

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Wednesday, September 17, 2025
1:00 PM

JoAnn Busenbark Board Room

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 864 1754 4351
- 2) To join the Zoom meeting by phone: dial 1-669-900-6833, enter meeting ID: 864 1754 4351 If asked for the participant ID or code, press #.
- 3) Watch live on YouTube: <https://www.youtube.com/channel/UCrpjLcW9uRmA0EE6w-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 Título VI: La NVTa puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Autoridad. Para solicitar asistencia, por favor llame al número (707) 259-8633. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Ang Accessibility at Title VI: Ang NVTa ay nagkakaloob ng mga serbisyo/akomodasyon kung hilingin ang mga ito, ng mga taong may kapansanan at mga indibiduwal na may limitadong kaalaman sa wikang Ingles, na nais na matugunan ang mga bagay-bagay na may kinalaman sa NVTa-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. Board Member Remote Participation
3. Roll Call
4. Adoption of the Agenda
5. Public Comment
6. Chairperson's, Board Members', Metropolitan Transportation Commissioner's, and Association of Bay Area Governments Update
7. Executive Director's Update
8. Caltrans' 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. PRESENTATIONS

9.1 NVTA Project Update (Grant Bailey)

Estimated Time: 1:25 p.m.

10. CONSENT AGENDA ITEMS (10.1-10.15)

10.1 Meeting Minutes of July 16, 2025 (Laura Sanderlin) (Pages 11-14)

Recommendation: Board action will approve the minutes of the July 16th regular meeting.

Estimated Time: 1:45 p.m.

Attachments: [Draft Minutes](#)

**10.2 Community Advisory Committee (CAC) Member Appointment
(Laura Sanderlin) (Pages 15-16)**

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve the appointment of Alex Crown to the Community Advisory Committee for a two (2) year term.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

**10.3 Paratransit Coordinating Council (PCC) Member Appointment
(Kathy Alexander) (Pages 17-18)**

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve the reappointment of Ellen Sweigert to the Paratransit Coordinating Council (PCC) for a three-year term.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

**10.4 Active Transportation Advisory Committee (ATAC) Member
Appointment (Kathy Alexander) (Pages 19-28)**

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve the appointment of Jonathan Schellin for a two-year term, representing the City of Napa.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

**10.5 Napa Valley Vine Trail Coalition (NVVTC) Board of Directors
Appointment (Diana Meehan) (Pages 29-30)**

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board appoint a staff member to represent NVTA on the Napa Valley Vine Trail Coalition (NVVTC) Board of Directors.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

10.6 Resolution 25-11 Correction to Administrative Record (Laura Sanderlin) (Pages 31-34)

Recommendation: That the Napa Valley Transportation Authority (NVTB) Board approve Resolution 25-11 authorizing the administrative modification of Resolution 25-05: *Disposal of Fixed Assets* to be identified in its records as Resolution 25-10: *Disposal of Fixed Assets*.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

10.7 Resolution Numbers 19-15 REVISED; 21-22 REVISED; 22-18 REVISED; 23-19 REVISED; 24-09 REVISED; and 25-06 REVISED Amendment to Administrative Records for compliance under the California Code of Regulations (CCR) (Laura Sanderlin) (Pages 35-58)

Recommendation: That the Napa Valley Transportation Authority (NVTB) Board approve Resolution Numbers 19-15 REVISED; 21-22 REVISED; 22-18 REVISED; 23-19 REVISED; 24-09 REVISED; and 25-06 REVISED, amending the publicly available pay schedules by making administrative corrections to meet the compliance requirements of California Code of Regulations (CCR).

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

**10.8 Notice of Completion (NOC) for the Soscol Gateway Transit Center
Tenant Improvements Project (Grant Bailey) (Pages 59-63)**

Recommendation: That the Napa Valley Transportation Authority (NVRTA) Board authorize the Executive Director or designee to:

File a Notice of Completion (Attachment 1) with the Recorder-County Clerk; and

Release the contract retention for NVRTA Contract No. 24-C40 Soscol Gateway Transit Center Tenant Improvements project pending the fulfillment of all terms of the agreement.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

10.9 On-Call Task Order with T.Y. Lin (Grant Bailey) (Pages 64-66)

Recommendation: That the Napa Valley Transportation Authority (NVRTA) Board authorize the Executive Director to execute and allow for minor modifications to Amendment No. 3 for Project Work Order No. 23-OCE12-E05 with T.Y. Lin International for engineering and design services for the Redwood Park and Ride Improvements project, in the amount of \$6,085 for a total amount not to exceed value of \$250,000.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

**10.10 Contract Award for State Route 29 (SR29)/State Route 12
(SR12)/Airport Boulevard Alternative Analysis (Grant Bailey)
(Pages 67-100)**

Recommendation: That the Napa Valley Transportation Authority Board authorize the Executive Director, or designee, to execute and allow for minor modifications to Work Order No. E-02 to NVTB Agreement No. 23-OCE08 with Kimley Horn and Associates for professional engineering services associated with the alternatives analysis and environmental clearance on the SR29/SR12/Airport Boulevard Interchange Project in an amount not to exceed \$2,720,000.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

**10.11 Agreement with County of Napa for Provision of Support
Services (Antonio Onorato) (Pages 101-121)**

Recommendation: That the Napa Valley Transportation Authority Board authorize the Executive Director, or designee, to execute NVTB Agreement No. 25-C45 with the County of Napa for the provision of support services, effective through June 30, 2030, with one optional five-year extension.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

**10.12 2026 Regional Transportation Improvement Program (RTIP)
Update (Addrell Coleman) (Pages 122-127)**

Recommendation: That the Napa Valley Transportation Authority (NVTB) Board approve the Napa County's 2026 Regional Transportation Improvement Program (RTIP).

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

10.13 Federal and State Legislative Update (Danielle Schmitz) (Pages 128-145)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board receives the Federal Legislative update, State Legislative Update, and the updated Bill Matrix.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

10.14 Transportation Development Act Article 3 (TDA-3) Resolution & Countywide Claim Authorization (Patrick Band) (Pages 146-189)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 25-12, authorizing the submittal of a Countywide Coordinated Claim to the Metropolitan Transportation Commission (MTC) for allocation of Fiscal Year (FY) 2025-26 TDA-3 Program Funds to Claimants in Napa County.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

10.15 Rejection of All Bids received for Invitation for Bid (IFB) No. 25-R29 for the Redwood Park and Ride Capital Improvement Project (Antonio Onorato) (Pages 190-192)

Recommendation: That the Napa Valley Transportation Authority Board reject all bids received for IFB No. 25-R29 for the Redwood Park and Ride Capital Improvement Project.

Estimated Time: 1:45 p.m.

Attachments: [Staff Report](#)

11. REGULAR AGENDA ITEMS (11.1-11.3)**11.1 Countywide Active Transportation Plan Update (Patrick Band)
(Pages 193-195)**

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board receive a progress update on the Countywide Active Transportation Plan.

Estimated Time: 1:55 p.m.

Attachments: [Staff Report](#)

11.2 Countywide Transportation Plan (CTP) Call for Projects (Diana Meehan) (Pages 196-202)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board of Directors open the Countywide Transportation Plan Call for Projects.

Estimated Time: 2:05 p.m.

Attachments: [Staff Report](#)

11.3 Vine Transit Update (Rebecca Schenck) (Pages 203-211)

Recommendation: That the Napa Valley Transportation Authority (NVTA) Board receive the fourth quarter of Fiscal Year 2024-2025 Vine Transit update.

Estimated Time: 2:15 p.m.

Attachments: [Staff Report](#)

12. FUTURE AGENDA ITEMS**13. CLOSED SESSION (13.1-13.3)****13.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED
LITIGATION:
Initiation of Litigation pursuant to Government Code Section
54956.9(d)(4) (1 potential case)**

Estimated Time: 2:25 p.m.

13.2 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9 (d)(2)
Government Claim Received from Marlena Frayji

Estimated Time: 2:30 p.m.

13.3 CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9 (d)(2)
Government Claim Received from Jamahl Williams

Estimated Time: 2:35 p.m.

14. ADJOURNMENT

14.1 The next Regular Meeting is Wednesday, October 15, 2025.

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

Laura Sanderlin

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 NVTB Board of Directors

Wednesday, July 16, 2025

1:00 PM

JoAnn Busenbark Board Room

1. Call to Order

Chair Joseph called the meeting to order at 1:09pm.

2. Approval of Board Member Remote Attendance

None

3. Roll Call

Scott Sedgley
Donald Williams
Kevin Eisenberg
Robin McKee
Pierre Washington
Michelle Deasy
Liz Alessio
Margie Mohler
Mark Joseph
Paul Dohring
Anne Cottrell
Non-Voting:
Devereaux Smith
Absent:
Bernie Narvaez

4. Adoption of the Agenda

Motion MOVED by DOHRING, SECONDED by MCKEE to APPROVE Agenda Item 4 Adoption of the Agenda. Motion passed unanimously.

Aye: 19 - Sedgley, Williams, Eisenberg, McKee, Washington, Deasy, Alessio, Mohler, Joseph, Dohring, and Cottrell

Absent: 5 - Narvaez

5. Public Comment

Public comment by Marlena Frayji, Napa resident, reported that she was involved in accidents on June 1st and 27th riding on a Vine Bus and believes it was staged to commit fraud. Staff was made readily available to assist.

Public comment by Lorraine Richardson, Napa resident, advocating for free bus fares for all high school students and foster youth.

6. Chairperson's, Board Members', Metropolitan Transportation

Commissioner's, and Association of Bay Area Governments Update

Chair Joseph shared a video clip from a recent American Canyon Youth Summer Camp utilizing Vine Transit.

7. Executive Director's Update

Executive Director Schmitz reported:

- New map will now be provided with the Caltrans updates
- Sears Point to Mare Island Improvement Plan received \$73 million dollars from the California Transportation Commission
- Novato Creek Bridge completed \$67 million funding package from Caltrans
- Staff updates
- Recognition to Transdev staff member Olga Zenteno on 20 years of service.
- SGTC first floor renovation project is complete

8. Caltrans' Update

Information only

9. PUBLIC HEARING

Chair Joseph opened the Public Hearing at 1:30pm and it was closed with no public comment.

9.1 Public Hearing and Federal Transit Administration (FTA) Section 5310 Grant Application to the California Department of Transportation (Caltrans) (Libby Payan) (Pages 9-16)

Attachments: [Staff Report](#)

Motion MOVED by EISENBERG, SECONDED by ALESSIO to APPROVE Agenda Item 9.1 Resolution 25-09 Authorizing the Executive Director or designee to submit a FTA Section 5310 grant application. Motion passed unanimously.

Aye: 19 - Sedgley, Williams, Eisenberg, McKee, Washington, Deasy, Alessio, Mohler, Joseph, Dohring, and Cottrell

Absent: 5 - Narvaez

10. PRESENTATION

10.1 Commute with Enterprise (Patrick Band)

Information only/No action taken

Public comment by Michael Baldini in support of local vineyard management companies utilizing van pools.

11. CONSENT AGENDA ITEMS

Motion MOVED by DOHRING, SECONDED by WILLIAMS to APPROVE Agenda Item 11 Consent Items 11.1-11.7. Motion passed unanimously.

Aye: 19 - Sedgley, Williams, Eisenberg, McKee, Washington, Deasy, Alessio, Mohler, Joseph, Dohring, and Cottrell

Absent: 5 - Narvaez

11.1 Meeting Minutes of June 18, 2025 (Laura Sanderlin) (Pages 17-20)

Attachments: [Staff Report](#)

11.2 State Route 37 (SR 37) Memorandum of Understanding (MOU) Amendment No. 2 (Grant Bailey) (Pages 21-32)

Attachments: [Staff Report](#)

11.3 Funding Agreement No. 25-C36 with the Solano Transportation Authority (STA) for the Solano-Napa Activity Based Model (SNABM) (Addrell Coleman) (Pages 33-44)

Attachments: [Staff Report](#)

11.4 Measure U Master Agreement Execution with the Napa Valley Transportation Authority-Tax Agency (NVTa-TA) (Antonio Onorato) (Pages xx)

Attachments: [Staff Report](#)

11.5 Proposed Revisions to the Countywide Transportation Plan Goals and Objectives (Diana Meehan) (Pages 71-74)

Attachments: [Staff Report](#)

11.6 Resolution of Commendation for Kate Miller (Mark Joseph) (Page 75)

Attachments: [Staff Report](#)

11.7 Resolution No. 18-02, Revised, Amending the Bylaws to the Citizen Advisory Committee (CAC) (Diana Meehan) (Pages 76-88)

Attachments: [Staff Report](#)

12. REGULAR AGENDA ITEMS

12.1 Travel Behavior Study Update (Danielle Schmitz) (Pages 89-91)

Attachments: [Staff Report](#)

Presentation by Kevin Johnson of RSG.

Public comment by Michael Baldini regarding reliability of traffic counts and referenced possible impacts from the closure of Robert Mondavi as well as the installation of a Tesla charger at the Bel Aire Plaza in 2018.

Information only/No action taken

12.2 Vine Transit Update (Rebecca Schenck) (Pages 92-97)

Attachments: [Staff Report](#)

{Director Washington departed the meeting}

Public comment by Justin Hole, transit rider for 11 years.

Information only/No action taken

12.3 Federal and State Legislative Update (Danielle Schmitz) (Pages 98-117)

Attachments: [Staff Report](#)

Information only/No action taken

Public comment by Justin Hole, expressing a job well done by Danielle Schmitz.

12. FUTURE AGENDA ITEMS

-Overview of free fare options for students

13. CLOSED SESSION

13.1 CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:
Initiation of Litigation pursuant to Government Code Section 54956.9(d)(4) (1 potential case)

Board returned from Closed Session with no reportable action.

14. ADJOURNMENT

Chair Joseph adjourned the meeting at 3:23pm.

14.1 The next Regular Meeting is Wednesday, September 17.

Laura M. Sanderlin, NVTB Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Laura Sanderlin, Board Secretary (707) 259-8633 / Email: lsanderlin@nvta.ca.gov
SUBJECT: Community Advisory Committee (CAC) Member Appointment

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve the appointment of Alex Crown to the Community Advisory Committee for a two (2) year term.

COMMITTEE RECOMMENDATION

None

BACKGROUND

City/Town/County members are appointed by their respective Councils or Board of Supervisors before being approved by the NVTA Board. The Board of Supervisors for the County of Napa approved Alexander Crown's application at the August 5th meeting. Board action would reappoint Crown, representing the County of Napa to the Community Advisory Committee (CAC).

The CAC by-laws state that the committee structure and representation strives to represent a diverse, cross-section of the community including members of underrepresented groups in Napa Valley.

The CAC is composed of 19 members, of which six are currently vacant. Staff is actively recruiting to fill vacant positions. These include members representing the City of St. Helena, the City of Calistoga, Agriculture, Environmental Interest, Vintner, and Active Transportation. If representation of a certain group or jurisdiction cannot be filled after solicitation for that position, the vacancy may be filled with a member at-large.

ALTERNATIVES

Without the appointment, 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.

The CAC is comprised of members from the community representing various interests in Napa Valley. The purpose of the CAC is to advise the NVTA Board on projects and programs.

ATTACHMENT(S)

- 1) Alexander Crown – Appointment by Board of Supervisors



A Tradition of Stewardship
A Commitment to Service

1195 Third St.
Napa, CA 94559
www.countyofnapa.org
Main: (707) 253-4580
Neha Hoskins
Clerk of the Board

CERTIFIED EXCERPTS FROM THE DRAFT SUMMARY OF PROCEEDINGS OF THE
NAPA COUNTY - BOARD OF SUPERVISORS REGULAR MEETING
COUNTY OF NAPA

August 5, 2025

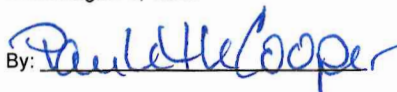
File #25-1408 Item 5C:

Reappoint Alexander Crown as Napa County representative on the Napa Valley Transportation Authority (NVTa) Citizen Advisory Committee (CAC). The term of office is to commence immediately and expire on July 17, 2027. (No Fiscal Impact)

Motion moved by Liz Alessio, seconded by Amber Manfree. Motion passed 5-0 with Chair Anne Cottrell, Vice-Chair Amber Manfree, Supervisors Liz Alessio, Joelle Gallagher, and Belia Ramos voting yes.

The foregoing excerpts are true and correct
copies of the original items on file in the draft
summary of proceedings in this office.

Date: August 5, 2025

By: 

Paulette Cooper
Deputy Clerk of the Board II

JOELLE GALLAGHER
DISTRICT 1

LIZ ALESSIO
DISTRICT 2

ANNE COTTRELL
DISTRICT 3

AMBER MANFREE
DISTRICT 4

BELIA RAMOS
DISTRICT 5



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Kathy Alexander, Senior Administrative Technician
(707) 259-8627 / Email: kalexander@nvta.ca.gov
SUBJECT: Paratransit Coordinating Council (PCC) Member Appointment

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve the reappointment of Ellen Sweigert to the Paratransit Coordinating Council (PCC) for a three-year term.

COMMITTEE RECOMMENDATION

None

FISCAL IMPACT

Is there a fiscal impact? No

CEQA REQUIREMENTS

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

BACKGROUND

The PCC was formed by NVTA to serve in an advisory capacity to the Board on the transportation issues associated with persons with special needs, including elderly, disabled, and those of low income.

The PCC by-laws state that the PCC shall advise the Board of Directors and the Metropolitan Transportation Commission (MTC) regarding setting priorities for transportation services, review and make recommendations regarding the submission of

claims for certain Transportation Development Act (TDA) and Federal Transit Administration (FTA) funds and allocations consistent with its priorities, and address coordination of paratransit services within Napa County.

The reappointment of Ellen Sweigert will continue to fill the position of social services provider of persons with disabilities, listed in Table 1.

Table 1. PCC Member List

Paratransit Coordinating Council (PCC) Roster

Member	Original appointment date	Most recent appointment	Term end date	Category Represented
Ellen Sweigert	7/20/2022	7/31/2025	7/20/2022	Social services providers for persons with disabilities (2 of 2)
Lisa DeRose-Hernandez	5/22/2024	5/31/2027	1/20/2021	Social services provider for persons of limited means (1)
Devereaux Smith	9/27/2023	9/30/2026	9/27/2023	Social services provider for seniors (1)
Heather Stanton	5/22/2024	5/31/2027		Member of the public residing within an urbanized area (1 of 2)
Lyall Abbott	10/16/2024	10/31/2027		Member of the public residing within an urbanized area (2 of 2)
Vacant				Member of the public residing within an urbanized area (1 of 2)
Vacant				Member of the public residing within an urbanized area (2 of 2)
Vacant				Member of the public residing within a non-urbanized area (1)
Vacant				Consumer/user persons with disabilities (1)

ALTERNATIVES

The Board could decide not to appoint these individuals to the PCC resulting in additional vacancies and lack of representation for various interests.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

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

The PCC is composed of members from communities representing various interests in the Napa Valley. The purpose of the PCC is to advise the board (via NVTA staff) on transportation issues for persons with special needs.

ATTACHMENTS

None



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Kathy Alexander, Senior Administrative Technician
(707) 259-8627 / Email: kalexander@nvta.ca.gov
SUBJECT: Active Transportation Advisory Committee (ATAC) Member Appointment

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve the appointment of Jonathan Schellin for a two-year term, representing the City of Napa.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Active Transportation Advisory Committee (ATAC) member Jonathan Schellin would like to continue his service on the ATAC and was reappointed by the Napa City Council on July 15, 2025. Mr. Schellin is currently serving as the Vice Chair of the ATAC. The City's minute order endorsing Mr. Schellin is included in Attachment 1.

FISCAL IMPACT

Is there a fiscal impact? No

CEQA REQUIREMENTS

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

BACKGROUND

ATAC currently has two additional vacancies including members representing the County of Napa and the City of American Canyon. NVTA staff are actively recruiting to fill these openings.

ALTERNATIVES

The Board could decide not to approve the appointments which would leave additional vacancies on the ATAC.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

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

The NVTA ATAC committee advises the Board on matters pertaining to the active transportation needs of the community and supports efforts towards sustainable transportation goals in the Valley.

ATTACHMENT

- 1) Jonathan Schellin – Napa City Council Appointment July 15, 2025 Meeting Minutes
(See page 4, Item 5.F)



CITY OF NAPA

955 School Street
Napa, CA 94559
www.cityofnapa.org

MEETING MINUTES - Final

CITY COUNCIL OF THE CITY OF NAPA

Mayor Scott Sedgley
Vice Mayor Mary Luros
Councilmember Chris DeNatale
Councilmember Bernie Narvaez
Councilmember Beth Painter

Tuesday, July 15, 2025

3:30 PM

City Hall Council Chambers

3:30 PM Afternoon Session
No Evening Session

3:30 P.M. AFTERNOON SESSION

1. CALL TO ORDER: 3:30 P.M.

1.A. Roll Call:

Present: 5 - Mayor Sedgley, Vice Mayor Luros, Councilmember DeNatale, Councilmember Narvaez, and Councilmember Painter

2. AGENDA REVIEW AND SUPPLEMENTAL REPORTS:

City Clerk Carranza announced the following supplemental items:

Item 4. - Letter from John Bristol.

Item 5.B. - Emails from Linder Kinder, Dianne Fetzer, David Dunlap and Ron Bushby.

Item 5.A. and 5.C. - Memo from City Staff to update the record pertaining to the First Street Napa Phase II project in order to ensure consistency with the motions made at the June 24, 2025 meeting. The update included a slight edit to the DA and the June 24th meeting minutes.

Item 5.C. - Email from Diana Reilley.

Item 7.A. - PowerPoint Presentation.

(Copies of all supplemental documents are on file in the City Clerk's department)

3. SPECIAL PRESENTATIONS:

3.A. [077-2025](#) Proclamation for Parks and Recreation Month

Mayor Sedgley and members of Council read the proclamation and staff shared a video. Breyana Brandt, Parks and Recreation Director, accepted the proclamation.

4. PUBLIC COMMENT ON NON-AGENDA ITEMS:

Maureen Trippe - provided comments regarding street trees.

Michael - provided comment regarding Dwight Murray Plaza / First Street Phase II project. Shared concerns over lack of community participation and engagement regarding use of the public space.

5. CONSENT CALENDAR:

Approval of the Consent Agenda

A motion was made by Vice Mayor Luros, seconded by Councilmember Painter, to approve the Consent Agenda with amendments to items 5.A. and 5.C. as identified in the supplemental memo from staff, and with item 5.B. pulled for public comment. The motion carried by the following vote:

Aye: 5 - Sedgley, Luros, DeNatale, Narvaez, and Painter

5.A. [269-2025](#) City Council Meeting Minutes

Approved the minutes from the June 17, 2025 Regular Meeting and the June 24, 2025 Special Meeting of the City Council.

5.B. [260-2025](#) Mixed Use Designations

This item was pulled for public comment.

Hal Leggett - shared his experience with regard to the permitting and building process; suggested improvements to reduce timeline and cost of fees.

There was no additional discussion.

A motion was made by Councilmember Painter, seconded by Councilmember DeNatale, to approve the second reading and final adoption of Uncodified Ordinance O2025-007 implementing the City of Napa 2040 General Plan by amending Title 17 of the Napa Municipal Code to (1) add zoning districts and associated zoning regulations, (2) amend the zoning map to rezone certain properties to the new zoning districts, and (3) establish procedures for review of permit applications pending the adoption of a comprehensive update to the Zoning Code. The motion carried by the following vote:

Aye: 5 - Sedgley, Luros, DeNatale, Narvaez, and Painter

Enactment No: O2025-007

5.C. [267-2025](#) First Street Napa Phase II

(1) Approved the second reading and final adoption of Ordinance O2025-008 approving, pursuant to a Section 15168 analysis and addendum to the Downtown Napa Specific Plan Programmatic Environmental Impact Report (SCH No. 2010042043), and alternatively, to the CEQA Guidelines Section 15332 categorical exemption, a Development Agreement pursuant to Government Code Section 65864 et seq. by and between the City of Napa and Coombs Street LLC, and authorizing the City Manager to execute and the City Clerk to record the Agreement; and

(2) Approved the second reading and final adoption of Ordinance O2025-009 approving, pursuant to a Section 15168 analysis and addendum to the Downtown Napa Specific Plan Programmatic Environmental Impact Report (SCH No. 2010042043), and alternatively, to the CEQA Guidelines Section 15332 categorical exemption, a Planned Development Overlay (PD-39) to establish use provisions, development standards, and design guidelines for First Street Napa Phase II Project located at 1106, 1116, 1118 First Street (APNs: 003-166-010, 003-166-013, 003-166-015, and 003-166-016) and 1151 and 1199 Pearl Street (APNs: 003-166-008, and 003-166-011) (PL20-0135), and Dwight Murray Plaza (APN: 003-166-017) (PL20-0135); and

(3) Approved the second reading and final adoption Ordinance O2025-010 extending, pursuant to a Section 15168 analysis and addendum to the Downtown Napa Specific Plan Programmatic Environmental Impact Report (SCH No. 2010042043), and alternatively, to the CEQA Guidelines Section 15332 categorical exemption, the Entertainment Overlay District described in Chapter 17.37 of the Napa Municipal Code and amending the Downtown Napa Specific Plan pertaining to the property located at 1106, 1116, 1118 First Street (APNs: 003-166-010, 003-166-013, 003-166-015, and 003-166-016) and 1151 and 1199 Pearl Street (APNs: 003-166-008, and 003-166-011) and Dwight Murray Plaza (APN: 003-166-017).

Enactment No: O2025-008 O2025-009 O2025-010

5.D. [281-2025](#) Bicycle and Pedestrian Advisory Commission Membership

Appointed new member James Rosen to serve a term beginning immediately and ending on September 30, 2026.

5.E. [282-2025](#) Napa Public Access Cable TV Board Membership

Reappointed incumbent, Ralph DeAmicis, to the Napa Public Access Cable TV Board, with a two-year term expiring June 30, 2027.

- 5.F.** [283-2025](#) Napa Valley Transportation Authority (NVTa) Active Transportation Advisory Committee (ATAC) Membership
- Directed the City Clerk to transmit a letter to the Napa Valley Transportation Authority (NVTa) Board of Directors recommending the nomination of incumbent Jonathan Schellin to serve as the City of Napa representative to the Active Transportation Advisory Committee (ATAC) for a two-year term following the NVTa Board appointment.
- 5.G.** [060-2025](#) Emergency Declaration for 36-inch Asbestos Cement Water Transmission Main Replacement
- Determined there was a need to continue the emergency action to execute and implement contracts for the construction to replace up to 8,200 linear feet of 36-inch asbestos cement water transmission main.
- 5.H.** [102-2025](#) Emergency Repair of Browns Valley Creek at Tall Grass Drive Bridge
- Determined there was a need to continue the emergency action to execute and implement a contract for the design, permitting, and construction to stabilize the creek bank and adjacent roadway for Browns Valley Creek at Tall Grass Drive, and determined that the actions authorized by this item were exempt from CEQA.
- 5.I.** [263-2025](#) Sale of State Water Project Carryover Water
- Authorized the Utilities Director to execute the sale of State Water Project Article 56 (c) water (carryover water) to Westside Districts for a total sale of up to 4,550 acre feet (AF) and determined that this action was exempt from CEQA.
- 5.J.** [233-2025](#) Overtime Emergency Pay for Employees in the Fire Department
- Adopted Resolution R2025-080 authorizing overtime portal to portal pay for non-exempt employees in the Fire Department, and overtime rate for exempt employees in the Fire Department, as reimbursed by the State of California Governor's Office of Emergency Services.
- Enactment No: R2025-080
- 5.K.** [256-2025](#) Acceptance of California Highway Patrol Cannabis Tax Fund Grant Program for 2025-2026
- Adopted Resolution R2025-081 (1) accepting a grant from the California Highway Patrol in the amount of \$352,962.55; (2) authorizing the Chief of Police to execute the Grant Agreement with the California Highway Patrol; and (3) approving revenue and expenditure budget increases of \$352,962.55 in the Police Department's Grants Fund for the CHP Cannabis Tax Fund Grant Program for Fiscal Year 2025-2026 as documented in Budget Amendment No. 149P1.
- Enactment No: R2025-081
- 5.L.** [258-2025](#) Correcting the Gann Appropriation Limits for Fiscal Year 2024/25
- Adopted resolution R2025-082 approving the correction to the Gann appropriations limit for Fiscal Year 2024/25.

Enactment No: R2025-082

5.M. [259-2025](#) Gann Appropriation Limits for Fiscal Year 2025/26

Adopted Resolution R2025-083 establishing the Gann appropriations limit for Fiscal Year 2025/26.

Enactment No: R2025-083

5.N. [265-2025](#) Community Development Block Grant (CDBG) Consolidated Plan and Annual Plan

Adopted Resolution R2025-084 adopting the Community Development Block Grant (CDBG) Program 2025-2030 Consolidated Plan and the Fiscal Year 2025-2026 Annual Action Plan and Program Budget, approving program certifications and authorizing the City Manager to execute all documents.

Enactment No: R2025-084

6. COMMISSION INTERVIEWS AND APPOINTMENTS:

6.A. [243-2025](#) Cultural Heritage Commission Membership

Mayor Sedgley introduced the item and outlined the interview process.

Councilmember DeNatale shared that he would abstain from voting on the item due to one of the applicants being a donor to his employer, Arts Council Napa Valley.

Interviews began with each applicant providing a brief, three minute introduction and statement, in the following order:

1. Julie Seiger
2. Karen Wesson
3. Kent Rasmussen

Council questions of individual applicants followed.

Each Councilmember voted, by paper ballot, to identify the two preferred candidates to be appointed to the commission.

City Clerk Carranza announced that the greatest number of votes were received by Karen Wesson and Kent Rasmussen with 5 votes each:

She also announced the vote of each Councilmember for the candidates was as follows:

Mayor Sedgley: Wesson, Rasmussen

Vice Mayor Luros: Wesson, Rasmussen

Councilmember Painter: Wesson, Rasmussen

Councilmember Narvaez: Wesson, Rasmussen

A motion was made by Councilmember Painter, seconded by Councilmember Narvaez, to reappoint Karen Wesson and Kent Rasmussen to the Cultural Heritage Commission to serve terms beginning July 1, 2025 and ending on June 30, 2027; and to designate Karen Wesson as a Preservation Professional. The motion carried by the following vote:

Aye: 4 - Sedgley, Luros, Narvaez, and Painter

Abstain: 1 - DeNatale

7. ADMINISTRATIVE REPORTS:

7.A. [257-2025](#) Overview of the Municipal Bond Financing Process

Interim Finance Director Heather Ippoliti introduced the item.

Craig Hill, Managing Principal at NHA Advisors; Chris Lynch, Esq., Shareholder at Jones Hall; and Eric McKean, Managing Director at Ramirez & Company, provided the informational report.

Discussion was turned over to Council. Staff and the consultant team responded to questions from individual members.

Mayor Sedgley called for public comment. There were no requests to speak.

8. CONSENT HEARINGS:

Approval of the Consent Agenda

Mayor Sedgley announced the consent hearings. There were no requests to speak; the hearings were opened and closed without comment.

A motion was made by Councilmember Narvaez, seconded by Councilmember DeNatale, to approve the Consent Hearing Agenda. The motion carried by the following vote:

Aye: 5 - Sedgley, Lueros, DeNatale, Narvaez, and Painter

8.A. [255-2025](#) Mayor and Council Compensation

Approved the first reading and introduction of an ordinance amending Section 2.04.110 of the Napa Municipal Code relating to the compensation of the Mayor and Council.

8.B. [261-2025](#) City Manager's Office Staffing Plan Updates

- 1. Adopted Resolution R2025-085 amending the City Classification Plan by adopting the new classification specification, salary range, and benefits for Community Relations and Media Analyst; and**
- 2. Approved the first reading and introduction of an ordinance amending Napa Municipal Code Section 2.08.090(A) regarding the designation of appointive officers in the City Manager's Office.**

Enactment No: R2025-085

9. COMMENTS BY COUNCIL OR CITY MANAGER: None.

10. CLOSED SESSION:

Interim City Attorney Diaz announced the closed session items.

- 10.A.** [298-2025](#) CONFERENCE WITH LABOR NEGOTIATORS (Government Code Section 54957.6):
City designated representatives: Steve Potter, Liz Habkirk, Heather Ruiz, MJ Tueros, and Christopher Diaz.
Employee organization: Police Management Unit (PMU).
- 10.B.** [301-2025](#) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Hagstrom Properties, LLC v. Napa Sanitation District, City of Napa, et al.
United States District Court, Northern District of California, Case No. 3:25-cv-4369
- 10.C.** [302-2025](#) CONFERENCE WITH LEGAL COUNSEL – INITIATION OF LITIGATION
Pursuant to Government Code Section 54956.9(d)(4)
Two Potential Cases
- There were no requests from the public to comment on closed session items.

The meeting recessed to Closed Session at 5:21 P.M.

The meeting adjourned at 6:17 P.M. There was no reportable action.

11. ADJOURNMENT: 6:17 P.M.

The next regularly scheduled meeting for the City Council of the City of Napa is Tuesday, August 5, 2025.

Submitted by:

Tiffany Carranza, City Clerk



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Diana Meehan, Planning and Programming Manager
(707) 259-8327 / Email: dmeehan@nvta.ca.gov
SUBJECT: Napa Valley Vine Trail Coalition (NVVTC) Board of Directors Appointment

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board appoint a staff member to represent NVTA on the Napa Valley Vine Trail Coalition (NVVTC) Board of Directors.

COMMITTEE RECOMMENDATION

None

FISCAL IMPACT

No

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION

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

EXECUTIVE SUMMARY

Danielle Schmitz has served as NVTA representative on the NVVTC Board of Directors since 2016, with Diana Meehan serving as alternate member.

Due to recent changes in staff roles and responsibilities, staff recommends that Patrick Band fill the position as NVTA representative on the NVVTC Board of Directors. Diana

Meehan is the current alternate member and will continue to serve in that capacity. Positions on the NVVTC Board do not include terms and are held until a member resigns or changes are requested by the representative agency or organization, or the NVVTC.

BACKGROUND

It was determined by NVTa Legal Counsel in 2016 that the NVTa Executive Director cannot serve on the NVVTC Board due to potential conflicts for signing contracts between NVTa and NVVTC and would have to recuse herself from any discussions while on the Vine Trail Board that are related to contracts or contributions by NVVTC to the Vine Trail project. Given those conflicts, it is recommended that the board choose an NVTa employee rather than the executive director to serve on the NVVTC Board. The Napa Valley Vine Trail Coalition has a Board made up of various public and private entities.

The NVVTC Board position has been held by Danielle Schmitz with Diana Meehan serving as alternate since 2016. As the new Executive Director, Danielle Schmitz can no longer serve as NVVTC Board representative due to potential conflicts and is recommending that Patrick Band serve as the NVTa Board Representative on the NVVTC Board, with Diana Meehan as alternate Board Member.

ALTERNATIVES

Without the appointments, there would be no agency representation from NVTa on the Napa Valley Vine Trail Coalition Board of Directors.

STRATEGIC GOALS MET BY THIS PROPOSAL

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

The Napa Valley Vine trail is considered the “spine” of the active transportation network. Staff representation on the NVVTC Board of Directors allows NVTa to continue its partnership and role towards building out the active transportation network countywide.

ATTACHMENT(S)

None



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Laura Sanderlin, Board Secretary
(707) 259-8633 / Email: lsanderlin@nvta.ca.gov
SUBJECT: Resolution 25-11 Correction to Administrative Record

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution 25-11 (Attachment 1) authorizing the administrative modification of Resolution 25-05: *Disposal of Fixed Assets* to be identified in its records as Resolution 25-10: *Disposal of Fixed Assets*.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

At the regular meeting of the NVTA Board of Directors on April 16, 2025, Resolution 25-05 was approved Authorizing the Disposal of Fixed Assets. Subsequently, at the regular meeting of May 21, 2025, a separate Resolution was approved regarding projects listed under the Measure U program and filed under the same number of 25-05. To maintain accurate administrative records of the agency, corrective action is needed to address the error and duplicate Resolution number. Since both resolutions and minutes from these meetings have been approved, staff requests for Board approval of Corrective Resolution 25-11 authorizing an administrative modification for Resolution 25-05: *Disposal of Fixed Assets* to be identified in its records as Resolution 25-10: *Disposal of Fixed Assets*.

FISCAL IMPACT

None

CEQA REQUIREMENTS

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

BACKGROUND

The Napa Valley Transportation Authority (NVTa) is committed to maintaining sound administrative procedures and document records in accordance with all federal, state and local laws.

ALTERNATIVES

The Board could decide not to approve Resolution 25-11 which would leave two Resolutions for calendar year 2025 filed under the same number.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

None

ATTACHMENT(S)

- 1) Resolution 25-11

RESOLUTION No. 25-11

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
AUTHORIZING THE ADMINISTRATIVE MODIFICATION OF
RESOLUTION 25-05: *DISPOSAL OF FIXED ASSETS***

WHEREAS, the Napa Valley Transportation Authority (NVTA) is committed to maintaining sound administrative procedures and document records in accordance with all federal, state and local laws.

WHEREAS, on April 16, 2025, the NVTA Board of Directors approved Resolution 25-05 Authorizing the Disposal of Fixed Assets; and

WHEREAS, on May 21, 2025, the NVTA Board of Directors approved Resolution 25-05 Approving Projects Under the Measure U Program; and

WHEREAS, the duplicate utilization of Resolution Number 25-05 was an administrative error; and

WHEREAS, in order to maintain accurate administrative records of the agency, corrective action is needed to address the error and duplicate Resolution Number.

NOW THEREFORE BE IT RESOLVED:

That the Napa Valley Transportation Authority does hereby authorize Resolution 25-05 *Authorizing the Disposal of Fixed Assets* adopted by the NVTA Board on April 16, 2025, to be administratively modified by the Secretary of the Board and to be identified in records as Resolution Number 25-10.

