

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

**Wednesday, January 17, 2018
1:30 PM**

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

**Location: City of Napa Council Chambers
955 School Street, Napa CA 94559
NVTA Board of Directors**

All materials relating to an agenda item for an open session of a regular meeting of the NVTA Board of Directors are posted on our website at <https://nctpa.legistar.com/Calendar.aspx> at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NVTA 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 NVTA holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NVTA Board or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

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

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

This Agenda may also be viewed online by visiting the NVTA website at <https://nctpa.legistar.com/Calendar.aspx>

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

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comment
6. Chairperson's, Board Members', Metropolitan Transportation Commissioner's (MTC), and Association of Bay Area Governments (ABAG) Update
7. Executive Director's Update
8. Caltrans' Update

8.1 State Highway Operations and Protection Program (SHOPP)

9. QUARTERLY PROJECT UPDATES

- 9.1 Napa Valley Vine Trail (Herb Fredricksen)
- 9.2 Board Room Modifications (Karrie Sanderlin)
- 9.3 Vine Transit Bus Maintenance Facility (Antonio Onorato)
- 9.4 Ride the Vine Shuttle Request App (Matthew Wilcox)

10. CONSENT AGENDA ITEMS (10.1 - 10.5)

- 10.1 Meeting Minutes of November 15, 2017 (Karrie Sanderlin) (Pages 9-13)

Recommendation: Board action will approve the meeting minutes of November 15, 2017.

Estimated Time: 1:30 p.m.

Attachments: [Draft Minutes](#)

- 10.2 Resolution No. 18-01 Setting the Regular Meeting Time, Place, and Schedule of the Napa Valley Transportation Authority (NVTB) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the Citizen Advisory Committee (CAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2018 (Karrie Sanderlin) (Pages 14-24)**

Recommendation: Board action will approve setting the regular meeting time, place, and schedule for the NVTB, TAC, PCC, CAC and ATAC for calendar year 2018.

Estimated Time: 1:30 p.m.

Attachments: [Staff Report](#)

- 10.3 Resolution No. 18-02 Amending the Bylaws of the Citizen Advisory Committee (CAC) (Danielle Schmitz) (Pages 25-36)**

Recommendation: Board action will approve amending the bylaws of the CAC.

Estimated Time: 1:30 p.m.

Attachments: [Staff Report](#)

- 10.4 Active Transportation Advisory Committee (ATAC) Member Appointment (Diana Meehan) (Pages 37-41)**

Recommendation: Board action will approve the appointment of Cruz Correa as representative for the City of Napa to the NVTB Active Transportation Advisory Committee (ATAC).

Estimated Time: 1:30 p.m.

Attachments: [Staff Report](#)

10.5 Resolution No. 18-03 Authorizing the Filing of a State of Good Repair Grant Application (Antonio Onorato) (Pages 42-46)

Recommendation: Board action will approve Resolution No. 18-03 authorizing the Executive Director or designee to execute Certifications and Assurance and other relevant documents for the State Transit Assistance (STA) State of Good Repair Program.

Estimated Time: 1:30 p.m.

Attachments: [Staff Report](#)

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

11.1 (1) Public Hearing on the Environmental Impact Report (EIR) for the Vine Transit Bus Maintenance Facility; (2) Adoption of Resolution No. 18-04 Certifying the Environmental Impact Report; (3) Adoption of Resolution No. 18-05 Approving the Vine Transit Maintenance Bus Facility; and (4) Approve the Conceptual Plan for the Vine Transit Bus Maintenance Facility (Rebecca Schenck) (Pages 47-112)

Recommendation: Board action will: (1) Hold a public hearing on the Environmental Impact Report for the Vine Transit Maintenance Bus Facility project pursuant to the California Environmental Quality Act (CEQA), (2) Adopt Resolution No. 18-04 certifying and approving the Environmental Impact Report; (3) Adopt Resolution No. 18-05 approving the Vine Transit Bus Maintenance Facility; and (4) Approve the conceptual plan for the Vine Transit Bus Maintenance Facility project.

Time Certain: 1:30 p.m.

Attachments: [Staff Report](#)

12. REGULAR AGENDA ITEMS

12.1 Fiscal Year (FY) 2016-17 Independent Financial Audit Report and Single Audit Report (Antonio Onorato) (Pages 113-204)

Recommendation: Board action will (1) Accept and File the Financial Statements with Independent Auditor's Report for Fiscal Years Ending June 30, 2017 and 2016 and the NVTA Single Audit Report-Office of Management and Budget (OMB) Circular A-133 for the Year Ended June 30, 2017, and (2) Return an allocation surplus of \$456,002 to the Local Transportation Fund (LTF) Trust Fund administered by the Metropolitan Transportation Commission.

Estimated Time: 2:00 p.m.

Attachments: [Staff Report](#)

12.2 Comprehensive Operations Analysis (COA) Update (Matthew Wilcox) (Pages 205-206)

Recommendation: The Board will receive and review the Draft Market Assessment and Technical Analysis elements of the COA

Estimated Time: 2:15 p.m.

Attachments: [Staff Report](#)

12.3 Approval of Work Authorization No. 1 to NVTA Agreement No. 15-22 with Fehr & Peers for Work Associated with On-Call Professional Planning Services (Shaveta Sharma) (Pages 207-251)

Recommendation: Board action will approve a authorize the NVTA Executive Director to execute Draft Work Authorization No. 1 to NVTA Agreement No. 15-22 with Fehr & Peers for an update to the Napa Valley Travel Behavior Study in the amount not to exceed \$209,000, including any administrative modification authority not to exceed 10%.

Estimated Time: 2:30 p.m.

Attachments: [Staff Reort](#)

12.4 Federal and State Legislative Updates and State Bill Matrix (Kate Miller) (Pages 252-263)

Recommendation: The Board will receive the monthly Federal and State Legislative updates, and State Bill Matrix.

Estimated Time: 2:45 p.m.

Attachments: [Staff Report](#)

13. FUTURE AGENDA ITEMS

14. CLOSED SESSION

14.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Government Code Section 54957(B)(1))

Title: Executive Director

Estimated Time: 3:00 p.m.

15. ADJOURNMENT

15.1 Approval of Next Regular Meeting Date of February 21, at 1:30 p.m. and Adjournment

Estimated Time: 4:00 p.m.

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTA Offices, 625 Burnell Street, Napa CA and at the City of Napa, 955 School Street Napa CA by 5:00 p.m. on Friday, January 12, 2018.

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

Karalyn E. Sanderlin, NVTA Board Secretary

Glossary of Acronyms

AB 32	Global Warming Solutions Act	HIP	Housing Incentive Program
ABAG	Association of Bay Area Governments	HOT	High Occupancy Toll
ADA	American with Disabilities Act	HOV	High Occupancy Vehicle
ATAC	Active Transportation Advisory Committee	HR3	High Risk Rural Roads
ATP	Active Transportation Program	HSIP	Highway Safety Improvement Program
BAAQMD	Bay Area Air Quality Management District	HTF	Highway Trust Fund
BART	Bay Area Rapid Transit District	IFB	Invitation for Bid
BATA	Bay Area Toll Authority	ITIP	State Interregional Transportation Improvement Program
BRT	Bus Rapid Transit	IS/MND	Initial Study/Mitigated Negative Declaration
CAC	Citizen Advisory Committee	JARC	Job Access and Reverse Commute
CAP	Climate Action Plan	LIFT	Low-Income Flexible Transportation
Caltrans	California Department of Transportation	LOS	Level of Service
CEQA	California Environmental Quality Act	LS&R	Local Streets & Roads
CIP	Capital Investment Program	MAP 21	Moving Ahead for Progress in the 21 st Century Act
CMA	Congestion Management Agency	MPO	Metropolitan Planning Organization
CMAQ	Congestion Mitigation and Air Quality Improvement Program	MTC	Metropolitan Transportation Commission
CMP	Congestion Management Program	MTS	Metropolitan Transportation System
CTP	Countywide Transportation Plan	ND	Negative Declaration
COC	Communities of Concern	NEPA	National Environmental Policy Act
CTC	California Transportation Commission	NOAH	Natural Occurring Affordable Housing
DAA	Design Alternative Analyst	NOC	Notice of Completion
DBB	Design-Bid-Build	NOD	Notice of Determination
DBF	Design-Build-Finance	NOP	Notice of Preparation
DBFOM	Design-Build-Finance-Operate-Maintain	NVTA	Napa Valley Transportation Authority
DED	Draft Environmental Document	NVTA-TA	Napa Valley Transportation Authority-Tax Agency
EIR	Environmental Impact Report	OBAG	One Bay Area Grant
EJ	Environmental Justice	PA&ED	Project Approval Environmental Document
FAS	Federal Aid Secondary	P3 or PPP	Public-Private Partnership
FAST	Fixing America's Surface Transportation Act	PCC	Paratransit Coordination Council
FHWA	Federal Highway Administration	PCI	Pavement Condition Index
FTA	Federal Transit Administration	PCA	Priority Conservation Area
FY	Fiscal Year	PDA	Priority Development Areas
GHG	Greenhouse Gas	PID	Project Initiation Document
GTFS	General Transit Feed Specification	PMS	Pavement Management System
HBP	Highway Bridge Program		
HBRR	Highway Bridge Replacement and Rehabilitation Program		

Glossary of Acronyms

Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes	TDM	Transportation Demand Management Transportation Demand Model
PSE	Plans, Specifications and Estimates	TE	Transportation Enhancement
PSR	Project Study Report	TEA	Transportation Enhancement Activities
PTA	Public Transportation Account	TEA 21	Transportation Equity Act for the 21 st Century
RACC	Regional Agency Coordinating Committee	TFCA	Transportation Fund for Clean Air
RFP	Request for Proposal	TIGER	Transportation Investments Generation Economic Recovery
RFQ	Request for Qualifications	TIP	Transportation Improvement Program
RHNA	Regional Housing Needs Allocation	TLC	Transportation for Livable Communities
RM2	Regional Measure 2 (Bridge Toll)	TLU	Transportation and Land Use
ROW	Right of Way	TMP	Traffic Management Plan
RTEP	Regional Transit Expansion Program	TMS	Transportation Management System
RTIP	Regional Transportation Improvement Program	TNC	Transportation Network Companies
RTP	Regional Transportation Plan	TOAH	Transit Oriented Affordable Housing
SAFE	Service Authority for Freeways and Expressways	TOD	Transit-Oriented Development
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	TOS	Transportation Operations Systems
SB 375	Sustainable Communities and Climate Protection Act 2008	TPA	Transit Priority Area
SB 1	The Road Repair and Accountability Act of 2017	TPI	Transit Performance Initiative
SCS	Sustainable Community Strategy	TPP	Transit Priority Project Areas
SHOPP	State Highway Operation and Protection Program	VHD	Vehicle Hours of Delay
SNCI	Solano Napa Commuter Information	VMT	Vehicle Miles Traveled
SNTDM	Solano Napa Travel Demand Model		
SR	State Route		
SRTS	Safe Routes to School		
SOV	Single-Occupant Vehicle		
STA	State Transit Assistance		
STIC	Small Transit Intensive Cities		
STIP	State Transportation Improvement Program		
STP	Surface Transportation Program		
TAC	Technical Advisory Committee		
TCM	Transportation Control Measure		
TCRP	Traffic Congestion Relief Program		
TDA	Transportation Development Act		

**Napa Valley Transportation
Authority
Meeting Minutes - Draft
NVTB Board of Directors**

January 17, 2018
NVTB Agenda Item 10.1
Continued From: New
Action Requested: APPROVE

625 Burnell Street
Napa, CA 94559

Wednesday, November 15, 2017

1:30 PM

NVTB Conference Room

1. Call to Order

Chair White called the meeting to order at 1:36 p.m.

2. Pledge of Allegiance

The Pledge of Allegiance was recited at the preceding Napa Valley Transportation Authority-Tax Agency (NVTB-TA) meeting.

3. Roll Call

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

4. Adoption of the Agenda

Motion MOVED by GENTRY, SECONDED by JOSEPH to APPROVE Adoption of the Agenda.

Motion carried by the following vote:

Aye: 20 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, Dunbar, White, Gentry, and Dorman

Absent: 4 - Pedroza, and Ramos

5. Public Comment

None

6. Chairperson's, Board Members', Metropolitan Transportation Commissioner's (MTC), and Association of Bay Area Governments (ABAG) Update

MTC Commissioner's Update:

In Board Member Pedroza's absence, Kate Miller, NVTB Executive Director, provided the report on recent MTC activities.

ABAG Commissioner's Update:

Board Member Garcia announced the next ABAG meeting is scheduled for November 16th.

[Board Member Ramos in attendance at 1:45 p.m.]

7. Executive Director's Update

Kate Miller, Executive Director

- Introduced Vicki Clayton, NVTA's new legal counsel.
- Announced that TapRide, the automated dispatch system for the local shuttle services, will go live on December 4th.
- Announced that the Vine Transit trip planner is now live on Google Maps.
- Reported that a construction contract has been awarded for the modifications to the Board room and that the project will be completed by springtime.
- Acknowledged NVTA staff members, Derek Moore, Matt Wilcox, and Antonio Onorato for efforts during the October Napa Firestorms.

8. Caltrans' Update

No oral report provided by Caltrans, however, the November 2017 Caltrans Reporting Memo was provided for review.

9. PRESENTATION

9.1 Proclamation of Appreciation

A Proclamation of Appreciation was presented to the Napa employees of Transdev, Inc. commending them for their exemplary service during the 2017 Napa County firestorms.

10. CONSENT AGENDA ITEMS (10.1 - 10.7)

Motion **MOVED** by TECHEL, **SECONDED** by GARCIA to **APPROVE** Consent Items 10.1-10.7. Motion carried by the following vote:

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, Dunbar, White, Gentry, Dorman, and Ramos

Absent: 2 - Pedroza

10.1 Meeting Minutes of September 20, 2017 (Karrie Sanderlin) (Pages 10-15)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of September 20, 2017.

10.2 Approval of Resolution No. 17-16 Authorizing the Executive Director to Execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for Fiscal Year (FY) 2017-18 State Transportation Improvement Program (STIP) Planning, Programming and Monitoring (PPM) Program (Antonio Onorato) (Pages 16-18)

Attachments: [Staff Report](#)

Board action approved Resolution No. 17-16 authorizing the Executive Director to execute Fund Transfer Agreements with the State of California Department of Transportation (Caltrans) for FY 2017-18 STIP PPM Program in the amount of \$165,000.

- 10.3** Amended Resolution No. 17-07 Adopting the Transportation Development Act Article 3 (TDA-3) Projects List for Fiscal year (FY) 2017-18 (Diana Meehan) Pages 19-24)

Attachments: [Staff Report](#)

Board action adopted Amended Resolution No. 17-07 approving funding for the Logvy Park Sidewalk Project for an additional \$48,640 in FY 2017-18 TDA-3 funds to bring the total TDA-3 project award to \$58,640.

- 10.4** First Amendment to Napa Valley Transportation Authority (NVRTA) Agreement No. 17-07 with DoubleMap Incorporated (Matthew Wilcox) (Pages 25-31)

Attachments: [Staff Report](#)

Board action approved the First Amendment to NVRTA Agreement No. 17-07 with DoubleMap, Incorporated for additional Scope of Work by \$14,000 and authorized the Executive Director to execute contract documents subject to review by legal counsel.

- 10.5** Resolution No. 17-17 Resolution of Local Support for State Transportation Improvement Program (STIP) Funding to the Soscol Junction Project (Danielle Schmitz) (Pages 32-38)

Attachments: [Staff Report](#)

Board action approved Resolution No. 17-17, a Resolution of Local Support for the Soscol Junction Project under the 2018 Regional Transportation Improvement Program (RTIP).

- 10.6** Resolution No. 17-18 Committing Non-Federal Local Funding for the Imola Avenue and State Route 29 (SR 29) Express Bus Improvements (Justin Paniagua) (Pages 39-43)

Attachments: [Staff Report](#)

Board action approved Resolution No. 17-18 committing to a minimum Local Match for the Imola Avenue and SR 29 Express Bus Improvement of \$200,000.

- 10.7** Active Transportation Advisory Committee (ATAC) Member Appointments (Diana Meehan) (Pages 44-46)

Attachments: [Staff Report](#)

Board action approved Barry Christian as representative for the City of American Canyon to the NVRTA ATAC.

11. REGULAR AGENDA ITEMS

- 11.1** Fiscal Year (FY) 2017-17 Vine Transit Operational Summary and Transit Projects Update (Matthew Wilcox) (Pages 47-55)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The Board received the Vine Transit FY 2016-17 performance statistics and an overview of NVRTA's current transit projects.

- 11.2** Napa Valley Transportation Authority (NVTA) Fiscal Year End (FYE) 2016-17 Financial Statements, 5-Year Forecast and Delegated Authority Matrix, and Resolution No. 17-19 Amending the Fiscal Year (FY) 2017-18 Budget (Justin Paniagua) (Pages 56-65)

Attachments: [Staff Report](#)

Staff reviewed the NVTA financial performance compared to budget for the fiscal year ending June 30, 2017 period and 5-year forecast.

NVTA adopted a biennial budget cycle for fiscal years ending in 2017 and 2018. Several expenses were front loaded in the FY 2016-17. Unused balances are carried over to the next fiscal year through a Resolution. Board action approved Resolution No. 17-19 approving a budget amendment for FY 2017-18 in the amount of \$8,898,782 for remaining carryover budget balances and expenses for contracts and projects previously approved.

Motion MOVED by DUNBAR, SECONDED by JOSEPH to APPROVE Resolution No. 17-19 increasing the fiscal year 2017-18 budget by \$8,898,782.

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, Dunbar, White, Gentry, Dorman, and Ramos

Absent: 2 - Pedroza

- 11.3** Vine Transit Express Bus Corridor Study Final Report (Alberto Esqueda) (Pages 66-68)

Attachments: [Staff Report](#)

Board Member Joseph requested that the language regarding the stoplight at Crawford Way be modified to be more vague as to where the stoplight is located as American Canyon would like more flexibility to its location as Crawford Way may not be the best location to place a stoplight.

Motion MOVED by JOSEPH, SECONDED by GARCIA, to ADOPT the Vine Transit Express Bus Corridor Study Final Report with language modification as requested by Board Member Joseph. Motion carried by the following vote:

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, Dunbar, White, Gentry, Dorman, and Ramos

Absent: 2 - Pedroza

- 11.4** Amendment 4 to Napa Valley Transportation Authority (NVTA) Agreement No. NVTA 12-08 for the Position of the Executive Director (Karrie Sanderlin) (Pages 69-72)

Attachments: [Staff Report](#)

Board action approved Amendment 4 to the Executive Directors employment contract.

Motion MOVED by GALBRAITH, SECONDED by CANNING to APPROVE Amendment 4 to the NVTA Agreement No. NVTA 12-08 amending certain sections of the Executive Director contract. Motion carried by the following vote:

Aye: 22 - Garcia, Galbraith, Barnes, Canning, Techel, Joseph, Dunbar, White, Gentry, Dorman, and Ramos

Absent: 2 - Pedroza

11.5 Road Rehabilitation and Accountability Act of 2017 (Senate Bill 1-Beall) (Kate Miller)
(Pages 73-79)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The Board received an update on the Road Rehabilitation and Accountability Act of 2017 (SB 1).

[Board Member Canning left the meeting at 3:35 p.m.]

[Board Member Techel left the meeting at 3:43 p.m.]

11.6 2018 Federal and State Legislative Advocacy Program and Project Priorities and
Legislative and State Bill Matrix Update (Kate Miller) (Pages 80-101)

Attachments: [Staff Report](#)

Staff reviewed the 2018 Federal and State Legislative Advocacy Program and Project Priorities as outlined in Attachment 1.

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

Motion MOVED DUNBAR, SECONDED by GARCIA to APPROVE the 2018 Federal and State Legislative Advocacy Programs and Project Priorities. Motion carried by the following vote:

Aye: 16 - Garcia, Galbraith, Barnes, Joseph, Dunbar, White, Gentry, Dorman, and Ramos

Absent: 8 - Canning, Techel, and Pedroza

12. FUTURE AGENDA ITEMS

13. ADJOURNMENT

13.1 Approval of Next Regular Meeting Date of December 20, 2017 at 1:30 p.m. and
Adjournment

The next regular meeting will be held on Wednesday, December 20, 2017.

The meeting was adjourned by Chair White at 3:44 p.m.

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTA Offices, 625 Burnell Street, Napa CA by 5:00 p.m. on Friday, November 10, 2017.

Karalyn E. Sanderlin, NVTA Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors

FROM: Kate Miller, Executive Director

REPORT BY: Karrie Sanderlin, Program Manager-Administration and Human Resources
(707) 259-8633 / Email: ksanderlin@nvta.ca.gov

SUBJECT: Resolution No. 18-01 Setting the Regular Meeting Time, Place, and Schedule of the Napa Valley Transportation Authority (NVTA) Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the Citizen Advisory Committee (CAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2018

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 18-01 (Attachment 1) setting the regular meeting time, place, and schedule of the NVTA Governing Board, the Technical Advisory Committee (TAC), the Paratransit Coordinating Council (PCC), the Citizen Advisory Committee (CAC), and the Active Transportation Advisory Committee (ATAC) for Calendar Year (CY) 2018.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The NVTA Governing Board, TAC, PCC, CAC and ATAC meetings fall under the requirements of the State of California Brown Act, and therefore must establish a regular meeting date, time, and place, and publish notice of each meeting.

PROCEDURAL REQUIREMENTS

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

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 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The NVTAGov Governing Board, TAC, PCC, CAC and ATAC meetings fall under the requirements of the State of California Brown Act and must establish a regular meeting time and place, and publish a notice of each meeting. Resolution No. 18-01 (Attachment 1) will set the regular meeting times, set the regular meeting place as the NVTAGov Board Room at 625 Burnell Street, Napa CA 94559, and set the meeting schedule for CY 2018.

The regular meeting time of the NVTAGov Governing Board will be 1:30 p.m., and the recommended regular meeting schedule for CY 2018 is as follows:

Wednesday, January 17
Wednesday, February 21
Wednesday, March 21
Wednesday, April 18
Wednesday, May 16
Wednesday, June 20
Wednesday, July 18
Wednesday, September 19
Wednesday, October 17
Wednesday, November 14
Wednesday, December 19

The regular meeting time for the Technical Advisory Committee (TAC) will be 2:00 p.m., and the recommended regular meeting schedule for CY 2018 is as follows:

Thursday, January 11
Thursday, February 1
Thursday, March 1
Thursday, April 5
Thursday May 3
Thursday, June 7
Thursday, July 12
Thursday, September 6
Thursday, October 4
Thursday, November 1
Thursday, December 6

The regular meeting time for the Paratransit Coordinating Council (PCC) will be 10:00 a.m. and the recommended regular meeting schedule for CY 2018 is as follows:

Thursday, January 11
Thursday, March 1
Thursday May 3
Thursday, July 12
Thursday, September 6
Thursday, November 1

The regular meeting time for the Citizen Advisory Committee (CAC) will be 6:00 p.m. and the recommended regular meeting schedule for CY 2018 is as follows:

Wednesday, January 10
Wednesday, March 7
Wednesday, May 2
Wednesday, July 11
Wednesday, September 5
Wednesday, November 7

The regular meeting time for the Active Transportation Advisory Committee (ATAC) will be 5:00 p.m. and the recommended regular meeting schedule for CY 2018 is as follows:

Monday, January 29
Monday, February 26
Monday, March 26
Monday, April 23
Monday, May 21
Monday, June 25
Monday, July 23
Monday, September 24
Monday, October 22
Monday, November 26
Monday, December 17

SUPPORTING DOCUMENTS

Attachment: (1) Resolution No. 18-01

RESOLUTION No. 18-01

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVRTA)
SETTING THE REGULAR MEETING TIME, PLACE, AND SCHEDULE FOR
THE GOVERNING BOARD, THE TECHNICAL ADVISORY COMMITTEE (TAC),
THE PARATRANSIT COORDINATING COUNCIL (PCC),
THE CITIZEN ADVISORY COMMITTEE (CAC), AND
THE ACTIVE TRANSPORTATION ADVISORY COMMITTEE (ATAC)
FOR CALENDAR YEAR (CY) 2018**

WHEREAS, the Napa Valley Transportation Authority (NVRTA) Governing Board and Committee meetings fall under the requirements of the State of California Brown Act; and

WHEREAS, the NVRTA Governing Board and Committees must establish a regular meeting time, place, and schedule, and publish notice of each meeting;

NOW, THEREFORE BE IT RESOLVED by the Governing Board of the Napa Valley Transportation Authority that:

1. The regular meeting dates for the Governing Board for calendar year 2018, as shown in Exhibit "A", sets the regular time at 1:30 p.m. and sets the regular meeting place as the NVRTA Board Room at 625 Burnell Street, Napa, CA 94559.
2. The regular meeting dates for the Technical Advisory Committee (TAC) for calendar year 2018, as shown in Exhibit "B", sets the regular time at 2:00 p.m. and sets the regular meeting place as the NVRTA Board Room at 625 Burnell Street, Napa, CA 94559.
3. The regular meeting dates for the Paratransit Coordinating Council (PCC) for calendar year 2018, as shown in Exhibit "C", sets the regular time at 10:00 a.m. and sets the regular meeting place as the NVRTA Board Room at 625 Burnell Street, Napa, CA 94559.
4. The regular meeting dates for the Citizen Advisory Committee (CAC) for calendar year 2018, as shown in Exhibit "D", sets the regular time at 5:00 p.m. and sets the regular meeting place as the NVRTA Board Room at 625 Burnell Street, Napa, CA 94559.

5. The regular meeting dates for the Active Transportation Advisory Committee (ATAC) for calendar year 2018, as shown in Exhibit "E", sets the regular time at 5:00 p.m. and sets the regular meeting place as the NVTB Board Room at 625 Burnell Street, Napa, CA 94559.

Passed and Adopted this 17th Day of January 2018

Peter White, NVTB Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTB Board Secretary

APPROVED:

Vicki A. Clayton, NVTB General Counsel

EXHIBIT “A”

NVTA Governing Board
Meeting Dates for CY 2018

Wednesday, January 17
Wednesday, February 21
Wednesday, March 21
Wednesday, April 18
Wednesday, May 16
Wednesday, June 20
Wednesday, July 18
Wednesday, September 19
Wednesday, October 17
Wednesday, November 14
Wednesday, December 19

EXHIBIT “B”

NVTA Technical Advisory Committee (TAC)
Meeting Dates for CY 2018

Thursday, January 11

Thursday, February 1

Thursday, March 1

Thursday, April 5

Thursday May 3

Thursday, June 7

Thursday, July 12

Thursday, September 6

Thursday, October 4

Thursday, November 1

Thursday, December 6

EXHIBIT “C”

NVTA Paratransit Coordinating Council (PCC)
Meeting Dates for CY 2018

Thursday, January 11

Thursday, March 1

Thursday May 3

Thursday, July 12

Thursday, September 6

Thursday, November 1

EXHIBIT “D”

NVTA Citizen Advisory Committee (CAC)
Meeting Dates for CY 2018

Wednesday, January 10

Wednesday, March 7

Wednesday, May 2

Wednesday, July 11

Wednesday, September 5

Wednesday, November 7

EXHIBIT “E”

NVTA Active Transportation Advisory Committee (ATAC)
Meeting Dates for CY 2018

Monday, January 29
Monday, February 26
Monday, March 26
Monday, April 23
Monday, May 21
Monday, June 25
Monday, July 23
Monday, September 24
Monday, October 22
Monday, November 26
Monday, December 17



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Planning Director
(707) 259-5968 / Email: dschmitz@nvta.ca.gov
SUBJECT: Resolution No. 18-02 Amending the Bylaws to the Citizen Advisory Committee (CAC)

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 18.02 (Attachment 1) amending the Citizen Advisory Committee (CAC) Bylaws.

COMMITTEE RECOMMENDATION

The CAC will review the bylaw changes at their January 10th meeting.

EXECUTIVE SUMMARY

On December 15, 2015 the NVTA Board approved the formation of the Citizen Advisory Committee (CAC). The CAC held its first meeting on June 8, 2016 and recruitment for vacant seats is still underway. Staff recommends adjusting the bylaws to modify the representation on the committee to accelerate filling vacant seats. Despite NVTA's persistent outreach, NVTA has not been able to fill all vacancies on the committee. The seats that are currently unfilled represent the City of Calistoga, City of St. Helena, Town of Yountville, Agricultural, Active Transportation, and Business/Chamber of Commerce. Staff is proposing to add the following underlined language to Article III of the existing bylaws to allow greater flexibility in filling vacant committee seats:

The NVTA Board will strive to appoint Committee members that represent the diverse make-up of Napa Valley community including members of underrepresented groups. If specific representation cannot be filled the NVTA Board may fill the position with a member at large.

Priority will be given to filling the committee with members listed but if a specific seat cannot be filled a member at large may fill an open spot. If specific jurisdictional representation cannot be filled that spot may also be filled with a member at large.

All members, while understanding that they may have been appointed by virtue of a particular position or interest they hold or represent, must also understand that they represent all the citizens of the community as advisory committee members.

In addition, language setting a quorum was changed to read “...a quorum shall consist of a majority of filled positions present.” Previously the quorum was set at a hard 9 members. With the proposed language change a quorum of the committee should be much easier to achieve.

PROCEDURAL REQUIREMENTS

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

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 CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The NVRTA Board formed the CAC to provide the Napa Valley Transportation Authority with advice, comments and suggestions pertaining to multi-modal plans, programs, and projects administered by NVRTA. The committee serves in an advisory capacity. Its objective is to assist NVRTA staff in developing plans and programs to address traffic congestion within a multi-modal framework. The functions of the committee include, but are not limited to the following:

1. Advise NVRTA staff and the NVRTA Board on plans including but not limited to Countywide Transportation Plans, Short Range Transit Plans, Active Transportation Plans, and project specific plans.
2. Advise NVRTA staff and the NVRTA Board on consumer issues related to the design of the Vine system, and its ancillary systems/services, performance, policies, marketing and communications.

SUPPORTING DOCUMENTS

Attachment: (1) Resolution No. 18-02
(2) Resolution No. 18-02 Exhibit “A” Amended Bylaws Redlined Version
(3) CAC Member Roster

RESOLUTION No. 18-02

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVRTA)
AMENDING THE BYLAWS OF CITIZEN ADVISORY COMMITTEE**

WHEREAS, the NVRTA Board created the Citizen Advisory Committee (CAC) to address all modes of transportation and to include a broader representation and membership; and

WHEREAS, NVRTA periodically updates its committee bylaws to be consistent with current agency directives and state and federal law; and

WHEREAS, the CAC bylaws require changes to be adopted by the NVRTA Board; and

WHEREAS, NVRTA wishes to amend Citizen Advisory Committee (CAC) bylaws to soften the language around committee membership allowing for more members at-large if specific seats cannot be filled;

NOW THEREFORE BE IT RESOLVED that the Napa Valley Transportation Authority hereby amends the bylaws for the Citizen Advisory Committee to read in full as set forth in Exhibit "A" attached hereto and incorporated by reference herein and the attached provisions of Exhibit "A" shall become effective immediately.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on January 17, 2018, by the following vote:

Ayes:

Peter White, NVRTA Chair

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVRTA Board Secretary

APPROVED:

Vicky A. Clayton, NVRTA General Counsel

EXHIBIT “A”**Citizen Advisory Committee****BYLAWS****Article I - NAME**

The name of this committee shall be the Citizen Advisory Committee (CAC). Establishment of the committee is authorized under section 4.4.4 of the Joint Powers Agreement of the Napa Valley Transportation Authority.

Article II - OBJECTIVE

The CAC serves to provide the Napa Valley Transportation Authority with advice, comments and suggestions pertaining to multi-modal plans, programs, and projects administered by NVTa of interest to the citizens of Napa County. The committee shall serve in an advisory capacity. Its objective will be to assist NVTa staff in developing plans and programs to address traffic congestion within a multi-modal framework. The functions of the committee shall include, but are not limited to the following:

1. Advise NVTa staff and the NVTa Board on plans including but not limited to Countywide Transportation Plans, Short Range Transit Plans, Active Transportation Plans, and project specific plans.
2. Advise NVTa staff and the NVTa Board on consumer issues related to the design of the VINE system, and its ancillary systems/services, performance, policies, marketing and communications.

Article III - COMPOSITION-QUALIFICATION AND TERMS

All CAC members shall be appointed by the Napa Valley Transportation Authority, and shall serve at the pleasure of the Napa Valley Transportation Authority. Members representing specific jurisdictions (*) will be nominated by their respective jurisdiction. The NVTa Board will strive to appoint Committee members that represent the diverse make-up of Napa Valley community including members of underrepresented groups. If specific representations cannot be filled, after the position opening has been posted and two (2) months have passed, the NVTa Board may fill the position with a member at large.

The CAC will consist of nineteen (19) members. NVTa will make every attempt to fill CAC members based on a diverse representation of the following factions:

Interest	Number of Members
American Canyon resident*	1
City of Napa resident *	1
County of Napa resident *	1
Town of Yountville resident *	1
City of St. Helena resident *	1
City of Calistoga resident *	1
Chamber Member	1
Vintner Member	1
Agriculture Member	1
Hospitality Member	1
Member Representing Environmental Interests	1
Member representing Senior Population	1
Member Representing Students	1
Non-profit organization and/or Education Field	1
Member representing Active Transportation Interests	1
Member representing Low Income Housing Interests	1
Member of the Paratransit Coordination Council	1
Member representing Health and Human Service interest and/or Healthcare field	1
Member at Large	1

Priority will be given to filling the committee with members listed above but if a specific seat cannot be filled, after the position opening has been posted and two (2) months have passed, a member at large may fill an open spot. If specific jurisdictional representation cannot be filled, after the position opening has been posted and two (2) months have passed, that spot may also be filled with a member at large. All members, while understanding that they may have been appointed by virtue of a particular position or interest they hold or represent, must also understand that they represent all the citizens of the community as advisory committee members.

Initial appointments to the Committee shall be six for a one-year term, seven for a two-year term and six for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for two years, which may be renewed. Members shall draw lots to determine term of initial appointment.

Article IV - MEMBERSHIP WITHDRAWAL

Membership may be withdrawn for any of the following reasons at the direction of the NVTa Executive Director:

1. Three (3) consecutive unexcused absences or five (5) absences in an eighteen month period.
2. Misrepresentation at time of appointment with respect to personal use of NVTa's service.

3. If member does not reside in Napa County or ceases to represent the constituency to which the member was assigned

Article V - OFFICERS AND DUTIES

The committee members will elect a committee Chair and Vice-Chair by a majority of the members present at the November/December meeting. A quorum is necessary to hold the elections. Offices will be held for one year or until their successors are elected.

The Chair will preside at all meetings. Should the Chair be absent, the Vice-Chair will preside. In the unlikely event both Chair and Vice-Chair are absent; the remaining members will select an alternate member to preside.

The Chair may appoint ad hoc committees on an as-needed, non-scheduled basis to accomplish a specific task and report back to the full CAC. Ad hoc committees must have less than a quorum of CAC members and are exempt from the requirements of the Brown Act. The CAC may not direct the ad hoc committee on how to fulfill its function or when it should meet.

NVTA staff will provide the administrative support for the committee including providing minutes, mailing agendas to members, and any other related duties.

Article VI - MEETINGS

The CAC shall meet bi-monthly at a date, time and place set by resolution of the NVTA effective January 2016, unless otherwise scheduled by the majority of a quorum. Additional meetings may be required to address time sensitive matters.

All CAC meetings will be held in accordance the Ralph M. Brown Act (Government Code section 54950 et seq.). Agenda items will be agreed upon by the Chair and the NVTA staff representative, or upon motion of the committee. Any committee member may make recommendations for the agenda.

Each member shall have one (1) vote and a quorum shall consist of a majority of filled positions present. A majority vote of the quorum shall be necessary to present an issue to the Executive Director and to the NVTA Board of Directors.

All actions of the committee shall require the approval of a majority of the quorum present.

Article VII - PARLIAMENTARY PROCEDURE

The rules contained in "Standard Code of Parliamentary Procedure", by A. Sturgis, shall govern the Council in all cases to which they are applicable, and not inconsistent with the Bylaws of the Council.

Public Notice of all meetings shall be given pursuant to the Brown Act in compliance with the 72-hour posting deadline for regular meetings and the 24-hour deadline for special meetings.

Article VIII - PROHIBITED ACTIVITIES

No individual member shall represent the CAC to the general public or at a NVTB Board meeting without majority vote of a quorum at a CAC meeting prior to the representation.

No CAC member will represent NVTB to the general public without consent of the Executive Director (or designee) prior to the representation.

Article IX. IMPERTINENCE-DISTURBANCE AND MEETING

Any person, including committee members, making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The chairperson may order any person, including committee members, removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.

Exhibit "A"

Citizen Advisory Committee

BYLAWS

Article I - NAME

The name of this committee shall be the Citizen Advisory Committee (CAC). Establishment of the committee is authorized under section 4.4.4 of the Joint Powers Agreement of the Napa Valley Transportation Authority.

Article II - OBJECTIVE

The CAC serves to provide the Napa Valley Transportation Authority with advice, comments and suggestions pertaining to multi-modal plans, programs, and projects administered by NVRTA of interest to the citizens of Napa County. The committee shall serve in an advisory capacity. Its objective will be to assist NVRTA staff in developing plans and programs to address traffic congestion within a multi-modal framework. The functions of the committee shall include, but are not limited to the following:

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Member Representing Environmental Interests	1
Member representing Senior Population	1
Member Representing Students	1
Non-profit organization and/or Education Field	1
Member representing Active Transportation Interests	1
Member representing Low Income Housing Interests	1
Member of the Paratransit Coordination Council	1
Member representing Health and Human Service interest and/or Healthcare field	1
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2. Misrepresentation at time of appointment with respect to personal use of NVTa's service.

Adopted July 2016
Revised January 17, 2018

3. If member does not reside in Napa County or ceases to represent the constituency to which the member was assigned.

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The Chair may appoint ad hoc committees on an as-needed, non-scheduled basis to accomplish a specific task and report back to the full CAC. Ad hoc committees must have less than a quorum of CAC members and are exempt from the requirements of the Brown Act. The CAC may not direct the ad hoc committee on how to fulfill its function or when it should meet.

NVTA staff will provide the administrative support for the committee including providing minutes, mailing agendas to members, and any other related duties.

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All CAC meetings will be held in accordance the Ralph M. Brown Act (Government Code section 54950 et seq.). Agenda items will be agreed upon by the Chair and the NVTA staff representative, or upon motion of the committee. Any committee member may make recommendations for the agenda.

Each member shall have one (1) vote and a quorum shall consist of a majority of filled positions present. A majority vote of the quorum shall be necessary to present an issue to the Executive Director and to the NVTA Board of Directors.

All actions of the committee shall require the approval of a majority of the quorum present.

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Citizen Advisory Committee Member Roster

Last	First	Interest Represented	City of Residence	Date Approved	Renewal Needed
Nasir	Aisha	American Canyon	American Canyon	Apr-16	Apr-19
Smith	Samantha	City of Napa	Napa	May-16	May-18
Palmer	Jennifer	County of Napa	Napa	Dec-16	Dec-18
Cummings	Nicole	Vintners	Napa	Apr-16	Apr-18
Heywood	Catherine	Hospitality	Angwin	May-17	Apr-19
Benz	Chris	Environmental Interest	Napa	Apr-16	Apr-19
Deale	Jean-Vincent	Seniors	Napa	Apr-16	Apr-18
Baldini	Michael	Students	Napa	Apr-16	Apr-19
Schmitz	Matthew	Non-profit/Education	Napa	Apr-16	Apr-19
Kromann	Larry	Low-income Housing	Calistoga	Apr-16	Apr-18
Weir	Doug	PCC	Napa	Apr-16	Apr-19
Han	Paul	Healthcare/Medical	Napa	May-16	May-19
Zuniga	Maria	Member at-large	American Canyon	May-16	May-19
Vacant		Yountville			
Vacant		St. Helena			
Vacant		Calistoga			
Vacant		Chamber of Commerce/Business			
Vacant		Agricultural Member			
Vacant		Active Transportation			



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Diana Meehan, Associate Program Planner/Administrator
(707) 259-8327 / Email: dmeehan@nvta.ca.gov
SUBJECT: Active Transportation Advisory Committee (ATAC) Member Appointment

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve the appointment of Cruz Correa as representative for the City of Napa to the Active Transportation Advisory Committee (ATAC).

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The Active Transportation Committee advises the NVTA Board and staff on issues pertaining to active transportation. This includes pedestrian, bicycle, and other active modes of transportation. The Committee is comprised of voting members representing each of the Napa County jurisdictions.

NVTA staff recommends that the NVTA Board appointment Cruz Correa to fill a vacant position representing the City of Napa on the NVTA Active Transportation Advisory Committee.

PROCEDURAL REQUIREMENTS

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

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 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Active Transportation Advisory Committee is made up of eleven members with representation that mirrors the voting structure of NVRTA Board. Committee structure consists of: four members from the City of Napa, two members from the County of Napa, two members from the City of American Canyon, one member from the Town of Yountville, one member from the City of St. Helena, and one member from the City of Calistoga.

Cruz Correa was recommended by the City of Napa Council at its meeting on December 5, 2017 to serve as representative for the City of Napa.

SUPPORTING DOCUMENTS

Attachment: (1) Cruz Correa Application-Redacted

Profile**ATTACHMENT 1
NVTA Agenda Item 10.4
January 17, 2018**

Cruz

First Name

Correa

Last Name

Middle Initial

Email Address

Street Address

Suite or Apt

Napa

City

CA

State

94559

Postal Code

Mailing Address (if different than Resident Address above)

Mobile:

Primary Phone

Mobile:

Alternate Phone

5 years

Length of Residence in the City of Napa:

5 years

Length of Residence in the County of Napa:

Registered to vote in the City of Napa?

☒ Yes ☐ No

California Highway Patrol

Employer

Sergeant

Job Title

Interests & Experiences**Which Boards would you like to apply for?**

Active Transportation Advisory Committee (ATAC) Napa Valley Transportation Authority: Submitted

Upload a Resume

Community Service Experience:

Free and Accepted Masons of California - Master Mason, Veterans of Foreign Wars.

Education:

Napa Valley College, Solano Community College, College of the Sequoias and Porterville College.

Other relevant experience or expertise:

17 plus years of cumulative public safety service and experience ranging from Emergency Medical Services, to Fire Department service and Law Enforcement.

Additional Questions

What is your understanding of the role and responsibility of this board?

My understanding of the role and responsibility of this board is that it functions as an advisory committee to the Napa Valley Transit Authority, in efforts to promote and encourage safe walking and cycling throughout Napa County.

No.

Have you ever attended a meeting of this board? If so, how many?

What duties of this board are most interesting to you?

Community engagement: being an active member of the board and assisting the NVTA making Napa an even better and safer place to live, work and recreate.

What activities of this board are least interesting to you?

N/A.

What programs or projects would you like to see improved or implemented?

Programs and projects which increase the walkability for families on pathways restricted to pedestrian traffic only. The Napa Valley depends greatly upon tourism for economic growth and stability; and, with its breath taking views and scenery, should capitalize on the natural beauty of the area to make Napa an even better place for families to live, visit and recreate in. Not to mention, we owe it to our residents to provide the best experience possible while living in our amazing community.

How would you approach improving these project(s) or program(s)?

I would approach improving these projects and/or programs by taking a multi-faceted approach. One that incorporates reviewing models of other area's, reviewing Napa specific restrictions and capabilities and projecting specific attainable goals, within measurable realistic time frames.

Are you involved in any organizations or activities that may result in a conflict of interest if you are appointed to this board?

No.

Please list two local references and their phone numbers:

Chris Childs, Commander - CHP, Napa Area . Jon Thompson, Sergeant - Napa County Sheriff's Department

How did you learn of this vacancy?

- ☒ Flyer
- ☒ Internet



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Director of Administration, Finance and Policy
(707) 259-8779 / Email: aonorato@nvta.ca.gov
SUBJECT: Resolution No. 18-03 Authorizing the Executive Director to Execute Certification and Assurances for the California State Transit Assistance (STA) State of Good Repair Program

RECOMMENDATION

That the Napa Valley Transportation Authority (NVRTA) Board approve Resolution No. 18-03 (Attachment 1) authorizing the Executive Director or designee to execute Certifications and Assurance and other relevant documents for the State Transit Assistance (STA) State of Good Repair Program.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

NVRTA is an eligible recipient of State funds under the State of Good Repair Program recently authorized by Senate Bill 1 (SB 1). To receive funding for this program, a resolution is necessary for authorization of certifications and assurances and authorized agent forms, and to submit qualified projects.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a fiscal impact? Yes, \$13,449 for FY 18. Succeeding years will be determined by the State Controller's Office at a future date.

Is it Currently Budgeted? No

Is it Mandatory or Discretionary? NA

Future Fiscal Impact: No

Consequences if not approved: Failure to submit the required documents would preclude NVRTA from receiving allocations for the grant period.

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 April 28, 2017 Governor Brown signed Senate Bill (SB 1), the Road Repair and Accountability Act of 2017. SB 1 provides new on-going funding under several programs for a variety of transportation purposes. This includes approximately \$105 million annually for eligible transit maintenance, rehabilitation and capital projects under the State of Good Repair (SGR) Program, distributed to the State's public transit providers on formula.

SGR program funding to NVRTA is calculated on a revenue basis and is administered by the California Department of Transportation (Caltrans). The Bay Area's population element of the formula is administered by the Metropolitan Transportation Commission (MTC). The State Controller's Office determined NVRTA is eligible for \$13,449 in Fiscal Year (FY) 18 in revenue based funds. At the time of this report, MTC has not programmed the population based funds to any transit property or project.

Caltrans has released draft guidelines for the funds and has identified the following eligible uses:

- Transit capital projects or services to maintain or repair a transit operator's existing transit vehicle fleet or transit facilities, including the rehabilitation or modernization of the existing vehicles or facilities; or
- The design, acquisition and construction of new vehicles or facilities that improve existing transit services; or

- Transit services that complement local efforts for repair and improvement of local transportation infrastructure.

Staff proposes the funding be used for costs related to the Vine Transit Bus Maintenance Facility project. SGR project(s) are due to Caltrans by January 31, 2018.

