



# Metropolitan Transportation Commission Meeting Minutes

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

## Administration Committee

### *Committee Members:*

*Federal D. Glover, Chair    Cindy Chavez, Vice Chair  
Margaret Abe-Koga, Nate Miley, Gina Papan, David Rabbitt,  
Hillary Ronen, Amy Worth  
Non-Voting Member: Dina El-Tawansy*

---

Wednesday, May 11, 2022

9:40 AM

REMOTE (In person option available)

---

### Call Meeting to Order

#### 1. Roll Call / Confirm Quorum

**Present:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Rabbitt and Commissioner Worth  
**Absent:** 2 - Chair Glover and Commissioner Ronen

Non-Voting Member Absent: Commissioner El-Tawansy

Ex Officio Voting Members Present: Commission Chair Pedroza and Vice Chair Josefowitz

Ad Hoc Non-Voting Members Present: Commissioner Fleming, Commission Giacomini, and Commissioner Spering

#### 2. Consent Calendar

**In accordance to Government Code Section 84308, Vice Chair Chavez recused herself from agenda items 2b and 2f.**

**Upon the motion by Commissioner Papan and seconded by Commissioner Rabbitt, the Consent Calendar was approved by the following vote:**

**Aye:** 6 - Commissioner Abe-Koga, Vice Chair Chavez, Commissioner Miley, Commissioner Papan, Commissioner Rabbitt and Commissioner Worth

**Absent:** 2 - Chair Glover and Commissioner Ronen

**2a.**    [22-0657](#)    Minutes of the April 13, 2022 meeting

**Action:** Committee Approval

**2b.**    [22-0658](#)    Contract Amendment - ActivitySim/emme Model Conversion Project: WSP USA, Inc. (\$200,000)

**Action:** Committee Approval

**Presenter:** Bill Davidson

- 2c. [22-0659](#) Contract Amendment - Digital Engagement and Support Services: Craft & Commerce, LLC (\$220,000)  
*Action:* Committee Approval  
*Presenter:* Khristina Wenzinger
- 2d. [22-0676](#) Contract Amendment - Agency Website Support Services: Peak Digital, LLC (\$840,000)  
*Action:* Committee Approval  
*Presenter:* Alysha Nachtigall
- 2e. [22-0702](#) Purchase Order Amendment - Annual Licensing Agreement: Carahsoft Technology Corporation (\$35,833)  
*Action:* Committee Approval  
*Presenter:* Kearey Smith
- 2f. [22-0665](#) Contract Amendment - BAHFA Business Plan: Forsyth Street Advisors LLC (\$500,000)  
*Action:* Committee Approval  
*Presenter:* Kate Hartley

### 3. Public Comment / Other Business

Aleta Dupree was called to speak.

### 4. Adjournment / Next Meeting

The next meeting of the Administration Committee is scheduled to be held on Wednesday, June 8, 2022 at 9:40 a.m. Any changes to the schedule will be duly noticed to the public.