

Summary Minutes
Operations & Scheduling Committee
Walnut Creek City Hall
City Manager's Conference Room – 3rd Floor
1666 North Main Street, Walnut Creek
Friday October 5, 2012, 9:00 a.m.

Director in Attendance: Directors Bob Simmons, Jack Weir, Candace Andersen

Staff: Rick Ramacier, Scott Mitchell, and Anne Muzzini

Public and Advisory Committee: Marci McGuire, Ralph Hoffman

Call to Order: Meeting called to order at 9:00 a.m. by Director Simmons

1. **Approval of Agenda Items:** Agenda was approved.
2. **Selection of Chair:** Committee members present agreed on the selection of Bob Simmons as Chair of the O&S Committee
3. **Public Comment and/or Communication:** Mr. Hoffman suggested that the Short Range Transit Plan public hearing and action be delayed until after the election.
4. **Approval of O&S Summary Minutes for September 7, 2012:** Minutes were approved with two abstentions.
5. **Maintenance:** No items
6. **Planning and Scheduling:**
 - a. FY 2011-12 Annual Performance Statistics – The Committee discussed the 4% drop in ridership from FY 2011 to 2012 and staff explained that it was due to a change in the adjustment factor used for to calibrate the automatic passenger counters. Director Simmons asked that an analysis be done for presentation to the Board. There was discussion about ridership in the Monument corridor and marking to the Spanish speaking community. GM Rick Ramacier explained the drop in paratransit on-time performance. Prior “spider” reports had been considered accurate when in fact they were not capturing on-time performance accurately. New, internal reports paint a more accurate picture and are cause to focus efforts on improving on-time performance. The issue will be further addressed in the upcoming contract renewal.
 - b. Adaptive Service Plan – Ms. Muzzini gave a report on the purpose of the adaptive service plan and the status of the procurement of consulting services to perform the work. The adaptive service plan will look at viable service options to traditional fixed route service in low ridership neighborhoods. There was discussion about the reason for hiring a consultant versus doing the work in-house.
 - c. Update on Rollout of BusTracker – Ms. Muzzini explained that BusTracker was very near complete and that she expected final installation by October 20th and final testing and rollout by the mid November. More expensive marketing efforts will be saved until after the election and holidays to get better exposure.
7. **Paratransit and Accessible Services:** No items
8. **Staff Reports**
 - a. Fixed Route Monthly Report – August 2012 - approved
 - b. LINK Monthly Report – August 2012 – approved

9. Committee Comments – Director Simmons updated the members on the status of the Walnut Creek Transit Village project EIR and construction. Director Weir explained that he would not be at the Board meeting as he was attending the ABAG assembly.

10. Future Agenda Items – Paratransit options for service

11. Next Scheduled Meeting – November 2 @ 9:00 a.m. at City Manager’s Conference Room – 3rd Floor 1666 North Main Street, Walnut Creek

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

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