

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

**MEETING DATE:** 12/11/2024

**Staff Report No.** 24-509a

**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 revised 2025 regular Board meeting schedule.

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.

At the November 13, 2024, Board meeting, staff was directed to report back in December with a recommendation to reconsider the retreat date and consider the Board Members’ possible attendance at the National Association of City Transportation Officials (NACTO) Conference.

Staff recommends scheduling the retreat on April 30<sup>th</sup>. The remainder of the schedule has been provided as pursuant to Board Policy 101.

It is recommended that the regular meeting schedule for 2025 be adopted as follows:

Meeting Date	Holidays/Other Conflicts
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January 8	January 5 <sup>th</sup> - 9 <sup>th</sup> - 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 9	April 4 <sup>th</sup> - 8 <sup>th</sup> APTA International Bus Roadeo, Austin, Texas
April 23	
<b>April 30 (Board Retreat 9:00 a.m.)</b>	
May 14	May 8 <sup>th</sup> -9 <sup>th</sup> CTA Spring Legislative Conference May 18 <sup>th</sup> -20 <sup>th</sup> APTA Legislative Conference
May 28	Monday, May 26 <sup>th</sup> - Memorial Day May 28 <sup>th</sup> - 31 <sup>st</sup> NACTO Conference
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:**

None

**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