



**Wednesday, December 14, 2022**  
**3:00 PM**

**Mid-Fiscal Year Meeting**  
**Agenda**

- I. Call to Order/Introductions (Chair)**
- II. Approval of the Agenda (Chair)**
- III. Approval of the Minutes (Chair)**
  - a. June 15, 2021
- IV. Public Comment**
  - a. Comments submitted by e-mail prior to the day of the meeting shall be read into the record.
  - b. Comments shall be limited to matters that pertain to the Washington Suburban Transit Commission (WSTC) or other transit issues.
- V. Commission Roster Changes**
  - a. Commissioners: Councilman Todd Turner, Mr. Christopher Zappi, Mr. Michael Goldman
  - b. Staff: Mr. Brenden Watts
- VI. Special Election: WSTC Vice Chair**
- VII. Park-n-Rail Presentation (Mr. Nino Vaghi)**
- VIII. WMATA "Better Bus" Bus Network Redesign Project (Ms. Allison Davis, WMATA)**
- IX. WSTC Update (Director, Washington Area Transit Office)**
  - a. WSTC FY 2023 Mid-Year Financial Position & End-of-Year Forecast
  - b. Review of Proposed WSTC FY 2024 Administrative Budget
  - c. WSTC FY 2022 Financial Audit Status Update
  - d. Employee Regulations on Conflict of Interest, Financial Disclosure, and Lobbying Status Update
  - e. Public Forum – Level of Interest and Planning
  - f. Level of Interest for Spring 2022 University of Maryland iSchool Project
  - g. Preview of the WMATA FY2024 Budget
- X. County Conversation**
- XI. Good of the Order (Chair)**
- XII. Closing Remarks (Director, Washington Area Transit Office)**



**Wednesday, June 15, 2022**

**3:00 PM**

**WSTC Bi-Annual Commissioners Meeting Minutes**

Commissioners in Attendance
Mr. Todd Turner, Acting Chair
Mr. Donald Drummer
Mr. Thomas Graham
Mr. Christopher Zappi
Mr. Raymond J. Briscuso, Jr
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
Mr. Michael Goldman
Open to Public

- I. **Acting Chair Turner called the meeting to order at 3:15 PM and a quorum was met**
- II. **Approval of the Agenda**  
A motion to approve the agenda was presented by Acting Chair Turner and approved unanimously.
- III. **Approval of the Minutes**  
A motion to approve the minutes from the December 15, 2021 Semi-Annual Business Meeting and the Special Meeting from February 16, 2022 was presented by Acting Chair Turner and approved unanimously.
- IV. **Public Comment**  
One public comment was provided by Mr. Bill Orleans. Mr. Orleans stated that the Commission does not take a more active role in transportation issues in the Transit District and that constituent lack opportunities to learn about transportation concerns. Mr. Orleans also expressed concern that Prince George's County was not represented at the most recent meeting of the Metropolitan Washington Council of Governments Transportation Planning Board (TPB). MDOT Deputy Secretary Lewis offered to Mr. Orleans that he had attended the TPB meeting and sat next to the representative from the County.

**V. Recognition of Michael Goldman**

Mr. Michael Goldman was recognized and thanked for his distinguished service to the Commission beginning with his appointment by former Gov. O'Malley and continuing with his re-appointment from Gov. Hogan, serving almost nine years with the WSTC.

**VI. Introduction of New Commissioner: Mr. Raymond J. Briscuso, Jr.**

Mr. Raymond Briscuso, Jr. was introduced and welcomed back to the Commission. Mr. Briscuso previously served as Commissioner for the WSTC in 2006, appointed by Gov. Ehrlich. His current appointment from Gov. Hogan was confirmed in March 2022. In addition to his service on the WSTC, Mr. Briscuso will serve as the principal Director on the WMATA Board of Directors beginning July 2023.

