

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559



Agenda - Final

Wednesday, September 27, 2023
1:30 PM

Rescheduled Regular Meeting

JoAnn Busenbark Board Room

NVTA Board of Directors - Tax Agency (NVTA-TA)

All materials relating to an agenda item for an open session of a regular meeting of the NVTA-Tax Agency Board of Directors are posted on the NVTA website at: <https://nctpa.legistar.com/Calendar.aspx>

This meeting will be conducted as an in-person meeting at the location noted above. Remote teleconference access is provided for the public's convenience and in the event a Board Member requests remote participation due to just cause or emergency circumstances pursuant to Government Code section 54953(f). Please be advised that if a Board Member is not participating in the meeting remotely, remote participation for members of the public is provided for convenience only and in the event that the Zoom teleconference connection malfunctions for any reason, the Board of Directors reserves the right to conduct the meeting without remote access and take action on any agenda item.

The public may participate telephonically or electronically via the methods below:

- 1) To join the meeting via Zoom video conference from your PC, Mac, iPad, iPhone or Android: go to <https://zoom.us/join> and enter meeting ID 864 1754 4351
- 2) To join the Zoom meeting by phone: dial 1-669-900-6833, enter meeting ID: 864 1754 4351 If asked for the participant ID or code, press #.
- 3) Watch live on YouTube: <https://www.youtube.com/channel/UCrjLcW9uRmA0EE6w-eKZyw?app=desktop>

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 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. Should the office be closed or staff is working remotely due to a declared emergency, you may email info@nvta.ca.gov to request a copy of the agenda.

Public records related to an agenda item that are distributed less than 72 hours before this meeting are available for public inspection during normal business hours at the NVTA office at 625 Burnell Street, Napa, CA 94559 and will be made available to the public on the NVTA website at nvta.ca.gov. 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 subject matter of the Board's jurisdiction, 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 Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

Members of the public may submit a public comment in writing by emailing info@nvta.ca.gov by 10:00 a.m. on the day of the meeting with PUBLIC COMMENT as the subject line (for comments related to an agenda item, please include the item number). All written comments should be 350 words or less, which corresponds to approximately 3 minutes or less of speaking time. Public comments emailed to info@nvta.ca.gov after 10 a.m. the day of the meeting will be entered into the record but not read out loud. If authors of the written correspondence would like to speak, they are free to do so and should raise their hand and the Chair will call upon them at the appropriate time.

1. To comment during a Zoom meeting, click the "Raise Your Hand" button (click on the "Participants" tab) to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself when it is your turn to make your comment for up to 3 minutes. After the allotted time, you will then be re-muted. Instructions for how to "Raise Your Hand" are available at <https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>.

2. To comment by phone, press "*9" to request to speak when Public Comment is being taken on the Agenda item. You must unmute yourself by pressing "*6" when it is your turn to make your comment, for up to 3 minutes. After the allotted time, you will be re-muted.

The methods of observing, listening, or providing public comment to the meeting may be altered due to technical difficulties or the meeting may be cancelled, if needed.

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 noted below:

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, NVTA-TA Board Secretary, at (707) 259-8633 during regular business hours, at least 48 hours prior to the time of the meeting.

Acceso y el Titulo VI: La NVTA puede proveer asistencia/facilitar la comunicaci3n a las personas discapacitadas y los individuos con conocimiento limitado del ingl3s quienes quieran dirigirse a la Autoridad. Para solicitar asistencia, por favor llame al n3mero (707) 259-8633. Requerimos que solicite asistencia con tres d3as h3biles de anticipaci3n 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 NVTA-TA Board. 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.

1. Call to Order
2. Pledge of Allegiance
3. Consideration and Approval of Board Member Requests for Remote Participation
4. Roll Call
5. Adoption of the Agenda
6. Public Comment
7. Chairperson's and Board Members' Update

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.

8. CONSENT AGENDA ITEMS

8.1 Meeting Minutes of July 19, 2023 (Laura Sanderlin) (Pages 7-8)

Recommendation: Board action will approve the meeting minutes of July 19, 2023.

Estimated Time: 1:35 p.m.

Attachments: [Draft Minutes](#)

9. REGULAR AGENDA ITEMS

9.1 Measure T Process and Procedures (Danielle Schmitz) (Pages 9-26)

Recommendation: That the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Board approve the revised Measure T Process and Procedures and Exhibit C Accounting, Reporting and Auditing Guidelines to the Master Agreement.

Estimated Time: 1:35 p.m.

Attachments: [Staff Report.pdf](#)

9.2 Sales Tax Replacement Measure (Kate Miller) (Pages 27-29)

Recommendation: Information only

Estimated Time: 1:40 p.m.

Attachments: [Staff Report.pdf](#)

10. FUTURE AGENDA ITEMS

11. ADJOURNMENT

11.1 The next Regular Meeting is October 18, 2023.

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. by Friday, September 22nd.

