



March 8, 2018

Honorable Board of Supervisors  
C/O Tracy Schulze, Auditor Controller  
Napa County  
1195 Third Street  
Napa, California 94599

Dear Honorable Board of Supervisors,

This letter is in response to the report from Auditor Controller, Tracy Schulze regarding the review of the Napa Valley Tourism Improvement District funds for July 1, 2016 through June 30, 2017. We would like to take this opportunity to address the two findings listed on page four (4) and page five (5) of Appendix B.

**Finding 1 of 2**

**Town Response:** Management concurs with this finding and the Administration fees have been reduced by \$911 for FY 17-18.

**Finding 2 of 2**

The NVTID Board had approved contingency amount of \$10,000 for unforeseen expenses. Through implied authority of the NVTID Yountville board, the Town Manager has the authority to approve authorized expenses for related programs through the contingency. For future unforeseen expenses, the Town Manager will bring actual expenditures to the NVTID Yountville Board for subsequent approvals.

We hope these explanations will clarify any potential issues in regard to these findings. Please feel free to contact me for further clarification.

Sincerely,

  
Steven R. Rogers  
Town Manager