



# 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, November 13, 2024

9:40 AM

Board Room - 1st Floor

### Roster

**Gina Papan (Chair), Victoria Fleming (Vice Chair),  
Margaret Abe-Koga, Federal Glover, Nate Miley,  
Hillary Ronen, Vacant, Vacant**

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

Chair Papan called the meeting to order at 9:49 a.m.

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

**Present:** 4 - Commissioner Abe-Koga, Commissioner Glover, Commissioner Miley and Chair Papan

**Absent:** 2 - Vice Chair Fleming and Commissioner Ronen

Non-voting members present: 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 Abe-Koga and seconded by Commissioner Glover, the Consent Calendar was unanimously approved by the following vote:**

**Aye:** 4 - Commissioner Abe-Koga, Commissioner Glover, Commissioner Miley and Chair Papan

**Absent:** 2 - Vice Chair Fleming and Commissioner Ronen

**2a.**    [24-0926](#)    Approval of Administration Committee Minutes of October 9, 2024 Meeting.

**Action:** Committee Approval

- 2b.**     [24-1296](#)     Contract Amendment (Sole Source) - Central Square Technologies, LLC (\$815,859).  
          **Action:**   Committee Approval  
          **Presenter:** Suzanne Bode
- 2c.**     [24-1297](#)     Contract Amendment - StreetSaver® Software Development, Maintenance, and Support: DevMecca.com, LLC (\$7,500,000).  
          **Action:**   Committee Approval  
          **Presenter:** Sui Tan
- 2d.**     [24-1299](#)     Metropolitan Transportation Commission (MTC) Resolution No. 4637, Revised Fiscal Year (FY) 2024-25 Overall Work Program (OWP) Amendment No. 3.  
          **Action:**   Commission Approval  
          **Presenter:** Oscar Quintanilla Lopez
- 2e.**     [24-1300](#)     Metropolitan Transportation Commission Resolution No. 4675 Master Fund Transfer Agreement with the California Department of Transportation.  
          **Action:**   Commission Approval  
          **Presenter:** Oscar Quintanilla Lopez
- 2f.**     [24-1374](#)     Contract - Equity Bench - Communications, User Experience Design, and Change Strategy Support: Moore Iacofano Goltsman, Inc. (\$300,000).  
          **Action:**   Committee Approval  
          **Presenter:** Shauna Callow
- 2g.**     [24-1375](#)     Contract Amendment - Digital Engagement and Support Services: Craft & Commerce, LLC (\$315,000).  
          **Action:**   Committee Approval  
          **Presenter:** Khristina Wenzinger
- 2h.**     [24-1399](#)     MTC Investment Report for September 2024 (Unaudited).  
          **Action:**   Information  
          **Presenter:** Catherine Cam

- 2i. [24-1407](#) Fiscal Year (FY) 2024-25 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenditures for the Period Ended September 30, 2024 (Unaudited).

**Action:** Information

**Presenter:** Derek Hansel

### 3. Commission Approval

- 3a. [24-1301](#) Metropolitan Transportation Commission Resolution (MTC) No. 4638, Revised. FY 2024-25 Operating and Capital Budgets Amendment No. 1.

Staff requests that the Committee refer MTC Resolution No. 4638 Revised, the MTC FY 2024-25 Operating and Capital Budgets, Amendment No. 1, to the Commission for approval. This amendment increases operating revenue by \$10.5 million and operating expenses by \$11.4 million. The resulting \$0.8 million increase to the projected operating deficit is funded by a draw from fund balance.

**Action:** Commission Approval

**Presenter:** Derek Hansel

**Upon the motion by Commissioner Glover and seconded by Commissioner Abe-Koga, the Committee unanimously approved referral of Metropolitan Transportation Commission Resolution (MTC) No. 4638, Revised FY 2024-25 Operating and Capital Budgets Amendment No. 1 to the Commission for approval. The motion carried by the following vote:**

**Aye:** 4 - Commissioner Abe-Koga, Commissioner Glover, Commissioner Miley and Chair Papan

**Absent:** 2 - Vice Chair Fleming and Commissioner Ronen

### 4. Public Comment / Other Business

### 5. Adjournment / Next Meeting

**The next meeting of the Administration Committee will be held on December 11, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.**

Chair Papan adjourned the meeting at 9:56 a.m.