



**Tuesday, January 8, 2019  
9:00 AM**

**Mid-Year Meeting  
Agenda**

- I. Call to Order/Introductions (Chair)**
- II. Approval of the Agenda (Chair)**
- III. Approval of the Minutes (Chair)**
  - a. June 22, 2018**
- IV. Public Comment**
  - a. Individuals who have signed the Speakers' List prior to the commencement of the meeting may testify for a time not to exceed three (3) minutes unless permitted by the Chair.
  - b. Comments shall be limited to matters that pertain to the Washington Suburban Transit Commission (WSTC) or other transit issues.
  - c. The Public Comment period shall last no longer than fifteen (15) minutes.
- V. WSTC Update (Director, Washington Area Transit Office)**
  - a. Recent Events
    - i. After-action discussion on WSTC Public Forums
    - ii. Celebration ceremony for elimination of the Grosvenor Turnback
    - iii. White Flint Metro station study - new north entrance (Christine Wells)
  - b. Presentation of WSTC FY 2017 and FY 2018 Financial Audit (Sara LeBarron)
  - c. Update on WSTC FY 2019 Mid-Year Financial Position (Sara LeBarron)
  - d. Review of WSTC FY 2020 Proposed Budget
  - e. WMATA Intent to Audit MDOT and DDOT Audits
  - f. Discussion of Roles and Rotation of Commissioners Beginning July 2019
  - g. New Engagement with County DOT offices
  - h. Update on Office "Wishlist"
    - i. Office lease renewal (Sara LeBarron)
    - ii. Networking solution
    - iii. Possible telephone upgrade
- VI. Recognition of Service for Mr. Malcolm Augustine (Chair)**
- VII. Good of the Order (Chair)**
- VIII. Closing Remarks (Director, Washington Area Transit Office)**

# Washington Suburban Transit Commission

4351 Garden City Drive, Suite 305, Hyattsville, MD 20785 • Phone 301-577-2063 • Fax 301-577-2193

**Friday, June 22, 2018**  
**9:00 AM**  
**Meeting Minutes**

<b>Commissioners in Attendance</b>
Mr. Michael Goldman, Chair
Mr. Clarence Crawford, Vice Chair
Mr. Malcolm Augustine, Secretary/Treasurer
Ms. Kathryn Porter
Mr. Hoan Dang
Hon. Todd Turner, Prince George's County Council
Mr. Earl Lewis, Maryland Transportation Secretary's Designee
<b>Staff in Attendance</b>
Mr. Pat Pscherer, Director, Washington Area Transit Office, MDOT
Ms. Christine Wells, Senior Transit Analyst, WSTC
Ms. Tammy Cooper, Office Manager, WSTC
Ms. Sara LeBarron, Financial Analyst, WSTC
Ms. Amanda Cooper, MDOT

## Others in Attendance

- Dr. Charles Glass, MDOT
- Mr. William "Bill" Orleans, member of the public

## **I. Chair Goldman called the meeting to order at 9:13 AM**

## **II. Approval of the Agenda**

A motion to approve the agenda was seconded and unanimously approved.

## **III. Approval of the Minutes**

A motion to approve the minutes from December 19, 2017 was seconded and unanimously approved.

#### **IV. Public Comment**

Mr. Orleans provided the following remarks

- A. Bike racks have still not been installed at the Fortis College building. Mr. Orleans has shared this concern with those present previously.
- B. Prince George's County is set to release a Transit Development Plan in the near future. Mr. Orleans believes that transit should be discussed by the Commissioners. He believes that the Commission should be interested in the specifics of this plan for both counties.
- C. On July 1st of this year, the The Bus contract operator is supposed to change in Prince George's County. There has been a challenge to the award for the new contractor from the old contractor. Mr. Orleans has not been able to get an answer regarding the allocation of LOTS money for Prince George's County.

#### **V. Recognition of Service for Ms. Keturah Harley**

Mr. Pscherer received an email that she was not able to attend. A gift from the WSTC and a citation from the Governor's Office were on hand to present to her to thank her for her service had she been able to attend. The gifts will be shipped to her. Ms. Harley was first commissioned in 2015. Well wishes were offered.

#### **VI. Election of Officers**

Chair Goldman nominated Mr. Clarence Crawford for the upcoming year as Chair of the WSTC and received a second. Mr. Malcolm Augustine was nominated as Secretary Treasurer and seconded. Agreement was unanimous for both candidates.

