



November 24, 2003

TRANSBAY JOINT POWERS AUTHORITY BOARD OF DIRECTORS

MINUTES

Monday, November 24, 2003
1 Carlton B. Goodlett Place, Room 400
San Francisco, CA

SPECIAL MEETING

9:00 a.m.

BOARD OF DIRECTORS

Michael Nevin, Chair
Greg Harper, Vice Chair
Michael T. Burns
Chris Daly
Celia Kupersmith

Executive Director
Maria Ayerdi

Secretary
Roberta Boomer

1 Dr. Carlton B. Goodlett Place, Room 448
c/o Mayor's Office of Economic Development
San Francisco, California 94102
415-554-6896
415-554-4143 fax

9:00 – SPECIAL MEETING

ORDER OF BUSINESS

1. Call to Order

Chairman Nevin called the meeting to order at 9:48 a.m.

2. Roll Call

Present:

Michael Burns

Tony Hall (Alternate for Chris Daly)

Greg Harper

Mike Nevin

Absent: Celia Kupersmith

3. Communications

None

4. Board of Director's New and Old Business

None

5. Executive Director's Report

-Transbay Terminal/Downtown Extension Project Schedule

-FY04 and FY05 Budget

Executive Director Ayerdi will present a final budget for approval at the next meeting. The final design for development has been given to the public. The engineering RFP has been published for industry review and will be formally issued in December.

Proposition K, extending the ½ cent sales tax, passed on November 4th. It contains monies for the terminal project. We look forward to the passage of Regional Measure 2 in the March 2004 election.

A letter of interest was submitted to the FHA in November. The environmental materials were also submitted and their approval is expected by early 2004.

John Eddy reviewed the project schedule and tasks to be done over the next few months.

Director Burns asked about the funds for the project as it greatly impacts the schedule. Mr. Eddy noted that the project funds and schedule haven't been fully integrated yet. Director Burns asked if staff is assuming that in a year all the fund sources will be identified. Mr. Eddy noted that several of the sources, such as Regional Measure 2, are external events and dependent on the voters. If the various measure pass, those funds will be linked to specific tasks. Director Burns

noted that while it's good to have a schedule, staff needs to keep in mind that they can't plan too far out without securing the money to complete the project.

Nancy Whelan presented the TJPA budget. The estimate for the entire project is just over \$2 billion, which includes a 3% annual expansion factor. Many different sources of funds will be used. In addition to voter approved measures, there will be operating revenues, passenger facility charges, leveraged lease transaction and loans that will be repaid from tax increment monies.

The FY03 budget estimates \$156,000, mainly for consulting contracts. The FY04 proposed budget totals \$2.8 million that includes 7 months of staff and expenses. The FY05 budget is estimated at \$24.3 million. Revenues for FY03 and 04 will be federal demonstration grant and toll bridge reserves. Staff expects to be in the engineering and design phase by FY05 and the funding source for that year is still being identified. Regional Measure 2 funds will be used if the measure passes. Ms. Whelan also reviewed the status of various contracts.

Director Harper asked for a breakdown of the City Attorney's fees.

Director Burns asked for a cash flow analysis based on funds that are certain for the next three fiscal years when the budget is next presented to the board.

6. Public Comment

None

THE FOLLOWING MATTERS BEFORE THE TRANSBAY JOINT POWERS AUTHORITY ARE RECOMMENDED FOR ACTION AS STATED BY THE EXECUTIVE DIRECTOR OR THE CHAIR.

CONSENT CALENDAR

7. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Transbay Joint Powers Authority, and will be acted upon by a single vote. There will be no separate discussion of these items unless a member of the Board or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(7.1) Approving the Minutes of the August 21, 2003 meeting.

On motion to approve the Consent Calendar:

ADOPTED: AYES – Burns, Hall, Harper, and Nevin
ABSENT – Kupersmith



REGULAR CALENDAR

8. Adopting the Procurement Policy identified as Board Policy No. 001, Category: Financial Matters relating to procurements, delegation authority, standards of conduct, and participation in the Disadvantaged Business Program of the Municipal Transportation Agency

No public comment.

Executive Director Ayerdi stated that the TJPA intends to follow the procedures of the City and County of San Francisco. Robin Reitzes, Deputy City Attorney, reviewed the highlights of the policy.

RESOLUTION 03-008

On motion to approve:

ADOPTED: AYES – Burns, Hall, Harper, and Nevin

ABSENT - Kupersmith

9. Adopting the Protest Procedures for the Bidding and Award of Federally Assisted Third Party Contracts, identified as Board Policy No. 002, Category: Financial Matters.

No public comment.

RESOLUTION 03-009

On motion to approve:

ADOPTED: AYES – Burns, Hall, Harper, and Nevin

ABSENT – Kupersmith

10. Authorizes the Executive Director to execute an office lease for 3,637 sq. ft. of office space at 201 Mission St., Suite 1960 in San Francisco for a term of five years with CA-Mission Street Limited Partnership.

No public comment.

Greg Hylton, TB Commercial reviewed the process they used to find the recommended office space.

RESOLUTION 03-010

On motion to approve:

ADOPTED: AYES – Burns, Hall, Harper and Nevin
ABSENT – Kupersmith

CLOSED SESSION

11. Call to Order

Chairman Nevin called the closed session to order at 10:54 p.m.

12. Roll Call

Present:

Michael Burns

Tony Hall

Greg Harper

Mike Nevin

Absent: Celia Kupersmith

13. Pursuant to Government Code Section 54957(b)(1), the TJPA Board will meet in closed session to consider the appointment of a public employee:

Executive Director, Transbay Joint Powers Authority

ADJOURN CLOSED SESSION AND RECONVENE REGULAR MEETING - The closed session was adjourned at 11:40 p.m.

14. Approving a contract with Local Government Services for benefits administration and financial services for the Transbay Joint Powers Authority.

No public comment.

John Cooper, Deputy City Attorney stated that LGS is a joint powers agency that provides payroll and other related services to agencies that don't have staff to perform these functions.

RESOLUTION 03-011

On motion to approve:



ADOPTED: AYES – Burns, Hall, Harper and Nevin
ABSENT - Kupersmith

ADJOURN - The meeting was adjourned at 11:43 a.m.

A tape of the meeting is on file in the office of the Secretary to the Transbay Joint Powers Authority Board of Directors

Roberta Boomer
Board Secretary

The Ethics Commission of the City and County of San Francisco has asked us to remind individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin. Code Sections 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street, Suite 801, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 554-8757 and web site: sfgov.org/ethics.