

**Summary Minutes
Operations & Scheduling Committee
Friday, November 4, 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, Dave Hudson

Staff: Bill Churchill, Ruby Horta, Melody Reeb, Pranjali Dixit, Rosa Noya, Rashida Kamara, Julie Sherman

Public: Peter Engel, Rashidi Barnes, Rob Thompson, Ruffiline Tolosa

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 October 7, 2022

The Committee approved the minutes.

4. Go San Ramon Update

Mr. Dixit briefed the committee about the Go San Ramon program and provided updates on ridership and service changes implemented in May 2022. He informed the committee that County Connection contributed about \$1,600 last fiscal year after the City of San Ramon reached its annual cap of \$5,000. He informed that program has an average monthly usage of 48 trips which is in line to meet the City's contribution to cover most, if not all, of the program costs in FY2023.

5. Weekend Monument Free Update

Mr. Dixit briefed the committee about the ridership impact of the expansion of the Monument Free program to the three Weekend routes on Monument Corridor – Routes 311, 314 and 316. He informed that the three monument corridor routes outperformed the rest of the weekend routes in terms of year-over-year ridership growth and ridership recovery to pre-pandemic levels. He also informed that the expansion of the Monument Free program to weekend routes was initially implemented as a pilot in July is considered a fare change which requires an equity analysis after six months under the FTA's Title VI regulations. He informed that staff would conduct the Title VI analysis and hold a public hearing at the December Board meeting requesting the continuation of the program.

6. CCTA Framework for the Development of a Coordinated Entity

Mr. Churchill informed the committee that an Accessible Transportation Plan was developed based on a study conducted by Contra Costa Transportation Authority (CCTA) which looked at analyzing gaps in transportation services for seniors and disabled population in February 2021 and subsequent taskforce was set up to implement the action items identified in the plan, out of which one of them was development of a Coordinated Entity (CE).

He informed that a framework developed by CCTA involved designating CCTA as Coordinated Transportation Service Agency (CTSA) which results in becoming eligible to receive funds like TDA 4.5, STA and Measure J, which the three existing transit agencies (CCCTA, Tri Delta and WestCAT) in the area depend on for operating paratransit service. Mr. Engel from CCTA informed the committee of two CTSA's – Outreach Services in Santa Clara County and Solano Transportation Authority, have limitations written into their resolutions restricting the use of TDA funds and that they would support a similar agreement. Mr. Barnes from Tri Delta and Mr. Thompson from WestCAT further emphasized the importance preserving access to the funds in the face of fiscal challenges transit agencies will be facing.

The Committee agreed to forward a resolution to the full Board supporting the concept of a CE with a set of clearly defined roles and responsibilities that does not erode or impede the existing public Transit Operators ability to provide their existing accessible transportation programs and to formally oppose a CTSA designation for CCTA preserving the existing TDA 4.5, STA Revenue and Measure J funds for the suite of paratransit services provided by the public Transit Operators. Director Storer seconded it.

7. Monthly Reports

Mr. Dixit reported that fixed-route ridership in September showed strong year-over year growth of 17% and increased productivity of 13 passengers/hour. The weekend ridership was 16% below pre-pandemic levels whereas weekday ridership was 35% below. The missed trips went down compared to last month but continues to be high and Clipper usage was at a steady 78%.

Ms. Kamara informed that due to a change in processing in July, staff has been working with Transdev and finance to audit the numbers for reporting and that the numbers may change based on the outcome. Paratransit reported slightly lower ridership in September compared to August at 7,283 passengers and lower productivity for September. The On-time performance increased compared to August, however, is below the standard of 92% partly caused by driver shortage. Commendations remained high, complaints decreased, and cost of operation went down due to lower ridership and lower fuel costs.

8. Committee Comments

None

9. Future Agenda Items

Director Storer requested that the Committee be kept up to date about the CCTA Framework for the development of a Coordinated Entity

10. Next Scheduled Meeting

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

11. Adjournment – The meeting was adjourned at 9:06 a.m.

Minutes prepared and submitted by: Pranjal Dixit, Manager of Planning