

STEVE HEMINGER
Executive Director,
Metropolitan
Transportation
Commission

JACK BROADBENT
Executive Officer/APCO,
Bay Area Air Quality
Management District

BRAD PAUL
Acting Executive Director,
Association of Bay Area Governments

ANDREW B. FREMIER
Deputy Executive Director,
Bay Area Headquarters Authority

**BOARD OF DIRECTORS OF
375 BEALE CONDOMINIUM CORPORATION**

June 27, 2017

Bay Area Metro Center

375 Beale Street, Tamalpais Conference Room #7102

9:00 a.m. – 10:30 a.m.

1. **Roll Call / Confirm Quorum***
Four directors are named in the Articles of Incorporation. The presence of three will constitute a quorum.
2. **Bylaws of the 375 Beale Condominium Corporation*** Approval
The Board will consider and will be asked to approve Bylaws for the Corporation.
3. **Election of Officers** Approval
The Board will be asked to appoint officers for the Corporation pursuant to the Bylaws.
4. **Appointment of Counsel** Approval
The Board will be asked to appoint MTC's General Counsel to represent the Corporation in legal matters.
5. **Conflict of Interest Code*** Approval
The Board will be asked to adopt MTC's Conflict of Interest Code (Resolution No. 1198).
6. **Rules of the Corporation*** Approval
The Board will be asked to adopt rules of the Corporation for 375 Beale Street.
7. **Tax Exemption Filings** Approval
The Board will be asked to authorize the filing of documents related to the Corporations's tax exempt status under federal and California law.
8. **Budgets and Assessments*** Approval
The Board will be asked to consider and approve annual financial budgets and annual budgets for common expense assessments for the FY 2017-18 fiscal year.
9. **Legal and Accounting Services** Approval
The Board will be asked to authorize the procurement and payment of legal and accounting services.

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10. Procurement Policy* Approval
The Board will be asked to adopt MTC's Executive Director's Management Memorandum No. 352 related to third-party procurements and contracts.
11. Privacy Policy* Approval
The Board will be asked to adopt MTC's Executive Director's Management Memorandum No. 323 related to safeguarding personally identifiable information ("PII").
12. Meeting Room Management Policy Issues* Approval
The Board will be briefed on proposed policies pertaining to conference rooms, the building lobby and related matters, and will be requested to support discontinuance of a shuttle service for Board members.
13. Business Insurance* Approval
The Board will receive a report as to insurance for the Corporation and will be asked to approve insurance coverage and vendors.
14. Board Meeting Schedule Approval
The Board will consider and will be asked to adopt a schedule for one or more future board meetings.
15. Building Access and Security Services* Approval
The Board will receive a report as to and will be asked to take action on security guard services and security access arrangements for 375 Beale Street.
16. Chief Financial Officer's Report Information
The Board will receive a report of the Chief Financial Officer.
17. Facility Operator's Report* Information
The Board will receive a report from the Facility Operator.
18. Bay Area Air Quality Management District's Hazardous Materials Storage and Insurance Report* Information
The Board will receive a report from the Air District as to its hazardous materials storage and insurance coverage.
19. Building Projects Report* Information
The Board will receive a report on current building improvement projects at the Metro Center.
20. Public Comment / Other Business
21. Adjournment / Next Meeting
The next meeting of the Board of Directors of 375 Beale Condominium Corporation will be on a date, time, and location to be duly noticed.

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* Staff report included in the packet

Public Comment: The public is encouraged to comment on agenda items at board meetings by completing a request-to-speak card (available from staff) and passing it to the board 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 board 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: Board meetings are recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at our offices by appointment. Audiocasts are maintained on MTC's Web site for public review for at least one year.

Accessibility and Title VI: We provide services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address board matters. For accommodations or translations assistance, please call 510.817.5757 or 510.817.5769 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 510.817.5757 或 510.817.5769 TDD / TTY。我們要求您在三個工作日告知，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 Corporation. Para solicitar asistencia, por favor llame al número 510.817.5757 o al 510.817.5769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.