



CITY OF SIMI VALLEY

Home of the Ronald Reagan Presidential Library

ADA PARATRANSIT ADVISORY COMMITTEE MEETING QUARTERLY MEETING THURSDAY, APRIL 15, 2021, AT 3:00 P.M.

Zoom Online Meeting:

<https://simivalley.zoom.us/j/91394829096>

Or by Telephone: Dial US: +1 669 900 9128

Meeting ID: 913 9482 9096

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND STAY WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE CITY IS NOT CONDUCTING IN-PERSON MEETINGS. TO FIND OUT HOW YOU MAY ELECTRONICALLY PARTICIPATE IN THE ADA PARATRANSIT ADVISORY COMMITTEE MEETING AND PROVIDE PUBLIC COMMENT, PLEASE REFER TO ITEM 7 OF THIS AGENDA.

AGENDA

1. Call to Order and Pledge of Allegiance
2. Roll Call
3. Agenda Review
4. Approval of Minutes: October 17, 2019, January 16, 2020, and January 21, 2021
5. Report of ADA Advisory Committee Chair (Donna Delaney, Acting Chair)
6. Representative Reports
 - A. Mayor (Keith Mashburn)
 - B. Deputy Public Works Director (Transit) (Ben Gonzales)

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.

NEW COMMENT PROCEDURE DUE TO THE COVID-19 PANDEMIC

Public comment is the opportunity for members of the public to participate in meetings by addressing the ADA Paratransit Advisory Committee in connection with one or more agenda or non-agenda items.

The following options allow for public participation:

- A. Watch the ADA Paratransit Advisory Committee Meeting live online at Zoom: <https://simivalley.zoom.us/j/91394829096>
Or listen by telephone: +1 669 900 9128 Meeting ID: 913 9482 9096 and raise hand with *9.
- B. If you wish to make a comment on a specific agenda item, please sign-on via this Zoom Link: <https://simivalley.zoom.us/j/91394829096> and use the raise hand function when the agenda item is called. If you wish to make a public comment, you must be signed into the meeting and available at the time the agenda item is called.
- C. Or, if you are unable to sign-on to Zoom and wish to make a comment on a specific agenda item, please submit your comment via email by 2:00 p.m. on the day of the ADA Paratransit Advisory Committee Meeting to the Transit Operations Manager, Christopher Latham at clatham@simivalley.org and include the Agenda Item topic and/or your comments. These emails will be made a part of the meeting record.

8. Reports:

- A. Update on Passenger Statistics (Eric Molina)
- B. Travel Training Update (Suspended due to Covid-19)

9. New Business

- A. ADA Paratransit Advisory Committee Recruitment Update (Christopher Latham)
- B. Elect Committee Positions (Eric Molina)

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10. 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.

11. ADA Paratransit Advisory Committee Coordinator's Report (Eric Molina)

12. Suggested Future Agenda Items

13. Adjournment:

14. Next meeting: Thursday, July 15, 2021, 3:00 p.m. Location TBD

/s/

Ronald K. Fuchiwaki
Public Works 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.

MEETING MINUTES

1. Call to Order

Donna Delaney called the meeting to order at 3:05 p.m. and verified a quorum was present.

2. Roll Call

Mercedes Cordova	A
Carol Thomas	P
Donna Delaney	P
Linda Eisenberg	P
Ruth Lauro	P
Barbara Waite (alternate)	P
Steven Dean (alternate)	P

P: Present A: Absent V: Vacant

Staff: Ben Gonzales, Deputy Public Works Director (Transit)
Christopher Latham, Acting Transit Operations Manager
Eric Molina, Acting Transit Supervisor

3. Agenda Review

No Revisions were made to the agenda.

4. Approval of Minutes

Linda Eisenberg moved to approve the minutes of July 18, 2019, and Carol Thomas seconded the motion. The minutes were approved by a consensus of the ADA Paratransit Advisory Committee.

