



# 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*

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Wednesday, June 10, 2020

9:40 AM

Board Room - 1st Floor (REMOTE)

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The MTC Administration Committee is scheduled to meet on Wednesday, June 10, 2020 at 9:40 a.m., in the Bay Area Metro Center (Remotely). In light of Governor Newsom's State of Emergency declaration regarding the COVID-19 outbreak and in accordance with Executive Order N-29-20 issued by Governor Newsom on March 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, the meeting will be conducted via webcast, teleconference, and Zoom for committee, commission, or board members who will participate in the meeting from individual remote locations.

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/99217474102>  
Join by Telephone: 888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)  
Webinar ID: 992 1747 4102

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.**     [20-0733](#)     Minutes of the May 13, 2020 meeting
- Action:**         Committee Approval
- Attachments:**     [5-13-2020 Draft Administration Minutes.pdf](#)
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- 2b.**     [20-0734](#)     Investment Report for March 2020
- Action:**         Information
- Presenter:**     Catherine Cam
- Attachments:**     [20-0734 Investment Report March'2020.pdf](#)
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- 2c.**     [20-0417](#)     Monthly Travel Report
- Action:**         Information
- Presenter:**     Raymond Woo
- Attachments:**     [20-0417 Monthly Travel Report.pdf](#)
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- 2d.**     [20-0814](#)     MTC Resolution No. 4370, Revised - FY 2019-20 Overall Work Program (OWP) Amendment. A request to refer MTC Resolution No. 4370, Revised, the MTC FY 2019-20 Overall Work Program (OWP), Amendment No. 4, approving a final revised allocation which includes a \$102,034 decrease in Federal Highway Administration Planning funds and a \$238,602 increase in Federal Transit Administration 5303 funds.
- Action:**         Commission Approval
- Presenter:**     Brian Mayhew
- Attachments:**     [20-0814 ResoNo 4370 FY2019-20 MTC OWP Amend 4.pdf](#)

### 3. Approval

**3a.**     [20-0427](#)     MTC Resolution No. 4415 - MTC Agency FY 2020-21 Pay Schedules

A request that the Committee refer to the Commission for approval, MTC Resolution No. 4415, approving MTC's agency pay schedules for Committee for Staff Representation (CSR) represented employees, confidential employees, and for specific executive employees for FY 2020-21 to the Commission for approval, consistent with the requirements of California Code of Regulations Title 2, Section 570.5.

**Action:**             Commission Approval

**Presenter:**         Robin James

**Attachments:**     [20-0427 ResoNo 4415 FY2020-21 MTC Agency Pay Schedules.pdf](#)

**3b.**     [20-0846](#)     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. 4, approving a reduction in certain operating revenue and an increase in the reserve fund transfer of \$5.1 million to offset the operating shortfall.

**Action:**             Commission Approval

**Presenter:**         Brian Mayhew

**Attachments:**     [20-0846 ResoNo 4371 FY2019-20 MTC Agency Budget Amendment.pdf](#)

**3c.**     [20-0765](#)     MTC Resolution No. 4422, FY 2020-21 MTC Operating and Capital Budgets

A request that the Committee refer to the Commission for approval, MTC Resolution No. 4422, the MTC FY 2020-21 Operating and Capital Budgets. The budget is balanced as submitted including a \$1.0 million transfer from the MTC Operating reserve to cover the revenue shortfall.

**Action:**             Commission Approval

**Presenter:**         Brian Mayhew

**Attachments:**     [20 0765 ResoNo 4422 FY2020-21 MTC Operating and Capital Budgets.pdf](#)  
[20 0765 Presentation.pdf](#)

### 4. Public Comment / Other Business

**5. Adjournment / Next Meeting:**

**The next meeting of the Administration Committee is scheduled to be held on July 8, 2020 at 9:40 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](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.