

**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**  
300 Lakeside Drive, P. O. Box 12688, Oakland, CA 94604-2688

**AGENDAS FOR BOARD AND COMMITTEE MEETINGS**

June 28, 2007

9:00 a.m.

A regular meeting of the Board of Directors and regular meetings of the Standing Committees will be held on Thursday, June 28, 2007, commencing at 9:00 a.m. All meetings will be held in the BART Board Room, Kaiser Center 20<sup>th</sup> Street Mall – Third Floor, 344 – 20<sup>th</sup> Street, Oakland, California.

A simultaneous teleconference location will be available at the Park South Hotel, 122 East 28<sup>th</sup> Street, New York, New York.

Members of the public may address the Board of Directors and Standing Committees regarding any matter on these agendas. Please complete a “Request to Address the Board” form (available at the entrance to the Board Room) and hand it to the Secretary before the item is considered by the Board. If you wish to discuss a matter that is not on the agenda during a regular meeting, you may do so under General Discussion and Public Comment.

Any action requiring more than a majority vote for passage will be so noted.

Items placed under “consent calendar” and “consent calendar addenda” are considered routine and will be received, enacted, approved, or adopted by one motion unless a request for removal for discussion or explanation is received from a Director or from a member of the audience.

Please refrain from wearing scented products (perfume, cologne, after-shave, etc.) to these meetings, as there may be people in attendance susceptible to environmental illnesses.

BART provides service/accommodations upon request to persons with disabilities who wish to address BART Board matters. A request must be made within one and five days in advance of Board/Committee meetings, depending on the service requested. Please contact the Office of the District Secretary at (510) 464-6083 for information.

Kenneth A. Duron  
District Secretary

Regular Meeting of the  
**BOARD OF DIRECTORS**

The purpose of the Board Meeting is to consider and take such action as the Board may desire in connection with:

1. **CALL TO ORDER**

- A. Roll Call.
- B. Pledge of Allegiance.
- C. Introduction of Special Guests.

## 2. CONSENT CALENDAR

- A. Approval of Minutes of the Meeting of June 14, 2007.\* Board requested to authorize.
- B. Proposed Support for State Legislation.\* Board requested to authorize.
- C. Approval of Agreement with San Francisco Municipal Transportation Agency (SFMTA) for the Employer Ticket Sales Program.\* Board requested to authorize.
- D. Change Order to Agreement No. 6G1138, for the Provision of Legal Services, with Jay Powell, Esq., to Fund Ongoing Legal Work (Change Order No. 2).\* Board requested to authorize.

### **RECESS TO STANDING COMMITTEES**

Immediately following the Standing Committee Meetings, the Board Meeting will reconvene, at which time the Board may take action on any of the following committee agenda items.

### **ALL COMMITTEES ARE ADVISORY ONLY**

#### ADMINISTRATION COMMITTEE

Immediately following the Board Meeting recess

Director Franklin, Chairperson

- A-1. (CONTINUED from June 21, 2007, Special Administration Committee Meeting)  
General Obligation Bonds 2007 Series B.\* Board requested to authorize.
  - a. Selection of Underwriters.
  - b. Selection of Financial Advisor.
- A-2. Authorize the Issuance and Sale of \$400 Million General Obligation (GO) 2007 Series B Bonds and the Execution and Delivery of the Required Documents.\* Board requested to authorize.
- A-3. Extension of Muni Fast Pass Agreement.\* Board requested to authorize.
- A-4. On-Call Property Development Consultant Services.\* Board requested to authorize.
  - a. Agreement No. 6M6006A with CBRE Consulting, Inc.
  - b. Agreement No. 6M6017 with Economic & Planning Systems
  - c. Agreement No. 6M6018 with Economics Research Associates
  - d. Agreement No. 6M6019 with Keyser Marston Associates, Inc.
- A-5. Appointment of Kay and Stevens as Special Counsel for Labor and Employment Law Matters.\* Board requested to authorize.
- A-6. Discussion of Best Value Purchasing Process for Materials and Equipment.\* For information.

A-7. General Discussion and Public Comment.

ENGINEERING AND OPERATIONS COMMITTEE

Director Fang, Chairperson

NO REPORT.

PLANNING, PUBLIC AFFAIRS, ACCESS, AND LEGISLATION COMMITTEE

Immediately following the Administration Committee Meeting

Director Radulovich, Chairperson

C-1. State Budget Update and Legislative Endorsements.\* Board requested to authorize.

C-2. General Discussion and Public Comment.

**RECONVENE BOARD MEETING**

3. CONSENT CALENDAR ADDENDA

Board requested to authorize as recommended from committee meetings above.

4. REPORTS OF STANDING COMMITTEES

A. ADMINISTRATION COMMITTEE

A-1. (CONTINUED from June 21, 2007, Special Administration Committee Meeting)

General Obligation Bonds 2007 Series B.\* Board requested to authorize.

- a. Selection of Underwriters.
- b. Selection of Financial Advisor.

A-2. Authorize the Issuance and Sale of \$400 Million General Obligation (GO) 2007 Series B Bonds and the Execution and Delivery of the Required Documents.\* Board requested to authorize.

A-3. Extension of Muni Fast Pass Agreement.\* Board requested to authorize.

A-4. On-Call Property Development Consultant Services.\* Board requested to authorize.

- a. Agreement No. 6M6006A with CBRE Consulting, Inc.
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- d. Agreement No. 6M6019 with Keyser Marston Associates, Inc.

A-5. Appointment of Kay and Stevens as Special Counsel for Labor and Employment Law Matters.\* Board requested to authorize.

A-6. Discussion of Best Value Purchasing Process for Materials and Equipment.\* For information.

B. ENGINEERING AND OPERATIONS COMMITTEE  
NO REPORT.

C. PLANNING, PUBLIC AFFAIRS, ACCESS, AND LEGISLATION COMMITTEE

C-1. State Budget Update and Legislative Endorsements.\* Board requested to authorize.

5. GENERAL MANAGER'S REPORT

NO REPORT.

6. BOARD MATTERS

A. Resolution Commending Thomas E. Margro.\* Board requested to adopt.

B. Report of the District Security Advocacy Ad Hoc Committee. For information.

C. Report of the District Organizational Review Ad Hoc Committee. For information.

D. Roll Call for Introductions.

7. GENERAL DISCUSSION AND PUBLIC COMMENT

8. CLOSED SESSION (Room 303, Board Conference Room)

A. PUBLIC EMPLOYEE APPOINTMENT:

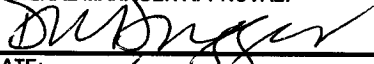

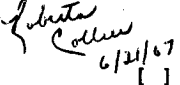
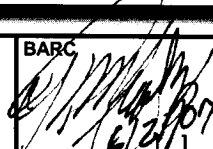
Titles: General Manager  
General Counsel  
Gov't. Code Section: 54957(b)(1)

B. CONFERENCE WITH LABOR NEGOTIATORS – PUBLIC  
EMPLOYEE PERFORMANCE EVALUATION:

Agency Negotiators: Directors Franklin, Murray, and Sweet  
Titles: General Counsel  
Controller/Treasurer  
District Secretary  
Gov't. Code Sections: 54957 and 54957.6



## EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: 		GENERAL MANAGER ACTION REQ'D: Forward to the Board of Directors		
DATE: 6/22/07		BOARD INITIATED ITEM: No		
Originator/Prepared by: Paul Fadelli Dept: Ext.	General Counsel 	Controller/Treasurer  6/21/07	District Secretary [ ]	BARC  6/21/07
Signature/Date:		[ ]		

### NARRATIVE:

### Proposed Support for State Legislation (Consent)

**PURPOSE:** To endorse three specific pieces of legislation currently before the State Legislature, that are likely to be uncontroversial and support BART goals.

### DISCUSSION:

Below are bills that BART staff considers to be non-controversial and important for BART Directors to review and support. They consist of bills that are either (1) similar to legislation the BART Board has previously endorsed (AB 444), (2) have received no negative votes in its house of origin (AB 490 and AB 1326), or (3) provides technical non-controversial change to an existing bill (AB 1326). Further details of these bills are included in the EDD attachment.

**AB 444** (Hancock – Berkeley) would authorize the county congestion management agencies in Alameda and Contra Costa counties to impose an annual fee of up to \$10 on motor vehicles registered within the county for a program to manage traffic congestion. **BART Impact:** This bill could assist in generating additional local revenue for BART transit projects through the Alameda and Contra Costa congestion management agencies. Last year the Board endorsed AB 2444 (Klehs) that was very similar to this bill with the exceptions that its possible fee could only have been \$5 (instead of \$10) and it would not have required, in addition to a majority vote of the agency's board, that a public vote be held in the counties to approve such a fee.

**AB 490** (Hancock – Berkeley) would update the compensation of AC Transit directors to the level of BART Directors, and allow each transit Board to implement cost of living adjustments (COLA). **BART Impact:** This legislation would allow the BART Board to add a COLA to its existing compensation, which would become effective after the next scheduled general election involving BART Directors.

**AB 1326** (Houston – Pleasanton) provides a technical "fix" to a BART- supported bill that passed last year dealing with procurement procedures for BART and MTA. This bill would delete provisions requiring that certain procurement expenditure amounts be adjusted

## **EDD: Proposed Support for State Legislation (Consent)**

annually based on federal regulations. **BART Impact:** BART succeeded last year in passing legislation (SB 1687–Murray) to update its procurement process. AB 1326 fulfills a promise to State Senate Transportation Committee staff that BART would work this year to eliminate the provision providing a federal adjustment to expenditure levels.

