



**METROPOLITAN
TRANSPORTATION
COMMISSION**

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Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

September 11, 2013

MINUTES

Attendance

Committee Vice Chair Wiener called the meeting to order at approximately 10:03 a.m. Committee members present were: Commissioners Bates, Dodd, Pirzynski, Quan 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 and Mackenzie.

Item 2: Consent Calendar:

Upon the motion of Commissioner Bates and second by Commissioner Dodd, the following items on the Consent Calendar were approved unanimously.

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of July 10, 2013.

Item 2b: Monthly Financial Statements

The Committee received the following monthly unaudited financial reports for the month of June: Report of Operating Income for FY 2012-13 as of June 2013; Report of Operating Expenditures for FY 2012-13 as of June 2013; Report of Capital Projects for FY 2012-13 as of June 2013; Life to Date Federal Grants Budget as of June 2013; Report of Clipper[®] Operating and Capital Budgets as of June 2013; Disbursement Reports as of June 2013; Capital Projects Disbursement Report as of June 2013; and Clipper Projects Disbursement Reports for June 2013. For the month of June 2013, the monthly financial report listed two (2) purchase orders executed in the amount of \$100,000 and under and fourteen (14) 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 encumbrances, including salaries and benefits through June 2013.

Item 2c: Investment Reports

The Committee received the Investment Reports for the months of June and July 2013.

Item 2d: Purchase Orders and Contract: Project-Based Temporary Staffing Services:

The Committee authorized the Executive Director or his designee to issue purchase orders to the following:

- i. Buxton Consulting, Pleasanton, CA (\$249,995) to provide project-based developer staffing services for the new Automated Toll Collection System (ATCAS) and Fund Management System (FMS) projects and the Chief Financial Officer was directed to set aside \$249,995 in FY 2013-14 funds for such purchase order;
- ii. Mainz Brady, Oakland, CA (\$346,840) to provide project-based developer staffing services for the new Automated Toll Collection Systems (ATCAS) and Fund Management System (FMS) projects and the Chief Financial Officer was directed to set aside \$346,840 in FY 2013-14 funds for such purchase order;
- iii. Adecco Professional Staffing, Walnut Creek, CA (\$121,680) to provide project-based staffing services for Geographic Interface Support (GIS) to upgrade the agency-wide GIS system and the Chief Financial Officer was directed to set aside \$121,680 in FY 2013-14 funds for such purchase order;
- iv. International Program Services (IPS), San Mateo, CA (\$385,395) to provide project-based application development, networking and system support staffing services for the Automated Toll Collection Accounting System (ATCAS) and graphic/design support staffing services for BATA and the Chief Financial Officer was directed to set aside \$385,395 in FY 2013-14 for such purchase order;
- v. Regional Government Services (RGS), Monterey, CA (\$645,507) to provide project-based staffing services for the Bay Bridge program, video recorded materials and assemble final audio/visual program material for historical museum purposes, provide PR tours, and outreach and bridge media coverage and the Chief Financial Officer was directed to set aside \$645,507 in FY 2013-14 funds for such purchase order.
- vi. The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Local Government Services (LGS) to provide project-based staffing services for various projects for MTC, BATA, and MTC SAFE and BAHA and the Chief Financial Officer was directed to set aside \$3,100,126 in FY 2013-14 funds for such contract.

Item 2e: Web Design Services: Visual Strategies, Inc. (\$250,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Visual Strategies, Inc. to provide design, production and programming for the overhaul of MTC's and BATA's websites through June 2014 with the option of renewing for two additional years, in one-year increments subject to the approval of future budgets. The Chief Financial Officer was directed to set aside funds in the amount \$250,000 for such contract in FY 2013-14.

Item 2f: General Design Services: Finger Design Associates (\$175,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Finger Design Associates to provide design, consultation and production services for MTC's high-profile publications through June 2014 with the option of renewing for two additional years through June 30, 2016, in one-year increments subject to the approval of future budgets and the Chief Financial Officer was authorized to set aside \$175,000 for such contract in FY 2103-14.

Item 2g: Purchase Order – Office Supplies Provider: The Office City (\$75,000)

The Committee authorized the Executive Director or his designee to issue a purchase order to The Office City to provide next day delivery of general office and computer supplies from September 2013 through June 30, 2014, with an option to renew for three additional, consecutive one-year periods ending June 30, 2017 subject to the approval of future Agency General Operating budgets and the Chief Financial Officer was authorized to set aside funds from the FY 2013-14 Agency Budget for this purpose in the amount of \$75,000.

