



625 Burnell Street · Napa, CA 94559

Tel. (707) 259-8631

Fax (707) 259-8638

**Technical Advisory Committee
(TAC)**

AGENDA

******* SPECIAL MEETING *******

**Thursday, July 10, 2014
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, 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. Public Comments
4. TAC Member and Staff Comments
5. Standing:
 - 5.1 Congestion Management Agency (CMA) Report
 - 5.2 Project Monitoring Funding Programs (*Pages 4-19*)
 - 5.3 Transit Report (*VINE Ridership*)
 - 5.4 Vine Trail Report
6. Caltrans Report (*Pages 20-23*)

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

7. <u>CONSENT AGENDA ITEMS (7.1)</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
7.1 Approval of Meeting Minutes of June 5, 2014 (Renee Kulick) (<i>Pages 24-27</i>)	APPROVE	2:20 PM
8. <u>REGULAR AGENDA ITEMS (8.1-8.5)</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
8.1 Napa Countywide Transportation Plan (CWTP) – Project Evaluation Criteria (Danielle Schmitz) (<i>Pages 28-36</i>) TAC will review the CWTP draft project evaluation criteria and provide comment.	INFORMATION	2:25 PM
8.2 Napa Countywide Transportation Plan (CTWP) – Update (Eliot Hurwitz) (<i>Pages 37-39</i>) Staff will provide TAC with a CWTP informational update.	INFORMATION	2:40 PM
8.3 Countywide Pedestrian Master Plan – Final Draft Scope of Work (Diana Meehan) (<i>Pages 40-44</i>) TAC will receive the revised final draft Countywide Pedestrian Master Plan scope of work for review.	INFORMATION	3:00 PM

*Item will be available at the meeting.

8.4 Legislative Update and State Bill Matrix* (Kate Miller) INFORMATION/ DISCUSSION 3:15 PM

Staff will provide TAC with the latest Federal and State legislative update presented to the NCTPA Board.*

8.5 NCTPA Board of Directors Agenda for July 16, 2014 (Kate Miller) INFORMATION 3:25 PM
(Pages 45-49)

Preview draft version of the NCTPA Board of Directors Agenda for July 16, 2014.

8.6 Topics of Next Meeting DISCUSSION 3:30 PM

Discussion of topics for next meeting by TAC members.

RECOMMENDATION **TIME**

9. **ADJOURNMENT**

APPROVE 3:35 PM

Approval of next Regular Meeting date of September 4, 2014 and Adjournment

*Item will be available at the meeting.

FUNDING STATUS REPORT

TFCA Project Tracking Sheet - June 2014

July 10, 2014
TAC Agenda Item 5.2
Continued From: NEW
Action Requested: INFORMATION

TFCA Project #	Project Title	Project Sponsor	Initial TFCA Funds Awarded	Current TFCA Funds Awarded, if Different from Initial	TFCA\$ Paid Out To Date	Funds from CP/UB	TFCA\$ Reprgm to Project# or FY	% Cmpl per CMA Update	Project Cmpl Date per CMA Update	Upcoming Required Activity	Date Required	Comments
10NAP04	SNCI Commuter Incentives and Marketing Materials	Solano Napa Commuter Information	\$40,000.00		\$38,917.46	\$39,958.31	\$41.69	100%	06/30/13			\$41.69 programmed to 15NAP02
10NAP05	Lincoln Signal Interconnect Project	City of Napa	\$177,693.43		\$177,693.43			98%	06/30/13			traffic volume needs to be measured 2 years post project completion
11NAP01	Bicycle Racks and Bicycle Locker	City of Napa	\$10,443.00		\$10,026.44	UB	\$416.56	100%	06/30/13			\$416.56 to be programmed in FYE 2016
11NAP02	Lincoln Ave Class II bike lane between Jefferson St. and Railroad Crossing	City of Napa	\$148,100.00		\$76,250.30			95%	06/30/13	Final Report Form		Final report form to be turned in - no work completed after 6/30/14
12NAP01	California Bike Lane Gap Closure	City of Napa	\$112,600.00		\$1,427.06			20%	06/30/14			Project extended to 7/1/15
12NAP02	American Canyon Signal Interconnect	American Canyon	\$25,987.00		\$24,274.94			80%	06/30/14	Project Sponsor to payback \$24,274.94	07/30/14	Project sponsor to reimburse TFCA program \$24,274.94 before contract is executed for the 15NAP02
12NAP03	Light Duty Hybrid Vehicle Purchase	County of Napa	\$11,990.00		\$6,540.00			50%	06/30/14			5 vehicles purchased; extension granted until 7/1/15
12NAP05	Saratoga Drive Class II Bike Lane	City of Napa	\$31,154.00		\$31,154.00			100%	06/30/14			
14NAP01	Napa Commute Challenge	SNCI	\$40,000		\$0			25%	7/1/2016			
14NAP02	Pope Street Class II Bike Lane	St. Helena	\$40,000		\$0			10%	7/1/2016			
14NAP03	City of American Canyon Park and Ride Lot and Signage	American Canyon	\$95,000		\$0			10%	7/1/2016			
14NAP04	City of Napa Electric Vehicle Charging Stations	City of Napa	\$14,140		\$0			10%	7/1/2016			

Inactive Obligations
Local, State Administered/Locally Funded and Rail Projects

Updated on
06/24/2014

Project No (newly added projects highlighted in GREEN)	Status	Agency/District Action Required	State Project No	Prefix	District	County	Agency	RTPA	MPO
5042038	Future	Submit invoice to District by 08/20/2014	04924015L	BRLS	04	NAP	Napa	Metropolitan Transportation Commission	Metropolitan Transportation Commission

Inactive Obligations
Local, State Administered/Locally Funded and Rail Projects

Updated on
06/24/2014

Project No (newly added projects highlighted in GREEN)	Description	Latest Date	Authorization Date	Last Expenditure Date	Last Action Date	Program Codes	Total Cost	Federal Funds	Expenditure Amt	Unexpended Bal
5042038	FIRST ST OVER NAPA RIVER BRIDGE 21C-0095 . , BRDG REPLACEMENT	8/1/2013	12/13/2002	8/1/2013	8/1/2013	Q120 , Q100 , L1C0 , H1C0 , H120	\$15,244,910.00	\$13,340,362.00	\$13,026,357.10	\$314,004.90

Federal At Risk Report
Federally-Funded Locally-Sponsored Napa County Projects

Status Date: July 2014

Red Zone Projects

Index	TIP ID	Sponsor	Project Title		Req'd Activity	Date Req'd	Zone	Notes	Prev Zone
	Source	Prog'd Amount (\$x 1,000)	Phase	FY		By			
1	NAP110006	American Canyon	American Canyon PDA Development Plan						
	STP	\$318	PE	13/14	Submit invoice to Caltrans	4/7/2014	R	Invoice rejected - needs to be resubmitted	Y
	PDA - STP	\$475	PE	13/14	Submit invoice to Caltrans	4/7/2014	R	Invoice rejected - needs to be resubmitted	Y
2	NAP110014	NCTPA	Napa Vine Trail Design and Construction - various locations						
	TCSP	\$800	PE	11/12	submit invoice	1/26/14	Y	Field Review signed off and complete	
	Other local	\$228	PE	13/14		9/30/13	Y	Admin modification to existing obligation	
	CMAQ	\$211	PE	11/12	submit invoice	1/26/14	Y		
	TCSP	\$120	ROW	13/14	request authorization	6/1/14	Y	obligate funds by September 2014	G
	Other local	\$211	CON	13/14		2/1/14			
	TCSP	\$1,580	CON	13/14	Request Authorization	6/1/14	Y	obligate funds by September 2014	G
	RTP-LRP	\$2,000	CON	15/16		2/1/16	G	programming placeholder	

Federal At Risk Report

Status Date: July 2014

Federally-Funded Locally-Sponsored Napa County Projects

Yellow Zone Projects Continued

Index	TIP ID	Sponsor	Project Title	Req'd Activity	Date Req'd By	Zone	Notes	Prev Zone
	Source	Prog'd Amount (\$x 1,000)	Phase	FY				
3	NAP110013	Napa	North/South Bike Connection					
	CMAQ	\$300	CON	13/14	submit invoice	9/10/14	Y Awaiting E76 approval	R
	CMAQ	\$160	CON	13/14	submit invoice	9/10/14	Y Awaiting E76 approval	R
	CMAQ	\$40	PE	11/12	Invoice paid 7/23/12		G NEPA clearance obtained; finishing up design work	
4	NAP130002	NCTPA	Napa County SRTS Program					
	CMAQ	\$420	PE	13/14	submit invoice	09/17/14	G OA received	
5	NAP130001	City of Napa	PDA Planning Program Funds					
	STP	\$275	PE	13/14	submit invoice	08/20/14	G Need Supplemental Agreement signed; OA received	
6	NAP110009	Napa County	Silverado Trail Paving Phase F					
	STP	\$526	Con	11/12	invoice to Caltrans		Y closeout in process	
	STP-FAS	\$312	Con	11/12				
7	NAP110007	American Canyon	Theresa Ave Sidewalk Phase III					
	CMAQ	\$200	CON	13/14	submit invoice	10/14/14	Y E76 received - going out for bid	R

