



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, July 10, 2024

9:40 AM

Board Room - 1st Floor

Roster

**Gina Papan (Chair), Victoria Fleming (Vice Chair),
Margaret Abe-Koga, Cindy Chavez, Federal Glover, Nate Miley,
Hillary Ronen, Sheng Thao**
Non-Voting Members: Dina El-Tawansy, Libby Schaaf

Chair Papan called the meeting to order at 10:59 a.m.

1. Call to Order / Roll Call / Confirm Quorum

Present: 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Chair Papan, Commissioner Pedroza and Commissioner Ronen
Absent: 3 - Vice Chair Fleming, Commissioner Miley and Commissioner Thao

MTC Commission Chair Pedroza was deputized to make quorum of the Committee.

Commissioner Glover invoked AB 2449 (just cause) due to illness and was counted as present for the meeting.

Non-voting members present: Commissioner El-Tawansy

Ad-Hoc Non-voting members present: Commissioner Giacomini

2. Consent Calendar

Upon the motion by Commissioner Chavez and seconded by Commissioner Ronen, the Consent Calendar was unanimously approved by the following vote:

Aye: 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Chair Papan, Commissioner Pedroza and Commissioner Ronen
Absent: 3 - Vice Chair Fleming, Commissioner Miley and Commissioner Thao

2a. [24-0756](#) Approval of Administration Committee Minutes of June 12, 2024, Meeting.

Action: Committee Approval

- 2b. [24-0740](#) Purchase Order - Gartner for IT Leaders: Gartner, Inc (\$350,000)
Action: Committee Approval
Presenter: Shauna Callow
- 2c. [24-0782](#) Contract Amendment - Transit Connected Network Planning (Transit 2050+): Fehr & Peers (\$450,000).
Action: Committee Approval
Presenter: Kara Vuicich
- 2d. [24-0820](#) Contract - Santa Clara VTA Transit Passenger Survey: ETC Institute, Inc. (\$670,000).
Action: Committee Approval
Presenter: Shimon Israel

3. Committee Approval

- 3a. [24-0844](#) State Route 37 Sears Point to Mare Island Improvement Project Phase 1 Contract Actions:
- i. Cooperative Agreement - Integrated Team for Design: Caltrans (\$4,500,000)
 - ii. Contract Amendment - On-Call Design Services: AECOM Technical Services (\$1,400,000)

Authorization to negotiate and enter into the following contracts to support the State Route 37 Sears Point to Mare Island Improvement Project Phase 1 ("Project").

Action: Committee Approval

Presenter: Kevin Chen

Upon the motion by MTC Commission Chair Pedroza and seconded by Commissioner Chavez, the Committee unanimously approved the Cooperative Agreement with Caltrans and the Contract Amendment with AECOM Technical Services. The motion carried by the following vote:

Aye: 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Chair Papan, Commissioner Pedroza and Commissioner Ronen

Absent: 3 - Vice Chair Fleming, Commissioner Miley and Commissioner Thao

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on September 11, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

Chair Papan adjourned the meeting at 11:05 a.m.