



May 22, 2020

To: Members of the Board of Directors

From: Darrell E. Johnson, Chief Executive Officer

A handwritten signature in blue ink, appearing to read "Darrell E. Johnson", is written over the "From:" line of the email header.

Subject: 2020 Board of Directors and Chief Executive Officer Initiatives and Action Plan – First Quarter Progress Report and Revised Action Plan

On January 27, 2020, the Board of Directors (Board) approved the 2020 Board and Chief Executive Officer (CEO) Initiatives (Attachment A) and Action Plan (Attachment B). The Action Plan consists of five Board initiatives broken down into nine CEO initiatives monitored through 97 milestones. Quarterly progress reports are presented to the Board. In light of the unprecedented novel coronavirus (COVID-19) pandemic and the impacts on the Orange County Transportation Authority's (OCTA) programs and priorities, the Action Plan was reviewed. The review was initiated to ensure the milestones continued to reflect OCTA's needs and goals. The revised Action Plan is presented along with the first quarter progress report.

First Quarter (Q1) Progress Report

During first quarter (Q1) of calendar year 2020 (January 1, 2020 through March 31, 2020), 15 milestones were scheduled for completion. At the end of Q1, nine of 15 milestones had been completed. The Q1 highlights include the initiation of construction on the Interstate 5 South Project, the extension of the OC Flex Microtransit Pilot Program, selection of an engineering team for the design phase of State Route 91 between State Route 57 and State Route 55, completion of the environmental approval phase for San Juan Creek Railroad Bridge, and launching the Leadership Development Academy. Since the end of Q1, an additional Q1 milestone has been completed, that being the start of environmental and preliminary design efforts for the Orange County Rail Maintenance Facility. The five milestones not completed that were assigned to Q1 are summarized in Attachment B. Schedule adjustments were necessary to align the need to further define project scope, and costs or issues with integration of new technology. In addition, OCTA completed three milestones one quarter early during Q1, which all support and advance progress of Orange County's Measure M2 Program and the Board-adopted Next 10 Delivery Plan.

2020 Action Plan Review

The review of the Action Plan confirmed that OCTA's goals remain unchanged. However, the schedules of certain activities did require adjustments allowing more time for OCTA to focus on management and recovery plans related to COVID-19. As a result, five milestones require minor adjustments, two COVID-19 milestones were added, and seven milestones were removed and will be reconsidered in 2021 as appropriate. The two added milestones address OCTA's response to COVID-19 through development of a task force and a post-COVID-19 Bus Service Plan to restore appropriate levels of service. Detail of changes to the 14 milestones as the result of the COVID-19 impacts can be found on pages three and four of Attachment B.

The Q1 progress report and revised Action Plan have been completed and are included for your review. As we navigate the impacts of COVID-19, OCTA continues to proactively and strategically address the immediate needs of the public and agency employees to continue keeping Orange County moving. Please contact me at (714) 560-5343 with any questions or suggestions.

DEJ:fc
Attachments