



# 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, March 12, 2025

9:40 AM

Board Room - 1st Floor

### Roster

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

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

Chair Papan called the meeting to order at 9:50 a.m.

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

**Present:** 3 - Commissioner Abe-Koga, Commissioner Miley and Chair Papan

**Absent:** 1 - Commissioner Fleming

Non-voting members present: Commissioner El-Tawansy and Commissioner Schaaf

Ex Officio Voting Members Present: Commission Chair Noack, Commissioner Kaplan and Commissioner Melgar.

Ad-Hoc Non-voting members present: Commissioner Giacopini

### 2. Consent Calendar

**Upon the motion by Commissioner Abe-Koga and seconded by Commissioner Miley, the Committee unanimously approved the Consent Calendar. The motion carried by the following vote:**

**Aye:** 3 - Commissioner Abe-Koga, Commissioner Miley and Chair Papan

**Absent:** 1 - Commissioner Fleming

**2a.** [25-0200](#) Approval of Administration Committee Minutes of February 12, 2025 Meeting.

**Action:** Committee Approval

**2b.** [25-0199](#) Metropolitan Transportation Commission (MTC) Fiscal Year 2024-25 Second Quarter Travel Report Financials.

**Action:** Information

**Presenter:** Anna Tang

- 2c. [25-0148](#) Approval of Pavement Management Technical Assistance Program (P-TAP) Round 26 Award to Local Jurisdictions.

**Action:** Committee Approval

**Presenter:** Sui Tan
  
- 2d. [25-0256](#) Contracts - Local Public Fleet Electrification Planning Technical Assistance Consulting Services with ICF Consulting Group, Inc. (\$1,000,000); Optony, Inc. (\$900,000); Willdan Energy Solutions (\$900,000); AECOM Technical Services, Inc. (\$500,000); Guidehouse Inc. (\$400,000); and NV5 Consultants, Inc. (formerly known as Sage Renewable Energy Consulting, Inc. DBA NV5 (\$400,000).

**Action:** Committee Approval

**Presenter:** James Choe
  
- 2e. [25-0350](#) Contract Amendment (Sole Source)- MTC Regional Safety Data System & Safety Report: mySidewalk, Inc. (\$80,000).

**Action:** Committee Approval

**Presenter:** Luis Garcia

This was approved.

- 3a. [25-0235](#) Contract - Bay Area Active Transportation and Vision Zero Regional Coordination: TDG Engineering, Inc. (\$800,000).

Staff requests the Committee’s approval to enter into a contract with TDG Engineering, Inc in an amount not to exceed \$800,000 for the Active Transportation and Vision Zero Regional Coordination Project for the term of May 2025 to June 2030.

**Action:** Committee Approval

**Presenter:** Therese Trivedi

**Upon the motion by Commissioner Abe-Koga and seconded by Commissioner Miley, the Committee unanimously approved Contract - Bay Area Active Transportation and Vision Zero Regional Coordination: TDG Engineering, Inc. (\$800,000). The motion carried by the following vote:**

**Aye:** 3 - Commissioner Abe-Koga, Commissioner Miley and Chair Papan

**Absent:** 1 - Commissioner Fleming

**4. Public Comment / Other Business**

## 5. Adjournment / Next Meeting

**The next meeting of the Administration Committee will be held on April 9, 2025 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.**

Chair Papan adjourned the meeting at 10:03 a.m.