



# **Orange County Transportation Authority**

## **Finance and Administration Committee Agenda**

### **Wednesday, April 26, 2023 at 10:30 a.m.**

Board Room, 550 South Main Street, Orange, California

#### **Committee Members**

Michael Hennessey, Chairman  
Patrick Harper, Vice Chairman  
Andrew Do  
Jamey Federico  
Brian Goodell  
Steve Jones  
Vicente Sarmiento

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the Orange County Transportation Authority (OCTA) Clerk of the Board's office at (714) 560-5676, no less than two business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

#### **Agenda Descriptions**

Agenda descriptions are intended to give members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions does not indicate what action will be taken. The Committee may take any action which it deems to be appropriate on the agenda item and is not limited in any way by the notice of the recommended action.

#### **Public Availability of Agenda Materials**

All documents relative to the items referenced in this agenda are available for public inspection at [www.octa.net](http://www.octa.net) or through the Clerk of the Board's office at the OCTA Headquarters, 600 South Main Street, Orange, California.

#### **Meeting Access and Public Comments on Agenda Items**

Members of the public can either attend in-person or listen to audio live streaming of the Board and Committee meetings by clicking this link: <https://octa.legistar.com/Calendar.aspx>

#### **In-Person Comment**

Members of the public may attend in-person and address the Board regarding any item. Please complete a speaker's card and submit it to the Clerk of the Board or notify the Clerk of the Board the item number on which you wish to speak. Speakers will be recognized by the Chairman at the time the agenda item is to be considered. Comments shall be limited to three minutes.

# FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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## Written Comment

Written public comments may also be submitted by emailing them to ClerkOffice@octa.net, and must be sent by 5:00 p.m. the day prior to the meeting. If you wish to comment on a specific agenda item, please identify the item number in your email. All public comments that are timely received will be part of the public record and distributed to the Board. Public comments will be made available to the public upon request.

## Call to Order

## Pledge of Allegiance

Director Harper

## Special Calendar

1. **Proposed Fiscal Year 2023-24 Southern California Regional Rail Authority Budget**  
Megan Taylor/Johnny Dunning, Jr.

### **Overview**

Metrolink staff will present a verbal overview of the draft Southern California Regional Rail Authority Fiscal Year 2023-24 Budget, including the Orange County Transportation Authority's proposed share of operating, rehabilitation, and capital expenses for Metrolink commuter rail service.

### **Attachments:**

[Presentation](#)

## Consent Calendar (Items 2 through 6)

All items on the Consent Calendar are to be approved in one motion unless a Committee Member or a member of the public requests separate action or discussion on a specific item.

2. **Approval of Minutes**

### **Recommendation**

Approve the April 12, 2023 minutes of the Finance and Administration Committee meeting.

### **Attachments:**

[Minutes](#)

## FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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### 3. Fiscal Year 2022-23 Internal Audit Plan, Third Quarter Update

Janet Sutter

#### **Overview**

The Orange County Transportation Authority Board of Directors adopted the Orange County Transportation Authority Internal Audit Department Fiscal Year 2022-23 Internal Audit Plan on July 25, 2022. This report provides an update of activities for the third quarter of the fiscal year.

#### **Recommendation**

Receive and file the third quarter update to the Orange County Transportation Authority Internal Audit Department Fiscal Year 2022-23 Internal Audit Plan as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

### 4. Approval of the Fiscal Year 2023-24 Local Transportation Fund Claim for Laguna Beach Public Transportation Services

Sam Kaur/Andrew Oftelie

#### **Overview**

The Laguna Beach Municipal Transit Lines, a department within the City of Laguna Beach, is eligible to receive funding from the Local Transportation Fund in Orange County for providing public transportation services throughout the city. To receive the funds, the Laguna Beach Municipal Transit Lines must file a claim against the Local Transportation Fund with the Orange County Transportation Authority.

#### **Recommendations**

- A. Approve the Laguna Beach Municipal Transit Lines Fiscal Year 2023-24 Local Transportation Fund Claim for public transportation services, in the amount of \$1,531,335.
- B. Authorize the Chief Executive Officer of the Orange County Transportation Authority to issue allocation/disbursement instructions to the Orange County Auditor-Controller in the amount of the claim.

