



625 Burnell Street, Napa CA 94559

## **Napa Valley Transportation Authority (NVTA)**

### **Board of Directors**

### **AGENDA**

**Wednesday, December 18, 2013  
1:30 p.m.**

**NCTPA/NVTA Conference Room  
625 Burnell Street  
Napa CA 94559**

*All materials relating to an agenda item for an open session of a regular meeting of the NVTA Board of Directors are posted on our website at [www.nctpa.net/agendas-minutes/23](http://www.nctpa.net/agendas-minutes/23) 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 Board of Directors, 625 Burnell Street Napa, California 94559, Monday through Friday, between the hours of 8:00 a.m. and 5:00 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 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 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 NCTPA website at [www.nctpa.net](http://www.nctpa.net), click on Minutes and Agendas – NVTA Board or go to [www.nctpa.net/agendas-minutes/23](http://www.nctpa.net/agendas-minutes/23)*

8.	<u>ADJOURNMENT</u>	<u>RECOMMENDATION</u>	<u>TIME</u>
8.1	Approval of Meeting Date of January 15, 2014 and Adjournment	APPROVE	1:40 PM

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 NCTPA offices, 625 Burnell Street, Napa, CA, by 5:00 p.m., Friday December 13, 2013.

  
Karalyn E. Sanderlin, NVTA Board Secretary

**ITEMS**

- 1. Call to Order – Chair Keith Caldwell
- 2. Pledge of Allegiance
- 3. Roll Call

Members:

Joan Bennett	City of American Canyon
Leon Garcia, Mayor	City of American Canyon
Chris Canning, Mayor	City of Calistoga
James Barnes	City of Calistoga
Scott Sedgley	City of Napa
Jill Techel, Mayor	City of Napa
Keith Caldwell	County of Napa
Bill Dodd	County of Napa
Ann Nevero, Mayor	City of St. Helena
Peter White	City of St. Helena
Lewis Chilton	Town of Yountville
John F. Dunbar, Mayor	Town of Yountville

- 4. Public Comment

5.	<b><u>CONSENT ITEM (5.1)</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
5.1	Approval of Meeting Minutes of July 17, 2013(Karrie Sanderlin) ( <i>Pages 4-5</i> )	APPROVE	1:30 PM

6.	<b><u>REGULAR AGENDA ITEMS</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>TIME</u></b>
6.1	Approval of Measure T - Napa Countywide Road Maintenance Act and Expenditure Plan Independent Taxpayer’s Oversight Committee (ITOC) Member Appointments (Kate Miller) ( <i>Pages 6-10</i> )	APPROVE	1:30 PM

Authority action will approve the recommendations to appoint members to the ITOC prescribed by the Measure T Expenditure Plan, filling the two open positions.

7.	<b><u>FUTURE AGENDA ITEMS</u></b>	1:35 PM
7.1	Discussion of Topics for Future Meetings	



625 Burnell Street, Napa CA 94559

**Napa Valley Transportation Authority (NVTA)**

**Board of Directors**

**MINUTES**

**Wednesday, July 17, 2013**

**ITEMS**

**1. Call to Order**

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

**2. Pledge of Allegiance**

Vice Chair Dunbar led the salute to the flag.

**3. Roll Call**

Members Present:	Voting Power
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Leon Garcia	City of American Canyon	(1)
Joan Bennett	City of American Canyon	(1)
Jill Techel	City of Napa	(1)
Bill Dodd	County of Napa	(1)
Peter White	City of St. Helena	(1)
Lewis Chilton	Town of Yountville	(1)
John Dunbar	Town of Yountville	(1)

Members Absent:

Chris Canning	City of Calistoga	(1)
Michael Dunford	City of Calistoga	(1)
Scott Sedgley	City of Napa	(1)
Keith Caldwell	County of Napa	(1)
Ann Nevero	City of St. Helena	(1)

**4. Public Comment**

None.

