

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/19/2025

Staff Report No. 25-517

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary
SUBJECT: Regular Meetings of the Board of Directors for Calendar Year 2026

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider review and adoption of the 2026 regular Board meeting schedule.

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

STRATEGIC IMPORTANCE:

This report has been prepared for administrative purpose and has no strategic importance.

BUDGETARY/FISCAL IMPACT:

There is no budgetary impact associated with this report.

BACKGROUND/RATIONALE:

Board Policy 101 - Board of Directors Rules for Procedure, Section 4.3 (Regular Meetings) requires the District Secretary to provide a list of the regular meeting dates for the coming year taking into account any dates that would conflict with the District's holiday schedule. In addition, any Director may request that additional Board dates be considered as holidays for the purpose of rescheduling the regular meeting to a different date or consider the issue closer to the affected meeting date provided there is justification for the request.

Regular meetings of the Board of Directors are held on the second and fourth Wednesday of each month at 5:00 p.m., except in August, November, and December, when only one meeting is scheduled. The District Secretary reviewed the 2026 holiday calendar and identified one conflict with Veterans Day in November 2026. Additionally, staff noted a potential conflict between the Transit Research Board Annual Conference and the Board meeting on January 14; however, a date change may not be necessary, as no Board members are currently scheduled to attend the conference.

In addition, Directors may request that other dates be considered for inclusion in the list of holidays (with justification). Should the Board decide to include any additional regular meeting dates as holiday, the District Secretary requests that the Board advise as to the date(s) the regular Meeting(s) will be rescheduled to.

The District Secretary and General Manager have met to review the list of meetings for the coming year. Aside from any additional changes the Board wishes to make, it is recommended that the regular meeting schedule for 2026 be adopted as follows:

Meeting Date	Holidays/Conferences
January 14	January 11 th - 15 th - TRB Annual Conference, Washington, D.C.
January 28	Monday, January 19 th - Martin Luther King Jr. Day
February 11	
February 25	Monday, February 16 th - President's Day
March 11	
March 25	
April 8	April 12 th - 14 th - APTA Legislative Conf. (location TBA)
April 22	
April 29 (Board Retreat 9:00 a.m.)	
May 13	May 15 th - 19 th - APTA Bus Rodeo, Salt Lake City, UT May 17 th - 20 th - APTA Mobility , Salt Lake City, UT May 20 th - CTA Spring Legislative Conference, Sacramento, CA
May 27	Monday, May 25 th - Memorial Day
June 10	
June 24	Friday, June 19 th - Juneteenth
July 8	
July 22	Saturday, July 4 th - Independence Day
August 12	
September 9	Monday, September 7 th - Labor Day
September 23	
September 30 (Board Retreat 9:00 a.m.)	
October 14	October 4 th - 7 th APTA TRANSform, Chicago, IL
October 28	
November 18	November 5 th - 7 th CTA Annual Conference, Sacramento, CA Wednesday, November 11 th - Veterans' Day
December 9	Friday, December 25 th - Christmas Day

ADVANTAGES/DISADVANTAGES:

An advance schedule allows Board members and staff to prepare for each meeting and adjust their schedules accordingly. It also helps to limit the number of special meetings held during the year and provides a clear and stable meeting schedule that the general public can rely on.

ALTERNATIVES ANALYSIS:

Pursuant to Board Policy 101, this administrative matter is to be carried out no later than the first Board meeting of each calendar year.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 101 - Board of Directors Rules for Procedure, Article 4, Section 4.3 (Regular Meetings)

ATTACHMENTS:

1. 2026 Calendar

Prepared by:

Jelena Harada, Assistant District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Salvador Llamas, General Manager/Chief Executive Officer