

**Summary Minutes  
Operations & Scheduling Committee  
Friday, December 2, 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

**Staff:** Bill Churchill, Ruby Horta, Melody Reeks, Pranjal Dixit, Rosa Noya, Rashida Kamara, 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 4, 2022**

The Committee approved the minutes.

**4. Regional Signup Coordination and Spring Bid Update\***

Mr. Dixit provided a brief overview of the Fall Bid highlighting the positive impact fare promotions like Pass2Class and October Free ride campaign had on ridership. Additionally, he informed that the spring service changes would be implemented on January 8<sup>th</sup> with service changes designed based on analysis of schedule adherence as well as feedback received from the operators.

Ms. Reeks informed the committee that the typical Spring signup is being moved up from February to January to implement one of the strategies identified by the Planning & Operations subcommittee of the Blue Ribbon Task Force (BRTF). She informed that staff met with the Amalgamated Transit Union (ATU) and agreed on moving the upcoming Spring bid start date to January 8, 2023, to align with the regional coordination efforts. She also added that due to the longer duration of the Spring bid, which will be in place until June, staff agreed to the ATU's request to have operators rebid midway through the 6-month signup.

**5. County Connection Contract with Choice in Aging\***

Ms. Kamara provided a brief overview on the partnership between Choice in Aging (CIA), LINK and Silver Ride which was implemented in 2019 on a six-month pilot to address the challenges faced by CIA riders. The pilot program was further extended in January 2022 along with the additional ability for CIA riders to book same-day trips using SilverRide. Given the success of the program, Ms. Kamara requested requests the Operations & Scheduling Committee forward to the Board of Directors permission for the General Manager to enter a multi-year contract with CIA enabling them to extend their contract with SilverRide. Director Storer approved the request.

## **6. Approval of Revised Public Transportation Agency Safety Plan (PTASP)\***

Mr. Mitchell informed the Committee that FTA requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). He informed that the purpose of the plan is to establish safety programs and practices that prevent accidents, injuries and illnesses; provide guidance on how to prepare for an accident or emergency and provide guidance on how to respond to hazards and incidents.

He informed that the Safety Committee consisting of labor and management that was created as a requirement of the Bipartisan Infrastructure Law (BIL), has reviewed and approved the PTASP update as required by BIL and requested that the O&S Committee recommend that the Board of Directors adopt a Resolution authorizing the General Manager to approve the revised Public Transportation Agency Safety Plan (PTASP). Director Storer approved the request.

## **7. Monthly Reports**

Mr. Dixit reported that fixed-route ridership in October grew by 41% on a yearly basis aided by the October Free rides campaign along with increased productivity of 15 passengers per hour. He also informed that the missed trips decreased due to lower bus breakdowns and increase in operators, however, it was still above the threshold of 0.25%.

Ms. Noya reported that ridership in October grew to over 9000 rides which was higher than September also aided by the October Free rides campaign. She also informed that the productivity increased but on time performance went down due to higher demand and continued operator shortage. The complaints received were focused on the timeliness, however the commendations increased. She further explained that based on the new contract, contractor performance is regularly monitored, and liquidated damages are assessed when performance indicators fall below the threshold for two consecutive months.

## **8. Committee Comments**

None

## **9. Future Agenda Items**

None

## **10. Next Scheduled Meeting**

The next meeting was scheduled for January 6<sup>th</sup> at 8:15 a.m. via teleconference.

**11. Adjournment** – The meeting was adjourned at 8:53 a.m.

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