

# Meeting Minutes

## Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO) Council June 1, 2017

Government Office Building  
Council Chambers Room 301  
125 N. Division Street  
Salisbury, MD

### Attendees:

#### *S/WMPO Council members:*

Matthew Creamer, Chair, Wicomico County  
Charles Anderson, Vice Chair, City of Seaford, DE  
Sara Bynum-King, Proxy, Town of Delmar  
Mike DuRoss, Proxy, Delaware Department of Transportation (DelDOT)  
Julia Glanz, City of Salisbury  
Heather Murphy, MDOT  
Mike Pennington, Tri County Council of the Lower Eastern Shore (TCCLES)

#### *Others:*

Ian Beam, MDOT  
Brad Bellacicco, Shore Transit  
Tyson Byrne, Maryland Department of Transportation (MDOT)  
Buffy Ellis, KFH Group, Inc.  
Stephen Ottinger, Delaware Transit Corporation  
Keith Hall, S/WMPO Executive Director

### **Introduction**

Chairman Creamer opened the meeting at 1:00 P.M. and welcomed everyone.

### **Minutes**

The first item of business was approval of the minutes from March 22, 2017. Chairman Creamer asked if anyone had additions or corrections to the draft meeting minutes. Ms. Glanz made a motion to approve the minutes as submitted, with the motion seconded by Ms. Murphy. The motion passed.

### **Shore Transit: Demand Response Transportation Improvement Study presentation**

Buffy Ellis (KFH Group, Inc.)

Ms. Ellis started the presentation by providing an overview about the purpose of the Study, which is to identify concerns about increasing demand and cost for origin to destination services, especially for Shore Transit's ADA paratransit service. The primary objectives of the Study include

the review of current Demand Response Transportation (DRT) services and development of options and strategies for improvement of existing services. Federal and State funding resources, current demand for service, trip characteristics, ADA paratransit, cost-transferring from Medicaid transportation, and SSTAP service were evaluated in an effort to better understand services and recommend implementation strategies.

Over a three-year period from 2014 through 2016, ADA paratransit ridership increased by approximately 20 percent. Also, monthly ridership was evaluated as part of the background assessment of DRT services. Between October 2015 and October 2016, ADA paratransit ridership grew by 9 percent and comprised 60 percent of all DRT ridership. The increase of DRT ridership was contributed, in part, by Medicaid beneficiaries using Shore Transit instead of Medicaid non-emergency medical services provided by the counties. In addition to the increased ADA paratransit ridership, senior agency service grew during the aforementioned 12-month period. As of October 2016, senior agency service accounted for 24 percent of DRT ridership. Other factors for explaining the increase of demand for DRT ridership was Medicaid and dialysis trips. Between 2015 and 2016, dialysis trips increased 37 percent and comprised 19 percent of DRT scheduled trips in 2016. Using the average cost of a DRT trip, the annual estimated cost to Shore Transit for dialysis trips in 2016 was \$173,000.

Funding sources for Shore Transit's DRT scheduled rides consists of Federal (5307 and 5311) and State (Statewide Special Transportation Assistance Program) grants, as well as Department of Social Services and county funding. With exception of the 5307 Grant program, no grant funding sources have increased during the past 4 years. Therefore, Shore Transit is experiencing a significant increase in demand for DRT scheduled trips without increases to funding, causing Shore Transit to reduce fixed route services in the summer months.

As presented, options for improvement include: enhancements to the eligibility certification process for ADA paratransit; encouraging the use of fixed route services when possible to address demand; considering partnerships with human service agencies; and considering changes to charge service agreements to 4 agencies to cover actual costs incurred by Shore Transit. Additional considerations for improvement consist of modifying DRT policies to shorten advance reservation policy and administration of no-show policy, IT enhancements, cost-sharing with State for Medicaid non-emergency medical trips, and coordination with dialysis facilities to provide riders with free or discounted local transportation.

Chairman Creamer thanked Ms. Ellis for presenting the Study.

#### **Resolution 04-2017 – Draft FY 2018 Unified Planning Work Program (UPWP)**

Chairman Creamer opened the Public Hearing on Resolution 04-2017, Draft FY 2018 Unified Planning Work Program. With no public or Council questions or comments, Mr. Keith Hall presented a brief overview of the proposed FY 2018 UPWP. The total 2018 budget for the S/WMPO is \$200,821, which does not include unencumbered funds from previous fiscal years. The FY 2018 allocation for the Maryland portion of the budget is \$151,210 and the Delaware apportionment is \$49,611. The Maryland and Delaware budget split is 75 and 25 percent, respectively.

