



# Metropolitan Transportation Commission Meeting Minutes

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

## Administration Committee

*Committee Members:*

*Federal D. Glover, Chair Cindi Chavez, Vice Chair  
Margaret Abe-Koga, Nate Miley, Gina Papan, David Rabbitt,  
Hillary Ronen, Amy Worth  
Non-Voting Member: Dina El-Tawansy*

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Wednesday, December 8, 2021

9:40 AM

REMOTE

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### Call Remote Meeting to Order

#### 1. Roll Call / Confirm Quorum

**Present:** 7 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth  
**Absent:** 1 - Commissioner Rabbitt

Non-Voting Member Present: Commissioner El-Tawansy

Ex Officio Voting Members Present: Commission Chair Pedroza and Commission Vice Chair Josefowitz

Ad Hoc Non-Voting Members Present: Commissioner Canepa, Commissioner Giacopini, and Commissioner Spering

#### 2. Consent Calendar

**Upon the motion by Commissioner Worth and the second by Commissioner Abe-Koga, the Consent Calendar was unanimously approved by the following vote:**

**Aye:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 2 - Chair Glover and Commissioner Rabbitt

**2a.** [21-1384](#) Minutes of the November 10, 2021 meeting

**Action:** Committee Approval

**2b.** [21-1385](#) MTC Investment Report for September 2021 (Unaudited)

**Action:** Information

**Presenter:** Catherine Cam

- 2c.**     [21-1386](#)     MTC FY 2020-21 First Quarter Financial Statements (Unaudited)

**Action:** Information

**Presenter:** Raymond Woo
- 2d.**     [21-1387](#)     Quarterly Travel Report

**Action:** Information

**Presenter:** Raymond Woo
- 2e.**     [21-1524](#)     Consultant Bench: 2021 Public Engagement, Digital Engagement and Promotion, and Market Research Support Consultant Bench (Circlepoint; Civic Edge Consulting; Corey, Canapary & Galanis; Craft & Commerce, LLP; DKS Associates; EMC Research, Inc.; Envirolssues; Gehl Studio, Inc.; Goodsides LLC; InterEthnica, Inc.; Kearns & West; Next Steps; Quantum Market Research; Resource Development Associates; The Catalyst Group, Inc.; Tzunu LLC; WBA Research); and Contract - Digital Engagement and Promotion: Craft & Commerce, LLPXX (\$175,000)

**Action:** Committee Approval

**Presenter:** Ursula Vogler
- 2f.**     [21-1615](#)     MTC Resolution No. 4506 - California Housing & Community Development \$20 million grant application

**Action:** Commission Approval

**Presenter:** Daniel Saver

### 3. Approval

**3a.**     [21-1489](#)     MTC Resolution No. 1058 - Updates to Commission Procedures Manual

Updates to the Commission Procedures Manual (MTC Resolution 1058) to: increase Policy Advisory Council Members' meeting stipends; adopt more inclusive language by replacing the word "citizen"; specify that public notice associated with Regional Transportation Plan revisions must comply with applicable law and the MTC Public Participation Plan; and clarify provisions related to the Joint MTC ABAG Legislation Committee.

**Action:** Commission Approval

**Presenter:** Ky-Nam Miller

**Upon the motion by Commissioner Papan and the second by Commissioner Ronen, the Committee unanimously approved the referral of MTC Resolution No. 1058 to the Commission for approval. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 2 - Chair Glover and Commissioner Rabbitt

**3b.**     [21-1504](#)     MTC Resolution No. 4458, Revised - FY 2021-22 Overall Work Program (OWP), Amendment No. 2

A request that the Committee refer MTC Resolution No. 4458, Revised, Amendment No. 2, amending the FY 2021-22 Overall Work Program (OWP) to the Commission for approval.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

**Upon the motion by Commissioner Abe-Koga and the second by Commissioner Papan, the Committee unanimously approved the referral of MTC Resolution No. 4458, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 2 - Chair Glover and Commissioner Rabbitt

**3c.**     [21-1503](#)     MTC Resolution No. 4459, Revised - MTC FY 2021-22 Agency Operating and Capital Budgets

A request that the Committee refer MTC Resolution No. 4459, Revised, the MTC FY 2021-22 Operating and Capital Budgets to the MTC Commission for approval.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

**Upon the motion by Commissioner Worth and the second by Commissioner Papan, the Committee unanimously approved the referral of MTC Resolution No. 4459, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 2 - Chair Glover and Commissioner Rabbitt

**3d.**     [21-1546](#)     MTC Resolution No. 4358, Revised - ABAG Operational Advance for Liquidity and Cash Flow

A request that the Committee authorize the referral of MTC Resolution No. 4358, Revised to the Commission for approval to extend the \$8 million ABAG Operational Advance for Liquidity and Cash Flow through December 2023.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

**Commission Glover arrived during agenda item 3d.**

**Upon the motion by Commissioner Worth and the second by Commissioner Abe-Koga, the Committee unanimously approved the referral of MTC Resolution No. 4358, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Commissioner Abe-Koga, Vice Chair Chavez, Chair Glover, Commissioner Miley, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Rabbitt

**4. Public Comment / Other Business**

**5. Adjournment / Next Meeting**

**The next meeting of the Administration Committee is scheduled to be held on Wednesday, January 12, 2022 at 9:40 a.m. remotely and by webcast. Any changes to the schedule will be duly noticed to the public.**