

# REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
3	03/24/14	Open	Action	03/10/14

Subject: Authorizing Travel Outside the United States RT Staff to Attend the APTA International Rail Rodeo and APTA Rail Conference to be held in Montreal, Canada, June 12 - 18, 2014.

## ISSUE

Whether or not to authorize travel outside the United States for Gottfried Diring, Kerry Kopp, Mark Lonergan, Vern Barnhart, Laura Espinoza, Two Light Rail Operators, and Three Light Rail Technicians to attend the APTA International Rail Rodeo and APTA Rail Conference to be held in Montreal, Canada June 12 – 18, 2014.

## RECOMMENDED ACTION

Adopt Resolution No. 14-03-\_\_\_\_\_, Authorizing Travel Outside the United States for Gottfried Diring, Kerry Kopp, Mark Lonergan, Vern Barnhart, Laura Espinoza, Two Light Rail Operators, and Three Light Rail Technicians, to attend the APTA International Rail Rodeo and APTA Rail Conference to be Held in Montreal, Canada June 12 – 18, 2014

## FISCAL IMPACT

Budgeted:	Yes	This FY:	\$	25,235.00
Budget Source:	Operating	Next FY:	\$	N/A
Funding Source:	Local	Annualized:	\$	25,235.00
Cost Cntr/GL Acct(s) or Capital Project #:	GL 35.690010	Total Amount:	\$	25,235.00
Total Budget:	\$ 25,235.00			

## DISCUSSION

Sacramento Regional Transit District (RT) participates in the APTA International Rail Rodeo and Conference annually. The Rail Rodeo gives light rail operators and mechanics the opportunity to represent RT in competition with other rail agencies. RT staff attend the Conference which brings together rail transit professionals throughout North America as well as representatives from European and Asian rail transit systems. Attending the Conference gives staff an opportunity to network with staff at other rail transit agencies and develop professional relationships for future information sharing opportunities.

Pursuant to RT's policy for non-domestic travel, the Board must authorize international travel. Thus staff recommends approval for Gottfried Diring (Light Rail Operations Trainer), Kerry Kopp (Maintenance Trainer), Mark Lonergan (Chief Operating Officer), Vern Barnhart (Director, Light

Approved:

Presented:

Final 03/17/14

General Manager/CEO

Director of Light Rail

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3	03/24/14	Open	Action	03/10/14

Subject: Authorizing Travel Outside the United States RT Staff to Attend the APTA International Rail Rodeo and APTA Rail Conference to be held in Montreal, Canada, June 12 - 18, 2014.

Rail), Laura Espinoza (Maintenance Superintendent-Light Rail), two Light Rail Operators, and three Light Rail Vehicle Technicians, to attend the rodeo to be held in Montreal, Canada June 12 – 18, 2014. The two Light Rail Operators and three Light Rail Vehicle Technicians are to be named through competition at RT's local Rail Rodeo on April 12, 2014. Therefore, the two light rail operators and three light rail mechanics have not yet been identified. Gottfried Diring and Kerry Kopp have a meeting to attend on June 11, 2014, in Montreal, so they will begin travel on June 9 and June 10, 2014, respectively.

RESOLUTION NO. 14-03-\_\_\_\_\_

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

March 24, 2014

**AUTHORIZING TRAVEL OUTSIDE THE UNITED STATES FOR GOTTFRIED DIRINGER, KERRY KOPP, MARK LONERGAN, VERN BARNHART, LAURA ESPINOZA, TWO LIGHT RAIL OPERATORS, AND THREE LIGHT RAIL TECHNICIANS, TO ATTEND THE APTA INTERNATIONAL RAIL RODEO AND APTA RAIL CONFERENCE TO BE HELD IN MONTREAL, CANADA JUNE 12 – 18, 2014**

BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, travel outside the United States for Gottfried Diringer, Kerry Kopp, Mark Lonergan, Vern Barnhart, Laura Espinoza, two Light Rail Operators and three Light Rail Technicians for the purpose set out in the attached Travel Requests will serve a Regional Transit business purpose and is hereby approved in accordance with Section 9.211 of Title IX of the Regional Transit Administrative Code.

THAT, the Chair is hereby authorized to sign the attached Travel Request Forms.

\_\_\_\_\_  
PHILLIP R. SERNA, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: \_\_\_\_\_  
Cindy Brooks, Assistant Secretary

Sacramento Regional Transit District  
**Request For Travel**

1. Originating Department: Light Rail (30.35)

Purpose: (Description) Attend 2014 International Rail Roadeo and Rail Conference in Montreal, Canada.

