 - 3:59 p.m. 12=4 - 4:59 p.m. 13=5 - 5:59 p.m. 14=6 - 6:59 p.m. 15=7 - 7:59 p.m.
TIME_BOARDED	At what time did respondent board surveyed bus?	Actual Value
TIME_PERIOD_CODE	Period of Day Survey was Administered code	AM1=EARLY AM AM2=AM PEAK MID=MIDDAY PM1=PM PEAK PM2=LATE PM
TIME_PERIOD	Period of Day Survey was Administered	Actual Value
UNLINKED_WGHT_FCTR_NAME	Unlinked Weight Factor Code created for data expansion (adjusts to boardings)	Actual Value
UNLINKED_WGHT_FCTR	Unlinked trip weight factor used to expand the database to total boardings	Actual Value
TOTAL_TRANSFERS	Total number of transfers from plus total transfer to	Actual Value
LINKED_TRIP_FACTOR	Factor used to convert unlinked trips to linked trips (1/1+# transfers)	Actual Value

## CHAPTER 6: WEIGHTED TABULAR DATA

The weighted survey results are provided on the following pages.

### Surveys Completed by Time Period

	Count	Percent
5am to 6am	31	1.19%
6am to 10am	734	27.90%
10am to 3pm	1199	45.56%
3pm to 7pm	647	24.57%
7pm to 9pm	20	0.77%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Respondent's Home City

	Count	Percent
Napa	1714	65.13%
Vallejo	280	10.65%
American Canyon	184	6.99%
Calistoga	138	5.24%
Yountville	92	3.51%
St Helena	63	2.39%
Fairfield	38	1.44%
Sonoma	28	1.05%
Clearlake	16	0.60%
Middletown	12	0.44%
Hidden Valley Lake	9	0.36%
Calgary	9	0.35%
Saint Helena	9	0.33%
Walnut Creek	6	0.25%
Berkeley	6	0.23%
El Cerrito	6	0.23%
Richmond	5	0.20%
Suisun City	5	0.19%
Oakland	5	0.19%
Vacaville	4	0.16%
Angwin	1	0.04%
Sacramento	1	0.04%
Benicia	0	0.00%
Kelseyville	0	0.00%
San Francisco	0	0.00%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Respondent's Home Zip Code

	Count	Percent
94558	876	33.27%
94559	841	31.97%
94503	184	6.99%
94515	138	5.24%
94590	113	4.31%
94599	95	3.61%
94589	91	3.48%
94574	72	2.72%
94591	70	2.65%
94533	38	1.44%
95476	28	1.05%
95422	15	0.60%
95461	12	0.44%
95467	9	0.36%
T2P 2M3	9	0.35%
94596	6	0.25%
94530	6	0.23%
94707	6	0.23%
23219	5	0.20%
94585	5	0.19%
94607	5	0.19%
95687	4	0.16%
94508	1	0.04%
94516	1	0.04%
94510	0	0.00%
94103	0	0.00%
95451	0	0.00%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Trip Origin

	Count	Percent
Your Home	1466	55.72%
Work	347	13.20%
Social or recreational	178	6.75%
Shopping	146	5.54%
College or university (student only)	142	5.40%
School (K-12 student only)	117	4.44%
Business appointment	70	2.65%
Medical / dental	62	2.34%
Dining / coffee	45	1.72%
Escorting others (children, elderly)	30	1.13%
Maintenance / personal business	29	1.12%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Origin City

	Count	Percent
Napa	1884	71.59%
Vallejo	205	7.77%
American Canyon	134	5.11%
St Helena	126	4.78%
Calistoga	102	3.89%
Yountville	72	2.72%
Fairfield	17	0.65%
Clearlake	16	0.63%
Sonoma	16	0.60%
Middletown	12	0.44%
El Cerrito	12	0.44%
Hidden Valley Lake	9	0.36%
Rutherford	8	0.31%
Berkeley	6	0.23%
Oakland	5	0.19%
Turlock	4	0.16%
San Francisco	3	0.11%
Pleasanton	0	0.01%
Benicia	0	0.00%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Origin Zip Code

	Count	Percent
94558	1089	41.40%
94559	798	30.31%
94574	126	4.78%
94503	125	4.77%
94515	102	3.89%
94590	100	3.81%
94599	74	2.81%
94589	54	2.07%
94591	45	1.68%
94533	17	0.65%
95422	16	0.63%
95476	16	0.60%
95461	12	0.44%
94530	12	0.44%
95467	9	0.36%
94503	9	0.34%
94573	8	0.31%
94707	6	0.23%
94607	5	0.19%
95380	4	0.16%
94107	2	0.06%
94103	1	0.03%
94105	0	0.02%
94588	0	0.01%
94133	0	0.00%
94510	0	0.00%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Access Mode

	Count	Percent
Walked all the way (includes skateboard / non-motorized sc	2294	87.17%
Was dropped off by someone	202	7.67%
Drove alone and parked	39	1.47%
Bicycled	31	1.18%
Drove or rode with others and parked / carpooled	23	0.87%
Drive alone	15	0.58%
Motorcycled /motorized scooter / moped	12	0.45%
Taxi	9	0.35%
Shuttle	7	0.27%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Trip Destination

	Count	Percent
Your Home	884	33.58%
Work	491	18.67%
Social or recreational	416	15.80%
Shopping	227	8.62%
School (K-12 student only)	164	6.22%
College/university (student only)	137	5.20%
Medical/dental	111	4.23%
Business appointment	103	3.91%
Dining / coffee	59	2.22%
Maintenance / personal business	25	0.96%
Escorting others (children, elderly)	15	0.57%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Destination City

	Count	Percent
Napa	1729	65.71%
Vallejo	241	9.14%
St Helena	184	7.01%
American Canyon	111	4.23%
Calistoga	105	3.99%
San Francisco	69	2.61%
Yountville	63	2.38%
Fairfield	34	1.31%
Sonoma	20	0.74%
Oakland	15	0.57%
El Cerrito	13	0.49%
Rutherford	9	0.34%
Berkeley	7	0.26%
San Pablo	6	0.22%
Eldridge	6	0.21%
Oakville	5	0.20%
Suisun City	5	0.20%
Middletown	5	0.18%
Hercules	4	0.16%
Angwin	1	0.04%
Kelseyville	0	0.00%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Destination Zip Code

	Count	Percent
94558	927	35.24%
94559	801	30.46%
94574	193	7.35%
94590	120	4.57%
94503	111	4.23%
94515	105	3.99%
94589	76	2.89%
94599	63	2.38%
94591	44	1.69%
94533	34	1.31%
94103	32	1.23%
95476	20	0.74%
94102	14	0.53%
94530	13	0.49%
94612	12	0.44%
94115	9	0.35%
94720	7	0.26%
95431	6	0.21%
94806	6	0.22%
94458	6	0.21%
94132	5	0.19%
94585	5	0.20%
95461	5	0.18%
94111	4	0.16%
94117	4	0.16%
94572	4	0.16%
94607	3	0.13%
94508	1	0.04%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Egress Mode

	Count	Percent
Walk all the way (includes skateboard / non-motorized scoc	2418	91.90%
Get picked up by someone	121	4.61%
Drive alone	46	1.76%
Bicycle	31	1.18%
Drive or ride with others / carpool	8	0.31%
Motorcycled /motorized scooter / moped	6	0.25%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Total Transfers

	Count	Percent
None	1662	63.16%
1 transfer	868	32.99%
2 transfers	81	3.08%
3 transfers	20	0.77%
4 transfers	0	0.00%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### How Riders Paid For Trip

	Count	Percent
Cash Fare	1734	65.90%
31 - Day Pass	520	19.75%
20 - Ride Pass	323	12.29%
Day Pass	54	2.06%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Type of Fare Discount Riders Received for Trip

	Count	Percent
Adult	1651	62.75%
Senior / Disabled	515	19.57%
Student	465	17.69%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Working Vehicles Available in Household

	Count	Percent
1	782	29.72%
2	596	22.64%
3	244	9.26%
4 or more	86	3.25%
None	924	35.13%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Total Number of Persons in Household

	Count	Percent
1	675	25.65%
2	522	19.85%
3	531	20.18%
4	341	12.94%
5	335	12.73%
6	118	4.48%
7	68	2.60%
8	26	0.97%
9	2	0.08%
10+	14	0.53%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Employment Status

	Count	Percent
Unemployed	1250	47.52%
Employed	1381	52.48%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Student Status

	Count	Percent
Not a Student	1758	66.80%
Student	857	32.58%
Not provided	16	0.62%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Driver License Status

	Count	Percent
No	1478	56.16%
Yes	1154	43.84%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

## Year Respondent Born

	Count	Percent
1927	2	0.09%
1929	8	0.29%
1931	7	0.26%
1933	15	0.56%
1935	4	0.14%
1938	21	0.78%
1939	5	0.20%
1940	26	0.99%
1941	22	0.83%
1942	5	0.20%
1943	10	0.38%
1944	12	0.45%
1945	9	0.33%
1946	25	0.97%
1947	26	0.97%
1948	49	1.86%
1949	8	0.31%
1950	17	0.63%
1951	8	0.30%
1952	40	1.54%
1953	5	0.18%
1954	26	1.00%
1955	22	0.83%
1956	34	1.31%
1957	38	1.46%
1958	29	1.12%
1959	26	0.98%
1960	63	2.40%
1961	46	1.75%
1962	21	0.80%
1963	43	1.62%
1964	40	1.51%
1965	19	0.70%
1966	30	1.13%
1967	56	2.13%
1968	43	1.63%
1969	14	0.54%
1970	29	1.11%
1971	30	1.14%
1972	38	1.45%
1973	11	0.43%
1974	63	2.39%
1975	53	2.02%
1976	35	1.32%
1977	51	1.96%
1978	20	0.75%
1979	60	2.27%
1980	56	2.11%
1981	48	1.82%
1982	27	1.01%
1983	41	1.58%
1984	26	1.00%
1985	56	2.14%
1986	40	1.52%
1987	44	1.68%
1988	28	1.07%
1989	74	2.83%
1990	63	2.39%
1991	54	2.06%
1992	105	4.00%
1993	96	3.65%
1994	43	1.63%
1995	149	5.66%
1996	114	4.34%
1997	112	4.25%
1998	30	1.15%
1999	113	4.31%
2000	39	1.47%

### Year Respondent Born

	Count	Percent
2002	3	0.12%
2003	6	0.21%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Race/Ethnicity multiple responses allowed

	Count	Percent
White	1181	44.88%
Hispanic	1078	40.96%
Black	348	13.21%
Asian	149	5.65%
American Indian	126	4.78%
Pacific Islander	79	3.00%
<b>Total</b>	<b>2960</b>	

### Gender

	Count	Percent
Female	1234	46.91%
Male	1397	53.09%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Household Income

	Count	Percent
Less than \$10,000	509	19.36%
\$10,000-\$24,999	485	18.42%
\$25,000-\$34,999	416	15.80%
\$35,000-\$39,999	301	11.43%
\$40,000 - \$49,999	205	7.77%
\$50,000-\$59,999	96	3.65%
\$60,000-\$74,999	92	3.49%
\$75,000-\$99,999	73	2.77%
\$100,000-\$149,999	51	1.92%
\$150,000 or more	39	1.47%
I don't know	366	13.90%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

## SERVICE ISSUES

### Do You Ever Ride Route 10

	Count	Percent
No	1278	48.56%
Yes	1354	51.44%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### How early do you think service on Route 10 should begin on weekdays?

	Count	Percent
Before 4:00 am	219	16.16%
4:30 am	166	12.25%
5:00 am	303	22.40%
5:30 am	87	6.39%
6:00 am	257	18.97%
6:30 am	23	1.69%
7:00 am	26	1.90%
Don't know	274	20.23%
<b>Total</b>	<b>1354</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### How early do you think service on Route 10 should begin on weekends?

	Count	Percent
Before 4:00 am	174	12.84%
4:30 am	129	9.51%
5:00 am	175	12.96%
5:30 am	35	2.61%
6:00 am	266	19.67%
6:30 am	20	1.46%
7:00 am	230	16.96%
7:30 am	30	2.18%
Don't know	295	21.81%
<b>Total</b>	<b>1354</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### How late do you think service on Route 10 should end on weekdays?

	Count	Percent
6:00 pm	22	1.63%
6:30 pm	6	0.44%
7:00 pm	61	4.53%
7:30 pm	7	0.51%
8:00 pm	78	5.77%
8:30 pm	29	2.13%
9:00 pm	227	16.80%
later than 9:30 pm	582	43.00%
Don't know	341	25.18%
<b>Total</b>	<b>1354</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### How late do you think service on Route 10 should end on weekends?

	Count	Percent
6:00 pm	41	3.02%
6:30 pm	8	0.58%
7:00 pm	49	3.59%
7:30 pm	4	0.27%
8:00 pm	96	7.06%
8:30 pm	36	2.69%
9:00 pm	205	15.14%
later than 9:30 pm	556	41.11%
Don't know	359	26.53%
<b>Total</b>	<b>1354</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Do You Ever Ride Route 11

	Count	Percent
No	1276	48.49%
Yes	1355	51.51%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### How early do you think service on Route 11 should begin on weekdays?

	Count	Percent
Before 4:00 am	345	25.44%
4:30 am	154	11.37%
5:00 am	295	21.73%
5:30 am	74	5.43%
6:00 am	269	19.85%
6:30 am	11	0.84%
7:00 am	25	1.85%
Don't know	183	13.47%
<b>Total</b>	<b>1355</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### How early do you think service on Route 11 should begin on weekends?

