

# Administration Committee

**2006-03-01 09:30:00.0**

PLEASE NOTE DATE CHANGE

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

*This agenda was updated 2006-02-27 09:47:32.0. It is accurate to the best of our knowledge at that time.*

For assistance, please contact Kimberly Ward, [kward@mtc.ca.gov](mailto:kward@mtc.ca.gov), (510) 817-5967

This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.

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## Roll Call

1.

**Action:** Confirm Quorum

**Closed Session:**

2. *The Committee will meet in closed session pursuant to Government Code Section 54956.9(a) to confer with counsel regarding the following litigation: Darensburg v. MTC, U.S. District Court, Northern District, Case No. C-05-01597 (EDL).*

## Open Session

**Action:** Information

**Consent:**

3.

**Action:** Committee Approval

**Minutes ? Meeting of February 8, 2006\***

a)

- [3a Minutes February 06 on letterhead.doc](#)

**Purchase Order ? Microsoft Software Enterprise Volume Licensing Agreement: TBD\* (\$225,000)**

b)

**Presented by:** Joel Markowitz

- [3b Microsoft EA Admin memo 0306 v1.doc](#)

**Purchase Order ? Printing of Transactions Newsletter: Paris Printing\* (\$170,000)**

c)

**Presented by:** Brenda Kahn

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- [3c Transactions BKahn rev5.doc](#)

**Monthly Financial Statement\***

**Presented by:** Eva Sun

4.

**Action:** Receipt

- [4 January06Financial\\_Sun.XLS](#)

**Investment Report for January 2006\***

**Presented by:** Sue Woo

5.

**Action:** Receipt

- [5 MTC Investment report-mar 06 -swoo.doc](#)

6. **Contracts:**

**Contract Amendment ? Litigation Special Counsel: Hanson Bridgett Marcus Vlahos & Rudy, LLP\* (\$TBD)**

a) **Presented by:** Francis Chin

**Action:** Committee Approval

- [6a Special Litigation Counsel.doc](#)

**Contract ? Regional Transportation Emergency Operations Plan: TBD\* (\$600,000)**

b) **Presented by:** Jeff Georgevich

**Action:** Committee Approval

- [6b regional transportation emergency operations plan.doc](#)

**MTC Resolution No. 3741, Authorization of Investment Account with California Asset Management Program (CAMP)\***

*This resolution allows MTC to open an alternative investment vehicle (CAMP) for MTC investment funds.*

7. **Presented by:** Brian Mayhew

**Action:** Commission Approval

- [7 california asset mgmt reso 3741cover Brian Mayhew.doc](#)

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- [tmp-3741-california asset management reso1 woo.doc](#)

**MTC Resolution No. 3705, Revised, Agency Budget Amendment\***

*Amendment to the MTC Agency Budget for FY 2005-06 to account for carryover of unspent federal funds, new fund sources, and administrative budget adjustments approved by the Executive Director*

**Presented by:** Eva Sun

**8.**

**Action:** Commission Approval

- [8 FY 05-06 Budget memo Mayhew.doc](#)
- [8 Support for Budget amendment document.xls](#)
- [tmp-3705-budget amendment.doc](#)

**Business Meeting Expenses**

**9. Presented by:** Steve Heminger

**Action:** Committee Approval

**10. Other Business/Public Comment**

**11. Next Meeting / Adjournment**

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**Next meeting**

2006-04-12 09:45:00.0

Joseph P. Bort MetroCenter

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, California

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\*Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

\*\*All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are Subject to change by the Committee.

\*\*\*The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5) +Non-Voting member.

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Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee quorum.

**Public Comment:** The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

**Record of Meeting:** MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment. Audio casts are maintained on MTC's Web site for public review for at least one month.

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