

Napa Valley Transportation Authority



Agenda - Final

**Wednesday, May 17, 2023
9:00 AM**

****Special Meeting****

**Meritage Resort, 875 Bordeaux Way
Napa, CA 94558**

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 the NVTA website at: <https://nctpa.legistar.com/Calendar.aspx>

This meeting will be conducted as an in-person meeting at the location noted above. Remote teleconference access is provided for the public's convenience and in the event a Board Member requests remote participation due to just cause or emergency circumstances pursuant to Government Code section 54953(f). Please be advised that if a Board Member is not participating in the meeting remotely, remote participation for members of the public is provided for convenience only and in the event that the Zoom teleconference connection malfunctions for any reason, the Board of Directors reserves the right to conduct the meeting without remote access and take action on any agenda item.

The public may participate telephonically or electronically via the methods below:

- 1) To join the meeting via Zoom video conference from your PC, Mac, iPad, iPhone or Android: go to <https://zoom.us/join> and enter meeting ID 997 5007 2830
- 2) To join the Zoom meeting by phone: dial 1-669-900-6833, enter meeting ID: 997 5007 2830 If asked for the participant ID or code, press #.
- 3) Watch live on YouTube: <https://www.youtube.com/channel/UCrjLcW9uRmA0EE6w-eKZyw?app=desktop>

The agenda will be posted 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 4:30 p.m., except for NVTA holidays. Should the office be closed or staff is working remotely due to a declared emergency, you may email info@nvta.ca.gov to request a copy of the agenda.

Public records related to an agenda item that are distributed less than 72 hours before this meeting are

available for public inspection during normal business hours at the NVTA office at 625 Burnell Street, Napa, CA 94559 and will be made available to the public on the NVTA website at nvta.ca.gov. 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 comment on matters within the subject matter of the Board's jurisdiction, that are not on the meeting agenda during the general Public Comment item at the beginning of the meeting. Comments related to a specific item on the agenda must be reserved until the time the agenda item is considered and the Chair invites public comment. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

Members of the public may submit a public comment in writing by emailing info@nvta.ca.gov by 10:00 a.m. on the day of the meeting with PUBLIC COMMENT as the subject line (for comments related to an agenda item, please include the item number). All written comments should be 350 words or less, which corresponds to approximately 3 minutes or less of speaking time. Public comments emailed to info@nvta.ca.gov after 10 a.m. the day of the meeting will be entered into the record but not read out loud. If authors of the written correspondence would like to speak, they are free to do so and should raise their hand and the Chair will call upon them at the appropriate time.

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

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

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

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

Information on obtaining the agenda in an alternate format is noted below:

Americans with Disabilities Act (ADA): This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Laura Sanderlin, NVTA Board Secretary, at (707) 259-8633 during regular business hours, at least 48 hours prior to the time of the meeting.

Acceso y el Titulo VI: La NVTA puede proveer asistencia/facilitar la comunicaci3n a las personas discapacitadas y los individuos con conocimiento limitado del ingl3s quienes quieran dirigirse a la Autoridad. Para solicitar asistencia, por favor llame al n3mero (707) 259-8633. Requerimos que solicite asistencia con tres d3as h3biles de anticipaci3n para poderle proveer asistencia.

Ang Accessibility at Title VI: Ang NVTA ay nagkakaloob ng mga serbisyo/akomodasyon kung hilingin ang mga ito, ng mga taong may kapansanan at mga indibiduwal na may limitadong kaalaman sa wikang Ingles, na nais na matugunan ang mga bagay-bagay na may kinalaman sa NVTA-TA Board. Para sa mga tulong sa akomodasyon o pagsasalin-wika, mangyari lang tumawag sa (707) 259-8633. Kakailanganin namin ng paunang abiso na tatlong araw na may pasok sa trabaho para matugunan ang inyong kahilingan.

1. Call to Order
2. Pledge of Allegiance
3. Consideration and Approval of Board Member Requests for Remote Participation
4. Roll Call
5. Adoption of the Agenda
6. Public Comment
7. Chairperson's, Board Members', Metropolitan Transportation Commissioner's, and Association of Bay Area Governments Update
8. Executive Director's Update

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

9. CONSENT AGENDA ITEMS

9.1 Meeting Minutes of April 19, 2023 (Laura Sanderlin) (Pages 9-12)

Recommendation: Board action will approve the minutes of April 19, 2023 regular meeting.

Estimated Time: 9:30 a.m.

Attachments: [Draft Minutes](#)

9.2 Paratransit Coordinating Council (PCC) Member Appointment to the Napa Valley Transportation Authority (NVTA) Board of Directors (Laura Sanderlin) (Pages 13-15)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board appoint Tom Collette as representative of the PCC as a non-voting member to the NVTA Board of Directors.

Estimated Time: 9:30 a.m.

Attachments: [Staff Report](#)

9.6 Overall Work Program (OWP) for Fiscal Year 2022-23 and Fiscal Year 2023-24 (Antonio Onorato) (Pages 56-125)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board adopt the agency's Overall Work Program (OWP) for FY2022-23 and FY2023-24.

Estimated Time: 9:30 a.m.

Attachments: [Staff Report](#)

9.7 Project Work Order No. PWO-04 to NVTA Agreement No. 21-32 with Michael Baker International for Work Associated with the Napa Valley Countywide Transportation Plan (CTP) Performance Metrics Update (Alberto Esqueda) (Pages 126-135)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee, to execute and make minor modifications to PWO No. 04 to NVTA Agreement No. 21-32 with Michael Baker International to prepare the CTP Performance Metrics Update in an amount not to exceed \$86,500 dollars.

Estimated Time: 9:30 a.m.

Attachments: [Staff Report](#)

9.8 Resolution No. 23-16 and No. 23-17, Regional Measure 3 (RM3) State Route 29 and North Bay Transit Programs Allocation Letter of No Prejudice (LONP) Funds for the Soscol Junction Project and the Vine Bus Maintenance Facility (Antonio Onorato) (Pages 136-146)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 23-16 and Resolution 23-17 requesting allocation of RM3 funds from the Metropolitan Transportation Commission (MTC).

Estimated Time: 9:30 a.m.

Attachments: [Staff Report](#)

9.9 Amendment to Engineering Design, Environmental & Construction Document Services for the Vine Trail - Calistoga to St. Helena Project (Grant Bailey) (Pages 147-152)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director or designee to execute and make minor modifications to Amendment #6 to Project Work Order No. E-13 to NVTA Agreement No. 18-23 with RSA+ for additional scope under the Bidding Assistance & Construction Support for an amount not to exceed \$45,000.

Estimated Time: 9:30 a.m.

Attachments: [Staff Report](#)

10. BOARD RETREAT

10.1 Presentation on Proposals for Reviving the Vine Transit System by NVTA Staff and Update on Regional Transit Efforts by Alix Bockelman, MTC Deputy Executive Director of Policy

Estimated Time: 10:00 a.m.

10.2 Site Visit of the Vine Transit Maintenance Facility located at 96 Sheehy Court, Napa, CA 94558

Recommendation: Information only. Meeting will transition to 96 Sheehy Court, Napa CA for a site tour of the Vine Transit Maintenance Facility, accordingly, this portion of the meeting will not be broadcast or accessible via Zoom.

Estimated Time: 12:30 p.m.

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT

Meeting will be adjourned from 96 Sheehy Court, Napa California, 94558.

12.1 The next Regular Meeting is June 21, 2023.

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

Laura M. Sanderlin, NVTA Board Secretary

Glossary of Acronyms

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

Glossary of Acronyms

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

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Minutes NVRTA Board of Directors

Wednesday, April 19, 2023

1:30 PM

JoAnn Busenbark Board Room

1. Call to Order

Chair Alessio called the meeting to order at 1:30pm.

2. Pledge of Allegiance

Director Sedgley recited the Pledge of Allegiance.

3. Consideration and Approval of Board Member Requests for Remote Participation

None

4. Roll Call

Leon Garcia
Alfredo Pedroza
Paul Dohring
Mark Joseph
Liz Alessio
Scott Sedgley
Eric Knight
Margie Mohler
Donald Williams
Kevin Eisenberg
Ryan Gregory
Anna Chouteau

5. Adoption of the Agenda

Motion MOVED by GARCIA, SECONDED by KNIGHT to APPROVE Item 5. Adoption of the Agenda. Motion passed unanimously.

Aye: 23 - Garcia, Pedroza, Dohring, Joseph, Alessio, Sedgley, Knight, Mohler, Williams, Eisenberg, Gregory, and Chouteau

6. Public Comment

Public comment by Carlotta Sainato, Napa County Bicycle Coalition, reported upcoming events.

7. Chairperson's, Board Members', Metropolitan Transportation Commissioner's, and Association of Bay Area Governments Update

Director Garcia reported on recent ABAG activities.

Director Pedroza reported on recent MTC activities.

8. Executive Director's Update

Director Miller reported:

- Staffing update
- SR 37 Toll Application Public Meeting May 26
- Earth Day upcoming events
- Bike events in May
- Participation Regional BART Transit Manager Ride Along April 21
- NVTA Special Meeting May 17 Board Retreat

9. Caltrans' Update

Amani Meligy, provided Caltrans update.

Director Pedroza requested a status update of the road closure on HWY 128 near Steele Canyon Road.

10. PRESENTATIONS

10.1 Project Update (Grant Bailey)

Director Pedroza requested more resources to address traffic and provide additional public communication regarding Soscol Junction project.

Director Dohring inquired about the status of the SR 29 and Rutherford Road Intersection project.

11. CONSENT AGENDA ITEMS

Motion **MOVED** by CHOUTEAU, **SECONDED** by GREGORY to **APPROVE** Consent Agenda Items 11.1-11.6. Motion passed unanimously.

Aye: 23 - Garcia, Pedroza, Dohring, Joseph, Alessio, Sedgley, Knight, Mohler, Williams, Eisenberg, Gregory, and Chouteau

11.1 Meeting Minutes of March 15, 2023 (Laura Sanderlin) (Pages 10-13)

Attachments: [Draft Minutes](#)

11.2 Resolution 23-12 for Participation in the Joint Exercise Powers Agreement (JPA) of Fire

Risk Management Services (FRMS) (Laura Sanderlin) (Pages 14-28)

Attachments: [Staff Report](#)

11.3 Resolution 23-13 for Disposing of Non-Performing Assets (Antonio Onorato) (Pages 29-34)

Attachments: [Staff Report](#)

11.4 Resolution 23-14 for Local Support for Transit Performance Initiative (TPI) Projects (Antonio Onorato) (Pages 35-56)

Attachments: [Staff Report](#)

11.5 Resolution No. 23-15 Authorizing the Executive Director to Execute the Imola Park and Ride Maintenance Agreement with the California Department of Transportation (Caltrans) (Alberto Esqueda) (Pages 57-74)

Attachments: [Staff Report](#)

11.6 Senate Bill (SB1) Authorizing submittal of the Local Partnership Program (LPP) Formulaic Funds as matching funds to Transit Performance Initiative (TPI) grant funds application (Alberto Esqueda) (Pages 75-87)

Attachments: [Staff Report](#)

12. REGULAR AGENDA ITEMS

12.1 Amendment No. 7 to Agreement No. 17-15 with Kimley Horn and Associates (KHA) for Vine Bus Maintenance Facility Architectural and Engineering Design Services (Grant Bailey) (Pages 88-97)

Attachments: [Staff Report](#)

Director Sedgley requested a list of construction project change orders during the next Project Update.

Motion MOVED by JOSEPH, SECONDED by GARCIA to APPROVE Item 12.1, amendment 7 to the Agreement No. 17-15 with Kimley Horn. Motion passed unanimously.

Aye: 23 - Garcia, Pedroza, Dohring, Joseph, Alessio, Sedgley, Knight, Mohler, Williams, Eisenberg, Gregory, and Chouteau

12.2 Agreement No. 23-C11 with RSA+ for Engineering Design Services for the Napa Valley College Multimodal Station Improvements project (Grant Bailey) (Pages 98-118)

Attachments: [Staff Report](#)

Motion MOVED by JOSEPH, SECONDED by KNIGHT to APPROVE Item 12.2 authorizing the Executive Director to execute and make minor modifications to Agreement 23-C11 with RSA+. Motion passed unanimously.

Aye: 23 - Garcia, Pedroza, Dohring, Joseph, Alessio, Sedgley, Knight, Mohler, Williams, Eisenberg, Gregory, and Chouteau

12.3 Agreement No. 23-C12 with Next Steps Marketing for Transportation Demand Management Outreach Coordinator services (Diana Meehan) (Pages 119-138)

Attachments: [Staff Report](#)

Motion MOVED by GARCIA, SECONDED by JOSEPH to APPROVE Item 12.3 for entering into agreement 23-C12 with Next Steps Marketing, Motion passed unanimously.

Aye: 23 - Garcia, Pedroza, Dohring, Joseph, Alessio, Sedgley, Knight, Mohler, Williams, Eisenberg, Gregory, and Chouteau

12.4 Napa Valley Transportation Authority's (NVTA) California Air Resource Board (CARB)

Zero Emission Bus Rollout Plan (Rebecca Schenck) (Pages 139-158)

Attachments: [Staff Report](#)

Director Pedroza inquired about power grid capacity.
Chair Alessio inquired about battery storage.
Director Garcia inquired about sourcing of hydrogen.
Public comment made by Ellen Sweigert.

Motion MOVED by CHOUTEAU, SECONDED by JOSEPH to APPROVE Item 12.4 adopting Resolution 23-10 CARB Zero Emission Bus Rollout Plan. Motion passed unanimously.

Aye: 23 - Garcia, Pedroza, Dohring, Joseph, Alessio, Sedgley, Knight, Mohler, Williams, Eisenberg, Gregory, and Chouteau

12.5 Vine Transit Update (Rebecca Schenck) (Pages 159-166)

Attachments: [Staff Report](#)

Information Only/No Action Taken

{Director Eisenberg and Director Williams departed meeting at 3:25pm}

12.6 Federal and State Legislative Update (Kate Miller) (Pages 167-190)

Attachments: [Staff Report](#)

Motion MOVED by PEDROZA, SECONDED by DOHRING to APPROVE Item 12.6, taking staff recommended positions on the state bill matrix. Motion passed unanimously.

Aye: 21 - Garcia, Pedroza, Dohring, Joseph, Alessio, Sedgley, Knight, Mohler, Gregory, and Chouteau

Absent: 2 - Williams, and Eisenberg

13. FUTURE AGENDA ITEMS

-Invite PG&E representative to upcoming Board Meeting to discuss power grid capacity

14. ADJOURNMENT

Chair Alessio adjourned the meeting at 3:37pm.

14.1 The next meeting is a Special Meeting on May 17, 2023. The Annual Board Retreat will begin at 9:00am.

Laura M. Sanderlin, NVTA Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

SUBJECT

Paratransit Coordinating Council (PCC) Member Appointment to the Napa Valley Transportation Authority Board of Directors

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board appoint Tom Collette as representative of the PCC as a non-voting member to the NVTA Board of Directors.

EXECUTIVE SUMMARY

In accordance with the Joint Powers Agreement for NVTA, the governing body includes one non-voting member to represent the PCC. The position became vacant in March 2023 and the PCC nominated Tom Collette to serve on the NVTA Board.

FISCAL IMPACT

Is there a fiscal impact? No



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Laura Sanderlin, Office Manager/Board Secretary
(707) 259-8633 / Email: lsanderlin@nvta.ca.gov
SUBJECT: Paratransit Coordinating Council (PCC) Member Appointment to the Napa Valley Transportation Authority Board of Directors

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board appoint Tom Collette as representative of the PCC as a non-voting member to the NVTA Board of Directors.

COMMITTEE RECOMMENDATION

At a regular meeting on January 5, 2023, the PCC nominated Tom Collette to serve in the position of representative on the NVTA Board.

BACKGROUND

The PCC was formed by NVTA to advise the Board on transportation issues, associated with the elderly and persons with disabilities. Mr. Collette has served on the PCC since October 2018 as a member representing a paratransit consumer and/or user aged 60 years or older.

Per Section 4.3.1 of the Joint Powers Agreement for NVTA, the governing body shall be composed of 12 elected officials, each appointed by their member jurisdiction and one non-voting member appointed by the Board upon nomination by the PCC. The PCC representative position became vacant when Member Doug Weir resigned in February 2023. Board approval will appoint Mr. Collette to represent the PCC representative on the NVTA Board.

ALTERNATIVES

The Board could decide not to approve the appointment and the position would remain vacant.

STRATEGIC GOALS MET BY THIS PROPOSAL

Goal 1 – Serve the transportation needs of the entire community regardless of age, income, or ability.

A representative from the PCC serves on the Board in an advisory capacity to support the needs of special transportation interests including the elderly and persons with disabilities.

ATTACHMENTS

None



NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

SUBJECT

Reclassification of the Marketing and Information Specialist Position

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve the reclassification of the Marketing and Information Specialist position from a non-exempt status to an exempt status position.

EXECUTIVE SUMMARY

In accordance with the Fair Labor Standards Act (FLSA), the Marketing and Information Specialist position meets all criteria for an exempt status. The Board is being asked to reclassify the position from non-exempt status to exempt status. The change in status does not impact the salary range or job description for the position.

FISCAL IMPACT

Is there a fiscal impact? No



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Laura Sanderlin, Board Secretary/Office Manager
(707) 259-8633 / Email: lsanderlin@nvta.ca.gov
SUBJECT: Reclassification of the Marketing and Information Specialist Position

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve the reclassification of the Marketing and Information Specialist position from a non-exempt status to an exempt status position.

COMMITTEE RECOMMENDATION

None

BACKGROUND

In September 2015, the Board approved the Public Information Officer position. Subsequently, the position's title was refined as a Marketing and Information Specialist to better reflect the duties of the position. The current classification is non-exempt status, however the salary range and duties are commensurate with the FLSA criteria that is required for exempt status. The change in FLSA status does not impact the salary range or job description for the position.

A key distinction between exempt and non-exempt positions is that the former is not eligible for overtime. The agency generally does not pay overtime to any employees, but instead, provides the option for comp time to non-exempt employees for hours worked beyond 40 hours a week when the overtime has been previously approved by a supervisor. Exempt employees frequently attend evening and weekend public outreach events and meetings and frequently work beyond the 40-hour work week. NVTA grants additional flexibility for time off for employees in exempt positions such as additional personal leave hours each calendar year.

The Marketing and Information Specialist frequently leads public outreach events for the agency, and consequently may require work longer than 40 hours on weeks necessitated by planning, project, and public outreach events.

Including the Executive Director, NVTA has sixteen full time equivalent positions. The proposal will not add any additional positions.

ALTERNATIVES

If not approved, the Marketing and Information Specialist position will remain non-exempt.

ATTACHMENT(S)

- (1) Marketing and Information Specialist Job Description



NVTA Title: **MARKETING AND INFORMATION SPECIALIST**
FLSA: Non-Exempt
Salary Range See Current Salary Resolution
Last Amended: 10/20/2021

DEFINITION

Under administrative direction, acts as Napa Valley Transportation Authority's Marketing and Information Specialist; assumes responsibility for the ongoing management and growth of the agency's social media platforms and websites, works with NVTA staff on marketing and public outreach/community engagement and creates NVTA's public outreach and marketing materials.

The NVTA is a joint powers organization consisting of the County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville and serves as the congestion management agency and public transit provider jointly engaged in the coordination of transportation planning, programs and systems.

CLASS CHARACTERISTICS

Under administrative direction of the Executive Director, the Marketing and Information Specialist will coordinate the agency's media communications (including websites and social media platforms), and marketing activities; prepare and disseminate NVTA information and marketing materials; coordinate public information activities with member jurisdictions and other organizations; assist and advise the agency on information strategies and techniques. This position requires independent judgement and the ability to make decisions in recommending, implementing and coordinating information. The incumbent must be highly skilled in marketing; must work within broad policy guidelines establishing, interpreting, and carrying out agency policies.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is received from the Executive Director with day-to-day oversight from the Director-Capital Development and Planning and the Director of Administration, Finance and Policy, or designee.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

1. Act as the on-line media representative for the NVTA, including maintaining the agency's social media (Facebook, Twitter, Instagram, and Next Door) platforms and the NVTA and Vine websites. Run regular social promotions and marketing campaigns and track their success.
2. Working with transit and planning staff, establish marketing campaign and outreach strategies and objectives for various plans, projects, and programs.

3. Develop and implement a marketing plan for the Vine Transit system.
4. Develop, procure, and maintain informational and promotional materials concerning the operations, programs, and services of NVTA and dissemination to the public.
5. Research, write, and arrange for the publication and distribution of press releases, newspaper articles, brochures, pamphlets, and other news and promotional materials concerning NVTA programs, services, accomplishments and events of public interest.
6. Coordinate press release distribution to the media; review print media and maintain digital record of activities.
7. Prepare materials for community events and public outreach meetings and table at community events
8. Respond to public comments and requests about the Vine Transit system
9. Procure NVTA and Vine branded collateral for NVTA and the Vine Transit system
10. Exercise sound judgement and make decisions related to the content of NVTA's website and social media platforms.
11. Prepare administrative reports and correspondence
12. Manage website and graphic artist contractors
13. Maintain the NVTA and Vine Transit websites, work with project managers to update content on a regular basis.
14. Assist in production and coordination of various grant applications, slide deck presentations and reports for NVTA and Vine projects and programs.
15. Maintain a repository of graphics, maps, and other visual materials for slide deck presentations and reports.
16. Organize, coordinate, and attend/participate in public/community promotional activities and events including evening and weekend events as needed.
17. Conduct research and analyze data to identify and define target markets.
18. Develop instructional manuals and tutorials of the various software programs the agency utilizes.
19. Perform related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited four year college or university (or equivalent experience) with major coursework in communications, public relations, or, marketing or a closely related field.

Experience: Candidates without degrees with demonstrated experience in marketing, graphic design, or communications; experience working with governing bodies and/or elected officials in a local government office with related skills and experience will be considered.

Bilingual in Spanish (oral and written) highly desirable, but not required.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, practices of public information and marketing.
- Principles, techniques, and methods to plan, develop, and coordinate an effective public information/education and media outreach program.
- Principles and practices of communications with an understanding of the requirements of various media platforms.
- Working knowledge and real-world experience in planning, managing, and executing social media and marketing initiatives.
- Experience planning social media campaigns; knowledge of social media legal guidelines.
- Knowledge of emerging communication technologies and platforms.
- Knowledge of public sector transportation (desirable but not required).
- Graphic design and developing public information materials.

Ability to:

- Organize and direct public information, including website and social media platforms
- Design and production of public communication and outreach materials
- Write and/or edit pamphlet articles, speeches, scripts, and other materials for public release.
- Establish priorities, meet deadlines, and exercise sound judgement; oversee, assign and coordinate with work of assigned staff.
- Communicate effectively, both verbally and in writing.
- Prepare and maintain accurate and detailed records.
- Oversee and manage graphic design consultants on special projects.
- Operate a variety of equipment including computers, cameras, scanners and related office and public information equipment.
- Aptitude in Microsoft Office Suite, including PowerPoint and Publisher.

- Aptitude in graphic design software such as Adobe Illustrator, Adobe InDesign and Adobe Photoshop or other similar software.
- GIS mapping skills desirable but not required.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required.



NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

SUBJECT

Resolution No. 23-08, Revised, Authorizing the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP)

STAFF RECOMMENDATION

That the NVTA Board approve Resolution No. 23-08, Revised (Attachment 1) approving the FY 2022-23 Low Carbon Transit Operations Program (LCTOP) Zero Emission Bus (ZEB) project.

EXECUTIVE SUMMARY

At the March 15, 2023 meeting, the Board of Directors approved Resolution No. 23-08 for the Napa Valley Transportation Authority (NVTA) to receive FY 2022-23 Low Carbon Transit Operations Program (LCTOP) funds for the purchase of one zero emission battery electric bus. Since then, staff has identified additional funds that will facilitate the purchase of two ZEBs. The Resolution must be modified to reflect the purchase of two buses instead of one.

FISCAL IMPACT

None for the Resolution modification. NVTA will receive \$389,736 to acquire two zero emission buses upon Board approval of the attached revised Resolution.



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Memo

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. 23-08, Revised, Authorizing the Execution of the Certifications and Assurances and Authorized Agent Forms for the Low Carbon Transit Operations Program (LCTOP)

RECOMMENDATION

That the NVTA Board approve Resolution No. 23-08, Revised (Attachment 1) for the FY 2022-23 Low Carbon Transit Operations Program (LCTOP) Zero Emission Bus project.

COMMITTEE RECOMMENDATION

None

BACKGROUND

At the March 15, 2023 meeting, the Board of Directors approved Resolution No. 23-08 for the FY 2022-23 Low Carbon Transit Operations Program (LCTOP) funds to purchase one zero emission battery electric bus. Since then, staff has identified additional funds facilitating the purchase of two ZEBs. The Resolution must be modified to reflect the purchase of two buses instead of one.

Table 1 provides a summary of the original funding plan with identified fund sources and Table 2 shows the updated project funding plan to purchase two zero-emission vehicles.

Table 1: Original Funding and Expenditure Plan for One ZEB

Fund Source	Amount
LCTOP FY2022-23	\$389,736
ARB Hybrid Voucher Incentive Program	150,000
TDA	643,264
Total Funding	\$1,183,000

Capital Project	Amount
One (1) 40' Battery Electric Bus	\$900,000
Upgrades & Charging Equipment, Taxes	283,000
Total Expenses	\$1,183,000

Table 2: Updated Funding and Expenditure Plan for Two ZEBs

Fund Source	Amount
FTA Section 5339	\$2,113,964
LCTOP FY2022-23	\$389,736
ARB Hybrid Voucher Incentive Program	240,000
TDA	240,491
Total Funding	\$2,984,191

Capital Project	Amount
Two (2) 40' Battery Electric Bus	\$2,044,328
Upgrades & Charging Equipment, Taxes	938,863
Total Expenses	\$2,984,191

ALTERNATIVES

The Board can decide not to approve the revised resolution, and NVTA will not be able to submit a complete application package to Caltrans for the additional bus.

STRATEGIC GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

LCTOP funding supplements the budget for ZEB purchases. Without this funding source, NVTA would need to use TDA funds as a local match, which is funding that could be used for other projects.

Goal 5: Minimize the energy and other resources required to move people and goods.

The agency Short Range Transit Plan and Countywide Transportation Plan accelerate the replacement of the diesel and gasoline vehicles with zero emission vehicles. The LCTOP funding will help the agency meet that goal.

ATTACHMENT(S)

(1) Resolution No. 22-08, Revised

RESOLUTION No. 23-08, REVISED

**AUTHORIZATION FOR THE EXECUTION OF THE
CERTIFICATIONS AND ASSURANCES AND AUTHORIZED AGENT FORMS
FOR THE LOW CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)
FOR THE FOLLOWING PROJECT:
NVRTA ZERO EMISSION BUS PROCUREMENT PROJECT FOR \$389,736**

WHEREAS, the Napa Valley Transportation Authority is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) 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 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

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

WHEREAS, the Napa Valley Transportation Authority wishes to delegate authorization to execute these documents and any amendments thereto to Kate Miller, Executive Director; and

WHEREAS, the Napa Valley Transportation Authority wishes to implement the LCTOP project(s) listed below,

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

NOW THEREFORE, BE IT FURTHER RESOLVED that Kate Miller, Executive Director be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Napa Valley Transportation Authority that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2022-23 LCTOP funds:

(Continued to next page)

Project Name: NVTA Zero Emission Bus Procurement Project

Amount of LCTOP funds requested: \$389,736

Short description of project: NVTA will purchase two (2) new forty-foot zero-emission battery electric transit bus and procure and install related charging infrastructure.

