



625 Burnell Street, Napa CA 94559

## **Napa County Transportation and Planning Agency (NCTPA)**

### **Board of Directors**

### **AGENDA**

**Wednesday, November 19, 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](http://www.nctpa.net/agendas-minutes/12) at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NCTPA Board of Directors, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m., except for NCTPA holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NCTPA Board or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.*

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

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

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

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

## **ITEMS**

1. Call to Order – Chair 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.	<b><u>PRESENTATIONS</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
8.1	Soscol Junction Improvement Project ( <b><i>Pages 10-14</i></b> )  Caltrans staff will provide a presentation on the Soscol Junction Improvement Project.	INFORMATION	1:45 PM
8.2	Clipper Card Demonstration  Staff from the Metropolitan Transportation Commission will provide a presentation on the Clipper Card Program.	INFORMATION	2:00 PM

9.	<b><u>CONSENT ITEMS (9.1 – 9.9)</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
9.1	Approval of Meeting Minutes of October 15, 2014 (Karrie Sanderlin) <i>(Pages 15-21)</i>	APPROVE	2:15 PM
9.2	Resolution No. 14-21 Amending Appendix A to the NCTPA Conflict of Interest Code the (Janice Killion) <i>(Pages 22-28)</i>  Board action will approve amending Appendix A to the NCTPA's Conflict of Interest Code.	APPROVE	
9.3	Resolution No. 14-22 Establishing Parking Violation Fees on Transit Facility Properties Based Upon City of Napa Parking Enforcement and Violation Fee Structure (Antonio Onorato) <i>(Pages 29-32)</i>  Board action will approve establishing penalties and fines for parking violations on NCTPA transit facilities per City of Napa's parking enforcement and violation fee structure.	APPROVE	
9.4	Resolution No. 14-23 Authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for FY 2014-15 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program (Antonio Onorato) <i>(Pages 33-36)</i>  Board action will authorize Fund Transfer Agreements with Caltrans for FY 2014-15 STIP PPM Program in the amount of \$69,000.	APPROVE	

- 9.5 Resolution No. 14-24 Approving the FY 2014-15 Salary Ranges for Napa County Transportation and Planning Agency (NCTPA) Job Classifications (Karrie Sanderlin) (*Pages 37-42*) APPROVE

Board action will approve the FY 2014-15 Salary Ranges for NCTPA Job Classifications based upon the Bay Area Consumer Price Index (CPI) ending December 2013 of 2.2%.

- 9.6 Resolution No. 14-25 Delegating Authority to Process Compromise and Settle Claims Pursuant to Government Code Section 935.4 (Janice Killion) (*Pages 43-46*) APPROVE

Board action will delegate authority to resolve small claims up to \$50,000 to the Executive Director.

- 9.7 Amendment No. 3 to Work Authorization 5 to Agreement No. 12-29 with Riechers & Spence Associates (RSA) for Professional Engineering Services (Herb Fredricksen) (*Pages 47-56*) APPROVE

Board action will approve Amendment No. 3 to the Work Authorization 12-29P005 with Riechers & Spence Associates (RSA) to amend the scope of work and total compensation in an amount not to exceed \$221,870 and extend the period of performance to June 30, 2015.

- 9.8 Donation from Eagle Cycling Club- Bicycle Repair Stand (Diana Meehan) (*Pages 57-59*) APPROVE

Board action will accept a donation from the Eagle Cycling Club of a Bicycle Repair Stand valued at \$800 for installation at the Soscol Gateway Transit Center.

- 9.9 Amendment No. 2 to Work Authorization 2 Agreement No. 12-20 with the ARUP North America Ltd. (Danielle Schmitz) (*Pages 60-83*) APPROVE

Board action will approve an amendment with ARUP in an amount not to exceed \$34,205 and extend the period of performance until September 30, 2015 for work associated with the Napa Countywide Transportation Plan and the Community Based Transportation Plan.

**10. REGULAR AGENDA ITEMS**

**RECOMMENDATION      TIME**

- 10.1 VINE Automatic Passenger Counters (APC) Presentation (Tom Roberts) (*Pages 84-91*) INFORMATION 2:20 PM

The Board will receive a presentation on the purpose and functionality of the VINE Automatic Passenger Counters.

- 10.2 Countywide Transportation Plan: VISION 2040 *Moving Napa Forward* Update (Danielle Schmitz) (*Pages 92-96*) INFORMATION 2:40 PM

The Board will receive an update on the VISION 2040 *Moving Napa Forward* plan.

- 10.3 Approval of Napa County Transportation and Planning Agency (NCTPA) Agreement No. 14-21 with Avail Technologies, Inc. (Antonio Onorato) (*Pages 97-103*)

APPROVE 3:00 PM

Board action will authorize the Executive Director to negotiate and award Agreement No. 14-21 with Avail Technologies, Inc., for an Information Technology System (ITS) with Computer Aided Dispatch and Automatic Vehicle Location (CAD-AVL) for VINE Transit in an amount not to exceed \$2,980,200.

- 10.4 Legislative Update and State Bill Matrix (Kate Miller) (*Pages 104-116*)

INFORMATION 3:20 PM

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

## 11. **FUTURE AGENDA ITEMS**

## 12. **CLOSED SESSION**

## **TIME**

- 12.1 **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**  
(Government Code Section 54956.8)

3:30 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

- 12.2 **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION** (*Pages 117-119*)

Significant exposure to litigation pursuant to Government Code Section 54956.9(e)(3)(1 case)

Claimant: Cynthia Tanksley

12.3 **CONFERENCE WITH LABOR  
NEGOTIATOR (Government Code  
Section 54957.6)**

Agency Designated Representative:  
John F. Dunbar, Chairman

Employee: Executive Director

13. **ADJOURNMENT**

**RECOMMENDATION** 4:00 PM

13.1 Approval of Regular Meeting Date of  
December 17, 2014 and  
Adjournment

APPROVE

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Friday November 14, 2014.

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Karalyn E. Sanderlin, NCTPA Board Secretary

## Glossary of Acronyms

<b>AB 32</b>	Global Warming Solutions Act	<b>MTC</b>	Metropolitan Transportation Commission
<b>ABAG</b>	Association of Bay Area Governments	<b>MTS</b>	Metropolitan Transportation System
<b>ADA</b>	American with Disabilities Act	<b>NCTPA</b>	Napa County Transportation and Planning Agency
<b>BAAQMD</b>	Bay Area Air Quality Management District	<b>NEPA</b>	National Environmental Policy Act
<b>AVAA</b>	Abandoned Vehicle Abatement Authority	<b>NOC</b>	Notice of Completion
<b>BART</b>	Bay Area Rapid Transit District	<b>NOD</b>	Notice of Determination
<b>BATA</b>	Bay Area Toll Authority	<b>NOP</b>	Notice of Preparation
<b>BRT</b>	Bus Rapid Transit	<b>NVTA</b>	Napa Valley Transportation Authority
<b>Caltrans</b>	California Department of Transportation	<b>OBAG</b>	One Bay Area Grant
<b>CEQA</b>	California Environmental Quality Act	<b>PCI</b>	Pavement Condition Index
<b>CIP</b>	Capital Investment Program	<b>PDA</b>	Priority Development Areas
<b>CMA's</b>	Congestion Management Agencies	<b>PMS</b>	Pavement Management System
<b>CMAQ</b>	Congestion Mitigation and Air Quality Improvement Program	<b>Prop. 42</b>	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
<b>CMP</b>	Congestion Management Program	<b>PSE</b>	Plans, Specifications and Estimates
<b>CTC</b>	California Transportation Commission	<b>PSR</b>	Project Study Report
<b>EIR</b>	Environmental Impact Report	<b>PTA</b>	Public Transportation Account
<b>EJ</b>	Environmental Justice	<b>RACC</b>	Regional Agency Coordinating Committee
<b>FAS</b>	Federal Aid Secondary	<b>RFP</b>	Request for Proposal
<b>FHWA</b>	Federal Highway Administration	<b>RFQ</b>	Request for Qualifications
<b>FTA</b>	Federal Transit Administration	<b>RHNA</b>	Regional Housing Needs Allocation
<b>FY</b>	Fiscal Year	<b>RM2</b>	Regional Measure 2 (Bridge Toll)
<b>GHG</b>	Greenhouse Gas	<b>RTEP</b>	Regional Transit Expansion Program
<b>HBP</b>	Highway Bridge Program	<b>RTIP</b>	Regional Transportation Improvement Program
<b>HBRR</b>	Highway Bridge Replacement and Rehabilitation Program	<b>RTP</b>	Regional Transportation Plan
<b>HIP</b>	Housing Incentive Program	<b>SAFE</b>	Service Authority for Freeways and Expressways
<b>HOT</b>	High Occupancy Toll	<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
<b>HOV</b>	High Occupancy Vehicle	<b>SCS</b>	Sustainable Community Strategy
<b>HR3</b>	High Risk Rural Roads	<b>SHOPP</b>	State Highway Operation and Protection Program
<b>HSIP</b>	Highway Safety Improvement Program	<b>SR</b>	State Route
<b>HTF</b>	Highway Trust Fund	<b>SRTS</b>	Safe Routes to School
<b>IFB</b>	Invitation for Bid	<b>SOV</b>	Single-Occupant Vehicle
<b>ITIP</b>	State Interregional Transportation Improvement Program	<b>STA</b>	State Transit Assistance
<b>JARC</b>	Job Access and Reverse Commute	<b>STIP</b>	State Transportation Improvement Program
<b>LIFT</b>	Low-Income Flexible Transportation		
<b>LOS</b>	Level of Service		
<b>MPO</b>	Metropolitan Planning Organization		



## **Glossary of Acronyms**

<b>STP</b>	Surface Transportation Program
<b>TCM</b>	Transportation Control measure
<b>TCRP</b>	Traffic Congestion Relief Program
<b>TDA</b>	Transportation Development Act
<b>TDM</b>	Transportation Demand Management Transportation Demand Model
<b>TE</b>	Transportation Enhancement
<b>TEA</b>	Transportation Enhancement Activities
<b>TEA 21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>TFCA</b>	Transportation Fund for Clean Air
<b>TIP</b>	Transportation Improvement Program
<b>TLC</b>	Transportation for Livable Communities
<b>TLU</b>	Transportation and Land Use
<b>TMP</b>	Traffic Management Plan
<b>TMS</b>	Transportation Management System
<b>TOD</b>	Transit-Oriented Development
<b>TOS</b>	Transportation Operations Systems
<b>TPP</b>	Transit Priority Project Areas
<b>VHD</b>	Vehicle Hours of Delay
<b>VMT</b>	Vehicle Miles Traveled



November 19, 2014  
NCTPA Agenda Item 8.1  
Continued From: NEW  
**Action Requested: INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Program Manager - Planning  
(707) 259-5968 / Email: [dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)  
**SUBJECT:** Soscol Junction Improvement Project

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board receive a presentation by Caltrans on the Soscol Junction Improvement Project.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

The Soscol Junction Improvement Project is in its final stage of the environmental phase. Caltrans is planning a public meeting to receive comments from the public which has been tentatively scheduled for December. Today's presentation will elaborate on the proposed project scope and process.

### **PROCEDURAL REQUIREMENTS**

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

### **FISCAL IMPACT**

Is there a fiscal impact? Information Only

**ENVIRONMENTAL COMPLIANCE** The proposed project is a joint project by Caltrans and FHWA and is subject to state and federal environmental review requirements. Project documentation, therefore, has been prepared in compliance with both CEQA and NEPA.

**Environmental Impact Report and Environmental Assessment (EIR/EA).**

Following receipt of public comments on the Draft EIR/EA and circulation of the Final EIR/EA, Caltrans will be required to take actions regarding the environmental document. Caltrans will determine whether to certify the EIR and issue Findings and a Statement of Overriding Considerations under CEQA, and to issue a Finding of No Significant Impact (FONSI) or require an Environmental Impact Statement (EIS) under NEPA. A Notice of Availability (NOA) of the FONSI will be sent to the affected units of federal, state, and local government, and to the State Clearinghouse in compliance with Executive Order 12372.

**BACKGROUND AND DISCUSSION**

**Summary:**

Traffic projections for the left turn movements for southbound Route 221 to southbound Route 29 indicate that P.M. peak hour traffic volumes will increase by 88% by year 2039. Route 29 through movements in both directions will increase by 37% by year 2039. These projected traffic volumes would be significantly higher than the capacity of this intersection.

To help alleviate congestion, the proposed project is to construct a 1.1 mile, two-lane connector referred to as a 'flyover' from southbound SR 221 to the southbound 29 at the intersection of SR 221/SR 29 /Soscol Ferry Road. The project would realign the SB 221 connection to SR29 (Option 1)/ build a single lane connector from SB 221 to NB 29 (Option 2).

The limits of the proposed project are from North Kelly Road to the SR 29/Vista Point Drive/Napa Valley Corporate Drive, and on SR 221 from the existing SR 29/Soscol Ferry Road Intersection to Anderson Road. The alternatives under consideration are Alternative 5, Option 1; Alternative 5, Option 2; and the No Build Alternative (see Attachment 1).

Option 1 proposes to construct a 1.1 mile two-lane connector referred to as a "flyover" from southbound 221 to Southbound 29 with 1,592 feet long bridge in the middle , and re-align SB 221 connection to SR 29 at the existing SR 29/221/Soscol Ferry Road intersection. Option 2 proposes to construct 1.1 mile flyover from SB 221 to SB 29 with 1,011 feet long bridge and a single lane connector from SB 221 to northbound 29. The leg of SR 221 and the existing signal at the intersection will be removed.

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The project is a joint project proposed by Caltrans and the Federal Highway Administration (FHWA) and subject to state and federal environmental review requirements. Project documentation, therefore, has been prepared in compliance with both CEQA and NEPA.

The funding for the technical studies for the proposed project was included in the Plan Bay Area (Project Reference No. 94073) and the 2013 Transportation Improvement Program (TIP) Revision 2013-04 (ID# NAP090003). The proposed improvements would not require any new right of way. The estimated capital construction cost for Alternative 5, Option 1 **or** Alternative 5, Option 2 is \$45 million.

### **SUPPORTING DOCUMENTS**

Attachments: (1) Soscol Junction Improvement Project - Summary Comparison of Alternatives

## Soscol Junction Improvement Project Environmental Document

**Table 1-1 Comparison of Alternatives**

Alternative 5, Option 1	Alternative 5, Option 2	No Build
<i>Improvements</i>		
Construct a 1.1 mi two-lane fly-over over Suscol Creek, SR 29, NB SR 221. (Same)	Construct a 1.1 mi two-lane fly-over over Suscol Creek and SR 29. (Same)	No improvements
The fly-over bridge would be nine-span and be approximately 1,592 ft long with retaining walls on both approaches.	The fly-over bridge would be six-span and be approximately 1,044 ft long with retaining walls on southern approach.	
Realign SB 221 connection to SR 29	Construct a single-lane connector from SB SR 221 to NB SR 29	
Re-stripe southbound SR 221 at SR 29 to two lanes.	Remove SR 221 connection at the SR 29/221/Soscol Ferry Road intersection.	

<i>Changes in Traffic Patterns</i>		
The median at the intersection of SR 29 and SR 221 would remain open and the signaled intersection would stand as is.	The median at the intersection of SR 29 and SR 221 would be closed off and the signaled intersection would be eliminated.	No change
All turn movements, except for the left-turns from southbound SR 221 to southbound SR 29, would remain in place. The left-turn from SR 221 to SR 29 would now be on the fly-over.	Left turns at the SR 29/221 intersection and the through movement from southbound SR 221 to Soscol Ferry Rd or vice-versa would be eliminated.	
<i>Effect on Existing Congestion and Delay</i>		
Reduction in congestion, delay, and peak-period travel times. Similar benefit under both designs.		Congestion would worsen over time as planned growth continues.
<i>Cost</i>		
45.0million (To be finalized before final environmental document is signed).	44.9 million (To be finalized before final environmental document is signed).	\$0



625 Burnell Street, Napa CA 94559

November 19, 2014  
NCTPA Agenda Item 9.1  
Continued From: New  
**Action Requested: APPROVE**

**Napa County Transportation and Planning Agency (NCTPA)**

**Board of Directors**

**MINUTES**

**Wednesday, October 15, 2014**

**ITEMS**

**1. Call to Order**

Chair Dunbar called the meeting to order at 1:35 p.m.

**2. Pledge of Allegiance**

Chair Dunbar led the salute to the flag.

**3. Roll Call**

**Members Present:**

**Voting Power**

Belia Ramos	City of American Canyon	(2)
Leon Garcia	City of American Canyon	(2)
James Barnes	City of Calistoga	(1)
Chris Canning	City of Calistoga	(1)
Scott Sedgley	City of Napa	(5)
Jill Techel	City of Napa	(5)
Keith Caldwell	County of Napa	(2)
Mark Luce	County of Napa	(2)
Peter White	City of St. Helena	(1)
John Dunbar	Town of Yountville	(1)

**Members Absent: None**

Ann Nevero	City of St. Helena	(1)
Lewis Chilton	Town of Yountville	(1)

**Non-Voting Member Present:**

Beth Kahiga	Paratransit Coordinating Council	(0)
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#### **4. Public Comment**

None

#### **5. Chairperson's, Board Members' and Metropolitan Transportation Commission (MTC) Commissioner's Update**

##### *MTC Commissioner's Update*

No Updates Given

##### *Board Member's Update*

Board Member Canning thanked NCTPA and Caltrans staff for advocating on behalf of the City of Calistoga to hold their first Harvest Dinner in downtown Calistoga on Lincoln Avenue/Highway 29 on September 7<sup>th</sup>, 639 people attended the event.

##### *Chairperson's Update*

Chair Dunbar reported on the September 3, 2014 Jameson Canyon Widening Project Ribbon Cutting Ceremony held at Jameson Ranch Vineyard.

#### **6. Director's Update**

##### *Kate Miller, Executive Director*

Reported that across the entire VINE transit system, ridership increased 33% over last year's ridership (as shown in Handout 2)

Reported the agency was awarded \$3.6 million from the Active Transportation Program Grant to complete the Oak Knoll segment of the Vine Trail. This segment will connect the City of Napa's Class 1 trail at Redwood Road to the existing Yountville mile at Washington.

Reported that the Jameson Canyon Ribbon Cutting ceremony was held on September 3<sup>rd</sup>. There were enough remaining funds in the project to repave Lynch Road in Napa County which served as an access and staging area for the Jameson contractors.

Reported that a soft launch of the Clipper Card payment system will begin October 20<sup>th</sup> with the expectation for it will go live and be available to the public on November 3<sup>rd</sup>.

Reported that the new Hub Signage has been installed at the transit center – on the bus islands there is video signage which provides status of approaching buses. There is also wayfinding signage in various locations as well as a kiosk where staff can post information about upcoming meetings and other information of interest to riders and the general public.



Reported that the agency joined the California Association of Councils of Governments (CalCOG), which is an advocacy and information-based organization partnering with Caltrans and the CTC to inform policy makers on transportation and land use issues.

Announced that Debbie Schwarzbach retired on August 15th. Debbie worked for NCTPA for 14 years in a number of capacities including the transit ambassador program.

Announced that staff member Justin Paniagua and his wife, Deven welcomed the newest member of the NCTPA team into the world, Declan Paniagua, on August 8.

**7. Caltrans' Update**

Kelly Hirschberg, Caltrans, provided an update on the status of various projects located throughout the County.

**8. PRESENTATION AND COMMENDATION**

**8.1 Chair Dunbar presented Jo Ann Busenbark with a plaque in recognition of her years of service as an NCTPA Board Member representing the Paratransit Coordinating Council.**

**9. CONSENT ITEMS (9.1 - 9.6)**

**MOTION MOVED by GARCIA SECONDED by WHITE to APPROVE, with RAMOS ABSTAINING, Consent Items 9.1. Motion Passed 20-0.**

**MOTION MOVED by GARCIA SECONDED by WHITE to APPROVE Consent Items 9.2-9.6. Motion Passed 22-0.**

**9.1 Approval of Meeting Minutes of July 16, 2014**

**9.2 Active Transportation Advisory Committee (ATAC) Member Appointment**

Board action approved the appointment of Eric Hagyard to the ATAC representing the City of Napa.

**9.3 NCTPA's Overall Work Program for FY 2014-15**

Board action approved NCTPA's Overall Work Program for FY 2014-15.

**9.4 Resolution No. 14-18 Establishing a Depository Account with Bank of Marin and Appointing Signatories**

Board action 1) approved Resolution No. 14-18 authorizing the Executive Director to establish a depository (checking) account with Bank of Marin and (2) authorized the Executive Director to appoint signatories for the account as appropriate.

**9.5 Resolution 14-19 Authorizing the Filing of an Application for Federal Transit Administration (FTA) Formula Program and Surface Transportation Program Funds**

Board action approved Resolution 14-19 authorizing the Executive Director or her designee to file and execute applications with the Metropolitan Transportation Commission (MTC) for MTC's Transit Capital Priorities Program for Federal FYs 2014-15 and 2015-16 Federal Transit Administration (FTA) Section 49 USC 5307, 5310 and Section 5339 and Cycle 2 Surface Transportation Program (STP) and Congestion Mitigation and Air Quality (CMAQ) Transit Capital Rehabilitation program funds in the amount of \$3,296,039.

