



# Metropolitan Transportation Commission

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

## Meeting Agenda

### 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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This meeting is scheduled to be webcast live on the Metropolitan Transportation Commission's Website: <http://mtc.ca.gov/whats-happening/meetings> and will take place at 9:35 a.m. or immediately following the 9:30 a.m. Bay Area Toll Authority Oversight Committee meeting.

#### 1. 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. [15-1847](#) Minutes of the July 13, 2016 meeting  
**Action:** Committee Approval  
**Attachments:** [2a Admin Draft Minutes of 07-13-2016 Meeting Ver2.pdf](#)
- 2b. [15-1848](#) Investment Report for June of 2016  
Investment Report for July of 2016  
**Action:** Information  
**Presenter:** Susan Woo  
**Attachments:** [2b Investment Report June'2016.pdf](#)  
[2b Investment Report July'2016.pdf](#)
- 2c. [15-1849](#) MTC Financial Statements June 2016 (Unaudited)  
**Action:** Information  
**Presenter:** Eva Sun  
**Attachments:** [2c Financial Statement June'2016.docx.pdf](#)

- 2d.**     [15-1850](#)     Monthly Travel Report and International Travel Request
- Action:***         Committee Approval
- Presenter:***     Eva Sun
- Attachments:***   [2d Travel Report June'2016.pdf](#)
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- 2e.**     [15-1851](#)     MTC Resolution No. 1198, Revised - Revisions to MTC's Conflict of Interest Code.
- Action:***         Commission Approval
- Presenter:***     Adrienne Weil
- Attachments:***   [2e Reso-1198 Conflict of Interest Code.pdf](#)
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- 2f.**     [15-1853](#)     Contract Amendment - Communications Assistance for Regional Planning Activities: Barbary Coast Consulting (\$140,000)
- Action:***         Committee Approval
- Presenter:***     Catalina Alvarado
- Attachments:***   [2f Barbary Coast Contract Amendment.pdf](#)
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- 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
- Attachments:***   [2g Reso-4247 ED&GenCounc Salary Schedules.pdf](#)

### **3. Commission 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
- Attachments:***   [3a Reso-1058 Commission Procedures Manual.pdf](#)

- 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

**Attachments:**     [3b Reso-4224 FY16OWP Amend-17-02 .pdf](#)

- 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

**Attachments:**     [3c Reso-4240 MTC Budget Amend.pdf](#)

- 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:**        Matt Maloney

**Attachments:**     [3d Tioga Group Contract.pdf](#)

#### **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.**

**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.

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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.



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1847      **Version:** 1      **Name:**  
**Type:** Minutes      **Status:** Consent  
**File created:** 8/5/2016      **In control:** Administration Committee  
**On agenda:** 9/14/2016      **Final action:**  
**Title:** Minutes of the July 13, 2016 meeting  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2a Admin Draft Minutes of 07-13-2016 Meeting Ver2.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Minutes of the July 13, 2016 meeting

**Recommended Action:**  
Committee Approval



# 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, July 13, 2016

9:35 AM

Board Room - 1st Floor

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### Call Meeting to Order

#### 1. Roll Call/Confirm Quorum

**Present:** 8 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker, Commissioner Luce and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

Non-Voting Member Present: Commissioner Sartipi

Ex Officio Voting Member Present: Commission Vice Chair Mackenzie

Ad Hoc Non-Voting Members Present: Commissioner Aguirre, Commissioner Giacomini, and Commissioner Haggerty

#### 2. Consent Calendar

Approval of the Consent Calendar

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

**Aye:** 8 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Vice Chair Campos, Commissioner Glover, Commissioner Baker, Commissioner Luce and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

2a. [15-1730](#) Minutes of the June 8, 2016 meeting

**Action:** Committee Approval

2b. [15-1732](#) MTC Financial Statements for May 2016

***Action:*** Information

***Presenter:*** Eva Sun

2c. [15-1733](#) Monthly Travel Report

***Action:*** Information

***Presenter:*** Eva Sun

2d. [15-1749](#) Contract Amendment - StreetSaver® Software Development, Maintenance, and Support: DevMecca.com, LLC (\$825,000)

***Action:*** Committee Approval

***Presenter:*** Sui Tan

### 3. Information

3a. [15-1731](#) Investment Report for May 2016

***Action:*** Information

***Presenter:*** Susan Woo

### 4. Public Comment / Other Business

### 5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on September 14, 2016 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.



# Metropolitan Transportation Commission

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San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 15-1848      **Version:** 1      **Name:**

**Type:** Report      **Status:** Consent

**File created:** 8/5/2016      **In control:** Administration Committee

**On agenda:** 9/14/2016      **Final action:**

**Title:** Investment Report for June of 2016  
Investment Report for July of 2016

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2b Investment Report June'2016.pdf](#)  
[2b Investment Report July'2016.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Investment Report for June of 2016  
Investment Report for July of 2016

**Presenter:**  
Susan Woo

**Recommended Action:**  
Information



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# Metropolitan Transportation Commission

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San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1849      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Consent  
**File created:** 8/5/2016      **In control:** Administration Committee  
**On agenda:** 9/14/2016      **Final action:**  
**Title:** MTC Financial Statements June 2016 (Unaudited)  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [\\_2c\\_Financial\\_Statement\\_June'2016.docx.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
MTC Financial Statements June 2016 (Unaudited)

**Presenter:**  
Eva Sun

**Recommended Action:**  
Information

This record is currently unavailable.



