



Metropolitan Transportation Commission Meeting Minutes

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

Administration Committee

Gina Papan, Chair Amber Manfree, Vice Chair

Wednesday, July 9, 2025

9:40 AM

Board Room - 1st Floor

Roster

Gina Papan (Chair), Amber Manfree (Vice Chair),
Margaret Abe-Koga, Victoria Fleming, Myrna Melgar
Nate Miley, Belia Ramos

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

In the absence of Chair Papan, Vice Chair Manfree called the meeting to order at 10:12 a.m.

1. Call to Order / Roll Call / Confirm Quorum

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

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

Ex Officio Voting Members Present: Commission Chair Noack, Commission Vice Chair Moulton-Peters and Commissioner Anderson (remote)

2. Consent Calendar

At the request by Vice Chair Manfree, agenda item 2c was pulled from the Consent Calendar for discussion. Following discussion, agenda item 2c was approved to amend the request to add Commissioner Melgar and staff return for final approval. Upon motion by Commissioner Ramos and seconded by Commissioner Miley, the Consent Calendar was unanimously approved. The motion carried the following vote:

2a. [25-0841](#) Approval of the Administration Committee June 11, 2025 Meeting Minutes.

Action: Committee Approval

2b. [25-0947](#) Contract - AC Transit Passenger Survey: ETC Institute. (\$800,000).

Action: Committee Approval

Presenter: Flavia Tsang

- 2c. [25-0987](#) International Travel Request: MTC staff and Commissioner participation in the 2025 Social Housing Field Study in Vienna, Austria.

Action: Committee Approval

Presenter: Daniel Saver

- 2d. [25-0832](#) Contract - MTC CARE: Power-Building and Engagement Program Management and Technical Assistance - Ground Works Consulting (\$3,500,000).

Action: Committee Approval

Presenter: Judis Santos

3. Public Comment / Other Business

4. Adjournment / Next Meetings:

The next regular meeting of the Administration Committee is scheduled to be held at the Bay Area Metro Center, 375 Beale Street, San Francisco on September 10, 2025 at 9:40 a.m. Any changes to the schedule will be duly noticed to the public.

In the absence of Chair Papan, Vice Chair Manfree adjourned the meeting at 10:15 a.m.