5. **CONSENT ITEM (5.1)**

**MOTION MOVED** by **TEHEL**, **SECONDED** by **WHITE** to **APPROVE** Consent Item 5.1.

5.1 **Approval of Meeting Minutes of March 20, 2013**

6. **REGULAR AGENDA ITEMS**

6.1 **Approval of Measure T - Napa Countywide Road Maintenance Act and Expenditure Plan Independent Taxpayer's Oversight Committee (ITOC) Member Appointments**

Authority action approved the subcommittee recommendations to appoint members to the ITOC, and confirm that two of the subcommittee members include the NVTA Chair and Executive Director as prescribed by the Measure T Expenditure Plan

**MOTION MOVED** by **BENNETT**, **SECONDED** by **GARCIA** to **APPROVE** (1) the ITOC subcommittee recommendations to appoint the following individuals to the ITOC:

Pamela Kindig, field of municipal audit, finance, and/or budgeting member  
Robert Peterson, licensed civil engineer member  
Leon Brauning, taxpayers association member  
Chuck McMinn, at-large member  
Gregory Rodeno, at-large member

and (2) confirm that two of the subcommittee members include the NVTA Chair and Executive Director as prescribed by the Measure T Expenditure Plan. **Motion Passed 13-0.**

7. **FUTURE AGENDA ITEMS**

None

8. **ADJOURNMENT**

8.1 **Approval of Meeting Date of September 18, 2013 and Adjournment**

The next regular meeting will be held Wednesday September 18, 2013 at 1:30 p.m.

The meeting was adjourned by Vice Chair Dunbar at 1:40 p.m.



December 18, 2013  
NVTA Agenda Item 6.1  
Continued From: New  
**Action Requested: APPROVE**

## NAPA VALLEY TRANSPORTATION AUTHORITY Board Agenda Letter

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**TO:** Board of Directors  
**FROM:** Kate Miller, NCTPA Executive Director  
**REPORT BY:** Kate Miller, NCTPA Executive Director  
(707) 259-8634 / Email: [kmiller@nctpa.net](mailto:kmiller@nctpa.net)  
**SUBJECT:** Approval of Appointments to the Measure T- Napa Countywide Road Maintenance Act and Expenditure Plan Independent Taxpayer's Oversight Committee (ITOC)

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### **RECOMMENDATION**

That the Napa Valley Transportation Authority (NVTA) Board approve the recommendations to appoint the following individuals to the ITOC:

James P. Caven, Certified Public Accountant  
Davie Roland York, Napa Region Chamber of Commerce

### **COMMITTEE RECOMMENDATION**

None

### **EXECUTIVE SUMMARY**

The Measure T Countywide Road Maintenance Act and Expenditure Plan (Expenditure Plan) requires that NVTA appoint members of the ITOC to ensure that Measure T revenues are being spent in accordance with the Expenditure Plan.

At the July 17, 2013 meeting, the Board appointed members to the ITOC. At that time two committee positions remained vacant and therefore applications were still being accepted for the following:

- Certified Public Accountant (CPA) and experience in financial audits
- Representative of a Napa region Chamber of Commerce

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**PROCEDURAL REQUIREMENTS**

1. Staff reports
2. Public comments
3. Motion, Second, Discussion and Vote

**FINANCIAL IMPACT**

Each ITOC member is entitled to \$250 per quarterly meeting. NVTA would incur costs of \$1,750 per meeting per quarter when meetings are held. It is anticipated that 3 to 4 meetings would need to be held prior to 2018, when Measure T revenues will be made available.

**CEQA REQUIREMENTS**

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

**BACKGROUND AND DISCUSSION**

The Expenditure Plan and Ordinance requires an open selection process for the ITOC which will be made up of (7) Committee members who are residents of the County of Napa possessing the following credentials:

- a) *One member who is a professional, retired or active, in the field of municipal audit, finance, and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector*
- b) *One member who is a licensed civil engineer, retired or active, with at least five years of demonstrated experience in the fields of transportation in government and/or private sector*
- c) *One member who is a Certified Public Accountant (CPA) and experienced in financial audits*
- d) *One member shall be a representative of a Napa region Chamber of Commerce*
- e) *One member from a bona fide taxpayers' association*
- f) *Two members from the public at-large*

These members will constitute the voting members of the ITOC. In addition, the NCTPA/NVTA Chair and Executive Director and the Chair of the NCTPA Technical Advisory Committee (TAC), and the County Auditor-Controller will serve as non-voting ex-officio members of the ITOC. The voting Committee members shall serve a two, three, and four year term, determined by the drawing of lots. Thereafter, Committee members shall serve four-year terms.

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The ITOC will be responsible for reviewing the fiscal and program performance of the retail transactions and use tax transportation program through a biennial performance audit to ensure that all transportation retail transactions and use tax revenues are spent by the Authority in accordance with all provisions of the voter-approved Expenditure Plan and Ordinance. In addition, the ITOC will also oversee the independent financial audits of the Authority.

