

**Summary Minutes**  
**Operations & Scheduling Committee**  
3338 Mt. Diablo Boulevard, Lafayette, CA  
**Meeting of Friday, June 8, 2012, @ 9:00 a.m.**

**Director in Attendance:** Directors Earling Horn, Bob Simmons, and Karen Mitchoff

**Staff:** Rick Ramacier, Anne Muzzini, and Laramie Bowron

**Public and Advisory Committee:** Marci McGuire and Collet O'Keefe

**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 March 2, 2012:** Minutes were approved.
4. **Administration:**
  - a. Future Meeting Location – The Committee discussed of changes to Board representation and decided to change the location of the next meetings to Walnut Creek City Hall, 3<sup>rd</sup> floor conference room. Subsequent meeting dates were set for Wednesday July 11<sup>th</sup>, Friday August 3<sup>rd</sup>, and Friday September 7<sup>th</sup>.
5. **Planning and Scheduling**
  - a. Ridership Trends – Staff presented Committee an update on the ridership trends for the past 2-years along with an explanation of the new ‘adjustment factor’ that has made ridership in FY12 appear lower than prior years. The Board supported the analysis and wanted to be kept aware of any dramatic change in the adjustment factor in the future.
  - b. Operations Analysis – Staff presented a portion of the FY12 Short Range Transit Plan currently in development. The section presented included a route-level assessment of the service in FY11 as well as short and long-term planning activities. Director Simmons proposed some edits and clarifications including changing a planning item to the Walnut Creek *Transit Village*, as well as including Shadelands, the Naval Weapons Station, and Contra Costa Blvd development in the long-term planning activities.
6. **Paratransit and Accessible Services**
  - a. LINK Paratransit Contract Extension – Rick presented an analysis and explanation recommending the extension of CCCTA’s contract with LINK for paratransit services. The Committee supported the recommendation and agreed that when the contact expires, staff will look into alternatives providers and models of paratransit service.
7. **Staff Reports**
  - a. Fixed Route Monthly Report – April 2012 - approved
  - b. LINK Monthly Report – April 2012 - approved
8. **Verbal Reports**
  - a. Clever Devices Update – Anne Muzzini update the Committee on the implementation of the Cleaver Devices real-time bus notification system and noted its timeline and key features of the software
  - b. BART Late Night Service Update – Staff updated the Committee on the status of CCCTA providing late-night service for those traveling out of San Francisco and going towards the Pittsburg Baypoint BART Station in the evenings once BART ceased its operation. Staff

clarified that they had been approach by BART staff and have given a quote to provide the service but noted that the earliest they could provide it would be in the winter bid.

**9. Committee Comments** – None

**10. Future Agenda Items** – None

**11. Next Scheduled Meeting** – July 11@ 10:30 a.m. at City Manager’s Conference Room – 3<sup>rd</sup> Floor  
1666 North Main Street, Walnut Creek

**12. Adjournment** – meeting was adjourned at 10:10 a.m.

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Minutes prepared and submitted by: Laramie Bowron, Manager of Planning