


# M E M O

## *Alameda Corridor Transportation Authority*

To: Governing Board

Meeting Date: December 14, 2023

From: Michael C. Leue, Chief Executive Officer 

Subject: APPROVE Resolution No. JPA 23-5 Setting the Calendar Year 2024 Date & Time for the Regular Meetings of the ACTA Governing Board

### **Recommendation:**

Approve the attached resolution setting the date and time for regular meetings of the ACTA Governing Board in 2024. January through August are proposed to be on the third Thursday of each month, and September through December are proposed to be on the second Thursday of each month. All Governing Board meetings are proposed to begin at 10:00 a.m.

Dates of proposed regular Governing Board meetings are listed below:

<b>January-August: 3<sup>rd</sup> Thursday</b>	<b>September-December: 2<sup>nd</sup> Thursday</b>
January 18, 2024	September 12, 2024
February 15, 2024	October 10, 2024
March 21, 2024	November 14, 2024
April 18, 2024	December 12, 2024
May 16, 2024	
June 20, 2024	
July 18, 2024	
August 15, 2024	

### **Discussion:**

Section 4D(1) of the Amended and Restated Joint Exercise of Powers Agreement (Agreement), dated December 18, 1996, requires the Governing Board to hold at least one regular meeting each year, and that the dates, time and place be fixed by resolution. Meetings have been scheduled monthly since 1989 and cancelled for any month when a meeting was not necessary. See the Background section below for the history of dates, time and locations of meetings.

Regular meetings are proposed to be held at 10:00 a.m. on the 3<sup>rd</sup> Thursday for January through August, and on the 2<sup>nd</sup> Thursday for September through December to avoid conflict with other meetings attended by the ACTA Board Members.

**Background:**

In August 1989, the Board adopted a resolution setting the monthly meetings for 9 a.m. at the Carson Civic Center on the second Thursday of each month. In January 1997, the Board adopted a resolution to move the meetings to the first Thursday of each month and alternate each year between POLB and POLA Administration Buildings. Later that same month, the Board approved the POLB location for all meetings going forward. In April 1997, the Board adopted a resolution to move the meetings to the second Thursday of each month. In January 2022, the Board adopted a resolution to move the meeting to the third Thursday of each month at 3:00 p.m.

As a result of the closure of the Port of Long Beach Administration Building, the Board adopted a resolution in February 2014 for meetings to be held at either the POLA Administration Building or the City of Long Beach Council Chambers. There was no change made to the dates or times for the monthly meetings. In April 2017, a third location was added at Long Beach City College Board Room (Liberal Arts Campus at Clark Ave. and Carson St. in Long Beach, CA) due to parking limitations during construction of the new Long Beach City Hall and Board dais seating limitations at the POLA Administration Building Commission Meeting Room. In January 2022, the ACTA Headquarters was added as a meeting location and the Port of Los Angeles Administrative Building was removed to streamline administrative procedures due to teleconference meetings during COVID-19.

**Budget Impact:**

There will be no budget impact from the proposed action since the minimal cost of LBCC was included in the ACTA Operating Budget for FY23/24.

**Co-General Counsel Review:**

ACTA's Co-General Counsel has reviewed and approved the proposed Resolution as to form.

**Transmittal:**

Transmittal 1 – Resolution No. JPA 23-5