



Metropolitan Transportation Commission Meeting Minutes

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

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: Bijan Sartipi*

Wednesday, December 13, 2017

9:30 AM

Board Room - 1st Floor

Call Meeting to Order

1. Roll Call/Confirm Quorum

Present: 9 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Kim, Vice Chair Pedroza, Commissioner Schaaf, Commissioner Slocum and Commissioner Worth

Non-Voting Member Absent: Commissioner Sartipi

Ex Officio Voting Members Present: Commission Vice Chair Haggerty

Ad Hoc Non-Voting Members Present: Commissioner Aguirre, Commissioner Cortese, Commissioner Giacomini, Commissioner Halsted, and Commissioner Pierce

2. Pledge of Allegiance

3. Compensation Announcement (Committee Clerk)

4. Consent Calendar

Approval of the Consent Calendar

Upon the motion by Commissioner Pedroza and the second by Commissioner Bruins, the Consent Calendar was unanimously approved by the following vote:

Aye: 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Vice Chair Pedroza, Commissioner Slocum and Commissioner Worth

Absent: 2 - Commissioner Kim and Commissioner Schaaf

4a. [17-3016](#) Minutes of the November 8, 2017 meeting

Action: Committee Approval

- 4b. [17-3017](#) Investment Report for October 2017
Action: Information
Presenter: Russell Yuen
- 4c. [17-3018](#) MTC Financial Statements for September 2017
Action: Information
Presenter: Sonia Elsonbaty
- 4d. [17-3019](#) Monthly Travel Report
Action: Information
Presenter: Sonia Elsonbaty
- 4e. [17-3051](#) Contract Amendment - Facilitation Services for the Committee for Housing the Bay Area (CASA): Estolano LeSar Perez Advisors (\$250,000)
Action: Committee Approval
Presenter: Vikrant Sood

5. Commission Approval

- 5a. [17-2990](#) MTC Resolution No. 4277, Revised - FY 2017-18 Overall Work Program (OWP) Amendment No. 18-01

The FY 2017-18 OWP is being amended to add a new SB 1 Sustainable Communities Formula Grant of \$2.2 million, and include approximately \$3.2 million unspent carryover federal planning funds from FY 2016-17.

Action: Commission Approval

Presenter: Brian Mayhew

Upon the motion by Commissioner Worth and the second by Commissioner Dutra-Vernaci, the Committee unanimously approved the referral of MTC Resolution No. 4277, Revised to the Commission for approval. The motion carried by the following vote:

Aye: 8 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Kim, Vice Chair Pedroza, Commissioner Slocum and Commissioner Worth

Absent: 1 - Commissioner Schaaf

5b. [17-2991](#) MTC Resolution No. 4280, Revised - Agency Budget Amendment

The FY 2017-18 MTC Agency Budget is being amended to include carryover federal planning (PL) funds of approximately \$3.2 million and SB 1 funds of \$2.3 million.

Action: Commission Approval

Presenter: Brian Mayhew

Upon the motion by Commissioner Worth and the second by Commissioner Kim, the Committee unanimously approved the referral of MTC Resolution No. 4280, Revised to the Commission for approval. The motion carried by the following vote:

Aye: 9 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Kim, Vice Chair Pedroza, Commissioner Schaaf, Commissioner Slocum and Commissioner Worth

5c. [17-3020](#) Contract - Business Insurance Broker, Consultation and Third Party Insurance Certificate Management Services: USI Insurance Services

A request for authorization to enter into a contract with USI Insurance Services to provide business insurance brokerage, risk assessment and management, and consultation; and issue payment(s) to secure appropriate business insurance policies.

Action: Committee Approval

Presenter: Michael Brinton

Upon the motion by Commissioner Pedroza and the second by Commissioner Bruins, the Committee unanimously approved the contract with USI Insurance Services. The motion carried by the following vote:

Aye: 9 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Kim, Vice Chair Pedroza, Commissioner Schaaf, Commissioner Slocum and Commissioner Worth

- 5d. [17-3035](#) MTC Resolution No. 4306 - Transit Oriented Affordable Housing (TOAH) II Fund

A request for authorization to enter into an agreement with the Bay Area Transit Oriented Affordable Housing, LLC, and the Low Income Investment Fund to convert the Transit Oriented Affordable Housing (TOAH) Fund to a streamlined and restructured TOAH II Fund.

Action: Commission Approval

Presenter: Therese Trivedi and Melissa Garcia

Upon the motion by Commissioner Bruins and the second by Commissioner Dutra-Vernaci, the Committee unanimously approved the referral of MTC Resolution No. 4306 to the Commission for approval. The motion carried by the following vote:

Aye: 9 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Kim, Vice Chair Pedroza, Commissioner Schaaf, Commissioner Slocum and Commissioner Worth

6. Public Comment / Other Business

7. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on January 10, 2018 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.