

# Napa Valley Transportation Authority

625 Burnell Street  
Napa, CA 94559



## Agenda - Final

Wednesday, April 16, 2025  
11:00 AM

**\*\*Special Meeting\*\***

**Redwood Credit Union 480 Devlin Road Napa, CA 94558**

### **NVTa Board of Directors - Tax Agency (NVTa-TA)**

All materials relating to an agenda item for an open session of a regular and special meeting of the NVTa-Tax Agency Board of Directors are posted on the NVTa website at: <https://nctpa.legistar.com/Calendar.aspx>

This meeting will be conducted as an in-person meeting at the special location noted above. Remote teleconference access will not be available.

The agenda will be posted 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NVTa-TA Board of Directors, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for NVTa holidays. Should the office be closed or staff is working remotely due to a declared emergency, you may email [info@nvta.ca.gov](mailto:info@nvta.ca.gov) to request a copy of the agenda.

Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at the NVTa office at 625 Burnell Street, Napa, CA 94559 and will be made available to the public on the NVTa website at [nvta.ca.gov](http://nvta.ca.gov). Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

Members of the public may comment on matters within the subject matter of the Board's jurisdiction, that are not on the meeting agenda during the general Public Comment item at the beginning of the meeting. Comments related to a specific item on the agenda must be reserved until the time the agenda item is considered and the Chair invites public comment. While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

Members of the public may submit a public comment in writing by emailing [info@nvta.ca.gov](mailto:info@nvta.ca.gov) by 10:00 a.m. on the day of the meeting with PUBLIC COMMENT as the subject line (for comments related to an agenda item, please include the item number). All written comments should be 350 words or less, which corresponds to approximately 3 minutes or less of speaking time. Public comments emailed to [info@nvta.ca.gov](mailto:info@nvta.ca.gov) after 10 a.m. the day of the meeting will be entered into the record but not read out loud. If authors of the written correspondence would like to speak, they are free to do so and should raise their hand and the Chair will call upon them at the appropriate time.

The methods of observing, listening, or providing public comment to the meeting may be altered due to technical difficulties or the meeting may be cancelled, if needed.

Note: Where times are indicated for agenda items, they are approximate and intended as estimates only, and may be shorter or longer as needed.

Information on obtaining the agenda in an alternate format is noted below:

Americans with Disabilities Act (ADA): This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Laura Sanderlin, NVTA-TA Board Secretary, at (707) 259-8633 during regular business hours, at least 48 hours prior to the time of the meeting.

Acceso y el Título VI: La NVTA puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Autoridad. Para solicitar asistencia, por favor llame al número (707) 259-8633. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Ang Accessibility at Title VI: Ang NVTA ay nagkakaloob ng mga serbisyo/akomodasyon kung hilingin ang mga ito, ng mga taong may kapansanan at mga indibiduwal na may limitadong kaalaman sa wikang Ingles, na nais na matugunan ang mga bagay-bagay na may kinalaman sa NVTA-TA Board. Para sa mga tulong sa akomodasyon o pagsasalin-wika, mangyari lang tumawag sa (707) 259-8633. Kakailanganin namin ng paunang abiso na tatlong araw na may pasok sa trabaho para matugunan ang inyong kahilingan.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comment
6. Chairperson's and Board Members' Update
7. Executive Director's Update

Note: Where times are indicated for the agenda items, they are approximate and intended as estimates only and may be shorter or longer as needed.

## **8. CONSENT AGENDA ITEMS**

### **8.1 Meeting Minutes of March 19, 2025 (Laura Sanderlin) (Pages 7-9)**

**Recommendation:** Board action will approve the meeting minutes of March 19, 2025.

**Estimated Time:** 11:05 a.m.

**Attachments:** [Draft Minutes](#)

### **8.2 Independent Taxpayer Oversight Committee (ITOC) Member Appointment (Laura Sanderlin) (Pages 10-15)**

**Recommendation:** That the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Board approve the appointment of Rose Figoni to serve as the Certified Public Accountant representative on the Independent Taxpayer Oversight Committee (ITOC) for a four (4) year term.

**Estimated Time:** 11:05 a.m.

**Attachments:** [Staff Report](#)

## **9. REGULAR AGENDA ITEMS**

## **10. FUTURE AGENDA ITEMS**

## **11. ADJOURNMENT**

### **11.1 The next Regular Meeting is May 21, 2025.**

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTA Offices, 625 Burnell Street, Napa, CA by 5:00 p.m. by Friday, April 11th.