**9.6 Resolution No. 14-20 Authorizing the Executive Director to Enter into an Agreement with the Bay Area Climate Collaborative, ABM, and ChargePoint to Install Electric Vehicle Charging Stations at the Soscot Gateway Transit Center (SGTC) and Yountville Park and Ride**

Board action approved Resolution 14-21 authorizing the Executive Director to execute an agreement with the Bay Area Climate Collaborative, ABM, and ChargePoint to install three electric vehicle charging stations at the Soscot Gateway Transit Center (SGTC) and two electric vehicle charging stations at the Yountville Park and Ride with grant funds from the California Energy Commission.

**10. REGULAR AGENDA ITEMS**

**10.1 Approval of Work Authorization No. 2 to NCTPA Agreement No. 12-18 with Fehr & Peers for Work Associated with the Napa Countywide Pedestrian Plan**

Task Order 5 was issued August 8, 2014 to the eight (8) qualified firms under the terms of RFQ 2012-01 On-Call Planning Services for a Napa Countywide Pedestrian Plan. Three proposals were received. After evaluation and negotiation of the proposal, staff recommended that Fehr & Peers be awarded a task order contract for this plan in the amount of \$292,959.

**MOTION MOVED** by **CALDWELL** **SECONDED** by **GARCIA** to **APPROVE** Work Authorization No. 2 to NCTPA Agreement No. 12-18 with Fehr & Peers for the Napa Countywide Pedestrian Plan in the amount not to exceed \$292,959. **Motion Passed 22-0.**

## **10.2 Final Report on the State Route 29 (SR29) Gateway Corridor Improvement Plan Study**

A review of the Final State Route 29 (SR20) Gateway Corridor Improvement Plan Study was provided Board discussion and acceptance.

Public Comment was provided by the following individuals:

Chuck McMinn, Vine Trail Coalition, proposed a complete streets mitigation measure that recommended that the project include revenues to build a segment of the Vine Trail bicycle and pedestrian route between south Kelly Rd and Soscol Ferry Rd. to as provided in Handout 5 (distributed at the meeting).

Joel King, Napa Bike Coalition, suggested that Caltrans should provide mitigation for not following the Napa Bike Plan on Class 2 lanes on Highway 29.

**MOTION MOVED** by **GARCIA** **SECONDED** by **CALDWELL** to **APPROVE** acceptance of the SR29 Gateway Corridor Improvement Plan Study final report. **Motion Passed 22-0.**

## **10.3 2015 Federal and State Legislative Program and Project Priorities**

Staff provided a review of the proposed 2015 Federal and State Legislative Program and Project Priorities.

**MOTION MOVED** by **CALDWELL** **SECONDED** by **BENNETT** to **APPROVE** the 2015 State and Federal Legislative Advocacy programs. **Motion Passed 22-0.**

## **10.4 Federal and State Legislative Update and State Bill Matrix**

The Board will received the Federal Legislative updates from Steve Palmer, Van Scoyac Associates, and the State Legislative update from Steve Wallauch, Platinum Advisors.

## **11. FUTURE AGENDA ITEMS**

None

## **12. CLOSED SESSION**

Chair Dunbar, announced that the Board would be adjourning to closed session for the items as noted in the agenda (Conference with Real Property Negotiator) and that no reportable action is expected.

Adjourned to Close Session at 3:20 p.m.

**12.1 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)**

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

**12.2 CONFERENCE WITH REAL PROPERTY NEGOTIATOR (Government Code Section 54956.8)**

Property: APN 007-082-004

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Michael D. Mario

Under Negotiation: Price and terms of payment

Property: APN 007-082-001 and APN 007-082-002

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: New East Frontiers, Inc., Daniel Su

Under Negotiation: Price and terms of payment

Property: APN 035-110-028

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Arthur J. & Judith A. Housely

Under Negotiation: Price and terms of payment

Property: APN 034-210-001, APN 034-200-009 and APN 007-322-005

Agency Negotiator: Kate Miller, Executive Director

Negotiating Parties: Napa Valley Wine Train, Inc., Tony Giaccio

Under Negotiation: Price and terms of payment

Adjourned to Open Session at 3:34 p.m.

Chair Dunbar, reported there was no reportable action associated with the closed session item.

**13. ADJOURNMENT**

**11.1 Approval of Regular Meeting Date of November 19, 2014 and Adjournment**

The next regular meeting will be held Wednesday November 19, 2014 at 1:30 p.m.

The meeting was adjourned by Chair Caldwell at 3:34 p.m.

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Karalyn E. Sanderlin, NCTPA Board Secretary

DRAFT



November 19, 2014  
NCTPA Agenda Item 9.2  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Janice D. Killion, Agency Counsel  
(707) 259-8247 / Email: [janice.killion@countyofnapa.org](mailto:janice.killion@countyofnapa.org)  
**SUBJECT:** Resolution No. 14-21 Amending Appendix A to the NCTPA Conflict of Interest Code

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 14-21 (Attachment 1) amending Appendix A to the NCTPA's Conflict of Interest Code.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

In reviewing the NCTPA Conflict of Interest Code, it was discovered that several positions have been created, eliminated or re-titled since the last time the Agency's Conflict Code was reviewed, necessitating that the code be amended.

### **PROCEDURAL REQUIREMENTS**

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

### **FINANCIAL IMPACT**

Is there a fiscal impact? No.

Is it Mandatory or Discretionary? Mandatory

Future Fiscal Impact: No.

Consequences if not approved: NCTPA will fail to comply with statutory requirements to timely amend its Conflict of Interest Code.

### **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**

The Fair Political Practices Commission (FPPC) promulgated rules related to public agency conflict of interest codes which require all public agencies to create conflict codes and review them on even numbered years to determine whether amendments are necessary.

In reviewing the NCTPA code, it was discovered that positions created, eliminated or re-titled since the last amendment needed to be included in the current conflict code. Counsel recommends that the Board adopt Resolution No. 14-21 amended Appendix A of conflict code and direct the Secretary to forward it to the Napa County Board of Supervisors as the code reviewing agency in Napa County.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 14-21

**RESOLUTION NO. 14-21**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
AMENDING APPENDIX A TO THE AGENCY CONFLICT OF INTEREST CODE**

**WHEREAS**, on September 21, 1993, the Napa County Board of Supervisors, acting as the code reviewing body for NCTPA, approved the adoption of a Conflict of Interest Code for the Napa County Congestion Management Agency, as required by the Political Reform Act of 1974 (Government code sections 81000 et seq., hereinafter referred to as “Act”); and

**WHEREAS**, on or about May 13, 1998, the Napa County Congestion Management Agency was converted into and succeeded by NCTPA, a joint powers agency organized under the Joint Exercise of Powers Act (Government Code section 6500 et seq.); and

**WHEREAS**, on September 18, 2002, the Board amended its Conflict of Interest Code, to conform to changes made in the model conflict of interest code (“model code”) promulgated by the Fair Political Practices Commission (“FPPC”) and expand the list of designated positions and disclosure categories to reflect the current operations of the Agency in serving as the countywide transportation planning body for the incorporated and unincorporated areas within Napa County, and performing such transportation related duties and responsibilities as the Member Jurisdictions may delegate to Agency; and

**WHEREAS**, on November 14, 2012, the Board of NCTPA amended its Conflict of Interest Code in its entirety; and

**WHEREAS**, it is now necessary to amend Appendix A the Conflict of Interest Code to reflect added and deleted management positions and/or changes in management titles; and

**WHEREAS**, NCTPA has served on the Napa County Board of Supervisors, the code reviewing body of the Agency, and all affected NCTPA Board members and alternates, officers, employees and consultants of the Agency and has published in a newspaper of general circulation within the County of Napa a Notice of Intention to Amend the Conflict of Interest Code as required by law, providing for the availability of the proposed amended code and supporting documentation for inspection and copying; and

**WHEREAS**, at a regular meeting of the NCTPA Board held on November 19, 2014, all written comments on the proposed amendments to the Conflict of Interest Code submitted within the comment period were received and considered by the NCTPA Board of Directors;



**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Napa County Transportation and Planning Agency that:

1. The forgoing recitals are true and correct.
2. Appendix A Designated Positions, attached hereto and incorporated herein shall replace the prior Appendix A in its entirety.
5. All other terms in the NCTPA Conflict of Interest Code not amended herein remain in full force and effect.

**BE IT FURTHER RESOLVED**, the foregoing resolution was duly and regularly adopted by the Board of Directors of the Napa County Transportation and Planning Agency, at a regular meeting of the Board held on the 19h day of November, 2014 by the following vote:

\_\_\_\_\_  
John F. Dunbar, NCTPA Chair

Ayes

Nays:

Absent:

ATTEST:

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

APPROVED:

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

**CERTIFICATIONS**

I hereby certify that I am the Secretary of the Napa County Transportation and Planning Agency and the custodian of the records for the Agency and that the attached Resolution is a true and correct copy of the original approved by the Board of Directors of the Agency and on file in the Agency office.

By \_\_\_\_\_  
KARALYN E.SANDERLIN  
NCTPA Board Secretary

I hereby certify that the amended Conflict of Interest Code for the Napa County Transportation Planning Agency was approved and confirmed by the Napa County Board of Supervisors, as code reviewing body for the District, by action of the Board of Supervisors on \_\_\_\_\_, 20\_\_, recorded in the certified minutes of the Board of Supervisors for that date.

By \_\_\_\_\_  
GLADYS I. COIL  
Clerk of the Napa County Board of Supervisors

**APPENDIX “A”  
LIST OF DESIGNATED EMPLOYEES**

Because of the nature of the powers and duties conferred on the Napa County Transportation and Planning Agency by Member Jurisdictions pursuant to Amendment No. 4 to Napa County Agreement No. 3061 (Conversion to NCTPA), the authority granted by the Joint Exercise of Powers Act, the policies adopted by the Board of Directors of the Agency, and the terms of support services and consultant agreements approved by the Board of Directors, the following positions within the Agency may involve the making or participation in the making of decisions of the Agency which may foreseeably have a material effect on financial interests of the holders of the positions. Most of the positions listed are of long-term duration, although some are limited-term positions, but all are listed because their scope of authority or work involves either making final decisions for the Agency which have financial consequences or developing and/or exercising such a level of expertise and ongoing relationship with those who make such decisions that the decision-makers can reasonably be expected to routinely trust and rely upon their advice.

For purposes of filing Statements of Economic Interests as required by this Conflict of Interest Code, the “Designated Employees” of the Agency shall be those persons who actually occupy or carry out the functions of the following positions, whether as elected or appointed officers, compensated employees, or contracted consultants:

**DESIGNATED EMPLOYEE POSITIONS**

**DISCLOSURE  
CATEGORY**

**Members and Alternate Members of the Board of Directors**

<b>Executive Director</b>	<b>1</b>
<b>Program Manager-Administration (Secretary of the Board)</b>	<b>2</b>
<b>Program Manager-Engineer</b>	<b>2</b>
<b>Program Manager-Finance</b>	<b>1</b>
<b>Program Manager-Planning</b>	<b>2</b>
<b>Program Manager-Public Transit</b>	<b>2</b>
<b>Agency Legal Counsel</b>	<b>1</b>
<b>Agency Auditor-Controller</b>	<b>1</b>

**Contract Consultants for the Agency.** Contract consultants shall be included in the list of Designated Employees and shall disclose their material financial interests in regard to all of the adopted disclosure categories, subject to the following limitation:

The Executive Director may determine in writing that a particular contract consultant, although a “designated position”, is hired to perform a range of duties that is limited in scope and thus is not required to comply or fully comply with all of the disclosure requirements described in Appendix “B”. This written determination shall include a description of the contract consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. This determination is a public record and shall be retained for public inspection and be available for inspection and copying in the same location and manner as the Agency's copy of the Conflict of Interest Code.

#### **PUBLIC OFFICIALS OF THE NCTPA WHO MANAGE PUBLIC INVESTMENTS**

It has been determined that the NCTPA Treasurer (the Napa County Treasurer-Tax Collector serving ex-officio) manages public investments and therefore shall file a Statement of Economic Interests pursuant to Government Code section 87200.



November 19, 2014  
NCTPA Agenda Item 9.3  
**Continued From: New**  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager-Finance  
(707) 259-8779 / Email: [aonorato@nctpa.net](mailto:aonorato@nctpa.net)  
**SUBJECT:** Resolution No. 14-22 Establishing Parking Violation Fees on Transit Facility Properties Based Upon City of Napa Parking Enforcement and Violation Fee Structure

---

### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 14-22 (Attachment 1) establishing penalties and fines for parking violations occurring on NCTPA transit facilities per City of Napa's parking enforcement and violation fee structure.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

NCTPA Ordinance No. 2013-01 established parking rules and regulations at designated transit facilities in the City of Napa. NCTPA subsequently entered into an agreement with the City of Napa Police Department to issue tickets and tow vehicles in violation of NCTPA's parking ordinance. In order for the Police Department to carry out its role, NCTPA must adopt ordinance resolution establishing penalties and fees. NCTPA Board adoption of the attached resolution would establish parking violations penalties consistent with the City of Napa's fee structure.

### **PROCEDURAL REQUIREMENTS**

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

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**FINANCIAL IMPACT**

Is there a fiscal impact? No. Parking violation fees will be paid to the City of Napa. NCTPA will not receive any portion of the fees.

**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**

The NCTPA Board approved a parking and smoking ordinance at its July 17, 2013 meeting which went into effect on August 17, 2013, and designated the Executive Director to authorize the Napa Police Department to enforce said ordinance.

The Executive Director has authorized the Napa Police Department and the agents of the Napa Police Department to go on to NCTPA's transit facilities at the Soscol Gateway Transit Center located at 625 Burnell St. and the Redwood Park and Ride located at the 3416 Solano Ave., anytime day or night to enforce violations of the aforementioned NCTPA ordinance.

Section 2.3.10 of NCTPA Ordinance No. 2013-01 states: "Fees for Parking Violations: The Board of Directors of NCTPA may establish by resolution fees for parking in violation of this Ordinance." Resolution 14-22 establishes parking violation fees referencing the City of Napa's parking enforcement and violation fee structure in violation of NCTPA Ordinance 2013-01.

**SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 14-22

**RESOLUTION No. 14-22**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
ESTABLISHING PARKING VIOLATION FEES ON TRANSIT FACILITY PROPERTIES  
BASED UPON CITY OF NAPA PARKING ENFORCEMENT  
AND VIOLATION FEE STRUCTURE**

**WHEREAS**, the Napa County Transportation and Planning Agency (NCTPA) is designated the countywide transportation planning agency responsible for Highway, Streets and Roads, and transit planning and programming within Napa County; and

**WHEREAS**, the NCTPA Ordinance 2013-01 established parking and smoking regulations at NCTPA transit facilities at its July 17, 2013 meeting; and

**WHEREAS**, the NCTPA Executive Director has authorized the Napa Police Department and the agents of the Napa Police Department to go on to the Soscol Gateway Transit Center and Redwood Park and Ride anytime, day or night to enforce violations of the aforementioned NCTPA ordinance; and

**WHEREAS**, NCTPA ordinance 2013-01 Section 2.3.10 states "Fees for Parking Violations: The Board of Directors of NCTPA may establish by resolution fees for parking in violation of this Ordinance."; and

**WHEREAS**, parking penalties and fees will be established based upon the City of Napa's parking violation and enforcement policy:

**NOW, THEREFORE, BE IT RESOLVED**, that the NCTPA Board of Directors establishes fees for parking in violation of Ordinance 2013-01 and authorizes the Executive Director to take all necessary actions to enforce NCTPA ordinance 2013-01 and fees for parking in violation of the ordinance.

Passed and Adopted the 19<sup>h</sup> day of November, 2014.

\_\_\_\_\_  
John F. Dunbar, NCTPA Chair

Ayes:

Nays:

///

///

Absent:

ATTEST:

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

APPROVED:

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





November 19, 2014  
NCTPA Agenda Item 9.4  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager-Finance  
(707) 259-8779 / Email: [aonorato@nctpa.net](mailto:aonorato@nctpa.net)  
**SUBJECT:** Resolution No. 14-23 Authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for FY 2014-15 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 14-23 (Attachment 1) Authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for FY 2014-15 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program in the amount of \$69,000.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

The agency annually submits an application for Planning, Programming and Monitoring funds. The PPM STIP allocation for:

FY 2014-15 PPM15-6429(015) for \$69,000

### **PROCEDURAL REQUIREMENTS**

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

### **FINANCIAL IMPACT**

Is there a fiscal impact? Yes. \$69,000 of PPM funds programmed for FY 2014-15

Is it Currently Budgeted? Yes.

Is it Mandatory or Discretionary? NA

Future Fiscal Impact: No.

Consequences if not approved: Other funding sources will have to be used for staff costs to monitor STIP projects.

### **CEQA REQUIREMENTS**

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

### **BACKGROUND AND DISCUSSION**

The PPM funding is provided to Congestion Management Agencies to assist with the cost to prepare the STIP program every year, to perform oversight of projects receiving STIP funding, and to perform project development support activities for STIP projects.

Staff recommends applying for \$69,000 in available PPM funds to provide support in the development, maintenance and improvement of the multimodal countywide travel forecast demand model.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 14-23

**RESOLUTION No. 14-23**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION PLANNING AGENCY (NCTPA)  
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE FUND TRANSFER  
AGREEMENTS WITH THE STATE OF CALIFORNIA DEPARTMENT OF  
TRANSPORTATION (CALTRANS) FOR FY 2014-15 STATE TRANSPORTATION  
IMPROVEMENT PROGRAM (STIP) PLANNING,  
PROGRAMMING AND MONITORING (PPM) PROGRAM**

**WHEREAS**, the annual California State Budget Act appropriates State Highway funds under local assistance for the State Transportation Improvement Program (STIP) Planning, Programming, and Monitoring (PPM) Program; and

**WHEREAS**, NCTPA is eligible to receive STIP funding through Caltrans in the amount of \$69,000 for FY 2014-15 PPM15-6429(015); and

**WHEREAS**, NCTPA will use these funds to meet the local requirements for program planning, programming, and monitoring STIP projects in Napa County; and

**WHEREAS**, Caltrans has requested the NCTPA to execute fund transfer agreement in order to receive the STIP funds:

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the Napa County Transportation and Planning Agency that the Executive Director is authorized to execute fund transfer agreements and any amendments thereto with Caltrans to receive FY 2014-15 funds for STIP Planning, Programming and Monitoring Program;

**BE IT FURTHER RESOLVED**, that NCTPA agrees to comply with all terms and conditions of the fund transfer agreement.

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Passed and adopted this 19<sup>th</sup> day of November, 2014.

\_\_\_\_\_  
John F. Dunbar, NCTPA Chair

Ayes:

Noes:

Absent:

ATTEST:

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

APPROVED:

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



November 19, 2014  
NCTPA Agenda Item 9.5  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Karrie Sanderlin, Program Manager-Administration, Human Resources, Civil Rights & Board Secretary  
(707) 259-8633 / Email: [ksanderlin@nctpa.net](mailto:ksanderlin@nctpa.net)  
**SUBJECT:** Resolution No. 14-24 Approving the FY 2014-15 Salary Ranges for Napa County Transportation and Planning Agency (NCTPA) Job Classifications

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 14-24 (Attachment 1) approving the FY 2014-15 Salary Ranges for NCTPA Job Classifications based upon the Bay Area Consumer Price Index (CPI) ending December 2013 of 2.2% (Attachment 2).

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

At the February 19, 2014, the Board approved a revision to Section 2.10 Performance Evaluation of the NCTPA Policies, Practices, and Procedures Personnel Policies which established that pay grades will be adjusted annually and indexed to the average of County of Napa, Sonoma County Transportation Authority, and Solano Transportation Authority increases for a given year or Bay Area Consumer Price Index (CPI) for all labor within Napa County, whichever is greater. For year ending 2013, the average increase for the County of Napa (1.5%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (1.9%) equaled 1.133% whereas the CPI was 2.2%.

## **PROCEDURAL REQUIREMENTS**

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

## **FISCAL IMPACT**

Is there a Fiscal Impact?      No.    Only the salary ranges are to be adjusted, not employee salaries.

## **CEQA REQUIREMENTS**

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

## **BACKGROUND AND DISCUSSION**

In October 2011, the Board approved Resolution No. 11-25 creating a classification structure and establishing compensation ranges for NCTPA job classifications based upon the Agency's compensation and classification study.

At the February 19, 2014, the Board approved a revision to Section 2.10 Performance Evaluation of the NCTPA Policies, Practices, and Procedures Personnel Policies which established that pay grades will be adjusted annually and indexed to the average of County of Napa, Sonoma County Transportation Authority, and Solano Transportation Authority increases for a given year or Bay Area Consumer Price Index (CPI) for all labor within Napa County, whichever is greater. For year ending 2013, the average increase for the County of Napa (1.5%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (1.9%) equaled 1.133% whereas the CPI was 2.2%.

