



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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Association of Bay Area Governments

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*Bill Dodd*  
Napa County and Cities

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U.S. Department of Transportation

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San Francisco Bay Conservation  
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and Housing Agency

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Solano County and Cities

*Amy Rein Worth*  
Cities of Contra Costa County

*Ken Yeager*  
Santa Clara County

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

## ADMINISTRATION COMMITTEE

September 8, 2010  
MINUTES

### Attendance

Chair Bates called the meeting to order at approximately 10:26 a.m. Committee members present were: Commissioners Cortese, Daly, Dodd, Glover, Kinsey and Sartipi. Other commissioners present were: Giacomini, Halsted, Lempert, Rein-Worth, Rubin, Sperring, Yeager, Haggerty and Tissier.

### CONSENT

#### Minutes

The Committee received and approved as written the meeting minutes of July 14, 2010.

### Monthly Financial Statements

The Committee received the following monthly financial reports for the month of June: Operating Income through June 2010; Report of Operating Expenditures for FY 2009-10 through June 2010; Report of Capital Projects for FY 2009-10 through June 2010; FY 2009-10 Contract Services Disbursement Report for June 2010. For the month of June 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 June 2010.

### INVESTMENT REPORT

The Committee received the Investment Report for the months of June and July 2010.

### Contract – Sustainable Communities Strategy/Regional Transportation: Cambridge Systematics

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Cambridge Systematics to deliver the Sustainable Communities Strategy/Regional Transportation Plan (SCS/RTP) Performance Assessment and the Chief Financial Officer was directed to set aside funds up to \$150,000 for such contract.

**Contract Amendments: Transit Sustainability Project (TSP):**

- a. Arup North America, Ltd.
- b. Cambridge Systematics, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Arup North America, Ltd. for an amount not to exceed \$75,000 to conduct and oversee the service analysis component of the Transit Sustainability Project, and the Chief Financial Officer was directed to set aside funds up to \$75,000 for such contract amendment.

Additionally, the Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Cambridge Systematics, Inc. to conduct analysis of transit service design and delivery in the region and assist in project management, and the Chief Financial Officer was authorized to set aside funds up to \$90,000 for such amendment.

**Contract – Climate Initiatives Program Evaluation: ICF International**

The Committee referred this contract to the Commission for approval. This action would authorize the Executive Director or his designee to negotiate and enter into a contract with ICF International to deliver the Climate Initiatives Program Evaluation and the Chief Financial Officer was directed to set aside funds up to \$2,000,000 for such contract.

**Contract – Express Lanes Technical Assistance: Parsons Brinckerhoff**

The Committee referred this contract to the Commission for approval. This action would authorize the Executive Director or his designee to negotiate and enter into a contract with Parsons Brinckerhoff to deliver the technical assistance for the Express Lane Network and the Chief Financial Officer was directed to set aside funds up to \$1,000,000 for such contract.

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

There being no further business or public comment, the meeting was adjourned at approximately 10:31 a.m. The next Committee meeting date will be on October 13, 2010 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.