



# **AGENDA**

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

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### **Committee Members**

Michael Hennessey, Chairman  
Steve Jones, Vice Chairman  
Brian Goodell  
Patrick Harper  
Gene Hernandez  
Joseph Muller

Orange County Transportation Authority  
Headquarters  
Conference Room 07  
550 South Main Street  
Orange, California

**Wednesday, February 10, 2021 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 Orange County Transportation Authority (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.

### **Guidance for Public Access to the Board of Directors/Committee Meeting**

On March 12, 2020 and March 18, 2020, Governor Gavin Newsom enacted Executive Orders N-25-20 and N-29-20 authorizing a local legislative body to hold public meetings via teleconferencing and make public meetings accessible telephonically or electronically to all members of the public to promote social distancing due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19).

In accordance with Executive Order N-29-20, and in order to ensure the safety of the OCTA Board of Directors (Board) and staff and for the purposes of limiting the risk of COVID-19, in-person public participation at public meetings of the OCTA will not be allowed during the time period covered by the above-referenced Executive Orders.

Instead, members of the public can listen to AUDIO live streaming of the Board and Committee meetings by clicking the below link:

<http://www.octa.net/About-OCTA/Who-We-Are/Board-of-Directors/Live-and-Archived-Audio/>



**Guidance for Public Access to the Board of Directors/Committee Meeting (Continued)**

Public comments may be submitted for the upcoming Board and Committee meetings by emailing them to [ClerkOffice@octa.net](mailto:ClerkOffice@octa.net).

If you wish to comment on a specific agenda Item, please identify the Item number in your email. All public comments that are timely received will be part of the public record and distributed to the Board. Public comments will be made available to the public upon request.

In order to ensure that staff has the ability to provide comments to the Board Members in a timely manner, please submit your public comments **30 minutes prior to the start time of the Board and Committee meeting date.**

**Call to Order**

**Roll Call**

**Pledge of Allegiance**

Director Goodell

**1. Public Comments**

**Special Calendar**

**2. Committee Meeting 2021 Schedule**

Michael Hennessey

**Overview**

Committee Chairman Hennessey will lead a discussion regarding the 2021 meeting schedule for the Finance and Administration Committee. The proposed 2021 dates and time for this Committee are provided in Attachment A.

**Recommendation**

Approve the 2021 Finance and Administration Committee meeting calendar.



**3. Roles and Responsibilities of the Finance and Administration Committee**

Darrell E. Johnson

**Overview**

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

**Recommendation**

Approve the 2021 Finance and Administration Committee Roles and Responsibilities.

**Consent Calendar (Items 4 through 8)**

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 27, 2021.

**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. Approval of Local Transportation Fund Fiscal Year 2021-22 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 2021-22 be determined and prospective claimants be advised of the amounts by March 1st.

**Recommendation**

Approve the Local Transportation Fund fiscal year 2021-22 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.

**7. 91 Express Lanes Property Insurance Renewal**  
Al Gorski/Maggie McJilton

**Overview**

The Orange County Transportation Authority currently has a primary property and flood insurance policy for the 91 Express Lanes with Zurich American Insurance Company, and six earthquake insurance policies with Everest Indemnity Insurance Company, General Security Indemnity Company of Arizona, Old Republic Union Insurance Company, QBE Specialty Insurance Company, Steadfast Insurance Company, and Princeton Excess and Surplus Lines Insurance Company, all of which will expire on March 1, 2021. Renewal of these policies is necessary to maintain coverage.

**Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Purchase Order No. A46898, in the amount of \$460,332 to Marsh USA, Inc., to purchase the 91 Express Lanes property, flood, and earthquake insurance on behalf of the Orange County Transportation Authority for the policy period of March 1, 2021 to March 1, 2022.



**8. 91 Express Lanes Update for the Period Ending - December 31, 2020**  
Kirk Avila

**Overview**

The Orange County Transportation Authority has owned and managed the operations of the 91 Express Lanes since January 2003. Since that time, traffic volumes and toll revenues have fluctuated with the changes in the economy, additional capacity added to the State Route 91 corridor, and the recent coronavirus pandemic. Over the last quarter, there were approximately 3.5 million trips taken on the 91 Express Lanes in Orange County. This report focuses on the operational and financial activities for the period ending December 31, 2020.

**Recommendation**

Receive and file as an information item.

**Regular Calendar**

**9. Amendment to Agreement for Renewable Natural Gas**  
Ron Rojas/Andrew Oftelie

**Overview**

On March 14, 2016, the Orange County Transportation Authority Board of Directors approved an agreement with Element Markets Renewable Energy, LLC, to provide renewable natural gas and consulting services for management of the Low Carbon Fuel Standard Program for a three-year initial term with two, two-year option terms. An amendment is required to exercise the second option-term.

**Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 8 to Agreement No. C-5-3636 between Orange County Transportation Authority and Element Markets Renewable Energy, LLC, to exercise the second two-year option-term, in the amount of \$9,500,000, to provide renewable natural gas and consulting services for management of the Low Carbon Fuel Standard Program. This will increase the maximum obligation of the agreement to a total contract value of \$27,560,000.



**Discussion Items**

- 10. **Chief Executive Officer's Report**
- 11. **Committee Members' Reports**
- 12. **Closed Session**

There are no Closed Session items scheduled.

13. **Adjournment**

The next regularly scheduled meeting of this Committee will be held at **10:30 a.m. on Wednesday, February 24, 2021**, at the Orange County Transportation Authority Headquarters, Conference Room 07, 550 South Main Street, Orange, California.