**FISCAL IMPACT:** N/A (see attachment)

**RECOMMENDATION:** That the Board SUPPORT the following motion:

**MOTION:** That the Board SUPPORT the following legislation now before the State Legislature considered by BART staff to be non-controversial:

- AB 444 (Hancock) -- Congestion management fees
- AB 490 (Hancock) -- Board compensation
- AB 1326 (Houston) -- Technical correction bill

## **BART Board 2007 Legislative Review (Consent)**

### **AB 444 (Hancock) Congestion management: motor vehicle registration fees.**

**Summary:** Existing law provides for the imposition by certain districts and local agencies of fees on the registration of motor vehicles in certain areas of the state that are in addition to the basic vehicle registration fee collected by the Department of Motor Vehicles (DMV).

AB 444 would authorize the county congestion management agency in Alameda County and in Contra Costa County, by a majority vote of the agency's board, to impose an annual fee of up to \$10 on motor vehicles registered within the county for programs and projects for certain purposes – such as a match for bond-funded transportation projects or to create or sustain congestion or pollution mitigation programs. The bill would require local voter approval of the measure.

AB 444 bill would require the DMV, if requested, to collect the additional fee and distribute the net revenues to the agency, after deduction of specified costs, and would limit the agency's administrative costs to not more than 5% of the distributed fees. The bill would require that the fees collected may only be used to pay for programs and projects bearing a relationship or benefit to the owners of motor vehicles paying the fee, and would require the agency's board to make a specified finding of fact in that regard. The bill would require the governing board of the congestion management agency to adopt a specified expenditure plan.

### **AB 490 (Hancock) Alameda-Contra Costa Transit District: Compensation of directors.**

**Summary:** Existing law creates the Alameda-Contra Costa Transit District to provide public transit services in portions of Alameda County and Contra Costa County. It also created the San Francisco Bay Area Rapid Transit District.

AC Transit is governed by an elected board of directors, authorized to establish the compensation of directors at \$100 for each attendance at meetings of the board and for each day the director is engaged in authorized district business, not to exceed \$500 in any calendar month, plus necessary traveling and personal expenses incurred in the performance of district business authorized by the board. Existing law also imposes certain restrictions on the claims of local officials for reimbursement.

AB 490 would repeal the provisions relating to the compensation of directors and instead provide that the board may, by ordinance or resolution, provide that each director (similar to BART) shall be paid not more than \$1,000 per calendar month in lieu of per meeting

compensation, subject to various deductions and adjustments for directors not attending all scheduled and noticed board or committee meetings, as specified. The bill would also provide for payment of necessary traveling and personal expenses incurred solely as a result of performance of duties by a director, in amounts as authorized by the board.

As amended, AB 490 would also allow the AC Transit and BART Boards to establish a cost of living adjustment (COLA) based on the California Consumer Price Index – as long as an action by the Board occurs to initiate such an increase. Any increase would go into affect following the next Board election.

**AB 1326 (Houston) Procurement for San Francisco Bay Area Rapid Transit District & Los Angeles County Metropolitan Transportation Authority.**

**Summary:** Existing law establishes various regional transportation authorities, including the San Francisco Bay Area Rapid Transit District (BART) and the Los Angeles County Metropolitan Transportation Authority (MTA).

Existing law requires that, when the expenditure for a purchase of supplies, equipment, and materials by BART or MTA exceeds \$100,000, adjusted annually as provided under federal law, the purchase shall be by contract let to the lowest responsible bidder or to the responsible bidder who submits a proposal that provides the best value. Existing law also requires that, when an expected expenditure required by BART or MTA exceeds \$2,500, adjusted annually as provided under federal law, but does not exceed a specified amount, the district or commission shall obtain a minimum of 3 quotations that permit price and term to be compared.

As requested by Senate Transportation Committee staff, this bill would delete the provisions requiring the above maximum and minimum expenditure amounts to be adjusted annually as provided under federal law.





## EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: <i>D. Monger</i>	GENERAL MANAGER ACTION REQ'D: Forward to PAAL
DATE: 6/22/07	BOARD INITIATED ITEM: No

Originator/Prepared by: Julie A. Yim	General Counsel	Controller/Treasurer	District Secretary	BARC
Dept./Ext. <i>Yim</i>	<i>MB</i>	<i>John Collins</i>		
Signature/Date: <i>6/22/07</i>	<i>6/22/07</i>	<i>6/22/07</i>	[ ]	[ ]

### NARRATIVE:

#### **FY2008-09 Agreement with the San Francisco Municipal Transportation Agency to Participate in the Employer Ticket Sales Program**

**Purpose:** To authorize the General Manager to enter into an Agreement between The City and County of San Francisco Municipal Transportation Agency (MUNI) and BART for the Delivery and Sale of Transit Passes or Tickets, (the Employer Ticket Sales Program), for FY08 through FY09 with an option to extend for two (2) one-year periods.

**Discussion:** MUNI has been operating the Program since FY99 on behalf of the Regional Transit Coordinating Council (RTCC) members. MUNI sells transit tickets and passes through employers. Orders are received and filled, tickets are delivered and sales proceeds are collected and returned to the participating transit agency. The program was created and managed by MTC in the 1980's and operated by a private contractor until MUNI took over the contract in 1999.

BART has been a significant participant of the program since the beginning. BART sales account for 61% of total program sales. AC Transit, Caltrain, Golden Gate, SamTrans, MUNI, Blue and Gold Ferry, Harbor Bay Ferry, County Connection, and Vallejo Transit account for the remaining 39% of sales. The program remains beneficial to many companies, primarily in the San Francisco downtown area. Although enrollment has declined from 97 employer members in 2003 to 77 members in 2007, sales proceeds remain steady at approximately \$13 million per year. \$8 million of that amount is revenue from BART tickets through the sale of approximately 170,000 high value discounted blue and BART Plus tickets.

**Fiscal Impact:** The program allows MUNI to charge each of the participating agencies \$.60 per ticket sold. The fee was set in 1999 and has not increased. Over the past 4 years, BART has paid an average of \$113,000 per year in fees to MUNI. This amount is expected to decrease as customers migrate to autoloading smart cards when they become available in the market place.

**Alternative:** Discontinue participation in the Program and solicit the employers to become BART ticket vendors directly. Or eliminate employer vendors and encourage their employees to buy their tickets from the 300 retail vendors located throughout our service area.

**Recommendation:** Adopt the following motion. The Office of the General Counsel has approved the agreement as to form.

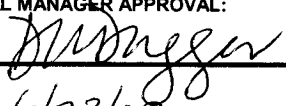
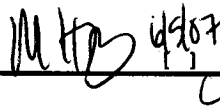
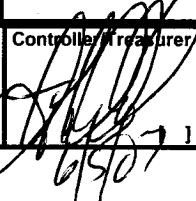
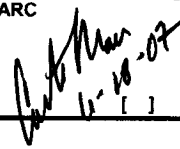
**Motion:** That the General Manager is authorized to enter into an Agreement for FY08 through FY09 with

**EDD: FY2008-09 Agreement with the San Francisco Municipal Transportation Agency to**

two (2) one-year options with The City and County of San Francisco Municipal Transportation Agency for the Delivery and Sale of Transit Passes or Tickets, (the Employer Ticket Sales Program), at a cost to BART not to exceed \$0.60 per ticket sold and that the General Manager is authorized to exercise the first or both of the one-year options at the same per-ticket cost. The total cost under this agreement is not to exceed \$500,000.



## EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: 		GENERAL MANAGER ACTION REQ'D: Approve and forward to Administration Committee		
DATE: 6/22/07		BOARD INITIATED ITEM: No		
Originator/Prepared by: Esther Low Dept: Office of the General Counsel Ext. 6016 Signature/Date:	General Counsel  6/22/07	Controller/Treasurer  6/22/07	District Secretary [ ]	BARC  6-18-07 [ ]

### NARRATIVE:

### Change Order No. 2 to Services Agreement with Jay Powell, Esq.

**Purpose:** To obtain Board authorization for the General Counsel to issue Change Order No. 2 to Agreement No. 6G1138 with Jay Powell for the provision of legal services.

**Discussion:** Jay Powell has been the District's primary attorney on telecommunications matters since 1994, when he was a partner with Pillsbury, Madison & Sutro, and has continued such work upon becoming a sole practitioner in 2000 under his initial agreement with the District (No. 6G1102). Mr. Powell has participated in negotiations and drafted licenses and other documents related to telecommunications projects involving fiber optic cable and wireless transmission equipment in the District's right of way. He is very familiar with the legal and operational considerations associated with such projects.

The District entered into Agreement No. 6G1138 with Mr. Powell in November 2004 for an amount not to exceed \$140,000. Change Order No. 1 added \$90,000 in FY 2007. Change Order No. 2 is needed to fund ongoing legal work, including but not limited to expedited negotiations for an expansion of the existing underground wireless system and to implement the modification of related elements of the District's underground radio network, pursuant to rebanding requirements of the Federal Communications Commission Report and Order (the "R and O"). In accordance with the R and O, the District is required to reband its entire radio system to a new portion of the 800 MHz band. The District is working with carriers to coordinate the timing and infrastructure of the commercial underground wireless expansion with the mandated reconfiguration of the District's wave band in a manner beneficial to all parties. It is estimated that an additional \$175,000 will be necessary to cover legal services in the remaining months of FY 2007 and in FY 2008.

