TECHNICAL COMMITTEE
April 3, 2018
Baltimore Metropolitan Council
9:34 to 10:56 A.M.

MINUTES

The meeting was called to order at 9:34 a.m. by Mr. Kwaku Duah.

1. APPROVAL OF MARCH 6, 2018 MINUTES

Mr. Duah asked for approval of the minutes from the March meeting of the Technical Committee. Mr. Alex Rawls moved to approve the minutes with Ms. Martha Arzu-McIntosh seconding the motion. The minutes were unanimously approved.

2. RECOMMENDED ACTION OF RESOLUTION #18-13

Ms. Regina Aris reviewed the process undertaken to update year two of the FY 2018-2019 UPWP, including focus areas and budget, as well as to publish for public review. No comments were received from the public. In FY 2019 the total budget stands at $7,517,700 and includes 7 subarea projects.

Mr. Duah asked for a motion for approval. Mr. Dan Janousek motioned for approval, and Mr. Steve Cohoon seconded the motion. The motion passed unanimously.

3. RECOMMENDED ACTION OF RESOLUTION #18-14

Mr. Todd Lang stated that along with adoption of the UPWP with its associated consultant contracts, it is time to set an annual Disadvantaged Business Enterprise (DBE) goal. BMC uses the Maryland Department of Transportation (MDOT) Office of Planning goals due to the significant process necessary to establish a goal. BMC is comfortable using the MODT methodology because they operate in a similar atmosphere as regional planning. The current goal is 27.16% and the proposed goal for FY 2019 is 31.7%. Looking at the closeout of FY 2017, BMC use of consultant contracts resulted in the expenditure of $336,662 for a DBE rate of 36%. This suggests that BMC will be able to meet the new goal.

Mr. Duah asked for a motion for approval. Mr. Janousek motioned for approval, and Mr. Alex Rawls seconded the motion. The motion passed unanimously.

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Voting: City of Annapolis, Anne Arundel County, Baltimore City, Baltimore County, Carroll County, Harford County, Howard County, Queen Anne's County, MD Department of Transportation and Harford Transit. Non-Voting: MD Department of the Environment, MD Department of Planning, and MD Transit Administration.

4. PRESENTATION: SYSTEM PERFORMANCE TARGETS

Ms. Meredith Hill, MDOT SHA, presented information on MDOT's approach to setting targets for the performance measures related to peak hour excessive delay (PHED) and non-single occupancy vehicle (non-SOV) travel. Federal law and regulations require states and MPOs to agree on a single set of targets for urbanized areas. The due date for MDOT and the BRTB to set the joint targets is May 20, 2018, and the BRTB has until 180 days after that date (i.e., November 2016) to adopt the targets.

For the PHED targets, MDOT used posted speed limit data from the RITIS tool. MDOT used data from the U.S. Census Bureau's 5-year American Community Survey to generate non-SOV travel targets. Ms. Hill noted that the BRTB also will need to coordinate with the Transportation Planning Board (the Washington, DC area MPO) to set these targets since the urbanized area covers jurisdictions within the boundaries of both of these MPOs.

Q&A on the proposed PHED targets:

- From Mr. Cohoon: Does the PHED measure address commuter travel only? Ms. Hill replied that the data cover a.m. and p.m. peak-hour travel only. Mr. Cohoon stated that the commuter bus service to Queen Anne's County is successful and that, from the county's perspective, delay relates to weekend travel and not to weekday a.m. and p.m. peak-hour travel. Ms. Hill acknowledged that MDOT understands that Queen Anne's County's situation with respect to delay is different from the other jurisdictions.

- Ms. Hill pointed out that, with respect to the proposed target of 15 hours of PHED, currently only 65% of the area is covered by RITIS. The University of Maryland CATT Lab is aware of this. Also, a joint BRTB/TPB/MDOT phone call is in order to make sure the MPOs and MDOT coordinate on adopting this target for the urbanized area. MDOT will defer further target setting until the coverage has improved.

- From Mr. Duah: Does MDOT foresee any disagreement between BRTB and TPB and, if so, how does MDOT propose to resolve it? Ms. Hill does not foresee any disagreement, and she noted that the MPO staffs have been collaborating to date.