Passed and Adopted the 17th day of September 2025.

Chair Joseph, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura Sanderlin, NVTA Board Secretary

APPROVED:

Osman Mufti, NVTA Legal Counsel



September 17, 2025
NVRTA Agenda Item 10.7
Continued From: New

Action Requested: APPROVE

NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVRTA Board of Directors

FROM: Danielle Schmitz, Executive Director

REPORT BY: Laura Sanderlin, Board Secretary
(707) 259-8633 / Email: lsanderlin@nvta.ca.gov

SUBJECT: Resolution Numbers 19-15 REVISED; 21-22 REVISED; 22-18 REVISED; 23-19 REVISED; 24-09 REVISED; and 25-06 REVISED, Amendment to Administrative Records for compliance under the California Code of Regulations (CCR)

RECOMMENDATION

That the Napa Valley Transportation Authority (NVRTA) Board approve Resolution Numbers 19-15 REVISED; 21-22 REVISED; 22-18 REVISED; 23-19 REVISED; 24-09 REVISED; and 25-06 REVISED (Attachments 1-6) amending the publicly available pay schedules by making administrative corrections to meet the compliance requirements of California Code of Regulations (CCR).

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The Napa Valley Transportation Authority (NVRTA) contracts with California Public Employees' Retirement System (CalPERS) for employee retirement benefits. As an employer, the Agency is responsible for compliance with the Public Employees' Retirement Law (PERL), Government (Gov.), Code and California Code of Regulations (CCR). A recent review from the Audit Compliance and Resolution Unit (ACRU) identified NVRTA's salary schedules for Fiscal Years 2019-25 are not compliant. Under guidance from the ACRU team, the publicly available pay schedules for those years must be revised to reference an effective date and reflect salary ranges for all positions, including those established by separate agreements. Revising Resolutions 19-15, 21-22, 22-18, 23-19, 24-09, and 25-06 will ensure compliance of those salary schedules under the

requirements of CCR. Board approval adopts the proposed revisions which are administrative only.

FISCAL IMPACT

None

CEQA REQUIREMENTS

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

BACKGROUND

NVTA contracts with California Public Employees' Retirement System (CalPERS) for employee retirement, death and survivor benefits. As an employer, the Agency is responsible for accurately reporting member information and maintaining Publicly Available Pay Schedules (PAPS). To ensure retirement benefits are correctly calculated, compliance with the Public Employees' Retirement Law (PERL), Government (Gov.), Code and California Code of Regulations (CCR) is required. Retirement benefits are calculated based on a member's years of service credit, age at retirement, and final compensation. Inaccurate reporting of compensation can cause inaccurate calculation of retirement benefits that may result in underpayment or overpayment for both members and employers.

ALTERNATIVES

Without approval, Resolution Numbers 19-15, 21-22, 22-18, 23-19, 24-09, and 25-06 would leave the Agency's Publicly Available Pay Schedules non-compliant and result in incorrect benefit payments to retirees.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

None

ATTACHMENT(S)

- 1) Resolution 19-15, REVISED
- 2) Resolution 21-22, REVISED
- 3) Resolution 22-18, REVISED
- 4) Resolution 23-19, REVISED
- 5) Resolution 24-09, REVISED
- 6) Resolution 25-06, REVISED

RESOLUTION No 19-15, REVISED

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTa)
APPROVING FISCAL YEAR (FY) 2019-20 SALARY RANGES FOR
NVTa JOB CLASSIFICATIONS**

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

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

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

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

WHEREAS, the average increase in the 2018 indexes for the County of Napa (4%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (2.73%) equals 2.24%, and the Bay Area CPI Index ending December 2018 is 1.9%.

WHEREAS, on September 18, 2019, the Board of Directors of the Napa Valley Transportation Authority adopted the FY 2019-20 Salary Ranges for NVTa Job Classifications, which reflect the indexes for the County of Napa (4%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (2.73%) of 2.24%, as set forth in Exhibit "A".

WHEREAS, a recent review of the publicly available pay schedule determined Exhibit "A" must be revised to reference an effective date and reflect salary ranges for all positions, including those established by separate agreement to comply with applicable law and regulations; and

NOW, THEREFORE, BE IT RESOLVED, that the NVTa pay schedule for the FY 2019-20 attached hereto as Exhibit "A", effective July 1, 2019, is hereby revised to include salary information required by applicable law; and

BE IT FURTHER RESOLVED, by the Napa Valley Transportation Authority Board of Directors adopts the revised Resolution 19-15 as the pay schedule for FY 2019-20; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on September 17, 2025, by the following vote:

Mark Joseph, NVTa Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura Sanderlin, NVTa Board Secretary

APPROVED:

Osman Mufti, NVTa Legal Counsel

EXHIBIT “A”

**Napa Valley Transportation Authority
Pay Schedule
Fiscal Year 2019-2020
Effective 07/01/2019**

Job Title	Monthly Salary Range	
	Minimum	Maximum
Executive Director	\$17,391	\$20,800
Director - Administration, Finance and Policy	\$11,321	\$12,453
Director - Capital Development and Planning	\$11,321	\$12,453
Program Manager - Administration and Human Resources	\$9,419	\$11,321
Program Manager – Engineering and Projects	\$9,419	\$11,321
Program Manager - Public Transit	\$9,419	\$11,321
Principle Program Planner/Administrator	\$8,597	\$10,338
Senior Program Planner/Administrator	\$7,815	\$9,398
Associate Program Planner/Administrator	\$6,833	\$8,197
Assistant Program Planner/Administrator	\$5,909	\$7,086
Transportation Program Planner and Policy Analyst	\$5,909	\$8,197
Marketing & Communications Officer	\$6,833	\$8,197
Senior Financial/Policy Analyst	\$6,833	\$8,197
Accounting Technician	\$5,641	\$6,986
Senior Administrative Technician	\$5,641	\$6,986
Administration Technician (Office Coordinator)	\$4,905	\$6,073

RESOLUTION No 21-22, REVISED

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTa)
APPROVING FISCAL YEAR (FY) 2021-22 SALARY RANGES FOR
NVTa JOB CLASSIFICATIONS**

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

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

WHEREAS, the last compensation study was conducted in July 2010 by Cooperative Personnel Services Human Resources Consulting; and

WHEREAS, on June 15, 2011, the Board approved an updated compensation plan based on the findings of such study; and

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

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

WHEREAS, the average increase in the 2020 indexes for the County of Napa (0%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (0%) equals 0%, and the Bay Area CPI Index ending December 2020 is 2.0%.

WHEREAS, on July 21, 2021 the Board of Directors of the Napa Valley Transportation Authority adopted the FY 2021-22 minimum salary ranges for NVTa Job Classifications, which reflects the Bay Area Consumer Price Index (CPI) of 2.0% and FY 2021-22 maximum salary ranges for NVTa Job Classifications as set forth in Exhibit "A".

WHEREAS, a recent review of the publicly available pay schedule determined Exhibit "A" must be revised to reference an effective date and reflect salary ranges for all positions, including those established by separate agreement to comply with applicable law and regulations; and

NOW, THEREFORE, BE IT RESOLVED, that the NVTa pay schedule for the FY 2021-22 attached hereto as Exhibit "A", effective July 1, 2021, is hereby revised to include salary information required by applicable law; and

BE IT FURTHER RESOLVED, by the Napa Valley Transportation Authority Board of Directors adopts the revised Resolution 21-22 as the pay schedule for FY 2021-22; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on September 17, 2025, by the following vote:

Mark Joseph, NVTa Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura Sanderlin, NVTa Board Secretary

APPROVED:

Osman Mufti, NVTa Legal Counsel

EXHIBIT “A”

Napa Valley Transportation Authority Pay Schedule Fiscal Year 2021-2022 Effective 07/01/2021		Monthly Salary Range	
Job Title	Minimum	Maximum	
Executive Director	\$17,680	\$21,216	
Director - Administration, Finance and Policy	\$11,547	\$14,943	
Director - Capital Development and Planning	\$11,547	\$14,943	
Program Manager – Engineering and Projects	\$9,607	\$11,547	
Program Manager - Public Transit	\$9,607	\$11,547	
Principle Program Planner/Administrator	\$8,769	\$12,349	
Senior Program Planner/Administrator	\$7,971	\$10,686	
Associate Program Planner/Administrator	\$6,969	\$8,905	
Assistant Program Planner/Administrator	\$6,027	\$7,542	
Transportation Program Planner and Policy Analyst	\$6,027	\$9,835	
Communications Officer	\$6,969	\$9,835	
Senior Financial Analyst	\$6,969	\$9,398	
Accounting Technician	\$5,753	\$7,336	
Senior Administrative Technician	\$5,753	\$7,336	
Administration Technician (Office Coordinator)	\$5,003	\$6,377	

RESOLUTION No 22-18, REVISED

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTa)
APPROVING FISCAL YEAR (FY) 2022-23 SALARY RANGES FOR
NVTa JOB CLASSIFICATIONS**

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

WHEREAS, the compensation plan, including salary ranges, are reviewed and updated regularly based on marketplace survey data, internal relationships, and NVTa financial constraints; and

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

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

WHEREAS, the average increase in the 2021 indexes for the County of Napa (4%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (1.2%) equals 1.7%, and the Bay Area CPI Index ending December 2021 is 4.2%.

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WHEREAS, on June 15, 2022 the Board of Directors of the Napa Valley Transportation Authority adopted the FY 2022-23 Salary Ranges for NVTa Job Classifications in Exhibit A, which reflects a 4.2% increase to the minimum and maximum ranges based on the Bay Area CPI Index ending December 2021.

WHEREAS, a recent review of the publicly available pay schedule determined Exhibit “A” must be revised to reference an effective date and reflect salary ranges for all positions, including those established by separate agreement to comply with applicable law and regulations; and

NOW, THEREFORE, BE IT RESOLVED, that the NVTa pay schedule for the FY 2022-23 attached hereto as Exhibit “A”, effective July 1, 2022, is hereby revised to include salary information required by applicable law; and

BE IT FURTHER RESOLVED, by the Napa Valley Transportation Authority Board of Directors adopts the revised Resolution 22-18 as the pay schedule for FY 2022-23; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on September 17, 2025 by the following vote:

Mark Joseph, NVTa Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura Sanderlin, NVTa Board Secretary

APPROVED:

Osman Mufti, NVTa Legal Counsel

EXHIBIT “A”

Napa Valley Transportation Authority Pay Schedule Fiscal Year 2022-2023 Effective 07/01/2022		Monthly Salary Range	
Job Title	Minimum	Maximum	
Executive Director	\$18,422	\$22,107	
Director - Administration, Finance and Policy	\$12,031	\$15,570	
Director - Capital Development and Planning	\$12,031	\$15,570	
Program Manager – Engineering and Projects*	\$12,031	\$15,570	
Program Manager - Public Transit	\$9,137	\$12,867	
Principal Program Planner/Administrator	\$9,137	\$12,867	
Senior Program Planner/Administrator	\$8,305	\$11,134	
Associate Program Planner/Administrator	\$7,261	\$9,279	
Assistant Program Planner/Administrator	\$6,280	\$7,858	
Transportation Program Planner and Policy Analyst	\$6,280	\$10,248	
Information and Marketing Specialist	\$7,261	\$10,248	
Senior Financial Analyst	\$7,261	\$9,809	
Accounting Technician	\$5,994	\$7,644	
Senior Administrative Technician	\$5,994	\$7,644	
Administration Technician (Office Coordinator)	\$5,213	\$6,644	

- *In addition to the approved salary range, a hiring incentive payment of up to \$20,000 structured as incremental payments over a one-year period may be paid as salary.

RESOLUTION No 23-19, REVISED

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTa)
APPROVING FISCAL YEAR (FY) 2023-24 SALARY RANGES FOR
NVTa JOB CLASSIFICATIONS**

WHEREAS, the NVTa policy establishes and maintains a general compensation and classification structure for NVTa employees that is externally competitive and internally aligned; and

WHEREAS, the compensation plan, including salary ranges, are reviewed and updated regularly based on marketplace survey data, internal relationships, and NVTa financial constraints; and

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

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

WHEREAS, the average increase in the 2022 indexes for the County of Napa (7%), Sonoma County Transportation Authority (2.5%) and Solano Transportation Authority (3%) equals 4.17%, and the Bay Area CPI Index ending December 2022 is 4.9%.

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WHEREAS, on June 21, 2023 the Board of Directors of the Napa Valley Transportation Authority adopted the FY 2023-24 Salary Ranges for NVTa Job Classifications in Exhibit A, which reflects a 4.9% increase to the minimum and maximum ranges based on the Bay Area CPI Index ending December 2022.

WHEREAS, a recent review of the publicly available pay schedule determined Exhibit “A” must be revised to reference an effective date and reflect salary ranges for all positions, including those established by separate agreement to comply with applicable law and regulations; and

NOW, THEREFORE, BE IT RESOLVED, that the NVTa pay schedule for the FY 2023-24 attached hereto as Exhibit “A”, effective July 1, 2023, is hereby revised to include salary information required by applicable law; and

BE IT FURTHER RESOLVED, by the Napa Valley Transportation Authority Board of Directors adopts the revised Resolution 23-19 as the pay schedule for FY 2023-24; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on September 17, 2025 by the following vote:

Mark Joseph, NVTa Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura Sanderlin, NVTa Board Secretary

APPROVED:

Osman Mufti, NVTa Legal Counsel

EXHIBIT “A”
Napa Valley Transportation Authority
Pay Schedule
Fiscal Year 2023-2024
Effective 07/01/2023

Job Title	Monthly Salary Range	
	Minimum	Maximum
Executive Director	\$19,324	\$23,190
Director - Administration, Finance and Policy	\$12,621	\$16,333
Director - Capital Development and Planning	\$12,621	\$16,333
Program Manager – Engineering and Projects*	\$12,621	\$16,333
Program Manager - Public Transit	\$9,585	\$13,497
Principal Program Planner/Administrator	\$9,585	\$13,497
Senior Program Planner/Administrator	\$8,712	\$11,680
Associate Program Planner/Administrator	\$7,616	\$9,733
Assistant Program Planner/Administrator	\$6,587	\$8,243
Transportation Program Planner and Policy Analyst	\$6,587	\$10,750
Information and Marketing Specialist	\$7,617	\$10,750
Senior Accountant	\$7,617	\$10,290
Accounting Technician	\$6,288	\$8,019
Senior Administrative Technician	\$6,288	\$8,019
Administration Technician (Office Coordinator)	\$5,468	\$6,970

- *In addition to the approved salary range, a hiring incentive payment of up to \$20,000 structured as incremental payments over a one-year period may be paid as salary.

RESOLUTION No 24-09, REVISED

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVRTA)
APPROVING FISCAL YEAR (FY) 2024-25 SALARY RANGES FOR
NVRTA JOB CLASSIFICATIONS**

WHEREAS, the NVRTA policy establishes and maintains a general compensation and classification structure for NVRTA employees that is externally competitive and internally aligned; and

WHEREAS, the compensation plan, including salary ranges, are reviewed and updated regularly based on marketplace survey data, internal relationships, and NVRTA financial constraints; and

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

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

WHEREAS, on June 21, 2023 the Board approved Resolution No. 23-19 establishing compensation ranges for NVRTA job classifications for FY2023-24; and

WHEREAS, compensation studies completed in 2023 and 2024 were conducted using the comparator agencies: Alameda County, City of San Rafael, City/County of Governments of San Mateo, Contra Costa Transportation Authority, Marin County Transportation Authority, San Francisco County Transportation Authority, Solano Transportation Authority, Sonoma County Transportation Authority, County of Napa and Sonoma-Marin Area Rail Transit; and

WHEREAS, on May 22, 2024 the Board of Directors of the Napa Valley Transportation Authority adopted the FY 2024-25 salary ranges based on the recommendations as part of the compensation studies;

WHEREAS, a recent review of the publicly available pay schedule determined Exhibit "A" must be revised to reference an effective date and reflect salary ranges for all positions, including those established by separate agreement to comply with applicable law and regulations; and

NOW, THEREFORE, BE IT RESOLVED, that the NVTa pay schedule for the FY 2024-25 attached hereto as Exhibit "A", effective July 1, 2024, is hereby revised to include salary information required by applicable law; and

BE IT FURTHER RESOLVED, by the Napa Valley Transportation Authority Board of Directors adopts the revised Resolution 24-09 as the pay schedule for FY 2024-25; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on September 17, 2025 and by the following vote:

Mark Joseph, NVTa Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura Sanderlin, NVTa Board Secretary

APPROVED:

Osman Mufti, NVTa Legal Counsel

Exhibit "A"
Napa Valley Transportation Authority
Fiscal Year 2024-2025 Job Classifications & Salary Schedule
Effective 07/01/24

NVTA					
Department	Classification Level	Classification Title	FLSA/Range	Monthly Min	Monthly Max
Executive Leadership	Executive	Executive Director	E60	\$18,644	\$25,169
		Deputy Executive Director	E52	\$15,302	\$20,658
Administration, Finance & Policy					
<i>Finance</i>	Director	Director - Administration, Finance & Policy	E44	\$12,559	\$16,955
	Manager	Finance Manager	E38	\$10,830	\$14,620
	Assistant Manager	Assistant Finance Manager	E32	\$9,338	\$12,607
	Senior Administrator	Senior Accountant	E26	\$8,052	\$10,871
	Associate Administrator	Associate Accountant/Procurement & Contracts	NE22	\$7,295	\$9,848
	Assistant Administrator	Accounting Assistant/Technician	NE14	\$5,987	\$8,083
<i>Administrative</i>	Manager	Administration, Human Resources Manager & Board Secretary	E38	\$10,830	\$14,620
	Assistant Manager	Principal Administrator	E32	\$9,338	\$12,607
	Senior Administrator	Office Manager/Senior Administrator	E26	\$8,052	\$10,871
	Associate Administrator	Office Coordinator/Administrative Technician	NE16	\$6,291	\$8,492
	Assistant Administrator	Office Assistant	NE11	\$5,560	\$7,506
Capital Development & Planning					
<i>Planning</i>	Director	Director - Capital Development & Planning	E44	\$12,559	\$16,955
	Manager	Planning Manager	E38	\$10,830	\$14,620
	Assistant Manager	Principal Program Planner	E32	\$9,338	\$12,607
	Senior Administrator	Senior Program Planner	E26	\$8,052	\$10,871
	Associate Administrator	Associate Program Planner	NE22	\$7,295	\$9,848
	Assistant Administrator	Assistant Program Planner	NE16	\$6,291	\$8,492
<i>Transit</i>	Director	Director - Public Transit	E44	\$12,559	\$16,955
	Manager	Transit Manager	E38	\$10,830	\$14,620
	Assistant Manager	Principal Transit Planner	E32	\$9,338	\$12,607
	Senior Administrator	Senior Transit Planner	E26	\$8,052	\$10,871
	Associate Administrator	Associate Transit Planner	NE22	\$7,295	\$9,848
	Assistant Administrator	Transit Coordinator/Assistant	NE16	\$6,291	\$8,492
<i>Communications</i>	Manager	Government & Community Affairs Manager (PIO/Legislative)	E38	\$10,830	\$14,620
	Assistant Manager	Communications Manager	E32	\$9,338	\$12,607
	Senior Administrator	Communications & Outreach Coordinator	E26	\$8,052	\$10,871
	Associate Administrator	Marketing Administrator	NE16	\$6,291	\$8,492
	Assistant Administrator	Outreach Coordinator	NE11	\$5,560	\$7,506
Engineering					
	Director	Director - Engineering	E47	\$13,525	\$18,258
	Manager	Engineering Manager	E43	\$12,253	\$16,541
	Assistant Manager	Principal Engineer	E37	\$10,566	\$14,263
	Senior Administrator	Senior Engineer	E31	\$9,111	\$12,299
	Associate Administrator	Associate Engineer	NE27	\$8,254	\$11,143
	Assistant Administrator	Engineer Aide/Assistant	NE16	\$6,291	\$8,492

Salary Schedule

Salary Range	Annual		Monthly		Biweekly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
1	52,121	70,363	4,343	5,864	2,004.66	2,706.29
2	53,424	72,123	4,452	6,010	2,054.77	2,773.94
3	54,760	73,926	4,563	6,160	2,106.14	2,843.29
4	56,129	75,774	4,677	6,314	2,158.80	2,914.37
5	57,532	77,668	4,794	6,472	2,212.77	2,987.23
6	58,970	79,610	4,914	6,634	2,268.08	3,061.91
7	60,444	81,600	5,037	6,800	2,324.79	3,138.46
8	61,956	83,640	5,163	6,970	2,382.91	3,216.92
9	63,504	85,731	5,292	7,144	2,442.48	3,297.35
10	65,092	87,874	5,424	7,323	2,503.54	3,379.78
11	66,719	90,071	5,560	7,506	2,566.13	3,464.27
12	68,387	92,323	5,699	7,694	2,630.28	3,550.88
13	70,097	94,631	5,841	7,886	2,696.04	3,639.65
14	71,849	96,997	5,987	8,083	2,763.44	3,730.64
15	73,646	99,422	6,137	8,285	2,832.53	3,823.91
16	75,487	101,907	6,291	8,492	2,903.34	3,919.51
17	77,374	104,455	6,448	8,705	2,975.92	4,017.50
18	79,308	107,066	6,609	8,922	3,050.32	4,117.93
19	81,291	109,743	6,774	9,145	3,126.58	4,220.88
20	83,323	112,487	6,944	9,374	3,204.74	4,326.40
21	85,406	115,299	7,117	9,608	3,284.86	4,434.56
22	87,542	118,181	7,295	9,848	3,366.98	4,545.43
23	89,730	121,136	7,478	10,095	3,451.16	4,659.06
24	91,973	124,164	7,664	10,347	3,537.44	4,775.54
25	94,273	127,268	7,856	10,606	3,625.87	4,894.93
26	96,630	130,450	8,052	10,871	3,716.52	5,017.30
27	99,045	133,711	8,254	11,143	3,809.43	5,142.73
28	101,521	137,054	8,460	11,421	3,904.67	5,271.30
29	104,059	140,480	8,672	11,707	4,002.29	5,403.09
30	106,661	143,992	8,888	11,999	4,102.34	5,538.16
31	109,327	147,592	9,111	12,299	4,204.90	5,676.62
32	112,061	151,282	9,338	12,607	4,310.02	5,818.53
33	114,862	155,064	9,572	12,922	4,417.77	5,964.00

Salary Range	Annual		Monthly		Biweekly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
34	117,734	158,940	9,811	13,245	4,528.22	6,113.10
35	120,677	162,914	10,056	13,576	4,641.42	6,265.92
36	123,694	166,987	10,308	13,916	4,757.46	6,422.57
37	126,786	171,162	10,566	14,263	4,876.40	6,583.14
38	129,956	175,441	10,830	14,620	4,998.31	6,747.71
39	133,205	179,827	11,100	14,986	5,123.26	6,916.41
40	136,535	184,322	11,378	15,360	5,251.35	7,089.32
41	139,948	188,930	11,662	15,744	5,382.63	7,266.55
42	143,447	193,654	11,954	16,138	5,517.19	7,448.21
43	147,033	198,495	12,253	16,541	5,655.12	7,634.42
44	150,709	203,457	12,559	16,955	5,796.50	7,825.28
45	154,477	208,544	12,873	17,379	5,941.42	8,020.91
46	158,339	213,757	13,195	17,813	6,089.95	8,221.43
47	162,297	219,101	13,525	18,258	6,242.20	8,426.97
48	166,355	224,579	13,863	18,715	6,398.25	8,637.64
49	170,513	230,193	14,209	19,183	6,558.21	8,853.58
50	174,776	235,948	14,565	19,662	6,722.17	9,074.92
51	179,146	241,847	14,929	20,154	6,890.22	9,301.80
52	183,624	247,893	15,302	20,658	7,062.48	9,534.34
53	188,215	254,090	15,685	21,174	7,239.04	9,772.70
54	192,920	260,442	16,077	21,704	7,420.01	10,017.02
55	197,743	266,954	16,479	22,246	7,605.51	10,267.44
56	202,687	273,627	16,891	22,802	7,795.65	10,524.13
57	207,754	280,468	17,313	23,372	7,990.54	10,787.23
58	212,948	287,480	17,746	23,957	8,190.31	11,056.91
59	218,272	294,667	18,189	24,556	8,395.06	11,333.34
60	223,728	302,033	18,644	25,169	8,604.94	11,616.67

RESOLUTION No 25-06, REVISED

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTA)
APPROVING FISCAL YEAR (FY) 2025-26 SALARY RANGES FOR
NVTA JOB CLASSIFICATIONS**

WHEREAS, the NVTA policy establishes and maintains a general compensation and classification structure for NVTA employees that is externally competitive and internally aligned; and

WHEREAS, the compensation plan, including salary ranges, are reviewed and updated regularly based on marketplace survey data, internal relationships, and NVTA financial constraints; and

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

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

WHEREAS, on May 22, 2024 the Board approved Resolution No. 24-09 establishing compensation ranges for NVTA job classifications for FY2024-25; and

WHEREAS, the average increase in the 2024 indexes for the County of Napa (4%), Sonoma County Transportation Authority (0%) and Solano Transportation Authority (3%) equals 2.3%, and the Bay Area CPI Index ending December 2024 was 2.4%.

WHEREAS, on June 18, 2025 the Board of Directors of the Napa Valley Transportation Authority adopted the FY 2025-26 Salary Schedule for NVTA Job Classifications, which reflects a 2.4% increase to the minimum and maximum ranges based on the Bay Area CPI Index ending December 2024.

WHEREAS, a recent review of the publicly available pay schedule determined Exhibit "A" must be revised to reference an effective date and reflect salary ranges for all positions, including those established by separate agreement to comply with applicable law and regulations; and

NOW, THEREFORE, BE IT RESOLVED, that the NVTa pay schedule for the FY 2025-26 attached hereto as Exhibit "A", effective July 1, 2025, is hereby revised to include salary information required by applicable law; and

BE IT FURTHER RESOLVED, by the Napa Valley Transportation Authority Board of Directors adopts the revised Resolution 25-06 as the pay schedule for FY 2025-26; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Board of Directors of the Napa Valley Transportation Authority, at a regular meeting held on September 17, 2025 and by the following vote:

Mark Joseph, NVTa Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura Sanderlin, NVTa Board Secretary

APPROVED:

Osman Mufti, NVTa Legal Counsel

Exhibit "A"
Napa Valley Transportation Authority
Pay Schedule & Job Classifications
Fiscal Year 2025-2026
Effective 07/01/2025

NVTA					
Department	Classification Level	Classification Title	FLSA/Range	Monthly Min	Monthly Max
Executive Leadership	Executive	Executive Director	E53-E60	\$16,061.44	\$25,773.06
		Deputy Executive Director	E52	\$15,669	\$21,154
Administration, Finance & Policy					
Finance	Director	Director - Administration, Finance & Policy	E44	\$12,860	\$17,362
	Manager	Finance Manager	E38	\$11,090	\$14,971
	Assistant Manager	Assistant Finance Manager	E32	\$9,562	\$12,910
	Senior Administrator	Senior Accountant	E26	\$8,245	\$11,132
	Associate Administrator	Associate Accountant/Procurement & Contracts	NE22	\$7,470	\$10,084
	Assistant Administrator	Accounting Assistant/Technician	NE14	\$6,131	\$8,277
Administrative	Manager	Administration, Human Resources Manager & Board	E38	\$11,090	\$14,971
	Assistant Manager	Principal Administrator	E32	\$9,562	\$12,910
	Senior Administrator	Office Manager/Senior Administrator	E26	\$8,245	\$11,132
	Associate Administrator	Office Coordinator/Administrative Technician	NE16	\$6,442	\$8,696
	Assistant Administrator	Office Assistant	NE11	\$5,693	\$7,686
Capital Development & Planning					
Planning	Director	Director - Capital Development & Planning	E44	\$12,860	\$17,362
	Manager	Planning Manager	E38	\$11,090	\$14,971
	Assistant Manager	Principal Program Planner	E32	\$9,562	\$12,910
	Senior Administrator	Senior Program Planner	E26	\$8,245	\$11,132
	Associate Administrator	Associate Program Planner	NE22	\$7,470	\$10,084
	Assistant Administrator	Assistant Program Planner	NE16	\$6,442	\$8,696
Transit	Director	Director - Public Transit	E44	\$12,860	\$17,362
	Manager	Transit Manager	E38	\$11,090	\$14,971
	Assistant Manager	Principal Transit Planner	E32	\$9,562	\$12,910
	Senior Administrator	Senior Transit Planner	E26	\$8,245	\$11,132
	Associate Administrator	Associate Transit Planner	NE22	\$7,470	\$10,084
	Assistant Administrator	Transit Coordinator/Assistant	NE16	\$6,442	\$8,696
Communications	Manager	Government & Community Affairs Manager	E38	\$11,090	\$14,971
	Assistant Manager	Communications Manager	E32	\$9,562	\$12,910
	Senior Administrator	Communications & Outreach Coordinator	E26	\$8,245	\$11,132
	Associate Administrator	Marketing Administrator	NE16	\$6,442	\$8,696
	Assistant Administrator	Outreach Coordinator	NE11	\$5,693	\$7,686
Engineering					
	Director	Director - Engineering	E47	\$13,850	\$18,696
	Manager	Engineering Manager	E43	\$12,547	\$16,938
	Assistant Manager	Principal Engineer	E37	\$10,820	\$14,605
	Senior Administrator	Senior Engineer	E31	\$9,330	\$12,594
	Associate Administrator	Associate Engineer	NE27	\$8,452	\$11,410
	Assistant Administrator	Engineer Aide/Assistant	NE16	\$6,442	\$8,696

Salary Range	Annual		Monthly		Biweekly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
1	\$ 53,371.90	\$ 72,051.71	\$ 4,447.23	\$ 6,004.74	\$ 2,052.77	\$ 2,771.24
2	\$ 54,706.18	\$ 73,853.95	\$ 4,558.85	\$ 6,154.24	\$ 2,104.08	\$ 2,840.51
3	\$ 56,074.24	\$ 75,700.22	\$ 4,672.51	\$ 6,307.84	\$ 2,156.69	\$ 2,911.53
4	\$ 57,476.10	\$ 77,592.58	\$ 4,789.25	\$ 6,465.54	\$ 2,210.61	\$ 2,984.31
5	\$ 58,912.77	\$ 79,532.03	\$ 4,909.06	\$ 6,627.33	\$ 2,265.88	\$ 3,058.92
6	\$ 60,385.28	\$ 81,520.64	\$ 5,031.94	\$ 6,793.22	\$ 2,322.51	\$ 3,135.40
7	\$ 61,894.66	\$ 83,558.40	\$ 5,157.89	\$ 6,963.20	\$ 2,380.58	\$ 3,213.78
8	\$ 63,442.94	\$ 85,647.36	\$ 5,286.91	\$ 7,137.28	\$ 2,440.10	\$ 3,294.13
9	\$ 65,028.10	\$ 87,788.54	\$ 5,419.01	\$ 7,315.46	\$ 2,501.10	\$ 3,376.49
10	\$ 66,654.21	\$ 89,982.98	\$ 5,554.18	\$ 7,498.75	\$ 2,563.62	\$ 3,460.89
11	\$ 68,320.26	\$ 92,232.70	\$ 5,693.44	\$ 7,686.14	\$ 2,627.72	\$ 3,547.41
12	\$ 70,028.29	\$ 94,538.75	\$ 5,835.78	\$ 7,878.66	\$ 2,693.41	\$ 3,636.10
13	\$ 71,779.33	\$ 96,902.14	\$ 5,981.18	\$ 8,075.26	\$ 2,760.74	\$ 3,727.00
14	\$ 73,573.38	\$ 99,324.93	\$ 6,130.69	\$ 8,276.99	\$ 2,829.76	\$ 3,820.18
15	\$ 75,413.50	\$ 101,808.13	\$ 6,284.29	\$ 8,483.84	\$ 2,900.51	\$ 3,915.68
16	\$ 77,298.69	\$ 104,352.77	\$ 6,441.98	\$ 8,695.81	\$ 2,973.02	\$ 4,013.58
17	\$ 79,230.98	\$ 106,961.92	\$ 6,602.75	\$ 8,913.92	\$ 3,047.34	\$ 4,113.92
18	\$ 81,211.39	\$ 109,635.58	\$ 6,767.62	\$ 9,136.13	\$ 3,123.53	\$ 4,216.76
19	\$ 83,241.98	\$ 112,376.83	\$ 6,936.58	\$ 9,364.48	\$ 3,201.62	\$ 4,322.18
20	\$ 85,322.75	\$ 115,186.69	\$ 7,110.66	\$ 9,598.98	\$ 3,281.65	\$ 4,430.23
21	\$ 87,455.74	\$ 118,066.18	\$ 7,287.81	\$ 9,838.59	\$ 3,363.70	\$ 4,540.99
22	\$ 89,643.01	\$ 121,017.34	\$ 7,470.08	\$ 10,084.35	\$ 3,447.79	\$ 4,654.52
23	\$ 91,883.52	\$ 124,043.26	\$ 7,657.47	\$ 10,337.28	\$ 3,533.99	\$ 4,770.88
24	\$ 94,180.35	\$ 127,143.94	\$ 7,847.94	\$ 10,595.33	\$ 3,622.34	\$ 4,890.15
25	\$ 96,535.55	\$ 130,322.43	\$ 8,044.54	\$ 10,860.54	\$ 3,712.89	\$ 5,012.41
26	\$ 98,949.12	\$ 133,580.80	\$ 8,245.25	\$ 11,131.90	\$ 3,805.72	\$ 5,137.72
27	\$ 101,422.08	\$ 136,920.06	\$ 8,452.10	\$ 11,410.43	\$ 3,900.86	\$ 5,266.16
28	\$ 103,957.50	\$ 140,343.30	\$ 8,663.04	\$ 11,695.10	\$ 3,998.38	\$ 5,397.81
29	\$ 106,556.42	\$ 143,851.52	\$ 8,880.13	\$ 11,987.97	\$ 4,098.34	\$ 5,532.76
30	\$ 109,220.86	\$ 147,447.81	\$ 9,101.31	\$ 12,286.98	\$ 4,200.80	\$ 5,671.08

Salary Range	Annual		Monthly		Biweekly	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
31	\$ 111,950.85	\$ 151,134.21	\$ 9,329.66	\$ 12,594.18	\$ 4,305.82	\$ 5,812.86
32	\$ 114,750.46	\$ 154,912.77	\$ 9,562.11	\$ 12,909.57	\$ 4,413.46	\$ 5,958.17
33	\$ 117,618.69	\$ 158,785.54	\$ 9,801.73	\$ 13,232.13	\$ 4,523.80	\$ 6,107.14
34	\$ 120,559.62	\$ 162,754.56	\$ 10,046.46	\$ 13,562.88	\$ 4,636.90	\$ 6,259.81
35	\$ 123,573.25	\$ 166,823.94	\$ 10,297.34	\$ 13,901.82	\$ 4,752.81	\$ 6,416.30
36	\$ 126,662.66	\$ 170,994.69	\$ 10,555.39	\$ 14,249.98	\$ 4,871.64	\$ 6,576.71
37	\$ 129,828.86	\$ 175,269.89	\$ 10,819.58	\$ 14,605.31	\$ 4,993.43	\$ 6,741.14
38	\$ 133,074.94	\$ 179,651.58	\$ 11,089.92	\$ 14,970.88	\$ 5,118.27	\$ 6,909.66
39	\$ 136,401.92	\$ 184,142.85	\$ 11,366.40	\$ 15,345.66	\$ 5,246.22	\$ 7,082.40
40	\$ 139,811.84	\$ 188,745.73	\$ 11,651.07	\$ 15,728.64	\$ 5,377.38	\$ 7,259.46
41	\$ 143,306.75	\$ 193,464.32	\$ 11,941.89	\$ 16,121.86	\$ 5,511.81	\$ 7,440.95
42	\$ 146,889.73	\$ 198,301.70	\$ 12,240.90	\$ 16,525.31	\$ 5,649.60	\$ 7,626.97
43	\$ 150,561.79	\$ 203,258.88	\$ 12,547.07	\$ 16,937.98	\$ 5,790.84	\$ 7,817.65
44	\$ 154,326.02	\$ 208,339.97	\$ 12,860.42	\$ 17,361.92	\$ 5,935.62	\$ 8,013.09
45	\$ 158,184.45	\$ 213,549.06	\$ 13,181.95	\$ 17,796.10	\$ 6,084.01	\$ 8,213.41
46	\$ 162,139.14	\$ 218,887.17	\$ 13,511.68	\$ 18,240.51	\$ 6,236.11	\$ 8,418.74
47	\$ 166,192.13	\$ 224,359.42	\$ 13,849.60	\$ 18,696.19	\$ 6,392.01	\$ 8,629.22
48	\$ 170,347.52	\$ 229,968.90	\$ 14,195.71	\$ 19,164.16	\$ 6,551.81	\$ 8,844.94
49	\$ 174,605.31	\$ 235,717.63	\$ 14,550.02	\$ 19,643.39	\$ 6,715.61	\$ 9,066.07
50	\$ 178,970.62	\$ 241,610.75	\$ 14,914.56	\$ 20,133.89	\$ 6,883.50	\$ 9,292.72
51	\$ 183,445.50	\$ 247,651.33	\$ 15,287.30	\$ 20,637.70	\$ 7,055.59	\$ 9,525.04
52	\$ 188,030.98	\$ 253,842.43	\$ 15,669.25	\$ 21,153.79	\$ 7,231.98	\$ 9,763.16
53	\$ 192,732.16	\$ 260,188.16	\$ 16,061.44	\$ 21,682.18	\$ 7,412.78	\$ 10,007.24
54	\$ 197,550.08	\$ 266,692.61	\$ 16,462.85	\$ 22,224.90	\$ 7,598.09	\$ 10,257.43
55	\$ 202,488.83	\$ 273,360.90	\$ 16,874.50	\$ 22,779.90	\$ 7,788.04	\$ 10,513.86
56	\$ 207,551.49	\$ 280,194.05	\$ 17,296.38	\$ 23,349.25	\$ 7,982.75	\$ 10,776.71
57	\$ 212,740.10	\$ 287,199.23	\$ 17,728.51	\$ 23,932.93	\$ 8,182.31	\$ 11,046.12
58	\$ 218,058.75	\$ 294,379.52	\$ 18,171.90	\$ 24,531.97	\$ 8,386.88	\$ 11,322.28
59	\$ 223,510.53	\$ 301,739.01	\$ 18,625.54	\$ 25,145.34	\$ 8,596.54	\$ 11,605.34
60	\$ 229,097.47	\$ 309,281.79	\$ 19,091.46	\$ 25,773.06	\$ 8,811.46	\$ 11,895.47



September 17, 2025
NVTA Agenda Item 10.8
Continued From: New

Action Requested: APPROVE

NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Grant Bailey, Program Manager – Engineer
(707) 259-5951 / Email: gbailey@nvta.ca.gov
SUBJECT: Notice of Completion (NOC) for the Soscol Gateway Transit Center
Tenant Improvements Project

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director or designee to:

- 1) File a Notice of Completion (Attachment 1) with the Recorder-County Clerk; and
- 2) Release the contract retention for NVTA Contract No. 24-C40 Soscol Gateway Transit Center Tenant Improvements project pending the fulfillment of all terms of the agreement.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

This item requests Board authorization to file a Notice of Completion (NOC) for the Soscol Gateway Transit Center Tenant Improvements Project and release contract retention pending satisfactory completion of all agreement terms.

