

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Wednesday, June 1, 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 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.

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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.

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1. Call To Order
2. Roll Call
3. Public Comment
4. Committee Member Comments
5. Staff Comments

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6. PRESENTATIONS

6.1 Project Overview by Jurisdictions on Measure T Projects

Recommendation: Staff from the City of Napa will provide an overview of their Measure T Projects.

Estimated Time: 2:10 p.m.

7. CONSENT AGENDA

7.1 Meeting Minutes of March 2, 2022 (Laura Sanderlin) (Pages 8-10)

Recommendation: ITOC action will approve the meeting minutes of March 2, 2022

Estimated Time: 2:20 p.m.

Attachments: [Draft Minutes](#)

7.2 Measure T Website Usage Analytics (Valerie Walston) (Pages 11-12)

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 13-17)

Recommendation: Information only.

Estimated Time: 2:30 p.m.

Attachments: [Staff Report](#)

8.2 Annual Financial Statement with Independent Auditor's Report for the Years Ending June 30, 2021 and 2020 and Compliance and Performance Audit Report for the County of Napa and the City of St. Helena (Antonio Onorato) (Pages 18-53)

Recommendation: Information only.

Estimated Time: 2:45 p.m.

Attachments: [Staff Report](#)

8.3 **ERRATA Measure T Compliance And Performance Audit Work Plan for ~~County of Napa and City of St. Helena~~ **Cities of American Canyon and Calistoga** (Antonio Onorato) (Pages 54-58)**

Recommendation: That the ITOC discuss the audit work plan for any compliance or performance audits that is scheduled for the audit review period and recommend an approach to NVTa staff.

Estimated Time: 2:55 p.m.

Attachments: [Staff Report](#)

**8.4 Measure T Progress Reports: July 1 - December 21, 2021
(Victoria Ortiz) (Pages 59-75)**

Recommendation: Information only. That the Independent Tax Oversight Committee (ITOC) review the semi-annual Measure T Progress Reports included as Attachment 1.

Estimated Time: 3:05 p.m.

Attachments: [Staff Report](#)

**8.5 Amendment 1 to the Master Funding Agreement: Loan Policy
(Victoria Ortiz) (Pages 76-83)**

Recommendation: That the Independent Tax Oversight Committee (ITOC) recommend the Napa Valley Transportation Authority-Tax Agency approve Amendment No. 1 to the Measure T Master Funding Agreement outlining the Loan Policy.

Estimated Time: 3:20 p.m.

Attachments: [Staff Report](#)

**8.6 Fiscal Year 2021-22 Year-To-Date Financial Update and
October-December Sales Tax Update (Roxanna Moradi) (Pages
84-95)**

Recommendation: Information only. That the ITOC receive the Measure T sales tax revenues report provided by the Auditor-Controller which presents the revenues-to-date compared to projections for Fiscal Year (FY) 2021-22.

Estimated Time: 3:35 p.m.

Attachments: [Staff Report](#)

8.7 Future Meeting Format (Kate Miller) (Page 96)

Recommendation: For discussion only. Staff is recommending that future ITOC meetings be held in person at the Soscol Gateway Transit Center at 625 Burnell Street, Napa.

Estimated Time: 3:45 p.m.

Attachments: [Staff Report](#)

9. FUTURE AGENDA ITEMS

10. ADJOURNMENT

10.1 Approval of Next Regular Meeting Date of September 7, 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, May 27, 2022.

Laura Sanderlin

Laura M. Sanderlin, NVTA-TA Board Secretary