



BOARD AGENDA

Orange County Transportation Authority Board Meeting
Orange County Transportation Authority Headquarters
Board Room - Conference Room 07-08
550 South Main Street
Orange, California
Monday, September 25, 2017 at 9:00 a.m.

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the OCTA Clerk of the Board, telephone (714) 560-5676, no less than two (2) business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

Agenda Descriptions

The 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 Board of Directors 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 Comments on Agenda Items

Members of the public may address the Board of Directors 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. A speaker's comments shall be limited to three (3) minutes.

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.

Call to Order

Invocation

Director Donchak

Pledge of Allegiance

Director Pulido



BOARD AGENDA

Special Calendar

Orange County Transportation Authority Special Calendar Matters

1. Presentation of Resolutions of Appreciation for Employees of the Month for September 2017

Present Orange County Transportation Authority Resolutions of Appreciation Nos. 2017-076, 2017-077, and 2017-078 to Carlos Urena, Coach Operator; De Pham, Maintenance; and Sergio Hernandez, Administration, as Employees of the Month for September 2017.

2. Public Hearing for the Proposed February 2018 Bus Service Plan
Stella Lin/Lance M. Larson

Overview

The Orange County Transportation Authority has developed a proposed bus service plan for February 2018 as part of its OC Bus 360° initiative to improve bus service and productivity. On July 24, 2017, an outreach program was introduced to share proposed service changes and gather feedback. To complete the public participation process, a September 25, 2017 public hearing date was set. Based on the input received, staff will refine the proposed February 2018 Service Plan and return to the Board of Directors in October with recommended changes to Orange County Transportation Authority bus transit service.

Recommendation

Receive and file initial public input on the Proposed February 2018 Bus Service Plan.



BOARD AGENDA

Consent Calendar (Items 3 through 17)

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

Orange County Transportation Authority Consent Calendar Matters

3. Approval of Minutes

Approval of the Orange County Transportation Authority and affiliated agencies' regular meeting minutes of September 11, 2017.

4. Communications by Independent Financial Statement Auditor Janet Sutter

Overview

Vavrinek, Trine, Day & Company, LLP, the independent financial statement auditor of the Orange County Transportation Authority, is in the process of conducting the fiscal year 2016-17 audit. In connection with the audit, Vavrinek, Trine, Day & Company, LLP, is communicating the planned scope and timing of the audit, as well as soliciting input on any matters of which the Board of Directors or the Finance and Administration Committee has knowledge that may have a material bearing on the Orange County Transportation Authority's financial statements for the year ended June 30, 2017.

Recommendation

Receive and file as an information item.



BOARD AGENDA

5. **Investments: Compliance, Controls, and Reporting, January 1 through June 30, 2017**
Gabriel Tang/Janet Sutter

Overview

The Internal Audit Department has completed an audit of investments for the period January 1 through June 30, 2017. Based on the audit, the Orange County Transportation Authority complied with its debt, investment, and reporting policies and procedures; however, two minor reporting errors were identified in the first and second quarterly investment and debt reports. Internal Audit recommends management enhance review procedures to ensure line items are validated and schedules are reconciled before finalizing the report.

Recommendation

Direct staff to implement one recommendation provided in Investments: Compliance, Controls, and Reporting, January 1 through June 30, 2017, Internal Audit Report No. 18-501.

6. **Audit of State Transportation Improvement Program Planning, Programming and Monitoring Program, Program Fiscal Year 2014-2015**
Serena Ng/Janet Sutter

Overview

As required by agreement with the California Department of Transportation, an independent audit of the State Transportation Improvement Program Planning, Programming and Monitoring Program project has been completed by the professional accounting firm of BCA Watson Rice LLP. The audit found that project funds were used in conformance with Article XIX of the California State Constitution.

Recommendation

Receive and file as an information item.



BOARD AGENDA

7. State Legislative Status Report
Kristin Essner/Lance M. Larson

Overview

A status update is provided on bills that the Orange County Transportation Authority has an official position. An overview is provided of transportation funding legislation. An update is provided on cap-and-trade funding. An overview is provided on a legislative hearing on local climate change efforts. An update on the Assembly Republican Leadership post is provided.

Recommendation

Receive and file as an information item.

