

Napa Valley Transportation Authority

Meeting Minutes - Draft

NVTA Board of Directors - Tax Agency

625 Burnell Street
Napa, CA 94559

Wednesday, October 17, 2018

1:30 PM

NVTA Conference Room

1. Call to Order

Chair Canning called the meeting to order at 1:34 p.m.

2. Pledge of Allegiance

Chair Canning led the Pledge of Allegiance.

3. Roll Call

Alfredo Pedroza
Belia Ramos
Chris Canning
James Barnes
Jill Techel
Leon Garcia
Paul Dohring
Peter White
John F. Dunbar
Kerri Dorman
Doris Gentry
Mark Joseph

4. Adoption of the Agenda

Motion **MOVED** by PEDROZA, **SECONDED** by RAMOS to **APPROVE** adoption of the agenda.

Motion carried by the following vote:

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

5. Public Comment

None

6. Chairperson's, Board Members' and Metropolitan Transportation Commissioner's Update

None

7. Director's Update

Kate Miller, Executive Director

Reported the distribution of Measure T revenues for the first month of July 2018 was \$1.23 million, which is slightly below the projected amount of \$1.3 million. This is an estimate only, the actual amount will be reconciled at the end of the quarter.

8. CONSENT AGENDA ITEMS (8.1)

Motion MOVED by TECHEL, SECONDED by BARNES to APPROVE Consent Agenda Item 8.1.

Motion carried by the following vote:

8.1 Meeting Minutes of July 18, 2018 (Karrie Sanderlin) (Pages 6-8)

Attachments: [Draft Minutes](#)

Board action approved the meeting minutes of July 18, 2018.

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

9. REGULAR AGENDA ITEMS

9.1 Revised County of Napa Five-Year Projects List (Alberto Esqueda) (Pages 9-17)

Attachments: [Staff Report](#)

Board action approved the revised County of Napa Five-Year Project list.

Motion MOVED by PEDROZA, SECONDED by JOSEPH to APPROVE the revised Measure T Five-Year Project list for the County of Napa. Motion carried by the following vote:

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

9.2 City of American Canyon Maintenance of Effort (MOE) (Alberto Esqueda) (Pages 18-24)

Attachments: [Staff Report](#)

The Board directed the American Canyon representatives [Garcia and Joseph] to work with their City staff to refine the City of American Canyon MOE amounts. Item was continued to a future agenda.

9.3 Napa Valley Transportation Authority (NVTA) Agreement No. 18-49 with Brown Armstrong Certified Public Accounts for Professional Audit Services (Antonio Onorato) (Pages 25-140)

Attachments: [Staff Report](#)

NVTA released a Request for Proposals (RFP) in July 2018 to provide bundled Professional Audit Services for the NVTA and NVTA-TA. Seven (7) proposals were received and based on the merits of the proposals, the evaluation committee, comprised of the NVTA Director of Finance and Senior Financial/Policy Analyst, the County of Napa Auditor-Controller, and two members of the Napa Valley Transportation Authority-Tax Agency Independent Taxpayer Oversight Committee (ITOC), ranked Brown Armstrong CPA's with the highest score to provide audit services.

Member Dunbar shared his concern that the cost associated with the auditing smaller jurisdictions is the same as the cost associated with auditing the larger jurisdictions. Member Dunbar feels the cost associated with auditing the smaller jurisdictions should be less as projects are smaller in size and in cost.

Motion MOVED by CANNING, SECONDED by GENTRY to APPROVE, with DUNBAR OPPOSING, the NVTA-TA Scope of Work for NVTA Agreement No. 18-49 with Brown Armstrong Certified Public Accounts for professional audit services for fiscal years ending June 30, 2019 to 2024 in a contract amount not to exceed \$332,918 for NVTA-TA and allow the Executive Director or designee to execute all contract documents. Further staff was directed to work with Brown Armstrong on the cost breakdown and possible cost reduction for auditing the smaller jurisdictions. Motion carried by the following vote:

Aye: 11 - Pedroza, Ramos, Canning, Barnes, Techel, Garcia, Dohring, White, Dorman, Gentry, and Joseph

Nay: 1 - Dunbar

10. FUTURE AGENDA ITEMS

None

11. ADJOURNMENT

11.1 Approval of Next Meeting Date of November 14, 2018 at 1:30 p.m. and Adjournment

The next regular meeting will be held on Wednesday, November 17, 2018.

Chair Canning adjourned the meeting at 2:35 p.m.

Karalyn E. Sanderlin, NVTA-TA Board Secretary