



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 5 – Revised

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*Memorandum*

TO: Legislation Committee

DATE: November 14, 2014

FR: Executive Director

W. I. 1114

RE: MTC Resolution No. 3931, Revised — Policy Advisory Council Appointments

In August, staff began recruiting interested Bay Area residents for a period of approximately seven weeks to fill the following vacancies on the Policy Advisory Council:

| County      | Representing                 |
|-------------|------------------------------|
| Marin       | Senior or Disabled Community |
| San Mateo   | Low-Income Community         |
| Santa Clara | Senior or Disabled Community |

MTC Resolution No. 3931, Revised, — the resolution that created the Policy Advisory Council — states that the commissioner(s) from each county must concur on recommendations to fill their county vacancies.

Staff and the corresponding commissioners reviewed the list of qualified applicants. Based on the applications received, commissioners are recommending the following three candidates for your approval.

**Recommended Appointments**

*Marin County, senior*

**Charles Kaufman** is a retired business economics professional who has volunteered for a number of local senior programs. He has participated in AARP’s tax preparation program for Marin County, is a board member for Sausalito Village (a volunteer-based 501c3 that provides services that allow seniors to live independently and remain active as they age), is a member of the Age-Friendly Sausalito Task Force, and is a member of the Marin Mobility Consortium. In addition, former Policy Advisory Council chair Paul Branson has recently worked with Mr. Kaufman and recommends him for the vacancy. Commissioner Kinsey approves of Mr. Kaufman’s recommendation for appointment.

*Santa Clara County, senior*

**Harriet Wolf** is a retired commercial real estate attorney who is now active in the senior, environmental and social justice and faith communities in the South Bay. For the past four years, she has advocated for more senior transportation options, and is an active participant in the county’s Seniors’ Agenda transportation group. Commissioners Cortese, Liccardo and Pirzynski all approve of Ms. Wolf’s recommendation for appointment.

***San Mateo County, low-income***

**Shireen Malekafzali** is Senior Manager for Policy, Planning and Equity at the San Mateo County Health System, and her current focus is on advancing the county's active transportation plan. She has a Bachelor's of Science in Environmental Science and a Master's Degree in Public Health. Prior to her role with the county, she has an 11-year background in work related to transportation equity, urban planning, equitable development and growth, smart growth and healthy places efforts. Her past work at PolicyLink, on national projects, and on projects in other regions has helped to broaden her perspective on how policies can affect low-income communities. Both Commissioner Tissier and Commissioner Aguirre approve of Ms. Malekafzali's recommendation for appointment.

All appointments would become effective upon Commission approval (November 19, 2014) and the appointees would serve through the term ending in July 2017.

Staff requests your recommendation of Charles Kaufman, Shireen Malekafzali, and Harriet Wolf to serve on the Policy Advisory Council, and referral of Resolution 3931, revised, to the Commission for approval.

  
\_\_\_\_\_  
Steve Heminger

Attachment: Resolution 3931, Revised

Date: November 18, 2009  
W.I.: 1114  
Referred by: Legislation  
Revised: 03/24/10-C 02/23/11-C  
02/22/12-C 07/25/12-C  
03/27/13-C 07/24/13-C  
07/23/14-C 11/19/14-C

### ABSTRACT

#### Resolution No. 3931, Revised

This resolution defines the role and responsibilities of the Commission's Policy Advisory Council.

This resolution supersedes Resolution No. 3516. Further discussion of this action is contained in the Executive Director's memorandum dated November 6, 2009. This resolution includes:

- Attachment A, which outlines the mission statement, roles, expectations, procedures, appointment process and membership criteria for the Council;

This resolution was revised on March 24, 2010, to include:

- Attachment B, a table listing the currently appointed advisors and their term.

This resolution was revised on February 23, 2011, to include revisions to Attachment B and:

- Attachment C, a table showing which advisors have been replaced and their replacements.

