### REGIONAL TRANSIT ISSUE PAPER

Page 1 of 2

Agenda	Board Meeting	Open/Closed	Information/Action	Issue
Item No.	Date	Session	Item	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.

#### <u>ISSUE</u>

Whether or not to authorize 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.

#### **RECOMMENDED ACTION**

Adopt Resolution No. 14-03-\_\_\_\_\_, 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

#### FISCAL IMPACT

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

Capital Project #:

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 Diringer (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
	IAD and Marking Description (1004 A) ON A COLANGE Description ADTA Deliberation of the Colange o

### REGIONAL TRANSIT ISSUE PAPER

Page 2 of 2

Agenda	Board Meeting	Open/Closed	Information/Action	Issue
Item No.	Date	Session	Item	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.

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 Diringer 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.

RESOL	UTION NO.	14-03-
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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	
ATTEST:		
MICHAEL R. WILEY, Secretary		
By: Cindy Brooks, Assistant Secretary		

1.	Originating Department:	Light Rail (30.35)  Attend 2014 International Rail Roadeo and Rail Conference in Montreal, Canada.			
	Purpose: (Description)				
2.	Function to Attend:	2014 International Rail Roadeo and Rail Conference (Title of seminar, conference, peer review, etc.)			
3.	Destination:	In U.S.:			
		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 to Jun-18-2014 (Wed)			
5.	Estimated Trip Costs:				
	Summary Meals of Costs \$ 532.00	Lodging         Transportation         Other Expenses         Total Costs           \$ 1,440.00         \$ 700.00         \$ 30.00         \$ 2,702.00			
	<b>01 COSES</b> \$ 332.00	ψ 1,440.00 ψ 700.00 ψ 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 Date 2/17/19			
		authorization constitutes declaration that personal business or other non-District purpose pursued on trip, d meeting or other purpose of District travel.)			
8.	General Ledger Number:	<u>690010</u>			
9.	Funds budgeted and uner	ncumbered: W. Mokker 2-21-14 Financial Analyst Date			
10.	Senior Staff Review:	Muhas Muly 2/25/14 Senior Staff Member Date			
11.	Approval Required by: (che	eck one)			
	a. Board (travel outside	de of the U.S.)			
		ard Member, General Manager, or Chief Legal Counsel within the U.S. or any travel could be not be anticipated in advance of a board meeting) or Vice Chair for Chair			
	C. General Manage	** 'Calleted and unbudgeted travel within the U.S. by staff)			
	Approval: Signature of Authorize	zed Officer Date			

1.	Originating D	epartment:	Light Rail (30.35)				
	Purpose: (Desc	cription)	Attend Rail Conf	erence and Intern	ational Rail Rode	90	
2. 3.	Function to Attend:  Destination:		APTA Internation Rail Rodeo and Rail Conference  (Title of seminar, conference, peer review, etc.)  In U.S.:  (Location)  Outside U.S.: Montreal, Canada				
4.	Dates:		(Location)  a) Travel				
5.	Estimated Tri	ip Costs:					
	Summary of Costs	<i>Meals</i> \$ 532.00	<i>Lodging</i> \$ 1,440.00	Transportation \$ 700.00	Other Expenses \$ 30.00	<b>Total Costs</b> \$ 2,702.00	
6.	Travel Advar	nce:	Based on estimated of to	otal costs (above)\$2	2,702.00 x 90%	=\$ 2,431.80	
7.	Person Atten	ding:	Name <u>Laur</u> Signature	a Espinoza	Date	2/14/14	
	(Signature of perso if any, shall not inte	n requesting travel auth rfere with scheduled me	norization constitutes decl eeting or other purpose of	aration that personal busin f District travel.)	ness or other non-District μ	ourpose pursued on trip,	
8.	General Led	ger Number:	690010				
9.	Funds budge	eted and unencu	umbered: Financial	W. Mokhov Analyst	·	2-21-14 Date	
10.	Senior Staff	Review:	<u> </u>	raff Member		2/20/19 Date	
11.							
	a. 🛭 Boa	rd (travel outside	of the U.S.)				
	b. Cha	<b>ir</b> (travel by Board de the U.S. that co	Member, General Nuld be not be anticip	lanager, or Chief Leg ated in advance of a	al Counsel within the board meeting) or Vi	e U.S. or any travel ce Chair for Chair	
	c. Gen	eral Manager (	budgeted and unbud	lgeted travel within th	ne U.S. by staff)	18	
	Approval:	nature of Authorized	Officer			Date	