Laura Sanderlin  
Laura M. Sanderlin, NVTA-TA Board Secretary

## Glossary of Acronyms

<b>AB 32</b>	Global Warming Solutions Act	<b>FAS</b>	Federal Aid Secondary
<b>ABAG</b>	Association of Bay Area Governments	<b>FAST</b>	Fixing America's Surface Transportation Act
<b>ACFR</b>	Annual Comprehensive Financial Report	<b>FHWA</b>	Federal Highway Administration
<b>ADA</b>	American with Disabilities Act	<b>FTA</b>	Federal Transit Administration
<b>APA</b>	American Planning Association	<b>FY</b>	Fiscal Year
<b>ATAC</b>	Active Transportation Advisory Committee	<b>GHG</b>	Greenhouse Gas
<b>ATP</b>	Active Transportation Program	<b>GGRF</b>	Greenhouse Gas Reduction Fund
<b>BAAQMD</b>	Bay Area Air Quality Management District	<b>GTFS</b>	General Transit Feed Specification
<b>BAB</b>	Build America Bureau	<b>HBP</b>	Highway Bridge Program
<b>BART</b>	Bay Area Rapid Transit District	<b>HBRR</b>	Highway Bridge Replacement and Rehabilitation Program
<b>BATA</b>	Bay Area Toll Authority	<b>HIP</b>	Housing Incentive Program
<b>BIL</b>	Bipartisan Infrastructure Law (IIJA)	<b>HOT</b>	High Occupancy Toll
<b>BRT</b>	Bus Rapid Transit	<b>HOV</b>	High Occupancy Vehicle
<b>CAC</b>	Citizen Advisory Committee	<b>HR3</b>	High Risk Rural Roads
<b>CAP</b>	Climate Action Plan	<b>HSIP</b>	Highway Safety Improvement Program
<b>CAPTI</b>	Climate Action Plan for Transportation Infrastructure	<b>HTF</b>	Highway Trust Fund
<b>Caltrans</b>	California Department of Transportation	<b>HUTA</b>	Highway Users Tax Account
<b>CASA</b>	Committee to House the Bay Area	<b>HVIP</b>	Hybrid & Zero-Emission Truck and Bus Voucher Incentive Program
<b>CBTP</b>	Community Based Transportation Plan	<b>IFB</b>	Invitation for Bid
<b>CEQA</b>	California Environmental Quality Act	<b>ITIP</b>	State Interregional Transportation Improvement Program
<b>CIP</b>	Capital Investment Program	<b>ITOC</b>	Independent Taxpayer Oversight Committee
<b>CMA</b>	Congestion Management Agency	<b>IS/MND</b>	Initial Study/Mitigated Negative Declaration
<b>CMAQ</b>	Congestion Mitigation and Air Quality Improvement Program	<b>JARC</b>	Job Access and Reverse Commute
<b>CMP</b>	Congestion Management Program	<b>LCTOP</b>	Low Carbon Transit Operations Program
<b>CalSTA</b>	California State Transportation Agency	<b>LIFT</b>	Low-Income Flexible Transportation
<b>CTA</b>	California Transit Association	<b>LOS</b>	Level of Service
<b>CTP</b>	Countywide Transportation Plan	<b>LS&amp;R</b>	Local Streets & Roads
<b>CTC</b>	California Transportation Commission	<b>LTF</b>	Local Transportation Fund
<b>CY</b>	Calendar Year	<b>MaaS</b>	Mobility as a Service
<b>DAA</b>	Design Alternative Analyst	<b>MAP 21</b>	Moving Ahead for Progress in the 21 <sup>st</sup> Century Act
<b>DBB</b>	Design-Bid-Build	<b>MPO</b>	Metropolitan Planning Organization
<b>DBE</b>	Disadvantaged Business Enterprise	<b>MTC</b>	Metropolitan Transportation Commission
<b>DBF</b>	Design-Build-Finance	<b>MTS</b>	Metropolitan Transportation System
<b>DBFOM</b>	Design-Build-Finance-Operate-Maintain	<b>ND</b>	Negative Declaration
<b>DED</b>	Draft Environmental Document	<b>NEPA</b>	National Environmental Policy Act
<b>EIR</b>	Environmental Impact Report	<b>NOAH</b>	Natural Occurring Affordable Housing
<b>EJ</b>	Environmental Justice	<b>NOC</b>	Notice of Completion
<b>EPC</b>	Equity Priority Communities	<b>NOD</b>	Notice of Determination
<b>ETID</b>	Electronic Transit Information Displays		