The CPI adjusts the salary range only and does not imply that a CPI raise is due to employees. Rather, the range is adjusted to the CPI to provide future salary adjustments based on individual annual performance reviews.

## **SUPPORTING DOCUMENTS**

Attachments:    (1) Resolution No. 14-24  
                      (2) Bay Area Consumer Price Index

**RESOLUTION No 14-24**

**A RESOLUTION OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
APPROVING FY 2014-15 SALARY RANGES FOR  
NCTPA JOB CLASSIFICATIONS**

**WHEREAS**, the NCTPA policy is to establish and maintain a general compensation and classification structure for NCTPA Employees that is externally competitive and internally aligned; and

**WHEREAS**, the compensation plan, including salary ranges, should be reviewed and updated as necessary based on marketplace survey data, internal relationships, and NCTPA financial constraints; and

**WHEREAS**, on October 19, 2011, the Board approved Resolution No. 11-25 establishing compensation ranges for NCTPA job classifications; and

**WHEREAS**, on February 19, 2014, the Board revised Section 2.10 Performance Evaluation of the NCTPA Policies, Practices, and Procedures Personnel policies which established that pay grades will be adjusted annually and indexed to the average of County of Napa, Sonoma County Transportation Authority, and Solano Transportation Authority increases for a given year or Bay Area Consumer Price Index (CPI) for all labor within Napa County, whichever is greater; and

**WHEREAS**, the average index of County of Napa (1.5%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (1.9%) equals 1.133% and the Bay Area CPI Index ending December 2013 is 2.2%;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Napa County Transportation and Planning Agency that the FY 2014-15 Salary Ranges for NCTPA Job Classifications, which are based on the Bay Area CPI ending December 2013 of 2.2% ,are hereby adopted as set forth in Exhibit A.

Passed and adopted this 19<sup>th</sup> day of November 2014

Ayes

\_\_\_\_\_  
John F. Dunbar, NCTPA Chair

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Noes:

Absent:

ATTEST:

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Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

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Janice Killion, NCTPA Legal Counsel



**EXHIBIT A**

<b>Job Title</b>	<b>Monthly Salary Range</b>	
	<b>Minimum</b>	<b>Maximum</b>
Executive Director	Separate Contract	
Program Manager – Administration, Human Resources, Civil Rights & Board Secretary	\$8,241	\$9,906
Program Manager – Engineer	\$8,241	\$9,906
Program Manager – Finance (Administration & Grants)	\$8,241	\$9,906
Program Manager – Planning (Strategic)	\$8,241	\$9,906
Program Manager – Public Transit (Marketing)	\$8,241	\$9,906
Senior Program Planner/Administrator	\$6,839	\$8,223
Associate Program Planner/Administrator	\$5,979	\$7,171
Assistant Program Planner/Administrator	\$5,170	\$6,200
Senior Financial/Policy Analyst	\$5,979	\$7,171
Senior Administrative Technician	\$4,292	\$5,314
Administrative Technician (Office Coordinator)	\$4,292	\$5,314

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Avg
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RAW BLS INDEX 1982-84=100.0													
YEAR	December	Annual Avg	Dec - Dec Percentage Change	Annual Avg Percentage Change									
2013	245.7	245.0	2.6%	2.2%									
2012	239.5	239.7	2.2%	2.7%									
2011	234.3	233.4	2.9%	2.6%									
2010	227.7	227.5	1.6%	1.4%									
2009	224.2	224.4	2.6%	0.7%									
2008	218.5	222.8	0.0%	3.1%									
2007	218.5	216.0	3.8%	3.3%									
2006	210.4	209.2	3.4%	3.2%									
2005	203.4	202.7	2.0%	2.0%									
2004	199.5	198.8	2.2%	1.2%									
2003	195.3	196.4	1.1%	1.8%									
2002	193.2	193.0	1.4%	1.6%									
2001	190.6	189.9	3.5%	5.4%									
2000	184.1	180.2	5.5%	4.5%									
1999	174.5	172.5	4.2%	4.2%									
1998	167.4	165.5	3.0%	3.2%									
1997	162.6	160.4	4.2%	3.4%									
1996	156.0	155.1	2.6%	2.3%									
1995	152.1	151.6	1.8%	2.0%									
1994	149.4	148.7	1.6%	1.6%									
1993	147.0	146.3	1.9%	2.7%									
1992	144.3	142.5	3.2%	3.3%									
1991	139.8	137.9	3.5%	4.4%									
1990	135.1	132.1	6.0%	4.5%									
1989	127.4	126.4	3.9%	4.9%									



November 19, 2014  
NCTPA Agenda Item 9.6  
**Continued From: New**  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Janice D. Killion, Agency Counsel  
(707) 259-8246 / Email: [janice.killion@countyofnapa.org](mailto:janice.killion@countyofnapa.org)  
**SUBJECT:** Resolution No. 14-25 Delegating Authority to Process, Compromise and Settle Claims Pursuant to Government Code Section 935.4

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Resolution No. 14-25 (Attachment 1) delegating authority to resolve small claims to the Executive Director.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

California Government Code section 935.4 authorizes a local Board of Directors to delegate authority to resolve small claims up to Fifty Thousand Dollars to agency staff.

### **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**

The Government Claims Act requires local agencies to act on any claims made against it within 45 days by denying, accepting or compromising the claim. If the local agency does not act on the claim within 45 days, it is deemed denied and the claimant has two years to file suit if they desire to pursue the claim. If the local agency denies the claim within 45 days, the limitations period in which to file a suit is reduced to six months from the date of denial.

The NCTPA Board generally meets only monthly. Depending upon the timing of the claim, investigating and analyzing a claim and preparing it for Board action can exceed 45 days. Therefore, NCTPA may not always be able to meet the 45-day window in which to deny claims that are deemed meritless, thereby subjecting the Agency to a much longer period of time in which a claimant may bring suit. This delay may negatively impact NCTPA due to the loss of witnesses and clear memories resulting from that delay.

Government Code section 935.4 authorizes the Board to delegate authority to the Executive Director to resolve claims of less than Fifty Thousand dollars.

**SUPPORTING DOCUMENTS**

Attachment: (1) Resolution No. 14-25

**RESOLUTION NO.14-25**

**A RESOLUTION OF THE BOARD OF THE  
NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY (NCTPA)  
DELEGATING AUTHORITY TO PROCESS, COMPROMISE AND SETTLE CLAIMS  
PURSUANT TO GOVERNMENT CODE SECTION 935.4**

**WHEREAS**, section 935.4 of the Government Code provides that an employee may be delegated authority to compromise or settle general liability claims involving the public agency if the amount to be paid pursuant to such allowance, compromise or settlement does not exceed Fifty Thousand dollars (\$50,000.00); and

**WHEREAS**, because the NCTPA Board only meets monthly, in order to facilitate the timely acceptance, settlement or denial of smaller claims, it is the in best interest of NCTPA to delegate authority to the Executive Director:

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Napa County Transportation and Planning Agency that:

1. The foregoing recitals are true and correct.
2. The Executive Director is hereby authorized to perform those functions relating to claims set forth in Part 3 of Division 3.6 of Title I of the Government Code (commencing with section 900) that are otherwise required to be performed by this Board and to further perform those functions relating to claims set forth in Division 4 of the Labor Code (commencing with section 3201); provided, however, that the Executive Director is authorized to allow, compromise or settle individual general liability and workers compensation claims against NCTPA only if the amount to be paid pursuant to such allowance, compromise or settlement is Fifty Thousand Dollars (\$50,000.00) or less.

The foregoing resolution was duly and regularly adopted by the Board of Directors of the Napa County Transportation and Planning Agency, at a regular meeting of the Board held on the 17h day of December, 2014 by the following vote:

\_\_\_\_\_  
John F. Dunbar, NCTPA Chair

Ayes

///

///

Nays:

Absent:

ATTEST:

---

Karalyn E. Sanderlin, NCTPA Board Secretary

APPROVED:

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Janice Killion, NCTPA Legal Counsel



November 19, 2014  
NCTPA Agenda Item 9.7  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Herb Fredricksen, Program Manager-Engineer  
(707) 259-5951 / Email: [hfredricksen@nctpa.net](mailto:hfredricksen@nctpa.net)  
**SUBJECT:** Amendment No. 3 to Work Authorization 5 to Agreement No. 12-29  
with Riechers & Spence Associates (RSA) for Professional  
Engineering Services

---

### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve and authorize the Executive Director to sign Amendment No. 3 (Attachment 1) to Work Authorization 5 Agreement No. 12-19 with Riechers & Spence Associates (RSA) engineering services related to the Napa Valley Vine Trail Solano Avenue segment in an amount not to exceed \$221,870 and extend the period of performance to June 30, 2015..

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

On November 26, 2012, NCTPA issued a Request for Qualifications (RFQ) for Engineering and related services. As a result of that RFQ, a contract was awarded to Sonoma RSA, INC., aka Riechers & Spence Associates (RSA), for ongoing engineering and planning services. NCTPA issued Work Authorization 5 to engage RSA to provide engineering services related to the Napa Valley Vine Trail Solano Avenue Segment. It is now necessary to amend the work authorization to include CEQA determination, continued plan and specification development, and traffic engineering services.

**PROCEDURAL REQUIREMENTS**

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

**FISCAL IMPACT**

Is there a fiscal impact? Yes. The total cost of the amendment is \$221,870. The project costs are budgeted in the Congestion Management Authority Fund.

Is it Mandatory or Discretionary? Discretionary

Future Fiscal Impact: None.

**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**

On November 26, 2012, NCTPA issued a Request for Qualifications (RFQ) for ongoing engineering, planning and related services. As a result of that RFQ, a contract was awarded to Sonoma RSA, INC., aka Riechers & Spence Associates (RSA) for ongoing engineering and planning services. NCTPA issued Work Authorization 5 to engage RSA to provide engineering services related to the Napa Valley Vine Trail Solano Avenue Segment. For this Amendment No. 3 additional environmental services are needed in support of the CEQA determination and with the completion of 95% design additional work is required to complete the plans and specifications per comments by the jurisdictions and desired improvements to the Yountville Park-n-Ride. In addition, the design of two traffic signals along the alignment at the intersections of Salvador Avenue and Wine Country Avenue require additional work per Caltrans review comments.

The total cost of the contract to date, including Amendment 3, totals \$1,126,643.

**SUPPORTING DOCUMENTS**

Attachment: (1) Amendment No. 3 to Work Authorization 5 to Agreement 12-29  
for Professional Engineering Services



**AMENDMENT NO. 3  
TO WORK AUTHORIZATION NO. 5  
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES**

**THIS SUPPLEMENTAL WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Professional Service Agreement No. **12-29** with Work Authorization No. **P005** (the Contract) entered into by and between the Napa County Transportation and Planning Agency (NCTPA), and Sonoma RSA, Inc., aka Riechers Spence & Associates (the Engineer).

**RECITALS**

**WHEREAS**, in July 2013 NCTPA entered into a contract with the Engineer to perform Professional Engineering Services necessary to provide NCTPA with On-Call Engineering and Project Delivery Services in accordance with the project description.

**WHEREAS**, NCTPA requires additional environmental services and design work to be performed; and

**WHEREAS**, the Parties need to extend the term of the Work Authorization to complete additional performance requirements; and

**WHEREAS**, the Engineer's budget under EXHIBIT D requires adjustment; and

**WHEREAS**, the Engineer requires an additional \$221,870 to complete the additional tasks; and

**TERMS**

**NOW, THEREFORE**, the NCTPA and ENGINEER agree to amend the Work Authorization as follows:

1. **PART I.** Referenced Exhibits are amended to add the scope of work contained in EXHIBIT B-1 attached hereto and incorporated by reference.
2. **PART II.** Maximum amount payable under this Work Authorization of \$904,773, is increased by \$221,870 for additional environmental services and design work, for a new **total maximum compensation of \$1,126,643.**
3. **PART IV** of the Work Authorization is replaced in its entirety to read:

**PART IV.** This Work Authorization shall become effective on the date of final acceptance of the parties hereto and **shall terminate on September 30, 2015**, unless extended by a supplemental Work Authorization.

4. Except as set forth above, the terms and conditions of the Work Authorization shall remain in full force and effect as previously approved.

////

**IN WITNESS WHEREOF**, this Amendment is executed in duplicate counterparts and hereby accepted and acknowledged below.


**THE ENGINEER**

**NCTPA**

_____ (Signature)	_____ (Signature)	_____ (Signature)
_____ (Title),	_____ (Title),	_____ Kate Miller, Executive Director
_____ (Date)	_____ (Date)	_____ (Date)

**EXHIBIT B-1**  
**SERVICES TO BE PROVIDED BY THE ENGINEER**

*(SEE ATTACHED)*

	RSA+   CONSULTING CIVIL ENGINEERS + SURVEYORS +		SERVING CALIFORNIA SINCE   1980		1515 FOURTH STREET NAPA, CALIFORNIA 94559 FAX   707   252.4966 OFFICE   707   252.3301
	HUGH LINN, PE, QSD, QSP PRINCIPAL + PRESIDENT	RYAN GREGORY, PE PRINCIPAL + VICE PRESIDENT	CHRISTOPHER TIBBITS, PE, LS PRINCIPAL + VICE PRESIDENT		
707   252.3301   RSACivil.com	hLinn@RSACivil.com	rGregory@RSACivil.com	cTibbits@RSACivil.com		RSACivil.com

#4114470.1.10

September 24, 2014

Napa County Transportation & Planning Agency

Attention: Herb Fredericksen

625 Burnell Street

Napa, CA 94559

[hfredricksen@nctpa.net](mailto:hfredricksen@nctpa.net)

RE: Napa Valley Vine Trail (Work Authorization No. 12-29P005)

Amendment No. 3 (Project No. 4113004.3)

Dear Herb:

The purpose of this letter is to demonstrate our desire to reallocate budget amounts between tasks (PART A) and provide the third Contract Amendment to our original agreement dated July 17, 2013 (PART B).

#### **PART A – REALLOCATION OF BUDGET AMOUNTS**

	Current Budget Amount	Decrease/Increase in Budget	Budget After Allocation
Task 1: Project Initiation & Management	\$ 40,800		<b>\$ 40,800</b>
Task 2: Data Collection & Analysis	\$106,221	-\$6,344	<b>\$ 99,877</b>
Task 3: CEQA/NEPA Compliance	\$ 83,936	--	\$ 83,936
Task 4: Agency & Stakeholder Outreach	\$ 11,212	--	\$ 11,212
Task 5: Design Development Drawings (35%)	\$199,791	-\$7,018	<b>\$192,773</b>
Task 6: Public Workshops/Presentations	\$ 7,829	-\$3,500	<b>\$ 4,329</b>
Task 7: Permit Processing	\$ 17,846	--	\$ 17,846
Task 8: 65%, 95% and Final PS&Es	\$262,092	\$39,862	<b>\$301,954</b>
Task 9: Public Presentation	\$ 5,141	--	\$ 5,141
Task 10: Bid Support	\$ 7,687	--	\$ 7,687
Task 11: Right of Way Services	\$ 97,900	--	\$ 97,900
Task 12: Signal Design	\$ 41,318	--	\$ 41,318
Contingency	\$ 23,000	-\$23,000	--
<b>TOTAL</b>	<b>\$904,773</b>	<b>\$0.00</b>	<b>\$904,773</b>

Following is our proposed amended scope of services and associated fee:

**PART B - Amended Scope of Services**

**Task 3 CEQA/NEPA Compliance.**

Additional work was required to complete the NEPA documentation due to changes in the project including:

- Culvert widening at Wine Country – not originally in project scope but was added during later design stages
- Investigation and evaluation of additional Wet Area
- Additional documentation beyond the original scope required by Caltrans for the “No Affect” determination for the improvements at Dry Creek.
- Additional site visits with the California Department of Fish and Wildlife
- Additional cultural resources impact assessments to address large eucalyptus removal.
- Additional impacts to wetlands based on project alignment revisions.

In addition to the extra work that has already been performed above we will assist with preparation and determination of CEQA for the project. The following scope below assumes a mitigated negative declaration for the project:

1. Project Initiation – confirm parameters and obtain documentation.
2. Draft Initial Study/Mitigated Negative Declaration – Prepare the IS/MND in steps a through c described below:
  - a. Prepare Administrative Draft IS/MND – Key topics include:
    - i. Aesthetics
    - ii. Agricultural Resources
    - iii. Air Quality
    - iv. Biological Resources
    - v. Cultural and Paleontological Resources
    - vi. Geology and Soils
    - vii. Global Climate Change
    - viii. Hazards and Hazardous Materials
    - ix. Hydrology and Storm Drainage
    - x. Land Use and Planning
    - xi. Mineral Resources
    - xii. Noise
    - xiii. Population and Housing
    - xiv. Public Services, Recreation and Utilities and Service Systems
    - xv. Traffic and Circulation
    - xvi. Mandatory Findings of Significance
  - b. Screencheck Draft IS/MND – We will amend the administrative draft of the IS/MND based on comments from NCTPA staff.

- c. **Public Review Draft IS/MND** – A draft of the IS/MND will be provided to NCTPA for public distribution and submittal to the State Clearinghouse. We will prepare the Notice of Completion and Notice of Intent to adopt a Mitigated Negative Declaration (NOI). We will assist with the preparation of a circulation list of agencies and persons that should receive the NOI. It is assumed that NCTPA will be responsible for posting all notices.
3. **Final IS/MND** – We will prepare responses to public and agency comments received on the IS/MND during the public review period, as appropriate. This scope and budget would allow spending up to 18 hours of Principal and Planner time, combined, to prepare responses to public comments. We would only bill those hours needed to respond to comments. Should an unexpectedly large volume of comments be submitted, we will request an adjustment in the budget to cover work beyond the assumed level. We will prepare a Mitigation Monitoring and Reporting Program (MMRP) using NCTPA's preferred format. The MMRP will list mitigation measures that are recommended in the IS/MND and provide standards and timelines for monitoring these mitigation measures. We will also assist with preparation of a resolution to adopt the MND, as necessary. We will also provide a Notice of Determination (NOD) for staff to file once the project has been approved.
4. **Project Management and Meetings** - We will be available throughout the IS/MND process to discuss the project and strategize about the environmental documentation. We will attend a start-up meeting and a meeting to discuss comments on the Administrative Draft IS/MND. We would also be available for conference calls throughout the process. This task includes time allocated for coordination with the project team and NCTPA staff, project management, transmitting documents, and compiling background information. We will undertake a variety of general project management tasks throughout the process of preparing the IS/MND.

**Task 8 65%, 95% and Final PS&Es.**

Additional fee is requested to continue with the structural and civil engineering work on the plans as explained below:

**Structural**

Changes to the proposed structural type for the Dry Creek Bridge from pre-engineered steel truss bridge to a widening of the existing bridge.

**Civil**

Numerous changes to the alignment and assistance on out of scope items has led to the request for additional fee to complete the project plans. Additional scope includes:

- Layout and design of the Yountville Park and Ride
- Structural retaining wall calculations
- Numerous bridge option changes stemming from utility conflicts



- Assist with funding applications
- Revisions to plans based on Right of Way issues including class II options
- Extensive coordination with utility companies
- Alignment changes due to City, County, Town and Flood Control preferences
- Environmental permit fees including Department of Fish and Wildlife, Army Corps of Engineers and the Regional Water Quality Control Board.
- Plan copies to the various agencies beyond the initial estimate.

Additionally we have and will continue to assist with the multiple Caltrans E-76 approvals required to secure project funding for construction.

**Task 12 Signal Design.**

Additional scope and fee is requested to include the addition of a sixth signal location design at the SR29/Trower intersection and to revise the traffic signal designs at all of the other 5 traffic signals so that that one new State Controller will run a pair of intersections as a combined intersection.

Additionally W-Trans will prepare an analysis of the queuing and stop sign warrants for the California Drive and Highway 29 northbound on-ramp and will determine if a stop sign is warranted and if the queuing length is acceptable.

We propose to provide these services on a "Time & Materials" (T&M) fee basis as follows:

**Amended Fee**

Task 3 .....CEQA/NEPA Compliance .....	(T&M) .....	\$83,936	<i>Original Fee</i>
		\$39,648	<i>Additional Fee</i>
		<b>\$123,584</b>	<b><i>Total Amended Fee</i></b>
Task 8 .....65%, 95% and Final PS&E's .....	(T&M) .....	\$262,092	<i>Original Fee</i>
		\$39,862	<i>Reallocated Fee</i>
		\$165,000	<i>Additional Fee</i>
		<b>\$466,954</b>	<b><i>Total Amended Fee</i></b>
Task 12 ...Signal Design .....	(T&M) .....	\$41,318	<i>Original Fee</i>
		\$17,222	<i>Additional Fee</i>
		<b>\$58,540</b>	<b><i>Total Amended Fee</i></b>
		<b>Total Additional Fee</b>	<b>\$221,870</b>

<b>TASK DESCRIPTION</b>	<b>AMENDED BUDGET</b>
Task 1: Project Initiation & Management	\$ 40,800
Task 2: Data Collection & Analysis	\$ 99,877
Task 3: CEQA/NEPA Compliance	\$ 123,584
Task 4: Agency & Stakeholder Outreach	\$ 11,212
Task 5: Design Development Drawings (35%)	\$ 192,773
Task 6: Public Workshops/Presentations	\$ 4,329
Task 7: Permit Processing	\$ 17,846
Task 8: 65%, 95% and Final PS&Es	\$ 466,954
Task 9: Public Presentation	\$ 5,141
Task 10: Bid Support	\$ 7,687
Task 11: Right of Way Services	\$ 97,900
Task 12: Signal Design	\$ 58,540
<b>PROJECT TOTALS</b>	<b>\$ 1,126,643</b>

Please sign in the space provide below to indicate your concurrence with this third amendment to our original agreement. Please feel free to call should you have any questions.

