

TECHNICAL COMMITTEE

October 6, 2020
9:31 to 10:35 A.M.

MINUTES

The meeting was called to order at 9:31 A.M. by Mr. David Cookson in a virtual GoToMeeting format.

1. APPROVAL OF SEPTEMBER 1, 2020 MINUTES

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

2. PRESENTATION: SAFETY PERFORMANCE TARGETS FOR LOTS SERVICES

Ms. Jeannie Fazio and Mr. Charles Taylor, MDOT MTA, gave an overview of the process the LOTS are undertaking to develop their first set of targets to support individual Safety Plans. FTA guidance put in place in 2018 requires safety plans that address fatalities, injuries, events, and reliability. To assist the LOTS in the development of these plans, MDOT MTA offered eleven workshops to provide training and assistance. These customized plans need to be submitted to FTA by December 31 of this year. Data in the plans are drawn from the last 3 to 5 years. In some cases LOTS have not captured certain data and will need to put a process in place. Three of the LOTS in the region have completed the work and the remaining LOTS are nearing completion.

At that time the TC and BRTB will consider the targets provided by MDOT MTA as well as all of the LOTS. This resolution will likely reflect all of the targets as presented. This will occur annually, similar to the highway based safety targets.

[PowerPoint: Overview of LOTS Safety Plans]

3. UPWP ACTIVITIES:

- **Discussion of FY 2022 focus areas**

Mr. Todd Lang took the opportunity to remind members of the invitation to participate in the AMPO conference in late October. The conference is an opportunity for members to share and

learn with others working in regional transportation planning and to come away with ideas for the upcoming UPWP.

- **Discussion of CMP activities**

Ms. Eileen Singleton presented two items related to implementation of CMP project recommendations: 1) creation of a CMP Committee; and 2) revisions to long-range transportation plan (LRTP) and transportation improvement program (TIP) project submission forms.

One of the recommendations from the CMP project was the creation of a standing CMP Committee to guide implementation of the project recommendations and help track progress toward meeting CMP objectives. The CMP Steering Committee, which was created to guide the CMP project, included many Technical Committee members as well as other local and state representatives. It was proposed that the CMP Committee meets three times per year, at strategic times during the year to develop regional input, priorities, and projects to the CTP process.

Ms. Singleton presented two options for structuring the CMP Committee, either using the Technical Committee as the backbone or creating a separate committee. She requested input from the Technical Committee on their preference.

Ms. Singleton also provided an update on revisions to the project submission forms for the LRTP and TIP. The revisions were made to align the CMP project sections of the submission forms to better align with the CMP Strategy Guide developed as part of the CMP project.

After the presentation, Ms. Singleton asked for input from the Technical Committee on which option is preferred for structuring the CMP Committee. The members preferred the option to use the Technical Committee as a backbone for the CMP Committee. Ms. Regina Aris said that she will work with BMC staff and the Technical Committee chair and vice chair to initiate the new committee.

[PowerPoint: CMP Update]

- **Initial briefing on the Maryland Travel Survey**

Mr. Robert Berger discussed results from the 2018-2019 Maryland Travel Survey (MTS), with a particular focus on the region's demographics and travel behavior.

The MTS surveyed more than 6,800 Baltimore region households or just under 15,000 persons and captured 49,000 trips. Mr. Berger noted that, among other benefits, the MTS data will help planners understand the connections between demographics, for example, household size, and travel behavior, for example, the number of trips a household makes.

Most of the data presented was broken out by jurisdiction, to begin to see the similarities and contrasts among the jurisdictions.

Mr. Berger also discussed a Public Access Database (PADB) that will be available to BMC's members by the end of calendar year 2020. The PADB will protect the confidential data of households that participated in the MTS, while allowing planners to perform their own data analysis.

In addition, members may make data requests to BMC. It is recommended that those making a data request speak to BMC staff first; Mr. Berger is the point of contact for requests.

