



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

Amy Rein Worth, Chair
Cities of Contra Costa County

Dave Cortese, Vice Chair
Santa Clara County

Alicia C. Aguirre
Cities of San Mateo County

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

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

Bill Dodd
Napa County and Cities

Dorene M. Giacomini
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

Mark Luce
Association of Bay Area Governments

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

Jaynes P. Spering
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Anu Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

November 13, 2013
MINUTES

Attendance

Committee Chair Tissier called the meeting to order at approximately 10:17 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners 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: Giacomini, Haggerty, Halsted, Mackenzie and Spering.

Item 2: Consent Calendar:

Upon the motion of Commissioner Dodd 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 October 9, 2013.

Item 2b: Monthly Financial Statements

The Committee received the following monthly unaudited financial reports for the month of September: Report of Operating Income for FY 2013-14 as of September 2013; Report of Operating Expenditures for FY 2013-14 as of September 2013; Report of Capital Projects for FY 2013-14 as of September 2013; Life to Date Federal Grants Budget as of September 2013; Report of Clipper® Operating and Capital Budgets as of September 2013; Disbursement Reports as of September 2013; Capital Projects Disbursement Report as of September 2013; and Clipper Projects Disbursement Reports for September 2013. For the month of September 2013, the monthly financial report listed two (2) purchase orders and contracts executed in the amount of \$100,000 and under and seventeen (17) purchase orders and contracts 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 September 2013.

Item 2c: Investment Reports

The Committee received the Investment Reports for the months of September 2013.

Item 2d: Contract – Land Use Model Development: Synthicity, LLC. (\$350,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Synthicity, LLC to deliver assistance for the Land Use Model Development project and to work with MTC to improve and update the model so that it better informs the MTC travel model. This work will incorporate new data sets and higher resolution representations of demand. The Chief Financial Officer was directed to set aside funds up to \$350,000 for such contract.

Item 2e: Contract - SharePoint Enterprise Content Management System Development: ShareSquared, Inc. (\$225,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with ShareSquared, Inc. to develop an enterprise content management system based on Microsoft's SharePoint platform and design and implement a SharePoint-based Enterprise Content Management (ECM) that delivers initial capabilities for staff to (1) collaborate on shared project web sites, (2) use electronic forms and workflows, (3) use document management features (e.g., version control), (4) migrate away from storing documents on unmanaged shared file servers, and (5) begin to develop automated records management processes. This phase will conclude with a staged plan for future enhancements and support. The Chief Financial Officer was directed to set aside funds up to \$225,000 for such contract.

Item 3: Contract – Sacramento Legislation Representation: Carter, Wetch & Associates (\$345,000)

Randy Rentschler, Director of MTC's Legislation and Public Affairs Section, advised that MTC has been represented in Sacramento by Carter, Wetch & Associates since January 2006 and that the original contract was for three years and was amended four times, most recently in November 2011 when it was extended through the end of October 2013. The proposed contract would continue through November 17, 2016. He explained that Carter, Wetch & Associates has no other transportation clients and focuses this part of their practice exclusively on MTC.

Upon the motion of Commissioner Quan and second by Commissioner Dodd, the Committee unanimously agreed to authorize the Executive Director or his designated representative to negotiate and enter into a contract with Carter, Wetch & Associates for up to three years with the option to renew for three additional one-year periods to provide legislative representation in Sacramento on behalf of MTC, MTC SAFE, BATA, BAHA, and BAIFA. The Chief Financial Officer was directed to set aside funds in an amount not to exceed \$345,000 for such a contract, subject to inclusion in annual agency budgets.

Item 3: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 10:21 a.m. The next Committee meeting date will be on December 11, 2013, at 10:21 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.