

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

**MEETING DATE:** 11/13/2024

**Staff Report No.** 24-509

**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 2025

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider adopting the 2025 regular Board meeting schedule taking into consideration the District's holiday schedule and any days requested by Directors to be included in the holiday schedule; and reschedule regular meetings if necessary.

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 occur on the second and fourth Wednesday of each month at 5:00 p.m. The District Secretary has reviewed the District's 2025 holiday schedule and found no conflicts with respect to holidays. However, due to the timing of the American Public Transportation Association's Mobility Conference and Internation Bus Roadeo on April 4-8, 2025 and the number of likely staff and Board members who attend this conference, staff proposes that April meetings be held on the third and fifth Wednesday, April 16<sup>th</sup> and April 30<sup>th</sup> respectively. Staff is also proposing that the August meeting be held on August 6, 2025, with the Board on recess the remainder of the month.

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 holidays, 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. Notwithstanding any additional changes the Board wishes to make, it is recommended that the regular meeting schedule for 2025 be adopted as follows:

<b>Meeting date</b>	<b>Holidays/Other Conflicts</b>
January 8	January 5 -9 - TRB Annual Conference
January 22	Monday, January 20 <sup>th</sup> - Martin Luther King Jr. Day
February 12	
February 26	Monday, February 17 <sup>th</sup> - President’s Day
March 12	
March 26	
April 16 (was April 9)	April 4-8 APTA International Bus Roadeo, Austin, Texas
April 30 (was April 23)	
May 14	May 18-20 APTA Legislative Conference
May 28	Monday, May 26 <sup>th</sup> - Memorial Day CTA Spring Legislative Conference TBD
<b>May 28 (Board Retreat 9:00 a.m.)</b>	
June 11	Thursday, June 19 <sup>th</sup> - Juneteenth
June 25	
July 9	Friday, July 4 <sup>th</sup> - Independence Day
July 23	
August 6	
September 10	Monday, September 1 <sup>st</sup> - Labor Day
September 24	September APTA Transform Conference TBD
October 8	
October 22	
<b>October 29 (Board Retreat 9:00 a.m.)</b>	
November 12	November 5-7 CTA Annual Conference Tuesday, November 11 <sup>th</sup> - Veterans’ Day Observed
December 10	Thursday, December 25 <sup>th</sup> - 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. 2025 Calendar

**Prepared by:**

Jelena Harada, Assistant District Secretary

**Approved/Reviewed by:**

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Michael A. Hursh, General Manager/Chief Executive Officer