



**City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
Wednesday, September 1, 2021 @ 5:00 PM**

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of four minutes. Members of the public and other parties are welcome to email their comments to the Staff Liaison Preya Nixon at pnixon@cityofsthelena.org

In accordance with Executive Orders N-25-20, N-29-20, and guidance from the California Department of Public Health on gatherings, remote public participation is allowed. We will address the Order in the following ways: Members of the public may not physically attend meetings. Those members of the public wishing to participate must do so remotely via Zoom electronic meetings in the following ways; by either logging onto the Zoom link located on the meeting agenda (please download the app to your computer or mobile device) and enter the meeting ID or by calling a listed number and enter the meeting ID. Public comment for Active Transportation and Sustainability Committee meetings will be accepted via email to publiccomment@cityofsthelena.org. All public comments will be made publicly available and attached to the agenda item and will not be read out loud. All public comments that are received after 4:00 PM will be attached to the agenda the following day.

Please see the end of the agenda for detailed PUBLIC PARTICIPATION instructions

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/84860428645>

Or One tap mobile :

US: +16699006833,,84860428645# or +13462487799,,84860428645#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 346 248 7799 or +1 253 215 8782 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 848 6042 8645

International numbers available: <https://us02web.zoom.us/j/84860428645>

Page

1. CALL TO ORDER

2. ROLL CALL

Committee Chair: Vacant, Vice Chair: Glenn Smith

Members: Jeff Farmer, Madelyn Chandler, John Zimmerman, Leslie Stanton

Alternate Members: Terra Sampson, Katherine MacDonnell

City Council Member Liaison: Paul Dohring, Vice Mayor

Staff Liaison: Preya Nixon, Asst. to the City Manager

3. PUBLIC FORUM:

An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to four minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**

4. REPORTS BY STAFF AND COMMITTEE:

Reports by staff and/or committee on items of general interest. ***Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Active Transportation & Sustainability Committee.***

5. CONSENT CALENDAR:

Members of the Active Transportation Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.

- 5.1. Active Transportation and Sustainability Committee Meeting Minutes of August 4, 2021

5 - 7

[Active Transportation and Sustainability Committee - 04 Aug 2021 - DRAFT MINUTES](#)

6. SCHEDULED MATTERS:

- 6.1. Receive Update and Presentation regarding the City's Five Year Paving Program

9 - 21

[ATSC Presentation on Pavement Management Staff Report](#)

7. FUTURE AGENDA ITEMS

- 7.1. -Active Transportation Plan Phase I (October)
-ATSC Chair and Vice Chair (October)
-Subcommittee on ATSC Responsibilities
-Review of "Main Street" document items related to safe street concepts on Main Street

8. ADJOURNMENT

The next regular Active Transportation Committee meeting is scheduled for October 6, 2021 at 5:00 pm, at a location to be determined.

I do hereby certify that a copy of the foregoing agenda was posted on the City website on August 27, 2021.

/s/ Preya Nixon

Preya Nixon, Asst. to the City Manager

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

The ZOOM web link, meeting ID, and phone number will be listed at the top of the Active Transportation and Sustainability Committee Agenda. You will be required to enter the meeting ID, but there will be no password or participant ID.

How to Watch or Listen to Active Transportation and Sustainability Committee Meetings:

1. Watch and Listen on Zoom.us by clicking on the link in the Active Transportation and Sustainability Committee Agenda
2. Listen only by calling the Zoom number listed on the Active Transportation and Sustainability Committee Agenda

Watch the Active Transportation and Sustainability Committee Meeting by Joining the Zoom Meeting:

1. **By Computer, Tablet, or Smart Phone:**
 1. Before joining the virtual Active Transportation and Sustainability Committee Meeting, it is highly encouraged that you download the Zoom App. To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click Activate Account.
 2. If you are logged into your account, Enter the **Meeting ID** listed on the Active Transportation and Sustainability Agenda. If you have not created an account go to: <https://zoom.us/join> and enter the **Meeting ID**
 3. Select if you would like to connect audio and/or video and tap **Join Meeting**.
 4. For specific instructions for your device, go to: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
1. **Listen Only by Telephone:**
 1. **Dial** the number listed on the Active Transportation and Sustainability Committee Agenda.
 2. At the prompt, enter the **Meeting ID** provided on the top of the Active Transportation and Sustainability Committee Agenda and **Press #**. **A participant ID is not required.**
 3. To disconnect from the meeting, hang up the phone.

