



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 Asunbrudo
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

James P. Spering
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Scott Wiener
San Francisco Mayor's Appointee

Steve Heminger
Executive Director

Ann Flemer
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

ADMINISTRATION COMMITTEE

February 12, 2014
MINUTES

Attendance

Committee Chair Tissier called the meeting to order at approximately 10:48 a.m. Committee members present were: Committee Vice Chair Wiener, 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: Giacomini, Haggerty, Halsted, Luce and Spering.

Item 2: Consent Calendar:

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

Item 2a: Minutes

The Committee received and approved as written the meeting minutes of January 8, 2014.

Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of December: Report of Operating Income for FY 2013-14 as of December 2013; Report of Operating Expenditures for FY 2013-14 as of December 2013; Report of Capital Budgets for FY 2013-14 as of December 2013; Report of Life to Date Federal Grants Budget as of December 2013; Report of Clipper® Operating and Capital Budgets as of December 2013; Disbursement Report as of December 2013; Capital Projects Disbursement Report as of December 2013; and Clipper Projects Disbursement Report as of December 2013. For the month of December, the monthly financial report listed ten (10) purchase orders executed by the Executive Director between \$2,500 and \$55,000 and listed three (3) contracts executed by the Executive Director between \$2,500 and \$100,000.

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

Item 2c: Investment Report

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

Item 2d: Purchase Order Amendment – Temporary Staffing Services: Regional Government Services (\$200,000)

The Committee authorized the Executive Director or his designee to issue a purchase order amendment to Regional Government Services to provide MTC with temporary administrative staffing services for the ATS, Electronic Payments, Operations, Planning and Programming and Allocations sections through June 30, 2014 and the Chief Financial Officer was directed to set aside funds in an amount of \$200,000 for such purchase order amendment.

Item 2e: Contract Amendment – Professional Auditing Services: PricewaterhouseCoopers, LLP (\$809,520)

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with PricewaterhouseCoopers, LLP (PWC) to perform a comprehensive fiscal and compliance audit of MTC, BATA, BAIFA, BAHA, and MTC SAFE for FY 2013-14. PWC will render appropriate reports as required by the A-133 Single Audit and in accordance with the financial and compliance type described in the Government Auditing Standards. The Chief Financial Officer was directed to set aside funds in the amount of \$809,520 for such contract amendment.

Item 2f: MTC Resolution No. 4131 – Authorization of MTC to invest in the Local Agency Investment Fund

MTC Resolution No. 4131 updates MTC’s authority to invest in the Local Agency Investment Fund (LAIF). The Committee forwarded Resolution No. 4131 to the Commission for approval.

Item 3: Funding Agreements – Bay Area Regional Prosperity Plan Project: Economic Prosperity Round 1, Housing the Workforce Round 3, and Equity Initiative Round 2 Sub-Grant Awards (\$1,590,000)

Vikrant Sood, MTC Planning, advised that on 1/11/13, the MTC Planning Committee and ABAG Administrative Committee delegated sub-grant project selection to the Bay Area Regional Prosperity Plan Steering Committee, with the actual funding agreements subject to the authority of MTC’s Administration Committee. After evaluation of the applications; the Plan Steering Committee makes the following recommendations:

Economic Opportunity Round 1 Sub-Grant Applications and Awards:	<i>Award Amount</i>
<i>Project and Lead Applicant</i>	
<i>East Bay Skills Alliance, Contra Costa Community College District</i>	\$75,000
<i>Santa Clara County Health Services Workforce Collaborative, Community Health Prtn</i>	\$150,000
<i>A Blueprint for Creating Pathways to Ownership for Low and Moderate Income Workers in the SF Bay Area: The Inner East Bay as A Case Study, East Bay Community Law Center</i>	\$150,000
<i>Improved Skills, Better Wages and New Opportunities for Latino Day Laborers and Other Immigrant Low-Income Workers, Multicultural Institute</i>	\$75,000
<i>Bay Area Tech Career Advancement Initiative, NOVA Workforce Development</i>	\$150,000
<i>Promoting Economic Opportunity at the Fremont Warm Springs BART Station, Urban Habitat</i>	\$50,000
<i>Construction Careers Initiative, Working Partnerships USA</i>	\$125,000
<i>Self-Employment and the Road to Economic Security, Sonoma County Economic Development Board</i>	\$75,000
<i>Formula Retail Sector Economic Opportunity Project, San Francisco Bay Area Labor Fdtn</i>	\$100,000
<i>Success Concord, Concord Community Development Organization, Michael Chavez Ctr</i>	\$100,000
Total \$1,050,000	

Equity Initiative Round 2 Sub-Grant Applications and Awards: <i>Project and Lead Applicant</i>	<i>Award Amount</i>
<i>Map Your Future Project, Bay Localize</i>	\$75,000
<i>Community Engagement for Public Benefits Zoning in Oakland PDAs, East Bay Housing Organizations (EBHO)</i>	\$40,000
<i>A New Vision for the Bay Area, Gamaliel of California</i>	\$50,000
<i>Oakland Sustainable Neighborhoods Initiative Capacity Building, PolicyLink</i>	\$20,000
<i>Black Regional Resilience Project, People Organized to Win Employment Rights (POWER)</i>	\$25,000
<i>Planning Institute for Leadership, Urban Habitat</i>	\$90,000
<i>Promoting Equity in Affordable Housing, Youth United for Community Action (YUCA)</i>	\$40,000
Total \$340,000	

Housing the Workforce Round 3 Sub-Grant Applications and Awards: <i>Project and Lead Applicant</i>	<i>Award Amount</i>
<i>Healthy Havenscourt Neighborhood, East Bay Asian Local Development Corporation (EBALDC)</i>	\$45,000
<i>Laying the Groundwork for Inclusive Growth in San Mateo County through the Creation of New Funding Sources and Adoption of Updated Housing Elements, Housing Leadership Council of San Mateo County</i>	\$75,000
<i>Housing Our Workforce: Funding Affordable Housing through State, Regional, and Local Sources, Non-Profit Housing Association of Northern California</i>	\$80,000
Total \$200,000	

Upon the motion of Commissioner Weiner and second by Commissioner Dodd, the Committee unanimously authorized the Executive Director or his designee to negotiate and enter into funding agreements with the above applicants in the amounts indicated and the Chief Financial Officer was directed to set aside funds in an amount not to exceed \$1,590,000 for such agreements.

Item 4: Other Business/Public Comment/Adjournment

There being no further business or public comment, the meeting was adjourned at approximately 10:52 a.m. The next Committee meeting date will be on March 5, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.