1.	Originating Department:	Light Rail (30.35)	Light Rail (30.35)				
	Purpose: (Description)	Attend Rail Confe	erence and Intern	ational Rail Rode	90		
2.	Function to Attend:		APTA Internation Rail Rodeo and Rail Conference  (Title of seminar, conference, peer review, etc.)				
3.	Destination:	☐ In U.S.:					
		⊠ Outside U.S.:	(Location)  Montreal, Canad (Location)	da			
4.	Dates:	a) Travel Ju	un-12-2014 (Thur)	to Jun-18	3-2014 (Wed)		
	Dates.	,	Jun-13-2014 (Fri)	to Jun-18	3-2014 (Wed)		
5.	Estimated Trip Costs:						
	Summary Meals	Lodging	Transportation	Other Expenses	<b>Total Costs</b> \$ 2,702.00		
	of Costs \$ 532.00	\$ 1,440.00	\$ 700.00	\$ 30.00	\$ 2,702.00		
6.	Travel Advance:	Based on estimated of to	otal costs (above)\$	2,702.00 x 90%	\$ 2,431.80		
7.	Person Attending:	Name <u>Verr</u> Signature	Barnhart	Date	2/14/14		
	(Signature of person requesting trave if any, shall not interfere with schedu	el authorization constitutes decl led meeting or other purpose o	aration that personal busi f District travel.)	ness or other non-District	purpose pursued on trip,		
8.	General Ledger Number	: <u>690010</u>	/	,			
9.	Funds budgeted and une	encumbered: Financial	M. Moklo Analyst	<i>V</i>	2-21-14 Date		
10.	Senior Staff Review:	Senior S	taff Member		2/20/14/ Date		
11.	Approval Required by: (	check one)					
	a. 🛛 <b>Board</b> (travel out	side of the U.S.)					
	b. Chair (travel by E outside the U.S. th	Board Member, General N at could be not be anticip	Manager, or Chief Le pated in advance of a	gal Counsel within th a board meeting) or V	e U.S. or any travel lice Chair for Chair		
	c. General Manag	Mar /Mudastad and unhil	dgeted travel within t	he U.S. by staff)	, and the second		
	Approval: Signature of Author	orized Officer			Date /		

1.	Originating Department:		Light Rail (30.35)				
	Purpose: (Description)		Attend / Compete at APTA International Rail Rodeo				
2.	Function to Atte		APTA Internation				
3.	Destination:		☐ In U.S.:	(Location)			
			Outside U.S.:	Montreal, Canac	la		
4.	Dates:			lun-9-2014 (Mon) un-11-2014 (Wed)		5-2014 (Mon) 5-2014 (Sun)	
5.	Estimated Trip	Costs:					
	Summary of Costs	<i>Meals</i> \$ 532.00	<i>Lodging</i> \$ 1,440.00	Transportation \$ 700.00	Other Expenses \$ 30.00	<b>Total Costs</b> \$ 2,702.00	
6.	Travel Advance	e:	Based on estimated of to	tal costs (above)\$2	2,702.00 x 90% =	= \$2,431.80	
7.	Person Attendir	ng:	Name Fred Signature	die Diringer	Date	2/14/2014	
	(Signature of person re if any, shall not interfere	equesting travel auth e with scheduled mo	norization constitutes decl eeting or other purpose of	aration that personal busin District travel.)	ess or other non-District p	ourpose pursued on trip,	
8.	General Ledger	r Number:	690010	4			
9.	Funds budgete	d and unencւ	umbered:( Financial	W. Mokher Analyst		2-21-14 Date	
10.	Senior Staff Re	eview:	Senior St	aff Member		Date  2 /2c/19  Date	
11.	Approval Requi	ired by: (check	one)				
	a. 🛭 Board	(travel outside	of the U.S.)				
	b. Chair outside	(travel by Board the U.S. that co	l Member, General Nould be not be anticip	lanager, or Chief Leg ated in advance of a	al Counsel within the board meeting) or Vi	e U.S. or any travel ice Chair for Chair	
	c. Gener	al Manager (	budgeted and unbud	lgeted travel within th	e U.S. by staff)		
	Approval: Signat	ure of Authorized	Officer			Date	

