

**Napa Valley Transportation
Authority
Meeting Minutes - Draft
Independent Taxpayer Oversight
Committee**

625 Burnell Street
Napa, CA 94559

Wednesday, June 3, 2020

~~2:00 PM~~ MEETING LOCATION: REFER TO COVID-19 SPECIAL NOTICE

1. Call To Order

Chair Kindig called the meeting to order at 2:10 p.m.

2. Roll Call

Present: 5 - Pamela Kindig
Robert Peterson
Leon Brauning
Chuck McMinn
Gregory Rodeno

Non-Voting: 4 - Kate Miller
Tracy Schulze
Chris Canning
Juan Arias

Absent: 1 - Kevin Alfaro

3. Introductions

None

4. Public Comment

None

5. Committee Member and Staff Comments

None

6. PRESENTATIONS

6.1 Project Overview by Jurisdictions on Measure T Projects

Staff from the City of Napa provided an overview of their Measure T projects.

7. CONSENT AGENDA ITEMS (7.1 - 7.2)

Motion **MOVED** by RODENO, **SECONDED** by MCMINN to **APPROVE** Consent Items 7.1-7.2 Motion carried by the following vote:

Aye: 5 - Kindig
Peterson
Brauning
McMinn
Rodeno
Canning

Absent: 1 - Alfaro

7.1 Meeting Minutes of March 4, 2020 (Karrie Sanderlin) (Pages 9-12)

Attachments: [Draft Minutes](#)

ITOC action approved the meeting minutes of March 4, 2020.

7.2 Measure T Website Usage Analytics (Robin Craig) (Pages 13-14)

Attachments: [Staff Report](#)

Information Only / No Action Taken

8. ITOC MEMBER REQUESTED ITEMS

8.1 Measure T Projects: Maintenance of Effort (MOE) Certification Template (Alberto Esqueda) (Pages 15-16)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The ITOC discussed the development of a standardized template for Maintenance of Effort Certification reporting.

9. REGULAR AGENDA ITEMS

9.1 Executive Director's Report (Kate Miller) (Pages 17-21)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Staff provided an update on NVTA's staffing changes, current programs and projects, and briefed the ITOC on the economic effects associated with the COVID-19 stay at home order on NVTA's operations.

**9.2 Measure T Project Progress Reports: July 1, 2019 - December 31, 2109
(Alberto Esqueda) (Pages 22-30)**

Attachments: [Staff Report](#)

Information Only / No Action Taken

The ITOC reviewed the semi-annual Measure T Progress reports.

**9.3 Measure T Revenue Projections and Projects At-Risk Due to COVID-19
Related Economic Circumstances(Danielle Schmitz) (Pages 31-34)**

Attachments: [Staff Report](#)

Information Only / No Action Taken

Staff provided and update on Measure T revenue projections and a summary of Measure T projects that are at-risk due to the reduction of sales tax revenues caused by the COVID-19 economic circumstances.

**9.4 Measure T Compliance and Performance Audit Work Plan for the City of Napa
and the Town of Yountville (Antonio Onorato) (Pages 35-38)**

Attachments: [Staff Report](#)

The ITOC discussed the audit work plan for audits in the upcoming audit review period and recommend the following: (1) perform a compliance audit for each the City of Napa and Town of Yountville; and (2) perform two (2) performance audits for the City of Napa, and one (1) performance audit for the Town of Yountville with projects to chosen by NVTA staff at either random or known projects.

Motion MOVED by MCMINN, SECONDED by BRAUNING to APPROVE (1) perform a compliance audit for each the City of Napa and Town of Yountville; and (2) perform two (2) performance audits for the City of Napa, and one (1) performance audit for the Town of Yountville with NVTA Staff choosing known projects or at random. Motion carried by the following vote:

Aye: 5 - Kindig
Peterson
Brauning
McMinn
Rodeno
Canning

Absent: 1 - Alfaro

9.5 Measure T Sales and Use Tax Revenues (Antonio Onorato/Tracy Schulze)
(Pages 39-41)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The ITOC received a report on Measure T sales tax revenues provided by the Napa County Auditor-Controller.

10. FUTURE AGENDA ITEMS

- COVID-19 financial update
- Measure T project overview presentation by the County of Napa
- Project update from the City of American Canyon
- Measure T funds currently in each jurisdiction's Measure T revenue account and interest earned to date

11. ADJOURNMENT

11.1 Approval of Next Regular Meeting of Date of September 2, 2020 at 2:00 p.m. and Adjournment

The next regular meeting is scheduled for Wednesday, September 2, 2020 at 2:00 p.m.

The meeting was adjourned by Chair Kindig at 3:45 p.m.

Karalyn E. Sanderlin, NVTA-TA Board Secretary