

Meeting Agenda

Board of Directors of 375 Beale Condominium Corporation

Monday, June 14, 2021

3:00 PM

Board Room - 1st Floor (REMOTE)

The Board of Directors of 375 Beale Condominium Corporation is scheduled to meet on Monday, June 14 at 3:00 p.m., in the Bay Area Metro Center (Remotely). In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, the meeting will be conducted via webcast, teleconference, and Zoom for committee, commission, or board members who will participate in the meeting from individual remote locations. A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

The meeting webcast will be available at
<https://mtc.ca.gov/whats-happening/meetings/live-webcasts>.
Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

Attendee Link: <https://bayareametro.zoom.us/j/82506564799>
iPhone One-tap: US: +16699006833,,82506564799# or +14086380968,,82506564799#
Join by Telephone (for higher quality, dial a number based on your current location) US:
+1 669 900 6833 or +1 408 638 0968 or +1 346 248 7799 or
+1 253 215 8782 or +1 646 876 9923 or +1 301 715 8592 or
+1 312 626 6799 or 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)
Webinar ID: 825 0656 4799
International numbers available: <https://bayareametro.zoom.us/j/82506564799>

Detailed instructions on participating via Zoom are available at:
<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>. Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "*9". In order to get the full Zoom experience, please make sure your application is up to date.

Members of the public may participate by phone or Zoom or may submit comments by email at info@bayareametro.gov by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name in the subject line. Due to the current circumstances there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

1. Call Meeting to Order / Roll Call / Confirm Quorum

Four directors are named in the Articles of Incorporation. The presence of three will constitute a quorum.

2. [21-0644](#) Minutes of the March 19, 2021 meeting

The Board will be asked to approve the Minutes of the March 19, 2021 375 Beale Condominium Corporation Board meeting.

Action: Board Approval

Attachments: [2 - 21-0644 - Mar-19-2021 Condo Board Minutes.pdf](#)
3. [21-0643](#) 375 Beale Condo Corporation Financial Statements for FY 2020-21 Third Quarter

The Board will receive the 375 Beale Condo financial report for FY 2020-21 Third Quarter ending March 31, 2020.

Action: Information

Presenter: Brian Mayhew

Attachments: [3 - 21-0643 - Q3-FY2020-21 Financial Statements.pdf](#)
4. [21-0642](#) Operating Budget and Assessments for FY 2021-22

The Board will asked to consider and approve the annual operating budget and annual budget for common expense assessments for the FY 2021-22 fiscal year.

Action: Board Approval

Presenter: Brian Mayhew

Attachments: [4 - 21-0642 - FY2021-22 Budget and Assessments.pdf](#)
5. [21-0645](#) Bay Area Metro Center Space Modification: Room 8330

The Board will asked to approve the transfer of Office Space 8330 to a Jointly Used Space designation.

Action: Board Approval

Presenter: Denise Rodrigues

Attachments: [5 - 21-0645 - Room 8330 Space Modifications.pdf](#)

6. [21-0646](#) Building Operations and Project Report

The Board will receive a report on current building operations, and improvement projects.

Action: Information

Presenter: Denise Rodrigues and Ebony Horace

Attachments: [6 - 21-0646 - Building Operations and Projects Report.pdf](#)

7. Public Comment / Other Business

8. Adjournment / Next Meeting

The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.

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. 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.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are 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.

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	21-0644	Version:	1	Name:	
Type:	Minutes	Status:		Committee Approval	
File created:	4/8/2021	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/14/2021	Final action:			
Title:	Minutes of the March 19, 2021 meeting				

The Board will be asked to approve the Minutes of the March 19, 2021 375 Beale Condominium Corporation Board meeting.

Sponsors:**Indexes:****Code sections:****Attachments:** [2 - 21-0644 - Mar-19-2021 Condo Board Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Minutes of the March 19, 2021 meeting

The Board will be asked to approve the Minutes of the March 19, 2021 375 Beale Condominium Corporation Board meeting.

Recommended Action:

Board Approval

**Minutes of Meeting of Directors of
375 Beale Condominium Corporation on
March 19, 2021**

1. Quorum

The remote meeting was called to order and Martha Silver, MTC staff, confirmed a quorum, namely Jack Broadbent, Andrew Fremier, Therese McMillan, and Brad Paul.

2. Minutes of the June 1, 2020 Meeting

Upon the motion by member Paul and the second by member Fremier, the minutes of the June 1, 2020 meeting were unanimously approved by the following vote:

Aye: 4 – Broadbent, Fremier, McMillan, and Paul

3. Chief Financial Officer's Reports

Brian Mayhew, CFO presented the 375 Beale Street Condo Financial report for FY 2020-21 Second Quarter ending December 31, 2020.

Upon the motion by member McMillan and the second by member Broadbent, the financial report for Q2 of FY 2020-21 was unanimously approved by the following vote:

Aye: 4 – Broadbent, Fremier, McMillan, and Paul

4. Building Operations and Project Report

Denise Rodrigues, MTC Director of Administration and Facilities, and Ebony Horace, Cushman & Wakefield staff, provided reports on current building operations and improvement projects at the Bay Area Metro Center.

This item was presented for information and no action was required of the Board.

5. COVID-19 Update

Denise Rodrigues, MTC Director of Administration and Facilities, and Ebony Horace, Cushman & Wakefield staff, gave a report and update on measures taken within the Bay Area Metro Center to respond to the COVID-19 pandemic.

This item was presented for information and no action was required of the Board.

6. Public Comment / Other Business

There were no public comments.

7. Adjournment / Next Meeting

Chair Broadbent adjourned the meeting.