Mr. Powell is uniquely qualified and the best person to provide these services because of his previous experience with the District.

**Fiscal Impact:** Funding for the \$175,000 needed for Change Order No. 2 will be provided by the Maintenance and Engineering Department, Account No. 551-010. For the remainder of FY 2007, up to \$35,000 will be needed, and for FY 2008, up to \$140,000 will be needed to fund the Agreement.

**EDD: Change Order No. 2 - Services Agreement with Jay Powell, Esq.**

The District has derived considerable revenue from the telecommunications program. For FY 2007, an estimated \$3.9 million will have been received from fiber agreements, and \$800,000 from cellular site agreements. In addition, approximately \$470,000 will have been received from carriers to pay BART staff support costs.

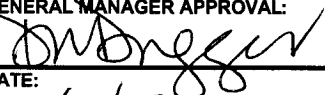
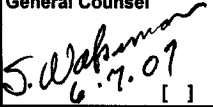

**Alternatives:** Retain other counsel to provide legal services for the District's telecommunications projects. A substantial period of time would be required for new counsel to become knowledgeable about the District's telecommunications agreements and with applicable laws and regulations, as well as District policies. Furthermore, it would be extremely difficult for the District to meet the FCC deadlines for reconfiguration of the District's 800 MHz wave band.

**Recommendation:** Adoption of the following motion.

**Motion:** The General Counsel is authorized to execute Change Order No. 2 to Agreement No. 6G1138 with Jay Powell for an amount not to exceed \$175,000.



## EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: 		GENERAL MANAGER ACTION REQ'D:		
DATE: 6/7/07		BOARD INITIATED ITEM: No		
Originator/Prepared by: Matisse Roach Dept: For Scott Schroeder Ext. 6070	General Counsel  6.7.07 [ ]	Controller/Treasurer  6/7/07 [ ]	District Secretary [ ]	BARC [ ]
Signature/Date:				

### NARRATIVE:

**TO AUTHORIZE THE SELECTION OF SENIOR MANAGER AND CO-MANAGERS AND FINANCIAL ADVISOR FOR THE NEGOTIATED SALE OF THE DISTRICT'S \$400 MILLION GENERAL OBLIGATION BONDS 2007 SERIES B.**

### PURPOSE:

To authorize the Controller-Treasurer to enter into an agreement with the team of UBS Securities, LLC, Morgan Stanley & Co., Inc., Backstrom, McCarley Berry & Co., LLC, Jackson Securities, LLC, Siebert Brandford Shank & Co., LLC to provide the District with underwriting services and Public Financial Management, Inc. to provide Financial Advisory Services for the issuance of the General Obligation Bonds 2007 Series B. Documents for the General Obligation Bonds 2007 Series B will be brought to a future board meeting to seek authority to issue.

### DISCUSSION:

In 2007, the District intends to issue the second tranche, estimated at \$400,000,000 of the voter approved \$980 million General Obligation Bonds. Proceeds of this issuance will be used for seismic strengthening of the various portions of the District's infrastructure.

In order to be prepared to issue the District's bonds at the most advantageous time for BART, requests for proposals (RFP) were sent to 29 firms, advertised in The Bond Buyer, San Francisco Chronicle, Oakland Tribune, Contra Costa Times and posted on the District's website for the proposed transaction. The RFPs requested the services of a senior manager and co-managers to develop a structure and provide for the sale of General Obligation Bonds 2007 Series B. Interest was expressed by 23 of the 29 firms in the form of five separate teams. The remaining firms proposed individually. Under the best value methodology, written proposals were evaluated by the Controller-Treasurer and the Assistant Treasurer. Evaluation criteria included qualifications of the proposed personnel, experience and financial capabilities of the firm, recommended structure and fees. As a result of this evaluation, five teams were invited to participate in oral interviews. Criteria for oral interviews included the proposed credit enhancement/security structure, market and sales distribution, fees, cost of issuance and overall understanding and responsiveness.

After review of the evaluations of the oral interviews in conjunction with the written scores, the team of UBS Securities, LLC, Morgan Stanley & Co., LLC, Backstrom, McCarley, Berry & Co., LLC, Jackson Securities, LLC and Siebert Brandford Shank & Co., LLC was ranked at the top, and proposed the lowest fee of \$2.206/bond including expenses. It is recommended that the team of UBS

## **EDD: (GENERAL OBLIGATION BONDS - CONTINUED)**

Securities, LLC acting as senior manager, Morgan Stanley & Co., LLC, Backstrom, McCarley, Berry & Co., LLC, Jackson Securities, LLC and Siebert Brandford Shank & Co., LLC (the "Underwriters") be designated to assist the District with the sale of bonds.

Proposals for the Financial Advisor were sent out to 27 firms. Six firms responded. Written proposals were evaluated by the Controller-Treasurer and the Assistant Treasurer. Using the best value methodology, a short list of three firms was selected for oral interviews and scored. The firm of Public Financial Management, Inc. was selected. Though not the lowest price proposed, they agreed to match the lowest fee proposed of \$50,000.00. It is recommended that Public Financial Management, Inc. (the "Financial Advisor") be selected to assist the District in the financial structuring of the Bonds.

### **FISCAL IMPACT:**

The cost of issuance for the General Obligation Bonds 2007 Series B for underwriting, legal counsel, financial advisors, rating agencies, trustee services and other auxiliary fees is estimated to be no more than \$3.0 million. All fees shall be paid out of proceeds and therefore, no direct costs will be paid by the District. If no bonds are issued, no expense will be incurred. Interest and principal debt service on the General Obligation Bonds will be paid through assessed ad valorem taxes on all property in the three BART district counties. No General Obligation Bond debt service will be borne by district revenues.

### **ALTERNATIVES:**

The District may elect not to issue the General Obligation Bonds 2007 Series B at this time, which would cause delays in the Earthquake Safety Program or the District could choose to issue bonds on a competitive sale basis.

### **RECOMMENDATION:**

To authorize the Controller-Treasurer to enter into agreements with the Underwriters and Financial Advisor for the General Obligation Bonds 2007 Series B. The Office of the General Council shall approve the agreements as to form.

### **MOTION:**


The Controller-Treasurer is authorized to

- a. enter into an agreement with the Joint Venture of UBS Securities, LLC, acting as senior manager, and Morgan Stanley & Co., LLC, Backstrom, McCarley, Berry & Co., LLC, Jackson Securities, LLC and Siebert Brandford Shank & Co., LLC acting as co-managers, as underwriters for the issuance of the General Obligation Bonds 2007 Series B, and
- b. enter into an agreement with Public Financial Management, Inc., as Financial Advisor relating to the General Obligation Bonds 2007 Series B,

pursuant to notification by the Controller-Treasurer and subject to the District's protest procedures. The cost of issuance for the General Obligation Bonds 2007 Series B shall not exceed \$3.0 million.

# **SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**

## **INTER-OFFICE COMMUNICATION**

**TO:** Board of Directors **Date:** June 18, 2007  
**FROM:** Controller-Treasurer   
**SUBJECT:** SUPPLEMENTAL INFORMATION REQUEST

This memo responds to a request that additional information be provided describing the best value methodology used to select both the recommended financial advisor and the recommended underwriting syndicate as well as more information on the proposals for both procurements..

The FTA's Best Practices Procurement Manual describes the use of the "Best Value" selection process related to consultants. Therein, the Manual states:

"In determining which proposal is most advantageous, grantees may award to the proposer whose proposals offer the greatest business value to the Agency based upon an analysis of a tradeoff of qualitative technical factors and price/cost to derive which proposal represents the "best value" to the Procuring Agency."

The District has incorporated the best value methodology of selecting consultants in its Request for Proposal process. In accordance with the guidance in the FTA's Best Practices Manual, the District includes the following instructions in its RFPs, when a "best value" form of procurement is being conducted:

"Source selection will be based on both a Proposer's technical qualifications and cost. The District will first evaluate whether the written proposal is responsive to the requirements of the RFP and whether the Proposer's organization is considered responsible.

Thereafter, the written proposals will be evaluated and scored based on the presented qualifications, namely the technical qualifications of the Proposing Firms and the technical qualifications of the Proposed Team. The cost data will be tested on a limited basis for cost realism and reasonableness and will not be scored. After all proposals have been evaluated (by the evaluation procedures described below), a competitive range will be established and used to determine those Proposers who will proceed to the oral presentation stage.

After oral presentations are held and scored, a "Best Value Analysis" will be performed to determine which proposal offers the best overall value to the District. Final selection will be based upon this analysis. In making this comparison, the District is concerned with striking the most advantageous balance between written qualifications/oral presentation features and cost to the District. Cost is not expected to be the controlling factor in the selection for this RFP."

The financial advisor solicitation secured six responses. After reviewing the written proposals, three were selected for oral interviews. These three were, Public Financial Management at a fee of \$80,000, Alta Capital Group at a fee of \$49,865 and KNN Public Finance at a fee of \$50,000. Scores of both the oral and written proposals were ranked with Public Financial Management being ranked the highest. Their fee proposal was higher than the other two proposers and under the best value methodology staff is permitted to negotiate the fee. Public Financial Management agreed to a fee of \$50,000.

