



PUBLIC TRANSPORTATION BOARD

September 26, 2016

7:00 p.m.

The George Howard Building
3430 Court House Drive, Ellicott City, MD 21043

AGENDA

1. Approval of the July 26, 2016 Minutes
2. Announcements
3. Public Comment
4. Old Business
 - RTA Bus Replacement
 - Role of the Public Transportation Board- bike/ped committee
 - Regional Transportation Agency Commission
 - Transit Development Plan
 - Regional Transportation Agency Performance
5. New Business
 - Maryland Transit Administration- Commuter Routes
6. Adjournment

Future PTB Meetings Dates

October 25, 2016
December 7, 2016
January 24, 2017
February 28, 2017
March 28, 2017

For confirmation, please call the Office of Transportation at 410-313-4312.



PUBLIC TRANSPORTATION BOARD MINUTES
September 26, 2016 at 7:00 p.m.

Members Present: Ron Hartman, Chair
Jason Quan
Astamay Curtis
Larry Schoen
Hector Garcia
Alice Giles
Excused: Earl Armiger

Staff: Clive Graham, Executive Secretary
John Ainsley, Recording Secretary

1. **Approval of the July 26, 2016, Minutes**

The minutes were approved by a vote of 6-0.

2. **Announcements**

Mr. Graham advised the Maryland Department of Transportation (MDOT) would be conducting its annual Consolidated Transportation Plan (CTP) tour meeting on Thursday September 29th at 7 pm at the North Laurel Community Center, 9411 Whiskey Bottom Road, Laurel, MD 20723. MDOT will present a draft of the CTP Fiscal Year 2017- 2022 projects and budget funding that are scheduled in Howard County. Clive noted that CTP includes funds for cutaway paratransit vehicles. The Public Transportation Board (PTB) and public are encouraged to attend.

3. **Public Comments**

There were no public comments.

4. **Old Business**

Regional Transportation Agency Bus Replacement (Update)

Clive updated the Board regarding the purchase of new buses for the Regional Transportation Agency (RTA). The budget was approved by the Howard County Council to purchase 11 new fixed route buses. Howard County intends to order its percentage share of the buses (i.e., 7-8 buses), while the other partners are awaiting approval to commit to the purchase from their jurisdictions. Howard County is currently going through the

purchasing process and it is hoped that the order will be put in during the next few weeks. The turnaround time for delivery is approximately one year.

Role of the Public Transportation Board- bike/ped committee

Clive said that the Administration was working on the legislation that will go before the County Council to modify the role of the PTB, to include bicycle and pedestrian plan guidance. He expected the legislation to be filed this Fall.

Regional Transportation Agency Commission

Clive said that the commission is not yet officially seated. Six of the proposed commissioners met in August to learn the basic workings and structure of the RTA. The second commissioners' meeting is to take place on October 5th. Topics at the meeting are to include the RTA Bylaws, Memorandum of Understanding (MOU) between the partners, and the budget. Once all partners are in agreement and the MOU is signed, the RTA commissioners can be seated.

Transit Development Plan – TDP (Update)

Clive introduced Fred Fravel of the KFH Group. KFH is the Maryland Transportation Administration's (MTA) designated contractor hired to prepare the Central Maryland TDP. Fred said that the future investments in transit require both a unified vision and planning. The TDP will serve as a guide for transit services in Central Maryland, including Anne Arundel County, Howard County, Northern Prince George's County, and the City of Laurel. The TDP will provide a roadmap for implementing service and organization improvements, including potential service expansion, during the next five years.

Fred announced that there will be three TDP outreach meeting in Howard County in October. The TDP will include a survey that can be accessed at the following website:

<http://www.kfhgroup.com/centralmd/transitplan.html>

A flyer was passed out to the board members indicating where and when the TDP meetings would be conducted in Howard County

Regional Transportation Agency Performance

Mark Pritchard shared the RTA Monthly Summary Report. Ridership is down approximately 10% compared to FY 16 which mirrors the trend of other transit systems in the region. On a positive note, revenues are above the projected target for the month. Mark noted that the paratransit service is growing which may be an indicator that that the aging population is using paratransit service in lieu of using the fixed route service.

