



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

Wednesday, May 13, 2020

9:40 AM

Board Room - 1st Floor (REMOTE)

The MTC Administration Committee is scheduled to meet on Wednesday, May 13, 2020 at 9:40 a.m., in the Bay Area Metro Center (Remotely). In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, the meeting will be conducted via webcast, teleconference, and Zoom for committee, commission, or board members who will participate in the meeting from individual remote locations.

A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

The meeting webcast will be available at
<https://mtc.ca.gov/whats-happening/meetings/live-webcasts>.

Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

Attendee Link: <https://bayareametro.zoom.us/j/92472864447>
Join by Telephone: 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)
Webinar ID: 924 7286 4447

Detailed instructions on participating via Zoom are available at:
<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>.

Members of the public may participate by phone or Zoom or may submit comments by email at info@bayareametro.gov by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name in the subject line. Due to the current circumstances there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

1. Call to Order / 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. [20-0414](#) Minutes of the March 11, 2020 meeting
- Action:** Committee Approval
- Attachments:** [2a 20-0414 03-11-2020 Draft Administration Minutes v1.pdf](#)
- 2b. [20-0415](#) Investment Report for February 2020
- Action:** Information
- Presenter:** Catherine Cam
- Attachments:** [2b 20-0415 Investment Report February '2020.pdf](#)
- 2c. [20-0601](#) Contract Amendment - Website Operations, Maintenance, and Improvement Services: Visual Strategies, Inc. (\$946,000)
- Action:** Committee Approval
- Presenter:** Alysha Nachtigall
- Attachments:** [2c 20-0601 ContractAmendment VisualStrategies.pdf](#)
- 2d. [20-0602](#) Contract Amendment - Regional Housing Needs Allocation and Plan Bay Area 2050 Public Engagement Assistance: Civic Edge Consulting (\$100,000)
- Action:** Committee Approval
- Presenter:** Ursula Vogler
- Attachments:** [2d 20-0602 Contract Amendment CivicEdgeConsulting.pdf](#)
- 2e. [20-0641](#) Contract Amendment - Website Operations, Maintenance, and Improvement Services: Civic Resource Group (\$100,000)
- Action:** Committee Approval
- Presenter:** Alysha Nachtigall
- Attachments:** [2e 20-0641 ContractAmendment CivicResourceGroup.pdf](#)
- 2f. [20-0424](#) Contract - PDA and OBAG Program Evaluation Services: Community Design + Architecture, Inc. (\$300,000)
- Action:** Committee Approval
- Presenter:** Mallory Atkinson
- Attachments:** [2f 20-0424 PDA&OBAG Contract.pdf](#)

3. Approval

- 3a.** [20-0353](#) Funding Agreements - Means Based Transit Fare Pilot (Clipper® START)
- Fare Subsidy Project: San Francisco Bay Area Rapid Transit District (BART) (\$7,141,379), Peninsula Corridor Joint Powers Board (Caltrain) (\$1,521,820), Golden Gate Bridge, Highway, and Transportation District (GGBHTD) (\$529,574), and San Francisco Municipal Transportation Agency (SFMTA) (\$2,807,227)

A request that the Committee authorize the Executive Director to negotiate and enter into funding agreements with participating Transit Agencies to partially fund revenue losses from the Clipper START pilot.

Action: Committee Approval

Presenter: Melanie Choy

Attachments: [3a 20-0353 MeansBased Funding Agreement.pdf](#)

- 3b.** [20-0379](#) Contract Amendments - Bench Audit Firms for Auditing, Attestation and Consulting Services (\$300,000 cumulatively)
i. Badawi & Associates, Oakland, CA
ii. KPMG LLP, San Francisco, CA
iii. Macias Gini & O'Connell LLP, Walnut Creek, CA

Staff is requesting Committee approval to increase the annual cumulative amounts of the existing contracts with the three certified public accounting firms listed above for auditing, attestation and consulting services from \$300,000 to \$600,000 for FY 2019-20 to fund increased external audits and consulting work. These services do not include the annual external financial audit and financial report.

Action: Committee Approval

Presenter: Anna Pan

Attachments: [3b 20-0379 Ancillary, Auditing, and Consulting Services.pdf](#)

- 3c.** [20-0622](#) MTC Resolution No. 4421 - FY 2020-21 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreements for Federal and State Planning Grants

A request that the Committee refer to the Commission for approval the FY 2020-21 OWP (MTC Resolution No. 4421), which guides the collaborative metropolitan transportation planning process involving MTC, ABAG, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Caltrans, and other local transportation partners and for authorization to enter into agreements for transportation planning funds.

Action: Commission Approval

Presenter: Brian Mayhew

Attachments: [3c 20-0622 Reso-4421 FY 2020-21 OWP.pdf](#)

4. Public Comment / Other Business

5. Adjournment / Next Meeting:

The next meeting of the Administration Committee is scheduled to be held on June 10, 2020 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) 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.

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.