

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 1/22/2020

Staff Report No. 20-072

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, District Secretary
SUBJECT: Travel Authorization

ACTION ITEM

RECOMMENDED ACTION(S):

Consider authorizing Director Peeples to attend the ZEBRA Infrastructure OEM Roundtable on February 19-20, 2020, in Seattle, Washington.

STRATEGIC IMPORTANCE:

Goal - Environmental Improvement

Participation by elected officials at meetings and conferences is necessary to keep abreast of changing trends and technology impacting the District.

BUDGETARY/FISCAL IMPACT:

The total cost of this trip is approximately \$ 1,008.00. Expenses are estimated below:

Airfare	\$ 230.00
Lodging (3 nights @\$184.00/night)	\$ 460.00
Per diem (3 days @ \$ 76.00 / day IRS rate)	\$ 228.00*
Ground Transportation (3 days @ \$30.00/day)	\$ 90.00
Total	\$1,008.00

*** Reduced amount for first and last days of travel; excludes conference provided meals.*

BACKGROUND/RATIONALE:

Pursuant to Board Policy 155, all out-of-state travel for Directors and Officers to attend a conference or a meeting related to District business and 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. The ZEBRA Infrastructure Roundtable in February will be the second installment in the ZEBRA roundtable series following the OEM Roundtable held in September 2019.

ADVANTAGES/DISADVANTAGES:

This meeting will bring infrastructure providers from both the hydrogen and battery electric sides of the market into the room with ZEBRA membership for an unmatched opportunity to openly discuss the technologies and fleet solutions they offer.

ALTERNATIVES ANALYSIS:

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

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 155-Travel and Meeting Expense Reimbursements for Directors and Board Officers.

ATTACHMENTS:

1. 2020 Annual Meeting Schedule for the ZEB Roundtable.

Prepared by:

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Approved/Reviewed by:

Linda A. Nemeroff, District Secretary