5. New Business

Maryland Transit Administration- Commuter Bus Routes

Glenn Saffran of the Maryland Transit Administration gave a presentation of the MTA's commuter bus program to and from Howard County. Glenn noted that eight routes serve Howard County: the 203, 305, 310, 315, 320, 325, 335 and 345; five run to Washington DC, two to Baltimore City and one to Bethesda. AM services run between 4:30- 8:45 and the return peak period spans from 1:10 pm to 8:49 pm. There is no service on weekends. (see Attachment)

Glenn shared financials for the eight routes:

- Contract costs of service- \$9,471,564
- Total Estimated Revenue \$3,516,505
- Total Passengers- 727,479
- Total cost per Passenger \$13.02
- Subsidy per Passenger \$8.19
- Average Estimate Passenger Fare \$4.83

Howard County's service represents approximately 18% of MTA's annual budget for commuter bus service in the State, approximately \$53 million.

Glenn said that Dillon and Eyre coach companies hold the current commuter bus contracts. The fleet totals approximately 275 buses of which about one third are MTA-owned. The new contracts that start this Fall will require the contractor to provide buses for the commuter routes as the MTA buses are being retired from the fleet.

Glenn said that the MTA is developing software that will include real time data and performance standards. The next step would be to incorporate this technology on the buses routes to provide real time data for riders.

PTB members make the following comments regarding commuter bus service:

- Howard County is between two big cities – we need good transit service
- Commuter buses are not being marketed to the riders. Buses were at full capacity 3-4 years ago but it seems as if ridership is falling. Members recommended include marketing in future budgets
- The Route 201 bus has only one stop in Howard County and ridership often run close to empty. It only stops at Burtonsville with advance notice.
- Commuter buses have no mid-day service which makes it difficult for riders to connect from employment. Timetables need to be changed to accommodate today's flexing workforce (Needs to accommodate eight and nine hour workday schedules)
- The TDP should address the MTA commuter routes as well as future Bus Rapid Transit (BRT) service.
- The commuter buses do not connect well to local bus systems
- Create service opportunity to riders that have not previously had public transit. Expand service to the growing need and the growing population
- Consider providing weekend service building off successful weekday services

Glenn recommended these concerns be raised in the MDOT tour meetings, the updated TDP, and the annual priority letter. He said that the services reflected high-level policy priorities to focus resources on MARC train service and Baltimore City.

Ron Hartman stated that he hoped that the Board's comments and information will be taken back to the MTA and helps address the county's concerns to improve the commuter bus service.

The Board thanked Glenn for his attendance and presentation at tonight's meeting.

6. Adjournment

Mr. Hartman adjourned the meeting at 8:30 pm. The next Public Transportation Board meeting is scheduled for **October 27, 2016 at 7:00 pm.**



Clive Graham
Executive Secretary

10/17/16

Date



John Ainsley
Recording Secretary

10/17/16

Date

Central Maryland Transit Development Plan

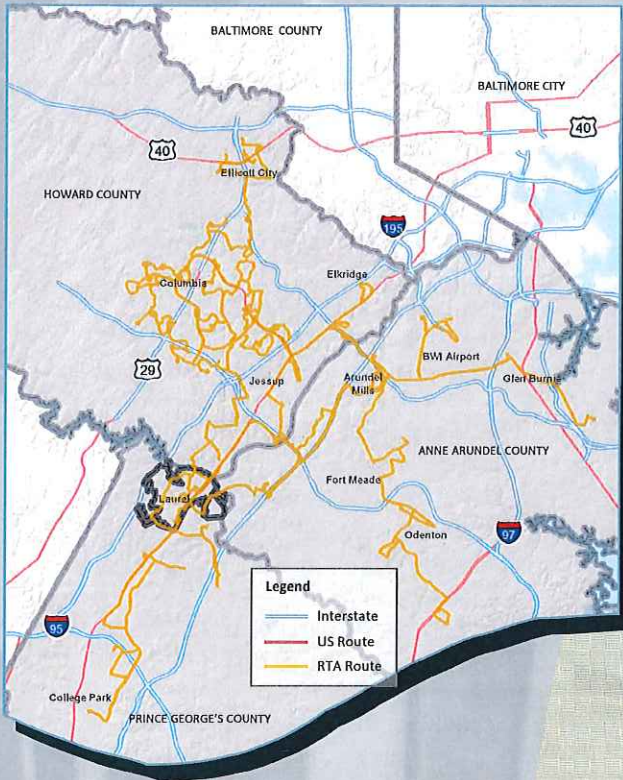
Planning the Future of Transit in Our Region

