

**Wednesday, June 15, 2022
3:00 PM**

End-of-Fiscal Year Business Meeting

AGENDA

- I. Call to Order/Introductions (Chair)**
- II. Approval of the Agenda (Chair)**
- III. Approval of the Minutes (Chair)**
 - a. December 15, 2021
 - b. February 16, 2022 (Special Meeting)
- IV. Public Comment (Chair)**
 - a. Comments from the public pre-submitted to wstcofficial@gmail.com by the close of business Monday, June 13, 2022 will read into the record of the meeting.
- V. Recognition of Mr. Michael Goldman (Chair)**
- VI. Introduction of New Commissioner: Mr. Raymond Briscuso (Chair)**
- VII. WSTC Update (Director, Washington Area Transit Office)**
 - a. Legislative Wrap-up
 - i. HB1059 – Bicounty Commissions – Ethics – Certification of Compliance PG/MC 103-22 – Prince George’s County Delegation and Montgomery County Delegation
 - ii. HB0535 – Washington Suburban Transit Commission – Montgomery County and Prince George’s County Commissioners – Repeal of Term Limit PG/MC 111-22 – Prince George’s County Delegation and Montgomery County Delegation
 - iii. SB0208 – Criminal Law – Assault of a Public Transportation Service Provider – Penalties – Chair, Judicial Proceedings (at the request of the Department)
 - iv. HB0398 – Public Safety – Prince George’s County – Land Use – Inclusionary Zoning Around Transit Stations PG 404-22 – Prince George’s County Delegation
 - v. HB0438/SB0463 – Washington Metropolitan Area Transit Authority – Funding Formulas – Alteration (WMATA Dedicated Funding Amendment Act of 2022) – Del. Korman (D - Mont. Co.)/Sen. Feldman (D - Mont. Co.)
 - b. New Policies and Regulations
 - i. Employee Conflict of Interest, Financial Disclosure, and Lobbying Regulations
 - ii. Conference Attendance Fund and Use Policy – **ACTION ITEM**
 - c. Update on WSTC Finances (Financial Analyst)
 - i. End-of-Year Financial Position
 - ii. Approval of FY2023 Proposed Administrative Budget – **ACTION ITEM**
 - iii. Future Audit(s)

- d. Office Matters
 - i. Chpt. 185 Reporting – Conflict of Interest and Lobbying
 - ii. New printer/scanner/copier

VIII. County Conversation

- a. Prince George's County
- b. Montgomery County

IX. Election of Officers (Director, Washington Area Transit Office)

- a. Chair
- b. Vice Chair
- c. Secretary/Treasurer

X. Good of the Order (Chair)

XI. Closing Remarks (Director, Washington Area Transit Office)

Wednesday, December 15, 2021

3:30 PM

WSTC Bi-Annual Commissioners Meeting Minutes

Commissioners in Attendance	
Mr. Michael Goldman, Chair	
Mr. Todd Turner, Vice Chair	
Mr. Donald Drummer	
Mr. Thomas Graham	
Mr. Christopher Zappi	
Secretary Greg Slater, Maryland Department of Transportation	
Deputy Secretary Earl Lewis, Maryland Department of Transportation	
Staff in Attendance	
Mr. Pat Pscherer Jr., Director, Washington Area Transit Office	
Ms. Tammy Cooper	
Ms. Sara LeBarron	
County Representatives	
Mr. Semia Hackett, Prince George's County	
Mr. Gary Erenrich, Montgomery County	
Guests	
Ms. Pamela Gray – SB&Co.	
Open to Public	

- I. Chair Goldman called the meeting to order at 3:30 PM and a quorum was met**
- II. Approval of the Agenda**
A motion to approve the agenda was presented by Chair Goldman and approved unanimously.
- III. Approval of the Minutes**
A motion to approve the minutes from the June 15, 2021, was presented by Chair Goldman and approved unanimously.
- IV. Public Comment**
No public comments were submitted.
- V. Introduction of New Commissioner: Mr. Christopher Zappi**
Mr. Christopher Zappi was appointed by Montgomery County Executive Marc Elrich on April 21, 2021, following the departure of Ms. Kathy Porter. In that role, Mr. Zappi will also serve as an Alternate Director on the WMATA Board of Directors. Currently, Mr. Zappi is a Director at Amtrak.
- VI. Presentation of WSTC FY 2021 Financial Audit (Pamela Gray, SB & Company, LLC)**
Auditors recommended a thorough and detailed review of the general ledger and related reports due to lack of accounting training. As a result, WSTC staff will complete QuickBooks training in order to acquire additional skills concerning daily accounting, ongoing maintenance, and reconciliation of books and records.

A motion was made by Vice Chair Turner to accept the FY2021 Financial Audit as presented and seconded by Mr. Graham. The motion passed unanimously

VII. **WSTC Update**

Director Pscherer described two pieces of proposed legislation that had been pre-filed for the upcoming 2022 regular session of the Maryland General Assembly which affect the WSTC.

a. 2022 Legislative Session

- i. **PG/MC 103-22 – Bicounty Commissions – Ethics – Certification of compliance.** If passed into law, this legislation would require each bicounty commission to certify in writing to the State Ethics Commission that it was in compliance with statute requiring it to have regulations governing conflicts of interest, financial disclosure, and lobby of the Commission's employees. The bill would go into effect October 1, 2022 and the Statement of Certification would have to be made by April 30th of each year certifying that the agency is in compliance with the ethics requirements. The necessary reports would also have to be published on the WSTC's website.

This bill had been heard by Montgomery County legislation and was waiting to be heard by Prince George's County.

A motion was offered by Chair Goldman and seconded by Vice Chair Turner to write a Letter of Support for PG/MC 103-22. The motion passed unanimously, and Mr. Pscherer was directed to draft a Letter to Support on behalf of the Commission.

- ii. **PG/MC 111-22 – WSTC – Montgomery County commissioners – Repeal of Term Limit.** If passed into law, this legislation would eliminate the number of consecutive four-year terms a Commissioner appointed to the WSTC by the County Executive of Montgomery County could serve. Currently, WSTC Commissioners were limited to serving two consecutive four-year terms. The bill has an effective date of July 2022 if it were to pass.

