

**Summary Minutes
Operations & Scheduling Committee
Friday, March 5, 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 Reeb, Madeline Chun

Public: None

Call to Order: Meeting called to order at 8:17 a.m. by Director Storer.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None

3. Approval of Minutes of February 5, 2021

The Committee approved the minutes.

4. 2021 Service Plan and Title VI Analysis

Ms. Reeb presented the final 2021 Service Plan recommendation and Title VI Service Equity Analysis. The proposed plan is unchanged from the draft that was presented last month. Since the proposed plan includes significant service changes, staff conducted the required Title VI analysis, per Board policy. The analysis found no disparate impact on minority riders and no disproportionate burden on low-income riders. Director Hudson asked whether the analysis looks at demographics of the county as a whole or just County Connection's service area. Ms. Reeb responded that this analysis used rider demographics, which more accurately represents those who would be impacted by the proposed changes. Director Hoffmeister asked whether any of the Monument Free routes would be impacted and how long the grant funding for the program will be available. Ms. Reeb confirmed that none of the three routes would be impacted by the changes. Ms. Horta said that the current grant goes until the end of the fiscal year but that there is additional funding for next year as well, and any unused funds will get rolled over to the next year, pending LCTOP program approval. Director Storer asked whether the plan will be a living document that will get updated over time as things evolve. Ms. Reeb responded that staff plans to continue monitoring ridership demand and will be able to restore or modify service on a temporary basis. The Committee forwarded the item to the Board for approval.

5. Monthly Reports

Ms. Reeb reported that in January fixed-route ridership was down around 75% compared to last year. Clipper usage continues to be around 70% and will potentially increase with the rollout of the Clipper START and youth fare programs. There were also some operational improvements in January in terms of missed trips and on-time performance.

Ms. Kamara presented the paratransit reports for November and December. Ridership went down from October, which tends to be the highest ridership month. Productivity remains low since only one passenger is being transported on a vehicle at a time.

6. Committee Comments

Director Hoffmeister noted that the Mt. Diablo Unified School District will be meeting on March 10th regarding a framework for reopening.

7. Future Agenda Items

None

8. Next Scheduled Meeting

The next meeting was scheduled for April 2nd at 8:15 a.m. via teleconference.

9. Adjournment – The meeting was adjourned at 8:48 a.m.

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