



**NAPA VALLEY TRANSPORTATION AUTHORITY
TAC Agenda Letter**

TO: Technical Advisory Committee (TAC)
FROM: Kate Miller, Executive Director
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SUBJECT: ITOC Meeting Presentation Schedule

RECOMMENDATION

That the TAC review the ITOC meeting schedule.

EXECUTIVE SUMMARY

Voter adoption of the Napa Countywide Road Maintenance Act and Expenditure Plan (Measure T) resulted in the creation of the Independent Taxpayer Oversight Committee (ITOC) to review fiscal and performance audits. To review project and program eligibility adheres to the Ordinance's provisions.

As a way to keep the ITOC apprised of ongoing Measure T activities in each of the jurisdictions, staff is requesting that jurisdictions present updates to the ITOC on a regular basis. The ITOC has quarterly meetings and NVTA is requesting that each of the jurisdictions provide a presentation on their Measure T projects on a rotating schedule. The staggered presentation schedule will consist of the three large jurisdictions assigned to a meeting each and the three smaller jurisdictions presenting together at the fourth meeting. If a meeting is canceled due to lack of substantive agenda item, the jurisdiction(s) scheduled to present at that meeting will be pushed to the next meeting and the schedule will be adjusted accordingly.

Table 1 provides the schedule for the next 2 years of ITOC meetings:

Table 1

Meeting Date	Jurisdiction
June 5, 2019	City of Napa
September 4, 2019	City American Canyon
December 4, 2019	County of Napa
March 4, 2020	City of Calistoga, Town of Yountville, City of St. Helena
June 3, 2020	City of Napa
September 2, 2020	City of American Canyon
December 2, 2020	County of Napa
March 2, 2021	City of Calistoga, Town of Yountville, City of St. Helena

FISCAL IMPACT

Is there a fiscal impact? None.

BACKGROUND AND DISCUSSION

The Napa Countywide Road Maintenance Act and Expenditure Plan and Ordinance requires the creation of the ITOC which is made up of seven committee members and residents of the County of Napa. Committee members possess knowledge of a certain field such as municipal audit, finance, and/or budgeting, civil engineering with focus on transportation or public accounting. There is also a representative of a Napa region Chamber of Commerce, member of a bona fide taxpayers’ association and two members at-large.

Voter adoption of the Napa Countywide Road Maintenance Act (Measure T) resulted in creation of the Independent Taxpayer Oversight Committee ("ITOC"). The ITOC will remain in existence for so long as the tax exists. The ITOC reviews the fiscal and program performance of the retail transactions and use tax transportation program through a biennial performance audit to ensure that all transportation retail transactions and use tax revenues are spent by the NVTA-TA in accordance with the voter-approved Expenditure Plan and Ordinance. The ITOC's secondary mission is to provide positive, constructive advice to the Authority on how to improve implementation over the twenty-five year course of the program; this role includes consideration by the ITOC of the biennial project lists submitted by jurisdictions.

Since ITOC meetings are held quarterly and Measure T activities are ongoing, presentation will be streamlined by having each of the larger jurisdictions i.e. City of Napa, American Canyon, Napa County each solely present their project update in a meeting while the smaller jurisdictions i.e. Calistoga, St. Helena, and Yountville with all present jointly.

SUPPORTING DOCUMENTS

Attachment(s): (1) ITOC Meeting Schedule

2019
NVTA/NVTA-TA Board of Directors and Committee Meeting Calendar

