



# 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, December 9, 2020

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 Dutra-Vernaci, Chair Glover, Commissioner Josefowitz, Commissioner Papan, Commissioner Ronen, Commissioner Schaaf and Commissioner Worth

Non-Voting Member: Vacant

Ex Officio Voting Members Present: Commission Chair Haggerty

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

#### 2. Consent Calendar

**The Committee directed staff to include detailed forecasted needs including information outlining the MTC-ABAG cost breakdown for any future legal notice contract for services as it relates to the contract amendment in agenda item 2i.**

**Upon the motion by Commissioner Worth and the second by Chair Glover, the consent calendar was unanimously approved by the following vote:**

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

**2a.** [20-1600](#) Minutes of the November 4, 2020 meeting

**Action:** Committee Approval

**2b.** [20-1601](#) Investment Report for September 2020

**Action:** Information

**Presenter:** Catherine Cam

- 2c.**     [20-1602](#)     Monthly Travel Report  
          **Action:** Information  
          **Presenter:** Raymond Woo
- 2d.**     [20-1623](#)     Consultant Panel - 2020 Website Support Services Bench - Cycle 1  
                          (360 BC Group, Inc. dba 360Civic; Bayen Group, LLC; Citrus Studios Inc.;  
                          Clarity Partners, LLC; Echidna Corp. o/a Digital Echidna; Exygy Inc.;  
                          FivePaths LLC; Forum One Communications Corp; Interpersonal  
                          Frequency LLC; Kalamuna Inc.; Neumeric Technologies Corporation; Peak  
                          Digital, LLC; Planeteria Media LLC; Silly Monkey Studios, LLC dba  
                          Kanopi Studios; Stellar Agency, LLC; Kalyani Ramaiyan dba Symmetrical  
                          Designs; The Glue, LLC; TransSIGHT LLC; Vardot, LLC; Wire Media,  
                          LLC)  
          **Action:** Committee Approval  
          **Presenter:** Alysha Nachtigall
- 2e.**     [20-1470](#)     MTC Resolution No. 4173, Revised - Reauthorization of MTC Investment  
                          Policy  
          **Action:** Commission Approval  
          **Presenter:** Brian Mayhew
- 2f.**     [20-1450](#)     MTC Resolution No. 4265, Revised - MTC Debt Policy Issuance and  
                          Management  
          **Action:** Commission Approval  
          **Presenter:** Brian Mayhew
- 2g.**     [20-1239](#)     MTC Resolution No. 4436 - Establishment of an Internal Revenue Code  
                          (IRC) Section 115 Post-Employment Benefits Trust with Public Agency  
                          Retirement Services (PARS); and Authorization of Related Contract(s) with  
                          PARS  
          **Action:** Commission Approval  
          **Presenter:** Brian Mayhew

2h. [20-1644](#) Contracts - Pavement Management Technical Assistance Program (P-TAP) Round 22:

- i. Adhara Systems, Inc., San Jose, CA
- ii. AMS Consulting, LLC, Pleasanton, CA
- iii. Bellecci & Associates, Inc., Concord, CA
- iv. Capitol Asset & Pavement Services, Inc., Salem, OR
- v. Harris & Associates, Inc., Concord, CA
- vi. Michael Baker International, Oakland, CA
- vii. Nichols Consulting Engineers, CHTD, Richmond, CA
- viii. Pavement Engineering, Inc., San Luis Obispo, CA

**Action:** Committee Approval

**Presenter:** Christina Hohorst

2i. [20-1723](#) Contract Amendment - Legal Notice Contract: Daily Journal Corporation (\$115,000)

**Action:** Committee Approval

**Presenter:** Marcella Aranda

2j. [20-1469](#) MTC Financial Statements for September 2020

**Action:** Information

**Presenter:** Raymond Woo

### 3. Information

3a. [21-0021](#) MTC Equity Update: Equity Consultant Bench

**Action:** Information

**Presenter:** Nalungo Conley

### 4. Public Comment / Other Business

### 5. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, January 13, 2021 at 9:40 p.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).