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.

The Transbay Transit Center Cost Review Committee meeting will be held at the Transbay Joint Powers Authority office at 201 Mission Street, Suite 2100, San Francisco, CA. The closest accessible BART station is the Embarcadero Street Station at Beale and Market Street. Accessible MUNI lines serving this location are: Muni Metro Lines J-Church, K-Ingleside, L-Taraval, M-Oceanview, N-Judah and T-Third at the Embarcadero Street Station; F- Market line; 2-Clement; 5-Fulton; 6-Parnassas; 9-San Bruno; 9L-San Bruno Limited; 14-Mission; 14L-Mission Limited; 14X-Mission Express; 21-Hayes; 30X-Marin Express; 31-Balboa; 38-Geary; 38-Geary Limited; 41-Union; 71-Haight; 71L-Haight Limited; 80X-Gateway Express; 82X-Caltrain Express and 108–Treasure Island. For information about MUNI services call 311 or view the MUNI map at http://www.sfmta.com/cms/mmaps/indexmaps.htm.

The meeting room is wheelchair accessible. There is accessible parking available in the 201 Mission Street parking lot located directly behind the building. The parking lot entrance is in the 200 block of Howard Street (between Beale and Main Street).

If you require the use of an American Sign Language interpreter, a sound enhancement system, or a reader during the meeting, such person or system can be made available upon request; please contact the TJPA at (415) 597-4620, at least 72 hours prior to the meeting. Late requests will be honored if possible. Agenda and minutes of the meeting may be available in alternative formats; please contact the TJPA at (415) 597-4620 at least 72 hours in advance of need. Written reports or background materials for agenda items are available for public inspection and copying at 201 Mission St. Suite 2100 during regular business hours and are available online at www.TransbayCenter.org.

To assist the TJPA’s efforts to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help TJPA to accommodate these individuals.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices may be ordered to leave the meeting room.

The Ethics Commission of the City and County of San Francisco has asked us to remind individuals that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (Campaign and Gov’t Conduct Code, Article II, Chapter 1, § 2.100, et seq.) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3124 and web site: www.sfethics.org.