



MINUTES

Joint meeting of the Central Maryland Transportation & Mobility Consortium and the Central Maryland Transportation & Mobility Commission

December 5, 2017

Clive Graham of Howard County Transportation served as Chairperson of the meeting. Stephanie Dittman, the RTA, Office Manager of Corporation, served as the Secretary and recorded the meeting proceedings.

Mr. Graham called the meeting to order at 1:07 p.m. Present were:

Commission Members:

Allen Cornell, Chair
Ron Dillon, Vice Chair
John Spencer
Judith Davis
Michael Dyer
Robert Love

Commissioners Not Present:

Bradley Mims
Earl Armiger

Staff:

Cristin Tolen, RTA
Andrew Johnson, RTA
Stephanie Dittman, RTA
Susan Poole, RTA
Ron Skotz, RTA
Suzanne Brown, RTA
Crystal McGill-Belk, AAC
Ramond Robinson, AAC
Nathan Grace, City of Laurel
Clive Graham, Howard
Kathleen Donodeo, Howard
Ron Crites, PGC
Anthony Foster, PGC

The Commission welcomed Cristin Tolen, the new General Manager for the RTA.

1. Approval of September 26, 2017 and October 24, 2017 Joint Partners and Central Maryland Transportation & Mobility Consortium Meeting Minutes (recording: 11:10¹)

The September 26, 2017 and October 24, 2017 Joint Partners and Central Maryland Transportation & Mobility Consortium meeting minutes were approved.

¹ Minute references are to the meeting audio recording; see link on the TransitRTA.com website.

2. Memorandum of Understanding (recording: 11:45)

Clive Graham announced that the single MOU among the Partners had been fully executed and is in effect through June 30, 2018. With the execution of the MOU, the Commission is official and commissioners were seated as of today.

3. Adoption of Commission Bylaws (recording: 13:55)

Ron Dillon moved, seconded by Michael Dyer, for adoption of the Central Maryland Transportation & Mobility Commission (CMTMC) Bylaws. Staff will correct numbering of the articles within the bylaws. The motion was unanimously approved.

RTA staff will provide a list of all Commissioners and jurisdictional staff contact information.

4. Election of Chairperson and Vice Chairperson (recording: 22:00)

Under Article 3 of the bylaws (Executive Board), Jon Spencer moved, seconded by Judith (J) Davis, to nominate Allen Cornell as Chair, and Ron Dillon as Vice Chair of the CMTMC for 2018. The Chair and Vice-Chair serve a one-year term with elections to be held annually at the January Commission meeting. The next election would be held in January 2019. The motion was unanimously approved.

5. Prince George's County Proposed a Reduction In Service for FY 2018 (recording: 25:10)

Anthony Foster presented a proposal for a public hearing to be held the end of January 2018 on proposed service cut changes for Prince George's County affecting the 301/A and 302/G routes to meet their funding gap of approximately \$104,000 in the current fiscal year. Anthony proposed two service cuts options to be taken to public hearing: the elimination of all weekend service on the 301/A and 302/G route and eliminating one bus from operation on Route 302/G all day, Monday through Saturday, altering the headway from the current 1 hour to every 2 hours.

Discussion ensued with regard to how the proposed service cut changes will affect the riders that rely on public transportation as their only form of transportation in Prince George's County; Laurel, Greenbelt, College Park and Howard County. If service cuts are needed to achieve \$104,000 in savings, Cristin Tolen stated that the RTA's recommendation would be to eliminate one bus all day long on the 302/G as this would maintain public transportation for riders on weekdays and on the weekend.

Clive Graham provided guidance pertaining to the role of the Commission for the public hearing that is required prior to approving changes in service or fares. According to the policy, the Commission holds the public hearing. Following the public hearing, the Commission submits its recommendation to the Howard County Executive. Clive noted the pertinent sentence in the policy of service changes which states, the Howard County Executive cannot approve a service change that exclusively affects another jurisdiction without the concurrence of the affected jurisdiction's chief elected official. Therefore, for Prince George's County's proposed changes, the following steps would need to be taken:

- Commissioners would hold the public hearing and make recommendations based on the public feedback received.

