

**SAN FRANCISCO BAY AREA RAPID TRANSIT DISTRICT**  
2150 Webster Street, Oakland, CA, 94612

**NOTICE OF MEETING MINUTES  
OFFICE OF CIVIL RIGHTS  
BUSINESS ADVISORY COUNCIL**

Wednesday, October 22, 2025  
1:00 p.m. – 3:00 p.m.

A meeting of the Office of Civil Rights Business Advisory Council (BAC) was held on Wednesday, October 22, 2025, from 1:00 p.m. to 3:00 p.m. at BART Headquarters' Bid Room #161 at 2150 Webster Street, Oakland, CA 94612 and via Zoom video conference.

**Members Present:** Erin Hanigan, Mydria Clark, H. Seng Kwok, Arash Firouzjaei, Que Alicea, Emmanuel Hyppolite, Danelle Tucker, Tiffany Newhouse, and Ranjani Mohana

**Absent Members:** Shaune Gbana, Debra Roak, Paola Santana, and Mahsa Azad

**Staff & Guests:** Rudy Garza, Joseph Towner, Lilian Lopez, Alexandra Arroyo, Director Robert Raburn and Byron Toma

**AGENDA**

1. Roll Call and Public Introductions
  - Welcomed New BAC Member, Ranjani Mohana
2. Approval of Meeting Minutes (For Action)
  - July 16, 2025, meeting minutes were approved. Que Alicea moved to approve, and Arash Firouzjaei seconded the motion.
3. Update from Procurement on Upcoming Contracts (Presentation Alexandra Arroyo) (For Information)
  - Alexandra Arroyo provided an update on upcoming contracts and emphasized the need to connect small businesses to all contracting opportunities.
4. Small Business Outreach Update (Presentation by Alexandra Arroyo) (For Information)
  - Alexandra Arroyo presented an update on small business outreach activities from January 2025 to September 2025; 21 outreach events with a total of 1,978 attendees, including 10 BART-sponsored events averaging 36 participants each. The 21 outreach events were held across Oakland, Hayward, San Jose, San Mateo, and virtually, with 14 in-person and 7 virtual sessions.
  - BAC members provided a range of recommendations to enhance the 2026 Small Business (SB) Summit, such as focusing on expanding supplier engagement, improving support and education for small businesses, increasing meaningful interactions between SB and vendors, and promoting the event more intentionally to diverse communities.

5. Strategic Planning Subcommittee Update (For Information)
  - The BAC subcommittee has worked collaboratively to prioritize key initiatives aimed at enhancing program effectiveness, supporting small businesses, and strengthening accountability among all parties. They met with OCR staff to discuss these priorities, which will be taken under advisement.
6. Bylaws Termination of Membership (For Action)
  - BAC members unanimously voted to remove Shaune Gbana from the BAC in accordance with the termination provisions outlined in the Bylaws. Her removal was a result of chronic unexcused absences.
7. Administrative Discussion (For Information)
  - On October 3, 2025, the U.S. DOT issued an Interim Final Rule revising DBE Program regulations (49 CFR Part 26). Rudy Garza informed BAC members that after the Unified Certification Program recertification is complete, the District will provide updated guidance on DBE certification and goal attainment.
8. General Discussion and Public Comment (an opportunity for members of the public to address the BAC on matters under their jurisdiction and not on the agenda) (For Information)
  - Director Robert Raburn announced that the District is considering increasing the small purchase threshold, which is currently set at \$100,000.
9. Adjournment
  - The meeting was adjourned. Que Alicea made the motion to adjourn and Mydria Clark seconded the motion.

### **2026 Meeting Schedule**

The Business Advisory Council will meet in person and virtually on the following dates in the San Francisco Bay Area Rapid Transit District (BART) Headquarters (HQ) designated conference room located at 2150 Webster Street, Oakland, California 94612 and via Zoom, unless noted otherwise.

<b>DATE TIME LOCATION</b>		
January 28, 2026	1:00pm – 3:00pm	Via Zoom/BART HQ
April 15, 2026	1:00pm – 3:00pm	Via Zoom/BART HQ
July 15, 2026	1:00pm – 3:00pm	Via Zoom/BART HQ
October 21, 2026	1:00pm – 3:00pm	Via Zoom/BART HQ