



NAPA VALLEY TRANSPORTATION AUTHORITY

Board Agenda Memo

TO: NVTA Board of Directors
FROM: Danielle Schmitz, Executive Director
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SUBJECT: Establish an Ad Hoc Budget Committee

RECOMMENDATION

That the Napa Valley Transportation Authority Board approve the formation of an ad hoc Committee for the biennial budget cycle and authorize the Chair to appoint members.

COMMITTEE RECOMMENDATION

None

EXECUTIVE SUMMARY

The Napa Valley Transportation Authority (NVTA) staff recommend the establishment of an ad hoc committee to provide focused review and guidance on the biennial budget cycle. As NVTA continues to address evolving organizational needs and strategic priorities, certain issues require specialized attention beyond the scope of existing Board meetings. The ad hoc committee will remain active for the duration necessary to complete its assigned task, anticipated to be complete by June 2026 or at the adoption of the biennial budget, after which it will be dissolved. No significant financial impacts are anticipated; however, staff time will be required to support the committee's work.

FISCAL IMPACT

None

CEQA REQUIREMENTS

ENVIRONMENTAL DETERMINATION:

The proposed action is not a project as defined by 14 California Code of Regulations 15378 (California Environmental Quality Act (CEQA) Guidelines) and therefore CEQA is not applicable.

BACKGROUND

Periodically, staff identifies specific issues or short-term projects that require focused review and discussion outside regular Board meetings. Ad Hoc Committees are temporary, limited-purpose bodies created to support the Board in evaluating operational expenditures and providing recommendations.

The formation of an Ad Hoc Budget Committee will allow for the Chair, Vice Chair, and one to two other Board members to work collaboratively with staff to analyze the identified topics, evaluate potential options, and develop informed recommendations for full Board consideration. This temporary committee structure ensures flexibility, efficiency, and targeted problem-solving while maintaining transparency and accountability.

The purpose of the Ad Hoc Budget Committee is to have a more detailed review of the biennial budget and make recommendations for budget priorities for the next two fiscal years. Staff will schedule an initial in-person meeting at the end of January and provide necessary background materials. Subsequent meetings can be virtual to accommodate schedules. Input from the meetings will culminate into a first reading of the budget and eventual adoption prior to the commencement of the next fiscal year.

ALTERNATIVES

Staff will develop the biennial budget without an ad hoc committee and bring it to the Chair and Vice Chair for review before the full Board for input.

COUNTYWIDE PLAN GOALS MET BY THIS PROPOSAL

All goals. The budget adoption is the agency's financial plan to carry out Board policy.

ATTACHMENT(S)

None