

# Washington Suburban Transit Commission Semi-Annual Meeting

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WEDNESDAY, JUNE 15, 2022



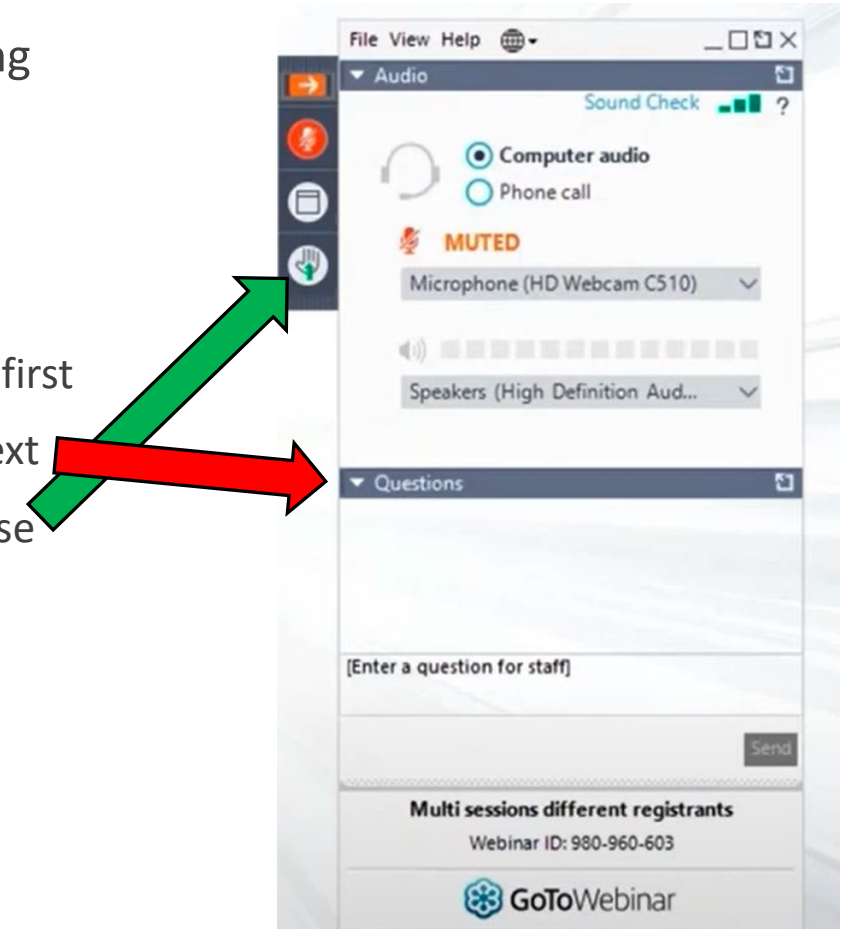
# Forum Logistics

This event is being delivered via the GoToWebinar online meeting platform.

It is being recorded.

## Public Comments

- Pre-submitted comments will be read into the record of the meeting first
- Comments submitted using the “Questions” box will be addressed next
- Finally, attendees wishing to offer live comments should use the “Raise Hand” button to signal their desire to speak.
  - Your mic will be un-muted by the moderator
  - Each speaker will have three (3) minutes to offer comments
  - Questions will not be answered by the Commissioners during this time



# Special Recognition – Mr. Michael Goldman

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- Appointed to the Washington Suburban Transit Commission effective June 22, 2013, by Gov. Martin O'Malley. First full four-year term began July 1, 2013.
- Re-appointed to a second term on the WSTC by Gov. Larry Hogan effective July 1, 2017.
- Served in “carry-over” status from July 1, 2021 – March 29, 2022.
- WSTC Chair: FY 2016, FY 2017, FY 2018, FY 2020, FY 2022
- WSTC Vice Chair: FY 2015
- WMATA: Safety & Security Committee – Chair and Vice Chair  
Finance Committee – Chair  
Finance & Budget Committee – Chair  
Executive Committee – Second Vice Chair  
Safety & Operations Committee – Chair



