



# Metropolitan Transportation Commission Meeting Minutes

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

## Administration Committee

### *Committee Members:*

*Adrienne J. Tissier, Chair David Campos, Vice Chair*

*Jason Baker, Tom Bates, Federal D. Glover,  
Mark Luce, Libby Schaaf,  
Scott Wiener, Amy R. Worth  
Non-Voting Member: Bijan Sartipi*

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Wednesday, September 14, 2016

9:35 AM

Board Room - 1st Floor

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Call Meeting to Order

### 1. Roll Call/Confirm Quorum

- Present:** 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker and Commissioner Luce
- Absent:** 2 - Commissioner Schaaf and Commissioner Worth

Non-Voting Member Absent: Commissioner Sartipi

Ex Officio Voting Members Present: Commission Chair Cortese and Commission Vice Chair Mackenzie

Ad Hoc Non-Voting Members Present: Commissioner Giacomini, Commissioner Haggerty, Commissioner Halsted, Commissioner Pierce, and Commissioner Spering

### 2. Consent Calendar

**Upon the motion by Commissioner Bates and the second by Vice Chair Campos, the Consent Calendar was unanimously approved by the following vote:**

- Aye:** 5 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos and Commissioner Glover
- Absent:** 4 - Commissioner Baker, Commissioner Luce, Commissioner Schaaf and Commissioner Worth

2a. [15-1847](#) Minutes of the July 13, 2016 meeting

**Action:** Committee Approval

- 2b.**     [15-1848](#)     Investment Report for June of 2016  
                  Investment Report for July of 2016  
                  **Action:** Information  
                  **Presenter:** Susan Woo
- 2c.**     [15-1849](#)     MTC Financial Statements June 2016 (Unaudited)  
                  **Action:** Information  
                  **Presenter:** Eva Sun
- 2d.**     [15-1850](#)     Monthly Travel Report and International Travel Request  
                  **Action:** Committee Approval  
                  **Presenter:** Eva Sun
- 2e.**     [15-1851](#)     MTC Resolution No. 1198, Revised - Revisions to MTC's Conflict of  
                  Interest Code.  
                  **Action:** Commission Approval  
                  **Presenter:** Adrienne Weil
- 2f.**     [15-1853](#)     Contract Amendment - Communications Assistance for Regional Planning  
                  Activities: Barbary Coast Consulting (\$140,000)  
                  **Action:** Committee Approval  
                  **Presenter:** Catalina Alvarado
- 2g.**     [15-1855](#)     MTC Resolution No. 4247 - MTC Agency FY 2016-17 Pay Schedules for  
                  the Executive Director and General Counsel.  
                  **Action:** Commission Approval  
                  **Presenter:** Robin James

### 3. Approval

- 3a. [15-1769](#) MTC Resolution No. 1058, Revised - Revisions to MTC's Commission Procedures Manual.

Approval of revisions to the MTC Commission Procedures Manual to incorporate the process and timeframe for designating transit representatives on the Commission, consistent with the recently released Federal Planning Rule and to update Appendix A, MTC's Conflict of Code, as approved by the FPPC.

**Action:** Commission Approval

**Presenter:** Steve Heminger

**Upon the motion by Commissioner Glover and the second by Commissioner Bates, the Committee unanimously approved the referral of MTC Resolution No. 1058, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 6 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover and Commissioner Luce

**Absent:** 3 - Commissioner Baker, Commissioner Schaaf and Commissioner Worth

- 3b. [15-1854](#) MTC Resolution No. 4224, Revised - FY 2016-17 Overall Work Program (OWP) Amendment No. 17-02.

Approval of amendments to the FY 2016-17 OWP to include \$800,000 - a new grant award for Resilient Transportation System for Safe and Sustainable Communities.

**Action:** Commission Approval

**Presenter:** Sonia Elsonbaty

**Upon the motion by Vice Chair Campos and the second by Commissioner Bates, the Committee unanimously approved the referral of MTC Resolution No. 4224, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker and Commissioner Luce

**Absent:** 2 - Commissioner Schaaf and Commissioner Worth

- 3c. [15-1866](#) MTC Resolution No. 4240, Revised - FY 2016-17 MTC Agency Budget Amendment.

Approval of an amendment to the FY 2016-17 MTC Agency Budget.

**Action:** Commission Approval

**Presenter:** Eva Sun

**Upon the motion by Commissioner Bates and the second by Vice Chair Campos, the Committee unanimously approved the referral of MTC Resolution No. 4240, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker and Commissioner Luce

**Absent:** 2 - Commissioner Schaaf and Commissioner Worth

- 3d. [15-1856](#) Contract - Improving Goods Movement Efficiency and Competitiveness in the Northern California Mega-Region Study: the Tioga Group, Inc. (\$450,000)

Request for approval of a consultant contract with the Tioga Group, Inc. The study would be funded through a planning grant from Caltrans (\$300,000) and matching funds from MTC (\$60,000), the Sacramento Area Council of Governments (\$30,000) and the San Joaquin Council of Governments (\$60,000). The project's anticipated start date is October 2016 and completion date is May 2018.

**Action:** Committee Approval

**Presenter:** Vikrant Sood

**Upon the motion by Commissioner Bates and the second by Vice Chair Campos, the Committee unanimously approved the contract with the Tioga Group, Inc. The motion carried by the following vote:**

**Aye:** 7 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker and Commissioner Luce

**Absent:** 2 - Commissioner Schaaf and Commissioner Worth

#### 4. Public Comment / Other Business

#### 5. Adjournment / Next Meeting

**The next meeting of the Administration Committee will be held on October 12, 2016 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.**