

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 2/22/2023

**Staff Report No. 23-116**

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

### BRIEFING ITEM

**AGENDA PLANNING REQUEST:** ☐

**RECOMMENDED ACTION(S):**

Consider receiving the FY 2022-23 Second Quarter Travel and Meeting Expense Report for Directors and Board Officers.

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 \$9,000 per fiscal year for travel and meeting expenses related to District business, with the Board President receiving an extra \$2,000 during each half of the fiscal year. Total expenses for the Second Quarter of FY 2022-23 amounted to \$12,415.97.

With regard to Board Officers, each Officer has an annual budget for travel and meeting expense reimbursement which was approved by the Board of Directors with the adoption of the District budget. Total expenses incurred by Board Officers during the Second Quarter of FY 2022-23 amounted to \$5,505.84.

**BACKGROUND/RATIONALE:**

Board Policy No. 155 - Travel, Meeting and Miscellaneous Expense Reimbursement for Directors and Board Officers, provides that the Board of Directors receive an itemized quarterly summary of all travel, meeting and miscellaneous expenses reimbursed under the policy. A summary of expenses for each Director and Board Officer 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 and Board Officers.

**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 2022-23 Second Quarter Directors and Officers Travel/Meeting Expense Report
2. Board Annual Expense Summary

**Prepared by:**

David Low, Administrative Specialist

**Approved/Reviewed by:**

Linda A. Nemeroff, Board Administrative Officer/District Secretary