



# **MINUTES**

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

---

### **Committee Members Present Via Teleconference:**

Michael Hennessey, Chairman  
Richard Murphy, Vice Chairman  
Andrew Do  
Gene Hernandez  
Steve Jones  
Joe Muller  
Michelle Steel

### **Staff Present**

Darrell E. Johnson, Chief Executive Officer  
(teleconference)  
Jennifer E. Bergener, Deputy Chief Executive Officer  
Martha Ochoa, Assistant Clerk of the Board  
Gina Ramirez, Deputy Clerk of the Board  
James Donich, General Counsel (teleconference)  
OCTA Staff

### **Committee Members Absent**

None

## **Call to Order**

The May 27, 2020, regular meeting of the Finance and Administration Committee was called to order by Committee Chairman Hennessey at 10:33 a.m.

## **Roll Call**

The Deputy Clerk of the Board conducted an attendance Roll Call and announced that there was a quorum of the Finance and Administration Committee.

## **Pledge of Allegiance**

Director Hernandez led in the Pledge of Allegiance.

### **1. Public Comments**

Public comments were received under Item 7.

## **Special Calendar**

### **2. Taxable Sales Forecast - MuniServices**

Andrew Oftelie, Chief Financial Officer (CFO), provided opening comments and introduced Tom Adams, Client Success Manager and Fran Mancia, Vice President of Government Relations for MuniServices.



**2. (Continued)**

Mr. Adams, provided a PowerPoint presentation on the following:

- Agenda;
- Top 10 Segments;
- Quarterly Performance;
- Top 25 Sales Tax Generators (Alphabetical Order);
- Sales Tax Revenues Compared to Income;
- Employment Compared to Sales Tax Per Capita;
- Coronavirus: COVID-19 Impacts;
- State Sales Tax Programs – Extension and Deferral;
- Forecast Assumptions;
- Measure M2 (1/2%) Forecast Projections;
- TDA (LTF) 1/4% Forecast Projections; and
- Questions.

**Consent Calendar (Items 3 through 12)**

**3. Approval of Minutes**

A motion was made by Director Steel, seconded by Director Do, and following a roll call vote, declared passed 7-0, to approve the minutes of the Finance and Administration Committee meeting of May 13, 2020.

**4. Medical Exams, Internal Audit Report No. 20-508**

A motion was made by Director Steel, seconded by Director Do, and following a roll call vote, declared passed 7-0, to receive and file Medical Exams, Internal Audit Report No. 20-508, as an information item.

**5. Orange County Transportation Authority Investment and Debt Programs Report - April 2020**

A motion was made by Director Steel, seconded by Director Do, and following a roll call vote, declared passed 7-0, to receive and file as an information item.

**6. Environmental Mitigation Program Endowment Fund Investment Report for March 31, 2020**

A motion was made by Director Steel, seconded by Director Do, and following a roll call vote, declared passed 7-0, to receive and file as an information item.



**7. Amendment to Cooperative Agreement with the Anaheim Transportation Network for Public Transit Services**

This item was pulled by Staff and continued to a future Finance and Administration Committee meeting for consideration.

The Deputy Clerk of the Board (COB) read into the record that a public comment was received by the Clerk of the Board Department from Diana Kotler on behalf of the Anaheim Transportation Network and emailed to the Committee Members on Wednesday, May 27, 2020.

The Deputy COB stated that the public comment would be retained as part of the record for today's Committee meeting.

**8. Resolution to Establish the Orange County Transportation Authority General Fund Appropriations Limitation for Fiscal Year 2020-21**

This item was pulled by Staff and continued to the June 10, 2020 Finance and Administration Committee meeting for consideration.

**9. Resolution to Establish the Orange County Local Transportation Authority/Measure M2 Appropriations Limitation for Fiscal Year 2020-21**

This item was pulled by Staff and continued to the June 10, 2020 Finance and Administration Committee meeting for consideration.

