

# Napa Valley Transportation Authority

625 Burnell Street  
Napa, CA 94559



## Agenda - Final

**Wednesday, September 6, 2023**  
**2:00 PM**

**JoAnn Busenbark Board Room**

### **Independent Taxpayer Oversight Committee (ITOC)**

All materials relating to an agenda item for an open session of a regular meeting of the Independent Taxpayer Oversight Committee (ITOC) are posted on the NVTA website at: <https://nctpa.legistar.com/Calendar.aspx>

Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Independent Taxpayer Oversight Committee (ITOC) meeting will be held both in person and remotely via Zoom. The Zoom option will be available for members of the public to participate, however all committee members are expected to be in person and following the traditional Brown Act rules.

#### **PUBLIC MEETING GUIDELINES FOR PARTICIPATING VIA PHONE/VIDEO CONFERENCING**

- 1) To join the meeting via Zoom video conference from your PC, Mac, iPad, iPhone or Android at the noticed meeting time, go to <https://zoom.us/join> and enter meeting ID 965 8603 8637
- 2) To join the Zoom meeting by phone - dial 1-669-900-6833, enter meeting ID: 965 8603 8637 If asked for the participant ID or code, press #.

#### **Public Comments**

Members of the public may comment on matters within the purview of the Committee 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. Members of the public are welcome to address the Committee, however, under the Brown Act Committee members may not deliberate or take action on items not on the agenda, and generally may only listen.

Instructions for submitting a Public Comment are on the next page.

Members of the public may submit a public comment in writing by emailing [info@nvta.ca.gov](mailto:info@nvta.ca.gov) by 12:00 p.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 12 p.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.

1. To comment via Zoom, click the "Raise Your Hand" button (click on the "Participants" tab) to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted. Instructions for how to "Raise Your Hand" are available at <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

2. To comment by phone, press "\*9" to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself by pressing "\*6" when it is your turn to make your comment, for up to 3 minutes. After the allotted time, you will be re-muted.

Instructions on how to join a Zoom video conference meeting are available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Instructions on how to join a Zoom video conference meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

Note: 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.

All materials relating to an agenda item for an open session of a regular meeting of the NVTA CAC are posted on the NVTA website 72 hours prior to the meeting at: <https://nctpa.legistar.com/Calendar.aspx> or by emailing [info@nvta.ca.gov](mailto:info@nvta.ca.gov) to request a copy of the agenda.

Materials distributed to the members of the Committee present at the meeting will be available for public inspection after the meeting. 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.

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 Board Secretary, at (707) 259-8633 during regular business hours, at least 48 hours prior to the time of the meeting.

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

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 CAC. Para sa mga tulong sa akomodasyon o pagsasalín-wika, mangyari lang tumawag sa (707) 259-8633. Kakailanganin namin ng paunang abiso na tatlong araw na may pasok sa trabaho para matugunan ang iny

1. Call To Order
2. Roll Call
3. Public Comment
4. Committee Member Comments
5. Staff Comments

**6. PRESENTATIONS**

**6.1 Project Overview by Jurisdictions on Measure T Projects**

**Recommendation:** Staff from County of Napa will provide an overview of their Measure T Projects.

**Estimated Time:** 2:05 p.m.

**6.2 NVTA Project Update**

**Recommendation:** Information Only

**Estimated Time:** 2:15 p.m.

**7. CONSENT AGENDA**

**7.1 Meeting Minutes of June 7, 2023 (Laura Sanderlin) (Pages 8-10)**

**Recommendation:** ITOC action will approve the meeting minutes of June 7, 2023.

**Estimated Time:** 2:35 p.m.

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

**8. REGULAR AGENDA ITEMS**

**8.1 Executive Director Report (Danielle Schmitz) (Pages 11-13)**

**Recommendation:** Information Only

**Estimated Time:** 2:45 p.m.

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

**8.2 Public Survey Results from EMC Research, Inc. and Potential November 2024 Transportation Ballot Measure (Danielle Schmitz) (pages 14-24)**

**Recommendation:** Information Only

**Estimated Time:** 3:00 p.m.

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

**8.3 Measure T Policies and Procedures (Danielle Schmitz) (Pages 25-41)**

**Recommendation:** That the Independent Tax Oversight Committee review and recommend the Napa Valley Transportation Authority - Tax Agency approve the revised Measure T Process and Procedures and Exhibit C Accounting, Reporting and Auditing Guidelines to the Master Agreement, at their September meeting.

**Estimated Time:** 3:40 p.m.

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

**8.4 Quarterly Financial Update and Sales Tax Update (Antonio Onorato) (Pages 42-53)**

**Recommendation:** That the ITOC receive the Measure T analysis and financial update.

**Estimated Time:** 3:50 p.m.

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

**9. FUTURE AGENDA ITEMS**

## **10. ADJOURNMENT**

### **10.1 The next Regular Meeting is December 6, 2023.**

I, Laura M. Sanderlin, 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., on Friday, September 1st.

*Laura Sanderlin*

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Laura M. Sanderlin, NVTA-TA Board Secretary