**VII. WSTC Update**

**a. Legislative Wrap-up**

**i. HB1059 – Bi-county Commissions – Ethics – Certification of Compliance PG/MC 103-22 – Prince George's County Delegation and Montgomery County Delegation**

As a result of this legislation, the three county commissions, which includes the WSTC, are required to certify that they are in compliance with the State Ethics Commission requirements relating to regulations governing employees of the Commission as they relate to conflict of interest, financial disclosure and lobbying. The Commission is required to have and publish regulations for the employees of the Commission which are substantially similar to those which govern the Commissioners themselves. The Commissioners are designated as public officials and, as such, are required to comply with the regulations published by the State Ethics Commission. The certification requirement is effective October 1, 2022. The first official submission of this certification must be published by April 30, 2023. This passed legislation was signed into law by Gov. Hogan on May 12, 2022.

**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**

As a result of this legislation, the appointments to the Commission made by the County Executives of Montgomery County and Prince George's County are no longer restricted to serving no more than two consecutive four-year terms. The appointments made by the Governor remain term limited. It was not signed by the Governor nor vetoed. The effective date for this legislation is July 1, 2022.

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

This bill would have increased the penalty to anyone that was convicted of causing physical injury to public transit providers, to include imprisonment not to exceed ten years, and/or a fine not to exceed \$2500.00. This departmental bill was introduced by MDOT MTA but did not pass Committee.

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

This bill would have created a zone of a three-mile radius around any planned or existing WMATA transit station. Per the requirements of this bill, 25 percent of all new residential units constructed within this zone must be sold as affordable housing units. The affordable housing would be designated 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 prior to Committee decision.

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.)**

This bill would have amended the Maryland Metro-Transit Funding Act passed in 2018. This would have increased Maryland's portion of WMATA's dedicated capital funding grant by 3 percent annually. In return, it would have removed the requirement to increase WMATA's general capital improvement subsidy, which is required under a capital funding agreement to increase by 3 percent annually through the end of Fiscal Year 2027. It did pass within the Senate but did not advance to the House of Delegates. Amended by the Senate after passing the House, the amended version did not receive concurrence from the originating chamber. The bill was assigned to Conference Committee, but conferees were not designated by both chambers and, hence, did not pass.

b. **New Policies and Regulations**

i. **Conference Attendance Fund and Use Policy**

A proposal to establish a travel fund was drafted and presented to the Commission for the purpose of reimbursing Commissioners and staff for the purpose of attending transit-related conferences and events. Commissioners requesting reimbursement from this fund should have exhausted all other funding options first, including their places of business, to see if funds are available before requesting funds from this WSTC fund. Reimbursement requests include travel, lodging, meals and conference/event fees and associated costs. For in-state conferences, lodging and /or airfare are not eligible for reimbursement. Should a Commissioner or staff member air travel to attend a conference, reimbursement will cover the cost of coach-class ticket. First- or Business-class will not be reimbursed at those rates, and the difference must be paid by that individual. Additionally, lodging for conferences/events should be booked at the lodging provided for that conference. Reimbursement is provided to the Commissioner/staff member who is attending and will not be provided for any accompanying guests or travelers. All requests must be reviewed and authorized by the WSTC Secretary-Treasurer prior to any reimbursement taking place. All reimbursements must be requested within 30 days of travel. Motion to Approve this policy made by Mr. Graham, Seconded by Mr. Briscuso. Approval was unanimous.

ii. **Employee Conflict of Interest, Financial Disclosure, and Lobbying Regulations**

After discussing the WSTC's current policy with the State Ethics Commission, it was determined that, even though the WSTC employees adhere to all MDOT personnel policies per WSTC Bylaws, the State Ethics Commission deemed this inadequate and directed that the WSTC needed their own regulations in place, as the employees of the Commission are not State employees. A draft of these new regulations are in progress. They are expected to be completed before end of summer and presented to the Commission for review. Once a draft of the regulations is approved by MDOT's assigned Assistant Attorney General and Deputy Counsel and the Commission, they will have to go through the promulgation process. The first certification to the State Ethics Commission that regulations are in place is required by April 2023.

c. **Update on WSTC Finances**

i. **End of Year Financial Position**

The account balance to start FY 2022 was \$543,666. Administrative operating expenses through May 31, 2022, totaled \$324,887. The total revenues to-date in FY 2022 are \$358,295; this amount includes MDOT MTA's portion of the WSTC FY 2021 Administrative budget (\$10,770). As of the close of May 2022, the ending account balance was \$577,074.

