

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Minutes Independent Taxpayer Oversight Committee (ITOC)

Wednesday, December 4, 2024

2:00 PM

JoAnn Busenbark Board Room

1. Call To Order

Chair Zizack-Morais called the meeting to order at 2:01pm.

2. Roll Call

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

Non-Voting: 2 - Kate Miller
Erica Ahmann Smithies

Absent: 1 - Richard Tippitt

3. Public Comment

None

4. Committee Member Comments

None

5. Staff Comments

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.

6. PRESENTATIONS

6.1 Project Overview from the City of American Canyon on Measure T Projects

Erica Ahmann Smithies, Public Works Director presented the City of American Canyon projected revenue, utilization for 2024 and five-year expenditure plan.

7. CONSENT AGENDA

Motion **MOVED** by MCMINN, **SECONDED** by KINDIG to **APPROVE** Consent Agenda items 7.1 and 7.2. Motion carried.

Aye: 4 - McMinn, Member Zizack-Morais, Peterson, and Kindig

Absent: 1 - Tippitt

Abstain: 1 - Barwick

7.1 Meeting Minutes of September 4, 2024 (Laura Sanderlin) (Pages 9-10)

Attachments: [Draft Minutes](#)

7.2 Meeting Schedule of the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Independent Taxpayer Oversight Committee for Calendar Year (CY) 2025 (Laura Sanderlin) (Pages 11-12)

Attachments: [Staff Report](#)

8. REGULAR AGENDA ITEMS

8.1 Executive Director Report (Kate Miller) (Pages 13-17)

Attachments: [Staff Report](#)

Information only/No action taken

8.2 Election of Chair and Vice Chair for Calendar Year (CY) 2025 (Laura Sanderlin) (Page 18)

Attachments: [Staff Report](#)

Chair Zizack-Morais offered to stay on as Chair for CY 2025 and nominated Vice Chair McMinn to continue as Vice Chair.

Motion MOVED by BARWICK, SECONDED by KINDIG to APPROVE Item 8.2 Election of Chair and Vice Chair, Members Zizack-Morais and McMinn, respectively. Motion carried unanimously.

8.3 Measure T Semi-Annual Progress Reports: January 1, 2024 - June 30, 2024 (Addrell Coleman) (Pages 19-29)

Attachments: [Staff Report](#)

Information only/No action taken

Committee requested staff to send out the revenue status in relation to the life of the measure.

8.4 Updates to the City of Napa 5-year Project List (Addrell Coleman) (Pages 30-36)

Attachments: [Staff Report](#)

Motion MOVED by MCMINN, SECONDED by KINDIG to APPROVE Agenda Item 8.4 Updates to the City of Napa 5-year project list. Motion passed unanimously.

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

Absent: 1 - Tippitt

8.5 Measure T Biennial Report (Addrell Coleman) (Pages 37-42)

Attachments: [Staff Report](#)

Information only/No action taken

Member Barwick suggested publishing the report in Press Democrat newspaper.

8.6 Fiscal Year (FY) 2023-24 Quarter 4 Measure T April-June Analysis and Financial Update (Antonio Onorato) (Pages 43-55)

Attachments: [Staff Report](#)

Information only/No action taken

9. FUTURE AGENDA ITEMS

- project updates from Town of Yountville, City of St. Helena and City of Calistoga
- 6.67% equivalent fund certification
- MOU certification Measure T
- MOU certification Measure U
- 7% certification Measure U

10. ADJOURNMENT

Chair Zizack-Morais adjourned the meeting at 3:03pm.

10.1 The next Regular Meeting is Wednesday, March 5.

Laura Sanderlin

Laura M. Sanderlin, NVT-A Board Secretary