- From Mr. Choi: Why these particular peak hours? Ms. Hill responded that the peak hour periods are defined in the federal regulations as 6-10 a.m. and either 3-7 p.m. or 4-8 p.m. (to give state DOTs some flexibility for the afternoon period), local time. Also, these are the periods that RITIS covers currently. MDOT has purchased 2016 data to "backfill" since the 2017 data cover only 11 months.

- From Mr. Duah: Does the RITIS tool enable analysis by roadway functional class? Ms. Hill replied that the tool is very powerful and does enable this kind of analysis.

Q&A on the proposed non-SOV travel targets:

- From Mr. Cohoon: What is the trend for non-SOV travel in the Baltimore region? Ms. Jamie McKay, MDOT MTA, replied that there has been a slight increase in transit ridership recently, and MTA expects this to continue to increase over the 2- and 4-year periods covered by the performance targets.

- Ms. Hill noted that MDOT can revisit targets at the 2-year mark and asked if a target of 25% for non-SOV travel seems reasonable for the 2-year timeframe. The members agreed that it does.

- Comment from Mr. Duah: The data should allow for projections into the future and the ability to compare projections with actual data. Ms. Hill replied that the ACS data comes from a survey that supplements Census data, using a sample of Census respondents. Also, regulations allow states and MPOs to use other data if they choose. Further, the upcoming BRTB household travel survey will ask questions that can further inform the non-SUV measure.

- Question from Mr. Cohoon: Are there any large projects on the horizon that could significantly affect non-SOV travel in the region? Mr. Duah added that, at least for local transit systems, transit ridership has declined recently. Ms. Hill pointed out MDOT's proposed approach is to start with a short-term view, with 2- and 4-year targets, and to revisit the issue at the ends of these timeframes. Ms. Erin Dean commented that increases in gasoline prices can affect non-SOV travel, and Mr. Charles Baber added that the oil embargo from years ago had led to an increase in carpooling, at least for a time. Mr. Janousek wondered what the local jurisdictions are doing to improve the 25% number for non-SOV travel. An example is to apply transportation demand management (TDM) strategies. Ms. Hill concluded by stating that MDOT is always looking at ways to encourage non-SOV travel.

[PowerPoint: TPM 3. Measures and 2- and 4- Year Targets; Handout: Urbanized Area and CMAQ Performance Measures Briefing]

5. PRESENTATION: EMISSIONS TARGETS

Ms. Colleen Turner, MDOT, followed Ms. Hill's presentation by referencing MDOT's draft methodology for setting 2- and 4-year targets for emissions reductions resulting from CMAQ projects.

MDOT proposes to use data reported in FHWA's Public Access System (PAS) for FY 2018-2021 to set targets. The target setting methodology uses a combination of historic trends and anticipated CMAQ projects. For SHA projects, MDOT proposes using average emission reductions from FY 2014-2017, and for MTA projects, the proposed approach would use emission reductions attributed to MTA bus replacement projects programmed for FY 2018-2021.

Ms. Turner noted that MDOT had just recently shared the memo with details on the proposed methodology with BMC staff, and staff has not had ample time yet to review the memo. Following review, MDOT plans to submit the memo to FHWA's Maryland Division Office. The memo will include targets, methods and data used, the process followed to achieve coordination, and a list of next steps to ensure MPO action within the 180-day adoption timeframe.

- Comment from Mr. Duah: Relative to the focus on bus replacement: MTA has a useful life policy, and FTA has benchmarks that are not consistent with MTA's policy. Which approach will MDOT use to set targets? Ms. Turner replied that MDOT is looking at an annual snapshot to set targets, not a useful life. Ms. Aris added that MDOT is using data for MTA buses only since the performance measure related to effects realized through CMAQ-funded projects. Mr. David Cookson noted that Howard County has used CMAQ funds in the past to replace several buses.

Ms. Hill concluded this agenda item by emphasizing that MDOT will strive to continue the conversations on these performance targets. Also, she noted that FHWA is in guidance mode, not

enforcement mode, during this initial application of measures and targets. The BRTB should consider MDOT as a resource in addressing these measures and targets. She reiterated that the next step is a joint phone BRTB/TPB/MDOT call, and she stated that MDOT can provide information on different performance targets to committee members.

