



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Bay Area Metro Center  
375 Beale Street, Suite 800  
San Francisco, CA 94105  
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[www.mtc.ca.gov](http://www.mtc.ca.gov)

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Deputy Executive Director,  
Local Government Services

## **CALL AND NOTICE OF a Special Commission Meeting**

**Wednesday, August 26, 2020, 9:45 a.m.**

Bay Area Metro Center  
375 Beale Street, 1<sup>st</sup> Floor, Board Room  
San Francisco, CA 94105 (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://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/99752212055>  
Join by Telephone: 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)  
Webinar ID: 997 5221 2055**

**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".**

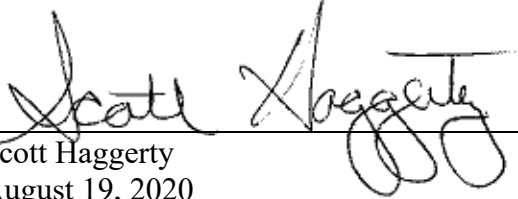
**Members of the public may participate by phone or Zoom or may submit comments by email at [info@bayareametro.gov](mailto:info@bayareametro.gov) by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name in the subject line. Due to the current circumstances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

As Chair of the Metropolitan Transportation Commission ("MTC"), I am calling a Special Commission meeting for Wednesday, August 26, 2020 at 9:45 a.m., at the Bay Area Metro Center, 375 Beale Street, 1<sup>st</sup> Floor, Board Room, San Francisco, CA 94105 (Remotely). The business to be transacted will include: (1) Call to Order / Roll Call / Confirm Quorum; (2) Chair's Report; (2a) Blue Ribbon Transit Recovery Task Force - Healthy Transit Plan Update; (3) Policy Advisory Council Report; (4) Executive Director's Report;

**CALL AND NOTICE OF a Special Meeting of the Metropolitan Transportation Commission**  
**August 26, 2020**

**Page 2 of 2**

(5) Commissioner Comments; (6) Consent Calendar; (6a) Minutes of the July 22, 2020 meeting; (7) Administration Committee Report; (7a) MTC Resolution No. 1058, Revised - Commission Procedures Manual Update; (7b) Appointment of Members to Joint MTC ABAG Legislation Committee; (8) Programming and Allocations Committee Report; (8a) MTC Resolution No. 4320, Revised; (8b) Transportation Funding and Housing Linkages Consensus; (9) Information; (9a) Closed Session: PUBLIC EMPLOYEE APPOINTMENT; (9b) Open Session; (10) Public Comment / Other Business; and (11) Adjournment. Members of the public shall be provided an opportunity to directly address the aforementioned public agency concerning any item described in this notice, before or during consideration of that item. An agenda will be posted and distributed for this meeting by MTC staff in the normal course.

  
\_\_\_\_\_  
Scott Haggerty  
August 19, 2020



# Metropolitan Transportation Commission

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

## Meeting Agenda

### Metropolitan Transportation Commission

*Scott Haggerty, Chair    Alfredo Pedroza, Vice Chair*

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Wednesday, August 26, 2020

9:45 AM

Board Room - 1st Floor (REMOTE)  
PLEASE NOTE MEETING START TIME

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#### \*\*\* SPECIAL COMMISSION MEETING \*\*\*

The Metropolitan Transportation Commission is scheduled to meet on Wednesday, August 26, 2020 at 9:45 a.m., or immediately following the 9:05 a.m. BATA meeting, 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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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**

*A quorum of this Commission shall be a majority of its voting members (10).*

**2. Chair's Report (Haggerty)**

- 2a. [20-1297](#) Blue Ribbon Transit Recovery Task Force - Healthy Transit Plan Update

Action: Commission Approval

Attachments: [2a - 20-1297 BTRTF Healthy Transit Plan Update.pdf](#)  
[2a - ATU Transit Petition 8-25-2020.pdf](#)

**3. Policy Advisory Council Report (Randi Kinman)**

**4. Executive Director's Report (McMillan)**

- [20-1305](#) Executive Director's Report

Attachments: [4 - ED Report- MTC August 2020.pdf](#)

**5. Commissioner Comments**

**6. Consent Calendar:**

- 6a. [20-1125](#) Minutes of the July 22, 2020 meeting

Action: Commission Approval

Attachments: [6a - 20-1125 July 22 Draft Commission Minutes.pdf](#)

**Committee Reports**

**7. Administration Committee (Glover)**

- 7a. [20-1123](#) MTC Resolution No. 1058, Revised - Commission Procedures Manual Update

An update to the Commission Procedures Manual to implement the Legislative Committee Consolidation as recommended by the Joint ABAG MTC Governance Committee.

Action: Commission Approval

Attachments: [7a - 20-1123 Reso-1058 Governance - Commission Procedures Manual Update](#)  
[7a - 20-1123 Admin5b-Reso-1058 Commission Procedures Manual Update.pdf](#)

7b. [20-1264](#) Appointment of Members to Joint MTC ABAG Legislation Committee

The Chair requests approval of members of the Joint MTC ABAG Legislation Committee.

Action: Commission Approval

Attachments: [7b - 20-1264 Appointment to Joint MTC-ABAG LEGIS .pdf](#)

**8. Programming and Allocations Committee (Josefowitz)**

8a. [20-1128](#) MTC Resolution No. 4320, Revised.

Revision to the Regional Means-Based Fare Program Framework.

Action: Commission Approval

Attachments: [8a - 20-1128 Regional Means-Based Fare Program Framework Revision.pdf](#)

8b. [20-0426](#) Transportation Funding and Housing Linkages Consensus

Commissioner consensus on future efforts to link funding for transportation investments to improvements in housing outcomes.

Action: Commission Approval

Attachments: [8b - 20-0426 Transp Fund and Housing Link Update to Commissions.pdf](#)  
[8b - 20-0426 PAC4a-Transportation Funding and Housing Linkages.pdf](#)

**9. Information**

9a. [20-1162](#) Closed Session: PUBLIC EMPLOYEE APPOINTMENT

General Counsel (California Government Code Section 54957)

9b. [20-1163](#) Open Session

**10. Public Comment / Other Business**

**11. Adjournment / Next Meetings:**

The next meeting of the Metropolitan Transportation Commission is scheduled to be held on Wednesday, September 23, 2020 at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105, or remotely.

**Public Comment:** The public is encouraged to comment on agenda items at Commission meetings by completing a request-to-speak card (available from staff) and passing it to the Commission 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 Commission 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:** Commission 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 Título 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 Commission 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 Commission. Actions recommended by staff are subject to change by the Commission.



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 20-1297      **Version:** 1      **Name:**

**Type:** Report      **Status:** Commission Approval

**File created:** 8/17/2020      **In control:** Metropolitan Transportation Commission

**On agenda:** 8/26/2020      **Final action:**

**Title:** Blue Ribbon Transit Recovery Task Force - Healthy Transit Plan Update

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [2a - 20-1297 BTRTF Healthy Transit Plan Update.pdf](#)  
[2a - ATU Transit Petition 8-25-2020.pdf](#)

Date	Ver.	Action By	Action	Result
8/26/2020	1	Metropolitan Transportation Commission		

**Subject:**  
Blue Ribbon Transit Recovery Task Force - Healthy Transit Plan Update

**Recommended Action:**  
Commission Approval

# Metropolitan Transportation Commission

August 26, 2020

Agenda Item 2a - 20-1297

## Blue Ribbon Transit Recovery Task Force – Healthy Transit Plan Update

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**Subject:** Update to July Commission Discussion on the Healthy Transit Plan

**Background:** At your July meeting, I provided a status report on one critical element of the Blue Ribbon Transit Recovery Task Force’s work to-date – the collaborative work of the public transit operators to develop the *Riding together: Bay Area Healthy Transit Plan* (Healthy Transit Plan).

The Healthy Transit Plan was publicly released on August 18<sup>th</sup> and is attached for your reference (Attachment A). The Plan establishes the operators’ common health & safety commitments for transit employees and passengers. Importantly, they have committed to implementing the plan individually and collectively, with an eye to continually improving and adjusting to changing circumstances and opportunities during this unprecedented crisis. A Bay Area-wide public communications effort was launched alongside the Plan’s release starting with a press event on August 19<sup>th</sup>, with MTC providing support to the operators.

Consistent with the Plan’s health and safety common commitments, a set of public transit baseline health metrics are identified (Attachment A, page 23) – which will form the basis of a publicly accessible information “dashboard”. The Plan details the framework for regular progress updates, which I will report on monthly starting in September.

Following up on the Commission’s direction last month, I reached out to all transit operators and requested that their Boards approve a resolution endorsing the Healthy Transit Plan (Attachment B presents the template) including the baseline set of measures that Bay Area transit agencies will implement to ensure the health of transit riders and workers during the COVID-19 pandemic. I expect most agencies will have adopted such resolutions by the end of September.

Some members of the Blue Ribbon Transit Recovery Task Force and the public have urged MTC to ensure that a list of specific health standards and labor stipulations be included in the Plan (see Attachment C correspondence). To do so would extend the Commission beyond its expertise and designated authority, so I strongly recommend against taking on such a responsibility. Rather, MTC’s role is alongside and complementary with the region’s transit policy boards, public health professionals, and other key stakeholder groups.



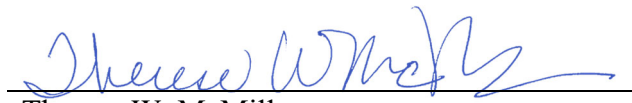
I want to emphasize that MTC will continue to play a coordination and support role to benefit our transit partners and the public during this crisis. To that end, MTC's role in the coming months, beyond requiring agency commitment resolutions, publicly accessible health information, and providing Commissioners with monthly progress updates, will include:

- Continued funding and staffing of the Task Force;
- Providing a one-stop link on MTC's website to the transit operators' health and safety reporting dashboard;
- Actively contributing to the transit operators' safety messaging to riders returning to jobs and other activities allowed under COVID-19 State and local directives; and
- Aggressively advocating for additional public transit funding at the federal and state level.

**Issues:** None

**Recommendation:** Commission direction to staff on next steps.

**Attachments:** Attachment A – *Riding together: Bay Area Healthy Transit Plan*  
Attachment B – Transit Operator Healthy Transit Plan Resolution Template  
Attachment C – Correspondence from Concerned Task Force Members

  
Therese W. McMillan

## ***Riding Together:*** Bay Area **Healthy Transit Plan**





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Due to the changing conditions and growing body of knowledge about the pandemic, this plan may be updated and or modified.

## To our Customers, Employees and Partners

The COVID-19 Pandemic has been a massive strain for everyone. And it presents transit systems with a historic set of challenges, including the need to adjust protocols and procedures to ensure a safe operating environment for everyone.

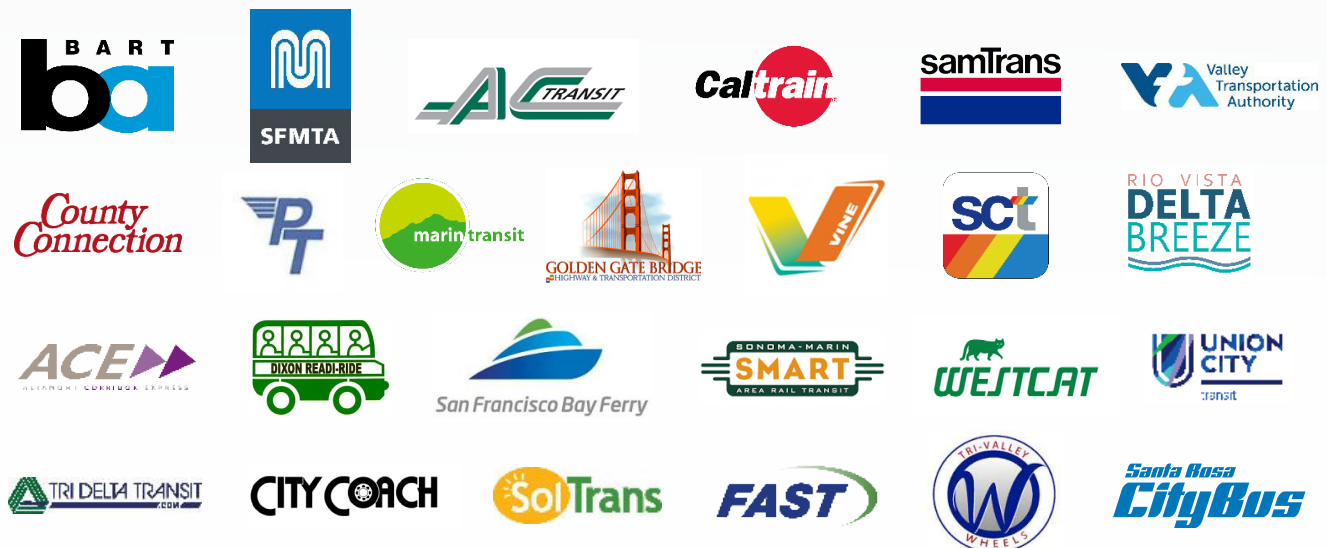
Collectively, we as the transit operators in the nine Bay Area counties, have joined forces to initiate research, study U.S. and international efforts, and review information from the American Public Transportation Association (APTA), to develop common commitments and expectations for employees and passengers in our Bay Area transit systems. From this work, we developed ***Riding Together—Bay Area Healthy Transit Plan***. Development of our plan has additionally included collaboration with regional leaders, transit workers, paratransit providers, rider advocates, public health experts, and others.

As we are all guided forward by our State and local leadership toward business resumption, we view the safety of our employees and passengers as job number one. This plan serves as a tool for us, providing common commitments that have been set in place for our employees, our current passengers, and those who will be returning to transit.

This is a plan we own. A plan we will report on. And a plan that we will modify to the fluctuating nature of this pandemic. Furthermore, we are committed to the success of this plan, and look forward to a partnership with our customers and the shared responsibility for reducing transmission by properly wearing face coverings and meeting other expectations.

We are all in this together. We look ahead to serving our customers as well as teaming with them to work through this challenging time that faces everyone.

### Bay Area Transit Operators





## 1.0 Plan Overview

Bay Area Public Transportation Providers (Appendix A) have collectively developed a cohesive health and safety plan—this plan—to bring the region’s public transportation providers together around transit-related health and safety standards and mitigations. This plan will provide guidance for the mitigations to be consistently applied across the network to best serve essential workers currently riding transit and help the Bay Area ease out of the COVID-19 pandemic stay-at-home order. While county-specific guidance may vary, these minimum standards give transit customers consistent expectations across all Bay Area public transportation operations and identify mitigations for public transportation providers and employees regarding workplace health and safety. Although many of the public transportation providers have their own individual plans or measures in place, this plan clarifies the responsibilities of public transportation customers and public transportation providers across the Bay Area in implementing the health and safety minimum requirements and mitigations and recommends communication strategies and key messages to promote health and safety awareness.

**The guidelines in this plan reflect current understanding of the COVID-19 virus and the most prevalent methods of person-to-person transmittal:<sup>1</sup>**

- ➔ Between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. COVID-19 may be spread by people who are not showing symptoms.
- ➔ By touching a surface or object that has the virus on it and then touching the nose, mouth or eyes.

### Plan Purpose

- Identify consistent health and safety standards for public transportation customers to do and public transportation providers to implement as the Bay Area eases out of the COVID-19 stay-at-home order.
- Clarify expectations and responsibilities of transit customers and transit providers.
- Recommend communication strategies and key messages to promote public transportation customer and provider compliance with and support for mitigations.

### Scope of Plan

- Applies to Bay Area public transportation providers listed in Appendix A (non-aviation) including rail, bus, ferry, paratransit, demand response and micro-transit.
- Limited to COVID-19 recovery efforts and mitigations.
- Covers public transportation services provided both directly by the public transportation providers and those provided under contract.
- Flows down mitigations from public transportation providers to contractors, as needed.

### KEY TERM

\* **Mitigations:** Actions or practices that public transportation customers and providers, including employees, collectively take to slow the spread of COVID-19. Mitigations help the Bay Area’s public transportation network operate safely as the region eases out of the COVID-19 stay-at-home order.

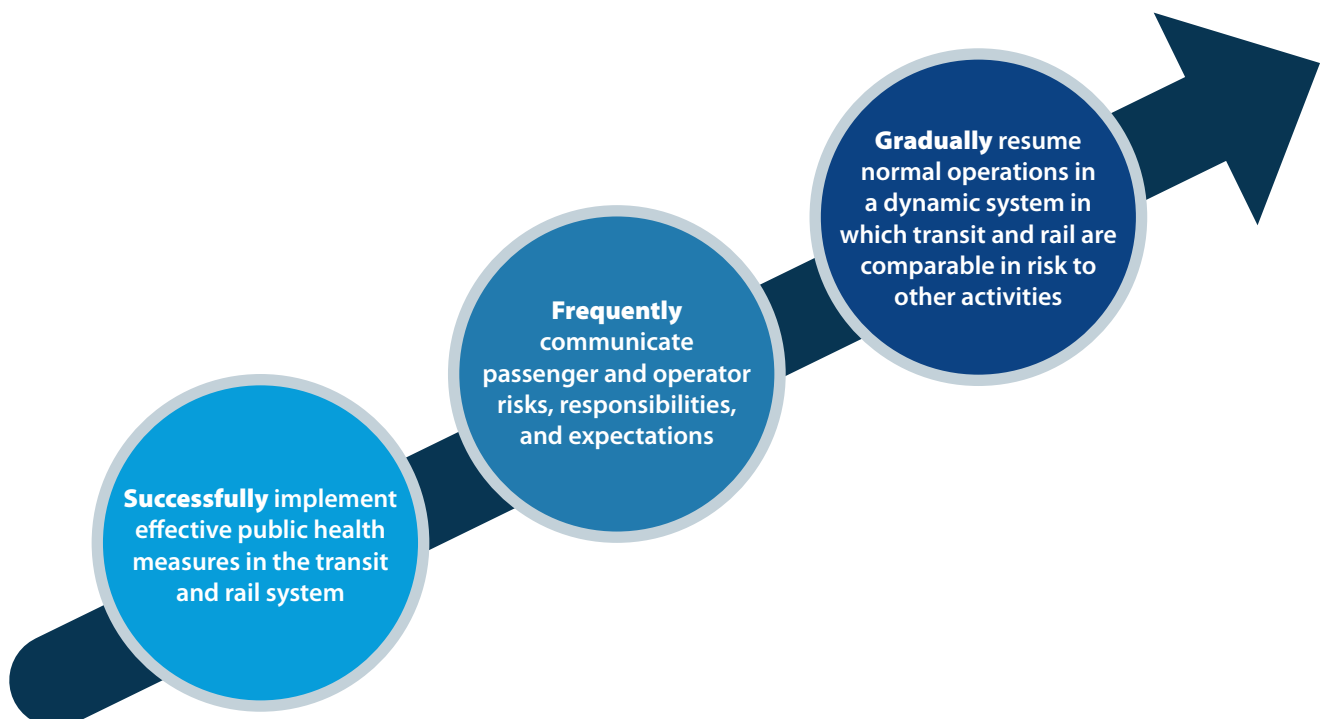


The identified mitigations are based on US and international health agency guidance from the California Department of Public Health (CDPH), the US Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO). The application of the mitigations is informed by US and international transit industry guidance including guidance from the American Public Transportation Association (APTA 2020a; APTA 2020b; APTA 2020c), the CDPH (CDPH 2020a), a survey of 21 Bay Area public transportation providers regarding current COVID-19 health and safety practices and coordination with Bay Area public health representatives. See Section 7 for reference documents. In August 2020, APTA implemented its National Transit Recovery Commitment Program. Participating agencies (members) of APTA may display the program seal on vehicles and facilities. This new program from APTA is designed to support public transit agencies implement individualized policies for health agency guidance, cleaning, sharing of information, and other healthy best practices for passengers and employees.

**This is a living plan and is based on current, known COVID-19 transmittal factors and disrupters of those transmittal factors (mitigations), and the current COVID-19 situation and public health response in the Bay Area and California.**

This plan may change and adapt as research around COVID-19 evolves, as performance against this plan is achieved and/or as the COVID-19 situation in California changes. This plan currently anticipates that with continued compliance with California-mandated face covering requirements, physical distancing recommendations may change over time to allow for increased vehicle capacity to serve more Bay Area customers, while still complying with epidemiological research and transit best practice. Using the current guidelines and mitigations in this plan confirms that Bay Area public transportation providers are following public health recommendations while balancing the need to move toward increased capacity service.

This plan's approach is consistent with a Safety Management System approach that evaluates and balances risk recognizing society's need for and value of public transportation. The Federal Transit Administration requires, as part of the Public Transportation Agency Safety Plan final rule, the evaluation of safety risks and the application of mitigations to reduce risks as part of a transportation provider's Agency Safety Plan. This regional COVID-19 plan is consistent with managing risks associated with this pandemic to gradually move to resume capacity and service.





## 2.0 Alignment with State Pandemic Resilience Roadmap

California is currently in **Stage 2** of the state's Pandemic Resilience Roadmap (CDPH 2020b), allowing specific lower risk sectors to open and modified school programs and child care to resume.

**Indicators to modify the Stay-at-Home Order include:**

- ➔ **Ability to test, contact trace, isolate, and support the exposed**
- ➔ **Ability to protect those at high risk for COVID-19**
- ➔ Surge capacity for hospitals and health systems
- ➔ Therapeutic development to meet the demand
- ➔ **Ability of business, schools, and childcare facilities to support physical distancing**
- ➔ Determination of when to reinstitute measures like Stay-at-Home



There are nine counties that are represented in the Bay Area Transportation Providers: Marin, Sonoma, Napa, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, and San Francisco. As of August 2020, all the nine counties were being monitored for data that does not meet indicator objectives (CDPH 2020c).

Public transportation providers have impacts or supporting roles on the emboldened bullets in the above list. Committing to support contact tracing where appropriate, protecting high-risk persons during travel and supporting physical distancing are all part of this plan and support the ability of the state to modify the Stay-at-Home order and provide for further re-opening. At Stage 3, counties may choose to move forward at their own pace, relaxing orders, which can impact the demand for public transportation. By supporting the community indicators, transportation providers will demonstrate partnership and community-mindedness, allowing for the easing of restrictions and the ability to increase capacity in a safe and moderated way.

## 3.0 Health and Safety Risk and Public Transportation Benefits

Public transportation, like other businesses, has had to weigh risks of providing equitable transportation service against health and safety risks. The Federal Transportation Administration requires public transportation providers to identify, evaluate and manage risks for the best outcome to the public and to those who provide the services. The societal benefits of providing affordable transportation exceed any risks presented by public transportation related to COVID-19. This plan seeks to minimize further risks related to COVID-19.

As with other safety hazards, the most effective measures are layered for maximum results. Layering good hand hygiene, face coverings, ventilation, physical distancing, cleaning and disinfecting, limited time exposure, as well as, passenger personal accountability provide for a safer environment than only one or two of the mitigation measures alone. The Bay Area transportation providers are committing to layering safety measures along with passenger personal accountability to keep public transportation available for essential workers who are keeping the Bay Area in business and for others as the region emerges from the current conditions. **Using other prevention measures in combination with social distancing, such as wearing a mask, will modify the threshold of Social Distancing, and thus enable to increase the occupancy rate of the trains. (UIC2020)**

## 4.0 Health and Safety Mitigations

Public transportation customers and providers and their employees can all help keep California on a path to continue safely reopening and remaining open by following several key health and safety mitigations. Each health and safety mitigation is based on US or international public health recommendations. This plan includes mitigations for customers and providers to implement for a healthy Bay Area transit system.

Paratransit and demand response is discussed in Section 5, Paratransit, Demand Response and Vulnerable Populations.

### 4.1 Customer Facing Mitigations



#### Face Coverings

The CDC is advising the use of simple cloth face coverings to slow the spread of COVID-19 and help people who may have the virus and do not know it from transmitting it to others (CDC 2020a).

**Additionally, on June 18, 2020, the State of California required people in the state to wear face coverings when they are in certain situations including the following related to public transportation operations for both customers and employees (CDPH 2020d):**

- ⊕ Inside of, or in line to enter, any indoor public space.
- ⊕ Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle.
- ⊕ Engaged in work, whether at the workplace or performing work off-site, when interacting in-person with any member of the public, working in any space visited by members of the public, regardless of whether anyone from the public is present at the time, working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities, and in any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.
- ⊕ Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended and maybe required based on local guidance.
- ⊕ While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.

#### Customer Responsibilities

Public transportation customers are expected to bring and properly wear their own face coverings when accessing public transportation services and facilities to comply with the State of California's order.

#### Public Transportation Provider Responsibilities

To support compliance with the State of California order, all public transportation providers require the proper use of face coverings on their systems, including in facilities, for all passengers over the age of 2 years, unless the customer is exempt per the State of California order.

##### Public transportation providers will:

- ⊕ Remind passengers of the face covering requirements.
- ⊕ Have the right to refuse to carry anyone not wearing a face covering, unless the person is exempt.
- ⊕ Communicate the requirement in transit vehicles and facilities noting the state requirement for face coverings for transit customers and employees.
- ⊕ Require employees to adhere to face covering requirements.





- ➔ Develop, implement and communicate to employees a process for equitable face-covering compliance strategies. At a minimum, to protect bus operators or others in direct contact with public, provide de-escalation options and support if conflict ensues.
  - Optionally, as a de-escalation technique, provide or make available face-coverings, as capabilities allow, at defined locations (from staff or for sale such as vending machines).
  - Consider other de-escalation techniques and inform operators of their options, such as dealing with face coverings in a similar manner as fare payment.

Paratransit and demand response face coverings is discussed further in Section 5, Paratransit, Demand Response and Vulnerable Populations.

## Physical Distancing



COVID-19 is thought to spread mainly from person-to-person, between people who are in close contact with each other and through respiratory droplets produced when an infected person coughs, sneezes or talks (CDC 2020b). The World Health Organization and multiple European transportation agencies are using a 1 meter (approximately 3 feet) minimum requirement for physical distancing when face coverings are worn.

**The CDC currently advises 6 feet, however, it should be noted that face coverings were not encouraged or mandated by CDC when the 6-foot distancing metric was introduced. Where practicable, Bay Area public transportation providers will provide for a minimum 3-foot physical distancing metric, coupled with mandatory, properly worn face coverings.**

### Customer Responsibilities

Public transportation customers are expected to remain a minimum of 3 feet or optimally 6 feet, as practicable, from others not in their households when in stations, transit facilities or in vehicles, in addition to complying with the facial covering requirement.

If assistance is required from the operator or other staff, the customer will allow the operator to manage the securement in the safest manner possible for both passenger and operator.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➔ Communicate to their customers the physical distancing minimum standards for safely riding public transportation.
- ➔ Manage capacity, as possible, to provide spacing to achieve the 3-foot physical distancing minimum requirement.
- ➔ Evaluate disability device securement and advise operators how to manage securement practices to reduce risk to all parties.

Paratransit and demand response physical distancing is discussed further in Section 5, Paratransit, Demand Response and Vulnerable Populations.



## Hand Hygiene

Good hand hygiene can help slow the spread of COVID-19. This includes washing hands with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer containing at least 60 percent alcohol (CDC 2020a).

### Customer Responsibilities

Public transportation customers should bring hand sanitizer or disinfecting wipes to clean their hands before and after using public transportation and after contact with potentially contaminated surfaces or use hand washing facilities, as available.

## Public Transportation Provider Responsibilities

### Public transportation providers will:

- ➔ Provide information if hand-washing stations or hand sanitizer dispensers are available to customers.

## A Quiet Ride Campaign



Droplets expelled through talking, singing, and other verbal activities are known to contribute to virus dispersion (CNN 2020; NEJM 2020). Bay Area public transportation providers will temporarily adopt the “Quiet Ride” communication campaign, requesting passengers minimize talking, singing or other verbal activities while riding public transportation to slow the spread of COVID-19. Necessary verbal activities, such as requesting a stop, are not precluded.

### Customer Responsibilities

- ➔ Reduce talking, singing, or other verbal activity to the extent possible while in public transportation facilities and on vehicles.

## Public Transportation Provider Responsibilities

### Public transportation providers will:

- ➔ Communicate and promote the “Quiet Ride” campaign to customers.

## Vehicle and Facility Conditions – Cleaning and Disinfecting



Cleaning and disinfecting surfaces reduces the risk of infection by removing potential contamination. To restore passenger confidence and provide for a healthy environment, vehicles and facilities must be cleaned and disinfected more frequently than pre-COVID-19 practice. If not already doing so, public transportation providers will implement cleaning and disinfecting on a more frequent schedule than pre-COVID-19 practices and will follow APTA-recommended practices (APTA 2020a; APTA 2020b).

### Customer Responsibilities

- ➔ Customers must stay at home when they are sick in order to slow the spread of COVID-19, evaluating their own symptoms or exposure.
- ➔ Customers will dispose of tissues or other potentially contaminated materials in trash cans.

## Public Transportation Provider Responsibilities

### Public transportation providers will:

- ➔ Daily clean and disinfect in-service vehicles, factoring in the level of use, with an emphasis on high-touch areas.
- ➔ Provide elevated cleaning if a vehicle is reported to have carried an infected or potentially infected person. Reports could come from a public health agency, customer report or employee observation of a person displaying symptoms.
- ➔ Use EPA-List N disinfectants applied through methods outlined in the APTA standard or EPA/CDC recommendations.
- ➔ Coordinate with public health officials if reports of potentially-infected,<sup>2</sup> known or confirmed infected persons utilized the public transportation system.

Paratransit and demand response cleaning is discussed further in Section 5, Paratransit, Demand Response and Vulnerable Populations.

<sup>2</sup> Potentially-infected (person) is defined as a person who is observed to exhibit COVID-19 symptoms or has been recommended by a medical professional to undergo COVID-19 testing or quarantine.



## Vehicle and Facility Conditions – Ventilation



Increased air flow can provide for a healthier environment for transit customers and employees (CDC 2020e; APTA 2020a). On some vehicles, such as buses and light rail vehicles, doors are frequently opened to allow passengers to board or exit. Other vehicles have less frequent door cycling and are more dependent on the vehicle heating ventilation and air conditioning (HVAC) system. Buses and ferries may have windows that open, allowing additional ventilation. Where feasible, public transportation providers will increase ventilation in vehicles and in facilities.

### Customer Responsibilities

Customers will not close windows that are open without consulting the operator or other public transportation employee.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➔ Maximize fresh air in vehicles and facilities, based on ventilation options, and other factors such as climate or air quality.
- ➔ Confirm maintenance is performed on ventilation systems in vehicles and station facilities and that the systems function at peak-performance.
- ➔ Use the highest MERV-rated filter appropriate for the HVAC system in vehicles and facilities, as feasible.
- ➔ Provide guidance to operators or other public transportation employees regarding the opening of windows and doors, including direction if other health hazards such as air quality issues arise.



## Touchless Fares

Reducing cash fare payments reduces touch and virus transmittal potential and can reduce the need for face-to-face transactions.

### Customer Responsibilities

- ➔ Public transportation customers should use touchless fare options, when possible, to include Clipper cards or online or mobile ticketing.
- ➔ If using cash fare, have correct fare ready for payment on boarding to minimize exposure to others boarding.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➔ Communicate all touchless fare payment options to customers.
- ➔ Encourage use of touchless fare payments, as feasible, while still allowing for cash options.

Paratransit and demand response touchless fares is discussed in Section 5, Paratransit, Demand Response and Vulnerable Populations.

## 4.2 Transit Employees Mitigations

Keeping employees safe and well is critical for the operation of Bay Area public transportation providers. The following minimum standards apply to public transportation employees. Employees should adhere to company requirements and be assured that other employees will also adhere to requirements and be held responsible.

### Employee COVID-19 Assessments

Assessing employee wellness is part of evaluating fitness for duty. During the COVID-19 pandemic, additional COVID-19 assessments can support whether employees are ready for work and minimize the risk of spreading COVID-19 to others around them. It is critical to understand that many people who have COVID-19 are asymptomatic and may not know that they are infected. Also, note that temperature scan results can be unreliable. Some temperature instruments only test skin temperature which can be impacted by external climate or human activity. Also, normal human temperature can range from 97° to 100° F, so a fever cannot be assumed based on a slight elevation in temperature. Staff training also factors into the reliability of a temperature scan.

### Employee Responsibilities

Employees will cooperate with the employer-developed protocols for COVID-19 assessment and provide facts when completing any requested assessments.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ➔ Develop and implement a COVID-19 assessment protocol for employees prior to accessing transit facilities or vehicles. The COVID-19 assessment may consist of a self-assessment, questionnaire or temperature scan or other activities that provide information about whether it is safe to be at work.
- ➔ Develop, implement and communicate a policy for employees around the COVID-19 assessment protocol including expectations of those who may be prevented from working based on the COVID-19 assessment.
- ➔ Provide for employee health privacy in any COVID-19 screening activity.

## Personal Protective Equipment



Personal protective equipment (PPE) is inclusive of face coverings, face shields, and gloves. As per the State of California order, face coverings are required for all in work place settings (CDPH 2020d). Some job categories may require different PPE than other job categories. Public transportation providers are recommended to perform some type of job hazard analysis (JHA) to determine specific hazards or exposure possibilities and base PPE allocation on that assessment.

### Employee Responsibilities

Employees will wear the combination of PPE defined for their job requirements to safeguard themselves and others while in the work environment. If any portion of the PPE defined for an employee's job requirements cannot be complied with, the employee is responsible for alerting their employer and cooperating with the development of alternatives to provide for a healthy working environment, as feasible.

### Public Transportation Provider Responsibilities

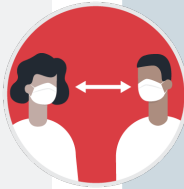
#### Public transportation providers will:

- ➔ Determine and supply minimum levels of PPE, including the required face coverings (unless exempt).
- ➔ Perform some type of job hazard analysis to determine specific hazards or exposure possibilities and base PPE allocation on that assessment. These can be broad categories based on exposure (for example, public facing duties or job duties that require close proximity to other employees or passengers). Positions at a higher risk for exposure, such as mechanics or right-of-way maintainers who work in pairs to perform tasks or bus operators, should be considered for higher levels of PPE.



- ➔ Provide supervision and oversight to confirm compliance and develop protocols for non-compliance.
- ➔ Identify any spaces where face coverings are not required (e.g. private offices), as allowed by local health guidance.
- ➔ Communicate requirements to all employees.
- ➔ Develop and implement a policy to manage employees who do not or cannot comply with the increased or changed PPE requirements.

## Physical Distancing



Physical distancing is one of the primary mitigation measures, in addition to face coverings, recommended by the public health agencies to minimize the risk of COVID-19. There are several factors that are currently considered in transmitting the infection. Both time and space are being evaluated, with exposures of greater than 15 minutes or closer than 3 feet both factors related to transmission (WHO 2020a; WHO 2020b). Public transportation providers will consider distancing, facial coverings and time in their employee physical distancing requirements.

### Employee Responsibilities

Employees will comply with physical distancing requirements and facility modifications. If employees cannot comply with physical distancing requirements or function with facility modifications, employees must alert their employer and discuss alternatives to support a safe work environment.

### Public Transportation Provider Responsibilities

Public transportation providers should evaluate the following spaces and put into practice measures to manage physical distancing. Where work duties allow, provide for virtual work to reduce exposure of employees. Providers should evaluate facility capacity and develop a plan for all job categories to assess remote work, staggered shifts and other strategies to alleviate crowding that would challenge physical distancing.

#### Common Spaces

Common spaces include, but are not limited to, vestibules, restrooms, break rooms, lunchrooms, conference rooms, shared workspaces and operator report areas.

#### Public transportation providers will:

- ➔ Determine common space capacity based on space size and configuration and define limits.
- ➔ Stagger work hours and breaks to spread use of space.
- ➔ Encourage eating outside, at desks, or at physically-distanced spacing, as possible.
- ➔ Enforce face covering requirements for all common spaces.
- ➔ Communicate expectations for physical distancing in common spaces.
- ➔ Clean and disinfect common spaces regularly, using EPA-List N disinfectant materials.
- ➔ Remove or provide for cleaning of recreational equipment (pool tables, ping pong tables, or other) that might encourage close proximity or provide cleaning for high touch potential.
- ➔ Enforce physical distancing requirements for meetings or group activities, reducing in-person participation, encouraging virtual participation, utilizing larger meeting spaces or moving meetings outside, as possible.



### Vertical Transport

Vertical transport includes elevators or stairs, areas that have the potential to place persons in close proximity within enclosed spaces.

#### Public transportation providers will:

- ⊕ Either limit capacity of elevators or ensure exposure time is less than 15 min.
- ⊕ Encourage stair use, as possible, to reduce elevator congestion.
- ⊕ Consider allocating one elevator for vulnerable persons who may be at higher risk of life-threatening COVID-19 complications, as needed.

### Work Space Modification

Public transportation providers should evaluate work spaces for each job category to either allow for physical spacing or the placement of temporary or permanent shielding.

#### Public transportation providers will:

- ⊕ Provide dividers in group work spaces or provide additional space.
- ⊕ Provide protection for bus operators utilizing minimum 6-feet physical distancing between operator and passengers or protective measures to include permanent or temporary shields, rear door boarding, if available, elevated PPE and/or elimination of seating within close proximity.
- ⊕ Provide station agent or other field staff with shielding or elevated PPE.
- ⊕ Provide individual work equipment or provide sanitation materials for cleaning between employee use.

## Infected Employees/Contact Tracing



Public transportation providers will track employees who access transit facilities or equipment, as feasible. If an employee reports an infection, or possible contact with an infected person, public transportation providers should document and maintain records of what other employees may have come into contact with the exposed or infected employee and notify other employees. Public transportation providers should inform employees if the provider is notified from a customer contact or other notification, that an infected person has been in a specific vehicle or facility. Public transportation providers should report any confirmed infections to the appropriate public health agency.

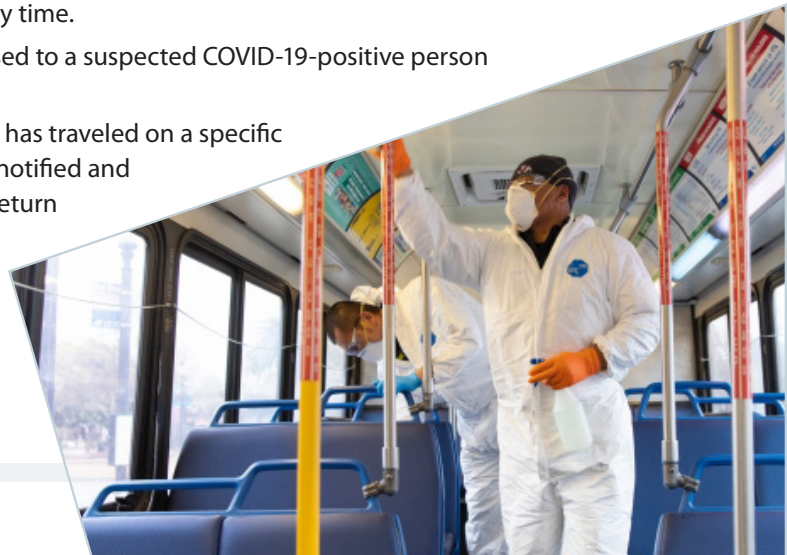
### Employee Responsibilities

Employees will inform their employer if they test positive for COVID-19, have been exposed to someone confirmed to have COVID-19 or suspect exposure to COVID-19. Employees will not report to work under these conditions and will abide by public health requirements for infected or exposed persons.

### Public Transportation Provider Responsibilities

#### Public transportation providers will:

- ⊕ Record which employees are in facilities or vehicles at any time.
- ⊕ Notify other employees if they have been possibly exposed to a suspected COVID-19-positive person to allow them to take appropriate action.
- ⊕ If notified that a confirmed or suspected-positive person has traveled on a specific trip or bus, if possible to determine, the operator will be notified and provided options for reporting, testing, quarantine and return to work.
- ⊕ Define policies specific to handling any reported health information, notification processes and rights and responsibilities of infected or quarantined employees who miss work.