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	21-0643	Version:	1	Name:	
Type:	Report	Status:		Informational	
File created:	4/8/2021	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/14/2021	Final action:			
Title:	375 Beale Condo Corporation Financial Statements for FY 2020-21 Third Quarter				
	The Board will receive the 375 Beale Condo financial report for FY 2020-21 Third Quarter ending March 31, 2020.				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	3 - 21-0643 - Q3-FY2020-21 Financial Statements.pdf				

Date	Ver.	Action By	Action	Result
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Subject:

375 Beale Condo Corporation Financial Statements for FY 2020-21 Third Quarter

The Board will receive the 375 Beale Condo financial report for FY 2020-21 Third Quarter ending March 31, 2020.

Presenter:

Brian Mayhew

Recommended Action:

Information

375 Beale Condominium Corporation

June 14, 2021

Agenda Item 3 - 21-0643

375 Beale Condo Corporation Financial Statements for FY 2020-21 Third Quarter

Background: Attached are the 375 Beale Condo Corporation financial statements for the third quarter, which ended March 31, 2021.

As of the end of the third quarter, the Corporation recorded total revenue of \$4.4 million and expense of \$3.3 million (Attachment A, Page 1). Revenue is in-line with the budget as quarterly assessments are collected from each owner at the beginning of the quarter. Total expense is below the budget at 56% with three quarters of the fiscal year expired. Overall there is an operating surplus of \$1.1 million with three months left in the current fiscal year.

The shared services operations are comprised of services provided by the Bay Area Headquarters Authority (BAHA) on behalf of the three condominium unit owners. Shared services include a receptionist, meeting room coordinator, shared technology, and conference and meeting room setups. The shared services expenses are detailed on page 2 of Attachment A. Total expense of \$1.1 million is 51% of the expense budget. Expenses are trending below the budget as most of the agencies' employees are working from home under the City and County of San Francisco Department of Public Health Stay Safer at Home Health Order.

The common area maintenance operations are contracted to Cushman+Wakefield. These operating expenses include cleaning, repairs and maintenance, utilities, ground landscaping, security, parking, and administrative expenses. The common area expenses are shown on page 2 of Attachment A, along with the assessment fee of \$2.8 million collected through the third quarter. Total expense of \$2.2 million is 59% of the approved budget. The actual expense is below budget due to some of the contractual services being delayed.

If you have any questions about this report, please contact Brian Mayhew at 415-778-6730.

Recommendation: None. Provided for information only.

Attachment: Attachment A: 375 Beale Condo Corporation Financial Statements for FY 2020-21 Third Quarter

DocuSigned by:

Brian Mayhew

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Brian Mayhew

375 Beale Inc. Operations

As of March 31, 2021

	FY2018-19 Budget	Actual YTD	Budget Bal Over/(Under)	% of Budget	Year Expired
Revenue					
Assessment Fee - Shared Services	\$ 2,068,960	\$ 1,551,720	\$ (517,240)	75%	75%
Assessment Fee - Common Area	3,747,498	2,810,624	(936,875)	75%	75%
Interest Income	-	83	83	N/A	75%
Total Revenue	5,816,458	4,362,426	(1,454,032)	75%	75%
Salaries and Benefits	639,510	419,679	(219,831)	66%	75%
Overhead	338,940	239,931	(99,009)	71%	75%
Contractual services	473,603	313,684	(159,919)	66%	75%
IT Licenses, Maintenance	707,510	306,558	(400,952)	43%	75%
Audit/Accounting/Other	83,904	55,915	(27,989)	67%	75%
Office Supplies	97,000	22,714	(74,286)	23%	75%
Repairs & Maintenance	815,517	476,125	(339,392)	58%	75%
Coffee/Tea Service	100,000	-	(100,000)	0%	75%
Security	509,584	330,325	(179,259)	65%	75%
Other Exp	98,000	1,548	(96,452)	2%	75%
Insurance	195,826	134,451	(61,375)	69%	75%
Utility	638,118	425,699	(212,419)	67%	75%
Janitorial Service	1,046,687	532,894	(513,793)	51%	75%
Landscape	47,259	12,104	(35,155)	26%	75%
Special Event Setups	25,000	778	(24,222)	3%	75%
Total Operating Exp	5,816,458	3,272,405	(2,544,053)	56%	75%
Total Operating Suplus (Deficit)	\$ -	\$ 1,090,021			

375 Beale Inc. Operations
As of March 31, 2021

	Adopted FY2020-21 Budget	Actual YTD	Budget Bal Over/(Under)	% of Budget	Year Expired
Common Area Breakdown					
Revenue:					
Assessment fee - common area	\$ 3,747,498	\$ 2,810,624	\$ (936,875)	75.0%	75.0%
Total operating revenue	3,747,498	2,810,624	(936,875)	75.0%	75.0%
Operating expenses:					
Cleaning	1,046,687	532,894	(513,793)	50.9%	75.0%
Repairs & Maintenance	815,517	476,125	(339,392)	58.4%	75.0%
Utilities	638,118	425,699	(212,419)	66.7%	75.0%
Landscape (Grounds)	47,259	12,104	(35,155)	25.6%	75.0%
Security	509,584	330,325	(179,259)	64.8%	75.0%
Administrative	473,603	313,684	(159,919)	66.2%	75.0%
Taxes/Licenses/Permits	20,904	14,125	(6,779)	67.6%	75.0%
Insurance	195,826	113,828	(81,998)	58.1%	75.0%
Total operating expenses	3,747,498	2,218,784	(1,528,714)	59.2%	75.0%
Total operating gain (loss)	\$ -	\$ 591,839			
Shared Service Operation Breakdown					
Revenue:					
Assessment fee - shared services	\$ 2,068,960	\$ 1,551,720	\$ (517,240)	75.0%	75.0%
Interest income	-	83	83	100.0%	75.0%
Total operating revenue	2,068,960	1,551,803	(517,157)	75.0%	75.0%
Operating expenses:					
Salaries and Benefits	639,510	419,679	(219,831)	65.6%	75.0%
Overhead	338,940	239,931	(99,009)	70.8%	75.0%
IT licenses, maintenance	707,510	306,558	(400,952)	43.3%	75.0%
Audit/Tax/Bank Fee	63,000	41,790	(21,210)	66.3%	75.0%
Supplies/Signage/Copy Paper/Shredding	97,000	22,714	(74,286)	23.4%	75.0%
Comcast/Direct TV	3,000	1,548	(1,452)	51.6%	75.0%
Safety Equip. (AEDs, First Aid Kits)	40,000	-	(40,000)	0.0%	75.0%
Coffee/Tea Service	100,000	-	(100,000)	0.0%	75.0%
Other Exp	55,000	20,623	(34,377)	37.5%	75.0%
Special Event Setup	25,000	778	(24,222)	3.1%	75.0%
Total operating expenses	2,068,960	1,053,621	(1,015,339)	50.9%	75.0%
Total operating gain (loss)	\$ -	\$ 498,182			
Total 375 Beale Inc operating gain (loss)		<u>\$ 1,090,021</u>			