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

The forecasted operating expenses, in the amount of \$22,983, is an increase of 22 percent (\$4,221) over the approved amended budget (\$18,762). This majority of this overage is due to processing two payments associated with APTA; one for the annual APTA registration fee (\$2,850), and the second to reimburse for APTA conference attendance expenses (\$975). Together, these costs accounted for \$3,825 (91 percent) of the \$4,221 in over-budget expenses. The approved amended budget for FY 2022 did not include the WSTC Conference Attendance Fund Reimbursement Policy. The WSTC APTA/Conference Attendance Fund was approved during the February 16, 2022 Special Meeting and is reflected in the FY 2023 proposed budget.

**ii. Approval of FY 2023 Proposed Administrative Budget**

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 the budget are personnel costs totaling \$321,547 in salaries and benefits for Commission staff, including the vacant transit position (the WSTC plans to fill the position in FY 2023), and \$60,250 in Commissioner Compensation.

Operating expenses for the coming fiscal year are budgeted at \$87,704. Items of note in this category 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. As previously mentioned, this new fund was initially approved during the Special Meeting of the Commission on February 16, 2022.

**iii. Future Audit(s)**

The contract with SB & Company for financial audit services has expired with the completion of the FY 2021 audit. Staff are working with the MDOT Procurement Office to develop a list of qualified businesses in Prince George's or Montgomery County which are small and/or minority-owned business. Proposals for a multi-year contract, hopefully three to four years, will be requested. Staff requests the participation of the WSTC Secretary-Treasurer for the final bid selection. Audit engagement should begin in early to mid-August, so the process needs to begin soon.

**d. Office Matters**

**i. Chapter 185 Reporting – Conflict of Interest and Lobbying**

A report on Conflict of Interest and Lobbying before the Commission is required to be produced annually by April 30<sup>th</sup> and published on the Commission website, as well as, be transmitted to the counties. The requirements were met and links to the reports are posted on the WSTC website on the "Reports" page.

**ii. New printer / scanner / copier**

Previously, the MDOT MTA handled the WSTC's office IT infrastructure. This responsibility has transitioned to the MDOT TSO. The license on the old Canon business machine (printer/scanner/copier) has expired. A new business machine, which also prints in color, is now in place with a multi-year lease under MDOT TSO.

## VIII. County Conversation

### a. Prince George's County

Prince George's County's Department of Public Works and Transportation (DPW&T) continues to work on replacing their bus fleet. By the end of calendar year 2022, Prince George's *The Bus* transit system will have accepted another 14 vehicles, including eight battery electric buses. This will increase the fleet of electric buses to 12. By the end of the next fiscal year, DPW&T anticipates adding an additional 8 battery electric buses to the fleet. A new safety technology, Smart Drive, has been initiated to provide coaching and training to paratransit operators. The goal of this software is to reduce collisions. The County has also installed four charging stations at the garage site. Prince George's County is making efforts to return employees to their work locations.

The "PGC Connect" completed its soft launch. This is a real-time announcement system for the buses. This information will be accessible through an app that includes all bus information and service updates. All new buses will receive new on-board technology with installation of Information Transit Display Units. This is part of the Go Green effort which will begin to remove all paper signage. DPW&T is also adding free Wi-Fi and free USB charging stations to all vehicles.

The County has received requests from bus operators to update the technology on the drivers' seats. This will be looking into.

### b. Montgomery County

Montgomery County's Department of Transportation (MCDOT) has begun their own bus network redesign effort: "Reimagine RideOn". The County's project is just slightly ahead of WMATA's. This effort is intended to be integrated with WMATA's project and produce better bus routes between the two systems. The 355 Bus Rapid Transit (BRT) is in design stage and moving forward. The New Hampshire BRT study has just begun. MCDOT is advertising opportunities for comments from the public as well as holding formal meetings with the Community Advisory and Corridor Advisory groups.

A decision was made on the budget on July 23 that bus fares will be reinstated at \$1.00 instead of \$2.00. RideOn is working with WMATA to integrate the fare systems for a smooth transition for the rider between Metrobus and RideOn.

MCDOT is also working with WMATA on tactical bus lanes, queue jumps, and signal priority for buses. These projects have been working closely with MDOT.

