



# **Orange County Transportation Authority**

## **Finance and Administration Committee Agenda**

### **Wednesday, March 27, 2024 at 10:30 a.m.**

Board Room, 550 South Main Street, Orange, California

#### **Committee Members**

Michael Hennessey, Chair  
Patrick Harper, Vice Chair  
Andrew Do  
Jamey Federico  
Stephanie Klopfenstein  
Tam T. Nguyen  
Vicente Sarmiento

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.

# FINANCE AND ADMINISTRATION 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

Director Nguyen

## Closed Session

There are no Closed Session items scheduled.

## Special Calendar

There are no Special Calendar matters.

## Consent Calendar (Items 1 through 5)

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**

Approve the minutes of the March 13, 2024 Finance and Administration Committee meeting.

#### **Attachments:**

[Minutes](#)

## FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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### 2. College Pass Program, Internal Audit Report 24-506

Gabriel Tang/Janet Sutter

#### **Overview**

The Internal Audit Department of the Orange County Transportation Authority has completed a review of the College Pass Program. Based on the audit, grant compliance controls are adequate; however, two recommendations have been made to improve contract language, to establish invoice and collection controls, and to develop and enforce controls over paper passes.

#### **Recommendation**

Direct staff to implement two recommendations provided in the College Pass Program, Internal Audit Report No. 24-506.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

### 3. Investments: Compliance, Controls, and Reporting, July 1 through December 31, 2023, Internal Audit Report No. 24-509

Jonathan Thompson/Janet Sutter

#### **Overview**

The Internal Audit Department has completed an audit of investments for the period July 1 through December 31, 2023. Based on the audit, the Orange County Transportation Authority generally complied with its debt, investment, and reporting policies and procedures; however, the Internal Audit Department made two recommendations to improve monthly investment and Clearwater system reporting.

#### **Recommendation**

Direct staff to implement two recommendations provided in Investments: Compliance, Controls, and Reporting, July 1 through December 31, 2023, Internal Audit Report No. 24-509.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

## FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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### 4. Amendment to the Preparation of Plans, Specifications, and Estimates for the 91 Express Lanes Toll Entrances Gantry Infrastructure Project Agreement

Kirk Avila

#### **Overview**

On February 25, 2019, the Orange County Transportation Authority Board of Directors approved a contract with Parsons Transportation Group, Inc. to prepare the plans, specifications, and estimates for the 91 Express Lanes Toll Entrances Gantry Infrastructure Project. An amendment to the existing agreement is needed to provide additional plans, specifications, and estimates.

#### **Recommendation**

Authorize the Chief Executive Officer to negotiate and execute Amendment No. 12 to Agreement No. C-8-2107 between the Orange County Transportation Authority and Parsons Transportation Group, Inc., in the amount of \$94,808, to provide additional plans, specifications, and estimates for the 91 Express Lanes Toll Entrances Gantry Infrastructure Project and to extend the term of the agreement through June 30, 2025. This will increase the maximum cumulative obligation of the agreement to a total contract value of \$595,442.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

### 5. Fiscal Year 2023-24 Second Quarter Budget Status Report

Victor Velasquez/Andrew Oftelie

#### **Overview**

Orange County Transportation Authority staff has implemented the fiscal year 2023-24 budget. This report summarizes the material variances between the budget and actual revenues and expenses through the second quarter of fiscal year 2023-24.

#### **Recommendation**

Receive and file as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

### **Regular Calendar**

There are no Regular Calendar items scheduled.

# FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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## Discussion Items

6. **405 Express Lanes Operational Update**

Kirk Avila

**Overview**

Staff will provide an update on the operational aspects of the 405 Express Lanes.

**Attachments:**

[Presentation](#)

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:

**10:30 a.m. on Wednesday, April 10, 2024**

OCTA Headquarters

Board Room

550 South Main Street

Orange, California