This resolution was revised on February 22, 2012 to extend the terms of the advisors identified in Attachment B through July 2013.

This resolution was revised on July 25, 2012, to include revisions to Attachment B and Attachment C.

This resolution was revised on March 27, 2013, to add Conflict of Interest and Ethics Training policies to Attachment A.

This resolution was revised on July 24, 2013, to include revisions to Attachment B and Attachment C.

This resolution was revised on July 23, 2014, to include revisions to Attachment B and Attachment C.

This resolution was revised on November 19, 2014, to include revisions to Attachment B and Attachment C.

Date: November 18, 2009  
W.I.: 1114  
Referred by: Legislation

RE: Commission Policy Advisory Council

METROPOLITAN TRANSPORTATION COMMISSION  
RESOLUTION NO. 3931

WHEREAS, the Metropolitan Transportation Commission (MTC) is the regional transportation planning agency for the San Francisco Bay Area pursuant to Government Code Section 66500 *et seq.*; and

WHEREAS, MTC seeks to involve citizens of diverse backgrounds and interests in the development of transportation plans and programs, in a manner consistent with applicable state and federal requirements and Commission policy (Resolution No. 2648); and

WHEREAS, MTC seeks to focus its advisory processes around the “Three E” principles of sustainability outlined in the regional transportation plan: a prosperous and globally competitive economy; a healthy and safe environment; and equity wherein all Bay Area residents share in the benefits of a well-maintained, efficient and connected regional transportation system; and

WHEREAS, MTC seeks to utilize its advisors to ensure that a wide spectrum of views are considered in developing transportation policy, and enhance the contributions and effectiveness of its advisors, now, therefore be it

RESOLVED, that the Commission establishes a Policy Advisory Council; and be it further

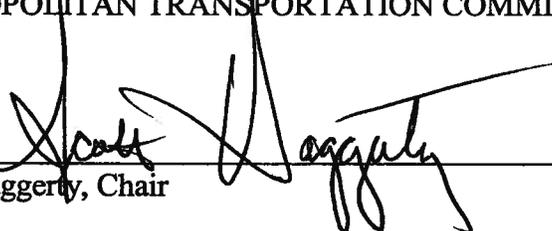
RESOLVED, that the members of the Policy Advisory Council will be appointed according to the process and shall have the role, tasks, membership and meetings as described in Attachment A to this resolution, attached hereto and incorporated herein as though set forth at length; and be it further

RESOLVED, that the Policy Advisory Council roster is contained in Attachment B to this resolution; and be it further

RESOLVED, that the Executive Director is instructed to secure nominations to fill expired terms and other vacancies and present them to the Commission for confirmation by periodically revising Attachment B; and be it further

RESOLVED, that Resolution No. 3516, Revised, is superseded with the adoption of this resolution.

METROPOLITAN TRANSPORTATION COMMISSION



\_\_\_\_\_  
Scott Haggerty, Chair

The above resolution was entered into by the Metropolitan Transportation Commission at a regular meeting of the Commission held in Oakland, California, on November 18, 2009

Date: November 18, 2009  
W.I.: 1114  
Referred by: Legislation  
Revised: 03/27/13-C

Attachment A  
Resolution No. 3931  
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**Attachment A**  
**Metropolitan Transportation Commission**  
**Policy Advisory Council**

A. Mission Statement

The mission of the Metropolitan Transportation Commission's Policy Advisory Council (Council) is to advise the Commission on transportation policies in the San Francisco Bay Area, incorporating diverse perspectives relating to the environment, the economy and social equity. The Council advises the Commission and its staff through the appropriate MTC standing committees on matters within MTC's jurisdiction and as assigned by the Commission.

B. Roles/Expectations

1. Advisors Provide Interest-Based and/or Geographic Perspectives

Advisors should represent the stakeholder interest under which they have been appointed. Although some advisors may be appointed based on an organizational affiliation, they should represent their constituency (not just their individual organization).

