

Meeting Agenda - Final

375 Beale Street Suite 700 San Francisco, California 94105

ABAG Finance Committee

Chair, Karen Mitchoff, Supervisor, County of Contra Costa Vice Chair, Erin Hannigan, Supervisor, County of Solano				
Thursday, May 21, 2020 5:05 PM Board Room - 1st Floor (Remot				

Association of Bay Area Governments Finance Committee

The ABAG Finance Committee will be meeting on May 21, 2020, 5:00 p.m., in the Bay Area Metro Center (Remotely). 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://abag.ca.gov/meetings-events/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/99611067033 Join by Telephone: 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free) Webinar ID: 996 1106 7033

Detailed instructions on participating via Zoom are available at: https://abag.ca.gov/zoom-information

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 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.

The ABAG Finance Committee may act on any item on the agenda. The meeting is scheduled to begin at 5:00 p.m. Agenda, roster, and webcast available at https://abag.ca.gov For information, contact Clerk of the Board at (415) 820-7913.

Roster Jesse Arreguin, Cindy Chavez, Dave Cortese, Scott Haggerty, Erin Hannigan, Karen Mitchoff, Julie Pierce, David Rabbitt, Belia Ramos

1. Call to Order / Roll Call / Confirm Quorum

2. Public Comment

Information

3. Committee Member Announcements

Information

4. Chair's Report

- 4.a.
 20-0672
 Finance Committee Chair's Report

 Action:
 Information
 - Presenter: Karen Mitchoff

5. Consent Calendar

5.a.	<u>20-0673</u>	Approval of Finance Committee Minutes of April 23, 2020
	Action:	Approval
	<u>Presenter:</u>	Clerk of the Board
	<u>Attachments:</u>	Item 05a Minutes 20200423 Draft.pdf

6. Contracts and Purchase Requisitions

 6.a.
 20-0687
 Authorization to amend a contract with Visual Strategies for Association of Bay Area Governments website operations and maintenance in an amount not to exceed \$72,000 for Fiscal Year 2020-2021

 Action:
 Approval

 Presenter:
 Alysha Nachtigall

 Attachments:
 Item 06a 1 Summary Sheet Visual Strategies.pdf

 Item 06a 2 Summary Approval Visual Strategies.pdf

7. Investments

7.a.	<u>20-0676</u>	Report on ABAG Investments for period ended February 2020
	Action:	Approval
	Presenter:	Brian Mayhew
	<u>Attachments:</u>	Item 07a 1 Summary Sheet Report Investments February 2020.pdf
		Item 07a 2 Attachment Investment Report February 2020 Tables.pdf

8. Adjournment / Next Meeting

The next special meeting of the ABAG Finance Committee is on July 16, 2020.

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.

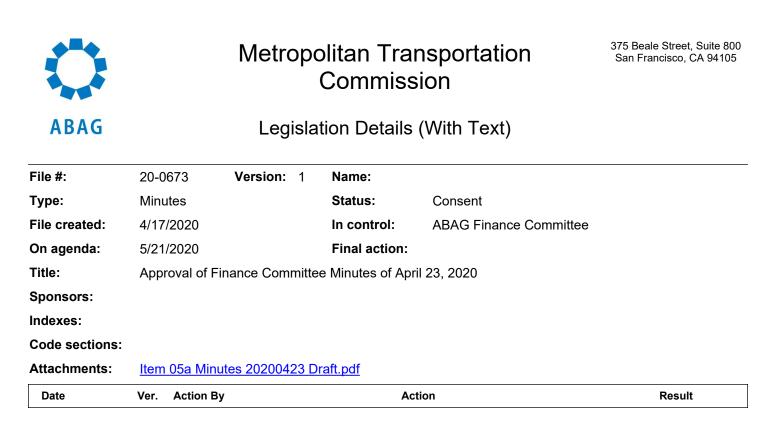
All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.

\bigcirc		Metropolitan Transportation Commission					375 Beale Street, Suite 800 San Francisco, CA 94105
ABAG			Leg	jisla	tion Details	(With Text)	
File #:	20-0672		Version:	1	Name:		
Туре:	Report				Status:	Informational	
File created:	4/17/202	20			In control:	ABAG Finance Committee	
On agenda:	5/21/202	20			Final action:		
Title:	Finance	Comm	ittee Chai	r's Re	port		
Sponsors:							
Indexes:							
Code sections:							
Attachments:							
Date	Ver. Act	tion By			Ac	ion	Result

Finance Committee Chair's Report

Karen Mitchoff

Information



Approval of Finance Committee Minutes of April 23, 2020

Clerk of the Board

Approval



375 Beale Street Suite 700 San Francisco, California 94105

Meeting Minutes - Draft

ABAG Finance Committee

Chair, Karen Mitchoff, Supervisor, County of Contra Costa Vice Chair, Erin Hannigan, Supervisor, County of Solano				
Thursday, April 23, 2020	5:05 PM	Board Room - 1st Floor		

Association of Bay Area Governments Finance Committee

The ABAG Finance Committee will be meeting on April 23, 2020, 5:05 p.m., in the Bay Area Metro Center (Remotely). 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.

