



METROPOLITAN
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Executive Director

Anu Flemer
Deputy Executive Director, Policy

Andrew B. Frenier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

October 9, 2013
MINUTES

Attendance

Committee Vice Chair Wiener called the meeting to order at approximately 10:26 a.m. Committee members present were: Commissioners Bates, Campos, Dodd, Glover, 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, Mackenzie and Spring.

Item 2: Consent Calendar:

Upon the motion of Commissioner Glover 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 September 11, 2013.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the months of July and August 2013: Report of Operating Income for FY 2013-14 as of August 2013; Report of Operating Expenditures for FY 2013-14 as of August 2013; Report of Capital Budgets as of August 2013; Life to Date Federal Grants Budget as of August 2013; Report of Clipper® Operating and Capital Budgets as of August 2013; Disbursement Reports as of August 2013; Capital Projects Disbursement Report as of August 2013; and Clipper Projects Disbursement Report as of August 2013. For the months of July and August 2013, the monthly financial report listed eleven (11) purchase orders and contracts executed in the amount of \$100,000 and under and eighty (80) 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 August 2013.

Item 2c: Investment Reports

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

Item 2d: Contract – Value Pricing Pilot (VPP) Parking Pricing Regional Analysis Project: CDM Smith, Inc. (\$560,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with CDM Smith, Inc. to implement a Parking Pricing Regional Analysis Project, which will analyze parking pricing policy options at a regional level, connected with the land use and transportation models of ABAG and MTC, and create tools for parking analyses by local jurisdictions. The Chief Financial Officer was authorized to set aside funds from the FY 2013-14 Agency Budget in the amount of \$560,000 for such contract.

Item 2e: Contract – Travel Model Demand Development: Parsons Brinckerhoff, Inc. (\$300,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Parsons Brinckerhoff, Inc. to deliver assistance for the Travel Model Demand Development project, which will improve and update the representation of demand (i.e., travel-related choices) within the MTC travel model, and the Chief Financial Officer was directed to set aside funds up to \$300,000 for such contract.

Item 2f: Contract – FY 2013-14 Annual Software License: Sungard Public Sector (\$280,000)

The Committee authorized the Executive Director or his designee to negotiate the renewal of a software license with Sungard Public Sector for FY 2013-14, which will provide access to Sungard's financial application for 40 concurrent users, ASP Hosting Services (including hardware configuration and disaster recovery), and the Cognos reporting application. The Chief Financial Officer was directed to set aside funds up to \$280,000 for such software license.

Item 2g: Contract – Climate Change and Extreme Weather Adaption Options for Transportation Assets in the Bay Area Pilot Project Consultant: AECOM (\$300,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with AECOM to deliver the Climate Change and Extreme Weather Adaption Options for Transportation Assets in the Bay Area Pilot Project, which will assess and develop adaption options for vulnerable transportation assets in the San Francisco Bay Area due to sea level rise, and the Chief Financial Officer was directed to set aside funds up to \$300,000 for such contract.

Item 2h: Contract Amendment – Transit Passenger Surveying Services: ETC Institute (\$893,530)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with ETC Institute to continue the transit passenger survey, which collects transit passenger survey data 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 up to \$893,530 for such contract amendment.

Item 2i: Contract Amendment: Legislative Representation for FY 2013-14 through FY 2015-16: Government Relations, Inc. (\$526,200)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Government Relations, Inc. for the legislative consultant services of Thomas J. Bulgar to provide MTC with legislative consultant services in Washington, D.C. for a two year period through October 31, 2015, and the Chief Financial Officer was directed to set aside funds in the amount of \$175,400 for such amendment with the remaining fiscal years' amounts, subject to the approval of future agency budgets.

Item 3: MTC Resolution No. 4088, Revised – FY 2013-14 Overall Work Program (OWP)

Brian Mayhew, MTC CFO, recommended that the Committee refer MTC Resolution No. 4088, Revised, to the Commission for approval, which includes a carryover amount of \$1,197,315 in unspent federal planning funds from FY 2012-13, and advised that the balances were finalized in the MTC audit and are now amended into the current year OWP. He further explained that after the approval of the amended OWP by federal funding authorities and Caltrans, the amount will have to be amended into the MTC FY 2013-14 Operating budget before it is eligible for expenditure.

Upon the motion of Commissioner Bates and second by Commissioner Glover, the Committee referred Resolution No. 4088, Revised to the Commission for its approval. The motion passed unanimously.

Item 7: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 10:30 a.m. The next Committee meeting date will be on November 13, 2013, at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.