



# 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, February 12, 2020

9:35 AM

Board Room - 1st Floor

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### Call Meeting to Order

#### 1. Roll Call / Confirm Quorum

**Present:** 8 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen, Commissioner Schaaf and Commissioner Worth

Non-Voting Member Absent: Commissioner Tavares

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

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

#### 2. Consent Calendar

**Upon the motion by Commissioner Papan and the second by Commissioner Bruins, the Consent Calendar was unanimously approved by the following vote:**

**Aye:** 8 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen, Commissioner Schaaf and Commissioner Worth

**2a.**     [20-0104](#)     Minutes of the January 8, 2020 meeting

**Action:** Committee Approval

**2b.**     [20-0105](#)     Investment Report for November 2019

**Action:** Information

**Presenter:** Catherine Cam

**2c.**     [20-0106](#)     MTC Financial Statements for November 2019

**Action:** Information

**Presenter:** Raymond Woo

**2d.**     [20-0107](#)     Monthly Travel Report and International Travel Request

**Action:** Committee Approval

**Presenter:** Raymond Woo

**2e.**     [20-0112](#)     Contract Amendment - StreetSaver® Software Development, Maintenance, and Support: DevMecca.com, LLC (\$3,900,000)

**Action:** Committee Approval

**Presenter:** Sui Tan

**2f.**     [20-0119](#)     Contract Amendment - Pavement Management Technical Assistance Program (P-TAP) Round 21 (\$1,623,400): AMS Consulting, LLC (\$250,000), Nichols Consulting Engineers, CHTD (\$247,400), Capitol Asset & Pavement Services, Inc. (\$264,500); Harris & Associates, Inc. (\$224,300); Pavement Engineering, Inc. (\$181,100); Quality Engineering Solutions Inc. (\$180,600); Fugro Roadware, Inc. (\$175,500); Bellecci & Associates, Inc. (\$100,000)

**Action:** Committee Approval

**Presenter:** Christina Hohorst

**3. Approval****3a.**     [20-0122](#)     Contract - Professional Auditing Services: Crowe LLP (\$1,066,000)

A request for approval of a five-year contract with Crowe LLP to provide the annual financial and compliance audit services, with two one-year renewal options, subject to annual budgetary approval. The contract amount for FY 2019-20 is not to exceed \$1,066,000. The estimated total amount of the five-year contract with 2.5 percent inflation assumption is \$5,178,601.

**Action:** Committee Approval

**Presenter:** Brian Mayhew

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

**Aye:** 8 - Commissioner Bruins, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen, Commissioner Schaaf and Commissioner Worth

**4. Public Comment / Other Business**

**5. Adjournment / Next Meeting:**

**The next meeting of the Administration Committee is scheduled to be held on March 11, 2020 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105.**