



625 Burnell Street, Napa CA 94559

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

AGENDA

Wednesday, February 20, 2013
1:30 p.m.

NCTPA/NVTA Conference Room
625 Burnell Street
Napa CA 94559
(Note Meeting Location)

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 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, click on Minutes and Agendas – NCTPA Board or go to www.nctpa.net/agendas-minutes/12

ITEMS

- 1. Call to Order – Chair Keith Caldwell
- 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
Michael Dunsford	City of Calistoga
Scott Sedgley	City of Napa
Jill Techel, Mayor	City of Napa
Keith Caldwell, BOS Chair	County of Napa
Bill Dodd	County of Napa
Ann Nevero, Mayor	City of St. Helena
Peter White	City of St. Helena
Lewis Chilton	Town of Yountville
John F. Dunbar, Mayor	Town of Yountville
JoAnn Busenbark	Paratransit Coordinating Council

- 4. Public Comment
- 5. Chairperson, Board Members’ and Metropolitan Transportation Commission (MTC) Update
- 6. Directors Update
- 7. Caltrans’ Update

8. **CONSENT ITEMS (8.1 – 8.7)**

RECOMMENDATION

8.1	Approval of Meeting Minutes of December 12, 2012 and January 16, 2013 (Karrie Sanderlin) <i>(Pages 8-15)</i>	APPROVE
8.2	Paratransit Coordination Council (PCC) Appointment (Tom Roberts) <i>(Pages 16-17)</i> Board action will approve the appointment of Celine Regalia to fill a vacancy on the PCC.	APPROVE
8.3	VINE Consumer Advisory Committee (VCAC) Appointment (Tom Roberts) <i>(Pages 18-19)</i> Board action will approve the appointments of Anna Ernest, Jean Deal, and Zachary Schunk to fill three vacancies on the VCAC.	APPROVE

- 8.4 Resolution No. 13-01 Authorizing the Submittal of the FY 2013-14 Transportation Fund for Clean Air (TFCA) Program Expenditure Plan and Approval of the TFCA Program Manager Selection Criteria (Danielle Schmitz) *(Pages 20-50)* APPROVE

Board action will approve (1) Resolution No. 13-01 accepting the FY 2013-14 TFCA Expenditure Plan and (2) adoption of the selection criteria and issue a call for projects consistent with the Air District's Board Adopted TFCA County Program Manager Fund Policies for FYE 2014.

- 8.5 Approval of Amendment # 7 to the Agreement for Provision of Transit Serviced by and between the Napa County Transportation and Planning Agency (NCTPA) and Veolia Transportation Services Inc. (Lawrence Gawell) *(Pages 51-56)* APPROVE

Board action will approve amendment to the Transit Services agreement for the provision of specialized maintenance for the New Flyer ISE buses in an amount not to exceed \$203,431.

- 8.6 Active Transportation Advisory Committee (ATAC) Appointment (Eliot Hurwitz) *(Pages 57-58)* APPROVE

Board action will approve the appointment of Joe Tagliaboschi to the ATAC.

- 8.7 Approval of Third Amendment to NCTPA Agreement No.10-20 with CH2MILL and First Amendment to Work Authorization No. 1 NCTPA Agreement No. 10-20 with CH2MHILL, Inc. for Work Associated with On-Call Engineering and Project Delivery Services at the Soscol Gateway Transit Center (SGTC) (Lawrence Gawell) *(Pages 59-64)* APPROVE

Board action will (1) approve the Third Amendment to NCTPA Agreement No. 10-20 with CH2MHILL, Inc. which extends the Period of Performance until March 31, 2013 and (2) approve the First Amendment to Work Authorization No. 1 NCTPA Agreement No. 10-20 with CH2MHILL, Inc. which provides additional funding for work at the SGTC in an amount not to exceed \$49,519.76.

9.	<u>REGULAR AGENDA ITEMS</u>	<u>RECOMMENDATION</u>
9.1	<p>Priority Conservation Area (PCA) Call for Projects (Danielle Schmitz) <i>(Pages 65-72)</i></p> <p>Board action will approve releasing a call for projects for the PCA program.</p>	APPROVE
9.2	<p>NCTPA Second Quarter FY 2012-13 Budget and 5 Year Forecast and Approval of Resolution No. 13-02 Amending NCTPA's FY 2012-013 Budget (Antonio Onorato) <i>(Pages 73-92)</i></p> <p>Board action will (1) review the NCTPA financial performance for the second quarter (October-December) period and 5 year forecast model and (2) approve Resolution 13-02 authorizing a FY 2012-13 budget adjustment of \$548,600 to pay for Transportation for Clean Air (TFCA) claims in FY 2012-13 and additional vehicle repairs and maintenance to maintain the VINE New Flyer Hybrid fleet.</p>	APPROVE
9.3	<p>Professional Legal Services (Lawrence Gawell) <i>(Pages 93-94)</i></p> <p>Board action will approve staff's recommendation to retain existing County of Napa legal services.</p>	APPROVE
9.4	<p>Soscol Gateway Transit Center (SGTC) Public Facilities Update (Lawrence Gawell) <i>(Pages 95-98)</i></p> <p>Board action will approve the closing of public restrooms at the Soscol Gateway Transit Center (SGTC).</p>	INFORMATION/ ACTION
10.	<u>INTERJURISDICTIONAL ISSUES FORUM</u>	<u>RECOMMENDATION</u>
10.1	<p>Interjurisdictional Issues Discussion Forum and Information Exchange</p> <p>Board Members are encouraged to share specific new projects with interjurisdictional impacts.</p>	INFORMATION/ ACTION

11. **CLOSED SESSION**

11.1 **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Initiation of litigation pursuant to subdivision (c) of Government Code Section 54956.9: (1 case)

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

Property: Railroad right of way adjacent to 625 Burnell, Napa, California

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Napa Transit Investors

Under Negotiation: Price and terms of payment.

12. **ADJOURNMENT**

RECOMMENDATION

12.1 Approval of Meeting Date of March 20, 2013 and Adjournment

APPROVE

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 15, 2013.



Karalyn E. Sanderlin, NCTPA Board Secretary

Glossary of Acronyms

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

Glossary of Acronyms

TCRP	Traffic Congestion Relief Program
TDA	Transportation Development Act
TDM	Transportation Demand Management Transportation Demand Model
TE	Transportation Enhancement
TEA	Transportation Enhancement Activities
TEA 21	Transportation Equity Act for the 21 st Century
TFCA	Transportation Fund for Clean Air
TIP	Transportation Improvement Program
TLC	Transportation for Livable Communities
TMP	Traffic Management Plan
TMS	Transportation Management System
TOD	Transit-Oriented Development
TOS	Transportation Operations Systems
TPP	Transit Priority Project Areas
VHD	Vehicle hours of Delay
VMT	Vehicle Miles Traveled

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

*******Special Meeting*******

MINUTES

Wednesday, December 12, 2012

ITEMS

1. Call to Order

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

2. Pledge of Allegiance

The Pledge of Allegiance was recited at the preceding Napa Valley Transportation Authority meeting.

3. Roll Call

Members Present:

Leon Garcia	City of American Canyon
Joan Bennett	City of American Canyon
Michael Dunsford	City of Calistoga
Jill Techel	City of Napa
Bill Dodd	County of Napa
Keith Caldwell	County of Napa
Peter White	City of St. Helena
Joan Dunbar	Town of Yountville
Lewis Chilton	Town of Yountville

Members Absent:

Del Britton	City of St. Helena
Vacant	City of Calistoga
Vacant	City of Napa

Non-Voting Member Absent:

JoAnn Busenbark	Paratransit Coordinating Council
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MSC - Motioned, Seconded, and Unanimously Carried

4. Public Comment – None.
5. Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update

Chairperson Report

Chair Caldwell

Presented Jack Gingles with an appreciation plaque for his term as a board member on the NCTPANVTA Board representing the City of Calistoga.

Presented Jim Krider with an appreciation plaque, which was accepted by Mayor Techel on his behalf, for his term as a board member on the NCTPANVTA Board representing the City of Napa.

6. **Directors Update**

Kate Miller, Executive Director

Provided an update on the new Transit routes and services.

Provided an update on the progress of the Soscol Gateway Transit Center project.

Provided an update on the Jameson Canyon Widening project.

Provided an update on the SR 29 Corridor Improvement Plan Study.

Provided a legislative update.

7. **Caltrans Update**

Ahmad Rahimi, Caltrans

Provided an update on the status of various projects located throughout the county.

Presented Rick Tooker and Steve Lederer, County of Napa Public Works, with the Excellence in Transportation award for the County of Napa's SR 121/Duhig Road safety project.

8. **CONSENT ITEMS (8.1 – 8.4)**

MSC* BENNETT / DODD to APPROVE Consent Items 8.1-8.5, with correction as noted on Item 8.5 page 14; correcting the Executive Directors name to Kate Miller.

MSC - Motioned, Seconded, and Unanimously Carried

8.1 Approval of Meeting Minutes of November 14, 2012

Board action approved the meeting minutes of November 14, 2012.

8.2 Overall Work Program (OWP) for FY 2012/13

Board action approved NCTPA's OWP for FY 2012-13.

8.3 Resolution No. 12-32 Amending the Bicycle Advisory Committee (BAC) By-Laws

Board action approved amending the BAC by-laws which includes changing the name of the committee to the Active Transportation Advisory Committee (ATAC).

8.4 Resolution No. 12-33 Adopting an Addendum to the Previously Adopted Mitigated Negative Declaration for the Soscol Gateway Transit Center Project

Board action approved an addendum to the previously adopted Mitigated Negative Declaration for the Soscol Gateway Transit Center (SGTC).

8.5 Authorizing the Executive Director to Enter into Agreements for the Provision of On-Call Engineering and Architectural Services

Board action authorized the Executive Director to enter into agreements for the provision of on-call Engineering/Architectural services for a period not to exceed three years.

9. PUBLIC HEARING

9.1 Public Hearing and Approval of Resolution No. 12-34 Issuing the Final Regional Housing Needs Allocation (RHNA) for the Napa Subregion

Chair Caldwell opened the Public Hearing at 2:03 p.m.

Staff reviewed the RHNA final allocations for the Napa Subregion.

Being no public comment, Chair Caldwell closed the Public Hearing at 2:17 p.m.

MSC* DODD / GARCIA to APPROVE Resolution No. 12-34 issuing the Final Regional Housing Needs Allocation (RHNA) for the Napa Subregion.

10. REGULAR AGENDA ITEMS

10.1 Presentation on the New NCTPA Websites

The NCTPA Board received a presentation on the agency's new websites.

11. INTERJURISDICTIONAL ISSUES FORUM

11.1 Interjurisdictional Issues Discussion Forum and Information Exchange

Board Members shared specific new projects with interjurisdictional impacts.

12. CLOSED SESSION

Chair Caldwell announced that the Board would be adjourning to closed session for one item as noted in the agenda (Public Employee Performance Evaluation (Government Code Section 54957) Title: Executive Director)

Adjourned to Closed Session at 2:57 p.m.

12.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)

Title: Executive Director

Adjourned to Open Session at 3:29 p.m.

Chair Caldwell reported that there was no reportable action taken during closed session.

13. ADJOURNMENT

13.1 Approval of Meeting Date of January 16, 2013 at the Soscol Gateway Transit Center, 625 Burnell Street, Napa CA and Adjournment

The next regular meeting will be held Wednesday January 16, 2013 at 1:30 p.m. at the Soscol Gateway Transit Center, 635 Burnell Street, Napa CA.

The meeting was adjourned by Chair Caldwell at 3:30 p.m.

Karalyn E. Sanderlin, NCTPA Board Secretary

MSC - Motioned, Seconded, and Unanimously Carried

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

MINUTES

Wednesday, January 16, 2013

ITEMS

1. Call to Order

Chair Caldwell called the meeting to order at 1:34 p.m.

2. Pledge of Allegiance

Chair Caldwell led the salute to the flag.

3. Roll Call

Members Present:

Joan Bennett	City of American Canyon
Michael Dunsford	City of Calistoga
Jill Techel	City of Napa
Keith Caldwell	County of Napa
Bill Dodd	County of Napa
Lewis Chilton	Town of Yountville
John Dunbar	Town of Yountville

Members Absent:

Leon Garcia	City of American Canyon
Chris Canning	City of Calistoga
Scott Sedgley	City of Napa
Vacant	City of St. Helena
Peter White	City of St. Helena

Non-Voting Member Absent:

JoAnn Busenbark	Paratransit Coordinating Council
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4. Public Comment – None

MSC - Motioned, Seconded, and Unanimously Carried

5. **Chairperson, Board Members' and Metropolitan Transportation Commission (MTC) Update**

No updates given.

