

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Wednesday, May 16, 2018
1:30 PM

NVTa Conference Room

NVTa Board of Directors - Tax Agency

All materials relating to an agenda item for an open session of a regular meeting of the NVTa-TA Board of Directors are posted on our website at <https://nctpa.legistar.com/Calendar.aspx> at least 72 hours prior to the meeting and will be available for public inspection, on and after at the time of such distribution, in the office of the Secretary of the NVTa-TA Board of Directors, 625 Burnell Street, Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 4:30 p.m., except for NVTa holidays. Materials distributed to the present members of the Board at the meeting will be available for public inspection at the public meeting if prepared by the members of the NVTa-TA Board or staff and after the public meeting if prepared by some other person. Availability of materials related to agenda items for public inspection does not include materials which are exempt from public disclosure under Government Code sections 6253.5, 6254, 6254.3, 6254.7, 6254.15, 6254.16, or 6254.22.

Members of the public may speak to the Board on any item at the time the Board is considering the item. Please complete a Speaker's Slip, which is located on the table near the entryway, and then present the slip to the Board Secretary. Also, members of the public are invited to address the Board on any issue not on today's agenda under Public Comment. Speakers are limited to three minutes.

This Agenda shall be made available upon request in alternate formats to persons with a disability. Persons requesting a disability-related modification or accommodation should contact Karrie Sanderlin, NVTa-TA Board Secretary, at (707) 259-8631 during regular business hours, at least 48 hours prior to the time of the meeting.

This Agenda may also be viewed online by visiting the NVTa website at <https://nctpa.legistar.com/Calendar.aspx>

Note: Where times are indicated for agenda items they are approximate and intended as estimates only, and may be shorter or longer, as needed.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of the Agenda
5. Public Comment
6. Chairperson's and Board Members' Update
7. Executive Director's Update

8. CONSENT AGENDA ITEMS

8.1 Meeting Minutes of April 18, 2018 (Karrie Sanderlin) (Pages 4-6)

Recommendation: Board action will approve the NVTA-TA meeting minutes of April 18, 2018.

Estimated Time: 1:30 p.m.

Attachments: [Draft Minutes](#)

9. PUBLIC HEARING (TIME CERTAIN 1:30 P.M.)

9.1 Public Hearing and Resolution 18-04-TA Adopting the Biennial Budget for Fiscal Years (FY) 2018-19 and 2019-20 (Justin Paniagua) (Pages 7-11)

Recommendation: Board action hold a Public Hearing and adopt Resolution 18-04-TA approving the FY 2018-19 annual operating budget of \$19,637,434 and the FY 2019-20 annual operating of \$20,128,370.

Time Certain: 1:30 p.m.

Attachments: [Staff Report](#)

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

11.1 Approval of Next Meeting Date of June 20, 2018 and Adjournment

Estimated Time: 1:45 p.m.

I hereby certify that the agenda for the above stated meeting was posted at a location freely accessible to members of the public at the NVTA Offices, 625 Burnell Street, Napa, CA by 5:00 p.m. on Friday, May 11, 2018.

Karalyn E. Sanderlin (e-sign) May 9, 2018

Karalyn E. Sanderlin, NVTA-TA Board Secretary

May 16, 2018
NVTA-TA Agenda Item 8.1
Action Requested: APPROVE

**Napa Valley Transportation
Authority
Meeting Minutes - Draft
NVTA Board of Directors - Tax Agency**

625 Burnell Street
Napa, CA 94559

Wednesday, April 18, 2018

1:30 PM

NVTA Conference Room

1. Call to Order

Chair White called the meeting to order at 1:30 p.m.

2. Pledge of Allegiance

Member Joseph led the Pledge of Allegiance.