The Underwriter Selection was conducted under the same Best Value Methodology. Twenty-nine firms responded and twenty-three of the twenty-nine proposed as five separate underwriting syndicates. All of the individual firms which proposed on a stand-alone basis had either extremely limited or no California General Obligation Bond experience. All of the syndicates were invited to participate in oral interviews. The syndicates included:

- Citigroup, Goldman Sachs & Co., MR Beal & Co., Grigsby & Associates and Ramirez & Co. who proposed a takedown or underwriting fee not to exceed \$3.75/bond plus \$.268/bond in expenses otherwise for a total of \$4.018/bond but a minimum fee of \$3.16/bond plus \$.268/bond in expenses for a total of \$3.428/bond.
- Bank of America Securities, Lehman Bros., EJ De La Rosa & Co., Loop Capital Markets and Lam Securities with a takedown fee of \$3.75/bond plus \$.24/bond expenses for a total of \$3.99/bond.
- Merrill Lynch & Co., Bear Sterns & Co., Gardner Rich LLC with a takedown of \$2.75/bond plus expense of \$.23/bond for a total of \$2.98/bond.
- JP Morgan Securities, Stone & Youngberg LLC, Alta Capital Group LLC, Wedbush Morgan Securities, Rice Financial Products & Co. with a takedown of \$2.50/bond plus expenses of \$.272 for a total of \$2.772/bond
- UBS Securities LLC, Morgan Stanley & Co., Backstrom McCarley Berry & Co. LLC, Seibert Brandford Shank & Co., Jackson Securities LLC with a takedown of \$2.00/bond plus expenses of \$.206 for a total of \$2.206/bond.


Scores for both written and oral proposals in conjunction with price were ranked with the recommended syndicate of UBS, Morgan Stanley, Backstrom McCarley Berry, Seibert Brandford Shank, Jackson Securities being ranked number one. Because they were the highest ranked and were already the lowest price proposer, there was no further need to negotiate fees.


cc: Board Appointed Officers  
Deputy General Manager  
Executive Staff





## EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: 	GENERAL MANAGER ACTION REQ'D:
DATE: 6/22/07	BOARD INITIATED ITEM: No

Originator/Prepared by: Scott Schroeder Dept: Controller-Treasurer Ext. 6070	General Counsel 	Controller/Treasurer 	District Secretary [ ]	BARC [ ]
Signature/Date:				

### NARRATIVE:

### TO AUTHORIZE THE ISSUANCE AND SALE OF \$400 MILLION GENERAL OBLIGATION 2007 SERIES B BONDS AND THE EXECUTION AND DELIVERY OF THE REQUIRED DOCUMENTS

#### PURPOSE:

To request Board adoption of a resolution which authorizes the Controller-Treasurer to implement the preparation, execution and delivery of the necessary documents including the Official Statement, supplemental Paying Agent Agreement, Bond Purchase Agreement, Continuing Disclosure Agreement, Escrow Agreement and related agreements and to negotiate and commit to bond insurance or other credit support agreements.

#### DISCUSSION:

In 2007, the District intends to issue the second tranche of approximately \$400 million of voter approved General Obligation Bonds. Proceeds of the issuance will be used for seismic strengthening of various portions of the District's infrastructure.

#### FISCAL IMPACT:

The cost of issuance for the General Obligation Bonds 2007 Series B for underwriting, legal counsel, financial advisors, rating agencies, trustee services, and other auxiliary fees is estimated to be \$3 million. All fees shall be paid out of proceeds and, therefore, no direct costs will be paid by the District. If no bonds are issued, no expense will be incurred. Interest and principal debt services on the General Obligation Bonds will be paid through assessed ad valorem taxes on all property in the three BART District counties. No General Obligation Bond debt service will be borne by District revenues.

#### ALTERNATIVES:

The District may elect not to issue the General Obligation Bonds 2007 Series B at this time which would cause delays in the Earthquake Safety Program.

**EDD: TO AUTHORIZE THE ISSUANCE AND SALE OF \$400 MILLION GENERAL OB**

**RECOMMENDATION:**

To authorize the Controller-Treasurer to negotiate the structure, financing and cost of issuance for the General Obligation Bonds 2007 Series B and execute and deliver all documents necessary for the issuance of the General Obligation Bonds 2007 Series B.

**MOTION:**

That the attached resolution authorizing the issuance of the General Obligation Bonds 2007 Series B and the execution and delivery of documents necessary in connection therewith be adopted.

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**

AUTHORIZING AND APPROVING THE ISSUANCE AND SALE OF NOT TO EXCEED \$400,000,000 AGGREGATE PRINCIPAL AMOUNT OF SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT GENERAL OBLIGATION BONDS (ELECTION OF 2004), 2007 SERIES B; AUTHORIZING THE EXECUTION AND DELIVERY OF A FIRST SUPPLEMENTAL PAYING AGENT AGREEMENT PURSUANT TO WHICH SUCH BONDS ARE TO BE ISSUED, A BOND PURCHASE AGREEMENT PURSUANT TO WHICH SUCH BONDS ARE TO BE SOLD BY NEGOTIATED SALE; APPROVING AN OFFICIAL STATEMENT RELATING TO SUCH BONDS; AUTHORIZING EXECUTION AND DELIVERY OF THE OFFICIAL STATEMENT AND CERTAIN DOCUMENTS IN CONNECTION WITH THE ISSUANCE, SALE AND SECURITY OF SUCH BONDS, INCLUDING A CONTINUING DISCLOSURE AGREEMENT; DELEGATING TO THE CONTROLLER/TREASURER OF THE DISTRICT POWER TO DETERMINE FINAL TERMS OF SUCH BONDS, COMPLETE SAID DOCUMENTS AND NEGOTIATE CREDIT SUPPORT FOR SAID BONDS; AND AUTHORIZING CERTAIN OTHER MATTERS RELATING THERETO.

Resolution No. \_\_\_\_\_

\_\_\_\_\_

WHEREAS, pursuant to Resolution No. 4920 of the San Francisco Bay Area Rapid Transit District (the "District"), adopted June 10, 2004, the District duly called an election, and an election was regularly held in the Counties of Alameda, Contra Costa and San Francisco on November 2, 2004, at which the following proposition ("Measure AA") was submitted to the electors of the District:

"To protect public safety and keep Bay Area traffic moving in the event of an earthquake or other disaster, shall BART, the San Francisco Bay Area Rapid Transit District, be authorized to issue bonds not to exceed \$980 million dollars to make earthquake safety improvements to BART facilities in Contra Costa, San Francisco and Alameda Counties, including strengthening tunnels, bridges, overhead tracks and the underwater Transbay Tube, and establish an independent citizens' oversight committee to verify bond revenues are spent as promised?"

WHEREAS, at least two-thirds of the votes cast on said proposition were in favor of issuing said bonds;

WHEREAS, pursuant to said favorable vote and pursuant to Part 2 of Division 10 of the Public Utilities Code of the State of California, commencing with Section 28500, and other applicable law, the District is authorized to issue said bonds;

WHEREAS, \$100,000,000 aggregate principal amount of said bonds designated "San Francisco Bay Area Rapid Transit District General Obligation Bonds (Election of 2004), 2005 Series A" have heretofore been issued and sold;

WHEREAS, the District deems that it is necessary and desirable to issue its "San Francisco Bay Area Rapid Transit District General Obligation Bonds (Election of 2004), 2007 Series B" (the "Bonds") in an aggregate principal amount not exceeding \$400,000,000, according to the terms and in the manner as set forth in the First Supplemental Paying Agent Agreement, supplemental to the Paying Agent Agreement, dated as of May 1, 2005 (as supplemented and amended from time to time pursuant to its terms, the "Paying Agent Agreement"), each between the District and the Bank of New York Trust Company, N.A., as paying agent (the "Paying Agent"), for the purpose of financing the cost of making earthquake safety improvements to District facilities in Contra Costa, San Francisco and Alameda Counties (the "Project") and paying the costs of issuance of the Bonds;

WHEREAS, there has been prepared and presented to this meeting a proposed form of First Supplemental Paying Agent Agreement (such First Supplemental Paying Agent Agreement, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being hereinafter referred to as the "First Supplemental Paying Agent Agreement");

WHEREAS, pursuant to Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code of the State of California (the "Marks-Roos Local Bond Pooling Act of 1985"), the District may sell the Bonds to the ABAG Finance Authority for Nonprofit Corporations (the "Authority"), which is authorized to purchase the Bonds from the District and to sell the Bonds to public or private purchasers at public or negotiated sale;

WHEREAS, at the request of the District and in order to assist the District in the financing of the Project, the Authority may purchase the Bonds from the District and simultaneously resell the Bonds to such underwriters as the Board of Directors of the District or the Controller/Treasurer of the District shall designate (such designated underwriters hereinafter collectively referred to as the "Underwriters"), all pursuant to a bond purchase agreement to be entered into among the District, the Authority and the Underwriters, a proposed form of which has been prepared and presented to this meeting (such bond purchase agreement, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being hereinafter referred to as the "Bond Purchase Agreement");

WHEREAS, there has been prepared and submitted to this meeting a proposed form of Official Statement in preliminary form (the "Preliminary Official Statement") to be used in connection with the offering and sale of the Bonds;

WHEREAS, in order to assist the Underwriters in complying with Securities and Exchange Commission Rule 15c2-12(b)(5), there has been prepared and submitted to this meeting a proposed form of Continuing Disclosure Agreement (such Continuing Disclosure Agreement, in the form presented to this meeting, with such changes, omissions and insertions as are made pursuant to this Resolution, being hereinafter referred to as the "Continuing Disclosure

Agreement”), which is proposed to be entered into by the District and the Paying Agent, as paying agent and as dissemination agent; and

WHEREAS, the District proposes to seek commitments from municipal bond insurance companies to provide credit support for the Bonds of one or more stated maturities;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the San Francisco Bay Area Rapid Transit District as follows:

Section 1. The foregoing recitals are true and correct, and the issuance by the District of San Francisco Bay Area Rapid Transit District General Obligation Bonds (Election of 2004), 2007 Series B, in an aggregate principal amount not to exceed \$400,000,000, on the terms and conditions set forth herein and in the First Supplemental Paying Agent Agreement, as finally executed and delivered, is hereby approved.

