

**Summary Minutes  
Operations & Scheduling Committee  
Wednesday, March 6, 8:00 a.m.**

**Directors:** Robert Storer, Jim Diaz, Dave Hudson

**Staff:** Bill Churchill, Ruby Horta, Scott Mitchell, Melody Reeb, John Sanderson, Rosa Noya

**Public:** None

**Call to Order:** Meeting called to order at 8:01 a.m. by Director Storer.

**1. Approval of Agenda**

The Committee approved the agenda.

**2. Public Communication**

None.

**3. Approval of Minutes of February 7, 2024**

The Committee approved the minutes.

**4. Transit Signal Priority (TSP) Update**

Ms. Reeb provided an update on the Transit Signal Priority project underway in partnership with CCTA and the cities of Concord and Walnut Creek. The project will implement conditional TSP along four routes to improve the speed and reliability of buses. There were some delays due to supply chain issues and obtaining the necessary traffic signal control hardware, but testing is now underway and should be completed in mid-March. Following deployment, an evaluation will be conducted to assess the project benefits and determine the effectiveness of TSP technology.

**5. Approval of Revised Public Transportation Agency Safety Plan (PTASP)**

Mr. Mitchell informed the Committee of recent updates to the agency's PTASP, which must be certified annually. He noted that staff implemented an Accident Reduction Program this year, which was incorporated into the PTASP update. The Committee forwarded the item to the Board with a recommendation to approve the revised PTASP.

**6. Monthly Ridership Reports**

Ms. Reeb shared that the ridership in January was up about 5% compared to a year ago. She also noted that productivity was higher, and there was a reduction in missed trips with a corresponding increase in operator numbers. On-time performance also improved, which could be result of schedule adjustments that were made for the Spring bid. Director Hudson asked whether ridership has been recovering on routes serving Bishop Ranch. Ms. Reeb responded that commuter ridership has continued to remain well below pre-pandemic levels.

Ms. Noya shared that there was a slight increase in ridership in January compared to December. She highlighted that productivity fell slightly below the standard of 1.5 passengers per hour and on-time performance well above the standard of 92%. Furthermore, Ms. Noya reported that 2 accidents were reported in January.

**7. Committee Comments**

None

**8. Future Agenda Items**

None

**9. Next Scheduled Meeting**

The next meeting was scheduled for April 3 at 8:00 a.m. at Supervisor Andersen Office located at 309 Diablo Rd, Danville, CA.

**10. Adjournment** – The meeting was adjourned at 8:36 a.m.

Minutes prepared and submitted by: Melody Reeb, Director of Planning, Marketing & Innovation