#### **VII. WSTC Update**

##### **A. Introduction of new staff**

Mr. Pscherer introduced the newest WSTC staff: Ms. Sara LeBarron, Financial Analyst, and Ms. Tammy Cooper, Office Manager. Bios for the new staff were made available in the meeting packets.

##### **B. WSTC Financial Matters**

###### **i. End of Year Financial position**

Ms. LeBarron presented WSTC's end-of-year financials, comparing the approved budget with actual expenditures. She explained that there was a reduction in the FY2018 operating subsidy as a result of over-budgeting from FY2012 - FY2016. The reduced the overall budget from of \$463,000 to \$343,000. Actuals expenses totaled just over \$334,600, ending the year under budget. While no audit of FY2017 was conducted in during the year, in FY2019 SB & Company will conduct a combined audit of Fiscal Year 2017 and 2018. Salaries will be considerably higher in FY2019, as there is now a full staff. The current balance is approximately \$460, 000.

###### **ii. Review Fiscal 2019 Proposed Budget**

Ms. LeBarron next presented the proposed administrative budget for Fiscal Year 2019, totaling \$469,575. The largest increase in the fiscal year 2019 budget is salaries and fringe benefits, as WSTC now has a full staff the budget changes. This line item increases from \$129,000 to \$140,000. FY2019 will also see a larger cost for audit fees, as audits for two

years will be conducted simultaneously. The postage expense was removed as a line item since the office no longer uses the Pittney-Bose machine. Software Maintenance was added to fund an information technology solution to provide the office staff with a file management network.

Mr. Goldman asked if the rent increase was actual or projected? Per Ms. LeBarron, it is projected based on a 4% increase. When Mr. Goldman asked about staying in the current building, Ms. LeBarron mentioned that she is discussing options with the property management company.

### C. Changes as a Result of Recent Legislation

#### i. Secretary of Transportation as principal WMATA Director

The discussion included changes that will involve representation at WMATA and also effect the Commission due to legislation passed during the 2018 Legislative Session of the Maryland General Assembly.

##### a) WMATA Bylaw Changes

The change in the designated board membership for WMATA will begin in July 2019. At that time, Maryland's Secretary of Transportation will be named as one of Maryland's voting members on the WMATA Board of Directors. This occurs upon the expiration of Mr. Crawford's commission, who is serving the end of Ms. Harleys term. The rotation of which Commission member serves as the other voting Board member at WMATA may involve a change or designation in the Bylaws of the WSTC

##### b) Meetings and Utilization of WSTC

Despite mandated changes to the structure of the WMATA Board of Directors, appointments to the WSTC were not affected by the passage of Virginia State Bill 279. The WSTC will continue to exist as a seven-person Commission. It becomes the role of this Commission to determine who will be Maryland's second voting member on the WMATA Board. The system used by the Northern Virginia Transportation Commission (NVTC) could serve as a model, using their lessons learned as an example of best practice (they currently share one WMATA voting seat among 21 NVTC Commissioners). The Commissioners may decide to meet more often than twice per year. often. The WSTC will provide the "regional voice," while the Transportation Secretary will represent the State.

Mr. Goldman offered that both jurisdictions can be better represented even before the Secretary assumes one voting seat. Ms. Porter believes that both alternates will be necessary to provide expertise from both counties. Need a mechanism in place to have this benefit. Mr. Augustine suggested that the WSTC Bylaws need to be reviewed. Councilman Turner asked what changes the to the Bylaws would accomplish. In response, the Bylaw can establish the rotation by which Commissioners will serve as the second voting member on the WMATA Board as well as the "cascade" of who will then serve as the alternate and under what circumstances. Ms. Porter pointed out that it may be difficult to find people willing to serve as alternates where they have no function until suddenly being asked to show up and vote.

## VIII. WSTC Public Meeting(s) (?)

Mr. Goldman made a motion that the WSTC conduct a public meeting of some kind in the coming months. The idea was seconded by Mr. Crawford and supported by all present. The public meeting(s) would take place in a larger capacity than the standard bi-annual WSTC business meetings. It was suggested that there either be two meetings, one held in Prince George's County and a second in

Montgomery County, or to find a location to hold a single large meeting close to the line connecting the counties. The timing of the meeting should be November or December, with December the more likely option as a result of the upcoming elections. It was acknowledged that there will be an expense associated with conducting these meetings. The Commissioners agreed that two meetings, one in each county, would be best as both counties are large. The Commissioners agree there is a need to educate the public as to the existence and functions of the WSTC.