Very truly yours,

Agreed:



Ryan Gregory, P.E., LEED AP  
Vice President  
RCE 63902

By: Kate Miller

Date





November 19, 2014  
NCTPA Agenda Item 9.8  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Diana Meehan, Associate Program Planner/Administrator  
(707) 259-8327 / Email: [dmeehan@nctpa.net](mailto:dmeehan@nctpa.net)  
**SUBJECT:** Donation from Eagle Cycling Club-Bicycle Repair Stand

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board accept a donation of a Bicycle Repair Stand valued at \$800 from the Eagle Cycling Club for installation at the Soscol Gateway Transit Center.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

NCTPA staff was approached by the Eagle Cycling Club with a proposal for donation of a bicycle repair stand to be placed at either the Trancas Park and Ride Lot or the Soscol Gateway Transit Center.

Multiple bicyclists use both transit hubs on a daily basis. The bicycle stand repair would provide cyclists the opportunity to make minor repairs and adjustments to their bikes while in route to various locations.

### **PROCEDURAL REQUIREMENTS**

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

### **FINANCIAL IMPACT**

Is there a fiscal impact? Yes. Bicycle Repair Stand Valued at \$800; \$100 for installation.

Is it currently budgeted? No

Is it Mandatory or Discretionary? Discretionary

Consequences if not approved: NCTPA will not accept and install the bicycle repair stand at the Soscol Gateway Transit Center.

### **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**

In August of 2014, the Eagle Cycling Club approached NCTPA staff with an offer to donate a bicycle repair stand to be located at one of the two transit hub locations in Napa. The bicycle repair station provides tools and a stand to help perform minor repairs or adjustments to bicycles. All tools are cabled to the stand and attached with tamper proof fasteners. Multiple cyclists would have access to the stand on a daily basis.

The Eagle Cycling Club helps the community by promoting safe bicycle riding, supporting the Napa County Active Transportation Advisory Committee, the Napa County Bicycle Coalition (Napa Bike) and sponsoring an Adopt a Highway cleanup section on Silverado Trail.

Staff is suggesting location of the stand at the Soscol Gateway Transit Center near the bicycle locker area and recommends the board accept this donation from the Eagle Cycling Club.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Bicycle Repair Stand Description and Price Quote



## Fixit

### Public Bike Repair

#### Fixit

#### Overview

#### Options

#### Gallery

#### Installation

#### Setbacks

#### Downloads:



Patent D680,914 S



The Dero Pump Stop holds users' bikes upright while filling their tires and is a great addition to your public bike pump. [See More...](#)

**\$800.00** plus shipping

Choose Finish:

☒ Galvanized

Choose Pump:

☒ No Pump

☒ No Pump Stop

Qty.

**Add to cart**

### Today's Service Station

You are riding home from work when you notice your bike needs some adjusting. The bike shop is closed and out of your way, so now what? Fixit to the rescue!

The Fixit includes all the tools necessary to perform basic repairs and maintenance, from changing a flat to adjusting brakes and derailleurs. The tools and air pump are securely attached to the stand with stainless steel cables and tamper-proof fasteners. Hanging the bike from the hanger arms allows the pedals and wheels to spin freely while making adjustments.



### Repair Help is a Scan Away

For help with repairs use the Quick Read (QR) code on the front of the Fixit to view detailed instructions on your smart phone.

### Find me a Fixit!

Our map of Fixit installations is growing! Click the image below to view a live interactive map. Know of others not on the map? Send us the location or scan the QR code on the front of the Fixit and we will add it.



November 19, 2014  
NCTPA Agenda Item 9.9  
Continued From: New  
**Action Requested: APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Planning Manager  
(707) 259-5968 / Email: [dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)  
**SUBJECT:** Amendment No. 2 to Work Authorization 2 Agreement No. 12-20  
with the ARUP North America Ltd.

---

### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board approve Amendment No. 2 to Work Authorization No. 2 Agreement No. 12-20 with the ARUP North America Ltd. in an amount not to exceed \$34,205 and to extend the period of performance until September 30, 2015 for work associated with the Napa Countywide Transportation Plan and the Community Based Transportation Plan.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

Due to additional tasks desired by NCTPA, and limited staff resources, there is a need to amend ARUP's scope of work on the Countywide Transportation Plan to include an additional three (3) public workshops in the spring of 2015, as well as additional financial analysis and graphics/illustrations to the plan. The additional workshops will provide the public the opportunity to comment on the project and program lists included in the plan. The constrained project list will be submitted to the Metropolitan Transportation Commission (MTC) during the Regional Transportation Plan (RTP) call for projects, anticipated in July 2015. The RTP call for projects requires thorough public vetting, and having the additional public workshops on the front-end of the RTP call for projects will facilitate public feedback and better support public outreach requirements imposed by MTC.

## **PROCEDURAL REQUIREMENTS**

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

## **FISCAL IMPACT**

Is there a Fiscal Impact?      \$34,205

Is it currently budgeted? Yes

Where is it budgeted? NCTPA FY 14-15 Budget under Countywide Plan and CBTP

Is it Mandatory or Discretionary? Discretionary

Consequences if not approved: The additional work for the Countywide Transportation plan will be completed solely by agency staff.

## **CEQA REQUIREMENTS**

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

## **BACKGROUND AND DISCUSSION**

In December 2013, the NCTPA Board approved the agreement with ARUP for completion of the Countywide Transportation Plan (CTP) and the Community Based Transportation Plan (CBTP). To be consistent with the regional process, a new countywide transportation plan should be completed every four years. The last NCTPA 25-year Countywide Transportation Plan was adopted in 2009 and used to inform the One Bay Area Plan, the Metropolitan Transportation Commission's long range plan adopted in 2013. The 2015 plan will be completed in time to inform the next regional plan which is scheduled for adoption in 2017. In preparation for the regional transportation plan, MTC generally solicits projects 18-24 months prior to the adoption of the plan. In order to meet this timeline, a target completion date has been set for June 2015.

In January 2014 the NCTPA Board held a Board Retreat to kick-off the Countywide Transportation Plan. Since that time NCTPA has been working with the CTP consultant team, the CTP Citizens Advisory Committee, stakeholder groups, and jurisdictional staff on the CTP and the CBTP. Due to unanticipated staffing changes and minor scope changes, additional consultant support will be required. The additional consultant time

will be committed to the development of a financial revenue blueprint, additional public outreach work, and additional graphics and illustrations. Staff recommends the Board approve the Amendment No. 2 to Contract 12-20P002 Work Authorization No. 2.

The total contract cost to date, including Amendment 2, is \$234,201.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Amendment No. 2tWork Authorization No. 2 Agreement No. 12-20  
with ARUP North America Ltd.

**AMENDMENT NO. 2  
TO WORK AUTHORIZATION NO. 2  
CONTRACT FOR PROFESSIONAL PLANNING SERVICES**

**THIS SUPPLEMENTAL WORK AUTHORIZATION** is made pursuant to the terms and conditions of the Professional Service Agreement No. 12-20 with Work Authorization No. P002 (the Contract) entered into by and between the Napa County Transportation and Planning Agency (NCTPA), and Arup North America, Ltd.(the Planner).

**RECITALS**

**WHEREAS**, in December 2013 NCTPA entered into a contract with the Planner to perform services generally described as Professional Planning Services necessary to provide NCTPA with On-Call Planning Services in accordance with the project description.

**WHEREAS**, in April 2014 the Work Authorization was amended with Supplemental Work Authorization No. 1 adjusting staff hours and fee schedule; and

**WHEREAS**, NCTPA requires additional tasks to be performed by the Planner to be included in the plan in support of imposed requirements by the Metropolitan Transportation Commission; and

**WHEREAS**, the Parties need to extend the term of the Work Authorization to complete additional task performance and completion by the Planner; and

**WHEREAS**, the Planner requires additional compensation not to exceed \$34,205 in order to complete the additional task performance; and

**WHEREAS**, the parties desire to amend the Work Authorization to revise the Planner's additional tasks under EXHIBIT B to include the conduct of three (3) additional public workshop meetings, a financial analysis with report, and graphics/illustrations needed to the plan.

**TERMS**

**NOW, THEREFORE**, the NCTPA and Planner agree to amend the Work Authorization as follows:

1. PART I – referenced EXHIBIT B, SERVICES TO BE PROVIDED BY THE PLANNER, are to include work and services to be performed as listed in the Planner's Cost Proposal dated October 27, 2014.
2. PART II & III – referenced EXHIBIT D, Fee Schedule, of the Work Authorization is to add the revised Schedule and Cost Proposal dated October 27, 2014.
3. PART IV - referenced effective and final acceptance date of the Work Authorization is extended and shall terminate on September 30, 2015.
4. Except as set forth above, the terms and conditions of the Work Authorization shall remain in full force and effect as previously approved.

///

**IN WITNESS WHEREOF**, this Amendment is executed in duplicate counterparts and hereby accepted and acknowledged below.

**THE PLANNER**

**NCTPA**

_____ (Signature)	_____ (Signature)
_____ (Title),	_____ (Title),
_____ (Date)	_____ (Date)

_____ (Signature)
_____ Kate Miller, Executive Director
_____ (Date)



Napa County Transportation and  
Planning Agency

**Task Order #5: Countywide Plan**

Proposal to Provide Planning  
Services for the Countywide Plan

UPDATED | October 27, 2014





Job number 60125708

**Arup North America Ltd**  
560 Mission Street  
Suite 700  
San Francisco 94105  
United States of America  
[www.arup.com](http://www.arup.com)

**ARUP**

# Document Verification

# ARUP

<b>Job title</b>		Task Order #5: Countywide Plan		<b>Job number</b> 60125708	
<b>Document title</b>		Proposal to Provide Planning Services for the Countywide Plan		<b>File reference</b>	
<b>Document ref</b>					
<b>Revision</b>	<b>Date</b>	<b>Filename</b>	Napa Submission_draft1.docx		
Draft 1	Nov 26, 2013	<b>Description</b>	First draft		
			Prepared by	Checked by	Approved by
		Name			
		Signature			
Revised following schedule update	2/27/14	<b>Filename</b>			
		<b>Description</b>			
			Prepared by	Checked by	Approved by
		Name	Dahlia Chazan	A Bruzzone	A Bruzzone
		Signature			
Revised to expand meeting and document assistance work		<b>Filename</b>			
		<b>Description</b>			
			Prepared by	Checked by	Approved by
		Name	Dahlia Chazan	A Bruzzone	A Bruzzone
		Signature			
		<b>Filename</b>			
		<b>Description</b>			
			Prepared by	Checked by	Approved by
		Name			
		Signature			

Issue Document Verification with Document





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# 1 Scope of Services

## Task 0 Project Management and Refine Work Plan

We will organize a kickoff meeting with NCTPA staff to discuss project schedule and deliverables. We will work with NCTPA staff to confirm these outcomes as well as to negotiate the final task budget and determine a final schedule with milestones and deliverables.

Arup's project manager will provide up to 30 hours of additional project management for work to be completed in-house at NCTPA for up to four months to backfill expected NCTPA staff needs. Likely tasks include participation in up to one in-person meeting and up to ten project management teleconference meetings, as well as preparation for those meetings, and email coordination with NCTPA staff.

<b>Deliverables:</b>	<ul style="list-style-type: none"> <li>• <i>Consensus on outcomes for study</i></li> <li>• <i>Finalized budget and detailed project schedule</i></li> </ul>
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## Task 1 Meeting Facilitation, Public Outreach and Information

In this task, the Arup team will work to understand and define the community's vision and goals for transportation, as well as document specific desires for transportation improvements. This effort will serve as input to both the Countywide Transportation Plan and the Community Based Transportation Plan update. It will help the team and staff in developing and prioritizing the investment plan.

To gain input that truly represents the community, Arup's team will take a comprehensive outreach approach that includes a series of community workshops, web-based e-engagement, focused meetings with relevant stakeholders and targeted community outreach efforts within the community. Outreach materials can be provided in both English and Spanish as deemed necessary. The outreach program described below will provide community input for both the Countywide Plan and the CBTP update.

Throughout the outreach process, the Arup team will take photographs to document meetings and to generate photos for publication in the Countywide Plan.

### Task 1.1 Meeting with NCTPA Staff

Within 1 week of award, the Arup team will schedule a 2-3 hour session with NCTPA staff to develop and frame the scope of a Board retreat scheduled for January 15, 2014.

<b><i>Deliverable:</i></b>	<i>Develop and frame the scope for Board Retreat with NCTPA staff</i>
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### ***Task 1.2 NCTPA Board Retreat***

Victoria Eisen of Eisen | Letunic, supported by other Arup team members, will facilitate the January 15, 2014 retreat of the NCTPA Board of Directors, at which the Board will consider the update of the agency's vision and the Countywide Strategic Transportation Plan. Working with NCTPA staff, the Arup team will develop the agenda, create presentation materials, facilitate Board Discussion and report on outcomes and conclusions.

<b><i>Deliverables:</i></b>	<i>Develop agenda and presentation material for Board Retreat</i> <i>Facilitate Board Retreat</i> <i>Report on outcomes and conclusions from Board Retreat</i>
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### ***Task 1.3 Public Workshops***

Victoria Eisen and Niko Letunic of Eisen | Letunic, supported by other Arup team members, will work with staff to facilitate one set of public meetings at the beginning of the process to gather initial public input on important transportation issues to address in the Countywide Plan and CBTP Update. Meetings will be held at three separate venues, one in American Canyon, one in the City of Napa, and one at a location in the North Valley (St. Helena or Calistoga). The Arup team will develop and provide materials for the three meetings.

The workshops will be conducted early in the plan development process using a collaborative format to engage the community in proactive discussion on the topics that have the greatest importance to them. The workshops may include presentations from the Arup team on general themes and existing conditions, and facilitated group, smaller-group and/or open house-style discussions of draft goals/objectives, desired projects/programs and prioritization criteria. Additional opportunities for input into the planning process will also be presented. The Arup team will work with NCTPA staff to develop the agenda and format for the workshops.

The draft Countywide Plan will be reviewed with the public through the NCTPA board hearings, as well as widely publicized opportunities for written and online input, described in Task 1.5. In addition, a second round of three meetings will be held in generally the same three locations. The content of the three meetings will be generally the same at each location, and will focus on a review of the projects and programs in the Draft Countywide Plan. The meetings will result in identification of community priorities for implementation of the projects and programs. The Arup team will then summarize this information for staff to present to the NCTPA Board of Directors along with the Draft Countywide Plan and recommendations for changes to reflect community input. The Arup team will work with NCTPA staff to develop the agenda and materials for the meetings, and will prepare outreach materials similar to those prepared for the first round of meetings. NCTPA staff will be responsible for distributing the outreach materials and working with partners to publicize the meetings.

NCTPA staff will identify meeting locations, arrange for room set-up and take-down, and provide refreshments as-needed.

<b>Deliverables:</b>	<i>Develop and supply materials for community meetings Facilitate 6 community meetings at the specified locations above.</i>
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#### **Task 1.4 CBTP Specific Outreach**

In conjunction with the community workshops, the Arup team will conduct up to three stakeholder focus group meetings with leaders that represent the disadvantaged portions of the community. Arup will work with NCTPA to identify leaders and representatives from the community to participate in these focus groups. These focus group meetings will be timed to coordinate with the 3 community meetings. In addition, we will coordinate up to 5 targeted outreach events. In order to be the most effective in reaching underserved communities, Arup will visit locations such as the Farmworker Housing Centers operated by the Napa Valley Housing Authority, Senior Centers in Napa and St. Helena, and food banks run by Community Action of Napa Valley. As we determine where to target outreach, we will consult with Community Action of Napa Valley, Fair Housing Napa Valley, the staff of Napa VINEGo, and others, to ensure we reach a broad section of the economically disadvantaged population in the County to understand their particular transportation needs.

In addition to the outreach support provided through September of 2014, Arup staff will attend between 3 and 5 CBTP-specific outreach events. Arup will collaborate with NCTPA staff on materials for the meetings. NCTPA staff will organize the meetings and locations, and will endeavor to schedule meetings on the same day or days.

<b>Deliverables:</b>	<i>Facilitate up to 3 stakeholder meetings Conduct up to 5 targeted outreach events</i>
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#### **Task 1.5 Public Input and Public awareness**

The Arup team will go beyond the public meetings to gather input on transportation priorities from people who may not be able to attend a public meeting or who prefer to give feedback through alternative formats. This will include two web-based surveys (one to mirror the first public meeting; the other for the CBTP); other outreach materials designed to drive attendance at the public meetings and participation in the survey and use of the e-engagement tool described below; and other marketing materials developed in collaboration with NCTPA staff to ensure the plan effort is widely publicized. The team will prepare materials for a dedicated page on the NCTPA website, working closely with staff and NCTPA's webmaster. The web page will include general information about the project, materials presented at project-related meetings, news about opportunities to participate in the project and an online comment form.

To engage the community at the onset of the project, the Arup team will set up an e-engagement tool specifically customized for the NCTPA – the Collaborative

Community Map. The Collaborative Community Map is a user-friendly and fun tool to gather spatially located input from stakeholders and the community using Google Maps. Since the public comments are spatially referenced they will directly inform NCTPA and the Arup team about the specific location that the comment is related to. Outputs can also be migrated into a GIS environment for analysis and reporting using an easy to use administrator interface that will be hosted and managed by Arup's secured network. Community members can see comments that are posted in real time, can "like" comments and even post comments to their Twitter and Facebook feeds. See Appendix B for more information on this tool.

<b><i>Deliverables:</i></b>	<i>Develop, manage and summarize comments from web-based survey and online community engagement tool, Collaborative Community Map</i>
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### *Task 1.5 Goals, Priorities and Vision*

Based on the input provided by the community, Arup will work with NCTPA staff to summarize and characterize the comments from the community on goals, priorities and vision into overarching policy principles. These policy principles will guide the recommendations for capital improvements and programs and help prioritize funding allocations in the investment plan. Overall, these principles will guide the evolution of an improved multimodal transportation system in the county through 2040.

<b><i>Deliverables:</i></b>	<i>Draft policy principles</i>
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## **Task 2      Socio-Economic/ Demographic Modeling**

Through use of the Napa Solano model, future conditions will be examined to help NCTPA understand the demographic and travel changes that will occur within the 2040 plan horizon. The Napa Solano Transportation Demand Model is being upgraded to the MTC Activity-based Model platform currently. Team member Cambridge Systematics (CS), is leading this model update effort. The new model is expected to be available in July 2014. CS will utilize the new model for this countywide plan development. However, if the new model is not available in time for this study, the existing model will be used instead.

### *Task 2.1 Update Model Base Data*

CS will review the current allocation of population, households, and employment of the Napa County zones in the Napa Solano Transportation Demand Model and recommend any necessary changes to land use assignments for present and future conditions. Revisions will be based on the development patterns, plan and zoning as well as logically allocating employment by type base on population and household growth. CS will review existing planning documents from Napa County and other local jurisdictions.

### *Task 2.2 Update projections*

In this subtask, CS will update and refine socioeconomic and demographic projections for the Plan Horizon year 2040. CS will develop a draft 2040 land use database by extrapolating 2030 land use data out to year 2040, while maintaining consistency with the baseline 2040 county totals in ABAG's Bay Area Sustainable Communities Strategy (SCS). The latest information for other counties in the travel model will also be obtained to update the land use data for their respective regions.

The draft 2040 land use database will be sent to local jurisdictions for review and comments. We will work with NCTPA staff to finalize the draft 2040 land use database based on comments from local jurisdictions.

<b><i>Deliverables:</i></b>	<i>2040 land use database and summary report</i>
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### Task 3 Community Based Transportation Plan

Using significant input from affected stakeholders within Napa County economically disadvantaged communities, the Arup team will comprehensively update the current Napa County CBTP, with a focus on identifying new and updated projects and programs based on the CBTP and Countywide Plan outreach. This update will reflect projects that have been completed and new priorities that have arisen since 2004. This updated document will feed directly into the Countywide Plan's Investment Plan.

The CBTP update will specifically identify transportation needs to serve disadvantaged residents in the county. Through the collaborative community outreach process outlined in Task 1, and specifically in Task 1.4, the Arup team will develop recommendations for both programs and capital improvement projects that address transportation gaps or barriers identified in the needs assessment. This will include a particular focus on identifying strategies and projects that will be competitive for MTC's Lifeline Transportation Program funding.

