



MINUTES

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

October 22, 2019

Judith Davis called the meeting to order at 1:08pm. Present were:

Commissioner Members:

Allen Cornell (Chair)
J Davis (Vice Chair)
John Spencer
Michael Dyer

Staff:

Cristin Tolen, RTA
Andrew Johnson, RTA
Sue Poole, RTA
Stephanie Dittman, RTA
Shawn O'Meara, RTA
Jim Rippeon, RTA
Diane Adams, RTA
Cole McCarren, RTA
Jason Quan, Howard County
Jai Saunders, Howard County
Alison Calkins, Howard County
Anthony Foster, Prince George's County

Commissioners Not Present:

Robert Love

1. Open Public Comment Period. (:30)¹

Rider inquired about the status of the RTA alerts twitter page. Is this alert specific? What is the specific format? Alerts need to be rider friendly communication.

- Cristin Tolen, the alerts are provided by Dispatch. Standardized messages are being created utilizing language that riders will understand.
- If a tweet requires an update, one will be provided until service is fully restored.

Need clarification on Baltimore Mobility locations.

- Andrew Johnson, 12-13 facilities are served in Baltimore. A complete list will be provided.

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

2. Approval of the June 27, 2019 and August 27, 2019 Joint Meeting of the Central Maryland Transportation & Mobility Commission and the Central Maryland Transportation & Mobility Consortium Meeting Minutes. (7:36)

The June 27, 2019 and August 27, 2019 meeting minutes were approved.

3. General Managers Report (7:55)

Cristin Tolen presented the General Manager's report for August and September (see attachment).

4. August/September 2019 Financial Report (22:50)

Cristin Tolen provided an overview of the August 2019 Financial Report.

- Year to date through August considerably under budget.
- Closing out September, financials to be distributed later in the week.
- Revenues and expenditures down below budget, with positions to be filled and annual increases to be implemented for non-union employees.
- Maintenance continues to trend down.

5. Overview of November 3rd Service Changes (24:50)

Cole McCarren provided an overview of the November 3rd service changes.

- Dobbin shopping center, (Routes 402A/B, 408, 501), currently goes through with center parking lot shelters in the middle of the parking lot; not safe for riders. Consolidate all stops to one central stop by the Ross, DXL stores. Will enter second entrance Dobbin shopping center, loop around, service one stop with an overhang, bench and trashcan. Sidewalk access to Walmart will provide a safer walk without increasing the distance.
- Route 301, UM Medical Center (formerly Laurel Regional Hospital), construction is making area inaccessible. Adding stop at Van Dusen Road.
- Comment made to be sure that time stops remain on time, keeping the 501 and 409 synced.
- Restructure of Routes 501 or 409 scheduled for March 2020.

6. CMTMC Bylaw Revision – Meeting Frequency (30:45)

Allen Cornell presented for vote the CMTMC Bylaw revision for a basic amendment to quarterly meetings. J Davis provided an overview of the required elements for the amendment, as discussed in two separate meetings. The language for the amendment is correct as outlined in the Bylaw revision page 1 and page 6 (highlighted in red).

Article 5 Motion to approve amendment as proposed to move Commission meetings to quarterly. Allen Cornell motioned the approval and J. Davis seconded the motion. All in favor 4-0 with full jurisdictional representation.

7. RTA Website Enhancement (33:40)

Sue Poole provided an update on the RTA Website enhancement.

- Original site created in 2013 as a general Word Press format and is in need of an upgrade. The site has become antiquated and difficult to work with, html coding, third party integration, and GTFS feeds.

- Enhancements have been made to the current site for ease in stream lining content.
- Process for a new site to include a Scope of Work, RFQ (Request for Quote) working with Howard County, following the procurement process and requirements for site and design development.
- Approximate startup cost \$15,000-25,000.
- Completion of the design development will allow more updates to be completed in house and not passed on to a second party. Basic timeline for completion, Spring 2020.
- All new routes and system maps for November 3rd are hosted on the site. Working on photo content, expansion on RTA and specific data for ADA/GPT and Title VI information.

Pilot with Swiftly for platform passenger predicting for real time information is in process. Internally will provide a planning tool and track timing for trip completion.

- Allen requested a 10-15 minute program presentation at the December 10th meeting. Presentation to provide a visual of what the passengers will receive as real time information. Needs to be customer friendly, especially for anyone that is not tech savvy. Program includes text your bus stop ID, for next bus arrival times.
- Each stop will have an ID code, for program text of arrival time. Allen requested that all bus stops be ID identifiable by December 10th. Bus stop identification will assist with the location for any needed repairs/maintenance of a bus stop/shelter. With over 700 stops with no current ID's, contract staff will be required for project completion. A timeline for completion will be provided at the December 10th meeting.
- Columbia Mall and Laurel Town Center route identifiers are needed for route identifiers when the bus is turned off. An order has been placed for bus window signs to identify the bus route.

8. RAC Bylaws (50:05)

Cristin Tolen/Jason Quan

- Presented bylaws at the last RAC meeting for review and approval. Astamay has requested the extension of the term for Chair and Vice Chair, currently 1 year, to increase to a 2 year term. Vote required for acceptance of the bylaws for the RAC to post for formal recruiting through the application process. Due to low meeting attendance, efforts in looking internally for feedback from riders as either Open House our out on the street doing a survey, will require an ongoing process.
- Current council attendees have provided approval of the bylaws.
- Intent to time the RAC meeting a month before the commission meeting with flexibility
- **J Davis motioned the approval of RAC bylaws and Allen Cornell seconded the motion. All in favor 4-0 with full jurisdictional representation.**
- Designated RAC liaison, Cole McCarren.

Cristin, Jurisdictional staff meetings will be held monthly. The monthly staff meetings will provide an opportunity for RTA staff to share elements that impact the individual counties, with collaboration on the current and future activities for each jurisdiction.

9. Adjournment (56:40)

Future Meeting Dates:

Next Commission Meeting – December 10th, 1:00PM, RTA Administrative Office
RAC Meeting – November 14th, 6:00PM, Howard County Community Resources Campus, 9830 Patuxent Woods Drive, Columbia, Maryland

The meeting was adjourned at 2:05pm.

Acronyms

AAC	Anne Arundel County
PGC	Prince George's County
RTA	Regional Transportation Agency
RAC	Riders Advisory Council
TDP	Transit Development Plan
RFQ	Request for Quote