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	21-0642	Version:	1	Name:	
Type:	Report	Status:		Committee Approval	
File created:	4/8/2021	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/14/2021	Final action:			
Title:	Operating Budget and Assessments for FY 2021-22				

The Board will asked to consider and approve the annual operating budget and annual budget for common expense assessments for the FY 2021-22 fiscal year.

Sponsors:**Indexes:****Code sections:****Attachments:** [4 - 21-0642 - FY2021-22 Budget and Assessments.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Operating Budget and Assessments for FY 2021-22

The Board will asked to consider and approve the annual operating budget and annual budget for common expense assessments for the FY 2021-22 fiscal year.

Presenter:

Brian Mayhew

Recommended Action:

Board Approval

375 Beale Condominium Corporation

June 14, 2021

Agenda Item 4 - 21-0642

Operating Budget and Assessments for FY 2021-22

Background: Attached for your review and approval is the proposed FY 2021-22 budget for the 375 Beale Condominium Corporation (Condo). The proposed budget is \$6.3 million. Costs are broken down into Common Area and Shared Services. The Budget is balanced as proposed.

Common Area:

The major components of Common Area expense are security, janitorial services, utilities, administration, and repair and maintenance services. In FY 2021-22, total assessment for Common Area expense is proposed to be \$4 million, an increase of \$267,000 or 7%. The proposed increase is mainly due to additional staffing in janitorial and security services made necessary as we prepare to re-occupy the building on a fulltime basis after the Stay Safer at Home Order is lifted.

Shared Services:

The assessment for shared services covers staff costs, IT services, office supplies and other expenses shared among the three unit owners. In FY 2021-22, the proposed assessment fee is \$2.3 million, an increase of \$227,425 or 11%. The proposed increase is the result of increases to service and maintenance costs related to technical services.

Assessment Calculation:

The assessment is split among BAHA, ABAG and the Air District based on the Total Agency Space RSF table in Exhibit B of the Condo's Declaration of Covenants, Conditions and Restrictions (CC&Rs). The detailed breakdown of the calculation is attached.

As provided in the CC&Rs, ABAG's FY 2021-22 assessment is capped at \$366,800. BAHA is responsible for the portion of ABAG's assessment in excess of this cap.

If you have any questions about this report, please contact Brian Mayhew at 415-778-6730.

Recommendation: Staff recommends that the Board approve the attached Operating Budget for FY 2021-22.

Attachment: Attachment A - FY 2021-22 budget for the 375 Beale Condominium Corporation

DocuSigned by:

Brian Mayhew

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Brian Mayhew

375 Beale Condo Corp Operations Budget FY 2021-22

	Approved Budget FY 2020-21	Draft Budget FY 2020-21	Change % Inc./Dec	Change \$ Inc./Dec
Revenue:				
Assessment Fee				
Common Area				
BAAQMD	\$ 1,700,614	\$ 1,822,001	7.1%	\$ 121,387
ABAG	171,966	159,207	-7.4%	(12,759)
MTC	1,874,918	2,033,778	8.5%	158,860
Total Common Area	3,747,498	4,014,986	7.1%	267,488
Shared Services				
BAAQMD	938,894	1,042,100	11.0%	103,206
ABAG	187,034	207,593	11.0%	20,559
MTC	943,032	1,046,692	11.0%	103,660
Total Shared Services	2,068,960	2,296,385	11.0%	227,425
Total Revenue	\$ 5,816,458	\$ 6,311,371	8.5%	\$ 494,913
Expense:				
Salaries and Benefits	\$ 639,510	\$ 601,749	-5.9%	\$ (37,761)
Overhead	338,940	301,236	-11.1%	(37,704)
Postage meter and Direct TV	3,000	6,500	116.7%	3,500
Supplies	137,000	137,000	0.0%	-
Contractual services	3,810,498	4,079,986	7.1%	269,488
IT licenses, maintenance	707,510	1,029,900	45.6%	322,390
Other Exp./Misc. Expenses	180,000	155,000	-13.9%	(25,000)
Total Expense	\$ 5,816,458	\$ 6,311,371	8.5%	\$ 494,913