2. Responsibilities

Advisors will be expected to regularly attend their Council meetings and to maintain an ongoing engagement with organizations and individuals who make up the advisor's constituency.

3. Council Work Plan

The Commission will hold an annual workshop as a separately agendized meeting with the Policy Advisory Council to set the Council's work plan and schedule for the year. At this meeting, the Commission will identify several priority areas in which it desires feedback and/or research from the Council, and establish appropriate goals and performance measures. Advisors also will be given the opportunity to recommend initiatives of potential relevance to the Commission for inclusion in the work plan.

4. Reporting to the Commission

With the assistance of MTC staff, the Council will report on its work plan progress or present recommendations to the full Commission or MTC's standing committees, as appropriate.

5. Limitations on Advisor Activities

The role of the advisors is to advise the MTC Commission. Advisors are not to convey positions to outside agencies on behalf of the Council, independent of Commission action.

6. Conflict of Interest Policy

In order to avoid potential conflict of interest, no person shall sit on the Policy Advisory Council and concurrently be in a business relationship with MTC/BATA. A member is considered to have a business relationship with MTC/BATA when that member is employed by or serves on the Board of Directors of an organization that has received a grant or contract award from MTC – where MTC staff alone reviews proposals and recommends an organization or organizations for award of that grant or contract. In such cases, the member shall resign from the Council for the duration of the contract or grant, but may reapply for any vacancies upon completion of the contract or grant.

7. Ethics Training

All members of the Council shall complete an ethnics training course within the first year of their term on the Council.

C. Membership

The Council shall be composed of twenty-seven (27) members as follows.

A total of nine (9) members, one from each Bay Area county, shall be selected to represent interests related to the communities of color, environmental justice and low-income issues. A minimum of four members shall represent the communities of color, and a minimum of four shall represent environmental justice/low-income issues. The ninth member shall be selected from either category.

A total of nine (9) members, one from each Bay Area county, shall be selected to represent the interests of disabled persons and seniors. A minimum of four members shall represent senior issues, and a minimum of four shall represent disabled issues. The ninth member shall be selected from either category.

A total of nine (9) members shall be selected to represent interests related to the economy and the environment. A minimum of four members shall represent economy interests and a

minimum of four members shall represent environmental interests. The ninth member shall be selected from either category. Of these nine seats, at least five should be held by residents from each of the five most populous counties. The remaining four seats may be selected at large from throughout the entire Bay Area.

There shall be no alternates to the appointed membership.

D. Appointment Process

1. General

MTC staff shall secure nominations to fill terms and vacancies for the Council and present them to the appropriate Commissioners for confirmation. Appointments for advisors representing a particular county will be made by that county's Commissioners. Appointments for all the at-large advisors will be made by the Commission's chair and vice chair. Nominations for members of the Council will be solicited from a wide range of sources including, but not limited to: MTC Commissioners, current advisors, relevant organizations in the community, and via news releases or display ads sent to media outlets in the nine-county Bay Area.

2. Terms of Appointment

In general, advisors will serve four-year terms. Although there are no term limits, MTC Commissioners are to consider length of service and effectiveness before recommending the reappointment of advisors. All advisors wishing to be reappointed must reapply.

E. Procedures

Attendance and Participation

1. Advisors must attend at least two-thirds of the Council's regularly scheduled meetings each year and make a constructive contribution to the work of the Policy Advisory Council. Those who do not do so may be subject to dismissal from the Council at the discretion of the appointing Commissioner(s).

2. Residency Requirements

Advisors must live or work in the nine-county Bay Area.

3. Compensation

Subject to the Commission Procedures Manual (MTC Resolution No. 1058, Revised, Appendix D), advisors will receive a stipend per meeting and be reimbursed for actual expenses for travel, with a maximum of three meetings per month. Meetings are defined as a) publicly noticed meetings or meetings of ad hoc working groups of the Council; b)

noticed MTC Commission or committee meetings; or c) attendance at a community meeting at the request of the Commission or MTC staff to provide outreach assistance (i.e., when he/she attends a community meeting with MTC staff to provide an introduction to a particular community).