In addition to the community input that will help to develop a list of potential transportation solutions, the Arup team will update the transit needs assessment included in the current CBTP, including reviewing and updating underlying assumptions about disadvantaged communities in the county, as well as other background data. The update will also include revised information on potential funding sources.

The prioritization of needs and projects will follow the approach outlined in Task 5.

<b>Deliverables:</b>	<i>Draft and final CBTP portions of the Countywide Plan</i>
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### Task 4 Transportation Analysis

#### Task 4.1 Current and projected conditions

The Arup team will summarize current and projected traffic and transportation system performance, including the bicycle and pedestrian networks. This task will result in graphic summaries in maps and tables, accompanied by brief text, intended for inclusion in the Countywide Plan to be prepared primarily by staff in Task 6.

#### Task 4.2 Summary of Possible Improvements

The Arup team will prepare a list of possible improvements that were developed through the public outreach process and were previously identified in county studies and plans. These possible improvements will reflect the socio-economic and demographic projections prepared in Task 2, input from the public in Task 1, and proposals from NCTPA staff and staff in other Napa County jurisdictions. In

addition, the Arup team will develop original ideas and concepts for consideration as appropriate.

The vetting of this summary will identify what policy outcomes are achieved with each proposed project. As a result, the prioritization of outcomes, as we intend to assess in Task 1, clearly influences the later (Task 5) prioritization of projects.

As we begin to prepare this list, we will hold an internal workshop with staff to review ideas that have arisen through early project work, review potential projects on other lists such as the congestion management program and priorities stated in Plan Bay Area, and brainstorm improvements that should be considered. The list of recommended improvements will serve as input to the Investment Plan to be prepared in Task 5.

#### *Task 4.3 Transportation Improvements Analysis*

The Arup team will evaluate/model proposed system performance for Plan horizon year 2040, including Multimodal LOS. Special attention will be given to active transportation opportunities and to options for visitors to Napa County. Proposed system improvements, as defined in this task and Task 3, will be coded onto the 2040 baseline model to produce travel forecast by mode, namely, highway, transit, bike and walk trips, for each alternative. The travel forecasts will be used to calculate system performance, such as Multimodal LOS, that will support the analysis of alternatives to be prepared in Task 5. This scope assumes up to two sets of alternatives.

#### *Task 4.3B Additional Analysis*

If NCTPA is interested in reviewing the impacts of additional system improvements beyond the two described above, CS can review those for an additional fee.

#### *Task 4.4 Napa's Role as Visitor Destination*

Arup will provide up to 8 hours of review and consultation with NCTPA staff on documenting and promoting Napa's role as a visitor destination, how that role benefits the region, and how that role impacts local infrastructure.

<b><i>Deliverables:</i></b>	<i>Current conditions maps and figures</i> <i>Draft and final possible improvements list</i> <i>Transportation Improvements analysis</i>
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### **Task 5 Development of Investment Plan**

In close collaboration with NCTPA staff, stakeholders and jurisdictions, the Arup team will develop a Countywide Investment Plan that reviews the projects and programs listed in Tasks 3 (CBTP) and 4 (Transportation Analysis). Task 5 encompasses the Evaluation and Review work identified in the RFP's Task 4.

This task will include the review of financial projections to be developed by the NCTPA staff along with costs associated with programs and projects that are

anticipated to be submitted through the jurisdictional outreach. This task will include the development of a scoring and prioritization effort to help stakeholders refine near term and longer-term programs and projects, and assist NCTPA with projects that may require further study in order to maximize future grant opportunities.

Key to success of the Countywide Plan is developing the Investment Plan, which will ensure that the plan is realistic and can be implemented using NCTPA's anticipated resources. It will involve the following major steps:

1. Collect ideas for transportation projects and programs through jurisdictional and public outreach, and other sources.
2. Identify Committed and/or Fully Funded Projects to consider prior to project evaluation process.
3. Review project scope including costs and cost assumptions.
4. Evaluate the remaining project and program ideas.

Because the Investment Plan will need to identify the projects that address the County's transportation issues, the plan development will include close collaboration with NCTPA staff, stakeholders and jurisdictions to include projects and programs that address transportation issues within the plan horizon year (2040), including those from the CBTP. The initial list of projects and programs will be based on those submitted by jurisdictions and the community through the outreach described in Task 1 and related efforts associated with the CBTP described in Task 3. The total universe of projects will also include those recommended by the consultant team that are intended to address transportation issues reviewed during Task 4. This may include the classification of projects into groups, programs or categories that have similar performance categories or ability address one specific issue or concern.

This task will include the review of financial projections to be developed by NCTPA staff along with costs associated with programs and projects that are anticipated to be submitted through the Task 1 outreach. Because jurisdictions may have a variety of ways to determine costs for projects or proposals that they submit for review, the team will examine the jurisdictions' project assumptions to ensure that the project cost is appropriate for the scope that is proposed. These costs assumptions will also be used for the projects that are submitted for consideration by the project team.

This task will also include the development of a scoring and prioritization effort to help stakeholders refine near term and longer-term programs and projects, and assist NCTPA with projects that may require further study in order to maximize future grant opportunities. Because prioritization will need to consider the concerns of the community stakeholders solicited during the outreach process, the team will work with NCTPA staff to develop a prioritization matrix that considers the project's ability to meet the Goals and Vision developed in Task 1. The matrix could include elements such as: project's transportation benefits (previously identified land use, climate change and social benefit categories), funding equity

(geographic and social), project cost and cost effectiveness, project readiness, project phasing, and ability to leverage other funding.

The Investment plan can also include an allocation plan that can be used for future funding decisions. The investments can be classified into different “allocation tiers” for both near term and longer term funding decisions. Tiers can be temporally based (e.g. funding needed in the next 5 years) or functionally based (i.e. tiers may represent levels of committed funding or the impact that the tiers have on meeting the goals). Temporal Tiers can be particularly helpful in staging the funding for complex projects that may require long lead times and multiple funding sources; especially for projects that have some funds already allocated to them.

The resultant plan should allow the county to take advantage of new funding sources through long range planning, in addition to providing a framework for more immediate investments.

NWC will also outline the key features of an Expenditure Plan for inclusion in the Countywide Plan. This effort will focus on identifying the outline of issues to be addressed in developing an Expenditure Plan and does not include the development of consensus needed for a full Expenditure Plan.

<b>Deliverables:</b>	<i>Draft and final investment plan</i>
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## **Task 6 Publication design and production (Includes Plan Illustration)**

Prior to the preparation of the Countywide Plan, the Arup team will provide high-level review and comments on the nine white/issue papers addressing key plan-related issues prepared by NCTPA staff, as well as figures in support of those papers. The text and figures prepared for the white papers will eventually be folded into the Countywide Plan text by NCTPA staff with limited change to the figures.

Pursuant to the RFP, NCTPA staff members are the primary authors of the final Countywide Plan and Arup is providing technical and graphics assistance to NCTPA staff. Our project manager will supervise the Arup team and deliver the requested content and analysis to NCTPA staff, who are responsible for the actual delivery of the final Countywide Plan. To assure coordination on this hand-off, the Arup project manager will hold a kick-off phone call or meeting to discuss the outline and layout of the document, agree upon tasks, and specify internal deadlines. Arup prides itself in preparing graphics that distill important spatial and numerical information in a way that is understandable to the lay reader and requires less explanatory text, leading to shorter, easier to read documents.

In addition to report design, Arup will develop web pages with plan content for the NCTPA web site. Upon completion by the NCTPA staff, Arup will print 50 copies of the final Countywide Plan.

<b><i>Deliverable:</i></b>	<i>Final Countywide Plan – in print and web formats</i>
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## Assumptions

NCTPA staff are taking the primary responsibility for:

1. Working with the NCTPA board and committees,
2. The call for projects/programs, with advice and input from the Arup team,
3. The issue papers, with some technical information consistent with this scope to be provided by the Arup team, and
4. Preparation of the Countywide Transportation Plan, with the exceptions noted in this scope of services.

## Proposed Revised Work Plan for CTP and CBTP

Task	Proposed Responsible Party	Arup team brief scope	Schedule/Milestones	Estimated Additional Staff and Arup Team Hours	Estimated Additional Arup/ Consultant Hours	Additional Arup team costs
3-5 CBTP outreach events	NCTPA/ Arup	Attendance at 3-5 events is within Arup scope. Staff to organize meetings/locations and collaborate on preparation of materials.	November-January 2015	40	0	\$0
Write the CBTP	Arup / NCTPA	Expanded review/creation of projects programs (beyond original assumption updating prior CBTP projects/programs).	October-February 2015	50	35	\$5,600
(3) Public Meetings	Arup (E L) /NCTPA	Add a new round of public meetings not in current scope. Arup team to prepare materials, lead discussion, and prepare outreach materials. NCTPA staff to reserve rooms, distribute outreach materials/notices, and review materials.	April 2015	30	60	\$11,590
(2) Citizens Advisory Committee	NCTPA	-	December 9 <sup>th</sup> 2014 and March 24 <sup>th</sup> 2015	8		\$0
(2) NCTPA Board Meetings	NCTPA	-	May 2015 June 2015	4		\$0
Refine Issues Papers – review + add tables, charts, pictures	Arup	Arup to review text of papers and prepare illustration materials	November –February 2015	70	20	\$3,150
Maps/Figures (see attached list)	Arup	Revise/add illustrations per NCTPA staff list (and others developed as staff prepare text)	October-April 2015	35	25	\$3,875

### Proposed Revised Work Plan for CTP and CBTP

Task	Proposed Responsible Party	Arup team brief scope	Schedule/Milestones	Estimated Additional Staff and Arup Team Hours	Estimated Additional Arup/ Consultant Hours	Additional Arup team costs
Blue print for Expenditure Plan	Tina/NCTPA	Outline key features of expenditure plan; does not include the development of consensus needed for a full expenditure plan.	November-March 2015	30	15	\$2,910
Revenue projections review – assign \$ to projects – 5 year, detail + 20 years lumped by category	NCTPA /Tina	No addition to Arup team scope	November – March 2015	30	0	\$0
Road maintenance – miles of road/road type by jurisdiction + pavement management rating/condition	NCTPA	-	November-January 2015	15		\$0
Identify and implement best approach for promoting Napa as key visitor destination – benefits to region, impacts on local infrastructure	Arup/ NCTPA	Arup to provide up to a day of research, discussion and review of NCTPA approach	October – January 2015	16	8	\$1,480
List of public outreach efforts and meetings	Arup / NCTPA	No addition to scope	October – January 2015	4	2	\$0
Take more of a PM role	Arup	Manage work being completed by internal NCTPA staff, including preparation for workshops, in addition to in-scope work managing Arup team members	February-May 2015	30	30	\$5,600
TOTAL						\$34,205



## **Proposed Revised Work Plan for CTP and CBTP**

### **Maps:**

- Napa County Cities and Town
- Napa County household income distribution
- Napa County minority population distribution
- Napa County age distribution
- location of key projects
- map obesity (other health related issues – asthma, etc.) over transit line and ATP network
- PDAs
- PCAs
- Current and Planned VINE Bus Routes
- Current and Planned development - housing
- Map of commuter shuttles
- Map of regional bus routes
- Collision density map by mode (fatal/non-fatal if available)
- Napa County Highway map
- Napa County existing and planned bicycle network
- Napa County Truck and Freight Rail Network
- 2010 Vehicle Roadway Volumes
- Projected 2040 Vehicle Roadway Volumes

### **Tables/Figures:**

- Shows projected (rehab/maintenance, expansion/enhancements) project cost to revenues – what it would look like with various new revenue components-TBD
- demographic shift
- mode shift projections – travel demand metrics
- Transit ridership/transit system performance improvements over time– more to be defined
- Transit performance metrics – table – comprehensive – best way to present
- Napa County Population by Age - current and projected – 25 years
- Napa County Population by Ethnicity - current and projected 25 years

## Proposed Revised Work Plan for CTP and CBTP

- Share of weekday trips by mode of travel
- Auto ownership by income
- Major Napa County Industries
- Top 10 Napa County Employers
- Napa County GHG Emissions
- Existing and Projected vehicle trips in Napa County
- Vehicle hours of delay
- Daily Trips and VMT
- Current and Planned Countywide Infrastructure Projects
- Napa County Employment/Unemployment rate
- Age distribution in Napa County over time
- NCTPA Revenue Sources
- 2010 Truck Roadway Volumes
- Projected 20140 Truck Roadway volumes
- Napa County Employment 2010
- Napa County Projected Employment 2040
- Observed peak roadway volumes by day of week for Route 29 at Trancas street (both directions)
- Observed peak roadway volumes by day of week for Soscol and Trancas
- Napa County 2010 Travel Patters
- Pass-through trips
- Total trips by time of day
- Daily VMT by time of day
- Planned Projects
- Napa County Land Use Plan 2008-2030
- Napa VINE operating budget existing over 25 years and expansion over 25 years - chart and table – each major project should be shown separately – finance has figures

EXHIBIT D

NCTPA - On-call planning services RFQ 2012-01 for Countywide Plan (TO#5) REVISED October 27, 2014

		Arup										Eisen   Letunic						Cambridge Systematics								Nancy Whelan Consulting								Totals		
		Hours						Sub Totals				Hours		Sub Totals				Hours		Sub Totals						Hours		Sub Totals								
Task	Description	Anthony Bruzone Project Director \$255	Dahlia Chazan Project Manager \$185	Senior Planner \$150	Planner/ Engineer \$135	Graphics \$105	Admin Staff \$90	Sub Total Hours	Sub Total Fee	ODC	Task Sub Total (Fee + ODC)	Victoria Eisen Principal \$205	Niko Letunic Principal \$180	Sub Total Hours	Sub Total Fee	ODC	Task Sub Total (Fee + ODC)	Lawrence Liao Senior Modeler \$213	Michelle Bina Junior Analyst \$145	Modeler \$115	Sub Total Hours	Sub Total Fee	ODC	Task Sub Total (Fee + ODC)	Nancy Whelan Principal \$221	Tina Spencer Compliance Ldr \$194	Pryor/Gaffney Capital Planning \$189	Admin Staff \$94	Sub Total Fee	ODC	Task Sub Total (Fee + ODC)	Total Fee	Total ODC	Total Budget (Total Fee + ODC)		
0	Project Management and Refine Work Plan	6	38	8	0				\$ 9,760	\$130	\$9,890	6		6	\$ 1,230		\$1,230	12			12	2556	\$80	\$2,636	5	4	2	2	\$ 2,447	\$80	\$2,527	\$ 15,993	\$ 290	\$ 16,283		
1	Meeting Facilitation and Public Outreach, Public Information	16	64	32	20		10		\$ 24,320	\$910	\$25,230	99	43	142	\$ 28,035	\$400	\$28,435				0	0		\$0					\$ -		\$0	\$ 52,355	\$ 1,310	\$ 53,665		
2	Socio-Economic/ Demographic Modeling								\$ -	\$80	\$80			0	\$ -	\$0	\$0	32	40	40	32	17216	\$320	\$17,536					\$ -		\$0	\$ 17,216	\$ 400	\$ 17,616		
3	Community Based Transportation Plan	4	70	75	110				\$ 40,070	\$150	\$40,220	16		16	\$ 3,280	\$0	\$3,280	12			12	2556	\$70	\$2,626					\$ -		\$0	\$ 45,906	\$ 220	\$ 46,126		
4	Transportation Analysis	42	36	64	135				\$ 45,195	\$150	\$45,345			0	\$ -	\$0	\$0	12			12	2556	\$60	\$2,616					\$ -		\$0	\$ 47,751	\$ 210	\$ 47,961		
5	Development of Investment Plan	12	20	18					\$ 9,460	\$100	\$9,560			0	\$ -	\$0	\$0					0		\$0	30	50	30	30	\$ 24,820	\$80	\$24,900	\$ 34,280	\$ 180	\$ 34,460		
6	Publication Design and Production	4	24	8	24	40	16		\$ 15,540	\$2,550	\$18,090			0	\$ -	\$0	\$0				0	0		\$0					\$ -		\$0	\$ 15,540	\$ 2,550	\$ 18,090		
TOTAL		84	252	205	289	40	26	0	\$ 144,345	\$ 4,070	\$ 148,415	121	43	164	\$ 32,545	\$ 400	\$ 32,945	68	40	40	68	\$ 24,884	\$ 530	\$ 25,414	35	54	32	32	\$ 27,267	\$ 160	\$ 27,427	\$ 229,041	\$ 5,160	\$ 234,201		

Rates are subject to increase as shown in Arup's master contract dated March 27, 2013

Indicates items revised 10/27/14



November 19, 2014  
NCTPA Agenda Item 10.1  
Continued From: New  
**Action Requested: INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Tom Roberts, Program Manager-Public Transit  
(707) 259-8635 / Email: [troberts@nctpa.net](mailto:troberts@nctpa.net)  
**SUBJECT:** VINE Automatic Passenger Counters (APC) Presentation

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board receive a presentation on the purpose and functionality of the VINE Automatic Passenger Counters.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

In March 2014 the Board of Directors authorized an expenditure of not to exceed \$255,789 for the purchase and installation of Automatic Passenger Counters (APC) on buses in the VINE fixed route fleet. The units were installed during the summer of 2014. Staff is using the information generated by the system for both long and short term planning, making strategic operating decisions, and developing policies.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Discussion

### **FISCAL 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 (State California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

The automated passenger counters recently installed on the VINE fleet use global positioning technology to record the boarding and alighting of passengers at VINE bus stops, the time of arrival and departure of the buses at every location, and when the bicycle carriers and wheelchair lifts are deployed. This information can be useful in a number of ways including:

- Understanding the passenger load on any particular route at any time of day
- Defining the parameters of where bus stops should be located
- Prioritizing enhancements at bus stops
- Reconciling and adjusting bus schedules to more accurately reflect service conditions
- Resolving customer complaints
- Cross validating ridership, on-time performance, and farebox information

The introduction of passenger counter technology allows staff to select from over 20 reports and features to help better manage transit services and inform decision making. Since the APCs have been installed, staff has been using APC information on a near daily basis. Some specific examples of the data generated are attached.

## **LOAD FACTOR**

The APCs have been invaluable for managing load factors on trunk routes that experience overcrowding at certain times of day. At the beginning of the fall school semester, the agency began receiving complaints about overcrowding on the Route 11 and passengers being left behind at bus stops. Using the APC system staff was able to quickly validate complaints and determine precisely what time of day and at what stops this was occurring. The APC data informed staff exactly what was needed to resolve the issue. Subsequently, additional service was deployed to address the overcrowding in a timely and cost effective manner (See Chart A).

## **BUS STOPS**

The agency routinely receives calls from the public requesting the installation, improvement, removal or relocation of bus stops. The APC system allows staff to immediately determine how often a stop is used, at what time of day, and which routes are most used at a particular stop. Data generated from the APCs in Table 1 below, indicated that significant upgrades to the transit stop at Napa Valley College were needed.

Table 1 – College Stop Usage

<b>Napa Valley College Stop</b>			
Average Weekday - Sept. 2014			
<b>Route*</b>	<b>On</b>	<b>Off</b>	<b>Total</b>
<b>10</b>	83	77	<b>160</b>
<b>11</b>	110	104	<b>214</b>
<b>29</b>	9	12	<b>21</b>
<b>Total</b>	<b>202</b>	<b>193</b>	<b>395</b>
*Does not include Route 21 to/from Fairfield			

Information regarding the use of stops by route is available (See Chart B) and the APC system also ranks all 260 stops in the system by daily usage. (Table 2 below)

Table 2 – Stop Rankings by Weekday Usage (partial list)

LOCATION	LATITUDE	LONGITUDE	ON	OFF	TOTAL	RANK
-----	-----	-----	-----	-----	-----	-----
SOSCOL GATEWAY TRANSIT CENTE	38.297487	-122.280107	751	652	1403	1
REDWOOD PARK & RIDE	38.322204	-122.310597	284	252	535	2
NAPA VALLEY COLLEGE - EOL	38.273774	-122.273150	212	203	415	3
VALLEJO FERRY TERMINAL - EOL	38.100598	-122.262478	121	68	190	4
DOWNTOWN CALISTOGA	38.577552	-122.579522	122	40	162	5
EL CERRITO BART STATION - EOL	37.925138	-122.317187	78	76	154	6
CLAREMONT WAY & PERMANENTE W	38.321027	-122.302421	80	66	146	7
VALLEJO TRANSIT CENTER	38.100174	-122.258891	42	92	134	8
JEFFERSON STREET & LINCOLN A	38.309511	-122.296085	65	65	129	9
TRANCAS STREET & JEFFERSON S	38.322519	-122.301575	73	42	115	10
SOSCOL AVENUE & KANSAS AVENU	38.284759	-122.274748	56	54	110	11
SOSCOL AVENUE & LINCOLN AVEN	38.309731	-122.285334	53	44	97	12
KILBURN AVENUE & BRYAN AVENU	38.296603	-122.306029	43	49	92	13
PEAR TREE LANE & VILLA LANE	38.321559	-122.293194	37	47	84	14
MAIN STREET & POPE STREET	38.503403	-122.467081	18	65	83	15
3RD STREET & COOMBS STREET	38.296946	-122.285588	22	57	79	16
LINCOLN AVENUE & CEDAR STREE	38.577564	-122.579419	3	72	76	17
HIGHWAY 29 & MAIN STREET & M	38.502799	-122.466297	54	14	68	18
SOSCOL AVENUE & IMPERIAL WAY	38.307751	-122.285034	35	32	67	19
MINI DRIVE & SONOMA BLVD	38.153324	-122.256855	33	32	66	20
KAISER HOSPITAL	38.128091	-122.250993	9	55	64	21
IMOLA AVE & NAVARRE STREET	38.279885	-122.259901	27	36	63	22

## SCHEDULE ADHERENCE

The APCs also provide information about on-time performance and when buses pulse at a specific stop. Traffic patterns change over time requiring reconciling running times and stop times to bus schedules to make the system reliable for our passengers. The APC system provides comparisons between the planned schedule and arrival/departure time for every segment of every route by time of day. Staff uses this information to

make adjustments to schedules which helps manage the expectations of the riders (See Chart C).

