

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 7/23/2025

Staff Report No. 25-147a

TO: AC Transit Board of Directors
FROM: Linda A. Nemeroff, Board Administrative Officer/District Secretary
SUBJECT: Travel Authorization

ACTION ITEM

AGENDA PLANNING REQUEST: ☐

RECOMMENDED ACTION(S):

Consider authorizing Director Young to attend the American Public Transportation Association's (APTA) 2025 Executive Study Mission to Asia on November 5-15, 2025 in Singapore, Seoul in South Korea, and Tokyo, Japan.

Staff Contact:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

STRATEGIC IMPORTANCE:

Goal - Convenient and Reliable Service

Initiative - Service Quality

Participation in conferences, workshops, and seminars is a strategic investment in Board members' continuous development, enabling them to stay informed on emerging trends, expand influential networks, and strengthen the specialized knowledge and leadership competencies essential for effective governance and decision-making.

BUDGETARY/FISCAL IMPACT:

The total cost for the APTA Executive Study Mission to Asia is approximately \$13,224.00. Expenses are estimated below:

Registration Fee ¹	\$11,750.00
Airfare	\$1,200.00
Per Diem ²	\$213.75
Ground Transportation (first and last day @ \$30/day)	\$60.25
TOTAL	\$13,224.00

¹Registration Fee includes all hotel accommodations (breakfast included) in Singapore, Seoul and Tokyo from arrival on Wednesday, November 5, 2025, to check-out on Saturday, November 15, 2025. Registration Fee also includes economy airfares from Singapore to Seoul and Seoul to Tokyo, on-site transfers, transit passes, daily tour support, and most major meals.

²*Reduced Per Diem for first day (Singapore) and last day (Tokyo) of travel.*

For FY 2025-26, each Board member's travel allotment has been reduced to \$8,640. Any expenses incurred beyond the remaining balance of this allotment for the trip must be covered personally by the Board member.

BACKGROUND/RATIONALE:

APTA is a nonprofit international association of more than 1,600 public and private sector member organizations that offers its members benefits that include: advocacy for federal funding and policies, research, technical expertise and consulting services, workforce development programs, educational conferences and seminars, and 135 subject-matter working committees. In addition, APTA is the only association in North America that represents all modes of public transportation. More than 90 percent of the people using public transportation in the United States and Canada ride APTA member systems.

APTA's Executive Study Mission to Asia provides a unique opportunity to engage with key leaders from Singapore, Seoul and Tokyo on the latest advances in public transportation and rail. Study mission participants will gain valuable insights into how to create and sustain a culture of innovation through bilateral exchanges, presentations, and site visits with key transit and rail players. A mix of strategic and operational topics will be discussed, including innovations in project and service delivery models and technological advances and practices that have led to improved service, safety and cost efficiencies. In addition to learning from international peers, participants will have the opportunity to travel across these systems, offering a real-time understanding of the user experience, infrastructure performance, and innovations in mobility.

Director Young has applied and has been selected to attend the Study Mission to Asia. Space is limited to a maximum of 25 delegation members with a balance of public and private sector participation at the senior executive level. Director Young acknowledges that personal funds over and above the existing travel allotment for FY 25-26 will be necessary to cover the full cost of the trip.

Pursuant to Board Policy 155, all out-of-state travel for Directors and 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. Board Policy 155 further requires Directors to provide a brief oral or written summary of their activities and/or information learned during the trip not later than the next Board meeting following their return from the trip.

Staff regularly includes the score for each destination from the Human Rights Campaign Municipal Equality Index, which rates the inclusivity of municipal laws, policies, and services for LGBTQ+ people who live and work there. However, there are no scores available for cities outside the United States.

In accordance with Board Policy 155, the Board is asked to authorize out-of-state travel for Director Young to attend the APTA 2025 Study Mission Asia scheduled for November 5-15, 2025, in Singapore, Seoul (South Korea), and Tokyo (Japan).

ADVANTAGES/DISADVANTAGES:

Attending an APTA Study Mission offers transit professionals a unique opportunity to gain firsthand exposure to global best practices in transportation planning, operations, and technology. Through site visits, peer exchanges, and in-depth discussions with international transit leaders, participants deepen their understanding of innovative solutions and approaches to transit challenges. The mission fosters strategic thinking, expands professional networks across public and private sectors, and equips participants with practical, actionable insights that can be adapted to enhance service delivery and policy development within their own organizations.

ALTERNATIVES ANALYSIS:

There are no alternatives to the course of action recommended in this report.

PRIOR RELEVANT BOARD ACTION/POLICIES:

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

ATTACHMENTS:

None.

Prepared by:

David W. Low, Administrative Specialist

Approved/Reviewed by:

Linda A. Nemeroff, Board Administrative Officer/District Secretary

Aimee L. Steele, General Counsel/Chief Legal Officer