



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 Azunbrado*  
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. Giacopini*  
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*  
California State  
Transportation 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

*Alix Bockelman*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

## ADMINISTRATION COMMITTEE

June 11, 2014

### MINUTES

#### Attendance

Committee Chair Tissier called the meeting to order at 10:30 a.m. Committee members present were: Committee Vice Chair Wiener, Commissioners Bates, Campos, Dodd, Glover, Pirzynski and Quan. Commission Chair Worth and Vice Chair Cortese were present as Ex-Officio voting members. Other Commissioners present as ad hoc non-voting members of the Committee were: Aguirre, Giacopini, and Haggerty.

#### Item 2: Consent Calendar:

Upon the motion of Commissioner Glover and the second of 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 May 14, 2014.

#### Item 2b: Monthly Financial Statements

The Committee received the following monthly financial reports for the month of April 2014: Report of Operating Income for FY 2013-14; Report of Operating Expenditures for FY 2013-14; Report of Capital Budgets for FY 2013-14; Report of Life to Date Federal Grants Budget; Report of Clipper® Operating and Capital Budgets; Disbursement Report; Capital Projects Disbursement Report; and Clipper Projects Disbursement Report. For the month of April, the monthly financial report listed three (3) purchase orders and four (4) contracts executed in the amount of \$100,000 and under and five (5) purchase orders and three (3) 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 April 2014.

#### Item 2c: Investment Report

The Committee received the Investment Report for the month of April 2014.

**Item 2d: Contract – High School Internship Program Support: Career Alliance Specialized Personnel Service (\$135,000)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Career Alliance Specialized Personnel Service to assist with the High School Internship Program through June 30, 2015. The Chief Financial Officer was authorized to set aside funds up to \$135,000 for such contract, subject to inclusion in the FY 2014-15 agency budget.

**Item 2e: Contract: Business Insurance Broker, Consultation and Third-Party Certificate Management Services: Wells Fargo Insurance (\$12,000 per year)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract with Wells Fargo Insurance to provide MTC, MTC SAFE, BATA and RAFC with business insurance brokerage, consulting and third-party certificate management services for a two-year period with an option to extend for three additional years and the Chief Financial Officer was authorized to set aside funds up to \$12,000 for such contract, subject to adoption of the FY 2014-15 budget with future years' funding subject to the annual agency budget approval process. Additionally, the Executive Director or his designee was authorized to issue payment(s) to secure the appropriate business insurance policies at the annual renewal period as recommended by the selected broker, up to the amount set aside in the FY operating budget for insurance expenses.

**Item 2f: Contract Amendment – Transit Passenger Survey: Corey, Canapary & Galanis (\$150,000)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Corey, Canapary & Galanis to perform the Inner East Bay-AC Transit/BART Fare Pilot Program. The Chief Financial Officer was authorized to set aside funds up to \$150,000 for such contract amendment.

**Item 3: MTC Resolution No. 4151 – FY 2014-15 MTC Agency Budget**

Brian Mayhew, MTC Chief Financial Officer, presented the MTC FY 2014-15 Agency Budget and advised that the recommended budget is balanced and currently indicates a slight operating surplus.

Commissioner Haggerty inquired whether the proposed transfer reduction of \$125,000 to ABAG had been discussed with ABAG and whether ABAG is in concurrence. Alix Bockelman, MTC Deputy Executive Director, Policy, responded that both MTC and ABAG Executive Directors had conferred on the issue and that there will further discussion of this proposal at the June 13, 2014 ABAG Administration Committee meeting. Furthermore, Ms. Bockelman advised that a revised multi-year ABAG Funding Agreement and Framework and FY 2014-15 ABAG Funding Agreement would be presented at the June Commission meeting for further and full consideration.

Commissioner Campos inquired about MTC's hiring and recruiting processes and requested that MTC's recruitment and personnel policy be presented as a separate agenda item for further discussion. Robin James, MTC Human Resources Manager, responded that MTC's established recruiting policy embeds and addresses diversity and that MTC advertises and posts open positions to organizations representing the diverse population of in the nine-county region. She added that MTC adheres to Title VII regulations and recruits on a region, state-wide and national level depending on the level of and experience required for the position. MTC has also instituted a high school as well as a college internship program to introduce and enhance career opportunities in the fields of transportation and planning for students reflecting the diversity of

the Bay Area. Commissioner Glover concurred with Commissioner Campos' request and Commissioner Quan requested that this item also include contractor and sub-contractor procurement practices.

Commissioner Quan requested clarification regarding the reserve balance and the rate of funding of the pension fund. Brian Mayhew, MTC CFO, explained that the unrestricted reserve is projected to reach \$18 million at the end of FY 2014-15 and based on an operating budget of \$56 million, the unrestricted reserve provides approximately 3 months of operating costs with a target reserve of 6 months. The reserve is very important to MTC particularly because the \$166 million in budgeted grants and the \$34 million in Clipper® costs are all on a reimbursement basis. He advised that currently the fund is a standard PERS Trust funded to 78%.

Upon the motion of Commissioner Glover and second by Commissioner Pirzynski, the Committee unanimously agreed to refer MTC Resolution No. 4151 to the Commission for approval.

**Item 4: Closed Session: New Memorandum of Understanding**

At approximately 10:55 a.m., the Committee met in closed session pursuant to Government Code Section 54957.6 regarding ongoing negotiations of a new memorandum of understanding with represented agency employee groups effective July 1, 2014.

**Item 5: Open Session**

The Committee reconvened in open session at 11:27 a.m. reported that the Committee met pursuant to Government Code 54957.6 in closed session to discuss the New Memorandum of Understanding and no reportable action was taken. The Committee added that Committee Chair Tissier decided to form an MOU Ad-Hoc Committee which will be comprised of Commission Chair Worth and Commissioners Tissier and Glover.

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

There being no further business or public comment, the meeting was adjourned at 11:29 a.m. The next Committee meeting date will be on July 9, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, California.