



Metropolitan Transportation Commission Meeting Minutes

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

Administration Committee

Committee Members:

*Federal D. Glover, Chair Vacant, Vice Chair
Margaret Abe-Koga, Carol Dutra-Vernaci, Nick Josefowitz,
Gina Papan, Hillary Ronen, Libby Schaaf,
Amy R. Worth,
Non-Voting Member: Dina El-Tawansy*

Wednesday, December 9, 2020

9:40 AM

Board Room - 1st Floor (REMOTE)

Call Remote Meeting to Order

1. Roll Call / Confirm Quorum

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

Non-Voting Member: Vacant

Ex Officio Voting Members Present: Commission Chair Haggerty

Ad Hoc Non-Voting Members Present: Commissioner Ahn, Commissioner Giacomini, Commissioner Mackenzie, and Commissioner Sperring

2. Consent Calendar

The Committee directed staff to include detailed forecasted needs including information outlining the MTC-ABAG cost breakdown for any future legal notice contract for services as it relates to the contract amendment in agenda item 2i.

Upon the motion by Commissioner Worth and the second by Chair Glover, the consent calendar was unanimously approved by the following vote:

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

2a. [20-1600](#) Minutes of the November 4, 2020 meeting

Action: Committee Approval

2b. [20-1601](#) Investment Report for September 2020

Action: Information

Presenter: Catherine Cam

- 2c. [20-1602](#) Monthly Travel Report
Action: Information
Presenter: Raymond Woo
- 2d. [20-1623](#) Consultant Panel - 2020 Website Support Services Bench - Cycle 1
(360 BC Group, Inc. dba 360Civic; Bayen Group, LLC; Citrus Studios Inc.; Clarity Partners, LLC; Echidna Corp. o/a Digital Echidna; Exygy Inc.; FivePaths LLC; Forum One Communications Corp; Interpersonal Frequency LLC; Kalamuna Inc.; Neumeric Technologies Corporation; Peak Digital, LLC; Planeteria Media LLC; Silly Monkey Studios, LLC dba Kanopi Studios; Stellar Agency, LLC; Kalyani Ramaiyan dba Symmetrical Designs; The Glue, LLC; TransSIGHT LLC; Vardot, LLC; Wire Media, LLC)
Action: Committee Approval
Presenter: Alysha Nachtigall
- 2e. [20-1470](#) MTC Resolution No. 4173, Revised - Reauthorization of MTC Investment Policy
Action: Commission Approval
Presenter: Brian Mayhew
- 2f. [20-1450](#) MTC Resolution No. 4265, Revised - MTC Debt Policy Issuance and Management
Action: Commission Approval
Presenter: Brian Mayhew
- 2g. [20-1239](#) MTC Resolution No. 4436 - Establishment of an Internal Revenue Code (IRC) Section 115 Post-Employment Benefits Trust with Public Agency Retirement Services (PARS); and Authorization of Related Contract(s) with PARS
Action: Commission Approval
Presenter: Brian Mayhew

2h. [20-1644](#) Contracts - Pavement Management Technical Assistance Program (P-TAP) Round 22:

- i. Adhara Systems, Inc., San Jose, CA
- ii. AMS Consulting, LLC, Pleasanton, CA
- iii. Bellecci & Associates, Inc., Concord, CA
- iv. Capitol Asset & Pavement Services, Inc., Salem, OR
- v. Harris & Associates, Inc., Concord, CA
- vi. Michael Baker International, Oakland, CA
- vii. Nichols Consulting Engineers, CHTD, Richmond, CA
- viii. Pavement Engineering, Inc., San Luis Obispo, CA

Action: Committee Approval

Presenter: Christina Hohorst

2i. [20-1723](#) Contract Amendment - Legal Notice Contract: Daily Journal Corporation (\$115,000)

Action: Committee Approval

Presenter: Marcella Aranda

2j. [20-1469](#) MTC Financial Statements for September 2020

Action: Information

Presenter: Raymond Woo

3. Information

3a. [21-0021](#) MTC Equity Update: Equity Consultant Bench

Action: Information

Presenter: Nalungo Conley

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, January 13, 2021 at 9:40 p.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105 (remotely and by webcast as appropriate depending on the status of any shelter in place orders).