Your Transit Future 2022



Transit for Central Maryland

Service Area



What is a Transit Development Plan?

A Transit Development Plan (TDP) serves as a guide for public transit services over the next five years. It provides a roadmap for implementing service and organizational improvements, including potential service expansion.

Elements of the plan include:

- Identifying public and specialized transportation needs of the service area
- Analyzing the performance of existing transit services
- Exploring alternatives for improving services
- Recommending an implementation plan including a 5-year budget

Who will be affected by the plan?

This plan is for the whole Central Maryland community. The recommended service improvements will impact both current transit riders and potential new riders, and all the places they need to go including work, school, medical centers, and shopping and recreational destinations.

What is the project schedule?

We are conducting the system evaluation and public engagement activities to identify transit needs and issues from October-December 2016. In early 2017 service alternatives will be ready for review and feedback. The draft and final plans will be developed from March-July 2017.

Partners



Anne Arundel County



Prince George's County



Howard County



City of Laurel



Regional Transportation Agency of Central Maryland

Anne Arundel and Howard Counties, in partnership with the City of Laurel and Northern Prince George's County, are conducting the Central Maryland TDP. The City of Annapolis and Prince George's County will be conducting their own plans separately.

How can I get involved?

There are many ways to provide your input on future public transit services in Central Maryland:

- Attend a public meeting (see project website for details)
 - ◊ First round in October 2016 to identify transit needs and issues - *SEE PAGE 2 FOR MORE INFO*
 - ◊ Second round planned for February 2017 to review service alternatives
- Complete a community survey or a rider survey
 - ◊ Available on project website in October & November 2016
 - ◊ Rider survey to be distributed on RTA buses by November 2016
- Draw or comment on our interactive wikimap (see project website for link)
- Send comments to the project managers
 - ◊ Fred Fravel and Jill Stober, at 301-951-8660 or ffravel@kfhgroup.com and jstober@kfhgroup.com

For more details and updates, please visit the Transit Development Plan website: <http://www.kfhgroup.com/centralmd/transitplan.html>



