



# 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, February 14, 2024

10:05 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 call the meeting to order at 10:06 a.m.**

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

**Present:** 5 - Commissioner Abe-Koga, Vice Chair Fleming, Commissioner Glover, Chair Papan and Commissioner Ronen

**Absent:** 3 - Commissioner Chavez, Commissioner Miley and Commissioner Thao

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

### 2. Consent Calendar

**Upon the motion by Commissioner Ronen and seconded by Commissioner Glover, the consent calendar was unanimously approved by the following:**

**Aye:** 5 - Commissioner Abe-Koga, Vice Chair Fleming, Commissioner Glover, Chair Papan and Commissioner Ronen

**Absent:** 3 - Commissioner Chavez, Commissioner Miley and Commissioner Thao

**2a.**    [24-0145](#)    Approval of Administration Committee Minutes of the January 10, 2024, Meeting.

**Action:** Committee Approval

**2b.**    [24-0124](#)    MTC Investment Report for December 2023 (Unaudited).

**Action:** Informational

**Presenter:** Natalie Perkins

- 2c. [24-0129](#) Contract Amendment - 2021 Travel Diary Survey: Resource Systems Group (\$300,000).  
*Action:* Committee Approval  
*Presenter:* Shimon Israel
- 2d. [24-0172](#) Contract Amendment - Public Engagement Support: Kearns & West, Inc. (\$200,000).  
*Action:* Committee Approval  
*Presenter:* Leslie Lara-Enríquez
- 2e. [24-0261](#) Fiscal Year (FY) 2023-24 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenses for the Period Ended December 31, 2023 (Unaudited).  
*Action:* Information  
*Presenter:* Derek Hansel

### 3. Public Comment / Other Business

### 4. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on March 13, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.