



**Agenda - Final**  
**Capital Metropolitan**  
**Transportation Authority**  
**Finance, Audit and Administration**  
**Committee**

2910 East 5th Street  
Austin, TX 78702

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**Wednesday, December 10, 2025**

**10:00 AM**

**Rosa Parks Boardroom**

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This meeting will be livestreamed at [capmetrotx.legistar.com](https://capmetrotx.legistar.com)

**I. Call to Order**

**II. Public Comment**

**III. Action Items**

1. Approval of minutes from the November 5, 2025 Finance, Audit and Administration Committee meeting.
2. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with QA Systems to provide and install audio/ visual systems in CapMetro's Administrative Building located at 3100 E. 5th Street, for a term of three (3) months from notice to proceed, in an amount not to exceed \$401,302.
3. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with DOCUmentation of San Antonio, LLC for On-Site Business Center Services for a base period of three years and three one-year option periods in an amount not to exceed \$3,313,500.
4. Approval of a resolution authorizing the President & CEO, or her designee, to finalize and execute a contract with Voya Employee Benefits for medical stop loss insurance for claims above \$225,000, with a base term of one year, in a total amount not to exceed \$988,378.

**IV. Presentations**

1. Internal Audit FY2026 Audit Plan Status - December 2025
2. Internal Audit Report: Inventory Controls - Demand Response Parts
3. FY2025 Year End Preliminary Financials
4. Executive Finance, Audit and Administration Update - December 2025  
Update on key performance indicators, financial performance, and upcoming events.

**V. Items for Future Discussion**

**VI. Adjournment**

**ADA Compliance**

*Reasonable modifications and equal access to communications are provided upon request. Please call (512) 369-6040 or email [ed.easton@capmetro.org](mailto:ed.easton@capmetro.org) if you need more information.*

*Committee Members: Matt Harriss, Chair; Becki Ross, Dianne Bangle and Zo Qadri.*

*The Board of Directors may go into closed session under the Texas Open Meetings Act. In accordance with Texas Government Code, Section 551.071, consultation with attorney for any legal issues, under Section 551.072 for real property issues; under Section 551.074 for personnel matters, or under Section 551.076, for deliberation regarding the deployment or implementation of security personnel or devices; arising regarding any item listed on this agenda.*