



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 2a

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*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

## ADMINISTRATION COMMITTEE

January 8, 2014

### MINUTES

#### Attendance

Committee Vice Chair Wiener called the meeting to order at approximately 9:52 a.m. Committee members present were: Committee Chair Tissier, Commissioners Bates, Dodd, Glover and Pirzynski. 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: Aguirre, Giacomini, Haggerty, Halsted, Mackenzie and Spering.

#### Item 2: Consent Calendar:

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

#### Item 2a: Minutes

The Committee received and approved as written the meeting minutes of December 11, 2013.

#### Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of November: Report of Operating Income for FY 2013-14 as of November 2013; Report of Operating Expenditures for FY 2013-14 as of November 2013; Report of Capital Budgets for FY 2013-14 as of November 2013; Report of Life to Date Federal Grants Budget as of November 2013; Report of Clipper<sup>®</sup> Operating and Capital Budgets as of November 2013; Disbursement Report as of November 2013; Capital Projects Disbursement Report as of November 2013; and Clipper Projects Disbursement Report as of November 2013. For the month of November, the monthly financial report listed thirteen (13) 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 November 2013.

#### Item 2c: Investment Report

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

**Item 2d: Purchase Order Amendment – Temporary Staffing Services – Accel Employment Services (\$75,000)**

The Committee authorized the Executive Director or his designee to issue a purchase order amendment to Accel Employment Services to provide temporary staffing services to fill approved time-limited or project based positions through June 30, 2014, and the Chief Financial Officer was directed to set aside funds in an amount not to exceed \$75,000 for such purchase order amendment.

**Item 2e: Contract Amendment – Pavement Management Technical Assistance Program (PTAP): Adhara Systems, Inc. (\$172,500)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Adhara Systems, Inc. to provide additional Pavement Management Program (PMP) professional services as part of the PTAP Round 14 and to complete the inspection of five hundred and seventy-five (575) additional PMP miles for the City of San Jose. The Chief Financial Officer was directed to set aside \$172,500 for such contract amendment, subject to the receipt of such funds from the City of San Jose.

**Item 2f: Contract Amendment – Regional Measure 2 Capital Project Monitoring Program: T.Y. Lin International (\$700,000)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with T.Y. Lin International in an amount not to exceed \$700,000 for RM2 Capital Project Monitoring Program services for an additional two years to October 31, 2015. Work will include the ongoing implementation of the Project Monitoring Program and preparation of monitoring/at-risk reports. The Chief Financial Officer was directed to set aside funds in the amount of \$350,000 in FY 2013-14 for such contract amendment and the remaining \$350,000 is subject to the approval of the FY 2014-15 agency budget.

**Item 2g: Contract Amendments:**

**Pavement Management Technical Assistance Program (P-TAP) Round 15 (\$1,679,129)**

- i. Adhara Systems, San Jose, CA (\$222,112)
- ii. AMS Consulting, Pleasanton, CA (\$267,540)
- iii. Bellecci & Associates, Concord, CA (\$95,000)
- iv. Capitol Asset & Pavement Services, Salem, OR (\$331,395)
- v. Harris & Associates, Concord, CA (\$317,990)
- vi. JG3 Consulting, Heath, OH (\$53,800)
- vii. Nichols Consulting Engineers, Richmond, CA (\$337,838)
- viii. Quality Engineering Solutions, Conneaut Lake, PA (\$53,454)

The Committee authorized the Executive Director or his designee to negotiate and enter into contract amendments with each of the firms listed above to provide technical assistance in implementing the P-TAP, Round 15 for jurisdictions in the San Francisco Bay Area which includes some or all of the following: collecting data, running software, and identifying budget impacts on pavement conditions. The Chief Financial Officer was directed to set aside funds in the amount of \$1,679,129 for such contract amendments.

**Item 3: MTC Resolution No. 4089, Revised – FY 2013-14 MTC Agency Budget**

Eva Sun, MTC Finance, advised that the revised Resolution would amend the MTC budget for FY 2013-14. The recommended changes include carryover funding consisting of project grants approved but unspent from the prior year and new grants received after the approval of the FY 2013-14 operating budget in June 2013.

Upon the motion of Commissioner Pirzynski and second by Commissioner Bates, the Committee unanimously agreed to refer MTC Resolution No. 4089, Revised to the Commission for its approval.

**Item 4: MTC Resolution No. 4115, Revised – Reauthorization of MTC Investment Policy**

Sue Woo, MTC Finance, advised that the revised Resolution proposes three changes to the MTC Investment Policy: 1) Currently, mutual funds are required to maintain the highest letter and numerical ranking from at least one nationally recognized rating organization. Staff recommends that the requirement be increased to the highest letter and numerical rating from at least two nationally recognized rating organizations; 2) Policy allows investment in bankers' acceptances which are required to have maturities of 270 days or less and not to exceed 20% of surplus funds. These acceptances are no longer a general short term instrument and, therefore, staff is recommending that the acceptances be excluded from the listed permitted investments; and 3) Staff is recommending changing the 180-day threshold to 90 days, increasing the one-year threshold to 30% of the portfolio, and accumulating 30-day and 90-day investments toward the one-year threshold given increased needs in debt and operating requirements.

Upon the motion of Commissioner Pirzynski and second by Commissioner Glover, the Committee unanimously agreed to refer MTC Resolution No. 4115, Revised to the Commission for its approval.

**Item 5: MTC Resolution No. 4129 – Authorization of MTC as a Member and Participant in the Investment Trust of California (CalTRUST)**

Sue Woo, MTC Finance, advised that the Resolution would authorize MTC to execute a Joint Exercise of Powers Agreement and join and participate in CalTRUST which is a joint powers authority created in 2005 to meet local government investment needs.

Commissioner Haggerty asked what the differences are between CalTRUST and the Local Agency Investment Fund (LAIF), how the rates compare between the two and whether MTC has tried to participate in LAIF.

Ms. Woo responded that LAIF is larger and more difficult to join and has better rates than CalTRUST, while CalTRUST's rates are comparable to those of the California Asset Management Program, a similar investment program in which MTC is a participant. She advised that MTC is a current member of LAIF but in the past when there have been state budget problems, the governor has frozen funds making them less accessible and that many of the investment pools have similar limits. Commissioner Haggerty asked that staff look into further possibilities of how MTC's return can be maximized.

Upon the motion of Commissioner Dodd and second by Commissioner Pirzynski, the Committee unanimously agreed to refer MTC Resolution No. 4129 to the Commission for its approval.

**Item 6: Other Business/Public Comment/Adjournment**

There being no further business or public comment, the meeting was adjourned at approximately 9:58 a.m. The next Committee meeting date will be on February 12, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.