

**TRANSBAY TRANSIT CENTER
COST REVIEW COMMITTEE MEETING**

MINUTES

Wednesday, August 24, 2016

1:30 p.m. to 3:30 p.m.

TJPA Offices
201 Mission Street, Suite 2100
San Francisco, CA

COMMITTEE MEMBERS

Ben Rosenfield, Controller of the City and County of San Francisco
Steve Heminger, Executive Director of the Metropolitan Transportation Commission
Mark Zabaneh, Interim Executive Director of the Transbay Joint Powers Authority

1. Call to Order

The meeting was called to order at 1:30pm. The following committee members were present: Ben Rosenfield, Controller of the City and County of San Francisco (CCSF), Steve Heminger, Executive Director of the Metropolitan Transportation Commission (MTC), and Mark Zabaneh, Interim Executive Director of the Transbay Joint Powers Authority (TJPA).

2. Discussion Item:

Process for any Potential Proposed Future Program Budget Amendment

Sara DeBord, TJPA Chief Financial Officer (CFO), stated that the Transit Center Project Team does not anticipate any further increases to the Phase 1 Program Budget, but to the extent any budget amendments are proposed, the Committee would be briefed in order to allow for a recommendation to be made to the TJPA Board.

Public comment: None.

3. Discussion Item:

Process for any Proposed Fiscal Year Budgets and Amendments

Sara DeBord, TJPA CFO, described the fiscal year budgeting process and inquired whether and/or how the Committee wanted to review the fiscal year budgets and budget amendments and make recommendations to the TJPA Board. The Committee stated they wanted to review fiscal year budgets at future Committee meetings prior to recommendation to the TJPA Board and were satisfied with receiving notification of budget amendments by email.

Executive Director Heminger expressed interest in seeing the operating budget for the new facility.

Public comment: none.

4. Discussion Item/Possible Action:

Process for Contracts, Amendments and Change Orders above Threshold Amount and/or Funded by Interim Financing

Sara DeBord, TJPA CFO, stated the Transit Center Project Team would provide a list of proposed Contracts, Contract Amendments, and Change Orders in excess of \$250,000 to the Committee at least 10 days in advance of future Committee meetings in order to allow for review and recommendations to the TJPA Board.

Public comment: None.

5. Discussion Item/Possible Action:

Contracts or Contract Amendments that Require Concurrence or Recommendations from the Committee

a. Professional Service Contracts or Contract Amendments in Excess of \$250,000

Sara DeBord, TJPA CFO, presented Item 5a.

Executive Director Heminger and Controller Rosenfield stated they had no objections to the proposed contracts/contract amendments with the exception of the State Advocacy contract. Mr. Heminger made a motion, which was seconded and approved, that the TJPA Board not take action on the State Advocacy contract until TJPA staff had met with CCSF staff to determine if CCSF can provide advocacy services for the project. Executive Director Zabaneh noted the importance of State advocacy services to identify funding for the project.

b. Construction Status and Change Orders in Excess of \$250,000

Dennis Turchon, TJPA Senior Construction Manager presented item 5b.

Controller Rosenfield and Executive Director Heminger requested the project team provide a budget summary to the committee via e-mail. Executive Director Zabaneh stated that a budget summary would be provided as requested.

Executive Director Heminger requested that the CCO Summary Log sum up contingency being drawn. As requested by the committee members, TJPA will also revise the "Date Submitted to CRC" and "Fund Source" columns in the next meeting.

The committee did not object to issuance of the change orders on the log within the listed not-to-exceed amounts.

Public comment: none.

6. Discussion Item/Possible Action:

Proposed Change to the Threshold Amount from \$250,000 to \$500,000 for Construction Contract Change Orders.

The committee postponed considering this item to a future meeting.

Public comment: none.

7. Discussion Item:

Review and Discuss Process for Internal Controls and Audits

Sara DeBord, TJPA CFO, stated that any recommendations or requests related to internal controls or audits could be coordinated with her.

Public comment: none.

8. Discussion Item/Possible Action:

Determine Meeting Schedule and Potential Project Impacts

The Transit Center Project Team proposed that the Committee meet in person on a quarterly basis on the last Monday of the month. Clerk Dea stated she would send an email to confirm future meeting dates.

Public comment: none.

9. Public Comment

Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's calendar.

None.

10. New Business

- Agenda for Next Meeting

- Pipeline Project Development Schedule
- Other

Executive Director Heminger requested an Election of a Chair and a litigation briefing be calendared for the next meeting. He also requested the Operations and Maintenance of the Transbay Transit Center be presented at a future meeting.

Controller Rosenfield requested the following items be calendared as standing matters on each agenda: an overall project update, including risk items; and status of development in the Transbay Redevelopment Area and Transit Center District, which affects repayment of the City financing. The latter item requires inviting the San Francisco Planning Department and Office of Community Investment and Infrastructure.

11. Adjourn

The meeting was adjourned at 3:03pm.

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