5. Report of the ADA Paratransit Advisory Committee Chair

No Report

6. Representative Reports

- A. City Council Liaison: No report.
- B. Public Works Director: No report.
- C. Deputy Public Works Director (Transit): No report.

7. Public Statements

Alice Bitting mentioned that we should provide more materials for sight impaired individuals.

Sarah Santitoro asked about locating bus information on our website and had questions on the schedules and where to find information.

8. Continued Business

Ben Gonzales provided an update on the new dispatch software being implemented after the beginning of the New Year, along with the tablets for the DAR vans.

9. New Business

A. Ben Gonzales presented a power point presentation to explain the new fixed routes being implemented and what service areas would be covered. He discussed the new apps for tracking the buses in real time and upcoming fare options for passengers.

B. Update on Travel Training

Christopher Latham stated they have Travel Training each quarter and the next scheduled Travel Training is January 21, 2020, at the Senior Center. Christopher mentioned that MMP would not be presenting anymore due to the loss of funding. Simi Valley Transit would be conducting both parts of the training.

C. Update on Passenger Statistics

Eric Molina went over the statistical chart and shared data for the last quarter.

9. ADA Paratransit Advisory Committee Member Comments

None.

10. ADA Paratransit Advisory Committee Coordinator's Report

None

11. Suggested Future Agenda Items

Eric Molina updates on the Riders Guide.

12. Adjournment: By consensus of the Committee, the meeting adjourned at 4:20 p.m.

MEETING MINUTES

1. Call to Order

Barbara Waite called the meeting to order at 3:00 p.m.

2. Roll Call

Mercedes Cordova	A
Carol Thomas	A
Donna Delaney	A
Linda Eisenberg	A
Ruth Lauro	A
Barbara Waite (alternate)	P
Steven Dean (alternate)	P

P: Present A: Absent V: Vacant

Staff: Ben Gonzales, Deputy Public Works Director (Transit)
Christopher Latham, Acting Transit Operations Manager
Eric Molina, Acting Transit Supervisor

3. Agenda Review

No Revisions were made to the agenda.

4. Approval of Minutes

No quorum, approval of minutes to be carried over to April 16, 2020.

5. Report of the ADA Paratransit Advisory Committee Chair

No Report

6. Representative Reports

A. Update on Passenger Statistics:

Eric Molina went over the statistical chart and shared data for the last quarter.

B. Travel Training Update:

Christopher Latham stated they have Travel Training each quarter and the next scheduled Travel Training is January 21, 2020, at the Senior Center. Christopher mentioned that MMP would not be presenting anymore due to the loss of funding. Simi Valley Transit would be conducting both parts of the training.

C. Deputy Public Works Director (Transit):

Ben Gonzales provided an update on Dial-A-Ride dispatch and routing scheduling software. City is in the process of finalizing the agreement with the vendor.

7. New Business

A. Christopher Latham advised that six of the seven Committee members will be at the end of their term end of April and will be starting the ADA Paratransit Advisory Committee Recruitment on January 30th through February 14th. Posting will be placed on the DAR Van and drivers will have applications on hand to hand out.

B. Eric Molina provided an update on the revisions and updates to the Riders Guide. Eric went over the Rider's Guide sections and discussed changes and updates.

8. ADA Paratransit Advisory Committee Members Comments

None.

9. ADA Paratransit Advisory Committee Coordinator's Report

None.

10. Adjournment: By consensus of the Committee present, the meeting adjourned at 3:45 p.m.

MEETING MINUTES

1. Call to Order

Eric Molina called the meeting to order at 3:03 p.m.

2. Roll Call

Mercedes Cordova	A
Donna Delaney	A
Ruth Lauro	P
Theresa Lewis	P
Steven Dean	P
Rebecca McCann (alternate)	P
(alternate)	V

P: Present A: Absent V: Vacant

Staff: Keith Mashburn, Mayor
Ben Gonzales, Deputy Public Works Director (Transit)
Christopher Latham, Transit Operations Manager
Eric Molina, Transit Supervisor

3. Agenda Review

No Revisions were made to the agenda.