Federal At Risk Report
Federally-Funded Locally-Sponsored Napa County Projects

Status Date: July 2014

Yellow Zone Projects

Index	TIP ID	Sponsor		Project Title			Date Req'd By	Zone	Notes	Prev Zone
		Source	Prog'd Amount (\$x 1,000)	Phase	FY	Req'd Activity				
8	NAP110012	NCTPA		Napa County SRTS Program Expansion						
	CMAQ		\$315	CON	11/12	Invoice submitted	8/1/13	Y	Final invoice submitted in August - waiting for closeout	R
9	NAP110019	Napa County		Napa County Road Rehab - Various						
	STP-FAS		\$1,114	Con	11/12	invoice to Caltrans		Y	closeout in process	

Federal At Risk Report

Status Date: July 2014

Federally-Funded Locally-Sponsored Napa County Projects

Green Zone Projects

Inde	TIP ID	Sponsor	Project Title		FY	Req'd Activity	Date Req'd By	Zone	Notes	Prev Zone
	Source	Prog'd Amount (\$x 1,000)	Phase							
10	2130F	City of Napa	California Blvd. Roundabouts							
	CMAQ	\$1,740	CON		16/17	request obligation	11/1/16	G	Project also has STIP funds	
	CMAQ	\$723	ROW		14/15	request obligation	02/01/15	Y	project aslo has \$431 in STIP ROW funds	
	RIP-T4-FED	\$431	ROW		14/15	request extension	03/01/15	Y	STIP funds for ROW need an extension if not authorized by 7/1/15	
	RIP-T4-FED	\$1,070	CON		16/17	request obligation	11/01/16	G		

Notes:

Federal At Risk Report
Federally-Funded Locally-Sponsored Napa County Projects

Status Date: July 2014

Appendix A
Federal At Risk Report Zone Criteria
Required Activities per Resolution 3606 (Revised July 23, 2008)

Required Activities Monitored by CMA ¹	Criteria Timeframes for Required Activities		
	Red Zone	Yellow Zone	Green Zone
Request Project Field Review	Project in TIP for more than nine (9) months, or obligation deadline for Con funds within 15 months.	Project in TIP for less than nine (9) months, and obligation deadline for Con funds more than 15 months away.	All conditions other than Red or Yellow Zones
Submit Environmental Package	NA	NA	NA
Approved DBE Program and Methodology	NA	NA	NA
Submit Request for Authorization (PE)	within three (3) months	within three (3) to six (6) months	All conditions other than Red or Yellow Zones
Submit Request for Authorization (R/W)	within four (4) months	within four (4) to nine (9) months	All conditions other than Red or Yellow Zones
Submit Request for Authorization (Con)	within six (6) months	within six (6) to nine (9) months	All conditions other than Red or Yellow Zones
Obligation/ FTA Transfer	within two (2) months	within two (2) to four (4) months	All conditions other than Red or Yellow Zones
Advertise Construction	within four (4) months	within four (4) to six (6) months	All conditions other than Red or Yellow Zones
Award Contract	within six (6) months	within six (6) to nine (9) months	All conditions other than Red or Yellow Zones
Award into FTA Grant	within two (2) months	within two (2) to four (4) months	All conditions other than Red or Yellow Zones
Submit First Invoice	within two (2) months	within two (2) to four (4) months	All conditions other than Red or Yellow Zones
Liquidate Funds	within four (4) months	within four (4) to nine (9) months	All conditions other than Red or Yellow Zones Move to Appendix D
Project Closeout	within four (4) months	within four (4) to nine (9) months	All conditions other than Red or Yellow Zones

Other Zone Criteria

Red Zone	Projects with funds programmed in the same FY for both a project development phase (i.e. Env or PSE) and a capital phase (i.e. R/W or Con) without the project development phase(s) obligated.
-----------------	--

Yellow Zone	Projects with an Amendment to the TIP pending.
--------------------	--

Notes: ¹ See Appendix B for more information about the Required Activities and Resolution 3606.

Appendix B
Definitions of the Required Activities per Resolution 3606 (As revised July 23, 2008)

Index	Definition	Deadline
1	Req Proj Field Rev	
	Per MTC Resolution 3606-Revised, "Implementing agencies are required to request a field review from Caltrans Local Assistance within 12 months of approval of the project in the TIP ¹ , but no less than 12 months prior to the obligation deadline of construction funds. This policy also applies to federal-aid projects in the STIP. The requirement does not apply to projects for which a field review would not be applicable, such as FTA transfers, regional operations projects and planning activities. Failure for an implementing agency to make a good-faith effort in requesting and scheduling a field review from Caltrans Local Assistance within twelve months of programming into the TIP could result in the funding being reprogrammed and restrictions on future programming and obligations. Completed field review forms must be submitted to Caltrans in accordance with Caltrans Local Assistance procedures."	12 months from approval in the TIP ¹ , but no less than 12 months prior to the obligation deadline of construction funds.
2	Sub ENV package	
	Per MTC Resolution 3606-Revised, "Implementing agencies are required to submit a complete environmental package to Caltrans for all projects (except those determined Programmatic Categorical Exclusion as determined by Caltrans at the field review), twelve months prior to the obligation deadline for right of way or construction funds. This policy creates a more realistic time frame for projects to progress from the field review through the environmental and design process, to the right of way and construction phase. If the environmental process, as determined at the field review, will take longer than 12 months before obligation, the implementing agency is responsible for delivering the complete environmental submittal in a timely manner. Failure to comply with this provision could result in the funding being reprogrammed. The requirement does not apply to FTA transfers, regional operations projects or planning activities."	12 months prior to the obligation deadline for RW or Con funds. (No change)
3	Approved DBE Prog	
	Per MTC Resolution 3606-Revised, "Obligation of federal funds may not occur for contracted activities (any combination of environmental/ design/ construction/ procurement activities performed outside the agency) until and unless an agency has an approved DBE program and methodology for the current federal fiscal year. Therefore, agencies with federal funds programmed in the TIP must have a current approved DBE Program and annual methodology (if applicable) in place prior to the fiscal year the federal funds are programmed in the TIP. STP/CMAQ funding for agencies without approved DBE methodology for the current year are subject to redirection to other projects after March 1. Agencies should begin the DBE process no later than January 1 to meet the March 1 deadline. Projects advanced under the Expedited Project Selection Process (EPSP) must have an approved DBE program and annual methodology for the current year (if applicable) prior to the advancement of funds."	Approved program and methodology in place prior to the FFY the funds are programmed in the TIP.
4	Sub Req for Auth	
	Per MTC Resolution 3606-Revised, "In order to ensure funds are obligated or transferred to FTA in a timely manner, the implementing agency is required to deliver a complete funding obligation / FTA Transfer request package to Caltrans Local Assistance by February 1 of the year the funds are listed in the TIP. Projects with complete packages delivered by February 1 of the programmed year will have priority for available OA, after ACA conversions that are included in the Obligation Plan. If the project is delivered after February 1 of the programmed year, the funds will not be the highest priority for obligation in the event of OA limitations, and will compete for limited OA with projects advanced from future years. Funding for which an obligation/ FTA transfer request is submitted after the February 1 deadline will lose its priority for OA, and be viewed as subject to reprogramming."	February 1 of FY in which funds are programmed in the TIP.

Appendix B
Definitions of the Required Activities per Resolution 3606 (As revised July 23, 2008)

