

**Summary Minutes**  
**Operations & Scheduling Committee**  
Supervisor Andersen Office  
309 Diablo Road, Danville, CA  
**April 3, 2015, 8:00 a.m.**

**Directors:** Directors Candace Andersen, Robert Storer, Dave Hudson

**Staff:** Laramie Bowron, Anne Muzzini,

**Public:** Ralph Hoffman

**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 February, 2015:** Minutes were approved.
4. **Maintenance:** None
5. **Planning and Scheduling:**
  - a. Verbal Updates
    - i. Update on LCTOP Grant for Martinez Shuttle 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.
    - ii. Update on Shadelands Shuttle Ridership and Marketing Ms Muzzini reported that the Shadelands business owners are working to develop a logo and bus wrap scheme but it has not been finalized. The route started operating for free as of February 19<sup>th</sup>, but ridership reports for March haven't been finalized.
    - iii. Progress on Lamorinda Service Plan Final service options have been crystalized and one page summaries are being presented to the LPMC prior to release for public comment. It is expected that public comments will be solicited in May and June. There was discussion about the school bus programs and needs.
    - iv. Progress on Countywide Express Bus Study The first deliverable describing the existing express bus services operated in Contra Costa and park and ride lot facilities has been completed. As yet service options have not been developed. Director Andersen wanted to make sure the lot on 680 at Bollinger was not overlooked. There was discussion about the location of the future transit center in San Ramon.
    - v. Implementation of Bus Stop Access Improvements Ms Muzzini explained that she was working with the Cities of Pleasant Hill and Concord to purchase new shelters to replace older non solar versions. In addition, she is getting on call engineering services bids to assist in the design future stop improvements.
6. **Staff Reports**
  - a. Fixed Route Monthly Report – Ms. Muzzini presented the fixed-route report which was approved without comment.
  - b. LINK Monthly Report – The report which was approved without comment.
7. **Committee Comments** – None.
8. **Future Agenda Items** – None.
9. **Next Scheduled Meeting** – April 8th at 8:00am at Supervisor Andersen's Office.
10. **Adjournment** – The meeting was adjourned at 9:00 a.m.

Minutes prepared and submitted by: Anne Muzzini, Director of Planning and Marketing