4. Meeting Frequency and Location of Meetings

The Council will meet regularly as required by its annual work plan. Public meetings will be held at the MTC offices or other locations at a regular time to be agreed upon by the members of the Council.

5. Ad Hoc Working Groups

To implement its work plan, the Council may establish working groups, with participation from MTC staff, on an ad hoc basis.

6. Quorum Requirements

At least 50 percent plus one of the Council's appointed membership must be present to constitute a quorum and vote on issues. The Council can hold discussions in the absence of a quorum, but cannot vote.

7. Election of Council Chair and Vice Chair

The Council will have a chair and a vice-chair, to be elected by the council for a one-year term. Although Council officers may be reelected, regular rotation of these positions among the Council membership is strongly encouraged.

8. Public Meetings

All Council meetings and any ad hoc working group meetings will be noticed and open to the public.

Date: March 24, 2010  
W.I.: 1114  
Referred by: Legislation  
Revised: 02/23/11-C 02/22/12-C  
07/25/12-C 07/24/13-C  
07/23/14-C 11/19/14-C

Attachment B  
Resolution No. 3931  
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**Metropolitan Transportation Commission  
Policy Advisory Council  
Term: September 2013 – July 2017**

| <b>Advisor Name</b>   | <b>Representing</b>              | <b>County</b> | <b>Appointing Commissioner(s)</b>             |
|-----------------------|----------------------------------|---------------|---|
| Naomi Armenta         | Disabled                         | Alameda       | Commissioners Bates, Haggerty and Quan        |
| Cathleen Baker        | Environment                      | Napa          | Chair Rein Worth, Vice Chair Cortese          |
| Caroline Banuelos     | Low-Income/Environmental Justice | Sonoma        | Commissioner Mackenzie                        |
| Jim E. Blacksten      | Disabled                         | San Francisco | Commissioners Campos and Wiener               |
| Richard Burnett       | Minority                         | Solano        | Commissioner Spring                           |
| Joanne Busenbark      | Senior                           | Napa          | Commissioner Dodd                             |
| Carlos Castellanos    | Low-Income/Environmental Justice | Alameda       | Commissioners Bates, Haggerty and Quan        |
| Bena Chang            | Economy                          | Santa Clara   | Chair Rein Worth, Vice Chair Cortese          |
| Elizabeth A. Clary    | Disabled                         | Sonoma        | Commissioner Mackenzie                        |
| Chris Coursey         | Environment                      | Sonoma        | Chair Rein Worth, Vice Chair Cortese          |
| Wilbert Din           | Minority                         | San Francisco | Commissioners Campos and Wiener               |
| Veda Florez           | Minority                         | Marin         | Commissioner Kinsey                           |
| Sandi Galvez          | Environment                      | Alameda       | Chair Rein Worth, Vice Chair Cortese          |
| Bob Glover            | Economy                          | Contra Costa  | Chair Rein Worth, Vice Chair Cortese          |
| Rich Hedges           | Senior                           | San Mateo     | Commissioners Aguirre and Tissier             |
| Randi Kinman          | Low-Income/Environmental Justice | Santa Clara   | Commissioners Cortese, Liccardo and Pirzynski |
| Jerry Levine          | Economy                          | San Francisco | Chair Rein Worth, Vice Chair Cortese          |
| Mark Nicholson        | Minority                         | Contra Costa  | Commissioners Glover and Rein Worth           |
| Mike Pechner          | Senior                           | Solano        | Commissioner Spring                           |
| Timothy Reeder        | Disabled                         | Contra Costa  | Commissioners Glover and Rein Worth           |
| Gerald Rico           | Minority                         | Napa          | Commissioner Dodd                             |
| Linda Jeffrey Sailors | Environment                      | Alameda       | Chair Rein Worth, Vice Chair Cortese          |
| Benjamin Schweng      | Environment                      | Alameda       | Chair Rein Worth, Vice Chair Cortese          |
| Alan R. Talansky      | Economy                          | San Mateo     | Chair Rein Worth, Vice Chair Cortese          |
| Charles Kaufman       | Senior                           | Marin         | Commissioner Kinsey                           |
| Harriet Wolf          | Senior                           | Santa Clara   | Commissioners Cortese, Liccardo and Pirzynski |
| Shireen Malekafzali   | Low-Income/Environmental Justice | San Mateo     | Commissioners Aguirre and Tissier             |