SUPPORTING DOCUMENTS

Attachment: (1) Resolution No. 18-03

RESOLUTION No. 18-03

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVRTA)
AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATION AND ASSURANCES
FOR THE CALIFORNIA STATE OF GOOD REPAIR PROGRAM**

WHEREAS, the NVRTA is an eligible project sponsor and may receive State Transit Assistance (STA) funding from the State of Good Repair Account (SGR) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 1 (SB 1 2017) named the Department of Transportation (Department) as the administrative agency for the SGR; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing SGR funds to eligible project sponsors (local agencies); and

WHEREAS, the NVRTA wishes to delegate authorization to execute these documents and any amendments thereto to the Executive Director or designee;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Napa Valley Transportation Authority that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances document and applicable statutes, regulations and guidelines for all SGR funded transit projects.

///

///

BE IT FURTHER RESOLVED that the Executive Director or designee be authorized to execute all required documents of the SGR program and any Amendments thereto with the California Department of Transportation subject to legal review and approval as to form.

Passed and adopted this 17th day of January, 2018.

Ayes:

Peter White, NVTA Chair

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Vicki A. Clayton, NVTA General Counsel



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Rebecca Schenck, Transportation Program Planner
(707) 259-8636 / Email: rschenck@nvta.ca.gov
SUBJECT: (1) Public Hearing on the Environmental Impact Report (EIR) for the Vine Transit Maintenance Bus Facility; (2) Adoption of Resolution No. 18-04 Certifying the Environmental Impact Report; (3) Adoption of Resolution No. 18-05 Approving the Vine Transit Maintenance Bus Facility; and (4) Approve the Conceptual Plan for the Vine Transit Maintenance Bus Facility

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board:

1. Hold a Public Hearing on the Environmental Impact Report (EIR) for the Vine Transit Maintenance Bus Facility project (Project) pursuant to the California Environmental Quality Act (CEQA); and
2. Adopt Resolution No. 18-04 (Attachment 1) certifying the Environmental Impact Report (EIR); and
3. Adopt Resolution No. 18-05 (Attachment 3) approving the Vine Transit Bus Maintenance Facility; and
4. Approve the conceptual plan for the Vine Transit Bus Maintenance Facility project (Attachment 4)

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

In its role as lead agency in clearing transportation projects environmentally, NVTA is required to comply with California Environmental Quality Act (CEQA). CEQA is a state statute that requires public agencies in California to identify the potentially significant

environmental impacts of a proposed project and to avoid or mitigate those impacts to a less than significant level, if feasible.

PROCEDURAL REQUIREMENTS

1. Open Public Hearing
2. Staff Report
3. Public Comments
4. Close Public Hearing
5. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a Fiscal Impact? Adopting the Resolution and approving the Project have no fiscal impact. The cost of preparing the Environmental Impact Report was \$227,364

Is it currently budgeted? Yes

Where is it budgeted? Professional Fees, Congestion Management Agency

Future fiscal impact: Yes, funding is necessary for the engineering, design, and construction phases of this Project.

Consequences if not approved: Not adopting the resolution and approving the EIR will result in suspending the Vine Transit Maintenance Bus Facility project.

CEQA REQUIREMENTS

Environmental Determination: An Environmental Impact Report (EIR) has been prepared for the Project by Rincon Consultants Inc., in accordance with the California Environmental Quality Act (CEQA) and its implementing regulations. The Notice of Preparation (NOP) was released for public review and circulated to local and state agencies on May 9, 2017 (State Clearinghouse #2017052029). The 30-day review and comment period began May 9, 2017 and ended on June 12, 2017. Five (5) letters were received during the public review period.

Feedback from the Notice of Preparation informed the scope of the EIR. A Notice of Availability (NOA) of the Draft EIR was released for public review and circulated to local and state agencies on September 18, 2017 (State Clearinghouse #2017052029). The 45-day review and comment period began September 19, 2017 and ended on November 2, 2017. Four (4) letters were received during the public review period.

Rincon Consultants Inc. prepared the Final EIR which addressed the four comments letters. Notice of the Availability of the Final EIR was provided by mail to all commenters and by publication of the Notice of Hearing and Notice of Intent to Certify

an Environmental Impact Report for the Vine Transit Bus Maintenance Facility Project on December 15, 2017.

Staff recommends that the Board of Director's conclude that changes or alterations have been required in, or incorporated into, the Project which avoid or mitigate the significant environmental effects as identified in the Final EIR, and recommends that the Board approve the EIR.

BACKGROUND AND DISCUSSION

The Environmental Impact Report was prepared for this Project pursuant to provisions of the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq., and its implementing regulations. The document prepared by the Rincon Consultants evaluated issues that were found to have potentially significant impacts in the Initial Study which includes the areas of Air Quality, Biological Resources, Cultural Resources, Greenhouse Gas Emissions, Hydrology and Water Quality, Land Use and Planning, Noise and Transportation/Traffic. All of these impacts, with one exception, will be avoided or mitigated to less than significant levels by incorporating mitigation measures into the Project. The exception is the cumulative impact on Biological Resources, specifically the incremental impacts on foraging habitat for raptors as determined by the *Napa County Napa Valley Business Park Specific Plan and EIR* (Napa County 2008).

Staff recommends that the Environmental Impact Report be certified for the Vine Transit Bus Maintenance Facility Project. NVRTA, with the assistance of Rincon Consultants, prepared the report and based on substantial evidence in the record recommends that the Board find that the agency has mitigated or substantially lessened all significant effects on the environment where feasible, and determined that one remaining significant effect on the environment was found to be unavoidable due to overriding concerns.

The proposed Project will replace NVRTA's outdated maintenance facility that is currently leased from the City of Napa and located at 720 Jackson Street. The conceptual plan for the replacement facility is in Attachment 4.

When completed, the new transit maintenance yard will include:

- Maintenance building with up to eight (8) service bays
- Stand-alone administration building
- Parking for 93 public transit vehicles, some of which are may be up to 60' long
- 75 visitor and employee parking spaces
- Compliance with all building and design standards and regulations including American with Disabilities Act (ADA).

Public ProcessInitial Study/Mitigate Negative Declaration process

The public process for this project was initiated in 2016, when NVTA commissioned an Initial Study with the process for a Mitigated Negative Declaration (IS/MND). Staff engaged the public early in the process and exceeding the minimum requirements of CEQA. A public workshop was held on August 17, 2016. In accordance with CEQA, a public review period of thirty (30) days occurred from October 7th, 2016 to 5:00 pm on November 6th, 2016. A public notice was provided to the *Napa Valley Register* within the project area per CEQA Guidelines and NVTA requirements for public noticing. Additionally, the **Notice of Intent to Adopt an Initial Study/Mitigated Negative Declaration** was posted by the Napa County Clerk's office on October 6th, 2016, legal notice published in the *Napa Valley Register* on October 7th, 2016, and ads in the *Napa Valley Register* on October 7th and October 9th, 2016.

Environmental Impact Report

In accordance with CEQA, a public review period of forty five (45) days occurred from September 19, 2017 and ended on November 2, 2017. The **Notice of Availability of a Draft Environmental Impact Report** was posted by the Napa County Clerk's office on September 15, 2017, legal notice published in the *Napa Valley Register* on September 18, 2017, and additional advertisements were published in the *Napa Valley Register* on September 20, 2017.

On September 15, 2017, a total of 228 notices of the Notice of Availability of a Draft Environmental Impact Report (Attachment 4), including notices to nearby property owners and occupants within ½ mile radius of the Project site and ½ from the intersection of Soscol Ferry Road and Devlin Road, were distributed, and notice was provided to the State Clearinghouse, responsible agencies, and interested parties, and was posted on the NVTA website and social media pages.

During the public review period, four (4) comment letters were received representing the following groups: State Clearinghouse, California Department of Fish and Wildlife, Napa County Fire Department, and the City of Napa Public Works, Water Division. Attachment 7 summarizes the comments received and NVTA's responses. Letters addressing comments were sent to each of the four organizations on December 13, 2017.

Based upon a review of the Project, EIR, Mitigation Monitoring and Reporting Plan, and the comments received during the public comment period, staff believes that the record reflects that the agency has eliminated or substantially lessened all significant effects on the environment where feasible, and determined that the one remaining significant effects on the environment found to be unavoidable due to overriding concerns. The significant effect is the cumulative raptor foraging habitat impacts as identified in the *Napa County Napa Valley Business Park Specific Plan and EIR* (County of Napa 2008). This EIR indicates that as individual projects within the Business Park are developed

that the incremental conversion of grassland habitat to developed uses from these projects would contribute to the significant cumulative impact on habitat. The development of the Transit Maintenance Bus Facility Project is a singular contributor to the overall impact on the raptor as a result of development of the rest of the Napa Valley Business Park.

Next steps

NVTA staff continues to work with the Kimley-Horn team on the architectural and engineering plans which are currently in the schematic design phase. Construction is subject to Board approval, and a recommendation for bid award will be presented to the NVTA board by spring of 2018, once design and permitting have been completed. The construction duration is approximately eighteen months.

The public hearing is the opportunity for the NVTA Board to gather testimony from the public, consider any additional inputs, certify the EIR and permit NVTA to move forward with this Project.

SUPPORTING DOCUMENTS

- Attachments: (1) Resolution No. 18-04
(2) Draft Environmental Impact Report (Link)
(3) Resolution No. 18-05
(4) Conceptual Site Plan
(5) Notice of Availability of a Draft Environmental Impact Report
(6) Legal Notice in Napa Valley Register- Notice to of Availability of a DRAFT Environmental Impact Report
(7) Environmental Impact Report Response to Comments
(8) Notice of Public Hearing and Notice of Intent to Certify an Environmental Impact Report for the Vine Transit Bus Maintenance Facility Project

RESOLUTION No. 18-04

**RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTa)
CERTIFYING THE ENVIRONMENTAL IMPACT REPORT FOR THE
VINE TRANSIT BUS MAINTENANCE FACILITY**

WHEREAS, the Napa Valley Transportation Authority (NVTa) is designated the countywide transportation planning agency responsible for Highway, Street and Road, transit, bicycle, and pedestrian planning and programming within Napa County; and

WHEREAS, this resolution of the NVTa certifying the Environmental Impact Report (SCH #2017052029) ("EIR") for the Vine Transit Bus Maintenance Facility Project ("Project") as being in compliance with the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines; and

WHEREAS, on May 9, 2017 NVTa issued the Notice of Preparation (NOP) as required by CEQA to obtain comments on the scope of the EIR; and

WHEREAS, a Notice of Availability of a Draft Environmental Impact Report was posted and circulated for public review on September 19, 2017 through November 2, 2017;

WHEREAS, the EIR contained mitigation measures designed to reduce environmental impacts to a less than significant level; and

WHEREAS, on September 19, 2017, under CEQA Guideline Section 15085, the Notice of Availability and Notice of Completion were sent for posting for this EIR to the *Napa Valley Register*, the State Clearinghouse, relevant State Agencies, and the adjacent property owners with ½ miles of the parcels, and ½ miles from the intersection of Soscol Ferry Rd and State Route 29, for public review, with a review period that started on September 19, 2017 and closed at 5:00pm on November 2, 2017; and

WHEREAS, on November 2, 2017 the public comment period on the Draft EIR was closed. NVTa received four written comment letters during the review period.

WHEREAS, on December 15, 2017 the Final EIR was distributed consisting of all comments and response to those comments and a section that included minor text revisions for corrections to the EIR. Notice of availability of the Final EIR was provided by a mailing to all commenters and by publication of the Notice of Public Hearing and Intent to Certify an Environmental Impact Report for the Project; and

WHEREAS, on January 17, 2018 the NVTa Board of Directors held a public hearing to consider certification of the EIR; and

WHEREAS, NVTa independently reviewed the EIR and considered written and public comments on the proposed Project received through November 2, 2017; and

WHEREAS, the EIR, together with public comments and the response to comments were read and considered by the NVTB Board of Directors (Board), and are, by this reference, incorporated into this Resolution and adopted by this Board as Exhibits “A” as if fully set forth herein; and

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of the California Environmental Quality Act, the Board of the Napa Valley Transportation Authority makes the following findings and takes the following actions:

1. The foregoing recitals are true and correct.
2. The Final Environmental Impact Report (Final EIR) for the Project, attached as Exhibit “A,” has been completed in accordance with the requirements of the California Environmental Quality Act, Public Resources Code sections 21000 *et seq.* (“CEQA”) and California Code of Regulations, Title 14, sections 15000 *et seq.* (“CEQA Guidelines”).
3. The Board certifies that the Final EIR was prepared, published, circulated, and reviewed in accordance with the requirements of CEQA and the CEQA Guidelines, that the Final EIR is adequate, accurate, objective, and complete; and has been independently analyzed by the Board, and the final report together with the comments and the response to comments reflects the Board’s own independent judgment (Pub. Res. Code 21082.1).
4. The Board hereby finds that if the mitigation measures set forth in the Final EIR are carried out:
 - a. Eliminated or substantially lessened all significant effects on the environment where feasible, and
 - b. Determined that any remaining significant effects on the environment found to be unavoidable are acceptable due to overriding concerns.
5. Pursuant to CEQA Guidelines sections 15091, and consistent with and based on the findings set forth above and in the Final EIR, in support of its approval of the Project, the Board finds that on the basis of the whole record before it, that the mitigation measures described in the Final EIR and Mitigation Monitoring and Reporting Program (MMRP) (Exhibit “C”) will reduce all environmental impacts of the Project to less than significant levels with the except of the Cumulative Impact – Biological Resources which is significant and unavoidable. Where mitigation of the one significant and unavoidable impact is not feasible, the Board has determined that the Findings, Facts and Statement of Overriding Considerations justify approval of the Project with this significant unavoidable impact (Exhibit “B”).
6. The Board directs that, pursuant to CEQA Guideline section 15094, staff immediately file a Notice of Determination with the County Clerk of Napa County and with the State Office of Planning and Research.

7. Pursuant to CEQA Guidelines section 15091(e), the custodian of the documents and other materials that constitute the record of proceedings upon which the Napa Valley Transportation Authority has based its decision is the NVTA Executive Director; and the documents and materials are located in and may be obtained from offices of the Napa Valley Transportation Authority, 625 Burnell Street, Napa CA 94559.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on January 17, 2018, by the following vote:

Ayes:

Peter White, NVTA Chair

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Vicki A. Clayton, NVTA General Counsel

CERTIFICATIONS

I hereby certify that I am the Secretary of the Napa Valley Transportation Authority and custodian of the records for the Authority and that this Resolution is a true and correct copy of the original on file in the Authority office.

Karalyn E. Sanderlin, NVTB Board Secretary

EXHIBIT “A”

Due to file size constraints the Final Environmental Impact Report (EIR) is available for review at the NVRTA Offices, 625 Burnell Street, Napa CA or by clicking on the following link:

<http://www.nvta.ca.gov/vine-transit-maintenance-facility>

EXHIBIT “B”

STATEMENT OF FINDINGS, FACTS PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND STATEMENT OF OVERRIDING CONSIDERATIONS IN SUPPORT OF ADOPTION OF THE VINE TRANSIT BUS MAINTENANCE FACILITY PROJECT

FINDINGS OF FACT

Pursuant to the California Environmental Quality Act, Public Resources Code Section 21000 *et seq.* (“CEQA”), 14 California Code of Regulations, and Section 15000 *et seq.* (“CEQA Guidelines”), the Napa Valley Transit (“NVT”) Board of Directors hereby makes the findings set forth below. These Findings are based on the entire record including the Environmental Impact Report (“EIR”) prepared by NVT for the Vine Transit Bus Maintenance Facility Project (“Project”). The EIR consists of a Draft EIR (September 2017) and Final EIR - Response to Comments (December 2017). The EIR provides the substantial evidence for these findings and is incorporated by reference. The EIR is available for review at NVT and also posted on NVT’s website at <http://www.nvta.ca.gov/vine-transit-maintenance-facility>

INDEPENDENT JUDGMENT

The Board retained the services of Rincon Consultants, Inc., an independent consultant, to prepare the CEQA documents for the Project. The EIR was prepared under the supervision and direction of NVT Staff including Antonio Onorato, Director of Administration, Finance and Policy and Rebecca Schenck, Transportation Program Planner.

PROJECT DESCRIPTION

The proposed Project includes the construction of a one- or two-story (approximately 24 to 28 feet in height) bus maintenance facility that would include a bus wash, seven spaces for bus repair work, one space for minor paint and body work, and parts and tire storage. The building footprint of the bus maintenance facility would be approximately 23,000 square feet. The Project would also include the construction of a one- or two-story administration office building up to 28 feet in height with an outdoor landscaped courtyard. The footprint of the administration office building would be approximately 3,917 square feet. Two parking lots would be constructed to accommodate approximately 93 public transit vehicles as well as 75 employee and visitor vehicles respectively. These Project components would occupy approximately 4.88 acres of the Project site, including approximately 3.73 acres of parking and circulation areas, 27,082 square feet of building footprints, and 23,140 square feet of landscaping. A wall of up to

eight feet in height, landscaped for screening and/or finished with attractive materials for aesthetic enhancement, would be constructed along a portion of the eastern property line shared with the property at 81-91 Sheehy Court. Sheehy Court has a partially completed sidewalk that currently terminates at the end of the existing business's property line adjacent to the northeast property line of the proposed site. The proposed Project would include installation of a new sidewalk along the Project's frontage.

FINDINGS

Based on a review of the entire record, the Board finds that the EIR reflects the independent judgment of NVTa as lead agency. The Board has exercised independent judgment in accordance with CEQA Section 21082.1(c)(3) in retaining its own environmental consultant, directing the consultant in preparing the EIR, and reviewing, analyzing, and revising material prepared by the consultant.

A. Findings Required under CEQA

The mandate and principles set forth in Public Resources Code section 21002 are implemented, in part, through the requirement that agencies must adopt findings before approving a project for which an EIR is required. This mandate to adopt findings is found in Public Resources Code section 21081, subdivision (a), and CEQA Guidelines section 15091, subdivision (a). For each significant environmental effect identified in an EIR prepared for a proposed project, the approving agency must issue a written finding reaching one or more of three permissible conclusions. The three possible findings are:

1. Changes or alterations have been required in, or incorporated into, the project which avoid or substantially lessen the significant environmental effects as identified in the final EIR.
2. Such changes or alterations are within the responsibility and jurisdiction of another public agency and not the agency making the finding. Such changes have been adopted by such other agency or can and should be adopted by that other agency.
3. Specific economic, legal, social, technological, or other considerations, including provision of employment opportunities for highly trained workers, make infeasible the mitigation measures or project alternatives identified in the final EIR.

(Pub. Resources Code, § 21081, subd. (a); see also CEQA Guidelines, § 15091, subd. (a).) "[F]easible" means capable of being accomplished in a successful manner within a reasonable period of time, taking into account economic, environmental, social, legal, and technological factors." (CEQA Guidelines, § 15364.)

B. Findings Regarding Impacts that Remain Significant after Mitigation and Statement of Overriding Consideration

CEQA requires the decision-making agency to balance the benefits of the project against its significant unavoidable impacts when determining whether to approve a project. If the benefits of the project outweigh the unavoidable adverse environmental

effects, those effects may be considered acceptable. CEQA requires the agency to state in writing the specific reasons for considering a project acceptable when significant impacts are not avoided or substantially lessened.

The EIR for the Project identified one significant unavoidable impact. The Napa County Valley Business Park Specific Plan and EIR (County of Napa 2008) found that development of the Napa Valley Business Park would have significant impacts on foraging habitat for raptors. The Specific Plan EIR states that as individual projects within the Business Park are developed, the incremental conversions of grassland habitat to developed uses from those projects would contribute to the significant cumulative impacts on the habitat. Therefore, the incremental impacts of the project on raptor habitat would be cumulatively considerable and significant. It is not feasible to mitigate this impact through any project-by-project mitigation measures because the habitat is throughout the entire Business Park. This impact occurs when any development of the Business Park occurs, whether the NVTA Project is approved or not. Development has already occurred in this Business Park and thus, disturbing and compromising the existing habitat. The proposed Project's contribution to this cumulatively significant impact is considerable and unavoidable.

The Board considered this information and finds that this one significant unavoidable impact is outweighed by the Project's benefits to the community NVTA serves and therefore constitutes overriding consideration warranting approval of the proposed Project. The benefits are as follows:

- The Project will allow NVTA to expand its transit fleet to better serve Napa County residents.
- The Project will accommodate visitor and employee parking.
- The availability of up to eight maintenance bays in the Project will allow for the fleet to be properly maintained and minimize the number of on-route breakdowns.
- The Project will provide modern administrative office space for the transit service operator.
- The Project will provide space for a modern bus wash so that the fleet is consistently cleaned.
- Office space will be available within the Project for NVTA staff that so that they can monitor the transit service operator.

C. Findings and Recommendations Regarding Potentially Significant Impacts that Are Avoided or Reduced to Less-than-Significant by Mitigation

The EIR identifies the significant impacts that, with mitigation, can be reduced to less-than-significant levels. Table 1 in the Draft EIR lists the significant impacts and mitigation that reduces each impact. Table 1 does not describe the full analysis of each environmental impact contained in the Draft and Final EIR. A full explanation of these

environmental findings and conclusions are contained in the Draft and Final EIR, and these findings hereby incorporate by reference the discussions and analyses in those documents supporting the Final EIR's determinations regarding mitigation measures and the Projects' impacts and mitigation measures designed to address those impacts. Each proposed mitigation measure discussed in this section of the findings is assigned a title correlating it with the environmental category used in the Mitigation Monitoring and Reporting Program included as Exhibit C.

This Board finds that all potentially significant impacts of this Project listed below can and will be mitigated, reduced, or avoided by implementation of mitigation measures.

In making these Findings, the Board ratifies, adopts and incorporates into these findings, the analyses and explanations in the Draft and Final EIR and, ratifies, adopts and incorporates in these findings the determinations and conclusions of those documents relating to the environmental impacts and mitigation measures for the Project.

D. Findings Regarding Alternatives to the Project

CEQA and the CEQA Guidelines require that an EIR "describe a range of reasonable alternatives to the project, or to the location of the project, which would feasibly attain most of the basic objectives of the project, but would avoid or substantially lessen any of the significant effects of the project, and evaluate the comparative merits of the alternatives" (CEQA Guidelines Section 15126.6[a]). In addition, "public agencies should not approve projects as proposed if there are feasible alternatives or feasible mitigation measures available which would substantially lessen the significant environmental effects of such projects" (CEQA Section 21001).

Based on the impact analysis and adopted mitigation measures, all significant effects of the Project will be mitigated to a less-than-significant level except for one cumulative impact that is not feasible to mitigate to a less than significant level and therefore unavoidable. An EIR is not required to evaluate Project alternatives that do not meet most of the Project objectives.

The EIR evaluated two alternatives to the Project: the No Project Alternative (Alternative 1) and the Reduced Development Alternative (Alternative 2). Alternative 1 (No Project) does not meet any of the objectives of the Project.

Alternative 2, the Reduced Development Alternative, would meet some of the basic Project objectives, although it would not provide the required number of parking spaces for transit vehicles, eliminates the administrative offices and landscaped yard, and reduces the number of visitor parking spaces.

The EIR found that the Project and Alternative 2 would have very similar environmental impacts after mitigation. As discussed in Chapter 6 of the Draft EIR, the Project would fulfill all of the Project objectives. CEQA Guidelines Section 15021(a)(2) states that a public agency should not approve a project as proposed if there are feasible alternatives or mitigation measures that would substantially lessen any significant effect that a project would have on the environment. The Project incorporates feasible mitigation

measures that substantially lessen most environmental effects of the Project with the exception of one cumulative impact which is significant and unavoidable.

The Board hereby finds that the No Project Alternative does not meet the Project objectives, and the No Project Alternative and Alternative 2 do not substantially lessen environmental impacts beyond those identified for the Project. The data to support the substantial evidence to support these conclusions is found in the Alternatives Description and Analysis section of the EIR (Chapter 6).

EXHIBIT "C"



Vine Transit Bus Maintenance Facility

Mitigation Monitoring and Reporting Program SCH#2017052029

prepared by
Napa Valley Transportation Authority
625 Burnell Street
Napa, California 94559-3420
Contact: Rebecca Schenck

prepared with the assistance of
Rincon Consultants, Inc.
449 15th Street, Suite 303
Oakland, California 94612

January 2018

Vine Transit Bus Maintenance Facility

Mitigation Monitoring and Reporting Program SCH#2017052029

prepared by
Napa Valley Transportation Authority
625 Burnell Street
Napa, California 94559-3420
Contact: Rebecca Schenck

prepared with the assistance of
Rincon Consultants, Inc.
449 15th Street, Suite 303
Oakland, California 94612

January 2018

This report prepared on 50% recycled paper with 50% post-consumer content.

Mitigation Monitoring and Reporting Program

Public Resources Code Section 21081.6(a)(1) requires that a Lead Agency adopt an MMRP before approving a project in order to mitigate or avoid significant impacts that have been identified in an Environmental Impact Report (EIR). The purpose of the MMRP is to ensure that the required mitigation measures identified in the EIR are implemented as part of the overall project development process. In addition to ensuring implementation of mitigation measures, the MMRP provides guidance to agency staff and decision-makers during project implementation, and identifies the need for enforcement action before irreversible environmental damage occurs.

This document is the MMRP for the Vine Transit Bus Maintenance Facility Project, proposed in the County of Napa, California. The Vine Transit Bus Maintenance Facility Project includes the construction of a new bus maintenance and wash facility building, new administration office building, and paved parking for the bus fleet, employees, and visitors. Associated landscaping, sidewalk, and utility infrastructure are also included in the Vine Transit Bus Maintenance Facility Project. The following table summarizes the mitigation measures for each issue area identified in the Final EIR for the Vine Transit Bus Maintenance Facility Project (SCH #2017052029). Specifically, the table identifies each mitigation measure; the action required for the measure to be implemented; the time at which the monitoring is to occur; the monitoring conditions; and the agency or party responsible for ensuring that the monitoring is performed. In addition, the table includes columns for compliance verification.

Napa Valley Transportation Authority
Vine Transit Bus Maintenance Facility

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
Aesthetics							
AES-1 Night Lighting. The following measures shall be reflected in final building and lighting plans for the proposed facility: <ul style="list-style-type: none">▪ Lighting Plans and Specifications. Final project plans shall include a lighting plan and specifications for all exterior lighting fixtures and light standards. The plans shall include a photometric design study demonstrating that all outdoor light fixtures to be installed are shielded and designed or located in a manner as to contain the direct rays from the lights onsite and to minimize glare perceived from surrounding properties and riparian habitat located adjacent to Sheehy Creek. All parking lot lighting shall be shielded and directed downward and away from property lines to the extent feasible while providing adequate safety and security.▪ Building Material Specifications. All structures shall use minimally reflective glass and all other materials and colors used on the exterior of buildings and structures shall be selected with attention to minimizing reflective glare	Confirm that the final lighting plan is consistent with the measure and outdoor lighting is designed with downcast shielding. The final building plans shall specify that minimally reflective materials shall be used for exterior surfaces.	Prior to issuance of building permit.	Once, prior to occupancy.	Napa Valley Transportation Authority (NVTA)			
Biological Resources							
BIO-1 California Red-legged Frog Avoidance and Minimization. To ensure no impacts to California red-legged frog, the following avoidance and minimization efforts are recommended: <ul style="list-style-type: none">▪ A pre-construction survey of the project site for California red-legged frog shall be conducted by a qualified biologist within 24 hours prior to the start of project construction, to confirm these species are not present in the work area. A report documenting results of the survey shall be provided to the NTVTA prior to the start of	Ensure that a qualified biologist is retained to conduct surveys and monitoring requirements are carried out according to the measure. Ensure that proper take coverage through consultation with USFWS is obtained, if applicable.	Pre-construction surveys once within 24 hours prior to commencement of project construction, and again within 48 hours of rain events of 0.1 of greater before resuming construction activities between November 1 and April 30.	Once before construction and ongoing throughout construction.	NVTA			

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
<p>construction.</p> <ul style="list-style-type: none"> ▪ In the event the pre-construction survey identifies the presence of individuals of California red-legged frog or if individuals of these species are encountered during construction, then work shall stop and compliance with all relevant requirements of the federal Endangered Species Act prior to resuming project activities. ▪ The applicant may elect to pursue take coverage through consultation with USFWS under Section 10 of the Endangered Species Act, or through Section 7 if there is a federal nexus such as a permit under the Clean Water Act. If the applicant does not obtain take coverage, the project must fully avoid take of listed species. ▪ A biological monitor familiar with semi-aquatic species that have potential to occur shall monitor all initial site disturbance (vegetation removal and fence installation). The monitor(s) must be approved by the NTVTA prior to working on the project. If California red-legged frogs are observed in the project area, all shall stop work until the applicant complies with all relevant requirements of the federal Endangered Species Act prior to resuming project activities. ▪ If construction activities occur between November 1 and April 30, the qualified biologist shall conduct a pre-activity clearance sweep prior to resumption of project activities within 48 hours after any rain events of 0.1 inch or greater. 							
<p>BIO-2 Burrowing Owl Pre-construction Surveys. Prior to the commencement of construction activities, a qualified wildlife biologist (i.e., a wildlife biologist with previous burrowing owl survey experience) shall conduct pre-construction surveys of the permanent and temporary impact areas to</p>	<p>Verify that the survey is performed within 14 days prior to commencement of project construction consistent with the measure.</p>	<p>Within 14 days prior to the commencement of project construction.</p>	<p>Once.</p>	<p>NVTA</p>			

Napa Valley Transportation Authority
Vine Transit Bus Maintenance Facility

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
confirm the presence or absence of burrows occupied by breeding or wintering burrowing owls. The surveys shall be conducted no fewer than 14 days prior to ground-disturbing activities (i.e., vegetation clearance, grading, tilling). The survey methodology shall be consistent with the methods outlined in the 2012 CDFW Staff Report on Burrowing Owl Mitigation and should consist of walking parallel transects 7 to 20 meters apart, adjusting for vegetation height and density as needed, and noting potential burrows with fresh burrowing owl sign or presence of burrowing owls.							
<p>BIO-3 Burrowing Owl Avoidance and Minimization. If burrowing owls are present at the time of preconstruction surveys, adherence to the following measures is required:</p> <ul style="list-style-type: none"> ▪ If burrowing owls are detected onsite, no ground-disturbing activities, such as vegetation clearance or grading, shall be permitted within a buffer of no fewer than 100 meters (330 feet) from an occupied burrow during the breeding season (February 1 to August 31), unless otherwise authorized by CDFW. During the non-breeding (winter) season (September 1 to January 31), ground-disturbing work can proceed as long as the work occurs no closer than 50 meters (165 feet) from the burrow. Depending on the level of disturbance, a smaller buffer may be established in consultation with CDFW. ▪ If burrow avoidance is infeasible during the non-breeding season or during the breeding season (February 1 through August 31), where resident owls have not yet begun egg laying or incubation, or where the juveniles are foraging independently and capable of independent survival, a qualified biologist shall implement a passive relocation program in 	If burrowing owls and active burrows are present at the site, verify compliance with the measure.	If present, prior to commencement of construction and ongoing throughout construction.	Ongoing throughout construction.	NVTA			

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
<p>accordance with Appendix E1 (i.e., Example Components for Burrowing Owl Artificial Burrow and Exclusion Plans) of the 2012 CDFW Staff Report on Burrowing Owl Mitigation.</p> <ul style="list-style-type: none"> ▪ If passive relocation is required, a qualified biologist shall prepare a Burrowing Owl Exclusion and Mitigation Plan and Mitigation Land Management Plan in accordance with CDFW's 2012 Staff Report on Burrowing Owl Mitigation and for review by CDFW prior to passive relocation activities. The Burrowing Owl Exclusion and Mitigation Plan shall include all necessary measures to minimize impacts to burrowing owls during passive relocation, including all necessary monitoring of owls and burrows during passive relocation efforts. The Mitigation Land Management Plan shall include a requirement for the permanent conservation of offsite Burrowing Owl Passive Relocation Compensatory Mitigation at a ratio of 15 acres per passively relocated burrowing owl pair, not to exceed the size of the final project footprint. Land identified to mitigate for passive relocation of burrowing owl may be combined with other offsite mitigation requirements of the project if the compensatory habitat is deemed suitable to support the species. If the project is located within the service area of a CDFW-approved burrowing owl conservation bank, available burrowing owl conservation bank credits may be purchased in lieu of placing offsite habitat into a conservation easement, if acceptable to the CDFW. ▪ The loss of acres of burrowing owl foraging habitat shall be offset by providing habitat management lands at a ratio of ten acres per burrow identified within the final project footprint. These lands must be on 							

Napa Valley Transportation Authority
Vine Transit Bus Maintenance Facility

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
suitable habitat for burrowing owl prior to project operations. Land identified to mitigate for foraging habitat may be combined with other offsite mitigation requirements of the proposed project if the compensatory habitat is deemed suitable by a qualified biologist in coordination with CDFW. A Foraging Habitat Compensatory Mitigation Plan describing the proposed mitigation, including suitability for meeting the objectives of the mitigation, and methods for preserving the mitigation values of the habitat shall be prepared prior to project operations.							
BIO-4 Nesting Birds. To avoid disturbance of nesting and special-status birds, including raptorial species protected by the Migratory Bird Treaty Act and California Fish and Game Code, activities related to the project, including, but not limited to, vegetation removal, ground disturbance, and construction and demolition shall occur outside of the bird breeding season (February 1st through August 30th). If construction must begin during the breeding season, then a pre-construction nesting bird survey shall be conducted no more than three days prior to initiation of ground disturbance and vegetation removal activities. The nesting bird pre-construction survey shall be conducted on foot inside the project boundary, including a 300-foot buffer for common species, a 500-foot buffer for common raptors and 0.5-mile buffer for Swainson's hawk. Surveys may be limited for inaccessible areas (e.g., private lands) and would be conducted from afar using binoculars to the extent practical for inaccessible areas. The survey shall be conducted by a biologist familiar with the identification of avian species known to occur in Northern California communities. Surveys for Swainson's hawk shall be conducted according to the Swainson's Hawk Technical	Verify construction outside of breeding season, or that survey is performed and all required measures implemented.	Within three days prior to commencement of grading if during breeding season.	Once; or prior to and periodically during construction.	NVTA			

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
<p>Advisory Committee's (TAC) <i>Recommended Timing and Methodology for Swainson's Hawk Nesting Surveys in California's Central Valley</i>.</p> <p>If nests are found, species-specific avoidance buffers (dependent upon the proposed work activity, and existing disturbances associated with land uses outside of the site) shall be determined and demarcated by a qualified biologist. Avoidance buffers shall be demarcated with bright orange construction fencing, flagging, construction lathe, or other means. Active Swainson's hawk avoidance buffers shall be a mandatory 0.25 mile, regardless of work activity, unless specifically reduced by written authorization from CDFW. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No ground disturbing activities shall occur within this buffer until the avian biologist has confirmed that breeding/ nesting is completed and the young have fledged the nest. Encroachment into the buffer shall occur only at the discretion of the qualified biologist.</p>							
<p>BIO-5 Setback Requirements. To ensure that operational water quality impacts on Sheehy Creek and the riparian corridor are minimized to less than significant levels, the project must comply with Napa County setback requirements. Grading activities are not permitted within 35 feet of top of bank of a stream bank for slopes greater than one percent. Slopes ranging from one to five percent require a 45-foot setback, and slopes greater than five and up to 15 percent require a 55-foot setback. The proposed project site layout must comply with this requirement and include a buffer zone of 35 feet minimum between the top of bank of Sheehy Creek and the paved portions of the proposed parking lot and maintenance</p>	<p>Ensure that the grading plan shows the required buffer and ensure compliance in the field.</p>	<p>Prior to commencement of grading, and during grading and construction.</p>	<p>Once prior to commencement of grading, and periodically during grading and construction.</p>	<p>NVTA</p>			

Napa Valley Transportation Authority
Vine Transit Bus Maintenance Facility

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
facility. This buffer shall be clearly shown on all grading and construction plans.							
<p>BIO-6 Removal of Invasive Species. To ensure that the proposed project does not result in the spread of invasive plant species, the following is required:</p> <ul style="list-style-type: none"> ▪ Prior to the commencement of grading and construction, a qualified botanist/biologist shall provide invasive plant prevention training and an appropriate identification/instruction guide to staff and contractors. ▪ Prior to the commencement of grading and construction, specific areas shall be designated for cleaning of tools, vehicles, equipment, clothing and footwear, and other gear. ▪ Before entering and exiting the work site, tools, equipment, vehicles, clothing and footwear, and other gear shall be cleaned to remove soil, seeds, and other plant parts. ▪ Suitable receiving areas shall be designated for invasive plant waste disposal prior to their transport to a certified landfill and 100 percent containment of invasive plant materials during transport shall be achieved. ▪ All disturbed areas shall be hydroseeded with a mix of locally native species approved by a qualified biologist upon completion of work in those areas. In areas where construction is ongoing, hydroseeding shall occur where no construction activities have occurred within six (6) weeks since ground disturbing activities ceased. If exotic species invade these areas prior to hydroseeding, weed removal shall occur in consultation with a qualified botanist/ biologist. ▪ No pets shall be allowed at the project site during grading and construction. 	Ensure that the training and tasks specified in the measure are carried out as prescribed.	Prior to commencement of grading and during grading.	Once prior to commencement of grading and periodically during grading.	NVTA			

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
Cultural Resources							
CR-1 Archaeological and Native American Monitoring. A qualified archaeologist shall conduct monitoring of all project-related ground disturbing activities that would occur at depths two or more feet below existing grade. Monitoring of ground disturbing activities shall continue until excavation is complete or until a soil change to a culturally sterile formation is achieved. Determination of these conditions shall be at the discretion of a qualified archaeologist. Archaeological monitoring shall be performed under the direction of an archaeologist meeting the Secretary of the Interior’s Professional Qualifications Standards for archaeology (NPS 1983). The qualified archaeologist may reduce or stop monitoring dependent upon observed conditions. NVTA shall provide written notice of project construction in advance of commencement of construction to a Native American representative from the Napa County area. The notice shall include invitation for the representative to be given access to the project site and conduct monitoring while excavation activities are ongoing. Should the Native American monitor decide that their presence is not required or necessary, ground disturbing activities may continue in their absence.	Ensure retention of an appropriate monitor and that monitor is discharging the specified duties. Ensure that proper notification and invitation for Native American monitoring is provided as specified in the measure.	Prior to and throughout ground disturbing activities that occur at depths of two feet or more below existing grade.	Once prior to commencement of grading and periodically during grading.	NVTA			
CR-2 Unanticipated Discovery of Cultural Resources. If previously unidentified cultural materials are unearthed during construction, NVTA shall be notified immediately. Work shall be halted in that area until a qualified archaeologist can assess the significance of the find. Evaluation of significance for the find may include the determination of whether or not the find qualifies as an archaeological site. Isolated finds typically do not qualify as historic properties under the NHPA or historical resources under the California Environmental Quality Act (CEQA)	Verify that if cultural materials are found work is halted and a qualified archaeologist assesses the site prior to continuation of the construction process, per the measure.	Conditional, if materials are found.	Conditional: if/when materials are found.	NVTA			

Napa Valley Transportation Authority
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Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
and require no management consideration under either regulation. After effects to the find have been appropriately mitigated, work in the area may resume. Mitigation of effects to the find may include a damage assessment of the find, archival research, and/or data recovery to remove any identified archaeological deposits, as determined by a qualified archaeologist.							
<p>CR-3 Paleontological Resources. The following measures shall apply to all grading and excavation that would involve disturbance at depths greater than two feet below the existing grade.</p> <ul style="list-style-type: none"> ▪ Paleontological Mitigation and Monitoring Program. A qualified paleontologist shall prepare a Paleontological Mitigation and Monitoring Program to be implemented during ground disturbance activity greater than 2 feet below existing grade for the proposed project. This program shall outline the procedures for construction staff Worker Environmental Awareness Program (WEAP) training, paleontological monitoring extent and duration, salvage and preparation of fossils, the final mitigation and monitoring report, and paleontological staff qualifications. ▪ Paleontological Worker Environmental Awareness Program (WEAP). Prior to the start of ground disturbance activity greater than 2 feet below existing grade, construction personnel shall be informed on the appearance of fossils and the procedures for notifying paleontological staff should fossils be discovered by construction staff. ▪ Paleontological Monitoring. All grading and excavation that would involve disturbance at depths greater than 2 feet below the existing grade shall be monitored on a full-time basis by a 	Ensure compliance with the programs and monitoring requirements specified in the measure if disturbances are conducted at greater than two feet below grade.	Throughout construction.	As needed throughout construction.	NVTA			

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
<p>qualified paleontological monitor. Should no fossils be observed during the first 50% of such excavations, paleontological monitoring could be reduced to weekly spot-checking under the discretion of the qualified paleontologist. Monitoring shall be conducted by a qualified paleontological monitor, who is defined as an individual who has experience with collection and salvage of paleontological resources.</p> <ul style="list-style-type: none"> ▪ Salvage of Fossils. If fossils are discovered NVTa shall be notified immediately, and the qualified paleontologist (or paleontological monitor) shall recover them. Typically fossils can be safely salvaged quickly by a single paleontologist and not disrupt construction activity. In some cases larger fossils (such as complete skeletons or large mammal fossils) require more extensive excavation and longer salvage periods. In this case, the paleontologist should have the authority to temporarily direct, divert or halt construction activity to ensure that the fossil(s) can be removed in a safe and timely manner. ▪ Preparation and Curation of Recovered Fossils. Once salvaged, fossils shall be identified to the lowest possible taxonomic level, prepared to a curation-ready condition and curated in a scientific institution with a permanent paleontological collection, along with all pertinent field notes, photos, data, and maps. ▪ Final Paleontological Mitigation and Monitoring Report. Upon completion of ground disturbing activity (and curation of fossils if necessary) the qualified paleontologist shall prepare a final mitigation and monitoring report outlining the results of the mitigation and monitoring program. The report shall include 							

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Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
discussion of the location, duration and methods of the monitoring, stratigraphic sections, any recovered fossils, and the scientific significance of those fossils, and where fossils were curated.							
CR-4 Discovery of Unanticipated Human Remains. If human remains are found, the State of California Health and Safety Code Section 7050.5 states that no further disturbance shall occur until the county coroner has made a determination of origin and disposition pursuant to Public Resources Code Section 5097.98. In the event of an unanticipated discovery of human remains, all work in the vicinity of the discovery would cease. The county coroner must be notified immediately. If the human remains are determined to be prehistoric, the coroner would notify the Native American Heritage Commission (NAHC), which would determine and notify a most likely descendant (MLD). The MLD shall complete the inspection of the site within 48 hours of notification and may recommend scientific removal and nondestructive analysis of human remains and items associated with Native American burials.	Ensure compliance with state law if human remains are found.	Throughout construction phase.	Continuous.	NVTA			
Geology and Soils							
GEO-1 Conduct Geotechnical Investigation and Soil Remediation. Prior to construction activities, a preliminary geotechnical investigation shall be conducted to determine the presence or absence of unstable soils or soils that would become unstable during a seismic event. The geotechnical investigation shall be conducted under a licensed geotechnical engineer and shall comply with ASTM approved methodologies. Based on the results of the preliminary geotechnical investigation, unstable soils or soil that would become unstable during a seismic event shall be remediated to ensure that onsite	Ensure preparation of geotechnical report per the measure, and implementation of all recommendations.	Prior to construction activities; soil remediation, if required, during construction.	Once prior to construction activities; periodically during construction if soil remediation is required.	NVTA			

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
soils would provide adequate structural support for proposed project structures. Soil remediation may be achieved through, for example, structural piers, excavation of unstable soils, importation of clean, engineered fill, compaction of existing onsite soils, improvement of sub-surface drainage, or a combination of methodologies.							
Hydrology and Water Quality							
HWQ-1 Bus Maintenance Facility Runoff Prevention. The washing and maintenance facility shall be designed such that all wastewater and vehicle fluids are fully contained and isolated within the structure and are prevented from coming in contact with stormwater runoff or underlying soils. All project wastewater shall be directed to the sanitary sewer system.	Ensure that project plans and equipment specifications reflect the requirements of the measure, and inspect in field.	Prior to commencement of construction; prior to occupancy.	Once prior to commencement of construction; once prior to occupancy.	NVTA			
HWQ-2 Design-level Drainage Analysis and Minimization of Runoff. The applicant shall conduct a design-level drainage analysis prior to commencement of construction activities that shall identify existing drainage patterns across the project site and existing offsite stormwater discharge locations. The drainage analysis shall quantify, to the extent feasible, the existing and predicted post-construction peak runoff rates and amounts both onsite and offsite immediately downgradient of the project site. The drainage analysis shall identify changes to the location of down-gradient discharge of stormwater runoff and potential impacts on offsite property that would result from those changes. Stormwater control measures shall be developed and incorporated into the project plans to maximize onsite infiltration of stormwater and minimize offsite stormwater discharge. These stormwater control measures shall be designed to achieve conformance with the National Pollutant Discharge Elimination System (NPDES) and Napa County stormwater requirements such	Ensure preparation of drainage analysis per the measure, and implementation of all recommendations.	Prior to construction activities; during construction.	Once prior to construction activities; periodically during construction.	NVTA			

Napa Valley Transportation Authority
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Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
that post-development, offsite peak flow drainage from the project site would not be greater than pre-development peak flow drainage and that contaminated runoff would not enter Sheehy Creek. Stormwater quality shall be maintained such that post-development stormwater pollutant concentrations do not exceed pre-development pollutant concentrations. The maintenance of stormwater quality shall be achieved through source control, site design, treatment control, or a combination of methodologies. Source control may include frequent sweeping of parking areas, frequent maintenance of vehicles such that parked vehicles do not leak engine oil or other fluids, rapid clean-up of vehicle fluid leaks or spills, and isolation of maintenance areas from stormwater flows. Site design may include measures to maximize infiltration and minimize runoff, as described below. Treatment control may include bio-filtration, sand filters, constructed wetlands, oil/water separation vaults, or other treatment methods necessary to maintain pre-development stormwater quality. The stormwater control measures may include, as necessary, above-ground retention and/or detention basins, stormwater collection tanks, subsurface infiltration devices such as cisterns with permeable bottoms or perforated pipes, permeable pavement, and vegetated swales. The stormwater control measures required by this mitigation may be used, in whole or in part, to satisfy the erosion and runoff control standards of the NPDES-required SWPPP and the Napa County-required stormwater runoff management plan. NVTa shall comply with the recommendations of the drainage analysis prior to commencement of construction activities.							