## 5.0 Paratransit, Demand Response and Vulnerable Populations

This section adds additional detail to applicable minimum mitigations described in Section 4.1 and 4.2. Paratransit providers and customers should review Sections 4.1 and 4.2 in addition to Section 5 for minimum mitigations related to physical distancing, touchless fare, hand hygiene, and ventilation which all have applicability to paratransit transportation.



### Face Coverings

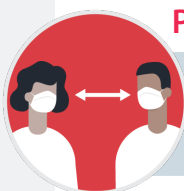
The population of customers utilizing paratransit service may have a higher likelihood of being exempt from the face coverings requirement due to other health issues. This provides for additional potential exposure of other passengers and operators.

#### Customer Responsibilities

Customers must wear face coverings unless exempt and should inform the paratransit provider if unable to wear a face covering to allow for additional protective measures, as feasible.

#### Paratransit Provider Responsibilities

If informed that a specific customer cannot wear a face covering, additional spacing between customers should be allowed (6-feet) and, if possible, the space should be disinfected after the customer is transported.



### Physical Distancing

As per fixed route service, a minimum of 6-feet physical distancing should be maintained between operator and passengers and 3-feet between passengers. Aides or family members are considered part of the passenger household unit.

#### Customer Responsibilities

Customers should maintain a minimum of 3-feet physical distance from those not within their household unit. Customers exempt from face covering requirements should attempt to increase the physical distancing to 6-feet, as possible.

#### Paratransit Provider Responsibilities

Capacity on vehicles should allow for maintaining a minimum of 3-feet physical distancing between customers/household units, as feasible, with additional space allowed if face coverings are not possible.



### Vehicle Condition - Cleaning and Disinfecting

Cleaning and disinfecting surfaces in the paratransit or demand response sector is important as these customers are frequently more vulnerable due to underlying health conditions and may be more likely to be exempt from the face covering requirement. Often this population has limited alternative transportation choices. Paratransit providers should have heightened concern to maintain clean and disinfected vehicles servicing these customers (APTA 2020a).



### Paratransit Provider Responsibilities

- ➔ Daily clean and disinfect in-service vehicles, factoring in the level of use, with an emphasis on high-touch areas.
- ➔ Spot clean high touch areas during service hours, as possible with passenger loads, with additional attention after carrying passengers who are exempt from face covering requirements.
- ➔ Elevate cleaning if a vehicle is reported to have carried an infected or potentially-infected person.
- ➔ Use EPA List N disinfectants applied through methods outlined in the APTA standard or CDC/EPA recommendations.

### Employee Personal Protective Equipment and Supplies



A paratransit or demand response operator is one specific position that will require different level of PPE from other job categories, as most are required to work in close proximity to customers to secure or otherwise assist customers as part of their job duties.

### Paratransit Provider Responsibilities

- ➔ Review the level of contact required of their demand response operators and provide elevated PPE if exposure is elevated. Considerations should include face shields or eye protection and face coverings, gloves, spray or wipe-on disinfectant, and hand sanitizer or sanitizing wipes.

### Passenger COVID-19 Wellness Screening



Most demand response service has some type of advanced scheduling ability, with follow-up reminders or communication. This is an opportunity to ask passengers to self-assess their wellness as an additional safeguard to other passengers and the operator.

### Customer Responsibilities

Customers will review their own COVID-19 wellness and exposure and schedule trips based on the review. If exposed or symptomatic, customers should advise the paratransit provider to determine alternate transportation options or to allow the provider to schedule or arrange travel in the safest manner possible.





### Paratransit Provider Responsibilities

- ➔ Review scheduling protocols and, as possible, include a simple self-assessment questionnaire which would indicate to the potential passenger if they should continue with their ride or cancel or arrange alternate transportation due to any symptoms or exposure.

#### The assessment should consider the following areas of review:

- Exposure to persons with confirmed case of COVID-19 in the past 14 days.
- New symptoms such as fever, cough, fatigue, shortness of breath, chills or muscle aches. Note that the list of symptoms continues to evolve with the most recent found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- ➔ Develop protocols and inform schedulers and staff regarding proper handling of customer reports of exposure or infection. Options might include providing ride as a single passenger (unit), arranging for alternate transportation, advising of other transportation options or denying ride based on direct threat.

### Contact Tracing



Paratransit providers have customer information that could be used to support contact tracing. If a passenger has likely come into contact with an infected person through their paratransit use, that customer, as well as the public health agency, should be contacted and provided information of the potential contact.

### Customer Responsibilities

If a customer using paratransit services, subsequently tests positive or develops symptoms and is presumed to be positive, the customer will notify the paratransit provider to allow follow up with other potentially exposed persons.

### Paratransit Provider Responsibilities:

- ➔ Provide information either directly or through the public health agency if an exposure is reported.
- ➔ Notify the operator and provided options for reporting, testing, quarantine and return to work.
- ➔ Allow for appropriate quarantine of operator or other staff, as advised by the public health agency.



## 6.0 Communication Strategies and Key Messages

### Goals:

- Reinforce the State of California order requiring facial coverings.
- Encourage behaviors that reduce potential exposure of customers and employees while riding or working in the Bay Area transit systems.
- Increase passenger and public awareness of individual responsibilities and actions for healthy practices in public spaces, transit vehicles and transit facilities.
- Increase public confidence in and support for using transit as the Bay Area emerges from the COVID-19 stay-at-home order.
- Broaden public awareness of cooperative strategies and health mitigations adopted by Bay Area transit operators.
- Coordinate communications efforts to promote public transportation customer and provider compliance with and support for mitigations.

### Strategies:

- Inform transit customers and employees of the plan's identified and implemented minimum safety and health mitigations for public transportation as the Bay Area eases out of the COVID-19 stay-at-home order, and more transit services phase in.
- Inform transit agency customers and employees of cooperative expectations and responsibilities of riding and working in the Bay Area's transit systems.
- Coordinate agencies' existing and forthcoming customer research data to refine distribution channels and messaging as conditions warrant.
- Leverage key messages as a call to action for healthy practices while using and working in transit systems.
- Deliver key messaging and approaches to agencies so they may augment and adapt to individual agency communications efforts to passengers and employees.
- Encourage customer compliance and cooperation in behaviors and mitigations for healthy use of public transit as the Bay Area emerges from the COVID-19 stay-at-home order.

### Tactics:

- Distribute key messages in multiple and or cooperative communications channels of individual transit agencies. And, when possible, agency communications teams will utilize uniform message structure as well as cooperative scheduling, information and events throughout the Bay Area.
- Echo a partnership with the public in all messaging—operators view customers as partners in this effort and plan.
- Build on the behavioral and social foundations and common-sense practices already established in grocery stores and other essential businesses.
- Leverage and load Bay Area agencies' owned, earned and paid media channels with essential and uniform messages at key service resumption times.
- Distribute key messages via applicable business and employer communications channels.
- Share information and key messages with media as well as elected and community stakeholders.
- Work with paratransit providers for special communication needs for both operators and passengers.
- Deliver messaging in a variety of equitable channels to reach LEP travelers.
- Utilize simple graphics and minimal text to convey key messages.

### Target Markets:

- Current transit customers and transit dependent travelers
- Previous transit customers who paused commuting during the COVID-19 stay-at-home order
- Occasional transit riders
- Bay Area residents
- Transit agency employees
- Paratransit customers and providers
- Schools, colleges and universities
- Bay Area businesses and employers

## Transit Agency Customers

**Face coverings** - California requires people in the state to wear face coverings outside of their homes.



Properly worn face coverings are mandatory.

**Physical distancing** - The World Health Organization and multiple European transportation agencies are using a 1 meter (approximately 3 feet) minimum requirement for physical distancing when face coverings are worn.



Give others space to keep everyone healthy. Plan your trip and avoid crowded vehicles.

**Keep hands clean** - Frequent hand washing can help minimize the spread of COVID-19.



Wash hands before and after your trip. Carry hand sanitizer with you.

**A quiet ride** - Talking, singing, and other verbal activities increase the risk of COVID-19 transmission.



Reduce the spread – minimize talking when possible.

**Cleanliness** - Cleaning and disinfecting surfaces reduces possible COVID-19 transmission. Vehicles and facilities are cleaned and disinfected frequently.



We're frequently cleaning and disinfecting our vehicles, stations, workspaces, and high-touch areas to keep everyone healthy.

**Ventilation** - Increased air flow can provide for a safer environment for customers and employees in the transit.



We're keeping the air flowing to help keep everyone healthy.

**Touchless fares** - Minimizing of cash for fares helps reduce risk of COVID-19 transmission.



Using electronic payment can help reduce the spread of COVID-19. Please check with your provider for details.

**Testing** - Keeping everyone safe and healthy is a priority.



Don't ride if you are sick. If you feel you have been exposed to COVID-19, get tested. Contact your health provider or local public health department.

**Personal protective equipment (PPE)** -

PPE is inclusive of face coverings, face shields, and gloves. Per CA requirement, face coverings are required for all in a workplace setting. PPE requirements may differ for employees based on job category.



We're providing employee protective equipment and modifications to protect our employees and keep passengers healthy.

## Transit Agency Employees

**Employee wellness assessments** - Assessing employee wellness is part of evaluating fitness for duty during the COVID-19 pandemic.



Agencies have employee wellness assessments in place to protect our employees and passengers.

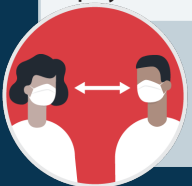
**Personal protective equipment (PPE)** -

PPE is inclusive of face coverings, face shields, and gloves. Per CA requirement, face coverings are required for all in a work place setting. PPE requirements may differ for employees based on job category.



We're providing PPE such as face coverings, face shields, and gloves to our employees. PPE requirements may differ based on job category.

**Physical distancing** - The World Health Organization and multiple European transportation agencies are using a 1 meter (approximately 3 feet) minimum requirement for physical distancing when face coverings are worn.



Give others space to keep everyone healthy.

**Contact tracing** - If an employee reports an infection or possible contact with an infected person, transit providers should maintain records of what other employees may have come into contact. Transit agencies should report any confirmed infections to the appropriate public health agency.



We have an employee contact tracing program in place to keep our employees safe and healthy.

**Testing** - Public transit workers are deemed essential and have been given priority testing. We encourage testing of employees who have symptoms or think they may have been exposed to COVID-19.



Don't come to work if you are sick. If you feel you have been exposed to COVID-19, get tested. Contact your healthcare provider or local public health department.

## Paratransit Agency Customers

**Face coverings** - California requires people in the state to wear face coverings outside of their homes.



Properly worn face coverings are mandatory.

**Touchless fares** - Minimizing of cash for fares helps reduce risk of COVID-19 transmission.



Using electronic payment can help reduce the spread of COVID-19. Please check with your provider for details.



## Recommended Messaging Approach and Channels

Sharing information and consistent messaging will help ensure a successful implementation of this plan. While individual agencies have separate policies, facilities, services and communications methods, it is recommended to feature the key messages from this plan in prominent communications channels. Communication is critical for a successful implementation for everyone that interacts with the transit system. With shared and uniform messages in place, passengers traveling across providers will experience consistency in expected conduct and environment.

### Communication Channels – Owned

- ➔ Agency Website – Prominently feature the key message points and information on frequently-used landing pages, customer/fare pages and microsites, employee intranet, and media pages as well as a link to [healthytransitplan.com](https://healthytransitplan.com). Site analytics should be used to monitor.
- ➔ Share and post co-produced information video on agency websites and social media platforms.
- ➔ Social Media Platforms – Post key message points at times recognized for highest engagement. Add applicable key messages in engagement and individual messages. Utilize applicable video clips as aligned with key messages.
- ➔ Other Digital Communications - Frame key plan messages in customer-facing newsletters, blogs and/or e-blasts.
- ➔ On-vehicle/Station and Stop Monitors – Add key messages.
- ➔ Customer Service Call Centers/Touch Points – Add key messages to customer touch points such as call center floodgates or hold messages as well as any open customer service and or ticket windows. And, encourage integration of key message points, when applicable, into responses to customer inquiries.
- ➔ Post distancing and entry/exit modifications on vehicle floors and ceilings.
- ➔ On vehicle signage – Post key messages on vehicles and applicable boarding/fare gate areas and ticket vending equipment, points of entry, customer ticketing and service areas.
- ➔ Publish messages on shared revenue advertising space within or outside vehicles.
- ➔ Add applicable information to on-location rerouting notices.

### Communication Channels – Earned

- ➔ News release(s) – as planned by the Communications Team
- ➔ Media advisory – as planned by the Communications Team
- ➔ Cooperative media event – as planned by the Communications Team
- ➔ Information video – as planned by the Communications Team
- ➔ B-roll – as planned by the Communications Team
- ➔ Op Ed – as planned by the Communications Team
- ➔ Suggesting a Reddit AMA (Ask Me Anything) – featuring key moderators/participants
- ➔ Suggesting a cooperative letter or simplified MOU with agencies to show collaboration



## Communication Channels – Paid

- ➔ Consider/explore use of paid/boosted posts on social media channels.
- ➔ Explore options for cooperative advertising options in/around stations: Out-of-home including in-station, on-vehicle and geo-fenced ads served to mobile users within proximity to key stations.

## Communication Channels – Community Outreach and Stakeholder Outreach

- ➔ Meet with and engage community leaders for best approach to reaching communities of color, lower-income, and Limited English Proficiency (LEP) populations as well as share materials and key messages.
- ➔ Engage customer advocacy groups and individuals.
- ➔ Share ADA compliant and remediated materials from websites with paratransit partners.
- ➔ Distribute key message point to business and employer groups.
- ➔ Distribute information to Clipper and 511 for cooperative announcement, and encourage integration of key message points, when applicable, into online customer engagement responses.
- ➔ Distribute and or post information at open community center locations.
- ➔ Share key information and message points to Board members and executive teams.
- ➔ Share key information and message points to agency community and passenger working groups.

## Employee Communications

Distribute key message points in cooperation with human resources and union representatives at key points:

- ➔ Building entry and exit points
- ➔ Newsletters/eblasts
- ➔ Offices, breakrooms, shops, gyms and other facilities
- ➔ Team calls and huddles
- ➔ Dispatch and scheduling areas





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## Appendix A

### Bay Area Transportation Provider Participants

- Altamont Commuter Express (ACE)
- Alameda-Contra Costa Transit District (AC Transit)
- Caltrain
- Central Contra Costa Transit Authority (CCCTA)
- City of Dixon Redit-Ride
- County Connection
- Eastern Contra Costa Transit Authority (Tri Delta)
- Fairfield and Suisun (FAST)
- Golden Gate Bridge, Highway and Transportation District (GGBHTD)
- Livermore Amador Valley Transit Authority (LAVTA)
- Marin Transit
- Napa Valley Transportation Authority (VINE)
- Petaluma Transit
- Rio Vista Delta Breeze
- SamTrans
- San Francisco Bay Area Rapid Transit (BART)
- San Francisco Municipal Transportation Agency (SFMTA)
- Santa Rosa CityBus
- Santa Clara Valley Transportation Authority (VTA)
- Solano County Transit (SolTrans)
- Sonoma County Transit
- Sonoma-Marín Area Rail Transit (SMART)
- Tri-Valley Wheels
- Union City Transit
- Vacaville City Coach
- Water Emergency Transportation Authority (WETA)
- Western Contra Costa Transit Authority (WestCAT)

## Appendix B

### Assessing Plan Effectiveness and Reporting for Accountability

Data collection and accountability is an important component of assessing plan effectiveness and to monitor if adjustments need to be instituted to meet the goals of the plan. This plan provides a framework for Bay Area transportation operators to collect, share and report data, and be accountable to each other as well as provide information to the public to build confidence in the Bay Area public transportation system. It is important to note that public transit operators are primarily accountable to the health guidance issued and updated by county public health officers pursuant to changes in State guidance.

As the administrators of this plan, each Bay Area public transportation provider will report on the metrics outlined in Table 1. This data and any related actions will be updated monthly, shared with the Metropolitan Transportation Commission (MTC) as requested, and be publicly accessible on the following website: [healthytransitplan.com](https://healthytransitplan.com).

### Each transportation provider will:

- ➔ Define an individual agency process to gather data listed in Table 1, allowing for an agency-specific statistically valid percent sample of data gathering across modes, across facilities and vehicles.
- ➔ Define who, within each public transportation provider is responsible to manage and report the data and report the date as individual agencies.

**Table 1 identifies metrics to support management of this safety and health plan.**

**Table 1. Safety and Health Plan Metrics**

Common Commitments	
All Agencies	
State mandated and properly-worn face coverings	✓
Safe distancing and capacity	✓
Daily cleaning	✓
Sharing data between agencies	✓
Paratransit	
Contact outreach if reported infected customer	✓
Individual Agency Commitments	
Strategic, Plans and Processes	
Plan/process for transportation provider facility staffing (% of occupancy)	✓
Communication strategy and reporting on posted, verbal, email and social distancing communications to include non-English language – internal and external	✓
Individual Agency Metrics	Timing
Customer Facing	
Estimate of face covering compliance – random statistically significant sample across modes, including facilities and vehicles <b>Goal: 95% compliance (allows for non-exempt)</b> Critical metric as the closer physical distancing assumed in this plan is based on face covering compliance, in addition to other measures	Agency data Reported monthly to dashboard
Estimate of vehicle capacity - random statistically significant sample across modes <b>Goal: Estimate of vehicle capacity to allow for physical distancing</b>	Agency data Reported monthly to dashboard
Employee Facing	
Percent (%) of internal contact tracing completed if confirmed infected employee <b>Goal: 100% of confirmed employees</b>	Agency data Reported monthly to dashboard
Estimated compliance across employee groups for face coverings <b>Goal: 100% (exempt employees counted as compliant)</b>	Agency data Reported monthly to dashboard

# ***Riding Together:*** Bay Area **Healthy Transit** Plan

## Agenda Item 2a - Attachment B

**Resolution endorsing the Riding Together: Bay Area Healthy Transit Plan as a baseline set of measures that [INSERT AGENCY], along with other Bay Area transit agencies will implement to ensure the health of transit riders and workers during the COVID-19 pandemic.**

WHEREAS, Like other Bay Area transit systems, the health of riders and transit workers continues to be [AGENCY NAME]'s number one priority; and

WHEREAS, Despite an unprecedented loss of ridership due to the COVID-19 pandemic, many riders continue to depend on Bay Area systems for essential travel; and

WHEREAS, Survey data increasingly suggests that the majority of riders will return to transit when allowed to do so; and

WHEREAS, The COVID-19 pandemic has presented transit systems with an historic set of challenges, including the need to adjust protocols and procedures to ensure a safe operating environment; and

WHEREAS, Since the start of the pandemic, transit systems have collaborated with each other and with regional leaders, transit workers, rider advocates, public health experts, and others to create the Riding Together: Bay Area Healthy Transit Plan, which outlines a baseline set of measures that transit systems will implement to protect riders and workers; and

WHEREAS, The Riding Together: Bay Area Healthy Transit Plan provides guidance in the areas of vehicle disinfecting, physical distancing, face coverings, touchless payments, ventilation, employee personal protective equipment, testing, contact tracing, and employee wellness assessments; and

WHEREAS, The Riding Together: Bay Area Healthy Transit Plan will coexist and complement system specific plans developed by individual transit agencies; and

WHEREAS, The Riding Together: Bay Area Healthy Transit Plan is a living document and is intended to evolve as transit agencies continue to monitor rider and employee health on their systems and collaboratively take steps to respond to changing conditions; and, now, therefore, be it

RESOLVED, That [AGENCY NAME] supports the implementation of the Riding Together: Bay Area Healthy Transit Plan on our system and throughout the Bay Area to keep transit riders and workers healthy during the COVID-19 pandemic; and be it further

RESOLVED, That through the method established for transit system reporting of health metrics related to the COVID-19 pandemic, that [AGENCY NAME] will report monthly on [AGENCY NAME] 's performance in aligning with the baseline health measures set forth in the Riding Together: Bay Area Healthy Transit Plan.

## Agenda Item 2a - Attachment C

August 11, 2020

Metropolitan Transportation Commission  
375 Beale Street, Suite 700  
San Francisco, CA 94105

Re: Completion of Comprehensive Region-wide Plan to Protect Transit Workers and Riders

Dear Chair Sperling and Blue Ribbon Transit Recovery Task Force Members:

We are writing to follow-up on the discussion at the July 22 MTC Commission meeting, including statements made by MTC Executive Director, Therese McMillan, and various Commissioners. In response to that discussion, and the public comments made at that meeting, we ask you to:

- Share publicly a complete draft of the transit worker and rider health and safety plan two weeks before the next MTC meeting (i.e., no later than August 12);
- Ensure the plan includes the attached recommended requirements, per the demands of frontline transit operators and transit riders; and
- Present the first monthly report about the transit agencies' compliance with these standards to the full Commission on August 26, and ongoing monthly reports at future Commission meetings.

At the July 22 Commission meeting, more than twenty representatives of transit workers and riders made public comments asking that a draft of the transit safety plan be made public with ample time for the workers and community to review and comment.

We want to acknowledge that as of July 22, some progress has been made. For instance, the presentation on the status of the "Bay Area Healthy Transit Plan" at the July 20 Blue Ribbon Task Force meeting reported that the plan would include standards relating to the following "Common Commitments:"

- State Mandated Face Coverings
- Safe Distancing & Capacity
- Daily Cleaning & Disinfecting
- Provide PPE for Employees

However, this is still an incomplete list of commitments that need to be included in the plan. Moreover, most of these commitments have not yet been defined. At a minimum, all of the ten standards in the attached chart should be included in the plan.

Public review in advance of the August Commission meeting is important, not only to allow transit workers and riders the opportunity to review for completeness, but also because even the standards defined to date are not yet strong enough. For instance, the "Bay Area Healthy Transit Plan" presentation reports a standard of "requiring a mask for every rider," and then reports that every Bay Area transit agency is meeting that standard. That standard, however, is redundant of existing state law. The appropriate and necessary standard for the region -- that

every transit agency is providing a mask to every rider who needs one -- has not yet been addressed.

**The stakeholders in this process who are placing their health and safety on the line every day by operating, maintaining, and riding our transit system are demanding prompt adoption of strong region-wide safety standards. They are the stakeholders whose subjective experience of feeling protected -- or not -- will determine the survival of public transportation in the Bay Area.** We urge you to move promptly, accountably, and transparently to provide them with a complete plan no later than August 12.

Sincerely,

Ellen Wu, Executive Director  
Urban Habitat

Hayley Currier, Policy Advocacy Manager  
TransForm

James Lindsay III, International Vice President  
Amalgamated Transit Union

Stacy Murphy, Business Representative  
Teamsters Local 853

John Courtney, President  
Amalgamated Transit Union Local #265

Roger Marengo, President  
Transport Workers' Union Local 250A

Cc: MTC Commissioners  
MTC Executive Director Therese McMillan

1. Provide all recommended personal protective equipment to every worker, including gloves, masks, sanitizers, and all PPE needed.
2. Provide passengers with masks and hand sanitizer to board a transit vehicle.
3. Pandemic leave for anyone showing symptoms of COVID-19, exposed to them, or with family or childcare obligations resulting from shutdowns.
4. Compensate workers classified as essential workers during a public health crisis at least 1.5 times their normal wage.
5. Rear door entry and fare elimination to support social distancing.
6. Retain transit employees and maintain their current wages and benefits.
7. Strategic continuation of service to avoid overcrowding.
8. Limit bus passenger loads to no more than 10 and paratransit to no more than 1.
9. Install plexiglass protective barriers between operators and riders to protect both operators and passengers from any transfer of droplets.
10. Provide fully-paid, on-site testing for transit workers COVID-19 symptoms.





To the Metropolitan Transportation Commission:

As the COVID-19 pandemic spreads in California and across the United States, ATU members have been working to deliver critical transit for workers on the frontlines. Yet transit workers and riders are being unnecessarily exposed to coronavirus because transportation authorities are putting money before transit workers and rider safety.

ATU Locals across California and our communities are coming together to demand that transit employers provide the resources, support, and safe working conditions needed to keep transit workers and riders safe.

We are demanding that transit employers commit to:

1. Provide all recommended personal protective equipment to every worker, including gloves, masks, sanitizers, and all PPE needed.
2. Provide passengers with masks and hand sanitizer to board a transit vehicle.
3. Pandemic leave for anyone showing symptoms of COVID-19, exposed to them, or with family or childcare obligations resulting from shutdowns.
4. Compensate workers classified as essential workers during a public health crisis at least 1.5 times their normal wage.
5. Rear door entry and fare elimination to support social distancing.
6. Retain transit employees and maintain their current wages and benefits.
7. Strategic continuation of service to avoid overcrowding.
8. Limit bus passenger loads to no more than 10 and paratransit to no more than one.
9. Install plexiglass protective barriers between operators and riders to protect both operators and passengers from any transfer of droplets.
10. Provide fully-paid, on-site testing for transit workers COVID-19 symptoms.

## All Signatures | 2589 signatures

Name			
<i>First</i>	<i>Last</i>	<i>First</i>	<i>Last</i>
Mahasin	Abdul-Salaam	Cynthia	Alderson
MESFIN	Abebe	peter	alegria
Anthony	Abeyta	Jose	Alegria
Michael	Abramson	Gena	Alexander
Reynaldo	Abrigo	Nicholas	Alexander
Jessica	Acosta	Gena	Alexander
Amalia	Acosta	Donald	Alexander
Mario	Acosta	Beatriz	Alfaro
Eliseo	Acosta	William	aliifua
Jose	Acosta	Jahahara Amen-RA	Alkebulan-Ma'at
Maria V	Acosta	Tim	Allclair
Irma	Acosta	Annie	Allclair
Mario	Acosta	Sherry	Alldredge
Eli	Acosta	Bennie	Allen
Jorge	Acuña	Terrence	Allen
Hortensia	Adams	Charles	Allen
Roberto	Adan	Dena	Allen
Salvador	Adan	Bob	Allen
Ferizalde	Adona	Ben	Allen
Arturo	Aguilar	Melva	Allen
roberto	aguilar	Judy	Alter
Dennis	Aguilar	Melissa	Alvarado
Juan	Aguilar	Jacqueline	Alvarado
Eric	Aguilar	Esteban	Alvarez
Michael	Aguilar	Oscar	Alvarez
Sam	Aguirre	Edgar	Alvino
Elizabeth	Aigbekaen	Marjorie	Alvord
Marsha	Aikens	Art	Amarillas
Robert	Ainsworth	Anthony	Amato
Erkan	Akman	Raymond	amerson
Ali	Akram	Joyce	Amerson
Yousef	Al-Shomaimri	Lynda	Amerson
David	Alanis	Taya	Amerson
Edwin.	alaniz	Vincent	Amerson
Neris	Alas	Salvador	Amezcuea Jr
Daniel	Alavez	carol	anand
Mariel	Alba	Penny	Anderson
Janice	Albert	Joseph	Anderson
Jane	Albrecht	Michael	Anderson
John	Alcoser	Shante	Anderson

## All Signatures | Continued

### Name

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Kevin	Andres
Anastasia	Angelo
Esposito	Anna
Konstantine	Anthony
Dennis	Antonellis
Dennis	Antonellis
Mohammad	Anwar
Rufino	Aquinde
Gary	Arakelyan
GUSTAVO	ARANDA
Sebastian	Aranda
David	Aranda
Ruben	Aranda
Hasan-Can	Arat
Kathy	Araujo
Anabel	Arauz
Alex	Arechiga
Alan	Arellano
Ana	Arellano Romero
Brian	Arguello
Benjamin	Arias
Michael	Armata
Joe	Armenta
Christopher	Armenta
Isaac	Armenta
Roderick	Arms II
James	Armstrong
Marlana	Armstrong
Nathaniel	Arnold
Nathaniel	Arnold
Lupita	Arredondo
Claudia	Arreola
Stephanie	Arroyo
Josefina	Arroyo
Abraham	Asay
Jennifer	Asbury
Michele	Ashby
Tammy	Ashton
Deni	Asnis
Martin	Asplund

<i>First</i>	<i>Last</i>
Joe	Atherton
Jeffrey	Atkins
Prabhdeep	Atwal
Paramvir	Atwal
John	Atwell
Louise	Auerhahn
Scott	Austin
Khadija	Austin
Caro	Avanessian
michelle	avelar
Eddie	Avila
Everardo	Avila
Tatiana	Aviles-Solis
Titus	Aye
Titus	Aye
AHSIM	AYOUBI
Khaled	Ayoubi
Kathryn	Bader
Jang	Badhesha
Martha	Baer
Modesty	Baeza
Janice	Bagaw
Sheila	Bagby
jeminez	bajog
Gurjinder	Bajwa
Peggy	Baker
Chris	Baker
Arlene	Baker
Ethel	Baker
Taurean	Balajadia
Amanda	Baldiga
Fred	Baldonado
Juan	Ballesteros
Juan	Balleza
Joshua	Baltodano
Kelsey	Banes
Jess	Banks
Queen Vanesa	Banks
Manuel	Banuelos
Jose	Barajas

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Ruben	Barajas
Patricia	Barauna
Wanderson	Barauna
armando	barbosa
Joanne	Barnes
Rebecca	Barnes
franny	baronian
Iván	Barragan
Mary Grace	Barrios
Adam	Barron
Gabriel	Bascara
Marcos	Basil
Russell	Bateman
Prabhjot	Bath
Sandeep	Batra
Rahul	Batra
Jordan	Battle
mark	bautista
Andres	Bautista
Ronald	Bautista
Linda	Bayard
Nicholas	Baz
Jon	Bazinet
Chere	Beasley
Brent	Beath
Marilyn	Becchetti
Eddie	Becerra
Leonardo	Bedolla
David	Beezer
Gurmeet	Behar
Marian	Beildeck
Ruben	Bejinez
Joe	Belmonte
Christopher	Beltran
Jessi	Beltran
Janet	Beltran
Autaum	Benjamin
Carrie	Bennett
Mary Kay	Benson
Ian	Bernabe

<i>First</i>	<i>Last</i>
Nayeli	Bernal
Keith	Bernard
Daniela	Bernstein
Joe	Berry
Pedro	Berumen
Hani	Beshara
Jeanette	Betancourt
Michael	Bethencourt
Malkit	Bhatti
Mohammed	Bhatti
Kamaljit	Bhella
Inderjit	Bhella
Lola	Bice
Larry	Black
Geraldine	Blackwell
Sarah	Blain
Ritchie	Blaisdell
Ronald	Bland
Adrian	Blanson
Homer	Bledsoe
Arlana	Block
Amanda	Bloom
Maryann	Blouin
Zach	Blumenstein
Irma	Bodden
Zachary	Bodle
Sarah	Bogart
Carol	Bonds
Annie	Bones-Tucker
Jose	Bonilla
Selena	Bonnett
Diana	Booker
Judith	Borc
Amber	Bordolo
Tori	Borish
Lea	Botro
Lea	Botro
Shawn	Boulton
Effie	Bourgin
Terrence	Bourland

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Daniel	Bower
Tracy	Bowers
Samuel	Bowman
Dean	Boykin
Toara	Br8
Kayla	Braden
Lorence	Bradford
Eugene	Bradley
Ralph	Branch
Aundre	Bray
Cathy	Briggs
Craig	Bringhurst
Lance	Britt
Bronwen	Britton
jody	brkich
Carole	Brlow
Kara	Brodfehrer
Elizabeth	Broekhuyse
Andy	Broer
Tomasz	Bronikowski
Qiana	Brooks
Jesse	Brooks
Charles	Brown
Shirley	Brown
Eric	Brown
Kevin	Brown
Denise	Brown
Anthony	Brown
Tracy	Brown
steve	brown
Keith	Brown
Cheryl	Brown
Glisper	Brown
Tracy	Brown
Andrea	Brown Coleman
Annikka	Bruckhoff
Alix	Brumfield
Wayne	Brunker
Constance	Bryan
Eunice	Bryant

<i>First</i>	<i>Last</i>
Chuck	Buakong
Cesar	Buenaventura
Cesar	Buenaventura
Cesar	Buenaventura
Kellie	Buitrago
Anna	Burke
Larry	Burkhardt
ANTOINETTE	BURNETT
Gail	Burns
Deborah	Burr
Amina	Burrell
Gary	Burry
Ronnie	Burt
Richard	Burt
David	Burtis
PATRICIA	Burton
Corinna	Busciglio
Casey	Busher
John	Busigny
James	Butler III
Barinder	Buttar
Shawna	Byrd
Andrea	Caballero
John	Cabico
Manuel	Cabrera
Czeska	Cabuhat
Richard	Caceres
Vivian	Cachan
Dennise	Cadena Pozo
Jessie Ann	Cadimas-Rosa
Joyce	Calagos
Carmina	Calderon
Jeff	Caldwell
Paul	Calloway
Joanna	Camarillo
Larry	Cambra
Maggie	Camillos
Bryant	Campbell
Malcolm	Campbell
Dave	Campbell

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Jose	Campos
Melody	Canales
Jason	Candelaria
Alma	Canett
Debra	Cannon
Nathan	cano
Antonio	Canto
Michael	Cantu
Felicia	Cantu
VIET	Cao
Carla	Cappucci
Dan	Carapia
Mauricio	Carcamo
Raf	Cardenas
Geri	Cardenas
Cecilia	Carino
Randy	Carlson
Madeline	Carlson
Margaret	Carlson
FRANCISCO	CARLOS
Carol	Carlson
Shelly	Carlton
Jose	Caro
Jeff	Carpenter
Sidney	Carr
Lupe	Carranza
Alondra	Carreno
Ivan	Carrillo
Alejandro	Carrillo
frank	carvalho
Gloria	Carvalho
Steve	Case
Ronnie	Casey
juanita	casillas
Larisa	Casillas
Delfina	Cass
Arly	Cassidy
David	Castellano
Guadalupe	Castellanos
Ana	Castellon

<i>First</i>	<i>Last</i>
German	Castillo
Milton	Castillo
Elizabeth	Castillo
Gustavo	Castillon
Edith	Castorena
Josue	Castrejon
roberto	castro
Daniel	Castro
Luis	Caudillo
Jynelle	Cedro
Gina	Celis
Gina	Celis
Carlos	Cerna
Carlos	Cervantes
Rosa	Cervantes
Leandre	Chambers
Min	Chan
Edwin	Chan
Chung	Chan
Abhinath	Chand
Ravinesh	Chandra
Henry	Chao
STACIE	CHARLEBOIS
George	Chase
Antoine	Chatman
Jimmy	Chau
Horacio	Chavez
Eric	Chavez
Johnnie	Chavez
Krishna	Chavez
Norberto	Chávez
Henry	Chavira
Erin	Chazer
Benson	Chen
Anais	Chen
Lilian	Chen
Hui	Cheng
andy	cheng
Mike	Cheng
Craig	Chew

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Annie	Cho
Esther	Choi
Jessie	Choi
Jason	Chow
Norman	Chramoff
Tierra	Christian
Fuyuong	Chung
Ninh	Chung
lisa	church
Rommel	Cigaral
Nathifa	Clark
LaRon	Clark
Ina	Clausen
Steve	Clay
Winona	Clayton
Rita	Clement
Millicent	Cleveland
Tremaine	Clifford
Jim	Cluck
erika	codera
Tiana	Coe
Larry	Coelho
Bill	Coelho
Dana Nicole	Coffey
Nick	Coffield
John	Cole
Leandra	Colet
Jan	Colet
Doris	Collier
Thomas	Collier
Zachary	Collins
Marie	Collins
Staci	Collins
Leticia	Colnago
Wahneeota	Colvin
Paul	Colwill
Jacob	Combs
Dominique	Como
Rachel	Condry
Kevin	Connell

<i>First</i>	<i>Last</i>
Lisa	Conrad
Gilbert	Contreras
Kenisha	Conway
Charles	Cook
Ginger	Cook
Samantha	Coon
Jose	Cordero
David	Cordova
Julio	Corea
Michael	Cornelius
Lysbeth	Corral
Daniel	Corral
Hector	Correa
Alex	Cortez
Samantha	Corwith
Maria Elena	Costa
Jane	Courant
John	Courtney
Kim	Courtney
Kim	Courtney
Kim	Courtney
John	Courtney
Eugene	Coyle
Julie	Craig
Julie	Craig
Mary Ann	Cramer
Chyrel	Crawford
Julie Ann	CRAYTON
Nancy	Creighton
Doug	Creveling
Jeff	Cronin
Carol	Crooks
Carol	Cropper
Shaun-Michael	Crowder
agustin	cruz
Venerando	Cruz
Raul	Cruz
Silvia	Cruz
Harold	cubero
Anselmo	Cubias



## All Signatures | Continued

### Name

#### First

#### Last

Steven Cuellar  
 Lucy Cuellar  
 Joseph Cuevas  
 Mario Cuevas  
 Raul Cuevas  
 Ronald Culmer  
 Lynn Culpepper Cannon  
 Heath Cunningham  
 Kenneth Cunningham  
 Francis Cura  
 Sari Currier  
 Hayley Currier  
 Larina Dacanay  
 Tyger Dacosta  
 Tony Dahlin  
 Katherine Daiss  
 Elizabeth Dalton  
 Tyanna Dandridge  
 Louis L Dangerfield Jr.  
 Marsha Dantzler  
 Kiet dao  
 Eric Darby  
 Enrique Davalos  
 Andrew David  
 DeMarco Davidson  
 Derek Davis  
 Kristen Davis  
 Rafael Davis  
 Marcus Davis  
 Cindy Lou Davis  
 Vita Davis  
 Eddie Davis  
 Shameka Davis-Senigar  
 Susanna Davy  
 Meagan Day  
 Djuna Dayton  
 FORTUNATO De Asis  
 Anthony De JESUS  
 Patricia De la cerda Gray  
 Pedro De la cruz

#### First

#### Last

Lora De La Portilla  
 Fatima De La Torre  
 John De pompa  
 Edward Dean  
 Kat Dean  
 Ann Deanda  
 Sonu Deep  
 Deanna DeHart  
 Jill DeHart  
 Lawrence DeHart  
 Johnsen Del Rosario  
 Carlos Delapina  
 Mauricio Delgadillo  
 David Delgado  
 Lora Delgado  
 Sandra Della Valle  
 Sara Dellanini  
 Rashanda Deloney  
 Sarah Dempsey  
 William Denison  
 Scott Denman  
 Michael Denton  
 Karampal Deol  
 Jared Depew  
 John DeRespini  
 Carolyn DeRoo  
 Julia DeRush  
 Kathy Dervin  
 Barbara DeSilva  
 Zack Deutsch-Gross  
 Owen Dever  
 Davinder Dhaliwal  
 Jashandeep Dhami  
 Sukhwant Dhami  
 sohan dhanota  
 Albert Di Rocco  
 Ricardo Dias  
 Mayra Diaz  
 Arthur Diaz  
 Jose Diaz

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Richard	Diaz
Abraham	Diaz
Roberto	Diaz
Angie	Diaz
L.	Diaz
L.	Diaz
Aureliano	Diaz
Penn	Diehl
Alex	Dillon
PRISCILLA	DIOQUINO
Randy	Do
Shelly	Do
Kevin	Do
Tom	Do
Bruce	Do
Annie	Dobbs Kramer
Ronald	Doctolero
Elwood	Dominguez
Lorraine	Dominguez
Christian	Dominguez
Maria	Dominguez
Fuller	Don
Rick	Donelan
Kathleen	Donson Soots
Lilia	Doty
dawn	Dougherty
Brian	Douglas
William	Douglas
Sierra	Downey
Brien	Duarte
Katie	Dubielak
Jessica	DuBoise
Lester	Duboise
Montessa	Duckett
Chamirr	Dudley
Luis	Duenas
Debbie	Dueñas
Richard	Duff
Serena	Dult
Jobanjit	Dult

