

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Wednesday, July 18, 2018
1:30 PM

NVTA Conference Room

NVTA Board of Directors - Tax Agency

All materials relating to an agenda item for an open session of a regular meeting of the NVTA-TA Board of Directors are posted on our website at <https://nctpa.legistar.com/Calendar.aspx> 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 NVTA-TA Board of Directors, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for NVTA 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 NVTA-TA 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, NVTA-TA 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 NVTA website at <https://nctpa.legistar.com/Calendar.aspx>

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comment
6. Chairperson's and Board Members' Update
7. Executive Director's 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. CONSENT AGENDA ITEMS (8.1)

8.1 Meeting Minutes of May 16, 2018 (Karrie Sanderlin) (Pages 4-6)

Recommendation: Board action will approve the meeting minutes of May 16, 2018.

Estimated Time: 1:45 p.m.

Attachments: [Draft Minutes](#)

9. REGULAR AGENDA ITEMS

9.1 Election of Chair and Vice Chair for Fiscal Year (FY) 2018-19 (Karrie Sanderlin) (pages 7-8)

Recommendation: Board action will elect a Chair and Vice Chair for FY 2018-19.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

9.2 Measure T 6.67% Equivalent Funds Approach (Kate Miller) (Pages 9-14)

Recommendation: Information only. The NVTA-TA Board will receive and provide comment on the list of fund sources that NVTA staff deem qualified to meet the 6.67% Equivalent requirement in the Measure T Ordinance.

Estimated Time: 2:00 p.m.

Attachments: [Staff Report](#)

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

11.1 Approval of Next Meeting Date of September 19, 2018 and Adjournment

Estimated Time: 1:45 p.m.

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. on Friday, July 13, 2018.

Karalyn E. Sanderlin (e-sign) July 11, 2018

Karalyn E. Sanderlin, NVTA-TA Board Secretary

**Napa Valley Transportation
Authority-Tax Agency
Meeting Minutes - Draft**

NVTA Board of Directors - Tax Agency

625 Burnell Street
Napa, CA 94559

Wednesday, May 16, 2018

1:30 PM

NVTA Conference Room

1. Call to Order

Vice Chair Canning called the meeting to order at 1:33 p.m.

2. Pledge of Allegiance

Vice Chair Canning led the Pledge of Allegiance.

3. Roll Call

Chris Canning
James Barnes
Jill Techel
Leon Garcia
Paul Dohring
Alan Galbraith
John F. Dunbar
Kerri Dorman
Doris Gentry
Mark Joseph
Alfredo Pedroza
Belia Ramos

4. Adoption of the Agenda

Motion **MOVED** by **DUNBAR**, **SECONDED** by **GALBRAITH** to **APPROVE** adoption of the agenda.

Motion carried by the following vote:

Aye: 10 - Canning, Barnes, Techel, Garcia, Dohring, Galbraith, Dunbar, Dorman, Gentry, and Joseph

Absent: 2 - Pedroza, and Ramos

5. Public Comment

None

6. Chairperson's and Board Members' Update

None

7. Executive Director's Update

None

8. CONSENT AGENDA ITEMS

Motion **MOVED** by JOSEPH, **SECONDED** by TECHEL to **APPROVE** Consent Item 8.1. Motion carried by the following vote:

Aye: 10 - Canning, Barnes, Techel, Garcia, Dohring, Galbraith, Dunbar, Dorman, Gentry, and Joseph

Absent: 2 - Pedroza, and Ramos

8.1 Meeting Minutes of April 18, 2018 (Karrie Sanderlin) (Pages 4-6)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of April 18, 2018.

9. PUBLIC HEARING (TIME CERTAIN 1:30 P.M.)

9.1 Public Hearing and Resolution 18-04-TA Adopting the Biennial Budget for Fiscal Years (FY) 2018-19 and 2019-20 (Justin Paniagua) (Pages 7-11)

Attachments: [Staff Report](#)

Vice Chair Canning opened the Public Hearing at 1:35 p.m.