Benefit to a Priority Population: AB 1550 Census Tracts – 6055202000, 6055201601, 6055201200, 6055200704, 6055200501, 6055200505, 6055200503 & 6055200301

Contributing Sponsors: Metropolitan Transportation Commission (MTC)

Passed and adopted the 17th day of May, 2023.

Liz Alessio, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura M. Sanderlin, NVTA Board Secretary

APPROVED:

Osman Mufti, NVTA Legal Counsel



NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

SUBJECT

Federal and State Legislative Update

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board receive the Federal Legislative update prepared by K&L Gates and Platinum Advisors the State Legislative update prepared by Platinum Advisors and NVTA's current positions on the state bill matrix.

EXECUTIVE SUMMARY

The attached memo from Platinum Advisor/K&L Gates summarize recent federal and state legislative activities respectively. The bill matrix reflex bills of interest to NVTA.

FISCAL IMPACT

None



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

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 Update

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board receive the Federal Legislative update (Attachment 1) prepared by K&L Gates and Platinum Advisors the State Legislative update (Attachment 2) prepared by Platinum Advisors and take positions on the state bill matrix (Attachment 3).

BACKGROUND

Federal Update:

Speaker McCarthy introduced the Limit, Save, Grow Act of 2023 which would raise the debt limit by \$1.5 trillion in exchange for a number of spending cuts. The proposal would also rescind unobligated funds appropriated as part of the COVID-19 stimulus acts. The House passed the legislation on a party line vote. The legislation will not be taken up by the Senate and President Biden has already indicated that he would veto the bill. President Biden has invited legislative leaders to the White House to discuss potential spending reductions, but the Administration is unwilling to link spending cuts to raising the debt ceiling.

The Senate Committee on Environment and Public Works' Subcommittee on Clean Air, Climate, and Nuclear Safety convened a hearing on the Environmental Protection Agency's (EPA) newly proposed tailpipe emission standards. According to the EPA, the new standard will significantly accelerate the production of electric vehicles. The proposed standard was not embraced by Republicans who construed the narrative noting exorbitant costs, national security concerns, and premature technology.

The Department of Transportation has released a number of grant opportunities, including:

[Thriving Communities Program](#)
[Safe Streets and Roads for All](#)
[Build America Bureau Regional Infrastructure Accelerators \(RIA\)](#)

The Federal Highway Administration (FHWA) released additional funding opportunities, including:

[Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation \(PROTECT\)](#)
[Wildlife Crossings Pilot Program](#)

State Update

The Department of Finance reported that the State's general fund cash balance is down by \$4.68 billion year to date compared to projections which is attributable to lower income tax receipts and corporate tax receipts. On the brighter side, the DOF reported sales and use tax receipts were up by \$215 million, and March receipts are well above projections.

The Senate Democrats released a preliminary spending plan that would increase the corporate tax rate which would generate a \$10 billion fund for housing and transit capital.

Senator Scott Wiener will lead the California Transit Association's (CTA's) efforts to secure \$5.15 billion over 5 years to address the statewide transit fiscal cliff. The CTA's proposal would come from existing transportation programs and Cap and Trade funds. The CTA's proposal is more narrow than the Metropolitan Transportation Commission's (MTC) proposal - the MTC proposal also includes State Highway Operations and Protection Program (SHOPP) funds.

The Legislative Analyst's Office (LAO) prepared a report that provides a general overview of transit funding and transit trends. The report recommends that the legislature impose accountability measures and possibly additional state oversight of public transit entities receiving supplementary operating funding associated with the transit fiscal cliff.

ATTACHMENTS

- (1) May 1, 2023 Federal Update (K&L Gates and Platinum Advisors)
- (2) May 1, 2023 State Update (Platinum Advisors)
- (3) May 1, 2023 Bill Matrix

MEMORANDUM

TO: Kate Miller, Executive Director
Napa Valley Transportation Authority (NVTA)

FROM: Jessica Aune, Platinum Advisors
Brody Garland K&L Gates

DATE: May 1, 2023

RE: April Monthly Report

State of Play and Congressional Update

The House and Senate were adjourned the first two weeks of April for their spring recess. Once Congress returned, Speaker Kevin McCarthy introduced the Limit, Save, Grow Act of 2023, which would raise the debt limit by 1.5 trillion or until March 31, 2024, in exchange for significant spending cuts. His proposal includes reducing non-defense discretionary spending to FY2022 levels for this year and placing a one percent cap on future spending increases for the next ten years. This proposal would also rescind unobligated funds that were appropriated in response to the COVID-19 pandemic, would increase the age limit on work requirements for Supplemental Nutrition Assistance Program (SNAP) benefits, and would eliminate the green energy tax incentives created in the Inflation Reduction Act. Speaker Kevin McCarthy's original proposal faced pushback from multiple lawmakers including the Iowa delegation that were opposed to the removal of several biofuel tax credits. After lengthy negotiations within the Republican House Caucus, the House passed this legislation on a party line vote after Speaker Kevin McCarthy was forced to make several changes including accelerating the timeline for stricter work requirements and softening the removal of the biofuel tax credits.

This legislation will not be considered in the Senate and President Joe Biden has already vowed to veto this bill. However, Speaker Kevin McCarthy will use this proposal as an initial offer in the negotiations over the debt limit. Currently President Joe Biden has been clear that he will meet with Speaker Kevin McCarthy to discuss potential spending cuts but will not negotiate over the debt limit. At this point, a clean debt limit bill would not achieve the 60-vote threshold needed to pass the Senate. The debt limit fight will continue to be the major focus of Washington, DC until there is a solution and as we inch closer to the undetermined date this summer when the Treasury can no longer meet its financial obligations. Pressure to resolve the debt limit crisis will increase on all sides and it is not clear at this point how it will be resolved.

The House has passed legislation to repeal the Biden Administration's two-year suspension of tariffs imposed on Chinese solar panels. The moratorium on these tariffs

were intended to help ensure the Administration had the solar panels necessary to implement their climate goals while American manufacturers were onshoring production of solar panels. The growing threat from China has been a major focus of this Congress and one of the few issues that is receiving bipartisan support. Similar legislation was also introduced in the Senate by Senator Rick Scott and Senator Joe Manchin.

On Tuesday, April 18, the Senate Committee on Environment and Public Works' Subcommittee on Clean Air, Climate, and Nuclear Safety, convened a hearing dubbed Cleaner Vehicles: Good for Consumers and Public Health. The primary focus of the hearing hinged on the newly proposed tailpipe emission standards from the Environmental Protection Agency (EPA), which would, according to the EPA's estimates, force a speedy transition of up to 67% of new vehicles sold in 2032 to be electric for carmakers to be in compliance.

Republican senators sought to construe a narrative that the transition to fully electric vehicles (EVs) is grossly premature, citing exorbitant costs, while also claiming that emission standards will contribute to polluting the environment further. Republican members drew attention to incidents in which EV batteries struggled in adverse and extreme weather conditions, attempting to illustrate that EV technology remains in its infancy. The sourcing of critical minerals to produce EV batteries was of particular interest, framed by Republicans as a national security threat, pointing to China, the Congo, and Indonesia, who have also faced allegations of human rights violations. Those arguments all underpinned an overarching argument which painted the EPA regulations as outrageous and unprecedented, and in violation of a recent Supreme Court decision.

Democrats were eager to promote the benefits of EVs in promoting a "safer, healthier, and more affordable future" in tackling greenhouse gas emissions, highlighting multi-pollutant regulations for light duty and heavy-duty vehicles as a critical step in the process. Democrats countered Republican claims by highlighting the Creating Helpful Incentives to Produce Semiconductors (CHIPS) Act, Inflation Reduction Act, and Infrastructure Bill, which directly address concerns of critical mineral supply chain sourcing. Senator Padilla proudly boasted that California is leading the country on emission standards. The panel of witnesses were largely unanimous in the testimony they gave, citing the new emissions standard as revolutionary for improving the health of local communities, while also offering cleaner, cost-efficient transportation technologies to consumers at an accelerated pace. All panelists called for continued work to bolster the EV charging infrastructure through the Infrastructure Law.

On April 20th, Secretary Pete Buttigieg appeared before the House Appropriations Committee's Budget Hearing. His testimony primarily focused on programs at the National Highway Traffic Safety Administration that would help tackle roadway safety concerns. The Secretary highlighted a \$3.1 billion funding request for safety programs which are designed to "save lives through much-needed projects, as well as advanced safety research initiatives." The Secretary also spent time detailing the White House budget request which focuses on supply chain connectivity operations.

On April 24th Billy Nolen announced he would be stepping down as acting administrator of the Federal Aviation Authority (FAA). The Senate has yet to confirm a nominee after failing to coalesce support for the Biden Administration's first nominee, Phil Washington. Congress will have to reauthorize the programs of the FAA before the end of FY 2023 and the expiration of the FAA Reauthorization Act of 2018 in September. The must-pass action could place greater pressure on the Biden Administration to quickly nominate a second FAA Administrator.

On April 20th, the Fire Grants and Safety Act passed the Senate by a vote of 95-2, authorizing \$95 million for the US Fire Administration— a nearly \$20 million increase from its previous budget. The bill funds training and apparatus purchases, and the Staffing for Adequate Fire and Emergency Response (SAFER) program, which helps fire departments hire and retain personnel programs. This legislation will now move to the House to be considered.

Pending Legislation of Interest

[H.R.125](#) — To prohibit the imposition of mask mandates on public transportation.

Sponsor: [Biggs, Andy \[Rep.-R-AZ-5\]](#)

Introduced: 1/9/2023

[H.R.327](#) — To reduce the tax credit for new qualified plug-in electric drive motor vehicles by State subsidies for these vehicles.

Sponsor: [Estes, Ron \[Rep.-R-KS-4\]](#)

Introduced: 1/12/2023

[H.R.490](#) — To establish the Federal Infrastructure Bank to facilitate investment in, and the long-term financing of, economically viable U.S. infrastructure projects that provide a public benefit.

Sponsor: [Webster, Daniel \[Rep.-R-FL-11\]](#)

Introduced: 1/24/2023

[S.63](#) — A bill to adjust the effective date for application of certain amendments made with respect to the credit for new clean vehicles.

Sponsor: [Manchin, Joe, III \[Sen.-D-WV\]](#)

Introduced: 1/25/2023

[H.R.495](#) — To amend the National Environmental Policy Act of 1969 to authorize assignment to States of Federal agency environmental review responsibilities.

Sponsor: [Calvert, Ken \[Rep.-R-CA-41\]](#)

Introduced: 1/25/2023

[H.R.852](#) — **To direct the Attorney General to establish a grant program for civilian traffic violation enforcement.**

Sponsor: Rep. Torres, Ritchie [D-NY-15]

Introduced: 2/06/2023

[H.R.873](#) — **To authorize the Administrator of the Environmental Protection Agency to award grants and contracts for projects that use emerging technologies to address threats to water quality, and for other purposes.**

Sponsor: Rep. Donalds, Byron [R-FL-19]

Introduced: 2/08/2023

[S.352](#) — **Highway Formula Modernization Act of 2023**

Sponsor: Kelly, Mark [Sen.-D-AZ]

Introduced: 2/09/2023

[H.R.1665](#) — **To direct the Secretary of Transportation to establish a program to provide grants to local governments to install publicly accessible safety charging stations for electric bicycles and scooters, and for other purposes.**

Sponsor: Velazquez, Nydia M. [Rep.-D-NY-7]

Introduced: 03/17/2023

[S.876](#) — **A bill to establish a 90-day limit to file a petition for judicial review of a permit, license, or approval for a highway or public transportation project, and for other purposes.**

Sponsor: Cruz, Ted [Sen.-R-TX]

Introduced: 03/21/2023

[H.R.1668](#) — **To amend title 23, United States Code, with respect to the highway safety improvement program, and for other purposes.**

Sponsor: Blumenauer, Earl [Rep.-D-OR-3]

Introduced: 03/21/2023

[H.R.1814](#) — **FIRE STATION Act**

Sponsor: [Pascrell, Bill, Jr. \[Rep.-D-NJ-9\]](#)

Introduced: 03/27/2023

[H.R.2664](#) — **Transportation Innovation Coordination Act**

Sponsor: DelBene, Suzan K. [Rep.-D-WA-1]

Introduced: 04/18/2023

Executive Branch

Department of Transportation (DOT)

DOT has [opened](#) the process for cities, towns, counties, tribal governments, and Metropolitan Planning Organizations to apply directly for a total of \$1.177 billion to fund local projects that improve roadway safety. The funds are from the competitive grant program, Safe Streets and Roads for All, which was created to help communities both plan and carry out projects that help reduce the number of deaths and serious injuries on our highways, streets, and roads. Funding can be targeted toward known high-crash areas. Locally driven solutions can include everything from improving sidewalks and adding high-visibility crosswalks, to reconfiguring intersections. In February, DOT announced 473 communities received Action Planning grants and 37 communities received Implementation Grants from the first round of SS4A funding. Applications are due on or before July 10.

The DOT [announced](#) funding through the Thriving Communities program to help 64 communities across the country have a fair shot to access historic funding opportunities. The program provides two years of no-cost intensive technical assistance to under-resourced and disadvantaged communities to help identify, develop, and deliver transportation projects that strengthen communities. Thriving Communities funding will help selected communities get technical assistance for a variety of tasks – from preparing application materials and predevelopment activities, to deploying innovative community engagement, workforce development, and clean technology strategies. Interested communities submitted Letters of Interest for support and were selected through a competitive process.

Additionally, the DOT [published](#) a notice is to solicit applications for Safe Streets and Roads for All grants. Funds for the FY23 SS4A grant program are to be awarded on a competitive basis to support planning, infrastructure, behavioral, and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians; bicyclists; public transportation, personal conveyance, and micro-mobility users; motorists; and commercial vehicle operators. Applications must be submitted by Monday, July 10, 2023.

DOT [announced](#) its Build America Bureau will add \$24 million in grants to the Regional Infrastructure Accelerators (RIA) Program, bringing the total investment to \$34 million to expedite delivery of transportation infrastructure projects at the local and regional levels. The Bureau issued a [Notice of Funding Opportunity](#) to solicit applications for grants to designate Accelerators that will serve defined geographic areas, provide technical resources, and fund planning and development activities to expedite project delivery

through the Bureau's loan programs and other innovative financing and delivery methods, including public-private partnerships. Applications are due Tuesday, May 30, 2023.

DOT also [released](#) its updated February 2023 Air Travel Consumer Report, which includes airline consumer complaint data for December 2022 and calendar year 2022. In 2022, DOT received 77,656 complaints, up 55.3% from the 49,991 received in 2021, down 24.3% from the record high 102,560 received in 2020. Of the 77,656 received in 2022, 24,647 (31.7%) concerned flight problems, 19,983 (25.7%) concerned refunds, and 12,007 (15.5%) concerned baggage. More than half (51.7%) of the complaints received in December 2022 were against Southwest Airlines (8,729 complaints) and concerned travel problems that stranded millions. Of the 16,876 complaints received in December 2022, 13,912 (82.4%) were against U.S. carriers, 2,542 (15.1%) were against foreign air carriers, and 415 (2.5%) were against travel companies.

Federal Highway Administration (FHWA)

FHWA opened [applications](#) for the first round of the Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) Discretionary Grant Program. The program will invest in projects to make the country's surface transportation system (highways, public transportation, pedestrian facilities, ports, and intercity passenger rail) more resilient to the worsening impacts of climate change. Grant applicants at all levels of government are encouraged to apply for up to \$848 million in discretionary grant funding, which comes on top of PROTECT formula funding that is already flowing to States. The Notice of Funding Opportunity will remain open for applicants through August 18, 2023.

Transportation Secretary Pete Buttigieg [announced](#) details for the first-of-its-kind pilot program to make roads safer, prevent wildlife-vehicle collisions, and improve habitat connectivity. The program, administered by FHWA, makes grant funding available to states and communities to construct wildlife crossings over or below busy roads, add warning signs for drivers, acquire mapping and tracking tools, and more. Each year in the U.S., roughly 200 people are killed in more than one million collisions involving wildlife and vehicles. Through the Wildlife Crossings Pilot Program, DOT is taking the unprecedented step of dedicating funding for wildlife crossing projects that will make our roads safer – making a total of \$350 million available over five years, including more than \$111 million in grants through its first round of awards funding this year.

The FHWA [opened](#) applications for the first round of a new \$400 million grant program that focuses on port electrification and efficiency improvements. FY22-23 funding for the Reduction of Truck Emissions at Port Facilities Grant Program totals \$160 million. FHWA seeks to fund projects that reduce truck emissions in communities adjacent to ports,

which disproportionately bear the negative environmental impacts. Eligible project activities include: development of port-related infrastructure that reduces emissions from port-related truck idling; on-truck technologies that reduce emissions; the use of zero or low emissions powertrains or fuels on trucks; reducing truck congestion within or adjacent to ports; and reducing port-related emissions from idling trucks, including through port electrification and improving the efficiency of port operations.

The FHWA [announced](#) nearly \$300 million for nine small and medium-sized bridge projects in both rural and urban areas in eight states and the District of Columbia. The Bridge Investment Program is a competitive grant program that will invest \$12.5 billion over 5 years to rebuild, repair, and replace small, medium, and large bridges. This program already invested \$2.4 billion in FY22, and complements the \$27.5-billion Bridge Formula Program, representing the single-largest dedicated investment in bridges since the construction of the Interstate Highway System.

Additionally, FHWA [announced](#) a Request for Information seeking public input on environmental review processes that can be improved under the Inflation Reduction Act (IRA). FHWA will consider ideas and recommendations from public and private stakeholders on how to reduce project delays through the development of more efficient and effective environmental reviews. The IRA provides guidance and resources to several Federal agencies to facilitate efficient and effective reviews under the National Environmental Policy Act and other Federal processes. This could include identifying new strategies that would mitigate environmental impacts and thereby reduce timeframes for environmental reviews.

During this year's National Work Zone Awareness Week, FHWA is [reaffirming](#) its commitment to improve safety for road construction workers and other vulnerable road users outside of vehicles. In a kickoff event in Rocheport, Missouri, FHWA Executive Director Gloria Shepherd joined Missouri Department of Transportation officials in reminding drivers to keep highway workers safe as construction season ramps up and highlighted how the legislation can improve safety in work zones. The event was held at the Lance Corporal Leon Deraps I-70 Westbound Missouri River Bridge project. Crashes in highway work zones happen most frequently when drivers are speeding or aren't paying attention to changing road conditions. In 2021, the most recent year for which data are available, 956 people died in highway work zone crashes in the US, DC, and Puerto Rico.

Federal Transit Administration (FTA)

The FTA [published](#) details about the formula funding that helps communities maintain and operate the trains, buses, and ferries that provide more than half a million transit trips

every month. This year, a total of \$14 billion is being invested in states and transit agencies to help improve public transportation. Formula funding makes up more than two-thirds of the annual \$21 billion transit program. Established according to formulas set by Congress based on population totals and transit ridership data, the funding provides the backbone of transit agency budgets and allows them to maintain and expand service.

In a [proposed](#) update to the Public Transportation Agency Safety Plans rule, FTA will codify communication between frontline transit workers and management, an important measure to address worker assaults. A Notice of Proposed Rulemaking was published in the Federal Register for public comment. The NPRM will be open for public comment through the Federal Register and Regulations.gov for a 60-day comment period, concluding on June 26, 2023.

Federal Aviation Administration (FAA)

The FAA [announced](#) that a new centralized office will provide independent reviews and decisions on allegations of manager misconduct at the agency. The Office of Investigations and Professional Responsibility's work helps protect whistleblowers and others raising safety concerns. The new office fulfills a key portion of Sec. 133 of the Aircraft Safety and Certification Reform Act. In 2021, the agency launched the Voluntary Safety Reporting Program. The program provides those who work in the FAA's Aviation Safety organization the ability to report confidentially any safety concerns without fear of punitive action.

FAA has [named](#) an independent safety review team to further examine ways to enhance safety and reliability in the nation's air traffic system. After a thorough assessment, the group will present concrete recommendations on how the agency can advance air traffic safety. The announcement of the new FAA National Airspace System Safety Review Team follows a March safety summit where the FAA convened safety officials from across the aviation industry. The Safety Review Team will begin its work in May and complete its work by October 2023 with recommended actions the FAA can take to enhance safety.

The FAA also [announced](#) that it has referred more unruly passenger cases to the Federal Bureau of Investigation for criminal prosecution review in the first quarter of 2023. The FAA has referred more than 250 of the most serious cases to the FBI since late 2021 under a partnership aimed at ensuring unruly airline passengers face criminal prosecution when warranted. The rate of unruly passenger incidents has dropped by over 80 percent since record-highs in early 2021 but unacceptable behavior continues to occur.

FAA has [awarded](#) \$19 million to 14 universities across the country as part of the Aviation Sustainability Center (ASCENT). In addition to the noise reduction and exposure studies,

other projects focus on sustainable aviation fuel, alternative jet fuel supply chains, engine technology, commercial space, and environmental measurement. During the past year, the FAA has invested more than \$35 million in the ASCENT research effort and more than \$130 million since the program began in 2014. In its Aviation Climate Action Plan, the United States set a goal to achieve net-zero greenhouse gas emissions from the U.S. aviation sector by 2050.

Additionally, the FAA [announced](#) that it is taking steps to optimize and equitably manage the airspace in the vicinity of space launch sites. The agency will rely on a set of objective factors to better balance the needs of launch licensees, as well as airlines, general aviation and the military to minimize disruptions. The FAA generally will prioritize commercial space operations that (1) have a national security purpose or are in the national interest and/or (2) commercial space launches carrying payloads. At the end of June, the agency will convene the aviation and space industries to continue collaborating and later will launch the Airspace Access Priorities Aviation Rulemaking Committee.

The FAA has [selected](#) a sustainable design for new air traffic control towers that will be used primarily at municipal and smaller airports. The design by Practice for Architecture and Urbanism (PAU) of New York meets key sustainability requirements and can adjust the tower height to meet each airport's traffic and sightline requirements, while also reducing construction and operational costs. The FAA's preferences included that the design have standardized elements to reduce construction and operational costs while allowing for the building to be tailored to local climate and location issues such as very high and very low temperatures, wet and dry environments, and high winds.

Federal Emergency Management Agency (FEMA)

FEMA is [seeking](#) qualified individuals to lend their expertise and serve on the agency's National Advisory Council. The council includes a geographically diverse and substantive cross-section of 40 members who advise the FEMA Administrator on all aspects of emergency management, ensuring input from, and coordination with, state, local, tribal and territorial governments, as well as the private and nonprofit sectors. Administrator Criswell will appoint up to nine members who will begin serving on the council in December 2023. Selected council members will guide future recommendations on topics including climate, readiness and workforce, which align to the FEMA strategic plan and projects as directed by the Administrator.

Government Accountability Office (GAO)

The GAO received a [request](#) from Senator Tom Carper, Chairman of the Senate Environment and Public Works Committee, to reconsider its decision in December 2022, which concluded that the Federal Highway Administration's memorandum titled

Information: Policy on Using Bipartisan Infrastructure Law Resources to Build a Better America was a rule for purposes of the Congressional Review Act and that no exception applied. Upon reconsideration, GAO will modify or reverse a prior decision if it contains a material error of fact or law, or if GAO would have resolved the matter differently with the benefit of relevant and material information not reasonably available at the time of the original decision. In this case, GAO did not find that there are material errors of fact or law, nor did it find that any new information would have led GAO to a different conclusion.

Environmental Protection Agency (EPA)

The EPA [announced](#) new proposed federal vehicle emissions standards that will accelerate the ongoing transition to a clean vehicles future and tackle the climate crisis. Between 2027 and 2055, the total projected net benefits of the light- and medium-duty proposal range from \$850 billion to \$1.6 trillion. The proposal is expected to avoid 7.3 billion tons of CO₂ emissions through 2055. EPA projects that EVs could account for 67% of new light-duty vehicle sales and 46% of new medium-duty vehicle sales in MY 2032. The proposed MY 2032 light-duty standards are projected to result in a 56% reduction in projected fleet average greenhouse gas emissions target levels compared to the existing MY 2026 standards. The projected net benefits of the heavy-duty proposal range from \$180 billion to \$320 billion. The proposal is projected to avoid 1.8 billion tons of CO₂ through 2055.

EPA [announced](#) the availability of at least \$400 million in grants for cleaner school buses, reducing harmful pollution and protecting children's health. The \$400 million grant opportunity through EPA's Clean School Bus Program will fund electric, propane, and Compressed Natural Gas (CNG) buses that will produce either zero or low tailpipe emissions compared to their older diesel predecessors. Eligible applicants for this funding opportunity are (1) state and local governmental entities that provide bus service; (2) public charter school districts, (3) Indian Tribes, Tribal Organizations, or Tribally-controlled Schools, (4) Nonprofit School Transportation Associations, and (5) Eligible Contractors (including OEMs, Dealers, School Bus Service Providers, and Private Bus Fleets).

The EPA also [released](#) its 30th annual Inventory of U.S. Greenhouse Gas Emissions and Sinks, which presents a national-level overview of annual greenhouse gas emissions from 1990 to 2021. Net U.S. greenhouse gas emissions were 5,586 million metric tons of carbon dioxide equivalent in 2021, a 6% increase in emissions from 2020. The increase is largely due to a rebound in economic activity following the height of the COVID-19 pandemic. However, emissions have declined overall since 2005 (17%), which reflects the combined impacts of several factors, including energy market trends, technological changes including energy efficiency improvements, and the carbon intensity of energy fuel choices.

The EPA, in coordination with the U.S. Attorney's Office for the Northern District of Ohio and the Environment and Natural Resources Division of the Department of Justice, [filed a complaint](#) against Norfolk Southern Railway Company related to the Feb. 3, 2023, derailment in East Palestine, Ohio. The complaint seeks penalties and injunctive relief for the unlawful discharge of pollutants, oil, and hazardous substances under the Clean Water Act, and declaratory judgment on liability for past and future costs under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). This action follows EPA's issuance on Feb. 21, 2023 of a Unilateral Administrative Order under CERCLA to Norfolk Southern requiring the company to develop and implement plans to address contamination and pay EPA's response costs.

The EPA also [announced](#) over \$6.5 billion for states, tribes, and territories for essential drinking water infrastructure upgrades across the nation through the Drinking Water State Revolving Fund (DWSRF). These DWSRF allotments to states are based on the results of EPA's 7th Drinking Water Infrastructure Needs Survey and Assessment. The survey, which is required by the 1996 Safe Drinking Water Act, assesses the nation's public water systems' infrastructure needs every four years and the findings are used to allocate DWSRF grants to states. The drinking water utilities need \$625 billion in infrastructure investments over the next 20 years to ensure the nation's public health, security, and economic well-being.