Index	Definition	Deadline
5	Obligate Funds/ Transfer to FTA	
	Per MTC Resolution 3606-Revised, "STP and CMAQ funds are subject to an obligation/FTA transfer deadline of April 30 of the fiscal year the funds are programmed in the TIP. Implementing agencies are required to submit the completed request for obligation or FTA transfer to Caltrans Local Assistance by February 1 of the fiscal year the funds are programmed in the TIP, and receive an obligation/ FTA transfer of the funds by April 30 of the fiscal year programmed in the TIP. For example, projects programmed in FY 2007-08 of the TIP have an obligation/FTA transfer request submittal deadline (to Caltrans) of February 1, 2008 and an obligation/FTA transfer deadline of April 30, 2008. Projects programmed in FY 2008-09 have an obligation request submittal deadline (to Caltrans) of February 1, 2009 and an obligation/FTA transfer deadline of April 30, 2009. No extensions will be granted to the obligation deadline."	April 30 of FY in which funds are programmed in the TIP.
6	Execute PSA	
	Per MTC Resolution 3606, "The implementing agency must execute and return the Program Supplement Agreement (PSA) to Caltrans in accordance with Caltrans Local Assistance procedures. The agency must contact Caltrans if the PSA is not received from Caltrans within 60 days of the obligation. This requirement does not apply to FTA transfers. Agencies that do not execute and return the PSA to Caltrans within the required Caltrans deadline will be unable to obtain future approvals for any projects, including obligation and payments, until all PSAs for that agency, regardless of fund source, meet the PSA execution requirement. Funds for projects that do not have an executed PSA within the required Caltrans deadline are subject to de-obligation by Caltrans."	Within 60 days of receipt of the PSA from Caltrans, and within six months from the actual obligation date. ²
7	Advertise Contract /Award Contract/Award into FTA Grant	
	Per MTC Resolution 3606-Revised, "For the Construction (CON) phase, the construction/equipment purchase contract must be advertised within 6 months of obligation and awarded within 9 months of obligation. However, regardless of the advertisement and award deadlines, agencies must still meet the invoicing deadline for construction funds. Failure to advertise and award a contract in a timely manner could result in missing the subsequent invoicing and reimbursement deadline, resulting in the loss of funding. Agencies must submit the notice of award to Caltrans in accordance with Caltrans Local Assistance procedures, with a copy also submitted to the applicable CMA. Agencies with projects that do not meet these award deadlines will have future programming and OA restricted until their projects are brought into compliance. For FTA projects, funds must be approved/ awarded in an FTA Grant within one federal fiscal year following the federal fiscal year in which the funds were transferred to FTA."	Advertised within 6 months of obligation and awarded within 9 months of obligation. FTA Grant Award: Within 1 year of transfer to FTA.
8	Submit First Invoice / Next Invoice Due	
	Per MTC Resolution 3606-Revised, "Funds for each federally funded (Environmental (ENV/ PA&ED), Preliminary Engineering (PE), Final Design (PS&E) and Right of Way (R/W) phase and for each federal program code within these phases, must be invoiced against at least once every six months following obligation. Funds that are not invoiced at least once every 12 months are subject to de-obligation. There is no guarantee that funds will be available to the project once de-obligated. Funds for the Construction (CON) phase, and for each federal program code within the construction phase, must be invoiced and reimbursed against at least once within 12 months of the obligation, and then invoiced at least once every 6-months there after. Funds that are not invoiced and reimbursed at least once every 12 months are subject to de-obligation by FHWA. There is no guarantee that funds will be available to the project once de-obligated. If a project does not have eligible expenses within a 6-month period, the agency must provide a written explanation to Caltrans Local Assistance for that six-month period and submit an invoice as soon as practicable to avoid missing the 12-month invoicing and reimbursement deadline. Agencies with projects that have not been invoiced against and reimbursed within a 12-month period, regardless of federal fund source, will have restrictions placed on future programming and OA until the project is properly invoiced. Funds that are not invoiced and reimbursed against at least once every 12 months are subject to de-obligation by FHWA."	For Con phase: Once within 12 months of Obligation and then once every 6 months thereafter, for each federal program code. For all other phases: Once within 6 months following Obligation and then once every 6 months thereafter, for each phase and federal program code.

Appendix B
Definitions of the Required Activities per Resolution 3606 (As revised July 23, 2008)

Index	Definition	Deadline
8a	Inactive Projects	
	Per MTC Resolution 3606-Revised, "Most projects can be completed well within the state's deadline for funding liquidation or FHWA's ten-year proceed-to-construction requirement. Yet it is viewed negatively by both FHWA and the California Department of Finance for projects to remain inactive for more than twelve months. It is expected that funds for completed phases will be invoiced immediately for the phase, and projects will be closed out within six months of the final project invoice. Funds that are not invoiced and reimbursed at least once every 12 months are subject to de-obligation by FHWA. There is no guarantee the funds will be available to the project once de-obligated."	Funds must be invoiced and reimbursed against once every 12 months to remain active.
9	Liquidate Funds	
	Per MTC Resolution 3606-Revised, "Funds must be liquidated (fully expended, invoiced and reimbursed) within six years of obligation. California Government Codes 16304.1 and 16304.3 places additional restrictions on the liquidation of federal funds. Generally, federal funds must be liquidated (fully expended, invoiced and reimbursed) within 6 state fiscal years following the fiscal year in which the funds were appropriated. Funds that miss the state's liquidation/ reimbursement deadline will lose State Budget Authority and will be de-obligated if not re-appropriated by the State Legislature, or extended (for one year) in a Cooperative Work Agreement (CWA) with the California Department of Finance. This requirement does not apply to FTA transfers."	Funds must be liquidated within six years of obligation.
10	Estimated Completion Date/Project Closeout	
	Per MTC Resolution 3606-Revised, "Implementing Agencies must fully expend federal funds on a phase one year prior to the estimated completion date provided to Caltrans. At the time of obligation, the implementing agency must provide Caltrans with an estimated completion date for that project phase. Any un-reimbursed federal funds remaining on the phase after the estimated completion date has passed, is subject to project funding adjustments by FHWA. Projects must be properly closed out within six months of final project invoice. Projects must proceed to construction within 10 years of federal authorization of the initial phase. Federal regulations require that federally funded projects proceed to construction within 10 years of initial federal authorization of any phase of the project. Furthermore, if a project is canceled, or fails to proceed to construction in 10 years, FHWA will de-obligate any remaining funds, and the agency is required to repay any reimbursed funds. If a project is canceled as a result of the environmental process, the agency does not have to repay reimbursed costs for the environmental activities. However, if a project is canceled after the environmental process is complete, or a project does not proceed to construction within 10 years, the agency is required to repay all reimbursed federal funds. Agencies with projects that have not been closed out within 6 months of final invoice will have future programming and OA restricted until the project is closed out or brought back to good standing by providing written explanation to Caltrans Local Assistance, the applicable CMA and MTC."	Est. Completion Date: For each phase, fully expend federal funds 1 year prior to date provided to Caltrans. Project Close-out: Within 6 months of final project invoice.
Notes: ¹ Approval in the TIP: For administrative/ minor TIP Amendments it is the date of Caltrans approval. For formal TIP Amendments, it is the date of FHWA approval. ² Per DOT letter from Caltrans Local Assistance to MPOs, regarding "Procedural Changes in Managing Obligations", dated 9/15/05.		

TDA 3 Project List - July 2014

Index	TIP ID	Sponsor	Project Title							
	Source	Prog'd Amount (\$x 1,000)	Phase	FY	Req'd Activity	Date Req'd By	Zone	Notes	Prev Zone	
1	TDA 3	City of Napa \$72	SR29 Undercrossing PE	12/13				20% complete		
2	TDA 3	American Canyon \$190	Broadway Bike/Pedestrian Improvements CON	10/11	close out needed		G	funds invoiced and received	Y	
3	TDA 3	City of Napa \$163	Tulocay Creek Bridge and Trail Completion CON	13/14	recently approved by NCTPA Board			Awaiting MTC approval		
4	TDA 3	American Canyon 47,855	Rio Del Mar/Los Altos/Theresa Ped Project CON	14/15			G	Awaiting MTC approval		
5	TDA 3	St. Helena \$107,278	Mitchell Drive Sidewalk Project CON	14/15			G	Awaitng MTC approval		
6	TDA 3	Calistoga \$106,427	Riverside Ped Project CON	14/15			G	Awaiting MTC approval		
7	TDA 3	Yountville 51,086	Washington St. Sidewalk Project CON	14/15			G	Awaiting MTC approval		

STIP At Risk Report
2014 STIP Locally-Sponsored Napa County Projects

Status Date: July 2014

Green Zone Projects

Index	PPNO Source	Sponsor	Project Title	Prog'd Amount (\$x 1,000)	Phase	FY	Req'd Activity	Date Req'd By	Zone	Notes	Prev Zone
1	FMS 5932 RIP - T4 -ST	American Canyon	Devlin Road and Vine Trail Extension	\$297	PE	15/16	Request obligation	11/1/15	G	state only funds	
				\$1,665	CON	17/18	Request obligation	11/1/17	G	state only funds	
2	FMS 5725 RIP -T4-FED	American Canyon	Eucalyptus Drive Extension	\$1,154	CON	18/19	Request obligation	11/1/18	G		
3	2130F RIP-T4-FED	City of Napa	California Roundabouts	\$431	ROW	14/15	Request extension for STIP funds	3/1/15		If funds can't be obligated by 6/30/14 request extension	
				\$1,070	CON	16/17	Request obligation	11/1/16	G	project also has OBAG funds in CON	
4	FMS 6013 RIP-T4-FED	Calistoga	Petrified Forest Road and SR 128 Intersection Improvements	\$105	PS&E	15/16	Request obligation	11/1/15	G		
				\$50	ROW	16/17	Request obligation	11/1/16	G		
				\$425	CON	17/18	Request obligation	11/1/17	G		
5	FMS 5942 RIP-T4-FED	Yountville	Hopper Creek Pedestrian Path	\$100	PS&E	16/17	Request obligation	11/1/16	G		
				\$400	CON	17/18	Request obligation	11/1/17	G		
6	FMS 5934	County of Napa	Airport Boulevard Rehab	\$57	PS&E	17/18	Request obligation	11/1/17	G		
				\$1,275	CON	18/19	Request obligation	11/1/18	G		
7		City of Napa	Silverado Five-Way Intersection Improvements	\$1,153	CON	17/18	Request obligation	11/1/17	G	Project likely to become a SHOPP project - not in the TIP yet needs to be amended once PID is complete	
8	2130H RTIP-TE RTIP-TE	Yountville	North Yountville bike lanes & extend sidewalk (ext 6-12)	\$43	PSE	10/11	complete				
				\$86	CON	11/12	complete			closed out	

