



625 Burnell Street • Napa, CA 94559-3420  
Tel: (707) 259-8631  
Fax: (707) 259-8638

## Technical Advisory Committee (TAC)

### AGENDA

Thursday, November 7, 2013  
2:00 p.m.

625 Burnell Street  
Napa CA 94559

#### General Information

*All materials relating to an agenda item for an open session of a regular meeting of the Technical Advisory Committee (TAC) which are provided to a majority or all of the members of the TAC by TAC members, staff or the public within 72 hours of but prior to the meeting will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the TAC, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to a majority or all of the members of the TAC at the meeting will be available for public inspection at the public meeting if prepared by the members of the TAC 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 TAC on any item at the time the TAC 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 TAC Secretary. Also, members of the public are invited to address the TAC 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 the Administrative Assistant, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.*

*This Agenda may also be viewed online by visiting the NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas – TAC or go to <http://www.nctpa.net/technical-advisory-committee-tac>.*

#### ITEMS

1. Call to Order
2. Introductions
3. Approval of Meeting Minutes
4. Public Comments
5. TAC Member and Staff Comments
6. Standing
  - Congestion Management Agency (CMA) Report
    - Project Monitoring Funding Programs\*\*

- SR29 Improvement Plan Study Update
- Transit Report (*VINE Ridership – see Attachment 1*)
- Vine Trail Report
- Caltrans Report (*Attachment 2*)

<u>REGULAR AGENDA ITEMS</u>	<u>RECOMMENDATION</u>	<u>TIME*</u>
7. 2014 State and Federal Legislative Program and Project Priorities (Kate Miller) ( <i>Pages 7-10</i> )  TAC will review and comment on the 2014 State and Federal Legislative Advocacy programs and refer it to the NCTPA Board for approval	APPROVE	2:20 PM
8. Amendment to Final One Bay Area Grant (OBAG) Project List for Napa County (Danielle Schmitz) ( <i>Pages 11-15</i> )  TAC will review and recommend the amended OBAG project list under Resolution 13-06 for approval to the NCTPA Board.	APPROVE	2:35 PM
9. Measure T Program Update and Independent Tax Oversight Committee (ITOC) Materials (Danielle Schmitz) ( <i>Pages 16-32</i> )  NCTPA staff will provide TAC with a Measure T update and review ITOC oversight reporting materials created for implementation.	INFORMATION	2:50 PM
10. NCTPA Board of Directors Agenda for November 20, 2013 (Draft) (Kate Miller) ( <i>Pages 33-36</i> )  Preview draft version of the NCTPA Board of Directors Agenda for November 20, 2013	INFORMATION	3:05 PM
11. Topics for Next Meeting <ul style="list-style-type: none"> <li>○ Discussion of topics for next meeting by TAC members</li> </ul>	DISCUSSION	3:15 PM
12. Approval of Next Regular Meeting Date of December 5, 2013 and Adjournment	APPROVE	3:25 PM

\* Times shown are approximate only.

# VINE Transit Services Ridership Report: September 2013

<b>Summary</b>			
System ridership was up in September over the same period last year. Repeated incidences of standing room only are occurring on the Route 11. The St. Helena Shuttle service was redesigned and launched in August and its ridership growth is notable. On-time performance along the 29 corridor is being impacted by "crush" related traffic.			

<b>System Wide</b>			
	<b>Sep-12</b>	<b>Sep-13</b>	
Passenger Trips	52,070	63,598	22.1%

<b>VINE Routes 1-8, 10, 11</b>			
	<b>Sep-12</b>	<b>Sep-13</b>	
Passenger Trips	41,771	51,228	22.6%

<b>VINE Commuter and Regional Routes</b>			
	<b>Sep-12</b>	<b>Sep-13</b>	
Route 21: Solano	0	861	
Route 25: Sonoma	315	592	87.9%
Route 29: Ferry/BART	2,259	2,860	26.6%

<b>VINE Community Transit Services</b>			
	<b>Sep-12</b>	<b>Sep-13</b>	
Am Canyon Transit	3,136	2,755	-12.1%
Calistoga Shuttle	1,536	2,080	35.4%
St. Helena Shuttle	955	1,403	46.9%
Yountville Trolley	2,098	1,819	-13.3%

## On Time Performance (OTP)

<b>Route</b>	<b>OTP</b>
1	96.89%
2	90.08%
3	92.17%
4	97.18%
5	88.29%
6	91.44%
7	85.64%
8	87.36%
10N	64.75%
10S	73.68%
11N	74.72%
11S	67.51%
21E	92.10%
21W	87.25%
25E	87.86%
25W	83.23%
29N	68.61%
29S	75.94%

Draft  
NCTPA - Caltrans Report

October 2013

**PROJECT INITIATION DOCUMENT**

**EA 3G140**

**ADA Curb Ramps NAPA 29 and 128; In County of Napa**

Scope: Upgrade and Construct curb ramps at various locations.

**EA4G210**

**Widen Roadway at Huichica Creek NAPA 121-PM 0.75; In County of Napa**

Scope: Remove existing triple box culvert and replace with a new bridge

**EA4G920**

**Tulucay Creek Bridge NAPA 121-PM 6.1/6.2; In City of Napa**

Scope: Bridge Repair

**EA4G840**

**Capell Creek NAPA 128-PM 20.2; In County of Napa**

Scope: Bridge Repair/Replacement

**EA4G490**

**Concrete Barrier at Solano Ave SB Onramp NAPA 29-PM 11.9; In City of Napa**

Scope: Install Concrete Barrier (Type 60)

**EA4G540**

**Signals at First Street Off Ramp NAPA 29-PM 11.4; In City of Napa**

Scope: Install new traffic signals

**EA 4H200**

**Pavement Reservation from 0.4 mile north of Trancas St to Mee Ln, NAPA 29-PM 13.5/25.5; In County of Napa**

Scope: Resurface the existing pavement

**ENVIRONMENTAL**

**EA 28120**

**Soscol Junction NAPA 221 PM 0.0/0.7 NAPA 29-PM 5.0/7.1; In Napa County**

Scope: Construct Flyover Structure at SR 221/29/12

Cost Estimate: \$35M Construction Capital

Schedule DED 2/2014 PAED 7/2014

**EA 1G430**

**Conn Creek Bridge Scour Mitigation NAPA 128-PM R7.4; In Napa County**

Scope: Replace bridge at Conn Creek

Cost Estimate: \$5M Construction Capital

Schedule: PAED 7/2015 PSE 12/2016 RWC 4/2017 RTL 4/2017 CCA 11/2019

**EA 3G640**

**Napa River Bridge Scour Mitigation NAPA 29-PM37.0; In City of Calistoga**

Scope: Reconstruct bridge at Napa River Bridge

Cost Estimate: \$10M Construction Capital

Schedule: PAED 6/2014 PSE 11/2015 RWC 3/2016 RTL 3/2016 CCA 12/2017

PID (Project Initiation Document)	PSR (Project Study Report)	DED (Draft Environmental Document)
PAED (Project Approval/ Environmental Document)		PSE (Plans, Specifications, and Estimate)
RWC (Right of Way Certification)	RTL (Ready to List)	CCA (Construction Contract Acceptance)
ADV (Advertise Contract)	BO (Bid Open)	AWD (Award Contract)