Staff reviewed the the NVTA-TA biennial budget for FY's 2018-19 and 2019-20 and the anticipated sales tax revenues. The biennial budget outlines NVTA-TA's plan for how resources will be used to achieve Measure T's goals and objectives over the next two years.

Being no Public Comment, Vice Chair Canning closed the Public Hearing at 1:39 p.m.

Motion **MOVED** by GARCIA, **SECONDED** by JOSEPH to **APPROVE** adopting Resolution No. 18-04-TA approving the FY 2018-19 annual operating budget of \$19,637,434 and the FY 2019-20 annual operating budget of \$20,128,370. Motion carried by the following vote:

Aye: 10 - Canning, Barnes, Techel, Garcia, Dohring, Galbraith, Dunbar, Dorman, Gentry, and Joseph

Absent: 2 - Pedroza, and Ramos

10. FUTURE AGENDA ITEMS

None

11. ADJOURNMENT

11.1 Approval of Next Meeting Date of June 20, 2018 and Adjournment

The next regular meeting will be held on Wednesday, June 20, 2018.

Vice Chair Canning adjourned the meeting at 1:40 p.m.

Karalyn E. Sanderlin, NVTA-TA Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY Board Agenda Letter

TO: NVTA-TA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Karrie Sanderlin, Program Manager – Administration & Human Resources
(707) 259-8633 / Email: ksanderlin@nvta.ca.gov
SUBJECT: Election of Chair and Vice Chair for Fiscal Year (FY) 2018-19

RECOMMENDATION

That the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) elect a Chair and Vice Chair for FY 2018-19

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Chair Peter White and Vice Chair Chirs Canning's terms ended in June of this year. The next term for the Chair and Vice Chair will begin July 2018 and be completed in June 2019, reconfirmed in July 2019 for the FY 2019-20 term.

The NVTA 2018 nominating committee composed of Board members Peter White, Leon Garcia, and John Dunbar conferred on July 10th. The committee will report out its recommendation for Chair and Vice Chair at the meeting.

PROCEDURAL REQUIREMENTS

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

FINANCIAL IMPACT

Is there a fiscal impact? No

CEQA REQUIREMENTS

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

BACKGROUND AND DISCUSSION

NVTA-TA bylaws require an annual election of Chair and Vice Chair at the annual meeting. The annual meeting is held in July of each year. The Chair and Vice Chair hold office for one year or until their successors have been appointed.

In June of 2000 a subcommittee of the Board recommended, and the Board adopted, a policy that allows a two-year term for the Chair and Vice Chair with an annual vote of approval by the Board.

The 2018 NVTA nominating committee composed of Board members Peter White, Leon Garcia, and John Dunbar conferred on July 10th. The committee will report out its recommendation for Chair and Vice Chair at the meeting.

SUPPORTING DOCUMENTS

None



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY Board Agenda Letter

TO: NVTA-TA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nvta.ca.gov
SUBJECT: Measure T 6.67% Equivalent Funds Eligible Revenues

RECOMMENDATION

That the NVTA-TA receive and comment on the list of fund sources that NVTA staff deem eligible to meet the 6.67% Equivalent requirement in the Measure T Ordinance.

EXECUTIVE SUMMARY

Measure T is a ½ cent sales tax approved by Napa County voters in 2012 to fund local streets and road rehabilitation. An element of the ordinance requires that jurisdictions set aside an amount equal to 6.67% of the annual amount generated by Measure T using other eligible sources to build or maintain¹ Class 1 infrastructure.

A comprehensive list of eligible revenues that includes, but is not limited to discretionary grant revenues, general fund revenues, traffic mitigation fees and developer fees has been included as Table 1 below.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

On November 6, 2012, the voters in Napa County approved Measure T, the Napa Countywide Road Maintenance Act. Measure T is a ½ cent sales tax expected to generate over \$400 million over a 25-year period which began on July 1, 2018. Measure T is to be used for the rehabilitation of local streets and roads.

