



Orange County Transportation Authority

Finance and Administration Committee Agenda

Wednesday, May 14, 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
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 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.

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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 Sarmiento

Closed Session

There are no Closed Session items scheduled.

Special Calendar

1. Taxable Sales Forecast - MuniServices

Sam Kaur/Andrew Oftelie

Overview

Orange County Transportation Authority contracts with several economic specialists to provide an annual 30-year taxable sales forecast for Measure M2. The latest forecasts were received in Spring 2025. Thomas Adams, from MuniServices, will provide an update on the annual forecast and economic outlook for Orange County to the Finance and Administration Committee.

Attachments:

[Presentation](#)

Consent Calendar (Items 2 through 8)

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.

2. Approval of Minutes

Clerk of the Board

Recommendation(s)

Approve the minutes of the April 23, 2025 Finance and Administration Committee meeting.

Attachments:

[Minutes](#)

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

3. Real Estate Administration, Internal Audit Report No. 25-506

Gabriel Tang/Janet Sutter

Overview

The Internal Audit Department of the Orange County Transportation Authority has completed an audit of real estate administration. Based on the audit, controls over real estate administration could be improved. Five recommendations have been made to develop procedures for implementing fair market adjustments, improve documentation of approval for negotiated lease rates, document reviews of insurance requirements, develop procedures for periodic inspection of leased properties, and to implement procedures for collection of late payment fees.

Recommendation(s)

Direct staff to implement five recommendations provided in Real Estate Administration, Internal Audit Report No. 25-506.

Attachments:

[Staff Report](#)

[Attachment A](#)

4. Transportation Development Act, Triennial Performance Audits

Ricco Bonelli/Janet Sutter

Overview

Triennial performance audits have been conducted of the Orange County Transportation Authority, the Orange County Transit District, and the Laguna Beach Municipal Transit Lines for fiscal years 2021-22 through 2023-24. These audits are required by the Transportation Development Act. The audits found the Orange County Transportation Authority and the Orange County Transit District in compliance with applicable sections of the California Public Utilities Code.

The Laguna Beach Municipal Transit Lines was found to have met all compliance requirements with respect to applicable sections of the California Public Utilities Code except for filing its fiscal year 2023-24 State Controller's Report within seven months of the end of the fiscal year. The audit offered three recommendations to the City of Laguna Beach to improve implementation of its long-term goals and objectives, strengthen its reporting process, and to ensure timely submissions to the State Controller's Office.

Recommendation(s)

- A. Receive and file the Triennial Performance Audit of the OCTA as the Regional Transportation Planning Entity, fiscal year 2021-22 to fiscal year 2023-24, as an information item.
- B. Receive and file the Triennial Performance Audit of the Orange County Transit District, fiscal year 2021-22 to fiscal year 2023-24, as an information item.
- C. Direct staff to monitor implementation of recommendations included in the Triennial Performance Audit of the City of Laguna Beach - Laguna Beach Municipal Transit

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

Lines, fiscal year 2021-22 to fiscal year 2023-24.

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

5. Amendment to Agreement for On-Call Commercial Real Estate Brokerage Services

Joe Gallardo/James G. Beil

Overview

On August 24, 2020, the Orange County Transportation Authority Board of Directors approved an agreement with CBRE, Inc. for on-call commercial real estate brokerage services for leasing and disposing of anticipated excess land owned by the Orange County Transportation Authority. An amendment to the existing agreement is requested for continued on-call commercial real estate brokerage services for an additional six months.

Recommendation(s)

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 2 to Agreement No. C-0-2160 between the Orange County Transportation Authority and CBRE, Inc., in the amount of \$268,000, for additional on-call commercial real estate brokerage leasing services and extend the term of the agreement for an additional six months through March 31, 2026. This will increase the maximum cumulative obligation of the agreement to a total contract value of \$318,000 for leasing services.

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

6. Orange County Transportation Authority Investment and Debt Programs Report - March 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 March 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.

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

7. Annual Update to Investment Policy

Robert Davis/Andrew Oftelie

Overview

The Treasurer is presenting the Orange County Transportation Authority's Proposed Fiscal Year 2025-26 Investment Policy. The governing body of a local agency is required to annually renew the delegation of authority for the Treasurer to invest, reinvest, purchase, exchange, sell, or manage public funds for a period of one year. Additionally, and as recommended under California Government Code Section 53646(a)(2), the Orange County Transportation Authority is submitting its Proposed Fiscal Year 2025-26 Investment Policy to be reviewed at a public meeting.

Recommendation(s)

- A. Adopt the Fiscal Year 2025-26 Investment Policy July 1, 2025.
- B. Authorize the Treasurer, to invest, reinvest, purchase, exchange, sell, and manage Orange County Transportation Authority funds during fiscal year 2025-26.

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

8. Fiscal Year 2024-25 Third 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 third quarter of fiscal year 2024-25, covering January through March 2025.

Recommendation(s)

Receive and file as an information item.

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

[Attachment D](#)

FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

Regular Calendar

There are no Regular Calendar items scheduled.

Discussion Items

9. Fiscal Year 2025-26 Budget Workshop Follow-up

Victor Velasquez/Andrew Oftelie

Overview

Budget staff is available for follow-up questions, issues, or concerns that may have arisen at and/or since the budget workshop conducted with the Board of Directors on May 12, 2025.

10. Public Comments

11. Chief Executive Officer's Report

12. Committee Members' Reports

13. Adjournment

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

10:30 a.m. on Wednesday, May 28, 2025

OCTA Headquarters

Board Room

550 South Main Street

Orange, California