



# **MINUTES**

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

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### **Committee Members Present**

#### **Via Teleconference:**

Michael Hennessey, Chairman  
Steve Jones, Vice Chairman  
Katrina Foley  
Brian Goodell  
Patrick Harper  
Gene Hernandez  
Joe Muller

### **Staff Present**

Jennifer L. Bergener, Deputy Chief Executive Officer  
Sahara Meisenheimer, Clerk of the Board Specialist  
Gina Ramirez, Clerk of the Board Specialist, Senior

#### **Via Teleconference:**

Darrell E. Johnson, Chief Executive Officer  
James Donich, General Counsel  
OCTA Staff Members

### **Committee Members Absent**

None

### **Call to Order**

The October 27, 2021, regular meeting of the Finance and Administration (F&A) Committee was called to order by Committee Chairman Hennessey at 10:31 a.m.

### **Roll Call**

Sahara Meisenheimer, Clerk of the Board Specialist, conducted an attendance roll call and announced a quorum of the F&A Committee.

### **Pledge of Allegiance**

Director Foley led in the Pledge of Allegiance.

#### **1. Public Comments**

There were no public comments received.

### **Special Calendar**

There were no Special Calendar matters.

### **Consent Calendar (Items 2 through 8)**

#### **2. Approval of Minutes**

A motion was made by Director Hernandez, seconded by Director Goodell, and following a roll call vote, declared passed 7-0, to approve the minutes of the Finance and Administration Committee meeting of October 13, 2021.



**3. Fiscal Year 2021-22 Internal Audit Plan, First Quarter Update**

A motion was made by Director Hernandez, seconded by Director Goodell, and following a roll call vote, declared passed 7-0, receive and file the first quarter update to the Orange County Transportation Authority Internal Audit Department Fiscal Year 2021-22 Internal Audit Plan as an information item.

**4. Evaluation of Independent Auditor and Consideration of Contract Amendment to Extend Audit Services through the Fiscal Year Ending June 30, 2023**

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

- A. Approve draft evaluation questions and comments compiled by the Internal Audit Department for the Finance and Administration Committee.
- B. Authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-8-1911 between the Orange County Transportation Authority and Crowe LLP, to exercise the two-year option term, in the amount of \$592,200, to provide the annual financial and agreed-upon procedures audits for the fiscal years ending June 30, 2022 and 2023. This will increase the maximum obligation of the agreement to a total contract value of \$1,497,861.

**5. Property Insurance Policy Renewal**

A motion was made by Director Hernandez, seconded by Director Goodell, and following a roll call vote, declared passed 7-0, to authorize the Chief Executive Officer to negotiate and execute Purchase Order No. A48889, in an amount not to exceed \$735,000, to Marsh Risk and Insurance Services, Inc., to purchase property insurance on behalf of the Orange County Transportation Authority for the renewal of the coverage for the period of December 1, 2021 to December 1, 2022.

**6. Orange County Transportation Authority Investment and Debt Programs Report - September 2021**

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



**7. Fiscal Year 2020-21 Fourth Quarter Budget Status Report**

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

**8. First Quarter Fiscal Year 2021-22 Procurement Status Report**

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

**Regular Calendar**

There were no Regular Calendar items scheduled.

**Discussion Items**

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

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

- The Orange County Transportation Authority (OCTA) is hosting a Second District Mayors' Forum today at 3:00 p.m. via Zoom. The purpose of the forum is to provide the mayors, council members, and city staff with an update on OCTA's projects and programs and to get input from the cities. Most recently, OCTA hosted the forums for the Fourth and Fifth Districts.
- In September, the hikes, and equestrian rides of OCTA's permanently protected wilderness preserves were reinstated. Another hike will be scheduled on Saturday, November 6<sup>th</sup> at 9:00 a.m. at the Wren's View Preserve in Trabuco Canyon. OCTA will also be hosting an equestrian ride at the Trabuco Rose Preserve in Trabuco Canyon on Sunday, November 20<sup>th</sup> at 10:00 a.m.

**10. Committee Members' Reports**

Director Foley thanked Chairman Hennessey for keeping the F&A Committee on Zoom and requests that it remains that way.

**11. Closed Session**

There were no Closed Session items scheduled.



**12. Adjournment**

The meeting adjourned at 10:38 a.m.

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

ATTEST

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Michael Hennessey  
Committee Chairman

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Sahara Meisenheimer  
Clerk of the Board Specialist