375 Beale Condo Corp Operations Detail Budget FY 2021-22

	Approved Budget FY 2020-21	Draft Budget FY 2020-21	Change % Inc./Dec	Change \$ Inc./Dec
Common Area Breakdown				
Revenue:				
Assessment fee - BAAQMD	\$ 1,700,614	\$ 1,822,001	7.1%	\$ 121,387
Assessment fee - ABAG	171,966	159,207	-7.4%	(12,759)
Assessment fee - MTC	1,874,918	2,033,778	8.5%	158,860
Total operating revenue	3,747,498	4,014,986	7.1%	267,488
Operating expenses:				
Cleaning	1,046,686	1,127,103	7.7%	80,417
Repairs & Maintenance	815,517	867,352	6.4%	51,835
Utilities	638,119	706,792	10.8%	68,673
Landscape (Grounds)	47,259	39,514	-16.4%	(7,745)
Security	509,584	566,681	11.2%	57,097
Administrative	473,603	496,193	4.8%	22,590
Taxes/Licenses/Permits	20,904	25,024	19.7%	4,120
Insurance	195,826	186,327	-4.9%	(9,499)
Total operating expenses	3,747,498	4,014,986	7.1%	267,488
Total operating gain (loss)	\$ -	\$ -		
Shared Service Operation Breakdown				
Revenue:				
Assessment fee - BAAQMD	\$ 938,894	\$ 1,042,100	11.0%	\$ 103,206
Assessment fee - ABAG	187,034	207,593	11.0%	20,559
Assessment fee - MTC	943,032	1,046,692	11.0%	103,660
Total operating revenue	2,068,960	2,296,385	11.0%	227,425
Operating expenses:				
Salaries and Benefits	639,510	601,749	-5.9%	(37,761)
Overhead	338,940	301,236	-11.1%	(37,704)
Audit/Tax Prep	63,000	65,000	3.2%	2,000
Comcast/Direct TV	3,000	6,500	116.7%	3,500
Office Supplies	97,000	97,000	0.0%	-
Safety Equip. (AEDs, First Aid Kits)	40,000	40,000	0.0%	-
IT licenses, maintenance	707,510	1,029,900	45.6%	322,390
Catering	110,000	80,000	-27.3%	(30,000)
Special Event Setups	25,000	25,000	0.0%	-
Other Expenses	45,000	50,000	11.1%	5,000
Total operating expenses	2,068,960	2,296,385	11.0%	227,425
Total operating gain (loss)	\$ -	\$ -		

Distribution of Condo Area Fees**FY 2021-22**

	Common Area	Shared Services	Total
BAAQMD	\$ 1,822,001	\$ 1,042,100	\$ 2,864,101
ABAG	159,207	207,593	366,800 *
MTC	2,033,778	1,046,692	3,080,470
Total	\$ 4,014,986	\$ 2,296,385	\$ 6,311,371

FY 2020-21

BAAQMD	\$ 1,700,614	\$ 938,894	\$ 2,639,508
ABAG	171,966	187,034	359,000
MTC	1,874,918	943,032	2,817,950
Total	\$ 3,747,498	\$ 2,068,960	\$ 5,816,458

Diff

BAAQMD	\$ 121,387	\$ 103,206	\$ 224,593
ABAG	(12,759)	20,559	7,800
MTC	158,860	103,660	262,520
Total	\$ 267,488	\$ 227,425	\$ 494,913

* Max ABAG assessment fee for FY22 is \$366,800 based on CC&R Section 2.01(h)(6).

	RSF	
MTC/BATA	96,257	45.58%
BAAQMD	95,834	45.38%
ABAG	19,091	9.04%
375 Condo Sq. Ft	211,182 **	42.67%
Total CC&R Sq. Ft.	494,956	57.33%
** Agency Space RSF from CC&R Exhibit B and 15,600 RSF for 1st floor conference room.		

Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	21-0645	Version:	1	Name:	
Type:	Report	Status:		Committee Approval	
File created:	4/8/2021	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/14/2021	Final action:			
Title:	Bay Area Metro Center Space Modification: Room 8330				

The Board will asked to approve the transfer of Office Space 8330 to a Jointly Used Space designation.

Sponsors:**Indexes:****Code sections:****Attachments:** [5 - 21-0645 - Room 8330 Space Modifications.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Bay Area Metro Center Space Modification: Room 8330

The Board will asked to approve the transfer of Office Space 8330 to a Jointly Used Space designation.

Presenter:

Denise Rodrigues

Recommended Action:

Board Approval

375 Beale Condominium Corporation

June 14, 2021

Agenda Item 5 - 21-0645

Bay Area Metro Center Space Modifications: Room 8330

Summary: This memorandum requests approval to apply the status of Jointly Used Space (JUS) to Room 8330 and to allow the Bay Area Air Quality Management District (BAAQMD) to modify the finishes of Room 8330 to be consistent with other small conference rooms.

Background: The Covenants, Conditions, and Rules (CC&Rs) dated December 22, 2016, as amended, designate Room 8330 as an Executive staff office.

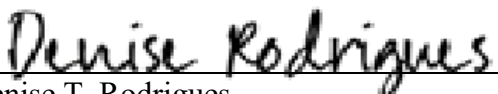
Based on Attachment A – Location of Room 8330, BAAQMD proposes that Room 8330 be designated a small conference room. The room is an approximately 215-square-foot office with painted walls and no monitor.

Section 5.04 of the CC&Rs requires Board approval of modifications made to Jointly Used Spaces. Approval of this item will allow BAAQMD to modify Room 8330 to be consistent with other small conference rooms.

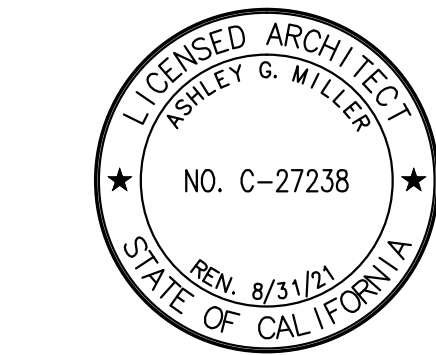
Issues: None.

Recommendation: MTC staff recommends that the Board approve application of the status of Jointly Used Space (JUS) to Room 8330 and that BAAQMD be allowed to modify Room 8330 to be consistent with other small conference rooms.

