



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Cities of Santa Clara County

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Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

June 9, 2010
MINUTES

Attendance

Chair Bates called the meeting to order at approximately 10:05 a.m. Committee members present were: Commissioners Cortese, Daly, Glover and Kinsey. Other commissioners present were: Chu, Giacomini, Halsted, Lempert, Mackenzie, Rein-Worth, Rubin, Sperring, Yeager, Haggerty and Tissier.

CONSENT

Minutes

The Committee received and approved as written the meeting minutes of May 12, 2010.

Monthly Financial Statements

The Committee received the following monthly financial reports for the month of April: Operating Income through April 2010; Report of Operating Expenditures for FY 2009-10 through April 2010; Report of Capital Projects for FY 2009-10 through April 2010; FY 2009-10 Contract Services Disbursement Report for April 2010. For the month of April 2010, the monthly financial report listed one (1) contract executed by the Executive Director in the amount of \$100,000 and under, and sixteen (16) 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 April 2010.

INVESTMENT REPORT

The Committee received the Investment Reports for the month of April 2010.

Contract Amendments: Ancillary Audits and Consulting Services:

- i. Caporicci & Larson CPA, Oakland
- ii. KPMG LLP, Sacramento
- iii. Williams, Adley & Company, LLP, Oakland
- iv. Deloitte & Touche LLP, San Francisco
- v. Macias, Gini & O'Connell LLP, Walnut Creek

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with the above five firms in a total amount not to exceed \$380,000 for all services, to perform the assurance, audit and consulting services for MTC, MTC SAFE, and BATA for fiscal year ending June 30, 2011. The Executive Director or his designated representative may assign the audit engagements to any of these firms based on MTC's requirements, firm expertise, and staff availability as long as the total amount of all amendments does not exceed \$380,000. The Chief Financial Officer was authorized to set aside funds for such amendments.

Contract – Lifeline Transportation Program Evaluation – Nelson/Nygaard Consulting Associates

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Nelson/Nygaard Consulting Associates to deliver the Lifeline Transportation Program Evaluation and the Chief Financial Officer was directed to set aside funds up to \$148,328 for such contract.

Agreements: Project-based Temporary Staffing Services:

- i. Mainz Brady (\$201,240)
- ii. Modis (\$197,081)
- iii. International Program Services (IPS) (\$446,470)
- iv. Local Government Services (LGS) (\$2,137,000)

The Committee authorized the Executive Director or his designee to issue purchase orders to the above listed agencies in the maximum amounts specified to provide project-based staffing services and the Chief Financial Officer was directed to set aside funds up to \$2,981,791 in FY 2010-11 funds for such purchase orders, subject to the adoption of the FY 2010-11 Agency Budget by the Commission.

Contract – Regional Agencies Climate Protection Program: Elmwood Consulting

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Elmwood Consulting for Regional Agencies Climate Protection Program Implementation and the Chief Financial officer was directed to set aside funds up to \$125,000 for such contract.

MTC Resolution 3619, Revised: Changes to Executive Director's Signature Authority

The Committee referred MTC Resolution No. 3619, Revised to the Commission for approval. This action revises the signature authority of the Executive Director or designated Deputy Executive Director (DED) for amendments and make certain other clarifying changes.

Agency Budget Actions:

The Committee referred MTC Resolution No. 3907 which approves the revised MTC Agency Budget for FY 2009-10, and MTC Resolution No. 3954 which approves the MTC Operating and Capital Budgets for FY 2010-11 to the Commission for approval.

Commissioners Haggerty, Spring, Kinsey, Tissier and Mackenzie will comprise the new Budget ad hoc Committee to review MTC staff compensation and benefits as the basis for a longer term strategy.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 10:22 a.m. The next Committee meeting date will be on July 14, 2010 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.