	Count	Percent
Before 4:00 am	313	23.06%
4:30 am	92	6.82%
5:00 am	196	14.47%
5:30 am	47	3.50%
6:00 am	314	23.20%
6:30 am	13	0.96%
7:00 am	185	13.63%
7:30 am	38	2.78%
Don't know	157	11.58%
<b>Total</b>	<b>1355</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### How late do you think service on Route 11 should end on weekdays?

	Count	Percent
6:00 pm	10	0.74%
6:30 pm	15	1.12%
7:00 pm	42	3.09%
7:30 pm	15	1.14%
8:00 pm	69	5.09%
8:30 pm	60	4.42%
9:00 pm	210	15.51%
later than 9:30 pm	722	53.23%
Don't know	212	15.66%
<b>Total</b>	<b>1355</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### How late do you think service on Route 11 should end on weekends?

	Count	Percent
6:00 pm	44	3.23%
6:30 pm	13	0.98%
7:00 pm	50	3.68%
7:30 pm	31	2.27%
8:00 pm	54	4.00%
8:30 pm	37	2.72%
9:00 pm	210	15.53%
later than 9:30 pm	693	51.14%
Don't know	223	16.46%
<b>Total</b>	<b>1355</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Ride Frequency if Route 10 and 11 Times were Expanded

	Count	Percent
None	774	29.43%
One more time	137	5.20%
Two more times	297	11.29%
Three more times	391	14.86%
Four more times	177	6.71%
Five more times	252	9.59%
Six more times	66	2.51%
Seven more times	72	2.75%
More than seven	154	5.85%
Not sure	311	11.80%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

### Support for Allowing Dogs Onboard VINE Buses

	Count	Percent
No	1075	40.85%
Yes	1556	59.15%
<b>Total</b>	<b>2631</b>	<b>100.00%</b>

\*percentages based on unlinked weighted data results

## CHAPTER 7: SURVEY INSTRUMENT

The survey instrument is provided on the following pages.

# VINE Transit On-Board Transit Survey

Please take a few moments to complete this important survey. Your input will be used to plan transportation improvements to serve Vine Transit customers better. *All information will be kept strictly confidential.*

## COMING FROM?

**1. What type of place did you just COME FROM?**

- Work
- Business appointment
- Your Home
- Social or recreational
- Shopping
- School (K-12) (student only)
- College or University (student only)
- Airport (airline passenger only)
- Medical / dental
- Dining / coffee
- Escorting others (children, elderly)
- Maintenance / personal business
- Other: \_\_\_\_\_

**2. If you are NOT coming from HOME, what is the NAME of the place you are coming from?**

\_\_\_\_\_

**3. What is the address of this place (or nearby intersection if you do not know the address)?**

\_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**4. How did you get to the very first bus or train you used for this trip?**

- Walked all the way (includes skateboard / non-motorized scooter)
- Bicycled
- Drove alone and parked
- Drove or rode with others and parked / carpoled
- Was dropped off by someone
- Taxi
- Motorcycle / motorized scooter / moped
- Other: \_\_\_\_\_

## GOING TO?

**5. What type of place are you GOING TO now?**

- Work
- Business appointment
- Your Home
- Social or recreational
- Shopping
- School (K-12) (student only)
- College or University (student only)
- Airport (airline passenger only)
- Medical / dental
- Dining / coffee
- Escorting others (children, elderly)
- Maintenance / personal business
- Other: \_\_\_\_\_

**6. If you are NOT going HOME, what is the NAME of the place you are going to?**

\_\_\_\_\_

**7. What is the address of this place (or nearby intersection if you do not know the address)?**

\_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

**8. How will you get from the very last bus or train you will use for this trip to get to the place listed above?**

- Walk all the way (includes skateboard / non-motorized scooter)
- Bicycle
- Drive alone
- Drive or ride with others / carpool
- Get picked up by someone
- Taxi
- Motorcycle / motorized scooter / moped
- Other: \_\_\_\_\_

## THIS BUS

**9. Where did you get ON this bus?**

Please provide the nearest intersection/station name/park-and-ride: \_\_\_\_\_

**10. Where will you get OFF this bus?**

Please provide the nearest intersection/station name/park-and-ride: \_\_\_\_\_

## TRANSFERS

**11. INCLUDING THIS BUS, how many TOTAL BUSES/TRAINS will you use to make THIS ONE-WAY TRIP?**

- One, only this bus/train     Two     Three     Four or more

**11a. Please list the BUS ROUTES and/or RAIL Lines in the exact order you use them for this one-way trip.**

<b>START</b>	→		→		→		→			<b>END</b>
		1 <sup>st</sup> Route/RAIL Line		2 <sup>nd</sup> Route/RAIL Line		3 <sup>rd</sup> Route/RAIL Line		4 <sup>th</sup> Route/RAIL Line		

## OTHER TRIP INFORMATION

**12. Approximately what time did you last leave home today?** Hour/Minute: \_\_\_\_\_ am / pm **OR**  Have not been yet home today

**13. Approximately what time will you return home today?** Hour/Minute: \_\_\_\_\_ am / pm **OR**  Will not go home today

**14. How did you pay your fare for the trip you were surveyed?**  Cash Fare     Day Pass     20 Ride Pass     31-Day Pass

**15. What type of fare did you pay for this Vine Transit trip?**  Adult     Senior / Disabled     Student

## ABOUT YOU

**16. Are you currently employed either full- or part-time?**  Yes – answer 16a-c     No

**16a. IF YOU ARE EMPLOYED:** Have you been to work today since you last left home?  Yes     No

**16b. IF YOU ARE EMPLOYED:** Will you be going to work (or going back to work) before going home today?  Yes     No

**16c. What is your WORK address?** This information will help use plan routes that will better serve people where they work. If you do not want to provide this information, please provide the name of an intersection that is near your work (e.g., W. Main St. & N. Oak).

Work Address (or intersection): \_\_\_\_\_

Work City: \_\_\_\_\_ 203 \_\_\_\_\_

Work Zip Code: \_\_\_\_\_

17. Are you a student? (check the one response that BEST describes you)
- Not a student                       Yes – College/university (specify institution's name): \_\_\_\_\_
- Yes – student thru 12<sup>th</sup> grade     Yes – other (specify institution's name): \_\_\_\_\_
- 17a. **IF YOU ARE A STUDENT:** Have you been to school today since you last left home?  Yes  No
- 17b. **IF YOU ARE A STUDENT:** Will you be going to school (or going back to school) before going home today?  Yes  No
18. Including YOU, how many people live in your household? \_\_\_\_\_ people
19. Including YOU, how many people age 16 and older in your household are employed full-time or part-time? \_\_\_\_\_ people
20. How many drivable vehicles (cars, trucks, or motorcycles) are available to your household?
- None             One             Two             Three             Four or more
21. Do you have a valid driver's license?  Yes  No
22. In what year were you born? \_\_\_\_\_
23. Are you Hispanic, Latino or Spanish origin?  Yes  No
24. Are you? (check all that apply)
- American India/Alaska Native             Asian             Black/African American
- Native Hawaiian/Pacific Islander         White             Other: \_\_\_\_\_
25. Do you speak a language other than English at home?  No             Yes
- IF YES:** 25a. What language do you speak? \_\_\_\_\_
- 25b. How well do you speak English?  Very Well     Well     Not well     Not well at all
26. What is your home address? This information will help use plan routes that will better serve people where they live. If you do not want to provide this information, please provide the name of an intersection that is near your home (e.g., W. Main St. & N. Oak). If you are not from the Napa area, please enter the location where you are staying (friend's home, hotel, etc.)

Home Address (or intersection): \_\_\_\_\_

Home City: \_\_\_\_\_ Home Zip Code: \_\_\_\_\_

27. What is your gender?  Male  Female
28. Which of the following categories BEST describes your TOTAL ANNUAL HOUSEHOLD INCOME before taxes?
- Less than \$10,000     \$10,000-\$24,999     \$25,000 - \$34,999     \$35,000 - \$39,999     \$40,000 - \$49,999
- \$50,000-\$59,999     \$60,000-\$74,999     \$75,000 - \$99,999     \$100,000-\$149,999     \$150,000 or more

## SERVICE ISSUES

29. Do you ever ride Route 10?  Yes – answer 29a-d below             No
- 29a. How early do you think service on Route 10 should begin on weekdays?
- Before 4:00 am     4:30 am     5:00 am     5:30 am     6:00 am     6:30 am     7:00 am     7:30 am     Don't know
- 29b. How early do you think service on Route 10 should begin on weekends?
- Before 4:00 am     4:30 am     5:00 am     5:30 am     6:00 am     6:30 am     7:00 am     7:30 am     Don't know
- 29c. How late do you think service on Route 10 should end on weekdays?
- 6:00 pm     6:30 pm     7:00 pm     7:30 pm     8:00 pm     8:30 pm     9:00 pm     later than 9:30 pm     Don't know
- 29d. How late do you think service on Route 10 should end on weekends?
- 6:00 pm     6:30 pm     7:00 pm     7:30 pm     8:00 pm     8:30 pm     9:00 pm     later than 9:30 pm     Don't know
30. Do you ever ride Route 11?  Yes – answer 30a-d below             No
- 30a. How early do you think service on Route 11 should begin on weekdays?
- Before 4:00 am     4:30 am     5:00 am     5:30 am     6:00 am     6:30 am     7:00 am     7:30 am     Don't know
- 30b. How early do you think service on Route 11 should begin on weekends?
- Before 4:00 am     4:30 am     5:00 am     5:30 am     6:00 am     6:30 am     7:00 am     7:30 am     Don't know
- 30c. How late do you think service on Route 11 should end on weekdays?
- 6:00 pm     6:30 pm     7:00 pm     7:30 pm     8:00 pm     8:30 pm     9:00 pm     later than 9:30 pm     Don't know
- 30d. How late do you think service on Route 11 should end on weekends?
- 6:00 pm     6:30 pm     7:00 pm     7:30 pm     8:00 pm     8:30 pm     9:00 pm     later than 9:30 pm     Don't know
31. If the hours of service on Route 10 and 11 were expanded to begin and end at the times you selected above, approximately how many more times would you ride Vine Transit each week?
- none     one     two     three     four     five     six     seven     more than seven     don't know
32. The VINE is considering a proposal that would allow passengers to bring their dogs onboard its buses. Knowing that certain standards and safety rules would apply, would you support allowing passengers to bring dogs on the bus?
- Yes     No

### REGISTER TO WIN a \$100 Visa card

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February 18, 2015  
Board Agenda Item 10.6  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Diana Meehan, Associate Planner  
(707) 259-8327 / Email: [dmeehan@nctpa.net](mailto:dmeehan@nctpa.net)  
**SUBJECT:** Resolution No. 15-06 Authorizing the Execution of the Projects under the Lifeline Transportation Program Cycle 4

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 15-06 (Attachment 1) authorizing the list of projects and proposed fund award as recommended by the Lifeline review committee for the Lifeline Transportation Program Cycle 4.

### **COMMITTEE RECOMMENDATION**

At their February 5, 2015 meeting the Technical Advisory Committee recommended the Board approve the Lifeline Review Committee's recommendation for project funding.

### **EXECUTIVE SUMMARY**

Lifeline funds are allocated by the Metropolitan Transportation Commission (MTC) to fund projects that result in improved mobility for low-income residents of the San Francisco Bay Area counties. The program is funded by four funding sources: Proposition 1B (Prop 1B), Surface Transportation Program (STP), Federal Transit Administration (FTA) Job Access Reverse Commute (JARC) program, and State Transit Assistance (STA). Up to \$1,216,842 from three (3) Lifeline funding sources (Prop 1B, STA, and JARC) is available to our service area pending submission to MTC, Caltrans and FTA.

NCTPA Board action will approve the proposed project list and authorize the filing of an application for funding to MTC, Caltrans, or FTA.

In October 2014 NCTPA conducted a call for Lifeline projects in which no project applications were received. NCTPA re-issued a call for projects in December and

---

received 5 project applications. The Lifeline review committee made up of City of Napa, Paratransit Coordinating Council (PCC), and NCTPA members scored the project using the adopted scoring criteria based on the Lifeline Cycle 4 Standard Evaluation Criteria (Attachment 2).

**Adopted Scoring Criteria:**

1. Project need/goals and objectives (maximum 20 pts.)
2. Community identifies priority (maximum 20 pts.)
3. Implementation plan and project management capacity (maximum 15 pts.)
4. Coordination and program outreach (maximum 15 pts.)
5. Cost effectiveness and performance indicators (maximum 5 pts.)
6. Project budget/sustainability (maximum 25 pts.)

**PROCEDURAL REQUIREMENTS**

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

**FINANCIAL IMPACT**

Is there a Fiscal Impact? Yes

NCTPA will receive up to \$1,216,842 in funding toward transit related projects, of which \$200,000 will be passed through to the City of Napa and the City of Calistoga. A local match of 20% or greater is required for Prop 1B, STP, and STA funds.

Consequences if not approved: The Lifeline Transportation Program Cycle 4 recommended projects will not be funded.

**CEQA REQUIREMENTS**

The proposed action is not a project as defined in Section 15378 of the CEQA Guidelines, which define a project as an action, which has the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change. Accordingly, no additional CEQA review is required at this time.

**BACKGROUND AND DISCUSSION**

MTC established the Lifeline program in 2006 to address the mobility needs of low-income residents of the Bay Area. The Lifeline program supports community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process;
- Improve a range of transportation choices by adding new/expanded services;

- 
- Address transportation gaps identified in Community-Based Transportation Plans (CBTP) or other plans with priority given to projects in CBTPs; and
  - Provide transportation needs specific to elderly and disabled residents.