Chair Goldman made a motion to submit a Letter of Support with Amendment. The amendment would also include in the term limit repeal the appointees to the Commission from the County Executive of Prince George's County. The motion was seconded by Vice Chair Turner. Mr. Zappi abstained from voting. All other votes were in the affirmative and Mr. Pscherer to draft the appropriate Letter of Support with Amendment.

b. WSTC FY2022 Mid-Year Financial Position & End-of-Year Forecast, and Proposed Amendment to the WSTC FY2022 Administrative Budget

FY2022 Mid-Year financial position

- Fiscal year beginning balance: \$543,666
- Current expenses as of September 30, 2021: \$88,113
- Total revenues as of September 30, 2021: \$40,530
- Ending balance as of September 30, 2021: \$496,083

FY2022 End-of-Year Forecast

- The beginning M&T bank balance: \$543,666
- Estimated expenses: \$348,456
- Estimated revenues: \$463,294
- Projected FY2022 ending balance: \$658,504

Proposed Amendment to the WSTC FY2022 Administrative Budget

- Original administrative expenditures: \$452,524
- Less salary and benefit adjustments: (\$102,422)
 - Increase in Calendar Year 2022 Employee salary: \$2,578
 - Less interns: (\$5,000)
 - Less vacant Transit Analyst salary, and benefits: (\$100,000)
- Net amended administrative expenditures: \$350,102

- Original revenues: \$452,524
- Less subsidy reduction: (\$105,000)
 - Less interns: (\$5,000)
 - Less vacant transit position, salary, and benefits: (\$100,000)
- Total Amended Administrative revenues: \$347,524

A motion to accept the proposed amendment to the FY2022 administrative budget was made by Vice Chair Turner and seconded by Mr. Graham. The motion was unanimously approved.

c. Review of Proposed FY2023 WSTC Administrative Budget

The proposed FY2023 administrative budget totaled \$459,689. Based on the original approved FY 2022 budget, this represents an increase of 1.5%.

The FY2023 proposed administrative budget fully funds the Transit Analyst position, which is intended to be filled.

With all the Commissioner appointments filled, the compensation is back to its full amount of \$57,57.

The contract with the audit firm SB&Co expires in FY2022. The audit contract will go out to bid in the next audit year. The estimated audit fee included in the proposed budget is an increase of 3% over the FY2022 costs, which is an average of the annual cost increase from SB&Co over the last three years.

d. Release of Audit-Related Capital Withholdings to WMATA

MDOT temporarily withheld \$1,189,264 from WMATA's FY2018 fourth quarter capital payment pending completion of the audit of WMATA's FY2016 and FY2017 finances.

MDOT withheld \$13.8M in capital funding from its first quarter FY2020 capital subsidy payment, and \$21.8M from its second quarter capital payment – for a total of \$35,586,809 – pending completion of the FY2018 audit.

The total amount withheld was \$36,776,073.

Overcharges by WMATA totaling \$2,167,302 were identified in the FY2018 audit.

As a result of the completion of the audits, MDOT scheduled the release of the withholdings in the amount of \$34,608,771. The payment was expected to be made on or before January 1, 2022. The payment represented the total withholding (\$36,776,073) less the overpayment identified in the FY2018 audit (\$2,167,302).

e. Public Forum Planning

The Commission discussed holding the Public Forum in late January/Mid-February. This would allow for advertising and the required 30-day notice. Dates of January 19th and 20th were suggested. It was decided that this meeting would be virtual. The meeting was intended to take place before the WMATA budget public hearings.

f. Level of Interest for Spring 2022 University of Maryland College Park iSchool Student Project

The University of Maryland College of Information Studies (iSchool) student project offers current undergraduates an opportunity to complete a data analysis project using real-world information and provide services at no cost to local business, including government organizations. The Commissioners agreed in principle with the WSTC sponsoring another student project (the first such project was conducted in spring 2021). The parameters of the project would need to be determined. Assistance was asked of the counties to coordinate with the iSchool through the WSTC to determine the final project idea and to provide data to the student team.

g. Preview of the WMATA FY2023 Budget
FY2023 Operating Budget

Expenses: \$2,282 million

Revenues:

Passenger \$293.1 million (based on return to 53% of pre-pandemic ridership)

Non-passenger \$81.5 million

Jurisdictional Subsidies \$1,191.9 million

Federal Relief Funds \$715.8 million

Total Revenues \$2,282.2 million

Jurisdictional Operating Subsidies

	FY2023 <u>Base</u>	Legislative <u>Exclusions*</u>	FY2023 <u>Total</u>
Maryland	\$435,863,655	\$16,258,080	\$452,121,735
DC	\$410,552,664	\$16,157,015	\$426,709,679
<u>Virginia</u>	<u>\$296,525,572</u>	<u>\$16,538,573</u>	<u>\$313,064,145</u>
<i>Total</i>	<i>\$1,142,941,891</i>	<i>\$48,953,668</i>	<i>\$1,191,895,559</i>

*Legislative Exclusions programmed above the 3% cap on operating subsidy increases:

- Juneteenth: \$3.2 million
- WMSC safety mandates: \$3.4 million
- Beginning of service on Silver Line Phase 2: \$40.8 million
- Opening of Potomac Yard station (yellow line): \$1.5 million

FY2023 Capital Budget and Six-year Capital Improvement Program (CIP)

	<u>FY2023</u>	<u>6-year CIP</u>
Federal Grants	\$491 million	\$2.3 billion
Jurisdictional Contributions	\$934 million	\$5.7 billion
Reimbursable Projects	\$40 million	\$0.1 billion
MWAA	\$10 million	\$0.04 billion
<u>Debt & Other</u>	<u>\$949 million</u>	<u>\$5.8 billion</u>
<i>Total Funding Sources</i>	<i>\$2,425 million</i>	<i>\$14.0 billion</i>

Jurisdictional Capital Subsidies

	<u>FY2023</u>	<u>6-year CIP</u>
Maryland	\$313,126,607	\$1.924 billion
DC	\$330,653,621	\$2.018 billion
<u>Virginia</u>	<u>\$290,087,116</u>	<u>\$1.793 billion</u>
<i>Total</i>	<i>\$933,867,344</i>	<i>\$5.735 billion</i>

Total Proposed Fiscal Year 2023 WMATA Subsidies Requested from Maryland

Operating	\$452,121,735
Capital	\$313,126,607
<u>Debt Service</u>	<u>\$31,229,125</u>
<i>Total</i>	<i>\$796,477,467</i>

h. Update on Status of WMATA's 7000-series Railcars

The General Manager reported that they have completed its initial testing of the 7000-series trains under simulated revenue service. The trains were tested as if they were carrying a full passenger load and run through a full simulated day. This was conducted over multiple days. The testing period ended, and engineers are reviewing the data in order to put together the final inspection plan. Testing will occur every seven days on all wheel sets and test results will be shared with the WMSC.

The integration of all 748 7000-series trains will be gradual. Maintenance needs to be completed on these trains as they have been sitting in the side yard for months.

The hope is to return to eight-minute headways on the Red Line and 15-minute headways on all of the other lines. As they return, the 7000-series will replace the older train car series.

VIII. County Conversation

a. Prince George's County

Current focus has been on safety, service, performance, and strategically recruiting CDL operators. *The Bus* is operating 24 out of 28 routes. Ridership is steady at about 60% of pre-pandemic levels. Despite the pandemic, *The Bus* has been able to implement Saturday Service on 15 of the major routes and reduced time between buses on some routes from 60-90 minutes down to 30-45 minutes.

DPW&T plans to purchase four to five electric buses and will be partnering with agencies to develop a workforce development training program.

b. Montgomery County

Montgomery County's RideOn has approximately 370 buses. They have been reviewing how they run, where they run, who they serve, and will determine how they can reestablish routes post-pandemic. It has been approximately 40-50 years since this has been reviewed.

