

Summary Minutes
Operations & Scheduling Committee
Supervisor Andersen Office
309 Diablo Road, Danville, CA
December 2, 2016, 8:00 a.m.

Directors: Directors Robert Storer, Dave Hudson
Staff: Rick Ramacier, Bill Churchill, Anne Muzzini, Scott Mitchell
Public: None

Call to Order: Meeting called to order at 8:00 a.m. by Director Storer

1. **Approval of Agenda Items:** Agenda was approved.
2. **Public Comment and/or Communication:** None
3. **Approval of O&S Summary Minutes for September 1 and October 7, 2016:** Minutes were approved.
4. **Operations:**
 - a. Discussion of First Transit Contract Option – Mr. Churchill presented his recommendation to take advantage of the first option year in the First Transit Contract which will need to be negotiated prior to July 1, 2017. The Committee discussed the strength of the current manager for First Transit, driver shortages effecting the paratransit operation, and other issues related to the contract. The Committee approved the staff recommendation to negotiate for another option year. No Board action is necessary until the terms or finalized.
5. **Planning and Scheduling:**
 - a. Clipper Fare Review – Ms. Muzzini presented an analysis for fare revenue since the Clipper implementation a year ago. Fewer riders are paying with cash and fewer are using paper transfers and paper monthly passes and punch cards. She indicated that there were still a lot of riders who hadn't transferred to the Clipper system and that it appears that if County Connection wants to eliminate paper fare payment, action will have to be taken to eliminate the option. There was discussion about how to transfer riders from paper products to Clipper.
 - b. City of Walnut Creek Contract Changes for #4 and #5 – Ms. Muzzini summarized the rationale for a rate increase to cover the lost fare revenue on the Walnut Creek free routes and explained that the City had approved an increase in their budget. The increases amount to \$157,478 and will require contract amendment for the #4 and a new contract for the #5 still need to be approved by Council. Draft agreements are being reviewed by the City attorney and after final City action they will be taken to the County Connection Board.
 - c. Verbal Updates: Staff provided a brief update on the following topics:
 - i. Electric Trolley Operation – Mr. Mitchell explained the state of the electric trolley implementation.
 - ii. Report on Route 92X and 93X Schedule Changes – Ms. Muzzini reported that these two routes are suffering severe on time performance issues and in some cases missing the ACE train departures. Due to this the schedules will be adjusted to allow for more running time on Hiway 680 and Ygnacio Valley Road.
6. **Staff Reports**
 - a. Fixed Route Monthly Report – Staff reported on the fixed route statistics.
 - b. LINK Monthly Report – Staff reported on the statistics.
7. **Committee Comments**
8. **Next Scheduled Meeting** – January 6th at 8:00am at Supervisor Andersen's Office.
9. **Adjournment** – The meeting was adjourned at 9:30 a.m.