

Summary Minutes
Operations & Scheduling Committee
City of Pleasant Hill Community Room
100 Gregory Lane, Pleasant Hill, CA
August 1, 2014, 8:30 a.m.

Directors: Directors Candace Andersen, Jack Weir, Dave Hudson

Staff: 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 May 2, 2014:** Minutes were approved.
4. **Maintenance:**
5. **Planning and Scheduling:**
 - a. Evaluation of Alamo Creek Service – Ms. Muzzini presented this item and chronicled the service’s ridership growth from its implementation in January 2014. She stated that ridership had grown every month and that in June 2014 the service carried over 300 passengers. Director Andersen was supportive of the service and suggested adding more structured routes to other destinations such as Safeway as well as expanding service hours. She also suggested that a survey be conducted to better tailor the service to the users. Ms. Muzzini agreed to explore these alternatives and stated that the end of the calendar year would be a good time to adjust the service.
 - b. Triennial TDA Performance Audit Final Report – Mr. Bowron presented this item and described the TDA Performance Audit process and outcomes. He noted that the Committee had seen a draft of the report at a prior meeting and stated that the audit included no negative findings or recommendations. Director Hudson noted performance metrics that showed steady fare revenue and increasing costs and questioned whether a fare increase would improve overall performance. Ms. Muzzini stated that the Administrative & Finance Committee is responsible for discussions related to fare adjustments. The Committee recommended that the full Board review and approve the final draft of the Triennial TDA Performance Audit.
6. **Staff Reports**
 - a. Fixed Route Monthly Report – June 2014 – Ms. Muzzini presented the fixed-route report which was approved without comment.
 - b. LINK Monthly Report – June 2014 – Ms. Muzzini presented the fixed-route report which was approved without comment.
7. **Committee Comments** – None.
8. **Future Agenda Items** – None.
9. **Next Scheduled Meeting** –The committee scheduled the next two meetings for September 10 and October 8. Both meetings are scheduled for 8:30 am and both will be held at the City of Pleasant Hill Conference Room.
10. **Adjournment** – The meeting was adjourned at 9:45 a.m.