Section 2. The First Supplemental Paying Agent Agreement in the form presented to this meeting is hereby approved. The Controller/Treasurer of the District is hereby authorized and directed to execute and deliver the First Supplemental Paying Agent Agreement in substantially the form presented to this meeting with such changes, insertions and omissions as may be approved by him, said execution being conclusive evidence of such approval. The proceeds of the Bonds (after payment of the costs of issuance thereof) will be applied to provide funds for the purposes hereinabove described. The maximum term of the Bonds shall not exceed thirty-five (35) years. The maximum rate of interest to be payable on the Bonds shall not exceed twelve percent (12%) per annum. The combined true interest cost for the Bonds shall not exceed six and one-half percent (6.5%). Optional redemption of the Bonds shall be provided for at not later than ten (10) years from the date of issuance at a premium not greater than three percent (3%); provided, however, that the Controller/Treasurer of the District is hereby authorized to cause all or any portion of the Bonds to be issued as noncallable bonds, including any capital appreciation bonds. The Bonds shall be signed by the manual or facsimile signature of the President of the Board of Directors of the District and countersigned by the manual or facsimile signature of the Secretary of the District, and the manual or facsimile seal of the District shall be affixed to the Bonds. The Bonds shall be authenticated by a manual signature of a duly authorized officer of the Paying Agent. The dated date of the document, the interest payment dates, denominations, forms, manner of execution, terms of redemption and other terms of the Bonds shall be as provided in the First Supplemental Paying Agent Agreement as finally executed.

Section 3. The sale of the Bonds to the Authority and the resale of the Bonds by the Authority to the Underwriters on the terms and conditions contained in the Bond Purchase Agreement are hereby approved and authorized. The Bond Purchase Agreement in the form presented to this meeting is hereby approved. The Controller/Treasurer of the District is hereby authorized and directed to execute and deliver the Bond Purchase Agreement in substantially the form presented to this meeting with such changes, insertions and omissions as may be approved by him, said execution being conclusive evidence of such approval. The maximum underwriting discount on the sale of the Bonds, if any (exclusive of original issue discount), shall be not greater than one percent (1%) of the principal amount of the Bonds. The proceeds, including accrued interest on the sale of the Bonds, shall be applied simultaneously with the delivery of the Bonds, as required by the terms of the First Supplemental Paying Agent Agreement as finally executed.

Section 4. The Preliminary Official Statement in the form presented to this meeting is hereby approved and the distribution of the Preliminary Official Statement, in connection with the offering and sale of the Bonds, with such changes, omissions and insertions as shall be approved by the Controller/Treasurer, is hereby authorized and approved. The Controller/Treasurer is hereby authorized to review the Preliminary Official Statement and to certify on behalf of the District that the Preliminary Official Statement is “deemed final” as of its date, except for certain terms and pricing information permitted to be omitted therefrom pursuant to Securities and Exchange Commission Rule 15c2-12. The Controller/Treasurer of the District is authorized to deliver such a certification to the Underwriters.

The Controller/Treasurer of the District is hereby authorized and directed to prepare a final version of the Official Statement (such final version of the Official Statement, in the form of the Preliminary Official Statement, with such changes, insertions and omissions as shall be approved by the Controller/Treasurer of the District, being hereinafter referred to as the “Official Statement”) and to execute the Official Statement and any amendment or supplement thereto, in the name of and on behalf of the District, and cause the Official Statement and any such amendment or supplement, to be delivered to the Underwriters and distributed in connection with the offering and sale of the Bonds.

Section 5. The Continuing Disclosure Agreement in the form presented to this meeting is hereby approved. The Controller/Treasurer of the District is hereby authorized and directed to execute and deliver a Continuing Disclosure Agreement in substantially the form presented to this meeting, with such changes, insertions and omissions as may be approved by him, said execution being conclusive evidence of such approval.

Section 6. The Controller/Treasurer of the District is hereby authorized to solicit proposals from municipal bond insurers, and, if the Controller/Treasurer of the District determines that it is in the best interest of the District to arrange for the issuance of a policy of municipal bond insurance for one or more maturities of the Bonds, the Controller/Treasurer of the District is hereby authorized to execute and deliver an insurance commitment and all other documents necessary in connection therewith.

Section 7. The Controller/Treasurer of the District is hereby authorized to enter into or to instruct the Paying Agent to enter into one or more investment agreements, float contracts, swaps or other hedging products (hereinafter collectively referred to as the “Investment Agreement”) providing for the investment of moneys in any of the funds and accounts created under the Paying Agent Agreement, on such terms as the Controller/Treasurer of the District shall deem appropriate. Pursuant to Section 5922 of the California Government Code, the Board of Directors of the District hereby finds and determines that the Investment Agreement will reduce the amount and duration of interest rate risk with respect to amounts invested pursuant to the Investment Agreement and is designed to reduce the amount or duration of payment, rate, spread or similar risk or result in a lower cost of borrowing when used in combination with the Bonds or enhance the relationship between risk and return with respect to investments.

Section 8. Pursuant to Section 29121 of the California Public Utilities Code, the District shall, at the time of fixing the general tax levy and in the manner provided for fixing the general tax levy, levy and collect annually until the Bonds are paid, or until there is a sum in the

treasury of the District set apart for the purpose of paying all principal of and interest (and redemption premiums, if any) on the Bonds as the same become due and payable, a tax sufficient to pay the annual interest on the Bonds and such part of the principal thereof, including any sinking fund installments or redemption premiums required to be paid pursuant to the Paying Agent Agreement, as will become due before the proceeds of a tax levied at the next general tax levy will be made available for such purposes.

Section 9. The Board of Supervisors, the Auditor-Controller, the Assessor, the Treasurer, and other appropriate officials of each of the County of Alameda, the County of Contra Costa and the City and County of San Francisco (collectively, the "BART Counties"), are hereby requested to take and authorize such actions as may be necessary pursuant to laws of the State of California to provide for the levy and collection of a property tax on all taxable property of the District sufficient to provide for payment of all principal of, redemption premium, if any, and interest on the Bonds as the same shall become due and payable, and to transfer such monies to or as requested by the District for deposit to the District's Interest and Sinking Fund established pursuant to the Paying Agent Agreement, and the Secretary of the Board is hereby authorized and directed to deliver certified copies of this Resolution to the Clerk of the Board of Supervisors, the Auditor-Controller, the Assessor, the Treasurer and other appropriate officials of each BART County. The Board hereby agrees to reimburse each BART County for any costs associated with the levy and collection of said tax, upon such documentation of said costs as the District shall reasonably request. The Controller/Treasurer of the District is hereby authorized to enter into agreements with each BART County or provide such other documentation as the Controller/Treasurer of the District determines is necessary or convenient to assist in the levy and collection of the taxes and the transfer thereof to or at the direction of the District.

Section 10. The President of the Board of Directors of the District, the General Manager of the District, the Controller/Treasurer of the District, the General Counsel of the District, the District Secretary and any other proper officer of the District, acting singly, is, and each of them hereby is, authorized and directed to execute and deliver any and all documents and instruments and to do and cause to be done any and all acts and things necessary or proper to carry out the transactions contemplated by the Paying Agent Agreement, the First Supplemental Paying Agent Agreement, the Bond Purchase Agreement, the Preliminary Official Statement, the Official Statement and the Continuing Disclosure Agreement, and by this Resolution, including without limitation, the delivery of tax certifications, the delivery of any instructions or documents relating to the investment of bond proceeds and the making of any determinations or submission of any documents or reports which are required by any governmental entity in connection with the issuance or payment of the Bonds.

Section 11. All actions heretofore taken by the officers, representatives or agents of the District in connection with the issuance and sale of the Bonds are hereby ratified, confirmed and approved.

Section 12. This Resolution shall take effect from and after its adoption.

PASSED AND ADOPTED on \_\_\_\_\_, 2007.

The undersigned District Secretary of the San Francisco Bay Area Rapid Transit District hereby certifies that the foregoing is a true copy of the Resolution adopted by the Board of Directors of the San Francisco Bay Area Rapid Transit District:

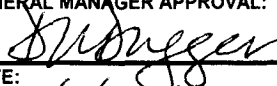


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Kenneth A. Duron,  
District Secretary





## EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: 		GENERAL MANAGER ACTION REQ'D: Approve and Forward to Administration Committee	
DATE: 6/22/07		BOARD INITIATED ITEM: No	
Originator/Prepared by: Jeffrey P Ordway Dept: Property Development Ext. 6114 Signature/Date:	General Counsel  6/22/07	Controller/Treasurer  6/22/07	District Secretary [ ]
		BARC [ ]	

### NARRATIVE:

#### Property Development On-Call Consultant Services

**Purpose:** To authorize the General Manager or his designee to execute separate Agreements with the following consultants to provide On-Call Property Development Consultant Services to support BART's Property Development Program: CBRE Consulting, Inc. (CBRE), Economic & Planning Systems (EPS), Economic Research Associates (ERA) and Keyser Marston Associates, Inc. (KMA).

