



### **Committee Members Present**

Patrick Harper, Vice Chair  
Jamey Federico  
Stephanie Klopfenstein  
Tam T. Nguyen

### **Staff Present**

Jennifer L. Bergener, Deputy Chief Executive Officer  
Sahara Meisenheimer, Clerk of the Board Specialist  
Gina Ramirez, Assistant Clerk of the Board  
James Donich, General Counsel  
OCTA Staff

### **Committee Members Absent**

Michael Hennessey, Chair  
Vicente Sarmiento

## **Call to Order**

The December 4, 2024, regular meeting of the Finance and Administration (F&A) Committee was called to order by Committee Vice Chair Harper at 10:30 a.m.

## **Consent Calendar (Items 1 through 8)**

### **1. Approval of Minutes**

A motion was made by Director Nguyen, seconded by Director Klopfenstein, and declared passed by those present to approve the minutes of the November 13, 2024 Finance and Administration Committee meeting.

### **2. Purchasing Cards, Internal Audit Report No. 25-505**

A motion was made by Director Nguyen, seconded by Director Klopfenstein, and declared passed by those present to direct staff to implement one recommendation provided in Purchasing Cards, Internal Audit Report No. 25-505.

### **3. 91 Express Lanes Update for the Period Ending – September 30, 2024**

A motion was made by Director Nguyen, seconded by Director Klopfenstein, and declared passed by those present to receive and file as an information item.

### **4. 405 Express Lanes Update for the Period Ending September 30, 2024**

A motion was made by Director Nguyen, seconded by Director Klopfenstein, and declared passed by those present to receive and file as an information item.

### **5. Environmental Mitigation Program Endowment Fund Investment Report for September 30, 2024**

A motion was made by Director Nguyen, seconded by Director Klopfenstein, and declared passed by those present to receive and file as an information item.



### **6. Proposed Management Plan for the Administrative Headquarters Building**

A motion was made by Director Nguyen, seconded by Director Klopfenstein, and declared passed by those present to:

- A. Authorize the Chief Executive Officer, or his designee, to negotiate and execute lease agreements with tenants for lease maturities of no greater than ten years.
- B. Authorize the Chief Executive Officer, or his designee, to negotiate and execute service contracts necessary for the operations and maintenance of the property.

### **7. Fiscal Year 2024-25 First Quarter Grant Reimbursement Status Report**

A motion was made by Director Nguyen, seconded by Director Klopfenstein, and declared passed by those present to receive and file as an information item.

### **8. First Quarter Fiscal Year 2024-25 Procurement Status Report**

A motion was made by Director Nguyen, seconded by Director Klopfenstein, and declared passed by those present to receive and file as an information item.

## **Regular Calendar**

### **9. Orange County Transportation Authority Investment and Debt Programs Report – October 2024**

Robert Davis, Department Manager of Treasury & Public Finance, provided a report on this item.

No action was taken on this receive and file information item.

### **10. Fiscal Year 2024-25 Proposed Comprehensive Business Plan**

Victor Velasquez, Department of Financial Planning & Analysis, provided a PowerPoint presentation.

A motion was made by Director Federico, seconded by Director Klopfenstein, and declared passed by those present to approve the Fiscal Year 2024-25 Proposed Comprehensive Business Plan.



## **Discussion Items**

### **11. Public Comments**

There were no public comments received.

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

Jennifer L. Bergener, Deputy Chief Executive Officer, provided a report on the following:

- Orange County Chapter of the WTS will host its annual gala at the Richard Nixon Presidential Library in Yorba Linda.
- This is the final F&A Committee meeting of the year.

### **13. Committee Members' Reports**

There were no Committee Members' Reports.

### **14. Adjournment**

The meeting adjourned at 11:03 a.m.

The next regularly scheduled meeting of this Committee will be held:

**10:30 a.m. on Wednesday, January 8, 2024**

OCTA Headquarters  
Board Room  
550 South Main Street  
Orange, California

ATTEST:

\_\_\_\_\_  
Sahara Meisenheimer  
Clerk of the Board Specialist