



# Metropolitan Transportation Commission

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

## Meeting Agenda

### Administration Committee

*Committee Members:*

*Federal D. Glover, Chair    Alfredo Pedroza, Vice Chair*

*Jeannie Bruins, Carol Dutra-Vernaci, Nick Josefowitz,  
Jane Kim, Libby Schaaf, Warren Slocum, Amy R. Worth*

*Non-Voting Member: James E. Davis*

---

Wednesday, June 13, 2018

9:40 AM

Board Room - 1st Floor

---

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 9:40 a.m. or immediately following the 9:35 a.m. Programming and Allocations Committee.

#### 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. [18-0383](#) Minutes of the May 9, 2018 meeting

**Action:** Committee Approval

**Attachments:** [2a\\_05-09-2018\\_Administration\\_Draft\\_Minutes.pdf](#)

2b. [18-0384](#) Investment Report for April 2018

**Action:** Information

**Presenter:** Christine Lin

**Attachments:** [2b\\_Investment\\_Report\\_April'2018.pdf](#)

2c. [18-0385](#) MTC Financial Statements for April 2018

**Action:** Information

**Presenter:** Sonia Elsonbaty

**Attachments:** [2c\\_Financial\\_Statement\\_April'2018.pdf](#)

- 2d.**     [18-0386](#)     Monthly Travel Report
- Action:**         Information
- Presenter:**     Sonia Elsonbaty
- Attachments:**   [2d\\_Travel\\_Report\\_April'2018.pdf](#)
- 2e.**     [18-0434](#)     Contract - High School Internship Program Support: Pathways for Students, Inc. (\$135,000)
- Action:**         Committee Approval
- Presenter:**     Ann Macaulay
- Attachments:**   [2e\\_Contract\\_Pathways\\_for\\_Students.pdf](#)
- 2f.**     [18-0436](#)     MTC Resolution No. 1058, Revised - Update Appendix A, MTC's Conflict of Interest Code, to the Commission Procedures Manual
- Action:**         Commission Approval
- Presenter:**     Leslie Miessner
- Attachments:**   [2f\\_ResoNo-1058\\_Commission\\_Procedures\\_Manual\\_Update.pdf](#)

### 3. Approval

- 3a.**     [18-0388](#)     Mandatory Audit Rotation Policy
- A report on the previously held Commission policy that prohibited the incumbent audit firm from participating in the new solicitation once their contract has expired.
- Action:**         Committee Approval
- Presenter:**     Brian Mayhew
- Attachments:**   [3a\\_Mandatory\\_Audit\\_Rotation\\_Policy.pdf](#)
- 3b.**     [18-0414](#)     MTC Resolution No. 4330 - MTC FY 2018-19 Agency Budget
- A request to refer MTC FY 2018-19 Agency Budget, MTC Resolution No. 4330 to the Commission for approval.
- Action:**         Commission Approval
- Presenter:**     Brian Mayhew
- Attachments:**   [3b\\_ResoNo-4330\\_MTC\\_FY2018-19\\_Agency\\_Budget.pdf](#)

#### 4. Closed Session

[18-0401](#) New Memorandum of Understanding

The Committee will meet in closed session pursuant to Government Code Section 54957.6 regarding ongoing negotiations of a new memorandum of understanding with represented agency employee groups effective July 1, 2018.

**Attachments:** [4 ResoNos-4341-4342.pdf](#)

#### 5. Open Session

[18-0449](#) MTC Resolution Nos. 4341 and 4342 - Memorandum of Understanding for MTC Employee Salaries and Benefits effective July 1, 2018 through and including June 30, 2022.

**Action:** Commission Approval

**Attachments:** [5 HANDOUT ResoNos-4341-4342 MOU.pdf](#)

#### 6. Public Comment / Other Business

#### 7. Adjournment / Next Meeting

**The next meeting of the Administration Committee will be held on July 11, 2018 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 Commission meetings by completing a request-to-speak card (available from staff) and passing it to the Commission 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 Commission 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:** Commission 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.

---

Attachments are sent to Commission 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 Commission. Actions recommended by staff are subject to change by the Commission.