**EA 2G940**

**W. of Knoxville Road Storm Damage NAPA 128-PM17.9 Near Rutherford**

Scope: Construct Roadway Retaining System

Cost Estimate: \$1M Construction Capital

Schedule: PAED 5/2014 PSE 8/2015 RWC 11/2015 RTL 11/2015 CCA 11/2020

**DESIGN**

**EA 25941**

**Channelization NAPA 29-PM 25.5/28.4; In and Near City of St. Helena**

Scope: Left-turn channelization and pavement rehabilitation from Mee Lane to Charter Oak Avenue

Cost Estimate: \$24M Construction Capital

Schedule: PAED 6/29/07 PSE 2/2014 RWC 5/2014 RTL 5/2014 CCA 8/2017

**EA 4A090**

**Troutdale Creek Bridge NAPA 29-PM 47.0/47.2; In Napa County**

Scope: Bridge replacement at Troutdale Creek

Cost Estimate: \$17M Construction Capital

Schedule: PAED 6/28/13 PSE 3/2014 RWC 6/2014 RTL 6/2014 CCA 12/2016

**EA 2A320**

**Sarco Creek Bridge NAPA 121-PM 9.3/9.5; In Napa County Near City of Napa**

Scope: Bridge replacement at Sarco Creek

Cost Estimate: \$8M Construction Capital

Schedule: PAED 6/28/12 PSE 12/2015 RWC 4/2016 RTL 4/2016 CCA 12/2020

**EA 2G950**

**East of Wragg Canyon Road Storm Damage NAPA 128-PM29.7 Near Rutherford**

Scope: Construct Roadway Retaining System

Cost Estimate: \$1.6M Construction Capital

Schedule: PAED 12/06/2012 PSE 10/2014 RWC 2/2015 RTL 2/2015 CCA 4/2019

**EA 3E220**

**Pavement Digouts NAPA-29-PM 13.5/19.8; In City of Napa and Town of Yountville**

Scope: AC digouts from 0.5 Mile North of Trancas Street to Madison Street

Cost Estimate: \$1.1M Construction Capital

Schedule: PAED 7/2012 PSE 9/2012 RWC 8/2012 RTL 11/2013 CCA 12/2014

**EA 3E270**

**Pavement Overlay NAPA 29-PM29.3/36.9 RHMA Overlay; In Napa County**

Scope: Pavement Resurfacing with Rubberized Asphalt from north of York Creek to Myrtle Street

Cost Estimate: \$2M Construction Capital

Schedule: PSE 8/2012 RTL 1/2014 CCA 12/2014

**EA 3E370**

**Pavement Digouts NAPA 29-PM 0.0/5.1; In and Near City of American Canyon**

Scope: AC Digouts from Solano County Line to north of SR12 Junction (Jameson Canyon/Airport)

Cost Estimate: \$700K Construction Capital

Schedule: PAED 7/2012 PSE 8/2012 RWC 9/2012 RTL 10/2012 CCA 12/2014

PID (Project Initiation Document)	PSR (Project Study Report)	DED (Draft Environmental Document)
PAED (Project Approval/ Environmental Document)		PSE (Plans, Specifications, and Estimate)
RWC (Right of Way Certification)	RTL (Ready to List)	CCA (Construction Contract Acceptance)
ADV (Advertise Contract)	BO (Bid Open)	AWD (Award Contract)

**EA 3E400**

**Pavement Seal Coat NAPA 128-PM19.0/34.2 Asphalt Rubber Seal Coat: In Napa County**

Scope: Place asphalt rubber seal coat from Knoxville Road to the County Line

Cost Estimate: \$2.7M Construction Capital

Schedule: PAED 07/2012                      PSE 8/2012      RWC 9/2012      RTL 09/2013                      CCA 12/2014

**CONSTRUCTION**

**EA 4442A**

**Duhig Landscape NAPA 12/121-PM 0.3/2.0 in Napa County**

Scope: Highway Planting from 0.3 mile North of Sonoma County line to Duhig Road

Cost Estimate: \$920K Construction Capital

Schedule: PAED 8/26/05                      RTL 11/10/10      AWD 9/23/11(Parker Landscape Inc.)                      CCA 6/2015

**EA 26413**

**Jameson Canyon NAPA 12-PM 0.2/3.3: In Napa County**

Scope: Jameson Canyon: Widen 2 lane to 4 lanes, construct a concrete median from SR 29 to the County Line.

Cost Estimate: \$29.2M

Schedule: PAED 1/31/08                      RTL 11/19/10      AWD 1/26/12 (Ghillotti Bros.)                      CCA 12/2015

**EA 26414**

**Jameson Canyon SOLANO 12-PM 0.0/2.6: In Solano County**

Scope: Jameson Canyon: Widen 2 lane to 4 lanes, construct a concrete median from the County Line to Red Top.

