



# Metropolitan Transportation Commission

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

## Meeting Agenda

### Administration Committee

*Gina Papan, Chair    Amber Manfree, Vice Chair*

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Wednesday, February 11, 2026

9:40 AM

Board Room - 1st Floor

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The Administration is scheduled to meet at 9:40 a.m. or immediately following the preceding meeting, whichever occurs later.

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/84853240709>

iPhone One-Tap: US:

+16694449171,,84853240709# US

+16699006833,,84853240709# 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: 848 5324 0709

International numbers available: <https://bayareametro.zoom.us/u/kbKti3qrWv>

Detailed instructions on participating via Zoom are available at:

<https://bayareametro.zoom.us/u/kdR1hznEgA>

<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](mailto:info@bayareametro.gov) by 5:00 p.m. the (business) 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), Amber Manfree (Vice Chair),  
Margaret Abe-Koga, Victoria Fleming, Barbara Lee,  
Myrna Melgar, Nate Miley, Belia Ramos**  
**Non-Voting Member: Libby Schaaf, David Ambuehl**

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

*A quorum of the Administration Committee shall be a majority of its voting members (5).*

**2. Consent Calendar**

2a. [26-0113](#) Approval of the Administration Committee January 14, 2026, Meeting Minutes.  
**Action:** Committee Approval  
**Attachments:** [2a 26-0113 1-14-2026 Administration Draft Minutes.pdf](#)

2b. [26-0213](#) Memorandum of Understanding - Comprehensive Federal and State Transportation Planning and Programming: Caltrans.  
**Action:** Committee Approval  
**Presenter:** Mallory Atkinson  
**Attachments:** [2b 26-0213 MOU Caltrans MTC.pdf](#)

2c. [26-0108](#) Purchase Order Contract - Microsoft Volume Enterprise Licensing Agreement: Crayon Software Experts LLC (\$2,100,000).  
**Action:** Committee Approval  
**Presenter:** Charlie Aquino  
**Attachments:** [2c 26-0108 Contract Microsoft Software One.pdf](#)

2d. [26-0111](#) Purchase Order - Enterprise Video Conferencing and Telephony Services (Zoom) Provided by Zoom Video Communications, Inc.: Carahsoft Technology Corporation (\$281,000).  
**Action:** Committee Approval  
**Presenter:** Mary Mattingly  
**Attachments:** [2d 26-0111 Purchase Order MTC FY 2025-26 Zoom Enterprise.pdf](#)

2e. [25-1448](#) Metropolitan Transportation Commission (MTC) Fiscal Year 2025-26 Travel Report Financials for the First Half of FY 2025-26 (Period Ended December 31, 2025).  
**Action:** Information  
**Presenter:** Anna Tang  
**Attachments:** [2e 25-1448 1 Summary Sheet MTC FY 2025-26 December Travel Report](#)  
[2e 25-1448 2 Attachment A MTC FY 2025-26 December Travel Report.pdf](#)

2f. [26-0117](#) Contract Amendment - MTC CARE: Power-Building and Engagement (Pb+E) Program Management and Technical Assistance - Ground Works Consulting (\$1,230,000)  
Action: Committee Approval  
Presenter: Judis Santos  
Attachments: [2f\\_26-0117\\_Contract\\_Amendment\\_Ground\\_Works\\_Consulting.pdf](#)

2g. [26-0173](#) MTC Investment Report for December 2025 (Unaudited).  
Action: Information  
Presenter: Natalie Perkins  
Attachments: [2g\\_26-0173\\_1\\_Summary\\_Sheet\\_Investment\\_Report\\_December\\_2025.pdf](#)  
[2g\\_26-0173\\_2\\_Attachment\\_A\\_Investment\\_Report\\_December\\_2025.pdf](#)

2h. [26-0191](#) Fiscal Year (FY) 2025-26 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenses for the Period Ended December 31, 2025 (Unaudited).  
Action: Informational  
Presenter: Derek Hansel  
Attachments: [2h\\_26-0191\\_1\\_Summary\\_Sheet\\_MTC\\_MFR\\_December\\_2025.pdf](#)  
[2h\\_26-0191\\_2\\_Attachment\\_A\\_MTC\\_Clipper\\_Financial\\_reports\\_December25.pdf](#)

### **3. 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.*

### **4. 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 March 11, 2026 at 9:40 a.m. Any changes to the schedule will be duly noticed to the public.**

**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](http://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 Titulo 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.

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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.