Mitigation Measure	Action Required	Implementation Timing	Monitoring Frequency	Responsible Agency or Party	Compliance Verification		
					Initial	Date	Comments
Noise							
N-1 Noise Barrier. A noise barrier, either temporary or permanent, on the eastern boundary of the project site (adjacent to the nearest industrial use) shall be required to reduce construction noise impacts. The barrier must be a minimum of eight feet in height and long enough to completely block the line-of-sight between the noise source and the receptors. The gaps between adjacent panels must be filled-in to avoid having noise penetrate directly through the barrier.	Ensure construction and maintenance of a noise barrier wall.	Prior to and during grading and construction activities.	Once prior to and periodically during grading and construction activities.	NVTA			

Due to file size constraints the Final Environmental Impact Report (EIR) is available for review at the NVTA Offices, 625 Burnell Street, Napa CA or by clicking on the following link:

<http://www.nvta.ca.gov/vine-transit-maintenance-facility>

RESOLUTION No. 18-05

**RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
APPROVING THE VINE TRANSIT BUS MAINTENANCE FACILITY**

WHEREAS, the Napa Valley Transportation Authority (NVTA) is designated the countywide transportation planning agency responsible for Highway, Street and Road, transit, bicycle, and pedestrian planning and programming within Napa County; and

WHEREAS, the NVTA completed a Bus Maintenance Facility feasibility study which was received by the board on December 12, 2013 evaluating transit service demands and facility requirements over a 25 year time horizon; and

WHEREAS, the NVTA has completed the Environmental Impact Report (SCH #2017052029) ("EIR") for the Vine Transit Bus Maintenance Facility Project ("Project") and certified as being in compliance with the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines; and

WHEREAS, NVTA has held public meetings in accordance with CEQA and NVTA policies and procedures; and

WHEREAS, NVTA published a Notice of Public Hearing and Notice of Intent to Certify the Environmental Impact Report and approve the Project on December 15, 2017; and

WHEREAS, on January 17, 2018 the NVTA Board of Directors held a public hearing to consider certification of the EIR approval of the Project; and

NOW, THEREFORE, BE IT RESOLVED that in accordance with the provisions of the California Environmental Quality Act and state law, the Board of the Napa Valley Transportation Authority makes the following findings and takes the following actions:

1. The foregoing recitals are true and correct.
2. The NVTA Board reviewed the Environmental Impact Report (EIR) for the Project and based on its independent judgement and analysis determined that the EIR was prepared in accordance with the CEQA and that based on the whole record, including public comments received during the public review process. The NVTA Board hereby finds that the Vine Transit Bus Maintenance Facility as described in the EIR meets the needs of the Vine Transit system.
3. The Vine Transit Bus Maintenance Facility is consistent with the Bus Maintenance feasibility study to meet the future needs of NVTA and the NVTA Board hereby approves the Project.

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED
by the Board of Directors of the Napa Valley Transportation Authority, at a regular
meeting held on January 17, 2018, by the following vote:

Ayes:

Peter White, NVTA Chair

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Vicki A. Clayton, NVTA General Counsel

CERTIFICATIONS

I hereby certify that I am the Secretary of the Napa Valley Transportation Authority and custodian of the records for that Authority and that this Resolution is a true and correct copy of the original on file in the Authority office.

Karalyn E. Sanderlin, NVT Authority Secretary

EXHIBIT “A”

Due to file size constraints the Final Environmental Impact Report (EIR) is available for review at the NVRTA Offices, 625 Burnell Street, Napa CA or by clicking on the following link:

<http://www.nvta.ca.gov/vine-transit-maintenance-facility>



Source: PGA Design, September 2016





NOTICE OF AVAILABILITY OF A DRAFT ENVIRONMENTAL IMPACT REPORT

Project Title: Vine Transit Bus Maintenance Facility
SCH#2017052029

Lead Agency: Napa Valley Transportation Authority
625 Burnell St.
Napa, CA 94559

Project Location: The approximately eight-acre project site is located on two parcels (Napa County Assessor Parcel Numbers 057-250-025 and 057-250-036) at the terminus of Sheehy Court, approximately 900 feet west of its intersection with Devlin Road, in unincorporated Napa County, California. The property is located within the Napa Valley Gateway Business Park, a 300 acre business park located adjacent to the Napa County Airport on Highway 29 in South Napa County which accommodates a combination of industrial, warehouse and service retail.

Assessor's Parcel Numbers (APNs): 057-250-025 and 057-250-036

Contact Person / Phone Number: Rebecca Schenck, Project Manager
(707) 259-8636
rschenck@nvta.ca.gov

Project Description

The Napa Valley Transportation Authority (NVTA) operates Vine Transit, which provides bus, community shuttle, and paratransit services for Napa County. NVTA proposes to construct a new public transit maintenance facility for Vine Transit, to replace the currently leased site at 720 Jackson Street in Napa. The project would include:

- Maintenance building with up to eight (8) bays
- Administration building
- Parking for 93 public transit vehicles up to 60 feet long
- 75 visitor and employee parking spaces
- Compliance with all building and design standards and regulations including American with Disabilities Act (ADA)

The proposed project would replace an existing deficient maintenance yard that is leased from the City of Napa. The present facility located at 720 Jackson Street in Napa is insufficient for Vine Transit's existing service and cannot accommodate future growth because it does not have enough bus maintenance bays or parking or sufficient space for a modern bus wash. It further cannot accommodate visitor or employee parking.

Purpose of this Notice of Availability

The NVTA circulated an Initial Study-Mitigated Negative Declaration in October of 2016 to analyze this same project in compliance with the California Environmental Quality Act (CEQA). Subsequent to NVTA's adoption of the Initial Study-Mitigated Negative Declaration in 2016, NVTA decided to prepare an Initial Study and an Environmental Impact Report (EIR) to further evaluate the project's environmental impacts. The purpose of this Notice of Availability (NOA) is to inform agencies and interested parties and persons that NVTA has prepared a Draft EIR for the proposed Vine Transit Bus Maintenance Facility Project in

accordance with CEQA Guidelines, Section 15087. This NOA provides information about the project and its environmental effects and requests that comments be provided on the content of the Draft EIR.

The Draft EIR is available at the NVTA offices located at 625 Burnell Street, Napa, California, 94559, or online at:

<http://www.nvta.ca.gov/vine-maintenance-yard>

The Draft EIR is also available for review at the Napa County Public Library, located at 580 Coombs Street, Napa, California, 94559.

Review Period: The review period for comments pertaining to the Draft EIR extends from **September 19, to 5:00 P.M. on November 2, 2017.**

Potential Environmental Impacts

An Initial Study was prepared for the proposed project and found that the proposed project would have no impacts or less than significant impacts (either with or without mitigation) for all resource areas evaluated under CEQA, except for air quality, biological resources, greenhouse gas emissions, hydrology and water quality, land use and planning, noise, and transportation and traffic. These seven resource areas were evaluated in the Draft EIR. The project was found to have a significant and unavoidable cumulative impact on biological resources, less than significant impacts on hydrology and water quality and noise with implementation of mitigation, and less than significant impacts on air quality, greenhouse gas emissions, and transportation and traffic. The project was found to have no impact on land use and planning.

Providing Comments and Comment Period

NVTA is soliciting comments on the Draft EIR. Comments provided will be considered in the Final EIR in accordance with CEQA Guidelines, Section 15088. Due to the time limits mandated by State law, your response must be sent at the earliest possible date and not later than 45 days after receipt of this NOA. The review period for comments pertaining to the Draft EIR extends from **September 19, to 5:00 P.M. on November 2, 2017.** Please send all comments by either: 1) U.S. mail; or 2) electronic mail (email).

If submitting comments by mail, please send to:

Napa Valley Transportation Authority
Rebecca Schenck, Project Manager
625 Burnell Street
Napa, CA 94559-3420

If submitting by email, please send to:

info@nvta.ca.gov

Please note that all comments become part of the public record.

Please contact Rebecca Schenck if you have any questions about the environmental review process at the contact information provided at the beginning of this NOA.


Rebecca Schenck, Project Manager

9-15-17
Date [date signed]



*** Proof of Publication ***

ATTACHMENT 6
NVT A Agenda Item 11.1
January 17, 2018

AFFIDAVIT OF PUBLICATION

NAPA VALLEY REGISTER

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN that the Napa Valley Transportation Authority (NVT A) prepared a Draft Environmental Impact Report (EIR) pursuant to the requirements of the California Environmental Quality Act (CEQA), for the Vine Transit Maintenance Facility project at the west end of Sheehy Court, Assessor's Parcel Numbers 057-250-025 and 057-250-036.

The NVT A operates Vine Transit, which provides bus, community shuttle, and paratransit services for Napa County. NVT A proposes to construct a new public transit maintenance facility for Vine Transit, to replace the currently leased site at 720 Jackson Street in Napa. The project would include a maintenance building with up to eight (8) bays, administration building, parking for 93 public transit vehicles up to 60 feet long, 75 visitor and employee parking spaces and compliance with all building and design standards and regulations including American with Disabilities Act (ADA).

PUBLIC REVIEW

Interested parties may provide NVT A with written comments on the content of the Draft EIR for the project. Additional information is available at 625 Burnell Street Napa, CA 94559, the Napa County Public Library at 580 Coombs Street Napa, CA 94559, and at www.nvt a.ca.gov/vine-transit-maintenance-facility. The review period for comments pertaining to this Notice of Availability extends from September 19, 2017, to 5:00 P.M. on November 2, 2017. Please submit any comments to the address above or email in: fo@nvt a.ca.gov. Any inquiries can be directed to Rebecca Schenck, Project Manager at (707) 259-8636 or rschenck@nvt a.ca.gov. 9/18, 24 #89552

RECEIVED

2017 SEP 28 P 3: 06

NVT A

NVT A
625 Burnell
NAPA, CA 94559

ORDER NUMBER 89552

STATE OF CALIFORNIA

COUNTY OF NAPA

I AM A CITIZEN OF THE UNITED STATES AND A RESIDENT OF THE COUNTY AFORESAID; I AM OVER THE AGE OF EIGHTEEN YEARS, AND NOT A PART TO OR INTERESTED IN THE ABOVE-ENTITLED MATTER. I AM THE PRINCIPAL CLERK OF THE NAPA VALLEY REGISTER, A NEWSPAPER OF GENERAL

CIRCULATION, PRINTED AND PUBLISHED DAILY IN THE CITY OF NAPA, COUNTY OF NAPA, AND WHICH NEWSPAPER HAS BEEN ADJUDGED A NEWSPAPER OF GENERAL CIRCULATION BY THE SUPERIOR COURT OF THE COUNTY OF NAPA, STATE OF CALIFORNIA, UNDER THE DATE OF NOVEMBER 16, 1951, CASE NUMBER 12752.

THAT I KNOW FROM MY OWN PERSONAL KNOWLEDGE THE NOTICE, OF WHICH THE ANNEXED IS A PRINTED COPY (SET IN TYPE NOT SMALLER THAN NONPAREIL), HAS BEEN PUBLISHED IN EACH REGULAR AND ENTIRE ISSUE OF SAID NEWSPAPER AND NOT IN ANY SUPPLEMENT THEREOF ON THE FOLLOWING DATES, TO-WIT:

PUBLISHED ON: 09/18/2017, 09/24/2017

TOTAL AD COST: 229.48

FILED ON: 9/25/2017

I CERTIFY (OR DECLARE) UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.

DATED AT NAPA COUNTY, CALIFORNIA,

THIS 25th DAY OF September 2017

SIGNATURE

Julie Van Z.



Vine Transit Bus Maintenance Facility

Final Environmental Impact Report Response to Comments Document SCH#2017052029

prepared by
Napa Valley Transportation Authority
625 Burnell Street
Napa, California 94559-3420
Contact: Rebecca Schenck

prepared with the assistance of
Rincon Consultants, Inc.
449 15th Street, Suite 303
Oakland, California 94612

December 2017

Vine Transit Bus Maintenance Facility

Final Environmental Impact Report Response to Comments Document SCH#2017052029

prepared by
Napa Valley Transportation Authority
625 Burnell Street
Napa, California 94559-3420
Contact: Rebecca Schenck

prepared with the assistance of
Rincon Consultants, Inc.
449 15th Street, Suite 303
Oakland, California 94612

December 2017



This report prepared on 50% recycled paper with 50% post-consumer content.

1 Introduction

1.1 Purpose of the Response to Comments Document

This document has been prepared to respond to comments received on the Draft Environmental Impact Report (Draft EIR) prepared for the proposed Vine Transit Bus Maintenance Facility Project (project). The Draft EIR identifies the likely environmental consequences associated with development of the proposed project, and recommends mitigation measures to reduce potentially significant impacts. This Response to Comments (RTC) Document provides a response to public and agency comments received by NVTa on the Draft EIR and makes revisions to the Draft EIR, as necessary, in response to those comments or to make clarifications to material in the Draft EIR. This document, together with the Draft EIR, constitutes the Final EIR for the proposed project.

1.2 Environmental Review Process

According to the California Environmental Quality Act (CEQA), lead agencies are required to consult with public agencies having jurisdiction over a proposed project and to provide the general public with an opportunity to comment on the Draft EIR.

On May 11, 2017, the Napa Valley Transportation Authority (NVTa) circulated a Notice of Preparation (NOP) to help identify the types of impacts that could result from the proposed project, as well as potential areas of controversy. As discussed in Section 1.1 of the Draft EIR, the NOP was mailed to public agencies (including the State Clearinghouse), organizations, and individuals considered likely to be interested in the proposed project and its potential impacts. Comments received by the NVTa on the NOP are summarized in Table 2 of the Draft EIR and were taken into account during the preparation of the Draft EIR.

The Draft EIR was made available for public review on September 19, 2017, and was distributed to local and State responsible and trustee agencies. Copies of the Notice of Availability of the Draft EIR were mailed to a list of interested parties, groups and public agencies, as well as property owners and occupants of neighboring and nearby properties. The Draft EIR and an announcement of its availability were posted electronically on the NVTa's website, and a paper copy was available for public review at the NVTa administrative offices building and the main branch of the Napa County Library.

The 45-day CEQA public comment period began on September 19, 2017, and ended on November 2, 2017. The NVTa received four comment letters on the Draft EIR. Copies of all written comments on the Draft EIR received during the comment period are included in Section 3 of this document.

1.3 Document Organization

This RTC Document consists of the following sections:

- *Section 1: Introduction.* This section discusses the purpose and organization of this RTC Document and the Final EIR, and summarizes the environmental review process for the project.

- *Section 2: List of Commenters.* This section contains a list of the agencies that submitted written comments during the public review period on the Draft EIR. No comments were received from any other groups, organizations or individuals.
- *Section 3: Comments and Responses.* This section contains reproductions of all comment letters received on the Draft EIR. A written response for each CEQA-related comment received during the public review period is provided. Each response is keyed to the corresponding comment.
- *Section 4: Draft EIR Revisions.* Corrections to the Draft EIR that are necessary in light of the comments received and responses provided, or necessary to amplify or clarify material in the Draft EIR, are contained in this section. Underlined text represents language that has been added to the Draft EIR; text with strikeout has been deleted from the Draft EIR.

2 List of Commenters

This section presents a list of comment letters received during the public review period and describes the organization of the letters and comments that are provided in Section 3, *Comments and Responses*, of this document.

2.1 Organization of Comment Letters and Responses

The four letters are presented in the following order: state public agencies (2) and regional and local public agencies (2). No groups, organizations or individuals provided written comments pertaining specifically to the Draft EIR. Each comment letter has been numbered sequentially and each separate issue raised by the commenter has been assigned a number. The responses to each comment identify first the number of the comment letter, and then the number assigned to each issue. For example, Response 1.1 indicates that the response is for the first issue raised in comment Letter 1.

2.2 Comments Received

The following comment letters were submitted to the NVTa during the public review period.

Letter Number and Commenter		Page Number
1.	Scott Morgan, Director, State Clearinghouse	8
2.	Garret Allen, Environmental Scientist, California Department of Fish and Wildlife	11
3.	Garrett Veyna, Napa County Fire Department	15
4.	Michael J. Hether, P.E., Senior Civil Engineer, City of Napa Public Works, Water Division	17

3 Comments and Responses

Written responses to each comment letter received on the Draft EIR are provided in this section. All letters received during the public review period on the Draft EIR are provided in their entirety.

Please note that text within individual letters that has not been numbered does not specifically raise environmental issues nor relate directly to the adequacy of the information or analysis within the Draft EIR, and therefore no comment is enumerated or response required, per CEQA Guidelines Section 15132.

Revisions to the Draft EIR necessary in light of the comments received and responses provided, or necessary to amplify or clarify material in the Draft EIR, are included in the responses. Underlined text represents language that has been added to the Draft EIR; text with ~~strikeout~~ has been deleted from the Draft EIR. All revisions are then compiled in the order in which they would appear in the Draft EIR (by page number) in Section 4, *Draft EIR Text Revisions*, of this document.

LETTER 1



EDMUND G. BROWN JR.
GOVERNOR

STATE OF CALIFORNIA

GOVERNOR'S OFFICE of PLANNING AND RESEARCH STATE CLEARINGHOUSE AND PLANNING UNIT

2017 NOV -8 P 2:21



KEN ALEX
DIRECTOR

November 3, 2017

Rebecca Schenck
Napa Valley Transportation Authority
625 Burnell Street
Napa, CA 94559

Subject: Vine Transit Bus Maintenance Facility
SCH#: 2017052029

Dear Rebecca Schenck:

The State Clearinghouse submitted the above named Draft EIR to selected state agencies for review. The review period closed on November 2, 2017, and no state agencies submitted comments by that date. This letter acknowledges that you have complied with the State Clearinghouse review requirements for draft environmental documents, pursuant to the California Environmental Quality Act.

Please call the State Clearinghouse at (916) 445-0613 if you have any questions regarding the environmental review process. If you have a question about the above-named project, please refer to the ten-digit State Clearinghouse number when contacting this office.

Sincerely,

Scott Morgan
Director, State Clearinghouse

1.1

Document Details Report

State Clearinghouse Data Base

SCH# 2017052029
Project Title Vine Transit Bus Maintenance Facility
Lead Agency Napa Valley Transportation Authority

Type EIR Draft EIR
Description Construction of an approx 23,000 sf, single story bus maintenance facility that would include a bus wash, seven spaces for bus repair work, one space for paint and body work, and tire storage. The project would also include the construction of a single story 3,917 sf administration office building up to 16 ft in height with an outdoor landscaped courtyard. The two parking lots would accommodate approx 93 public transit vehicles as well as 75 employee and visitor vehicles respectively. These project components would occupy approx 4.88 acres of the project site, including approx 3.73 acres of parking and circulation areas, 27,082 sf of building footprints, and 23,140 sf of landscaping. A wall of up to eight ft in height would be along the eastern property line.

Lead Agency Contact

Name Rebecca Schenck
Agency Napa Valley Transportation Authority
Phone 707-259-8636 **Fax**
email
Address 625 Burnell Street
City Napa **State** CA **Zip** 94559

Project Location

County Napa
City Napa
Region
Lat / Long 38° 13' 40" N / 122° 15' 55" W
Cross Streets Sheehy Court/Devlin Rd
Parcel No. 057-250-025, -036
Township **Range** **Section** **Base**

Proximity to:

Highways 29, 12
Airports Napa County
Railways yes
Waterways Sheehy Creek
Schools
Land Use LU: vacant
 Z: Industrial park, airport compatibility; GP: Industrial; Specific plan: business/industrial park

Project Issues Agricultural Land; Air Quality; Archaeologic-Historic; Biological Resources; Cumulative Effects; Drainage/Absorption; Flood Plain/Flooding; Forest Land/Fire Hazard; Geologic/Seismic; Landuse; Minerals; Noise; Population/Housing Balance; Public Services; Recreation/Parks; Schools/Universities; Septic System; Sewer Capacity; Soil Erosion/Compaction/Grading; Solid Waste; Toxic/Hazardous; Traffic/Circulation; Vegetation; Water Quality; Water Supply; Wetland/Riparian; Growth Inducing

Reviewing Agencies Resources Agency; Department of Conservation; Department of Fish and Wildlife, Region 3; Department of Parks and Recreation; Department of Water Resources; Caltrans, Division of Aeronautics; California Highway Patrol; Caltrans, District 4; Air Resources Board, Major Industrial Projects; Regional Water Quality Control Board, Region 2; State Water Resources Control Board, Division of Drinking Water; Department of Toxic Substances Control; Native American Heritage Commission; Public Utilities Commission

Date Received 09/18/2017 **Start of Review** 09/19/2017 **End of Review** 11/02/2017

Letter 1

COMMENTER: Scott Morgan, Director, State Clearinghouse

DATE: November 3, 2017

RESPONSE:

Response 1.1

The commenter states that the State Clearinghouse submitted the Draft EIR to state agencies for review and no state agencies submitted comments in return. The commenter also states that compliance with State Clearinghouse review requirements has been completed. This comment is noted. It should also be noted that although no state agencies submitted comments formally through the State Clearinghouse, Letter 2 is an email from an employee of the California Department of Fish and Wildlife, which is a state agency.

LETTER 2

From: Allen, Garrett@Wildlife [<mailto:Garrett.Allen@wildlife.ca.gov>]
Sent: Thursday, October 26, 2017 8:02 AM
To: Schenck, Rebecca
Subject: CDFW's Comments on the Vine Transit Bus Maintenance Facility (SCH# 2017052029)

Hello Rebecca,

Thank you for sending the Draft Environmental Impact Report (DEIR) on the Vine Transit Bus Maintenance Facility (Project) for CDFW's review and comment. I have a couple of comments in regards to avoidance, minimization and mitigation measures for Swainson's hawk that I would like to submit via email. Please see below:

In the Biological Resources section of the DEIR it states that Swainson's hawks were observed flying near the project area. The DEIR also addresses that the project site is marginal foraging habitat for the species and that there are suitable nesting trees within 0.25 of the project site. There are marked occurrences of nesting Swainson's hawk within 0.5 of the project site. For this reason, I highly recommend conducting surveys according to the Swainson's Hawk Technical Advisory Committee's (TAC) *Recommended Timing and Methodology for Swainson's Hawk Nesting Surveys in California's Central Valley*.

2.1

The TAC recommends starting early in the nesting season (late March to early April). The TAC also states that surveys should be conducted within 0.25-mile radius of the Project area.

Please also note that without an Incidental Take Permit (ITP) you will need to avoid "take" of Swainson's hawks. If you find any active nests during the survey I recommend a disturbance buffer of at least 0.25 mile. Here is a guidance document on Swainson's hawk: <https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=83991&inline>.

2.2

2.3

Lastly, Any permanent loss of Swainson's hawk foraging habitat should be mitigated adequately. Below are ratios that CDFW typically recommends for loss of Swainson's hawk foraging habitat:

- For projects within one-mile of an active nest tree, provide one-acre of land for each acre of development authorized (1:1 ratio).
- For projects within five miles of an active nest tree but greater than one-mile from the nest tree, provide 0.75 acres of land for each acre of development authorized (0.75:1 ratio).
- For projects within 10 miles of an active nest tree but greater than 5 miles from an active nest tree, provide 0.5 acres of land for each acre of development authorized (0.5:1 ratio).

2.4

Mitigation lands associated with the Project should be of equal or greater value to the habitat that is lost and protected in perpetuity under a conservation easement. Funding for mitigation lands should be ensured for long-term management of Swainson's hawk habitat.

Thank you,

Garrett Allen

Environmental Scientist, CDFW

(707) 944-5565

CONFIDENTIALITY NOTICE: This email message is intended only for the use of the individual or entity to which it is addressed, and may contain information that is privileged, confidential, and/or exempt from disclosure under applicable law. If you are not the intended recipient of the message, please contact the sender immediately and delete this message and any attachments. Thank you.

Letter 2

COMMENTER: Garret Allen, Environmental Scientist, California Department of Fish and Wildlife

DATE: October 26, 2017

RESPONSE:

Response 2.1

The commenter states that there are marked occurrences of nesting Swainson's hawk within 0.5 mile of the project site and recommends conducting surveys according to the Swainson's Hawk Technical Advisory Committee's (TAC) *Recommended Timing and Methodology for Swainson's Hawk Nesting Surveys in California's Central Valley*. The commenter states that the TAC recommends starting surveys early in the nesting season, and that surveys should be conducted within 0.25-mile radius of the project site. It should also be noted that although the commenter cites a 0.25-mile radius for surveys per the TAC recommendations, the TAC recommendations advise a 0.5-mile radius of the project site for nesting Swainson's hawk surveys.

In response to this comment, pages 79 and 80 of the Draft EIR are revised as follows:

MM BIO 4. Nesting Birds

To avoid disturbance of nesting and special-status birds, including raptorial species protected by the Migratory Bird Treaty Act and California Fish and Game Code, activities related to the project, including, but not limited to, vegetation removal, ground disturbance, and construction and demolition shall occur outside of the bird breeding season (February 1st through August 30th). If construction must begin during the breeding season, then a pre-construction nesting bird survey shall be conducted no more than three days prior to initiation of ground disturbance and vegetation removal activities. The nesting bird pre-construction survey shall be conducted on foot inside the project boundary, including a 300-foot buffer for common species, a 500-foot buffer for common raptors and 0.5-mile ~~0.25-mile~~ buffer for Swainson's hawk. Surveys may be limited for inaccessible areas (e.g., private lands) and would be conducted from afar using binoculars to the extent practical for inaccessible areas. The survey shall be conducted by a biologist familiar with the identification of avian species known to occur in Northern California communities. Surveys for Swainson's hawk shall be conducted according to the Swainson's Hawk Technical Advisory Committee's (TAC) Recommended Timing and Methodology for Swainson's Hawk Nesting Surveys in California's Central Valley.

If nests are found, species-specific ~~an~~ avoidance buffer ~~buffer~~ buffers (dependent upon the ~~species,~~ the proposed work activity, and existing disturbances associated with land uses outside of the site) shall be determined and demarcated by ~~the~~ a qualified biologist. Avoidance buffers shall be demarcated with bright orange construction fencing, flagging, construction lathe, or other means to mark the boundary. Active Swainson's hawk avoidance buffers shall be a mandatory 0.25 mile, regardless of work activity, unless specifically reduced by written authorization from CDFW. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No ground disturbing activities shall occur within this buffer until the avian biologist has confirmed that breeding/ nesting is completed and the young have fledged the nest. Encroachment into the buffer shall occur only at the discretion of the qualified biologist.

Response 2.2

The commenter states that without an Incidental Take Permit, project activities must avoid “take” of Swainson’s hawks.

As described on page 78 of the Draft EIR, the project would result in construction activity in proximity to suitable nesting habitat for Swainson’s hawk. However, Mitigation Measure BIO-4 (see pages 79 and 80 of the Draft EIR and Response 2.1, above) would require preconstruction surveys to locate active nest sites of Swainson’s hawk within 0.5 mile of the project site. If active nests are located, the nest site must be protected from construction by a buffer measuring 0.25 mile, which would prevent abandonment of the nest site and take of young birds or nest sites. Thus, with implementation of Mitigation Measure BIO-4, the project would not result in the direct take of Swainson’s hawk.

Page 78 of the Draft EIR also describes indirect impacts to Swainson’s hawk from the development of approximately 4.88 acres of marginal foraging habitat for the species. As described in the Draft EIR, Swainson’s hawk is a mobile species with a generally large home range and is capable of compensating for the loss of small acreages of foraging habitat in a local area by moving to other suitable foraging habitats. Thus, the loss of 4.88 acres would not be substantial to the survivability of a Swainson’s hawk individual or population.

Pages 83 and 84 of the Draft EIR identify a significant and unavoidable cumulative impact on foraging habitat for Swainson’s hawk. However, this impact is based on the cumulative loss of foraging habitat from the proposed project combined with other projects in the vicinity, which total several hundred acres. Although the project would contribute to the overall significant loss of habitat, the total loss would occur incrementally, as each cumulative project is implemented, rather than during a single nesting season. Accordingly, the cumulative loss of habitat would be gradual such that adequate foraging habitat would be available during any single nesting season until the area is eventually unsuitable or used for nesting. Abandonment of a nest site during a nest season as a result of incremental loss of foraging habitat would not occur. Thus, no indirect take of Swainson’s hawk would result from the proposed project, as stated on page 83 of the Draft EIR. However, this comment is noted and it is acknowledged that take of a Swainson’s hawk under any circumstances requires an Incidental Take Permit.

Response 2.3

The commenter states recommendations for a disturbance buffer of 0.25 mile of active Swainson’s hawk nests during project construction. To provide clarification on minimum avoidance buffers for potentially occurring nesting Swainson’s hawk, Mitigation Measure BIO-4 has been modified to require a 0.25-mile buffer of active Swainson’s hawk nest. Please see Response 2.1.

Response 2.4

The commenter states that permanent loss of Swainson’s hawk foraging habitat should be mitigated adequately and states that that typical mitigation consists of establishing a conservation easement on mitigation lands elsewhere containing habitat that is of equal or greater than the habitat that would be lost to a project. The commenter also provides methodology for calculating the amount of mitigation lands that should be established based on the proximity of the project and nearest active Swainson’s hawk nest.

California Department of Fish and Wildlife guidelines¹ regarding mitigation for loss of foraging habitat for Swainson's hawk state that "Staff does not recommend requiring mitigation pursuant to CEQA nor a Management Authorization by the Department for infill (within an already urbanized area) projects in areas which have less than 5 acres of foraging habitat and are surrounded by existing urban development, unless the project area is within 0.25 mile of an active nest tree." The project site is located in a largely developed or cleared/maintained area and is just north of existing light industrial and warehouse development that is part of the larger Napa Valley Business Park. The proposed project would result in disturbance of approximately 4.88 acres of the project site, and there are no known active Swainson's hawk nest sites within 0.25 mile of the project site. Habitat loss at this site does not rise to the level at which the California Department of Fish and Wildlife guidelines recommend compensatory mitigation. Under CEQA potential impacts to Swainson's hawk are not considered significant, because, as described in the Draft EIR, direct or indirect take of Swainson's hawk would not result from implementation of the proposed project, despite the incremental loss of 4.88 acres of foraging habitat on the project site. As such, mitigation for the loss of habitat on the project site is not required. Revisions to the Draft EIR are therefore not warranted.

¹ California Department of Fish and Game. 1994. *Staff Report Regarding Mitigation for Impacts to Swainson's Hawks (Buteo swainsoni) in the Central Valley of California*. Memorandum dated November 8, 1994.



A Tradition of Stewardship
A Commitment to Service

LETTER 3

Napa County Fire Department
Fire Marshal's Office
Hall of Justice, 2nd Floor
1125 3rd Street
Napa, CA 94559

Office: (707) 299-1461

Garrett Veyna
Fire Marshal

MEMORANDUM

TO:	Rebbeca Schenck NVTA	DATE:	September 21, 2017
FROM:	Garrett Veyna Napa County Fire Department		
SUBJECT:	Vine Transit Bus Facility	APN:	0057-250-025/036

The Napa County Fire Marshal's Office has reviewed the submittal letter for the above proposed project. The Fire Marshal has no comments for the Draft Environmental Impact Report.

For future project requirements, the Napa County Fire Marshal's Office Development Guidelines can be found at www.countyofnapa.org/firemarshal. Should you have any questions of me, contact me at (707)299-1464 or email at garrett.veyna@fire.ca.gov

3.1

Letter 3

COMMENTER: Garrett Veyna, Napa County Fire Department

DATE: September 21, 2017

RESPONSE:

Response 3.1

The commenter states that the Napa County Fire Marshal's Office has reviewed the Draft EIR and has no comments. The commenter also provides a website link to the Napa County Fire Marshal's Office Development Guidelines. These comments do not question the analysis or conclusions of the Draft EIR but are noted.

LETTER 4

From: Hether, Michael [<mailto:mhether@cityofnapa.org>]
Sent: Friday, September 22, 2017 4:50 PM
To: Schenck, Rebecca
Subject: RE: Response to Notice of Preparation of an EIR

Good afternoon Rebecca.

I received the second notice (see attached) soliciting comments on the draft EIR.

My comments pertain more to general project requirements, as opposed to the resource areas evaluated within the EIR; they include the following:

1. The City owns and operates a 36-inch water pipeline situated within an easement twenty feet wide (south of the north property line) for the entire length of the property;
2. No buildings, permanent features, etc. shall be erected within the easement;
3. An encroachment agreement shall be executed (City to provide agreement at later date).

4.1

4.2

Please let me know if you require my attendance at any public meetings.

Thanks.

Michael J. Hether, P.E.

Senior Civil Engineer, Water Division



Public Works - Water Division Office

City of Napa
1340 Clay Street
Napa, CA 94559

Phone (707) 257-9521

Email mhether@cityofnapa.org

Website www.cityofnapa.org

Social www.facebook.com/CityOfNapa

Visit our website for up-to-date details on the drought and ideas on how you can save water.

Letter 4

COMMENTER: Michael J. Hether, P.E., Senior Civil Engineer, City of Napa Public Works, Water Division

DATE: September 22, 2017

RESPONSE:

Response 4.1

The comment letter does not address any CEQA issues or question the adequacy of the Draft EIR. The commenter states that the City of Napa owns and operates a water pipeline within an easement in the northern extent of the project site, and that no buildings or permanent features should be erected within the easement. The proposed project would not involve construction of buildings within the easement. Asphalt pavement would be located within the easement, but would not be a permanent feature because it could be removed and replaced as needed for access to the pipeline, unlike buildings or structures.

Response 4.2

The commenter states that an encroachment agreement must be executed with the City of Napa for location of project features and components within the water pipeline easement. This comment is noted and the NVTa will coordinate with the City as needed to ensure satisfaction of all required agreements.

4 Draft EIR Text Revisions

Section 4 presents specific changes to the text of the Draft EIR that are being made to correct errors or omissions or clarify information presented in the Draft EIR in response to comments received during the public review period. In no case do these revisions result in a new environmental impact or impacts of a substantially greater severity than those set forth in the Draft EIR. Where revisions to the main text are called for, the page and paragraph are set forth, followed by the appropriate revision. Added text is indicated with underlined text. Text deleted from the Draft EIR is shown in ~~strikeout~~. Page numbers correspond to the page numbers of the Draft EIR.

Page 2 of the Draft EIR is revised to include the following changes:

Internal circulation and parking on site would be designed to minimize the need for buses to operate in reverse or back up. Parking spaces that would require buses to back out more than once per day would be located at the south end of the proposed parking area, closer to the south side of the project site and away from adjoining properties to the north and east.

Pages 8 and 9 of the Draft EIR are revised to include the following changes:

BIO-4 Nesting Birds. To avoid disturbance of nesting and special-status birds, including raptorial species protected by the Migratory Bird Treaty Act and California Fish and Game Code, activities related to the project, including, but not limited to, vegetation removal, ground disturbance, and construction and demolition shall occur outside of the bird breeding season (February 1st through August 30th). If construction must begin during the breeding season, then a pre-construction nesting bird survey shall be conducted no more than three days prior to initiation of ground disturbance and vegetation removal activities. The nesting bird pre-construction survey shall be conducted on foot inside the project boundary, including a 300-foot buffer for common species, a 500-foot buffer for common raptors and 0.5-mile 0.25-mile buffer for Swainson's hawk. Surveys may be limited for inaccessible areas (e.g., private lands) and would be conducted from afar using binoculars to the extent practical for inaccessible areas. The survey shall be conducted by a biologist familiar with the identification of avian species known to occur in Northern California communities. Surveys for Swainson's hawk shall be conducted according to the Swainson's Hawk Technical Advisory Committee's (TAC) Recommended Timing and Methodology for Swainson's Hawk Nesting Surveys in California's Central Valley.

If nests are found, species-specific ~~an avoidance buffer~~ avoidance buffers (dependent upon the ~~species, the~~ proposed work activity, and existing disturbances associated with land uses outside of the site) shall be determined and demarcated by ~~the~~ a qualified biologist. Avoidance buffers shall be demarcated with bright orange construction fencing, flagging, construction lathe, or other means to mark the boundary. Active Swainson's hawk avoidance buffers shall be a mandatory 0.25 mile, regardless of work activity, unless specifically reduced by written authorization from CDFW. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No ground disturbing activities shall occur within this buffer until the avian biologist has confirmed that breeding/ nesting is completed and the young have

fledged the nest. Encroachment into the buffer shall occur only at the discretion of the qualified biologist.

Page 37 of the Draft EIR is revised to include the following changes:

Internal circulation and parking on site would be designed to minimize the need for buses to operate in reverse or back up. Parking spaces that would require buses to back out more than once per day would be located at the south end of the proposed parking area, closer to the south side of the project site and away from adjoining properties to the north and east.

Pages 80 and 81 of the Draft EIR are revised to include the following changes:

MM BIO 4. Nesting Birds

To avoid disturbance of nesting and special-status birds, including raptorial species protected by the Migratory Bird Treaty Act and California Fish and Game Code, activities related to the project, including, but not limited to, vegetation removal, ground disturbance, and construction and demolition shall occur outside of the bird breeding season (February 1st through August 30th). If construction must begin during the breeding season, then a pre-construction nesting bird survey shall be conducted no more than three days prior to initiation of ground disturbance and vegetation removal activities. The nesting bird pre-construction survey shall be conducted on foot inside the project boundary, including a 300-foot buffer for common species, a 500-foot buffer for common raptors and 0.5-mile 0.25-mile buffer for Swainson's hawk. Surveys may be limited for inaccessible areas (e.g., private lands) and would be conducted from afar using binoculars to the extent practical for inaccessible areas. The survey shall be conducted by a biologist familiar with the identification of avian species known to occur in Northern California communities. Surveys for Swainson's hawk shall be conducted according to the Swainson's Hawk Technical Advisory Committee's (TAC) Recommended Timing and Methodology for Swainson's Hawk Nesting Surveys in California's Central Valley.

If nests are found, ~~species-specific~~ an avoidance buffer ~~buffer buffers~~ (dependent upon the ~~species,~~ the proposed work activity, and existing disturbances associated with land uses outside of the site) shall be determined and demarcated by ~~the~~ a qualified biologist. Avoidance buffers shall be demarcated with bright orange construction fencing, flagging, construction lathe, or other means to mark the boundary. Active Swainson's hawk avoidance buffers shall be a mandatory 0.25 mile, regardless of work activity, unless specifically reduced by written authorization from CDFW. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No ground disturbing activities shall occur within this buffer until the avian biologist has confirmed that breeding/ nesting is completed and the young have fledged the nest. Encroachment into the buffer shall occur only at the discretion of the qualified biologist.

Page 140 of the Draft EIR is revised to include the following changes:

The bus fleet is equipped with reverse alarms, also known as back-up beepers. When operating in reverse direction, such as backing in or out of parking spaces, the buses produce a beeping sound for safety purposes. The proposed facility would be designed to minimize the need for buses to operate in reverse or back up. Parking spaces that would require buses to back up more than once per day would be located at the south side of the project site, away from adjoining properties to the east and north. This design would

minimize the frequency and regularity of reverse beeping noise generated onsite, and reduce the volume of beeping noises at adjoining properties to the north. The maximum operational noises described above account for bus beeping noises throughout the site, including the northern and eastern property boundaries, and thus would not exceed noise standards, and mitigation would not be required.

NOTICE OF PUBLIC HEARING
AND
NOTICE OF INTENT TO
CERTIFY AN ENVIRONMENTAL IMPACT REPORT
FOR THE
VINE TRANSIT BUS MAINTENANCE FACILITY PROJECT

NOTICE IS HEREBY GIVEN that the Napa Valley Transportation Authority (NVTA) will hold a public hearing recommending to the NVTA's Board of Director's certification of the Environmental Impact Report (EIR) pursuant to the requirements of the California Environmental Quality Act (CEQA), for the Vine Transit Bus Maintenance Facility and to approve the following project:

Project Description and Location

NVTA acquired Accessor Parcel Numbers (APNs) 057-250-025 and 057-250-036 for the purpose of constructing a new transit maintenance facility to replace the currently leased site at 720 Jackson St. in Napa. The property consists of approximately 351,964 square feet of undeveloped land. The approximately eight-acre project site is located on two parcels at the terminus of Sheehy Court, approximately 900 feet west of its intersection with Devlin Road, in unincorporated Napa County, California.

When complete, the project will span nearly eight (8) acres, including:

- Maintenance building with up to eight (8) bays
- Administration building
- Parking for 93 public transit vehicles up to 60' long
- 75 visitor and employee parking
- Compliance with all building and design standards and regulations including American with Disabilities Act (ADA).

The property is located within the Napa Valley Gateway Business Park, a 300 acre business park located adjacent to the Napa County Airport on Highway 29 in South Napa County which accommodates a combination of industrial, warehouse and service retail.

CEQA Environmental Impacts

In accordance with the California Environmental Quality Act (CEQA) and the CEQA Guidelines, NVTA has prepared an Environmental Impact Report (EIR). As part of the EIR, issues that were found to have potentially significant impacts in the Initial Study and therefore required additional analysis in the EIR included air quality, biological resources, GHG emissions, hydrology and water quality, land use and planning, noise, and transportation/traffic. The public and all affected agencies were invited to review the Draft EIR and submit written comments. The forty five (45) day comment period was from September 19, 2017 to November 2, 2017. The Final EIR can be reviewed and accessed at: www.nvta.ca.gov/vine-transit-maintenance-facility or at NVTA offices during regular business hours.

PUBLIC HEARING: A public hearing for the recommended certification of the EIR and approval of the project is scheduled to be heard at the NVTA Board of Director's meeting on **January 17, 2018** at 1:30pm or thereafter in the City Hall Council Chambers 955 School Street Napa, CA, 94559. Please check the Board Agenda at <http://www.nvta.ca.gov> in case of changes to the scheduled hearing date.

Contact Information: Rebecca Schenck, Project Manager
Napa Valley Transportation Authority
625 Burnell St.
Napa, CA 94559
rschenck@nvta.ca.gov
(707) 259-8636

All persons interested in the matter may appear and be heard at this meeting.



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Director of Administration, Finance, and Policy
(707) 259-8779 / Email: aanorato@nvta.ca.gov
SUBJECT: Fiscal Year (FY) 2016-17 Independent Financial Audit Report and Single Audit Report

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board:

- (1) Accept and file the Financial Statements with Independent Auditor's Report for Fiscal Years Ending June 30, 2017 and 2016 (Attachment 2) and the NVTA Single Audit Report – Office of Management and Budget (OMB) Circular A-133 for the Year Ended June 30, 2017 (Attachment 3); and
- (2) Return an allocation surplus of \$456,002 to the Local Transportation Fund (LTF) Trust Fund administered by the Metropolitan Transportation Commission.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The certified public accountants firm - Brown Armstrong Incorporated, has completed NVTA's annual financial audit for the years ended June 30, 2017 and 2016 and federal single audit report OMB A-133 for the fiscal year ended June 30, 2017.

Attachment 1 is the Statement of Auditing Standards (SAS) 114 management letter to the NVTA Board of Directors communicating the outcome of the Audit inclusive of any findings. Attachment 2 is the Fiscal Audit Report for the fiscal year ending June 30, 2017 and 2016. Attachment 3 is the Single Audit Report OMB A-133 section for the fiscal year ending June 30, 2017.

The audit did not identify any deficiencies in internal controls and no findings or recommendations were noted.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Not for this action. Nevertheless, \$456,002 will be returned to the Local Transportation Fund for future reallocation which will be made available for future allocation to NVRTA.

Consequences if not approved: Future revenues could be withheld. Annual fiscal audits are required by federal, state, and local authorities.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 16378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

NVRTA's Audit for FY 2016-17 was prepared in accordance with auditing standards generally accepted in the United States. The report includes a Management Discussion and Analysis section, basic financial statements including government-wide and fund financial statements, notes to the statements, and other required supplementary information. Additionally, Brown Armstrong prepared separate Single Audit Report discussing findings of weakness and deficiencies in internal controls.

NVRTA Financial Activities

NVRTA financial activities are separated into three (3) fund types:

1. **Governmental Fund:** This fund type accounts for all of the non-trust, non-transit, non-capital activities of NVRTA, also known as the General Fund. It includes agency administration, pass through activities, and planning costs. The Governmental activities Net Position increased by \$1,378,620 over the previous fiscal year.
2. **Proprietary Fund (or Enterprise Fund):** This fund accounts for the financial activity of all public transit service programs. At the end of FY 2016-17, the enterprise fund increased assets by \$833,154. The fund acquired real estate for the construction of

a new maintenance facility, three (3) new paratransit vehicles, and transit related equipment. The growth in net assets was off-set by an increase in the cost to deploy transit services of \$1,777,233. NVRTA Agreement 2016-12 with Transdev Services was executed during the fiscal year increasing purchase transportation costs and an extra installment payment was made to close out the previous Transdev contract contributing to the modest increase in the net position of the fund.

The Authority will also return an allocation surplus to the Local Transportation Fund (LTF) trust account of \$456,002. These funds were allocated to fill-in gaps of federal appropriations and grant approval delays and are no longer needed for expenses incurred in the 2016-17 fiscal year. These dedicated funds will be available for reallocation in a future period.

3. **Fiduciary Funds:** This fund type accounts for the Abandoned Vehicles Abatement Authority Trust Fund (AVAA) and the Bay Area Air Quality Management's (BAAQMD) Transportation for Clean Air Fund. These funds pass through NVRTA to other governments. NVRTA collects an administration fee from the BAAQMD program of five percent (5%). At the end of FY 2016-17, the Fiduciary Fund Type shows net assets of \$869,729 due to the carryover of projects into later years.

Farebox Ratio

As part of the annual audit, auditors validate the farebox ratio for the services to ascertain compliance with the Transportation Development Act (TDA) statute, which mandates a minimum farebox recovery ratio of fifteen percent (15%) in urbanized areas and ten percent (10%) in non-urbanized areas. Recent changes to the Transportation Development Act statutes allow for the inclusion of local funds to calculate statutory farebox ratio.

California Public Utilities Code (PUC) Section 99268.19 states that: "If fare revenues are insufficient to meet the applicable ratio of fare revenues to operating cost required by this article, an operator may satisfy that requirement by supplementing its fare revenues with local funds. As used in this section, "local funds" means any nonfederal or non-state grant funds or other revenues generated by, earned by, or distributed to an operator."

Vine Transit and American Canyon Transit are required to make a 15% farebox recovery. The statutory farebox recovery ratio was 18.42%. Without the use of local funds to meet statutory requirements, operation farebox for the fiscal years ended June 30, 2016 was 12.79%.

The combined non-urbanized area services, including Vine Go, the Yountville Trolley, the Calistoga Shuttle, the St. Helena Shuttle and the Taxi Scrip Program are required to make 10% and achieved a 10.52% farebox ratio.

Staff is working on a Comprehensive Operational Analysis to improve service to encourage additional ridership and to improve operating performance to reduce costs. These measures are in part to ensure that the agency is able to meet its statutory farebox recovery requirements in the future.

