



**ADA PARATRANSIT ADVISORY COMMITTEE MEETING
QUARTERLY MEETING
THURSDAY, JANUARY 19, 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: October 20, 2016
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
 - A. Discussion of Fare Box Ratios for Fiscal Year 2015-16 (Ryan Roman)

ADA PARATRANSIT ADVISORY COMMITTEE MEETING AGENDA
January 19, 2017

10. New Business
 - A. ADA Paratransit Advisory Committee Recruitment (Robin Walker)
 - B. Travel Training (Robin Walker)
 - C. Communications with Ridership (Jennifer Mellon)
 - D. Update on Short Range Transit Plan Process (Jennifer Mellon)
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 (Robin Walker)
13. Suggested Future Agenda Items
14. Adjournment: Thursday, April 20, 2017, 3:00 p.m. at the Simi Valley Senior Center

/s/
Sommer Barwick
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
DRAFT MINUTES

1. Call to Order:

Barbara Waite called the meeting to order at 3:11 p.m. and verified a quorum was present.

Acting Deputy Director Malch introduced Senior Management Analyst Robin Walker and Senior Management Analyst Ryan Roman to the Committee.

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, Council Member
Sommer Barwick, Director of Community Services
Mara Malch, Acting Deputy Community Services Director
Robin Walker, Senior Management Analyst
Ryan Roman, Senior Management Analyst
Cathy Medina, Transit Dispatcher
Kathleen Rich, Transit Dispatcher

3. Agenda Review

Acting Deputy Director Malch proposed moving Item 9A, "Facility Tour and Overview of the City's Paratransit Operations," to follow Item 12, "ADA Paratransit Advisory Committee Coordinator's Report." The agenda change was approved by a consensus of the ADA Paratransit Advisory Committee.

4. Approval of Minutes

Steven Dean moved to approve the July 21, 2016, ADA Paratransit Advisory Committee meeting minutes. Ruth Lauro 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: None
- B. Director of Community Services

Sommer Barwick thanked Ruth Lauro for suggesting that the Committee tour the Transit Maintenance Facility and thanked the Committee for its input on ways to make Transit more efficient. She reported that recommended process changes have resulted in ridership increases from 1.75 to 2.5 ADA/DAR passengers per hour, and that staff is moving forward with a lot of initiatives, including an advertising program and short-range transit plan.

- C. Deputy Director:

Mara Malch reported that the City Council will once again review the Transit fare structure in the near future. Staff is continuing to evaluate additional revenue sources, such as advertising revenue and other options to improve fare box recovery ratios and preserve future Transportation Development Act funding allocations.

7. Public Statements

Miguel Marquez inquired as to whether ADA paratransit service will provide transportation to polling places, and also inquired whether fare reductions are available to ADA passengers. Mara Malch responded that ADA paratransit passengers may schedule a trip to a polling place under the same guidelines as any other ADA paratransit trip, and provided an explanation of the ADA/DAR and fixed route fare structures. Council Member Judge added that you can contact your political party office regarding transportation needs as well.

Donna Delaney inquired as to the roles of the ADA Paratransit Advisory Committee members. Mara Malch explained that the core responsibility is to participate in the quarterly meetings and thereby provide recommendations to the City Council and input to staff regarding ADA paratransit issues. Ms. Malch also explained that Committee members can call staff to request an item be included on the agenda for discussion. Ruth Lauro commented that she had found that to be an effective way to bring issues before the Committee. Sommer Barwick explained that the purpose of the agenda is to allow transparency and facilitate the public being able to provide input on topics that are of concern to them.

8. Reports: None

9. Informational Presentations

- A. Facility Tour and Overview of the City's Paratransit Operations

(This item was reordered to follow Item 12.)

B. Recognition of Transit Dispatcher Cathy Medina's Over 19 Years of Dedicated Service

Sommer Barwick thanked Cathy Medina for her services as a Transit Dispatcher for the City of Simi Valley for nearly 20 years. Ms. Barwick acknowledged Cathy's dedication, talent, and high quality customer service, and congratulated Cathy on her upcoming retirement at the end of October 2016. Committee members also thanked Cathy for her service and thoughtfulness.

C. Overview of East County Transit Alliance InterCity Connect Dial-A-Ride Services

Mara Malch distributed brochures for the East County Transit Alliance's Connect InterCity Dial-A-Ride service and reviewed the details of the service.

D. Distribution of 2017 Meeting Dates

Mara Malch distributed the schedule of ADA Paratransit Advisory Committee meeting dates for 2017.

10. New Business

A. Election of Committee Officers

The Committee elected Chair Barbara Waite, Vice Chair David Lavoie, and Secretary Rebecca McCann by consensus.

11. ADA Paratransit Advisory Committee Member Comments

Ruth Lauro commented there should always be a Transit Dispatcher and Transit Coach Operator (TCO) present at every meeting. Mara Malch responded that due to current TCO position vacancies, Transit was unable to release a TCO from their scheduled route to attend the meeting during their assigned work hours. Ms. Lauro also commented that her pickup window times fluctuate from 10 minutes up to an hour and a half. Ms. Malch indicated that the pickup window should be 30 minutes, and instructed staff to review Ms. Lauro's ridership history to determine the reason for the fluctuations. Kathleen Rich explained that the Dispatch scheduling software has a glitch that sometimes causes these issues, and indicated that if the passenger will bring it to the Dispatcher's attention at the time they receive their confirmation call, the Dispatcher can make manual adjustments to address the issue.

Steven Dean informed the Committee that he is visually impaired and requested permission to use binoculars during the Committee meeting. The Committee

members and staff voiced encouragement and support for his use of the binoculars during the meetings.

Rebecca McCann expressed concerns that too many mobility devices are on the paratransit vehicles at one time. Mara Malch stated that staff would look into the issue and address it. Ms. Malch encouraged members to voice these concerns at the time of the incident rather than waiting until the quarterly meeting to raise the issue, especially when safety is of concern.

12. ADA Paratransit Committee Coordinator's Report

Kathleen Rich provided a handout entitled "FY 2016-2017 ADA/DAR Trip Report" and provided an overview of the quarterly statistics for the ADA/DAR service.

9. Informational Presentations

A. Facility Tour and Overview of the City's Paratransit Operations

Kathleen Rich conducted a facility tour and overview of the City's paratransit operations for the Committee members.

(This item was reordered to follow Item 12.)

13. Adjournment: Thursday, January 19, 2017

By consensus of the Committee, the meeting adjourned at 5:15 p.m.