

# Napa Valley Transportation Authority

625 Burnell Street  
Napa, CA 94559

## Meeting Minutes Independent Taxpayer Oversight Committee (ITOC)

Wednesday, June 5, 2024

2:00 PM

JoAnn Busenbark Board Room

### 1. Call To Order

Chair Zizack-Morais called the meeting to order at 1:59pm.

### 2. Roll Call

**Present:** 5 - Chuck McMinn  
Valerie Zizack-Morais  
Jill Barwick  
Robert Peterson  
Pamela Kindig

**Non-Voting:** 2 - Kate Miller  
Tracy Schulze

**Absent:** 3 - Rosalba Ramirez  
Liz Alessio  
Richard Tippitt

### 3. Public Comment

None

### 4. Committee Member Comments

None

### 5. Staff Comments

None

### 6. PRESENTATIONS

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

Information only/No action taken

Jessica Lowe, Deputy Public Works Director for City of Napa, presented updated.

{Member Barwick entered meeting at 2:10pm}

## **7. CONSENT AGENDA**

Motion **MOVED** by **MCMINN**, **SECONDED** by **KINDIG** to **APPROVE** Consent Agenda Item 7.1.  
Motion passed unanimously.

**Aye:** 5 - McMinn, Zizack-Morais, Barwick, Peterson, and Kindig

**Absent:** 1 - Tippitt

### **7.1 Meeting Minutes of March 6, 2024 (Laura Sanderlin) (Pages 9-11)**

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

## **8. REGULAR AGENDA ITEMS**

### **8.1 Executive Director Report (Kate Miller) (Pages 12-13)**

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

Information only/No action taken

### **8.2 Measure T Semi-Annual Progress Reports: July 1, 2023 - December 31, 2023 (Addrell Coleman) (pages 14-24)**

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

Information only/No action taken

### **8.3 Fiscal Year (FY) 2023-24 Quarter 2 Measure T October-December Analysis and Financial Update (Antonio Onorato) (pages 25-37)**

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

Information only/No action taken

Julie Lucido, City of Napa Public Works, inquired about forecast and next year projections.

### **8.4 Compliance and Performance Audit Report for City of Napa and Town of Yountville (Antonio Onorato) (pages 38-46)**

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

Information only/No action taken

### **8.5 Measure T Compliance and Performance Audit Work Plan for County of Napa and City of St. Helena (Antonio Onorato) (pages 47-51)**

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

Motion **MOVED** by **KINDIG**, **SECONDED** by **PETERSON** to **APPROVE** Item 8.5 recommending approach to staff for the audit work plan. Motion passed unanimously.

**Aye:** 5 - McMinn, Zizack-Morais, Barwick, Peterson, and Kindig

**Absent:** 1 - Tippitt

## **9. FUTURE AGENDA ITEMS**

-Tour of the Bus Maintenance Facility

## **10. ADJOURNMENT**

Chair Zizack-Morais adjourned the meeting at 2:41pm.

**10.1 The next Regular Meeting is Wednesday, September 4.**

*Laura Sanderlin*

---

Laura M. Sanderlin, NVTA-TA Board Secretary