STIP At Risk Report
2014 STIP Locally-Sponsored Napa County Projects

Status Date: July 2014

Yellow Zone Projects

Index	PP No.	Sponsor	Project Title			Date Req'd By	Zone	Notes	Prev Zone		
			Source	Prog'd Amount (\$x 1,000)	Phase					FY	Req'd Activity
9	2130Q	St. Helena		\$300	CON	14/15	Request obligation	11/1/14	Y	State only funds	Y

Notes:

STIP At Risk Report
2014 STIP Locally-Sponsored Napa County Projects

Status Date: July 2014

Red Zone Projects

Index	PP No.	Sponsor	Project Title							
	Source	Prog'd Amount (\$x 1,000)	Phase	FY	Req'd Activity	Date Req'd By	Zone	Notes	Prev Zone	
10	2130G	American Canyon	Napa Jct. Elementary School ped improvements (ext 6-12)							
	RTIP-TE	\$24	PSE	10/11	complete					
	RTIP-TE	\$14	CON	11/12	submit invoice to Caltrans or risk deobligation	8/20/14	R	Invoice past due was to be submitted 2/20/14 - contact DLA; next invoice due 8/20/14	R	
	RTIP-TE	\$183	CON	11/12	submit invoice to Caltrans or risk deobligation	8/20/14	R	Invoice past due was to be submitted 2/20/14 - contact DLA; next invoice due 8/20/14	R	

STIP At Risk Report
2014 STIP Locally-Sponsored Napa County Projects

Status Date: July 2014

2010 STIP -Timely Use of Funds Provisions

The Timely Use of Funds and At Risk reports monitor the STIP Timely Use of Funds Provisions included in the current STIP Guidelines as adopted by the CTC. The current Timely Use of Funds Provisions are as follows:

Required Activity	Timely Use of Funds Provision
Allocation	For all phases, by the end (June 30th) of the fiscal year identified in the STIP.
Construction Contract Award ¹	Within six (6) months of allocation.
Accept Contract (Construction)	Within 36 months of contract award.
Complete Expenditures	For Env, PSE, & R/W funds, costs must be expended by the end of the second FY following the FY in which the funds were allocated.
Final Invoice/Project Completion (Final Report of Expenditures)	For Env, PSE, & R/W funds, within 180 days (6 months) after the end of the FY in which the final expenditure occurred. For Con funds, within 180 Days (6 months) of contract acceptance.

Zone Criteria

The Timely Use of Funds and At Risk reports utilize the deadlines associated with each required activity of the STIP Timely use of Funds Provisions to assign a zone of risk. The following zone criteria was developed for each of these risk zones (Red, Yellow, & Green). For the Final Invoice, this activity is tracked but no zone of risk is assigned.

Required Activity	Criteria Timeframes for Required Activities		
	Red Zone	Yellow Zone	Green Zone
Allocation -Env Phase	within four months	within four to eight months	All conditions other than Red or Yellow Zones
Allocation -PS&E Phase	within six months	within six to ten months	All conditions other than Red or Yellow Zones
Allocation -Right of Way Phase	within eight months	within eight to twelve months	All conditions other than Red or Yellow Zones
Allocation -Construction Phase	within eight months	within eight to twelve months	All conditions other than Red or Yellow Zones
Construction Contract Award	within six months	within six to eight months	All conditions other than Red or Yellow Zones
Accept Contract	within six months	within six to twelve months	All conditions other than Red or Yellow Zones
Complete Expenditures	within eight months	within eight to twelve months	All conditions other than Red or Yellow Zones
Final Invoice/Project Completion (Final Report of Expenditures)	NA	NA	NA

Other Zone Criteria

Yellow Zone	STIP /TIP Amendment pending
Red Zone	Extension Request pending

Notes:

1. Statute requires encumbrance by award of a contract for construction capital and equipment purchase within twelve months of allocation. CTC Policy is six months.

**Draft
NCTPA - Caltrans Report**

PROJECT INITIATION DOCUMENT

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

EA 3G140 Programmed in 2014 SHOPP

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

Scope: Upgrade and construct curb ramps at various locations.

EA4G840 Programmed in 2014 SHOPP

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

Scope: Bridge Repair/Replacement

EA4G490 Programmed in 2014 SHOPP

Concrete Barrier at Solano Ave. Southbound Onramp; NAPA 29 PM 11.9; In City of Napa

Scope: Install Concrete Barrier (Type 60)

EA4G540 Programmed in 2014 SHOPP

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

Scope: Install new traffic signal

EA 4H200 Programmed in 2014 SHOPP

Pavement Preservation 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:** 8/2014 **PAED:** 7/2015

EA 1G430

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

Scope: Replace bridge at Conn Creek

Cost Estimate: \$7.1M Construction Capital

Schedule: **PAED:** 7/2015 **PSE:** 12/2016 **RWC:** 4/2017 **RTL:** 4/2017 **CCA:** 1/2020

EA 3G640

Napa River Bridge Scour Mitigation; NAPA 29 PM 37.0; In City of Calistoga

Scope: Reconstruct bridge at Napa River Bridge

Cost Estimate: \$9.2M Construction Capital

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

YELLOW = Denotes changes from previous report

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

West. of Knoxville Road Storm Damage; NAPA 128 PM 17.9; Near Rutherford

Scope: Construct Roadway Retaining System

Cost Estimate: \$1.6M Construction Capital

Schedule: **PAED: 6/9/14** 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: \$19M Construction Capital

Schedule: **PAED: 6/29/07** PSE: 3/21/14 RWC: 5/2014 RTL: 5/2014 CCA: 8/2017

EA 4A090

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

Scope: Bridge replacement at Troutdale Creek

Cost Estimate: \$15M Construction Capital

Schedule: **PAED: 6/28/13** PSE: 4/2014 RWC: 6/2014 RTL: 6/2014 CCA: 12/2016

EA 3G760

Capell Creek Horizontal Drain; NAPA 128 PM 20.2; In Napa County

Scope: Install slope inclinometer. Clean and install horizontal drains.

Cost Estimate: \$540K Construction Capital

Schedule: **PAED: 5/30/2013** PSE: 3/10/14 RWC: 6/2014 RTL: 6/2014 CCA: 12/2015

EA 3E270

Rubberized Hot Mix Asphalt Pavement Overlay; NAPA 29 PM 29.3/36.9; In Napa County

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

Cost Estimate: \$2.5M Construction Capital

Schedule: PSE: 6/2014 RTL: 6/2014 CCA: 12/2015

EA 2A320

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

Scope: Bridge replacement at Sarco Creek

Cost Estimate: \$9.7M 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 PM 29.7; Near Rutherford

Scope: Construct Roadway Retaining System

Cost Estimate: \$2.1 M Construction Capital

Schedule: **PAED: 12/6/12** PSE: 12/2014 RWC: 2/2015 RTL: 3/2015 CCA: 4/2019

CONSTRUCTION

EA 4442A

Duhig Project Landscaping; 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

PID (Project Initiation Document)

PAED (Project Approval/ Environmental Document)

RWC (Right of Way Certification)

ADV (Advertise Contract)

PSR (Project Study Report)

RTL (Ready to List)

BO (Bid Open)

DED (Draft Environmental Document)

PSE (Plans, Specifications, and Estimate)

CCA (Construction Contract Acceptance)

AWD (Award Contract)

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: \$29M

Schedule: PAED: 1/31/08 RTL: 11/19/10 AWD: 1/26/12 (Ghilotti 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 (Ghilloti Const.) CCA: 12/2015

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: 11/16/2012 (Gordon Ball) CCA: 10/2017

EA 2A110

Capell Creek Bridge Replacement; 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 AWD: 10/24/13 (Gordon Ball) CCA: 8/2015

EA 3E520

Hopper Slough Bridge; NAPA 128 PM 5.1; In Napa County

Scope: Repair Abutment

Cost Estimate: \$500K Construction Capital

Schedule: Director's Order Project – Completed 5/15/14

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 RTL: 11/26/13 AWD: 3/24/14 (MCK) CCA 12/2014

EA 3E400

Rubberized Bonded Wearing Course Seal Coat; NAPA 128 PM 19.0/34.2; In Napa County

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

Cost Estimate: \$3.4M Construction Capital

Schedule: PAED: 4/16/12 RTL: 11/15/13 AWD: 3/26/14 (Chester Bros. Const.) 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: \$800K Construction Capital

Schedule: PAED: 11/8/12 RTL: 11/15/13 AWD: 5/12/14 (OC Jones & Son) CCA: 12/2014

PID (Project Initiation Document)

PAED (Project Approval/ Environmental Document)

RWC (Right of Way Certification)

ADV (Advertise Contract)

PSR (Project Study Report)

RTL (Ready to List)

BO (Bid Open)

DED (Draft Environmental Document)

PSE (Plans, Specifications, and Estimate)

CCA (Construction Contract Acceptance)

AWD (Award Contract)

ACTION ITEMS

PID (Project Initiation Document)
PAED (Project Approval/ Environmental Document)
RWC (Right of Way Certification)
ADV (Advertise Contract)

PSR (Project Study Report)
RTL (Ready to List)
BO (Bid Open)

DED (Draft Environmental Document)
PSE (Plans, Specifications, and Estimate)
CCA (Construction Contract Acceptance)
AWD (Award Contract)

**Technical Advisory Committee
(TAC)**

MINUTES

Thursday, June 5, 2014

ITEMS

1. Call to Order

Chair Holley called the meeting to order at 2:01 PM (local).