Consistent with guidelines issued by MTC to claim Lifeline funds within NCTPA's jurisdiction, the agency must submit an application(s) derived from a program of locally prioritized projects.

The Lifeline Transportation Program is intended to fund projects that result in improved mobility for low-income residents. Projects should be derived through a collaborative process, improve a range of transportation choices, and address transportation gaps identified in the adopted Community-based Transportation Plan (CBTP).

Lifeline funds may be used only for capital projects. Eligible capital projects include, but are not limited to, purchase of vehicles, bus stop enhancements (shelters, stops, benches, lighting, etc.) and other elements to improve transportation access for residents of low-income communities. The exception to this is STA funds, which must be used for transit operating or capital expenses and can only be allocated to eligible public transit operators.

NCTPA announced a Call for Projects on October 27, 2014. Public agencies, including transit agencies, county social service agencies, cities and counties, and private operators of public transportation services are eligible applicants. Applications were due to NCTPA on November 21, 2014. No applications were submitted by the deadline. An extension to the Call for projects was announced on December 4, 2014 with applications due to NCTPA on December 19, 2014.

Five (5) project applications were received by the deadline. Table 1 lists the projects received and the proposed Lifeline Funding allocation based on the review committee's recommendation:

**TABLE 1 (Attachment 3 Project Descriptions)**

<b>Project Application</b>	<b>Requested Lifeline Funding</b>	<b>Proposed Lifeline Award Amount</b>	<b>Other Project Funding</b>	<b>Total Project Cost</b>
City of Napa- Tulocay Creek Bridge/Trail Completion	\$120,000	\$120,000	\$563,125	\$683,125
City of Calistoga- Pedestrian Safety Enhancement	\$80,000	\$80,000	\$20,000	\$100,000
NCTPA 01-CAD-AVL	\$299,070	\$299,070	\$1,721,618	\$2,020,688
NCTPA 02-STA Ops. Asst.- All Routes	\$666,080	\$424,644	\$424,644	\$849,288
NCTPA 03-JARC Ops. Asst.	\$293,128	\$293,128	\$293,128	\$586,256
<b>Totals</b>		<b>\$1,216,842</b>	<b>\$3,022,515</b>	<b>\$4,239,357</b>

**SUPPORTING DOCUMENTS**

- Attachments: (1) Resolution 15-06  
(2) Lifeline Transportation Program Cycle 4 Standard Evaluation Criteria  
(3) Lifeline Transportation Program Cycle 4-Project Descriptions

**RESOLUTION No. 15-06**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AUTHORIZING THE EXECUTION OF THE  
PROJECTS UNDER THE LIFELINE TRANSPORTATION PROGRAM CYCLE 4**

**WHEREAS**, the Metropolitan Transportation Commission (MTC) has established a Lifeline Transportation Program to assist in funding projects that (1) are intended to result in improved mobility for low-income residents of the nine San Francisco Bay Area counties; (2) are developed through a collaborative and inclusive planning process; and (3) are proposed to address transportation gaps and/or barriers identified through a substantive community-based transportation plan or are otherwise based on a documented assessment of needs; and

**WHEREAS**, MTC has adopted principles pursuant to MTC Resolution No. 4159 (Exhibit "A"), to guide implementation of the Lifeline Transportation Program for the three-year period from FY 2013-14 through FY 2015-16, and has designated the County Congestion Management Agency (or another countywide entity) in each of the nine bay area counties to help with recommending project selections and project administration; and

**WHEREAS**, Napa County Transportation and Planning Agency (NCTPA) has been designated by MTC to assist with the Lifeline Transportation Program in Napa on behalf of MTC; and

**WHEREAS**, NCTPA conducted a competitive call for projects for the Lifeline Transportation Program in Napa County; and

**WHEREAS**, NCTPA, the City of Napa and the City of Calistoga submitted proposed projects in response to the competitive call for projects, as follows:

City of Napa Tulocay Creek Bridge/Trail Completion - \$120,000

City of Calistoga Pedestrian Safety Enhancement - \$80,000

NCTPA 01 – CAD/AVL - \$299,070

NCTPA 02 – STA Operating Assistance - \$424,644

NCTPA 03-JARC Operating Assistance-\$293,128

; and

**WHEREAS**, NCTPA has confirmed that proposed projects are consistent with the Lifeline Transportation Program goals as set out in MTC Resolution No. 4159; and

**WHEREAS**, NCTPA, recommends the proposed projects be funded in part under the Lifeline Transportation Program; and

**WHEREAS**, NCTPA agrees to meet project delivery and obligation deadlines, comply with funding conditions placed on the receipt of funds allocated to the Lifeline Transportation Program, provide for the required local matching funds, and satisfy all other conditions set forth in MTC Resolution No. 4159; and

**WHEREAS**, NCTPA certifies that the project(s) and purpose(s) for which funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 1500 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et seq. and the applicable regulations thereunder; and

**WHEREAS**, there is no legal impediment to NCTPA making the funding request; and

**WHEREAS**, there is no pending or threatened litigation which might in any way adversely affect the ability of NCTPA, the City of Napa and the City of Calistoga to deliver the proposed projects for which funds are being requested, , and

**WHEREAS**, the NCTPA Board authorizes the executive director to enter into cooperative agreements or memoranda of understanding with the City of Napa and the City of Calistoga in order for NCTPA to pass through the Lifeline funding to each jurisdiction for their respective projects.

**NOW THEREFORE BE IT RESOLVED**, that NCTPA requests that MTC program funds available under its Lifeline Transportation Program, in the amounts requested for which NCTPA, the City of Napa and the City of Calistoga are eligible, for the projects described included in this Resolution; and the Executive Director or her designee is authorized to submit or request all necessary information to or from other agencies on behalf of NCTPA, and to execute any other documents or certifications to gain and expend these funds as directed by the NCTPA Board; and therefore

**BE IT FURTHER RESOLVED** that NCTPA shall forward a copy of this Resolution, and such other information as may be required, to MTC, and such other agencies as may be appropriate.

Passed and Adopted this 18<sup>th</sup> day of February, 2015

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

Ayes:

Nays:

Absent:

ATTEST:

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

APPROVED:

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

## EXHIBIT "A"

## Metropolitan Transportation Commission Programming and Allocations Committee

October 8, 2014

Item Number 2d

### Resolution No. 4159

**Subject:** Lifeline Transportation Program Cycle 4 Guidelines for FY2014-15 through FY2015-16.

**Background:** MTC's Lifeline Transportation Program funds projects that improve mobility for the region's low-income communities. The program is administered by the nine county congestion management agencies (CMAs), and in Santa Clara County via a joint arrangement between the CMA and the County. In the first three funding cycles, approximately \$190 million in Lifeline funding was programmed to 224 projects throughout the region.

#### Fund sources

The target programming amount for Cycle 4 is \$65 million, which includes three years of funding (FY2013-14 through FY2015-16). As in previous cycles, the funding sources include a mix of state and federal funds, to support both operating and capital activities: approximately \$31 million in State Transit Assistance (STA) funds, \$25 million in Proposition 1B – Transit funds, and \$9 million in Section 5307 Job Access and Reverse Commute (JARC) funds. See Table A for a summary of the funding available in Cycle 4, Table B for the STA and JARC amounts by county, and Table C for the Proposition 1B – Transit amounts by transit operator.

#### Issues and changes

Generally, the Cycle 4 guidelines are similar to the Cycle 3 guidelines; however, key issues in this cycle and proposed changes from the previous cycle include the following:

- **Non-transit sponsors.** Unlike previous cycles of the Lifeline Transportation Program, the funds in the Cycle 4 program are predominantly restricted to transit operators. This is a challenge because many of the Lifeline projects identified in Community Based Transportation Plans (CBTPs) are not traditional transit projects. In previous Lifeline cycles, the JARC funds in particular could more easily be directed to non-profits and local government agencies for non-traditional transit projects. However, in MAP-21, the FTA JARC program was rolled into the FTA Section 5307 Urbanized Area program, resulting in additional federal requirements that make it more difficult for non-FTA grantees to receive the funds (e.g., National Transit Database reporting, drug and alcohol testing, fare discount requirements). Non-profits and local government agencies are still eligible subrecipients of STA and Section 5307 (JARC) funds in Cycle 4, but they must partner with an entity that is an eligible direct recipient that is willing to pass-through the funds.
- **Means-Based Fare Project recommendation.** MTC staff is proposing to set aside up to \$700,000 in STA funds toward the potential development and implementation of a regional means-based transit fare program. In Lifeline Cycle 3, MTC set aside \$300,000 for Phase I of this project to develop the regional concept, including identifying who would be eligible, costs, funding, relationship to other discounts, and other policy elements. Depending on the results of the Phase I study, funds from the Cycle 4 \$700,000 set-aside may be used for Phase II implementation activities. If the set-aside is not needed for

Phase II of the Means-Based project, it would be used for other Lifeline projects.

- **Recognition of Mobility Managers/CTSAs.** Mobility management was a key coordination strategy recommended in MTC’s 2013 Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) update. The designation of lead mobility managers or Consolidated Transportation Service Agencies (CTSAs) at the county or subregional level was an essential component of that strategy. Consistent with those recommendations, the Lifeline Program Administrators may, at their discretion, choose to award extra points to—or otherwise give priority to—projects sponsored by or coordinated with county or subregional Mobility Managers or CTSAs.
- **Formula updates.** Low-income population factors and transit ridership factors have been updated with 2012 data.
- **Communities of concern (CoCs).** A mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at: [http://gis.mtc.ca.gov/samples/Interactive\\_Maps/cocs.html](http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html). There is a user’s guide available to aid in the use of this tool.

The Cycle 4 program guidelines have been reviewed with MTC’s Policy Advisory Council Equity and Access Subcommittee, the Transit Finance Working Group, and CMA staff.

**Timeline**

The anticipated timeline for Cycle 4 is as follows:

<b>Action:</b>	<b>Anticipated Date:</b>
Commission approves Cycle 4 Program Guidelines	October 22, 2014
County Lifeline Program Administrators initiate project selection process	October / November 2014
Transit operators submit draft Prop 1B project lists to County Lifeline Program Administrators	January 15, 2015
Board-approved Section 5307 (JARC) and STA programs, and Prop 1B Allocation Requests due to MTC	March 13, 2015
Commission approval of Program of Projects	April 22, 2015

**Issues:** The FY2014-15 and FY2015-16 JARC (5307) and STA funding amounts are preliminary projections and are subject to revision based on federal appropriations actions in the case of JARC (5307), and actual revenue generation in the case of STA.

**Recommendation:** Refer Resolution No. 4159 to the Commission for approval.

**Attachments:** Table A - Lifeline Transportation Program Cycle 4 Funding  
 Table B - Estimated STA and JARC (5307) Funding Targets by County  
 Table C - Proposition 1B Transit Funding Targets by Transit Operator and County  
 MTC Resolution No. 4159

**Table A – Lifeline Transportation Program  
Cycle 4 Funding  
FY2013-14 through FY2015-16**

**Agenda Item 2d  
Table A**

<b>Fund Source</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>	<b>Total</b>
STA <sup>1</sup>	\$ 10,446,392	\$ 10,541,289	\$ 10,541,289	\$ 31,528,970
Prop 1B <sup>2</sup>	-	\$ 24,827,359	-	\$ 24,827,359
5307 Lifeline Set-Aside (JARC) <sup>3</sup>	\$ 2,681,772	\$ 2,889,856	\$ 2,936,094	\$ 8,507,722
5307 Lifeline Set-Aside (JARC) Small UA Carryover <sup>4</sup>	\$ 469,974	\$ -	\$ -	\$ 469,974
<b>Total</b>	<b>\$ 13,598,138</b>	<b>\$ 38,258,504</b>	<b>\$ 13,477,383</b>	<b>\$ 65,334,025</b>

Notes:

(1) FY14 & FY15 total STA revenue generation amounts are consistent with those in the most recent MTC Fund Estimate (MTC Resolution No. 4133). As such, the FY14 STA revenue generation is based on the \$392 million in the enacted FY2013-14 State Budget and the FY15 STA revenue generation is based on the \$373 million estimated in the proposed FY2014-15 State Budget. The FY14 STA amount does not include the \$1.05 million that was used for the Cycle 3 JARC funding restoration. The FY16 STA estimate assumes no growth. These amounts will be updated as the MTC Fund Estimate (Res. 4133) is updated.

(2) FY15 Prop 1B appropriations will be the only appropriations for Cycle 4 and the final Prop 1B appropriations for the Lifeline Transportation Program.

(3) FY14 5307 amounts are based on actual apportionments. FY14 amount does not include the \$208K that was used for the Cycle 3 JARC funding restoration. FY15 assumes a 0% growth rate over FY14 (including \$208K that was used for the Cycle 3 JARC funding restoration) and FY16 assumes a 1.6% growth rate over FY15. These growth rates are consistent with projected growth rates for the FY15 & FY16 Transit Capital Priorities program. Preliminary projections subject to revision.

(4) FY14 5307 Small UA Carryover amount is FY13 actual small UA apportionments that were not programmed in Lifeline Cycle 3.

