



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, January 8, 2020 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

Consent Calendar (Items 2 through 10)

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 - November 13, 2019

Approval of the minutes of the Finance and Administration Committee meeting of November 13, 2019.



3. Approval of Minutes - October 23, 2019

Approval of the minutes of the Finance and Administration Committee meeting of October 23, 2019.

4. Corporate Credit Cards, Internal Audit Report No. 20-504
Gerald Dunning/Janet Sutter

Overview

The Internal Audit Department has completed an audit of corporate credit cards. Based on the audit, controls to ensure transactions are valid, authorized, and in compliance with policies and procedures, are generally adequate; however, one recommendation has been made to clarify requirements for obtaining and documenting approvals.

Recommendation

Direct staff to implement one recommendation provided in Corporate Credit Cards, Internal Audit Report No. 20-504.

5. Bus Marketing, Internal Audit Report No. 19-512
Gerald Dunning/Janet Sutter

Overview

The Internal Audit Department has completed an audit of bus marketing activities. Based on the audit, compliance with procurement and invoice review procedures should be improved and documentation of marketing programs should be enhanced. The Internal Audit Department has made three recommendations to improve compliance and to better document marketing program efforts and effectiveness.

Recommendation

Direct staff to implement three recommendations provided in Bus Marketing, Internal Audit Report No. 19-512.



6. **91 Express Lanes Master Custodial Account and Revenue Allocation, Internal Audit Report No. 19-514**
Ricco Bonelli/Janet Sutter

Overview

The Internal Audit Department has completed an audit of 91 Express Lanes Master Custodial Account activities and revenue allocation. Based on the audit, revenues are allocated to the Orange County Transportation Authority in accordance with the cooperative agreement between Orange County Transportation Authority and the Riverside County Transportation Commission. The audit also found controls over wire transfers from the 91 Express Lanes Master Custodial Account are adequate and effective.

Recommendation

Receive and file 91 Express Lanes Master Custodial Account and Revenue Allocation, Internal Audit Report No. 19-514, as an information item.

7. **Award of Sole Source Agreement for the Purchase and Maintenance of a Xerox Nuvera 144 EA Production Press**
Sara Belovsky/Andrew Oftelie

Overview

As part of the Orange County Transportation Authority's Fiscal Year 2019-20 Budget, the Board of Directors approved the acquisition of a new high-production digital press to replace the 2003 Xerox Docutech 6135 press that has reached the end of its useful life. The new Xerox Nuvera 144 EA is compatible with the existing fleet of Xerox equipment used by the Orange County Transportation Authority. Staff is requesting a sole source agreement with Xerox for the purchase of the press.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. C-9-1771 between the Orange County Transportation Authority and Xerox Corporation, in the amount of \$175,340, for the purchase of a Xerox Nuvera 144 EA Production Press, training, and maintenance.



8. Agreement for the Purchase of Modular Systems and Ancillary Furniture
Sara Belovsky/Andrew Oftelie

Overview

In October 2019, the Orange County Transportation Authority issued an invitation for bids for the purchase, installation, reconfiguration, and maintenance of modular systems and ancillary furniture. Staff is requesting approval to execute a purchase order for needed modular systems and ancillary furniture.

Recommendation

Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. C-9-1652 between the Orange County Transportation Authority and Western Office, in the amount of \$990,000, to provide services for the purchase of modular systems and ancillary furniture for a two-year term.

9. Orange County Transportation Authority Investment and Debt Programs Report - November 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 November 30, 2019. The report has been reviewed and is consistent with the investment practices contained in the Investment Policy.

Recommendation

Receive and file as an information item.



- 10. Orange County Transportation Authority Investment and Debt Programs Report - October 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 October 31, 2019. The report has been reviewed and is consistent with the investment practices contained in the Investment Policy.

Recommendation

Receive and file as an information item.

Regular Calendar

- 11. Fiscal Year 2019-20 First Quarter Budget Status Report**
Anthony Baruch/Andrew Oftelie

Overview

The Orange County Transportation Authority's staff has implemented the fiscal year 2019-20 budget. This report summarizes the material variances between the budget and actual revenues and expenses through the first quarter of fiscal year 2019-20.

Recommendation

Receive and file as an information item.

Discussion Items

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

There are no Closed Session items scheduled.



15. Adjournment

The next regularly scheduled meeting of this Committee will be held at **10:30 a.m. on Wednesday, January 22, 2020**, at the Orange County Transportation Authority Headquarters, 550 South Main Street, Board Room - Conference Room 07, Orange, California.