

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/12/2020

Staff Report No. 20-383

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, District Secretary
SUBJECT: Regular Meetings of the Board of Directors for Calendar Year 2021

ACTION ITEM

RECOMMENDED ACTION(S):

Consider adopting the 2021 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.

STRATEGIC IMPORTANCE:

This report has been prepared for administrative purposes 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 2021 holiday schedule and has determined that there are no holidays that would conflict with a regular meeting.

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 re-scheduled 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 2021 be adopted as follows:

Meeting Date	Holidays/Other Conflicts
January 13, 2021	
January 27, 2021	Monday, January 18 th - Martin Luther King Jr. Day January 21-29 - TRB Annual Virtual Conference
February 10, 2021	Monday, February 15 th - President's Day
February 24, 2021	
March 10, 2021	TBD APTA Legislative Conference
March 24, 2021	
March 31, 2021 (Board Retreat)	
April 14, 2021	
April 28, 2021	
May 12, 2021	TBD APTA Bus & Paratransit
May 26, 2021	Monday, May 31 st - Memorial Day
June 9, 2021	
June 23, 2021	
July 14, 2021	Sunday, July 4 th - Independence Day Observed
July 28, 2021	
August 11, 2021	
September 8, 2021	Monday, September 6 th - Labor Day
September 22, 2021	
September 29, 2021 (Board Retreat)	
October 13, 2021	October 3-6 APTA Transform Conference
October 27, 2021	
November 10, 2021	Thursday, November 11 th - Veterans' Day November 18-20 - CTA Annual Conference
December 8, 2021	Saturday, 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. 2021 Calendar

Prepared by:

Jelena Harada, Assistant District Secretary

Approved/Reviewed by:

Linda A. Nemeroff, District Secretary

Michael A. Hursh, General Manager