



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, December 9, 2020

9:40 AM

Board Room - 1st Floor (REMOTE)

The Administration Committee is scheduled to meet on Wednesday, December 9, 2020 at 9:40 a.m., or immediately following the 9:35 a.m. BATA Oversight Committee meeting, 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/81341989232>

Or iPhone one-tap: US: +14086380968,,81341989232# or +16699006833,,81341989232#

Or Join by Telephone: (for higher quality, dial a number based on your current location) US:

+1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or

+1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or

877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 813 4198 9232

International numbers available: <https://bayareametro.zoom.us/u/kb2XWczTs>

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

Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "*"9". In order to get the full Zoom experience, please make sure your application is up to date.

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. [20-1600](#) Minutes of the November 4, 2020 meeting
Action: Committee Approval
Attachments: [2a - 20-1600 - 11-4-2020 Admin Draft Meeting Minutes.pdf](#)
- 2b. [20-1601](#) Investment Report for September 2020
Action: Information
Presenter: Catherine Cam
Attachments: [2b - 20-1601 - Investment Report September '2020.pdf](#)
- 2c. [20-1602](#) Monthly Travel Report
Action: Information
Presenter: Raymond Woo
Attachments: [2c - 20-1602 - Monthly Travel Report.pdf](#)
- 2d. [20-1623](#) Consultant Panel - 2020 Website Support Services Bench - Cycle 1 (360 BC Group, Inc. dba 360Civic; Bayen Group, LLC; Citrus Studios Inc.; Clarity Partners, LLC; Echidna Corp. o/a Digital Echidna; Exygy Inc.; FivePaths LLC; Forum One Communications Corp; Interpersonal Frequency LLC; Kalamuna Inc.; Neumeric Technologies Corporation; Peak Digital, LLC; Planeteria Media LLC; Silly Monkey Studios, LLC dba Kanopi Studios; Stellar Agency, LLC; Kalyani Ramaiyan dba Symmetrical Designs; The Glue, LLC; TransSIGHT LLC; Vardot, LLC; Wire Media, LLC)
Action: Committee Approval
Presenter: Alysha Nachtigall
Attachments: [2d - 20-1623 - Website Support Services Bench.pdf](#)

- 2e.** [20-1470](#) MTC Resolution No. 4173, Revised - Reauthorization of MTC Investment Policy
- Action:** Commission Approval
- Presenter:** Brian Mayhew
- Attachments:** [2e - 20-1470 - Reso-4173 Reauthorization of MTC Investment Policy.pdf](#)
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- 2f.** [20-1450](#) MTC Resolution No. 4265, Revised - MTC Debt Policy Issuance and Management
- Action:** Commission Approval
- Presenter:** Brian Mayhew
- Attachments:** [2f - 20-1450 - Reso-4265 MTC Debt Policy.pdf](#)
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- 2g.** [20-1239](#) MTC Resolution No. 4436 - Establishment of an Internal Revenue Code (IRC) Section 115 Post-Employment Benefits Trust with Public Agency Retirement Services (PARS); and Authorization of Related Contract(s) with PARS
- Action:** Commission Approval
- Presenter:** Brian Mayhew
- Attachments:** [2g - 20-1239 - Reso-4436 Authorization to Establish Post-Employment Benefits](#)
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- 2h.** [20-1644](#) Contracts - Pavement Management Technical Assistance Program (P-TAP) Round 22:
- i. Adhara Systems, Inc., San Jose, CA
- ii. AMS Consulting, LLC, Pleasanton, CA
- iii. Bellecci & Associates, Inc., Concord, CA
- iv. Capitol Asset & Pavement Services, Inc., Salem, OR
- v. Harris & Associates, Inc., Concord, CA
- vi. Michael Baker International, Oakland, CA
- vii. Nichols Consulting Engineers, CHTD, Richmond, CA
- viii. Pavement Engineering, Inc., San Luis Obispo, CA
- Action:** Committee Approval
- Presenter:** Christina Hohorst
- Attachments:** [2h - 20-1644 - PTAP Round-22 Contracts.pdf](#)
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- 2i.** [20-1723](#) Contract Amendment - Legal Notice Contract: Daily Journal Corporation (\$115,000)
- Action:** Committee Approval
- Presenter:** Marcella Aranda
- Attachments:** [2i - 20-1723 - Contract Amendment DailyJournal.pdf](#)

2j. [20-1469](#) MTC Financial Statements for September 2020

Action: Information

Presenter: Raymond Woo

Attachments: [2j - 20-1469 - Financial Statements Sept'2020.pdf](#)

3. Information

3a. [21-0021](#) MTC Equity Update: Equity Consultant Bench

Action: Information

Presenter: Nalungo Conley

Attachments: [3a - 21-0021 - On-Call Equity Bench Update.pdf](#)

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, January 13, 2021 at 9:40 p.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105 (remotely and by webcast as appropriate depending on the status of any shelter in place orders).

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.