

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

Directors: Directors Candace Andersen, Dave Hudson, Robert Storer
Staff: Rick Ramacier, 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 July, 2015:** Minutes were approved.
4. **Maintenance:** None
5. **Planning and Scheduling:**
 - a. Title VI Report on Day Pass Accumulator – Ms. Muzzini explained that a draft Title VI report had been completed by Nelson Nygaard and that the attorney was reviewing it. The report shows that low income and minority riders have similar trip patterns and transfer at the same rate. In addition, the current method of paying cash and getting free transfers between buses will remain. Therefore it is reasonable to assume that minorities and low income riders will not be disproportionately disadvantaged by the implementation of the Clipper Day Pass Accumulator. The Committee suggested that it would fine to bring the final report and recommendation for adoption of the Day Pass Accumulator to the Full Board without bringing it back to committee.
 - b. Verbal Updates
 - i. Progress on Clipper Implementation – Ms. Muzzini explained that status of the Clipper implementation. The current date for revenue ready is October 15; vehicle installations are underway; training is being scheduled; soft launch promotion materials are prepared. No action was required
 - ii. 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 – Ms. Muzzini 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** – September 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