

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

June 3, 2020  
ITOC Agenda Item 7.1  
Continued From: New  
**Action Requested: APPROVE**

625 Burnell Street  
Napa, CA 94559

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Wednesday, March 4, 2020

2:00 PM

JoAnn Busenbark Board Room

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## 1. Call To Order

Chair Kindig called the meeting to order at 2:00 p.m.

## 2. Roll Call

**Present:** 6 - Pamela Kindig  
Robert Peterson  
Leon Brauning  
Chuck McMinn  
Gregory Rodeno  
Kevin Alfaro

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

**Absent:** 1 - Mandy Le

## 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 Cities of St. Helena and Calistoga, and the Town of Yountville provided an overview of their Measure T projects.

## 7. CONSENT AGENDA (7.1)

Motion **MOVED** by RODENO, **SECONDED** by BRAUNING to **APPROVE** Consent Item 7.1. Motion carried by the following vote:

**Aye:** 6 - Kindig, Peterson, Brauning, McMinn, Rodeno and Alfaro

**Absent:** 1 - Le

## 7.1 Meeting Minutes of December 4, 2019 (Karrie Sanderlin) (Pages 9-12)

Attachments: [Draft Minutes](#)

This Action Item was approved.

## 8. ITOC MEMBER REQUESTED ITEMS

### 8.1 ITOC Member Terms of Office (Karrie Sanderlin) (Page 13)

Attachments: [Staff Report](#)

#### Information Only / No Action Taken

The ITOC reviewed committee member terms of office. Chuck McMinn and Leon Brauning terms of office expire April 4, 2020, they both requested to be reappointed to the committee for a four (4) year term.

Term dates for ITOC members Robert Peterson and Gregory Rodeno were corrected to April 4, 2022 from April 4, 2021.

### 8.2 Measure T Website Usage Analytics (Christina Lee) (Pages 14-15)

Attachments: [Staff Report](#)

#### Information Only / No Action Taken

Staff reviewed the Measure T website usage data for the period of December 2018 - December 2019.

The ITOC requested that this date be included as a standing consent item on all future agendas.

## 9. REGULAR AGENDA ITEMS

### 9.1 Executive Director's Report (Kate Miller) (Pages 16-17)

Attachments: [Staff Report](#)

#### Information Only / No Action Taken

Staff provided an update on NVTA's current programs and projects..

**9.2 Measure T Maintenance of Effort (MOE) Certification for Fiscal Year (FY) 2018-19 (Alberto Esqueda) (Pages 18-43)**

Attachments: [Staff Report](#)

Information Only / No Action Taken

Each jurisdiction's Maintenance of Effort Certification for FY 2018-19 was provided to the ITOC for review.

ITOC requested that there be more consistency in the reporting documents and how the information is presented. ITOC suggested using the City of Napa's format. Staff will work with the jurisdictions to create a template.

**9.3 Measure T Five-Year Project Lists and Measure T Equivalent Fund Projects (Danielle Schmitz) (Pages 44-79)**

Attachments: [Staff Report](#)

The ITOC reviewed each jurisdiction's five-year project lists and Measure T Five-Year Equivalent fund projects.

ITOC requested that there be more consistency in the reporting documents and suggested that staff to work with the Technical Advisory Committee (TAC) to develop a template for the jurisdictions to use.

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

**Aye:** 6 - Kindig, Peterson, Brauning, McMinn, Rodeno and Alfaro

**Absent:** 1 - Le

**9.4 Annual Financial Statement with Independent Auditor's Report for the Year Ending June 30, 2019 (Antonio Onorato) (Pages 80-93)**

Attachments: [Staff Report](#)

Information Only / No Action Taken

Staff reviewed the annual financial audit for year ending June 30, 2019. The audit did not identify any deficiencies in internal controls and no findings or recommendations were noted.

**9.5 Measure T Sales and Use Tax Revenues (Antonio Onorato/Tracy Schulze)**  
*(Pages 94-95)*

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**

- Measure T project overview presentation by the City of Napa
- New format of Maintenance of Effort and Five-year project lists
- Website analytics [on consent]
- Bi-annual jurisdictions report
- Audit work plan/performance/compliance

**11. ADJOURNMENT**

**11.1 Approval of Next Regular Meeting of Date of June 3, 2020 at 2:00 p.m. and Adjournment**

The next regular meeting is scheduled for Wednesday, June 3, 2020 at 2:00 p.m.

Chair Kindig adjourned the meeting at 3:50 p.m.

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Karalyn E. Sanderlin, NVTA-TA Board Secretary