<i>First</i>	<i>Last</i>
Stacey	Duncan
Erin	Duncan
Armand	Dungo
NAM	DUONG
Jonathan	Duran
Mary	Durbin
Cheryl	Eagen
Amber	Eby
Steve	Echegoyen
Jim	Echegoyen
Timothy	Ecord
Niysha	Edward
Raul	Eguia
Michael	Eichenholtz
Michael	Eisenscher
Melissa	Elder
JESSE	ELENES
Carey	Ellis
Adachi	Ellison
Shakera	Elrington
Sethida	Em
Sethika	Em
Andres	Enciso
Bradley	Enright
Javier	Enriquez
Cristina	Enriquez
Jonathan	Ercolini
Harold	Erdman
Nicole	Erdrich
John	Escamilla
Johnny	Escamilla
George	Esparza
Maria	Espindola
antonio	espinosa
Nancy	Espinoza
Fernando	Esponda
Pete	Estrada
Vanessa	Estrada
Karen	Estrada
Rosemarie	Estrada

## All Signatures | Continued

### Name

#### First

#### Last

Rachel	Estrada
Natalia	Estrada
Bianca	Estrada's
Daniel	Etler
Cayetano	Eustaquio
Pale Toa	Eva Jr
Gerald	Evangelista
Y	Evans
Sara	Evinger
Karen	Eyres
Nicholas Elizabeth	Faby
dennis	fagaly
Norman	Fair
Shannon	Fairley
Tyrell	Fairley
Gloria	Fajardo
George	Fangonilo
Mary	Farell
Vitor	Faria
Vitor	Faria
Tom	Farr
Donnell	Fassler
David	Feezel
Ron	Fell
watani	fennell
Donald	Ferguson
Bertha	Fernandez
Noli	Fernandez
Jessie	Fernandez
Sandra	fernandez
Erica	Fernandez Zamora
Joseph	Ferrera
Sebastian	Feye
Aubrey	Fields
Marvin	Figuroa
David	Finley
Cynthia	Finley
Chris	Finn
Diane	Fischler
Madison	Fitts

#### First

#### Last

Paul	Fitzgerald
Paul	Fitzgerald
Paul	Fitzgerald
Christopher	Fitzsimons
Colleen	FitzSimons
Tabitha	Flatt
Ben	Flint
Jerry	Florer
Angel	Flores
Adam	Flores
Jesus	Flores
Marissa	Flores
Jesse	Flores
David	Flores fuentes
Carol	Fodera
Jazmin	Fontenot
Nicole	Forehand
Carrie	Foster
Elizabeth	Fox
Elizabeth	Fox
Nathaniel	Fox
Joseph	Fracyon
Michael	Framel
Brendan	Francis
Luis	Franco
John	Frank
Ted	Franklin
Marie	Franklin
Steve	Franquez
Charrish	Frazier
Alex	Frazier
Martin	Fregoso
Nicholas	French
Serge	Fridland
Yevgeny	Fridman
Caroline	Fritzaz
Peter	Frolio
Renee	Fuentes
Steven	Fujimoto
Mary	Fuller

## All Signatures | Continued

### Name

#### First

#### Last

Cepeda Fuller  
 Norma Fuller  
 Mark Gabriel  
 Benjamin Gafante  
 Querido Galdo  
 Jose Gallardo  
 Jesse Gallegos  
 Audrey GALLEGOS  
 Johnny Gallegos  
 Priscilla Gallegos  
 Cristál Gallegos  
 America Galo  
 Suzanne Gamble  
 Jacqueline Gamble  
 Angela Gantos  
 Elizabeth Garay  
 mark garbutt  
 Robert Garcia  
 John Garcia  
 Raul Garcia  
 Josephine Garcia  
 Juvenal Garcia  
 Mary Garcia  
 Marcellina Garcia  
 Mark Garcia  
 Ezequiel Garcia  
 Beatriz Garcia  
 HECTOR GARCIA  
 Mariella Garcia  
 Beatriz Garcia  
 jose garcia  
 Moisés García  
 Juvenal Garcia  
 Rachel Garcia-Feezel  
 James Gardner  
 Gary Gardner  
 Jamie Gardner  
 Cliff Gardner  
 Brandon Garfias  
 Nellie Garibay

#### First

#### Last

Christopher Garland  
 Gloria Garmon  
 Will Garmon  
 Anna garner Garner  
 Barry Garnett  
 Gerald Garrett  
 Marquitha Garrette  
 TJ Gascho  
 Henok Gebre  
 Eric Gee  
 Justin Gee  
 Flora Genciana  
 Sophie Genolio  
 David Gerth  
 Manal Ghanem  
 Azita Ghobadian  
 DeLana Gibbons  
 Joyce Gibrick  
 Eva Gigena  
 Chuck Gil  
 David Gil  
 Julia Gilbert  
 Kathryn Gilje  
 Jagdip Gill  
 Dashpinder Gill  
 Gurpreet Gill  
 Pawandeep gill  
 Jagdip Gill  
 Timothy Gilmore  
 Yukie Gilmore  
 Brandon Gipson  
 Bryan Giroux  
 Gianluca Giusti  
 Diane Glazer  
 Daniel Glendening  
 Michael Gliksohn  
 Bernard Ginton  
 Lionel Gloster  
 Saul Godina  
 Luz godoy

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Radhika	Goel
Nidhi	Goel
Zac	Goldstein
Michael	Golini
Jesse	Gomes
Joseph	Gomes
Lidia	Gomez
david	gomez
Marvin	Gomez
cristian	gomez
Carmina	Gomez
Alan	Gong
Teresa	Gongora
Xavier	Gonzales
benjamin	gonzales
Henry	Gonzales
Billie	Gonzales
Jose	Gonzalez
Daniel	GONZALEZ
Maria F.	Gonzalez
Carmen	Gonzalez
James	Gonzalez
Eduardo	Gonzalez
Irene	Gonzalez
Mark	Gonzalez
Lorena	Gonzalez
Bonnie	González
Rita	Gonzalez pena
Eva	Goodridge
william	goodwin
Kenneth	Gordon
Carol	Gordon
Leslie	Gordon
Angela	Gordon-Nichols
Carlos	Goree
Jenny	Gottstein
Vinita	Goyal
Raymond	Granado
Michael	Granat
Dee	Granberg

<i>First</i>	<i>Last</i>
Stephen	Grant
Tom	Granvold
Michelle	Gray
Samuel	Gray
Philip gray	Gray, Jr.
Joakim	Gredsund
BRIAN	GREEN
Abby	Green
Eliza	Greene
Jessea	Greenman
Christopher	Greer
Milton	Greer Sr
Judith	Grether
Sukhvir	Grewal
Mahaldeep	grewal
Alaya	Griffin
Haydn	Griffith
Alfredo	Grijalva
Jim	Grizzell
Chuck	Groce
Matt	Groom
Rose	Gudiel
Eddie	Guerrero
Ricardo	Guerrero
Latina	Guillory
Mackenzie	Guinon
Stefan	Gunatilake
Bernard	Gunatilake
Smitha	Gundavajhala
Olga	Gutierrez
orleta	gutierrez
Victor	Gutierrez
Christina	Gutierrez
Claudia	Gutierrez
Joshua	Gutierrez
Jose	Gutierrez
Phil	Guzman
Jimmy	Guzman
Craig	Gwinn
Shajuti	H

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
JILL	HAEBERLE
Ellen	Hage
Safia	Haidari
Sela	Halapua
Dale	Haley
Marg	Hall
Aaron	Hall
Justin	Halpenny
Kate	Ham
Alison	Hamaji
Joab	Hamilton
Kerry	Hamm
Hali	Hammer
Susan A.	Hammer
CK	Han
Alex	Han
Veronica	Handford
Rob	Hands
Lynnea	Hanna
Bill	Hansen
Luke	Hansen
Ishmael	Haqq
Johnny	Harden
Brent	Harland
Irvin	Harper Jr
Karen	Harrington
Lubae	Harris
Stacey	Harris
Jeffery	Harris
Isaac	Harris
Stacey	Harris
Tanesha	Harrison
Jackie	Harrison
Norma J F	Harrison
Diane	Harrison
Carl	Hart
Tim	Hart
Ann	Harvey
Carrie	Harvilla
Leslie	Hassberg

<i>First</i>	<i>Last</i>
Louise	Hastie
Woody	Hastings
Bob	Havner
Rebecca	Hawkey
Steven	Hawkins
terry	hawkins
Molly	Haws
Cori	Hayden
chris	hays
Vicki	Heard
Edward	Hearvey
Kathie	Heller
Miranda	Helly
Larry	Hendel
Michelle	Henderson
Kelly	Henderson
Karla	Henderson
Nichelle	Henderson
Camdy	Henegar
Ahja	Henry
Joshua	Herber-Ferrari
Kenneth	Herman
Diana	Hermone
Avie	Hern
Anthony	Hernanded
Jonathon	Hernandez
Sam	Hernandez
Alvaro	Hernandez
Alexis	Hernandez
Jose eduardo	Hernandez
Alfredo	Hernandez
Robert	Hernandez
Angel	Hernandez
Ana	Hernandez
Miguel	Hernandez
Alicia	Hernandez
Jose	Hernandez
Daniel	Hernandez
Joseph	Hernandez
Mayra Alejandra	Hernandez



## All Signatures | Continued

### Name

#### First

#### Last

Amanda Hernandez  
 Anna Hernandez  
 David Herrera  
 Julia Herrera  
 Jennifer Herrera  
 Matthew Herrera  
 Crispin Herrera  
 Mike Hickey  
 Robert Hiemstra  
 Latina Hildreth-Snead  
 Don Hill  
 Thomas Hill  
 Jesse Hill  
 Stephen Hines  
 Anisha Hingorani  
 John Hink  
 Ben Hinojos  
 Alexander Hinsley  
 Ashley Hirschbek  
 Deirdre Hirschtritt  
 George Ho  
 Linh Hoang  
 Larry Hobson  
 Kristy Hoffman  
 Jennifer Hoffman  
 David Hoffman  
 Colman Holliday  
 Em Holmes  
 Brittany Holmes  
 Damien Holmes  
 Dameda Hopson  
 Ezra Horowitz  
 Kathy Horvath  
 Martin Horwitz  
 Ryan Hoshizaki  
 John Houck  
 Nick Houston  
 Emily Howe  
 Erica Howland  
 Loi Hua

#### First

#### Last

Lori Hudson  
 Shelley Huerta  
 Mariana Huerta Jones  
 Carolina Huete-Lehman  
 Hector Huezo  
 Robert Hulett  
 Aaron Hung  
 Jesse Hunt  
 Derrick Hunt  
 David Hunt  
 Peggy Huntsinger  
 Patrick Hurley  
 John Hurney  
 Cecilia Hurtado  
 Linda Hutchins-  
 Phil Knowles  
 Mary Hwang  
 Andrew Hyemingway  
 Steven Hyun  
 Victor Hyzer  
 JESUS Ibarra  
 Harvey Iboa  
 Melissa lese  
 David Iliva  
 Daron Illumin  
 Claudia Ingram  
 Mary Interiano  
 Lilly Intersimone  
 Edie Irani  
 Brian Irons  
 Nathan Ishibashi  
 elaine Ison  
 Hubert ito  
 Marcus Ivery  
 Mary J  
 Charlotte Jack  
 Anna Jackman  
 Reggie Jackson  
 Steven Jackson  
 kaathleen Jackson

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Jemiya	Jacob
Steve	Jacobo
Lizeth	jacobo
Tim	Jacobsen
Barbara	Jacobsen
Anne	Jacopetti
Barbara	Jacquet
LaTachianna	James
Michael	James
Kathie	Jamison
Christelle	Jara
Carolyn	Jaramillo
Richard	Jarosz
Cynthia	Jarrold
Roberto	Jauregui
Michelle	Javier
Wylie	Jenkins
Rosemary and Willie	Jenkins
Deborah	Jenkins
Harriette	Jensen
Andres	Jimenez
John	Jimenez
Joseph	Jimenez
Margarita	Jimenez
Connie	Jimenez
Tireth	Johal
Tarlochan	Johal
Wanda	Johnson
Rick	Johnson
Jaecara	Johnson
LaTecia	Johnson
Jaecara	Johnson
Vickie	Johnson
Wayne	Johnson
Rebecca	Johnson
Paul	Johnson
Ali	Johnson-Levy
Theodore	Jolly
Dennis	jones
April	Jones

<i>First</i>	<i>Last</i>
DeEdra	Jones
Kelly	Jones
Ron	Jongeling
Nina	Jorgensen
Kimmiko	Joseph
ZACCARIE	JOSEPH
Kimmiko	Joseph
Zaccarie	Joseph
Kimmiko	Joseph
Galen	Joseph
Erica	Joven
Roberto	Juarez
Barbara	Jue
Castillo	Julie
Kimberly	Jurand
Saran	K.
Nicholas	Kagenyo
Elise	Kalfayan
John	Kambish
Sarah	Kaminsky
Tymothy	Kane
Dustin	Kane
Sam	Kang
Patricia	Kaplan
Daniel	Karisoh
Joseph	Kasper
Tauny	Kasuya
Rachel	Katz
Michael	Kaufman
Kamalpreet	Kaur
Meenu	Kaur
Danny	Keane
Sara	Keating
Meg	Keeley
Erica	Keith
Ben	Keller
Gerry	Kelly
Michael	Kestel
Taelase	Keti
Dr. Mha Atma	Khalsa

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Ratsamy Nine	Khamvongsa
Satwant	Khangura
Dhroovaa	Khannan
Tirath	Khatkar
Madeleine	Kho
Nancy	Kho
Zola	Kidimbu
Daria	Kieffer
Brendan	Kierans
Joan	Kiley
Annette	Kindred
Sally	King
Paul	Kinney
Samuel	Kinsey
Gabi	Kirk
Atwal	Kirpal
Mistie	Kirtley
Dylan	Kishimoto
Megan	Kitchen
David	Klinkenborg
Barbara	Knatcher
Rick	Knaus
Skylar	Knight
Karl	Knobler
Carolyn	Knoll
RUKIYA	KNOWLES
Arkadiy	Kocherzhenko
Matthew	Kolbert
Kurt	Kondo
Sakonchai	Kongchan
Jeannette	Kortz
Rev. Earl	Koteen
Saliya	Kotelawala
Patrick	Kottinger
Jerald	Kozik
Theodore	Kraynick
Judy	Kridle
Katie	Kroger
Mark	Kromwell
Mark	Kroncke

<i>First</i>	<i>Last</i>
Balwinder	Kumar
Raman	Kumar
Achal	Kumar
Rohitesh	Kumar
Jack	Kurzweil
Shanna	Kuwitzky
Richard	Kwon
Kyin	Kyu
Richard	La Plante
Sean Francis	Lacsado
Lisa	Lacy
Sandhya	Laddha
pasi	Iaguna
Allie	Lahey
Annette	Lai
Raynisha	Lal
Andy	Lam
Tai	Lam
Ryan	Lamberton
Nosha	Land
Rutilio	Landaverde
Priscilla	Lane
Brian	Lang
Whitney	Lang
Wendia	Lang
Joaquin	Langarica
Ronald	Langston
Diosdado	Lapena
Juan	Lara
Victor	Lares
ROBERT	Larieau
Vince	LaRocca
Martha	Larsen
Katherine	Larson
Maria Liezl	Laurel
Alicia	Lawrence
Iorraine	Lawrence
Helena	Lazaro
Jimmy	Le
Carrie	Leadingham

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Tehani	Lecoeuche
Steve	Lee
Bruce	Lee
Ernest	Lee
Mishwa	Lee
Bruce	Lee
Kate	Lee
Alejandra	Legomski
Sunaena	Lehil
Gil	Leib
Michael	Leite
Carlos	Leohr
Ruben	Leon
Ernesto	Leon
Monica	Leon
Melvin	Leon
Jesus	Leon
Katie	Leong
David	Ler
Michael	Lesesne
M. Virginia	Leslie
Donita	Lester-Bell
Claudia	Leung
Laura	Levenberg
Larissa	Levitt
David	Levitus
Robert	Levy
Blake	Lewis
Matthew	Lewis
Samuel	Lewis
Steve	Lewis
Sheena	Lewis
Vladimir	Leykin
Amanda	Leyva
Chao Yong	Li
Rui min	Li
Ieland	Li
Dennis	Libby
Agnes	Librodo
Jacob	Lilja

<i>First</i>	<i>Last</i>
Holly	Lim
Mary	Lim-Lampe
Lauren	Lima-Brown
Jacqueline	Linares
Alicia	Linares
Maleik	Linarez
Jacinta	LINCKE
Tamiko	Lindsey
Preston	Lingenfelter
Hugh	Lingenfelter
Jeffry	Link
Eli	Lipmen
Betty	Lipsey
Adrienne	Lipstrom
Christopher	Lish
Deirdre	Litland
Christine	Little
Lucy	Litvak
Shubo	Liu
Dee	Liu
Julia	Liu
Kelly	Lloyd
Kelsey	Lockert
Bonnie	Lockhart
Carole	Loesch
Douglas	Lofstrom
Rawley	Loken
Nadine	Lomas
Gerardo	Lomeli
Iarry	long
Kevin	Lopez
Daniel	Lopez
lydia	lopez
CRUZ	LOPEZ
Raymond	Lopez
Nelly	Lopez
Lisa	Lopez
William	Lopez
Nancy	Lopez
Jose	Lopez

## All Signatures | Continued

### Name

#### First

#### Last

David	Lopez
Luis	Lopez
Jairo	Lopez
Johana	Lopez
Yvette	Lopez
Paul	Lopez
Elmer	Lopez Cruz
Misael	Lopez Roman
Luis	Lopez-Martinez
Mary	Lorain
Tyler	Lorn
Jarita	Love
Myla	Love
Marcia	Lovelace
Dayra	Lovell
Pam	Lovett
Michelle	Lovw
John	Lowell
Maria	Loza
Jaime	Lozano
Joe	lozano
Maria	Lozano
Jose	Lozano
Craig	Lu
Lawrence	Lu
Thalia	Lubin
Long	Luc
Ariana	Luchsinger
Glenn	Lujan
Sandy	Lum
Emmanuel	Lumbres
James	Luna
Deborah	Luster
Evan	Lutz
Giang	Luu
SINH	LY
Martha	Lyman
David	Lyons
James	Ma
Implejeet	Maan

#### First

#### Last

Tony	Macedo
Manuel	Macias
Herlinda	Macias
raudel	macias
Erica	Macias
James	MacIrvine
Yolanda LC	MacKenzie
Andrew	Mackey
Danielle	Mackey
Daniel	Maga
Cecilia	Magana
elaine	magree
Alexander	Mahshi
Sam	Makau
Mark	Malarin
Nancy	Malarin
SHARON	MALDONADO
Monica	Mallon
Manuel	Maloles
Kim	Mangone
Ygal	Manuel
Sergio	Manzanarez
Saovady	Mao
Ru'Lon	Marbley
Richard	Marcantonio
Eliana	Marcus-Tyler
Sally	Marichalar
Angel	Marin
Adrianna	Markell
Genay	Markham
Cathy	Marlow
Daniel	Marquez
Nina	Marquez
Augie	Marquez
Geynz	Marquez
Wayne	Marsh
Aaron	Marsh
Mary	Marshall
Jermaine	Marshall
Patrice	Marshall McKenzie

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
James	Martin
Debra	Martin
Jermani	Martin-Short
Marcos	Martinez
Henry	Martinez
Lorena	Martinez
Miguel	martinez
Erica	Martinez
Roy	Martinez
Angel	Martinez
Sendy	Martinez
Esperanza	Martinez
Armando	Martinez
Chris	Martinez
Gloria	Martinez
Jess	Martinez III
Veronica	Martinez-Ruffing
JAMES	MARTUS
Dave	Massen
Heath	Massey
Russell	Masters
Rafaele	Mastrangelo Jr
Rachael	Mata
Steven	Matassa
Steven	Matassa
Joselyn	Matthews
Antwan	Matthews
David	Matthies
Dennis	Mattos
anne	mavromatis
Eddie	Maxwell
Helene	Maxwell
Mayra	Maya
Moses	Maynez
Victoria	Mays
William	Mazariegos
Tom	McAninley
Nicole	Mccamish
Kiernan	McCloskey
Jim	McCormick

<i>First</i>	<i>Last</i>
Pride	Mccoy
Evelyn	McCuin
Derek	McCullum
Karen	McDaniel
Kaitlin	McDanielKeith
Tequinta	McDonald
Lora	McDonald
Emil	McDonald
Dominique	McElveen
Derrick	McFarland
LaTonya	McGee
Elizabeth	McGill
Luther	McGill
Sean	McGovern
Evan	McLaughlin
Maura	McMichael
Kelly	McMillan
Kathleen	McNamara
Toni	McNatt
Jessica	Meaney
Ronald	Medaglia
Frank	Medel
Lorena	Medina
Dennis	Medina
Robert	Medina
Aldo	Medina
James	Mei
Lucas	Meier
Lucas	Meier
Peter	Meinecke
Salvador	Mejia
Rudy	Melendez
Jose	Melendez
Daniel	Melendez
Heidi	Melendez
Martin	Melgar
Daniel	Mendez
Lia	Mendez
Marsha	Mendonca
Jason	Mendoza



## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Aian	Mendoza
Lilian	Meneses
Christian	Meneses
don	menowe
Elaine	Mensa-Wilmot
Fernando	Mera
Elizabeth	Mercado
David	Mesa
Ray	Messier
Zoltan	Meszaros
Evelyn	Metoyer-Williams
Monique	Metters
Anne	Meyer
Arturo	Meza
Alex	Meza
Charles	Mgbam
Samuel	Mickles Sr
Roger	Milan
jennifer	millan
Justine	Millan
Jessica	Millan
Vincent	Millan
Lauren	Miller
Johnny	Miller
Adrienne	Miller
Elizabeth	Mills
Emily	Mills Ko
Markia	miro
Adan	Miranda
Santos	Miranda Jr
Linda	Mirch
Taliah	Mirmalek
Marina	Misailegalu
Jayant	Mistry
CHARLES	MITCHELL
Sharon	Mitchell
STEPHANIE	MITCHELL
David	Mitchell
JoAnn	Mitchell
Aaron	Mitchell

<i>First</i>	<i>Last</i>
Elizabeth	Mittermiller
Cynthia	Moe-Lobeda
Ron	Moffett
Chandet	Mohan
Alec	Moldenhauer
Franke	molina
Katty	Molina
Mark	Mollineaux
Debra	Molloy
Rita	Molloy
Dave	Molloy
Param	Momi
Jose	Momongan
Eduardo	Monge
Maddock	Monroe
Ken	Montaño
YVETTE	MONTEMAYOR
Misael	Monter
Izaura	Montes
Samuel	Montes
Guadalupe	Montez
Sharon	Montgomery
Jennifer	Montoya
Dericka	Moore
Danielle	Moore
Lindsey	Moore
Lacinda	Moore
Eddie	Moore
Humberto	Mora
rodolfo	mora
Marlon	morales
Juliana	Morales
Michael	Morales
COUHTLY	MORALES
Joshua	Morales
Victoria	Morales
Belinda	Morceli
Angélica	Moreira
Daniel	Moreno
Veronica	Moreno

## All Signatures | Continued

### Name

#### First

#### Last

Enrique Moreno  
 Yolanda Moreno  
 Alfred Morgan  
 Alisia Morgan  
 Carol Morra  
 Rev B.T. Morris  
 Will Morrison  
 Max Morrison  
 Lea Morrow  
 Donald Morrow  
 Kevin morte  
 Josette Moss  
 Mark Motooka  
 Deb Moy  
 Jose M Moya  
 jorge mozqueda  
 Ygnacio Muela  
 Sudan Muhammad  
 Evans Muhammad  
 Andrea Mullarkey  
 Tony Mundy  
 Rene Muniz  
 Apolonio Munoz  
 Rev. Liz Muñoz  
 gaunt murdock  
 Lauren Murdock  
 M. Murphy  
 Colin Murphy  
 Patricia Murray  
 troy Murray  
 Ellen Murray  
 Scott Murray  
 Nell Myhand  
 Donald Myrah  
 Vina N  
 Tina Na Narong  
 Bruce Naegel  
 Sheila Nagore  
 Donald Najar  
 Karen Nakatani

#### First

#### Last

Christa Nanos  
 Erika Napoletano  
 Grace Napolitano  
 Gregory Nash  
 Guillermo Nava  
 Santiago Nava  
 Fernando Nava  
 Noemi Navarro  
 Inda navarro  
 Diana Navarro  
 Antonio Navarro  
 Mireya Navarro  
 Vipar Nayyar  
 Susan Neff  
 Louis Neff  
 Jason Neff  
 April Negrete  
 Katarina Negrete  
 Heather Negrete  
 Jonathan Nelson  
 David Nelson  
 Ayana Nelson  
 Dency Nelson  
 Noelle Neuhart  
 Helen Nevarez  
 Hector Nevarez Her-  
 Jonte nandez  
 Allicia Newman  
 Marquis Newson  
 Hui Xin Newton  
 Jason Ng  
 Simon Ngo  
 James Ngo  
 Tam Nguyen  
 Cuong Nguyen  
 Joseph Nguyen  
 Steven Nguyen  
 Thai Nguyen  
 Quoc Nguyen  
 Vu-Bang Nguyen

## All Signatures | Continued

### Name

#### First

#### Last

Binh  
 Christine  
 Nick  
 Arnold  
 Alison  
 Regidor  
 Mark  
 Ron  
 Clifford  
 Emily  
 Francisco  
 Leslie  
 Rishi  
 Torre  
 Stan  
 Gary  
 Stan  
 Constantino  
 Frank  
 LaDelle  
 Henry  
 Marc  
 Mike  
 Cassie  
 #NAME?  
 Barbaea  
 John  
 Jeremy  
 Mauricio  
 Priscilla  
 Kendace  
 Eve  
 Richard  
 Hector  
 Lola  
 Ileana  
 David  
 Jimmy  
 Ray  
 Crystal

Nguyen  
 Nicholas  
 nichols  
 Nichols  
 Nichols  
 Nicolas  
 Nicometo  
 Nieberding  
 Niels  
 Nielsen  
 Nieto  
 Nieves  
 Nijhon  
 Nixon  
 Njuguna  
 Nochez  
 Nocon  
 Nocon  
 Noriega  
 Norman  
 Norr  
 Norton  
 Novi  
 Nunley  
 nyne  
 O'Donnell  
 O'Connor Jr  
 Oakman  
 Ocegueda  
 Ochoa  
 ODonnell  
 Ogden  
 Ohara  
 Oliva  
 oliva  
 Olivares-Ruiz  
 Olivas  
 Olivas  
 Olivas  
 Oliver

#### First

#### Last

Laurie  
 Omoniyi  
 Jennifer  
 Jonathan  
 Steve  
 Linda  
 Gabriela  
 Lydia  
 Maria  
 Michella  
 Bryant  
 Jason  
 Jacinto  
 Eleanor  
 Martha  
 Stella  
 Erika  
 Alonso  
 Octavio  
 Rhyanna  
 Reymundo  
 David  
 Eduardo  
 Robert  
 Fanny  
 Cody  
 Todd  
 Tamesha  
 Victor  
 Jonathan  
 Nelida  
 Timothy  
 Eugene  
 Gregory  
 Eric  
 keanu  
 Wendy  
 Paul  
 Gabriel  
 Ken

Olsen  
 Omotoso  
 Ong  
 Ongaco  
 Ongerth  
 Opocensky  
 Orantes  
 Ordaz  
 Orduno  
 Ore  
 Orense  
 Oringer  
 Ornelas  
 Orozco  
 Orozco  
 Ortega  
 Ortega  
 Ortega  
 Ortega Ramirez  
 Ortiz  
 Ortiz  
 Ortiz  
 Ortiz  
 ortiz  
 Ortiz  
 Ortman  
 Osborne  
 Osborne  
 Oseguera  
 Ostar  
 Otero  
 Ou  
 Owens  
 Owens  
 Ozaki  
 paar  
 Pacheco  
 Padilla  
 Padilla  
 Paff

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Darlene	Pagano
Serena	Paige
Gha-is	Paige
Lesley	Paige
Aksh	Pal
Frank	Palladini
Al	Pantoja
Amber	Parada
Nery	Paredes
David	Paredes
Colin	Parent
Brontznette	Parker
Celdric	Parker
DECEMBER	PARKS
Vania	parra
Abdul	Parwani
Tom	Paschos
Arnold	Pascual
Rashid	Patch
Aliya	Patel
Lori	Patterson
Liliana	Patton
David	patton
David	patton
Lisa	Patton
Patrick	Paxton
Christopher	Paxton
John	Paym
Robert	Payne
SHANEEKA	PAYNE
Ashley	Payne
Vanessa	Paz
Beth	Peck
Angie	Pegues-Myres
Miguel	Peña
Hector	Perdomo
JOSEPH	PEREYRA
José Luis	Perez
leo	perez
Robert	Perez

<i>First</i>	<i>Last</i>
Alex	Perez
Antonio	Perez
Mary	Perez
Elvia	Perez
Lety	Perez
Tony	Perez
elias	Perez
Nadia	Perez
Deborah	Perkins-Kalama
Anne	Petersen
Jim	Petersen
Erik	Pfeiffer
Mindy	Pfeiffer
Hung	Pham
Nghiep	Phan
Frank	Pharr
Jonathan	Phay
Desa	Philadelphia
Millie	Phillips
Anthony	Piazza
Ray	Pickett
Jennifer	Pigza
Ricardo	Pinedo
BILL	PINKHAM
Adriana	Plachy
katrice	plair
Bob	Planthold
Joshua	Plascencia
Elaine	Plata
Godfrey	Plata
M. Rivka	Polatnick
Joni	Policy
Edgar	Polvos
Elijah	Pompa
Lori	Pondok
Ebani	Pontiflet
Pamela	Pope
Jessica	Portis
Frank	Poso
John	Pospishek

## All Signatures | Continued

### Name

#### First

#### Last

Angela  
AnDrew  
Mike  
Eddie  
Jocelyn  
Jace  
Bruce  
Raul  
Shawnte  
Deb  
Lisa  
Pedro  
Michael  
Alma  
Randy  
Keith  
Tam  
Raymond  
Alfredo  
Daniel  
Juan  
Juan  
Anthony  
Jesus  
Alejandro  
Jokebed  
C  
Mia  
Nelson  
Louis  
Matt  
Joey  
Rahul  
Tajender Singh  
Patricia  
Adan  
Angelica  
Hossein  
Jennifer  
Deanne

Poullard  
Powell  
Poythress  
Pratt  
Preciado  
Preciado  
Preville  
Preza  
Price  
Price  
Prieto  
Prieto  
Primicerio  
Prins  
Prunty  
purcell  
QUACH  
Quach  
Quezada  
Quezada  
Quezada  
Quezada  
Quiestes  
QUINONES  
Quintero  
Quintero  
R  
Raab  
Rabell  
Rabinowitz  
Radesic  
Raeck  
Rahul  
Rai  
Ralph  
Ramirez  
Ramirez  
Ramirez  
Ramirez

#### First

#### Last

Natalie  
Miguel  
Virginia  
Angel  
Rafael  
Karen  
Renson  
Alexander  
Richard  
Emmanuel  
Jose Luis  
Tom  
Anthony  
Lionel  
Sandra  
Glenn  
Marques  
Justin  
Bob  
Linda  
Elba  
Laura  
Denis  
shristi  
Ahlad  
Lisa  
cassandra  
Alton  
Edward  
Charles  
Erin  
Victoria  
Noreen  
Kenneth  
Suzann  
Stacey  
Willie  
Donald  
Anthony  
Federico

Ramirez  
Ramirez  
Ramirez  
Ramirez  
Ramirez  
Ramnarain  
Ramos  
Ramos  
Ramos  
Ramos  
RamosJr  
Ramsey  
Randall  
Randolph  
Randolph  
Rands  
Ransom  
Rausa  
Ray  
Ray  
Raygoza-Cuellar  
Raymond  
Recendez  
reddy  
Reddy  
reed  
reed  
Reed  
Reel  
Rees  
Reeves  
Reeves  
Reid  
Reid  
Reina  
Reiss  
Reliford  
Relucio  
Renteria  
Reveles

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Peter	Reyes III
Analyse	Reynaga
Daniel	Reynaga
Jess	Reynolds
Kevin	Reynolds
Barry	Richter
Benjamin	Rico
Anya	Rid-
Gerard	dell-Kaufman
Ray	Ridella
Donald	Riess
Luci	Righter
Luci	Riley
James	Riley
Erika	Rinaldi
SARAH	Rincon
Jayson	RINGLER
Angel	Rios
Katie	Rittenburg
Jose	Riutta
Gabriel	Rivas
Hector	Rivera
Sabas	Rivera
Andre	Rivera
Vinny	Rivers
Nina	Rizzi
Marti	Rizzo
Thursday	Roach
Christina	Roberts
Jackquelyn	Robertson
Marya	Robinson
Eric	Robinson
Anthony	Robinson
Diane	Robinson
Rosa	Robinson
Rosa	Robledo
Catalina	Robledo
Kenny	Robles
William	Robles
Liz	Robles

<i>First</i>	<i>Last</i>
Adam	Rocha
Travis	Rock
Eve	Rodler
Oscar	Rodriguez
Siboney	Rodriguez
Monique	Rodriguez
Marisol	Rodriguez
Emiliano	Rodriguez
Vincent	Rodriguez
Jorge	Rodriguez
Barbara	Rodriguez
Mayra	Rodriguez
Ismael	Rodriguez
Olivia	Rodriguez
Ivan	Rodriguez
Beatriz	Rodriguez
Hubaldo	Rodriguez
Gabby	Rodriguez
Beatriz	Rodriguez
Jose	Rodriguez
John	Rodriguez
Lilith	Rogers
Christian	Rojas
Timothy	Rojas
Andrea	Rojas
Denisse	Rojas
Mario	Rojas Jr
Sandra	Rolston
Christina	Romero
Lupe	Romero
Sarah	Ropati
Ash	Rosas
María	Rosas
Nancy	Roscelli
David	Roscow
Benjamin	Rose
Sylvie	Rosen
Louise	Rosenkrantz
Tauby	Ross
Margaret	Rossoff



## All Signatures | Continued

### Name

#### First

#### Last

Greg	Rozmarynowycz
Frank	Ruano
Janell	Rubbo
Rosalio	Rubio
Lisa	Ruelas
Jose	Ruiz
Anne Marie	Ruiz
Isabel	Ruiz
Alicia	Ruiz
GUILLERMO	RUIZ
Randy	Ruiz
Brian	Russell
Terry Leepo	Russell
Steven	Russell
Karina	Rutherford
Michelle	Ryan
Mayela	Saavedra
Caesar	Sacala
Johnny	Sacil
Marta	Sacil
Charin	Saelee
Alex	Safford
Sandra	Sagahon
Derek	Sagehorn
Marilyn	Sagna
Hardeep	Sahota
Parwinder	sahota
Jaspreet	Sahota
Harvinder	Saini
Harjinder	Saini
Harsh	Saini
Mandeep	saini
Manjeet	Saini
Donna	Sakayama
Mustafa	Salahuddin Bey
Phillip	Salaices
Ahmad	Salamah
victor	salas
Mike	Salas
Irma	Salas

#### First

#### Last

Ernesto	Salazar
Oscar	Salazar
Rubi	Salazar
Valeria	Salazar
Guillermo	Salazar
Edgard	Salcedo
Krystel	Salcedo
Jose	Salcedo
Joshua	Saldana
Aida	Saldana
Amanda	Saldaña
Natasha	Saleski
Mario	Salguero
Deborah	Salmond
Emma	Salzman
Carlos	Samano
Tony	Samara
Ravahn	Samati
June	San Luis
Christina	San Nicolas
Kristin	Sanchez
Delia	Sanchez
Sonia	Sanchez
Andres	Sanchez
Francis	Sanchez
Lorie	Sanchez
Diane	Sanchez
Elizabeth	Sanchez
Tanya	Sanchez
Olivia	Sanchez
David	Sanchez
Saul	Sanchez
Steven	Sanchez
Jose	Sanchez
Adam	Sanchez
Irene	Sanchez
Norberto	Sanchez
Stephanie	Sanchez
Karym	Sanchez
Sofia	Sanchez

## All Signatures | Continued

### Name

#### First

#### Last

Brian Sanchez  
 Daniel Sanchez  
 Joshua Sanderford  
 Tony Sanders  
 Bhupinder Sandhu  
 Juan Sandoval  
 Hortensia Sandoval  
 Julie Sanford  
 Fabiola Santiago  
 Tina Santillan  
 Ruben Santillan  
 Ray Santos  
 Jerome Santos  
 marc sapir  
 Joel Sarabia  
 Chris Sarisky  
 Neeraj Saroya  
 Neeraj Saroya  
 Rondi Saslow  
 vincent saucedo  
 Kelli Saufnauer  
 Terri Saul  
 Teresa Saunders  
 Iosefa Save  
 Iata Savea  
 Floyd Savoy  
 Leoncio Sayo  
 Carolyn Scarr  
 Susan Schacher  
 Sarah Schear  
 Jim Schettler  
 Nancy Schimmel  
 Mary Schindler  
 Mark Schlosberg  
 Carrie Schneider  
 Shanel Scholz  
 Deborah Scott  
 Marie Scott  
 Katy Scott-Smith  
 Alan Seaman

#### First

#### Last

Patricia Seffens  
 Benjamin Segal  
 Jeffrey Seifried  
 Davinder Sekhon  
 Marissa Seko  
 Chaewin Sendejas  
 Dexter Senigar  
 Tony Sepulveda  
 Tallon Sepulveda  
 Vilma Serna  
 Christian Serna  
 Jaime Serrano  
 J Sever  
 GianPaul Severo  
 Dave Severy  
 Mohammad Shablid  
 Sheena Shaifer  
 Kia shaihor  
 Gail Shallowhorn  
 Anumeha Sharma  
 Bonnie Shatun  
 Megan Shaughnessy-Mogill  
 April Shavers  
 Susan Shaw  
 Alyson Shelton  
 Julie Shelton-Mollo  
 Steve Shene  
 Brenda Sheppard  
 John Sheridan  
 Susan Sheu  
 Norman Shih  
 Christine Shimizu  
 Matt Shogren  
 Fabiola Sholin  
 Orah Sholin  
 Charlotte Sholin  
 Andrew Sholin  
 Dave Sholin  
 Samuel Sholin  
 Debbie Sholin

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Teri	Shore
david	shuper
Rajesh	Shy
Harnam	Sidhu
Harnam	Sidhu
guramandip	Sidhu
Peter	Sierra
Kristina	Sierra-Kozik
John	Silva
Luz	Silva
Luis	Silveira
Pete	Silveira
Tara	Simmers
Ryan	Simmons
Dyandrea	Simmons
Joel	Sinai
Lila	Singer-Berk
Harminder	Singh
Salender	Singh
Parmpal	Singh
MANINDER	SINGH
Harinderpal	Singh
Simranjit	Singh
Sarbjeet	Singh
Dharminder	Singh
Harinderpal	Singh
Lakhbir	Singh
Sukhjinder	Singh
Karanbir	Singh
Karamdeep	Singh
Harjot	Singh
Satnam	Singh
Gurjit	Singh
Gurpreet	Singh
Sukharaj	Singh
Arwinder	singh
Harpreet	Singh
Manjit	Singh
Manmeet	Singh
Ravinder	Singh

<i>First</i>	<i>Last</i>
Harneet	Singh
Taptejdeep	Singh
Gurjeet	Singh
Paramjit	Singh
Aatisha	Singh
Gurwinder	singh
Ranjit	Singh
Daljit	Singh
Surjit	Singh
Sukhdeep	Singh
Jasminder	Singh
Sukhjiti	Singh
Gurpreet	Singh
George	Skeie
Maria	Skelton
Erek	Slater
Rikkia	Sledge
Jason	Small
Stanley	Smalls
Jordan	Smalls
Haden	Smiley
Thomas	Smith
Homa	Smith
Cheryl	Smith
Charles	Smith
Kevin	Smith
Louie	Smith
Charles	Smith
Al	Smith
Stephen	Smith
ann	smith
Frank	smith
Christopher	Smith
Margot	Smith
Aaron	Smith
irma	Smith
Makeia	Smith
Kmberly	Smith
Susan	Sneed
Cheryl	Snelgro