**REPORT VALIDATION**

NCTPA's primary tool for tracking ridership comes from farebox data. On-time performance reports are provided by Transdev, NCTPA's transit contractor. The APC reports validate the information giving staff a greater degree of confidence.

The following reports, Charts A through C, represent several examples of how the agency's investment in APC technology is assisting NCTPA in providing more effective and efficient public transit service.

Chart A – Example of Load Factor by Route

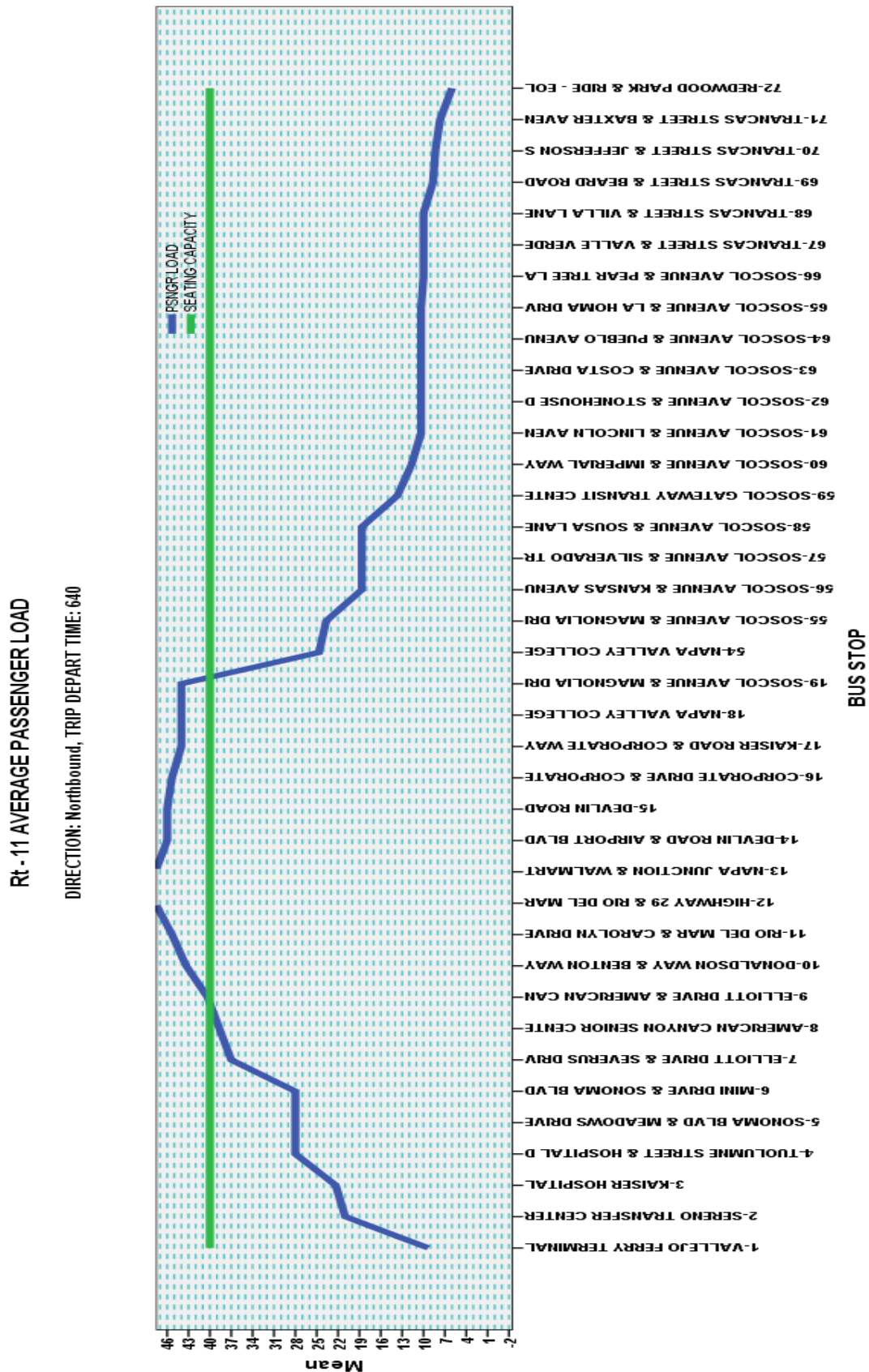




Chart B – Example of Stop Boarding by Route

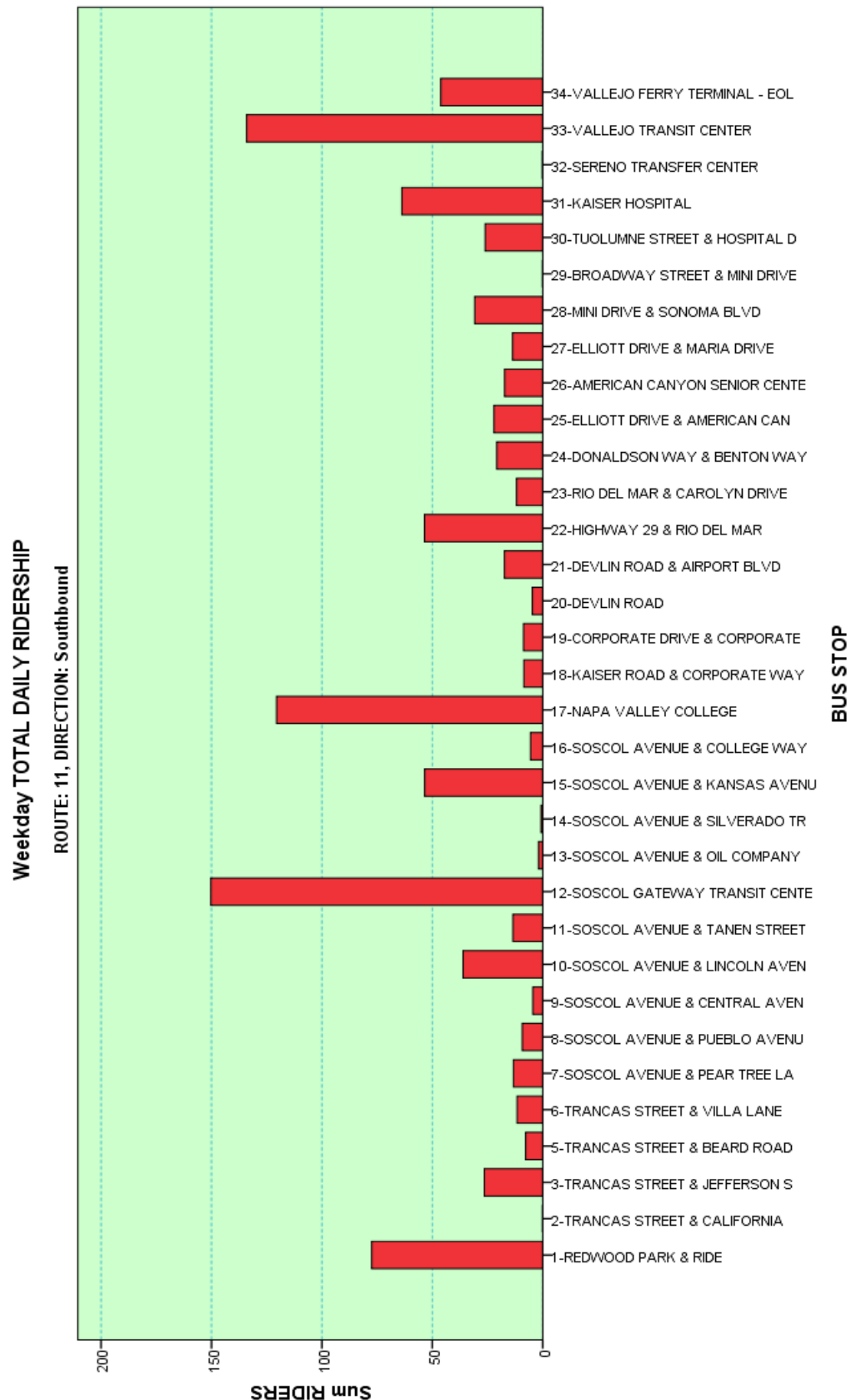
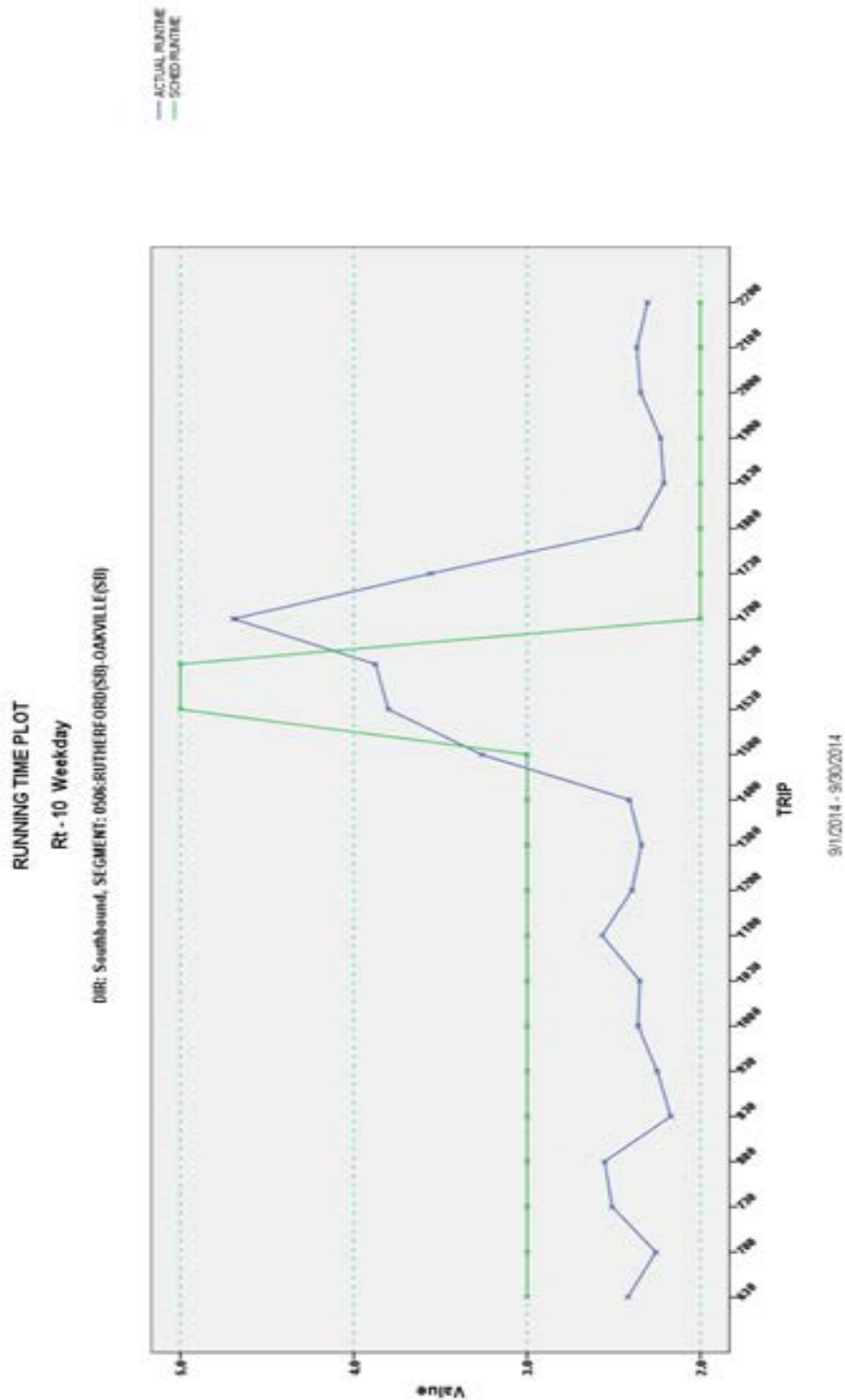


Chart C – Example of Schedule Adherence by Route Segment



**SUPPORTING DOCUMENTS**

None



November 19, 2014  
NCTPA Agenda Item 10.2  
Continued From: New  
**Action Requested: INFORMATION**

## NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Program Manager - Planning  
(707) 259-5968 / Email: [dschmitz@nctpa.net](mailto:dschmitz@nctpa.net)  
**SUBJECT:** Board update on the County Transportation Plan – Vision 2040  
*Moving Napa Forward*

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board receive a presentation on the Countywide Transportation Plan – Vision 2040 *Moving Napa Forward*.

### **COMMITTEE RECOMMENDATION**

None.

### **EXECUTIVE SUMMARY**

In January 2014 the NCTPA Board held a Board Retreat to kick-off the Countywide Transportation Plan (CTP). Since that time NCTPA has been working with the CTP consultant team, the CTP Citizens Advisory Committee, stakeholder groups, and jurisdictional staff on the CTP and the Community Based Transportation Plan (CBTP).

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Discussion

### **FISCAL IMPACT**

Is there a Fiscal Impact?      None

**CEQA REQUIREMENTS**

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

**BACKGROUND AND DISCUSSION**

In December 2013, the NCTPA Board approved the agreement with ARUP for completion of the Countywide Transportation Plan (CTP) and the Community Based Transportation Plan (CBTP). To be consistent with the regional process, a new countywide transportation plan should be completed every four years. The last NCTPA 25-year Countywide Transportation Plan was adopted in 2009 and used to inform the One Bay Area Plan, the Metropolitan Transportation Commission's long range plan adopted in 2013. The 2015 plan will be completed in time to inform the next regional plan which is scheduled for adoption in 2017. In preparation for the regional transportation plan, MTC generally solicits projects 18-24 months prior to the adoption of the plan. In order to meet this timeline, a target completion date has been set for June 2015.

Since the Vision 2040: Moving Napa Forward Plan January Board kick off meeting, NCTPA staff have completed the following tasks:

**Public Outreach**

- Kick-off public workshops held in spring 2014
- Citizen Advisory Committee Meetings (April and September 2014)
- 13 CBTP stakeholder outreach meetings
- Public outreach efforts via KVON/KBBF and the NCTPA interactive web map
- Additional presentations as invited

**Projects and Revenues**

- Worked with the NCPA Technical Advisory Committee (TAC) to develop Evaluation Criteria for Projects and Programs
- Conducted a "call for projects" for countywide transportation projects and programs to be included in the Plan
- Round-Robin meetings with TAC to review project and program lists (March and October)
- Compiled preliminary Revenue Projections
- Worked on developing constrained list of projects and programs

**Issue Papers**

- Created a series of issue and opportunity papers that define challenges and propose solutions for transportation in Napa over the 25 year period of the countywide plan including:

- Mode shift and Travel Demand Management (TDM)
- Travel Behavior
- Transportation, Land Use and Development
- Communities of Concern
- Transportation Funding and New Revenue Sources
- Prospects of Rail Transportation
- Transportation and the Napa Economy
- Traffic Operations and Corridor Management
- Transportation and Environmental Concerns
- Emerging Technologies
- Public Outreach

### **SUPPORTING DOCUMENTS**

Attachment: (1) Draft CTP and CBTP Timeline

### Countywide Transportation Plan Timeline/Meeting Dates

<b>Date/Time</b>	<b>Meeting</b>	<b>Subject</b>	<b>Location</b>
<b>November 19, 2014 at 1:30 PM</b>	NCTPA Board Meeting	Provide a quarterly update to the Board on the CTP/CBTP	NCTPA
<b>November 2014 -January 2015</b>	CBTP follow-up stakeholder meetings	CBTP additional meetings in AC and with others to refine list of CBTP projects	Various locations
<b>December 5, 2014 at 2:00 PM</b>	TAC Meeting	Standing Item – constrained and unconstrained project and program lists and revenue forecasts	NCTPA
<b>December 9, 2014 at 5:30 PM</b>	Community Advisory Committee Meeting	Review draft project and program lists and revenue sources	NCTPA
<b>January 8, 2015 at 2:00 PM</b>	TAC Meeting	Provide Issue papers for review	NCTPA
<b>February 5, 2015 at 2:00 PM</b>	TAC Meeting	Refine Project and Program Lists and Issue Papers	NCTPA
<b>February 18, 2015 at 1:30 PM</b>	NCTPA Board Meeting	Provide a quarterly update to the Board on the CTP/CBTP	NCTPA

<b>March 5, 2015 at 2:00 PM</b>	TAC Meeting	Feedback on Issue Papers and Project and Program Constrained List	NCTPA
<b>Date/Time</b>	<b>Meeting</b>	<b>Subject</b>	<b>Location</b>
<b>March 24, 2015 at 5:30 PM</b>	Community Advisory Committee Meeting	Review Issue Papers and Project and Program Lists (Draft Plan)	NCTPA
<b>April 2, 2015 at 2:00 PM</b>	TAC, ATAC, PCC, VCAC Meetings	CTP update/ Draft plan	NCTPA
<b>April 2015</b>	Public Workshops	Public Workshops to review draft plan and projects and program	American Canyon, Napa, St. Helena
<b>May 7, 2015 at 2:00 PM</b>	TAC Meeting	Draft Plan	NCTPA
<b>May 20, 2015 at 1:30 PM</b>	NCTPA Board Meeting	Draft Plan to NCTPA Board	NCTPA
<b>June 17, 2015 at 1:30 PM</b>	NCTPA Board Meeting	Final Plan Approved by NCTPA Board	NCTPA
<b>July 2015</b>	Anticipated RTP call for projects		

\*Dates/Times are subject to change





November 19, 2014  
NCTPA Agenda Item 10.3  
Continued From: New  
Action Requested: **APPROVE**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Antonio Onorato, Program Manager- Finance  
(707) 259-8779 / Email: [aonorato@nctpa.net](mailto:aonorato@nctpa.net)  
**SUBJECT:** Approval of Napa County Transportation and Planning Agency  
(NCTPA) Agreement No. 14-21 with Avail Technologies, Inc.

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board authorize the Executive Director to negotiate and award Agreement No. 14-21 (Attachment 1) with Avail Technologies, Inc., for a Computer Aided Dispatch and Automatic Vehicle Location (CAD-AVL) system for VINE Transit in an amount not to exceed \$2,980,200.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

In the latter half of 2013, NCTPA began a joint effort with Solano County Transit (Soltrans) and Petaluma Transit to procure a comprehensive CAD-AVL. The purpose of the joint procurement was to encourage a wider array of prospective bidders, as well as, to maximize economies of scale to reduce costs. Two proposals were received by a panel comprised of NCTPA, Soltrans, and Petaluma Transit staff members. Avail Technologies, Inc. was the successful bidder.

The implementation of the proposed system will increase the availability of more timely and accurate data necessary to enhance customer satisfaction, efficiently manage growing operations, and make data-driven informed decisions for all the transit services in the VINE system.

**PROCEDURAL REQUIREMENTS**

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

**FISCAL IMPACT**

Is there a Fiscal Impact? Yes. An investment of up to \$2,980,200.

Is it currently budgeted? Yes-partial. \$945,000 for the current fiscal year.

Where is it budgeted? Public Transit fund - capital investment budget.

Future fiscal impact: Yes. This is a multiyear project. The remaining balance of the project will be paid in the FY2015-16 fiscal year.

Table 1: Summary of proposed funding by year

<b>Source of Funds</b>	<b>Total</b>	<b>Funding Status</b>
FTA Section 5339 Grant FY13-14	\$ 173,718	Funds apportioned, need to apply
FTA Section 5339 Grant FY14-15	\$ 174,228	Funds apportioned, need to apply
FTA Section 5307 Grant CA-90-Z220	\$ 48,035	Funds secured
FTA Section 5307 Grant FY14-15	\$ 48,035	Funds apportioned, estimated
<b>TOTAL FEDERAL</b>	<b>\$ 444,016</b>	<b>14.9% federal share</b>
Proposition 1b-PTMISEA	\$495,890	Funds secured
Proposition 1b- Lifeline Program	\$299,070	Funds identified, need to apply
Transportation Development Act Capital Budget FY2014-15	\$945,000	Funds approved, secured
Transportation Development Act Capital Budget FY2012-13	\$776,618	Funds approved for other transit capital programs, can be reallocated
Cal- Office Emergency Services Homeland Security Grant FY13-14	\$9,803	Funds secured
Cal- Office Emergency Services Homeland Security Grant FY14-15	\$9,803	Funds available, need to apply
<b>TOTAL FUNDING</b>	<b>\$2,980,200</b>	<b>*including 10% contingency</b>

Consequences if not approved: The proposed system includes a computer-aided-dispatch (CAD) system, an automatic vehicle locator (AVL), security cameras, radio communication, dynamic message signs, auditory stop annunciators, and peripheral devices to comprise a comprehensive, modern integrated technology solution. If not approved, NCTPA will be subject to system selection by contract service providers, which could potentially limit contracting opportunities, access to data and subject NCTPA to secondary information and proprietary technologies.