¹ This specifically excludes routine maintenance such as sweeping, weeding, garbage removal, and other related routine maintenance.

In order for jurisdictions to receive Measure T revenues, jurisdictions collectively must demonstrate that at least 6.67% of the amount (henceforth referred to as “Measure T Equivalent”) of Measure T revenues received each year is being committed to Class I facilities identified in the adopted Countywide Bicycle Plan/Active Transportation Plan, using funds not derived from the Measure T Ordinance.

Specifically, the Ordinance states:

Once this measure becomes operative, in order to receive annual allocations under this measure, the Agencies (collectively) must demonstrate that at least six and sixty-seven one-hundredths percent (6.67%) of the value of the allocations each year under Section 3(A) has been committed to Class I Bike lane project(s) identified in the adopted Countywide Bicycle Plan, as the Plan may be amended from time to time, through funding not derived from this Ordinance.

This can be accomplished by jurisdictions showing that they have collectively set aside funds in their budgets to meet the requirement and/or NVTA has programmed eligible funding sources towards Class 1 facilities or by stipulating specific projects. Since Measure T projects will be approved on a five-year rolling basis, staff has also developed a five-year Measure T Equivalent projects list (Table 2 below). In addition, each jurisdiction is required by the auditor-controller to establish a 6.67% Measure T Equivalent budget line item. This will serve as a reserve account to ensure that the requirement is being met over the life of the Measure. As alternative funding sources are identified and validated by NVTA, the jurisdictions will either expend the general fund money or back it off their books should other eligible revenues be identified elsewhere.

Table 1 is a comprehensive list of proposed eligible fund sources. It is important to emphasize the funding sources may change as program guidelines change, new funding opportunities emerge, or funding sources cease to exist.

Table 1: 6.67% Measure T Equivalent Eligible Funding Sources

Fund Source	Description
General funds	Funding wherein the discretion is solely that of the jurisdictions’ governing board.
Transportation for Clean Air Funds (TFCA)	TFCA county revenues are administered by the Bay Area Air Quality Management District (BAAQMD) and distributed by formula (a subset of DMV fees for vehicles registered in Napa County) and must used for projects that reduce mobile emissions.
Transportation Development Act – Article 3 – TDA3	TDA 3 are funded through a component of a ¼ cent statewide sales tax with local revenues going to NVTA for transportation purposes. TDA 3 funds are specifically for all bicycle and pedestrian purposes.

Table 1 – Eligible Measure T 6.67% Equivalent Eligible Fund Sources, continued.	
Transportation Development Act – Article 4/8	TDA 3/4 are funded through a component of a ¼ cent statewide sales tax with local revenues going to NVTA for transportation purposes. TDA 4/8 funds are specifically for transit purposes but can be used for access to transit.
Congestion Mitigation and Air Quality funds (CMAQ)	CMAQ are federal highway funds generated from federal gasoline tax and can be used for highway, road, bicycle, and pedestrian projects on the federal aid system that reduce emissions. Funds are distributed on formula to the regions and state. The Bay Area apportionment is administered by MTC and is distributed as One Bay Area Grant funds on formula to the congestion management agencies for programming.
Surface Transportation Program (STP)	Federal highway funds generated by federal gasoline tax can be used for highway, road, bicycle, and pedestrian projects on the federal aid system. Funds are distributed on formula to the regions and state. The Bay Area apportionment is administered by MTC and is distributed as One Bay Area Grant funds on formula to the congestion management agencies for programming.
Regional Transportation Improvement Program (RTIP)	RTIP funds are the amount of State Transportation Improvement Program funds generated from federal and state gas taxes distributed on formula. Funds are distributed by the state to the regions. The Bay Area apportionment is administered by MTC. The NVTA Board has established a policy that prioritizes RTIP funds for projects on the state highway system.
Senate Bill 1 State Local Partnership Program Funds (SLPP)	SLPP funds are funded with part of the 12 cents per gallon state gas tax approved by SB 1 and signed into law in 2017. The California Transportation Commission administers these funds. NVTA receives a portion of these funds on formula to match Measure T revenues. The NVTA board has established a policy to prioritize these funds for projects on the state highway system.