## All Signatures | Continued

### Name

#### First

#### Last

Charlotte Snow  
 Todd Snyder  
 Alejandro Soberanes  
 Danielle Soden  
 Philis Sogers  
 Ernesto Solaiza  
 Juan Solano  
 Diana Solano  
 Joseluis Solis  
 Steven Solomon  
 Joshua Sonnenfeld  
 mark soots  
 Claudia Soria  
 Christina Soriano  
 Samuel Soto  
 Samuel Soto  
 Juan Soto  
 Carmen Soto  
 Pablo Soto Jr  
 Renner Spann  
 Brian Sparks  
 Jarret Sparks  
 Hector Spathias  
 Rod Spikes  
 Danielle Spiller  
 Donna Spinola  
 maria spirock  
 John Srovnal  
 zoe stahl  
 David Stahlberg  
 Ethan Stan  
 Kristin Stangl  
 Peter Stanislaw  
 Thomas Stanton  
 Casey Stanton  
 Maisha Staples  
 Tomika Staten  
 Andrea Staton  
 Adria Stauber  
 Barbara Stebbins

#### First

#### Last

Faiza Steele  
 Ron Steele  
 Kelly Steele  
 David Stein  
 Liza Stein  
 Sara Steinberger  
 Angela Stephens  
 Shon Sterling  
 Carolyn Sterns  
 Amber Stevenson  
 Shawn Stevenson  
 Shawneece Stewart  
 Mary Stewart  
 Beverly Stiggs  
 Tom Stock-Hendel  
 Gloria Stofan  
 Mark Stolich  
 Stephanie Stone  
 Peter Straus  
 VLADIMIR STRAZHNIKOV  
 Charlette Streator  
 Linda Sugaya  
 Riley Summers  
 Charlene Suneson  
 Brian Sunseri  
 Penny Sur  
 Andrew Surgent  
 Jose Surita  
 Eric Sutter  
 Bo Svensson  
 Analisa Swan  
 Patricia Sweet  
 Gregory Swift  
 Kristy Swor  
 Ricky Sy  
 NICOLE TARA SYKES  
 Noam Szoke  
 Gergely Szucs  
 Marisa T  
 Amir tahvildaran

## All Signatures | Continued

### Name

<i>First</i>	<i>Last</i>
Steve	Taing
Brandon	Tamez
Udayan	Tandon
Wing	Tang
Terry	Taplin
Michael	Tarbet
Mercedez	Tarrant
Mari Rose	Taruc
ralph	tashjian
Jillert	Tay
Kenneth	Taylor
Frances	Taylor
Carol	Taylor
Robaire	Taylor
Nancy	Taylor
Anthony	Tecson
Joe	Tedrick
Kevin	Tedrick
Dorothh	Teik
William o	Tejada
Stephen	Telesmsnic
David	Tellez
Noah	Tenney
Damien	Tennyson
Jean	Tepperman
Elizabeth	Terzakis
Afomeia	Tesfai
Gary	Tewell
Kyaw	Thet
Luke	Thibault
Andrea	Thomas
KERVIN	THOMAS
Jerry	Thomas
Joseph	Thomas
Shannon	Thomas Allen
Janine Renee	Thomson
Emily	Tibbott
Jaylyn	Tidwell
melinda	tindall
Melinda	Tindall

<i>First</i>	<i>Last</i>
Russel	Tiongson
Vincent	Tjon
Teal	Tolbert
Michael	Tomczyszyn
G	Tomlin
Mong-Hoa	Ton
Claudine	Tong
Milo	Toor
Sarabjeet	Toor
Sheila	Torabzadeh
Laura Jean	Torgerson
Gustavo	Torres
Michael	Torres
Julian	Torres
Jose	Torres
Yareli	Torres
Reina	Torres
Jeremy	Torres
Renee	Torres
Clemente	Torres
Karla	Torres
carlos	tostado
Roger	Tou
Jessica	Tovar
Prentice	Townsend
Nathaniel	Tracy
Matthew	Trafecanty
Alison	Traina
Alexander	Trainor
Chinh	Tran
Gold	Tran
David	Tran
Steven	Tran
Nicholas	Travaglini
Stephen	Traversi
Brianna	Travis
PHIL	TRAYNOR
Aarti	Trehan
Roberto	Trejo
Melvin	Trejo

## All Signatures | Continued

### Name

#### First

#### Last

John  
frank  
Stephen  
Yvette  
Tan  
Soss  
David  
Justin  
Tu  
Sam  
marisol  
Felicia  
Glen  
Elisa  
Janina  
Naida  
Garth  
ALI  
Amanda  
Baljit S  
Ramon  
ERIC  
Victor  
Isis  
Armando  
Ignacio  
Darline  
Elbia  
Monica  
Victor  
Antonio  
faheemah  
phillippe  
arturo  
Ryan  
Victor  
Michael  
Jeff  
Abbiemarie  
William

Trinkl  
triolo  
Tritton  
Trujillo  
Truong  
Truong  
Truong  
Truong  
Tu  
Tunick  
turincio  
Turner  
Turner  
Turner  
Turner  
Tushnet  
Tuttle  
TWEINI  
Ufheil-Somers  
Ugra  
Umali  
Urena  
Urena  
Urena  
Urena Jr  
Ureno  
Uribe  
Uribe  
Uribe  
Urrutia  
Urzua  
usher  
uy  
valderrama  
duran  
Valdes  
Valdiviezo  
Valencia  
Valenzuela  
Valenzuela

#### First

#### Last

Virginia  
Guillermo  
Neal  
Irma  
Alvaro  
Daniel  
Kenneth  
Jacqueline  
Mark  
Kit  
PRANEEL  
Darlene  
Antonio  
Adam  
Ian  
Roy  
Alicia  
Roshni  
Charmaine  
Vikas  
Pedro  
Juanita  
Annette  
Victoria  
Aleiarose  
Cirilo  
Efren  
Pedro  
christina  
Antoinette  
Adam  
CARLA  
Alfredo  
BARBARA  
Rose  
Rebecca  
Michelle  
PRESTON  
Kurtis  
Tatiana

Valenzuela  
Valenzuela  
Valenzuela  
Valladares  
Valle  
Vallejos  
Valley  
Van Der Hout  
Van Landuyt  
Vaq  
VARDAN  
Vargas  
Vargas  
Vargas  
Vargas  
Varghese  
Varghese  
Varghese  
Varnardo-Ayers  
Vashisht  
Vasquez  
Vasquez  
Vasquez  
Vaughn  
Vaupel  
Vazquez  
Vazquez  
Vea  
veasey  
Vega  
Vega  
VELARDE-BARROS  
Velasquez  
VELISKAKIS  
Vera  
Verity  
Verne  
VERNON  
Vetter  
Victor

## All Signatures | Continued

### Name

#### First

#### Last

Samuel	Vida
Leo	Vides
Diego Fernando	Villabona
Rodrigo	Villagrana
Juan Leandro	Villalobos
miriam	villalobos
Jeanette	Villalta
Vincent	Villena
Victor	Villicana
Ubaldo	Villicana
Lowell	Viloria
Moniquea	Vinson
Jatinder	Virk
Jimmy	Vo
Donald	Von Raesfeld
Cuong	Vong
Johnny	Vu
Duy	Vu
Megan	Wachspress
Joanne	Waddell
nirbhai	wahga
Alexander	Wakefield
Serena	Wales
Ken	Walker
Sharon	Walker
Tonja	Walker
Eileen C	Walsh
John	Walter
Robin	Walton
Brieana	Walton
Xiao	Wang
Charles	Wang
Yi	Wang
Anna	Wang
Stephen	Ware
Lourdes	Warren
Angelec	Washington
Angela	Washington
Shalika	Watagoda
Julie	Waters

#### First

#### Last

Lisa	Watson
Juliann	Watson
Christopher	Watts
Kevin	Watts
Rosemary	Wayman
Diana	Wear
Terisha	Webb
Rande	Webster
Beth	Weinberger
Al	Weinrub
Shane	Weinstein
Regina	Weinstein
Susan	Weiss
Alex	Wen
Todd	Wenderoth
Carla	West
Armanti	Westbrooks
Elizabeth	Wharton
Mark	Wheeler
Kelly m	Wheeler
Malinda	Wheeler
Emily	Wheeler
Barbara	Wheeler
Phylicia	White
Effie	White
Ryan	White
Casey	White
Robert	White
Phillip	White
Robin	White
Steve	White
Silver	White
Patrick	White
jeanne	whitehurst
Jackie	Whittenburg
Tom	Widdison
Steve	Willett
Yvonne	Williams
Bertha	Williams
Simone	Williams



## All Signatures | Continued

### Name

#### First

#### Last

Aaron	Williams
Sandra	Williams
Jafar	Williams
Bradely	Williams
Justin	Williams
Deborah	Williams
Mary	Williams
tanasha	Williams
Rashana	Williams
Isaac	Williams
Malanie	Williams
Rene	Williams
Melita	Williams
LoVohn	Williams
Joyce	Willis
James	Willits
Tenessa	Wills
Dina	Wilson
Chana	Wilson
Jenny	Wilson
Madeline	Winard
Ruth Laurie	Winestock
Kendra	Winn
Audrey	Winslow
LaChelle	Wise
Ariadne	Wolf
Steve	Woller
Sheila	Womack
Gilbert	Wong
Howard	Wong
Elliott	Wong
Nicole	Wong
Chun lung	Wong
Raymond	Woo
Chris	Wood
Cynthia	Woods
Jimmie	Woods-Gray
Harold	Woodson
Carla	Woodworth
Brandy	Woolfolk

#### First

#### Last

Demetrius	Wright
Candice	Wright
Genean	Wrisley
Bouasine	Xaythavone
Jain	Xiao
Jeff	Yamane
Daniel	Yanez
Traniece	Yarbrough
David	Yarger
SUSAN	YATES
Mark	Yee
David	Yee
William	Yeromian
helen	yim
Narciso	Yonzon
Sylvia	Young
Demetrius	Young
Talia	Young
Gail	Young
BARRETT	YOUNG
Paul (Tony)	Young
Brandon	Younger
Nichol	Younger
Mohd	Younus
Jesse	Yurow
Laurence	Zakson
Benjamin	Zank
Richard	Zavaglia
Apfil	zavala
Curtis	Zedd Jr
Irene	Zhang
Yongbin	Zhen
Yi	Zhong
Bridget	Ziegler
Francisco	Zintzun
Doris	Zsig
Daniel	Zwickel ben Avram
Melanie	
Allison	
Stephanie	
Dyanna	
Isabel	
Robyn	



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 20-1305      **Version:** 1      **Name:**

**Type:** Report      **Status:** Agenda Ready

**File created:** 8/25/2020      **In control:** Metropolitan Transportation Commission

**On agenda:** 8/26/2020      **Final action:**

**Title:** Executive Director's Report

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [4 - ED Report- MTC August 2020.pdf](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

**Subject:**  
Executive Director's Report



## EXECUTIVE DIRECTOR'S REPORT

Metropolitan Transportation Commission

August 26, 2020

### Departures

**Roger Fralich** – Roger started with MTC in March 2019 as a Payroll Specialist. His last day with MTC was August 3, 2020 as a Payroll Specialist in the Finance & Accounting section.

**Omar Mahasin** – Omar started with MTC in May 2019 as a Temporary Section Administrator. His last day with MTC was August 5, 2020 as a Section Administrator in the Administration & Facilities Services section.

**Rob Jaques** – Rob started with MTC in May 2016 as an Assistant Planner/Analyst. His last day with MTC is August 21, 2020 as an Associate Planner/Analyst in the Programming & Allocations section.

### Key Updates

#### Plan Bay Area Draft Blueprint

We held 26 total virtual events to collect public input on the Plan Bay Area Draft Blueprint, including 17 in 3 weeks, reaching 7,600 Bay area residents. We held 7 Focus Group meetings, 5 telephone town halls, 9 county-specific digital public workshops, and 3 digital stakeholder workshops. Plus, we conducted an online survey and took input from an online comment form, a listening line, emailed comments, office hours, and a statistically valid poll. In all, we received over 3,400 comments, as well as 3 million impressions on our digital campaign including social media.

#### BATA Recovery Ad Hoc Working Group Kick-Off

On August 21, I attended the kick-off meeting of the BATA Recovery Ad Hoc Working Group. The group, composed of Commissioners Worth, Tavares, Connolly, Dutra Vernaci and Josefowitz, will take a deep dive into the implications of the COVID-19 pandemic on the BATA toll bridge program. The first meeting included a primer on traffic and toll revenue trends, and impacted areas of toll collection, traffic operations and asset management. The group will guide BATA and Caltrans in responding to the opportunities and challenges of the moment and will report back to BATA in six months.

#### Richmond-San Rafael Forward Kick-Off

MTC is officially kicking off Richmond-San Rafael Forward with our partner agencies, which include Caltrans, TAM, CCTA, City of Richmond and Golden Gate Transit. We aim to reinstate the HOV lane on I-580 between the toll plaza and Bayview and to modernize the toll facilities from booths to open road tolling. These operational improvements help us to support the RSR Access Pilot by focusing on moving more people in fewer cars and managing congestion.

**Executive Director's Report**  
**August 26, 2020**

**Clipper Website Redesign**

The Clipper program's official customer service and information website, clippercard.com, has been redesigned to create a new online experience. The website sports a fresh look, streamlined content and improved navigation that make it easier for cardholders to manage their account and all website users to find the Clipper information they need.

**Things of Note**

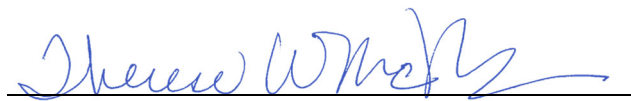
- **Social Media Collaboration: MTC and Transit Operators Talk COVID Safety**  
On August 20, we participated in a coordinated, cross-agency Twitter thread to educate the public about the Bay Area Healthy Transit Plan. Since the posting, we have received lots of positive comments from the public. Check out the thread pinned to the top of the @MTCBATA Twitter page. Link provided below:

<https://twitter.com/MTCBATA/status/1296575628053843968>

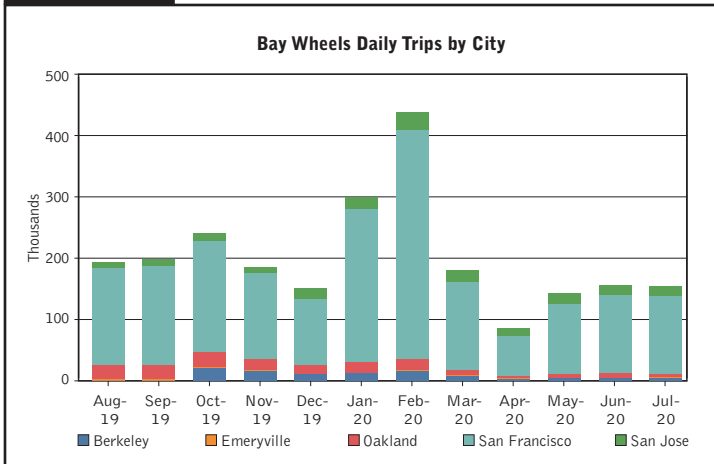
- I would like to acknowledge Nick Roethel the Section Director of our Technology Systems and Solutions (TSS) team, in partnership with NTT who is responsible for broadcasting our Committee, Commission, and Board meetings. The team designed a way to simultaneously transmit Closed Captioning with our broadcasts so the public will no longer have to request this service in advance of the meetings. As we pivot our normal agency operations to fully adapt to a remote environment, we are pleased to provide this improved service to our hearing impaired community members. You can follow the link provided on the Broadcast page to utilize this service.
- On July 28, I moderated another MTC/ABAG sponsored MetroTalks: Equity Series titled "Advancing Community Health and Equitable Engagement in the age of COVID-19." The event included Melissa Jones, Executive Director of the Bay Area Health Inequities Initiative, Mariana Moore, the Director of the Ensuring Opportunity Campaign to End Poverty in Contra Costa, and Julio Garcia, the Senior Program Director at Nuestra Casa in East Palo Alto. As we navigate through the impacts of COVID, it is critical that we reimagine and restructure our community engagement practices to be responsive to this new environment. Engaging with our community partners is a way to advance our understanding of the challenges and successes to creating meaningful connections among all who reside in our region. Links to a recording of this talk can be found on the MTC-ABAG's YouTube and Facebook page links below.

Youtube: <https://www.youtube.com/channel/UCOqAvB9VJYjiOnkO-G6f8w>

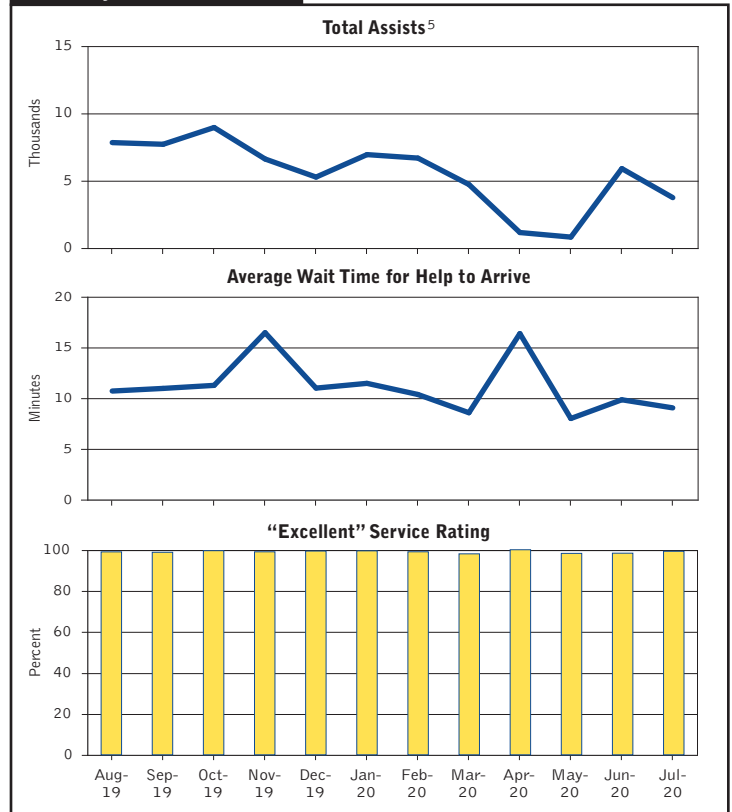
Facebook: [https://www.facebook.com/MTCBATA/?epa=SEARCH\\_BOX](https://www.facebook.com/MTCBATA/?epa=SEARCH_BOX)

  
Therese W. McMillan

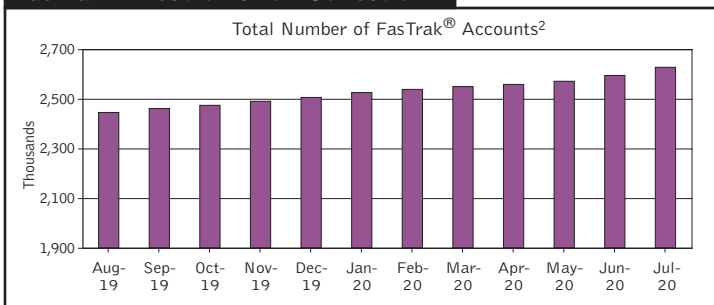
## Bay Wheels



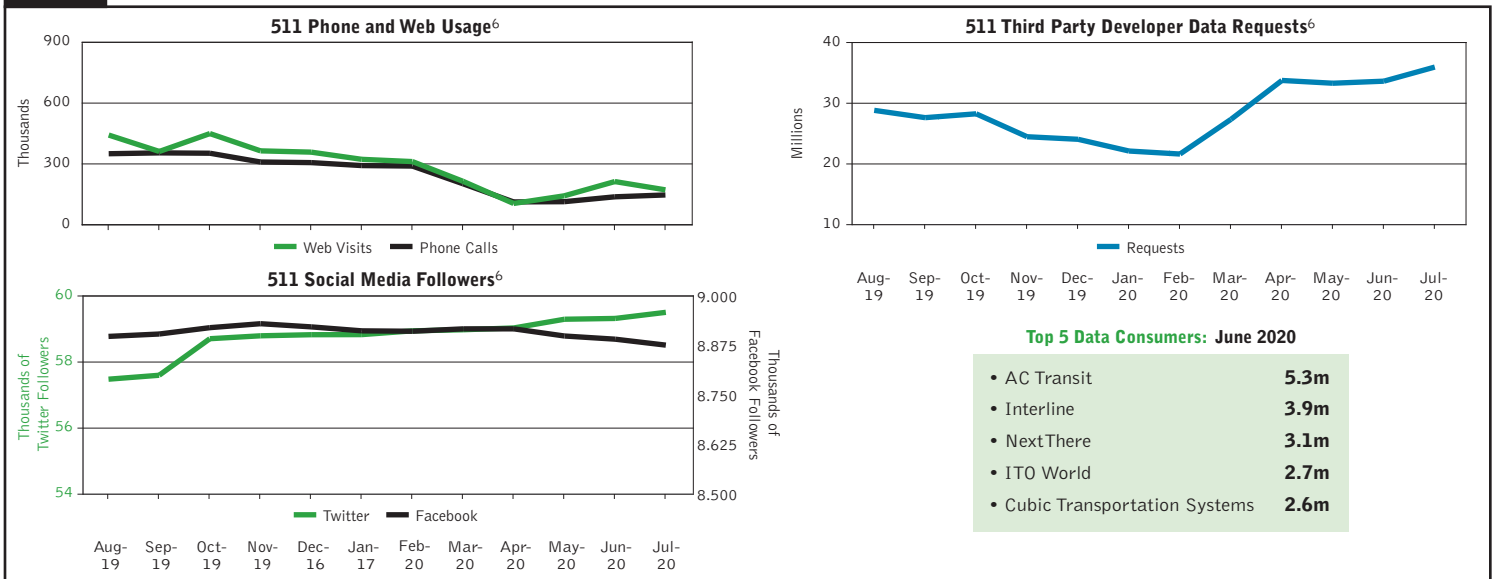
## Freeway Service Patrol



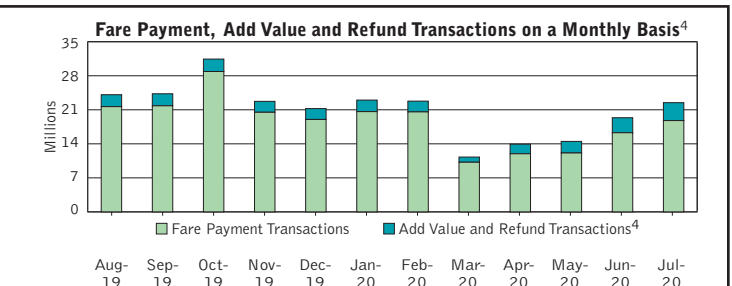
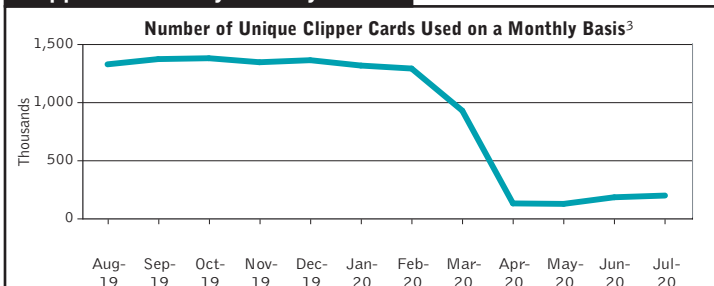
## FasTrak® Electronic Toll Collection<sup>1</sup>



## 511



## Clipper® Fare Payment System



Notes: <sup>1</sup> MTC, as the Bay Area Toll Authority (BATA), assumed responsibility for FasTrak® customer service operations in Jan. 2004. Figures are cumulative.

<sup>2</sup> Number of debit accounts opened through BATA service center; each account may represent more than one toll tag issued.

<sup>3</sup> New category as of September 2003; data collected since Aug. 2002

<sup>4</sup> As of November 2009, refund transactions are counted with add value transactions. This chart includes refunds in the Add Value bars for the past 12 months. (Past reports did not include refunds, which, with few exceptions, have accounted for less than 50 transactions each month.)

<sup>5</sup> FSP Assist numbers for the most current month are a best estimate, and may be subject to change. Final assist numbers are available at the end of the month, and the report is updated accordingly.

<sup>6</sup> 511 launched a new phone system and website in June 2016 and now tracks two new types of data in addition to call and web usage: social media followers and developer data requests.



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 20-1125      **Version:** 1      **Name:**

**Type:** Minutes      **Status:** Commission Consent

**File created:** 7/9/2020      **In control:** Metropolitan Transportation Commission

**On agenda:** 8/26/2020      **Final action:**

**Title:** Minutes of the July 22, 2020 meeting

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [6a - 20-1125 July 22 Draft Commission Minutes.pdf](#)

Date	Ver.	Action By	Action	Result
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**Subject:**  
Minutes of the July 22, 2020 meeting

**Recommended Action:**  
Commission Approval



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

## Meeting Minutes

### Metropolitan Transportation Commission

*Scott Haggerty, Chair    Alfredo Pedroza, Vice Chair*

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Wednesday, July 22, 2020

9:45 AM

Board Room - 1st Floor (REMOTE)

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#### Call Remote Meeting to Order

#### 1. Roll Call / Confirm Quorum

**Present:** 16 - Commission Chair Haggerty, Commission Vice Chair Pedroza, Commissioner Ahn, Commissioner Bruins, Commissioner Connolly, Commissioner Cortese, Commissioner Dutra-Vernaci, Commissioner Glover, Commissioner Josefowitz, Commissioner Liccardo, Commissioner Mackenzie, Commissioner Papan, Commissioner Ronen, Commissioner Slocum, Commissioner Spering, and Commissioner Worth

**Absent:** 2 - Commissioner Rabbitt, and Commissioner Schaaf

Non-Voting Commissioner Present: Commissioner Giacomini

Non-Voting Commissioners Absent: Commissioner Stracner and Commissioner Tavares

#### 2. Chair's Report (Haggerty)

#### 3. Policy Advisory Council Report (Randi Kinman)

#### 4. Executive Director's Report (McMillan)

Vaughn was called to speak.

[20-1154](#) Executive Director's Report

#### 5. Commissioner Comments

#### 6. Consent Calendar:

**Agenda items 6j and 6k were pulled from the Consent Calendar to be considered separately by the Commission. Upon the motion by Commissioner Bruins and the second by Commissioner Dutra-Vernaci, the Consent Calendar was unanimously approved by the following vote:**

**Aye:** 16 - Commission Chair Haggerty, Commission Vice Chair Pedroza, Commissioner Ahn, Commissioner Bruins, Commissioner Connolly, Commissioner Cortese, Commissioner Dutra-Vernaci, Commissioner Glover, Commissioner Josefowitz, Commissioner Liccardo, Commissioner Mackenzie, Commissioner Papan, Commissioner Ronen, Commissioner Slocum, Commissioner Spering and Commissioner Worth



**Absent:** 2 - Commissioner Rabbitt and Commissioner Schaaf

6a. [20-1044](#) Minutes of the June 24, 2020 meeting

**Action:** Commission Approval

## ***Programming and Allocations Committee***

6b. [20-0878](#) MTC Resolution Nos. 4169, Revised; 4262, Revised; and 4263, Revised. Revisions to the FY2016-17 through FY2019-20 AB 664 Net Bridge Toll Revenues and BATA Project Savings programming and allocations to reprogram funds for AC Transit and allocate \$38.4 million to SFMTA and AC Transit.

**Action:** Commission Approval

6c. [20-0911](#) MTC Resolution No. 4202, Revised. Revisions to the One Bay Area Grant (OBAG 2) to incorporate \$7 million in Highway Infrastructure Program apportionment provided through the Department of Transportation Appropriations Act, 2020

**Action:** Commission Approval

6d. [20-0746](#) MTC Resolution No. 4375, Revised. 2019 Transportation Improvement Program (TIP) Amendment 2019-40.

**Action:** Commission Approval

6e. [20-0741](#) MTC Resolution No. 4414, Revised. Programming for FY2020-21 and an allocation of approximately \$7.1 million in Five Percent Unrestricted State Fund Revenues and \$530,450 in Two Percent Bridge Toll Revenues for the Water Emergency Transportation Authority.

**Action:** Commission Approval

6f. [20-0976](#) FY 2019-20 Federal Earmark Repurposing. Potential projects to receive Federal Highway Administration (FHWA) repurposed earmark funds under the earmark repurposing provision of the Department of Transportation Appropriations Act, 2020.

**Action:** Commission Approval

6g. [20-0879](#) MTC Resolution No. 4412, Revised. Regional Measure 3 (RM3) Letters of No Prejudice.

Recommendation of RM3 Letters of No Prejudice to the Solano Transportation Authority for the I-80/680/12 Interchange project, and to the Transportation Authority of Marin for the US-101/I-580 Direct Connector project.

**Action:** Commission Approval

- 6h. [20-0903](#) MTC Resolution Nos. 4402, Revised, 4430, Revised, 4431, Revised and 4434.

Revises the FY 2020-21 Fund Estimate and allocates \$30.3 million in FY 2020-21 Transportation Development Act (TDA) funds and State Transit Assistance (STA) funds, to several transit operators to support transit operations and capital projects in the region, and approves the FY 2020-21 State of Good Repair Program project list.

**Action:** Commission Approval

- 6i. [20-0912](#) MTC Resolution No. 4202, Revised.

Revisions to the One Bay Area Grant 2 Program (OBAG 2), to program \$5 million to transportation projects in Marin, Napa, Solano, and Sonoma Counties as part of the Housing Incentive Pool (HIP) Sub-HIP pilot program; and \$1 million to the Napa Valley Forward Traffic Calming and Multi-modal Improvements project within the Regional Freeway Performance Program.

**Action:** Commission Approval

## **Legislation Committee**

- 6j. [20-1066](#) Senate Bill 995 (Atkins): Extension of California Environmental Quality Act (CEQA) Judicial Review Streamlining Authority

**Action:** Support / MTC Commission Approval

**Upon the motion by Commissioner Sperling and the second by Commissioner Josefowitz, the Commission adopted a support position on Senate Bill 995 (Atkins). The motion carried by the following vote:**

**Aye:** 15 - Commission Chair Haggerty, Commission Vice Chair Pedroza, Commissioner Ahn, Commissioner Bruins, Commissioner Cortese, Commissioner Dutra-Vernaci, Commissioner Glover, Commissioner Josefowitz, Commissioner Liccardo, Commissioner Mackenzie, Commissioner Papan, Commissioner Ronen, Commissioner Slocum, Commissioner Sperling and Commissioner Worth

**Nay:** 1 - Commissioner Connolly

**Absent:** 2 - Commissioner Rabbitt and Commissioner Schaaf

**6k.**     [20-1069](#)     Senate Bill 288 (Wiener): Sustainable Transportation Acceleration

**Action:** Support / MTC Commission Approval

**Upon the motion by Commissioner Josefowitz and the second by Commissioner Spering, the Commission unanimously adopted a support position on Senate Bill 288 (Wiener). The motion carried by the following vote:**

**Aye:** 16 - Commission Chair Haggerty, Commission Vice Chair Pedroza, Commissioner Ahn, Commissioner Bruins, Commissioner Connolly, Commissioner Cortese, Commissioner Dutra-Vernaci, Commissioner Glover, Commissioner Josefowitz, Commissioner Liccardo, Commissioner Mackenzie, Commissioner Papan, Commissioner Ronen, Commissioner Slocum, Commissioner Spering and Commissioner Worth

**Absent:** 2 - Commissioner Rabbitt and Commissioner Schaaf

## Committee Reports

### 7. Programming and Allocations Committee (Josefowitz)

**7a.**     [20-0810](#)     Diridon Station Cooperative Agreement.

A request for approval to enter into a cooperative agreement with the City of San Jose, Peninsula Corridor Joint Powers Board (Caltrain), Santa Clara Valley Transportation Authority (VTA), and the California High Speed Rail Authority to support the development of the San Jose Diridon Station Program.

**Action:** Commission Approval

Written public comment was received from Roland Lebrun.

Roland Lebrun, David Schonbrunn, Vaughn, and Aleta Dupree were called to speak.

**Upon the motion by Commissioner Josefowitz and the second by Commissioner Bruins, the Commission approved the Diridon Station Cooperative Agreement and directed staff to reach out to the Diridon partners to establish if BART, Capital Corridor, and ACE can be more fully included in the decision making structure and report back to the Commission. The motion carried by the following vote:**

**Aye:** 16 - Commission Chair Haggerty, Commission Vice Chair Pedroza, Commissioner Ahn, Commissioner Bruins, Commissioner Connolly, Commissioner Cortese, Commissioner Dutra-Vernaci, Commissioner Glover, Commissioner Josefowitz, Commissioner Liccardo, Commissioner Mackenzie, Commissioner Papan, Commissioner Ronen, Commissioner Slocum, Commissioner Spering and Commissioner Worth

**Absent:** 2 - Commissioner Rabbitt and Commissioner Schaaf

- 7b. [20-0933](#) MTC Resolution No. 4420, Revised. Coronavirus Aid, Relief, and Economic Security (CARES) Act (H.R. 748) - Emergency Transit Assistance Programming.

Programming of \$507.6 million of FTA formula funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act to support Bay Area transit operations in response to the COVID-19 pandemic.

**Action:** Commission Approval

Written public comments were received from Amelia Chu, Richard Konda of Asian Law Alliance, Derek Imai of Associated Students University of CA, BART Transit Operators, Sharon Bouska, Bob Brownstein, Susan Butler-Graham, Dawn Hogh of Cancer CAREpoint, Thomas Gregory of Center for Independent Living, Terry Christensen, Shawn Fong of Program Manager City of Fremont, Cecilia Taylor Mayor City of Menlo Park, Diane Howard Mayor City of Redwood City, Maya Esparza of Councilmember City of San Jose, Lisa Gillmor Mayor City of Santa Clara, Phillip Vu of Community Health Partnership, Dream Corps Green for All, Ari Feinsmith, Jolene Smith of First 5 Santa Clara County, Tara Hamilton, Jenifer, Kevin Ma, Lila Lam, Alison Brunner of Law Foundation of Silicon Valley, Sylvia Leong, Aaron Morrow, Linda Hutchins-Knowles of Mothers Out Front South Bay, Olivia Chu, Christina Phan, Julianne Premo, Ryan Gallagher of Public Authority Services, Jennifer Ramoz, James Lee of Richmond Chamber of Commerce, Rosalinda Rodriguez, Connie Rogers, Dr. Mary Montaldo of Santa Clara Valley Medical Center, David Grady of State Council on Developmental Disabilities, Darrell Evora of Uplift Family Services, Vietnamese-American Professional Women's Assoc. of Silicon Valley, and Lorraine Zeller.

The following members of the public were called to speak: Michael Hursh of AC Transit, James Lindsay, Yvonne Williams, Chonita Chew of United, Seniors of Oakland and Alameda County, Shane Weinstein of ATU, Mary Lim-Lampe of Genesis, Aaron Morrow, Bonnie Lackhard, Marcia Lovelace of Genesis, Hayley Currier of TransForm, Radhika Goel, Jovanka Beckles, Richard Marcantonio of Public Advocates, Riya Behari, Emily Wheeler, Hoai-An Truon of Mothers of Outside of San Jose, Aurturo Aguilar of ATU, Michelle Gray of ATU, Robert Allen of Urban Habitat, Jesse Hunt of ATU, Rolan Lebrun, Monica Mallon, Sonial Patil, John Courtney of ATU, Terry Taplin, Miguel Navarro of ATU, Sal Cruz, Nicole Wong of Green for All, Seamus Murphy of San Mateo County Transit District, Aleta Dupree, Eugene Bradley of Silicon, Valley Transit Users, Victoria Fierce, Pamela Herhold of BART, Jeremy Taylor, Ken Bukowski, Jordan Grimes of Peninsula for Everyone, Alexis Tan, Kate Breen of Government Affairs.

Upon the motion by Commissioner Josefowitz and the second by Commissioner Sperring, the Commission unanimously adopted MTC Resolution No. 4420,

Revised with an amendment conditioned upon a “true up” of any negative differential between projected and actual sales tax and/or fare revenues with any future allocation of federal dollars for pandemic/economic relief. Such calculation shall be based upon the actual receipts for the periods March - August and September – December 2020, or appropriate time period for actual available data. In the event any transit operator received less than their adjusted share of CARES Act funding due to the inaccurate forecasts, such differentials shall be compensated with a future federal allocation of emergency funding. If Congress fails to appropriate any such additional dollars for transit operators, then MTC staff shall identify other new or augmented sources of flexible new federal funding which can appropriately compensate operators for those shortfalls. In addition, transit operators will be required to approve resolutions confirming commitment to safety as well as submit monthly reports to MTC on health and safety, including public health actions and COVID case data. The motion carried by the following vote:

**Aye:** 15 - Commission Chair Haggerty, Commission Vice Chair Pedroza, Commissioner Ahn, Commissioner Bruins, Commissioner Connolly, Commissioner Cortese, Commissioner Dutra-Vernaci, Commissioner Glover, Commissioner Josefowitz, Commissioner Liccardo, Commissioner Mackenzie, Commissioner Papan, Commissioner Ronen, Commissioner Sperling and Commissioner Worth

**Absent:** 3 - Commissioner Rabbitt, Commissioner Schaaf and Commissioner Slocum

## 8. Planning Committee (Spring)

8a. [20-0959](#) Plan Bay Area 2050 Final Blueprint: Key Decisions for the Transportation Element

Recommendations on specific regional discretionary funding levels for the Transportation Element of the Plan Bay Area 2050 Final Blueprint, in advance of broader strategy refinements in September 2020 following robust public engagement.

**Action:** Commission Approval

Written public comments were received from Andreas Cluver of Alameda County Building and Construction Trades Council, Jim Wunderman of Bay Area Council, Ron Gerhard of Chabot Las Positas Community College District, Rich Constantine of Mayor City of Morgan Hill, Roland Velasco of Mayor City of Gilroy, Congresswoman Nancy Pelosi, Jackson Fahnestock, James Hongyi Zeng, Howard Wong, Stephen Lanza of Innovation TriValley Leadership Group, Robert Feinbaum of SaveMUNI, Farhad Mansourian of SMART, David Schonbrunn of Transit Riders Association of CA, Tri-Valley Chamber of Commerce Alliance, Assemblymember Rebecca Bauer-Kahan, Derrick Holt and Belal Aftab of TJPA, Tony Tavares of Caltrans.

The following members of the public were called to speak Mark Zabaneh of Transbay Joint Powers Authority, Paul Akinjo, Roland Lebrun, Anthony

Simmons of Caltrain, Adina Levin, Eric Cordoba, John Marchand Mayor City of Livermore, David Schonbrunn of Transit Riders Association of CA, Ken Bukowski, Doug Mann, Tim Sbranti, Tess Lengyel of Alameda Transportation Commission, Vaughn, Peter Strauss of San Francisco Transit Riders, Derrick Holt of TJPA, Gerald Cauthen of Bay Area Transportation Group, and Jim Schmidt.

**Upon the motion by Commissioner Spering and the second by Commissioner Worth, the Commission unanimously adopted Option B of the Plan Bay Area 2050 Final Blueprint: Key Decisions for the Transportation Element. The motion carried by the following vote:**

**Aye:** 12 - Commission Chair Haggerty, Commission Vice Chair Pedroza, Commissioner Ahn, Commissioner Bruins, Commissioner Connolly, Commissioner Dutra-Vernaci, Commissioner Josefowitz, Commissioner Mackenzie, Commissioner Papan, Commissioner Ronen, Commissioner Spering and Commissioner Worth

**Absent:** 6 - Commissioner Cortese, Commissioner Glover, Commissioner Liccardo, Commissioner Rabbitt, Commissioner Schaaf and Commissioner Slocum

## 9. Legislation Committee (Mackenzie)

### 9a. [20-1070](#) Senate Bill 902 (Wiener): Housing Approval Streamlining Tool

Creates an optional tool for local governments to streamline upzoning in transit-rich locations, jobs-rich or urban infill sites.