Ways to Provide Public Comment:

While attending the virtual Active Transportation and Sustainability Committee Meeting, the public will have the opportunity to provide live public comment during Public Forum and after each agenda item. When it is the appropriate time for public comment the Chair will verbally open public comment. At this time each individual is permitted 4 minutes to speak.

1. **Send a Public Comment in Advance to** publiccomment@cityofsthelena.org

The easiest way to provide public comment is to email your public comment. Public comments may be emailed to publiccomment@cityofsthelena.org. Please include in the subject line "COMMENT TO ATSC and the AGENDA ITEM". Any public comment is required to be submitted no later than 1 hour before the scheduled meeting and will be included as an attachment to the agenda.

1. Provide Comment through Zoom meeting from a computer, tablet, or smart phone

This option allows the public to virtually attend the meeting as a muted 'attendee' with no video or screen sharing capabilities. You will be able to see and hear those participating in the meeting, but they will not be able to hear you until the host unmutes you.

If you wish to provide public comment during a specific agenda item or during public forum, you can use the "**raise hand**" feature located in the control panel at the bottom of your screen. The icon is a small blue hand. In Windows you can also use the Alt+Y keyboard shortcut to raise or lower your hand. In Mac you can also use the Option+Y keyboard shortcut to raise or lower your hand.

The host will be notified that you've raised your hand and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. To be removed from the queue, just click the '**raise hand**' button again.

1. Call in to the ZOOM meeting from a cell phone or landline phone only

This option allows the member of the public with the opportunity to verbally participate in public comment.

If you wish to speak during public comment time dial ***9** on your telephone.

The host will be notified that you would like to speak and you will be placed in a queue with all incoming requests.

When it is your turn to speak, you will be notified that the host has unmuted you. You may press ***9** again if you wish to be removed from the queue.

You will be notified at the end of your statement that you have been muted.



DRAFT MINUTES
City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
Wednesday, August 4, 2021 @ 5:00 PM

1. CALL TO ORDER

Vice Chair Smith called the meeting to order at 5:01p.m.

2. OATH OF OFFICE

2.1. Oath of Office for Katherine MacDonnell

Oath of Office was held by City Clerk Cindy Tzafopoulos

3. ROLL CALL

The following were present:

Committee Chair: Vacant, Vice Chair: Glenn Smith

Members: Madelyn Chandler, Leslie Stanton, John Zimmerman

Alternate Members: Terra Sampson, Katherine MacDonnell

City Council Member Liaison: Paul Dohring, Vice Mayor

Member Jeff Farmer was excused.

Staff Liaison: Preya Nixon, Asst. to the City Manager

Public Works Assistant Operations Manager Carlos Uribe

4. PUBLIC FORUM:

No public comment was received.

5. REPORTS BY STAFF AND COMMITTEE:

Reports by staff and/or committee on items of general interest. ***Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Active Transportation & Sustainability Committee.***

5.1. Public Works Update

Updates and were held.

6. CONSENT CALENDAR:

Members of the Active Transportation Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, on motion may be used to adopt all recommendation actions.

- 6.1. Active Transportation and Sustainability Committee Meeting Minutes of July 7, 2021

[Active Transportation and Sustainability Committee - 07 Jul 2021 - DRAFT MINUTES](#)

A motion was made by member Zimmerman and seconded by member Chandler to approve the minutes for the meeting held on June 2, 2021.

7. SCHEDULED MATTERS:

- 7.1. Presentation and Discussion of the City's Draft Integrated Pest Management Policy

[City of St. Helena Integrated Pest Management Policy-DRAFT](#)

-Assistant to the City Manager Preya Nixon and Assistant Public Works Operations Manager Carlos Uribe gave a presentation on the draft policy.

