

**Summary Minutes
Operations & Scheduling Committee
Supervisor Andersen Office
3338 Mt. Diablo Blvd.
Lafayette, CA
Friday, December 1, 2017, 8:00 a.m.**

Directors: Robert Storer, Sue Noack, Dave Hudson, Jim Diaz
Staff: Rick Ramacier, Bill Churchill, Ruby Horta, Sean Hedgpeth
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 November 3, 2017:** Minutes were approved.
- 4. Comprehensive Operations Analysis- Express Routes**

Mr. Hedgpeth provided a run through of the Comprehensive Operations Analysis (COA) for the express routes in the system. Director Storer inquired about Route 95X and why it is the most efficient. Mr. Hedgpeth stated that Route 95X is direct service without as many turns as other express routes serving San Ramon. The weekend and school routes are the next route types slated for a COA.

5. Reports

Staff reported on the fixed route statistics.

6. Triennial TDA Performance Audit

Mr. Churchill presented our TDA performance audit, conducted every three years to track our TDA funding usage. Mr. Churchill stated that we had a clean audit except for some minor contractor paratransit issues. Mr. Churchill explained how our pay to platform statistic works and some of the history of that number over the years.

7. Committee Comments

None.

8. Future Agenda Items

- 300/600 Series Routes COA

9. Next Scheduled Meeting – January 5th, at 3338 Mt. Diablo Blvd., Lafayette CA.

10. Adjournment – The meeting was adjourned at 9:30 a.m.

Minutes prepared and submitted by: Sean Hedgpeth, Manager of Planning