

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

**MEETING DATE:** 6/12/2024

**Staff Report No. 24-373**

**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 lodging expenses for members of the Board of Directors attending the American Public Transportation Association's (APTA) Transit Board Member Seminar on July 13-16, 2024, in San Jose, California.

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

**STRATEGIC IMPORTANCE:**

Goal - Strong Public and Policymaker Support

The APTA Board Members Seminar is an annual gathering for peer exchange and professional development on board governance and policy development for public transportation agencies.

**BUDGETARY/FISCAL IMPACT:**

Lodging expenses are estimated at \$800 for four nights plus taxes and fees.

**BACKGROUND/RATIONALE:**

The upcoming Transit Board Members Seminar in San Jose promises to be a pivotal event for public transportation leaders. Scheduled for July 13, 2024, this seminar will offer a comprehensive platform for discussing crucial topics such as transit advocacy, workforce development, and the CEO-Board dynamic. Additionally, a specialized pre-conference workshop on board governance is set to provide valuable insights for both new and seasoned board members and administrators. The seminar, which is being held in Santa Clara County, begins early in the day and has hosted receptions and events scheduled well into the evening on most days making travel home each night difficult; therefore, staff is requesting authorization for overnight accommodations for Board members who are planning to attend.

Pursuant to Board Policy 155, no reimbursement is authorized for overnight accommodations in the counties of Alameda, Contra Costa, San Francisco, or San Mateo. However, Directors may receive reimbursement for overnight accommodations in the counties of Marin, Napa, Santa Clara, Solano and Sonoma, if prior Board approval is obtained.

**ADVANTAGES/DISADVANTAGES:**

For attendees of conferences with packed schedules such as this one, it's often practical to consider nearby accommodations. Staying close to the venue can alleviate the stress of daily travel and provide more opportunities for networking and participating in evening events. This approach not only saves time but also ensures attendees can make the most of the conference experience. There are no disadvantages associated with this report.

**ALTERNATIVES ANALYSIS:**

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

**PRIOR RELEVANT BOARD ACTION/POLICIES:**

Board Policy 155 - Travel and Meeting Expense Reimbursements for Directors and Board Officers.

**ATTACHMENTS:**

None

**Prepared by:**

Linda A. Nemeroff, Board Administrative Officer/District Secretary

**Approved/Reviewed by:**

Linda A. Nemeroff, Board Administrative Officer/District Secretary