The project renovated NVTA's administrative offices to improve functionality, staff capacity, and flexibility in response to post-pandemic work environment changes. Construction was completed within budget, with a contingency usage of approximately 10% of the base contract value.

FISCAL IMPACT

None for this action.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: This project is Categorically Exempt as defined by California Code of Regulations 15301, Existing Facilities.

BACKGROUND

The Soscol Gateway Transit Center Tenant Improvements Project renovated NVTa's administrative offices to enhance functionality, accommodate additional staff, and provide flexibility in response to post-pandemic workplace changes.

Ground Floor: Converted open storage space into two offices, a meeting space, a wellness room, and a restroom with toilet, shower, and changing area, along with an expansion of the bus driver break room.

Second Floor: Installed sound attenuation treatments in open cubicle areas and added a new pod meeting room.

The Board awarded the construction contract to Carr's Construction Service at the November 20, 2024 meeting for a not-to-exceed value of \$832,000 (base contract plus 15% contingency). The Notice to Proceed was issued February 24, 2025, and construction began March 3, 2025. Substantial completion was achieved on May 22, 2025 and all punch list items were completed in August 2025.

The total project cost, including preconstruction, design, and construction management, was budgeted at \$1,150,000. As of June 30, 2025, total cost was \$912,357. NVTa is expected to be within budget for this project.

NVTa retained 5% of contract progress payments (approximately \$39,750) to address potential disputes or non-payment by the prime contractor. With no known disputes or payment issues, staff recommends releasing the retained funds after the mandatory 35-day lien period initiated by filing the NOC with the County Clerk.

ALTERNATIVES

Without the NOC; the claims period would extend from 30 to 90 days, increasing claims exposure time and delay contract retention release and project closeout.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

Filing a NOC with the County Clerk provides public notification of project completion to all contract parties to ensure there are no outstanding issues prior to releasing the contract retention funds.

ATTACHMENT(S)

(1) Notice of Completion

WHEN RECORDED PLEASE RETURN TO:

Napa Valley Transportation Authority
625 Burnell Street
Napa, California 94559

Exempt from Recording Fees: Gov. Code 27383

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, by order of the Board of Directors of the Napa Valley Transportation Authority, State of California, pursuant to Section 9204 of the Civil Code of the State of California, as follows:

That Contract “SGTC Tenant Improvements; 24-C40.” heretofore made and executed by the Napa Valley Transportation Authority (NVTa), as Owner, whose address is 625 Burnell Street, Napa, California 94559 and Carr’s Construction Service, Inc., Contractor, bearing the effective date of November 21, 2024 and Notice-to-Proceed (NTP) of March 3, 2025 for the work of “SGTC Tenant Improvements; 24-C40”, was completed by the Contractor and was accepted on behalf of the NVTa on _____, 2025.

That the work and contract was performed at the Napa Valley Transportation Authority, 625 Burnell St., Napa, CA 94559 in the County of Napa, State of California; and

That upon said Everest National Insurance Company (Bond Issuance: ES00018269) was surety upon the bond given by the Contractor in accordance with the provisions of Division 3, Part 4, Title XV, Chapter 7 (section 3247 et seq.) of the Civil Code of California.

IN WITNESS WHEREOF, pursuant to approval granted by its Board of Directors at a meeting of the Board convened and held on the 17th day of September, 2025, authorizing and directing the execution of this instrument, the District has caused this notice to be executed, authenticated by the signature of the Chair of the Board of Directors, and attested by the signature of its Clerk this 17th day of September, 2025.

Napa Valley Transportation Authority (NVTa)

By: _____
MARK JOSEPH, Chair of the Board of Directors

ATTEST: LAURA SANDERLIN
NVTa Board Secretary

By: _____

DECLARATION

The undersigned declare under penalty of perjury that each of them is an officer of the Napa Valley Transportation Authority (NVTA), to wit: Chair and Secretary of the Board of Directors, respectively; that each of them has read the foregoing Notice of Completion and knows the contents thereof; that the same is true of their own knowledge except as to those matters as are therein stated on information and belief, and as to those matters, each believes them to be true.

Executed on _____ at Napa, California.

MARK JOSEPH, Chair of the Board of Directors of the
Napa Valley Transportation Authority (NVTA)

Laura Sanderlin, NVTA Board Secretary

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____ before me,
_____, personally appeared
_____, who proved to me on
the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within
instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized
capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon
behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

Approved by the NVTA
Date: _____
Processed by: _____
_____ NVTA Board Secretary

APPROVED AS TO FORM Legal Counsel
By: _____
Date: _____



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Grant Bailey, Program Manager - Engineer
(707) 259-5951 / Email: gbailey@nvta.ca.gov
SUBJECT: On-Call Task Order with T.Y. Lin

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board authorize the Executive Director to execute and allow for minor modifications to Amendment No. 3 for Project Work Order No. 23-OCE12-E05 with T.Y. Lin International (Attachment 1) for engineering and design services for the Redwood Park and Ride Improvements project, in the amount of \$6,085 for a total amount not to exceed value of \$250,000.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

T.Y. Lin has completed environmental and design phase work for the Redwood Park and Ride improvements project. As the project transitions into the construction phase, NVTA is contracting with TYLin to continue design services during construction for submittal review and resolution of potential design issues. This task order amendment adds funding to the design services during construction phase scope of T.Y. Lin's project work order, increasing the cost by \$6,085 from \$243,915 to a new not-to-exceed (NTE) amount of \$250,000.

FISCAL IMPACT

Yes, \$6,085, bringing the total not-to-exceed amount to \$250,000.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION:

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

BACKGROUND

Vine Transit operates a multimodal transit hub at the Redwood Park and Ride lot in the city of Napa. Because of its significance to Vine operations, it is necessary to update facilities to improve functionality and performance.

The park and ride, which was built in 2011, currently lacks restroom facilities, causing safety, public health, and operational issues, for bus drivers and passengers. Additionally, facility striping, signage, and wayfinding are outdated and in need of modernization.

On July 17th, 2024, the Board approved an agreement with T.Y. Lin through an on-call contract to complete design and environmental services related to the Redwood Park and Ride Improvement Project.

NVTA is currently soliciting bids for construction of Redwood Park and Ride Improvements with anticipated Board award in November 2025. While design services during construction were included in the original task order, additional survey and coordination efforts with the Federal Transit Administration, Caltrans, and the City of Napa during design consumed a portion of the budget. This amendment ensures adequate funding is available for TYLin to support NVTA through the construction phase of the project.

ALTERNATIVES

None. Without the amendment, NVTA staff would lack the expertise to coordinate and resolve design issues encountered during the construction phase of the Redwood Park and Ride Improvements contract halting project delivery.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

Outsourcing specialized short-term tasks to consultants is more cost-effective than maintaining in-house expertise for intermittent needs.

ATTACHMENT(S)

(1) Amendment No. 3 to Project Work Order No. 23-OCE12-E05 with T.Y. Lin.

AMENDMENT 03

**PROJECT WORK ORDER NO. 23-OCE12-E05
ON-CALL A/E & PROJECT DELIVERY SERVICES**

PROJECT NAME: REDWOOD PARK AND RIDE CAPITAL IMPROVEMENTS

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

CONSULTANT DESIGNATED TEAM MEMBERS:

- T.Y. Lin International Staff – see EXHIBIT B attached

Consultant will independently and at its own discretion and liability enter into agreement with sub-consultant(s) listed in their proposal for any services required to complete the project as described in the scope of work.

SCOPE OF SERVICE: Provide engineering and design services for the Redwood Park and Ride Capital Improvements.

Add funds for design services during construction, increasing this task order by \$6,085 from \$243,915 for a new not-to-exceed (NTE) amount of \$250,000. No other changes.

Original Contract Value: \$221,741

Amendment No. 1 (Approved): \$18,449

Amendment No. 2 (Approved): \$3,725

Amendment No. 3 (Requested): \$6,085

New Total: \$247,212.50

START DATE: August 1, 2024

COMPLETION DATE: SEPTEMBER 30, 2026

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$250,000

CHARGE NUMBER FOR PAYMENT: TDA

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 (23-OCE12) with CONTRACTOR, which are hereby incorporated and made part of this Project Work Order.

NVTA

By: _____
DANIELLE SCHMITZ, Executive Director

CONSULTANT
T.Y. Lin International

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

By: _____
MICHAEL PYRZ, PE/Principal-in-Charge



September 17, 2025
NVRTA Agenda Item 10.10
Continued From: New

Action Requested: APPROVE

NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVRTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Grant Bailey, Program Manager – Engineer
(707) 259-5951 / Email: gbailey@nvta.ca.gov
SUBJECT: Contract Award for State Route 29 (SR29)/State Route 12 (SR12)/Airport Boulevard Alternative Analysis

RECOMMENDATION

That the Napa Valley Transportation Authority Board authorize the Executive Director, or designee, to execute and allow for minor modifications to Work Order No. E-02 (Attachment 1) to NVRTA Agreement No. 23-OCE08 with Kimley Horn and Associates for professional engineering services associated with the alternatives analysis and environmental clearance on the SR29/SR12/Airport Boulevard Interchange Project in an amount not to exceed \$2,720,000.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The State Routes 29/12/Airport Boulevard Interchange Project will address severe congestion and safety issues that have worsened since completion of the Soscot Junction project. NVRTA, in partnership with Caltrans District 4, will conduct a performance-based alternatives analysis and environmental review to evaluate up to three interchange options and revalidate the 2008 CEQA document. Following a competitive procurement, Kimley-Horn and Associates was selected as the most qualified consultant team. Staff recommends Board approval of a \$2,720,000 contract with Kimley-Horn, including the base scope, pre-obligated contingency for optional tasks, and an unobligated contingency.

FISCAL IMPACT

Yes, Regional Measure 3 capital funds were previously programmed by the Board for this project. See the table below for the expenditure plan and financing plan.

Expenditure Plan	
Engineering Services	\$2,158,998
Optional Services	\$460,204
Contingency	\$100,798
Total Expenditures	\$2,720,000
Funding Plan	
Regional Measure 3	\$2,720,000

This contract commits NVTa to a base contract value of \$2,158,998. The Board is also authorizing an additional \$561,002 for optional and contingent services, which may only be expended with prior authorization from the NVTa executive director.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: An Initial Study/Mitigated Negative Declaration (IS/MND) for the State Routes 29/12 Interchange Project was adopted by Caltrans in January 2008 in compliance with the California Environmental Quality Act (CEQA). The IS/MND evaluated potential impacts of constructing either a single point interchange or tight diamond interchange at SR 29/SR 12/Airport Boulevard and identified mitigation measures to reduce impacts to less-than-significant levels. The current action is consistent with the 2008 IS/MND and does not involve substantial changes to the project, changes in circumstances, or new information that would trigger additional CEQA review under Guidelines Sections 15162 and 15164; the 2008 IS/MND remains the appropriate CEQA document, and any future changes that could result in new or more severe impacts will undergo the appropriate level of CEQA analysis.

BACKGROUND

The State Routes 29/12/Airport Boulevard Interchange Project addresses longstanding operational deficiencies and safety concerns at the at-grade intersections of SR 29/SR 12/Airport Boulevard and SR 12/North Kelly Road. These locations experience collision rates above the statewide average for similar intersections, heavy congestion, and complex turning movements. Conditions have worsened since the completion of the Soscol Junction project to the north, which shifted traffic bottlenecks to this segment of the corridor.

A Caltrans-approved environmental document and project report from 2008 advanced a single point or tight diamond interchange, but the project was paused due to lack of funding. In 2020, NVTa completed the State Route 29 Comprehensive Multimodal Corridor Plan (CMCP), which identified a grade-separated dual roundabout (“dogbone”) interchange as a potential alternative. This concept has not yet been validated for operations, safety, community context, or cost-effectiveness.

NVTa, in partnership with Caltrans District 4, will now conduct a performance-based alternatives analysis and environmental review to confirm the most effective interchange configuration. Up to three viable alternatives will be evaluated, with emphasis on options consistent with the environmental impacts analyzed in the 2008 IS/MND. This approach enables clearance through the CEQA revalidation process rather than requiring a more resource-intensive addendum or supplemental IS/MND. A robust community engagement process will be undertaken to ensure the selected alternative reflects the needs of residents, businesses, and agency partners.

This phase requires extensive preliminary engineering and public engagement to secure project approval and environmental clearance. NVTa released a request for proposals for PA&ED services on May 19, 2025. Five proposals were received by June 27, and the three most qualified teams were interviewed on July 23rd. Consultants were evaluated based on the following criteria:

1. Completeness of Response
2. Past Performance
3. Staffing and Organization
4. Organization and Approach
5. Scope of Services to be Provided

The evaluation committee – including NVTa, City and County of Napa, and Caltrans representatives – ultimately recommended Kimley-Horn and Associates (KHA) as the most qualified based on technical expertise, relevant experience, and understanding of the work. The table below summarizes consultant firms that submitted proposals.

Interviewed	Consultant
Yes	Kimley Horn & Associates
Yes	TYLin
Yes	AECOM
No	GHD
No	GFT

All firms were well qualified, and the selection reflects the committee’s assessment of which team is best positioned to deliver this specific project successfully.

Following selection, staff negotiated with KHA to refine scope and fee. Adjustments included reducing overall project management time, consolidating prime and subconsultant efforts, and shifting certain tasks to optional services. These changes reduced the initial fee by approximately 8% and moved most environmental technical studies into an optional category.

Since a cooperative agreement with Caltrans is not yet in place, study requirements have not been confirmed. Deferring the technical studies as optional tasks allows NVTa to authorize only those that Caltrans requires, protecting NVTa from unnecessary costs. This approach, however, means a portion of contract contingency is “pre-obligated” for optional tasks identified in the scope.

Staff is therefore requesting Board approval of the following structure, for a total contract value of \$2,720,000:

Task Description	Cost
Base Contract	\$2,158,998
Optional Tasks (pre-obligated contingency)	\$460,204
Unobligated Contingency	\$100,798
Total	\$2,720,000

ALTERNATIVES

1. The Board could choose to forego this contract; however, doing so would delay critical safety and congestion relief improvements at the SR 29/12/Airport Boulevard and SR 12/Kelly Road intersections, as well as postpone realizing the full benefits of the recently completed Soscol Junction project.
2. The Board could direct staff to reissue the solicitation or defer award until Caltrans provides further guidance on required environmental studies. This approach would extend the schedule, risk higher costs in a future procurement, and delay progress toward environmental clearance and project approval.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

By authorizing this contract, NVTa advances the following agency goals:

-
- **Goal 2 – Improve system safety to support all modes and serve all users**
The selected build alternative will reduce collision risk and congestion, improving operational efficiency and safety for motorists, pedestrians, bicyclists, and transit riders.
 - **Goal 4 – Support Napa County economic vitality & Goal 5 – Minimize energy and resource use in moving people and goods**
The project will ultimately shorten travel times and improve reliability along the SR 29 corridor, benefiting residents, commuters, and freight movement while reducing wasted fuel and emissions associated with delay.

ATTACHMENT(S)

- 1) Project Work Order No. E-01

**PROJECT WORK ORDER NO. E-02
ON-CALL A/E & PROJECT DELIVERY SERVICES**

PROJECT NAME: SR29/SR12/Airport Blvd Interchange Alt. Analysis & Enviro Clearance

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

CONSULTANT DESIGNATED TEAM MEMBERS:

- Kimley-Horn and Associates, Inc. Proposal and List of Subcontractors – see EXHIBIT B.

Consultant will independently and at its own discretion and liability enter into agreement with sub-consultant(s) listed in their proposal for any services required to complete the project as described in the scope of work.

SCOPE OF SERVICE: Provide professional engineering services to complete the SR29/SR12/Airport Blvd Interchange Alternative Analysis and Environmental Clearance project as described in the scope of services hereto as EXHIBIT A.

START DATE: SEPTEMBER 29, 2025 **COMPLETION DATE:** DECEMBER 31, 2027

NOT-TO-EXCEED AMOUNT FOR THIS PROJECT: \$2,158,998.30

CHARGE NUMBER FOR PAYMENT: RM3

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

NVTA

By: _____
DANIELLE SCHMITZ, Executive Director

Contractor
Kimley-Horn and Associates, Inc.

By: _____
PARAG MEHTA, P.E.
Vice President

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

EXHIBIT A

SCOPE OF WORK

(Attached)

August 27, 2025

Grant Bailey, Project Manager
Napa Valley Transportation Authority
625 Burnell Street
Napa, CA 94559

4637 Chabot Drive #300,
Pleasanton, CA 94588
TEL 925.398.4840

RE: SR 29/SR 12/Airport Boulevard Alternative Analysis and Environmental Clearance Project

Dear Grant Bailey

Thank you for the notice of intent to award Kimley-Horn the opportunity to support NVTa in delivering the Alternatives Analysis, Project Approval, and Environmental Clearance for the SR 29/SR 12/Airport Boulevard Project. As requested, our scope and fee are provided on the following pages for your review.

We are excited for the opportunity to continue partnering with NVTa and appreciate your consideration. Should you have questions or require any additional information, please contact project manager, **Prasanna Muthireddy, PE**, at Prasanna.Muthireddy@kimley-horn.com, or 925-398-4855.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.



Prasanna Muthireddy, PE
Project Manager

Scope of Services

This scope of services is specifically based on providing planning, design, and environmental services to the Napa Valley Transportation Authority (NVTa) for completing the Alternative Analysis and Project Approval/Environmental Document (PA/ED) for the SR 29/SR 12/Airport Boulevard Interchange Alternative Analysis and Environmental Clearance Project. (Project).

Phase 0: Project Management

The Consultant, under this Agreement, Consultant will provide project management for each task for the entire duration of this project. Management activities include:

Phase 0.1: Coordination and Meetings

Consultant will coordinate with NVTa, Caltrans, Napa County, and other agencies/stakeholders/other project representatives. The Consultant will schedule, prepare an agenda, prepare meeting minutes, prepare presentation materials, and provide action item logs with the minimum level of support for:

- One (1) project kick-off meeting
- Bimonthly, 30-minute-calls with NVTa for the duration of the project, assuming 24-month project schedule, forty-eight (48).
- Twelve (12) Monthly Project Development Team (PDT) meetings with Caltrans and other stakeholder agencies
- Up to fifteen (15) focus meetings to resolve specific issues with Caltrans and other stakeholders
- Weekly team meetings with key team members, assuming 24-month project schedule

Meeting minutes will be prepared and distributed for review within approximately 10 business days of the meeting held.

Deliverables:

- Meeting Agendas, Materials, and Meeting Minutes
- Action item log

Phase 0.2: Project Administration

Consultant will prepare and submit monthly invoices along with progress reports, in general conformance with NVTa requirements, each month based on current billing and total billed amount to date. Monthly invoices will be organized by task and will include charges per staff member at the agreed hourly rates, expense charges, and subcontractor charges. Support documentation for contractor's and subcontractor's direct expenses and other charges will be attached. If NVTa requests additional design services during project development, Consultant will prepare a scope and fee for additional services as part of this task and will proceed after receiving written authorization from NVTa.

Deliverables:

- Monthly Invoices and Progress Reports

Phase 0.3: Project Management and Controls

The Consultant will supervise, coordinate, and monitor activities as well as the development of project deliverables for conformance with Caltrans, NVTa, and other applicable standards and policies. Project deliverables will be in accordance with the latest codes and standards and as approved by NVTa. Project files will be maintained in accordance with Caltrans' Uniform Filing System. The Consultant will hold internal team meetings to share project information with key team members, address and coordinate design issues, and verify that the quality process is being adhered to. Internal team action logs will be maintained.

Consultant will prepare a Critical Path Method schedule at the onset of the project based on this agreed upon scope and will get consensus from project team members and NVTa. After Phase 1 of the project, the schedule will be presented to Caltrans for their consensus. The Consultant will update the schedule on a monthly basis and inform NVTa's project manager of the changes, critical path items, and proactively manage the schedule to avoid delays and surprises.

Consultant will work with the QC/QA manager to develop a project-specific Quality Management Plan (QMP) that incorporates the contract requirements. The QMP will identify the deliverables that will go through the quality review process and when these reviews will take place during the project schedule. Prior to any design milestone submittals to NVTa, the Consultant will perform the necessary discipline, interdisciplinary, and if needed, independent reviews, in accordance with the approved QMP.

Deliverables:

- Detailed Microsoft Project Critical Path Schedule (Updated Monthly)
- Submittal Register
- Quality Management Plan

Phase 1: Alternative Analysis and Evaluation

Phase 1.1: Data Collection and Review

Consultant will obtain, either from NVTa or other readily available online documents, any of the pertinent prior documents, including the 2008 Project Report (PR), 2020 Comprehensive Multimodal Corridor Plan (CMCP), and other relevant plans and data, such as NVTa's Travel Behavior Study. Consultant will also conduct new traffic counts and supplement with readily available recent data where feasible, such as traffic count data from NVTa's American Canyon SR 29 Corridor Improvement project.

Consultant will also obtain relevant information about existing utilities and other existing facilities that may be affected by proposed project improvements within and nearby the project study area from NVTa, County, City, Caltrans, utility owners, open sources, and other agencies and organizations.

UNICO Engineering, Inc. will provide optional survey services as dictated by NVTa. Our approach for topographic surveys include evaluating the possibility of using any available topographic mapping from the approved 2008 PR. If the existing 2008 data is determined to not be salvageable, then the Consultant will coordinate with NVTa to obtain authorization to develop photogrammetric aerial map and orthophotography of the project area in accordance with Caltrans aerial photogrammetric standards.

UNICO will work closely with NVTa, Caltrans and City to identify the approved project control. It is assumed that Caltrans will provide the preferred horizontal and vertical control for utilization of surveys and mapping. It is assumed that horizontal control will be based on North American Datum (NAD83), California State Plane Coordinate System Zone 2 and North American Vertical Datum (NAVD88). Control research will be conducted to tie the survey and mapping services for this project into the desired control. Field surveys, GPS measurements and level loops will be conducted to process and adjust main control points to be used for the project. A project control report will be prepared which will include the primary horizontal and vertical control. Control report will include northings, eastings, elevations, basis of bearing, datum and utilized benchmarks.

UNICO will facilitate the delivery of an overall photogrammetric aerial map and orthophotography of the project area. UNICO will set all necessary aerial control panels at locations and frequency adequate to meet Caltrans and National Mapping Accuracy Standards of 1" = 50' scale mapping with 1' contour intervals based on the approved mapping limits. The aerial photogrammetric mapping will be in accordance with Caltrans aerial photogrammetric standards and will be approved and processed in 3 stages, A, B and C (A B C Process). The limits are centered at the intersection of SR29 and SR12 and will extend approximately 5000 feet northerly along SR12, 2300 feet easterly along SR12, 2000 feet southerly along SR29 and 2300 feet westerly along Airport Boulevard, including additional mapping along portions of South Kelly Road, North Kelly Road and Devlin Road at a sufficient width as directed by design team. Aerial based topographic mapping will show all visible surface features, improvements, 1' contours, DTM ground surface and spot elevations within the mapping limits. Color photo background imagery will be provided. The imagery will be adjusted using ortho-correction within the mapping limits, and simple rectification within the ground control limits.

UNICO will perform detailed (non-aerial) supplemental topographic surveying and base mapping derived from the established horizontal and vertical control at the discretion of design team to locate utilities, trees, constraints and other key features not visible by aerial photogrammetric surveys. All supplemental ground topography will be mapped and combined into the photogrammetric aerial base survey.

UNICO will request from Caltrans current Right of Way Maps and Monument Maps along the project corridor. UNICO will attain additional mapping and documentation from County to aid in the mapping of the right of way along the project alignment. As part of alternative analysis, the right of way mapping will be limited to strictly the right of way along the project alignment. Individual properties will not be resolved and mapped at this stage. The resolution of individual properties along the project limits will require full surveying and mapping during future phases of the project. To aid in the right of way mapping, UNICO will purchase a total of eight (8) title

reports to better understand right of way, dedications and easement constraints as needed. A right of way base map will be prepared to assist with searching for monuments and right of way boundaries. GPS and conventional surveys will be performed to locate right of way monuments, pins and other boundary markers necessary to resolve and map the right of way. An overall right of way base map in AutoCAD will be prepared as the basis of the right of way limits.

Deliverables:

- Data Collection Summary Matrix
- Control Report
- Aerial Based Photogrammetric Topo Base File in AutoCAD Civil 3D, DTM File, 3D Surface File, Ortho Image Files, Points Files
- Right of Way Base Map, Recorded Maps, Deeds, Title Reports (8)

Phase 1.2: Establish Evaluation Criteria

Consultant will identify existing deficiencies and refine the Purpose and Need (P&N) statement from the 2008 PR. After data collection, assessment, and development of the P&N statement, the Consultant, in collaboration with NVTa, will develop a distinct quantifiable screening criteria intended to evaluate project alternatives based on performance, including but not limited to performance measures for traffic operations, safety, cost, constructability, stage construction considerations, right-of-way, multimodal compatibility, VMT, and context sensitivity. A screening matrix will be created to help navigate multiple complex factors in assessing alternatives with an objective approach to best serve NVTa, project stakeholders, and the local communities. The screening and evaluation criteria will promote a performance-based decision-making process for NVTa, which will be clearly documented.

Deliverables:

- Revised Purpose and Need Statement
- Screening Criteria Matrix

Phase 1.3: Development and Screening of Intersection Alternatives

Consultant will develop an inventory of preliminary geometric alternatives using available mapping which will address the project P&N, improve operations, avoid or minimize environmental, utility, and right-of-way impacts. The alternatives will also be based on Caltrans ISOAP and nationally accepted design guidance. The alternatives will also include multimodal access improvements, truck freight access, align geometric design with roadway context, and include both conventional and innovative configurations. Consultant will hold a workshop, where concepts will be presented to identify potential fatal flaws and alternatives to not consider with opportunity for NVTa to provide additional alternative design ideas for consideration.

This session will serve two primary purposes:

- Determine a range of possible alternatives to consider
- Establish alternatives that meet the project P&N and are aligned with the selection criteria developed in the previous task

The concepts will consider improvements for mobility in the corridor for both vehicular and non-vehicular modes of travel as defined in our existing deficiencies in the previous task. The workshop is intended to establish potential solutions, but not to minimize the range of concepts to be developed. After the workshop, Consultant will screen out alternatives for clear fatal flaws related to constructability, safety, environmental impact, or P&N, in collaboration and with input from our experienced team members. The alternatives will be developed as high-level concepts and will consider the current and future land uses in and around the project study area, including the traffic operations, trips, and proposed developments along SR 29 and the SR 12/North Kelly Road intersection and south of the intersection along South Kelly Road. The concepts will include enough information to establish advantages and disadvantages for each alternative considered. The Consultant will address one (1) round of comments from NVTa on the concept exhibits.

Deliverables:

- Workshop Concept Exhibits with advantages/disadvantages

Phase 1.4: Alternatives Refinement, Conceptual Engineering, and Cost Estimates

Consultant will refine up to six (6) build alternatives resulting from Phase 1.3, including preliminary concept layouts, construction staging considerations, and planning-level capital and right-of-way cost estimates. The concept alternatives will be prepared on available topographic mapping and aerial mapping at an appropriate scale to show proposed features and identify details such as non-standard features. The concept layout will also include typical sections at key locations for existing and proposed lane configuration and show multimodal facilities, as appropriate. The Consultant will address up to one (1) round of comments from NVTa on the six (6) preliminary concept layouts, planning-level capital cost estimate, and right-of-way cost estimate.

Deliverables:

- Concept Exhibits for up to six (6) alternatives
- Planning-level Capital and Right-of-Way Cost Estimates

Phase 1.5: Performance-Based Evaluation

Consultant will evaluate the refined six (6) build alternatives with the evaluation criteria developed from Phase 1.4, with input from NVTa. Each build alternative will be evaluated with a rating system, including both qualitative and quantitative metrics with rationale for each score. A comprehensive matrix to support the decision-making process will be developed, as well as a simplified clear matrix for easy comparison to allow for alternative selection to proceed to the next phase.

This will include input from the traffic lead to review the proposed build alternatives with preliminary peak hour and VMT screening analysis using Synchro/SimTraffic and SIDRA softwares, depending on the build alternative. The traffic analysis will include impacts to the Airport Road/Devlin Road intersection, SR 12/Kelly Road, and limits extending both north and south along SR 29 as needed in coordination with NVTa. These preliminary performance results, level of service (LOS), delay, and queue length will be compared against no build and

other build alternatives to add to the narrative for the appropriate three (3) build alternatives to move forward.

Additionally, Consultant will provide review of right-of-way requirements in terms of assessing constructability, safety, environmental impacts of each of the identified alternatives that are at-grade, grade separated, and structures such as connector ramps. The review of proposed structures will consider the constructability considerations into building a retaining wall through more complex systems like mechanically stabilized earth (MSE) walls and tieback walls. As part of our review of proposed structures, the TRC CM team will provide feedback on the impacts of these structures in terms of proximity to environmentally sensitive areas, if any, which will require seasonal restrictions to construction schedule and operations.

Consultant will develop comparative alternative evaluation matrices for up to six (6) alternatives. Consultant will address up to one (1) round of comments from NVTa on the six (6) evaluation matrices.

Deliverables:

- Comparative Alternative Evaluation Matrix for up to six (6) alternatives

Phase 1.6: Shortlisting of Alternatives

Consultant will collaborate with NVTa, with the help of the alternative evaluation matrix results, and recommend up to three (3) build alternatives that meet the agreed upon performance metrics. Consultant will prepare a short technical summary memorandum for the three (3) build alternatives and an evaluation matrix summarizing conclusions.

Deliverables:

- Summary memorandum identifying top three (3) build alternatives for Caltrans review

Phase 2: Caltrans Screening and Feasibility Input

Phase 2.1: Updated Project Description

Consultant will prepare detailed narratives that describe each of the three (3) build alternatives to help Caltrans gain an understanding of the pros and cons of the alternatives. The narratives will include, but not limited to, information related to proposed configuration, right-of-way impacts, multimodal components, expected operational improvements, impact to the intersections of Airport Boulevard/Devlin Road and SR 12/North Kelley Road, utility impacts, design features, and any non-standard features. Consultant will provide up to two (2) rounds of review with NVTa.

Deliverables:

- Updated Project Description for up to three (3) build alternatives

Phase 2.2: Updated Project Footprint

Consultant will refine the geometry of each of the three (3) build alternatives, review high level profile geometry based on available surface data, and develop plan-view exhibits that show the footprint for each of three (3) build alternatives. The footprint at this level will identify preliminary cut/fill limits, right-of-way needs, constructability needs, utility impacts, nonstandard features, and environmental impact areas. The exhibits will be developed in accordance with Caltrans Highway Design Manual, CADD User's Manual and other applicable Caltrans processes.

Deliverables:

- Refine Alternatives and Develop up to three (3) build alternative exhibits

Phase 2.3: Vehicle Miles Traveled (VMT) Screening

Based on Senet Bill (SB) 743, Consultant will follow the Transportation Analysis Framework (TAF) and Transportation Analysis Under CEQA (TAC) closed on November 22, 2024. Consultant will follow the TAF and TAC documents in identifying the VMT impacts. Consultant will conduct a CEQA VMT screening consistent with Caltrans Transportation Analysis under CEQA (TAC) and Transportation Analysis Framework (TAF) guidance for each of the top three (3) build alternatives.

Deliverables:

- VMT Screening Memorandum for up to three (3) build alternatives

Phase 2.4: Caltrans Coordination

Consultant will facilitate up to three (3) meetings with Caltrans to present findings of the alternative analysis and provide details for Caltrans to review three (3) of the proposed alternatives. Consultant will prepare agendas and distribute meeting minutes with action items for each of the coordination meetings. The Consultant will help deduce the appropriate path to gain project approval and environmental clearance for each of the three (3) build alternatives, including scope of required technical studies, with the intent to prepare addendum and revalidate the CEQA and NEPA from 2008. The results of this coordination with Caltrans will be used as part of community and stakeholder engagement as well as in the process of selection of the project build alternatives in Phase 4.

Deliverables:

- Meeting Agenda, Summary, and Action Items from Caltrans Coordination Meetings

Phase 3: Community and Stakeholder Engagement

Phase 3.1: Stakeholder Engagement Plan

Consultant will develop a comprehensive stakeholder engagement plan to guide public outreach and engagement throughout the project. This plan will:

- Define outreach goals aligned with the project's purpose and need

- Identify key audiences, including local agencies, transit agencies, advocacy groups, community-based organizations (CBOs), business leaders and groups, and underserved communities
- Outline strategies for equitable, inclusive engagement, including multilingual outreach and targeted efforts for disadvantaged communities
- Provide a calendar of engagement activities, communications milestones, and coordination with project phases, including Caltrans' environmental clearance process

Deliverables:

- Stakeholder Engagement Plan (including CBO strategy, timeline, and equity approach)

Phase 3.2: Public Input Events

Consultant will organize and facilitate up to two (2) public meetings or workshops with either in-person or virtual components. The first event is suggested to occur after Phase 1, post initial coordination with Caltrans and will:

- Educate the public on project background, share the three (3) build alternatives being evaluated, associated impacts, and alternative evaluation considerations.
- Gain public input on the three alternatives and summarize the meeting outcomes
- Use clear, accessible materials including fact sheets, boards, handouts, and presentations
- Leverage interactive tools (e.g., comment cards, online polling) to collect meaningful input
- Be promoted via social media, stakeholder emails, flyers, and community partnerships
- The second event is suggested to occur during Phase 4, after the preferred build alternative selection and around the ED circulation time frame. This event will also be similar to the first event but provide an update for the community and create opportunities for them to provide valuable input on the details of the preferred build alternative.

Deliverables:

- Public meeting coordination (logistics, agenda, facilitation)
- Outreach materials (fact sheets, digital graphics, handouts)
- Meeting summary and attendance documentation
- Comprehensive comment log and coding of input

Phase 3.3: Stakeholder Briefings

Consultant will conduct a series of up to six (6) stakeholder meetings and/or charrettes with local agencies and key stakeholders on the project. These briefings will:

- Provide tailored project updates and gather input on three (3) build alternatives
- Be coordinated in partnership with NVTa and as needed, Caltrans

Consultant will prepare all fact sheets, materials, agenda, meeting minutes, and follow up on any action items associated with all stakeholder meetings. Stakeholders may include City of Napa,

American Canyon, County of Napa, airport representatives, business groups, advocacy organizations, and potentially affected communities.

Deliverables:

- Presentation materials and fact sheets for briefings
- Summary of public comments received for both meetings
- Summary notes from each stakeholder engagement session

Phase 3.4: Public Input Summary

Consultant will document and analyze all feedback collected through meetings, workshops, stakeholder briefings, and online tools. A public input summary memorandum will be developed to:

- Synthesize comments and concerns
- Identify common themes and areas of support or conflict
- Outline how community input informs the selection of a preferred alternative
- Provide demographic insights where available to assess outreach effectiveness

Deliverables:

- Appendices of raw public and stakeholder feedback
- Memorandum summarizing public input and its implications for decision-making from the first public meeting with an addendum for the second public meeting

Phase 4: Final Deliverables and Clearance

Phase 4.1: Value Analysis (VA) Study

Value Management Strategies, Inc. and the Consultant will facilitate a formal VA study consistent with Caltrans and FHWA requirements for federally funded projects exceeding \$50 million (\$40 million for bridge projects). Consultant proposes to conduct VA study for up to three (3) build alternatives. The VA study results, together with the results from Phases 1 through 3, will inform the selection of the build alternative. The VA study will include:

- An independent Certified Value Specialist (CVS) team leader to lead a VA study in accordance with Caltrans value methodology
- VA study documentation in accordance with the Caltrans VA report guide and this task order
- Applicable data and correspondence and any other relevant information necessary for the VA study is collected, developed, and distributed
- Facilitate VA team meetings

Deliverables:

- Final Value Analysis Report

Phase 4.2: Selection of Preferred Alternative

Consultant, in collaboration with NVTa, Caltrans, and the project stakeholders, will recommend a preferred alternative based on the performance evaluation, public feedback, and Caltrans input collected as part of phases 1 through 3. The build alternative consensus will be part of a PDT meeting, and the minutes will document the consensus. Consultant will prepare a memorandum to document the preferred alternative decision from the PDT meeting. Consultant will address up to one (1) round of comments on the memorandum from NVTa and Caltrans.

