

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Thursday, July 7, 2022
10:00 AM

JoAnn Busenbark Board Room

Paratransit Coordinating Council (PCC)

*****COVID-19 SPECIAL NOTICE*****

PUBLIC MEETING GUIDELINES FOR PARTICIPATING VIA PHONE/VIDEO CONFERENCING

Consistent with California Assembly Bill 361 and Government Code Section 54953, due to the COVID-19 State of Emergency and the recommendations for physical distancing, the Napa Valley Transportation Authority (NVTA) Paratransit Coordinating Council (PCC) meeting will be held remotely via Zoom and in person at the JoAnn Busenbark Boardroom located at 625 Burnell Street, Napa, Ca 94559. Members of the public may observe and participate in the meeting from home or in person. The public is invited to participate telephonically or electronically via the methods below:

- 1) To join the meeting via Zoom video conference from your PC, Mac, iPad, iP 882 3261 2915
- 2) To join the Zoom meeting by phone - dial 1-669-900-6833, enter meeting ID: 882 3261 2915 If asked for the participant ID or code, press #.

Public Comments

Members of the public may comment on matters within the purview of the Committee that are not on the meeting agenda during the general public comment item at the beginning of the meeting. Comments related to a specific item on the agenda must be reserved until the time the agenda item is considered and the Chair invites public comment. Members of the public are welcome to address the Committee, however, under the Brown Act Committee members may not deliberate or take action on items not on the agenda, and generally may only listen.

Instructions for submitting a Public Comment are on the next page.

Members of the public may submit a public comment in writing by emailing info@nvta.ca.gov by 5:00 p.m. the day before the meeting with PUBLIC COMMENT as the subject line (for comments related to an agenda item, please include the item number). All written comments should be 350 words or less, which corresponds to approximately 3 minutes or less of speaking time. Public comments emailed to info@nvta.ca.gov after 5 p.m. the day before the meeting will be entered into the record but not read out loud. If authors of the written correspondence would like to speak, they are free to do so and should raise their hand and the Chair will call upon them at the appropriate time.

1. To comment during a virtual meeting (Zoom), click the "Raise Your Hand" button (click on the "Participants" tab) to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted. Instructions for how to "Raise Your Hand" are available at <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

2. To comment by phone, press "*9" to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself by pressing "*6" when it is your turn to make your comment, for up to 3 minutes. After the allotted time, you will be re-muted.

Instructions on how to join a Zoom video conference meeting are available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Instructions on how to join a Zoom video conference meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

Note: The methods of observing, listening, or providing public comment to the meeting may be altered due to technical difficulties or the meeting may be cancelled, if needed.

All materials relating to an agenda item for an open session of a regular meeting of the NVTA PCC are posted on the NVTA website 72 hours prior to the meeting at: <https://nctpa.legistar.com/Calendar.aspx> or by emailing info@nvta.ca.gov to request a copy of the agenda.

Materials distributed to the members of the Committee present at the meeting will be available for public inspection after the meeting. 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.

Americans with Disabilities Act (ADA): 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 Kathy Alexander, NVTA Deputy Board Secretary, at (707) 259-8627 during regular business hours, at least 48 hours prior to the time of the meeting.

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

Acceso y el Titulo VI: La NVTA puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Autoridad. Para solicitar asistencia, por favor llame al número (707) 259-8627. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Ang Accessibility at Title VI: Ang NVTA ay nagkakaloob ng mga serbisyo/akomodasyon kung hilingin ang mga ito, ng mga taong may kapansanan at mga indibiduwal na may limitadong kaalaman sa wikang Ingles, na nais na matugunan ang mga bagay-bagay na may kinalaman sa NVTA PCC. Para sa mga tulong sa akomodasyon o pagsasalin-wika, mangyari lang tumawag sa (707) 259-8627. Kakailanganin namin ng paunang abiso na tatlong araw na may pasok sa trabaho para matugunan ang inyong kahilingan.

