

Summary Minutes
Operations & Scheduling Committee
City of Pleasant Hill Community Room
100 Gregory Lane, Pleasant Hill, CA
February 3, 2014, 8:30 a.m.

Directors: Directors Candace Andersen, Jack Weir
Staff: Rick Ramacier, Anne Muzzini, and Laramie Bowron
Public: None

Call to Order: Meeting called to order at 8:33 a.m. by Director Weir

1. **Approval of Agenda Items:** Agenda was approved.
2. **Public Comment and/or Communication:** None
3. **Approval of O&S Summary Minutes for January 3, 2014:** Minutes were approved.
4. **Maintenance:** No Items.
5. **Planning and Scheduling:**
 - a. **County Connection Bus Bridge Activity:** Mr. Ramacier presented this item which discussed County Connection's recent bus bridges as well as the relationship with BART. Mr. Ramacier informed the Committee that the County Connection supported BART with two bus bridges in 2013 in addition to the service operated during their work stoppage. Director Andersen asked whether the County Connection was losing money by operating bus bridges. Mr. Ramacier stated that staff of both agencies work closely during crises and that BART has reimbursed County Connection the full cost of operating the bus bridges. Director Weir stated that he would like to make sure that the County Connection gets credit for this support service and Director Andersen followed with a request to get the Contra Costa Times involved in reporting on these services.
 - b. **Draft Triennial Audit Report** – Mr. Bowron presented this item to the Committee and stated that undergoing this audit was a requirement for receiving TDA funds. He informed the Committee that the audit included: an assessment of data collection reporting procedures, a review of performance trends in TDA-mandated indicators, a review of compliance with selected PUC requirements, an evaluation of County Connection's actions to implement the recommendations from the last performance audit, and findings, conclusions, and recommendations to further improve County Connection's performance based on the results of the previous sections. The draft report found County Connection to be in compliance with regulations and did not include any recommendations. The Committee discussed the declining performance on the cost efficiency indicator and Mr. Ramacier responded by explaining that the service cuts from 2009 cut significant service but did not dramatically cut overhead. He continued by stating that this problem was not unique to County Connection. The Committee requested that the narrative of the audit reflect that outlier year and show that cost efficiency is not as poor as the audit suggests. The Committee recommended that the report, once final, go straight to the full Board unless the final draft is substantially different.

6. Staff Reports

- a. Fixed Route Monthly Report – December 2013 – Mr. Bowron presented the fixed-route report and noted that ridership was lower than the previous month and stated that it was likely due to school holidays as the declines were most prominent on the Route 6 and Route 20. The report was approved.
- b. LINK Monthly Report – December 2013 - The report was approved.

7. Committee Comments – None.

8. Future Agenda Items – Fixed-Route Peer Comparison

9. Next Scheduled Meeting –The next meeting is scheduled for March 7 at 8:30am at the City of Pleasant Hill Conference Room.

10. Adjournment – The meeting was adjourned at 9:30 a.m.

Minutes prepared and submitted by: Laramie Bowron, Manager of Planning