



METROPOLITAN
TRANSPORTATION
COMMISSION

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Scott Haggerty, Chair
Alameda County

ADMINISTRATION COMMITTEE

Adrienne J. Tissier, Vice Chair
San Mateo County

September 9, 2009

MINUTES

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

Attendance

Chair Bates called the meeting to order at approximately 10:22 a.m. Committee members present were: Commissioners Cortese, Daly, Glover, and Kinsey. Other commissioners present were: Haggerty, Tissier, Chu, Giacomini, Halsted, Lempert, Worth and Yeager.

Tom Bates
Cities of Alameda County

Dean J. Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of July 8, 2009.

Chris Daly
City and County of San Francisco

Bill Dodd
Napa County and Cities

Monthly Financial Statements:

The Committee received the following monthly financial reports for the month of June: Operating Income through June 2009, Report of Operating Expenditures for FY 2008-09 through June 2009; Report of Capital Projects for FY 2008-09 through June 2009; FY 2008-09 Contract Services Disbursement Report for June 2009. For the month of June 2009, the monthly financial report listed thirty-five (35) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

Dorene M. Giacomini
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

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

Sue Lempert
Cities of San Mateo County

Investment Report:

The Committee received the Investment Reports for the months of June and July 2009.

Jon Rubin
San Francisco Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

Contract Amendment – 2009 Freeway Congestion Monitoring, Kimley Horn and Associates, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Kimley-Horn and Associates, Inc. for the collection and analysis of freeway congestion data in the fall of 2009, and the Chief Financial Officer is directed to set aside funds in the amount of \$200,000 for said amendment.

James P. Spering
Solano County and Cities

Amy Rein Worth
Cities of Contra Costa County

Purchase Order – Office Supplies Provider: Radstons Office Plus

The Committee authorized the Executive Director or his designee to issue a purchase order to Radstons Office Plus to provide general office supplies through June 30, 2010 with an option to renew for three additional, consecutive one-year periods, ending June 30, 2013, subject to approval of future Agency General Operating budgets, and the Chief Financial Officer is authorized to set aside funds from the FY 2009-10 Agency Budget for this purpose in the amount of \$50,000.

Ken Yeager
Santa Clara County

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

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September 9, 2009

Administration Committee Meeting Minutes

Resolution No. 3906, Revised – FY 2009-10 Overall Work Program (OWP)

The Committee referred MTC Resolution No. 3906, Revised to the Commission for approval of the FY 2009-10 Overall Work Program (OWP).

Resolution No. 3907, Revised – FY 2009-10 MTC Agency Budget:

The Committee referred MTC Resolution No. 3907, Revised to the Commission for approval of the FY 2009-10 MTC Agency Budget.

Strategic Facility Planning:

Staff reported that, while the MetroCenter currently meets MTC's facility needs, the Bay Area Quality Management District is undertaking a strategic facility planning process including consideration of co-location opportunities with MTC, ABAG and other public agencies. Staff proposed to participate in the Options Study to analyze common area requirements in an amount within the Executive Director's delegated authority.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 10:27 a.m. The next Committee meeting date will be on October 14, 2009 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.