



Metropolitan Transportation Commission

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Meeting Agenda

Operations Committee

Committee Members:

Dave Cortese, Chair Damon Connolly, Vice Chair

*Anne W Halsted, Sam Liccardo, Jake Mackenzie, David Rabbitt,
Warren Slocum, James P. Spering*

Non-Voting Members: Dorene M. Giacomini and Jimmy Stracner

Friday, February 14, 2020

9:30 AM

Board Room - 1st Floor

This meeting is scheduled to be webcast live on the Metropolitan Transportation Commission's Website: <http://mtc.ca.gov/whats-happening/meetings> and will take place at 9:30 a.m.

1. Roll Call / Confirm Quorum

Quorum: A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5).

2. Pledge of Allegiance

3. Compensation Announcement – Clerk of the Committee

4. Consent Calendar

4a. [20-0135](#) Minutes of the January 10, 2020 Meeting

Action: Committee Approval

Attachments: [4a OPS Minutes Jan 2020.pdf](#)

4b. [20-0136](#) Contract Change Order Amendment - Clipper® Program Statement on Standards for Attestation Engagement No. 18 (SSAE 18) Audit: Cubic Transportation Systems, Inc. (Cubic) (\$200,000)

Action: Committee Approval

Presenter: David Weir

Attachments: [4b_SSAE 18 Audit for FY 2019-20.pdf](#)

5. Public Comment / Other Business

6. Adjournment / Next Meeting

The next meeting of the Operations Committee will be Friday, March 13, 2020 at 9:30 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

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.

MTC's Chair and Vice-Chair are ex-officio voting members of all standing Committees.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 20-0135 **Version:** 1 **Name:**
Type: Minutes **Status:** Consent
File created: 1/6/2020 **In control:** Operations Committee
On agenda: 2/14/2020 **Final action:**
Title: Minutes of the January 10, 2020 Meeting
Sponsors:
Indexes:
Code sections:
Attachments: [4a OPS Minutes Jan 2020.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:
Minutes of the January 10, 2020 Meeting

Recommended Action:
Committee Approval

Attachments:



Metropolitan Transportation Commission

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Meeting Minutes - Draft

Operations Committee

Committee Members:

Dave Cortese, Chair Damon Connolly, Vice Chair

*Anne W Halsted, Sam Liccardo, Jake Mackenzie, David Rabbitt,
Warren Slocum, James P. Spering*

Non-Voting Members: Dorene M. Giacopini and Jimmy Stracner

Friday, January 10, 2020

9:30 AM

Board Room - 1st Floor

1. Roll Call / Confirm Quorum

Present: 6 - Vice Chair Connolly, Chair Cortese, Commissioner Liccardo, Commissioner Mackenzie, Commissioner Rabbitt and Commissioner Spering

Absent: 2 - Commissioner Halsted and Commissioner Slocum

Non-Voting Member Present: Commissioner Giacopini

Non-Voting Member Absent: Commissioner Stracner

Ex Officio Voting Members Present: Commission Chair Haggerty and
Commission Vice Chair Pedroza

Ad Hoc Non-Voting Member Present: Commissioner Josefowitz

2. Pledge of Allegiance

3. Compensation Announcement – Clerk of the Committee

4. Consent Calendar

Approval of the Consent Calendar

**Upon the motion by Commissioner Spering and second by Vice Chair Connolly,
the Consent Calendar was unanimously approved by the following vote:**

Aye: 6 - Vice Chair Connolly, Chair Cortese, Commissioner Liccardo, Commissioner Mackenzie, Commissioner Rabbitt and Commissioner Spering

Absent: 2 - Commissioner Halsted and Commissioner Slocum

4a. [19-1390](#) Minutes of the December 13, 2019 Meeting

Action: Committee Approval

Attachments: [4a OPS Minutes Dec 2019.pdf](#)

- 4b. [20-0040](#) Contract Amendment - On-Call Design Services, Technical Assistance for West Grand High-Occupancy Vehicle (HOV) / Bus Lane Extension: URS Corporation Americas (\$620,000)

Action: Committee Approval

Presenter: Cathy Chea

Attachments: [4b Contract Amendment On-Call Design Services URS.pdf](#)

- 4c. [20-0041](#) Project Awards and Contract Amendments - Program for Arterial System Synchronization (PASS) Fiscal Year 2019-20: Contract Amendments: i. Iteris Inc. (\$292,900); ii. Kimley-Horn and Associates, Inc. (\$304,300); and iii. TJKM Transportation Consultants (\$234,600)

Action: Committee Approval

Presenter: Robert Rich

Attachments: [4c PASS Contract Amendments and Project Selection.pdf](#)

5. Approval

- 5a. [19-1392](#) Contract - Vehicle Occupancy Verification Smartphone App Pilot - Outreach and Evaluation Services: Atkins North America, Inc. (\$245,000)

Request Committee approval of a contract with Atkins North America, Inc. (Atkins) in an amount not to exceed \$245,000 to provide outreach and evaluation services for a three-month pilot of smartphone app-based technology used to verify vehicle occupancy in an express lane.

