



METROPOLITAN  
TRANSPORTATION  
COMMISSION

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**ADMINISTRATION COMMITTEE**

June 13, 2007  
MINUTES

*Bill Dodd, Chair*  
Napa County and Cities

*Scott Haggerty, Vice Chair*  
Alameda County

*Tom Ammiano*  
City and County of San Francisco

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

*Tom Bates*  
Cities of Alameda County

*Bob Blanchard*  
Sonoma County and Cities

*Dean Chu*  
Cities of Santa Clara County

*Dave Cortese*  
Association of Bay Area Governments

*Dorene M. Giacopini*  
U.S. Department of Transportation

*Federal D. Glover*  
Contra Costa County

*Anne W. Halsted*  
San Francisco Bay Conservation  
and Development Commission

*Steve Kinsey*  
Marin County and Cities

*Sue Lempert*  
Cities of San Mateo County

*Jon Rubin*  
San Francisco Mayor's Appointee

*Bijan Sartipi*  
State Business, Transportation  
and Housing Agency

*James P. Spering*  
Solano County and Cities

*Adrienne J. Tissier*  
San Mateo County

*Amy Worth*  
Cities of Contra Costa County

*Ken Yeager*  
Santa Clara County

*Steve Heminger*  
Executive Director

*Ann Flemer*  
Deputy Executive Director, Operations

*Andrew Fremier*  
Deputy Executive Director,  
Bay Area Toll Authority

*Therese W. McMillan*  
Deputy Executive Director, Policy

**Attendance**

Chairperson Blanchard called the meeting to order at approximately 10:08 a.m. Other Commissioners present were: Dodd, Haggerty, Ammiano, Blanchard, Chu, Cortese, Giacopini, Glover, Halsted, Kinsey, Lempert, Rubin, Tissier, Yeager and Vice-Chair Bates.

**CONSENT**

**Minutes**

The Committee received and approved as written the meeting minutes of May 9, 2007.

**Contract Amendment – Design and Production Services: Finger Design**

**Associates**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Finger Design Associates not to exceed \$180,000 in the current fiscal year to serve as MTC's principal design firm through June 30, 2009 to provide design and production services on the Transactions newsletter, the annual report, updates to the Citizens' Guide to MTC and the Moving Costs Funding Guide, and the 25-year Regional Transportation Plan.

**Contract Amendment – Pavement Management Program Instruction (PMP) / Guidance: Texas A&M Research Foundation**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Texas A&M Research Foundation to increase the current contract by \$33,000 to a total of \$98,000 for the first year, FY 2006-07, \$75,000 for year 2, and \$85,000 for year 3, subject to agency budget approval, for PMP Instruction and Guidance.

**Contract Amendment – Janitorial Services: Accent Service Company, Inc.**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Accent Service Company, Inc. in an amount not to exceed \$117,000 in FY 2007-08 to provide janitorial services for the MTC offices with an option to renew for three additional one-year periods at a negotiated price.

**MTC/CMA Interagency Agreements for FY 2007-08 / 2008-09**

The Committee authorized the Executive Director or his designee to negotiate and enter into funding agreements with the Congestion Management Agencies (or substitute agencies) in a total amount not to exceed \$11,200,000 for a two-year period for FY 2007-08 and FY 2008-09 for the planning, programming, and transportation/land use integration efforts in each of the nine Bay Area counties.

**MTC/CARB Interagency Agreement – ZEB matching funds**

The Committee authorized the Executive Director or his designee to negotiate and enter into a funding agreement with the California Air Resources Board's (CARB) in an amount not to exceed \$630,000, contingent upon the adoption of the FY 2007-08 budget for the implementation of a regional demonstration project with AC Transit and VTA taking the lead in procuring and operating Zero Emission Bus (ZEBs) in collaboration with the other transit operators. MTC will request reimbursement from CARB when AC Transit and VTA reach specified milestones in the ZEB procurement.

**MONTHLY FINANCIAL STATEMENTS**

The Committee accepted in writing the following monthly financial reports for the month of April: Operating Income for April 2006; Report of Operating Expenditures for FY 2005-06 through April 2006; Report of Capital Projects for FY 2005-06 through April 2006; FY 2005-06 Contract Services Disbursement Report for April 2006. For the month of April 2006, the monthly financial report included seventeen (17) purchase orders executed by the Executive Director between \$2,500 and \$55,000.

The Committee reviewed a comparison between budget and actual revenue and expenditures through April 2007.

**INVESTMENT REPORT**

The Committee accepted for information the Investment Reports for the month of April 2007.

**MTC Budget Revision – FY 2006-07 (Resolution 3762, Revised) and MTC Agency Budget for FY 2007-08 (Resolution 3818)**

The Committee received and recommended referral of the revised FY 2006-07 MTC Agency Budget and proposed FY2007-08 MTC Agency Budget to the Commission for approval.

**MTC/ABAG Interagency Agreement for FY 2007-08**

The Committee authorized the Executive Director or his designee to negotiate and enter into a funding agreement with the Association of Bay Area Governments in an amount not to exceed \$2,314,804 to perform comprehensive planning and technical activities in FY 2007-08.

Commission Vice Chair Haggerty expressed his concerns regarding the state of ABAG's budget and suggested that staff meet with Henry Gardner to review the current formula being used to determine ABAG's funding. Commissioner Cortese supported this request.

Executive Director, Steve Heminger responded that staff would meet with Mr. Gardner but that this meeting likely would not be able to take place prior to the next Commission meeting. A meeting will be arranged as soon as possible to examine funding opportunities for FY 2008-09.

**Caltrans / MTC Cooperative Agreement: Cost Reimbursement for Emergency Services**

The Committee authorized the Executive Director or his designee to negotiate and enter into an agreement with Caltrans to initiate the reimbursement of transit agency and MTC expenses totaling \$2.8 million incurred as a result of the April 29<sup>th</sup> collapse of two freeway connectors at the Interstate 80/580/880 interchange.

**BUSINESS MEETING EXPENSES**

Steve Heminger, Executive Director, reported there are no anticipated expenses to report for the month of June.

**OTHER BUSINESS/PUBLIC COMMENT/ADJOURNMENT/NEXT MEETING**

There being no further business or public comment, the meeting was adjourned at approximately 10:40 a.m. The next Committee meeting date will be on July 11, 2007 in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, CA.