A fare analysis study has been completed and will be considered by the County Council after July to determine future fare costs.

Montgomery County believes ridership to be approximately 60% of pre-pandemic levels.

One of the biggest challenges facing MCDOT is a bus operator shortage. RideOn is approximately 50 - 70 drivers short.

IX. Good of the Order

X. Closing Remarks

Meeting adjourned at 5:50 PM

Wednesday, February 16, 2022

3:30 PM

WSTC Special Meeting

Commissioners in Attendance	
Mr. Michael Goldman, Chair	
Mr. Todd Turner, Vice Chair	
Mr. Donald Drummer	
Mr. Christopher Zappi	
Deputy Secretary Earl Lewis, Maryland Department of Transportation	
Staff in Attendance	
Mr. Pat Pscherer Jr., Director, Washington Area Transit Office	
Ms. Tammy Cooper	
Ms. Sara LeBarron	
County Representatives	

I. Chair Goldman called the meeting to order at 3:30 PM and a quorum was met

II. Approval of Funds from the FY22 Administration Budget for Transit-Related Conferences

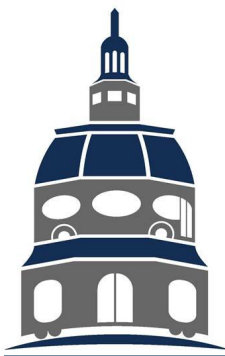
Chair Goldman made a motion to approve \$5,000.00 from the surplus of \$80,000.00 in the existing Washington Suburban Transit Commission FY2022 Administration Budget to cover conferences and conventions that could be attended by WSTC Commissioners or staff. Vice Chair Turner seconded the motion. Vice Chair Turner further recommended that a policy be put in place to govern this expense in the future and that staff research future conferences to come up with a suggested fund balance for the next fiscal year budget for this purpose. The motion was unanimously approved. The Commission directed that a policy for conference and convention expenses be drafted and approved for future WSTC conference expense reimbursements. In this instance, Mr. Goldman will be reimbursed from the WSTC general account for his attendance fee to the APTA Legislative Conference in Washington, D.C. on March 13 – 15, 2022.

III. HB 438/SB 463 – Washington Metropolitan Area Transit Authority – Funding Formulas – Alteration (WMATA Dedicated Funding Amendment Act of 2022)

This bill would provide a three percent annual increase to the Dedicated Capital Funding grant from the State of Maryland to the Washington Metropolitan Area Transit Authority (WMATA) above the current grant amount. The State's share of the \$500 million in Dedicated Capital Funding is currently \$167 million annually. These funds are guaranteed and bondable by WMATA. The bill requires that Virginia and Washington D.C. pass equivalent legislation. The annual increase would begin in FY2025.

Commissioners discussed the bill and if the Commission should take a formal public position on it. Chair Goldman made a motion that the WSTC submit a Letter of Support. Voting was unanimous in favor of a Letter of Support among the voting Commissioners. Per standard MDOT practice, Deputy Secretary Lewis abstained from voting. Mr. Pscherer was directed to draft the Letter in Support on behalf of the Commission.

IV. Adjournment



WSTC
WASHINGTON SUBURBAN
TRANSIT COMMISSION

TODD TURNER
ACTING CHAIR

DONALD DRUMMER
SECRETARY-TREASURER

Raymond J. Briscuso, Jr.
Gubernatorial Appointee
Montgomery County



Mr. Raymond Briscuso, Jr. has spent the past thirty years working in the life sciences industry. He spent nearly fifteen years with the world's largest biotechnology trade organization, BIO, and the past sixteen with AdvaMed, the world's largest medical technology industry organization. He resides in Montgomery County and has three children – two attending college and one high school.

Mr. Briscuso's background includes business, law, public service and politics. His business experience includes the successful launch and exit of a start-up, CEO roles at small businesses, management in a Fortune 500 corporation, and two senior executive positions with national non-profit trade organizations. As a public servant, Mr. Briscuso chaired the Governor's Commission on Service and Volunteerism (Maryland), served on the Maryland Economic Development Commission, was a member of the National Medal of Technology Nomination Evaluation Committee (our nation's most prestigious award for technology innovation), and previously served on the Washington Suburban Transit Commission and as a principal Director on the Washington Metropolitan Area Transit Authority Board of Directors.

Mr. Briscuso briefly practiced law with a District of Columbia-based firm and, at one time, managed his own practice in Annapolis, MD. He was employed by the George Bush for President Campaign, serving as the Executive Director in Maryland for the 1988 primary and general election campaigns.

Mr. Briscuso worked in the Executive Office of the President of the United States, serving as Associate Director, White House Office of National Service. He was responsible for Presidential Awards and Recognition for Community Service and Private Sector Initiatives and served as Director, White House Staff Volunteer Initiative. Mr. Briscuso was part of a small White House team that developed President Bush's "Points of Light" initiative.

Ray has extensive community service and volunteer experience including time spent on the Board and as Treasurer of national not-for-profit, Rebuilding Together. He was a matched Big Brother in the Big Brothers & Big Sisters organization and spent six years on the Board of Governors for Congressional Country Club in Bethesda, MD. Ray grew-up and attended high school in Montgomery County, Maryland. Mr. Briscuso received a law degree from Georgetown University Law Center, Washington, D.C. He has an undergraduate degree from Auburn University, and currently serves on the Auburn University Parents & Family Association board where he represents parents and families residing in MD, VA, DC, DE and NJ with a child/student enrolled in Auburn.



June 15, 2022

Information Item

Summary of WSTC- and WMATA-Related Legislation
from the 2022 Maryland State Legislative Session

Background

Following is a summary of the legislation introduced during the 2022 Legislative Session of the Maryland General Assembly which referenced either the Washington Suburban Transit Commission or the Washington Metropolitan Area Transit Authority.

ENROLLED

HB1059 (Chpt. 284) – Bicounty Commissions – Ethics – Certification of Compliance PG/MC 103-22 – Prince George's County Delegation and Montgomery County Delegation

This legislation requires that the three bicounty commissions in the State – the Washington Suburban Transit Commission, the Washington Suburban Sanitation Commission, and the Maryland-National Capital Park and Planning Commission – certify that they are in compliance with the appropriate State Ethics Laws pertaining to conflicts of interest, financial disclosures, and lobbying.

The pre-existing statute requires that each bicounty commission adopt regulations governing these three topic areas for its employees since the Commissioners themselves, as public officials under State law, are already regulated under State Ethics Laws. Under these statutes, the regulations covering employees of the Commission must be substantially similar to those covering the Commissioners themselves.

Chapter 284 now requires that each bicounty Commission certify annually to the State Ethics Commission that the Commission is in compliance with the pre-existing requirements, confirming that regulations covering conflicts of interest, financial disclosure, and lobbying of employees of the Commission exist and that a reports on these issues are published annually. The effective date is October 1, 2022. The first certification is due by April 30, 2023.