# New Commissioner – Mr. Raymond Briscuso

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- Appointed to the Washington Suburban Transit Commission effective March 15, 2022, by Gov. Larry Hogan.
- Four-year term officially began July 1, 2021.
- Previously appointed to the WSTC by Gov. Robert Erlich effective June 15, 2006 to complete the term of an exiting Commission member.
- Background in business, law, politics, and public service, including:
  - Chair, Governor's Commission on Service and Volunteerism
  - Director, White House Staff Volunteer Initiative
  - Associate Director, White House Office of National Service
- Juris Doctorate, Georgetown University Law Center
- Frequent, regular transit rider



**WSTC**  
WASHINGTON SUBURBAN  
TRANSIT COMMISSION

# Legislative Wrap-Up from the 2022 Regular Session of the Maryland General Assembly

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

- Pre-existing statute requires that each bicounty Commission adopt regulations governing conflicts of interest, financial disclosure, and lobbying for its employees.
  - Commissioners are already regulated under State Ethics Laws as public officials
- The regulations covering employees must be substantially similar to those covering the Commissioners.
- Chapter 284 requires that each bicounty Commission certify annually to the State Ethics Commission that the Commission is in compliance with the pre-existing requirements.
- Reports on these issues must be produced annually and published to the Commission’s website.
- The bill was signed into law by Governor Hogan on May 12, 2022.
- The effective date of the legislation is October 1, 2022
- The first official certification is due to the State Ethic Commission by April 30, 2023.

# Legislative Wrap-Up from the 2022 Regular Session of the Maryland General Assembly

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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

- Eliminates the limit on the number of four-year terms which may be served consecutively for appointees to the WSTC 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 from Prince George's County is term limited as a result of their status as an elected official.
- Appointments by the Governor remain limited to two consecutive four-year terms.
- The bill passed into law without the Governor's signature on May 29, 2022.
- The effective date of the legislation is July 1, 2022.



# Legislative Wrap-Up from the 2022 Regular Session of the Maryland General Assembly

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

- 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.
- Penalties could have included imprisonment not to exceed 10 years and/or a fine not to exceed \$2,500.
- Did not pass out of Committee.



# Legislative Wrap-Up from the 2022 Regular Session of the Maryland General Assembly

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

- 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 at least 25% of new residential units constructed in that zone be sold or rented as affordable housing.
- Affordable housing would be defined 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.



# Legislative Wrap-Up from the 2022 Regular Session of the Maryland General Assembly

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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.)

- Would have increased Maryland's share (\$167 million) of the Dedicated Capital Funding grant to WMATA by 3% annually and removed the annual increase to WMATA's Capital Improvement Program.
- The change would have taken effect beginning in Fiscal Year 2028.
- The current six-year Capital Funding Agreement between WMATA and the jurisdictions expires at the end of FY 2027.

# Legislative Wrap-Up from the 2022 Regular Session of the Maryland General Assembly

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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.)

- The Senate version passed the original chamber but did not advance in the House.
- The House version passed both chambers but was amended by the Senate after being Special Ordered following 2<sup>nd</sup> Reader.
- The amendment required that WMATA produce a report on the local economic benefits to Prince George's County and Montgomery County resulting from Hitachi Rail building its new assembly plant in Garrett County, MD as part of WMATA's 8000-series rail car procurement.

# Legislative Wrap-Up from the 2022 Regular Session of the Maryland General Assembly

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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.)

- The House did not concur with the amended Senate version, and the Senate would not recede the amendment.
- The bill was assigned to Conference Committee for resolution.
- The House assigned three conferees, but the Senate did not assign conferees prior to Sine Die.
- The bill did not pass into law.
- The language of the Senate amendment was included in the Joint Chairmen's Report. WMATA must still produce the required report.