6. **Directors Update**

Kate Miller, Executive Director

Announced that the Ribbon Cutting Ceremony for the Soscol Gateway Transit Center will be held on February 20, 2013 at 11:30 am.

Provided an updated on the new VINE transit service route changes.

Provided an update on the New Flyer bus issue.

Provided an update on the progress of Soscol Gateway Transit Center (SGTC).

Provided an updated on the Jameson Canyon project. A tour of the project will be scheduled for late February.

Provided an update on the One Bay Area Grant process.

Provided a legislative update.

7. **Caltrans' Update**

Ahmad Rahimi, Caltrans, provided an update on the status of various projects located throughout the county. Chair Caldwell requested a report on all projects on State Route 29.

8. **ADMINISTRATIVE ITEMS**

8.1 **Election of Vice Chair**

Board action elected John Dunbar as Vice Chair for the remainder of the FY 2012-13 term.

MSC* DODD / DUNSFORD to APPROVE electing John Dunbar as Vice Chair for the remainder of the FY 2012-13 term.

9. **CONSENT ITEMS (9.1- 9.3)**

MSC* DODD / CHILTON to APPROVE Consent Items 9.1-9.3, with corrections to Items 9.2 and 9.3 as provided in meeting handouts.

MSC - Motioned, Seconded, and Unanimously Carried

9.1 Approval of Amended Resolution No. 12-34 Issuing the Final Regional Housing Needs Allocation (RHNA) for the Napa Subregion

Board action approved the Amended Resolution No. 12-34 issuing the Final Regional Housing Needs Allocation (RHNA) for the Napa Subregion.

9.2 Approval of Second Amendment to NCTPA Agreement No. 10-20 with CH2MHILL, Inc. for Work Associated with On-Call Engineering and Project Delivery Services

Board action approved an amendment to the contract with CH2MHILL, Inc. which will extend the Period of Performance under NCTPA Agreement No. 10-20 to February 28, 2013.

9.3 Approval of Second Amendment to NCTPA Agreement No. 10-23 with Mark Thomas & Company, Inc. for Work Associated with On-Call Engineering and Project Delivery Services

Board action will authorize an amendment to the contract with Mark Thomas & Company, Inc. which will extend the Period of Performance under NCTPA Agreement No. 10-23 to February 28, 2013.

10. REGULAR AGENDA ITEMS

10.1 FY 2011-12 Independent External Fiscal Audit and Single Audit Reports for NCTPA

Staff provided a review of the FY 2011-12 Fiscal Audit and Single Audit Reports.

MSC* DODD / CHILTON to APPROVE (1) acceptance and filing of the FY 2011-12 NCTPA Fiscal Audit and the NCTPA Single Audit Report - ① VB Circular A-133, and (2) Return an allocation surplus of \$1,674,164 to the County's Local Transportation Fund.

11. INTERJURISDICTIONAL ISSUES FORUM

11.1 Interjurisdictional Issues Discussion Forum and Information Exchange

Board Members shared specific new projects/issues with interjurisdictional impacts.

12. ADJOURNMENT

12.1 Approval of Meeting Date of February 20, 2013 and Adjournment

The next regular meeting will be held Wednesday February 20, 2013 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 2:30 p.m.

Karalyn E. Sanderlin, NCTPA Board Secretary

DRAFT



February 20, 2013
NCTPA Agenda Item 8.2
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: Tom Roberts, Program Manager-Public Transit
(707) 259-8635 / Email: troberts@nctpa.net
SUBJECT: Paratransit Coordinating Council (PCC) Appointment

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the appointment of Celine Regalia to fill a vacancy on the Paratransit Coordinating Council (PCC).

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

Four seats on the PCC are open for appointment/reappointment. The seat reserved for social service providers for seniors on the PCC is one of the open positions and is currently filled by Celine Regalia. Ms. Regalia has submitted the necessary application to be considered for reappointment to the PCC.

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 sought.

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 VINE Paratransit Coordinating Council serves as an advisory committee to the Napa County Transportation Planning Agency (NCTPA) and Metropolitan Transportation Commission (MTC) Boards and staff with advice, comments and suggestions 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)

Members of the PCC serve a 3-year term. Only one application for the open positions was received.

Ms. Regalia is seeking reappointment in the category representing social service providers for seniors. Ms. Regalia is President of the California Association of Adult Day Services, a member of the Latino Outreach Coalition, Chairperson for the Healthy Aging Population Initiative and a Program Director for Napa Valley Hospice and Adult Day Services rendering her well qualified to serve on the PCC.

SUPPORTING DOCUMENTS

Attachment: None.



February 20, 2013
NCTPA Agenda Item 8.3
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: Tom Roberts, Program Manager-Public Transit
(707) 259-8635 / Email: troberts@nctpa.net
SUBJECT: VINE Consumer Advisory Committee (VCAV) Appointments

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve the appointments of Anna Ernest, Jean Deal, and Zachary Schunk to fill three of four vacancies on the VINE Consumer Advisory Committee (VCAC).

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

There are four openings on the VCAC. The VCAC is a 9-member committee and members represent riders of public transit throughout the Napa Valley. Each representative serves a three year term. Staff recommends (appointing/reappointing) Jean Deal, Anna Ernest, and Zachary Schunk to the committee.

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 sought.

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 VINE Consumer Advisory Committee (VCAC) serves to provide the Napa County Transportation Planning Agency (NCTPA) Board and staff with advice, comments and suggestions regarding issues of importance to the consumers of public transportation. Appointees must be active users of public transit, represent a cross section of the VINE ridership and serve three year terms.

Three applications for four openings were received.

Jean Deal is an active rider of the Routes 10 and 29 and is seeking reappointment to the committee. Anna Ernest is an active user of local Napa routes, is a long time Transit Ambassador and is seeking reappointment to the committee. Zachary Schunk resides in American Canyon, rides the VINE for commute purposes, is a new Transit Ambassador and full time student at Napa Valley College. The proposed appointments meet all of the qualifications to fill the openings of the VCAC. The proposed VCAC appointments will fill three of four open seats on the Committee.

SUPPORTING DOCUMENTS

Attachment: None



February 20, 2013
NCTPA Agenda Item 8.4
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: Danielle Schmitz, Associate Program Planner/Administrator
(707) 259-5968 / Email: dschmitz@ncpta.net
SUBJECT: Resolution No. 13-01 Authorizing the Submittal of the FY 2013-14 Transportation Fund for Clean Air (TFCA) Program Expenditure Plan and Approval of the TFCA Program Manager Selection Criteria

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board (1) approve Resolution No. 13-01 (Attachment 1) accepting the FY 2013-14 TFCA Expenditure Plan and (2) adopt the selection criteria (Attachment 2) and issue a call for projects consistent with the Bay Area Air Quality Management District (BAAQMD) Board Adopted TFCA County Program Manager Fund Policies for FYE 2014.

COMMITTEE RECOMMENDATION

The Technical Advisory Committee (TAC) recommended at their February 7th meeting that the NCTPA Board approve the TFCA Expenditure Plan for the FY 2013-14 and open a call for TFCA Projects for the 2013-14 cycle using the project selection criteria in Attachment 2.

EXECUTIVE SUMMARY

The NCTPA annually allocates funds generated under AB 434. The revenues are generated 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). Forty percent of these funds are returned to the NCTPA for distribution to local projects. Projects must be beneficial to air quality and be cost effective. The remaining sixty percent is allocated by the BAAQMD on an area wide competitive basis. The Program Manager Expenditure Plan application is due to the Air District by March 4, 2013.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes, approximately \$189,168 dollars of FY 2013-14 TFCA Program Manager Revenues.

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No

Consequences if not approved: The BAAQMD will rescind the FY 2013-14 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 about \$185,000 each year from AB 434 funds. Up to 5% of the program funds can be allocated to NCTPA for administrative costs. The final date for project applicants to submit a project is March 29, 2013. The 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 FY 2013-14 must be submitted to NCTPA by **5:00 pm on Friday, March 29, 2013**. Applications may be emailed to Danielle Schmitz at dschmitz@nctpa.net or sent to the NCTPA front office at 625 Burnell Street, Napa, CA 94559. Applications may be in the form of a completed Project Information Form or in the form of a letter containing the following:

1. The name of the agency applying
2. Agency contact
3. A brief description of the project of no more than one page
4. Cost of the project in both TFCA funds and all other dollars, by source
5. A project schedule

6. Sufficient information to determine if the project improves air quality as determined by the Air District assumptions
7. Assurance that the proposed project meets all the Air District policies for 40% projects
8. Assurances that the project is an allowed project type

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. 13-01
(2) TFCA Program Manger Expenditure Plan Application FY 2013-14
(3) NCTPA Guide and Application for the FY 2013-14 Napa County
TFCA Program

RESOLUTION No. 13-01

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
ADOPTING THE TRANSPORTATION FUND FOR CLEAN AIR (TFCA)
PROGRAM MANAGER EXPENDITURE PROGRAM FOR FY 2013-14 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 clean the air; 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 the Air District's Board Adopted TFCA County Program Manager Fund Policies; and

WHEREAS, the NCTPA has 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 Napa County Transportation and Planning Agency adopts the criteria in Exhibit A for the purpose of issuing a call for projects consistent with the Air District's Board Adopted TFCA County Program Manager Fund Policies for FYE 2014.
3. The Napa County Transportation and Planning Agency directs staff to prepare and submit the FY 2013-14 Expenditure Plan for Napa County by March 4, 2013.

4. That 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 20th day of February, 2013.

Keith Caldwell, 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 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.
- 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 2014

Adopted November 7, 2012

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 2014.

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 of 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 (NO_x), 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.

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 applicable, 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.
 - 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 in calendar year 2014 or sooner. "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 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. 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 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 results 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 fund 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.
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 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 8,500 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 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.
- C. CARB emissions-compliant vehicle system retrofits that result in reduced petroleum use (e.g., plug-in hybrid systems).

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.

23. Alternative Fuel Medium Heavy-Duty and Heavy Heavy-Duty Service Replacement Vehicles (low-mileage utility trucks in idling service):

Eligibility: For TFCA purposes, medium and heavy-duty service vehicles are on-road motor vehicles with a GVWR of 14,001 lbs. or heavier. Eligible alternative fuel service vehicles are only those vehicles in which engine idling is required to perform the vehicles' primary service function (for example, trucks with engines to operate cranes or aerial buckets). In order to qualify for this incentive, each new vehicle must be placed into a service route that has a minimum idling time of 520 hours/year, and a minimum mileage of 500 miles/year. Eligible MHDV and HHDV vehicle types for purchase or lease are:

- A. New hybrid-electric, electric, and CNG/LNG vehicles certified by the CARB or that are listed by the IRS as eligible for a federal tax credit pursuant to the Energy Policy Act of 2005.

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.

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

Eligibility: For TFCA purposes, Alternative Fuel Heavy-Duty Vehicles are defined as follows: Light-heavy-duty vehicles (LHDV) are those with a GVWR between 8,501 lbs. and 14,000 lbs., medium-heavy-duty vehicles (MHDV) are those with a GVWR between 14,001 lbs. and 33,000 lbs., and heavy-heavy-duty vehicles (HHDV) are those with a GVWR equal to or greater than 33,001 lbs. Eligible LHDV, MHDV and HHDV vehicle types for purchase or lease are:

- A. New hybrid-electric, electric, and CNG/LNG vehicles certified by the CARB or that are listed by the IRS as eligible for a federal tax credit pursuant to the Energy Policy Act of 2005.

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

Scrapping requirements are the same as those in Policy #23.

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 listed in Policy #24 and the same scrapping requirements listed in Policy #23.

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). 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.

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 link a mass transit hub (i.e., rail or Bus Rapid Transit (BRT) station, ferry or bus terminal, airport) to or from a final destination. These projects are intended to reduce single-occupancy, commonly-made vehicle trips (e.g., commuting or shopping center trips) by enabling riders to travel the remaining, relatively short, distance between a mass transit hub and the nearby

final destination. The final destination must be a distinct commercial, employment or residential area. The project's route must operate to or from a mass transit hub and must coordinate with the transit schedules of the connecting mass transit's services. Project routes cannot replace or duplicate an existing local transit service. These services are intended to support and complement the use of existing major mass transit services.

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.

