

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 2/11/2026

Staff Report No. 26-077

TO: AC Transit Board of Directors
FROM: Aimee L. Steele, General Counsel/Chief Legal Officer
SUBJECT: Travel Authorization

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider authorizing General Counsel to attend the American Public Transportation Association (APTA) Legal Affairs Seminar on March 15 -18, 2026, in Philadelphia, Pennsylvania.

Staff Contact:
Aimee L. Steele, General Counsel/Chief Legal Officer

STRATEGIC IMPORTANCE:

Goal - Strong Public and Policymaker Support
Initiative - Employee Recruitment, Training and Retention

This conference provides cutting edge, current information related to governmental affairs, procurement and contracting, liability, local measures, labor law, environmental law and intellectual property, all relevant areas of the law to the District.

BUDGETARY/FISCAL IMPACT:

Estimated expenses associated for the APTA legal Affairs Seminar are expected to be \$3,344.00.

Full APTA Member Registration	\$934.00
Air Fare	\$750.00
Hotel (4 Nights at \$315/per night)	\$1260.00
Ground Transportation	\$100.00
Per Diem (GSA Standard)	\$300.00
Total:	\$3344.00

These costs have been included in the FY 2025-26 budget for the Office of General Counsel.

BACKGROUND/RATIONALE:

The APTA Legal Affairs Conference provides current and updated information on legal topics applicable to the

District including, but not limited to, governmental affairs, procurement and contracting, liability, local measures, labor law, environmental law and intellectual property. The sessions will provide continuing legal education credits.

The Federal Transit Administration Chief Counsel also usually speaks about issues for the coming year. This conference provides both continuing legal education for the General Counsel but also an opportunity to network with other general counsels and attorneys working for or representing transit agencies.

Pursuant to Board Policy 155, all out-of-state travel for Board Officers to attend a conference or a meeting related to District business 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.

ADVANTAGES/DISADVANTAGES:

The Legal Affairs Seminar provided by APTA offers continuing transit-oriented legal education, including current legal issues to improve knowledge and networking opportunities.

ALTERNATIVES ANALYSIS:

There is no alternative analysis.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 155 - Travel, Meetings and Miscellaneous Expense Reimbursements for Directors of Board Officers.

ATTACHMENTS:

None

Prepared by:

Aimee L. Steele, General Counsel/Chief Legal Officer

Approved/Reviewed by:

Aimee L. Steele, General Counsel/Chief Legal Officer