



METROPOLITAN
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COMMISSION

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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

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City and County of San Francisco

Dave Cortese
Santa Clara County

Bill Dodd
Napa County and Cities

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U.S. Department of Transportation

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Association of Bay Area Governments

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Alameda County

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Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

March 7, 2012
MINUTES

Attendance

Chair Cortese called the meeting to order at approximately 10:13 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos and Dodd. Commissioner Tissier was present as an Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacopini, Green, Haggerty and Mullin.

Item 2: Consent Calendar:

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

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of February 8, 2012.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of January: Report of Operating Income for FY 2011-12 as of January 2012; Report of Operating Expenditures for FY 2011-12 as of January 2012; Report of Capital Projects for FY 2011-12 as of January 2012; Report of Clipper[®] Operating and Capital Budgets as of January 2012; FY 2011-12 Contract Services Disbursement Report for January 2012. For the month of January 2012, the monthly financial report listed one (1) contract executed by the Executive Director in the amount of \$100,000 and under and 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 January 2012.

Item 2c: Investment Report

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

Item 2d: Contract Amendment – Plan Bay Area Environmental Impact Report (EIR): Dyett & Bhatia

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Dyett & Bhatia to prepare the sea-level rise analysis for the Plan Bay Area EIR 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 authorized to set aside funds up to \$78,000 for such amendment.

Item 2e: Contract Amendment - Public Participation Program for Plan Bay Area: Davis & Associates

The Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with Davis & Associates to assist in implementing a comprehensive public participation program for Plan Bay Area to provide assistance to community based organizations engaged to outreach to communities of color and low-income communities and the Chief Financial Officer was authorized to set aside funds up to \$40,000 for such amendment.

Item 3: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 10:14 a.m. The next Committee meeting date will be on April 11, 2012 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.