

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

Directors: Directors Candace Andersen, Dave Hudson, Robert Storer
Staff: Anne Muzzini, Bill Churchill, Scott Mitchell
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 September, 2015:** Minutes were approved.
4. **Maintenance:**
 - a. Tire Contract – Mr. Mitchell explained that we have always leased tires and that its standard practice. We have a tire contractor staff on site and only pay for the rubber used. They maintain inventory on our site. The Committee talked about tire pressure measuring, use of nitrogen and current weight limits. They recommended that the Board approve giving the tire contract to Goodyear.
5. **Operations:**
 - a. Passenger Suspension/Exclusion Policy – Mr. Churchill explained that the development of the proposed passenger suspension policy included discussions with the head of the FTA Office of Civil Rights and Hansen Bridgett. He further explained that the attorney is working to develop companion standard operating policies as well. The policy was reviewed by the committee and it was suggested that it be posted on the website once approved. Candace suggested that part of the SOP's include contacting the County Health department when appropriate. The Committee forwarded the policy for approval to the Board.
6. **Planning and Scheduling:**
 - a. Verbal Updates
 - i. Progress on Clipper Implementation – Ms. Muzzini explained that status of the Clipper implementation. Committee members asked for press releases as soon as possible so they can announce the event.
 - ii. Progress on Transportation Expenditure Plan – The Committee discussed the I-680 congestion relief study and Mr. Hudson expressed his thoughts on paying for service and improvements in Alameda.
 - iii. Progress on Lamorinda Transit Study – There was little conversation on this topic.
7. **Staff Reports**
 - a. Fixed Route Monthly Report – Ms. Muzzini presented the fixed-route report which was approved without comment.
 - b. LINK Monthly Report – Mr. Churchill presented the paratransit report.
8. **Committee Comments** – None.
9. **Future Agenda Items** – None.
10. **Next Scheduled Meeting** – November 6th at 8:00am at Supervisor Andersen's Office.
11. **Adjournment** – The meeting was adjourned at 9:00 a.m.

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