**Action:** Support / MTC Commission Approval

**Upon the motion by Commissioner Mackenzie and the second by Commissioner Spering, the Commission adopted a support position on Senate Bill 902 (Wiener). The motion carried by the following vote:**

**Aye:** 9 - Commission Chair Haggerty, Commission Vice Chair Pedroza, Commissioner Ahn, Commissioner Cortese, Commissioner Dutra-Vernaci, Commissioner Josefowitz, Commissioner Mackenzie, Commissioner Spering and Commissioner Worth

**Nay:** 3 - Commissioner Bruins, Commissioner Connolly and Commissioner Papan

**Absent:** 6 - Commissioner Glover, Commissioner Liccardo, Commissioner Rabbitt, Commissioner Ronen, Commissioner Schaaf and Commissioner Slocum

### 9b. [20-1071](#) Assembly Bill 3040 (Chiu): Missing Middle Housing Incentive

Local government incentive to authorize fourplexes by-right in single family zones with accompanying credit under Regional Housing Needs Allocation (RHNA).

**Action:** Support and Seek Amendment / MTC Commission Approval

**Upon the motion by Commissioner Mackenzie and the second by Commissioner Spering, the Commission adopted a support and seek amendment position on Assembly Bill 3040 (Chiu). The motion carried by the following vote:**

**Aye:** 11 - Commission Chair Haggerty, Commission Vice Chair Pedroza, Commissioner Ahn, Commissioner Connolly, Commissioner Cortese, Commissioner Dutra-Vernaci, Commissioner Josefowitz, Commissioner Mackenzie, Commissioner Papan, Commissioner Spering and Commissioner Worth

**Absent:** 6 - Commissioner Glover, Commissioner Liccardo, Commissioner Rabbitt, Commissioner Ronen, Commissioner Schaaf and Commissioner Slocum

**Abstain:** 1 - Commissioner Bruins

### 10. Public Comment / Other Business

Roland Lebrun, Duane, and Ken Bukowski were called to speak.

### 11. Adjournment / Next Meetings:

The next meeting of the Metropolitan Transportation Commission is scheduled to be held on Wednesday, August 26, 2020 at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105.





# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 20-1123      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Commission Approval  
**File created:** 7/8/2020      **In control:** Administration Committee  
**On agenda:** 8/12/2020      **Final action:**  
**Title:** MTC Resolution No. 1058, Revised - Commission Procedures Manual Update

An update to the Commission Procedures Manual to implement the Legislative Committee Consolidation as recommended by the Joint ABAG MTC Governance Committee.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [7a - 20-1123 Reso-1058 Governance - Commission Procedures Manual Update.pdf](#)  
[7a - 20-1123 Admin5b-Reso-1058 Commission Procedures Manual Update.pdf](#)

Date	Ver.	Action By	Action	Result
8/26/2020	1	Metropolitan Transportation Commission		
8/12/2020	1	Administration Committee	adopted	Pass

**Subject:**

MTC Resolution No. 1058, Revised - Commission Procedures Manual Update

An update to the Commission Procedures Manual to implement the Legislative Committee Consolidation as recommended by the Joint ABAG MTC Governance Committee.

**Presenter:**

Therese McMillan

**Recommended Action:**

Commission Approval

# Metropolitan Transportation Commission

August 26, 2020

Agenda Item 7a - 20-1123

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## MTC Resolution No. 1058, Revised - Commission Procedures Manual Update

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**Subject:** Amendments to the Commission Procedures Manual to replace the MTC Legislation Committee with a new Joint MTC ABAG Legislation Committee as recommended by the Joint ABAG MTC Governance Committee.

**Background:** In May 2020, the Commission and Executive Board took initial steps to consolidate several ABAG and MTC committees, starting with the Legislation Committees, and asked staff to identify procedural issues that must be resolved for that to take place. The issues outlined by staff were presented at the Governance Committee's June 24, 2020 meeting and generated extensive discussion. Committee members suggested Chair Haggerty and President Arreguin meet prior to the next Governance Committee meeting to further discuss and resolve outstanding issues.

Their refined recommendations were presented for discussion at the July 22, 2020 Joint Governance Committee meeting. Committee members quickly ratified most of staff's recommendations about the structure of the new committee before debating and modifying the recommendation regarding open versus closed membership and maintaining a quorum. Committee members then voted unanimously to recommend that MTC and ABAG take the necessary actions to implement the Joint ABAG MTC Governance Committee's recommendation to consolidate the Legislative Committees.

At the August 12 Administration Committee meeting, committee members discussed changes to the Commission Procedures Manual needed to create a Joint MTC ABAG Legislation Committee. Members raised concerns about committee membership including whether nominating 10 or more commissioners triggers a quorum of the Commission itself giving all Commission members the right to vote at Joint MTC ABAG Legislation Committee meetings. This would make it very difficult to have equal numbers of voting members representing both MTC and ABAG.

Given that Chair Haggerty and President Arreguin would soon be meeting to discuss these concerns, potentially modify the proposed amendments and select the committee members, the Administration Committee decided to forward the proposed amendments to the Commission with the understanding that further amendments would be forthcoming.

Chair Haggerty and President Arreguin met on August 14 to address these issues. To avoid triggering a quorum of the Commission, they decided the Joint MTC ABAG Legislation Committee should consist of 9 voting members from each agency. In order to align with ABAG's requirements that the ABAG President and Vice President be voting members of the Committee, they decided that MTC's Chair and Vice Chair would likewise be voting members of the Committee. Additionally, in order to ensure that all members of MTC's current Legislation Committee are included on the Joint MTC ABAG Legislation Committee, Chair Haggerty and President Arreguin agreed that the two non-voting members of MTC's current Legislation Committee will be included as non-voting members of the Joint MTC ABAG Legislation Committee. Appointments of MTC members to the Committee proposed by Chair Haggerty are before you today under agenda item 7b for approval.

Since the Joint Governance Committee meeting voted on July 22 to recommend consolidation of the two agencies' legislative committees into a Joint MTC ABAG Legislative Committee, the following actions have been or will be taken:

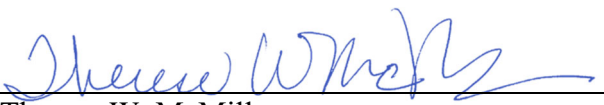
- **MTC Administration Committee [8/12]** discussed changes to the Commission Procedures Manual needed to create a Joint MTC ABAG Legislation Committee and decided to forward the proposed amendments to the Commission without a recommendation.
- **Special meeting of ABAG Executive Board [8/20]** considered adoption of a resolution to disband ABAG's Legislation Committee and fold it into a new Joint MTC ABAG Legislation Committee.
- **MTC Commission [8/26]** will consider approval of amendments to the Commission Procedures Manual necessary to replace the MTC Legislation Committee with the new Joint MTC ABAG Legislation Committee (this Item 7a) and approval of Chair Haggerty's appointments to the Joint MTC ABAG Legislation Committee (Item 7b).
- **First Joint MTC ABAG Legislation Committee** meeting in September.

The proposed update to the Commission Procedures Manual also includes housekeeping items such as providing for inclusion of the Bay Area Housing Finance Authority (BAHFA).

**Recommendation:** Staff recommends approval of MTC Resolution No. 1058, Revised, an update to the Commission Procedures Manual to replace the MTC Legislation Committee with a Joint MTC ABAG Legislation Committee, as recommended by the Joint ABAG MTC Governance Committee.

**Attachments:** Attachment A: MTC Resolution No. 1058, Revised – with proposed revisions shown in tracked changes

Attachment B: MTC Resolution No. 1058, Revised – proposed clean version

  
Therese W. McMillan

## ATTACHMENT A

Date: 11/25/81  
W.I.: 11.1.1.0  
Referred by: A&O  
Revised: 10/27/82 11/24/82  
11/27/85 02/25/87  
09/23/87 04/26/89  
09/18/89 09/26/90  
06/26/91 11/25/92  
01/27/93 12/15/93  
05/24/95 02/26/97  
12/16/98 07/28/99  
11/17/99 02/26/03  
07/23/03 04/28/04  
01/25/06 04/26/06  
12/19/12 05/22/13  
01/28/15 03/25/15  
09/28/16 09/27/17  
06/27/18 07/24/19  
03/25/20 08/26/20

### ABSTRACT

#### Resolution No. 1058, Revised

This resolution adopts the Commission Procedures Manual as revised and dated November 25, 1981. Resolution No. 1058 supersedes Resolution No. 745. Resolution No. 745 previously superseded Resolution No. 358.

Appendix A to the Commission Procedures Manual (MTC's Conflict of Interest Code) was revised by the Commission on October 27, 1982.

The Commission Procedures Manual was revised by the Commission on November 24, 1982 to amend the election of the Commission Chair and Vice-Chair to terms that begin in February of odd-numbered years.

The Commission Procedures Manual was revised by the Commission on November 27, 1985 to clarify some minor parliamentary procedures, to update information, and to revise Appendices B, D, and E so that those appendices supersede MTC Resolution Nos. 208, 348, 291, and 1057.

The Commission Procedures Manual was revised on February 25, 1987 to require all agendas to be posted at least 72 hours prior to meetings, special meeting agendas to be posted at least 24 hours prior to the meeting, to provide additional information on public comment, to clarify the approval authority of GR&AC and WPPRC Committees, and to allow flexibility in selection of the first meeting date of each new Commission term.

The Commission Procedures Manual was revised on September 23, 1987 to state that items on Commission and committee agendas are all subject to action.

The Commission Procedures Manual was revised on April 26, 1989 to revise the membership of standing committees, to add the Vice-Chair as an ex-officio member of all standing committees, and to allow per diem payments to any Commissioner attending any committee meeting.

The Commission Procedures Manual was revised on September 18, 1989 to clarify certain expense provisions in Appendix B.

Appendix E to the Commission Procedures Manual was revised by the Commission on September 26, 1990 to clarify certain delegations between the Grant Review and Allocations Committee and the Work Program and Plan Revision Committee.

The Commission Procedures Manual was revised on June 26, 1991 to change the membership of standing committees; to eliminate the Transportation Finance standing committee and change the name of the Work Program and Plan Revision Committee to the Work Program Committee; to update and clarify standing committee delegations and descriptions of special and advisory committees; and to update references.

Appendix D to the Commission Procedures Manual was revised on November 25, 1992 to add the Blue Ribbon Advisory Council to the list of Citizen Advisory Committees eligible for expense reimbursement.

The Commission Procedures Manual was revised on January 27, 1993 to delete provisions for reimbursement for meals of citizen advisors.

The Commission Procedures Manual was revised on December 15, 1993 to amend Section 3.08 to include further guidance regarding public comment at MTC meetings.

The Commission Procedures Manual was revised on May 24, 1995 to incorporate new MTC responsibilities, update references and committee information, make editorial changes, and delete Appendices F, G, H, and I. The revisions are summarized in the General Counsel's memorandum to the A&O Committee dated May 3, 1995.

The Commission Procedures Manual was revised on February 26, 1997 to amend the regular meeting date and times of MTC's standing committees.

The Commission Procedures Manual was revised on December 16, 1998 to update references, update special and advisory committees, add language regarding the designation of ad hoc committee members, and revise MTC's Conflict of Interest Code (Attachment A).

Appendix E to the Commission Procedures Manual was revised by the Commission on July 28, 1999 to rename: the Administration and Oversight Committee to the Administration Committee; the Grant Review and Allocations Committee to the Programming and Allocations Committee; the Legislation and Public Affairs Committee to the Legislation Committee; and the Work Program and Plan Revision Committee to the Planning and Operations Committee; and to restructure and clarify certain delegations among and between them.

Section 1.07 of the Commission Procedures Manual was revised on November 17, 1999 to allow commissioners to be reimbursed for up to five meetings in one day.

Appendix D to the Commission Procedures Manual was revised on February 26, 2003, to revise the reimbursement policy for advisors appointed by the Commission serving on the Advisory Council, the Minority Citizens Advisory Committee, and the Elderly and Disabled Advisory Committee.

The Commission Procedures Manual was revised on July 23, 2003 to update references, update committees, and incorporate MTC's revised Conflict of Interest Code (Attachment A).

Appendix D to the Commission Procedures Manual was revised on April 28, 2004, to clarify that members of the Advisory Council, the Minority Citizens Advisory Committee, and the Elderly and Disabled Advisory Committee may seek reimbursement for attending meetings of working groups with MTC staff formed at the direction of the Commission to provide input into Commission decisions.

Section 4.14 Commission Committees, and Appendix E to the Commission Procedures Manual were revised on January 25, 2006, to rename the Planning and Operations Committee as the Planning Committee and to add the Operations Committee to replace the SAFE Committee.

The Commission Procedures Manual was revised on April 26, 2006 to revise Appendix E to delegate specific contract, personal services agreement, and purchase order approval authority to the Operations Committee.

The Commission Procedures Manual was revised on December 19, 2012 to update provisions relating to AB57, SB375, MAP 21, the development of the Commission's Public Participation Plan, the creation of the Policy Advisory Council, the creation of the Bay Area Infrastructure Financing Authority and the Bay Area Headquarters Authority, clarify ex-officio voting capacity, incorporate MTC's revised Conflict of Interest Code, and to update provisions to conform to current practice (Attachment A, Appendices A, B, D and E).

The Commission Procedures Manual was revised on May 22, 2013 to incorporate MTC's revised Conflict of Interest Code as approved by the California Fair Political Practices Commission (FPPC) on April 17, 2013 to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure (Attachment A).

The Commission Procedures Manual was revised on January 28, 2015 to update and revise the Travel Policy contained in Appendix B.

The Commission Procedures Manual was revised on March 25, 2015 to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on February 2, 2015, to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure (Attachment A).

The Commission Procedures Manual was revised on September 28, 2016 to provide for the appointment of one or more public transportation representatives in accordance with provisions contained in MAP 21 as amended by the FAST Act and to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on June 30, 2016, to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure (Appendix A to Attachment A), and to add a MTC special committee.



Appendix E to the Commission Procedures Manual was revised on September 27, 2017 to change the composition of the MTC Executive Committee to add the Association of Bay Area Governments (ABAG) Representative.

The Commission Procedures Manual was revised on June 27, 2018 to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on March 29, 2018, to revise the designated positions to reflect the MTC-Association of Bay Area Governments staff consolidation, MTC's staffing of the Advancing California Financing Authority, and MTC's current organizational structure (Appendix A to Attachment A).

Appendix B to the Commission Procedures Manual was revised on July 24, 2019 to substitute the updated Meeting and Travel Expense Claim Form for the prior version of the Meeting and Travel Expense Claim Form as the attachment to Appendix B.

The Commission Procedures Manual was revised on March 25, 2020 to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on January 27, 2020, to revise the designated positions to reflect MTC's affiliation with the Bay Area Regional Collaborative and MTC's current organizational structure (Appendix A to Attachment A); to add a new Section 5.03 regarding meeting protocol in declared emergencies; and to incorporate as Appendix F the Protocol Governing Amendments to Commission Procedure During Declared Emergencies.

|

The Commission Procedures Manual was revised on August 26, 2020 to allow the Chair and Vice Chair to serve as regular voting members of joint committees formed with ABAG, provide for inclusion of the Bay Area Housing Finance Authority (BAHFA), eliminate the MTC Legislation Committee, and authorize appointment of commissioners to a new Joint Committee with ABAG appointed representatives, with the new Joint MTC ABAG Legislation Committee's role to review legislation and pass recommendations up to the full Commission and the ABAG Executive Board.

Date: 11/25/81  
W.I.: 99.1.20  
Referred by: A&O

Re: Commission Procedures Manual.

METROPOLITAN TRANSPORTATION COMMISSION  
RESOLUTION NO. 1058

WHEREAS, by Resolution No. 358 and 746 the Metropolitan Transportation Commission (Commission) adopted the Commission Procedures Manual relating to the Commission and commissioners, Commission officers, Commission meetings and the conduct of business, and Commission committees; and

WHEREAS, the Commission now desires to revise the Procedures Manual to clarify and reflect current practice as well as make revisions to the duties of the Commission resulting from recent State legislation; now, therefore, be it

RESOLVED, that the Metropolitan Transportation Commission adopts its Commission Procedures Manual as revised and dated November 25, 1981, a copy of which is attached hereto and marked Attachment A and incorporated by reference; and, be it further

RESOLVED, that MTC Resolution No. 1058 supersedes Resolution No. 746.

METROPOLITAN TRANSPORTATION COMMISSION

/s/ William R. "Bill" Lucius  
William R. "Bill" Lucius, Chairman

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California on November 25, 1981.

W.I.: 1111  
Referred by: A&O  
Revised: See below

Attachment A  
Resolution No. 1058

## METROPOLITAN TRANSPORTATION COMMISSION

### COMMISSION PROCEDURES MANUAL

Adopted September 22, 1976  
Revised December 19, 1979  
Adopted and Revised November 25, 1981  
Revised October 27, 1982  
Revised November 24, 1982  
Revised November 27, 1985  
Revised February 25, 1987  
Revised September 23, 1987  
Revised April 26, 1989  
Revised September 18, 1989  
Revised September 26, 1990  
Revised June 26, 1991  
Revised November 25, 1992  
Revised January 27, 1993  
Revised December 15, 1993  
Revised May 24, 1995  
Revised February 26, 1997  
Revised December 16, 1998  
Revised July 28, 1999  
Revised November 17, 1999  
Revised February 26, 2003  
Revised July 23, 2003  
Revised April 28, 2004  
Revised January 25, 2006  
Revised April 26, 2006  
Revised December 19, 2012  
Revised May 22, 2013  
Revised January 28, 2015  
Revised March 25, 2015  
Revised September 28, 2016  
Revised September 27, 2017  
Revised June 27, 2018  
Revised July 24, 2019  
Revised March 25, 2020  
Revised August 26, 2020

# METROPOLITAN TRANSPORTATION COMMISSION

## COMMISSION PROCEDURES MANUAL

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### Appendix A

Resolution No. 1198  
(Last revised 03/25/20)

Conflict of Interest Code

### Appendix B

(Last revised 07/24/19)

Travel Reimbursement to Commissioners and MTC Staff

### Appendix C

Resolution Nos. 663 and 664  
(Adopted 05/23/79)

MTC Legal Counsel

### Appendix D

(Last revised 12/19/12)

Travel Reimbursement Rates for Citizens on Advisory Committees

### Appendix E

(Last revised ~~09/27/17~~08/26/20)

Standing Committees' Structure/Joint MTC ABAG Legislation  
Committee Structure

### Appendix F

(Last revised 03/25/20)

Protocol Governing Amendments to Commission Procedure During  
Declared Emergencies

METROPOLITAN TRANSPORTATION COMMISSION,  
METROPOLITAN TRANSPORTATION COMMISSION SERVICE AUTHORITY FOR  
FREEWAYS AND EXPRESSWAYS, BAY AREA TOLL AUTHORITY, BAY AREA  
HOUSING FINANCE AUTHORITY, BAY AREA INFRASTRUCTURE FINANCING  
AUTHORITY AND BAY AREA HEADQUARTERS AUTHORITY  
PROCEDURES MANUAL

INTRODUCTION

The Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for that area of California comprising the City and County of San Francisco and the Counties of Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, and Sonoma (Government Code § 66500 *et seq.*). These nine counties of the Bay Area cover an area of approximately 7,000 square miles and have a population of approximately 7.2 million (2010 census). Within the structure of California governmental agencies, MTC is classified as a local area planning agency and not as part of the executive branch of the state government.

In accordance with its legislative mandate, MTC adopted a Regional Transportation Plan (RTP) in June 1973. Thereafter, the Commission has regularly reviewed and revised the RTP in compliance with the statutory requirement of continuing plan review. The enactment of Senate Bill 375 (Steinberg) in 2008 requires MTC to adopt a Sustainable Communities Strategy (SCS) together with its RTP to strive to reach greenhouse gas (GHG) reduction targets. The first SCS/RTP is scheduled for adoption in 2013.

The Commission is charged with certain responsibilities for implementation of the SCS/RTP, as well as the RTP standing alone. Applications of local agencies for grants of certain state and federal transportation funds are subject to MTC review and approval as to their compatibility with the RTP. Generally, the state must conform to the RTP in allocating funds for construction on the state highway system within the MTC region.

Legislation passed in 1997 gave MTC increased decision-making authority over the selection of project and allocation of funds for the State Transportation Improvement Program (STIP). MTC is the agency responsible for allocation of local transportation funds among qualified claimants



under the Transportation Development Act (TDA) (Public Utilities Code § 99200 *et seq.*). The TDA statute provides MTC with a role in fulfilling fiscal and performance audit requirements with respect to claimants of TDA funds.

Under AB 1107 (Public Utilities Code § 29142.2), MTC allocates among eligible claimants one-fourth of the one-half cent Bay Area Rapid Transit District (BART) sales tax in Alameda, Contra Costa and San Francisco counties. Under AB 664 (Streets and Highways Code § 30880 *et seq.*), MTC is responsible for allocation of net revenues of state toll bridges located within the region. Pursuant to Streets and Highways Code § 30889, MTC may establish tolls for such bridges in order to generate net revenues provided that net revenues may not exceed the average net revenues available during fiscal year 1977-78 and 1978-79, except as may be adjusted annually according to the appropriate inflationary index as adopted by MTC. SB 620 (Public Utilities Code § 99310 *et seq.*) provides MTC with authority to allocate the regional share of the State Public Transportation Account.

MTC is responsible for meeting state and federal Transportation Improvement Program (TIP) requirements for the Bay Region. (Government Code § 65080 *et seq.* and 23 Code of Federal Regulations Section 450 Subpart B.) The Commission is the region's Metropolitan Planning Organization (MPO) and conducts the continuing, comprehensive, cooperative planning program necessary to maintain this region's eligibility for federal transportation funding. (23 Code of Federal Regulations Section 450 Subpart A.) MTC is the designated recipient of large urbanized area Federal Transit Administration (FTA) formula funds, such as 5307, 5339, and 5337. MTC is also designated other responsibilities for FTA funds by the California Department of Transportation (Caltrans), such as the 5303 planning funds, 5311, and 5310.

Through state law, MTC has programming responsibilities for Federal Highway Administration (FHWA) funds such as Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement (CMAQ). MTC is also responsible for submitting a Regional Transportation Improvement Program to the California Transportation Commission and Caltrans every two years.

MTC has conducted special planning studies at a multi-regional and subregional level. Examples include the Transit Connectivity Plan, the Transit Sustainability Project, and the Regional Goods Movement Study. MTC is jointly responsible with the Association of Bay Area Governments (ABAG) and the Bay Area Air Quality Management District (BAAQMD) for air quality planning to meet the requirements of the federal Clean Air Act, as amended, and shares with the BAAQMD the responsibility for air quality transportation control measures under the state Clean Air Act, as amended. MTC shares with ABAG the responsibility for preparing the SCS.

The Metropolitan Transportation Commission Service Authority for Freeways and Expressways (“MTC SAFE”) was created by legislation effective January 1, 1988 (Streets and Highways Code § 2550 *et seq.*), which authorized the creation of an MTC SAFE to provide for implementation, maintenance and operation of motorist-aid services through a call box program linked directly to the California Highway Patrol and a fleet of roving tow truck patrols, the Freeway Service Patrol. Under the law, MTC oversees the regional SAFE, which was officially convened in mid-1988.

The Bay Area Toll Authority (“BATA”) was created by legislation effective January 1, 1998 (Streets & Highways Code § 30950 *et seq.*) to administer the base \$1 toll on the San Francisco Bay Area’s seven state-owned toll bridges. Pursuant to additional legislation including SB 60, AB 1171, AB 144 and AB 1175 and voter-approved toll increases, tolls in addition to the \$1.00 base toll are collected and administered. Under the law, MTC serves as BATA.

In July, 2012 AB 57 (Beall) was chaptered. AB 57 amended Sections 66503 and 66504 of the Government Code to add, effective January 1, 2013, two additional voting seats on the commission and impose certain other requirements on commissioner appointments as further outlined in Part I of this Commission Procedures Manual.

In 2015 Congress enacted, and the President signed into law the FAST Act (23 U.S.C. §101). Title 23 U.S.C. §134 (d)(2) provides that a metropolitan planning organization shall consist of local officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation, and appropriate

State officials. Title 23 U.S.C. §134 (d)(3)(B) provides that, subject to the bylaws or enabling statute of the metropolitan planning organization, a representative of a provider of public transportation may also serve as a representative of a local municipality.

In October 2019, AB 1487 (Chiu) was chaptered. AB 1487 added Title 6.8 to the Government Code, commencing with Government Code Section 64510, which created the Bay Area Housing Finance Authority (“BAHFA”) with jurisdiction extending throughout the San Francisco Bay Area and provided that BAHFA shall be governed by the same board that governs MTC.

For the purposes of this Commission Procedures Manual, the term “MTC” includes the ~~three~~four agencies: the Metropolitan Transportation Commission, the Metropolitan Transportation Commission Service Authority for Freeways and Expressways, the Bay Area Toll Authority and the Bay Area ~~Toll~~Housing Finance Authority.- It also includes two joint powers authorities formed by MTC and BATA: the Bay Area Infrastructure Financing Authority (~~(“BAIFA”;~~), and the Bay Area Headquarters Authority (~~(“BAHA”;~~).

## I. THE COMMISSION AND COMMISSIONERS

1.01. Commissioners. Effective January 1, 2013, there are eighteen voting commissioners. The City and County of San Francisco and the Counties of Contra Costa and San Mateo, each have two commissioners, and the Counties of Alameda and Santa Clara each have three commissioners, appointed as follows: the Board of Supervisors of each county appoints one commissioner; in San Francisco, the Mayor appoints one commissioner; in each of the remaining counties, the City Selection Committee appoints one commissioner; and in the Counties of Alameda and Santa Clara, the Mayors of the Cities of Oakland and San Jose shall be self-appointed or shall appoint a member of their respective City Councils to serve as the third commissioner . The Counties of Marin, Napa, Solano, and Sonoma each have one commissioner who is appointed by the county's Board of Supervisors from a list of three nominees furnished by the Mayor's Selection Committee. The Association of Bay Area Governments appoints one commissioner who shall not be from the Counties of Alameda or Santa Clara or from the City and County of San Francisco. The San Francisco Bay Conservation and Development Commission appoints one commissioner, who shall be a resident of the City and County of San Francisco approved by the Mayor of San Francisco. All appointments are subject to Section 1.02.

Effective September 28, 2016, any sitting commissioner who also serves on the board of a public transit agency shall be deemed to be a representative of a provider of public transportation within the meaning of the FAST Act ("Transit Representative"). Subsequent to September 28, 2016, at the beginning of each Commission term, the Chair shall designate and the Commission shall approve any sitting commissioner who also serves on the board of a public transit agency as a Transit Representative. Upon a vacancy occurring during a Commission term of a commissioner then serving as a Transit Representative, the Chair shall designate, and the Commission shall approve, one or more representatives not then currently designated, if any, from the commissioners then currently on the board who are also serving on a board of a transit agency as a Transit Representative.

The Commission's enabling legislation provides for three non-voting members, one appointed by the Secretary of the Business, Transportation and Housing Agency, and one each appointed by the United States Department of Transportation, and the United States Department of Housing and Urban Development.

1.02. Selection. The basis for selection of a commissioner is special familiarity with the problems and issues in the field of transportation. Elected or appointed public officers may serve as commissioners during their terms of public office. The effect of this is that such public officers are not prohibited from being commissioners; i.e., the two positions are not necessarily incompatible. No more than three voting members of the Commission shall be residents of the same county.

1.03. Term of Office. The term of office of a commissioner is four years. Since the initial term for commissioners commenced February 10, 1971, the organizational meeting date of the Commission, the four-year terms of commissioners shall commence quadrennially from that date. The current appointment term began February 10, 2011. ~~Except as provided in the next sentence, the 2019. The~~ next appointment dates are February 10, ~~2015~~2023 and February 10, ~~2019. The~~ commissioners appointed by the Mayors of the Cities of Oakland and San Jose shall have an initial term of office commencing January 1, 2013 and ending in February ~~2015~~2027. Appointments to fill a resignation or vacancy during a term shall be only for the balance of such term. Commissioners shall continue to serve as such until reappointed or until their successor is appointed; provided that, where a commissioner has been appointed as a public officer, the commissioner must vacate his/her Commission seat upon ceasing to hold such public office, unless the appointing authority consents to completion of the commissioner's term (Government Code Section 66504).

1.04. Oath of Office. Commissioners shall complete oath of office forms when they are appointed to the Commission, which are then notarized. The original is kept on file at the MTC offices.

1.05. Conflict of Interest Code. The Commission adopted a conflict of interest code by Resolution No. 1198, Revised (Appendix A), which was subsequently approved by the State of California Fair Political Practices Commission. Commissioners are required to file annual statements of economic interest and within thirty days of assuming or leaving office.

1.06. Alternates. There is no provision for voting alternates for the voting commissioners. Substitutes may sit on behalf of non-voting commissioners.

1.07. Reimbursement. Commissioners serve without compensation. Commissioners are entitled to receive reimbursement for actual and necessary expenses incurred in connection with the performance of their duties. In lieu of such reimbursement for attendance at Commission or committee meetings, each commissioner shall receive one hundred dollars (\$100.00) per meeting for a maximum of five (5) such meetings in any one calendar month, plus necessary travel expenses as authorized by the Commission pursuant to the rates and terms set forth in Appendix B to this manual. Commissioners may be reimbursed a separate per diem for each such meeting in any one day up to the monthly maximum reimbursement number of meetings. The monthly maximum is calculated and applied separately to MTC, BATA and BATABAHFA; provided however that for BAHFA a maximum of two monthly meetings shall be applicable. BAIFA and BAHA meeting per diem is applied and counts toward the BATA monthly maximum. No reimbursement applies to MTC SAFE meetings.

1.08. Travel Expenses. Commissioners shall be paid necessary traveling expenses as may be authorized from time to time by the Commission. The Commission policy for travel expenses is set forth in Appendix B to this manual. The policy applies to all MTC employees as well.

1.09. Orientation for New Commissioners. When a new commissioner is appointed to the Commission, the Secretary to the Commission will provide the commissioner, along with administrative materials, copies of the current major MTC, BATA, BAHFA, MTC SAFE, BAIFA and BAHA documents and an overview of the content of these documents. The Secretary will also arrange an orientation session for the new commissioner with the Executive Director and section managers.

## II. OFFICERS

2.01. Commission Officers. There are two (2) Commission officers: a Chair and a Vice-Chair. Any voting commissioner is eligible to hold the office of Chair or Vice-Chair. Non-voting commissioners are ineligible for such offices.

2.02. Term. The Chair and Vice-Chair shall serve two-year terms commencing upon elections at the regular Commission meeting in February of odd numbered years. A commissioner may serve as Chair or Vice-Chair without restriction as to number of terms. The Chair and Vice-Chair shall serve as such until their successors are elected.

2.03A. Nomination/Election of Commission Officers (New Commission Term). In years when new Commission terms begin, the following procedure for the nomination and election of Commission officers shall be followed:

- a. The Commission shall meet on February 10, or within five working days thereof, for a special meeting. The meeting date shall be set by the prior Commission.
- b. The existing Chair, if reappointed, or if not reappointed, the Vice-Chair, if reappointed, or if not reappointed, the reappointed commissioner with the longest continuous length of service, shall preside over the meeting, and is the Acting Chair until the election of new officers.
- c. The Acting Chair shall at this special meeting appoint an Ad Hoc Nominating Committee of commissioners subject to the confirmation of the Commission.
- d. The Ad Hoc Nominating Committee shall meet and send its report in writing to the Commission with the packet for the regular February meeting.
- e. The Acting Chair shall convene the regular February meeting, usually the fourth Wednesday of the month, at which the Ad Hoc Nominating Committee shall give its report as the first order of business. Additional nominations may be offered after the Committee report. Thereafter, nominations may be closed; but, if not closed, nominations shall remain open until the March meeting.
- f. The Commission shall elect a Chair and Vice-Chair at its regular February meeting, or as soon thereafter as possible after nominations are closed.
- g. Upon the election of new officers, the new Chair shall take over the gavel and conduct the remaining business of the meeting.

2.03B. Nomination/Election of Commission Officers (Mid-Commission Term.) The Chair shall appoint an Ad Hoc Nominating Committee of commissioners subject to the confirmation of the Commission at the regular Commission meeting in December of even-numbered years. The Ad Hoc Nominating Committee shall send its report in writing to the Commission with the packet for the regular January Commission meeting. Additional nominations may be offered after the Committee report. Thereafter, nominations may be closed; but, if not closed, nominations shall remain open until the February Commission meeting. The Commission shall elect a Chair and Vice-Chair at its regular February meeting as the first order of business, or as soon thereafter as possible.

2.04. Duties of Chair. The Chair shall preside at all meetings of the Commission, state each question for vote, announce the decision, and decide all questions of order subject to appeal to the Commission. The Chair is a voting ex-officio member of all standing committees of the Commission. In such capacity, with the exception of any joint committee formed with the Association of Bay Area Governments ("ABAG"). As an ex-officio member of a standing committee the Chair shall vote only when necessary to attain a quorum of voting members of a committee. In the case of joint committees formed with ABAG, the Chair if so appointed to such committee shall be a full voting member, authorized to vote whether or not there is a quorum. The Chair shall execute all resolutions adopted by the Commission, the approved minutes, and any other documents that may require the signature of the Chair.

The Chair shall appoint, subject to approval of the Commission, members of standing committees, and subsequent to September 28, 2016, the Chair shall designate, subject to approval of the Commission, the Transit Representative(s). In making committee and Transit Representative appointments/designations, the Chair shall, as much as possible, attempt to balance the representation of various areas of the region. The Chair shall select the Chair and Vice-Chair of each committee subject to approval of the Commission. The Chair should request individual commissioners to submit their preferences and areas of interest regarding appointment to



committees. The Chair shall also appoint, subject to the approval of the Commission, Commission members of special committees.

In years when a new Chair is elected, then current committee members, chairs, and vice chairs shall continue to serve as such until the new Chair makes new committee appointments. To the extent necessary to carry out committee business, the Chair may appoint temporary committee chairs, vice-chairs, and members, pending confirmation of committee appointments at the regular March Commission meeting.

The Chair shall approve, within the limits of the approved budget, commissioner's attendance and expenses at an out-of-region conference or any conference in which MTC has a substantial interest in being represented.

The Chair shall perform such functions as may be delegated by action of the Commission. Where circumstances warrant, the Chair may, in the absence of existing policy, act as necessary for the Commission between its scheduled meetings and shall report that action at the next Commission meeting.

The Chair shall select a temporary chair of a committee when that committee's chair and vice-chair are both unable to attend that committee's meeting(s).

2.05. Duties of Vice-Chair. The Vice-Chair shall assume the Chair's duties in his/her absence. ~~In addition, the~~ The Vice-Chair is a voting ex-officio member of all standing committees of the Commission. ~~In such capacity, with the exception of any joint committee formed with ABAG. As an ex-officio member of a standing committee~~ the Vice-Chair shall vote only when necessary to attain a quorum of voting members of a committee. ~~In the case of joint committees formed with ABAG, the Vice-Chair if so appointed to such committee shall be a full voting member, authorized to vote whether or not there is a quorum.~~

2.06. Chair Pro Tem. If both the Chair and Vice-Chair are or will be absent from a Commission meeting or other functions, or duties of the Chair must be performed (including, but not limited to, the execution of documents), the most senior member of the Commission shall perform such functions and duties.

2.07. Vacancies During Term of Office.

A. Chair. In the event the office of Chair is vacated during the term, the vacancy shall be filled for the unexpired balance of the term by the Vice-Chair.

B. Vice-Chair. In the event the office of Vice-Chair is vacated during the term, the vacancy may be filled for the unexpired balance of the term by a special election. If the vacancy is to be filled, an ad hoc nominating committee shall be appointed by the Chair, subject to the approval of the Commission at the next regular Commission meeting. At the Commission meeting following the meeting approving the ad hoc nominating committee, the ad hoc nominating committee shall present its written report which shall be included in the meeting packet sent to commissioners; additional nominations, if any, may be made by commissioners at the meeting; nominations shall thereafter be closed and the election for Vice-Chair held at that meeting.

C. Chair and Vice-Chair. In the event the office of Chair and Vice-Chair are both vacated simultaneously during their terms, the vacancy for Chair and Vice-Chair shall be filled in the same manner as the vacancy for Vice-Chair in paragraph B of this Subsection, with the ad hoc nominating committee being appointed by the Commission.

2.08 Staff Officers.

A. Executive Director. The Commission shall appoint an Executive Director who shall have charge of administering the affairs of the Commission subject to the Commission's direction and policies. The Executive Director shall in turn appoint, subject to approval of the Commission, such employees as may be necessary to carry out the functions of the Commission (Resolution No. 664). The Executive Director shall designate an employee to act as Secretary of the Commission for the purpose of keeping its minutes and resolutions.

B. Legal Counsel. The Executive Director shall appoint a Legal Counsel subject to the approval of the Commission. In addition to other duties, the Legal Counsel shall have a responsibility to directly advise the Commission and commissioners in the course of their duties (Resolution Nos. 663 and 664, Appendix C).

### III. COMMISSION MEETINGS AND CONDUCT OF BUSINESS

3.01. Principal Offices. The principal offices of the Commission shall be at the-Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105, or at such other location as may be determined by Commission action.

3.02. Regular Commission Meetings. Regular Commission meetings shall be on the fourth Wednesday of each month with the exception of the month of December when the regular meeting of the Commission shall be the third Wednesday of December and with the exception of the month of August which shall not have a regular Commission meeting. Unless otherwise scheduled, meetings regularly commence at 9:30 a.m. When a regular meeting falls upon a legal holiday, the date and time of such meeting shall be determined by the Commission no later than at its preceding regular meeting. Commission meetings shall be held in the Board Room, 375 Beale Street, San Francisco, CA 94105, in alternate locations within the region that are easily available to the public and accessible to persons with disabilities; provided that, if such an alternative location is chosen, it shall be publicly announced, if possible, at the preceding regular Commission meeting.

The Chair may cancel or reschedule a regular Commission meeting if a quorum cannot be obtained, or if there is insufficient business to warrant a meeting. Notice of cancellation of a meeting shall be given, if possible, not later than seven (7) days prior to the meeting date to those persons who receive formal notice of regular meetings.

3.03. Special Commission Meetings. The Chair may call special meetings of the Commission when warranted by the business of the Commission. In addition, upon written request of ten (10) Commissioners, a special meeting shall be held upon the call of the Chair.

3.04. Notice Regarding Commission Meetings. Notice of Commission meetings shall be given as follows:

A. Regular Meetings. Notice of all regular Commission meetings shall be given in compliance with applicable provisions of the Ralph M. Brown Act (Government Code Section 54950 *et seq.*, as may be amended from time to time; hereinafter "Brown Act"). The notice shall at

a minimum specify the date, hour, and location of the meeting and may be a preliminary agenda for the meeting. The final agenda shall be posted adjacent to the front door of the Bay Area Metro Center not later than 72 hours prior to the date of the meeting.

B. Special Meetings. Notice of special meetings shall be given in compliance with applicable provisions of the Brown Act. Notice of special meetings shall specify the date, time, and location of the meeting and the matters to be considered by the Commission. No matters other than those specified in the notice of special meetings may be considered. Notice of special meetings shall be given to those persons who receive notice of regular meetings. Unless otherwise provided by the Brown Act, at least twenty-four (24) hours' written notice shall be given by electronic or U.S. postal mail or personal delivery to each commissioner and to each local newspaper of general circulation, radio or television station requesting notice in writing, and by posting such notice in the MTC library.