Laura Sanderlin

Laura M. Sanderlin, NVTA-TA Board Secretary

Glossary of Acronyms

AB 32	Global Warming Solutions Act	FAST	Fixing America's Surface Transportation Act
ABAG	Association of Bay Area Governments	FHWA	Federal Highway Administration
ACFR	Annual Comprehensive Financial Report	FTA	Federal Transit Administration
ADA	American with Disabilities Act	FY	Fiscal Year
APA	American Planning Association	GHG	Greenhouse Gas
ATAC	Active Transportation Advisory Committee	GGRF	Greenhouse Gas Reduction Fund
ATP	Active Transportation Program	GTFS	General Transit Feed Specification
BAAQMD	Bay Area Air Quality Management District	HBP	Highway Bridge Program
BAB	Build America Bureau	HBRR	Highway Bridge Replacement and Rehabilitation Program
BART	Bay Area Rapid Transit District	HIP	Housing Incentive Program
BATA	Bay Area Toll Authority	HOT	High Occupancy Toll
BRT	Bus Rapid Transit	HOV	High Occupancy Vehicle
CAC	Citizen Advisory Committee	HR3	High Risk Rural Roads
CAP	Climate Action Plan	HSIP	Highway Safety Improvement Program
CAPTI	Climate Action Plan for Transportation Infrastructure	HTF	Highway Trust Fund
Caltrans	California Department of Transportation	HUTA	Highway Users Tax Account
CASA	Committee to House the Bay Area	HVIP	Hybrid & Zero-Emission Truck and Bus Voucher Incentive Program
CBTP	Community Based Transportation Plan	IFB	Invitation for Bid
CEQA	California Environmental Quality Act	ITIP	State Interregional Transportation Improvement Program
CIP	Capital Investment Program	ITOC	Independent Taxpayer Oversight Committee
CMA	Congestion Management Agency	IS/MND	Initial Study/Mitigated Negative Declaration
CMAQ	Congestion Mitigation and Air Quality Improvement Program	JARC	Job Access and Reverse Commute
CMP	Congestion Management Program	LCTOP	Low Carbon Transit Operations Program
CalSTA	California State Transportation Agency	LIFT	Low-Income Flexible Transportation
CTA	California Transit Association	LOS	Level of Service
CTP	Countywide Transportation Plan	LS&R	Local Streets & Roads
CTC	California Transportation Commission	LTF	Local Transportation Fund
CY	Calendar Year	MaaS	Mobility as a Service
DAA	Design Alternative Analyst	MAP 21	Moving Ahead for Progress in the 21 st Century Act
DBB	Design-Bid-Build	MPO	Metropolitan Planning Organization
DBE	Disadvantaged Business Enterprise	MTC	Metropolitan Transportation Commission
DBF	Design-Build-Finance	MTS	Metropolitan Transportation System
DBFOM	Design-Build-Finance-Operate-Maintain	ND	Negative Declaration
DED	Draft Environmental Document	NEPA	National Environmental Policy Act
EIR	Environmental Impact Report	NOAH	Natural Occurring Affordable Housing
EJ	Environmental Justice	NOC	Notice of Completion
EPC	Equity Priority Communities	NOD	Notice of Determination
ETID	Electronic Transit Information Displays	NOP	Notice of Preparation
FAS	Federal Aid Secondary		

Glossary of Acronyms

NVTA	Napa Valley Transportation Authority	SHOPP	State Highway Operation and Protection Program
NVTA-TA	Napa Valley Transportation Authority-Tax Agency	SNTDM	Solano Napa Travel Demand Model
OBAG	One Bay Area Grant	SR	State Route
PA&ED	Project Approval Environmental Document	SRTS	Safe Routes to School
P3 or PPP	Public-Private Partnership	SOV	Single-Occupant Vehicle
PCC	Paratransit Coordination Council	STA	State Transit Assistance
PCI	Pavement Condition Index	STIC	Small Transit Intensive Cities
PCA	Priority Conservation Area	STIP	State Transportation Improvement Program
PDA	Priority Development Areas	STP	Surface Transportation Program
PID	Project Initiation Document	TAC	Technical Advisory Committee
PIR	Project Initiation Report	TCM	Transportation Control Measure
PMS	Pavement Management System	TCRP	Traffic Congestion Relief Program
Prop. 42	Statewide Initiative that requires a portion of gasoline sales tax revenues be designated to transportation purposes	TDA	Transportation Development Act
PSE	Plans, Specifications and Estimates	TDM	Transportation Demand Management Transportation Demand Model
PSR	Project Study Report	TE	Transportation Enhancement
PTA	Public Transportation Account	TEA	Transportation Enhancement Activities
RACC	Regional Agency Coordinating Committee	TEA 21	Transportation Equity Act for the 21 st Century
RAISE	Rebuilding American Infrastructure with Sustainability and Equity	TFCA	Transportation Fund for Clean Air
RFP	Request for Proposal	TIP	Transportation Improvement Program
RFQ	Request for Qualifications	TIFIA	Transportation Infrastructure Finance and Innovation Act
RHNA	Regional Housing Needs Allocation	TIRCP	Transit and Intercity Rail Capital Program
RM 2	Regional Measure 2 Bridge Toll	TLC	Transportation for Livable Communities
RM 3	Regional Measure 3 Bridge Toll	TLU	Transportation and Land Use
RMRP	Road Maintenance and Rehabilitation Program	TMP	Traffic Management Plan
ROW (R/W)	Right of Way	TMS	Transportation Management System
RTEP	Regional Transit Expansion Program	TNC	Transportation Network Companies
RTIP	Regional Transportation Improvement Program	TOAH	Transit Oriented Affordable Housing
RTP	Regional Transportation Plan	TOC	Transit Oriented Communities
SAFE	Service Authority for Freeways and Expressways	TOD	Transit-Oriented Development
SAFETEA-LU	Safe, Accountable, Flexible, and Efficient Transportation Equity Act-A Legacy for Users	TOS	Transportation Operations Systems
SB 375	Sustainable Communities and Climate Protection Act 2008	TPA	Transit Priority Area
SB 1	The Road Repair and Accountability Act of 2017	TPI	Transit Performance Initiative
SCS	Sustainable Community Strategy	TPP	Transit Priority Project Areas
SHA	State Highway Account	VHD	Vehicle Hours of Delay
		VMT	Vehicle Miles Traveled

Napa Valley Transportation Authority

625 Burnell Street
Napa, CA 94559

Meeting Minutes NVTA Board of Directors - Tax Agency (NVTA-TA)

Wednesday, July 19, 2023

1:30 PM

JoAnn Busenbark Board Room

1. Call to Order

Chair Alessio called the meeting to order at 2:50pm.

2. Pledge of Allegiance

Director Chouteau recited the Pledge of Allegiance.

3. Consideration and Approval of Board Member Requests for Remote Participation

None

4. Roll Call

Present: 9 - Alfredo Pedroza
Leon Garcia
Paul Dohring
Mark Joseph
Liz Alessio
Eric Knight
Margie Mohler
Anna Chouteau
Ryan Gregory
Absent: 3 - Scott Sedgley
Donald Williams
Kevin Eisenberg

5. Adoption of the Agenda

Motion MOVED by JOSEPH, SECONDED by CHOUTEAU TO APPROVE Item 5. adopting the agenda. Motion passed unanimously.