#### **Attachments:**

[Staff Report](#)

## FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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### 5. Approval of the Fiscal Year 2023-24 Local Transportation Fund Claim for Public Transportation and Community Transit Services

Sam Kaur/Andrew Oftelie

#### **Overview**

The Orange County Transit District is eligible to receive funding from the Local Transportation Fund for providing public transportation and community transit services throughout Orange County. To receive the funds, the Orange County Transit District must file a claim against the Local Transportation Fund with the Orange County Transportation Authority.

#### **Recommendations**

- A. Approve the Orange County Transit District Fiscal Year 2023-24 Local Transportation Fund Claim for public transportation services, in the amount of \$211,736,396, and for community transit services, in the amount of \$11,224,618 for a total claim amount \$222,961,014.
- B. Authorize the Chief Executive Officer to issue allocation/disbursement instructions to the Orange County Auditor-Controller in the full amount of the claims.

#### **Attachments:**

[Staff Report](#)

### 6. Amendment to Agreement for Health Insurance Brokerage Services

Karen DeCrescenzo/Maggie McJilton

#### **Overview**

On May 22, 2020, the Orange County Transportation Authority Board of Directors approved an agreement with Alliant Insurance Services, Inc., for health insurance brokerage services for a three-year initial term with a two-year option term. Board of Directors' approval is requested to exercise the option term effective June 1, 2023 through May 31, 2025.

#### **Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 1 to Agreement No. C-0-2078 between the Orange County Transportation Authority and Alliant Insurance Services, Inc., to exercise the two-year option term effective June 1, 2023 through May 31, 2025, in the amount of \$238,000, to continue providing health insurance brokerage services. This will increase the maximum obligation of the agreement to a total contract value of \$580,000.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

# FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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## Regular Calendar

### 7. Orange County Local Transportation Authority Measure M2 Agreed-Upon Procedures Reports, Year Ended June 30, 2022

Janet Sutter

#### **Overview**

Crowe LLP, an independent accounting firm, has applied agreed-upon procedures related to Measure M2 Local Fair Share funds provided to seven cities, and Senior Mobility Program funds provided to four cities, for the fiscal year ended June 30, 2022. Local Fair Share program reports include observations of ineligible maintenance of effort expenditures, indirect charges lacking a reasonable methodology, reporting errors, and funded projects not reflected in Seven-Year Capital Improvement Program plans. Senior Mobility Program audits include observations relating to late submission of monthly reports, reporting errors, failure to allocate interest, and verification of participant eligibility.

#### **Recommendations**

- A. Direct staff to monitor implementation of recommendations by cities.
- B. Direct staff to review observations with legal counsel and develop recommendations for Board of Directors' consideration related to the City of Cypress' compliance with the Measure M2 Ordinance and Eligibility Guidelines.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

[Attachment D](#)

## FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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### 8. Orange County Transportation Authority Fiscal Year 2023-24 Budget Workshop Preview

Victor Velasquez/Andrew Oftelie

#### **Overview**

The Orange County Transportation Authority is developing the fiscal year 2023-24 budget, which identifies available revenues and costs associated with providing transportation services and programs for Orange County. The proposed budget will be reviewed in detail during an informal workshop following the May 8, 2023, Orange County Transportation Authority Board of Directors meeting.

#### **Recommendation**

Review the fiscal year 2023-24 proposed budget in a workshop setting following the regularly scheduled Orange County Transportation Authority Board of Directors meeting on May 8, 2023.

#### **Attachments:**

[Staff Report](#)

[Presentation](#)

### Discussion Items

#### 9. Public Comments

#### 10. Chief Executive Officer's Report

#### 11. Committee Members' Reports

#### 12. Closed Session

There are no Closed Session items scheduled.

#### 13. Adjournment

The next regularly scheduled meeting of this Committee will be held:

**10:30 a.m. on Wednesday, May 10, 2023**

OCTA Headquarters

Board Room

550 South Main Street

Orange, California