



# **AGENDA**

## ***Finance and Administration Committee Meeting***

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### **Committee Members**

Andrew Do, Chairman  
Richard Murphy, Vice Chairman  
Lori Donchak  
Michael Hennessey  
Steve Jones  
Todd Spitzer  
Michelle Steel

Orange County Transportation Authority  
Headquarters  
550 South Main Street  
Board Room – Conf. Room 07  
Orange, California

**Wednesday, February 14, 2018 at 10:30 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 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.

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.

### **Call to Order**

### **Pledge of Allegiance**

Director Jones

### **1. Public Comments**

### **Special Calendar**

### **2. Committee Meeting 2018 Schedule**

Andrew Do, Committee Chairman

Committee Chairman Do will lead a discussion regarding the 2018 meeting schedule for the Finance and Administration Committee. The proposed 2018 dates and time for this Committee is provided in Attachment A.



- 3. Roles and Responsibilities of the Finance and Administration Committee**  
Darrell Johnson, Chief Executive Officer

Roles and responsibilities for the Finance and Administration Committee are reviewed periodically for any appropriate changes or additions. These roles and responsibilities are presented in Attachment A for discussion.

### **Consent Calendar (Items 4 through 11)**

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.

- 4. Approval of Minutes**

Approval of the minutes of the Finance and Administration Committee of January 24, 2018.

- 5. Audit Responsibilities of the Finance and Administration Committee**  
Janet Sutter

#### **Overview**

The Finance and Administration Committee of the Board of Directors of the Orange County Transportation Authority serves as an audit committee in its oversight of audit activities. Annually, the Board of Directors approves the Audit Responsibilities of the Finance and Administration Committee to reaffirm the responsibilities of the Finance and Administration Committee with regard to audits.

#### **Recommendation**

Approve the Audit Responsibilities of the Finance and Administration Committee.

- 6. Investments: Compliance, Controls, and Reporting, July 1 through December 31, 2017**  
Ricco Bonelli/Janet Sutter

#### **Overview**

The Internal Audit Department has completed an audit of investments for the period July 1 through December 31, 2017. Based on the audit, the Orange County Transportation Authority complied with its debt, investment, and reporting policies and procedures.



**6. (Continued)**

**Recommendation**

Receive and file Investments: Compliance, Controls, and Reporting, July 1 through December 31, 2017, Internal Audit Report No. 18-509, as an information item.

**7. Orange County Treasurer's Management Report - December 2017**  
Rodney Johnson/Andrew Oftelie

**Overview**

The Orange County Transportation Authority invests a portion of its liquid portfolio in the Orange County Investment Pool. Each month, the Orange County Treasurer publishes a comprehensive report detailing the composition of the pool and the prevailing economic and market conditions. The attached Treasurer's Management Report for the Orange County Investment Pool is for the month ending December 31, 2017. The report has been reviewed and is consistent with the investment practices of the Orange County Treasurer.

**Recommendation**

Receive and file as an information item.

**8. Approval of Local Transportation Fund Fiscal Year 2018-19 Apportionment Estimates**  
Sam Kaur/Andrew Oftelie

**Overview**

The Orange County Transportation Authority, as the transportation planning agency and county transportation commission for Orange County, is responsible for developing estimates used in apportioning revenues earned and deposited in the Orange County Local Transportation Fund. Transportation Development Act regulations require that the apportionments for fiscal year 2018-19 be determined and prospective claimants be advised of the amounts.

**Recommendation**

Approve the Local Transportation Fund fiscal year 2018-19 apportionment estimates and authorize the Chief Executive Officer to advise all prospective claimants of the amounts of all area apportionments from the Orange County Local Transportation Fund for the following fiscal year.



- 9. Environmental Mitigation Program Endowment Fund Investment Report For December 31, 2017**  
Rodney Johnson/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 projects. California Community Foundation manages the non-wasting endowment required to pay for 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 the performance. Attached is the quarterly investment report for the Endowment Pool for the period ending December 31, 2017. The report has been reviewed and is consistent with the pool objectives.

**Recommendation**

Receive and file as an information item.

- 10. Fiscal Year 2017-18 Second Quarter Grant Reimbursement Status Report**  
Sam Kaur/Andrew Oftelie

**Overview**

The Quarterly Grant Reimbursement Status Report summarizes grant activities for the Orange County Transportation Authority Board of Directors. This report focuses on activity for the period of October through December 2017.

**Recommendation**

Receive and file as an information item.



**11. Amendments to Agreements for Temporary Staffing Services**  
Karen DeCrescenzo /Maggie McJilton

**Overview**

On September 28, 2015, the Orange County Transportation Authority Board of Directors approved agreements with Trust Temporary Services, Inc., doing business as Helpmates Staffing Services, and Howroyd Wright Employment Agency, Inc., doing business as AppleOne Employment Services, to provide temporary staffing services for a three-year initial term and two, two-year option terms. To continue services, amendments are required to increase the initial term maximum cumulative payment obligation.

**Recommendations**

- A. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-5-3372 between the Orange County Transportation Authority and Trust Temporary Services, Inc., doing business as Helpmates Staffing Services, in the amount of \$77,500, to continue providing temporary staffing services. This will increase the maximum obligation of the agreement to a total contract value of \$454,405.
  
- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 2 to Agreement No. C-5-3658 between the Orange County Transportation Authority and Howroyd Wright Employment Agency, Inc., doing business as AppleOne Employment Services, in the amount of \$77,500, to continue providing temporary staffing services. This will increase the maximum obligation of the agreement to a total contract value of \$405,244.



## **Regular Calendar**

- 12. Contractor Selection for the Toll Lanes System Integrator Services for the 405 Express Lanes and 91 Express Lanes**  
Kirk Avila/Kenneth Phipps

### **Overview**

On August 28, 2017, the Orange County Transportation Authority Board of Directors approved the release of a request for proposals to retain a contractor to provide toll lane system integrator services for the design, installation, operations, and maintenance of the electronic toll and traffic management system for the 405 Express Lanes and 91 Express Lanes. Board of Directors' approval is requested for the selection of a firm to perform the required work, and to amend the fiscal year 2017-18 budget to accommodate for the toll lanes system integrator services.

### **Recommendations**

- A. Approve the selection of Kapsch TrafficCom USA, Inc., as the firm to provide toll system integrator services for the design, installation, operations, and maintenance of the electronic toll and traffic management system for the 405 Express Lanes and 91 Express Lanes.
  
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-7-1911 between the Orange County Transportation Authority and Kapsch TrafficCom USA, Inc., in the amount of \$42,309,259, to provide toll lanes system integrator services for the design, installation, operations, and maintenance of the electronic toll and traffic management system for the 405 Express Lanes and 91 Express Lanes.
  
- C. Approve an amendment to the Orange County Transportation Authority's Fiscal Year 2017-18 Budget, in the amount of \$32,309,259, to accommodate for the toll lanes system integrator services for the design, installation, operations, and maintenance of the electronic toll and traffic management system for the 405 Express Lanes and 91 Express Lanes.



**Discussion Items**

- 13. Chief Executive Officer's Report**
- 14. Committee Members' Reports**
- 15. Closed Session**

There are no Closed Session items scheduled.

**16. Adjournment**

The next regularly scheduled meeting of this Committee will be held at **10:30 a.m. on Wednesday, February 28, 2018**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.