

Orange County Transportation Authority Board Meeting  
OCTA Headquarters  
600 South Main Street, First Floor - Room 154,  
Orange, California  
February 28, 2005 at 9:00 a.m.

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the 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.

## **Invocation**

Director Silva

## **Pledge of Allegiance**

Director Winterbottom

## **Agenda Descriptions**

The agenda descriptions are intended to give notice to members of the public of 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 Board of Directors 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 Comments on Agenda Items**

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by completing a Speaker's Card and submitting it to the Clerk of the Board. 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 (3) minutes.

## **Special Matters**

### **1. Presentation of Resolutions of Appreciation for Employees of the Month for February 2005**

Present Orange County Transportation Authority Resolutions of Appreciation Nos. 2005-04, 2005-05, 2005-06 to Philip Lattuca, Coach Operator; Robert Bergels, Maintenance; and Farizet Finona, Administration, as Employees of the Month for February 2005.

## **Consent Calendar (Items 2 through 14)**

All matters on the consent calendar are to be approved in one motion unless a Board member or a member of the public requests separate action on a specific item.

### **Orange County Transportation Authority Consent Calendar Matters**

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

Of the Orange County Transportation Authority and affiliated agencies' regular meeting of February 14, 2005.

#### **3. Approval of Resolutions of Appreciation for Employees of the Month for February 2005**

Approval of Orange County Transportation Authority Resolutions of Appreciation Nos. 2005-04, 2005-05, 2005-06, respectively, to Philip Lattuca, Coach Operator; Robert Bergels of Maintenance; and Farizet Finona of Administration, as Employees of the Month for February 2005.

#### **4. Annual Internal Audit Plan for Fiscal Year 2004-05, Second Quarter Update**

Robert A. Duffy/Richard J. Bacigalupo

##### ***Overview***

The Orange County Transportation Authority Board of Directors adopted the Annual Internal Audit Plan for Fiscal Year 2004-05. This is the quarterly update for the second quarter of the fiscal year. Revisions to the plan are needed to incorporate changes to the original plan.

##### ***Recommendation***

Approve the revised Annual Internal Audit Plan for Fiscal Year 2004-05.

**5. Audit Report on Parts Inventory Cycle Count, Second Quarter**

Robert A. Duffy/Richard J. Bacigalupo

***Overview***

The Internal Audit Department has completed a quarterly parts inventory cycle count for the second quarter. No recommendations were made requiring a management response.

***Recommendation***

Receive and file the Parts Inventory Cycle Count, 2nd Quarter , Internal Audit Report No. 05-019.

**6. June 30, 2004 Single Audit Reports**

Tom Wulf/James S. Kenan

***Overview***

The Federal Single Audit Act of 1984 and the Single Audit Act Amendments of 1996 require that all organizations receiving federal awards have an annual audit performed by an independent accounting firm to ensure internal control and compliance with laws, regulations, contracts and grants related to the financial statements and to the federal awards. The Single Audit Reports contain the results of the audit and, if appropriate, any related findings and recommendations, as well as staff's responses.

***Recommendation***

Receive and file these Single Audit Reports as an information item.

**7. Second Quarter Fiscal Year 2004-05 Procurement Report**

Linda L. Hunter/James S. Kenan

***Overview***

The Second Quarter Procurement Report provides an update of the procurement activities for the fiscal year 2004-05, from July 1 through December 31, 2004. This report focuses on total dollars procured by each Orange County Transportation Authority division.

**7. (Continued)**

***Recommendation***

Receive and file as an information item.

**8. Annual Investment Policy Update**

Kirk Avila/James S. Kenan

***Overview***

The Treasurer has revised the Orange County Transportation Authority's Annual Investment Policy for 2005. The Annual Investment Policy sets forth the investment guidelines for all funds invested on and after March 1, 2005. As recommended under California Government Code Section 53646(a)(2), the Orange County Transportation Authority is submitting its Annual Investment Policy to be reviewed at a public meeting.