Item 2h: Contract – Telephone System Purchase and Installation: ePlus Technology (\$275,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with ePlus Technology to procure and replace the agency-wide phone and voicemail system and the Chief Financial Officer was directed to set aside funds in FY 2013-14 for an amount not to exceed \$275,000 for such contract.

Item 3: Contract – Electric Vehicle Promotional Campaign: California Center for Sustainable Energy (\$845,000)

Ursula Vogler, MTC staff, advised that in June 2013, MTC's Programming and Allocations Committee approved the campaign plan which is part of MTC's Climate Initiatives Program, a program aimed at testing innovative strategies to reduce GHG emissions, helping MTC reach the emission reduction goals. To create the campaign plan, MTC, and a working group created a campaign to build awareness and demand for Electric Vehicles (EVs) in the Bay Area. She advised that the campaign will focus on implementing Ride-and-Drive events throughout the Bay Area, which will be promoted to target audiences and through social media. The one-year campaign will be implemented in conjunction with the EV Strategic Council and Bay Area Air Quality Management District (BAAQMD).

Commissioner Cortese asked if staff could provide the Committee with a report of MTC's involvement in promoting the installation of new charging stations. Ms. Vogler advised that BAAQMD is in the process of finalizing a detailed regional analysis of the EV charging infrastructures in the Bay Area and will be making recommendations for future improvement and enhancements. She also reminded the Committee that strategies for reaching GHG emission reduction goals and enhancing charging networks are included in Plan Bay Area.

Commissioner Pirzynski asked how the effectiveness of the promotional campaign would be measured. Ms. Vogler acknowledged the difficulty in determining the success of any marketing/promotional campaign particularly when it is tied to an activity (Ride-and-Drive) but advised that in the next 4 to 6 months, emphasis would be made in developing the final aspects of the program particularly working with dealers, car sharing and rental agencies for further evaluation.

Commissioner Haggerty inquired about the feasibility of working and possibly partnering with Tesla Electric Motors in Fremont. Ms. Vogler responded that contact has already been made.

Commissioner Quan requested further information regarding the Ride-and-Drive events and asked about the target audience for the campaign. Ms. Vogler responded that the targets are

mid-to-upper income suburbanites who are able to plug in their vehicles at home and young urbanites who are interested in EV car sharing or who might eventually purchase an electric vehicle. Additionally, Ride-and-Drives are free events where people can test drive and see how they feel about EVs and clarify any misconceptions they may have about an EV and charging stations and share their experiences with others.

Commissioner Bates expressed his concern regarding the difficulty of supporting current EV chargers and possibly working closer with utility companies.

The Committee received public comment from the following individuals:

- Rick Hedges – agrees with the outreach of the campaign and requested further information regarding upcoming grant availability opportunities.
- Andre Carpiaux – advised that he manufactured his own solar/electric vehicle and expressed his concern for future energy outlets.

Upon the motion of Commissioner Pirzynski and second by Commissioner Bates, the Committee unanimously authorized the Executive Director or his designee to negotiate and enter into a contract with the Center for Sustainable Energy California in an amount not to exceed \$845,000 and authorized the Chief Financial Officer to set aside funds for such contract.

Item 4: Closed Session

At approximately 10:47 a.m., Committee Vice Chair Wiener adjourned to closed session. General Counsel Weil advised that pursuant to Government Code Section 54956.9(a) closed session is called to confer with counsel regarding the following litigation: Bay Area Citizens v. Association of Bay Area Governments and Metropolitan Transportation Commission, et al., Alameda County Superior Court Case No.: RG-13690631; Building Industry Association Bay Area v. Association of Bay Area Governments and Metropolitan Transportation Commission, et al., Alameda County Superior Court Case No.: RG-13692098; Communities for a Better Environment and The Sierra Club v. Metropolitan Transportation Commission and Association of Bay Area Governments, et al., Alameda County Superior Court Case No.: RG-13692189.

Item 5: Open Session

The Committee reconvened in open session at 11:03 a.m. Counsel Weil reported that pursuant to Government Code Section 54956.9(a) to meet in closed session and discuss the above litigation, one Action Item occurred; the Committee unanimously approved defending the three lawsuits. Favorable votes were made by Commissioners Bates, Dodd, Pirzynski, Quan and Wiener.

Item 6: Contract Amendment – Special CEQA Counsel – Thomas Law Group.

Upon the motion of Commissioner Pirzynski and second by Commissioner Dodd, the Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Thomas Law Group as Special CEQA Counsel, effective as of August 1, 2013, and the Chief Financial Officer was directed to set aside funds for such contract amendment.

Item 7: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 11:07 a.m. The next Committee meeting date will be on October 9, 2013, at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.