Table 1 – Eligible Measure T 6.67% Equivalent Eligible Fund Sources, continued.	
Developer/Traffic Impact Fees	Napa Valley jurisdictions can assess developer and traffic impact fees for certain projects. These fees are frequently used to mitigate traffic impacts. The jurisdictions may have discretionary or negotiated authority to use these fees to build Class 1 infrastructure.
Developer funded and/or implemented Class 1 Infrastructure Projects	In lieu of or in addition to developer/traffic impact fees, jurisdictions can also mandate developers construct certain facilities, including Class 1 facilities.
Federal Transit Administration Section 5307 Funds (FTA §5307) Urbanized Area Funds	FTA §5307 are administered by Caltrans and distributed based on small urbanized area population funds. The funds are generated from the federal gasoline tax. NVTA prioritizes these funds for transit operations and maintenance projects but they are eligible to be used for access to transit.
Federal Transit Administration Section 5317 (FTA §5317) Job Access and Reverse Commute	FTA §5317 funds are distributed by FTA to the regions based on low income populations and are administered by MTC. MTC redistributes the funds to the 9 county CMAs through its Lifeline Program which prioritizes projects in Community Based Transportation Plans – plans that prioritize mobility gaps in low income neighborhoods, which includes Class 1 facilities.
State Transit Assistance (STA)	STA is generated from state tax on diesel and gasoline and is administered by MTC and distributed to public transit systems on formula. NVTA prioritizes its STA funds for transit operating and capital projects. Access to transit is eligible.

As a reminder, ITOC and the NVTA-TA Board has received the five-year Measure T 6.67% Equivalent list for the period July 1, 2018 through July 1, 2023. The estimated amount of Measure T 6.67% Equivalent revenues is \$5,336,000. Table 2 below is a list of the projects that the ITOC and the NVTA-TA Board received.

Table 2: Measure T 6.67% Projects – FY 2018-2023

Project Title	Agency	Measure T Equivalent Amount	Year	Fund Source	Total Project Amount
SR 29 Undercrossing	City of Napa	\$161,000	18/19	TFCA	\$742,000
Devlin Road Segment E	County of Napa	\$1,200,000	18/19	Local funds	\$5,000,000
Devlin Road Segment H	American Canyon	\$570,000	18/19	STIP	\$5,368,000
Vine Trail Soscol Gap Closure	City of Napa	\$750,000	19/20	PCA- STP	\$750,000
Green Island Road Vine Trail Segment	American Canyon	\$1,000,000	19/20	OBAG 2 - STP	\$1,250,000
Vine Trail Calistoga to St. Helena	County of Napa/ St. Helena/ Calistoga	\$450,000	20/21	Local Funds	\$9,917,000
Bothe Park segment of Vine Trail Calistoga to St. Helena.	NVTA	\$711,000	20/21	PCA STP	\$9,917,000
Vine Trail Calistoga to St. Helena	NVTA	\$200,000	20/21	TFCA	\$9,917,000
Vine Trail Crack-Seal and Micro Surface	Yountville	\$100,000	20/21	Local funds	\$100,000
Sierra Avenue Extension	City of Napa	\$50,000	18/19	Local Funds	\$900,000
Main St. Exchange Pedestrian Bridge	City of Napa	\$258,000	18/19	Local Funds	\$425,000
Kohl's Parking Lot Multi-use Path	City of Napa	\$50,000	18/19	Local Funds	\$550,000
Total		\$5,500,000			

*In addition to the above list of projects the City of Napa has set-aside \$2,401,200 in Measure T equivalent funds in their budget for FY 18/19 and 19/20 if needed. These additional funds should bring the jurisdictions in compliance with the Measure T equivalent requirement for the first five years if other projects are not brought forward by the jurisdictions.

Next steps:

The NVTA-TA Board will receive the list of eligible fund sources at its July meeting.

SUPPORTING DOCUMENTS

None