8. Federal Legislative Status Report
Kristin Essner/Lance M. Larson

Overview

An update is provided of the federal fiscal year 2018 appropriations process. An overview is provided of the President's executive order on infrastructure project streamlining, including how it relates to existing law and the Orange County Transportation Authority's Breaking Down Barriers initiative. Updates are provided on the Presidential Advisory Council on Infrastructure and the confirmation of the Administrator of the Federal Railroad Administration

Recommendation

Receive and file as an informational item.



BOARD AGENDA

9. Draft Revisions to Orange County Transportation Authority's 2017-18 State and Federal Legislative Platforms

Dustin Sifford/Lance M. Larson

Overview

Initial draft revisions to the Orange County Transportation Authority's 2017-18 State and Federal Legislative Platforms have been prepared for consideration by the Board of Directors. These drafts will be revised as a result of feedback from the Orange County Transportation Authority Board of Directors, as well as further internal staff and advisory group input, before the final draft is considered for adoption.

Recommendation

Authorize staff to integrate the recommended revisions to the Orange County Transportation Authority's 2017-18 State and Federal Legislative Platforms and seek further feedback from the Board of Directors, internal staff, and advisory groups, with subsequent drafts to be brought forward in November for final consideration and adoption.

10. Approval to Release Request for Proposals for Information Technology Contract Technical Staffing

Barry Reynolds/Andrew Oftelie

Overview

Staff has developed the proposed evaluation criteria weightings which will be used to initiate the competitive process to select firm(s) to provide contract technical staffing for data warehouse administration, SharePoint administration, project management, help desk support, desktop support, network administration, and application support for the Information Systems Department.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 7-1949 to provide information technology contract technical staffing.
- B. Approve the release of Request for Proposals 7-1949 to provide information technology contract technical staffing for a five-year term.



BOARD AGENDA

11. Excess Liability Insurance Renewal

Al Gorski/Maggie McJilton

Overview

The Orange County Transportation Authority currently has excess liability insurance policies with Insurance Company of the State of Pennsylvania, Great American Insurance Company, and Allied World Assurance Company. These policies will expire on November 1, 2017

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. A38039, not to exceed \$700,000, to Marsh Risk and Insurance Services, Inc., to purchase excess liability insurance on behalf of the Orange County Transportation Authority for the policy period of November 1, 2017 to November 1, 2018.

12. Excess Workers' Compensation Insurance Policy

Al Gorski/Maggie McJilton

Overview

The Orange County Transportation Authority currently has an excess workers' compensation insurance policy with Arch Insurance Company. This policy will expire on October 1, 2017.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. A38038, not to exceed \$500,000, to Marsh Risk and Insurance Services Inc., to purchase excess workers' compensation insurance on behalf of the Orange County Transportation Authority for the policy period of October 1, 2017 to October 1, 2018.



BOARD AGENDA

13. Low Carbon Transit Operations Program Recommendations for Fiscal Year 2015-16 Funds Louis Zhao/Kia Mortazavi

Overview

Funding recommendations are presented for the balance of fiscal year 2015-16 Low Carbon Transit Operations Program funds to promote ridership growth and reduce greenhouse gas emissions. This program is part of the state Cap-and-Trade Program.

Recommendations

- A. Approve the use of \$3,045,578 in Low Carbon Transit Operations Program funding for acquisition and inspection of six, 40-foot low floor compressed natural gas buses for the Bravo! 529 Rapid Bus Service.
- B. Approve the use of \$549,283 in Congestion Mitigation and Air Quality Improvement Program funding for acquisition and inspection of six, 40-foot low floor compressed natural gas buses for the Bravo! 529 Rapid Bus Service.
- C. Pending approval of the Low Carbon Transit Operations Program funding by the state, authorize the Chief Executive Officer to negotiate and execute Amendment No. 11 to Agreement No. C-4-1280, between the Orange County Transportation Authority and New Flyer of America, Inc., in the amount of \$3,567,861, to exercise the option to purchase six, 40-foot low floor compressed natural gas buses painted with the Bravo! branding. This will increase the maximum obligation of the agreement to a total contract value of \$95,145,227.
- D. Pending approval of the Low Carbon Transit Operations Program funding by the state, amend the Orange County Transportation Authority's Fiscal Year 2017-18 Adopted Budget, in the amount of \$3,594,861, for the purchase of six, 40-foot low floor compressed natural gas buses painted with Bravo! branding, and associated in-plant inspection services and staff travel.
- E. Approve Resolution 2017-068, consistent with the Low Carbon Transit Operations Program Guidelines.
- F. Authorize staff to make all necessary amendments to the Federal Transportation Improvement Program, as well as execute any necessary agreements to facilitate the recommendations above.