Also in progress at the Silver Spring depot is a micro-grid project. The project is a P3 (public/private partnership) and will build a solar micro-grid over the surface parking of the buses. It will allow for solar charging of up to 77 electric buses. They will have two or three types of back-up as well, including battery back-up and diesel. In addition, RideOn is looking to be the first jurisdiction east of the Mississippi to advance a hydrogen fuel cell project, including looking at technologies to generate the hydrogen locally.

While WMATA is closing its Commuter Store, Montgomery County's stores continue to do well, including the Mobile Commuter Store, operating out of a commercial Winnebago. As more people return to work, and hopefully to transit, hopefully this will also result in increased Commuter Store business.

**IX. Election of Officers**

**a. Chair**

Mr. Graham was nominated by Mr. Turner and seconded by Mr. Briscuso. He accepted the nomination and was elected unanimously.

**b. Vice Chair**

Mr. Zappi was nominated by Mr. Turner and seconded by Mr. Briscuso. He accepted the nomination and was elected unanimously.

**c. Secretary / Treasurer**

Mr. Drummer was nominated by Mr. Turner and seconded by Mr. Briscuso. He accepted the nomination and was elected unanimously.

**X. Good of the Order**

**XI. Closing Remarks**

Meeting adjourned at 5:50 PM



**THOMAS H. GRAHAM**  
CHAIR

**DONALD DRUMMER**  
SECRETARY-TREASURER

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December 14, 2022

**Information Item**

Commission Roster Changes

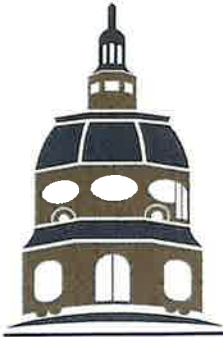
Commissioners

- *Resignations*
  - Mr. Todd Turner (effective October 22, 2022)
  - Mr. Christopher Zappi (effective November 30, 2022)
  
- *Appointments*
  - Mr. Michael Goldman (effective December 1, 2022)

WSTC Staff

- *New Hire*
  - Mr. Brenden Watts – Transit Analyst





December 14, 2022

**Action Item**

Special Election – Vice-Chair for the Remainder of Fiscal Year 2023

Background

The Bylaws of the Washington Suburban Transit Commission (WSTC) read:

**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.*

...

*If a vacancy occurs in the office of Chair or Vice-Chair, his or her successor shall be elected from the same County to complete the unexpired term, such election to be held at a regular or special meeting of the Commission. If a vacancy occurs in the office of Secretary-Treasurer, the Chair shall appoint an eligible successor.*

With the resignation of Mr. Christopher Zappi from the WSTC, effective November 30, 2022, there exists a vacancy in the position of Vice-Chair. Per the Bylaws, that vacancy should be filled by Special Election at this, the next regular meeting of the WSTC.

Mr. Zappi was a resident of Montgomery County at the time of his election as Vice-Chair. Therefore, his successor for the remainder of Fiscal Year 2023 shall be a resident of Montgomery County.

In consideration of these conditions, the following Commissioners (listed alphabetically by last name) are eligible candidates for nomination and election to fill the position of Vice-Chair for the remainder of the current term:

Vice-Chair

- Mr. Raymond Briscuso
- Mr. Michael Goldman
- Mr. Tom Hucker



**WSTC**  
WASHINGTON SUBURBAN  
TRANSIT COMMISSION

**THOMAS H. GRAHAM**  
CHAIR

**DONALD DRUMMER**  
SECRETARY-TREASURER

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December 14, 2022

**Information Item**

Park-n-Rail™ Traffic Solutions Presentation

Background

Mr. Nino Vaghi, creator of Park-n-Rail™ Traffic Solutions, will present his concept for an integrated highway/metro station/high-volume parking structure. Per the Park-n-Rail™ website:

*“Park-n-Rail™ is a newly patented designed parking garage that is capable of parking large number of cars over a short period of time and quickly transporting commuters to their final destination by using a subway system.”*

According to Mr. Vaghi, in total the five (5) Park-n-Rail™ garages he proposes for the Washington metropolitan area would accommodate between 130,000 to 195,000 automobiles each working day, removing these vehicles from congested roadways and reducing carbon emissions by utilizing transit instead of personal vehicles. He further posits that each Park-n-Rail™ customer would save approximately \$10 per day in combined fuel and maintenance costs for their personal vehicle, and that construction costs would include no tax payer, toll, or public/private partnership (PPP) funding.

