

# ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



## STAFF REPORT

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**MEETING DATE:** 12/11/2019

**Staff Report No.** 19-292

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

### ACTION ITEM

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

Consider authorizing members of the Board of Directors to attend the following conferences and meetings during 2020:

- American Public Transportation Association (APTA) Legislative Conference;
- APTA Annual Meeting and Expo;
- APTA Transit Board Members & Board Administrators Seminar; and
- Conference of Minority Transportation Officials (COMTO) National Meeting.

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

Estimated expenses associated with the various conferences include registration, airfare, lodging, per diem and ground transportation.

APTA Legislative Conference - \$3,389.00  
APTA Annual Meeting & Expo - \$3,164.00  
APTA Transit Board Members & Board Administrators Seminar - \$3,100.00  
COMTO National Meeting and Training Conference - \$3,001.00

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

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 and 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.

#### **Transportation Research Board Annual Meeting, January 12-16, 2020, Washington, D. C.**

The travel authorization for this conference was approved by the Board at the April 24, 2019 Board meeting.

#### **APTA Annual Legislative Conference, March 15-17, 2020, Washington, D.C.**

This conference directs the industry's advocacy effort and legislative strategy to the U.S. Congress and

Administration and offers sessions with key members of Congress, Hill staff, Administration officials, and Washington decision makers. It is attended by board members, policy makers, transit operators, consultants, manufacturers and suppliers, local coalition members, and state association leaders.

**APTA Transit Board Members & Board Administrators Seminar, August 1-4, 2020, Salt Lake City, UT**

Policymakers and board administrators come together for professional development sessions focusing on best practices in governance and creating policy for public transportation systems. The educational content includes national and regional legislative issues, as well as advocacy, safety and security, and mobility management. A separate leadership development track is offered for transit board administrators.

**COMTO National Meeting and Training Conference, July 17-21, 2020, Ft. Lauderdale, Florida**

This conference is the nation's only multi-modal advocacy organization for minority professionals and businesses in the transportation industry. COMTO's National Meeting and Training Conference brings together the industry's top executives, including Transit Board Members, CEOs, senior staff and management personnel, to network and discuss issues of critical importance to the industry.

**APTA Annual Meeting & Expo, October 11-14, 2020, Anaheim, CA**

The Annual Meeting is the flagship event for public transportation professionals to engage in educational sessions, forums, tours, and network with peers. The annual meeting is attended by policymakers, board members, government agencies, manufacturers, suppliers, and consultants and includes general sessions and forums focused on current issues facing public transportation and features first-rate professional speakers.

Upon return from the trip, 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.

In accordance with Policy 155, the Board is asked to authorize out-of-state travel for the conferenced and meetings outlined herein during 2020.

**ADVANTAGES/DISADVANTAGES:**

The meetings and conferences identified in this report provide an opportunity for Directors to improve knowledge, professional and technical skills, and provide networking opportunities for public transportation officials and professionals at all levels. The impact on the District of sending Directors to the annual meeting would be entirely positive.

**ALTERNATIVES ANALYSIS:**

There are no 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:**

1. 2019 APTA Legislative Conference Program (2020 not available.)

2. 2019 COMTO Annual Meeting and Training Conference Program (2020 not available.)
3. 2019 APTA Annual Meeting Conference Program (2020 not available.)
4. 2019 APTA Transit Board Members & Board Administrators Seminar Program (2020 not available.)

**Approved by:**

Linda A. Nemeroff, District Secretary

**Reviewed by:**

Linda A. Nemeroff, District Secretary

**Prepared by:**

Doreen Mathews, Administrative Specialist