



MINUTES

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

March 28, 2023

Allen Cornell called the meeting to order at 1:25 pm. Present were:

Commissioner Members:

Allen Cornell (Chair)
Judith Davis (Vice Chair)
Ron Skotz
Robert Love
Claudia Barber
Christine Wells
Crystal McGill-Belk
Samuel Snead

Staff:

Jason Quan, RTA
Shawn O'Meara, RTA
Preston Reed, RTA
Ryan Mayers, RTA
Gabrielle Tibbs, RTA
Stephanie Cooper, RTA
Carlos Reyes, RTA
Victor Jimenez, RTA
Cristen Tolen, RTA
Bruce Gartner, Howard County
Carrie Anderson-Watters, Howard County

Will Sutton, KFH Group
Jimmy McGuire
Andrew Diehl

Commissioners Not Present:

Michael Dyer

1. Welcome – Allen Cornell

2. Introduction of Samuel Snead, New AA County Commissioner Member – Bruce Gartner

3. Open Public Comment Period – None

4. Commission Minutes – Allen Cornell

- Mrs. Davis moved to approve the minutes, noting the correction of two typographical errors identified
- Approval of the minutes were seconded by Christine Wells

5. RAC Chair and Vice Chair Selection – Jason Quan

- **The RAC committee has selected its new Chairman and Vice Chairman**
 - ◇ Larry May, RAC Chairman
 - ◇ Jorge Tirigall, Vice Chairman
 - ◇ Ryan Mayers, RTA, RAC Coordinator

6. GM Report – Jason Quan

- HUMAN RESOURCES
 - ◇ Recruitment efforts are still on-going for fixed route (CDL) drivers.
 - ◆ The RTA Recruitment Specialist, Stephanie Cooper, has partnered with *Maryland New Directions* in Baltimore.
 1. Stephanie recently received three CDL-Training applications from *Maryland New Directions* in Baltimore
 2. Allen would like to work with Stephanie in building a relationship with Lincoln Tech to help with RTA's CDL recruiting goal
 - ◇ There are currently five (6) CDL trainees in the CDL program, and four (4) paratransit. The next class starts April 3rd.
 - ◇ Our new Procurement Specialist, Mr. Ronaldo Joanis, will start on April 2, 2023.
 - ◇ It was announced that RTA has hired Ryan Mayers, Planning and Special Projects Manager
- OPERATIONS/SERVICE
 - Fixed Route ridership is consistent with the pre-COVID ridership between 50,000-70,000 unlinked passenger trips per month.
 - Paratransit monthly ridership continues to average 6,000 one-way trips.
 - Route 301 underwent a service change effective March 5, 2023, to improve timeliness of the route.
 - ◇ Since the service change, the route has been performing on time allowing operators 8-10 layover mins at Towne Centre Laurel to ensure prompt arrival and departure.
 - 11 new Transit buses are on site with 5 in revenue service.
 - RTA offers a \$3000 sign-on bonus to full-time new hires
 - The CDL Training program remains the strongest draw to gain new bus operators
 - RTA has received its new vehicles – 11 transit buses and 9 cutaways. The vehicles are in the on-boarding process and anticipates all the new vehicles will be in service by the end of May 2023.

- ON-TIME PERFORMANCE
 - ◊ On-time performance lingers around 74-75%
 - ◊ The goal for the upcoming year is to be in the low 80's
- MAINTENANCE
 - ◊ RTA has started the process of preparing the buses for summer
- ROAD CALL SUMMARY
 - ◊ RTA's road calls tows were down dramatically
 - ◆ Tows went from 12 tows in January to 7 tows in February
 - ◆ Tows should continue to decrease as the aging fleet is replaced with the new fleet
- PLANNING AND OUTREACH
 - ◊ Automatic Passenger Counter (APC) Project is working with the FTA to get final approval and validation before the end of the fiscal year
 - ◊ Automatic Voice Annunciator
 - ◆ Completed pilot on two vehicles. The system is working properly with no issues to report. Installation on the full fleet is forthcoming.
 - ◆ Purchase for the technology is supported by a FTA grant
 - ◊ Automatic Ticket Validators (mobile ticketing)
 - ◆ RTA is partnering with public transit mobile ticketing agency, Token Transit to improve and update fare collection with touchless ticket validators.
 - ◆ Estimated completion: Summer 2023
 - ◊ Restructuring of Route 405 and launching of Route 505 to Catonsville scheduled for July.
 - ◊ Over the past three months, there were over 2,000 unique monthly users on the TransitApp. See chart in attached GM Report document
 - ◆ A "View" – is when a user actually opens up the app
 - ◆ A "Click" – is when a user interacts with the app
 - ◊ TAM Rodeo: April 15, 2023
 - ◆ Training session this Saturday, April 1st
 - ◊ Bike-to-Work Week: May 19, 2023
- SAFETY
 - ◊ RTA had nine accidents - 5 preventable, 5 non-preventable, and 3 workers comp injuries in the 2nd quarter
 - ◆ Preventable Vehicle Accident Summary
 1. RTA operator fell asleep for a few seconds and ran into the curb.
 2. RTA operator got distracted and thought traffic in front of them had started moving and rear-ended the vehicle in front of them.

