



**METROPOLITAN
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COMMISSION**

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Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

November 14, 2012

MINUTES

Attendance

Chair Cortese called the meeting to order at approximately 9:55 a.m. Committee members present were: Commissioners Bates, Campos, Dodd, Glover and Wiener. Commission Chair Tissier was present as Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Green, Haggerty, Halsted, and Mackenzie.

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 October 10, 2012.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of September: Report of Operating Income for FY 2012-13 as of September 2012; Report of Operating Expenditures for FY 2012-13 as of September 2012; Report of Capital Projects for FY 2012-13 as of September 2012; Life to Date Federal Grants Budget as of September 2012; Report of Clipper[®] Operating and Capital Budgets as of September 2012; and the FY 2012-13 Contract Services Capital Projects, and Clipper Projects Disbursement Reports for September 2012. For the month of September 2012, 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 September 2012.

Item 2c: Investment Report

The Committee received the Investment Reports for the month of September 2012.

Item 2d: Contract Amendment – Safe Routes to Transit Evaluation and Bicycle and Pedestrian Counts – Fehr and Peers (\$58,500)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Fehr and Peers to collect data on regional bicycle and pedestrian activity levels in the Bay Area related to the Safe Routes to Transit (SR2T) program at approximately 15 locations, and the Chief Financial Officer was authorized to set aside funds up to \$58,500 for such amendment.

Item 2e: Contract – Transit Performance Monitoring Program for FY 2012-13 through FY 2014-15 – Mundle and Associates, Inc. (\$650,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a three-year \$650,000 contract with Mundle & Associates for the MTC Transit Performance Monitoring Program, and the Chief Financial Officer was authorized to set aside funds for such contract in FY 2012-13 in the of \$418,300 and subject to the agency's annual budget approval process, \$111,650 in FY 2013-14 and \$120,050 in FY 2014-15.

Item 3: Contract – Regional Express Lane Network Electronic Toll Services System Manager: Atkins North America, Inc. (\$700,000)

Upon the motion of Commissioner Bates and second by Commissioner Dodd, the Committee unanimously authorized the Executive Director or his designee to negotiate and enter into a five-year contract (FY 2013-2017) with Atkins North America, Inc. to act as a Regional Express Lane Network System Manager, and the Chief Financial Officer was authorized to set aside funds in the amount of \$700,000 for such contract.

Item 4: Resolution No. 4057, Revised – FY 2012-13 overall Work Program (OWP)

Brian Mayhew, MTC Chief Financial Officer, advised the Committee that the OWP was being revised to include a reduction (\$485,859) in the final allocation from Caltrans and to carry over \$3,369,318 in unspent federal planning funds from FY 2011-12. The carryover balances were finalized in the MTC audit and are now amended into the current year OWP.

Upon the motion of Commissioner Glover and second by Commissioner Dodd the Committee voted unanimously to refer Resolution No. 4057, Revised, which revises the FY 2012-13 Overall Work Program, to the Commission.

Item 5: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 10:07 a.m. The next Committee meeting date will be on December 12, 2012 at 9:45 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.