Office of Management and Budget Announcement 133 (OMB A-133)

NVTA is required to undergo a Single Audit, known as an OMB A-133 for receiving funds in excess of \$750,000. A Single Audit encompasses an examination of the agency's financial records, financial statements, federal award transactions and expenditures, general management of its operations, internal control systems, and federal assistance received during the audit period. Findings during the audit period:

Financial: There were no financial findings in the FY 2016-17 audit.

Federal Award Findings and Questioned Costs: There were no findings in the FY 2016-17 audit.

Material Weakness: No material weaknesses were noted in FY 2016-17.

Recommendations: There were no recommendations noted in FY 2016-17.

The complete audits are available on request and will be distributed to Board members at the meeting. The financial audit and single audit are also available on NVTA's website at <http://www.nvta.ca.gov/fiscal-audits-single-audits>.

SUPPORTING DOCUMENTS

- Attachments:
- (1) Brown Armstrong CPA's Letter to NVTA's Board of Directors dated December 18, 2017 (SAS 114)
 - (2) NVTA Audit Report for Fiscal Years Ended June 30, 2017 and 2016
 - (3) NVTA Single Audit Report for Fiscal Years Ended June 30, 2017

BROWN
ARMSTRONG

CERTIFIED
PUBLIC
ACCOUNTANTS

BROWN ARMSTRONG

Certified Public Accountants

To the Board of Directors
Napa Valley Transportation Authority
Napa, California

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Napa Valley Transportation Authority (NVT A) for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under auditing standards generally accepted in the United States of America, *Government Auditing Standards* and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 17, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by NVT A are described in Note 1 to the financial statements. We noted no transactions entered into by NVT A during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimate of the Postemployment Benefits Other than Pensions (OPEB) is based on the most recent actuarial study prepared as of June 30, 2015. We evaluated the key factors and assumptions used to develop the annual OPEB estimate in determining that it is reasonable in relation to the financial statements taken as whole.

Management's estimates of net pension liability, related expense, and deferred outflows and inflows of resources are based on actuarial valuations that involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. We evaluated the key factors and assumptions used to develop the estimates of net pension liability, related expense, and deferred outflows and inflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300

BAKERSFIELD, CA 93309

TEL 661.324.4971

FAX 661.324.4997

EMAIL info@bacpas.com

FRESNO OFFICE

7673 N. INGRAM AVENUE
SUITE 101

FRESNO, CA 93711

TEL 559.476.3592

FAX 559.476.3593

LAGUNA HILLS OFFICE

23272 MILL CREEK DRIVE
SUITE 255

LAGUNA HILLS, CA 92563

TEL 949.652.5422

STOCKTON OFFICE

5250 CLAREMONT AVENUE
SUITE 150

STOCKTON, CA 95207

TEL 209.451.4833

REGISTERED with the Public Company
Accounting Oversight Board and
MEMBER of the American Institute of
Certified Public Accountants

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

The disclosure of Pension Plan and OPEB in Notes 10 and 11, respectively of the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no such misstatements identified during the course of our audit.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 18, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to NVT's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as NVT's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to Management's Discussion and Analysis; Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budgeted to Actual – Governmental Fund- Planning Fund; Schedule of Changes in the Net Pension Liability and Related Ratios; Schedule of Contributions; and Schedule of Funding Progress – Other Postemployment Benefits which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Schedule of Expenditures of Federal Awards; Combining Statement of Fiduciary Net Position; Combining Statement of Changes in Fiduciary Net Position; and the statement of Revenues, Expenditures, and Changes in Fund Net Position, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of

America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of NVTA and is not intended to be, and should not be, used by anyone other than these specified parties.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 18, 2017



**NAPA VALLEY
TRANSPORTATION AUTHORITY**

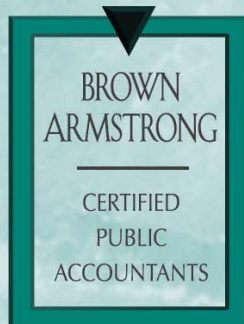
**FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT**

**FOR THE YEARS ENDED
JUNE 30, 2017 AND 2016**

**NAPA VALLEY TRANSPORTATION AUTHORITY
JUNE 30, 2017 AND 2016**

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BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Honorable Members
of the Board of Directors
Napa Valley Transportation Authority
Napa, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Napa Valley Transportation Authority (NVTVA), as of and for the years ended June 30, 2017 and 2016, and the related notes to the financial statements, which collectively comprise NVTVA's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to NVTVA's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of NVTVA's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

7673 N. INGRAM AVENUE
SUITE 101
FRESNO, CA 93711
TEL 559.476.3592
FAX 559.476.3593

LAGUNA HILLS OFFICE

23272 MILL CREEK DRIVE
SUITE 255
LAGUNA HILLS, CA 92563
TEL 949.652.5422

STOCKTON OFFICE

5250 CLAREMONT AVENUE
SUITE 150
STOCKTON, CA 95207
TEL 209.451.4833

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of NVTAs as of June 30, 2017 and 2016, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, schedule of funding progress for the other post-employment benefits (OPEB) plan, schedule of NVTAs's proportionate share of the net pension liability, and schedule of contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), which considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise NVTAs's basic financial statements. The combining statement of fiduciary net position; combining statement of changes in fiduciary net position; and statement of revenues, expenses, and changes in fund net position – enterprise fund – transit related by operation are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining statement of fiduciary net position; combining statement of changes in fiduciary net position; and statement of revenues, expenses, and changes in fund net position – enterprise fund – transit related by operation are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statement of fiduciary net position; combining statement of changes in fiduciary net position; and statement of revenues, expenses, and changes in fund net position – enterprise fund – transit related by operation are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2017, on our consideration of NVTa's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering NVTa's internal control over financial reporting and compliance.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

A handwritten signature in blue ink that reads "Brown Armstrong Accountancy Corporation". The signature is written in a cursive, flowing style.

Bakersfield, California
December 18, 2017

MANAGEMENT'S DISCUSSION AND ANALYSIS

**NAPA VALLEY TRANSPORTATION AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

This section of the Napa Valley Transportation Authority's (NVTA) annual financial report presents our discussion and analysis of NVTA's financial performance during the years that ended on June 30, 2017 and 2016. It should be read in conjunction with the basic financial statements contained in the independent auditor's report.

NVTA serves as the countywide transportation planning agency for the incorporated and unincorporated areas within Napa County and is responsible for programming State and Federal funding for transportation projects within the County. NVTA is responsible for coordinating short and long term planning and funding within an intermodal policy framework including highways, streets and roads, transit and paratransit, bicycle and pedestrian network improvements. NVTA also provides fixed route and on-demand transit services in Napa County including Napa Vine, American Canyon Transit, Calistoga Shuttle, Yountville Trolley, St. Helena Shuttle, and Vine Go paratransit services.

NVTA was established on September 3, 1991, as the County's congestion management agency, under a joint exercise of power. The joint powers agreement was updated in May 1998 to provide public transportation services in Napa County. The NVTA Board of Directors adopted a name change from the Napa County Transportation and Planning Agency to the new name at its February 17, 2016 meeting. The Authority is considered a primary government since it has a separate governing body, is legally separate, and is fiscally independent of other state and local governments. NVTA is not subject to income tax.

Financial Highlights

- At the close of the fiscal year 2016-2017, total assets and deferred outflows of resources of NVTA exceeded liabilities and deferred inflows of resources of NVTA by \$31,868,553. Of this amount, \$27,842,414 is the net investment in capital assets. The remaining \$4,026,139 represents unrestricted Net Position.
- As of June 30, 2017, NVTA's governmental fund reported an ending fund balance of \$2,046,804 or 53% of total governmental fund expenditures.
- Capital contributions in the form of grants from the Federal and State governments decreased from \$7,167,164 in fiscal year 2015-2016 to \$3,683,258 in fiscal year 2016-2017 and were used to purchase real estate parcels for a new bus maintenance facility, three (3) paratransit vehicles, and transit related equipment.
- NVTA continues to improve operation performance, compliance, and accountability during fiscal year 2016-2017 by making investments in professional management, fiscal controls, and accounting.

Overview of the Financial Statements

This annual report consists of three parts – management's discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of NVTA's financial position and activity.

- The first two statements are *government-wide* financial statements that provide both *long-term* and *short-term* information about NVTA's overall financial status.

- The remaining statements are *fund* financial statements that focus on individual parts of NVTA's organization. These statements report NVTA's financial position and activity. The annual report also includes notes that explain some of the information in the financial statements and provide more detailed data. The statements are followed by a section of *required supplementary information* that includes budgetary comparison information for NVTA's governmental fund.

Government-Wide Financial Statements

The government-wide financial statements report information about NVTA as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of NVTA's assets and liabilities, deferred outflows of resources and inflows of resources, and long-term obligations. All of the current year's revenues and expenses are accounted for in the Statement of Activities regardless of when cash is received or paid.

The two government-wide financial statements report NVTA's Net Position and how it has changed. Net Position – the difference between NVTA's assets and liabilities – is one way to measure NVTA's financial health, or position. Over time, increases or decreases in NVTA's Net Position are indicators of whether its financial health is improving or deteriorating, respectively.

Fund Financial Statements

The fund financial statements provide a detailed short-term view and do not include information related to NVTA's long-term liabilities. Additional information is provided on separate schedules that reconcile the differences between the government-wide financial statements and the fund financial statements.

Financial Analysis of NVTA

Net Position

The governmental activities Net Position increased by \$1,378,620 due to revenue in excess of expenditures. The business-type activities Net Position increased \$833,154. The result is an overall increase in Net Position of \$2,211,774 or 7%.

The following schedule is a summary of NVTA's Statement of Net Position.

	As of June 30, 2017			As of June 30, 2016		
	Governmental Activities	Business-Type Activities	Total	Governmental Activities	Business-Type Activities	Total
Current and other assets	\$ 2,500,836	\$ 5,166,029	\$ 7,666,865	\$ 3,844,357	\$ 7,157,991	\$ 11,002,348
Capital assets	17,438	27,824,976	27,842,414	58,898	27,066,353	27,125,251
Total assets	2,518,274	32,991,005	35,509,279	3,903,255	34,224,344	38,127,599
Deferred outflows of resources	461,676	-	461,676	337,737	-	337,737
Current and other liabilities	851,567	3,169,256	4,020,823	3,427,469	5,235,749	8,663,218
Total liabilities	851,567	3,169,256	4,020,823	3,427,469	5,235,749	8,663,218
Deferred inflows of resources	81,579	-	81,579	145,339	-	145,339
Net position:						
Net investment in capital assets	17,438	27,824,976	27,842,414	58,898	27,066,353	27,125,251
Unrestricted net position	2,029,366	1,996,773	4,026,139	609,286	1,922,242	2,531,528
Total net position	\$ 2,046,804	\$ 29,821,749	\$ 31,868,553	\$ 668,184	\$ 28,988,595	\$ 29,656,779

Changes in Net Position

A summary of NVTA's Statement of Activities recapping NVTA's revenues earned during the fiscal years ended June 30, 2017 and 2016, and the expenses incurred is as follows:

	As of June 30, 2017			As of June 30, 2016		
	Governmental Activities	Business-Type Activities	Total	Governmental Activities	Business-Type Activities	Total
Revenues:						
Program revenues:						
Fees, fines, and charges for services	\$ -	\$ 1,247,968	\$ 1,247,968	\$ -	\$ 1,231,773	\$ 1,231,773
Operating grants and contributions	5,200,397	9,211,610	14,412,007	7,887,826	7,440,244	15,328,070
Capital grants and contributions	-	3,683,258	3,683,258	-	7,167,164	7,167,164
General revenues:						
Unrestricted interest and investment earnings	7,330	15,311	22,641	5,466	11,023	16,489
Miscellaneous	-	-	-	1,726,499	(17,009)	1,709,490
Total revenues	<u>5,207,727</u>	<u>14,158,147</u>	<u>19,365,874</u>	<u>9,619,791</u>	<u>15,833,195</u>	<u>25,452,986</u>
Expenses:						
Transportation planning	3,829,107	-	3,829,107	9,721,891	-	9,721,891
Transit	-	13,324,993	13,324,993	-	11,547,760	11,547,760
Total expenses	<u>3,829,107</u>	<u>13,324,993</u>	<u>17,154,100</u>	<u>9,721,891</u>	<u>11,547,760</u>	<u>21,269,651</u>
Change in net position	1,378,620	833,154	2,211,774	(102,100)	4,285,435	4,183,335
Net position, beginning	<u>668,184</u>	<u>28,988,595</u>	<u>29,656,779</u>	<u>770,284</u>	<u>24,703,160</u>	<u>25,473,444</u>
Net position, beginning	<u>668,184</u>	<u>28,988,595</u>	<u>29,656,779</u>	<u>770,284</u>	<u>24,703,160</u>	<u>25,473,444</u>
Net position, ending	<u>\$ 2,046,804</u>	<u>\$ 29,821,749</u>	<u>\$ 31,868,553</u>	<u>\$ 668,184</u>	<u>\$ 28,988,595</u>	<u>\$ 29,656,779</u>

Governmental Activities

NVTA's governmental activities financial reports capture the financial information for NVTA's administration, transportation planning, coordinating of transportation, and land use in the region and programming of regional funding activities.

Governmental activity expenses decreased from \$9,721,891 in fiscal year 2015-2016 to \$3,829,107 in fiscal year 2016-2017.

Governmental activities are supported by a variety of funding sources which include:

- Federal Highway Administration (FHWA) Funds
- Federal Transit Administration (FTA) Funds
- State Programming, Planning, and Monitoring (PPM) Funds
- Transportation Development Act (TDA) Funds
- Local Support from Member Agencies
- Various Special and One-Time Grants

Congestion Management Agency (CMA)

The CMA is dedicated to addressing Napa County's most urgent transportation needs by:

- Pursuing funding for highway and safety improvements;
- Provide mobility choices for seniors, low income and minority populations, and people with disabilities;
- Expand travel options for commuters;
- Support local projects such as road safety and maintenance, transit facilities and Safe Routes to School (SRTS) initiatives.

Despite state and federal cutbacks in transportation funding, NVTA has been able to ensure continued progress on its top priority projects. Significant developments during the year include:

Napa Valley Vine Trail- Oak Knoll Project

The Napa Valley Transportation Authority (NVTA) celebrated the grand opening of the Oak Knoll segment of the Napa Valley Vine Trail on October 21, 2016. The 6.1 mile long path from Redwood Road in the City of Napa to the Yountville Park and Ride in the Town of Napa was a years-long effort in concert with NVTA as the lead agency responsible for construction.

The Oak Knoll segment represents the Agency's first P3 - Public, Private Partnership. The project would not have been successful without the support and contribution of several funding partners including the Napa Valley Vine Trail Coalition, the Metropolitan Transportation Commission (MTC), and the California Department of Transportation (Caltrans), the City of Napa, and the County of Napa.

The Metropolitan Transportation Commission (MTC) provides NVTA with FHWA funds to support regional transportation planning and programming and to support the coordination of transportation and land use activities throughout the Napa County. In fiscal year 2016-2017, the level of this funding was \$720,000.

TDA funds derive from ¼ cent of the local sales tax collected. TDA funds are used to support transit planning, administration, and the Paratransit Coordinating Council. TDA funds which are not spent within the year they are drawn must either be returned to the Napa County Local Transportation Fund (LTF (trust account for TDA)) or designated as advances for a specific project. Funds returned to the LTF become available to NVTA again in the fiscal year following their return. The LTF is not a fund under the control of NVTA; it is administered by the MTC through the Napa County Auditor-Controller.

Local funds which are provided by the member agencies are unrestricted and may be placed in Net Position balance if not used in the fiscal year they are collected. Currently, NVTA has a Net Position balance of \$2,046,804 which is held in reserve for future regional planning projects or necessary administrative costs.

Business-Type Activities

NVTA's Business-Type Activities encompass the financial reports for public transit services provided by NVTA including the Vine (fixed route transit), Vine Go (complimentary Americans with Disabilities Act (ADA) required paratransit service), American Canyon Transit (fixed deviated transit), the Yountville Trolley (fixed deviated transit), the St. Helena Shuttle (fixed deviated transit), the Calistoga Shuttle (dial-a-ride transit), and the Taxi Scrip program.

Business-type activity expenses increased from \$11,547,760 in fiscal year 2015-2016 to \$13,324,993 in fiscal year 2016-2017 which is an overall increase of 15.4%. The growth is accounted for by increases in operating expenses offset by general planning and administration costs.

Transit operating expenses are supported by a variety of funding sources which include:

- Transportation Development Act (TDA) funds
- Federal Transit Administration (FTA) funds
- Fare revenues collected
- Various grants and contributions

Any TDA operating revenue received which is not spent on transit operations is returned to the LTF as described in the Governmental Activities section.

Vine Transit System

As with many transit agencies across the region and throughout the state, Vine Transit faces persistent financial challenges with significant growth in operating costs without increases in operating revenues. Overall transit ridership was lower by six point two percent (6.2%) from the previous fiscal year. Vine Transit fixed route service, Vine Go paratransit and the Calistoga and American Canyon community shuttles experienced passenger decreases from the previous year. Vine's commuter buses were the bright spot with a 15.6% increase from FY16. Transit services in St. Helena Shuttle and Yountville experienced passenger growth as well. Operating farebox revenue was marginally higher by two percent (2%) over the previous year through higher revenues per person from commuter buses and increased sales of advertising space on Vine's buses and shelters.

Vine Transit was the recipient of Small Transit Intensive Cities (STIC) funds which are awarded to small public transit agencies meeting specific performance measures, but the revenues are merit based and an unreliable source of future funding. Although farebox revenues were higher than the previous year, the incremental growth in farebox and non-operating revenues has not kept pace with expenses. Transit planners are working on a Comprehensive Operational Analysis (COA) for recommendations on service improvements to encourage additional ridership and to increase operating efficiencies and reduce costs. These measures are in part to ensure that the agency is able to meet its statutory farebox recovery requirements in the future. If operational farebox recovery continues to lag, the NVTB Board will need to consider alternatives.

Vine Transit Express Bus Corridor Study

The objectives of the year-and-a-half long study were to identify improvements to the existing express bus service network, examine the demand for expanded service, identify performance improvement elements, and evaluate short and long term strategic enhancements. Substantial completion of the Express Bus Corridor study occurred during the fiscal year with Board of Directors expected to adopt the report in November 2017. The recommendations proposed from the study coupled with the Comprehensive Operational Analysis will begin the long process of a bus network redesign that will optimize transit service, ridership, and technology to enhance the passenger experience.

Vine Transit Bus Maintenance Facility Project

A four-year property search came to an end on September 28, 2016 with the purchase of two adjacent real estate parcels at the southern and western terminus of Sheehy Ct. in the south portion of the County near the municipal airport. The 8.3 acre undeveloped lots were purchased for \$2,595,000 with Transportation Development Act (TDA) funds. Plans for the Vine Transit Bus Maintenance Facility capital project call for a 20,000 sq. ft. maintenance facility with seven bus bays, an 8,000 sq. ft. administration building and regional meeting center, bus parking for 100 vehicles, and 94 parking stalls for employees and visitors. The Environmental Impact Report is expected for certification by the Board of Directors in January 2018 with construction anticipated to occur in Spring 2019. The new facility is expected to open in Fall 2020.

BUDGETARY HIGHLIGHTS

NVTA adopts an annual operating budget that includes proposed expenditures and the means of financing them. NVTA's budget is adopted by the Board of Directors (the Board) before June 30th of each year. Subsequent increases or decreases to the original budget must be approved by the Board. Page 49 provides a budget to actual comparison of the Governmental Fund.

For NVTA's Governmental Fund, the budget for revenues was \$5,389,791 and for expenditures was \$5,018,516. When comparing actual expenditures and revenue to the final budget, NVTA was within budget.

CAPITAL ASSETS

The governmental activities financial statements include capital assets of \$17,438 and unrestricted Net Position of \$2,029,366. Capital assets in total are composed of one vehicle dedicated for agency use and office furniture located at NVTA's administrative offices at the Soscol Gateway Transit Center.

The business-type activities financial statements include capital assets of \$27,824,976 and unrestricted Net Position of \$1,996,773. Capital assets in total are predominantly made up of buses and other transit related equipment as well as the Soscol Gateway Transit Center facility. Unrestricted Net Position primarily represents the dollar amount to maintain the Vine fleet.

Major additions during the year included purchases of three (3) paratransit vehicles and equipment necessary to support transit operations.

For additional information on NVTA's capital assets and capital asset activity, please refer to Note 4 in the notes to the financial statements.

DEBT ADMINISTRATION

As of June 30, 2017, NVTA had debt of \$990,799, and recorded long-term obligations for compensated absences in the amount of \$89,073. For additional information on NVTA's debt activity, please refer to Note 5 in the notes to the financial statements.

CONTACTING NVTA

This financial report is designed to provide citizens, taxpayers, investors, and creditors with a general overview of NVTA's finances and to demonstrate NVTA's accountability for the money it receives. For questions about this report or any additional information needed, contact NVTA's administrative office at 625 Burnell Street, Napa, California 94559-3420.

**BASIC FINANCIAL STATEMENTS –
GOVERNMENT-WIDE FINANCIAL STATEMENTS**

NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF NET POSITION
JUNE 30, 2017

	Primary Government		
	Governmental Activities	Business-Type Activities	Totals
<u>ASSETS</u>			
Cash and Investments in County Treasury	\$ 2,233,395	\$ 449,400	\$ 2,682,795
Imprest Cash	500	-	500
Investments	-	153,205	153,205
Due from Other Government Agencies	217,309	4,012,135	4,229,444
Prepaid Expenses	49,632	134,287	183,919
Inventory	-	417,002	417,002
Capital Assets, Net of Accumulated Depreciation	17,438	27,824,976	27,842,414
Total Assets	2,518,274	32,991,005	35,509,279
<u>DEFERRED OUTFLOWS OF RESOURCES</u>			
Pension Contributions	\$ 461,676	\$ -	\$ 461,676
<u>LIABILITIES</u>			
Accounts Payable	\$ 413,476	\$ 1,569,250	\$ 1,982,726
Accrued Salaries	56,588	-	56,588
Unearned Revenue	-	153,205	153,205
Line of Credit	-	990,799	990,799
Due to Other Government Agencies	-	456,002	456,002
Net Pension Liability	292,430	-	292,430
Compensated Absences	89,073	-	89,073
Total Liabilities	851,567	3,169,256	4,020,823
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Pension Adjustments	81,579	-	81,579
<u>NET POSITION</u>			
Net Investment in Capital Assets	17,438	27,824,976	27,842,414
Unrestricted	2,029,366	1,996,773	4,026,139
Total Net Position	\$ 2,046,804	\$ 29,821,749	\$ 31,868,553

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF NET POSITION
JUNE 30, 2016**

	Primary Government		
	Governmental Activities	Business-Type Activities	Totals
<u>ASSETS</u>			
Cash and Investments in County Treasury	\$ 1,094,074	\$ 1,294,018	\$ 2,388,092
Imprest Cash	500	-	500
Due from Other Government Agencies	2,714,561	5,303,496	8,018,057
Prepaid Expenses	35,222	144,941	180,163
Inventory	-	415,536	415,536
Capital Assets, Net of Accumulated Depreciation	58,898	27,066,353	27,125,251
Total Assets	3,903,255	34,224,344	38,127,599
<u>DEFERRED OUTFLOWS OF RESOURCES</u>			
Pension Contributions	\$ 337,737	\$ -	\$ 337,737
<u>LIABILITIES</u>			
Accounts Payable	\$ 1,360,543	\$ 1,536,371	\$ 2,896,914
Accrued Salaries	111,691	-	111,691
Line of Credit	1,682,535	1,000,000	2,682,535
Due to Other Government Agencies	-	2,699,378	2,699,378
Net Pension Liability	214,127	-	214,127
Compensated Absences	58,573	-	58,573
Total Liabilities	3,427,469	5,235,749	8,663,218
<u>DEFERRED INFLOWS OF RESOURCES</u>			
Pension Adjustments	145,339	-	145,339
<u>NET POSITION</u>			
Net Investment in Capital Assets	58,898	27,066,353	27,125,251
Unrestricted	609,286	1,922,242	2,531,528
Total Net Position	\$ 668,184	\$ 28,988,595	\$ 29,656,779

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2017**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Primary Government:							
Governmental Activities:							
Transportation Planning	\$ 3,829,107	\$ -	\$ 5,200,397	\$ -	\$ 1,371,290	\$ -	\$ 1,371,290
Business-Type Activities:							
Transit	13,324,993	1,247,968	9,211,610	3,683,258	-	817,843	817,843
Total Primary Government	<u>\$ 17,154,100</u>	<u>\$ 1,247,968</u>	<u>\$ 14,412,007</u>	<u>\$ 3,683,258</u>	<u>1,371,290</u>	<u>817,843</u>	<u>2,189,133</u>
General Revenues							
Unrestricted Interest and Investment Earnings					7,330	15,311	22,641
Miscellaneous					-	-	-
Change in Net Position					1,378,620	833,154	2,211,774
Net Position July 1, 2016					668,184	28,988,595	29,656,779
Net Position June 30, 2017					<u>\$ 2,046,804</u>	<u>\$ 29,821,749</u>	<u>\$ 31,868,553</u>

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2016**

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Fees, Fines, and Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Primary Government:							
Governmental Activities:							
Transportation Planning	\$ 9,721,891	\$ -	\$ 9,614,325	\$ -	\$ (107,566)	\$ -	\$ (107,566)
Business-Type Activities:							
Transit	11,547,760	1,231,773	7,440,244	7,167,164	-	4,291,421	4,291,421
Total Primary Government	<u>\$ 21,269,651</u>	<u>\$ 1,231,773</u>	<u>\$ 17,054,569</u>	<u>\$ 7,167,164</u>	<u>(107,566)</u>	<u>4,291,421</u>	<u>4,183,855</u>
General Revenues							
Unrestricted Interest and Investment Earnings					5,466	11,023	16,489
Miscellaneous					-	(17,009)	(17,009)
Change in Net Position					(102,100)	4,285,435	4,183,335
Net Position July 1, 2015					770,284	24,703,160	25,473,444
Net Position June 30, 2016					<u>\$ 668,184</u>	<u>\$ 28,988,595</u>	<u>\$ 29,656,779</u>

The accompanying notes are an integral part of these financial statements.

**BASIC FINANCIAL STATEMENTS –
FUND FINANCIAL STATEMENTS**

**NAPA VALLEY TRANSPORTATION AUTHORITY
BALANCE SHEET
GOVERNMENTAL FUND – PLANNING FUND
JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
<u>ASSETS</u>		
Current Assets		
Cash and Investments in County Treasury	\$ 2,233,395	\$ 1,094,074
Imprest Cash	500	500
Grants Receivable	217,309	2,714,561
Prepaid Expenses	<u>49,632</u>	<u>35,222</u>
Total Current Assets	<u>2,500,836</u>	<u>3,844,357</u>
Total Assets	<u><u>\$ 2,500,836</u></u>	<u><u>\$ 3,844,357</u></u>
<u>LIABILITIES</u>		
Current Liabilities		
Accounts Payable	\$ 413,476	\$ 1,360,543
Accrued Salaries and Benefits	<u>56,588</u>	<u>111,691</u>
Total Current Liabilities	<u>470,064</u>	<u>1,472,234</u>
Total Liabilities	<u>470,064</u>	<u>1,472,234</u>
<u>FUND BALANCE</u>		
Nonspendable	49,632	35,222
Unassigned	<u>1,981,140</u>	<u>2,336,901</u>
Total Fund Balance	<u>2,030,772</u>	<u>2,372,123</u>
Total Liabilities and Fund Balance	<u><u>\$ 2,500,836</u></u>	<u><u>\$ 3,844,357</u></u>

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
RECONCILIATION OF THE PLANNING FUND
BALANCE SHEET TO THE STATEMENT OF NET POSITION
JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
Total Fund Balance - Governmental Fund	\$ 2,030,772	\$ 2,372,123
Amounts reported for governmental activities in the Statement of Net Position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund. The costs of assets were \$224,814 and \$224,814 and the accumulated depreciation was \$207,376 and \$165,916 at June 30, 2017 and 2016, respectively.	17,438	58,898
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund.		
Compensated absences	(89,073)	(58,573)
Net pension liability	(292,430)	(214,127)
Line of credit	-	(1,682,535)
Deferred outflows of resources are not current assets or financial resources and deferred inflows of resources are not due and payable in the current period and, therefore, not reported in the governmental fund.		
Deferred outflows of resources	461,676	337,737
Deferred inflows of resources	<u>(81,579)</u>	<u>(145,339)</u>
Total Net Position - Governmental Activities	<u>\$ 2,046,804</u>	<u>\$ 668,184</u>

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
GOVERNMENTAL FUND – PLANNING FUND
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
Revenues		
Local Transportation Fund Allocation	\$ 3,830,791	\$ 1,872,850
Federal Highway Allocations	1,117,704	5,836,778
Programming, Planning, and Monitoring	45,787	4,146
Other Grants	8,109	115,107
Local Support	120,000	58,945
Interest	7,330	5,466
Other Revenues	<u>78,006</u>	<u>1,726,499</u>
Total Revenues	<u>5,207,727</u>	<u>9,619,791</u>
Expenditures		
Communications	27,666	11,589
Insurance	44,048	46,739
Office Expense	103,055	95,048
Rents and Leases	8,008	7,290
Transportation	16,846	19,150
Salaries and Benefits	1,629,904	1,298,214
Miscellaneous Expense	275,915	284,900
Professional Services	1,722,625	8,034,127
Debt Service		
Principal	2,502,874	2,438,984
Interest	<u>38,476</u>	<u>25,105</u>
Total Expenditures	<u>6,369,417</u>	<u>12,261,146</u>
Other Finance Sources		
Line of Credit	<u>820,339</u>	<u>4,121,519</u>
Net Change in Fund Balance	<u>(341,351)</u>	<u>1,480,164</u>
Fund Balance, Beginning of Year	<u>2,372,123</u>	<u>891,959</u>
Fund Balance, End of Year	<u><u>\$ 2,030,772</u></u>	<u><u>\$ 2,372,123</u></u>

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE OF THE PLANNING FUND
TO THE GOVERNMENT-WIDE STATEMENT OF ACTIVITIES –
GOVERNMENTAL ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
Net Change in Fund Balance - Governmental Fund	\$ (341,351)	\$ 1,480,164
Amounts reported for governmental activities in the Statement of Activities are different because:		
Capital outlays are reported in the governmental fund as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense.	(41,460)	(41,600)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the governmental fund.		
Pension expense - GASB Statement No. 68	109,396	159,023
Line of credit	2,502,874	2,438,984
Issuance of long-term debt provides current resources to the governmental fund, but the issuance of debt increases long-term liabilities in the Statement of Net Position.		
Proceeds from issuance of long-term debt	(820,339)	(4,121,519)
Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund.		
This change reflects an increase in compensated absences that occurred during the year.	<u>(30,500)</u>	<u>(17,152)</u>
Total Change in Net Position - Governmental Activities	<u>\$ 1,378,620</u>	<u>\$ (102,100)</u>

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF FUND NET POSITION
TRANSIT FUND
JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
<u>ASSETS</u>		
Current Assets		
Cash and Investments in County Treasury	\$ 449,400	\$ 1,294,018
Investments	153,205	-
Grants Receivable	4,012,135	4,171,532
Due from Other Government Agencies	-	1,131,964
Prepaid Expenses	134,287	144,941
Inventory	<u>417,002</u>	<u>415,536</u>
Total Current Assets	<u>5,166,029</u>	<u>7,157,991</u>
Noncurrent Assets		
Land	3,967,565	1,357,692
Capital Assets, Net of Accumulated Depreciation	<u>23,857,411</u>	<u>25,708,661</u>
Total Noncurrent Assets	<u>27,824,976</u>	<u>27,066,353</u>
Total Assets	<u><u>\$ 32,991,005</u></u>	<u><u>\$ 34,224,344</u></u>
<u>LIABILITIES</u>		
Current Liabilities		
Accounts Payable	\$ 1,569,250	\$ 1,536,371
Unearned Revenue	153,205	-
Line of Credit	990,799	1,000,000
Due to Other Government Agencies	<u>456,002</u>	<u>2,699,378</u>
Total Current Liabilities	<u>3,169,256</u>	<u>5,235,749</u>
Total Liabilities	<u>3,169,256</u>	<u>5,235,749</u>
<u>NET POSITION</u>		
Net Investment in Capital Assets	27,824,976	27,066,353
Unrestricted	<u>1,996,773</u>	<u>1,922,242</u>
Total Net Position	<u>29,821,749</u>	<u>28,988,595</u>
Total Liabilities and Net Position	<u><u>\$ 32,991,005</u></u>	<u><u>\$ 34,224,344</u></u>

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN FUND NET POSITION
TRANSIT FUND
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

	2017	2016
Operating Revenues		
Farebox Revenues	\$ 1,247,968	\$ 1,231,773
Total Operating Revenues	<u>1,247,968</u>	<u>1,231,773</u>
Operating Expenses		
Marketing	103,077	134,080
Vehicle Maintenance	77,554	37,547
Other Maintenance	5,840	2,399
Fuel and Lubricants	921,003	863,156
Insurance	299,299	231,869
Planning and Administration	-	-
Security	27,664	29,112
Services	67,146	54,358
Supplies	29,478	31,348
Purchased Transportation	8,929,934	7,877,455
Rents and Leases	6,200	1,000
Utilities	4,409	8,114
Miscellaneous Expense	35,145	14,462
Depreciation	2,659,934	2,021,976
Personnel Costs	158,310	240,884
Total Operating Expenses	<u>13,324,993</u>	<u>11,547,760</u>
Operating Loss	<u>(12,077,025)</u>	<u>(10,315,987)</u>
Nonoperating Revenue, Net		
Local Transportation Fund	5,500,867	6,372,339
Loss: Returned Local Transportation Fund Allocations	(456,002)	(2,699,378)
State Transit Assistance	675,527	1,116,581
Federal Transit Assistance Grant Revenues - Operating	3,044,818	2,142,613
Other Operating Grants	446,400	508,089
Interest Income	15,311	11,023
Loss from Disposal of Property	-	(17,009)
Total Nonoperating Revenue, Net	<u>9,226,921</u>	<u>7,434,258</u>
Change in Net Position Before Contributions	<u>(2,850,104)</u>	<u>(2,881,729)</u>
Capital Contributions		
Federal Transit Assistance	210,000	823,754
Other Capital	7,843	1,044,269
Local Transportation Fund	3,465,415	5,299,141
Total Capital Contributions	<u>3,683,258</u>	<u>7,167,164</u>
Change in Net Position	833,154	4,285,435
Net Position, Beginning of Year	<u>28,988,595</u>	<u>24,703,160</u>
Net Position, End of Year	<u>\$ 29,821,749</u>	<u>\$ 28,988,595</u>

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF CASH FLOWS
TRANSIT FUND
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

	2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash Received from Passengers	\$ 1,247,968	\$ 1,231,773
Cash Payments for General and Administrative Expenses	(655,496)	(690,303)
Cash Payments to Suppliers for Operations	(9,814,291)	(11,040,086)
Net Cash Used in Operating Activities	(9,221,819)	(10,498,616)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:		
Local Transportation Fund	4,092,850	3,637,059
Federal Operating Grants	3,044,818	2,142,613
State Transit Assistance	675,527	1,116,581
Other Federal Grants	-	-
Other Operating Grants	446,400	508,089
Other Revenues	-	(17,009)
Net Cash Provided by Noncapital Financing Activities	8,259,595	7,387,333
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:		
Capital Contributions	3,683,258	7,167,164
Payments for the Acquisition of Capital Assets	(3,418,557)	(6,418,373)
Gain on Sale of Property and Equipment	-	17,009
Proceeds from Line of Credit	-	1,000,000
Payment for Line of Credit	(9,201)	-
Net Cash Provided by Capital and Related Financing Activities	255,500	1,765,800
CASH FLOWS FROM INVESTING ACTIVITIES:		
Investments	(153,205)	-
Interest Received	15,311	11,023
Net Cash Used in Investing Activities	(137,894)	11,023
Net Increase (Decrease) in Cash and Investments in County Treasury	(844,618)	(1,334,460)
Cash and Investments in County Treasury at Beginning of Year	1,294,018	2,628,478
Cash and Investments in County Treasury at End of Year	\$ 449,400	\$ 1,294,018
RECONCILIATION OF OPERATING LOSS TO NET CASH USED IN OPERATING ACTIVITIES:		
Operating Loss	\$ (12,077,025)	\$ (10,315,987)
Adjustments to Reconcile Operating Loss to Net Cash Used in Operating Activities:		
Depreciation	2,659,934	2,021,976
Changes in Assets and Liabilities:		
(Increase) Decrease in Inventory	(1,466)	(3,710)
Increase (Decrease) in Unearned Revenue	153,205	(1,235,611)
(Increase) Decrease in Prepaid Expenses	10,654	4,927
Increase (Decrease) in Accounts Payable and Accrued Expenses	32,879	(970,211)
Net Cash Used in Operating Activities	\$ (9,221,819)	\$ (10,498,616)

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
<u>ASSETS</u>		
Current Assets		
Cash and Investments in County Treasury	\$ 668,239	\$ 742,854
Due from Other Government Agencies	<u>201,490</u>	<u>99,467</u>
Total Current Assets	<u>869,729</u>	<u>842,321</u>
Total Assets	<u><u>\$ 869,729</u></u>	<u><u>\$ 842,321</u></u>
<u>LIABILITIES</u>		
Current Liabilities		
Accounts Payable	\$ 61,049	\$ 143,059
Due to Other Governments	<u>-</u>	<u>-</u>
Total Current Liabilities	<u>61,049</u>	<u>143,059</u>
Total Liabilities	<u>61,049</u>	<u>143,059</u>
<u>NET POSITION</u>		
Net Position Held in Trust for Other Purposes	<u>808,680</u>	<u>699,262</u>
Total Net Position	<u>808,680</u>	<u>699,262</u>
Total Liabilities and Net Position	<u><u>\$ 869,729</u></u>	<u><u>\$ 842,321</u></u>

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
ADDITIONS		
Aid from Other Government Agencies	\$ 225,120	\$ 334,113
Interest Income	<u>3,918</u>	<u>3,538</u>
Total Additions	<u>229,038</u>	<u>337,651</u>
DEDUCTIONS		
Program Expenses	<u>119,620</u>	<u>332,384</u>
Total Deductions	<u>119,620</u>	<u>332,384</u>
CHANGE IN NET POSITION	109,418	5,267
Net Position, Beginning of Year	<u>699,262</u>	<u>693,995</u>
Net Position, End of Year	<u><u>\$ 808,680</u></u>	<u><u>\$ 699,262</u></u>

The accompanying notes are an integral part of these financial statements.

**NAPA VALLEY TRANSPORTATION AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED JUNE 30, 2017 AND 2016**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Napa Valley Transportation Authority (NVTa), formerly known as the Napa County Congestion Management Agency and Napa County Planning and Transportation Agency, was formed on September 3, 1991, under a Joint Powers Agreement to provide coordinated, continuous, and comprehensive transportation planning for the County of Napa (the County) and the cities of the County. NVTa consists of six member agencies with the voting power of each in parenthesis: the Cities of American Canyon (4), Calistoga (2), Napa (10), and St. Helena (2); the Town of Yountville (2); and the County (4).

The work program for the activities of NVTa is defined by the Board of Directors (the Board) made up of elected officials from the respective member agencies and a member of the Paratransit Coordinating Council (PCC). The PCC member is ex-officio and does not have a vote.

NVTa was formed to serve as the countywide transportation planning body for the incorporated and unincorporated areas of the County. NVTa is charged with coordinating short and long-term planning and funding within an intermodal policy framework in the areas of highways, streets and roads, transit and paratransit, and bicycle path improvements.

NVTa's Joint Powers Agreement was amended effective January 1, 2001, to facilitate the consolidation of transit planning and to allow transfer of Transportation Development Act (TDA) funds directly to NVTa as claimant for transit use to the extent allowed by TDA regulations. The amendment enables NVTa to claim all TDA funds under Articles 4, 4.5, and/or 8 of Chapter 4 of the Public Utilities Code apportioned within the County by the Metropolitan Transportation Commission. NVTa is authorized to claim all apportionments to transit services on behalf of the jurisdictions of the County. In January 2007, the agreement was amended further to change NVTa's name from Napa County Congestion Management Agency to Napa County Transportation and Planning Agency. In February 2016, the name was changed to the Napa Valley Transportation Authority.

Beginning July 1, 2001, NVTa began administering all transit-related activities on behalf of the Cities of Calistoga, Napa, and St. Helena; the Town of Yountville; and the County. Effective July 1, 2006, NVTa assumed direct management of American Canyon Transit.

B. Basis of Presentation

The financial statements of NVTa are prepared in accordance with accounting principles generally accepted in the United States of America.

Government-Wide Financial Statements

The Statement of Net Position and Statement of Activities display information about the primary government (NVTa). These statements include the financial activities of the overall government, except for fiduciary activities. Eliminations have been made to minimize the double counting of internal activities. These statements distinguish between the *governmental* and *business-type* activities of NVTa. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees charged to external parties.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Basis of Presentation (Continued)

Government-Wide Financial Statements (Continued)

The Statement of Activities demonstrates the degree to which the program expenses of a given function are offset by program revenues. Program expenses include direct expenses, which are clearly identifiable with a specific function, and allocated indirect expenses. Program revenues include 1) charges paid by the recipients of goods or services offered by the programs and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including taxes and unrestricted interest earnings, are presented instead as general revenues.

When both restricted and unrestricted Net Position are available, restricted resources for the purpose intended are used first then unrestricted resources as they are needed.

Fund Financial Statements

The fund financial statements provide information about NVTAs funds, including fiduciary funds. Separate statements for each fund category – *governmental*, *proprietary*, and *fiduciary* – are presented. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are separately aggregated and reported as nonmajor funds. For the year ended June 30, 2017, NVTAs did not have any nonmajor funds.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Proprietary fund *operating* revenues result from exchange transactions. Exchange transactions are those in which each party receives and gives up essentially equal values. Operating revenues generally result from charges to passengers for public transit services. Operating expenses include the cost of transit service, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting the definition of operating revenues and expenses are reported as nonoperating.

NVTAs reports the following major governmental fund:

Planning Fund is used as the general fund for NVTAs and all planning and administrative activities are accounted for in this fund.

NVTAs reports the following major enterprise fund:

Transit Fund is used to account for the revenues and expenses necessary to provide public transit services. Transit operations include the Vine, Vine Go, American Canyon Transit, the Yountville Trolley, the St. Helena Shuttle, the Calistoga Shuttle, and the Taxi Scrip program.

NVTAs reports the following additional fund types:

Private Purpose Trust Funds account for assets, primarily cash and investments, held by NVTAs in a trustee capacity for other governmental agencies. NVTAs is responsible for the administration of two private purpose trust funds. They are used to account for activities of the Abandoned Vehicle Abatement Authority trust fund and the Bay Area Air Quality Management trust fund.

C. Basis of Accounting

The government-wide, proprietary, and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

Nonexchange transactions, in which NVTAs gives (or receives) value without directly receiving (or giving) equal value in exchange, include grants, entitlements, and donations. Revenues from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Basis of Accounting (Continued)

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. Interest; state, federal, and local grants; and charges for services are accrued when their receipt occurs within one year after the end of the accounting period so as to be measurable and available. Expenditures are generally recorded when a liability is incurred, as under accrual accounting.

D. Cash and Investments

NVTA maintains nearly all of its cash and investments with the County Treasurer in a cash and investment pool. A small independent bank account is used to pay some employee benefits. On a quarterly basis, the County Treasurer allocates interest to investment pool participants based upon their average daily balances. For purposes of the accompanying Statement of Cash Flows, the enterprise fund considers all highly liquid investments with a maturity of three months or less when purchased, and its equity in the County Treasurer's investment pool, to be cash equivalents. The fair value of investments is obtained by using quotations obtained from independent published sources.

Required disclosure information regarding the categorization of investments and other deposit and investment risk disclosures can be found in the County's financial statements. The County's financial statements may be obtained by contacting the County's Auditor-Controller's office at 1195 Third Street, Room B-10, Napa, California 94559. The County Treasury Oversight Committee oversees the Treasurer's investments and policies.

E. Receivables

NVTA's receivables are mostly related to grants and vehicle registration fees. Management has determined NVTA's receivables to be fully collectable. Accordingly, no allowance for doubtful accounts has been made.

F. Inventories

On August 31, 2009, NVTA's multiyear agreement (the Agreement) with the purchased transportation contractor (the Contractor) provided the Contractor with an initial inventory of equipment, tools, and other property to be used to provide services. The Contractor shall be responsible for returning to NVTA, at the termination of the Agreement, property and equipment of equivalent type and value (as of date acquired) and conditions as that identified in the updated initial inventory list, subject to normal wear and tear.

During the last month of the Agreement, NVTA shall conduct a final inventory. The Contractor will be responsible for either replacing property or equipment determined from the inventory list to be missing, damaged, or otherwise unavailable for use, or in a condition that is in excess of ordinary wear and tear or compensating NVTA for its replacement value. These parts are not included in the Agreement with the Contractor. Farebox inventory parts will be tracked separately.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. Capital Assets

Capital assets are recorded at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed. NVTa defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated using the straight-line method over their estimated useful lives in the government-wide statements and proprietary funds.

The estimated useful lives are as follows:

Structures	20 years
Vehicles	1-12 years
Equipment	1-5 years

NVTa has acquired certain assets with funding provided by federal assistance from various grant programs. NVTa holds title to these assets; however, the federal government retains an interest in these assets should the assets no longer be used for transit purposes.

H. Compensated Absences

NVTa has adopted Governmental Accounting Standards Board (GASB) Statement No. 16, *Accounting for Compensated Absences*. The earned vacation payable upon termination is reported at the current balance of the liability, and may be accumulated up to a maximum of 600 hours by personnel.

I. Interfund Transactions

Interfund transactions are reflected either as loans, services provided, reimbursements, or transfers. Loans are reported as receivables and payables as appropriate, are subject to elimination upon consolidation, and are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the noncurrent portion of interfund loans). Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as “internal balances.” Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not available financial resources.

Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide presentation.

J. Advances

Advances arise when resources are received by NVTa before it has a legal claim to them, e.g., when grant monies are received prior to the incurrence of qualifying expenses. In subsequent periods, when both revenue recognition criteria are met, or when NVTa has a legal claim to the resources, the liability is removed from the Balance Sheet and revenue is recognized.

K. Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amount of revenue and expenditures/expenses during the reporting period. Actual results could differ from these estimates.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

L. Reclassifications

Certain amounts in the prior year financial statements have been reclassified for comparative purposes to conform with the presentation in the current year financial statements.

M. Net Position

The government-wide financial statements utilize a net position presentation. Net position is categorized as net investment in capital assets, restricted, and unrestricted.

Net Investment in Capital Assets – This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that is attributed to the acquisition, construction, or improvement of the asset.

Restricted Net Position – This amount is restricted by external creditors, grantors, contributors, or laws or regulations of other governments, of which NVTa has none.

Unrestricted Net Position – This amount is all net position that does not meet the definition of “net investment in capital assets” or “restricted net position.”

N. Fund Balance

In the fund financial statements, governmental funds report fund balance as nonspendable, restricted, committed, assigned, or unassigned based primarily on the extent to which NVTa is bound to honor constraints on how specific amounts can be spent.

- *Nonspendable fund balance* – amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.
- *Restricted fund balance* – amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.
- *Committed fund balance* – amounts that can only be used for specific purposes determined by formal action of NVTa’s highest level of decision-making authority (the Board) and that remain binding unless removed in the same manner. Committed fund balance does not lapse at year-end. The formal action must occur prior to the end of the reporting period. However, the amount which will be subject to the constraint may be determined in the subsequent period. The formal action required to commit fund balance shall be Board resolution.
- *Assigned fund balance* – amounts that are constrained by NVTa’s *intent* to be used for specific purposes. The intent can be established at either the highest level of decision-making authority, or by a body or an official designated for that purpose. The Board delegated authority to assign fund balance for a specific purpose to the Manager of Finance.
- *Unassigned fund balance* – the residual classification for NVTa’s Planning Fund that includes amounts not contained in the other classifications. In other funds, the unassigned classification is used only if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes.

When both restricted and unrestricted resources are available for use, it is NVTa’s policy to use restricted resources first, followed by the unrestricted committed, assigned, and unassigned resources as they are needed.

Minimum Fund Balance Policy:

NVTa has adopted a minimum fund balance policy. Planning fund cash reserves should be at a minimum of \$500,000 per fiscal year. The proprietary cash reserve should be at least 25% of non-restricted funds of the current fiscal year operating budget.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

O. New Accounting Pronouncements – Implemented

GASB Statement No. 73 – *Accounting and Financial Reporting for Pensions and Related Assets that are not within the Scope of GASB Statement No. 68, and Amendments to Certain Provisions of GASB Statements No. 67 and No. 68.* The provisions of this statement are effective for fiscal years beginning after June 15, 2015 – except those provisions that address employers and governmental nonemployer contributing entities for pensions that are not within the scope of GASB Statement No. 68, which are effective for fiscal years beginning after June 15, 2016. There was no effect on NVTA's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 74 – *Financial Reporting for Postemployment Benefits Other than Pension Plans.* The provisions of this statement are effective for fiscal years beginning after June 15, 2016. There was no effect on NVTA's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 77 – *Tax Abatement Disclosures.* The requirements of this statement are effective for reporting periods beginning after December 15, 2015. There was no effect on NVTA's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 78 – *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans.* The requirements of this statement are effective for fiscal years beginning after December 15, 2015. There was no effect on NVTA's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 79 – *Certain External Investment Pools and Pool Participants.* The requirements of this statement are effective for reporting periods beginning after June 15, 2015, except for the provisions in paragraphs 18, 19, 23-26, and 40, which are effective for reporting periods beginning after December 15, 2015. Earlier application is encouraged. There was no effect on NVTA's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 80 – *Blending Requirements for Certain Component Units – an amendment of GASB Statement No. 14.* The requirements of this statement are effective for reporting periods beginning after June 30, 2016. Earlier application is encouraged. There was no effect on NVTA's accounting or financial reporting as a result of implementing this standard.

GASB Statement No. 82 – *Pension Issues – an amendment of GASB Statements No. 67, No. 68, and No. 73.* The requirements of this statement are effective for reporting periods beginning after June 15, 2016, except for the requirements of paragraph 7 in a circumstance in which an employer's pension liability is measured as of a date other than the employer's most recent fiscal year-end. In that circumstance, the requirements of paragraph 7 are effective for that employer in the first reporting period in which the measurement date of the pension liability is on or after June 15, 2017. Earlier application is encouraged. There was no effect on NVTA's accounting or financial reporting as a result of implementing this standard.

P. Future GASB Statements

GASB Statement No. 75 – *Accounting and Financial Reporting for Postemployment Benefits Other than Pension Plans.* The provisions of this statement are effective for fiscal years beginning after June 15, 2017. NVTA has not fully judged the effect of the implementation of GASB Statement No. 75 as of the date of the basic financial statements.

GASB Statement No. 81 – *Irrevocable Split-Interest Agreements.* The requirements of this statement are effective for reporting periods beginning after December 15, 2016. Earlier application is encouraged. NVTA has not fully judged the effect of the implementation of GASB Statement No. 81 as of the date of the basic financial statements.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

P. Future GASB Statements (Continued)

GASB Statement No. 83 – *Certain Asset Retirement Obligations*. The requirements of this statement are effective for the reporting periods beginning after June 15, 2018. Earlier application is encouraged. NVTA has not fully judged the effect of implementation of GASB Statement No. 83 as of the date of the basic financial statements.

GASB Statement No. 84 – *Fiduciary Activities*. The requirements for this statement are effective for fiscal years beginning after December 15, 2018. NVTA believes the statement will not apply.

GASB Statement No. 85 – *Omnibus 2017*. The requirements for this statement are effective for fiscal years beginning after June 15, 2017. This statement addresses practice issues that have been identified during implementation of various GASB Statements, including *Fair Value Measurement and Application*. NVTA has not fully judged the effect of implementation of GASB Statement No. 85 as of the date of the financial statements.

GASB Statement No. 86 – *Certain Debt Extinguishment Issues*. The requirements of this statement are effective for periods beginning after June 15, 2017. NVTA not fully judged the effect of implementation of GASB Statement No. 86 as of the date of the basic financial statements.

GASB Statement No. 87 – *Leases*. The requirements of this statement are effective for periods beginning after December 15, 2019. NVTA has not fully judged the effect of implementation of GASB Statement No. 87 as of the date of the basic financial statements

Q. Pensions

For purposes of measuring the net pension liability, deferred outflows/inflows of resources related to pension, and pension expense, information about the fiduciary net position of NVTA's California Public Employees' Retirement System (CalPERS) plan (Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

R. Deferred Outflows/Inflows of Resources

In addition to assets, the Statement of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position or fund balance that applies to a future period(s) and thus, will not be recognized as an outflow of resources (expense/expenditure) until then. NVTA has only one item that qualifies for reporting in this category. It is for pension contributions made after the measurement date. GASB Statement No. 68 does not allow the cash payments made to the Plan after the measurement date to have any effect on either the net pension liability or the pension expense that is reflected in these financial statements.

In addition to liabilities, the Statement of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. NVTA has only one item, which arises as a result of the implementation of GASB Statement No. 68. Deferred inflows of resources are recorded for the net difference between projected and actual earnings on pension plan investments and adjustments due to differences in proportions.

NOTE 2 – CASH AND INVESTMENTS IN COUNTY TREASURY/IMPREST CASHGeneral

NVTA has adopted GASB Statement No. 31 which requires investments of governmental agencies to be reported at fair value. However, investment pools, such as a state or county treasury, may report the value of short-term investments with remaining maturities of less than 90 days at amortized cost. The majority of the County Treasury investments have a remaining maturity of less than 90 days. In addition, GASB Statement No. 31 does not apply to immaterial cost/value differences.

NVTA has adopted GASB Statement No. 40, *Deposit and Investment Risk Disclosures*. GASB Statement No. 40 requires governmental entities to assess categories of risk associated with their deposits and disclose these risks.

Cash and investments are reported in the accompanying financial statements as follows:

	June 30, 2017			
	Governmental Activities	Business-Type Activities	Government-Wide Totals	Fiduciary Funds
Statement of net position:				
Cash	\$ 2,233,395	\$ 449,400	\$ 2,682,795	\$ 668,239
Imprest Cash	500	-	500	-
Investments	-	153,205	153,205	-
	<u>\$ 2,233,895</u>	<u>\$ 602,605</u>	<u>\$ 2,836,500</u>	<u>\$ 668,239</u>
	June 30, 2016			
	Governmental Activities	Business-Type Activities	Government-Wide Totals	Fiduciary Funds
Cash on Hand and in Banks	\$ 1,094,074	\$ 1,294,018	\$ 2,388,092	\$ 742,854
Pooled Investments	500	-	500	-
	<u>\$ 1,094,574</u>	<u>\$ 1,294,018</u>	<u>\$ 2,388,592</u>	<u>\$ 742,854</u>

Cash and investments consisted of the following at June 30, 2017 and 2016:

	June 30, 2017			
	Governmental Activities	Business-Type Activities	Government-Wide Totals	Fiduciary Funds
Cash on Hand and in Banks	\$ 3,780	\$ 58,542	\$ 62,322	\$ -
Pooled Investments	2,230,115	390,858	2,620,973	668,239
Investments	-	153,205	153,205	-
	<u>\$ 2,233,895</u>	<u>\$ 602,605</u>	<u>\$ 2,836,500</u>	<u>\$ 668,239</u>
	June 30, 2016			
	Governmental Activities	Business-Type Activities	Government-Wide Totals	Fiduciary Funds
Cash on Hand and in Banks	\$ 2,682	\$ 17,918	\$ 20,600	\$ -
Pooled Investments	1,091,892	1,276,100	2,367,992	742,854
	<u>\$ 1,094,574</u>	<u>\$ 1,294,018</u>	<u>\$ 2,388,592</u>	<u>\$ 742,854</u>

NOTE 2 – CASH AND INVESTMENTS IN COUNTY TREASURY/IMPREST CASH (Continued)General (Continued)

All deposits are fully collateralized in accordance with Section 53652 of the California Government Code. The California Government Code requires California banks and savings and loan associations to secure NVTA's deposits by pledging government securities as collateral.

The market value of pledged securities must equal at least 110% of NVTA's deposits. California law also allows financial institutions to secure NVTA's deposits by pledging first trust deed mortgage notes having a value of 150% of NVTA's total deposits.

Collateral is held by the pledging financial institution's trust department and is considered held in NVTA's name. NVTA may waive collateral requirements for deposits that are fully insured up to \$250,000 by federal depository insurance. NVTA has \$250,000 that is covered by federal depository insurance as of June 30, 2017.

NVTA had no deposit or investment policy that addressed a specific type of risk. Required disclosures for NVTA's deposit and investment risks held in the County's investment pool at June 30, 2017, were as follows:

Credit risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. State law and the County's Investment Policy limit investments in commercial paper to the rating of A1 by Standards & Poor's or P-1 by Moody's Investor Service.

State law and the County's Investment Policy also limit investments in corporate bonds to the rating of A by Standard & Poor's and Moody's Investor Service. NVTA establishes its credit limits based on the County's Investment Policy.

Presented below is the minimum rating required by (where applicable) NVTA's investment policy and the actual rating as of year-end for each investment type.

2017

<u>Investments type</u>	<u>Total</u>	<u>Minimum legal rating</u>	<u>Ratings as of year-end</u>	<u>Not rated</u>
Pooled investments	\$2,620,973	N/A	N/A	\$2,620,973
Held by trustee:				
Certificates of deposit	<u>153,205</u>	N/A	N/A	<u>153,205</u>
	<u>\$2,774,178</u>			<u>\$2,774,178</u>

2016

<u>Investments type</u>	<u>Total</u>	<u>Minimum legal rating</u>	<u>Ratings as of year-end</u>	<u>Not rated</u>
Pooled investments	\$2,367,992	N/A	N/A	\$2,367,992
Held by trustee:				
Certificates of deposit	<u>-</u>	N/A	N/A	<u>-</u>
	<u>\$2,367,992</u>			<u>\$2,367,992</u>

NOTE 2 – CASH AND INVESTMENTS IN COUNTY TREASURY/IMPREST CASH (Continued)General (Continued)Custodial credit risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

For investments and deposits held with fiscal agents, custodial credit risk is the risk that, in the event of the failure of the counterparty, NVTA will not be able to recover the value of its investments or deposits that are in the possession of an outside party. At year-end, NVTA's funds in the County's investment pool and cash with fiscal agents had no securities exposed to custodial credit risk.

At June 30, 2017, in accordance with State law and the County's Investment Policy, NVTA did not have 5% or more of its net investment in commercial paper, corporate bonds, or medium-term notes of a single organization, nor did it have 10% or more of its net investment in any one money market mutual fund within the County's Investment Pool. Investments in obligations of the U.S. government, U.S. government agencies, or government-sponsored enterprises are exempt from these limitations.

Interest rate risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The County manages NVTA's exposure to declines in fair values by limiting the weighted average maturity of its investment portfolio to five years or less in accordance with the County's Investment Policy.

Investments held in the County's investment pool are available on demand and are stated at cost plus accrued interest, which approximates fair value.

Information about the sensitivity of the fair values of NVTA's investments to market interest rate fluctuations is provided by the following table that shows the distribution of NVTA's investments by maturity:

2017

Investments type	Total	12 months or less	13 to 24 months	25 to 60 months	More than 60 months
Pooled investments	\$ 2,620,973	\$ 2,620,973	\$ -	\$ -	\$ -
Held by trustee:					
Certificates of deposit	153,205	153,205	-	-	-
	<u>\$ 2,774,178</u>	<u>\$ 2,774,178</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

2016

Investments type	Total	12 months or less	13 to 24 months	25 to 60 months	More than 60 months
Pooled investments	\$ 2,367,992	\$ 2,367,992	\$ -	\$ -	\$ -
Held by trustee:					
Certificates of deposit	-	-	-	-	-
	<u>\$ 2,367,992</u>	<u>\$ 2,367,992</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

NOTE 2 – CASH AND INVESTMENTS IN COUNTY TREASURY/IMPREST CASH (Continued)General (Continued)Investment in the County Investment Pool

NVTA maintains all of its cash and investments with the County Treasurer in a cash and investment pool. NVTA is considered to be an involuntary participant in the external investment pool. On a quarterly basis, the County Treasurer allocates interest to investment pool participants based upon their average daily balances. For purposes of the accompanying Statement of Cash Flows, the enterprise fund considers all highly liquid investments with a maturity of three months or less when purchased, and its equity in the County Treasurer's investment pool, to be cash equivalents. The fair value of investments is obtained by using quotations obtained from independent published sources.

The table below identifies the **investment types** that are authorized for NVTA by the California Government Code (or the County's Investment Policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the County's Investment Policy, where more restrictive) that address **interest rate risk**, **credit risk**, and **concentration of credit risk**.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Bonds	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Obligations	5 years	None	None
State of California Obligations	5 years	None	None
Bankers' Acceptances	180 days	40%	30%
Commercial Paper - Select Agencies	180 days	25%	10%
Commercial Paper - Other Agencies	180 days	40%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	30 days	5%	None
Reverse Repurchase Agreements	92 days	20% of base value	None
Medium-Term Notes	5 years	30%	None
Mutual Funds/Money Market Mutual Funds	N/A	20%	10%
Collateralized Bank Deposits	5 years	None	None
Mortgage Pass-Through Securities	5 years	20%	None
Time Deposits	5 years	None	None
County Pooled Investment Funds	N/A	None	None
Joint Powers Agreement (JPA) Pools (other investment pools)	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

Fair Value Measurements

NVTA categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America. These principles recognize a three-tiered fair value hierarchy, as follows:

- Level 1: Investments reflect prices quoted in active markets;
- Level 2: Investments reflect prices that are based on a similar observable asset either directly or indirectly, which may include inputs in markets that are not considered to be active; and
- Level 3: Investments reflect prices based upon unobservable sources.

NOTE 2 – CASH AND INVESTMENTS IN COUNTY TREASURY/IMPREST CASH (Continued)Fair Value Measurements (Continued)

NVTA has the following recurring fair value measurements as of June 30, 2017:

		Fair Value Measurements Using		
		Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
<u>Investments by fair value level</u>				
Held by trustee:				
Certificates of deposit	\$ 153,205	\$ 153,205	\$ -	\$ -
	<u>\$ 153,205</u>	<u>\$ 153,205</u>	<u>\$ -</u>	<u>\$ -</u>

Investments in the County investment pool totaling \$2,683,295 and \$2,367,992 as of June 30, 2017 and 2016, respectively, are measured at amortized cost, which approximates fair value.

NOTE 3 – DUE FROM OTHER GOVERNMENT AGENCIES

Amounts due from other government agencies consisted of the following at June 30, 2017 and 2016:

		2017	2016
Federal Transit Administration (FTA)			
Operating		\$ 3,929,408	\$ 6,822,688
State			
State Transit Assistance (STA)		135,842	349,134
Grants - Capital		39,437	69,000
Local			
Local Transportation Fund (LTF)		-	246,788
Cities and County		93,423	148,284
Local - Other		232,824	481,630
Total		<u>\$ 4,430,934</u>	<u>\$ 8,117,524</u>
Reconciliation to Financial Statements		2017	2016
Planning Fund	Grants Receivable	\$ 185,975	\$ 2,297,399
Planning Fund	Due from Other Government Agencies	31,334	417,162
Transit Fund	Grants Receivable	3,782,870	4,594,289
Transit Fund	Due from Other Government Agencies	229,265	709,207
Total per Statement of Net Position		4,229,444	8,018,057
Fiduciary Funds	Due from Other Government Agencies	201,490	99,467
Total including Fiduciary Funds		<u>\$ 4,430,934</u>	<u>\$ 8,117,524</u>

NOTE 4 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2017, was as follows:

	Balance July 1, 2016	Additions	Disposals	Balance June 30, 2017
Governmental Activities:				
Capital Assets, Being Depreciated				
Vehicles and Equipment	\$ 224,814	\$ -	\$ -	\$ 224,814
Less Accumulated Depreciation for:				
Vehicles and Equipment	(165,916)	(41,460)	-	(207,376)
Governmental Activities Capital Assets, Net	<u>\$ 58,898</u>	<u>\$ (41,460)</u>	<u>\$ -</u>	<u>\$ 17,438</u>
Business-Type Activities:				
Capital Assets, Not Being Depreciated				
Land	\$ 1,357,692	\$ 2,609,873	\$ -	\$ 3,967,565
Construction in Progress	2,739,554	-	(2,739,554)	-
Total Capital Assets, Not Being Depreciated	<u>4,097,246</u>	<u>2,609,873</u>	<u>(2,739,554)</u>	<u>3,967,565</u>
Capital Assets, Being Depreciated:				
Vehicles and Equipment	31,531,649	3,548,238	-	35,079,887
Less Accumulated Depreciation for:				
Vehicles and Equipment	(8,562,542)	(2,659,934)	-	(11,222,476)
Total Capital Assets, Being Depreciated, Net	<u>22,969,107</u>	<u>888,304</u>	<u>-</u>	<u>23,857,411</u>
Business-Type Activities, Capital Assets, Net	<u>\$ 27,066,353</u>	<u>\$ 3,498,177</u>	<u>\$ (2,739,554)</u>	<u>\$ 27,824,976</u>
Total Government-Wide Capital Assets, Net	<u>\$ 27,125,251</u>	<u>\$ 3,456,717</u>	<u>\$ (2,739,554)</u>	<u>\$ 27,842,414</u>

Government-wide depreciation expense for the year ended June 30, 2017, was \$2,701,394.

NOTE 4 – CAPITAL ASSETS (Continued)

Capital asset activity for the year ended June 30, 2016, was as follows:

	Balance July 1, 2015	Additions	Disposals	Balance June 30, 2016
Governmental Activities:				
Capital Assets, Being Depreciated				
Vehicles and Equipment	\$ 224,814	\$ -	\$ -	\$ 224,814
Less Accumulated Depreciation for:				
Vehicles and Equipment	(124,316)	(41,600)	-	(165,916)
Governmental Activities Capital Assets, Net	<u>\$ 100,498</u>	<u>\$ (41,600)</u>	<u>\$ -</u>	<u>\$ 58,898</u>
Business-Type Activities:				
Capital Assets, Not Being Depreciated				
Land	\$ 1,357,692	\$ -	\$ -	\$ 1,357,692
Construction in Progress	948,238	1,791,316	-	2,739,554
Total Capital Assets, Not Being Depreciated	<u>2,305,930</u>	<u>1,791,316</u>	<u>-</u>	<u>4,097,246</u>
Capital Assets, Being Depreciated:				
Vehicles and Equipment	27,156,835	4,627,057	(252,243)	31,531,649
Less Accumulated Depreciation for:				
Vehicles and Equipment	(6,775,800)	(2,021,976)	235,234	(8,562,542)
Total Capital Assets, Being Depreciated, Net	<u>20,381,035</u>	<u>2,605,081</u>	<u>(17,009)</u>	<u>22,969,107</u>
Business-Type Activities, Capital Assets, Net	<u>\$ 22,686,965</u>	<u>\$ 4,396,397</u>	<u>\$ (17,009)</u>	<u>\$ 27,066,353</u>
Total Government-Wide Capital Assets, Net	<u>\$ 22,787,463</u>	<u>\$ 4,354,797</u>	<u>\$ (17,009)</u>	<u>\$ 27,125,251</u>

Government-wide depreciation expense for the year ended June 30, 2016, was \$2,063,576.

NOTE 5 – COMPENSATED ABSENCES

The following is a summary of current and long-term compensated absences for the year ended June 30:

	2017	2016
Beginning Balance July 1	\$ 58,573	\$ 41,421
Additions	31,471	22,171
Reductions	(971)	(5,019)
Ending Balance June 30	<u>\$ 89,073</u>	<u>\$ 58,573</u>
Amounts Due Within One Year	<u>\$ 89,073</u>	<u>\$ 58,573</u>

NOTE 6 – DUE TO OTHER GOVERNMENT AGENCIES

Business-Type Activities – Due to LTF

TDA funds are apportioned, allocated, and disbursed in accordance with allocation instructions from the Metropolitan Transportation Commission (MTC) for specific transportation purposes. The LTF allocates monies to the transit system to support operations. The TDA, which governs the use of these funds, requires that any funds not used must be returned to their sources. LTF allocations are considered earned when they are properly spent for operations by the transit system.

It is the current practice of NVTA to have excess revenue returned to the funding agency. NVTA had excess revenues of \$456,002 and \$2,699,378 at June 30, 2017 and 2016, respectively. Money returned to LTF will be reallocated for future capital purchases or operating assistance.

Allocations received but not earned were recorded as Due to Other Government Agencies as follows:

	2017	2016
Balance - Beginning of Year	\$ 2,699,378	\$ 1,253,960
LTF - Operating	5,500,867	6,372,339
LTF - Capital	3,465,415	5,091,740
Total LTF	8,966,282	11,464,079
Operating Expenses	13,324,993	11,547,760
Adjustments:		
Add Back Depreciation	(2,659,934)	(2,021,976)
Farebox Revenues	(1,247,968)	(1,231,773)
STA	(675,527)	(1,116,581)
Other Revenues	(454,243)	(1,870,721)
Interest Income	(15,311)	(11,023)
FTA Grant Revenues	(3,044,818)	(2,142,613)
Other Federal Grants	(210,000)	(823,754)
Capital Asset Outlays	3,418,557	6,418,373
Property Disposal	-	17,009
Net Operating Expenses	8,435,749	8,764,701
Net Increase	530,533	2,699,378
Return of LTF Capital	(2,699,378)	(1,253,960)
Previous Year Economic Adjustment	(74,531)	-
Balance - End of Year	\$ 456,002	\$ 2,699,378

A review of the previous fiscal year's calculations disclosed an overpayment was made in 2016 to the LTF trust fund. The overpayment was a result of a posting error. Accordingly, NVTA owes \$74,531 and posted an adjustment in the current fiscal year.

NOTE 7 – PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA)

In November 2006, California voters passed a bond measure enacting the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006. Of the \$19.925 billion of State general obligation bonds authorized, \$4 billion was set aside by the State as instructed by the statute as the Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA). These funds are available to the California Department of Transportation for intercity rail projects and to transit operators in California for rehabilitation, safety, or modernization improvements; capital service enhancements or expansions; new capital projects; bus rapid transit improvements; or for rolling stock procurement, rehabilitation, or replacement.

NOTE 7 – PUBLIC TRANSPORTATION MODERNIZATION, IMPROVEMENT, AND SERVICE ENHANCEMENT ACCOUNT (PTMISEA) (Continued)

As of June 30, 2017 and 2016, PTMISEA funds received and expended were verified in the course of our audit as follows:

	<u>2017</u>	<u>2016</u>
Balance - Beginning of Year	\$ -	\$ 1,012,401
Receipts:		
Receipts Deposited	-	-
Interest Accrued	-	2,447
Expenses:		
Transit Capital	-	(1,014,848)
Balance - End of Year	<u>\$ -</u>	<u>\$ -</u>

NOTE 8 – ADVANCES

Advances associated with multi-year projects, capital projects, and operating grants were reported in the following fund at June 30, 2017 and 2016, as follows:

	<u>2017</u>	<u>2016</u>
Proprietary Fund		
Proposition 1B - Capital Funds	\$ -	\$ -
Other Advances	153,205	-
Total Advances - Proprietary Fund	<u>\$ 153,205</u>	<u>\$ -</u>

In 2017, NVTa received grants from various sources. At June 30, 2017, eligibility requirements for recognizing the revenue had not been met. Therefore, the unexpended balance was deferred to 2018.

NOTE 9 – AGREEMENTS AND COMMITMENTS

Bay Area Air Quality Management District Agreement

NVTa entered into an agreement with the Bay Area Air Quality Management District (the District) to implement specified measures to improve air quality in the County. The funding for this agreement comes from Assembly Bill (AB) 434 allowing the District to levy a surcharge on motor vehicle registration fees. Quarterly, the District must transfer 40% of the surcharge, less management fees and audit costs, to NVTa, as the selected Program Manager. However, the agreement may be terminated at any time by either party and there are no assurances of annual renewal. As program manager, NVTa allocates 5% of these funds to itself to administer the program.

Abandoned Vehicle Abatement Program

The California legislature has enacted legislation to allow local governments to assess a fee on vehicle registration for the purpose of aiding local governments in the recovery of costs associated with the disposition of abandoned vehicles. NVTa is the designated service authority to manage and distribute abandoned vehicle fees to participating jurisdictions within the County. These fees are collected by NVTa and distributed to the jurisdictions based on reimbursement requests submitted to the service authority. The current program has sunset on May 31, 2016, and remaining funds will be distributed to the jurisdictions until all funding has been exhausted.

NOTE 9 – AGREEMENTS AND COMMITMENTS (Continued)

Metropolitan Transportation Commission

NVTA received a federal highway administration planning grant from the MTC. The purpose of the grant was to implement congestion planning and programming activities for the County and its surrounding cities. Amounts received or receivable from the MTC are subject to audit and adjustment by the MTC. Any disallowed claims including amounts already collected, may constitute a liability of NVTA. The amount, if any, of expenditures which may be disallowed by MTC cannot be determined at this time although NVTA expects such amounts, if any, to be immaterial.

NOTE 10 – PENSION PLAN

A. General Information about the Pension Plan

Plan Description – All qualified permanent and probationary employees are eligible to participate in NVTA's Cost-Sharing Multiple-Employer Defined Benefit Pension Plan (Plan) administered by the California Public Employees' Retirement System (CalPERS). The Plan consists of individual rate plans (benefit tiers) within a miscellaneous risk pool. Plan assets may be used to pay benefits for any employer rate plan of the risk pool. Accordingly, rate plans within the pools are not separate plans under GASB Statement No. 68. Individual employers may sponsor more than one rate plan in the miscellaneous pool. NVTA sponsors three rate plans. Benefit provisions under the Plan are established by State statute and NVTA resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions, and membership information that can be found on the CalPERS website.

Benefits Provided – CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Classic members (Tier 1) with five years of total service are eligible to retire at age 55 with statutorily reduced benefits (2.5%@Age 55). Members hired after May 21, 2011, (Tier 2) with five years of total service are eligible to retire at age 60 with statutorily reduced benefits (2%@Age 60). The California Public Employees' Pension Reform Act (PEPRA) established a separate tier for members hired after January 1, 2013. PEPRA Members with five years of total service are eligible to retire at age 62 with statutorily reduced benefits (2% at age 62). All members are eligible for non-duty disability benefits after 5 years of service. The cost of living adjustments for the Plan are applied as specified by the California Public Employees' Retirement Law.

The rate plan provisions and benefits in effect at June 30, 2017 and 2016, are summarized as follows:

Hire Date	Prior to May 21, 2011 (Tier I)	On or after May 21, 2011 (Tier II)	On or after January 1, 2013 (PEPRA)
Benefit Formula	2.5%@55	2%@60	2%@62
Benefit Vesting Schedule	5 Years Service	5 Years Service	5 Years Service
Benefit Payments	Monthly for life	Monthly for life	Monthly for life
Retirement Age	55	60	62
Monthly Benefits, as a Percentage of Eligible Compensation	2.5%	2%	2%
Required Employee Contribution Rates	8.000%	7.000%	6.250%
Required Employer Contribution Rates	9.498%	7.159%	6.555%

NOTE 10 – PENSION PLAN (Continued)A. General Information about the Pension Plan (Continued)

Contributions – Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through the CalPERS' annual actuarial valuation process. NVTa's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pools' costs of benefits earned by employees during the year, and any unfunded accrued liability. NVTa is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. NVTa's contributions to the Plan for the years ended June 30, 2017 and 2016, were \$117,333 and \$91,990, respectively.

B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2017 and 2016, NVTa reported a net pension liability for its proportionate share of the net pension liability of the Plan in the amount of \$292,430, and \$214,127, respectively.

NVTa's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2016 and 2015, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2015 and 2014, rolled forward to June 30, 2016 and 2015, using standard update procedures. NVTa's proportion of the net pension liability was based on a projection of NVTa's long-term share of contributions to the Plan relative to the projected contributions of all participating employers, actuarially determined. NVTa's proportionate share of the net pension liability for the Plan as of June 30, 2015 and 2016, was as follows:

Proportion - June 30, 2015	0.312000%
Proportion - June 30, 2016	<u>0.337900%</u>
Change - Increase (Decrease)	<u>0.025900%</u>

For the years ended June 30, 2017 and 2016, NVTa recognized pension expense/(income) of \$7,937 and \$(67,033). At June 30, 2017, NVTa reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

2017	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Actual and Expected Experience	\$ 3,278	\$ 751
Changes in Assumptions	-	31,016
Net Differences between Projected and Actual Earnings on Plan Investments	161,430	-
Change in Employer's Proportion	109,833	49,812
Differences between the Employer's Contributions and the Employer's Proportionate Share of Contributions	69,802	-
Pension Contributions Subsequent to Measurement Date	<u>117,333</u>	<u>-</u>
Total	<u>\$ 461,676</u>	<u>\$ 81,579</u>

NOTE 10 – PENSION PLAN (Continued)**B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions** (Continued)

2016	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Actual and Expected Experience	\$ 7,754	\$ -
Changes in Assumptions	-	73,356
Net Differences between Projected and Actual Earnings on Plan Investments	-	36,774
Change in Employer's Proportion	170,851	35,209
Differences between the Employer's Contributions and the Employer's Proportionate Share of Contributions	67,142	-
Pension Contributions Subsequent to Measurement Date	91,990	-
Total	<u>\$ 337,737</u>	<u>\$ 145,339</u>

\$117,333 and \$91,990 reported as deferred outflows of resources related to contributions subsequent to the measurement date during the years ended June 30, 2017 and 2016, respectively, will be recognized as a reduction of the net pension liability in the year ended June 30, 2017 and 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	
2018	\$ 74,318
2019	76,050
2020	70,583
2021	41,813
2022	-
Thereafter	-
Total	<u>\$ 262,764</u>

NOTE 10 – PENSION PLAN (Continued)**B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions** (Continued)

Actuarial Assumptions – The total pension liabilities in the June 30, 2015 and 2014 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2015	June 30, 2014
Measurement Date	June 30, 2016	June 30, 2015
Actuarial Cost Method	Entry Age Normal	Entry Age Normal
Actuarial Assumptions:		
Discount Rate	7.65%	7.65%
Inflation	2.75%	2.75%
Payroll Growth	3.00%	3.00%
Projected Salary Increase	Varies ⁽¹⁾	Varies ⁽¹⁾
Investment Rate of Return	7.65% ⁽²⁾	7.65% ⁽²⁾
Mortality	CalPERS ⁽³⁾	CalPERS ⁽³⁾

⁽¹⁾ Depending on age, service, and type of employment.

⁽²⁾ Net of pension plan investment expenses, including inflation.

⁽³⁾ The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the 2015 experience study report.

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2015 and 2014 valuations were based on the results of a January 2015 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can found on the CalPERS website.

Discount Rate – The discount rate used to measure the total pension liability was 7.65% for the Plan for the year ended June 30, 2016. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.65% discount rate is applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained from the CalPERS' website under the GASB 68 section.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

NOTE 10 – PENSION PLAN (Continued)**B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions** (Continued)

The tables below reflect the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. The target allocation shown was adopted by the CalPERS Board of Administration effective on July 1, 2014.

2016	Current Target Allocation	Real Return Years 1 - 10 ^(a)	Real Return Years 11+ ^(b)
Asset Class			
Global Equity	47.00%	0.00%	0.00%
Global Fixed Income	19.00%	0.00%	0.00%
Inflation Sensitive	6.00%	0.00%	0.00%
Private Equity	12.00%	0.00%	0.00%
Real Estate	11.00%	0.00%	0.00%
Infrastructure and Forestland	3.00%	0.00%	0.00%
Liquidity	2.00%	0.00%	0.00%
Total	100.00%		

^(a) An expected inflation of 2.5% used for this period.

^(b) An expected inflation of 3.0% used for this period.

2015	Current Target Allocation	Real Return Years 1 - 10 ^(a)	Real Return Years 11+ ^(b)
Asset Class			
Global Equity	51.00%	5.25%	5.71%
Global Fixed Income	19.00%	0.99%	2.43%
Inflation Sensitive	6.00%	0.45%	3.36%
Private Equity	10.00%	6.83%	6.95%
Real Estate	10.00%	4.50%	5.13%
Infrastructure and Forestland	2.00%	4.50%	5.09%
Liquidity	2.00%	-0.55%	-1.05%
Total	100.00%		

^(a) An expected inflation of 2.5% used for this period.

^(b) An expected inflation of 3.0% used for this period.

NOTE 10 – PENSION PLAN (Continued)**B. Pension Liabilities, Pension Expenses, and Deferred Outflows/Inflows of Resources Related to Pensions** (Continued)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate – The following presents NVTA's proportionate share of the net pension liability for the Plan, calculated using the discount rate for the Plan, as well as what NVTA's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

	2017	2016
1% Decrease	6.65%	6.65%
Net Pension Liability	\$ 532,396	\$ 398,058
Current Discount Rate	7.65%	7.65%
Net Pension Liability	\$ 292,430	\$ 214,127
1% Increase	8.65%	8.65%
Net Pension Liability	\$ 9,411	\$ 62,270

Pension Plan Fiduciary Net Position – Detailed information about the Plan's fiduciary net position is available in the separately issued CalPERS financial reports

C. Payable to the Pension Plan

At June 30, 2017 and 2016, NVTA had no outstanding amounts for contributions to the Plan required for the years then ended.

NOTE 11 – POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS

In addition to the pension benefits described on the previous pages, NVTA provides postretirement healthcare benefits to all employees meeting certain selected criteria. Employees on the payroll as of June 30, 2017 and 2016, who retire from NVTA with 3 years of NVTA service and 25 years of CalPERS service will receive 1.3 times the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum dollar amounts who retire from NVTA at or after age 50.

The GASB issued Statement No. 43, *Financial Reporting for Post-Employment Benefit Plans Other than Pension Plans*, and Statement No. 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits*. The basic premise of the statement is that Other Post-Employment Benefits (OPEB) are earned by employees and should be recognized by the employer as the employee provides services. GASB Statement No. 45 requires employers to account for and report the annual cost of OPEB and the outstanding obligations and commitments related to them in the same manner as they currently do for pensions. NVTA implemented the provisions of GASB Statement No. 45 in the fiscal year beginning July 1, 2009, on a one-year retroactive basis.

For the GASB Statement No. 45 actuarial valuation dated June 30, 2013, NVTA chose a new allocation strategy. In March 2011, the CalPERS board approved changes to the California Employers' Retiree Benefit Trust (CERBT) to allow a choice between three different asset allocations strategies with different equity vs. fixed income and base the prescribed discount rate on the asset allocation. NVTA chose Option 3, a 6.39% discount limit based upon the 50th percentile return.

In accordance with GASB Statement No. 43, CalPERS issues a publicly available financial report that includes financial statements and required supplementary information for the plan. That annual financial report may be obtained by writing to NVTA's Finance Department at 625 Burnell Street, Napa, California 94559.

NOTE 11 – POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

Plan Description: NVTA participates in the CERBT, a trust established by Chapter 331 of the 1988 Statutes and initially funded in 2007. The purpose of the trust is to receive contributions from participating employers and establish separate employer prefunding accounts to pay for healthcare post-employment benefits. The CERBT is an agent multiple-employer plan as defined in GASB Statement No. 43 and is administered by the CalPERS. The plan has one retiree receiving benefits and a total of 12 active participants, all of which are not currently eligible to receive benefits.

The following is a description of the current retiree benefit plan:

Benefit Types Provided	Medical only
Duration of Benefits	Lifetime
Required Service	CalPERS retirement and 5 years NVTA
Minimum Age	50
Dependent Coverage	Family eligible
NVTA Contribution %	Up to 100%
NVTA Cap Highest	1.3 times PEMCHA minimum dollar amounts

Annual OPEB Cost and Net OPEB Obligation: NVTA's annual OPEB cost (expense) is calculated based on the actuarially determined contribution (ADC) of the employer, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ADC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (of funding excess) over a period not to exceed thirty years. For fiscal years 2015-2016 and 2016-2017, the net OPEB obligation (asset) was determined as follows:

	2017	2016
Actuarially determined contribution	\$ 31,000	\$ 30,000
Contributions made	(31,000)	(30,000)
Change in net OPEB obligation	-	-
Net OPEB asset, beginning of year	-	-
Net OPEB asset, end of year	\$ -	\$ -

Year Ended	Annual OPEB Cost	Actual Employer Contribution	Percentage Contributed	Net OPEB Obligation (Asset)
6/30/2017	\$ 31,000	\$ 31,000	100%	\$ -
6/30/2016	\$ 30,000	\$ 30,000	100%	\$ -
6/30/2015	\$ 40,000	\$ 40,000	100%	\$ -

NOTE 11 – POST-EMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

Funded Status and Funding Progress: The funded status of the plan as of June 30, 2017, was as follows:

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b - a)/c]
June 30, 2017	\$ 292,000	\$ 170,000	\$ (122,000)	171.8%	\$ 1,357,000	-9.0%
June 30, 2015	\$ 206,000	\$ 161,000	\$ (45,000)	128.0%	\$ 1,109,000	-4.1%
June 30, 2013	\$ 109,000	\$ 218,000	\$ 109,000	50.0%	\$ 1,031,000	10.6%

NVTA's ADC is based on the pre-funding method. For fiscal year 2016-2017, NVTA contributed \$31,000 to the plan.

As of June 30, 2017, the most recent actuarial valuation date, the actuarial accrued liability for benefits was \$170,000, and the actuarial value of assets was \$292,000 resulting in an unfunded actuarial accrued liability of \$122,000. The covered payroll (annual payroll of active employees covered) was \$1,357,000.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the ADC of NVTA are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.

Actuarial Methods and Assumptions: Actuarial valuations for an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Actuarially determined amounts are subject to continuous revision as actual results are compared to past expectations and new estimates are made about the future. Although the valuation results are based on values NVTA's actuarial consultant believes are reasonable assumptions, the valuation result is only an estimate of what future costs may actually be and reflect a long-term perspective.

Deviations in any of several factors, such as future interest rate discounts, medical cost inflation, Medicare coverage risk, and changes in marital status, could result in actual costs being greater or less than estimated.

In the actuarial valuation for the plan as of June 30, 2017, the entry age normal cost method was used. The allocation of OPEB cost is based on years of service. NVTA used the level percentage of payroll method to allocate OPEB cost over years of service. Entry age is based on the average age at hire for eligible employees. The attribution period is determined as the difference between the average retirement age and the average age at hire. The present value of future benefits and present value of future normal costs are determined on an employee by employee basis and then aggregated. To the extent that different benefit formulas apply to different employees of the same class, the normal cost is based on the benefit plan applicable to the most recently hired employees (including future hires if a new benefit formula has been agreed to and communicated to employees).

The actuarial assumptions included a 6.25% discount rate (net of administrative expenses), which is based on an assumed long-term return on plan assets and 100% funding through the CalPERS CERBT program, and an annual healthcare cost trend rate of 4.5% including a 3% inflation assumption. The actuarial value of assets was determined using fair value (as provided by CalPERS). The UAAL will be amortized as a level percentage of projected payroll assuming a 3.25% increase per year and no increases in staff or merit increases. The remaining amortization period is 28 years.

Funding Policy: The contribution requirements of plan members and NVTA are established and may be amended by the NVTA Board. These contributions are neither mandated nor guaranteed. NVTA has retained the right to unilaterally modify its payment for retiree healthcare benefits.

NOTE 12 – EMPLOYEE BENEFITS – DEFERRED COMPENSATION PLAN

Employees of NVTa may participate in a deferred compensation plan adopted under the provisions of the Internal Revenue Code (IRC) Section 457 (Deferred Compensation Plans with Respect to Service for State and Local Governments).

The deferred compensation plan is available to all employees of NVTa. Under the plan, employees may elect to defer a portion of their salaries and avoid paying taxes on the deferred portion until the withdrawal date. The deferred compensation amount is not available for withdrawal by employees until termination, retirement, death, or unforeseeable emergency.

The deferred compensation plan is administered by an unrelated financial institution through CalPERS. Under the terms of the IRC Section 457 deferred compensation plan, all deferred compensation and income attributable to the investment of the deferred compensation amounts held by the financial institution, until paid or made available to the employees or beneficiaries, are the property of the employee.

NOTE 13 – INSURANCE AND RISK OF LOSS

NVTa is exposed to various risks of loss related to torts, theft or damage to and destruction of assets, errors and omissions, injuries to employees, and natural disasters. NVTa maintains various insurance policies for directors and officers, property and liability, commercial liability, and workers' compensation against potential risk of loss through private insurance carriers. NVTa secures vehicular and liability coverage for business-type activities of up to \$5,000,000 per incident through its purchased transportation contractor.

NOTE 14 – RELATED PARTY TRANSACTIONS

County personnel provide administration services to NVTa. The County also provides legal counsel. During the fiscal years ended June 30, 2017 and 2016, NVTa paid to the County, a related party, the following amounts:

	<u>2017</u>	<u>2016</u>
Accounting and Legal Services	\$ 17,081	\$ 36,079
Other Services and Supplies	<u>152,575</u>	<u>122,360</u>
Total Related Party Transactions	<u>\$ 169,656</u>	<u>\$ 158,439</u>

NOTE 15 – FAREBOX RATIO

Article 4

Article 4 transit operations include Vine and American Canyon Transit. As agreed to by MTC, the combined farebox ratio requirement is 15%. The farebox ratio for the years ended June 30, 2017 and 2016, was 18.42% and 19.36%, respectively, as follows:

June 30, 2017			
<u>Article 4</u>	<u>Total Article 4 Services</u>	<u>Vine</u>	<u>ACT</u>
Farebox Subject to Farebox Ratio	<u>\$ 1,458,688</u>	<u>\$ 1,415,104</u>	<u>\$ 43,584</u>
Operating Cost, Net of Depreciation	<u>\$ 7,917,111</u>	<u>\$ 7,644,712</u>	<u>\$ 272,399</u>
Farebox Ratio	<u>18.42%</u>		
June 30, 2016			
<u>Article 4</u>	<u>Total Article 4 Services</u>	<u>Vine</u>	<u>ACT</u>
Farebox Subject to Farebox Ratio	<u>\$ 1,411,012</u>	<u>\$ 1,368,013</u>	<u>\$ 42,999</u>
Operating Cost, Net of Depreciation and Insurance	<u>\$ 7,289,575</u>	<u>\$ 7,011,054</u>	<u>\$ 278,521</u>
Farebox Ratio	<u>19.36%</u>		

Farebox revenue and operating cost used for farebox ratio calculation will not agree to the Statement of Revenues, Expenses, and Changes in Fund Net Position for the Proprietary Fund (see page 19). The sales of non-federal assets are eligible as farebox revenues. Supplies not directly used for transit have been removed from operating costs.

Recent changes to the Transportation Development Act statutes allow for the inclusion of local funds to calculate statutory farebox ratio. California Public Utilities Code (PUC) Section 99268.19 states that: "If fare revenues are insufficient to meet the applicable ratio of fare revenues to operating cost required by this article, an operator may satisfy that requirement by supplementing its fare revenues with local funds. As used in this section, "local funds" means any nonfederal or nonstate grant funds or other revenues generated by, earned by, or distributed to an operator."

For the fiscal years ended June 30, 2017 and 2016, NVTa was in compliance with the minimum farebox ratio of 15% for Article 4 transit operations.

Without the use of local funds to meet statutory requirements, operation farebox for the fiscal year ended June 30, 2017, would be 12.79%.

NOTE 15 – FAREBOX RATIO (Continued)**Article 8**

Article 8 transit operations include Vine Go, Calistoga Shuttle, St. Helena Shuttle, Yountville Trolley, and the Taxi Scrip program. TDA Section 6633.2 requires NVTa to meet a 10% farebox revenue to total operating expenses ratio. The farebox revenue ratio for the years ended June 30, 2017 and 2016, for Article 8 transit operations was 10.52% and 11.35%, respectively, as follows:

	June 30, 2017		
<u>Article 8</u>	<u>Total Article 8 Services</u>	<u>Taxi Scrip and Vine Go</u>	<u>Calistoga, Yountville, and St. Helena</u>
Farebox Subject to Farebox Ratio	<u>\$ 235,680</u>	<u>\$ 92,805</u>	<u>\$ 142,875</u>
Operating Cost, Net of Depreciation	<u>\$ 2,241,295</u>	<u>\$ 1,179,738</u>	<u>\$ 1,061,557</u>
Farebox Ratio	<u>10.52%</u>		
	June 30, 2016		
<u>Article 8</u>	<u>Total Article 8 Services</u>	<u>Taxi Scrip and Vine Go</u>	<u>Calistoga, Yountville, and St. Helena</u>
Farebox Subject to Farebox Ratio	<u>\$ 253,490</u>	<u>\$ 114,700</u>	<u>\$ 138,790</u>
Operating Cost, Net of Depreciation and Insurance	<u>\$ 2,233,148</u>	<u>\$ 1,280,645</u>	<u>\$ 952,503</u>
Farebox Ratio	<u>11.35%</u>		

For the fiscal years ended June 30, 2017 and 2016, NVTa was in compliance with the minimum farebox ratio required for Article 8 transit operations.