Jason Holley, Chair	City of American Canyon
Brent Cooper	City of American Canyon
Mike Kirn	City of Calistoga
Julie Lucido	City of Napa
Steve Palmer	City of St. Helena
Graham Wadsworth	Town of Yountville
Nathan Steele	Town of Yountville
Rick Marshall	County of Napa
Ursula Vogler	MTC

2. Introductions

Steve Palmer, Public Works Department, St. Helena

Lorien Clark, Transportation Planner, Public Works Department, City of Napa

3. Public Comments

None

4. TAC Member and Staff Comments

Town of Yountville – Member Wadsworth informed TAC of the upcoming annual 4th of July celebrations. Member Steele announced the participation in the Hero and Silver Energy Program.

City of Napa – Member Lucido announced that the light poles required for the “2-way” street implementation are currently on backorder and expect installation by August.

City of American Canyon – Chair Holley announced that the City of American Canyon released an RFP for the American Canyon PDA Specific Plan.

Action Requested: APPROVE

MTC – Representative Vogler informed TAC of the following:

- ATP – Regional call released with project due on July 24th; projects to be approved by MTC September 24th, approval by the CTC November 12, 2014.
- Regional Advisory Working Group Meeting held on June 2nd to review Countywide Transportation Guidelines– next meeting July 22nd at 9:00 AM at MTC.

NCTPA - Staff provided TAC with the following information:

- MTC – FY 2013-14 STP funding no longer available; project sponsors need to check status of their projects.
- PCA project category added “Urban Greening” –Revision in designating a PCA
- Project Delivery Working Group (PDWG) – Attended by Member Marshall; Caltrans to hold training on streamlining the invoicing process for local assistance projects.
- Jameson Canyon – Project “wrap-up” expected in August 2014. NCTPA to attend June CTC meeting to approve STIP reserve for completion of project.
- Caltrans – PUC construction to begin in 2015 of St. Helena channelization; 1st Roundabout meeting scheduled with the City of Napa; Oak Knoll/SR29 pavement conditions to be repaired during summer 2014.
- Zipcar – Agency has two vehicles available for public, business and government agency use; soft opening and program presentation scheduled for the June 18, 2014 Board meeting.

5. Standing

5.1 Congestion Management Agency (CMA) Report Staff provided information on the latest meeting topics and/or discussions to TAC:

- Project Partnering – Presentation received on project partnering; presentation will be made available and emailed to TAC members.
- Freight Mobility

5.2 Project Monitoring Funding Programs Staff provided TAC with the latest project reporting data and deadlines. No changes have been recorded since previous report. Local Assistance Report received on June 5, 2014, and will be forwarded to TAC via email. TAC was encouraged to review and submit any irregularities in the list to NCTPA for correction and/or further inquiry.

5.3 Transit Report (VINE Ridership) Staff provided TAC with the latest transit information.

Action Requested: APPROVE

- Bottlerock 2014 – Extended transit services during festivities was successful; ridership numbers to be available in July 2014.
- Youth Rider Appreciation Day – 300 pairs of youth summer passes were handed out to students to promote and encourage the use of public transit available in Napa
- Calistoga – A recommendation for approval to the Board will be made in June 2014 for a 2nd bus/shuttle service to be provided in Calistoga; funding to support additional service run will be made available by the Calistoga Tourism Board.

5.4 Vine Trail Report

No report provided

6. **Caltrans Report.** Latest report provided to TAC. Member Wadsworth requested and strongly encouraged that the upcoming construction project EA 3E220 be coordinated with the jurisdiction to meet commercial/residence requirements. Chair Holley commented the same for project EA 3E370.

7. **CONSENT AGENDA ITEMS (7.1)**

7.1 Approval of Meeting Minutes

Meeting minutes for May 1, 2014, was passed for approval.

8. **REGULAR AGENDA ITEMS (8.1-8.6)**

8.1 Transportation for Clean Air (TFCA) Report

Staff provided TAC with the TFCA FYE 2015 project list for their review and concurrence of submittal to the Board for approval in July 2014

MSC* MARSHALL / KIRN for APPROVAL and unanimously carried

8.2 Countywide Pedestrian Master Plan Final Draft Scope of Work

Staff presented TAC with the final draft scope of work for the Countywide Pedestrian Master Plan to be recommended for approval by the Board. TAC recommended minor changes to be made to Task 5 f. and Task 7 a. & b.

MSC* WADSWORTH / MARSHALL for APPROVAL; PALMER OPPOSED, and item carried as amended.

8.3 Napa Countywide Transportation Plan (CWTP) Evaluation Criteria

Staff presented TAC with a draft performance measure matrix encompassing the goals and objectives of the Napa Countywide Transportation Plan (CWTP). TAC requested item to be in checklist format for easier use; will be brought back at the next TAC meeting in July 2014

8.4 Legislative Update and State Bill Matrix

Staff provided TAC with the latest Federal and State legislative update and bills on the bill matrix to be considered by the NCTPA Board at their June 18, 2014 meeting for approval.

MSC* KIRN / MARSHALL for **APPROVAL** and unanimously carried

8.5 NCTPA Board of Directors Agenda for June 18, 2014

TAC reviewed the draft NCTPA Board of Directors Agenda for their next meeting on June 18 10, 2014.

8.6 Topics of Next Meeting

- Countywide Pedestrian Master Plan (CWPP) – Scope of Work
- Napa Countywide Transportation Plan (CWTP) Evaluation Criteria Checklist

9. ADJOURNMENT

Next regular meeting date of July 3, 2014, was canceled and a special meeting has been called by the Chair in its place for July 10, 2014. The meeting was adjourned at 3:17 PM.



July 10, 2014
TAC Agenda Item 8.1
Continued From: June
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Senior Planner
(707) 259-5968 / Email: dschmitz@nctpa.net
SUBJECT: Napa Countywide Transportation Plan (CWTP) – Project Evaluation Criteria

RECOMMENDATION

That the TAC review the Napa Countywide Transportation Plan (CWTP) Draft Evaluation Criteria and provide comment.

EXECUTIVE SUMMARY

As part of NCTPA's responsibilities under the interagency agreement with the Metropolitan Transportation Commission (MTC), the agency is tasked with developing long-range countywide transportation priorities to support regional planning and programming efforts. This work assists regional agencies with development of the Regional Transportation Plan and the Sustainable Communities Strategy (RTP/SCS) which is updated every four years. NCTPA last updated the countywide transportation plan in 2009.

NCTPA staff and its consulting team developed a new set of goals and objectives based upon the NCTPA Board feedback at its January 15, 2014 CWTP kickoff retreat. The new goals and objectives were approved at the March 19, 2014 Board Meeting. As part of an effort to make a meaningful plan the Board asked staff to create performance measures to go along with the goals and objectives and provide an annual progress report to the Board. In an effort to ensure projects and programs included in the plan are consistent with the goals and objectives, staff has created a draft set of evaluation criteria.

At the May 1, 2014, TAC meeting TAC received a draft of the evaluation criteria and was asked to provide comments back to NCTPA.

FISCAL IMPACT

Is there a Fiscal Impact? None.

BACKGROUND AND DISCUSSION

At the January 15, 2014 Board retreat, the Board asked staff to create performance measures to supplement the Plan's Goals and Objectives. A draft list of evaluation criteria is attached to this report for TAC's consideration. There are three categories identified:

- 1) Project Screening Criteria
- 2) Policy and Planning Considerations
- 3) Combination Project and Planning Criteria

TAC will use the evaluation criteria to self-evaluate their transportation projects and programs. Currently jurisdictions are working on compiling their project inventory list to include in the Countywide Plan. Once projects are submitted, jurisdictions can go through a self-evaluating processing using the evaluation criteria to select their project priorities. Staff is suggesting the scoring process be a simple one (1) point for every objective met – there are 27 objectives in all. NCTPA will also use the evaluation criteria to assess transportation policies and programs that the agency administers as well as transit projects and programs.

At the June 5, 2014 meeting the TAC asked staff to provide the evaluation criteria in a checklist format for easier use.

SUPPORTING DOCUMENTS

Attachments: (1) CWTP Evaluation Criteria
(2) CWTP Goals and Objectives

Agency: _____

Project: _____

Countywide Plan Project Evaluation Criteria Checklist

Goal 1: Serve the transportation needs of the entire community regardless of age, income or physical ability.

