



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

BART Bond Oversight Committee

**Wednesday, July 26, 2017
4:00 PM - 6:00 PM
Kaiser Center Tower, 18th Floor
Conference Room 1800
300 Lakeside Drive Oakland, CA 94612**

MEETING NUMBER	MEETING DATE	MEETING TIME
Term 1, Meeting 1	July 26, 2017	4:00pm-6:00pm
Attendees	Present Members Marian Breitbart John Post Christine Johnson Daren Gee Absent Members Michael Day Michael McGill Anu Natarajan	Staff Grace Crunican Roderick Lee Linton Johnson Tamar Allen Robert Mitroff Maisha Everhart Michaela Morales Melissa Jordan Bryant Jenkins Nikiya Crisostomo Sylvia Sarabia (BART Intern)

Agenda Item	Meeting Notes
Welcome and Introductions (before quorum)	G. Crunican description of need/complexities of problems with BART and need for oversight committee. M. Breitbart asked if BART has a lot of committees. G. Crunican replied there are about 6, with subcommittees of the Board and advisory committees.
1. Call Meeting to Order (Quorum)	R. Lee called meeting to order. There is no chair or vice chair yet. Meeting became official.
1.A. Roll Call	Present were M. Breitbart, J. Post, C. Johnson, D. Gee

2. Introduction of Committee Members	Members introduced themselves.
3. Introduction of BART Staff	Staff present included Grace Crunican, Linton Johnson, Tamar Allen, Robert Mitroff, Roderick Lee, Maisha Everhart, Michaela Morales, Melissa Jordan, Bryant Jenkins and Nikiya Crisostomo and BART Office of External Affairs Intern Sylvia Sarabia.
4. A-G: Committee Role	<p>R. Lee led discussion about how official point of contact for committee members will be Mickey Morales. Staff talked about meetings being recorded. Staff talked about how they will assist committee on writing annual report. M. Jordan introduced herself as the person who will draft the annual report. L. Johnson requested bios and photos of committee members for the website. M. Morales talked about Clipper Card and travel reimbursement. R. Lee discussed picking a chair/vice chair.</p>
5. Presentation by Robert Mitroff and Tamar Allen on overview of the Measure RR program and expenditures to-date	<p>Question asked by J. Post about BART expansion to 580/680 corridor and clarified his question about expansion to Livermore.</p> <p>G. Crunican replied she cannot make promises on Board's behalf, plus the expansion is not relevant to this.</p> <p>M. Breitbart asked about the Safety and Reliability in the investment summary slide and where these figures came from.</p> <p>G. Crunican responded that they came from Board members. These were the priorities they were interested in and endorsed. They stem from the Strategic Plan, and are the key elements.</p> <p>J. Post asked if BART classifies based on these 3 categories: deferred maintenance, preventative maintenance and corrective maintenance?</p> <p>T. Allen replied those categories in that order are not exactly how BART prioritizes operational maintenance. In general, the priority is to provide more preventative maintenance which will result in less need for correction maintenance. Goal is 80% prevented, 20% corrected.</p> <p>.</p>

	<p>J. Post asked if below each line in the Risk Register BART have sets of projects to assess that risk. T. Allen replied they will discuss in subsequent meeting.</p> <p>C. Johnson asks in this context, what performance means.</p> <p>T. Allen responds that performance is based on data and our failure information in our database.</p> <p>J. Post comments that the Richter scale for earthquakes is not comprehensive.</p> <p>R. Mitroff replies they use the Richter in combination with other information and data. Richter scale mentioned in presentation because it's most recognized.</p> <p>D. Gee asked if there are any other properties that use a 1,000 year criteria (maximum credible earthquake that could occur in a 1,000 years)</p> <p>T. Allen says that the 1,000 year criteria is part of the BART Facilities Standards – but says she can't speak for other agencies.</p> <p>J. Post asked who did the design review for the Transbay Tube retrofit.</p> <p>R. Mitroff responded with Bechtel and a design review committee.</p> <p>J. Post replied saying he's disclosing that Bechtel is one of the parent companies of the LLC that he works for.</p> <p>C. Johnson asked how long will the Caldecott BART Tunnel repairs will last</p> <p>D. Gee asks if the total cost is \$60 million</p> <p>R. Mitroff confirms its \$60 million and fix will last 25 years.</p>
<p>6. Second Presentation by Bryant Jenkins on how BART is selling Measure RR bonds</p>	<p>C. Johnson asked for an official statement for this bond.</p>

	<p>B. Jenkins said he would send the statement to Mickey who would then email everyone on the committee.</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 collectively by staff in pieces; based on the assets, the tax law, and the certain conventions that are applied to BART.</p> <p>C. Johnson recommended jumping to items 8 & 9 on agenda first then going to Q&A.</p>
<p>8 & 9 Asset Management & Next Meeting Date and Agenda</p>	<p>Proposed date by staff for next meeting is January 17, 2018.</p> <p>Suggestion by C. Johnson to use Doodle poll to set dates.</p> <p>Suggestion by C. Johnson to have an Asset Management presentation for next Committee Meeting.</p> <p>Request by J. Post for use of “Board Book” system to share presentations and materials in advance.</p> <p>Committee members agree that electronic is acceptable to share materials, however because paper copy is required for the public, that moving forward presentation materials will be both electronic and paper.</p> <p>C. Johnson asked what will have been accomplished by January 2018 in order to determine what to discuss during that meeting when setting the agenda.</p> <p>T. Allen responds with BART’s ability to provide an overview of project management.</p> <p>J. Post said he would be happy to meet separately with senior project staff to know what controls are in places for project management of projects.</p> <p>C. Johnson responds that she would like to be there to hear those questions that J. Post would ask.</p>

	<p>R. Lee responded saying those questions should be asked when the project management team presents before the committee at the next meeting so the information is available to everyone on the committee and the public. R. Lee also says the two large topics for next meeting will be the asset management program and project management updates. In addition, the committee will need to vote for chair and vice chair.</p> <p>J. Post asked if BART employ an earned value management system that conforms with EIA-748C and if so does it have thresholds – or the project management institute practice standards?</p> <p>R. Mitroff said he did not know the answer to that.</p> <p>L. Johnson asked whether J. Post wanted that information via the next meeting.</p> <p>J. Post replied he would happy to have that via email.</p> <p>L. Johnson replied that he would need to ask that question thru Mickey Morales and that all questions and answers had to be copied to the entire committee.</p> <p>J. Post replied he would send all his questions to Mickey and expects that all members will receive copy of his questions and the answers.</p> <p>J. Post stated that he would like a tour of a tunnel.</p> <p>C. Johnson responded with she too would like a tour, but only one tour.</p> <p>C. Johnson said the process to select chair and vice chair should be based on Robert Rules of Order</p>
<p>7. Questions and Answers</p>	<p>D. Gee asked what percentage of the work is done in house or by outside contractors.</p> <p>T. Allen responds that everything R. Mitroff reported on is being done by outside contractors, except for engineering work which is done in house. She stated</p>

	<p>that much of the project work she had reported on would be done in-house, however some large projects would be contracted out.</p> <p>J. Post asks follow up on if there is a chief engineer for this.</p> <p>T. Allen replies that technically she would be the chief engineer.</p>
<p>10. Public Comment/Meeting Adjournment</p>	<p>No public present so no public comment.</p> <p>Meeting adjourned by R. Lee.</p>