



AGENDA

Finance and Administration Committee Meeting

Committee Members

Michael Hennessey, Chairman
Richard Murphy, Vice Chairman
Andrew Do
Gene Hernandez
Steve Jones
Michelle Steel
Donald P. Wagner

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

Wednesday, September 25, 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 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 Steel

1. Public Comments

Special Calendar

There are no Special Calendar matters.



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

Approval of the minutes of the Finance and Administration Committee meeting of August 28, 2019.

3. Coach Operator Scheduling, Internal Audit Report No. 19-505 Ricco Bonelli/Janet Sutter

Overview

The Internal Audit Department has completed an audit of coach operator scheduling. Based on the audit, the coach operator scheduling process is adequate to ensure compliance with the Collective Bargaining Agreement between the Orange County Transportation Authority and Teamsters Local 952, and the Orange County Transportation Authority operates in substantial compliance with the California Code of Regulations.

Recommendation

Receive and file Coach Operator Scheduling, Internal Audit Report No. 19-505, as an information item.

4. Communications by Independent Financial Statement Auditor Janet Sutter

Overview

Crowe, LLP, the independent financial statement auditor of the Orange County Transportation Authority, is in the process of conducting the fiscal year 2018-19 audit. In connection with the audit, Crowe, 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 of that may have a material bearing on the Orange County Transportation Authority's financial statements for the year ended June 30, 2019.

Recommendation

Receive and file as an information item.



5. Fiscal Year 2018-19 Fourth 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 April through June 2019.

Recommendation

Receive and file as an information item.

6. Excess Liability Insurance Renewal
Al Gorski/Maggie McJilton

Overview

The Orange County Transportation Authority currently has excess liability insurance policies with Lexington Insurance Company, Great American Insurance Company, Allied World Assurance Company, and Endurance American Insurance Company. These policies will expire on November 1, 2019.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. A44072, in the amount of \$800,000, 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, 2019 to November 1, 2020.



Regular Calendar

7. **Orange County Transportation Authority Investment and Debt Programs Report - August 2019**
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 August 31, 2019. During the month of August, one investment manager purchased a security that was not in compliance with the Investment Policy. As a result of the compliance violation, the investment manager was put on probation for one year per the requirements of the Investment Policy.

Recommendation

Receive and file as an information item.

Discussion Items

8. **Chief Executive Officer's Report**
9. **Committee Members' Reports**
10. **Closed Session**

There are no Closed Session items scheduled.

11. **Adjournment**

The next regularly scheduled meeting of this Committee will be held at **10:30 a.m. on Wednesday, October 23, 2019**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.