

Summary Minutes
Operations & Scheduling Committee
Walnut Creek City Hall
City Manager's Conference Room – 3rd Floor
1666 North Main Street, Walnut Creek
May 31, 2013, 8:00 a.m.

Directors: Directors Bob Simmons, Jack Weir, Candace Andersen, Dave Hudson, Erling Horn

Staff: Rick Ramacier, Laramie Bowron, and Anne Muzzini

Public and Advisory Committee: Warren Lai, Contra Costa County

Call to Order: Meeting called to order at 8:00 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 May 3, 2013:** Minutes were approved.
4. **Maintenance:** No Items.
5. **Planning and Scheduling:**
 - a. Alamo Creek T-1 Service Proposal – Ms. Muzzini explained the need to develop a proposal for service to the County for their Alamo Creek T-1 area. There was discussion about the potential demand for service and the best way to operate. County Public Works manager, Warren Lai, explained the work done to date using T-1 fees, the balance in the account and their desire to work with County Connection. Director Andersen suggested having a fixed schedule as opposed to the demand response service proposed and raised the issue of who was eligible for the service – residents only or housekeepers, visitors, and nanny's too. Director Weir wanted to make sure that all additional costs were covered by the County and that staff was careful not to misrepresent which costs were covered. After much discussion the committee agreed to support staff's proposal for service, a limited service area, and eligibility for anyone going to and from the T-1 area.
 - b. DVC Student Pass – Ms. Muzzini updated the Committee on progress being made toward a DVC student pass. She explained that a meeting was scheduled with the Dean of Students and the Finance Director in the next week to determine next steps toward implementation.
6. **Paratransit and Accessible Services:**
 - a. First Transit Service Contract – Mr. Ramacier explained that a recommendation was going to the A&F Committee to exercise the last one year option of the First Transit contract. He told the Committee that the development of the RFP for service would come through the O&S Committee after the Board workshop was held.
 - b. Update on Paratransit Workshop – Mr. Ramacier told the committee that the Board workshop originally planned for the summer was being deferred until the fall as there were several Board members unable to make a summer date and it was important for the full Board to be present.
7. **Staff Reports**
 - a. Fixed Route Monthly Report – April 2013 – Ms. Muzzini presented the fixed-route report which was approved without comment.
 - b. LINK Monthly Report – April 2013 - Mr. Ramacier presented the LINK report which was approved without comment.

- 8. Committee Comments** – Director Simmons said he would not be at the June Board meeting.
- 9. Future Agenda Items** – None discussed.
- 10. Next Scheduled Meeting** –The next meeting is scheduled for July 2nd at 8am.
- 11. Adjournment** – meeting was adjourned at 9:30 a.m.

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