# Employee Conflict of Interest, Financial Disclosure, and Lobbying Regulations

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- Staff at the Maryland State Ethics Commission does not believe that the WSTC has adequate regulations in place in order to satisfy the statutory requirements governing employee conflicts of interest, financial disclosure, and lobbying.
- The language included in the WSTC Bylaws, by which WSTC employees must follow all personnel policies in place at the Maryland Department of Transportation (MDOT) and would require WSTC employees to follow the extant State regulations, was deemed inadequate and non-binding.
- With the passage of HB 1059 (Chpt. 284) during the most recent Maryland Legislative Session, beginning in April 2023 the Commission must certify that it is in compliance with the aforementioned regulations.
- Mr. Pat Pscherer, Director of MDOT's Washington Area Transit Office, is working to compile regulations which are substantially similar – as per regulation – to those which govern the Commissioners.
- Mr. Pscherer will with MDOT's Office of the General Counsel to ensure legal sufficiency, followed by propagation of the drafted regulations for legal review and adoption.
- The draft regulations will be circulated among WSTC Commissioners for approval prior to propagation.

# Action Item: Approval of WSTC Conference Attendance Fund Reimbursement Policy

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## Background:

- Some WSTC Commissioners already have reimbursement options for attending transit-related conferences and events. These avenues include:
  - WMATA (for Directors and Alternate Directors)
  - State of Maryland (for Maryland Dept of Transportation employees)
  - County Governments (for elected officials, though funding not guaranteed)
- Other Commissioners, and WSTC staff, have no such outlets but could benefit from attending such conferences and events.
- The Commission agreed to establish a fund inside the WSTC's administrative budget for the purpose of reimbursing Commissioners and employees for their attendance at transit-related conferences and events, but requested a policy be developed to govern the authorization for use of the fund and the process for requesting reimbursement.
- The draft policy was developed using travel and expense reimbursement policies in place at other quasi-governmental agencies but adapted for WSTC use specifically.

# Action Item: Approval of WSTC Conference Attendance Fund Reimbursement Policy

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## Highlights:

- Other funding sources should be utilized first as available before requesting funds from the WSTC Conference Attendance Fund (the Fund)
- Reimbursement includes travel, lodging, meals, conference/event fees, associated costs
  - In-state conferences/events: lodging and air fare are not eligible for reimbursement
- Expenses must be cost-conscious
  - Coach-class air fare vs. business class or 1<sup>st</sup> class
  - Conference discounted lodging vs. high-end hotel or resort stays
- Reimbursement covers only the Commissioner or staff; no guests/accompanying travelers
- Requests must be reviewed and approved by the WSTC Secretary-Treasurer

# Action Item: Approval of WSTC Conference Attendance Fund Reimbursement Policy

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## Action Requested:

- Staff are requesting approval of the Washington Suburban Transit Commission Expense Reimbursement Policy Regarding Commissioner and Employee Use of the WSTC Conference Attendance Fund



# WSTC FY2022 End-of-Year Financial Position

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## Highlights:

- 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 account 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
- Staff expect to close out the year about 1% under budget

# FY2022 Financial Position & End-of-Year Forecast

## 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 &amp; May</u>	<u>June</u>	<u>Fourth Quarter</u>	<u>FY2022 Total Forecast</u>	<u>Increase / Decrease</u>
<b>Personnel Costs</b>	\$ 214,262	(\$54,192)	(\$54,215)	(\$53,181)	(\$33,457)	(\$16,729)	(\$50,186)	(\$211,774)	-1%
<b>Commissioner Compensation</b>	\$ 57,750	(\$10,062)	(\$13,396)	(\$15,062)	(\$10,021)	(\$5,010)	(\$15,031)	(\$53,551)	-8%
<b>Operating Expenses</b>									
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%
<b>Operating Expenses Total</b>	\$78,090	(\$23,859)	(\$25,042)	(\$18,618)	(\$13,782)	(\$1,010)	(\$14,792)	(\$82,311)	5%
<b>Total Administrative Expenditures</b>	\$350,102	(\$88,113)	(\$92,653)	(\$86,861)	(\$57,260)	(\$22,749)	(\$80,009)	(\$347,636)	-1%
<b>Total Administrative Revenues</b>	\$347,524	\$40,530	\$29,760	\$279,244	\$8,761	\$0	\$8,761	\$358,295	3%
<b>Ending Balance</b>		\$ 496,083	\$ 433,190	\$ 625,573	-	-	\$ 554,325	\$ 554,325	

