



Orange County Transportation Authority

Finance and Administration Committee Agenda

Wednesday, June 14, 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 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.

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.

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

Call to Order

Pledge of Allegiance

Director Jones

Special Calendar

1. Taxable Sales Forecast - University of California, Los Angeles

Sam Kaur/Andrew Oftelie

Overview

Orange County Transportation Authority contracts with several economic specialists to provide an annual 30-year taxable sales forecast for Measure M2. The latest forecasts were received in Spring 2023. Jerry Nickelsburg, PhD, and William Yu, PhD, from University of California at Los Angeles Anderson Forecast will provide an update on the annual forecast and economic outlook for Orange County to the Finance and Administration Committee.

Attachments:

[Presentation](#)

Consent Calendar (Items 2 through 8)

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 May 24, 2023 minutes of the Finance and Administration Committee meeting.

Attachments:

[Minutes](#)

3. Lost and Found Operations, Internal Audit Report No. 23-513

Jonathan Thompson/Janet Sutter

Overview

The Internal Audit Department of the Orange County Transportation Authority has completed an audit of lost and found operations. Based on the audit, controls are generally adequate and operating; however, one recommendation has been made to improve controls over handling and recording of cash and check deposits.

Recommendation

Direct staff to implement one recommendation provided in Lost and Found Operations, Internal Audit Report No. 23-513.

Attachments:

[Staff Report](#)

[Attachment A](#)

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

4. Purchase Order for 91 Express Lanes Back-Office System Source Code Verification

Kirk Avila

Overview

In March 2022, Cofiroute USA, LLC deployed a new back-office system on the 91 Express Lanes. As part of the contractual requirements, an agreement with an escrow agent is required to hold the back-office system source code. To protect the investments the Orange County Transportation Authority and the Riverside County Transportation Commission have made to the back-office system, source code verification is being requested for the items held in escrow and for future major functionality releases deposited in escrow. A source code verification provides assurance that the material deposited in escrow is correct and complete by ensuring that the deposit can be rebuilt into a working application. Board of Directors' approval is requested for NCC Group Escrow Associates, LLC, to provide source code verifications for the 91 Express Lanes back-office system.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute sole source Purchase Order No. C32478 between the Orange County Transportation Authority and NCC Group Escrow Associates, LLC, in the amount of \$102,500, for verifications of the 91 Express Lanes back-office system source code for a three-year and seven-month term.

Attachments:

[Staff Report](#)

5. 91 Express Lanes Update for the Period Ending - March 31, 2023

Kirk Avila

Overview

The Orange County Transportation Authority has owned and managed the operations of the 91 Express Lanes since January 2003. Since that time, traffic volumes and toll revenues have fluctuated with the changes in the economy and the added capacity to the State Route 91 corridor. Over the last quarter, there were approximately 4.7 million trips taken on the 91 Express Lanes in Orange County. This report focuses on the operational and financial activities for the period ending March 31, 2023.

Recommendation

Receive and file as an information item.

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

6. **Orange County Transportation Authority Investment and Debt Programs Report - April 2023**

Robert Davis/Andrew Oftelie

Overview

The Orange County Transportation Authority has a comprehensive investment and debt program to fund its immediate and long-term cash flow demands. Each month, the Treasurer submits a report detailing investment allocation, performance, compliance, outstanding debt balances, and credit ratings for the Orange County Transportation Authority's debt program. This report is for the month ending April 30, 2023.

Recommendation

Receive and file as an information item.

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

7. **Environmental Mitigation Program Endowment Fund Investment Report for March 31, 2023**

Robert Davis/Andrew Oftelie

Overview

The Orange County Transportation Authority has developed a Natural Community Conservation Plan/Habitat Conservation Plan, acquired conservation properties, and funded habitat restoration projects to mitigate the impacts of Measure M2 freeway programs. The California Community Foundation manages the non-wasting endowment required to fund the long-term management of the conservation properties. Each quarter, the California Community Foundation publishes a comprehensive report detailing the composition of the pool and its performance.

Recommendation

Receive and file as an information item.

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

8. Cooperative Agreement with the City of Laguna Beach for Federal Transit Administration, State Transit Administration, SB 1 (Chapter 5, Statutes of 2017) State of Good Repair, and Cap and Trade Funds for Public Transit Services

Sam Kaur/Andrew Oftelie

Overview

The City of Laguna Beach and its municipally owned Laguna Beach Municipal Transit Lines are eligible to receive funding from the Federal Transit Administration Section 5307 Urbanized Area Formula Program Funds, Federal Transit Administration Section 5339 Bus and Bus Facilities Program funds, State Transit Assistance funds, State of Good Repair funds provided through SB 1 and Cap and Trade funds. Board of Directors' approval is requested to execute a new cooperative agreement to provide the City of Laguna Beach with additional Federal Transit Administration, State Transit Assistance, SB 1 State of Good Repair and Cap and Trade funds for the next five fiscal years beginning fiscal year 2023-24 through fiscal year 2027-28.

Recommendation

Authorize the Orange County Transportation Authority Chief Executive Officer to negotiate and execute Cooperative Agreement No. C-3-2477 between the Orange County Transportation Authority and the City of Laguna Beach, for a maximum cumulative amount not to exceed \$1,743,712 for Federal Transit Administration funding, \$2,225,913 for State Transit Assistance funding, including SB 1 augmentation, \$299,011 for State of Good Repair funds provided through SB 1, and \$174,524 for Cap and Trade funds, totaling \$4,443,160 for the next five fiscal years commencing fiscal year 2023-24 through fiscal year 2027-28, for providing public transit services and operating assistance.

Attachments:

[Staff Report](#)

Regular Calendar

There are no Regular Calendar items scheduled.

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.

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

13. Adjournment

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

10:30 a.m. on Wednesday, June 28, 2023

OCTA Headquarters

Board Room

550 South Main Street

Orange, California