The project applicant must submit documentation from the General Manager of the transit district or transit agency that provides service in the area of the proposed shuttle route, which demonstrates that the proposed shuttle service does not duplicate or conflict with existing transit agency service.

The following is a listing of eligible vehicle types that may be used for service:

- A. a zero-emission vehicle (e.g., electric, hydrogen)
- B. an alternative fuel vehicle (CNG, liquefied natural gas, propane);
- C. a hybrid-electric vehicle;
- D. a post-1998 diesel vehicle with a CARB Verified Diesel Emission Control Strategy (e.g., retrofit); or
- E. a post-1990 gasoline-fueled vehicle.

Pilot shuttle/feeder bus service projects are required to meet a cost-effectiveness of \$125,000/ton during the first two years of operation (see Policy #2). A pilot project is a defined route that is at least 70% unique and has not previously been funded through TFCA. Applicants must provide data supporting the demand for the service, letters of support from potential users and providers, and plans for financing the service in the future.

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 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 bicycle boulevards;
- E. Bicycle racks, including bicycle racks on transit buses, trains, shuttle vehicles, and ferry vessels;
- F. Bicycle lockers;
- G. Capital costs for attended bicycle storage facilities;
- H. Purchase of two-wheeled or three-wheeled vehicles (self-propelled or electric), plus mounted equipment required for the intended service and helmets; and
- I. 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.

30. 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.

31. 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:

- 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

ATTACHMENT 2
NCTPA Board Agenda Item 8.4
February 20, 3013

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 2014 DMV revenues (based on projected CY2012 revenues): | Line 1: | <u>\$185,634.00</u> |
| 2. Difference between prior-year estimate and actual revenue: | Line 2: | <u>\$6,695.45</u> |
| a. Actual FYE 2012 DMV revenues (based on CY2011): | | <u>\$187,052.45</u> |
| b. Estimated FYE 2012 DMV revenues (based on CY2011): | | <u>\$180,357.00</u> |
| <i>('a' minus 'b' equals Line 2.)</i> | | |
| 3. Estimated New Allocation (Sum of Lines 1 and 2): | Line 3: | <u>\$192,329.45</u> |
| 4. Interest income. List interest earned on TFCA funds in calendar year 2012. | Line 4: | <u>\$4,000.09</u> |
| 5. Estimated TFCA funds budgeted for administration: ¹ | Line 5: | <u>\$9,616.47</u> |
| <i>(Note: This amount may not exceed 5% of Line 3.)</i> | | |
| 6. Total new TFCA funds available in FYE 2014 for projects and administration | Line 6: | <u>\$196,329.54</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. <i>(Enter zero (0) if none.)</i> | Line 7: | <u>\$2,455.44</u> |
| <i>(Note: Reprogrammed funds originating from pre-2006 projects are not subject to the six-month allocation deadline.)</i> | | |

PART C: TOTAL AVAILABLE TFCA FUNDS

- | | | |
|---|----------------|----------------------------|
| 8. Total Available TFCA Funds <i>(Sum of Lines 6 and 7)</i> | Line 8: | <u>\$198,784.98</u> |
| 9. Estimated Total TFCA funds available for projects <i>(Line 8 minus Line 5)</i> | Line 9: | <u>\$189,168.51</u> |

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

Executive Director Signature: _____

Date: _____

¹ 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

FY 2013-14 Applications Due to NCTPA: Friday, March 29, 2013

NCTPA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631
Fax: 707-259-8638
www.nctpa.net

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January 24, 2013

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 FY 2013-14 will be approximately \$189,168 dollars. The TFCA Applications for FY 2013-14 will be due to NCTPA by 5:00 PM on Friday, March 29th.

If you have any questions, you may contact Danielle Schmitz, TFCA Program Manager at: NCTPA TFCA Program
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631

Sincerely,

A handwritten signature in black ink, appearing to read 'Kate Miller', written over a white background.

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. 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.
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.

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

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 the Air District Board of Directors adopted TFCA Program Manager Fund Policies for FY 2013-14.

Projects must achieve surplus emission reductions, beyond what is currently required through regulations, ordinances, contracts, or other legally binding obligations at the time of the execution of a funding agreement between the Program Manager and the sub-awardee.

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 of emissions reduced, unless a different value is specified in the Program Manager Guidance for that project type. Cost-effectiveness is based on the ratio of TFCA funds awarded divided by the sum of total tons of reactive organic gases (ROG), oxides of nitrogen (NOx), and weighted particulate matter 10 microns in diameter and smaller (PM10) reduced (\$/ton).

3. Eligible Projects and Case-by-Case Approval: Eligible projects are those that conform to the provisions of the California Health and Safety Code (HSC) section 44241, Air District Board adopted policies and Air District guidance. On a case-by-case basis, 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, those plans and programs established pursuant to California Health and Safety Code (HSC) sections 40233, 40717 and 40919, and, when applicable, 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.

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 in calendar year 2014 or sooner. For purposes of this policy, —commence can mean the issuance of a purchase order to secure project vehicles, and equipment, the delivery of the award letter for a service contract 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. Grant applicants that seek TFCA funds for additional years must reapply for funding in the subsequent funding cycles.

Applicant in Good Standing

8. Failed Audit: Project sponsors who have failed either the fiscal audit or the performance audit for a prior TFCA-funded project will be excluded from future funding for five (5) years, 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 an uncorrected audit finding that confirms an ineligible expenditure of TFCA funds. A failed performance audit means that the project was not implemented as set forth in the project funding agreement.

In case of a failed audit, a Program Manager may be subject 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 funds for a project. Program Managers may only incur costs (i.e., an obligation made to pay funds that cannot be refunded) after the funding agreement with the Air District has been executed.

10. Insurance: Each County Program Manager and project sponsor must maintain general liability insurance, workers compensation insurance, and additional insurance as appropriate for specific projects, with estimated coverage amounts provided in Air District guidance and final amounts specified in the respective funding agreements throughout the life of the projects.

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>
Bicycle Incentive Program	City of Calistoga	\$8,500	\$13,000
Signal Timing Project	City of Napa	\$177,693	\$195,000
Class II Bike Lane	County of Napa	\$51,000	\$89,000
Commuter Incentives & Marketing Materials	SNCI	\$40,000	\$40,000

Dates of Importance

Mar. 29, 2013

Project submittals are due to NCTPA

Aug.1, 2013

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. 1, 2013

Deadline: Within six months of Board approval, Program Manager (NCTPA) provides Cost-Effectiveness Worksheets and Project Information forms for new FYE 2013 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.
- 3) Geographic equity in the Napa region.
- 4) The project proponent has expended past allocations of funds in a timely manner.

Application Instructions:

TFCA project applications for FY 2013-14 must be submitted to NCTPA by 5:00 pm on Friday, March 29, 2013. Applications may be emailed to Danielle Schmitz at dschmitz@nctpa.net. Applications may be in the form of a completed Project Information Form or in the form of a letter containing the following:

1. The name of the project;
2. A contact person in the agency;
3. A description of the project of no more than one page;
4. Cost of the project: Total cost and amount of TFCA funds requested;
5. A schedule for the project;
6. Sufficient information to determine if the project improves air quality as determined by the Air District assumptions found in Program Manager Guide for FYE 2013;
7. Assurance that the proposed project meets all the Air District policies for forty percent projects; and
8. Assurances that the project is an allowed type

What Happens After Submission?

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

- April – May 2013 – NCTPA will evaluate the potential 2013-14 TFCA projects
- May 7, 2013 – NCTPA will take proposed 2013-14 TFCA projects to the NCTPA Technical Advisory Committee (TAC) for recommendation to NCTPA Board
- May 15, 2013 – NCTPA will take proposed final projects for FY 2013-14 to the NCTPA Board for approval (date tentative)
- July 2013 – 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:
Danielle Schmitz
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-5968
dschmitz@nctpa.net

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

Bay Area Air Quality Management District:
Geraldina Grunbaum
Supervising Environmental Planner
Phone: (415) 749-4956
ggrunbaum@baaqmd.gov

Appendix A

PROJECT INFORMATION

A. Project Number: 13NAP01

Use consecutive numbers for projects funded, with year, county code, and number, e.g., 13MAR01, 13MAR02 for Marin County. Zero (e.g., 13MAR00) 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 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:

Project sponsor 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.



February 20, 2013
NCTPA Agenda Item 8.5
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: Lawrence E. Gawell, Program Manager - Chief Procurement and Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Approval of the Amendment #7 of the Transit Services Agreement No. 10-01 between the Napa County Transportation and Planning Agency (NCTPA) and Veolia Transportation Inc. (Veolia)

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Amendment #7 of NCTPA's Transit Service Agreement No. 10-01 (Attachment 1) in an amount not to exceed \$203,431 and authorize the Executive Director or her designee to execute an amendment.

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

Pursuant to NCTPA Agreement 10-01, Veolia performs the maintenance of the agency's fleet vehicles using NCTPA's equipment and facilities. NCTPA's New Flyer ISE hybrid vehicles require specialized training to maintain. The buses also require more frequent upgrades to various components. This proposed amendment would reimburse Veolia for specialized training and certain vehicle components and associated labor.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes. Not to exceed \$203,431

Is it currently budgeted? No. A budget amendment request to include the additional expense is included in item 9.2 of the February Board Agenda.

Where is it budgeted? To be budgeted in Public Transit

Is it Mandatory or Discretionary: Discretionary

Is the general fund affected? Yes

Future fiscal impact: Yes

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

NCTPA owns eight (8) New Flyer hybrid ISE experimental vehicles. The buses began operations in 2008 and 2009. Since that time, the agency has experienced a number of technical issues with the vehicles. The agency has been working with New Flyer to upgrade various components and to improve the technical knowledge of Veolia's maintenance staff in order to improve the operations of the vehicles.

Several months ago, New Flyer withdrew its services to NCTPA because of cost constraints. NCTPA staff has surveyed other transit properties that operate the New Flyer hybrid vehicles and have learned that a technology transfer program in Southern California was established to help maintenance staff improve their knowledge of the ISE gasoline hybrid technology. In addition, a number of transit properties have paid New Flyer for support and have upgraded their vehicles with new components which has eliminated some of the problems associated with the vehicles and improved overall performance.

Veolia Transportation performs the maintenance of the agency's fleet vehicles using NCTPA's equipment and facilities and is reimbursed as part of billed revenue service hours. Many of the technical challenges with these vehicles fall outside the terms of the existing contract with Veolia. It is necessary to amend the contract to include reimbursement for training, including the cost of courses, travel and labor, and certain component upgrades, including parts and labor.

Staff has also sought New Flyer's support and a New Flyer technician will be reassigned to assist Veolia at NCTPA's expense. The cost for this element is roughly \$40,000 and is within the Executive Director's authority.

Staff assessed alternatives to the proposed amendment, including replacing the vehicles prior to the end of their useful life and believe that the costs associated with the Veolia amendment and New Flyer support was a more practical and cost effective approach.

Board action would amend the NCTPA Agreement No. 10-01 to reimburse Veolia for specialized training in New Flyer hybrid ISE vehicles that is available at the Southern California Regional Transit Training Consortium (SCR TTC), the cost of ISE parts, including any extraneous labor and travel.

SUPPORTING DOCUMENTS

Attachment: (1) Amendment #7 of the Transit Services Agreement No. 10-01 between the Napa County Transportation and Planning Agency (NCTPA) and Veolia Transportation Inc.

**Amendment #7
Of the Transit Services Agreement No. 10-01
Between
Napa County Transportation and Planning Agency (NCTPA)
And
Veolia Transportation, Inc.**

This Amendment #7 to that NCTPA Agreement No. 10-01 (the Agreement) is entered into as of February 20, 2013 by and between the Napa County Transportation and Planning Agency, herein referred to as "NCTPA" and Veolia Transportation Services, Inc., herein referred to as "Contractor".

