

**SUMMARY MINUTES**  
**OPERATIONS & SCHEDULING COMMITTEE**  
3338 Mt. Diablo Boulevard, Lafayette, CA  
Meeting of Friday, September 2, 2011, @ 9:00 a.m.

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**Directors in Attendance:** Director Horn, Director Uilkema, Director Schroder  
**Staff:** Anne Muzzini  
**Members of the Public:** Colette OKeefe, Marci McGuire  
**Call to Order:** Meeting called to order at 9:00 a.m. by Director Horn

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1. **Approval of Agenda Items:** Agenda was approved.
2. **Public Comment and/or Communication:** Director Uilkema commended Director Horn for his response to the McKee complaint. She also reported on meetings with Rossmoor to discuss transit service coordination. Ms. McGuire reported on a presentation on the ageing of the population and the impacts made by Loren Barr in San Ramon.
3. **Approval of O&S Summary Minutes for July 8, 2011:** Minutes were approved.
4. **Maintenance:** There were no items.
5. **Planning and Scheduling:**
  - a) Cal State East Bay Service Update: Ms. Muzzini reported that Cal State East Bay and CCCTA had come to an agreement on the service level, schedule and cost and expected service to begin September 20th. A shuttle to BART Concord would run in the evenings Monday through Thursday so that students taking night classes could use transit service.
  - b) Community Van Update: Ms. Muzzini explained that four proposals had been received from nonprofit organizations for the donated vans and that a review committee had met and found that two of the four met the program criteria. Although no Board action is required to approve the successful proposals, a status report would be made at the September Board meeting. There was some discussion about broadening the criteria and a desire to attract more participation.
  - c) Caltrans Grant Resolution: Ms. Muzzini reported that a Caltrans planning grant had been attained that will fund the creation of a bus stop access improvement plan in the amount of \$100,000. The grant requires Board authorization for final execution and Board approval of the resolution. The Committee supported Board action to approve the resolution.
6. **Paratransit and Accessible Services:** There were no items
7. **Staff Reports**
  - a. Fixed Route Reports – June & July 2011: The reports were reviewed and discussed.
  - b. LINK Monthly Reports – June & July 2011: The reports were reviewed.
8. **Committee Comments:** There was discussion about security issues such as what happens when the cell phone system goes down. Staff was asked to report on communication systems at the next meeting. Director Uilkema asked that there be a report on the status of the Alamo Creek T-1 and that County staff be asked to attend and make a presentation
9. **Future Agenda Items:**
10. **Next Scheduled Meeting:** The next meeting is scheduled for **October 7, 2011 at 9:30 a.m.** at 3338 Mt. Diablo Boulevard in Lafayette.
11. **Adjournment:** The meeting was adjourned at 10:30 am

Minutes prepared and submitted by: Anne Muzzini, Director of Planning and Marketing