



METROPOLITAN
TRANSPORTATION
COMMISSION

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Adrienne J. Tissier, Chair
San Mateo County

Amy Rein Worth, Vice Chair
Cities of Contra Costa County

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

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

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

Anne W. Halsted
San Francisco Bay Conservation
and Development Commission

Steve Kinsey
Marin County and Cities

Sam Liccardo
Cities of Santa Clara County

Jake Mackenzie
Sonoma County and Cities

Kevin Mullin
Cities of San Mateo County

Bijan Sartipi
State Business, Transportation
and Housing Agency

James P. Spering
Solano County and Cities

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

February 8, 2012
MINUTES

Attendance

Chair Cortese called the meeting to order at approximately 10:20 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos, Dodd and Glover. Commissioner Tissier and Rein Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc members of the Committee were: Giacopini, Green, Haggerty, Halsted, Mackenzie and Spering.

Item 2: Consent Calendar:

Upon the motion of Commissioner Campos and second by Commissioner Glover, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of January 11, 2012.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of December: Report of Operating Income for FY 2011-12 as of December 2011; Report of Operating Expenditures for FY 2011-12 as of December 2011; Report of Capital Projects for FY 2011-12 as of December 2011; Report of Clipper[®] Operating and Capital Budgets as of December 2011; FY 2011-12 Contract Services Disbursement Report for December 2011. For the month of December 2011, the monthly financial report listed eleven (11) 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 2011.

Item 2c: Investment Report

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

Item 2d: Contract – Travel Model Supply Development: Parsons Brinckerhoff, Inc.

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Parsons Brinckerhoff, Inc. to deliver assistance with Travel Model Supply Development and the Chief Financial Officer was authorized to set aside funds up to \$275,000 for such contract.

Item 3: Contract: Staff Support to the Joint Policy Committee (JPC) – Will Travis

Ann Flemer, MTC Deputy Executive Director, Policy requested the Committee's authorization to negotiate and enter into a one year sole source contract with Mr. Will Travis to serve as Policy Advisor to the JPC. She advised that the initial contract scope would be modified based on the direction provided by the JPC in March 2012.

Upon the motion by Commissioner Tissier and second by Commissioner Bates, the Committee unanimously authorized the Executive Director or his designee to enter into a sole source agreement for Mr. Travis' services on behalf of the JPC for a 12-month period beginning February 2012 through January 2013 for an amount not to exceed \$85 per hour with a maximum amount of \$135,000. MTC's share is \$67,500, and the Chief Financial Officer was authorized to set aside this amount for the contract out of the FY 2011-12 Agency Budget.

Item 4: Climate Initiatives Public Outreach Program:

- i. *Contract Amendment: Jones & Stokes Associates, Inc.*
- ii. *Contract: Institute of Transportation Studies at the University of California, Davis*

Ursula Vogler, MTC Legislation and Public Affairs, requested the Committee's authorization of three smart driving pilots to be implemented in 2012: two through a contract amendment in the amount of \$400,000 with Jones and Stokes Associates, Inc., a wholly-owned subsidiary of ICF Consulting Corp., and one through a sole source contract with the Institute of Transportation Studies at the University of California, Davis in the amount of \$114,000 to expand its pilot's sample in the Bay Area to meet the goals of MTC's Climate Initiatives Program.

Commissioner Bates requested Ms. Vogler to provide a sample of the in-vehicle device upon its availability. Her response was that once procured, the device will be presented to the Committee.

Upon the motion by Commissioner Bates and second by Commissioner Glover, the Committee unanimously authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with Jones & Stokes Associates, Inc., to implement smart driving pilots in 2012 to determine a tactic's effectiveness prior to a region-wide rollout and the Chief Financial Officer was authorized to set aside funds up to \$400,000 for such amendment.

Additionally, the Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract with the Institute of Transportation Studies at the University of California at Davis to implement a smart driving pilot in 2012 and the Chief Financial Officer was authorized to set aside funds up to \$114,000 for such contract.

Item 5: Contract – Regional Express Lanes Network Phase 1 Project Approval/Environmental Document – HDR, Inc.

Lisa Klein, MTC Planning, requested the Committee's authorization to enter into a contract with HDR, Inc. to assist MTC in completing the project approval/environmental document (PA/ED) for an initial phase of the Regional Express Lane Network. She reminded the Committee that last fall, MTC submitted an application to the CTC for a Regional Express Lane Network. CTC's eligibility finding in October expands the routes on which express lanes can be developed and gives MTC responsibility for implementation and operation for the new routes. This effort would undertake the environmental process for a set of "Phase 1" projects are all conversions of existing express lanes.

HDR, Inc. is one of the firms selected to be on-call in January 2011 for construction management and project design services for BATA or MTC.

Upon the motion by Commissioner Rein Worth and second by Commissioner Tissier, the Committee unanimously authorized the Executive Director or his designee to negotiate and enter into a contract with HDR, Inc. to prepare a PA/ED as needed to obtain approval under Caltrans project development procedures and NEPA/CEQA and the Chief Financial Officer was directed to set aside funds up to \$5,000,000 for such contract.

ITEM 6: OTHER BUSINESS/PUBLIC COMMENT/ADJOURN

There being no further business or public comment, the meeting was adjourned at approximately 10:05 a.m. The next Committee revised meeting date will be on March 7, 2012 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.