-Vice Chair Smith facilitated committee discussion

-Public comment was opened

-The Committee finalized the following feedback regarding the Integrated Pest Management Draft Policy:

- 1. Replace the term "common sense" in the definition of an Integrated Pest Management Policy with the definition of what Marin County uses in their adopted policy.*
- 2. Prioritize the components of the policy having A-D listed as a high priority and continue listing the remaining items.*
- 3. Provide a detailed section of information on the Healthy Schools Act (HSA) in the policy.*
- 4. Consider using volunteers to help with weed abatement*
- 5. Use no action as a last resort*
- 6. Add City owned easements and access rights to adhere to the IPM.*
- 7. Emphasize and provide more detail to ensure that the IPM Coordinator, regardless of change of personnel, will adhere to decisions regarding use of approved pesticides (when applicable) and to the overall policy with consistency*
- 8. Clarify the word "no-non exempt"*
- 9. Add language on what would be considered an emergency use of pesticides that adhere to the IPM, and what the process would look like.*

8. FUTURE AGENDA ITEMS

- 8.1. -City Paving Program Update/Presentation
-Active Transportation Plan Phase I
-Review of "Main Street" document items related to safer street concepts on Main Street
-Subcommittee on ATSC responsibilities

-ATSC Chair and Vice Chair (October)

9. ADJOURNMENT

The meeting was adjourned at 6:36 p.m.

The next regular Active Transportation Committee meeting is scheduled for September 1, 2021 at 5:00 pm, at a location to be determined.

Approved

Attest

Chair

Preya Nixon,
Assistant to the City Manager

DRAFT

CITY OF ST. HELENA ACTIVE TRANSPORTATION AND SUSTAINABILITY COMMITTEE

2020-21 PAVEMENT MANAGEMENT PROGRAM (PMP) UPDATE



Harris & Associates

WHY IS PMP NEEDED?

- Inventory Management—organizes, stores, and retrieves data
- Pavement condition tracking
- Determine impacts of funding alternatives
- Objective decision making based on data
- Needed to qualify for state and federally funded programs

