



# 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, May 8, 2024

9:40 AM

Board Room - 1st Floor

### Roster

**Gina Papan (Chair), Victoria Fleming (Vice Chair),  
Margaret Abe-Koga, Cindy Chavez, Federal Glover, Nate Miley,  
Hillary Ronen, Sheng Thao**  
**Non-Voting Members: Dina El-Tawansy, Libby Schaaf**

Chair Papan called the meeting to order at 10:22 a.m.

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

- Present:** 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Commissioner Miley, Chair Papan and Commissioner Ronen
- Absent:** 2 - Vice Chair Fleming and Commissioner Thao

Commissioner Chavez stepped away during the Roll Call and returned prior to voting of the Consent Calendar.

Non-voting members present: Commissioner Schaaf  
Non-voting members absent: Commissioner El-Tawansy  
Ad-Hoc Non-voting members present: Commissioner Giacomini

### 2. Consent Calendar

Aleta Dupree was called to speak.

**Upon the motion by Commissioner Glover and seconded by Commissioner Chavez, the Consent Calendar, with the exception of agenda item 2g, was unanimously approved by the following vote:**

- Aye:** 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Commissioner Miley, Chair Papan and Commissioner Ronen
- Absent:** 2 - Vice Chair Fleming and Commissioner Thao

**2a.**    [24-0465](#)    Approval of Administration Committee Minutes of the April 10, 2024, Meeting.

**Action:** Committee Approval

- 2b.**     [24-0464](#)     MTC Investment Report - March 2024 (Unaudited)  
          **Action:** Information  
          **Presenter:** Natalie Perkins
- 2c.**     [24-0503](#)     Contract Amendment - Agency Website Support Services: Peak Digital, LLC (\$2,075,000).  
          **Action:** Committee Approval  
          **Presenter:** Alysha Nachtigall
- 2d.**     [24-0535](#)     Contract Amendment - ActivitySim/emme Model Conversion Project: WSP USA, Inc. (\$150,000).  
          **Action:** Committee Approval  
          **Presenter:** Flavia Tsang
- 2e.**     [24-0536](#)     Contract- Ergonomic Education and Assessment Services: Performance Based Ergonomics (\$300,000).  
          **Action:** Committee Approval  
          **Presenter:** DeNise Blake
- 2f.**     [24-0565](#)     Amendment to the Purchase Order - Enterprise Resource Planning (ERP) Strategic Advisory Services and Implementation Support: Slalom, Inc. (\$190,000).  
          **Action:** Committee Approval  
          **Presenter:** Nick Roethel
- 2g.**     [24-0582](#)     International Travel Request: MTC staff and Commissioner participation in the 2024 Social Housing Field Study in Vienna, Austria.  
          **Action:** Committee Approval  
          **Presenter:** Andrew Fremier

**Upon the motion by Commissioner Glover and seconded by Commissioner Chavez, agenda item 2g was approved with an amendment that a BAHFA staff member is added to the trip and return to the Committee with an update. The motion passed by the following vote:**

- Aye:** 5 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Commissioner Miley and Commissioner Ronen
- Absent:** 2 - Vice Chair Fleming and Commissioner Thao
- Abstain:** 1 - Chair Papan

- 2h. [24-0649](#) Fiscal Year (FY) 2023-24 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenditures for the Period Ended March 31, 2024 (Unaudited).

**Action:** Information

**Presenter:** Derek Hansel

### 3. Public Comment / Other Business

Aleta Dupree was called to speak.

### 4. Adjournment / Next Meeting

**The next meeting of the Administration Committee will be held on June 12, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.**

Chair Papan adjourned the meeting at 10:49 a.m.