

Administration Committee

2005-02-09 09:30:00.0

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

This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.

For assistance, please contact Kimberly Ward, 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.

Roll Call

1.

Action: Confirm Quorum

Minutes ? Meeting of January 12, 2005*

2. **Action:** Committee Approval

• [2 A&O minutes January 05.doc](#)

Monthly Financial Statements*

Presented by: E. Sun

3.

Action: Receipt

• [3 financials.XLS](#)

Investment Reports for December 2004*

Presented by: S. Woo

4.

Action: Receipt

• [4 MTC Investment report - mayhew.doc](#)

The following items are proposed contracts with various consulting firms and other vendors to provide MTC with goods and professional services to carry out the agency's work program.

5. **Consent**

MTC Resolution No. 3661, and FY 2004-05 Disadvantaged Business Enterprise Program Overall Goal and Goal Methodology Final Report Revised*

a) **Presented by:** T. Green

Action: Commission Approval

- [5a Resolution 3661 DBE Goals Final Report Revised Green.doc](#)

Contract Amendments ? Regional Signal Timing Program: Redistribution of Contract Amounts for FY 2005*

b) **Presented by:** C. Atienza

Action: Committee Approval

- [5b RSTP Atienza.doc](#)

i. **DKS (reduction of \$62,000 to \$418,000)**

ii. **Kimley Horn & Associates (increase of \$685,000 to \$1,165,000)**

iii. **Meyer Mohaddes Associates (reduction of \$33,000 to \$447,000)**

iv. **TJKM (reduction of \$247,000 to \$233,000)**

v. **TY Lin/CCS (reduction of \$96,000 to \$384,000)**

6. Contracts:

Contract - Regional Measure 2 Transit Connectivity: Wilbur Smith Associates* (\$449,802)

a) **Presented by:** C. Soper

Action: Committee Approval

- [6a WilburSmith Soper.doc](#)

TransLink® Program Contracts:*

b) **Presented by:** J. Cheng

Action: Committee Approval

TransLink® Governance: Karen Antion Consulting (\$96,000)

i.

- [6b Karen Antion Consulting Crotty revised.doc](#)

TransLink® Change Order #57: Motorola/ERG* (\$437,095)

ii.

- [6b TransLink Motorola ERG Crotty.doc](#)

Contract Amendment ? Audit and Attestation Services: KPMG* (\$281,200)

iii. **Presented by:** E. Sun

- [6b KPMG Sun.doc](#)

Funding Agreements ? Rideshare Programs:*

Presented by: B. Laurenson

c)

Action: Committee Approval

- [6c Regional Rideshare Laurenson.doc](#)

i. **Solano Transportation Authority (\$1,440,000)**

ii. **City & County Association of Governments of San Mateo County (\$420,000)**

iii. **Contra Costa Transportation Authority (\$420,000)**

Bike to Work Day 2005 Work Plan Update*

In response to the Administration Committee's October request for additional information about planning efforts under this contract, the Bay Area Bicycle Coalition will present their
7. *Bike To Work Day 2005 work plan.*

Presented by: S. Heinrich-Beaty

- [7 BTWD Heinrich-Beaty.doc](#)

Business Meeting Expenses

8. **Presented by:** S. Heminger

Action: Committee Approval

9. **Other Business/Public Comment**

10. **Adjournment/Next Meeting**

Next meeting

2005-03-02 09:30:00.0

PLEASE NOTE CHANGE IN MEETING DATE

Joseph P. Bort MetroCenter

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, California

* 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.

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.

Sign Language Interpreter or Reader: If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call 510/464-7787.

Transit Access to the MetroCenter: BART to Lake Merritt Station. AC Transit buses: #11 from Piedmont or Montclair; #59A from Montclair; #62 from East or West Oakland; #35X from Alameda; #36X from Hayward.

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