

SUMMARY MINUTES
OPERATIONS & SCHEDULING COMMITTEE
3338 Mt. Diablo Boulevard, Lafayette, CA
Meeting of Friday, October 7, 2011, @ 9:30 a.m.

Directors in Attendance:	Directors Earling Horn, Gayle Uilkema, Bob Simmons, and Dave Hudson
Staff:	Rick Ramacier, Anne Muzzini, Laramie Bowron
Public and Advisory Committee:	Marci McGuire, Charles Hogle
Call to Order:	Meeting called to order at 9:30 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 October 7, 2011:** Minutes were approved.
4. **Selection of Chair:**
5. **Maintenance:** There were no items.
6. **Planning and Scheduling:**
 - a) **Year End Performance Reports:** Mr. Bowron presented fixed route year end performance in accordance with adopted standards. Total passenger boardings was up (3.3%) slightly from the prior year while the total revenue hours were slightly down (3.2%) resulting in an increase in the productivity from 14.76 to 15.79 passengers per hour. The cost per passenger dropped by 2.5% from \$7.49 to \$7.30. Director Uilkema asked about the increase in the number of missed trips and Mr. Ramacier explained that in December of last year there was a shortage of drivers pushing the number of missed trips up.
 - b) **Van Donations:** The Committee considered the request of nonprofit organizations for the remaining used vans. As these vans would not be part of the community van program the terms of the agreement would not include reimbursement for maintenance or painting. The Committee directed staff to donate vans to nonprofits that were inside the service area, could certify their nonprofit status, and could demonstrate their ability to get them painted. Organizations that met these criteria include the Pleasant Hill Recreation Center, the Martinez Boys and Girls Club, and the Episcopal Church in Concord.
7. **Paratransit and Accessible Services:** There were no items
8. **Staff Reports**
 - a. **Fixed Route Reports – September 2011:** The reports were reviewed and discussed.
 - b. **LINK Monthly Reports – September 2011:** The reports were reviewed.
9. **Committee Comments:** There was discussion about MTC's sustainability study and LAVTA's strategy for providing paratransit service through their contract with American Logistics. Mr. Ramacier promised to report back on both items at future meetings.
10. **Future Agenda Items:**
11. **Next Scheduled Meetings: December 2, 2011 and January 6, 2012 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 Marketing

