

REGIONAL TRANSIT ISSUE PAPER

Agenda Item No.	Board Meeting Date	Open/Closed Session	Information/Action Item	Issue Date
7	01/11/16	Open	Action	01/05/16

Subject: Adopting the Board Meeting Calendar for 2016

ISSUE

Staff is seeking input from the Board of Directors regarding the frequency, time, and location of meetings for Calendar Year 2016

RECOMMENDED ACTION

Depending on the results of discussion, the Board may elect to take one of the two following actions or direct staff to return with an alternative:

- A. Adopt Resolution No. 16-01-____, Adopting the Board Calendar for 2016 – Exhibit A (two meetings per month); or
- B. Adopt Resolution No. 16-01-____, Adopting the Board Calendar for 2016 – Exhibit B (one meeting per month) except for January 2016.

FISCAL IMPACT

A change in meeting frequency from two to one meeting per month would yield a cost savings of approximately \$36,000 per year. A change in meeting location would result in some increased cost, primarily in staff time.

DISCUSSION

On December 14, 2015, the Board adopted a partial Board meeting calendar for 2016 which approved the meeting dates of January 11 and 25, 2016. Staff was asked to provide information regarding the possibility of holding one Board meeting per month, the possibility of holding the meeting earlier in the day, possible alternate locations for these meetings, and the potential impacts of each option.

1. Change in Meeting Frequency.

Reducing meetings from twice per month to once per month would reduce costs by approximately \$36,000 per year because of the reduction in staff time, Board member time, the cost for Metro cable recording and other incidental expenses.

As trade-offs to the cost and resource savings noted above, a once-per-month meeting schedule would result in lengthier agendas (and likely lengthier meetings) and potential delays in conducting RT business that requires Board approval.

Approved: _____ Presented: _____

Final 01/16/16
General Manager/CEO

Chief of Staff

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To provide some perspective regarding the potential agenda/meeting length, in 2015, there were an average of 7.25 items on the consent calendar, 0.1 items on unfinished business, 2.35 items on new business, and 0.3 public hearings per meeting (6 public hearings total). The number and type of items are provided in detail in Attachment 1.

In 2015 the average meeting length was 84 minutes, and only 3 items were pulled from consent for discussion by Board members. This average appears consistent with prior years – for example, the average meeting length in 2011 was 87 minutes.

There are a number of options that could be considered for reducing the number of agenda items and overall meeting time. For example, the Board could delegate authority to the General Manager/CEO for issues without additional fiscal impact (e.g. minor modifications to job descriptions and release of RFPs on projects already approved by the Board) and re-visit the General Manager/CEO’s procurement approval authority (currently limited to \$100,000 or less).

Additionally, RT could consider modifying past practice regarding public hearings. RT’s recently adopted fare policy included a recommendation for public hearings to take place at locations throughout the community. A modification could have two benefits: 1) more community contact in places where service changes or policy changes will have the greatest impact; and 2) a reduction in the time required at Board meetings where other regular business and reports are provided. Restructure of the public hearing process could significantly reduce meeting time. Many agencies conduct public hearings, open houses and workshops in alternate locations when public comment is required or requested based on project specific needs. Board members could participate in the community hearings and workshops as appropriate. Staff believes we could improve on the public hearing and outreach process and reduce the time required at Board meetings for such matters. However, limited participation by Board members at such public hearings would likely result in members of the public appearing at RT Board meetings to make sure that their concerns are heard by the Board, thus reducing the efficiency of the public hearings.

If there is only one meeting per month, the Board may want to consider moving public comment to the beginning of the meeting for the convenience of the public. (In order to move the position of public comment on the agenda, this would require an amendment to Title III of the RT Administrative Code.)

Of course, regardless of whether the Board decides to reduce the number of meetings per month from two to one, it would be worthwhile to discuss options to streamline meetings and provide more opportunities for public input.

Staff is currently evaluating the issue paper process and methods to incorporate the recently adopted fiscal responsibility policies. This update could incorporate other approaches to highlight or summarize critical issues for the Board’s pre-review of issues.

There are no legal or administrative barriers to changing meeting frequency.

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2. Change in Meeting Start Time.

Staff contacted each Board member individually regarding their availability or an alternative meeting start time. Of those members that responded to inquiries, daytime meetings present an issue for some Directors because of their other commitments. However, there was some positive response to daytime meetings.

It is notably difficult for members of the public that use public transit to attend evening meetings at the RT facility. There would be an improvement in transit access with a daytime meeting. Daytime meetings would not be as accessible to members of the public with daytime employment. However, daytime meetings are not outside of the norm for a public agency.

If the Board wishes to change the meeting time, it appears that late afternoon or early morning meetings would present the least conflict with other commitments. As suggested above, staff is also looking for methods to provide more public outreach during the day at alternate locations, including public hearings. The Board may want to consider alternating daytime and evening meetings as well. Staff can accommodate meetings at any time at the RT facility. Alternate facilities would require additional research, but it is likely that daytime meetings could be scheduled at alternate facilities.

There are no legal barriers to changing the meeting start time. The Board would need to approve an amendment to Title III of the RT Administrative Code which current specifies that meetings are to begin at 5:00 p.m. (closed session) and 6:00 p.m. (open session).

Unless coupled with a change in meeting frequency or location, altering the meeting start time would not result in a direct fiscal impact. However, a meeting taking place during normal work hours would result in a resource cost to RT to the extent that staff attending meetings would not be able to perform their ordinary job duties during the meeting.

