



# 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, March 13, 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 call the meeting to order at 10:12 a.m.

Commissioner Ronen invoked AB 2449 (just cause) due to physical disability and was counted as present for the meeting.

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

- Present:** 7 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Commissioner Miley, Chair Papan, Commissioner Ronen and Commissioner Thao
- Absent:** 1 - Vice Chair Fleming

Commissioner Thao was absent during Roll Call and returned during the Consent Calendar.

Non-voting members present: Commissioner El-Tawansy and Commissioner Schaaf.  
Ex Officio Voting Members Present: Commission Chair Pedroza  
Ad-Hoc Non-voting members present: Commissioner Giacomini

### 2. Consent Calendar

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

- Aye:** 7 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Commissioner Miley, Chair Papan, Commissioner Ronen and Commissioner Thao
- Absent:** 1 - Vice Chair Fleming

2a.    [24-0214](#)    Approval of Administration Committee Minutes of the February 14, 2024, Meeting.

**Action:** Committee Approval

- 2b.**     [24-0211](#)     Contract Amendments- Pavement Management Technical Assistance Program (P-TAP) Round 25 (Cumulative Total -\$2,352,600):
- i. Adhara Systems, Inc., (\$370,000)
  - ii. AMS Consulting, LLC, (\$361,000)
  - iii. Bellecci & Associates, Inc., (\$20,000)
  - iv. Capitol Asset & Pavement Services, Inc., (\$357,000)
  - v. Harris & Associates, Inc., (\$387,000)
  - vi. Michael Baker International, Inc., (\$100,000)
  - vii. Nichols Consulting Engineers, CHTD, (\$383,600)
  - viii. Pavement Engineering, Inc., (\$374,000)

**Action:** Committee Approval

**Presenter:** Sui Tan

- 2c.**     [24-0304](#)     Contract - Business Insurance Broker, Consultation and Third-Party Insurance Certificate Management Services: USI Insurance Services.

**Action:** Committee Approval

**Presenter:** Gertruda Luermann

**3. Information**

- 3a.**     [24-0213](#)     Enterprise Resource Planning Program Update.

Update on the Enterprise Resource Planning (ERP) Program and review its draft preliminary Capital Budget.

**Action:** Information

**Presenter:** Nick Roethel and Derek Hansel

**4. Public Comment / Other Business**

Aleta Dupree was called to speak.

**5. Adjournment / Next Meeting**

**The next meeting of the Administration Committee will be held on April 10, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.**

Chair Papan adjourned the meeting at 10:43 a.m.