2. Function to Attend: 2014 International Rail Roadeo and Rail Conference  
 (Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
 (Location)  
 Outside U.S.: Montreal, Canada  
 (Location)

4. Dates: a) Travel Jun-12-2014 (Thu) to Jun-18-2014 (Wed)  
 b) Meeting Jun-13-2014 (Fri) to Jun-18-2014 (Wed)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 532.00	\$ 1,440.00	\$ 700.00	\$ 30.00	\$ 2,702.00

6. Travel Advance: Based on estimated of total costs (above) \$ 2,702.00 x 90% = \$ 2,431.80

7. Person Attending: Name Mark Lonergan  
 Signature [Signature] Date 2/17/14

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 690010

9. Funds budgeted and unencumbered: [Signature] 2-21-14  
 Financial Analyst Date

10. Senior Staff Review: [Signature] 2/25/14  
 Senior Staff Member Date

11. Approval Required by: (check one)
- a.  **Board** (travel outside of the U.S.)
  - b.  **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
  - c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: \_\_\_\_\_  
 Signature of Authorized Officer Date

Sacramento Regional Transit District  
**Request For Travel**

1. Originating Department: Light Rail (30.35)  
 Purpose: (Description) Attend Rail Conference and International Rail Rodeo

2. Function to Attend: APTA Internation Rail Rodeo and Rail Conference  
 (Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
 (Location)  
 Outside U.S.: Montreal, Canada  
 (Location)

4. Dates: a) Travel Jun-12-2014 (Thur) to Jun-18-2014 (Wed)  
 b) Meeting Jun-13-2014 (Fri) to Jun-18-2014 (Wed)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 532.00	\$ 1,440.00	\$ 700.00	\$ 30.00	\$ 2,702.00

6. Travel Advance: Based on estimated of total costs (above) \$ 2,702.00 x 90% = \$ 2,431.80

7. Person Attending: Name Laura Espinoza  
 Signature *L. Espinoza* Date 2/14/14

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 690010

9. Funds budgeted and unencumbered: *W. Mokhe* 2-21-14  
 Financial Analyst Date

10. Senior Staff Review: *[Signature]* 2/20/14  
 Senior Staff Member Date

11. Approval Required by: (check one)

- a.  **Board** (travel outside of the U.S.)
- b.  **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
- c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Authorized Officer

Sacramento Regional Transit District  
**Request For Travel**

1. Originating Department: Light Rail (30.35)

Purpose: (Description) Attend Rail Conference and International Rail Rodeo

2. Function to Attend: APTA Internation Rail Rodeo and Rail Conference  
 (Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
 (Location)  
 Outside U.S.: Montreal, Canada  
 (Location)

4. Dates: a) Travel Jun-12-2014 (Thur) to Jun-18-2014 (Wed)  
 b) Meeting Jun-13-2014 (Fri) to Jun-18-2014 (Wed)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 532.00	\$ 1,440.00	\$ 700.00	\$ 30.00	\$ 2,702.00

6. Travel Advance: Based on estimated of total costs (above) \$ 2,702.00 x 90% = \$ 2,431.80

7. Person Attending: Name Vern Barnhart  
 Signature *Vern Barnhart* Date 2/17/14

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 690010

9. Funds budgeted and unencumbered: *W. Mokler* 2-21-14  
 Financial Analyst Date

10. Senior Staff Review: *[Signature]* 2/20/14  
 Senior Staff Member Date

11. Approval Required by: (check one)
- a.  **Board** (travel outside of the U.S.)
  - b.  **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
  - c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Authorized Officer

Sacramento Regional Transit District  
**Request For Travel**

1. Originating Department: Light Rail (30.35)  
 Purpose: (Description) Attend / Compete at APTA International Rail Rodeo

2. Function to Attend: APTA Internation Rail Rodeo  
 (Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
 (Location)  
 Outside U.S.: Montreal, Canada  
 (Location)

4. Dates: a) Travel Jun-9-2014 (Mon) to Jun-16-2014 (Mon)  
 b) Meeting Jun-11-2014 (Wed) to Jun-15-2014 (Sun)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 532.00	\$ 1,440.00	\$ 700.00	\$ 30.00	\$ 2,702.00

6. Travel Advance: Based on estimated of total costs (above) \$ 2,702.00 x 90% = \$ 2,431.80

7. Person Attending: Name Freddie Diring  
 Signature *Freddie Diring* Date 2/14/2014

(Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 690010

9. Funds budgeted and unencumbered: *W. Mokher* 2-21-14  
 Financial Analyst Date

10. Senior Staff Review: *[Signature]* 2/20/14  
 Senior Staff Member Date

11. Approval Required by: (check one)
- a.  **Board** (travel outside of the U.S.)
  - b.  **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
  - c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Authorized Officer

Sacramento Regional Transit District  
**Request For Travel**

1. Originating Department: Light Rail (30.35)  
 Purpose: (Description) Attend / Compete at APTA International Rail Rodeo

2. Function to Attend: APTA Internation Rail Rodeo  
 (Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
 (Location)  
 Outside U.S.: Montreal, Canada  
 (Location)

4. Dates: a) Travel Jun-11-2014 (Wed) to Jun-16-2014 (Mon)  
 b) Meeting Jun-12-2014 (Thu) to Jun-15-2014 (Sun)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 420.00	\$ 1,200.00	\$ 700.00	\$ 25.00	\$ 2,345.00

6. Travel Advance: Based on estimated of total costs (above) \$ 2,345.00 x 90% = \$ 2,110.50

7. Person Attending: Name \*\*\* LR Operator Contestant #1  
 Signature N/A Date N/A

\*\*\* We will not know employee attending until we know RT Rail Rodeo results in April 2014.  
 (Signature of person requesting travel authorization constitutes declaration that personal business or other non-District purpose pursued on trip, if any, shall not interfere with scheduled meeting or other purpose of District travel.)