Cost Estimate: \$52M

Schedule: PAED 1/31/08                      RTL 12/1/10      AWD 1/11/12 (Ghillotti Const.)                      CCA 12/2015

**EA 4S020**

**Storm Damage NAPA 29-PM 41.0: In Napa County**

Scope: Reconstruct slope and replace culvert, 1.6 miles north of Tubbs Lane,

Cost Estimate: \$2.4M Construction Capital

Schedule: PAED 8/2/10                      RTL 6/21/12      AWD 12/27/12 (Gordon Ball)                      CCA 11/2018

**EA 4S030**

**Storm Damage NAPA 128-PM 10.3: In Napa County near Lake Hennessy**

Scope: Construct sheet pile wall at 2.8 miles east of Silverado Trail

Cost Estimate: \$1.3M Construction Capital

Schedule: PAED 8/2/10                      RTL 5/1/12      AWD 2/6/2013 (Gordon Ball)                      CCA 10/2017

**EA 2A110**

**Capell Creek Bridge NAPA 121-PM 20.2/20.4: In Napa County**

Scope: Bridge replacement at Capell Creek

Cost Estimate: \$3.4M Construction Capital

Schedule: PAED 6/22/11                      RTL 3/14/13      BO 7/24/13 (Current low bidder Gordon Ball)                      CCA 8/2015

**ACTION ITEMS**

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PID (Project Initiation Document)	PSR (Project Study Report)	DED (Draft Environmental Document)
PAED (Project Approval/ Environmental Document)		PSE (Plans, Specifications, and Estimate)
RWC (Right of Way Certification)	RTL (Ready to List)	CCA (Construction Contract Acceptance)
ADV (Advertise Contract)	BO (Bid Open)	AWD (Award Contract)



November 7, 2013  
TAC Agenda Item 7  
Continued From: NEW  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Kate Miller, Executive Director  
(707) 259-8634 / Email: [kmiller@nctpa.net](mailto:kmiller@nctpa.net)  
**SUBJECT:** 2014 Federal and State Legislative Program and Project Priorities

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### **RECOMMENDATION**

That the TAC review and comment on the 2014 State and Federal Legislative Advocacy programs and refer it to the NCTPA Board for approval.

### **EXECUTIVE SUMMARY**

Attachment 1 contains the proposed 2014 Federal and State Legislative Agenda and Project Priorities. The Agenda and Priorities is a strategy to help focus agency efforts to meet agency key goals and objectives.

### **FINANCIAL IMPACT**

Is there a fiscal impact? No.

### **BACKGROUND AND DISCUSSION**

The NCTPA Board's adoption of the 2014 Federal and State Legislative Agenda and Project Priorities is part of a larger initiative to better focus agency resources and efforts in order to attain critical planning objectives, including rehabilitating and enhancing Countywide highways, streets, and roads, reducing harmful auto emissions, building adequate pedestrian and bicycle facilities, responding to State, Federal, and regional mandates, and ensuring revenues are available to meet these demands. The Legislative Agenda is intended to help guide the Board's direction to staff on legislative advocacy and regulatory issues affecting the agency and transportation and land use issues facing all the jurisdictions in Napa County.

The proposed Legislative Agenda focuses largely on funding, streamlining project delivery, reducing congestion and improving the environment. The projects listed are key priorities currently in various stages of planning that are not fully funded and have been deemed significant by the public and/or NCTPA's transportation partners.

**SUPPORTING DOCUMENTS**

Attachment: (1) 2014 Federal and State Legislative Advocacy Programs and Project Priorities

## 2014 Federal and State Legislative Advocacy Program and Project Priorities

### Federal Legislative Advocacy Program

- Revenues
  - Work closely with legislators, Caltrans, regional agencies, and transportation partners on a new Transportation Authorization that sufficiently increases transportation revenues builds on framework established by Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21).
  - Support efforts that would restore revenues to the Highway Trust Fund and Mass Transit Account
  - Support efforts that protect transportation programs subject to sequestration
  - Increase appropriations levels for Small Starts projects

### State Legislative Advocacy Program

- Revenues
  - Work closely with state legislators and agencies to maximize AB 32 Cap and Trade revenues for transportation projects and initiatives and apportion funds directly to regions.
  - Support efforts to lower the 2/3rds voting threshold for local transportation sales tax measures
  - Support efforts that identify longer term and permanent solutions to address transportation infrastructure funding shortfalls
  - Protect transportation funds from strategies that allow diversion of these revenues for general fund purposes
  - Maximize the sub-allocation of MAP-21 federal transportation funds to metropolitan areas
  - Support efforts to identify revenues and mechanisms to implement redevelopment projects and support priority development areas
  - Support efforts that maximize urbanized area eligibility and program flexibility in the Active Transportation Program
  - Support efforts that would allow local jurisdictions to prioritize the proceeds of state transportation parcel sells in Napa County.
- Project Delivery
  - Support efforts to streamline project delivery requirements and reduce costs for delivering projects.
  - Support efforts that streamline California Environmental Quality Act processes.
- Environment

- Support regulatory and legislative efforts to encourage van pools, transit use, and alternative commute options
- Support regulatory efforts that encourage green business practices
- Support programs that assist employers in meeting the SB 1339 requirements.
- Congestion Relief
  - Support efforts to establish and maintain HOV lanes on State Highways
  - Support Caltrans efforts to expand traveler information and other solutions that reduce congestion and increase throughput
- Regulatory Reform
  - Support legislation to exempt public transit vehicles from state and local truck route ordinances.

### **Project Priorities**

- Improvements to State Route 29 prioritized in the State Route 29 Gateway Corridor Plan, including improvements to key intersections such as Soscal Avenues and Airport Blvd.
- Projects located in the County's two Priority Development Areas
- Transit Maintenance Facility
- Fueling Facility
- Transit System Communications Upgrades
- Vine Trail
- Pedestrian and Bicycle Infrastructure, Wayfinding, and Safety
- Bus rapid corridor improvements on major corridors.
- Upgrades to Soscal Gateway Transit Center



November 7, 2013  
TAC Agenda Item 8  
Continued From: February 2013  
**Action Requested: APPROVE**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Senior Planner  
(707) 259-5968 / Email: [dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)  
**SUBJECT:** Amendment to Final One Bay Area Grant Program (OBAG) Project List for Napa County

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### **RECOMMENDATION**

That the TAC review and recommend the amended OBAG project list under Amended Resolution 13-06 to the NCTPA Board for approval.

### **EXECUTIVE SUMMARY**

The OBAG Program allocates approximately \$4M for projects in Napa County for the 4-year cycle FY 2012-13 through FY 2015-16. OBAG funds are contingent on a number of requirements. The OBAG program of projects was approved by the NCTPA Board on March 20, 2013. The OBAG program includes the City of American Canyon's Eucalyptus Drive Extension but City of American staff has voiced concerns that the project may not meet the OBAG program requirements.

In response to this concern, NCTPA staff is proposing to reprogram the \$1.154 million programmed to the Eucalyptus Drive Complete Streets project to the City of Napa's California Roundabout project. In exchange, the City of American Canyon will receive \$1.154 million in STIP funds which was approved by the NCTPA Board in October. American Canyon and Napa staff support this proposed change.

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes, \$1,154,000 in OBAG funds

Is it Mandatory or Discretionary? Discretionary

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Future Fiscal Impact: No

Consequences if not approved: American Canyon may lose funding for the project and the OBAG funds would be lost to Napa County and revert back to the region.

