



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, November 13, 2024

9:40 AM

Board Room - 1st Floor

Roster

**Gina Papan (Chair), Victoria Fleming (Vice Chair),
Margaret Abe-Koga, Federal Glover, Nate Miley,
Hillary Ronen, Vacant, Vacant**

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

Chair Papan called the meeting to order at 9:49 a.m.

1. Call to Order / Roll Call / Confirm Quorum

Present: 4 - Commissioner Abe-Koga, Commissioner Glover, Commissioner Miley and Chair Papan

Absent: 2 - Vice Chair Fleming and Commissioner Ronen

Non-voting members present: Commissioner Schaaf

Ex Officio Voting Members Present: Commission Chair Pedroza

Ad-Hoc Non-voting members present: Commissioner Giacomini

2. Consent Calendar

Upon the motion by Commissioner Abe-Koga and seconded by Commissioner Glover, the Consent Calendar was unanimously approved by the following vote:

Aye: 4 - Commissioner Abe-Koga, Commissioner Glover, Commissioner Miley and Chair Papan

Absent: 2 - Vice Chair Fleming and Commissioner Ronen

2a. [24-0926](#) Approval of Administration Committee Minutes of October 9, 2024 Meeting.

Action: Committee Approval

- 2b.** [24-1296](#) Contract Amendment (Sole Source) - Central Square Technologies, LLC (\$815,859).
 Action: Committee Approval
 Presenter: Suzanne Bode
- 2c.** [24-1297](#) Contract Amendment - StreetSaver® Software Development, Maintenance, and Support: DevMecca.com, LLC (\$7,500,000).
 Action: Committee Approval
 Presenter: Sui Tan
- 2d.** [24-1299](#) Metropolitan Transportation Commission (MTC) Resolution No. 4637, Revised Fiscal Year (FY) 2024-25 Overall Work Program (OWP) Amendment No. 3.
 Action: Commission Approval
 Presenter: Oscar Quintanilla Lopez
- 2e.** [24-1300](#) Metropolitan Transportation Commission Resolution No. 4675 Master Fund Transfer Agreement with the California Department of Transportation.
 Action: Commission Approval
 Presenter: Oscar Quintanilla Lopez
- 2f.** [24-1374](#) Contract - Equity Bench - Communications, User Experience Design, and Change Strategy Support: Moore Iacofano Goltsman, Inc. (\$300,000).
 Action: Committee Approval
 Presenter: Shauna Callow
- 2g.** [24-1375](#) Contract Amendment - Digital Engagement and Support Services: Craft & Commerce, LLC (\$315,000).
 Action: Committee Approval
 Presenter: Khristina Wenzinger
- 2h.** [24-1399](#) MTC Investment Report for September 2024 (Unaudited).
 Action: Information
 Presenter: Catherine Cam

- 2i. [24-1407](#) Fiscal Year (FY) 2024-25 Metropolitan Transportation Commission (MTC) Statement of Revenues and Expenditures for the Period Ended September 30, 2024 (Unaudited).

Action: Information

Presenter: Derek Hansel

3. Commission Approval

- 3a. [24-1301](#) Metropolitan Transportation Commission Resolution (MTC) No. 4638, Revised. FY 2024-25 Operating and Capital Budgets Amendment No. 1.

Staff requests that the Committee refer MTC Resolution No. 4638 Revised, the MTC FY 2024-25 Operating and Capital Budgets, Amendment No. 1, to the Commission for approval. This amendment increases operating revenue by \$10.5 million and operating expenses by \$11.4 million. The resulting \$0.8 million increase to the projected operating deficit is funded by a draw from fund balance.

Action: Commission Approval

Presenter: Derek Hansel

Upon the motion by Commissioner Glover and seconded by Commissioner Abe-Koga, the Committee unanimously approved referral of Metropolitan Transportation Commission Resolution (MTC) No. 4638, Revised FY 2024-25 Operating and Capital Budgets Amendment No. 1 to the Commission for approval. The motion carried by the following vote:

Aye: 4 - Commissioner Abe-Koga, Commissioner Glover, Commissioner Miley and Chair Papan

Absent: 2 - Vice Chair Fleming and Commissioner Ronen

4. Public Comment / Other Business

5. Adjournment / Next Meeting

The next meeting of the Administration Committee will be held on December 11, 2024 at 9:40 a.m. at the Bay Area Metro Center, 375 Beale Street, San Francisco, CA.

Chair Papan adjourned the meeting at 9:56 a.m.