



MINUTES

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

April 28, 2020 (Meeting was held via WebEx)

Allen Cornell called the meeting to order at 1:05PM. Participants were:

Commissioner Members:

Allen Cornell (Chair)
Judith Davis (Vice Chair)
John Spencer
Michael Dyer
Michael Dyer
Robert Love
Christine Wells

Staff:

Cristin Tolen, RTA
Andrew Johnson, RTA
Susan Poole, RTA
Stephanie Dittman, RTA
Shawn O'Meara, RTA
Victor Jimenez, RTA
Cole McCarren, RTA
Diane Adams, RTA
Crystal McGill-Belk, Anne Arundel County
Bruce Gartner, Howard County
Jason Quan, Howard County
Ron Crites, Prince George's County
Astamay Curtis, RAC Chair

Commissioners Not Present:

Ron Skotz

Open Public Comment Period. (0:40)¹

- No participants registered through WebEx for the open public comment period. No comments were received.

1. Approval of the December 10, 2019 Joint Meeting of the Central Maryland Transportation & Mobility Commission and the Central Maryland Transportation & Mobility Consortium Meeting Minutes. (01:25)

The December 10, 2019 meeting minutes were approved with the following edit: page 3, item 7, 1st bullet, and misspelling of "inquiries".

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

2. Review of RAC meeting minutes from February 13, 2020 (03:00)

The February 13, 2020 RAC meeting minutes will be reviewed for approval at the May 21st RAC meeting.

Astamay Curtis provided a report, based on the February 13, 2020 meeting minutes (see attachment).

3. General Managers Report (12:40)

Cristin Tolen gave the January-March General Manager's report (see attachment).

- Human Resources Manager, Gabrielle Tibbs started March 23rd
- 5 driver vacancies, next class anticipated for late May.
- Mandatory face mask usage required for riding the bus; no issues or riders refused service.
- Shawn O'Meara provided updates on the completion of the FY20 third quarter. Through March 31st, revenue was down 11%, with no revenue collected after March 18th. Cash revenue fares have declined 23% this year. Fare media purchases represent increased sales of 38 percent compared to budget. Expenses exhibit a decrease. Current figures including Partner operating subsidy illustrate a net surplus this month of \$104,000, subject to change. Changes include, the temporary suspension of all fares since March 18th, with no new revenue or ticket sales forecasted through June 30th.
- Bruce Gartner commented that the federally funded CARES Act includes funding for transit. The state of Maryland, Baltimore region received 300 Million dollars. MDOT will provide the allocation of the funds. Anticipation for the allocation of funds to include full reimbursement of all lost revenue, including drivers not working a full 40hr week and cost of PPE supplies.

4. COVID-19 Response (28:38)

Andrew Johnson/Shawn O'Meara provided information on the COVID-19 response.

- Over \$15,000 in PPE and disinfecting supplies, \$9,000 in overtime for sanitizing plans.
- Drivers have been issued gloves, masks, face shields and hand sanitizers. A 16 oz. spray bottle containing the sanitizing mist applied daily to the buses is provided for spot cleaning.
- Two RTA drivers have tested positive at this time. The drivers last worked March 30th and have been out of the office for well over four full weeks. The drivers have not been cleared to return to work.
- To ensure minimal contact fixed route drivers, dispatchers and maintenance are working different groups. Administrative staff is tele working on a staggered day's rotation. Fixed route drivers work schedule of 1 day on, 2 days off provides time in-between to show any symptoms of illness.

5. FY21 Budget Discussion (33:55)

Cristin Tolen provided an overview of the FY21 Budget.

- Forecast for FY20 includes no additional fare collection through the end of the fiscal year
- FY21 proposed budget includes fare collection to resume
- Additional driver positions to help address increased demand on paratransit
- Union negotiations this summer, for a three (3) year agreement effective October 1, 2020
- Increased legal fee expense, to avoid long term legal issues

- Proposed budget revenue piece unknown with current situation, jurisdictional budgets have not been approved.
- A budget for consideration will be presented at the June meeting.
- J. Davis, Greenbelt down 3-5 Million dollars
- Crystal McGill-Belk, Anne Arundel County in budget negotiations, anticipates cuts as well
- Robert Love, City of Laurel is in the middle of budget meetings

6. Advertising Policy (41:30)

Sue Poole provided recommended updates for the current advertising policy for review and voting approval. The current contract with Vector Media expires 6/30/2020. A six month extension will be added to the contract with Vector upon approval. Seeking options to piggy back off of an existing contract. Solicitation of an RFP is required for a new advertising contract effective January 1, 2021.

