



**Metropolitan Transportation
Commission
Meeting Minutes**

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

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 11, 2019

9:35 AM

Board Room - 1st Floor

Call Meeting to Order

In the absence of the Administration Committee Chair and Vice Chair,
Commission Chair Haggerty chaired the meeting.

1. Roll Call/Confirm Quorum

- Present:** 8 - Commissioner Bruins, Commissioner Dutra-Vernaci, Commission Chair Haggerty,
Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen,
Commissioner Schaaf and Commissioner Worth
- Absent:** 1 - Chair Glover

Non-Voting Member Absent: Commissioner Tavares

Ex Officio Voting Member Present: Commissioner Pedroza

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

2. Consent Calendar

**Upon the motion by Commissioner Dutra-Vernaci and the second by
Commissioner Papan the Consent Calendar was unanimously approved by the
following vote:**

- Aye:** 7 - Commissioner Dutra-Vernaci, Commission Chair Haggerty, Commissioner
Josefowitz, Commissioner Papan, Commissioner Ronen, Commissioner Schaaf and
Commissioner Worth
- Absent:** 2 - Commissioner Bruins and Chair Glover

2a. [19-1246](#) Minutes of the November 13, 2019 meeting

Action: Committee Approval

- 2b. [19-1280](#) Investment Report for September 2019
Action: Information
Presenter: Catherine Cam
- 2c. [19-1281](#) MTC Financial Statements for September 2019
Action: Information
Presenter: Raymond Woo
- 2d. [19-1282](#) Monthly Travel Report
Action: Information
Presenter: Raymond Woo
- 2e. [19-1247](#) Contract Amendment - Regional Campaigns for Bike to Work Day and Bay Trail Social Media, Outreach, and Web Support: Circlepoint (\$100,000)
Action: Committee Approval
Presenter: Jay Stagi
- 2f. [19-1220](#) Contract - Software License Agreement: Central Square Technologies (\$1,125,654)
Action: Committee Approval
Presenter: Brian Mayhew

3. Approval

- 3a. [19-1274](#) Contract - Sacramento Legislative Representative: Carter, Wetch & Associates (\$618,241)

A request for approval of a four-year contract with Carter, Wetch & Associates in an amount not to exceed \$618,241 for state legislative advocacy services, with an option to extend for another four years.

Action: Committee Approval

Presenter: Randy Rentschler

Commissioner Bruins and Commissioner Giacomini arrived during agenda item 3a.

Upon the motion by Commissioner Worth and the second by Commissioner Dutra-Vernaci, the Committee unanimously approved the contract with Carter, Wetch & Associates. The motion carried by the following vote:

Aye: 8 - Commissioner Bruins, Commissioner Dutra-Vernaci, Commission Chair Haggerty, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen, Commissioner Schaaf and Commissioner Worth

Absent: 1 - Chair Glover

3b. [20-0011](#) MTC Resolution No. 4370, Revised - FY 2019-20 Overall Work Program (OWP) - Amendment

A request that the Committee authorize the referral of MTC Resolution No. 4370, Revised - FY 2019-20 Overall Work Program (OWP) - Amendment #2, which would add two new grant awards and a final SB 1 allocation, to the Commission for approval.

Action: Commission Approval

Presenter: Brian Mayhew

Upon the motion by Commissioner Dutra-Vernaci and the second by Commissioner Schaaf, the Committee unanimously approved the referral of MTC Resolution No. 4370, Revised to the Commission for approval. The motion carried by the following vote:

Aye: 8 - Commissioner Bruins, Commissioner Dutra-Vernaci, Commission Chair Haggerty, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen, Commissioner Schaaf and Commissioner Worth

Absent: 1 - Chair Glover

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on January 8, 2020 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105.