



# 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, May 14, 2025

9:40 AM

Board Room - 1st Floor

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The Administration Committee is scheduled to meet at 9:40 a.m. or immediately following the BATA Oversight Committee meeting. This meeting shall consist of a simultaneous teleconference call at the following location:

Supervisor Abe-Koga  
County of Santa Clara  
70 W. Hedding St., 1st Floor Conference Room  
San Jose, CA 95110

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/83422183847>

iPhone One-Tap: US:

+16694449171,,83422183847# US

+16699006833,,83422183847# 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: 834 2218 3847

International numbers available: <https://bayareametro.zoom.us/j/kcRnHepEk7>

Detailed instructions on participating via Zoom are available at:

<https://bayareametro.zoom.us/j/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, Myrna Melgar  
Nate Miley, Belia Ramos**

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

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

*A quorum of the Administration Committee shall be a majority of its voting members (4).*

**2. Consent Calendar**

- 2a.**     [25-0631](#)     Approval of the Administration Committee Minutes of the April 9, 2025 Meeting.
- Action:**             Committee Approval
- Attachments:**    [2a 25-0631 4-9-2025 Administration Draft Minutes.pdf](#)
- 2b.**     [24-1534](#)     Consultant Bench: 2024 Innovation Bench - Cycle 1.
- Action:**             Committee Approval
- Presenter:**        Sean Bugler
- Attachments:**    [2b 24-1534 2024 Consultant Bench Innovation Cycle 1.pdf](#)
- 2c.**     [25-0600](#)     Contract Amendment - Legal Services: Goldfarb & Lipman LLP (\$350,020)
- Action:**             Committee Approval
- Presenter:**        Kathleen Kane
- Attachments:**    [2c 25-0600 Contract Amendment Goldfarb Lipman LLP.pdf](#)
- 2d.**     [25-0539](#)     Purchase Orders - Cloud Services (Amazon, Socrata, Salesforce), Software Licensing, Technology Advisory Services, and Technical Salesforce Integration and Administrative Services: DLT Solutions LLC (\$425,000), Carahsoft Technology Corporation (\$250,000), Gartner Inc (\$750,000)
- Action:**             Committee Approval
- Presenter:**        Mark Dinh
- Attachments:**    [2d 25-0539 Purchase Orders DLT Carahsoft Gartner.pdf](#)
- 2e.**     [25-0693](#)     Contract Amendment - Third Party Independent Transit Operator Review: Macias Gini & O'Connell, LLP (\$60,000).
- Action:**             Committee Approval
- Presenter:**        Shruti Hari
- Attachments:**    [2e 25-0693 Contract Amendment MGO.pdf](#)

- 2f.**     [25-0540](#)     Metropolitan Transportation Commission (MTC) Fiscal Year 2024-25 Third Quarter Travel Report Financials.
- Action:**             Information
- Presenter:**       Anna Tang
- Attachments:**     [2f 25-0540 1 Summary Sheet MTC FY 2024-25 3rd Quarter Travel Repo](#)  
                                  [2f 25-0540 2 Attachment A MTC FY 2024-25 3rd Quarter Travel Report.r](#)
- 2g.**     [25-0494](#)     MTC Investment Report for March 2025 (Unaudited).
- Action:**             Information
- Presenter:**       Natalie Perkins
- Attachments:**     [2g 25-0494 1 Summary Sheet Investment Report March 2025.pdf](#)  
                                  [2g 25-0494 2 Attachment A Investment Report March 2025.pdf](#)
- 2h.**     [25-0543](#)     Contract -USI Insurance Services LLC: Broker Services and Benefits Management (\$375,000).
- Action:**             Committee Approval
- Presenter:**       Mike Aycock
- Attachments:**     [2h 25-0543 Contract USI Insurance Services HR.pdf](#)
- 2i.**     [25-0627](#)     Fiscal Year (FY) 2024-25 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenditures for the Period Ended March 31, 2025 (Unaudited).
- Action:**             Information
- Presenter:**       Derek Hansel
- Attachments:**     [2i 25-0627 1 Summary Sheet MTC Financial Reports March 2025.pdf](#)  
                                  [2i 25-0627 2 Attachment A MTC Clipper Financial Reports March 2025.p](#)

### 3. Committee Approval

- 3a. [25-0493](#) Enterprise Resource Planning (ERP) Program Update and Purchase Order Amendment - ERP Strategic Advisory Services and Implementation Support: Slalom, Inc. (\$2,437,186).

Provide update on the Enterprise Resource Planning (ERP) Program and request authorization to negotiate and enter into a Purchase Order (PO) amendment in an amount not to exceed \$2,437,186 with Slalom, Inc. for ERP Strategic Advisory Services and Implementation Support, for a new PO total not to exceed amount of \$7,121,362.

**Action:** Committee Approval

**Presenter:** Nick Roethel

**Attachments:** [3a 25 0493 1 Summary Sheet ERP Update and Contract Action.pdf](#)  
[3a 25 0493 2 Presentation ERP Update.pdf](#)

- 3b. [25-0628](#) Purchase Order - Slalom LLC (\$1,565,000.00) and Purchase Order Amendment - Carahsoft Technology Corp (\$559,000).

A request for Committee approval to enter into a Purchase Order (PO) contract for Technical Salesforce Integration and Administration Services with Slalom LLC and execute a PO amendment for annual Salesforce Licenses with Carahsoft Technology Corporation (Carahsoft).

**Action:** Committee Approval

**Presenter:** Queli Go

**Attachments:** [3b 25-0628 Purchase Orders Carahsoft Slalom.pdf](#)

### 4. 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.*

### 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 June 11, 2025. 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 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 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.