



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
TEL 510.817.5700  
TTY/TDD 510.817.5769  
FAX 510.817.5848  
E-MAIL info@mtc.ca.gov  
WEB www.mtc.ca.gov

*Bill Dodd, Chair*  
Napa County and Cities

*Scott Haggerty, Vice Chair*  
Alameda County

*Tom Azumbrado*  
U.S. Department of Housing  
and Urban Development

*Tom Bates*  
Cities of Alameda County

*Dean J. Chu*  
Cities of Santa Clara County

*Dave Cortese*  
Association of Bay Area Governments

*Chris Daly*  
City and County of San Francisco

*Dorene M. Giacopini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sue Lempert*  
Cities of San Mateo County

*Jake Mackenzie*  
Sonoma County and Cities

*Jon Rubin*  
San Francisco Mayor's Appointee

*Bijan Sartipi*  
State Business, Transportation  
and Housing Agency

*James P. Spering*  
Solano County and Cities

*Adrienne J. Tissier*  
San Mateo County

*Amy Worth*  
Cities of Contra Costa County

*Ken Yeager*  
Santa Clara County

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Operations

*Andrew B. Fremier*  
Deputy Executive Director,  
Bay Area Toll Authority

*Therese W. McMillan*  
Deputy Executive Director, Policy

## ADMINISTRATION COMMITTEE

April 8, 2009  
MINUTES

### Attendance

Vice Chair Cortese called the meeting to order at approximately 11:04 a.m. Committee members present were: Commissioners Daly, Dodd, Glover Kinsey and Sartipi. Other commissioners present were: MacKenzie, Dodd, Haggerty, Chu, Giacopini, Halsted, Lempert, Rubin, Spering, Worth, and Yeager.

Vice Chair Cortese proposed Agenda Items 3 and 4 be included as part of Consent.

### CONSENT

#### Minutes

The Committee received and approved as written the meeting minutes of March 14, 2009.

#### Resolution No. 1198, Revised – MTC's Conflict-of-Interest Code – Submission to the Fair Political Practices Commission

The Committee authorized the referral of Resolution No. 1198 to the Commission for approval and submission to the Fair Political Practices Commission.

#### Resolution No. 3899 – FY 2009-10 Caltrans Planning Grants

The Committee authorized the referral of Resolution No. 3899 to the Commission for approval to authorize MTC to accept funds from Caltrans for an environmental justice planning grant related to "Engaging Underserved Communities in the Sustainable Communities Strategy" and further authorizing the Executive Director or his designee to enter into a funding agreement with Caltrans, should the grant be awarded, and a funding agreement with ABAG to pass the awarded monies through to them.

#### Resolution No. 3857, Revised – FY 2008-09 Overall Work Program (OWP)

The Committee authorized the referral of Resolution No. 3857 to the Commission for approval to add two new grants for FY 2008-09 for a total of \$2,380,000.

#### Contract Amendment – StreetSaver Software Development: DevMecca.com

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with DevMecca.com for \$70,000 to provide ongoing software enhancement, maintenance and support including non-pavement asset management, database conversion and migration, software bug fixes, service releases, and technical support through the end of FY 2008-09 for a total contract amount of \$794,860.

**Contract Amendment – Understanding and Supporting the Choice to Reside in a Transit Oriented Development – Cambridge Systematics**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Cambridge Systematics to provide surveying and evaluation support for the TransLink<sup>®</sup> for TOD pilot project, and the Chief Financial Officer is directed to set aside funds up to \$26,000 in FY 2008-09 funds to survey the participants following the expiration of the free period and evaluate the effectiveness of this project.

**MONTHLY FINANCIAL STATEMENTS**

The Committee received the following monthly financial reports for the month of February: Operating Income through February 2009; Report of Operating Expenditures for FY 2008-09 through February 2009; Report of Capital Projects for FY 2008-09 through January 2009; FY 2008-09 Contract Services Disbursement Report for February 2009. For the month of February 2009, the monthly financial report listed eleven (11) purchase orders between \$2,500 and \$55,000 executed by the Executive Director.

The Committee also received a comparison of the budget and actual revenue and expenditures through February 2009.

**INVESTMENT REPORT**

The Committee received the Investment Reports for the month of February 2009.

**OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING**

There being no further business or public comment, the meeting was adjourned at approximately 11:18 a.m. The next Committee meeting date will be on May 13, 2009, in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

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December 10, 2008

Administration Committee Meeting Minutes

**Agenda Topic**

The Committee authorized the Executive Director or his designee to...

**OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING**

There being no further business or public comment, the meeting was adjourned at approximately xx:xx a.m. The next Committee meeting date will be on January 14, 2008 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

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