

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Wednesday, July 20, 2022
1:00 PM

***Meeting is being held remote via Zoom and in person at
625 Burnell Street, Napa CA 94559***

NVRTA Board of Directors

*****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 (NVRTA) Board meeting will be held remotely via Zoom and in person at the JoAnn Busenbark Boardroom located at 625 Burnell Street, Napa CA. 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, iPhone or Android: go to <https://zoom.us/join> and enter meeting ID 997 5007 2830
- 2) To join the Zoom meeting by phone: dial 1-669-900-6833, enter meeting ID: 997 5007 2830 If asked for the participant ID or code, press #.
- 3) Watch live on YouTube: <https://www.youtube.com/channel/UCrjLcW9uRmA0EE6w-eKZyw?app=desktop>

Public Comments: Members of the public may comment on matters within the subject matter of the Board's jurisdiction 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 Board, however, under the Brown Act Board 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 10:00 a.m. on the day of 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 10 a.m. the day of 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" is 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 video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Instructions on how to join a 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 Board of Directors 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 Board 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 Laura Sanderlin, NVTA Board Secretary, at (707) 259-8633 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) 259-8633. 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 Board. Para sa mga tulong sa akomodasyon o pagsasalin-wika, mangyari lang tumawag sa (707) 259-8633. 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. Adoption of the Agenda
4. Public Comment
5. Chairperson's, Board Members', Metropolitan Transportation Commissioner's, and Association of Bay Area Governments Update
6. Executive Director's Update

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.

7. CONSENT AGENDA ITEMS

7.1 AB 361 Requirements for Remote Public Meetings (Osman Mufti) (Pages 10-15)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve Resolution 22-20 making findings and declaring it intent to continue remote teleconference meetings in accordance with Government Code section 54953(e) due to the Governor's COVID-19 State of Emergency Proclamation.

Estimated Time: 1:25 p.m.

Attachments: [Staff Report](#)

7.2 Meeting Minutes of June 15, 2022 (Laura Sanderlin) (Pages 16-19)

Recommendation: Board action will approve the minutes of June 15, 2022 regular meeting.

Estimated Time: 1:25 p.m.

Attachments: [Draft Minutes](#)

7.3 Equal Employment Opportunity (EEO) Program (Antonio Onorato) (Pages 20-58)

Recommendation: That the Napa Valley Transportation Authority (NVTA) board approve Resolution 22-21 adopting the Equal Employment Opportunity (EEO) Program as it relates to transit services.

Estimated Time: 1:25 p.m.

Attachments: [Staff Report](#)

7.4 Revised Policies, Practices, and Procedures Manual: Personnel (Laura Sanderlin) (Pages 59-215)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve eight additional hours of personal leave to NVTA Personnel Policies Manual: Personnel in lieu of adding the new Juneteenth federal holiday.

Estimated Time: 1:25 p.m.

Attachments: [Staff Report](#)

7.5 Revised Resolution No. 20-15 Recertifying Napa Valley Transportation Authority's Public Transit Agency Safety Plan (PTASP) (Danielle Schmitz) (Pages 216-247)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve Revised Resolution No, 20-15 recertifying the NVTA Public Transit Agency Safety Plan (PTASP).

Estimated Time: 1:25 p.m.

Attachments: [Staff Report](#)

7.6 Amendment 1 to Bear Electrical Solutions Agreement 21-15 for an Additional Electric Vehicle Charger Installation at 720 Jackson Street (Rebecca Schenck) (Pages 248-252)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve Amendment 1 to Agreement 21-15 with Bear Electrical Solutions, Inc. in an amount not to exceed \$17,250.

Estimated Time: 1:25 p.m.

Attachments: [Staff Report](#)

7.7 Amendment 4 to Proterra Inc. Contract for Paint Costs for the New Proterra Electric buses (Antonio Onorato) (Pages 253-258)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve Amendment 4 to Purchase Order 21-2002 with Proterra, Inc. in an amount not to exceed \$26,000, and authorize the Executive Director to execute the Amendment when details upon finalizing the terms.

Estimated Time: 1:25 p.m.

Attachments: [Staff Report](#)

7.8 Paratransit Coordinating Council (PCC) Member Appointments (Kathy Alexander) (Pages 259-269)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve the appointment of Jeannie Smith and Ellen Sweigert to the Paratransit Coordinating Council (PCC).

Estimated Time: 1:25 p.m.

Attachments: [Staff Report](#)

8. REGULAR AGENDA ITEMS

8.1 Motion to 1) Introduce Ordinance 2022-01 of the Napa Valley Transportation Authority Regulating Parking, Camping, and Smoking at Transit Facilities and Parking Areas, by title only, and waive reading of the full ordinance and 2) Approve the designation for the Executive Director to prepare a summary of Ordinance 2022-01 to be published in a newspaper in Napa County (Rebecca Schenck) (Pages 270-288)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board conduct a first reading and notice its intent to Adopt Ordinance 2022-01, which is a revision to Ordinance 2013-01, regulating parking, camping, and smoking at transit facilities and parking areas.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

8.2 One Bay Area Grant (OBAG) Cycle 3 Project List (Alberto Esqueda) (Pages 289-375)

Recommendation: That the Napa Valley Transportation Authority Board approve the One Bay Area Grant (OBAG) Cycle 3 project list and submit the projects to the Metropolitan Transportation Commission.

Estimated Time: 2:00 p.m.

Attachments: [Staff Report](#)

8.3 Amendment #1 to Construction Agreement No. 21-19 with O.C. Jones & Sons, Inc for Construction of the Imola Park and Ride Project (Alberto Esqueda) (Pages 376-379)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee to execute and make minor modifications to Amendment #1 Construction Agreement No. 21-19 with O.C. Jones & Sons, Inc. for additional funds not to exceed \$55,000 to complete construction of the Imola Express Bus Improvements Project.

Estimated Time: 2:15 p.m.

Attachments: [Staff Report](#)

8.4 Imola Park and Ride Project Electrification (Alberto Esqueda) (Pages 380-382)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee to enter into an agreement and make minor modifications as necessary with an electrical contractor(s), to be determined, and Pacific Gas and Electric (PG&E) for electrification of the Imola Park & Ride in amount not to exceed \$170,000 which will include electrical infrastructure to bring adequate power to the site, purchase and installation of electric vehicle charging stations.

Estimated Time: 2:30 p.m.

Attachments: [Staff Report](#)

8.5 Regional Institutional Pass Pilot Program (Kate Miller) (Pages 383-402)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve Resolution 22-22 endorsing the Regional Institutional Pass Pilot Program.

Estimated Time: 2:45 p.m.

Attachments: [Staff Report](#)

8.6 Federal and State Legislative Update (Kate Miller) (Pages 403-426)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board receive the Federal Legislative update prepared by K&L Gates and Platinum Advisors and the State Legislative update prepared by Platinum Advisors.

Estimated Time: 3:00 p.m.

Attachments: [Staff Report](#)

9. FUTURE AGENDA ITEMS**10. ADJOURNMENT****10.1 Approval of Next Regular Meeting Date of September 21, 2022 and Adjournment**

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 NVTA Offices, 625 Burnell Street, Napa, CA by 5:00 p.m. by Friday, July 15.

Laura Sanderlin

Laura Sanderlin, NVTA Board Secretary