



**San Francisco Bay Area Rapid Transit District
Measure RR Program**

*******DRAFT FINAL*******

BART Bond Oversight Committee

**Wednesday, January 31, 2018
10:00 AM - 12:00 PM
Kaiser Center Tower, 21th Floor
Conference Room 2100
300 Lakeside Drive Oakland, CA 94612**

MEETING NUMBER	MEETING DATE	MEETING TIME
Term 1, Meeting 2	January 31, 2018	10:00am-12:00pm
Attendees Robert Raburn	Present Members Marian Breitbart John Post Christine Johnson Daren Gee Michael Day Michael McGill Anu Natarajan Absent Members None	Staff Rose Poblete Kerry Hamill Carl Holmes Linton Johnson Tamar Allen Maceo Wiggins John McCormick Robert Mitroff Michaela Morales Melissa Jordan Nikiya Crisostomo

Agenda Item	Meeting Notes
1. Call to Order	L. Johnson calls meeting to order
1.A. Roll Call	All members present except C. Johnson. M. Breitbart joined via telephone.

2. Introduction of Committee Members	Members introduced themselves.
3. Introduction of BART Staff	BART staff introduced themselves.
4.A. Committee Role: Selection of Chair/Vice Chair	<p>M. McGill nominates A. Natarajan to be the Chair. A. Natarajan accepts.</p> <p><u>VOTING YES:</u> Marian Breitbart John Post Daren Gee Michael Day Michael McGill Anu Natarajan</p> <p><u>ABSENT</u> Christine Johnson</p> <p>M. Day nominates M. McGill to be Vice Chair. M. McGill accepts.</p> <p><u>VOTING YES:</u> Marian Breitbart John Post Daren Gee Michael Day Michael McGill Anu Natarajan</p> <p><u>ABSENT</u> Christine Johnson</p>
4.B. Approval of July 26, 2017 Minutes	<p>M. Breitbart had a question about item #6 on the previous meeting notes saying she didn't understand J. Post's question.</p> <p>J. Post questioned whether there is a strategy that matches the bond duration with the lifetime of the work that they are paying for.</p> <p>B. Jenkins answered with, "collectively by staff in pieces; based on the assets, the tax law, and the certain conventions that are applied to BART. "</p> <p>R. Poblete said she would get back to M. Breitbart.</p>

	<p>J. Post said his outstanding requests are still outstanding, which are:</p> <ul style="list-style-type: none"> • Does BART have a system description that describes its internal processes for project management. • Does BART use an earned value management system for the projects that are being presented. • How have BART projects performed? What was BART's original plan and how has that plan been executed against? • What are BART's scheduled performance indexes? What's BART's cost performance indexes? • What are BART's contingency and risk assessment perspective? <p>M. McGill moved to approve the minutes, and J. Post seconded the motion. M. Day and A. Natarajan agreed to abstain since they were unable to attend the first meeting.</p> <p><u>VOTING YES:</u> Marian Breitbart John Post Daren Gee Michael McGill</p> <p><u>ABSTAIN</u> Michael Day Anu Natarajan</p> <p><u>ABSENT</u> Christine Johnson (walked in during vote)</p>
<p>5. Presentation: Asset Management. (For discussion.)</p>	<p>Staff gave an overview of the history of how BART developed its asset management strategy and determined which projects Measure RR would fund.</p> <p>J. Post requested risk registers, a description of the budget process and how data and the risk are used to fold into that.</p> <p>C. Johnson requested specifics that would help the committee independently assess whether BART</p>

	<p>funds are being spent in a manner consistent with the way people think they're going to be spent. She continued by saying that the committee needs independent verification that the money is being spent on the right things and in the right way.</p>
<p>6. Presentation: Status of expenditures to date. (For discussion.)</p>	<p>Staff gave a presentation that focused, in part, on the new people being hired to carry out Measure RR work.</p> <p>C. Johnson asked whether the new employees being hired to attached to an actual workplan. T. Allen responded with, "Yes." C. Johnson requested that the workplan be summarized for the committee. T. Allen agreed.</p> <p>C. Johnson requested that she would like to see a workplan with Full Time Equivalent (FTE) hours associated with it.</p> <p>A. Natarajan added that in addition to the workplan, she would like a chart that shows how much of the funding from RR is allocated toward staffing.</p> <p>M. Day asked to see if the charts could compare the most recent forecast to the original amount included in the budget. He added that he ultimately wants to know how BART is performing against how BART anticipated it would perform.</p> <p>A. Natrarjan requested that all the verbal information presented by staff would be put in as bullet points in the PowerPoint when sent out to the committee.</p> <p>J. Post said that if BART is already generating these reports internally, then he would prefer staff share those reports instead of creating new ones. M. Day concurred.</p> <p>K. Hamill mentioned that staff was working on a draft of the annual report and would bring the draft to the next committee meeting.</p> <p>A. Natarajan suggested having a subcommittee of the committee to work with staff on annual report.</p>

<p>7. Questions and Answers with staff.</p>	<p>A. Natarajan requested to see the communication plan that shows how BART is communicating Measure RR activities to the public. She said she would like to have a conversation about the plan and how the committee can be plugged into the communications plan.</p> <p>A. Natarajan requested either links to the reports or the minutes of Measure RR items that went to the board for approval.</p> <p>Committee recommended a Doodle poll for next meeting and possibly making the meetings 2.5 hours instead of 2.</p> <p>A. Natrajan stated that she knows this committee is eager to help and assist and do its work diligently, but said she also recognizes that the committee has a small, but important scope. She stated that it's important the staff reminded the committee what the scope is because otherwise there could be an enormous amount of work for staff. She recommended giving the staff permission to tell the committee if a request is beyond the committee's scope and to give staff permission to keep reminding the committee of what the committee's work and tasks are. She added that the committee could go off in many different directions otherwise.</p> <p>D. Gee concurred with A. Natrajan saying the committee could easily go off in many directions.</p> <p>A. Natrajan added that if there are other questions and details that committee members want, a member can do it outside of the context of the committee's work. She concluded by saying that she wanted to make sure the committee is on track and focused on its work.</p> <p>K. Hamill recommended that committee members put their questions in writing and that the questions be shared with all members. The committee members agreed with that structure.</p>

8. Setting next meeting date and agenda.	<p>C. Johnson said the next topic that should be discuss is the annual report.</p> <p>A. Natrajan said the committee should list everything that we should talk about.</p> <p>C. Johnson suggested that the committee focuses its next meeting on whatever members need to do that they would “feel uncomfortable doing in June.”</p>
9. Public comment.	<p>None.</p> <p>A Natarajan adjourned the meeting.</p>