1. Call To Order
2. Roll Call
3. Public Comment
4. Committee Member Comments
5. Staff Comments

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

6. PRESENTATIONS

- 6.1 Certificates will be presented to the following outgoing members in recognition of their service on the PCC:
Julie Spencer, 2014-2022
Beth Kahiga, 2003-2022
- 6.2 **NVTA Marketing: What Lies Ahead (Valerie Walston)**
Recommendation: NVTA staff will provide an update on NVTA marketing.
Estimated Time: 10:30 am

7. CONSENT AGENDA

- 7.1 **Meeting Minutes of March 3, 2022 Paratransit Coordinating Council Meeting (Kathy Alexander) (Pages 7-9)**
Recommendation: PCC action will approve March 3, 2022 PCC minutes.
Estimated Time: 10:40 a.m.
Attachments: [03-03-22 Draft Minutes.pdf](#)
- 7.2 **Meeting Notes of May 5, 2022 Paratransit Coordinating Council (PCC) Meeting (Kathy Alexander) (Pages 10-11)**
Recommendation: PCC action will accept the May 5, 2022 meeting notes.
Estimated Time: 10:40 a.m.
Attachments: [05-05-22 Meeting Notes.pdf](#)

8. REGULAR AGENDA ITEMS

8.1 Vine Transit Services Update (Rebecca Schenck) (Pages 12-14)

Body: The PCC will receive an update on Vine Transit services.

Estimated Time: 10:45 a.m.

Attachments: [Staff Report 8.1.pdf](#)

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

10.1 Approval of Next Regular Meeting Date of September 1, 2022 and Adjournment.

I, Kathy Alexander, hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTA offices, 625 Burnell Street, Napa, CA by 5:00 p.m., on Thursday, June 30, 2022

Kathy Alexander (e-sign) 06/30/2022

Kathy Alexander, Deputy Board Secretary

Glossary of Acronyms

AB 32	Global Warming Solutions Act	FAST	Fixing America's Surface Transportation Act
ABAG	Association of Bay Area Governments	FHWA	Federal Highway Administration
ACFR	Annual Comprehensive Financial Report	FTA	Federal Transit Administration
ADA	American with Disabilities Act	FY	Fiscal Year
APA	American Planning Association	GHG	Greenhouse Gas
ATAC	Active Transportation Advisory Committee	GGRF	Greenhouse Gas Reduction Fund
ATP	Active Transportation Program	GTFS	General Transit Feed Specification
BAAQMD	Bay Area Air Quality Management District	HBP	Highway Bridge Program
BAB	Build America Bureau	HBRR	Highway Bridge Replacement and Rehabilitation Program
BART	Bay Area Rapid Transit District	HIP	Housing Incentive Program
BATA	Bay Area Toll Authority	HOT	High Occupancy Toll
BRT	Bus Rapid Transit	HOV	High Occupancy Vehicle
CAC	Citizen Advisory Committee	HR3	High Risk Rural Roads
CAP	Climate Action Plan	HSIP	Highway Safety Improvement Program
CAPTI	Climate Action Plan for Transportation Infrastructure	HTF	Highway Trust Fund
Caltrans	California Department of Transportation	HUTA	Highway Users Tax Account
CASA	Committee to House the Bay Area	HVIP	Hybrid & Zero-Emission Truck and Bus Voucher Incentive Program
CBTP	Community Based Transportation Plan	IFB	Invitation for Bid
CEQA	California Environmental Quality Act	ITIP	State Interregional Transportation Improvement Program
CIP	Capital Investment Program	ITOC	Independent Taxpayer Oversight Committee
CMA	Congestion Management Agency	IS/MND	Initial Study/Mitigated Negative Declaration
CMAQ	Congestion Mitigation and Air Quality Improvement Program	JARC	Job Access and Reverse Commute
CMP	Congestion Management Program	LCTOP	Low Carbon Transit Operations Program
CalSTA	California State Transportation Agency	LIFT	Low-Income Flexible Transportation
CTA	California Transit Association	LOS	Level of Service
CTP	Countywide Transportation Plan	LS&R	Local Streets & Roads
CTC	California Transportation Commission	LTF	Local Transportation Fund
CY	Calendar Year	MaaS	Mobility as a Service
DAA	Design Alternative Analyst	MAP 21	Moving Ahead for Progress in the 21 st Century Act
DBB	Design-Bid-Build	MPO	Metropolitan Planning Organization
DBE	Disadvantaged Business Enterprise	MTC	Metropolitan Transportation Commission
DBF	Design-Build-Finance	MTS	Metropolitan Transportation System
DBFOM	Design-Build-Finance-Operate-Maintain	ND	Negative Declaration
DED	Draft Environmental Document	NEPA	National Environmental Policy Act
EIR	Environmental Impact Report	NOAH	Natural Occurring Affordable Housing
EJ	Environmental Justice	NOC	Notice of Completion
EPC	Equity Priority Communities	NOD	Notice of Determination
ETID	Electronic Transit Information Displays	NOP	Notice of Preparation
FAS	Federal Aid Secondary		