National Highway Traffic Safety Administration (NHTSA)

NHTSA [released](#) its latest projections for traffic fatalities in 2022, estimating that 42,795 people died in motor vehicle traffic crashes. This represents a small decrease of about 0.3% as compared to 42,939 fatalities reported for 2021. The estimated fatality rate decreased to 1.35 fatalities per 100 million vehicle miles traveled (VMT) in 2022, down from 1.37 fatalities per 100 million VMT in 2021. Americans are driving more than they did during the height of the pandemic, almost a 1% increase over 2021. NHTSA also projects that fatalities declined in the fourth quarter of 2022. This is the third straight quarterly decline in fatalities after seven consecutive quarters of increases that started in the third quarter of 2020.

Additionally, NHTSA [named](#) the members of its Advisory Committee on Underride Protection, which will make recommendations to the Secretary of Transportation on safety regulations related to underride crashes that have caused severe injury and death. The Committee fulfills a requirement set forth in the Bipartisan Infrastructure Law. Members of the committee were selected for their expertise, training, or experience in related trucking and transportation safety areas, as well as law enforcement.

NHTSA is also [publishing](#) an Advance Notice of Proposed Rulemaking to consider requirements for side underride guards. Impact guards are designed to absorb energy and prevent a passenger vehicle involved in a crash with a large truck or trailer from sliding under the impacted trailer, which causes severe injuries and fatalities. This rulemaking also summarizes and seeks comment on NHTSA's research and analysis of the potential effects of a safety requirement for side underride guards on new trailers and semitrailers, which responds to a provision in the Bipartisan Infrastructure Law.

Transportation Security Administration (TSA)

TSA announced the award of three orders for a combined total value of up to \$1.3 billion for Computed Tomography scanners to include up to 426 base, 359 mid-size, and 429 full-size units, if all options are exercised, for deployment across TSA checkpoints starting in the summer of 2023. This includes the current procurement of 59 CT units for \$42.9 million out of the FY23 funding of \$105 million to procure a total of 136 units. Analogic Corporation will provide base-size units. IDSS Holdings will provide mid-size units. Smiths Detection Incorporated will provide full-size CT X-ray systems.

Federal Motor Carrier Safety Administration (FMCSA)

FMCSA [announced](#) the launch of Operation Protect Your Move, a nationwide crackdown on scam movers ahead of the busy summer moving season. Through Operation Protect Your Move, FMCSA is deploying dozens of investigators across the country in an enforcement sweep to address the significant uptick in complaints of movers holding household possessions hostage to extort exorbitant additional charges from consumers. It will also address complaints against moving companies and brokers that are not in compliance with federal safety and consumer protection regulations and statutes while transporting household goods. The Operation covers both movers and the brokers that purport to connect consumers to local movers but instead facilitate fraud by promoting scams.

PLATINUM | ADVISORS

May 1, 2023

TO: Kate Miller, Executive Director
Napa Valley Transportation Authority

FR: Steve Wallauch
Platinum Advisors

RE: Legislative Update

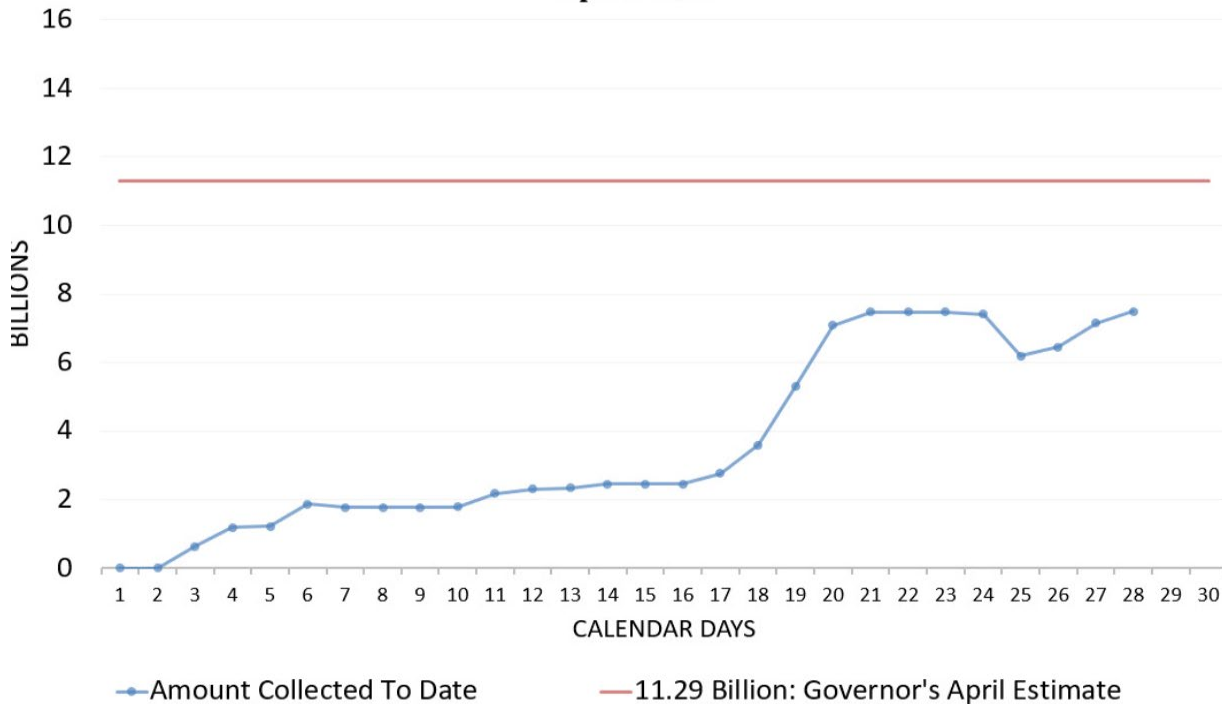
Finance Bulletin

The Department of Finance's (DOF's) Monthly Cash Report covering the month of March shows that the general fund cash balance for the first 9 months of the fiscal year is down \$4.68 billion. The shortfall is mainly from lower personal income tax receipts and corporate tax receipts. Personal income tax receipts for the month of March were \$828 million below projections. The only fiscal bright spot were sales and use tax receipts. For the fiscal year, sales and use tax receipts are \$215 million above projections, and the month of March experienced a significant jump of \$696 million above projections.

The focus for the state's fiscal outlook is the month of April, which is normally the largest revenue month. This report covering April is released as part of the May Revise. However, due to the numerous disaster declarations over the winter, the personal income tax filing deadline was pushed to October for most of the state. This means the May Revise and the DOF report covering April will not provide a reliable outlook on the state's fiscal health. While a budget will technically be adopted in June, substantive portions of the budget will not be approved until the end of session when the fiscal outlook becomes a little clearer.

To underscore the poor performance seen for April, the State Controller's office provides a daily tracker of revenue for the month. Below is a graph tracking the daily receipts. This shortfall is largely due to the delayed filing deadline, but it shows April revenue collections totaling only \$7.5 billion, falling over \$3.5 billion short of the \$11 billion projection.

**Personal Income Tax Revenues Collected
Compared to Governor's Estimate
April 2023**



Transit Relief

The dire fiscal outlook, however, will not deter efforts to secure funding for transit operations. Senator Scott Wiener will lead the charge to advance the California Transit Association’s (CTA’s) effort to secure \$5.15 billion over the next 5 years. The source, outlined below, would come mainly from existing sources used for transit capital and operations, and greenhouse gas auction revenue.

- \$1.35 billion – Direct all diesel sales tax revenue to transit operations starting in 2023-24 through 2027-28. This would result in an increase of \$213 million in 2023-24, and about \$284 million each year thereafter. Transit operators currently receive about 80% of diesel sales tax revenue, the remaining 20% is allocated to cities and counties.
- \$2.5 billion – Direct discretionary greenhouse gas auction revenue to public transit operations. For the coming fiscal year, the Legislative Analyst’s Office (LAO) estimates that auction proceeds will exceed Department of Finance projections by \$800 million. This proposal would direct \$500 million annually starting in 2023-24 to 2027-28 to public transit.
- \$300 million – In the 2026-27 and 2027-28 fiscal years convert a total of \$300 million in Transit & Intercity Rail Capital funds to operating funds.

- Maintain Existing Funding Commitments – The proposal urges the Governor and Legislature to maintain the \$4 billion in funding pledged in the current budget for the Transit & Intercity Rail Capital Program. The Governor’s January budget proposal would reduce this commitment by \$2 billion and make restoration subject to specified triggers.

CTA’s proposal also includes several policy changes for the legislature to consider.

- Enact legislation to address safety and homelessness on transit systems. This includes passage of SB 434 (Min) regarding street harassment, and AB 1377 (Friedman) to require local entities to include transit properties in their homeless outreach plans.
- Continue discussions on transit reform and performance metrics: This includes the passage of AB 761 (Friedman) that would create a Transit Recovery Task Force, and extending through 2024-25 fiscal year the existing statutory relief granted transit operators from the requirements specified in the Transit Development Act.
- Maintain flexibility on the use of SB 1 – State of Good Repair funds: CTA urges the legislature to extend through the 2027-28 fiscal year the ability for operators to use SB 1-State of Good Repair funds on capital or operating needs. As created this funding program was limited to funding capital needs or new transit service. In 2020 and 2021 the legislature amended this program to allow the use of these funds for operations, but that flexibility ends on June 30, 2023.

Senate Leadership Plan

The Senate Democrats released their preliminary spending plan. This plan provides an outline of their priorities that will drive their discussions with the Governor and the Assembly. The most significant items in the plan include increasing the corporate tax rate, establishing a \$10 billion fund for housing and transit capital projects, and expresses support for providing greater flexibility on how transit operators can use existing funds.

Corporate Tax Rate: Billed as a reversal of the Trump corporate tax cuts, this proposal has not been well received by the Administration and remains a longshot. California’s corporate tax rate has remained at 8.84% since 1997. This proposal would increase the rate to 6.63 % for the first \$1.5 million in taxable income and 10.99% for income over \$1.5 million. This proposal would generate \$7.2 billion in 2023-24, and \$6 billion annually thereafter. This new revenue would be used to offset the cost of a 25% tax cut to small businesses, other tax credits, funding for homelessness programs and school funding.

Housing & Infrastructure Fund: The spending plan would create a \$10 billion fund to maintain commitments to various programs the Governor’s budget proposes to cut or delay. The revenue source appears to be an accumulation of interest revenue for numerous state accounts. The fund includes the following amounts to transit and transportation programs.

\$2.25 billion for Transportation Infrastructure projects, including:

- \$400 million of Ports and Goods Movement that the Governor proposes to be delayed.
- \$350 million for Grade Separations the Governor proposes to be delayed.
- \$1.0 billion for Transit and Intercity Rail Capital Outlay that the Governor proposes to be cut.
- \$500 million for the Active Transportation Program that the Governor proposes be cut.

\$2.1 billion for Clean Energy Projects that the Governor proposes to delay, shift to Greenhouse Gas Reduction Fund (GGRF), or be cut, including:

- \$242 million for Transit Buses and Infrastructure that the Governor proposes to cut.
- \$150 million for School Buses and Infrastructure that the Governor proposes to cut.
- \$98 million for Clean Trucks, Busses and Off-Road Equipment that the Governor proposes to shift to the GGRF.
- \$140 million for Community-Based Plans, Projects, and Supports of Sustainable Community Strategies that the Governor proposes to cut.

Transportation Funding: The Senate Dem plan would reject the Governor's proposal to delay funding for the Ports & Goods Movement infrastructure package and reject \$2.5 billion in proposed funding delays for transportation programs. This includes maintaining \$1 billion in funding in 2023-24 and \$1.5 billion in 2024-25, most of this amount is attributed to the Transit & Intercity Rail Capital Program.

In addition, the Senate plan makes a commitment to work with the Assembly, the Governor, and stakeholders on establishing greater flexibility in the use of existing funds to transit agencies for operating expenses. The Senate plan also specifically states that this effort would be paired with accountability measures and serve as a bridge until long term operations funding can be established. No further details were provided.

LAO's View from the Cliff

The Legislative Analyst's Office (LAO) prepared a document for the Senate Budget Subcommittee #5's review of transit funding needs. The report includes a general overview of existing transit funding programs, ridership trends, and the shortfall in operations funding. The LAO urges the legislature when developing a relief plan to consider accountability measures, such as requiring transit operators to submit analyses of operations and future ridership, additional data reporting, and potentially increasing state oversight and management of transit operators.

More importantly, the report outlines the options below for the legislature to consider in addressing the fiscal cliff. The options listed by the LAO are consistent with the content of the CTA proposal, and will be main areas of consideration as negotiations heat up.

- Allow transit agencies to use existing and agreed-to-funds on operations. This includes the General Fund resources for the population-based Transit and Intercity Rail Capital Program and existing formula transit programs.
- Redirect funding from transportation accounts and existing programs to the extent allowable under the California Constitution.
- Provide funding from the discretionary portion of GGRF or redirect funds from existing statutory continuous appropriations.
- Redirect funding from the one-time and limited-term augmentations provided from the state's recent budget surpluses (within transportation or other program areas), reject and redirect new General Fund spending proposed in the Governor's January budget, or redirect funding from ongoing activities.
- Generate additional revenues by temporarily increasing state fuel taxes, vehicle fees, or other taxes.
- Extend statutory changes that adjusted allocations for formula transit programs and suspended certain financial penalties for transit agencies. These measures are set to expire at the end of 2022-23.
- Providing relief to transit agencies by directing California Air Resources Board (CARB) to adjust the timelines for its Innovative Clean Transit (ICT) regulation.

PLATINUM | ADVISORS

May 1, 2023

ATTACHMENT 3
 NVTA Board Item 9.5
 May 17, 2023

TABLE 1: BOARD ADOPTED POSITIONS

	Subject	Status	Board Position
<p>AB 16 (Dixon R) Motor Vehicle Fuel Tax Law: adjustment suspension</p>	<p>Existing law requires the state to annually adjust the tax rate on fuel based on the Consumer Price Index. This adjustment is determined in January, and the adjustment takes effect on July 1st of each year. This annual adjustment was a key change made by SB 1.</p> <p>AB 16 would, starting on July 1, 2024, authorize the Governor to suspend this adjustment based on a determination that the adjustment would impose an undue burden on low-income and middle-class families. AB 16 would impose the following requirements:</p> <p>AB 16 was not heard by the Assembly Transportation Committee before the April 27th deadline for policy committee to act on bills with a fiscal impact.</p>	<p>Assembly Transportation</p> <p>Two-Year Bill</p>	<p>Watch</p>
<p>AB 463 (Hart D) Electricity: prioritization of service: public transit vehicles</p>	<p>The goal of AB 463 is to ensure utilities take into consideration the electricity needs to charge electric buses when planning for power shutoffs.</p> <p>This measure would require the California Public Utilities Commission (CPUC) to consider the economic, social equity, and mobility impacts of a temporary power discontinuance to customers that rely on electrical service to operate public transit vehicles. In addition, AB 463 would require electric utilities to include in their public safety power shutoff plans protocols related to mitigating those public safety impacts on public transit vehicle charging infrastructure.</p>	<p>Assembly Appropriations</p> <p>Suspense File</p>	<p>Support</p>

	Subject	Status	Board Position
<u>AB 463</u> (Cont.)	Due to the costs this bill would impose on the CPUC, AB 463 was placed on the Suspense File. The Appropriations Committee will take action on Suspense Items later this month.		
<u>AB 540</u> (Wicks D) Social Service Transportation Improvement Act: coordinated transportation services agencies	<p>Assemblywoman Wicks has decided to make AB 540 a two-year bill, meaning it will not move forward this year. The author's office will continue to work with interested parties in an effort to build consensus on addressing paratransit service needs.</p> <p>This bill would amend the Social Services Transportation Improvement Act and impose a \$10 vehicle registration fee.</p> <p>Specifically, the bill would require the <i>coordination</i>, rather than the <i>consolidation</i>, of social service transportation services under the act and would recharacterize consolidated transportation service agencies in the act as coordinated transportation service agencies. The \$10 vehicle fee proposed in the bill would be allocated to each county based on population.</p>	<p>Assembly Transportation</p> <p>Two-Year Bill</p>	Oppose Unless Amended
<u>AB 557</u> (Hart D) Open meetings: local agencies: teleconferences	<p>The Assembly Local Government Committee approved AB 557.</p> <p>This bill would extend indefinitely the existing authorization for local legislative bodies with a majority vote to hold remote meetings if a proclaimed state of emergency exists. AB 557 would also change the requirement to reauthorize the use of remote meetings from every 30 days to every 45 days.</p>	Assembly Appropriations	SUPPORT
<u>AB 610</u> (Holden D) Youth Transit Pass Pilot Program: free youth transit passes	<p>AB 610 would create a pilot program that would only take effect if funds are appropriated in the budget.</p> <p>The bill would allow a transit operator to partner with a school district to apply for funds to offset the cost of providing and administering free youth transit passes. The funding program would award funds based on an applicant's proportional share of the funds available.</p>	<p>Assembly Appropriations</p> <p>Suspense File</p>	Support If Amended

	Subject	Status	Board Position
AB 610 (Cont.)	Further, AB 610 includes language that would prohibit a school from receiving funding through this program if these funds would invalidate an existing agreement with a transit agency for free youth transit passes entered before the operative date of this bill.		
AB 817 (Pacheco D) Open meetings: teleconferencing: subsidiary body	<p>The Assembly Local Government Committee hearing on AB 817 was postponed. The bill must be heard before the May 5th hearing deadline for policy committees to remain active.</p> <p>AB 817 would authorize a “subsidiary body” to remotely hold a public meeting if specified conditions are met.</p> <p>The bill defines a subsidiary body to include:</p> <ul style="list-style-type: none"> • certain types of commissions, committees, or other body as defined in paragraph (b) of Government Code Section 54952, • a body that serves exclusively as an advisory body, • a body that is not authorized to take final action on any contract, legislation, regulation, or permit. <p>AB 817 would also require the members of the body to participate through both audio and visual technology. The public must be able to participate in the body’s proceedings either by phone line or through an internet-based platform.</p>	Assembly Local Government	SUPPORT
AB 1377 (Friedman D) Interagency Council on Homelessness	<p>As introduced, AB 1377 would add a public transit representative to the Interagency Council on Homelessness’ Advisory Committee. However, the bill has been substantively amended.</p> <p>Under the Homeless Housing, Assistance and Prevention Program, applicants of funds beginning with Round 3 are required to provide data and other information on progress toward meeting the goals of the program.</p>	Assembly Appropriations	Support

	Subject	Status	Board Position
	As amended, AB 1377 would add to these reporting requirements data and a narrative of specific and quantifiable steps that the applicant has taken to improve the delivery of housing and services to people experiencing homelessness or at risk of homelessness, on transit properties that operate in their jurisdiction.		
<u>AB 1379</u> <u>(Papan D)</u> Open meetings: local agencies: teleconferences	<p>The Assembly Local Government Committee hearing on AB 1379 was cancelled. Since this bill is “keyed” fiscal it becomes a two-year bill and will not move until January 2024. The reason for this action was likely due to concerns expressed by the committee staff and chair.</p> <p>AB 1379 would amend the Brown Act to allow a legislative body to hold meetings in any combination of in person or remote participation. The bill specifies a quorum can be established by any of the following:</p> <ul style="list-style-type: none"> • Consisting of members participating remotely. • Consisting of members participating at a designated location. • Consisting of members participating remotely and at a designated location. <p>AB 1379 specifies that the “singular designated physical meeting location” must be open to the public and located within the legislative body’s jurisdiction.</p>	Assembly Local Government Two-Year Bill	WATCH
<u>ACA 1</u> <u>(Aguiar-Curry D)</u> Local government financing: affordable housing and public infrastructure: voter approval	Identical to last session’s proposal, ACA 1 would lower the voter threshold for property tax increases, parcel taxes and sales taxes to 55% if the funds are used for affordable housing and infrastructure projects. Infrastructure project is defined to include capital improvements to transit and streets and highways.	ASSEMBLY PRINT	Support

	Subject	Status	Board Position
<u>ACA 1</u> (cont)	However, ACA 1 does not allow for the 55% local measure to use the tax revenue for transit operations.		
<u>SB 5</u> (Nguyen R) Motor Vehicle Fuel Tax Law: limitation on adjustment	Existing law requires the state to annually adjust the tax rate on fuel based on the Consumer Price Index. This adjustment is determined in January, and the adjustment takes effect on July 1 st of each year. This annual adjustment was a key change made by SB 1. Under SB 5 any adjustment shall not exceed 2 percent. Limiting the adjustment will impact the ability for transportation programs to keep pace with inflation.	Senate Governance & Finance	Oppose
<u>SB 411</u> (Portantino D) Open meetings: teleconferences: bodies with appointed membership	As amended, SB 411 was approved by the Senate Committee on Governance & Finance. The bill now moves to the Senate Judiciary Committee for a hearing. As introduced SB 411 would add additional flexibility by authorizing a legislative body to use alternate teleconferencing provisions similar to the emergency provisions indefinitely and without regard to a state of emergency. SB 411 was substantively amended in the Senate Committee on Governance & Finance. As amended, SB 411 would only allow neighborhood advisory councils located within the City of Los Angeles to conduct meetings remotely.	Senate Judiciary	WATCH
<u>SB 537</u> (Becker D) Open meetings: local agencies: teleconferences	SB 537 allows for remote participation for legislative bodies that are a board, commission, or advisory body of a “multijurisdictional,” cross county agency, the membership of which board, commission, or advisory body is appointed. Additional restrictions were added to the bill when the Senate Governance & Finance Committee heard it. The new restrictions include:	Senate Judiciary	WATCH

	Subject	Status	Board Position
SB 537 (Cont.)	<ul style="list-style-type: none"> • The legislative body adopts a resolution authorizing the use of teleconferencing at regular meetings. • At least a quorum of the legislative body shall participate from “<i>locations</i>” within the local agency’s jurisdiction. • A member shall not participate remotely unless both the following are met: <ul style="list-style-type: none"> ○ The remote location must be more than 40 miles away from the in-person meeting location, and: ○ The member participates from their office or a location in a publicly accessible building. 		
SB 670 (Allen D) Transportation: vehicle miles traveled; maps	As amended, SB 670 directs the California Air Resources Board (CARB), in consultation with Caltrans and Office of Planning and Research (OPR), to develop maps of average vehicle miles traveled (VMT) at the local, regional, and statewide levels, and provides direction to how those maps should be reconciled with existing ones.	Senate Appropriations	Watch
SB 769 (Gonzalez D) Local government: fiscal and financial training	<p>SB 769 would require, if a local agency provides any type of compensation, or expense reimbursement to members of its legislative body, to provide the members of the legislative body at least two hours of fiscal and financial training at least once every two years.</p> <p>Fiscal and financial training is defined to include the following:</p> <ul style="list-style-type: none"> • Laws and principles relating to financial administration and short-and long-term fiscal management, • Laws and principles relating to capital financing and debt management, pensions and other postemployment benefits, and cash management and investments. • General fiscal and financial planning principles and any pertinent laws relevant to the local agency official’s 	Senate Appropriations	Watch

	Subject	Status	Board Position
	public service and role in overseeing the local agency's operations.		



NAPA VALLEY TRANSPORTATION AUTHORITY **COVER MEMO**

SUBJECT

Overall Work Program (OWP) for Fiscal Year 2022-23 and Fiscal Year 2023-24

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board adopt the Overall Work Program (OWP) (Attachment 1) for FY2022-23 and FY2023-24.

EXECUTIVE SUMMARY

The OWP is a comprehensive inventory of ongoing and proposed agency activities during the two fiscal years. The OWP serves as the guide for scheduling and distributing work, including the allocation of resources needed to address the tasks in each work element. In effect, this work program constitutes a set of instructions for the administration, project management and planning work to be carried out by staff or consultants. The OWP is a requirement for transportation planning activities performed with Federal funds

FISCAL IMPACT

None



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Memo

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: Overall Work Program for Fiscal Year 2022-23 and Fiscal Year 2023-24

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board adopt the agency's Overall Work Program (OWP) (Attachment 1) for FY2022-23 and FY2023-24.

COMMITTEE RECOMMENDATION

None

BACKGROUND

Each budget cycle, NVTA staff prepares the Overall Work Plan (OWP) that guides the workload and activities of the agency for the fiscal year. The plan:

- Describes the comprehensive planning and agency activities to be conducted by NVTA;
- Provides an opportunity for an open review of the planning process and activities of the agency.
- Serves as a reference to be used by citizens, planners and elected officials throughout the year to understand NVTA's objectives and how these will be met through the regional comprehensive planning process and agency efforts;
- Serves as a management tool for comprehensive planning and workload management;
- Serves as documentation to support the various federal, state and regional grants that finance the planning program.

Given that much of NVTA's work is on-going, many of the work elements included in the OWP are consistent between OWP editions. Some programs, projects, tasks and deadlines have been updated to reflect the current objectives and work plan.

ALTERNATIVES

The Board could decide not to approve the OWP, however, the OWP provides a contextual "roadmap" of budgetary expenditures by defining strategic goals for the agency with measurable and quantifiable targets, and without the OWP, agency priorities would be difficult to perform in a comprehensive fashion.

STRATEGIC GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

The OWP establishes the transportation planning objectives to be achieved and assigns the institutional responsibility and funding to complete the work for the agency.

ATTACHMENTS

(1) Overall Work Program Fiscal Years 2022-33 & 2023-24



Vine Bus Maintenance Facility, February 2023

Overall Work Program

Fiscal Years 2023 & 2024



As a recipient of numerous federal grants for various planning activities, NVTA must comply with the provisions of Title VI of the Civil Rights Act of 1964. The Civil Rights Act of 1964 states that “No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” The Environmental Justice (EJ) Executive Order (EO 12989) further amplifies Title VI by specifically addressing minority and low-income populations, early and continuously in the transportation planning process, so the values and interests of all segments of our communities are equally reflected in investment decisions.

NVTA embraces these tenets and has incorporated into its organizational structure and planning processes procedures to reinforce compliance with federal statute and regulations.



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Legislative Advocacy	CR – 01	-56-
Regional/ Sub-regional Coordination & Assistance	CR – 02	-57-
Public Participation, Information, and Support	CR – 03	-58-
Marketing	CR – 04	-60-
Appendices		-61-
OWP Annual Staff Hours Matrix		-62-
Glossary of Acronyms		-63-

I. Profile

Formed in 1998, the Napa Valley Transportation Authority (NVTA) serves as the county transportation agency and public transit provider for Napa County. In this capacity NVTA is responsible, for developing transportation plans and programs for the county in cooperation with federal, state, regional, and local agencies.

In addition to local and regional transportation planning, NVTA offers a variety of public transportation services to most effectively serve the residents of Napa County. Fixed-route transit and paratransit services are offered in the City of Napa with major intercity and commuter bus lines serving American Canyon, Napa, Yountville, St. Helena, Calistoga, and destinations in Contra Costa, and Solano Counties. Local services are also provided in each of the communities within Napa.

The actions of the NVTA are governed by a Joint Powers Agreement with the County of Napa and jurisdictions within the county. NVTA also has agreements with California Department of Transportation (Caltrans) and the Metropolitan Transportation Commission (MTC), these agreements identify the responsibilities of NVTA and provide the administrative structure to implement the agency's responsibilities.