HB0535 (Chpt. 740) – Washington Suburban Transit Commission – Montgomery County and Prince George's County Commissioners – Repeal of Term Limit PG/MC 111-22 – Prince George's County Delegation and Montgomery County Delegation

This legislation eliminates the limit on the number of four-year terms which may be served consecutively for appointees to the Washington Suburban Transit Commission as appointed by the County Executive of Montgomery County (two appointees) and the County Executive of Prince George's County (one appointee).

The second appointment to the Commission from Prince George's County, while not term-limited on the Commission, must be selected from among the membership of the Prince George's County Council. Hence, as an elected official from Prince George's County, that Commissioner has an applicable term limit as a result of their elected status.

Appointments to the Commission by the Governor continue to be limited to two consecutive four-year terms.

This bill passed into law without the Governor's signature under Article II, § 17(c) of the Maryland Constitution. The effective date is July 1, 2022.

DID NOT PASS

SB0208 – *Criminal Law – Assault of a Public Transportation Service Provider – Penalties* – Chair, Judicial Proceedings (at the request of the Department)

Status at Adjournment: 1st Reader – Assigned to Judicial Proceedings

Reintroduced for a second year, and this session submitted as a departmental bill at the request of the Maryland Department of Transportation's Maryland Transit Administration, this legislation would have increased the penalties to those convicted of intentionally causing physical injury to an individual providing public transit services (eg. bus or train operators, paratransit drivers, station attendants, etc.) to second degree assault. The resultant penalties could have included imprisonment not to exceed 10 years and/or a fine not to exceed \$2,500.

HB0398 – *Public Safety – Prince George's County – Land Use – Inclusionary Zoning Around Transit Stations*
PG 404-22 – Prince George's County Delegation

Status at Adjournment: 1st Reader – Assigned to Environment and Transportation

This legislation would have required the Prince George's County Council to adopt a zoning policy for the areas within a 3-mile radius of a planned or existing Washington Metropolitan Area Transit Authority transit station which mandated that at least 25% of new residential units constructed in that zone be sold or rented as affordable housing, based on the area's median income as published annually by the United States Department of Housing and Urban Development.

The bill was withdrawn by the sponsor.

HB0438 – *Washington Metropolitan Area Transit Authority – Funding Formulas – Alteration (WMATA Dedicated Funding Amendment Act of 2022)* – Del. Korman (D - Mont. Co)

Status at Adjournment: Passed both chambers. Assigned to Conference Committee

Cross-filed with:

SB0463 – Sen. Feldman (D - Mont. Co.)

Status at Adjournment: Passed Senate. House 1st Reader – Assigned to Appropriations

This proposed amendment to the Maryland-Metro Funding Act of 2018 would have removed the requirement for increasing annually Maryland's subsidy towards the Washington Metropolitan Area Transit Authority's (WMATA) capital improvement program (CIP) subsidy and implemented, instead, a mandatory three percent (3%) increase annually of the State's Dedicated Capital Funding grant to WMATA. The change would have taken effect beginning with the Dedicated Capital Funding grant provided in Fiscal Year 2028, after the expiration of the current six-year Capital Funding Agreement between WMATA and the funding jurisdictions.

The Senate version of the bill passed in its originating chamber but did not progress past First Reader once it was assigned to the House Appropriations Committee.

The House version of the bill was passed by both the House and the Senate, though in non-conforming versions. The House bill passed through the House unamended however, following Second Reader proceedings on the Senate floor, an amendment was added following a Special Order which would have required WMATA to produce a report by no later than October 1, 2022, on the economic benefits to Prince George's County and Montgomery County of the assembly plant to be constructed by Hitachi Rail in Garrett County, MD as part of WMATA's 8000-series rail car procurement contract. The amended version of the bill passed on Third Reader in the Senate.

Proceeding back to the House for concurrence on the amendment, the House declined to concur and requested the Senate recede the amendment language. After the Senate declined to recede, the bill was assigned to be resolved via Conference Committee. The House appointed its three conferees. The Senate had not yet appointed its conferees by the adjournment of the legislative session.

It should be noted that the report attached to this bill by amendment in the Senate was included in the Joint Chairmen's Report (JCR).

J00A01.05 Washington Metropolitan Area Transit – Capital

8000 Series Passenger Railcars Procurement – Local Economic Benefits: The committees are interested in learning about the economic benefits that will accrue to Montgomery and Prince George's counties as a direct or indirect result of the contractors' performance under the Supply and Service Contract (RFP CQ19038-8K/FRV) to deliver the Washington Metropolitan Area Transit Authority's (WMATA) 8000 Series passenger railcars and request that WMATA submit a report by October 1, 2022, providing this information. As required by the request for proposals, the economic benefits may include building an assembly plant, subcontracting to local businesses, hiring local employees, providing job training, and supporting local business initiatives. The committees request that the economic benefits detailed in the report be measurable as a percentage of the contract value to Montgomery and Prince George's counties.

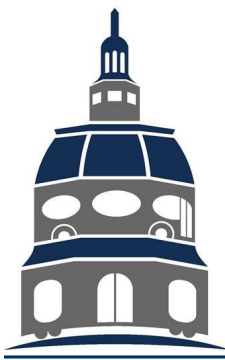
– Joint Chairmen's Report, 2022 Session, pg. 69

<https://mgaleg.maryland.gov/Pubs/BudgetFiscal/2022rs-budget-docs-jcr.pdf>

Despite the bill not passing, WMATA is required to produce the report.

Recommendation

This item is for information only



June 15, 2022

Information Item

Employee Conflict of Interest, Financial Disclosure, and Lobbying Regulations

Background

Section 5-823 of the General Provisions Article requires bicounty commissions to adopt regulations on conflicts of interest for its employees. At a minimum, these regulations must meet the conflict of interest standards applicable to public officials pursuant to Subtitle 5 of the General Provisions Article. (Md. Code Ann., Gen. Prov., §5-823(b)).

Section 5-829 of the General Provisions Article requires bicounty commissions to adopt regulations on financial disclosure by its employees. At a minimum, these regulations must be substantially similar to the State financial disclosure laws in Subtitle 6 of the General Provisions Article, and may otherwise not conflict with the financial disclosure provisions for commissioners and applicants as specified in §§5-824 through 5-829. (Md. Code Ann., Gen. Prov., §5-829(b)).

Section 5-830 of the General Provisions Article requires bicounty commissions to adopt regulations on lobbying by its employees. At a minimum, these regulations must be similar to the provisions in Subtitle 7 of the General Provisions Article.

Pursuant to conversations with staff and counsel at the Maryland Ethics Commission, it is the opinion of the Ethics Commission that the Washington Suburban Transit Commission does not have such regulations in place at this time. The language in the WSTC Bylaws, by which WSTC employees must follow all personnel policies in place at the Maryland Department of Transportation (MDOT) and would otherwise already require WSTC employees to follow the extant State regulations, was deemed inadequate and non-binding.