C. Recipients of Notice. Notice of MTC meetings may be received by any person or organization requesting notice. Designated staff shall maintain a database of persons and organizations who have requested notice or to whom, in designated staff's judgment, notice shall be sent. The database is updated on an ongoing basis.

D. Brown Act. In providing notice of Commission meetings, MTC staff shall at all times comply at least with all minimum applicable notice requirements of the Brown Act.

3.05. Open Meetings. In accordance with the provisions of the Brown Act, all meetings of the Commission shall be open to the public except matters that may be discussed in closed session pursuant to the Brown Act. Members of the public shall have an opportunity to directly address the Commission on matters before it, subject to limitations on the total amount of time allocated for public testimony on particular issues and for each individual speaker.

3.06. Quorum. A majority of the appointed, voting commissioners shall constitute a quorum for any meeting of the Commission. When 18 voting commissioners have been appointed and seated, the quorum is ten (10) voting commissioners. No official action shall be taken by the Commission unless a quorum is present. A majority of the commissioners present and voting shall

be required to carry any action of the Commission; provided that, no action shall be valid unless approved by at least a majority of a quorum.

3.07. Voting. Voting shall be by voice; provided that a roll call shall be taken at the Chair's discretion or upon the request of one (1) commissioner.

3.08. Conduct of Meetings. Robert's Rules of Order, as revised, except when inconsistent with these procedures, law, or specific resolutions of the Commission, shall govern the conduct of meetings of the Commission and its established committees.

3.09. Agenda. The Commission may take no action on any item not appearing on the agenda except as allowed under the Brown Act. All items on Commission agendas shall be subject to action.

A preliminary agenda shall be distributed electronically or by regular or express mail prior to the date of the meeting, consistent with the Brown Act. (See Subsection 3.04, Notice Regarding Commission Meetings.) A final agenda will be prepared and posted adjacent to the front door of the Bay Area Metro Center in accordance with the Brown Act. Copies of the final agenda will be available at the meeting.

If, in the Chair's judgment, it is necessary to maintain the orderly flow of business, public comment may be restricted by any one or a combination of the following procedures:

1. limiting the time each speaker may testify per agenda item. The limit may not be less than one (1) minute for each speaker, and may range, at the discretion of the Chair, up to three (3) minutes per speaker.
2. requiring a speaker who plans to speak on more than one agenda item to combine his or her testimony on all agenda items to one appearance. The limit for a combined appearance may not be less than three (3) minutes per speaker, and may range, at the discretion of the Chair, up to seven (7) minutes per speaker.
3. establishing the maximum amount of time available during the meeting for public comment so as to permit the meeting agenda to be completed before the loss of a quorum; provided, however, that each speaker be permitted to speak at least one (1) minute.

4. establishing a single period of time during a meeting to take all public testimony before proceeding with the agenda, when there are multiple requests to speak on multiple items on the agenda.

5. rearranging the order of items on the agenda to accommodate public testimony.

Any decision of the Chair regarding the taking of public testimony made pursuant to the Commission Procedures Manual shall govern for the meeting unless overruled by a two-thirds vote of the quorum present.

The order of agenda items may also be changed, if, in the Chair's judgment, there are other reasons to do so.

3.10. Resolutions. Resolutions may be considered by the Commission at any regular or special Commission meetings. All resolutions shall be in writing.

A summary explanation of the purpose and content of each resolution shall be prepared and attached to the proposed resolution, but shall not be considered part of such resolution. The original of a resolution adopted by the Commission is the one signed by the Chair and shall be the official text of that resolution.

3.11. Regional Transportation Plan Revisions. Revisions of the Commission's adopted Regional Transportation Plan (RTP) are prepared as the need arises. Except for revisions approved by the Commission under emergency procedures, revisions to the RTP are considered by the Commission for adoption every four years. Review of proposed Plan revisions is assigned to a standing committee of the Commission, which shall make recommendations to the full Commission for Plan revision. Notice of availability of the text of proposed revisions of the RTP shall be sent to organizations and concerned citizens on the current Commission mailing list. Not earlier than twenty (20) days after this distribution of the proposed revisions, and at a time convenient to the public, no less than (2) public hearings shall be held in the region to receive comments, suggestions, and reactions to the proposed revisions. Additional hearings may be scheduled if necessary to allow opportunity for public comment in parts of the region significantly affected by proposed revisions. These public hearings may be conducted by less than a quorum of

the Commission. A transcript or summary of the public hearings shall be provided to all commissioners prior to their acting on the Plan revisions. Notice of the public hearings shall appear in major newspapers of the region and other media as appropriate at least thirty (30) days prior to the scheduled hearings.

3.12 Public Hearings. Public hearings shall be conducted in accordance with MTC's Public Participation Plan, MTC Resolution No. 3821.

3.13. Recording of Meetings. Commission meetings shall be recorded electronically and are available on the Commission's website at no cost and are archived for meetings occurring since 2004. Copies of any recordings (in accessible formats, for persons with disabilities) shall be made available to the public upon request. Further, any citizen may record a Commission meeting or parts thereof, if such recording is done in a reasonable manner.

3.14. Minutes of Meetings. The Commission shall keep accurate minutes of all meetings and make them available to the public. Minutes shall include a record of attendance, a summary of motions, resolutions, consensus items, discussion on motions receiving a split vote and/or resulting in a direction to staff or a Commission committee, other business, and public comment. Minutes approved by the board at a succeeding meeting shall be the evidence of action taken at a prior meeting.

3.15. Public Information Materials. MTC staff will routinely prepare and provide all commissioners with general public informational material. Requests for specialized public information assistance for a specific commissioner will be handled on a time-available basis.

3.16 Meeting Conduct. In the event that any public meeting conducted by MTC is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Chair may order the removal of those individuals who are willfully disrupting the meeting. Such individuals may be subject to arrest. If order cannot be restored by such removal, the members of the Commission 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 on matters appearing on the agenda.

#### IV. COMMISSION COMMITTEES

4.01. Types. Commission committees are designated as standing committees, special committees, or advisory committees.

4.02. Policy. It is the general policy of the Commission to receive comments from the public on specific items at committee meetings. Summaries of these comments shall be included in the committee minutes and forwarded to all commissioners.

4.03. Standing Committees. Each standing committee is charged with subject matter responsibility over specific element(s) of the Commission's overall mission and/or organizational functions. Standing committees shall be composed solely of commissioners. Non-voting commissioners may be appointed to standing committees. Notwithstanding that there may be a quorum of the Commission (10 or more commissioners commencing January 1, 2013) in attendance at a standing committee meeting, no standing committee may act for the full Commission unless the meeting is noticed, in accordance with the Brown Act, as a Commission meeting. Each standing committee shall be responsible for reviewing comments of appropriate MTC advisory committees and such comments shall accompany any standing committee recommendations to the Commission.

4.04. Special Committees. The Commission may establish special committees to supervise the development of a specific task or project. Membership of special committees is not limited to commissioners. Composition of special committees will depend upon the task to be performed and may involve the participation of private citizens or representatives of other public agencies.

4.05. Advisory Committees. Advisory committees are discussed in Section 4.14C.

4.06. Appointments to Committees.

A. Manner of Appointment. The Chair of the Commission, subject to the approval of the Commission, shall appoint members of standing committees and special committees to the extent that special committee appointments are the responsibility of MTC. The Commission Chair



shall designate the Chair and Vice-Chair of the standing committee, subject to approval of the Commission. Designation by the MTC Chair of special committee chairs and vice-chairs is subject to the approval of the Commission to the extent that these appointments are the responsibility of MTC. Appointments to advisory committees shall be made by the Commission in accordance with the Commission resolution establishing the particular advisory committee. In the event the Chair and Vice-Chair of a standing committee are not present at a standing committee meeting, the committee members present shall select a Chair Pro Tem for that meeting from among themselves.

B. Term. Subject to Section 2.04, appointments to standing committees shall be for the term of the Commission Chair. Appointments of commissioners to special committees shall be for the term of the Commission Chair. Other appointments to special committees shall be for a term dependent upon the function of the special committee as set forth in the resolution which governs the special committee. Appointments to advisory committees are for a term dependent upon the function of the advisory committee as set forth in the resolution establishing the particular advisory committee.

4.07. Quorum. The quorum for committees established by the Commission shall be a majority of the committee's non-ex-officio voting membership. ~~If~~Except as otherwise provided in Sections 2.04 and 2.05, if necessary to establish a quorum of a committee at a meeting, the Chair and Vice-Chair of the Commission, as ex-officio members of the committee, shall become voting members for that meeting. Unless otherwise approved by the Commission and except as otherwise provided in Sections 2.04 and 2.05, MTC standing committees shall have eight (8) voting members, as approved by the Commission, plus the MTC Chair and Vice-Chair as ex-officio, voting members.

Every member of the Commission who is not a voting member of a standing committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at a meeting of a standing committee, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless a meeting has been previously noticed as a Commission meeting.

An ad hoc non-voting committee member who is also a voting member of the Commission may be designated by the committee chairperson as a voting member at a particular committee meeting if an additional voting member is needed for a committee quorum. In the case of joint committees formed with ABAG, additional provisions contained in Appendix E shall also apply.

4.08. Open Meetings. It is recognized that "legislative body" as defined in the Brown Act does not include committees composed solely of commissioners when they number less than a quorum of the Commission or a quorum of a standing committee. It is the intention of the Commission to apply the Brown Act to include all non-ad-hoc committees created by the Commission, not just those identified as advisory commissions or committees. All meetings of non-ad-hoc committees created by the Commission, with the exception of closed sessions permitted by the Brown Act, shall be open meetings properly announced in accordance with the provisions of the Brown Act.

4.09. Notice of Meetings. Notice of regular committee meetings shall be given consistent with applicable provisions of the Brown Act and posted adjacent to the front door of the Bay Area Metro Center not less than 72 hours, preceding the date of the meeting. If a special meeting is called on short notice, then notice shall comply with the requirements of Subsection 3.04 B of these procedures. The notice shall announce the date, time, and location of the meeting together with an agenda. This notice shall be sent to all commissioners and to media representatives, concerned citizens, and organizations who have filed a request for receipt of notice of committee meetings and posted in the MTC library. Special meetings of committees shall comply with the minimum notice provisions of the Brown Act. Notices of postponed or canceled committee meetings shall be posted adjacent to the front door of the Bay Area Metro Center not less than 72 hours prior to the regular date of the meeting and shall state the date, time, and location of the next committee meeting if possible. Notices of meetings held earlier than the regular meeting date shall be sent out and posted adjacent to the front door of the Bay Area Metro Center as soon as possible.

4.10. [Reserved]

4.11. Recording of Meetings. Standing and special committee meetings, if possible, shall be recorded electronically and follow the procedures as stated in Subsection 3.13 of this document.

4.12. Minutes of Committee Meetings. Minutes of all committee meetings shall be kept and made available to the public. Minutes shall include a record of attendance, a summary of motions, resolutions, consensus items, discussion on motions receiving a split vote and/or resulting in a direction to staff or a Commission committee, other business, and public comment.

4.13. Reimbursement and Travel Expenses. Commissioners who are members of standing or special committees shall be entitled to receive in lieu reimbursement for attendance at such committee meetings in accordance with Government Code Section 66504.1. Commissioners serving on standing and/or special committees shall also be entitled to receive necessary travel expenses in accordance with the Commission's current resolution in this regard. (See Appendix B.) Members of special committees appointed by the Commission and members of advisory committees appointed through Commission resolutions shall be reimbursed for their necessary travel expenses in accordance with the Commission's current procedures regarding this subject. (See Appendix D.)

Commissioners appointed by the Chair or the full Commission to represent MTC on committees other than those created by MTC shall be entitled to receive the MTC per diem and necessary travel expenses for attendance at such committee meetings. If the procedures of such committees require or permit the appointment of an alternate representative, MTC alternates to such committees may not claim per diem or travel expenses for any meeting at which the MTC commissioner is also present and claiming per diem.

4.14. Commission Committees.

A. Standing Committees. The current charters of the Commission's standing committees, as established by this Manual, are attached as Appendix E. Current Commission standing committees are as follows:

1. Administration Committee - is charged with the oversight of the operation and performance of the Commission staff including the development and oversight of agency personnel, financial policies, and management.

2. Programming and Allocations Committee - reviews projects seeking federal, state and regional funding approval for conformance with the Sustainable Communities Strategy/Regional Transportation Plan, adopts the region's multi-year program of funding priorities for federal, state and regional funds, and recommends allocation of various federal, state and regional funds among the various eligible claimants and applicants within the region.

3. Planning Committee - develops the region's annual transportation work program and program budget, reviews planning policies and issues, and together with ABAG, develops the Sustainable Communities Strategy, and proposes revisions to the Sustainable Communities Strategy/Regional Transportation Plan.

4. Operations Committee - establishes, oversees and evaluates transportation system management and operational activities sponsored by MTC, SAFE and others.

5. ~~Legislation~~Executive Committee - ~~recommends~~considers matters of urgency brought before it by the Chair between Commission ~~legislative policy, represents meetings and other matters assigned to it by the Commission in the legislative process, and oversees~~or the Commission's ~~public information and citizen participation program~~Chair.

~~6. Executive Committee - considers matters of urgency brought before it by the Chair between Commission meetings and other matters assigned to it by the Commission or the Chair.~~

B. Special Committees. Special committees are committees consisting of MTC commissioners and representatives of other organizations. Special committees are established, modified or disbanded by separate Commission action. ~~Examples of~~By action of the Commission on August 26, 2020 a special Joint MTC ABAG Legislation Committee was hereby established to advise the Commission and ABAG in the legislative process and public information and citizen

participation programs. Examples of additional current committees include, but are not limited to, the following:

1. Regional Airport Planning Committee - reorganized pursuant to MTC Resolution No. 3123 and is responsible for recommendations relating to the Regional Airport Element of the Regional Transportation Plan and the update of revisions relating to this element.

2. MTC/Bay Conservation and Development Commission (BCDC) Seaport Planning Advisory Committee - was established pursuant to a Memorandum of Understanding between BCDC and MTC (MTC Resolution No. 516) and is responsible for developing the legislatively-mandated Seaport Element to the Regional Transportation Plan and recommendations for revision of the Seaport Element of the BCDC Bay Plan

3. Mega-Region Working Group – was established in 2015 through Resolution 4209 to identify issues of common interest and recommend joint activities among metropolitan planning organizations in the Northern California mega-region.

C. Advisory Committees. Advisory committees consist of members of the public and/or staff from public agencies or private organizations. Advisory committees are established, modified or disbanded by separate Commission action. When appropriate, all upcoming vacancies on MTC advisory committees shall be posted on the Commission website. Prior to making appointments to such committees, thirty days shall be allowed to receive responses from citizens who are interested in appointment. Examples of current advisory committees include, but are not limited to, the following:

1. Policy Advisory Council – This advisory committee was established in November 2009 pursuant to MTC Resolution No. 3931 to advise the Commission on transportation policies in the San Francisco Bay Area, incorporating diverse perspectives relating to the environment, the economy and social equity. Its 27 members are appointed by the Commission, including 9 members, one from each Bay Area county, selected to represent interests related to the communities of color, environmental justice and low-income issues; 9 members, one from each Bay Area county, selected to represent the interests of disabled persons

and seniors; and 9 members selected to represent interests related to the economy and the environment.

2. The Bay Area Partnership (The Partnership) - The Partnership is a consortium of local, state and federal agencies, including the top managers from agencies for transportation and protecting the region's environmental quality; intended to foster consensus in the implementation of TEA 21 and its successor statutes, develop agreed-upon funding and planning priorities, and implement plans and programs to better manage and operate the metropolitan transportation system.

3. Regional Transit Coordinating Council (RTCC) - Pursuant to Public Utilities Code § 29142.4, the Commission has established the RTCC to advise MTC with respect to its state and federal programs, to focus attention on transit coordination, and to encourage participation of transit operators' top management in MTC's deliberations. MTC Resolution No. 2467 establishes the RTCC.

4. Paratransit Coordinating Councils (PCCs) - established by MTC Resolution No. 468 in 1977 to require participation by counties in promoting the efficient use of limited paratransit services. Membership composition is established in MTC Resolution No. 1209.

NOTE: Special and advisory committees usually forward their recommendations to the Programming and Allocations Committee. Special issues can be referred to the appropriate MTC standing committee. The Joint MTC ABAG Legislation Committee forwards its recommendations directly to the Commission.

## V. MISCELLANEOUS

5.01 Authority. The Metropolitan Transportation Commission finds that these procedures are necessary to carry out the purposes of the Metropolitan Transportation Commission Act. These procedures are adopted pursuant to the Commission's authority under Government Code § 66506.

5.02 Emergency Notice Provision. In the event a postal strike or other calamity makes it impossible to give notice of meetings by mail as required in these procedures, notice of meetings of the Commission and its committees shall be given to commissioners and committee members, respectively, with such time and by such means as may be practical, which may include, but not be limited to, personal service, facsimile, email and posting at MTC's website. In such event, the general public and those requesting notice of Commission and committee meetings shall be notified, if possible, by publication of notice in a newspaper or newspapers of general circulation in the region. The timing and content of such published notice shall conform, if possible, to the requirements pertaining to mailed notice set forth in these procedures.

5.03 Meeting Protocol in Declared Emergencies. In the event the Governor imposes an emergency order related to a natural or man-made disaster, the provisions of Appendix F shall apply.

5.04 Severability. Should any part, term, portion, or provision of these procedures be finally decided to be in conflict with any law of the United States or the State of California or otherwise be ineffectual or unenforceable, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, providing such remaining portions or provisions can be construed to stand as the Commission intended.

Appendix E  
Resolution No. 1058

**Standing Committees' Structure/Joint MTC ABAG Legislation  
Committee Structure**



**~~MTC STANDING COMMITTEES~~**

**STANDING COMMITTEE: Administration**

<u>FUNCTION</u>	<u>DELEGATED AUTHORITY</u>
1. Oversight of general operations and performance of agency.	Recommend to the Commission.
2. Review, adopt and oversee personnel policies.	Approval authority
3. Give policy guidance on meet and confer negotiations of staff salaries and benefits; recommend travel and per diem reimbursements of the Commission, standing committees and advisory committees and groups.	Recommend to the Commission
4. Review financial reports, audit reports, general stewardship of funds.	Approval authority
5. Review annual agency operating budget.	Recommend to the Commission
6. Authorize the execution of agency contracts, funding agreement and purchase orders not delegated to the Executive Director (except as otherwise delegated to the Operations Committee). Details of litigation-related contracts may be reviewed in closed session and approved in open session, with the provision that contract amounts may be withheld from disclosure until the conclusion of the litigation.	Approval authority
7. Review the Commission Procedures Manual and Conflict of Interest Code.	Recommend to the Commission

**COMPOSITION OF COMMITTEE MEMBERSHIP:**

Membership: Commencing January 1, 2013, unless otherwise approved by the Commission, 8 voting commissioners including the Chair of the Committee.

The Administration Committee's regular meeting begins at 10:00 am on the second Wednesday of each month, following the regular meeting of the BATA Oversight Committee. The meeting date and time is subject to change by the Committee as its workload warrants. This shall not be deemed a postponement.

**~~MTC STANDING COMMITTEES~~**

**STANDING COMMITTEE: Programming and Allocations Committee**

<u>FUNCTION</u>	<u>DELEGATED AUTHORITY</u>
1. Review all applications for state or federal funds.	Recommend to the Commission
2. Review all projects consistent with MTC's responsibilities under the Intergovernmental Review process.	Recommend to the Commission
3. Develop the annual proposed distribution of discretionary funds among eligible claimants for operating assistance.	Recommend to the Commission
4. Develop the annual Program of Projects for FTA Sections 9 and 18 for areas within the MTC region.	Recommend to the Commission
5. Conduct public hearings on Unmet Transit Needs to make required findings regarding allocations of Transportation Development Act funds for streets and roads purposes.	Recommend to the Commission
6. Review and evaluate applications or commitments for allocations of funds, including but not limited to Transportation Development Act, State Transit Assistance, 25% of 1/2¢ sales tax, and toll bridge net revenues.	Recommend to the Commission
7. Review revisions to MTC-approved annual grant applications and allocations for funds.	Approval authority for revisions that do not include new projects or do not exceed \$5 million in cost. Recommend to the Commission all other revisions.
8. Review and approve grant applications to external funding sources for MTC-sponsored programs.	Recommend to the Commission
9. Review, conduct public hearings on (as appropriate), and establish priorities for capital programs of projects for the rehabilitation, management and/or improvement of the regional transportation system.-	Recommend to the Commission adoption of the Transportation Improvement Programs (RTIP & TIP) and Transit Capital Priorities.

**~~MTC STANDING COMMITTEES~~**

10. Review amendments to the Transit Capital Priorities and/or the Transportation Improvements Programs (RTIP and TIP).

Approval authority for revisions that do not include new projects or do not exceed \$5 million in cost. Recommend to the Commission all other revisions.

COMPOSITION OF COMMITTEE MEMBERSHIP:

Membership: Commencing January 1, 2013, unless otherwise approved by the Commission, 8 voting commissioners including the Chair of the Committee.

Programming and ~~Allocation~~Allocations Committee's regular meeting begins at 10:30 am on the second Wednesday of each month, following the regular meeting of the Administration Committee. The meeting date and time is subject to change by the Committee as its work load warrants. This shall not be deemed a postponement.

## **MTC STANDING COMMITTEES**

### **STANDING COMMITTEE: Legislation**

<b><u>FUNCTION</u></b>	<b><u>DELEGATED AUTHORITY</u></b>
1. Develop specific legislative proposals.	Recommend to the Commission
2. Develop MTC policy positions on major legislative and regulatory proposals initiated by others.	Recommend to the Commission
3. Represent the Commission in the legislative process.	Represent the Commission at legislative hearings and contacts with legislators.  In emergency situations where Commission action is not possible, the Chair of the Committee may, with the concurrence of the Commission Chair, respond to legislative matters of importance to the Commission.
4. Develop procedures for public information, press-relations and citizen participation.	Approval authority
5. Review, adopt and oversee public information, press-relations and citizen participation programs.	Approval authority within constraints of the annual work program and operating budget.  Recommend to the Planning and Operations Committee and Administration Committee for work program and operating budget changes, respectively.

### **COMPOSITION OF COMMITTEE MEMBERSHIP:**

**Membership:** Commencing January 1, 2013, unless otherwise approved by the Commission, 8 voting commissioners including the Chair of the Committee.

**Legislation Committee's regular meeting begins at 11:00 am on the second Friday of each month, following the regular meeting of the Operations Committee. The meeting date and time is subject to change by the Committee as its work load warrants. This shall not be deemed a postponement.**

**~~MTC STANDING COMMITTEES~~**

**STANDING COMMITTEE: Planning**

<u>FUNCTION</u>	<u>DELEGATED AUTHORITY</u>
1. Develop the annual work program and program budget.	Recommend to the Commission
2. Monitor, direct and update work program and program budget - including the scope of consultant contract.	Approval authority within constraints of operating budgets. Recommend to the Commission for substantive work program, and recommend to the Administration Committee for fund approval for these substantive changes.
3. Review planning and policy issues, review recommendations on evaluations of these issues from advisory and special committees, and examine planning issues against the SCS/RTP.	Recommend MTC policies related to the Sustainable Communities Strategy/Regional Transportation Plan to the Commission.
4. Develop revisions to the Sustainable Communities Strategy/Regional Transportation Plan, deliberate on substance of planning and conduct public hearings.	Recommend adoption of revisions to the Sustainable Communities Strategy/Regional Transportation Plan to the Commission.
5. Coordinate the SCS/RTP with other regional plans, including but not limited to: the Bay Area Air Quality Plan, the Bay Area Seaport Plan; the Regional Airport Plan, and BCDC's Bay Plan.	Recommend MTC policies to the Commission.

**COMPOSITION OF COMMITTEE MEMBERSHIP:**

Membership: Commencing January 1, 2013, unless otherwise approved by the Commission, 8 voting commissioners including the Chair of the Committee.

Planning Committee's regular meeting begins at 9:30 am on the second Friday of each month. The meeting date and time is subject to change by the Committee as its work load warrants. This shall not be deemed a postponement.

**~~MTC STANDING COMMITTEES~~**

**STANDING COMMITTEE: Operations**

<u>FUNCTION</u>	<u>DELEGATED AUTHORITY</u>
1. Establish, oversee and evaluate transportation system management and operational activities sponsored by MTC and other agencies, including but not limited to: operational projects such as 511 and TransLink®, the highway and arterial operations programs, and the agency's SAFE responsibilities related to call boxes, the Freeway Service Patrol and incident management activities.	Recommend to the Commission for establishing new activities or major changes to existing activities. Approval authority for all other oversight and evaluation functions.
2. Authorize the execution of agency contracts, funding agreements and purchase orders not delegated to the Executive Director that are necessary to conduct the system management and operations activities of MTC and MTC/SAFE.	

**COMPOSITION OF COMMITTEE MEMBERSHIP**

Membership: Commencing January 1, 2013, unless otherwise approved by the Commission, 8 voting commissioners including the Chair of the Committee.

Operations' regular meeting begins at 10:00 am on the second Friday of each month. The meeting date and time is subject to change by the Committee as its workload warrants. This shall not be deemed a postponement.

**~~MTC STANDING COMMITTEES~~**

**STANDING COMMITTEE: Executive**

<u>FUNCTION</u>	<u>DELEGATED AUTHORITY</u>
1. Acts on matters of urgency brought before it by the Chair between Commission meetings.	Recommend to the Commission
2. Acts on other matters assigned by Commission or Chair.	Recommend to the Commission

**COMPOSITION OF COMMITTEE MEMBERSHIP:**

Commission Chair, Commission Vice Chair, immediate past Chair, chairs of BATA Oversight, Administration, Planning, Operations, Legislation, and Programming and Allocations Committees, and the Association of Bay Area Governments (ABAG) Representative.

## **MTC STANDING COMMITTEES**

### **SPECIAL JOINT COMMITTEE WITH ABAG: Joint MTC ABAG Legislation Committee**

<b><u>FUNCTION</u></b>	<b><u>DELEGATED AUTHORITY</u></b>
1. <u>Develop specific legislative proposals.</u>	<u>Recommend to the Commission and the ABAG Executive Board, unless a proposal only impacts one agency, in which case the recommendation on that proposal will be referred only to the governing board of the agency impacted.</u>
2. <u>Develop MTC and ABAG policy positions on major legislative and regulatory proposals initiated by others.</u>	<u>Recommend to the Commission and the ABAG Executive Board, except as provided above.</u>
3. <u>Represent the Commission and ABAG in the legislative process.</u>	<u>Represent the Commission and ABAG at legislative hearings and contacts with legislators.</u>  <u>In emergency situations where Commission and ABAG Executive Board action is not possible, the Chair of the Committee may, with the concurrence of the Commission Chair and the ABAG President, respond to legislative matters of importance to the Commission and ABAG.</u>
4. <u>Develop procedures for public information, press relations and citizen participation.</u>	<u>Referral to the Commission and the ABAG Executive Board.</u>
5. <u>Review, adopt and oversee public information, press relations and citizen participation programs.</u>	<u>Referral to the Commission and the ABAG Executive Board</u>

### **COMPOSITION OF COMMITTEE MEMBERSHIP:**

Membership: Commencing August 26, 2020, 9 voting commissioners (together with 2 non-voting commissioners, in the discretion of the Chair of the Commission) appointed by the Chair of the Commission, as confirmed by the Commission and 9 ABAG Executive Board members appointed by the ABAG President as confirmed by the ABAG Executive Board. All voting commissioners not appointed to the Joint MTC ABAG Legislation Committee shall be ad hoc nonvoting members. The total number of ABAG voting members shall be equal to the total number of MTC voting members. The ad hoc nonvoting members may be deputized to vote as necessary to create or maintain a quorum. The Chair and Vice Chair of the Committee shall be appointed by the Committee at its first meeting, with the Chair being either an ABAG member or an MTC member and the Vice Chair being from the other agency. Every two years thereafter, the appointments of the Chair and Vice Chair of the Committee shall be appointed by the Committee, but shall be rotated such that, for example, if the existing



**~~MTC STANDING COMMITTEES~~**

Chair is from the MTC Board and the existing Vice Chair is from the ABAG Executive Board, the next Chair shall be from the ABAG Executive Board and the next Vice Chair shall be from the MTC Board.

The Joint MTC ABAG Legislation Committee's regular meeting begins at 11:00 am on the second Friday of each month, following the regular meeting of the Operations Committee. The meeting date and time is subject to change by the Committee as its work load warrants. This shall not be deemed a postponement.

## ATTACHMENT B

Date: 11/25/81  
W.I.: 11.1.1.0  
Referred by: A&O  
Revised: 10/27/82 11/24/82  
11/27/85 02/25/87  
09/23/87 04/26/89  
09/18/89 09/26/90  
06/26/91 11/25/92  
01/27/93 12/15/93  
05/24/95 02/26/97  
12/16/98 07/28/99  
11/17/99 02/26/03  
07/23/03 04/28/04  
01/25/06 04/26/06  
12/19/12 05/22/13  
01/28/15 03/25/15  
09/28/16 09/27/17  
06/27/18 07/24/19  
03/25/20 08/26/20

### ABSTRACT

#### Resolution No. 1058, Revised

This resolution adopts the Commission Procedures Manual as revised and dated November 25, 1981. Resolution No. 1058 supersedes Resolution No. 745. Resolution No. 745 previously superseded Resolution No. 358.

Appendix A to the Commission Procedures Manual (MTC's Conflict of Interest Code) was revised by the Commission on October 27, 1982.

The Commission Procedures Manual was revised by the Commission on November 24, 1982 to amend the election of the Commission Chair and Vice-Chair to terms that begin in February of odd-numbered years.

The Commission Procedures Manual was revised by the Commission on November 27, 1985 to clarify some minor parliamentary procedures, to update information, and to revise Appendices B, D, and E so that those appendices supersede MTC Resolution Nos. 208, 348, 291, and 1057.

The Commission Procedures Manual was revised on February 25, 1987 to require all agendas to be posted at least 72 hours prior to meetings, special meeting agendas to be posted at least 24 hours prior to the meeting, to provide additional information on public comment, to clarify the approval authority of GR&AC and WPPRC Committees, and to allow flexibility in selection of the first meeting date of each new Commission term.

The Commission Procedures Manual was revised on September 23, 1987 to state that items on Commission and committee agendas are all subject to action.

The Commission Procedures Manual was revised on April 26, 1989 to revise the membership of standing committees, to add the Vice-Chair as an ex-officio member of all standing committees, and to allow per diem payments to any Commissioner attending any committee meeting.

The Commission Procedures Manual was revised on September 18, 1989 to clarify certain expense provisions in Appendix B.

Appendix E to the Commission Procedures Manual was revised by the Commission on September 26, 1990 to clarify certain delegations between the Grant Review and Allocations Committee and the Work Program and Plan Revision Committee.

The Commission Procedures Manual was revised on June 26, 1991 to change the membership of standing committees; to eliminate the Transportation Finance standing committee and change the name of the Work Program and Plan Revision Committee to the Work Program Committee; to update and clarify standing committee delegations and descriptions of special and advisory committees; and to update references.

Appendix D to the Commission Procedures Manual was revised on November 25, 1992 to add the Blue Ribbon Advisory Council to the list of Citizen Advisory Committees eligible for expense reimbursement.

The Commission Procedures Manual was revised on January 27, 1993 to delete provisions for reimbursement for meals of citizen advisors.

The Commission Procedures Manual was revised on December 15, 1993 to amend Section 3.08 to include further guidance regarding public comment at MTC meetings.

The Commission Procedures Manual was revised on May 24, 1995 to incorporate new MTC responsibilities, update references and committee information, make editorial changes, and delete Appendices F, G, H, and I. The revisions are summarized in the General Counsel's memorandum to the A&O Committee dated May 3, 1995.

The Commission Procedures Manual was revised on February 26, 1997 to amend the regular meeting date and times of MTC's standing committees.

The Commission Procedures Manual was revised on December 16, 1998 to update references, update special and advisory committees, add language regarding the designation of ad hoc committee members, and revise MTC's Conflict of Interest Code (Attachment A).

Appendix E to the Commission Procedures Manual was revised by the Commission on July 28, 1999 to rename: the Administration and Oversight Committee to the Administration Committee; the Grant Review and Allocations Committee to the Programming and Allocations Committee; the Legislation and Public Affairs Committee to the Legislation Committee; and the Work Program and Plan Revision Committee to the Planning and Operations Committee; and to restructure and clarify certain delegations among and between them.

Section 1.07 of the Commission Procedures Manual was revised on November 17, 1999 to allow commissioners to be reimbursed for up to five meetings in one day.

Appendix D to the Commission Procedures Manual was revised on February 26, 2003, to revise the reimbursement policy for advisors appointed by the Commission serving on the Advisory Council, the Minority Citizens Advisory Committee, and the Elderly and Disabled Advisory Committee.

The Commission Procedures Manual was revised on July 23, 2003 to update references, update committees, and incorporate MTC's revised Conflict of Interest Code (Attachment A).

Appendix D to the Commission Procedures Manual was revised on April 28, 2004, to clarify that members of the Advisory Council, the Minority Citizens Advisory Committee, and the Elderly and Disabled Advisory Committee may seek reimbursement for attending meetings of working groups with MTC staff formed at the direction of the Commission to provide input into Commission decisions.

Section 4.14 Commission Committees, and Appendix E to the Commission Procedures Manual were revised on January 25, 2006, to rename the Planning and Operations Committee as the Planning Committee and to add the Operations Committee to replace the SAFE Committee.

The Commission Procedures Manual was revised on April 26, 2006 to revise Appendix E to delegate specific contract, personal services agreement, and purchase order approval authority to the Operations Committee.

The Commission Procedures Manual was revised on December 19, 2012 to update provisions relating to AB57, SB375, MAP 21, the development of the Commission's Public Participation Plan, the creation of the Policy Advisory Council, the creation of the Bay Area Infrastructure Financing Authority and the Bay Area Headquarters Authority, clarify ex-officio voting capacity, incorporate MTC's revised Conflict of Interest Code, and to update provisions to conform to current practice (Attachment A, Appendices A, B, D and E).

The Commission Procedures Manual was revised on May 22, 2013 to incorporate MTC's revised Conflict of Interest Code as approved by the California Fair Political Practices Commission (FPPC) on April 17, 2013 to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure (Attachment A).

The Commission Procedures Manual was revised on January 28, 2015 to update and revise the Travel Policy contained in Appendix B.

The Commission Procedures Manual was revised on March 25, 2015 to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on February 2, 2015, to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure (Attachment A).

The Commission Procedures Manual was revised on September 28, 2016 to provide for the appointment of one or more public transportation representatives in accordance with provisions contained in MAP 21 as amended by the FAST Act and to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on June 30, 2016, to more accurately reflect the most current designated positions and assigned disclosure categories in MTC's organizational structure (Appendix A to Attachment A), and to add a MTC special committee.

Appendix E to the Commission Procedures Manual was revised on September 27, 2017 to change the composition of the MTC Executive Committee to add the Association of Bay Area Governments (ABAG) Representative.

The Commission Procedures Manual was revised on June 27, 2018 to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on March 29, 2018, to revise the designated positions to reflect the MTC-Association of Bay Area Governments staff consolidation, MTC's staffing of the Advancing California Financing Authority, and MTC's current organizational structure (Appendix A to Attachment A).

Appendix B to the Commission Procedures Manual was revised on July 24, 2019 to substitute the updated Meeting and Travel Expense Claim Form for the prior version of the Meeting and Travel Expense Claim Form as the attachment to Appendix B.

The Commission Procedures Manual was revised on March 25, 2020 to incorporate MTC's revised Conflict of Interest Code, as approved by the California Fair Political Practices Commission (FPPC) on January 27, 2020, to revise the designated positions to reflect MTC's affiliation with the Bay Area Regional Collaborative and MTC's current organizational structure (Appendix A to Attachment A); to add a new Section 5.03 regarding meeting protocol in declared emergencies; and to incorporate as Appendix F the Protocol Governing Amendments to Commission Procedure During Declared Emergencies.

The Commission Procedures Manual was revised on August 26, 2020 to allow the Chair and Vice Chair to serve as regular voting members of joint committees formed with ABAG, provide for inclusion of the Bay Area Housing Finance Authority (BAHFA), eliminate the MTC Legislation Committee, and authorize appointment of commissioners to a new Joint Committee with ABAG appointed representatives, with the new Joint MTC ABAG Legislation Committee's role to review legislation and pass recommendations up to the full Commission and the ABAG Executive Board.

Date: 11/25/81  
W.I.: 99.1.20  
Referred by: A&O

Re: Commission Procedures Manual.

METROPOLITAN TRANSPORTATION COMMISSION  
RESOLUTION NO. 1058

WHEREAS, by Resolution No. 358 and 746 the Metropolitan Transportation Commission (Commission) adopted the Commission Procedures Manual relating to the Commission and commissioners, Commission officers, Commission meetings and the conduct of business, and Commission committees; and

WHEREAS, the Commission now desires to revise the Procedures Manual to clarify and reflect current practice as well as make revisions to the duties of the Commission resulting from recent State legislation; now, therefore, be it

RESOLVED, that the Metropolitan Transportation Commission adopts its Commission Procedures Manual as revised and dated November 25, 1981, a copy of which is attached hereto and marked Attachment A and incorporated by reference; and, be it further

RESOLVED, that MTC Resolution No. 1058 supersedes Resolution No. 746.

METROPOLITAN TRANSPORTATION COMMISSION

/s/ William R. "Bill" Lucius  
William R. "Bill" Lucius, Chairman

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California on November 25, 1981.

W.I.: 1111  
Referred by: A&O  
Revised: See below

Attachment A  
Resolution No. 1058

## METROPOLITAN TRANSPORTATION COMMISSION

### COMMISSION PROCEDURES MANUAL

Adopted September 22, 1976  
Revised December 19, 1979  
Adopted and Revised November 25, 1981  
Revised October 27, 1982  
Revised November 24, 1982  
Revised November 27, 1985  
Revised February 25, 1987  
Revised September 23, 1987  
Revised April 26, 1989  
Revised September 18, 1989  
Revised September 26, 1990  
Revised June 26, 1991  
Revised November 25, 1992  
Revised January 27, 1993  
Revised December 15, 1993  
Revised May 24, 1995  
Revised February 26, 1997  
Revised December 16, 1998  
Revised July 28, 1999  
Revised November 17, 1999  
Revised February 26, 2003  
Revised July 23, 2003  
Revised April 28, 2004  
Revised January 25, 2006  
Revised April 26, 2006  
Revised December 19, 2012  
Revised May 22, 2013  
Revised January 28, 2015  
Revised March 25, 2015  
Revised September 28, 2016  
Revised September 27, 2017  
Revised June 27, 2018  
Revised July 24, 2019  
Revised March 25, 2020  
Revised August 26, 2020



# METROPOLITAN TRANSPORTATION COMMISSION

## COMMISSION PROCEDURES MANUAL

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### Appendix A

Resolution No. 1198  
(Last revised 03/25/20)

Conflict of Interest Code

### Appendix B

(Last revised 07/24/19)

Travel Reimbursement to Commissioners and MTC Staff

### Appendix C

Resolution Nos. 663 and 664  
(Adopted 05/23/79)

MTC Legal Counsel

### Appendix D

(Last revised 12/19/12)

Travel Reimbursement Rates for Citizens on Advisory Committees

### Appendix E

(Last revised 08/26/20)

Standing Committees' Structure/Joint MTC ABAG Legislation  
Committee Structure

### Appendix F

(Last revised 03/25/20)

Protocol Governing Amendments to Commission Procedure During  
Declared Emergencies

METROPOLITAN TRANSPORTATION COMMISSION,  
METROPOLITAN TRANSPORTATION COMMISSION SERVICE AUTHORITY FOR  
FREEWAYS AND EXPRESSWAYS, BAY AREA TOLL AUTHORITY, BAY AREA  
HOUSING FINANCE AUTHORITY, BAY AREA INFRASTRUCTURE FINANCING  
AUTHORITY AND BAY AREA HEADQUARTERS AUTHORITY  
PROCEDURES MANUAL

INTRODUCTION

The Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for that area of California comprising the City and County of San Francisco and the Counties of Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, and Sonoma (Government Code § 66500 *et seq.*). These nine counties of the Bay Area cover an area of approximately 7,000 square miles and have a population of approximately 7.2 million (2010 census). Within the structure of California governmental agencies, MTC is classified as a local area planning agency and not as part of the executive branch of the state government.