[PowerPoint: Maryland Travel Survey Results]

• **Transportation and Land Use Connections grant program**

Mr. Terry Freeland presented information on this new UPWP task, including the scope as currently presented in the UPWP. Mr. Freeland asked the members to consider some potential refinements to the scope (for example, should the program provide funding for planning studies only or for preliminary design activities as well?). He also mentioned some additional potential eligibility criteria (for example, should the program give preference to projects in Environmental Justice communities?). He subsequently sent to all committee members a form asking for their input on these and other questions, with a due date of October 20, so that the committee members could discuss this program further at the November meeting.

[PowerPoint: TLC Grant Program]

4. OTHER BUSINESS

- Mr. Lang took the opportunity to announce the impending retirement of Mr. Terry Freeland. Mr. Freeland has worked with the TC members and supported many activities at the BMC, including leading development of the last several long range plans. BMC will miss his skills yet share his excitement about this next phase of life.
- Ms. Martha Arzu McIntosh shared a letter from the Department of Permits and Inspections regarding traffic counts during the current pandemic. Counts are not being accepted and it is causing a range of issues. The letter does outline a degree of flexibility and Ms. Arzu McIntosh asked other members how their jurisdictions were handling this situation. Howard County also has some revised guidance and will be sharing it with the TC members.
- Ms. Deibel reminded members to let her know if they would, or would not, be attending the AMPO Conference.

Mr. Cookson asked for a motion to close the meeting. Mr. Gallihue made a motion and Mr. Janousek seconded the motion. The meeting adjourned at 10:42 A.M.

CLOSED SESSION

Mr. Cookson asked for a motion to open a Closed Session of the Technical Committee in order to discuss proposed RFPs. Mr. Gallihue made a motion to open the Closed Session and Mr. Janousek seconded the motion at 10:43 A.M.

Mr. Edward Stylc gave a presentation on BMC's traffic count program. The previous 3-year consultant contract expired at the end of FY 2020. A new RFP will ask for counts to be delivered as individual traffic count records in both ".prn file" format and in an Excel spreadsheet. This contract will also request shapefiles.

There was a brief discussion about taking counts during COVID-19 traffic conditions. Mr. Stylc mentioned that data collection would not have any timetable at the moment but getting a consultant on board now would allow BMC to assist local jurisdictions in any special count projects in a timelier manner.

Mr. Cookson asked if members were ready to move this RFP forward. Ms. Martha Arzu McIntosh made a motion to move forward with the RFP and Mr. Cohoon seconded the motion.

[PowerPoint: Traffic Counts RFP]

Mr. Cookson asked for a motion to close the Closed Session of the TC. Mr. Duah made a motion to close the session after discussion of the proposed RFP. Mr. Gallihue seconded the motion to close the session. The session ended at 11:02 A.M.

ATTENDANCE

Members

Ken Choi – Maryland Department of Planning
Zach Chissell – Maryland Transit Administration (MDOT MTA)
Steve Cohoon – Queen Anne’s County Department of Public Works
David Cookson – Howard County Office of Transportation
Angelica Daniel – Baltimore County Department of Public Works
Kwaku Duah – Annapolis Department of Transportation
Joel Gallihue – Harford County Department of Planning
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)
Lisa Nissley – Maryland Department of the Environment
Graham Young – Baltimore City Department of Transportation

Staff and Guests

Regina Aris - Baltimore Metropolitan Council (BMC)
Charles Baber - BMC
Robert Berger - BMC
Cindy Burch - BMC
Rebecca Deibel - BMC
Terry Freeland – BMC
Jeannie Fazio – MDOT MTA
Blake Fisher - BMC
Don Halligan – BMC
Victor Henry - BMC
Todd Lang – BMC
Ryan Long – Federal Transit Administration, Region III
Brian Ryder - BMC

Eileen Singleton – BMC
Ed Stylc - BMC
Charles Taylor – MDOT MTA
Sara Tomlinson – BMC