



Metropolitan Transportation Commission Meeting Minutes

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

Administration Committee

Gina Papan, Chair *Victoria Fleming, Vice Chair*

Wednesday, February 12, 2025

9:40 AM

Board Room - 1st Floor

Roster

**Gina Papan (Chair), Victoria Fleming (Vice Chair),
Margaret Abe-Koga, Nate Miley,
Vacant, Vacant, Vacant, Vacant**

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

Chair Papan called the meeting to order at 10:16 a.m.

1. Call to Order / Roll Call / Confirm Quorum

Present: 4 - Commissioner Abe-Koga, Vice Chair Fleming, Commissioner Miley and Chair Papan

Non-voting members present: Commissioner Schaaf

Non-voting members absent: Commissioner El-Tawansy

Ex Officio Voting Members Present: Commissioner Noack and Commissioner Burt

Ad-Hoc Non-voting members present: Commissioner Giacopini

2. Consent Calendar

Upon the motion by Commissioner Miley and seconded by Vice Chair Fleming, the Consent Calendar, with the exception of agenda item 2e, was unanimously approved by the following vote:

Aye: 4 - Commissioner Abe-Koga, Vice Chair Fleming, Commissioner Miley and Chair Papan

2a. [25-0156](#) Approval of Administration Committee Minutes of January 8, 2025 Meeting.

Action: Committee Approval

2b. [25-0149](#) MTC Investment Report for December 2024 (Unaudited).

Action: Information

Presenter: Natalie Perkins

- 2c.** [25-0113](#) Contract Amendment - State Advocacy Services: Actum-CW, LLC (formerly Carter-Wetch & Associates, LLC) (\$199,714).
 Action: Committee Approval
 Presenter: Georgia Gann Dohrman
- 2d.** [25-0208](#) Fiscal Year (FY) 2024-25 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenditures for the Period Ended December 31, 2024 (Unaudited).
 Action: Information
 Presenter: Derek Hansel
- 2e.** [25-0240](#) Purchase Order and/or Contract - ERP Data Conversion Professional Services, Koa Hills Consulting, LLC (\$400,000).
 Action: Committee Approval
 Presenter: Nick Roethel
- Upon the motion by Chair Papan and seconded by Vice Chair Fleming, agenda item 2e was approved. The motion passed by the following vote:**
- Aye:** 4 - Commissioner Abe-Koga, Vice Chair Fleming, Commissioner Miley and Chair Papan

3. Public Comment / Other Business

4. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on March 12, 2025 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

Chair Papan adjourned the meeting at 10:21 a.m.