



# Metropolitan Transportation Commission

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

## Meeting Agenda

### Administration Committee

*Committee Members:*

*Federal D. Glover, Chair      Jeannie Bruins, Vice Chair*

*Carol Dutra-Vernaci, Nick Josefowitz, Gina Papan,  
Hillary Ronen, Libby Schaaf, Amy R. Worth*

*Non-Voting Member: Tony Tavares*

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Wednesday, September 4, 2019

9:35 AM

Yerba Buena Conference Room - 1st Floor

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**\*\*\* Please note meeting date, time, and location. \*\*\***

This meeting is scheduled to be webcast live on the Metropolitan Transportation Commission's Website: <http://mtc.ca.gov/whats-happening/meetings> and will take place at 9:35 a.m. or immediately following the 9:30 a.m. BATA Oversight Committee meeting.

#### 1. Roll Call/Confirm Quorum

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

#### 2. Consent Calendar

- 2a. [19-0846](#) Minutes of the July 10, 2019 meeting  
**Action:** Committee Approval  
**Attachments:** [2a\\_07-10-2019\\_Draft\\_Administration\\_Minutes.pdf](#)
- 2b. [19-0847](#) Investment Report for June 2019  
**Action:** Information  
**Presenter:** Catherine Cam  
**Attachments:** [2b\\_Investment\\_Report\\_June'2019.pdf](#)
- 2c. [19-0848](#) MTC Financial Statements as of June 2019 (unaudited)  
**Action:** Information  
**Presenter:** Sonia Elsonbaty  
**Attachments:** [2c\\_Financial\\_Statement'June\\_2019.pdf](#)

- 2d.**     [19-0849](#)     Monthly Travel Report and International Travel Request
- Action:***             Information
- Presenter:***        Sonia Elsonbaty
- Attachments:***     [2d\\_Monthly\\_Travel\\_Report\\_&\\_Int'lTravelRequest.pdf](#)
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- 2e.**     [19-0845](#)     Contract Amendment - Website Management, Design, and Development Services: Exygy, Inc. (\$125,000)
- Action:***             Committee Approval
- Presenter:***        Raleigh McCoy
- Attachments:***     [2e\\_Exygy\\_Contract\\_Amendment.pdf](#)
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- 2f.**     [19-0884](#)     Contract Amendments - SB1 Adaptation Planning Grants:
- i. Colma Creek, South San Francisco Project: Hassell Design Ltd. (\$20,000); and
- ii. Grand Bayway SR37 Public Access Project: Tom Leader Studio, Inc. (\$20,000)
- Action:***             Committee Approval
- Presenter:***        Allison Brooks
- Attachments:***     [2f\\_SB1\\_Adaptation\\_Planning\\_Amendment\\_Contracts.pdf](#)
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- 2g.**     [19-0670](#)     MTC Resolution No. 4391 - Revised Plan for Special Language Services to Limited English Proficient (LEP) Populations
- Action:***             Commission Approval
- Presenter:***        Michael Brinton
- Attachments:***     [2g\\_Reso-4391\\_Revised\\_Plan\\_for\\_Special\\_Language\\_Services\\_to\\_LEP\\_Popul](#)
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- 2h.**     [19-0921](#)     Contract - Bench Audit Firms for Auditing, Attestation and Consulting Services (\$300,000)
- i. Badawi & Associates, Oakland, CA
- ii. Crowe LLP, San Francisco, CA
- iii. Grant Thornton LLP, San Francisco, CA
- iv. KPMG LLP, San Francisco, CA
- v. Macias Gini & O'Connell LLP, Walnut Creek, CA
- Action:***             Committee Approval
- Presenter:***        Anna Pan
- Attachments:***     [2h\\_Bench\\_Audit\\_Firms\\_Contract.pdf](#)

- 2i. [19-0935](#) Contract Amendment - Priority Development Area (PDA) Technical Assistance for the City of Rohnert Park: Fehr & Peers (\$65,000)
- Action:** Committee Approval
- Presenter:** Mark Shorett
- Attachments:** [2i\\_Fehr&Peers\\_ContractAmendment.pdf](#)
- 2j. [19-0936](#) Contract Amendment - Priority Development Area (PDA) Technical Assistance for the City of Oakland: Placeworks (\$42,771)
- Action:** Committee Approval
- Presenter:** Mark Shorett
- Attachments:** [2j\\_Placeworks\\_ContractAmendment.pdf](#)
- 3. Approval**
- 3a. [19-0850](#) MTC Resolution No. 4370, Revised - FY 2019-20 Overall Work Program (OWP) - Amendment
- A request for approval of an amendment to add two new grant awards and a final SB1 allocation.
- Action:** Commission Approval
- Presenter:** Brian Mayhew
- Attachments:** [3a\\_Reso-4370\\_Revised\\_FY2019-Amendment.pdf](#)

**4. Public Comment / Other Business**

**5. Adjournment / Next Meeting**

The next meeting of the Administration Committee will be held on the October 9, 2019 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105.

**Public Comment:** The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

**Meeting Conduct:** If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

**Record of Meeting:** Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site ([mtc.ca.gov](http://mtc.ca.gov)) for public review for at least one year.

**Accessibility and Title VI:** MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

**可及性和法令第六章:** MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

**Acceso y el Titulo VI:** La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

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Attachments are sent to Committee members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.

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