

TECHNICAL COMMITTEE

May 7, 2019
9:31 to 11:30 A.M.

MINUTES

The meeting was called to order at 9:31 A.M. by Mr. Steve Cohoon.

1. APPROVAL OF APRIL 2, 2019 MINUTES

Mr. Cohoon asked for approval of the minutes from the April meeting of the Technical Committee. Mr. David Cookson moved to approve the minutes with Ms. Martha Arzu McIntosh seconding the motion. The minutes were unanimously approved.

2. RECOMMENDED ACTION ON RESOLUTION #19-22

Ms. Regina Aris introduced this topic and began with an explanation of Title VI and who the statute protects. The key is not to deny anyone, especially specified groups of people, the opportunity to participate in, be denied the benefits of, or be otherwise subjected to discrimination. Ms. Aris reviewed the Title VI policy statement as well as the assurances that are required at the time of approval. The Title VI Plan also encompasses a Title VI notice and complaint form, the DBE program, the Public Participation Plan and LEP Plan.

Mr. Cohoon asked for approval of Resolution #19-22. Ms. McIntosh moved to approve the Title VI Resolution with Mr. Dan Janousek seconding the motion. The resolution was unanimously approved.

[PowerPoint: Title VI Program – Update to the 2015 Plan]

3. RECOMMENDATION ACTION ON RESOLUTION #19-23

Ms. Aris explained the purpose and origin of a Language Assistance Program and who it is intended to assist. LEP is a term used to describe individuals whose primary language is not English and are not proficient in the English language. The key to creating or updating the LEP is taking reasonable steps to ensure meaningful access to the information and services the BRTB provides. To do this a four-factor process is considered. The factors include: 1) the number and proportion of LEP persons in the eligible service area; 2) the frequency with which LEP persons come in contact with the program; 3) the importance of the service provided by the program; and 4) the resources available to the recipient. Based on the current low levels of residents that are limited in their capacity to speak and understand English, translation of all

BRTB plans and programs is not required. However, to engage this population the BRTB commits to some translation of key documents.

Mr. Cohoon asked for approval of Resolution #19-23. Mr. Janousek moved to approve the Limited English Proficiency Resolution with Mr. Cookson seconding the motion. The resolution was unanimously approved.

[PowerPoint: Language Assistance and LEP – Update to the 2015 Plan]

4. APPOINTMENT OF A NOMINATING COMMITTEE FOR TECHNICAL COMMITTEE OFFICERS

Mr. Terry Freeland reminded the committee members of the upcoming selection of committee officers for the next fiscal year. Traditionally, a representative from MDOT (currently, Mr. Janousek) serves on the nominating group. Mr. Freeland proposed that Ms. Angelica Daniel of Baltimore County and Mr. Kwaku Agyemang-Duah of the City of Annapolis also serve on this group. Ms. Daniel replied that she would be willing to do this. Mr. Freeland stated that he would send an email to the proposed members of the nominating group with information on which jurisdictions had provided committee officers recently and on rules of procedure for such service.

5. PRESENTATION: NEW TRANSIT STATION AREA PROFILE TOOL

Mr. Scott Hansen, Maryland Department of Planning, presented information on MDP's transit station area profile tool. This is a tool that planners can use to get information on demographics, employment, median housing sale prices, and ridership near transit stations. This information is useful in supporting transit oriented development projects and in encouraging collaboration and data sharing among state, regional, and local agencies and other stakeholders.

The profile tool covers 120 rail stations throughout Maryland and has been updated to address user group feedback. Updates include:

- Incorporation of historical as well as current data (something the previous tool was not able to provide)
- Addition of layers to provide data on Opportunity Zones, MDOT MTA bus route and stop information, and information on real estate activity (Maryland Property View)
- Addition of Longitudinal Employer-Household Dynamic (LEHD) data from the U.S. Census
- Development of dashboards to better display information

Mr. Hansen accessed the profile tool on line and demonstrated some of its features to the committee. The [Transit Station Area Profile Tool](#) is available online.

Next steps include the continued incorporation of new features, preparation of user documentation, and coordination with MDP communications staff on a public outreach strategy.

[PowerPoint: Transit Station Area Profile Tool]

6. PRESENTATION: NEW U.S. CENSUS BUREAU POPULATION ESTIMATES PROGRAM DATA

Mr. Shawn Kimberly said that members of the Cooperative Forecasting Group monitor demographic trends, as shifts in population size and composition may impact their forecasting efforts. The Census Bureau's Population Estimates Program is an annual data release that provides information on the components of population change over time. He explained that population change can only occur through natural increase (births minus deaths) and migration (domestic and international migration). The Census Bureau estimates this component change and adds it to the last decennial census to produce population estimates each year. These estimates are used in the allocation of federal funds to state, county, and local governments, and serve as control totals for several federal surveys as well.