Following the passage of HB 1059 (Chpt. 284) during the 2022 Legislative Session of the Maryland General Assembly, the WSTC will be required to certify that it has such regulations in place via a report due to the Ethics Commission no later than April 30, 2023. To that end, the Director of the MDOT Washington Area Transit Office is working with MDOT's Assistant Attorney General to develop the appropriate regulations. Once drafted, the Commission will need to accept the draft regulations. Upon authorization, the regulations will need to be propagated prior to being accepted as authorized by the State. It is the intent of the Director to have a completed draft of these regulations circulated for review by the Commission prior to the end of the summer so as to allow for time to edit and propagate the regulations prior to next year's reporting deadline.

Recommendation

This item is for information only



WSTC
WASHINGTON SUBURBAN
TRANSIT COMMISSION

TODD TURNER
ACTING CHAIR

DONALD DRUMMER
SECRETARY-TREASURER

June 15, 2022

Action Item

New WSTC Conference Attendance Fund

Background

With some Commissioners of the Washington Suburban Transit Commission (WSTC) eligible for reimbursement for attendance and travel expenses at transit-related conferences and events from either their primary employer or from the Washington Metropolitan Area Transit Authority (WMATA) – if they also serve as either principle or Alternate Directors on the WMATA Board of Directors – but other WSTC Commissioners not covered by other funding sources, the Commission authorized the creation of a fund of money to be used expressly for the purpose of reimbursing Commissioners and/or WSTC staff for transit-related conference attendance and associated travel expenses. This approval was agreed upon at a Special Meeting of the Commission on February 16, 2022.

The new WSTC Conference Attendance Fund (the Fund), established as a \$10,000 earmark in the WSTC administrative budget, will be used to cover the cost of the Commission's annual dues to the American Public Transportation Association (APTA) as well as for reimbursing attendance and travel costs for otherwise unfunded Commissioners to attend transit-related conferences and events.

The policies governing the new Fund are based on travel and expense reimbursement policies sourced from other quasi-governmental agencies and tailored for use specifically by the WSTC to manage this new budget line item.

Recommendation

Approval of the WSTC Conference Attendance Fund Policy

**WASHINGTON SUBURBAN TRANSIT COMMISSION
EXPENSE REIMBURSEMENT POLICY
REGARDING COMMISSIONER AND EMPLOYEE USE OF
THE WSTC CONFERENCE ATTENDANCE FUND**

I. POLICY STATEMENT

The Washington Suburban Transit Commission (WSTC or the Commission) has an annual fund – the WSTC Conference Attendance Fund (or the Fund) – in the amount of \$10,000 for the purpose of maintaining the Commission’s membership status in transit-related organizations and associations, as directed by the Commission; and for the additional purpose of providing reimbursement, in whole or in part, for the expenses incurred by Commissioners or employees of the WSTC resulting from their travel and attendance at transit-related conferences and/or events.

The purpose of this policy is to identify eligible reimbursable items, to help ensure fairness in the application and administration of reimbursement from the Fund, and to reduce and control the related costs to the WSTC. A Commissioner or employee traveling on official business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Business expenses should be incurred at a reasonable cost.

II. DEFINITIONS

- A. **Commissioner.** A person appointed to serve on the Washington Suburban Transit Commission by the Governor of the State of Maryland, the County Executive of Montgomery County, or the County Executive of Prince George’s County; or the Secretary of Transportation of the State of Maryland.
- B. **Employee.** A person employed by the WSTC and on active status.
- C. **Travel Status.** The condition of a Commissioner or employee or while traveling on authorized WSTC business. An employee is not on Travel Status while commuting between home and the employee's assigned regular work location, regardless of the length of time of that commute.
- D. **In-State Travel.** Travel to destinations inside the boundaries of Maryland, and including Washington, D.C.
- E. **Out-of-State Travel.** Travel to destinations outside of the boundaries of Maryland and/or Washington D.C.

III. POLICY

- A. WSTC shall reimburse Commissioners and employees for reasonable expenses incurred for the purpose of attending a transit-related conference or event.
- B. If attending an in-state transit-related conference or event, the WSTC will not reimburse a Commissioner or employee for air travel or lodging expenses.

- C. All expenses incurred are to be conducted at a minimum reasonable cost. Commissioners and employees are expected to exercise discretion and good business judgment when incurring expenses.
- D. WSTC shall not reimburse a Commissioner or employee for transportation, lodging, meal expense, or any other costs incurred by a spouse, child, or other person not essential to the business mission, who accompanies the Commissioner or employee.
- E. For all mileage reimbursements, the travel destination, reason for travel and start/end dates and times must be provided. Total reimbursable miles traveled daily must be indicated. For employees, reimbursable miles equals the total miles driven less the mileage of their standard commute.
- F. The WSTC shall follow the reimbursement rates established by the Secretary of the Maryland Department of Budget and Management for per diem and mileage reimbursement.
- G. Expenditures for official travel may be considered as reimbursable only if incurred in accordance with these regulations.
- H. Falsification of any documents related to reimbursement of expenses will result in disciplinary action.

IV. REIMBURSEABLE EXPENSES

- A. **Air Travel.** Commissioners and employees shall request reservations as far in advance as possible and shall utilize the lowest logical air fares available. Reimbursement will be paid at the rate of a standard Coach ticket. Business Class or First Class tickets will only be reimbursed at the price of a Coach ticket. All additional costs are the responsibility of the Commissioner or employee. A Commissioner or employee may accept promotional awards, such as frequent flier points, if they are obtained under the same conditions as those offered to the general public, provided that participation in such programs results in no additional cost to the WSTC. A Commissioner or employee who receives compensation for being bumped from a flight while on travel status may retain that compensation. The most convenient and cost effective of Baltimore/Washington International Thurgood Marshall Airport or Ronald Reagan Washington National Airport should be used for air travel.
- B. **Ground Transportation Outside of Maryland and the District of Columbia.** Taxi, ride service, bus, shuttle, and airport limousine fares incurred while traveling for a transit-related conference or event out-of-state are reimbursable when traveling to and from an airport, train station, or bus station, or when otherwise incurred as related to attendance at the out-of-state transit-related conference or event. Commissioners and employees may be reimbursed for tips for taxi, ride service, bus, shuttle and airport limousine services at rates not to exceed 20 percent of the total cost incurred for the transportation service.

Commissioners and employees are expected to use the most economical ground transportation available and appropriate under the circumstances and should generally use the following, in this order of preference:

1. *Courtesy Cars/Vans*: Many hotels have courtesy cars or vans to provide transportation between the airport and hotel at no charge. Commissioners and employees should take advantage of these free services whenever possible.
2. *Shuttle Bus*: Shuttles generally travel to and from major hotels or convention centers to airports, rail stations and bus stations for a fee that is less than a taxi.
3. *Taxis and Ride-Hailing Services*: When courtesy cars and shuttles are not available, a taxi or ride-hailing service (such as Uber or Lyft) may be the most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.
4. *Airport Limousine*: A limousine service is only appropriate when it is less expensive than a taxi or ride-hailing service, and courtesy cars, vans and shuttles are not available.
5. *Rental Cars*: Subject to prior approval by the WSTC Secretary-Treasurer, a Commissioner or employee may rent a car while traveling out-of-state to attend a transit-related conference or event only when other means of transportation are unavailable, more costly, or impractical. The lowest cost vehicle necessary to achieve the traveler's mission shall be reserved.