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1. Call to Order / Roll Call / Confirm Quorum

Chair Mitchoff called the meeting to order at about 5:07 p.m. Committee members participated telephonically. Quorum was present.

Present: 8 - Arreguin, Chavez, Haggerty, Hannigan, Mitchoff, Pierce, Rabbitt, and Ramos

Absent: 1 - Cortese

2. Public Comment

There was no public comment.

3. Committee Member Announcements

There were no Committee Member announcements.

4. Chair's Report

4.a. <u>20-0408</u> ABAG Finance Committee Chair's Report

There was no Chair's Report.

5. Consent Calendar

Upon the motion by Pierce and second by Rabbitt, the Consent Calendar was approved. The motion passed unanimously as follows:

Aye: 8 - Arreguin, Chavez, Haggerty, Hannigan, Mitchoff, Pierce, Rabbitt, and Ramos

Absent: 1 - Cortese

5.a. <u>20-0403</u> Approval of ABAG Finance Committee Minutes of January 16, 2020

6. Financial Statements

6.a. <u>20-0404</u> Report on ABAG Financial Statements for period ended December 31, 2019 (Unaudited)

Brian Mayhew gave the report. There was no public comment.

Upon the motion by Chavez and second by Rabbitt, the report on ABAG Financial Statements for period ended December 31, 2j019 was approved. The motion passed unanimously by the following vote:

- Aye: 8 Arreguin, Chavez, Haggerty, Hannigan, Mitchoff, Pierce, Rabbitt, and Ramos
- Absent: 1 Cortese

7 Contracts and Purchase Requisitions

7.a.20-0405Report on ABAG Contracts and Purchase Requisitions between \$20,000
and \$50,000 from November 2019 to February 2020

Brian Mayhew gave the report. There was no public comment.

Upon the motion by Haggerty and second by Hannigan, the report on contracts and purchase requisitions between \$20,000 and \$50,000 from November 2019 to February 2020 was approved. The motion passed unanimously by the following vote:

- Aye: 8 Arreguin, Chavez, Haggerty, Hannigan, Mitchoff, Pierce, Rabbitt, and Ramos
- Absent: 1 Cortese
- **7.b.** <u>20-0407</u> Authorization for approval of a five-year contract with Crowe LLP to provide the Association of Bay Area Governments annual financial and compliance audit services, with two one-year renewal options, subject to annual budgetary approval; the contract amount for Fiscal Year 2019-20 is not to exceed \$434,688; the estimated total amount of the five-year contract with a 2.5 percent inflation assumption is \$2,039,501

Brian Mayhew gave the report. There was not public comment.

Upon the motion by Rabbitt and second by Ramos, the ABAG Finance Committee recommended ABAG Executive Board approval of a five-year contract with Crowe LLP to provide annual financial and compliance audit services, with two one-year renewal options, subject to annual budgetary approval; the contract amount for Fiscal Year 2019-20 is not to exceed \$434,688; the estimated total amount of the five-year contract with 2.5 percent inflation assumption is \$2,039,501.

- Aye: 8 Arreguin, Chavez, Haggerty, Hannigan, Mitchoff, Pierce, Rabbitt, and Ramos
- Absent: 1 Cortese

8. Investments

8.a. <u>20-0406</u> Report on ABAG Investments for December 2019

Brian Mayhew gave the report. There was no public comment.

Upon the motion by Pierce and second by Arreguin, the report on ABAG investments for December 2019 was approved. The motion passed unanimously by the following vote:

Aye: 7 - Arreguin, Haggerty, Hannigan, Mitchoff, Pierce, Rabbitt, and Ramos

Absent: 2 - Chavez, and Cortese

9. ABAG Finance Authority for Nonprofit Corporations

9.a.20-0445Adoption of Resolution No. 06-2020 Acknowledging and Accepting
Transfer of Administrative Responsibilities, Duties, and Obligations from
ABAG Finance Authority for Nonprofit Corporations to Advancing
California Finance Authority

Brian Mayhew gave the report. Cortese joined the meeting. There was no public comment.