1. Objective 1: Provide safe access to jobs, schools, recreation and other daily needs for Napa's residents and visitors:
 - a. Provides complete streets
 - b. Improves safety
 - c. Provides access to transit
2. Objective 2: Endeavor to serve the special transportation needs of seniors, children and the disabled:
 - a. Compliant sidewalks/crossings
 - b. Strengthens access to transit
 - c. Provides Safe Routes to School
3. Objective 3: Coordinate transportation services for disabled persons, seniors, children and other groups so each serves as many people as possible:
 - a. Improve mobility coordination – centralized coordination of public transportation services with user groups: schools/seniors advocacy groups
 - b. Improve information and marketing
 - c. Expand or enhance transit
 - d. Optimize service efficiencies
4. Objective 4: Provide affordable transportation solutions to ensure access to jobs, education, goods, and services for all members of the community:
 - a. Keep transit service affordable
 - b. Expand or enhance Class I, II, & III bicycle facilities consistent with the Napa Countywide Bicycle Plan
 - c. Implement technologies that reduce costs of transportation

Goal 2: Improve system safety in order to support all modes and serve all users.

5. Objective 1: Design roadways and other transportation facilities to enhance coexistence of users of all modes:
 - a. Provides complete streets
 - b. Implements technology that supports alternative modes
 - c. Maintains street and roads in a state of good repair for all modes

- d. Implements highway, street, road, and safety improvements

- 6. Objective 2: Educate all users so they may safely coexist:
 - a. Provides wayfinding and safety signage
 - b. Provides Public information/education
 - c. Provides education for school-aged children

- 7. Objective 3: Work with Napa Jurisdictions to adopt complete streets policies to meet the Metropolitan Transportation Commission's funding eligibility requirements:
 - a. Implements complete streets

- 8. Objective 4: Ensure Measure T roadway funds are maximized to improve infrastructure, as allowed under the Ordinance, to benefit all transportation modes:
 - a. Develop logical approach to Measure T rehab/maintenance
 - b. Implement projects on time and within budget

- 9. Objective 5: Prioritize projects that expand travel options for cyclists and pedestrians as well as those projects that improve operation and safety for vehicles, pedestrians, and cyclists.
 - a. Implement Complete Streets
 - b. Implement technologies that improve the operation of the road for all users
 - c. Close gaps on existing Class I path network
 - d. Expands or enhances the transit system

Goal 3: Use taxpayer dollars efficiently.

- 10. Objective 1: Continue to prioritize local streets and road maintenance, consistent with Measure T:
 - a. Adhere to Measure T ordinance
 - b. Implement state of good repair principles

- 11. Objective 2: Invest in fast and reliable bus service and infrastructure, so public transit is an attractive alternative to driving alone:
 - a. Implement bus rapid transit where appropriate
 - b. Implement rapid services in strategic locations
 - c. Maintain system effectively

- 12. Objective 3: Identify alternative solutions that minimize costs and maximize system performance:
 - a. Implement State of Good Repair Programs
 - b. Implement technologies that reduce cost

- c. Implement travel demand strategies
13. Objective 4: Provide real-time traffic and transportation information via MTC's 511 or similar system by 2017:
- a. Improve system information/communication to the public
 - b. Improve transit trip planner
 - c. Explore private sector options for system monitoring and reporting
14. Objective 5: Explore new transportation funding sources, including fees associated with new development:
- a. Identify and prioritize projects that significantly improve the network and encourage community support
 - b. Implement working group to evaluate potential revenue sources
 - c. Use polling techniques to engage the public
15. Objective 6: Develop partnerships with Caltrans, California Transportation Commission (CTC), Metropolitan Transportation Commission (MTC), and Napa's state legislators to support expanded transportation funding for local mobility needs and to accommodate demand from regional traffic that travels through Napa County:
- a. Promote Napa's projects and unique characteristics within the Bay Area and State
 - b. Work Collaboratively with regional, federal, and state partners to fund large infrastructure improvements
 - c. Advocate and work with north bay county-partners on common issues

Goal 4: Support Napa County's economic vitality.

16. Objective 1: Identify and improve key goods movement routes
- a. Ensure adequate separation between freight movement and bike/ped activity
 - b. Improve connectivity on key truck routes
 - c. Improve access to airport and other port/shipping destinations
 - d. Identify and improve access in farm-to-market corridors
17. Objective 2: Work with employers to improve access to employment centers, as well as dispersed agricultural employment sites:
- a. Support transportation for service and agricultural workers
 - b. Improve multi-modal access to employment center for low income neighborhoods
 - c. Expand vanpool and other commute alternatives
 - d. Expand transit/park and ride network

18. Objective 3: Improve transportation services aimed at visitors, including alternatives to driving:
- a. Market transit and work with hospitality industry on fare subsidies
 - b. Implement bike sharing
 - c. Implement projects that support walkable city centers
 - d. Improve non-auto connectivity between cities
19. Objective 4: Use demand management techniques to shift travel from peak to non-peak times:
- a. Identify pricing mechanisms to encourage off peak commute
 - b. Implement highway messaging signs and systems that divert traffic
 - c. Stagger school and other start times
 - d. Work with employers to encourage programs that reduce peak commute congestion
 - e. Encourage freight movement during off peak

Goal 5: Minimize the energy and other resources required to move people and goods.

20. Objective 1: Prioritize projects that reduce greenhouse gases:
- a. Expand and enhance transit
 - b. Invest in alternative fuel technologies
 - c. Invest in priority development areas that encourage non-auto use
 - d. Improve bike/ped network and facilities
 - e. Implement projects that reduce congestion
21. Objective 2: Increase mode share for transit, walking, and bicycling by 10% by 2035:
- a. Implement complete streets
 - b. Expand and enhance transit
 - c. Implement projects that close gaps in Class I and II networks
 - d. Improve road infrastructure to make transit faster
 - e. Implement Marketing strategies that encourage non-auto use and improve coordination with other agencies
22. Objective 3: Reduce the growth of automobile vehicle miles traveled (VMT) by shifting trips to other modes
- a. Encourage employer policies that reduce auto use
 - b. Encourage mixed use development
 - c. Participate in programs that consider alternative pricing mechanisms to reduce VMT

- d. Implement systems that encourage better trip planning
- e. Develop messaging and marketing programs that reduce VMT
- 23. Objective 4: Encourage the provision of alternative fuel infrastructure:
 - a. Expand electric vehicle charging network
 - b. Invest in alternative fuel technologies
- 24. Objective 5: invest in improvements to the transportation network that serve land use, consistent with SB 375:
 - a. Invest in priority development areas that encourage non-auto growth
 - b. Encourage missed use development
 - c. Improve coordination between employment locations and housing
- 25. Objective 6: Identify revenues that support investments in Priority Development Areas (PDAs)
 - a. Evaluate local opportunities to increase revenues
 - b. Develop educational materials to inform the public of investments
 - c. Partner with other organizations and collaborate on policy and messaging

Goal 6: Prioritize the maintenance and rehabilitation of the existing system.

- 26. Objective 1: Deliver Measure T projects effectively:
 - a. Identify revenues to ensure Measure T projects are fully funded
 - b. Prioritize projects using State of Good Repair principles
 - c. Identify alternative revenues to ensure maintenance of effort requirements are met and exceeded
- 27. Objective 2: Focus funding on maintenance priorities

Total # of boxes checked: _____

Goals and Objectives for 2015 CWTP

Preamble:

The goals and objects for the 2015 Napa Countywide Transportation Plan are based on the following key facts.

- Napa County has a number of constraints that prevent and/or limit expanding the highway and road system as a means to eliminate congestion.
- Peak travel in Napa County is often associated with visitors and commuters traveling through Napa to/from adjacent counties, rather than employees or residents,
- The County's senior population is expected to double over the next 30 years.
- In 2010, approximately 1% of Napa County commuters biked to work, and approximately 4% walked to work, while 76% drove alone.¹
- Housing costs in Napa make it a challenge to provide sufficient housing stock for its growing work force.
- The issues and challenges are many and the solutions must be balanced; therefore the established goals are considered of equal importance.

Goal 1: Serve the transportation needs of the entire community regardless of age, income or physical ability.

Objectives:

1. Provide safe access to jobs, schools, recreation and other daily needs for Napa's residents and visitors.
2. Endeavor to serve the special transportation needs of seniors, children and the disabled.
3. Coordinate transportation services for disabled persons, seniors, children and other groups so each serves as many people as possible.
4. Provide affordable transportation solutions to ensure access to jobs, education, goods, and services for all members of the community.

Goal 2: Improve system safety in order to support all modes and serve all users.

Objectives:

1. Design roadways and other transportation facilities to enhance coexistence of users of all modes.
2. Educate all roadway users so they may safely coexist.
3. Work with Napa jurisdictions to adopt complete streets policies to meet the Metropolitan Transportation Commission's funding eligibility requirements.²
4. Ensure Measure T roadway funds are maximized to improve infrastructure, as allowed under the Ordinance, to benefit all transportation modes.
5. Prioritize projects that expand travel options for cyclists and pedestrians as well as those projects that improve operation and safety for vehicles, pedestrians, and cyclists

¹ U.S. Census Bureau, 2010-2012 American Community Survey.

² MTC requires that jurisdictions adopt a complete streets policy and update their general plans to be consistent with the Complete Streets Act of 2008 in order to receive funding after FY 2015-16 OBAG programming cycle.

Goal 3: Use taxpayer dollars efficiently.

Objectives:

1. Continue to prioritize local streets and road maintenance, consistent with Measure T.
2. Invest in fast and reliable bus service and infrastructure, so public transit is an attractive alternative to driving alone.
3. Identify alternative solutions that minimize costs and maximize system performance.
4. Provide real-time traffic and transportation information via MTC's 511 or similar system by 2017.
5. Explore new transportation funding sources, including fees associated with new development.
6. Develop partnerships with Caltrans, California Transportation Commission (CTC), Metropolitan Transportation Commission (MTC) and Napa's state legislators to support expanded transportation funding for local mobility needs and to accommodate demand from regional traffic that travels through Napa County

Goal 4: Support Napa County's economic vitality.

Objectives:

1. Identify and improve key goods movement routes.
2. Work with employers to improve access to employment centers, as well as dispersed agricultural employment sites.
3. Improve transportation services aimed at visitors, including alternatives to driving.
4. Use transportation demand management techniques to shift travel from peak to non-peak times.

Goal 5: Minimize the energy and other resources required to move people and goods.

Objectives:

1. Prioritize projects that reduce greenhouse gases.
2. Increase mode share for transit, walking, and bicycling to 10% by 2035.³
3. Reduce the growth of automobile vehicle miles traveled (VMT) by shifting trips to other modes.
4. Encourage the provision of alternative fuel infrastructure.
5. Invest in improvements to the transportation network that serve land use, consistent with SB 375.⁴
6. Identify revenues that support investments in Priority Development Areas (PDAs).

Goal 6: Prioritize the maintenance and rehabilitation of the existing system

Objectives:

1. Deliver Measure T projects effectively.
2. Focus funding on maintenance priorities.

³ Based on Plan Bay Area target. <http://onebayarea.org/plan-bay-area/targets.html>, accessed on 2/10/14. Compared to 2008 mode share.

⁴ SB 375 requires California's 18 metro areas to integrate transportation, land-use and housing as part of an SCS to reduce greenhouse gas emissions from cars and light-duty trucks. Source: <http://onebayarea.org/about/faq.html>, accessed on 2/21/14.



July 10, 2014
TAC Agenda Item 8.2
Continued From: June 5, 2014
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
REPORT BY: Eliot Hurwitz, Planning and Special Projects
(707) 259-8782 / Email: ehurwitz@nctpa.net
SUBJECT: Napa Countywide Transportation Plan Update

RECOMMENDATION

Information only.

EXECUTIVE SUMMARY

In January NCTPA launched an effort to revise and update the Napa Countywide Transportation Plan (CWTP). In February, the NCTPA Board adopted a comprehensive set of goals and objectives for the Plan. NCTPA staff has worked with the NCTPA Technical Advisory Committee (TAC) on developing evaluation criteria and a comprehensive inventory of projects. An active citizens' committee has been convened, and a page on the NCTPA website has been developed focusing on the CWTP which entails some innovative features. An initial series of three public meetings was held in April to solicit public input.

In coordination with the development of the CWTP, NCTPA has also launched a revision of the Napa "Community-Based Transportation Plan" which focuses specifically on the transportation needs of low-income, disabled, elderly and other disadvantaged members of the community.

FISCAL IMPACT

Is there a Fiscal Impact? None.

BACKGROUND AND DISCUSSION*Sub-plans*

To be consistent with the regional process, a new CWTP should be completed every four years. The last NCTPA 25-year Countywide Transportation Plan was adopted in 2009 and was used to inform the One Bay Area Plan, the Metropolitan Transportation Commission's (MTC) long range plan adopted in 2013. The 2014 plan will be completed in time to inform the next regional plan which is scheduled for adoption in 2017. ARUP consulting has been engaged to assist NCTPA staff in the development of the CWTP.

The plan will consist and reference a number of other planning efforts in the appendix. Key in those efforts is the countywide bicycle plan which was completed in 2012, the countywide pedestrian plan which is being kicked off this month, and the countywide community based transportation plan (CBTP). The CBTP is a requirement of the MTC, and will specifically address the transportation needs of minority, disabled, elderly and other disadvantaged members of the Napa community.

Goals and Objectives

As part of the development of the new Plan, the NCTPA Board considered and adopted a set of Goals and Objectives in March which will guide and inform the CWTP and the CBTP.

Committee and Public Meetings

In April the Citizens' Committee held its first meeting. With 24 members, the committee represents a wide spectrum of the county's population, some of whom have participated in previous transportation planning efforts. The committee will meet four more times over the course of the CWTP development.

The NCTPA Technical Advisory Committee (TAC) has reviewed the Goals and Objectives of the Plan. Staff has engaged the TAC in the development of a comprehensive Inventory of Projects, which will be completed this fall. Staff is also working with TAC to develop evaluation criteria that will assist in determining how projects contribute to meeting the CWTP Goals and Objectives.

There have also been three (3) public meetings to elicit comments and ideas from the public. At the Public Meetings, Staff and consultants presented an overview of key issues to be addressed in the CWTP and received comments and feedback. The consulting team has built a web-based map site that will allow members of the public to post their comments and suggestions associated with specific locations in the county. Over the coming months, staff will reach out to specific public interest groups to solicit additional input.

SUPPORTING DOCUMENTS

| Attachments: (1) Public Meeting Matrix

2014 - 15
Countywide Transportation Plan (and CBTP) Meeting Matrix TAC Agenda Item 8.2
 (version June 16, 2014) **ATTACHMENT 1**
July 10, 2014

April

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Board	22	23	24
25	26	27	28	29	30	31

June

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 NVCNP	19	20	21
22	23 CAC	24	25	26	27	28
29	30					

July

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7	8	9	10 PCC VCAC	11	12
13	14	15 NVCNP	16	17 Sr. Center	18	19
20	21	22	23	24	25	26
27 Puertas	28	29	30	31		

August

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4 TAC	5	6
7	8	9	10	11	12	13
14	15	16	17 Board	18	19	20
21	22	23 CAC	24	25	26	27
28	29	30				

October

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4 TAC	5	6
7	8	9 CAC	10	11	12	13
14	15	16	17 Board	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5 TAC	6	7
8	9	10	11	12	13	14
15	16	17	18 Board	19	20	21
22	23	24 CAC	25	26	27	28
29	30	31				

April

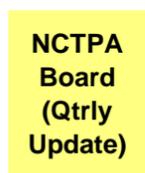
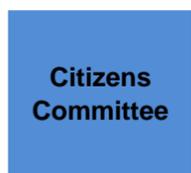
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
31	1	2	3	4 TAC	5	6
7	8	9	10	11	12	13
14	15	16	17 Board	18	19	20
21	22	23	24	25	26	27
28	29	30				





July 10, 2014
TAC Agenda Item 8.3
Continued From: June 5, 2014
Action Requested: INFORMATION

NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY TAC Agenda Letter

TO: Technical Advisory Committee (TAC)
REPORT BY: Diana Meehan, Assistant Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nctpa.net
SUBJECT: Countywide Pedestrian Master Plan – Final Draft Scope of Work

RECOMMENDATION

Information only.

EXECUTIVE SUMMARY

To identify and prioritize pedestrian projects, programs and planning efforts of countywide significance, NCTPA will coordinate a Countywide Pedestrian Master Plan. The Plan will provide the background, direction, and tools needed to improve the active transportation network to encourage pedestrian/walking trips in Napa County and improve pedestrian safety for all users.

FISCAL IMPACT

None.

BACKGROUND AND DISCUSSION

To maintain consistency throughout the County and to better assist jurisdictions with improvements to their pedestrian systems and to take advantage of new funding sources NCTPA has identified the need to create a Countywide Pedestrian Master Plan. The plan will be an important component for the coordination of planning and programming pedestrian projects throughout all Napa County jurisdictions. The plan will be similar to the countywide bicycle plan which was completed in 2011, but with specific focus on pedestrians. Once complete, both the Countywide Bicycle Plan and Pedestrian Master Plan could be combined to form a complete active transportation plan for Napa County.

With funding programs such as the Active Transportation Program (ATP) looking at communities with a particular level of plan consistency for their projects and programs, having a Pedestrian Master Plan should improve the efforts towards funding projects throughout the County.

The original draft scope of work was initially brought before the TAC at the May 1, 2014 meeting for comment and review. Minor revisions were made to the final draft after the June 5th meeting at the request of St. Helena staff. Once the revisions are reviewed by TAC, NCTPA staff will submit it to on-call planning contractors for bid.