1.	Originating D	Department:	Light Rail (30.35)				
	Purpose: (Description)		Attend / Compete at APTA International Rail Rodeo				
2.	Function to Attend:  Destination:		APTA Internation Rail Rodeo  (Title of seminar, conference, peer review, etc.)  In U.S.:  (Location)  Outside U.S.: Montreal, Canada				
4.	Dates:		(Location)  a) Travel				
5.	Estimated T	rip Costs:					
	Summary of Costs	<i>Meals</i> \$ 420.00	<i>Lodging</i> \$ 1,200.00	Transportation \$ 700.00	Other Expenses \$ 25.00	<b>Total Costs</b> \$ 2,345.00	
6.	Travel Adva	nce:	Based on estimated of to	tal costs (above)\$	2,345.00 x 90%	= \$2,110.50	
7.	Person Atte	nding:		R Operator Con		NI/A	
***	(Signature of pers	on requesting travel auth	Signature N/A tending until we knorization constitutes decleting or other purpose of	aration that personal busi	Date deo results in Apri	I 2014.	
8.	General Lec	dger Number:	690010				
9.	Funds budg	eted and unencu	umbered: Financial	W. Moklov Analyst		2 - 21 - 14 Date	
10.	Senior Staff	Review:	Z/L Senior St	raff Member		2 /20 /19 Date	
11.	Approval Re	equired by: (check	one)				
	a. 🛭 Bo	ard (travel outside	of the U.S.)				
	b. Cha	<b>air</b> (travel by Board side the U.S. that co	l Member, General N ould be not be anticip	Manager, or Chief Legated in advance of a	gal Counsel within the board meeting) or V	e U.S. or any travel ice Chair for Chair	
	c. 🗌 Ge	neral Manager (	buddeted and unbud	lgeted travel within t	he U.S. by staff)		
	Approval:	ignature of Authorized	Officer			Date	

1.	Originating Department:		Light Rail (30.35)				
	Purpose: (Desc	cription)	Attend / Compete at APTA International Rail Rodeo				
2.	Function to A	Attend:	APTA Internation	Rail Rodeo			
۷.	Function to Attend:		(Title of seminar, conferen	ice, peer review, etc.)			
3.	Destination:		☐ In U.S.:	(Location)			
			Outside U.S.:	Montreal, Canac (Location)	la		
4.	Dates:		a) Travel Ju	n-11-2014 (Wed)	to Jun-16	-2014 (Mon)	
ч.	Batoo.			un-12-2014 (Thu)	to Jun-15	5-2014 (Sun)	
5.	Estimated T	rip Costs:					
	Summary	Meals	Lodging	Transportation	Other Expenses \$ 25.00	<b>Total Costs</b> \$ 2,345.00	
	of Costs	\$ 420.00	\$ 1,200.00	\$ 700.00	Ψ 25.00	Ψ 2,0 10.00	
6.	Travel Adva	nce:	Based on estimated of to	tal costs (above)\$2	2,345.00 x 90% :	\$ 2,110.50	
7.	Person Atte	nding:	Name ****L	R Operator Con			
***		requireding travel aut	Signature N/A ttending until we know the state of the sta	aration that personal back	Date leo results in Apriness or other non-District	1 2014.	
8.	General Led	dger <b>N</b> umber:	<u>690010</u>				
9.	Funds budg	geted and unenc	cumbered: Financial	M. Maklev Analyst		2-21-14 Date	
10.	. Senior Staf	f Review:	ML Senior S	taff Member		2/20/14/ Date	
11.	. Approval R	equired by: (chec	k one)				
		oard (travel outside					
	out	tside the U.S. that c	rd Member, General I could be not be antici	pated in advance of a	a board meeting) or v	ie U.S. or any travel /ice Chair for Chair	
	c. 🗌 <b>G</b> e	eneral Manager	(budgeted and unbu	dgeted travel within t	the U.S. by staff)		
	Approval:	Signature of Authorize	ed Officer -	-		Date	

