

NAPA COUNTY FINANCIAL OVERSIGHT COMMITTEE

REGULAR MEETING MINUTES

804 First Street Napa, California 94559

Wednesday, November 3, 2010

5:30 P.M.

1. Call to Order; Roll Call.

Meeting called to order at 5:30pm.

Members present: Bernhard Krevet, Genji Schmeder, Carl Ebbeson, Peter Murphy, Dorothy Phillips, and James Shupe.

Members excused: Michael Moffett, James Barnes and Amanda Feliz.

Staff: Tracy Schulze, Napa County Auditor-Controller and Alicia Hinojoza, Administrative Support

Guest: Kathleen Bradbury, Finance Director for the Town of Yountville.

2. Discussion and possible action regarding approval of 2011 Meeting Calendar.

Members requested that a calendar be made available that posted all the meeting dates for TAP, Napa County Flood District and the Napa County Board of Supervisors.

Motion, Genji Schmeder: Approve dates of 2011 meetings as presented,

Second, Bernhard Krevet: Unanimously approved.

3. **Public Comment – In this time period, anyone may comment to the Committee regarding any subject over which the Committee has jurisdiction but which is *not* on today's agenda or request consideration to place an item on a future agenda. Time limitations will be three minutes per speaker. No action will be taken by the Committee as a result of any item presented at this time. Public comment on agenda items will be heard at the conclusion of staff reports and before the Committee's discussion.**

Genji Schmeder updated the committee on the status of Muriel Fagiani.

4. Approve Minutes of the August 4, 2010 Regular Meeting.

Motion, Bernhard Krevet: Approve Minutes as presented.

Second, James Shupe: Unanimously approved. Genji Schmeder abstained.

5. Presentation and update of the Town of Yountville Measure A projects. No action required.

Kathleen Bradbury, Finance Director for the Town of Yountville, reported to the committee and highlighted the following:

- Annual \$266,050 was requested to make debt service payment on the floodwall construction that was completed in 2005
- Hopper Creek restoration project was completed in fy 09/10 and came in under original estimated costs
- Phase I of the Hydrologic study to determine potential FEMA grant funding on Hopper and Hinman Creeks was completed by Manhard Construction in fy 9/10. It's anticipated that Phase II, completion of design and engineering, will begin in fy 10/11
- Project design and permitting will begin in fy 10/11 for the Beard Ditch Bank project
- Request for Proposals on Phase II of the Hydrologic study, Project Design and Prioritization, on Hopper and Hinman Creeks are scheduled to go out in fy 10/11, actual work and completion is anticipated for fy 11/12
- Total Measure A funds requested by the Town of Yountville for fy 10/11 is \$441,050

6. Presentation and possible action of financial reports.

Tracy Schulze, Napa County Auditor-Controller, presented the 4th quarter financial reports for Fiscal Year 2009-2010. Tracy reviewed the financial reports with the Committee and highlighted the following:

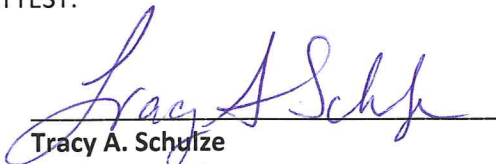
- Total fund balance as of 06/30/10 is \$50,516,865

- Balance of the Maintenance Reserve is \$11,980,030, which is funded by all the jurisdictions as set up in the original JPA
 - The JPA has a 3% cap on administrative expenses which include Tracy Schulze's time, Julie Kirk's time and all other administrative expenses. Total administrative expenses for Fiscal Year 2009-2010 was \$90,552
7. Discussion and possible action regarding ad hoc committee for Annual Publication.
The addition of photos and diagrams were again suggested as part of the publication. Questions also arose as to the need of including the Audit. Tracy Schulze stated she would contact Barry Martin from the City of Napa to start the publication process.
Motion, Bernhard Krevet: Nominate members Peter Murphy, Genji Schmeder, Amanda Felix and Michael Moffett to ad hoc committee. Keep James Shupe as an alternate member.
Second, Dorothy Phillips: Unanimously approved.
8. Agenda Items for Future Meetings.
- Report from the City of Napa
 - Final Audit report
 - Update on the Annual Publication
 - Bernhard Krevet recommends having the quarterly Financial Oversight Committee meetings at different sites/towns, suggesting that this may ignite more interest and could help with recruiting more members to the committee.
9. Members and Staff Reports and Announcements.
Tracy Schulze notified the Committee that a citizen inquired on the annual \$500 donation made to the Friends of the Napa River Festival. Tracy informed the citizen that the booth sign indicating the contributor was incorrect and that the Committee acted well within its limits when donating to the Festival, as the funds donated went to further educating the public on the flood projects.
10. Confirm Next Meeting Date of February 2, 2011.
11. Adjourn.
Meeting adjourned at 6:40p by Chair Ebbeson until the next regularly scheduled meeting, February 2, 2011.



Carl Ebbeson
Chairperson

ATTEST:



Tracy A. Schulze
Auditor-Controller
County of Napa



BY: **Alicia Hinojoza**
Administrative Support Technician
County of Napa