The two meetings should occur close to each other timing-wise; perhaps back-to-back weeks. The same meeting would essentially occur twice in two weeks in different locations. This year's expenses will help determine how to budget for such events in the future, should they be requested. Mr. Goldman stated that the presentation slides need to describe the correlation between the WSTC and WMATA. Mr. Pscherer replied that a "WMATA 101" presentation already exists that can serve as a great starting point from which to build. The last week of November or first week of December were then determined as the best times for holding the public meetings. Prince George's Community College was suggested by Councilman Turner as a good option for the Prince George's County location. Mr. Goldman suggested that the Prince George's County meeting should be held first, with Montgomery County the following week. to WMATA. Pat – We have a WMATA 101 document and we can go from there.

## **IX. Discussion on Grosvenor Turnback Elimination**

An amendment to WMATA's FY2019 operating budget to approving the funding for changes to bus service in Virginia and the District of Columbia as well as providing the funding for the elimination of the turnback at the Grosvenor-Strathmore Metro station, now allowing for all trains to run to the end of the line at Shady Grove on the western arm of the Red Line. The elimination was funded at least for the second half of the fiscal year, from January 2019 to the end of the fiscal year. Additional discussion will be had on which option will be utilized to eliminate the turnback – full elimination, partial elimination, or taking no action at all – at a future WMATA Board meeting.

Mr. Dang mentioned that he spoke with riders and they were concerned about *not* having the turnback at Grosvenor as there may not be any available seats once the train reaches Grosvenor after starting at Shady Grove. Instead of taking the train, those individuals may just drive. Mr. Goldman offered three counterpoints: 1) This has been aboard resolution since 2015. This has been a consistent position of the County, and they consider it a Top Priority, 2) A county study shows that, with a consistent travel headway of 4 minutes, Red Line trains have the capacity to meet the needs of those getting on at Grosvenor. It should not result in them not getting any seats. The trains will not be empty but certainly there should be available seating, and 3) Ms. Wells' report suggests that there may be a revenue gain. Ms. Porter added that this will certainly be an advantage to some and a disadvantage to others, but increasingly important in the future is that the stations at the end of the Red Line will be under construction. This will cause a huge increase in the number of people who will be needing service some provision must be made for that. While increasing service as a whole, there will not be empty trains but there should be *more* trains available.

## **X. WSTC Update (cont'd)**

### **A. Office relocation and search status**

Ms. LeBarron reported that the problem complicating a possible office move is that most buildings are looking for large tenants. Space is available at the building across the street from WSTC's current location. She is inquiring about 1-, 3- and 5-year lease options. Likewise, Ms. LeBarron as requested quotes for the same contract periods for the WSTC's current space as well as a smaller office in the same building. She does not have any costs yet, but is working on the

cost options. Councilman Turner asked about the possibility of co-locating Purple Line office, but Mr. Pscherer reported that was not an option. It had been investigated previously and subsequently denied.

**B. Network Solutions Option**

The two most viable options seem to be Box and Microsoft SharePoint. In both cases, costs are very reasonable per user license. Either solution would give file access to the Commissioners as well. The costs for such service has been included in the FY2019 budget. The advantage of choosing the SharePoint option is that MDOT and the counties both utilize this environment. In speaking with the IT unit at MDOT, Mr. Pscherer was told they would provide assistance to build out the environment on a SharePoint site. The Box option is a business version of Drop box. It does provide a web-style experience, but is a bit cumbersome for administrative rights. There will be a learning curve in either case. Dr. Glass inquired about the possibility of using Google Drive. Mr. Pscherer reported several issues, including that the current Google Drive is owned by a previous WSTC employee who would still has access to that Drive (which prompted the call to relocate all files to the portable hard drives issued to WSTC staff). Additionally, Google Drive has 2 significant limitations: Permissions and Document Ownership. Once a profile is removed, all documents “owned” by that profile disappear. In addition, permissions have to be assigned for each document individually.

