



METROPOLITAN
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COMMISSION

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Amy Rein Worth, Vice Chair
Cities of Contra Costa County

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Tom Bates
Cities of Alameda County

Dave Cortese
Santa Clara County

Bill Dodd
Napa County and Cities

Dorene M. Giacopini
U.S. Department of Transportation

Federal D. Glover
Contra Costa County

Mark Green
Association of Bay Area Governments

Scott Haggerty
Alameda County

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San Francisco Bay Conservation
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State Business, Transportation
and Housing Agency

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Solano County and Cities

Vacancy
City and County of San Francisco

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

April 13, 2011
MINUTES

Attendance

Chair Haggerty called the meeting to order at approximately 10:03 a.m. Committee members present were: Vice Chair Cortese, Commissioners Bates, Glover, Kinsey and Sartipi. Commissioners Tissier and Rein-Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc members of the Committee were: Giacopini, Green, Mackenzie and Rubin.

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

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of March 9, 2011.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of February: Report of Operating Income for FY 2010-11 as of February 2011; Report of Operating Expenditures for FY 2010-11 as of February 2011; Report of Capital Projects for FY 2010-11 as of February 2011; FY 2010-11 Contract Services Disbursement Report for February 2011. For the month of February 2011, the monthly financial report listed fifteen (14) 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 February 2011.

Item 2c: Investment Report

The Committee received the Investment Report for the month of February 2011.

Item 2d: Purchase Order – Microsoft Enterprise Volume Licensing Agreement: CompuCom

The Committee authorized the Executive Director or his designee to issue a purchase order to CompuCom Systems, Inc. for the acquisition of enterprise software licenses through a Microsoft Enterprise Agreement for the remainder of FY 2010-11 through FY 2013-14, with the option to renew for one additional term of up to three years, and

Item 2d: Purchase Order – Microsoft Enterprise Volume Licensing Agreement: CompuCom

(continued)

the Chief Financial Officer was authorized to set aside funds in the amount of \$55,000 for the purchase order in FY 2010-11 and \$55,000 per year through FY 2012-13 (and FY 2014-17 if renewed for one additional term of up to three years), subject to further agency annual budget approvals.

Item 2e: Funding Agreements: FY 2010-11 Caltrans Planning Grants

- i. San Francisco County Transportation Authority: Better Market Street Transit Planning Study (\$490,000).
- ii. San Francisco Bay Area Rapid Transit District: San Francisco Bay Area Rapid Transit District Metro – Sustainable Communities Operational Analysis (\$338,900).
- iii. Marin County Transit District: Marin County Transit District Internships in Transit Planning (\$29,500).
- iv. Marin County Transit District: Tiburon Transit Needs Assessment (\$56,500).

The Committee authorized the Executive Director or his designee to negotiate and enter into funding agreements with the agencies listed above, in the amounts indicated, to conduct planning activities in accordance with FTA 5304 grant objectives and the Chief Financial Officer was authorized to set aside funds for the funding agreements.

Item 2f: Contract: Environmental Impact Report (EIR) on Plan Bay Area: Dyett and Bhatia

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Dyett & Bhatia to deliver the programmatic EIR for Plan Bay Area in compliance with the California Environmental Quality Act (CEQA) and other applicable state and federal planning and environmental regulations and the Chief Financial Officer was directed to set aside funds up to \$420,000 for such contract, subject to the FY 2011-12 budget approval process.

Item 2g: Contract Amendment: UrbanSim Visualization Tool for Plan Bay Area: The Regents of the University of California

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with the University of California to deliver the UrbanSim Visualization Application which will assist with the integration of the Association of Bay Area Governments' (ABAG) economic and land use model to facilitate the development of an open source software system for visualizing alternative land use and transportation scenarios for the nine-county Bay Area region and the Chief Financial Officer was directed to set aside funds up to \$150,000 for such contract.

Item 3: Contract Amendment: Professional Auditing Services: PricewaterhouseCoopers, LLP (PWC)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with PricewaterhouseCoopers, LLP to perform a comprehensive fiscal and compliance audit of MTC, BATA, BAIFA, and MTC SAFE for FY 2010- 11. Auditor will render appropriate reports as required by the A-133 Single Audit and in accordance with the financial and compliance type described in the Government Auditing Standards, published by the Comptroller General of the United States. Review of Caltrans expenditures and ATCAS II project in

Item 3: Contract Amendment: Professional Auditing Services: PricewaterhouseCoopers, LLP (PWC) (continued)

accordance to Standards for Consulting Services established by the AICPA. The Chief Financial Officer was directed to set aside funds in the amount of \$1,852,946 for such amendment.

The staff recommendation was so moved by Commissioner Bates and seconded by Commissioner Cortese. Motion passed unanimously.

Item 4: Authorization to Advance \$350,000 of General Fund Reserves to the Association of Bay Area Governments (ABAG)

The Committee authorized the following two actions to help resolve an unexpected operating shortfall in ABAG's the current budget year:

- Authorize \$350,000 to be withdrawn taken from the MTC general reserve and advanced to ABAG to cover the FY 2010-11 operating deficit.
- Authorize the Executive Director to increase ABAG's FY 2010-11 Funding Agreement by the \$350,000 advance.

The staff recommendation was so moved by Commissioner Cortese and seconded by Commissioner Kinsey. Motion passed unanimously.

Item 8: Other Business/Public Comment/Adjourn

There being no further business or public comment, the meeting was adjourned at approximately 10:07 a.m. The next Committee meeting date will be on May 11, 2011 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

