



<b>Meeting No. 2 – Scheduled Meeting</b>	<b>Meeting Date</b> June 8, 2006			
<b>Meeting Time</b> 4:30 – 6:00 p.m.	<b>Recorded By</b> A. Charles			
<b>Attendees:</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>Members:</b>            B. Barksdale            R. Jee            M. Liu            G. Miller            C. Paul         </td> <td style="width: 33%; vertical-align: top;"> <b>Alternates:</b>            H. Franklin         </td> <td style="width: 33%; vertical-align: top;"> <b>Staff:</b>            A. Charles            K. Duron            T. Horton            K. Mayo            M. McArthur         </td> </tr> </table>		<b>Members:</b> B. Barksdale R. Jee M. Liu G. Miller C. Paul	<b>Alternates:</b> H. Franklin	<b>Staff:</b> A. Charles K. Duron T. Horton K. Mayo M. McArthur
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<b>Agenda Item</b>	<b>Action Taken</b>			
<i>Welcome &amp; Introduction</i>	Introduction of Members, Alternates, and Staff present.			
<i>Public Comment</i>	No Action.			
<i>Review of Administrative Matters</i>	<p>COC members to review action minutes from orientation meeting and respond with any changes within one week. The minutes will then be sent to the Chairperson for finalized and then they will be formalized for posting on the BART website.</p> <p>COC members and alternates are not required to complete Form 700. For the purposes of this project, COC members and alternates are not to be enrolled in the BART Conflict of Interest Code.</p>			
<i>COC Function Overview</i>	Discussion of the specific bond language outlining the duties and responsibilities of the COC. Discussion on the method for the COC to request an audit of the project. BART's internal			



	<p>audit team is completely separate from the project, and has performed independent audits of BART projects in the past. The BART auditing department can be asked to perform audits for the COC.</p> <p>The COC requested that a member of the auditing group attend the next meeting to discuss auditing capability and the resources available to the committee.</p>
<i>Replacement of Seismic Seat Alternate</i>	<p>The third applicant for the seismic seat has been contacted regarding the availability of the alternate seat and has expressed his interest in accepting. The next steps are to ask the BART Board if they would like to appoint this candidate or to open up the application process for new candidates.</p>
<i>Project Update</i>	<p>Staff provided an overview of the project organization and provided a project update on design activity, environmental clearance, procurement and construction.</p> <p>COC members asked staff to outline all of the funding sources for the project. Funding sources for the project include:</p>



	<p>\$980M – Bond Fund</p> <p>\$143M – Regional Measure 2 (Bridge Toll)</p> <p>\$134M – Cal Trans</p> <p>\$20M – Transportation Congestion Relief Program (TCRP)</p> <p>\$50M – BART Revenue</p>
<p><i>Financial Report</i></p>	<p>Review of financial report, which included: project elements, dollar amount forecasted and dollar amount spent through April 2006, and the general project schedule. Other materials included for review included the Construction Contracting Status Report and the Summary of Work and Bid Schedule for the two construction contracts currently in progress.</p> <p>COC members asked for a break down of the program costs to be added to the financial report for the next meeting.</p> <p>COC members asked for percentage complete to be added to the project status report for each line item.</p> <p>COC members asked for the engineer's estimate to be added to the contract materials.</p>



	<p>COC members requested that the LMA project be added to the financial report.</p>
<i>Selection of Future Meeting Time and Date</i>	<p>The next COC meeting is scheduled for Thursday February 8, 2007 at 4:30 pm.</p>
<i>Request to Add Items to Future Meeting Agenda</i>	<p>COC Members requested that a member of the BART Audit Department come to the next meeting.</p> <p>COC Chair suggested that a clarification of contingency and escalation allowances would be useful to COC members.</p> <p>COC Chair suggested that information on how the Project Team plans to publicize the bid schedule to encourage competition would be useful to COC members.</p>
<i>Public Comment</i>	<p>No Action.</p>
<i>Adjournment</i>	<p>Meeting was adjourned at approximately 6:00 p.m.</p>



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<p><i>Upon review of the June 8<sup>th</sup> meeting minutes, B. Barksdale, committee Chair, indicated the following items might be useful to the COC Committee Members:</i></p>	<ul style="list-style-type: none"><li>• A work breakdown structure to understand how certain responsibilities will be handled, particularly issues related to how scope changes, change orders, and quality assurance will be controlled and managed.</li><li>• A project financial status report, relative to schedule, showing actual cost to date, estimates to complete with change orders, and prospective claims as adjustments to the forecast/budget and the current status of the reserve account.</li></ul>