Mr. Kimberly then presented two charts for each jurisdiction in the region: the first showing year-over-year population growth from 2010 through 2018; and the second showing total population growth over the eight-year period and the component parts of that growth (births and deaths, and net international and domestic migration). He pointed out that while net migration rates vary across jurisdictions, domestic migration has been negative for the region in all but one year (2012) of the eight-year time period. Also of note was that while natural increases remains positive across all jurisdictions in the region, it has been in decline, making it unsustainable as a primary driver of regional population growth, should current rates of births and deaths continue. Both the aging of the large baby-boomer generation and recent trends in fertility rates and family formation preferences were cited as contributors to the decline in the rates of natural increase. Mr. Kimberly added that the Census Bureau Population Estimates Program will be releasing population estimates by age, sex, and race and Hispanic origin characteristics in July.

[PowerPoint: U.S. Census Bureau Population Estimates - Jurisdictional Level Components of Change – version 2018]

7. UPDATE ON: MAXIMIZE2045, 2020-2023 TIP, AND ASSOCIATED CONFORMITY DETERMINATION

Mr. Freeland gave a brief update on the status of these documents and thanked the members for their help in providing data for the documents and in reviewing draft sections of *Maximize2045*. These documents will be available on BMC's website for public review beginning on May 9. Public meetings for the documents will take place in each jurisdiction, starting on May 20 and running through June 11. Mr. Freeland noted that postcards with

information on the public meetings were available at each member's place for distribution in their respective jurisdictions.

Mr. Brian Ryder and Mr. Zach Kaufman of BMC then presented information on the results of travel demand modeling and Environmental Justice analyses for the *Maximize2045* Preferred Alternative projects.

[PowerPoint: Draft Maximize2045 Model Results, Handout: Maximize2045 Environmental Justice Results]

8. OTHER BUSINESS

Ms. Jaime McKay, MDOT MTA, announced to the TC information on the second round of innovation grants. This program, known as the Statewide Transit Innovation Grant (STIG) is now open through June 26, 2019. Ms. McKay reviewed the purpose of the grant and the types of eligible projects. Ms. McKay urged members to consider what may be innovative in their community.

[PowerPoint: Statewide Transit Innovation Grant]

Mr. Cohoon asked for a motion to close the meeting. Ms. Angelica Daniel made a motion and Mr. Kwaku Duah seconded the motion. The meeting closed at 11:08 a.m.

CLOSED SESSION

Mr. Cohoon asked for a motion to open a closed session of the Technical Committee in order to discuss a proposed RFP. Mr. Janousek made a motion to open the closed session and Ms. Mary Lane seconded the motion at 11:10 a.m.

Ms. Eileen Singleton provided an overview of the Request for Proposals for the Development of a Congestion Management Process for the Baltimore Region. The project is included as a task in the draft FY 2020 UPWP. A draft RFP has been prepared. The Technical Committee provided unanimous consent to approve the project moving forward. It is intended that the RFP will be released by late May with a potential contract signed shortly after the new fiscal year opens.

[PowerPoint: Request for Proposals: Development of a Congestion Management Process for the Baltimore Region]

Mr. Cohoon asked for a motion to close the closed session of the TC. Ms. McIntosh made a motion to close the session after discussion of one RFP for congestion management. Mr. Cookson seconded the motion to close the session. The session ended at 11:30 a.m.

ATTENDANCE

Members

Zach Chissell – Maryland Transit Administration (MDOT MTA)
Ken Choi – Maryland Department of Planning (MDP)
Steve Cohoon – Queen Anne’s County Department of Public Works
Angelica Daniel – Baltimore County Department of Public Works
David Cookson – Howard County Office of Transportation
Kwaku Duah – Annapolis Department of Transportation
Dan Janousek – Maryland Department of Transportation (MDOT)
Mary Lane - Carroll County Department of Planning
Martha Arzu McIntosh – Anne Arundel County Office of Transportation
Stephen Miller – State Highway Administration (MDOT SHA)
Graham Young – Baltimore City Department of Transportation

Staff and Guests

Regina Aris – Baltimore Metropolitan Council (BMC)
Charles Baber - BMC
Robert Berger – BMC
Blake Fisher - BMC
Terry Freeland - BMC
Don Halligan – BMC
E. Scott Hansen - MDP
Shawn Kimberly - BMC
Todd Lang - BMC
Jaime McKay – MDOT MTA
Brian Ryder – BMC
Eileen Singleton - BMC
Rebecca Smith - BMC
Zach Kaufman - BMC