



Metropolitan Transportation Commission

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

Meeting Agenda

Administration Committee

Committee Members:

Federal D. Glover, Chair Alfredo Pedroza, Vice Chair

*Jeannie Bruins, Carol Dutra-Vernaci, Nick Josefowitz,
Jane Kim, Libby Schaaf, Warren Slocum, Amy R. Worth
Non-Voting Member: Bijan Sartipi*

Wednesday, December 13, 2017

9:30 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 9:30 a.m.

1. Roll Call/Confirm Quorum

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

2. Pledge of Allegiance

3. Compensation Announcement (Committee Clerk)

4. Consent Calendar

- 4a. [17-3016](#) Minutes of the November 8, 2017 meeting
Action: Committee Approval
Attachments: [4a_11-08-2017_Administration_Draft_Minutes.pdf](#)
- 4b. [17-3017](#) Investment Report for October 2017
Action: Information
Presenter: Russell Yuen
Attachments: [4b_Investment_Report_October'2017.pdf](#)
- 4c. [17-3018](#) MTC Financial Statements for September 2017
Action: Information
Presenter: Sonia Elsonbaty
Attachments: [4c_FinancialStatement_October'2017.pdf](#)

- 4d. [17-3019](#) Monthly Travel Report
- Action:** Information
- Presenter:** Sonia Elsonbaty
- Attachments:** [4d_Travel_Report_October'2017.pdf](#)
- 4e. [17-3051](#) Contract Amendment - Facilitation Services for the Committee for Housing the Bay Area (CASA): Estolano LeSar Perez Advisors (\$250,000)
- Action:** Committee Approval
- Presenter:** Vikrant Sood
- Attachments:** [4e_Contract_ELPA.pdf](#)

5. Commission Approval

- 5a. [17-2990](#) MTC Resolution No. 4277, Revised - FY 2017-18 Overall Work Program (OWP) Amendment No. 18-01
- The FY 2017-18 OWP is being amended to add a new SB 1 Sustainable Communities Formula Grant of \$2.2 million, and include approximately \$3.2 million unspent carryover federal planning funds from FY 2016-17.
- Action:** Commission Approval
- Presenter:** Brian Mayhew
- Attachments:** [5a_Reso-4277_FY16OWP_Amend-18-02.pdf](#)
- 5b. [17-2991](#) MTC Resolution No. 4280, Revised - Agency Budget Amendment
- The FY 2017-18 MTC Agency Budget is being amended to include carryover federal planning (PL) funds of approximately \$3.2 million and SB 1 funds of \$2.3 million.
- Action:** Commission Approval
- Presenter:** Brian Mayhew
- Attachments:** [5b_Reso-4280_MTC_Budget_Amend.pdf](#)

- 5c. [17-3020](#) Contract - Business Insurance Broker, Consultation and Third Party Insurance Certificate Management Services: USI Insurance Services

A request for authorization to enter into a contract with USI Insurance Services to provide business insurance brokerage, risk assessment and management, and consultation; and issue payment(s) to secure appropriate business insurance policies.

Action: Committee Approval

Presenter: Michael Brinton

Attachments: [5c Contract Insurance Brokerage.pdf](#)

- 5d. [17-3035](#) MTC Resolution No. 4306 - Transit Oriented Affordable Housing (TOAH) II Fund

A request for authorization to enter into an agreement with the Bay Area Transit Oriented Affordable Housing, LLC, and the Low Income Investment Fund to convert the Transit Oriented Affordable Housing (TOAH) Fund to a streamlined and restructured TOAH II Fund.

Action: Commission Approval

Presenter: Therese Trivedi and Melissa Garcia

Attachments: [5d Reso-4306 TOAH.pdf](#)

6. Public Comment / Other Business

7. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on January 10, 2018 at 9:35 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

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.