



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

Joseph P. Bort MetroCenter  
101 Eighth Street  
Oakland, CA 94607-4700  
TEL 510.817.5700  
TTY/TDD 510.817.5769  
FAX 510.817.5848  
EMAIL info@mtc.ca.gov  
WEB www.mtc.ca.gov

*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**

April 11, 2012  
MINUTES

### **Attendance**

Chair Cortese called the meeting to order at approximately 10:44 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos, Dodd and Glover. Commissioners Tissier and Rein Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacopini, Green, Haggerty, Halsted, and Mackenzie.

### **Item 2: Consent Calendar:**

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

### **Item 2a: Minutes**

The Committee received and approved as written the meeting minutes of March 7, 2012.

### **Item 2b: Monthly Financial Statements**

The Committee received the following monthly financial reports for the month of February: Report of Operating Income for FY 2011-12 as of February 2012; Report of Operating Expenditures for FY 2011-12 as of February 2012; Report of Capital Projects for FY 2011-12 as of February 2012; Report of Clipper<sup>®</sup> Operating and Capital Budgets as of February 2012; FY 2011-12 Contract Services Disbursement Report for February 2012. For the month of February 2012, the monthly financial report listed six (6) 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 2012.

### **Item 2c: Investment Report**

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

**Item 2d: Contract Amendment – Plan Bay Area: Cambridge Systematics**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Cambridge Systematics to deliver the Plan Bay Area Performance Assessment and Economic Impact Analysis and the Chief Financial Officer was directed to set aside funds up to \$62,785 for such contract amendment.

**Item 3: Resolution No. 4057 - FY 2012-13 Overall Work Program (OWP),  
Planning Certification, and Authorization for Execution of Agreement for Federal  
Planning Grants**

Eva Sun, MTC Finance section, advised that MTC Resolution No. 4057 approves the FY 2012-13 OWP which guides the collaborative metropolitan transportation planning process involving MTC, ABAG, Caltrans, and other local transportation partners; authorizes the programming of \$11,762,603 in transportation planning funds; certifies that MTC's planning process will be implemented in accordance with applicable law; and authorizes the Executive Director or his designee to apply for and execute funding agreements to secure funds for transportation activities in FY 2012-13.

Upon the motion of Commissioner Glover and second by Commissioner Campos, the Committee unanimously referred MTC Resolution No. 4057 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 10:47 a.m. The next Committee meeting date will be on May 9, 2012 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.