### **BACKGROUND AND DISCUSSION**

The OBAG Program allocates approximately \$4M to Napa County jurisdictions for the 4-year cycle FY 2012-13 through FY 2015-16. The OBAG Program requires the Napa County Transportation and Planning Agency (NCTPA) program at least 50% of the countywide OBAG funds in Priority Development Areas (PDA) or to projects that provide "proximate access" to PDAs. Eligible project sponsors must meet a number of requirements. NCTPA is responsible for ensuring compliance of these requirements.

On March 20<sup>th</sup> the NCTPA Board approved the final list of projects summarized in Table 1 below. Due to concerns that the City of American Canyon will not be able to obligate the funds programmed to Eucalyptus Drive Complete Streets Improvements by February 1, 2015, staff is recommending the \$1.154 million be reprogrammed to the City of Napa's California Roundabout project which is on schedule to meet the necessary OBAG requirements. In exchange, the American Canyon Eucalyptus Drive Complete Streets Improvement will receive \$1.154 million in 2014 STIP funds originally considered for the California Roundabout project. The revised program of OBAG projects is summarized in Table 2 below.

**Table 1: Current OBAG Program**

Agency	Project	Year requested	Funding		
			Funding Request STP/CMAQ/TA	Other Funds	Project Total
City of Napa	California Roundabouts	13/14-15/16	\$1,740,000	\$2,778,739	\$4,518,739
City of Napa	Napa North/South Bike Connection	13/14	\$300,000	\$584,000	\$884,000
American Canyon	Eucalyptus Drive Complete Streets Improvements	13/14-15/16	\$1,154,000	\$3,369,072	\$4,523,072
County of Napa	Silverado Trail Phase "H" Overlay	14/15	\$794,000	\$890,189	\$1,684,189
<b>TOTAL</b>			<b>\$3,988,000</b>		<b>\$11,610,00</b>

**Table 2; Revised OBAG Project List**

Agency	Project	Year requested	Funding		
			Funding Request STP/CMAQ/TA	Other Funds	Project Total
City of Napa	California Roundabouts	13/14-15/16	\$2,894,000	\$2,778,739	\$4,519,000
City of Napa	Napa North/South Bike Connection	13/14	\$300,000	\$584,000	\$884,000
County of Napa	Silverado Trail Phase "H" Overlay	14/15	\$794,000	\$890,189	\$1,684,000
<b>TOTAL</b>			<b>\$3,988,000</b>		<b>\$7,087,000</b>

**SUPPORTING DOCUMENTS**

Attachments: (1) Amended Resolution No. 13-06

AMENDED RESOLUTION No. 13-06

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION PLANNING AGENCY (NCTPA)  
ADOPTING THE ONE BAY AREA GRANT (OBAG) PROGRAM UNDER “MOVING  
AHEAD FOR PROGRESS IN THE 21<sup>ST</sup> CENTURY (MAP-21)”  
SURFACE TRANSPORTATION ROAD MAINTENANCE FUNDING PROGRAM  
FOR THE NAPA COMMUNITIES**

**WHEREAS**, Moving Ahead for Progress in the 21<sup>st</sup> Century P.L. 112-141, signed into law by President Obama on July 6, 2012 continues the Surface Transportation Program (23 U.S.C. § 133), the Congestion Mitigation and Air Quality Improvement Program (CMAQ) (23 U.S.C. § 149), and the Transportation Alternatives Program (TA) (23 U.S.C. § 213); and

**WHEREAS**, pursuant to MAP-21, and the regulations promulgated thereunder, eligible project sponsors wishing to receive Surface Transportation Program (STP), Congestion Mitigation and Air Quality (CMAQ) Improvement Program, and Transportation Alternative Program (TA) grants for a project shall submit an application first with the appropriate metropolitan transportation planning organization (MPO), for review and inclusion in the MPO's Transportation Improvement Program (TIP); and

**WHEREAS**, the Metropolitan Transportation Commission (MTC) is the MPO for the San Francisco Bay region; and

**WHEREAS**, MTC has requested projects for the One Bay Area Grant Program to be funded with MAP-21 monies and required NCTPA to recommend programming to MTC for consideration; and

**WHEREAS**, the City of Napa, and the County of Napa wish to submit an application to MTC for funds from the One Bay Area Grant Program for the following projects:

Agency	Project	Year requested	Funding		
			Funding Request STP/CMAQ/TA	Other Funds	Project Total
City of Napa	California Roundabouts	13/14-15/16	\$2,894,000	\$2,778,739	\$4,519,000
City of Napa	Napa North/South Bike Connection	13/14	\$300,000	\$584,000	\$884,000
County of Napa	Silverado Trail Phase "H" Overlay	14/15	\$794,000	\$890,189	\$1,684,000
<b>TOTAL</b>			<b>\$3,988,000</b>		<b>\$7,087,000</b>

**WHEREAS**, the City of Napa, and the County of Napa are ready and able to meet all of the federal, state and regional requirements for accessing and using these funds.

**NOW, THEREFORE, BE IT RESOLVED** by the Napa County Transportation Planning Agency that the City of Napa, and the County of Napa are authorized to execute and file an application for funding under the One Bay Area Grant Program of MAP-21 in the amounts and for the projects shown above; and

**BE IT FURTHER RESOLVED** that a copy of this resolution will be transmitted to the MTC; and

**BE IT FURTHER RESOLVED** that the MTC is requested to support the application for the project described in the resolution and to program the project, if approved, in MTC's TIP.

Passed and Adopted the 20<sup>th</sup> day of November, 2013.

\_\_\_\_\_  
Keith Caldwell, NCTPA Chair

Ayes

Nays:

Absent:

ATTEST:

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

APPROVED:

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



November 7, 2013  
TAC Agenda Item 9  
Continued From: September 2013  
**Action Requested: INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

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**TO:** Technical Advisory Committee (TAC)  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Senior Planner  
(707) 259-5968 / Email: [dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)  
**SUBJECT:** Measure T Program Update and Review of Independent Tax Oversight Committee (ITOC) Materials

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### **RECOMMENDATION**

That the TAC review the Measure T ITOC materials.

### **EXECUTIVE SUMMARY**

On November 6, 2012, the voters in Napa County approved Measure T, the Napa Countywide Road Maintenance Act. Measure T is a ½% sales tax expected to generate roughly \$300 million over a 25 year period beginning July 1, 2018, when the Measure A Flood Tax expires, and is to be used for the rehabilitation of local streets and roads.