3. Change in Meeting Location.

A change in meeting location may result in more public input – most likely on “area specific” issues. However, there are a number of logistical concerns to consider. These include:

- Transit accessibility
- Availability of location to post Agenda
- Availability of dais to accommodate RT’s 11 member Board
- Availability of separate meeting space for Closed Session
- Availability of equipment such as computers, projectors, screens, a copier, Wi-Fi, and equipment necessary to allow Metro Cable to record

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- Requirement for additional RT staff for meeting set-up and take-down
- Inability to use RT electronic vote calculator

Staff is aware of a few potential locations that would meet equipment and facility needs, and it is likely that others could be identified if the Board is interested in pursuing this option.

There are no legal barriers to changing the meeting location. Pursuant to Title III of the RT Administrative Code, the Board would need to establish alternate meeting locations at the time the meeting calendar is adopted or approve a change of location/time by Resolution at a meeting immediately prior to the location change.

4. Practices of Other Transit Agencies

Many California transit agencies maintain a regular day, time and location for their Board meetings. However, meeting once per month is not uncommon (Los Angeles Metropolitan Transit Agency, Valley Transit Authority, Santa Cruz Metropolitan Transportation District, San Diego Metropolitan Transit System, Golden Gate Transit). It does appear that transit agencies that conduct only one meeting a month generally have more standing committees (including an executive committee) and do more Board retreats or study sessions than RT does.

**Board Meeting Report
2015**

Meeting Date	Consent	Unfinished Business	New Business	Public Hearing
12-Jan	7		1	
26-Jan	7		4	1
9-Feb	6		1	
23-Feb	5		3	
9-Mar	5		1	
23-Mar	8		5	
13-Apr	7		2	
27-Apr	2	1	2	
11-May	6	1	2	1
8-Jun	15		2	
22-Jun	8		3	1
27-Jul	13		4	
10-Aug	9		1	
24-Aug	5		3	
14-Sep	3		1	
28-Sep	5		3	
12-Oct	7		2	
26-Oct	8		1	1
9-Nov	7		2	
14-Dec	12		4	2
Total	145	2	47	6
Yr. Meetings	20	20	20	20
Averages	7.25	0.1	2.35	0.3

RESOLUTION NO. 16-01-_____

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

January 11, 2016

ESTABLISHING REGULAR MEETING SCHEDULE FOR 2016

WHEREAS, the Regional Transit Board of Directors desires to establish its regular meeting schedule for calendar year 2016; and

WHEREAS, Section 3.111 of Article 1 (Meetings) of Chapter 1 (Board Rules) of Title III of the Sacramento Regional Transit District Administrative Code Relating to Rules of Procedure provides in relevant part as follows:

Unless otherwise specified in the resolution establishing the Board's regular meeting schedule, the Board will conduct its regular meetings at Regional Transit's Administrative Headquarters located at 1400 29th Street, Sacramento, CA. Regular meetings of the Board will start at 5:00 p.m. and at 6:00 p.m. Regular meetings starting at 5:00 p.m. will be held in Room 222 (Second Floor, Library) of Regional Transit's Administrative Headquarters and will be limited to matters conducted in closed session. Regular meetings starting at 6:00 p.m. will be held in Room 114 (First Floor, Auditorium) of Regional Transit's Administrative Headquarters.

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

THAT, the regular meeting schedule set out in the attached Exhibit for the meetings of the Regional Transit Board of Directors for calendar year 2016 are hereby adopted.

JAY SCHENIRER, Chair

A T T E S T:

MICHAEL R. WILEY, Secretary

By: _____
Cindy Brooks, Assistant Secretary

2016 BOARD MEETING CALENDAR

**SACRAMENTO REGIONAL TRANSIT BOARD OF DIRECTORS
 REGIONAL TRANSIT LIBRARY (ROOM 222) - 1400 29TH STREET
 SACRAMENTO, CALIFORNIA**

5:00 P.M.

Monday	Regular Meeting	January 11, 2016
Monday	Regular Meeting	January 25, 2016
Monday	Regular Meeting	February 8, 2016
Monday	Regular Meeting	February 22, 2016
Monday	Regular Meeting	March 14, 2016
Monday	Regular Meeting	March 28, 2016
Monday	*NONE	April 11, 2016
Monday	Regular Meeting	April 25, 2016
Monday	Regular Meeting	May 9, 2016
Monday	Regular Meeting	May 23, 2016
Monday	Regular Meeting	June 13, 2016
Monday	Regular Meeting	June 27, 2016
Monday	**NONE	July 11, 2016
Monday	Regular Meeting	July 25, 2016
Monday	Regular Meeting	August 8, 2016
Monday	Regular Meeting	August 22, 2016
Monday	Regular Meeting	September 12, 2016
Monday	Regular Meeting	September 26, 2016
Monday	Regular Meeting	October 10, 2016
Monday	Regular Meeting	October 24, 2016
Monday	Regular Meeting	November 14, 2016
Monday	Regular Meeting	November 28, 2016
Monday	Regular Meeting	December 12, 2016
Monday	***NONE	December 26, 2016

*Canceled because of Cap to Cap

**Canceled because of recesses

***Canceled because of the Holidays

2016 BOARD MEETING CALENDAR

**SACRAMENTO REGIONAL TRANSIT BOARD OF DIRECTORS
REGIONAL TRANSIT AUDITORIUM (ROOM 114) - 1400 29TH STREET
SACRAMENTO, CALIFORNIA**

6:00 P.M.

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