

**Summary Minutes
Operations & Scheduling Committee
Friday, April 3, 2026, 8:30 a.m.**

Directors: Jim Diaz, Tim Farley, Kerry Hillis
Staff: Bill Churchill, Ruby Horta, Andrew Smith, John Sanderson, Pranjali Dixit
Public: None

Call to Order: Meeting called to order at 8:37 a.m. by Jim Diaz.

1. Approval of Agenda

The Committee approved the agenda.

2. Public Communication

None.

3. Approval of Minutes of March 6, 2026

The Committee approved the minutes

4. Revised Draft Alternative Service Plan

Mr. Smith informed the committee that staff developed a Revised Draft Alternative Service Plan to address significant budget reductions necessitated by the potential failure of the Connect Bay Area Transit Initiative. He reported that while Scenario 1 focused strictly on cutting low productivity routes, the Board and Committee expressed a clear preference for the balanced approach of Scenario 2, which utilizes frequency reductions alongside targeted cuts to preserve broader coverage and all 600 series school routes. Consequently, Director Smith introduced Scenario 3 as the recommended path forward; this variant further optimizes the plan by discontinuing the low ridership weekday Route 18 to preserve existing high frequency service on essential corridors such as Route 10, the Route 4 weekend trolley, and the afternoon portion of Route 20.

He further noted that staff investigated the feasibility of a fare increase to bridge the funding gap but concluded it was not a viable primary solution. He explained that because the projected reduction in ridership would outpace revenue gains, even a 120% fare increase would only cover approximately 22% of the anticipated deficit. Such an increase would result in an \$5.50 adult cash fare and significantly impact fixed route and paratransit ridership levels. Beyond service adjustments, the plan also includes a proposal to limit paratransit service to the federally mandated three quarter mile buffer from fixed routes to ensure the agency remains fiscally sustainable.

Item was forwarded to the Board with Committee's preference for Scenario 3 noted.

5. New Memorandum of Understanding with Choice in Aging

Mr. Sanderson reported that Choice in Aging (CiA) currently utilizes a successful program with SilverRide to provide door-through-door trips for LINK-eligible riders. He informed the committee that this service, which transitioned from a pilot to a permanent program in 2025, requires a new Memorandum of Understanding (MOU) to formalize roles and ensure regulatory compliance for a potential five-year term. Director Sanderson noted that the program is highly cost-effective, with SilverRide trips costing \$36.95 compared to the standard \$77.24 for LINK service, resulting in an estimated annual savings of \$396,000. Director Sanderson recommended that the committee authorize the General Manager to execute the new MOU to maintain this safe and reliable transportation alternative for vulnerable populations.

Committee forwarded staff’s recommendation to the Board.

6. Contract for the Installation of a New Above Ground Storage Tank

Ms. Johnson reported to the Committee that the agency is implementing Phase Two of its fuel infrastructure modernization plan, which involves installing new above-ground diesel storage tanks to replace the underground units closed in 2025. She informed the committee that this transition ensures continued regulatory compliance while improving maintenance accessibility and reducing long-term environmental risks. Following a competitive bid process that yielded three responsive proposals, she identified Alex Kushner General, Inc. as the lowest bidder at \$550,000. She requested that the committee recommend a total project authorization of \$750,000, which includes a \$200,000 contingency, and noted that the funds are already encumbered within the approved capital budget.

During the discussion, Director Diaz inquired about the significant price variance between the submitted bids. Ms. Johnson clarified that Alex Kushner General, Inc. achieved a lower cost by identifying that the solicitation did not require the contractor to purchase the tanks themselves.

The Committee forwarded the staff recommendation the Board to award the contract to Alex Kushner General, Inc.

7. Monthly Reports

a. Fixed Route

Mr. Dixit presented the latest performance report, noting that ridership in February saw a 1% year-over-year decline while year-to-date ridership is down about 10,000 rides compared to the same time last year. Additionally, Mr. Dixit highlighted a dip in the number of missed trips across the system with recent uptick in operator count.

b. Paratransit

Mr. Sanderson reported that demand is plateauing, while productivity and on-time performance (OTP) remain strong, with OTP reaching 95%. He noted that the cost per trip has stabilized at \$75. While overall program costs have decreased year-over-year, they remain above pre-pandemic levels due to rising operational expenses.

8. Committee Comments

None

9. Future Agenda Items

None

10. Next Scheduled Meeting

The next meeting was scheduled for May 1, 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.

11. Adjournment

The meeting was adjourned at 8:58 a.m.

Minutes prepared and submitted by: Pranjali Dixit, Manager of Planning