Aye: 9 - Pedroza, Garcia, Dohring, Joseph, Alessio, Knight, Mohler, Chouteau, and Member Gregory

Absent: 3 - Sedgley, Williams, and Eisenberg

6. Public Comment

None

7. Chairperson's and Board Members' Update

None

8. CONSENT AGENDA ITEMS

Motion MOVED by JOSEPH, SECONDED by KNIGHT to APPROVE Consent Items 8.1-8.2. Motion passed unanimously.

Aye: 9 - Pedroza, Garcia, Dohring, Joseph, Alessio, Knight, Mohler, Chouteau, and Gregory

Absent: 3 - Sedgley, Williams, and Eisenberg

8.1 Meeting Minutes of June 21, 2023 (Laura Sanderlin) (Pages 7-8)

Attachments: [Draft Minutes](#)

8.2 Updated 5-year Project List for the City of St. Helena (Danielle Schmitz) (Pages 9-16)

Attachments: [Staff Report](#)

9. REGULAR AGENDA ITEMS

9.1 Presentation of Public Survey Results by EMC Research, Inc. and Potential November 2024 Transportation Ballot Measure (Kate Miller) (Pages 17-28)

Attachments: [Staff Report](#)

Information Only/No Action Taken

Director Miller and Sara LaBatt, EMC reported on survey results for Board discussion.

Public comment by Steve Lederer supporting a bonding measure.

10. FUTURE AGENDA ITEMS

None

11. ADJOURNMENT

11.1 The next Regular Meeting is Wednesday, September 20.

Laura M. Sanderlin, NVTA-TA Board Secretary



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY **Board Agenda Cover Memo**

SUBJECT

Measure T Process and Procedures Update

STAFF RECOMMENDATION

That the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Board approve the revised Measure T Process and Procedures and Exhibit C Accounting, Reporting and Auditing Guidelines to the Master Agreement.

EXECUTIVE SUMMARY

The Napa Valley Transportation Authority (NVTA) staff is proposing changes to the Measure T process and procedures. The changes are meant to streamline the Measure T five-year project list process and provide greater clarity around the Measure T reporting and performance audit requirements.

FISCAL IMPACT

None



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY **Board Agenda Memo**

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Director, Capital Development & Planning
(707) 259-5968 / Email: dschmitz@nvta.ca.gov
SUBJECT: Measure T Process and Procedures Update

RECOMMENDATION

That the Napa Valley Transportation Authority-Tax Agency (NVTA-TA) Board approve the revised Measure T Process and Procedures and Exhibit C Accounting, Reporting and Auditing Guidelines to the Master Agreement.

COMMITTEE RECOMMENDATION

At their September 6th meeting the Independent Tax Oversight Committee (ITOC) recommended the Board approve the revised Measure T Process and Procedures and the Exhibit C Accounting, Reporting and Auditing Guidelines to the Master Agreement.

At their September 7th meeting the Technical Advisory Committee (TAC) recommended the Board approve the revised Measure T Process and Procedures and Exhibit C Accounting, Reporting and Auditing Guidelines to the Master Agreement.

BACKGROUND

The Napa Countywide Road Maintenance Act, commonly referred to as "Measure T," was approved by County voters on November 6, 2012. This measure introduced a 25-year duration half-cent sales tax, effective from July 1, 2018, with the primary goal of enhancing local streets, roads, and associated infrastructure within the region. To effectively manage the funds generated by Measure T, well-defined policy procedures are essential.

The Measure T Process and Procedures serve to interpret and guide the implementation and adherence to the Measure T ordinance. These policies and procedures undergo regular reviews and updates, aiming to streamline Measure T practices and offer

improved guidance to local jurisdictions. The proposed changes in this revision are outlined below.

- Remove the language that requires jurisdictions to hold a public hearing for the adoption of the five-year project list. Based on comments received from NTVTA legal counsel, the Ordinance requires that a public hearing be held on the Expenditure Plan which is distinct from the 5-year project list, therefore, a public hearing is not required when jurisdictions adopt their project lists, however, all project lists adopted or amended must be approved by a jurisdiction's governing body at a public meeting.
- Remove the requirement that jurisdictions submit to NVTVA their Comprehensive Annual Financial Report (CAFR) and State Controller's Street Report from the financial requirements. These documents are usually not necessary for the audit and are often not submitted by the deadline, resulting in an audit finding, therefore NVTVA staff is recommending that they be removed as a requirement to be submitted and instead, reserves the right to request and receive the documents should they not be available in the public domain (e.g., jurisdiction website).
- Add language to refine the project closeout process. Projects frequently remain on a jurisdiction's semi-annual report during the project warranty period for extended periods to resolve issues. As a preliminary measure to formally closing out a project, NVTVA recommends that jurisdictions submit a Completed Project Form and a photo of the completed project so that NVTVA staff are prompted to update the website accordingly. A recorded Notice of Completion must still be submitted to officially close out the project.
- Additional language was added to the Financial Reporting Requirements that provides a more detailed approach to Measure T project accounting that would link Measure T funds to specific projects that have combined within a singular construction contract.

ATTACHMENTS

- 1) Draft Measure T: Process and Procedures – with proposed redlined changes
- 2) Draft Exhibit C: Accounting, Reporting and Auditing Guidelines – with proposed redlined changes

Napa Countywide Road Maintenance Act



Process & Procedures

Approval Date: **01-16-2019**

Amendment Date: 3-16-22

9-27-23

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1. Description and Introduction

On November 6, 2012, County voters approved the Napa Countywide Road Maintenance Act, commonly known as “Measure T”. The ordinance established a 25-year period half-cent ~~retail~~ sales tax beginning on July 1, 2018 to improve the maintenance of under-funded local streets and roads and supporting road infrastructure. While the ordinance created a revenue source for street and road maintenance, it only created a general framework and does not provide adequate details on how day-to-day functions would be carried out.

The purpose of this document is to help clarify the Ordinance. The Ordinance identifies a variety of procedures, it does not thoroughly describe the method in which procedures will be executed. The Measure T Process and Procedures are intended to provide a policy interpretation and direction for implementation and adherence to the Measure T ordinance.

Revenues collected by the California Department of Sales Tax and Fee Administration (CDTFA) will be deposited into a Special Revenue Fund administered by the County of Napa. The Office of the Auditor-Controller will make quarterly distributions to the eligible recipients under the Ordinance.

