



# Orange County Transportation Authority

## Executive Committee Agenda

**Monday, February 5, 2024 at 9:00 a.m.**

Board Room, 550 South Main Street, Orange, California

### **Committee Members**

Tam T. Nguyen, Chair

Doug Chaffee, Vice Chair

Andrew Do, Regional Transportation Planning Committee Chair

Michael Hennessey, Finance & Administration Committee Chair

Fred Jung, Transit Committee Chair

Donald P. Wagner, Legislative & Communications Committee Chair

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 listen to audio live streaming of the Board and 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.

# EXECUTIVE COMMITTEE MEETING AGENDA

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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

Vice Chair Chaffee

## Closed Session

There are no Closed Session items scheduled.

## Special Calendar

### 1. Committee Meeting 2024 Schedule

Tam T. Nguyen

#### **Overview**

Chair Nguyen will lead a discussion regarding the 2024 meeting schedule for the Executive Committee.

#### **Recommendation**

Approve the 2024 Executive Committee meeting calendar.

#### **Attachments:**

[Calendar](#)

### 2. Roles and Responsibilities of the Executive Committee

Darrell E. Johnson

#### **Overview**

The roles and responsibilities of the Executive Committee are reviewed periodically for any appropriate changes or additions.

#### **Recommendation**

Approve the 2024 Executive Committee Roles and Responsibilities.

#### **Attachments:**

[Supplemental Information](#)

## EXECUTIVE COMMITTEE MEETING AGENDA

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### Consent Calendar (Items 3 and 4)

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.

#### 3. **Approval of Minutes**

Clerk of the Board

##### **Recommendation**

Approve the minutes of the December 4, 2024, Executive Committee meeting.

##### **Attachments:**

[Minutes](#)

#### 4. **Amendment to Agreement for Service and Maintenance of Security Systems**

Jennifer L. Bergener/Matt Ankley

##### **Overview**

On January 31, 2023, the Orange County Transportation Authority entered into an agreement with Convergent Technologies, LLC, to provide service and maintenance to the security systems, which include the video management system, access control system, and duress alarm system at the administrative offices and all operating bases. An amendment is required to accommodate additional project support through August 31, 2024.

##### **Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 3 to Agreement No. C-2-2893 between the Orange County Transportation Authority and Convergent Technologies, LLC, in the amount of \$468,333, for additional project support services. Amending this agreement will increase the maximum obligation of the agreement to a total contract value of \$708,333.

##### **Attachments:**

[Staff Report](#)

[Attachment A](#)

### Regular Calendar

#### 5. **Second Quarter Fiscal Year 2023-24 Capital Action Plan Performance Metrics**

James G. Beil

##### **Overview**

Staff has prepared a quarterly progress report on capital project delivery covering the period of October 2023 through December 2023, for review by the Orange County Transportation Authority Board of Directors. This report highlights the Capital Action Plan for project delivery, which is used as a performance metric to assess delivery progress on highway and transit capital improvement projects.

##### **Recommendation**

Receive and file as an information item.

## EXECUTIVE COMMITTEE MEETING AGENDA

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### ***Attachments:***

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

### **6. Proposed Revisions to Orange County Transportation Authority's Procurement Policies and Procedures**

Pia Veasapen/Andrew Oftelie

#### ***Overview***

The Orange County Transportation Authority Board of Directors has adopted policies and procedures that guide all procurement activities. The Board of Directors periodically reviews these policies and procedures and may make changes as necessary in an effort to conform to changing business needs while continuing to ensure procurements are conducted in a fair, transparent, and equitable manner for all vendors and provide for the best value and use of taxpayer dollars.

#### ***Recommendation***

Adopt the proposed revisions to the Orange County Transportation Authority's Procurement Policies and Procedures and authorize staff to implement the recommended changes related to piggybacking.

### ***Attachments:***

[Staff Report](#)

[Attachment A](#)

## **Discussion Items**

### **7. Public Comments**

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

### **9. Committee Members' Reports**

### **10. Adjournment**

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

**9:00 a.m. on Monday, March 4, 2024**

OCTA Headquarters

Board Room

550 South Main Street

Orange, California