

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 2/26/2025

**Staff Report No. 25-132**

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**TO:** AC Transit Board of Directors  
**FROM:** Linda A. Nemeroff, Board Administrative Officer/District Secretary  
**SUBJECT:** Quarterly Travel and Meeting Expenses

### BRIEFING ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider receiving the FY 2024-25 Second Quarter Travel and Meeting Expense Report for the Board of Directors.

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

**STRATEGIC IMPORTANCE:**

This report is provided for administrative purposes and, therefore, has no strategic importance.

**BUDGETARY/FISCAL IMPACT:**

Pursuant to Board Policy 155, each Director is allotted \$10,800 per fiscal year for travel and meeting expenses related to District business, with the Board President receiving an extra \$3,000 during each half of the fiscal year. Total expenses for the Second Quarter of FY 2024-25 amounted to \$2,896.62.

**BACKGROUND/RATIONALE:**

Board Policy No. 155 requires that the Board of Directors receive an itemized quarterly summary of all Board-related travel, meeting and miscellaneous expenses reimbursed under the policy. A summary of expenses for each Director is provided in Attachment 1. In addition, the year-to-date expense total for each Director is provided in Attachment 2.

**ADVANTAGES/DISADVANTAGES:**

This report is provided to the Board in the interest of transparency with regard to travel and miscellaneous expenses incurred by the Board of Directors.

**ALTERNATIVES ANALYSIS:**

This report is provided for information only.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Board Policy No. 155 - Travel, Meeting and Miscellaneous Expense Reimbursement for Directors and Board Officers.

**ATTACHMENTS:**

1. FY 2024-25 Second Quarter Directors Travel/Meeting Expense Report
2. Board Annual Expense Summary

**Prepared by:**

David W. Low, Administrative Specialist

**Approved/Reviewed by:**

Linda A. Nemeroff, Board Administrative Officer/District Secretary