Action: Committee Approval

Presenter: Pierce Gould

Attachments: [5a Veh occupancy verification app pilot - outreach & eval services Contract.pdf](#)

Upon the motion by Commissioner Spering and second by Commissioner Liccardo, the Contract - Vehicle Occupancy Verification Smartphone App Pilot - Outreach and Evaluation Services: Atkins North America, Inc. (\$245,000) was unanimously approved. The motion carried by the following vote:

Aye: 6 - Vice Chair Connolly, Chair Cortese, Commissioner Liccardo, Commissioner Mackenzie, Commissioner Rabbitt and Commissioner Spering

Absent: 2 - Commissioner Halsted and Commissioner Slocum

6. Public Comment / Other Business

7. Adjournment / Next Meeting

The next meeting of the Operations Committee will be Friday, February 14, 2020 at 9:30 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.



Metropolitan Transportation Commission

375 Beale Street, Suite 800
San Francisco, CA 94105

Legislation Details (With Text)

File #: 20-0136 **Version:** 1 **Name:**

Type: Contract **Status:** Consent

File created: 1/6/2020 **In control:** Operations Committee

On agenda: 2/12/2020 **Final action:**

Title: Contract Change Order Amendment - Clipper® Program Statement on Standards for Attestation Engagement No. 18 (SSAE 18) Audit: Cubic Transportation Systems, Inc. (Cubic) (\$200,000)

Sponsors:

Indexes:

Code sections:

Attachments: [4b_SSAE 18 Audit for FY 2019-20.pdf](#)

Date	Ver.	Action By	Action	Result
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Subject:

Contract Change Order Amendment - Clipper® Program Statement on Standards for Attestation Engagement No. 18 (SSAE 18) Audit: Cubic Transportation Systems, Inc. (Cubic) (\$200,000)

Presenter:

David Weir

Recommended Action:

Committee Approval

Attachments:

Metropolitan Transportation Commission
Operations Committee

February 14, 2020

Agenda Item 4b

Contract Change Order Amendment – Clipper® Program Statement on Standards for Attestation Engagement No. 18 (SSAE 18) Audit: Cubic Transportation Systems, Inc. (Cubic) (\$200,000)

Subject: Contract Change Order Amendment – Clipper® Program SSAE 18 Audit: Cubic (\$200,000).

Background: In May 2012, the MTC Operations Committee approved a contract change order (CO 159) to Cubic to engage a firm to assess Cubic's financial and system controls associated with fare processing, financial reconciliation, cardholder support services, card fulfillment, information system operations and card account management functions. These tasks are completed via a standard approach called a Statement on Standards for Attestation Engagement No. 18 Report (SSAE 18 Audit). This change order amendment (Amendment 7 to CO 159) would allow Cubic to engage a firm to perform the SSAE 18 Audit for FY 2019-20.

Industry best practices recommend conducting annual audits to maintain a vendor's focus on controls. Article III.G of the Clipper Amended and Restated Memorandum of Understanding (MOU) requires that the Contracting Agency provide such audit. Transit operators rely upon the SSAE report as part of their own annual audits, as an SSAE report can reduce the procedures required in transit agencies' own audit processes.

The first SSAE Audit under CO 159 was completed in November 2013 for FY 2012-13. CO 159 was subsequently annually amended to provide for SSAE Audits of each subsequent fiscal year. Most recently, this Committee approved the FY 2018-19 SSAE 18 Audit (Amendment 6) in May 2018.

Neither Cubic, nor its anticipated subcontractor - MossAdams LLP - for this work, are small businesses or disadvantaged business enterprises.

The Clipper Executive Board approved the proposed contract change order amendment on January 27, 2020.

Issues: None identified.

Recommendation: Staff recommends that the Committee authorize the Executive Director or designee to negotiate and enter into a contract change order amendment with Cubic in the amount not to exceed \$200,000 for the SSAE 18 audit for FY 2019-20, as described above.


Therese W. McMillan

REQUEST FOR COMMITTEE APPROVAL

Summary of Proposed Contract Change Order Amendment

Work Item No.: 310-2700

Consultant: Cubic Transportation Systems, Inc.
San Diego, CA

Work Project Title: Statement on Standards for Attestation Engagement No. 18 Report (SSAE 18) for FY 2019-20 (Am. #7 to CO-159)

Purpose of Project: To produce a Statement on Standards for Attestation Engagement No. 18 Report (SSAE 18) for the 2019-20 Fiscal Year.

Brief Scope of Work: SSAE 18 audits provide an attestation report to state that management's financial and information technology controls are tested as effectively meeting risk management objectives during the observation period of the report.

Project Cost Not to Exceed: \$200,000 (this Change Order Amendment)
Total contract value including amendments before this amendment = \$172,878,112
Total contract amount with this amendment = \$173,078,112

Funding Source: TCP, STP, CMAQ, STA, Regional Measure 2 Capital, Regional Measure 2 Operating

Fiscal Impact: Funds available in the FY 2019-20 MTC agency budget

Motion by Committee: That the Executive Director or designee is authorized to negotiate and enter into a contract change order amendment with Cubic Transportation Systems, Inc. for the purposes described herein and in the Operations Committee Summary Sheet dated February 14, 2020, and that the Chief Financial Officer is authorized to set aside \$200,000 for such amendment.

Operations Committee: _____
Dave Cortese, Chair

Approved: February 14, 2020