On May 2, 2013, NCTPA staff presented a proposed call for projects to TAC for consideration. It was determined that a refined process be developed prior to requesting the Napa Valley Transportation Authority (NVTA) board and Independent Taxpayers' Oversight Committee's (ITOC's) approval to issue a call for projects. It was also staff's recommendation that a sub-committee of the TAC be formed to develop proposed processes.

On June 6, 2013, TAC approved the formation of the Measure T subcommittee made up of the City of Napa, Town of Yountville, County of Napa, and NCTPA staff. The Measure T subcommittee met on June 21, 2013 to discuss the Measure T application process. On July 23, 2013, the subcommittee met with the utility companies Comcast and AT&T to discuss how local jurisdictions and the utility providers can better communicate to allow for improved project planning and delivery. The committee also met with PG&E on August 23, 2013. NCTPA staff also met with Richard Thomasser from Measure A to review invoicing processes and procedures.

NCTPA staff has scheduled a meeting on November 4, 2013 with jurisdiction's finance department to review invoicing processes and procedures.

NCTPA staff has also tasked NCTPA general counsel to develop a Master Agreement that each jurisdiction will enter into which will summarize the requirements of the Measure T Ordinance and solidify additional processes being developed by the subcommittee, jurisdictions' financing staff, and NCTPA. The draft Master Agreement will be presented for consideration to the TAC at its next meeting.

### **FISCAL IMPACT**

Is there a Fiscal Impact? None.

### **BACKGROUND AND DISCUSSION**

The Measure T Expenditure Plan (Expenditure Plan) tasks NCTPA to develop an inventory of projects and to ensure adherence with certain compliance elements in the plan. Even though the revenues are not anticipated to flow until 2018, there are a number of requirements that have prompted staff to recommend moving forward with gathering data. Staff has created the attached draft project funding application for TAC's review.

The subcommittee has tentatively agreed on the following conditions:

The ITOC is required by Measure T to review the minimum maintenance of effort, and the 5-year expenditure plan for each jurisdiction. The ITOC will also consider an approach for validating the countywide goal of spending at least 6.67% of the amount of yearly Measure T allocations on Class I multipurpose paths. It is NCTPA staff recommendations that the Class 1 6.67% expenditure requirement be agreed upon between the jurisdictions in advance for the 5-year period and that it be included as part of the responsible jurisdictions' expenditure plan.

To establish levels for the maintenance of effort local, streets, and road expenditure requirement, each jurisdiction will submit its FY 2007-08, FY 2008-09, and FY 2009-10 State Controller's report by December 1, 2013 to validate expenditures. Measure T 5-year expenditure plans are required to be submitted by January 1, 2018; roughly 6 months prior to Measure T revenue generations. Once revenues are allocated, each jurisdiction will submit its annual State Controller's report and single audit report at the end of the calendar year.

NCTPA has acquired the Street Saver Software to assist in the Measure T planning and reporting process.

The responsibilities outlined in the Measure T ordinance are outlined.

**Jurisdictions' Responsibilities:**

- Provide the ITOC with the annual State Controller's report and audit to meet the maintenance of effort requirement.
- Biennially, submit to NCTPA a 5 year expenditure plan
- Once a year (or more frequently if needed), submit any updates to the 5-year plan.
- Provide NCTPA with their expenditures in meeting the Class I multipurpose path goal. Since this is not a part of the State Controller's report, a separate audit validation will be required.
- Provide proof of project expenditures (e.g. invoice, etc. to be determined working with Finance staff as noted below).

**NCTPA's Responsibilities:**

- Recommend approval of jurisdictions' draft expenditure plan to ITOC and the NVTA Board for their approval
- Allocate Measure T revenues.
- Seek approval from the NVTA Board and ITOC on expenditure plans and allocations.
- Validate maintenance of effort and Class I Multipurpose Path requirements and provide quarterly Measure T reports to the NVTA Board and ITOC.
- Coordinate meetings with the utility providers.
- Publish a biennial Measure T report.

On July 23 and August 23, 2013 the Measure T subcommittee met with the utilities to discuss improved project coordination and what is anticipated Measure T revenues being to flow. Once work begins, the City of Napa staff have agreed to piggyback onto their existing utility coordination meeting a quarterly (or more frequently if necessary) Measure T coordination meeting. NCTPA staff will provide the utilities with a 6-12 month inventory of work to be completed.

**SUPPORTING DOCUMENTS**

- Attachments: (1) Draft Measure T Invoice Procedures  
(2) Draft Annual Expenditure Report  
(3) Draft Quarterly Expenditure Project List  
(4) Draft Progress Report Form  
(5) Draft ITOC Agenda  
(6) ITOC Roles and Responsibilities  
(7) ITOC Bylaws

**Measure T Invoice Procedures**

Project	Percentage Distribution	Transaction and Use Tax
American Canyon	7.7%	\$21.945
Calistoga	2.7%	\$7.695
City of Napa	40.35%	\$114.997
Napa County	39.65%	\$113.003
St. Helena	5.9%	\$16.815
Yountville	2.7%	\$7.695
Total	99%	282.15

**Jurisdictions' Responsibilities:**

- Provide the ITOC with the annual State Controller's report and audit to meet the maintenance of effort requirement
- Biennially, submit to NCTPA a 5-year expenditure plan
- Once a year (or more frequently if needed), submit any updates to the 5-year plan
- Provide NCTPA with their expenditures in meeting the Class I multipurpose path goal. Since this is not a part of the State Controller's report, a separate audit validation will be required
- Provide proof of project expenditures

**Payment Procedures:**

- NCTPA will provide Measure T revenue projections on a quarterly basis
- Jurisdictions will provide Quarterly Project Expenditure List (attached) based on NCTPA's revenue projections and supporting documentation as necessary.
- NCTPA will allocate Measure T revenues based on expenditure plans
- A Jurisdiction can loan their share of Measure T allocation to another jurisdiction which will be tracked by NCTPA staff.
- Jurisdictions will need to submit quarterly Progress Report Forms (attached) to NCTPA on their Measure T expenditures
- If progress report is not submitted future allocations may be withheld until proof of expenditures are received.

