



# Metropolitan Transportation Commission

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

## Meeting Agenda

### Administration Committee

*Committee Members:*

*Federal D. Glover, Chair Cindi Chavez, Vice Chair  
Margaret Abe-Koga, Nate Miley, Gina Papan, David Rabbitt,  
Hillary Ronen, Amy Worth*

*Non-Voting Member: Dina El-Tawansy*

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Wednesday, December 8, 2021

9:40 AM

REMOTE

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The Administration Committee is scheduled to meet on Wednesday, November 10, 2021 at 9:40 a.m., in the Bay Area Metro Center (Remotely), or immediately following the 9:35 a.m. BATA Oversight Committee meeting. In light of Governor Newsom's State of Emergency declaration regarding COVID-19 and in accordance with the recently signed Assembly Bill 361 allowing remote meetings, this meeting will be accessible via webcast, teleconference, and Zoom for all participants. A Zoom panelist link for meeting participants will be sent separately to committee, commission, or board members.

The meeting webcast will be available at  
<https://mtc.ca.gov/whats-happening/meetings/live-webcasts>.

Members of the public are encouraged to participate remotely via Zoom at the following link or phone number:

Attendee Link: <https://bayareametro.zoom.us/j/82403299677>

Or iPhone one-tap: US: +13462487799,,82403299677# or +12532158782,,82403299677#

Or Join by Telephone: (for higher quality, dial a number based on your current location) US:

+1 408 638 0968 or +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or

+1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592 or

877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 824 0329 9677

International numbers available: <https://bayareametro.zoom.us/j/82403299677>

Detailed instructions on participating via Zoom are available at:

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>. Committee members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial "\*9". In order to get the full Zoom experience, please make sure your application is up to date.

Members of the public may participate by phone or Zoom or may submit comments by email at [info@bayareametro.gov](mailto:info@bayareametro.gov) by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name in the subject line. Due to the current circumstances there may be limited opportunity to address comments during the meeting. All comments received will be submitted into the record.

## 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. [21-1384](#) Minutes of the November 10, 2021 meeting
- Action:** Committee Approval
- Attachments:** [2a - 21-1384 - Nov 10 Admin Draft Meeting Minutes.pdf](#)
- 2b. [21-1385](#) MTC Investment Report for September 2021 (Unaudited)
- Action:** Information
- Presenter:** Catherine Cam
- Attachments:** [2b - 21-1385 - MTC Investment Report for September 2021.pdf](#)
- 2c. [21-1386](#) MTC FY 2020-21 First Quarter Financial Statements (Unaudited)
- Action:** Information
- Presenter:** Raymond Woo
- Attachments:** [2c - 21-1386 - Q1 FY2021-22 MTC Financial Statements.pdf](#)
- 2d. [21-1387](#) Quarterly Travel Report
- Action:** Information
- Presenter:** Raymond Woo
- Attachments:** [2d - 21-1387 - Quarterly Travel Report.pdf](#)
- 2e. [21-1524](#) Consultant Bench: 2021 Public Engagement, Digital Engagement and Promotion, and Market Research Support Consultant Bench (Circlepoint; Civic Edge Consulting; Corey, Canapary & Galanis; Craft & Commerce, LLP; DKS Associates; EMC Research, Inc.; EnviroIssues; Gehl Studio, Inc.; Goodsides LLC; InterEthnica, Inc.; Kearns & West; Next Steps; Quantum Market Research; Resource Development Associates; The Catalyst Group, Inc.; Tzunu LLC; WBA Research); and Contract - Digital Engagement and Promotion: Craft & Commerce, LLPXX (\$175,000)
- Action:** Committee Approval
- Presenter:** Ursula Vogler
- Attachments:** [2e - 21-1524 - Consultant Bench - Public Engagement.pdf](#)

- 2f.**     [21-1615](#)     MTC Resolution No. 4506 - California Housing & Community Development \$20 million grant application
- Action:**             Commission Approval
- Presenter:**       Daniel Saver
- Attachments:**     [2f - 21-1615 - Reso 4506 - CA Housing and Community Grant.pdf](#)

### 3. Approval

- 3a.**     [21-1489](#)     MTC Resolution No. 1058 - Updates to Commission Procedures Manual
- Updates to the Commission Procedures Manual (MTC Resolution 1058) to: increase Policy Advisory Council Members' meeting stipends; adopt more inclusive language by replacing the word "citizen"; specify that public notice associated with Regional Transportation Plan revisions must comply with applicable law and the MTC Public Participation Plan; and clarify provisions related to the Joint MTC ABAG Legislation Committee.
- Action:**             Commission Approval
- Presenter:**       Ky-Nam Miller
- Attachments:**     [3a - 21-1489 - Reso 1058 - Commission Procedures Manual Updates.pdf](#)
- 3b.**     [21-1504](#)     MTC Resolution No. 4458, Revised - FY 2021-22 Overall Work Program (OWP), Amendment No. 2
- A request that the Committee refer MTC Resolution No. 4458, Revised, Amendment No. 2, amending the FY 2021-22 Overall Work Program (OWP) to the Commission for approval.
- Action:**             Commission Approval
- Presenter:**       Brian Mayhew
- Attachments:**     [3b - 21-1504 - Reso 4458 - OWP Amendment.pdf](#)
- 3c.**     [21-1503](#)     MTC Resolution No. 4459, Revised - MTC FY 2021-22 Agency Operating and Capital Budgets
- A request that the Committee refer MTC Resolution No. 4459, Revised, the MTC FY 2021-22 Operating and Capital Budgets to the MTC Commission for approval.
- Action:**             Commission Approval
- Presenter:**       Brian Mayhew
- Attachments:**     [3c - 21-1503 - Reso 4459 - FY22 Budget Amendment.pdf](#)

- 3d. [21-1546](#) MTC Resolution No. 4358, Revised - ABAG Operational Advance for Liquidity and Cash Flow

A request that the Committee authorize the referral of MTC Resolution No. 4358, Revised to the Commission for approval to extend the \$8 million ABAG Operational Advance for Liquidity and Cash Flow through December 2023.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

**Attachments:** [3d - 21-1546 - Reso 4358 - ABAG Liquidity and Cash Flow.pdf](#)

#### 4. Public Comment / Other Business

#### 5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, January 12, 2022 at 9:40 a.m. remotely and by webcast. Any changes to the schedule will be duly noticed to the public.

**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](http://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.

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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.