

# Napa Valley Transportation Authority

625 Burnell Street  
Napa, CA 94559

## Meeting Minutes Independent Taxpayer Oversight Committee (ITOC)

Wednesday, December 6, 2023

2:00 PM

JoAnn Busenbark Board Room

### 1. Call To Order

Chair Kindig called the meeting to order at 2:04pm.

### 2. Roll Call

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

**Non-Voting:** 4 - Kate Miller  
Tracy Schulze  
Rosalba Ramirez  
Liz Alessio

**Absent:** 1 - Richard Tippitt

### 3. Public Comment

Steve Lederer, County of Napa, reported improved PCI score.

### 4. Committee Member Comments

None

### 5. Staff Comments

Director Miller reported the passing of former ITOC member, Leon Brauning.

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 by Jurisdictions on Measure T Projects

Reported by Public Works Director, Erica Ahmann Smithies.

## 7. CONSENT AGENDA

Motion MOVED by MCMINN, SECONDED by PETERSON to APPROVE Consent Agenda Items 7.1-7.2 Motion passed unanimously.

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

**Absent:** 1 - Tippitt

**7.1 Meeting Minutes of September 6, 2023 (Laura Sanderlin) (Pages 7-8)**

**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) 2024 (Laura Sanderlin) (Pages 9-10)**

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

**8. REGULAR AGENDA ITEMS**

**8.1 Executive Director Report (Kate Miller) (Pages 11-14)**

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

Information only/No action taken

{Member Alessio joined the meeting at this time}

**8.2 Election of Chair and Vice-Chair for Calendar Year (CY) 2024 (Laura Sanderlin) (Page 15)**

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

**Motion MOVED by MCMINN, SECONDED by PETERSON to elect Valerie Zizack Morais and Chuck McMinn as CY 2024 Chair and Vice Chair, respectively.**

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

**Absent:** 1 - Tippitt

**8.3 Sales Tax Replacement Measure (Danielle Schmitz) (pages 16-22)**

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

Information only/No action taken

**8.4 Measure T Semi-Annual Reports: January 1, 2023 - June 30, 2023 (Addrell Coleman) (pages 23-33)**

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

Information only/No action taken

**8.5 Fiscal Year (FY) 2022-23 Quarter 4 Measure T April-June Analysis and Financial Update (Antonio Onorato) (pages 34-47)**

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

Information only/No action taken

## **9. FUTURE AGENDA ITEMS**

- NVTA project update
- 5 year project list
- Financial Audit
- Small jurisdictions project overview
- MOE certifications
- Sales Tax measure update

## **10. ADJOURNMENT**

Chair Kindig adjourned the meeting at 3:15pm.

### **10.1 The next Regular Meeting is March 6, 2024.**

*Laura Sanderlin*

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Laura Sanderlin, NVTA-TA Board Secretary