Upon the motion by Cortese and second by Chavez, the ABAG Finance Committee recommended ABAG Executive Board adoption of Resolution No. 06-2020. The motion passed unanimously by the following vote:

Aye: 9 - Arreguin, Chavez, Cortese, Haggerty, Hannigan, Mitchoff, Pierce, Rabbitt, and Ramos

10. Operating Budget and Work Program

10.a.<u>20-0470</u>Approval of Proposed ABAG Operating Budget and Work Program for
Fiscal Year 2020-2021

Brian Mayhew gave the report. Members discussed the membership dues formula. There was no public comment.

Upon the motion by Cortese and second by Arreguin, the ABAG Finance Committee recommended that the ABAG Executive Board forward and recommend ABAG General Assembly approval of the ABAG operating budget and work program for Fiscal Year 2020-2021. The motion passed unanimously by the following vote:

- Aye: 8 Arreguin, Chavez, Cortese, Hannigan, Mitchoff, Pierce, Rabbitt, and Ramos
- Nay: 1 Haggerty

11. Adjournment / Next Meeting

Chair Mitchoff adjourned the meeting at about 6:31 p.m. The next regular meeting of the ABAG Finance Committee is on May 21, 2020.



Metropolitan Transportation Commission

Legislation Details (With Text)

File #:	20-0687	Version: 1		Name:		
Туре:	Report			Status:	Committee Approval	
File created:	4/17/2020			In control:	ABAG Finance Committee	
On agenda:	5/21/2020			Final action:		
Title:	Authorization to amend a contract with Visual Strategies for Association of Bay Area Governments website operations and maintenance in an amount not to exceed \$72,000 for Fiscal Year 2020-2021					
Sponsors:						
Indexes:						
Code sections:						
Attachments:	Item 06a 1 Summary Sheet Visual Strategies.pdf					
	Item 06a 2 Summary Approval Visual Strategies.pdf					
Date	Ver. Action B	у		Act	ion Result	

Authorization to amend a contract with Visual Strategies for Association of Bay Area Governments website operations and maintenance in an amount not to exceed \$72,000 for Fiscal Year 2020-2021

Alysha Nachtigall

Approval

Association of Bay Area Governments

Finance Committee

May 21, 2020	Agenda Item 6.a.
	ABAG Website Operations and Maintenance
Subject:	Authorization to amend a contract with Visual Strategies for Association of Bay Area Governments website operations and maintenance in an amount not to exceed \$72,000 for Fiscal Year 2020-2021
Background:	In support of the Association of Bay Area Governments (ABAG) and its programs, the Metropolitan Transportation Commission (MTC) Technology Services Section (TSS) maintains contracts to operate several websites. Currently, MTC supports the following ABAG-related websites:
	 ABAG—abag.ca.gov BayREN—bayrenresidential.org SF Bay Restoration Authority—sfrestore.org SF Bay Trail—baytrail.org
	In Fiscal Year 2019-2020 staff consolidated two websites— Resilience (resilience.abag.ca.gov) and BAPDA (bapda.net)—into the ABAG (abag.ca.gov) website. This work takes advantage of the economies of scale created by the integrated ABAG/MTC staff.
	Funding is in the proposed ABAG budget for Fiscal Year 2020- 2021. Funds will be allocated to Visual Strategies and distributed via a joint MTC/ABAG contract for overall website operations and maintenance.
	Staff is taking this work to the May MTC Administration Committee for approval. Visual Strategies is MTC's primary website support company. This contract is required to keep websites operating and secure.
Issues:	None

Association of Bay Area Governments

Finance Committee

May 21, 2020

Agenda Item 6.a.

ABAG Website Operations and Maintenance

Recommended Action: The Finance Committee is requested to recommend Executive Board approval to authorize the Executive Director of the Metropolitan Transportation Commission, or her designee, to amend the existing contract with Visual Strategies on behalf of the Association of Bay Area Governments for website operations and maintenance in an amount not to exceed \$72,000 for Fiscal Year 2020-2021.