10/8/2014

EXHIBIT "A"

Table B – Estimated STA & JARC (5307) Funding Targets by County

County & Share of Regional Low Income Population <sup>1</sup>	FY2014			FY2015		FY2016		Total	
	STA	FY13 Small UA Carryover JARC (5307)	FY14 JARC (5307)	STA	JARC (5307)	STA	JARC (5307)		
	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>		
Alameda	22.6%	2,365,598	31,800	615,465	2,387,087	646,829	2,228,571	657,178	8,932,528
Contra Costa	14.3%	1,495,905	-	389,194	1,509,494	409,028	1,409,256	415,572	5,628,449
Marin	2.6%	273,857	-	71,250	276,345	74,881	257,994	76,079	1,030,406
Napa	2.0%	212,406	71,632	72,621	214,336	72,621	200,103	73,783	917,502
San Francisco	12.5%	1,309,667	-	340,740	1,321,564	358,104	1,233,805	363,834	4,927,714
San Mateo	8.4%	880,699	-	229,134	888,700	240,811	829,685	244,664	3,313,693
Santa Clara	23.1%	2,415,237	61,111	642,383	2,437,177	642,383	2,275,335	652,661	9,126,287
Solano	6.4%	668,858	273,831	277,612	674,934	277,612	630,115	282,054	3,085,016
Sonoma	7.9%	824,165	31,600	43,373	831,652	167,587	776,425	170,268	2,845,070
MTC - Means-Based Fare Project		-	-	-	-	-	700,000	-	700,000
<b>Total</b>	<b>100.0%</b>	<b>10,446,392</b>	<b>469,974</b>	<b>2,681,772</b>	<b>10,541,289</b>	<b>2,889,856</b>	<b>10,541,289</b>	<b>2,936,093</b>	<b>40,506,665</b>

10/8/2014

County & Share of Regional Low Income Population <sup>1</sup>	Three-Year Total		95% STA Programming Targets				
	STA <sup>1</sup>	JARC (5307)	FY2014	FY2015	FY2016	Total	
	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	<i>Estimate</i>	
Alameda	22.6%	6,981,256	1,951,272	2,247,318	2,267,733	2,117,143	6,632,194
Contra Costa	14.3%	4,414,655	1,213,794	1,421,110	1,434,020	1,338,793	4,193,922
Marin	2.6%	808,196	222,210	260,164	262,527	245,094	767,786
Napa	2.0%	626,845	290,657	201,786	203,619	190,098	595,503
San Francisco	12.5%	3,865,036	1,062,678	1,244,184	1,255,486	1,172,115	3,671,784
San Mateo	8.4%	2,599,084	714,609	836,664	844,265	788,201	2,469,130
Santa Clara	23.1%	7,127,749	1,998,538	2,294,475	2,315,318	2,161,568	6,771,361
Solano	6.4%	1,973,907	1,111,109	635,415	641,188	598,609	1,875,212
Sonoma	7.9%	2,432,242	412,828	782,957	790,069	737,604	2,310,630
MTC - Means-Based Fare Project		700,000	-	-	-	665,000	665,000
<b>Total</b>	<b>100.0%</b>	<b>31,528,970</b>	<b>8,977,695</b>	<b>9,924,072</b>	<b>10,014,225</b>	<b>10,014,225</b>	<b>29,952,522</b>

10/8/2014

(1) Note that the "Share of Regional Low Income Population" percentages reflect the most recent population data from the 2012 American Community Survey, as is proposed in the Lifeline Cycle 4 program guidelines; however, the county STA distribution percentages in the MTC Fund Estimate (Res. 4133) have not been updated to reflect the most recent population data. If updated percentages are approved as part of the Lifeline Transportation Program Cycle 4 Guidelines, the county STA distribution percentages in the FY2015-16 MTC Fund Estimate will be shown accordingly in February 2015.

**Table C – Proposition 1B Transit Funding Targets by Transit Operator and County**

Transit Operator <sup>2</sup> & Hybrid Formula (Share of Regional Low Income Ridership & Share of Regional Low Income 2012 Population)		Prop 1B <sup>1</sup>			
		FY2014	FY2015	FY2016	Total
AC Transit	17.3%	-	4,299,828	-	4,299,828
BART	18.5%	-	4,604,653	-	4,604,653
County Connection (CCCTA)	1.0%	-	255,194	-	255,194
Golden Gate Transit/Marin Transit	3.2%	-	787,196	-	787,196
Wheels (LAVTA)	0.5%	-	125,625	-	125,625
Muni (SFMTA)	24.9%	-	6,189,054	-	6,189,054
SamTrans	5.0%	-	1,230,533	-	1,230,533
Tri Delta Transit (ECCTA)	0.7%	-	178,754	-	178,754
VINE (NCTPA)	1.2%	-	299,070	-	299,070
VTA	19.5%	-	4,832,062	-	4,832,062
WestCat (WCCTA)	0.3%	-	81,113	-	81,113
Solano County Operators	3.6%	-	899,217	-	899,217
Sonoma County Operators	4.2%	-	1,045,061	-	1,045,061
<b>Total</b>	<b>100.0%</b>	<b>0</b>	<b>24,827,359</b>	<b>0</b>	<b>24,827,359</b>

(1) FY15 Prop 1B appropriations are the only appropriations in Cycle 4.

(2) Only transit operators who have previously received Proposition 1B Lifeline funds are included in the formula distribution.

10/8/2014

**EXHIBIT "A"**

Resolution No. 15-06

Page 9 of 30

Date: October 22, 2014

W.I.: 1311

Referred by: PAC

ABSTRACT

Resolution No. 4159

This Resolution adopts the Lifeline Transportation Program Cycle 4 Guidelines.

The following attachment is provided with this Resolution:

Attachment A —Lifeline Transportation Program Cycle 4 Guidelines FY2013-14  
through FY2015-16

Further discussion of the Lifeline Transportation Program Cycle 4 Guidelines is provided in the Programming and Allocations Committee Summary sheet dated October 8, 2014.

Date: October 22, 2014

W.I.: 1311

Referred by: PAC

RE: Lifeline Transportation Program Cycle 4 Guidelines

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4159

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, MTC adopted Resolution 3814, which directed Proposition 1B funds to the Lifeline Transportation Program; and

WHEREAS, MTC adopted Resolution 3837, which established a consolidated policy for State Transit Assistance (STA) – population-based funds, including a set percentage to the Lifeline Transportation Program; and

WHEREAS, MTC adopted Resolution 4072, which established the process and criteria for programming the FY2012-13 and FY2013-14 FTA Section 5307 Urbanized Area funds, including a set-aside for the Lifeline Transportation Program; and

WHEREAS, MTC adopted Resolution 4140, which established the process and criteria for programming the FY2014-15 and FY2015-16 FTA Section 5307 Urbanized Area funds, including a set-aside for the Lifeline Transportation Program; and

WHEREAS, MTC will use the process and criteria set forth in Attachment A of this Resolution to fund a Cycle 4 program of projects for the Lifeline Transportation Program; now, therefore be it

RESOLVED, that MTC approves the program guidelines to be used in the administration and selection of the Cycle 4 Lifeline Transportation projects, as set forth in Attachment A of this Resolution; and be it further

RESOLVED, that the Executive Director of MTC shall forward a copy of this Resolution, and such other information as may be required, to such other agencies as may be appropriate.

METROPOLITAN TRANSPORTATION COMMISSION

---

Amy Rein Worth, Chair

The above Resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California on October 22, 2014.

Date: October 22, 2014  
W.I.: 1310  
Referred by: PAC

Attachment A  
MTC Resolution No. 4159  
Page 1 of 19



METROPOLITAN  
TRANSPORTATION  
COMMISSION

# Lifeline Transportation Program Cycle 4 Guidelines

October 2014

**METROPOLITAN TRANSPORTATION COMMISSION**

**EXHIBIT "A"**

**LIFELINE TRANSPORTATION PROGRAM CYCLE 4 GUIDELINES  
FY 2014 THROUGH FY 2016**

October 2014

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**METROPOLITAN TRANSPORTATION COMMISSION  
LIFELINE TRANSPORTATION PROGRAM CYCLE 4 GUIDELINES  
FY 2014 THROUGH FY 2016**

October 2014

1. PROGRAM GOAL. The Lifeline Transportation Program is intended to fund projects that result in improved mobility for low-income residents of the nine San Francisco Bay Area counties.

The Lifeline Program supports community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process that includes broad partnerships among a variety of stakeholders such as public agencies, transit operators, community-based organizations and other community stakeholders, and outreach to underrepresented stakeholders.
- Improve a range of transportation choices by adding a variety of new or expanded services including but not limited to: enhanced fixed route transit services, shuttles, taxi voucher programs, improved access to autos, and capital improvement projects.
- Address transportation gaps and/or barriers identified in Community-Based Transportation Plans (CBTP) or other substantive local planning efforts involving focused outreach to low-income populations. While preference will be given to community-based plan priorities, strategies emerging from countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan or other documented assessment of need within the designated communities of concern will also be considered. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable. A communities of concern (CoC) mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at:  
[http://gis.mtc.ca.gov/samples/Interactive\\_Maps/cocs.html](http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html).<sup>1</sup>

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<sup>1</sup> There is a user's guide available to aid in the use of this tool.

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2. **PROGRAM ADMINISTRATION.** The Lifeline Program will be administered by county congestion management agencies (CMAs) or other designated county-wide agencies as follows:

<b>County</b>	<b>Lifeline Program Administrator</b>
Alameda	Alameda County Transportation Commission
Contra Costa	Contra Costa Transportation Authority
Marin	Transportation Authority of Marin
Napa	Napa County Transportation Planning Agency
San Francisco	San Francisco County Transportation Authority
San Mateo	City/County Association of Governments
Santa Clara	Santa Clara Valley Transportation Authority and Santa Clara County
Solano	Solano Transportation Authority
Sonoma	Sonoma County Transportation Authority

3. **FUNDING APPORTIONMENT AND AVAILABILITY.** Fund sources for the Cycle 4 Lifeline Transportation Program include State Transit Assistance (STA), Proposition 1B - Transit, and Section 5307 Job Access and Reverse Commute (JARC)<sup>2</sup> funds. Cycle 4 will cover a three-year programming cycle, FY2013-14 to FY2015-16.
- a. **STA and Section 5307 (JARC).** Funding for STA and Section 5307 (JARC) will be assigned to counties by each fund source, based on the county's share of the regional low-income population (see Figure 1).<sup>3</sup> Lifeline Program Administrators will assign funds to eligible projects in their counties. See Section 5 for details about the STA and Section 5307 (JARC) programming process and Appendix 1 for detailed eligibility requirements by fund source.

<sup>2</sup> The Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) federal transportation authorizing legislation eliminated the Job Access and Reverse Commute (JARC) program (Section 5316) and combined JARC functions and funding with the Urbanized Area Formula (Section 5307) and the Non-urbanized Area Formula (Section 5311) programs. JARC projects were made eligible for 5307 funding, and, consistent with MTC's Transit Capital Priorities (TCP) Process and Criteria (MTC Resolution Nos. 4072 and 4140), in the FY2013-14, FY2014-15 and FY2015-16 Section 5307 programs, a portion of the Bay Area's large urbanized area funds have been set aside for the Lifeline program.

<sup>3</sup> FTA Section 5307 funds are apportioned by urbanized area (UA), so the distribution of 5307 funds will also need to take UA boundaries into consideration.

**EXHIBIT "A"****Figure 1. County and Share of Regional Poverty Population**

<i>County</i>	<i>Share of Regional Low Income (&lt;200% Poverty) Population</i>
Alameda	22.6%
Contra Costa	14.3%
Marin	2.6%
Napa	2.0%
San Francisco	12.5%
San Mateo	8.4%
Santa Clara	23.1%
Solano	6.4%
Sonoma	7.9%
Total	100%

Source: ACS 2010 and 2012 1-Year Estimates

- b. Proposition 1B. Proposition 1B funding will be assigned by MTC directly to transit operators and counties based on a formula that distributes half of the funds according to the transit operators' share of the regional low-income ridership, and half of the funds according to the transit operators' share of the regional low-income population. The formula distribution is shown in Figure 2. See Section 6 for details about the Proposition 1B programming process and Appendix 1 for detailed eligibility requirements by fund source.

**Figure 2. Transit Operator & Hybrid Formula  
(Share of Regional Low Income Ridership & Share of Regional Low Income Population)**

<i>Transit Operator</i>	<i>Hybrid Formula Share</i>
AC Transit	17.3%
BART	18.5%
County Connection (CCCTA)	1.0%
Golden Gate Transit/Marin Transit	3.2%
Wheels (LAVTA)	0.5%
Muni (SFMTA)	24.9%
SamTrans	5.0%
Tri Delta Transit (ECCTA)	0.7%
VINE (NCTPA)	1.2%
VTA	19.5%
WestCat (WCCTA)	0.3%
Solano County Operators	3.6%
Sonoma County Operators	4.2%
Total	100%

Note: Only transit operators who have previously received Proposition 1B Lifeline funds are included in the formula distribution

- c. Regional Means-Based Transit Fare Program. MTC will set aside up to \$700,000 in Cycle 4 STA funds toward the potential development and implementation of a regional

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means-based transit fare program. In Lifeline Cycle 3, MTC set aside \$300,000 for Phase I of this project. In Phase I, MTC is conducting a study to develop the regional concept, including identifying who would be eligible, costs, funding, relationship to other discounts, and other policy elements. Depending on the results of the Phase I study, funds from the Cycle 4 \$700,000 set-aside may be used for Phase II implementation activities.

- d. Local Fund Exchanges. Consistent with MTC Resolution No. 3331, MTC will allow County Lifeline Program Administrators to use local fund exchanges to fund projects that are not otherwise eligible for the state and federal funds in Cycle 4. Lifeline Program Administrators must notify MTC about their intent to exchange funds, and MTC staff will review and approve the exchanges on a case-by-case basis. MTC staff is supportive of these fund exchanges to the extent that the exchange projects meet the spirit of the Lifeline Transportation Program.

