



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
REPORT BY: Laura Sanderlin, Board Secretary
(707) 259-8633 / Email: lsanderlin@nvta.ca.gov
SUBJECT: Resolution No. 25-16 Authorizing the Destruction of Certain Agency Records

RECOMMENDATION

That the Napa Valley Transportation Authority (NVTA) Board approve Resolution No. 25-16 (Attachment 1) authorizing the disposal of certain agency records.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

Staff has identified records that no longer have sufficient historical, legal, fiscal or reference value to retain in original form, and is requesting the Board of Directors authorization to dispose such records. The proposed disposal follows the NVTA's Records Retention Schedule and Policy and is consistent with Section 34090 of the Government Code of the State of California. These records are identified in the Documents for Destruction Inventory List.

FISCAL IMPACT

Is there a fiscal impact? Yes, the cost to securely shred the designated documents is under \$1,000.

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND

On November 17, 2010, the Board of Directors approved Resolution No. 10-31, adopting an agency policy referencing the State's "Local Government Records Management Guidelines" as NVTa's Official Records Retention Schedule. The Records Retention Schedule provides the agency control over managing and destroying paper records.

The proposed destruction follows the Records Retention Schedule and is consistent with NVTa policy and Section 34090 of the Government Code of the State of California. Section 34090 provides for the destruction of any agency record, document, instrument, book, paper, etc., without making a copy thereof, after the same is no longer required, if done with the approval of the Board of Directors and the written consent of the Board Secretary and Legal Counsel.

ALTERNATIVES

Without approval, the records will not be destroyed.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

None

ATTACHMENT(S)

- 1) Resolution 25-16

RESOLUTION No. 25-16

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY (NVTa)
AUTHORIZING THE DESTRUCTION OF CERTAIN AGENCY RECORDS
AS PROVIDED BY SECTION 34090 OF THE
GOVERNMENT CODE OF THE STATE OF CALIFORNIA**

WHEREAS, the retention of records is not required after a certain period of time for the effective and efficient operation of NVTa's governmental responsibilities; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any agency record which has served its purpose and is no longer required may be destroyed, providing the destruction of said records will not interfere with the services and functions of the NVTa.

NOW THEREFORE BE IT RESOLVED by the Napa Valley Transportation Authority Board of Directors as follows:

1. The records of the Napa Valley Transportation Authority as set forth in Exhibit "A", which is incorporated herein by this reference, are hereby authorized to be destroyed as provided by Section 34090 of the Government Code of the State of California, and in accordance with the provisions of the Records Destruction Certificate and with the consent in writing of Legal Counsel, without further action by the Napa Valley Transportation Authority Board of Directors.

2. The provisions of Section 1 above do not authorize the destruction of:

- A. Records affecting the title to real property or liens thereon.
- B. Court records.
- C. Records required to be kept by statute.
- D. Records less than two (2) years old.
- E. The minutes, ordinances, or resolutions of the Board of Directors.

3. Notwithstanding the provisions of Section 2, the duplicates of records not less than two (2) years old that are no longer required are hereby authorized to be destroyed as set forth in the attached report.

4. The destruction of any record as provided for herein shall be by shredding or other effective method of destruction and said destruction shall be witnessed by the Board Secretary or authorized representative.

5. The term “records” as used herein shall include document instruments, books, microfilm or papers.

6. This Resolution shall be in full force and effect immediately upon the passage and adoption thereof.

Passed and adopted this 19th day of November, 2025.

Mark Joseph, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Laura Sanderlin, NVTA Board Secretary

APPROVED:

Osman Mufti, NVTA General Counsel

Exhibit “A”

Documents for Destruction Inventory

Name:	Napa Valley Transportation Authority (NVTA)	Date:	09/23/2025
Performed By	NVTA Staff	Agency:	NVTA

Department	Document Title	Year	Financial Audit Period (if applicable)
Transit	TransDev Invoices	July 2016 – August 2018	
Engineering	Multiple – Generally Certified Payroll Reports from the Vine Trail – Oak Knoll Segment	2016	

Name: Denis & Renel	Napa Valley Transportation Authority (NVTa)	Date:	10/24/2025
Performed By	NVTa Staff	Agency:	NVTa