C. Lodging

1. Commissioners and employees shall make lodging reservations at reasonably priced hotels or motels when attendance at an out-of-state transit-related conference or event requires the Commissioner or employee to remain away from home overnight. A Commissioner or employee attending an out-of-state transit-related conference or event where discounted lodging is provided to attendees may stay at such a facility.
2. Reimbursement shall be in an amount equal to the actual cost of the least expensive available rate for reasonable accommodations based on single occupancy.
3. In cases of double occupancy by two WSTC Commissioners or employees, each Commissioner or employee shall be reimbursed 50 percent of the total room charge.
4. In cases of double occupancy when one of the occupants is not a WSTC Commissioner or employee, lodging reimbursement shall be on the basis of the least expensive available rate for reasonable accommodations based on single occupancy.

D. Meals

1. Meal allowances for Commissioners and employees while in Travel Status are reimbursable at the rates established by the Maryland Department of Budget & Management. All meal rates are inclusive of taxes and tips.
2. When a Commissioner or employee is in Travel Status involving an overnight stay, all meals are reimbursable.
3. Reimbursement will not be made for the cost of alcoholic beverages.
4. The cost of breakfast is reimbursable when a Commissioner or employee in Travel Status must leave home on official business two hours or more before the employee would normally leave home for their standard work location on a normal work day. The cost of dinner is reimbursable when an employee in Travel Status cannot get home within two hours after the Commissioner or employee would normally arrive home after a normal work day. In both cases, the two hours are in addition to the normal commuting time.
5. In cases when a Commissioner or employee meets both of the conditions of Item 4 of this policy section and is in Travel Status for the entire day, the Commissioner's or employee's lunch is also reimbursable.
6. If the registration fee for the transit-related conference or event – which is the reason for the Commissioner's or employees' Travel Status – includes the cost of meals, the Commissioner or employee may not request reimbursement for the included meals.
7. Meal reimbursement above the standard limit is allowable when traveling in high-cost areas as designated by the Maryland Department of Budget and Management.

- E. Personal Vehicle Use.** Commissioners and employees who utilize their personal vehicles to attend an out-of-state transit-related conference or event will be reimbursed for mileage in accordance with the Maryland Department of Budget and Management policy found on their website. Requests for reimbursement should be submitted in accordance with this policy.

F. Other Expenses Eligible for Reimbursement

1. Porter fees and hotel tips are reimbursable at the rates and limits established by the Maryland Department of Budget and Management.
2. Telephone, fax, printing and postage expenses incurred in the performance of official duties while attending a transit-related conference event.
3. When an employee is on travel status, on-site airport parking is only reimbursable if the Commissioner's or employee's vehicle is parked at the

airport for less than 48 hours. For longer travel, the employee should park at an off-site facility.

4. Tolls, if incurred while traveling for business.

G. **Non-Reimbursable Expenditures.** The types of expenses listed below will not be reimbursed to Commissioners or employees.

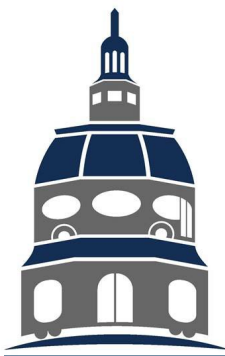
1. Travel Insurance.
2. Expenses that may be perceived as being unreasonably lavish or excessive.
3. First Class tickets or upgrades.
4. Movies, bar costs, or alcoholic beverages.
5. Participation in or attendance at golf, tennis or sporting events associated with the transit-related conference or event unless approved in advance and in writing by the WSTC Secretary-Treasurer.
6. Spa or exercise charges.
7. Purchase of clothing, toiletries, or personal-use IT equipment such as a phone charger.
8. Valet service.
9. Car washes for personal vehicles.
10. Parking tickets, traffic citations, or other governmental penalties.
11. Tickets to political or charitable fundraising events.

V. **PROCEDURES**

- A. Commissioners with fund availability from other non-WSTC sources to attend the requested transit-related conference or event (eg. WMATA Board members, primary employer travel reimbursements, legislative office budget availability) should first pursue those funding options prior to requesting reimbursement from the WSTC Conference Attendance Fund.
- B. Request for expense reimbursement must be submitted with required itemized receipts/documentation, within 30 calendar days of the completion of the incurred expense.
- C. All expenses incurred must be itemized and shall not be shown as a lump sum.
- C. Purpose of expense or travel must be included on all requests for reimbursement.
- D. Itemized, original invoices, receipts, or other supporting detail must be submitted for reimbursement of expenses. Credit card charge receipts without description

will not be sufficient. If using personal EZ Pass for tolls/bridges, monthly EZ Pass statement with dates of travel and toll amount highlighted, will be acceptable. All documentation must be legible.

- E. A mileage log must be submitted when requesting mileage reimbursement. The log must include the travel destination, reason for travel, start/end dates/times, total commute miles (if applicable) and total reimbursable miles.
- F. All reimbursement for expenses must be reviewed, verified, and approved by the WSTC Secretary-Treasurer before any reimbursement is issued.
- G. In the event that the WSTC Secretary-Treasurer has requested reimbursement requiring authorization, the review and approval of those requests shall be completed by the WSTC Vice-Chair.
- H. Any Commissioner or employee who incurs a cashless toll charge while utilizing their personal vehicle to attend a transit-related conference or event may submit an expense reimbursement request more than 30 days after the charge is incurred, but no later than 10 days after notice of the charge is received.



WSTC
WASHINGTON SUBURBAN
TRANSIT COMMISSION

TODD TURNER
ACTING CHAIR

DONALD DRUMMER
SECRETARY-TREASURER

June 15, 2022

Information Item

WSTC FY 2022 End-of-Year Financial Position

Background

The beginning account balance for FY 2022 was \$543,666. Administrative operating expenses through May 31, 2022, totaled \$324,887. The total revenue received to-date in FY 2022 is \$358,295 – this includes the Maryland Department of Transportation Maryland Transit Administration's (MDOT MTA) portion of the WSTC FY 2021 Administrative budget (\$10,770). As of the end of the May, the ending balance was \$577,074.

The forecast for FY 2022 includes total expenditures of \$347,636. The approved budget (as amended) consists of total expenditures of \$350,102. Provided expenses remain as expected, the WSTC is expected to close out the year less than 1% under budget.