3. Roll Call

Alfredo Pedroza
Belia Ramos
Chris Canning
James Barnes
Jill Techel
Margie Mohler
Paul Dohring
Peter White
Kerri Dorman
Doris Gentry
Mark Joseph
Kenneth Leary

4. Adoption of the Agenda

Motion **MOVED** by JOSEPH, **SECONDED** by TECHEL to **APPROVE** adoption of the agenda. Motion carried by the following vote:

Aye: 12 - Pedroza, Ramos, Canning, Barnes, Techel, Mohler, Dohring, White, Dorman, Gentry, Joseph, and Leary

5. Public Comment

None

6. Chairperson's and Board Members' Update

None

7. Executive Director's Update

None

9. CONSENT AGENDA ITEMS (9.1 - 9.2)

Motion MOVED by PEDROZA, SECONDED by JOSEPH to APPROVE Consent Items 9.1-9.2. Motion carried by the following vote:

Aye: 12 - Pedroza, Ramos, Canning, Barnes, Techel, Mohler, Dohring, White, Dorman, Gentry, Joseph, and Leary

9.1 Meeting Minutes of January 17, 2018 (Karrie Sanderlin) (Pages 4-6)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of January 17, 2018.

9.2 Resolution No. 18-03-TA Setting the Regular Meeting Time, Place, and Schedule of the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Governing Board and the Independent Taxpayer Oversight Committee (ITOC) for Calendar Year (CY) 2018 (Karrie Sanderlin) (Pages 7-12)

Attachments: [Staff Report](#)

Board action approved Resolution No. 18-03-TA setting the regular meeting time, place, and schedule for the NVTA-TA and ITOC for calendar year 2018.

10. REGULAR AGENDA ITEMS

10.1 Jurisdictions' Maintenance of Effort (MOE) Overview (Danielle Schmitz) (Pages 13-42)

Attachments: [Staff Report](#)

Information only / no action taken.

The NVTA-TA Board reviewed each jurisdictions' Maintenance of Effort.

10.2 Jurisdictions' Five-Year Project Lists (Danielle Schmitz) (Pages 43-90)

Attachments: [Staff Report](#)

The Measure T Ordinance states that each jurisdiction will biennially develop and submit to the Authority a five-year project list to be funded by Measure T revenues and must be approved by each jurisdiction and NVTA-TA.

Motion MOVED by DOHRING, SECONDED by PEDROZA to APPROVE the Measure T Five-Year Project list for each jurisdiction. Motion moved by the following vote:

Aye: 12 - Pedroza, Ramos, Canning, Barnes, Techel, Mohler, Dohring, White, Dorman, Gentry, Joseph, and Leary

10.3 Measure T 6.67% Equivalent Funds Project List Review (Danielle Schmitz) (Pages 91-93)

Attachments: [Staff Report](#)

Information only / no action taken.

In order for jurisdictions to receive Measure T revenues, jurisdictions collectively must demonstrate that at least 6.67% of the amount of Measure T revenues received each year is being committed to Class I facilities identified in the adopted Countywide Bicycle Plan/Active Transportation Plan, using other eligible funds not derived from the Measure T Ordinance.

Measure T Equivalent is the term being used to distinguish this funding requirement. The NVTA-TA Board received a review the Measure T Equivalent Project List.

11. FUTURE AGENDA ITEMS

None

12. ADJOURNMENT

12.1 Approval of Next Meeting Date of May 16, 2018 and Adjournment

The next regular meeting will be held on Wednesday, May 16, 2018 at 1:30 p.m.

Chair White adjourned the meeting at 2:00 p.m.

Karalyn E. Sanderlin, NVTA-TA Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY - TAX AGENCY Board Agenda Letter

TO: Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Justin Paniagua, Senior Finance/Policy Analyst
(707) 259-8780 / Email: jpaniagua@nvta.ca.gov
SUBJECT: Public Hearing and Resolution 18-04-TA Adopting the Biennial Budget for Fiscal Years (FY) 2018-19 and 2019-20

RECOMMENDATION

That the Napa Valley Transportation Authority-TA Agency (NVTA-TA) Board hold a Public Hearing and adopt Resolution 18-04-TA (Attachment 1) approving the FY 2018-19 annual operating budget of \$19,637,434 and the FY 2019-20 annual operating of \$20,128,370.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

NVTA-TA is presenting the two-year biennial budget financial program for the fiscal years ending June 30, 2019 and 2020 for review, comment and adoption.