The proposed FY 2018 UPWP consist of four (4) major categories. As presented, Core Planning functions account for \$92,710 or 46% of the overall budget, S/WMPO Administration allocation of \$52,000 or 26 percent, Public Participation is \$5,000 or 2.5 percent, and the remaining \$51,111 or 25 percent has been budgeted to the Special Studies line item.

Mr. Keith Hall stated the proposed FY 2018 UPWP was reviewed by the S/WMPO Technical Advisory Committee (TAC) on April 13, 2017, which the TAC voted unanimously to forward the draft budget to the S/WMPO Council for review and action. In accordance with the S/WMPO's Public Participation Plan, the draft budget was available for a public review and comment period extending 15-days, wherein no comments were received. In addition, the Public Hearing was advertised 14-days in advance of meeting.

Mr. Anderson made a motion to approve Resolution 04-2017, with the motion seconded by Ms. Glanz. With all Council members voting in favor, the motion passed unanimously.

#### **Resolution 05-2017 – Prospectus and Bylaws Proposed Amendments**

Chairman Creamer opened the Public Hearing on Resolution 05-2017, proposed amendments to the adopted S/WMPO Prospectus and Bylaws. With no public or Council questions or comments, Mr. Keith Hall presented the amendments, which consisted of changing Council confirmation of TAC members, TAC Vice Chair, and TAC Chair officers from one year to two years beginning on an odd calendar year; as well as automatic succession of TAC Vice Chair to TAC Chair after completion of two-year term and contingent upon confirmation of the S/WMPO Council.

Prior to action of the Council, the TAC voted unanimously to forward the proposed amendments to the Prospectus and Bylaws for Council consideration. The proposed amendments were available for public review and comment, as well as a Public Hearing notice was advertised prior to action of the Council. No comments were received during the review period.

Ms. Bynum-King made a motion to approve Resolution 05-2017, with the motion seconded by Mr. Pennington. With all Council members voting in favor, the motion passed unanimously.

#### **Resolution 08-2017 – TAC member's confirmation**

Chairman Creamer opened the Public Hearing on Resolution 08-2017, Council confirmation of TAC members for a period extending from July 1, 2017 through June 30, 2019. With no public or Council questions or comments, Mr. Keith Hall presented the appointments for Council confirmation.

The public review and comment period for Resolution 08-2017 was open at the time of the meeting; therefore, the potential Council actions include an electronic vote or a vote contingent upon not receiving any adverse or negative public comments for a period extending through June 19, 2017. Staff recommended proceeding with a contingency vote because a quorum was present.

Mr. Anderson made a motion to approve Resolution 08-2017 contingent upon not receiving any adverse or negative comments during the public review period, with the motion seconded by Ms. Murphy. With all Council members voting in favor, the motion passed unanimously.

### **Resolution 06-2017 – Confirming appointment of Ms. Amanda Pollack as TAC Chair**

Chairman Creamer introduced Resolution 06-2017 confirming the appointment of Ms. Pollack as the TAC Chair for a period extending from July 1, 2017 through June 30, 2019. Mr. Pennington made a motion to approve Resolution 06-2017, with the motion seconded by Ms. Bynum-King. With all Council members voting in favor, the motion passed unanimously.

### **Resolution 07-2017 – Confirming appointment of Mr. Eric Berkheimer as TAC Vice-Chair**

Chairman Creamer introduced Resolution 07-2017 confirming the appointment of Mr. Berkheimer as the TAC Vice-Chair for a period extending from July 1, 2017 through June 30, 2019. Ms. Glanz made a motion to approve Resolution 07-2017, with the motion seconded by Mr. Pennington. With all Council members voting in favor, the motion passed unanimously.

### **Annual election of S/WMPO Chair and Vice-Chair**

Mr. Keith Hall announced that the Organization's adopted Bylaws require annual elections of the Council Chair and Vice-Chair for an upcoming fiscal year. He reminded members officers can serve successive terms.

No nominations occurred for a new chairperson; therefore, Chairman Creamer will continue to serve in that capacity for a period extending from July 1, 2017 through June 30, 2018. Ms. Bynum-King nominated Mr. Anderson for the Vice-Chair of the S/WMPO Council. With no other nominations, Mr. Pennington made a motion to close the nominations. The motion was seconded by Ms. Murphy. Mr. Anderson will serve as Vice Chair of the S/WMPO Council for a period extending from July 1, 2017, through June 30, 2018.

### **Member Updates / Other Business**

Mr. Keith Hall notified members of the upcoming Delmarva Freight Summit on June 21, 2017. Invitations have been submitted to TAC and Council members.

### **Next Meeting Date/Adjourn**

There being no other business before the S/WMPO Council, upon a motion by Ms. Bynum-King, seconded by Mr. Pennington, with all members voting in favor, and none opposed, the meeting was adjourned.