## Glossary of Acronyms

<b>NOP</b>	Notice of Preparation	<b>SHA</b>	State Highway Account
<b>NVTA</b>	Napa Valley Transportation Authority	<b>SHOPP</b>	State Highway Operation and Protection Program
<b>NVTA-TA</b>	Napa Valley Transportation Authority-Tax Agency	<b>SNTDM</b>	Solano Napa Travel Demand Model
<b>OBAG</b>	One Bay Area Grant	<b>SR</b>	State Route
<b>PA&amp;ED</b>	Project Approval Environmental Document	<b>SRTS</b>	Safe Routes to School
<b>P3 or PPP</b>	Public-Private Partnership	<b>SOV</b>	Single-Occupant Vehicle
<b>PCC</b>	Paratransit Coordination Council	<b>STA</b>	State Transit Assistance
<b>PCI</b>	Pavement Condition Index	<b>STIC</b>	Small Transit Intensive Cities
<b>PCA</b>	Priority Conservation Area	<b>STIP</b>	State Transportation Improvement Program
<b>PDA</b>	Priority Development Areas	<b>STP</b>	Surface Transportation Program
<b>PID</b>	Project Initiation Document	<b>TAC</b>	Technical Advisory Committee
<b>PIR</b>	Project Initiation Report	<b>TCM</b>	Transportation Control Measure
<b>PMS</b>	Pavement Management System	<b>TCRP</b>	Traffic Congestion Relief Program
<b>Prop. 42</b>	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes	<b>TDA</b>	Transportation Development Act
<b>PSE</b>	Plans, Specifications and Estimates	<b>TDM</b>	Transportation Demand Management Transportation Demand Model
<b>PSR</b>	Project Study Report	<b>TE</b>	Transportation Enhancement
<b>PTA</b>	Public Transportation Account	<b>TEA</b>	Transportation Enhancement Activities
<b>RACC</b>	Regional Agency Coordinating Committee	<b>TEA 21</b>	Transportation Equity Act for the 21 <sup>st</sup> Century
<b>RAISE</b>	Rebuilding American Infrastructure with Sustainability and Equity	<b>TFCA</b>	Transportation Fund for Clean Air
<b>RFP</b>	Request for Proposal	<b>TIP</b>	Transportation Improvement Program
<b>RFQ</b>	Request for Qualifications	<b>TIFIA</b>	Transportation Infrastructure Finance and Innovation Act
<b>RHNA</b>	Regional Housing Needs Allocation	<b>TIRCP</b>	Transit and Intercity Rail Capital Program
<b>RM 2</b>	Regional Measure 2 Bridge Toll	<b>TLC</b>	Transportation for Livable Communities
<b>RM 3</b>	Regional Measure 3 Bridge Toll	<b>TLU</b>	Transportation and Land Use
<b>RMRP</b>	Road Maintenance and Rehabilitation Program	<b>TMP</b>	Traffic Management Plan
<b>ROW (R/W)</b>	Right of Way	<b>TMS</b>	Transportation Management System
<b>RTEP</b>	Regional Transit Expansion Program	<b>TNC</b>	Transportation Network Companies
<b>RTIP</b>	Regional Transportation Improvement Program	<b>TOAH</b>	Transit Oriented Affordable Housing
<b>RTP</b>	Regional Transportation Plan	<b>TOC</b>	Transit Oriented Communities
<b>SAFE</b>	Service Authority for Freeways and Expressways	<b>TOD</b>	Transit-Oriented Development
<b>SAFETEA-LU</b>	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	<b>TOS</b>	Transportation Operations Systems
<b>SB 375</b>	Sustainable Communities and Climate Protection Act 2008	<b>TPA</b>	Transit Priority Area
<b>SB 1</b>	The Road Repair and Accountability Act of 2017	<b>TPI</b>	Transit Performance Initiative
<b>SCS</b>	Sustainable Community Strategy	<b>TPP</b>	Transit Priority Project Areas
		<b>VHD</b>	Vehicle Hours of Delay
		<b>VMT</b>	Vehicle Miles Traveled

# Napa Valley Transportation Authority

625 Burnell Street  
Napa, CA 94559

## Meeting Minutes NVTB Board of Directors - Tax Agency (NVTB-TA)

Wednesday, March 19, 2025

1:00 PM

JoAnn Busenbark Board Room

### 1. Call to Order

Chair Joseph called the meeting to order at 1:03pm.