NOTE 16 – EXCESS OF EXPENDITURES OVER APPROPRIATIONS

For the years ended June 30, 2017 and 2016, expenditures exceeded appropriations in the Planning Fund as follows:

<u>Appropriations Category</u>		<u>Excess Expenditures</u>	
		<u>2017</u>	<u>2016</u>
Planning Fund:	Communications	\$ 17,666	\$ 1,589
	Rents and Leases	8	-
	Office Expense	-	1,048
	Transportation	-	6,150
	Miscellaneous Expense	67,915	20,300
	Debt Service:		
	Principal	2,502,874	2,438,984
	Interest		25,105

NOTE 17 – LINE OF CREDIT

To meet the cash flow needs of the Vine Trail project and business-type activities, NVTa entered into a \$5 million revolving credit facility with a local bank. Details of the short term promissory note are as follows:

Date of promissory note: March 28, 2016

Amount: \$5,000,000

Unpaid principal balance as of June 30, 2017: \$990,799

Maturity date: November 15, 2017

Interest rate: Variable - based on Prime Rate, 3.5% as of June 30, 2017, on any unpaid balance

Date to which interest has been paid: June 30, 2017

NOTE 18 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through December 18, 2017, which is the date the financial statements were available to be issued. There were no subsequent events identified by management which would require disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

**NAPA VALLEY TRANSPORTATION AUTHORITY
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL
GOVERNMENTAL FUND – PLANNING FUND
FOR THE YEAR ENDED JUNE 30, 2017**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
Revenues				
Local Transportation Fund Allocation	\$ 3,867,791	\$ 3,867,791	\$ 3,830,791	\$ (37,000)
Federal Highway Allocations	792,000	792,000	1,117,704	325,704
Programming, Planning, and Monitoring	69,000	69,000	45,787	(23,213)
Other Grants	656,000	656,000	8,109	(647,891)
Local Support	-	-	120,000	120,000
Interest	5,000	5,000	7,330	2,330
Other Revenues	-	-	78,006	78,006
Total Revenues	5,389,791	5,389,791	5,207,727	(182,064)
Expenditures				
Communications	10,000	10,000	27,666	(17,666)
Insurance	65,000	47,400	44,048	3,352
Office Expense	113,000	113,000	103,055	9,945
Rents and Leases	8,000	8,000	8,008	(8)
Transportation	21,000	21,000	16,846	4,154
Salaries and Benefits	1,853,500	1,853,500	1,629,904	223,596
Miscellaneous Expense	208,000	208,000	275,915	(67,915)
Professional Services	2,754,891	2,719,116	1,722,625	996,491
Debt Service				
Principal	-	-	2,502,874	(2,502,874)
Interest	-	38,500	38,476	24
Total Expenditures	5,033,391	5,018,516	6,369,417	1,151,949
Other Finance Sources				
Line of Credit	-	-	820,339	(820,339)
Total Other Financing Sources	-	-	820,339	(820,339)
Net Change in Fund Balance	356,400	371,275	(341,351)	712,626
Fund Balance, Beginning of Fiscal Year	2,372,123	2,372,123	2,372,123	-
Fund Balance, End of Fiscal Year	<u>\$ 2,728,523</u>	<u>\$ 2,743,398</u>	<u>\$ 2,030,772</u>	<u>\$ 712,626</u>

**NAPA VALLEY TRANSPORTATION AUTHORITY
SCHEDULE OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE – BUDGET AND ACTUAL
GOVERNMENTAL FUND – PLANNING FUND
FOR THE YEAR ENDED JUNE 30, 2016**

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
Revenues				
Local Transportation Fund Allocation	\$ 1,622,850	\$ 1,622,850	\$ 1,872,850	\$ 250,000
Federal Highway Allocations	6,100,000	6,100,000	5,836,778	(263,222)
Programming, Planning, and Monitoring	69,000	69,000	4,146	(64,854)
Other Grants	1,997,000	1,997,000	115,107	(1,881,893)
Local Support	290,000	290,000	58,945	(231,055)
Interest	5,000	5,000	5,466	466
Other Revenues	10,000	10,000	1,726,499	1,716,499
Total Revenues	10,093,850	10,093,850	9,619,791	(474,059)
Expenditures				
Communications	10,000	10,000	11,589	(1,589)
Insurance	65,000	65,000	46,739	18,261
Office Expense	94,000	94,000	95,048	(1,048)
Rents and Leases	7,500	7,500	7,290	210
Transportation	13,000	13,000	19,150	(6,150)
Salaries and Benefits	1,790,500	1,790,500	1,298,214	492,286
Miscellaneous Expense	264,600	264,600	284,900	(20,300)
Professional Services	8,049,250	8,049,250	8,034,127	15,123
Debt Service				
Principal	-	-	2,438,984	(2,438,984)
Interest	-	-	25,105	(25,105)
Total Expenditures	10,293,850	10,293,850	12,261,146	496,793
Other Finance Sources				
Line of Credit	-	-	4,121,519	(4,121,519)
Total Other Financing Sources	-	-	4,121,519	(4,121,519)
Net Change in Fund Balance	(200,000)	(200,000)	1,480,164	(1,680,164)
Fund Balance, Beginning of Fiscal Year	891,959	891,959	891,959	-
Fund Balance, End of Fiscal Year	<u>\$ 691,959</u>	<u>\$ 691,959</u>	<u>\$ 2,372,123</u>	<u>\$ (1,680,164)</u>

**NAPA VALLEY TRANSPORTATION AUTHORITY
SCHEDULE OF FUNDING PROGRESS
OTHER POST-EMPLOYMENT BENEFITS
JUNE 30, 2017**

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) Entry Age (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b - a)/c]
June 30, 2017	\$ 292,000	\$ 170,000	\$ (122,000)	171.8%	\$ 1,357,000	-9.0%
June 30, 2015	\$ 206,000	\$ 161,000	\$ (45,000)	128.0%	\$ 1,109,000	-4.1%
June 30, 2013	\$ 109,000	\$ 218,000	\$ 109,000	50.0%	\$ 1,031,000	10.6%

**NAPA VALLEY TRANSPORTATION AUTHORITY
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2017**

BUDGETS AND BUDGETARY ACCOUNTING

Formal budgetary accounting is employed as a management control by Napa Valley Transportation Authority (NVTA). A biennial budget is adopted each even-numbered fiscal year by the Board of Directors (the Board). The accounting method used to prepare the budget is consistent with accounting principles generally accepted in the United States of America. All changes or amendments to the budget require prior approval of the Board. Unused appropriations lapse at the end of the fiscal year.

**NAPA VALLEY TRANSPORTATION AUTHORITY
SCHEDULE OF NVTA'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY
AS OF JUNE 30, 2017
LAST 10 YEARS***

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Proportion of the Net Pension Liability	0.003379%	0.003120%	0.003084%
Proportionate Share of the Net Position Liability	\$ 292,430	\$ 214,127	\$ 191,920
Covered-Employee Payroll	\$ 1,116,442	\$ 1,100,512	\$ 1,014,983
Proportionate Share of the Net Pension Liability as a Percentage of Covered-Employee Payroll	26.19%	19.46%	18.91%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	74.06%	78.40%	79.82%

* Fiscal year 2015 was the 1st year of implementation; therefore, only three years are shown.

Notes to Schedule:

Benefit changes. The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2014, as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Changes in assumptions. GASB Statement No. 68, paragraph 68 states that the long-term expected rate of return should be determined net of pension plan investment expenses but without reduction for pension plan administrative expenses. The discount rate of 7.50 percent used for the June 30, 2015 measurement date was net of administrative expenses. The discount rate of 7.65 percent used for the June 30, 2016 measurement date is without reduction of pension plan administrative expenses.

**NAPA VALLEY TRANSPORTATION AUTHORITY
SCHEDULE OF CONTRIBUTIONS
AS OF JUNE 30, 2017
LAST 10 YEARS***

	2017	2016	2015
Contractually Required Contribution (Actuarially Determined)	\$ 117,333	\$ 91,990	\$ 130,432
Contributions in Relation to the Actuarially Determined Contributions	<u>117,333</u>	<u>91,990</u>	<u>130,432</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered-Employee Payroll	\$ 1,392,113	\$ 100,512	\$ 1,014,983
Contributions as a Percentage of Covered- Employee Payroll	8.43%	91.52%	12.85%

* Fiscal year 2015 was the 1st year of implementation; therefore, only three years are shown.

Notes to Schedule:

Valuation Date	June 30, 2015	June 30, 2014
Measurement Date	June 30, 2016	June 30, 2015
Actuarial Cost Method	Entry Age Normal	Entry Age Normal
Actuarial Assumptions:		
Discount Rate	7.65%	7.65%
Inflation	2.75%	2.75%
Payroll Growth	3.00%	3.00%
Projected Salary Increase	Varies ⁽¹⁾	Varies ⁽¹⁾
Investment Rate of Return	7.65% ⁽²⁾	7.65% ⁽²⁾
Mortality	CalPERS ⁽³⁾	CalPERS ⁽³⁾

⁽¹⁾ Depending on age, service, and type of employment.

⁽²⁾ Net of pension plan investment expenses, including inflation.

⁽³⁾ The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the 2015 experience study report.

SUPPLEMENTARY INFORMATION

**NAPA VALLEY TRANSPORTATION AUTHORITY
COMBINING STATEMENT OF FIDUCIARY NET POSITION
PRIVATE PURPOSE TRUST FUNDS
JUNE 30, 2017**

	Abandoned Vehicle Abatement	Air Quality Management	Total
<u>ASSETS</u>			
Current Assets			
Cash and Investments in County Treasury	\$ 121,169	\$ 547,070	\$ 668,239
Vehicle Registration Fees Receivable	-	-	-
Due from Other Government Agencies	-	201,490	201,490
	<hr/>	<hr/>	<hr/>
Total Current Assets	121,169	748,560	869,729
	<hr/>	<hr/>	<hr/>
Total Assets	<u>\$ 121,169</u>	<u>\$ 748,560</u>	<u>\$ 869,729</u>
	<hr/>	<hr/>	<hr/>
<u>LIABILITIES</u>			
Current Liabilities			
Accounts Payable	\$ -	\$ 61,049	\$ 61,049
	<hr/>	<hr/>	<hr/>
Total Current Liabilities	-	61,049	61,049
	<hr/>	<hr/>	<hr/>
Total Liabilities	-	61,049	61,049
	<hr/>	<hr/>	<hr/>
<u>NET POSITION</u>			
Net Position Held in Trust for Other Purposes	121,169	687,511	808,680
	<hr/>	<hr/>	<hr/>
Total Net Position	121,169	687,511	808,680
	<hr/>	<hr/>	<hr/>
Total Liabilities and Net Position	<u>\$ 121,169</u>	<u>\$ 748,560</u>	<u>\$ 869,729</u>
	<hr/>	<hr/>	<hr/>

**NAPA VALLEY TRANSPORTATION AUTHORITY
COMBINING STATEMENT OF FIDUCIARY NET POSITION
PRIVATE PURPOSE TRUST FUNDS
JUNE 30, 2016**

	Abandoned Vehicle Abatement	Air Quality Management	Total
<u>ASSETS</u>			
Current Assets			
Cash and Investments in County Treasury	\$ 134,178	\$ 608,676	\$ 742,854
Vehicle Registration Fees Receivable	-	-	-
Due from Other Government Agencies	-	99,467	99,467
	<hr/>	<hr/>	<hr/>
Total Current Assets	134,178	708,143	842,321
	<hr/>	<hr/>	<hr/>
Total Assets	<u>\$ 134,178</u>	<u>\$ 708,143</u>	<u>\$ 842,321</u>
	<hr/>	<hr/>	<hr/>
<u>LIABILITIES</u>			
Current Liabilities			
Accounts Payable	\$ -	\$ 143,059	\$ 143,059
	<hr/>	<hr/>	<hr/>
Total Current Liabilities	-	143,059	143,059
	<hr/>	<hr/>	<hr/>
Total Liabilities	-	143,059	143,059
	<hr/>	<hr/>	<hr/>
<u>NET POSITION</u>			
Net Position Held in Trust for Other Purposes	134,178	565,084	699,262
	<hr/>	<hr/>	<hr/>
Total Net Position	134,178	565,084	699,262
	<hr/>	<hr/>	<hr/>
Total Liabilities and Net Position	<u>\$ 134,178</u>	<u>\$ 708,143</u>	<u>\$ 842,321</u>
	<hr/>	<hr/>	<hr/>

**NAPA VALLEY TRANSPORTATION AUTHORITY
COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
PRIVATE PURPOSE TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2017**

	Abandoned Vehicle Abatement	Air Quality Management	Total
ADDITIONS			
Aid from Other Government Agencies	\$ 27,058	\$ 198,062	\$ 225,120
Interest Income	923	2,995	3,918
Total Additions	27,981	201,057	229,038
DEDUCTIONS			
Program Expenses	40,990	78,630	119,620
Total Deductions	40,990	78,630	119,620
CHANGE IN NET POSITION	(13,009)	122,427	109,418
Net Position, Beginning of Year	134,178	565,084	699,262
Net Position, End of Year	\$ 121,169	\$ 687,511	\$ 808,680

**NAPA VALLEY TRANSPORTATION AUTHORITY
COMBINING STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
PRIVATE PURPOSE TRUST FUNDS
FOR THE YEAR ENDED JUNE 30, 2016**

	Abandoned Vehicle Abatement	Air Quality Management	Total
ADDITIONS			
Aid from Other Government Agencies	\$ 137,234	\$ 196,879	\$ 334,113
Interest Income	665	2,873	3,538
Total Additions	137,899	199,752	337,651
DEDUCTIONS			
Program Expenses	88,401	243,983	332,384
Total Deductions	88,401	243,983	332,384
CHANGE IN NET POSITION	49,498	(44,231)	5,267
Net Position, Beginning of Year	84,680	609,315	693,995
Net Position, End of Year	<u>\$ 134,178</u>	<u>\$ 565,084</u>	<u>\$ 699,262</u>

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN FUND NET POSITION
ENTERPRISE FUND – TRANSIT RELATED
BY OPERATION
FOR THE YEAR ENDED JUNE 30, 2017**

	VINE Go	VINE	Taxi	American Canyon	Yountville
Operating Revenues:					
Farebox Revenues	\$ 57,522	\$ 968,705	\$ 35,282	\$ 43,584	\$ 33,638
Operating Expenses:					
Marketing	31	103,046	-	-	-
Vehicle Maintenance	2,182	70,732	-	1,160	1,160
Other Maintenance	-	5,840	-	-	-
Fuel and Lubricants	103,550	763,303	-	15,962	12,371
Insurance	29,026	231,270	-	7,641	9,829
Planning and Administration	-	-	-	-	-
Security	-	27,664	-	-	-
Services	3,694	52,850	1,632	2,507	2,213
Supplies	510	23,870	4,276	-	-
Purchased Transportation	944,325	6,708,204	67,213	242,152	307,137
Rents and Leases	-	6,200	-	-	-
Utilities	-	3,952	-	-	457
Miscellaneous Expense	-	35,145	-	-	-
Depreciation	128,465	2,447,767	-	21,774	20,900
Personnel Costs	19,048	119,290	4,251	2,976	3,992
Total Operating Expenses	1,230,831	10,599,133	77,372	294,172	358,059
Operating Loss	(1,173,309)	(9,630,428)	(42,090)	(250,588)	(324,421)
Nonoperating Revenues (Expenses):					
Local Transportation Fund	389,762	4,400,882	38,017	162,716	172,348
State Transit Assistance	211,572	123,255	-	-	75,650
Federal Transit Assistance					
Grant Revenues - Operating	500,000	2,236,415	-	100,000	69,467
Other Federal Grants	-	-	-	-	-
Other Operating Grants	-	446,400	-	-	-
Interest Income	591	14,073	12	413	16
Other Revenues	-	-	-	-	-
Returned Local Transportation Fund Allocations	(37,250)	(346,072)	(3,633)	(15,551)	(16,472)
Total Nonoperating Revenues (Expenses)	1,064,675	6,874,953	34,396	247,578	301,009
Change in Net Position Before Contributions	(108,634)	(2,755,475)	(7,694)	(3,010)	(23,412)
Capital Contributions:					
Federal Transit Assistance	210,000	-	-	-	-
Other Capital	-	7,843	-	-	-
Local Transportation Fund	150,461	3,314,954	-	-	-
Change in Net Position	251,827	567,322	(7,694)	(3,010)	(23,412)
Net Position, Beginning of Year	406,790	29,702,489	(96,742)	(120,492)	(435,110)
Net Position, End of the Year	\$ 658,617	\$ 30,269,811	\$ (104,436)	\$ (123,502)	\$ (458,522)

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN FUND NET POSITION (Continued)
ENTERPRISE FUND – TRANSIT RELATED
BY OPERATION
FOR THE YEAR ENDED JUNE 30, 2017**

	St. Helena	Calistoga	Totals
Operating Revenues:			
Farebox Revenues	\$ 32,271	\$ 76,966	\$ 1,247,968
Operating Expenses:			
Marketing	-	-	103,077
Vehicle Maintenance	1,160	1,160	77,554
Other Maintenance	-	-	5,840
Fuel and Lubricants	11,373	14,444	921,003
Insurance	9,494	12,039	299,299
Planning and Administration	-	-	-
Security	-	-	27,664
Services	2,136	2,114	67,146
Supplies	-	822	29,478
Purchased Transportation	294,495	366,408	8,929,934
Rents and Leases	-	-	6,200
Utilities	-	-	4,409
Miscellaneous Expense	-	-	35,145
Depreciation	20,514	20,514	2,659,934
Personnel Costs	4,053	4,700	158,310
Total Operating Expenses	343,225	422,201	13,324,993
Operating Loss	(310,954)	(345,235)	(12,077,025)
Nonoperating Revenues (Expenses):			
Local Transportation Fund	130,000	207,142	5,500,867
State Transit Assistance	162,660	102,390	675,527
Federal Transit Assistance			
Grant Revenues - Operating	69,468	69,468	3,044,818
Other Federal Grants	-	-	-
Other Operating Grants	-	-	446,400
Interest Income	78	128	15,311
Other Revenues	-	-	-
Returned Local Transportation			
Fund Allocations	(12,424)	(24,600)	(456,002)
Total Nonoperating Revenues (Expenses)	349,782	354,528	9,226,921
Change in Net Position Before Contributions	38,828	9,293	(2,850,104)
Capital Contributions:			
Federal Transit Assistance	-	-	210,000
Other Capital	-	-	7,843
Local Transportation Fund	-	-	3,465,415
Change in Net Position	38,828	9,293	833,154
Net Position, Beginning of Year	(284,892)	(183,448)	28,988,595
Net Position, End of the Year	\$ (246,064)	\$ (174,155)	\$ 29,821,749

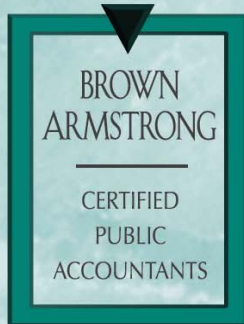
**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN FUND NET POSITION
ENTERPRISE FUND – TRANSIT RELATED
BY OPERATION
FOR THE YEAR ENDED JUNE 30, 2016**

	VINE Go	VINE	Taxi	American Canyon	Yountville
Operating Revenues:					
Farebox Revenues	\$ 77,723	\$ 935,285	\$ 36,977	\$ 42,999	\$ 31,881
Operating Expenses:					
Marketing	-	127,217	-	-	1,258
Vehicle Maintenance	-	37,547	-	-	-
Other Maintenance	-	2,399	-	-	-
Fuel and Lubricants	94,085	713,545	-	18,099	14,338
Insurance	26,217	170,372	-	7,149	8,777
Planning and Administration	-	-	-	-	-
Security	-	29,112	-	-	-
Services	3,282	40,986	1,546	2,200	2,449
Supplies	-	27,074	3,591	-	-
Purchased Transportation	1,037,398	5,671,855	67,410	245,664	285,657
Rents and Leases	-	1,000	-	-	-
Utilities	-	8,114	-	-	-
Miscellaneous Expense	-	14,462	-	-	-
Depreciation	98,556	1,841,208	-	21,774	19,410
Personnel Costs	37,209	170,432	8,913	5,409	6,335
Total Operating Expenses	1,296,747	8,855,323	81,460	300,295	338,224
Operating Loss	(1,219,024)	(7,920,038)	(44,483)	(257,296)	(306,343)
Nonoperating Revenues (Expenses):					
Local Transportation Fund	658,761	5,044,349	-	203,400	-
State Transit Assistance	334,727	781,854	-	-	-
Federal Transit Assistance					
Grant Revenues - Operating	400,000	1,481,622	-	60,000	66,997
Other Federal Grants	-	-	-	-	-
Other Operating Grants	-	508,089	-	-	-
Interest Income	(328)	8,076	139	1,002	815
Other Revenues	-	(17,009)	-	-	-
Returned Local Transportation					
Fund Allocations	(272,722)	(2,171,667)	-	(84,206)	-
Total Nonoperating Revenues (Expenses)	1,120,438	5,635,314	139	180,196	67,812
Change in Net Position Before Contributions	(98,586)	(2,284,724)	(44,344)	(77,100)	(238,531)
Capital Contributions:					
Federal Transit Assistance	-	823,754	-	-	-
Other Capital	-	1,044,269	-	-	-
Local Transportation Fund	-	5,299,141	-	-	-
Change in Net Position	(98,586)	4,882,440	(44,344)	(77,100)	(238,531)
Net Position, Beginning of Year	505,376	24,766,749	(52,398)	(43,392)	(196,579)
Net Position, End of the Year	\$ 406,790	\$ 29,649,189	\$ (96,742)	\$ (120,492)	\$ (435,110)

**NAPA VALLEY TRANSPORTATION AUTHORITY
STATEMENT OF REVENUES, EXPENSES, AND
CHANGES IN FUND NET POSITION (Continued)
ENTERPRISE FUND – TRANSIT RELATED
BY OPERATION
FOR THE YEAR ENDED JUNE 30, 2016**

	St. Helena	Calistoga	Totals
Operating Revenues:			
Farebox Revenues	\$ 26,812	\$ 80,096	\$ 1,231,773
Operating Expenses:			
Marketing	3,067	2,538	134,080
Vehicle Maintenance	-	-	37,547
Other Maintenance	-	-	2,399
Fuel and Lubricants	9,415	13,674	863,156
Insurance	8,441	10,913	231,869
Planning and Administration	-	-	-
Security	-	-	29,112
Services	1,969	1,926	54,358
Supplies	993	(310)	31,348
Purchased Transportation	256,116	313,355	7,877,455
Rents and Leases	-	-	1,000
Utilities	-	-	8,114
Miscellaneous Expense	-	-	14,462
Depreciation	20,514	20,514	2,021,976
Personnel Costs	5,162	7,424	240,884
Total Operating Expenses	305,677	370,034	11,547,760
Operating Loss	(278,865)	(289,938)	(10,315,987)
Nonoperating Revenues (Expenses):			
Local Transportation Fund	172,057	240,472	6,372,339
State Transit Assistance	-	-	1,116,581
Federal Transit Assistance			
Grant Revenues - Operating	66,997	66,997	2,142,613
Other Federal Grants	-	-	-
Other Operating Grants	-	-	508,089
Interest Income	455	864	11,023
Other Revenues	-	-	(17,009)
Returned Local Transportation			
Fund Allocations	(71,230)	(99,553)	(2,699,378)
Total Nonoperating Revenues (Expenses)	168,279	208,780	7,434,258
Change in Net Position Before Contributions	(110,586)	(81,158)	(2,881,729)
Capital Contributions:			
Federal Transit Assistance	-	-	823,754
Other Capital	-	-	1,044,269
Local Transportation Fund	-	-	5,299,141
Change in Net Position	(110,586)	(81,158)	4,285,435
Net Position, Beginning of Year	(174,306)	(102,290)	24,703,160
Net Position, End of the Year	\$ (284,892)	\$ (183,448)	\$ 28,988,595

OTHER REPORT



**BAKERSFIELD OFFICE
(MAIN OFFICE)**

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

7673 N. INGRAM AVENUE
SUITE 101
FRESNO, CA 93711
TEL 559.476.3592
FAX 559.476.3593

LAGUNA HILLS OFFICE

23272 MILL CREEK DRIVE
SUITE 255
LAGUNA HILLS, CA 92563
TEL 949.652.5422

STOCKTON OFFICE

5250 CLAREMONT AVENUE
SUITE 150
STOCKTON, CA 95207
TEL 209.451.4833

REGISTERED with the Public Company
Accounting Oversight Board and
MEMBER of the American Institute of
Certified Public Accountants

BROWN ARMSTRONG
Certified Public Accountants

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH THE STATUTES, RULES, AND REGULATIONS
OF THE CALIFORNIA TRANSPORTATION DEVELOPMENT ACT
AND THE ALLOCATION INSTRUCTIONS AND RESOLUTIONS OF
THE METROPOLITAN TRANSPORTATION COMMISSION**

To the Honorable Members
of the Board of Directors
Napa Valley Transportation Authority
Napa, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Napa Valley Transportation Authority (NVTa) as of and for the year ended June 30, 2017, and have issued our report thereon dated December 18, 2017.

Compliance

As part of obtaining reasonable assurance about whether NVTa's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. Additionally, we performed tests to determine that allocations made and expenditures paid by NVTa were made in accordance with the allocation instructions and resolutions of the Metropolitan Transportation Commission and in conformance with the California Transportation Development Act. Specifically, we performed each of the specific tasks identified in the California Code of Regulations Sections 6666 and 6667 that are applicable to NVTa. Based on our procedures, no instances of noncompliance with applicable statutes, rules, and regulations of the Transportation Development Act and the allocation instructions and resolutions of the Metropolitan Transportation Commission were noted. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

Also as part of our audit, we performed tests of compliance to determine whether certain state funds were received and expended in accordance with the applicable bond act and state accounting requirements.

Purpose of this Report

The purpose of this report is solely to describe the scope of our internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of NVTa's internal control or on compliance. Accordingly, this report is not suitable for any other purpose.

This report is intended solely for the information and use of management, the Board of Directors, the California Department of Transportation, the State Controller's Office, and officials of applicable grantor agencies. However, this report is a matter of public record and its distribution is not limited.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

*Brown Armstrong
Accountancy Corporation*

Bakersfield, California
December 18, 2017

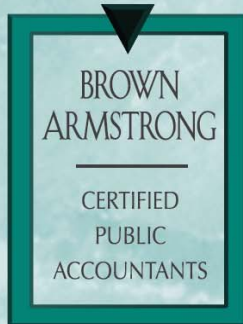


**NAPA VALLEY
TRANSPORTATION AUTHORITY
SINGLE AUDIT REPORT
FOR THE FISCAL YEAR
ENDED JUNE 30, 2017**

**NAPA VALLEY TRANSPORTATION AUTHORITY
JUNE 30, 2017**

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BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Napa Valley Transportation Authority
Napa, California

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

7673 N. INGRAM AVENUE
SUITE 101
FRESNO, CA 93711
TEL 559.476.3592
FAX 559.476.3593

LAGUNA HILLS OFFICE

23272 MILL CREEK DRIVE
SUITE 255
LAGUNA HILLS, CA 92563
TEL 949.652.5422

STOCKTON OFFICE

5250 CLAREMONT AVENUE
SUITE 150
STOCKTON, CA 95207
TEL 209.451.4833

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Napa Valley Transportation Authority (NVTa), as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the NVTa's basic financial statements, and have issued our report thereon dated December 18, 2017.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the NVTa's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the NVTa's internal control. Accordingly, we do not express an opinion on the effectiveness of the NVTa's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of NVTa's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the NVTA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The result of our tests disclosed the following instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards*:

For the fiscal year ended June 30, 2017, NVTA's farebox ratio for Article 4 transit operations was 18.42%, while the requirement was at least 15%. Therefore, NVTA was in compliance with this requirement for the year ended June 30, 2017.

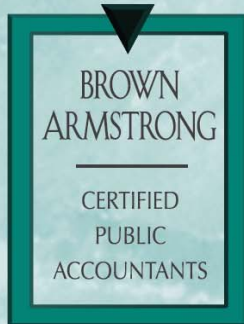
Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the NVTA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the NVTA's internal control and compliance. Accordingly, this report is not suitable for any other purpose.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 18, 2017



BROWN ARMSTRONG

Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Napa Valley Transportation Authority
Napa, California

BAKERSFIELD OFFICE (MAIN OFFICE)

4200 TRUXTUN AVENUE
SUITE 300
BAKERSFIELD, CA 93309
TEL 661.324.4971
FAX 661.324.4997
EMAIL info@bacpas.com

FRESNO OFFICE

7673 N. INGRAM AVENUE
SUITE 101
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TEL 949.652.5422

STOCKTON OFFICE

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SUITE 150
STOCKTON, CA 95207
TEL 209.451.4833

Report on Compliance for Each Major Federal Program

We have audited the Napa Valley Transportation Authority's (NVTa) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the NVTa's major federal programs for the year ended June 30, 2017. The NVTa's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the NVTa's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the NVTa's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the NVTa's compliance.

Opinion on Each Major Federal Program

In our opinion, the NVTa complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2017.

Report on Internal Control Over Compliance

Management of the NVTa is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the NVTa's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the NVTa's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the NVTa as of and for the year ended June 30, 2017, and the related notes to the financial statements, which collectively comprise the NVTa's basic financial statements. We issued our report thereon dated December 18, 2017, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures we applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

BROWN ARMSTRONG
ACCOUNTANCY CORPORATION

Brown Armstrong
Accountancy Corporation

Bakersfield, California
December 18, 2017

**NAPA VALLEY TRANSPORTATION AUTHORITY
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2017**

<u>Federal Grantor/Pass-Through Grantor/Program Title</u>	<u>Federal CFDA Number</u>	<u>Pass-Through Grantor's Number</u>	<u>Passed Through to Subrecipients</u>	<u>Disbursements/ Expenditures</u>
<u>U.S. Department of Transportation</u>				
Direct Programs:				
Federal Transit Formula Grants	20.507	CA-2017-082	\$ -	\$ 1,263,856
Federal Transit Formula Grants	20.507	5001-2017-5	-	899,067
Federal Transit Formula Grants	20.507	CA-2017-065	-	373,492
Federal Transit Formula Grants	20.507	CA-90-Y927	-	6,276
Subtotal Federal Transit Formula Grants			-	2,542,691
Passed through Metropolitan Transportation Commission				
Highway Planning and Construction	20.205	--	-	720,000
Highway Planning and Construction	20.205	74A0814	-	4,572
Passed through State Department of Transportation (Caltrans)				
Highway Planning and Construction	20.205	CML-6429(008)	-	303,580
Highway Planning and Construction	20.205	CML-6429(013)	74,896	74,896
Subtotal Highway Planning and Construction			74,896	1,103,048
Federal Grants for Rural Areas	20.509	64BO17-00532	-	208,403
Federal Grants for Rural Areas	20.509	64CO17-00471	-	300,000
Federal Grants for Rural Areas	20.509	64CC15-00339	-	-
Subtotal Federal Transit for Rural Areas			-	508,403
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	64-AO16-00028	-	210,000
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	64AO16-00066	-	5,673
Enhanced Mobility of Seniors and Individuals with Disabilities	20.513	64AM16-00029	-	2,707
Subtotal Highway Planning and Construction Enhanced Mobility of Seniors and Individuals with Disabilities			-	218,380
Total U.S. Department of Transportation			74,896	4,372,522
Total Expenditures of Federal Awards			\$ 74,896	\$ 4,372,522

**NAPA VALLEY TRANSPORTATION AUTHORITY
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2017**

NOTE 1 – BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards is presented using the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of U.S. Office of Management and Budget (OMB) *Compliance Supplement*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

NOTE 2 – INDIRECT COST RATE

Napa Valley Transportation Authority (NVTa) has elected not use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

**NAPA VALLEY TRANSPORTATION AUTHORITY
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2017**

SECTION I

Summary of Auditor's Results

Financial Statements

- | | |
|--|------------|
| 1. Type of auditor's report issued: | Unmodified |
| 2. Internal control over financial reporting: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies identified not considered to be material weaknesses? | No |
| 3. Noncompliance material to financial statements noted? | No |

Federal Awards

- | | |
|---|------------|
| 1. Internal controls over major programs: | |
| a. Material weaknesses identified? | No |
| b. Significant deficiencies identified not considered to be material weaknesses | No |
| 2. Type of auditor's report issued on compliance for major programs: | Unmodified |
| 3. Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance? | No |

4. Identification of major programs:

CFDA Number

Name of Federal Program

20.507

Federal Transit Formula Grants

- | | |
|---|-----------|
| 5. Dollar threshold used to distinguish between type A and Type B programs: | \$750,000 |
| 6. Auditee qualified as a low-risk auditee under the Uniform Guidance? | Yes |

SECTION II

Financial Statement Findings

No matters were reported.

SECTION III

Federal Award Findings and Questioned Costs

No matters were reported.

**NAPA VALLEY TRANSPORTATION AUTHORITY
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2017**

No matters were reported.



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM Kate Miller, Executive Director
REPORT BY: Matthew Wilcox, Program Manager – Public Transit
(707) 259-8635 / Email: mwilcox@nvta.ca.gov
SUBJECT: Comprehensive Operational Analysis (COA) Update

RECOMMENDATION

That the Napa Valley Transportation Authority Board receive and review the draft Market Assessment and Technical Analysis elements of the Comprehensive Operational Analysis (COA).

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The Napa Valley Transportation Authority (NVTA) recently completed the draft Market Assessment and Technical Analysis elements of the COA. Combined, the documents establish the current transit market baseline in Napa and the current operational state of the Vine Transit system and will be used to inform improvements to the fixed route transit services.

FISCAL IMPACT

Is there a fiscal impact? No

BACKGROUND AND DISCUSSION

As part of the COA process, NVTA staff analyzed demographics, operational trends, and comments received from members of the public. This information will inform planning staff about the system's operational efficiency and effectiveness and where changes might be needed to attract more riders and improve system functionality and performance. The focus of the COA is on the local routes serving the City of Napa (Routes 1-8) and Routes 10 and 11 which provide service both regionally and locally.

The Market Assessment and Technical Analysis portion of COA are the first steps in the COA process. The Market Assessment portion of the COA will inform the planning process by analyzing the current and future Vine Transit markets. It also builds a market profile for the current and untapped demand for transit in Napa County.

The Technical Analysis is a review of the Vine's operational performance. This creates a baseline from which service can be added or removed based on recommendations from public outreach and NVTA planning staff. The document allows staff to review route performance at a granular level using a number of key performance indicators (KPI). NVTA staff will use this information to better understand where service is being underutilized or where service might be increased to address unserved demand.

In tandem with the Board's review of the two documents, the Technical Advisory Committee (TAC), the Citizen Advisory Committee (CAC), and the Paratransit Coordinating Council (PCC) will review the documents. NVTA staff will also release the documents to the public. NVTA staff will solicit feedback about service improvements through public outreach events in early 2018. This effort will culminate with NVTA staff developing a list of recommended Vine service changes. Proposed service changes will be vetted with NVTA committees before being presented to the Board for consideration.

SUPPORTING DOCUMENTS

Attachments:

- (1) http://www.nvta.ca.gov/sites/default/files/Market_Assessment_Draft_12-19-2017.pdf
- (2) http://www.nvta.ca.gov/sites/default/files/Technical_Analysis_Draft_12-19-2017.pdf



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Shaveta Sharma, Transportation Program Planner and Policy Analyst
(707) 259-8782 / Email: ssharma@nvta.ca.gov
SUBJECT: Approval of Work Authorization No. 1 to NVTA Agreement No. 15-22 with Fehr & Peers for Work Associated with On-Call Professional Planning Services

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) authorize the NVTA Executive Director to execute Draft Work Authorization No. 1 (Attachment 1) to NVTA Agreement No. 15-22 with Fehr & Peers for an update to the Napa Valley Travel Behavior Study in the amount not to exceed \$209,000, including any administrative modification authority not to exceed 10%.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Task Order 5 was issued November 11, 2017 to the nine (9) qualified firms under the terms of Request for Qualifications (RFQ) 2015-03 On-Call Planning Services for a Napa Valley Travel Behavior Study. Two proposals were received – Fehr & Peers and Green DOT. After evaluation of the proposals, staff recommends that Fehr & Peers be awarded a task order contract for the conduct of this study in the amount not to exceed \$209,000. The contract will be executed for \$190,000 but staff is asking the board to authorize an amount not to exceed of \$209,000 for a 10% administrative modification authority if necessary.

PROCEDURAL REQUIREMENTS

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

FISCAL IMPACT

Is there a Fiscal Impact? Yes, in the amount of \$209,000

Is it currently budgeted? Yes

Where is it budgeted? Professional Services

Future fiscal impact? No.

Consequences if not approved? The study would not move forward at this time.

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

Task Order 5 was issued November 11, 2017 to the nine (9) qualified under the terms of RFQ 2015-03 On-Call Planning Services for a Napa Valley Travel Behavior Study. The Travel Behavior Study will build on the data received from the 2014 Travel Behavior Study as well as present new ideas/technologies that may be more cost effective in reaching the desired outcome of information for the Travel Behavior Study update. The travel behavior study will focus on work, school, and other trips in Napa Valley. The study will identify how many trips per day are associated with visitors, employees, and students, where those trips start and end, what are the predominant modes of travel, vehicle occupancies, and times of day/week that are most heavily used. The study will take seasonal variations into consideration, and trips related to the college, schools, and work, and will include weekday and weekend travel.

The scope of work for Task Order 5 contemplates completing a review of other data sources associated with work trips, as well as other recent studies associated with travel in and through Napa Valley. The study data will provide the basis for multiple planning efforts by NVRTA and its member jurisdictions within the County. For example, NVRTA may use results to help refine the Napa-Solano Transportation Model and inform planning efforts such as the Short Range Transit Plan and for the upcoming Countywide Transportation Plan.

Two proposals were received. After evaluation of the proposals, staff is recommending Fehr & Peers be awarded a task order contract for the completion of this study in the amount not to exceed \$209,000.

SUPPORTING DOCUMENTS

Attachment: (1) Draft Work Authorization No. 1 to NVTA Agreement 15-22

DRAFT
WORK AUTHORIZATION NO. 01

PROJECT NAME: Travel Behavior Study Update

NVTA PROJECT MANAGER: Shaveta Sharma, Transportation Program Planner

CONSULTANT DESIGNATED TEAM MEMBERS:

- Fehr & Peers - see EXHIBIT A, page(s) XX of XX, XX-XX of 37
- Subconsultants - Wiltec, see EXHIBIT A, page(s) XX of 37
INRIX, see EXHIBIT A, page(s) XX of 37
Street_Light Data, see EXHIBIT A, page(s) XX of 37

SCOPE OF SERVICE: Scope of Services/Proposal for Services dated November 29, 2017, attached as EXHIBIT A, and Fee Schedule attached as EXHIBIT B.

START DATE: January 18, 2018

COMPLETION DATE: May 1, 2019

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$190,000

CHARGE NUMBER FOR PAYMENT:

TERMS AND CONDITIONS: This Project Work Order is issued and entered into as of the last date written below in accordance with the terms and conditions set forth in the "Master Agreement with (CONTRACTOR) dated *DECEMBER 31, 2015*, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Date: _____

Fehr & Peers

By: _____
Signature (Print Name and Title of Authorized Person)

Date: _____

Tax ID: XX

NAPA VALLEY TRAVEL BEHAVIOR STUDY UPDATE



NOVEMBER 29, 2017

FEHR & PEERS

Proposal for the Napa Valley Travel Behavior Study Update

November 29, 2017



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November 29, 2017

Ms. Shaveta Sharma
Transportation Program Planner
Napa Valley Transportation Authority
625 Burnell Street
Napa, CA 94559

Re: *Proposal for the Napa Valley Travel Behavior Study Update*

P17-4840-WC

Dear Ms. Sharma:

Fehr & Peers is excited about the opportunity to work with the Napa Valley Transportation Authority to update the 2014 Napa Valley Travel Behavior Study. Fehr & Peers is knowledgeable about the unique characteristics of the Napa Valley and about the universe of travel behavior data sources that are currently available. We will leverage insights gained from recent travel behavior analysis projects to develop a cost-effective data collection plan and an updated understanding of travel behavior in Napa Valley that can be used for comparisons to the previous data, to inform the local travel demand model, in conversations with the community, and to assist in future planning studies involving Napa County.

Fehr & Peers has provided transportation services in Napa Valley for over 15 years and understands the uniqueness of the area and its complex travel characteristics. We have completed numerous traffic impact studies, circulation plans, and parking studies in the region and successfully completed the previous travel behavior study in 2014. We understand the substantial interaction between Napa Valley and visitors from around the state, including the key inbound and outbound commute patterns that were identified during the previous study. Through our recent peer review of the Napa-Solano Travel Demand Model (NSTDM), we have a solid understanding of the model and the most appropriate data format to best inform the model.

Fehr & Peers understands the importance of high-quality, cost-effective data for planning efforts and has spent the last three years reaching out to new data providers while expanding our relationships with existing data providers. This has been a continuous effort that keeps us up-to-date and allows us to

Napa Valley Travel Behavior Study Update

understand available travel behavior data sources, the unique advantages and limitations of each source, and how those have changed over time. We are constantly discussing our client's needs with data providers like StreetLight Data and INRIX to improve their products for transportation planning purposes, while in turn gaining an in-depth understanding of their data sources and methodologies. These relationships allow us to effectively overlap multiple techniques and technologies to answer the questions desired by our clients while maximizing the accuracy and geographic scale of the data.

To maximize the investment that NVTa is making, we have organized a team that includes Wiltec (a certified DBE), INRIX, and StreetLight Data so that we can meet the specifications of the RFQ. Our role as prime will be to bring all of these data sources together effectively and efficiently, specific to Napa Valley, and present a robust, comprehensive dataset in an innovative and meaningful way. Our team is uniquely prepared to complete this project for several key reasons:

- **Fehr & Peers completed the previous Napa Valley travel behavior study** and has a complete understanding of the previous data collection process including advantages and limitations of the previous data collection methods. Fehr & Peers also understands the sources and format of the previous data which will be imperative to ensure an apples-to-apples comparison with the new data given the advancements and newly available products/providers since the previous study.
- **Fehr & Peers has completed numerous travel behavior studies around California since the previous study** and has applied new products that reduce the limitations of the previous data collection methods and allow us to answer questions that were previously unable to be answered in a cost-effective manner.
- **Fehr & Peers understands Napa Valley and its unique travel characteristics**, having worked on numerous projects in Napa Valley over the past 15 years.
- **Our key personnel have strong local experience and unique technical expertise.** We have assembled an experienced, creative team with national and local transportation expertise and effective project management capabilities. Kevin Johnson, Project Manager, has managed projects in the Bay Area for nearly seven years and has recently managed three countywide travel behavior studies. As Principal-in-Charge, Julie Morgan will lead the team and provide project oversight. We will access and apply the local and national wisdom of our technical expert team including Mike Wallace and Bob Grandy.

- **We know the cost and value of data and the available data sources**, allowing us to make the updated study less resource intensive while being comparable to the previous study, while also answering questions we were previously unable to answer.
- **Our project manager, Kevin Johnson, brings enthusiasm and innovative approaches** to projects that result in more cost-effective results.
- **The team has significant capacity to get the work done on time** having recently completed travel behavior studies for several other agencies utilizing similar data collection methods. Not only do we have a minimal learning curve, but we also have the resources and connections to ensure that NVTa's resources are used in the most cost-effective manner possible.

The reasons listed above combined with our collaborative approach to projects and strong commitment to meeting or exceeding client expectations will result in the successful completion of this project. This statement is supported by our multi-year client surveys that have consistently reported that we met or exceeded client expectations 98 percent of the time.

We look forward to the opportunity to work with you on this project. Our attached proposal represents a firm offer for 120 days. As a Principal with Fehr & Peers, I have full authority to negotiate and contractually bind the company. Please note that the section of the proposal titled "Understanding of Data Sources" contains proprietary business information developed through our own research and development activities; if this proposal is made available to the public in the future, we would appreciate discussing the options for maintaining the confidentiality of that information.

Please feel free to contact Kevin Johnson at k.johnson@fehrandpeers.com or Julie Morgan at j.morgan@fehrandpeers.com, or call (925) 930-7100 with any questions.

Sincerely,

FEHR & PEERS



Julie K. Morgan

Principal

Napa Valley Travel Behavior Study Update

Areas of Emphasis

Building upon what we learned from the previous Napa Valley Travel Behavior Study in 2014, combined with our work on other similar studies over the past several years, we see the following as being important areas of emphasis for this new study:

- Use the best available data sources in ways that are sensitive to the strengths and limitations of each source,
- Structure the data collection and analytics to allow for close comparisons to the results of the 2014 Travel Behavior Study,
- Make the results and findings useful for a variety of future planning purposes, such as updating the Napa-Solano Travel Demand Model and informing the Comprehensive Transportation Plan, and
- Present the results in an understandable and accessible form.

Our technical approach and scope of work are focused on achieving these objectives. Our scope of work is based on the requests presented in the RFQ, our understanding of NVTa's needs, and our experience in using a wide range of data sources to develop meaningful conclusions and insights. All of the tasks are subject to discussion and refinement with NVTa staff, and can be reduced or expanded to meet your needs and the resources available for this study.

Understanding of Transportation Data Sources

Since completing the previous Napa Valley Travel Behavior Study in 2014, Fehr & Peers has completed similar travel behavior studies for the Transportation Authority of Marin, El Dorado County Transportation Commission, Santa Barbara County Association of Governments, and Fresno Council of Governments, utilizing similar data collection methods but with enhancements and refinements that minimized the shortcomings of the previous approach and allowed us to answer new questions. Through these projects and regular coordination with data providers, we have a broad understanding of the currently available data products, including the advantages and limitations of each data source, and have refined the previous data collection plan to capitalize on new data sources, to be more cost-effective, and to obtain a more comprehensive dataset specific to the Napa Valley.

