



**ADA PARATRANSIT ADVISORY COMMITTEE
QUARTERLY MEETING
THURSDAY, JULY 20, 2017 AT 3:00 P.M.**

**SIMI VALLEY SENIOR CENTER
3900 AVENIDA SIMI, SIMI VALLEY, CA 93063**

AGENDA

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Agenda Review
4. Approval of Minutes: April 20, 2017
5. Report of ADA Advisory Committee Chair
6. Representative Reports
 - A. City Council Liaison (Mike Judge)
 - B. Director of Community Services (Sommer Barwick)
 - C. Deputy Community Services Director – Transit Division (Jennifer Mellon)
7. Public Statements

This time is allotted for anyone who wishes to make a public statement or comment on matters within the subject matter and jurisdiction of the ADA Paratransit Advisory Committee. Comments are limited to five minutes per speaker, to allow everyone the opportunity to be heard.

8. Reports: None
9. Informational Presentations: None

ADA PARATRANSIT ADVISORY COMMITTEE MEETING AGENDA
July 20, 2017

10. New Business
 - A. Update on Short Range Transit Plan (Sommer Barwick)
 - B. Update on Passenger Statistics (Christopher Latham)

11. ADA Paratransit Advisory Committee Member Comments

This time is allotted for Committee members to make a statement or comment on matters within the subject matter and jurisdiction of the ADA Paratransit Advisory Committee, which may include announcements and/or requests for future agenda items.

12. ADA Paratransit Advisory Committee Coordinator's Report (Patricia Burns)

13. Suggested Future Agenda Items

14. Adjournment: Thursday, October 19, 2017, 3:00 PM at the Simi Valley Senior Center

/s/

Jennifer Mellon,
Deputy Community Services Director

If any interested individual has a disability that may require accommodation to participate in this meeting, please contact Simi Valley Transit's Dial-A-Ride services at (805) 583-6464. Upon advance notification of the need for accommodation, reasonable arrangements will be made to provide accessibility to the meeting.

SPECIAL MEETING MINUTES

1. Call to Order:

Barbara Waite called the meeting to order at 3:15 p.m. and verified a quorum was present.

2. Roll Call

Rebecca McCann	A
Barbara Waite	P
Donna Delaney	P
David Lavoie	P
Steven Dean	A
Ruth Lauro (alternate)	P
Marie Spells (alternate)	P

P: Present A: Absent V: Vacant

Staff: Sommer Barwick, Director of Community Services
Robin Walker, Senior Management Analyst
Christopher Latham, Transit Supervisor

3. Agenda Review

4. Representative Report

A. City Council Liaison: None

B. Director of Community Services

Sommer Barwick introduced Heather Mennginer and Valerie Mackintosh from Mobility Planners.

5. Informational Presentations

A. What's Working and What's Not with Simi Valley Transit ADA/DAR Service and Connect Intercity Service? (Mobility Planners).

Ms. Barwick discussed the current situation with Transit and Paratransit services and the efforts the City has made toward changes and efficiency. Heather Mennginer the Paratransit Lead for Mobility Planners, spoke on the various methods her company is using to collect data and information to present to the City as requested for the Short Range Transit Plan (SRTP).

Heather asked the individuals in the meeting to share briefly who they are and their interest in Dial-A-Ride and relay any questions they have about the service. Heather spoke on usage and access to other available methods of transportation.

Donna Delaney, Ruth Lauro, and David Lavoie discussed alternatives to Dial-A-Ride services, same day requests, and better communication with dispatchers. They also discussed their use of Dial-A Ride services, the care and empathy of the drivers, and the necessity of using funds wisely on a fixed income.

Fern Williams asked about implementing a pass system that would resemble the one currently used on our fixed route buses. Fern also suggested the desire to see a form of online booking for future trips on the para-transit system.

Barbara Waite and Ruth Lauro discussed their experiences using other methods of travel such as Connect, fixed route, and intercity travel. Barbara inquired about mapping options and extending service/phone hours for Dial-A-Ride to later in the day.

Ruth Lauro, Fern Williams, Barbara Waite, and David Lavoie, discussed window times, expressed confusion between wait times, pick-up times, and time on the vehicle, and the securement of mobility devices.

Heather suggested clarification in our policies that make the times easier for passengers to understand. Heather also suggested retraining in the securement of mobility devices.

Barbara, Fern, and Ruth, also discussed their desire to better understand the current booking, reservation, and negotiation process.