Recitals

WHEREAS, the NCTPA is the owner of eight (8) New Flyer hybrid ISE vehicles;
and

WHEREAS, pursuant to the Agreement, Contractor operates and maintains these hybrid vehicles and NCTPA reimburses Veolia for vehicle parts; and

WHEREAS, specialized training of maintenance personnel is necessary to keep these vehicles in a state of good repair and operation; and

WHEREAS, specialized training in New Flyer hybrid ISE vehicles is available at the Southern California Regional Transit Training Consortium (SCRTTC); and

WHEREAS, Veolia Transportation, has agreed to send its maintenance personnel to training provided by the SCRTTC;

Terms

NOW THEREFORE, NCTPA and Contractor agree to amend the Contract to provide up to \$203,431.00 to Veolia Transportation, Inc. to undertake the training of its personnel and for parts, pursuant to the terms outlined in Attachment A hereto, for the New Flyer hybrid ISE vehicles

The PARTIES agree that all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, this Amendment #7 to Agreement No. 10-01 was executed through their duly authorized representatives as noted below:

NCTPA

Veolia Transportations Services, Inc

By _____
Kate Miller, Executive Director

By _____

Date: _____

Date: _____

Approved As to Form:

By _____
Janice Killion, NCTPA Legal Counsel

ATTACHMENT A

VEOLIA COST SHEET

<u>ITEM</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>UNITS</u>	<u>TOTAL</u>
Training				
2-day Class	<i>Class Cost¹</i>	640	9	\$ 5,760
	Travel Costs			
	Air Travel	200	9	\$ 1,800
	Surface Transportation	250	9	\$ 2,250
	Hotel	120	27	\$ 3,240
	Per Diem	50	27	\$ 1,350
	Incidentals	40	9	\$ 360
	Labor Costs	35	1,728	\$ 61,171
Sub-total				\$ 75,931
Parts & Labor				
	Parts	120,000	1	\$ 120,000
	Labor	7,500	1	\$ 7,500
Sub-total				\$ 127,500
Grand Total				\$ 203,431

Notes:

- 1 Classes requested by Veolia include:
HY1 Hybrid Safety & Familiarization # SC-HY 4000-I (2 ea Technicians)
HY2 Hybrid Advanced Familiarization & Operations # SC-HY-4010-I (2 ea Technicians)
HY4 Hybrid Advanced Diagnostics # SC-hy-4030-I (2 ea Technicians)
HY5 Hybrid Ford Engine Operations # SC-HY-4040-I (3 ea Technicians)



February 20 2013
NCTPA Agenda Item 8.6
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: Eliot Hurwitz, Program Manager-Planning
(707) 259-8782 / Email: ehurwitz@ncpta.net
SUBJECT: Approval of Appointment to the Active Transportation Advisory Committee (ATAC)

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA Board approve the appointment of Joe Tagliaboschi to the Active Transportation Advisory Committee (ATAC) to fill the vacancy for the representative from the Town of Yountville.

COMMITTEE RECOMMENDATION

None.

DISCUSSION

Joe Tagliaboschi is currently the Infrastructure Maintenance Manager for the City of Concord, CA and thus very familiar with the full range of challenges and opportunities facing the ATAC. In addition to his professional experience Mr. Tagliaboschi is an avid cyclist and has coached cycle and triathlon teams.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a Fiscal Impact? No

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

The Active Transportation Advisory Committee is made up of eleven members with representation that mirrors the voting structure of NCTPA for transportation issues: five members from the City of Napa, two from Napa County and one from each of the other four Cities/Town. Mr. Tagliaboschi's appointment to the ATAC fills a vacancy left by the resignation of previous member.

The Town of Yountville appointed Mr. Tagliaboschi at its Council Meeting on November 20, 2012.

SUPPORTING DOCUMENTS

Attachment: None



February 20, 2013
NCTPA Agenda Item 8.7
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: Lawrence E. Gawell, Program Manager-Chief Procurement and Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Approval of Third Amendment to NCTPA Agreement No.10-20 with CH2MILL and First Amendment to Work Authorization No. 1 NCTPA Agreement No. 10-20 with CH2MHILL, Inc. for Work Associated with On-Call Engineering and Project Delivery Services at the Soscol Gateway Transit Center (SGTC)

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board (1) approve the Third Amendment to NCTPA Agreement No. 10-20 (Attachment 1) with CH2MHILL, Inc. which extends the Period of Performance until March 31, 2013 and (2) approve the First Amendment to Work Authorization No. 1 NCTPA Agreement No. 10-20 (Attachment 2) with CH2MHILL, Inc. which provides additional funding for work at the SGTC in an amount not to exceed \$49,519.76.

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

It is anticipated that construction support services for the SGTC will be needed until March 31, 2013. Work Authorization No 1 to NCTPA Agreement 10-20 provides for on-call engineering and construction support services for the SGTC with CH2MHill under the umbrella of the of NCTPA Agreement No. 10-20. This action will extend the construction support work of CH2MHill until March 31, 2013 and providing additional funding in an amount not to exceed \$49,519.76 for those services.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? Yes. \$49,519.76

Is it currently budgeted? Yes.

Is it mandatory or discretionary? Discretionary.

Consequences if not approved: The NCTPA will be without construction support services for the final closeout of the SGTC project.

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

On March 31, 2010, NCTPA entered into Contract No 10-20 with CH2MHILL, Inc., to provide On-Call Engineering and Project Delivery Services. It is anticipated that construction support services for the SGTC will be needed until March 31, 2013. Contract 10-20 must be extended to permit CH2MHILL, Inc. to continue providing engineering and project delivery services for the SGTC. The First Amendment to Work Authorization No. 1 provides additional funding in an amount not to exceed \$49, 519.76 to pay for the uninterrupted services until March 31, 2013.

SUPPORTING DOCUMENTS

- Attachment: (1) Third Amendment to NCTPA Agreement No. 10-20
(2) First Amendment to Work Authorization No. 1, NCTPA Agreement No. 10-20

**THIRD AMENDMENT TO
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ("NCTPA")
AGREEMENT NO. 10-20**

THIS THIRD AMENDMENT TO NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY ("NCTPA") AGREEMENT NO. 10-20 herein after referred to as "Agreement" is made and entered into as of this **20th** day of **February, 2013** between the NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (hereinafter referred to as "NCTPA"), and CH2MHILL, Inc., whose mailing address is 2485 Natomas Park Drive, Suite 600, Sacramento, CA 95833, hereinafter referred to as "CONTRACTOR";

RECITALS

WHEREAS, in March 2010 NCTPA contracted for specialized services, as authorized by Government Code Section 31000, in order to **provide NCTPA with On-Call Engineering and Project Delivery services for a period of two years to ensure maximum full and open competition**; and

WHEREAS, the Agreement term was scheduled to expire in March 2012; and

WHEREAS, the parties desire to amend the Agreement to extend the term in order to provide CONTRACTOR with the opportunity to complete the services as set forth in the Agreement,

TERMS

NOW, THEREFORE, the NCTPA and CONTRACTOR agree to amend the Agreement as follows:

1. Paragraph 1 of the Agreement is replaced in its entirety to read:

1. **Term of the Agreement.** The term of this Agreement shall commence on the date first above written and **shall expire on March 31, 2013** unless terminated earlier in accordance with Paragraphs 9 (Termination for Cause), 10 (Termination for Convenience) or 23(a) (Covenant of No Undisclosed Conflict); except that the obligations of the parties under Paragraphs 7 (Insurance) and 8 (Indemnification) shall continue in full force and effect after said expiration date or early termination in relation to acts or omissions occurring prior to such dates during the term of the Agreement, and the obligations of CONTRACTOR to NCTPA shall also continue after said expiration date or early termination in relation to the obligations prescribed by Paragraphs 15 (Confidentiality), 20 (Taxes) and 21 (Access to Records/Retention).

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

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

"NCTPA"

"CONTRACTOR"

NCTPA, a joint powers authority organized under the laws of the State of California

CH2MHILL, Inc.

By _____
Kate Miller, Executive Director

By _____
Mark Aikawa, Vice President

ATTEST:

By _____
Karalyn E. Sanderlin, NCTPA Board Secretary

Approved as to Form:

By _____
Janice Killion, NCTPA Legal Counsel

EXHIBIT "A"



CH2MHILL.



**Napa County
Transportation &
Planning Agency**

Address Inquiries to:
CH2M HILL INC.
322 East Front St
Suite 200
Boise ID, 83702
Tel. 208.345.5314
ext.28338
PLEASE REMIT PAYMENT TO:
CH2M HILL INC.
DEPT. 925,
DENVER, CO 80271-0925

Attn: Catherine Miller, Executive Director
Napa County Transportation and Planning Agency
707 Randolph Street, Suite 100
Napa, CA 94559-2912

Contract No.: 10-20P001
Cost Estimate
Date: 02/11/13
Billing Period: 01/01/13 through 03/29/13
Consultant Project No.: 426769

CH2M HILL Consultant Costs:

Direct Labor Costs:
(Attach Time Sheets and Overtime Pre-Approval)

Employee Name	Classification	Regular / OT	EA	WBS	Billing Rate	Hours	Labor Cost	
January - Nancy Dorociak	Project Accountant	Regular		100	\$75.23	4	\$300.92	
January - Jeff Finn	Quality Assurance	Regular		270	\$159.89	70	\$11,192.30	
February - Nancy Dorociak	Project Accountant	Regular		100	\$75.23	4	\$300.92	
February - Jeff Finn	Quality Assurance	Regular		270	\$159.89	85	\$13,590.65	
March - Nancy Dorociak	Project Accountant	Regular		100	\$75.23	4	\$300.92	
March - Jeff Finn	Quality Assurance	Regular		270	\$159.89	80	\$12,791.20	
Total CH2M HILL Direct Labor Cost :							74	\$38,476.91

Other Direct Costs:

Name / In House / Vendor	Description	Invoice / Ref No.	EA	WBS	Unit Price	No. of Units	ODC
Total CH2M HILL Other Direct Cost:							\$0.00

Sub Consultant Costs:

Name / In House / Vendor	Description	Invoice / Ref No.	EA	WBS	Unit Price	No. of Units	ODC
Chaudhary	Construction Inspection	11070389A		270	\$1.00	5670.00	\$5,670.00
Chaudhary	Construction Inspection	110703810A		270	\$1.00	2347.00	\$2,347.00
Subs for 7TH street Paving					\$1.00	2500.00	\$2,500.00
Total Sub Consultant Cost:							\$10,517.00

5% Markup on Other Direct Costs and Sub Consultants **\$525.85**
Total Other Direct Costs, Sub Consultants, and Markup: \$11,042.85

Notes: **Total CH2M HILL Labor, Other Direct Costs, Sub Consultants, and Markup Costs: \$49,519.76**

Summary Materials Testing	Budget	Spent Incl. current	Remaining
CTS \$	2,225.00	\$0.00	\$ 2,225.00
PJC \$	22,775.00	\$20,313.00	\$ 2,462.00
Total \$	25,000.00	\$ 20,313.00	\$ 4,687.00

I the undersigned hereby certify that I have examined the charges contained in this invoice and that they are true and correct to the best of my knowledge.

Jeffrey Finn

 Date: 02/11/13

Jeffrey Finn, P.E.
 Consultant Project Manager

Due and payable on receipt of invoice. Finance Charges will be assessed at 1.5% per month on all accounts overdue



February 20, 2013
NCTPA Agenda Item 9.1
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: Danielle Schmitz, Associate Program Planner
(707) 259-5968 / Email: dschmitz@nctpa.net
SUBJECT: Priority Conservation Area (PCA) Call for Projects

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board issue a Call for Projects for the Priority Conservation Area Program

COMMITTEE RECOMMENDATION

The Technical Advisory Committee (TAC) recommended at their February 7th meeting that the NCTPA Board approve the PCA Call for Projects.

EXECUTIVE SUMMARY

The Metropolitan Transportation Commission (MTC) receives federal funding for local programming from the Federal Highway Administration (FHWA) authorized by the federal transportation authorization legislation currently known as Moving Ahead for Progress in the 21st Century (MAP-21). MTC has apportioned \$10 million in Cycle 2 Surface Transportation Program funds to the PCA program, of which \$5 million is committed to the four North Bay counties: Marin, Napa, Sonoma, and Solano.

Eligible projects must have a transportation focus and may include planning activities, bicycle and pedestrian infrastructure, visual enhancements, habitat environmental enhancements, and farm to market capital projects. Project submittals must show a non-federal 11.47% local match and be located within a PCA. Note that federal funds may only be used for land acquisition for transportation right of way improvements. Elements of a project that include land acquisition other than transportation right of way, would need to be funded through a local match beyond what is required to match the federal funds.

The estimated revenues that will be apportioned to Napa County is \$1.25 million. To remain competitive with the other North Bay counties for these funds, NCTPA staff is proposing to establish a \$2.5 million program target. To achieve this, projects that are partially funded with other revenues (beyond the federally required match percentage), including Cycle 2 One Bay Area Grant funds (OBAG), will be given priority over those projects seeking full (88.53%) federal funding from the PCA program. Note that if the non PCA funds are also federal, additional local match will be required in order to meet federal match requirements.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes, potentially \$1.25 million dollars in STP funds to support PCA projects within Napa County

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No

Consequences if not approved: NCTPA will lose funding to other PCA projects in the North Bay.

