



# Metropolitan Transportation Commission Meeting Minutes

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

## Administration Committee

### *Committee Members:*

*Federal D. Glover, Chair      Jeannie Bruins, Vice Chair*

*Carol Dutra-Vernaci, Nick Josefowitz, Gina Papan,  
Hillary Ronen, Libby Schaaf, Amy R. Worth  
Non-Voting Member: Tony Tavares*

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Wednesday, September 4, 2019

9:35 AM

Yerba Buena Conference Room - 1st Floor

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\*\*\* Please note meeting date, time, and location. \*\*\*

### Call Meeting to Order

#### 1. Roll Call/Confirm Quorum

**Present:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

Non-Voting Member Absent: Commissioner Tavares

Ex Officio Voting Members Present: Commission Vice Chair Pedroza

Ad Hoc Non-Voting Members Present: Commissioner Cortese

#### 2. Consent Calendar

**At the request of Commissioner Papan, agenda item 2e was pulled from the Consent Calendar for discussion. Upon the motion by Commissioner Worth and the second by Commissioner Bruins, the Consent Calendar, with the exception of agenda item 2e, was unanimously approved by the following vote:**

**Aye:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

**2a.**     [19-0846](#)     Minutes of the July 10, 2019 meeting

**Action:** Committee Approval

**2b.**     [19-0847](#)     Investment Report for June 2019

**Action:** Information

**Presenter:** Catherine Cam

2c. [19-0848](#) MTC Financial Statements as of June 2019 (unaudited)

**Action:** Information

**Presenter:** Sonia Elsonbaty

2d. [19-0849](#) Monthly Travel Report and International Travel Request

**Action:** Information

**Presenter:** Sonia Elsonbaty

2e. [19-0845](#) Contract Amendment - Website Management, Design, and Development Services: Exygy, Inc. (\$125,000)

**Action:** Committee Approval

**Presenter:** Raleigh McCoy

**Upon the motion by Commissioner Papan and the second by Commissioner Worth, the Committee unanimously approved the contract amendment with Exygy, Inc. The motion carried by the following vote:**

**Aye:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

2f. [19-0884](#) Contract Amendments - SB1 Adaptation Planning Grants:  
i. Colma Creek, South San Francisco Project: Hassell Design Ltd. (\$20,000); and  
ii. Grand Bayway SR37 Public Access Project: Tom Leader Studio, Inc. (\$20,000)

**Action:** Committee Approval

**Presenter:** Allison Brooks

2g. [19-0670](#) MTC Resolution No. 4391 - Revised Plan for Special Language Services to Limited English Proficient (LEP) Populations

**Action:** Commission Approval

**Presenter:** Michael Brinton

- 2h. [19-0921](#) Contract - Bench Audit Firms for Auditing, Attestation and Consulting Services (\$300,000)
- i. Badawi & Associates, Oakland, CA
  - ii. Crowe LLP, San Francisco, CA
  - iii. Grant Thornton LLP, San Francisco, CA
  - iv. KPMG LLP, San Francisco, CA
  - v. Macias Gini & O'Connell LLP, Walnut Creek, CA

**Action:** Committee Approval

**Presenter:** Anna Pan

- 2i. [19-0935](#) Contract Amendment - Priority Development Area (PDA) Technical Assistance for the City of Rohnert Park: Fehr & Peers (\$65,000)

**Action:** Committee Approval

**Presenter:** Mark Shorett

- 2j. [19-0936](#) Contract Amendment - Priority Development Area (PDA) Technical Assistance for the City of Oakland: Placeworks (\$42,771)

**Action:** Committee Approval

**Presenter:** Mark Shorett

### 3. Approval

- 3a. [19-0850](#) MTC Resolution No. 4370, Revised - FY 2019-20 Overall Work Program (OWP) - Amendment

A request for approval of an amendment to add two new grant awards and a final SB1 allocation.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

**Upon the motion by Commissioner Bruins and the second by Commissioner Worth, the Committee unanimously approved the referral of MTC Resolution No. 4370, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth

**Absent:** 1 - Commissioner Schaaf

### 4. Public Comment / Other Business

### **5. Adjournment / Next Meeting**

**The next meeting of the Administration Committee will be held on the October 9, 2019 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105.**