



METROPOLITAN
TRANSPORTATION
COMMISSION

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Agenda Item 2a

ADMINISTRATION COMMITTEE
March 11, 2015
MINUTES

Dave Cortese, Chair
Santa Clara County

Alicia C. Aguirre
Cities of San Mateo County

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

Jason Baker
Cities of Santa Clara County

Tom Bates
Cities of Alameda County

David Campos
City and County of San Francisco

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
Napa County and Cities

Jake Mackenzie
Sonoma County and Cities

Julie Pierce
Association of Bay Area Governments

Bijan Sartipi
California State
Transportation Agency

Libby Schaaf
Oakland Mayor's Appointee

James P. Spering
Solano County and Cities

Adrienne J. Tissier
San Mateo County

Scott Wiener
San Francisco Mayor's Appointee

Amy Rein Worth
Cities of Contra Costa County

Steve Heminger
Executive Director

Alix Bockelman
Deputy Executive Director, Policy

Andrew B. Fremier
Deputy Executive Director, Operations

Attendance

Committee Chair Tissier called the meeting to order at 10:12 a.m. Other Committee members present were: Committee Vice Chair Wiener and Commissioners Baker, Bates, Campos and Luce. Commission Chair Cortese was present as an Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Haggerty, Halsted, Pierce, Spering and Worth.

Item 2: Consent Calendar:

Upon the motion of Commissioner Campos and the second of Commissioner Baker, the following items on the Consent Calendar were approved unanimously.

- **Item 2a: Minutes**
The Committee received and approved as written the meeting minutes of February 11, 2015.
- **Item 2c: Contract Amendment – General Design Services: Finger Design Associates (\$60,000)**
The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Finger Design Associates to provide print and electronic design, consultation and production services for MTC's high-profile publications such as the Annual Report, Regional Transportation Plan, electronic publications and web sites through June 2015 with the option of renewing for one additional year through June 30, 2016, subject to the approval of future budgets. The Chief Financial Officer was authorized to set aside \$60,000 for this contract amendment in FY 2014-15.
- **Item 2d: Purchase Order Amendment – Limited-Term Staffing: Regional Government Services (RGS) (\$200,000)**
The Committee authorized the Executive Director or his designee to issue a purchase order amendment to RGS to provide project-based staffing services for FY 2014-15. The Chief Financial Officer was authorized to set aside funds in the amount of \$200,000 for such purchase order amendment.

- **Item 2e: MTC Resolution No. 1198, Revised – Revisions to MTC’s Conflict of Interest Code**

Office of General Counsel reported to the Committee in July 2013 that MTC’s Conflict of Interest (COI) Code, which also serves as the COI code for the Bay Area Toll Authority, the MTC Service Authority for Freeways and Expressways, the Bay Area Infrastructure Financing Authority and the Bay Area Headquarters Authority, required an update in order to update the designated positions to reflect MTC’s current organizational structure, to include MTC’s “Principal” positions as designated positions, and to assign disclosure categories to the Principal positions. The Committee had previously authorized posting the draft changes in the MTC Library beginning July 10, 2013, for a 45-day public comment period ending August 26, 2013. No comments were received and the COI code was approved by the California Fair Political Practices Commission (FPPC) on February 2, 2015 after making the following clarifications: (1) Assigning BAHA Director and Principals to disclosure categories 1 and 3 rather than 1, 2 and 3 and (2) Assigning Finance Principals to disclosure category 1 rather than 1, 2 and 3.

The Committee unanimously agreed to forward MTC Resolution No. 1198, Revised to the Commission for Approval.

- **Item 2f: MTC Resolution No. 1058, Revised – Update Appendix A, MTC’s Conflict of Interest Code, to the Commission Procedures Manual**

The Commission Procedures Manual, MTC Resolution No. 1058, Revised, is reviewed periodically and updated to reflect changes as needed. The Committee was presented an update to the Commission Procedures Manual which includes an update to MTC’s Conflict of Interest (COI) Code. The updated COI Code was approved by the California Fair Political Practices Commission (FPPC) on February 2, 2015.

The Committee unanimously agreed to forward MTC Resolution No. 1058, Revised to the Commission for approval.

In addition, the Committee received Item 2b, Monthly Financial Statements from January 2015 which included a comparison of the budget vs. actual plus encumbrances, including salaries and benefits, through January 2015.

Item 3: Investment Report for January 2015

Brian Mayhew, MTC Chief Financial Officer, presented MTC’s Investment portfolio as of December 31, 2014.

Commissioner Luce asked Mr. Mayhew’s opinion on the possibility of the Federal Reserve Board (FED) raising the level of interest rates. Although Mr. Mayhew listed some factors that the FED may be considering, he advised that it remains to be seen what actions will be taken.

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Item 4: Monthly Travel Report

Committee Chair Tissier acknowledged receipt of the Monthly Travel Report and noted that the actual travel expenses for all MTC funds are running below budget as of January 2015.

Item 5: Other Business/Public Comment/Adjournment

The Committee received Public Comment from Andre Carpioux who expressed a concern with Fasktrak® violation fees.

There being no further business or public comment, the meeting was adjourned at 10:31 a.m. The next Committee meeting will be on April 8, 2015, at 9:35 a.m., in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, California.