Deliverables:

- Preferred alternative decision memorandum

Phase 4.3: Updated Environmental Document & Associated Studies

Consultant will prepare an addendum to the 2008 IS/EA or revalidation documents after a preferred build alternative is selected for the project.

Consultant will use the updated environmental technical studies to prepare an addendum/revalidation to the 2008 IS/EA and EA/FONSI for CEQA and NEPA compliance. This task is based on the assumption that the project build alternative will be limited to one preferred alternative as identified in this scope and the build alternative will not result in any new significant impacts or more severe adverse effects than were previously evaluated in the 2008 IS/EA which would necessitate the preparation of a new CEQA and NEPA documentation. Consultant will address two (2) rounds of comments with NVTa and Caltrans for the draft Environmental Document.

Deliverables:

- Draft Environmental Document

Phase 4.3.1: Project Description, Initial Coordination, and Potential Effect Map

Consultant will refine the purpose and need statement prepared in Phase 1 and a project description that describes the proposed preferred build alternative and the no build alternative to be analyzed in the PA&ED phase. Consultant will address up to two (2) rounds of comments on the revised purpose and need and project description from NVTa and Caltrans.

Consultant will also prepare an Area of Potential Effects (APE) map for review by NVTa and Caltrans. Consultant will address up to two (2) rounds of comments from NVTa and Caltrans.

Deliverables:

- Revised Purpose and Need
- Revised Project Description
- Area of Potential Effects Map

Phase 4.3.2: Environmental Technical Studies:

The following technical studies were prepared for the 2008 IS/EA and will need to be updated for the project. This task includes coordinating with Caltrans to determine the scope of the following environmental technical studies that are anticipated to be required for the project:

- 4.3.2.1 Cultural Resources
- 4.3.2.2 Natural Environmental Study
- 4.3.2.3 Community Impact Assessment Memo
- 4.3.2.4 Air Quality Report
- 4.3.2.5 Noise Study Report
- 4.3.2.6 Energy Analysis
- 4.3.2.7 Water Quality
- 4.3.2.8 Phase I Initial Site Assessment
- 4.3.2.9 Visual Impact Assessment

Phase 4.4: Supplemental Project Report (SPR)

Consultant will provide the necessary supplemental technical studies required for approval of the SPR by Caltrans. All technical studies will include at least two (2) round of review with NVTa and Caltrans separately, unless otherwise noted.

Phase 4.4.1: Traffic Analysis

Consultant will work with NVTa and Caltrans to identify the project/traffic study limits, which based on the previous 2008 study established limits to east of Gateway Drive/Sena Street on west and west of Kirkland Ranch Road on east, Soscol Derry Road Interchange (Interchange not included) on north, Tower Road on South. Project study limits may vary as compared to traffic study limits.

Phase 4.4.1.1: Methodology Memorandum and Traffic Data and Software Selection

To capture the existing operating conditions, Consultant will collect weekday and weekend data of key intersections and 7-day, 24-hour counts. Based on the existing conditions and future growth, a VISSIM simulation for multiple hours of analysis will be modeled to capture the intersection operations, queuing and upstream/downstream impacts. For feasibility study and signal time optimization for the study intersections, Synchro software will be used as well as preliminary roundabout analysis, SIDRA software, as needed. The peak period analysis will be performed using VISSIM microsimulation software as well. Consultant will prepare a traffic methodology memorandum for concurrence on traffic analysis approach from Caltrans for operations and forecasting.

Deliverables:

- Traffic Methodology Memorandum

Phase 4.4.1.2: Existing Conditions Calibration

Consultant will develop the VISSIM network within the traffic study limits in collaboration and approved by NVTa and Caltrans. The adjusted existing peak period data and current signal timing information will be entered into the model. The model calibration will be completed by adjusting necessary parameters in simulation software. After calibrating the model, the output results of demand vs served volume, travel time and queueing information at study intersections. Results meet the criteria, and the memorandum will be prepared and submitted to NVTa and Caltrans for review and approval.

Deliverables:

- Existing Conditions Memorandum

Phase 4.4.2.3: Travel Demand Forecasting

Consultant will use the recently calibrated sub-area validated SNABM model for SR 29 to develop the future forecast. Land use around the project study area will be reviewed/checked and necessary adjustments will be made, if needed. Future forecast data will be adjusted based on existing calibration and adjusted volumes will be used for project opening and design years.

Phase 4.4.2.4: Traffic Operational Analysis

Future traffic operational analysis will be performed based on approved forecast data. Proposed build alternative results will be compared against no build conditions as well as other alternatives to identify the best performed alternative. Based on input from NVTa and Caltrans preferred alternative will be selected.

Phase 4.4.2.5: Intersection Safety Operational Assessment Process (ISOAP)

Consultant will prepare per Caltrans documentation the Intersection Safety Operational Assessment Process (ISOAP). Intersection geometry and traffic control will be determined through a performance-based analysis that considers all users and supports the principles of the safe system approach. The selected build alternative will go through ISOAP process for selecting appropriate intersection lane geometry.

Deliverables:

- Intersection Safety Operational Assessment Process Memorandum

Phase 4.4.2.6: Traffic Operational Analysis Report (TOAR)

Consultant will prepare a draft and final TOAR summarizing existing conditions, forecasting analysis, opening and design year operational analysis results, improvements required to maintain acceptable operations and safety conditions once future traffic operational analyses are completed. The report will summarize the project findings and recommendations.

Deliverables:

- Draft and Final Traffic Operational Analysis Report

Phase 4.4.2: Other Technical Documents

Kimley-Horn will prepare the following necessary attachments to the supplemental PR and technical studies. All attachments and technical studies will include at least two (2) rounds of review with NVTa and Caltrans separately.

Phase 4.4.2.1: Safety Analysis and Design Standard Decision Document (DSDD)

- **Safety Analysis:**
Consultant will prepare a memorandum to document which project improvements elements are feasible to be evaluated with the Highway Safety Manual (HSM). There

may be some elements of the alternative that are not feasible for evaluation with the HSM Crash Prediction Models (CPM). This memorandum will be reviewed and approved prior to starting the Safety Analysis Report.

Based on the approved HSM Safety Analysis Methodology Memorandum, Consultant will prepare a Safety Analysis Report in accordance with Caltrans' Application of the Highway Safety Manual Methodology for Project Development, dated March 30, 2023, for performance-based decision-making, and the Highway Safety Manual (HSM) to assess safety impacts to support project design decisions. Consultant will refer to other reference sources including the FHWA Crash Modification Factors (CMF) Clearinghouse, Safety Performance Function Clearinghouse, and Highway Design Manual.

It is anticipated that two (2) rounds of comments from Caltrans will be received prior to approval of the Safety Analysis.

- **DSDD:**
Consultant will prepare DSDD for non-standard design features for up to one (1) build alternative. The draft DSDD will be submitted to Caltrans for review and comment. This work includes meetings (up to four meetings) with Caltrans and other functional units for the review of the proposed geometrics design. It is anticipated that two (2) rounds of comments from Caltrans will be received prior to approval.

Deliverables:

- Draft and Final Safety Analysis
- Draft and Final DSDD

Phase 4.4.2.2: Complete Streets Decision Document (CSDD)

Consultant will prepare a Complete Streets Decision Document (CSDD) from Caltrans Project Development Procedures Manual Appendix FF. The CSDD will document the steps taken to determine bicycle, pedestrian, or transit needs, identify preferred complete streets facilities, identify complete streets facilities selected for the project, and rationale supporting those decisions in development of the preferred alternative for the Project limits within Caltrans right-of-way only.

Deliverables:

- Complete Streets Decision Document

Phase 4.4.2.3: Geometric Engineering Drawings (GeDs)

Consultant will prepare Geometric Engineering Drawings (GeDs) to obtain agency consensus on the preferred build alternative that will be discussed in the Project Report and recommended for final design during the PS&E phase.

Deliverables:

- GeDs

Phase 4.4.2.4: Preliminary Geotechnical Design Report (PGDR)

A Preliminary Geotechnical Design Report (PGDR) will be prepared to provide preliminary recommendations to the design team and NVTa as a supporting document to develop the PA&ED. The PGDR will be prepared according to Caltrans Geotechnical Design Reports guidelines (February 2021).

Consultant will review the published geologic maps and other agency records if any. The overall geotechnical/geologic evaluations will be discussed on a broad basis, including geology, topsoil/soil survey, surface/subsurface conditions, and groundwater. The seismic hazards, such as liquefaction and lateral spreading will be evaluated based on the proposed boring and CPTs according to the current standard design practice.

The preliminary acceleration response spectrum and the peak ground acceleration (PGA) will be developed based on the Caltrans ARS Online website.

Deliverables:

- Preliminary Geotechnical Design Report

Phase 4.4.2.5: Preliminary Pavement Design Memorandum (PDM)

For the preliminary pavement design of the roadway, no fieldwork or laboratory testing is proposed in this preliminary engineering phase. A Preliminary Pavement Design Memorandum will be prepared using assumed R-values and Traffic Index (TI) provided by others. The pavement design will be based on the Caltrans standard empirical design method per Highway Design Manual guidelines to support the Life Cycle Cost Analysis (LCCA). For this preliminary engineering phase, Mechanistic-Empirical (ME) method by using the CalME software is not included in this scope.

Deliverables:

- Preliminary Pavement Design Memorandum

Phase 4.4.2.6: Storm Water Data Report (Long Form)

Consultant will prepare a PA&ED-level SWDR (Long Form) in accordance with Caltrans requirements.

Deliverables:

- Storm Water Data Report (Long Form)

Phase 4.4.2.7: Preliminary Drainage Report

Consultant will prepare a drainage report analyzing the existing drainage facilities and drainage patterns in the area and develop proposed facilities needed to effectively manage roadway runoff and accommodate the proposed improvements. Drainage shed areas will be developed from topography, field reviews, and the proposed roadway improvements in the project area. Tributary areas will be defined, and flow rates calculated for inlets and pipes. Required detention facilities

to mitigate the increased runoff due to project improvements will be assessed. Reports will be submitted to NVTA and Caltrans for review and approval.

Deliverables:

- Preliminary Drainage Report

Phase 4.4.2.8: Capital Outlay Project Estimate

Consultant will prepare an order-of-magnitude capital outlay project estimate consistent with Caltrans requirements for PA&ED. The preliminary capital outlay project estimate will be presented in the Caltrans 11-page format and will provide a detailed breakdown of capital construction costs. It will also include support costs needed for the PS&E and construction phases of the project.

Deliverables:

- Capital Outlay Project Estimate

Phase 4.4.2.9: Right of Way Data Sheet

Consultant will evaluate the potential right of way requirements, affected parcels and associated capital costs for build alternative, and deliver a Right of Way Data Sheet prepared by a qualified real estate professional.

Deliverables:

- Right of Way Data Sheet

Phase 4.4.3: Draft Supplemental Project Report (SPR)

Consultant will prepare an administrative draft SPR for the project limits within Caltrans right-of-way for NVTA review. Consultant will update the administrative draft per NVTA's comments and develop a draft version of the SPR for two (2) rounds of Caltrans review and comments, in accordance with Caltrans guidance documented in the Caltrans Project Development Procedures Manual (PDPM).

Deliverables:

- Administration Draft Supplemental Project Report
- Draft Supplemental Project Report

Phase 4.5: Final Submittals

Phase 4.5.1: Final Environmental Document

Consultant will update all relevant draft documents and NEPA/CEQA reports for final distribution and reviews. Consultant will work closely to resolve comments from stakeholders regarding the final conclusion of the final ED revalidation. It is assumed two (2) rounds of review for Caltrans approval of the environmental document.

Deliverables:

- Final Environmental Document

Phase 4.5.2: Final Supplemental Project Report (SPR)

Consultant will update the draft SPR and all necessary technical studies and attachments to the SPR for final circulation and approval with Caltrans. It is assumed two (2) rounds of review for Caltrans approval of the final supplemental project report.

Deliverables:

- Final Supplemental Project Report

Optional Tasks

The tasks identified in this section are considered Optional Tasks. Kimley Horn acknowledges that these tasks are not part of the base scope of services and will only be performed upon written authorization from NVTA.

Optional 1: Structures Preliminary Geotechnical Report (SPGR)

For the anticipated structures, Consultant will prepare two (2) SPGRs to support Advanced Planning Studies during this PA&ED phase study per Caltrans guidelines (“Foundation Reports for Bridges”, July 2024), one for the grade separation structure and one for all retaining walls. Consultant will review the published geologic maps and other Agency records, if any, in the project vicinity. Consultant will comply with local permit requirements. It is assumed that the geotechnical explorations will be performed within Caltrans’ right-of-way (ROW) and the encroachment permits will be provided by the team and/or NVTA at no cost. A drilling permit from Napa County will be obtained.

Consultant will locate the explorations in the field and contact Underground Service Alert (USA) for utility clearance. A private utility locator is not included in the scope since the borings are expected to be within the public right-of-way.

One (1) boring to 100 feet and four (4) CPTs to 100 feet or refusal, including two (2) SCPTs with shear wave velocity measurements, are included in the scope. Based on the site condition, it is expected that the exploration can be performed without lane closure or traffic control. Therefore, traffic control is not expected and is not included in the current scope. The explorations will be backfilled with neat cement when completed. Please note that the actual boring and CPT locations will depend upon the available access, utility conflicts, and the selected alternative.

Laboratory tests will be performed on representative soil samples, such as moisture contents, densities, particle size analyses, plasticity index (basic soil characteristics), corrosion tests (pH, sulfate, chloride, and resistivity), and strength tests as deemed necessary. Two R-value tests are planned.

Consultant will perform preliminary engineering analyses focusing on the seismic hazards, i.e., liquefaction potential, based on the boring and CPT data according to the current standard design

practice. The preliminary acceleration response spectrum and the peak ground acceleration (PGA) will be developed based on the Caltrans ARS Online website.

In addition, preliminary axial capacity for deep foundations will be developed based on the available boring and CPT data. Pavement design will be performed. The traditional empirical method will be used during this preliminary design phase.

Two SPGRs will be prepared, one for the grade separation structure and one for all retaining walls. The reports will discuss the potential geotechnical and geologic impacts and mitigations on a broad basis, including, but not limited to, geology, subsurface conditions, groundwater, as-built data, seismic hazards, erosion, etc., for the proposed structures. The SPGR will discuss the appropriateness of different foundation types and the anticipated scope and types of fieldwork and testing that may be required to complete the geotechnical investigation based on the proposed alternative and preliminary plans provided by the designer. It is assumed there will be two (2) rounds of review with NVTa and Caltrans for approval.

Deliverables:

- Structural Preliminary Geotechnical Report
- Foundation Report

Optional 2: Structure Advance Planning Study

An Advance Planning Study (APS) will be required to be prepared if a bridge or nonstandard retaining wall structure is part of the preferred alternative. The APS will follow the guidelines of Caltrans Memo to Designers (MTD), Section 1-8 “Planning Studies”, and Caltrans Office of Special Funded Projects (OSFP) Information and Procedures Guide, Section 3-2 “Advance Planning Studies”.

The purpose of an APS is to identify feasible type of structures for the project alternative and location. The APS will include cost, project risks, and potential impacts to surrounding environment and existing utilities. It will investigate the use of Accelerated Bridge Construction (ABC) techniques and their potential benefits to both cost and schedule.

Deliverables:

One APS will be prepared as part of this task will include the following:

- General Plan of the proposed structure, which will include a Plan View, Elevation View and Typical Section of the structure
- Preliminary Foundation Report
- APS Checklist
- Design Memo discussing the structure and its benefits and challenges
- Itemized Cost Estimate

Optional 3: Additional VIA Simulations

If the preferred build alternative includes a major structure such as a bridge or connector ramp, then this optional task will include the additional scope for (1) visual simulation from identified

key viewpoints which will demonstrate the before and after-effects of the proposed project with the proposed structure.

Optional 4: VMT

This project's environmental document was previously cleared and may be except from VMT assessment. However, Consultant will work with Caltrans District 4/Headquarters to resolve this item. If Caltrans requests to perform the VMT, Consultant will follow the recently updated (2024) TAF and TAC documents to identify there are any VMT impacts, if any.

Deliverables:

- VMT Document

All technical studies will include at least two (2) rounds of review with NVTa and Caltrans separately, unless otherwise noted. For all of the environmental technical study tasks, Consultant will submit a work plan for review and consensus by NVTa and Caltrans prior to preparing the revalidation of any documents. The following tasks are assumed based on readily available information, but they are subject to change with further coordination with Caltrans.

Optional 5: Cultural Resources (Archaeological Survey Report (ASR), Historic Property Survey Report (HPSR))

The proposed project has a signed EIR from 2008, which this scope seeks to revalidate. However, since the cultural resources studies for the project are 18 years old, the project requires updated cultural resources documents. Federal funds are being used for the complete streets improvements, requiring NHPA Section 106 review by Caltrans District 4 Local Assistance.

- Record Search

A record search for previous studies and recorded cultural resources will be requested from the Northwest Information Center (CHRIS), Sonoma State University, Rohnert Park, to include the project area and a ½-mile radius around it. A/HC will also request a Sacred Lands File search and tribal contact list for Napa County from the California Native American Heritage Commission in Sacramento.

- Native American Consultation

A/HC will prepare and circulate letters to Native American tribes informing them of the proposed project and inviting them to consult. We assume that two consultation meetings will be required.

- Archaeological Survey Report

A qualified archaeologist will complete a pedestrian field survey, background research, and geoarchaeological assessment of the project corridor. These data will be used to complete an Archaeological Survey Report that conforms to the guidance in the Caltrans Standard Environmental Reference (SER) Volume 2.

- Historic Properties Survey Report

The HPSR is a summary report that includes the final draft of the APE map, discusses documentation efforts, presents the findings of the ASR, and summarizes the National Register eligibility conclusions for cultural resources. The document also provides evidence of coordination with Native American groups, local government, and other interested persons and organizations, and requests the concurrence of the State Office of Historic Preservation (if necessary).

This scope does not include archaeological testing or evaluation of built environment resources.

Deliverables:

- Archaeological Survey Report
- Historic Property Survey Report

Optional 6: Natural Environment Study, Biological Assessment, and Aquatic Resources Delineation Report

Consultant will prepare a Natural Environment Study (NES) and Biological Assessment (BA) to document the various biological and/or physical elements that could be potentially impacted by the project. The BA will also support consultation with the United State Fish & Wildlife Service (USFWS). Consultant will complete an Aquatic Resources Delineation Report that will include mapping of all potential waters of the US/State and locations of ordinary high-water mark, as applicable, to assess potential impacts to aquatic resources within agency jurisdictions.

It is assumed that aquatic resources delineation survey does not include agency coordination or a site visit for USACE verification under this project phase.

Deliverables:

- Natural Environment Study
- Biological Assessment
- Aquatic Resources Delineation Report

Optional 7: Community Impact Assessment Memorandum

Consultant will prepare a Community Impact Assessment (CIA) memorandum that briefly documents appropriate or relevant topics based on the current Caltrans Annotated Outline. These are anticipated to include land use, growth, community character, traffic/transportation, bicycle and pedestrian facilities, equity, and public involvement.

Deliverables:

- Community Impact Assessment Memorandum

Optional 8: Air Quality Report

Consultant will prepare an air quality technical report using the Caltrans format and address the FHWA/Caltrans requirements and well as local CEQA criteria. The technical report will provide the following for one build alternative:

- Setting: Base line conditions that describe meteorology/climate of the project area, existing air quality conditions, federal, state and local air quality rules and regulations, and approved air quality plans. Air pollutants and their effect on human health will also be included.
- Regional Air Quality Impacts: Identify SIP conformity requirements for the project and develop conformity language suitable for the air quality analysis. This will include participation in consultation with NVTa and Caltrans regarding project inclusion in the latest transportation plans and programs. CO Hot Spot Analysis. Hot Spot CO analysis based on the CO protocol developed by UC Davis. Locations will include receptors nearest the highway and selected intersections.
- Assess Project GHG Emissions: Project and no project emissions will be computed and evaluated based on current State and local guidance. The effect of transportation control measures in reducing project emissions will also be included.
- Mobile Source Air Toxics: Consultant will use the FHWA guidance and UC Davis procedures to assess and calculate MSAT emissions from the project.
- PM2.5 Analysis: PM2.5 will be analyzed based on the latest FHWA Guidance. This project is not anticipated to generate a significant volume or change in volumes when compared to the No Build. As such, it is assumed that this project will not be considered a project of air quality concern (POAQC) for PM2.5. Consultant will support consultation efforts with the Bay Area Air Quality Conformity Task Force on the project's potential to increase PM2.5 levels as required by the FHWA conformity process.
- Construction Air Quality Impacts: Construction air quality impacts will be quantified with the current version of the Roadway Construction Emissions Model. The appropriate control measures to reduce particulate matter and fugitive dust generation will be identified.

Coordinating Methodology with the VMT Analysis, such that the emissions from VMT are consistent with those discussed under AQ/GHG.

It is assumed that the project would not be a Project of Air Quality Concern (POAQC). Consultant will prepare an Air Quality Conformity Analysis for a non-POAQC.

Deliverables:

- Air Quality Report

Optional 9: Noise Study Report

Consultant will conduct a traffic noise study in accordance with the Traffic Noise Analysis Protocol developed by Caltrans. Per the Caltrans' Traffic Noise Analysis Protocol dated April 2020, the addition of new travel lanes will require an evaluation of noise impacts along the entire project limits and reasonable and feasible noise abatement under FHWA and Caltrans requirements. The protocol requires identification of noise impacts at different types of activity areas affected by the project. The noise study will address both the State and Federal noise abatement criteria and evaluate noise impacts in accordance with CEQA pursuant to policies set forth in the local General Plans. The following tasks will be conducted to prepare the noise study for one (1) build alternative:

- Identify Potential Sensitive Receptors:

Based on aerial images and a field visit, potentially sensitive receptors for noise impacts will be identified and mapped.

- Measure Existing Noise Levels:

Existing noise levels will be monitored at representative receiver locations along the study area to quantify existing worst-hour noise levels and provide data for model calibration purposes.

- Model Future Noise Levels:

Modeling will be required to calculate noise levels throughout the project corridor using FHWA's Traffic Noise Model (TNM) to calculate existing noise levels and predict future noise levels with and without the project. The model will be calibrated to measure noise and traffic conditions and predict existing and future noise levels. Traffic noise modeling will be conducted in accordance with the Caltrans recommended procedures.

- Noise Barrier Feasibility and Reasonableness:

If noise impacts are identified, noise abatement will be considered for feasibility (to substantially reduce noise levels at sensitive receptors) and reasonableness (based on the opinion of probable cost to provide this reduction). This information will be used to assist in the preparation of the Noise Analysis Decision Report (NADR).

- Construction Noise:

Construction noise will be predicted using methods outlined in the Protocol that utilize the Roadway Construction Noise Model.

Deliverables:

- Noise Study Report

Optional 10: Energy Analysis

The energy study will include an evaluation of traffic volumes and/or vehicle miles traveled with comparisons between the No Build and Build Alternative. Based on energy consumption factors

for construction, Consultant will prepare a brief evaluation of construction energy in an energy analysis memorandum.

Deliverables:

- Energy Analysis Memorandum

Optional 11: Water Quality

Consultant will prepare a technical memorandum documenting the proposed construction BMPs for the project.

Deliverables:

- Water Quality Technical Memorandum

Optional 12: Phase I Initial Site Assessment (ISA)

Consultant will prepare a Phase I Initial Site Assessment (ISA) report for the proposed project.

Generally, the ASTM recommends a one-mile radius range for the data search. The objective of the ISA will be to determine the presence or likely presence of any hazardous substances or petroleum products within the project limits. The tasks consist of data collection and document research, including historical land use based on aerial photographs, topographic maps, and other relevant documents, and a site reconnaissance. Data will be ordered from Environmental Data Research, Inc. (EDR Inc.). No field exploration involving soil or material disturbance, or testing is included in this phase of the work.

Deliverables:

- Phase I Initial Site Assessment

Optional 13: Visual Impact Assessment

CONSULTANT will develop a work plan memorandum explaining the assumptions and methodology for the Visual Impact Assessment to Caltrans for review and approval prior to beginning the development of the VIA. Work Plan will outline the level of VIA recommended for the project along with a preliminary outline, number of visual simulations and key viewpoints recommended. CONSULTANT assumes one (1) round of revisions based on consolidated Client comments.

CONSULTANT assumes that a Standard VIA Report, which analyzes the changes to the visual setting and aesthetics associated with construction and implementation of the project, will be prepared. The analysis will be performed using methods and protocol developed by the Federal Highway Administration (FHWA) and adopted by the Caltrans and will utilize Caltrans' Standard VIA Report template. The principal components of the visual setting will be inventoried and will include, but not be limited to, views, viewsheds, viewer groups, visual resources and the quality and character of the project corridor. The CONSULTANT will consider and identify potential

visual aesthetic treatments for the project including, walls and other roadway minor structures, which will enhance the project will also be identified and considered. This scope does not include any major structures such as bridges or connector ramps. An optional task is provided to supplement this task if the preferred alternative includes a major structure element. A context sensitive solution approach will be utilized and implemented in the preparation of the VIA. This task will include a maximum of one (1) visual simulations from identified key viewpoints which will demonstrate the before and after effects of the proposed project.

Deliverables:

- Visual Impact Assessment Methodology Memorandum
- Visual Impact Assessment

○ **EXHIBIT B**

PROPOSAL AND LIST OF SUBCONTRACTORS

(Attached)

NOTICE: By signing this form, the Prime Contractor or Consultant shall attest to contracting the areas of work to the subcontractors and/or the subconsultants listed below based on the percentages and amounts listed. Prime Contractor or Consultant also attests that the subcontractors/subconsultants listed below, whereas required, are currently licensed to do the work in accordance with CA State laws or registered with System for Award Management (SAM) if competing for a Federal requirement, are currently registered with the DIR for public works projects, and if applicable are a certified DBE. Refer to the terms and conditions of the contract agreement for all other subcontracting requirements.

Signature of Prime Contractor/Consultant: Parag G. Mehta (Must be signed by person authorized to sign of behalf of Company)

Printed Name: Parag G. Mehta, PE, Vice President – Kimley-Horn and Associates, Inc.

Date: 6/27/2025

NO.	SUBCONTRACTOR/SUBCONSULTANT NAME & FULL ADDRESS	SUBSTITUTED Y/N (Refer to Federal/State rqmts when substituting a DBE)	DBE UNIQUE I.D.	AREA OF WORK	% OF WORK	AMOUNT	ICR RATE	LICENSE (IF REQ)	DIR # (IF REQ)	SAM REGISTRATION # (Federal Rqmts)	CONTACT NAME & PHONE#
1	Archaeological Historical Consultants 609 Aileen Street, Oakland, CA 94609-1609	N	N/A	Cultural Resource	0.40%	\$10,593.06	118	N/A	1000826077	N/A	Daniel Shoup 510.224.4076
2	TRC Engineers, Inc. 1850 Gateway Blvd., Suite 1075, Concord, CA 94520	N	N/A	Constructability	1.97%	\$52,046.48	168.14	Professional Engineer	1000019493	MJSJBC3LYVQ5	Pavitra Rammohan 949.379.0304
3	Elite Transportation Group, Inc. 1488 Falcon Ct ,Sunnyvale, CA 94087	N	45726	Forecast/Modeling	3.06%	\$81,064.41	122.29	N/A	1000061688	075512328	Lawrence Liao 510.320.0680
4	UNICO Engineering 80 Blue Ravine Road, Suite 250, Folsom, CA 95630	N	41342	Surveying	3.37%	\$89,140.68	149.95	Professional Land Surveyor	1000020978	C38JXLQQ1WL7	Cesar Montes de Oca 916.900.6623
5	AIM Consulting 2600 Capitol Ave Suite 440, Sacramento, CA 95816	N	35954	Public Outreach	1.91%	\$50,529.88	164.88	N/A	N/A	N/A	Katie DeMaio 916.442.1169
6	David J. Powers & Associates, Inc. 1736 Franklin Street, Ste. 400 Oakland, CA 94612	N	38205	Environmental	5.30%	\$140,457.60	205.51	American Institute of Certified Planners	PW-LR-1000 993073	ZSS5J6W996 Y1	Will Burns 510.902.5851
7	Monument Right-of-Way, Inc. 200 spectrum Center, Suite 300, Irvine CA 92618	N	46456	Right-of-Way Support	0.49%	\$13,000.66	103.26	Real Estate Salesman	PW-LR- 1000418551	XJ58XXD7M5P6	Amber Costello 949.703.9799
8	PARIKH Consultants, Inc. 1497 N Milpitas Blvd., Milpitas, CA 95035	N	20259	Geotechnical / Initial Site Assessment	3.10%	\$81,959.04	177.25	Professional Engineer	1000016488	DCUJEZM5BNJ5	David Wang 408.452.9000
9	Value Management Strategies, Inc. 350 W. Fifth Ave., Suite 330, Escondido, CA 92025	N	N/A	Value Analysis	2.36%	\$62,433.97	1568763	Certified Value Specialist	1000061216	MS28RKSQ8QN9	Jessica Combs 210.992.0946
10	Sequoia Ecological Consulting, Inc. 1342 Creekside Drive, Walnut Creek, CA 94596	N	40492	Biological Resources	2.93%	\$77,690.28	275.56	N/A	1000022497	G83GLBLUL926	Tashi MacMillen 925.855.5500



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVRTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Antonio Onorato, Director - Administration, Finance and Policy
(707) 259-8779 / Email: aonorato@nvta.ca.gov
SUBJECT: Agreement with the County of Napa for Provision of Support Services

RECOMMENDATION

That the Napa Valley Transportation Authority Board authorize the Executive Director, or designee, to execute NVRTA Agreement No. 25-C45 with the County of Napa for the provision of support services, effective through June 30, 2030, with one optional five-year extension.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Since 2007, NVRTA has contracted with the County of Napa for a range of administrative and operational support services. The proposed amended and restated agreement updates and consolidates these arrangements into a single contract, ensuring continuity of services, compliance with current laws and policies, and clarity in roles and responsibilities.

The County will continue to provide NVRTA with services in the areas of financial management, telecommunications and information technology, treasury and banking, property maintenance, and human resources. Compensation will be based on the County's actual costs for staff time, supplies, and related expenses, consistent with Attachment B of the Agreement.

FISCAL IMPACT

Yes. The County of Napa provides approximately \$200,000 a year for support services for actual services rendered. Costs will vary annually based on service levels and are budgeted within NVTAs operating fund.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION:

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

BACKGROUND

NVTA relies on the County of Napa to provide essential administrative and support services that allow the agency to function efficiently without maintaining duplicative internal systems. This partnership leverages County expertise, infrastructure, and staff capacity to deliver cost-effective services.

The scope of services includes:

- Auditor-Controller Services (accounts payable/receivable, payroll, budget preparation, audits)
- Telecommunications and Information Technology Services (phone system and ITS network)
- Treasurer-Tax Collector Services (banking, Local Agency Investment Fund (LAIF) investments, bank account reconciliation)
- Property Maintenance Services (as-needed facility support)
- Personnel Services (human resource onboarding onto the ITS network and software systems)

The agreement provides for reimbursement at actual cost and establishes invoice, payment, and reporting procedures. It also includes insurance, indemnification, compliance, and conflict-of-interest provisions to protect both parties.

The proposed term runs through June 30, 2030, with the option for a five-year extension upon mutual agreement.

ALTERNATIVES

Without this agreement, NVTA could be compelled to procure these services through third parties at a substantial cost to the agency.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

This agreement supports NVTa's strategic goals of maintaining efficient operations, leveraging regional partnerships, and ensuring fiscal responsibility by utilizing shared service models.

ATTACHMENT(S)

(1) NVTa Agreement No. 25-C45 with the County of Napa

NAPA COUNTY AGREEMENT NO. _____
NVTA AGREEMENT NO. 25-C45

**AMENDED AND RESTATED AGREEMENT FOR THE PROVISION OF SUPPORT
SERVICES
BY NAPA COUNTY TO NAPA VALLEY TRANSPORTATION AGENCY**

THIS AGREEMENT is entered into as of this ____ day of _____, 2025 (“Effective Date”), by and between NAPA COUNTY (hereinafter “County”), a political subdivision of the State of California, and NAPA VALLEY TRANSPORTATION AGENCY (hereinafter “Agency”), a local public agency formed pursuant to the joint exercise of powers act under Government Code section 6500 et seq.

RECITALS

WHEREAS, Agency is authorized to contract with any public agency for necessary personnel, facilities, and equipment to carry out and effect its functions and responsibilities; and

WHEREAS, Agency has need of specified personnel, and accounting services for its independent operations which County is willing and able to provide under the terms and conditions set forth hereinbelow; and

WHEREAS, County and Agency have entered into agreements for the provision of support services since 2007 and now desire to enter into an amended and restated agreement to provide updated terms and conditions.

NOW THEREFORE, in consideration of the foregoing and the mutual promises hereinafter expressed, the parties mutually agree as follows:

AGREEMENT

ARTICLE 1 – SCOPE OF SERVICES

1. **Services to be Provided by County.** County shall provide the following services subject to Agency abiding by County policies and procedures governing such services. County, through its departments and divisions, shall provide Agency the following services:

Auditor Controller Services as described in Attachment A-1;

Telecommunications, Mail and Information Technology Services as described in Attachment A-2;

Treasurer-Tax Collector services as described in Attachment A-3;

Property Maintenance services as described in Attachment A-4; and
Personnel Services as described in Attachment A-5.

ARTICLE II – DURATION OF AGREEMENT

2.1 Term. This Agreement shall commence on the Effective Date and shall expire on June 30, 2030. The term of this Agreement may be extended for one additional 5-year extension in a writing signed by the Agency’s Executive Director and the County’s Chief Executive Officer, provided that no other terms or conditions are being amended.

2.2 Termination. This Agreement may be terminated prior to the expiration date by either party providing the other party with sixty (60) days advance written notice.

ARTICLE III - COMPENSATION

3.1 Amount of Compensation. Agency shall pay County as follows:

(a) **Rates.** In consideration of County’s fulfillment of the promised services and personnel, Agency shall reimburse County for the actual costs (including the costs of labor, equipment, supplies, materials, and incidental travel/transportation) incurred by County and its departments and divisions in providing these services in accordance with Attachment B of the Agreement.

(b) **Adjustment for Additional Agency-Requested Services.** Agency shall reimburse County for the actual costs (including the costs of labor, equipment, supplies, materials, and incidental travel/transportation) incurred by County in providing any new or increased services requested by Agency. Such additions or increases in services shall be permitted only if approved in writing by the County Chief Executive Officer and Agency Executive Director, including approval of the applicable reimbursement rates.

3.2 Payment Process. Reimbursement for the costs of services, related supplies, and authorized travel incurred by County under this Agreement shall be made only upon presentation by the performing County department or division to Agency of an itemized billing invoice in a form acceptable to the Executive Director of Agency and to the Napa County Auditor which indicates, at a minimum, an itemization of the services provided, the costs of any Agency-requested travel, and any documentation relating to adjustments in maximum compensation authorized in the manner provided in Section 3.1 above. If the Executive Director of Agency requires further information regarding the invoice, County shall make a good faith effort to provide such information, including documentation that the Executive Director requests to justify

the invoice charges. County shall submit such invoices quarterly to the Executive Director of Agency who shall review each invoice for compliance with the requirements of this Agreement and shall, within ten (10) working days of receipt, either approve or disapprove the invoice in light of such requirements. If the invoice is approved, the Executive Director of Agency shall direct reimbursement be made by journal entry from the Agency operations fund to the account designated by the submitting County department or division as of the first day of the County fiscal year quarter immediately succeeding the quarter in which the services were rendered. Notwithstanding the foregoing, the final quarterly invoices for the fourth quarter reimbursement shall be submitted no later than the first working day following the close of the County fiscal year (June 30) and, if approved, shall be paid on or before July 15 of the next County fiscal year.

ARTICLE IV – INSURANCE

County shall maintain insurance coverage consistent with the County’s program of self-insurance including: (a) comprehensive general liability; (b) comprehensive automobile liability; (c) directors and officers liability; (d) blanket fidelity and public official bonds; (e) workers’ compensation; (f) property and related programs providing coverage for loss or damage to equipment and other personal property used in the course and scope of the functions of Agency; and (g) Master Crime.

ARTICLE V – INDEMNIFICATION

County and Agency shall each defend, indemnify and hold harmless each other as well as those of their respective officers, agents and employees who perform any services or duties under this Agreement from any claims, loss or liability, including without limitation, those for personal injury (including death) or damage to property, arising out of or connected with any aspect of the performance by that party or its officers, agents, or employees, of the services or obligations required of that party under this Agreement.

ARTICLE VI – COMPLIANCE WITH LAWS

6.1 **Compliance with Laws.** In providing the services required by this Agreement, County shall observe and comply with all applicable federal, state and local laws, ordinances, codes, and regulations.

6.2 **Conflict of Interest.** The parties to the Agreement acknowledge that they are aware of the provisions of the Government Code Section 1090 et seq., and Section 87100 et seq., relating to conflict of interest of public officers and employees. During the term of this Agreement, the Executive Director of Agency and all other Agency staff shall not perform any work under this Agreement that might reasonably be considered detrimental to Agency’s interests. Agency staff shall take such measures as are deemed necessary in the performance of this Agreement to prevent actual conflicts of interest. County hereby covenants that it presently

has no interest not disclosed to Agency and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services or confidentiality obligation hereunder, except such as Agency may consent to in writing.

ARTICLE VII – GENERAL PROVISIONS

7.1 Access to Records/Retention. Agency shall have access to any books, documents, papers and records of County which are directly pertinent to the subject matter of this Agreement for the purpose of making audit, examination, excerpts and transcriptions. Except where longer retention is required by any federal or state law, County shall maintain all required records for seven (7) years after Agency makes final reimbursement for any of the services provided hereunder and all pending matters are closed, whichever is later. County shall cooperate with Agency in providing all necessary data in a timely and responsive manner to comply with all Agency reporting requirements.