Heather suggested the possibility of having a vehicle stop at popular locations to allow passengers the opportunity to run errands. Heather also discussed the possibility of service to locations of interest to passengers that aren't currently provided.

Valerie discussed the open house events and the information that would be shared at those events on May 23.

Barbara Waite adjourned the meeting at approximately 4:09 p.m.

MEETING MINUTES

1. Call to Order:

Barbara Waite called the meeting to order at 3:06 p.m. and verified a quorum was present.

2. Roll Call

Rebecca McCann	P
Barbara Waite	P
Donna Delaney	P
David Lavoie	P
Steven Dean	P
Ruth Lauro (alternate)	P
Marie Spells (alternate)	P

P: Present A: Absent V: Vacant

Staff: Mike Judge, Mayor Pro Tem
Sommer Barwick, Director of Community Services
Jennifer Mellon, Deputy Community Services Director
Robin Walker, Senior Management Analyst
Patricia Burns, Transit Operations Assistant
Pamela Hull, Transit Dispatcher

3. Agenda Review

The Agenda was approved as presented.

4. Approval of Minutes

Rebecca McCann moved to approve the January 20, 2017 ADA Paratransit Advisory Committee meeting minutes. David Lavoie seconded the motion. The minutes were approved by a consensus of the ADA Paratransit Advisory Committee.

5. Report of the ADA Paratransit Advisory Committee Vice Chair: None

6. Representative Reports

A. City Council Liaison: No Report.

B. Director of Community Services: Sommer Barwick stated the update I have is going to be handled by Jennifer Mellon under item 10C and that's the short range transit plan and we really need your support and input. I want to introduce Pam she is our new dispatcher she comes from another

transit agency and she is doing wonderful. Pam is the smile on the other end of the phone, when you call welcome her.

- C. Deputy Director: No Report.
- 7. Public Statements: There was one speaker, Mr. John Genna, who expressed his frustration with and concerns about the three-quarter mile service area for ADA/DAR trips.
- 8. Reports: None.
- 9. Informational Presentations
 - A. Review of Travel Training Conducted March 9, 2017

Robin Walker reported that Travel Training was conducted on March 9, 2017 and gave the Committee a report on the event. It is the goal of SVT to offer travel training every 3 months and to coordinate the travel training with Committee Member Waite. Mobility Management Partners who completes the ADA Certifications was present. Transit Operations Assistant (TOA) Eric Molina provided an overview of our Dial-A-Ride services and TOA Menina George provided hands on experience allowing participants to board a bus and take the tour of the city to learn how to use our fixed route even with mobility devices. The March Travel Training had 23 attendees.
- 10. New Business
 - A. Update on ADA Paratransit Advisory Committee Recruitment

Robin Walker advised the Committee that Rebecca McCann's term is ending. Recruitment was held for the Committee Member seat and three applications were received. Council Member Glen Becerra and Mayor Pro Tem Mike Judge were on the panel that interviewed the candidates. The new member will be joining the committee after being confirmed in May by the City Council.

Sommer stated that for the first time Robin conducted an orientation about the committee responsibilities before the candidate went into the interview.
 - B. Presentation of Certificate of Recognition to Outgoing Committee Member Rebecca McCann

Outgoing member Rebecca McCann was presented with a certificate of service by Mayor pro tem Mike Judge.
 - C. Update on Short Range Transit Plan Process

Jennifer Mellon stated the consultants conducted the Kick-Off for the Short Range Transit plan spending two days at the transit facility in late March. They rode fixed route buses and talked with drivers as well as passengers; they talked to management and support staff as well as sitting with dispatchers to learn how they complete their duties. While in Simi Valley, the consultants met with constituents and large clients including Millennium, ARC of Ventura, and Advanced Adult Day Care. The consultants will be back in May for a four day visit consisting of ridership surveys and stakeholder meetings. The consultants will be doing two open house events on May 23 at the Library from 1-3 p.m. and 5-7 p.m. Promotion of these open house events is underway.

D. Review of Revised “No Show / Missed Trips” Policy (Robin Walker)

Robin Walker reviewed the policies which were revised to meet FTA requirements and stated that Transit would begin enforcing the policies to improve efficiency.

11. ADA Paratransit Advisory Committee Member Comments
12. ADA Paratransit Advisory Committee Coordinator’s Report: None
13. Suggested Future Agenda Items: None
14. Adjournment: Thursday, April 20, 2017