



Orange County Transportation Authority

Executive Committee Agenda

Monday, February 3, 2025 at 9:00 a.m.

Board Room, 550 South Main Street, Orange, California

Committee Members

Doug Chaffee, Chair

Jamey M. Federico, Vice Chair

Michael Hennessey, Finance & Administration Chair

Fred Jung, Transit Committee Chair

Stephanie Klopfenstein, Regional Transportation Planning Chair

Tam T. Nguyen Immediate Past Chair

Donald P. Wagner, Legislative & Communications 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 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.

EXECUTIVE 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 Hennessey

Closed Session

There are no Closed Session items scheduled.

Special Calendar

1. Committee Meeting 2025 Schedule

Overview

Chair Chaffee will lead a discussion regarding the 2025 meeting schedule for the Executive Committee.

Recommendation(s)

Approve the 2025 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(s)

Approve the 2025 Executive Committee Roles and Responsibilities.

Attachments:

[Roles & Responsibilities](#)

EXECUTIVE COMMITTEE MEETING AGENDA

Consent Calendar (Items 3 through 6)

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(s)

Approve the minutes of the December 2, 2024 Executive Committee meeting.

Attachments:

[Minutes](#)

4. Public Member Appointment to the Board of Directors

Overview

In accordance with AB 710 (Chapter 469, Statutes of 2004), Members of the Orange County Transportation Authority Board of Directors representing cities and the County of Orange appoint two public members to the Orange County Transportation Authority Board of Directors. The term of current public member, Director Tam T. Nguyen expires on April 12, 2025. Board of Directors action is necessary to consider the forthcoming expiration and appointment.

Recommendation(s)

Direct the Chief Executive Officer to return to the next Executive Committee meeting to consider the reappointment of Director Tam T. Nguyen for a four-year term as a Public Member to the Board of Directors to commence on April 12, 2025

Attachments:

[Staff Report](#)

[Attachment A](#)

5. Orange County Transportation Authority Contract Compliance Policies and Procedures

Pia Veesapen/Andrew Oftelie

Overview

The Orange County Transportation Authority has established several policies and procedures to ensure contract compliance and minimize the risk of fraudulent activities throughout all stages of the contract lifecycle. This report outlines the key practices and controls that the Orange County Transportation Authority employs during the pre-award, term of contract performance, and post-contract phases, with a focus on internal processes, oversight mechanisms, and auditing functions.

Recommendation(s)

Receive and file as an information item.

Attachments:

[Staff Report](#)

EXECUTIVE COMMITTEE MEETING AGENDA

6. Public Transportation Agency Safety Plan - Annual Review and Update

Matthew DesRosier

Overview

The Federal Transit Administration requires that every agency receiving federal funds through Section 5307 Urbanized Area Formula Program must develop a Public Transportation Agency Safety Plan for its transit system. The Board of Directors adopted the Orange County Transportation Authority's Public Transportation Agency Safety Plan on May 11, 2020. Through the required annual program review process, staff is recommending updates for Board of Directors' approval.

Recommendations

- A. Adopt newly required Federal Transit Administration 2025 Public Transportation Agency Safety Plan performance measures and targets.

- B. Approve the proposed 2025 Public Transportation Agency Safety Plan administrative edits.

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

Regular Calendar

7. Second Quarter Fiscal Year 2024-25 Capital Action Plan and Performance Metrics

James G. Beil

Overview

Staff has prepared a quarterly progress report on capital project delivery for the period of October 2024 through December 2024, 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, transit, and rail projects.

Recommendation(s)

Receive and file as an information item.

Attachments:

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

EXECUTIVE COMMITTEE MEETING AGENDA

Discussion Items

8. Public Comments

9. Chief Executive Officer's Report

10. Committee Members' Reports

11. Adjournment

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

9:00 a.m. on Monday, March 3, 2025

OCTA Headquarters

Board Room

550 South Main Street

Orange, California