Department	Document Title	Year	Financial Audit Period (if applicable)
Finance	AP Files FY 17-18 Invoices	2017-2018	
Finance	FIN RFQ Proposals	2017	
Finance	Taxis Scrip Applications	2016-2017	
Finance	Taxis Scrip Applications	2016-2017	
Finance	Cooperate Joint Agreement	2008	
Finance	Vine Trail project	2015	
Finance	MTC FY 17-18 dues	FY 2017-2018	
Finance	RM2 Capital Program 2016	FY 2016	
Finance	CML- 6429 School Route Ren	FY 2016	
Finance	Cal OES Prop 1B FY 2015-2016	FY 2015-2016	
Finance	MTC 5303 SRTP	FY 2011-2017	
Finance	Deposit, 5ES, Sales	FY 2017-2018	
Finance	AP File Voucher Entry	2016-2017	

Name: Joanne	Napa Valley Transportation Authority (NVTA)	Date:	10/24/2025
Performed By Finance	NVTA Staff	Agency: NVTA	NVTA

Department	Document Title	Year	Financial Audit Period (if applicable)
Finance	AP Files A - L	FY 2017-2018	
Finance	AP Voucher Retrial Report	FY 2017-2018	
Finance	Town of Yountville Agreement P&R Agreement	FY 2012-2013	
Finance	GRBCO Building Signage	FY 2013-2014	
Finance	Mark Thomas Signs	FY 2012-2013	
Finance	Bell Bodmets Contracts	FY 2013-2014	
Finance	Town of Yountville Parking	FY 2011--2012	
Finance	Richard Spence and Associates	FY 2011-2012	
Finance	City of Napa Park and Ride	FY 2008-2009	
Finance	Napa City/ Dokken Eng.	FY 2009-2010	
Finance	Dokken Eng. Park and Ride	FY 2009-2010	
Finance	Playscapes Construction	FY 2011-2012	
Finance	Napa County Support Services	FY 2007-2008	
Finance	City of Napa Transit Yard	FY 2012-2013	
Finance	Gov. Delivery	FY 2009-2010	

Department	Document Title	Purpose/ Amount	Year	Financial Audit Period (if applicable)
Finance	Caltrans FTA 5311		FY 2009-2010	
Finance	FTA CA -90-Y772-00 Capital		FY 2009-2010	
Finance	Caltrans Hwy 29 04A3869		FY 2010-2011	
Finance	Caltrans 640416 5311		FY 2011-2012	
Finance	Caltrans 642103 5311		FY 2011-2012	
Finance	Caltrans 643149 5311		FY 2012-2013	
Finance	Caltrans 640608 5316		FY 2011-2012	
Finance	Caltrans MSA Reduce Air Project		FY 2007-2008	
Finance	Trancas Park and Ride Tulan Bus		FY 2007-2008	
Finance	Vine Route 11 5311		FY 2007-2008	
Finance	CalTrans Vine Route 10 5311		FY 2007-2008	
Finance	Caltrans Route 10 Operating		FY 2007-2008	
Finance	Caltrans 645003 5311		FY 2007-2008	
Finance	Caltrans 642715 5310		FY 2006-2007	
Finance	Caltrans F2A5311 F		FY 2007-2008	
Finance	Caltrans STP Contract		FY 2006-2009	
Finance	Caltrans Trancas Park and Ride 4-443		FY 2008-2011	
Finance	AP Files W-2		FY 2015-2016	

Name:	Napa Valley Transportation Authority (NVTa)	Date:	10/24/25
Performed By	NVTa Staff	Agency:	NVTa

Department	Document Title	Year	Financial Audit Period (if applicable)
Finance	AP Files Transdev – U2 Bank	2016/2017	
Finance	RFP 09-01 Napa Downtown Trolley	2009	
Finance	Legal: Nossaman LLP MV Transportation V. Veolia Transport	2010	
Finance	TDA – LTF & STA Disbursements	2015-2016	
Finance	FTA DBE Documents	2017-2019	
Finance	FTA Trans Documents	2017-2019	
Finance	RFP Professional Legal Services	2016	
Finance	Universal Building Service Contract	2017	
Finance	A Bright Idea Contract 17-11	2016	
Finance	US Bank Credit Card Statements	2016-2017	
Finance	AP Files	2016-2017	