



Metropolitan Transportation Commission

Meeting Minutes

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

Administration Committee

Gina Papan, Chair Amber Manfree, Vice Chair

Wednesday, December 10, 2025

9:40 AM

Board Room - 1st Floor

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**

Chair Papan called the meeting to order at 10:13 a.m.

1. Call to Order / Roll Call / Confirm Quorum

Present: 8 - Commissioner Abe-Koga, Commissioner Fleming, Commissioner Lee, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

Non-voting members present: Commissioner Ambuehl and Commissioner Schaaf
Ex-Officio Voting Members Present: Commission Chair Noack, Commission Vice Chair Moulton-Peters, Commissioner Anderson (remote)
Ad-Hoc Non-voting members present: Commissioner Giacopini (remote)

2. Consent Calendar

At the request of Chair Papan, agenda item 2d was pulled from the Consent Calendar for discussion. Upon the motion by Commissioner Ramos and seconded by Vice Chair Manfree, Consent Calendar agenda items 2a through 2c, were unanimously approved by the following vote:

Aye: 8 - Commissioner Abe-Koga, Commissioner Fleming, Commissioner Lee, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

2a. [25-1493](#) Approval of the Administration Committee November 12, 2025 Meeting Minutes.

Action: Committee Approval

2b. [25-1482](#) Update to MTC Investment Policy Statement for Internal Revenue Code (IRC) Section 115 Post-Employment Benefits Trust.

Action: Information

Presenter: Natalie Perkins

2c. [25-1490](#) Enterprise Resource Planning (ERP) Contract Actions:
i. Purchase Order - Oracle ERP Managed Services, Operate and Maintain: Mythics, LLC/Mythics VIII, LLC (\$1,100,000);
ii. Purchase Order- ERP Contract Lifecycle/Document Management Solution provided by OpenGov, Inc: Carahsoft Technology Corporation (\$230,000)

Action: Committee Approval

Presenter: Mark Dinh

2d. [26-0021](#) Contract - NelsonNygaard for Phase 1 Financial Efficiency Review (\$293,869)

Action: Committee Approval

Presenter: Shruti Hari

Howard Wong, was called to speak.

Upon the motion by Chair Papan and seconded by Commissioner Abe-Koga, the Committee unanimously approved agenda item 2d by the following vote:

Aye: 8 - Commissioner Abe-Koga, Commissioner Fleming, Commissioner Lee, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

3. Public Comment / Other Business

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 Wednesday, January 14, 2026. Any changes to the schedule will be duly noticed to the public.

Chair Papan adjourned the meeting at 10:29 a.m.