A price analysis has indicated that a joint procurement for a CAD-AVL system with Soltrans and Petaluma Transit will result in a savings of 41%. If the contract is not awarded, the opportunity cost will be 70% if NCTPA chooses to procure the CAD-AVL system as stand-alone procurement without partners in the future.

### **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** Project is a Categorical Exemption under CE Assignment 23 USC 326. Activity listed in 23 CFR 771.117(c): Deployment of electronics, photonics, communications, or information processing used singly or in combination, or as components of a fully integrated system, to improve the efficiency or safety of a surface transportation system or to enhance security or passenger convenience. Examples include, but are not limited to, traffic control and detector devices, lane management systems, electronic payment equipment, automatic vehicle locators, automated passenger counters, computer-aided dispatching systems, radio communications systems, dynamic message signs, and security equipment including surveillance and detection cameras on roadways and in transit facilities and on buses.

### **BACKGROUND AND DISCUSSION**

In the last few years, NCTPA has made significant advancements towards the modernization of the VINE Transit services. This includes upgrading and expanding its fleet and facilitates, reconfiguring transit operations, and upgrading technologies. The most recent NCTPA Short Range Transit Plan (SRTP) prioritizes an CAD-AVL information technology system for VINE Transit operations.

#### **Purpose for a Computer Aided Dispatch/Automatic Vehicle Locator System**

The heart of NCTPA's information technology foundation would be a Computer Aided Dispatch/Automatic Vehicle Locator (CAD/AVL) system. This system will provide Transdev (formerly Veolia) dispatchers and supervisors with the capability of real-time location tracking of each vehicle- 75 total. GPS devices placed on each fixed-route, demand-response, supervisor and maintenance vehicles will allow dispatchers to monitor a particular vehicle's location in real time. Additionally, the system can automatically calculate important operational metrics for fixed-route vehicles, such as whether the bus is running on-time, early, or late compared to scheduled times. The system sends and receives fleet data via a 4<sup>th</sup> generation (4g) cellular service used by dispatchers to communicate with Transdev operators.

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In addition to tracking a vehicle's location in real time, the CAD-AVL also archives information for future performance analysis, and will assist in incident/dispute resolutions. This function provides the ability to "playback" events on a computer, allowing staff to review and remedy where buses encounter delays or other operational issues along a route, also in real time. Further, data retrieval allows for a wide range of incidents and disputes to be resolved quickly and easily; significantly reducing committed staff time to resolve issues. The new system would further aid staff to determine if a current route structure is providing the greatest efficiencies, including a feedback loop to inform staff if service changes are having the intended effect on route efficiency and customer convenience.

The system further provides riders with a number of new options to access public transit information. This includes real time signage placed in various high capacity stops such as the Transit Center, Redwood Park and Ride, and Napa Valley College or by website, by text, or by phone. Bus stop signs can be equipped with QR codes, phone numbers, and text message codes so that riders with smart phones can automatically identify a stop, be notified of the next bus, and to get insight on how to navigate the system from their existing location.

The new equipment will extend the ways that on demand system rider can make reservations. Currently their options are limited to phone – the new system will allow them to make reservations by phone, texting, or a web interface. .

The new system will further be equipped with automatic voice annunciators that will announce stops in English and Spanish. This not only supports people visually impaired but also reduces the interaction between riders and bus operators to improve system safety.

Figure 1 provides a diagram on how communications would occur under the new CAD-AVL system.

Figure1: Integrated Transit Technology System design

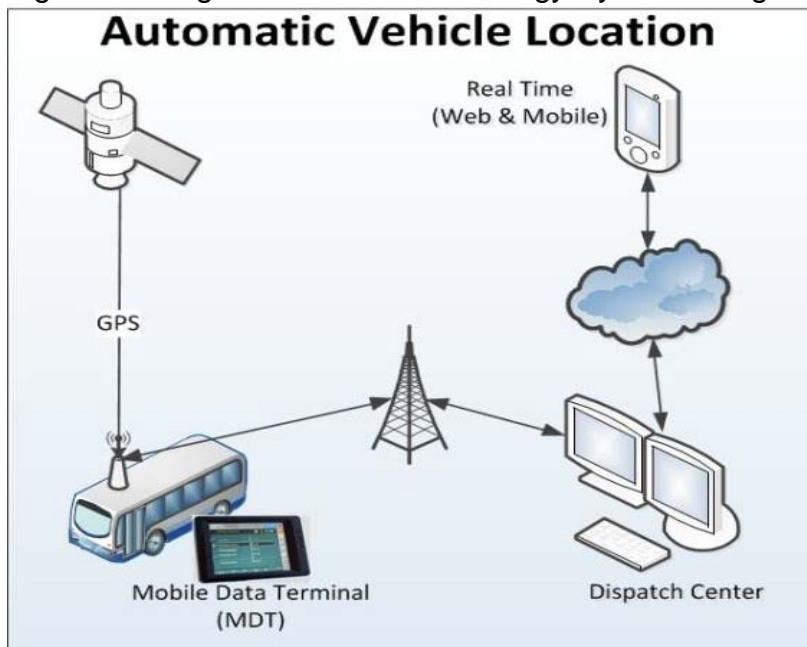
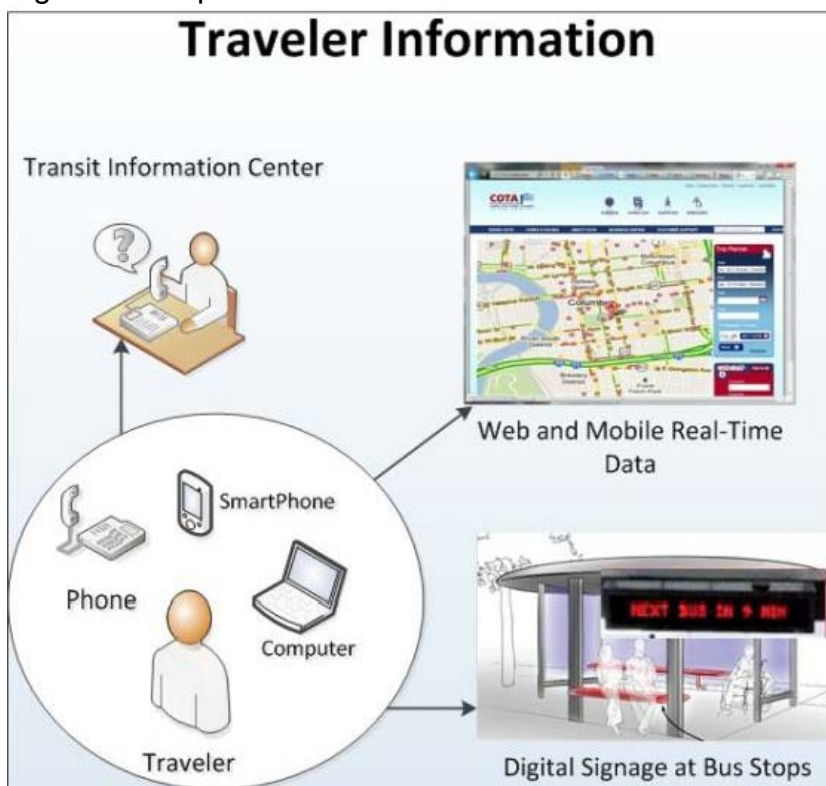


Figure 2 illustrates the information options that will be made available to riders once the system has been installed.

Figure 2: Dispatch Center and Rider Interface



A summary list of CAD-AVL components and functions is summarized below:

- Computer Aided Dispatch/operations software: The Avail-hosted servers will communicate with NCTPA's fleet, real-time signs at designated bus stops, and at multi-modal transit stations such as the Soscot Gateway Transit Center. From the dispatch/maintenance centers, the CAD/AVL servers will disseminate real-time information via the internet to 511 and other mobile applications to make real time departure information and other transit information available to the public. Workstations will be installed at dispatch/maintenance centers and administration offices to enable staff to generate reports, play back routes, and allow for ad hoc analysis and planning. The CAD/AVL workstations will be key for monitoring where specific routes are running off-schedule and identify how to diagnose and correct the problem.
- System Data Communications - the communications system will be via cellular connections. Voice communications will be conducted via separate system and is not part of the CAD/AVL system. All computer based CAD/AVL systems require industry standard communications to and from the transit vehicles. VINE will utilize a leased cellular connection.
- Mobile Data Terminals: The CAD/AVL servers will collect/generate system information including vehicle location, route, schedule adherence, real-time arrival times and disseminate the information to 511 and third party vendors/developers to produce mobile applications. Mobile applications will allow transit users at a minimum to identify where bus stops are located, plan for an upcoming transit trip, select specific stops to find real time departures, and set alarms for upcoming departures.
- Real-Time Transit Arrival/Departure Information and Displays – real-time passenger and information displays will be installed at various local stop and transit center locations in the agency systems. The signs will communicate with the CAD/AVL servers to inform transit riders of real time departures or arrivals, or other important information regarding bus routes. Additionally, real-time predictions will be provided to the San Francisco Bay Area 511 System to allow for real-time information to be displayed on regional transit hub signs (e.g., Soscot Gateway Transit Center).
- Maintenance Support: The day-to-day operations and maintenance of the CAD/AVL system will be undertaken by Napa VINE staff. The provider will include training for the agency operational staff, maintenance assistance, and troubleshooting in a maintenance agreement in order to properly implement the new technology.
- Security/ surveillance cameras: Each vehicle will be equipped with 2-8 cameras internally and externally with live streaming capabilities and audio and visual recording/ playback, depending on vehicle type and size. Cameras will not eliminate criminal activity, but they have been known to deter crime and they will provide investigative leads and actual evidence that can help the police solve crime and hold offenders accountable.

- Integration with other transit equipment: CAD-AVL equipment will automatically integrate with other equipment already placed on each public transit vehicle including GFI fareboxes, scheduling software, automatic passenger counters, 511.org bay area transit information, and Clipper universal smart card payment system.
- Multiple Interfaces for Riders: Riders will be able to access information through a number of electronic and mobile outlets. Real-time signage at the Transit Center, Redwood Park and Ride, and various high capacity stops, web portal, telephone reservation system, and online reservations will be made possible by the new system. Automatic voice annunciators will announce upcoming stops along the route to inform riders.

Additional options requested by NCTPA:

After the selection of Avail as the successful proposers, staff met with Avail for a Napa VINE customized CAD-AVL solution. Staff asked for a few revisions from the original bid:

- Having a hosted solution rather than housing the equipment at NCTPA. A hosted solution will ensure that the servers will be upgraded and maintained by Avail Technologies.
- Phone Interactive Voice System: Upgrades Vine's antiquated voice dialing system with additional functionality.
- Video Surveillance System: cameras on every bus with recording and live streaming capabilities.
- Clipper Card Integration: Merging Clipper card data into Avail reports. The cost included for Clipper integration is an estimate. To accommodate the estimate, staff has included a contingency in the authorization request.

Table 2: Schedule of events if contract is awarded:

Project Status	Date
Discovery	December 2014
Implementation	January 2015 – December 2015
In Service	January 2016

## **SUPPORTING DOCUMENTS**

Attachment: (1) NCTPA Agreement No. 14-21 (due to document size, Agreement 14-21 14-21 is not included in agenda packet. Document is available for review at the NCTPA Office, 625 Burnell Street, Napa CA or the NCTPA website by clicking on the following link:  
<http://www.nctpa.net/agendas-minutes/12>)



November 19, 2014  
NCTPA Agenda Item 10.4  
Continued From: New  
**Action Requested: INFORMATION**

## **NAPA COUNTY TRANSPORTATION AND PLANNING AGENCY Board Agenda Letter**

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Kate Miller, Executive Director  
(707) 259-8634 / Email: [kmiller@nctpa.net](mailto:kmiller@nctpa.net)  
**SUBJECT:** Legislative Update and State Bill Matrix

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### **RECOMMENDATION**

That the Napa County Transportation and Planning Agency (NCTPA) Board receive the monthly Federal and State Legislative Update.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

The Board will receive a Federal legislative update (Attachment 1) provided by Van Scoyoc Associates and a State legislative update (Attachment 2) provided by Platinum Advisors. The bill matrix (Attachment 2) is also attached for information only as there are no new pending state bills for consideration. An updated matrix will be provided at the beginning of the 2015 legislative session.

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comment
3. Discussion



### **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.

### **SUPPORTING DOCUMENTS**

Attachments:   (1) November 4, 2014 Federal Legislative Update (Van Scoyoc Assoc)  
                      (2) November 4, 2014 State Legislative Update (Platinum Advisors)  
                      (3) June 5, 2014 Bill Matrix



TO: Kate Miller, NCTPA  
FROM: Steve Palmer, Van Scoyoc Associates  
DATE: November 4, 2014  
SUBJECT: Federal Legislative Update

The following is a summary of federal legislative activities related to transportation, housing and environmental issues. The House and Senate were both in recess for all of October. Both bodies will be in recess for the November elections until Wednesday, November 12. The Congressional agenda for the “lame duck” session is unclear, and will likely depend on the outcome of this week’s elections.

***FY 2015 Appropriations.*** Prior to breaking to campaign for the November elections, Congress passed a continuing resolution (CR) to fund the federal government at current levels through December 11, 2014. When it returns for the post-election session, Congress will have to pass legislation prior to December 11 to ensure the government remains open. Congress may choose to fund the government through another CR for the rest of FY 2015 or an omnibus appropriations bill, which would include the Transportation, Housing, and Urban Development appropriations bill.

***Ladders of Opportunity.*** On September 25, the Federal Transit Administration announced the awarding of \$100 million in grants to transit agencies for buses and bus facilities. This included approximately \$9 million to the San Francisco Municipal Transportation Agency for expansion of its Muni bus service.

***Hearings on Ebola Virus.*** On Friday, October 24, the House Committee on Oversight and Government Reform held a hearing entitled “The Ebola Crisis: Coordination of a Multi-Agency Response”. The hearing featured testimony from representatives of the Departments of Defense, Homeland Security, and Health and Human Services. The Senate Appropriations Committee will hold a hearing on the same topic on Thursday, November 6.

***Extension of Waters of the U.S. Comment Period.*** The Environmental Protection Agency (EPA) and U.S. Army Corps of Engineers have extended the comment period for the “Waters of the United States” rule. The extension will allow for comments until November 14, 2014. This is the second extension of the comment period which was originally scheduled to end on July 21 and later extended to October 20. The proposed rule would significantly expand the jurisdiction of the federal government to include water bodies such as isolated wetlands, ditches, and ephemeral streams. The extension postpones the close of the public comment period until after a report by EPA’s Science Advisory Board is filed.

###



November 4, 2014

TO: Kate Miller, Executive Director  
Napa County Transportation Planning Agency

FR: Steve Wallauch  
Platinum Advisors

RE: **Legislative Update**

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**Staying Positive:** The Department of Finance released its bulletin for September revenues and the positive trend continues. While sales tax revenue was down slightly (\$37 million) below the forecast of \$1.9 billion, personal income tax exceeded expectations by \$357 million and corporation tax revenue was up \$145 million. To date revenue are \$324 million above the expected \$21.3 billion dollars.

**Air Board Funding Programs:** The Air Resources Board staff held an initial work group meeting to discuss the development of projects to be funded in the current fiscal year through the Air Quality Improvement Program (AQIP) and Greenhouse Gas Emission Reduction Fund (GGRF). This document outlines how \$200 million in cap & trade funds as well as AB 118 funds appropriated to CARB will be spent in the 2014-15 fiscal year. CARB has also scheduled a workshop meeting on November 7<sup>th</sup> to begin discussions on the 2015-16 funding plan for AQIP and GGRF program.

The initial workgroup meeting provided a brief overview of next steps as workgroups are formed to help craft the solicitation process. While workgroups have been meeting on car sharing projects in low income communities and the zero emission drayage truck demonstrations solicitation, the work group for the Zero Emission Truck and Bus Program is not expected to meet until December at the earliest. The Zero Emission Truck and Bus Program will provide up to \$25 million for fleet demonstration program, and the solicitation notice is expected to be released in the first quarter of 2015.

**Disadvantaged Communities:** Last Friday CalEPA released the identification of the disadvantaged communities that will be used as the priority targets for awarding cap & trade funds through the various programs. CalEPA increased the scope to include the top 25% of disadvantage communities using the CalEnviroscreen 2.0 process. This is up from the most recent 20% proposal. There are no disadvantaged communities identified in Napa County. In its press release, CalEPA stated there continues to be a need for flexibility during this first year of funding, and CalEPA will continue to evaluate suggestions and refine the methodologies used

in the CalEnviroscreen process. The interactive map identifying the top 25% of census tracts in California can be found

at: <http://oehha.maps.arcgis.com/apps/Viewer/index.html?appid=dae2fb1e42674c12a04a2b302a080598>

Additional information on the CalEnviroscreen process can be found

at: <http://calepa.ca.gov/EnvJustice/GHGInvest/>

**MBUF:** The California Transportation Commission (CTC) will discuss the next steps on implementing SB 1077 at next week's meeting. On Tuesday, November 11<sup>th</sup>, the CTC has scheduled a retreat on near and long term planning, which will include implementing SB 1077. As you will recall, SB 1077 directs the CTC to create an advisory committee to examine how a mileage based user fee (MBUF) could be implemented in California. This issue will also be discussed at the CTC meeting to be held the following day.

**SGC Workshops:** The Strategic Growth Council completed its workshops on the draft guidelines for the Affordable Housing & Sustainable Communities Program this week. SGC staff plans to release the final draft on December 1<sup>st</sup>, and present them to the Board for approval on December 11<sup>th</sup>. A copy of the SGC's presentation outlining the types of projects and review process can found can be found at:

[http://sgc.ca.gov/docs/AHSC\\_October\\_Workshop\\_Presentation.pdf](http://sgc.ca.gov/docs/AHSC_October_Workshop_Presentation.pdf)

**New Funding:** The CPUC is developing a new funding program over the next few months aimed at expanding the reach of high-speed internet connections to low income households. The rules are currently being finalized by the CPUC and workshops will be held in December and January. This program was created by AB 1299 (Bradford), which directs \$20 million from the California Advanced Services Fund to the newly created Broadband Public Housing Account. The program will allow Housing Authorities and non-profit affordable housing developers to apply for up to \$75,000 per grant to install the hardware and software needed to provide high-speed internet service. Grants will also be available for digital literacy training programs. Details about this can be found at:

<http://www.cpuc.ca.gov/PUC/Telco/Information+for+providing+service/CASF/Public+Housing+Account.htm>

**Next Year:** With the November elections around the corner, attention is beginning to focus on issues we will face next session. In addition to revisiting the axle weight issue for transit buses and the ongoing battle on Public Employees' Pension Reform Act (PEPRA), the following are a few areas that we speculate will arise in the coming session.

- **Cap & Trade Tweaks:** In the near term no changes are expected to the percentage amounts allocated to each programs; however, these percentage allocations can be changed by the Legislature. Activity around the allocation of cap & trade auction revenue will focus on the 40% of funds that are subject to the annual budget act. This includes CARB's share of funding for zero emission vehicle programs. Legislation

clarifying the types of projects that are eligible for funding, along the lines of AB 1447 that clarified traffic signal synchronization projects as an eligible expense, is expected. In addition, legislative efforts attempting to alter or clarify the expenditure programs are also expected.

The most significant threat to the cap & trade funding programs will be renewed attempts to exempt fuels from the cap & trade auction. This past year included legislative efforts to exempt fuels until 2018, and legislators sent letters to CARB urging them to delay including fuels in the auction. There is also a well-funded public relations effort underway expressing concerns that including fuels in the auction will significantly increase fuel prices. If this effort gains traction it would impact the amount of auction revenue available in the coming years.

- *STIP Reform:* The State Smart Transportation Initiative (SSTI) audit of Caltrans, as well as the report issued by the California Transportation Infrastructure Priorities work group, makes not so subtle hints that the State Transportation Improvement Plan funding process needs to be reformed. With local sales tax measures providing the biggest share funding for new transportation projects and state statute granting regional entities control over 75% of state transportation funds, both of these reports point out that Caltrans' role as a leader in planning for the future has greatly diminished. The STIP reform shoe is expected to drop next year.
- *Local Expenditure Plans:* If the Dems retain their supermajority status in the Senate and Assembly next session, a renewed effort to lower the voter threshold for local taxes is expected. The California Transportation Infrastructure Priorities report suggested that use of the lower threshold for transportation sales taxes should include a greater role for Caltrans. This past session amendments were proposed to the various Constitutional amendments to require the involvement of Caltrans in developing local expenditure plans for any project improving a state highway, as well as requiring the expenditure plan to fund future maintenance costs for the project.