#### 4. ELIGIBLE RECIPIENTS/SUBRECIPIENTS

- a. STA. There are three categories of eligible recipients of STA funds: a) transit operators; b) Consolidated Transportation Service Agencies (CTSAs); and c) Cities and Counties that are eligible to claim Transportation Development Act (TDA) Article 4, 4.5 or 8 funds.

Non-profit organizations and Cities/Counties that are not eligible TDA Article 4, 4.5 or 8 claimants are only eligible for STA funds if they partner with an eligible STA recipient (e.g., a transit operator) that is willing to serve as the recipient of the funds and pass through the funds to the non-profit or City/County, and if they have a project eligible to use.

- b. Section 5307 (JARC). Transit operators that are FTA grantees are the only eligible recipients of Section 5307 (JARC) funds.

Non-profit organizations and public agencies that are not FTA grantees are only eligible for Section 5307 (JARC) funds if they partner with an FTA grantee (transit operator) that is willing to serve as the direct recipient of the Section 5307 (JARC) funds and pass through the funds to the subrecipient non-profit or public agency.

Section 5307 (JARC) recipients/subrecipients will be required to have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and provide it during the application process.<sup>4</sup> A DUNS number may be obtained from D&B by telephone (866-705-5711) or the Internet (<http://fedgov.dnb.com/webform>).

- c. Proposition 1B. Transit operators are the only eligible recipients of Proposition 1B funds.

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<sup>4</sup> A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity. The DUNS number is a universal identifier required for Federal financial assistance applicants, as well as recipients and their direct subrecipients.

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5. STA AND SECTION 5307 PROGRAMMING PROCESS. For STA and Section 5307 funds, Lifeline Program Administrators are responsible for soliciting applications for the Lifeline Transportation Program.

Consistent with MTC's Public Participation Plan and FTA's Title VI Circular (FTA C 4702.1B), MTC encourages Lifeline Program Administrators to conduct a broad, inclusive public involvement process, and use multiple methods of public outreach. Unlike previous cycles of the Lifeline Transportation Program, the funds in the Cycle 4 program are predominantly restricted to transit operators (see Section 4 for recipient eligibility restrictions). Therefore, MTC also acknowledges that each Lifeline Program Administrator's public outreach strategy will be tailored accordingly.

Methods of public outreach may include, but are not limited to, highlighting the program and application solicitation on the CMA website, and sending targeted postcards and e-mails to all prospective applicants, including those that serve predominantly minority and low-income populations.

Further guidance for public involvement is contained in MTC's Public Participation Plan.

- a. Competitive Process. STA and Section 5307 (JARC) projects must be selected through an open, competitive process with the following exception: In an effort to address the sustainability of fixed-route transit operations, Lifeline Program Administrators may elect to allocate some or all of their STA and/or Section 5307 (JARC) funds directly to transit operators for Lifeline transit operations within the county. Projects must be identified as Lifeline projects before transit operators can claim funds, and will be subject to Lifeline Transportation Program reporting requirements.
  - b. STA Contingency Programming. Due to the uncertainty of forecasting STA revenues, the Lifeline Program Administrators will program 95 percent of their county's estimated STA amount, and develop a contingency plan for the remaining five percent should it be available.
6. PROPOSITION 1B PROGRAMMING PROCESS. In most cases, Proposition 1B Transit funds will be allocated directly to transit operators by MTC, due to the limited eligibility and uses of this fund source. Upon concurrence from the applicable CMA,<sup>5</sup> transit operators may program funds to any capital project that is consistent with the Lifeline Transportation Program and goals, and is eligible for this fund source. Transit operators are encouraged to consider needs throughout their service area. Projects must be identified as Lifeline projects before transit operators can claim funds, and, at the discretion of the Lifeline Program Administrators, may be subject to Lifeline Transportation Program reporting requirements. For Marin, Solano and Sonoma counties, Proposition 1B funds are being directed to the CMA, who should include these funds in the overall Lifeline programming effort (keeping in mind the limited sponsor and project eligibility of Proposition 1B funds).

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<sup>5</sup> CMA concurrence may be provided via a board resolution or a letter from an authorized representative.

7. ELIGIBLE ACTIVITIES

- a. Eligible operating projects. Eligible operating projects, consistent with requirements of funding sources, may include (but are not limited to) new or enhanced fixed route transit services, restoration of Lifeline-related transit services eliminated due to budget shortfalls, shuttles, taxi voucher programs, auto loan programs, etc. See Appendix 1 for additional details about eligibility by funding source.
- b. Eligible capital projects. Eligible capital projects, consistent with requirements of funding sources, may include (but are not limited to) purchase of vehicles; bus stop enhancements; rehabilitation, safety or modernization improvements; or other enhancements to improve transportation access for residents of low-income communities. See Appendix 1 for additional details about eligibility by funding source.
- c. Section 5307 restrictions
  - (1) Job Access and Reverse Commute requirement. For the Lifeline Transportation Program, the use of Section 5307 funds is restricted solely to Job Access and Reverse Commute (JARC) projects. For details regarding eligible JARC projects, see the FTA Section 5307 Circular (FTA C 9030.1E), Chapter IV, Section 5 available at [http://www.fta.dot.gov/documents/FINAL\\_FTA\\_circular9030.1E.pdf](http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf). Also see Appendix 1 for detailed eligibility requirements by fund source
  - (2) New and existing services. Consistent with FTA's Section 5307 circular (FTA C 9030.1E), Chapter IV, Section 5.a, eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a "development project" or "maintenance project" as follows:
    - i. Development Projects. "Development of transportation services" means new projects that meet the statutory definition and were not in service as of the date MAP-21 became effective October 1, 2012. This includes projects that expand the service area or hours of operation for an existing service.
    - ii. Maintenance Projects. "Maintenance of transportation services" means projects that continue and maintain job access and reverse commute projects and services that received funding under the former Section 5316 Job Access and Reverse Commute program.

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8. LOCAL MATCHING REQUIREMENTS. The Lifeline Transportation Program requires a minimum local match of 20% of the total project cost. Lifeline Transportation Program funds may cover a maximum of 80% of the total project cost.
- a. Exceptions to 20% requirement. There are two exceptions to the 20% local match requirement:
- (1) FTA Section 5307 (JARC) operating projects require a 50% match. However, consistent with MTC's approach in previous funding cycles, Lifeline Program Administrators may use STA funds to cover the 30% difference for projects that are eligible for *both* JARC and STA funds.
  - (2) All auto-related projects require a 50% match.
- b. Sources of local match. Project sponsors may use certain federal, state or local funding sources (Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.) to meet the match requirement. In-kind contributions such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share.

For Section 5307 JARC projects, the local match can be *non*-Department of Transportation (DOT) federal funds. Eligible sources of non-DOT federal funds include: Temporary Assistance to Needy Families (TANF), Community Services Block Grants (CSBG) and Social Services Block Grants (SSBG) administered by the US Department of Health and Human Services or Community Development Block grants (CDBG) and HOPE VI grants administered by the US Department of Housing and Urban Development (HUD). Grant funds from private foundations may also be used to meet the match requirement.

Transportation Development Credits ("Toll Credits") are not an eligible source of local match for the Lifeline Transportation Program.

9. COORDINATED PLANNING. Under MAP-21, projects funded with Section 5307 JARC funds are no longer required by FTA to be derived from a locally developed, coordinated public transit-human services transportation plan ("Coordinated Plan"); however, in the Bay Area's Coordinated Plan, MTC continues to identify the transportation needs of individuals with disabilities, older adults, *and* people with low incomes, and to provide strategies for meeting those local needs. Therefore, projects funded with Lifeline Transportation Program funds should be consistent with the transportation needs, proposed solutions, and enhanced coordination strategies presented in the Coordinated Plan to the extent practicable considering any other funding source restrictions.

The Bay Area's Coordinated Plan was updated in March 2013 and is available at <http://www.mtc.ca.gov/planning/pths/>.

Mobility management was a key coordination strategy recommended in the 2013 plan update. The designation of lead mobility managers or Consolidated Transportation Service Agencies (CTSAs) at the County or subregional level was an essential component of that strategy. Consistent with those recommendations, the Lifeline Program Administrators may, at their discretion, choose to award extra points to—or otherwise give priority to—projects sponsored by or coordinated with County or subregional Mobility Managers or CTSAs.

Transportation needs specific to senior and disabled residents of low-income communities may also be considered when funding Lifeline projects.

10. GRANT APPLICATION. To ensure a streamlined application process for project sponsors, a universal application form will be used, but, with review and approval from MTC, may be modified as appropriate by the Lifeline Program Administrator for inclusion of county-specific grant requirements.

Applicants with multi-county projects must notify the relevant Lifeline Program Administrators and MTC about their intent to submit a multi-county project, and submit copies of their application to all of the relevant counties. If the counties have different application forms, the applicant can submit the same form to all counties, but should contact the Lifeline Program Administrators to determine the appropriate form. If the counties have different application deadlines, the applicant should adhere to the earliest deadline. The Lifeline Program Administrators will work together to score and rank the multi-county projects, and, if selected, to determine appropriate funding. (Note: Multi-county operators with projects that are located in a single county need only apply to the county where the project is located.)

#### 11. APPLICATION EVALUATION

- a. Evaluation criteria. Standard evaluation criteria will be used to assess and select projects. The six criteria include (1) project need/goals and objectives, (2) community-identified priority, (3) implementation plan and project management capacity, (4) coordination and program outreach, (5) cost-effectiveness and performance indicators, and (6) project budget/sustainability. Lifeline Program Administrators will establish the weight to be assigned for each criterion in the assessment process.

Additional criteria may be added to a county program but should not replace or supplant the regional criteria. MTC staff will review the proposed county program criteria to ensure consistency and to facilitate coordination among county programs.

See Appendix 2 for the detailed standard evaluation criteria.

- b. Evaluation panel. Each county will appoint a local evaluation panel of CMA staff, the local low-income or minority representative from MTC's Policy Advisory Council (if available), and representatives of local stakeholders, such as transit operators, other transportation providers, community-based organizations, social service agencies, and local jurisdictions, to score and select projects. Counties are strongly encouraged to appoint a diverse group of stakeholders for their local evaluation panel. Each county will

assign local priorities for project selection by establishing the weight for each criterion and, at the CMA's discretion, adding local criteria to the standard regional criteria.

12. COUNTYWIDE PROGRAM OF PROJECTS. A full program of projects is due to MTC from each Lifeline Program Administrator on **March 13, 2015**. However, given state and federal funding uncertainties, sponsors with projects selected for FY2015 and FY2016 Section 5307 (JARC) funds and FY2016 STA funds should plan to defer the start of those projects until the funding is appropriated and secured. Lifeline Program Administrators, at their discretion, may opt to allot FY2014 and FY2015 funds to high scoring projects so they can be started quickly. MTC staff will work with Lifeline Program Administrators on this sequencing; MTC staff expects that more will be known about the FY2015 Section 5307 (JARC) funds and the FY2016 STA and Section 5307 (JARC) funds in calendar year 2015.

13. POLICY BOARD ADOPTION

- a. Project sponsor resolution of local support. Prior to MTC's programming of Lifeline Cycle 4 funds (STA, Section 5307 JARC and/or Proposition 1B) to any project, MTC requires that the project sponsor adopt and submit a resolution of local support. The resolution shall state that approved projects not only exemplify Lifeline Program goals, but that the local project sponsors understand and agree to meeting all project delivery, funding match and eligibility requirements, and obligation and reporting deadlines and requirements. MTC will provide a resolution of local support template. The County Lifeline Program Administrators have the option of collecting the resolutions of local support from project sponsors along with the project applications, or after the project is selected by the County for funding.

Caltrans requires that Proposition 1B - Transit projects either be consistent with the project sponsor's most recent short-range transit plan (SRTP), as evidenced by attaching the relevant SRTP page to the allocation request, or be accompanied by a certified Board Resolution from the project sponsor's governing board.

b. Lifeline Program Administrator/CMA Board Resolution and Concurrence

- (1) STA and Section 5307 (JARC). Projects recommended for STA and Section 5307 (JARC) funding must be submitted to and approved by the respective governing board of the Lifeline Program Administrator.
- (2) Proposition 1B. Projects funded with Proposition 1B Transit funds must have concurrence from the applicable Lifeline Program Administrator/CMA. Concurrence may be provided by a board resolution or by a letter from an authorized representative.

14. PROJECT DELIVERY. All projects funded under the county programs are subject to the following MTC project delivery requirements:

- a. Section 5307 (JARC). Project sponsors must expend the Lifeline Transportation Program Section 5307 (JARC) funds within three years of the FTA grant award or execution of agreement with pass-through agency, whichever is applicable. To prevent the Section 5307 (JARC) funds from lapsing on the federal obligation deadline, MTC reserves the right to reprogram funds if direct recipients fail to submit their FTA grant by the following dates:
  - June 30, 2015 for FY2014 and FY2015 funds (the deadline to submit grants for FY15 funds may be extended depending on the availability of FY15 apportionments.)
  - June 30, 2016 for FY2016 funds

Direct recipients are responsible for carrying out the terms of their grants.

- b. STA. Project sponsors must expend the Lifeline Transportation Program STA funds within three years of the date that the funds are programmed by MTC or the date that the agreement with pass-through agency is executed, whichever is applicable.
  - c. Proposition 1B. Project sponsors must expend the Lifeline Transportation Program Proposition 1B funds within three years of the date that funds are available. Disbursement timing depends on the timing of State bond sales.
15. PROJECT OVERSIGHT. For Lifeline projects funded by STA and Section 5307 (JARC), Lifeline Program Administrators are responsible for programmatic and fiscal oversight, and for monitoring project sponsors in meeting the MTC obligation deadlines and project delivery requirements. In addition, Lifeline Program Administrators will ensure that projects substantially carry out the scope described in the grant applications for the period of performance. All project budget and scope of work changes must be approved by the MTC Commission; however the Lifeline Program Administrators are responsible for approving budget and scope of work changes prior to MTC's authorization. All scope changes must be fully explained and must demonstrate consistency with Lifeline Transportation Program goals.