Central Maryland Transit Development Plan

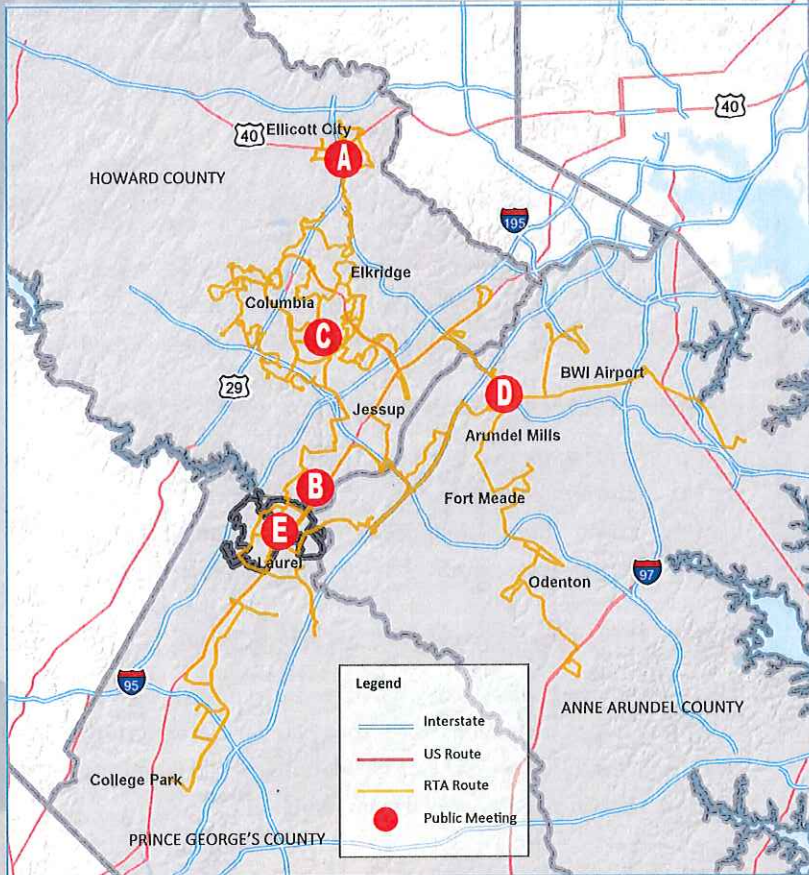
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Transit for Central Maryland

Upcoming Public Meetings



Howard County

A. George Howard Building
Columbia/Ellicott Room
3430 Court House Drive, Ellicott City, MD 21043
Wednesday, October 19, 2016
6:00 pm—8:00 pm
Served by: RTA Route 405/Yellow

B. North Laurel Community Center
Chesapeake Rooms I & II
9411 Whiskey Bottom Road
Laurel, MD 20723
Thursday, October 20, 2016
5:00 pm—7:00 pm
Served by: RTA Route 503/E

C. Charles I. Ecker Business Training Center
1st Floor, Room 6
6751 Gateway Drive, Columbia, MD 21046
Thursday, October 27, 2016
6:00 pm—8:00 pm
Served by: RTA Route 406/Red

Anne Arundel County

D. Arundel Mills Mall
Harmans Community Room
(right of the food court, the entrance is outside the mall behind the brown wall - across from the Maryland Live! casino entrance)
7000 Arundel Mills Circle, Hanover, MD 21076
Wednesday, October 26, 2016
6:00 pm—8:00 pm
Served by: RTA Routes 201/J, 202/K, 501/Silver, 502/B
MTA Routes 17, 201, 202

City of Laurel/Northern Prince George's County

E. Laurel Municipal Center
Council Chambers
8103 Sandy Spring Road, Laurel, MD 20707
Thursday, October 13, 2016
5:00 pm—7:00 pm
Served by: RTA Route 302/G
MetroBus Routes 89, 89M

For more details and updates, please visit the Transit Development Plan website:

<http://www.kfhgroup.com/centralmd/transitplan.html>





FY16 Executive Summary

For One Month Period Ending 8/31/16

Operate a Safe Transit System

Accidents (Per 100k miles)	FY17 (YTD)	FY16 (YTD)	Change	Target
Fixed Route	0.55	0.36	53%	-

Meet and Exceed Customer Expectations

Complts(Per/10k boardings)	FY17 (YTD)	FY16 (YTD)	Change	Target
Fixed Route	6.22	4.41	41%	4.41

Operate an Effective Transit System

Overall Ridership (YTD)	FY17 (YTD)	FY16 (YTD)	Change	Target
Fixed Route	260,000	262,888	-1%	262,888
(A*) Paratransit Program	14,600	11,140	31%	11,580

Passengers Per Day	August-16	August-15	Change	Target
Weekday	4,762	5,028	-5%	5,000
Saturday	2,209	2,887	-23%	2,500
Sunday	724	1,062	-32%	800

Passengers Per Hour	August-16	August-15	Change	Target
Fixed Route	9.66	11.42	-15%	11
(A*) Paratransit Program	1.56	1.62	-4%	1.65