Glossary of Acronyms

NVTA	Napa Valley Transportation Authority	SHOPP	State Highway Operation and Protection Program
NVTA-TA	Napa Valley Transportation Authority-Tax Agency	SNTDM	Solano Napa Travel Demand Model
OBAG	One Bay Area Grant	SR	State Route
PA&ED	Project Approval Environmental Document	SRTS	Safe Routes to School
P3 or PPP	Public-Private Partnership	SOV	Single-Occupant Vehicle
PCC	Paratransit Coordination Council	STA	State Transit Assistance
PCI	Pavement Condition Index	STIC	Small Transit Intensive Cities
PCA	Priority Conservation Area	STIP	State Transportation Improvement Program
PDA	Priority Development Areas	STP	Surface Transportation Program
PID	Project Initiation Document	TAC	Technical Advisory Committee
PIR	Project Initiation Report	TCM	Transportation Control Measure
PMS	Pavement Management System	TCRP	Traffic Congestion Relief Program
Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes	TDA	Transportation Development Act
PSE	Plans, Specifications and Estimates	TDM	Transportation Demand Management Transportation Demand Model
PSR	Project Study Report	TE	Transportation Enhancement
PTA	Public Transportation Account	TEA	Transportation Enhancement Activities
RACC	Regional Agency Coordinating Committee	TEA 21	Transportation Equity Act for the 21 st Century
RAISE	Rebuilding American Infrastructure with Sustainability and Equity	TFCA	Transportation Fund for Clean Air
RFP	Request for Proposal	TIP	Transportation Improvement Program
RFQ	Request for Qualifications	TIFIA	Transportation Infrastructure Finance and Innovation Act
RHNA	Regional Housing Needs Allocation	TIRCP	Transit and Intercity Rail Capital Program
RM 2	Regional Measure 2 Bridge Toll	TLC	Transportation for Livable Communities
RM 3	Regional Measure 3 Bridge Toll	TLU	Transportation and Land Use
RMRP	Road Maintenance and Rehabilitation Program	TMP	Traffic Management Plan
ROW (R/W)	Right of Way	TMS	Transportation Management System
RTEP	Regional Transit Expansion Program	TNC	Transportation Network Companies
RTIP	Regional Transportation Improvement Program	TOAH	Transit Oriented Affordable Housing
RTP	Regional Transportation Plan	TOC	Transit Oriented Communities
SAFE	Service Authority for Freeways and Expressways	TOD	Transit-Oriented Development
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	TOS	Transportation Operations Systems
SB 375	Sustainable Communities and Climate Protection Act 2008	TPA	Transit Priority Area
SB 1	The Road Repair and Accountability Act of 2017	TPI	Transit Performance Initiative
SCS	Sustainable Community Strategy	TPP	Transit Priority Project Areas
SHA	State Highway Account	VHD	Vehicle Hours of Delay
		VMT	Vehicle Miles Traveled

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Minutes - Draft Paratransit Coordinating Council (PCC)

Thursday, March 3, 2022

10:00 AM

SEE COVID-19 SPECIAL NOTICE

1. Call To Order

Chair Weir called the meeting to order at 10:03 a.m.

2.a Roll Call

Present: 4 - Doug Weir
Julie Spencer
Lisa DeRose-Hernandez
Tom Collette

Absent: 2 - Beth Kahiga
Betty Rhodes

2.b AB 361 Remote Meeting Authorization (Kathy Alexander) *(Pages 8-11)*

Kathy Alexander reported that the Governor's Emergency Order and recommendation from Napa County Public Health remain in place, therefore staff recommends continuing to hold meetings remotely.

MOTION by WEIR, **SECOND** by COLLETTE to **APPROVE** holding the March 3, 2022 and May 5, 2020 Paratransit Coordinating Council meetings remotely in accordance with AB 361. Motion was approved with the following vote:

Aye:4 - Chairperson Weir, Member Spencer, Member DeRose-Hernandez, and Vice Chair Collette

Absent: 2 - Member Kahiga, and Member Rhodes

3. Public Comment

None

4. Committee Member Comments

Member Spencer announced that she is retiring June 1, 2022.

5. Staff Comments

None

6. PRESENTATIONS

6.1 Emergency Preparedness and Evacuations Presentation (Leah Greenbaum, County of Napa Office of Emergency Services)

Leah Greenbaum, County of Napa, Office of Emergency Services, provided a presentation on the County's preparedness plan, emergency response, evacuation plans and its new evacuation communications tool, Zonehaven.

