



# **Orange County Transportation Authority**

## **Finance and Administration Committee Agenda**

### **Wednesday, October 22, 2025 at 10:30 a.m.**

Board Room, 550 South Main Street, Orange, California

#### **Committee Members**

Michael Hennessey, Chair  
Patrick Harper, Vice Chair  
Jamey M. Federico  
William Go  
Carlos A. Leon  
Vicente Sarmiento  
Mark Tettemer

Any person with a disability who requires a modification or accommodation in order to participate in this meeting should contact the Orange County Transportation Authority (OCTA) Clerk of the Board's office at (714) 560-5676, no less than two business days prior to this meeting to enable OCTA to make reasonable arrangements to assure accessibility to this meeting.

#### **Agenda Descriptions**

Agenda descriptions are intended to give members of the public 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 Committee 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 Availability of Agenda Materials**

All documents relative to the items referenced in this agenda are available for public inspection at [www.octa.net](http://www.octa.net) or through the Clerk of the Board's office at the OCTA Headquarters, 600 South Main Street, Orange, California.

#### **Meeting Access and Public Comments on Agenda Items**

Members of the public can either attend in-person or access live streaming of the Committee meetings by clicking this link: <https://octa.legistar.com/Calendar.aspx>

#### **In-Person Comment**

Members of the public may attend in-person and address the Board regarding any item within the subject matter jurisdiction of the Orange County Transportation Authority. Please complete a speaker's card and submit it to the Clerk of the Board and notify the Clerk regarding the agenda item number on which you wish to speak. Speakers will be recognized by the Chair at the time of the agenda item is to be considered by the Board. Comments will be limited to three minutes. The Brown Act prohibits the Board from either discussing or taking action on any non-agendized items.

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## Written Comment

Written public comments may also be submitted by emailing them to ClerkOffice@octa.net, and must be sent by 5:00 p.m. the day prior to the meeting. If you wish to comment on a specific agenda item, please identify the item number in your email. All public comments that are timely received will be part of the public record and distributed to the Board. Public comments will be made available to the public upon request.

## Call to Order

## Pledge of Allegiance

Director Leon

## Closed Session

There are no Closed Session items scheduled.

## Special Calendar

There are no Special Calendar matters.

## Consent Calendar (Items 1 through 11)

All items on the Consent Calendar are to be approved in one motion unless a Committee Member or a member of the public requests separate action or discussion on a specific item.

### 1. Approval of Minutes

Clerk of the Board

#### **Recommendation(s)**

Approve the minutes of the September 10, 2025 Finance and Administration Committee meeting.

#### **Attachments:**

[Minutes](#)

### 2. Right-of-Way Maintenance, Internal Audit Report No. 25-515

Serena Ng/Janet Sutter

#### **Overview**

The Internal Audit Department of the Orange County Transportation Authority has completed an audit of right-of-way maintenance. Based on the audit, controls exist to oversee and monitor maintenance of the operating railroad right-of-way and other properties owned by OCTA; however, these activities are not currently documented. The Internal Audit Department recommends that oversight and monitoring activities be documented, and contract management, invoice review, and procurement file documentation be improved.

#### **Recommendation(s)**

Direct staff to implement three recommendations provided in Right-of-Way Maintenance, Internal Audit Report No. 25-515.

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***Attachments:***

[Staff Report](#)

[Attachment A](#)

**3. Investments: Compliance, Controls, and Reporting, January 1 through June 30, 2025, Internal Audit Report No. 26-502**

Jonathan Thompson/Janet Sutter

***Overview***

The Internal Audit Department has completed an audit of investments for the period January 1 through June 30, 2025. Based on the audit, the Orange County Transportation Authority complied with its debt, investment, and reporting policies and procedures; however, the Internal Audit Department made one recommendation to strengthen controls to ensure all investments are reflected in monthly reports.

***Recommendation(s)***

Direct staff to implement the one recommendation provided in Investments: Compliance, Controls, and Reporting, January 1 through June 30, 2025, Internal Audit Report No. 26-502.

***Attachments:***

[Staff Report](#)

[Attachment A](#)

**4. Warranty Administration, Internal Audit Report No. 25-516**

Gabriel Tang/Janet Sutter

***Overview***

The Internal Audit Department of the Orange County Transportation Authority has completed an audit of warranty administration. Based on the audit, internal controls over identifying, tracking, and recording of warranty repairs and credits should be improved. Three recommendations have been made to improve methods for deriving labor hours consumed, and labor rates used, in valuing and obtaining reimbursement for warranty work performed, to improve follow-up of outstanding warranty claims, and to revise the method of valuing vendor warranty work performed on the bus video communications system and the fare validation system.

***Recommendation(s)***

Direct staff to implement three recommendations provided in Warranty Administration, Internal Audit Report No. 25-516.

***Attachments:***

[Staff Report](#)

[Attachment A](#)

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### 5. **Fiscal Year 2025-26 Internal Audit Plan, First Quarter Update**

Janet Sutter

#### **Overview**

The Orange County Transportation Authority Board of Directors adopted the Orange County Transportation Authority Internal Audit Department Fiscal Year 2024-25 Internal Audit Plan on July 14, 2025. This report provides an update of activities for the first quarter of the fiscal year.