**C. New Payroll Service Option**

The office currently uses a service provided by Corpay. Unfortunately, Corpay does not track accrued and used leave. Pace, an alternate solution with which Ms. Cooper is already familiar from her previous employment, offers a more full-featured product and at no additional costs. Ms. Cooper is investigating a possible migration to Pace.

**D. WSTC Financial Audit**

In previous years, WSTC was considerably late in their audit submissions. With the approval of the Maryland Department of Legislative Services Office of Legislative Audits, WSTC is contracting SB & Company to complete a joint audit of Fiscal Years 2017 and 2018 simultaneously. The price will be only slightly higher than recent single-year audits. The letter of engagement was provided. SB & Company also works with MDOT, so they have access to documents between MDOT and WMATA. SB & Company will be on site for a few days in July with deliverables in August. After the combined audit, future single-year audits will cost roughly half of the combined audit, with pricing established through FY2022. Mr. Turner, Mr. Dang, and Ms. Porter agreed that beyond FY2022, a bidding process should be opened, with some preference for local small businesses to compete.

**XI. Action Items**

**A. Approval of FY2019 Budget**

Mr. Goldman moved for approval. Unanimous in favor.

**B. Approval of WSTC Audit Engagement**

Ms. Porter moved to approve with a recommendation for a competitive process in 2022. Unanimous in favor.

**XII. Good of the Order**

**XIII. Adjourn**

**Washington Suburban Transit Commission  
Fiscal Year 2020 PROPOSED Administrative Budget**

	FY 2020	ALLOCATION			
	PROJECTED	MDOT	Montgomery	Prince George's	MTA
<b>PERSONNEL COSTS*</b>					
Employee Salaries	\$ 178,805	\$ 59,602	\$ 59,602	\$ 59,602	\$ -
Employee and Retiree Benefits	152,060	49,041	44,267	44,267	14,485
<b><i>Personnel Costs Total</i></b>	<b>\$ 330,865</b>	<b>\$ 108,643</b>	<b>\$ 103,869</b>	<b>\$ 103,869</b>	<b>\$ 14,485</b>
<b>COMMISSIONER COMPENSATION</b>					
State of Maryland Commissioners	\$ 40,250	\$ 40,250	\$ -	\$ -	\$ -
Montgomery County Commissioners	22,500	-	22,500	-	-
Prince George's County Commissioners	-	-	-	-	-
<b><i>Commissioner Compensation Total</i></b>	<b>\$ 62,750</b>	<b>\$ 40,250</b>	<b>\$ 22,500</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATING EXPENSES</b>					
Accounting/Audit fees	\$ 7,500	\$ 1,875	\$ 1,875	\$ 1,875	\$ 1,875
Bank/Payroll fees	1,750	438	438	438	438
Insurance	1,500	375	375	375	375
Internet service	3,200	800	800	800	800
Local travel	660	165	165	165	165
Miscellaneous	1,000	250	250	250	250
Office supplies	1,200	300	300	300	300
Rent	59,328	14,832	14,832	14,832	14,832
Office telephone services	3,000	750	750	750	750
Software Maintenance	1,200	300	300	300	300
Public Forums	1,000	250	250	250	250
<b><i>Operating Expenses Total</i></b>	<b>\$ 81,338</b>	<b>\$ 20,335</b>	<b>\$ 20,335</b>	<b>\$ 20,335</b>	<b>\$ 20,335</b>
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 474,953</b>	<b>\$ 169,227</b>	<b>\$ 146,703</b>	<b>\$ 124,203</b>	<b>\$ 34,819</b>
<b>REVENUES</b>					
Grants and Contributions	\$ 474,953	\$ 169,227	\$ 146,703	\$ 124,203	\$ 34,819
<b><i>Revenues Total</i></b>	<b>\$ 474,953</b>	<b>\$ 169,227</b>	<b>\$ 146,703</b>	<b>\$ 124,203</b>	<b>\$ 34,819</b>
<b>TOTAL ADMINISTRATIVE REVENUES</b>	<b>\$ 474,953</b>	<b>\$ 169,227</b>	<b>\$ 146,703</b>	<b>\$ 124,203</b>	<b>\$ 34,819</b>

\* There are three permanent Washington Suburban Transit Commission (WSTC) employees: a Senior Transit Planner, a Financial Analyst, and an Office Manager. The personnel cost for these positions is allocated equally among Montgomery County, Prince George's County, and the Maryland Department of Transportation (MDOT).