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 goal of the PCA program is linked to SB 375 which requires Metropolitan Planning Organizations (MPOs) to prepare sustainable community strategies that considers preservation of resource areas and farmland in the region. Emphasis areas are based on project types that are eligible under the Federal Transportation Alternatives Program (TAP) and the Surface Transportation Program (STP).

Eligible applicants include: cities, counties, towns, county congestion management agencies, tribes, water/utility districts, resource conservation districts, park and/or open space districts, land trusts and other land/resource protection nonprofit organizations. Applicants are strongly encouraged to collaborate and partner with other entities on

projects to leverage additional funding. Projects that leverage other funding will be given higher priority in the grant award process. Partnerships are necessary with cities, counties, or CMAs in order to access federal funds. A project must have an implementing agency that has a master agreement with Caltrans.

The North Bay program will be administered by the four North Bay Congestion Management Agencies. North Bay projects should build on PCA planning and priorities carried out to date. Applications will be reviewed by a CMA-led project selection panel comprised of representation from the four North Bay CMAs, including NCTPA. Project Applications are due to NCTPA no later than 5:00 PM Friday, March 22nd.

SUPPORTING DOCUMENTS

Attachments: (1) Napa County Priority Conservation Area Application
(2) Napa County Priority Conservation Areas

NAPA COUNTY PRIORITY CONSERVATION AREA (PCA) PROJECT APPLICATION

CRITERIA

The goal of the PCA program is linked to SB 375 which requires Metropolitan Planning Organizations (MPOs) to prepare sustainable community strategies that considers preservation of resource areas and farmland in the region. Projects should be regionally significant, and contribute to goals stated in a regional habitat, agricultural or open space plans, countywide plans or the Association of Bay Area Government's (ABAG) PCA designations.

The Metropolitan Transportation Commission, the MPO for the 9-Bay Area Counties, is the designated recipient of the federal funds committed to the PCA Program. MTC apportioned \$5 million for the four North Bay counties; Napa, Marin, Solano, and Sonoma. Project sponsors that leverage additional funds will be given funding priority. Projects must have a transportation focus and be located within a PCA.

Project sponsors must provide a minimum match of 11.47%. Note that federal funds may only be used for land acquisition for transportation right of way improvements. Elements of a project that include land acquisition other than transportation right of way, would need to be funded through a local match beyond what is required to match the federal funds.

PROGRAM GOALS

Projects must meet one of the following program goals:

1. Protects or enhances "resource areas" or habitats as defined in California Government Code Section 65080.01
2. Provides or enhances pedestrian and bicycle access to open space / parkland resources.
3. Supports the agricultural economy of the region.

Eligible Project Types:

1. Planning Activities
2. Pedestrian and Bicycle Facilities/Infrastructure – on-road and off-road trail facilities, sidewalks, bicycle infrastructure, pedestrian and bicycle signals, traffic calming, lighting and other safety related infrastructure, and ADA compliance, conversion and use of abandoned rail corridors for pedestrians and bicyclists.
3. Visual Enhancements – Construction of turnouts, overlooks and viewing areas.
4. Habitat/Environmental Enhancements – Vegetation management practices in transportation rights-of-way, reduce vehicle-caused wildlife mortality or to restore and maintain connectivity among terrestrial or aquatic habitats, mitigation of transportation project environmental impacts funded through the federal-aid surface transportation program.
5. Farm to Market Capital Projects – Improvements should be targeted to preservation and safety of farm to market and community interconnectivity transportation routes. These include but are not limited to improving shoulders, intersections, alignments and safety improvements to accommodate large vehicles; pavement maintenance addressing axle loads. *Surface parking and SOV projects are not eligible.*

ELIGIBLE APPLICANTS

Eligible applicants include: cities, counties, towns, county congestion management agencies, tribes, water/utility districts, resource conservation districts, park and/or open space districts,

land trusts and other land/resource protection nonprofit organizations. Applicants are strongly encouraged to collaborate and partner with other entities on projects to leverage additional funding. Projects that leverage funding will be given higher priority in the grant award process. Partnerships are necessary with cities, counties, or CMAs in order to access federal funds. A project must have an implementing agency that has a master agreement with Caltrans.

APPLICATION

Enter information in the spaces provided. E-mail this completed application form and attachments requested as part of this form to dschmitz@nctpa.net by Friday, March 22nd. If e-mailing is not possible, a hard copy of materials can be mailed to Danielle Schmitz, NCTPA, 625 Burnell Street, Napa, CA 94559.

PART 1: PROJECT INFORMATION

Project Name:	
Project Location:	
Project Cost: Requested Amount: Local Match:	
Name of PCA:	
Project Timeline:	

Attach a map showing the proposed project boundaries and location.

PART 2: PROJECT SPONSOR CONTACT INFORMATION

Lead Nominating Agency/Organization	
Contact Person	
Address	
Phone Number(s)	
E-mail address	
Partnering Agency(ies)/Organization(s)	

PART 3: Project Description

Provide a description of how the project meets the criteria of the PCA program:

PART 4: PROJECT BUDGET

Phase	Description	Fund Source	Amount
Total			

PART 5: PROJECT SCHEDULE

Phase	Description	Date (Mo/Yr)

Napa County Priority Conservation Areas

- 1. Bay And Ridge Trails** - The San Francisco Bay Area has two significant and complementary long-distance trails: the San Francisco Bay Trail hugs the shoreline and the Bay Area Ridge Trail runs along the ridgelines overlooking the Bay. These trails connect people and communities to each other, to parks and open space, to home, work and recreation, and to countless areas of cultural and historic interest. They also provide opportunities for solitude and passive and active recreation, which fosters healthy lifestyles. Furthermore, both trails increase transportation options and offer untold opportunities to observe, learn about, and care for the environment. Lastly, the bay and ridge trails offer economic benefits, such as increased tourism and increased property values. The regional trail alignments are not yet completed. Continued coordination with local and regional entities to close existing gaps is needed. Completion of these regional trails will continue to enhance the quality of life for Bay Area residents and offer an alternate means for people to enjoy the outdoors and get to various destinations within a network of connected, permanently-protected open space corridors and urban centers
- 2. Blue Oak Woodlands of the Lake District** - The Blue Oak Woodlands of the Lake District area encompasses lands in northeastern Napa County by Lake Berryessa. It is encompassed within the larger Blue Ridge Berryessa Natural Area, which extends five counties and is one of the largest remaining intact open space ecosystems in California. Blue oak woodlands are abundant in this area and provide important wildlife habitat. Preservation of lands in this area would help maintain the biological integrity of this area.
- 3. Bothe – Napa Valley State Park to Sugarloaf Ridge State Park** – The Bothe-Napa Valley State Park to Sugarloaf Ridge State Park area encompasses the thickly forested hills of the western side of the Napa Valley where the Mayacamas Mountain Range terminates. The fir and redwood forest canopy provide shading for several creeks year-round that drain the area to the Napa River. This area contains the only known stands of old-growth redwoods left in Napa County. Land conservation in this area provides opportunities to provide a landscape linkage between these two state parks, to protect species habitat, and for people to experience the redwood forests.
- 4. Interior Mountains – Moore Creek to Milliken Creek** – The Interior Mountains – Moore Creek to Milliken Creek area includes the lands in central Napa County, west of the county's urban centers. The area is a complex matrix of douglas fir, oak woodland, gray pine, and chaparral plant communities. Its proximity to the urban centers in Napa County provide opportunities for completing trail alignments that connect protected lands. Land conservation in this area would help to maintain the scenic backdrop to cities and maintain the rural character and habitat of this region, while enhancing recreational opportunities.

5. **Lake Curry – Suisun Creek Watershed** - The Lake Curry – Suisun Creek Watershed area is located east of the City of Napa towards the Napa County border with Solano County. The Lake Curry watershed is a relatively pristine area containing oak woodlands and grasslands and has been valued for its water supply. It has the potential to provide passive recreational opportunities if it is opened to the public. The Suisun Creek watershed has also provided steelhead habitat, but this function has been severely degraded at times when stream water flows are reduced from Lake Curry during critical periods for steelhead. Purchasing land in this area could continue to protect its integrity with the opportunity to support compatible recreational opportunities.
6. **Napa County Agricultural Lands and Watersheds** - The Napa County Agricultural Lands and Watersheds area encompasses the unincorporated agricultural and watershed lands of Napa County. Agriculture is the economic engine of the county and has driven support for conservation in Napa County. As a result, the county's landscape consists of agricultural lands and undeveloped watershed lands that contribute to the rural and scenic beauty of the county. The area is biologically diverse supporting a variety of flora and fauna and has the greatest density of oak woodlands in California. Continued conservation efforts in this area of Napa County will maintain the ecological and economic integrity of these lands.
7. **Napa Valley – Napa River Corridor** - The Napa Valley – Napa River Corridor area follows the lands along the Napa River, which runs from northwestern Napa County, northeast of the City of Calistoga, to the San Pablo Bay. The river drains the Napa Valley, which is a rich agricultural region famous for wine production. The Napa River plays an important role in connecting recreational trails, cities, and salt water and fresh water bodies for fish reproduction. Land conservation along the Napa River will protect the species dependant on these habitats and provide opportunities for recreation and restoration along this corridor.
8. **Palisades Mt. St. Helena – Angwin** - The Palisades – Mount Saint Helena to Angwin area is located in northwestern Napa County. The Palisades form the range of mountains between Mount Saint Helena and Angwin. The area provides habitat, water supply, outdoor recreation, and visual open space. It is an important landscape linkage to the Mayacamas Mountain range in adjacent Sonoma County. Land conservation in the area will maintain the ecological integrity of the area and continue to provide multiple benefits to area residents.
9. **Redwood and Dry Creek Watersheds** - The Redwood and Dry Creek Watersheds lie on the western slope of the Napa Valley. Redwood Creek and Dry Creek drain lands into the Napa River, and the habitat supports a variety of fish and wildlife species. The area contains redwoods forests that play an important role in the long term survival of this species, particularly considering the potential impacts of climate change, given the ability of Napa redwoods to tolerate higher temperatures. Land conservation in this area would support

continued efforts to protect redwood forests in Napa County, enhance educational and recreational opportunities, and protect watershed and habitat values.

- 10. Southern Mountains – Skyline Park to Newell Preserve** - The Southern Mountains – Skyline Park to Newell Preserve area is located east of and between the City of Napa and the City of American Canyon in Napa County along the county's southeastern border with Solano County. The area is valued for outdoor recreation, particularly given its proximity to three quarters of Napa County residents, visual open space, watershed lands, and habitat, such as rare grasslands, oak woodlands, and chaparral. Land conservation within this area would provide opportunities to connect existing open space lands and regional trail systems, while also preserving a mixture of habitat types for numerous species and watershed values.



February 20, 2013
NCTPA Agenda Item 9.2
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: Antonio Onorato, Manager of Finance
(707) 259-8779 / Email: aonorato@nctpa.net
SUBJECT: NCTPA Second Quarter FY 2012-13 Budget and 5 Year Forecast
and Approval of Resolution No. 13-02 Amending NCTPA's FY 2012-
013 Budget

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 and approve Resolution 13-02 (Attachment 2) authorizing a FY 2012-13 budget adjustment of \$548,600 to pay for Transportation for Clean Air (TFCA) claims in FY 2012-13 and additional vehicle repairs and maintenance to maintain the VINE New Flyer Hybrid fleet.

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.

Staff has also developed a five (year) forecasting tool. Financial forecasting is a planning process that will allow the agency to make smarter more informed decisions and help understand the future impacts of policy decisions and better predict the

resources available for operations. This is particularly helpful for planning transit services.

Throughout the fiscal year, the Agency carefully monitors the variances of the budget versus actual expenses on a monthly 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.

The costs associated with maintaining the New Flyers are more than what was anticipated at the beginning of the fiscal year and the budget must be amended to reflect the refined expenses. In addition, the TFCA projected expenses must be updated. The TFCA is a grant-funded program. The funds are received, programmed, and distributed by NCTPA and the estimated current year expenditures need to be budgeted in order to pay project costs. The request for reimbursements exceeds what was originally budgeted.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? Yes. \$548,600 of programmed costs will need to be budgeted.

Is it Currently Budgeted? No.

Where is it budgeted? NA The amounts, if approved, will be budgeted in the Transportation for Clean Air Fund (\$300,000) and the Public Transit Fund (\$248,600).

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: No.

Consequences if not approved: Claims for reimbursement for the Transportation for Clean Air Fund will not be processed and jurisdictions will not be reimbursed in a timely manner; NCTPA will be unable to maintain the New Flyer Hybrid fleet if training and the purchase of additional parts is not approved.

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:

Please note that the following information has not been audited and should be used for informational purposes only.

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 \$353,320 in revenues for the quarter slightly below the \$363,900 budget. The majority of revenues were from FHWA (STP) planning funds and the semi-annual Transportation for Clean Air fund payment. The other revenue was from salary charge backs to the Public Transit Fund.

The Planning Fund expenses were under budget by \$86,967 or about 13.1%. The largest portion of the expenses was for personnel costs. Agency administration and consulting services was under budget by 11.6% due mainly to special projects that had not yet commenced in the quarter as planned.

Public Transit (Transit Fund) Budget vs. Actuals

For the first quarter, operating revenues were off by 3.8% due to lower than budgeted revenues from all transit sources due to the holiday season when use of public transit tends to slow down. Transit Development Act (TDA) and Intergovernmental Revenues were above budget for the quarter due to some catch up payments occurring in October. Overall, operating expenses in the Public Transit Fund were under budget by 7.5%. Except for the Personnel Cost chargeback to the Public Transit Fund, all expense categories in the fund were under budget for the quarter: Purchase Transportation by 8.1%; Fuel by 1%; and Administration 29.5%.

Capital Purchases

In the second quarter, NCTPA/ VINE Transit made the following purchases:
Ongoing construction costs for the Soscol Gateway Transit Center

Bus Shelters in the City of Napa and Napa County.
Yountville Trolley
Two used CNG vehicles (from Sonoma)

5 Year Forecast

New to the Finance Performance update is the implementation of a 5-year budget forecast. The 5-year outlook will remain a regular part of the agency's quarterly financial update.

The purpose of a 5 year financial forecasting model is to project and quantify the impact of potential revenue shortfalls and increased liabilities well into the future. Forecasts can be used to create a strategic context for evaluating the annual budget, to establish a baseline for measuring the long-term effects of decisions, to test the economic effects of best-case and worst-case funding scenarios, and to establish a baseline projection of revenues, expenditures, and future cash flows and fund balances.

A financial forecast is always subject to revision based on new information, and an effective budgeting and planning process provides a consistent routine for updating the forecast. If prepared and managed properly, a forecast can also help public officials evaluate the financial effects of proposed initiatives, and it can help educate constituents about an organization's present and potential financial capabilities.

In particular, forecast models that include well-designed charts and tables can be used as visual aids in public presentations about the organization's finances, helping elected officials, citizens, and other stakeholders gain a better understanding of financial issues.

Budget Amendments:

As part of the fiscal update, staff is requesting the Board approve a budget amendment of \$548,600.

Staff is requesting an additional appropriation of \$248,600 to maintain VINE Transit's New Flyer hybrid bus fleet consisting of eight (8) 35' vehicles. The additional budget appropriation will help pay for training, vehicle parts and labor, and New Flyer consulting costs as outlined in Board Memo 8.5, Veolia contract amendment.

Staff is also requesting the additional budget appropriation of \$300,000 for the Transportation for Clean Air (TFCA) Fund. Historically, claims paid through this fund are between \$200,000 to \$300,000 per fiscal year. The budget for F Y2012-13 was set at \$200,000. Any claims over the budgeted amount of \$200,000 requires a Board of Directors resolution to increase the budget threshold.

The TFCA is experiencing a higher than expected number of claims in FY 2012-13 and has reached its budgeted claim threshold in January 2013, necessitating the need for a budget adjustment to allow for the continued payment of reimbursable expenses.

The TFCA fund has \$624,000 fully programmed and committed by the Bay Area Air Quality Management District (BAAQMD) for TFCA projects. This action allows those reimbursements to take place and allows for processing additional claims to the end of the fiscal year.

SUPPORTING DOCUMENTS

- Attachments: (1) Second Quarter FY 2012-13 Financial Performance and 5 Year Forecast Reports
(2) Resolution No. 13-02
(3) Second Quarter FY 2012-13 Budget Amendment

8300 NCTPA Consolidated

Quarterly and Yearly Variance Analysis, 5 Year Forecast

Statement of Revenue, Expenses

Description	Oct-Dec 2012		DEC YTD 2012-2013		FY12-13 APPROVED BUDGET	FY12-13 Adjusted Budget	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
	Actuals	Budget	Actuals	Budget							
OPERATING EXPENSES											
Administration Services	110	15,000	247	15,000	62,700	62,700	22,700	22,700	22,700	22,700	22,700
Accounting/Auditing Services	38,988	61,150	38,989	66,200	91,000	91,000	89,560	89,560	89,560	89,560	89,560
Information Technology Service	22,804	19,125	22,804	43,050	78,000	78,000	79,200	80,400	81,600	82,800	84,000
Legal Services	-	4,000	12,771	43,300	100,400	100,400	96,950	100,000	101,050	103,150	103,150
Temporary/Contract Help	94,816	105,000	101,328	4,000	5,500	5,500	6,000	6,000	6,000	6,000	6,000
Consulting Services for CMA	3,887	900	5,959	120,000	2,806,400	2,806,400	160,000	160,000	160,000	160,000	160,000
Security Services	3,792	1,000	5,402	1,800	3,000	3,000	3,100	3,200	3,300	3,400	3,500
Maintenance-Equipment	1,534,160	1,603,575	3,038,769	3,120,675	6,190,700	6,190,700	6,557,500	6,690,100	6,825,500	6,963,800	7,105,000
Purchase Transportation	7,257	9,000	11,322	9,000	30,500	30,500	33,600	33,900	34,200	34,500	34,800
Maintenance-Buildings/Improvm	13,972	27,500	13,972	27,500	45,000	45,000	7,300	7,400	7,500	7,600	7,700
Maintenance-Vehicles	394	1,800	7,200	3,600	7,200	7,200	7,300	7,400	7,500	7,600	7,700
Rents and Leases - Equipment	30,493	33,575	58,693	72,700	81,200	81,200	82,300	82,900	83,500	84,100	84,700
Rents and Leases - Bldg/Land	15,152	13,500	28,710	27,000	55,000	55,000	56,000	56,000	56,000	56,000	56,000
Insurance - Premiums	1,462	6,000	6,900	27,000	24,200	24,200	28,500	28,500	28,800	29,100	29,400
Communications/Telephone	57,977	95,200	78,055	125,500	228,000	228,000	224,350	224,702	225,057	225,414	225,773
Advertising/Marketing	30,531	18,000	34,581	29,500	55,700	55,700	56,600	57,300	58,000	58,700	59,400
Printing & Binding	682	225	1,063	450	900	900	1,550	1,600	1,650	1,700	1,750
Bank Charges	450	200	450	400	1,200	1,200	3,200	3,200	3,200	3,200	3,200
Public/Legal Notices	4,155	5,000	5,364	9,000	20,000	20,000	35,000	35,000	35,000	35,000	35,000
Training Conference Expenses	4,821	1,050	6,430	1,900	5,000	5,000	5,250	5,500	5,750	6,000	6,250
Business Travell/Mileage	6,015	7,000	8,109	10,000	42,700	42,700	43,500	44,300	45,100	45,900	46,600
Office Expenses	602	2,050	3,032	3,300	7,000	7,000	7,200	7,400	7,600	7,800	8,000
Freight/Postage	414	100	414	200	400	400	400	400	400	400	400
Books/Periodicals/Subscriptions	345	4,300	345	4,300	7,800	7,800	7,900	7,950	8,050	8,100	8,100
Memberships/Certifications	6,304	6,300	389	12,400	35,000	35,000	35,200	35,400	35,600	35,800	36,000
Utilities - Electric	8,909	396,950	676,143	687,800	1,328,100	1,328,100	1,374,100	1,422,000	1,472,000	1,523,900	1,578,000
Fuel	-	34,000	-	68,000	136,000	136,000	136,000	136,000	136,000	136,000	136,000
AVAA pmts	-	-	-	-	100,300	100,300	137,400	142,200	147,100	152,400	157,800
Fuel Contingency	-	-	-	-	91,000	91,000	359,400	365,900	372,800	380,000	387,400
Operations Contingency	-	-	-	-	101,000	101,000	359,400	365,900	372,800	380,000	387,400
TOTAL OPERATING EXPENSES	2,285,234	2,513,300	4,155,856	4,514,975	11,307,800	11,866,400	9,696,938	9,896,778	10,103,521	10,313,767	10,529,318
TOTAL OPERATING COSTS	2,649,822	2,918,995	4,818,879	5,235,615	12,966,300	13,564,900	10,591,670	10,824,362	11,061,499	11,305,759	11,557,023
NET CHANGE IN OPERATIONS	1,608,136	1,129,780	4,086,331	3,893,235	-	-	-	-	-	-	-
Depreciation Expense	-	-	-	57,000	1,148,000	1,148,000	1,393,000	1,693,000	1,693,000	1,693,000	1,693,000
CAPITAL REVENUES	183,200	183,200	(183,200)	(183,200)	3,164,200	3,164,200	-	-	-	-	-
Federal: FTA 5307, Capital	-	-	-	-	1,139,500	1,139,500	750,000	-	-	-	-
State: Prop. 1B Capital	581,515	20,511	876,269	745,216	1,139,500	1,139,500	150,000	-	-	-	-
RMZ Capital	5,029,994	1,800,000	5,029,994	1,800,000	2,444,200	2,444,200	739,000	-	-	-	-
Local Transit Capital (TDA)	974,952	-	999,952	-	2,153,100	2,153,100	-	137,500	-	-	-
Other Government Agencies	6,586,461	2,003,711	6,908,215	2,115,465	8,901,000	8,901,000	1,852,600	237,500	-	-	-
TOTAL CAPITAL REVENUES	13,173,122	4,587,750	13,924,430	4,660,681	13,564,200	13,564,200	1,852,600	237,500	-	-	-
CAPITAL PURCHASES	(202,550)	589,711	(1,361,458)	1,660,681	20,000	20,000	1,200,000	-	-	-	-
Security	435,457	-	460,457	400,000	1,160,400	1,160,400	1,200,000	-	-	-	-
Equipment	302,464	-	302,464	2,600,000	4,770,500	4,770,500	187,500	-	-	-	-
Vehicles	650,041	400,000	650,041	2,600,000	2,950,100	2,950,100	652,600	50,000	-	-	-
Buildings & Improvements	5,401,048	1,014,000	6,854,710	3,000,000	8,901,000	8,901,000	1,852,600	237,500	-	-	-
TOTAL CAPITAL PURCHASES	6,789,011	1,414,000	8,267,673	3,000,000	13,564,200	13,564,200	1,852,600	237,500	-	-	-
NET CHANGE IN CAPITAL	(202,550)	589,711	(1,361,458)	1,660,681	0	0	-	-	-	-	-

8302000 Public Transit Fund Financial Statements
 Quarterly and Yearly Variance Analysis, 5 Year Forecast
 Statement of Revenue, Expenses

Oct-Dec 2012		DEC YTD 2012-2013	
Actuals	Budget	Actuals	Budget
261,436	266,400	479,411	513,900
17,802	24,325	32,639	45,050
7,749	7,650	15,408	15,300
286,987	298,375	527,457	574,250
3,309,863	3,168,400	6,868,417	6,753,900
-	-	-	-
278,877	175,000	278,877	175,000
98,133	97,500	196,953	195,000
378,010	272,500	475,830	370,000
12,483	12,500	12,483	12,500
3,987,342	3,751,775	7,884,188	7,710,650

OPERATING REVENUES

REV- OPERATIONS	
Farebox	(4,964)
Farebox Contribution	(6,323)
Ad Revenue and Other Revenue	99
TOTAL - OPERATIONAL REVENUE	(11,388)
TOTAL- LOCAL TRANSPORT FUNDS (TDA)	141,463
REV- INTERGOVERNMENTAL	
Federal: FTA 5307, Operating	-
Federal: FTA 5311, Operating	0.0%
State: State Transit Assistance (STA)	103,877
Regional: Regional Measure 2 (RM2), Operating	1,633
TOTAL- INTERGOVERNMENTAL REV	105,510
REV- INTEREST INCOME	(17)
TOTAL REVENUES	235,567

