



Metropolitan Transportation Commission

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

Meeting Agenda

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

Wednesday, March 11, 2020

9:35 AM

Board Room - 1st Floor

This meeting is scheduled to be webcast live on the Metropolitan Transportation Commission's Website: <http://mtc.ca.gov/whats-happening/meetings> and will take place at 9:35 a.m. or immediately following the 9:30 a.m. BATA Oversight Committee meeting.

For information contact the Committee Clerk at (415) 778-5367.

1. Call to Order / Roll Call / Confirm Quorum

Quorum: A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5).

2. Consent Calendar

- 2a. [20-0259](#) Minutes of the February 12, 2020 meeting
Action: Committee Approval
Attachments: [2a_20-0259_02-12-2020_Draft_Administration_Minutes.pdf](#)
- 2b. [20-0288](#) Investment Report for December 2019
Action: Information
Presenter: Catherine Cam
Attachments: [2b_20-0288_Investment_Report_December'2019.pdf](#)
- 2c. [20-0289](#) MTC Financial Statements for December 2019
Action: Information
Presenter: Raymond Woo
Attachments: [2c_20-0106_Financial_Statement_Dec_2019.pdf](#)

- 2d. [20-0290](#) Monthly Travel Report
Attachments: [2d_20-0290_Monthly_Travel_Report.pdf](#)
- 2e. [20-0274](#) Contract - Microsoft Three-Year Volume Enterprise Software Licensing Agreement Renewal: SoftwareONE, Inc. (\$900,000)
Action: Committee Approval
Presenter: Queli Go
Attachments: [2e_20-0274_Contract_SoftwareOne_Microsoft_Enterprise_Agreement.pdf](#)
- 2f. [20-0328](#) MTC Resolution No. 1058, Revised - Update Appendix A, MTC's Conflict of Interest Code, to the Commission Procedures Manual
Action: Commission Approval
Presenter: Leslie Miessner
Attachments: [2f_20-0328_Reso-1058_Commission_Procedures_Manual_Update.pdf](#)

3. Approval

- 3a. [20-0116](#) MTC Resolution No. 4413 - Adoption of the Updated Small Business Enterprise (SBE) Program

A request to refer MTC Resolution No. 4413, the updated Small Business Enterprise (SBE) Program, which combines the SBE Program for Civil Construction and the Pilot SBE Program for Professional Services, to the Commission for approval.
Action: Commission Approval
Presenter: Edward Phillips
Attachments: [3a_20-0116_MTC_SBE_Program.pdf](#)
- 3b. [20-0287](#) Contract - Project Technical Support - Fare Coordination/Integration Study and Business Case: Steer Davies & Gleave Inc (Steer) (\$888,231)

A request for approval of a contract with Steer to provide professional planning and analytical support, and to conduct user experience research for the Fare Coordination/Integration Study and Business Case in an amount not to exceed \$888,231.
Action: Committee Approval
Presenter: William Bacon, MTC and Michael Eiseman, BART
Attachments: [3b_20-0287_Contract_Steer_FareCoordination.pdf](#)

- 3c.** [20-0306](#) MTC Resolution No. 4371, Revised - FY 2019-20 MTC Operating and Capital Budgets Amendment
- A request to refer MTC Resolution No. 4371, Revised, the MTC FY 2019-20 Agency Budget, Amendment No. 3, approving a total increase of \$13,926,000 bringing the total operating expense to \$83,278,000.
- Action:** Commission Approval
- Presenter:** Brian Mayhew
- Attachments:** [3c 20-0306 Reso-4371 FY2019-20 MTC Budget Amendment.pdf](#)
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- 3d.** [20-0121](#) Contract - Washington, D.C. Legislative Representative: Summit Strategies Government Affairs LLC (\$900,000)
- A request for approval of a three-year contract with Summit Strategies Government Affairs LLC in an amount not to exceed \$900,000 (\$300,000/year) for federal legislative advocacy services, with an option to extend for another three years.
- Action:** Administration Committee Approval
 Legislation Committee Approval
- Presenter:** Randy Rentschler
- Attachments:** [3d 20-0121 Federal Lobbying Contract Commission.pdf](#)

4. Public Comment / Other Business

5. Adjournment / Next Meeting:

The next meeting of the Administration Committee is scheduled to be held on April 8, 2020 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA 94105.

Public Comment: The public is encouraged to comment on agenda items at Committee meetings by completing a request-to-speak card (available from staff) and passing it to the Committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Meeting Conduct: If this meeting is willfully interrupted or disrupted by one or more persons rendering orderly conduct of the meeting unfeasible, the Chair may order the removal of individuals who are willfully disrupting the meeting. Such individuals may be arrested. If order cannot be restored by such removal, the members of the Committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue.

Record of Meeting: Committee meetings are recorded. Copies of recordings are available at a nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site (mtc.ca.gov) for public review for at least one year.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 415.778.6757 or 415.778.6769 for TDD/TTY. We require three working days' notice to accommodate your request.

可及性和法令第六章: MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。需要便利設施或翻譯協助者，請致電 415.778.6757 或 415.778.6769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Titulo VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 415.778.6757 o al 415.778.6769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Attachments are sent to Committee members, key staff and others as appropriate. Copies will be available at the meeting.

All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are subject to change by the Committee.

MTC's Chair and Vice-Chair are ex-officio voting members of all standing Committees.