- Commissioners would vote on the recommended service change. Only Laurel and Prince George's County Commissioners would vote.
- Mayor Craig Moe of the City of Laurel and the Prince George's County Executive, Rushern L. Baker would send their recommendations to Howard County Executive Allen Kittleman prior to his making a decision.

To meet the requirements for notification of the public hearing, advertising must be provided 30 days prior to the public hearing. Therefore the following steps need to be taken:

- December 14th: Prince George's County's approval of the detailed service cut proposal for the 302/G required. Confirmation of availability of the City of Laurel's Municipal Building for Thursday, January 18, 2018. Confirmation of availability pending from Laurel.
- December 15th: Copy of public hearing announcement due to printer. Public hearing announcement to run December 21st to January 2nd: Andrew Johnson has to have run picks completed and into database to post for union members to choose runs. He needs 30 days from the date of decision to implement and cycle through a training program. He would need definitive direction for service adjustments by January 21st.
- January 18th: Hold public hearing, which would provide time for Commissioners to consider public feedback received prior to next Commission meeting on January 23rd when they would vote
- March 4th: Effective date of route change.

John Spencer inquired about reduction in service to other routes in Prince George's County. J Davis expressed her concern regarding this major change and would have liked to have known earlier. She added that Greenbelt weekend service should be maintained due to weekend ridership and suggested implementing the service adjustment to one bus on Route 302/G if service cuts have to happen.

The commissioners and partners discussed what would happen if the proposed service cuts were not implemented in FY 2018. The impacted jurisdiction would be billed for their service and would need to pay.

There was consensus that it would not be possible to implement cuts in service proposed by Prince George's County by February 1, 2018; if the steps described above were met, then the changes could be implemented as of March 4, 2018.

J Davis moved, seconded by Robert Love for approval to hold a public hearing on January 18, 2018 for a proposed service cut of one bus all day on the 302/G. Mr. Love asked fellow commissioners to speak with elected officials for an alternative course of action. The preference of all Commissioners would be to not make any cuts in service. The motion to hold a public hearing was unanimously approved.

Action Items: Ron Dillon asked the RTA for ridership detail on the 301/A and 302/G for weekdays and weekends. Cristin Tolen will distribute ridership information to the jurisdictions as soon as possible. A Title VI analysis will need to be completed for the proposed service cuts.

6. October 2017 Financial Report (recording 1:23:48)

Suzanne Brown reviewed the financial performance through October 2017, implementation of new service that began on 10/1/2017.

7. General Manager Report (recording: 1:13:54)

Cristin reviewed the information provided in the GM Report.

Comment was made by Sue Poole that advertising revenue should increase with new buses. The tail ends of the buses have been left open intentionally to accept ads. Advertising revenue for the month of October was the highest since beginning of the RTA.

Action Item: J Davis requested that the Commissioners are provided with the dates, times and topics for future safety meetings.

8. RTA Proposed FY 2019 Budget (recording: 1:26:00)

The Commission and partners received a presentation from the General Manager Cristin Tolen and Finance Director Suzanne Brown on the FY 2019 proposed budget. The service hours and jurisdictional expense breakdown will be distributed to the commissioners and partners within the next week.

FY 2019 budget questions should be submitted to the General Manager by December 15, 2017 to ensure RTA staff have time to address them.

Action Item: John Spencer requested that the calculations be provided on the budget spreadsheet, with four numbers, one number for each jurisdiction to assist the commissioners' review. A summarization of questions received and line item number will be provided to Allen Cornell after December 15th.

9. Transit Development Plan Update (recording: 2:07:07)

The full TDP was released in November 2017. Anne Arundel County and Howard County officials will be reviewing the plan during several public meetings being held through January 2018.

10. Other Business (recording: 1:11:00)

The commissioners requested approved resolutions be distributed within a week of the date of approval.

Future Meeting Dates:

Tentative Public Hearing: January 18, 2018

Next Commission Meeting - January 23, 2018

The meeting was adjourned at 3:15p.m.

Acronyms

AAC	Anne Arundel County
CMTMC	Central Maryland Transportation & Mobility Commission
PGC	Prince George's County
RTA	Regional Transportation Agency