**Measure T Napa Countwide Road Maintenance Act**

Application for Funding

Jurisdiction Name:	<input type="text"/>		
Primary Contract #1	<input type="text"/>	Email: <input type="text"/>	Phone: <input type="text"/>
Secondary Contract #2	<input type="text"/>	Email: <input type="text"/>	Phone: <input type="text"/>
Staff Member Completing LS&R State Controller	<input type="text"/>	Email: <input type="text"/>	Phone: <input type="text"/>

**Maintenance of Effort (MOE)**

Please provide the following information to establish MOE amounts and to validate information:

1. Attach copies of Local Streets and Roads State Controller Reports for three years - FY 2007-08, FY 2008-09, FY 2009-10
2. Attach independent auditors validation for *each* Local Streets and Roads State Controller Report
3. Enter MOE Amounts Claiming:      FY 2007-08  FY 2008-09  FY 2009-10

**Please note:** Eligible expenses include local streets and roads maintenance and supporting infrastructure within the public right of way for pavement, sealing, overlays, reconstruction, associated infrastructure, as required, excluding any local revenues expended for the pupose of storm damage repair as verified by an independent auditor. One time allocations that have been expended for local streets and road maintenance, but which may not be available on an ongoing basis shall not be considered when calculating an Agency's annual maintenance of effort.



FY	Total Estimated Measure T Revenues	Proposed Amount for Administration (1%)	Total Estimated Measure T Revenues Available for LS&R Improvements	American Canyon Measure T (7.7%)	American Canyon Class 1 Bike Lane Expenditure Obligation	Calistoga (2.7%)	Calistoga Class 1 Bike Lane Expenditure Obligation	City of Napa (40.35%)	City of Napa Class 1 Bike Lane Expenditure Obligation	County of Napa (39.65%)	County of Napa Class 1 Bike Lane Expenditure Obligation	City of St. Helena (5.9%)	City of St. Helena Class 1 Bike Lane Expenditure Obligation	Town of Yountville (2.7%)	Town of Yountville Class 1 Bike Lane Expenditure Obligation
FY 2017-18	12,964,066	129,641	12,834,426	998,233	66,582	350,030	23,347	5,231,001	348,908	5,140,252	342,855	764,880	51,017	350,030	23,347
FY 2018-19	13,223,348	132,233	13,091,114	1,018,198	67,914	357,030	23,814	5,335,621	355,886	5,243,057	349,712	780,178	52,038	357,030	23,814
FY 2019-20	13,487,815	134,878	13,352,937	1,038,562	69,272	364,171	24,290	5,442,333	363,004	5,347,919	356,706	795,781	53,079	364,171	24,290
FY 2020-21	13,757,571	137,576	13,619,995	1,059,333	70,658	371,454	24,776	5,551,180	370,264	5,454,877	363,840	811,697	54,140	371,454	24,776
FY 2021-22	14,032,722	140,327	13,892,395	1,080,520	72,071	378,884	25,272	5,662,204	377,669	5,563,974	371,117	827,931	55,223	378,884	25,272
FY 2022-23	14,313,377	143,134	14,170,243	1,102,130	73,512	386,461	25,777	5,775,448	385,222	5,675,254	378,539	844,489	56,327	386,461	25,777
FY 2023-24	14,599,644	145,996	14,453,648	1,124,173	74,982	394,190	26,292	5,890,957	392,927	5,788,759	386,110	861,379	57,454	394,190	26,292
FY 2024-25	14,891,637	148,916	14,742,721	1,146,656	76,482	402,074	26,818	6,008,776	400,785	5,904,534	393,832	878,607	58,603	402,074	26,818
FY 2025-26	15,189,470	151,895	15,037,575	1,169,589	78,012	410,116	27,355	6,128,951	408,801	6,022,625	401,709	896,179	59,775	410,116	27,355
FY 2026-27	15,493,259	154,933	15,338,327	1,192,981	79,572	418,318	27,902	6,251,530	416,977	6,143,077	409,743	914,102	60,971	418,318	27,902

Measure T: Quarterly Expenditure List

Jurisdiction:

Qtr:

Project Name	Program	Measure T Request	Other Funds	Total Project Cost	Start Date	Location
	surface treatment					
	surface treatment					
	surface treatment					
	surface treatment					
	surface treatment					
	surface treatment					
	surface treatment					
	surface treatment					
	surface treatment					
<b>TOTALS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

Measure T: Progress Report Form

Jurisdiction:

Qtr:

Measure T Project No.	Project Name	Program	Measure T Funds	Other Funds	Total Project Cost	Project Start Date	Location	Project Status	Estimated Completion Date	Backup Documentation Attached Y/N
		surface treatment								
		surface treatment								
		surface treatment								
		surface treatment								
		surface treatment								
		surface treatment								
		surface treatment								
		surface treatment								
		surface treatment								
		surface treatment								
<b>TOTALS</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>					



**ATTACHMENT 5  
TAC Agenda Item 9  
November 7, 2013**

625 Burnell Street, Napa, CA 94559-3420  
Tel: (707) 259-8631  
Fax: (707) 259-8638

**AGENDA  
ITOC Committee  
January 2014 |**

NCTPA Conference Room  
625 Burnell Street | Napa, CA 94559

**Meeting Objectives:**

- Overview of Ordinance
- Roles & Responsibilities of ITOC
- Application Process and Procedures

- 
1. Welcome & Introductions
  2. Overview of Measure T Ordinance
  3. Overview of NVTA, ITOC, and TAC Roles and Responsibilities of ITOC
  4. Approval of ITOC Bylaws
  5. Approval of Master Agreement
  6. Approval of Measure T Application Process and Maintenance of Effort Validation
  7. Approval of Invoicing and Audit Procedures
  8. Adjourn

ITOC Roles and Responsibilities

- Ensure all sales tax revenue are used in accordance with the voter-approved Expenditure Plan and Ordinance
- Provide positive and constructive advice on how to improve implementation of the ordinance
- Oversee the Independent Financial Audit of the Authority and Agencies with active involvement by the Executive Director
- Hold an annual public noticed meeting to consider the findings and recommendations of the audit
- Publish a biennial report to the community

**BYLAWS OF THE**  
**NVTA INDEPENDENT TAXPAYER OVERSIGHT COMMITTEE**

**I. THE INDEPENDENT TAXPAYER OVERSIGHT COMMITTEE**

- A. NAME.** The official name of the Independent Taxpayer Oversight Committee shall be the Napa Valley Transportation Authority Independent Taxpayer Oversight Committee, hereinafter referred to as “Committee” or “ITOC”.
- B. COMPENSATION.** Committee members will receive a stipend of \$250 per meeting attended, which stipend shall increase by \$50 per meeting every five years.
- C. PURPOSE.**
1. Review the fiscal and program performance of the retail transactions and use tax transportation program through a biennial performance audit to ensure that all transportation retail transactions and use tax revenues are spent by the Authority in accordance with all provisions of Measure T.
  2. Provide positive, constructive advice to the Authority on how to improve implementation over the life of Measure T, including consideration by the Committee of the biennial project lists submitted by the Agencies pursuant to the terms of Measure T.

