



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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Agenda Item 2a

*Adrienne J. Tissier, Chair*  
San Mateo County

*Amy Rein Worth, Vice Chair*  
Cities of Contra Costa County

*Tom Azunbrado*  
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

*Scott Haggerty*  
Alameda County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sam Liccardo*  
San Jose Mayor's Appointee

*Jake Mackenzie*  
Sonoma County and Cities

*Joe Pirzynski*  
Cities of Santa Clara County

*Jean Quan*  
Oakland Mayor's Appointee

*Bijan Sartipi*  
State Business, Transportation  
and Housing Agency

*James P. Spering*  
Solano County and Cities

*Scott Wiener*  
San Francisco Mayor's Appointee

*Vacant*  
Association of Bay Area Governments

*Vacant*  
Cities of San Mateo County

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

## ADMINISTRATION COMMITTEE

December 12, 2012

### MINUTES

#### Attendance

Chair Cortese called the meeting to order at approximately 10:03 a.m. Committee members present were: Vice Chair Wiener, Commissioners Campos, Dodd and Glover. Commission Chair Tissier and Vice Chair Rein Worth were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacopini, Haggerty, Halsted, 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 November 14, 2012.

#### Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of October: Report of Operating Income for FY 2012-13 as of October 2012; Report of Operating Expenditures for FY 2012-13 as of October 2012; Report of Capital Projects for FY 2012-13 as of October 2012; Life to Date Federal Grants Budget as of October 2012; Report of Clipper<sup>®</sup> Operating and Capital Budgets as of October 2012; Disbursement Reports for October 2012; Capital Projects Disbursement Reports for October 2012; and Clipper Projects Disbursement Reports for October 2012. For the month of October 2012, the monthly financial report listed thirteen (13) 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 October 2012.

#### Item 2c: Investment Report

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

**Item 2d: Contracts: Pavement Management Technical Assistance Program (P-TAP) Round 14 (\$1,926,400)**

- i. Adhara Systems, San Jose, CA (\$284,100)
- ii. AMS Consulting, Pleasanton, CA (\$303,500)
- iii. Bellecci & Associates, Concord, CA (\$100,000)
- iv. Capitol Asset & Pavement Services, Salem, OR (\$348,300)
- v. Harris & Associates, Concord, CA (\$367,600)
- vi. JG3 Consulting, Heath, OH (\$58,000)
- vii. Nichols Consulting Engineers, Richmond, CA (\$399,900)
- viii. Quality Engineering Solutions, Conneaut Lake, PA (\$65,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into one-year P-TAP Round 14 contracts with the each of the firms listed above in the amounts specified to provide technical assistance in implementing P-TAP for jurisdictions in the San Francisco Bay Area, with options to extend in one-year increments for up to three additional years, and the Chief Financial Officer was authorized to set aside funds up to \$1,926,400 in FY 2012-13 for such contracts.

**Item 2e: Memorandum of Agreement: Association of Metropolitan Planning Organizations, San Diego Association of Governments, and Atlanta Regional Commission (\$250,000)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a memorandum of agreement in an amount not to exceed \$250,000 with the Association of Metropolitan Planning Organizations (AMPO), San Diego Association of Governments (SANDAG), and the Atlanta Regional Commission (ARC) directing AMPO to procure consultant resources for travel model software development, maintenance, and support services on behalf of MTC, SANDAG, and ARC, and outlining the governance principles MTC, SANDAG, and ARC will use in guiding the project. The Chief Financial Officer was authorized to set aside funds up to \$27,500 for such work in FY 2012-13, and \$222,500 in future years subject to annual agency budget review.

**Item 3: Resolution No. 1058, Revised, Commission Procedures Manual**

Adrienne Weil, MTC General Counsel, advised the Committee that the Commission Procedures Manual (MTC Resolution No. 1058, Revised) requires revisions to comply with AB57 (Beall), which increased MTC's board composition to 18 voting members commencing January 1, 2013 and to conform text to current statutes and practices.

Vice Chair Rein Worth suggested that Appendix E - MTC Standing Committee: Executive be revised to include the Chair and Vice Chair of the BATA Oversight Committee as a member.

Upon the motion of Commissioner Campos and second by Commissioner Glover, the Committee unanimously referred MTC Resolution No. 1058, Revised, which will include the

addition of the Chair and Vice Chair of the BATA Oversight Committee to Appendix E – MTC Standing Committee: Executive, 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 10:06 a.m. The next Committee meeting date will be on January 9, 2013 at 9:45 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.