**Discussion:** On March 1, 2007, the District issued Request for Proposals (RFP) No. 6M6006A. The purpose of this procurement action is to select multiple consultants to provide the District with On-Call Property Development Consultant Services for a five-year period. The services will be required on an as-needed, on-call basis. Execution of these agreements will enable the District to secure needed advice on property development topics including, but not limited to: identification of development opportunities, feasibility of development proposals, financial return to the District, fulfillment of the District's Transit-Oriented Development objectives, assessment of local zoning impacts, site design issues impacting development, etc. Assignments under these agreements will be defined on a project-by-project basis and will be dependent on annual operating budget appropriations and/or capital funds received from developers under negotiation with the District.

The RFP was transmitted to approximately 65 firms, and a pre-submittal meeting was conducted on March 21, 2007. On April 10, 2007, proposals were received from the following firms: Bard Consulting, LLC, CBRE Consulting, Inc., Economic & Planning Systems, Economics Research Associates, Keyser Marston Associates, Inc., and Strategic Economics. Proposals were reviewed by an Evaluation Committee (the Committee) consisting of staff from the Office of Civil Rights, Planning, Procurement and Property Development. Proposals were first reviewed to determine if they were responsive to the requirements of the RFP and if the proposers were considered to be responsible prospective consultants. All six proposals were found to be responsive and the proposers were considered responsible. Subsequently, the proposals were evaluated and scored by the Committee.

As stipulated in the RFP, the District was seeking up to three or four consultants. Based on the competitive range of scores determined by the Committee, oral interviews were conducted with

## **EDD: Property Development On-Call Consultant Services**

four of the six proposers, CBRE, EPS, ERA, and KMA, on May 16 and 17, 2007. Based on the evaluation of the submitted proposals and the oral interviews, the Committee, using a best value methodology, unanimously determined that all four of the interviewed firms should be recommended for award of on-call agreements. The four proposed consultants and their subconsultants are:

- CBRE Consulting, Inc., San Francisco, CA
  - o Mancini-Mills, Inc. (developer)
  - o VBN Architects
  - o Leland Saylor Associates
- Economic & Planning Systems, Berkeley, CA
  - o Barnes & Company (developer)
  - o Community Design + Architecture
  - o Pittman & Associates
  - o CPM Services
- Economics Research Associates, San Francisco, CA
  - o Ravenhurst Development (developer)
  - o Robin Chiang & Company
  - o BMS Design Group
  - o Fehr & Peers
  - o Davis Langdon
- Keyser Marston Associates, Inc., San Francisco, CA
  - o Gilbane Development Company (developer)
  - o Robin Chiang & Company
  - o Kelling, Northcross & Nobriga
  - o Korve Engineering
  - o 3D Visions

Multiple agreements are being recommended to enable the District to competitively secure requisite consultant support on a project-by-project basis using the District's Work Directive process, to ensure that requisite assistance is provided on a timely basis, and to ensure that no conflict of interest exists.

The Office of the General Counsel will approve each Agreement as to form.

**Fiscal Impact:** Each Agreement will have a not-to-exceed limit of \$1,000,000 and a minimum guaranteed amount of work of \$25,000 over the five-year term of each Agreement. The Property Development Divisions' annual operating budget (Cost Center 404) and developer negotiating fees will be the source of funds to pay for the consultant services on a Work Directive basis over the five-year agreement period.

**Alternatives:** The District could reject all proposals and solicit new proposals, or award to less than the recommended four. Re-issuing the RFP would adversely impact the District's Property Development Program.

## **EDD: Property Development On-Call Consultant Services**

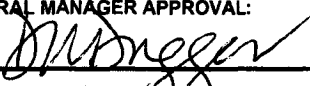
Recommendation: It is recommended that the Board adopt the following motion.



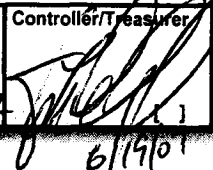
Motion: The General Manager or his designee is hereby authorized to execute the following Agreements to provide On-Call Property Development Consultant Services for a five-year period, for an amount not to exceed \$1,000,000 per Agreement pursuant to notification to be issued by the General Manager and subject to the District's protest procedures:

- a) Agreement No. 6M6006A with CBRE Consulting, Inc.,
- b) Agreement No. 6M6017 with Economic & Planning Systems,
- c) Agreement No. 6M6018 with Economics Research Associates, and
- d) Agreement No. 6M6019 with Keyser Marston Associates, Inc.



## EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: 	GENERAL MANAGER ACTION REQ'D: Approve and Forward to the Board of Directors
DATE: 6/22/07	BOARD INITIATED ITEM: No

Originator/Prepared by: Matthew Burrows Dept: Legal Ext. 6037 Signature/Date:  6/19/07	General Counsel 	Controller/Treasurer 	District Secretary [ ]	BARC [ ]
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### NARRATIVE:

#### Appointment of Kay and Stevens as Special Counsel for Labor and Employment Matters

**PURPOSE:** To seek Board adoption of the attached Resolution naming M. Carol Stevens of the law firm of Kay and Stevens as special counsel to the District for labor and employment law matters.

**DISCUSSION:** The District has utilized Kay and Stevens as outside counsel for labor and employment law matters, on an ongoing basis, since 2001. During that period, Kay and Stevens has represented the District in complex litigation, including the Station Agent Mediation/Arbitration between the District and Amalgamated Transit Union, Local 1555 ("ATU"), of which the Board has been previously briefed. This matter is still ongoing, as ATU has filed numerous complaints disputing the District's interpretation of the Agreement. Although both parties have worked hard and have spent numerous sessions attempting to settle these lingering issues, it appears clear that several of them will be the subject of complex arbitrations over the ensuing months.

The Office of the General Counsel has recently promoted its primary labor attorney, Matthew Burrows, to the Associate General Counsel position and therefore the office temporarily lacks the resources to adequately staff these complex cases. This office is in the process of hiring to fill this void, but any such hire is likely to require substantial training before being able to litigate arbitrations with the complexity of the Station Agent matter, a case dealing with over 20 years of bidding and staffing history. Due to her representation of the District in this matter over the last few years, Ms. Stevens is well grounded in this same factual history and has developed the requisite legal theories necessary to persuasively argue the District's positions.

**FISCAL IMPACT:** Any and all payments to Kay and Stevens will continue to be made out of the Office of the General Counsel's budget for outside counsel and subject to availability of funding.

**ALTERNATIVE:** To decline to appoint Kay and Stevens as special counsel. This could put the District at a disadvantage in ensuring that these disputes result in a fair and just outcome.

**RECOMMENDATION:** That the Board adopt the attached Resolution.

**MOTION:** Adoption of the attached Resolution.

BEFORE THE BOARD OF DIRECTORS OF THE  
SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

In the matter of the designation  
Of Special Counsel for  
Labor and Employment Matters

Resolution No. \_\_\_\_\_

WHEREAS, the labor and employment relations at the District continue to evolve and change, continuously presenting new challenges affecting the District, and

WHEREAS, M. Carol Stevens, currently with the law firm of Kay & Stevens has since 2001 provided legal advice and has represented the District in labor and employment related matters including a dispute with Amalgamated Transit Union, Local 1555, regarding numerous station agent staffing issues, and

WHEREAS, the District has benefited enormously due to Ms. Stevens' legal advice and representation;

NOW, THEREFORE, BE IT RESOLVED, THAT THE Board of Directors of the San Francisco Bay Area Rapid Transit District hereby adopts the following statement of policy concerning the Office of the General Counsel:

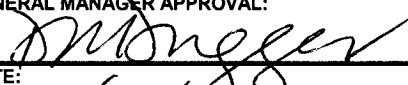
1. M. Carol Stevens of the law firm Kay & Stevens is named special counsel for the District on labor and employment matters, subject to normal budgetary restrictions. Where direct contact by staff members with special counsel is necessary, such contact shall be pursuant to the authorization of the General Counsel on either a general or specific basis as he deems best.


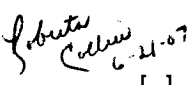

Adopted: \_\_\_\_\_

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## EXECUTIVE DECISION DOCUMENT

GENERAL MANAGER APPROVAL: 	GENERAL MANAGER ACTION REQ'D: Forward to the Board of Directors
DATE: 6/22/07	BOARD INITIATED ITEM: No

Originator/Prepared by: Paul Fadelli Dept: Ext.	General Counsel  6/21/07	Controller/Treasurer  6-21-07	District Secretary [ ]	BARC  6/21/07
Signature/Date:				

### NARRATIVE:

### Proposed Positions for '07 State Legislation

**PURPOSE:** To endorse specific legislation currently before the State Legislature.

### DISCUSSION:

For any bill this year to become law, it had to pass its house of origin by June 8th. Because we now have a clearer view of which bills have been successful in this first important legislative threshold – and what the substantive provisions are in those bills – we can offer the Board legislation for review and possible endorsement.

This year, in addition to the regular introduction of bills impacting transit and transportation, there has been significant debate concerning the Governor's funding cuts in transit and transportation programs, as well as several "trailer" bills introduced to implement the important Infrastructure Bonds (I-Bond) propositions passed by the California electorate last November.