Attachments:

Summary Approval, Visual Strategies

Reviewed:

Iveren What

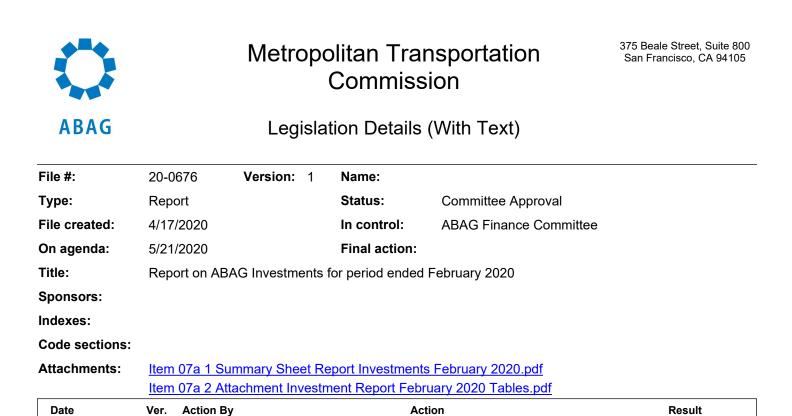
Therese W. McMillan





SUMMARY OF EXECUTIVE BOARD APPROVAL

Work Item No.:	1161
Consultant:	Visual Strategies
Work Project Title:	ABAG Websites Maintenance and Operations
Purpose of Project:	Maintenance and Operations of ABAG websites
Brief Scope of Work:	Provide maintenance, operations, and enhancement services for ABAG and its associated websites.
Project Cost Not to Exceed:	\$72,000
Funding Source:	ABAG General Fund
Fiscal Impact:	\$72,000 in FY 20/21 (pending approval of budget)
Motion by Committee:	The Executive Board is requested to authorize the Executive Director of the Metropolitan Transportation Commission, or her designee, to amend the existing contract with Visual Strategies on behalf of the Association of Bay Area Governments for website operations and maintenance in an amount not to exceed \$72,000 for Fiscal Year 2020-2021.
ABAG Executive Board Approval:	
	Jesse Arreguin, ABAG President
Approval Date:	



Report on ABAG Investments for period ended February 2020

Brian Mayhew

Approval

Association of Bay Area Governments

Finance Committee

May 21, 2020	Agenda Item 7.a.
	Investments
Subject:	Report on ABAG Investments for period ended February 2020
Background:	In accordance with the adopted investment policy, this report is on the ABAG investment holdings as of February 29, 2020. Total funds under ABAG management are just over \$72.5 million.

A breakdown by fund is as follows:

Fund	Market Value (\$ million)	% of Total
ABAG Admin	\$ 1.7	2.4%
ABAG San Francisco Estuary Partnership	1.6	2.2%
ABAG BayRen	1.3	1.8%
Other*	0.2	0.2%
Subtotal ABAG	4.8	6.6%
ABAG Fin Auth Non-Profit (FAN)	3.1	4.3%
ABAG FAN CFD 690 & 942 Market St	1.4	2.0%
ABAG FAN CFD SF Mint	0.5	0.6%
ABAG FAN CFD 2014 & 2017 Windemere	3.0	4.2%
ABAG FAN CFD SF Rincon	1.5	2.1%
Subtotal ABAG FAN	9.5	13.2%
San Francisco Bay Restoration Authority	55.7	76.8%
ABAG Power	2.5	3.4%
Portfolio Total	\$ 72.5	100.0%

* Includes Balance Foundation, San Francisco Bay Trail, and Finance Corp.

Finance Committee

May 21, 2020

Agenda Item 7.a.

Investments

The portfolio breakdown is as follows:Security HoldingPortfolio CompositePolicy LimitsCash39.3%No limitCovit Pools25.8%No limit

Cash	39.3%	No limit
Gov't Pools	25.8%	No limit
Fed Home Loan Bank	26.0%	No limit
Mutual Funds (Non-Trustee)	Less than 0.1%	No limit
Mutual Funds (Trustee)	8.9%	No limit
Portfolio Total	100.0%	

Liquidity Summary of ABAG Portfolio:

Maturity	Market Value (\$ million)	% of Total Portfolio	Cumulative Minimum Level per ABAG Investment Policy
30 days or less	\$ 53.6	80%	10%
90 days or less	67.4 cumulative	93% cumulative	15%
1 year or less	72.5 cumulative	100% cumulative	30%

Issues:

None

Recommended Action:

The ABAG Finance Committee is requested to accept the report on ABAG investments for period ended February 2020.

Attachment:

Investment Report February 2020

Therew When 2

Reviewed:

Therese W. McMillan

ABAG Summary by Issuer February 29, 2020

Issuer	Number of Investments	Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
BLK ROCK T-FUND TRUSTEE	14	6,432,176.06	6,432,176.06	8.87	0.200	1
FEDERAL HOME LOAN BANK	4	18,947,000.00	18,885,456.88	26.04	1.600	84
LOCAL AGENCY INVESTMENT FUND	5	18,695,872.25	18,695,872.25	25.78	1.912	1
MORGAN STANLEY GOV'T INST CUST	1	1,144.60	1,144.60	0.00	1.470	1
UNION BANK CHECKING	8	4,195,591.50	4,195,591.50	5.79	0.000	1
UNION BANK SFBRA	1	24,310,381.11	24,310,381.11	33.52	0.000	1
Total and Ave	erage 33	72,582,165.52	72,520,622.40	100.00	0.927	23