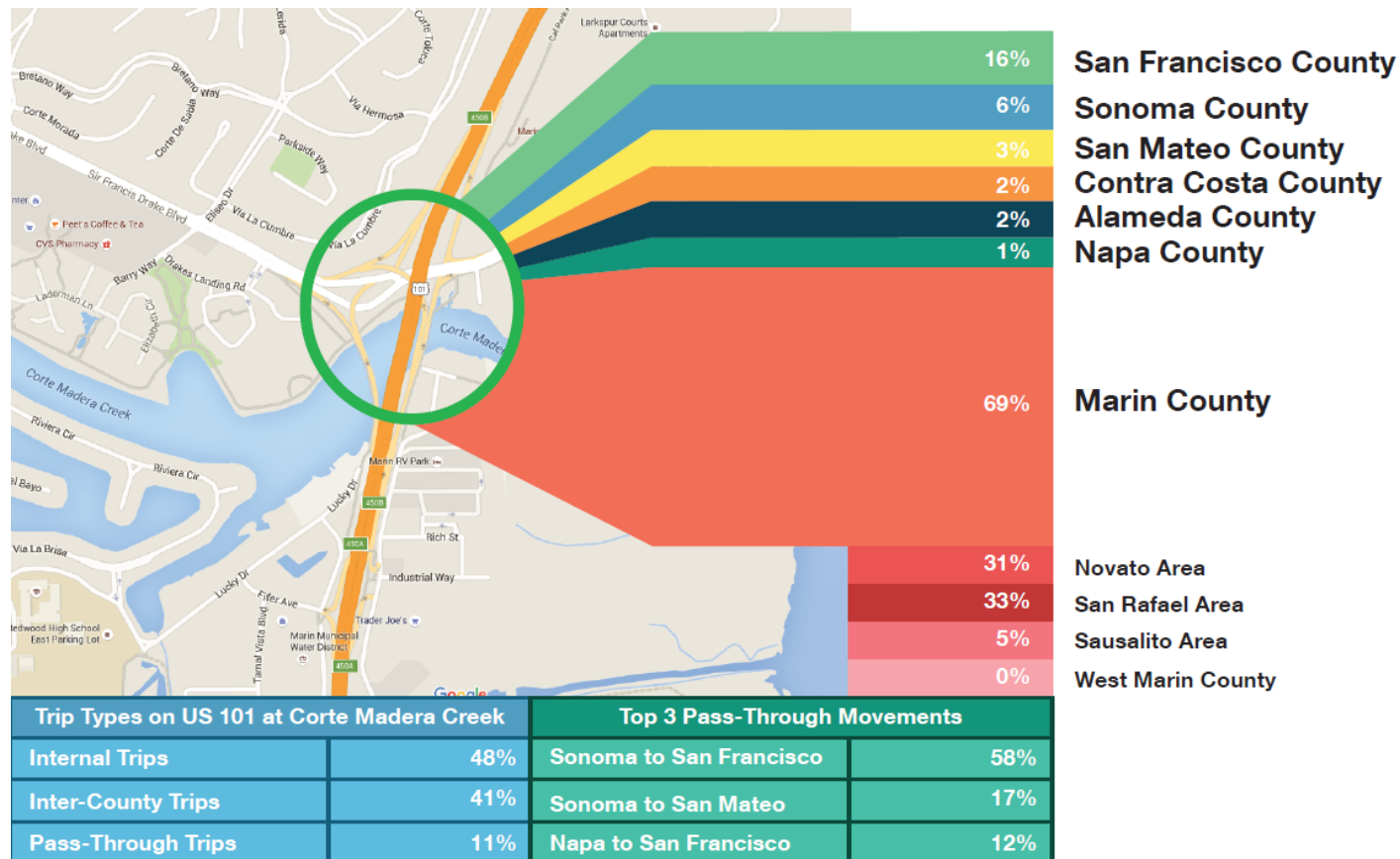
Comparing Traditional and New Origin-Destination Data Sources

Traditionally, gaining an understanding of inter-regional travel behavior patterns would involve **traffic count collection** to quantify the number of vehicles crossing the county line. The data would then be supplemented with origin-destination and demographic information obtained from **license plate matching** and a subsequent **mail survey** sent to the registration address of observed inter-county vehicles. Fehr & Peers has conducted a number of these studies and has typically received a small sample of user-response data (response rates are typically in the one to two percent range) based on a single day of observation at a very high cost per response. The process is also very labor intensive and involves coordination with multiple government agencies and is most appropriately applied to only capture inter-regional travel at regional gateways.

Recognizing the limitations of the traditional approach, this study uses “Big Data” to obtain empirical origin-destination (OD) data for inter-county trips passively and anonymously from **GPS-based mobile devices**. This allows for the quantification of the flow of vehicles within, to, and from specific geographic areas for all types of trips that occur, including visitors to and trips passing through the area. This data provides trip making information for a very large sample of trips, including the inferred origin and destination of individual trips, in a format nearly identical to that used by travel demand models for a very small cost per sample. This data collection method also provides the “true” origin and destination (such as a home, work, or retail location) of the inferred trip as opposed to roadway locations where the vehicle was observed as with license plate and Bluetooth capture, making it appropriate for capturing inter- and intra-regional trips at regional gateways as well as for roadways within Napa Valley. **Bluetooth capture** also has the limitation of providing no means for which to contact the device owner to conduct a targeted survey as only a MAC address and time stamp is obtained.

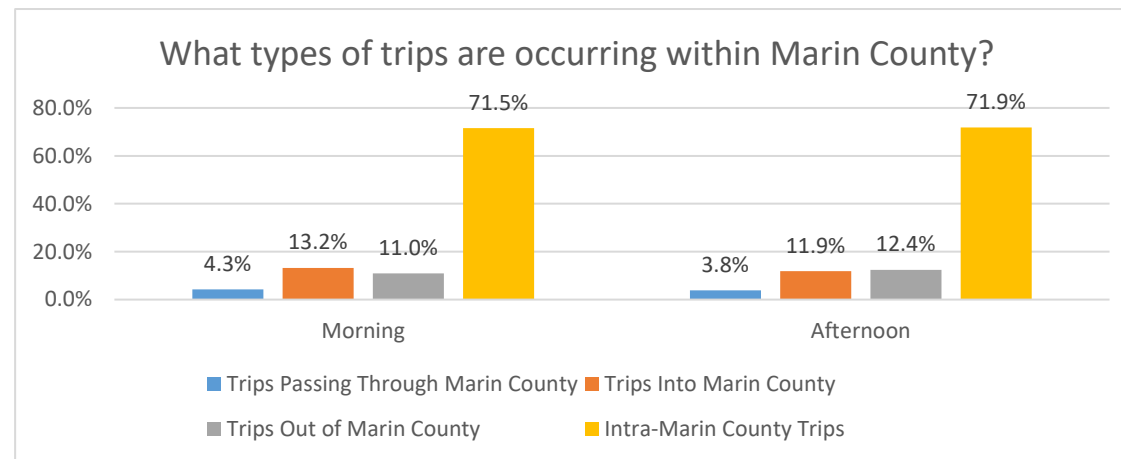
Below is an example of GPS-based mobile device data obtained for a segment of U.S. 101 within Marin County. The data was obtained and analyzed to determine the types of vehicle trips that occurred on the roadway segment, the origins of the vehicle trips, and the most significant pass-through movements.

Napa Valley Travel Behavior Study Update



In order to determine the accuracy of mobile device data, Fehr & Peers has purchased “Big Data” to quantify and determine the origin and destination of inter-regional trips and compared it with data collected using traditional methods such as license plate matching. These comparisons have yielded nearly identical results on three recent studies, conferring a high level of confidence in the GPS-based mobile device data which has led us to **recommend the sole use of GPS-based mobile device data to obtain inter-County vehicular OD data for key county gateway locations for this study**. The data will also be used to obtain vehicular OD data for key roadways within Napa Valley.

Below is an example of GPS-based mobile device data obtained for Marin County. Data was obtained for all county gateway locations and summed to determine countywide inter-county patterns and integrated with intra-county data to present a summary of the types of trips that occur within Marin County. Similar data was also reported for each county gateway location and key roadways within Marin County in tables, charts, and on figures.



We recognize that using this approach means that it will not be feasible to conduct a targeted vehicle intercept mail survey, and instead **propose that demographic data for GPS-based vehicular trips be obtained using readily available census and California Household Travel Survey (CHTS) data** associated with each device's origin zone. We recently used this approach for a study along San Pablo Avenue in Alameda and Contra Costa counties.

In summary, **Fehr & Peers does not recommend the capture of license plate or Bluetooth data** due to the high cost per sample, labor intensiveness of the data collection and analysis, lack of "true" origin-destination data, and level of confidence in the mobile device data. Instead of conducting a vehicle intercept mail survey, we will create an **online employer survey** (discussed in more detail in the Scope of Work) that will be provided to major employers in Napa County to gather travel behavior and commute data for local employees. The survey will include questions aimed at determining the relative percentage of intra- and inter-county commuters, the routes they travel, and the external county gateways they travel through. This approach will have cost savings by avoiding the need to print mailers, coordinate with the DMV for addresses and the post office for mailing the surveys, or transcribe the results prior to analysis.

Napa Valley Travel Behavior Study Update

Mobile device data combined with census data has proved to be an accurate, cost-effective way of obtaining updated origin-destination travel data at the scale needed for Napa Valley.

Specific Types of Mobile Device Data

In the first Napa Valley Travel Behavior Study, we evaluated two mobile device data providers:

We first evaluated **Airsage cellular-based data** which was determined to lack the necessary spatial resolution which was exacerbated by Napa Valley's topography. The data had the benefit of a very large, relatively unbiased sample size but had a spatial resolution of around two kilometers, which was insufficient for the level of analysis we were conducting.

The second data source we evaluated and ultimately selected was **StreetLight Data GPS-based data** which had a spatial resolution of around 10 meters but provided data for a smaller sample of the population (one to two percent of vehicle trips), was generally limited to vehicular sources of travel, and had inherent biases towards higher income persons. This data source was selected largely because of the previous study's focus on inter-county automobile travel and desire for better spatial resolution. The sample size issues were then addressed through the collection of multiple months of data and the income biases were noted in the report.

To the right is an image of cellular data (purple circles) compared to GPS data points (smaller teal circles), which illustrates the finer spatial resolution of the GPS-based data.



Data Enhancements since the Previous Study

Since the previous study, GPS-based sample sizes increased significantly (nearly doubling to roughly three percent of vehicle trips), the spatial resolution of the data improved to three to five meters, the algorithms determining the start and end of trips went through numerous refinements, and the cost structure changed to a system based on the number of zones, reducing the overall cost of the data for smaller studies but increasing the cost for larger studies. **These enhancements will greatly improve the quality and accuracy of the GPS-based mobile device data that will be used again in Napa Valley.**

StreetLight Data also partnered with a new data provider Cuebiq, a next generation location intelligence company, and as a result of this partnership StreetLight Data's total device sample size increased to more than 60 million devices, representing roughly 15 to 20 percent of the adult US population. Cuebiq's data is generated by mobile applications that use Location-Based Services (LBS) and is best suited for measuring people's activities over a given period of time, including times when their device is at rest, which complements the GPS-based data that only measures when a device is in motion.

LBS data allows StreetLight Data to ascertain complex activity-based metrics such as classifying devices into residents, workers, and visitors to a geographic area and the determination of each device's home and work location as well as the purpose of their trips. This is made possible by the ability to geographically tag the devices to land use or places rather than roadway segments. The spatial resolution and geographic tagging makes the data not very suitable for understanding users of a specific roadway segment but very suitable for capturing zone to zone travel patterns, trip purposes, and home and work locations. **Fehr & Peers recommends the addition of StreetLight Data's new Cuebiq-based data** to quantify both inter- and intra-Napa Valley travel as it affords a sufficient sample size and spatial resolution with greatly reduced biases towards vehicle trips and higher income persons.

A limitation of this data is that due to the spatial resolution it is unable to quantify cut-through traffic or the external gateway used by inter-county trips. This information will instead be obtained from **StreetLight Data's GPS-based mobile device data which will be combined with StreetLight Data's Cuebiq-based data to provide a complete understanding of Napa Valley intra-county trips and inter-county trips, including pass-through trips, at the origin-destination level for a user-specified geography.**

Napa Valley Travel Behavior Study Update

Supplemental Traffic Count Data

It is important to note that a key limitation of all sources of mobile device data is that, due to privacy concerns and sample sizes, the indexed trip values in the resulting OD trip tables represent a “relative” measure of travel rather than an “absolute” measure of travel. In other words, the tables do not contain the total number of trips that occur on a daily basis, but rather show the relative relationship of trips from each zone to every other zone in the geographic layer over a period of months. Therefore, the mobile device data OD trip tables will be used as a starting point and will be refined using traffic counts to factor the relative trip data to represent a single day of absolute data.

Therefore, **Fehr & Peers recommends traditional vehicle classification count collection** in order to obtain the absolute magnitude of trips at key inter-county roadway locations as well as on key roadways within Napa Valley to factor the relative mobile device trip data to represent a single day of absolute data.

Table 1 lists the methods and advantages and limitations of each data source considered, followed by a description of the proposed role for this study.

TABLE 1 SUMMARY OF DATA SOURCES			
Method	Advantages	Limitations	Role in this Study
Vehicle Classification Counts	<ul style="list-style-type: none"> • Very accurate • Only way to measure total traffic • Provides control total to refine other data • Relatively cheap 	<ul style="list-style-type: none"> • Does not provide the origin, destination, or purpose of the vehicle trip or any other trip making or demographic information. 	Used to obtain the absolute magnitude of vehicle trips at middle filter locations to factor the relative GPS-based mobile device data. Factors will also be used to adjust Cuebiq-based mobile device data.
License Plate Matching	<ul style="list-style-type: none"> • Provides information such as the number of vehicles that travel through the region, their entry and exit points, their travel time between 	<ul style="list-style-type: none"> • No trip purpose, frequency, starting or ending point, characteristics of travel or demographics information. 	Evaluated but not proposed for this study.

TABLE 1
SUMMARY OF DATA SOURCES

Method	Advantages	Limitations	Role in this Study
	points, and percent makeup of total traffic. • Provides data for subsequent survey.	• Single day of observation due to cost • Very labor intensive and high cost • Accurate data can be obtained more efficiently from mobile device sources.	
Bluetooth Matching	• Similar advantages to license plate matching but easier to capture and analyze resulting data. • Significantly cheaper than license plate transcription.	• Similar limitations to license plate matching but does not provide data for subsequent survey.	Evaluated but not proposed for this study.
Vehicle Intercept Mail Survey	• Provides detailed information regarding trip purpose, occupancy, frequency of travel, demographics, class of vehicle, and other travel characteristics. • Provides data for observed users of specific facilities within a study area.	• High likelihood of bias • Low response rate and high cost • Only captures trips that pass through at least one survey location. • Significant portion of data can be obtained from other readily-available sources. • Requires coordination with multiple government agencies.	Evaluated but not proposed for this study.
Online Employer Survey	• Provides detailed information regarding trip purpose, occupancy, frequency of travel, demographics, class of vehicle, and other travel characteristics. • Relatively cheap and easy to conduct. • Often achieve higher response rates than with	• Relies on availability and accuracy of employer database. • Response rates depend on support from employers. • Prone to human error during the data collection process, and survey responders may	An online survey will be provided to major employers in Napa County to gather travel behavior and commute data for local employees.

Napa Valley Travel Behavior Study Update

TABLE 1
SUMMARY OF DATA SOURCES

Method	Advantages	Limitations	Role in this Study
	mail surveys.	misinterpret the questions.	
Census Data	<ul style="list-style-type: none"> • The most readily available form of travel behavior data as it is provided online by the United States Census Bureau. • Provides demographic and trip making information for various geographies. 	<ul style="list-style-type: none"> • Self-reported and limited in nature. • Not true origin or destination info. • Some only collected every ten years. • Not representative of users of a specific roadway facility but will be representative of total travelers captured by the LBS data. 	Demographic data will be obtained using readily available census and California Household Travel Survey (CHTS) data associated with each device's home and/or origin zone.
Airsage Cellular-Based Data	<ul style="list-style-type: none"> • Very large, relatively unbiased sample size due to reliance on cellular towers. • O-D data in a format suitable for integration with travel demand models. • Data can be queried, aggregated and disaggregated. • Data collection method does not require set up time or human transcribing of observed field data which can potentially introduce error. 	<ul style="list-style-type: none"> • Two kilometer spatial resolution exacerbated by topography make this data more suitable for city-to-city or county-to-county flows. • Spatial resolution makes capture of inter-county trips on specific roadway difficult. • Unable to directly measure information regarding trip characteristics or demographics. However, much of this information can be supplemented with information from other sources. 	Evaluated but not proposed for this study.
StreetLight Data GPS-Based Data	<ul style="list-style-type: none"> • Similar advantages to Airsage cellular-based data but with 3 to 5 meter spatial resolution. • Greatly increased sample size since previous study but still smaller than Airsage data. 	<ul style="list-style-type: none"> • Smaller sample size with bias towards higher income persons due to requirement of having GPS-enabled device. • Generally limited to vehicular sources of travel. 	Used to obtain inter-Napa Valley vehicular origin-destination data for key county gateway locations (and key internal roadways) that can be factored based on traffic count data.

TABLE 1
SUMMARY OF DATA SOURCES

Method	Advantages	Limitations	Role in this Study
StreetLight Data Location-Based Services Data	<ul style="list-style-type: none"> • Similar advantages to Airsage cellular-based data but with an average 25 meter spatial resolution. • Generally represents person rather than vehicular trips. • Similar sample size to Airsage data. 	<ul style="list-style-type: none"> • Reduced bias towards higher income persons due to requirement of having smartphone rather than GPS-enabled device, though bias still exists. 	Used to quantify inter- and intra-Napa Valley travel and to determine the “work” location of commuters in specified “home” locations within Napa Valley and the “home” location of commuters in specified “work” locations within Napa Valley.

Scope of Work

The scope of work described below may be refined or changed depending on input from Agency staff, the NVTa Citizen Advisory Committee (CAC), and the Technical Advisory Committee (TAC), and can be reduced or expanded to meet the needs of the study and the resources available. The cost proposal and schedule of performance have been developed based on the scope of work described below.

Task 1: Kick-Off Meeting

Fehr & Peers will meet with NVTa staff to finalize the scope of work and solidify a schedule for completing the project. This scope of work is based on our understanding of available travel behavior data sources and is designed to take advantage of cost-effective mobile device data enhancements that have been made since the previous study. The recommended data collection plan may be refined or changed depending on input received.

Deliverable: Draft Scope and Schedule

Napa Valley Travel Behavior Study Update

Task 2: Meet with NVTA CAC and TAC

Fehr & Peers will meet with NVTA staff and the NVTA CAC and TAC to gain feedback on the draft scope of work and schedule, as well as their desired outcomes from the study. This task will include the development of a PowerPoint presentation to provide the committees with an overview of the scope of work, types of questions that will be answered by the study, and examples of visual communication methods used on previous studies.

Deliverable: Final Scope and Schedule

Task 3: Gather Existing Travel Behavior Data

Fehr & Peers will gather existing, available information about Napa Valley transportation, employment, schools, and tourism, and review with Agency staff, the NVTA CAC, and TAC. Fehr & Peers was recently involved with the California Household Travel Survey (CHTS) and assisted with the transferability and use of the data by local jurisdictions. We will be able to use our experience to review and integrate other travel behavior data sources into this study, using them to aid in the refinement of the data collection plan through the identification of data gaps and the latest research questions.

Deliverable: Memo summarizing existing travel behavior data

Task 4: Vehicle Classification Count Data Analysis

Vehicle classification counts play a pivotal role in any travel behavior study as they provide the total directional traffic volume by desired time period at the survey data locations that can be used as a control total to refine travel behavior data collected via other methods. Wiltec, a professional traffic engineering firm certified as a DBE and SBE by the California Uniform Certification Program (allocated 3.9 percent of the total budget with optional tasks), will coordinate, collect, and summarize vehicle classification counts to be collected at **15 roadway locations** within and around Napa Valley over a 24-hour period for one-week (Monday to Sunday). Roadway locations will include all 7 Napa County gateway locations and 8 roadway locations within Napa Valley, with a focus on SR 29 to determine how traffic volumes and travel patterns vary along the highway. **The vehicle classification count locations will coincide with the locations where GPS-based mobile device data is collected.**

Fehr & Peers will summarize the provided count data for the following three time periods, which coincide with the proposed GPS-based and Cuebiq-based mobile device data collection time periods, to supplement the mobile device data collection.

- Tuesday to Thursday, representing a single average commute day
- Friday
- Saturday to Sunday, representing a single average weekend day.

Please note we are proposing to collect count data over a longer period of time (one week rather than a single day) and are summarizing the data for more time periods (weekday, Friday, and weekend rather than just Friday) than for the previous study. For the previous study, the cost of the concurrent license plate collection limited the amount of vehicle classification data that could be collected within the available budget.

Vehicle classification count data will be collected during the selected primary mobile device data period (assuming a period in 2018 is selected). Fehr & Peers recommends a mobile device data period of March 2018 through May 2018, which represents three non-winter months when school is in session.

Task 5: Mobile Device Data Analysis

As described earlier, StreetLight Data specializes in mobile device data and are able to collect and analyze this information to record the anonymous location (ensuring user privacy) and movement of mobile devices on the roadway network, both in real-time and over almost any designated time period. There are three primary types of data analysis and resulting metrics that are provided by StreetLight Data.

- Origin and destination analysis – GPS-based and Cuebiq-based mobile device data can be analyzed to determine the origin and destination of individual trips made by the devices, including inter- and intra-county trips.
- “Middle filter” analysis – GPS-based mobile device data can be analyzed to determine the origin and destination of vehicle trips that traveled through a specific roadway segment. An understanding of the routes used by inter-county trips can be obtained with the placement of middle filters at all county external gateway locations.

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- Home and work analysis – Cuebiq-based data can be used to infer the “home” zone and the “work” zone associated with mobile devices. For instance, a “home” zone will be designated if a particular device spent a majority of nighttime hours (i.e. 9 PM to 6 AM) at a specific location, whereas a “work” zone will be designated if a particular device spent a majority of daytime hours (i.e. 8 AM to 5 PM) at a specific location over the time period of analysis.

Understanding the distinction between these three types of data analysis is very important as they each have their own distinct advantages and limitations. For instance, origin and destination analysis provides an understanding of the individual trips made by a device, whereas home and work analysis provides the home and work location of the device. We have come to recognize that data from these two sources can lead to different interpretations of travel patterns. For instance, a daily commuter from Vallejo to Napa may stop every day in American Canyon for coffee in the morning or on their way home to work out at a gym. An origin and destination analysis would characterize this as a commuter from Vallejo to American Canyon and a separate commuter from American Canyon to Napa, whereas a home and work analysis would correctly identify the commute pattern from Vallejo to Napa but miss the intermediate trips. Therefore, it is important to design the data collection plan with the intended questions you wish to answer in mind and understand how the limitations of the available data sources influence the answers to those questions.

Fehr & Peers has carefully reviewed the RFQ and conclusions NVTa wishes to draw and proposes to **purchase from StreetLight Data the following three data products**. Please note that for the previous study, only one type of mobile device data was purchased from StreetLight Data (GPS-based data). Cellular-based home and work data was available; however, poor spatial resolution and the challenging topography of Napa Valley meant this data was not reliable enough to purchase at that time. For this updated study, we are recommending three different types of data because they fully replace data collection methods used in the previous study and also allow us to answer questions we couldn't previously answer.

- Cuebiq-based origin and destination data
- Cuebiq-based home and work place distribution
- GPS-based origin and destination middle filter data for the 15 vehicle classification count roadway locations

StreetLight Data aggregates the various data sources and develops a table of “origin-destination points” for each mobile device that are then “tagged” to a pre-determined geographic layer. For the purposes of this study, Fehr & Peers will develop a single geographic layer will be developed for all three data products.

Mobile Device Data Geographic Layer

Fehr & Peers will coordinate with Agency staff to develop a geographic layer for Napa County and the other eight Bay Area counties based on the NSTDM zone system which currently has 218 zones representing Napa County. The proposed budget allows for 115 zones which will be developed through aggregation of the existing model zone system. We anticipate the other eight Bay Area counties can be limited to roughly 15 zones, leaving 100 zones within Napa County. We will ensure each middle school, high school, Napa Valley College, Napa County Airport, and major employer are reasonably represented by their own zone to be able to capture the number and origins and destination of trips generated by those land uses.

Please note the zone system will be less detailed than the 658-zone system developed for the previous study. This is partly because the previous zone system included an individual zone for each of the 434 winery parcels in Napa County, which turned out to be an inappropriate level of detail for the spatial resolution of the data. Although the spatial resolution of GPS-based data has improved, wineries are not a focus of the update and we felt developing a zone system appropriate for the spatial resolution of the Cuebiq-based data was most important.

Increased data cost associated with the shift in pricing structure is an additional reason for the reduction in zonal detail. However, if desired, the zone system could be increased to include each of the 218 NSTDM zones as its own zone. This would increase the data cost for StreetLight Data from \$54,000 for 115 zones to \$93,000 for up to 240 zones. The additional 22 zones beyond those in the NSTDM could be used to provide additional zonal detail outside Napa County or for desired uses within Napa County. There would also be an additional cost for data analysis and visual communication for Fehr & Peers.

Fehr & Peers will develop an initial zone system and upload the shapefile to a GIS web server to allow Agency staff, the NVTAC, and the TAC to comment, if desired.

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Mobile Device Data Trip Tables

Fehr & Peers will provide StreetLight Data with the geographic layer that the “origin-destination points” will be tagged to. StreetLight Data will then provide Fehr & Peers with origin-destination, “middle filter”, and home-work data in a tabular format. The trip tables will be based on GPS- and Cuebiq-enabled devices that provide the number of trips/home-work correspondences for each zone to zone pair for all types of trips that occur within Napa Valley. Each trip table will provide 13,225 (115 zones by 115 zones) possible zonal pairs. “Middle filter” data provides a separate trip table for each of the 15 roadway locations, effectively providing three points of travel for each zonal pair (the origin location, the roadway location the trip traveled through, and the destination location). The data will be provided in a format nearly identical to that produced by a travel demand model which will allow for comparison and integration with the NSTDM.

The data will be stratified as described below but can be adjusted.

- Day Type – average weekday (Tuesday to Thursday), Friday, average weekend day (Saturday to Sunday) – consistent with vehicle classification count analysis
- Day Part - Early AM, AM Peak Period, Mid-Day, PM peak period, Late-Night, and Daily
- Vehicle type - data for personal automobiles and commercial vehicles will be provided and analyzed separately, providing an understanding of the differences between auto and truck travel patterns within Napa Valley

Premium traveler metrics will also be provided for the Cuebiq-based data, providing trip purpose, home/work place distribution, and demographic data based on 2010 American Community Survey (ACS) data (2010 ACS data will be supplemented with more recent census data as discussed under Task 6).

Due to privacy concerns and sample rates, the indexed trip values in the trip tables described above represent “relative” rather than “absolute” trips. Using the relative relationship of trips from each zone to every other zone, percentage distributions from the data can be analyzed and compared to the model percentages or other data sources.

Fehr & Peers will analyze the GPS-based mobile device data and utilize vehicle classification counts to factor inter-county “relative” data to “absolute” data. Fehr & Peers will then analyze the Cuebiq-based mobile device data and apply the ratio of inter-county to intra-county vehicle trips to estimate “absolute” inter- and intra-county trips and home-work correspondences from the Cuebiq-based data.

Mobile Device Data Period

Fehr & Peers has prepared a budget assuming the purchase of **one time period of data** for the 115-zone geographic layer. Fehr & Peers recommends purchasing data for a time period in 2018 so new traffic count and mobile device data can be collected after travel patterns have re-stabilized after the October 2017 Northern California wildfires as travel patterns in the Napa Valley will likely be affected for years to come.

Fehr & Peers has identified three possible 2018 data periods and recommends the purchase of at least three months of data to ensure a sufficient sample size and for a period when school is in session as travel demand models are typically developed to forecast an average day when school is in session from a specified year. An additional option is to purchase 2017 data and adjust traffic count and “middle filter” locations to match roadway locations with available 2017 count data (or to use 2018 traffic count data with 2017 mobile device data). However, neither option is recommended due to the fires and for data consistency.

- March through May, which represents three non-winter months when school is in session (**recommendation for primary data period**). Selection of this data period would allow Fehr & Peers sufficient time for data collection and analysis to then meet with NVTa staff around September/October 2018 to share preliminary findings for the Countywide Transportation Plan.
- Mid-August (school starts August 16) through mid-November, which represents three months of data during crush when school is in session, the likely peak travel period for Napa County (alternative for primary data period due to schedule concerns).
- June (school ends June 6) to mid-August (school starts August 16), which represents less than three months when school is not in session (recommended for seasonal variation, not for primary data period).

Compromises during discussions with Agency staff, the NVTa CAC, and the TAC will likely need to be made.

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Mobile Device Data Seasonal Variation

As discussed earlier, mobile device data is continuously collected and can be purchased for any length of time that has occurred in the past. Fehr & Peers has budgeted for a 115-zone geographic layer assuming the purchase of **one time period of data**. Each additional time period would double the cost at the current level of zonal detail. Therefore, Fehr & Peers recommends the purchase of **two additional Cuebiq-based time periods of data** for a zone system further **aggregated from 115 zones to 25 zones** at a data cost of \$10,000 each. This would allow for the determination of how trip origin and destination patterns vary by trip purpose and how home-work correspondences vary between the three data periods. Fehr & Peers recommends the purchase of data for the two data periods not selected for the primary data period. This would allow Fehr & Peers to analyze and report findings from the primary 115-zone data period which would be followed by Fehr & Peers' analysis of the other two data periods when data becomes available approximately one month after the last desired day of data has occurred.

If historical trends are desired, data for other time periods could be purchased at a later time for comparison purposes. Each dataset could then be compared to one another to understand historical variations.

Deliverable: Memo summarizing primary mobile device data

Deliverable: Memo summarizing seasonal mobile device data

Optional Task 1: Effects of October 2017 Fires on Travel Patterns

One additional time period of 25-zone data for mid-August 2017 (school started August 16) through October 8, 2017 (first day of the fires), which represents less than two months of data during crush when school was in session prior to the fires, could be purchased and analyzed for comparison with 2018 data to understand travel behavior changes resulting from the October 2017 Northern California wildfires. This would allow conclusions to be drawn on the effects of the fires on travel behavior in Napa Valley. The data cost would be \$10,000.

Deliverable: Memo summarizing analysis of pre- and post-fire travel patterns using mobile device data

Optional Task 2: INRIX Link-Speed Data along SR 29

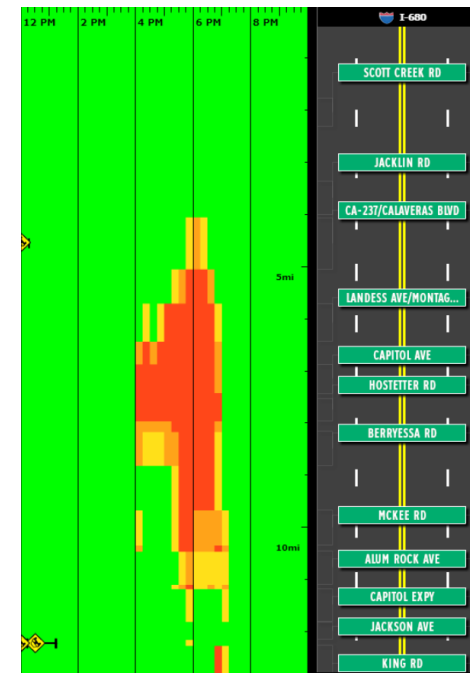
In addition to origin-destination data for Napa Valley, INRIX link-speed data could also be obtained for SR 29 through Napa County. INRIX collects roadway travel speeds from in-vehicle GPS devices or smart phone applications that can be separated for passenger and commercial vehicles. In addition to travel speeds, data can be viewed and summarized to help understand the location of bottlenecks, the extent and duration of queueing, and how they vary over time. The level of aggregation can be at the segment or corridor level, and range from individual minutes of a single day to a typical day for a year. MTC has readily-available data for large segments, but more detailed information is available and could be purchased and analyze for detailed segments of SR 29 throughout Napa County. The data cost would be \$5,000. To the right is an example of an INRIX speed and bottleneck map for a section of I-680 through Santa Clara County.

Deliverable: Memo summarizing analysis of detailed INRIX link-speed data along SR 29

Task 6: Census Data Analysis

Fehr & Peers will gather and analyze existing and historic Napa Valley travel behavior data for comparison and integration with the vehicle classification count data and mobile device data collection effort. Existing data sources such as 2010 Census, American Community Survey (ACS), and 2012 CHTS will be reviewed. Demographic data will be obtained and associated with each mobile device's home and/or origin zone to understand demographic and trip making characteristics of individual trips and home-work correspondences. Fehr & Peers also has the latest version of the NSTDM for comparison with the data collected through the travel behavior survey. Fehr & Peers will also use the census data to update premium traveler metrics provided for the Cuebq-based data, which are based on 2010 ACS data.

Deliverable: Memo summarizing census data analysis and comparison and updates to Cuebq-based data



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Task 7: Online Employer Survey

Three types of surveys were conducted as part of the previous Napa Valley Travel Behavior Study to supplement data previously collected through surveys such as the Visit Napa Survey and the California Household Travel Survey (CHTS). A vehicle intercept mail survey, in-person surveys at wineries, and an online employer survey were all conducted. However, as discussed above, a vehicle intercept mail survey is not recommended for this study. In-person winery surveys are also not included in our proposed data collection plan as NVTa has stated that it is not required for this study.

However, Fehr & Peers does recommend an update to the online survey provided to major employers in Napa County; this survey was previously conducted for a very small cost and relatively little effort as NVTa was able to provide a detailed list of Napa County employers with email contacts. The survey was provided to 100 employers with a total of approximately 20,000 employees in Napa County. The online survey included a total of 24 questions. The survey provided a very large sample, over 1,200 responses, of targeted and valuable trip making and demographic data specific to Napa County employees. Detailed information regarding home and work location, trip purpose, mode of travel, vehicle occupancy, frequency of travel, time-of-day, demographics, class of vehicle, and other travel characteristics were obtained.

For the study update, Fehr & Peers will develop draft survey questions that will be provided to Agency staff, the NVTa CAC, and TAC. The previous questions will serve as the starting point with additional questions included to obtain demographic and travel characteristics for non-work trips made Napa County employees within Napa Valley. Questions will also be added to determine the percentage of workers who are offered employer-based programs such as parking cash out, flexible work schedules, and subsidized transit. Stated-preference questions will also be included to ascertain employee's willingness to participate in such programs, shift to alternative modes, what incentives would need to be provided to shift, and why they don't live in Napa County. Fehr & Peers will also develop a separate, shorter survey that will be provided to restaurants and hotels to obtain typical restaurant and hotel shift times for employees.

Once the questions are finalized, Fehr & Peers will develop the online survey and meet with agency staff to discuss survey implementation which will be conducted by NVTa via email to increase the legitimacy of the survey, hopefully increasing response rate. An incentive will also be provided if certain questions are answered and the survey returned by a specific date. Participants will be entered into a raffle to win a prize. Fehr & Peers will analyze the response data and provide a summary of the results in a memorandum.

As part of the update to the travel behavior study, **Fehr & Peers recommends conducting an online survey that will be provided via email by NVTa to major employers in Napa County** to gather travel behavior and commute data for local employees.

Deliverable: Memo summarizing online employer survey data

Optional Task 3: Student Distribution Data

Fehr & Peers will attempt to obtain school of residence vs. school of attendance data from the Napa Valley Unified School District. This information should be on file at the school district and would likely be able to be provided at the zip code-level or hopefully at a finer spatial resolution. Shapefiles could then be obtained of the existing school district boundaries and the data compared to determine the number and percentage of students who attend a school outside their school of residence. It is our understanding Napa County has approximately 20 elementary schools, 4 or 5 high schools, and 4 or 5 middle schools. Having previously attempted to obtain this type of information from other school districts, we have found that it is often difficult and time-consuming to obtain the data and the data may arrive in a variety of formats ranging from very useful to not useful at all. However, once the data is received the analysis and mapping should be fairly straightforward. This task requires an estimated 40 hours of labor.

Deliverable: Memo summarizing student distribution data

Task 8: Data Analysis and Visual Communication

Fehr & Peers proposes to purchase three types of mobile device data from StreetLight Data. The data will be provided in tabular format with over 13,000 records for each trip table. Fehr & Peers will analyze the data and integrate supplemental traffic count and census data. Due to the overwhelming amount of data, it will be imperative to develop a creative and meaningful way to display the results and reach the conclusions NVTa wishes to draw.

To ensure desired questions are answered and outcomes addressed, Fehr & Peers will meet with Agency staff, the NVTa CAC, and TAC to discuss data analysis and visual communication options. Fehr & Peers will work closely with Agency staff to present the key findings in a series of charts, tables, and figures. Additionally, as mentioned previously, if the recommended data time period is selected, Fehr & Peers will have preliminary data available in time

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for incorporation into the Countywide Transportation Plan process. Fehr & Peers will also convert the data to a format suitable for comparison and integration with the NSTDM.

Deliverable: Memo providing charts, tables, and figures of the integrated data

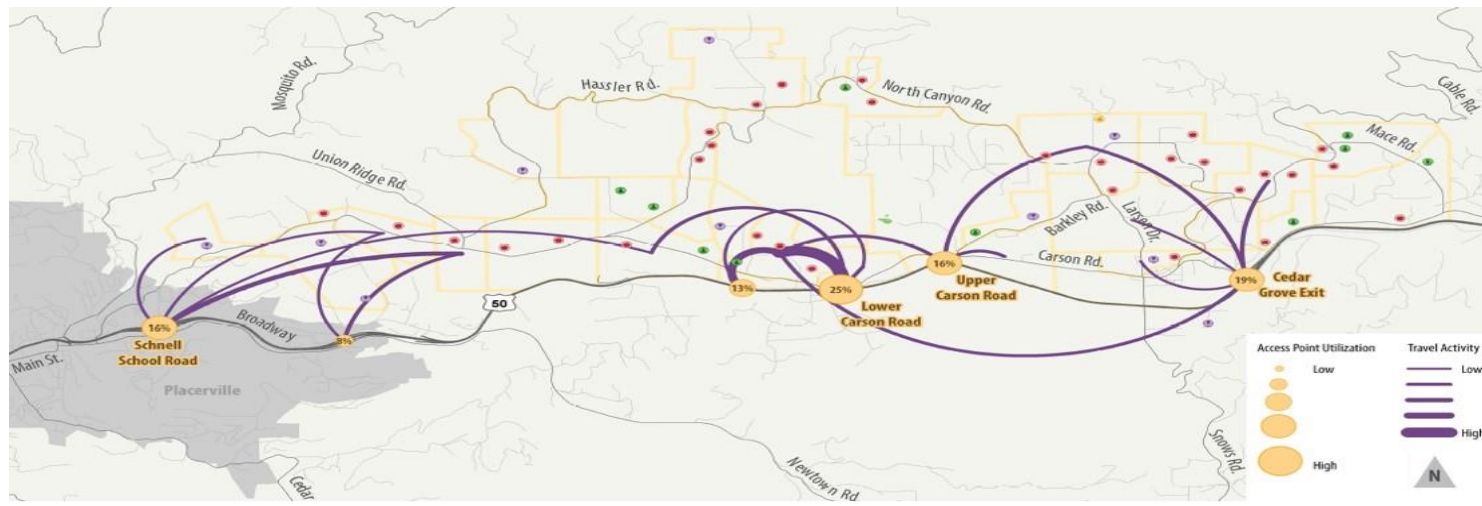
Table 2 provides a summary of the types of questions the various data collection methods proposed in the scope of work will answer.

TABLE 2 TYPES OF QUESTIONS ANSWERED BY DATA USED IN THIS STUDY			
Factored GPS-based Mobile Device Data	Factored Cuebiq-based Mobile Device Data	Census Data	Online Employer Survey
How many and what percentage of Napa County vehicle trips are cut-through? How does vehicular cut-through traffic vary by external gateway? What percentage of traffic on key local roadways is cut-through? What is the source of congestion on key roadways? Where are inter-county vehicular trips coming from? Going to? What types of vehicular trips are occurring at each gateway location? What are the origins and destinations of	How many and what percentage of Napa County trips are work, visitor, and school trips? What are the origins and destinations of worker and visitor trips? What types of trips are occurring within Napa County (i.e. home-work, home-shopping, etc.)? Does Napa County import or export workers? How many of each? Where do Napa County residents work? How does it vary by city? Where do Napa County employees live? How does it vary by city?	What are the demographics of users of a particular roadway?	What is the predominant mode of travel for work and non-work trips? What is the home location of Napa County employees? What is the average vehicle occupancy for work and non-work trips? What routes are primarily taken for commute purposes? What are the demographics of Napa County employees and how does it vary by geography?

TABLE 2
TYPES OF QUESTIONS ANSWERED BY DATA USED IN THIS STUDY

Factored GPS-based Mobile Device Data	Factored Cuebiq-based Mobile Device Data	Census Data	Online Employer Survey
vehicular school trips?	What percentage of Napa County residents work in the county? How does it vary by city?		

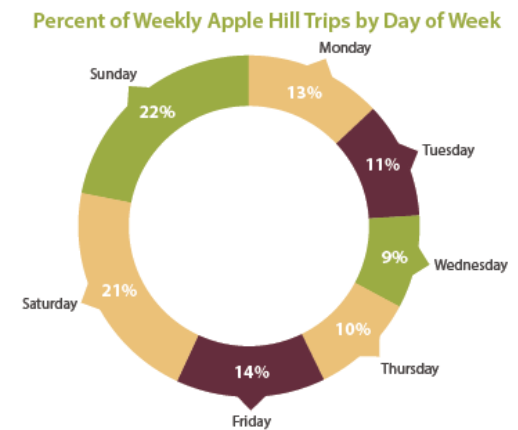
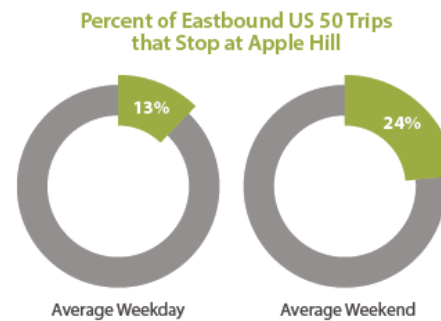
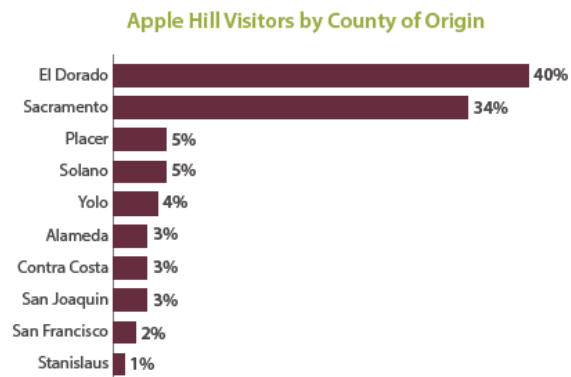
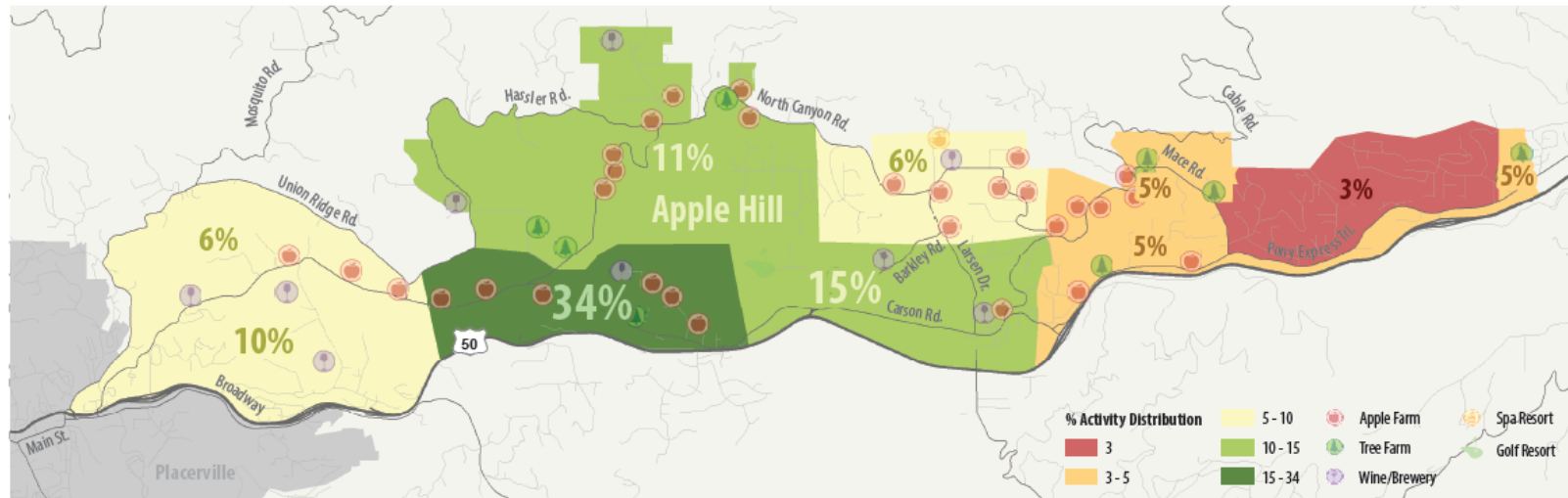
Below is an example of an exhibit Fehr & Peers developed to illustrate the utilization of access points to Apple Hill and the destination of vehicle trips using those access points. This particular figure was intended to illustrate circuitous travel in the study area. A similar figure could be developed for Napa Valley to illustrate key origins and/or destinations of vehicle trips at middle-filter locations, which will represent key county gateways and local roadways.



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Below is an example of an infographic Fehr & Peers developed to share key findings from the Apple Hill study to decision makers and the public.

APPLE HILL ORIGIN AND DESTINATION DATA: SEPTEMBER - OCTOBER 2014



Task 9: Deliverables

The final, compiled data along with proposed conclusions will be presented to NVTA staff for review. The data and key findings will then be summarized into a final report describing the process and analysis results. The report will include technical documentation, charts, tables, and figures and will be made available in electronic and hard copy format. Origin-destination data will be provided in a format nearly identical to the origin-destination matrices used by the NSTDM. Fehr & Peers has budgeted for the development of an administrative draft report, response to a single set of administrative comments, the development of a revised public draft report, response to a single set of public comments, and the development and submittal of a Final Report.

