

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Minutes Independent Taxpayer Oversight Committee (ITOC)

Wednesday, June 7, 2023

2:00 PM

JoAnn Busenbark Board Room

1. Call To Order

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

2. Roll Call

Present: 5 - Valerie Zizack-Morais
Jill Barwick
Robert Peterson
Pamela Kindig
Richard Tippitt
Non-Voting: 4 - Kate Miller
Tracy Schulze
Rosalba Ramirez
Liz Alessio
Absent: 1 - Chuck McMinn

3. Public Comment

None

4. Committee Member Comments

None

5. Staff Comments

Staff member Antonio Onorato reported that financial reports from consultants will be reported at the next regular meeting.

Staff member Danielle Schmitz reported on the distribution 2022 Biannual report.

6. PRESENTATIONS

6.1 Project Overview by Jurisdictions on Measure T Projects

Joe Leach, St. Helena reported a project overview.

Jessica Lowe, City of Napa reported a project overview.

6.2 4 Year Measure T in Review

Danielle Schmitz, Director of Capital Development and Planning reported on the last four years of revenue funds collected and completed projects.

7. CONSENT AGENDA

**Motion MOVED by ZIZACK-MORAIS, SECONDED by BARWICK to APPROVE Consent Item 7.1.
Motion passed unanimously.**

Aye: 5 - Member Zizack-Morais, Barwick, Peterson, Kindig and Tippitt

Absent: 1 - McMinn

7.1 Meeting Minutes of March 1, 2023 (Laura Sanderlin) (Pages 9-11)

Attachments: [Draft Minutes](#)

8. REGULAR AGENDA ITEMS

8.1 Executive Director Report (Kate Miller) (Pages 12-14)

Attachments: [Staff Report](#)

Information Only/No Action Taken

8.2 Annual Financial Statement with Independent Auditor's Report for Fiscal Years Ending June 30, 2022 and 2021 and Compliance and Performance Audit Report for the Cities of American Canyon and Calistoga (Antonio Onorato) (Pages 15-50)

Attachments: [Staff Report](#)

Information Only/No Action Taken

8.3 Measure T Compliance and Performance Audit Work Plan for City of Napa and Town of Yountville (Antonio Onorato) (Pages 51-55)

Attachments: [Staff Report](#)

Information Only/No Action Taken

ITOC discussed the audit work plan and agrees with the approach recommended by staff, with no changes.

8.4 Measure T Semi-Annual Progress Reports: July 1, 2022 - December 31, 2022 (Alberto Esqueda) (Pages 56-67)

Attachments: [Staff Report](#)

Information Only/No Action Taken

Item reported by Danielle Schmitz.

8.5 City of Calistoga and City of St. Helena Maintenance of Effort (MOE) Certification Fiscal Year 2021-22 (Alberto Esqueda) (Pages 68-83)

Attachments: [Staff Report](#)

Information Only/No Action Taken

8.6 Updates to the City of St. Helena's 5-year Project List (Alberto Esqueda) (Pages 84-88)

Attachments: [Staff Report](#)

Motion **MOVED** by TIPPITT, **SECONDED** by PETERSON to **APPROVE** Item 8.6 updating the City of St. Helena's 5-year project list. Motion passed unanimously.

Aye: 5 - Member Zizack-Morais, Barwick, Peterson, Kindig, and Tippitt

Absent: 1 - McMinn

9. FUTURE AGENDA ITEMS

- Measure T Reform polling results
- Sales Tax Update
- Measure T policies and procedures update
- Jurisdiction presentations
- NVTA project update

10. ADJOURNMENT

Chair Kindig adjourned the meeting at 3:25pm.

10.1 The next Regular Meeting is September 6, 2023.

Laura Sanderlin

Laura M. Sanderlin, NVTA-TA Board Secretary