Recommendation

This item is for information only



**THOMAS H. GRAHAM**  
CHAIR

**DONALD DRUMMER**  
SECRETARY-TREASURER

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December 14, 2022

**Information Item**

“Better Bus” – WMATA’s Bus Network Redesign Project

Background

Ms. Allison Davis, WMATA Vice President of Planning, will provide an overview of WMATA’s “Better Bus” bus network redesign project.

Building on WMATA’s previous Bus Transformation Project, the Better Bus project aims to improve bus service for customers across the region by redesigning and realigning the bus service provided by WMATA and the regional jurisdictional bus operators. The project will fully incorporate the bus service networks of WMATA, Prince George’s County (The Bus), and the City of Fairfax (CUE), and build upon the existing bus service of the region’s other local bus service providers.

The project intends to address changing ridership patterns, increase access to frequent service, promote equity, and redefine the role of Metrobus in the region. Accomplishing this task will require extensive engagement and outreach in order to create a customer-focused, data-driven bus network.

This presentation will provide Commissioners with an update on the activities of the project to-date as well as plans for the project moving forward.

Recommendation

This item is for information only



# **WSTC**

WASHINGTON SUBURBAN  
TRANSIT COMMISSION

**THOMAS H. GRAHAM**  
CHAIR

**DONALD DRUMMER**  
SECRETARY-TREASURER

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December 14, 2022

## **Information Item**

WSTC FY 2023 Mid-Year & End-of-Year Financial Position

### Background

The beginning account balance for FY2023 was \$543,104. Total administrative operating expenses as of November 30, 2022 was \$133,680. Total revenue received was \$51,732. As of the end of the November the ending balance was \$461,156.

The forecast for FY2023 has total expenditures of \$410,691. The approved budget consists of total expenditures of \$469,500. Comparing the approved budget to the FY2023 fiscal year forecast of , WSTC is expected to close out the year 14% under budget.

The beginning account balance for FY2023 was \$543,104. Accounting for the forecast expenditures, this will leave an estimated ending balance of \$602,014 in the WSTC's account.

### Recommendation

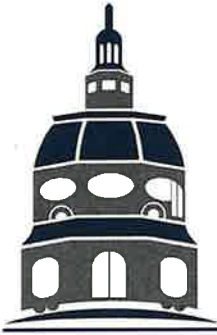
This item is for information only



**WSTC FY23 First Quarter Actuals & Fiscal Year Forecast**

Beginning Balance \$ 543,104

FY2023		Actuals		Forecast		FY2023
Administrative Budget	Approved Budget	First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Forecast
<b>Personnel Costs</b>	\$321,547	(\$46,051)	(\$66,752)	(\$76,441)	(\$85,106)	(\$274,349)
<b>Commissioner Compensation</b>	\$60,250	(\$15,031)	(\$13,375)	(\$15,062)	(\$15,062)	(\$58,531)
<b>Operating Expenses</b>						
Lease	\$59,328	(\$14,832)	(\$14,832)	(\$14,832)	(\$14,832)	(\$59,328)
Other Operating Expenses	\$28,376	(\$2,889)	(\$2,407)	(\$10,124)	(\$3,063)	(\$18,482)
<b>Operating Expenses Total</b>	\$87,704	(\$17,721)	(\$17,239)	(\$24,956)	(\$17,895)	(\$77,810)
<b>Total Administrative Expenditures</b>	\$469,500	(\$78,802)	(\$97,366)	(\$116,459)	(\$118,064)	(\$410,691)
<b>Total Administrative Revenues</b>	\$469,500	\$31,008	\$31,047	\$30,972	\$376,573	\$469,601
<b>Ending Balance</b>		\$ 495,310	\$ 428,991	\$ 343,505	\$ 602,014	\$ 602,014