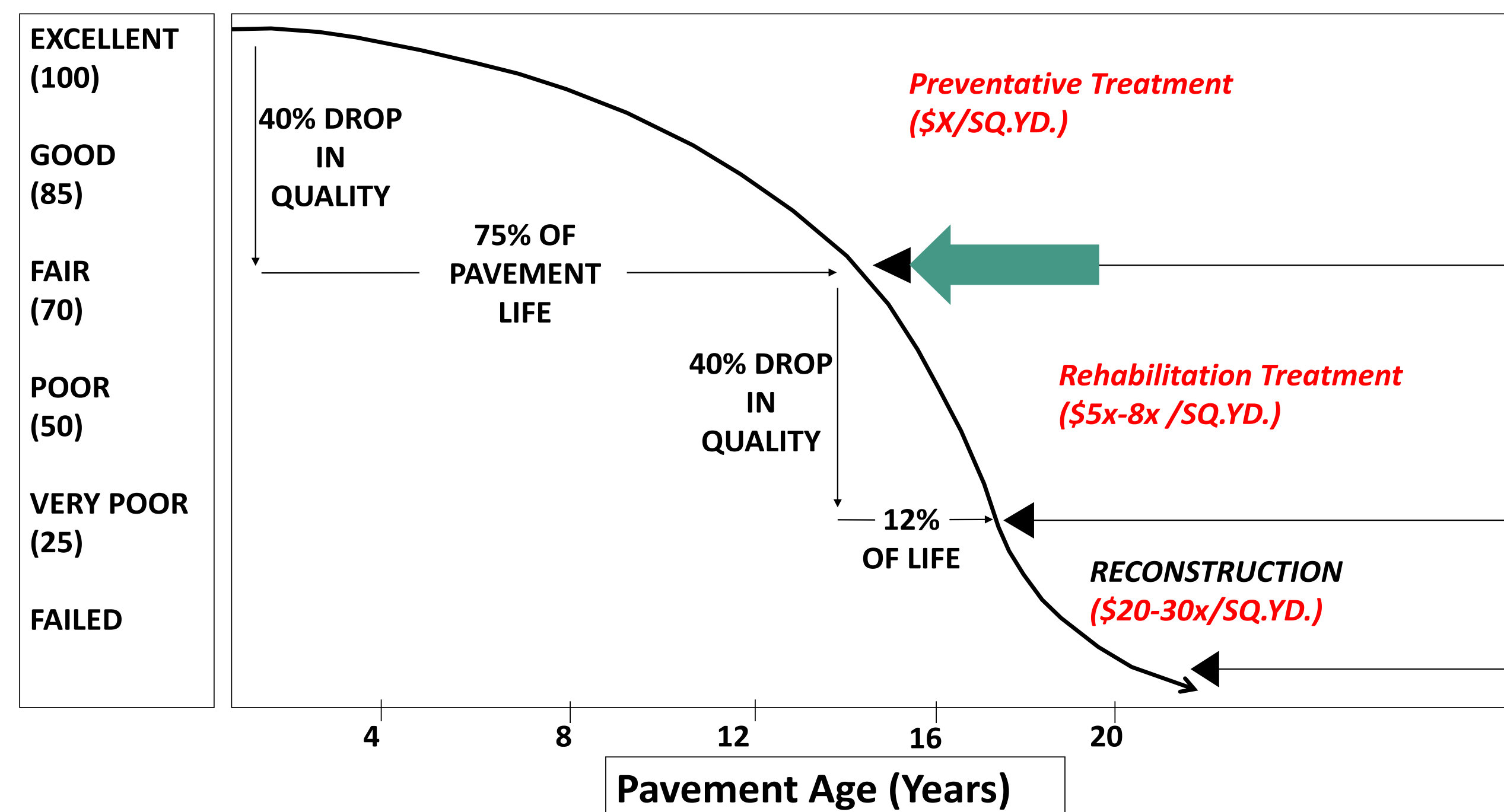


WHY PMP?

