



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

Anny Rain Worth, Chair
Cities of Contra Costa County

Dave Cortese, Vice Chair
Santa Clara County

Alicia C. Aguirre
Cities of San Mateo County

Toni Azumbrado
U.S. Department of Housing
and Urban Development

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Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

July 10, 2013
MINUTES

Attendance

Committee Chair Tissier called the meeting to order at approximately 9:48 a.m. Committee members present were: Committee Vice Chair Wiener and Commissioners Campos, Dodd, Glover and Sartipi. Commission Chair Worth and Commission Vice Chair Cortese were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacopini, Haggerty, Halsted, Luce, Mackenzie and Spering.

Item 2: Consent Calendar:

Upon the motion of Commissioner Dodd and second by Commissioner Campos, 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 12, 2013.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of May: Report of Operating Income for FY 2012-13 as of May 2013; Report of Operating Expenditures for FY 2012-13 as of May 2013; Report of Capital Projects for FY 2012-13 as of May 2013; Life to Date Federal Grants Budget as of May 2013; Report of Clipper® Operating and Capital Budgets as of May 2013; Disbursement Reports as of May 2013; Capital Projects Disbursement Reports as of May 2013; and Clipper Projects Disbursement Reports for May 2013. For the month of May 2013, the monthly financial report listed one (1) purchase order executed in the amount of \$100,000 and under and sixteen (16) purchase orders executed by the Executive Director between \$2,500 and \$55,000. In the month of May 2013, no contracts in the amounts of \$2,500 - \$100,000 were issued.

The Committee also received a comparison of the budget vs. actual plus encumbrances, including salaries and benefits through May 2013.

Item 2c: Investment Report

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

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Item 2d: Spare the Air Youth Project Recommendations

Based on responses received from a call for projects released by MTC and BAAQMD, an evaluation committee selected eight proposals to advance to Step 2 (Request for Detailed Proposals). Seven of which the Committee approved for funding based on the evaluation committee's recommendation:

- Aquarium of the Bay: Partners: Gulf of Farallones National Marine, the Bay Institute.
- Local Motion
- City of Morgan Hill
- POWER, PODER
- San Francisco Bicycle Coalition; Partners: East Bay Bicycle Coalition, Marin County Bicycle Coalition, Napa County Bicycle Coalition, Silicon Valley Bicycle Coalition, Sonoma County Bicycle Coalition
- TAM; Partners: City of Petaluma and NCTPA
- YMCA of San Francisco (includes Presidio Community YMCA, Peninsula Family YMCA, Marina YMCA); Partner: Sonoma County Family YMCA

Item 2e: Contract Amendment – StreetSaver® Software Development, Maintenance & Support Services: DevMecca.com, LLC (\$750,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with DevMecca.com to provide software development, maintenance, application hosting, and support including database migration and conversion from previous versions for StreetSaver v.9 and other pavement management services and the Chief Financial Officer was authorized to set aside funds up to \$750,000 for such amendment.

Item 2f: MTC Resolution No. 1198, Revised – Revisions to MTC's Conflict-of-Interest Code to update lists of designated positions – Release for Public Comment

FPPC amendment procedures require that a written notice of intent to amend the conflict-of-interest code must be given 45 days prior to the time MTC takes formal action. The Committee authorized the circulation of revisions to the resolution that reflect MTC's current organizational structure, to include MTC's "Principal" positions as designated positions, and to assign disclosure categories to the Principal positions.

Item 3: Funding Agreement – Association of Bay Area Governments (ABAG) for FY 2013-14 Planning, Research and Administrative Services.* (\$3,525,916)

Ann Flemer, Deputy Executive Director, Policy advised that in February 2013, the Commission approved an eight-year funding framework (FY 2013-14 through FY 2020-21) to provide budget certainty for ABAG's annual regional expenses, and allow ABAG to pay for the tenant improvements at the Regional Agency Headquarters Facility. She further informed that the framework provides that the Commission is to review and approve the execution of each year's funding agreement in order to confirm the scope of work for research and planning activities to be carried out by ABAG in exchange for the funding received.

Upon the motion by Commissioner Glover and second by Commissioner Campos, the Committee unanimously agreed to forward the Association of Bay Area Governments (ABAG

for FY 2013-14 Planning, Research and Administrative Services Funding Agreement to the Commission for approval.

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Item 4: MTC Resolution No. 4115 – Statement of Investment Policy

Brian Mayhew, MTC Chief Financial Officer advised that the new resolution modifies the current Statement of Investment Policy to add the Bay Area Infrastructure Authority (BAIFA) and to extend the maximum maturity of designated reserve funds from fifteen years to forty years.

Upon the motion of Commissioner Dodd and second by Commissioner Campos, the Committee unanimously agreed to forward MTC Resolution No. 4115 to the Commission for approval.

Item 5: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 10:15 a.m. The next Committee meeting date will be on September 11, 2013, at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.