

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

March 4, 2020
ITOC Agenda Item 7.1
Continued From: New
Action Requested: APPROVE

625 Burnell Street
Napa, CA 94559

Wednesday, December 4, 2019

2:00 PM

JoAnn Busenbark Board Room

1. Call To Order

Chair Kindig called the meeting to order at 2:05 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
Erica Ahmann Smithies

Absent: 2 - Mandy Le
Kevin Alfaro

3. Introductions

Introduction of Christina Lee, NVTA's Marketing and Communications Officer.

4. Public Comment

None

5. Committee Member and Staff Comments

Member Brauning requested an update of [ITOC] member appointments and terms of office be provided at the March 4th meeting.

6. PRESENTATIONS

6.1 Project Overview by Jurisdictions on Measure T Projects

City of American staff will provide an overview of the City's Measure T Projects.

Jason Holley, City Manager, provided and overview of the City's Measure T projects.

7. CONSENT AGENDA ITEMS (7.1 - 7.2)

Motion **MOVED** by PETERSON, **SECONDED** by MCMINN to **APPROVE** Consent Items 7.1-7.2.

Motion carried by the following vote:

Aye: 5 - Kindig, Peterson, Brauning, McMinn and Rodeno

Absent: 2 - Le and Alfaro

7.1 Meeting Minutes of September 4, 2019 (Karrie Sanderlin) (Pages 9-11)

Attachments: [Draft Minutes](#)

ITOC action approved the meeting minutes of September 4, 2019.

7.2 Independent Taxpayer Oversight Committee Meeting Schedule for Calendar Year (CY) 2020 (Karrie Sanderlin) (Pages 12-13)

Attachments: [Staff Report](#)

ITOC action approved the meeting schedule for CY 2020.

8. ITOC MEMBER REQUESTED ITEMS

8.1 Suggestions from ITOC on Ways Staff Can Improve Measure T Oversight

- Website upgrades and efficacy on hyperlink elements of the Ordinance to Measure T Delivery
- Marketing Measure T

Staff reviewed the Measure T website, napameasuret.com.

Member McMinn requested that staff run a Google analysis on the Measure T website and provide quarterly updates of the data.

8.2 NVTA Whistleblower Protection Policy (Pages 14-21)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The approved NVTA Whistleblower Protection Policy was provided to the ITOC as requested at their September 4, 2019 meeting.

9. REGULAR AGENDA ITEMS

9.1 Executive Director's Report (Kate Miller) (Pages 22-24)

Attachments: [Staff Report](#)

Information Only / No Action Taken

Kate Miller provided an update on current programs and projects that agency staff are working on.

9.2 Election of Chair and Vice-Chair for Calendar Year (CY) 2020 (Karrie Sanderlin) (Page 25)

Attachments: [Staff Report](#)

Motion MOVED by BRAUNING, SECONDED by RODENO to APPROVE nominating and electing Pamela Kindig for ITOC Chair, and Chuck McMinn for ITOC Vice-Chair for the 2020 term per ITOC By-Laws. Motion carried by the following vote:

Aye: 5 - Kindig, Peterson, Brauning, McMinn and Rodeno

Absent: 2 - Le and Alfaro

9.3 Measure T Five-Year Project Lists and 6.67% Measure T Equivalent Draft Program (Danielle Schmitz) (Pages 26-41)

Attachments: [Staff Report](#)

Staff reviewed each jurisdictions' five-year project lists and Measure T Equivalent draft program of projects.

Motion MOVED by MCMINN, SECONDED by PETERSON to APPROVE finding that the projects lists are consistent with the intent of the Measure [T] and refer the project lists to the Authority [NVT-A-TA] Board for approval. Motion carried by the following vote:

Aye: 5 - Kindig, Peterson, Brauning, McMinn and Rodeno

Absent: 2 - Le and Alfaro

9.4 Biennial Measure T Reporting Template (Antonio Onorato) (Pages 42-56)

Attachments: [Staff Report](#)

Information Only / No Action Taken

The ITOC reviewed the Biennial Report template.

9.5 Measure T Sales and Use Tax Revenues (Antonio Onorato/Tracy Schulze)
(Pages 57-59)

Attachments: [Staff Report](#)

The ITOC received a report on Measure T sales tax revenue allocation for Fiscal Year (FY) 2019-20 (meeting handout) provided by the County of Napa Auditor-Controller.

Motion **MOVED** by RODENO, **SECONDED** by BRAUNNING to **ACCEPT** and **FILE** the Measure T Revenue Allocation for Fiscal Year 2019-20. Motion carried by the following vote:

Aye: 5 - Kindig, Peterson, Brauning, McMinn and Rodeno

Absent: 2 - Le and Alfaro

10. FUTURE AGENDA ITEMS

- ITOC Member Term status, representation and reappointment
- Measure T website usage analytics
- Jurisdictions' Maintenance of Effort
- Measure T Sales and Use Tax Revenues (standing item)
- Measure T Five-Year Projects Lists and 6.67% Equivalent Program (standing item)
- Project Overview by Jurisdictions' on Measure T Projects (standing item) for the Town of Yountville, City of St. Helena, and City of Calistoga

11 ADJOURNMENT

11.1 Approval of Next Regular Meeting of Date of March 4, 2020 at 2:00 p.m. and Adjournment

Karalyn E. Sanderlin, NVTA-TA Board Secretary