



# Orange County Transportation Authority

## Finance and Administration Committee Agenda

Wednesday, December 4, 2024 at 10:30 a.m.

Board Room, 550 South Main Street, Orange, California

### Committee Members

Michael Hennessey, Chair

Patrick Harper, Vice Chair

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 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.

### 1. Approval of Minutes

Clerk of the Board

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

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

#### **Attachments:**

[Minutes](#)

### 2. Purchasing Cards, Internal Audit Report No. 25-505

Jonathan Thompson/Janet Sutter

#### **Overview**

The Internal Audit Department of the Orange County Transportation Authority has completed an audit of purchasing cards. Based on the audit, controls to ensure transactions are valid, allowable, authorized, and in compliance with policies and procedures are generally adequate; however, one recommendation has been made to update policies and practices to better ensure compliance and avoid errors.

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

Direct staff to implement one recommendation provided in Purchasing Cards, Internal Audit Report No. 25-505.

#### **Attachments:**

## FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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[Staff Report](#)

[Attachment A](#)

### 3. 91 Express Lanes Update for the Period Ending - September 30, 2024

Kirk Avila

#### **Overview**

The Orange County Transportation Authority has owned and managed the operations of the 91 Express Lanes since January 2003. Since then, traffic volumes and toll revenues have fluctuated with changes in the economy and the added capacity to the State Route 91 corridor. Over the last quarter, over 5.5 million trips were taken on the 91 Express Lanes in Orange County. This report focuses on the operational and financial activities for the period ending September 30, 2024.

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

Receive and file as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

### 4. 405 Express Lanes Update for the Period Ending September 30, 2024

Kirk Avila

#### **Overview**

The Orange County Transportation Authority oversees the operations of the 405 Express Lanes, which commenced operations on December 1, 2023. Over the last quarter, there were approximately 16.9 million transactions and 4.3 million trips generated on the 405 Express Lanes. This report focuses on the operational and financial activities for the period ending September 30, 2024.

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

Receive and file as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

## FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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### 5. Environmental Mitigation Program Endowment Fund Investment Report for September 30, 2024

Robert Davis/Andrew Oftelie

#### **Overview**

The Orange County Transportation Authority has developed a Natural Community Conservation Plan/Habitat Conservation Plan, acquired conservation properties, and funded habitat restoration projects to mitigate the impacts of Measure M2 freeway programs. The California Community Foundation manages the non-wasting endowment required to fund the long-term management of the conservation properties. Each quarter, the California Community Foundation publishes a comprehensive report detailing the composition of the pool and its performance.

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

Receive and file as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

### 6. Proposed Management Plan for the Administrative Headquarters Building

Sean Murdock/Andrew Oftelie

#### **Overview**

On October 25, 2024, the Orange County Transportation Authority closed escrow and assumed ownership of the property located at 2677 N. Main Street, Santa Ana, California. This property will serve as the administrative headquarters for the Orange County Transportation Authority. Ownership of the property will require oversight of tenants, property management, service contracts, and building maintenance. In order to effectively carry out these ownership responsibilities, Board of Directors' authorization for the Chief Executive Officer to negotiate and execute lease agreements with tenants and service contracts necessary for the ongoing operations and maintenance of the property is recommended.

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

- A. Authorize the Chief Executive Officer, or his designee, to negotiate and execute lease agreements with tenants for lease maturities of no greater than ten years.
- B. Authorize the Chief Executive Officer, or his designee, to negotiate and execute service contracts necessary for the operations and maintenance of the property.

#### **Attachments:**

[Staff Report](#)

## FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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### 7. Fiscal Year 2024-25 First 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 first quarter of fiscal year 2024-25, covering July through September 2024.

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

Receive and file as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

[Attachment D](#)

[Attachment E](#)

### 8. First Quarter Fiscal Year 2024-25 Procurement Status Report

Pia Veesapen/Andrew Oftelie

#### **Overview**

The first quarter procurement status report summarizes the procurement activities for information purposes to the Orange County Transportation Authority Board of Directors. This report focuses on procurement activity from July 1, 2024 through September 30, 2024, that was approved by the Board of Directors during this period. The first quarter procurement status report also projects future procurement activity for the second quarter as identified in the fiscal year 2024-25 budget.

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

Receive and file as an information item.

#### **Attachments:**

[Staff Report](#)

[Attachment A](#)

[Attachment B](#)

[Attachment C](#)

[Attachment D](#)

[Attachment E](#)

[Attachment F](#)

[Attachment G](#)

# FINANCE AND ADMINISTRATION COMMITTEE MEETING AGENDA

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## Regular Calendar

**9. Orange County Transportation Authority Investment and Debt Programs Report - October 2024**

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 October 31, 2024. Starting in October 2024, the managed portfolio has been divided into two segments: a 1-3 year portfolio and a 1-5 year portfolio. 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](#)

**10. Fiscal Year 2024-25 Proposed Comprehensive Business Plan**

Victor Velasquez/Andrew Oftelie

**Overview**

The Orange County Transportation Authority's Comprehensive Business Plan is a strategic business tool utilized to assess the financial viability of Orange County Transportation Authority programs and services. The plan assists the Orange County Transportation Authority in implementing its strategic goals and objectives within the framework of sound business practices and assesses the financial sustainability of all programs and services over a 20-year horizon.

**Recommendation(s)**

Approve the Fiscal Year 2024-25 Proposed Comprehensive Business Plan.

**Attachments:**

[Staff Report](#)

[Attachment A](#)

[Presentation](#)

## Discussion Items

**11. Public Comments**

**12. Chief Executive Officer's Report**

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

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**13. Committee Members' Reports**

**14. Adjournment**

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

**10:30 a.m. on Wednesday, January 8, 2025**

OCTA Headquarters  
Board Room  
550 South Main Street  
Orange, California