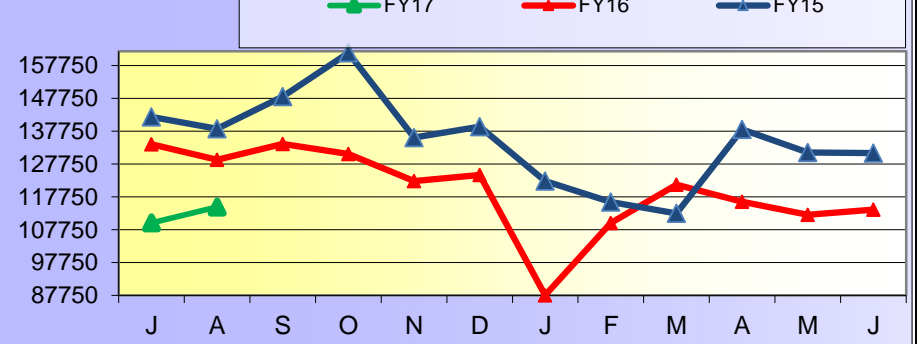
(A*) Mobility performed and verified trips in RouteMatch

Ave to Date	Pass per hour	Aug
9.81	201/J	8.54
5.39	202/K	4.92
3.47	203/M	3.02
8.13	301/A	8.12
8.68	302/G	7.61
21.64	401/Green	21.95
9.82	404/Orange	8.26
9.12	405/Yellow A/B	8.36
9.05	406/Red	7.39
11.52	407/Brown	10.51
5.64	408/Gold	4.82
8.78	409/Purple	8.37
13.42	501/Silver	14.54
9.60	502/B	8.94
8.70	503/E	8.04
9.52	Average	8.89

Ave FY17	Service Failures	16-Aug
163.50	Missed Trips	111
99.987%	Completed Hours	99.089%
99.991%	Completed Miles	99.991%

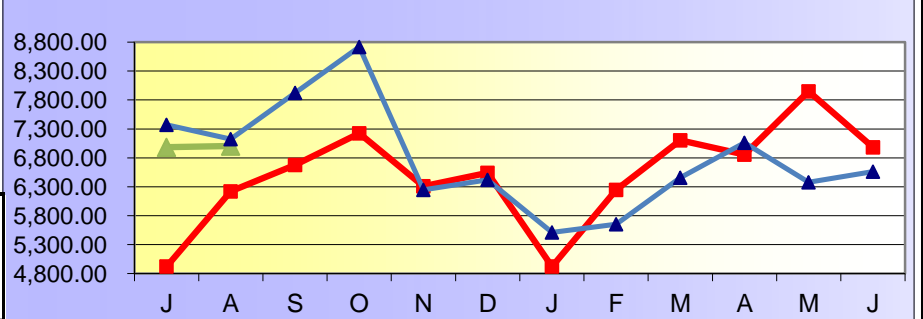
Ave FY17	Mechanical	16-Aug
83	Ttl Rd Calls (MECH+Non Mech)	82
2.6725	Avg. TTI RD CALL per day	2.645
3,598	AVG. MI. BTW Mech Rd Call	4,075

Fixed Route



August ridership was: 114,677 Compared to last two prior years AVERAGE ridership of: 133,799 Net Ridership: -11.2%

Para Ridership



August ridership was: 7,005 Compared to last two prior years AVERAGE ridership of: 6,672 Net Ridership: 12.6%

FY17.YTD AVE	Safety issue	AUG 2016
1.5	Collisions	3
3.0	Preventable	3
0.5	non-Preventable	1.05
4.5	per 100k Miles	6
	Total	
0.0	Pass. Accidents	0
0.0	Preventable	0
0.0	non-Preventable	0
0.0	per 100k Miles	0
0.0	Total	0
273.6805K	Monthly Miles	285231
1.5	Wrkrs Comp claims	2
9.1	Claims	12.12
7.0	per 1k employees	6
42.2	Lost Time (Days)	36.36
165.5	Days Lost	165
	per 1k employees	
	NUMBER OF EMPLOYEES	

