



Metropolitan Transportation Commission

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

Meeting Agenda

Administration Committee

Gina Papan, Chair *Victoria Fleming, Vice Chair*

Wednesday, September 11, 2024

9:40 AM

Board Room - 1st Floor

The Administration Committee is scheduled to meet at 9:40 a.m. or immediately following the 9:35 a.m. BATA Oversight Committee meeting.

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.

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/87321397993>

iPhone One-Tap: US:

Or One tap mobile :

+16699006833,,87321397993# US (San Jose)

+14086380968,,87321397993# US (San Jose)

Join by Telephone (for higher quality, dial a number based on your current location) US:

888 788 0099 (Toll Free) or 877 853 5247 (Toll Free)

Webinar ID: 873 2139 7993

International numbers available: <https://bayareametro.zoom.us/j/87321397993>

Detailed instructions on participating via Zoom are available at:

<https://bayareametro.zoom.us/j/87321397993>

<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. All comments received will be submitted into the record.

Clerk: Carsie Bonner

Roster

**Gina Papan (Chair), Victoria Fleming (Vice Chair),
Margaret Abe-Koga, Cindy Chavez, Federal Glover, Nate Miley,
Hillary Ronen, Sheng Thao
Non-Voting Members: Dina El-Tawansy, Libby Schaaf**

1. Call to Order / Roll Call / Confirm Quorum

A quorum of the Commission/Committee/Authority shall be a majority of its voting members (5).

2. Consent Calendar

- 2a.** [24-0915](#) Approval of the Administration Committee Minutes of the July 10, 2024 Meeting.
Action: Committee Approval
Attachments: [2a 24-0915 7-10-2024 Administration Draft Minutes.pdf](#)
- 2b.** [24-0916](#) MTC Investment Report for June 2024 (Unaudited).
Action: Information
Presenter: Catherine Cam
Attachments: [2b 24-0916 Summary Sheet Investment Report June 2024.pdf](#)
 [2b 24-0916 Attachment A Investment Report.pdf](#)
- 2c.** [24-1013](#) Contract - Regional Housing Technical Assistance: Baird + Driskell (d.b.a. Community Planning Collaborative) (\$1,600,000).
Action: Committee Approval
Presenter: Heather Peters
Attachments: [2c 24-1013 Contract TA Consulting Baird Driskell.pdf](#)
- 2d.** [24-0991](#) Contract - Priority Sites Technical Assistance: Aaron Welch Planning (\$4,421,000).
Action: Commission Approval
Presenter: Mark Shorett
Attachments: [2d 24-0991 Contract Priority Sites Technical Assistance.pdf](#)

- 2e. [24-1022](#) Metropolitan Transportation Commission (MTC) Resolution No. 4637, Revised Fiscal Year (FY) 2024-25 Overall Work Program (OWP) Amendment No. 2.

Action: Commission Approval

Presenter: Oscar Quintanilla Lopez

Attachments: [2e 24-1022 1 Summary Sheet MTC Reso 4637 FY 2024-25 OWP.pdf](#)
[2e 24-1022 2 MTC Resolution No 4637.pdf](#)
[2e 24-1022 3 FY 2024-25 MTC OWP Amendment 2.pdf](#)

- 2f. [24-1027](#) Contract - East Bay Priority Production Area Technical Assistance and Planning: PlaceWorks (\$1,000,000)

Action: Committee Approval

Presenter: Ada Chan

Attachments: [2f 24-1027 Contract Eastbay PPA Technical Assistance.pdf](#)

3. Committee Approval

- 3a. [24-1005](#) HUD PRO Housing Grant Award

Authorize the Executive Director or designee to (1) negotiate and enter into a funding agreement with the U.S. Department of Housing and Urban Development (HUD) to receive a \$5 million award from the Pathways to Removing Obstacles to Housing (PRO Housing) grant program, (2) execute other documents and forms necessary or incidental to effectuate the funding agreement.

Action: Committee Approval

Presenter: Daniel Saver

Attachments: [3a 24-1005 Summary Sheet HUD PRO Housing Grant Award.pdf](#)
[3a 24-1005 Attachment A PRO Housing Fact Sheet.pdf](#)

4. Public Comment / Other Business

*Commissioners 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 October 9, 2024 at 9:40 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 Título 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.

MTC's Chair and Vice-Chair are ex-officio voting members of all standing Committees.