For projects funded by Proposition 1B, the Lifeline Program Administrators are encouraged to continue coordination efforts with the project sponsors if they determine that it would be beneficial toward meeting the Lifeline goals; however, this may not be necessary or beneficial for all Proposition 1B projects.

See Appendix 1 for detailed accountability and reporting requirements by funding source.

16. PERFORMANCE MEASURES. As part of the Call for Projects, applicants will be asked to establish project goals, and to identify basic performance indicators to be collected in order to measure the effectiveness of the Lifeline projects. At a minimum, performance measures for service-related projects would include: documentation of new "units" of service provided with the funding (e.g., number of trips, service hours, workshops held, car loans provided), cost per unit of service, and a qualitative summary of service delivery procedures employed for the project. For capital projects, project sponsors are responsible for establishing

milestones and reporting on the status of project delivery. Project sponsors are responsible for satisfying all reporting requirements, as referenced in Appendix 1. Lifeline Program Administrators will forward all reports containing performance measures to MTC for review and overall monitoring of the Lifeline Transportation Program.

## 17. FUND ADMINISTRATION

- a. Section 5307 (JARC). MTC will enter all Lifeline Section 5307 (JARC) projects into the Transportation Improvement Program (TIP). Transit operators that are FTA grantees are the only eligible recipients of Section 5307 (JARC) funds. FTA grantees will act as direct recipients, and will submit grant applications directly to FTA.

For Section 5307 (JARC) projects sponsored by non-FTA grantees (e.g., nonprofits or other local government entities), the FTA grantee who was identified as the partner agency at the time of the application will submit the grant application to FTA directly and, following FTA approval of the grant, will enter into funding agreements with the subrecipient project sponsor.

FTA recipients are responsible for following all applicable federal requirements and for ensuring that their subrecipients comply with all federal requirements. See Section 18 for federal compliance requirements.

- b. STA. For transit operators receiving STA funds, MTC will allocate funds directly through the annual STA claims process. For other STA eligible projects administered by sponsors who are not STA eligible recipients, the project sponsor is responsible for identifying a local transit operator who will act as a pass-through for the STA funds, and will likely enter into a funding agreement directly with the project sponsor. Project sponsors are responsible for entering their own STA projects into the TIP.
- c. Proposition 1B Transit. Project sponsors receiving Proposition 1B funds must submit a Proposition 1B allocation request to MTC for submittal to Caltrans with prior review by MTC. The state will distribute funds directly to the project sponsor. Note that although the Proposition 1B Transit Program is intended to be an advance-payment program, actual disbursement of funds is dependent on the State budget and State bond sales. Project sponsors are responsible for entering their own Proposition 1B projects into the TIP.

## 18. COMPLIANCE WITH FEDERAL REQUIREMENTS

- a. Lifeline Program Administrator Responsibilities. For the selection of FTA Section 5307 (JARC) projects, in accordance with federal Title VI requirements, Lifeline Program Administrators must distribute the Section 5307 (JARC) funds without regard to race, color, and national origin, and must assure that minority populations are not being denied the benefits of or excluded from participation in the program. Lifeline Program Administrators shall develop the program of projects or competitive selection process to ensure the equitable distribution of FTA Section 5307 (JARC) funds to project sponsors

that serve predominantly minority populations. Equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of applicants that serve predominantly minority populations.

- b. Project Sponsor Responsibilities. FTA Section 5307 (JARC) applicants should be prepared to abide by all applicable federal requirements as specified in 49 U.S.C. Section 5307; FTA Circulars C 9030.1E, 4702.1B and 4703.1; the most current FTA Master Agreement; and the most current Certifications and Assurances for FTA Assistance Programs.

FTA Section 5307 (JARC) direct recipients will be responsible for adhering to FTA requirements through their agreements and grants with FTA directly and for ensuring that all subrecipients and third-party contractors comply with FTA requirements.

19. TIMELINE. The anticipated timeline for Cycle 4 is as follows:

<b>Program</b>	<b>Action</b>	<b>Anticipated Date*</b>
All	Commission approves Cycle 4 Program Guidelines	October 22, 2014
All	MTC issues guidelines to counties	October 22, 2014
Prop 1B	Transit operators submit draft project lists to County Lifeline Program Administrators	January 15, 2015
Prop 1B	Allocation requests due to MTC (concurrence** from the CMA is required)	March 13, 2015
5307 (JARC) & STA	Board-approved** programs due to MTC from CMAs	March 13, 2015
<b>All</b>	<b>Commission approval of Program of Projects</b>	<b>April 22, 2015</b>
5307 (JARC)	MTC submits TIP amendment for FY14, FY15 and FY16 projects	End of April – Deadline TBD
Prop 1B & STA	Project sponsors submit TIP amendments	End of April – Deadline TBD
Prop 1B	MTC submits allocation requests to Caltrans	Deadline TBD by Caltrans*
STA	Operators can file claims for FY14 and FY15	After 4/22/15 Commission Approval
5307 (JARC)	Deadline for transit operators (FTA grantees) to submit FTA grants for FY14 and FY15 funds	June 30, 2015
STA	Operators can file claims for FY16	After July 1, 2015
5307 (JARC)	Deadline for transit operators (FTA grantees) to submit FTA grants for FY16 funds	June 30, 2016

\* Dates subject to change depending on State and Federal deadlines and availability of funds.

\*\* CMA Board approval and concurrence may be pending at the time of deadline.

**Appendix 1  
Lifeline Transportation Program Cycle 4  
Funding Source Information**

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	State Transit Assistance (STA)	Proposition 1B – Transit	Section 5307 Job Access and Reverse Commute (JARC)
Purpose of Fund Source	<b>To improve existing public transportation services and encourage regional transportation coordination</b>	<b>To help advance the State’s goals of providing mobility choices for all residents, reducing congestion, and protecting the environment</b>	<b>To support the continuation and expansion of public transportation services in the United States</b>
Detailed Guidelines	<a href="http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STIP/TDA_4-17-2013.pdf">http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STIP/TDA_4-17-2013.pdf</a>	<a href="http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/Prop%201B/PTMISEA-Guidelines_2013.pdf">http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/Prop%201B/PTMISEA-Guidelines_2013.pdf</a>	<a href="http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf">http://www.fta.dot.gov/documents/FINAL_FTA_circular9030.1E.pdf</a>
Use of Funds	For public transportation purposes including community transit services	For public transportation purposes	For the Lifeline Transportation Program, the use of Section 5307 funds is restricted solely to Job Access and Reverse Commute projects that support the development and maintenance of transportation services designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment.
Eligible Recipients	<ul style="list-style-type: none"> <li>▪ Transit operators</li> <li>▪ Consolidated Transportation Service Agencies (CTSAs)</li> <li>▪ Cities and Counties if eligible to claim TDA Article 4, 4.5 or 8 funds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Transit operators</li> </ul>	<ul style="list-style-type: none"> <li>▪ Transit operators that are FTA grantees</li> </ul>
Eligible Subrecipients <b>(must partner with an eligible recipient that will serve as a pass-through agency)</b>	<ul style="list-style-type: none"> <li>▪ Cities and counties that are not eligible to claim TDA Article 4, 4.5 or 8 funds</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>	<ul style="list-style-type: none"> <li>▪ Private non-profit organizations</li> <li>▪ Public agencies that are not FTA grantees (e.g., cities, counties)</li> </ul>

EXHIBIT "A"

	State Transit Assistance (STA)	Proposition 1B – Transit	Section 5307 Job Access and Reverse Commute (JARC)
Eligible Projects	<p><b><u>Transit Capital and Operations, including:</u></b></p> <ul style="list-style-type: none"> <li>▪ New, continued or expanded fixed-route service</li> <li>▪ Purchase of vehicles</li> <li>▪ Shuttle service if available for use by the general public</li> <li>▪ Purchase of technology (e.g., GPS, other ITS applications)</li> <li>▪ Capital projects such as bus stop improvements, including bus benches, shelters, etc.</li> <li>▪ Various elements of mobility management, if consistent with STA program purpose and allowable use. These may include planning, coordinating, capital or operating activities.</li> </ul>	<p><b><u>Transit Capital</u></b> (including a minimum operable segment of a project) for:</p> <ul style="list-style-type: none"> <li>▪ Rehab, safety, or modernization improvements</li> <li>▪ Capital service enhancements or expansions</li> <li>▪ New capital projects</li> <li>▪ Bus rapid transit improvements</li> <li>▪ Rolling stock procurement, rehab, or replacements</li> </ul> <p>Projects must be consistent with most recently adopted short-range transit plan or other publicly adopted plan that includes transit capital improvements.</p>	<p><b><u>New and existing services.</u></b> Eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a “development project” or a “maintenance project” (see Section 7.c.(2) of these guidelines for details regarding “development” and “maintenance” projects).</p> <p><b><u>Capital and Operating projects.</u></b> Projects that comply with the requirements above may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Late-night &amp; weekend service;</li> <li>▪ Guaranteed ride home service;</li> <li>▪ Shuttle service;</li> <li>▪ Expanding fixed route public transit routes, including hours of service or coverage;</li> <li>▪ Demand-responsive van service;</li> <li>▪ Ridesharing and carpooling activities;</li> <li>▪ Transit-related aspects of bicycling;</li> <li>▪ Administration and expenses for voucher programs;</li> <li>▪ Local car loan programs;</li> <li>▪ Intelligent Transportation Systems (ITS);</li> <li>▪ Marketing; and</li> <li>▪ Mobility management.</li> </ul> <p>See FTA C 9030.1E, Chapter IV, Section 5 for details regarding eligible JARC projects.</p>

	State Transit Assistance (STA)	Proposition 1B – Transit	Section 5307 Job Access and Reverse Commute (JARC)
Lifeline Program Local Match	20%	20%	<ul style="list-style-type: none"> <li>▪ 50% for operating projects (may use STA funds to cover up to 30% if project is eligible for <b>both</b> JARC and STA)</li> <li>▪ 50% for auto projects</li> <li>▪ 20% for capital projects</li> </ul>
Estimated timing for availability of funds to project sponsor	<p>Transit operators, CTSAs and eligible cities and counties can initiate claims for FY14 and FY15 funds immediately following MTC approval of program of projects, and can initiate claims for FY16 funds after July 1, 2015.</p> <p>For subrecipients, the eligible recipient acting as fiscal agent will likely initiate a funding agreement following MTC approval of program of projects. Funds will be available on a reimbursement basis after execution of the agreement.</p>	<p>Project sponsors must submit a Proposition 1B allocation request to MTC for submittal to Caltrans by March 13, 2015. Disbursement timing depends on bond sales.</p>	<p>Following MTC approval of the program of projects, MTC will add projects to the TIP. Following TIP approval, FTA grantees must submit FTA grants for FY14 and FY15 funds by June 30, 2015. (The deadline to submit grants for FY15 funds may be extended depending on the availability of FY15 apportionments.) FTA grantees must submit FTA grants for FY16 funds by June 30, 2016.</p> <p>FTA grantees can begin their projects after the funds are obligated in an FTA grant (estimated Fall 2015 for FY14 &amp; FY15 funds; estimated Fall 2016 for FY16 funds). For subrecipients, the FTA grantee acting as fiscal agent will likely initiate a funding agreement following FTA grant award. Funds will be available on a reimbursement basis after execution of the agreement.</p>
Accountability & Reporting Requirements	<p>Transit operators and eligible cities and counties must submit annual performance (i.e., ridership) statistics for the project, first to Lifeline Program Administrators for review, and then to MTC along with annual claim.</p> <p>Depending on the arrangement with the pass-through agency, subrecipients will likely submit quarterly performance reports with invoices, first to the pass-through agency for reimbursement, and then to Lifeline Program Administrators for review.</p>	<p>Using designated Caltrans forms, project sponsors are required to submit project activities and progress reports to the state every six months, as well as a project close-out form. Caltrans will track and publicize progress via their website.</p> <p>Project sponsor will not be required to submit progress reports to the Lifeline Program Administrator unless the LPA believes that county-level project monitoring would be beneficial. MTC and/or the Lifeline Program Administrators may request to be copied on progress reports that are submitted to Caltrans.</p>	<p>FTA grantees are responsible for following all applicable federal requirements for preparing and maintaining their Section 5307 (JARC) grants. MTC and/or the Lifeline Program Administrators may request copies of FTA grantees' quarterly Section 5307 (JARC) grant reports to FTA.</p> <p>Depending on the arrangement with the pass-through agency, subrecipients will likely submit quarterly performance reports with invoices, first to Lifeline Program Administrators for review, and then to the pass-through agency for reimbursement. Subrecipients will also submit Title VI reports annually to the pass-through agency.</p>

**Note:** Information on this chart is accurate as of October 2014. MTC will strive to make Lifeline Program Administrators aware of any changes to fund source guidelines that may be enacted by the appropriating agencies (i.e. State of California, Federal Transit Administration).

**Appendix 2**  
**Lifeline Transportation Program Cycle 4**  
**Standard Evaluation Criteria**

The following standard evaluation criteria are intended to provide consistent guidance to each county in prioritizing and selecting projects to receive Lifeline Transportation Program funds. Each county, in consultation with other stakeholder representatives on the selection committee, will consider these criteria when selecting projects, and establish the weight to be assigned to each of the criterion. Additional criteria may be added to a county program but should not replace or supplant the regional criteria. MTC staff will review the proposed county program criteria to ensure consistency and to facilitate coordination among county programs.

