

## PERFORMANCE OVERSIGHT COMMITTEE MEETING

July 16, 2020

The meeting was called to order and held virtually with the following in attendance:

### Board Committee Members

*(all via Webex)*

Michelle Zmijanac, Chair  
Representative Lori Mizgorski  
Jeff Letwin

### Other Board Member

*(all via Webex)*

John Tague  
Ann Ogoreuc  
Jennifer Liptak  
Stephanie Turman  
Jessica Walls-Lavelle

### 1. Approval of Minutes:

The Committee approved the minutes from the June 18, 2020 Performance Oversight Committee meeting.

### 2. Proposed Resolutions:

The Committee first reviewed seven procurement items and determined the bids to be in accordance with the Authority's procurement policies and procedures, the prices fair and reasonable, the bidders to be responsible and the bids responsive.

The Performance Oversight Committee agreed to recommend for award the bids listed in the resolution for the total amount of \$9,956,660.47.

The next resolution reviewed was seeking authorization to extend and amend an agreement for property and casualty risk management services.

Mr. Cetra reported that in October 2016, the Authority entered into an agreement with Aon Risk Services, Inc. of Washington D.C., to provide these services for an initial term of three years for a total not-to-exceed amount of \$324,000, to be allocated on an as-needed basis through task specific work orders.

The agreement also contains two option years to be exercised by the Authority in its sole discretion and in July 2019, the Board authorized the Authority to exercise the first option year extending the term of the agreement until September 30, 2020, and increasing the total not-to-exceed amount to \$432,000.

The Performance Oversight Committee agreed to recommend exercising the second option year and extending the term of the agreement with Aon one

additional year to September 30, 2021, and to increase the previously authorized total not-to-exceed amount to \$540,000.

The final resolution presented was seeking authorization to extend and amend a lease agreement with New Cingular Wireless PCS, LLC.

Mr. Cetra reported that in July 2000, the Authority entered into a 20-year lease agreement with New Cingular for the maintenance and operation of a cellular communications tower on a designated portion of the roof of the Authority's Wood Street Station.

The Authority staff and its real estate consultant conducted a market assessment and have determined the proposed rental rate is fair, reasonable and consistent with market rates.

Mr. Cetra also noted that the Federal Transit Administration is also in agreement with the terms of the lease amendment.

The Performance Oversight Committee agree to recommend entering into a Lease Amendment with New Cingular Wireless to extend the lease up to an additional 20 years for a base rent in the first extension year of \$31,800 with annual rent adjustments of three percent.

Next, Senior Internal Auditor, Glenn Meister, reported on the Audit of Fiscal Year 2020 Annual Physical Inventory. He reported that the audit resulted in no observations.

He also reported that in general, the FY 2020 inventory was conducted in a manner that provides reasonable assurance that inventory items were accurately counted, adjustments to on-hand quantities were recorded correctly in Peoplesoft, the cut-off process was properly followed for requisitions and receipts issued before and after inventory, and significant variances were resolved and recorded correctly in PeopleSoft.

With no further business, the meeting was adjourned.