Paratransit Statistics

Funding Source	Trips	Rev. Hrs.	Trips Per Rev. Hrs.	Trips Denials	Late pickups: + 15 minutes	On-Time Performance	% Trips
ADA Anne Arundel	187	123.17	1.52	0	16	91.40%	2.95%
ADA Anne Arundel M route	11	9.04	1.22	0	2	81.80%	0.17%
ADA Prince George's County	101	62.86	1.63	0	6	91.95%	1.59%
ADA & GPT Howard County	6,044	3,866.96	1.56	0	315	94.75%	95.29%
Taxi Total Performed Trips	961	455	2.11	0			
Totals	7,304	4,517.03	1.61	0	339	94.60%	100.00%

Transit Management of Central Maryland, Inc.



Summarized Financial Information for the one month ending August 31, 2016

August 31, 2016

Description	Month August 2016	Monthly Budget	Monthly Budget Variance	Actual YTD 7/1/2016 - 8/31/2016	Budget YTD 7/1/2016- 8/31/2016	YTD Budget Variance	FY 2017 Annual Budget
Fare Recovery & Advertising	\$ 162,962	\$ 159,977	\$ 2,985	\$ 294,363	\$ 319,955	\$ (25,592)	\$ 1,919,727
Operation Cost	\$ 778,694	\$ 820,516	\$ (41,821)	\$ 1,580,601	\$ 1,641,031	\$ (60,430)	\$ 9,846,187
Maintenance Cost	\$ 261,280	\$ 235,273	\$ 26,007	\$ 481,305	\$ 470,547	\$ 10,758	\$ 2,823,282
General & Administrative Cost	\$ 155,960	\$ 178,742	\$ (22,782)	\$ 294,850	\$ 357,484	\$ (62,634)	\$ 2,144,905
Depreciation	\$ 8,899	\$ 8,899	\$ (0)	\$ 17,799	\$ 17,799	\$ -	\$ 106,793
Total Cost	\$ 1,204,834	\$ 1,243,431	\$ (38,596)	\$ 2,374,555	\$ 2,486,861	\$ (112,306)	\$ 14,921,167
Net fare recovery less costs	\$ (1,041,872)	\$ (1,083,453)	\$ (41,581)	\$ (2,080,193)	\$ (2,166,907)	\$ (86,714)	\$ (13,001,440)



August 2016 - Notes of Financial Interest

Revenue

- Fixed Route Cash Fares and Ticket sales combined \$3,633 below budget. POS Partners purchased \$13,000 tickets to sell during August. Howard County Community College \$8,000 student tickets largest contributor to ticket sale increase.
- Very strong paratransit Sales during the month of August, 2016. POS partners purchased \$5,625 paratransit tickets during August 2016. Cash Fares consistent with budget targets.
- Advertising commission, August 2016, was \$11,618 or \$1,618 above \$10,000 monthly budget
- Four Red Zone days during month of August
- 13,787 transfer passes

Expenditures

Staffing compared to budget:	<u>August</u>	<u>Monthly Budget</u>	<u>Variance</u>
• Driver	\$378,175	\$368,288	\$ 9,887
• Call Center	19,316	21,901	(2,585)
• Supervisor/Dispatch	33,812	34,258	- 445
• Maintenance	86,572	90,011	(3,439)
• Administrative	65,714	74,409	(8,694)

Call center and Administrative staffing have vacant positions. Accounting for personnel cost below budget. Temporary administrative staffing supplemented vacant and transiting administrative vacancies by cost of \$4,728. Five Diesel fuel deliveries and one unleaded fuel deliveries are included in the August fuel cost. Fuel cost per gallon is currently below budget. Simply an expensive month for parts used in the maintenance department.

Maintenance outside services incurred \$56,612 in major repair cost during the month of August. Three AC major repairs, eight alignment repairs, and one \$25,000 motor replacement accounts for the majority of activity in Maintenance Outside Services expenses.

Facility repairs and maintenance includes the \$3,900 quarterly service contract HVAC, replacement of front gate camera and improvement to the fuel island.

