



ADMINISTRATION COMMITTEE

October 12, 2011
MINUTES

- Johnnie F. Tinsley, Chair
San Francisco
- Ray Brad Smith, Vice Chair
San Francisco
- Other Absentees
U.S. Department of Housing
and Urban Development
- Tom Winter
Oakland
- Daniel Campos
Regional Council of Governments
- Steve Haggerty
San Francisco
- JUST Wright
San Francisco
- Debra J. Christoph
U.S. Department of Justice
- Fredrick D. Ginter
San Francisco
- John Brown
San Francisco
- Scott Haggerty
San Francisco
- John P. Hildner
San Francisco
- Mark Kinsey
San Francisco
- Steve Lerner
San Francisco
- John M. Lewis
San Francisco
- Andrew J. Maitin
San Francisco
- Raymond
San Francisco
- Jonathan
San Francisco
- Steve
San Francisco
- Scott
San Francisco
- Tom
San Francisco
- Andrew
San Francisco

Attendance

Chair Cortese called the meeting to order at approximately 10:42 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos, Dodd, 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: Azumbrado, Giacopini, Green, Haggerty, Mackenzie, Mullin and Spring.

Item 2: Consent Calendar: Upon the motion of Commissioner Worth and second by Commissioner Bates, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of September 14, 2011.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of August: Report of Operating Income for FY 2011-12 as of June 2011; Report of Operating Expenditures for FY 2011-12 as of August 2011; Report of Capital Projects for FY 2011-12 as of August 2011; Report of Clipper® Enterprise Projects as of August 2011; FY 2011-12 Contract Services Disbursement Report for August 2011. For the months of July and August 2011, the monthly financial report listed seven (7) contracts executed by the Executive Director in the amount of \$100,000 and under, and seventy-one (71) 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 August 2011.

Item 2c: Investment Report

The Committee received the Investment Reports for the month of August 2011.

Item 2d: Contract Amendment – On-call Public-Private Partnership Legal Services: Nossaman LLP

The Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with Nossaman LLP to provide continued legal assistance in connection with MTC's application to the California Transportation Commission ("CTC") for authority to develop and operate a Regional Express Lane Network pursuant to Streets & Highways ("S&H") Code Section 149.7. The Chief Financial Officer was authorized to set aside funds in an amount not to exceed \$50,000.

Item 2e: Contract Amendment: On-Call Smart Growth Technical Assistance:

- Eisen Letuni
- Design Community & Environment
- EDAW AECOM
- Dyett & Bhatia

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with Eisen Letunic, Design Community & Environment, EDAW AECOM and Dyett & Bhatia to provide on-call smart growth technical assistance and the Chief Financial Officer was directed to set aside funds up to \$400,000 for such amendments. Additionally, this authorization constitutes a contract allotment, as permitted by MTC Resolution 3619, allowing the Executive Director or his designee to enter into contract amendments in any amount up to \$400,000.

Item 3: Audit Committee

Staff recommended that the Committee select up to three Commissioners to conduct the exit conference between MTC's outside auditors and Commissioners. Staff respectfully suggested that the Chairs of the Commission, MTC Administration, Operations, and BATA Oversight Committees be assigned.

MTC General Counsel noted this would be a one-time committee with no continuing jurisdiction.

Upon the motion by Commissioner Kinsey and second by Vice Chair Rein Worth, it was agreed that this Committee will be comprised of the Commission Chair, Chair of the Administration Committee and Chair the BATA Oversight Committee. Motion approved unanimously.

Item 4: Contract Amendment: Legislative Representation in Sacramento, CA: Carter, Wetch and Associates

Upon the motion of Commission Chair Tissier and the second by Commissioner Kinsey, the Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Carter, Wetch and Associates to provide legislative advocacy services in Sacramento for a two-year period from November 1, 2011 through October 31, 2012 in FY 2011-12 and FY 2012-13 and the Chief Financial Officer was directed to set aside funds for such amendment, subject to necessary budget approvals. Motion passed unanimously.

**Item 5: Contract Amendment: Legislative Representative in Washington, DC:
Government Relations, Inc. – Thomas J. Bulger**

Upon the motion of Commission Chair Tissier and the second of Commissioner Kinsey, the Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Government Relations, Inc. for the legislative consultant services of Thomas J. Bulger to provide MTC with legislative consultant services in Washington, D.C. Mr. Bulger will act as legislative advisor; monitor all legislation affecting MTC; and report to the Manager of Legislation and Public Affairs, Executive Director, the Legislation Committee, and the Commission as needed through October 31, 2013. The Chief Financial Officer was directed to set aside funds in the amount in the maximum amount of \$526,200 for such amendment, subject to approval of future agency budgets. Motion passed unanimously.

Item 6: Other Business/Public Comment/Adjourn

There being no further business or public comment, the meeting was adjourned at approximately 10:50 a.m. The next Committee meeting date will be on November 9, 2011 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.