Each year NVTA prepares an Overall Work Program (OWP) describing the comprehensive planning activities proposed to be undertaken during the next fiscal year using state and federal, and local funds. In addition, major non-planning initiatives undertaken by the agency are also included. This document provides detailed information on each activity, including a description of the work to be performed, the products of the effort, and funding information. Ultimately, the document serves three (3) important objectives:

- The OWP serves as a reference to be used by citizens, planners and elected officials throughout the year to understand the agency's objectives and how these will be met through the regional comprehensive planning process and agency efforts. As a public document, the OWP provides an opportunity for an open review of the planning process and activities of the Agency by the NVTA board, its partnering agencies and the general public.
- The OWP is used as a management tool for the comprehensive planning program and workload management. The division of the program into sections and individual work elements facilitates program review and management throughout the year to ensure that the planned activities are accomplished both on time and within budget.
- The OWP serves as documentation to support the various federal and state grants that finance the planning program. The preparation of the current OWP assumes financing in part through grants from the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Caltrans, MTC, as well as local funds from and other agencies and private organizations providing revenues for transportation-related plans and projects.

Transportation Funding Sources



Federal Highway Administration (FHWA)

Federal Metropolitan Planning Funds (MPL)
Congestion Mitigation Air Quality Funds (CMAQ)
Infrastructure Investment and Jobs Act (IIJA)
Surface Transportation Program (STP)



Federal Transit Administration (FTA)

Section 5303 Planning Funds
Section 5307 Urbanized Area Formula
Section 5311 Rural Transit
Section 5311f Intercity Bus Program
Section 5339a Bus and Bus Facilities



State of California/California Department of Transportation (Caltrans)

Regional Transportation Improvement Program (RTIP) Funds
Planning, Monitoring and Maintenance (PPM) Funds
Low Carbon Transit Operations Program (LCTOP)
Senate Bill 1: Local Partnership Program (LPP) Formula Funds
Senate Bill 1: Solutions for Congested Corridors Program (SCCP)
Dept. of Housing and Community Development (AHSC)



Metropolitan Transportation Commission (MTC)

Regional Measure 2 (RM2)
Regional Measure 3 (RM3)
Transportation Development Act (TDA)
State Transit Assistance (STA) Funds
One Bay Area Grant (OBAG 2 and 3)



Bay Area Air Quality Management District (BAAQMD)

Transportation For Clean Air (TFCA)



Member Agencies: County of Napa, City of Napa, Town of Yountville, City of Calistoga, City of St Helena, City of American Canyon
Member Contributions
Passenger Fares



Vine Trail Coalition

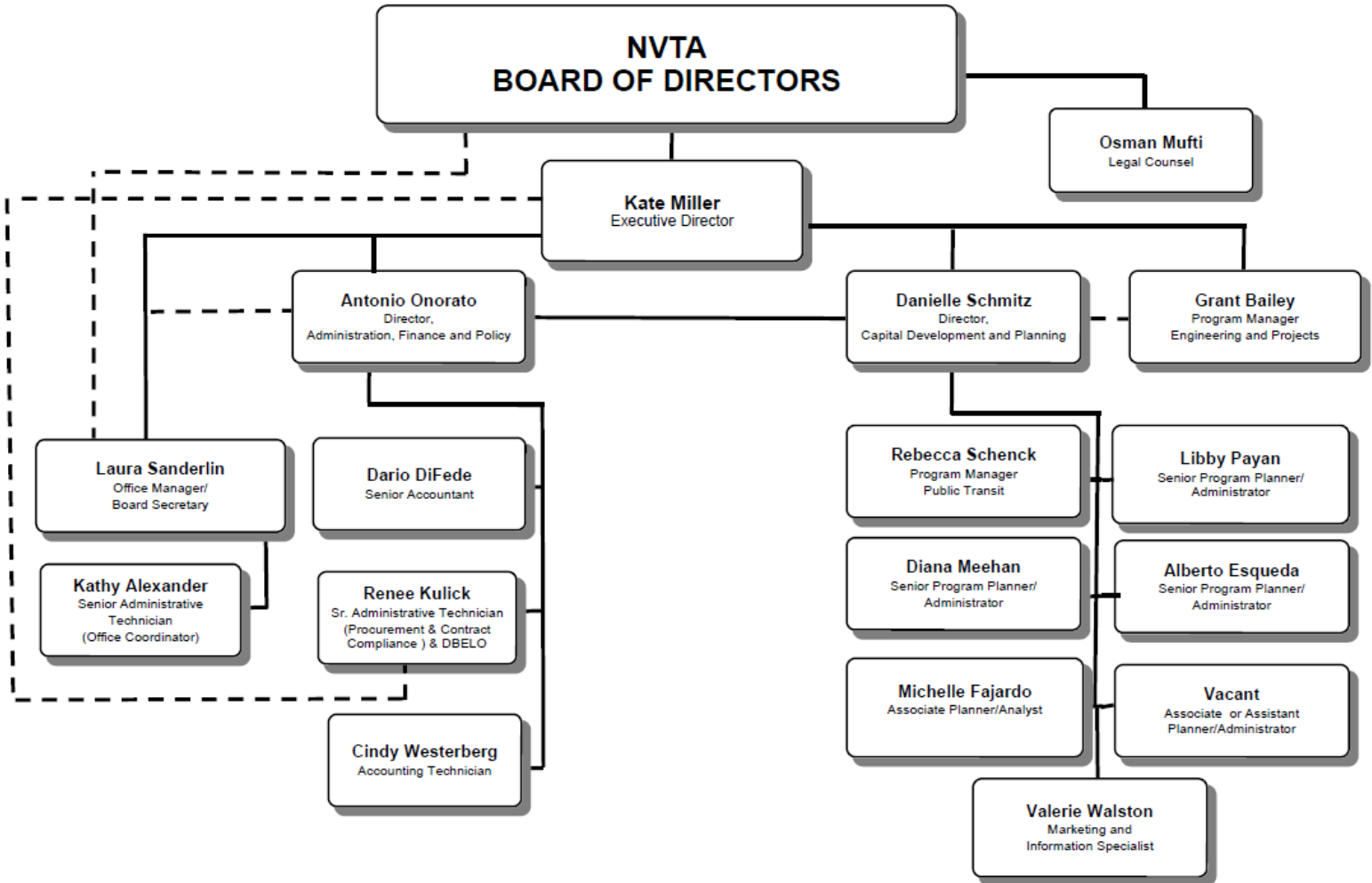
Vine Trail Contributions



Measure T

Measure T funds

NVTA Organizational Chart



II. How to Read this Document

The comprehensive work program is divided into five (5) distinct sections, each with its own introduction, that reflect the primary functions of the agency. The primary program sections are:

1. Agency Administration (AA series)
2. Transportation Planning and Programs (TP series)
3. Multimodal Mobility Management (MM series)
4. Transit Administration (TA series)
5. Communication & Representation (CR series)

Within each section are detailed explanations for each program or initiative of the agency called Work Elements (WE). Work Elements usually list specific tasks to be undertaken to advance the particular work element objective, products and deliverables, and the estimated cumulative staff hours over the course of the fiscal year dedicated to those tasks.

Each work element has a unique reference number that conforms to an established convention. As indicated above, agency administrative elements are in the AA series, planning elements can be found in the TP series, and so on.

At its core, NVTA derives its existence, authority and the scope of its activities from the Joint Powers Agreement (JPA). The JPA identifies areas of “Purpose” and specific duties, responsibilities and approved powers. Together these define the mission of the agency and the range of activities within which its member agencies have authorized it to engage.



III. Work Elements

Most work elements within this OWP recur annually. They represent ongoing tasks and planning processes that are essential to NVTA's ability to complete its mission of continuing, cooperative, and comprehensive transportation planning. Some work elements are being carried over from previous OWPs and have been analyzed in those documents.

Many of the work elements included in the OWP are designed to support NVTA's responsibilities as the region's transportation planning agency. Since transportation planning and programming functions dominate the scope of NVTA's work program, most work elements reflect NVTA's responsibilities for meeting federal requirements under the most recent federal transportation legislation and Title VI of the Civil Rights Act. Other work elements may be shaped by needs and changes in the region, including growth in population, jobs and motor vehicle travel. The work program outlines a unified approach regardless of funding source.

The Federal Highway Administration (FHWA) established "Planning Emphasis Areas" in 1998 as part of the Transportation Equity Act for the 21st Century (TEA-21). These emphasis areas were largely left intact under SAFETEA-LU, the transportation authorization bill which succeeded TEA-21 in 2005. MAP-21, Fixing America's Surface Transportation (FAST), and the Infrastructure Investment and Jobs Act (IIJA) have continued these eight (8) themes, and they continue to guide planning efforts by MPOs and state planning agencies.

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, and efficiency.
2. Increase the safety of the transportation system for motorized and non-motorized users.
3. Increase the security of the transportation system for motorized and non-motorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and state and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.

From human resources to accounting, NVTA undertakes initiatives to maintain government accountability, effectiveness and transparency to ensure compliance with Federal, State and local regulations and to be accountable to the public.

While capturing every administrative task of the organization is impractical, work elements in this section focus on the major operations, logistics, initiatives and areas of focus essential to the effective functioning of the organization.

Work Elements in this Section:

	<u>Work Element</u>	<u>Page</u>
Overall Work Program	AA – 01	-10-
Agency Administration	AA – 02	-11-
Human Resources Management	AA – 03	-12-
Grants and Capital Projects Administration	AA – 04	-13-
Finance Administration	AA – 05	-15-
Transportation Development Act Administration	AA – 06	-16-
Reviews and Audits	AA – 07	-17-
Policy Development	AA – 08	-18-
Measure T Administration	AA – 09	-19-

Timesheet/Payroll Information: CMA Administration
 Project/Grant: CMA_Admin

Timesheet/Payroll Strings
NVTLvTime-PAID_LEAVE- - (Paid Leave)
NVTCMAAdmn-GENADMIN- - (GEN_ADMIN)
NVTCMAAdmn-Audits- - (Audits)
NVTCMAAdmn-Finance- - (Finance Administration)
NVTCMAAdmn-GRANTSADMIN- - (Grants Administration)
NVTCMAAdmn-HR- - (HR Management)
NVTCMAAdmn-MEASURE_T- - (Measure T Admin)
NVTCMAAdmn-OWP_ADMIN- - (OWP Admin)
NVTCMAAdmn-Proj Mgmt- - (Project Management)
NVTCMAAdmn-TDA- - (TDA and STA Admin)
NVTCMAAdmn-TRNST_ADMIN- - (Transit Administration)

ABSTRACT

To manage, support, coordinate and implement the Overall Work Program in accordance with the requirements of the state and federal transportation planning and programming regulations.

TASKS

1. Provide program and fiscal management for OWP.
2. Prepare quarterly progress and financial reports.
3. Coordinate with federal and state agencies.
4. Develop, present and monitor annual OWP budget.
5. Administer existing OWP.
6. Prepare the next Overall Work Program.
7. Revise and monitor work program to address federal fiscal year planning certification review recommendations, revising or amending OWP as necessary and appropriate incorporate these recommendations.
8. Conduct administration of State and Federal grants.

Products	Beginning Date	Ending Date
Draft OWP	As needed	
Final OWP	Ongoing/As needed	
Monitoring	Annually	

ESTIMATED STAFF HOURS: 40

Fund Source(s)
 Transportation Development Act

Payroll String(s)
 NVTCMAAdmn-OWP_ADMIN- - (OWP Admin)

ABSTRACT

This program element identifies core efforts and initiatives undertaken to provide effective ongoing management and staff support for the Agency.

TASKS

1. Support NVTB Board and advisory committees.
2. Prepare and distribute agendas, minutes, staff reports to the board and committees
3. Maintain and post documents, reports, agendas, and minutes on the NVTB website for member agency, Board, and public consideration.
4. Provide governing board with adequate information for decision-making and program management. Orient all new Board and Committee members.
5. Manage and assist in contract administration, including funding agreements.
6. Provide general reception, support staff services, and staff training.
7. Maintain office filing systems, facility access and key control, and office computer network.
8. Oversight of office facility operations and maintenance.
9. Maintain, monitor, track and replenish equipment/office supplies.
10. Maintain, review and streamline all NVTB publications and the publication archive.
11. Review, track and disseminate all incoming correspondence.

Products	Beginning Date	Ending Date
Agendas, minutes, and staff reports	Monthly	
Correspondence/Publishing	As needed	
Progress reports	As needed	
Manage funding agreements	Ongoing/As needed	
Staff Training(s)	Ongoing	
Update bylaws, administrative, operating and office procedures, and personnel policies	As needed	
Maintain and update computer system and equipment, including all information technology related tasks	As needed	
Soscol Gate Transit Center operations and facilities maintenance	As needed	

ESTIMATED STAFF HOURS: 5,000

Fund Source(s)
Transportation Development Act
One Bay Area Grant

Payroll String(s)
NVTCMAAdmn-GENADMIN- - (GEN_ADMIN)

ABSTRACT

The Human Resources management function employs people, develops their capacities, and ensures that their services and compensation are consistent with the job and organizational requirements. NVTA’s human resource activities include on-going support functions and periodic initiatives.

TASKS

1. Interpret, apply and ensure compliance with general human resource administration practices as well as state and federal personnel laws and regulations such as drug free workplace, harassment, and OSHA requirements.
2. Maintain all personnel records.
3. Conduct personnel recruitments and provide orientation to new hires.
4. Maintain and update employees’ benefits (457a plan, medical, dental, vision, Long Term Disability (LTD), Short Term Disability (STD), Employee Assistance Program (EAP), flexible benefits, and life insurance).
5. Manage personnel issues.
6. Revise and distribute Employee Handbook and update policies and procedures as required and monitor compliance.
7. Facilitate performance assessment process.
8. Facilitate on-going staff training.
9. Payroll and benefit processing and analysis.
10. Assess employee and organizational needs, implement training and development program
11. General staff supervision.

Products	Beginning Date	Ending Date
Staff Training(s) and Development	Ongoing	
Employee performance reviews	Annually	
Maintain all personnel records	Ongoing	
Administer employee compensation and benefits program	As needed	
Revise Personnel Policies and Procedures Manual and Office Procedures Guide.	As needed	

ESTIMATED STAFF HOURS:	2,800
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Fund Source(s)
Transportation Development Act

Payroll String(s)
NVTCMAAdmn-HR- - (HR Management)

ABSTRACT

The agency acquires grant funds from a variety of sources. Grants, whether formula based or secured through a competitive process, have rigorous application, monitoring and reporting requirements.

TASKS

1. Identify capital needs.
2. Identify appropriate capital funding sources.
3. Seek grant funding opportunities to meet agency and countywide transportation needs, and monitor grant regulations for new or revised requirements.
4. Prepare grant applications, scopes of work or pilot projects and requests for proposals.
5. Review and respond to local and regional highway and transit proposals and plans; attend regional and local advisory committee and board meetings to ensure consistency with Regional Transportation Plan (RTP) and Long-Range Transit Plan (LRTP) policies.
6. Manage capital procurement and related RFPs/RFQs/IFBs. Manage contracts for capital projects.
7. Maintain and update agency resource files and/or databases for project tracking.
8. File required state and federal financial and milestone reports.
9. Track project revenues and expenses.
10. Strategically match grant funding opportunities to applicable projects.
11. Administer agency grants in accordance with sound management/financial principles to ensure compliance.
12. Submit all required reports within scheduled due dates.
13. Conduct liaison with federal, state and local funding agencies.
14. Track progress of grant funded projects to assure milestones are achieved.
15. Provide notification of funding availability; assist grant applicants in developing project proposals; participate, prioritize and adopt programs; and monitor project delivery.
16. Monitor progress in the implementation of adopted Short Range Transit Plans, Countywide Transportation Plan, and capital improvement programs.
17. Provide notification of funding availability; assist grant applicants in developing projects, proposals, and facilitate process for the FTA Sections, 5310 and 5339 competitive grants, Lifeline Transportation Program.
18. Establish agency annual goals for the participation by Disadvantage Business Enterprises (DBE).
19. Monitor requests for bids and contract solicitations to assure DBE conformity.
20. Prepare periodic reporting to state and federal agencies on DBE compliance.
21. Assure DBE goals met for outstanding contracts.
22. Work collaboratively with the County, Town and Cities, and Chamber to host an instructional DBE forum to assist local business become registered DBEs.

Products	Beginning Date	Ending Date
FTA 5307 Grant Application Process	Annual	
FTA TrAMS-web Reporting	Quarterly	On-going
State Planning, Programming, and Monitoring	Annual	On-going
FTA 5339, 5310, 5311, grants reporting and call for projects	Annual/Quarterly	On-going
One-time grant opportunities	As available	
TFCA grants, reporting and call for projects	Annual/Quarterly	Ongoing
CMA block grant call for projects	Annual	Ongoing
LCTOP reporting	Semi-Annual	Ongoing
National Transit Database	Quarterly/ Annual	Ongoing
Caltrans DBE Semi-Annual Reports	Apr and Oct	On-going
Federal Six Month DBE Reports	Dec and Jun	On-going
Contract/RFP/RFB compliance monitoring	Ongoing	On-going
DBE outreach and public information	Ongoing	On-going
DBE contract goal setting	Ongoing	On-going
CalSmart Database Reporting	Quarterly	On-going

ESTIMATED STAFF HOURS: 2,400

Fund Source(s)	Funding Sources (cont'd), Loans
Transportation Development Act	DOT Build America Bureau TIFIA
State Transit Assistance, State of Good Repair	Private Bank Loan(s)
Senate Bill 1	SB1 Local Partnership Program (LPP) Active Transportation Program (ATP)
Federal Transit Administration	SB1 Solutions for Congested Corridors (SCCP)
Transportation for Clean Air	Transportation Infrastructure Finance and Innovation Act Loan (TIFIA)
Federal Highway Administration (STP)	
Planning, Programming, and Monitoring (PPM)	
Special or one-time grant funds	
Low Carbon Transit Operations Program (LCTOP)	

Payroll String(s)

NVTCMAAdmn-GRANTSADMIN- - (Grants Administration)

ABSTRACT

NVTA has the fiduciary responsibility to adhere to the highest standards of financial accountability.

TASKS

1. Monitor, develop and adopt biennial budgets for submission to Board of Director's.
2. Provide program and strategic management.
3. Prepare monthly/quarterly progress and financial reports.
4. Manage finances consistent with generally accepted standard accounting practices and prepare, review and present regular financial reports to the Board.
5. Manage accounts payable; ensure all vendors are paid regularly and consistently.
6. Manage accounts receivables; ensure invoicing is completed according to contracts and deposit revenues received timely.
7. Ensure proper cash management.
8. Forecast short- and long-term financial capabilities under various funding scenarios.
9. Review and update financial management policies, procedures and manuals as needed, and conduct an internal review for process re-engineering.
10. Coordinate development of line-item budgets by funding source for financial monitoring
11. Process cash receipts and disbursements.
12. Assist in contract administration.
13. Maintain, inventory, replenish and issue transportation passes to authorized agencies.
14. Provide financial analysis as necessary.

Products	Beginning Date	Ending Date
Prepare and distribute financial statements and financial reports	Quarterly	
Prepare budget in advance of Board meetings	January	April
Finalize budget for upcoming fiscal year	May	May
Administer annual operating budget	Ongoing	
Administer day-to-day finance functions such as routing of invoice approval and accounts payable.	Ongoing	
Accounts receivable, journal entries, and other tasks.	Monthly	
Monitor and manage NVTA's general ledger for all funds and subdivisions.	Ongoing	

ESTIMATED STAFF HOURS: 4,300

Fund Source(s)
Transportation Development Act
Federal Highway Administration
Federal Transit Administration
Local Sources
State Sources

Payroll String(s)
NVTCMAAdmn-Finance- - (Finance Administration)

ABSTRACT

The Transportation Development Act (TDA) provides two (2) major sources of funding for public transportation: the Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). These funds are for the development and support of public transportation needs that exist in California and are allocated to areas of each county based on population, taxable sales and transit performance. NVTA is responsible for effectively administering all aspects of the Transportation Development Act (TDA) in Napa County.

TASKS

1. Administer TDA funds in full compliance with laws and regulations.
2. Complete and submit annual reports and fiscal/compliance audits.
3. Update Transportation Development Act (TDA) claim manual as necessary.
4. Monitor proposed changes in TDA statues and regulations. Update policies governing, review, approval, and process of all TDA claims to ensure timely compliance with TDA laws.
5. Apportion TDA funds, prepare and internally-approve claims, allocate funds, and submit annual reports (Art. 3, 4, 4.5, and 8) in accordance with state regulations, MTC policies, and local claims.
6. Receive and file State Controller’s reports of transit entities (PUC Sec. 99243.5).
7. Perform Transit Needs Assessment of transit dependent groups (PUC Sec 99401.5b1).
8. Conduct unmet transit and bikeway needs public hearings and evaluate requests from the public (PUC Sec. 9238.5) pursuant to adopted policy to maximize public participation.
9. Gather and review quarterly statistics on each transit operator as part of the TDA claim approval and to monitor trends from year to year by operator and by mode.
10. Development productivity improvement program in response to performance recommendations.

Products	Beginning Date	Ending Date
State Controller’s Report	-	Jan 31
TDA Allocation instructions and application	April	
TDA-3 Project Programming	July	June
Triennial Audit Schedule	-	-
Productivity Improvement Program	Annual	Ongoing

ESTIMATED STAFF HOURS: 200

Payroll String(s)
 NVTCMAAdmn-TDA- - (TDA and STA Admin)

Fund Source(s)
 Transportation Development Act

ABSTRACT

In compliance with state and federal requirements and in adhering to the highest standards of fiduciary responsibility, the agency undergoes a variety of fiscal, compliance and performance audits and reviews.

External Audits

External auditors will annually audit NVTA's financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (1994). Additional audits that comply with the Single Audit Act of 1984 and Uniform Guidance (formerly OMB Circular A-133), as well as a fiscal and compliance audit of Transportation Development Act funds which has been expanded to include State of Good Repair (SGR) Funds. Other reviews include FTA Triennial review, TFCA audits, and Regional Measure 2 audits.

TASKS

1. Submit audits to County Auditor, MTC, and State Controller, and other oversight organizations.
2. Submit annual "Reports of Financial Transactions" to State Controller.
3. Administer contract to prepare NVTA fiscal and compliance audits.
4. Contract with independent auditor and submit scheduled performance audits.
5. Submit performance audit schedule to Caltrans for future years.
6. Assess progress made in implementing triennial performance audit recommendations, especially the most recent audits for the NVTA, the Transit Authority.
7. Seek strategies to streamline the number of Performance Audits through consolidation where appropriate.
8. Complete and submit scheduled triennial performance audits and performance reviews
9. Monitor implementation of prior triennial performance audit recommendations.

Products	Beginning Date	Ending Date
Preparation of external audit	July	Dec 31
Financial auditors field work	September	December
Completion of external and single audit	Dec 31	
State Controller's reports		Jan 31
FTA Triennial Audit		
TDA Triennial Performance Audit		
Prior Performance Audits follow-up	As Needed	

ESTIMATED STAFF HOURS:	410
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Fund Source(s)
Transportation Development Act

Payroll String(s)
NVTCMAAdmn-Audits- - (Audits)

ABSTRACT

NVTA serves as a policy body for transportation issues in Napa County. Staff supports this effort by development of draft policies. The draft polices are often an outcome of legislative or regulatory action or are generated with the interest of member jurisdictions and its funding partners. The member jurisdictions include the County Board of Supervisors and the city/town councils. Funding partners include MTC, Caltrans, and DOT. Policies are established as part of a long-term planning process but are particularly critical for operating the Vine transit system and ancillary services. Since the NVTA Board includes an elected official from each of the jurisdictions within the county, its policies and decisions directly reflect the concerns and needs of the region within the constraints of federal, state, and the MTC region. Conversely, the participation of local elected officials on the Board helps to ensure that decisions at the city and county level are informed by an understanding of federal, state, and regional considerations. Current policy considerations include:

TASKS

1. Development draft polices for board consideration.
2. Adoption of Policies
3. Implementation of Policies
4. Monitor outcome of policies

Products (Stop/Shelter Policy)	Beginning Date	Ending Date
Develop Legislative platform	January	March
Committee presentations (TAC/CAC/PCC)	TBD	TBD
Implement policy	TBD	
Monitor outcomes	Ongoing	

ESTIMATED STAFF HOURS:	200
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Fund Source(s)
Transportation Development Act

Payroll String(s)
NVTCMAAdmn-Policy- - (Policy)

Napa Valley Transportation Authority-Tax Agency (NVTA-TA) is the agency that oversees the Transportation Sales Tax Expenditure Plan. Measure T is the ½ cent sales tax dedicated exclusively to repairing and maintaining Napa County’s local streets and roads. Measure T will upgrade, pave, and maintain our local roads, as well as fix potholes, improve sidewalks and make our roads safer for pedestrians, cars and motorists.

The Napa Valley Transportation Authority-Tax Agency (NVTA-TA) is comprised of twelve voting members: two from each member jurisdiction, with each member having one vote (cities of American Canyon, Calistoga, Napa and St. Helena, the Town of Yountville and the County of Napa). NVTA-TA responsibility includes the day-to-day operational decisions and to add/change projects to the Transportation Sales Tax Expenditure Plan.

NVTA is looking into restructuring Measure T to optimize the utility of the existing transportation sales tax and to improve delivery of critical transportation projects in Napa Valley. The new measure envisioned is currently known as “Measure X.”

Measure X Vision and Goals

Vision: To optimize the utility of the existing ½ cent transportation sales tax and to improve delivery of critical transportation projects in Napa Valley.

- Goal 1 – Maintain the existing expenditure plan that prioritizes maintenance and rehabilitation of local streets and roads.
- Goal 2 – Accelerate project delivery by bringing future revenues forward.
- Goal 3 – Take advantage of State funding programs by creating additional capacity for large infrastructure projects and advance local measure funds when state and federal funds are not yet available
- Goal 4 – Streamline processes and procedures to improve sales tax performance and reduce unnecessary costs
- Goal 5 – Minimize tax burden to Napa Valley Taxpayers.

NVTA DUTIES, RESPONSIBILITIES and APPROVED POWERS

1. Sales Tax Authority
2. Administer Measure T Expenditure Plan
3. Oversee Measure X progress

TASKS

1. Administer the Measure T program and oversee jurisdiction compliance with the ordinance; this includes collecting and evaluating Measure T reports, 5-year project lists, certifications and audits.
2. Support NVTA Board, Oversight and Advisory committees. Prepare and distribute agendas, minutes, staff reports. Provide committee meeting minutes to the full board and integrate into staff recommendations.
3. Provide governing board with adequate information for decision-making and program management. Orient all new Board and Committee members.

Products	Beginning Date	Ending Date
Provide Administrative Support to ITOC	Ongoing	Ongoing
Prepare and distribute relevant documents	As needed	Ongoing
Work with Jurisdictions on MOE, project updates, and financial, compliance, or performance audits	Ongoing	Ongoing
Craft Measure X ballot measure and update working model	Ongoing	

ESTIMATED STAFF HOURS:	2,400
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Fund Source(s)
General Fund

Payroll String(s)
NVTCMAAdmn-MEASURE_T- - (Measure T Admin)
NVTCMAAdmn-MEASURE_X- - (Measure X)



NVTA is the principal agency for regional transportation planning in Napa County. In this capacity the agency undertakes a host of statutorily required planning initiatives. In addition, the agency identifies needs, scopes service design, initiates and maintains programming and identifies and secures resources for addressing the transportation related challenges faced by our jurisdictions along with regional partners.

