



METROPOLITAN
TRANSPORTATION
COMMISSION

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Agenda Item 2a

ADMINISTRATION COMMITTEE

June 13, 2012
MINUTES

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. Giacomini
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 Licardo
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

Attendance

Chair Cortese called the meeting to order at approximately 9:47 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos, Dodd, Glover and Sartipi. Commission Vice Chair Rein Worth was present as an Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Green, Haggerty, Halsted, Licardo, 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 May 9, 2012.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of April: Report of Operating Income for FY 2011-12 as of April 2012; Report of Operating Expenditures for FY 2011-12 as of April 2012; Report of Capital Projects for FY 2011-12 as of April 2012; Report of Clipper[®] Operating and Capital Budgets as of April 2012; FY 2011-12 Contract Services Disbursement Report for April 2012. For the month of April 2012, the monthly financial report listed five (5) 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 April 2012.

Item 2c: Investment Report

The Committee received the Investment Report for the month of April 2012.

Item 2d: Contract – Temporary Staffing Services with Local Government Services (LGS) (\$2,500,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with LGS to provide project-based staffing services for FY 2012-13 for various operational programs for the planning and operations activities including Lifeline, 511, TransLink®, FaskTrak®, Motorist Aid, arterial operations, and regional streets and roads programs, with options to renew for four additional one-year periods through FY 2016-17. The Chief Financial Officer was directed to set aside funds in an amount not to exceed \$2,500,000 for such contract.

Item 2e: Cooperative Agreement – Regional Express Lane Project: California Department of Transportation (Caltrans) (\$1,500,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a cooperative agreement with Caltrans for oversight of a project study report-project report (PSR-PR) which includes environmental documentation for Phase 1 of the Regional Express Lanes Network. The Chief Financial Officer was directed to set aside funds in an amount not to exceed \$1,500,000 for such agreement.

Item 2f: Contract Amendment – High School Internship Program Support: Career Alliance (\$129,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Career Alliance for continued assistance with the High School Internship Program: to hire the high school students selected to participate in the program; assign each student to the work site identified by MTC; collect timesheets from students and their supervisors; and process paychecks for the students on a weekly or biweekly basis. The Chief Financial Officer was directed to set aside funds up to \$129,000 for such amendment, subject to MTC approval of the FY 2012-13 agency budget.

Item 2g: Contract - Regional Agencies Climate Protection Program: Elmwood Consulting (\$137,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a one year sole-source contract with Elmwood Consulting to assist the four Joint Policy Committee (MTC, the Air District, ABAG and BCDC) in implementing the Regional Agencies Climate Protection Program Implementation. Elmwood Consulting will provide inter-agency facilitation and technical assistance to implement joint programs for local-government climate protection and adaptation assistance, to influence and interface with state, federal and voluntary-sector climate-change efforts, to develop and deliver public awareness programs related to climate change, and to undertake other tasks as identified by the Joint Policy Committee (JPC) Regional Planning Program Director and the Executive Directors/Officers of the JPC member agencies. The Chief Financial Officer was directed to set aside funds up to \$137,000 for such contract.

Item 3: MTC Resolution No. 4077: MTC FY 2012-13 Agency Budget

Brian Mayhew, Chief Financial Officer advised that MTC Resolution No. 4077 approves the MTC FY 2012-13 Agency Budget and presented the budget to the Committee.

Upon the motion of Commissioner Dodd and second by Commissioner Campos, the Committee unanimously referred MTC Resolution No. 4077 to the Commission for approval.

Item 4: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 9:54 a.m. The next Committee meeting date will be on July 11, 2012 at 390 Main Street, 1st Floor, San Francisco, CA.