# Metropolitan Transportation Commission

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## Legislation Details (With Text)

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**File #:** 15-1850      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Consent  
**File created:** 8/5/2016      **In control:** Administration Committee  
**On agenda:** 9/14/2016      **Final action:**  
**Title:** Monthly Travel Report and International Travel Request  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2d Travel Report June'2016.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Monthly Travel Report and International Travel Request

**Presenter:**  
Eva Sun

**Recommended Action:**  
Committee Approval

This record is currently unavailable.



# Metropolitan Transportation Commission

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## Legislation Details (With Text)

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**File #:** 15-1851      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Consent  
**File created:** 8/5/2016      **In control:** Administration Committee  
**On agenda:** 9/14/2016      **Final action:**  
**Title:** MTC Resolution No. 1198, Revised - Revisions to MTC's Conflict of Interest Code.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [2e Reso-1198 Conflict of Interest Code.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
MTC Resolution No. 1198, Revised - Revisions to MTC's Conflict of Interest Code.

**Presenter:**  
Adrienne Weil

**Recommended Action:**  
Commission Approval

This record is currently unavailable.





# Metropolitan Transportation Commission

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San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 15-1853      **Version:** 1      **Name:**

**Type:** Contract      **Status:** Consent

**File created:** 8/5/2016      **In control:** Administration Committee

**On agenda:** 9/14/2016      **Final action:**

**Title:** Contract Amendment - Communications Assistance for Regional Planning Activities: Barbary Coast Consulting (\$140,000)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2f Barbary Coast Contract Amendment.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Contract Amendment - Communications Assistance for Regional Planning Activities: Barbary Coast Consulting (\$140,000)

**Presenter:**  
Catalina Alvarado

**Recommended Action:**  
Committee Approval

This record is currently unavailable.



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 15-1855      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Consent  
**File created:** 8/5/2016      **In control:** Administration Committee  
**On agenda:** 9/14/2016      **Final action:**  
**Title:** MTC Resolution No. 4247 - MTC Agency FY 2016-17 Pay Schedules for the Executive Director and General Counsel.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2g\\_Reso-4247\\_ED&GenCounc\\_Salary\\_Schedules.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**

MTC Resolution No. 4247 - MTC Agency FY 2016-17 Pay Schedules for the Executive Director and General Counsel.

**Presenter:**

Robin James

**Recommended Action:**

Commission Approval

This record is currently unavailable.



# Metropolitan Transportation Commission

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## Legislation Details (With Text)

**File #:** 15-1769      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Commission Approval  
**File created:** 6/24/2016      **In control:** Administration Committee  
**On agenda:** 9/14/2016      **Final action:**  
**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [3a\\_Reso-1058 Commission Procedures Manual.pdf](#)

Date	Ver.	Action By	Action	Result
9/14/2016	1	Administration Committee		

**Subject:**

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.*

**Presenter:**

Steve Heminger

**Recommended Action:**

Commission Approval

This record is currently unavailable.



# Metropolitan Transportation Commission

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## Legislation Details (With Text)

**File #:** 15-1854      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** Commission Approval

**File created:** 8/5/2016      **In control:** Administration Committee

**On agenda:** 9/14/2016      **Final action:**

**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [3b Reso-4224 FY16OWP Amend-17-02.pdf](#)

Date	Ver.	Action By	Action	Result
9/14/2016	1	Administration Committee		

**Subject:**

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.

**Presenter:**

Sonia Elsonbaty

**Recommended Action:**

Commission Approval

This record is currently unavailable.





# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 15-1866      **Version:** 1      **Name:**

**Type:** Resolution      **Status:** Commission Approval

**File created:** 8/11/2016      **In control:** Administration Committee

**On agenda:** 9/14/2016      **Final action:**

**Title:** MTC Resolution No. 4240, Revised - FY 2016-17 MTC Agency Budget Amendment.

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

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [3c\\_Reso-4240\\_MTC\\_Budget\\_Amend.pdf](#)

Date	Ver.	Action By	Action	Result
9/14/2016	1	Administration Committee		

**Subject:**

MTC Resolution No. 4240, Revised - FY 2016-17 MTC Agency Budget Amendment.

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

**Presenter:**

Eva Sun

**Recommended Action:**

Commission Approval

This record is currently unavailable.



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
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## Legislation Details (With Text)

**File #:** 15-1856      **Version:** 1      **Name:**

**Type:** Contract      **Status:** Commission Approval

**File created:** 8/5/2016      **In control:** Administration Committee

**On agenda:** 9/14/2016      **Final action:**

**Title:** 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.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [\\_3d\\_Tioga\\_Group\\_Contract.pdf](#)

Date	Ver.	Action By	Action	Result
9/14/2016	1	Administration Committee		

**Subject:**

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.

**Presenter:**

Matt Maloney

**Recommended Action:**

Committee Approval

This record is currently unavailable.