

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Minutes Independent Taxpayer Oversight Committee (ITOC)

Wednesday, March 5, 2025

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: 6 - Chuck McMinn
Valerie Zizack-Morais
Jill Barwick
Robert Peterson
Pamela Kindig
Richard Tippitt

Non-Voting: 3 - Kate Miller
Derek Rayner
Mark Joseph

3. Public Comment

None

4. Committee Member Comments

None

5. Staff Comments

None

6. PRESENTATIONS

6.1 Project Overview from the Town of Yountville, City of St. Helena and City of Calistoga on Measure T Projects

Overview of Measure T projects presented by:

Rosalba Ramirez, Town of Yountville

Mario Traverso, City of St. Helena

David Fradelizio, City of Calistoga

Public comment by Steve Lederer inquiring if the comprehensive review of City of St. Helena budget has impacted public works program.

{Member Barwick entered the meeting at this time}

6.2 NVTA Project Update (Grant Bailey)

Information only/No action taken

Member Tippitt inquired about the overall cost of Highway 29 improvement projects from previous years.

7. CONSENT AGENDA

Motion MOVED by MCMINN, SECONDED by TIPPITT to APPROVE Item 7 Consent Agenda Item 7.1. Motion passed unanimously.

Aye: 6 - McMinn, Zizack-Morais, Barwick, Peterson, Kindig, and Tippitt

7.1 Meeting Minutes of December 4, 2024 (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 Equivalent Fund Certification Fiscal Year 2023-24 (Addrell Coleman) (Pages 15-39)

Attachments: [Staff Report](#)

Information only/No action taken

8.3 Maintenance of Effort (MOE) Certification Fiscal Year 2023-24 (Addrell Coleman) (Pages 40-84)

Attachments: [Staff Report](#)

Information only/No action taken

8.4 Establish Measure U Maintenance of Effort Requirements (Addrell Coleman) (Pages 85-86)

Attachments: [Staff Report](#)

Information only/No action taken

8.5 Establish 7% Equivalent Fund Requirements (Addrell Coleman) (Pages 87-88)

Attachments: [Staff Report](#)

Information only/No action taken

8.6 Updates to the County of Napa Five Year Project List (Addrell Coleman) (Pages 89-97)

Attachments: [Staff Report](#)

Information only/No action taken

- 8.7** Fiscal Year (FY) 2023-24 Quarter 4 Measure T July-September (Q1 FY2025) Analysis and Financial Update (Antonio Onorato) (Pages 98-113)

Attachments: [Staff Report](#)

Information only/No action taken

Committee discussed addition of Napa Costco and consumer shopping habits impact on sales tax generation.

- 8.8** Annual Financial Statement with Independent Auditor's Report for the Years Ending June 30, 2024 and 2023 and Compliance and Performance Audit Report for the County of Napa and the City of St. Helena (Antonio Onorato) (Pages 114-150)

Attachments: [Staff Report](#)

Information only/No action taken

- 8.9** Formation of the Measure U Independent Taxpayer Oversight Committee (ITOC) (Danielle Schmitz) (Pages 151-155)

Attachments: [Staff Report](#)

Information only/No action taken

Executive Director Miller reported this item in the absence of Deputy Executive Director Schmitz.

Member Kindig noted a typo in Attachment 2, incorrectly labeling her name as Chair.

9. FUTURE AGENDA ITEMS

- Measure T presentation by City of Napa
- Semi-Annual Reports
- Measure U Bonding

10. ADJOURNMENT

Chair Zizack-Morais adjourned the meeting at 3:33pm.

- 10.1 The next Regular Meeting is Wednesday, June 4th.**

Laura Sanderlin, NVT-A Board Secretary