

**Board of Directors**

Chair – Doug Tisdale, District H  
 First Vice Chair – Natalie Menten, District M  
 Second Vice Chair – Barbara Deadwyler, District B  
 Secretary – Claudia Folska, Ph.D., District E  
 Treasurer – Judy Lubow, District I

Lorraine Anderson, District L  
 Ernest Archuleta, District C  
 Bob Broom, District F  
 Peggy Catlin, District N  
 Larry Hoy, District J

Ken Mihalik, District G  
 Chuck Sisk, District O  
 Paul Daniel Solano, District K  
 Jeff Walker, District D  
 Kate Williams, District A

**MINUTES**

Financial Administration &amp; Audit Committee

**Tuesday, July 10, 2018****Rooms R, T, & D****5:30 PM**

Conference Dial-in # 303-299-2663

Conference ID: 15120

**Financial Administration and Audit Committee**

Chaired by Ken Mihalik

**A. Call to Order**

Committee Chair Mihalik called the meeting to order at 6:36 p.m.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Lorraine Anderson	Director, District L	Present	6:31 PM
Ernest Archuleta	Director, District C	Present	6:31 PM
Bob Broom	Director, District F	Present	6:31 PM
Peggy Catlin	Director, District N	Present	6:31 PM
Barbara Deadwyler	Director, District B	Absent	
Claudia Folska	Director, District E	Present	6:31 PM
Larry Hoy	Director, District J	Absent	
Judy Lubow	Director, District I	Present	6:33 PM
Natalie Menten	Committee Vice-Chair	Present	6:31 PM
Ken Mihalik	Committee Chair	Present	6:31 PM
Chuck Sisk	Director, District O	Present	6:31 PM
Paul Solano	Director, District K	Present	6:35 PM
Doug Tisdale	Director, District H	Absent	
Jeff Walker	Director, District D	Present	6:31 PM
Kate Williams	Director, District A	Present	6:31 PM

Directors Hoy and Chair Tisdale were absent. Director Deadwyler participated via phone.

**Staff Present:** Rolf Asphaug, Linda Buss, Gina Callahan, Nicole Carey, Jessie Carter, Susan Cohen, Lou Cripps, Sherry Ellebracht, Michael Ford, David Genova, Greg Goldman, Doug Gragg, Anne Marie Isaac-Heslop, Cheryl Holmes, Tina Jaquez, Dave Jensen, Jillian Knapp-Rhodes, Adrian Mabry, Heather McKillop, Barbara McManus, Kevin Parker, Scott Reed, Steve Reilly, Beverly Riley, Jenifer Ross-Amato, Jannette Scarpino, Ruth Seleske, Rahul Sood, Henry Stopplecamp, Mark Tieman, Bill Van Meter, Jyotsna, Vishwakarma, Fred Worthen, Christina Zazueta

**Others Present:** Anne Herzenberg, Shelley Cook

## **B. Recommended Actions**

- **Approval of ERP Licenses**

It is recommended by the Financial Administration & Audit Committee that the Board of Directors authorize the General Manager or his designee to execute all documents necessary to award a contract to Mythics for licenses for the ERP Replacement Program for an amount not to exceed \$2,000,000 over 5 years. Subscriptions for the ERP Replacement Program will be paid annually.

This recommendation addresses two of the General Manager's 2018 goals: Core Goal #3 Strong Financial Management and Task Goal #1 Fiscal Sustainability.

**Motion:** Director Anderson made the motion to move this item to the full Board at the July 17, 2018 Board Meeting.

Director Williams seconded the motion.

**RESULT:** **PASSED COMMITTEE [UNANIMOUS]**

**MOVER:** Lorraine Anderson, Director, District L

**SECONDER:** Kate Williams, Director, District A

**AYES:** Anderson, Archuleta, Broom, Catlin, Deadwyler, Folska, Lubow, Menten, Mihalik, Sisk, Solano, Walker, Williams

**ABSENT:** Larry Hoy, Doug Tisdale

**REMOTE:** Barbara Deadwyler

Committee Chair Mihalik declared the motion **PASSED unanimously**.

- **Approval of Data and Content Analysis Software**

It is recommended by the Financial Administration and Audit Committee that the Board of Directors authorize the General Manager or his designee to award a five-year contract to Active Navigation in the total not-to-exceed amount of \$869,539 for a data and content analysis software (record crawler).

This recommended action addresses the General Manager's 2018 goals - Task Goal #1 Fiscal Sustainability, and Task Goal #3 Asset Management/State of Good Repair.

**Motion:** Director Broom made the motion to move this item to the full Board at the July 17, 2018 Board Meeting.

Director Anderson seconded the motion.

**RESULT: PASSED COMMITTEE [UNANIMOUS]**

**MOVER:** Bob Broom, Director, District F

**SECONDER:** Lorraine Anderson, Director, District L

**AYES:** Anderson, Archuleta, Broom, Catlin, Deadwyler, Folska, Lubow, Menten, Mihalik, Sisk, Solano, Walker, Williams

**ABSENT:** Larry Hoy, Doug Tisdale

**REMOTE:** Barbara Deadwyler

Committee Chair Mihalik declared the motion **PASSED unanimously**.

### **C. Updates**

- **Audit Update**

Presented by Ann Marie Isaac-Heslop, Manager of Internal and IT Audit and Kevin Parker, Senior Internal Auditor.

- **Mid-Term Financial Plan**

Presented by Heather McKillop, Chief Financial Officer and Assistant General Manager of Finance and Administration, Jannette Scarpino, Senior Manager of Budget and Financial Analysis, and Susan Cohen, Senior Manager of Finance and Enterprise Content Management.

- **Long Range Financial Plan**

Presented by Heather McKillop, Chief Financial Officer and Assistant General Manager of Finance and Administration, Jannette Scarpino, Senior Manager

of Budget and Financial Analysis, and Susan Cohen, Senior Manager of Finance and Enterprise Content Management.

- **May 2018 Monthly Financial Status Report**

Presented by Heather McKillop, Chief Financial Officer and Assistant General Manager of Finance and Administration

**D. Other Matters**

Directors Menten and Lubow spoke.

**E. Next Meeting Date - August 14, 2018**

**F. Adjourn**

Committee Chair Mihalik adjourned the meeting at 8:15 p.m.

The following communication assistance is available for public meetings:

- Language Interpreters
- Sign-language Interpreters
- Assisted listening devices

Please notify RTD of the communication assistance you require at least 48 business hours in advance of a RTD meeting you wish to attend by calling 303.299.2307

**THE CHAIR REQUESTS THAT ALL PAGERS AND CELL PHONES BE SILENCED DURING THE BOARD OF DIRECTORS MEETING FOR THE REGIONAL TRANSPORTATION DISTRICT.**