



ADMINISTRATION COMMITTEE

February 9, 2011
MINUTES

Scott Haggerty, Chair
Alameda County

Adrienne J. Tissier, Vice Chair
San Mateo County

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

Tom Bates
Cities of Alameda County

Dean J. Chu
Cities of Santa Clara County

Dave Cortese
Association of Bay Area Governments

Bill Dodd
Napa County and Cities

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

Sue Lempert
Cities of San Mateo County

Jake Mackenzie
Sonoma County and Cities

Jon Rubin
San Francisco Mayor's Appointee

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spering
Solano County and Cities

Amy Rein Worth
Cities of Contra Costa County

Ken Yeager
Santa Clara County

Vacancy
City and County of San Francisco

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Attendance

Chair Bates called the meeting to order at approximately 9:36 a.m. Committee members present were: Commissioners Cortese and Dodd. Commissioners Haggerty and Tissier were present as Ex-Officio voting members. Other Commissioners present as ad hoc members of the Committee were: Chu, Giacomini, Halsted, Lempert, MacKenzie, Rein-Worth, Rubin, Spering and Yeager.

Item 2: Consent Calendar: It was moved by Commissioner Dodd to approve the following items on the Consent Calendar and seconded by Commissioner Cortese. Motion passed unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of January 12, 2011.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of December: Report of Operating Income for FY 2010-11 as of December 2010; Report of Operating Expenditures for FY 2010-11 as of December 2010; Report of Capital Projects for FY 2010-11 as of December 2010; FY 2010-11 Contract Services Disbursement Report for December 2010. For the month of December 2010, the monthly financial report listed eight (8) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee also received a comparison of the budget vs. actual plus encumbrance salaries and benefits through December 2010.

Item 2c: Investment Report

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

Item 2d: Contract Amendments: Transit Sustainability Project (TSP)

- i. Arup North America, Ltd.
- ii. Cambridge Systematics, Inc.
- iii. Transportation Management and Design, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with (i) Arup North America, Ltd. for an amount not to exceed \$350,000; (ii) Cambridge Systematics, Inc. for an amount not to exceed

Item 2d: Contract Amendments: Transit Sustainability Project (TSP): (continued)

\$264,000; and (iii) Transportation Management and Design, Inc., for an amount not to exceed \$400,000 to assist with and conduct analyses for the Transit Sustainability Project. The Chief Financial Officer was authorized to set aside funds for such amendments.

Item 2e: Contract Amendments and Contracts: Public Participation Program for the 2013 Sustainable Communities Strategy/Regional Transportation Plan (SCS/RTP)

- i. Contract Amendment: MIG, Inc., Berkeley, CA
- ii. Contract Amendment: Davis & Associates, San Francisco, CA
- iii. Contract: Field of Vision, San Francisco, CA
- iv. Contract: Corey, Canapary & Galanis, San Francisco, CA

To assist with public outreach and involvement for the SCS/RTP, the Committee authorized the Executive Director or his designee to negotiate and enter into (i.) a contract amendment with MIG, Inc. for an amount not to exceed \$140,000 and the Chief Financial Officer was directed to set aside funds for such an amendment provided the Commission approves an amendment to the MTC budget; (ii.) a contract with Davis and Associates for an amount not to exceed \$50,000 and Field of Vision for an amount not to exceed \$100,000 and the Chief Financial Officer was directed to set aside funds for such amendments and (iii.) a contract with Corey, Canapary & Galanis for an amount not to exceed \$100,000 and the Chief Financial Officer was directed to set aside funds for such amendments provided the Commission approves an amendment to the MTC budget.

Item 2f: Contract – Climate Initiatives School & Youth Outreach Program: Alta Planning + Design

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Alta Planning + Design to deliver the Climate Initiatives School and Youth Outreach Program and the Chief Financial Officer was directed to set aside funds up to \$2,850,000 for such contract.

Item 3: Resolution No. 3954, Revised – FY 2010-11 MTC Agency Budget

It was moved by Commissioner Dodd and seconded by Commissioner Haggerty to refer Resolution No. 3954, Revised to the Commission for approval. This motion passed unanimously. This action increases the MTC operating and capital budgets for FY 2010-11. The budget amendment consists of two parts, carryover funding approved in prior years and budget amendments from new grants awarded to MTC after approval of the FY 2010-11 budget in June.

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OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING

There being no further business or public comment, the meeting was adjourned at approximately 9:39 a.m. The next Committee meeting date will be on March 9, 2011 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

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