# Action Item: Approval of the Proposed WSTC FY2023 Administrative Budget

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## Highlights:

- The proposed WSTC FY 2023 administrative budget totals \$469,500
- This amount was approved by both Prince George's County and Montgomery County at the Bi-County meeting on May 12, 2022
- The budget includes personnel costs of \$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. This includes:
  - Audit fees of \$8,191 (a 3% increase over the prior year)
  - The new WSTC Conference Attendance Fund, which totals \$10,000
    - The fund was initially approved during a Special Meeting of the Commission on February 16, 2022.

# Proposed WSTC FY2023 Administrative Budget

## DRAFT

	FY 2023 PROPOSED	ALLOCATION			
		MDOT	Montgomery	Prince George's	MTA
<b>PERSONNEL COSTS*</b>					
Salaries	\$ 196,507	\$ 65,502	\$ 65,502	\$ 65,502	
Fringe and Benefits	\$ 125,039	\$ 40,336	\$ 35,637	\$ 35,637	\$ 13,430
<b><i>Personnel Costs Total</i></b>	<b>\$ 321,547</b>	<b>\$ 105,838</b>	<b>\$ 101,139</b>	<b>\$ 101,139</b>	<b>\$ 13,430</b>
<b>COMMISSIONER COMPENSATION</b>					
State of Maryland Commissioners	\$ 40,250	\$ 40,250	\$ -	\$ -	\$ -
Montgomery County Commissioners	20,000	-	20,000	-	-
Prince George's County Commissioners	-	-	-	-	-
<b><i>Commissioner Compensation Total</i></b>	<b>\$ 60,250</b>	<b>\$ 40,250</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATING EXPENSES</b>					
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
<b><i>Operating Expenses Total</i></b>	<b>87,704</b>	<b>\$ 22,759</b>	<b>\$ 22,759</b>	<b>\$ 22,759</b>	<b>\$ 19,426</b>
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 469,500</b>	<b>\$ 168,847</b>	<b>\$ 143,898</b>	<b>\$ 123,898</b>	<b>\$ 32,856</b>
<b>REVENUES</b>					
Grants and Contributions	\$ 469,500	\$ 168,847	\$ 143,898	\$ 123,898	\$ 32,856
<b>TOTAL ADMINISTRATIVE REVENUES</b>	<b>\$ 469,500</b>	<b>\$ 168,847</b>	<b>\$ 143,898</b>	<b>\$ 123,898</b>	<b>\$ 32,856</b>

### Notes:

\* There are three permanent WSTC positions: a Financial Analyst, an Office Manager, and a Transit Analyst. The Transit Analyst position is currently vacant but is intended to be filled. The personnel cost for these positions is allocated equally among Montgomery County, Prince George's County, and MDOT.

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



# Action Item: Approval of the Proposed WSTC FY2023 Administrative Budget

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## Action Requested:

- Staff are requesting approval of the proposed WSTC FY2023 Administrative Budget in the amount of \$469,500

# Future Audits

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- The audit contract with SB & Co. expired with the completion of the Fiscal Year 2021 financial audit.
- With the assistance of MDOT, Mr. Pscherer will get a list of firms qualified to perform business audits and which meet the following requirements:
  - Headquartered/located in Montgomery County or Prince George's County
  - Qualified small, woman-, or minority-owned business
- Staff will conduct direct solicitations of these businesses in order to get bids on a multi-year audit contract
- Staff will work in cooperation with the WSTC Secretary-Treasurer to select the winning bid based on best value.
- The project should have a start date of early- to mid-August.

