

Transportation Services Advisory Council
Minutes of May 6, 2022 Meeting
(Rescheduled from April 15, 2022)
Via Web Ex

Members/Ex-Officio Present: Tim Davis, Christina Forbes, Joe Conny, Thomas Davy, Hongwei Xu, Alderman Kelly Russell, David Edmondson, Carol Sepe, Wilfred Plumley, Roman Steichen, Mark Mishler, and Luke Benson.

Staff and Guests: Shraddha Praharaj, Shayne Boucher, Les Smith, Jaime McKay, and Kendall Tiffany.

Call to Order: Tim Davis called the meeting to order at 9:30 a.m.

Introductions: Roman welcomed Hongwei Xu, new member on TSAC. Jaime introduced those attending the meeting.

Approval of Minutes: Minutes from the January meeting were approved as presented.

Elected Officials Report: Alderman Russell reported that High Wheel Bicycle race is returning to Frederick. During the intermission of the race, a runt bike race will be held.

Alderman Russell stated that earlier in the week a joint meeting of the City of Frederick and the Frederick County Bicycle and Pedestrian Councils was held. The meeting generated positive conversation and it was agreed that the BPACs would meet at least on an annual, if not semi-annual basis.

Alderman Russell reported that the Board of Alderman approved a two-year lease with Greyhound to continue providing ticket booth services at the Transit Center and is hopeful that ridership will improve.

Old Business:

Transportation Development Plan: Roman Steichen reported that the Transportation Development Plan (TDP) has been presented to members during its stages of development by KFH Group. KFH Group has finalized the plan and Transit Services has approved it. Roman stated that the group was provided a copy of the plan for review and requested if anyone had questions or needed to discuss any part of the plan to do so at this time. Joe Conny raised several questions regarding certain portions of the plan:

- Deviated Routes
- Performance Standards and the Effect of COVID 19
- Poverty Level Map
- Restroom Access at the Transit Center
- Fare Collection and Farebox Recovery

Roman responded to Joe's remarks and questions by providing an explanation as to how and why those items were addressed as presented.

Alderman Russell also clarified that the poverty level map and key indicates geographic areas rather than individual poverty levels and suggested some re-wording may be needed. She mentioned she was glad the COG equity emphasis areas were outlined in the map. Alderman Russell also stated that The City of Frederick has oversight of the Transit Center and any discussions (for example, extending access to the restrooms would require more staffing, etc.) would need to be collaborative. Alderman Russell said she would be willing to facilitate starting those conversations at a later date.

Jaime McKay expressed her appreciation to the members for reviewing the TDP and providing feedback.

TSAC members voted unanimously to approve submitting the TDP to the County Council and County Executive for approval.

New Business:

Open Meetings Act: Tim Davis reported that the County Executive's Office has requested that members of boards/commissions, interested parties, and The City of Frederick and Frederick County staff take an online course on the Open Meetings Act. Tim stated that he and Sandy Ruark had completed the course and asked for other members to do so also. In that way, in the event he is unable to attend a meeting, another member would be familiar with the meeting requirements and could fill in as Vice Chair of the meeting.

Roman Steichen added that if someone were interested in being the official Vice Chair of the Council, they should contact him.

Bus Shelters: Jaime McKay reported that a major effort of TransIT has been to identify and establish locations that are in high demand for ridership. TransIT began working with property owners and The City of Frederick to identify those locations. They found there was a bus shelter at Conley Corporate Center that was not being served by any TransIT routes due to a redesign of the routes a few years ago. The decision was made to move the bus shelter to Frederick Health Hospital where requests for improved amenities outside of the hospital had been received. Working in conjunction with the hospital, it has agreed to provide a concrete pad for the shelter within a month or so. Jaime stated that she will provide an update on the status of the shelter at the next TSAC Meeting.

Planning Commission Update: Carol Sepe reported that the County Council will hold a second reading on Bill 2210 on May 24, 2022 and will be sending it to the Planning Commission shortly thereafter. The Bill is a revision of the Adequate Public Facilities Ordinance (APFO).

Carol also stated that the Sugarloaf Treasured Landscape Management Plan public hearing is scheduled for May 18th at 6:00 p.m.

Carol suggested that in the future the TDP be forwarded to the Planning Commission for their review and comments prior to the final document being developed. Roman Steichen agreed.

Maryland Transit Administration (MDOT MTA) Update: Luke Benson reported:

- MDOT MTA is moving forward with the zero-emissions vehicle study. Consultants will be traveling to each local transit system to see what requirements would be needed to convert to zero emission buses over the next few years.
- In FY23, MDOT MTA will be kicking off a project to ensure that LOTS' General Transit Feed Specification (GTFS) are updated and maintained, which will allow LOTS to track buses through transit apps. This effort is in cooperation with the University of Maryland and should occur over the summer or early fall.

SHA Update: Tim Davis provided updates on several projects on behalf of SHA:

- US 15 Planning Study – Design will begin late spring 2022. Project encompasses I-70 to MD 26.
- MD 85 and I-270 Interchange – Project 90% complete. Estimated completion spring 2023.
- Mt. Zion Park & Ride – Project 65% complete. Estimated completion summer of this year.
- Design Re-initiation of Emmitsburg Park & Ride - To begin late spring 2022.