2. Maintenance of Effort

Jurisdictions eligible to receive Measure T revenues are subject to the Maintenance of Effort (MOE) provision. Measure T establishes a minimum general funds expenditure threshold, for each year of the Ordinance. This threshold is the average amount of general funds a jurisdiction spent in fiscal years 2007-08, 2008-09, 2009-10 on local streets and roads maintenance and supporting infrastructure within the public right of way.

One of the objectives of Measure T is to supplement funds to maintain and rehabilitate local streets and roads. This is the reason a Maintenance of Effort (MOE) requirement was written into the Ordinance so jurisdictions maintain their efforts in fixing roads and do not use Measure T funds to supplant their ongoing efforts.

Project sponsors submit their MOE amount with supporting documentation to validate their MOE. Supporting documentation describes the approach and methodology used by each jurisdiction to develop the MOE. It should include a summary of how each jurisdiction calculated its MOE, and the typical activities, items and costs as well as a supporting resolution from their governing body as a form of self-certification.

REOCCURRING PROCEDURE Each jurisdiction must certify annually to NVTA-TA that it met its MOE expenditures the previous fiscal year. By January 31st each calendar year, each jurisdiction must submit to NVTA staff an electronic copy of a Resolution approved by the jurisdiction’s governing body stating that the jurisdiction met its established MOE. The copy of the Resolution should include supporting documentation showing that the jurisdiction met its MOE target the prior fiscal year. The submission must be emailed to MeasureT@nvta.ca.gov.

NVTA staff will compile all jurisdictions' submissions and present it in a report to the NVTA-TA and the relevant committees.

3. Five-year project list

Each jurisdiction will biennially develop and submit to the Authority a five-year list of projects to be funded with Measure T revenues. Jurisdiction are required to hold a public [hearing-meeting](#) and receive public comment at their governing body's meeting before the approval and any update of their ~~Five-Year~~ project list. Unless otherwise noted, the project list should be submitted no later than January 1 of every even year.

While the Ordinance dictates mandatory submission periods of every two (2) years, the Authority understands that revisions may be warranted prior to the submission date. If the need arises for a jurisdiction to update their five-year list before the January 1st date, the same procedure should be followed where the jurisdiction must first have the Five-year list certified by their governing body ~~and hold a public hearing at a public meeting~~ to receive public comment on the Five-year list of projects. Once certified by the jurisdiction's governing body with a signed resolution, the jurisdiction must transmit the updated list to NVTA staff for review. NVTA staff will present the project list to the Independent Taxpayer Oversight Committee (ITOC) for their recommendation to the NVTA-TA Board.

REOCCURRING PROCEDURE NVTA will perform a "call for projects" every odd calendar year. The project list should be submitted no later than January 1st of every even year. Jurisdictions are to submit electronically a copy of their five-year list, a resolution from their governing board approving the five-year list and demonstrating that a public [hearing-meeting](#) was held. NVTA staff will review the project lists and present a compiled package to the ITOC for review. Project lists will be presented before the NVTA-TA Board for approval.

While the Ordinance mandates submission periods of every two (2) years, revisions may be warranted prior to the submission date. If the need arises for a jurisdiction to update their five-year list before the January 1st date, the same procedure should be followed where the jurisdiction must first have the Five-year list certified by their governing body and hold a public [hearing-meeting](#) to receive public comment on the Five-year list of projects. Once certified by the jurisdiction's governing body with a signed resolution, the jurisdiction must email the updated list to NVTA staff at MeasureT@nvta.ca.gov for review. NVTA staff will present the project list to ~~the TAC for their consideration and recommendation, then the list will be presented before~~ the Independent Taxpayer Oversight Committee for their recommendation to the NVTA-TA Board.

4. Project Implementation & Reporting

Before beginning a project, jurisdiction staff must request a project number from NVTA staff via email. At this point NVTA staff will review and cross-reference the proposed project to confirm that the requested project is programmed on the jurisdiction's adopted five-year list. After NVTA staff confirms the project is programmed on the five-year list it will assign a number and coordinate with jurisdiction staff to enter the project into NVTA's Measure T Project webpage. NVTA recommends that every project, completely or partially, funded with Measure T funds display Measure T signage. If the amount of Measure T funds on the project exceeds \$250,000, the project and project site **must** display Measure T funding signage. NVTA developed a Measure T logo and funding sign template to create brand consistency among jurisdictions' signage and develop a recognizable image for Measure T. The logo and sign template can be requested from NVTA staff ~~will be made available for~~ for electronic download.

REOCCURRING PROCEDURE Jurisdictions must submit a semi-annual update on projects and expenses by email to MeasureT@nvta.ca.gov no later than September 1st and March 1st of every year. This report template is Exhibit E of the Measure T Master Agreement between the jurisdictions and NVTA, but can also be requested from NVTA staff.

5. Project Close Out

Once a project reaches 100% completion, the jurisdiction must ~~submit a Completed Project form to notify NVTA staff of the project completion status with an official Notice of Completion and submit the NOC a Completed Project Form, including along with one photo of the completed project to MeasureT@nvta.ca.gov.~~ This will ~~notify prompt~~ NVTA staff to update the Measure T webpage to indicate the project is complete. An official Notice of Completion with verification that it has been filed by the County Recorder approved by the jurisdiction's City Council or Board of Supervisors needs to be submitted to formally close out the project. If work was performed by jurisdiction staff and a notice of completion was not filed, the jurisdiction must send a ~~memo indicating~~ memo indicating project completion. The memo must be on the ~~jurisdictions's~~ jurisdiction's official letterhead and must include the following information: the project name, project number, and start and completion date; and be accompanied by a photo of the completed project.

Notices of Completion and memos must be submitted on September 1st and March 1st as attachments to the Semi-Annual Progress Report that corresponds to the quarter in which the project was completed. ~~They can be emailed to MeasureT@nvta.ca.gov.~~ The columns on the on the Semi-Annual Progress Report, "Date of Completion," "Completed Project Form Submitted," and "NOC Submitted" need to be updated with the associated dates. ~~They can be~~ All documents are to be emailed to MeasureT@nvta.ca.gov.

