Metropolitan Transportation Commission

Meeting Minutes - Draft

Bay Area Metro Center
375 Beale Street
San Francisco, CA 94105

Administration Committee

Gina Papan, Chair *Amber Manfree, Vice Chair*

Wednesday, March 11, 2026 **9:40 AM** **Board Room - 1st Floor**

Roster
Gina Papan (Chair), Amber Manfree (Vice Chair),
Margaret Abe-Koga, Victoria Fleming, Barbara Lee,
Myrna Melgar, Nate Miley, Belia Ramos
Non-Voting Member: Libby Schaaf, David Ambuehl

Chair Papan called the meeting to order at 9:51 a.m.

1. Call to Order / Roll Call / Confirm Quorum

Present: 7 - Commissioner Abe-Koga, Commissioner Lee, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos
Absent: 1 - Commissioner Fleming

Commissioner Melgar was absent during Roll Call and arrived during agenda item 3a.

Non-voting members present: Commissioner Schaaf
Non-voting members absent: Commissioner Ambuehl
Ex-Officio Voting Members Present: Commission Chair Noack and Commission Vice Chair Moulton-Peters
Ad-Hoc Non-voting members present: Commissioner Giacopini (remote) and Commissioner Andersen (remote)

2. Consent Calendar

Upon the motion by Vice Chair Manfree and seconded by Commissioner Lee, the Consent Calendar was unanimously approved by the following vote:

Aye: 6 - Commissioner Abe-Koga, Commissioner Lee, Vice Chair Manfree, Commissioner Miley, Chair Papan and Commissioner Ramos
Absent: 2 - Commissioner Fleming and Commissioner Melgar

2a. 26-0231 Approval of the Administration Committee February 11, 2026, Meeting Minutes.

Action: Committee Approval

Attachments: 2a_26-0231_2-11-2026_Administration_Draft_Minutes.pdf

2b. 26-0219 MTC Resolution No. 4753: State Route 37 Designated Sub-Recipient

Agreement for Promoting Resilient Operations for Transformative, Efficient, and Cost-Saving Transportation Program (PROTECT) Funds.

Action: Commission Approval

Presenter: Kevin Chen

Attachments: 2b_26-0219_1_Summary_Sheet_SR_37_PROTECT_Funds.pdf
2b_26-0219_2_MTC_Resolution_No_4753.pdf

2c. 26-0317 Contract Amendment for General Legal Counsel and Services, Labor and Employment Law: Boucher Law, PC ($150,000).

Action: Committee Approval

Presenter: Kathleen Kane

Attachments: 2c_26-0317_Contract_Boucher_Law_Employment_Svcs.pdf

2d. 26-0319 Purchase Order Amendment - Temporary Employment Services: Accel Employment Services ($130,000).

Action: Committee Approval

Presenter: George Alonzo

Attachments: 2d_26-0319_Contract_Amendment_Temp_Employment_Svcs.pdf

3. Commission Approval

3a. 26-0090 MTC Resolution No. 4751 - Authorization of MTC Operating Reserve Policy.

Action: Commission Approval

Presenter: Grace Martinez

Attachments: 3a_26-0090_1_Summary_Sheet_Operating_Reserve_Policy.pdf
3a_26-0090_2_MTC_Resolution_No_4751.pdf
3a_26-0090_3_Attachment_A_Operating_Reserve_MTC_Resolution_No_4751.pdf
3a_26-0090_4_Presentation_MTC_Operating_Reserve_Policy.pdf

Aleta Dupree was called to speak.

Upon the motion by Commissioner Ramos and seconded by Chair Papan, the Committee approved referral of MTC Resolution No. 4751, Authorization of MTC Operating Reserve Policy, amending the motion, directing staff to include language specifying notification to the MTC Commission of any funds used. The motion carried the following vote:

Aye: 7 - Commissioner Abe-Koga, Commissioner Lee, Vice Chair Manfree, Commissioner Melgar, Commissioner Miley, Chair Papan and Commissioner Ramos

Absent: 1 - Commissioner Fleming

4. Information

4a. 26-0171 MTC Investment Portfolio Review.

Action: Information

Presenter: Natalie Perkins / Carlos Oblites, Chandler Asset Management, Inc.

Attachments: 4a_26-0171_1_Summary_Sheet_MTC_Investment_Portfolio_Review.pdf
4a_26-0171_2_Presentation_MTC_Investment_Portfolio_Review.pdf
4a_26-0171_3_Presentation_Investment_Advisory_Services_Review.pdf

5. Public Comment / Other Business

6. Adjournment / Next Meetings:

The next regular meeting of the MTC Administration Committee is scheduled to be held at the Bay Area Metro Center, 375 Beale Street, San Francisco on Wednesday, April 8, 2026 at 9:40 a.m. Any changes to the schedule will be duly noticed to the public.

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