### 2. Pledge of Allegiance

Chair Joseph recited the Pledge of Allegiance.

### 3. Approval of Board Member Remote Participation

None

### 4. Roll Call

**Present:** 11 - Scott Sedgley  
Donald Williams  
Kevin Eisenberg  
Robin McKee  
Pierre Washington  
Michelle Deasy  
Amber Manfree  
Liz Alessio  
Paul Dohring  
Margie Mohler  
Mark Joseph

**Non-Voting:** 1 - Devereaux Smith

**Absent:** 1 - Bernie Narvaez

### 5. Adoption of the Agenda

**Motion MOVED by DOHRING, SECONDED by ALESSIO to APPROVE Item 5. Adoption of the Agenda. Motion passed unanimously.**

**Aye:** 11 - Sedgley, Williams, Eisenberg, McKee, Washington, Deasy, Manfree, Alessio, Dohring, Mohler, and Joseph

**Absent:** 1 - Narvaez

### 6. Public Comment

None

### 7. Chairperson's and Board Members' Update

None

## 8. Executive Director's Update

None

Note: Where times are indicated for the agenda items, they are approximate and intended as estimates only and may be shorter or longer as needed.

## 9. CONSENT AGENDA ITEMS

**Motion MOVED by DOHRING, SECONDED by ALESSIO to APPROVE Item 9. Consent Agenda Items 9.1-9.5. Motion passed unanimously.**

**Aye:** 11 - Sedgley, Williams, Eisenberg, McKee, Washington, Deasy, Manfree, Alessio, Dohring, Mohler, and Joseph

**Absent:** 1 - Narvaez

### 9.1 Meeting Minutes of February 19, 2025 (Laura Sanderlin) (Pages 8-9)

**Attachments:** [Draft Minutes](#)

### 9.2 Independent Taxpayer Oversight Committee (ITOC) Member Appointment (Laura Sanderlin) (Pages 10-12)

**Attachments:** [Staff Report](#)

### 9.3 Maintenance of Effort (MOE) Certification for Fiscal Year 2023-24 (Addrell Coleman) (Pages 13-58)

**Attachments:** [Staff Report](#)

### 9.4 Updates to the County of Napa Five-Year Project List (Addrell Coleman) (Pages 59-68)

**Attachments:** [Staff Report](#)

### 9.5 Transfer of Independent Taxpayer Oversight Committee Fund Balance to the NVTA Administration Department (Antonio Onorato) (Pages 69-71)

**Attachments:** [Staff Report](#)

## 10. REGULAR AGENDA ITEMS

### 10.1 Annual Financial Statement with Independent Auditor's Report for the Years Ending June 30, 2024 and 2023 and Compliance and Performance Audit Report for the County of Napa and the City of St. Helena (Antonio Onorato) (Pages 72-109)

**Attachments:** [Staff Report](#)

Information only/No action taken



## **11. FUTURE AGENDA ITEMS**

None

## **12. ADJOURNMENT**

Chair Joseph adjourned the meeting at 1:15pm.

**12.1 The next Regular Meeting is Wednesday, April 16th.**

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Laura M. Sanderlin, NVTA-TA Board Secretary



## NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY Board Agenda Cover Memo

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### **SUBJECT**

Independent Taxpayer Oversight Committee (ITOC) Member Appointment

### **STAFF RECOMMENDATION**

That the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Board approve the appointment of Rose Figoni to serve as the Certified Public Accountant representative on the Independent Taxpayer Oversight Committee (ITOC) for a four (4) year term.

### **EXECUTIVE SUMMARY**

The ITOC is responsible for evaluating the fiscal and program performance of the Measure T sales tax transportation program to ensure that Measure T revenues are spent by the Tax Agency in accordance with provisions of the voter-approved Expenditure Plan and Ordinance. In addition, the ITOC also oversees the independent financial, compliance, and performance audits of the Tax Agency.

The ITOC seeks to fulfill one (1) member vacancy, representative possessing a Certified Public Accountant credential with experience in financial audits. Staff recommends appointing Ms. Figoni to serve on the ITOC for a four-year term.