6.2 NVTA Project Update (Rebecca Schenck)

Rebecca Schenck provided an update on NVTA's current projects, including Soscol Junction; Vine Trail - St. Helena to Calistoga; Vine Bus Maintenance Facility; Imola Avenue Park and Ride Improvements; SR 29 American Canyon Project Initiation Document; SR 37 - Interim/Congestion Relief Project; SR 37 Corridor Ultimate Project; and the Napa Valley Forward SR 29 Up Valley intersection improvements.

7. CONSENT AGENDA

7.1 Meeting Minutes of March 3, 2022 PCC Meeting (Kathy Alexander) (Pages 12-14)

Chair Weir noted that correction needed to be made to the date in the title - March 3, 2022 was changed to January 6, 2022.

MOTION by SPENCER, SECOND by DEROSE-HERNANDEZ to APPROVE the January 6, 2022 PCC Meeting Minutes as presented. Motion passed with the following vote:

Aye: 4 - Chairperson Weir, Member Spencer, Member DeRose-Hernandez, and Vice Chair Collette

Absent: 2 - Member Kahiga, and Member Rhodes

8. REGULAR AGENDA ITEMS

8.1 Federal Transit Administration Section 5310 Project Recommendation (Rebecca Schenck) (Pages 15-16)

Rebecca Schenck provided a report on the FTA Section 5310 Project process to date, noting that NVTA and Collabria Care are each submitting an application for vehicles.

MOTION by COLLETTE, SECOND by WEIR to recommend that the Napa Valley Transportation Authority (NVTA) approve the Federal Transit Administration (FTA) Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program for Napa County and NVTA's grant application. Motion was approved with the following vote:

Aye: 4 - Chairperson Weir, Member Spencer, Member DeRose-Hernandez, and Vice Chair Collette

Absent: 2 - Member Kahiga, and Member Rhodes

8.2 Vine Transit Update (Libby Payan) (Pages 17-22)

Libby Payan reported on the Vine Transit services operational performance for the second quarter of Fiscal Year 2021-2022. She also provided an update on the most recent operational and service changes related to the pandemic.

8.3 Fare Coordination and Integration Study (Libby Payan) *(Pages 23-132)*

Libby Payan provided an overview of the Metropolitan Transportation Commission's Fare and Coordination Integration Study (FCIS) that included the study's goals, strategies, key findings, recommendations and next steps.

9. FUTURE AGENDA ITEMS

Senior Needs Assessment Update

10. ADJOURNMENT

10.1 Approval of Next Regular Meeting Date of May 5, 2022 and Adjournment.

Chair Weir adjourned the meeting at 11:38 a.m.

Kathy Alexander, Deputy Board Secretary

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Notes - Draft Paratransit Coordinating Council (PCC)

Thursday, May 5, 2022

10:00 AM

REFER TO COVID-19 SPECIAL NOTICE

1. Call To Order

Chair Weir called the meeting to order at 10:04 a.m.

2. Roll Call

Quorum was not met.

Present: 3 - Doug Weir
Julie Spencer
Lisa DeRose-Hernandez

Absent: 3 - Beth Kahiga
Tom Collette
Betty Rhodes

3. Public Comment

None

4. Committee Member Comments

Member Spencer announced that Maury Robertson, the new Rianda House Executive Director will start May 16. Member Spencer also noted that this was her last PCC meeting as she is retiring at the end of May.

5. Staff Comments

Rebecca Schenck reported that funding for a senior needs assessment has been included in the NVTVA 2022/2023 draft budget. Ms. Schenck will keep the PCC updated throughout the entire process.

6. CONSENT AGENDA

6.1 Meeting Minutes of March 3, 2022 Paratransit Coordinating Council Meeting (Kathy Alexander) (Pages 7-9)

No action was taken as quorum was not met.

7. REGULAR AGENDA ITEMS

7.1 Napa Valley Transportation Authority's Biennial Budget for VineGo Americans with Disabilities Act (ADA) Paratransit Services for Fiscal Year 2022-23 (FY23) and Fiscal Year 2023-24 (FY24) (Antonio Onorato) (Pages 10-16)

Antonio Onorato provided a presentation on the Fiscal Years 2022/2023 and 2023/2024 NVRTA budget, with an emphasis on the Vine Transit Services items. He invited the PCC to provide comment.

7.2 Vine Transit Operations Fiscal Year 2021-22 (FY21-22) Quarter 3 Update (Libby Payan) (Pages 17-23)

Libby Payan provided a presentation on Vine Transit Operations for the third quarter of fiscal year 2021-2022 that included updates on ridership statistics, new electric buses, and potential schedule changes for June and August.