### **SUPPORTING DOCUMENTS**

Attachment: (1) July 11, 2013 ITOC Solicitation Letter

July 11, 2013

Dear Interested Applicant:

Napa Valley Transportation Authority (NVTA) is seeking qualified applicants to fill two remaining vacant positions on the Measure T Independent Taxpayer Oversight Committee (ITOC). An initial call for candidates was released on March 1, 2013. All positions were filled except for candidates possessing the following credentials:

- a) *One member who is a Certified Public Accountant (CPA) and experience in financial audits*
- b) *One member who is a representative of a Napa region Chamber of Commerce*

NVTA and the Napa County Transportation and Planning Agency (NCTPA) share common Boards and are administered by common staffs. NCTPA is a joint powers authority (JPA) established in June of 1998. The JPA is made of Napa County and the Cities and Town located in Napa. The work activities of NCTPA are defined by the joint powers agreement and overseen by the Board of Directors made up of elected officials from the respective member agencies, and an ex-officio member from the Paratransit Coordinating Council (PCC). NCTPA serves as the countywide transportation planning body for the incorporated and unincorporated areas within Napa County and is responsible for programming State, Federal, and certain local funds for transportation projects within the County. NCTPA is further charged with coordinating short and long term planning and funding within an intermodal policy framework in the areas of highways, streets and roads, transit and paratransit, and bicycle improvements.

NCTPA also operates the Napa VINE transit services, serves as the Abandoned Vehicle Abatement Authority, Green Business Coordinator, regional housing needs allocation (RHNA) Napa sub-regional coordinator, and van pool coordinator (in partnership with Solano County).

The Napa Valley Transportation Authority (NVTA) is the local transportation sales tax authority. On November 6, 2012, the voters in Napa County approved Measure T, the Napa Countywide Road Maintenance Act. Measure T is a ½% sales tax expected to generate roughly \$300 million over a 25 year period beginning July 1, 2018, when the Measure A Flood Tax expires, and is to be used for the rehabilitation of local streets and roads.

In preparation of the Measure T Ballot measure, NCTPA developed an expenditure plan which was approved by NVTA. The expenditure plan can be viewed at <http://www.nctpa.net/measure-t>

The expenditure plan requires that NVTA appoint members to the ITOC. In accordance with the Expenditure Plan and Ordinance, the ITOC will be tasked with:

*Review of fiscal and program performance of the retail transaction and use tax transportation program through a biennial performance audit to ensure that all transportation retail transactions and use tax revenues are spent by the Authority in accordance with all provisions of the voter-approved Expenditure Plan and Ordinance*

The Expenditure Plan and Ordinance requires an open selection process for the ITOC which will be made up of (7) Committee members who are residents of the County of Napa possessing the following credentials:

- c) One member who is a professional, retired or active, in the field of municipal audit, finance, and/or budgeting with a minimum of five years in a relevant and senior decision-making position in the public or private sector*
- d) One member who is a licensed civil engineer, retired or active, with at least five years of demonstrated experience in the fields of transportation in government and/or private sector*
- e) One member who is a Certified Public Accountant (CPA) and experience in financial audits*
- f) One member shall be a representative of a Napa region Chamber of Commerce*
- g) One member from a bona fide taxpayers association*
- h) Two members from the public at-large*

These members will constitute the voting members of ITOC. In addition, the NCTPA/NVTA Chair and Executive Director and the Chair of the NCTPA Technical Advisor Committee (TAC), and the County Auditor-Controller will serve as non-voting ex-officio members of the ITOC.

As previously stated, all voting positions have been filled with the exception of e) a Certified Public Account, and f), a representative of a Napa region Chamber of Commerce.

The voting Committee members will serve a two, three, and four year term, determined by the drawing of lots. This is to establish staggered terms to retain institutional knowledge on the Committee. Thereafter, Committee members will serve four-year terms.

The voting Committee members shall receive a stipend of \$250 per quarterly meeting.

The voting Committee members cannot be current local elected officials in Napa County or a full time staff member of any city, town or county government, a local transit operator, or state transportation agency.

ITOC voting members shall have no legal action pending against the Authority and are prohibited from participating in any commercial activity directly or indirectly involving the Authority or NCTPA, such as being a consultant or vendor to the Authority or NCTPA during their ITOC tenure.

ITOC voting members shall not have direct and/or indirect commercial interest or employment with any public or private entity which receives transportation retail transactions and use tax revenues authorized by this Ordinance.

To apply for one the open positions, please submit your application and resume through NCTPA's website. The application can be accessed on the NCTPA Measure T webpage at: <http://www.nctpa.net/measure-t>. Positions will be open until filled.

Please direct any questions to Karrie Sanderlin, Secretary of the Board ([ksanderlin@nctpa.net](mailto:ksanderlin@nctpa.net) or 707-259-8633).