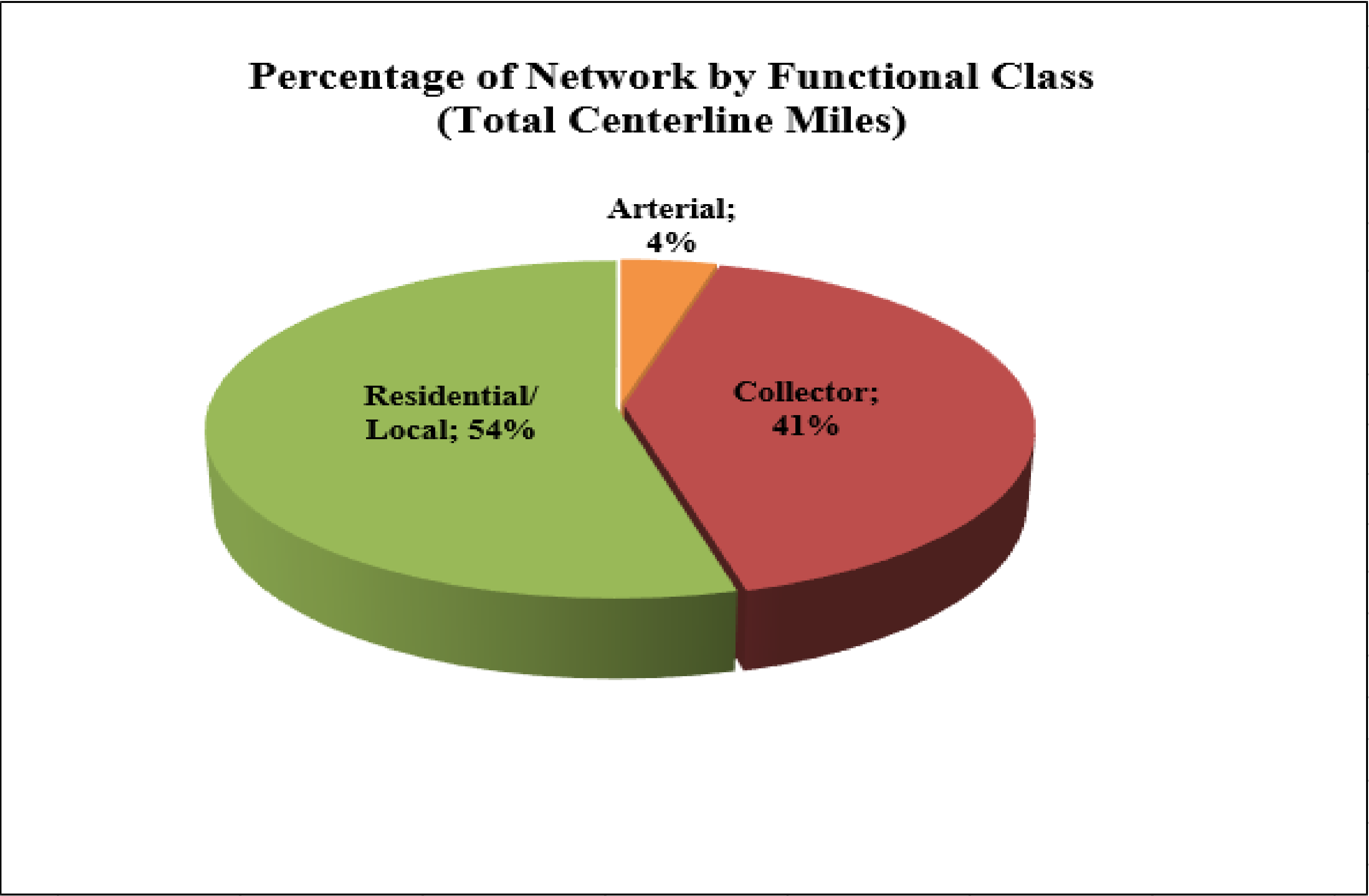
MORE COST-EFFECTIVE TO TREAT BEFORE STEEP DECLINE

PAVEMENT CONDITION (Approx. PCI)

RECOMMENDED TREATMENT



ST HELENA'S NETWORK INFORMATION



HOW STREET CONDITIONS ARE RATED

Field inspections analyze pavement for:

