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## NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Danielle Schmitz, Director – Projects, Programs and Planning  
(707) 259-5968 / Email: [dschmitz@nvta.ca.gov](mailto:dschmitz@nvta.ca.gov)  
**SUBJECT:** Napa Countywide Road Maintenance Act and Expenditure Plan  
(Measure T) Independent Taxpayer Oversight Committee (ITOC)  
Member Appointment

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### **RECOMMENDATION**

That the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) appoint Mandy Le to serve on the Independent Taxpayer Oversight Committee (ITOC) as a member representing the Napa region Chamber of Commerce.

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

The Napa Countywide Road Maintenance Act and Expenditure Plan (Measure T) requires that NVTA-TA appoint members of the ITOC to ensure that Measure T revenues are being spent in accordance with the Expenditure Plan.

On July 17, 2013 the NVTA-TA Board approved members to serve on the ITOC. Members were reaffirmed at the November 15, 2017 NVTA-TA meeting. All members have been notified the first ITOC meeting will convene in March 2018.

After reappointment of current committee members in November 2017, two committee positions remained vacant. NVTA-TA received an application from American Canyon Chamber of Commerce CEO, Mandy Le, to serve as a representative of a Napa region Chamber of Commerce. Ms. Le's application can be viewed as Attachment 1 to this staff report.

One committee position remains vacant and applications are still being accepted for the Certified Public Accountant (CPA) position. .

### **PROCEDURAL REQUIREMENTS**

1. Staff Report
2. Public Comments
3. Motion, Second, Discussion and Vote

### **FISCAL IMPACT**

Is there a Fiscal Impact? Yes, each ITOC member is entitled to \$250 per quarterly meeting. NVTA-TA would incur costs of \$1,750 per meeting per quarter when meetings are held.

### **CEQA REQUIREMENTS**

**ENVIRONMENTAL DETERMINATION:** The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The Napa Countywide Road Maintenance Act and Expenditure Plan and Ordinance requires an open selection process for the ITOC which is made up of (7) Committee members who are residents of the County of Napa possessing the following credentials:

- a) *One member who is a professional, retired or active, in the field of municipal audit, finance, and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector*
- b) *One member who is a licensed civil engineer, retired or active, with at least five years of demonstrated experience in the fields of transportation in government and/or private sector*
- c) *One member who is a Certified Public Accountant (CPA) and experienced in financial audits*
- d) *One member shall be a representative of a Napa region Chamber of Commerce*
- e) *One member from a bona fide taxpayers' association*
- f) *Two members from the public at-large*

These members will constitute the voting members of the ITOC. In addition, the NVTA-TA Executive Director, the Chair of the NVTA Technical Advisory Committee (TAC), and the County Auditor-Controller will serve as non-voting ex-officio members of the ITOC. The voting Committee members shall serve a two, three, and four year term, determined by the drawing of lots at the first meeting. Thereafter, Committee members shall serve four-year terms.

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The ITOC will be responsible for reviewing 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 Authority in accordance with all provisions of the voter-approved Expenditure Plan and Ordinance. In addition, the ITOC will also oversee the independent financial audits of the Authority.

### **SUPPORTING DOCUMENTS**

Attachment: (1) Mandy Le ITOC Application



NAPA VALLEY TRANSPORTATION AUTHORITY

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[Home](#) > [Application for Appoinment to Independent Taxpayer Oversight Committee](#) > [Submissions](#) > Submission #83

**Submission information**

Form: [Application for Appoinment to Independent Taxpayer Oversight Committee](#)

Submitted by Anonymous (not verified)

December 5, 2017 - 1:25pm

73.222.247.122

**Application for Appointment to: (Name of Committee or Task Force)**  
Measure T Independent Taxpayer Oversight Committee

**Full Name**  
Mandy Le

**Current Occupation: (within the last twelve (12) months)**  
President/CEO American Canyon Chamber of Commerce

**Current License: (Professional or Occupational, date of issue and expiration including status - If applicable)**

**Education/Experience**

2012 General Science Associates Degree - Henry Ford Community College (Dearborn, Michigan)  
Class of 2019 (Currently in Year 2) Western Association of Chamber Executives (WACE) Academy.  
American Canyon Chamber of Commerce Employee- 2 years (February 2015-December 2016)  
AC Chamber of Commerce President/CEO - 1 year (January 2017-Present)

**Attach a resume containing this and any other information that would be helpful to the Board in evaluating your application.**

**Experience in Community participation: (nature of activity and community location)**

**Experience with other public sector Board/Commission/Committee on which you serve/have served**

**Name**

Riitta DeAnda

**Address**

**City**

**State**

Ca

**Zip Code (#####)**

94503

**Telephone (###-###-####)**

**Name**

Pat Zuniga

**Address**

**City**

American Canyon

**State**

Ca

**Zip Code (#####)**

94503

**Telephone (###-###-####)**

**Name**

Vicki Lopez

**Address**

**City**

American Canyon

**State**

Ca

**Zip Code (#####)**

94503

**Telephone (###-###-####)**

**Name and occupation of spouse within the last 12 months, if married: (For Conflict of Interest purposes)**

**Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute**

**Home Address**

**City**  
American Canyon

**State**  
Ca

**Zip Code (#####)**  
94503

**Telephone (###-###-####)**

**Email Address**

**Work Address**

**City**  
American Canyon

**State**  
CA

**Zip Code (#####)**  
94503

**Telephone (###-###-####)**

**Directory**

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