



# 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*

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Wednesday, December 13, 2023

9:40 AM

Board Room - 1st Floor

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In the absence of Vice Chair Fleming, Commissioner Abe-Koga called the meeting to order and Commissioner Canepa and Commission Vice Chair Josefowitz were deputized to make quorum of the Committee.

Commissioner Papan invoked AB 2449 (just cause) due to illness and was counted as present for the meeting.

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

- Present:** 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Miley, Chair Papan, Commissioner Canepa and Commission Vice Chair Josefowitz
- Absent:** 4 - Commissioner Glover, Commissioner Ronen, Vice Chair Fleming and Commissioner Thao

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

### 2. Consent Calendar

Aleta Dupree was called to speak.

**Upon the motion by Commissioner Chavez and seconded by Commissioner Abe-Koga, this was approved the Consent Agenda. The motion carried by the following vote:**

- Aye:** 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Miley, Chair Papan, Commissioner Canepa and Commission Vice Chair Josefowitz
- Absent:** 4 - Commissioner Glover, Commissioner Ronen, Vice Chair Fleming and Commissioner Thao

**2a.**    [23-1409](#)    Approval of Administration Committee Minutes of the November 8, 2023 Meeting

**Action:** Committee Approval

- 2b.**     [23-1410](#)     Contract Actions - StreetSaver® Program  
 Contract - Augment StreetSaver® Training and Guidance Services:  
 Lawrence Livermore National Laboratory (\$287,975); and  
 Contract Amendment - StreetSaver® Training and Guidance Services,  
 Nichols Consulting Engineers CHTD (NCE) (\$287,975)

**Action:** Committee Approval

**Presenter:** Sui Tan

- 2c.**     [23-1411](#)     Contracts - BART Transit Passenger Survey: ETC Institute (\$900,000); and  
 Caltrain Transit Passenger Survey: Resource Systems Group, Inc.  
 (\$300,000)

**Action:** Committee Approval

**Presenter:** Shimon Israel

- 2d.**     [23-1412](#)     Contract Amendment - Market Research Support: EMC Research, Inc.  
 (\$350,500)

**Action:** Committee Approval

**Presenter:** Karin Betts and Leslie Lara-Enríquez

- 2e.**     [24-0002](#)     MTC Resolution No. 4358, Revised - ABAG Operational Advance for  
 Liquidity and Cash Flow

**Action:** Commission Approval

**Presenter:** Derek Hansel

**3. Public Comment / Other Business**

**4. Adjournment / Next Meeting**

**The next meeting of the Administration Committee will be held on January 10, 2024 at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.**