

**SUMMARY MINUTES
OPERATIONS & SCHEDULING (O&S) COMMITTEE
3338 Mt. Diablo Boulevard, Lafayette, CA
Meeting of Friday, September 3rd, 2010, @ 9:00 a.m.**

Directors in Attendance: Director Horn, Director Worth
Staff: Rick Ramacier, Scott Mitchell, Anne Muzzini
Guests: Colette O’Keefe
CAC: Charles Hogle
Call to Order: Meeting called to order at 9:00 a.m. by Director Horn

1. **Approval of Agenda Items:** Agenda was approved.
2. **Public Comment and/or Communication:** None.
3. **Approval of O&S Summary Minutes for July 2, 2010:** Minutes were approved.
4. **Maintenance:**
 - a) Quitclaim for Sewer Line - Mr. Mitchell explained that the right of way over the sewer line had never been deeded to CCCTA upon completion of the facility construction. The Contra Costa County Sanitary District retained ownership and an easement. To correct this oversight the Board needs to approve a quitclaim resolution. There was discussion about the location of the line and the fact that it had been confirmed that the sewer line was in good condition. The Committee approved staff recommendation to send the quitclaim resolution to the Board.
 - b) Access Control Project - Mr. Mitchell explained that the replacement of door hardware and locks is part of a federal homeland security project that is funded with a grant for \$319,320. The new access control project entails the installation of proximity card readers and the system being recommended is sold by Siemans through the State CMAS contract. There was discussion about the benefits of a proximity card system over the current locks. The Committee approved staff recommendation.
 - c) Leased Tires and Related Services Contract – Mr. Mitchell explained that a request for bids had been issued that Goodyear Tire and Rubber Company was the successful (and only) bidder. Their price was deemed fair and reasonable. The Committee discussed why only one bid was received and the structure of the contract. The Committee supported staff recommendation to award.
5. **Planning and Scheduling:**
 - a) Service to Cal State East Bay: Ms. Muzzini presented a service plan whereby the route 98X would be eliminated and a new route to CSU would be created using the same number of hours. This plan was developed to satisfy the requirements of MTC to keep RM2 funding. The Committee supported staff’s recommendation to conduct a public hearing on the elimination of the 98X route. Mr. Horn asked that maps be brought to the next meeting that show the service area of the 98X, the new CSU route, and possible options for the #25.
6. **Paratransit and Accessible Services: None**

7. **Staff Reports – Fixed Route and LINK Operating Summary Statistics**
 - a. Fixed Route Reports – July 2010: The reports were reviewed and discussed.
 - b. LINK Monthly Reports – June 2010: The reports were reviewed.
9. **Committee Comments:** There was discussion regarding the re-route of Route #25 into the Saranap neighborhood, the need for public hearing, and a possible Winter implementation of the change.
10. **Future Agenda Items:** None identified
11. **Next Scheduled Meeting:** The next meeting is scheduled for: **October 1, 2010 at 9:00 a.m.** at 3338 Mt. Diablo Boulevard in Lafayette.
12. **Adjournment:** The meeting was adjourned at 10:30 am

Minutes prepared and submitted by:

Anne Muzzini
Director of Planning and Technical Services

Date