

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

MEETING DATE: 3/9/2022

Staff Report No. 22-177

**TO:** AC Transit Board of Directors  
**FROM:** Michael A. Hursh, General Manager  
**SUBJECT:** Travel Authorization

### ACTION ITEM

#### **RECOMMENDED ACTION(S):**

Consider authorizing General Counsel to attend the American Public Transportation Association, (APTA) Legal Affairs Seminar on April 3 - 5, 2022 in Boston, Massachusetts.

#### **STRATEGIC IMPORTANCE:**

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

This conference provides cutting edge, current information related to human factors and other liability issues. Many of the sessions also provide continuing legal education credits.

#### **BUDGETARY/FISCAL IMPACT:**

Estimated expenses associated for the APTA Legal Affairs Seminar are expected to be \$ 2,847.

Full APTA Member Registration	\$795
Air Fare	\$625
Hotel (3 nights at \$346/per night)	\$1040
Ground Transportation	\$150
Per Diem (GSA Standard)	\$237
<b>TOTAL:</b>	<b>\$2,847</b>

#### **BACKGROUND/RATIONALE:**

The Legal Affairs Seminar provides up-to-date information on regulatory/legislative developments, industry-related litigation, and other legal issues affecting the transit industry. Many of the sessions will provide panel discussions exploring the following: Grants, Equity Issues, Insurance and Indemnity, Zero Emission Vehicles, Ethics, and more. The Federal Transit Administration Chief Counsel will speak on issues for the coming year.

Pursuant to Board Policy 155, all out-of-state travel for Directors and 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 states, "There shall be no District-funded out-of-state travel to any other the states listed on the California Attorney General's Website that are listed pursuant to California Government Code Section 11139.8 unless one of the exceptions listed in said Government Code section applies". Staff confirms that attendance to the event(s) identified in the Staff Report is not in conflict with this section of Board Policy 155.

Pursuant to Board Policy 155, Directors are 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, upon return from the trip.

In accordance with Policy 155, the Board is asked to authorize out-of-state travel for APTA 2022 Legal Affairs Seminar from April 3-6, 2022 in Boston Massachusetts.

**ADVANTAGES/DISADVANTAGES:**

The meetings and conferences in this report provided by APTA offers continuing transit, oriented 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 and Board Officers.

**ATTACHMENTS:**

1. 2022 American Public Transportation Association, Legal Affairs Seminar Program

**Prepared by:**

Jill A. Sprague

**Approved/Reviewed by:**

Linda A. Nemeroff, District Secretary