Work Elements Included in this Section:

	<u>Work Element</u>	<u>Page</u>
Regional Transportation Program	TP – 03	-21-
Countywide Strategic Transportation Planning	TP – 04	-25-
Transit System Studies and Updates	TP – 05	-27-
Active Transportation Plan	TP – 06	-28-
Vine Bus Maintenance Facility	TP – 07	-30-
Performance/ Compliance Monitoring	TP – 08	-32-
Vine Trail	TP – 09	-33-
Census and Graphical Information System Development	TP – 11	-34-
Transportation Fund for Clean Air	TP – 12	-35-
State Route 37	TP – 13	-37-
Soscol Junction	TP – 14	-38-
SR29 Corridor Improvements	TP – 15	-39-

Timesheet/Payroll Codes (former)	Project String (Tyler Munis strings)
BIKE_PLAN	NVTPInPrgm-BIKE_PLAN- - (Bike Plan)
CALTRANS_PLAN	NVTPInPrgm-CALTRANSPLN- - (Caltrans Planning)
CBTP	NVTPInPrgm-CBTP- - (Comm Based Transport Plan)
COUNTYWIDE	NVTPInPrgm-Countywide- - (Countywide)
HIGHWAY_PROG	NVTPInPrgm-HWY_PROG- - (Highway Programming)
MONITORING	NVTPInPrgm-MONITORING- - (Subrecipient Monitor)
NAPA_FORWARD	NVTMultimd-NAPA_FRWRD- - (Napa Forward)
PED_PLAN	NVTPInPrgm-Ped_Plan- - (Pedestrian Plan)
PPM	NVTPInPrgm-PPM- - (Plan Prog Monitoring)
SR29_AMCAN	NVTPInPrgm-SR29_AmCan- - (SR29 American Canyon)
SR29_SR221	NVTPInPrgm-SR29_SR221- - (SR29 SR221)
SRTP	NVTPInPrgm-SRTP- - (Short Range Transit Plan)
TFCA	NVTPInPrgm-TFCA_Adm- - (TFCA ADMIN)
HWY 37	NVTPInPrgm-HWY_37- - (Highway 37)
TRANS_PLAN	NVTPInPrgm-TRANS_PLAN- - (Transportation Planning)
TRAVEL_BEHAV_ST	NVTPInPrgm-TrvlBhvStd- - (Travel Behavioral Study)
VINE_TRAIL	NVT_VineTr-Constrctn- - (Vine Trail Construction)

Regional Transportation Plan (RTP) - Plan Bay Area 2050

Regional Transportation Planning entails county-level participation to develop and contribute to the RTP, which is long-range (usually a 25-year planning horizon), comprehensive and financially constrained, air quality conformed and updated every four years. It must include a Sustainable Communities Strategy (SCS), be responsive to air quality issues and provide for adequate citizen participation in its development. The Metropolitan Transportation Commission (MTC) adopted Plan Bay Area 2050 in 2021, and NVTa was actively involved in the development of that plan. MTC updates this long-range plan every four years.

The RTP, long-range planning effort grew out of the California Sustainable Communities and Climate Protection Act of 2008 (California Senate Bill 375, Steinberg), which requires each of the state’s 18 metropolitan areas – including the Bay Area – to reduce greenhouse gas emissions from cars and light trucks.

Regional Transportation Planning

1. Assist in implementing the regional vision through establishing countywide priorities for proposals of projects for MTC's RTP.
2. Partner with regional agencies to implement “Plan Bay Area 2050” and other long-range plans.
3. Assist in the development and implementation of regional, countywide and local actions to address the goals and targets established in SB 375 and AB 32, in coordination with MTC and ABAG.
4. Develop and maintain prioritized countywide project lists.
5. Oversee administration of the One Bay Area Grant Program
6. Update the Priority Development Area (PDA) Investment and Growth Strategy and assist local jurisdictions in designating land use types for Priority Production, Conservation, and Development Areas.

Products	Beginning Date	Ending Date
Administer OBAG 2 Program	Ongoing	
Administer OBAG 3 Program	Ongoing	
Update PDA Investment and Growth Strategy	Periodically	

Fund Source(s)
Surface Transportation Program
Federal Highway Administration
Congestion Management Air Quality

ESTIMATED STAFF HOURS:	320
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Regional Transportation Improvement Program (RTIP)

NVTA is responsible for preparing, adopting and submitting a RTIP to the Metropolitan Transportation Commission for consideration and adoption by the California Transportation Commission (CTC) every odd year. The RTIP identifies the region’s transportation programming recommendations for the State Transportation Improvement Program (STIP) that is adopted by the CTC for the five (5) fiscal year period beginning July 1st of every even year. NVTA’s most recent RTIP was adopted in 2019.

As part of the management of the RTIP, NVTA may need to make programming amendments to the RTIP and the STIP. These amendments will need to be reviewed with the public prior to adoption by the Board. Amendments to the RTIP will be done in consultation with the cities, town, county, Caltrans, and the public through the NVTA Technical Advisory Committee. Providing noticed public meetings of the advisory committees and NVTA Board will also provide opportunity for public participation.

In addition, NVTA will develop the next RTP in consultation with the cities, town, county, Caltrans, the public, and the NVTA Transportation Advisory Committee (TAC). Public noticed meetings of the advisory committee and NVTA Board will also provide public participation opportunities throughout the programming process.

TASKS

1. Work with Caltrans District IV, MTC, CTC, and member jurisdictions on RTIP project monitoring and amendments.
2. Ensure consistency between RTIP, FTIP, and RTP.
3. Work with TAC, Caltrans, MTC, and Board of Directors on development of 2024 RTIP.

Products	Beginning Date	Ending Date
Amend and monitor the RTIP and projects	As needed	

Fund Source(s)
Surface Transportation Program
Federal Highway Administration
Congestion Management Air Quality
State Transportation Improvement Program

Payroll String(s)
NVTPInPrgm-HWY_PROG- - (Highway Programming)

Transportation Improvement Plan (TIP)

The TIP is a four-year multi-modal program of transportation projects that is consistent with the statewide transportation plan and planning processes. For the Bay Area, the Metropolitan Transportation Commission is the responsible agency for developing the TIP. It contains all federally funded projects and projects that are deemed regionally significant. The MTC TIP is submitted to Caltrans, the Federal Transit Administration, and the Federal Highway Administration as a part of the Federal State Transportation Improvement Program (FSTIP).

NVTA also ensures that the general public has full opportunity to participate in the regional planning process, through hearings, meetings and project-specific outreach activities. NVTA conducts a continuous, cooperative, coordinated, and comprehensive planning process with the general public, member agencies, MTC, Caltrans, and affected parties. A key dimension of this is to meet the requirements of MTC's public participation plan.

Surface Transportation Improvement Plan

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP programming generally occurs every two years. The programming cycle begins with the release of a proposed fund estimate in July of odd-numbered years, followed by California Transportation Commission (CTC) adoption of the fund estimate in August (odd years). The fund estimate serves to identify the amount of new funds available for the programming of transportation projects. Once the fund estimate is adopted, Caltrans and the regional planning agencies prepare transportation improvement plans for submittal by December 15th (odd years). Caltrans prepares the Interregional Transportation Improvement Plan (ITIP) and regional agencies prepare Regional Transportation Improvement Plans (RTIPs). Public hearings are held in January (even years) in both northern and southern California. The STIP is adopted by the CTC by April (even years).

TASKS

Transportation Improvement Plan

1. Submit necessary amendments to the TIP through a public hearing process; manage and file TIP amendments as necessary.
2. Assure projects are fiscally constrained and reflect accurate cost information to reflect the latest available information and include an estimate of the total project costs.
3. Monitor programmed project progress, review schedules and monitor costs; participate in interagency meetings to facilitate project delivery; reprogram funding, if necessary.
4. Prepare status of projects report for NVTA board review.

State Transportation Improvement Program

1. Work with the Metropolitan Transportation Commission (MTC), as appropriate, to nominate projects for inclusion or exclusion in the STIP.
2. Once projects are programmed, begin the project implementation process to insure timely use of funds.

Products	Beginning Date	Ending Date
Continue to Monitor RTP Projects in the TIP	Ongoing	
Administer the local 2024 STIP process through the RTIP call for projects.		

Fund Source(s)
Transportation Development Act
Surface Transportation Program
Congestion Management Air Quality
Federal Highway Administration

Payroll String(s)
NVTPInPrgm-HWY_PROG- - (Highway Programming)

Surface Transportation Program

Approximately every six years, the U.S. Congress adopts a surface transportation act - Congress’s authorization to spend tax dollars on highways, streets, roads, transit and other transportation related projects. The majority of Surface Transportation Authorization Act funding flows to the states, and in California these funds are administered by Caltrans. However, Caltrans assigns a significant portion of two of the programs, the Surface Transportation Program (STP) and the Congestion Mitigation & Air Quality Improvement Program (CMAQ) to the Metropolitan Transportation Commission (MTC), and other regional planning agencies to be used at their own discretion, subject to federal regulations. MTC develops and administers its own funding programs using STP and CMAQ funds to target Bay Area transportation needs according to the priorities of our Regional Transportation Plan.

Adoption of the legislation and its related funding programs and apportionments triggers a re-evaluation and realignment and prioritization of local projects programmed for jurisdictions.

TASKS

1. Evaluate implications of new legislation.
2. Collaborate with local jurisdictions to identify and prioritize projects.
3. Update TIP and related plans and documents.
4. Administer STP and CMAQ call for projects under OBAG.

Products	Beginning Date	Ending Date
Update TIP and related plans and documents	Ongoing	
Monitor the OBAG projects and assist local jurisdictions in meeting project delivery deadlines	Ongoing	

Fund Source(s)
Surface Transportation Program
Federal Highway Administration
Congestion Management Air Quality

Payroll String(s)
NVTPlnPrgm-HWY_PROG- - (Highway Programming)

Countywide Strategic Transportation Planning Work Element TP-04	<input type="checkbox"/> NEW	<input checked="" type="checkbox"/> ANNUAL
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NVTA conducts specific planning and programming activities to identify and prioritize transportation projects throughout Napa County and to assist MTC in meeting the requirements of federal legislation and related State and regional planning and programming policies and guidelines. This includes coordination of local interests and ongoing participation in the regional Partnership.

The Countywide Strategic Transportation Plan (CTP) contains specific policies, strategies and improvements to reduce traffic congestion and improve the performance of countywide multi-modal transportation systems. Examples of strategies include increased emphasis on public transportation and rideshare programs, mitigating the impacts of new development, and better coordinating land use and transportation planning decisions. NVTA maintains this program to improve air quality and maximize the use of existing transportation systems.

TASKS

1. Maintain and update the Countywide Strategic Transportation Plan – “Advancing Mobility 2045.”
2. Conduct special studies and/or plans such as a Vision Zero Plan, Corridor Management Plan, etc.
3. Conduct multi-modal studies of travel behavior.
4. Coordinate with ABAG, MTC, and other jurisdictions on regional ridesharing and alternative transportation efforts.
5. Coordinate with local and regional air districts on alternative transportation programs
6. Develop and maintain Countywide prioritized project list consistent with the region's goals, including reduction in vehicle miles traveled (VMT) and greenhouse gases (GHGs), including multi-modal priorities, as input to the RTP/SCS, Transportation Improvement Program, Regional Transportation Improvement Program/State Transportation Improvement Program, and sales tax expenditure plans. Solicit input from the full range of transportation stakeholders, including local jurisdictions, transit operators and users, bicycle and pedestrian interests, and community organizations and members.
7. Provide marketing and support of alternative transportation programs throughout Napa County.
8. Play an active role in planning and programming State and federal funds.
9. In cooperation with local jurisdictions, monitor traffic counts, levels of service, land use impacts, mitigation measures, transportation demand management activities, and capital improvements to evaluate their impact on congestion.
10. Develop the update of planning documents with input from local agencies. Incorporate new data collected and revise as appropriate. Evaluate potential new performance measures
11. Develop fund estimates.
12. Identify issues and develop policies to address challenges.
13. Maintain and update the Napa-Solano Travel Demand Model.
14. Assess traffic count data
15. Review, comment on, and approve transportation models used by local jurisdictions for traffic analyses.

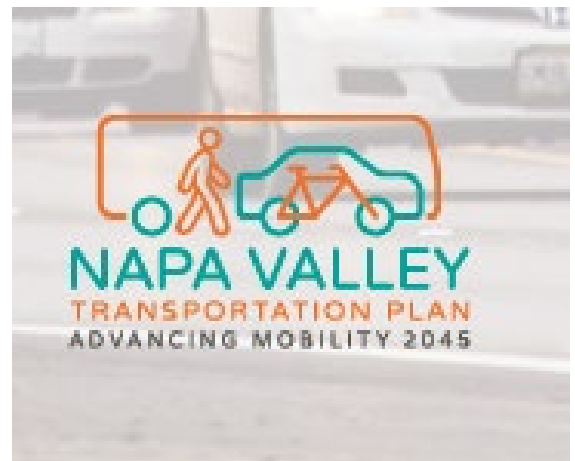
- 16. As needed, provide model-based analysis of proposed transportation system projects.
- 17. Attend MTC committee meetings including Transit Finance Working Group, Programming Development Working Group, Regional Advisory Working Group, and Partnership Technical Advisory Committee meetings.

Products	Beginning Date	Ending Date
Maintain and Updates to “Advancing Mobility 2045”	Ongoing	
Staff report with recommendations	Ongoing	
Maintenance update to the Napa Solano Travel Demand Model	Ongoing	
Conduct Special Transportation Studies or Plans	Ongoing	
Active Transportation Plan Update	Pending	Pending

ESTIMATED STAFF HOURS: 400

Fund Source(s)
Transportation Development Act
Federal Transportation Administration
Federal Highway Administration- State Transportation Program

Payroll String(s)
NVTPInPrgm-Countywide- - (Countywide)
NVTPInPrgm-CBTP- - (Comm Based Transport Plan)



ABSTRACT

NVTA is responsible for the provision of fixed route, paratransit and specialized transit services within Napa County. Studies of the current system will be used to conduct an analysis of the system and recommend feasible route and schedule changes to improve service levels.

TASKS

1. Identify areas not currently served by public transit where the public has expressed a desire to have access to this service.
2. Identify areas served by the current transit system that are underutilized. As well, consider extending routes to enhance the transit services.
3. Analysis should include a review of (1) planned development (housing, schools and commercial/retail) for future demand; (2) travel times; (3) employment centers or annual/seasonal events that depend upon public transit; and (4) driver scheduling.
4. Conduct ridership surveys to capture boarding's and alighting's, and passenger opinions (routing, scheduling, ITS improvements, ride experience, bus stop amenities, fares, convenience, etc.).
5. Seek input from community groups and organizations whose clients may be transit dependent.
6. Identify service reductions due to the COVID-19 pandemic.

Project studies may include but are not limited to:

- Express Bus Study Update
- Zero Emission Bus Rollout Plans (FTA and ICT)
- Peak Load and Capacity/growth estimates
- Shelter priority list
- Short Range Transit Plan updates
- Countywide Transit Needs Assessment

Products	Beginning Date	Ending Date
Ridership Surveys	Ongoing	

ESTIMATED STAFF HOURS: 2,200

Fund Source(s)
Transportation Development Act
Federal Highway Administration
Special one-time grants

Payroll String(s)
NVTCMAAdmn-TRNST_ADMIN- - (Transit Administration)

ABSTRACT

Active Transportation planning is increasing in saliency not only because of improved funding capacity through various Federal and State programs, but also as a mechanism for meeting state climate goals to reduce Greenhouse Gas Emissions caused by transportation and statewide safety goals to reduce severe and fatal roadway injuries through safer streets for all roadway users. There is renewed State and Federal emphasis on funding active transportation facilities through the Active Transportation Program (ATP and most recently the Federal Safe Streets for All (SS4A). Local agencies are encouraged to update their individually adopted active transportation plans to remain eligible for grant funding opportunities.

The California Complete Streets Act of 2008 requires local agencies to plan for a balanced, multimodal transportation network that meets the needs of all users of streets, roads, and highways upon any substantive revision of the circulation elements of the general plan. In addition to assisting in the reduction of greenhouse gas emissions pursuant to the requirements of AB 32, the complete streets program is intended to make the most efficient use of urban land and transportation infrastructure and improve public health by encouraging physical activity through the planning and construction of active transportation facilities which also improves air quality by increasing sustainable transportation mode share.

NVTA is committed to VMT reduction and increasing active transportation mode share throughout Napa County. NVTA's countywide Pedestrian Plan was adopted in 2016 and most recent Bike Plan was published in September 2019 .

TASKS

1. Serve as the regional active transportation coordinator for Napa County.
2. Create, maintain and facilitate the development of a comprehensive, safe and interconnected surface transportation system (roadway, bikeways, trail and pedestrian systems).
3. Develop finance strategies and identify priority transportation projects for ATP or SS4A and OBAG funding.
4. Improve pedestrian and bicycle safety around schools and senior facilities and transit by coordinating through safe routes programming.
5. Identify best practices for all modes and disseminate information to member agencies to incorporate complete streets elements.
6. Ensure complete streets compliance for OBAG funding
7. Provide technical assistance and review local project planning documents to ensure best bicycle, pedestrian and transportation demand management practices are being followed.
8. Review and incorporate new federal and state policies and emerging design concepts on bikeway and pedestrian planning, focusing on their safe integration into the surface transportation system.
9. Facilitate implementation of the Regional Transportation Plan Regional Active Transportation Plan through our local plans, proposed projects and proposed capital improvement programs and grants.
10. Coordinate and review applications for bicycle and pedestrian and transit funding.
11. Cooperate with jurisdictions to monitor system completion and maintain a current GIS version of the system, accessible on the internet.

12. Coordinate with Caltrans, the MTC and local jurisdictions to ensure that planning of roadways, highways (particularly interchanges and intersections) and transit facilities consider the needs of all travelers, especially via use of the regional “Complete Streets Checklist” administered by MTC.
13. Coordinate and participate with bicycle and pedestrian advisory groups including the NVTA Active Transportation Advisory Committee, local Bicycle and Pedestrian Advisory Committees, the Napa County Bicycle Coalition and the Regional Active Transportation and Travel Demand Working Groups, The Napa Vine Trail Coalition, and the Regional Pedestrian Committee to remain informed regarding issues of interest to local bicyclists and pedestrians and keep them informed of proposed plans and projects.
14. Provide technical assistance to jurisdictions in preparing active transportation plans.
15. Prepare bikeway priorities for integration into Regional Transportation Plan (RTP), grant programs and the Regional Transportation Improvement Program (RTIP).
16. Collaborate with other bicycle groups to identify impediments to bicycle commuting, including bike/transit trips.
17. Coordinate with other agencies’ bicycle promotions.
18. Maintain County-wide bike and pedestrian maps in print.
- 19.

Products	Beginning Date	Ending Date
Update Active Transportation Plans	As needed	
Conduct planning activities (including corridor studies, and other active transportation planning studies) to identify and develop candidate projects for future Transportation Improvement Programs.	Ongoing	
Provide input to Caltrans and local jurisdictions on active transportation plans and projects: review for consistency with local jurisdictions, Regional and State Complete Streets requirements, recommend changes if inconsistent, require changes/ collaborate on changes if projects are to be funded with regional funds, consistent with projects listed in Information Elements; attend technical meetings to ensure consistency during project development and across regional boundaries. Examples of plans/projects to comment on: Circulation elements, active transportation plans, Napa Valley Vine trail, local development plans etc.	Ongoing	
Work with Caltrans, Amtrak, and applicable jurisdictions to promote bicycle accommodations on trains and at stations.	Ongoing	
Send announcements to local jurisdictions and agencies on the availability of grants: Active Transportation Program (ATP), Transportation Alternatives.	Ongoing	

Products	Beginning Date	Ending Date
Coordinate and participate with active transportation advisory groups.	Ongoing	

Maintain and update inventory of bike routes, bike facilities/pathways, including data on pedestrian, and bike access to transit, and bikeway conditions around schools, transit and senior facilities.

Ongoing

ESTIMATED STAFF HOURS: 1,600

Fund Source(s)

Surface Transportation Program

General Funds

Transportation Development Act

Payroll String(s)

NVTPInPrgm-Act Transp- - (Active Transportation)

ABSTRACT

NVTA’s Vine bus system has purchased undeveloped property to construct a new operations and maintenance facility. At current growth trends, NVTA’s revenue fleet is expected to grow from 80 to 100 vehicles in the next 20 years, and the space deficiency for bus parking and operations will soon affect NVTA’s ability to adequately maintain and operate its fleet. In addition to space deficiency for fleet parking and operations is will soon affect NVTA’s ability to adequately maintain and operate its fleet. A funding plan was approved in November 2021 and construction began in January 2022. The Maintenance Facility is expected to be in service in the Summer of 2024.

The design includes a quality 28,000 sq. ft. facility to be built with LEED principles with at least a 40-year design life. It will also include six service bays, a chassis wash, a paint and body bay, a modern bus wash, driver training center with meeting space, ample parking for transit vehicles (up to 90 buses), ample parking for employees and visitors, battery storage, EV charging stations, and a photovoltaic power generation system. In addition, the facility will also include a new Transit Emergency Operations Center. This is essential given the recent evacuations performed by the Vine bus fleet during the fires of 2017 and 2020. The Vine bus fleet also actively participates in COVID-19 relief services such as food and laundry transport for essential workers and food banks.

The funding plan for this project leverages the cooperation and financial assistance of multiple agencies at federal, regional, state and local levels. NVTA has obtained a Transportation Infrastructure Finance and Innovation Act (TIFIA) loan through the Rural Project Initiative program and a private bank loan for \$5 million. The project was approved on November 23, 2021 with construction commencing in January 2022 and an expected in-service date of Summer 2024.

TASKS

1. Meet with FTA consultants monthly on regarding construction, budget and reporting.
2. Submit monthly TIFIA loan drawdown requests and provide supporting documentation.
3. Submit quarterly to the Build America Bureau financial updates.

Products	Beginning Date	Ending Date
Construction	January 2022	Summer 2024
In-Service/Occupancy	Summer 2024	
Meet with FTA consultants re project progress	Monthly	
Submit Quarterly Financial Information to the BAB	Quarterly	
Retrofit hydrogen ready bay		

ESTIMATED STAFF HOURS: 600

Fund Source(s)
Transportation Development Act
Federal Transit Administration
U.S. Department of Transportation, Build America Bureau (TIFIA)

STA State of Good Repair
SB1 LPP
Private Financing
Regional Measure 3

Payroll String(s)
NVTFacs-BMF- - (Bus Maint Facility)



Current Construction, February 2023

ABSTRACT

Monitor performance and compliance of NVTA grant funded programs administered by subrecipients. Continuous monitoring of all State and Federal programming documents is necessary to ensure that all projects can move smoothly towards implementation. Staff will work with project sponsors or other appropriate agencies to make certain these documents to reflect the most current information and that no funding is lost.

TASKS

1. Prepare subrecipient funding agreements.
2. Review and approve as needed subrecipient invoices and quarterly reports.
3. Monitor subrecipient compliance with federal requirements.
4. Submit reports as required.
5. Conduct program and compliance audits.

Products	Beginning Date	Ending Date
Tasks 1-5	Ongoing	

ESTIMATED STAFF HOURS: 200

Fund Source(s)
Transportation Development Act
Safe Routes to Schools grant (Federal)
Special grant funds

Payroll String(s)



The multi-phase, multi-year project would consist of a bike and pedestrian use trail that will eventually traverse the County from Calistoga in the north to the San Francisco Ferry Terminal in Vallejo at its southern terminus. The multi-use trail would provide access to bucolic winery and river views and add an important recreational amenity for residents and visitors.

St. Helena to Calistoga segment

The construction portion of this project began in July 2022. This segment will construct an additional 9.4 miles of Class I bicycle and pedestrian facility in the Napa Valley. The portion of the trail will be within Napa County from Pratt Ave in St. Helena to Lincoln Ave. in Calistoga, along the State Route 29 corridor.

TASKS

1. Manage Vine Trail St. Helena to Calistoga segment construction project and closeout.
2. Support efforts for St. Helena to Calistoga segment.
3. Support efforts for other segments of Vine Trail.
4. Coordinate and meet with Vine Trail Coalition, member jurisdictions, TAC, and other stakeholders.
5. Create and submit expenditure reimbursement requests for funding agencies.
4. Monitor contractor performance and DBE compliance.
5. Identify new funding sources.

Products	Ending Date
Commence Construction	July 2022
Complete Technical Studies	Ongoing
Complete Cultural and Tribal Consultations	Ongoing
Construction Progress reports	Ongoing
Stakeholder meetings	Ongoing
Site scoping for other segments	Ongoing

ESTIMATED STAFF HOURS: 1,000

Fund Source(s)
County of Napa, Cities of St. Helena & Calistoga
TFCA
TDA-3
ATP, SB1
OBAG 2 and OBAG 3
Vine Trail Coalition
Bay Area Ridge Trail- State Coastal Conservatory

Payroll String(s)
NVT_VineTr-Constctn- - (Vine Trail Construction)



ABSTRACT

NVTA annually allocates funds generated under AB 434. The funding is generated from a \$4 vehicle license fee imposed by the Bay Area Air Quality Management District (BAAQMD) and is known as Transportation Fund for Clean Air (TFCA). 40% of these funds are returned to the NVTA for distribution to local projects that meet cost effectiveness requirements for reducing motor vehicle emissions. NVTA is the Program Manager for this portion of funding.

NVTA coordinates with the County and its jurisdictions on transportation-related air quality planning, analysis, documentation and policy implementation conducted on a local and regional level. Agency staff facilitates interagency consultation, holds annual call-for-projects on the TFCA Program and provides support to local project sponsors in submitting timely and cost-effective projects to the Air District.

TASKS

1. Administer program in accordance with sound management/financial principles and in compliance with Air District regulations and provisions.
2. Review participant’s project information forms, cost effectiveness sheets, and reporting forms.
2. Submit all required reports within scheduled due dates.
3. Develop, adopt, submit, and adhere to policies, procedures, budgets, and audits.
4. Submit eligible projects by due dates provided by BAAQMD.
5. Encumber and expend funds within two years of receipt of funds.
6. Review and evaluate TFCA programs for effectiveness and planning purposes.
7. Develop and adopt local criteria for the expenditure of TFCA funds.
8. Hold one or more public meetings each year for the purpose of adopting criteria for expenditure of the funds and to review expenditure of revenues received.
9. Attend/Participate in Air District TFCA Program Manager Regional Workgroup meetings.
10. Program eligible projects by due dates provided by BAAQMD.

Products	Beginning Date	Ending Date
Attend TFCA Program Manager Workshops	Ongoing	
Submit claim forms for reimbursement of expenses	Ongoing	
NVTA Board Approval Projects		July
Submit semi-annual and annual report(s)		May/October
Project allocation list due to BAAQMD		November
NVTA Board approval of FY Expenditure Plan		February
Biennial Audits	Spring	

ESTIMATED STAFF HOURS: 100

Fund Source(s)
 Transportation for Clean Air

Payroll Code(s)	
Project/Grant	CMA_PLAN_PRGMS
Activity ID	TFCA
Resource Cat	OFUND
Resource Sub-Cat	GENRL

Work Element TP-13

The SR37 Policy Committee seeks to obtain funding to address sea level rise and congestion issues that plague the current corridor. Collectively, all four (4) North Bay County Transportation Authorities, Caltrans and the Metropolitan Transportation Commission (MTC) are working together on planning, environmental and design activities on the corridor.

