

SUMMARY MINUTES
OPERATIONS & SCHEDULING (O&S) COMMITTEE
3338 Mt. Diablo Boulevard, Lafayette, CA
Meeting of Friday, June 3, 2011, @ 9:00 a.m.

Directors in Attendance:	Director Horn, Director Uilkema, Director Schroder
Staff:	Anne Muzzini, Rick Ramacier, Scott Mitchell, Laramie Bowron
Guests:	Charlotte O'Keefe
Advisory Committee:	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 **Public Comment and/or Communication:** Public comment that "Way to go Contra Costa" information brochure is out of date and a request to correct senior mid day free information.
3. **Approval of O&S Summary Minutes for May 6, 2011:** Minutes were approved.
4. **Maintenance:**
 - a) **Facility Paint Contract:** Mr. Mitchell explained the need to repaint the facility roofs, the bid process, and the recommended award to D.C. Taylor Co. for a fluid applied roofing material in the amount of \$185,607. There was discussion about the white color and the material itself which is reflective and therefore will conserve energy. The Committee approved staff recommendation.
5. **Planning and Scheduling:**
 - a) **Bus Shelter Status Report:** Ms. Muzzini reviewed the history of shelter purchases, ownership, and advertising arrangements. She described the different type of shelters that have been placed over time and how jurisdictions control advertising and location. Recent efforts and future opportunities to obtain grant funding for stop access and shelter improvements were discussed. Committee members reviewed the top 25 stops and agreed that staff should continue to pursue funds to upgrade stop access and amenities.
 - b) **Maximum Passenger Loads on Weekends:** Ms. Muzzini presented data on the maximum loads on weekend routes as the committee had requested in May. A table showing the max loads for both weekend and weekday service was included in the packet. The data indicated that there were only two routes that could be operated with a small bus on weekdays and only one route that could be operated with a small bus on the weekend. The Committee accepted the staff report.
6. **Paratransit and Accessible Services:**
 - a) **Community Van Program:** Ms. Muzzini explained that the Board had a resolution authorizing the General Manager to implement a community van program and that as long as the program continued to support programs serving ADA eligible riders, there was no need for additional Board approval. She further explained that ten (10) vans had been identified for the program, and that there were Lifeline funds to reimburse agencies for 50% of their maintenance costs as long as the funds lasted. The Committee supported implementation of the program in 2011 donating ten vans to Community Based Organizations.

7. **Staff Reports**

- a. Fixed Route Reports – May 2011: The reports were reviewed and discussed.
- b. LINK Monthly Reports – May 2011: The reports were reviewed and the General Manager explained that some errors remain but will be corrected in June.

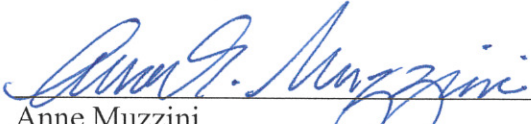
8. **Committee Comments:** None

9. **Future Agenda Items:** Community van project

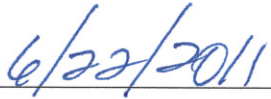
10. **Next Scheduled Meeting:** The next meetings are scheduled for: **July 1st and August 5th, 2011 at 9:00 a.m.** at 3338 Mt. Diablo Boulevard in Lafayette.

11. **Adjournment:** The meeting was adjourned at 10:00 am

Minutes prepared and submitted by:



Anne Muzzini
Director of Planning and Marketing



Date