**WSTC**  
WASHINGTON SUBURBAN  
TRANSIT COMMISSION

**THOMAS H. GRAHAM**  
CHAIR

**DONALD DRUMMER**  
SECRETARY-TREASURER

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December 14, 2022

**Information Item**

Proposed WSTC FY 2024 Administrative Budget - DRAFT

Background

The attached proposed WSTC FY 2024 budget totals \$482,081. Expenses of note include:

- Total personnel costs of \$340,318
- Commissioner compensation totals \$60,250
- Total operating expenses equal \$81,513

WSTC is currently exploring office lease options as the current lease expires December 31, 2023. As a result, one line item not yet secured is monthly office rent, in the amount of \$60,218. The cost as shown in the proposed budget includes six (6) months (July 2023 – December 2023) at the current rental rate of \$4,944 and six (6) months (January 2024 – June 2024) with a 4% increase of \$5,141.76. The 4% rent increase is an estimate for budget purposes only and is subject to change.

Recommendation

This item is for information only

**Washington Suburban Transit Commission  
Fiscal Year 2024 PROPOSED Administrative Budget**

<b>DRAFT</b>	FY 2024	ALLOCATION			
	PROPOSED	MDOT	Montgomery	Prince George's	MTA
<b>PERSONNEL COSTS*</b>					
Salaries	\$ 207,531	\$ 69,177	\$ 69,177	\$ 69,177	
Fringe and Benefits	\$ 132,787	\$ 42,918	\$ 38,219	\$ 38,219	\$ 13,430
<b><i>Personnel Costs Total</i></b>	<b>\$ 340,318</b>	<b>\$ 112,095</b>	<b>\$ 107,396</b>	<b>\$ 107,396</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	\$ 7,900	\$ 1,975	\$ 1,975	\$ 1,975	\$ 1,975
Bank/Payroll fees	2,266	566	566	566	566
Insurance	1,212	303	303	303	303
Internet service	2,400	600	600	600	600
Local travel	361	90	90	90	90
APTA / Conference Attendance Fund	1,425	475	475	475	-
Miscellaneous	1,000	250	250	250	250
Office supplies	500	125	125	125	125
Rent**	60,514	15,129	15,129	15,129	15,129
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>81,513</b>	<b>\$ 20,497</b>	<b>\$ 20,497</b>	<b>\$ 20,497</b>	<b>\$ 20,022</b>
<b>TOTAL ADMINISTRATIVE EXPENDITURES</b>	<b>\$ 482,081</b>	<b>\$ 172,842</b>	<b>\$ 147,893</b>	<b>\$ 127,893</b>	<b>\$ 33,452</b>
<b>REVENUES</b>					
Grants and Contributions	\$ 482,081	\$ 172,842	\$ 147,893	\$ 127,893	\$ 33,452
<b>TOTAL ADMINISTRATIVE REVENUES</b>	<b>\$ 482,081</b>	<b>\$ 172,842</b>	<b>\$ 147,893</b>	<b>\$ 127,893</b>	<b>\$ 33,452</b>

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

\*\*WSTC is currently exploring office lease options as the current lease expires December 31, 2023. For budgeting purposes January - June 2024 has been increased by 4% over the current lease amount.



**Washington Suburban Transit Commission  
Fiscal Year 2023 APPROVED Administrative Budget**

	FY 2023 APPROVED	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>

\* 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



# WSTC

WASHINGTON SUBURBAN  
TRANSIT COMMISSION

**THOMAS H. GRAHAM**  
CHAIR

**DONALD DRUMMER**  
SECRETARY-TREASURER

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December 14, 2022

## **Information Item**

Status Update - WSTC FY2022 Financial Audit

### Background

WSTC's contract with SB & Company expired upon completion of the FY2021 Financial Audit. In addition to receiving a proposal from SB & Company for the FY2022 Financial Audit, WSTC requested proposals for audit contracts from 11 firms, all certified small and minority businesses registered with the State of Maryland. Of those 11 firms, WSTC received a total of three (3) proposals. In consultation with WSTC Secretary-Treasurer Drummer, the decision was unanimous to move forward with Key and Associates, P.C. for the FY2022 Financial Audit. Due to the timing of awarding the contract, it would not have been possible to meet the October 30 deadline for submitted the completed audit to the Maryland Department of Legislative Services' Office of Legislative Audits. As a result, staff requested a deadline extension from the Office of Legislative Audits in order to give Key and Associates reasonable opportunity to complete the audit and produce the final report.

