



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, February 11, 2026

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 10:24 a.m.

1. Call to Order / Roll Call / Confirm Quorum

- Present:** 7 - Commissioner Abe-Koga, Chair Papan, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley and Commissioner Ramos
- Absent:** 1 - Commissioner Lee

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

Commissioner Fleming participated remotely pursuant to Gov. Code Section 54953.8.3(2).

2. Consent Calendar

Upon the motion by Commissioner Melgar and seconded by Vice Chair Manfree, the Consent Calendar was unanimously approved by the following vote:

- Aye:** 7 - Commissioner Abe-Koga, Chair Papan, Commissioner Fleming, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley and Commissioner Ramos
- Absent:** 1 - Commissioner Lee

2a. [26-0113](#) Approval of the Administration Committee January 14, 2026, Meeting Minutes.

Action: Committee Approval

- 2b.** [26-0213](#) Memorandum of Understanding - Comprehensive Federal and State Transportation Planning and Programming: Caltrans.
 Action: Committee Approval
 Presenter: Mallory Atkinson
- 2c.** [26-0108](#) Purchase Order Contract - Microsoft Volume Enterprise Licensing Agreement: Crayon Software Experts LLC (\$2,100,000).
 Action: Committee Approval
 Presenter: Charlie Aquino
- 2d.** [26-0111](#) Purchase Order - Enterprise Video Conferencing and Telephony Services (Zoom) Provided by Zoom Video Communications, Inc.: Carahsoft Technology Corporation (\$281,000).
 Action: Committee Approval
 Presenter: Mary Mattingly
- 2e.** [25-1448](#) Metropolitan Transportation Commission (MTC) Fiscal Year 2025-26 Travel Report Financials for the First Half of FY 2025-26 (Period Ended December 31, 2025).
 Action: Information
 Presenter: Anna Tang
- 2f.** [26-0117](#) Contract Amendment - MTC CARE: Power-Building and Engagement (Pb+E) Program Management and Technical Assistance - Ground Works Consulting (\$1,230,000)
 Action: Committee Approval
 Presenter: Judis Santos
- 2g.** [26-0173](#) MTC Investment Report for December 2025 (Unaudited).
 Action: Information
 Presenter: Natalie Perkins
- 2h.** [26-0191](#) Fiscal Year (FY) 2025-26 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenses for the Period Ended December 31, 2025 (Unaudited).
 Action: Informational
 Presenter: Derek Hansel

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 March 11, 2026 at 9:40 a.m. Any changes to the schedule will be duly noticed to the public.

Chair Papan adjourned the meeting at 10:27 a.m.