- a. Project Need/Goals and Objectives:** Applicants should describe the unmet transportation need or gap that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the goals of the Lifeline Transportation Program.
- b. Community-Identified Priority:** Priority should be given to projects that directly address transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP) or other substantive local planning effort involving focused outreach to low-income populations. Applicants should identify the CBTP or other substantive local planning effort, as well as the priority given to the project in the plan.

Other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan, or other documented assessment of needs within designated communities of concern. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.

A communities of concern (CoC) mapping tool showing both CoCs adopted with Plan Bay Area as well as the most recent socioeconomic data available from the Census Bureau is available at: [http://gis.mtc.ca.gov/samples/Interactive\\_Maps/cocs.html](http://gis.mtc.ca.gov/samples/Interactive_Maps/cocs.html).<sup>1</sup>

- c. Implementation Plan and Project Management Capacity:** For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan.

For projects seeking funds for capital purposes, applicants must provide an implementation plan, milestones and timelines for completing the project.

Priority should be given to projects that are ready to be implemented in the timeframe that the funding is available.

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<sup>1</sup> There is a user's guide available to aid in the use of this tool.

Project sponsors should describe and provide evidence of their organization's ability to provide and manage the proposed project, including experience providing services for low-income persons, and experience as a recipient of state or federal transportation funds. For continuation projects that have previously received Lifeline funding, project sponsor should describe project progress and outcomes.

- d. Coordination and Program Outreach:** Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Applicants should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Applicants should also describe how the project will be marketed and promoted to the public.
- e. Cost-Effectiveness and Performance Indicators:** The project will be evaluated based on the applicant's ability to demonstrate that the project is the most appropriate way in which to address the identified transportation need, and is a cost-effective approach. Applicants must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, as well as steps to be taken if original goals are not achieved.
- f. Project Budget/Sustainability:** Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

Appendix 2  
Lifeline Transportation Program Cycle 4  
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- r. **Project Budget/Sustainability:** Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

## Lifeline Transportation Program Cycle 4

### **Project Descriptions**

#### City of Napa Tulocay Creek Bridge/Trail Completion

Pave  $\frac{3}{4}$  mile of Class 1 multi-use trail between new Tulocay Creek bicycle/pedestrian bridge and Riverfront Green Park at Soscol Avenue & Third Street. Project connects low income housing to the south with downtown and transit hub to the north through completion of the Class 1 trail.

This  $\frac{3}{4}$  mile multi-use path, which includes a new bicycle/pedestrian bridge over Tulocay Creek, will close a significant gap in the City of Napa Vine Trail/Napa Valley Vine Trail between the City's Riverfront Green Park at Third Street directly across from the Soscol Gateway Transit Center and the existing paved bike/pedestrian path which ends on the south bank of Tulocay Creek. Completion of this gap will give direct and enhanced access to the Soscol Gateway Transit Center from communities to the south, including the Gasser Master Plan Development, which has a low-income housing element. This section of trail is part of the countywide Vine Trail system and the River Trail within the City of Napa.

#### City of Calistoga Pedestrian Safety Enhancement

Installation of crosswalk and in-pavement crosswalk lighting with advanced warning flashing beacons on Lincoln Avenue at Brannan Street-Wappo Avenue.

Lincoln Avenue (SR 29)/Brannan Street-Wappo Avenue is a two-way-stop-controlled intersection with stops on the Brannan Street and Wappo Avenue approaches, with one lane in each direction on all approaches. The Wappo Avenue approach is skewed at an acute angle to the south. The project would install of crosswalk and in-pavement crosswalk lighting with advanced warning flashing beacons on Lincoln Avenue at Brannan Street.

#### NCTPA 01-CAD-AVL

Napa VINE identified the need to implement technological tools to assist in managing their operations and serving their customers through the collection, analysis and dissemination of reliable data on its existing fleet of transit vehicles. Based on this high priority need, Napa VINE will deploy a state-of-the-art Automatic Vehicle Location (AVL) System and Computer-Aided Dispatch (CAD) for fixed route and demand response fleets of vehicles.

### NCTPA 02-STA Operating Assistance-All Routes

VINE Transit: Continue VINE Transit fixed route service. The operating assistance will address numerous issues listed in the community based transportation plan, specifically improving travel times, connectivity between routes, frequency of buses, and on-time performance.

Napa has three communities that are eligible to be designated by MTC as communities of concern. Napa has been deemed by the Public Policy Institute of California as second to San Francisco where poverty is driven by precipitous housing costs to income as assessed by the California Poverty Measure. Transportation costs are a key factor in all challenged communities in Napa because affordable housing near available jobs is scarce. Residents within certain demographic groups are at greater risk of unmet transportation needs within Napa County – these include older adults, those with physical or mental disabilities, and low-income households. Investing in a reliable and affordable public transportation will address unmet transportation needs in Napa County and greatly improve access to jobs inside and outside the county. The funding request for State Transit Assistance will assist in the operations of the Vine Transit system. All Vine Transit routes are considered Lifeline Transportation Program routes serving the needs of low income and disadvantaged communities in Napa County.

### NCTPA 03-JARC Operating Assistance

Job Access Reverse Commute: The goal of the funding is to ensure the continuity of the transit services operations provided by NCTPA/ Vine Transit. The funding assistance will continue to improve the mobility for low-income communities and disadvantaged communities in Napa County by supporting fast and frequent bus services throughout the region.

The objectives of the FTA JARC funding is to: (1) increase transit accessibility and emphasize multi-modal transportation for work related, recreational, medical, and social interaction, and (2) support ongoing and future efforts by investing in reliable and affordable public transportation for all communities in Napa County.



February 18, 2015  
NCTPA Agenda Item 10.5  
Continued From: New  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Kate Miller, Executive Director  
(707) 259-8634 / Email: [kmiller@nctpa.net](mailto:kmiller@nctpa.net)  
**SUBJECT:** Legislative Update and State Bill Matrix

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board receive the monthly Federal and State Legislative Update and consider acting on staff recommendations included on the bill matrix (Attachment 3).

### **COMMITTEE RECOMENDATION**

None

### **EXECUTIVE SUMMARY**

The Board will receive a Federal legislative update (Attachment 1). The board will also receive a State legislative update (Attachment 2) from Platinum Advisors. The bill matrix (Attachment 3) is also attached and requests that the board consider staff recommendations on pending state bills. Finally, an announcement from Assembly Speaker Toni Atkins outlining her transportation funding agenda is also attached (Attachment 4).

### **FINANCIAL IMPACT**

Is there a fiscal impact? No.

### **SUPPORTING DOCUMENTS**

Attachments: (1) February 4, 2015 Federal Legislative Update (Van Scoyoc Assoc)  
(2) February 3, 2015 State Legislative Update (Platinum Advisors)  
(3) February 3, 2015 Bill Matrix  
(4) Assembly Speaker Announcement



TO: Kate Miller, NCTPA  
FROM: Steve Palmer, Van Scoyoc Associates  
DATE: February 4, 2015  
SUBJECT: Federal Legislative Update

The following is a summary of federal legislative activities related to transportation, housing, and environmental issues. The House and Senate both reconvened on January 6, 2015 to swear in new members and begin the 114<sup>th</sup> Congress.

### **Executive Branch**

***Surface Transportation Reauthorization Proposal.*** Along with its budget proposal earlier this week, the Obama Administration proposed a six-year \$478 billion reauthorization of the nation's surface transportation program. The proposal, which would be paid for by taxes on foreign holdings of U.S. corporations, would significantly increase federal funding for highways, transit, and intercity passenger rail.

- \$317 billion over six years for highways, an increase of 29 percent over FY 2015 enacted levels. This would include a new \$18 billion multi-modal, corridor-based freight program intended to eliminate bottlenecks and improve the efficiency and safety of moving goods.
- \$115 billion over six years for transit programs, an increase of 76 percent over FY 2015 enacted levels.
- \$28.6 billion over six years for passenger rail, including both Amtrak and high-speed rail investment. The budget proposes moving passenger rail funding from the discretionary annual appropriations process to the transportation trust fund.
- \$7.5 billion over six years for TIGER grants, an average of \$1.25 billion annually. This would represent a significant increase in the amount available for TIGER, which was funded at \$500 million in FY 2015.
- \$6 billion for the National Highway Traffic Safety Administration (NHTSA).
- \$935 million over six years for the advancement of automated vehicles and vehicle-to-vehicle technology.

In addition to its reauthorization proposal, the Administration has proposed the creation of a new municipal bond, the Qualified Public Infrastructure Bond (QPIB). The QPIB would extend the benefits of municipal bonds to public private partnerships. Eligible projects would include surface transportation projects in addition to airport, port, mass transit, sewer, water, and solid waste disposal projects.

**Transportation Nominations.** In early January, President Obama again nominated Therese McMillan to be the next Administrator at the Federal Transit Administration. Ms. McMillan is currently the Acting Administrator of the FTA. The President also named Sarah Feinberg Acting Administrator of the Federal Railroad Administration. Ms. Feinberg previously served as Chief of Staff to Transportation Secretary Anthony Foxx.

**President Cuts Mortgage-Insurance Premiums.** On January 7, the President announced that the Federal Housing Administration will cut the mortgage-insurance premiums that it charges, from 1.35 to 0.85 percent of the loan balance.

### **Congressional Hearings**

**MAP-21 Reauthorization.** On January 28, the Committee on Environment and Public Works held a hearing focused on Federal and state perspectives on MAP-21 reauthorization. The witnesses included Secretary of Transportation Anthony Foxx, the Governors of Alabama and Vermont, and the South Dakota Secretary of Transportation. Senators discussed options for raising revenues for the Highway Trust Fund and Secretary Foxx stated that the Administration is developing a new proposal for surface transportation reauthorization.

**Freight Rail Service.** On January 28, the Committee on Commerce, Science, and Transportation held a hearing on challenges facing the nation's freight rail network. Witnesses included representatives of the railroad industry, rail shippers, the Missouri Department of Transportation, and the Florida Ports Council. The main topic of the hearing was the December 31, 2015 deadline for railroads to implement Positive Train Control (PTC) technology, and the unlikelihood that most railroads will be able to meet this deadline.

**Transportation Networks.** On Thursday, January 29, the Subcommittee on Surface Transportation and Merchant Marine Infrastructure, Safety, and Security of the Senate Committee on Commerce, Science, and Transportation held a hearing on stakeholder perspectives on the performance of transportation networks. Witnesses included representatives of the railroad, trucking, and supply chain management industries, as well as former Pennsylvania Governor Ed Rendell, the co-chair of Building America's Future, an organization which has advocated for raising the federal gas tax and increasing investment in infrastructure.

**Changing Energy Markets and Transportation.** On Tuesday, February 3, the Subcommittee on Railroads, Pipelines, and Hazardous Materials of the House Transportation and Infrastructure Committee held a hearing on how changing energy markets will affect transportation in the United States. Witnesses included representatives of the Association of American Railroads, American Petroleum Institute, Association of Oil Pipelines, Carlyle Group, and Greenbrier Companies.

***Alleged Ethical and Legal Violations at HUD.*** On February 4, the House Committee on Financial Services held a hearing at which the Inspector General of the Department of Housing and Urban Development (HUD) and a representative of the Government Accountability Office testified on alleged ethical and legal violations at HUD related to hiring, conflicts of interest, and lobbying activities.

***Sustainable Housing Finance.*** On January 27, the House Committee on Financial Services held a hearing at which The Honorable Melvin Watt, Director of the Federal Housing Finance Agency, testified on Fannie Mae and Freddie Mac, as well as any steps that can be taken to encourage private capital in the housing market.

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February 3, 2015

TO: Kate Miller, Executive Director  
Napa County Transportation Planning Agency

FR: Steve Wallauch  
Platinum Advisors

**RE: Legislative Update**

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### **BUDGET**

**Budget:** Both houses held overview hearings to quickly review the Governor's Budget Proposal and talk about their own goals in this year's budget. Department of Finance representative Keeley Bosler fielded questions as well as the Legislative Analyst, Mac Taylor. Both the Senate and Assembly Budget Committees complimented the Administration on a solid start, and then proceeded to discuss opportunities for improving the State's safety net through restorations. The Legislative Analyst agrees with much of the Administration's priorities, and estimates possible revenues of \$2 billion more than the Administration is assuming. Due to the way the Proposition 98 formula works however, Taylor emphasized that any extra funding would all be directed toward education. The next step in the budget process is the release of the LAO's detailed analysis in mid-February, and then the budget subcommittees will commence.

**Budget Trailer Bills:** The budget requires numerous policy bills necessary to implement various provisions of the budget. These bills are known as "budget trailer bills." The Department of Finance (kind of) lived up to its commitment to post all proposed budget trailer bill language by the end of January. Finance posted draft language, but most of it is merely legislative intent language. The list includes proposals to streamline the relinquishment process for transferring state highways to local control, and a tolling proposal to expand the CTC's authority to approve the conversion of HOV lanes into express lanes. Below is a link to the DOF website where the transportation related trailer bill proposals can be found:  
[http://www.dof.ca.gov/budgeting/trailer\\_bill\\_language/forecasting\\_labor\\_and\\_transportation/](http://www.dof.ca.gov/budgeting/trailer_bill_language/forecasting_labor_and_transportation/)

**Highway Budget:** While the state budget overall is positive, declining fuel prices will result in a significant negative adjustment for transportation funds for FY 2015-16. By March 1<sup>st</sup> of every year the BOE is required to adjust the rate of the "tax swap" excise tax so that the revenue generated by the tax swap excise tax would equal the amount that the sales tax would have generated if it was applied to gasoline sales. This new

rate then takes effect on July 1<sup>st</sup>. Based on declining gasoline prices, it is expected that the excise tax will be adjusted downward to the tune of nearly \$800 million in fiscal year 2015-16, or drop from 36 cents to 30.5 cents per gallon. This will have a significant impact on all transportation programs, such as local streets and roads allocations, SHOPP funds, and STIP funds.