7.2 Notices. All notices required or authorized by this Agreement shall be in writing and shall be delivered in person; or by deposit in the United States mail, first class postage, prepaid; or by deposit in a sealed envelope in County's internal mail system, when available; or by electronic mail. Such notices shall be addressed as noted below, in accordance with the mode of communication selected or, where desired to be sent to a specific County department or division, at the address noted in the applicable Attachment. Either party may change its addresses by notifying the other party of the change. Any notice delivered in person shall be effective as of the date of delivery. Any notice sent by electronic mail shall be deemed received as of the recipient's next working day. Any notice sent by U.S. mail or County internal mail shall be deemed to have been received as of the date of actual receipt or five days following the date of deposit, whichever is earlier.

Agency

Mail: Napa Valley Transportation Authority
625 Burnell Street
Napa, CA 94559

E-Mail: dschmitz@nvta.ca.gov

County

Napa County Chief Executive Officer
1195 Third Street, Suite 310
Napa CA. 94559

ceoadmin@countyofnapa.org

7.3 Independent Contractor. County shall perform this Agreement as an independent contractor. County and its officers, agents and employees are not, and shall not be deemed, Agency employees for any purpose, including workers' compensation and employee benefits. County shall determine, at its own risk and expense, the method and manner by which duties imposed on County in general and its officers, agents and employees in particular by this Agreement shall be performed. Agency shall not deduct or withhold any amounts whatsoever from the reimbursement paid to County, including, but not limited to amounts required to be

withheld for state and federal taxes or employee benefits. County alone shall be responsible for all such payments.

7.4 Waiver. Waiver by either party of any breach or violation of any requirement of this Agreement shall not be deemed to be a waiver of any such breach in the future, or of the breach of any other requirement of this Agreement.

7.5 Assignments and Delegation. Neither party may delegate its obligations hereunder, either in whole or in part, without the prior written consent of the other party; provided, however, that obligations undertaken by County pursuant to this Agreement may be carried out by means of subcontract, provided such subcontracts are approved in writing by Agency, meet the requirements of this Agreement as they relate to the service or activity under subcontract, and include any other provision that Agency may require. No subcontract shall terminate or alter the responsibilities of either party pursuant to this Agreement. Agency may not assign its rights hereunder, either in whole or in part, without prior written consent of the County.

7.6 Authority to Contract. Agency and County each warrant hereby that they are respectively legally permitted and otherwise have the authority to enter into and perform this Agreement.

7.7 Third Party Beneficiaries. Nothing contained in this Agreement shall be construed to create any rights in third parties and the parties do not intend to create such rights.

7.8 Attorney's Fees. In the event that either party commences legal action of any kind or character to either enforce the provisions of this Agreement or to obtain damages for breach thereof, the prevailing party in such litigation shall be entitled to all costs and reasonable attorney's fees incurred in connection with such action.

7.9 Amendment/Modification. Except as otherwise provided herein, this Agreement may be modified or amended only in writing and with the prior written consent of both parties. Except where otherwise provided in this Agreement only Agency, through its Chair or, where permitted by law and Agency policy, through its Executive Director, in the form of an amendment of this Agreement, may authorize extra or changed work if beyond the scope of services prescribed by this Agreement. Failure of County to secure such authorization in writing in advance of performing any such extra or changed work shall constitute a waiver of any and all rights to a corresponding adjustment in the reimbursement maximum or rates and no reimbursement shall be due and payable for such extra work.

7.10 Interpretation. The headings used herein are for reference. The terms of the Agreement are set out in the text under the headings. This Agreement shall be governed by the laws of the State of California. The venue for any legal action filed by either party in state Court to enforce any provision of this Agreement shall be Napa County, California. The venue for any legal action filed by either side in federal court to enforce any provision of this Agreement lying

within the jurisdiction of the federal courts shall be the Northern District of California. The appropriate venue for arbitration, mediation or similar legal proceedings under this Agreement shall be Napa County, California; however, nothing in this sentence shall obligate either party to submit to mediation or arbitration any dispute arising under this Agreement.

7.11 Severability. If any provision of this Agreement, or any portion thereof, is found by any court of competent jurisdiction to be unenforceable or invalid for any reason, such provision shall be severable and shall not in any way impair the enforceability of any other provision of this Agreement.

7.12 Entire Agreement. This Agreement contains the entire and complete understanding of the parties and supersedes any and all other agreements, oral or written, with respect to the provision of administrative services under this Agreement.

IN WITNESS WHEREOF, this Agreement was executed by the parties hereto as of the date first above written.

"Agency":

By _____
MARK JOSEPH, Chair of Napa Valley Transportation Authority Board of Directors

ATTEST: _____,
Executive Director of Agency

APPROVED AS TO FORM:
Agency Legal Counsel

By _____

By _____

"County":

COUNTY OF NAPA, a political subdivision of the State of California

By _____
ANNE COTTRELL, Chair of the Board of Supervisors

ATTEST: NEHA HOSKINS,
Clerk of the Board of Supervisors

APPROVED BY THE BOARD
OF SUPERVISORS:

By _____

Date _____

APPROVED AS TO FORM:
Napa County Counsel

Processed by:

By _____

Deputy Clerk of the Board

ATTACHMENT A-1

PROVISION OF SERVICES TO AGENCY BY THE NAPA COUNTY AUDITOR-CONTROLLER

1. SCOPE OF SERVICE

Under the financial and policy direction of Agency, County (through the Napa County Auditor-Controller, hereinafter referred to as “Auditor”) shall provide Agency with the following services relating to Agency financial operations:

- Accounts payable, purchasing and contract payment processing services
- Accounts receivable (deposit) services
- Services relating to preparation, adoption and administration of Agency’s budget
- Accounting services
- Payroll services
- Audit services upon request by Agency
- Assistance in determining the apportionment of costs and collection of payments in support of Agency pursuant to Government Code Section 56831.
- Audit services requested by Agency

2. LEVEL AND MANNER OF SERVICE

The foregoing services shall be provided in accordance with the following provisions:

- (a) The Agency Operations Fund shall be administered in accordance with all applicable provisions of the Government Code.
- (b) All expenditures made from this Fund will be in accordance with the legally adopted budget as approved by the Agency Board of Directors.
- (c) At Agency's request, Auditor shall make diligent efforts to assist in the development of accounting policies and procedures that increase the efficiency and effectiveness of the administration of Agency, including policies and procedures including the electronic interchange of data and efforts to minimize reliance on County services.

3. AUDITOR CONTACT:

Mail: Tracy Schulze
Napa County Auditor-Controller
1195 Third Street, Suite B-10
Napa, California 94559

E-mail: tracy.schulze@countyofnapa.org

ATTACHMENT A-2
PROVISION OF TELECOMMUNICATIONS, MAIL,
INFORMATION TECHNOLOGY SERVICES AND
RECORD MANAGEMENT SERVICES TO AGENCY BY
THE NAPA COUNTY EXECUTIVE OFFICER

1. TELECOMMUNICATION SERVICES

The Napa County Executive Officer, through the Communications Division shall provide Agency with installation, maintenance and repair of, and maintenance of service records and inventory for, all telecommunications equipment involved in any of the following systems used by Agency:

- telephone systems, including voice mail

2. INFORMATION TECHNOLOGY SERVICES

County shall provide Agency with County personnel to perform the following services and functions for Agency, including access to the products and product licenses noted:

Napa County ITS shall provide a total information technology support package. This includes technical support, development, technology evaluation, RFPs, project management and consulting services on an as needed basis during the term of this Agreement in order to provide a reliable, cost effective as well as innovative technology infrastructure. All service requests for existing products and services shall be managed through the ITS ticketing system. ITS shall create a requirements document for customer approval prior to ITS performing any significant work. Purchases of products or licenses for applications not noted in this Exhibit shall be made by Agency by separate agreement with County or third parties unless this Agreement is expressly amended to add such items to this Scope of Services.

Included Services:

Countywide network connectivity: provide connection to County WAN (wide area network) to facilitate access to County datacenter and Internet. County reserves the right to restrict internet access to appropriate uses. Examples of inappropriate uses include, but are not limited to, activities that would weaken the County's security, violate County policy or increase the use of County bandwidth that results in impacts to County's services, including additional costs, slower access to users of the County system, or impacts of similar magnitude. Agency is responsible for any cost associated with connection from Agency to County infrastructure (LAN/WAN).

Infrastructure Support: Troubleshooting and support of Agency access and use of County LAN/WAN.

County Network & Server Administration and Monitoring: 24/7 automated network monitoring with on call emergency technician to respond to critical service outages.

File Services: File system server storage space and management. IE, H: drives. Daily backup of supported data and systems, fault tolerance, and data recovery services of all data located at County Data Center(s).

Endpoint Protection: Monitor and protect supported endpoints, including desktops, laptops, and servers against cyber threats.

Print Services: Printer and print queue management of County supported printers.

Email service including access to County address book.

Cybersecurity: County's cybersecurity services will be used to protect and recover Agency technology assets that are managed by County and hosted on County premises from cyber incidents.

Internet Access: Access to the Internet will be restricted to business use only. Nonbusiness sites and activity, including access to sites that may possibly contain improper content, deemed a security or privacy risk, or other such designations will be restricted.

Enterprise Resource Planning (ERP): Access to County's Financial and HRMS (Human Resource Management Systems) platforms, including time and labor, project costing, purchasing, etc.

Enterprise Content Management: Access to document management systems to manage digital content. This includes eform solutions to automate internal and external forms.

Remote Access: Provide secure remote access to County technology resources. Remote access is restricted to that which is allowed per County security and privacy policies and agreements.

Helpdesk: Provide Helpdesk phone access from 8:00 a.m. to 5:00 p.m., Monday through Friday. Limited on-call phone access will be available 24/7 via after-hours via voice mail. County will provide a (non-emergency) IS Helpdesk Intranet site for problem reporting, system status, product purchasing, training class registration and self-help resources.

Training Center: Dedicated 16 seat plus instructor PC training room. Multimedia room with overhead projector for training/presentations. Agency can schedule and use the facility for any type of training/meetings/etc. Training courses and associated costs are not included in this agreement.

Internet Site Hosting and Development: Hosting Services for Napa ‘ITS developed’ Internet and Intranet Web Sites. Access to Chardonnay for enterprise intranet, SharePoint “My Site” for personalized information. Full backup and recovery services, security, virus/phishing, and firewall services of hosted web sites. Internet usage monitoring, filtering, reporting and statistics.

Identity and Access Management: User account provisioning and access management to technology resources managed by County.

Access to Enterprise Systems and Data: Property, recorded documents, GIS data, etc.

Hosting services for Agency applications/services at County data center(s): Physical server management, hardware management, operating system management, endpoint protection, lifecycle management, patches, service packs, tape backup, disaster recovery, third party vendor coordination, UPS and generator, 24/7 monitoring.

Geographical Information Systems (GIS): Turnkey GIS services including training, user support, and access to the enterprise spatial data warehouse and web applications. Limited map production services. Large-format plotters. Data hosting, management and distribution.

Pre-approval of Technology Purchases: All Agency technology systems intended to be installed within County technology infrastructure and/or supported by County must be reviewed and pre-approved by County prior to Agency purchase.

Limitations to this agreement: Services provided by County are limited to only those technologies that County is deemed capable and trained to provide and that is residing on or connected to the County network infrastructure. Any Agency technology assets not deemed to be sufficiently secure and not placed on County network will be excluded from this agreement. Additionally, any services, hardware, process, or system implemented by Agency that does not meet and/or comply with any ‘in effect’ standards and/or County prescribed best practices will be excluded from this agreement. County will, unilaterally, have final authority on any discussions regarding the meaning of any terms contained within this agreement.

Third-party hosted applications purchased by Agency that create an unacceptable risk to County will not be integrated with County technology.

What is not included in the services contracted unless specifically addressed in the agreement and the cost allocation method:

Because physical location is not at the discretion of the County Board of Supervisors, network connectivity installation costs will be solely the responsibility of Agency.

County will not support nor install any non-County standard technology deployed by Agency independent from County ITS approval and acceptance.

Agency will not deploy non-County approved and/or non-County standard technology, software, database, peripheral devices, mobile device, wireless devices, or any other technology asset on County owned equipment without approval of County ITS. Any deviation from this requirement will be considered a material breach of this agreement.

Servers hosted at Agency or Agency servers that are non-County standard operating systems and applications will not be supported by County ITS nor will they be physically connected to County infrastructure without written approval from County ITS.

County ITS will disconnect and/or make any Agency device, software, or device/software configurations that attached to or communicate through the County network unusable if County ITS deems such action necessary to protect the security and/or integrity of County operational assets including any device or software that impact the operational status of County users, as a whole. This is at the sole discretion of County ITS.

County ITS does not service any non-County asset including non-County PC's and printers nor allow non-County assets to be physically connected to County infrastructure. ITS may supply Agency with software such as VPN or Terminal software that allows secure connection through the Internet to County network in support of the agreement.

Web sites developed and supported by outside vendors will not be allowed to be hosted on County Web servers.

Agency must provide their own DSL (or other type connection) outside of County network traffic for any bandwidth intensive processes or applications such as video conferencing.

Training course costs and other associated training costs are not included in this agreement.

Agency is responsible for all data and telecom wiring at their location. If County ITS is available to provide such services, then materials and labor will be billed to Agency outside of this agreement.

Security and Acceptable Use Obligations

1. Compliance with Security Policies

Agency agrees to comply with all applicable security policies, procedures, and guidelines provided by the County concerning the use, protection, and management of the County's information, technology systems, and any data housed therein. This includes adhering to industry-standard security measures, such as password protection, encryption, and multi-factor authentication where applicable.

2. Acceptable Use of Technology Assets

Agency acknowledges and agrees that any access to, or use of, the County's owned or managed technology assets, including but not limited to computers, servers, networks, cloud services, mobile devices, and other related infrastructure, shall be governed by the County's Acceptable Use Policy ("AUP"), which may be updated from time to time.

a. Agency shall use the County's technology assets solely for authorized business

purposes and in a manner that complies with all applicable laws, regulations, and County policies.

b. Unauthorized access, modification, destruction, or disclosure of any information or systems is strictly prohibited and shall be considered a breach of this Agreement.

3. **Security Incidents**

In the event of any security incident or breach involving the County's technology assets or data, Agency shall promptly notify the County in accordance with the County's incident reporting procedures and fully cooperate with any investigation or remedial actions undertaken by the County.

4. **Ongoing Review and Updates**

Agency agrees to review and acknowledge updates to the County's security policies and procedures as they are made available. Continued access to and use of the County's technology assets constitutes acceptance of any modifications to such policies.

5. **Consequences of Non-Compliance**

Any failure by Agency to comply with the County's security policies, acceptable use guidelines, or procedures may result in the immediate suspension or termination of access to the County's technology assets, as well as any other remedies available to the County under this Agreement or applicable law.

5. **SUPPLIES AND EQUIPMENT TO BE DIRECTLY PURCHASED**

There shall be no separate reimbursement for supplies and equipment provided under this Attachment because Agency shall be responsible for directly purchasing any systems and equipment to be installed by the foregoing departments and divisions (other than fixtures which shall remain owned by County).

6. **NCEO/DIVISION CONTACT:**

Mail: Napa County Executive Officer
Suite 310, Co. Admin. Bldg.
1195 Third Street
Napa, California 94559

Email: _____@countyofnapa.org

ATTACHMENT A-3

PROVISION OF SERVICES TO AGENCY BY THE NAPA COUNTY TREASURER-TAX COLLECTOR

1. SERVICES TO BE PROVIDED

(a) The Napa County Treasurer-Tax Collector ("Treasurer") shall provide Agency with banking and investment services on a cost pass-through basis. The scope of services shall include:

- Banking services for Agency funds, including warrant processing and bank reconciliation.
- Portfolio Management for all Agency accounts, including receipt, safeguarding, investment and disbursement.

(b) The services shall be provided in accordance with the following provisions:

(1) Treasurer shall notify Agency within three (3) working days of receipt of all funds received and deposited into the Agency Operations Fund. For purposes of this Attachment, "working days" shall mean Monday through Friday, 8 a.m. to 5 p.m., County holidays excluded.

(2) Agency shall be permitted electronic access through County's Tyler Munis computerized systems to all reports detailing deposits received and interest earned. These reports shall specify amount and source of revenue, as well as the date of deposit.

2. STAFFING TO BE PROVIDED

Treasurer staffing may include:

<u>Service</u>	<u>Position</u>
Banking Services	Account Clerk I-II
Portfolio Mgmt	Treas/Tax Collector Treasury Supervisor Senior Account Clerk Account Clerk II

3. TREASURER CONTACT:

Mail: Bob Minahen
Napa County Treasurer-Tax Collector
1195 Third Street, Room 108
Napa, California 94559

Email: Bob.minahen@countyofnapa.org

ATTACHMENT A-4

PROPERTY MAINTENANCE SUPPORT SERVICES

I. DESCRIPTION OF SERVICES

The Napa County Department of Public Works, Division of Property Management, shall, on as-needed basis, and upon request of Agency, perform a variety of property maintenance tasks or small maintenance projects, as the division is able and available. Such work shall be requested by Agency through the Property Management Work Order program or through direct request to the Facilities Superintendent. County shall provide a cost estimate for each Agency request and shall receive written authorization from Agency to proceed prior to undertaking any work.

II. REIMBURSEMENT FOR COSTS

To reimburse County for the costs incurred by the Division of Property Management when completing work for Agency, County shall charge actual costs for any supplies and materials purchased and shall charge the fully burdened hourly rates for staff performing the work according to the time they spend on the work being performed.

ATTACHMENT A-5

PROVISION OF PERSONNEL SERVICES TO Agency BY THE HUMAN RESOURCES DIVISION OF THE NAPA COUNTY EXECUTIVE OFFICE

1. SCOPE OF SERVICES

The Human Resources division ("HR") of the Napa County Executive Office shall provide the following services to Agency within the financial, personnel and policy guidelines established by the Agency Board of Directors, so long as such guidelines are not in conflict with County personnel policies, rules and regulations. The Chief Human Resources Officer shall act to oversee and carry out the following services upon direction by the Agency Board of Directors:

- ***Recruitment and selection:*** shall include consultation regarding hiring procedures, advertising (costs of certain advertisements will be the responsibility of Agency), screening of applications, and development of a hiring list.
- ***Personnel transactions(PA):*** shall include implementation of PAs (hires, releases, promotions, salary increases, etc.), benefit sign-ups and coordination (health, wellness program, dental, etc.); as authorized and directed by the Agency Board of Directors, HR shall implement salary surveys and adjustments, job allocations, reclassifications, performance review processes, and changes (including increases) in personnel staffing appointed to serve Agency, so long as such implementation is consistent with and not in conflict with County policies and regulations. County agrees that the Agency Board of Directors, as the appointing authority of the Agency Executive Director, shall have the responsibility for evaluating the performance and setting compensation for the Agency Executive Director.
- ***Labor Relations:*** shall include implementing salaries and other terms and conditions of compensation and performance established for Agency staff by the Agency Board of Directors, so long as such implementation is consistent with and not in conflict with County policies and regulations; negotiations with employee union representatives regarding wages, hours, terms and conditions of employment; consultation and assistance with disciplinary and grievance issues; administration and coordination of worker's compensation cases.
- ***Training:*** shall include County workshops and required trainings for employees and supervisors when attended at Agency direction by Agency employees or by County employees whose primary responsibilities involve providing services to Agency.
- ***Staffing:*** HR shall provide staffing as requested by Agency and agreed to by County, including staff as described in Section 1.2 of the Agreement.

2. **HR CONTACT:**

Mail: Human Resources Director
Suite 110, Co. Admin.Bldg.
1195 Third Street
Napa, California 94559

Email: Christine.briceno@countyofnapa.org

ATTACHMENT B

Direct Staff Services:

All County staff services provided to Agency shall be charged at the current fully loaded hourly rate for each position and shall be billed to Agency.

Indirect Services:

In addition to staff time, Agency shall reimburse County for the following services:

- Materials Provided (e.g., telecommunication, postage) – charged at cost
- Document shredding – charged at cost
- Recruitment Advertising – charged at cost
- Training services - shall be prorated by the ratio of the attendees who are Agency employees or County employees primarily providing Agency services to the total number of attendees during each training hour for which reimbursement is sought.
- County Auditor Voucher Rates – charged at current rates charged to other public entities
- County Auditor Payroll Warrants – charged at current rates charged to other public entities
- ITS Annual Service – charged at current allocation rate charged to County departments which is based on number of employees and equipment. The Annual Fee shall be payable in arrears on or before the first of the month preceding the quarter of service, with the payable monthly rate being 1/4 of the annual rate in effect on the first date of the quarter of service.



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Addrell Coleman, Associate Planner
(707) 259-8235 / Email: acoleman@nvta.ca.gov
SUBJECT: 2026 Regional Transportation Improvement Program (RTIP) Update

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve the Napa County's 2026 Regional Transportation Improvement Program (RTIP).

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The California Transportation Commission (CTC) approved the 2026 STIP Fund Estimate on August 14, 2025. The STIP is composed of two sub-elements: the Regional Transportation Improvement Program (RTIP) and the Interregional Transportation Improvement Program (ITIP). The RTIP is funding available to local jurisdictions programmed through NVTA. Based on the adopted targets, Napa County does not receive a new county share for this cycle due to advancements from previous balances. The remaining negative balance is \$6.682 million. As a result, the 2026 RTIP will be limited to managing existing commitments and Planning, Programming and Monitoring (PPM) within the county limits.

FISCAL IMPACT

Is there a Fiscal Impact? No

CEQA REQUIREMENTS

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

BACKGROUND

The State Transportation Improvement Program (STIP) is a multi-year capital improvement program comprised of transportation projects on and off the State Highway System, funded with revenues from the State Highway Account and other funding sources. The STIP is composed of two sub-elements: the Regional Transportation Improvement Program (RTIP) and the Interregional Transportation Improvement Program (ITIP).

The Metropolitan Transportation Commission (MTC), in collaboration with NVTa and the other Bay Area County Transportation Agencies (CTAs), manages the Bay Area's regional share of the RTIP. MTC develops county share programming in consultation with each CTA and submits the region's priorities to the California Transportation Commission (CTC) for adoption into the STIP. The 2026 RTIP covers fiscal years 2026-27 through 2030-31.

The CTC adopted the 2026 STIP Fund Estimate on August 14, 2025. The Fund Estimate identified approximately \$2.7 billion in statewide program capacity over the five-year period, with about \$1.1 billion available as new programming capacity statewide. This represents a 5% reduction compared to the 2024 cycle, reflecting declining fuel tax revenues associated with California's transition to zero-emission vehicles.

Currently, Napa County has no new funding capacity in the 2026 RTIP due to its advanced share balance. Past RTIP commitments that continue to affect Napa's share balance include:

- **Soscol Junction Improvements (SR 29/221):** \$20 million advanced in a prior STIP cycle, the county's largest highway investment.
- **Five-Way Intersection Improvements (SR 121/Silverado Trail):** \$1.153 million programmed for the Right-of-Way phase in FY 2026-27.
- **Vine Trail – St. Helena to Yountville Segment:** \$2.0 million programmed in the FY 2026-27 for construction.

While no new projects may be added in the 2026 cycle, staff will continue to monitor the delivery of these existing commitments, coordinate with MTC and CTC on share balance reconciliation, and ensure Napa's limited PPM funding is programmed.

ATTACHMENT(S)

- 1) 2026 Napa County RTIP Program
- 2) CTC Approved RTIP Fund Estimates
- 3) 2026 Napa County STIP Project Summary

Napa County 2026 Regional Transportation Improvement Program (RTIP) (\$1,000s)

ID	Project Name	Sponsor	Description	Cycle	Previous	FY 26-27	FY 27-28	FY 28-29	Total Project Cost	Notes
2	Planning, Programming and Monitoring (PPM)	NVTA	PPM (Planning, Programming and Monitoring) funds are STIP set-asides that support MPOs and CTAs in preparing RTIPs, monitoring project delivery, and meeting state and federal requirements. They cover planning, programming, and compliance activities.	2026	\$153	\$74	\$74	\$64	----	
1	Soscol Junction	NVTA	At the intersection of SR 29, SR 221, and Soscol Ferry Road: Construct a north-south overpass on SR 29 and two roundabouts (east and west of the overpass) to improve multi-modal access and turning operations.	2018	\$35,603	----	----	----	\$64,000	\$20 million from the 2020 STIP was advanced to the project, bringing total STIP funding to \$35 million. The contract was awarded under the engineer's estimate, returning \$5,111,600 to STIP shares.
2	Silverado Five- Way Intersection Improvements	City of Napa	Construct a roundabout at Silverado Trail, Third Street, Coombsville Road, and East Avenue to improve safety, reduce congestion and delays, and enhance accessibility with ADA-compliant bicycle and pedestrian facilities.	2018	----	\$1,153	----	----	\$34,941	The \$1.153M in STIP funds are currently being reprogrammed for FFY26-27 to the ROW phase. This action was approved at the June CTC meeting and is scheduled for approval at the September 10 PAC meeting and the September 24 MTC Commission meeting.
5	Napa Valley Vine Trail St. Helena to Yountville	Napa County	Design and construct a 10-mile Class I multiuse path parallel to Highway 29, extending from Madison Street in Yountville to Pratt Avenue in St. Helena, within unincorporated Napa County and the City of St. Helena.	2022	----	\$2,000	----	----	\$50,000	\$2M Stip funds programmed to the FY26-27 for the CON phase.

2026 RTIP Fund Estimate County Targets

Metropolitan Transportation Commission

9/25/2025

All numbers in thousands

Table 1: County Share Targets

Amounts based on 2026 STIP FE (Approved 8/14/2025)

FINAL	Through FY 2030-31 New Distrib.	Advanced, Carryover, and Lapsed	Regional Set-aside*	MTC PPM** FY 2029-30 & FY 2030-31	2026 STIP CTA Target***
Alameda	19,916	(8,664)		(384)	10,868
Contra Costa	13,618	0		(249)	13,369
Marin	3,499	(11,562)		(71)	0
Napa	2,276	(6,682)		(44)	0
San Francisco	9,887	0		(196)	9,691
San Mateo	9,860	36,767		(202)	46,425
Santa Clara	23,028	29,702		(448)	52,282
Solano	6,091	(10,654)		(118)	0
Sonoma	6,996	34	(3,400)	(141)	3,489
County Totals	95,171	28,941	(3,400)	(1,853)	136,124

Note: Counties with negative balance have a "\$0" new share.

*Regional set-aside includes \$3.4M from MSN B2 payback (SON)

**Assumes 2% Escalation Rate (reduced from 3.5%)

***Does not include new CTA PPM programming

Table 2: Planning, Programming, and Monitoring Amounts
FY 2026-27, FY 2027-28

	PPM Limit FY 2026-27 through FY 2027-28	MTC PPM FY 2026-27 through FY 2027-28	Programmed CTA PPM Current Share Period		PPM FY 2026-27 through FY 2027-28 CTA Share
			FY 2026-27	FY 2027-28	
Alameda	1,321	362	959		0
Contra Costa	1,090	235	427	428	0
Marin	67	67			0
Napa	189	41	74	74	0
San Francisco	837	184	326	327	0
San Mateo	808	190	309	309	0
Santa Clara	1,518	422	455	641	0
Solano	511	111	200	200	0
Sonoma	593	133	460		0
County Totals	6,934	1,745			0

Note: Counties may redistribute and program PPM share across both fiscal years

Table 3: Planning, Programming, and Monitoring Amounts
FY 2028-29, FY 2029-30, FY 2030-31

	PPM Limit FY 2028-29 through FY 2030-31	MTC PPM FY 2028-29 through FY 2030-31	Programmed CTA PPM FY29 to FY31			PPM Available for FY29 to FY31 CTA Share*
			FY 2028-29	FY 2029-30	FY 2030-31	
Alameda	1,739	570	557	0	0	612
Contra Costa	1,189	370	387	0	0	432
Marin	305	105	97	0	0	103
Napa	199	65	64	0	0	70
San Francisco	863	291	274	0	0	298
San Mateo	861	300	270	0	0	291
Santa Clara	2,011	666	0	0	0	1,345
Solano	532	175	170	0	0	187
Sonoma	611	210	192	0	0	209
County Totals	8,310	2,752	2,011	0	0	3,547

Note: Counties may redistribute and program PPM share across all fiscal years in the county share period

*CTA PPM share has not been subtracted from 2026 STIP CTA target identified in Table 1

2025 SUMMARY OF STIP COUNTY SHARES

(does not include Interregional Shares - see separate listing)

(\$1,000's)

Total County Share, June 30, 2024 (from 2024 Report)	(1,021)
Less 2023-24 Allocations and closed projects	(1,670)
Less Projects Lapsed, July 1, 2024 - June 30, 2025	0
Total County Share, June 30, 2025	(2,691)

Napa

								Project Totals by Fiscal Year						Project Totals by Component					
Agency	Rte	PPNO	Project	Ext	Del.	Voted	Total	Prior	24-25	25-26	26-27	27-28	28-29	R/W	Const	E & P	PS&E	R/W Sup	Con Sup
Highway & Local Road Improvement Projects:																			
Napa VTA		1003E	Planning, programming, and monitoring	SB 184		Aug-24	74	0	74	0	0	0	0	0	74	0	0	0	0
MTC		2130	Planning, programming, and monitoring	SB 184		Aug-24	20	0	20	0	0	0	0	0	20	0	0	0	0
Napa VTA		1003E	Planning, programming, and monitoring	SB 184			74	0	0	74	0	0	0	0	74	0	0	0	0
MTC		2130	Planning, programming, and monitoring	SB 184			20	0	0	20	0	0	0	0	20	0	0	0	0
Napa	loc	1483B	Rt 121/Silverado Trail, 5-Way intersection improv(SHOPP)(24S-03)				1,153	0	0	0	1,153	0	0	1,153	0	0	0	0	0
Napa VTA		1003E	Planning, programming, and monitoring				212	0	0	0	74	74	64	0	212	0	0	0	0
MTC		2130	Planning, programming, and monitoring				62	0	0	0	20	21	21	0	62	0	0	0	0
			Subtotal, Highway & Local Road Improvement Projects				1,615	0	94	94	1,247	95	85	1,153	462	0	0	0	0
Active Transportation Projects:																			
Napa Co	loc	2091J	Vine Trail - St Helena to Yountville				2,000	0	0	0	2,000	0	0	0	2,000	0	0	0	0
San Jose	loc	2374	Story-Keyes Complete Streets (ATP)				376	0	0	0	376	0	0	0	376	0	0	0	0
			Subtotal, Active Transportation Projects				2,376	0	0	0	2,376	0	0	0	2,376	0	0	0	0
Total Programmed or Voted since July 1, 2024							3,991												
Balance of STIP County Share, Napa																			
Total County Share, June 30, 2025							(2,691)												
Total Programmed or Voted Since July 1, 2024							3,991												
Unprogrammed Share Balance							0												
Share Balance Advanced or Overdrawn							6,682												



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Danielle Schmitz, Executive Director
(707) 259-5968 / Email: dschmitz@nvta.ca.gov
SUBJECT: Federal and State Legislative Update

RECOMMENDATION

That the Napa Valley Transportation Authority (NVRTA) Board receives the Federal Legislative update, State Legislative Update, and the updated Bill Matrix.

BACKGROUND

Federal Update:

With Congress back from summer recess, they will have less than one month to avert a government shutdown before federal funding expires at the end of September. Without an agreement on top-line spending levels between the Senate and House Appropriations Committees, a continuing resolution funding measure will be necessary. More moderate members of the House Republican Conference would prefer a short-term continuing resolution with the goal of passing a long-term appropriations package. However, the Trump administration would like a full year continuing resolution to allow for the administration greater leeway to determine how authorized funds are spent. A full year continuing resolution may come with community project funding requests (earmarks).

State Update:

The state legislature returned from their summer break on August 18th for their final month of session. The first two weeks of September will be a mad dash to get bills over the finish line. September 9th was the last day to amend a bill on the floor. The hot topic at the state level is Cap-and-Invest (formerly Cap-and-Trade) reauthorization and extension. While there is consensus between the Governor and Senate and Assembly leadership on extending and renaming the cap-and-trade program, the details and allocation of auction proceeds remain in limbo.

Transit funding programs like, Low Carbon Transit Operations Program (LCTOP) and Transit and Intercity Rail Capital Program (TIRCP) are important to NVTa and other transit operators across the state. In addition, the Cap-and-Trade has funded programs like the Affordable Housing Sustainable Communities (AHSC) grant which has provided funding for affordable housing and transit improvements in Napa. The Cap-and-Trade program generates roughly \$5 billion annually. Currently the Cap-and-Invest proposal sets aside \$1 billion annually for high-speed rail and \$1.5 billion annually for CalFire operations, the remaining \$2.5 billion is what is being fleshed out in Sacramento.

State Bill Matrix:

Senate Bill 697 (Wilson) which authorizes the State Route 37 corridor project to take fully protected species to construct the Sears Point to Mare Island Improvement Project, was voted off the senate floor on September 4th and sent to the Governor's desk for signature.

ATTACHMENTS

- 1) September 2, 2025 Federal Update (Platinum Advisors)
- 2) September 2, 2025 State Update (Platinum Advisors)
- 3) September 2, 2025 State Bill Matrix (Platinum Advisors)

PLATINUM | ADVISORS

TO: Danielle Schmitz, Executive Director
Napa Valley Transit Authority

FROM: Jessica Aune, Platinum Advisors

RE: Napa Valley Transit Authority August 2025 Monthly Report

DATE: Tuesday, September 2, 2025

State of Play and Congressional Update:

Over the duration of Congress' month-long August recess, lawmakers have focused their work on touring their districts and meeting with constituents to discuss the passage of President Trump's *One Big, Beautiful Bill*. Near-constant media coverage of the National Guard's deployment to Washington, D.C. and redistricting efforts in Texas and California has offered Senate and House GOP leadership a reprieve from commentary on the state of negotiations concerning the FY 2026 federal budget.

Lawmakers will have less than a month upon returning to Washington to avert a government shutdown before federal funding expires at the end of September. Both chambers have only passed a handful of FY 2026 appropriations bills, excluding several more contentious packages that are typically more difficult to pass along bipartisan lines. Without an agreement on top-line spending levels between the Senate and House Appropriations Committees, it's increasingly likely that lawmakers will need to pass a stopgap funding measure to avoid a government shutdown.

Congressional leadership has offered few details of a continuing resolution. More moderate members of the House Republican Conference would prefer a short-term continuing resolution with the goal of passing a long-term appropriations package. However, hardline conservatives have signaled their preference for passing a full-year continuing resolution similar to the FY 2025 funding measure passed in the spring that would provide the Trump administration with greater leeway to determine how authorized funds are spent. An idea that has also been discussed is passing a full-year continuing resolution and including community project funding often referred to as "earmarks," which may help secure the votes necessary to pass such a package.

Concurrently, the Senate is preparing to hold a series of procedural votes on its annual National Defense Authorization Act (NDAA) during the first week of September. The House is anticipated to vote on its own version of the must-pass legislation a few weeks later. Senators also left Capitol Hill without an agreement on fast-tracking a series of confirmation votes on over 100 presidential nominations, including several federal judicial picks. An ongoing debate over procedural tactics used by Senate Democrats to delay confirmation votes could pressure

Senate Majority Leader John Thune (R-SD) into holding a simple majority vote that would allow him to change procedural rules around confirmations – an option referred to as the “nuclear option.”

Pending Legislation of Interest

H.R.81 — To prohibit the imposition of mask mandates on public transportation.

Sponsor: Biggs, Andy [Rep.-R-AZ-5]

Introduced: 01/03/2025

H.R.502 — To ensure the rural surface transportation grant program is accessible to rural areas, and for other purposes.

Sponsor: Finstad, Brad [Rep.-R-MN-1]

Introduced: 01/16/2025

H.R.546 — To direct the Attorney General to establish a grant program for civilian traffic violation enforcement.

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

Introduced: 01/16/2025

S.161 — A bill to require the Secretary of Transportation to issue rules relating to the testing procedures used under the New Car Assessment Program of the National Highway Traffic Safety Administration, and for other purposes.

Sponsor: Fischer, Deb [Sen.-R-NE]

Introduced: 01/21/2025

S.191 — A bill to require the Secretary of Transportation to modify certain regulations relating to the requirements for commercial driver's license testing and commercial learner's permit holders, and for other purposes.

Sponsor: Lummis, Cynthia M. [Sen.-R-WY]

Introduced: 01/22/2025

H.R.623 — To direct the Secretary of Transportation to modify certain regulations relating to the requirements for commercial driver's license testing and commercial learner's permit holders, and for other purposes.

Sponsor: LaHood, Darin [Rep.-R-IL-16]

Introduced: 01/22/2025

H.R.732 — Disaster Recovery Efficiency Act

Sponsor: Jacobs, Sara [Rep.-D-CA-51]

Introduced: 01/24/2025

H.R.1166 — Decoupling from Foreign Adversarial Battery Dependence Act

Sponsor: Rep. Gimenez, Carlos A. [R-FL-28]

Introduced: 02/10/2025

H.R.1513 — Unplug the Electric Vehicle Charging Stations Program Act

Sponsor: Wied, Tony [Rep.-R-WI-8]

Introduced: 02/21/2025

H.R.1659 — Truck Parking Safety Improvement Act

Sponsor: Bost, Mike [Rep.-R-IL-12]

Introduced: 02/27/2025

H.R.1892 — Wireless Electric Vehicle Charging Grant Program Act of 2025

Sponsor: Stevens, Haley M. [Rep.-D-MI-11]

Introduced: 03/05/2025

H.R.2088 — To direct the Secretary of Transportation, in coordination with the Secretary of Housing and Urban Development, to establish a thriving communities grant program.