November 4, 2014

Bills	Subject	Status	NCTPA ADOPTED POSITION
<b>AB 935</b> <b>(Frazier D)</b> Driver's licenses: veteran designation	AB 935 was gutted and amended to remove the provisions relating to the composition of the Water Emergency Transportation Authority board. The bill as amended would allow the DMV to include the word "Veteran" on the face of driver's licenses and ID cards.	Signed Into Law  Chapter #644, Statutes of 2014	WATCH – prior version
<b>AB 1193</b> <b>(Ting D)</b> Bikeways.	AB 1193 makes several changes related to design and classification of bicycle facilities. <ul style="list-style-type: none"> <li>The bill would create a new class of bikeway, known as a "cycle track" or "protected bikeway."</li> <li>AB 1193 also implements one of the recommendations found in the SSTI report to provide local governments greater design flexibility in developing bicycle facilities. The bill would allow local governments to use design criteria other than those specified in the Highway Design Manual if approved by the local government at a public meeting, and the alternative guidelines are established by a national association of public agency transportation officials, such as NACTO.</li> <li>Repeals existing law relating to Caltrans' bikeway design exception process.</li> </ul>	Signed Into Law  Chapter #495, Statutes of 2014	SUPPORT
<b>AB 1447</b> <b>(Waldron R)</b> Greenhouse Gas Reduction Fund: traffic synchronization.	This bill would allow traffic signalization projects that are designed and implemented to reduce GHG emissions to be eligible for cap & trade funds as a sustainable infrastructure project.	Signed Into Law  Chapter #594, Statutes of 2014	WATCH

<b>AB 1639</b> <b>(Grove R)</b> California Global Warming Solutions Act of 2006: greenhouse gas emissions limit.	Would state the intent of the Legislature that moneys derived from emissions reductions measures be expended to achieve the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions in furtherance of achieving the statewide greenhouse gas emissions limit.	DEAD	WATCH
<b>AB 1705</b> <b>(Williams D)</b> Public contracts: payment.	AB 1705 was amended to remove the most onerous provisions in the bill. These changes include removing the definition of what projects are not “substantially complex.” This definition was replaced with a requirement for a local agency to make a finding of why a project is substantially complex and thus requires a retention amount greater than 5%. The amendments also extend the sunset date on the 5% retention provisions from January 1, 2016 to January 1, 2018.  With these changes many opponents removed their opposition.	Signed Into Law  Chapter #670, Statutes of 2014	OPPOSE
<b>AB 1720</b> <b>(Bloom D)</b> Vehicles: bus gross weight.	AB 1720 extends the sunset date for the bus axle weight exemption by one year from January 1, 2015 to January 1, 2016. This bill would also likely be used to implement any agreement reached this year on the axle weight issue.	Signed Into Law  Chapter #263, Statutes of 2014	SUPPORT
<b>AB 1724</b> <b>(Frazier D)</b> Construction Manager/General Contractor method: regional transportation agencies.	AB 1724 would allow “regional transportation agencies” to utilize an alternative procurement process known as “construction manager/general contractor” (CMGC) for delivering transportation projects.  CMGC contracts are a hybrid of the traditional design-bid-build procurement process and a design-build process. It allows transportation agencies to hire a construction manager to work as a consultant during the pre-construction phase and as the general contractor during the construction phase. The bill specifies certain steps the transportation agency must take before entering into a CMGC contract, and it requires the agency to issue a report at the completion of each CMGC contract.  AB 1724 defines a regional transportation agency to include a wide range of regional and local transportation agencies, including a county transportation authority.	DEAD	SUPPORT

<b>AB 1907</b> <b>(Ridley-Thomas D)</b> Use fuel tax: natural gas: gallon equivalent.	This bill would convert the excise tax on the sale of natural gas sold at retail for public use as a transportation fuel based from a tax based on volume to a tax based on the energy content that is equivalent to a gallon of gasoline.	Signed Into Law  Chapter #805, Statutes of 2014	WATCH
<b>AB 1970</b> <b>(Gordon D)</b> California Global Warming Solutions Act of 2006: Community Investment and Innovation Program.	AB 1970 was approved by the Assembly Committee on Local Government, and has now moved to the Appropriations Committee  AB 1970 directs the Strategic Growth Council to create the Community Investment and Innovation Program. This program would provide grants to local governments for the purpose of developing and implementing greenhouse gas emission reduction projects in their region.	DEAD	WATCH
<b>AB 2119</b> <b>(Stone D)</b> Local taxes: transactions and use taxes.	AB 2119 authorizes a county board of supervisors to levy, increase, or extend a transaction and use tax at a rate of 0.125 percent, for general or specific purposes, within the unincorporated area of the county, providing that the tax is approved by a two-thirds vote of all members of the board of supervisors and is subsequently approved by a two-thirds vote of the qualified voters of the entire county or the unincorporated area of the county, as applicable, voting in an election on the issue.	Signed Into Law  Chapter #148, Statutes of 2014	SUPPORT
<b>AB 2173</b> <b>(Bradford D)</b> Vehicles: electric bicycles.	As amended, AB 2173 only increases the horsepower of a motorized bicycle or moped to increase from 2 to 4 horsepower. This change would allow the use of these stronger mopeds by persons with a Class C license. The operation of these mopeds would continue to be limited to public streets.	Signed Into Law  Chapter #60, Statutes of 2014	SUPPORT
<b>AB 2445</b> <b>(Chau D)</b> Community colleges: transportation fees.contracts.	AB 2445 has been signed into law.  This bill makes clarifying changes in existing law to allow a community college district to impose a fee approved by the students for transportation services on a campus by campus basis. Some believe existing law limits the approval of the fee to a district wide vote.	Signed Into Law  Chapter #63, Statutes of 2014	SUPPORT



<b>AB 2651</b> <b>(Linder R)</b> Vehicle weight fees: transportation bond debt service.	This bill effective January 1, 2016, would prohibit weight fee revenue from being transferred from the State Highway Account to the Transportation Debt Service Fund or to the Transportation Bond Direct Payment Account, and from being used to pay the debt service on transportation general obligation bonds.  AB 2651 remains in the Assembly Transportation Committee. However, AB 2728 (Perea) was approved by the Committee, and Assemblyman Linder is working with Assemblyman Perea on moving this bill forward.	DEAD	SUPPORT IF AMENDED
<b>AB 2652</b> <b>(Linder R)</b> Increased revenues: appropriation.	This bill would require up to \$2.5 billion in unanticipated revenue to be used to repay all remaining debts owed to transportation accounts. Unanticipated revenue would be what remains of any surplus after schools and other mandated programs receive their allotment. AB 2652 specifies that 50% of the unanticipated revenue, not to exceed \$2.5 billion, would be appropriated to cities and counties for local street and road projects. The allocation to cities and counties would be based on the existing "HUTA" formula. The remaining 50% would be deposited into the Budget Stabilization Account.	DEAD	WATCH
<b>AB 2707</b> <b>(Chau D)</b> Vehicles: length limitations: buses: bicycle transportation devices.	AB 2707 authorizes any transit operator to utilize bicycle racks that can accommodate 3 bicycles. Specifically, the bill would allow transit buses of no more than 40 feet in length to be equipped with a front-mounted bicycle rack that extends up to 40 inches from the front body of the bus when fully deployed rather than the 36 inches allowed under current law, and limits the handlebars of a bicycle that is being transported on such a rack from extending more than 46 inches from the front of the bus rather than the 42 inches allowed under current law.	Signed Into Law  Chapter #310, Statutes of 2014	SUPPORT
<b>AB 2728</b> <b>(Perea D)</b> Vehicle weight fees: transportation bond debt service.	AB 2728 would prohibit weight fee revenue from being transferred from the State Highway Account (SHA) to the Transportation Debt Service Fund or to the Transportation Bond Direct Payment Account, or to any other fund or account. This prohibition would remain in effect until January 1, 2019.  AB 2728 is similar to SB 1418, and AB 2651, which the Board voted to support last month.	DEAD	SUPPORT IF AMENDED

<b>SB 1</b> <b>(Steinberg D)</b> Sustainable Communities Investment Authority.	SB 1 would create a new form of tax increment financing that would allow local governments to create a Sustainable Communities Investment Authority to finance specified activities within a sustainable communities investment area.	DEAD	WATCH
<b>SB 792</b> <b>(Padilla D)</b> Administrative regulations: corrosion prevention and mitigation projects.	SB 792 was gutted and amended more than once during the final weeks of session. Originally, this bill directed the Joint Policy Committee carry out specific reviews on improving the efficiency of regional functions. SB 792 was first amended to delegate to Caltrans the task of naming bridges and highways. As the bill was sent to the Governor, it was gutted and amended again to be authored by Senator Padilla and it would establish standards for corrosion prevention and mitigation.	VETOED	WATCH – prior version
<b>SB 983</b> <b>(Hernandez D)</b> Local sales taxes: card lock fuel: place of sale.	SB 983 has been gutted and amended to expand the authority for the CTC to approve the construction of new HOT lanes. However, SB 983 was held on the Assembly Appropriations Suspense File.  As amended this bill extends indefinitely the CTC's authority to approve the constructions of HOT lanes. The bill would also allow Caltrans to build and operate HOT lanes,  Previously, SB 983 specified that, for purposes of allocating the local share of the sales tax collected from fuel sales made through a card lock network, the place at which the fuel is delivered is the point of sale.	DEAD	SUPPORT – prior version
<b>SB 1077</b> <b>(DeSaulnier D)</b> Vehicles: vehicle-miles-traveled charges.	SB 1077 would create the Road Usage Charge Technical Advisory Committee, which will be tasked with examining how a mileage based user fee could be implemented in California.  In addition, based on the findings of the Advisory Committee, the Transportation Agency would develop a pilot program by January 1, 2016 to explore methods for using a mileage-based fee (MBF) that would replace the state's excise tax on gasoline, and assess specified issues related to statewide implementation of a mileage-based fee	Signed Into Law, Chapter 835, Statutes of 2014	SUPPORT

<b>SB 1183</b> <b>(DeSaulnier D)</b> Vehicle Registration Fees	SB 1183 would authorize cities, counties, and regional park districts to impose vehicle registration surcharge of up to \$5 for the purpose of funding local bicycle infrastructure improvements and maintenance. The prior version of the bill would have authorized imposing a fee on the sale of new bicycles. This authority would sunset on January 1, 2025.	Signed Into Law,  Chapter 516, Statutes of 2014	SUPPORT
<b>SB 1204</b> <b>(Lara D)</b> California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program.	SB 1204 creates a California Clean Truck, Bus, and Off-Road Vehicle and Equipment Technology Program. The purpose of this bill is to use cap & trade auction revenue to fund the development, demonstration, and commercial deployment of zero- and near-zero-emission truck, bus, and off-road vehicle. In particular this bill would create large scale zero emission bus demonstration program aimed at making zero emission bus technology commercially available.	Signed Into Law  Chapter #524, Statutes of 2014	WATCH
<b>SB 1236</b> <b>(Monning D)</b> Transit districts: transit offenses and enforcement.	SB 1236 would authorize the governing board of a transit district to designate district employees, except as specified, or security officers contracted by the district, to enforce state laws relative to certain prohibited acts on or in public transportation systems or on the property, facilities, or vehicles of a transit district, if the employees or officers satisfy specified training requirements.  The bill would also make it an infraction to knowingly give false information to an enforcement officer or otherwise obstruct the issuance of a citation.	Signed Into Law  Chapter #253, Statutes of 2014	SUPPORT
<b>SB 1368</b> <b>(Wolk D)</b> State Highway; relinquishment	This measure would authorize the California Transportation Commission to approve the relinquishment of a state owned park & ride lot to a Joint Powers Authority formed for the purpose of providing transportation services, or a transit district. Current law limits the relinquishment to a county transportation commission or regional transportation planning agency.	Signed Into Law  Chapter #315, Statutes of 2014	SUPPORT
<b>SB 1418</b> <b>(DeSaulnier D)</b> Vehicle weight fees: transportation bond debt service.	SB 1418 directs vehicle weight fees into the State Highway Account, rather than the Transportation Debt Service Fund, thereby providing an additional \$1 billion annually to local streets and roads and to the state highway system. Thus, General Fund revenues must service the transportation-related, general obligation bond debt of the state.  SB 1418 has similar policy goals as AB 2651, which the Board voted to support last month.	DEAD	SUPPORT IF AMENDED

<b><u>SB 1433</u></b> <b>(Hill D)</b> Local Agency Public Construction Act: transit design-build	SB 1433 extends the sunset on the authority to use design-build procurement for transit projects.  The bill lowers the cost threshold to \$1 million in order to use design-build and extends the sunset date to January 1, 2017, on the authority for transit operators to use design-build.	Signed Into Law,  Chapter 929, Statutes of 2014	SUPPORT
<b><u>SCA 4</u></b> <b>(Liu D)</b> Local government transportation projects: special taxes: voter approval.	SCA 4 is in the Senate Committee on Appropriations. Constitutional amendments are exempt for the House of Origin deadline.  This measure would amend the Constitution to lower the voter approval threshold to 55% for the imposition, extension, or renewal of a local tax for transportation projects.	DEAD	SUPPORT
<b><u>SCA 8</u></b> <b>(Corbett D)</b> Local government transportation projects: special taxes: voter approval.	SCA 8 is in the Senate Committee on Appropriations. SCA 8 is another measure that would amend the Constitution to lower the voter approval threshold to 55% for the imposition, extension, or renewal of a local tax for transportation projects	DEAD	SUPPORT
<b><u>SCA 11</u></b> <b>(Hancock D)</b> Local government: special taxes: voter approval.	SCA 11 is in the Senate Committee on Appropriations. SCA 11 is an “umbrella measure” on lowering the voter threshold from 2/3 to 55% for local sales taxes and parcel taxes. This measure would lower the vote threshold for any purpose.	DEAD	SUPPORT

**From:** Kulick, Renee  
**Sent:** Wednesday, October 15, 2014 10:18 AM  
**To:** Roberts, Tom; Sanderlin, Karrie  
**Subject:** FW: Title VI Violations  
**Attachments:** October 15, 2014

Received and forwarding below email from Ms. Cynthia Tanksley regarding a possible Title VI violation and VINEGo transportation safety issue.

v/r

**Renée Y. Kulick**  
NCTPA Administrative Technician

*Why do they call it rush hour when nothing moves? Robin Williams*



**From:** Cynthia Tanksley  
**Sent:** Wednesday, October 15, 2014 10:01 AM  
**To:** Kulick, Renee  
**Subject:** Fwd: Title VI Violations

----- Forwarded message -----

**From:** Cynthia Tanksley  
**Date:** Thu, Oct 9, 2014 at 10:25 AM  
**Subject:** Re: Title VI Violations  
**To:** "[rlulicks@nctpa.net](mailto:rlulicks@nctpa.net)" <[rlulicks@nctpa.net](mailto:rlulicks@nctpa.net)>

Greetings Renee,

This is Cynthia Tanksley. I thought I would've heard something from your company by now: via email, phone call, or snail mail. Has my claim been initiated as of yet? What is the process of filing a claim and what are the parameters? Please advise. Thank you and make it a great day!

On Tue, Sep 30, 2014 at 8:24 PM, Cynthia Tanksley

· wrote:

Greetings to you, Renee,

My name is Cynthia Tanksley. We spoke very briefly about a couple of weeks ago concerning accounts that took place regarding a VineGo employee's gross negligence that created damage to my manual wheelchair on Tuesday, April 15, 2014 at or around 3:42 pm. As I mentioned before, my name is Cynthia Tanksley. I am currently disabled student of NVC. I was at the flagpole along with \_\_\_\_\_, awaiting our para-transit ride home from school. We were supposed to be picked up at 3:15 pm. but eventually our driver arrived at 3:42 pm. While I waiting for the driver to pull up, Latashianna had also pulled up directly behind VineGo. We spoke briefly, and I offered her a choice of danishes because the college bookstore had marked them down 75%. She quickly hopped back into her vehicle because she meant to ride along with another driver. Ryan introduced himself and exclaimed to me that the bus was already packed. which is typical. So he began to loan me onto the lift (I had recently had foot surgery and was unable to walk at the time, thereby warranting the usage of a manual wheelchair). I noticed that he was very hesitant and reluctant to tie my wheelchair down because there were two other wheelchairs already on-board, so he squeezed behind the last wheelchair, not giving himself enough room to maneuver about. Ryan took almost ten minutes to hook up the back of my wheelchair on the left-side, yet quickly hooked up my right side. The problem I noticed was that I could visibly see the restraint affixed to my wheel, not the frame like the left side. I told Ryan I

don't think he hooked my chair up right because when he pulled off, my head immediately began to pound against the back window! I repeatedly asked Ryan to pull over and adjust the restraints because I felt like I was sinking. He said that he was already late and was NOT pulling over! So we sat in an enormous amount of traffic that particular day, and after about forty-five minutes, we finally arrive at the first stop on Rio Del Mar (Richard..I forgot his last name). And as Ryan opened the door, he said, "Hey, did you know your spokes are coming through your tire?" And I replied, "It wasn't like that before!" Another passenger, Juan Hoa, said the same thing. And as a matter of fact, all of the passengers saw the whole thing! Ryan immediately covered his rear end by calling into dispatch about my chair. I told him that I didn't feel safe sitting in the chair anymore and could he please make an adjustment. Sad to say, he never did! I called dispatch my self and was told that he already reported the incident concerning my chair. For the next two hours, Ryan continually dropped people off and didn't release the restraints until we arrived in Vallejo at 6:20 pm. What really surprised me is the fact that even when I pleaded with Ryan to adjust my chair and informing dispatch of these current accounts, dispatch said that the passengers word doesn't count! Wow! I was informed that later on that day, Ryan went to his OWN doctor, told him that he injured his foot on MY chair, and his doctor gave him three days off! Why did he report this also to David, the Safety Manager? I asked what is VineGo gonna do about this situation. I was told that someone would contact me the very next day. Well, that didn't happen! So I called again on that Friday, April 18, 2014 at 7:26 am. and asked dispatch if anyone was gonna fix my chair. And again to my surprise, dispatch asked me if I was gonna file a claim because I asked to speak to the manager. So Xanadu contacted me back on Friday, April 18, 2014, and asked me what happened. She then informed me then that the Operations Manager was gonna contact me next. Charlene contacted me about a week later because we had a week off from school. So Charlene contacted me and again asked me about all accounts that took place. As I began to tell my side of the story, I also told her about information I had overheard, and immediately, all she wanted to know is where did I gather my information from? She asked me at least three times! Wow! Not once did she ever ask me how I was feeling or anything of that nature! She called me two days in a row asking the same information, "where did I get my information from because the information I gave her was internal". At first she denied it, then she confirmed it! Wow! David, the Safety Manager, contacted myself and asked me to describe what happened that day. However, when I informed him that Ryan never stopped to address my concerns, David replied, "Oh no, that couldn't be because I personally trained Ryan myself!". Then I asked David, "Are you implying that I'm lying about the whole thing and also that I made everything up?" He then replied, "no". So I suggested to him that he considered me a liar because they're only two sides to a story. So I told David that I'm not getting the results I thought I'd receive from VineGo and then I implied referencing the NCTPA, and suddenly, he hung up! A few minutes later, David called back in a more softer tone of voice, requesting to come over to my place of residence and take pictures. So David and Latashianna arrived at my house around 6:05 pm. that day. At first, David was apprehensive and reluctant to take pictures until I demonstrated where the damage is located. It was then he began to take pictures and found that my allegations were true. He then exclaimed to me that the next person to contact me would be, Cheryl, the General Manager of VineGo. To this day, I never heard from her. I called several times requesting for her by name and I received all sorts of excesses. To me, excesses are monuments of nothing! Cheryl is either on vacation, on the phone, out to lunch, away from her desk, you name it, they said it. I'm still wondering if my chair will ever get repaired like they said. David said it, Charlene definitely said it and frankly, Charlene said in her own words that she thought the problem had already been rectified: but it hasn't, so now I'm pleading with the NCTPA to intervene. For the record, I truly feel discriminated against because they've left me at school several times, they talk at me differently, and its always some type of excuse of why they change their minds. I've ridden with several drivers who didn't make my safety a priority and to this date, it still takes place. Every time I asked about when my chair will be fixed and/or replaced, I get the cold shoulder. Every time I asked to speak to Charlene, she's unavailable. Apparently they're aware that I'm trying to resolute this ongoing situation yet no one wants to hear anything I say nor will provide me with any details as to when. Honestly, this transaction has taken way too long! Please help me out. I've been verbally and emotionally harassed and injured and no one seems to care! Will you please assist me in my endeavors? I've got pictures to demonstrate the magnitude of the damage to my wheelchair. A picture can tell a thousand tales. I'm seeking punitive damages, pain and suffering, physical damages, and emotional damages of \$30,000 collectively! Thank you so much, Renee, for your time and efforts towards a comparable resolution!

Respectfully Submitted,