**Cap & Trade Budget:** The Governor's budget proposal estimates \$1 billion in cap & trade auction revenue will be available in FY 2015-16. However, many believe this is a conservative estimate and available revenues could reach \$2 billion. With auctions scheduled for February and May, a more accurate forecast will be available by the end of this fiscal year. If revenues exceed the Governor's budget estimate, those excess revenues can be used to fund additional projects because the funds allocated to the Low Carbon Transit Operations, the Transit & Intercity Rail Capital, and the Affordable Housing & Sustainable Communities programs are continuously appropriated. However, the decision to award any excess funds will be made by the Administration once the revised revenue estimates are known.

## **POLICY**

**Caltrans Review:** CalSTA and Caltrans have issued an update on implementing the SSTI report. The report outlines encouraging progress on several fronts and provides an outlook of issues that will be implemented or further developed over the coming year. CalSTA will continue its collaboration with the workgroups on proposals to strengthen the STIP planning process, further delegating engineering decisions to the Districts and local partners, and explore a Constitutional amendment that would lower the vote threshold for local transportation sales taxes if those new measures set aside funding to preserve new investments. In addition, CalSTA and Caltrans are proceeding with internal reorganizations such as creating the State Highway Relinquishment Program within the Division of Planning. A copy of the Caltrans Improvement Project Report can be found at:

[http://calsta.ca.gov/res/docs/pdfs/2015/Caltrans/CIP\\_RecommendationOutcomes012015.pdf](http://calsta.ca.gov/res/docs/pdfs/2015/Caltrans/CIP_RecommendationOutcomes012015.pdf)

**AH&SC Program:** Late last week, the Strategic Growth Council posted the notice of funding availability (NOFA) for the Affordable Housing & Sustainable Communities (AH&SC) Program. The NOFA calls for a tight turnaround with concept proposals due on February 19<sup>th</sup>.

The SGC previously announced a series of Workshops to review the application process and meet with prospective applicants on a one-on-one or small group basis. A Workshop is scheduled for February 11<sup>th</sup> in Oakland. In addition, SGC staff is working with CSAC and the League of Cities about hosting a webinar also on February 11<sup>th</sup> from 10:30-12:00. To join the webinar you must register by February 9<sup>th</sup> at <http://www.cacities.org/events>.

A copy of the NOFA can be found at the following link: <http://www.hcd.ca.gov/fa/ahsc/docs/AHSC-NOFA-013015.pdf>

Workshop Link

[http://sgc.ca.gov/docs/AHSC February Technical Assistance Workshop Notice FINA L.pdf](http://sgc.ca.gov/docs/AHSC_February_Technical_Assistance_Workshop_Notice_FINA_L.pdf)

**Cap & Trade Capital Funds:** CalSTA completed its series of workshops and presented the draft guidelines for the Transit & Intercity Rail Capital Program to the CTC. The final guidelines will be posted on February 9<sup>th</sup> along with a call for projects. CalSTA is proposing to combine the \$25 million appropriated for the FY 2014-15 with the \$100 million that will be available in FY 2015-16, which will allow them to approve a two-year funding program of up to \$125 million in projects. The award level might increase beyond the \$125 million based on the outcome of the February and May auctions.

### **LEGISLATION**

**Tech-bus Stops Here:** Assemblyman Travis Allen has introduced AB 61, which would specifically allow private commuter shuttles to use a public transit bus stop if the transit operator and private shuttle operator reach a use agreement that is approved by the local government with jurisdiction over the stop. While this bill is intended to remedy the events in San Francisco, it is unclear if legislation is actually needed. San Francisco has resolved the bus stop use issue while the socio-economic impact the commuter buses symbolize rages on. Although the contents of AB 61 do not appear onerous, burdensome, or complicated, we recommend a wait and see approach, unless conditions in Napa dictate otherwise.



February 3, 2015

Bills	Subject	Status	Client - Position
<p><b><u>AB 61</u></b>  <b>(Allen, Travis R)</b>            Shuttle services: loading and unloading of passengers.</p>	<p>AB 61 would allow a local government to permit private shuttle bus services to use public transit stops if an agreement is reached between the public transit operator and the private shuttle operator.</p>	<p>ASSEMBLY TRANS.</p>	<p>Recommended Position: Watch</p>
<p><b><u>AB 4</u></b>  <b>(Linder R)</b>            Vehicle weight fees: transportation bond debt service.</p>	<p>This bill would prohibit the use of weight fee revenue from being used to pay for transportation bond debt service until January 1, 2020. A part of the gas tax swap legislation, this roundabout transfer of weight fee revenue from the State Highway Account to the Transportation Debt Service Fund, alleviated pressure on the general fund. Now the state revenues are looking positive, AB 4 would end this practice for four years.</p> <p>This measure is similar to several measures introduced last year.</p>	<p>ASSEMBLY TRANS.</p>	<p>Support If Amended</p>
<p><b><u>AB 18</u></b>  <b>(Dodd D)</b>            Disaster relief: South Napa Earthquake.</p>	<p>AB 18 would add the August 24, 2014, South Napa Earthquake, to the list of events for which the state share of state eligible cost is up to 100%.</p> <p>The California Disaster Assistance Act generally provides that the state share for disaster project allocations to local agencies is no more than 75% of total state eligible costs, except for specified events for which the state share is up to 100% of state eligible costs.</p>	<p>ASSEMBLY G.O.</p>	<p>Support</p>

Bills	Subject	Status	Client - Position
<p><b><u>AB 21</u></b>  <b>(Perea D)</b>  California Global Warming Solutions Act of 2006: emissions limit: scoping plan.</p>	<p>AB 21 would require the State Air Resources Board to submit a report by January 1, 2018 that recommends to the Governor and the Legislature a specific target of statewide emissions reductions for 2030 to be accomplished in a cost-effective manner.</p>	<p>ASSEMBLY  NAT. RES.</p>	<p>Watch</p>
<p><b><u>AB 23</u></b>  <b>(Patterson R)</b>  California Global Warming Solutions Act of 2006:</p>	<p>This bill would exempt transportation fuels and any other category that was not required to comply with the cap &amp; trade market-based compliance mechanism on or before January 1, 2013. AB 23 would extend this exemption until December 31, 2020.</p>	<p>ASSEMBLY  NAT. RES.</p>	<p>Watch</p>
<p><b><u>SB 1</u></b>  <b>(Gaines R)</b>  California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.</p>	<p>This bill would exempt transportation fuels and any other category that was not required to comply with the cap &amp; trade market-based compliance mechanism on or before January 1, 2013. AB 23 would extend this exemption until January 1, 2025.</p>	<p>SENATE E.Q.</p>	<p>Watch</p>
<p><b><u>SB 5</u></b>  <b>(Vidak R)</b>  California Global Warming Solutions Act of 2006: market-based compliance mechanisms: exemption.</p>	<p>This bill would exempt transportation fuels and any other category that was not required to comply with the cap &amp; trade market-based compliance mechanism on or before January 1, 2013. AB 23 would extend this exemption until December 31, 2020.</p>	<p>SENATE E.Q.</p>	<p>Watch</p>

Bills	Subject	Status	Client - Position
<p><b><u>SB 9</u></b>  <b>(Beall D)</b>  Greenhouse Gas Reduction Fund: Transit and Intercity Rail Capital Program.</p>	<p>This bill would amend the authorizing statute that created the Transit &amp; Intercity Rail Capital Program, which was created as part of the cap &amp; trade expenditure plan. SB 9 would delete to authority to use these funds for transit operations and limit eligibility to large transformative projects with a cost exceeding \$100 million.</p> <p>The bill would also direct the Transportation Agency to develop a 5 year fund estimate and authorize the Agency to make multiyear funding commitments.</p>	<p>SENATE E.Q.</p>	<p>Oppose Unless Amended</p>
<p><b><u>SB 35</u></b>  <b>(Wolk D)</b>  Income and corporation taxes: deductions: disaster relief: Counties of Napa, Solano, and Sonoma.</p>	<p>The Personal Income Tax Law and the Corporation Tax Law allow a taxpayer to elect to deduct specified disaster losses on the return for the taxable year preceding the taxable year in which the disaster occurred. SB 35 would extend these provisions to losses sustained in the Counties of Napa, Solano, and Sonoma as a result of the South Napa Earthquake.</p>	<p>SENATE G&amp;F</p>	<p>Watch</p>

**Assembly Speaker Toni G. Atkins today announced her proposal to increase transportation infrastructure funding to improve safety and efficiency on California's highways, bridges, and roads.**

“California cannot have a strong middle class or a thriving economy if our roadways are congested and people and goods cannot move efficiently throughout the state,” said Speaker Atkins (D-San Diego). “The Assembly is stepping up and proposing \$10 billion for transportation infrastructure—\$2 billion per year over the next 5 years—starting in 2015-16.”

The Assembly plan includes:

- \$1 billion per year by returning truck Weight Fees to transportation instead of using them to repay general obligation debt.
- \$200 million per year for transportation funding by accelerating repayment of transportation loans.
- \$800 million per year in new net funds for transportation by establishing a new Road User Charge.

“This is the right proposal at the right time. California has overcome a dangerous recession in our very recent past, the present is fiscally stable and looking stronger every day, so now we need to look ahead and help fix the future. And addressing transportation funding so we can have better, safer, and faster infrastructure is a key part of fixing the future,” said Speaker Atkins.

While the Assembly will continue to crunch the numbers as our proposal moves forward, it's anticipated that the Road User Charge would amount to about a dollar a week for most drivers. The Road User Charge would also backfill the Truck Weight fees, allowing the \$1 billion per year to be spent on transportation without meaning cuts to schools, higher education or health care.

With 33 million registered vehicles, California has more cars on the road than any other state. And we're traveling farther each year: vehicle miles traveled in California has climbed 26 percent, from 259 billion miles traveled in 1990 to 326 billion in 2012.

According to multiple studies in recent years, California faces numerous transportation problems:

- California has the second-highest share of roads in “poor condition” in the nation.
- Some 58% of state roads need rehabilitation or pavement maintenance.
- Our state has 6 of the 10 cities with the worst road conditions in the nation.
- Nearly 1/3 of our bridges and overpasses show signs of deterioration, or do not meet design standards.
- Nearly 70% of California's urban roads and highways are congested.

What others are saying:

“The California Business Roundtable has a long history of supporting investment in vital infrastructure that is the foundation of a strong California economy. We are pleased to support Speaker Toni Atkins’ leadership to provide critically needed funding solutions for California’s aging streets and highways.

“In his State of the State address, the Governor called upon the Legislature to address California’s infrastructure challenges. We commend Speaker Atkins for responding to this challenge with a comprehensive transportation plan that is needed to strengthen California’s economic recovery.

“Now the real work begins. The Roundtable members look forward to supporting the Speaker and working with other legislative leaders in the months ahead,” said Rob Lapsley, President, California Business Roundtable.

“The Associated General Contractors of California (AGC), the largest statewide construction trade association, commends Speaker Toni Atkins for putting forward an aggressive proposal to fund California’s aging street and highway systems.

“With nearly all Proposition 1B bond revenues expended and gas tax revenues on a steady decline, California is facing a crisis in funding transportation at both the state and local levels,” said Tom Holsman, AGC’s Chief Executive Officer. “The Speaker’s transportation funding proposal will allow vital projects to move forward and avoid delays that otherwise would negatively impact both jobs and the economy. The proposal will generate over 190,000 direct construction jobs over the next 10 years which are vitally needed for an industry that has been hard hit by the recession,” concluded Holsman.

Said Robbie Hunter, President of the State Building and Construction Trades Council of California, “California is paying a heavy price for having underfunded highway and bridge infrastructure for decades. Years of massive budget deficits resulted in billions of transportation dollars being diverted elsewhere. California’s growing population and economy depends on the efficient movement of people and goods from our factories and ports throughout the state. Investment in repairing and re-building our roads is critical to our economy and quality of life and also creates tens of thousands of good new construction jobs.

“We need predictable and reliable revenue sources to allow for consistent investment in transportation over time. We thank the Speaker for her leadership on this important, far-sighted proposal to fix California’s transportation system and address the needs of California’s future.”

James Earp, Executive Consultant of the California Alliance for Jobs, and Mark Watts, Interim Executive Director of Transportation California, issued the following statement:

“The California Alliance for Jobs and Transportation California applauds Assembly Speaker Atkins today for taking a decisive step with her legislative proposal that begins to address critical funding for state highway system preservation and maintenance of local roadways. California has fallen off a transportation fiscal cliff that amounts to more than \$59 billion in unmet needs to repair streets, roads and highways, improve unsafe roads and intersections and fix our corroding bridges.

“The Speaker’s approach is straightforward and understandable and will ensure that transportation dollars are directed to what they are intended to be used for—and would lead to the creation of 36,000 construction jobs each year and help boost our overall economy by enhancing our transportation network.

“But given the vast scope of the problem, Speaker Atkins’ proposal should be viewed as a significant starting point for the important work that must be achieved this year to identify and develop a comprehensive package of reliable revenue streams that will spread the responsibility of solving the transportation funding shortfall fairly and evenly among the many users of the system.”