# Office Matters: Chpt. 185 Reporting – Conflict of Interest and Lobbying

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- In accordance with 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*, the WSTC produced and provided reports Commissioner conflicts of interest, financial disclosure, and lobbying.
- The reports are posted on the Commission’s website on the “Reporting” page (located at: [https://wstcmaryland.org/?page\\_id=33](https://wstcmaryland.org/?page_id=33)).
- The individual reports can be found at the following 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>



**WSTC**  
WASHINGTON SUBURBAN  
TRANSIT COMMISSION



# Office Matters: New Printer/Scanner/Copier

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- In April 2022, the lease on the Canon multi-purpose business machine (print/scan/copy) expired.
- Continuing with the transition of infrastructure support from MDOT Maryland Transit Administration (MDOT MTA) to MDOT The Secretary's Office (MDOT TSO), a new multi-purpose business machine was procured for the Washington Area Transit Office by MDOT TSO's Office of Transportation Technology Services (OTTS).
- OTTS holds the lease on the new business machine.
- The new business machine also prints in color.

# County Conversation

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# WSTC MEETING

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DEPARTMENT OF PUBLIC WORKS  
AND TRANSPORTATION

JUNE 15, 2022





# 2022 UPDATES

- DPW&T purchased new Gillig buses and retired all the 2008 model year buses.
- The County increased service on major routes serving on Langley Park, New Carrollton, Forestville, Branch Avenue and Naylor Road.

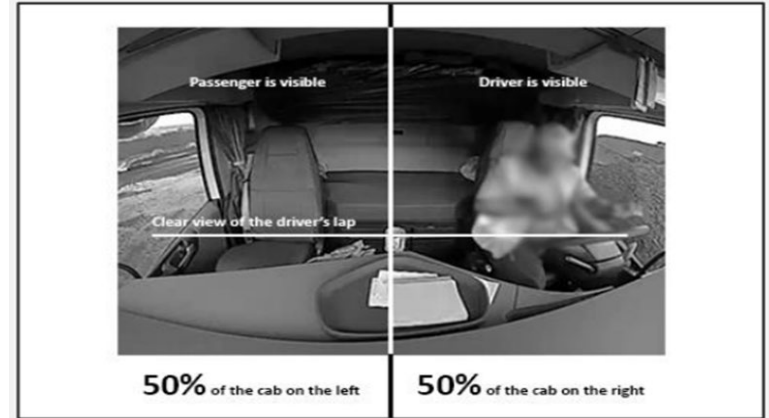




# SmartDrive

- Smart Drive is an in-vehicle video technology system that is used by transit agencies for collision prevention, risk and safety incident management, training and coaching.
- Events and incidents are automatically recorded in real-time when the system is triggered.
- Recorded events and incidents will be accessed and reviewed through a web portal.
- Only DWP&T safety personnel and approved managers will have access to the system.
- The system design and applications can lead to safer driving and lowered risk, resulting in a safer environment for our operators.

Cab-facing camera view



The camera placement is ideal if the field of view provides an unobstructed view of the driver's head / eyes, lap, hands, seatbelt, and an adequate view of the steering wheel (i.e., a visual approximation of at least 75% of the wheel visible within the frame).

Forward-facing camera view



The field of view shows a small portion of the hood while maintaining view of horizon to see road and traffic signals/signs.

# ELECTRIC BUS AND CHARGING STATIONS

- DPW&T will be accepting additional electric transit buses and charging infrastructure to Prince George's County!
- 4 Proterra Catalyst E2 battery electric buses currently in inventory with an additional 8 Proterra ZX5 battery electric buses coming in June 2022
- DPW&T recently installed four charging stations at Forestville, MD Transit Depot to support charging of up to 12 battery electric buses
- DPW&T is pursuing grant opportunities to support the battery electric bus transition