PROCEDURAL REQUIREMENTS

1. Open Public Hearing
2. Staff Report
3. Public Comments
4. Close Public Hearing
5. Motion, Second, Discussion and Vote

FISCAL IMPACT

Is there a fiscal impact? The FY 2018-19 annual operating budget is \$19,637,434 and the FY 2019-20 annual operating is \$20,128,370

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 AND DISCUSSION

The annual operating budget for the Napa Valley Transportation Authority - Tax Agency is \$19.6 million in FY 2018-19 and \$20.1 million in FY 2019-20. The biennial budget outlines NVTa-TA's plan for how resources will be used to achieve Measure T's goals and objectives over the next two years. This is the first budget of the new ordinance which becomes effective July 1, 2018.

Adjustments will be brought back to the Board in the second fiscal year for any true-ups, new projects, programs, or amendments to carry over unused budgets from the previous year. Staff will coordinate with jurisdictions on the performance and reporting aspects. Attachment 2 illustrates the biennial budget with Table 1 summarizing the revenues and proceeds to jurisdictions, NVTa and the Measure T Independent Taxpayer Oversight Committee (ITOC) during the next two fiscal years.

Table 1: Biennial Budget FY 2018-19 and FY 2019-20

| Fiscal Year | FY 2018-19 | FY 2019-20 |
|--|---------------------|---------------------|
| Measure T Revenues | \$19,637,434 | \$20,128,370 |
| (Less) CDTFA Fee* | (\$294,562) | (\$301,926) |
| Total Available | \$19,342,873 | \$19,826,445 |
| ITOC Budget | \$70,000 | \$70,150 |
| NVTa 1% Admin Fee | \$192,729 | \$197,547 |
| Available to Jurisdictions for Distribution | \$19,080,144 | \$19,557,147 |

*California Department of Tax and Fee Administration

| Fiscal Year | Percent of Proceeds | FY 2018-19 | FY 2019-20 |
|--------------------|----------------------------|-------------------|-------------------|
| American Canyon | 7.7% | \$1,484,011 | \$1,521,111 |
| Calistoga | 2.7% | \$520,368 | \$533,377 |
| City of Napa | 40.35% | \$7,776,604 | \$7,971,019 |
| Napa County | 39.65% | \$7,641,694 | \$7,832,736 |
| St. Helena | 5.9% | \$1,137,099 | \$1,165,527 |
| Yountville | 2.7% | \$520,368 | \$533,377 |

California Department of Tax and Fee Administration (CDTFA) Fee The CDTFA charges an initial one and a half percent (1.5%) service charge for set-up and management of the tax. The service charge will decrease over the next few years to approximately one percent (1%) and then remain at that level until the measure sunsets.

Independent Taxpayer Oversight Committee (ITOC) Budget The ITOC is responsible for committee activities including paying for the annual financial and performance audits, jurisdictional program audits, and compensating committee members with stipends for attending quarterly meetings. Up to \$70,000 per year, adjusted for inflation can be used for such activities and other items deemed necessary by the committee. Any residual revenues will be rolled over for distribution to the jurisdictions in future years if there are funds remaining after all expenses have been paid.

1% NVT Administration Fee Per the ordinance, up to one percent (1%) of revenues may be charged for various administrative functions and expenses including professional management and contracted services. The anticipated cost to administer Measure T is likely to be considerably more than the 1% allocation, however, should there be any residual revenues they will be rolled over for distribution to the jurisdictions in future years after all expenses have been paid.