TASKS

1. Improve SR37 between I-80 in Solano County to address sea level rise and reduce congestion.
2. Collaborate on SR37 Project Leadership Team
3. Collaborate on SR37 Executive Steering Committee
4. Collaborate on SR37 Policy Committee
5. Collaborate with Caltrans on the design of the Sears Point to Mare Island Improvement Project
6. Collaborate on the environmental phase of the Ultimate Resilient SR 37 corridor
7. Support tolling on the corridor through legislative advocacy



Products	Beginning Date	Ending Date
Attend SR37 Policy Committee Meetings	Quarterly	
SR37 ESC Meetings	Monthly	
SR 37 SPMIIP	Weekly	
SR 37 Project Leadership Team	Weekly	
SR37 Legislation	As Needed	

ESTIMATED STAFF HOURS: 200

Payroll String(s)
 NVTPIInPrgrm-HWY_37- - (Highway 37)

Fund Source(s)
 Transportation Development Act



The purpose of the Soscol Junction Project is to alleviate congestion and improve traffic operations at the Soscol Junction (SR 29/221/Soscol Ferry Road) Intersection. The signalized intersection of SR 221 and SR 29 is currently experiencing traffic congestion during am and pm daily peak periods and is operating at or near capacity. Traffic projections indicate that peak hour traffic volumes would increase by 29% and 32% on SR 29 and SR 221, respectively, by the year 2039. These projected traffic volumes would be significantly higher than the capacity of this intersection. The project is anticipated to reduce peak hour queue times by 90% by removing the traffic signal and replacing it with a north-south free flowing overpass on SR 29 and double roundabouts underneath SR29 to allow for continuous movement of vehicles. The two roundabouts will be located on SR221 north of SR29 and Soscol Ferry Rd south of SR29. The roundabouts will accommodate turning movements on and off the highways. Vine Transit regional routes that connect to Vallejo Ferry, El Cerrito Del Norte BART and Amtrak/Capitol Corridor in Suisun City all use this intersection and the improvements will save an average of 2.6 hours in daily running times.

The project will also include a class I shared-use path around the intersection to accommodate bicycles and pedestrians. These actions will also reduce head-on collisions by 90%, reduce all collisions types by 66%, and reduce CO2 emissions. The class I path will connect to a class II facility on Devlin Road, south of the intersection, and eventually align with the planned Vine Trail class I facility to be constructed adjacent to Devlin Road.

In December 2020, NVTa was awarded \$25 million under the competitive SB 1 Solutions for Congested Corridor (SCC) grant by the California Transportation Commission (CTC). The project commenced in Summer 2022. The project is expected to be completed in 2024.

TASKS

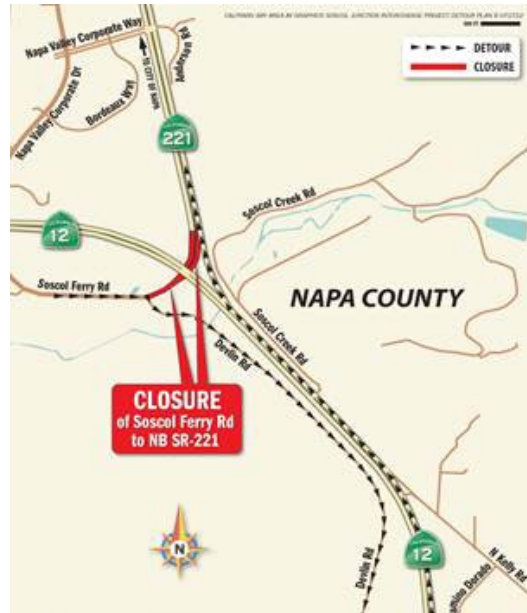
1. Project coordination and collaboration with Caltrans.
2. Oversee consultant contracts.
3. Submit all required grant reports within scheduled due dates.
4. Develop, adopt, submit, and adhere to policies.

Products	Beginning Date	Ending Date
Staff will provide oversight as the grant recipient and participate in the project development team.	Ongoing	
Construction Phase	Summer 2022	Fall 2024

ESTIMATED STAFF HOURS: 1,500

Payroll String(s)
 NVT_Soscol-Constrctn- - (Soscol Junction Construction)

Fund Source(s)
 STIP
 Local Developer
 SB1 SCC
 LPP Formula
 Regional Measure 3



Soscol Junction rendering

As a major rural highway, SR 29 provides circulation between the cities of American Canyon, Napa, St. Helena, Calistoga and the Town of Yountville. It also provides access to Oakville and Rutherford which are noteworthy destinations within Napa Valley’s renowned Wine Country. SR 29 also serves as a major east/west corridor for the four North Bay counties. The SR 29 projects will provide congestion relief, economic growth, multimodal operational and safety improvements to the stretch of SR 29 between American Canyon Road to the south and SR 12 (Carneros Highway) to the north.

Improvements include:

Soscol Junction – SR 29/SR221/Soscol Ferry Road Intersection and operational improvements at SR 29/SR 221/ Soscol Ferry Road to include removal of the traffic signal and construction of a grade separated SR 29 which will provide free flow north-south movement on SR 29 via elevated structure; SR 221 will remain at-grade; two roundabouts will accommodate turning movements north and south of SR 29 at SR 221 and Soscol Ferry Road. The project will also improve bicycle and pedestrian movements at this intersection by providing 1,200 linear feet of class I facilities around the intersection. This project is under construction with an anticipated completion date in late 2024.

Carneros – SR 29/SR121/SR12 Channelization of north SR 29 free-flow through movement; traffic turning left from SR 12 onto SR 29 merges via slip lane; free right hand turn from south SR 29 onto westbound SR 121. Project Status – preliminary design work has been completed; next step is to move into Caltrans PEER process.

Airport – SR 29/SR12/Jameson & Airport Blvd Phase I

Intersection improvements include lengthening of northbound and southbound left-hand turn lanes on SR 29; additional queue lane on southbound SR 29 (HOV peak period queue jumps); free right hand turn lanes from Airport to southbound SR 29, from SR 12 onto northbound SR 29, from SR 29 to eastbound SR 12-Jamieson; and from south SR 29 onto Airport Blvd. Signal improvements and connectivity between the signal at Airport SR29/SR12 and the SR 12/Kelly Road Signal.

Project Status – preliminary design work to qualify for Caltrans PEER review process.

Airport – SR 29/SR 12/Jameson & Airport Blvd Phase II

The intersection of SR 29 & Airport Blvd/SR 12 would be transformed from an at-grade signalized intersection into a grade-separate roundabout interchange. It is still to be determined if SR 29 would be improved to either an overcrossing structure or depressed (sunk into the ground) design. The Airport Boulevard / SR 12 roadway would become a double roundabout “dogbone” with a single westbound lane and two eastbound lanes. Roundabouts are also proposed at Airport Boulevard & Devlin Road, and SR 29 & North/South Kelly Road.

Project Status – need to complete preliminary design work and environmental document.

American Canyon Multimodal and Operational Improvements

Project would include transit, bicycle and pedestrian infrastructure on SR 29 from Napa Junction Road to American Canyon Road. Work to include signal operational improvements and adaptive technology, possible intersection operational improvements (roundabouts) removal of traffic signals, queue jumps, auxiliary lanes, etc; street beautification and pedestrian refuge; signage and wayfinding improvements. Project Status – CMCP completed on the corridor in May 2020 and Project Initiation Documents (PID) work to be completed February 2023. The project will begin the environmental phase in summer 2023.

Napa Forward

NVTA is collaborating with the Metropolitan Transportation Commission (MTC) on the Napa Forward program that will make improvements up to three intersections on SR 29 at Rutherford Road (SR 128) and Oakville Cross Road in the unincorporated areas of Napa County, and at Madison Street in the Town of Yountville. The project has been broken into two phases:

- Phase I – Oakville roundabout and traffic calming and Rutherford traffic calming and safety improvements to enhance pedestrian and bicycle access
- Phase II – Madison Street

The Project team is reviewing improvement options that include roundabouts or traffic signals at the intersections. Both options would significantly improve safety (for all modes) and operations along the SR 29 corridor. Benefits the team is evaluating include congestion relief, safety enhancements and multimodal access and benefits to non-auto travel modes.

TASKS

1. Coordinate with Caltrans and partnering agencies to improve SR 29 corridor operations and safety, and implement complete street improvements at major highway intersections throughout Napa Valley.
2. Improve corridor aesthetics to conform to Napa County’s design context, including landscaping and roadway improvements.
3. Enhance safety and implement complete street improvements.
4. Coordinate with Caltrans on State Highway Operations and Protection Program maintenance priorities and litter control.
5. Promote private sector involvement and encourage involvement in programs designed to encourage private participation in the beautification of the highway.
6. Seek state and federal funding and develop other techniques to finance improvements.

Products	Ending Date
Project oversight. Staff will provide oversight as the grant recipient and participate in the project development team.	Ongoing
Multimodal Project SR29/American Canyon – PID phase	TBD
Coordinate with Caltrans and MTC on Napa Forward improvements	Ongoing
SR 29/SR 12 Sonoma Highway – PS&E	

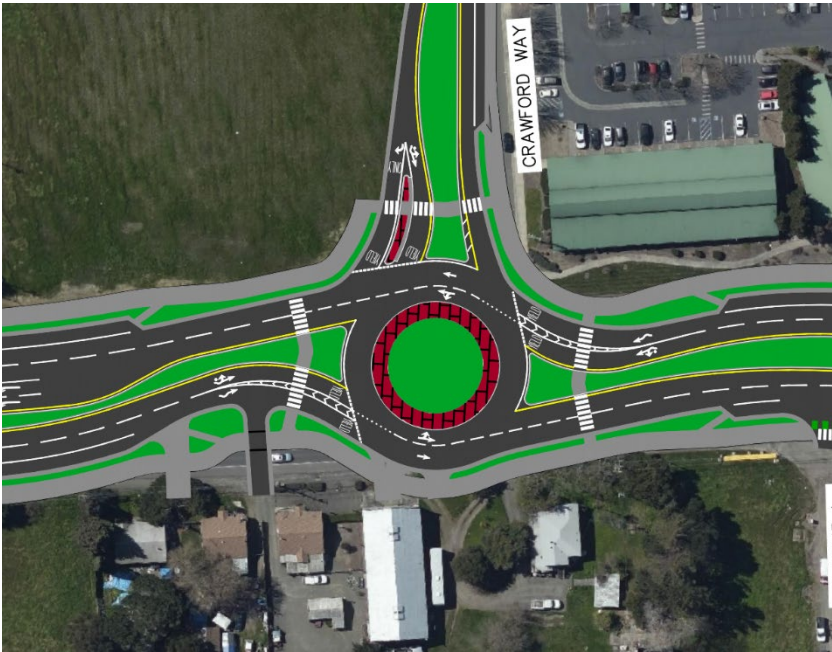
ESTIMATED STAFF HOURS: 700

Payroll String(s)
 NVTPInPrgm-SR29_AmCan - (SR29 American Canyon)

NVTPInPrgm-SR29_SR221- - (SR29 SR221)
NVTPInPrgm-NAPA_FRWRD- - (Napa Forward)



California St. Roundabouts



Proposed Roundabout in American Canyon

Both the natural geography and desire to preserve agricultural lands has allowed Napa County to retain its mostly rural character and limit expanding its transportation highway infrastructure. At the same time, growth in the southern portion of the county and the county’s expanding tourist economy have contributed to traffic congestion on the County’s roadway system. While an expanded roadway is cost prohibitive given funding constraints, it is also not desired in many parts of the county nor conducive to meeting state and regional climate goals. Some local populations either cannot drive (youth, some disabled and elderly, and low-income populations) or choose not to drive and a majority of trips are shorter (between 2-5 miles). These factors create opportunities to encourage non-auto use and provide additional resources for individuals that cannot drive.

Mobility Management programs are intended to improve mobility and access for members of the community that cannot drive. NVTA partners with its jurisdictions and a number of non-profit organizations to provide a mobility options including fixed route and on-demand transit, paratransit, a shared vehicle program and subsidized taxi scrip.

Travel Demand Management (TDM) primarily focuses on encouraging individuals to switch from driving alone to more sustainable modes, such as transit, biking or carpooling. NVTA’s V-Commute program supports individuals and employers by encouraging sustainable travel options using a Mobility as a Service (Maas) technology platform to distribute program benefits and provide resources on alternative transportation options.. NVTA works with its partnering jurisdictions and a number of Napa Valley’s non-profit organizations, employers and community members to encourage alternative forms of transportation.

Travel demand may also involve employing certain technologies to improve system operations. This could include corridor management which employs signal timing, traffic alerts, changeable message signs, metering and other techniques that improve traffic flow or minimize congestion.

Combined, NVTA’s travel demand programs:

- Facilitate the transportation choices for travelers and commuters
- Encourage mode shift from auto to other modes
- Provide transportation options for special needs populations
- Improve system operations (through alternative modes)
- Enhance emergency response by public safety officials
- Support investment decisions

Work Elements Included in this Section:

	<u>Work Element</u>	<u>Page</u>
V-Commute	MM – 01	-44-
Countywide Accessible Transportation Needs Assessment For Special Need Populations	MM – 02	-45-
Transportation Network Companies	MM – 03	-46-

ABSTRACT

In an effort to promote residents, commuters and visitors to use alternative transportation modes, NVRTA places an emphasis on reducing single occupancy vehicles . NVRTA offers resources and incentives that encourage a modal shift from driving alone to other modes. NVRTA is committed to reducing travel demand through rideshare coordination, employer commute solutions education, and public awareness of alternative modes of transportation.

NVRTA contracts with RideAmigos, a premier Mobility as a Service (MaaS) platform provider to provide the Napa region rideshare and commute alternatives program, V-Commute. This includes rideshare matching for vanpool and carpool, guaranteed ride home, Bucks for Bikes and other programs to encourage alternative commute modes. NVRTA also provides two Commuter express bus routes offer single occupancy vehicle alternatives for riders commuting south into the greater Bay Area (Route 29 Express), and east into Solano County (Napa-Solano Express Route 21).

TASKS

The V-Commute Work Element includes the following major elements:

1. Expand employer outreach in a targeted marketing effort.
2. Provide the general public with personalized rideshare, transit, and other non-drive alone trip planning through the Ride Amigos platform. Continue to incorporate regional rideshare expansion through tools such as MTC MERGE (formerly 511.or rideshare) program.
3. Market directly to commuters – with outreach campaigns at worksites. (Including Regional Routes 21 & 29):
 - Coordination between the local chambers of commerce and other business organizations.
 - Implement countywide Napa Commute Challenges through the larger employers in Napa County.
 - Campaign with regional vanpool programs and rideshare resources in a collaborative support system that provides assistance with vanpool and carpool formations and retention.
 - Provide customers with alternative modes of transportation information.
4. Work cooperatively with other NVRTA programs to provide information and materials about the Agency's TDM services.
5. Work closely with Chambers of Commerce, Downtown Associations, vanpool services, other transit agencies, bicycle organizations and other related organizations on common projects, including strategic planning, events, promotions and program implementation.
6. Through programs, public outreach and advocacy, reduce the number of single occupant vehicles and vehicle miles traveled to keep our air clean, roads clear and reduce demand on limited resources.
7. Encourage more effective use of the entire transportation system and promote the reduction in total vehicle miles traveled by encouraging ridesharing, vanpooling, transit, active transportation and other TDM strategies.

Products	Beginning Date	Ending Date
Quarterly progress reports, invoice and billings	As needed	
Alternative Transportation Programs above	Ongoing	
Rideshare Programs above	Ongoing	

Napa Valley Vision Zero

Vision Zero is a transportation system safety strategy to eliminate fatal and severe injury crashes on roadways. To advance the goal of improving roadway safety for all modes countywide, and to support the requirement under multiple grant funding programs, NVRTA with the assistance of Fehr & Peers, a consultant with expertise in safety planning, is developing a Countywide Vision Zero plan. This effort will be data-driven, and complement recent Local Roadway Safety Plans (LRSP) completed by the County and City of Napa and the City of American Canyon, and will help meet safety plan requirements for upper valley communities without an LRSP.

Several funding sources are requiring adoption of roadway safety plans or Vision Zero plans in order to ensure funding for transportation projects that prioritize safety for all road users. A plan must be completed no later than December 2023 in order to meet requirements for several transportation funding programs, in particular the One Bay Area Grant, Cycle 3 (OBAG-3). This planning effort will assist in identifying and prioritizing safety projects and programs countywide in preparation for grant funding opportunities to make transportation safety improvements that will help achieve the goal of zero serious and fatal roadway injuries countywide by 2030.

The Countywide Vision Zero plan will incorporate:

- Strategic Planning: Vision Statement and Goals
- Partnerships: Development of internal partnerships
- Engagement: Meet with key stakeholder groups and public participation
- Discussion of existing efforts
- Systematic and data-driven analysis
- Strategies for engineering, education and enforcement
- Strategies for evaluation and implementation (e.g., funding sources)
- High Injury Network (HIN) identification
- Project prioritization or location-specific engineering recommendations

Products	Beginning Date	Ending Date
Public Engagement Plan	February 2023	
Develop Collision Profiles	Mar 2023	
Develop Countermeasure Toolbox	April 2023	
Public meetings	April 2023	Ongoing
Identify Priority Project Locations	May 2023	
Develop Funding Plan	June 2023	
Draft Plan	July 2023	
Final Plan	September 2023	

ESTIMATED STAFF HOURS: 630

Payroll String(s)
NVTMultimd-TDM_MAAS- - (TDM Mobility as a Service)
NVTPlnPrgm-ZERO_VISON- - (Zero Vision Plan)
NVTMultimd-ALT_TRANS- - (Alternative Transport)
NVTMultimd-MBLTY_MGMT- - (Mobility Management)

Fund Source(s)
Transportation Development Act
Surface Transportation Program
Special Grant Funds
One Bay Area Grant
Active Transportation Program



ABSTRACT

The agency provides five specific mobility management programs design to serve special needs populations. These are ADA Paratransit, Shared Vehicle Program, Taxi Scrip Program, and the Transit Ambassador Program.

NVTA is developing a countywide Accessible Transportation Needs Assessment (ATNA). The study will identify barriers to mobility for seniors and individuals with disabilities throughout Napa County and create recommendations for achieving equitable and improved transportation options for these populations.

A summit was held in Yountville in March 2022 to discuss the various transportation needs and gaps in services among these populations. NVTA has taken the lead in identifying countywide accessible transportation needs and analyzing solutions. NVTA will provide a countywide implementation plan that identifies potential funding sources and partners. NVTA has built in stakeholder participation into the assessment through formation of an project-specific working group with members from a broad-base of organizations.

The plan will include data collection and evaluation of existing plans and transportation service providers for the existing conditions report (ECR).A peer review of programs and projects in similarly sized counties will help assess feasibility of projects and programs in Napa County.

The NVTA project team i is coordinating efforts with the County of Napa, currently working on a simultaneous effort, the Napa County Older Adults Needs Assessment (NOAA). The NOAA is focused on all services and needs for seniors countywide, particularly services that were highly impacted by the Covid-19 Pandemic.

TASKS

1. Respond to program inquiries
2. Provide assistance and oversight of contract when performing:
 - ADA enrollments and renewals through the third party contractor
 - Shared Vehicle enrollments and scheduling
 - Taxi program enrollments
 - Provide, update and maintain program applications, records, contracts and data bases
 - Perform background checks as appropriate
 - Provide training for program participants as appropriate
 - Produce program materials
 - Maintain records & provide all required reports
 - Coordinate travel training assignments
 - Coordinate and facilitate vehicle maintenance and assignments
3. Process invoices for payment as appropriate
4. Countywide Accessible Transportation Needs Assessment Oversight
 - Coordinate with stakeholder groups
 - Facilitate meetings and provide periodic updates to NVTA Board and committees
 - Project management and oversight
 - Documents review
 - Review project billings/invoices

Products	Beginning Date	Ending Date
Tasks above	Ongoing	

ESTIMATED STAFF HOURS:	300
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Fund Source(s)
Transportation Development Act
One Bay Area Grant

Payroll String(s)

NVTA recognizes that transit systems need to embrace change in the face of new mobility expectations. Transit systems can use TNCs and other partnerships to reinforce the strength that public transportation provides. Increased coordination between transit systems and TNCs and other partners can improve access to transit for community members who select transit as their primary mode or for other members of the community who rely on transit because they either do not have access to a vehicle or because they cannot drive, including members of our community that may be eligible for American with Disabilities (ADA) paratransit services. The existence of TNCs and other shared mobility options can reduce auto use and lead to greater transit use in the longer term. Staff is particularly interested in improving coordinating with TNCs and Paratransit partners to improve access to transit with the Vine System is otherwise not able to do so due to lack of vehicles, drivers, or when TNCs/Paratransit partners can be provided more cost effectively.

The addition of TNCs can present opportunities for transit systems to coordinate services or partner with TNCs to enhance mobility choices. This can provide an opportunity for transit systems to expand their traditional role as transportation providers to include overseeing/organizing mobility in a city or region.

Opportunities to coordinate or partner with TNCs include:

- Provide first-mile/last mile services connecting to existing transit routes
- Connect outlying communities to existing urban transit services
- Substitute TNCs for low volume or late-night transit services
- Use TNCs to provide on-demand services in rural areas
- Use TNCs to replace or supplement some existing paratransit services
- Provide mobile technology (apps) that allows customers to seamlessly use TNC and transit
- Assist in providing service to special events
- Study TNCs to provide some paratransit type services

Tasks

1. Pursue grants and pilot programs to test and demonstrate partnerships with TNCs.
2. Share best practices and TNC model agreements with other transit systems and create a working list of lessons learned.
3. Identify legislative and regulatory barriers that can improve the delivery of mobility options and suggest workable solutions.

Products	Beginning Date	Ending Date
Participate in TNC related workshops	TBD	
Develop guiding principles policy for TNCs	TBD	
Open a dialogue with TNCs	TBD	
Develop/create a joint mobility app with TNCs	TBD	

ESTIMATED STAFF HOURS: 100

Payroll String(s)
 TBD

Fund Source(s)
 Transportation Development Act
 Special Grant Funds

The provision of efficient, affordable and accessible public transit is an integral part of NVTA’s vision to improve traffic congestion.

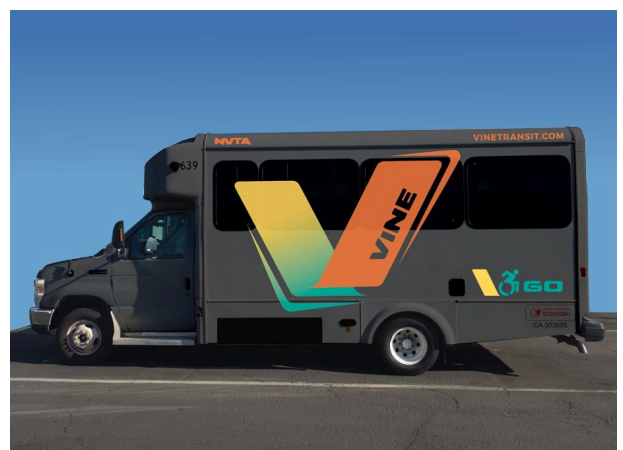
From customized community shuttles to more traditional fixed-route public bus service, NVTA plans and operates a number of public transit services throughout the county. Elements in this section encompass on-going transit activities, one-time focused initiatives, and unique transportation programs of the agency.

Elements Included in this Section:

	<u>Work Element</u>	<u>Page</u>
Transit Administration & Operations	PT - 01	-50-
Public Transit Projects List	PT - 02	-51-
Transit Asset Management	PT - 03	-52-
Intelligent Transportation System	PT - 04	-53-

Timesheet/Payroll Information: Public Transit
 Project/Grant: PUB_TRANSIT

Payroll String(s)
NVTPubTrns-AmCan- - (American Canyon Transit)
NVTPubTrns-Calistoga- - (Calistoga)
NVTPubTrns-StHelena- - (St Helena Shuttle)
NVTPubTrns-VINE- - (VINE)
NVTPubTrns-VINE_GO- - (VINE GO)
NVTPubTrns-VINE- - (VINE)
NVTPubTrns-Yountville- - (Yountville Trolley)
NVTPubTrns-TRNST_CAP- - (Transit Capital)



ABSTRACT

NVTA is responsible for the provision of fixed route, paratransit and specialized transit services within Napa County. On-going activities associated with the administration of these programs appear below.

TASKS

1. Manage the transit service contract according to the executed contract.
2. Monitor the performance standards for Vine, Vine Go and shuttles.
3. Facilitate resolution of transit related concerns and accrue liquidated damages.
4. Provide managerial oversight of independent contractor for taxi scrip, shared vehicle, transit ambassador, mileage reimbursement program and other mobility services.
5. Provide oversight of ADA certification process, database, and service policies and implementation.
6. Comply with all federal, state and local regulations.
7. Staff support to advisory groups.
8. Facilitate improving fixed-route bus stop amenities.
9. Facilitate transit-related Intelligent Transportation Systems (ITS) improvements.
10. Attend transportation program workshops and training seminars.
11. Identify ways to minimize operational costs and improve the overall efficiency.
12. Incorporate transit planning statistics and performance data updates into regional transportation planning studies and plans.
13. Increase access, usability, efficiency, effectiveness, safety and security of transit services.
14. Implement system and service improvements.

Products	Beginning Date	Ending Date
See project listing in Element PT-02	Ongoing	
Complete RFP process for Transit Provider	As needed	

ESTIMATED STAFF HOURS: 2,200

Payroll String(s)
See Page 51

Fund Source(s)
Transportation Development Act
Federal Transit Administration
FTA Section 5303 (SRTP)

ABSTRACT

The following major transit related projects are anticipated.

Projects	Beginning Date	Ending Date
Point of Sale System	TBD	
TNC engagement	Ongoing	Ongoing
Next Level Real Time Trip Planning		
8 Bus and Bus Facilities ZEBs acquisition		2024
6 Low-No ZEBs acquisition		2024
Additional Rolling Stock and Charger Acquisitions	Ongoing	
Shelter Replacements	Ongoing	
Bus Camera Upgrades	July 2023	2024
Bus Radio Upgrades	July 2023	2024
Vine Bus Maintenance Facility	Nov 2021	2024
Imola Park and Ride	2022	2024
ADA Bus Stop Upgrades	Ongoing	

ESTIMATED STAFF HOURS: 400

Fund Source(s)
Transportation Development Act
Federal Transit Administration
State Transit Administration
LCTOP
TDA

Imola Park and Ride



Payroll String(s)
See Page 51

ABSTRACT

The Vine transit system owns almost \$50 million in assets. These assets were procured using public funding mechanisms. As part of NVTA’s fiduciary responsibility to protect these investments, NVTA maintains a State of Good Repair program that utilizes technology to manage schedule maintenance, in order to extend and/or optimize each asset’s useful life in order to reduce the agency’s maintenance and recapitalization costs.

FTA’s final rule on TAM and NTD Reporting contains a requirement for all public transit operators to develop a TAM plan by Oct. 1, 2018. The TAM/NTD rule allows Tier II operators—non-rail operators with 100 or fewer revenue vehicles to participate in the group plan.

MTC staff met with all the Tier II operators in the region to discuss using funding set aside for SRTPs in the current fiscal year to develop a group plan. All the Tier II operators were interested in participating in a group TAM plan and MTC staff proceeded with the procurement process for a TAM consultant after soliciting and receiving input from the operators on the scope of work. After evaluation of the proposals received, the panel (of Tier II agencies and MTC staff) selected WSP USA for this project and entered into a two (2) year contract with them mainly for developing a group TAM plan(s) for the Tier II operators in the region.