**10. Agreement for Deferred Compensation Services**

A motion was made by Director Steel, seconded by Director Do, and following a roll call vote, declared passed 7-0, to:

- A. Approve the selection of Nationwide Retirement Solutions as the firm to provide deferred compensation services.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2014 between the Orange County Transportation Authority and Nationwide Retirement Solutions, to perform a broad range of defined contribution services related to the administration of the 457(b), 401(a), and 3121 plans, for an initial term of five years with two, five-year option terms.



**11. Agreement for Occurrence Tracking System Replacement**

A motion was made by Director Steel, seconded by Director Do, and following a roll call vote, declared passed 7-0, to:

- A. Approve the selection of Origami Risk LLC, as the firm to provide cloud-based claims management software as a service in support of the Orange County Transportation Authority's Occurrence Tracking System for Risk Management and Safety departments.
- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-0-2023 between the Orange County Transportation Authority and Origami Risk LLC, in the amount of \$495,170, to provide cloud-based claims management software as a service to replace Orange County Transportation Authority's Occurrence Tracking System for a three-year term.

**12. 91 Express Lanes Update for the Period Ending - March 31, 2020**

A motion was made by Director Steel, seconded by Director Do, and following a roll call vote, declared passed 7-0, to receive and file as an information item.

**Regular Calendar**

**13. Preview to the Public Hearing on Orange County Transportation Authority's Fiscal Year 2020-21 Budget and Personnel and Salary Resolution**

Andrew Oftelie, Chief Financial Officer (CFO), provided a PowerPoint presentation on the following:

- Budget Themes;
- Coronavirus (COVID-19) Impacts;
- Budget Overview - Budget Workshop Proposed;
- Budget Overview - Current Proposed;
- Budget Adjustments – Sources and Uses;
- COVID-19 Budget Reductions;
- Budget Sources & Uses;
- Staffing Levels;
- Recommendations; and
- Next Steps.

Director Steel inquired about the OC Streetcar project line item within the budget.



**13. (Continued)**

James Donich, General Counsel, responded that the Orange County Transportation Authority (OCTA) does not do a line-item budget. He also stated in the past if a board member had an issue with any portion of the budget, the board member would just vote no on the budget.

A motion was made by Director Hernandez, seconded by Director Do, and following a roll call vote, declared passed 6-1, to:

- A. Approve by Resolution the Orange County Transportation Authority's Fiscal Year 2020-21 Budget.
- B. Approve the Personnel and Salary Resolution for Fiscal Year 2020-21.
- C. Authorize the Chief Executive Officer to negotiate and execute the software and hardware licensing, maintenance, and emergency support purchase orders and/or agreements.
- D. Approval of fiscal year 2020-21 Orange County Transportation Authority member agency contribution to the Southern California Regional Rail Authority, first-quarter operating subsidy, in an amount up to \$7,274,000.

Director Steel voted in opposition.

**Discussion Items**

**14. Chief Executive Officer's Report**

Darrell E. Johnson, Chief Executive Officer (CEO), reported on the following:

**"Return to the Workplace" Update**

- As the County of Orange starts to reopen, the OCTA, cross-divisional "Return to the Workplace" team is continuing to identify and implement a variety of safety measures at all OCTA locations.
- Executive Staff's priority since the start of the pandemic has been at the bus bases where employees have continued reporting to work to provide essential bus service.
- The Staff is also preparing for administrative employees to return to the office.



**14. (Continued)**

- For now, OCTA administrative employees will continue to work remotely at least through June 12th.
- When administrative employees do start returning, it will be done in waves with employees who are not able to work remotely, being the first group to return.
- Staff conducted an employee survey recently to gauge employees' concerns about returning to the workplace, which is helping to guide OCTA's plan.
- A virtual CEO Connection will be held with OCTA's administrative employees to keep them apprised of the plan.

**15. Committee Members' Reports**

There were no Committee Members' Reports.

**16. Closed Session**

There were no Closed Session items scheduled.

**17. Adjournment**

The meeting was adjourned at 11:16 a.m.

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

ATTEST

---

Gina Ramirez  
Deputy Clerk of the Board

---

Michael Hennessey  
Committee Chairman