Sponsor: Torres, Norma J. [Rep.-D-CA-35]

Introduced: 03/11/2025

S.996 — A bill to amend the Clean Air Act to prevent the elimination of the sale of motor vehicles with internal combustion engines, and for other purposes.

Sponsor: Sen. Mullin, Markwayne [R-OK]

Introduced: 03/12/2025

H.R.2166 — To amend title 23, United States Code, with respect to vehicle weight limitations for certain logging vehicles, and for other purposes.

Sponsor: Wied, Tony [Rep.-R-WI-8]

Introduced: 03/14/2025

H.R.2348 — To direct the Secretary of Transportation to produce and distribute a national public safety messaging campaign, and for other purposes.

Sponsor: Stauber, Pete [Rep.-R-MN-8]

Introduced: 03/25/2025

H.R.2819 — To prohibit the Administrator of the Federal Motor Carrier Safety Administration from issuing a rule or regulation requiring certain vehicles to be equipped with speed limiting devices.

Sponsor: Brecheen, Josh [Rep.-R-OK-2]

Introduced: 04/10/2025

H.R.2992 — To amend title 23, United States Code, and the Infrastructure Investment and Jobs Act with respect to vehicle roadside crashes, work zone safety, and for other purposes.

Sponsor: Carter, Troy A. [Rep.-D-LA-2]
Introduced: 04/24/2025

[S. 1696](#) — **To prohibit the Administrator of the Federal Motor Carrier Safety Administration from issuing a rule or promulgating a regulation requiring certain commercial motor vehicles to be equipped with speed limiting devices, and for other purposes.**

Sponsor: Daines, Steve [Sen.-R-MT]
Introduced: 05/08/2025

[S.1733](#) — **Highway Funding Transferability Improvement Act**
Sponsor: Cramer, Kevin [Sen.-R-ND]
Introduced: 05/13/2025

[H.R.3360](#) — **Driver Technology and Pedestrian Safety Act of 2025**
Sponsor: Mullin, Kevin [Rep.-D-CA-15]
Introduced: 05/13/2025

[H.R.3440](#) — **Traffic Safety Enhancement Act of 2025**
Sponsor: Gillen, Laura [Rep.-D-NY-4]
Introduced: 05/15/2025

[H.R.3449](#) — **Stronger Communities through Better Transit Act**
Sponsor: Johnson, Henry C. "Hank" [Rep.-D-GA-4]
Introduced: 05/15/2025

[H.R.3459](#) — **Empty Lots to Housing Act**
Sponsor: Mullin, Kevin [Rep.-D-CA-15]
Introduced: 05/15/2025

[H.R.3572](#) — **To make projects in certain counties eligible for funding under the rural surface transportation grant program, and for other purposes.**
Sponsor: Valadao, David G. [Rep.-R-CA-22]
Introduced: 05/21/2025

[H.R.3932](#) — **Rural Upgrades for Road Access and Local Growth Act of 2025**
Sponsor: Scholten, Hillary J. [Rep.-D-MI-3]
Introduced: 06/11/2025

[H.R.3972](#) — **Highway Funding Flexibility Act of 2025**
Sponsor: Johnson, Dusty [Rep.-R-SD-At Large]
Introduced: 06/12/2025

H.R.4170 — To require that certain aspects of bridge projects be carried out by certified contractors, and for other purposes.

Sponsor: Garamendi, John [Rep.-D-CA-8]

Introduced: 06/26/2025

S.2299 — Resilient Transit Act of 2025

Sponsor: Gillibrand, Kirsten E. [Sen.-D-NY]

Introduced: 07/16/2025

H.R.4447 — Transit Bus Affordability Act

Sponsor: Frost, Maxwell [Rep.-D-FL-10]

Introduced: 07/16/2025

H.R.4643 — To require certain grant recipients of transit and highway transportation projects to establish and contribute to a business uninterrupted monetary program fund, and for other purposes.

Sponsor: Correa, J. Luis [Rep.-D-CA-46]

Introduced: 07/23/2025

H.R.4661 — To amend title 49, United States Code, to clarify the preemption of State laws requiring a human occupant in an automated driving systems-equipped commercial motor vehicle, and for other purposes.

Sponsor: Fong, Vince [Rep.-R-CA-20]

Introduced: 07/23/2025

H.R.4699 — To amend section 405 of title 23, United States Code, to permit a State to use grant funds for the purpose of providing on-bicycle education, and for other purposes.

Sponsor: Magaziner, Seth [Rep.-D-RI-2]

Introduced: 07/23/2025

H.R.4719 — To direct the Secretary of Transportation to carry out a grant program to support efforts to provide fare-free transit service, and for other purposes.

Sponsor: Pressley, Ayanna [Rep.-D-MA-7]

Introduced: 07/23/2025

H.R.4776 — To amend the National Environmental Policy Act of 1969 to clarify ambiguous provisions and facilitate a more efficient, effective, and timely environmental review process.

Sponsor: Westerman, Bruce [Rep.-R-AR-4]*

**Rep. Westerman is Chair of the House Natural Resources Committee*

Introduced: 07/25/2025

[S.2635](#) — Transportation Emergency Relief Extension Act

Sponsor: Padilla, Alex [Sen.-D-CA]

Introduced: 07/31/2025

[H.R.4847](#) — Transportation Emergency Relief Extension Act

Sponsor: Garamendi, John [Rep.-D-CA-8]

Introduced: 08/01/2025

[H.R.4900](#) — Safe Transit Accountability Act

Sponsor: Smucker, Lloyd [Rep.-R-PA-11]

Introduced: 08/05/2025

[H.R.4904](#) — PHASE Act of 2025 (Pedestrian Hazard, Awareness and Safety Expansion Act of 2025)

Sponsor: Torres, Norma J. [Rep.-D-CA-35]

Introduced: 08/05/2025

[H.R.4926](#) — Highway Funding Transferability Improvement Act

Sponsor: Hageman, Harriet M. [Rep.-R-WY-At Large]

Introduced: 08/08/2025

[H.R.5024](#) — Transit Funding Flexibility Act

Sponsor: Lawler, Michael [Rep.-R-NY-17]

Introduced: 08/22/2025

Executive Branch

Department of Transportation (DOT)

DOT [announced](#) California, Washington, and New Mexico will lose federal funding unless they adopt and enforce English Language Proficiency (ELP) requirements for commercial motor vehicle drivers. The three states have 30 days to come into compliance before the Department will withhold up to 100% of funding from the Motor Carrier Safety Assistance Program (MCSAP). In May, DOT Secretary Duffy signed an order announcing new guidance to enforce English proficiency requirement for truckers.

Federal Transit Administration (FTA)

FTA [announced](#) that the agency has proposed [updated guidelines](#) to remove the “social cost of carbon” calculation as part of the rating criteria for transit grants under the Capital Investment Grants (CIG) program. The CIG Program is the federal government’s largest discretionary grant program to fund transit capital investments, including heavy rail, commuter rail, light rail, streetcars, and bus rapid transit. FTA’s proposed rule would revert to a previously-used

methodology that relies on the EPA's National Ambient Air Quality Standards (NAAQS) designation based on which city a transit project is located.

Federal Highway Administration (FHWA)

FHWA [unveiled](#) revised guidance for the National Electric Vehicle Infrastructure (NEVI) Formula Program after a federal court blocked an earlier move to freeze the program. The guidelines will streamline applications and cut red tape to access the program's \$5 billion in funding for charging infrastructure that is set to wind down in 2026. The updated policy eliminates earlier requirements, such as ensuring disadvantaged communities have access to EV chargers and promoting the use of union labor in installation.

National Highway Traffic Safety Administration (NHTSA)

NHTSA [announced](#) that the agency issued an exemption for Amazon's Zoox driverless vehicles under its newly expanded Automated Vehicle Exemption Program. This is the first-ever exemption for American-built vehicles under the program. In 2022, NHTSA began a probe into whether Zoox's traditional driving controls had met federal safety requirements when the company self-certified the vehicle.

Federal Railroad Administration (FRA)

FRA [cancelled](#) \$175 million in funding for four projects related to the California high-speed rail project, saying it determined that advancing the funding "is not justified" after reviewing related unobligated projects and taking into consideration the projects' current state.

Build America Bureau ("The Bureau")

The Bureau [released](#) a Notice of Funding Opportunity for the Innovative Finance and Asset Concession Grant Program (IFAC), making \$45.98 million available to assist public entities in facilitating and evaluating public-private partnerships and exploring innovative financing and alternative delivery opportunities for Transportation Infrastructure Finance and Innovation Act (TIFIA)-eligible projects. Grants are available for up to \$2 million, with the first \$1 million requiring no local match. This is the second NOFO for IFAC, with funds allocated from fiscal years 2024, 2025, and 2026 (if available).

Environmental Protection Agency (EPA)

EPA [announced](#) a proposed disapproval of California's Heavy-Duty (HD) Inspection and Maintenance (I/M) Requirements as it applies to out-of-state and out-of-country vehicles. The HD I/M requirement in the State Implementation Plan (SIP) submitted by California establishes an I/M program for any heavy-duty vehicle driven in the state—regardless of registration. EPA is proposing to deny these actions due to concerns that this requirement violates the U.S. Constitution's Commerce Clause and this inconsistency with Federal law also violates Section 110 of the Clean Air Act.

PLATINUM | ADVISORS

September 2, 2025

TO: Danielle Schmitz, Executive Director
Napa Valley Transportation Authority

FR: Steve Wallauch
Platinum Advisors

RE: Legislative Update

End of Session: The legislature returned from their summer recess on August 18th for the final month of session. With two weeks down and two weeks to go until they adjourn on September 12, there remain several significant policy proposals and budget trailer bills still being negotiated. The Senate and Assembly Committees on Appropriations dispensed with the items on the Suspense File on August 29th, where about 27% of the bills were held and many of those that were approved were scaled back.

The next major deadline is Friday, September 5, which is, according to the rules, the last day to amend a bill on the floor. However, the real deadline is the 72 hour in print rule on September 9th. All amendments must be in print for 72 hours before a floor vote can be taken.

The next two weeks will be chaotic and tense as major remaining issues are resolved, including efforts to extend the cap & trade program, streamline housing production, and legislation to regulate AI and social media.

Cap & Trade-Invest: While there is consensus between the Governor and Senate and Assembly leadership on extending and renaming the cap-and-trade program to 2045, the details on how it operates, and the allocation of auction proceeds remain in limbo.

There are two legislative vehicles moving through the process that would be used to extend the cap & trade program, AB 1207 (Irwin) and SB 840 (Limon). Assemblymember Irwin and Senator Limon respectively lead the working groups in each house on cap & trade reauthorization. Last week, Assemblymember Irwin circulated amendments to AB 1207 that would extend the program to 2045 and would make changes to the offsets and allowances, and changes to the funds provided to utilities to offset consumer prices. This proposal did not suggest how auction revenue would be allocated to transit programs such as Low Carbon Transit Operations Program (LCTOP) and Transit and Intercity Rail Capital Program (TIRCP). However, the Senate blocked these amendments as negotiations heat up between the houses.

While optimism remains that an agreement will be reached, the details on funding for public transit programs remain in limbo. In general, it appears the off-the-top appropriations, such as High-Speed Rail, LCTOP, and TIRCP, will be changed from a percentage basis to a fixed annual dollar amount. As of today, the agreement will include a fixed \$1 billion annually for High-Speed Rail and \$1.5 billion annually for CalFire operations. Of the approximate \$5 billion annually in auction proceeds that is allocated by formula or through the annual budget, about \$2.5 billion remains unaccounted for if the allocations to High-Speed Rail and CalFire hold firm.

Legislation – Suspense File: On Friday, August 29th, the Senate and Assembly Appropriations Committees dispensed with the items being held on their respective Suspense Files. Both committees held about 27% of the bills. The Senate reviewed 425 bills and 309 were sent to the Floor. In the Assembly, they reviewed 261 bills and 190 were sent to the Floor. Many of the bills moved to the Floor were amended to reduce the scope and cost. These amendments will be in print in the next day or so.

The following is a summary of several priority bills that were pending on the Suspense File:

- AB 339 (Ortega): AB 339 was approved by the Senate Appropriations Committee with amendments that scale back the scope of the bill. As amended, the bill would require a public agency to provide 45 days' notice to a recognized employee organization regarding contracts for services that are within the scope of work of job classifications represented by the recognized employee organization. The amendments also remove the requirements to meet and confer and exempt public works projects.
- AB 394 (Wilson): AB 394 was approved without amendments. This bill expands the category of workers who qualify as victims under the crime of battery upon a transit worker and clarifies that public transit employers count as employers for purposes of the workplace violence restraining order statute.
- SB 63 (Wiener): Assembly Appropriations approved SB 63, but the committee did not include the substantive amendments proposed by Senator Wiener. These amendments would have added the expenditure plan, governance structure, and oversight provisions. The only amendment made to SB 63 by the Committee was to add an urgency clause to the bill. The addition of an urgency clause triggers a 2/3 vote threshold for passage. Assembly Transportation Committee is expected to hear the bill again, which provides an opportunity to amend the bill.

- SB 71 (Wiener): SB 71 was approved without amendments. This bill extends and expands California Environmental Quality Act (CEQA) exemptions for certain transportation-related projects.
- SB 79 (Wiener): SB 79 was approved with amendments that scale back the bill. While the amendments are not in print yet, the change would strike out provisions in the bill that apply to Tier 3 transit-oriented development projects. Tier 3 provisions apply to mixed use housing projects near ferry terminal, along bus rapid transit corridors, and in areas within a “non-urban transit county.” Urban transit county means a county with 15 or more passenger rail stations. It is unknown what other changes to the bill will be made.
- SB 419 (Caballero): SB 419 was approved with technical amendments. This bill would exempt the sale of hydrogen used as a transportation fuel from the state’s portion of the sales tax. Given the state’s fiscal outlook this is a significant step forward for this bill.
- SB 445 (Wiener): SB 445 was held by the Assembly Appropriations Committee. This bill went through several reiterations with the final version proposing significant changes to accelerate the local permitting and approval process for the High-Speed Rail project. Senator Wiener will try again next session.

PLATINUM | ADVISORS

September 2, 2025

ATTACHMENT 3
NVTA Board Item 10.13
September 17, 2025

TABLE 1: BOARD ADOPTED POSITIONS

	Subject	Status	Position
<u>AB 259</u> (Rubio, Blanca D) Open meetings: local agencies: teleconferences.	AB 259 was amended to extend the sunset date to January 1, 2030, rather than repealing the existing January 1, 2026, sunset. This bill would extend the existing authority allowing members of a legislative body to participate remotely if specific conditions are met.	Senate Judiciary Two-Year Bill	Watch
<u>AB 394</u> (Wilson D) Crimes: public transportation providers.	This measure would expand existing law regarding battery of a transit operator or transit passenger to also include an employee or contractor of a public transit provider. This bill also expands the workplace violence restraining order provisions to expressly permit a judge, at their discretion, to issue a TRO or restraining order that prohibits the subject of the order from the entirety of the public transit system.	Senate Floor	Support
<u>AB 697</u> (Wilson D) Protected species: authorized take: State Route 37 improvements.	AB 697 authorizes the State Route 37 corridor project to be evaluated under California Endangered Species Act (CESA) – which allows an incidental take permit so long as impacts to the species are fully mitigated, among other requirements. The bill also applies to the conservation standards and other permitting thresholds required by SB 147 (2023), which authorizes California Department of Fish and Wildlife (CDFW) to issue fully protected species take permits under CESA for certain categories of transportation, renewable energy, and water infrastructure projects.	Senate Floor	Support
<u>AB 954</u> (Bennett D) State transportation improvement	This bill would require Caltrans to prepare a proposal for the development, including the selection of sites for a pilot program establishing branded networks of bicycle highways that are numbered and signed	Senate Floor Inactive File	Watch

	Subject	Status	Position
program: bicycle highway pilot program.	within 2 of California's major metropolitan areas. The bill would require the department, on or before January 1, 2030, to include the proposal in the draft State Interregional Transportation Improvement Program (ITIP) and would require the department to perform all other actions necessary for the pilot program to be programmed in the State Transportation Improvement Program (STIP).		
AB 1014 (Rogers D) Traffic safety: speed limits.	AB 1014 would expand existing law that allows cities and counties to reduce a speed limit below the 85 th percentile speed survey to also include Caltrans and the highways operated by the state.	Senate Floor	Watch
AB 1070 (Ward D) Transit districts: governing boards: compensation: nonvoting members	Assemblymember Ward pulled AB 1070 from the Assembly Local Government Committee agenda. This will result in the bill becoming a two-year bill. This proposal would require ALL governing board members of "transit district" to demonstrate that they use public transit in order to receive compensation for serving on the transit board. In addition, the bill would require the addition of 2 non-voting members to governing boards. The seats would be reserved for a representative of transit user groups, and a seat represented by the labor organization representing the majority of employees. Both non-voting members would have two alternates each. The nonvoting members may be excluded from any discussions regarding labor negotiations.	Assembly Loc Gov. Two-Year Bill	Watch
AB 1207 (Irwin D) Climate change: market-based compliance mechanism.	AB 1207 is the Assembly's vehicle for reauthorizing the cap & trade auction program. The bill was amended to contain minor changes in order to meet the spot bill deadline, but the bill's content remains nonsubstantive.	Senate Floor	Watch

	Subject	Status	Position
<u>AB 1250</u> <u>(Papan D)</u> Transit operators: paratransit: recertification of eligibility.	AB 1250 was gutted and amended on April 10th to prohibit a transit operator from requiring an individual who is eligible for paratransit services and whose condition is not expected to improve from having to recertify their eligibility. AB 1250 was amended on June 30th to address concerns expressed by transit operators. With these amendments the California Transit Association now supports the bill. As amended, the bill requires transit operators, by June 1, 2027, to use a streamlined recertification process, for persons who have previously been determined to be eligible for paratransit service to have their eligibility reviewed. The streamlined recertification process must utilize a telephone interview, mail-in form, or online survey and may only collect the following information: • Physical address; • Mailing address, if different from physical address; • Emergency contact; • Phone number; • Updated mobility devices; • Status of disability, with identification of any worsening of the person's disability, any additional disability, any changes to the person's functional abilities, and any changes to the person's use of an assistive device.	Senate Floor	Watch
<u>AB 1268</u> <u>(Macedo R)</u> Motor Vehicle Fuel Tax Law: adjustment suspension.	AB 1268 would authorize the Governor to suspend the annual inflation adjustment to the motor vehicle fuel tax upon making a determination that increasing the rate would impose an undue burden on low-income and middle-class families. The bill would require the Governor to notify the Legislature of an intent to suspend the rate adjustment on or before January 10, and would require the Department of Finance to submit to the Legislature a proposal by January 10 that would maintain the	Assembly Transp. Two-Year Bill	Oppose

	Subject	Status	Position
<u>AB 1268</u> (Cont.)	same level of funding for transportation purposes as would have been generated had the scheduled adjustment not been suspended.		
<u>AB 1340</u> <u>(Wicks D)</u> Transportation network company drivers: labor relations.	AB 1340 was amended to allow Transportation Network Company (TNC) drivers the right to form, join, and participate in the activities of TNC driver organizations of their own choosing.	Senate Floor	Watch
<u>SB 63</u> <u>(Wiener D)</u> San Francisco Bay area: local revenue measure: transportation funding.	SB 63 was amended to contain the outline for a regional measure to fund transit operations in specified counties in the San Francisco Bay Area. SB 63 would authorize a 10- to 15-year regional public transportation operations sales tax measure to be placed on the November 2026 ballot in the Counties of Alameda, Contra Costa, and San Francisco, with the option for the Counties of San Mateo and Santa Clara to be added. The bill also outlines the requirements operators must meet to receive the funds. Amendments have been drafted to state the sales tax would be in place for 14 years, add San Mateo and Santa Clara Counties to the district, specify an expenditure plan, and add oversight provisions. These amendments will likely be made on the Assembly Floor.	Assembly Floor	Support
<u>SB 71</u> <u>(Wiener D)</u> California Environmental Quality Act: exemptions: transit projects.	SB 71 was amended to extend, not repeal the sunset date on existing law that exempts certain transit, bicycle, and pedestrian projects from CEQA. The new sunset date is set for January 1, 2040. Specifically, this bill • Expands these exemptions to include, among others, Tier 4 or cleaner locomotives in specified areas, shuttles and ferries and projects outside of urbanized areas or clusters. • Retains a January 1, 2032, sunset for transportation projects using near-zero	Assembly Floor	Support

	Subject	Status	Position
<u>SB 71</u> (Cont.)	emission, natural gas, or low- nitrogen oxide (NOx) technology.		
<u>SB 79</u> (Wiener D) Local government land: public transit use: housing development: transit-oriented development.	The intent of SB 79 is to promote housing and mixed-use development projects near transit services, particularly on parcels owned or controlled by a transit operator. The bill was amended to apply only to parcels near rail service and bus rapid transit corridors. The goal is to not only promote housing near transit but also create a mechanism for these development projects to generate revenue for transit operators. The size and density of these development projects depends on the type of transit service located within ¼ mile of the project site.	Assembly Housing	Watch
<u>SB 239</u> (Arrequin D) Open meetings: teleconferencing: subsidiary body.	The provisions in SB 239 will be added to SB 707, which is a comprehensive overhaul of Brwon Act provisions related to remote participation. SB 239 proposed to allow certain types of advisory or subsidiary bodies to meet using remote/teleconference participation if specified conditions are met. SB 239 would not apply to a subsidiary body that has subject matter jurisdiction over police oversight, elections, or budgets.	Senate Floor Inactive File	Watch
<u>SB 445</u> (Wiener D) Sustainable Transportation Project Permits and Cooperative Agreements.	SB 445 was gutted and amended to apply only to the California High Speed Rail Authority. Similar to the prior versions of the bill, SB 445 would authorize the CHSRA to develop and adopt regulations for governing third-party permits and approvals that are necessary to deliver the project.	Assembly Approps Held on Suspense	Watch
<u>SB 569</u> (Blakespear D) Department of Transportation:	The bill would allow Caltrans to establish a dedicated liaison to facilitate the removal of homeless encampments on Caltrans' right-of-way and authorizes Caltrans to negotiate specified terms for Delegated Maintenance	Assembly Transp. Two-Year Bill	Support

	Subject	Status	Position
homeless encampments.	Agreements (DMA) with local jurisdictions. The DMA is a contract entered into by Caltrans and a local government, in which both work together to reduce and remove homeless encampments within Caltrans' jurisdiction. This would allow local governments, under an executed DMA, to utilize local policies and procedures to streamline encampment abatement, as well as streamlining the permit process.		
<u>SB 696</u> (Alvarado-Gil R) Sales and Use Tax Law: exemptions: firefighting equipment.	AB 696 would exempt from the sales & use tax law the purchase of firefighting equipment, including vehicles. SB 696 was amended to apply the exemption only to the state's portion of the sales tax.	Senate Approps Held on Suspense File	Watch
<u>SB 752</u> (Richardson D) Sales and use taxes: exemptions: California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project: transit buses.	This bill would extend by two years the sunset date on the existing state sales tax exemption on the purchase of zero emission transit buses. The current exemption is set to expire on January 1, 2026. This bill would push it back to January 1, 2028	Senate Approps Held on Suspense File	Support
<u>SB 840</u> (Limón D) Greenhouse gases: market-based compliance mechanism.	SB 840 is the Senate bill that will be used to advance the Senate's proposal on extending the Cap & Trade auction program. As currently drafted, the bill merely requires the Legislative Analyst's Office (LAO) to continue to provide an annual report on the economic impacts and benefits of the greenhouse gas (GHG) reduction targets.	Assembly Floor	Watch



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Patrick Band, Associate Planner
(707) 259-8781/ Email: pband@nvta.ca.gov
SUBJECT: Transportation Development Act Article 3 (TDA-3) Resolution & Countywide Claim Authorization

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 25-12 (Attachment 4), authorizing the submittal of a Countywide Coordinated Claim to the Metropolitan Transportation Commission (MTC) for allocation of Fiscal Year (FY) 2025-26 TDA-3 Program Funds to Claimants in Napa County.

EXECUTIVE SUMMARY

The TDA-3 program provides grants for local bicycle and pedestrian projects. On May 21, 2025, the NVTA Board released a Call for Projects for FY 2025-26 and 2026-27. The Call for Projects has approximately \$460,000 available to program over a two year period.

Two (2) project applications were received by the application deadline and are eligible for consideration. For FY 25-26, NVTA received applications totaling \$300,000. NVTA staff submitted recommendations for full funding of both requests to the NVTA Active Transportation Advisory Committee (ATAC) on July 28, 2025 and the NVTA Technical Advisory Committee (TAC) on September 4, 2025. Both committees reviewed the staff recommendation and have recommended full funding of the Program of Projects to the NVTA Board.

FISCAL IMPACT

There is no fiscal impact associated with this item. TDA-3 funds are passed through to project applicants by MTC and are not held or retained by NVTA.

BACKGROUND

The TDA-3 program is funded by approximately 2% of the ¼ cent statewide sales tax generated in Napa County. Funds are held by MTC and programmed by each county transportation agency.

For Napa County, the TDA-3 program generates between \$165,000 and \$225,000 per year in revenue for Napa jurisdictions. Unused funds are accumulated and rolled over to future programming cycles. TDA-3 funds may be used for capital infrastructure, non-routine maintenance, and/or Quick Build purposes, as well as limited safety education programs, as outlined in Attachment 1. In 2018, the NVTa Board requested a change to NVTa policy that prioritized infrastructure projects for TDA-3 funds.

As of July 2025, the MTC revenue estimate for FY 2025-26 is \$221,487. NVTa is estimating \$376,000 for a 2-year cycle, recognizing that broader economic trends could reduce sales tax revenues and available funds.

Table 1. Simplified Napa County TDA-3 Fund Estimate

	Balance as of 7/23/25	2-Year Revenue Estimate*	Outstanding Commitments	Available for Programming
REVENUES	\$685,262	\$376,000	(\$600,000)	\$461,262
* Assumes 100% of MTC FY 2025-26 estimate and 75% of that amount for FY 2026-27				

Project Summaries

Full project applications are included as Attachments 3a and 3b.

1. The City of Calistoga is requesting \$150,000 for Project Specifications & Estimates (PS&E) to support the \$2 million Oak Street Pedestrian Bridge & Community Facilities Access Improvements project. The project will construct a 189-foot multi-use bridge across the Napa River, connecting South Oak Street and North Oak Street, as well as provide 210 feet of off-street multi-use path, 600 feet of sidewalk gap closure, and 6 new curb ramps. The project is within 0.5 miles of two local schools (Calistoga Elementary and Calistoga Junior/Senior High). This project previously received \$150,000 under a prior TDA-3 Call for Projects, and the current request would fully fund the anticipated design/engineering required to advance the project.

2. The City of American Canyon is requesting \$300,000 for construction of approximately 0.8 miles (4,200') of new Class I Shared Use Path improvements on the north side of Green Island Rd, between Commerce Blvd and Paoli Loop. This project would complete a portion of the planned Napa Valley Vine Trail and connect with the existing Class I Vine Trail facility on Devlin Road. Construction is tentatively planned for 2026, pending funding availability.

As noted above, TDA-3 funds may only be programmed for eligible active transportation projects or programs, as detailed in Local Guidelines and MTC Resolution 4108. Both the City of Calistoga and City of American Canyon projects are consistent with program guidelines and are eligible for funding. While Local Guidelines prioritize funding of Quick Build projects, no Quick Build project applications were submitted for the funding cycle.

ALTERNATIVES

The Board may choose not to award funding to these projects. In that event, projects may be delayed as applicants seek to identify alternative funding sources. Funds available for programming but not awarded would roll over until the next Call for Projects and grant award, currently planned for Fiscal Year 2027.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

Goal #2 – Improve System Safety in order to Support All Modes and Serve All Users.

Projects recommended for funding are consistent with adopted local or regional Active Transportation Plans and would enhance access and safety for pedestrians and bicyclists by providing dedicated active transportation facilities.

Goal #3 – Use Taxpayer Dollars Efficiently.

TDA-3 funding is derived from sales tax revenues, paid for by Napa County residents and visitors. Funding is restricted to specific active transportation related purposes, and projects requesting funding are consistent with those purposes.

ATTACHMENTS

- 1) TDA-3 Program Local Guidelines
- 2) MTC Resolution 4108
- 3) Project Applications Received by Deadline
 - a. City of American Canyon Application
 - b. City of Calistoga Application
- 4) Resolution 25-12



Guide and Application for
Transportation Development Act Article 3 (TDA-3)
Funds for Napa County

FY 2025-26 & FY 2026-27
Applications Due to NVRTA:
Monday, July 7, 2025 by 5:00 p.m.

NVRTA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631
Fax: 707-259-8638
www.nvta.ca.gov

Adopted by the NVRTA Board of Directors, May 21, 2025

The Napa Valley Transportation Authority (NVTA) is pleased to announce a Call for Projects for Transportation Development Act, Article 3 (TDA-3) funds available to Napa County jurisdictions.

TDA-3 is a grant program under the Metropolitan Transportation Commission (MTC), funded by approximately 2% of the ¼ cent Statewide Sales Tax. This generates approximately \$165,000 per year in revenues for jurisdictions in Napa County. The purpose of the TDA-3 program is to provide funding for local bicycle and pedestrian projects.

The TDA-3 program can fund a wide range of project types including:

- Construction and/or engineering of a bicycle or pedestrian capital project
- Capital purchases for maintenance of a Class I or Class IV facilities
- Enhancement of Class II bicycle lanes
- Bicycle safety education programs (no more than 5% of county total)
- Development of a comprehensive bicycle and/or pedestrian facilities plan (once every 5 years)
- Quick Build Projects

This packet has been created to help guide local jurisdictions in submitting a successful application for funding.

The available funding for Napa County TDA-3 projects for FY 2025-26 through FY 2026-27 will be approximately \$471,000 dollars. Applications are due to NVTA by 5:00 PM on Monday, July 7, 2025.

If you have any questions, you may contact Patrick Band, TDA-3 Program Manager at:

NVTA
625 Burnell Street
Napa, CA 94559
Phone: 707-259-8631

Sincerely,

//signed//

Kate Miller
Executive Director
Napa Valley Transportation Authority

The TDA-3 Program

The California State Legislature passed the Transportation Development Act (TDA) in 1971, which was subsequently signed into law by Governor Reagan. The TDA provides one of the major funding sources for public transportation in California. These funds are generated from a statewide ¼ cent sales tax. Article 3 of TDA is a set-aside of approximately 2% of those monies. Under Article 3 of the TDA, funds allocated to Napa County are available to local jurisdictions for bicycle and pedestrian projects.

The Metropolitan Transportation Commission (MTC) administers TDA 3, which is distributed based on population. Each year, an annual fund estimate or “entitlement” is developed for each County. A county’s claim in any given year cannot exceed the sum of their accumulated funds plus their projected entitlement for the following two years.

Funds are obtained by local jurisdictions via a three-step process: (1) apportionment, (2) allocation, and (3) payment (reimbursement). Apportionment in the San Francisco Bay Area follows a Metropolitan Transportation Commission (MTC) formula based upon population. Allocation is the discretionary action by MTC that designates funds for a specific claimant for a specific purpose. NVRTA submits TDA allocation requests to MTC on a regular basis, and unused TDA funds allocated to any project may be rolled over from one fiscal year to the next. No matching funds are required, but the project must meet the funding objectives and be developed in cooperation with the community. The basic objectives of the grant source are to fund projects that increase the safety, security, and efficiency of bicycle and pedestrian travel, and to provide for a coordinated system. MTC requires supporting resolutions from the sponsoring Council.

This “Call for Projects” will be issued on May 21, 2025 upon approval by the NVRTA Board of Directors. In addition to the application, project sponsors must provide documentation of environmental clearance and maps/documents showing project locations and design parameters. Projects must be approved by MTC.

TDA 3 projects are required to meet Caltrans safety design criteria and CEQA requirements; be completed within two years; be maintained; be consistent with adopted active transportation plans; and be authorized by a governing council or board. Local authorization is not required at time of application submission, but shall be due within 90 days of NVRTA Board project approval and prior to annual submission of the Countywide TDA-3 claim to MTC.

As part of the grant process, MTC also requires the City Council to adopt a resolution making certain findings as follows:

- (i) There are no legal impediments regarding the project.
- (ii) Jurisdictional or agency staffing resources are adequate to complete the project.
- (iii) There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
- (iv) Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.

- (v) Adequate local funding is available to complete the project.
- (vi) The project has been conceptually reviewed to the point that all contingent issues have been considered.

Basic Eligibility for TDA-3 Funding

TDA Article 3 funds may be used for the following activities relating to pedestrian and bicycle facilities, including):

- Engineering expenses leading to construction.
- Right-of-way acquisition.
- Construction and reconstruction.
- Retrofitting existing bicycle and pedestrian facilities, including installation of signage, to comply with the Americans with Disabilities Act (ADA).
- Route improvements such as signal controls for cyclists, bicycle loop detectors, rubberized rail crossings and bicycle-friendly drainage grates.
- Purchase and installation of bicycle amenities such as:
 - secure bicycle parking,
 - benches, drinking fountains, changing rooms, rest rooms and showers which are adjacent to bicycle trails, employment centers, park-and-ride lots, and/or transit terminals and are accessible to the general public.
- Maintenance of Class I shared-use path or Class IV separated bikeways.
- Restriping of Class II bikeways. Countywide, the total funds allocated to Class II bikeway maintenance cannot exceed 20% of the total countywide TDA estimate
- Bicycle Safety Education Programs (and not more 5% of the countywide TDA Article 3 funds). Pursuant to NVTB Board policy, infrastructure projects are prioritized.
- Comprehensive Bicycle & Pedestrian Facilities Plans (not more than once per jurisdiction every 5 years)
- Projects identified in a recent (within 5 years) comprehensive local bicycle or pedestrian plan
- Quick-Build (also known as interim capital infrastructure) projects
- Capital purchases for maintenance of Class I or Class IV facilities (compact sweeping machine, blower, etc)
- Annual Audits in fiscal years funds are disbursed. Can be part of annual audit program, but must comply with additional TDA-3 requirements.

TDA Article 3 funds may not be used to fully fund the salary of any one person working on these programs.

Active Transportation Advisory Committee Requirement

Cities and counties may not receive TDA Article 3 funds for projects unless the jurisdiction has established an Active Transportation Advisory Committee (ATAC) and the project is included in an adopted plan as stipulated in the MTC TDA Article 3 Policies and Procedures, Resolution 4108. For Napa County, the NVTB Active Transportation Advisory Committee fulfills this requirement.

Note that for those jurisdictions with a local Active Transportation Advisory Committee, the approval of that committee is also required.

Recent TDA-3 Project Examples in Napa County

Project Name	Sponsor	TDA-3 Funds	Total Project \$
Lincoln & Brannan Crosswalk	Calistoga	\$150,000	\$440,000
Eucalyptus Dr. Sidewalk Gap Closure	American Canyon	\$53,000	\$113,000
Pratt/Elmhurst Crosswalk Improvements on Main St./SR29	St. Helena	\$50,000	\$80,000

Project Selection Process

The project selection process is as follows:

- NVTA staff will review prospective projects for eligibility based on TDA-3 requirements, and conduct a preliminary evaluation of cost-effectiveness, project readiness, potential to reduce serious/fatal collisions, and increase active transportation use. Staff will present their findings to the NVTA Active Transportation Advisory Committee (ATAC) which will serve as the initial selection and prioritization committee.¹
- The ATAC recommendations will be forwarded to the NVTA Technical Advisory Committee (TAC) for their review and recommendation.
- The recommendation from both Committees will be forwarded to the NVTA Board for their decision.

TDA-3 Project Selection Criteria for Napa County

For All Applications:

- The project provides a gap closure connecting two or more existing facilities.
 - Note that this criteria does not apply to Quick Build safety projects.
- The project is listed in the jurisdiction's adopted Bicycle or Pedestrian Plan, Local Roadway Safety Plan, the Countywide Vision Zero Plan, Safe Routes to School Plan, and/or related traffic safety or traffic calming program.

Preference will be given to projects that meet the following criteria:

- Provides a safe route to school and/or transit are located at or along an identified High Injury Network intersection or corridor
- Provide additional local matching funds (not required)

¹ Pursuant to MTC Memorandum on TDA-3 Bicycle Pedestrian Advisory Committee (BPAC) review dated October 6, 2014, jurisdictions that have a local BPAC or similar advisory committee are generally required to have that body review and prioritization of projects. See https://mtc.ca.gov/sites/default/files/TDA3_BAC_Guidance.pdf

NVTA intends to additionally prioritize applications for Quick Build projects for funding. Applicants with eligible Quick Build projects are advised to consult Caltrans guidelines for such projects.² NVTA staff are available to provide additional resources and consultation regarding such projects.

Additional screening criteria for Quick Build projects include:

- Limit of \$50,000 per project application
 - Multiple applications for Quick Build projects may be submitted by a single jurisdiction
- Jurisdiction commitment to complete the project within 12 months
 - Failure to complete project within this timeframe may result in rescission of funds
- Jurisdiction commitment to maintain Quick Build improvements until permanent improvements are made (generally within 3 years). Removal of the project resulting in a return to prior conditions or functional equivalent require prior justification to MTC and NVTA.

Application Instructions:

TDA-3 project applications for FY 2025-26 through FY 2026-27 must be submitted to NVTA no later than 5:00 pm on Monday, July 7th, 2025. Applications may be emailed to Patick Band at pband@nvta.ca.gov

Applications must include:

- MTC project application
- 8.5x11 map of the project area clearly showing extent of project improvements
- Minimum of 3 representative photographs of existing conditions

As noted elsewhere in this document, a Resolution of Local Support, identification of approved bicycle, pedestrian or other relevant supporting plan, and other materials will be required subsequent to application submittal for successful projects/programs.