TASKS

1. Attend and collaborate with MTC on a group regional TAM Tier II operators.
2. Updates to Transportation Asset Management Policy.
2. Updates Transportation Asset Management Plan.

Products	Beginning Date	Ending Date
NTD Report Updates	Annually	
Meet with MTC regarding updates to the TAM	As needed	
Make Updates to the Regional Transit Capital Investments (RTCI)	As needed	

ESTIMATED STAFF HOURS: 80

Fund Source(s)
 Transportation Development Act

Payroll String(s)
 Project/Grant NVTPubTrns-TRNST_CAP- - (Transit Capital)

Intelligent Transportation Systems (ITS) includes a broad range of solutions aimed at taking the transportation infrastructure currently in place and striving to make it more effective and efficient by generating information to refine planning processes and improving system operations. ITS also means improving communications to make it easier for public to navigate throughout the County and region using various modes.

The most common applications are the coordination of interconnected signals in cities and towns, changeable message signs along the roadway informing the traveling public of pending roadway delays or detours as a result of natural disasters, weather or construction. Other common, yet equally functional applications are closed circuit television to monitor flow at intersections, automatic vehicle location for transit vehicles and signal pre-emption. ITS are also deployed in the transit system and include a new dispatch system, vehicle location, and security system.

TASKS

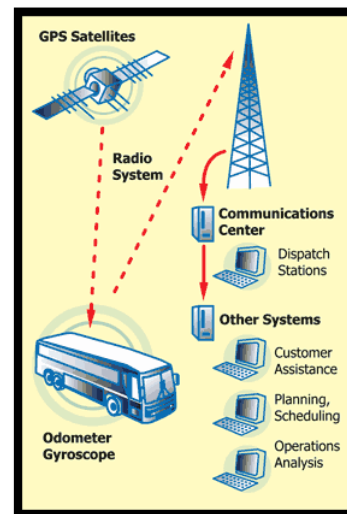
1. Work with current contractor- Avail Technologies to maintain Computer Aided Dispatch/ Automatic Vehicle Locator (CAD-AVL) system.
2. Work with Caltrans on SR29 signal prioritization project.
3. Continue discussions with City of Napa on signal prioritization at strategic areas in city to increase transit efficiency.
4. Support the use of technology to improve transit services through tracking vehicles, maintaining schedules, predicting demand, facilitating fare payment, and operating fleets more efficiently.

Products	Beginning Date	Ending Date
American Canyon Signal Prioritization Project	Pending	2024
City of Napa Signal Prioritization	TBD	
Next Level Real Time Trip Planning	Ongoing	

ESTIMATED STAFF HOURS:	400
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Payroll String(s)

Fund Source(s)
Transportation Development Act
Federal Transit Administration
Low Carbon Transit Operating Program



As a Joint Powers Agency (JPA), NVTA is responsible to inform and engage its member agencies and the public in the development of policies, programs, plans and services and to represent the interests of the jurisdictions and residents of Napa

As part of this responsibility, NVTA engages a number of funding agencies and industry groups. The common threads that link these activities are communication, public participation, consensus development, due process, and advocacy. Elements in this section represent how NVTA informs, supports, represents and connects with the public and other agencies and associations integral to successfully achieving the goals and meeting the responsibilities of the organization.

Pursuant to the roles and powers assigned in its Joint Powers Agreement (JPA), NVTA plays an important role in providing leadership and programming designed to meet statutory requirements and move our jurisdiction forward in addressing issues of sustainability.

Elements Included in this Section:

	<u>Work Element</u>	<u>Page</u>
Legislative Advocacy	CR – 01	-53-
Regional/ Sub-regional Coordination & Assistance	CR – 02	-54-
Public Participation, Information, and Support	CR – 03	-55-
Marketing	CR – 04	-57-

Timesheet/Payroll Codes	Description
LEGISLATIVE	NVTComRep-LEGISLATIVE- - (Legislative Advocacy)
MARKETING	NVTComRep-MARKETING- - (Marketing)
OUTREACH	NVTComRep-OUTREACH- - (Public Outreach)
REGIONAL	NVTComRep-REGIONAL- - (Reg Sub-reg Coordination)



ABSTRACT

NVTA develops and implements a legislative program related to a full range of issues under consideration by U.S. Congress or the California Legislature related to the roles and responsibilities of the NVTA to assure that the best interests of all of the people of the region are addressed, including the General Public, local government agencies and interest organizations.

NVTA’s primary responsibility is to the citizens of Napa County. NVTA staff relies heavily on the media to provide information of agency activities through press releases and media articles.

TASKS

1. Attend intergovernmental meetings and participate in industry organizations.
2. Foster relationships with regional, state, and federal funding partners.
3. Formulate and communicate positions of legislative proposals when appropriate.
Note: State and federal funds *will not be used* for contracted lobbying efforts.
4. Develop annual State and Federal Legislative programs.
5. Review legislation, adopt positions and provide information to State and Federal legislators.
6. Prepare monthly legislative status reports.
7. Monitor and evaluate legislative proposals on issues of regional and local impact.
8. Provide information to the public about NVTA activities working with members of the press.

Products	Beginning Date	Ending Date
Annual Legislative programs	Ongoing	
Review draft legislation	Ongoing	
Year-end Legislative Report	Ongoing	
Press releases and published reports as needed	Ongoing	

ESTIMATED STAFF HOURS: 200

Fund Source(s)
General Fund

Payroll String(s)	
Project/Grant	CMA_COMMS_REP
Activity ID	NVTComRep-LEGISLTVE- - (Legislative Advocacy)
Resource Cat	OFUND
Resource Sub-Cat	GENRL

ABSTRACT

NVTA provides its member jurisdictions with ongoing technical assistance in various areas which aide them in their planning and funding of transportation improvement and programs. This includes but is not limited to monitoring and tracking project submittals to the Metropolitan Transportation Commission, California State Transportation Agency (CalSTA), Federal Highway Administration, California Transportation Commission (CTC), Caltrans, and Bay Area Air Quality Management District.

TASKS

1. Data generation, procurement and dissemination that are needed by member governments in preparing grant applications, developing specific studies, or local projects.
2. Grant preparation assistance either in securing information on various grant programs, developing the grant information requirements, or preparing, submitting and following up on grant review and progress.
3. Staff training of and assistance to local agencies in meeting federal requirements by holding workshops and briefing sessions.
4. Legislative assistance. This can include securing information on various pieces of legislation appearing before legislative committees or working with legislators in preparing and developing specific pieces of legislation that would benefit the member jurisdictions; however, this should not be construed as engaging in lobbying activities.
5. Upon request provide information to State and Federal agencies on transportation policy issues, continue to monitor, evaluate and comment upon State and Federal legislation dealing with transportation that is of concern and importance to this region.
6. Assist monitor agencies to complete procedural and administrative requirements and assist with issue resolution with Caltrans, CTC, FHWA, FTA and resource agencies.
7. Participate in Bay Area County Transportation Agencies (BACTA), North Bay Transportation Agencies meetings, COG Directors Association of California (CDAC), California Transportation Commission (CTC), California Transit Association (CTA), the California Association of Coordinated Transit (CalACT).
8. Coordinate with Caltrans, Bay Area County Transportation Agencies (BACTA), COG statewide committees, other statewide addressing issues of state and regional interest including State and Federal legislation. Federal funding implementation and reauthorization, state and federal transportation finance, Project Development, Project Programming, and Environmental and Project Delivery Streamlining.

Products	Beginning Date	Ending Date
Variable – depends on meetings	As needed	

ESTIMATED STAFF HOURS:	600
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Fund Source(s)
Transportation Development Act
General Fund
Local Contributions

Payroll String(s)	
Project/Grant	CMA_COMMS_REP
Activity ID	NVComRep-REGIONAL - - (Reg Sub-reg Coordination)
Resource Cat	OFUND
Resource Sub-Cat	GENRL

To enhance public knowledge, NVTA holds public meetings, issues press releases, and invites public participation in the state and regional transportation planning process. NVTA acknowledges the particular needs of Napa's communities of concern. These communities include low income, minorities and disabled populations. NVTA has enhanced its capabilities in recent years to ensure that the agency is adequately communicating opportunities to provide input on NVTA plans, programs, and policy discussion and to make a concerted effort to understand, acknowledge, and address the transportation needs of these populations. Due to the COVID-19 pandemic, NVTA has engaged with the public and conducted committee and board meetings virtually. NVTA makes every effort to be transparent and accessible in this change of format.

Title VI

Title VI of the Civil Rights Act of 1964 is the Federal Law that protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive Federal financial assistance.

NVTA's Title VI Program ensures that no person is excluded from participation in, denied the benefit of, or subjected to discrimination on the basis of race, color, or national origin under any programs that receive federal funding (as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987).

Every effort is made to ensure all of NVTA's programs and activities take under consideration the needs of all of its constituents.

TASKS

1. Prepare media releases, public hearing notices and Rider Alerts. Identifying agency activities and proposals. Assure special attention is granted in news releases, notices, etc. for minority, low income, disabled, and other under-represented or special needs groups.
2. Publicize opportunities for local and state funding/grants via website, produce newsletter, advisory committee meeting dates and agendas, staff reports and notifications.
3. Maintain active citizen advisory committee reviewing and providing comments on any decision making or changes to the local transit system.
4. Facilitate project and corridor study reviews with interested groups and member agencies.
5. Include outreach to school districts and local agencies and non-profits.
6. Participate in public speaking engagements to provide community outreach and education regarding agency activities.
7. Support the provision of public access to NVTA Board meetings through public access television. Prepare Annual summary of the activities and accomplishments of the agency.
8. Meet with traditionally under-represented communities/leaders and hearing and speech impaired.
9. Develop effective public participation strategies. As appropriate, acknowledge and seek to overcome linguistic, cultural, institutional, geographic, and other barriers to meaningful participation, and incorporate active outreach to affected groups.
10. When developing a project consider the composition of the affected area to determine whether minority populations, low-income populations, or Indian tribes are present in the area affected by the proposed action, and, if so, whether there may be disproportionately high and adverse human health or environmental effects on minority populations, low-income populations, or Indian tribes.

11. Create awareness of statutory non-discriminatory requirements.
12. Maintain a systematic and ongoing public involvement process that engages communities affected by transportation projects.
13. Identify potential discriminatory impacts early. Early detection can often minimize and reduce negative impacts to minority and low-income populations and delays to project delivery.
14. Avoid, eliminate or minimize adverse impacts.
15. Make required revisions in Public Participation Plan.
16. Provide a safe, accessible, and well publicized forum for communicating and responding to Title VI complaints.

Products	Beginning Date	Ending Date
Newsletters, press releases, public hearing notices, outreach activities, maintain website	Ongoing	
Comments and position statements on draft plans, and documents	Ongoing	
Document meetings with traditionally underrepresented communities/leaders	Ongoing	
Inform and involve stakeholders in environmental planning processes	Ongoing	
Hold periodic workshops on environmental justice and environmental mitigation	Ongoing	
Stakeholder and community forums/ presentations	Ongoing	
Prepare appropriate environmental documentation for Regional Transportation Plan amendments	Ongoing	
Environmental documentation commentary period	As needed	
Engage in public outreach opportunities at community events	Ongoing	

ESTIMATED STAFF HOURS:	800
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Fund Source(s)
Transportation Development Act
General Fund

Payroll String(s)
NVTComRep-OUTREACH- - (Public Outreach)

ABSTRACT

Public awareness regarding the role and activities of the agency is paramount to community participation, collaboration, and support required fulfilling our organizational purpose. In addition, as it relates to transit services, specific marketing activities are essential to enhancing the utilization of public transit.

TASKS

1. Develop, implement, and monitor marketing campaigns for transit services, mobility programs, and Travel Demand Management Programs.
2. Create program and project materials such as fact sheets, PowerPoints, schedules, brochures, pamphlets for the purpose of educating the general public and marketing the transportation system
3. Table at various community events to promote transportation plans and programs and Public Transit
4. Conduct surveys

Products	Beginning Date	Ending Date
Ongoing marketing activities	Ongoing	Ongoing
NVTA Annual Report		April
Measure T Biennial Report		
(Update) Fact Sheets	Ongoing	
Keep social media sites current	Ongoing	

ESTIMATED STAFF HOURS: 1,200

Fund Source(s)
Transportation Development Act
General Fund
Regional Measure 2

Payroll String(s)
NVTCOMREP-MARKETING- - (Marketing)



Appendix A: OWP Staff Hours

		HOURS
	AGENCY ADMINISTRATION	
AA – 01	Overall Work Program	40
AA – 02	Agency Administration and Support	5,000
AA – 03	Human Resources Management	2,800
AA – 04	Grants and Capital Projects Administration	2,400
AA – 05	Finance Administration	4,300
AA – 06	Transportation Development Act Administration	200
AA – 07	Audits	410
AA – 08	Policy Development	200
AA – 09	Measure T Administration	2,400
	SECTION TOTAL	17,750
	TRANSPORATION PLANNING AND PROGRAMS	
TP – 03	Regional Transportation Program	320
TP – 04	Countywide Strategic Transportation Planning	400
TP – 05	Transit System Studies	2,200
TP – 06	Active Transportation Planning	1,600
TP - 07	Vine Bus Maintenance Facility	600
TP - 08	Performance/ Compliance Monitoring	200
TP - 09	Vine Trail	1,000
TP – 12	Transportation for Clean Air	100
TP – 13	State Route 37 Policy Committee	200
TP – 14	Soscol Junction Improvements	1,500
TP – 15	State Route 29 Corridor Improvements	700
	SECTION TOTAL	8,820

		ANNUAL STAFF HOURS
		<hr/>
MULTIMODAL MOBILITY MANAGEMENT		
MM – 01	V Commute	630
MM – 02	Countywide Accessible Transportation Needs Assessment	300
MM – 03	Transportation Network Companies	100
SECTION TOTAL		1,030
 TRANSIT PROGRAM ADMINISTRATION		
PT – 01	Transit Administration	2,200
PT – 02	Public Transit Projects List	400
PT – 03	Transit Asset Management	80
PT – 04	Intelligent Transportation System	400
SECTION TOTAL		3,080
 COMMUNICATION AND REPRESENTATION		
CR – 01	Legislative Advocacy	200
CR – 02	Regional/ Sub-regional Coordination	600
CR – 03	Public Participation	600
CR – 04	Marketing	1,200
SECTION TOTAL		2,600
 OWP TOTAL		 <u>33,280</u>

Glossary of Acronyms

AB 32	Global Warming Solutions Act
ABAG	Association of Bay Area Governments
ADA	American with Disabilities Act
BAAQMD	Bay Area Air Quality Management District
AVAA	Abandoned Vehicle Abatement Authority
BART	Bay Area Rapid Transit District
BATA	Bay Area Toll Authority
BIL	Bipartisan Infrastructure Law (also known as IIJA)
BRT	Bus Rapid Transit
Caltrans	California Department of Transportation
CEQA	California Environmental Quality Act
CIP	Capital Investment Program
CMA's	Congestion Management Agencies
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CMP	Congestion Management Program
CTC	California Transportation Commission
DOT	Federal Department of Transportation
EIR	Environmental Impact Report
FAS	Federal Aid Secondary
FAST	Fixing America's Surface Transportation
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year
GHG	Greenhouse Gas
HBP	Highway Bridge Program
HBRR	Highway Bridge Replacement and Rehabilitation Program
HIP	Housing Incentive Program
HOT	High Occupancy Toll
HOV	High Occupancy Vehicle
HR3	High Risk Rural Roads
HSIP	Highway Safety Improvement Program
HTF	Highway Trust Fund
IFB	Invitation for Bid
IIJA	Infrastructure Investment and Jobs Act
ITIP	State Interregional Transportation Improvement Program
JARC	Job Access and Reverse Commute
LIFT	Low-Income Flexible Transportation

LOS	Level of Service
MaaS	Mobility as a Service
MPO	Metropolitan Planning Organization
MTC	Metropolitan Transportation Commission
MTS	Metropolitan Transportation System
MMLOS	Multimodal Level of Service
NEPA	National Environmental Policy Act
NOC	Notice of Completion
NOD	Notice of Determination
NOP	Notice of Preparation
NVTA	Napa Valley Transportation Authority
OBAG	One Bay Area Grant
PCI	Pavement Condition Index
PDA	Priority Development Areas
PID	Project Initiation Document
PMS	Pavement Management System
PPM	Planning, Programming & Monitoring
Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes
PSE	Plan, Specification & Estimate
PSR	Project Study Report
PTA	Public Transportation Account
RACC	Regional Agency Coordinating Committee
RFP	Request for Proposal
RFQ	Request for Qualifications
RHNA	Regional Housing Needs Allocation
RM2	Regional Measure 2 (Bridge Toll)
RTEP	Regional Transit Expansion Program
RTIP	Regional Transportation Improvement Program
RTP	Regional Transportation Plan
SAFE	Service Authority for Freeways and Expressways
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users
SCS	Sustainable Community Strategy
SHOPP	State Highway Operation and Protection Program
SR	State Route
SRTS	Safe Routes to School
SOV	Single-Occupant Vehicle
STA	State Transit Assistance
STIP	State Transportation Improvement Program

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



NVTA

NAPA VALLEY TRANSPORTATION AUTHORITY





NAPA VALLEY TRANSPORTATION AUTHORITY **COVER MEMO**

SUBJECT

Project Work Order No. 04 to NVTA Agreement No. 21-32 with Michael Baker International for Work Associated with the Napa Valley Countywide Transportation Plan (CTP) Performance Metrics Update

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee, to execute and make minor modifications to Project Work Order No. 04 (Attachment 1) to NVTA Agreement No. 21-32 with Michael Baker International for the preparation of the CTP Performance Metrics Update in an amount not to exceed \$86,500 dollars.

EXECUTIVE SUMMARY

NVTA released a task proposal to evaluate the progress of projects and programs included in the countywide transportation plan, and to assess how well projects are meeting the goals of the plan. The CTP Performance Metrics Update Request for Task Proposals (RTP) No. 04 was released on March 23, 2023, to NVTA's on-call planning services firms. The RTP's Scope of Work entails a comprehensive effort to update the Napa Valley CTP Performance Metrics to analyze how the transportation network has changed since the last iteration of the CTP adopted by the Board in 2019. The current performance metrics will be reviewed to determine the impact on the Napa County transportation network over the past five years, which will be used to inform the next CTP. The performance metrics will include equity, sustainability, safety, congestion relief, economic sustainability, and maintenance and preservation.

The RFP was announced for 21 calendar days until April 12, 2023, and 2 proposals were received. An evaluation committee comprised of NVTA staff reviewed the submissions and determined the proposal from Michael Baker International best addressed the Scope of Work. Board approval will allow NVTA to enter a contract with Michael Baker International for planning services in an amount not to exceed \$86,500, which includes the cost of the agreement for \$75,219 and \$11,281 in contingency to cover additional tasks if needed.

FISCAL IMPACT

Yes, \$86,500, which is currently budgeted under planning funds.



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Memo

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Alberto Esqueda, Senior Program Planner
(707) 259-5976 / Email: aesqueda@nvta.ca.gov
SUBJECT: Project Work Order No. PWO-04 to NVTA Agreement No. 21-32 with Michael Baker International for Work Associated with the Napa Valley Countywide Transportation Plan (CTP) Performance Metrics Update

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director, or designee, to execute and make minor modifications to Project Work Order No. 04 (Attachment 1) to NVTA Agreement No. 21-32 with Michael Baker International to prepare the CTP Performance Metrics Update in an amount not to exceed \$86,500 dollars.

COMMITTEE RECOMMENDATION

None

BACKGROUND

The CTP is NVTA's 25-year long-range transportation plan that establishes the agency's transportation goals and informs the Bay Area's Regional Transportation Plan (RTP). NVTA is required by the Metropolitan Transportation Commission (MTC) to complete a CTP every four years and follow the established guidelines for CTPs. The guidelines require Countywide Transportation Agencies (CTAs) to include performance goals and metrics in the countywide plans. NVTA's latest adopted CTP, Advancing Mobility 2045, was the first Napa countywide transportation plan to include performance metrics. Staff established performance metrics by evaluating performance metrics used by NVTA's Bay Area counterparts for consistency with other plans and tailoring them to the Board's adopted Goals. The NVTA Board approved the performance metrics developed by staff in January 2020 (Table 1). The performance metrics include safety, sustainability, equity, congestion relief, economic sustainability, and maintenance and preservation. These

metrics provide NVTA a means to assess performance changes in the transportation system.

The intent of this update is to gather data from 2018-2022 (or most recent) and compare the data to the previous CTP. The previous CTP was adopted by the NVTA Board in May 2021 and included data from 2015-2018. Since the current CTP was the first time NVTA included performance metrics in a CTP, this proposed update will be first review of the performance metrics and will be used to inform performance metrics and targets in the next CTP. Staff created a baseline for each performance metric in 2020. The baseline established a starting point for each metric, which will serve to evaluate both negative and positive shifts in a particular metric. In this update the project team will analyze if performance metrics are closer to reaching the target goal set by Advancing Mobility 2045.

SUMMARY OF CURRENT PERFORMANCE			
GOAL	MEASURE	CURRENT PERFORMANCE	TARGET
EQUITY	Number of households below the County median income that are within a quarter of a mile of transit	85% of below median income households have transit access	100% of below median income households have transit access
SAFETY	Number of severe injury and fatal collisions	Fatal collisions from 2015-2018: 48 Injury collisions from 2015-2018: 291	Fatal collisions: 0 Injury collisions: 0
CONGESTION RELIEF	#1: Peak period delay index	Peak period delay index of 3.14 for the most congested roadway segment	Peak period delay index less than or equal to 2.0 for all monitored roadway segments
	#2: Average weekday person hours of delay on Napa roadways	3,108 daily person hours of delay on Napa Valley roadways	Reduce the daily person hours of delay on Napa Valley roadways from baseline levels
	#3: On-time bus performance weighted by ridership	69% average weighted on-time performance for all route types	90% average weighted on-time performance for all route types
	#4: Number of users in NVTA's Transportation Demand Management Programs	Number of registered V-commute users: 132 Number of registered Napa Valley Forward users: 150	Increase the number of users registered for both programs by targeting large employers
GOAL	MEASURE	CURRENT PERFORMANCE	TARGET
ECONOMIC SUSTAINABILITY	#1: Reliability of truck travel times	Overall truck travel times index: 2.09	Overall truck travel times index: maintain at 2.09 or reduce
	#2: Number of jobs accessible by transit within one hour during the morning commute	Job accessibility by Vine Transit: American Canyon: 37,725 Calistoga: 8,831 Napa: 40,241 St. Helena: 8,475 Yountville: 29,521	Maintain or improve the baseline level of job accessibility by Vine Transit in American Canyon, Calistoga, Napa, St. Helena, and Yountville
SUSTAINABILITY	#1: Greenhouse gas emissions	4.1 metric tons of greenhouse gas emissions per capita in Napa County in 2015	Reduce greenhouse gas emissions by 19% per capita in Napa County from the 2015 levels

	#2: Vehicle miles traveled	Vehicle miles traveled: 17.3 miles per capita	15% reduction in vehicle miles traveled from baseline level
	#3: Share of active transportation for commute trips	Percentage of work trips made by bicycling or walking for Napa County residents: 5%	Increase the percentage of work trips made by bicycling or walking for Napa County residents to 10% by 2045
	#4: Transit ridership by annual boardings and alightings	Annual transit ridership (fiscal year 2018-2019): 952,089	Maintain or increase from baseline annual ridership
MAINTENANCE AND PRESERVATION	#1: Miles between bus road calls (breakdowns)	Average miles between road calls (2015-2018): 42,750	Maintain or improve the average number of miles between road calls
	#2: Pavement condition index	Pavement condition index Score for Napa County: 58	Pavement condition index Score for Napa County: 80

ALTERNATIVES

The Board could decide not to approve Work Authorization No. 21-32 with Michael Baker International, and the project would not move forward at this time.

STRATEGIC GOALS MET BY THIS PROPOSAL

Goal 1 – Serve the transportation needs of the entire community regardless of age, income, or ability

A key purpose of the CTP performance metrics update is to inform which projects in the CTP are effective at meeting the CTP’s goals and are making measurable improvements to meet the transportation needs of Napa County residents, workers and visitors.

ATTACHMENT

- (1) Project Work Order No. 04 to NVTA Agreement No. 21-32 with Michael Baker International



**PROJECT WORK ORDER NO. PWO-04
ON-CALL PLANNING SERVICES**

PROJECT NAME: COUTNYWIDE TRANSPORTATION PLAN (CTP) – PERFORMANCE METRICS UPDATE

PROJECT MANAGER: Alberto Esqueda, Senior Program Planner/Administrator
E aesqueda@nvta.ca.gov | T 707.259.5976

CONSULTANT DESIGNATED TEAM MEMBERS:

- Michael Baker International Staff - see EXHIBIT B attached

SCOPE OF SERVICE: Provide technical assistance in collecting and analyzing data and comparing it to baseline data to evaluate and update the CTP's performance metrics. See Scope of Services (EXHIBIT A) and Fee Schedule (EXHIBIT B) attached.

START DATE: *May 03, 2022*

COMPLETION DATE: *December 31, 2023*

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$75,220

CHARGE NUMBER FOR PAYMENT: *TDA/CMA*

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 September 01, 2021, which terms are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
KATE MILLER, Executive Director

Date: _____

Contractor

By: _____
DAVID REEL, Vice President
Michael Baker International

Date: _____

Approved as to Form	
By:	_____
	NVTA General Counsel
Date:	_____

EXHIBIT A

SCOPE OF WORK

I. **GENERAL.** CONTRACTOR shall provide technical assistance in collecting and analyzing data and comparing it to baseline data to evaluate the Countywide Transportation Plan's (CTP) performance metrics as part of a mid-plan review to assess how the projects, programs, and policies adopted in the CTP Plan are collectively meeting or not meeting the performance targets of the Plan.

II. **WORK ELEMENTS.** CONTRACTOR shall provide, but not as to limit to, the following:

TASK 1 Project Initiation

1.1 CONTRACTOR will conduct a kick-off meeting with project management team and NVTA staff to review the approved scope of work.

TASK 2 Review and Evaluate

2.1 CONTRACTOR will review Performance Metrics included in the current Countywide Transportation Plan Advancing Mobility 2045.

2.2 CONTRACTOR will collect data necessary to evaluate each Performance Metric.

2.3 CONTRACTOR shall evaluate whether each metric is making progress towards achieving or not achieving the established goal by comparing to baseline data established when the Plan was adopted.

2.4 CONTRACTOR shall include an inventory of where projects and programs identified in the Plan are in the development process to assess whether progress of meeting goals could be affected by delays and/or acceleration of projects and programs.

2.5 CONTRACTOR shall provide analysis and discussion on extenuating circumstances such as COVID-19 that may have had an impact on the Plan meeting or not meeting specific performance targets.

TASK 3 Provide a Report on Findings

3.1 CONTRACTOR shall develop a report detailing performance metrics findings which includes summarizing extenuating circumstances that explains any deviations from established target.

