



# **AGENDA**

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

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### **Committee Members**

Michael Hennessey, Chairman  
Richard Murphy, Vice Chairman  
Andrew Do  
Gene Hernandez  
Steve Jones  
Michelle Steel

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

**Wednesday, February 13, 2019 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 2019 Schedule**

Michael Hennessey

Committee Chairman Hennessey will lead a discussion regarding the 2019 meeting schedule for the Finance and Administration Committee. The proposed 2019 dates and time for this Committee is provided in Attachment A.



**3. Roles and Responsibilities of the Finance and Administration Committee**  
Darrell E. Johnson

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 meeting of January 23, 2019.

**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 as an information item.

**6. Agreed-Upon Procedures Performed with Respect to the National Transit Database Report For the Period July 1, 2017 through June 30, 2018**  
Janet Sutter

**Overview**

Vavrinek, Trine, Day & Co., LLP, an independent accounting firm, has issued the results of agreed-upon procedures applied to meet the requirements of the Federal Transit Administration's 2018 National Transit Database Policy Manual. No exceptions were found as a result of the procedures performed.



**6. (Continued)**

**Recommendation**

Receive and file the Orange County Transportation Authority Agreed-Upon Procedures Performed With Respect to the National Transit Database Report For the Period July 1, 2017 through June 30, 2018, as an information item.

**7. Orange County Treasurer's Management Report - December 2018**  
Sean Murdock/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, 2018. 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 2019-20 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 2019-20 be determined and prospective claimants be advised of the amounts.

**Recommendation**

Approve the Local Transportation Fund fiscal year 2019-20 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. Adopt the 2019 Investment Policy**  
Sean Murdock/Andrew Oftelie

**Overview**

The 2019 Investment Policy sets forth the investment guidelines for funds invested by the Orange County Transportation Authority. Changes are recommended to the 2019 Investment Policy to better align the guidelines with current market conditions for the upcoming investment of Measure M2 bond proceeds.

**Recommendation**

Adopt the 2018 Investment Policy.

**10. Consultant Selection for Real Property Management Services**  
Joe Gallardo/James G. Beil

**Overview**

On October 15, 2018, the Orange County Transportation Authority issued a request for proposals for consultant services to provide real property management services for Orange County Transportation Authority-owned properties. Proposals were received in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services. Board of Directors' approval is requested to execute the agreement.

**Recommendations**

- A. Approve the selection of Cal Pacific Land Services, Inc., as the firm to provide real property management services.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-8-1853 between the Orange County Transportation Authority and Cal Pacific Land Services, Inc., as the firm to provide real property management services, in the amount of \$600,000, for a five-year term.



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**11. Consultant Selection for the Preparation of Plans, Specifications, and Estimates for the 91 Express Lanes Toll Entrances Gantry Infrastructure Project**  
Kirk Avila/Kenneth Phipps

**Overview**

On November 26, 2018, the Orange County Transportation Authority issued a request for proposals for consultant services to prepare the plans, specifications, and estimates for the 91 Express Lanes Toll Entrances Gantry Infrastructure Project. Board of Directors' approval is requested for the selection of a firm to perform the required work.

**Recommendations**

- A. Approve the selection of Parsons Transportation Group, Inc., as the firm to prepare the plans, specifications, and estimates for the 91 Express Lanes Toll Entrances Gantry Infrastructure Project.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-8-2107 between the Orange County Transportation Authority and Parsons Transportation Group, Inc., to prepare the plans, specifications, and estimates for the 91 Express Lanes Toll Entrances Gantry Infrastructure Project.

**Regular Calendar**

**12. 91 Express Lanes Update for the Period Ending December 31, 2018**  
Kirk Avila/Kenneth Phipps

**Overview**

The Orange County Transportation Authority has owned and managed the operations of the 91 Express Lanes since January 2003. Since that time, over 210 million trips have been taken on the 91 Express Lanes in Orange County. This report focuses on the operational and financial activities for the period ending December 31, 2018.

**Recommendation**

Receive and file as an information item.



**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 27, 2019**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.