

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

**MEETING DATE:** 3/27/2024

**Staff Report No.** 24-165

**TO:** AC Transit Board of Directors  
**FROM:** Linda A. Nemeroff, Board Administrative Officer/District Secretary  
**SUBJECT:** Board Policy 177

### ACTION ITEM

**AGENDA PLANNING REQUEST:**

**RECOMMENDED ACTION(S):**

Consider approving amendments to Board Policy 177, including a change in the title of the policy to “Transit Passes & Meeting Expense Reimbursements for Board or General Manager-Appointed Advisory Committee Members”.

Staff Contact:  
Linda A. Nemeroff, Board Administrative Officer/District Secretary

**STRATEGIC IMPORTANCE:**

Goal - Convenient and Reliable Service  
Initiative - Service Quality

The District benefits from the input of advisory committees, which are selected by the Board of Directors or the General Manager. These committees provide valuable insights from the perspectives of riders and the public, and help the District improve its programs and services.

**BUDGETARY/FISCAL IMPACT:**

There is no budgetary/fiscal impact associated with this policy.

**BACKGROUND/RATIONALE:**

Board Policy 177 was last reviewed in 2021. There were no changes made at that time. In April 2023, the Board suspended the Accessibility Advisory Committee (AAC), and the General Manager created the General Manager’s Access Committee to carry on the work of the AAC. Staff reviewed the existing policy and recommends that the framework of the policy remain intact, but that the title of the policy change and that it apply to unspecified advisory committees, thereby granting greater flexibility in offering the reimbursement of expenses and the extension of a free bus pass to committee members. However, the amended policy does not apply to members of the Parcel Tax Fiscal Oversight Committee, which only meets once a year to provide independent oversight of the parcel tax revenues the District receives from previous, voter-approved parcel tax measures.

**ADVANTAGES/DISADVANTAGES:**

Amending the policy will provide a framework for the reimbursement of eligible expenses for all advisory bodies in the future. Without the changes, the current policy is irrelevant.

**ALTERNATIVES ANALYSIS:**

Board Policy 177 is out of date due to the suspension of the Accessibility Advisory Committee. Instead of repealing the policy, staff believes that a non-specific policy would provide greater opportunity in the future when appointed committees are created by the Board or the General Manager.

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Board Policy 177 was last amended in 2018

**ATTACHMENTS:**

1. Board Policy 177 (Redlined)

**Prepared by:**

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**In Collaboration with:**

Mallory Nestor-Brush, Accessible Services Manager

**Approved/Reviewed by:**

Shayna van Hoften, Interim General Counsel/Chief Legal Officer

Chris Andrichak, Chief Financial Officer

Robert del Rosario, Director of Services Development and Planning

Linda A. Nemeroff, Board Administrative Officer/District Secretary