SUPPORTING DOCUMENTS

Attachments: (1) Countywide Pedestrian Master Plan Scope of Work

**SCOPE OF WORK
NAPA COUNTYWIDE PEDESTRIAN PLAN
INCLUDING PLANS FOR THE
CITIES OF NAPA, AMERICAN CANYON, ST. HELENA, CALISTOGA AND THE
TOWN OF YOUNTVILLE**

Task 1: Evaluate Existing Conditions

- a. Review existing plans in Napa County, Cities and Town; analyze adequacy of existing plans especially relative to regional plans and state/federal funding opportunities including requirements of the Active Transportation Program, ADA guidelines and the Complete Streets Act of 2008.
- b. In particular review all current General Plans, Specific Plans, Circulation elements and existing pedestrian plans and policies.
- c. Inventory of major pedestrian facilities
 - 1) Status of existing pedestrian facilities, paths, and trails
 - i. Location
 - ii. Condition
 - iii. Create GIS
 - 2) Inventory pedestrian programs and policies including school programs, local clubs, government programs and school-based programs (especially "Safe Routes to School")

- Deliverables:*
1. Provide existing conditions report, including inventory and description of major pedestrian infrastructure and current conditions.
 2. Provide GIS layer of all current and currently planned facilities keyed to Napa County and Cities' base maps, including attributes describing, status of un-built segments (in existing plans, funded, under construction) condition and associated image files, integrated with MTC GIS system if available.
 3. Procedure manual for NCTPA update of GIS system
 4. Summary document citing existing pedestrian policies, plans and programs within each jurisdiction.

Task 2: Project future demand for pedestrian facilities and programs including

- a. resident, employee and tourist use

- Deliverables:*
1. Provide a report outlining expected future demand for pedestrian facilities
 2. Provide assumptions for pedestrian travel demand based on land use and any other factors as appropriate

Task 3: Standards

- a. Identify best practices and standards for all pedestrian facilities using ADA Guidelines and Complete Streets Criteria

- b. Describe urban/rural variation

Task 4: Meetings, Workshops, Presentations

- a. Attend TAC and ATAC meetings (3-6 meetings) to plan for individual jurisdictional plan needs
 - b. Meet with technical staff to review localized needs in each jurisdiction (6 meetings)
- Public- 5 public meetings: one in each jurisdiction-Include portions of unincorporated areas within each jurisdiction.

Deliverables: 1. Agendas, attendance lists, and summary minutes of meetings

Task 5: Pedestrian Master Plan incorporating plans for County, and all Cities

- a. Identify significant pedestrian origins and destinations, including number of employees by location. Identify proposed corridors of connection and evaluate current status and future opportunities/ challenges to development of workable corridors
- b. Data collection for existing pedestrian trips and estimated increase in number of trips on major pedestrian facilities
- c. Provide rough cost estimates for construction of priority projects identified by the local jurisdictions
- d. Describe relationships with relevant regional plans, such as the Bay Trail and Bay Area Ridge Trail including links to Solano and Sonoma Counties
- e. Create new set of GIS-based maps
- f. ~~Work specifically with jurisdictions requiring ADA transition plans (transportation only) including City of St. Helena and County of Napa. For smaller jurisdictions, this may involve some site visitations and manual inventory methods and assistance with ADA transition planning. Prepare an inventory of curb ramps and potential ADA curb ramp improvements (transportation infrastructure only) for the City of St. Helena and County of Napa. Review and update existing 2008 ADA transition plan (transportation infrastructure only) for the City of American Canyon.~~
- g. Propose objectives and key policies in support of the system to be adopted by Cities/County
- h. Design a promotional/educational plan to increase pedestrian safety and mode share for all short trips countywide to be administered by NCTPA.

Deliverables:

- 1. Pedestrian Master Plan for Napa County should include:
 - major countywide north-south spine multi-use trail (Vine Trail) connecting the five Cities/Town from Calistoga to the City of American Canyon, showing links to regional trail systems: Bay Trail, Ridge Trail.
 - New comprehensive plans in all Napa County jurisdictions.
- 2. GIS layers of system components

3. New user-friendly pedestrian map including all currently built or inactive-development system segments in two scales(including major pedestrian origin/destination locations):
 - a) countywide and b) detailed segments for 5 Cities/Town
4. List of potential City/County objectives and policies that will support the implementation of the plan.

Task 6: Planning Process, Prioritization and Financial Plan

- a. Outline of available fund sources to finance construction of proposed system segments and of system maintenance
- b. Create a template with guidelines for updating city pedestrian plans to remain consistent with the countywide plan

- Deliverables:*
1. Provide a report describing funding sources available for construction of proposed segments of the system and for maintenance of the system as a whole.
 2. Provide a countywide list of priority projects and programs
 3. Provide an outline of project approval process

Task 7: Create necessary documents for formal approvals and assist in adoption by Councils

- a. CEQA analysis
- a. NCTPA TAG
- b. Napa, American Canyon, Calistoga, Town of Yountville and St. Helena City Councils and Napa County Board of Supervisors
- c. NCTPA Board of Directors
- d. MTC – amendment
- e. Active Transportation Plan-Umbrella Document

- Deliverables:*
1. Draft staff reports, council resolutions as necessary
 2. Present plan to:
 - a. NCTPA Board
 - b. Napa County Board of Supervisors
 - c. Napa City Council
 - d. American Canyon City Council
 - e. St. Helena City Council
 - f. Calistoga City Council
 - g. Town of Yountville Council
 2. CEQA analysis
 3. Draft application to Caltrans for approval of the plan as an “Active Transportation Plan”

Comment [dm 1]: CEQA analysis in deliverable 2 below

Formatted: Highlight

Formatted: Highlight

Comment [dm 2]: All plans are vetted through TAC/ATAC prior to going to the NCTPA Board

Formatted: Highlight



625 Burnell Street, Napa CA 94559

July 10, 2014
TAC Agenda Item 8.5
Continued From: NEW
Action Requested: INFORMATION

Napa County Transportation and Planning Agency (NCTPA)

Board of Directors

AGENDA

Wednesday, July 16, 2014
1:30 PM

NCTPA/NVTA Conference Room
625 Burnell Street
Napa CA 94559

General Information

All materials relating to an agenda item for an open session of a regular meeting of the NCTPA Board of Directors are posted on our website at www.nctpa.net/agendas-minutes/12 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

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

ITEMS

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

Members:

Joan Bennett	City of American Canyon
Leon Garcia, Mayor	City of American Canyon
Chris Canning, Mayor	City of Calistoga
James Barnes	City of Calistoga
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
Beth Kahiga	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.

8.	<u>CONSENT ITEMS (8.1 – 8.5)</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
8.1	Approval of Meeting Minutes of June 18, 2014 (Karrie Sanderlin) (<i>Pages 9-13</i>)	APPROVE	1:40 PM
8.2	Resolution No. 14-16 Adopting the Transportation Fund for Clean Air (TFCA) Program Manager Projects List for Fiscal Year End (FYE) 2015 (Danielle Schmitz) (<i>Pages 14-51</i>)	APPROVE	

Board action will approve Resolution No. 14-16 adopting the list of projects for the TFCA FYE 2015 Program Manager Funds allocating \$255,242 dollars.

- 8.3 Resolution No. 14-17 Authorizing the Filing of an Application for Funding Assigned to the Metropolitan Transportation Commission (MTC) for the Active Transportation Program Regional Competitive Program (Diana Meehan) *(Pages 52-59)* APPROVE

Board action will authorize the filing of an application for funding to the Metropolitan Transportation Commission (MTC) for the Active Transportation Program (ATP).

- 8.4 Removal of Fixed Assets from NCTPA Fixed Asset Inventory List (Antonio Onorato) *(Pages 52-59)* APPROVE

Board action will authorize the removal of items and those identified as missing, disposed, or sold from the fixed assets inventory.

- 8.5 Disposal of Agency Surplus Property – Bike Lockers (Antonio Onorato) *(Pages 52-59)* APPROVE

Board action will authorize the disposal of the 16 bike lockers according to NCTPA Financial Policies, Practices, and Procedures Chapter 7- Financial Matters.

9. REGULAR AGENDA ITEMS

- 9.1 Amendment #9 of the Transit Services Agreement No. 10-01 between Napa County Transportation and Planning Agency (NCTPA) and Veolia Transportation Inc. (Antonio Onorato)

RECOMMENDATION

TIME

APPROVE

1:45 pm

Board action will authorize the Executive Director to execute Amendment #9 to exercise the option to extend the current purchase transportation Agreement No. 10-01 for two (2) years.

9.2 Napa County Transportation and Planning Agency (NCTPA) Public Transit Fare Policy (Justin Paniagua) *(Pages 79-94)* APPROVE 2:00 PM

Board action will approve the NCTPA Public Transit Fare Policy.

9.3 Legislative Update and State Bill Matrix (Kate Miller) *(Pages 102-116)* INFORMATION/ ACTION 2:15 PM

The Board will receive the monthly Federal and State Legislative Update.

10. CLOSED SESSION

TIME

10.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR** (Government Code Section 54956.8) 3:00 PM

Property: APN 046-370-024-000
Agency Negotiator: Kate Miller, Executive Director
Negotiating Parties: Joe Carter, Boca Company
Under Negotiation: Price and terms of payment

11. ADJOURNMENT

RECOMMENDATION 3:30 PM

11.1 Approval to Cancel Regular Meeting Date of September 17 2014 APPROVE

11.2 Approval of Special Meeting Date, Time and Location APPROVE

Board action will approve a special meeting of September 17, 2014 at 9:00 am. The meeting will be held at the Community Chambers at City Hall, 23 Russell Boulevard, Davis CA. A presentation from the City of Davis on their Active Transportation Network will be provided, followed by an infrastructure tour of selected sites.

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 July 11, 2014.

Karalyn E. Sanderlin, NCTPA Board Secretary

DRAFT