**II. TERMS OF OFFICE**

At the initial meeting, by drawing lots, one half of the members shall serve for two years and one half shall serve for four years. Thereafter, all members shall serve four year terms.

**III OFFICERS**

The officers of the Committee shall be the Chair, Vice-Chair and Secretary chosen as follows:

- A. Time of Election of the Chair and Vice-Chair.** At the first organizational meeting and thereafter at the Committee’s annual organizational meeting, the members of the Committee shall elect the Chair and Vice-Chair from among themselves.
- B. Term of the Chair and Vice-Chair.** The Chair and Vice-Chair shall serve until their successors are elected and assume office. If the office of Chair becomes vacant during the term, the Vice-Chair shall become Chair. Vacancy in the office

of Vice-Chair during the term shall be filled by election to serve the remainder of the term.

- C. **Duties of the Chair and Vice-Chair.** The Chair, or the Vice Chair in the absence of the Chair, shall act as the presiding officer of Committee and in that capacity shall preserve order and decorum, decide questions of order subject to being overruled by a two-thirds vote and perform such other duties as are required by the Committee. The Chair shall have all the rights and duties enjoyed by any other member of Committee, including the right to make and second motions.
- D. **Secretary.** A designee of the Executive Director of the Authority shall be appointed as the Secretary who shall continue to serve until he or she resigns or is replaced by the Executive Director.
- E. **Authority to Bind Committee.** No member of the Committee, acting individually, shall have any power or authority to bind the Committee by any contract, to pledge its credit, or to render it liable for any purpose in any amount. All such actions shall occur only through collective action of the Committee.

#### IV. MEETINGS

- A. **Date of Regular Meetings.** All dates of regular meetings of the Committee shall be shown on a calendar, which the Committee shall adopt at its first meeting each calendar year, whether that meeting is a regular meeting or a special meeting. Notwithstanding the foregoing, any regularly scheduled meeting of the Committee may be canceled by majority vote or, if there is not a quorum, be adjourned by the Chair or Secretary in the manner set forth in Section III(H) of these By-laws.
- B. **Time of Regular Meetings.** Regular meetings shall commence at XX p.m. and continue until all agendized business is concluded unless adjourned earlier by vote of the Committee for any reason or by the Secretary for lack of a quorum.
- C. **Location of Regular Meetings.** Unless specially noticed otherwise, regular meetings shall be held at the Napa Transportation and Planning Agency conference room, 625 Burnell, Napa, California.
- D. **Emergency Meetings.** Emergency meetings shall be called in conformance with Section 54956.5 of the California Government Code.
- E. **Special Meetings.** A special meeting may be called at any time by the Chair or upon request by a majority of the currently-appointed members of the Committee by delivering written notice to each member and to each person or entity entitled by law to receive such notices in the manner required by Government Code Section 54956 at least 24 hours before the time of the meeting specified in the notice. The call and notice shall specify the time and place of the special meeting

and the business to be transacted or discussed and shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. No other business shall be considered at such meetings by the Committee. Such written notice may be dispensed with as to any Committee member who at or prior to the time the meeting convenes files with the Secretary of the Committee a written waiver of notice. Such waiver may be given by telegram, fax or email. Such written notice may also be dispensed with as to any member who is actually present at the time the meeting convenes.

- F. Agendas Involving Regular Meetings.** At least 72 hours before a regular meeting, an agenda containing a brief general description of each item of business to be transacted or discussed shall be posted at a location freely accessible to members of the public. All agendas shall include a time period for public comment and shall specify the time and location of the regular meeting. No discussion shall occur, or action be taken, on any item not appearing on the posted agenda except as permitted by law. Questions or comments regarding items not included on the agenda shall be limited to the scope permitted for “public comment”. Supplemental agendas posted later than 72 hours prior to a regular meeting may be considered by the Committee only under the following conditions:
- 1. Emergencies.** Upon a determination by the Committee that an emergency situation exists, as defined in Section 54956.5 of the Government Code.
  - 2. Need Arising after Posting.** Upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the potential votes are present, a unanimous vote of the Committee members present, that there is a need to take immediate action and the need to take action came to the attention of the Committee or Committee staff subsequent to the regular agenda being posted.
  - 3. Recently Continued Item.** The item was properly posted for a prior meeting of the Committee occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting the item was continued to the meeting at which action is being taken.
- G. Public Hearings.** All public hearings conducted by the Committee shall be held during regular or special meetings of the Committee.
- H. Adjourning Meetings and Continuing Public Hearings to Other Times or Places.** The Committee may adjourn any meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. If all Committee members are absent from any regular meeting or adjourned regular meeting the Secretary or Acting Secretary of the Committee may declare the meeting adjourned to the next regular meeting of the Committee. A copy of the order or notice of adjournment shall be conspicuously posted on or near the

door of the place where the meeting was held within 24 hours after the time of the adjournment. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

- I. **Meetings to be Open and Public.** All meetings of the Committee to take action or to deliberate concerning the Committee business and its conduct shall be open and public. All persons shall be permitted to attend any such meetings.

## V. CONDUCT OF MEETINGS

- A. **Order of Business.** The regular order of business of the Committee shall be:

1. Call to order.
2. Approval of the minutes of the previous meeting.
3. Public comment on unagendized items.
4. Consideration and Action on Agenda Items.
5. Adjournment.

- B. **Parliamentary Procedure.** Unless otherwise provided by these Bylaws, all proceedings before the Committee shall be conducted in accordance with and pursuant to the parliamentary procedure prescribed in "Sturgis Standard Code of Parliamentary Procedure, 3rd edition."

- C. **Recording of Meetings.** Any meeting of the Committee, other than a closed session permitted under the Brown Act, may be recorded by any person, unless the Committee determines that such recording could constitute a disruption of the proceedings.

- D. **Presentations to the Committee.** Any person desiring to address the Committee shall be requested, when recognized by the Chair, to give his or her name and address for the record. The Chair may, in the interest of facilitating the business of Committee, set in advance of the presentation of testimony reasonable time limits for oral presentations. Persons may be required to submit written testimony in lieu of oral testimony if the Chair determines that a reasonable opportunity for oral presentations has been provided, and in such a case, the matter may be continued to a later date to allow a reasonable time for such submittals to occur.

- E. **Recordation of Committee Actions.** All official actions or decisions by the Committee shall be entered in the minute book of the Committee kept by the

Secretary. The vote or votes of each member of the Committee on every question shall be recorded. Only action minutes will be maintained; however, tape recordings will be made of each meeting of the Committee and shall be available to the public through the office of the Committee Secretary.

