

**Summary Minutes
Operations & Scheduling Committee
Friday, December 4, 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, Laura Hoffmeister

Staff: Rick Ramacier, Bill Churchill, Ruby Horta, Rashida Kamara, Melody Reebbs, Scott Mitchell, Kevin Finn, Erick Cheung, Julie Sherman

Public: None

Call to Order: Meeting called to order at 8:15 a.m. by Director Storer.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None

3. Approval of Minutes of November 6, 2020

The Committee approved the minutes.

4. 2021 Service Plan Webinar Feedback

Ms. Horta provided a summary of the webinar that was held on December 1st regarding the three service reduction scenarios. There were about 22 attendees, including some Advisory Committee members and city staff. Members from the public who attended mostly asked questions about routes serving Concord and Martinez and were primarily concerned about retaining service coverage. Staff will be developing the scenarios in more detail and will host public hearings in January to receive additional feedback. Director Hudson asked if there were any comments from Bishop Ranch. Ms. Horta responded that Sunset Development staff attended the webinar but did not provide any comments.

5. Spring Bid Update

Ms. Horta informed the Committee that the Spring bid date will be moved to March 22nd in order to coincide with BART's new bid date. Service levels will be the same as what is currently being operated.

6. One Seat Ride Pilot Update

Ms. Kamara provided an update on the one seat ride pilot, which launched on November 1st in partnership with Tri Delta Transit, WestCAT, and LAVTA. The program initially began

as a “Rider Choice” program with premium fares. However, this deterred many passengers from using the program, particularly since some of the agencies were still not collecting fares on their regular paratransit service. Agency staff decided to simplify the fare structure so that riders would only need to pay the regular paratransit fare of the originating operator. Following that change, passengers are now choosing to use the one seat program rather than a traditional transfer. Director Hoffmeister asked when staff will have a better sense of the financial implications of the pilot. Ms. Kamara responded that staff is currently working with the other agencies to develop the reporting criteria and will likely have enough data after the first three months.

7. Security Guard Service Contract

Mr. Mitchell informed the Committee that staff released an RFP for security guard services and received two proposals, only one of which was responsive. The responsive proposal was from the current contractor. Director Hoffmeister asked how long the current contract has been in place. Mr. Mitchell responded that the contract is rebid every three years. The Committee forwarded the item to the Board for approval.

8. Monthly Reports

Ms. Reeb reported that in October fixed-route ridership was down around 70% compared to last year. However, ridership did increase about 8% from September. She noted that staff increased service on Route 314 as part of the Winter bid, and ridership on the route increased about 20% in October compared to the previous month.

Ms. Kamara presented the paratransit report for September. Ridership dropped slightly from August. On-time performance remained at 94%, and cost per hour dropped slightly from the previous month.

9. Committee Comments

Director Storer asked if drivers will be considered essential workers as it relates to vaccines. Mr. Ramacier responded that transit workers would be part of the second tier and that the current target for that tier is February.

10. Future Agenda Items

None.

11. Next Scheduled Meeting

The next meeting was scheduled for January 8th at 8:15 a.m. via teleconference.

12. Adjournment – The meeting was adjourned at 8:54 a.m.

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