Attachments: Attachment A: Location of Room 8330



Denise T. Rodrigues



ABBREVIATIONS				SYMBOLS		NOTES TO PLAN CHECKER		PROJECT DIRECTORY		BUILDING INFORMATION	
<div><div>ACOUS. AD. ADJ. A.F.F. ALUM. APPROX. ARCH. ASS.</div><div>BD. BET. BITUM. BLDG. BLK. BLKG. BM. B.O. B.O.C. CAB. C.B. CEM. CER. C.G. C.I. CTRL. JT. CLG. CLKG. CLNG. CLO. CLR. C.O. COL. CONT. CONST. CORR.</div><div>(E) EA. E.J. EL.ELEV. ELEC. ELVR. EMER. ENCL. E.P. EQ. EQPT. EXP. EXPO. EXT.</div><div>F.A. F.B. F.D. FDN. F.E. F.E.C. F.H.C. FIN. FLR. FLSHG. FLEX. FLUOR.</div><div>F.O.C. F.O.F. F.O.S. F.P. FT. F.T. FTG. FURR. FUT.</div><div>GA. GALV. G.B. GL. GLAZ. GND. GSF. G.S.M. GYP.</div><div>H.B. H.C. H.O. HDWD. HDWE. H.M. HORIZ. HR. HT.</div><div>I.D. IN. INSUL. INT.</div><div>JAN. JT.</div><div>KIT.</div><div>LAB. LAM. LAV. LTG.</div></div> <div><div>ANGLE CENTER LINE</div><div>MAX. MECH. MEMB. MFR. MH. MIN. MISC. M.O. MTD. MTL. MULL.</div><div>MAXIMUM MECHANICAL MEMBRANE MANUFACTURER MANHOLE MINIMUM MIRROR MISCELLANEOUS MASONRY OPENING MOUNTED METAL MULLION</div><div>(N) N NORTH N/A NOT APPLICABLE N.I.C. NOT IN CONTRACT NO. NUMBER NOM. NOMINAL N.T.S. NOT TO SCALE</div><div>O/ OVERALL O.B.S. OBSOLETE O.C. ON CENTER O.D. OUTSIDE DIAMETER OFF. OFFICE OPNG. OPENING OPP. OPPOSITE</div><div>P.G. PAINT GRADE PL. PLATE P.LAM. PLASTIC LAMINATE PLAS. PLASTER PLUMB. PLUMBING PLYWD. PLYWOOD PR. PAIR PRCST. PRE-CAST PT. POINT PTD. PAINTED PTN. PARTITION</div><div>Q.T. QUARRY TILE</div><div>(R) RELOCATED RISER R. RADIUS R.D. ROOF DRAIN REF. REFERENCE REFR. REFRIGERATOR REINF. REINFORCED REQD. REQUIRED RESIL. RESILIENT RM. ROOM R.O. ROUGH OPENING R.O.W. RIGHT OF WAY RSF. RENTABLE SQUARE FEET R.W.L. RAIN WATER LEADER</div><div>S. SOUTH SEE ARCHITECTURAL DRAWING S.C. SOLID CORE S.C.D. SEE CIVIL DRAWING SCHD. SCHEDULED SECT. SECTION SF. SQUARE FOOT SH. SHELF SHWR. SHOWER SHT. SHEET SIM. SIMILAR S.L.D. SEE LANDSCAPE DRAWING S.M.D. SEE MECHANICAL DRAWING S.P.D. SEE PLUMBING DRAWING SPEC. SPECIFICATION SQ. SQUARE S.S. STAINLESS STEEL S.S.D. SEE STRUCTURAL DRAWINGS S.S.K. SERVICE SINK STA. STATION STD. STANDARD STL. STEEL STOR. STORAGE STRUCT. STRUCTURAL SUSP. SUSPENDED SVC. SERVICE SYM. SYMMETRICAL</div><div>T TREAD TO BE DETERMINED T.C. TOP OF CURB TEL. TELEPHONE TER. TERRAZZO T&G. TONGUE & GROOVE THK. THICK T.O.C. TOP OF CONCRETE T.O.M. TOP OF MULLION T.O.S. TOP OF SLAB T.P. TOP OF PAVEMENT T.S. TUBE STEEL TYP. TYPICAL</div><div>U.O.N. UNLESS OTHERWISE NOTED USF. USABLE SQUARE FEET VCT. VINYL COMPOSITE TILE VERT. VERTICAL VEST. VESTIBULE V.I.F. VERIFY IN FIELD</div><div>W WEST W/ WITH W/O WITHOUT W.C. WATER CLOSET W.D. WOOD W.D.W. WINDOW W.H. WATER HEATER W.P. WATERPROOF WSCT. WAINSCOT WT. WEIGHT</div><div>LABORATORY LAMINATE LAVATORY LIGHT</div></div> 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Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	21-0646	Version:	1	Name:	
Type:	Report	Status:		Informational	
File created:	4/8/2021	In control:		Board of Directors of 375 Beale Condominium Corporation	
On agenda:	6/14/2021	Final action:			
Title:	Building Operations and Project Report				

The Board will receive a report on current building operations, and improvement projects.

Sponsors:**Indexes:****Code sections:**

Attachments: [6 - 21-0646 - Building Operations and Projects Report.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Building Operations and Project Report

The Board will receive a report on current building operations, and improvement projects.