6. 6.67% Equivalent Funds Requirement

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 (henceforth referred to as "Equivalent Funds") received each year is being committed to Class I facilities identified in the adopted Countywide Bicycle Plan/Active Transportation Plan, using funds not derived from the Measure T Ordinance. This can be accomplished by jurisdictions showing that they have collectively set aside funds in their budgets to meet

the requirement and/or NVTA has programmed eligible funding sources towards Class I facilities and/or by stipulating specific projects.

Eligible fund sources for Measure T Equivalent projects include: State Transportation Improvement Program (STIP) funds, State Transportation Program and Congestion Mitigation Air Quality funds (known as STP/CMAQ) under the One Bay Area Grant program, as well as other local and/or formula funds.

REOCCURRING PROCEDURE Because Measure T projects are approved on a five-year rolling basis, Measure T Equivalent projects will also be identified on a five-year basis with an update to the Measure T equivalent list every two years. Simultaneously with the five-year project list, NVTA will perform a call for projects every odd calendar year for jurisdictions to add or remove any Measure T Equivalent Funded- projects for consideration for revisions to the NVTA list by January 31st. The list of Equivalent Funds projects will be presented before the ITOC for review and recommendation to the NVTA-TA Board. The NVTA-TA Board will review and approve a list of Equivalent Fund projects. [NVTA staff will assign all equivalent fund projects an identifier number for tracking purposes.](#)

NVTA staff will compare if the 6.67% Equivalent Fund for Class 1 bicycle facilities is being met on a biennial cycle. If jurisdictions, collectively, fail to commit 6.67-% of Equivalent Funds to Class 1 bicycle facilities NVTA holds the right to reject allocation approval. Similarly, if there is a dispute regarding project eligibility, NVTA will withhold Measure T funds allocation until the dispute is resolved.

Each jurisdiction must certify the funds spent on 6.67% Equivalent Fund projects as reported on the Semi-Annual Progress Reports for the previous fiscal year. By January 31st each calendar year, each jurisdiction must submit to NVTA staff an electronic copy of a Resolution approved by the jurisdiction's governing body stating that the funds spent on Class I Bike Facilities met the funding requirements as outlined by the ordinance. The copy of the Resolution should include supporting documentation showing funding sources. The submission should be sent to MeasureT@nvta.ca.gov.

NVTA staff will compile all jurisdictions' submissions and present them in a report to the NVTA-TA and the relevant committees.

7. Dispute Resolution

From time to time, a dispute may arise about the Measure T Ordinance and eligible use of funds. Initial assessment of the issue or project eligibility will be completed by NVTA staff. NVTA staff will be responsible for arguments supported by their assessment of the Measure T ordinance and/or common industry practice, and if necessary, supported by legal interpretation. NVTA ~~Staff~~ staff's argument will be presented to the project sponsor. If a dispute persists, then staff will present the issue to the Technical Advisory Committee for a recommendation to the NVTA-TA Board of Directors. It should be noted that while a consensus determination between NVTA staff and the TAC is desired, there might be instances where separate opinions may be submitted to the NVTA-TA board for consideration. The dispute process is provided in greater detail below:

If the dispute remains unresolved, the jurisdictions will follow the process below:

a. **NVTA staff interpretation**

The first step to a dispute resolution will be NVTA staff’s interpretation of the issue in question. Staff will make a finding of determination based on the language and provisions of the Ordinance, Master Agreements, and previous legal memoranda and opinions.

b. **NVTA legal counsel**

In the event that NVTA staff cannot arrive at a clear decision based on interpretation of documents and common industry practices, the dispute will be deferred to NVTA’s legal counsel for a legal opinion regarding the issue.

c. **Discussion at TAC**

NVTA staff will present reports and supporting documentation discussing any disputes that arise to the TAC. The purpose is to have an open discussion with the objective to resolve disputes through a collaborative working group process.

d. **NVTA-TA Board Action**

If the parties in the dispute are unable to come to a resolution at the TAC level, the matter will be presented to the NVTA-TA for final consideration. At its discretion, the Board may request additional input from party’s involved as well as legal counsel to resolve the dispute.

8. **Measure T Attribution and Signage**

For projects with funding exceeding \$250,000, it is required that the jurisdiction install and maintain a prominent sign at the construction site. This sign should incorporate the official Measure T logo, clearly identifying the jurisdiction and NVTA-TA. The signage should also provide information about the specific project or program being implemented. ~~By ensuring the visibility of this signage, The purpose of the signage is -we aim~~ to enhance transparency and accountability while keeping the public informed about the ongoing developments in their community.

8.9. Accounting Records

AGENCY RECORD KEEPING All revenue sources and expenditures using the revenue sources shall be fully accounted for and subject to review at any time. Each agency must keep the funds segregated in a **Special Revenue Fund** specifically for Local Streets and Roads (LS&R). A Special Revenue Fund is a governmental fund type used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The use of a special revenue fund ensures segregation of restricted funds, the ability to allocate proper interest earnings and ease of tracking the inflows and outflows of the revenues.

~~Measure T funds should be recorded as “Other Governmental Revenue” on the general ledger.~~ All project expenditures should be budgeted for and disbursed from these funds so that a full accounting is captured, within proper accounting categories.

Each agency will account ~~for~~ and tracks its ~~capital~~ projects in a Capital Project Fund and each project may include multiple funding sources. Each agency must provide a full accounting of all revenues and expenses attributed to each specific project. As such, expenditures within the LS&R special revenue fund, shall include “transfers out” to other funds for the monies being used within a capital project that was approved by the Master Agreement. Agencies shall keep the records using accrual accounting, setting up both receivables and payables as of June 30 of each year.

To ensure compliance with the 6.67% Class 1 path requirement, each member agency will track all revenues and expenditures related to these projects and include the information on the progress reports.

FINANCIAL REPORTING REQUIREMENTS Every expenditure posted to the General Ledger will have supporting documentation, including a cover sheet reconciling the posted expenditure to the respective Measure T project(s). Additionally, invoices, bid sheets, ~~contracts, and authorizations~~ contracts, authorizations and other pertinent information should be included to ensure that all costs charged to the funds are eligible and in full compliance with the Master Funding Agreement. This documentation shall be maintained by each agency and shall be made available for inspection and audits upon request by either the NVTA, Auditor-Controller or the designated CPA firm responsible for the NVTA-TA’s audit(s).