#### **Recommendation(s)**

Receive and file the first quarter update to the Orange County Transportation Authority Internal Audit Department Fiscal Year 2025-26 Internal Audit Plan as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

### 6. **Orange County Transportation Authority Investment and Debt Programs Report - August 2025**

Robert Davis/Andrew Oftelie

#### **Overview**

The Orange County Transportation Authority has a comprehensive investment and debt program to fund its immediate and long-term cash flow demands. Each month, the Treasurer submits a report detailing investment allocation, performance, compliance, outstanding debt balances, and credit ratings for the Orange County Transportation Authority's debt program. This report is for the month ending August 31, 2025. The report has been reviewed and is consistent with the investment practices contained in the investment policy.

#### **Recommendation(s)**

Receive and file as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

### 7. **Fiscal Year 2024-25 Fourth Quarter Budget Status Report**

Victor Velasquez/Andrew Oftelie

#### **Overview**

Orange County Transportation Authority staff have implemented the fiscal year 2024-25 budget. This report summarizes the material variances between the budget and actual revenues and expenses through the fourth quarter of fiscal year 2024-25.

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### ***Recommendation(s)***

Receive and file as an information item.

### ***Attachments:***

[Staff Report](#)

[Attachment A](#)

## **8. SB 1 (Chapter 5, Statutes of 2017) State of Good Repair Claims for Fiscal Year 2025-26**

Sam Kaur/Andrew Oftelie

### ***Overview***

The Orange County Transportation Authority is eligible to receive funding from the SB 1 State of Good Repair Program that is funded by the Transportation Improvement Fee on vehicle registrations. Funding recommendations for fiscal year 2025-26 were approved by the Board of Directors on August 25, 2025. Upon approval of the statewide list of fiscal year 2025-26 projects by the California Department of Transportation, the Orange County Transportation Authority must file claims on a quarterly basis to receive the funding.

### ***Recommendation(s)***

Authorize the filing of SB 1 State of Good Repair claims, in the amount of \$7.542 million, or up to the actual allocation published by the State Controller's Office, to fund capital projects approved by the Orange County Transportation Authority Board of Directors.

### ***Attachments:***

[Staff Report](#)

## **9. State Transit Assistance Fund Claims for Fiscal Year 2025-26**

Sam Kaur/Andrew Oftelie

### ***Overview***

The Orange County Transit District is eligible to receive funding from the State Transit Assistance Fund for providing public transportation services throughout Orange County. To receive these funds, the Orange County Transit District, as the public transit and community transit services operator, must file claims with the Orange County Transportation Authority, the transportation planning agency for Orange County.

### ***Recommendation(s)***

Adopt Resolution No. 2025-078 to authorize the filing of State Transit Assistance Fund claims, in the amount of \$43,487,476, or up to the actual allocation published by the State Controller's Office, to support public transportation.

### ***Attachments:***

[Staff Report](#)

[Attachment A](#)

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### 10. Fiscal Year 2024-25 Fourth Quarter Grant Reimbursement Status Report

Sam Kaur/Andrew Oftelie

#### **Overview**

The Quarterly Grant Reimbursement Status Report summarizes grant activities for the Orange County Transportation Authority Board of Directors. This report focuses on activity for the fourth quarter of fiscal year 2024-25, covering April through June 2025.

#### **Recommendation(s)**

Receive and file as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

[Attachment D](#)

### 11. Update on the Loan Agreements with the Cities of Anaheim, Placentia, and the West Orange County Water Board

Sam Kaur/Andrew Oftelie

#### **Overview**

The Orange County Transportation Authority Board of Directors authorized loan agreements with the cities of Anaheim, Placentia, and the West Orange County Water Board. This report provides the annual update on the status of each of these agreements as requested by the Board of Directors.

#### **Recommendation(s)**

Receive and file as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

## Regular Calendar

### 12. Agreements for Temporary Staffing Services

Karen DeCrescenzo/Maggie McJilton

#### **Overview**

On May 12, 2025, the Board of Directors authorized the release of a request for proposals for a firm or firms to provide temporary staffing services. Proposals were received and evaluated in accordance with the Orange County Transportation Authority's procurement procedures for professional and technical services. Board of Directors' approval is requested to select two firms to provide temporary staffing services.

#### **Recommendation(s)**

A. Approve the selection of APR Consulting, Inc. and Tryfacta, Inc. as the firms to

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provide temporary staffing services, in the aggregate amount of \$3,220,000, to be shared by both staffing firms.

- B. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-5-4052 between the Orange County Transportation Authority and APR Consulting, Inc. to provide temporary staffing services for a three-year initial term through October 31, 2028, with two, two-year option terms.
- C. Authorize the Chief Executive Officer to negotiate and execute Agreement No. C-5-4312 between the Orange County Transportation Authority and Tryfacta, Inc. to provide temporary staffing services for a three-year initial term through October 31, 2028, with two, two-year option terms.

***Attachments:***

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

**13. 2025 Measure M2 Sales Tax Forecast Update**

Sam Kaur/Andrew Oftelie

***Overview***

The Orange County Transportation Authority contracts with MuniServices, LLC and three universities to forecast Measure M2 taxable sales. MuniServices, LLC and the three universities have provided updated forecasts and that information has been incorporated into the annual update for the long-range forecast of Measure M2 taxable sales.

***Recommendation(s)***

Receive and file as an information item.

***Attachments:***

[Staff Report](#)

[Attachment A](#)

[Presentation](#)

**Discussion Items**

- 14. Public Comments
- 15. Chief Executive Officer's Report
- 16. Committee Members' Reports

## **FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA**

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### **17. Adjournment**

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

**10:30 a.m. on Wednesday, November 12, 2025**

OCTA Headquarters

Board Room

550 South Main Street

Orange, California