

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

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

Staff: Rick Ramacier, Scott Mitchell, Bill Churchill and Anne Muzzini

Public and Advisory Committee: None

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

1. **Approval of Agenda Items:** Agenda was approved.
2. **Public Comment and/or Communication:** None
3. **Approval of O&S Summary Minutes for November 2, 2012:** Minutes were approved.
4. **Maintenance:**
 - a. Multi-Year Vehicle Procurement – Mr. Mitchell explained that CCCTA was taking the lead on a consortium purchase of buses that would be a multi-year procurement that is good through 2017. Last time SamTrans led the consortium purchase. Mr. Mitchell asked that the Committee support the release of an RFP with the understanding that the award would come back to the Committee and Board for approval. The Committee gave their approval.
5. **Planning and Scheduling:** No items.
6. **Paratransit and Accessible Services:**

Review & Approval of Paratransit Contractor Selection Timeline and Scope of Work – Mr. Ramacier explained that staff was mistaken and that we don't have to re-bid this year after all. The contract can be extended for one more year under the options for renewal clause with negotiation of the rate. This allows staff longer to put together the re-bid for next year. He explained that new staff had been hired to work under the Director of Operations which will allow Mr. Churchill to spend more time focusing on paratransit issues. The Committee supported taking our time, and considering options. They suggested a half day Board focus session on paratransit and that the time be used to educate and explore options.
7. **Staff Reports**
 - a. Fixed Route Monthly Report – October 2012 – approved.
 - b. LINK Monthly Report – October 2012 – approved.
8. **Committee Comments** – No items.
9. **Future Agenda Items** – Future Paratransit options discussion.
10. **Next Scheduled Meeting** – The Committee agreed to meet the 1st Friday of the month at the 3rd Floor 1666 North Main Street, Walnut Creek. The next meeting was scheduled for January 4th.
11. **Adjournment** – meeting was adjourned at 10:15 a.m.