Semi-Annual Progress Reports are due March 1st (for the period of July – December) and September 1st (for the period of January – June). Each progress report shall provide a summary listing consisting of the:

- Project Name,
- Approved Budget,
- Amount spent-to-date,
- Remaining Balance,
- Percentage of Completion, and
- Date Completed or Estimated Completion Date

In addition, each agency will ~~provide~~ provide a project report of the Class 1 path Equivalent Funds projects requirement, both year-to-date and cumulative since inception of the tax.

Attached to each summary shall be a system generated trial balance report and detailed expenditure listing for the Special Revenue funds. If it is determined that an ineligible expense was made, the jurisdiction will be directed to return the funds to the Special Revenue fund for a future eligible expense.

~~Once the agency’s books are closed for the fiscal year and a comprehensive audit is completed, as stated in Section 4 of the Master Funding Agreement, by January 1st of the following year, each Agency will provide a copy of the Comprehensive Annual Financial Report (CAFR) and the State Controller’s Street Report) to NVTA. Due to the timing of these reports, where numbers vary, the Agency shall provide a reconciliation explaining the differences.~~

AUDITS All audits and record keeping will be performed in accordance with generally accepted accounting principles (GAAP) and Generally Accepted Government Accounting Standards (GAGAS). The Auditor-Controller will oversee the annual accounting and fiscal process through review of quarterly and annual

reports submitted by each agency. NVTA will oversee project performance through review of semi-annual reports submitted by each agency.

Each member agency will procure an independent certified public accountant to conduct an annual financial audit that includes all transactions regarding Measure T. This will NOT be an additional audit on top of their Comprehensive Annual Financial Report, as these funds are included in their overall agency operations for specified projects. Any findings will be communicated to the Authority Auditor, who will then present to the ITOC and Authority.

NVTA-TA will conduct an independent annual financial audit, which will be overseen by the ITOC. The audit will contain supplementary schedules which summarize each agency's financial status regarding Measure T funds.

Each agency may undergo a compliance and/or performance audit as well, which is non-financial in nature. This audit shall be focused on the projects and compliance with the Master Funding Agreement. These audits will satisfy all audit requirements in the Ordinance.

Audits are an ITOC expenditure and will be paid directly from the ITOC's budget. ~~There is a maximum of \$70,000 per year (adjusted for inflation on the CPI) for annual financial and performance audits.~~ NVTA will track these expenditures annually to ensure the maximum is not exceeded.

COMMUNITY REPORT Section 11.B.e of Ordinance specifies that the "Authority shall publish a biennial report to the community." This report may be completed annually and will be compiled in collaborative manner between NVTA, the agencies, ITOC and the Auditor-Controller. The Community Report is an ITOC expenditure and will be paid directly from the ITOC's budget.

1. Fund structure for Measure T Funds held by NVTA-TA (held in County Treasury)

- Fund 8310 – Napa Valley Transportation Authority
- Dept 830 – Napa Valley Transportation Authority
- Division 83100 – Napa Valley Transportation Authority
- Sub-Division 83100-00 – NVTA Administration
- 83100-01 – NVTA Unincorporated County
- 83100-04 – NVTA City of American Canyon
- 83100-02 – NVTA City of Napa
- 83100-05 – NVTA Town of Yountville
- 83100-06 – NVTA City of St. Helena
- 83100-07 – NVTA City of Calistoga

Each sub-division will maintain its own cash accounts and fund balance.

2. Receipt of Tax Allocations and Interest to the Authority

Each Sub-division will receive the direct allocation of sales tax proceeds at the time funds are received monthly by NVTA-TA. Sales tax revenues received will be recorded in account #41400 – *Sales and Use Tax*.

Allocation to agencies specified in Ordinance No 2012-01 is as follows:

City of American Canyon	7.70%
City of Calistoga	2.70%
City of Napa	40.35%
County of Napa	39.65%
City of St. Helena	5.90%
Town of Yountville	2.70%
Authority Administration	1.00%
Total	100.00%

The Board of Equalization administration fee (estimated 1 to 1.5%) is deducted from the gross receipts prior to calculating the Measure T allocations to the agencies.

Each sub-division will earn interest at the Treasurer’s pooled interest rate and will be earned quarterly, based on average daily balance. Interest received will be recorded in account #45100 – *Interest*.

Revenues are to be recorded on an accrual basis.

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 Measure T – Transportation Tax
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3. Disbursements

a. Allocations of Taxes to the Agencies from the Authority

As stated in Section 13 of Ordinance No 2012-01 “The Authority Auditor shall allocate funds to the agencies on a calendar quarter basis, together with any accrued interest, by the 20th day of the month following the end of the quarter.” In order to comply with this section, once the agencies are deemed eligible for receiving funds by NVTA-TA, on a quarterly basis as prescribed above, the Auditor-Controller shall run a detailed report on the activity in each sub-division’s cash account showing the monthly sales tax allocations and interest earnings. This will be attached to a payment claim form to transfer the funds to each agency. The expenditure line for the allocation will be recorded in account #52525 – *Maintenance-Infrastructure/Land*.

Expenditures are to be recorded on an accrual basis. Sales tax is generally three months in arrears, therefore at each year end, there will be an accrual set up as of 6/30 for the amount due to each agency once all sales taxes are received and interest is posted.

b. Administration Expenditures: Sub-Division 83100-00

All direct administrative expenses will be accounted for directly out of the Administration budget unit, capped to the 1% of revenues generated from the Tax in accordance with Section 12 of Ordinance No. 2012-01. Expenditures are limited to “administrative functions providing overall program direction and management necessary to implement Authority policy, formulating organizational goals and objectives, coordinating activities with other agencies and organizations, performing finance, accounting, purchasing, personnel, government and community relations, and legal matters.”

c. ITOC Stipends – Section 11.D.2

ITOC members are to receive a stipend of \$250 per quarterly meeting, with an increase of \$50 per meeting every five years, scheduled as follows:

Fiscal Year	Quarterly Stipend
2018-19 through 2022-23	\$250.00
2023-24 through 2027-28	\$300.00
2028-29 through 2032-33	\$350.00
2033-34 through 2037-38	\$400.00
2038-39 through 2042-43	\$450.00

- ITOC members must fill out a W-9 for IRS purposes to remain on file with the County Auditor-Controller and will receive a 1099-misc form at the end of each calendar year for compensation received.
- Members must sign a stipend request form validating their attendance. No payment will be issued without a signed and dated form. **(Exhibit A – Stipend Certification)**
- Stipends are construed as Administrative Expenditures and will be paid directly from this budget unit.