Presenter:

Denise Rodrigues and Ebony Horace

Recommended Action:

Information

375 Beale Condominium Corporation

June 14, 2021

Agenda Item 6 - 21-0646

Building Operations and Projects Report

Background:

The Bay Area Headquarters Authority (BAHA) is pleased to serve as the Facility Operator for the property located at 375 Beale Street. The CC&Rs dated December 22, 2016 confer upon the Facility Operator all powers, duties, and responsibilities for the day-to-day operation, management, and maintenance of the Common Area and the Jointly Used Space (as defined in the CC&Rs). This includes: implementing adopted rules; preparing and implementing the approved budgets; maintaining the accounting records; contracting service providers; and collecting and depositing authorized assessments.

Cushman & Wakefield (CW)

CW assists BAHA with property management services, including building management, tenant services, building engineering, security, parking, and janitorial. Under its contract with BAHA, CW is responsible for a full range of services including, but not limited to:

- Developing a plan for the management and operations of the facility (including parking).
- Providing for the operation and maintenance of building equipment and systems.
- Maintaining an on-site business office and being available 24 hours, 7 days a week for owner and tenant issues.
- Developing and maintaining the annual operating and capital budgets.
- Completing financial accounting including the collection and reporting of all revenues received.

Bay Area Metro Center (BAMC) Activities

In this report, we advise you of scheduled activities and shared services utilization since the March 19, 2021 Board meeting.

Response to COVID-19 Pandemic:

- As allowed under the San Francisco Department of Public Health (SFPDH) Health Order issued on March 16, 2021 and updated Health Orders and Directives that have been issued since that date, BAMC can continue its minimum basic operations.
- The most recent Order and Directive for Offices require non-essential offices to strongly encourage all personnel who can perform their work remotely to telecommute to the greatest extent feasible, but also allow for operation as long as all required health screenings are performed, social distancing (6' distance, face covering, etc.) is maintained, and maximum occupancy is adjusted to 50% occupancy, not counting vaccinated personnel. See Attachment A, Building and Meeting Room Occupancy, for adjusted per floor and meeting room occupancy levels at 25% and 50%. In compliance with the current Order and Directive, most employees that work within BAMC are

working remotely and only go into the building to perform essential work that cannot be performed remotely.

- Based on the ongoing Orders, CW has implemented a variety of cost saving measures, to date totaling approximately \$267,000.
- BAHA and CW staff are closely monitoring updates to the Orders and Directives and determining how changes affect the ability to reoccupy BAMC. Staff will continue to implement measures to respond as required, communicate changes to tenants and agency staff, and revise the BAMC Building Resumption Plan to comply with updated requirements.

Shared Services

Since the last Board meeting 375 Beale Street served as the venue for two American Red Cross blood drives. All conference room spaces used allowed for socially distanced public access.

Utilization reports on the following shared services are attached:

- BAMC visitors, parking and other service requests for the period of January through April 2021 (Attachment B).
- Room reservations for agency meetings at 375 Beale for the period of January through April 2021 (Attachment C).

Security Update

There have been no notable security incidents since the last meeting. Staff focus is currently on responding to the COVID-19 pandemic and resulting Health Orders, so the follow up presentation on building security is currently on hold.

Projects

Heating, Ventilation, and Air Conditioning (HVAC) Back-up Boilers Replacement

In April 2021, two boilers in the mechanical penthouse were replaced with a single, smaller, and more efficient boiler. This boiler produces hot water, which is pumped through the building's HVAC system to provide heat to individual tenant spaces. The boiler now serves as a back-up unit to the building's larger main boiler, which was replaced in 2015 as part of major renovations. This newer boiler will also perform as the main boiler during months with lower weather and heating demand.

Automatic Door Operators at 1st Floor Restrooms

In April 2021, automatic door operators were installed at entrances to the 1st floor restrooms for ADA accessibility needs. Tenants and members of the public can now operate the doors via push buttons at the entrance of the men's and women's restrooms.

Air Handler Unit 4 (AHU-4) Weatherproofing and Noise Dampening

AHU-4 circulates and filters the air at each floor at the southwest corner of the building. CW staff completed a retrofit of AHU-4 in May 2021. This included the installation of awnings over the air intake and outlet vents and the application of a waterproofing membrane inside the unit to prevent rainwater intrusion. Additionally, sound baffles were installed at the air outlet vent to reduce noise.

1st Floor Reconfigurations

BAHA is progressing with design related to optimizing the usable space in the 1st Floor Yerba Buena and Ohlone conference rooms and the adjacent warming kitchen. The architect is nearly complete with Architectural, Mechanical, Electrical, and Plumbing (MEP) permit drawings for the conference room and warming kitchen expansion. Staff has also restarted design related to integrating existing AV systems in the multipurpose rooms, Board Room, and Temazcal conference room; a draft Basis of Design (BOD) for this scope of work is under review.

375 Beale Street Community/Event Space(s), and Café

BAAQMD and MTC staff will develop and finalize the operating rules and procedures for the Temazcal space and present them to this Condominium Board at its next meeting.

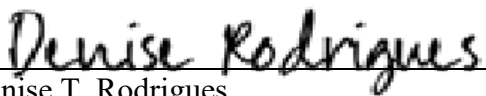
Temazcal Space

Installation of the furniture in the Temazcal space was completed in early April 2021.

Issues: None

Recommendation: None. This item was presented for information only.

