



Metropolitan Transportation Commission Meeting Minutes

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

Administration Committee

Committee Members:

Adrienne J. Tissier, Chair David Campos, Vice Chair

*Jason Baker, Tom Bates, Federal D. Glover,
Mark Luce, Libby Schaaf,
Scott Wiener, Amy Rein Worth
Non-Voting Member: Bijan Sartipi*

Wednesday, December 9, 2015

9:35 AM

Lawrence D. Dahms Auditorium

Call Meeting to Order

1. Roll Call/Confirm Quorum

Present: 6 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Commissioner Baker, Commissioner Luce and Commissioner Rein Worth

Absent: 3 - Vice Chair Campos, Commissioner Glover and Commissioner Schaaf

Non-Voting Member Absent: Commissioner Sartipi

Ex Officio Voting Members Present: Commission Chair Cortese and Commission Vice Chair Mackenzie

Ad Hoc Non-Voting Members Present: Commissioner Giacomini, Commissioner Haggerty, Commissioner Halsted, and Commissioner Pierce

2. Consent Calendar

Approval of the Consent Calendar

Upon the motion by Commissioner Baker and the second by Commissioner Rein Worth, the Consent Calendar was unanimously approved by the following vote:

Aye: 6 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Commissioner Baker, Commissioner Luce and Commissioner Rein Worth

Absent: 3 - Vice Chair Campos, Commissioner Glover and Commissioner Schaaf

2a. [15-1035](#) Minutes of the November 4, 2015 meeting.

Action: Committee Approval

- 2b.** [15-1036](#) Investment Report for October 2015.
 Action: Information
 Presenter: Susan Woo
- 2c.** [15-1037](#) MTC Financial Statements for October 2015.
 Action: Information
 Presenter: Eva Sun
- 2d.** [15-1039](#) Purchase Order - Copy/Print/Scan Services: Canon Solutions America Inc. (\$750,000)
 Action: Committee Approval
 Presenter: Nick Roethel
- 2e.** [15-1068](#) Contract - Ergonomic Services: PRN Ergonomic Services (\$75,000)
 Action: Committee Approval
 Presenter: Robert Hoffman
- 2f.** [15-1069](#) Purchase Order - FY 2015-16 Temporary Support for Office 365/SharePoint Online Technical and Software Deployment: Protiviti Government Services, Inc. (\$300,000)
 Action: Committee Approval
 Presenter: Nick Roethel
- 2g.** [15-1094](#) Contract Amendment - Bike to Work Day 2016: Bay Area Bicycle Coalition (\$150,000)
 Action: Committee Approval
 Presenter: Leslie Lara
- 2h.** [15-0911](#) MTC Resolution No. 3619, Revised - Recommended Revisions to Executive Director's Signature Authority.

 Recommendation for approval to authorize the Executive Director and a designated Deputy Executive Director to sign contracts and contract amendments totaling \$200,000 without referral to a standing Committee of the Commission and to execute emergency contracts up to \$1,000,000.
 Action: Commission Approval
 Presenter: Denise Rodrigues

Approval

3. [15-1040](#) Contract - Plan Bay Area 2040 Environmental Impact Report Project
 Manager: Tschudin Consulting Group (\$200,000)

Action: Committee Approval

Presenter: Adam Noelting and Matt Maloney

Upon the motion by Commissioner Baker and the second by Commissioner Bates, the Committee unanimously approved the Contract with Tschudin Consulting Group. The motion carried by the following vote:

Aye: 6 - Chairperson Tissier, Commissioner Wiener, Commissioner Bates, Commissioner Baker, Commissioner Luce and Commissioner Rein Worth

Absent: 3 - Vice Chair Campos, Commissioner Glover and Commissioner Schaaf

Information

4. [15-1038](#) Monthly Travel Report for October 2015.

Action: Information

Presenter: Eva Sun

5. Public Comment / Other Business

6. Adjournment / Next Meeting

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