Task 10: Presentations of Findings to TAC and NVTA Board

Fehr & Peers will attend two in-person meetings to present key findings first to the TAC and then to the NVTA Board. Fehr & Peers has budgeted for the development of a PowerPoint presentation for each in-person meeting. Fehr & Peers will work closely with NVTA staff to prepare PowerPoint presentations that will include an appropriate amount of process description, technical analysis detail, and key findings for their respective audiences.

Task 11: Technical Coordination Meetings

Fehr & Peers has budgeted for monthly one-hour technical coordination phone meetings in addition to the six in-person meetings shown on the schedule of performance below. Additional in-person meetings may be negotiated at the onset of the project.

Assigned Project Personnel – Resumes Provided in Attachment A

Julie Morgan, Principal-in-Charge

Kevin Johnson, Project Manager

Mike Wallace, technical advisor

Bob Grandy, local knowledge expert

Schedule of Performance: Napa Valley Travel Behavior Study Update

#	Task	Date															
		Jan '18	Feb '18	Mar '18	Apr '18	May '18	June '18	July '18	Aug '18	Sep '18	Oct '18	Nov '18	Dec '18	Jan '19	Feb '19	Mar '19	Apr '19
Task 1: Kick-Off Meeting																	
1	Attend kick-off meeting with agency staff (in-person)	X															
2	Deliver draft scope and schedule	X															
Task 2: Meet with NVTAC and TAC																	
3	Attend meeting with NVTAC and TAC (in-person)		X														
4	Deliver final scope and schedule		X														
Task 3: Gather Existing Travel Behavior Data																	
5	Gather existing travel behavior data			X	X												
6	Deliver memo summarizing existing travel behavior data				X												
Task 4: Vehicle Classification Count Data Analysis																	
7	Conduct vehicle classification counts					X											
Task 5: Mobile Device Data Analysis																	
8	Develop mobile device data geographic layer				X	X	X										
9	Recommended primary mobile device data period			X	X	X											
10	Obtain three primary data products from StreetLight Data							X									
11	Recommended seasonal variation mobile device data periods						X	X	X	X	X	X					
12	Obtain seasonal variation data from StreetLight Data												X				
13	Analyze primary mobile device data							X	X	X							
14	Deliver memo summarizing analysis of primary mobile device data										X						
15	Analyze seasonal mobile device data												X				
16	Deliver memo summarizing analysis of seasonal mobile device data													X			
Optional Task 1: Effects of October 2017 Fires on Travel Patterns																	
17	Obtain pre-fire 2017 data from StreetLight Data											X					
18	Deliver memo summarizing analysis of pre- and post-fire patterns													X			
Optional Task 2: INRIX Link-Speed Data along SR 29																	
19	Obtain and analyze detailed link-speed data along SR 29 through Napa County							X	X								
20	Deliver memo summarizing analysis of detailed INRIX link-speed data along SR 29									X							
Task 6: Census Data Analysis																	
21	Gather and analyze existing census data					X	X	X									
22	Deliver memo summarizing census data analysis								X								
Task 7: Online Employer Survey																	
23	Provide draft survey questions to NVTAC, CAC, and TAC			X													
24	Finalize online employer survey questions				X												
25	Develop online survey				X	X											
26	Meeting to review draft survey and discuss survey implementation					X											
27	Conduct survey					X											
28	Analyze survey data						X	X									
29	Deliver memo summarizing online employer survey data								X								
Optional Task 3: Student Distribution Data																	
30	Obtain student distribution data from Napa Valley Unified School District			X	X	X											
31	Deliver memo summarizing student distribution data						X										
Task 8: Data Analysis and Visual Communication																	
32	Meeting to discuss data analysis and visual communication options										X						
33	Integrate primary mobile device data with census and employer survey data											X	X				
34	Integrate with seasonal and fire mobile device data													X			
35	Deliver memo with charts, tables, and figures of integrated data														X		
Task 9: Deliverables																	
36	Administrative Draft Report														X		
37	Response to Administrative Comments														X	X	
38	Public Draft Report															X	
39	Respond to Public Comments															X	X
40	Final Report																X
Task 10: Presentations of Findings to TAC and NVTAC Board																	
41	Present Findings to Technical Advisory Committee (in-person)																X
42	Present Findings to NVTAC Board (in-person)																X
Task 11: Technical Coordination Meetings																	
43	Monthly technical coordination meetings (phone)																
Notes: Purple text shading indicates in-person meetings. Blue text shading indicates deliverable.																	

Not-to-Exceed Cost Proposal: Napa Valley Travel Behavior Study Update	FEHR & PEERS							SUB			
	Hourly Rates	Principal-In-Charge	Project Manager	Technical Advisor	Local Knowledge Expert	Engineer/Planner	Graphics / Administrative	Total	Wiltec	INRIX	StreetLight Data
		Julie Morgan	Kevin Johnson	Mike Wallace	Bob Grandy	TBD	TBD				
	Total Hourly Rate	\$300	\$190	\$265	\$325	\$140	\$130				
Task	Hours							Direct Cost			
Task 1: Kick-Off Meeting	4	4	0	0	0	1	9				
Task 2: Meet with NVTAC and TAC	4	8	2	2	0	6	22				
Task 3: Gather Existing Travel Behavior Data	1	4	2	2	16	3	28	\$8,250			
Task 4: Vehicle Classification Count Data Analysis	1	2	0	0	24	3	30				
Task 5: Mobile Device Data Analysis	8	48	12	8	132	40	248			\$74,000	
Optional Task 1: Effects of October 2017 Fires on Travel Patterns	2	8	2	2	24	10	48			\$10,000	
Optional Task 2: INRIX Link-Speed Data along SR 29	2	8	2	2	24	24	62		\$5,000		
Task 6: Census Data Analysis	2	4	4	4	4	20	38				
Task 7: Online Employer Survey	2	16	4	2	40	16	80				
Optional Task 3: Student Distribution Data	2	16	0	0	22	4	44				
Task 8: Data Analysis and Visual Communication	4	8	2	2	8	48	72				
Task 9: Deliverables	8	16	2	2	4	4	36				
Task 10: Presentations of Findings to TAC and NVTAC Board	8	8	0	0	0	8	24				
Task 11: Technical Coordination Meetings	2	6	0	0	0	1	9				
Total Hours	50	156	32	26	298	188	750				
Total Cost	\$15,000	\$29,640	\$8,480	\$8,450	\$41,720	\$24,440	\$127,730	\$8,250	\$5,000	\$84,000	

Fehr & Peers Total	\$127,730
Wiltec Total	\$8,250
INRIX Total	\$5,000
StreetLight Data Total	\$84,000
PROJECT TOTAL with Optional Tasks	\$224,980
PROJECT TOTAL without Optional Tasks	\$185,000

Attachment A: Resumes



Julie Morgan

Principal

about

Julie has 20 years of experience in a wide range of transportation planning efforts, including travel demand forecasting, long-range plan development, and integrated transportation/land use planning. She develops and applies travel demand forecasting tools in all of the major travel demand software packages, and manages projects ranging from long-range city-wide circulation plans to traffic impact evaluations to applications of innovative analytical methods for quantifying the effects of neighborhood-scale land use changes on personal travel behavior.

Julie has substantial experience with all of the major travel models used in the Bay Area and the Central Valley. She has provided travel demand forecasting services in support of numerous planning and engineering projects, including General Plans, infrastructure development studies, and complex environmental impact reviews. She has managed model development projects for jurisdictions in California using the latest demand forecasting software and emphasizes the integration of GIS into demand modeling processes.

Julie has also developed substantial expertise in the field of transportation impact fees, having developed legally defensible fee programs for a number of California cities with populations ranging from 25,000 to 400,000, as well as for three regional financing authorities that involve multiple local jurisdictions. In addition, she has managed or served as the primary transportation analyst for many major infrastructure studies throughout northern California, including the PSR for widening State Route 156 in Monterey County, the PA/ED for widening SR 4 in Contra Costa County, the PA/ED for freeway widening and construction or modification of four interchanges along I-5 in Stockton, and the route adoption process for a 20-mile new expressway corridor in northern Stanislaus County.

education

M.S. in Transportation Engineering, University of California, Berkeley, 1996

M.C.P. in City & Regional Planning (transportation planning emphasis), University of California, Berkeley, 1996

affiliations

Institute of Transportation Engineers: Associate

American Planning Association: Member

Women's Transportation Seminar: Member

registrations

American Institute of Certified Planners (AICP), #015698

project experience

Solano Regional TIF Nexus Study

Fehr & Peers was a key member of the consulting team charged with developing the first regional transportation impact fee program in Solano County. A successful regional fee program requires cooperation among many local stakeholders, and developing such a program requires thorough technical analysis, compliance with legal mandates, and sensitivity to important local political and economic issues. Julie was responsible for all of the technical analysis required to establish the necessary nexus relationships between the capital improvements to be funded and the amount of the fee. This effort required extensive use of the Solano-Napa regional travel demand model, combined with the local knowledge and transportation planning expertise of several Fehr & Peers staff. Julie continues to provide technical advice on the fee implementation.

Solano Napa Model Review

Recently a new travel demand model was developed for Solano and Napa counties. The new Solano-Napa Activity Based Model (SNABM) is based on MTC's Travel Model One, with additional detail to improve the model's performance in Napa and Solano counties.

Fehr & Peers was asked to peer review the new SNABM, with particular attention on: testing the model's sensitivity to likely future changes in land uses; reviewing the model's validation on the major facilities of interest in Solano and Napa Counties; and testing the ease with which future input changes can be made and the model can be executed. Julie oversaw this work and the documentation, which was presented to the Model Technical Advisory Committee.

Napa County Circulation Element Update

Napa County retained Fehr & Peers to review the existing Circulation Element of the General Plan and to conduct a Transportation Impact Fee study. Julie is managing this two-phased process: review and update of the circulation element of the County's General Plan (last updated in 2007), followed by the nexus study necessary to establish a transportation impact fee program.

The first phase focuses on modifying the circulation diagram and policies to ensure that they are internally consistent, feasible to implement, and appropriately reflect the community's values. The second phase includes fee calculations to determine the financial feasibility of the circulation improvements identified in the first phase.

Fehr & Peers also prepared a memorandum describing our interpretation of the existing significance criteria after different studies submitted to the County included differing interpretations. We recommended a set of associated significance thresholds for arterials, signalized intersections, and unsignalized intersections for both Project and Cumulative conditions.

Finally, Fehr & Peers provided Transportation Impact Study (TIS) Guidelines to complement the circulation element update by updating the protocol for evaluating transportation impacts based on the current state-of-the-practice in transportation planning and engineering and CEQA case law.

I-80/I-680/SR 12 Interchange PA/ED and Related Work

Since 2002, Fehr & Peers has been conducting the traffic forecasting and operations analysis for the planned reconstruction of the I-80/I-680/SR 12 Interchange complex and related early project phases. One of the high-priority projects recommended in the *I-80/I-680/I-780 Major Investment and Corridor Study* (July 14, 2004), the Interchange project involves major improvements to the mainlines, freeway-to-freeway interchanges, local interchanges, and truck scales facilities located within the project limits. The study area includes the freeway corridors, the connecting interchanges and local interchanges, ramp terminal intersections, and the local arterial system, due to the heavy diversion of traffic to local roadways during peak hours and the impact this diversion has on local neighborhoods.

Given the complexity of the traffic operations in the area, Fehr & Peers developed a unique operations model that integrates the Solano-Napa Travel Demand Model with a VISSIM traffic simulation model, using the VISUM software as the interface. This integrated approach enabled us to dynamically assign the demand volumes to the roadway network to develop more accurate forecasts that reflect the impacts of congestion and multiple bottlenecks in the system. The result of this approach was a validated base year operations model that accurately reflected the unique operational aspects of the interchange, including traffic diversion to the arterial system and peak-hour spreading. The model was then used to develop and test improvement alternatives, including two unique Phase 1 and Full Build project alternatives. Fehr & Peers' Traffic Operations Report has been accepted by Caltrans, and Administrative Drafts of the Project Report and Environmental Document are currently undergoing Caltrans and FHWA review.

As the preliminary design and environmental review of the full Interchange project has proceeded, Fehr & Peers has also conducted traffic forecasting and operations analysis, and traffic design work, for several related projects, including the I-80 HOV Lanes, the relocation of the Cordelia Truck Scales, and supplemental analysis of each of the first three construction packages.



Kevin Johnson

Associate

about

Kevin is an Associate with more than 12 years of experience in transportation planning with Fehr & Peers. Kevin's recent work has focused on analyzing "Big Data" and forecasting Autonomous Vehicle effects to provide new insights on travel behavior, and applying those insights to improve outcomes on multimodal transportation planning projects. Two of Kevin's recent applications of "Big Data" technology include the Napa Valley Travel Behavior Study and the Marin County Origin and Destination Study. Kevin led these "Big Data" collection efforts which involved cellular and GPS data to better understand the travel patterns in Napa and Marin counties. He used the data to determine the number and types of trips that occur within the counties and who the users were of specific roadways. Kevin also collected data to determine where county residents work and where people who work in the counties live.

He has worked extensively with travel demand models throughout California and has integrated model refinement procedures such as the 4Ds methodology, direct ridership forecasting, and transportation demand management quantification strategies, as well as conducted numerous static and dynamic model validation tests. Kevin has also recently starting working with various "Big Data" providers in an effort to gather information on the travel behavior of people that can be used to supplement the California Household Travel Survey (CHTS) and to help calibrate travel demand models to observed travel behavior. He has worked with mobile device origin-destination data to obtain the travel patterns of people within a region as well as with GPS travel speed data to understand where and why traffic congestion occurs as well as to calibrate and validate micro-simulation and dynamic traffic assignment models.

education

Bachelor of Arts in Geography with a minor in City Planning, University of California Berkeley, 2005

affiliations

American Planning Association (APA)

expertise

- Travel Behavior Forecasting
- Mobile Device Origin-Destination Data
- Automated Vehicle Research and Modeling
- Traffic Impact Studies
- Travel Market Analysis
- 4Ds
- Transportation Demand Management
- Micro-simulation
- Travel Surveys
- Transit Ridership Forecasting

project experience

Napa Valley Travel Behavior Study

Kevin was the project manager for Fehr & Peers working with the Napa Valley Transportation Authority and Napa County to gather information on the travel behavior of visitors, residents, employees, and students who make work and non-work trips in Napa Valley. We saw this as an opportunity to integrate innovative data collection methods with enhancements to traditional methods to offer an unprecedented look into travel behavior in the region.

Data from the various sources were then integrated, allowing the unique advantages of the individual methods to be utilized, reducing limitations of the data. Additionally, some of the requested data could only be provided by a single data collection method, further indicating the importance of combining data from multiple sources.

The analytical data derived from “Big Data” sources was used in conversations with the community as they were less opaque and easier for the public to understand than data from traditional travel demand models. The data was also used to update the local travel demand model and in various short- and long-term planning studies such as adding new bus routes and realigning others, exploring passenger rail options with a greater understanding of travel patterns, and in affordable housing studies.

Marin County Origin and Destination Study

Kevin was the project manager for Fehr & Peers working with the Transportation Authority of Marin to collect origin-destination data from cellular and GPS-enabled mobile devices to provide an updated understanding of Marin County travel patterns and to support the development of the TAM Travel Demand Model (TAMDM). Origin-destination data was obtained passively and anonymously from mobile devices, providing a very large sample of empirical data that included the origins and destination of individual trips as well as the home and work locations associated with individual devices. Analysis of this data provided an understanding of Marin inter-county travel patterns on our national highway system as well as local travel behaviors generated from communities and towns within Marin County. The following questions were answered as part of this study using “Big Data” sources.

- What types of trips are occurring within Marin County?
- Does Marin County import or export workers?
- Where are morning peak period trips into Marin County coming from?
- Where are morning peak period trips out of Marin County going to?
- What is the average daily trip length of Marin County trips? How does it vary by city?
- What types of trips and what are the origins and destination of trips on specific roadways?
- Where do Marin County residents work?
- Where do Marin County workers live?

Central Coast Origin-Destination Survey

Fehr & Peers collected and analyzed mobile device data for the Santa Barbara County Association of Governments (SBCAG) as part of the Central Coast Origin-Destination Survey. The purpose of the study was to gather information on the travel behavior of people who make regional and inter-regional trip on U.S. 101 in and between Ventura, Santa Barbara, and San Luis Obispo counties. The survey was designed to collect origin-destination, demographic, purpose, and other information about the travel patterns of U.S. 101 users. The information will be used to help calibrate the regional travel demand model and to inform local, regional, state, and federal transportation stakeholders about the importance of U.S. 101 to the economy of the central coast.

Fehr & Peers saw this as another opportunity to integrate innovative data collection methods with enhancements to traditional methods to offer an unprecedented look into travel behavior in the region. The travel behavior study was managed by Kevin and utilized and combed the results of enhanced traditional methods such as vehicle counts, license plate matching, and surveys as well as innovative methods such as the use of cell phone and GPS data.

EDCTC Sustainable Agritourism (Apple Hill) Mobility Study, El Dorado County, CA

Fehr & Peers led a team to prepare a sustainable mobility plan for agritourism activity in El Dorado County. The project evaluated the existing mobility challenges faced by local residents and visitors traveling in the Apple Hill area during the peak season (September-October) through a combination of insight from local stakeholders and residents through public engagement, and a robust data collection effort and traffic operations analysis. Kevin led the analysis of Streetlight GPS and cell phone data (“Big Data”) to determine the origins and destinations of trips to Apple Hill, as well as local travel patterns within Apple Hill. This analysis helped the team identify potential focus areas for exploring solutions that support transit and active modes of transportation.



Mike Wallace

Principal
Senior Forecasting Practice Leader

about

Mike Wallace, a Principal in the Walnut Creek office, has been responsible for detailed travel behavior analysis, travel forecasting, and traffic operations analysis of local and regional transportation facilities, as well as transportation impact, circulation and parking studies for land use developments. With over fifteen years of experience in the traffic engineering and planning field, he has developed in-depth expertise in the application of all major transportation analysis techniques, with particular emphasis on data science, market segment analysis, and travel forecasting. Mike has served as technical advisor, project manager, technical advisor, or Principal-in-Charge on numerous transportation planning and operations analysis projects developing and utilizing city and regional models across the western states. Mike has combined innovative data collection and analysis techniques on multiple projects, and he continues to evaluate opportunities to turn research into practical application.

education

Master of Science in Civil and Environmental Engineering,
California Polytechnic State University, San Luis Obispo,
2004

Bachelor of Science in Civil Engineering, California
Polytechnic State University, San Luis Obispo, 2002

affiliations

Institute of Transportation Engineers: Member
American Planning Association: Member
TRB Committee on Emergency Evacuation: Member

registrations & certifications

Engineer in Training, State of California, #113343
Professional Transportation Planner (PTP), #150
Citilabs Cube Public Transportation

Citilabs Cube Activity Based Modeling

expertise

- Data Science and Travel Market Analysis
- Travel Behavior Forecasting
- Transportation Planning & Infrastructure Funding
- Project Development Studies
- Transit Planning

select publications & presentations

- *Wrangling Big Data to Inform Transportation Decisions Using Cube, Python and ArcGIS*, Citilabs Future International User Conference, 2016
- *Planning for Autonomous Vehicles*, AMPO Annual Meeting 2016

project experience

Monterey Bay OD Study, Monterey, Santa Cruz, and San Benito Counties, CA

As Project Manager, Mike was responsible for coordinating the Association of Monterey Bay Area Governments (AMBAG) to conduct the Monterey Bay Origin and Destination (O-D) Study, using state-of-the-practice data collection techniques to vastly improve the accuracy and reliability of AMBAG's regional travel model. Two innovative methods are being employed in this effort:

- High-Speed Cameras with Infrared Lenses – are being used to collect volume and vehicle classification counts and license plate data at ten regional gateway locations to gather more specific information such as trip purpose and frequency through surveys.
- Cell Phone Data - The origin and destination of observed cell phone trips and trip purpose were inferred from triangulated cell phone tower data and tagged to the AMBAG model zone system.

Central Coast Origin-Destination Survey (Santa Barbara, Ventura, and San Luis Obispo Counties, CA)

As Principal-in-Charge, Mike oversaw and advised the Fehr & Peers team in collecting and analyzing data for the Santa Barbara County Association of Governments (SBCAG) as part of the Central Coast Origin-Destination Survey. The purpose of the study is to gather information on the travel behavior of people who make regional and inter-regional trip on U.S. 101 in and between Ventura, Santa Barbara, and San Luis Obispo counties. The survey was designed to collect origin-destination, demographic, purpose, and other information about the travel patterns of U.S. 101 users. The information will be used to help calibrate the regional travel demand model and to inform local, regional, state, and federal transportation stakeholders about the importance of U.S. 101 to the economy of the Central Coast.

Fresno/Madera Origin-Destination Study (Fresno County and Madera County, CA)

As Principal-in-Charge, Mike oversaw and advised the Fehr & Peers team in using mobile device data to help Fresno COG and the Madera County Transportation Commission gain an understanding of transportation movements between Fresno and Madera counties along SR 99 and SR 41. GPS-based origin-destination data was collected and analyzed to help answer questions that have traditionally been answered by travel demand models developed using a small sample of census or household travel survey data. Big Data sources allow jurisdictions to answer questions such as where do Fresno and Madera County residents work and shop using an extremely large sample of real-world observed data at a fraction of the cost of developing a travel demand model.

SANDAG Speed Data Evaluation (San Diego County, CA)

As Fehr & Peers Project Manager, Mike lead a team that evaluated speed data for use in validating the SANDAG dynamic traffic assignment (DTA) model. The evaluation included criteria required for a DTA model, and also ease of use and update, flexibility, coverage area, price, and additional uses beyond the DTA model. After SANDAG acquired the recommended data, Fehr & Peers developed a GIS process to correlate the travel model roadways with the speed data segments, flag areas that may need further refinement, and link average speeds by time period to the travel model network.

SR 125 Before and After (San Diego County, CA)

As Fehr & Peers Project Manager, Mike lead a team that compared travel conditions before and after changing the toll on State Route 125 in San Diego County. Using anonymous GPS data, the unique device of travelers who used either the parallel I-805 or SR 125 before and after the change of toll to determine if there was a statistically significant shift and if so what insight can be gained. Using the origin and destinations of trips before and after, maps were created to show the origins of trips that shifted and also the relationship to congested speed on both I-805 and SR 125.

Mountain Accord Travel Behavior & Model Development, (Salt Lake City, UT)

As Project Manager, Mike lead a team to develop and integrate land use and transportation forecasting model support the Mountain Accord Program. The Mountain Accord Program is a significant regional study that considers, among other things, the future of transportation and land use in the Central Wasatch Mountains. Based on over eight years of experience studying the various transportation issues effecting the Central Wasatch Mountains. Now complete, the model will be in a unique class of forecasting tools that covers an expanded study area and considers seasonal and recreational travel markets, with pre-processes to estimate demand from a wide variety of scenario planning sources.

Fresno-Clovis Metropolitan Area Public Transportation Strategic Service Evaluation (Fresno County, CA)

As Project Manager for Fehr & Peers, Mike lead the analysis of cell phone data to identify travel patterns for the highest activity areas within the Fresno-Clovis sphere of influence. Coordinating with on-board transit counts, transit rider surveys, and system plans, the team evaluated potential areas to improve service for current riders and opportunities to expand service to attract new riders. Although most of the evaluation was focused on the next 5 years, an implementation plan for the short (1 year increments for 5 years) and medium (5-10 years) term and potential changes in the future based on anticipated growth were investigated.





Bob Grandy, TE

Principal

about

Bob Grandy is a Principal for Fehr & Peers with 35 years of experience. He has managed countywide and citywide plans, transit terminal concept plans, corridor plans, more than 300 CEQA and/or NEPA transportation assessments, safe route to school and safe route to transit plans, bikeway plans, downtown transportation and parking studies, transit planning & implementation efforts, and safety studies.

education

BS, Civil Engineering, UC Berkeley, 1981

registrations

Traffic Engineer, State of California (#TR 1422, since 1986)

professional affiliations

- Institute of Transportation Engineers (ITE) – Fellow
- American Public Transportation Association (APTA)
- Women's Transportation Seminar (WTS)
- SPUR San Francisco

project experience

- Napa Meritage Hotel Expansion EIR, City of Napa
- State Route 29 Corridor Study, American Canyon
- Watson Ranch EIR, American Canyon
- Yountville Winery EIR, County of Napa
- I-80/Hiddenbrooke Interchange, Vallejo
- Mare Island EIR, Vallejo
- Vallejo Ferry Terminal Area Parking Strategy, Vallejo
- Solano County Safe Route to Transit Plan
- Sonoma Hotel Shared Parking Assessment and Parking Management Plan, City of Sonoma

- Marin Civic Center SMART Station Area Plan, Marin County
- Downtown Specific Plan, Vallejo (technical advisor)
- Fairfax-San Rafael Transit Corridor Feasibility Study
- Novato Community Based Transportation Plan
- Marin City Community Based Transportation Plan
- I-80/Hiddenbrooke Interchange Project, Vallejo
- Jepson Parkway Concept Plan, Solano Transportation Authority (STA)
- UC Davis Memorial Union Bus Terminal Expansion
- Embassy Suites Hotel-Conference Center Traffic Impact Study, Davis
- UC Davis Hyatt Hotel Traffic Impact Study
- Mace Ranch Innovation Center (with hotel) EIR, Davis
- Nishi Gateway Mixed-Use Project EIR, Davis
- West Contra Costa Safe Route to Transit Enhancement & Wayfinding Plan
- Comprehensive Transportation Plan, STA
- UC Davis Medical Center Cancer Center & Shriner's Hospital EIR documents
- Gateway Shopping Center EIR, Woodland
- City of Sacramento General Plan Update

honors and awards

- Author of Golden State Warriors' San Francisco Arena Transportation Management Plan, mitigation element of San Francisco Arena EIR (AEP California)
- Author of the Mobility Element of the City of Sacramento General Plan, recipient of the 2009 Award of Excellence – Comprehensive Planning Award for a Large Jurisdiction (APA California)
- Author of the Jepson Parkway Concept Plan, recipient of the 2000 TRANNY Award for Transportation Management (California Transportation Foundation)



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San Francisco, CA 94104
415.348.0300

DRAFT

EXHIBIT B

Not-to-Exceed Cost Proposal: Napa Valley Travel Behavior Study Update	FEHR & PEERS							SUB			
	Hourly Rates	Principal-In-Charge	Project Manager	Technical Advisor	Local Knowledge Expert	Engineer/Planner	Graphics / Administrative	Total	Wiltec	INRIX	StreetLight Data
		Julie Morgan	Kevin Johnson	Mike Wallace	Bob Grandy	TBD	TBD				
	Total Hourly Rate	\$300	\$190	\$265	\$325	\$140	\$130				
Task	Hours							Direct Cost			
Task 1: Kick-Off Meeting	4	4	0	0	0	1	9				
Task 2: Meet with NVTAC and TAC	4	8	2	2	0	6	22				
Task 3: Gather Existing Travel Behavior Data	1	4	2	2	16	3	28	\$8,250			
Task 4: Vehicle Classification Count Data Analysis	1	2	0	0	24	3	30				
Task 5: Mobile Device Data Analysis	8	48	12	8	132	40	248			\$74,000	
Optional Task 1: Effects of October 2017 Fires on Travel Patterns	2	8	2	2	24	10	48			\$10,000	
Optional Task 2: INRIX Link-Speed Data along SR 29	2	8	2	2	24	24	62		\$5,000		
Task 6: Census Data Analysis	2	4	4	4	4	20	38				
Task 7: Online Employer Survey	2	16	4	2	40	16	80				
Optional Task 3: Student Distribution Data	2	16	0	0	22	4	44				
Task 8: Data Analysis and Visual Communication	4	8	2	2	8	48	72				
Task 9: Deliverables	8	16	2	2	4	4	36				
Task 10: Presentations of Findings to TAC and NVTAC Board	8	8	0	0	0	8	24				
Task 11: Technical Coordination Meetings	2	6	0	0	0	1	9				
Total Hours	50	156	32	26	298	188	750				
Total Cost	\$15,000	\$29,640	\$8,480	\$8,450	\$41,720	\$24,440	\$127,730	\$8,250	\$5,000	\$84,000	

Fehr & Peers Total	\$127,730
Wiltec Total	\$8,250
INRIX Total	\$5,000
StreetLight Data Total	\$84,000
PROJECT TOTAL with Optional Tasks	\$224,980
PROJECT TOTAL without Optional Tasks	\$185,000



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Kate Miller, Executive Director
(707) 259-8634 / Email: kmiller@nvta.ca.gov
SUBJECT: Federal and State Legislative Updates and State Bill Matrix

RECOMMENDATION

That the Napa Valley Transportation Authority (NVRTA) Board receive the monthly Federal and State Legislative updates, and State Bill Matrix.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The Board will receive the Federal Transportation Legislative update (Attachment 1) provided by Van Scoyoc Associates, the State Legislative update (Attachment 2), the State Bill Matrix (Attachment 3).

FISCAL IMPACT

Is there a Fiscal Impact? No

SUPPORTING DOCUMENTS

Attachments: (1) January 3, 2018 Federal Legislative Update (Van Scoyoc Associates)
(2) January 3, 2018 State Legislative Update (Platinum Advisors)
(3) January 3, 2018 State Bill Matrix (Platinum Advisors)



TO: Kate Miller, NVT A
FROM: Steve Palmer, Channon Hanna, and David Haines
DATE: January 3, 2018
SUBJECT: Federal Legislative Update

The following is a summary of federal legislative activities related to transportation, housing, and environmental issues over the last month.

Legislative Action

FY 2018 Continuing Resolution. On December 7, the House and Senate both approved a continuing resolution (CR) to fund the federal government at FY 2017 levels through December 22, 2017. Then on, December 21, Congress approved a second CR to fund the government until January 19, 2018. The CR included also included a waiver of PAYGO for H.R. 1, the tax bill.

Tax Bill. On December 20, the House and Senate approved on the compromised version of H.R. 1, the Tax Cut and Jobs Act. The vote in each chamber was largely along party lines with no Democrats voting to approve the bill. President Trump signed the bill into law on December 22 and is Public Law 115-97. Highlights of the bill include:

- Preserves private activity bonds – these are often used to finance large road, bridge, freight facilities, rail stations, airport terminals, water, sewage, and hazardous waste projects, student loans, port terminals, and low-income housing;
- Eliminates advance refunding bonds – used by issuers to lower finance costs, especially during a crisis or debt restructuring;
- Allows up to \$10,000 in deductions of state and local income, sales, and property taxes;
- Keeps seven tax brackets (0%, 10%, 12%, 22%, 24%, 32%, 35%, and 37%);
- Retains the Commuter Tax Benefit, the pretax payroll deduction option, but eliminates the ability of employers to deduct the cost of this benefit.
- Allows individuals to deduct mortgage-interest for new purchases of homes up to \$750,000;
- Decreases corporate tax rate from 35% to 21%;
- Repeals the alternative minimum tax for corporations and reduces it for individuals;
- Maintains 401(k) plans and Individual Retirement Accounts; and

- Retains deductions for charitable giving and medical expenses.
- Individual tax cuts expire at the end of 2025; and
- Corporate tax cuts are permanent.

Preserving Access to Manufactured Housing Act. On December 1, the House passed H.R. 1699, the Preserving Access to Manufactured Housing Act of 2017. The bill amends the Truth in Lending Act (TILA) to specify that a retailer of manufactured housing is generally not a "mortgage originator" subject to requirements under that Act. Similarly, the bill amends the Secure and Fair Enforcement for Mortgage Licensing Act of 2008 to specify that such a retailer is generally not a "loan originator" subject to requirements under that Act. Additionally, the bill increases the annual percentage rates and transaction values at which mortgages for certain dwellings are considered "high-cost mortgages" under TILA. The bill is now in the Senate awaiting further consideration.

DHS Secretary. On December 5, the Senate voted 62-37 to confirm Kirstjen Nielsen to be Secretary of the Department of Homeland Security. The new Secretary was sworn in on December 6.

Environmental Legislation Markup. On December 6, the Committee on Energy and Commerce held a markup session on the following bills that impact the environment:

- H.R. 453, *Relief from New Source Performance Standards*, a bill to extend by three years the deadlines for the second phase of New Source Performance Standards (NSPS) for new residential wood heaters;
- H.R. 1119, *Satisfying Energy Needs and Saving the Environment*, a bill to provide alternative compliance options with the Mercury and Air Toxics Standards for coal refuse-to-energy plants;
- H.R. 1733, *To direct the Secretary of Energy to review and update a report on the energy and environmental benefits of the re-refining of used lubricated oil*, a bill that would require the Secretary of Energy to review and update a report and submit to Congress a coordinated Federal strategy to increase the beneficial reuse of used lubricating oil; and,
- H.R. 1917, *Blocking Regulatory Interference from Closing Kilns (BRICK) Act of 2017*, a bill to extend the deadlines for the national emission standards for hazardous air pollutants (NESHAP) for brick and structural clay products manufacturing or clay ceramics manufacturing.

EPA Nominations. On December 14, the Senate confirmed Matt Leopold to serve as U.S. Environmental Protection Agency (EPA) general counsel and David Ross to serve as the assistant administrator for EPA's Office of Water.

HUD General Counsel. On December 18, the Senate confirmed J. Paul Compton, Jr. as General Counsel of the U.S. Department of Housing and Urban Affairs (HUD).

Diesel Emissions Reduction Act of 2017. On December 21, the Senate passed S. 1447, the Diesel Emissions Reduction Act of 2017. The bill reauthorizes the Diesel

Emissions Reduction Program through 2022, among other modifications. The bill now goes to the House for further consideration.

Congressional Hearings

Superfund and Waste Cleanup after Natural Disasters. On December 6, the Senate Committee on Environment and Public Works Subcommittee on Superfund, Waste Management, and Regulatory Oversight held a hearing on challenges faced during superfund and waste cleanup efforts following natural disasters. Witnesses included California Environmental Protection Agency Secretary Matthew Rodriguez, Texas Commission on Environmental Quality Chairman Bryan Shaw, University of Houston Law Center Professor Tracy Hester. Among issues discussed at the hearing was the removal of ash and other materials in Napa County.

Housing Finance Reform. On December 6, the House Financial Services Committee's Subcommittee on Housing and Insurance held a hearing to consider private sector perspectives on housing finance reform. The hearing reviewed the role of credit enhancements and credit risk transfers in the U.S. housing finance system. Witnesses from the following entities participated in the hearing: Alliance Bernstein L.P.; University of Pennsylvania and the Penn Institute for Urban Research; Guy Carpenter & Company, LLC; Arch Capital Group; and U.S. Mortgage Insurers.

Army Civil Works Nomination. On December 6, the Senate Committee on Environment and Public Works held a hearing to review the nomination of R.D. James to be Assistant Secretary of the Army for Civil Works. The nomination was approved by the Committee on December 13.

Mission of EPA. On December 7, the House Energy and Commerce Committee's Subcommittee on the Environment held a hearing to consider the mission of the U.S. Environmental Protection Agency (EPA). Administrator Scott Pruitt was the lone witness at the hearing. Administrator Pruitt's vision for the "Back to Basics" initiative at EPA, the goals Administrator Pruitt is setting for individual EPA programs, and EPA's multi-year strategic plan were all reviewed at the hearing.

Freight Movement. On December 20, the Senate Committee on Environment and Public Works' Transportation and Infrastructure Subcommittee held a hearing titled "Freight Movement: Assessing Where We Are Now and Where We Need to Go". Witnesses included representatives from the Waterways Council, the American Trucking Associations, the Coalition for America's Gateways and Trade Corridors, and the Maryland Port Administration. Subcommittee Chairman Jim Inhofe (R-OK) stated that economic growth can only continue if our infrastructure is maintained and improved to meet our future needs.

Executive Branch

Mortgages on Homes with PACE Assessments. On December 7, the Federal Housing Administration (FHA) announced it is reversing a short-lived policy announced in July of 2016 and will no longer insure new mortgages on properties that include Property Assessed Clean Energy (PACE) assessments. FHA stated the agency's decision was part of a larger effort to protect the health of the Single Family Mutual Mortgage Insurance Fund (MMIF).

New FHA Loan Limits. On December 7, FHA announced its new loan schedule of loan limits for 2018. Most areas in the country will experience an increase in loan limits in 2018. In high-cost areas of the country, FHA's loan limit ceiling will increase from \$636,150 to \$679,650.

FHWA Nomination. On December 11, Paul Trombino asked that his nomination be withdrawn to be Administrator of the Federal Highway Administration (FHWA). According to DOT, Mr. Trombino, who was nominated on September 11, asked that his nomination be withdrawn due to family matters.

Northern California Fires Response Update. On December 11, EPA updated the multi-agency response to the fires in and around Napa County. The report stated EPA has completed asbestos removals at 131 properties in Napa, Sonoma, Lake, and Mendocino Counties. EPA has also completed household hazardous waste (HHW) removals at 6,551 properties in Napa and Sonoma Counties.

Clean Power Plan Repeal. On December 18, EPA issued an Advanced Notice of Proposed Rulemaking (ANPRM) to announce that the Agency will solicit public input as it considers the next regulatory steps to limit greenhouse gas (GHG) emissions from existing power plants.

Expenditure of Funds. On December 19, FHWA announced a new website where information and guidance on improving project delivery is consolidated to encourage implementation of approaches, techniques, and best practices to facilitate the productive, effective, and timely expenditure of federal highway funds. Consistent implementation of the information and guidance provided on the website will serve to assist recipients in effectively using federal funds by avoiding unnecessary, costly project delays and minimizing project cost overruns.

Annual Regulatory Plan. On December 14, EPA released its Semiannual Agenda of Regulatory and Deregulatory Actions and Regulatory Plan. The Semiannual Regulatory Agenda provides updates to the public about regulatory activity to support EPA's core mission and describes the 13 most significant regulatory priorities the Agency expect to propose or finalize in the coming year.

Homeowners Guide to Success. On December 20, HUD released the Homeowners Guide to Success as part of a public-private partnership between federal agencies and industry partners. The guide provides homeowners with information on the critical first steps to take if they are at risk of missing a mortgage payment or facing foreclosure.

EPA Cooperative Federalism. On December 22, EPA announced they were taking the next steps in the Clean Air Act process to determine which areas of the country meet national air quality standards for ground-level ozone and sulfur dioxide. The EPA also promoted cooperative federalism as an effective means for cleaner air.

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January 3, 2018

TO: Kate Miller, Executive Director
Napa Valley Transportation Authority

FR: Steve Wallauch
Platinum Advisors

RE: Legislative Update

They're Back: The Legislature reconvenes today to begin the second half of the 2017-18 session. The second year always starts in a rush of activity in order to move all the two-year bills still in their house of origin to the second house. Key deadlines for January include:

- January 10 – Introduction of the Governor's proposed budget. Significant surpluses in general fund and cap & trade revenue are expected; however, Governor Brown has always been cautious with any new spending proposals.
- January 12 – Last day for policy committees to hear and approve two-year bills still in their house of origin.
- January 12 – The last day to submit new legislative proposals to Legislative Counsel for drafting.
- January 31 – The last day for each house to approve bills still in their house of origin.

Leadership Transition: Early last month Senator Toni Atkins (San Diego) was chosen as the new leader of the Senate to replace Senate pro Tempore Kevin de León. Atkins was the Assembly Speaker from 2014 to 2016 and served on the San Diego City Council prior to her election to the Assembly in 2010. Atkins is the first woman to hold the position, first openly gay Senate pro Tem, and the third member in California's history who will have served both as Speaker and pro Tem.

The formal vote will be taken soon after the Legislature returns on January 3rd. That vote will also select a transition date. In the past the transition has occurred after the adoption of the budget, but this transition is expected to occur much sooner, such as late February or early March. If the transition occurs in March then expect numerous changes to committee chairs and assignments immediately prior to the spring hearing rush.

House Cleaning: Last session the legislature approved and the Governor enacted an extensive package of legislation aimed at addressing affordable housing needs. As is the case when complex packages are rushed through the process, there is a need for clean-up legislation. There will be one bill introduced to address issues with the collection of the new fees imposed by SB 2. Clean-up legislation is also expected to be introduced in both the Senate and Assembly to make numerous corrections to the host of measures included in the housing package. This clean-up effort will also provide local governments an opportunity to advocate for additional changes that are needed to implement these bills.

The Department of Housing and Community Development has also created a webpage summarizing the changes the housing package made, and is considering holding a webinar for cities and counties to address questions on implementation and updating local housing elements. This website can be found at: <http://www.hcd.ca.gov/policy-research/lhp.shtml>

SB 1 Repeal: The Secretary of State's Office announced that the campaign to repeal SB 1 has already reached the 25% threshold on required signatures. The campaign reports that they have collected nearly 328,000 verified signatures to date. These signatures are for the Constitutional amendment initiative that would prohibit the enactment of any fuel tax or vehicle fee without first being approved by a majority of the voters. The campaign for this initiative must submit 585,407 signatures by May 21, 2018 to qualify for the ballot.

Innovative Clean Transit: CARB staff has begun the development of regulations to transition transit operators to zero emission vehicles, with several working group meetings over the past year. The more formal regulatory process began on December 15th, with a CARB workshop to discuss staff's regulatory concept to phase in the purchase of zero emission transit buses. The proposed changes are extensive, and also require large operators to begin using alternative fuels, such as bio-diesel. CARB staff posted a discussion document regarding the proposed regulations prior to the workshop. The following is a general outline of the phase in proposal:

- Starting in 2020, operators with a fleet of 100 or more buses must include in their annual vehicle procurements 25% zero emission vehicles.
- Starting in 2023, the percentage of zero emission vehicles in each procurement increases to 50%. At that time, all operators with a fleet of 30 or more buses must include in each procurement 50% zero emission vehicles.
- Starting in 2026, the percentage of zero emission vehicles in each procurement increases to 75%. The requirement to purchase at least 75% zero emission vehicles would then apply to all operators.
- In 2022, CARB will conduct a midterm review of the regulations to determine if changes need to be made to the regulations.
- The regulations will also authorize the executive officer at CARB to grant extensions or exemptions for an operator if conditions warrant.
- The regulations will also allow for joint agency compliance, making it possible for multiple operators, likely within the same region, to coordinate compliance with

the purchase requirements. As a result, operators could pool resources and schedule the order in which operators would receive zero emission vehicles.

CARB staff will be seeking comments on the proposed regulations. The discussion draft of this concept can be found at: <https://arb.ca.gov/msprog/ict/meeting/mt171215/171215ictconcept.pdf>



January 3, 2018

When the Legislature returns on January 3rd, the start of the second year of the session is fast paced. All two-year bills must be out of their house of origin by January 31st. This house of origin deadline is preceded by a series of policy and fiscal committee hearing deadlines that makes for a fast start to the New Year. Below are the all the two year bills NVTAG has been following. Vetoed and chaptered bills have been removed from this matrix. Bills that are already in their second house are safe for now, and bills that are currently on either the Senate or Assembly Suspense Files are not likely to move forward. In addition, these deadlines do not apply to Constitutional amendments.

Existing Positions

Bills	Subject	Status	Client - Position
<u>AB 1</u> (Frazier D) Transportation funding.	AB 1 was Assemblyman Frazier's renewed effort to address the funding shortfall facing our transportation infrastructure. With that passage of SB1, this bill be will likely be used for another issue if it is moved forward.	ASSEMBLY TRANS	SUPPORT
<u>AB 399</u> (Grayson D) Autonomous vehicles: Contra Costa Transportation Authority: pilot project.	<p>Last year, legislation was enacted to authorize the Contra Costa Transportation Authority to conduct a pilot project testing the use of autonomous vehicles on streets that are open to the public, but located within a private business park.</p> <p>AB 399 extends the sunset date on the authority for the pilot project to operate according to existing law, prior to the requirement to then comply with regulations being developed by the DMV. Currently, this pilot program must comply with the DMV regulations within 180 days of the operative date of the regulations. AB 399 extends this "phase-in" period to 12 months.</p> <p>AB 399 has not been set by the Assembly Transportation Committee for hearing at the January 8th meeting, so it appears that this bill is not moving forward.</p>	ASSEMBLY 2 YEAR	SUPPORT

<p><u>AB 1454</u> (Bloom D) Transportation projects: lease agreements.</p>	<p>AB 1454 is now a two-year bill that will not be acted on until the legislature returns in January.</p> <p>This bill was amended to remove the language that deletes the sunset date on the authority for Caltrans and regional transportation agencies to enter into public private partnerships. As amended, the bill merely states that it is the intent of the Legislature to reestablish the public-private partnership process.</p> <p>AB 1454 has also not been set for hearing, and will not be moving.</p>	<p>ASSEMBLY TWO-YEAR BILL</p>	<p>SUPPORT</p>
<p><u>ACA 4</u> (Aguiar-Curry D) Local government financing: affordable housing and public infrastructure: voter approval.</p>	<p>ACA 4 would generally lower the voter threshold to 55% for imposing the following taxes or issuing debt:</p> <ul style="list-style-type: none"> • Creates an additional exception to the 1% limit that would authorize a city or county, to levy an ad valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure or affordable housing. • Authorizes a local government to impose, extend, or increase a special tax for the purposes of funding the construction, rehabilitation or replacement of public infrastructure or affordable housing. 	<p>ASSEMBLY L. GOV</p>	<p>SUPPORT</p>
<p><u>SCA 2</u> (Newman D) Motor vehicle fees and taxes: restriction on expenditures.</p>	<p>With the passage of ACA 5, SCA 2 was placed on the Inactive File. SCA 2 and ACA 5 are identical and would prospectively prohibit the use of truck weight fees to pay for transportation bonds approved after January 1, 2017. The bill would also expand the protections for Public Transportation Account revenues to also include the 1.75% increase to the diesel fuel sales tax that was enacted as part of the gas tax swap. The ban on borrowing fees and taxes would also apply to any vehicle fees or taxes dedicated to transportation accounts.</p>	<p>SENATE INACTIVE FILE</p>	<p>SUPPORT</p>

<p>SCA 6 (Wiener D) Local transportation measures: special taxes: voter approval.</p>	<p>SCA 6 would allow a local government to impose any special tax with a 55% approval of the voters if the special tax dedicates 100% of the revenues, not including collection and administrative expenses, to transportation programs and projects.</p>	<p>SENATE APPR – SUSPENSE FILE</p>	<p>SUPPORT</p>
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