

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 10/8/2025

Staff Report No. 25-490

TO: AC Transit Board of Directors
FROM: Aimee L. Steele, General Counsel/Chief Legal Officer
SUBJECT: Travel Authorization

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider authorizing the General Counsel to attend the Transportation Research Board (TRB) Annual Meeting on January 11 - 15, 2026 in Washington D.C.

Staff Contact:
Aimee L. Steele, General Counsel/Chief Legal Officer

STRATEGIC IMPORTANCE:

Goal - Strong Public and Policymaker Support
Initiative - Employee Recruitment, Training and Retention

Attending TRB's Annual Meeting will offer the General Counsel valuable opportunities for networking, continuing education, and the development of professional and technical skills essential to the legal department.

BUDGETARY/FISCAL IMPACT:

Estimated expense associated for the TRB workshops and seminars are expected to be \$3,385.

Full TRB Membership Registration	\$1185.00
Air Fare	\$500.00
Hotel (5 nights at 240.00/per night)	\$1200.00
Ground Transportation	\$200
Per Diem (GSA Standard)	\$300.00
TOTAL:	\$3,385.00

BACKGROUND/RATIONALE:

The annual TRB meeting in Washington, D.C. provides a wealth of information regarding public transit research and issues. The conference provides cutting edge information related a variety of areas of transit including

safety, data analytics, artificial intelligence workforce development, and threat reduction. Pursuant to Board Policy 155, all out-of-state travel for Directors and Officers to attend a conference or meeting related to District business at District expense shall be approved by action of the Board of Directors prior to incurring expenses. This travel authorization has been prepared in accordance with Board Policy 155.

ADVANTAGES/DISADVANTAGES:

The advantage to attending TRB is that it provides continuing transit-oriented education, including legal issues. No disadvantages have been identified.

ALTERNATIVES ANALYSIS:

There is no alternative analysis.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 155 - Travel, Meeting and Miscellaneous Expenses Reimbursements for Directors and Board Officers.

ATTACHMENTS:

None

Prepared by:

Aimee L. Steele, General Counsel/Chief Legal Officer

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary