

# Napa Valley Transportation Authority

625 Burnell Street  
Napa, CA 94559



## Agenda - Final

Wednesday, March 2, 2022  
2:00 PM

**REFER TO COVID-19 SPECIAL NOTICE**

### **Independent Taxpayer Oversight Committee (ITOC)**

All materials relating to an agenda item for an open session of a regular meeting of the Independent Taxpayer Oversight Committee (ITOC) are posted on the NVTA website at: <https://nctpa.legistar.com/Calendar.aspx>

The agenda will be posted 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 ITOC, 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. Should the office be closed and staff is working remotely due to a declared emergency, you may email [info@nvta.ca.gov](mailto:info@nvta.ca.gov) to request a copy of the agenda.

Materials distributed to the members of the ITOC present at the meeting will be made available to the public following the meeting. 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 comment on matters within the ITOC's purview that are not on the meeting agenda during the general Public Comment item at the beginning of the meeting. Comments related to a specific item on the agenda must be reserved until the time the agenda item is considered and the Chair invites public comment. While members of the public are welcome to address the ITOC, under the Brown Act, ITOC members may not deliberate or take action on items not on the agenda, and generally may only listen.

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

Information on obtaining the agenda in an alternate format is on the next page.

Americans with Disabilities Act (ADA): 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 Laura Sanderlin, ITOC Secretary, at (707) 259-8633 during regular business hours, at least 48 hours prior to the time of the meeting.

Acceso y el Título VI: La NVTA puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Autoridad. Para solicitar asistencia, por favor llame al número (707) 259-8633. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Ang Accessibility at Title VI: Ang NVTA ay nagkakaloob ng mga serbisyo/akomodasyon kung hilingin ang mga ito, ng mga taong may kapansanan at mga indibiduwal na may limitadong kaalaman sa wikang Ingles, na nais na matugunan ang mga bagay-bagay na may kinalaman sa ITOC. Para sa mga tulong sa akomodasyon o pagsasalin-wika, mangyari lang tumawag sa (707) 259-8633. Kakailanganin namin ng paunang abiso na tatlong araw na may pasok sa trabaho para matugunan ang inyong kahilingan.gunan ang inyong kahilingan.

**1. Call To Order**

**2. Roll Call**

**2.1 AB 361 Requirements for Remote Public Meetings (Laura Sanderlin) (Pages 9-15)**

**Recommendation:** That the ITOC approve holding committee meetings via teleconference should the existing emergency situation continue, warranting relaxed remote meeting requirements in accordance with AB 361.

**Estimated Time:** 2:00 p.m.

**Attachments:** [Staff Report](#)

**3. Public Comment**

**4. Committee Member Comments**

**5. Staff Comments**

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

**6. PRESENTATIONS**

**6.1 Project Overview by Jurisdictions on Measure T Projects**

**Recommendation:** Staff from Calistoga, Yountville and St. Helena will provide an overview of their Measure T Projects.

**Estimated Time:** 2:05 p.m.

**7. CONSENT AGENDA**

**7.1 Meeting Minutes of December 1, 2021 (Laura Sanderlin) (Pages 16-18)**

**Recommendation:** ITOC action will approve the meeting minutes of December 1, 2021.

**Estimated Time:** 2:20 p.m.

**Attachments:** [Draft Minutes](#)

**7.2 Measure T Website Usage Analytics (Valerie Walston) (Pages 19-20)**

**Recommendation:** Information only. The ITOC will review the Measure T website usage data.

**Estimated Time:** 2:20 p.m.

**Attachments:** [Staff Report](#)

**8. REGULAR AGENDA ITEMS**

**8.1 Executive Director's Report (Kate Miller) (Pages 21-24)**

**Recommendation:** Information only.

**Estimated Time:** 2:25 p.m.

**Attachments:** [Staff Report](#)

**8.2 Maintenance of Effort (MOE) Certification FY 2021 (Victoria Ortiz) (Pages 25-72)**

**Recommendation:** Information only. The Independent Tax Oversight Committee (ITOC) will have the opportunity to review each jurisdiction's MOE certification for FY 2021.

**Estimated Time:** 2:35 p.m.

**Attachments:** [Staff Report](#)

**8.3 Measure T Master Agreement Update (Victoria Ortiz) (Pages 73-105)**

**Recommendation:** That the Independent Taxpayer Oversight Committee (ITOC) recommend the Napa Valley Transportation Authority - Tax Agency (NVTA-TA) approve proposed changes to the Measure T Master Agreement.

**Estimated Time:** 2:45 p.m.

**Attachments:** [Staff Report](#)

**8.4 Measure T Policies and Procedures Update (Victoria Ortiz) (Pages 106-125)**

**Recommendation:** That the Independent Tax Oversight Committee (ITOC) recommend the Napa Valley Transportation Authority - Tax Agency (NVTA-TA) Board approve the updated Measure T Policy and Procedures (Attachment 1).

**Estimated Time:** 2:55 p.m.

**Attachments:** [Staff Report](#)

**8.5 Five-Year Project List Review (Victoria Ortiz) (pages 126-156)**

**Recommendation:** That the Independent Tax Oversight Committee (ITOC) make a finding that the jurisdictions' five-year project lists are consistent with the intent of the Measure and make a recommendation that the project lists be approved by the Authority.

**Estimated Time:** 3:10 p.m.

**Attachments:** [Staff Report](#)

**8.6 Fiscal Year 2021-22 Year-To-Date Financial Update and  
July-September Sales Tax Update (Roxanna Moradi) (Pages  
157-167)**

**Recommendation:** Information Only. That the ITOC review the Measure T sales tax revenues report provided by the Auditor-Controller which presents the revenues-to-date compared to projections for FY 2021-22.

**Estimated Time:** 3:20 p.m.

**Attachments:** [Staff Report](#)

**9. FUTURE AGENDA ITEMS**

**10. ADJOURNMENT**

**10.1 Approval of Next Regular Meeting Date of June 1, 2022 and Adjournment.**

I, Laura M. Sanderlin, 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, February 25th.

*Laura Sanderlin*

Laura M. Sanderlin, NVTA-TA Board Secretary