

**Summary Minutes  
Operations & Scheduling Committee  
Friday, October 1, 8:15 a.m.**

*Due to COVID-19, this meeting was conducted as a teleconference pursuant to the provisions of Assembly Bill 361.*

**Directors:** Robert Storer, Renata Sos, Don Tatzin

**Staff:** Rick Ramacier, Bill Churchill, Ruby Horta, Rashida Kamara, Melody Reebbs, Pranjali Dixit

**Public:** None

**Call to Order:** Meeting called to order at 8:25 a.m. by Director Sos.

**1. Approval of Agenda**

The Committee approved the agenda.

**2. Public Communication**

None

**3. Approval of Minutes of September 3, 2021**

The Committee approved the minutes.

**4. New Fixed-Route Monthly Reports**

Ms. Reebbs presented a draft of the new layout for the monthly fixed-route report, which was developed based on Committee feedback and focuses on making the information more easily digestible. She noted that most of the data is now presented visually as charts and the metrics being shown focus on the key performance measures used to evaluate service. Director Sos asked why some of the metrics such as number of operators don't show targets. Ms. Reebbs responded that the metrics with targets are ones which were adopted in the agency's Short Range Transit Plan. Mr. Churchill added that there isn't a goal for number of operators due to service levels being dynamic such as when school is or isn't in session.

**5. Monthly Reports**

Ms. Kamara reported that in July ridership was up about 50% compared to last year. However, ridership is still significantly lower than pre-COVID. Director Storer asked if staff can provide an executive summary with the paratransit report that highlights the most important metrics. Director Tatzin asked how ridership has been trending in August and September. Ms. Kamara responded that ridership has been inching up as schools and other programs have been reopening but it has been very gradual.

**6. Committee Comments**

None

**7. Future Agenda Items**

Director Storer asked if staff could bring an informational item on bus stops, including what the agency's responsibilities are and how they are managed and developed.

**8. Next Scheduled Meeting**

The next meeting was scheduled for November 5<sup>th</sup> at 8:15 a.m. via teleconference.

**9. Adjournment** – The meeting was adjourned at 9:18 a.m.

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