8. General Ledger Number: 690010

9. Funds budgeted and unencumbered: W. Mokhov 2-21-14  
 Financial Analyst Date

10. Senior Staff Review: [Signature] 2/20/14  
 Senior Staff Member Date

11. Approval Required by: (check one)
- a.  **Board** (travel outside of the U.S.)
  - b.  **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
  - c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: \_\_\_\_\_  
 Signature of Authorized Officer Date



# Sacramento Regional Transit District Request For Travel

1. Originating Department: Light Rail (30.35)  
 Purpose: (Description) Attend / Compete at APTA International Rail Rodeo

2. Function to Attend: APTA Internation Rail Rodeo  
 (Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
 (Location)  
 Outside U.S.: Montreal, Canada  
 (Location)

4. Dates: a) Travel Jun-11-2014 (Wed) to Jun-16-2014 (Mon)  
 b) Meeting Jun-12-2014 (Thu) to Jun-15-2014 (Sun)

5. Estimated Trip Costs:

Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 420.00	\$ 1,200.00	\$ 700.00	\$ 25.00	\$ 2,345.00

6. Travel Advance: Based on estimated of total costs (above) \$ 2,345.00 x 90% = \$ 2,110.50

7. Person Attending: Name \*\*\* LR Operator Contestant #2  
 Signature N/A Date N/A

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8. General Ledger Number: 690010

9. Funds budgeted and unencumbered: W. Makhor 2-21-14  
 Financial Analyst Date

10. Senior Staff Review: [Signature] 2/20/14  
 Senior Staff Member Date

11. Approval Required by: (check one)
- a.  **Board** (travel outside of the U.S.)
  - b.  **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
  - c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Authorized Officer

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Purpose: (Description) Attend / Compete at APTA International Rail Rodeo

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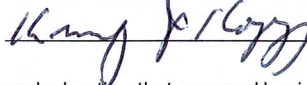
3. Destination:  In U.S.: \_\_\_\_\_  
(Location)  
 Outside U.S.: Montreal, Canada  
(Location)

4. Dates: a) Travel Jun-10-2014 (Tue) to Jun-16-2014 (Mon)  
b) Meeting Jun-11-2014 (Wed) to Jun-15-2014 (Sun)

5. Estimated Trip Costs:


Summary of Costs	Meals	Lodging	Transportation	Other Expenses	Total Costs
	\$ 532.00	\$ 1,440.00	\$ 700.00	\$ 30.00	\$ 2,702.00

6. Travel Advance: Based on estimated of total costs (above) \$ 2,702.00 x 90% = \$ 2,431.80

7. Person Attending: Name Kerry Kopp  
Signature  Date 2/10/14

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8. General Ledger Number: 690010

9. Funds budgeted and unencumbered:  2-21-14  
Financial Analyst Date

10. Senior Staff Review:  2/20/14  
Senior Staff Member Date

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Approval: \_\_\_\_\_  
Signature of Authorized Officer Date

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6. Travel Advance: Based on estimated of total costs (above) \$ 2,345.00 x 90% = \$ 2,110.50

7. Person Attending: Name \*\*\* LR Vehicle Technician #1  
 Signature N/A Date N/A

\*\*\* We will not know employee attending until we know RT Rail Rodeo results in April 2014.  
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Approval: \_\_\_\_\_  
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6. Travel Advance: Based on estimated of total costs (above) \$ 2,345.00 x 90% = \$ 2,110.50

7. Person Attending: Name \*\*\* LR Vehicle Technician #2  
 Signature N/A Date N/A

\*\*\* We will not know employee attending until we know RT Rail Rodeo results in April 2014.  
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8. General Ledger Number: 690010

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 Financial Analyst Date

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 Senior Staff Member Date

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  - c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: \_\_\_\_\_  
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Sacramento Regional Transit District  
**Request For Travel**

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2. Function to Attend: APTA Internation Rail Rodeo  
 (Title of seminar, conference, peer review, etc.)

3. Destination:  In U.S.: \_\_\_\_\_  
 (Location)  
 Outside U.S.: Montreal, Canada  
 (Location)

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7. Person Attending: Name \*\*\* LR Vehicle Technician #3  
 Signature N/A Date N/A

\*\*\* We will not know employee attending until we know RT Rail Rodeo results in April 2014.  
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 Financial Analyst Date

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 Senior Staff Member Date

11. Approval Required by: (check one)

- a.  **Board** (travel outside of the U.S.)
- b.  **Chair** (travel by Board Member, General Manager, or Chief Legal Counsel within the U.S. or any travel outside the U.S. that could be not be anticipated in advance of a board meeting) or Vice Chair for Chair
- c.  **General Manager** (budgeted and unbudgeted travel within the U.S. by staff)

Approval: \_\_\_\_\_  
 Signature of Authorized Officer Date