

**Committee Members Present**

Andrew Do, Chairman  
Richard Murphy, Vice Chairman  
Michael Hennessey  
Steve Jones  
Todd Spitzer  
Michelle Steel

**Staff Present**

Ken Phipps, Deputy Chief Executive Officer  
Laurena Weinert, Clerk of the Board  
Gina Ramirez, Deputy Clerk of the Board  
James Donich, General Counsel  
OCTA Staff and Members of the General Public

**Committee Members Absent**

None

**Call to Order**

The November 14, 2018 regular meeting of the Finance and Administration Committee was called to order by Committee Chairman Do at 10:31 a.m.

**Pledge of Allegiance**

Director Hennessey

**1. Public Comments**

No public comments were received.

**Special Calendar**

There were no Special Calendar matters.

**Consent Calendar (Items 2 through 5)****2. Approval of Minutes**

A motion was made by Director Spitzer, seconded by Committee Vice Chairman R. Murphy, and declared passed by those present, to approve the minutes of the Finance and Administration Committee meeting of October 24, 2018.

**3. Agreement for Datrium Data Center Equipment**

A motion was made by Director Spitzer, seconded by Committee Vice Chairman R. Murphy, and declared passed by those present, to authorize the Chief Executive Officer to negotiate and execute Agreement No. C-8-1912 between the Orange County Transportation Authority and Lynbrook Solutions LLC, the lowest responsive, responsible bidder, in the amount of \$882,248, for Datrium data center equipment.



**4. Environmental Mitigation Program Endowment Fund Investment Report For September 30, 2018**

A motion was made by Director Spitzer, seconded by Committee Vice Chairman R. Murphy, and declared passed by those present, to receive and file as an information item.

**5. Orange County Employees Retirement System Early Payment for Fiscal Year 2019-20**

A motion was made by Director Spitzer, seconded by Committee Vice Chairman R. Murphy, and declared passed by those present, to authorize the early payment of approximately \$26.2 million by January 15, 2019, to the Orange County Employees Retirement System, for member contributions for fiscal year 2019-20.

### **Regular Calendar**

**6. Fiscal Year 2017-18 Comprehensive Annual Financial Report and 91 Express Lanes Fund Financial Statements**

Sean Murdock, Director of Finance and Administration, provided opening comments and a brief update on this item, as well as introduced Roger Alfaro, Partner, Vavrinek, Trine, Day and Company, LLP.

Mr. Alfaro reported on the following:

- Process focuses heavily on the Orange County Transportation Authority's (OCTA) internal controls.
- No deficiencies were identified in the internal controls that would be considered material weaknesses.
- No difficulties were encountered during the audit.

Director Steel inquired on the 2018-19 forecast for external grants and what would happen if OCTA did not obtain the grants.

Mr. Murdock stated that OCTA is good at obtaining grants and if grants they were not obtained, the Measure M2 and bus service programs would continue.

Andrew Oftelie, Executive Director of Finance and Administration, thanked several staff for their efforts and countless hours spent to ensure the Comprehensive Annual Financial Report was delivered on-time.

Following the discussion, no action was taken on this receive and file information item.



## **Discussion Items**

### **7. Chief Executive Officer's Report**

Ken Phipps, Deputy Chief Executive Officer, reported on the following:

- On Saturday, November 17<sup>th</sup> at 9:00 a.m., OCTA staff will host a family hike at the Trabuco Rose Preserve to give the public an opportunity to explore the 396-acre open space property in Trabuco Canyon.
- On Sunday, November 18<sup>th</sup> at 10:00 a.m., OCTA staff will host an equestrian ride at the same property for the horse-riding community.
- Mr. Phipps wished everyone in attendance a Happy Thanksgiving Holiday and announced that the OCTA Headquarters will be closed on Thursday, November 22<sup>nd</sup> and Friday, November 23<sup>rd</sup>.

### **8. Committee Members' Reports**

There were no Committee Members' reports.

### **9. Closed Session**

There were no Closed Session items scheduled.

### **10. Adjournment**

The meeting was adjourned at 10:44 a.m.

ATTEST

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Gina Ramirez  
Deputy Clerk of the Board

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Andrew Do  
Committee Chairman