



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, January 10, 2024

9:40 AM

Board Room - 1st Floor

Roster

Federal Glover (Chair), Margaret Abe-Koga (Vice Chair),
Cindy Chavez, Victoria Fleming, Nate Miley, Gina Papan,
Hillary Ronen, Sheng Thao

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

Chair Papan called the meeting to order at 11:38 a.m.

Commissioner Pedroza was deputized to make quorum of the Committee.

1. Call to Order / Roll Call / Confirm Quorum

Present: 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Chair Papan, Commissioner Ronen and Pedroza
Absent: 3 - Commissioner Miley, Vice Chair Fleming and Commissioner Thao

Non-voting member present: Commissioner Schaaf

Non-voting member absent: Commissioner El-Tawansy

2. Consent Calendar

Upon the motion by Commissioner Glover and seconded by Commissioner Abe-Koga, the consent calendar was unanimously approved by the following:

Aye: 6 - Commissioner Abe-Koga, Commissioner Chavez, Commissioner Glover, Chair Papan, Commissioner Pedroza and Commissioner Ronen

Absent: 3 - Vice Chair Fleming, Commissioner Miley and Commissioner Thao

2a. [24-0006](#) Approval of Administration Committee Minutes of the December 13, 2023.

Action: Committee Approval

- 2b.** [24-0004](#) Consultant Contracts - Parking Management Planning Grant Consulting Services
- i. Curb Management Plans for Cities of Petaluma and Santa Rosa - Sam Schwartz Company (\$307,000)

 - ii. Curb Management Plans for Cities of Sausalito and Walnut Creek - Fehr & Peers (\$301,015)

 - iii. Update to Parking Policies for the Cities of Menlo Park, San Mateo, and Vallejo - AECOM (\$475,000)

 - iv. Develop Parking Strategies for the Cities of Concord, Lafayette, and Napa - CHS Consulting Group (\$565,000)

Action: Committee Approval

Presenter: Krute Singa

- 2c.** [24-0005](#) Consultant Contracts - Regional Mobility Hubs Planning Grant Consulting Services
- i. Southeastern SF Mobility Hub Plan - SERA Architects, Inc. (\$396,000)

 - ii. Marin County Mobility Hub Plan - Kimley-Horn and Associates, Inc. (\$400,000)

 - iii. Antioch Park n Ride Mobility Hub Plan - Fehr & Peers (\$400,000)

Action: Committee Approval

Presenter: Krute Singa

- 2d.** [24-0053](#) MTC Resolution No. 4563, Revised. Reauthorization of MTC Investment Policy.

Action: Commission Approval

Presenter: Natalie Perkins

- 2e.** [24-0094](#) Contract - Accessory Dwelling Unit Consulting: Baird + Driskell dba Community Planning Collaborative (\$250,000).

Action: Committee Approval

Presenter: Heather Peters

- 2f. [24-0052](#) Contract Amendment - Data License Extension: TomTom North America, Inc. (\$63,895.10/year).

Action: Committee Approval

Presenter: Michael Smith

3. Public Comment / Other Business

4. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on February 14, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.