Date: February 23, 2011  
W.I.: 1114  
Referred by: Legislation  
Revised: 07/25/12-C 07/24/13-C  
07/23/14-C 11/19/14-C

Attachment C  
Resolution No. 3931  
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**Metropolitan Transportation Commission  
Policy Advisory Council  
Former Advisors and Their Replacements**

| <b>Former Advisor</b> | <b>Time Served</b>          | <b>Representing</b> | <b>Replaced By</b>                 | <b>Replaced On</b> |
|-----------------------|-----------------------------|---------------------|------------------------------------|--------------------|
| Andrew Casteel        | March 2010 – June 2010      | Environment         | Sandi Galvez, Environment          | February 23, 2011  |
| Ann Hancock           | March 2010 – July 2010      | Environment         | Tanya Narath, Environment          | February 23, 2011  |
| Allison M. Hughes     | March 2010 – September 2011 | Equity              | Jim E. Blacksten, Equity           | July 25, 2012      |
| Evelina Molina        | March 2010 – February 2012  | Equity              | Elizabeth A. Clary, Equity         | July 25, 2012      |
| Cheryl O'Connor       | March 2010 – February 2012  | Economy             | Alan R. Talansky, Economy          | July 25, 2012      |
| Carmen Rojas          | March 2010 – November 2010  | Equity              | Yokia Mason, Equity                | February 23, 2011  |
| Abigail Thorne-Lyman  | March 2010 – June 2010      | Environment         | Tina King Neuhausel, Environment   | February 23, 2011  |
| Dolores Jaquez        | March 2010 – July 2013      | Equity              | Elizabeth Clary, Equity            | July 24, 2013      |
| Federico Lopez        | March 2010 – July 2013      | Equity              | Timothy Reeder, Equity             | July 24, 2013      |
| Yokia Mason           | February 2011 – July 2013   | Equity              | Carlos Castellanos, Equity         | July 24, 2013      |
| Tanya Narath          | February 2011 – July 2013   | Environment         | Chris Coursey, Environment         | July 24, 2013      |
| Tina King Neuhausel   | February 2011 – July 2013   | Environment         | Linda Jeffrey Sailors, Environment | July 24, 2013      |
| Kendal Oku            | March 2010 – July 2013      | Equity              | Veda Florez, Equity                | July 24, 2013      |
| Lori Reese-Brown      | March 2010 – July 2013      | Equity              | Richard Burnett, Equity            | July 24, 2013      |
| Frank Robertson       | March 2010 – July 2013      | Equity              | Mark Nicholson, Equity             | July 24, 2013      |
| Dolly Sandoval        | March 2010 – July 2013      | Equity              | Marie Marchese, Equity             | July 24, 2013      |
| Egon Terplan          | March 2010 – July 2013      | Environment         | Benjamin Schweng, Environment      | July 24, 2013      |
| Jack Gray             | July 2013 – April 2014      | Economy             | Cathleen Baker, Environment        | July 23, 2014      |
| Marie Marchese        | July 2013 – October 2013    | Equity              | Harriet Wolf, Equity               | November 19, 2014  |
| Mordechai Winter      | July 2013 – June 2014       | Equity              | Charles Kaufman, Equity            | November 19, 2014  |
| Cathleen Baker        | March 2010 – July 2014      | Equity              | Shireen Malekafzali, Equity        | November 19, 2014  |