In accordance with its legislative mandate, MTC adopted a Regional Transportation Plan (RTP) in June 1973. Thereafter, the Commission has regularly reviewed and revised the RTP in compliance with the statutory requirement of continuing plan review. The enactment of Senate Bill 375 (Steinberg) in 2008 requires MTC to adopt a Sustainable Communities Strategy (SCS) together with its RTP to strive to reach greenhouse gas (GHG) reduction targets. The first SCS/RTP is scheduled for adoption in 2013.

The Commission is charged with certain responsibilities for implementation of the SCS/RTP, as well as the RTP standing alone. Applications of local agencies for grants of certain state and federal transportation funds are subject to MTC review and approval as to their compatibility with the RTP. Generally, the state must conform to the RTP in allocating funds for construction on the state highway system within the MTC region.

Legislation passed in 1997 gave MTC increased decision-making authority over the selection of project and allocation of funds for the State Transportation Improvement Program (STIP). MTC is the agency responsible for allocation of local transportation funds among qualified claimants

under the Transportation Development Act (TDA) (Public Utilities Code § 99200 *et seq.*). The TDA statute provides MTC with a role in fulfilling fiscal and performance audit requirements with respect to claimants of TDA funds.

Under AB 1107 (Public Utilities Code § 29142.2), MTC allocates among eligible claimants one-fourth of the one-half cent Bay Area Rapid Transit District (BART) sales tax in Alameda, Contra Costa and San Francisco counties. Under AB 664 (Streets and Highways Code § 30880 *et seq.*), MTC is responsible for allocation of net revenues of state toll bridges located within the region. Pursuant to Streets and Highways Code § 30889, MTC may establish tolls for such bridges in order to generate net revenues provided that net revenues may not exceed the average net revenues available during fiscal year 1977-78 and 1978-79, except as may be adjusted annually according to the appropriate inflationary index as adopted by MTC. SB 620 (Public Utilities Code § 99310 *et seq.*) provides MTC with authority to allocate the regional share of the State Public Transportation Account.

MTC is responsible for meeting state and federal Transportation Improvement Program (TIP) requirements for the Bay Region. (Government Code § 65080 *et seq.* and 23 Code of Federal Regulations Section 450 Subpart B.) The Commission is the region's Metropolitan Planning Organization (MPO) and conducts the continuing, comprehensive, cooperative planning program necessary to maintain this region's eligibility for federal transportation funding. (23 Code of Federal Regulations Section 450 Subpart A.) MTC is the designated recipient of large urbanized area Federal Transit Administration (FTA) formula funds, such as 5307, 5339, and 5337. MTC is also designated other responsibilities for FTA funds by the California Department of Transportation (Caltrans), such as the 5303 planning funds, 5311, and 5310.

Through state law, MTC has programming responsibilities for Federal Highway Administration (FHWA) funds such as Surface Transportation Program (STP) and Congestion Mitigation and Air Quality Improvement (CMAQ). MTC is also responsible for submitting a Regional Transportation Improvement Program to the California Transportation Commission and Caltrans every two years.

MTC has conducted special planning studies at a multi-regional and subregional level. Examples include the Transit Connectivity Plan, the Transit Sustainability Project, and the Regional Goods Movement Study. MTC is jointly responsible with the Association of Bay Area Governments (ABAG) and the Bay Area Air Quality Management District (BAAQMD) for air quality planning to meet the requirements of the federal Clean Air Act, as amended, and shares with the BAAQMD the responsibility for air quality transportation control measures under the state Clean Air Act, as amended. MTC shares with ABAG the responsibility for preparing the SCS.

The Metropolitan Transportation Commission Service Authority for Freeways and Expressways (“MTC SAFE”) was created by legislation effective January 1, 1988 (Streets and Highways Code § 2550 *et seq.*), which authorized the creation of an MTC SAFE to provide for implementation, maintenance and operation of motorist-aid services through a call box program linked directly to the California Highway Patrol and a fleet of roving tow truck patrols, the Freeway Service Patrol. Under the law, MTC oversees the regional SAFE, which was officially convened in mid-1988.

The Bay Area Toll Authority (“BATA”) was created by legislation effective January 1, 1998 (Streets & Highways Code § 30950 *et seq.*) to administer the base \$1 toll on the San Francisco Bay Area’s seven state-owned toll bridges. Pursuant to additional legislation including SB 60, AB 1171, AB 144 and AB 1175 and voter-approved toll increases, tolls in addition to the \$1.00 base toll are collected and administered. Under the law, MTC serves as BATA.

In July, 2012 AB 57 (Beall) was chaptered. AB 57 amended Sections 66503 and 66504 of the Government Code to add, effective January 1, 2013, two additional voting seats on the commission and impose certain other requirements on commissioner appointments as further outlined in Part I of this Commission Procedures Manual.

In 2015 Congress enacted, and the President signed into law the FAST Act (23 U.S.C. §101). Title 23 U.S.C. §134 (d)(2) provides that a metropolitan planning organization shall consist of local officials, officials of public agencies that administer or operate major modes of transportation in the metropolitan area, including representation by providers of public transportation, and appropriate

State officials. Title 23 U.S.C. §134 (d)(3)(B) provides that, subject to the bylaws or enabling statute of the metropolitan planning organization, a representative of a provider of public transportation may also serve as a representative of a local municipality.

In October 2019, AB 1487 (Chiu) was chaptered. AB 1487 added Title 6.8 to the Government Code, commencing with Government Code Section 64510, which created the Bay Area Housing Finance Authority (“BAHFA”) with jurisdiction extending throughout the San Francisco Bay Area and provided that BAHFA shall be governed by the same board that governs MTC.

For the purposes of this Commission Procedures Manual, the term “MTC” includes the four agencies: the Metropolitan Transportation Commission, the Metropolitan Transportation Commission Service Authority for Freeways and Expressways, the Bay Area Toll Authority and the Bay Area Housing Finance Authority. It also includes two joint powers authorities formed by MTC and BATA: the Bay Area Infrastructure Financing Authority (“BAIFA”), and the Bay Area Headquarters Authority (“BAHA”).

## I. THE COMMISSION AND COMMISSIONERS

1.01. Commissioners. Effective January 1, 2013, there are eighteen voting commissioners. The City and County of San Francisco and the Counties of Contra Costa and San Mateo, each have two commissioners, and the Counties of Alameda and Santa Clara each have three commissioners, appointed as follows: the Board of Supervisors of each county appoints one commissioner; in San Francisco, the Mayor appoints one commissioner; in each of the remaining counties, the City Selection Committee appoints one commissioner; and in the Counties of Alameda and Santa Clara, the Mayors of the Cities of Oakland and San Jose shall be self-appointed or shall appoint a member of their respective City Councils to serve as the third commissioner . The Counties of Marin, Napa, Solano, and Sonoma each have one commissioner who is appointed by the county's Board of Supervisors from a list of three nominees furnished by the Mayor's Selection Committee. The Association of Bay Area Governments appoints one commissioner who shall not be from the Counties of Alameda or Santa Clara or from the City and County of San Francisco. The San Francisco Bay Conservation and Development Commission appoints one commissioner, who shall be a resident of the City and County of San Francisco approved by the Mayor of San Francisco. All appointments are subject to Section 1.02.

Effective September 28, 2016, any sitting commissioner who also serves on the board of a public transit agency shall be deemed to be a representative of a provider of public transportation within the meaning of the FAST Act ("Transit Representative"). Subsequent to September 28, 2016, at the beginning of each Commission term, the Chair shall designate and the Commission shall approve any sitting commissioner who also serves on the board of a public transit agency as a Transit Representative. Upon a vacancy occurring during a Commission term of a commissioner then serving as a Transit Representative, the Chair shall designate, and the Commission shall approve, one or more representatives not then currently designated, if any, from the commissioners then currently on the board who are also serving on a board of a transit agency as a Transit Representative.



The Commission's enabling legislation provides for three non-voting members, one appointed by the Secretary of the Business, Transportation and Housing Agency, and one each appointed by the United States Department of Transportation, and the United States Department of Housing and Urban Development.

1.02. Selection. The basis for selection of a commissioner is special familiarity with the problems and issues in the field of transportation. Elected or appointed public officers may serve as commissioners during their terms of public office. The effect of this is that such public officers are not prohibited from being commissioners; i.e., the two positions are not necessarily incompatible. No more than three voting members of the Commission shall be residents of the same county.

1.03. Term of Office. The term of office of a commissioner is four years. Since the initial term for commissioners commenced February 10, 1971, the organizational meeting date of the Commission, the four-year terms of commissioners shall commence quadrennially from that date. The current appointment term began February 10, 2019. The next appointment dates are February 10, 2023 and February 10, 2027. Appointments to fill a resignation or vacancy during a term shall be only for the balance of such term. Commissioners shall continue to serve as such until reappointed or until their successor is appointed; provided that, where a commissioner has been appointed as a public officer, the commissioner must vacate his/her Commission seat upon ceasing to hold such public office, unless the appointing authority consents to completion of the commissioner's term (Government Code Section 66504).

1.04. Oath of Office. Commissioners shall complete oath of office forms when they are appointed to the Commission, which are then notarized. The original is kept on file at the MTC offices.

1.05. Conflict of Interest Code. The Commission adopted a conflict of interest code by Resolution No. 1198, Revised (Appendix A), which was subsequently approved by the State of California Fair Political Practices Commission. Commissioners are required to file annual statements of economic interest and within thirty days of assuming or leaving office.

1.06. Alternates. There is no provision for voting alternates for the voting commissioners. Substitutes may sit on behalf of non-voting commissioners.

1.07. Reimbursement. Commissioners serve without compensation. Commissioners are entitled to receive reimbursement for actual and necessary expenses incurred in connection with the performance of their duties. In lieu of such reimbursement for attendance at Commission or committee meetings, each commissioner shall receive one hundred dollars (\$100.00) per meeting for a maximum of five (5) such meetings in any one calendar month, plus necessary travel expenses as authorized by the Commission pursuant to the rates and terms set forth in Appendix B to this manual. Commissioners may be reimbursed a separate per diem for each such meeting in any one day up to the monthly maximum reimbursement number of meetings. The monthly maximum is calculated and applied separately to MTC, BATA and BAHFA; provided however that for BAHFA a maximum of two monthly meetings shall be applicable. BAIFA and BAHA meeting per diem is applied and counts toward the BATA monthly maximum. No reimbursement applies to MTC SAFE meetings.

1.08. Travel Expenses. Commissioners shall be paid necessary traveling expenses as may be authorized from time to time by the Commission. The Commission policy for travel expenses is set forth in Appendix B to this manual. The policy applies to all MTC employees as well.

1.09. Orientation for New Commissioners. When a new commissioner is appointed to the Commission, the Secretary to the Commission will provide the commissioner, along with administrative materials, copies of the current major MTC, BATA, BAHFA, MTC SAFE, BAIFA and BAHA documents and an overview of the content of these documents. The Secretary will also arrange an orientation session for the new commissioner with the Executive Director and section managers.

## II. OFFICERS

2.01. Commission Officers. There are two (2) Commission officers: a Chair and a Vice-Chair. Any voting commissioner is eligible to hold the office of Chair or Vice-Chair. Non-voting commissioners are ineligible for such offices.

2.02. Term. The Chair and Vice-Chair shall serve two-year terms commencing upon elections at the regular Commission meeting in February of odd numbered years. A commissioner may serve as Chair or Vice-Chair without restriction as to number of terms. The Chair and Vice-Chair shall serve as such until their successors are elected.

2.03A. Nomination/Election of Commission Officers (New Commission Term). In years when new Commission terms begin, the following procedure for the nomination and election of Commission officers shall be followed:

- a. The Commission shall meet on February 10, or within five working days thereof, for a special meeting. The meeting date shall be set by the prior Commission.
- b. The existing Chair, if reappointed, or if not reappointed, the Vice-Chair, if reappointed, or if not reappointed, the reappointed commissioner with the longest continuous length of service, shall preside over the meeting, and is the Acting Chair until the election of new officers.
- c. The Acting Chair shall at this special meeting appoint an Ad Hoc Nominating Committee of commissioners subject to the confirmation of the Commission.
- d. The Ad Hoc Nominating Committee shall meet and send its report in writing to the Commission with the packet for the regular February meeting.
- e. The Acting Chair shall convene the regular February meeting, usually the fourth Wednesday of the month, at which the Ad Hoc Nominating Committee shall give its report as the first order of business. Additional nominations may be offered after the Committee report. Thereafter, nominations may be closed; but, if not closed, nominations shall remain open until the March meeting.
- f. The Commission shall elect a Chair and Vice-Chair at its regular February meeting, or as soon thereafter as possible after nominations are closed.
- g. Upon the election of new officers, the new Chair shall take over the gavel and conduct the remaining business of the meeting.

2.03B. Nomination/Election of Commission Officers (Mid-Commission Term.) The Chair shall appoint an Ad Hoc Nominating Committee of commissioners subject to the confirmation of the Commission at the regular Commission meeting in December of even-numbered years. The Ad Hoc Nominating Committee shall send its report in writing to the Commission with the packet for the regular January Commission meeting. Additional nominations may be offered after the Committee report. Thereafter, nominations may be closed; but, if not closed, nominations shall remain open until the February Commission meeting. The Commission shall elect a Chair and Vice-Chair at its regular February meeting as the first order of business, or as soon thereafter as possible.

2.04. Duties of Chair. The Chair shall preside at all meetings of the Commission, state each question for vote, announce the decision, and decide all questions of order subject to appeal to the Commission. The Chair is a voting ex-officio member of all standing committees of the Commission, with the exception of any joint committee formed with the Association of Bay Area Governments ("ABAG"). As an ex-officio member of a standing committee the Chair shall vote only when necessary to attain a quorum of voting members of a committee. In the case of joint committees formed with ABAG, the Chair if so appointed to such committee shall be a full voting member, authorized to vote whether or not there is a quorum. The Chair shall execute all resolutions adopted by the Commission, the approved minutes, and any other documents that may require the signature of the Chair.

The Chair shall appoint, subject to approval of the Commission, members of standing committees, and subsequent to September 28, 2016, the Chair shall designate, subject to approval of the Commission, the Transit Representative(s). In making committee and Transit Representative appointments/designations, the Chair shall, as much as possible, attempt to balance the representation of various areas of the region. The Chair shall select the Chair and Vice-Chair of each committee subject to approval of the Commission. The Chair should request individual commissioners to submit their preferences and areas of interest regarding appointment to

committees. The Chair shall also appoint, subject to the approval of the Commission, Commission members of special committees.

In years when a new Chair is elected, then current committee members, chairs, and vice chairs shall continue to serve as such until the new Chair makes new committee appointments. To the extent necessary to carry out committee business, the Chair may appoint temporary committee chairs, vice-chairs, and members, pending confirmation of committee appointments at the regular March Commission meeting.

The Chair shall approve, within the limits of the approved budget, commissioner's attendance and expenses at an out-of-region conference or any conference in which MTC has a substantial interest in being represented.

The Chair shall perform such functions as may be delegated by action of the Commission. Where circumstances warrant, the Chair may, in the absence of existing policy, act as necessary for the Commission between its scheduled meetings and shall report that action at the next Commission meeting.

The Chair shall select a temporary chair of a committee when that committee's chair and vice-chair are both unable to attend that committee's meeting(s).

2.05. Duties of Vice-Chair. The Vice-Chair shall assume the Chair's duties in his/her absence. The Vice-Chair is a voting ex-officio member of all standing committees of the Commission, with the exception of any joint committee formed with ABAG. As an ex-officio member of a standing committee the Vice-Chair shall vote only when necessary to attain a quorum of voting members of a committee. In the case of joint committees formed with ABAG, the Vice-Chair if so appointed to such committee shall be a full voting member, authorized to vote whether or not there is a quorum.

2.06. Chair Pro Tem. If both the Chair and Vice-Chair are or will be absent from a Commission meeting or other functions, or duties of the Chair must be performed (including, but not limited to, the execution of documents), the most senior member of the Commission shall perform such functions and duties.

2.07. Vacancies During Term of Office.

A. Chair. In the event the office of Chair is vacated during the term, the vacancy shall be filled for the unexpired balance of the term by the Vice-Chair.

B. Vice-Chair. In the event the office of Vice-Chair is vacated during the term, the vacancy may be filled for the unexpired balance of the term by a special election. If the vacancy is to be filled, an ad hoc nominating committee shall be appointed by the Chair, subject to the approval of the Commission at the next regular Commission meeting. At the Commission meeting following the meeting approving the ad hoc nominating committee, the ad hoc nominating committee shall present its written report which shall be included in the meeting packet sent to commissioners; additional nominations, if any, may be made by commissioners at the meeting; nominations shall thereafter be closed and the election for Vice-Chair held at that meeting.

C. Chair and Vice-Chair. In the event the office of Chair and Vice-Chair are both vacated simultaneously during their terms, the vacancy for Chair and Vice-Chair shall be filled in the same manner as the vacancy for Vice-Chair in paragraph B of this Subsection, with the ad hoc nominating committee being appointed by the Commission.

2.08 Staff Officers.

A. Executive Director. The Commission shall appoint an Executive Director who shall have charge of administering the affairs of the Commission subject to the Commission's direction and policies. The Executive Director shall in turn appoint, subject to approval of the Commission, such employees as may be necessary to carry out the functions of the Commission (Resolution No. 664). The Executive Director shall designate an employee to act as Secretary of the Commission for the purpose of keeping its minutes and resolutions.

B. Legal Counsel. The Executive Director shall appoint a Legal Counsel subject to the approval of the Commission. In addition to other duties, the Legal Counsel shall have a responsibility to directly advise the Commission and commissioners in the course of their duties (Resolution Nos. 663 and 664, Appendix C).

### III. COMMISSION MEETINGS AND CONDUCT OF BUSINESS

3.01. Principal Offices. The principal offices of the Commission shall be at the-Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105, or at such other location as may be determined by Commission action.

3.02. Regular Commission Meetings. Regular Commission meetings shall be on the fourth Wednesday of each month with the exception of the month of December when the regular meeting of the Commission shall be the third Wednesday of December and with the exception of the month of August which shall not have a regular Commission meeting. Unless otherwise scheduled, meetings regularly commence at 9:30 a.m. When a regular meeting falls upon a legal holiday, the date and time of such meeting shall be determined by the Commission no later than at its preceding regular meeting. Commission meetings shall be held in the Board Room, 375 Beale Street, San Francisco, CA 94105, in alternate locations within the region that are easily available to the public and accessible to persons with disabilities; provided that, if such an alternative location is chosen, it shall be publicly announced, if possible, at the preceding regular Commission meeting.

The Chair may cancel or reschedule a regular Commission meeting if a quorum cannot be obtained, or if there is insufficient business to warrant a meeting. Notice of cancellation of a meeting shall be given, if possible, not later than seven (7) days prior to the meeting date to those persons who receive formal notice of regular meetings.

3.03. Special Commission Meetings. The Chair may call special meetings of the Commission when warranted by the business of the Commission. In addition, upon written request of ten (10) Commissioners, a special meeting shall be held upon the call of the Chair.

3.04. Notice Regarding Commission Meetings. Notice of Commission meetings shall be given as follows:

A. Regular Meetings. Notice of all regular Commission meetings shall be given in compliance with applicable provisions of the Ralph M. Brown Act (Government Code Section 54950 *et seq.*, as may be amended from time to time; hereinafter "Brown Act"). The notice shall at

a minimum specify the date, hour, and location of the meeting and may be a preliminary agenda for the meeting. The final agenda shall be posted adjacent to the front door of the Bay Area Metro Center not later than 72 hours prior to the date of the meeting.

B. Special Meetings. Notice of special meetings shall be given in compliance with applicable provisions of the Brown Act. Notice of special meetings shall specify the date, time, and location of the meeting and the matters to be considered by the Commission. No matters other than those specified in the notice of special meetings may be considered. Notice of special meetings shall be given to those persons who receive notice of regular meetings. Unless otherwise provided by the Brown Act, at least twenty-four (24) hours' written notice shall be given by electronic or U.S. postal mail or personal delivery to each commissioner and to each local newspaper of general circulation, radio or television station requesting notice in writing, and by posting such notice in the MTC library.

C. Recipients of Notice. Notice of MTC meetings may be received by any person or organization requesting notice. Designated staff shall maintain a database of persons and organizations who have requested notice or to whom, in designated staff's judgment, notice shall be sent. The database is updated on an ongoing basis.

D. Brown Act. In providing notice of Commission meetings, MTC staff shall at all times comply at least with all minimum applicable notice requirements of the Brown Act.

3.05. Open Meetings. In accordance with the provisions of the Brown Act, all meetings of the Commission shall be open to the public except matters that may be discussed in closed session pursuant to the Brown Act. Members of the public shall have an opportunity to directly address the Commission on matters before it, subject to limitations on the total amount of time allocated for public testimony on particular issues and for each individual speaker.

3.06. Quorum. A majority of the appointed, voting commissioners shall constitute a quorum for any meeting of the Commission. When 18 voting commissioners have been appointed and seated, the quorum is ten (10) voting commissioners. No official action shall be taken by the Commission unless a quorum is present. A majority of the commissioners present and voting shall



be required to carry any action of the Commission; provided that, no action shall be valid unless approved by at least a majority of a quorum.

3.07. Voting. Voting shall be by voice; provided that a roll call shall be taken at the Chair's discretion or upon the request of one (1) commissioner.

3.08. Conduct of Meetings. Robert's Rules of Order, as revised, except when inconsistent with these procedures, law, or specific resolutions of the Commission, shall govern the conduct of meetings of the Commission and its established committees.

3.09. Agenda. The Commission may take no action on any item not appearing on the agenda except as allowed under the Brown Act. All items on Commission agendas shall be subject to action.

A preliminary agenda shall be distributed electronically or by regular or express mail prior to the date of the meeting, consistent with the Brown Act. (See Subsection 3.04, Notice Regarding Commission Meetings.) A final agenda will be prepared and posted adjacent to the front door of the Bay Area Metro Center in accordance with the Brown Act. Copies of the final agenda will be available at the meeting.

If, in the Chair's judgment, it is necessary to maintain the orderly flow of business, public comment may be restricted by any one or a combination of the following procedures:

1. limiting the time each speaker may testify per agenda item. The limit may not be less than one (1) minute for each speaker, and may range, at the discretion of the Chair, up to three (3) minutes per speaker.
2. requiring a speaker who plans to speak on more than one agenda item to combine his or her testimony on all agenda items to one appearance. The limit for a combined appearance may not be less than three (3) minutes per speaker, and may range, at the discretion of the Chair, up to seven (7) minutes per speaker.
3. establishing the maximum amount of time available during the meeting for public comment so as to permit the meeting agenda to be completed before the loss of a quorum; provided, however, that each speaker be permitted to speak at least one (1) minute.

4. establishing a single period of time during a meeting to take all public testimony before proceeding with the agenda, when there are multiple requests to speak on multiple items on the agenda.

5. rearranging the order of items on the agenda to accommodate public testimony.

Any decision of the Chair regarding the taking of public testimony made pursuant to the Commission Procedures Manual shall govern for the meeting unless overruled by a two-thirds vote of the quorum present.

The order of agenda items may also be changed, if, in the Chair's judgment, there are other reasons to do so.

3.10. Resolutions. Resolutions may be considered by the Commission at any regular or special Commission meetings. All resolutions shall be in writing.

A summary explanation of the purpose and content of each resolution shall be prepared and attached to the proposed resolution, but shall not be considered part of such resolution. The original of a resolution adopted by the Commission is the one signed by the Chair and shall be the official text of that resolution.

3.11. Regional Transportation Plan Revisions. Revisions of the Commission's adopted Regional Transportation Plan (RTP) are prepared as the need arises. Except for revisions approved by the Commission under emergency procedures, revisions to the RTP are considered by the Commission for adoption every four years. Review of proposed Plan revisions is assigned to a standing committee of the Commission, which shall make recommendations to the full Commission for Plan revision. Notice of availability of the text of proposed revisions of the RTP shall be sent to organizations and concerned citizens on the current Commission mailing list. Not earlier than twenty (20) days after this distribution of the proposed revisions, and at a time convenient to the public, no less than (2) public hearings shall be held in the region to receive comments, suggestions, and reactions to the proposed revisions. Additional hearings may be scheduled if necessary to allow opportunity for public comment in parts of the region significantly affected by proposed revisions. These public hearings may be conducted by less than a quorum of

the Commission. A transcript or summary of the public hearings shall be provided to all commissioners prior to their acting on the Plan revisions. Notice of the public hearings shall appear in major newspapers of the region and other media as appropriate at least thirty (30) days prior to the scheduled hearings.

3.12 Public Hearings. Public hearings shall be conducted in accordance with MTC's Public Participation Plan, MTC Resolution No. 3821.

3.13. Recording of Meetings. Commission meetings shall be recorded electronically and are available on the Commission's website at no cost and are archived for meetings occurring since 2004. Copies of any recordings (in accessible formats, for persons with disabilities) shall be made available to the public upon request. Further, any citizen may record a Commission meeting or parts thereof, if such recording is done in a reasonable manner.

3.14. Minutes of Meetings. The Commission shall keep accurate minutes of all meetings and make them available to the public. Minutes shall include a record of attendance, a summary of motions, resolutions, consensus items, discussion on motions receiving a split vote and/or resulting in a direction to staff or a Commission committee, other business, and public comment. Minutes approved by the board at a succeeding meeting shall be the evidence of action taken at a prior meeting.

3.15. Public Information Materials. MTC staff will routinely prepare and provide all commissioners with general public informational material. Requests for specialized public information assistance for a specific commissioner will be handled on a time-available basis.

3.16 Meeting Conduct. In the event that any public meeting conducted by MTC is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Chair may order the removal of those individuals who are willfully disrupting the meeting. Such individuals may be subject to arrest. If order cannot be restored by such removal, the members of the Commission 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 on matters appearing on the agenda.

#### IV. COMMISSION COMMITTEES

4.01. Types. Commission committees are designated as standing committees, special committees, or advisory committees.

4.02. Policy. It is the general policy of the Commission to receive comments from the public on specific items at committee meetings. Summaries of these comments shall be included in the committee minutes and forwarded to all commissioners.

4.03. Standing Committees. Each standing committee is charged with subject matter responsibility over specific element(s) of the Commission's overall mission and/or organizational functions. Standing committees shall be composed solely of commissioners. Non-voting commissioners may be appointed to standing committees. Notwithstanding that there may be a quorum of the Commission (10 or more commissioners commencing January 1, 2013) in attendance at a standing committee meeting, no standing committee may act for the full Commission unless the meeting is noticed, in accordance with the Brown Act, as a Commission meeting. Each standing committee shall be responsible for reviewing comments of appropriate MTC advisory committees and such comments shall accompany any standing committee recommendations to the Commission.

4.04. Special Committees. The Commission may establish special committees to supervise the development of a specific task or project. Membership of special committees is not limited to commissioners. Composition of special committees will depend upon the task to be performed and may involve the participation of private citizens or representatives of other public agencies.

4.05. Advisory Committees. Advisory committees are discussed in Section 4.14C.

4.06. Appointments to Committees.

A. Manner of Appointment. The Chair of the Commission, subject to the approval of the Commission, shall appoint members of standing committees and special committees to the extent that special committee appointments are the responsibility of MTC. The Commission Chair

shall designate the Chair and Vice-Chair of the standing committee, subject to approval of the Commission. Designation by the MTC Chair of special committee chairs and vice-chairs is subject to the approval of the Commission to the extent that these appointments are the responsibility of MTC. Appointments to advisory committees shall be made by the Commission in accordance with the Commission resolution establishing the particular advisory committee. In the event the Chair and Vice-Chair of a standing committee are not present at a standing committee meeting, the committee members present shall select a Chair Pro Tem for that meeting from among themselves.

B. Term. Subject to Section 2.04, appointments to standing committees shall be for the term of the Commission Chair. Appointments of commissioners to special committees shall be for the term of the Commission Chair. Other appointments to special committees shall be for a term dependent upon the function of the special committee as set forth in the resolution which governs the special committee. Appointments to advisory committees are for a term dependent upon the function of the advisory committee as set forth in the resolution establishing the particular advisory committee.

4.07. Quorum. The quorum for committees established by the Commission shall be a majority of the committee's non-ex-officio voting membership. Except as otherwise provided in Sections 2.04 and 2.05, if necessary to establish a quorum of a committee at a meeting, the Chair and Vice-Chair of the Commission, as ex-officio members of the committee, shall become voting members for that meeting. Unless otherwise approved by the Commission and except as otherwise provided in Sections 2.04 and 2.05, MTC standing committees shall have eight (8) voting members, as approved by the Commission, plus the MTC Chair and Vice-Chair as ex-officio, voting members.

Every member of the Commission who is not a voting member of a standing committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at a meeting of a standing committee, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless a meeting has been previously noticed as a Commission meeting.

An ad hoc non-voting committee member who is also a voting member of the Commission may be designated by the committee chairperson as a voting member at a particular committee meeting if an additional voting member is needed for a committee quorum. In the case of joint committees formed with ABAG, additional provisions contained in Appendix E shall also apply.

4.08. Open Meetings. It is recognized that "legislative body" as defined in the Brown Act does not include committees composed solely of commissioners when they number less than a quorum of the Commission or a quorum of a standing committee. It is the intention of the Commission to apply the Brown Act to include all non-ad-hoc committees created by the Commission, not just those identified as advisory commissions or committees. All meetings of non-ad-hoc committees created by the Commission, with the exception of closed sessions permitted by the Brown Act, shall be open meetings properly announced in accordance with the provisions of the Brown Act.

4.09. Notice of Meetings. Notice of regular committee meetings shall be given consistent with applicable provisions of the Brown Act and posted adjacent to the front door of the Bay Area Metro Center not less than 72 hours, preceding the date of the meeting. If a special meeting is called on short notice, then notice shall comply with the requirements of Subsection 3.04 B of these procedures. The notice shall announce the date, time, and location of the meeting together with an agenda. This notice shall be sent to all commissioners and to media representatives, concerned citizens, and organizations who have filed a request for receipt of notice of committee meetings and posted in the MTC library. Special meetings of committees shall comply with the minimum notice provisions of the Brown Act. Notices of postponed or canceled committee meetings shall be posted adjacent to the front door of the Bay Area Metro Center not less than 72 hours prior to the regular date of the meeting and shall state the date, time, and location of the next committee meeting if possible. Notices of meetings held earlier than the regular meeting date shall be sent out and posted adjacent to the front door of the Bay Area Metro Center as soon as possible.

4.10. [Reserved]

4.11. Recording of Meetings. Standing and special committee meetings, if possible, shall be recorded electronically and follow the procedures as stated in Subsection 3.13 of this document.

4.12. Minutes of Committee Meetings. Minutes of all committee meetings shall be kept and made available to the public. Minutes shall include a record of attendance, a summary of motions, resolutions, consensus items, discussion on motions receiving a split vote and/or resulting in a direction to staff or a Commission committee, other business, and public comment.

4.13. Reimbursement and Travel Expenses. Commissioners who are members of standing or special committees shall be entitled to receive in lieu reimbursement for attendance at such committee meetings in accordance with Government Code Section 66504.1. Commissioners serving on standing and/or special committees shall also be entitled to receive necessary travel expenses in accordance with the Commission's current resolution in this regard. (See Appendix B.) Members of special committees appointed by the Commission and members of advisory committees appointed through Commission resolutions shall be reimbursed for their necessary travel expenses in accordance with the Commission's current procedures regarding this subject. (See Appendix D.)

Commissioners appointed by the Chair or the full Commission to represent MTC on committees other than those created by MTC shall be entitled to receive the MTC per diem and necessary travel expenses for attendance at such committee meetings. If the procedures of such committees require or permit the appointment of an alternate representative, MTC alternates to such committees may not claim per diem or travel expenses for any meeting at which the MTC commissioner is also present and claiming per diem.

4.14. Commission Committees.

A. Standing Committees. The current charters of the Commission's standing committees, as established by this Manual, are attached as Appendix E. Current Commission standing committees are as follows:

1. Administration Committee - is charged with the oversight of the operation and performance of the Commission staff including the development and oversight of agency personnel, financial policies, and management.

2. Programming and Allocations Committee - reviews projects seeking federal, state and regional funding approval for conformance with the Sustainable Communities Strategy/Regional Transportation Plan, adopts the region's multi-year program of funding priorities for federal, state and regional funds, and recommends allocation of various federal, state and regional funds among the various eligible claimants and applicants within the region.

3. Planning Committee - develops the region's annual transportation work program and program budget, reviews planning policies and issues, and together with ABAG, develops the Sustainable Communities Strategy, and proposes revisions to the Sustainable Communities Strategy/Regional Transportation Plan.

4. Operations Committee - establishes, oversees and evaluates transportation system management and operational activities sponsored by MTC, SAFE and others.

5. Executive Committee - considers matters of urgency brought before it by the Chair between Commission meetings and other matters assigned to it by the Commission or the Chair.

B. Special Committees. Special committees are committees consisting of MTC commissioners and representatives of other organizations. Special committees are established, modified or disbanded by separate Commission action. By action of the Commission on August 26, 2020 a special Joint MTC ABAG Legislation Committee was hereby established to advise the Commission and ABAG in the legislative process and public information and citizen participation programs. Examples of additional current committees include, but are not limited to, the following:

1. Regional Airport Planning Committee - reorganized pursuant to MTC Resolution No. 3123 and is responsible for recommendations relating to the Regional Airport Element of the Regional Transportation Plan and the update of revisions relating to this element.



2. MTC/Bay Conservation and Development Commission (BCDC) Seaport Planning Advisory Committee - was established pursuant to a Memorandum of Understanding between BCDC and MTC (MTC Resolution No. 516) and is responsible for developing the legislatively-mandated Seaport Element to the Regional Transportation Plan and recommendations for revision of the Seaport Element of the BCDC Bay Plan

3. Mega-Region Working Group – was established in 2015 through Resolution 4209 to identify issues of common interest and recommend joint activities among metropolitan planning organizations in the Northern California mega-region.

C. Advisory Committees. Advisory committees consist of members of the public and/or staff from public agencies or private organizations. Advisory committees are established, modified or disbanded by separate Commission action. When appropriate, all upcoming vacancies on MTC advisory committees shall be posted on the Commission website. Prior to making appointments to such committees, thirty days shall be allowed to receive responses from citizens who are interested in appointment. Examples of current advisory committees include, but are not limited to, the following:

1. Policy Advisory Council – This advisory committee was established in November 2009 pursuant to MTC Resolution No. 3931 to advise the Commission on transportation policies in the San Francisco Bay Area, incorporating diverse perspectives relating to the environment, the economy and social equity. Its 27 members are appointed by the Commission, including 9 members, one from each Bay Area county, selected to represent interests related to the communities of color, environmental justice and low-income issues; 9 members, one from each Bay Area county, selected to represent the interests of disabled persons and seniors; and 9 members selected to represent interests related to the economy and the environment.

2. The Bay Area Partnership (The Partnership) - The Partnership is a consortium of local, state and federal agencies, including the top managers from agencies for transportation and protecting the region's environmental quality; intended to foster consensus in the

implementation of TEA 21 and its successor statutes, develop agreed-upon funding and planning priorities, and implement plans and programs to better manage and operate the metropolitan transportation system.

3. Regional Transit Coordinating Council (RTCC) - Pursuant to Public Utilities Code § 29142.4, the Commission has established the RTCC to advise MTC with respect to its state and federal programs, to focus attention on transit coordination, and to encourage participation of transit operators' top management in MTC's deliberations. MTC Resolution No. 2467 establishes the RTCC.

4. Paratransit Coordinating Councils (PCCs) - established by MTC Resolution No. 468 in 1977 to require participation by counties in promoting the efficient use of limited paratransit services. Membership composition is established in MTC Resolution No. 1209.

NOTE: Special and advisory committees usually forward their recommendations to the Programming and Allocations Committee. Special issues can be referred to the appropriate MTC standing committee. The Joint MTC ABAG Legislation Committee forwards its recommendations directly to the Commission.

## V. MISCELLANEOUS

5.01 Authority. The Metropolitan Transportation Commission finds that these procedures are necessary to carry out the purposes of the Metropolitan Transportation Commission Act. These procedures are adopted pursuant to the Commission's authority under Government Code § 66506.

5.02 Emergency Notice Provision. In the event a postal strike or other calamity makes it impossible to give notice of meetings by mail as required in these procedures, notice of meetings of the Commission and its committees shall be given to commissioners and committee members, respectively, with such time and by such means as may be practical, which may include, but not be limited to, personal service, facsimile, email and posting at MTC's website. In such event, the general public and those requesting notice of Commission and committee meetings shall be notified, if possible, by publication of notice in a newspaper or newspapers of general circulation in the region. The timing and content of such published notice shall conform, if possible, to the requirements pertaining to mailed notice set forth in these procedures.

5.03 Meeting Protocol in Declared Emergencies. In the event the Governor imposes an emergency order related to a natural or man-made disaster, the provisions of Appendix F shall apply.

5.04 Severability. Should any part, term, portion, or provision of these procedures be finally decided to be in conflict with any law of the United States or the State of California or otherwise be ineffectual or unenforceable, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, providing such remaining portions or provisions can be construed to stand as the Commission intended.

Appendix E  
Resolution No. 1058

**Standing Committees' Structure/Joint MTC ABAG Legislation  
Committee Structure**

STANDING COMMITTEE: Administration

<u>FUNCTION</u>	<u>DELEGATED AUTHORITY</u>
1. Oversight of general operations and performance of agency.	Recommend to the Commission.
2. Review, adopt and oversee personnel policies.	Approval authority
3. Give policy guidance on meet and confer negotiations of staff salaries and benefits; recommend travel and per diem reimbursements of the Commission, standing committees and advisory committees and groups.	Recommend to the Commission
4. Review financial reports, audit reports, general stewardship of funds.	Approval authority
5. Review annual agency operating budget.	Recommend to the Commission
6. Authorize the execution of agency contracts, funding agreement and purchase orders not delegated to the Executive Director (except as otherwise delegated to the Operations Committee). Details of litigation-related contracts may be reviewed in closed session and approved in open session, with the provision that contract amounts may be withheld from disclosure until the conclusion of the litigation.	Approval authority
7. Review the Commission Procedures Manual and Conflict of Interest Code.	Recommend to the Commission

COMPOSITION OF COMMITTEE MEMBERSHIP:

Membership: Commencing January 1, 2013, unless otherwise approved by the Commission, 8 voting commissioners including the Chair of the Committee.

The Administration Committee's regular meeting begins at 10:00 am on the second Wednesday of each month, following the regular meeting of the BATA Oversight Committee. The meeting date and time is subject to change by the Committee as its workload warrants. This shall not be deemed a postponement.