Economic Forecasting and Strategies

NVTA staff continuously monitor long term financial forecasts from several sources to maintain sufficient funding levels for service delivery, agency operations, maintenance, capital needs, and to ensure that the agency has the adequate cash flow to attain its short and long term objectives and goals. The proposed budget employs sound strategies and fiscal discipline in order to sustain operational objectives.

Revenue Projections

Financial indicators show that the local economy will continue on its firm growth trajectory through FY 2018-19. After several quarters of healthy economic expansion, we anticipate expansion to grow at a more modest rate in FY 2019-20. California's growth will level off, but economic factors show that progress is not stalling because:

- US economy driving logistics and transportation
- Tourists driving leisure and hospitality
- High rents driving residential construction and the demand for house significantly outweighs supply
- Consumers are driving retail
- Government is expanding modestly on higher than expected tax revenues

This robust growth pattern is reflected in the increase in quarterly Transportation Development Act (TDA) collections of nearly 10% over county original estimates for FY 2018-19. TDA is a one-quarter percent (1/4%) sales tax which is used as the primary benchmark for forecasting Measure T revenues.

SUPPORTING DOCUMENTS

Attachment: (1) Resolution 18-04-TA
(2) NVTA-TA Biennial Budget

RESOLUTION No. 18-04-TA

**A RESOLUTION OF THE
NAPA VALLEY TRANSPORTATION AUTHORITY – TAX AGENCY (NVTA-TA)
ADOPTING THE FISCAL YEAR (FY) 2018-19 &
FISCAL YEAR (FY) 2019-20 BUDGETS**

WHEREAS, the Napa Valley Transportation Authority – Tax Authority (NVTA-TA) is designated the countywide administrator of Napa Countywide Road Maintenance Act funds, commonly known as Measure T; and

WHEREAS, on an biennial basis the NVTA-TA Board reviews and approves a budget for all Napa Countywide Road Maintenance Act funds; and

WHEREAS, NVTA held a public hearing on May 16, 2018, to consider public input on the proposed budget:

NOW, THEREFORE, BE IT RESOLVED, that the NVTA-TA Board adopts the FY 2018-19 Budget in the amount of \$19,637,434 and FY 2019-20 Budget in the amount of \$20,128,370.

Passed and Adopted the 16th day of May, 2018.

Peter G. White, NVTA Chair

Ayes:

Nays:

Absent:

ATTEST:

Karalyn E. Sanderlin, NVTA Board Secretary

APPROVED:

Vicki A. Clayton, NVTA General Counsel

NAPA VALLEY TRANSPORTATION AUTHORITY- TAX AGENCY
MEASURE T BIENNIAL BUDGET



| | Year 1 Totals PROJECTION FISCAL YEAR 2018-19 | Year 2 Totals PROJECTION FISCAL YEAR 2019-20 |
|--------------------------------------|--|--|
| Measure T Revenues | \$ 19,637,434 | \$ 20,128,370 |
| CDTFA Fee | \$ 294,562 | \$ 301,926 |
| Projected Proceeds | \$ 19,342,873 | \$ 19,826,445 |
| REVENUES | | |
| 1% Administration | \$ 192,729 | \$ 197,547 |
| ITOC Budget | \$ 70,000 | \$ 71,750 |
| Proceeds to Jurisdictions | \$ 19,080,144 | \$ 19,557,148 |
| Distribution to Jurisdictions | | |
| American Canyon 7.70% | \$ 1,484,011 | \$ 1,521,111 |
| Calistoga 2.70% | \$ 520,368 | \$ 533,377 |
| City of Napa 40.35% | \$ 7,776,604 | \$ 7,971,019 |
| Napa County 39.65% | \$ 7,641,694 | \$ 7,832,736 |
| St. Helena 5.90% | \$ 1,137,099 | \$ 1,165,527 |
| Yountville 2.70% | \$ 520,368 | \$ 533,377 |
| 99.00% | \$ 19,080,144 | \$ 19,557,148 |