



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, May 8, 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 10:22 a.m.

1. Call to Order / Roll Call / Confirm Quorum

- Present:** 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Commissioner Miley, Chair Papan and Commissioner Ronen
- Absent:** 2 - Vice Chair Fleming and Commissioner Thao

Commissioner Chavez stepped away during the Roll Call and returned prior to voting of the Consent Calendar.

Non-voting members present: Commissioner Schaaf
Non-voting members absent: Commissioner El-Tawansy
Ad-Hoc Non-voting members present: Commissioner Giacomini

2. Consent Calendar

Aleta Dupree was called to speak.

Upon the motion by Commissioner Glover and seconded by Commissioner Chavez, the Consent Calendar, with the exception of agenda item 2g, was unanimously approved by the following vote:

- Aye:** 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Commissioner Miley, Chair Papan and Commissioner Ronen
- Absent:** 2 - Vice Chair Fleming and Commissioner Thao

2a. [24-0465](#) Approval of Administration Committee Minutes of the April 10, 2024, Meeting.

Action: Committee Approval

- 2b.** [24-0464](#) MTC Investment Report - March 2024 (Unaudited)
 Action: Information
 Presenter: Natalie Perkins
- 2c.** [24-0503](#) Contract Amendment - Agency Website Support Services: Peak Digital, LLC (\$2,075,000).
 Action: Committee Approval
 Presenter: Alysha Nachtigall
- 2d.** [24-0535](#) Contract Amendment - ActivitySim/emme Model Conversion Project: WSP USA, Inc. (\$150,000).
 Action: Committee Approval
 Presenter: Flavia Tsang
- 2e.** [24-0536](#) Contract- Ergonomic Education and Assessment Services: Performance Based Ergonomics (\$300,000).
 Action: Committee Approval
 Presenter: DeNise Blake
- 2f.** [24-0565](#) Amendment to the Purchase Order - Enterprise Resource Planning (ERP) Strategic Advisory Services and Implementation Support: Slalom, Inc. (\$190,000).
 Action: Committee Approval
 Presenter: Nick Roethel
- 2g.** [24-0582](#) International Travel Request: MTC staff and Commissioner participation in the 2024 Social Housing Field Study in Vienna, Austria.
 Action: Committee Approval
 Presenter: Andrew Fremier
- Upon the motion by Commissioner Glover and seconded by Commissioner Chavez, agenda item 2g was approved with an amendment that a BAHFA staff member is added to the trip and return to the Committee with an update. The motion passed by the following vote:**
- Aye:** 5 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Commissioner Miley and Commissioner Ronen
- Absent:** 2 - Vice Chair Fleming and Commissioner Thao
- Abstain:** 1 - Chair Papan

- 2h. [24-0649](#) Fiscal Year (FY) 2023-24 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenditures for the Period Ended March 31, 2024 (Unaudited).

Action: Information

Presenter: Derek Hansel

3. Public Comment / Other Business

Aleta Dupree was called to speak.

4. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on June 12, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

Chair Papan adjourned the meeting at 10:49 a.m.