Recommended updates to the policy provided for review and approval are the result of current WMATA, MTA and other LOTS guidelines, with edits/additions to the current advertising policy noted in red.

Any controversial ads received by Vector Media will be provided to RTA for review and approval. Any such ad requiring approval that does not fit with the perimeters and a possible violation of our guidelines will be provided to the Commission for review and approval.

Discussion ensued regarding item #10. Although agreement was that this guideline is vague, it is also a catchall and the consensus was to keep the guideline to cover future issues. It was noted that the White Coat Waste Project advertisement (2018) would have fallen under #10, where both MTA and RTA were sued and required to run the ad.

The addition of #11, Advertisements for businesses and services must include contact information.

A motion was made by J Davis to accept the revised advertising guidelines as part of our current contract with Vector Media. A second motion was made by Michael Dyer. All in favor 6-0, with full jurisdictional representation. The revised guidelines were adopted on 4/28/2020 and will be included in the extension contract with Vector.

7. Monthly Fare Increase – July 1, 2020 (54:15)

Cristin Tolen reviewed the previously approved July 1, 2020 fare increase effecting the cost of the Howard County GPT fare.

- 2018 fare increase approved by the Howard County Executive for 2018, 2019, 2020 reflected a graduated increase for the GPT one way trip fare. Effective July 2020, the cost for a one way GPT trip would be \$5.00
- Request received from Howard County to change the July 2020 GPT increase implementation date to October 1, 2020 due to the current temporary suspension of all fares
- Advertising for the GPT fare increase will take place in August and September, for compliance with sixty days' notice

A motion was made by Allen Cornell to adjust the Howard County GPT fare increase implementation date from July 1, 2020 to October 1, 2020. Christine Wells approved the revised

date change to October 1, 2020. All in favor 2-0, with voting representation limited to the Howard County jurisdiction.

8. Transit App/Bus Stop Enhancements (58:00)

Cole McCarren provided information on the Transit App. /Bus stop enhancements.

- Transit App and Google Maps, can plan trips across the service region
- All fixed route vehicles are equipped with trackers to provide high quality data from the buses
- Integrating live bus location and predictions map are available on the RTA website, under the “bus” tab, track your bus option
- Waiting on Apple Maps and several other major platforms for integration. Anticipated by summer this year RTA real-time bus information will be on every smart phone in our state.
- Google Maps was utilized to post a service alert message, regarding the service changes effective March 18th
- This is a more modern and sustainable option platform for cross agency, cross regional transit trip planning. There is no cost to put RTA data on platforms. The current contract with RouteShout 2.0 will expire May/June 2020. All RouteShout 2.0 advertising will be removed from our marketing and outreach. Universal Apps will be available without being specific to any proprietary App.
- Discussion ensued on planned outreach initiatives for providing information to riders and assisting with the location of various platform Apps. The intent is to provide information to the public utilizing marketing and outreach at the bus stops on how/where to find the information and the bus stop identifier texting/call-in option
- Bruce commented that as we start bringing service back, we will message out the information to inform the public. It was also noted that RTA is getting closer to mobile payments
- Sue advised that there is a notification feature on RouteShout 2.0 where we have captured riders and have the ability to redirect them to Google Maps and other Transit Apps.
- It was suggested that the changes be advertised on the exterior of buses by “wrapping” the bus with the information

9. Adjournment (01:16:35)

Future Meeting Dates:

Next Commission Meeting – Tuesday, June 23rd, 1:00PM. Location and method of meeting TBD.

RAC Meeting – May 21st, 6:00PM, location and method TBD.

The meeting was adjourned at 2:25PM.

Acronyms

AAC	Anne Arundel County
PGC	Prince George’s County
RTA	Regional Transportation Agency
RAC	Riders Advisory Council

TDP	Transit Development Plan
TBD	To Be Determined