



Metropolitan Transportation Commission

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

Meeting Agenda

Administration Committee

Committee Members:

Gina Papan, Chair Victoria Fleming, Vice Chair

*Margaret Abe-Koga, Cindy Chavez, Federal Glover,
Nate Miley, Hillary Ronen, and Sheng Thao*

Non-Voting Member: Dina El-Tawansy

Wednesday, April 12, 2023

9:40 AM

Board Room - 1st Floor

This meeting shall consist of a simultaneous teleconference call at the following location(s):
Pinole Public Library, 2935 Valley Road, Pinole, CA 94564

Meeting attendees may opt to attend in person for public comment and observation at 375 Beale Street, Board Room (1st Floor). In-person attendees must adhere to posted public health protocols while in the building. 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.

Committee Members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial *9. When called upon, unmute yourself or dial *6. In order to get the full Zoom experience, please make sure your application is up to date.

Attendee Link: <https://bayareametro.zoom.us/j/87985660773>

iPhone one-tap: US: +13462487799,,87985660773# or +16694449171,,87985660773
877 853 5247 (Toll Free) or 888 788 0099 (Toll Free)

Webinar ID: 879 8566 0773

International numbers available: <https://bayareametro.zoom.us/j/87985660773>

Detailed instructions on participating via Zoom are available at:

<https://mtc.ca.gov/how-provide-public-comment-board-meeting-zoom>

Members of the public may participate by phone or Zoom or may submit comments by email at info@bayareametro.gov by 5:00 p.m. the day before the scheduled meeting date. Please include the committee or board meeting name and agenda item number 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 (4).

2. Consent Calendar

- 2a.** [23-0401](#) Approval of Administration Committee Minutes of the March 8, 2023 Meeting
- Action:** Committee Approval
- Attachments:** [2a 23-0401 03-08-2023 Administration Draft Minutes.pdf](#)
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- 2b.** [23-0500](#) Consultant Bench: 2020 Equity Consultant - Cycle 2: Acterra: Action for a Healthy Planet (dba Acterra); Ann Ming Jen Cheng (dba Ann Cheng Consulting, LLC); Ascendal Group, LLC; Davis R. Schwartz (dba Capital Partnerships Inc.); Baird + Driskell + Abrams Community Planning (dba Community Planning Collaborative Baird + Driskell Community Planning); Dante King (dba Dante King Consulting); Equity & Results Partners, Inc.; Estolano Advisors; EVNoire LLC; HNTB Corporation; Lisa Abboud (dba InterEthnica, Inc.); iSuccess Consulting, Inc.; Jacobs Engineering Group Inc.; Keen Independent Research LLC; KPMG LLP; Metropolitan Planning Group (dba M-Group); Moore Iacofano Goltzman, Inc.; Nova Collective LLC; Sam Schwartz Consulting, LLC; SF Urban Film Fest, Inc.; Social Good Fund, Inc; Steer Davies & Gleave Inc. (dba Steer); STV Incorporated; Sustainable Watershed Designs, Inc. (dba Lotus Water); Brenda W. Davis (dba The Brenda Davis Law Group); The Justice Collective LLC; Transpo Group USA, Incorporated (dba Transpo Group); Venture With Purpose, LLC; Corinne Winter (dba Winter Consulting Group)
- Action:** Committee Approval
- Presenter:** Kỳ-Nam Miller
- Attachments:** [2b 23-0500 Summary Sheet On-Call Equity Bench Cycle 2 Spring 2023.p](#)
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- 2c.** [23-0446](#) Contract Amendment - Digital Engagement and Support Services: Craft & Commerce, LLC (\$112,460)
- Action:** Committee Approval
- Presenter:** Khristina Wenzinger
- Attachments:** [2c 23-0446 Summary Sheet Contract Amendment Craft Commerce.pdf](#)

2d. [23-0356](#) Contract Amendment - Central Square Technologies, LLC (\$758,602)

Action: Committee Approval

Presenter: Suzanne Bode

Attachments: [2d 23-0356 Summary Sheet Contract Amendment-Central Square \\$758602](#)

3. Approval

3a. [23-0508](#) Metropolitan Transportation Commission (MTC) Resolution No. 4577 - Fiscal Year (FY) 2023-24 Overall Work Program (OWP)

A request that the Committee refer MTC Resolution No. 4577 for Commission approval. This resolution guides the FY 2023-24 OWP collaborative metropolitan transportation planning process involving MTC, the Association of Bay Area Governments (ABAG), the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), Caltrans, and other local transportation partners. The request includes authorization for the Executive Director to enter into and execute required certifications, assurances, and an Overall Work Program Agreement (OWPA) for federal and state transportation planning grants.

Action: Commission Approval

Presenter: Matt Maloney

Attachments: [3ai 23-0508 Summary Sheet MTC Reso 4577 FY 2023-24 OWP.pdf](#)

[3aii 23-0508 TEMP-RES-4577.pdf](#)

[3aiii 23-0508 TEMP-RES-4577 Attachment A Draft FY 2023-24 Metropolitan](#)

4. Public Comment / Other Business

*Committee Members and members of the public participating by Zoom wishing to speak should use the "raise hand" feature or dial *9. When called upon, unmute yourself or dial *6.*

5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on Wednesday, May 10, 2023 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA. 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) 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.