Attachments: Attachment A: Building and Meeting Room Occupancy
Attachment B: Angus– MTC Request Summary
Attachment C: BAMC Shared Room Use


Denise T. Rodrigues

BUILDING OCCUPANCY

375 Beale Street

375 Beale Street													
FLOOR	The numbers below in red reflect the Pre-occupancy counts * Excludes agency shared and meeting spaces								Social Distancing RSF calculation (Estimated)	Pre-COVID Occupancy counts by floor	Building Occupancy at 25% by floor (# of persons)	Building Occupancy at 50% by floor (# of persons)	
8	MTC 113			AIR DISTRICT 30		AGENCY-Shared		+/- RSF	55,700	1,547	143	36	72
7	MTC 151					AGENCY-Shared		57,300	1,592	151	38	76	
6	AIR DISTRICT 234					AGENCY-Shared		58,100	1,614	234	59	117	
5	MTC 35	Agency Shared	BCDC 55		DEGENKOLB 500 65			57,459	1,596	155	39	78	
4	TWILIO 468							58,290	1,619	468	117	234	
3	Xerox/BATA (Conduent) 37		RUTHERFORD & CHEKENE 54		Cubic 10	TWILIO 12		56,595	1,572	113	28	57	
2	PARKING		BIKES/ LOCKERS	Air District 10	MTC 2	CW 4	Xerox/BATA (Conduent) 83	31,778	883	99	25	50	
1	BUILDING SUPPORT 10	R.O.C. 20	PARKING	LOBBY	AGENCY SHARED SPACE		RETAIL/ HUB RESOURCE CTR	Temazcal	20,548	571	30	8	15
									Social Distancing RSF calculation (Estimated)	Pre-COVID Occupancy counts by floor	Building Occupancy at 25% by floor (# of persons)	Building Occupancy at 50% by floor (# of persons)	
								+/- RSF	10,994	1393	348	697	
TOTALS								395,770					

Attachment A

Meeting Space Occupancy

<u>Floor</u>	<u>Room Name</u>	<u>Room Number</u>	<u>Room Size</u>	<u>Fire Code Maximum Occupancy</u>	<u>New Social Distancing Recommended Occupancy</u>	<u>25%</u>	<u>50%</u>
1	Boardroom	110-B	Commissioners	125 (Main) / 35 (Raised Dais)	21	31	63
1	Claremont	112	Commissioners	35	5	9	18
1	Mission	116	Commissioners	23	4	6	12
1	Ohlone	107	Multipurpose (SM)	96	16	24	48
1	Yerba Buena	109	Multipurpose (LG)	312	52	78	156
1	Warming Kitchen	174	N/A	3	1	1	2
1	Temazcal			470	78	118	235
2	The Cove	262	N/A	23	3	6	12
5	Redwood	5150	XL	38	6	10	19
6	Solano	6105	SM	6	1	2	3
6	Napa	6203	SM	8	1	2	4
6	Marin	6204	SM	8	1	2	4
6	Sonoma	6302	SM	10	1	3	5
6	San Mateo	6307	SM	10	1	3	5
6	Alameda	6103	MED	17	2	4	9
6	San Francisco	6205	MED	20	3	5	10
6	Contra Costa	6206	MED	20	3	5	10
6	Santa Clara	6301	LG	27	4	7	14
6	Bay Area	6102	XL	36	6	9	18
7	San Andreas	7103	SM	9	1	2	5
7	Mayacamas	7104	SM	9	1	2	5
7	Altamont	7202	SM	7	1	2	4
7	Mount Hamilton	7203	MED	20	3	5	10
7	Mount Sutro	7206	MED	20	3	5	10
7	Sunol	7308	MED	22	3	6	11
7	Mount Diablo	7301	LG	25	4	6	13
7	Tamalpais	7102	XL	37	5	9	19
8	Bodega	8104	SM	12	2	3	6
8	Treasure Island	8202	SM	8	1	2	4
8	Pacific	8203	MED	20	3	5	10
8	Carquinez	8301	MED	24	4	6	12
8	Farallon	8206	MED	20	3	5	10
8	Golden Gate	8102	XL	37	6	9	19
8	Terrace	8357	N/A	20	3	5	10

Visitor Summary & Check-In Source

Generated By: Ebony.Horace@cis.cushwake.com
May 10, 2021

PARAMETERS

Period: Expected from January 1, 2021 to April 30, 2021

Property: Bay Area Metro Center

Building: Bay Area Metro Center

Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

Tenant	EXPECTED VISITORS	PRE-REGISTERED BY TENANT		Total		CHECKED IN VISITORS								CHECKED OUT VISITORS	
		#	%	#	%	Desktop		Touchscreen		Mobile		Kiosk		#	%
						#	%	#	%	#	%	#	%		
Bay Area Metro Center	241	50	21%	231	96%	231	100%	0	0%	0	0%	0	0%	182	79%
BAAQMD	76	35	46%	71	93%	71	100%	0	0%	0	0%	0	0%	54	76%
BAHA - Construction	1	0	0%	1	100%	1	100%	0	0%	0	0%	0	0%	1	100%
Bay Conservation and Development Commission (BCDC)	6	2	33%	5	83%	5	100%	0	0%	0	0%	0	0%	4	80%
MTC	158	13	8%	154	97%	154	100%	0	0%	0	0%	0	0%	123	80%
Grand Totals:	241	50	21%	231	96%	231	100%	0	0%	0	0%	0	0%	182	79%

