

Summary Minutes
Operations & Scheduling Committee
Walnut Creek City Hall
City Manager's Conference Room – 3rd Floor
1666 North Main Street, Walnut Creek
July 2, 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: None

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 31, 2013:** Minutes were approved.
4. **Maintenance:** No Items.
5. **Planning and Scheduling:**
 - a. Service Change Policy Review and Proposed New Policy for Minor Service Changes – Ms. Muzzini presented the current policies regarding service changes and proposed a new Minor Service Change policy to replace the Productivity Standards Policy adopted in 1995. Director Andersen supported the proposed policy and its intent to improve the efficiency of implementing routine service changes. Director Horn requested clarification that the proposed policy would not affect the existing public hearing policy. Ms. Muzzini confirmed that it would only replace the productivity standards policy and would only pertain to changes under 25 percent. Director Simmons requested an edit be made to the policy prior to forwarding it to the full Board. He requested that the policy read “Minor service changes may be made in response to budget constraints, passenger needs and travel patterns” instead of “Minor service changes will be made in response to budget constraints, passenger needs and travel patterns.” After approving the edit, the committee agreed to support staff’s recommendation to forward the new minor service change policy to the full Board for adoption to replace the productivity standards policy.
 - b. Minor Service Changes Recommended to Routes #2, #5, and #25 – Ms. Muzzini presented the item that had been reviewed by the committee in May and explained that the item was being revisited due to a recommendation from legal to table the item until the Title VI policies had been reviewed and adopted. The committee discussed the productivity gains proposed. Director Andersen agreed with the productivity goal and restated her desire for the agency to be as efficient as possible. Director Horn had no objection to the proposed cuts to Route 25. Director Simmons recommended changing the memo to include the TDA/STA Subsidy per Passenger statistics from the previously discussed Minor Service Change Policy. Director Weir wanted to make sure that the language was basic enough for the public to understand. The committee approved of the recommended cuts and requested the item be placed on the full Board’s consent calendar.

- c. Update on DVC Student Pass – Ms. Muzzini presented the item and discussed outcomes of a June 4, 2013 meeting between DVC staff and County Connection staff. The meeting explored the goal of providing free bus service for DVC students as well as the funding setbacks. Ms. Muzzini then discussed potential revenue sources as well as the next steps that were identified. Director Hudson wanted clarification on the number of campuses that would be covered. Ms. Muzzini stated, and Director Andersen confirmed, that the long-term goal should be to include all Contra Costa County community colleges. Mr. Ramacier then stated that he would approach the other JPA's for possible coordination prior to implementing a county-wide program. The committee agreed to continue working with DVC to provide free service to DVC students and let Mr. Ramacier coordinate on future expansion.
- 6. Paratransit and Accessible Services:**
 - a. Paratransit Workshop and RFP Timeline – Mr. Ramacier updated the committee on the paratransit workshop and included the items to be discussed at the workshop. Mr. Ramacier recommended holding the workshop in September due to Board availability. Director Simmons mentioned that he would miss the September Board of Directors meeting but would be available for the O&S committee meeting and was satisfied with the dates. The committee approved the workshop for the September O&S and Board meeting.
 - 7. Staff Reports**
 - a. Fixed Route Monthly Report – May 2013 – Ms. Muzzini presented the fixed-route report and noted that ridership was continuing to increase. The report was approved without comment.
 - b. LINK Monthly Report – May 2013 - Mr. Ramacier presented the LINK report which was approved without comment.
 - 8. Committee Comments** – Director Horn asked that, if the BART strike were to continue, could County Connection accommodate any unmet demand. Mr. Ramacier responded that, based on current service, County Connection can spare only 6 buses and that drivers could not be forced to operate service outside of what is currently scheduled.
 - 9. Future Agenda Items** – None discussed.
 - 10. Next Scheduled Meeting** –The next meeting is scheduled for August 2nd at 8am.
 - 11. Adjournment** – meeting was adjourned at 9:10 a.m.