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ADMINISTRATION COMMITTEE

October 13, 2010
MINUTES

Attendance

Chair Bates called the meeting to order at approximately 10:15 a.m. Committee members present were: Commissioners Cortese, Daly, Dodd, Glover, Kinsey and Sartipi. Other commissioners present were: Chu, Giacopini, Halsted, Lempert, MacKenzie, Rein-Worth, Rubin, Haggerty and Tissier.

CONSENT: It was so moved by Commissioner Dodd to accept the following items on the Consent Calendar and seconded by Commissioner Daly. Motion passed unanimously.

Minutes

The Committee received and approved as written the meeting minutes of September 8, 2010.

Monthly Financial Statements

The Committee received the following monthly financial reports for the month of August: Report of Operating Income for FY 2010-11 through August 2010; Report of Operating Expenditures for FY 2010-11 through August 2010; Report of Capital Projects for FY 2010-11 through August 2010; FY 2010-11 Contract Services Disbursement Report for August 2010. For the months of July and August 2010, the monthly financial report listed four (4) contracts executed by the Executive Director in the amount of \$100,000 and under, and sixty (60) 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 August 2010.

Investment Report

The Committee received the Investment Report for the month of August 2010.

Contract – Janitorial Services: Zero Waste Solutions:

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Zero Waste Solutions, to provide janitorial services for the period of November 1, 2010 through June 30, 2010 with an option to renew at a negotiated price for four additional one-year periods through June 30, 2015, subject to adoption of the annual operating budget in subsequent years; and the Chief Financial Officer was authorized to set aside funds up to \$65,000 in FY 2010-11 for such contract.

Contract Amendments – Intellectual Property Special Counsel: Hanson, Bridgett LLP

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Hanson Bridgett LLP to provide legal services related to intellectual property to MTC, MTC SAFE and BATA through June 30, 2014, and the Chief Financial Officer was directed to set aside funds for the contract in the amount of \$25,000 through June 30, 2011 and \$35,000 per fiscal year through June 30, 2014, subject to adoption of annual agency budgets.

Contract – Public Participation Program for 2013 Sustainable Communities Strategy/Regional Transportation Plan

The Committee approved the following panel of pre-qualified consultants to provide technical assistance over the course of the thirty-month SCS/RTP public outreach program on an as-needed basis, subject to appropriate contract approval procedures.

- a. MIG, Berkeley, CA
- b. Davis & Associates, San Francisco, CA
- c. AECOM, San Francisco, CA
- d. Field of Vision, San Francisco, CA
- e. Corey, Canapary & Galanis, San Francisco, CA

Commissioner Cortese was interested in the panel's capacity for multi-lingual outreach marketing efforts. Catalina Alvarado, MTC Legislation staff, responded that multi-lingual as well as multi-cultural outreach and facilitation was considered when reviewing the submitted Statements of Qualifications.

Commissioner Cortese noted the importance of being provided pre-packaged and translated material of key messages.

Commissioner Daly questioned if the RFQ was mailed to Community Based Organizations (CBOs). Ms. Alvarado responded that although the RFQ was not specifically mailed to CBOs, it was posted on the MTC website and it was mailed to 450 firms. She noted that they are seeking to work with CBO's in augmenting the outreach effort.

Ann Flemer further explained that this contract will coincide with the future adoption, by the Commission, on the specific techniques for public participation for the SCS, the RTP and ongoing work. Outreach, translation and other services are expected to be delivered consistent with the Public Participation Program (PPP). Furthermore, regarding the CBO's, the PPP does account for the fact that we will be relying heavily on their participation when we begin work in neighborhoods and specific communities throughout the region.

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It was so moved by Commissioner Cortese to approve the panel of pre-qualified consultants and seconded by Commission Dodd. Motion passed unanimously.

OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 10:28 a.m. The next Committee meeting date will be on November 10, 2010 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

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