ABAG Summary by Type February 29, 2020 Grouped by Fund

Security Type	Number of Investments		Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
Fund: ABAG ADMIN							
Local Agency Investment Funds		1	75,090.79	75,090.79	0.10	1.912	1
Passbook/Checking Accounts		2	1,661,320.01	1,661,320.01	2.29	0.000	1
	Subtotal	3	1,736,410.80	1,736,410.80	2.39	0.083	1
Fund: ABAG SF ESTUARY PARTNERSH	IP						
Local Agency Investment Funds		1	1,560,674.47	1,560,674.47	2.15	1.912	1
	Subtotal	1	1,560,674.47	1,560,674.47	2.15	1.912	1
Fund: ABAG BAYREN							
Passbook/Checking Accounts		1	1,302,038.71	1,302,038.71	1.80	0.000	1
	Subtotal	1	1,302,038.71	1,302,038.71	1.80	0.000	1
Fund: ABAG BALANCE FOUNDATION							
Passbook/Checking Accounts		1	30,382.92	30,382.92	0.04	0.000	1
	Subtotal	1	30,382.92	30,382.92	0.04	0.000	1
Fund: SAN FRANCISCO BAY TRAIL							
Passbook/Checking Accounts		1	126,482.92	126,482.92	0.17	0.000	1
	Subtotal	1	126,482.92	126,482.92	0.17	0.000	1
Fund: ABAG FINANCE CORP							
Passbook/Checking Accounts		1	22,466.20	22,466.20	0.03	0.000	1
	Subtotal	1	22,466.20	22,466.20	0.03	0.000	1
Fund: SF BAY RESTORATION AUTHOR	TY						
Federal Agency DiscAmortizing		4	18,947,000.00	18,885,456.88	26.04	1.600	84
Local Agency Investment Funds		1	12,492,282.68	12,492,282.68	17.23	1.912	1
Mutual Funds - Custodial		1	1,144.60	1,144.60	0.00	1.470	1
Passbook/Checking Accounts		1	24,310,381.11	24,310,381.11	33.52	0.000	1

ABAG Summary by Type February 29, 2020 Grouped by Fund

Security Type	Number of Investments		Par Value	Market Value	% of Portfolio	Average YTM 365	Average Days to Maturity
	Subtotal	7	55,750,808.39	55,689,265.27	76.79	0.971	29
Fund: ABAG POWER							
Local Agency Investment Funds		1	1,737,373.35	1,737,373.35	2.40	1.912	
Passbook/Checking Accounts		1	737,108.58	737,108.58	1.02	0.000	
	Subtotal	2	2,474,481.93	2,474,481.93	3.42	1.342	
Fund: ABAG FIN AUTH NONPROFIT							
Local Agency Investment Funds		1	2,830,450.96	2,830,450.96	3.90	1.912	-
Passbook/Checking Accounts		1	315,792.16	315,792.16	0.44	0.000	
	 Subtotal	2	3,146,243.12	3,146,243.12	4.34	1.720	
Fund: ABAG FAN CFD 2007 WINDEM	ERE						
Mutual Funds - Trustee		2	49,034.96	49,034.96	0.07	0.200	-
	 Subtotal	2	49,034.96	49,034.96	0.07	0.200	
Fund: ABAG FAN CFD 690&942 MRK	KT ST						
Mutual Funds - Trustee		3	1,463,348.67	1,463,348.67	2.02	0.200	
	 Subtotal	3	1,463,348.67	1,463,348.67	2.02	0.200	
Fund: ABAG FAN CFD 2006-2 SF MIN	т						
Mutual Funds - Trustee		2	451,765.12	451,765.12	0.62	0.200	
	 Subtotal	2	451,765.12	451,765.12	0.62	0.200	
Fund: ABAG FAN CFD 2014&17 WIND	DEMERE						
Fund: ABAG FAN CFD 2014&17 WIND Mutual Funds - Trustee	DEMERE	3	2,974,221.96	2,974,221.96	4.10	0.200	
	DEMERE 	3 3	2,974,221.96 	2,974,221.96 2,974,221.96	4.10 4.10	0.200	
	Subtotal						
Mutual Funds - Trustee	Subtotal						
Mutual Funds - Trustee Fund: ABAG FAN CFD 2006-1 SF RIN	Subtotal	3	2,974,221.96	2,974,221.96	4.10	0.200	