1.	Originating Department:	Light Rail (30.35)			
	Purpose: (Description)	Attend / Compete at APTA International Rail Rodeo			
2.	Function to Attend:	APTA Internation Rail Rodeo			
3.	Destination:	(Title of seminar, conference, peer review, etc.)			
		(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 Meals	Lodging Transportation Other Expenses Total Costs			
	of 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 Kmy k/Copp Date 2/10/14			
		authorization constitutes declaration that personal business or other non-District purpose pursued on trip, d meeting or other purpose of District travel.)			
8.	General Ledger Number:	<u>690010</u>			
9.	Funds budgeted and uner	ncumbered: $\frac{W. Moklev}{Financial Analyst}$ $\frac{2-21-14}{Date}$			
10.	Senior Staff Review:	2/20/14 Saving Staff Marshar			
		Senior Staff Member Date			
11.	Approval Required by: (che	eck one)			
	a. 🛛 <b>Board</b> (travel outside	de of the U.S.)			
		ard Member, General Manager, or Chief Legal Counsel within the U.S. or any travel could be not be anticipated in advance of a board meeting) or Vice Chair for Chair			
	c. General Manage	er (budgeted and unbudgeted travel within the U.S. by staff)			
	Approval:	M			
	Signature of Authoriz	zed Öfficer Date			

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							
5.	Estimated Trip Costs:								
	Summary Meals of Costs \$ 420.00	Lodging         Transportation         Other Expenses         Total Costs           \$ 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 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.									
V	(Signature of person requesting trave	authorization constitutes declaration that personal business or other non-District purpose pursued on trip, d meeting or other purpose of District travel.)							
8.	General Ledger Number:	<u>690010</u>							
9.	Funds budgeted and une	ncumbered: $\frac{W. \; \textit{Moklov}}{\text{Financial Analyst}} \qquad \frac{2 - 21 - 14}{\text{Date}}$							
10.	Senior Staff Review:	2/20/14							
		Senior Staff Member Date							
11.	Approval Required by: (ch	eck one)							
	<ul> <li>a.  Board (travel outside of the U.S.)</li> <li>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</li> <li>c.  General Manager (b@dqeted and unbudgeted travel within the U.S. by staff)</li> </ul> Approval: Signature of Authorized Officer								

1.	Originating Department:	Light Rail (30.35)							
	Purpose: (Description)	Attend / Comp	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.:							
		Outside U.S.: Montreal, Canada (Location)							
4.	Dates:	a) Travel b) Meeting	Jun-11-2014 (Wed) Jun-12-2014 (Thu)	5-2014 (Mon) 5-2014 (Sun)					
5.	Estimated Trip Costs:								
	Summary Meals of Costs \$ 420.00	<i>Lodging</i> \$ 1,200.00	Transportation \$ 700.00	Other Expenses \$ 25.00	<b>Total Costs</b> \$ 2,345.00				
6.	Travel Advance:  Based on estimated of total costs (above) \$2,345.00 x 90% = \$2,110.50								
7.	Person Attending:	ding: 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.  (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 unen		Cial Analyst	/	2 - 21 - 14 Date				
10.	Senior Staff Review:	Senio	r Staff Member	2/20/19 Date					
11.	<ul> <li>Approval Required by: (check one)</li> <li>a.  Board (travel outside of the U.S.)</li> <li>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</li> <li>c.  General Manager (budgeted and unbudgeted travel within the U.S. by staff)</li> </ul> Approval: Date								

1.	Originating Department:	Light Rai	Light Rail (30.35)						
	Purpose: (Description)	Attend /	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.:						
		⊠ Outsid	Outside U.S.: Montreal, Canada (Location)						
4.									
5.	Estimated Trip Costs:								
	Summary Meals of Costs \$ 420.00	Lodg \$ 1,20	-	Transportation \$ 700.00	Other Expenses \$ 25.00	Total Costs \$ 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	***	R Vehicle Technic	cian #3				
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:	<u>690010</u>							
9.	Funds budgeted and une	ncumbered:	Financial	W. Sloklev Analyst		2-21-19 Date			
10.	Senior Staff Review:		JUX Sonjar Str	off Mambar		2/20/19			
11.	Senior Staff Member Date  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								