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Measure T – Transportation Tax
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d. Auditor-Controller Administrative Salaries and Expenditures

As the Authority Auditor, with the role of fiscal oversight and integrity of the Measure, the Napa County Auditor-Controller will be required to track all hours and expenses and provide a detailed accounting for all items requested to be reimbursed. As with all other Districts and JPA’s the Auditor-Controller will provide an annual hourly rate schedule, which varies by staff position, to ensure fair and equitable charges for work performed related to Measure T.

Quarterly charges will be assessed for general accounting work including processing checks, reimbursement requests, journal entries, reports, audits and other work completed on behalf of the Napa Valley Transportation Authority and ITOC. These costs are construed as Administrative Expenditures and will be paid directly from the Administration budget unit.

e. NVTA-TA Contracted Administrative Salaries and Expenditures

As the administrators of the Napa Countywide Road Maintenance Act, NVTA shall be reimbursed for salaries and expenditures related to official business of the Act, including work completed on behalf of the Napa Valley Transportation Authority and ITOC. NVTA will be required to track all hours and expenses and provide a detailed accounting for all items requested to be reimbursed. NVTA will provide an annual hourly rate schedule, which varies by staff position, to ensure fair and equitable charges for work performed related to Measure T.

A claim, including a journal entry to transfer the funds from the Administration Sub-division to NVTA, with all back up documentation, shall be approved by the Executive Director or designee and submitted to the Auditor-Controller for posting. These costs are construed as Administrative Expenditures and will be paid directly from the Administration budget unit.

f. Authority Counsel Expenditures

The Authority will be provided legal counsel by Napa Valley Transportation Authority Counsel. NVTA’s Counsel will be required to track all hours and expenses and provide a detailed accounting for all items requested to be reimbursed. NVTA Counsel will provide an annual hourly rate schedule, which varies by staff position, to ensure fair and equitable charges for work performed related to Measure T.

These costs are construed as Administrative Expenditures and will be paid directly from the Administration budget unit.

g. Auditor-Controller’s Authority on Disbursements

The Auditor-Controller may dispute a claim from the Administration budget unit if the expenditure does not appear in accordance with the Ordinance or reasonable in amount. Disputed claims may be brought forth by the claimant to the Authority for approval in a public meeting.

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4. Financial Reporting Requirements for Measure T Funds held by NVTA-TA

- a. As stated in 3.a above, after quarterly interest is posted by the County Treasurer the funds will be transferred to each agency.
- b. Quarterly review of all transactions within each sub-division will be completed to ensure all postings are accurate and timely.
- c. An annual review will occur prior to official close of the books to ensure all postings are accurate and timely and that all funds have been transferred to the appropriate agency as specified in the Master Agreement

5. Agency Record Keeping

- a. Each agency must keep the funds segregated in a special revenue fund specifically for Measure T.

All revenue sources and expenditures using the revenues sources shall be fully accounted for. Measure T funds should be recorded as Other Governmental Revenue on the agency books. All project expenditures should be budgeted for and disbursed from these funds so that a full accounting is captured, within proper accounting categories.

Each agency accounts for and tracks its capital projects in a capital project fund and each project may include multiple funding sources. Each agency must provide a full accounting of all revenues and expenses attributed to each specific project. Therefore, expenditures within the Measure T special revenue fund, shall include “transfers out” to other funds for the monies being used within a capital project that was approved by the Master Agreement, as may be amended. Agencies shall keep the records using accrual accounting, setting up both receivables and payables as of June 30, of each fiscal year.

Definition: A Special Revenue Fund is a governmental fund type used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The use of a special revenue fund ensures segregation of restricted funds, the ability to allocate proper interest earnings and ease of tracking the inflows and outflows of the revenues.

- b. To ensure compliance with the 6.67% Class 1 path requirement, each agency will track all revenues and expenditures related to these projects and include the information on the progress reports discussed in #6 below.

6. Financial Reporting Requirements for Each Agency

Every expenditure will have supporting documentation, including invoices and proper authorizations, to ensure that all costs charged to the funds are eligible and in full compliance with the Master Agreement. This documentation shall be maintained by each agency and shall be made available for inspection and audits upon request by either the Auditor-Controller or NVTA-TA.

Semi-Annual Progress Reports are due March 1st (for the period of July – December) and September 1st (for the period of January – June). Each progress report shall provide a summary listing consisting

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of the Project Name, Approved Budget, Amount spent to date, Amount remaining, Percentage of Completion, and Date Completed if applicable. In addition, each agency will provide an accounting of the Class 1 path requirement, both year-to-date and cumulative since inception of the tax.

(Exhibit E – Agency Progress Report)

Attached to each summary shall be a system generated trial balance report and detailed expenditure listing for the Special Revenue funds listed in Item 5 above. If, in the course of an expenditure review or audit, it is determined that an ineligible expense was made, the jurisdiction will be directed to return the funds to the LS&R Special Revenue fund for a future eligible expense.

~~Once the agency’s general ledger is considered closed for the fiscal year and a comprehensive audit is completed, as stated in Section 4 of the Master Funding Agreement, and after approved by the jurisdictions governing body, each Agency will provide a copy of the Annual Comprehensive Financial Report (ACFR) January 31st of the next fiscal year.~~

7. Annual Audits

All audits and record keeping will be performed in accordance with generally accepted accounting principles (GAAP) and Government Accounting Standards (GAS)

