



# Metropolitan Transportation Commission

101 Eighth Street,  
Joseph P. Bort  
MetroCenter  
Oakland, CA

## Meeting Agenda

### Administration Committee

#### *Committee Members:*

*Adrienne J. Tissier, Chair   David Campos, Vice Chair*

*Jason Baker, Tom Bates, Federal D. Glover,*

*Mark Luce, Libby Schaaf,*

*Scott Wiener, Amy Rein Worth*

*Non-Voting Member: Bijan Sartipi*

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Wednesday, December 9, 2015

9:35 AM

Lawrence D. Dahms Auditorium

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This meeting is scheduled to be audiocast live on the Metropolitan Transportation  
Commission's Web site: [www.mtc.ca.gov](http://www.mtc.ca.gov).

#### 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. [15-1035](#) Minutes of the November 4, 2015 meeting.

**Action:** Committee Approval

**Attachments:** [2a 11-04-2015 Admin Minutes.pdf](#)

- 2b. [15-1036](#) Investment Report for October 2015.

**Action:** Information

**Presenter:** Susan Woo

**Attachments:** [2b October Investment Report.pdf](#)

- 2c. [15-1037](#) MTC Financial Statements for October 2015.

**Action:** Information

**Presenter:** Eva Sun

**Attachments:** [2c MTC Financial Statements-October'2015.pdf](#)

- 2d. [15-1039](#) Purchase Order - Copy/Print/Scan Services: Canon Solutions America Inc. (\$750,000)

Action: Committee Approval

Presenter: Nick Roethel

Attachments: [2d PO Canon Solutions America.pdf](#)

- 2e. [15-1068](#) Contract - Ergonomic Services: PRN Ergonomic Services (\$75,000)

Action: Committee Approval

Presenter: Robert Hoffman

Attachments: [2e Contract PRN Ergonomic Solutions.pdf](#)

- 2f. [15-1069](#) Purchase Order - FY 2015-16 Temporary Support for Office 365/SharePoint Online Technical and Software Deployment: Protiviti Government Services, Inc. (\$300,000)

Action: Committee Approval

Presenter: Nick Roethel

Attachments: [2f PO Protiviti Gov Svcs.pdf](#)

- 2g. [15-1094](#) Contract Amendment - Bike to Work Day 2016: Bay Area Bicycle Coalition (\$150,000)

Action: Committee Approval

Presenter: Leslie Lara

Attachments: [2g Contract BABC.pdf](#)

- 2h. [15-0911](#) MTC Resolution No. 3619, Revised - Recommended Revisions to Executive Director's Signature Authority.

Recommendation for approval to authorize the Executive Director or a designated Deputy Executive Director to sign contracts and contract amendments totaling \$200,000 without referral to a standing Committee of the Commission.

Action: Commission Approval

Presenter: Denise Rodrigues

Attachments: [2h Reso-3619 ED Signature Revision.pdf](#)

**Approval**

3.     [15-1040](#)     Contract - Plan Bay Area 2040 Environmental Impact Report Project  
                            Manager: Tschudin Consulting Group (\$200,000)
- Action:         Committee Approval
- Presenter:     Adam Noelting and Matt Maloney
- Attachments:   [3 Contract Tschudin Consulting.pdf](#)

**Information**

4.     [15-1038](#)     Monthly Travel Report for October 2015.
- Action:         Information
- Presenter:     Eva Sun
- Attachments:   [4 October'2015 Travel Report.pdf](#)

**5. Public Comment / Other Business****6. Adjournment / Next Meeting**

The next meeting of the Administration Committee will be held on January 13, 2016 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, First Floor, 101 Eighth Street, Oakland, CA.

**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](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 510.817.5757 or 510.810.5769 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 510.817.5757 或 510.817.5769 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 510.817.5757 o al 510.817.5769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

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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.