At this time, Key and Associates are on track to complete the audit by the approved, extended deadline of December 31, 2022. Once the audit has been completed, staff will present the report to the Commission for acceptance.

### Recommendation

This item is for information only



**THOMAS H. GRAHAM**  
CHAIR

**DONALD DRUMMER**  
SECRETARY-TREASURER

December 14, 2022

### **Information Item**

Status Update - Employee Regulations on Conflict of Interest, Financial Disclosure, and Lobbying

#### Background

The passage of HB1059 (Chpt. 284) – *Bicounty Commissions – Ethics – Certification of Compliance PG/MC 103-22* during the 2022 Legislative Session of the Maryland General Assembly established the requirement that the State’s three bicounty commissions – 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 as they relate to employees of the Commissions.

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.

A series of regulations were drafted and circulated with the Assistant Attorney General and Deputy Counsel assigned to the Maryland Department of Transportation for review and feedback. The amended draft has been forwarded to counsel at the Maryland State Ethics Commission for review and comment. Upon return of that version from the Ethics Commission, a reviewed version of draft regulations will be circulated with Commissioners for red-lining and ultimate adoption.

The period for submission of official regulations re-opens February 15, 2023.

#### Recommendation

This item is for information only



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December 14, 2022

## **Discussion Item**

WSTC Public Forum Planning

### Background:

In an effort to improve information sharing with the public on transit-related issues, since the fall of 2018 the Washington Suburban Transit Commission (WSTC) has convened Public Forums. Staff is requesting guidance as to if the Commission desires to conduct a Public Forum in the winter of 2023.

In order to minimize the meeting burden on WSTC Commissioners who also serve as members of the Board of Directors for the Washington Metropolitan Area Transit Authority (WMATA), possible Public Forum dates were constrained to avoid overlap with weeks in which there are already WMATA Board obligations scheduled (Board and Committee meetings, Compact public hearings). Additionally, Monday, January 16, 2023 is not recommended as it is the federal observance of Rev. Dr. Martin Luther King, Jr. Day. Further, inaugural events for the incoming Governor-elect Moore are scheduled for Wednesday, January 18, 2023 and hence, is likewise not suggested.

The remaining dates in January proposed for the winter 2022 WSTC Public Forum include:

- Tuesday, January 17, 2023
- Thursday, January 19, 2023
- Friday, January 20, 2023

Other dates suggested and/or preferred by the Commission may be considered. Topics and guest presenters will be determined pursuant to establishing the meeting.

### Recommendation:

If it is the will of the Commission to convene a Public Forum, WSTC staff recommend the Commission select from among January 17, 19, or 20, 2023 for a date on which to hold a Public Forum, to coordinated by the WSTC, to present transit-related topics to the public.



**THOMAS H. GRAHAM**  
CHAIR

**DONALD DRUMMER**  
SECRETARY-TREASURER

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December 14, 2022

**Discussion Item**

WSTC Interest in Collaborating with the University of Maryland College of Information Studies for a Spring 2023 Student Project

Background:

During the past two spring semesters (2021 and 2022), a team of undergraduate students from the University of Maryland's College of Information Studies (iSchool) conducted a capstone course project sponsored by the WSTC. Working with data provided by the Prince George's County Department of Public Works and Transportation (DPW&T) and the Montgomery County Department of Transportation (MCDOT), the students attempted to analyze changes in bus ridership pre-pandemic versus the current state and help determine the efficacy of certain fare and ridership initiatives.

Staff are requesting feedback from the Commissioner as to the utility of engaging once again with the iSchool on a student data analysis project based on previous project outcomes in addition to potential project topics/concepts. As before, the project would need to be data oriented, and that data would need to be provided by the jurisdictions (MCDOT and DPW&T).

Recommendation:

While this is an information item, WSTC staff request guidance from the Commission and the jurisdictions as to their interest level in continuing to pursue a partnership with the UMCP iSchool, and ideas for potential student projects.