



**City of St. Helena**  
**Active Transportation and Sustainability**  
**Committee**  
**Special Meeting**  
**Public Work Department Conference Room,**  
**1572 Railroad Avenue, St. Helena**  
**Wednesday, January 9, 2019 @ 10:00 AM**

**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 Erica Ahmann Smithies at [esmithies@cityofstheleena.org](mailto:esmithies@cityofstheleena.org)

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1. CALL TO ORDER
2. ROLL CALL  
Committee Chair: Jeff Farmer  
Vice Chair: Glenn Smith  
Members: Pam Smithers, Tom Vence  
City Council Member Liaison: Geoff Ellsworth  
Staff Liaison: Erica Ahmann Smithies, Public Works Director/City Engineer
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 three 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 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 December 5, 2018 (5 min)  
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer  
[12-05-2018 Special Meeting](#)
6. SCHEDULED MATTERS:
  - 6.1 Discussion and possible motion on Committee Meeting Time and Public Participation (10-15 min)

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6.2 Countywide Bike Plan Update/Napa Valley Vine Trail (10-15 min)  
Public Works Director, Erica Ahmann Smithies

6.3 Discussion on ADA Transition Plan and 19/20 Planned Projects (10-15 min)  
Public Works Director, Erica Ahmann Smithies

6.4 Future Agenda Items (5 min)

- 2019 ATSC Proposed Work Plan following 2019 City Council Goal Setting

7. ADJOURNMENT

The next regular Active Transportation Committee meeting is scheduled for February 6, 2019 at 10:00 am, Public Works Department 1572 Railroad Avenue.

This agenda was posted at City Hall, 1480 Main Street and Public Works Department, 1572 Railroad Avenue on January 3, 2019.

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Erica Ahmann Smithies, Public Works Director/City Engineer

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.

**Committee Members:**

Jeff Farmer - Chair  
Glenn Smith- Vice Chair  
Member – Pam Smithers  
Member – Tom Vence  
Member- Vacant  
Alternate Member - Vacant  
Alternate Member - Vacant  
City Council Member Liaison – Geoff Ellsworth

**MINUTES**

**ST. HELENA ACTIVE TRANSPORTATION & SUSTAINABILITY COMMITTEE**

**Public Works Conference Room  
1572 Railroad Avenue, St. Helena  
Special Meeting, Wednesday December 5, 2018 at 10:00 AM**

**1. CALL TO ORDER @10:03 AM**

**2. ROLL CALL**

**Present:** Jeff Farmer, Pam Smithers and Tom Vence

**Council Member:** Geoff Ellsworth

**Staff Present:** Erica Ahmann Smithies, Cindy Tzafopoulos, and Edrees Argand

**3. PUBLIC FORUM:**

None

**4. REPORTS BY STAFF AND COMMITTEE:**

- Erica provided an update to the committee reporting that the City had made a consultant selection for the Downtown Improvements Project, that the Hunt Sidewalk Gap Closure was currently in design, NVTA would be releasing a draft of the Countywide Bike Plan in early 2019 and Green Valley Consultant Engineers had been selected to provide design for the City's 2-year paving program.
- Pam Smithers requested that a park fountain update be provided at the next ATSC meeting as well as a report on Measure T funds for Class I Bike Paths.

**5. CONSENT CALENDAR**

No consent.

**6. SCHEDULED MATTERS**

**6.1 Commissioner orientation and review of Brown Act Procedures and Conduct – City Clerk, Cindy Tzafopoulos**

Cindy provide a detailed presentation and training to the Committee via the Commissioners Handbook and 2016 adopted protocols. Cindy invited anyone with questions to email her directly, but not to copy other commissioners in order to prevent a brown act violation.

**6.2 Climate Action Directives Update**

Erica provided an update that as part of the adopted 2040 General Plan Update, the City would need to adopt a Climate Action Plan that would be completed by a Consultant. The question posed to the Committee was whether

they would still like to proceed with Climate Directives knowing that the input may or may not be necessarily utilized. The Committee's consensus was to continue forward with updating climate directives for Water and Wastewater.

Water Directives that should be applied to the City:

City Facilities: Energy efficient pumps

Water Conservation: Leak detection, gray water systems, rainwater capture/retention, and enforce the State's requirements

Wastewater Directives that should be applied to the City:

Promote the use of reclaimed/recycled water generated by the local Wastewater Treatment Plant

### **6.3 Future Agenda Items**

- Park Fountains (Reports by Staff)
- Measure T Class I Bike Path Fund (Reports by Staff)
- Downtown Sidewalk Update (Reports by Staff)
- Committee Meeting Time and Public Participation Discussion
- County Bike Plan Update/Vine Trail
- ADA Transition Plan: 19/20 Planned Projects
- 2019 ATSC Proposed Work Plan

## **7. ADJOURNMENT:**

During the discussion of 6.1 the Chair needed to leave the meeting at 6:00 PM meaning the committee would not have quorum to continue the meeting. As such Glenn Smith motioned to adjourn the meeting and Tom Vence provided the section motion. The meeting was voted to be adjourned at 6:03 3-0.

The next Special Active Transportation Committee and Sustainability meeting is scheduled for January 8, 2019 at 10:00 am at the Public Works Department, 1572 Railroad Avenue.

**APPROVED:**

**ATTEST:**

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**Chair, Jeff Farmer**

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**Erica Ahmann Smithies, Staff Liaison**