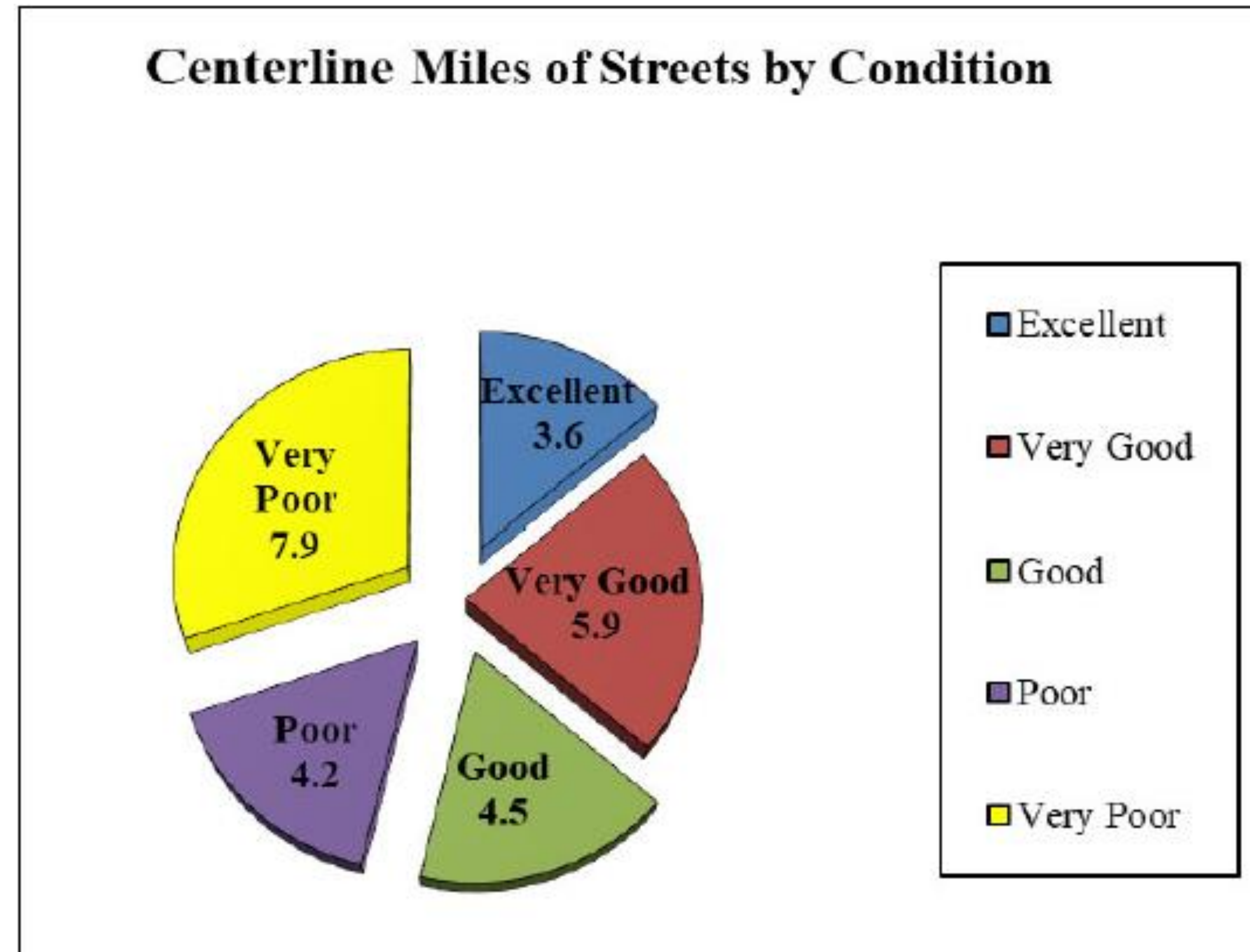
1. Alligator cracking
2. Block cracking
3. Distortions
4. Longitudinal and transverse cracking
5. Patching and utility cut patching
6. Rutting and depressions
7. Weathering
8. Raveling