**STANDING COMMITTEE: Programming and Allocations Committee**

<u>FUNCTION</u>	<u>DELEGATED AUTHORITY</u>
1. Review all applications for state or federal funds.	Recommend to the Commission
2. Review all projects consistent with MTC's responsibilities under the Intergovernmental Review process.	Recommend to the Commission
3. Develop the annual proposed distribution of discretionary funds among eligible claimants for operating assistance.	Recommend to the Commission
4. Develop the annual Program of Projects for FTA Sections 9 and 18 for areas within the MTC region.	Recommend to the Commission
5. Conduct public hearings on Unmet Transit Needs to make required findings regarding allocations of Transportation Development Act funds for streets and roads purposes.	Recommend to the Commission
6. Review and evaluate applications or commitments for allocations of funds, including but not limited to Transportation Development Act, State Transit Assistance, 25% of 1/2¢ sales tax, and toll bridge net revenues.	Recommend to the Commission
7. Review revisions to MTC-approved annual grant applications and allocations for funds.	Approval authority for revisions that do not include new projects or do not exceed \$5 million in cost. Recommend to the Commission all other revisions.
8. Review and approve grant applications to external funding sources for MTC-sponsored programs.	Recommend to the Commission
9. Review, conduct public hearings on (as appropriate), and establish priorities for capital programs of projects for the rehabilitation, management and/or improvement of the regional transportation system.-	Recommend to the Commission adoption of the Transportation Improvement Programs (RTIP & TIP) and Transit Capital Priorities.

10. Review amendments to the Transit Capital Priorities and/or the Transportation Improvements Programs (RTIP and TIP).

Approval authority for revisions that do not include new projects or do not exceed \$5 million in cost. Recommend to the Commission all other revisions.

COMPOSITION OF COMMITTEE MEMBERSHIP:

Membership: Commencing January 1, 2013, unless otherwise approved by the Commission, 8 voting commissioners including the Chair of the Committee.

Programming and Allocations Committee's regular meeting begins at 10:30 am on the second Wednesday of each month, following the regular meeting of the Administration Committee. The meeting date and time is subject to change by the Committee as its work load warrants. This shall not be deemed a postponement.

**STANDING COMMITTEE: Planning**

<u>FUNCTION</u>	<u>DELEGATED AUTHORITY</u>
1. Develop the annual work program and program budget.	Recommend to the Commission
2. Monitor, direct and update work program and program budget - including the scope of consultant contract.	Approval authority within constraints of operating budgets. Recommend to the Commission for substantive work program, and recommend to the Administration Committee for fund approval for these substantive changes.
3. Review planning and policy issues, review recommendations on evaluations of these issues from advisory and special committees, and examine planning issues against the SCS/RTP.	Recommend MTC policies related to the Sustainable Communities Strategy/Regional Transportation Plan to the Commission.
4. Develop revisions to the Sustainable Communities Strategy/Regional Transportation Plan, deliberate on substance of planning and conduct public hearings.	Recommend adoption of revisions to the Sustainable Communities Strategy/Regional Transportation Plan to the Commission.
5. Coordinate the SCS/RTP with other regional plans, including but not limited to: the Bay Area Air Quality Plan, the Bay Area Seaport Plan; the Regional Airport Plan, and BCDC's Bay Plan.	Recommend MTC policies to the Commission.

**COMPOSITION OF COMMITTEE MEMBERSHIP:**

Membership: Commencing January 1, 2013, unless otherwise approved by the Commission, 8 voting commissioners including the Chair of the Committee.

Planning Committee's regular meeting begins at 9:30 am on the second Friday of each month. The meeting date and time is subject to change by the Committee as its work load warrants. This shall not be deemed a postponement.



**STANDING COMMITTEE: Operations**

**FUNCTION**

1. Establish, oversee and evaluate transportation system management and operational activities sponsored by MTC and other agencies, including but not limited to: operational projects such as 511 and TransLink®, the highway and arterial operations programs, and the agency's SAFE responsibilities related to call boxes, the Freeway Service Patrol and incident management activities.
2. Authorize the execution of agency contracts, funding agreements and purchase orders not delegated to the Executive Director that are necessary to conduct the system management and operations activities of MTC and MTC/SAFE.

**DELEGATED AUTHORITY**

Recommend to the Commission for establishing new activities or major changes to existing activities. Approval authority for all other oversight and evaluation functions.

**COMPOSITION OF COMMITTEE MEMBERSHIP**

Membership: Commencing January 1, 2013, unless otherwise approved by the Commission, 8 voting commissioners including the Chair of the Committee.

Operations' regular meeting begins at 10:00 am on the second Friday of each month. The meeting date and time is subject to change by the Committee as its workload warrants. This shall not be deemed a postponement.

STANDING COMMITTEE: Executive

<u>FUNCTION</u>	<u>DELEGATED AUTHORITY</u>
1. Acts on matters of urgency brought before it by the Chair between Commission meetings.	Recommend to the Commission
2. Acts on other matters assigned by Commission or Chair.	Recommend to the Commission

COMPOSITION OF COMMITTEE MEMBERSHIP:

Commission Chair, Commission Vice Chair, immediate past Chair, chairs of BATA Oversight, Administration, Planning, Operations, Legislation, and Programming and Allocations Committees, and the Association of Bay Area Governments (ABAG) Representative.

**SPECIAL JOINT COMMITTEE WITH ABAG: Joint MTC ABAG Legislation Committee**

<b><u>FUNCTION</u></b>	<b><u>DELEGATED AUTHORITY</u></b>
1. Develop specific legislative proposals.	Recommend to the Commission and the ABAG Executive Board, unless a proposal only impacts one agency, in which case the recommendation on that proposal will be referred only to the governing board of the agency impacted.
2. Develop MTC and ABAG policy positions on major legislative and regulatory proposals initiated-by others.	Recommend to the Commission and the ABAG Executive Board, except as provided above.
3. Represent the Commission and ABAG in the legislative process.	Represent the Commission and ABAG at legislative hearings and contacts with legislators.  In emergency situations where Commission and ABAG Executive Board action is not possible, the Chair of the Committee may, with the concurrence of the Commission Chair and the ABAG President, respond to legislative matters of importance to the Commission and ABAG.
4. Develop procedures for public information, press relations and citizen participation.	Referral to the Commission and the ABAG Executive Board.
5. Review, adopt and oversee public information, press relations and citizen participation programs.	Referral to the Commission and the ABAG Executive Board

**COMPOSITION OF COMMITTEE MEMBERSHIP:**

Membership: Commencing August 26, 2020, 9 voting commissioners (together with 2 non-voting commissioners, in the discretion of the Chair of the Commission) appointed by the Chair of the Commission, as confirmed by the Commission and 9 ABAG Executive Board members appointed by the ABAG President as confirmed by the ABAG Executive Board. All voting commissioners not appointed to the Joint MTC ABAG Legislation Committee shall be ad hoc nonvoting members. The total number of ABAG voting members shall be equal to the total number of MTC voting members. The ad hoc nonvoting members may be deputized to vote as necessary to create or maintain a quorum. The Chair and Vice Chair of the Committee shall be appointed by the Committee at its first meeting, with the Chair being either an ABAG member or an MTC member and the Vice Chair being from the other agency. Every two years thereafter, the appointments of the Chair and Vice Chair of the Committee shall be appointed by the Committee, but shall be rotated such that, for example, if the existing

Chair is from the MTC Board and the existing Vice Chair is from the ABAG Executive Board, the next Chair shall be from the ABAG Executive Board and the next Vice Chair shall be from the MTC Board.

The Joint MTC ABAG Legislation Committee's regular meeting begins at 11:00 am on the second Friday of each month, following the regular meeting of the Operations Committee. The meeting date and time is subject to change by the Committee as its work load warrants. This shall not be deemed a postponement.

**Metropolitan Transportation Commission  
Administration Committee**

August 12, 2020

Agenda Item 5b - 20-1123

**MTC Resolution No. 1058, Revised - Commission Procedures Manual Update**

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**Subject:** An update to the Commission Procedures Manual to implement the Legislative Committee Consolidation as recommended by the Joint ABAG MTC Governance Committee.

**Background:** In May 2020, the Commission and Executive Board took initial steps to consolidate several ABAG and MTC committees, starting with the Legislation Committees, and asked staff to identify procedural issues that must be resolved for that to take place. The issues outlined by staff were presented at the Governance Committee's June 24, 2020 meeting and generated extensive discussion. Committee members suggested Chair Haggerty and President Arreguin meet prior to the next Governance Committee meeting to further discuss and resolve outstanding issues.

Their refined recommendations were presented for discussion at the July 22, 2020 Joint Governance Committee meeting. Committee members quickly ratified recommendations 1-5 below before debating and modifying recommendation 6. Committee members then voted unanimously to recommend that MTC and ABAG take the necessary actions to implement the Joint ABAG MTC Governance Committee's recommendation to consolidate the Legislative Committees.

**1. How will the consolidated Joint MTC ABAG Legislation Committee report decisions up to the two governing boards?**

After the Joint MTC ABAG Legislation Committee makes recommendations, when each board takes up a bill, individual Legislation Committee members can explain why they and the Joint MTC ABAG Legislation Committee took the positions that they did. Each board will then make its own final decision considering the consolidated Legislation Committee recommendations, public comment, and board discussion.

**2. How will the Joint MTC ABAG Legislation Committee's recommendations be addressed on short notice when governing boards don't have time to act?**

The Commission and Executive Board will each adopt procedures that allow ABAG's President and MTC's Chair, in consultation with the Chair of the consolidated Legislation Committee, to take timely action

on legislative matters of interest. This mirrors the legislative ‘urgency procedures’ currently employed by MTC and ABAG.

**3. How will the consolidated Legislation Committee act on bills of interest to one agency but not the other?**

The consolidated Legislation Committee members will consider all bills, including bills that may not directly be of interest to or impact their agency, and when votes occur, members will reserve the right to abstain on bills where they believe they lack the expertise or interest to thoughtfully take action.

**4. What should the membership of the new consolidated Legislation Committee be?**

Chair Haggerty and President Arreguin will meet and discuss appointments to the Committee before formalizing recommendations to their respective boards, with an emphasis on striking an appropriate balance (e.g. city vs. county representation, jurisdiction size, and geographic distribution). Recommendations for appointments will be forthcoming.

**5. How will the Chair and Vice Chair of the consolidated Legislation Committee be selected?**

The Chair and Vice Chair will be appointed by the Committee at its first meeting, with the Chair being either an ABAG member or an MTC member and the Vice Chair being from the other agency. The appointments would rotate every two years such that, if the existing Chair is from the MTC Board and the existing Vice Chair is from the ABAG Board, the next Chair would be from the ABAG Board and the next Vice Chair would be from the MTC Board.

**6. How should the issue of open vs. closed membership, and maintaining a quorum be addressed?**

MTC Commissioners not appointed to the consolidated Committee are already considered ad hoc nonvoting members under current MTC procedures. ABAG Executive Board members not appointed to the consolidated Committee will now also be considered ad hoc nonvoting members of the Committee. The ad hoc nonvoting members may be deputized to vote as necessary to create or maintain a quorum.

After voting to recommend consolidation of the two agencies' legislative committees into a Joint MTC ABAG Legislative Committee, the Governance Committee discussed the following timeline:


- **MTC Administration Committee [8/12]:** discuss and recommend amendments to the Commission Procedures Manual to replace the MTC Legislation Committee with a new Joint MTC ABAG Legislation Committee.
- **ABAG Executive Board special meeting [8/20]:** consider adoption of a resolution to disband the ABAG Legislation Committee and fold it into a new Joint MTC ABAG Legislation Committee.
- **MTC Commission [8/26]:** consider approval of MTC Administration Committee recommendation to amend the Commission Procedures Manual to replace the MTC Legislation Committee with the new Joint MTC ABAG Legislation Committee.
- **First Joint MTC ABAG Legislation Committee** meeting in September.

The proposed update to the Commission Procedures Manual also includes housekeeping items such as providing for inclusion of the Bay Area Housing Finance Authority (BAHFA).

**Recommendation:** Staff recommends that the Administration Committee forward MTC Resolution No. 1058, Revised, an update to the Commission Procedures Manual to implement the Legislative Committee Consolidation, as recommended by the Joint ABAG MTC Governance Committee, for Commission approval.

**Attachments:** Attachment A: MTC Resolution No. 1058, Revised – with proposed revisions shown in tracked changes

Attachment B: MTC Resolution No. 1058, Revised – proposed clean version

  
Therese W. McMillan

**MTC Resolution No. 1058, Revised and its Attachments have been updated and are attached to the Commission Summary Sheet dated August 26, 2020, in this packet.**





# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 20-1264      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Commission Approval  
**File created:** 8/13/2020      **In control:** Metropolitan Transportation Commission  
**On agenda:** 8/26/2020      **Final action:**  
**Title:** Appointment of Members to Joint MTC ABAG Legislation Committee

The Chair requests approval of members of the Joint MTC ABAG Legislation Committee.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [7b - 20-1264 Appointment to Joint MTC-ABAG LEGIS .pdf](#)

Date	Ver.	Action By	Action	Result
8/26/2020	1	Metropolitan Transportation Commission		

**Subject:**

Appointment of Members to Joint MTC ABAG Legislation Committee

The Chair requests approval of members of the Joint MTC ABAG Legislation Committee.

**Recommended Action:**

Commission Approval

# Metropolitan Transportation Commission

August 26, 2020

Agenda Item 7b - 20-1264

## Appointment of Members to Joint MTC ABAG Legislative Committee

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**Subject:** The Chair requests approval of members of the Joint MTC ABAG Legislation Committee.

**Background:** In May 2020, the Commission and Executive Board took initial steps to consolidate several ABAG and MTC committees, starting with the Legislation Committees, and asked staff to identify procedural issues that must be resolved for that to take place. Those issues were presented at the Governance Committee's June 24, 2020 meeting and generated extensive discussion. Revised recommendations were presented for discussion at the July 22, 2020 Joint Governance Committee meeting and again to the MTC Administration Committee on August 12, 2020 where further modifications were recommended.

On August 14, 2020, Chair Haggerty and President Arreguin met to address several remaining issues and discuss their respective nominations for the Joint MTC ABAG Legislation Committee.


At its August 20, 2020 meeting, the ABAG Executive Board considered the adoption of a resolution to disband the ABAG Legislation Committee and fold it into a new Joint MTC ABAG Legislation Committee.

At the Commission meeting on August 26, 2020 staff will report on the nominations received from MTC Chair Scott Haggerty and ABAG President Jesse Arreguin. According to the MTC Procedures Manual, the Chair appoints members to its committees, including special committees, subject to the approval of the Commission.

**Issues:** None identified.

**Recommendation:** The Commission is requested to approve the appointments to the Joint MTC ABAG Legislation Committee.

**Attachments:** Attachment A: Joint MTC ABAG Legislation Committee Membership



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Therese W. McMillan

## JOINT MTC ABAG LEGISLATION COMMITTEE MEMBERSHIP

### ***MTC Committee Members***

(9 Voting + 2 non-voting = 11)

**2 City + 6 County + BCDC**

#### *CITY*

Jake Mackenzie, Rohnert Park [N]<sup>1</sup>  
Sam Liccardo, San Jose [S]

#### *COUNTY*

Sup. Damon Connolly (Marin) [N]  
Sup. Scott Haggerty (Alameda), *MTC Chair* [E]  
Sup. Dave Cortese (Santa Clara) [S]  
Sup. Warren Slocum (San Mateo) [W]  
Sup. Jim Spering, (Solano) [N]  
Eddie Ahn (BCDC rep) [W]  
Sup. Alfredo Pedroza (Napa) *MTC Vice Chair*, [N]

Dorene M. Giacomini, DOT rep [non-voting]  
Jimmy Stracner, HUD rep [non-voting]

#### *MTC Geographic Distribution*

North Bay	= 4	+
South Bay	= 2	+
East Bay	= 1	+
West Bay	= 2	+

### ***ABAG Committee Members***

(9 Voting members)

**5 City + 4 County**

#### *CITY*

Julie Pierce, Clayton [E]  
Dave Hudson, San Ramon [E]  
Jesse Arreguin, Berkeley, *ABAG Pres.* [E]  
Barbara Halliday, Hayward [E]  
Pat Eklund, Novato [N]

#### *COUNTY*

Sup. David Rabbitt (Sonoma) [N]  
Sup. Karen Mitchoff (Contra Costa) [E]  
Sup. Belia Ramos (Napa), *ABAG V.P.* [N]  
Sup. Gordon Mar (San Francisco) [W]

#### *ABAG Geographic Distribution*

			<i>Totals</i>
North Bay	= 3		7
South Bay	= 0		2
East Bay	= 5		6
West Bay	= 1		3

\*MTC currently has two non-voting Commissioners appointed to the Commission's existing Legislation Committee. Because it was the desire of both Chair Haggerty and President Arreguin that all current ABAG and MTC appointees to the separate Legislation Committees have a seat on the initial consolidated Joint Committee, Commissioners Giacomini and Stractner will be included.

It is important to note that their presence on the Joint Committee does not affect the important objective of ensuring that voting members are of equal number between ABAG Executive Board members, and MTC Commissioners- nine each. MTC will be reviewing all of its Committee appointments when its Chairmanship rotates in February 2021, and MTC appointments to this joint committee will be reassessed at that time.

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<sup>1</sup> [N] = North Bay; [E] = East Bay; [W] = West Bay (SF & San Mateo Co.); [S] = South Bay (Santa Clara Co.)



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

**File #:** 20-1128      **Version:** 1      **Name:**  
**Type:** Resolution      **Status:** Commission Approval  
**File created:** 7/10/2020      **In control:** Programming and Allocations Committee  
**On agenda:** 8/12/2020      **Final action:**  
**Title:** MTC Resolution No. 4320, Revised.

Revision to the Regional Means-Based Fare Program Framework.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [8a - 20-1128 Regional Means-Based Fare Program Framework Revision.pdf](#)  
[3a - 20-1128 Regional Means-Based Fare Program Framework Revision.pdf](#)

Date	Ver.	Action By	Action	Result
8/26/2020	1	Metropolitan Transportation Commission		
8/12/2020	1	Programming and Allocations Committee	adopted	Pass

**Subject:**

MTC Resolution No. 4320, Revised.

Revision to the Regional Means-Based Fare Program Framework.

**Presenter:**

Judis Santos and Lysa Hale

**Recommended Action:**

Commission Approval

**Metropolitan Transportation Commission  
Programming and Allocations Committee****August 12, 2020****Agenda Item 3a - 20-1128****MTC Resolution No. 4320, Revised**

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**Subject:** Revision to the Regional Means-Based Fare Program Framework

**Background:** In May 2018, the Commission adopted Resolution No. 4320, establishing the framework for the Regional Means-Based Transit Fare Pilot Program. Branded as Clipper START, the regional means-based transit discount program seeks to increase access to opportunity and improve transportation affordability for adult transit passengers who earn a lower income. MTC set aside approximately \$11 million per year (subject to annual allocation actions) to administer the program and defray a portion of operators' revenue losses during the pilot period.

The Clipper START program is the first of its kind in the region. The program launched on July 15, 2020 and is a 12 to 18-month pilot offering a 20 to 50 percent discount on single-ride fares for eligible adults who earn under 200 percent of the federal poverty level. Four agencies are participating in the initial launch. Cohort 1 includes the Bay Area Rapid Transit District (BART) offering a 20 percent discount, and Peninsula Corridor Joint Power Board (PCJPB/Caltrain), Golden Gate Bridge, Highway and Transit District (GGBHTD), and the San Francisco Municipal Transit Agency (SFMTA) providing a 50 percent discount.

In response to COVID-19, interest by the MTC Blue Ribbon Transit Recovery Task Force, and requests by transit operators, MTC staff proposes to expand the Clipper START pilot to interested Bay Area transit agencies (Cohort 2). In July 2020, the Commission approved MTC Resolution 4420, Revised including approximately \$7 million to augment the Clipper START Means-Based Pilot for regional fare subsidies to help offset the fare discount. Approximately \$5 million of the funding allows for the expansion of the pilot to include operators beyond the four originally enrolled in the pilot.

Staff proposes to launch the expanded pilot of additional transit operators (Cohort 2) as defined in Attachment A describing the revised framework. Program implementation will require coordination between MTC, the additional transit agencies, county social service agencies and other partners. Staff estimates some additional agencies may be able to begin offering Clipper START discounts as early as November 2020.

The pilot period is intended to allow for a period of learning and continual improvements. A program evaluation is being conducted to assess program delivery components and impact on advancing equity. Cohort 2 will be added to the evaluation to provide feedback on the continuation of the program.

**Timeline**

The anticipated timeline for the Pilot expansion is as follows:

Action:	Anticipated Date:
MTC Commission action on the Expanded Regional Means-Based Transit Fare Pilot Program (Clipper START)	August 26, 2020
Transit Agency Boards consider approval of Means-based Fare Discount program participation (required prior to the agency's launch)	Ongoing beginning in July 2020
Program design and Clipper START changes to accommodate expansion	July - December 2020
Program launch for additional transit operators (Cohort 2). Implementation may be staggered.	As early as November 2020

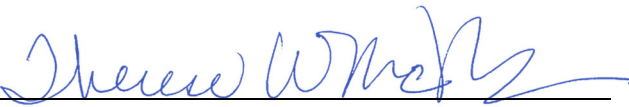
**Issues:**

1. Agency Participation. There are 17 interested operators to date as listed in Attachment B. Note that all large operators, with the exception of the Santa Clara Valley Transportation Authority, have indicated interest to join the program. While there is conceptual agreement between MTC and agency staff, each agency's program participation is subject to governing board approval. Agency launch dates may be staggered depending on transit operator board approvals and Title VI analysis.
2. Financial Risk related to rider participation rates and beyond the pilot period. The extent of regional revenue loss is dependent on the rates of discount and participation (eligible riders). While participation rates can be estimated based on existing programs in the Bay Area and beyond, the actual participation rate, particularly during the COVID-19 period, is unknown. Staff will be monitoring the program participation throughout the pilot. On-going funding for the 17 new operators has not been identified beyond the pilot period.

**Recommendation:** Refer Resolution No. 4320, Revised to the Commission for approval.

**Attachments:** Attachment A – MTC Resolution No. 4320, Revised

Attachment B – List of Interested Transit Operators for Clipper START Pilot

  
Therese W. McMillan

Date: May 23, 2018  
W.I.: 1311  
Referred by: PAC  
Revised: 08/26/20-C

ABSTRACT

MTC Resolution No. 4320, Revised

This resolution approves the Regional Means-Based Fare Program Framework, a regional low-income discount fare program for eligible transit riders.

On August 26, 2020, Attachment A was revised to expand the Regional Means-Based Transit Fare Pilot to additional eligible transit operators.

Further discussion of this action is contained in the MTC Programming and Allocations Summary Sheet dated May 9, 2018 and Executive Director Memorandum dated May 16, 2018, and August 12, 2020.

Date: May 23, 2018  
W.I.: 1311  
Referred by: PAC

RE: Regional Means-Based Program Framework

METROPOLITAN TRANSPORTATION COMMISSION  
RESOLUTION NO. 4320

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, transit affordability has been highlighted as a regional issue in MTC's Coordinated Plan, Plan Bay Area and other plans;

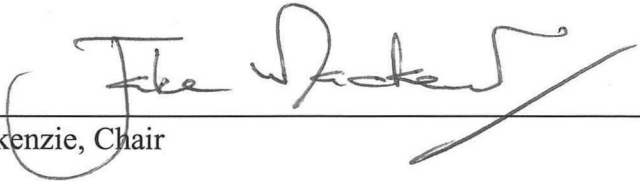
WHEREAS, MTC has conducted the Regional Means-Based Fare Pricing Study;

WHEREAS, the MTC recommends adopting a regional framework for the program, with participating operators, funding guidelines, and program conditions, as shown in Attachment A;

RESOLVED, that MTC approves Regional Means Based Fare Program Framework, subject to the conditions noted therein; and, be it further

RESOLVED, that MTC may annually allocate regional funds to support the Regional Means Based Fare Program per the respective funding program guidelines.

METROPOLITAN TRANSPORTATION COMMISSION

  
\_\_\_\_\_  
Jake Mackenzie, Chair

The above resolution was approved by the  
Metropolitan Transportation Commission  
at a regular meeting of the Commission held  
in San Francisco, California, on May 23, 2018.



Date: May 23, 2018  
W.I.: 1311  
Referred by: PAC  
Revised: 08/26/20-C

Attachment A  
Resolution No. 4320  
Page 1 of 2

## **Regional Means Based Transit Fare Pilot Program Framework**

### ***Participating Agencies***

#### **Initial Group (Cohort 1):**

1. Bay Area Rapid Transit (BART)
2. Caltrain
3. Golden Gate Bridge, Highway and Transportation District (GGBHTD)
4. San Francisco Municipal Transportation Agency (SFMTA)

#### **Expanded Group (Cohort 2):**

As of August 26, 2020, additional transit agencies serving within the nine-Bay Area region may participate in the Pilot.

### ***Means-based Discount***

A minimum 20% per trip discount off the adult fare (in addition to any existing Clipper® discounts) will be offered to eligible persons.

### ***Eligibility***

Adults earning less than 200% Federal Poverty Level (FPL)

### ***Funding***

#### **Overall Funding Estimates and Program Administration Funding:**

Cohort 1: MTC to make available an estimated \$11 million in funding per year (subject to annual allocation action by MTC and fluctuations in annual revenues), which would be used for subsidy, with administrative costs funded first. The MTC contribution comes from State Transit Assistance population-based funds (approximately \$8 million per year) and Low Carbon Transit Operations Program (LCTOP) population-based funds (approximately \$3 million per year). Funding from these programs is approved through MTC Resolution Nos. 4321, 4130, and 4420.

Cohort 2: A one-time commitment of funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act is being provided specifically for Cohort 2 (approximately \$5 million). Funding from these programs is approved through MTC Resolution No. 4420.

#### **Initial Group (Cohort 1) Subsidy:**

Of the estimated \$11 million being made available in funding per year (12 months) referenced above for the pilot period, a total of \$12 million over 18 months is being made available to subsidize fares up to 10% during the pilot period. Participating operators are to cover the remainder of the discount or any additional revenue losses from other sources.

#### **Expanded Group (Cohort 2) Subsidy:**

A total of \$5 million over the pilot period (actual start date may vary but pilot end date will be the same as Cohort 1) is being made available to subsidize fares up to 10% for operators in Cohort 2. Participating operators are to cover the remainder of the discount or any additional revenue losses from other sources.

***Implementation***

- Program will be a 12 to 18-month pilot.
- Program to be implemented on Clipper through a discount coupon approach.
- Program will be centrally administered on behalf of all participating agencies.
- Program will be evaluated for continual improvements and is subject to revision based on financial sustainability, efficiency, and effectiveness.

Timing of transit operator launch is contingent on Clipper system capabilities and appropriate transit operator Board approvals.

***Conditions***

- Operators to conduct Title VI analysis per Federal Transit Administration (FTA) as required.
- The formula for distributing regional funds to transit operators will be based on actual trips taken and is subject to refinement based on the rider participation rates and amount of regional funding available.
- SFMTA can continue, expand, or eliminate its current Lifeline monthly program; however, the regional funding will only be used to compensate for participation in the new regional program. Other operators with existing low-income rider discount programs, who are not participating in the regional program, would not be eligible for regional Means-Based Fare Program funding.

**Attachment B – List of Interested Transit Operators  
For Clipper START Pilot (Cohort 2)  
FY2020-21 through FY2021-22**

The table below lists transit operators *interested* in participating in the Clipper START Pilot. Operators may withdraw from the list; however, no new transit operators may be added. Actual participation in the Clipper START Pilot is contingent on transit operator Board approval, compliance with the Regional Means-Based Framework, and consistency with the current FTA Title VI requirements.

**Table 1: Transit Operator Interest and Level of Discount Offering  
(As of July 16, 2020)**

<i>20% Discount</i>	<i>50% Discount</i>
Alameda-Contra Costa Transit District (AC Transit)	Marin Transit
County Connection	Sonoma-Marina Area Rail Transit (SMART)
Fairfield and Suisun Transit (FAST)	San Francisco Bay Area Water Emergency Transportation Authority (WETA)
Livermore-Amador Valley Transit Authority (LAVTA)	
Napa VINE	
Petaluma Transit	
San Mateo County Transit District (SamTrans)	
Santa Rosa CityBus	
Solano County Transit (SolTrans)	
Sonoma County Transit	
Eastern Contra Costa Transit Authority (Tri Delta Transit)	
Union City Transit	
Vacaville – City Coach	
Western Contra Costa Transportation Authority (WestCAT)	
<b>Subtotal: 14</b>	<b>Subtotal: 3</b>
<b>Total: 17</b>	



# Metropolitan Transportation Commission

375 Beale Street, Suite 800  
San Francisco, CA 94105

## Legislation Details (With Text)

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**File #:** 20-0426      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Commission Approval  
**File created:** 2/27/2020      **In control:** Programming and Allocations Committee  
**On agenda:** 8/12/2020      **Final action:**  
**Title:** Transportation Funding and Housing Linkages Consensus

Commissioner consensus on future efforts to link funding for transportation investments to improvements in housing outcomes.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [8b - 20-0426 Transp Fund and Housing Link Update to Commissions.pdf](#)  
[8b - 20-0426 PAC4a-Transportation Funding and Housing Linkages.pdf](#)  
[4a - 20-0426 Transportation Funding and Housing Linkages.pdf](#)

Date	Ver.	Action By	Action	Result
8/26/2020	1	Metropolitan Transportation Commission		
8/12/2020	1	Programming and Allocations Committee	adopted	Pass
7/8/2020	1	Programming and Allocations Committee		

**Subject:**

Transportation Funding and Housing Linkages Consensus

Commissioner consensus on future efforts to link funding for transportation investments to improvements in housing outcomes.

**Presenter:**

Theresa Romell

**Recommended Action:**

Commission Approval

# Metropolitan Transportation Commission

August 26, 2020

Agenda Item 8b - 20-0426

## Transportation Funding and Housing Linkages Consensus

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- Subject:** Commissioner consensus on future efforts to link funding for transportation investments to improvements in housing outcomes.
- Background:** At the August 12<sup>th</sup> Programming and Allocations Committee meeting, Commissioners requested modifications to the language contained in Attachment A: Transportation Funding and Housing Linkages Consensus, to incorporate specific consideration of a potential increase to the County share of third-cycle One Bay Area Grant (OBAG 3) funds in addition to increased flexibility in use of those funds. Commissioners also requested changes to the proposed consensus to incorporate the consideration of regional funding needs related to the COVID-19 pandemic in any future Commission deliberation regarding the use of incremental OBAG 3 funding to incentivize improved housing outcomes.
- Commissioner requested modifications to the consensus are shown in red underline in Attachment A.
- Issues:** None
- Recommendation:** Approval of the Transportation Funding Housing Linkages Consensus.
- Attachments:** Attachment A: Transportation Funding and Housing Linkages Consensus (Revised).



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Therese W. McMillan

## Transportation Funding and Housing Linkages Consensus

**Purpose:** This document outlines the consensus of the Commission, as compiled by staff, on five items related to connecting transportation funding to housing. The consensus was reached informally at the January 2020 Commission Workshop and formalized at the July 2020 Commission meeting (pending approval of this agenda item).

Additional information/discussion is provided in *italics*.

- 1) Housing Laws:** To be eligible for funding under the next cycle of the One Bay Area Grant (OBAG 3) grant program, jurisdictions must be compliant with state housing laws.

Consistent with OBAG 2, jurisdictions will be required to have their housing element certified by HCD, submit annual housing progress reports to HCD throughout the funding cycle, adopt a resolution affirming compliance with the Surplus Land Act, and submit to HCD a local inventory of surplus land.

Additionally, as part of OBAG 3, jurisdictions will be required to demonstrate compliance with state laws governing density bonuses, accessory dwelling units, and the Housing Accountability Act.

*Housing Element law has changed significantly in recent years, and as such, the OBAG requirements for a city or county to have a certified housing element and submit annual progress reports will be much more meaningful leading up to the OBAG 3 cycle. Compliance with Housing Element law includes the adoption of an HCD-certified Housing Element in compliance with new site inventory and Affirmatively Furthering Fair Housing (AFFH) requirements. Annual progress reports (APRs) must also meet enhanced reporting requirements for rezoning, no net loss, and projects at various stages of the entitlement process.*

- 2) Compliance:** Staff will develop a process to determine compliance with the housing laws listed above in the most streamlined and coordinated manner possible.

Staff will continue to verify the status of housing elements and annual housing element progress reports through HCD's existing reporting procedures.

*For all other housing laws required through OBAG 3, MTC staff proposes self-certification of compliance, by way of a Council/Board resolution and Opinion of Counsel, unless or until the State develops and maintains applicable compliance data.*

*Additionally, evidence of a Housing Accountability Act violation may trigger a case specific evaluation of required compliance and funding eligibility by MTC staff, in cooperation with HCD.*

- 3) Future OBAG Cycles:** Staff will update the required state housing laws that jurisdictions must comply with to be eligible for OBAG funding prior to each new cycle of program funding.

*Should additional housing laws be enacted prior to adoption of the OBAG 3 guidelines, staff will recommend modifications, if any are warranted, to the OBAG 3 compliance requirements to the Commission for approval.*

- 4) County/Regional Shares:** Staff will bring to the Commission for consideration potential revisions to the County vs. Regional shares of the OBAG 3 program, specifically, an increase to the County share as compared to OBAG 2- Additionally, the Commission will consider further flexibility for the expenditure of OBAG funds while maintaining federal requirements for project eligibility and consistency with the current Regional Transportation Plan/Sustainability Communities Strategy.

*As part of the OBAG 3 guidelines development, staff will provide information on the types of expenditures and programs funded through the OBAG 2 county and regional programs for informational and discussion purposes.*

- 5) Incentive Funding:** If the region receives a significant increase in federal transportation revenues above those forecast for the OBAG 3 program horizon, and/or the county share is increased from that of OBAG 2, the Commission will consider using that increment to reward or incentivize jurisdictions based on housing performance. Deliberation regarding the use of incremental funding to incentivize housing outcomes will take into account regional funding needs related to the COVID-19 pandemic.

*Staff will provide information and options to inform the Commission's consideration of incentive funds.*

**Metropolitan Transportation Commission  
Programming and Allocations Committee**

August 12, 2020

Agenda Item 4a - 20-0426

**Transportation Funding and Housing Linkages Consensus**

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**Subject:** Commissioner consensus on future efforts to link funding for transportation investments to improvements in housing outcomes.

**Background:** At the January 2020 Commission Workshop, Commissioners were presented with a recap of past discussions related to transportation funding and housing linkages, as well as a staff proposal to consider three potential fund conditioning approaches that could be applied to a short list of appropriate transportation revenue sources.

Commission discussion concerning conditioning transportation funding on housing outcomes culminated with a consensus reached at the workshop to focus efforts on the next cycle of the One Bay Area Grant program (OBAG 3) including:

- Require jurisdictions be compliant with relevant state housing laws to be eligible for OBAG 3 funds;
- Consider the appropriateness of adjusting the funding split between the county and regional programs; and
- Consider using incremental funding increases to the program to reward or incentivize housing performance (similar to the Housing Incentive Pool program).

OBAG funds may only be used for investment in transportation. Policies related to conditioning these funds on housing outcomes does not change the basic requirement that they be used on eligible transportation projects and programs.

**Adapting to New State Laws**

Housing Element law has changed significantly in recent years, and as such, will require a continued level of effort for cities and counties to develop and adopt a compliant Housing Element and meet reporting requirements.

The state has dedicated funding to support local jurisdictions in developing compliant Housing Elements and satisfying other state law requirements. In February 2020, ABAG assigned the first \$5.9 million out of the \$23.9 million Bay Area share of the Regional Early Action Planning (REAP) program. REAP and its local formula component, Local Early Action Planning (LEAP), are part of a one-time statewide investment to support regions and local jurisdictions with implementing the sixth cycle of the Regional Housing Needs Allocation (RHNA) and otherwise accelerating housing production. The remaining \$18 million in REAP funding will be programmed by ABAG in a future action.



**Recommendation**

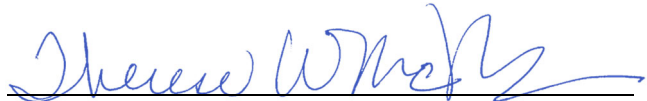
Because the January Commission workshop was not an action item, staff proposes memorializing the consensus to guide future programming actions, particularly for OBAG 3. As the OBAG 2 program runs through FY2021-22, discussions for the OBAG 3 program policies are anticipated to begin in Spring 2021.

The proposed full consensus is shown in Attachment A to this summary.

**Issues:** None

**Recommendation:** Refer the Transportation Funding Housing Linkages Consensus to the Commission for approval

**Attachments:** Attachment A – Transportation Funding Housing Linkages Consensus

  
Therese W. McMillan

## Transportation Funding and Housing Linkages Consensus

**Purpose:** This document outlines the consensus of the Commission, as compiled by staff, on five items related to connecting transportation funding to housing. The consensus was reached informally at the January 2020 Commission Workshop and formalized at the July 2020 Commission meeting (pending approval of this agenda item).

Additional information/discussion is provided in *italics*.

- 1) Housing Laws:** To be eligible for funding under the next cycle of the One Bay Area Grant (OBAG 3) grant program, jurisdictions must be compliant with state housing laws.

Consistent with OBAG 2, jurisdictions will be required to have their housing element certified by HCD, submit annual housing progress reports to HCD throughout the funding cycle, adopt a resolution affirming compliance with the Surplus Land Act, and submit to HCD a local inventory of surplus land.

Additionally, as part of OBAG 3, jurisdictions will be required to demonstrate compliance with state laws governing density bonuses, accessory dwelling units, and the Housing Accountability Act.

*Housing Element law has changed significantly in recent years, and as such, the OBAG requirements for a city or county to have a certified housing element and submit annual progress reports will be much more meaningful leading up to the OBAG 3 cycle. Compliance with Housing Element law includes the adoption of an HCD-certified Housing Element in compliance with new site inventory and Affirmatively Furthering Fair Housing (AFFH) requirements. Annual progress reports (APRs) must also meet enhanced reporting requirements for rezoning, no net loss, and projects at various stages of the entitlement process.*

- 2) Compliance:** Staff will develop a process to determine compliance with the housing laws listed above in the most streamlined and coordinated manner possible.

Staff will continue to verify the status of housing elements and annual housing element progress reports through HCD's existing reporting procedures.

*For all other housing laws required through OBAG 3, MTC staff proposes self-certification of compliance, by way of a Council/Board resolution and Opinion of Counsel, unless or until the State develops and maintains applicable compliance data.*

*Additionally, evidence of a Housing Accountability Act violation may trigger a case specific evaluation of required compliance and funding eligibility by MTC staff, in cooperation with HCD.*

- 3) Future OBAG Cycles:** Staff will update the required state housing laws that jurisdictions must comply with to be eligible for OBAG funding prior to each new cycle of program funding.

*Should additional housing laws be enacted prior to adoption of the OBAG 3 guidelines, staff will recommend modifications, if any are warranted, to the OBAG 3 compliance requirements to the Commission for approval.*

- 4) County/Regional Shares:** Staff will bring to the Commission for consideration potential revisions to the County vs. Regional shares of the OBAG 3 program.

*As part of the OBAG 3 guidelines development, staff will provide information on the types of expenditures and programs funded through the OBAG 2 county and regional programs for informational and discussion purposes.*

- 5) Incentive Funding:** If the region receives a significant increase in federal transportation revenues above those forecast for the OBAG 3 program horizon, and/or the county share is increased from that of OBAG 2, the Commission will consider using that increment to reward or incentivize jurisdictions based on housing performance.

*Staff will provide information and options to inform the Commission's consideration of incentive funds.*



# Metropolitan Transportation Commission

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## Legislation Details (With Text)

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**File #:** 20-1162      **Version:** 1      **Name:**  
**Type:** Report      **Status:** Agenda Ready  
**File created:** 7/27/2020      **In control:** Metropolitan Transportation Commission  
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General Counsel (California Government Code Section 54957)

**Sponsors:**

**Indexes:**

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Date	Ver.	Action By	Action	Result
8/26/2020	1	Metropolitan Transportation Commission		

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General Counsel (California Government Code Section 54957)



# Metropolitan Transportation Commission

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## Legislation Details (With Text)

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