



MINUTES

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

January 23, 2018

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

Mr. Allen Cornell called the meeting to order at 1:03 p.m. Present were:

Commission Members:

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

Commissioners Not Present:

Bradley Mims

Staff:

Cristin Tolen, RTA
Andrew Johnson, RTA
Stephanie Dittman, RTA
Susan Poole, RTA
Ron Skotz, RTA
Suzanne Brown, RTA
Victor Jimenez, RTA
Kevin Randall, RTA
Elaina Evans, RTA
Maynard Nash, RTA
Crystal McGill-Belk, AAC
Nathan Grace, City of Laurel
Clive Graham, Howard
Kathleen Donodeo, Howard
Jai Saunders, Howard
Allison Calkins, Howard
Ron Crites, PGC
Anthony Foster, PGC

1. Approval of December 5, 2017 Joint Partners and Central Maryland Transportation & Mobility Consortium Meeting Minutes (recording: 46:35)¹

Allen Cornell requested status updates on last month's meeting action items. John Spencer had previously requested that the budget summary illustrate total funding and total expenditures.

Clive Graham recommended that in lieu of an additional document with the approved meeting resolutions, all resolutions that were voted would be indicated in highlighted text in the meeting minutes. Commissioners agreed this was a good, efficient approach.

The December 5, 2017 Joint Partners and Central Maryland Transportation & Mobility Consortium meeting minutes were approved.

Action Items: Cristin Tolen will update and distribute the budget summary illustrating the jurisdictional funding contributions and total expenditures. Clive Graham will re-distribute the edited bylaws and Commissioners contacts list.

2. November and December 2017 Financial Report (recording: 31:40)

Suzanne Brown provided an overview of the financial performance through December 2017.

3. General Manager Report (recording: 3:00)

Cristin Tolen provided an overview of the the November/December GM Report.

Ron Skotz provided an overview of HB 28 Criminal Law – Assault – Public Transportation Operator and Penalties. Ron will continue to monitor the bill, and will notify the commissioners if and when action is taken on the bill. Commissioners reviewed a draft letter of support for the bill and recommended it be sent to the entire House Judiciary Committee and to all delegates whose districts have RTA service.

Action Items:

Commissioners requested a statistical snapshot report on operations be provided at monthly meetings. Ron Dillon requested a breakdown of the reported workers comp injuries for November and December 2017. Staff will continue to closely monitor workers comp injuries, and explore opportunities of how to bring the number of claims down in the future.

4. RTA Proposed FY 2019 Budget Update (recording: 52:00)

Cristin Tolen provided an update on the FY 2019 budget. Suggested reductions to the budget have been received from the partners, and expenses have been reduced in the areas of non-union salary increases and maintenance costs. Additional cost savings efforts will be necessary to achieve a balanced budget. Efforts to further refine the budget will continue. Clive Graham reminded the Commission that under the bylaws their role is to recommend a budget to the jurisdictions' leaders. Due to funding constraints, Prince George's County and Anne Anne Arundel County may need to

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

adjust or eliminate several routes from the RTA service area if projected costs are not decreased. Clive Graham stated that with county revenues down versus projections, Howard County departments have been instructed to limit their increase to a maximum of 2 percent over the FY18 budget amounts. Budget constraints will potentially require changes to the RTA service area beginning July 1st. The service changes would require public hearings to be held in mid-April

Action Item: Cristin Tolen will provide an updated proposed budget based on current service levels, which will include jurisdictional allocations.

5. Transit Development Plan Update (recording: 1:13:17)

Clive Graham anticipates presenting the final draft TDP to the Howard County Council in March.

6. Commission Webpage (recording: 1:15:9)

Sue Poole provided a presentation of the updated RTA website with a tab dedicated to the Commission. All pertinent meeting documents will be available in the Central Maryland Transportation & Mobility Commission tab located at the top of the RTA website. The Commission meeting location, date and time will be posted on the RTA website seven days prior to the meeting. The agenda will be posted on the website at least 24 hours in advance of the meeting.

A brief bio and photo of each member of the Commission will be added to the RTA website.

Action Item: Clive and Sue to provide content/format as go bys to Commissioners for their bios.

7. Rider's Advisory Council (recording: 1:30:00)

Clive Graham presented information on the establishment of the Rider's Advisory Council (RAC). The Memorandum of Understanding (MOU) and bylaws call for a Riders' Advisory Council to be created to receive input from riders on operational and accessibility issues that affect the quality of public transit service in the RTA service area. Each jurisdiction should be represented by two members. Commissioners and staff are asked to submit names for the RAC. It is anticipated to begin RAC meetings in March or April.

Action Item: Clive Graham will create a document based on the bylaws regarding the RAC with information for commissioners and staff to help identify potential RAC members.

8. Coordinated Fare Policy (recording: 1:33:20)

Kathleen Donodeo reviewed the need for one fare policy across all jurisdictions. The cost and use of transfers and day passes currently vary between the jurisdictional routes. Discontinuing the use of transfers for Howard County routes will help to eliminate fraud and lost fare revenues. A regional fare policy is a goal anticipated to begin July 1st.

Action Item: Kathleen Donodeo to review existing fare instruments and develop a recommended regional fare policy to bring to the public for feedback in the spring of 2018.

9. Other Business (recording: 1:26:50)

Clive Graham said that the ethics provisions of the bylaws will need to be tweaked. The current bylaws read that commissioners subject to state ethics laws, but this is incorrect.

Action Items: Clive Graham to circulate a draft bylaws revision to the partners to address ethics provisions. To help ensure the Commission will have a quorum at future Commission meetings, Sue Poole will send an Outlook meeting request to the Commissioners the Friday before the meeting. Clive Graham will check the bylaws if a proxy can only be given to another commissioner or to an individual appointed by the Commission member.

Future Meeting Dates:

Next Commission Meeting – Tuesday, February 27, 2018

Ron Dillon motioned to adjourn the meeting, J Davis seconded and the meeting was adjourned at 2:41 pm.

Acronyms

PGC	Prince George’s County
RTA	Regional Transportation Agency
GM	General Manager
RAC	Rider’s Advisory Council