Spring 2022 updates

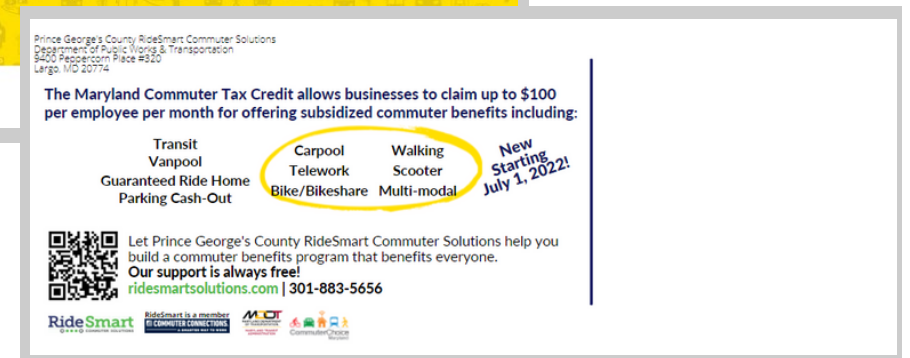
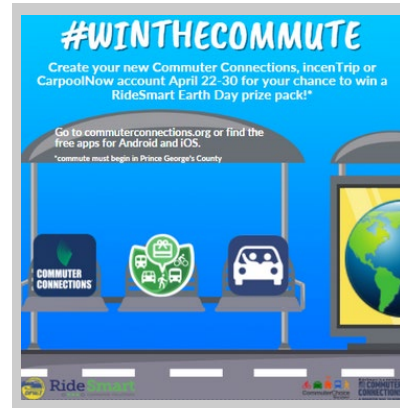
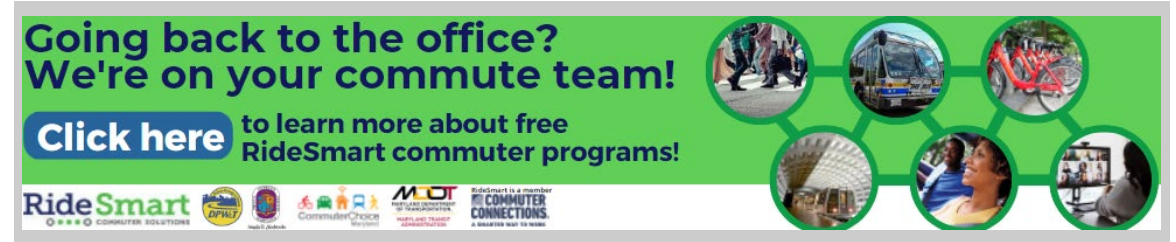
# RideSmart Commuter Solutions

## Lots of Campaigns!

- Prince George's Chamber of Commerce
- Bowie Baysox stadium
- Radio commercials and digital ads in apps
- Employer postcard mailings
- Earth Day commuter contest
- Bike to Work Day

## Major Themes

- Return-to-workplace support
- Maryland Commuter Tax Credit Expansion





# PGC Connect



Stop Time – Real-Time Map – Trip Planner

# NEW ON BOARD TECHNOLOGY

- Newer transit buses are equipped with cameras and Luminator “InfoTransit” display monitors
- Free Wi-Fi is available for TheBus riders
- DPW&T introduced state of the art real time bus information and text messaging services to riders using Clever Devices technology







**PRINCE GEORGE'S**



## **Your New Way to Ride!**

Prince George's County is introducing a local, affordable, and convenient transportation option in Southern Prince George's County. This is a pilot program providing an on-demand, curb-to-curb ridesharing service in a designated zone.

### **Reserve. Ride. Repeat.**

- Monday – Saturday, 10:00 am – 4:00 pm
- To reserve your ride, get the Transloc app;  
Scan the QR code, download the app  
or call 301-324-2877
- Pay through the app
- **ONLY \$2.00 PER RIDE**

Scan QR Code



Or go to:  
[mypgc.us/pgclink](https://mypgc.us/pgclink)

# Action Item: FY2023 WSTC Officer Elections

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## 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.



# Action Item: FY2023 WSTC Officer Elections

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## Chair:

Eligible Commissioners include:

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



# Action Item: FY2023 WSTC Officer Elections

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## Vice Chair:

Eligible Commissioners include:

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

# Action Item: FY2023 WSTC Officer Elections

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## Secretary-Treasurer:

Eligible Commissioners include:

- 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)



# Thank You

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Questions?

- [WSTCOfficial@gmail.com](mailto:WSTCOfficial@gmail.com)

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