- The Auditor-Controller will oversee the annual accounting and fiscal process through review of quarterly and annual reports submitted by each agency.
- NVTA-TA will oversee project performance through review of semi-annual reports submitted by each agency.
- Each Agency (County/Cities/Town) will procure an independent certified public accountant to conduct an annual financial audit that includes in its scope all transactions regarding Measure T. ~~This will NOT be an additional audit on top of their Annual Comprehensive Financial Report, as these funds are included in their overall agency operations for specified projects.~~ Any findings will be communicated to the Authority Auditor, who will then present to the ITOC and Authority.
- NVTA-TA will have an independent annual financial audit. The audit will contain supplementary schedules which summarize each jurisdiction financial status regarding Measure T funds. This audit will be presented by the Independent Auditor and the Authority Auditor to the ITOC and Authority.
- Each agency will undergo a performance and compliance audit every three years, which is non-financial in nature. This audit shall be focused on the projects and compliance with the Master Agreement. This audit will be presented by the Independent Auditor to NVTA-TA and the ITOC. The audits will be completed on a rotating basis with the City of Napa and Town of Yountville the first year, the County of Napa and City of St. Helena the second year, then the Cities of American Canyon and Calistoga thereafter.
- The above audits satisfy all audit requirements in the Ordinance. Each agency is audited through their respective fiscal comprehensive annual audit process, the Authority will undergo a separate independent financial audit, and the independent performance and compliance audits on each agency will be completed triennially.
- Audits are construed as Administrative Expenditures and will be paid directly from the ITOC budget unit. There is a maximum of \$70,000 per year (adjusted for inflation on the CPI) for annual financial and performance audits. NVTA-TA and the Authority Auditor will track these expenditures annually to ensure the maximum is not exceeded.

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8. Community Report

Section 11.B.e of Ordinance No. 2012-01 specifies that the Authority shall publish a biennial report to the community. For clarification, this report may be completed annually and will be compiled in collaborative manner between NVTA-TA, the Jurisdictions, ITOC and the Auditor-Controller. The Community Report is construed as Administrative Expenditures and will be paid directly from the ITOC budget unit.

9. Interagency Loans

In the event that one agency requests a loan from another for approved projects, an interagency loan agreement will be executed. Each agency shall record a due to/due from amount on their respective books with an approved pay back schedule. Total pay back must occur prior to the sunset of the tax.

[RESERVE THIS SECTION FOR THE INTERAGENCY LOAN AGREEMENT.]



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY **Board Agenda Cover Memo**

SUBJECT

Sales Tax Replacement Measure

STAFF RECOMMENDATION

Information only

EXECUTIVE SUMMARY

The purpose of this memo is to provide an overview of the steering committee structure, the schedule, and issues that need to be addressed prior to the December 20 NVTA Board Meeting, when NVTA staff intends to request the Board approve a draft ordinance and to release it for circulation to the Cities, Town, and County for approval, and submittal to the Board of Supervisors for its consideration to place the Measure on the November 2024 ballot.

FISCAL IMPACT

None



NAPA VALLEY TRANSPORTATION AUTHORITY-TAX AGENCY Board Agenda Memo

TO: NVTA Board of Directors
FROM: Kate Miller, Executive Director
REPORT BY: Danielle Schmitz, Director, Capital Development & Planning
(707) 259-5968 / Email: dschmitz@nvta.ca.gov
SUBJECT: Sales Tax Replacement Measure

RECOMMENDATION

Information only

COMMITTEE RECOMMENDATION

None

BACKGROUND

Measure T is a ½ cent sales tax approved by the voters in 2012. The Measure became operative in 2018 and will expire in 2043. The Measure stipulates a percentage distribution to the jurisdictions of the roughly \$25 million in annual revenues for the purposes of maintaining and repairing local streets and roads, which includes maintenance and upgrades to other infrastructure within the roadway, including sidewalk, curb and gutter as well as complete street amenities. NVTA receives 1% to administer the Measure. An additional \$70,000 (adjusted by CPI) is reserved for the Independent Taxpayer Oversight Committee, which is a citizen group to advise the NVTA-TA Board on activities associated with the Measure.

Proposed Changes:

The new Measure would replace Measure T, and

- Increase the number of years the Measure is in place to 30 years, beginning in 2025 until 2055.
- Allow bonding.
- Replace the existing distribution to the jurisdictions with a return to source/lane mile formula which would be memorialized in the ordinance and updated to reflect changes in development on a 3-5 year schedule to be determined.

- Include a set aside for highway improvements; financial modeling in 2021 showed that \$60 million could be pulled out and jurisdictions would still be able to improve individual pavement condition scores.
- Remove the 6.67% equivalent requirement and consider other options for funding bike and pedestrian infrastructure. The existing 6.67% equivalent provision requires that the jurisdictions collectively commit to funding class 1 facilities in the amount equivalent to 6.67% of Measure T annually using other eligible revenues.
- Address the inequity between jurisdictions on how much their current maintenance of effort amounts are. Measure T requires that jurisdictions fund an amount equal to an average of general fund expenditures spent on road repair (FY 2007-08, FY 2008-09, and FY 2009-10).

Steering Committee Structure:

Policy Steering Committee: Liz Alessio, Anne Cottrell, Mark Joseph, and Alfredo Pedroza,

Executive Steering Committee: Ryan Alsop, Anil Comelo, Jason Holley, Steve Potter, Brad Raulston, and Laura Snideman

Technical Steering Committee: John Ferons, Joe Leach, Steve Lederer, Julie Lucido, Derek Raynor, and Erica Ahman Smithies

Staff is also presenting and soliciting feedback on the transportation sales tax measure proposal with its standing committees, including:

Technical Advisory Committee

Citizen Advisory Committee

Active Transportation Advisory Committee

Independent Taxpayer Oversight Committee

Schedule:

Measure Extension – Next Steps	Start	Stop
Polling	4/23	6/23
Establish Steering Committee Structure	8/23	8/23
Policy Steering Committee, City Managers/CEO, Public Works Directors, and TAC Updates (monthly or as needed)	8/23	8/24
Finalize Draft Proposed Ordinance Changes	11/23	12/23
Approval of NVTA-TA Board to proceed	1/24	1/24
Attend Stakeholder Meetings (jurisdictions, Napa Bike, Napa Valley Vintners, Napa Valley Grape Growers, Visit Napa Valley, NVTA Committees	9/23	10/24
Approval of ordinance by jurisdictions	4/24	5/24
Final approval of NVTA-TA and NVTA Board Approval	5/24	6/24
Approval of ordinance by County	6/24	7/24
Ballot initiative to Registrar	May 2024	June 2024
Impartial analysis due date (General Counsel)	July 2024	August 9, 2024

Election	November 5, 2024
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ATTACHMENTS

None