



# **AGENDA**

## ***Finance and Administration Committee Agenda***

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### **Committee Members**

Michael Hennessey, Chairman  
Brian Goodell, Vice Chairman  
Patrick Harper  
Gene Hernandez  
Steve Jones  
Joe Muller  
Vicente Sarmiento

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

**Wednesday, July 27, 2022 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's office at (714) 560-5676, no less than two business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

### **Agenda Descriptions**

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.

### **Public Availability of Agenda Materials**

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.

### **Meeting Access and Public Comments on Agenda Items**

Members of the public can either attend in-person (subject to OCTA's Coronavirus (COVID-19) safety protocols) or 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/>



Members of the public may address the Board of Directors regarding any item two ways:

### **In-Person Comment**

Members of the public may attend in-person (subject to OCTA's COVID-19 safety protocols) and address the Board regarding any item. Members of the public will be required to complete a COVID-19 symptom and temperature screening.

Please complete a speaker's card and submit it to the Clerk of the Board (or notify the Clerk of the Board the item number on which you wish to speak). Speakers will be recognized by the Chairman at the time the agenda item is to be considered. A speaker's comments shall be limited to three minutes.

### **Written Comment**

Written public comments may also be submitted by emailing them to [ClerkOffice@octa.net](mailto:ClerkOffice@octa.net), and must be sent by **5:00 p.m. the day prior to the meeting**. 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.

### **Call to Order**

### **Pledge of Allegiance**

Director Goodell

### **Special Calendar**

#### **1. Taxable Sales Forecast - University of California, Los Angeles** Sam Kaur/Andrew Oftelie

The Orange County Transportation Authority contracts with several economic specialists to provide an annual 30-year taxable sales forecast for Measure M2. The latest forecasts were received in Spring 2022. Jerry Nickelsburg, PhD, and William Yu, PhD, from University of California at Los Angeles Anderson Forecast will provide an update on the annual forecast and economic outlook for Orange County to the Finance and Administration Committee.



## **Consent Calendar (Items 2 through 9)**

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 July 13, 2022.

### **3. Fiscal Year 2021-22 Internal Audit Plan, Fourth Quarter Update** Janet Sutter

#### **Overview**

The Orange County Transportation Authority Board of Directors adopted the Orange County Transportation Authority Internal Audit Department Fiscal Year 2021-22 Internal Audit Plan on August 9, 2021. This update is for the fourth quarter of the fiscal year.

#### **Recommendation**

Receive and file the fourth quarter update to the Orange County Transportation Authority Internal Audit Department Fiscal Year 2021-22 Internal Audit Plan as an information item.

### **4. Oversight Controls and Contract Compliance Related to the OC Streetcar Design and Construction Management, Internal Audit Report No. 22-505** Serena Ng/Janet Sutter

#### **Overview**

The Internal Audit Department of the Orange County Transportation Authority has completed an audit of oversight, procurement, invoice, and project reporting controls and compliance with policies, procedures, and contracts related to the design and construction management of the OC Streetcar project. The initial scope of the audit included the OC Streetcar construction contract; however, this was excluded at legal counsel direction, and consistent with government auditing standards that require consideration of interference with ongoing legal proceedings. Based on the audit, procurements were handled in compliance with procedures, required status meetings with the Federal Transit Administration are conducted, and quarterly project reports to the Board of Directors are provided.



However, recommendations have been made to reconsider the use of a Schedule of Values in firm-fixed price contracts to recover identified overbillings by consultants, to resume preparation of internal project status reports on a monthly basis, and to enhance controls over contract amendments and monitoring of consultant insurance requirements.

### **Recommendation**

Direct staff to implement five recommendations provided in Oversight Controls and Contract Compliance Related to the OC Streetcar Design and Construction Management, Internal Audit Report No. 22-505.

## **5. Agreement for 91 Express Lanes Channelizers**

Kirk Avila

### **Overview**

Channelizers are an integral part of maintaining the safety and integrity of the 91 Express Lanes toll systems and traffic operations. As channelizers get damaged or destroyed, they are replaced on a regular maintenance schedule and new ones must be procured. The method of this procurement for channelizers is through the use of a piggy-back provision on another public agency's existing agreement. Board of Directors' approval is requested to execute an agreement to provide channelizers for the 91 Express Lanes.

### **Recommendations**

- A. Approve the selection of Statewide Traffic Safety and Signs, Inc. to provide channelizers for the 91 Express Lanes through a competitive procurement that was conducted by the Riverside County Transportation Commission.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-2-2650 between the Orange County Transportation Authority and Statewide Traffic Safety and Signs, Inc., in the amount of \$274,238, for the procurement of channelizers for the 91 Express Lanes.



**6. Fourth Quarter Fiscal Year 2021-22 Procurement Status Report**  
Pia Veessapen/Andrew Oftelie

**Overview**

The fourth quarter procurement status report summarizes the procurement activities for information purposes to the Orange County Transportation Authority Board of Directors. This report focuses on procurement activity from April 1, 2022, through June 30, 2022, that was approved by the Board of Directors during this period. The fourth quarter procurement status report also projects future procurement activity for the first quarter as identified in the fiscal year 2022-23 budget.

**Recommendation**

Receive and file as an information item.

**7. Amendment to Purchase Order for Modular Systems and Ancillary Furniture**  
Sara Belovsky/Andrew Oftelie

**Overview**

In January 2020, the Orange County Transportation Authority Board of Directors approved a purchase order with Western Office Interiors to provide services for the purchase, installation, reconfiguration, and maintenance of modular systems and ancillary furniture at all work locations. An amendment is required to increase the existing purchase order for the purchase and installation of furniture for the Interstate 405 Customer Service and Operations Center office space.

**Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 2 to Purchase Order No. C-9-1652 between the Orange County Transportation Authority and Western Office Interiors, in the amount of \$500,000, to provide for the purchase of modular systems and ancillary furniture for the Interstate 405 Customer Service and Operations Center. This will increase the purchase order to a total contract value of \$1,490,000.



- 8. Orange County Transportation Authority Investment and Debt Programs Report - June 2022**  
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 June 30, 2022.

**Recommendation**

Receive and file as an information item.

- 9. Annual New York Credit Update - June 2022**  
Robert Davis/Andrew Oftelie

**Overview**

Since the early 1990s, the Orange County Transportation Authority has maintained an active investor relations program. As part of this program, each year the Orange County Transportation Authority conducts a series of meetings with the rating agencies and financial institutions in New York, New York. This year, the meetings took place from Tuesday, June 21, 2022 to Thursday, June 23, 2022.

**Recommendation**

Receive and file as an information item.

**Regular Calendar**

There are no Regular Calendar items scheduled.

**Discussion Items**

- 10. Public Comments**
- 11. Chief Executive Officer's Report**
- 12. Committee Members' Reports**



**13. Closed Session**

There are no Closed Session items scheduled.

**14. Adjournment**

The next regularly scheduled meeting of this Committee will be held at **10:30 a.m. on Wednesday, August 10, 2022**, at the Orange County Transportation Authority Headquarters, Board Room, 550 South Main Street, Orange, California.