4. Approval of Minutes

Quorum did not receive materials in time to review, approval of minutes for January 16, 2020, and October 17, 2019, will be carried over to April 15, 2021.

5. Report of the ADA Paratransit Advisory Committee Chair (Not appointed)

No Report

6. Representative Reports

A. Mayor (Keith Mashburn)

No Report

B. Deputy Public Works Director (Transit) (Ben Gonzales):

Ben Gonzales reported 60-70% decrease in ridership due to Covid-19 pandemic. Trip purpose of most riders are essential. DAR service hours have not changed to transport those in need. Ben also reported implementation of new Ecolane scheduling system July 2020 with the goal of increasing

productivity and efficiency. In addition to the scheduling system, Passenger SMS text messaging software, will also be implemented to text passengers seven minutes prior to the Dial-A-Ride vehicle arriving for their pick up.

Rebecca McCann inquired about cross town pick-up/drop-offs and if the Ecolane Software had helped prevent that from occurring.

Ben Gonzales stated that Ecolane Scheduling Software has updated mapping that helps eliminate cross town pick-up/drop-offs from happening.

Eric Molina added that with the new scheduling software there have been major overall improvements. However, due to Covid-19 and low ridership, riders may still see some cross town passenger pick-up/drop-offs.

7. Public Statements

No Public Statements

8. Reports:

A. Update on Passenger Statistics

Eric Molina reported low ridership due to Covid-19 and there is no passenger statistic report at this time.

B. Travel Training Update

Christopher Latham reported that due to Covid-19 travel training has been temporarily suspended.

Mayor Keith Mashburn asked to explain what travel training entails.

Christopher Latham gave a brief explanation of the travel training process.

9. New Business

A. ADA Paratransit Advisory Committee Recruitment

Christopher updated the Committee on upcoming recruitment for two open positions starting in February 2021.

Eric Molina provided an update on the completion and distribution of the Rider's Guide. Rider's Guides are available in both English and Spanish and will be made available on all Dial-A-Ride vehicles.

Mayor Keith Mashburn inquired about the Rider's Guide being available in both English and Spanish in one booklet.

Ben Gonzales responded that the English and Spanish Rider's Guides are not available in one booklet and are available separately in English and Spanish copies only. Ben also mentioned that the Rider's Guide will be available on the City's website in both English and Spanish, and are mailed out in new passenger welcome packets.

Rebecca McCann requested that Committee members receive a copy of the Rider's Guide.

Eric Molina stated that a copy would be mailed out.

10. ADA Paratransit Advisory Committee Members Comments

Committee member Ruth Lauro praised the City for continuing to provide Dial-A-Ride services and keeping the vehicles clean and making it safe for the seniors during the pandemic.

Ruth Lauro also stated that she has been given 55 minute pick-up windows and questioned the length of the 30 minute window.

Eric Molina explained that the 30 minute window is set to provide a 30 minute timeline for passengers to expect the driver to arrive for pick-up and not a window from the pick-up time to the requested appointment time. Eric will follow up with a phone call to her for a more detailed explanation.

11. ADA Paratransit Advisory Committee Coordinator's Report

Steven Dean congratulated Dial-A-Ride on the new scheduling system. He also asked what had improved and wondered why the window would increase.

Eric Molina commented that we've shown improvements in the trip scheduling and less travel crosstown pick-up/drop-offs.

Ben Gonzales added that the window times have not changed and would check with staff to make sure proper window times were being provided. Ben also mentioned that due to Covid-19 with current low ridership we have less vehicles on the road and we're unable to do an accurate comparison, but the system has shown improvements.

Eric Molina reported that Sherry Garrison, Transit Dispatcher, is retiring from the City.

12. Adjournment: By consensus of the Committee present, the meeting adjourned at 3:47 p.m.