- Pavement Condition index (PCI)

The Pavement Condition Index (PCI) is a numerical index between 0 and 100 which is used to indicate the general condition of a pavement

PCI Range	Condition Category
90-100	Excellent
70-89	Very Good
50-69	Good
25-49	Poor
0-24	Very Poor or Failed

ST. HELENA'S MILES OF ROAD BY CONDITION



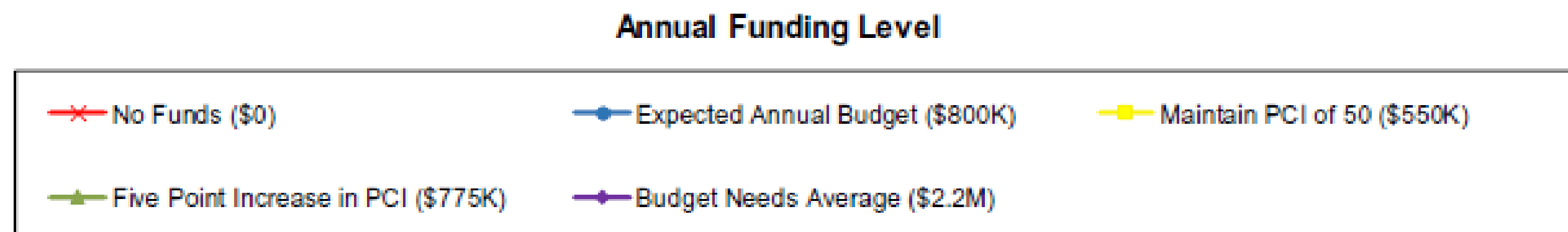
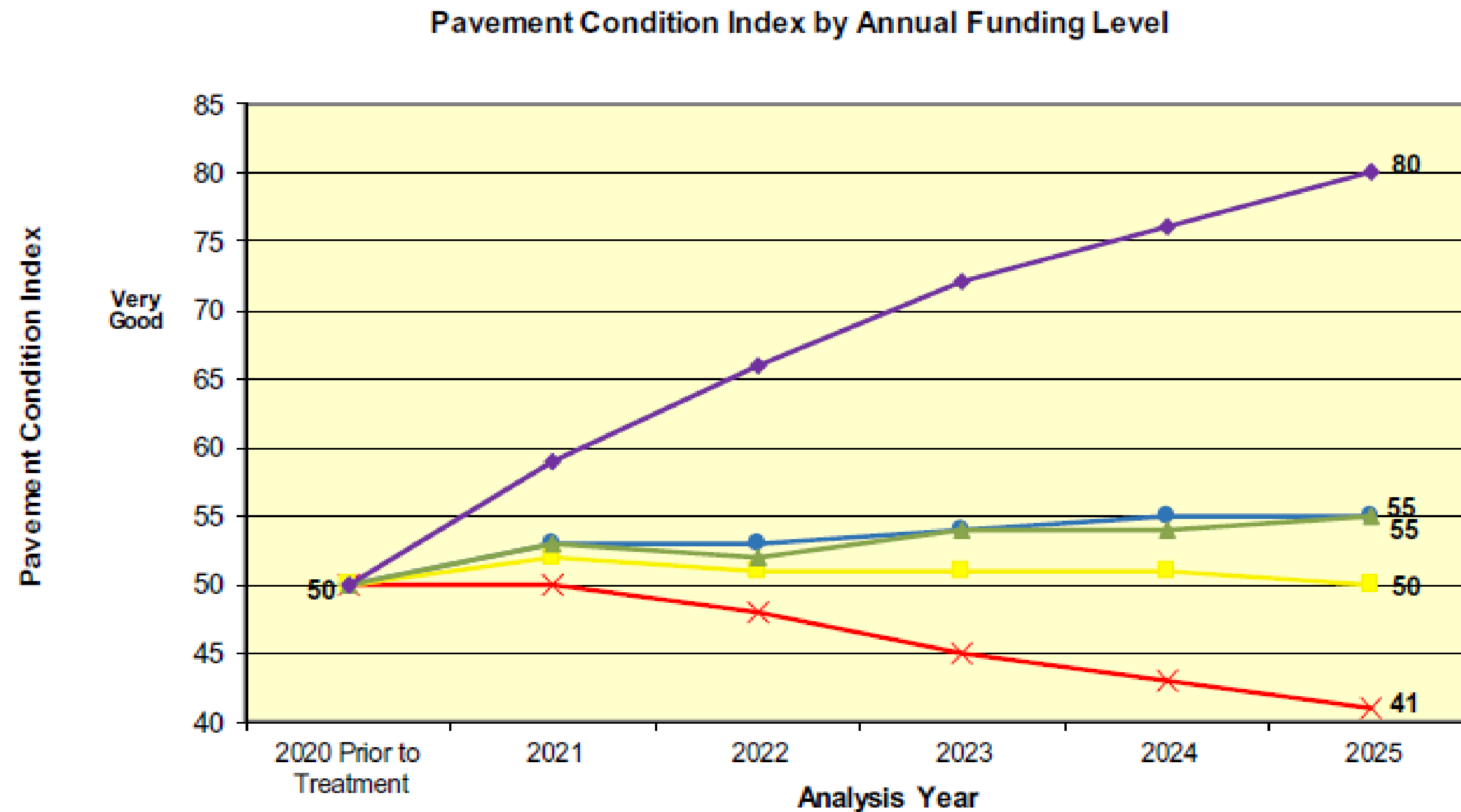
ST. HELENA'S NETWORK INFORMATION

