

Summary Minutes
Operations & Scheduling Committee
Supervisor Andersen Office
309 Diablo Road, Danville, CA
February 4, 2015, 8:00 a.m.

Directors: Directors Candace Andersen, Robert Storer, Dave Hudson

Staff: Rick Ramacier, Scott Mitchell, Laramie Bowron, Anne Muzzini,

Public: None

Call to Order: Meeting called to order at 8:00 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 January, 2015:** Minutes were approved.
4. **Maintenance:**
 - a. Award Contract for Security Gates – Mr. Mitchell explained that the gates to the upper and lower parking lots were beyond their useful life and that three bids had been received for their replacement. There was discussion about when the gates would be closed and how they would be over ridden in an emergency situation. The Committee approved the expenditure of \$78,010.77 in TDA funds and awarding the contract to Electronic Innovations, Inc.
5. **Planning and Scheduling:**
 - a. Update on Martinez Shuttle Implementation, Free Shadelands Shuttle, and On Board Survey – Ms. Muzzini gave a verbal update in the LTCOP grant status and the Martinez Shuttle implementation which is awaiting approval. Stops are being worked out with the City and staff is awaiting approval of the grant. In the meantime the required Title VI analysis is being done. Service may begin in the Summer bid or the fall bid. She also reported that the Shadelands business owners decided to make the Route #7 free starting February 16th and not wait until the logo and bus wrap scheme was finalized. The On Board survey is scheduled to be conducted in March with final results being available for use in the Short Range Transit Plan and in Clipper Day Pass Title VI analysis.
6. **Staff Reports**
 - a. Fixed Route Monthly Report – Ms. Muzzini presented the fixed-route report which was approved without comment.
 - b. LINK Monthly Report – Mr. Ramacier presented the report which was approved without comment.
7. **Committee Comments** – None.
8. **Future Agenda Items** – None.
9. **Next Scheduled Meeting** –The committee scheduled the next meeting for March 6th at 8:00am at Supervisor Andersen’s Office.
10. **Adjournment** – The meeting was adjourned at 9:00 a.m.