



# 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*

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Wednesday, January 13, 2021

9:40 AM

Board Room - 1st Floor (REMOTE)

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### Call Remote Meeting to Order

#### 1. Roll Call / Confirm Quorum

**Present:** 7 - Commissioner Abe-Koga, Commissioner Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen and Commissioner Worth  
**Absent:** 1 - Commissioner Schaaf

Non-Voting Member Absent: Commissioner El-Tawansy

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

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

#### 2. Consent Calendar

**Upon the motion by Commissioner Dutra-Vernaci and the second by Commissioner Worth, the Consent Calendar was unanimously approved by the following vote:**

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

**Absent:** 1 - Commissioner Schaaf

2a. [21-0025](#) Minutes of the December 9, 2020 meeting

**Action:** Committee Approval

2b. [21-0027](#) Contract Amendment - Travel Demand Model Development: Resource Systems Group, Inc. (\$200,000)

**Action:** Committee Approval

**Presenter:** Bill Davidson

- 2c.**     [21-0028](#)     Contracts - Pavement Management Technical Assistance Program (P-TAP) Round 22 - Contracts Totaling \$1,644,000 - Adhara Systems, Inc., San Jose, CA (\$249,000); AMS Consulting, LLC, Pleasanton, CA (\$244,000); Bellecci & Associates, Inc., Concord, CA (\$85,000); Capitol Asset & Pavement Services, Inc., Salem, OR (\$241,000); Harris & Associates, Inc., Concord, CA (\$247,000); Michael Baker International, Oakland, CA (\$85,000); Nichols Consulting Engineers, CHTD, Richmond, CA (\$253,000); and Pavement Engineering, Inc., San Luis Obispo, CA (\$240,000).

**Action:** Committee Approval

**Presenter:** Christina Hohorst

- 2d.**     [21-0034](#)     Contract Amendment - Digital Engagement Support Services: Craft & Commerce, LLP (\$292,000)

**Action:** Committee Approval

**Presenter:** Khristina Wenzinger

- 2e.**     [21-0035](#)     Contract -Regional Active Transportation Plan: Toole Design Group (\$250,000)

**Action:** Committee Approval

**Presenter:** Kara Oberg

- 2f.**     [21-0036](#)     Vacation/Sick Leave Accrual Adjustment for Former LGS Employees Based on CalPers/LGS/MTC Reallocation Agreement

**Action:** Committee Approval

**Presenter:** Denise Rodrigues and Robin James

### 3. Approval

- 3a. [21-0108](#) MTC Resolution No. 4422, Revised - MTC FY 2020-21 Agency Operating Budget Amendment

Staff recommends approval of MTC Resolution No. 4422, Revised, Amendment 2, increasing the MTC FY 2020-21 Agency Operating Budget by \$200,000. The increased cost will be covered by an increase in the transfer from the undesignated operating reserve which had an estimated balance of \$32 million at the start of FY 2020-21.

**Action:** Commission Approval

**Presenter:** Brian Mayhew

Roland Lebrun was called to speak.

**Upon the motion by Commissioner Dutra-Vernaci and the second by Commissioner Worth, the Committee unanimously approved the referral of MTC Resolution No. 4422, Revised to the Commission for approval. The motion carried by the following vote:**

**Aye:** 7 - Commissioner Abe-Koga, 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 is scheduled to be held on Wednesday, February 10, 2021 at 9:40 a.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).**