Pavement Mileage by Functional Class					
Classification	Total Sections	Total Center Line Miles	Total Lane Miles	Percentage of Street Network	PCI
Arterial	11	1.13	2.25	4%	71
Collector	82	10.80	21.43	41%	48
Residential/Local	130	14.10	27.59	54%	50
Totals	223	26.03	51.27	100%	50

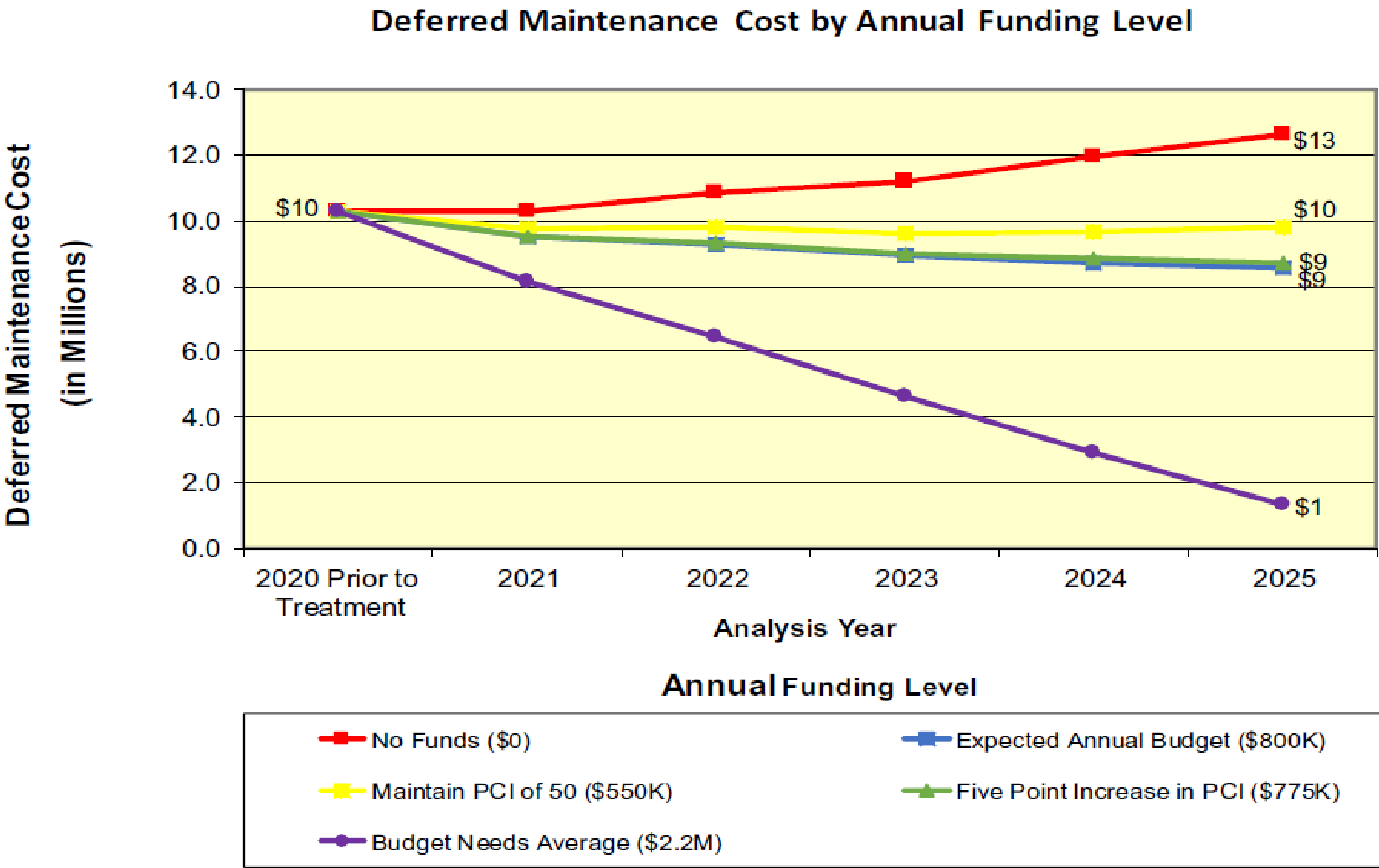
FUNDING FOR PAVEMENT IMPROVEMENTS

- Measure T
- Gas Tax
- SB1

PCI CHART



DEFERRED MAINTENANCE CHART



QUESTIONS?



**Report to the Active Transportation and
Sustainability Committee**
September 1, 2021

Subject: Receive Update and Presentation Regarding the City's Five Year Paving Program

Prepared By: Preya Nixon, Assistant to the City Manager

BACKGROUND

The City utilizes the StreetSaver Pavement Management Program (PMP) which is a computerized data management tool used in prioritizing pavement treatments. The PMP assists City staff in developing cost-effective and strategic recommendations on the maintenance program for City streets.

The condition of pavements is quantified through the use of a Pavement Condition Index (PCI) which ranges from 0 to 100. The numerical ranges for PCI's correspond to: Excellent 100-90, Very Good 89-70, Good 69-50, Poor 49-25, and Very Poor 24-0. The PCI is calculated based on a field survey, then adjusted each year for deterioration and any maintenance treatments that were performed. The PMP calculates a PCI for each City street segment and provides recommended treatment programs for various budget scenarios. The PMP utilizes a pro-active maintenance strategy where streets are maintained before there is major deterioration. Comparatively lower-cost investments that prevent a street from falling into major disrepair is a proven strategy in raising the pavement quality of City streets in the most cost-effective manner.

The City's PMP was recently updated by Harris & Associates. This work was performed as part of the Metropolitan Transportation Commission's (MTC) Pavement Management Technical Assistance Program, Round 21 (PTAP-21). Harris & Associates' pavement management update report (PMP Report) presents the funding needs and various budget scenarios. Staff will use the recommendations from this pavement management update to identify and plan the most cost-effective strategies to preserve and improve the street network.

At the May 25, 2021 City Council meeting, a presentation was made by Interim City Engineer on the outcome of the PMP.

The purpose of the presentation at the ATSC September meeting will be to receive an update on pavement management and understand how decisions are made regarding budget and road conditions.

The City's roadway network consists of approximately 26 centerline miles. This roadway network is made up of approximately one centerline mile of arterial streets, 11 centerline miles of collector streets, and 14 centerline miles of residential streets; with a current reconstruction value of over \$21 million. Taken as a network, the citywide average Pavement Condition Index (PCI) is 50. MTC's State of Repair report states that approximately 75 percent of a pavement's serviceable life has been expended by the time its PCI rating falls to 60. The PMP Report shows that approximately 35% of the City's roadway network is in "Excellent" or "Very Good" condition, 20% is in "Good" or "Fair" condition, 15% is in "Poor" condition, and 30% is in "Very Poor" condition.

Action requested from the ATSC: Staff is looking for questions and discussion on the City's Five Year Paving Program based on the report and presentation.