FCPS Update: Fred Punturiero not present; no report.

Ft. Detrick Update: Wilfred Plumley had no new items to report.

MML Update: Tim Davis stated that there had been a very recent change in MML representation, however, the new representative was not able to attend the meeting. Alderman Russell stated that the recently appointed MML representative is Debbie Burgoyne of Burkittsville.

TransIT Update: Roman Steichen reported:

- TransIT has moved into its new facility. New furniture has been delivered. Old furnishings will be offered as surplus or donated which will free up the new conference room space. A new ADA ramp from the building to the bus yard is to be installed as well as an ADA door opener for the front door of the facility. Other small punch list items remain to be completed. TransIt is hopeful of hosting a grand opening in mid-June or soon thereafter.
- Staffing is still an issue, especially for driving staff; however, no reduction in service has been required.
- TransIT's FY23 grant application has been submitted to MDOT MTA.
- The County's budget process is underway, and TransIT had its budget hearing with the County Council approximately two weeks ago. TransIT requested an extra paratransit driver and vehicle which appears will be approved.
- Fare free operations are continuing indefinitely.

Jaime McKay reported:

- TransIT's administrative staff is now fully staffed with the hiring of a Fiscal Administrator and a Data Management Analyst.
- Ridership is at approximately at 80% of where it was prior to the pandemic.
- With American Recovery Plan Act (ARPA) funding awarded, TransIT will be preparing a Request for Proposal (RFP) for an Automatic Vehicle Locator (AVL) system which will provide Operations staff and riders with bus locations in real time.
- TransIT staff has been engaging in knowledge sharing opportunities. Recently, they visited Rabbit Transit in York, Pennsylvania to discover how they are operating their newly

combined system with Capital Area Transit in Harrisburg and to learn lessons on topics such as technology, communications and outreach, engagement, and team building, all which can be implemented at TransIT. They learned of ideas on safety campaigns, driver training, and new technology which could help in making TransIT's operations more efficient.

Kendall Tiffany reported that Bike to Work Day is May 20th and the cutoff date to register to receive a T-shirt is May 13th. There are two stops in Frederick County. The first is the usual one at the Transit Center from 6:00am to 8:30am. The second one is in downtown Brunswick at the MARC station from 7:00 am to 10:00 am. If interested in registering, go to biketoworkmetrodc.org. If anyone has questions, please email Kendall.

Mark Mishler reported that Frederick County Planning and Programming has worked on a complete and green streets plan with County, BPAC, private organizations, and the public. The plan is open for public comment on the Frederick County website until May 31st. If interested, please review the plan and provide comments. The plan is the first step before updating the Street and Roads Manual, taking in the current components of the complete and green streets concepts that are being used by most municipalities and governments. Planning and Programming is hopeful of finalizing the plan by July of this year.

David Edmondson reported the The City of Frederick's following items are being released for public comment:

- The Let's Move Frederick Plan (aka the Bike Ped Plan) that will look at entire City of Frederick and is currently undergoing internal staff review. A draft should be available in a month or two.
- East Street Redesign – The second meeting of stakeholders will be held on May 26, 2002, to discuss how East Street can be made better for all users. Following that meeting, a concept plan will be released for public comment soon.

Shayne Boucher thanked Roman and Jaime for hosting a bicycle friendly bus driver training program. Shayne stated that they received good feedback from attendees and appreciates the partnership with TransIT in making Frederick County a more bicycle friendly community.

Speaking as a resident, Wilfred Plumley, who lives in Adamstown and an avid runner, questioned if there are any initiatives in process to make the County runner friendly. He stated that where he runs, there are no edges on the road to provide space for runners. He asked if TSAC could advocate during the planning stage to add space to the roads to accommodate runners when improvements are made. Shayne Boucher responded that the Bicycle and Pedestrian Advocacy Committee (BPAC) is the party who oversees any sidewalk additions or pathways. Currently, their top priorities are for a multi-use path to connect from New Design Road and from English Muffin Way to the C&O Canal. This would be a side path for bicyclists, pedestrians and runners and is currently in the planning process. Shayne suggested that Wilfred contact Joe Kelley, BPAC Coordinator for Frederick County, to see if a path of this sort could be accommodated in his area. Mark Mishler added that it is a complicated procedure due to storm water requirements and involves the Frederick County Department of Public Works maintenance program. Mark also suggested submitting a FCG Fix It request on DPW's website to see if a pathway is feasible in his area.

Next Meeting: The next TSAC Meeting will be July 15, 2022, via WebEx at 9:30 am. Roman Steichen requested that members indicate their preference of continuing meeting virtually or in person. Please send your preference to Tim Davis at trekker01@verizon.net or Roman Steichen at rsteichen@frederickcountymd.gov.

Adjourn - The meeting adjourned at 10:35 a.m.

Respectfully submitted by,



Administrative Coordinator