3. RTA operator tried to park in a tight area. They turned left too quickly, and their tail swing made contact with yellow bollards on the passenger side.
4. RTA operator attempted to go around the other vehicle, as the other vehicle was trying to make a left turn, resulting in a collision.

◆ Non-Preventable Accident Summary

1. Vehicle t-boned RTA vehicle on driver's side, as other vehicle was merging.
2. Vehicle sideswiped RTA vehicle.
3. Vehicle rear-ended RTA vehicle.
4. Vehicle drifted into RTA vehicle's lane.
5. Vehicle's trailer contacted the driver's side mirror of RTA vehicle.

7. RAC Minutes – Ryan Mayers

- RAC Chair, Larry May was not present.
- Ryan Mayers provided a summary of the recent RAC meeting which was held February 3, 2023
 - ◇ For the topics discussed, please see the attached RAC Minutes

8. FY2023 Financial Forecast – Shawn O'Meara

- FY 24 Revenue Assumptions:
 - ◇ Fixed route and paratransit revenue based on FY23 and FY 22 actuals
 - ◇ Non-Fare revenue to remain the same as FY 23 budget
 - ◇ Does not include In-Kind Revenue for the 8800 Facility
- FY 24 Expense Assumptions:
 - ◇ Operators assumes a vacancy rate of 5% or 6 FTEs
 - ◇ Expense decreases of 1.4% attributed to fuel cost and personnel vacancy percentages
 - ◇ Service change for the 405/505 will take place on July 9, 2013
 - ◇ Route 414 anticipated to start service in November 2023
 - ◇ Fuel expense based on US EIA Short Term Energy Outlook from April 11, 2023 and 250,000 gallons of diesel and 200,000 of unleaded
 - ◇ Does not include In-Kind Expense for the 8800 Facility
 - ◇ Partners' Shares will remain the same as FY 2023 utilizing one-time federal fund
- For a complete covering of the FY2023 Financial Forecast, please see the attached RTA FY 2023 Forecast

9. Transit Development Plan Update – KFH Group

- Please see the attached TDP informal presentation that was narrated by Will Sutton, KFH Group

- ◇ Presentation will be available on RTA’s website, and the Howard County’s website, as well as email send-outs

10. Procurement Update – Bruce Gartner

- Recently, one (1) bus-stop procurement has occurred
- Procurement of First Transit’s management service contract with Howard County is on-going
 - ◇ The goal is to have a new contract in place for the new fiscal year
 - ◇ Chris and Crystal have volunteered their efforts to finalize the process
 - ◆ MTA helped draft the specifications

11. Transdev Acquisition of First Transit – Cristin Tolen

- In March 2023, it was announced that Transdev completed the acquisition of First Transit
 - ◇ All the operating processes are in place
 - ◇ Moving forward, Transdev will review all process between the merged companies, and use the best practices that surface from the review
- The acquisition supports Transdev’s global “Moving Green” strategy
- Transdev is a France-based international private-sector company with two owners in France
 - ◇ In North America, they are headquartered in Chicago
 - ◇ Leadership includes the CEO, who is a former Fed Ex employee
 - ◇ Of the two COO’s, one was a former MTA employee (Lauren Skiver)

12. Next FY24 Budget Meeting scheduled for May 16th – Jason Quan

- Topic: Budget Work Session
- We will have a closed session

13. Adjournment – Allen Cornell

- ◇ The meeting was adjourned at 1:45pm.

Next Regular Commission Meeting – Tuesday, June 20th, 2023, 1:00pm
RAC Meeting – (meetings.transitRTA.com/RAC)

Acronyms & Meanings

AAC	Anne Arundel County
FTA	Federal Transit Administration
KFH Group	Consultants to the the transit industry
PGC	Prince George’s County
RAC	Riders Advisory Council
RTA	Regional Transportation Agency
TDP	Transit Development Plan