BOARD AGENDA

Orange County Transit District Consent Calendar Matters

14. Transit Police Services, Internal Audit Report No. 17-512

Gabriel Tang/Janet Sutter

Overview

The Internal Audit Department has completed an audit of oversight controls and contract compliance related to the agreement with the Orange County Sheriff's Department for Transit Police Services. Based on the audit, controls are adequate, and management has worked to improve incident reporting for better oversight and more informed scheduling.

Recommendation

Receive and file Transit Police Services, Internal Audit Report No. 17-512, as an information item.

15. Contracted Fixed-Route Operations, Internal Audit Report No. 17-508

Serena Ng/Janet Sutter

Overview

The Internal Audit Department has completed an audit of contracted fixed-route operations provided by First Transit, Inc. The audit found that, in April 2016, Transit Division management changed the threshold used to measure on time performance for both contracted and directly-operated fixed-route bus service. This change, which resulted in more favorable performance results, was not disclosed to the Board of Directors. In addition, penalties for failure to meet preventative maintenance standards and missed trips have been waived without adequate justification and documentation. Calculation errors in contract amendments and weaknesses in monitoring and enforcement of other contract requirements were also observed.

Recommendations

- A. Direct staff to implement six recommendations provided in Contracted Fixed-Route Operations, Internal Audit Report No. 17-508.
- B. Direct staff to write an internal procedure governing penalty waivers and approvals, then return to the Finance and Administration Committee with an update.
- C. Include a schedule of all penalties, incentives, and penalty waivers in the "Transit Division Performance Measurements Report."



BOARD AGENDA

16. Agreement for Janitorial Services

Cliff Thorne/Beth McCormick

Overview

On June 12, 2017, the Board of Directors approved the release of a request for proposals for janitorial services. Offers were received in accordance with the Orange County Transportation Authority procurement procedures for professional and technical services. Board of Directors' approval is requested to execute an agreement for these services.

Recommendations

- A. Approve the selection of Corporate Image Maintenance as the firm to provide janitorial services.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1723 between the Orange County Transportation Authority and Corporate Image Maintenance, in the amount of \$3,243,840, to provide janitorial services, for a three-year initial term beginning November 1, 2017, with one, two-year option term.

17. Approval to Release Request for Proposals for Compressed Natural Gas Fueling Facility Operation and Maintenance

Cliff Thorne/Beth McCormick

Overview

The Orange County Transportation Authority requires contracted services for the operation and maintenance of the compressed natural gas fueling station at the Irvine Sand Canyon base. Staff is requesting Board of Directors' approval to release a request for proposals for operation and maintenance service for the Irvine Sand Canyon Base compressed natural gas fueling station.

Recommendations

- A. Approve the proposed evaluation criteria and weightings for Request for Proposals 7-1930 to provide services for compressed natural gas fueling facility operation and maintenance.
- B. Approve the release of Request for Proposals 7-1930 for operation and maintenance for compressed natural gas equipment for a three-year initial term with two, one-year option terms.



BOARD AGENDA

Regular Calendar

Orange County Local Transportation Authority Regular Calendar Matters

18. Consideration of Measure M Identity Enhancements

Ryan Armstrong/Lance M. Larson

Overview

In an effort to increase awareness of Orange County's local transportation sales tax measure and avoid confusion with Los Angeles County's Measure M, it is recommended to enhance the Measure M identity by incorporating a new name and logo into signage and communications materials. The Legislative and Communications Committee reviewed the proposed identity modification to OC Go and offered suggestions on the signage design, which since has been updated for review.

Recommendation

Approve renaming Measure M and incorporate the OC Go logo into updated signage and communications materials.

Discussion Items

19. Public Comments

At this time, members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors, but no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three (3) minutes per speaker, unless different time limits are set by the Chairman subject to the approval of the Board of Directors.



BOARD AGENDA

20. Chief Executive Officer's Report

21. Directors' Reports

22. Closed Session

There are no Closed Sessions scheduled.

23. Adjournment

The next regularly scheduled meeting of this Board will be held at **9:00 a.m. on Monday, October 9, 2017**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07-08, Orange, California.