² <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/atp/cy6/cy-6-finalquickbuild-supplementalguidance-v2.pdf>

What Happens After Submission of the TDA-3 application?

After applications are submitted to NVTa the evaluation process will begin. NVTa plans on the following action timeline:

ITEM	DATE
NVTa Board – Issue Call for Projects	May 21, 2025
TDA-3 Applications - Due to NVTa by 5:00 PM	July 7, 2025
Draft Program Review by ATAC	July 28, 2025
Draft Program Review by TAC	September 4, 2025
Board Approval – Program of Projects	September 17, 2025

Contact Information

Napa County TDA-3 Program Manager:
Patrick Band
625 Burnell Street
Napa, CA 94559
Phone: (707) 259-8781
pband@nvta.ca.gov

MTC
Luis Garcia
Transit Operations Funding Coordinator
MTC, Funding Policy and Programs
375 Beale St., Suite 800
San Francisco, CA 94105
Phone: (415) 778-6616
lgarcia@bayareametro.gov

Date: June 26, 2013
W.I.: 1514
Referred By: PAC
Revised: 02/24/16-C
12/16/20-C
03/27/24-C

Attachment 2
Agenda Item 10.14
September 17, 2025

ABSTRACT

Resolution No. 4108, Revised

This resolution establishes policies and procedures for the submission of claims for Article 3 funding for pedestrian and bicycle facilities as required by the Transportation Development Act in Public Utilities Code (PUC) Section 99401.(a). Funding for pedestrian and bicycle projects is established by PUC Section 99233.3.

This resolution supersedes MTC Resolution No. 875, Revised commencing with the FY2014-15 funding cycle.

This resolution was revised on February 24, 2016 to make pedestrian safety education projects eligible for funding, in accordance with recent state law changes.

This resolution was revised on December 16, 2020 to add quick builds and separated bikeways as eligible project types and make other minor updates.

This resolution was revised on March 27, 2024 to add maintenance equipment capital purchases as an eligible project type, include the procedure for time extension on projects, and other minor updates.

Further discussion of these procedures and criteria are contained in the Programming and Allocations Summary Sheet dated June 12, 2013, February 10, 2016, December 9, 2020, and March 13, 2024.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC

RE: Transportation Development Act, Article 3. Pedestrian and Bicycle Projects.

METROPOLITAN TRANSPORTATION COMMISSION

RESOLUTION NO. 4108

WHEREAS, the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., requires the Transportation Planning Agency to adopt rules and regulations delineating procedures for the submission of claims for funding for pedestrian and bicycle facilities (Article 3, PUC Section 99233.3); state criteria by which the claims will be analyzed and evaluated (PUC Section 99401(a); and to prepare a priority list for funding the construction of pedestrian and bicycle facilities (PUC Section 99234(b)); and

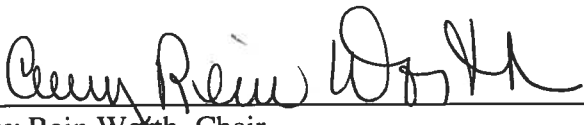
WHEREAS, the Metropolitan Transportation Commission (MTC), as the Transportation Planning Agency for the San Francisco Bay Region, adopted MTC Resolution No. 875 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for Article 3 funding for pedestrian and bicycle facilities; and

WHEREAS, MTC desires to update these procedures and criteria commencing with the FY2014-15 funding cycle, now therefore be it

RESOLVED, that MTC adopts its policies and procedures for TDA funding for pedestrian and bicycle facilities described in Attachment A ; and be it further

RESOLVED, that the prior policy governing allocation of funds contained in Resolution No. 875 is superseded by this resolution, effective with the FY 2014-15 funding cycle.

METROPOLITAN TRANSPORTATION COMMISSION



Amy Rein Worth, Chair

The above resolution was approved by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on June 26, 2013.

Date: June 26, 2013
W.I.: 1514
Referred By: PAC
Revised: 02/24/16-C 12/16/20-C
03/27/24-C

Attachment A
Resolution No. 4108
Page 1 of 7

TRANSPORTATION DEVELOPMENT ACT, ARTICLE 3,
PEDESTRIAN/BICYCLE PROJECTS
Policies and Procedures

Eligible Claimants

The Transportation Development Act (TDA), Public Utilities Code Sections 99233.3 and 99234, makes funds available in the nine-county Metropolitan Transportation Commission (MTC) Region for the exclusive use of pedestrian and bicycle projects. MTC makes annual allocations of TDA Article 3 funds to eligible claimants after review of applications submitted by county coordinator which may be the county, County Transportation Agency (CTA) or Congestion Management Agency (CMA) of the county.

All cities and counties in the nine counties in the MTC region are eligible to claim funds under TDA Article 3. Joint powers agencies composed of cities and/or counties are also eligible provided their JPA agreement allows it to claim TDA funds.

Application

1. The county coordinator will be responsible for developing a program of projects not more than annually, which they initiate by contacting the county and all cities and joint powers agencies within their jurisdiction and encouraging submission of project applications.
2. Claimants will send one or more copies of project applications to the county coordinator (see "Priority Setting" below).
3. A project is eligible for funding if:
 - a. The project sponsor submits a resolution of its governing board that addresses the following six points:
 1. There are no legal impediments regarding the project.
 2. Jurisdictional or agency staffing resources are adequate to complete the project.
 3. There is no pending or threatened litigation that might adversely affect the project or the ability of the project sponsor to carry out the project.
 4. Environmental and right-of-way issues have been reviewed and found to be in such a state that fund obligation deadlines will not be jeopardized.

5. Adequate local funding is available to complete the project.
 6. The project has been conceptually reviewed to the point that all contingent issues have been considered.
- b. The funding requested is for one or more of the following purposes:
1. Construction and/or engineering of a bicycle or pedestrian capital or quick build projects.
 2. Maintenance of a Class I shared-use path and Class IV separated bikeways.
 3. Bicycle and/or pedestrian safety education program (no more than 5% of county total).
 4. Development of a comprehensive bicycle or pedestrian facilities plan(s) (allocations to a claimant for this purpose may not be made more than once every five years).
 5. Restriping Class II bicycle lanes and buffered bicycle lanes.
 6. Purchase of maintenance equipment for exclusive use on Class I and/or Class IV facilities.
- Refer to Appendix A for examples of eligible projects.
- c. The claimant is eligible to claim TDA Article 3 funds under Sections 99233.3 or 99234 of the Public Utilities Code.
- d. If it is a Class I, II, III, or IV bikeway project, it must meet the mandatory minimum safety design criteria published in [Chapter 1000 of the California Highway Design Manual](#) (Available via Caltrans website); or if it is a pedestrian facility, it must meet the mandatory minimum safety design criteria published in [Chapter 100 of the California Highway Design Manual](#). Funds may not be used for Class III projects on arterials or streets with posted speed limits above 25 mph.
- e. The project is ready to implement and can be completed within the three-year eligibility period.
- f. If the project includes construction, that it meets the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.) and project sponsor submits an environmental document that has been stamped by the County Clerk within the past three years.
- g. A jurisdiction agrees to maintain the facility. If the project is a quick build project, the jurisdiction agrees to maintain the project until permanent improvements are implemented. If the project is removed before such time, justification shall be provided to MTC.
- h. The project is included in a locally approved bicycle, pedestrian, transit, multimodal, complete streets, or other relevant plan.

Priority Setting

1. The county coordinator shall create a process for establishing project priorities in order to prepare an annual list of projects being recommended for funding.
2. Each county and city is required to have a Bicycle and Pedestrian Advisory Committee (BPAC) or equivalent body review and prioritize TDA Article 3 bicycle and pedestrian projects and to participate in the development and review of comprehensive bicycle pedestrian, or active transportation plans. BPACs should be composed of both bicyclists and pedestrians.

A city BPAC shall be composed of at least 3 members who live or work in the city. More members may be added as desired. They will be appointed by the City Council. The City or Town Manager will designate staff to provide administrative and technical support to the Committee.

An agency can apply to MTC for exemption from the city BPAC requirement if they can demonstrate that the countywide BPAC provides for expanded city representation.

A countywide BPAC shall be composed of at least 5 members who live or work in the county. More members may be added as desired. The countywide agency will appoint BPAC members. The county or congestion management agency executive/administrator will designate staff to provide administration and technical support to the Committee.

3. All proposed projects shall be submitted to the county coordinator for evaluation/prioritization. Consistent with the county process, the Board of the county coordinator will adopt the countywide list and forward it to MTC for approval, along with the record of BPAC review.
4. The county coordinator will forward to MTC a copy of the following:
 - a) Applications for the recommended projects, including a governing body resolution, stamped environmental document, and map for each, as well as a cover letter stating the total amount of money being claimed; and confirmation that each project meets Caltrans' minimum safety design criteria and can be completed before the allocation expires.
 - b) The complete priority list of projects with an electronic version to facilitate grant processing.
 - c) A resolution of the county coordinator approving the priority list and authorizing the claim.

MTC Staff Evaluation

MTC Staff will review the list of projects submitted by each county. If a recommended project is eligible for funding, falls within the overall TDA Article 3 fund estimate level for that county, and has a completed application, staff will recommend that funds be allocated to the project.

Allocation

The Commission will approve the allocation of funds for the recommended projects. The County Auditor will be notified by allocation instructions to reserve funds for the approved projects. Claimants will be sent copies of the allocation instructions and funds should be invoiced in accordance with the “Disbursement” section below.

Eligible Expenditures

Eligible expenditures may be incurred from the start of the fiscal year of award plus two additional fiscal years. Allocations expire at the end of third fiscal year following allocation. For example, if funds are allocated to a project in October 2021, a claimant may be reimbursed for eligible expenses that were incurred on or after July 1, 2021. The allocation expires on June 30, 2024 and all eligible expenses must be incurred before this date. All disbursement requests should be submitted by August 31, 2024.

Disbursement

1. The claimant shall submit to MTC the following, no later than two months after the grant expiration date:
 - a) A copy of the allocation instructions along with a dated cover letter referring to the project by name, dollar amount and allocation instruction number and the request for a disbursement of funds;
 - b) Documents showing that costs have been incurred during the period of time covered by the allocation.
 - c) With the final invoice, the claimant shall submit a one paragraph summary of work completed with the allocated funds and photos of the project before and after completion. This information may be included in the cover letter identified in bullet “a” above and is required before final disbursement is made.

Reimbursement requests should be emailed to acctpay@bayareametro.gov.

2. MTC will approve the disbursement and, if the disbursement request was received in a timely fashion and the allocation instruction has not expired, been totally drawn down nor been rescinded, issue an authorization to the County Auditor to disburse funds to the claimant.

Rescissions and Expired Allocations

Funds will be allocated to claimants for specific projects, so transfers of funds to other projects sponsored by the same claimant may not be made. If a claimant has to abandon a project or cannot complete it within the time allowed, it should ask the county or congestion management agency to request that MTC rescind the allocation. Rescission requests may be submitted to and acted upon by MTC at any time during the year. Rescinded funds will be returned to the county's apportionment.

Allocations that expire without being fully disbursed will be disencumbered in the fiscal year following expiration. The funds will be returned to county's apportionment and will be available for allocation.

Time Extensions

If a project cannot be completed within the time allowed, a claimant may request an extension through the county coordinator. County coordinators will coordinate time extensions with claimants by requesting a written status update of the given project and a summary of all expenditures to date. County coordinators will submit a list of extension requests with status update and summary materials to MTC no later than March 31th of the given year. MTC staff will review the list of extension requests and recommend extensions for the project.

Fiscal Audit

All claimants that have received a disbursement of TDA funds are required to submit an annual certified fiscal and compliance audit for that fiscal year to MTC and to the Secretary of Business and Transportation Agency within 180 days after the close of the fiscal year, in accordance with PUC Section 99245. Article 3 applicants need not file a fiscal audit if TDA funds were not disbursed (that is, reimbursed by MTC) during a given fiscal year. Reimbursement may cover eligible expenditures from a previous fiscal year. Failure to submit the required audit for any TDA article will preclude MTC from making a new Article 3 allocation. For example, a delinquent Article 4.5 fiscal audit will delay any other TDA allocation to the city/county with an outstanding audit. Until the audit requirement is met, no new Article 3 allocations will be made.

TDA Article 3 funds may be used to pay for the fiscal audit required for this funding.

Appendix A: Examples of Eligible Projects

Below are some examples of eligible projects. If you have questions about whether a proposed project is eligible for funding, please contact the MTC Program Coordinator.

1. Projects that eliminate or improve an identified problem area (specific safety hazards such as high-traffic narrow roadways or barriers to travel) on routes that would otherwise provide relatively safe and direct bicycle or pedestrian travel use. For example, restriping or parking removal to provide space for bicycles; a bicycle/pedestrian bridge across a stream or railroad tracks on an otherwise useful route; a segment of multi-purpose path to divert young bicyclists from a high traffic arterial; a multi-purpose path to provide safe access to a school or other activity center; replacement of substandard grates or culverts; adjustment of traffic-actuated signals to make them bicycle sensitive. Projects based on NACTO (National Association of City Transportation Officials) guidance or similar best practices guidance.
2. Roadway improvements or construction of a continuous interconnected route to provide reasonably direct access to activity centers (employment, educational, cultural, recreational) where access did not previously exist or was hazardous. For example, development of multi-purpose paths on continuous rights-of-way with few intersections (such as abandoned railroad rights-of-way) which lead to activity centers; an appropriate combination of shared-use paths (Class I), bike lanes (Class II), Class III, or separated bikeways (Class IV)
3. Secure bicycle parking facilities, especially in high use activity areas, at transit terminals, and at park-and-ride lots. Desirable facilities include lockers, sheltered and guarded check-in areas; self-locking sheltered racks that eliminate the need to carry a chain and racks that accept U-shaped locks.
4. Other provisions that facilitate bicycle/transit trips and walk/transit. For example, bike racks on buses, paratransit/trailer combinations, and bicycle loan or check-in facilities at transit terminals, bus stop improvements, wayfinding signage.
5. Maintenance of multiple purpose pathways that are closed to motorized traffic or for the purposes of restriping Class II bicycle lanes (provided that the total amount for Class II bicycle lane restriping does not exceed twenty percent of the county's total TDA Article 3 allocation).
6. Funds may be used for construction and plans, specification, and estimates (PS&E) phases of work. Funds may be used for quick build projects. Quick build projects are interim capital improvements that are built with durable, low to moderate cost material to immediately address pedestrian and bicycle needs until capital upgrades are possible. Project level environmental, planning, and right-of-way phases are not eligible uses of funds.

7. Projects that enhance or encourage bicycle or pedestrian commutes, including Safe Routes to Schools projects.
8. Projects that address bicycle and pedestrian safety such as those in the [Local Roadway Safety Manual](#). Intersection safety improvements including protected intersections, bulb-outs/curb extensions, transit stop extensions, installation of pedestrian countdown or accessible pedestrian signals, or pedestrian signal timing adjustments. Striping high-visibility crosswalks or advanced stop-back lines, where warranted.
9. Purchase and installation of pedestrian traffic control devices, such as High-intensity Activated crossWalk (HAWK) beacons, rectangular rapid flashing beacons (RRFB), or pedestrian safety “refuge” islands, where warranted.
10. The project may be part of a larger roadway improvement project as long as the funds are used only for the bicycle and/or pedestrian component of the larger project.
11. Bicycle and Pedestrian Safety Education Programs. Up to five percent of a county's Article 3 fund may be expended to supplement monies from other sources to fund public bicycle and pedestrian safety education programs and staffing.
12. Comprehensive Bicycle and Pedestrian Facilities Plan. Funds may be allocated for these plans (emphasis should be for accommodation of bicycle and walking commuters rather than recreational uses). A city or county may not receive allocations for these plans more than once every five years. Environmental documentation and approval necessary for plan adoption is an eligible expense.

Resolution No. _____

Attachment B

TDA Article 3 Project Application Form

page _____ of _____

1. Agency	City of American Canyon		
2. Primary Contact	Erica Ahmann Smithies		
3. Mailing Address	4381 Broadway Street, Suite 201, American Canyon, CA. 94503		
4. Email Address	esmithies@americancanyon.gov	5. Phone Number	707-647-4366
6. Secondary Contact (in the event primary is not available)	Ron Ranada		
7. Mailing address (if different) N/A ☐			
8. Email Address	rranada@americancanyon.gov	9. Phone Number	707-647-4559
10. Send allocation instructions to (if different from above):			
11. Project Title	Green Island Road Class I Trail		
12. Amount requested	\$300,000	13. Fiscal Year of Claim	2025-26

14. Description of Overall Project:

Construct approximately 4,200 LF of new Class 1 multi-use trail to accommodate cyclists and pedestrians, and to encourage non-vehicular modes of transportation, and as required by local, regional and State Complete Streets policies. Improvements include sidewalks and Class I bike facilities such as the Napa Valley Vine Trail.

15. Project Scope Proposed for Funding: (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Construction contract

16. Project Location: A map of the project location is attached or a link to a online map of the project location is provided below:

Green Island Road from Paoli Loop to Commerce Boulevard in the City of American Canyon.

Project Relation to Regional Policies (for information only)

17. Is the project in an [Equity Priority Community](#)?

Yes ☐

No ☒

18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)?

Yes ☒

No ☐

*The eastern edge of the project is within the City's PDA: Broadway District Specific Plan

19. Project Budget and Schedule

Project Phase	TDA 3	Other Funds	Total Cost	Estimated Completion (month/year)
Bike/Ped Plan				
ENV				
PA&ED				
PS&E				
ROW				
CON	\$300,000	\$1,000,000	\$1,300,000	December/2026
Total Cost	\$300,000	\$1,000,000	\$1,300,000	December/2026

Project Eligibility

- A. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes ☒ No ☐

If "YES," identify the date and provide a copy or link to the agenda.

If "NO," provide an explanation).

9/4/2024 OSATS Agenda: https://granicus_production_attachments.s3.amazonaws.com/americancanyon/108c01071ec49bf5776f914fa0a0b3f30.pdf

- B. Has the project been approved by the claimant's governing body? Yes ☒ No ☐

If "NO," provide expected date: _____

- C. Has this project previously received TDA Article 3 funding? Yes ☐ No ☒
(If "YES," provide an explanation on a separate page)

- D. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to [Chapter 1000 of the California Highway Design Manual](#)? Yes ☒ No ☐

- E. 1. Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Existing Facility? Yes ☐ No ☒

2. If "NO" above, is the project is exempt from CEQA for another reason? Yes ☐ No ☒
Cite the basis for the exemption. _____ N/A ☐

If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate. August 27, 2019 Initial Study/Mitigated Negative Declaration

- F. Estimated Completion Date of project (month and year): December 2026

- G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement. Yes ☒ No ☐

- H. Is a Complete Streets Checklist required for this project? Yes ☒ No ☐
If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>

GREEN ISLAND ROAD CLASS I TRAIL









Resolution No. _____

Attachment B

page ____ of ____

TDA Article 3 Project Application Form

1. Agency	City of Calistoga		
2. Primary Contact	Derek Rayner, Public Works Director		
3. Mailing Address	414 Washington Street, Calistoga, CA 94515		
4. Email Address	drayner@ci.calistoga.ca.us	5. Phone Number	707-942-2828
6. Secondary Contact	David Fradelizio, Associate Civil Engineer		
7. Mailing address (if different)	N/A		
8. Email Address	dfradelizio@ci.calistoga.ca.us	9. Phone Number	707-339-3938
10. Send allocation instructions to (if different from above):	N/A		
11. Project Title	Oak St Pedestrian Bridge and Community Facilities Access Improvement		
12. Amount requested	\$150,000	13. Fiscal Year of Claim	2025-2026

14. Description of Overall Project:

The Project will construct an off-street Class I Multi-Use Path connecting South Oak Street and North Oak Street and enhance pedestrian facilities along Cedar Street to extend the reach of the pedestrian bridge. In total, the Project will construct 210 feet of multi-use path, 600 feet of sidewalk, and 6 curb ramps.

The proposed pedestrian bridge will consist of 189 feet of multi-use path that spans across the Napa River. The Project targets deficiencies in the City's active transportation network, where cyclists currently share the road with motorized vehicles along Berry Street and Lincoln Avenue, the City's primary routes across the Napa River. By providing a safer crossing over the Napa River, the Project will enhance bicycle and pedestrian access for students, families, and seniors to schools, community centers, parks, religious institutions, and residential single- and multi-family.

The Project will close 600 feet of sidewalk gaps and install 6 Americans with Disabilities Act (ADA) compliant curb ramps along Oak Street and Cedar Street to extend the reach of the pedestrian bridge and provide dedicated walking facilities. These improvements will provide separation between vehicles and pedestrians, establishing a safe pathway for students traveling by bike or foot to Calistoga Elementary School and Calistoga Junior/High School. The project is within 0.15 mile from Calistoga Elementary School and 0.5 mile to the Calistoga Junior/High School.

The Project addresses a significant gap in Calistoga's active transportation network by enhancing connectivity over the Napa River, which currently serves as a barrier between the north and south areas of the community. The residents and students living on the south side of the River have limited options for connecting to public facilities on the north side of the River, such as the Calistoga Junior-Senior High School, Logvy Park, Calistoga Community Pool, Boys & Girls Club, and the County Fairgrounds. Similarly, students and families living north of the river have limited access to Calistoga Elementary School, the only K-8 school in the City. The Project will provide a significant reduction in time and improve walkability to access the following facilities and amenities located within a ½ mile from the project area.

1. Logvy Park
2. Calistoga Community Pool
3. Calistoga Art Center
4. Sattui Preschool
5. Mt St Helena Golf Course
6. Boys and Girls Club
7. Calistoga Fairgrounds
8. Calistoga Elementary School
9. Calistoga Junior/High School
10. Logvy Softball Field

The Project is designated as a Proposed Safe Routes to School under the City's 2014 Active Transportation Plan and 2020 Walk Audit Report. Over 721 residences would directly benefit by gaining shortened walking or biking paths to Calistoga Junior-Senior High School and Calistoga Elementary School, avoiding longer routes via Berry Street, Highway 29, and the Heather Oaks Park bridge.

The Project will also extend access across the City for senior residents of the Rancho de Calistoga mobile home park. Currently, senior residents have direct access to neighborhoods south of the City via an existing Class I Multi Use Path along Cedar St. The Project will extend the reach to the north side and avoid a longer commute along Berry Street.

15. Project Scope Proposed for Funding: (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Task 1 - Overall Project Management. The City will manage the consultant in the execution of all tasks. This includes budget management and tracking and updating the project schedule to prioritize task deliverables critical to project implementation.

Task 2 - Hire Consultant to Prepare Construction Plans, Specifications and Estimate; and to Obtain Regulatory Permits. The City will issue a request for proposals to qualified professionals to prepare construction plans, specifications and estimate and to obtain regulatory permits. The City will enter into a contract for services with the selected consultant.

Task 3 - Project Coordination. The consultant will provide ongoing coordination and communication with the project team to organize and facilitate project deliverables. Consultant will schedule and lead progress meetings to summarize completed work, next steps, and adapt to changing project conditions, as required.

Task 4 - Prepare Construction Plans, Specifications and Cost Estimate. Consultant will prepare complete construction bid documents including design drawings, technical specifications and estimate of construction costs for the Project. The Project documents will include structural design sheets, structural calculations, tree removals, construction of the bridge abutments, placement of the bridge, and native plant revegetation, civil/site features, and ramps.

16. Project Location: A map of the project location is attached or a link to a online map of the project location is provided below:

Project Map Attached to Application.

Project Relation to Regional Policies (for information only)

17. Is the project in an [Equity Priority Community](#)? Yes ☒ No ☐

18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)? Yes ☐ No ☒

19. Project Budget and Schedule

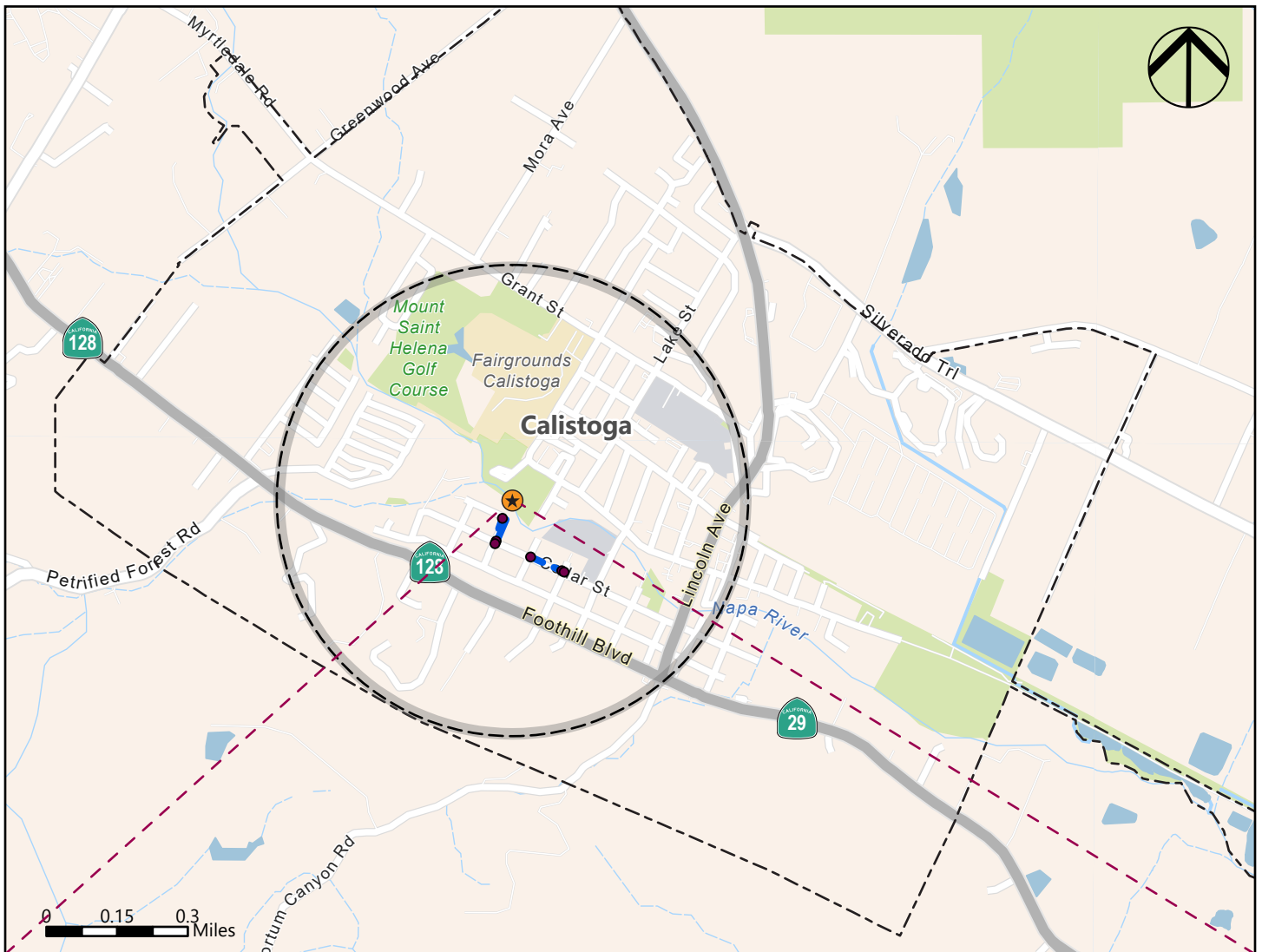
Project Phase	TDA 3	Other Funds	Total Cost	Estimated Complete (month/year)
Bike/Ped Plan				
ENV				
PA&ED		165,000		
PS&E	150,000	150,000		
ROW		255,000		
CON		1,305,950		
Total Cost	150,000	1,875,950	2,025,950	7/2029

Project Eligibility

A. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? Yes ☒ No ☐
 If "YES," identify the date and provide a copy or link to the agenda.
[See attached Resolutions](#)

If "NO," provide an explanation).

- B.** Has the project been approved by the claimant's governing body? Yes ☒ No ☐
If "NO," provide expected date: _____
- C.** Has this project previously received TDA Article 3 funding? Yes ☐ No ☒
(If "YES," provide an explanation on a separate page)
- D.** For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to [Chapter 1000 of the California Highway Design Manual](#)? Yes ☒ No ☐
- E. 1.** Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c), Existing Facility? Yes ☐ No ☒
- 2.** If "NO" above, is the project is exempt from CEQA for another reason? Yes ☒ No ☐
Cite the basis for the exemption.
CEQA Statute Section 21080.25(b)(1): Pedestrian and bicycle facilities that improve safety, access, or mobility, including new facilities within the public right-of-way
N/A ☐
If the project is not exempt, please check "NO," and provide environmental documentation, as appropriate.
- F.** Estimated Completion Date of project (month and year): July 2029
- G.** Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement. Yes ☒ No ☐
- H.** Is a Complete Streets Checklist required for this project ? Yes ☐ No ☒
If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>



City of Calistoga

Location Map

Oak St Pedestrian Bridge and
Community Facilities Access Improvement

MARK
THOMAS

LEGEND

- Project Location
- City Limits
- 1/2 Mile Radius
- Proposed Curb Ramp
- Proposed Sidewalk Gap Closure
- Proposed Bridge
- Alternative Crossing Location

RESOLUTION NO. 2024-71

ADOPTED SEPTEMBER 10, 2024

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO SUBMIT A REQUEST TO THE METROPOLITAN TRANSPORTATION COMMISSION FOR THE ALLOCATION OF FISCAL YEAR 2024/25 TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN/BICYCLE PROJECT FUNDING FOR THE SOUTH OAK STREET PEDESTRIAN BRIDGE PROJECT

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, the City of Calistoga desires to submit a request to MTC for the allocation of TDA Article 3 funds for funding for the South Oak Street Pedestrian Bridge Project, which is for the exclusive benefit and/or use of pedestrians and/or bicyclists.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALISTOGA DOES HEREBY find the following:

1. The City of Calistoga declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code.
2. There is no pending or threatened litigation that might adversely affect the South Oak Street Pedestrian Bridge Project, or that might impair the ability of the City of Calistoga or its designee to carry out the project.
3. The City of Calistoga attests to the accuracy of and approves the statements in Attachment A to this resolution.
4. A certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments,

as the case may be, of Napa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALISTOGA DOES HEREBY find the following:

1. The Council hereby ratifies the submittal of a TDA 3 funding allocation request for the South Oak Street Pedestrian Bridge Project and adopts the findings contained in Attachment A.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALISTOGA that the City Manager or the Public Works Director, is hereby authorized to execute all project administration documents including a funding agreement and any amendments thereto between the City of Calistoga and the Napa Valley Transportation Authority for the South Oak Street Pedestrian Bridge Project.

PASSED, APPROVED AND ADOPTED this 10th day of **September, 2024**. I, **YUDIANA GALVAN, CITY CLERK OF THE CITY OF CALISTOGA, HEREBY CERTIFY** the foregoing resolution was introduced and passed at a regular meeting of the Calistoga City Council by the following roll call vote:

AYES: Mayor Williams, Vice Mayor Lopez-Ortega and Councilmember Eisenberg, Cooper and Gift

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:


Yudiana Galvan, City Clerk


Donald Williams, Mayor

Findings

1. That the **City of Calistoga** is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is the **City of Calistoga** legally impeded from undertaking the project(s) described in "Attachment B" of this resolution.
2. That the **City of Calistoga** has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by the **City of Calistoga** within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
11. That the **City of Calistoga** agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

RESOLUTION NO. 2023-80

ADOPTED DECEMBER 5, 2023

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO AWARD A CONSULTANT SERVICES AGREEMENT TO MARK THOMAS TO PROVIDE ENGINEERING, ENVIRONMENTAL, AND PERMITTING SERVICES FOR THE SOUTH OAK STREET PEDESTRIAN BRIDGE PROJECT AND APPROVE A BUDGET ADJUSTMENT NOT TO EXCEED \$149,997 TO FISCAL YEAR 2023-24 CAPITAL BUDGET

WHEREAS, on September 15, 2020, the City Council adopted Resolution No. 2020-078, accepting the findings of the feasibility study for a pedestrian bridge over the Napa River at Oak Street and Gold Street. The feasibility study prepared by RSA+ and supported by Staff and the Active Transportation Advisory Committee (ATAC) found South Oak Street to be the more feasible location for the proposed pedestrian bridge crossing; and

WHEREAS, between May 2020 and April 2021, Staff applied for and received a notice of award in the maximum amount allowed, \$150,000 for a Community Development Block Grant (CDBG) to fund the environmental and design phases of the project; and

WHEREAS, in November 2021, City Staff posted a request for proposals for the environmental and design phases of the project. We only received two proposals after extending the submittal a month later, and after staff reviewed both proposals, the review panel selected Mark Thomas. Unfortunately, both proposals we received were significantly above the feasibility study estimate of \$225,000 and both exceeded \$520,000 dollars; and

WHEREAS, the CDBG grant funding of \$150,000 covers less than 30% of the design and permitting costs and is set to expire by April 2nd, 2024. Staff has negotiated with Mark Thomas to complete 30% level designs along with several environmental and initial permitting tasks required for the project that would utilize the \$150,000 before the grant performance date. Part of Mark Thomas' proposed scope is to search and apply for additional grant funding to complete the remaining environmental and design tasks and potentially assist with construction costs; and

WHEREAS, in order to expedite the use of the grant funds (\$150,000), the City Manager executed Purchase Order No. 23-24 120 on October 20, 2023, in the amount of \$30,000; and

WHEREAS, the budget adjustment necessary to complete the 30% level designs, initial environmental/permitting, and additional grant application tasks is \$150,000 which is within the awarded CDBG grant amount of \$150,000 and there is no local match requirement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CALISTOGA DOES HEREBY find the following:

1. Authorizes the City Manager to Award a Consultant Services Agreement to Mark Thomas to provide engineering, environmental, and permitting services for the South Oak Street Pedestrian Bridge Project, in amount not to exceed \$149,997.
2. Approves a budget adjustment in an amount not to exceed \$149,997 to fiscal year 2023-24 Capital Budget.

PASSED, APPROVED AND ADOPTED this 5th day of December, 2023. I, **YUDIANA GALVAN, CITY CLERK OF THE CITY OF CALISTOGA, HEREBY CERTIFY** the foregoing resolution was introduced and passed at a regular meeting of the Calistoga City Council by the following vote:

AYES: Mayor Williams, Vice Mayor Lopez-Ortega and Councilmembers Eisenberg and Cooper

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:


Yudiana Galvan, City Clerk


Donald Williams, Mayor

RESOLUTION NO. 2020-078

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, ACCEPTING THE FINDINGS OF THE “FEASIBILITY STUDY FOR A PEDESTRIAN BRIDGE OVER THE NAPA RIVER AT OAK STREET AND GOLD STREET”

WHEREAS, The City desires to Create an environmentally sustainable community; and

WHEREAS, The City desires to Promote Calistoga as a walking-and-cycling-friendly City and implement complete streets policy to improve non-motorized means of transportation; and

WHEREAS, the City desires to create a new pedestrian and bicycle crossing over the Napa River to provide for a shorter access from the neighborhood on the south east side of the City to the City’s critical public facilities; and

WHEREAS, the City Council has directed Staff to complete an alternative analysis for pedestrian river crossing at South Oak or Gold Streets; and

WHEREAS, City applied and received a Community Development Block Grant to fund the Feasibility Study; and

WHEREAS, in January 2020 the City entered into an agreement with RSA+ to complete a Feasibility Study to provide a Napa River pedestrian/bicycle crossing, and evaluate two potential locations: Oak Street and Gold Street; and

WHEREAS, the Feasibility Study compared the two sites in eight following categories: property constraints, environmental constraints, neighborhood compatibility, use and utilization, off-site infrastructure, constructability, project cost, and potential for grant funding; and

WHEREAS, the Feasibility Study concluded that the proposed bridge site connecting South Oak Street to Logvy Park best satisfies these eight criteria and, this bridge would require less infrastructure to be built, would be less disruptive to the neighborhood, and be easier to construct.

NOW, THEREFORE, BE RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CALISTOGA DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

- 1.) The City Council hereby accept the findings of the Feasibility Study for a Pedestrian Bridge over the Napa River at Oak Street and Gold Street.
- 2.) Authorize staff to upon receiving the CDBG grant begin environmental and preliminary design phases for the new bike and pedestrian crossing bridge over the Napa River at Oak Street.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at its regular meeting held this 15th day of September 2020.

I, Hilary Gaede, Deputy City Clerk of the City of Calistoga, hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Calistoga at a regular meeting held on the 15st day of September 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:


Hilary Gaede, Deputy City Clerk

APPROVED:


Chris Canning, Mayor

Site Photos



Figure 1. Napa River Crossing Location

City of Calistoga
TDA Article 3 Project Application
Oak St Pedestrian Bridge and Community Facilities Access Improvement Project



Figure 2. North Abutment Location



Figure 3. South Abutment Location

City of Calistoga
TDA Article 3 Project Application
Oak St Pedestrian Bridge and Community Facilities Access Improvement Project



Figure 4. Cedar Street - Lack of Curb Ramp and Missing Sidewalk



Figure 5. Oak Street - Lack of Curb Ramp and Missing Sidewalk

RESOLUTION NO. 25-12

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTa)
AUTHORIZING THE SUBMITTAL OF
COUNTYWIDE COORDINATED CLAIM TO THE
METROPOLITAN TRANSPORTATION COMMISSION (MTC)
FOR THE ALLOCATION OF FISCAL YEAR (FY) 2025-26 TRANSPORTATION
DEVELOPMENT ACT ARTICLE 3 (TDA-3)
PEDESTRIAN/BICYCLE PROJECT FUNDS TO CLAIMANTS IN NAPA COUNTY**

WHEREAS, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, which delineates procedures and criteria for submission of requests for the allocation of TDA Article 3 funds; and

WHEREAS, MTC Resolution No. 4108 requires that requests from eligible claimants for the allocation of TDA Article 3 funds be submitted as part of a single, countywide coordinated claim, composed of certain required documents; and

WHEREAS, the **Napa Valley Transportation Authority** has undertaken a process in compliance with MTC Resolution No. 4108 for consideration of project proposals submitted by eligible claimants of TDA Article 3 funds in **Napa County**, and a prioritized list of projects, included as Attachment A of this resolution, was developed as a result of this process; and

WHEREAS, each claimant in **Napa County** whose project or projects have been prioritized for inclusion in the fiscal year **2025-26** TDA Article 3 countywide coordinated claim, has forwarded to the **Napa Valley Transportation Authority** a certified copy of its governing body resolution for submittal to MTC requesting an allocation of TDA Article 3 funds;

NOW THEREFORE BE IT RESOLVED, that the **Napa Valley Transportation Authority** approves the prioritized list of projects included as Attachment A to this resolution;

BE IT FURTHER RESOLVED that the **Napa Valley Transportation Authority** approves the submittal to MTC, of the **Napa County** fiscal year **2025-26** TDA Article 3 countywide, coordinated claim, composed of the following required documents:

- A. transmittal letter
- B. a certified copy of this resolution, including Attachment A;
- C. one copy of the governing body resolution and required attachments, for each claimant whose project or projects are the subject of the coordinated claim;
- D. a description of the process for public and staff review of all proposed projects submitted by eligible claimants for prioritization and inclusion in the countywide, coordinated claim;

Passed and Adopted the 17th day of September 2025.

