

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 2/11/2026

Staff Report No. 26-010

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary
SUBJECT: Board Policy 100

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider approving minor amendments to Board Policy 100 - Introduction to the Board Policy and Administrative Regulation Manual & Periodic Review Schedule.

Staff Contact:
Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

There is no strategic importance associated with this report.

BUDGETARY/FISCAL IMPACT:

There is no budgetary or fiscal impact associated with this report.

BACKGROUND/RATIONALE:

Board Policy 100 was last amended in 2023 and is required to be reviewed every three years. The District Secretary has reviewed the policy and is recommending minor amendments to the policy as follows:

I. Purpose/V. Authority

This section has been amended to remove a reference to an Administrative Regulation to govern the creation, review, amendment, and the repeal of a policy or regulation. Although staff initiated the development of such a regulation, the effort was redirected after it became apparent that a standardized, one-size-fits-all approach would not be effective in all circumstances. Additionally, staff believes that minimum standards, such as requiring legal review, for these processes already exist within the policy itself. In addition, this change corresponds to a change in the General Manager's authority in Section V.B. which permits the General Manager to implement a process if they wish to do so, which is less formal than creating a regulation.

IV. Policy

Section C. Control Department Responsibilities

This section was amended to update the responsibilities of Control Departments related to the annual review

of Board Policies. It moves the deadline for Control Departments to confirm the schedule for the Board Policies that will be reviewed the following year with the District Secretary to December 15th instead of December 31st. This will allow more time to prepare the report that will be presented to the Board at the first meeting in January.

ADVANTAGES/DISADVANTAGES:

The amendments increase flexibility, align the General Manager's authority with practice, and move the confirmation deadline to December 15th for better Board reporting. While guidance regarding the creation, review, amendment, and the repeal of a policy or regulation is being removed as a requirement, staff believes that a more efficient - and sometimes tailored - process is more appropriate and outweighs this minor impact.

ALTERNATIVES ANALYSIS:

There are no practical alternatives to the course of action recommended in this report.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 100 was last amended in 2023

ATTACHMENTS:

1. Board Policy 100 (redlined)

Prepared by:

Linda Nemeroff, Board Administrative Officer/District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Aimee L. Steele, General Counsel/Chief Legal Officer

Salvador Llamas, General Manager/Chief Executive Officer