

**Summary Minutes
Operations & Scheduling Committee
Supervisor Andersen Office
3338 Mt. Diablo Blvd, Lafayette, CA
Friday, November 2, 2018, 8:15 a.m.**

Directors: Keith Haydon, Robert Storer, Dave Hudson
Staff: Rick Ramacier, Bill Churchill, Rashida Kamara, Ruby Horta
Public: None

Call to Order: Meeting called to order at 8:15 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 October 5, 2018:** Minutes were approved.

4. Paratransit RFP Summary

Mrs. Kamara summarized the Paratransit RFP process and indicated that it normally takes about 6-9 months. She highlighted a number of changes from the last RFP several years ago, which included incentives/disincentives and customer response tracking process. Director Haydon asked whether the RFP includes all standard requirements and Mrs. Kamara indicated that it did and included innovative service delivery ideas. Director Storer inquired about the cost implications and it is expected that the bids will be higher than the current rate. Mrs. Kamara reviewed the timeline and highlighted key Board approval dates. Director Storer requested an updated memo that includes the interview team and their roles.

5. New Drug Testing Rate

Mr. Churchill informed the committee of the new FTA requirement scheduled to take effect in 2019. Mr. Churchill indicated that due to the new requirement, missed trips may increase since drivers would be required to conduct a drug test at random while assigned to a route and there may not be enough drivers to cover those runs.

6. Monthly Reports

Staff reported on the fixed route statistics. Director Storer requested that the monthly reports highlight any unusual changes, when applicable. Director Haydon inquired about the Paratransit reports and Mrs. Kamara agreed to resolve the issues.

7. Committee Comments

Director Hudson addressed an item from a prior meeting, the electric bus performance update and asked what plans County Connection had for solar panels at the bus yard. Mr. Ramacier indicated that staff has applied for grants to install solar panels throughout the facility, but those efforts have not been successful. Nonetheless, staff will continue this endeavor.

8. Future Agenda Items

None.

9. Next Scheduled Meeting – December 7, 2018 at 8:15am, at 3338 Mt. Diablo Blvd.

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

Minutes prepared and submitted by: Ruby Horta, Director of Planning and Marketing