STAFF REPORT

TO:       AC Transit Board of Directors
FROM:     Denise Standridge, General Counsel
SUBJECT:  Travel Authorization

ACTION ITEM

RECOMMENDED ACTION(S):

Consider authorizing the General Counsel to attend the Transportation Research Board’s 97th Annual Meeting, January 7 – 11, 2018, in Washington D.C. at a cost of $3,000.00.

BACKGROUND/RATIONALE:

Board Policy No. 155 requires Board Officers to request authorization from the Board of Directors for out of state travel. As the Transportation Research Board’s 97th Annual meeting will be held in Washington, D.C., staff is requesting Board approval for the General Counsel to attend. In order to arrive for registration, the General Counsel would have to travel on January 6, 2018.

The General Counsel has been nominated to serve on the Transit and Intermodal Law Committee of the Transportation Research Board. This committee is concerned with the legal processes and problems involved in planning, funding, constructing, and operating transportation systems using fixed guideways, streets and highways, and/or water transport. The BRT Project is expected to come online in late 2018, early 2019, so much of what this Committee researches is relevant to the District’s new entry into this type of service.

BUDGETARY/FISCAL IMPACT:

$3,000.00 (budgeted)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Conference Fee</td>
<td>$550.00 (if registered before January 16, 2017)</td>
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<tr>
<td>Airfare</td>
<td>$600.00</td>
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<tr>
<td>Lodging</td>
<td>$1,200.00 (5 nights lodging)</td>
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<tr>
<td>Ground transportation</td>
<td>$100.00</td>
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<tr>
<td>Per Diem</td>
<td>$340.00</td>
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<tr>
<td>Parking</td>
<td>$60.00</td>
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Total: $3,100.00

ADVANTAGES/DISADVANTAGES:

Attendance at the Transportation Research Board’s 97th Annual Meeting will allow the General Counsel to participate with a group of transportation legal professionals who have experience...
with multimodal transportation, as the District moves into the multimodal transportation arena.

ALTERNATIVES ANALYSIS:
The Board could decide that they do not want the general counsel to attend.

PRIOR RELEVANT BOARD ACTION/POLICIES:
Board Policy No. 155 – Travel, Meeting and Miscellaneous Expense Reimbursements for Directors and Board Officers

ATTACHMENTS:
None

Approved by: Denise C. Standridge, General Counsel
Denise C. Standridge, General Counsel
Reviewed by: Claudia L. Allen, Chief Financial Officer
Prepared by: Anne Fudge, Executive Coordinator