Subject: Draft Operations Committee Work Plan -- Update

RECOMMENDED ACTION: [X] Information Only [ ] Recommended Motion

For discussion purposes.

Fiscal Impact: N/A

Background/Discussion:

The draft Operations Committee Work Plan was first presented to the Committee for discussion at the July 19, 2001, Operations Committee Meeting. Subsequently, the Committee further reviewed and revised the Work Plan at meetings on August 2, September 20, October 18, November 15, and again on December 6, 2001.

(cont’d)

BOARD ACTION: Approved as Recommended [x] Other [ ]
Approved with Modification(s) [ ]

MOTION: PIRAS/PEEPLES to receive as presented. (7-0)

Ayes: Director Piras, Vice President Peeples, Harper, Wallace, Creason, Cross, President Williams - 7
Noes: None - 0
Abstain: None - 0
Absent: None - 0

The above order was passed on March 7, 2002.
Rose Martinez, District Secretary

By _______________________________
The attached Draft Operations Committee Work Plan incorporates guidance received from the Committee Chair at the January 24, 2002, Committee Meeting. Brief status remarks have been noted in the “Update” and “Timeline” columns where appropriate.

As the Committee continues to develop and refine the Work Plan, staff will develop GM Memos in order to provide the requested analyses.

**Prior Relevant Board Actions/Policies:** N/A

**Attachments:** Operations Committee Work Plan

**Approved by:** Rick Fernandez, General Manager  
**Prepared by:** Pat Cannon, Chief Operating Officer  
**Date Prepared:** February 7, 2002
<table>
<thead>
<tr>
<th>ITEM</th>
<th>COMMENTS</th>
<th>TIMELINE</th>
<th>UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OPERATIONS QUARTERLY REPORT</td>
<td>Next report due November 2001 for quarter ending September 30</td>
<td>Each quarter of the second month after the closing quarter.</td>
</tr>
<tr>
<td>2</td>
<td>DELIVERY OF SERVICE ISSUES</td>
<td>Recommendation: Operations Committee continue to identify specific operational (delivery of service) issues that will facilitate achievement of the District's quality of service goals.</td>
<td>As opportunities occur.</td>
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<tr>
<td>3</td>
<td>SATCOM</td>
<td>Continuing phased implementation to include route and schedule adherence in third quarter.</td>
<td>The timelines are being reported separately as requested during the September 6, 2001, Planning Committee.</td>
</tr>
<tr>
<td>4</td>
<td>PRINT SHOP RESOURCES REPORT</td>
<td>One-Time Report</td>
<td>Funding identified for Print Shop Study.</td>
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<td>5</td>
<td>ENVIRONMENTAL GROWTH</td>
<td>Sue Patton</td>
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<tr>
<td>6</td>
<td>ON-TIME DELIVERY OF SERVICE</td>
<td>Kelly - Routine Update</td>
<td>See G.M. Memo 02-010 re: Update on upcoming service changes for March 2002 (2/24/02)</td>
</tr>
<tr>
<td>7</td>
<td>SAN PABLO CORRIDOR BRT - NEXT BUS PASSENGER INFORMATION</td>
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