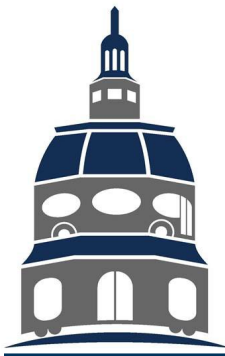
Recommendation

This item is for information only

WSTC FY22 Actuals & Fiscal Year Forecast

Beginning Balance \$ 543,666

FY2022		Actuals				Forecast			Budget vs. Actuals
<u>Administrative Budget</u>	<u>Approved Amended Budget</u>	<u>First Quarter</u>	<u>Second Quarter</u>	<u>Third Quarter</u>	<u>April & May</u>	<u>June</u>	<u>Fourth Quarter</u>	<u>FY2022 Total Forecast</u>	<u>Increase / Decrease</u>
Personnel Costs	\$ 214,262	(\$54,192)	(\$54,215)	(\$53,181)	(\$33,457)	(\$16,729)	(\$50,186)	(\$211,774)	-1%
Commissioner Compensation	\$ 57,750	(\$10,062)	(\$13,396)	(\$15,062)	(\$10,021)	(\$5,010)	(\$15,031)	(\$53,551)	-8%
Operating Expenses									
Lease	59,328	(\$19,776)	(\$14,832)	(\$14,832)	(\$9,888)	\$0	(\$9,888)	(\$59,328)	0%
Other Operating Expenses	\$ 18,762	(\$4,083)	(\$10,210)	(\$3,786)	(\$3,894)	(\$1,010)	(\$4,904)	(\$22,983)	18%
Operating Expenses Total	\$78,090	(\$23,859)	(\$25,042)	(\$18,618)	(\$13,782)	(\$1,010)	(\$14,792)	(\$82,311)	5%
Total Administrative Expenditures	\$350,102	(\$88,113)	(\$92,653)	(\$86,861)	(\$57,260)	(\$22,749)	(\$80,009)	(\$347,636)	-1%
Total Administrative Revenues	\$347,524	\$40,530	\$29,760	\$279,244	\$8,761	\$0	\$8,761	\$358,295	3%
Ending Balance		\$ 496,083	\$ 433,190	\$ 625,573	-	-	\$ 554,325	\$ 554,325	



WSTC
WASHINGTON SUBURBAN
TRANSIT COMMISSION

TODD TURNER
ACTING CHAIR

DONALD DRUMMER
SECRETARY-TREASURER

June 15, 2022

Action Item

Approval of WSTC FY 2023 Administrative Budget

Background

The proposed WSTC FY 2023 administrative budget totals \$469,500, as approved by both Prince George's County and Montgomery County at the Bi-County meeting on May 12, 2022.

Included in this budget are personnel costs including \$321,547 in salaries and benefits for Commission staff and \$60,250 in Commissioner compensation.

Operating expenses for the coming fiscal year are budgeted at \$87,704. Items of note in the operating expenses include an audit fee of \$8,191 (a 3% increase over the prior year) and the addition of the APTA/Conference Attendance Fund, which totals \$10,000. This new fund was initially approved during the Special Meeting of the Commission on February 16, 2022.

Recommendation

Approval of the WSTC FY 2023 Administrative Budget

Washington Suburban Transit Commission
Fiscal Year 2023 PROPOSED Administrative Budget

DRAFT	FY 2023 PROPOSED	ALLOCATION			
		MDOT	Montgomery	Prince George's	MTA
PERSONNEL COSTS*					
Salaries	\$ 196,507	\$ 65,502	\$ 65,502	\$ 65,502	
Fringe and Benefits	\$ 125,039	\$ 40,336	\$ 35,637	\$ 35,637	\$ 13,430
<i>Personnel Costs Total</i>	\$ 321,547	\$ 105,838	\$ 101,139	\$ 101,139	\$ 13,430
COMMISSIONER COMPENSATION					
State of Maryland Commissioners	\$ 40,250	\$ 40,250	\$ -	\$ -	\$ -
Montgomery County Commissioners	20,000	-	20,000	-	-
Prince George's County Commissioners	-	-	-	-	-
<i>Commissioner Compensation Total</i>	\$ 60,250	\$ 40,250	\$ 20,000	\$ -	\$ -
OPERATING EXPENSES					
Accounting/Audit fees**	\$ 8,191	\$ 2,048	\$ 2,048	\$ 2,048	\$ 2,048
Bank/Payroll fees	2,000	500	500	500	500
Insurance	550	138	138	138	138
Internet service	2,400	600	600	600	600
Local travel	100	25	25	25	25
APTA / Conference Attendance Fund***	10,000	3,333	3,333	3,333	-
Miscellaneous	1,000	250	250	250	250
Office supplies	200	50	50	50	50
Rent	59,328	14,832	14,832	14,832	14,832
Office telephone services	1,935	484	484	484	484
Software Maintenance	1,200	300	300	300	300
Public Forums	800	200	200	200	200
<i>Operating Expenses Total</i>	87,704	\$ 22,759	\$ 22,759	\$ 22,759	\$ 19,426
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 469,500	\$ 168,847	\$ 143,898	\$ 123,898	\$ 32,856
REVENUES					
Grants and Contributions	\$ 469,500	\$ 168,847	\$ 143,898	\$ 123,898	\$ 32,856
TOTAL ADMINISTRATIVE REVENUES	\$ 469,500	\$ 168,847	\$ 143,898	\$ 123,898	\$ 32,856

* There are three permanent Washington Suburban Transit Commission (WSTC) positions: a Financial Analyst, an Office Manager, and a Transit Analyst. The Transit Analyst position is currently vacant but intends to be filled by the Commission. The personnel cost for these positions is allocated equally among Montgomery County, Prince George's County, and the Maryland Department of Transportation (MDOT).

** Estimate based on 3% increase from prior year pending new Audit contract

*** Special Commissioners meeting on 2/16/2022 approved \$10,000 to be added to the FY23 WSTC Admin budget to reimburse WSTC Commissioners and WSTC employees for conference related travel and expenses