***Recommendation***

Adopt the 2005 Annual Investment Policy.

**9. 91 Express Lanes December 2004 Status Report**

Ellen Lee/Paul C. Taylor

***Overview***

The 91 Express Lanes Status Report for the period ending December 31, 2004, is provided for Orange County Transportation Authority Board of Directors' review. The report provides toll road traffic volume, revenue, financial performance, operations, maintenance, and communications information.

***Recommendation***

Receive and file the 91 Express Lanes Status Report for the period ending December 31, 2004.

**10. Customer Relations Service Quality Report for Second Quarter Fiscal Year 2004-05**

Adam Raley/Ellen S. Burton

***Overview***

The Customer Relations Service Quality Report is presented to the Orange County Transportation Authority Board of Directors on a quarterly basis. The report provides a statistical analysis of customer communications received during the quarter, as well as details proactive activities undertaken by staff to improve service to customers.

***Recommendation***

Receive information for discussion and possible action as deemed appropriate by the Board.

**11. Award of Construction Contract for Americans with Disabilities Act Bus Stop Modifications (Phase 3, Construction Package 4)**

***Overview***

As part of the Orange County Transportation Authority's Fiscal Year 2004-05 Budget, the Board approved construction of Americans with Disabilities Act improvements at the Orange County Transportation Authority's bus stops countywide. Bids were received in accordance with the Orange County Transportation Authority's public works procurement procedures. Board approval is requested to execute an agreement.

***Recommendation***

Authorize the Chief Executive Officer to execute Agreement C-4-1205, between the Orange County Transportation Authority and CJ Construction, Inc., the lowest responsive, responsible bidder, in an amount not to exceed \$587,200, for Americans with Disabilities Act Bus Stop Modifications in the Cities of Fountain Valley, Garden Grove, and Westminster.

## **Orange County Transit District Consent Calendar Matters**

### **12. Agreement for Major Bus Body Repairs**

Al Pierce/William L. Foster

#### ***Overview***

As part of the Orange County Transportation Authority's Fiscal Year 2004-05 Budget, the Board approved the contracting of major bus body repairs. Offers were received in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services.

#### ***Recommendation***

Authorize the Chief Executive Officer to execute Agreement C-4-0970 between the Orange County Transportation Authority and Complete Coach Works, in an amount not to exceed \$115,000, for a one year period with two one-year options for major bus body repairs.

### **13. Amendment to Agreement to Jointly Fund Intercounty Express Bus Route 149**

Beth McCormick/William L. Foster

#### ***Overview***

On June 28, 2004, the Board of Directors approved an agreement with Riverside Transit Agency, to jointly fund Route 149, an intercounty express service operating daily between Riverside County and Orange County. The current agreement expires on June 30, 2005.

#### ***Recommendation***

Authorize the Chief Executive Officer to execute Amendment No. 1 to Agreement C-4-0601 between the Orange County Transportation Authority and the Riverside Transit Agency, in an amount not to exceed \$168,000, to jointly fund the operation of Route 149 and extend the term for one year.

**14. Amendment to Cooperative Agreement with the Office on Aging**

Dana Wiemiller/William L. Foster

***Overview***

The Orange County Transportation Authority and the Orange County Office on Aging currently have a cooperative agreement in the amount of \$250,000, to match Tobacco Settlement Revenue funds for use on specific senior non-emergency medical transportation projects.

***Recommendations***

- A. Authorize the Chief Executive Officer to execute Amendment No. 2 to Cooperative Agreement C-2-0617 with the Office on Aging, in an amount not to exceed \$5,000, as part of the local match for a California Department of Transportation Environmental Justice Planning Grant.
  
- B. Authorize reallocation of \$245,000, to support two new Orange County Transportation Authority volunteer-based programs as part of the Paratransit Growth Management Plan which will provide alternative transportation, training and education for seniors and persons with disabilities.

