

INTER OFFICE MEMO

**Summary Minutes
Operations & Scheduling Committee
Supervisor Andersen's Office
3338 Mt. Diablo Blvd.
Lafayette, CA
Friday, March 6, 2020 at 8:15 a.m.**

Directors: Robert Storer, Kevin Wilk
Staff: Bill Churchill, Ruby Horta, Rashida Kamara, Lisa Rettig
Public: None

Call to Order: Meeting called to order at 8:16 a.m. by Director Storer.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None

3. Approval of Minutes of January 3, 2020

The Committee approved the minutes.

4. Follow Up on Increased Drug Testing Rates for 2019

Mrs. Rettig provided an update on the recent increase in federal drug testing rates. Beginning last January, drug testing rates were doubled by the Federal Transportation Administration (FTA). Despite the increase in required testing, the transportation department has not been significantly impacted and the costs associated are within the budgeted amount of \$15,000.

5. Paratransit Operations Report Quarter 2 FY19/20

Mrs. Kamara provided an update on the paratransit operations for the second quarter of fiscal year 2019-2020. Although total passengers have decreased slightly, on-time performance has increased to 92%, compared to 80% to last year. Complaints have also increased, but that is largely due to an improved method of reporting. MyTransit App was launched in November 2019 and it has been incrementally adopted.

6. Bus Stops and Amenities

The O&S Committee requested a report on bus stops and amenities at the previous committee meeting. Ms. Horta provided information about County Connection's bus stops and amenities. In general, County Connection does not have purview over the public right of way at any of our bus stop locations. We serve over 1,200 bus stops and they are all

managed by the cities, county, and public or private entities. Additionally, bus shelters are maintained by the ad agency, Outfront Media, and each jurisdiction receives the ad revenues. County Connection does not generate any ad revenue from bus shelter advertising. County Connection is responsible for the bus stop flags and information panel, except in areas where a different entity (e.g. Bishop Ranch, City of Walnut Creek) has designed their own amenities.

7. Monthly Reports

Ms. Horta highlighted routes that continue to outperform the prior years' indicators as well as routes that may need to be restructured or eliminated in the future due to ongoing negative performance.

8. Committee Comments

None.

9. Future Agenda Items

None.

10. Next Scheduled Meeting

The next meeting was scheduled for May 1st at 8:15 a.m. via teleconference.

11. Adjournment – The meeting was adjourned at 9:15 a.m.

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