

Summary Minutes
Operations & Scheduling Committee
City of Pleasant Hill Community Room
100 Gregory Lane, Pleasant Hill, CA
December 6, 2013, 8:30 a.m.

Directors: Directors Candace Andersen, Jack Weir
Staff: Rick Ramacier, Kristina Vassallo, and Anne Muzzini
Public: None

Call to Order: Meeting called to order at 8:30 a.m. by Director Andersen

1. **Approval of Agenda Items:** Agenda was approved.
2. **Public Comment and/or Communication:** None
3. **Approval of O&S Summary Minutes for November 8, 2013:** Minutes were approved.
4. **Maintenance:** No Items.
5. **Board Policies and Programs:**
 - a. **Overview of County Connection's Disadvantaged Business Enterprise (DBE) Program**
Ms. Vassallo explained that as a federal claimant we are required to adopt a DBE goal and methodology and that in the past our goal has been set at 7% of the total contract dollars. She told the Committee that so far this year we have achieved 9% DBE participation. The Committee discussed the definition of a DBE, current DBE contractors, and FTA actions related to approving agencies DBE goals. The Committee agreed to recommend adoption of the DBE Program presented by staff to the full Board.
6. **Staff Reports**
 - a. **Fixed Route Monthly Report – October 2013** – Ms. Muzzini presented the fixed-route report and noted that ridership was lower than the prior month and attributed it to the student ridership which tends to drop when the free rides distributed by 511 Contra Costa run out. There was discussion about the Route #35 and the growth on Route #92. The report was approved.
 - b. **LINK Monthly Report – October 2013** - Mr. Ramacier presented the LINK report stating that ridership is starting to increase, a trend which has been flat for several years. The report was approved.
7. **Committee Comments** – None.
8. **Future Agenda Items** – Adaptive Service Plan
9. **Next Scheduled Meeting** –The next meeting is scheduled for January 3rd at 8:30am at the City of Pleasant Hill Conference Room.
10. **Adjournment** – meeting was adjourned at 9:30 a.m.