**Regular Calendar**

**Orange County Transportation Authority Regular Calendar Matters**

**15. Transportation 2020 Committee Report and Recommendations**

Monte Ward

***Overview***

The new Transportation 2020 Board Committee held its first meeting on February 14, 2005. The Committee unanimously affirmed a December 2004 Board of Directors recommendation that the Orange County Transportation Authority prepare a spending plan to support the potential extension of the Measure M one-half cent transportation sales tax. The Committee also unanimously recommends to the Board of Directors a series of actions to enable the spending plan and a sales tax extension to be presented to Orange County voters as early as November 2006.

15. (Continued)

***Recommendations***

- A. Direct the Chief Executive Officer, working with the Transportation 2020 Committee and the Board of Directors, to develop an Expenditure Plan for a potential extension of the Measure M one-half cent transportation sales tax as early as November 2006.
- B. Direct the Chief Executive Officer to prepare a program-level Environmental Impact Report on the Orange County Long Range Transportation Plan, inclusive of projects and programs included in an Expenditure Plan for the extension of Measure M.
- C. Direct the Chief Executive Officer to extend Agreement No. C-4-0224 between the Authority and California Strategies to provide strategic advice and stakeholder outreach for a period not-to-exceed 15 months, beginning March 1, 2005, at a cost not-to-exceed \$150,000.
- D. Direct the Chief Executive Officer to negotiate an agreement with the firm of Smith, Watts & Company to provide program management, expenditure plan strategy and development, and messaging services for a period not-to-exceed 20 months, beginning March 1, 2005, at a cost not-to-exceed \$7,500 per month.
- E. Direct the Chief Executive Officer to negotiate an agreement with the firm of Townsend, Raimundo, Bessler & Usher to provide messaging, communications and expenditure plan organization, and packaging services for a period not-to-exceed 15 months, beginning March 1, 2005, at a cost not-to-exceed \$6,000 per month.
- F. Direct the Chief Executive Officer to issue a Request for Proposals for polling and focus group research services to gather input into the development of an Expenditure Plan for the extension of Measure M.



## **Orange County Transit District Regular Calendar Matters**

### **16. Amendment to Agreement for Janitorial Services**

William L. Foster and James S. Kenan

#### ***Overview***

On February 6, 2003, the Board of Directors approved an agreement with Diamond Contract Services, Inc., to provide janitorial services at all Orange County Transportation Authority owned facilities for a one-year period with two one-year options.

#### ***Recommendations***

- A. In order to provide the Board of Directors information associated with providing health care coverage for contractor employees, three available options are presented below for your consideration:
  - 1. Exercise the second option year with no additional medical coverage - \$700,000.
  - 2. Exercise the second option year with medical coverage provided to the employee only - \$772,000.
  - 3. Exercise the second option year with medical coverage provided to the employee and family - \$865,600.
  
- B. Authorize the Chief Executive Officer to execute Amendment No. 4 to Agreement C-2-1189 between the Orange County Transportation Authority and Diamond Contract Services, Inc., in an amount associated with one of the three options identified above for janitorial services at all Orange County Transportation Authority owned facilities.
  
- C. The additional amount of \$72,000 or \$165,600 identified in options two and three above for health care coverage for contractor employees are not included in the current budget and would therefore require an amendment.

## **Other Matters**

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

### **18. Directors' Reports**

### **19. Public Comments**

At this time, members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors, but no action may be taken on off-Agenda items unless authorized by law. Comments shall be limited to three (3) minutes per speaker, unless different time limits are set by the Chairman subject to the approval of the Board of Directors.

### **20. Closed Session**

There is no Closed Session scheduled.

### **21. Adjournment**

The next regularly scheduled meeting of the OCTA/OCTD/OCLTA/OCSAFE/OCSSAV Committee will be held at 9:00 a.m. on March 14, 2005, at OCTA Headquarters at 600 South Main Street, First Floor - Room 154, Orange, California.