



METROPOLITAN
TRANSPORTATION
COMMISSION

Joseph P. Bort MetroC
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

Agenda Item 2a

ADMINISTRATION COMMITTEE

July 11, 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. 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

Attendance

Chair Cortese called the meeting to order at approximately 10:49 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos, Dodd and Glover. Commission Chair Tissier and Vice Chair Rein Worth were present as an Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacopini, Green, Haggerty, Halsted and Liccardo.

Item 2: Consent Calendar:

Upon the motion of Commissioner Dodd 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 June 13, 2012.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of May: Report of Operating Income for FY 2011-12 as of May 2012; Report of Operating Expenditures for FY 2011-12 as of May 2012; Report of Capital Projects for FY 2011-12 as of May 2012; Report of Clipper[®] Operating and Capital Budgets as of May 2012; FY 2011-12 Contract Services Disbursement Report for May 2012. For the month of May 2012, the monthly financial report listed seven (7) 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 May 2012.

Item 2c: Investment Report

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

Item 2d: Contract Amendment – Transit Passenger Survey – Redhill Group, Inc. (\$500,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Redhill Group, Inc. to continue to perform transit passenger surveys for Bay Area Operators to support the refinement of analytical planning tools, equity analyses, and project evaluation. The Chief Financial Officer was directed to set aside funds in an amount not to exceed \$500,000 for such contract amendment.

Item 2e: Purchase Orders: Project-Based Temporary Staffing Services:

- i.) Mainz Brady (\$190,840)
- ii.) Modis (\$250,000)
- iii.) International Program Services (IPS) (\$228,150)
- iv.) BlackStone Technology (\$156,000)
- v.) Regional Government Services (RGS) (\$69,576)

The Committee authorized the Executive Director or his designee to issue purchase orders to: Mainz Brady to provide project-based database developer staffing services for the Funds Management System (FMS) project and the Chief Financial Officer was directed to set aside \$190,840 in FY 2012-13 funds for such purchase order; Modis to provide project-based network engineering staffing services for the Automated Toll Collection Accounting System (ATCAS) project and the Chief Financial Officer was directed to set aside \$250,000 in FY 2012-13 funds for such purchase order; International Program Services (IPS) to provide project-based application development staffing services for the ATCAS and application development production support staffing services for the FMS projects and the Chief Financial Officer was directed to set aside \$228,150 in FY 2012-13 funds for such purchase order; Regional Government Services (RGS) to provide video recorded materials with edits of program material of the Bay Bridge and assemble final visual/audio program material for historical purposes museum and the Chief Financial Officer was directed to set aside \$69,576 in FY 2012-13 funds for such purchase order; and BlackStone Technology to provide project-based database developer staffing services for the FMS project and the Chief Financial Officer was directed to set aside \$156,000 in FY 2012-13 funds for such purchase order.

Item 3: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 10:52 a.m. The next Committee meeting date will be on September 12, 2012 at 9:45 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.