



# Metropolitan Transportation Commission

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

## Meeting Agenda

### Administration Committee

*Committee Members:*

*Federal D. Glover, Chair Cindi Chavez, Vice Chair  
Margaret Abe-Koga, Nate Miley, Gina Papan, David Rabbitt,  
Hillary Ronen, Amy Worth  
Non-Voting Member: Dina El-Tawansy*

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Wednesday, April 14, 2021

9:40 AM

Board Room - 1st Floor (REMOTE)

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The Administration Committee is scheduled to meet on Wednesday, March 10, 2021 at 9:40 a.m., in the Bay Area Metro Center (Remotely), or immediately following the 9:35 a.m. BATA Oversight Committee meeting. 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/83163883059>

Or iPhone one-tap: US: +16699006833,,83163883059# or +14086380968,,83163883059#

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: 831 6388 3059

International numbers available: <https://bayareametro.zoom.us/u/kb2naJ5iN8>

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](mailto: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.**     [21-0363](#)     Minutes of the March 10, 2021 meeting
- Action:**         Committee Approval
- Attachments:**    [2a - 21-0363 - March 10 Admin Draft Meeting Minutes.pdf](#)
- 2b.**     [21-0401](#)     Purchase Order Amendment - Cloud Services Subscription: Amazon Web Services (\$35,000)
- Action:**         Committee Approval
- Presenter:**     Kearey Smith
- Attachments:**    [2b - 21-0401 - PO Amendment AWS.pdf](#)
- 2c.**     [21-0402](#)     Purchase Order Amendment - Annual Licensing Agreement: Carahsoft Technology Corporation (\$35,833)
- Action:**         Committee Approval
- Presenter:**     Kearey Smith
- Attachments:**    [2c - 21-0402 - PO Amendment Carahsoft.pdf](#)
- 2d.**     [21-0424](#)     Master Funding Agreement Supplement 4 - Car Sharing and Mobility Hubs in Affordable Housing Pilot Project: City of Richmond (\$347,851.12)
- Action:**         Committee Approval
- Presenter:**     Krute Singa
- Attachments:**    [2d - 21-0424 - Funding Agreement - City of Richmond.pdf](#)

- 2e.**     [21-0526](#)     Consultant Bench: 2020 Equity Consultant - Cycle 1  
(Arup Americas, Inc. dba Arup North America Ltd.; Marcus Griwsold dba Calm Waters Group LLC; causeIMPACTS LLC; Center for Neighborhood Technology; CivicMakers, LLC; Contigo Communications Corp.; Colette M. Luckie dba Cornerstone Consulting HR; Cooperative Personnel Services dba CPS HR Consulting; Davis & Associates Communications, Inc.; Eastern Research Group Inc.; Ana Lugo Bedolla dba Equity First Consulting; Exygy, Inc.; Guidehouse Inc.; HR&A Advisors, Inc.; ICF Incorporated, L.L.C.; Kimley-Horn and Associates, Inc.; Lowe Consulting Group, Inc.; Christopher Jerome Lepe dba Mariposa Planning Solutions; Nelson\Nygaard Consulting Associates, Inc.; Melanie Nutter dba Nutter Consulting, LLC; RSCA Corporation dba Redwood Resources; Reflex Design Collective, LLC; Tiasia O'Brien dba Seam Social Labs, Inc.; Diane Burbie dba The Aspire Group; The Mark USA, Inc.; Urban Habitat Program; WSP USA Inc.)
- Action:**             Committee Approval
- Presenter:**        Nalungo Conley
- Attachments:**     [2e - 21-0526 - 2020 Equity Bench.pdf](#)

### 3. Approval

- 3a.**     [21-0472](#)     MTC Resolution No. 4421- Revised - FY 2020-21 Overall Work Program (OWP) Amendment No. 3
- A request that the Committee refer MTC Resolution No. 4421, Revised, the Metropolitan Transportation Commission (MTC) FY 2020-21 Overall Work Program (OWP), Amendment No. 3 to the Commission, which decreases our final grant transportation planning funds from the Federal Highway Administration (FHWA) PL by \$487,343 and the Federal Transit Administration (FTA) 5303 planning funds by \$173,178. Although MTC has a funding rescission, MTC is still committed to completing the transportation planning activities for FY 2020-21. This also includes revisions to the scope of work and revenue and expenses line items within work elements.
- Action:**             Commission Approval
- Presenter:**        Brian Mayhew
- Attachments:**     [3a - 21-0472 - Reso-4421 - FY 2020-21-OWP\\_Amendment#3.pdf](#)

- 3b.**     [21-0473](#)     MTC Resolution No. 4458 - FY 2021-22 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreements for Federal and State Planning Grants.

A request for approval of the FY 2021-22 OWP, which guides the collaborative metropolitan transportation planning process involving MTC, ABAG, Caltrans, and other local transportation partners and for authorization to enter into agreements for transportation planning funds.

**Action:**             Commission Approval

**Presenter:**        Brian Mayhew

**Attachments:**     [3b - 21-0473 - Reso 4458 - FY 2021-22-OWP.pdf](#)

#### **4. Public Comment / Other Business**

#### **5. Adjournment / Next Meeting**

**The next meeting of the Administration Committee is scheduled to be held on Wednesday, May 12, 2021 at 9:40 a.m. remotely and by webcast. Any changes to the schedule will be duly noticed to the public.**

**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.