[PowerPoint: TPM 3. Measures and 2- and 4- Year Targets; Handout: Urbanized Area and CMAQ Performance Measures Briefing]

6. UPWP RELATED WORK ITEMS

- *Maximize2045*: **Distribution of the list of existing and committed projects for review**

Mr. Terry Freeland distributed a revised list of existing and committed (E&C) projects currently in the travel demand model and asked the committee members to review the list. Members are to submit revisions by the date of the next Technical Committee meeting: May 1.

[Handout: Updated List of E&C Projects]

- *Maximize2045*: **Review of the 2015 project evaluation and scoring material for the 2019 plan**

Mr. Freeland distributed a table showing evaluation criteria for candidate projects for *Maximize2045*, compared to the evaluation criteria MDOT uses to score candidate projects the jurisdictions submit for the CTP. This juxtaposition is in response to the committee having expressed a desire to see consistency between the two processes. He noted that these two sets of criteria serve different purposes. That is, candidate projects for the long-range plan are longer term, are usually not well defined in scope, and have no committed funding or implementation schedule. In contrast, candidate projects for the CTP are shorter term, have well defined scopes, and have some level of committed funding (for some if not all phases) and implementation schedules. He asked members to review the current long-range plan criteria and to be prepared to discuss any proposed revisions or additions at the next meeting. These criteria will need to be in place before BMC can issue a call for candidate projects for *Maximize2045*.

- **Review and approval to release the updated Public Participation Plan**

Ms. Aris provided copies of the draft PPP and highlighted five changes from the current PPP. The most significant change is the public review process for TIP/Plan amendments. Currently all amendments are treated the same and involve a 30-day public review and a public meeting with associated materials. BMC is proposing that only amendments that require a regional emissions analysis follow this process. The remaining amendments would continue to go the Technical Committee for review and then to the BRTB. All resolutions will continue to be posted online and therefore available to the public.

Ms. Aris asked if there were any questions and if not is the TC is consensus to allow the BMC to release the draft PPP for a 45-day public review. All members were in support of releasing the draft PPP.

[Handout: Summary of Changes to the 2018 PPP, Draft Public Participation Plan]

7. OTHER BUSINESS

- Ms. McKay explained a new grant program called Statewide Transit Innovation Grant that is now getting underway. There will be a webinar in late April to explain the types of projects eligible for funding. There is two million available for FY 2019 and 2020, with $500,000 in FY 2019.

- Mr. Duah asked about the new registration process for Bike-2-Work Day. Apparently, it is required that you set up an account and this may deter some participants. Mr. Russ Ulrich stated that a new system is being used and that is a glitch that will be removed.

- Mr. Lang announced a save-the-date for the upcoming Mid-Atlantic Planning Roundtable to be held on June 19 at the University of Baltimore.

ATTENDANCE

Members
Martha Arzu-McIntosh - Anne Arundel County Department of Planning & Zoning
Ken Choi - Maryland Department of Planning
Steve Cohoon – Queen Anne's County Department of Public Works
David Cookson – Howard County Department of Planning & Zoning
Kwaku Duah – City of Annapolis Department of Transportation
Kandese Holford – State Highway Administration (SHA)
Dan Janousek – Maryland Department of Transportation (MDOT)
Mary Lane - Carroll County Department of Planning
Jaime McKay (for Zach Chissell) – Maryland Transit Administration (MTA)
Alex Rawls – Harford County Department of Planning & Zoning
Graham Young – Baltimore City Department of Transportation

Staff and Guests
Bala Akundi – Baltimore Metropolitan Council (BMC)
Regina Aris - BMC
Charles Baber – BMC
Erin Dean – High Street Consulting (by phone)
Blake Fisher - BMC
Terry Freeland - BMC
Gary Greening - MDOT
Zack Kaufman – BMC
Meredith Hill - SHA
Todd Lang – BMC
Stephen Miller - SHA
Brian Ryder - BMC
Rebecca Smith - BMC
Ed Stylc - BMC
Sara Tomlinson – BMC

Collen Turner – MDOT