



METROPOLITAN
TRANSPORTATION
COMMISSION

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ADMINISTRATION COMMITTEE

December 9, 2009
MINUTES

Attendance

Vice Chair Cortese called the meeting to order at approximately 12:40 a.m. Committee members present were: Commissioners Daly, Dodd, and Glover. Other commissioners present were: Haggerty, Tissier, Chu, Giaccopini, Halsted, Lempert, Rein-Worth, Rubin, and Sperring.

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of November 4, 2009.

**Contract Amendment – Travel Model Specification and Training Study:
PB Americas, Inc.**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with PB Americas, Inc. to assist in completing Phase II of the Travel Model Specification and Training Study and to provide on-call support in the calibration and validation of MTC's activity-based travel demand models. The Chief Financial Officer was directed to set aside funds up to \$366,000 for such contract amendment.

Monthly Financial Statements

The Committee received the following monthly financial reports for the month of October: Operating Income through October 2009; Report of Operating Expenditures for FY 2009-10 through October 2009; Report of Capital Projects for FY 2009-10 through October 2009; FY 2009-10 Contract Services Disbursement Report for October 2009. For the month of October 2009, the monthly financial report listed seven (7) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

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

Investment Report

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

Resolution No. 3822, Revised – Authorizing Participation in CalPERS Other Post Employment Benefits (OPEB) Trust Program

The Committee referred Resolution No. 3822, Revised to the Commission for approval to include a provision to permit agencies to close out the OPEB trust and transfer funds to another OPEB trust account. The new agreement allows MTC to disburse and transfer funds to another OPEB trust account without waiting for the 36 month period.

Contracts – On-Call Smart Growth Technical Assistance:

- i. Eisen Letunic (Berkeley, CA)
- ii. Design Community & Environment (Berkeley, CA)
- iii. EDAW AECOM (San Francisco, CA)
- iv. Dyett & Bhatia (San Francisco, CA)

The Committee authorized the Executive Director or his designee to negotiate and enter into contracts with the firms listed above to provide on-call smart growth technical assistance to both MTC and local jurisdictions. The Chief Financial Officer was directed to set aside funds up to \$771,133 for all four contracts.

Contracts – On-Call Public-Private Partnership Consultant and Legal Services:

- i. KPMG, Sacramento, CA
- ii. Jeffrey Parker & Associates, New York, NY
- iii. Halcrow, Inc., Oakland, CA
- iv. Nossaman LLP, Los Angeles, CA
- v. Bell Rosenberg & Hughes, LLP, Oakland, CA

The Committee authorized the Executive Director or his designee to negotiate and enter into contracts with the firms listed above to provide consulting or legal services and to evaluate, develop and potentially execute P3 projects by BATA or MTC. The Chief Financial Officer was directed to set aside funds up to \$300,000 for all four contracts.

Contract – Transit Performance Monitoring Program for FY 2009-10 through FY 2011-12: Mundle & Associates, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a three-year contract with Mundle & Associates, Inc. for the MTC Transit Performance Monitoring Program, and the Chief Financial Officer was directed to set aside funds in FY 2009-10 up to \$230,000 for such contract, with the remaining contract funding to be distributed over FY 2010-11 and FY 2011-12 (subject to future year's budgetary approval processes) for a total amount not to exceed \$650,000.

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

The Committee referred Resolution No. 3822, Revised to the Commission for approval to include new grant awards and unspent planning funds from FY 2008-09 for a total of \$7,685,061.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 12:44 p.m. The next Committee meeting will be on January 13, 2010 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