A brief update on the I-Bond implementation bills will be part of the presentation, but will not come before the Board for endorsement, because in each case there are two differing legislative approaches (Assembly and Senate) for implementing the transit programs approved by Proposition 1B. These bills include AB 901 (Nunez) and SB 716 (Perata) for the 1B Modernization program, AB 1351 (Levine) and SB 748 (Corbett) for 1B State and Local Partnership, AB 1350 (Nunez) and SB 45 (Perata) for 1B Transit Safety, and AB 1091 (Bass) for Prop. 1C TOD implementation (see attachment). As the legislative session progresses only one approach/vehicle will remain to implement each of these funding programs. It is probably wise at this time not to pick a preferred approach – but continue to work with members and staff to improve each bill as they move through the process.

Below are bills that either change important policies and/or provide additional sources of funding that could benefit BART. A BART endorsement of these bills can give important support and provide the bill authors with assistance at a critical time for passage. Further details of the provisions of these bills are included in the EDD attachment.

## EDD: Proposed Positions for '07 State Legislation

### Legislation

**AB 1221** (Ma – San Francisco) would allow a city or county that prepares a transit village plan to engage in tax increment financing (TIF) with a transit agency to support Transit Oriented Development (TOD) efforts. **BART Impact:** BART is a sponsor of this legislation that could assist in financing TOD projects if local governments elect to use TIF. TIF is a financing tool that allows future gains in taxes to finance current improvements that will create those gains. Enhancing opportunities for TOD also helps support local transit ridership, helps reduce gridlock, prevents air pollution and assist local economies.

**AB 1358** (Leno – San Francisco) would require the Governor's Office of Planning & Research (OPR) to amend its "circulation element" guidelines for local governments' general plans so they would accommodate all "routine" users of highway and public transportation. The bill would require that when a city or county makes any revision of a circulation element, that it account for the routine accommodation of users which would include: motorists, pedestrians, bicyclists, individuals with disabilities, seniors and users of public transportation. **BART Impact:** BART access staff already takes these elements into consideration when stations and station access are planned. Supporters of AB 1358 believe this bill will encourage better planning for all modes of transportation – not just vehicles—and help improve the environment.

**SB 445** (Torlakson – Antioch) would create the "Road User Task Force," comprised of 14 members appointed by the Legislature, Governor, California Transportation Commission, city and county organizations, the California Transit Association and other specified entities to report to the Legislature and Governor (by January 1, 2009) on alternatives to the current system of taxing road users through per-gallon fuel taxes. **BART Impact:** Because the per-gallon fuel tax will increasingly become less efficient as a mechanism for raising revenues and meeting the state's long-term transportation and transit needs, new sources of revenue will be needed. This task force would be assigned to come back in a year's time with recommendations for alternatives to the gas tax – to the benefit of highway and transit funding. With the CTA as a statutory member of the task force, BART will have a direct line to the task force review efforts and recommendations.

**SB 717** (Perata – Oakland) Existing law specifies that a portion of the sales tax on gasoline be allocated into the Transportation Investment Fund for various transportation projects and programs. The California Constitution requires that such funding continue until the end of the 2007-08 fiscal year. This bill would continue the existence of the Transportation Investment Fund. **BART Impact:** BART has continued to work with the author's staff to assure adequate funding for transit through the Public Transit Account and the State Transit Assistance Program which gets funds through the TIF from the state sales tax on gas. Support for this bill would assist in guaranteeing a vehicle for any needed action to respond to long-term transportation funding proposals that might arise in the capitol.

**SB 375** (Steinberg – Sacramento) would require (1) the California Transportation Commission to adopt guidelines for the use of "travel demand models" used in the development of regional transportation plans by regional transportation planning agencies. The bill would also require (2) that regional transportation plans contain a "preferred growth scenario" that meets reductions in carbon dioxide emission by 2020 and 2050 as outlined by the Air Resources Board and (3) a "streamlined" CEQA process for projects within jurisdictions that have an approved preferred growth scenario. **BART Impact:** This bill would change how regional transit investment is

## **EDD: Proposed Positions for '07 State Legislation**

determined and would encourage jurisdictions to plan and fund projects that help reduce CO<sub>2</sub> emissions – while grandfathering those transit projects already in the funding pipeline – such as federal TIP, STIP and Proposition 1B through 2011. BART and other transit agencies will be under increased pressure to demonstrate a carbon neutral impact. This bill could assist the Bay Area in developing a regional approach to reducing greenhouse gases, if BART is a partner in developing “preferred growth scenarios.” TOD projects which are approved as “sustainable communities projects” would be exempt from certain CEQA regulations.

**ATTACHMENT:** Further information on BART Bills of Interest

**FISCAL IMPACT:** N/A. (see attachment)

**RECOMMENDATION:** That the Board support the following motion:

**MOTION:** That the Board SUPPORT the following legislation presently before the State Legislature:

AB 1221 (Ma) -- Tax Increment Financing for TOD (BART sponsor)  
AB 1358 (Leno) – Complete Streets Act  
SB 445 (Torlakson) – Road User Task Force  
Sb 717 (Perata) -- Transportation Investment Fund (TIF)

**MOTION:** That the Board WATCH the following legislation presently before the State Legislature

SB 375 (Steinberg) – Regional Transportation Plans – Greenhouse Gas Reductions



## **BART Board Legislative Review 2007**

### **Assembly**

#### **AB 1221(Ma) Transit village developments: tax increment financing (TIF).**

**Summary:** Existing law authorizes a city or county to create a transit village plan for a transit village development district and requires the plan to include all land within not less than 1/4 mile of the exterior boundary of the parcel on which is located a transit station, and to include 5 specified demonstrable public benefits.

Existing law also encourages local, regional, and state plans to direct new development close to transit stations by providing financial incentives to implement these plans.

This bill would provide a financing tool to allow a city or county that prepares a transit village plan, with the agreement of the transit agency that operates a transit station in the transit village district, to engage in tax increment financing to fulfill the goals of a transit development plan.

Amendments were accepted in the Assembly to increase the size of a transit village district to ½ mile, to provide not less than 20% of all gross revenues derived from the TIF go to affordable housing when housing is a component of a Transit Oriented Development plan, and restrict participation by local school and Community College Districts. These amendments will be added to AB 1221 in the Senate Local Government Committee.

BART is a sponsor of this legislation that would assist in financing TOD projects if local governments elect to use TIF. TIF is a financing tool that allows future gains in taxes to finance current improvements that will create those gains. Enhancing opportunities for TOD also helps support local transit ridership, helps reduce gridlock, prevents air pollution and assist local economies.

**SUPPORTERS:** BART (Co-Sponsor), California Transit Association (Co-Sponsor), AC Transit, Metropolitan Transportation Commission, Western Center on Law & Policy (if amended)

**OPPONENTS:** Howard Jarvis Taxpayers' Association

#### **AB 1358 (Leno) Planning: Circulation element, transportation**

**Summary:** Existing law requires the legislative body of each county and city to adopt a comprehensive, long-term general plan for the physical development of the county or city with specified elements, including a "circulation element" consisting of the general location and extent of existing and proposed major thoroughfares, transportation routes,

terminals, any military airports and ports, and other local public utilities and facilities, all correlated with the land use element of the plan.

Existing law requires the Governor's Office of Planning and Research (OPR) to develop and adopt guidelines for the preparation and content of mandatory elements required in city and county general plans. This bill would require OPR, on or before January 1, 2009, to prepare or amend guidelines for a legislative body to include in the circulation element of its general plan. The bill would authorize OPR, in developing these guidelines, to consult with leading transportation experts, including, but not limited to, bicycle transportation planners, pedestrian planners, public transportation planners, local air quality management districts, and disability and senior mobility planners.

This bill would require, commencing January 1, 2009, that the legislative body of a city or county, upon any revision of the circulation element of the general plan, modify the circulation element to specify how this element will provide for *the routine accommodation* of all users of highways and public transportation -- defined to include motorists, pedestrians, bicyclists, children, individuals with disabilities, seniors, and users of public transportation. For this purpose, routine accommodation is defined to mean that, in the planning, design, construction, reconstruction, or operation of highways and other transportation infrastructure, local agencies fully consider and accommodate all users of highways and public transportation as needed to provide for reasonably safe and convenient travel.

## Senate

### **SB 445(Torlakson) Road User Task Force.**

**Summary:** Existing law provides various sources of revenue to fund state highway and local road maintenance, operation, and improvement, including a state-imposed per-gallon fuel tax of 18 cents.

This bill would create, until January 1, 2009, the "Road User Task Force," with 14 members appointed by the Legislature, Governor, California Transportation Commission, city and county organizations, and other specified entities to hold at least 3 public hearings around the state and to report to the Legislature and Governor by January 1, 2009, on alternatives to the current system of taxing road users through per-gallon fuel taxes. The bill would make legislative findings and declarations which identify the importance of transit projects and the need to likewise secure more funding to fight congestion

## **SB 717 (Perata) Transportation Investment Fund.**

**Summary:** Existing law specifies the allocation of funds in the Transportation Investment Fund, derived from a portion of the sales tax on gasoline, to various transportation projects and programs. The state Constitution requires that sales taxes on motor vehicle fuel that are deposited into the General Fund be transferred to the Transportation Investment Fund for allocation to transportation purposes until the end of the 2007-08 fiscal year. Thereafter, it requires these revenues to be allocated to broad categories of transportation purposes, including 20% for programs funded by the Public Transportation Account, 40% for transportation capital improvement projects in the State Transportation Improvement Program, and 40% for apportionment to cities and counties pursuant to certain formulas for road maintenance and construction purposes. This bill would continue the Transportation Investment Fund in existence and would specify the use of revenues deposited in that fund from gasoline sales tax revenues subject to the state Constitution in the 2008-09 fiscal year.