8. FUTURE AGENDA ITEMS

- Recognition of Julie Spencer's and Beth Kahiga's service on the PCC
- March 3, 202 Meeting Minutes
- Senior Needs Assessment Update

10. ADJOURNMENT

10.1 Approval of Next Regular Meeting Date of July 7, 2022 and Adjournment.

Chair Weir adjourned the meeting at 10:58 a.m.

Kathy Alexander, Deputy Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY Paratransit Coordinating Council Agenda Memo

TO: Paratransit Coordinating Council (PCC)
FROM: Kate Miller, Executive Director
REPORT BY: Libby Payan, Senior Program Planner/Administrator
(707) 259-8782 / Email: lpayan@nvta.ca.gov
SUBJECT: Vine Transit Update

RECOMMENDATION

Information only. This report will provide an update on the operational performance for Vine Transit services and future schedule changes.

FISCAL IMPACT

Is there a Fiscal Impact? No

BACKGROUND

New Schedule (June 19, 2022)

Staff implemented some minor service changes that commenced on Sunday June 19, 2022. The following routes changed their timetables:

- Route 11
- Route 21
- Route 29
- Route E

The impetus for making modifications to the Route 11 timetable is to improve on-time performance. Staff received feedback from drivers that the timetable was causing the buses to have lengthy layovers at time point bus stops.

Route 21 only had one slight modification to its schedule, which is the first bus leaving from Suisun now departs ten minutes earlier to ensure that it arrives at the Soscol Gateway Transit Center before 7:00 am.

Route 29 had its first run eliminated due to low ridership. Currently, the first bus heading southbound towards BART departs from the Redwood Park and Ride at 5:00 am and the first bus heading northbound towards Napa departs from BART at 6:20 am.

Route E altered its schedule to accommodate the summer school hours of Camille Creek Community School, which is where most of the Route E ridership stems from.

In addition to these timetable modifications, the American Canyon & St. Helena school trips have been eliminated due to the school district's summer break. These trips will resume again once the new school year begins in August.

Upcoming Service Changes

New service changes will go into effect starting on August 14, 2022. These changes are still in draft and currently include:

- Reinstating the school trips in American Canyon & St. Helena
- Making Route W in the City of Napa bi-directional and include service to Silverado Middle School in the morning and afternoon
- Reinstating the previous Route E schedule that was in effect before June 19, 2022

Some future changes beyond August 14 staff is considering:

- Creating a stop along Route 11 that will serve the Napa-Vallejo Flea market in American Canyon on Sundays
- Re-routing Routes 29 and 11X to serve the Imola Park & Ride instead of the Soscol Gateway Transit Center to streamline service

Electric Buses Update

NVTA ordered new electric BYD buses and four out of the five buses are currently in Napa at the Jackson Street maintenance facility. The fifth bus remains at the BYD manufacturing facility in Lancaster CA. The fifth bus is currently undergoing final inspections, which includes testing the new farebox location in the front of the bus, and fixing the driver barrier that is currently impeded by the farebox. NVTA has not deployed the four buses here in Napa into revenue service yet. Transdev staff, including management, drivers and mechanics, are in the process of receiving training from BYD

on how to operate, maintain and fix the buses. The first of eight training modules was conducted on June 15th. Once all eight training modules are complete, the fifth bus receives final approval, and the fareboxes and driver barriers on all of the buses are functional, staff will deploy the buses to St. Helena, Yountville and the City of Napa for service. Once they are ready for deployment, NVTa will send out a press release and host ribbon-cutting ceremonies in Yountville and St Helena.

In addition to the five BYD electric buses, two new Proterra electric buses are also on order. They are currently being assembled at Proterra's plant with a current estimated shipping date of late summer/early fall 2022.

In regard to the electric bus chargers: two chargers are currently available at the maintenance yard and the Yountville and St. Helena chargers are scheduled to be commissioned at the time of writing this memo. NVTa staff is also working with City of American Canyon staff to install two chargers at their maintenance yard. These chargers would work with the two Proterra electric buses.

Vine Transit Performance

Since it is only seven days after the close of the fourth quarter of Fiscal Year 2021-2022, staff has not had a sufficient amount of time to process, analyze, and present the ridership data and compare it to previous periods. Staff will present the usual tables, charts, and ridership figures at the proceeding PCC meeting scheduled for September 1, 2022.

ATTACHMENTS

None