

**DRAFT MINUTES**  
**Operations Committee Meeting**  
Alameda-Contra Costa Transit District  
2<sup>nd</sup> Floor Board Room  
1600 Franklin Street  
Oakland, California

**Wednesday, September 9, 2009**  
**3:00 p.m.**

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**Operations Committee Members:**

Director Joel Young, Chair  
Director Elsa Ortiz  
Director H. E. Christian Peeples, Vice President

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**The meeting was called to order at 3:11 p.m. with Chairman Young presiding.**

**Committee Members Present:** Director Ortiz, Vice President Peeples and Director Young, Committee Chair.

**Committee Members Absent:** None.

**Also Present:** General Manager Rick Fernandez, General Counsel Ken Scheidig, Chief Transportation Officer Kathleen Kelly, and District Secretary Linda Nemeroff.

**Public Comment**

There was no public comment offered.

**INFORMATION ITEM(S) (Consent Calendar)**

[Items listed under the Consent Calendar are considered to be routine and may be enacted by one motion/one vote. If discussion is desired, an item may be removed from the Consent Calendar and will be considered individually.]

1. Consider approving Operations Committee minutes of July 8, 2009.

**MOTION: ORTIZ/PEEPLES** to approve the minutes and forward to the Board of Directors recommending receipt (3).

**BRIEFING ITEM(S)/ACTION ITEM(S):**

2. Consider receiving semi annual report on the Environmental Sustainability Plan and recommend approval to proceed with the Climate Action Plan (Requested by Director Young – 8/26/09) (GM Memo No. 09-203).

*Jaimie Levin, Director of Marketing and Alternative Fuels, appeared at the meeting via teleconference.*

Sue Chaewsky, Environmental Engineer presented the staff report.

Vice President Peoples inquired about the bidding process for the Climate Action Plan. The General Counsel responded that he would consult Board Policy 350 (Procurement Policy) and provide a response.

**MOTION: PEEPLES/ORTIZ** to forward to the Board of Directors as an A-memo recommending receipt of the report and approval to proceed with the Climate Action Plan. The General Counsel to provide an analysis of how the procurement will be conducted (3).

3. Consider recommending adoption of **Resolution No. 09-038** identifying in one place all District fares, parameters for transfer usage, inter-operator transfer agreements, and repeal Board Policy 417 - Transfer Policy and Board Policy 328 - Fare Policies (GM Memo No. 09-144a) [Continued from June 10, 2009 meeting].

Chief Transportation Officer Kathleen Kelly presented the staff report.

Vice President Peoples requested that staff review the fare policies of other transit agencies and make a presentation to the committee.

Director Ortiz requested that, due to the service adjustments, the transfer policy be revisited by the full Board very soon. Vice President Peoples concurred, noting that a review needed to be conducted before the service adjustments went into effect.

**MOTION: PEEPLES/ORTIZ** to forward to the Board of Directors recommending adoption of **Resolution No. 09-038** as presented. The resolution is to be reformatted into the proper format (3).

4. Consider receiving report on procedures for operators related to potential criminal activity, and report on a new program to reduce customer disturbances on school trips (Requested by Vice President Peoples – 11/12/2008) (GM Memo No. 09-177).

Chief Transportation Officer Kathleen Kelly presented the staff report.

Vice President Peoples advised that the issue was brought to the District's attention because of incidents at Oakland Tech. He requested that the report be distributed to parents who have contacted the District about issues in order for them to come to the Board meeting or meet with staff regarding the programs that have been established at schools.

**MOTION: PEEPLES/ORTIZ** to forward to the Board of Directors recommending receipt. Staff to conduct outreach to parents as requested by Vice President Peoples. The report to be placed on the October 14, 2009 Board agenda (3).

## Agenda Planning

There were no new items added to agenda planning

### 1-3 Months (October - December)

- Report on SB 71 and what our vehicles capacity is to comply with it (Requested by Director Fernandez – 2/21/07) [The General Manager advised that this would be included in a future report regarding biodiesel and our relationship with Chevron]. *October – Jaimie Levin*
- Report the District's Extra board Policies and how they compare to the national standards as stated in the report at the recent TRB conference and its usefulness to operations staff (Requested by Vice President Peeples – 1/23/08). *October – Kathleen Kelly*
- Report six months or a year from the initiation of the MUNI program as authorized by recent legislation on utilizing video cameras to ticket people who park in bus stops (Requested by Vice President Peeples – 1/23/08). *October – Nancy Skowbo*
- Report regarding amendments to Administrative Regulation 281 concerning Nepotism (Requested by President Harper – 11/29/07) (Reference: GM Memo No. 08-222) [Retained in Committee – 9/24/08 – General Counsel to review the regulation]. *October – Ken Scheidig*
- Review of the MUNI schedule book to determine if this is a viable option for AC Transit (Requested by the Paratransit Committee – 9/24/08). *October – Victoria Wake*
- Report on the possibility of producing large print maps and schedules for distribution to senior centers (Requested by the Paratransit Committee – 9/24/08). *October – Victoria Wake*
- Report regarding a review of the District's full load policy with respect to bicycles, strollers and wheelchairs; and a review of bus interiors for the purpose of making modifications to new buses (Requested by Vice President Kaplan/Director Wallace – 12/5/08 and Director Harper – 3/11/09). *October – Kathleen Kelly*
- Report on the District's vehicle policy (Requested by Director Harper – 5/27/09) *October – Joe DeProspero*
- Report on the occurrence of assaults on bus drivers (Requested by Director Ortiz – 7/8/09). *October – Kathleen Kelly*
- Report regarding District vehicles (i.e. why we have them, how many we have, should we have them, should we use city car share, and potential image problems resulting from the type of vehicles purchased) (Requested by Vice President Peeples – 8/26/09). *October – Joe DeProspero*

### 6-12 Months (October – March 2010)

- ~~Report on Service to parks (Request by Committee/staff – 2/25/09). *January – Tina Spencer and Nancy Skowbo*~~
- Follow-up report regarding the costs and risks associated with placing all schedule and GPS data onto an outside server for use by the public (Requested by Vice President Peeples – 3/26/08) [Reference: GM Memo No. 09-095a]. *November – Nancy Skowbo*
- Review and report on the regional emergency plan for the 13 cities, 9 unincorporated areas and 2 counties as to what jobs have been allocated to AC Transit's buses (Requested by President Peeples – 5/16/07). *January – Kathleen Kelly and Larry Perea*

### **Unfunded Projects**

- Report on the usefulness of the mobile command vehicle to other agencies in the event of an emergency, i.e. notice to other agencies, procedure for requesting it, and the MOUs that are in place (Requested by Director Harper – 3/26/08). *January – Kathleen Kelly and Larry Perea*

### **Quarterly Reports:**

- APC Data
- On-time Performance

### **Semi-Annual Reports**

- Environmental Sustainability Plan (Jan/June)
- Report on the outreach efforts for the transition of paper fare media to Translink (Requested by Director Young – 7/8/09) (Jan/June).

### **Adjournment**

There being no further business to come before the committee, the meeting was adjourned at 3:33 p.m. The next meeting of the Operations Committee is scheduled for Wednesday, October 14, 2009.

Respectfully submitted,

Linda A. Nemeroff  
District Secretary