

**Summary Minutes**  
**Operations & Scheduling Committee**  
Supervisor Andersen Office  
309 Diablo Road, Danville, CA  
**July 9, 2015, 8:00 a.m.**

**Directors:** Directors Candace Andersen, Dave Hudson, Robert Storer  
**Staff:** Rick Ramacier, Bill Churchill  
**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 June, 2015:** Minutes were approved.
4. **Maintenance:** None
5. **Planning and Scheduling:**
  - a. Americans with Disability Act: Reasonable Accommodation Policy – Mr. Churchill and Mr. Ramacier explained the necessity to upgrade our policy to respond to the new Federal requirements. A draft was presented and the committee agreed to forward it to the Board for approval.
  - b. Verbal Updates
    - i. Shadelands Shuttle Ridership and Marketing – Mr. Ramacier presented the latest ridership figures for the Shadelands Route #7 which have increased markedly since the implementation of the free fares. He also reported that the wraps have been completed and the WiFi install is working.
    - ii. Progress on Clipper Implementation – Mr. Ramacier presented the update. No action was required
    - iii. Progress on Transportation Expenditure Plan – The Committee discussed at length strategies and scenarios related to the development of the TEP. No action was taken
6. **Staff Reports**
  - a. Fixed Route Monthly Report – Mr. Ramacier presented the fixed-route report which was approved without comment.
  - b. LINK Monthly Report – There was no MOP for review at this meeting
7. **Committee Comments** – None.
8. **Future Agenda Items** – None.
9. **Next Scheduled Meeting** – August 4th 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