Copier usage charges during an extended time frame contributed \$6,434 to office supply expenditures in August.

Summary

RTA was below budget for the second consecutive month year by \$41,581. Combine two month total of \$86,714 below budget.

COMMUTER BUS - FY 2016

Route	Contract Cost	Total Estimated Revenue	Total Passengers	Total cost per Passenger	Subsidy per Passenger	Avg. Est. Passenger Fare
201	\$2,123,942	\$685,740	137,148	\$15.49	\$10.49	\$5.00
202	\$400,973	\$71,250	14,250	\$28.14	\$23.14	\$5.00
203	\$542,577	\$137,190	27,438	\$19.77	\$14.77	\$5.00
204	\$946,989	\$341,300	68,260	\$13.87	\$8.87	\$5.00
220	\$2,558,154	\$851,360	170,272	\$15.02	\$10.02	\$5.00
230	\$2,036,727	\$771,770	154,354	\$13.20	\$8.20	\$5.00
240	\$1,299,861	\$325,555	65,111	\$19.96	\$14.96	\$5.00
250	\$1,380,536	\$380,010	76,002	\$18.16	\$13.16	\$5.00
260	\$1,138,683	\$371,790	74,358	\$15.31	\$10.31	\$5.00
305	\$2,076,632	\$815,315	163,063	\$12.74	\$7.74	\$5.00
310	\$473,214	\$284,368	71,092	\$6.66	\$2.66	\$4.00
315	\$1,794,689	\$658,420	131,684	\$13.63	\$8.63	\$5.00
320	\$473,186	\$199,192	49,798	\$9.50	\$5.50	\$4.00
325	\$1,296,623	\$347,205	69,441	\$18.67	\$13.67	\$5.00
335	\$1,381,729	\$553,085	110,617	\$12.49	\$7.49	\$5.00
345	\$1,432,915	\$521,730	104,346	\$13.73	\$8.73	\$5.00
410	\$766,543	\$239,196	59,799	\$12.82	\$8.82	\$4.00
411	\$755,897	\$254,156	63,539	\$11.90	\$7.90	\$4.00
420	\$820,965	\$206,728	51,682	\$15.88	\$11.88	\$4.00
505	\$1,423,479	\$489,930	97,986	\$14.53	\$9.53	\$5.00
515	\$1,476,051	\$883,045	176,609	\$8.36	\$3.36	\$5.00
610	\$2,085,457	\$997,705	199,541	\$10.45	\$5.45	\$5.00
620	\$2,059,520	\$1,044,680	208,936	\$9.86	\$4.86	\$5.00
630	\$1,471,513	\$554,315	110,863	\$13.27	\$8.27	\$5.00
640	\$1,502,714	\$622,020	124,404	\$12.08	\$7.08	\$5.00
650	\$1,794,340	\$811,245	162,249	\$11.06	\$6.06	\$5.00
705	\$3,122,759	\$1,190,490	238,098	\$13.12	\$8.12	\$5.00
715	\$2,544,331	\$854,625	170,925	\$14.89	\$9.89	\$5.00
725	\$1,329,849	\$344,910	68,982	\$19.28	\$14.28	\$5.00
735	\$1,861,991	\$570,555	114,111	\$16.32	\$11.32	\$5.00
810	\$1,063,043	\$256,325	51,265	\$20.74	\$15.74	\$5.00
820	\$2,535,995	\$1,113,100	222,620	\$11.39	\$6.39	\$5.00
830	\$2,297,891	\$806,105	161,221	\$14.25	\$9.25	\$5.00
840	\$1,703,811	\$606,725	121,345	\$14.04	\$9.04	\$5.00
850	\$933,736	\$167,805	33,561	\$27.82	\$22.82	\$5.00
CB TOTALS	\$52,907,312	\$19,328,940	3,924,970	\$13.48	\$8.56	\$4.92

HC TOTALS	\$9,471,564 17.90%	\$3,516,505 18.20%	727,479.00 18.40%	\$13.02	\$8.19	\$4.83
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