



**City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
Public Works Conference Room, 1572
Railroad Ave., St. Helena
Wednesday, February 6, 2019 @ 5:30 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 Erica Ahmann Smithies at esmithies@cityofstheleena.org

Page

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 January 9, 2019
Prepared By: Erica Ahmann Smithies, Public Works Director and City Engineer
[1-09-2019 Special Meeting](#)
6. SCHEDULED MATTERS:
 - 6.1. Nomination and Selection of ATSC Board Chair (10-15 min)

3 - 4

- 6.2. Discussion and Possible Action on a draft letter to City Council regarding ADA Access to the US Post Office (10-15 min)

5

Committee Member, Jeff Farmer

[2019.02.06 ADA Post Office Draft Letter](#)

- 6.3. Discussion and Possible Action on 2019 ATSC Proposed Work Plan following 2019 City Council Goal Setting (10-15 min)

Public Works Director, Erica Ahmann Smithies

- 6.4. Future Agenda Items (5 min)

- Water and Wastewater Climate Directives
-

7. ADJOURNMENT

The next regular Active Transportation Committee meeting is scheduled for March 6, 2019 at 5:30 pm, Public Works Conference Room, 1572 Railroad Avenue, St. Helena.

This agenda was posted at City Hall, 1480 Main Street on February 1, 2019.

Chrissy Cook, Public Works Administrative Assistant

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 January 9, 2019 at 10:00 AM

1. CALL TO ORDER @10:01 AM

2. ROLL CALL

Present: Jeff Farmer, Pam Smithers and Tom Vence

Council Member Liaison: Mayor Geoff Ellsworth

Staff Present: Erica Ahmann Smithies

3. PUBLIC FORUM:

Two members of the public introduced themselves and expressed interest in applying for the Committee:
Denise Henquet Sprengers and Erin Dempsey

4. REPORTS BY STAFF AND COMMITTEE:

- Mayor Ellsworth provided an update on City Council's various appointments to countywide/regional boards and commissions. He will continue to report out as updates occur and will currently remain as the ATSC liaison.
- Pam Smithers commented on the Public Works Battery Recycling and Drop-off Flier and thinks it would be a great advertisement in the City's SHINE article. She also offered assistance with the program.
- Erica provided a brief update on the Downtown Improvements Project, park fountains and refillable bottle stations, and Measure T.

5. CONSENT CALENDAR

5.1 Approval of the meeting minutes from December 5, 2018 Special Meeting.

Tom Vence motioned to approve the meeting minute with a correction regarding the park fountains "and refillable water bottle stations". Pam Smithers provided a second. The meeting minutes were approved as amended by the Committee 3-0.

6. SCHEDULED MATTERS

6.1 Discussion and possible motion on Committee Meeting Time and Public Participation

Pam Smithers stated the committee should be encouraging more attendance by the community. The ATSC Committee is the only one that meets during the day.

There was general consensus that the committee should be encouraging attendance. The two members of the public that were present stated that 5:00pm and 5:30pm were also good times for them.

Pam Smithers made a motion to change the committee meeting time to 5:30pm. The motion was seconded by Tom Vence. The motion was approved by the Committee 3-0.

6.2 Countywide Bike Plan Update/Napa Valley Vine Trail

Erica Smithies provided an update on the status of the Countywide Bike Plan and Napa Valley Vine Trail. The Bike Plan had been circulated amongst staff members of the countywide government agencies prior to circulating for public comment. The draft will then be updated as necessary prior to public circulation. Erica will update ATSC as soon as the bike plan is made public. As for the Vine Trail, the City was still waiting for a draft scope of work from the Napa Valley Vine Trail Executive Director in order to review alternatives within the City and the recently proposed "School to School pathway" on Oak Avenue.

6.3 Discussion on ADA Transition Plan and 19/20 Planned Projects

Erica Smithies discussed the ADA Transition Plan with regard to city facilities that is available online and the proposed facility improvement projects for this year and next fiscal year. There had been prior discussion about changing out all the park fountains with the upgraded ADA version that also included water bottle filling stations. Erica explained that not all the fountains would be straight swaps and would require ADA compliant access to them. Due to these requirements, Erica stated it would be best to approach the ADA improvements by City facility and priorities listed in the transition plan not just one component. Public Works has been working on compiling a list in order to start work on the highest priorities first. Once the list was more finalized, Erica would bring it back to ATSC.

In addition to the City's ADA Transition Plan, committee members asked about the US Post Office on Main Street and how could access be improved to this facility. Erica Smithies stated that it is under the jurisdiction of the Federal government. Jeff Farmer volunteered to draft a letter to City Council on behalf of the Committee to be discussed at the next meeting.

6.4 Future Agenda Items

- 2019 ATSC Proposed Work Plan
- Climate Action Directives: water and wastewater
- ADA Transition Projects for CIP

7. ADJOURNMENT:

Tom Vence made a motion to adjourn the meeting and it was seconded by Jeff Farmer. The meeting was voted to be adjourned at 10:54 am, 3-0.

The next regular Active Transportation Committee and Sustainability meeting is scheduled for February 6, 2019 at 5:30 pm at the Public Works Department, 1572 Railroad Avenue.

APPROVED:

ATTEST:

Chair, Jeff Farmer

Erica Ahmann Smithies, Staff Liaison

To: Mayor Geoff Ellsworth and City Council Members

We fully support the City plan to enable full public access on our streets and in our facilities via the American Disabilities Act. We understand the library has been identified as a high priority because of the great amount of local traffic. This is good.

Another building with a lot of local traffic is the Post Office. But because this is a federal building and on the National Historical list (check?)it is exempted from our efforts.

The ATSC committee recommends that the City Council contact the appropriate federal authorities to make them aware and support an effort to make the Post Office building ADA compliant.

Signed....