

Summary Minutes
Operations & Scheduling Committee
City of Pleasant Hill Community Room
100 Gregory Lane, Pleasant Hill, CA
March 7, 2014, 8:30 a.m.

Directors: Directors Candace Andersen, Jack Weir, Dave Hudson

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

Public: Andrew Kleuter, TJKM Consulting

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 February 3, 2014:** Minutes were approved.
4. **Maintenance:** No Items.
5. **Planning and Scheduling:**
 - a. Access Improvement Project: Mr. Kleuter described the access improvement planning project he managed for County Connection. He explained how bus stops had been ranked, reviewed by Transpac and SWAT, reviewed by bus drivers and eventually the top 50 stops in need of improvement were selected. Improvements and their cost were identified for each of the 50 top stops. The improvements include those necessary to make stops ADA accessible, new sidewalk, lighting, and shelters. The Committee supported the study but wondered why the stops selected weren't evenly distributed throughout the service area. Staff explained that most of the improvements needed are in the older areas and that when development occurs they work with the City to get stop improvements made despite whether the stop is on the top 50 list.
 - b. Fixed Route Peer Comparison: Mr. Bowron presented a peer comparison using data from MTC's statistical summary and the recent sustainability project. This agenda item was suggested after review of the performance audit. The charts show that County Connection's cost per revenue hour is below the average for the Bay Area and comparable to other suburban operators whether they are privately contracted or operated in-house.
6. **Staff Reports**
 - a. Report on Time Synchronization – This item was a follow up on the comments received at the Board meeting suggesting that the on-board computer system was not accurately tracking the time. Mr. Churchill and Mr. Mitchell explained the efforts staff had undergone to ensure that all systems were synchronized with the National Institute of Standards and Technology (NIST) time which is the time showing up on everyone's cell phone.
 - b. Fixed Route Monthly Report – January 2014 – Ms. Muzzini presented the fixed-route report and noted that ridership was higher than the previous month. There was discussion about BART parking at the Lafayette station and recent study results showing that San Ramon residents drive to Lafayette to park at BART. The report was approved.

- c. LINK Monthly Report – January 2014 – Mr. Churchill presented the report indicating that ridership is growing on the LINK systems.
7. **Committee Comments** – None.
8. **Future Agenda Items** – None.
9. **Next Scheduled Meeting** –The next meeting is scheduled for April 11 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: Anne Muzzini, Director of Planning