

**Summary Minutes  
Operations & Scheduling Committee  
Supervisor Andersen's Office  
3338 Mt. Diablo Blvd.  
Lafayette, CA  
Friday, January 3, 8:15 a.m.**

**Directors:** Dave Hudson, Robert Storer, Kevin Wilk

**Staff:** Rick Ramacier, Bill Churchill, Ruby Horta, Rashida Kamara, Melody Reeb

**Public:** None

**Call to Order:** Meeting called to order at 8:16 a.m. by Director Storer.

**1. Approval of Agenda**

The Committee approved the agenda.

**2. Public Communication**

None

**3. Approval of Minutes of December 6, 2019**

The Committee approved the minutes.

**4. Early Bird Express Update**

Ms. Horta provided an update on ridership on Routes 712 and 715, which are being operated for BART while they complete a three-year track maintenance project. Ridership on both routes have started to decline since June. Staff has reached out to BART to see whether these trends are consistent with the Early Bird Express services that are being operated by other agencies, and staff will continue to work with BART to adjust schedules as needed.

**5. Ridership Update**

Ms. Horta provided an update on ridership trends since the March 2019 service changes. She noted that while ridership continued to decline immediately following the changes, it started to increase in July, likely due to Routes 11, 14, and 16, which were made free starting that month. Director Hudson asked whether the ridership gains due to the free routes will start to slow or taper off. Ms. Horta responded that while increases in ridership will start to slow down, ridership levels likely won't drop as long as the routes remain free. Ms. Horta also noted that significantly more bus bridge service was operated for BART this year compared to last year. While bus bridges in the past were typically in response to an emergency, the bus bridges this year have been due to a number of planned maintenance

projects. Director Storer asked how quickly a bus bridge can be deployed. Mr. Ramacier responded that it requires about a half hour.

#### **6. Citizens' Advisory Committee (CAC) Update**

Mr. Churchill provided an update on the Citizens' Advisory Committee, including recent recruitment efforts and attendance by current members, and asked for feedback from the Committee on ways to make the CAC more effective and valuable. Director Storer asked when the CAC meets and whether the timing is such that they could review and provide comments on items prior to the Board meetings. Mr. Churchill responded that the CAC currently meets on the second Tuesday, which is a week before the Board meeting. Director Wilk suggested that a different meeting location could make it easier for members to attend. Director Hudson asked whether the requirements for a quorum could be lowered given the number of vacancies. Mr. Ramacier responded that a change to the quorum would require an action by the Board. Mr. Churchill said that staff will bring these suggestions to the next CAC meeting for discussion and provide an update at the next O&S Committee meeting.

#### **7. Monthly Reports**

Ms. Reeb reported that fixed-route ridership was up in November compared to the previous year, and productivity was just under 17 passengers per hour. She also noted that Clipper usage continues to increase and reached 76% of passengers in November. Ms. Kamara reported that in October and November, paratransit met its on-time performance goals of 90%. However, productivity declined, and the goal of 2.0 passengers per hour was not met.

#### **8. Committee Comments**

None.

#### **9. Future Agenda Items**

Director Storer asked staff for information on bus stops, including the process for creating stops and deciding what amenities are provided.

#### **10. Next Scheduled Meeting**

The next meeting was scheduled for January 31<sup>st</sup> at 8:15 a.m. at 3338 Mt. Diablo Blvd.

#### **11. Adjournment** – The meeting was adjourned at 9:29 a.m.

Minutes prepared and submitted by: Melody Reeb, Manager of Planning