

**Summary Minutes
Operations & Scheduling Committee
Friday, November 7, 8:30 a.m.**

Directors: Jim Diaz, Tim Farley (attended remotely from 6869 S Coolidge Ct, Aurora, CO 80016), Kerry Hillis (arrived at 8:38 am, at the start of item 5.a.)
Staff: Bill Churchill, J. Scott Mitchell, Andrew Smith, John Sanderson, Miles Riehle
Public: None

Call to Order: Meeting called to order at 8:30 a.m. by Jim Diaz.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of November 7, 2025

The Committee approved the minutes.

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

Mr. Mitchell provided copies of the PTASP to the Committee and presented an overview of its contents. Mr. Churchill noted that federal regulations require the Board to approve an updated PTASP each December. Upon a motion by Mr. Farley and second by Mr. Diaz, the Committee voted to forward the PTASP to the Board for their consideration (aye: Diaz, Farley; no: none)

5. Bus Procurement

a. Bus Procurement Contract

Mr. Mitchell presented an overview of the joint bus procurement contract negotiated with Gillig on behalf of County Connection and nine other transit agencies, to include a minimum of 10 and a maximum of 85 buses for County Connection over the next five years. These new buses will replace existing buses in County Connection's fleet as they reach their end of life. In response to question from Mr. Hillis, Mr. Mitchell explained that while Gillig was the only qualified bidder, an RFP had been published and that this was consequently not a sole-source contract. Also in answer to Mr. Hillis, Mr. Mitchell listed the nine other transit agencies included in this joint procurement. Upon a motion by Mr. Farley and second by Mr. Diaz, the Committee voted to forward the bus procurement contract to the Board for their consideration (aye: Diaz, Farley, Hillis; no: none)

b. Authorization to Purchase Ten 40-foot Low-Floor Diesel Buses from the Gillig Corporation

Mr. Mitchell provided a summary of the proposed purchase to replace ten existing County Connection buses which have reached their end of life. Upon a motion by Mr. Hillis and second by Mr. Diaz, the Committee voted to forward the PTASP to the Board for their consideration (aye: Diaz, Farley, Hillis; no: none)

6. Monthly Reports

a. Fixed Route

Mr. Riehle provided the latest performance report, noting that ridership in October saw a small drop from September, but was higher than the year-to-date average. He also noted that number of missed runs was slightly less than in September. Mr. Hillis asked about recruitment and staffing levels, to which Mr. Churchill provided an overview of the current status of both, noting that County Connection is doing better than many other local agencies, both because of a competitive compensation package and an often-shorter commute for employees.

b. Paratransit

Mr. Sanderson presented the Paratransit service update by reporting that ridership in October was the highest yet in FY26, though still less than in FY25. He added that while productivity and on-time-performance standards were met (a marked improvement over the previous month), customer complaints are still slightly above the contractual standard, a problem directly linked to the subcontractor, Big Star, struggling to provide service.

7. Committee Comments

None

8. Future Agenda Items

None

9. Next Scheduled Meeting

The next meeting was scheduled for January 9, 2026 at 8:30 a.m. in the Small Community Meeting Room at the Pleasant Hill City Hall located at 100 Gregory Lane, Pleasant Hill, CA.

10. Adjournment

The meeting was adjourned at 9:24 a.m.

Minutes prepared and submitted by: Andrew M. Smith, Director of Planning & Marketing