



# Metropolitan Transportation Commission Meeting Minutes

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

## Administration Committee

*Gina Papan, Chair    Amber Manfree, Vice Chair*

---

Wednesday, June 11, 2025

9:40 AM

Board Room - 1st Floor

---

### Roster

Gina Papan (Chair), Amber Manfree (Vice Chair),  
Margaret Abe-Koga, Victoria Fleming, Myrna Melgar  
Nate Miley, Belia Ramos

Non-Voting Members: Dina El-Tawansy, Libby Schaaf

Chair Papan called the meeting to order at 10:26 a.m.

### 1. Call to Order / Roll Call / Confirm Quorum

**Present:** 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree,  
Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner  
Ramos

Non-voting members present: Commissioner El-Tawansy and Commissioner Schaaf

Ex Officio Voting Members Present: Commission Chair Noack, Commission Vice Chair Moulton-Peters  
(remote) and Commissioner Anderson (remote)

Ad-Hoc Non-voting members present: Commissioner Giacomini (remote)

### 2. Consent Calendar

**At the request of Chair Papan agenda item 2g was pulled from the Consent  
Calendar for discussion. Upon the motion by Vice Chair Manfree and seconded  
by Commissioner Ramos, Consent Calendar items 2a through 2f were approved  
by the following vote:**

**Aye:** 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree,  
Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner  
Ramos

**2a.**     [25-0783](#)     Approval of the Administration Committee May 14, 2025 Meeting Minutes.

**Action:** Committee Approval

- 2b.**     [25-0700](#)     Contract Amendment - On-call Engagement Support: WSP USA, Inc. (\$170,000).  
                 **Action:**     Committee  
                 **Presenter:**     Leslie Lara-Enríquez
- 2c.**     [25-0707](#)     Contract Amendment - Agency Website Support Services: Peak Digital, LLC (\$1,135,000).  
                 **Action:**     Committee Approval  
                 **Presenter:**     Edna Yeh
- 2d.**     [25-0741](#)     Contract Amendment - Resilient State Route 37- Technical Support-Slingshot Strategies, LLC (\$400,000).  
                 **Action:**     Committee Approval  
                 **Presenter:**     Jeanette Weisman
- Following discussion, upon the motion by Vice Chair Manfree and seconded by Commissioner Abe-Koga Consent Calendar item 2g was approved, with a request that staff provide information to local jurisdictions on the availability of the bench. The item was approved by the following vote:
- Aye:**     7 -     Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos
- 2e.**     [25-0734](#)     Contract - Transportation Improvement Program Software Project: Solutions Simplified (\$794,000).  
                 **Action:**     Committee Approval  
                 **Presenter:**     Libby Nachman
- 2f.**     [25-0730](#)     Contract Amendment - Salesforce Program Management and Strategic Advice Services: Jacobs Engineering Group, Inc. (\$450,000).  
                 **Action:**     Committee Approval  
                 **Presenter:**     Charlie Aquino
- 2g.**     [25-0533](#)     Consultant Bench: 2025 Quick Build Design and Engineering Services - Cycle 1.  
                 **Action:**     Committee Approval  
                 **Presenter:**     Lily Brown

### 3. Committee Approval

- 3a. [25-0782](#) Contract - Pavement Technical Assistance Program (PTAP) Program Management Oversight: Nichols Consulting Engineering, Chtd. (\$17,500,000)

**Action:** Committee Approval

**Presenter:** Adam Crenshaw

Upon the motion by Commissioner Abe-Koga and seconded by Vice Chair Manfree, the Committee unanimously approved the contract for Pavement Technical Assistance Program (PTAP) Program Management Oversight: Nichols Consulting Engineering, Chtd. in the amount of \$17,500,000. The motion carried the following vote:

**Aye:** 7 - Commissioner Abe-Koga, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

#### **4. Public Comment / Other Business**

#### **5. Adjournment / Next Meetings:**

The next regular meeting of the Administration Committee is scheduled to be held at the Bay Area Metro Center, 375 Beale Street, San Francisco on Wednesday, July 9, 2025. Any changes to the schedule will be duly noticed to the public.

Chair Papan adjourned the meeting at 10:45 a.m.