

**Summary Minutes
Operations & Scheduling Committee
Wednesday, July 5, 8:00 a.m.**

Directors: Robert Storer

Staff: Bill Churchill, Rashida Kamara, Melody Reebbs, Pranjali Dixit

Public: None

Call to Order: Meeting called to order at 8:00 a.m. by Director Storer.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of June 7, 2023

The Committee approved the minutes.

4. On-Time Performance Update

Mr. Dixit informed the Committee that the rapid change in traffic patterns following the pandemic has made it critical for planning staff to track on-time performance and running times more closely in real time. Previously, staff relied on the CAD/AVL system, which had limitations when buses ran on detours or operators failed to log in correctly.

In December 2022, staff began using Swiftly to evaluate on-time performance and running times. Swiftly uses both GTFS and GPS data to track buses, which allows it to address the issues of buses going off route and incorrect driver login. Based on the analysis, the Committee was informed that on-time performance related service changes are being implemented with the Fall Bid in August 2023.

The Committee was also informed that an initial one-year license for Swiftly was funded using an existing grant. Staff will evaluate the effectiveness of the Swiftly platform to determine its utility moving forward and whether there are grant opportunities for future funding.

5. Monthly Reports

Mr. Dixit reported that fixed route ridership in May grew 11% year-over-year which was equivalent to 81% of pre-pandemic levels. He added that the average weekend ridership surpassed pre-pandemic levels. Additionally, missed trips decreased but were still above the threshold of 0.25% and On-time performance decreased due to construction along major corridors.

Ms. Noya told the Committee that paratransit service carried about 900 more passengers in May compared to previous month along with improvements in productivity. She informed that although operator count went down, changes made to scheduling staff improved the On-time performance significantly to about 89%.

6. Committee Comments

None

7. Future Agenda Items

None

8. Next Scheduled Meeting

The next meeting was scheduled tentatively for August 2nd at 8:00 a.m. at Supervisor Andersen Office located at 309 Diablo Rd, Danville, CA

9. Adjournment – The meeting was adjourned at 8:40 a.m.

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