Difference \$	Difference %
(4,964)	-1.9%
(6,323)	-26.8%
99	1.3%
(11,388)	-3.8%
141,463	4.5%
-	0.0%
0.0%	0.0%
103,877	59.4%
1,633	1.7%
105,510	38.7%
(17)	-0.1%
235,567	6.3%

OPERATING EXPENSES

PERSONNEL COSTS	
Salary Expense to Jurisdictions	150,810
TOTAL PERSONNEL COSTS	150,810
OPERATING EXPENSES	
Administration Services	11,000
Accounting/Auditing Services	11,200
Information Technology Service	8,050
Legal Services	3,300
Consulting Services	-
Security Services	5,959
Purchase Transportation	2,977,976
Maintenance-Buildings/Improvem	9,197
Maintenance-Vehicles	13,972
Rents and Leases - Bldg/Land	26,508
Insurance - Premiums	33,700
Communications/Telephone	14,885
Advertising/Marketing	460
Printing & Binding	77,306
Bank Charges	29,371
Business Travel/Mileage	1,063
Office Expenses	1,630
Freight/Postage	427
Memberships/Certifications	-
Utilities - Electric	500
Fuel	500
Fuel Contingency	3,500
Operations Contingency	6,300
TOTAL OPERATING EXPENSES	3,886,511

Difference \$	Difference %
(20,765)	-28.8%
(20,765)	-28.8%
(11,000)	-100.0%
5,617	91.3%
4,125	100.0%
1,800	100.0%
-	0.0%
(3,887)	-62.3%
130,208	8.1%
(5,982)	-49.2%
13,528	49.2%
(589)	-4.2%
(3,758)	-78.3%
(460)	0.0%
37,672	39.7%
(10,589)	-62.3%
(682)	0.0%
(565)	-226.1%
(427)	0.0%
250	100.0%
250	100.0%
3,500	95.8%
6,300	1.0%
3,882	0.0%
-	0.0%
168,677	-8.7%

TOTAL OPERATING COSTS

2,093,693	2,263,605	3,997,676	4,231,735
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Difference \$	Difference %
169,912	7.5%

1,893,649	1,488,170	3,886,511	3,478,915
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Difference \$	Difference %
405,479	27.2%

Depreciation Expense

-	0.0%
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57,000	
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RESOLUTION No. 13-02

**A RESOLUTION OF THE
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)
AMENDING THE FY 2012-13 FISCAL BUDGET TO
INCREASE APPROPRIATION BY \$548,600**

WHEREAS, the Napa County Transportation and Planning Agency (NCTPA) is designated the countywide transportation planning agency responsible for Highway, Streets and Roads, and transit planning and programming within Napa County, and

WHEREAS, on an annual basis the Board reviews and approves a budget for all transit services; fixed route, deviated route, paratransit, and taxi subsidy as well as NCTPA administration and planning, and

WHEREAS, on an as-needed basis, the Board reviews and approves budget adjustments to reflect the current fiscal realities; and

WHEREAS, NCTPA will need additional funding to keep the New Flyer vehicles in a state of good repair, and

WHEREAS, the funding will pay for training, bus parts and labor, and travel costs for Veolia and New Flyer staff; and

WHEREAS, the budget for training, repairs and maintenance is \$248,600, and

WHEREAS, expenditures for fund the Transportation for Clean Air Fund-Subdivision code 8303001 in accounts 52490 were expected to be \$200,000; and

WHEREAS, actual expenditures will be approximately \$500,000; and

WHEREAS, the money for reimbursement claims has been approved and programmed in previous years; and

WHEREAS, a budget adjustment of \$300,000 is necessary to continue to process reimbursement claims in the current fiscal year; and

WHEREAS, NCTPA is the pass-through Agency responsible for reimbursements to the respective jurisdictions:

NOW, THEREFORE, BE IT RESOLVED, that the Napa County Transportation and Planning Agency amend the FY 2012-13 Budget and increase the appropriation by \$548,600 for expenditures in fund 8300 and authorizes the Executive Director to take all necessary actions to secure indicated Federal, State, Regional, and Local resources, and to execute contracts with Member Agencies or funding entities as necessary.

Passed and adopted this 20th day of February, 2013.

Keith Caldwell, NCTPA Chair

Ayes

Noes:

Absent:

ATTEST:

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

Janice Killion, NCTPA Legal Counsel

8300 NCTPA Consolidated

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

FY12-13 APPROVED BUDGET	Q1 Adjustments			Q2 Adjustments			Q3 Adjustments			Q4 Adjustments			FY12-13 Adjusted Budget
	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection		
OPERATING REVENUES													
REV- OPERATIONS													
Farebox													
Farebox Contribution	1,063,500	-	-	-	-	-	-	-	-	-	-	-	1,063,500
Ad Revenue and Other Revenue	87,500	-	-	-	-	-	-	-	-	-	-	-	87,500
	49,100	-	-	-	-	-	-	-	-	-	-	-	49,100
TOTAL - OPERATIONAL REVENUE	1,200,100												1,200,100
TOTAL- LOCAL TRANSPORT FUNDS (TDA)													
	4,904,800	-	-	248,600	-	-	-	-	-	-	-	-	5,153,400
REV- INTERGOVERNMENTAL													
Federal: FTA 5307 Operating	1,555,200	-	-	-	-	-	-	-	-	-	-	-	1,555,200
Federal: FTA 5303 Planning	253,900	-	-	-	-	-	-	-	-	-	-	-	253,900
Federal: FHWA 20.205	1,012,000	50,000	-	-	-	-	-	-	-	-	-	-	1,062,000
Federal: VINE Trail	1,075,000	-	-	-	-	-	-	-	-	-	-	-	1,075,000
State: State Transit Assistance (STA)	996,900	-	-	-	-	-	-	-	-	-	-	-	996,900
State: Planning, Programming, Monitoring (PPM)	24,000	-	-	-	-	-	-	-	-	-	-	-	24,000
State: Other	929,300	-	-	-	-	-	-	-	-	-	-	-	929,300
Regional: Regional Measure 2 (RM2) Operating	390,000	-	-	-	-	-	-	-	-	-	-	-	390,000
Regional: Bay Area Air Quality Mgmt District	188,000	-	-	300,000	-	-	-	-	-	-	-	-	488,000
Regional: Other	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000
State: Abandoned Vehicle Abate Auth (AVAA)	136,000	-	-	-	-	-	-	-	-	-	-	-	136,000
Salary Chargeback- Public Transit Fund	267,500	-	-	-	-	-	-	-	-	-	-	-	267,500
TOTAL- INTERGOVERNMENTAL REV	6,837,800	50,000		300,000									7,187,800
REV- INTEREST INCOME													
	23,600	-	-	-	-	-	-	-	-	-	-	-	23,600
TOTAL REVENUES	12,966,300	50,000		548,600									13,564,900

OPERATING EXPENSES														
PERSONNEL COSTS														
Salaries and Wages	1,315,000	-	-	-	-	-	-	-	-	-	-	-	-	1,315,000
401A Employer Contribution	12,000	-	-	-	-	-	-	-	-	-	-	-	-	12,000
Cell Phone Allowance	600	-	-	-	-	-	-	-	-	-	-	-	-	600
Medicare	15,000	-	-	-	-	-	-	-	-	-	-	-	-	15,000
Employee Insurance-Premiums	155,000	-	-	-	-	-	-	-	-	-	-	-	-	155,000
Retirement	140,000	-	-	-	-	-	-	-	-	-	-	-	-	140,000
Extra Help	5,000	-	-	-	-	-	-	-	-	-	-	-	-	5,000
Workers Compensation	7,500	-	-	-	-	-	-	-	-	-	-	-	-	7,500
Unemployment Compensation	6,500	-	-	-	-	-	-	-	-	-	-	-	-	6,500
Other Post Employment Benefits	23,000	-	-	-	-	-	-	-	-	-	-	-	-	23,000
Salary Expense to Jurisdictions	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL PERSONNEL COSTS	1,658,500	50,000											1,708,500	

8300 NCTPA Consolidated

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

	FY12-13 APPROVED BUDGET	Q1 Adjustments Projection	Q2 Adjustments Projection	Q3 Adjustments Projection	Q4 Adjustments Projection	FY12-13 Adjusted Budget
OPERATING EXPENSES						
Administration Services	62,700	-	-	-	-	62,700
Accounting/Auditing Services	91,000	-	-	-	-	91,000
Information Technology Service	78,000	-	-	-	-	78,000
Legal Services	100,400	-	-	-	-	100,400
Temporary/Contract Help	5,500	-	-	-	-	5,500
Consulting Services for CMA	2,471,300	-	335,100	-	-	2,806,400
Security Services	5,000	-	-	-	-	5,000
Maintenance-Equipment	3,000	-	-	-	-	3,000
Purchase Transportation	6,190,700	-	-	-	-	6,190,700
Maintenance-Buildings/Improvem	30,500	-	-	-	-	30,500
Maintenance-Vehicles	45,000	-	127,500	-	-	172,500
Rents and Leases - Equipment	7,200	-	-	-	-	7,200
Rents and Leases - Bldg/Land	81,200	-	-	-	-	81,200
Insurance - Premiums	55,000	-	-	-	-	55,000
Communications/Telephone	24,200	-	-	-	-	24,200
Advertising/Marketing	226,000	-	-	-	-	226,000
Printing & Binding	55,700	-	-	-	-	55,700
Bank Charges	900	-	-	-	-	900
Public/ Legal Notices	1,200	-	-	-	-	1,200
Training Conference Expenses	20,000	-	76,000	-	-	96,000
Business Travel/Mileage	5,000	-	-	-	-	5,000
Office Expenses	42,700	-	-	-	-	42,700
Freight/Postage	7,000	-	-	-	-	7,000
Books/Periodicals/Subscriptions	400	-	-	-	-	400
Memberships/Certifications	7,800	-	-	-	-	7,800
Utilities - Electric	35,000	-	-	-	-	35,000
Fuel	1,328,100	-	-	-	-	1,328,100
AVAA pmts	136,000	-	-	-	-	136,000
Fuel Contingency	100,300	-	-	-	-	100,300
Operations Contingency	91,000	-	10,000	-	-	101,000
TOTAL OPERATING EXPENSES	11,307,800	-	548,600	-	-	11,856,400
TOTAL OPERATING COSTS	12,966,300	50,000	548,600	-	-	13,564,900
NET CHANGE IN OPERATIONS	-	-	-	-	-	-
Depreciation Expense	1,148,000	-	-	-	-	1,148,000
CAPITAL REVENUES						
Federal: FTA 5307, Capital	3,164,200	-	-	-	-	3,164,200
State: Prop. 1B Capital	1,139,500	-	-	-	-	1,139,500
RM2 Capital	2,444,200	-	-	-	-	2,444,200
Local Transit Capital (TDA)	2,153,100	-	-	-	-	2,153,100
Other Government Agencies	-	-	-	-	-	-
TOTAL CAPITAL REVENUES	8,901,000	-	-	-	-	8,901,000
CAPITAL PURCHASES						
Security	20,000	-	-	-	-	20,000
Equipment	1,160,400	-	-	-	-	1,160,400
Vehicles	4,770,500	-	-	-	-	4,770,500
Buildings & Improvements	2,950,100	-	-	-	-	2,950,100
TOTAL CAPITAL EXPENSES	8,901,000	-	-	-	-	8,901,000

8300 NCTPA Consolidated

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

FY12-13 APPROVED BUDGET	Q1 Adjustments	Q2 Adjustments	Q3 Adjustments	Q4 Adjustment	FY12-13 Adjusted Budget
	Projection	Projection	Projection	Projection	Projection
0	-	-	-	-	0
NET CHANGE IN CAPITAL					

83000 Congestion Management Agency

Budget Amendment

Statement of Revenue, Expenses

	FY12-13 APPROVED BUDGET	Q1 Adjustments Projection	Q2 Adjustments Projection	Q3 Adjustments Projection	Q4 Adjustment Projection	FY12-13 Adjusted Budget
Bank Charges	900	-	-	-	-	900
Public/ Legal Notices	1,200	-	-	-	-	1,200
Training Conference Expenses	20,000	-	-	-	-	20,000
Business Travel/Mileage	3,000	-	-	-	-	3,000
Office Expenses	34,700	-	-	-	-	34,700
Freight/Postage	6,000	-	-	-	-	6,000
Books/Periodicals/Subscriptions	400	-	-	-	-	400
Memberships/Certifications	800	-	-	-	-	800
Utilities - Electric	10,000	-	-	-	-	10,000
Fuel	2,400	-	-	-	-	2,400
AVAA pmtis	136,000	-	-	-	-	136,000
Fuel Contingency	-	-	-	-	-	-
Operations Contingency	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	3,001,100	-	300,000	-	-	3,301,100
TOTAL OPERATING COSTS	4,392,100	50,000	300,000	-	-	4,742,100
NET CHANGE IN OPERATIONS	-	-	-	-	-	-

