



**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, May 13, 2020

9:40 AM

Board Room - 1st Floor (REMOTE)

Call Remote Meeting to Order

1. Roll Call / Confirm Quorum

Present: 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 1 - Commissioner Schaaf

Non-Voting Member Absent: Commissioner Tavares

Ex Officio Voting Members Present: Commission Chair Haggerty and Commission Vice Chair Pedroza

Ad Hoc Non-Voting Members Present: Commissioner Connolly, Commissioner Cortese, Commissioner Giacomini, Commissioner Halsted, Commissioner Mackenzie, Commissioner Rabbitt, Commissioner Sperring

2. Consent Calendar

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

Aye: 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 1 - Commissioner Schaaf

2a. [20-0414](#) Minutes of the March 11, 2020 meeting

Action: Committee Approval

2b. [20-0415](#) Investment Report for February 2020

Action: Information

Presenter: Catherine Cam

- 2c. [20-0601](#) Contract Amendment - Website Operations, Maintenance, and Improvement Services: Visual Strategies, Inc. (\$946,000)
Action: Committee Approval
Presenter: Alysha Nachtigall
- 2d. [20-0602](#) Contract Amendment - Regional Housing Needs Allocation and Plan Bay Area 2050 Public Engagement Assistance: Civic Edge Consulting (\$100,000)
Action: Committee Approval
Presenter: Ursula Vogler
- 2e. [20-0641](#) Contract Amendment - Website Operations, Maintenance, and Improvement Services: Civic Resource Group (\$100,000)
Action: Committee Approval
Presenter: Alysha Nachtigall
- 2f. [20-0424](#) Contract - PDA and OBAG Program Evaluation Services: Community Design + Architecture, Inc. (\$300,000)
Action: Committee Approval
Presenter: Mallory Atkinson

3. Approval

- 3a. [20-0353](#) Funding Agreements - Means Based Transit Fare Pilot (Clipper® START) - Fare Subsidy Project: San Francisco Bay Area Rapid Transit District (BART) (\$7,141,379), Peninsula Corridor Joint Powers Board (Caltrain) (\$1,521,820), Golden Gate Bridge, Highway, and Transportation District (GGBHTD) (\$529,574), and San Francisco Municipal Transportation Agency (SFMTA) (\$2,807,227)

A request that the Committee authorize the Executive Director to negotiate and enter into funding agreements with participating Transit Agencies to partially fund revenue losses from the Clipper START pilot.

Action: Committee Approval

Presenter: Melanie Choy

Ken Bukowski was called to speak.

Upon the motion by Commissioner Bruins and the second by Commissioner Papan, the Committee unanimously approved the funding agreements with BART, Caltrain, GGBHTD, and SFMTA. The motion carried by the following vote:

Aye: 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 1 - Commissioner Schaaf

- 3b.** [20-0379](#) Contract Amendments - Bench Audit Firms for Auditing, Attestation and Consulting Services (\$300,000 cumulatively)
- i. Badawi & Associates, Oakland, CA
 - ii. KPMG LLP, San Francisco, CA
 - iii. Macias Gini & O’Connell LLP, Walnut Creek, CA

Staff is requesting Committee approval to increase the annual cumulative amounts of the existing contracts with the three certified public accounting firms listed above for auditing, attestation and consulting services from \$300,000 to \$600,000 for FY 2019-20 to fund increased external audits and consulting work. These services do not include the annual external financial audit and financial report.

Action: Committee Approval

Presenter: Anna Pan

Upon the motion by Commissioner Bruins and the second by Commissioner Worth, the Committee unanimously approved the contract amendments with Badawi & Associates, KPMG LLP, and Macias Gini & O’Connell LLP. The motion carried by the following vote:

Aye: 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 1 - Commissioner Schaaf

- 3c.** [20-0622](#) MTC Resolution No. 4421 - FY 2020-21 Overall Work Program (OWP), Planning Certification, and Authorization for Execution of Agreements for Federal and State Planning Grants

A request that the Committee refer to the Commission for approval the FY 2020-21 OWP (MTC Resolution No. 4421), which guides the collaborative metropolitan transportation planning process involving MTC, ABAG, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Caltrans, and other local transportation partners and for authorization to enter into agreements for transportation planning funds.

Action: Commission Approval

Presenter: Brian Mayhew

Upon the motion by Commissioner Bruins and the second by Commissioner Dutra-Vernaci, the Committee unanimously approved the referral of MTC Resolution No. 4421 to the Commission for approval. The motion carried by the following vote:

Aye: 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

Absent: 1 - Commissioner Schaaf

4. Public Comment / Other Business

5. Adjournment / Next Meeting:

The next meeting of the Administration Committee is scheduled to be held on June 10, 2020 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105.