Washington Suburban Transit Commission APPROVED Amendment to the FY2022 Budget

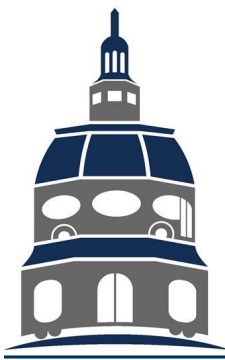
	FY 2022	ALLOCATION			
	APPROVED AMENDMENT	MDOT	Montgomery	Prince George's	MTA
PERSONNEL COSTS*					
Employee Salaries	\$ 195,783	\$ 65,261	\$ 65,261	\$ 65,261	\$ -
Calendar Year 2022 Employee Salary Increases	\$ 2,578	\$ 859	\$ 859	\$ 859	
Less Vacant Position	\$ (65,000)	\$ (21,667)	\$ (21,667)	\$ (21,667)	
Less Interns	\$ (5,000)	\$ (1,667)	\$ (1,667)	\$ (1,667)	
Amended total for Employee Salaries	\$ 128,361	\$ 42,787	\$ 42,787	\$ 42,787	
Employee and Retiree Benefits	\$ 120,901	\$ 38,956	\$ 34,257	\$ 34,257	\$ 13,430
Less Vacant Position	\$ (35,000)	\$ (11,667)	\$ (11,667)	\$ (11,667)	
Amended total for Benefits	\$ 85,901	\$ 27,289	\$ 22,590	\$ 22,590	
Personnel Costs Total	\$ 214,262	\$ 70,076	\$ 65,377	\$ 65,377	\$ 13,430
COMMISSIONER COMPENSATION					
State of Maryland Commissioners	\$ 40,250	\$ 40,250	\$ -	\$ -	\$ -
Montgomery County Commissioners	\$ 17,500	-	17,500	-	-
Prince George's County Commissioners	-	-	-	-	-
Commissioner Compensation Total	\$ 57,750	\$ 40,250	\$ 17,500	\$ -	\$ -
OPERATING EXPENSES					
Accounting/Audit fees	\$ 7,952	\$ 1,988.00	\$ 1,988.00	\$ 1,988.00	\$ 1,988.00
Bank/Payroll fees	2,000	500	500	500	500
Insurance	750	188	188	188	188
Internet service	2,400	600	600	600	600
Local travel	100	25	25	25	25
Miscellaneous	1,000	250	250	250	250
Office supplies	160	40	40	40	40
Rent	59,328	14,832	14,832	14,832	14,832
Office telephone services	2,400	600	600	600	600
Software Maintenance	1,200	300	300	300	300
Public Forums	800	200	200	200	200
Operating Expenses Total	\$ 78,090	\$ 19,523	\$ 19,523	\$ 19,523	\$ 19,523
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 452,524	\$ 163,990	\$ 136,541	\$ 119,041	\$ 32,953
Net Expenditure Reduction	\$ (102,422)	\$ (34,141)	\$ (34,141)	\$ (34,141)	
Total ADMINISTRATIVE EXPENDITURES					
Grants and Contributions	\$ 350,102	\$ 129,849	\$ 102,400	\$ 84,900	\$ 32,953
FY2022 APPROVED BUDGET	\$ 452,524	\$ 163,990	\$ 136,541	\$ 119,041	\$ 32,953
LESS: Subsidy Reduction	\$ (105,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)	0
TOTAL ADMINISTRATIVE REVENUES	\$ 347,524	\$ 128,990	\$ 101,541	\$ 84,041	\$ 32,953

Amendment approved December 15, 2021

* There are three permanent Washington Suburban Transit Commission (WSTC) positions: a Financial Analyst, an Office Manager, and a Transit Analyst. The Transit Analyst position is currently vacant but intends to be filled by the Commission. The personnel cost for these positions is allocated equally among Montgomery County, Prince George's County, and the Maryland Department of Transportation (MDOT).

WSTC Fiscal Year comparison

FY2022 Approved Amended Budget compared to Proposed FY23 Budget			Increase / Decrease
<u>Administrative Budget</u>	<u>FY22 Approved Amendment</u>	<u>FY23 Proposed Budget</u>	<u>FY22 Approved Amendment vs FY23 Proposed</u>
Personnel Costs	\$ 214,262	\$ 321,547	33%
Commissioner Compensation	\$ 57,750	\$ 60,250	4%
Operating Expenses			
<i>Lease</i>	59,328	59,328	0%
<i>Other Operating Expenses</i>	\$ 18,762	\$ 28,376	34%
Operating Expenses Total	78,090	87,704	11%
Total Administrative Expenditures	\$ 350,102	\$ 469,500	25%
Total Administrative Revenues	\$ 350,102	\$ 469,500	25%



June 15, 2022

Information Item

Chpt. 185 Reporting – Conflict of Interest and Lobbying

Background

Chapter 185 of the Acts of the Maryland General Assembly of 2020 – *Bicounty Commissions – Annual Reports – Conflicts of Interest and Lobbying - PG/MC 102–20* – requires each Maryland bi-county Commission to produce an annual report on conflict of interest issues and regulations during the previous calendar year, and an annual report on lobbying before the bi-county commission and regulation of that lobbying during the previous calendar year. Each bi-county commission must, by April 30th of each year, submit these reports to the governing body of each county in which the bi-county commission operates, and publish the reports on the bi-county Commission’s website.

In accordance with this statute, the WSTC produced and provided the required reports and posted them on the Commission’s website on the “Reporting” page (located at: https://wstcmaryland.org/?page_id=33).

The individual reports can be found at the following direct links:

2021 Conflict of Interest:

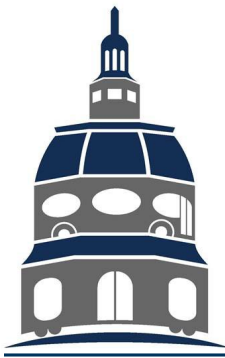
<https://wstcmaryland.org/wp-content/uploads/2022/05/WSTC-ConflictofInterest-CY2021.pdf>

2021 Lobbying:

<https://wstcmaryland.org/wp-content/uploads/2022/05/WSTC-Lobbying-CY2021.pdf>

Recommendation

This item is for information only



June 15, 2022

Action Item

Election of Officers for Fiscal Year 2023

Background

Per the Bylaws of the Washington Suburban Transit Commission:

Article V. Officers

The offices of the Chair and the Vice-Chair shall rotate annually between Montgomery and Prince George's counties. The Chair and Vice-Chair shall not be residents of the same County. The Secretary-Treasurer may be a member of the Commission, and determined by the Commission at its discretion.

The Chair for Fiscal Year 2022 was held for the majority of the year by Mr. Michael Goldman, a resident of Montgomery County. Following, Mr. Todd Turner, the Vice-Chair, served as Acting Chair. The Vice-Chair for Fiscal Year 2022 was held by Mr. Todd Turner, a resident of Prince George's County. The Secretary-Treasurer for Fiscal Year 2021 was held by Mr. Donald Drummer, a resident of Prince George's County.

Therefore: The Chair for Fiscal Year 2022 shall be a resident of Prince George's County.

The Vice-Chair for Fiscal Year 2022 shall be a resident of Montgomery County.

The Secretary-Treasurer shall be chosen from among the remaining Commissioners not otherwise already elected as Chair or Vice-Chair.

In consideration of these conditions, the following Commissioners (listed alphabetically by last name) are eligible candidates for nomination and election to the officer positions detailed below:

Chair

- Mr. Donald Drummer
- Mr. Thomas Graham
- Mr. Todd Turner

Vice-Chair

- Mr. Raymond Briscuso
- Mr. Tom Hucker
- Mr. Christopher Zappi

Secretary-Treasurer

- Mr. Raymond Briscuso (unless otherwise elected above)
- Mr. Don Drummer (unless otherwise elected above)
- Mr. Thomas Graham (unless otherwise elected above)
- Mr. Tom Hucker (unless otherwise elected above)
- Mr. Jim Ports
- Mr. Todd Turner (unless otherwise elected above)
- Mr. Christopher Zappi (unless otherwise elected above)