Depreciation Expense

8302000 Public Transit Fund Financial Statements

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

FY12-13 APPROVED BUDGET	Q1 Adjustments	Q2 Adjustments	Q3 Adjustments	Q4 Adjustment	FY12-13 Adjusted Budget
	Projection	Projection	Projection	Projection	Projection
OPERATING REVENUES					
REV- OPERATIONS					
Farebox					
Farebox Contribution	1,063,500	-	-	-	1,063,500
Ad Revenue and Other Revenue	87,500	-	-	-	87,500
TOTAL - OPERATIONAL REVENUE	49,100	-	-	-	49,100
TOTAL - LOCAL TRANSPORT FUNDS (TDA)	1,200,100	-	-	-	1,200,100
TOTAL - INTERGOVERNMENTAL	4,158,500	248,600	-	-	4,407,100
Federal: FTA 5307 Operating	1,555,200	-	-	-	1,555,200
Federal: FTA 5311 Operating	253,900	-	-	-	253,900
State: State Transit Assistance (STA)	986,900	-	-	-	986,900
Regional: Regional Measure 2 (RM2) Operating	390,000	-	-	-	390,000
TOTAL - INTERGOVERNMENTAL REV	3,196,000	-	-	-	3,196,000
REV- INTEREST INCOME	19,600	-	-	-	19,600
TOTAL REVENUES	8,574,200	248,600	-	-	8,822,800

OPERATING EXPENSES

FY12-13 APPROVED BUDGET	Q1 Adjustments	Q2 Adjustments	Q3 Adjustments	Q4 Adjustment	FY12-13 Adjusted Budget
	Projection	Projection	Projection	Projection	Projection
OPERATING EXPENSES					
PERSONNEL COSTS					
Salary Expense to Jurisdictions	267,500	-	-	-	267,500
TOTAL PERSONNEL COSTS	267,500	-	-	-	267,500
OPERATING EXPENSES					
Administration Services	50,000	-	-	-	50,000
Accounting/Auditing Services	26,000	-	-	-	26,000
Information Technology Service	18,000	-	-	-	18,000
Legal Services	10,400	-	-	-	10,400
Temporary/Contract Help	-	-	-	-	-
Consulting Services	75,000	35,100	-	-	110,100
Security Services	-	-	-	-	-
Maintenance-Equipment	-	-	-	-	-
Purchase Transportation	6,190,700	-	-	-	6,190,700
Maintenance-Buildings/Improvm	3,000	-	-	-	3,000
Maintenance-Vehicles	45,000	127,500	-	-	172,500
Rents and Leases - Equipment	-	-	-	-	-
Rents and Leases - Bldg/Land	33,700	-	-	-	33,700
Insurance - Premiums	20,000	-	-	-	20,000
Communications/Telephone	200	-	-	-	200
Advertising/Marketing	51,700	-	-	-	51,700
Printing & Binding	-	-	-	-	-
Bank Charges	-	-	-	-	-
Public/ Legal Notices	-	-	-	-	-
Training Conference Expenses	-	76,000	-	-	76,000
Business Travel/Mileage	-	-	-	-	-
Office Expenses	2,000	-	-	-	2,000
Freight/Postage	8,000	-	-	-	8,000
Books/Pencils/Subscriptions	1,000	-	-	-	1,000
Memberships/Certifications	7,000	-	-	-	7,000
Utilities - Electric	25,000	-	-	-	25,000
Fuel	1,325,700	-	-	-	1,325,700
AVAA pmts	100,300	-	-	-	100,300
Fuel Contingency	91,000	10,000	-	-	101,000
Operations Contingency	8,306,700	248,600	-	-	8,555,300
TOTAL OPERATING EXPENSES	8,574,200	248,600	-	-	8,822,800

TOTAL OPERATING COSTS

8,574,200	248,600	-	-	-	8,822,800
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NET CHANGE IN OPERATIONS

-	-	-	-	-	-
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Depreciation Expense 1,148,000

8302000 Public Transit Fund Financial Statements

Quarterly and Yearly Variance Analysis

Statement of Revenue, Expenses

FY12-13 APPROVED BUDGET	Q1 Adjustments		Q2 Adjustments		Q3 Adjustments		Q4 Adjustments		FY12-13 Adjusted Budget
	Projection		Projection		Projection		Projection		
3,164,200	-	-	-	-	-	-	-	-	3,164,200
-	-	-	-	-	-	-	-	-	-
1,139,500	-	-	-	-	-	-	-	-	1,139,500
2,444,200	-	-	-	-	-	-	-	-	2,444,200
2,153,100	-	-	-	-	-	-	-	-	2,153,100
8,901,000	-	-	-	-	-	-	-	-	4,887,481
20,000	-	-	-	-	-	-	-	-	20,000
1,160,400	-	-	-	-	-	-	-	-	1,160,400
4,770,500	-	-	-	-	-	-	-	-	4,770,500
2,950,100	-	-	-	-	-	-	-	-	2,950,100
8,901,000	-	-	-	-	-	-	-	-	3,228,900
0	-	-	-	-	-	-	-	-	1,660,681

CAPITAL REVENUES

Federal: FTA 5307, Capital
 STA Capital
 State: Prop. 1B Capital
 RMZ Capital
 Local Transit Capital (TDA)
 Other Government Agencies
 TOTAL CAPITAL REVENUES

CAPITAL PURCHASES

Security
 Equipment
 Vehicles
 Buildings & Improvements
 TOTAL CAPITAL EXPENSES

NET CHANGE IN CAPITAL



February 20, 2013
NCTPA Agenda Item 9.3
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: Lawrence E. Gawell, Program Manager – Chief Procurement and Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Request for Proposal for Professional Legal Services – RFP 2012-05

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board reject all proposals received in response to RFP 2012-05, Request for Professional Legal Services.

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

On December 20, 2012, the Napa County Transportation and Planning Agency (NCTPA) issued Request for Proposals (RFP) #2012-05 for Professional Legal Services for the NCTPA. NCTPA invited firms or individuals that possessed the qualifications, experience and knowledge to submit a proposal. One proposal was received.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes.

Is it currently budgeted? Yes

Where is it budgeted? Legal

Is it Mandatory or Discretionary: Discretionary

Is the general fund affected? Yes

Future fiscal impact: Yes

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

On December 20, 2012, The Napa County Transportation and Planning Agency (NCTPA) issued Request for Proposals (RFP) #2012-05 for Professional Legal Services for the NCTPA. NCTPA invited firms or individuals that possessed the required qualifications, experience and knowledge to submit a proposal by January 18, 2013. RFP 2012-05 was advertised on two occasions in the Napa Valley Register and posted on the NCTPA website. One proposal was received in response to RFP 2012-05 from Lindborg & Mazor LLP. The cost proposal received quoted an hourly rate for all Lindborg & Mazor attorneys identified in the proposal at \$295 per billable hour with no differential in hourly rates between transactional and litigation assignments. Currently, Napa County Counsel represents the NCTPA and charges at a rate of \$141.56 per billable hour. After evaluation of the proposal, it is the recommendation of staff that the proposal received in response to RFP 2012-05 be rejected.

SUPPORTING DOCUMENTS

Attachments: None



February 20, 2013
NCTPA Agenda Item 9.4
Continued From: New

Action Requested: INFORMATION/ACTION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Lawrence E. Gawell, Program Manager-Chief Procurement and Compliance Officer
(707) 259-8636 / Email: lgawell@nctpa.net
SUBJECT: Soscol Gateway Transit Center (SGTC) Public Facilities

RECOMMENDATION

That the Napa County Transportation and Planning Agency (NCTPA) Board of Directors approve the closing of public restrooms at the Soscol Gateway Transit Center (SGTC).

COMMITTEE RECOMMENDATION

None.

EXECUTIVE SUMMARY

The Soscol Gateway Transit Center (SGTC) was constructed with a total of five (5) restroom facilities, two (2) of which are on the second level of the building and are used by staff. Of the remaining three (3) restrooms, one restroom (1) is a unisex facility that is located just outside the board room in the lobby area and the remaining two (2) restrooms are located in the breezeway area by the ticket office and are used by bus operators, ticket office staff, and transit supervisors. The two (2) breezeway restrooms have been temporarily closed to the public due to vandalism, theft, and general nuisance issues. NCTPA staff is considering closing the third restroom adjacent to the board room unless meetings are being held due to on-going theft and vandalism.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes.

Is it currently budgeted? No. Certain assumptions about the cost to operate the SGTC were made. It was not envisioned that maintaining the public restrooms would cost as much as \$30,000. This represents an increase of almost 40% of the total cost to run the SGTC which is currently budgeted at \$76,600 per year.

Where is it budgeted?

Is it Mandatory or Discretionary: Discretionary

Is the general fund affected? Yes

Future fiscal impact: Yes

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 Soscol Gateway Transit Center (SGTC) was constructed with a total of five (5) restroom facilities, two (2) of which are on the second level of the building and are used by staff. Of the remaining three (3) restrooms, one (1) is a unisex facility that is located just outside the board room in the lobby area and the remaining two (2) restrooms are located in the breezeway area by the ticket office.

Immediately upon opening December 3, 2012, the restrooms located in the breezeway were plagued with vandalism and abuse requiring closure for maintenance and repair every day. On several occasions, restrooms were required to be closed within hours after they had been repaired or serviced. Restroom supplies were stolen or destroyed on a daily basis. The restrooms were then closed to the public.

At the present time, the two (2) restrooms in the breezeway that have been closed to the public are utilized by Veolia staff and bus operators only. Veolia maintains the two restrooms that are available for the exclusive use of their operators and staff. Veolia presently has an average of 75 employees at the SGTC on any given day.

The opening of both breezeway restrooms to the public would require extended janitorial services that Veolia Transportation does not have the resources to provide. It is Veolia's opinion that a full time position would have to be created to attend to the

restrooms. A survey of other transit facilities in the area indicates that public restrooms in a transit facility require janitorial service at least three times a day, supporting Veolia's assertion.

At the request of Chair Caldwell, staff has assessed the cost and practicality of reopening one breezeway restroom as a unisex facility for the public and the other breezeway restroom as a unisex restroom for Veolia Staff and bus operators.

The cost of providing only janitorial services to the two (2) SGTC breezeway restrooms three (3) times a day is estimated to be \$1,270 per month (\$15,240 annually) plus the cost of supplies. This janitorial cost does not include the cost of repairs or skilled trades, such as plumbers and electricians. Other transit agencies have related that they have required the services of a plumber up to three times per week at their transit facility restrooms. Services of County maintenance personnel are available to the NCTPA at a cost of \$92.54 per hour. If maintenance personnel were required only three hours per week this would result in an expenditure of \$14,436 per year.

To summarize, keeping the two breezeway restrooms open to the public would require an estimated expenditure in excess of \$30,000 per annum for janitorial and maintenance expenses.

Veolia management relayed concerns from their drivers about a unisex restroom. To respond to this concern, NCTPA staff met with the SGTC engineers and contractors to cost adding two new restrooms for Veolia staff within the storage area. The estimated cost for capital improvements is \$35,000. This would not only require a significant capital expenditure, it would consume valuable space that is likely to be used for future growth of the agency.

Chair Caldwell also asked staff to convert the restrooms to a buzzer or combination locking system which would require patrons and members of the public to request entrance. As a public facility, NCTPA cannot restrict the use of the restroom to just transit patrons so all members of the public would still be allowed to use the facility. The cost to convert the doors to a combination system is \$750 per door. The cost for installing an electronic system would be roughly \$4,000.

Based on discussions with other transit center personnel, combination locks do not provide the level of monitoring as electronic systems because diligence must be employed to change the combinations, the combinations are often shared, or viewed when being used.

Both systems would demand that the ticket office staff attention be diverted from their primary role which is to respond to the in-person and phone inquiries of our customers. Also, opening the restrooms to the public will impede on system performance if drivers are delayed because facilities are not available. This issue presented problems during the brief time the restrooms were open as it was observed that the restrooms were

being used for bathing and other activities that caused extraordinary delays in restroom turnover.

SUPPORTING DOCUMENTS

Attachments: None