### **FISCAL IMPACT**

None



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

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**TO:** NVTA-TA Board of Directors  
**FROM:** Kate Miller, Executive Director  
**REPORT BY:** Laura Sanderlin, Office Manager / Board Secretary  
(707) 259-8633 / Email: [lsanderlin@nvta.ca.gov](mailto:lsanderlin@nvta.ca.gov)  
**SUBJECT:** Independent Taxpayer Oversight Committee (ITOC) Member Appointment

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### **RECOMMENDATION**

That the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Board approve the appointment of Rose Figoni to serve as the Certified Public Accountant representative on the Independent Taxpayer Oversight Committee (ITOC) for a four (4) year term.

### **COMMITTEE RECOMMENDATION**

None

### **BACKGROUND**

The Napa Countywide Road Maintenance Act, commonly known as Measure T, requires an open selection process for the ITOC which is made up of seven (7) committee members who are residents of Napa County 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*

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These participants constitute the voting members of the ITOC and serve four (4) year terms. In addition, the NVTa-TA Chair, the NVTa-TA Executive Director, the Chair of the NVTa Technical Advisory Committee (TAC), and the County Auditor-Controller serve as non-voting ex-officio members of the ITOC.

The ITOC is responsible for evaluating the fiscal and program performance of the Measure T sales tax transportation program through a biennial performance audit to ensure that all Measure T revenues are spent by the Tax Agency in accordance with all provisions of the voter-approved Expenditure Plan and Ordinance. In addition, the ITOC also oversees the independent financial, compliance, and performance audits of the Tax Agency.

Board approval of this appointment would fulfill the one (1) remaining vacancy on the ITOC.

### **ATTACHMENTS**

1) Rose Figoni ITOC Application (redacted)



Napa Valley Transportation Authority-Tax Agency (NVTA-TA)  
625 Burnell Street  
Napa, CA 94559  
Tel. (707) 259-863 / Fax (707) 259-8638  
[www.nvta.ca.gov](http://www.nvta.ca.gov)

**INDEPENDENT TAXPAYER OVERSIGHT COMMITTEE (ITOC)  
APPOINTMENT APPLICATION**

Complete applications should be submitted to the above address,  
Attention: Secretary of the Board

This application may be subject to disclosure under the Public Records Act

**Applicant Information**

Application for Appointment to: **Independent Taxpayer Oversight Committee**

Name: **Figoni** **Rose** Date: **3/17/25**

*Last*

*First*

*M.I.*

Address: [REDACTED]

*Street Address*

City **Napa**

State **CA**

Zip **94558**

Phone: [REDACTED]

E-mail Address: [REDACTED]

**Current Occupation (within the last twelve (12) months)**

**Retired (June, 2021) Chief Fiscal Officer, Napa County Health and Human Services Agency**

**Current License (Professional or Occupational): Date of Issue and/or expiration including status:**

**Certified Public Accountant, Issued January, 1998**

**Education/Experience**

(a resume may be attached containing this and any other information that would be helpful in evaluating your application)

**Bachelor of Science, Accounting, Sonoma State University, 1994  
CPA, 1998**

Community Participation  
(nature of activity and community location)

Napa County Health and Human Services representative for Napa County deferred compensation plan. Attended quarterly meetings with plan administrator and other County staff.

Other Board/Commission/Committee on which you serve/have served

References

Please list three individuals familiar with your background

Full Name: Kate Miller Relationship:   
Company: Napa Valley Transit Authority Phone: 510-421-0069  
Address: 3398 Browns Valley Rd Napa  
Full Name: Jaye Vanderhorst Relationship: Former Co-worker / Friend  
Company: Retired Mental Health Director Napa County Health & Human Services Phone: 707-322-6046  
Address: 4366 Charlis Napa  
Full Name: Tracy Schulze Relationship: Former Co-worker / Friend  
Company: Napa County Auditor Controller Phone: 707-320-7164  
Address: 3700 Rushton Napa

Name and Occupation of spouse within the last 12 months, if married (for Conflict of Interest purposes):  
Robert Fioni, retired

Please explain your reasons for wishing to serve, and in your opinion, how you feel you could contribute.  
Since retiring, I have been looking for a way to contribute to my community. This committee fits with my education and background. Being retired for three years, I feel I can be impartial with more of an eye towards what is in the best interest for the community. As Chief Fiscal Officer with thirty staff at Health and Human Services, I was responsible for oversight of over 100 different state, federal and local funding streams in a budget of over \$135 million.



PLEASE NOTE THAT APPOINTEES MAY BE REQUIRED BY STATE LAW AND NVTA CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS

Signature:

Rose Tizgani

Date:

3-17-25