



METROPOLITAN
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Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

April 10, 2013
MINUTES

Attendance

Chair Tissier called the meeting to order at approximately 10:38 a.m. Committee members present were Vice Chair Wiener and Commissioners Bates, Campos, Dodd, Glover, Pirzynski, and Quan. Commission Chair Worth and Commission Vice Chair Cortese were present as an Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, 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 March 6, 2013.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of February: Report of Operating Income for FY 2012-13 as of February 2013; Report of Operating Expenditures for FY 2012-13 as of February 2013; Report of Capital Projects for FY 2012-13 as of February 2013; Life to Date Federal Grants Budget as of February 2013; Report of Clipper[®] Operating and Capital Budgets as of February 2013; Disbursement Reports for February 2013; Capital Projects Disbursement Reports for February 2013; and Clipper Projects Disbursement Reports for February 2013. For the month of February 2013, the monthly financial report listed seventeen (17) 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 2013.

Item 2c: Investment Report

The Committee received the Investment Report for the month of February 2013.

**Item 2d: Contract Amendment – Professional Auditing Services:
PricewaterhouseCoopers, LLP (PWC) (\$942,885)**

The Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with PricewaterhouseCoopers, LLP to provide audit and professional services to perform a comprehensive fiscal and compliance audit of MTC, BATA, BAIFA, BAHA, and MTC SAFE for FY 2012-13 and the Chief Financial Officer was authorized to set aside funds in an amount of \$942,885 for such amendment.

**Item 2e: Contract Amendment – Transit Sustainability Project: Transportation,
Management and Design, Inc. (\$130,000)**

The Committee authorized the Executive Director or his designated representative to negotiate and enter into a contract amendment with Transportation, Management and Design, Inc., to complete Phase 1 of the Tri-City/Tri-Valley Transit Study and develop a service plan and service delivery options for transit service in the Tri-City/Tri-Valley areas of Alameda County and the Chief Financial Officer was authorized to set aside funds up to \$130,000 for such amendment.

**Item 2f: Resolution No. 3619, Revised – Delegation of Contracting Authority to Executive
Director and Deputy Executive Directors**

The Committee unanimously agreed to forward to the Commission for approval, MTC Resolution No. 3619, Revised, which extends the signature authority of the Executive Director for emergency contracts to the Deputy Executive Directors and limits emergency authority to \$100,000 or less.

**Item 3a: Contract Amendment – Transit Passenger Survey: Redhill Group, Inc.
(\$200,000) and**

Item 3b: Consultant Panel: Transit Passenger Surveying Services (\$1,500,000):

- i. Corey, Canapary & Galanis, San Francisco, CA
- ii. Redhill Group Inc., Irvine, CA
- iii. ETC Institute, Olathe, KS

Shimon Israel, MTC Planning staff, advised that MTC transit surveying work began in 2010 as part of the Transit Sustainability Project to collect transit passenger data to support Title VI equity reporting requirements, to better understand travel patterns of diverse racial, ethnic, and income backgrounds, to aid in coordination of transit systems, and to refine regional planning tools.

Commissioner Quan asked if these surveys were conducted on a rotating basis in different districts. Mr. Israel responded that although this is a pilot project, the goal is to make it a regional program with consistent data collection methodology. Ann Flemer, MTC Deputy Executive Director, Policy added that these surveys are related to transit passengers, and in the

past MTC has collected individual survey data from separate operators but that this will be the first time we will have a consistent way of measuring rider demographic information.

In response to a question from Commissioner Campos, Mr. Israel responded that the Request for Qualification (RFQ) leading to the selection of the proposed panel of pre-qualified firms was distributed to approximately 300 vendors on MTC's list as well as the list serve for the Travel Model Improvement Program.

Upon the motion of Commissioner Pirzynski and second by Commissioner Campos, the Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Redhill Group, Inc. to perform and continue the regional transit passenger survey on Bay Area public transit and conduct transit passenger surveys to support the refinement of analytical planning tools, equity analyses, and project evaluation and the Chief Financial Officer was authorized to set aside funds up to \$200,000 for such amendment.

Additionally, the Committee authorized three firms, (Corey, Canapary & Galanis, Redhill Group Inc., and ETC Institute,) to be pre-qualified to enter into contracts with MTC to provide transit passenger surveying services in FY 2012-13 and the following three fiscal years to collect and analyze transit passenger demographic and travel data from Bay Area transit agencies that will be used to support Title VI equity reporting requirements for transit riders and to refine regional analytical planning tools and the Chief Financial Officer was authorized to set aside funds not to exceed \$1,500,000 for such contracts, subject to the annual budget approval process and Committee authorization of contracts exceeding the Executive Director's signature authority.

Item 4: Contract Amendment – Special CEQA Counsel: Thomas Law Group (\$250,000)

Adrienne Weil, MTC General Counsel, advised that the an amendment is being sought to continue to retain Thomas Law Group as Special California Environmental Quality Act (CEQA) Counsel. She noted that the Committee's 2009 authorization was for a \$500,000 sole source contract, with MTC authorized to contribute \$250,000 and that the Association of Bay Area Governments (ABAG) had been unable to contribute its expected funding of \$250,000 to the contract.

Commissioner Campos asked that the vendor selection process be defined and that in the future, preference and consideration be given to local firms. Ms. Weil advised that Ms. Thomas was selected based on her respected experience as a CEQA specialist, her prior litigation representation of MTC and her role to Senator Steinberg as a CEQA advisor when SB 375 was being written. Steve Heminger, MTC Executive Director acknowledged Commissioner Campos' comment.

Commissioner Wiener asked for clarification of ABAG's inability to contribute to the contract. Ms. Weil advised that it was her understanding that in 2009 there was an oral agreement between MTC and ABAG from former MTC General Counsel Francis Chin to split the cost of

the contract. Upon review of ABAG's budget this year, ABAG does not have the funds to cover the expenditure.

Upon the motion of Commissioner Glover and second by Commissioner Pirzynski, the Committee authorized the General Counsel to negotiate, and the Executive Director or his designated representative, was authorized to enter into a contract amendment with Thomas Law Group through June 30, 2014 to advise MTC's Office of the General Counsel regarding Sustainable Communities Strategy (SCS)/Regional Transportation Plan (RTP) and California Environmental Quality Act (CEQA) for a period extending through June 2014 and the Chief Financial Officer was authorized to set aside funds up to \$250,000 for such amendment.

Item 5: Other Business/Public Comment/Adjournment

The Committee received public comment from the following:

- Jerry Grace – requested that expansion to BART's Richmond line to be considered.

There being no further business or public comment, the meeting was adjourned at approximately 10:50 a.m. The next Committee meeting date will be on May 8, 2013 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.