Summary By Source

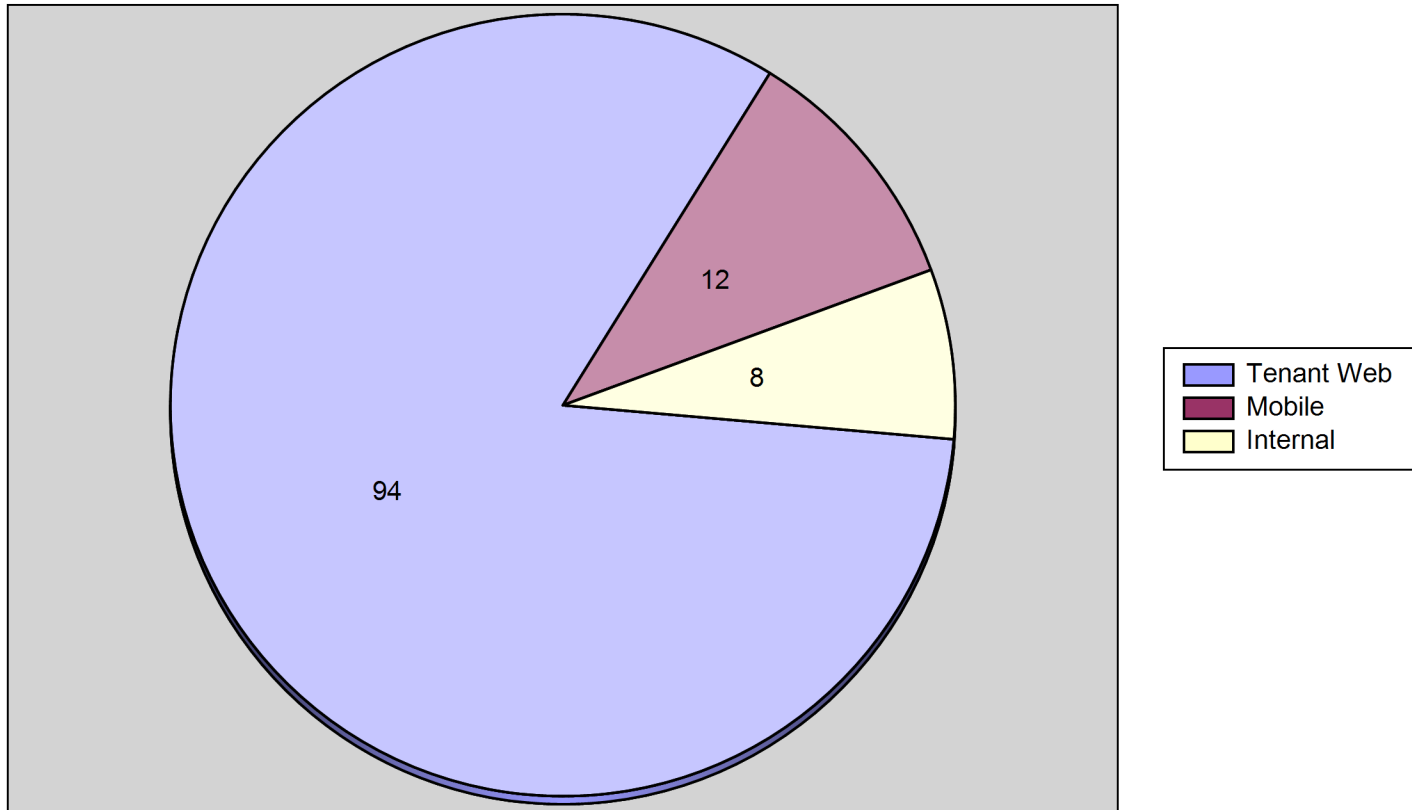
Attachment B

Period: Received January 1, 2021 to April 30, 2021
Sorted By: Request Type
Property: Bay Area Metro Center
Tenant: ABAG, BAAQMD, BAHA - Construction, BAHA - Shared Services, Bay Conservation and Development Commission (BCDC), MTC

	Email				Tenant Web		Internal				Mobile				Total Count
	Tenant Requested		Employee Requested				Tenant Requested		Employee Requested		Tenant Requested		Employee Requested		
Bay Area Metro Center	0	0.0 %	0	0.0 %	94	82.5 %	1	0.9 %	7	6.1 %	12	10.5 %	0	0.0 %	114
Request Type	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Building Services	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Cleaning	-	-	-	-	3	100.0 %	-	-	-	-	-	-	-	-	3
Electrical - Light Bulbs	-	-	-	-	2	25.0 %	-	-	6	75.0 %	-	-	-	-	8
Electrical Repair - Misc	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-	2
Keys & Locks	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-	2
Miscellaneous Repairs	-	-	-	-	1	25.0 %	-	-	-	-	3	75.0 %	-	-	4
Office/Workstation Cleaning	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Parking - Contract	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Parking Inquiry	-	-	-	-	16	80.0 %	-	-	-	-	4	20.0 %	-	-	20
Patch and Paint	-	-	-	-	-	-	-	-	-	-	2	100.0 %	-	-	2
Plumbing	-	-	-	-	2	100.0 %	-	-	-	-	-	-	-	-	2
Repair/other	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Replacement Access Card	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Rubbish Removal	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Security Access Card	-	-	-	-	57	95.0 %	-	-	-	-	3	5.0 %	-	-	60
Trash/Recycling Removal	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Unspecified	-	-	-	-	1	100.0 %	-	-	-	-	-	-	-	-	1
Vendor Access	-	-	-	-	1	33.3 %	1	33.3 %	1	33.3 %	-	-	-	-	3
Totals:	0	0.0 %	0	0.0 %	94	82.5 %	1	0.9 %	7	6.1 %	12	10.5 %	0	0.0 %	114

Summary By Source

Number of Requests Received per Request Source



Bay Area Metro Center Shared Room Use Report January 2021 – April 2021

- Due to Shelter-In-Place orders, all agency public meetings continue to be run remotely through Zoom.
 - BCDC hosts their public meetings internally
 - MTC/ABAG and BAAQMD public meetings are held through a shared Zoom Account run by our Shared Services team.
 - Number of public meetings hosted by the shared zoom account:
 - BAAQMD: 23
 - MTC/ABAG: 55
- Conduent/FasTrak Customer Service has been allowed to use 109 Yerba Buena for socially distanced new hire trainings and staff meetings on the following dates in 2021:
1/29, 3/19, 3/24, 3/25, 3/26, 4/14, 4/16, 4/21, 4/22, 4/26, 4/28, 4/30
- BAMC hosted 6 Red Cross Blood Drives in 2020, and 2 so far in 2021. Blood Drives are facilitated by the Red Cross and are by appointment only. Strict distancing and cleaning protocols are in place.