## **SB 375(Steinberg) Transportation planning: Travel demand models, preferred growth scenarios and environmental review.**

**Summary:** SB 375 seeks to link transportation planning and funding to general land use planning and CEQA – while reducing greenhouse gases. This bill would require regional transportation agencies such as the Metropolitan Transportation Commission (MTC) to develop a “preferred growth scenario” designed to achieve reduction in regional vehicle-miles-traveled and emission of greenhouse gases, consistent with emission reduction targets to be provided by the California Air Resources Board. Transportation planning activities, including programming of projects in the regional transportation improvement program (TIP), must be consistent with the preferred growth scenario. “Consistency” means that the capacity of programmed transportation projects does not exceed that which is necessary to provide reasonable service levels for the preferred growth scenario. (Transportation projects in Prop. 1B or the STIP that are programmed for funding prior to 2012 would be exempt.) MTC and other regional transportation agencies would also be required to follow guidelines to be developed by California Transportation Commission for use of travel demand models.

### **1. Travel Demand Models:**

Existing law requires certain transportation planning activities by the Department of Transportation and by designated regional transportation planning agencies, including development of a regional transportation plan. Existing law authorizes the California Transportation Commission (CTC), in cooperation with the regional agencies, to prescribe study areas for analysis and evaluation. SB 375 would require the CTC to develop guidelines for **travel demand models** and that they be used in the development of regional transportation plans (RTP) by certain regional transportation planning agencies.

## **2. Preferred Growth Scenarios:**

SB 375 would also require regional transportation plans to include a **preferred growth scenario**, as specified, to achieve certain goals for the reduction of vehicle miles traveled in a region. The State Air Resources Board would provide each region with **greenhouse gas emission reduction targets for 2020 and 2050**, and require the preferred growth scenario to inventory the region's emission of those gases and establish measures to reduce those emissions consistent with the targets. SB 375 would require certain transportation planning and programming activities by regional agencies to be consistent with the preferred growth scenario, including the programming of transportation projects in the regional transportation improvement program and the implementation of infill opportunity zones, among other things.

## **3. California Environmental Quality Act (CEQA) Reform:**

CEQA requires that a lead agency, as defined, prepare and certify the completion of an environmental impact report (EIR) on a project that it proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. This bill would provide that, for infill residential or mixed use projects in urbanized areas, where the local jurisdiction has amended its general plan so that the land use, circulation, housing, and open-space elements of the general plan are consistent with the preferred growth scenario most recently adopted by the regional transportation agency, the environmental document prepared for the project pursuant to CEQA need only examine significant or potentially significant impacts that are specific to the project. The bill further provides that **no additional review is required pursuant to CEQA for a project that meets certain criteria and is declared to be a “sustainable communities project.”**

The bill would also authorize the legislative body of such a local jurisdiction within an urbanized area to adopt traffic mitigation policies for all future residential projects. The bill would exempt a residential project seeking a land use approval from compliance with additional mitigation measures for traffic impacts on intersections, streets and highways, or mass transit, if the local jurisdiction has adopted those traffic mitigation policies.

## **Infrastructure Bonds Implementation Legislation**

### **For Proposition 1B:**

**Modernization:** *authorizes nearly \$ billion for the Public Transportation Modernization, improvement and Service Enhancement Account for capital improvements and fleet expansion to enhance public transit, intercity and commuter rail and waterborne transit.*

### **AB 901(Nunez) 1B Modernization**

**Summary:** This bill would require the *Department of Transportation* to provide the Department of Finance and the Assembly and Senate Budget Committees by September 30 of each year with information describing the total amount of verified project funding needed in the budget year and the amount required by each agency seeking funding. The bill would require the California Transportation Commission (CTC) to include information in its annual report to the Legislature regarding its activities relative to these funds. The bill would require certain legislative committees to hold an annual joint legislative hearing on these funds.

### **SB 716(Perata) 1B Modernization**

**Summary:** This bill would specify the requirements for an eligible project sponsor, as defined, to receive an allocation of funds appropriated from the account. The bill would require the *California Transportation Commission (CTC) and the Controller* to administer these provisions.

...

**State & Local Partnership:** *authorizes \$1 billion of state general obligation bonds to assist those "self-help" counties which are using local taxes to support transit projects; a dollar for dollar match of local funds would be required.*

### **AB 1351(Levine) Transportation: state-local partnerships.**

**Summary:** This bill would make various findings regarding transportation infrastructure and funding in California and state the intent of the Legislature to appropriate \$200,000,000 for the program from bond funds in each of 5 fiscal years beginning in the 2010-11 fiscal year. Local sales tax would be the only allowable local matching revenue.

### **SB 748(Corbett) Transportation: state-local partnerships.**

**Summary:** This bill would state the intent of the Legislature to appropriate \$200,000,000 for the program from bond funds in each of 5 fiscal years beginning in the 2007-08 fiscal year. The bill would define eligible local matching funds under the program for purposes of the required dollar-for-dollar match, and would establish an application procedure for eligible applicants to nominate projects. The bill would require a minimum project cost of \$5 million and limit the amount of bond funding for a single project to \$25,000,000 in a single funding cycle. SB 748 would include bridge tolls and developer fees in addition to a dedicated sales tax as part of the local contribution to be matched.

...

**Safety and Security:** *The Transit System Safety, Security and Disaster Response Account provides \$1 Billion within the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B) to provide funding for transit safety and security and to assist emergency response activities in the state.*

**AB 1350(Nunez) Transportation funds: transit system safety.**

**Summary:** This bill would allocate, through the STA formula, 75% of available funds to transit operators in counties with a population in excess of 250,000, and 25% would be made available to operators in counties other than those described above.

**SB 45(Perata) Transportation funds: transit system safety.**

**Summary:** This bill would establish the application process for allocations for capital projects from funds appropriated from the Transit System Safety, Security, and Disaster Response Account, which allocations would be made by the Office of Homeland Security (OHS) to transit operators under 2 different formulas and require OHS to report to the Legislature on the projects receiving funding under these provisions. The bill would also provide for allocations by the Office of Emergency Services from funds appropriated from the account for capital expenditures that assist transit operators in developing disaster response transportation systems capable of moving goods, people, and equipment in the aftermath of a disaster.

...

**For Proposition 1C:**

**AB 1091(Bass) Transit-Oriented Development Implementation Program.**

**Summary:** The Housing and Emergency Shelter Trust Fund Act of 2006, authorizes the issuance of bonds in the amount of \$2,850,000,000 pursuant to the State General Obligation Bond Law. Proceeds from the sale of these bonds are required to be used to finance various existing housing programs, capital outlay related to infill development, brownfield cleanup that promotes infill development, and housing-related parks. The act requires the sum of \$300,000,000 to be deposited in the Transit-Oriented Development Account and makes the money in the account available, upon appropriation, for expenditure under the Transit-Oriented Development Implementation Program, which is established under existing law under the administration of the Department of Housing and Community Development.

This bill would substantially revise the housing requirements for grants for the provision of infrastructure necessary to support a higher density development project within close proximity to a transit station. This bill contains other related provisions and other existing laws.

**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**

Board of Directors  
Regular Meeting of June 28, 2007  
Resolution Commending Thomas E. Margro

MOTION

The Board of Directors adopts the attached resolution commending Thomas E. Margro.

Before the Board of Directors of the  
SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT

RESOLUTION COMMENDING  
THOMAS E. MARGRO

Resolution No.

WHEREAS, Thomas E. Margro has served the San Francisco Bay Area Rapid Transit District as General Manager since September 1996 and is the longest serving General Manager in the District's history, and held the post of Assistant General Manager, Transit System Development from 1990 to 1995, after a distinguished career with the Southeastern Pennsylvania Transportation Authority, and

WHEREAS, Mr. Margro guided the development, design, and construction of the \$2.7 billion BART Extensions Program, expanding the system in the counties of Alameda, Contra Costa, and San Mateo, including Extensions to Pittsburg/Bay Point, Dublin/Pleasanton, and the San Francisco Airport extension to Millbrae, and

WHEREAS, Mr. Margro managed the successful implementation of the District's 10 year \$1.2 billion Systemwide Renovation Program, and

WHEREAS, Mr. Margro demonstrated unique leadership in sheparding the District through difficult financial times, remaining focused on customer satisfaction, maintaining service levels and quality standards, and ensuring financial stability, and

WHEREAS, in 2004 the American Public Transportation Association recognized the District as the #1 Transit System in America,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the San Francisco Bay Area Rapid Transit District does hereby take public cognizance of the immeasurable contributions Mr. Thomas E. Margro has made to the furtherance of the District's goals, and

BE IT FURTHER RESOLVED that a suitably engrossed copy of this Resolution be tendered to Mr. Margro as a token of the high esteem in which Mr. Margro is held by the members of the San Francisco Bay Area Rapid Transit District Board of Directors.

Adopted by the Board of Directors  
of the San Francisco Bay Area Rapid Transit District  
June 28, 2007

ATTEST:

Kenneth A. Duron  
District Secretary

Lynette Sweet  
President