



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: Tony Tavares*

Wednesday, September 12, 2018

9:35 AM

MetroCenter
101 Eighth Street, First Floor
Oakland, CA 94607
Lawrence D. Dahms Auditorium

*** Please note the change of location. ***

This meeting will be recorded. Copies of recordings may be requested at the Metropolitan Transportation Commission (MTC) at nominal charge, or recordings may be listened to at MTC offices by appointment.

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. [18-0630](#) Minutes of the July 11, 2018 meeting
Action: Committee Approval
Attachments: [2a 07-11-2018 Administration Draft Minutes.pdf](#)
- 2b. [18-0631](#) Investment Report for June and July 2018 (Unaudited)
Action: Information
Presenter: Christine Lin
Attachments: [2b June'2018 Investment Report Unaudited.pdf](#)
[2b July'2018 Investment Report.pdf](#)
- 2c. [18-0632](#) MTC Financial Statements for June 2018 (Unaudited)
Action: Information
Presenter: Sonia Elsonbaty
Attachments: [2c June'2018 Financial Statement.pdf](#)

- 2d.** [18-0633](#) Monthly Travel Report and International Travel Requests
- Action:*** Committee Approval
- Presenter:*** Sonia Elsonbaty
- Attachments:*** [2d_Sept'2018_Travel_Report&Intl_Travel_Request.pdf](#)
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- 2e.** [18-0634](#) Contract Amendment - Vital Signs Website Management, Design, and Development Services: Exygy, Inc. (\$300,000)
- Action:*** Committee Approval
- Presenter:*** Dave Vautin
- Attachments:*** [2e_ExygyInc_Contract_Amendment.pdf](#)
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- 2f.** [18-0655](#) MTC Resolution No. 4351 - MTC Agency FY 2018-19 Pay Schedules for the Executive Director and General Counsel
- Action:*** Commission Approval
- Presenter:*** Robin James
- Attachments:*** [2f_ResoNo-4351_Executive_Director_and_General_Counsel_Pay_Schedules.pdf](#)
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- 2g.** [18-0691](#) Purchase Order Amendment - Temporary Staffing Services: Ajilon Employment Services (\$12,800)
- Action:*** Committee Approval
- Presenter:*** Ann Macaulay
- Attachments:*** [2g_Ajilon_PO_Amendment.pdf](#)
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- 2h.** [18-0709](#) Contract Amendment - Transit Passenger Survey Services: ETC Institute (\$150,000)
- Action:*** Committee Approval
- Presenter:*** Shimon Israel
- Attachments:*** [2h_Contract_Amendment_ETC_.pdf](#)

3. Approval

- 3a. [18-0698](#) MTC Resolution No. 4329, Revised - FY 2018-19 Overall Work Program (OWP) Amendment No. 19-01

An amendment to the OWP to add two new grant awards: \$500,000 for the Diridon Integrated Station Concept Plan funded by the FTA 5304 program and \$406,000 for Sustainable Communities and Climate Resilience for People with Disabilities funded by SB 1 Sustainable Communities Grant.

Action: Commission Approval

Presenter: Brian Mayhew

Attachments: [3a Reso-4329 FY19OWP Amend-19-01 .pdf](#)

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on **October 10, 2018** at **9:35 a.m.** at the **Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105.**

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) 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 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.