3.2 CONTRACTOR will create fact sheets for each of the Performance Metrics.

TASK 4 Graphical Presentations

- 4.1** CONTRACTOR will create maps in various formats, which may include GIS and Adobe Illustrator among others for online and print purposes. This may include traffic flow diagrams as necessary to illustrate current traffic conditions and recommended improvements to the system.
- 4.2** CONTRACTOR will design, create a layout, and format the Performance Metrics Report and appendices. The final product will be a brief report on the performance metrics with an executive summary and fact sheets on each performance metric. An appendix detailing data collection approach should be included in the report.
- 4.3** CONTRACTOR will provide a presentation on Performance Metrics update to the NVTa Technical Advisory Committee and Board.

TASK 5 Future Data Collection Parameters

- 5.1** CONTRACTOR will provide recommendations on revisions to existing metrics, including additions, deletions, or changes, for future countywide transportation plans.

III. PROJECT TIMELINE. See schedule attached. NOTE: Project timeline may vary based on progress and delivery of services.

EXHIBIT B

COST SHEET / FEE SCHEDULE

See attached

The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBIT A shall not exceed the amount shown per task and/or the total amount shown under EXHIBIT B of \$86,500.

Maximum payments under this Agreement shall not be construed as guaranteed sums.

Travel mileage and/or per diem reimbursement, if applicable, will be authorized at the current standard GSA IRS rate (www.irs.gov).

Subject to Agreement, CONTRACTOR shall periodically invoice NVTA based on progress towards completion of each task/deliverables listed.



COST SHEET / FEE SCHEDULE

Firm: Michael Baker International
 Prepared by: David Reel
 Date: 4/12/23

	Project Director Dawn Wilson	Project Manager Justin Feek	Associate Planner Caleb Carpenter	Assistant Planner Rachel Grant	Graphic / Web Designer Hilary Heidenreich	Senior Transportation Planner Aarion Franklin	Senior Engineer QA/QC Jonathan Hofert	Total Labor Costs	Other Direct Costs	TOTAL COSTS	Comments
Tasks											
1. Project Initiation								\$ 4,691.52	\$ -	\$ 4,691.52	
1.1 - Project Initiation	1	10	10	4	0	1	1	\$ 4,691.52		\$ 4,691.52	
2. Review and Evaluate								\$ 19,888.86	\$ -	\$ 19,888.86	
2.1 and 2.2 - Review Performance Metrics and Collect Associated Data	1	6	10	8	0	1	0	\$ 4,063.52		\$ 4,063.52	
2.3 - Metric Goal Attainment Progress Assessment	1	10	30	15	0	1	1	\$ 8,698.74		\$ 8,698.74	
2.4 - Project and Program Adjustments	1	12	15	15	0	3	1	\$ 5,515.26		\$ 5,515.26	
2.5 - COVID-19 and Other Extenuating Circumstances Impacts	1	2	8	6	0	1	0	\$ 1,611.34		\$ 1,611.34	
3. Provide a Report on Findings								\$ 23,838.98	\$ -	\$ 23,838.98	
3.1 Performance Metrics Report	2	16	40	40	20	3	3	\$ 18,026.08		\$ 18,026.08	
3.2 Fact Sheets	1	6	10	10	10	1	1	\$ 5,812.90		\$ 5,812.90	
4. Graphical Presentations								\$ 14,706.57	\$ -	\$ 14,706.57	
4.1 and 4.2 - Performance Metric Report, Maps, Graphs, and Illustrations	1	4	20	20	30	2	1	\$ 10,672.98		\$ 10,672.98	
4.3 - Performance Metrics Update to the NVTA Technical Advisory Committee and Board	1	6	5	5	6	1	1	\$ 4,033.59		\$ 4,033.59	
5. Future Data Collection Parameters								\$ 10,094.00	\$ -	\$ 10,094.00	
5.1 - Suggested Metrics Revisions	1	12	20	20	0	8	2	\$ 10,094.00		\$ 10,094.00	
6. Other Costs								\$ -	\$ 2,000.00	\$ 2,000.00	
Travel									\$ 1,000.00	\$ 1,000.00	
Misc: Printing, Delivery, Supplies, etc.									\$ 1,000.00	\$ 1,000.00	
TOTAL COST								\$ 73,219.93	\$ 2,000.00	\$ 75,219.93	
								\$ 73,219.93	\$ 2,000.00	\$ 75,219.93	



NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

SUBJECT

Resolution No. 23-16 and No. 23-17, Regional Measure 3 (RM3) State Route 29 and North Bay Transit Programs Allocation of Letter of No Prejudice (LONP) Funds for the Soscol Junction Project and the Vine Bus Maintenance Facility

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 23-16 (Attachment 1) and Resolution 23-17 (Attachment 2) requesting allocation of RM3 funds from the Metropolitan Transportation Commission (MTC).

EXECUTIVE SUMMARY

The MTC is requiring agencies with Letters of No Prejudice (LONP) for RM3 funded projects to submit a resolution for funding request to start the reimbursement process. NVTA is submitting a resolution for full funding allocation of the Vine Bus Maintenance Facility and State Route 29 project, Soscol Junction.

FISCAL IMPACT

None for the Resolution. MTC will reimburse NVTA \$40 million for using local funds in lieu of RM3 for the Vine Bus Maintenance Facility and State Route 29 project, Soscol Junction.



NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Memo

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Antonio Onorato, Director of Administration, Finance, and Policy
(707) 259-8779 / Email: anonorato@nvta.ca.gov
SUBJECT: Resolution No. 23-16 and No. 23-17, Regional Measure 3 (RM3) State Route 29 and North Bay Transit Programs Allocation of Letter of No Prejudice (LONP) Funds for the Soscol Junction Project and the Vine Bus Maintenance Facility

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 23-16 (Attachment 1) and Resolution 23-17 (Attachment 2) requesting allocation of Regional Measure 3 funds from the Metropolitan Transportation Commission (MTC).

COMMITTEE RECOMMENDATION

None

BACKGROUND

On January 25th, 2023, the California Supreme Court dismissed and remanded the RM3 case back to the Appellate Court. With the Supreme Court's action, the appellate decision in favor of RM3 becomes the final determination of the courts.

In anticipation of direction to proceed with releasing RM3 funds from escrow, and in preparation for the first year of allocation requests and expenditures, MTC is requiring jurisdictions with a LONP submit a resolution to receive an allocation distribution for its respective LONP projects. As such, NVTA is submitting a resolution for an allocation request for Vine Bus Maintenance Facility Project for \$20 million and the State Route 29 project, Soscol Junction for \$20 million.

This action will reimburse NVTA for advancing Regional Transportation Improvement Program funds on the Soscol Junction project and borrowing to fund the Vine Bus

Maintenance Facility. Staff will work with the jurisdictions and the Board on how best to use the RM 3 South County SR 29 Highway funds and with the Board on balancing funding the debt on the Vine Bus Maintenance Facility and funding other transit projects from the RM 3 North Bay Transit reimbursement.

ALTERNATIVES

If the Board does not approve the revised resolution, NVTA will not be able to submit a complete application package to MTC for RM3 reimbursement and the reimbursement will be delayed.

STRATEGIC GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

With an approved LONP, NVTA assembled local and state funds to assist in the delivery of the projects listed above. With the ruling in favor of RM3, MTC is now processing LONP claims for the distribution of funds. RM3 North Bay Transit funds may be used to pay back the federal financing loan for the bus maintenance facility on an accelerated basis or fund other projects in the delivery pipeline. RM 3 South County SR 29 funds may be used to for other projects.

ATTACHMENT(S)

- (1) Resolution No. 23-16
- (2) Resolution No. 23-17

RESOLUTION No. 23-16

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA) FOR AN
ALLOCATION REQUEST OF REGIONAL MEASURE 3 BRIDGE TOLL FUNDS
FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) FOR
\$20,000,000 FOR THE NORTH BAY TRANSIT ACCESS IMPROVEMENTS PROGRAM
VINE BUS MAINTENANCE FACILITY PROJECT**

WHEREAS, SB 595 (Chapter 650, Statutes 2017), commonly referred as Regional Measure 3, identified projects eligible to receive funding under the Regional Measure 3 Expenditure Plan; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 3 funds, pursuant to Streets and Highways Code Section 30914.7(a) and (c); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 3 funding; and

WHEREAS, allocation requests to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 3 Policies and Procedures (MTC Resolution No. 4404; and

WHEREAS, the Napa Valley Transportation Authority is an eligible sponsor of transportation project(s) in the Regional Measure 3 Expenditure Plan; and

WHEREAS, the North Bay Transit Access Improvements Program- Vine Bus Maintenance Facility is eligible for consideration in the Regional Measure 3 Expenditure Plan, as identified in California Streets and Highways Code Section 30914.7(a); and

WHEREAS, the Regional Measure 3 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which the Napa Valley Transportation Authority is requesting that MTC allocate Regional Measure 3 funds; now, therefore, be it

RESOLVED, that the Napa Valley Transportation Authority and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 3 Policies and Procedures; and be it further

RESOLVED, that the Napa Valley Transportation Authority certifies that the project is consistent with the Regional Transportation Plan (RTP); and be it further

RESOLVED, that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project; and be it further

RESOLVED, that the Regional Measure 3 phase or segment is fully funded, and results in an operable and useable segment; and be it further

RESOLVED, that the Napa Valley Transportation Authority approves the allocation request and updated Initial Project Report, attached to this resolution; and be it further

RESOLVED, that the Napa Valley Transportation Authority approves the cash flow plan, attached to this resolution; and be it further

RESOLVED, that the Napa Valley Transportation Authority has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the allocation request and updated Initial Project Report, attached to this resolution; and, be it further

RESOLVED, that the Napa Valley Transportation Authority is an eligible sponsor of projects in the Regional Measure 3 Expenditure Plan, in accordance with California Streets and Highways Code 30914.7(a); and be it further

RESOLVED, that the Napa Valley Transportation Authority is authorized to submit an application for Regional Measure 3 funds for (project name) in accordance with California Streets and Highways Code 30914.7(a); and be it further

RESOLVED, that the Napa Valley Transportation Authority certifies that the projects and purposes for which RM3 funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; and be it further

RESOLVED, that there is no legal impediment to the Napa Valley Transportation Authority making allocation requests for Regional Measure 3 funds; and be it further

RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of the Napa Valley Transportation Authority to deliver such project; and be it further

RESOLVED, that the Napa Valley Transportation Authority agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and be it further

RESOLVED, that the Napa Valley Transportation Authority indemnifies and holds harmless MTC, BATA, and their Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of the Napa Valley Transportation Authority, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM3 funds. the Napa Valley Transportation Authority agrees at its own cost, expense, and risk, to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against MTC, BATA, and their Commissioners, officers, agents, and employees, or any of them, arising out of such act or omission, and to pay and satisfy any resulting judgments. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM3 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages, and be it further

RESOLVED, that the Napa Valley Transportation Authority shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

RESOLVED, that assets purchased with RM3 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 3 funds were originally used; and be it further

RESOLVED, that the Napa Valley Transportation Authority shall post on both ends of the construction site(s) at least two signs visible to the public stating that the Project is funded with Regional Measure 3 Toll Revenues; and be it further

RESOLVED, that the Napa Valley Transportation Authority authorizes its Executive Director, or his/her designee to execute and submit an allocation request for the construction phase with MTC for Regional Measure 3 funds in the amount of \$20,000,000 for the project, purposes and amounts included in the project application attached to this resolution; and be it further

RESOLVED, that the Executive Director, or his/her designee is hereby delegated the authority to make non-substantive changes or minor amendments to the allocation request or IPR as he/she deems appropriate.

RESOLVED, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the Napa Valley Transportation Authority application referenced herein.

Passed and adopted the 17th day of May, 2023.

Liz Alessio, NVTA Chair Ayes:

Nays:

Absent:

ATTEST:

Laura M. Sanderlin, NVTA Board Secretary

APPROVED:

Osman Mufti, NVTA Legal Counsel

RESOLUTION No. 23-17

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA) FOR AN
ALLOCATION REQUEST OF REGIONAL MEASURE 3 BRIDGE TOLL FUNDS
FROM THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) FOR
\$20,000,000 FOR THE STATE ROUTE 29 IMPROVEMENTS
SOSCOL JUNCTION PROJECT**

WHEREAS, SB 595 (Chapter 650, Statutes 2017), commonly referred as Regional Measure 3, identified projects eligible to receive funding under the Regional Measure 3 Expenditure Plan; and

WHEREAS, the Metropolitan Transportation Commission (MTC) is responsible for funding projects eligible for Regional Measure 3 funds, pursuant to Streets and Highways Code Section 30914.7(a) and (c); and

WHEREAS, MTC has established a process whereby eligible transportation project sponsors may submit allocation requests for Regional Measure 3 funding; and

WHEREAS, allocation requests to MTC must be submitted consistent with procedures and conditions as outlined in Regional Measure 3 Policies and Procedures (MTC Resolution No. 4404; and

WHEREAS, the Napa Valley Transportation Authority is an eligible sponsor of transportation project(s) in the Regional Measure 3 Expenditure Plan; and

WHEREAS, the North Bay Transit Access Improvements Program- Vine Bus Maintenance Facility is eligible for consideration in the Regional Measure 3 Expenditure Plan, as identified in California Streets and Highways Code Section 30914.7(a); and

WHEREAS, the Regional Measure 3 allocation request, attached hereto in the Initial Project Report and incorporated herein as though set forth at length, lists the project, purpose, schedule, budget, expenditure and cash flow plan for which the Napa Valley Transportation Authority is requesting that MTC allocate Regional Measure 3 funds; now, therefore, be it

RESOLVED, that the Napa Valley Transportation Authority and its agents shall comply with the provisions of the Metropolitan Transportation Commission's Regional Measure 3 Policies and Procedures; and be it further

RESOLVED, that the Napa Valley Transportation Authority certifies that the project is consistent with the Regional Transportation Plan (RTP); and be it further

RESOLVED, that the year of funding for any design, right-of-way and/or construction phases has taken into consideration the time necessary to obtain environmental clearance and permitting approval for the project; and be it further

RESOLVED, that the Regional Measure 3 phase or segment is fully funded, and results in an operable and useable segment; and be it further

RESOLVED, that the Napa Valley Transportation Authority approves the allocation request and updated Initial Project Report, attached to this resolution; and be it further

RESOLVED, that the Napa Valley Transportation Authority approves the cash flow plan, attached to this resolution; and be it further

RESOLVED, that the Napa Valley Transportation Authority has reviewed the project needs and has adequate staffing resources to deliver and complete the project within the schedule set forth in the allocation request and updated Initial Project Report, attached to this resolution; and, be it further

RESOLVED, that the Napa Valley Transportation Authority is an eligible sponsor of projects in the Regional Measure 3 Expenditure Plan, in accordance with California Streets and Highways Code 30914.7(a); and be it further

RESOLVED, that the Napa Valley Transportation Authority is authorized to submit an application for Regional Measure 3 funds for (project name) in accordance with California Streets and Highways Code 30914.7(a); and be it further

RESOLVED, that the Napa Valley Transportation Authority certifies that the projects and purposes for which RM3 funds are being requested is in compliance with the requirements of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), and with the State Environmental Impact Report Guidelines (14 California Code of Regulations Section 15000 et seq.) and if relevant the National Environmental Policy Act (NEPA), 42 USC Section 4-1 et. seq. and the applicable regulations thereunder; and be it further

RESOLVED, that there is no legal impediment to the Napa Valley Transportation Authority making allocation requests for Regional Measure 3 funds; and be it further

RESOLVED, that there is no pending or threatened litigation which might in any way adversely affect the proposed project, or the ability of the Napa Valley Transportation Authority to deliver such project; and be it further

RESOLVED, that the Napa Valley Transportation Authority agrees to comply with the requirements of MTC's Transit Coordination Implementation Plan as set forth in MTC Resolution 3866; and be it further

RESOLVED, that the Napa Valley Transportation Authority indemnifies and holds harmless MTC, BATA, and their Commissioners, representatives, agents, and employees from and against all claims, injury, suits, demands, liability, losses, damages, and expenses, whether direct or indirect (including any and all costs and expenses in connection therewith), incurred by reason of any act or failure to act of the Napa Valley Transportation Authority, its officers, employees or agents, or subcontractors or any of them in connection with its performance of services under this allocation of RM3 funds. the Napa Valley Transportation Authority agrees at its own cost, expense, and risk, to defend any and all claims, actions, suits, or other legal proceedings brought or instituted against MTC, BATA, and their Commissioners, officers, agents, and employees, or any of them, arising out of such act or omission, and to pay and satisfy any resulting judgments. In addition to any other remedy authorized by law, so much of the funding due under this allocation of RM3 funds as shall reasonably be considered necessary by MTC may be retained until disposition has been made of any claim for damages, and be it further

RESOLVED, that the Napa Valley Transportation Authority shall, if any revenues or profits from any non-governmental use of property (or project) that those revenues or profits shall be used exclusively for the public transportation services for which the project was initially approved, either for capital improvements or maintenance and operational costs, otherwise the Metropolitan Transportation Commission is entitled to a proportionate share equal to MTC's percentage participation in the projects(s); and be it further

RESOLVED, that assets purchased with RM3 funds including facilities and equipment shall be used for the public transportation uses intended, and should said facilities and equipment cease to be operated or maintained for their intended public transportation purposes for its useful life, that the Metropolitan Transportation Commission (MTC) shall be entitled to a present day value refund or credit (at MTC's option) based on MTC's share of the Fair Market Value of the said facilities and equipment at the time the public transportation uses ceased, which shall be paid back to MTC in the same proportion that Regional Measure 3 funds were originally used; and be it further

RESOLVED, that the Napa Valley Transportation Authority shall post on both ends of the construction site(s) at least two signs visible to the public stating that the Project is funded with Regional Measure 3 Toll Revenues; and be it further

RESOLVED, that the Napa Valley Transportation Authority authorizes its Executive Director, or his/her designee to execute and submit an allocation request for the construction phase with MTC for Regional Measure 3 funds in the amount of \$20,000,000 for the project, purposes and amounts included in the project application attached to this resolution; and be it further

RESOLVED, that the Executive Director, or his/her designee is hereby delegated the authority to make non-substantive changes or minor amendments to the allocation request or IPR as he/she deems appropriate.

RESOLVED, that a copy of this resolution shall be transmitted to MTC in conjunction with the filing of the Napa Valley Transportation Authority application referenced herein.

Passed and adopted the 17th day of May, 2023.

Liz Alessio, NVTA Chair Ayes:

Nays:

Absent:

ATTEST:

Laura M. Sanderlin, NVTA Board Secretary

APPROVED:

Osman Mufti, NVTA Legal Counsel



NAPA VALLEY TRANSPORTATION AUTHORITY COVER MEMO

SUBJECT

Amendment to Engineering Design, Environmental & Construction Document Services for the Vine Trail – Calistoga to St. Helena Project

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director to execute and make minor modifications to Amendment #6 to Project Work Order No. E-13 (Attachment 1) to NVTA Agreement No. 18-23 with RSA+ for additional scope under the Bidding Assistance & Construction Support phase for an amount not to exceed \$45,000.

EXECUTIVE SUMMARY

The Calistoga to St. Helena Segment is currently under construction and has faced challenges including conflicts with underground utilities owned by PGE and weather delays. The project design engineer, RSA+ has made significant coordination efforts to address these issues, including locating utilities, revising designs, and coordinating with stakeholders. Due to the additional work required, an extra \$45,000 has been requested for construction support, bringing the total cost to \$225,000. NVTA staff have submitted a claim to PGE to recover these costs.

FISCAL IMPACT

Yes. The additional \$45,000 in construction support costs will come out of the construction contingency budget. With Amendment #6 to RSA+ and the change orders issued to date to Ghilotti Construction, the current project contingency is \$778,140. This amount exceeds the originally authorized contract contingency of \$616,709 due to change orders that reduced or modified the scope of work. These credit change orders have contributed to the current surplus in the contingency fund. NVTA has submitted a claim to PG&E to recover costs incurred as a result of PG&E's Napa Bundle gas line replacement project not completing before the start of Vine Trail construction project as originally agreed.



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Grant Bailey, Program Manager – Engineer
(707) 259-5951 / Email: gbailey@nvta.ca.gov
SUBJECT: Amendment #6 to Project Work Order No. E-13 to NVTA Agreement No. 18-23 with RSA+ Inc. for professional Engineering Design, Environmental & Construction Document Services for the Vine Trail – Calistoga to St. Helena Project

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director or designee to execute and make minor modifications to Amendment #6 to Project Work Order No. E-13 (Attachment 1) to NVTA Agreement No. 18-23 with RSA+ for additional scope under the Bidding Assistance & Construction Support for an amount not to exceed \$45,000.

COMMITTEE RECOMMENDATION

None

BACKGROUND

The Calistoga to St. Helena segment will construct a 7.4-mile Class I bicycle/pedestrian path within the public right of way from the intersection of Fair Way and Lincoln Avenue in Calistoga on the northern end to Pratt Ave in St. Helena along State Route 29. Although construction on this segment began in July 2022, it has encountered various obstacles, including unforeseen conflicts with underground utilities owned by PGE and weather-related delays.

To address the utility conflicts and ensure smooth progress of the project, RSA+ has undertaken significant coordination efforts. These efforts include coordinating potholing activities to locate PGE’s facilities, preparing exhibits that define the location, depth, and

materials of the gas facilities, identifying areas of conflict with the proposed trail alignment, revising the design and trail alignment to mitigate these conflicts, and coordination with external stakeholders.

These unforeseen utility conflicts and resulting additional work have led to increased costs. As a result, RSA+ has requested NVTA authorize an additional \$45,000 for bidding assistance and construction support. This would bring the total cost of the phase to a not-to-exceed amount of \$225,000.

NVTA staff have submitted a claim to PGE for these additional costs and are currently working through the claims process to recover the funding.

ALTERNATIVES

The Board could choose to not approve Amendment #6, but this would result in reduced design support for the remainder of construction. Consequently, this would necessitate NVTA staff to exert additional effort in areas beyond their expertise, potentially causing construction delays and incurring additional costs that far exceed the value of this amendment.

STRATEGIC GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

Hiring consultants for a short term with expertise in a variety of fields is more economically viable than hiring full time employees with the qualifications needed to perform these services

Goal 5: Minimize the energy and other resources required to move people and goods.

The construction of the Napa Valley Vine Trail Calistoga to St. Helena segment will reduce mobile emissions.

ATTACHMENTS

(1) Amendment #6 for Contract No. 18-23 with RSA+

DRAFT
AMENDMENT #6
PROJECT WORK ORDER NO. E-13
ON-CALL A/E & PROJECT DELIVERY SERVICES

PROJECT NAME: PROFESSIONAL ENGINEERING DESIGN, ENVIRONMENTAL & CONSTRUCTION DOCUMENT SERVICES FOR THE VINE TRAIL - CALISTOGA TO ST HELENA - *ENVIRONMENTAL SERVICES*

PROJECT MANAGER: Grant Bailey, PE, Program Manager - Engineer
E gbailey@nvta.ca.gov | T 707.259.5951

CONSULTANT DESIGNATED TEAM MEMBERS:

- RSA+ , Staff; and
- Kimley-Horn and Associates, Inc., Parisi and Parikh, Staff as described in EXHIBIT A of the Project WorkOrder.

SCOPE OF SERVICE: Provide professional engineering design and environmental services as described in the scope of services of the Project Work Order (June 2019) - see EXHIBIT A and its EXHIBIT A-6 of Amendment #6 (May 2023) for the Vine Trail Calistoga to St Helena segment.

- **WHEREAS THE TERM OF THE PROJECT WORK ORDER IS TO BE EXTENDED THROUGH JUNE 30, 2024, TO ALLOW CONTRACTOR TO PROVIDE CONTINUED SERVICES DURING THE PROJECT CONSTRUCTION PHASE; AND**
- **WHEREAS NVTA REQUIRES ADDITIONAL SERVICES TO BE PERFORMED BY THE CONTRACTOR UNDER EXHIBIT A, A-1, A-2, A-3, A-4, A-5, AND EXHIBIT A-6 OF THE PROJECT WORK ORDER AS DESCRIBED IN EXHIBIT A-6 ATTACHED; AND**
- **WHEREAS CONTRACTOR IS ABLE TO PROVIDE THE DESCRIBED SERVICES AT AN ADDITIONAL COST TO NVTA IN THE AMOUNT OF \$225,000 AS PER COST PROPOSAL ATTACHED IN EXHIBIT B-6; AND**
- **WHEREAS PROJECT WORK ORDER IS HEREBY AMENDED TO INCLUDE THE ADDITIONAL SERVICE PERFORMANCE BY THE CONTRACTOR AT THE ADDITIONAL AMOUNT OF \$225,000 AND THE AGREEMENT NOT-TO- EXCEED TOTAL AMOUNT OF THE PROJECT IS AMENDED TO \$2,211,060.**

START DATE: *JUNE 12, 2019,*

COMPLETION DATE: *DECEMBER 31, 2022*
NEW COMPLETION DATE: *JUNE 30, 2024*

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT
NEW NTE AMOUNT OF FOR THIS PROJECT:

\$1,689,160
\$2,211,060

CHARGE NUMBER FOR PAYMENT: TDA/CMA 8301001 52310 CMA_PLAN_PRGMS VINE_TRAIL

TERMS AND CONDITIONS: This Amendment No. 6 to 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 *MAY 15, 2018*, which terms are hereby incorporated and made part of to the Project Work Order.

NVTA

CONTRACT

By: KATE MILLER, Executive Director

By: HUGH LINN, PE, Principal + President

Approved as to Form	
By:	_____ NVTA General Counsel
Date:	_____

AMENDMENT #6

EXHIBIT A-6

SCOPE OF WORK

The additional scope of services under Task 9 of the project work order are necessary to support NVRTA during the ongoing construction phase of the project.

CONTRACTOR shall provide the following services to address the design changes imposed by PG&E during the ongoing construction under:

TASK 9 BIDDING ASSISTANCE AND CONSTRUCTION SERVICES

CONTRACTOR shall perform specific project design changes to include, but not as to limit to, the

- Coordination of potholing locations
- Preparation of exhibits showing the location of existing pipelines and offsets from the trail
- Analysis of pipeline depths
- Analysis of pipeline materials
- Alignment changes and coordination with stakeholders
- Trail elevation changes to accommodate PG&E requests/failure to abandon existing pipeline
- Culvert and drainage structure (wing wall) changes to meet PG&E required separations

CONTRACTOR shall continue to participate in weekly meetings, field meetings, Caltrans coordination, and PG&E coordination throughout the duration of the construction phase of the project.

CONTRACTOR's cost proposal for the additional services to be provided is attached in EXHIBIT B-6.

EXHIBIT B-6

FEE SCHEDULE
(Revised)

DESCRIPTION	AMOUNT
Additional services to be performed under the construction phase of the project as described in EXHIBIT A-6 and CONTRACTOR's cost proposal (April 25, 2023).	\$ 225,000
Work Order NTE Amount	<u>\$1,986,060</u>
NEW WORK ORDER NTE TOTAL AMOUNT	\$2,211,060

The total amount to be paid to the CONTRACTOR for the scope of work defined under EXHIBITS A, A-1, A-2, A-3, A-4, A-5, and A-6 shall not exceed \$2,211,060.

Subject to Agreement, CONTRACTOR shall periodically invoice NVTA based on progress towards completion of tasks/deliverables listed, amounts not to exceed tasks/deliverable totals.