



# Metropolitan Transportation Commission Meeting Minutes

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

## Administration Committee

### *Committee Members:*

*Vacant, Chair Vacant, Vice Chair*

*Carol Dutra-Vernaci, Federal D. Glover, Libby Schaaf,  
Amy R. Worth, Vacant, Vacant, Vacant, Vacant  
Non-Voting Member: Bijan Sartipi*

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Wednesday, December 14, 2016

9:35 AM

Board Room - 1st Floor

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### Call Meeting to Order

#### 1. Roll Call/Confirm Quorum

**Present:** 1 - Commissioner Worth

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

Commission Vice Chair Cortese and Commission Haggerty were deputized to make a quorum of the Committee.

Non-Voting Member Absent: Commissioner Sartipi

Ex Officio Voting Member Present: Commission Vice Chair Mackenzie

Ad Hoc Non-Voting Members Present: Commissioner Aguirre, Commissioner Dutra-Vernaci, Commissioner Giacomini, Commissioner Kinsey, Commissioner Pierce, and Commissioner Spring

#### 2. Consent Calendar

**Upon the motion by Commissioner Worth and the second by Commissioner Luce, the Consent Calendar was unanimously approved by the following vote:**

**Aye:** 5 - Cortese, Haggerty, Luce, Tissier and Commissioner Worth

**Absent:** 4 - Baker, Campos, Commissioner Glover and Commissioner Schaaf

**2a.** [15-2089](#) Minutes of the November 9, 2016 meeting

**Action:** Committee Approval

**2b.** [15-2088](#) Investment Report for October 2016

**Action:** Information

**Presenter:** Susan Woo

- 2c. [15-2090](#) MTC Financial Statements for September 2016  
*Action:* Information  
*Presenter:* Sonia Elsonbaty
- 2d. [15-2091](#) Monthly Travel Report  
*Action:* Information  
*Presenter:* Sonia Elsonbaty
- 2e. [15-2092](#) Contract Amendment - Vital Signs Website Design and Development: Lowercase Productions (\$75,000)  
*Action:* Committee Approval  
*Presenter:* Dave Vautin
- 2f. [15-2093](#) Contract - Bay Area Bike to Work Program Implementation: Silicon Valley Bicycle Coalition (\$600,000)  
*Action:* Committee Approval  
*Presenter:* Leslie Lara
- 2g. [15-2126](#) MTC Resolution Nos. 4153, Revised, and 4154, Revised: Memorandum of Understanding, Employment Benefits and Salary Schedules from July 1, 2014 through June 30, 2018.  
*Action:* Commission Approval  
*Presenter:* Robin James
- 2h. [17-2156](#) MTC Resolution No. 4261 - Purchase Agreement with Bay Area Rapid Transit District for Office Space at 101 - 8th Street  
*Action:* Commission Approval  
*Presenter:* Teri Green

### 3. Approval

Upon the motion by Commissioner Campos and the second by Commissioner Luce, 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 - Baker, Campos, Cortese, Haggerty, Luce, Tissier and Commissioner Worth

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

- 3a. [15-2117](#) MTC Resolution No. 4224, Revised - FY 2016-17 Overall Work Program (OWP) Amendment No. 17-03.

Approval of amendments to the FY 2016-17 OWP to include \$3.9 million in carry-over federal planning funds from FY 2015-16.

**Action:** Commission Approval

**Presenter:** Sonia Elsonbaty

#### 4. Public Comment / Other Business

#### 5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on January 11, 2017 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.