



# Metropolitan Transportation Commission

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

## Meeting Agenda

### Administration Committee

*Committee Members:*

*Federal D. Glover, Chair    Vacant, Vice Chair  
Margaret Abe-Koga, Carol Dutra-Vernaci, Nick Josefowitz,  
Gina Papan, Hillary Ronen, Libby Schaaf,  
Amy R. Worth,  
Non-Voting Member: Dina El-Tawansy*

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Wednesday, January 13, 2021

9:40 AM

Board Room - 1st Floor (REMOTE)

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The Administration Committee is scheduled to meet on Wednesday, January 13, 2021 at 9:40 a.m., in the Bay Area Metro Center (Remotely), or immediately following the 9:35 a.m. BATA Oversight Committee. In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, the meeting will be conducted via webcast, teleconference, and Zoom for committee, commission, or board members who will participate in the meeting from individual remote locations. A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

The meeting webcast will be available at  
<https://mtc.ca.gov/whats-happening/meetings/live-webcasts>.

Members of the public are encouraged to participate remotely via Zoom at the following link or phone number.

Attendee Link: <https://bayareametro.zoom.us/j/83797391883>

Or iPhone one-tap: US: +16699006833,,83797391883# or +14086380968,,83797391883#

Or Join by Telephone: (for higher quality, dial a number based on your current location) US:

+1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or

+1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or

877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 837 9739 1883

International numbers available: <https://bayareametro.zoom.us/j/kcp0TxudUM>

Detailed instructions on participating via Zoom are available at:  
<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>. Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "\*"9". In order to get the full Zoom experience, please make sure your application is up to date.

Members of the public may participate by phone or Zoom or may submit comments by email at [info@bayareametro.gov](mailto:info@bayareametro.gov) by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name in the subject line. Due to the current circumstances there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

## 1. Call to Order / 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. [21-0025](#) Minutes of the December 9, 2020 meeting
- Action:** Committee Approval
- Attachments:** [2a - 21-0025 - Dec 9 Admin Draft Meeting Minutes.pdf](#)
- 2b. [21-0027](#) Contract Amendment - Travel Demand Model Development: Resource Systems Group, Inc. (\$200,000)
- Action:** Committee Approval
- Presenter:** Bill Davidson
- Attachments:** [2b - 21-0027 - Contract Amendment Resource Systems Group.pdf](#)
- 2c. [21-0028](#) Contracts - Pavement Management Technical Assistance Program (P-TAP) Round 22 - Contracts Totaling \$1,644,000 - Adhara Systems, Inc., San Jose, CA (\$249,000); AMS Consulting, LLC, Pleasanton, CA (\$244,000); Bellecci & Associates, Inc., Concord, CA (\$85,000); Capitol Asset & Pavement Services, Inc., Salem, OR (\$241,000); Harris & Associates, Inc., Concord, CA (\$247,000); Michael Baker International, Oakland, CA (\$85,000); Nichols Consulting Engineers, CHTD, Richmond, CA (\$253,000); and Pavement Engineering, Inc., San Luis Obispo, CA (\$240,000).
- Action:** Committee Approval
- Presenter:** Christina Hohorst
- Attachments:** [2c - 21-0028 - PTAP Round-22 Contracts.pdf](#)  
[2c - 21-0028 Attachment B - PTAP Round-22 Contracts.pdf](#)
- 2d. [21-0034](#) Contract Amendment - Digital Engagement Support Services: Craft & Commerce, LLP (\$292,000)
- Action:** Committee Approval
- Presenter:** Khristina Wenzinger
- Attachments:** [2d - 21-0034 - Contract Amendment Craft-Commerce.pdf](#)

- 2e. [21-0035](#) Contract -Regional Active Transportation Plan: Toole Design Group (\$250,000)

**Action:** Committee Approval

**Presenter:** Kara Oberg

**Attachments:** [2e - 21-0035 - AT Plan Contract Approval TDG.pdf](#)

- 2f. [21-0036](#) Vacation/Sick Leave Accrual Adjustment for Former LGS Employees Based on CalPers/LGS/MTC Reallocation Agreement

**Action:** Committee Approval

**Presenter:** Denise Rodrigues and Robin James

**Attachments:** [2f - 21-0036 - Accrual Adjustment.pdf](#)

### 3. Approval

- 3a. [21-0108](#) MTC Resolution No. 4422, Revised - MTC FY 2020-21 Agency Operating Budget Amendment

Staff recommends approval of MTC Resolution No. 4422, Revised, Amendment 2, increasing the MTC FY 2020-21 Agency Operating Budget by \$200,000. The increased cost will be covered by an increase in the transfer from the undesignated operating reserve which had an estimated balance of \$32 million at the start of FY 2020-21.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

**Attachments:** [3a - 21-0108 - Reso-4422 FY2020-21 MTC Operating and Capital Budgets Ame](#)

### 4. Public Comment / Other Business

### 5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on **Wednesday, February 10, 2021 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105 (remotely and by webcast as appropriate depending on the status of any shelter in place orders).**

**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 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.

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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.