

**Summary Minutes  
Operations & Scheduling Committee  
Friday, November 6, 8:15 a.m.**

*Due to COVID-19, this meeting was conducted as a teleconference pursuant to the provisions of the Governor's Executive Orders N-25-20 and N-29-20.*

**Directors:** Robert Storer, Dave Hudson

**Staff:** Bill Churchill, Ruby Horta, Rashida Kamara, Melody Reebbs, Scott Mitchell,  
Madeline Chun

**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 October 2, 2020**

The Committee approved the minutes.

**4. Proposed Service Changes Tentative Public Outreach Timeline**

Ms. Reebbs presented an overview of planned outreach efforts over the next few months to gather public feedback on proposed service reduction scenarios. Due to COVID, all meetings will be held virtually, including an initial town hall followed by a series of public hearings. Staff will bring a summary of comments back to the Board in February, along with updated financial projections and a draft recommendation, and then a final recommendation and Title VI analysis for potential approval in March.

**5. Public Transportation Agency Safety Plan (PTASP)**

Mr. Mitchell informed the Committee that the FTA is requiring transit agencies to develop and adopt a safety plan. He noted that most of the procedures in the plan are already in place. Director Storer asked if there is anything in the plan that is substantially different from existing procedures. Mr. Mitchell responded that the main change is the addition of documentation procedures, as well as a process for employees to report safety concerns anonymously. The Committee forwarded the item to the Board for approval.

## **6. Monthly Reports**

Ms. Reeb reported that in September fixed-route ridership was down around 72%. However, ridership did increase about 7% from August. She noted that Routes 10 and 14 continue to be the highest ridership routes and made up over a quarter of weekday ridership. Ms. Horta added that fare collection resumed in November, which will likely have an impact on ridership.

Ms. Kamara presented the paratransit report for August. Ridership went up slightly compared to July, and on-time performance continues to exceed 90%. She added that the one-seat ride pilot launched on November 1<sup>st</sup>.

## **7. Committee Comments**

None.

## **8. Future Agenda Items**

None.

## **9. Next Scheduled Meeting**

The next meeting was scheduled for December 4<sup>th</sup> at 8:15 a.m. via teleconference.

## **10. Adjournment** – The meeting was adjourned at 9:16 a.m.

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