



Local Transportation Authority

**MINUTES FOR MAY 25, 2016**

**VOTING MEMBERS PRESENT:**

City of Brawley	George A. Nava
City of Calexico	Joong Kim
City of Calipatria	Maria Nava-Froelich
City of El Centro	Cheryl Viegas-Walker
City of Holtville	James Predmore – Chair
City of Imperial	Doug Cox – Vice Chair
City of Westmorland	Lawrence D. Ritchie
County of Imperial	Ryan Kelley
County of Imperial	Jack Terrazas
Executive Director	Mark Baza (non-voting)

**STAFF PRESENT:** Cristi Lerma, Michelle Bastidas, Virginia Mendoza

**OTHERS PRESENT:** Eric Havens: ICTC Counsel; Phil White: VTD

**I. CALL TO ORDER AND ROLL CALL**

Meeting was called to order by Chair Predmore at 6:58 p.m. and roll call was taken.

**II. EMERGENCY ITEMS**

There were none.

**III. PUBLIC COMMENTS**

No public comment

**IV. CONSENT CALENDAR**

A. A motion was made by [Ritchie](#) and seconded by [Cox](#) to approve the April 27, 2016 Minutes for the LTA Board, **Motion Carried with 2 abstentions (Calexico and Calipatria).**

**V. ACTION CALENDAR**

A. Imperial County Local Transportation Authority Annual Financial Audit for Fiscal Year Ended June 30, 2015 – City of Calexico

Mr. Baza introduced the auditor, Mr. White and asked him to address the Board. Mr. White stated that the annual financial report for *fiscal year ended June 20, 2015* was completed for the City of Calexico. He stated that the Audit resulted in a clean audit opinion with 3 findings. The findings and Recommendations are listed below. It is important to note that the responses were not audited.

1. Finding #1 – Timely performance of bank reconciliation

Recommendation – Bank reconciliations be reviewed no later than 30 days

2. Finding #2 – City should have policies and procedures in place to ensure the year-end closing is performed completely, accurately and timely.

Recommendation – Strengthening procedures to ensure that the year-end close is completed on a timely basis. This can be achieved through the use of additional resources and enhanced closing processes and procedures including a comprehensive closing checklist.

3. Finding #3 – Accounts Payable

Recommendation – Strengthening policies and procedures to prevent overpayments on vendor invoices.

The Corrective Action for all “Findings” indicate that the City of Calexico has already taken substantive steps to correct each of the findings.

Therefore, it is requested that the LTA review and approve the following action after receipt of public comment, if any:

1. Receive, Approve and File the FY 2014-15 Imperial County Local Transportation Authority Annual Financial Audit for the following agencies: City of Calexico.

A motion was made by [Cox](#) and seconded by [Nava-Froelich](#), **Motion Carried unanimously.**

## **VI. ADJOURMENT**

Meeting Adjourned at 7:12 p.m.