## VI. VOTING AND QUORUM

- A. **Roll Call Vote.** A roll call vote may be required in voting upon any motion of the Committee in the discretion of the Chair.
- B. **Inaudible Votes.** Any member present who does not vote in an audible voice or abstains for a legally insufficient reason shall be recorded as voting "aye".
- C. **Quorum.** A majority of the currently appointed members of the Committee shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other official purposes, except that less than a quorum may adjourn from time to time until a quorum is obtained.
- D. **Number of Votes Required for Action.** All actions require a motion and a second. No action or recommendation of the Committee shall be valid and binding unless a quorum is present and the motion is approved by at least a majority of the members present. Each member shall have one vote. No votes may be cast by proxy. Tie votes shall be considered as denial of the motion.
- E. **Voting Affected by Conflict of Interest.** As a general rule, no member shall participate as a member in any discussion or voting if to do so would constitute a conflict of interest. However, if a quorum cannot be achieved or the required number of affirmative votes for action obtained because conflicts of interest exist that prevent members having such conflicts from discussing or voting on the matter, and the conflicts are such that the members with conflicts will be unable to vote at a later date even if the matter is continued, the matter shall not be continued and a sufficient number of members having conflicts of interest, selected by lot, shall be allowed to participate to provide enough votes for the Committee to form a quorum and take affirmative action.
- F. **Motion to Reconsider.** The Committee may reconsider a matter during the meeting at which the vote was taken, provided all members who were present when the matter was discussed and voted upon are still present, all persons who addressed the Committee regarding the matter are still present, and the motion to reconsider is made by a member who voted with the prevailing side. A motion for reconsideration shall have precedence over every motion except a motion to adjourn. A final vote on any matter may also be placed on any future agenda for reconsideration by the Committee or any member of the Committee at the meeting at which the actions was taken or at any later time. Any interested person may request that an action be reconsidered, provided that such a request must be

in writing and filed with the Secretary of the Committee within ten calendar days of the action of the Committee.

## **VII. CHANGES TO BYLAWS**

The provisions of these Bylaws may be altered, amended, or repealed at any time, upon approval of the Napa Valley Transportation Authority.



625 Burnell Street, Napa CA 94559

November 7, 2013  
TAC Agenda Item 10  
Continued From: NEW  
Action Requested: INFORMATION

## Napa County Transportation and Planning Agency (NCTPA)

### Board of Directors

### AGENDA

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

NCTPA/NVTA Conference Room  
625 Burnell Street  
Napa CA 94559

### General Information

*All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on our website at [www.nctpa.net/agendas-minutes/12](http://www.nctpa.net/agendas-minutes/12) at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NCTPA Board of Directors, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NCTPA Board or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.*

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

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

*This Agenda may also be viewed online by visiting the NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas – NCTPA Board or go to [www.nctpa.net/agendas-minutes/12](http://www.nctpa.net/agendas-minutes/12)*

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

**ITEMS**

1. Call to Order – Chair 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
James Barnes	City of Calistoga
Scott Sedgley	City of Napa
Jill Techel, Mayor	City of Napa
Keith Caldwell	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’s, Board Members’ and Metropolitan Transportation Commission (MTC) Commissioner’s Update
6. Director’s Update
7. Caltrans’ Update

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

<b>8. <u>CONSENT ITEMS 8.1 – 8.X)</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
8.1 Approval of Meeting Minutes of October 16, 2013 (Karrie Sanderlin) <i>(Pages 10-15)</i>	APPROVE	2:00 PM
.2 Approval of Amendment to the Rental Agreement with the Napa Valley Exposition (Lawrence Gawell) <i>(Pages 10-15)</i>	APPROVE	

Board action will authorize the Executive Director to negotiate and execute an amendment to the rental agreement for the parking of NCTPA vehicles at the Napa Valley Exposition for a period of six (6) months in an amount not to exceed \$12,000.

- 8.3 Approval of Resolution No. 13-21 Setting the Regular Meeting Time, Place, and Schedule of the Napa County Transportation and Planning Agency (NCTPA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the VINE Consumer Advisory Committee (VCAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2014 (Karrie Sanderlin) *(Pages 16-25)* APPROVE

Board action will approve Resolution No. 13-21 setting the regular meeting time, place, and schedule of the NCTPA Governing Board, TAC, PCC, VCAC, and ATAC for Calendar Year (CY) 2014.

- 8.4 Approval of Amended Resolution No. 13-06 Final One Bay Area Grant (OBAG) Project List for Napa County (Danielle Schmitz) APPROVE

Board action will approve the Amended Resolution No. 13-06 amending the final OBAG project list for Napa County.

- 8.5 Amendment to RSA's Task Order #5 APPROVE

Board action will approve amendment #X to Work Order #5

- 8.6 Approval of Funding Agreement between the Napa County Transportation and Planning Agency (NCTPA) and the City of Napa APPROVE

Board action will approve a funding agreement between NCTPA and the City of Napa for the California Boulevard Class II Bicycle Lane in an amount not to exceed \$50,000.

<b>9. <u>REGULAR AGENDA ITEMS</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
9.1 Legislative Update and State Bill Matrix (Kate Miller) <i>(Pages 56-79)</i>	INFORMATION/ ACTION	2:05 PM
<ul style="list-style-type: none"> <li>a) Legislative Update by Steve Wallauch, Platinum Advisors</li> <li>b) Board action will approve staff recommendations on pending state bills.</li> </ul>		
<b>10. <u>INTERJURISDICTIONAL ISSUES FORUM</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
10.1 Interjurisdictional Issues Discussion Forum and Information Exchange		2:15 PM
<p style="padding-left: 40px;">Board Members are encouraged to share specific new projects with interjurisdictional impacts.</p>		
<b>11. <u>FUTURE AGENDA ITEMS</u></b>		<b><u>TIME</u></b>
11.1 Discussion of Topics for Next Meeting.		3:10 PM
<b>12. <u>CLOSED SESSION</u></b>		<b><u>TIME</u></b>
12.1 <b>PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957)</b>		2:20 PM
<p style="padding-left: 40px;"><u>Title:</u> Executive Director</p>		
<b>13. <u>ADJOURNMENT</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
12.1 Approval of Meeting Date of December 18, 2013 and Adjournment	APPROVE	3:15 PM

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Friday November 15, 2013.

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Karalyn E. Sanderlin, NCTPA Board Secretary