Mark Joseph, NVTa Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura Sanderlin, NVTa Board Secretary

APPROVED:

Osman Mufti, NVTa Legal Counsel

ATTACHMENT A

Re: Submittal of Countywide Coordinated Claim to the Metropolitan Transportation Commission for the Allocation of **Fiscal Year (FY) 2025-26** TDA Article 3 Pedestrian/Bicycle Project Funds to Claimants in **Napa County**

List of Projects (FY 2025-26)

	Short Title Description of Project	TDA Article 3 Amount	Total Project Cost
1.	City of Calistoga – Oak Street Pedestrian Bridge	\$150,000	\$2,025,950
2.	City of American Canyon-Green Island Rd. Class I	\$300,000	\$1,300,000
	TOTALS	\$450,000	\$3,325,950



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Antonio Onorato, Director - Administration, Finance and Policy
(707) 259-8779 / Email: anonorato@nvta.ca.gov
SUBJECT: Rejection of All Bids received for Invitation for Bid (IFB) No. 25-R29
for the Redwood Park and Ride Capital Improvement Project

RECOMMENDATION

That the Napa Valley Transportation Authority Board reject all bids received for IFB No. 25-R29 for the Redwood Park and Ride Capital Improvement Project.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

NVTA released an Invitation for Bid for the Redwood Park and Ride Improvement Project on August 7, 2025. The bid documents were publicly advertised on NVTA's website, the Press Democrat, and several trade journals. A single bid was received by the deadline of 2:00 pm on September 4, 2025.

Pursuant to California Public Contracts Code section 20166, the Board retains the discretion to reject all bids received on a project. Staff is recommending that all bids be rejected and that NVTA re-advertise and solicit new bids for the Project so that staff may further refine the project scope and specifications in the Agency's best interests. A bidder's conference will be held to notify the bidders of the requirements for the bid proposal, and a new date will be set for the award of the Project contract.

FISCAL IMPACT

None for this action.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION:

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

BACKGROUND

The Napa Valley Transportation Authority (NVTa) issued an Invitation for Bids (IFB) for the Redwood Park and Ride Project to construct facility improvements intended to enhance transit access and support regional mobility. Bids were publicly advertised in compliance with NVTa procurement policies, and all submissions were received and reviewed by the deadline.

The engineer's construction cost estimate was \$602,000. The single bid received totaled \$1,020,130 – significantly higher than the estimate. Upon evaluation, staff determined that several bid item costs, including traffic control, jobsite management, utility connections, and mobilization, far exceeded the expected item cost. While various factors may have contributed to these escalations, staff believes the elevated pricing reflects a constrained bidding market at the close of construction season, when contractors tend to prioritize higher profit margins. Proceeding with the current bid would place an undue financial and operational risk on the Agency and could jeopardize project delivery within available funding constraints.

Rejecting all bids will allow NVTa to reassess the project scope, refine bid specifications, and explore opportunities to reduce costs while maintaining compliance with state and federal requirements. Staff will revise and reissue the solicitation to encourage a more competitive bidding environment and improve the likelihood that the project can be delivered within budget and schedule.

Staff recommends the Board of Directors formally reject all bids for the Redwood Park and Ride Project and direct staff to re-advertise the IFB at a later date.

ALTERNATIVES

The Board could choose to award the contract based on the single bid received; however, doing so would result in a significantly higher cost to perform the work. Rejecting all bids and re-advertising will likely create a more competitive bidding environment and reduce overall costs.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

Goal 3: Use taxpayer dollars efficiently.

Rejecting all bids and rebidding the project will encourage greater competition.

ATTACHMENT(S)

None



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Patrick Band, Associate Planner
(707) 259-8781 / Email: pband@nvta.ca.gov
SUBJECT: Countywide Active Transportation Plan Update

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board receives a progress update on the Countywide Active Transportation Plan.

EXECUTIVE SUMMARY

In August 2024 NVTA initiated work on a Countywide Active Transportation Plan. This plan will serve as comprehensive update to prior Countywide Bicycle Plan (2019) and Pedestrian Plan (2016). New and innovative approaches to active transportation policy and infrastructure, as well as changes in law necessitate periodic updates to ensure that planned improvements align with local and regional goals, and to better compete for limited funding to support the build-out of the active transportation network.

This update serves to provide the Board an understanding of work completed on the Plan over the past year, as well as key tasks and opportunities for jurisdiction and public input and engagement in advance of a full draft Plan expected in February 2026.

BACKGROUND

Current Status

NVTA staff and the consultant team led by GHD have made significant progress toward completion of the Countywide AT Plan in the past 12 months. Comprehensive maps of existing bicycle and pedestrian facilities have been developed, along with a detailed Treatment Toolkit providing guidance in a wide range of active transportation facilities. Over 500 comments have been received from members of the public, including 199 online surveys and 143 comments via an interactive web map. Jurisdiction staff have provided valuable feedback on the overall direction and format of the plan. Table 1 below provides

a review of each task in the plan development process, current status, and target completion date.

Table 1 – Plan Tasks & Status Summary

Task	Status	Target Completion
Project Kickoff	Complete	Fall 2024
Existing Conditions Assessment	Complete	Winter 2024
Phase 1 Public Outreach/Engagement	Complete	Spring 2025
Treatment Toolkit	Public Draft	Summer 2025
Future Demand Assessment	In Progress	Fall 2025
Phase 2 Public Outreach/Engagement	In Progress	Winter 2026
Proposed Facilities	Public Draft*	Fall 2025
Proposed Policies & Programs	Public Draft*	Fall 2025
Implementation & Funding Plan	In Progress	Fall 2025
Final Document for Adoption	Not Started	Winter 2026

**Planned public draft release by September 19, 2025*

Plan Organization, Vision & Goals

The Countywide Active Transportation Plan will include individual chapters specific to each of the six jurisdictions – the County of Napa, and Cities/Town of Calistoga, St. Helena, Yountville, Napa, and American Canyon. While each jurisdiction will have a separate chapter that can be adopted into their local General Plan Circulation Element for planning purposes, staff are structuring the Plan to have a single Vision Statement & Goals/Objectives and policies that are consistent across all communities.

Preliminary Countywide Goals have been proposed that address topics including Safety, Equity & Accessibility, Connectivity, Sustainability, Maintenance, and Data/Evaluation.

Draft Facilities & Countywide Policies

Building on prior planning efforts, data on roadway speeds and volumes, advanced modeling of active mode trips, and public comments received during earlier phases of the Plan process, a proposed Active Transportation network has been developed.

Proposed countywide policies were developed based on an analysis of existing planning documents, including local jurisdiction General Plans, Local Roadway Safety Plans (LRSP), Vision Zero Plan, as well as regional and statewide plans and policies, public comments, and issues or topics identified through discussions with local jurisdictions.

Proposed facilities and policies were provided to Public Works & Planning staff at each jurisdiction for review and comment. NVTA staff conducted both in-person and virtual meetings with all jurisdictions to discuss opportunities to better align draft documents with local needs, priorities, existing development patterns, and constraints.

Next Steps

Following review and consolidation of jurisdiction comments, NVTA anticipates releasing a public draft of proposed Facilities, Goals/Objectives, and Policies by September 19th, 2025. To support community engagement and feedback on these draft documents, NVTA will be hosting a community Open House event in early October. Should any jurisdiction be interested, NVTA staff is willing to present an update to City Councils, Board of Supervisors, Planning Commission, and/or Active Transportation Advisory Committees as time allows.

A full Draft Plan is expected in January 2026, with adoption by the NVTA Board of Directors to follow in February or March. Following NVTA Board adoption, local jurisdictions will have the opportunity to adopt the Plan to support a consistent countywide vision and strategy for the future of active transportation.

ATTACHMENT(S)

None



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Diana Meehan, Planning and Programming Manager
(707) 259-8327 / Email: dmeehan@nvta.ca.gov
SUBJECT: Countywide Transportation Plan (CTP) Call for Projects

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board of Directors open the Countywide Transportation Plan Call for Projects.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

To ensure regional transportation projects and programs are eligible for federal and state funding opportunities, they must be included in an adopted Countywide Transportation Plan (CTP). The current CTP project and program list, adopted in 2021 must be updated to reflect changes in local project and program priorities, updated CTP goals and objectives and newly revised performance metrics.

FISCAL IMPACT

No

CEQA REQUIREMENTS **ENVIRONMENTAL DETERMINATION**

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

BACKGROUND

NVTA is responsible for developing long-range countywide transportation priorities through an integrated planning process. The Countywide Transportation Plan (CTP) is updated every four years. The NVTA Board of Directors approved the most recent Countywide Transportation Plan, Advancing Mobility 2045, in May 2021 (CTP 2021). The update to the current plan (CTP 2026) kicked off with a Board Retreat in April 2025 and is anticipated to be complete by May 2026.

As part of the CTP update process, performance metrics were revised to reflect recently updated Goals and Objectives (ATTACHMENT 1) approved by the NVTA Board at the May meeting.

The CTP performance metrics were revised to improve accountability and to demonstrate the effectiveness of transportation investments. Some metrics from the previous plan were determined to still be valid, but were refined for clarity, while others were adjusted or simplified for better understanding towards demonstrating performance and are shown in Table 2 below.

Each measure indicates data sources, which are inclusive of both qualitative and quantitative data, as not all measures can be captured quantitatively but do have value in identifying impacts and outcomes relative to transportation goals.

Table 2. CTP 2026 Updated Performance Metrics

Performance Metric Category	Measure
Equity	• Expand transit pass sales for students, seniors and disabled individuals. Source: NVTA • Number of projects or programs that improve access for equity priority communities. Source: NVTA
System Safety	• Number of complete streets projects in design and/or funded. Source: NVTA • Biennial rate of severe injury and fatal collisions countywide. Source: TIMS/SWITRS
Performance Metric Category	Measure

Strong Stewardship of Public Funds	• Travel time from specified origin to destination (minutes/hours reduced by 2050). Source: Inrix • Increase number of active users in NVTAs TDM program by targeting large employers. Source: V-Commute Program • Explore public-private partnerships for alternative transportation programs and projects. Source: NVTAs
Economic Vitality	• Truck travel time from specified origin to destination (minutes/hours reduced by 2050) Source: Inrix • Number of jobs accessible by transit within one hour during the morning commute period. Source: GIS exercise using GTFS and LEHD jobs data
Energy	• Replace gas-powered buses and expand fleet with alternative fuel-powered buses. Source: NVTAs • Share of green trips. Source ACS
Maintenance and Rehabilitation	• Countywide PCI score of 70. Source: MTC Vital Signs

CTP Call for Projects

With the opening of the Call for Projects by the NVTAs Board today, project and program submissions will be due to NVTAs no later than October 31, 2025. NVTAs staff reviewed the Call for Projects timeline and process with jurisdiction staff at the September 4th TAC meeting and requested jurisdictions review their project list from the previous CTP and revise/update lists as needed. Submitted projects will be evaluated against performance metrics to ensure alignment with regional goals and measurable outcomes.

Performance metrics in the Countywide Transportation Plan serve as a framework to measure progress toward regional goals such as safety, equity, sustainability, and system efficiency. When submitting projects, jurisdictions should clearly identify how their proposals support one or more of these metrics. Examples include reducing severe and fatal crashes, improving access for equity-priority communities, enhancing transit reliability, or lowering greenhouse gas emissions. This approach ensures that every project seeking funding contributes to measurable outcomes that advance the plan's vision.

The project submission worksheet (Attachment 2) was sent out to all jurisdiction staff in advance of the Board opening the call for projects to allow sufficient time for staff to update their lists. Worksheets require a project title, description (including project extents), cost estimates and implementation information. All project/program submissions

must be submitted on the worksheet and emailed to NVTa by the submission deadline of October 31, 2025 by 5:00 p.m.

Call for Projects Timeline:

DATE	EVENT
September 8	Project submission worksheets sent to jurisdiction staff
September 17	NVTa Board Releases Call for Projects
October 31	Projects Due to NVTa
Oct.31-Nov.14	Project Evaluations
December 4	TAC Meeting-Project List Review/Recommendation
December 17	NVTa Board Approval

ALTERNATIVES

The Board could choose to forego a call for projects which would delay the opportunity for inclusion of priority projects and programs in the update of the Countywide Transportation Plan and may also delay the update and adoption of the CTP by May 2026.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

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

Inclusion of local jurisdiction transportation projects and program priorities in the CTP is the first step towards funding the transportation needs of the community

Goal 3: Use Taxpayer dollars efficiently

The Call for Projects process helps ensure taxpayer dollars are invested through a fair and open process, directing funds to the most effective projects and programs meeting CTP goals.

ATTACHMENT(S)

- 1) Revised CTP Goals and Objectives
- 2) Project and Program Submission Worksheet

CTP 2050 Goals and Objectives -Adopted May 2025

Category	Goal	Objectives
Equity	Distribute resources to ensure all community members have equal access to jobs, services, and education	1. Address the unique transportation needs of seniors, children, individuals with disabilities and other vulnerable populations 2. Offer affordable and sustainable transportation options to support economic opportunity and community well-being
System Safety	Improve system safety for all users	1. Ensure roadways and other transportation facility design provides for the safe and efficient coexistence of all travel modes 2. Educate all transportation system users on safe behavior to reduce conflicts and prevent injuries 3. Support and prioritize projects that expand safe travel options for vulnerable system users
Strong Stewardship of Public Funds	Optimize financial resources by building on federal, state and regional relationships	1. Leverage local funding to draw new federal and state funding to the region 2. Advocate for funding to provide direct and frequent bus service and infrastructure to make public transit a competitive and sustainable transportation alternative 3. Pursue cost-effective, innovative solutions that improve system performance, reduce congestion, and make efficient use of available resources
Economic Vitality	Improve the movement of people and goods	1. Identify and improve key goods movement routes. 2. Coordinate with employers to implement travel demand management objectives 3. Improve transportation services aimed at visitors, including alternatives to driving
Energy	Reduce the impacts of transportation on the Environment, including climate change and emissions	1. Support projects that increase the mode share of transit, walking and biking 2. Support infrastructure that reduces the consumption of fossil fuels and reduces vehicle miles traveled 3. Encourage mixed use development and affordable housing around transit centers
Maintenance and Rehabilitation	Improve and modernize the existing transportation system	1. Prioritize maintenance of the existing system 2. Implement emerging technologies that improve system effectiveness and efficiencies

Project Description							Project Costs and Implementation							Project Elements				
2026 CTP ID	Lead Agency	Project Title	Project Description	Project Extents	Does the project cross or touch Caltrans right-of-way?	Is the project located within Vine Transit Fixed Route Service area?	Project Capital Cost (\$, millions)	Year of \$	Project Phase as of Summer 2025	Project Construction Start Year	Project Completion Year	Primary Project Mode(s)	Investment Type(s)	If applicable, identify project elements that decrease vehicle speeds and/or overall risks to improve safety outcomes for pedestrians and bicyclists	If applicable, identify the class and extents of bicycle facilities provided by the project	If applicable, identify transit priority infrastructure, transit amenities, and/or other transit supportive elements	Would the project widen an arterial roadway?	If applicable, identify project elements that are climate adaptive or resilient

Program Definition						CTP Goals Advancement			
2026 CTP ID	Lead Agency	Program Title	Program Description	Program Cost (\$, millions)	Year of \$	If applicable, describe how the program advances the CTP Safety Goal/Policy Objectives	If applicable, describe how the program advances the CTP Equity Goal/Policy Objectives	If applicable, describe how the program advances the CTP Climate Goal/Policy Objectives	If applicable, describe how the program advances the CTP Economic Vitality Goal/Policy Objectives



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Rebecca Schenck, Director of Transit
(707) 259-8636 / Email: rschenck@nvta.ca.gov
SUBJECT: Vine Transit Update

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board receive the fourth quarter of Fiscal Year 2024-2025 Vine Transit update.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

This report summarizes Vine Transit's operational performance during the fourth quarter of the current Federal Fiscal Year (FY) 2024-25, covering the period April 1 to June 30, 2025. The board memo compares the fourth quarter of FY 2024-25 to the same period of FY 2023-24 to provide context on year-over-year ridership levels and compares missed trips over the same two time periods. Finally, it includes a discussion of recent schedule changes and marketing efforts.

FISCAL IMPACT

None

CEQA REQUIREMENTS

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

BACKGROUND

Recent Schedule Changes

A schedule was implemented on Sunday, August 10th to coincide with the start of the 2025-2026 school year. The following changes went into effect:

- Resumed the school trippers in American Canyon and St Helena
- Implemented a new Route 11X into a more expediated version of Route 11 that serves the most popular Route 11 stops including the Redwood Park and Ride, Soscol Gateway Transit Center, Napa Valley College, American Canyon Park & Ride, the Sereno Transit Center in Vallejo and the Vallejo Ferry Terminal
- Adjusted the Route D schedule to accommodate the Camille Creek Community School's fall and spring school schedule
- Added Saturday service on Route 29 serving BART with nine round trips

Future Schedule Changes

The next tentatively planned schedule change is slated for January 11, 2026. Two changes currently under consideration include:

- Adding a stop on Riversound Way on Route G to serve Costco & new housing
- Adding a stop on Route 21 to serve Solano Community College

Ridership

Table 1 compares the annual difference between the fourth quarter of FY 2023-2024 (April, May & June) to fourth quarter of FY 2024-2025 to show the year-over-year ridership increase of approximately 11% in the City of Napa. Routes A & G experienced the most significant growth year-over-year. Route G ridership growth is attributable to extending the route to serve Napa Valley College, the Napa County Soscol Campus, and Health & Human Services. Route A switched from a limited on-demand service to a fixed route as part of the January 12, 2025 schedule change. Early ridership data indicates significant increases in usage as riders have shown a preference for the bus to operate on a schedule.

Table 1: City of Napa Ridership - Comparing Q4 of FY24 & Q4 of FY25

	Q4 FY24	Q4 FY25	% Difference	Numerical Difference
Napa Local On-Demand*/Route A	980	1,679	71.33%	699
Route B	6,581	5,985	-9.06%	-596
Route C	14,683	15,807	7.66%	1,124
Route D	1,962	2,323	18.40%	361
Route E	2,816	2,845	1.03%	29
Route F	3,534	4,175	18.14%	641
Route G	2,016	3,274	62.40%	1,258
Total	32,572	36,088	10.79%	3,516

*In Q4 of FY24, Route A was operating as an on-demand service. In Q4 of FY25, Route A operated as a fixed route

While ridership is an important key performance indicator (KPI), it is also important to track other KPIs. Passenger per revenue hour is a measure of the number of people on the bus for every hour that the bus is in service. It does not include the deadhead, which is the time leading to and from the maintenance yard. In Chart 1 on the next page, data shows passengers per revenue hour on weekdays (the grey bars) on local City of Napa routes slightly increased from 5.5 passengers per revenue hour to 6.0 when compared to the previous quarter of the current federal fiscal year and are higher when compared to the same time period one year ago (5.4).

Chart 1: Passengers per Revenue Hour on City of Napa Routes (Weekdays)

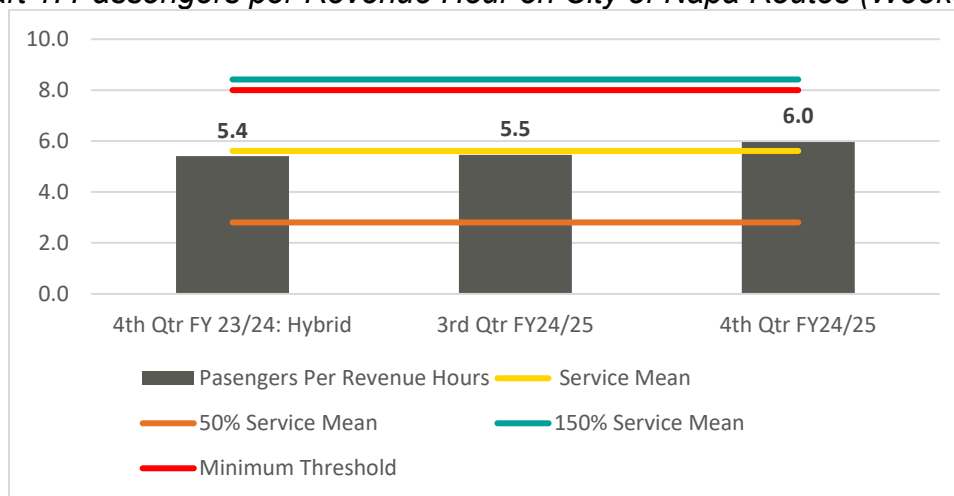


Chart 2 shows that the passenger per revenue hour varies by each individual local route. The Route C passengers per revenue hour continues to operate above the pre-COVID 8.0 minimum threshold measuring at 10.7. All other fixed routes were in the 2.8 to 6.0 range. The fourth quarter of Fiscal Year 2024-2025 is the first full quarter that Route A operated as a fixed route service since March 2020. During the same period (April – June) one year ago, Route A had a passengers per revenue per hour of 1.5. In the fourth quarter of this FY, that number increased to 2.9. This demonstrates the more efficient nature of operating a fixed route service compared to an on-demand service.

Chart 2: Local Service Passengers per Revenue Hour (Weekdays)

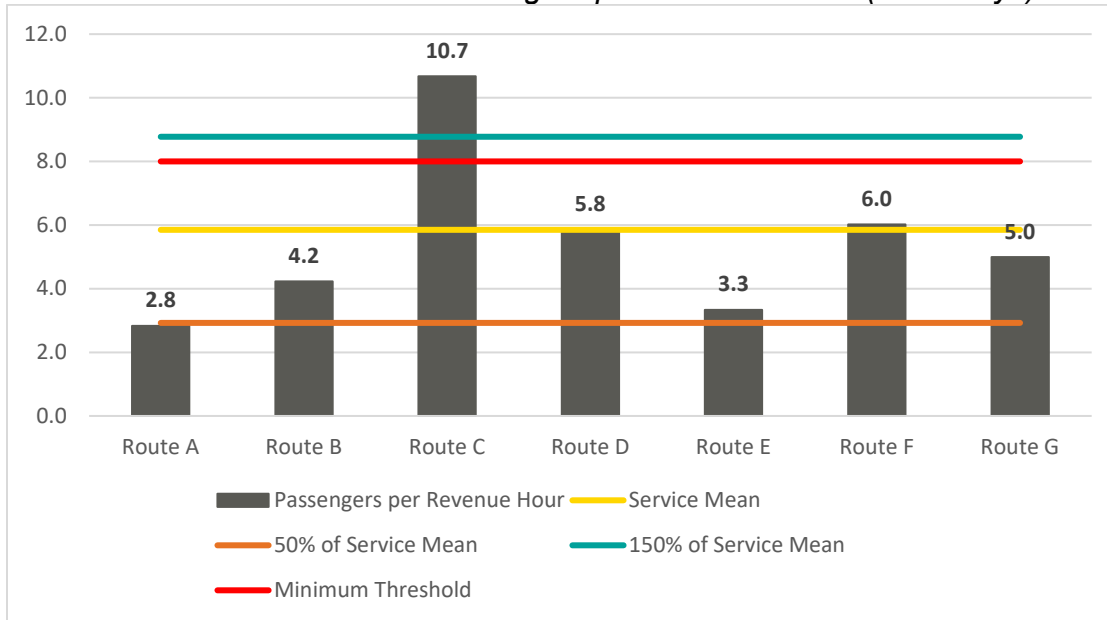


Table 2 shows overall ridership decrease of 3.83% for the quarter on regional routes. Lower ridership on Route 21 may be due to considerable delays and missed scheduled trips as Vine buses were being subjected to random California Highway Patrol Inspection with passengers on board at the weigh station on Interstate 80. Some of these inspections were extensive and significantly affected the route's on-time performance. August service changes have added time to the trip to provide an accurate reflection of the slightly changed route alignment.

Despite multiple efforts, including lowering the fare and serving an additional stop, Route 11X continued to maintain unsustainable ridership levels. With direction from the NVTB Board, Route 11X has been reimagined as an expedited version of Route 11 that serves the most popular stops along that route.

Table 2: Routes 10, 11, 11X, 21 & 29 Ridership – Comparing Q4 of FY24 & Q4 of FY25

	Q4 FY24	Q4 FY25	% Difference	Numerical Difference
Route 10	39,363	39,553	0.48%	190
Route 11	34,038	32,599	-4.23%	-1,439
Route 11X	1,056	850	-19.51%	-206
Route 21	4,184	3,250	-22.32%	-934
Route 29	9,674	8,682	-10.25%	-992
Total	88,315	84,934	-3.83%	-3,381

Passenger per revenue hour data on the weekdays shows that Routes 10 and 11 continue to be the most efficient regional routes. As shown on Chart 3, the Routes 10 and 11 experienced passengers per revenue hour (PAX/HR) at 9.4 and 9.0 but are still below the pre-COVID minimum threshold of 12. The least productive route remains the Route 11X, which was geared towards Vallejo Ferry commuters. A new Route 11X began operating on August 11, 2025 as an expediated version of the long Route 11, which should increase performance on the route.

Staff will closely monitor this new rendition of the Route 11X, especially in the second quarter (October – December) of Fiscal Year 2025-2026 as that will be the first full quarter of ridership data on the new Route 11X.

Chart 3: Regional Service Passengers per Revenue Hour

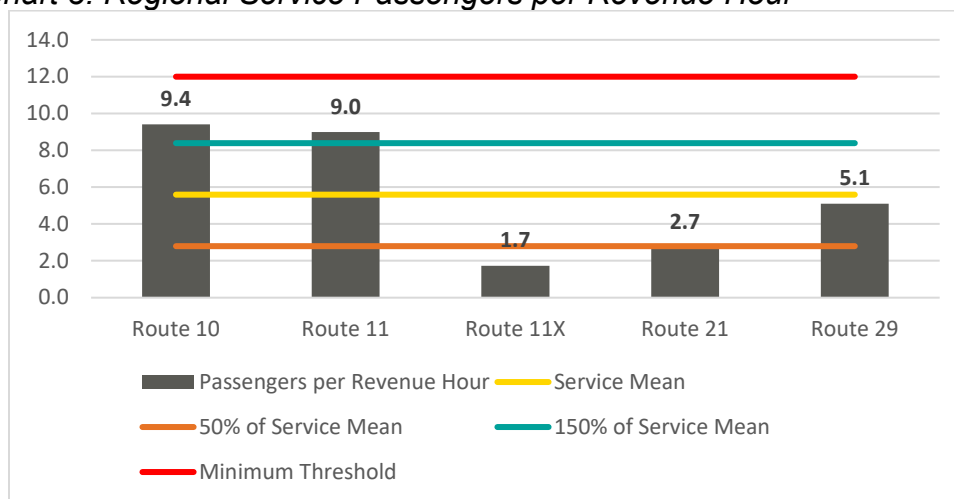


Table 3 shows ridership increased on the community shuttles overall by about 11% compared to the same quarter last year. The Yountville Bee experienced the only decline among the community shuttles. New Calistoga shuttles with a special wrap were recently deployed into service and may have contributed to the increase in ridership since they are more visible to residents and tourists, provide a smoother ride, and are less prone to experiencing mechanical issues. NVTa will continue to monitor the performance of the Yountville Bee and look to cut days and/or hours on the Bee, if performance continues to decline.

Table 3: Community Shuttles– Comparing Q4 of FY24 & Q4 of FY25

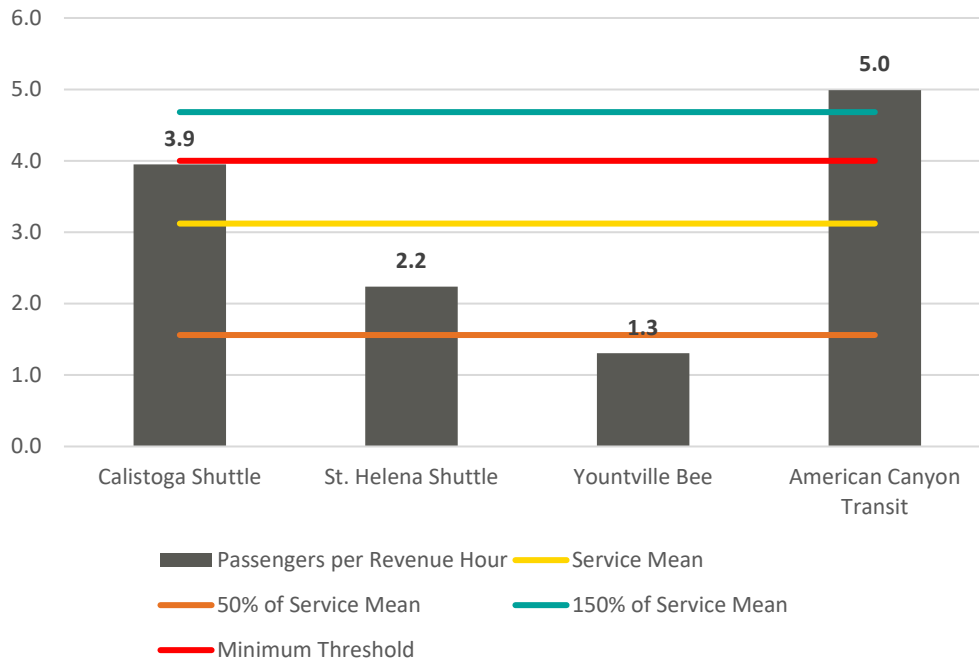
	Q4 FY24	Q4 FY25	% Difference	Numerical Difference
Calistoga Shuttle	3,455	3,913	13.26%	458
St. Helena Shuttle	1,319	1,533	16.22%	214
Yountville Bee	1,394	1,068	-23.39%	-326
American Canyon Transit	4,887	5,805	18.78%	918
Total	11,055	12,319	11.43%	1,264

Chart 4 on the next page shows the passengers per revenue hour on the local community shuttles. American Canyon Transit continues to show the strongest ridership of the community shuttles by meeting the passengers per revenue hour minimum threshold of at least four passengers. Given its popularity, staff has submitted cost proposals to the City of American Canyon for three options:

- 1) Extending weekday service to 7:00pm
- 2) Operating one vehicle on Saturdays from 8:30am – 5:30pm
- 3) Operating two vehicles on Saturdays from 8:30am – 5:30pm

All other shuttle services continue to operate below the pre-COVID minimum threshold of four passengers per revenue hour, although the Calistoga shuttle nearly hit the 4.0 threshold measuring in at 3.9 PAX/HR.

Chart 4: Community Shuttle Service Passengers per Revenue Hour



VineGo ridership rose by about 13% over the last year as seen in Table 4. Staff continues to see steady increase in VineGo Ridership since the COVID-19 pandemic impacts have lessened and marketing efforts and partnerships with organizations, such as Molly's Angels, have increased.

Table 4: VineGo Ridership – Comparing Q4 of FY24 & Q4 of FY25

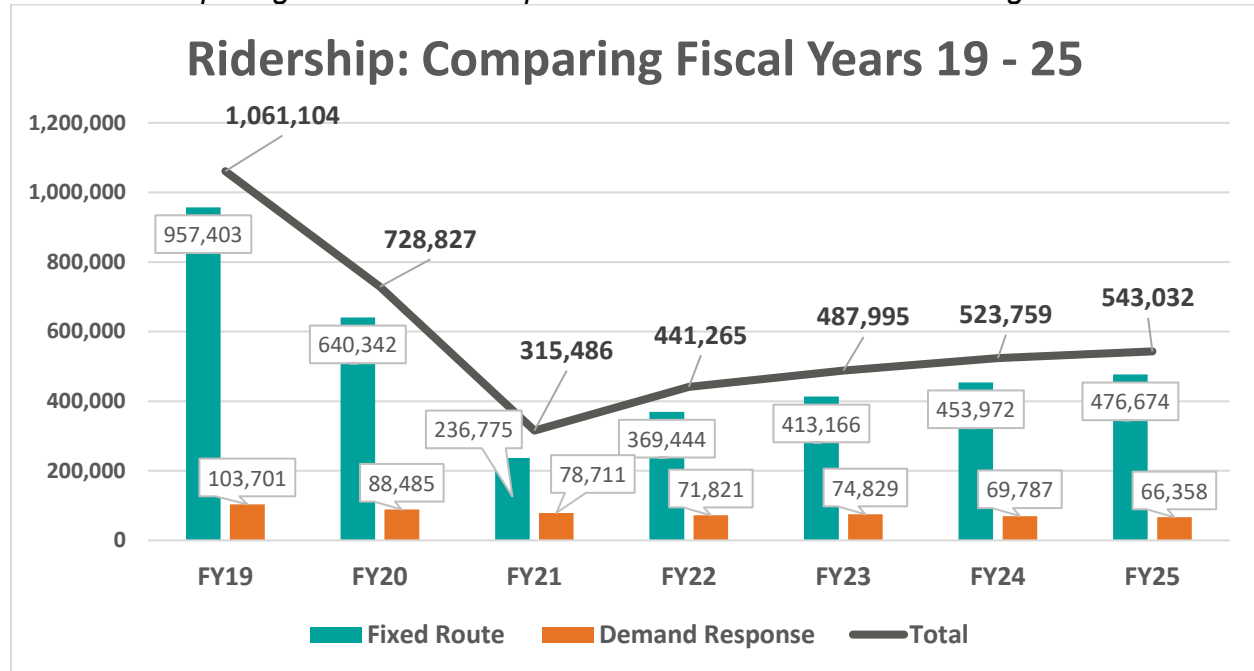
	Q4 FY24	Q4 FY25	% Difference	Numerical Difference
VineGo	4,288	4,847	13.04%	559

Table 5 and Chart 5 on the next page compares the full year of ridership during Fiscal Year 2024-2025 to the same time period over the previous six fiscal years to provide additional context to current ridership trends and how they compare over time pre and post COVID.

Table 5: Comparing the Current Fiscal Years to Prior Fiscal Years

	FY19	FY20	FY23	FY22	FY23	FY24	FY25
Fixed Route	957,403	640,342	236,775	369,444	413,166	453,972	476,674
Demand Response	103,701	88,485	78,711	71,821	74,829	69,787	66,358
Total	1,061,104	728,827	315,486	441,265	487,995	523,759	543,032

Chart 5: Comparing Annual Ridership of Fiscal Years 2018-2019 through 2024-2025



Finally, Tables 6 & 7 on the next page show the missed trips during the fourth quarter of the current fiscal year compared to the fourth quarter of last Fiscal Year. Beginning in January 2025, NVTa reinstated a liquidated damage against its contracted service operator, Transdev, which enforces a \$500 penalty for each missed trip. This requirement was initially waived during and preceding the COVID pandemic given the uncertainties of the transit landscape and employment market. Given that much time has passed and Vine Transit's schedules are more consistent, staff began enforcement and noticed a significant decline when compared to the same period last year.

Table 6: Missed trips Q4 of FY 2023-2024

	Regular Missed Trips	On-Demand Missed Trips
April	84	4
May	32	0
June	37	1
Total	153	5

Table 7: Missed trips Q4 of FY 2024-2025

	Regular Missed Trips	On-Demand Missed Trips
April	10	2
May	5	0
June	6	0
Total	21	2

Marketing Efforts

Staff made a concerted effort to attend more outreach events this year to raise general awareness of Vine Transit services, promote NVTA planning efforts and programs. Outreach events staff have attended since our previous Vine Transit report presented in July include:

- Meet Me in the Streets, American Canyon (July 9)
- Napa Valley College Job Fair (July 23)
- American Canyon Chamber Mixer (July 25)
- Napa National Night Out (August 5)
- Napa High Parent's Night (August 6)
- St Helena Farmer's Market (August 15)
- American Canyon Middle School Resource Fair (August 27)

In January, NVTA launched a "Design a Bus" contest where artists from across the North Bay were invited to submit a portfolio of their artwork. A panel of judges, including NVTA staff members, a CAC member, a PCC member and a Transdev member, selected their top three favorite artists and requested that they submit their artwork to be designed onto one of Vine Transit's new 40-foot electric Gillig buses. The panel selected Blanca Molina as the winning design in April, and the buses are currently in the process of being wrapped. NVTA is planning to host a public unveiling event and will invite Board members to join. September is transit month, and to celebrate NVTA is launching a Bus Animal Naming Contest that will be exclusive to school-aged students to participate in. NVTA is inviting elementary school students to name its electric fleet mascots - the owl, hawk, butterfly and bee. The contest will launch on September 15th with a winning name selected for each animal on October 31st. Winning students will be treated to a special bus experience, receive a basket of Vine Transit prizes, and celebrate with a pizza party for their class.



ATTACHMENTS

None