RTS Steering Committee Meeting
January 22, 2013
9th Floor Conference Room
101 Monroe Street
Rockville, MD 20850

Voting Members In-attendance

Arthur Holmes, Jr. – Chair – Montgomery County Department of Transportation
Casey Anderson – Maryland National Capital Parks and Planning Commission
Joe Beach – Finance
Leif Dormsjo – Maryland Department of Transportation
Jonathan Genn – Transit Task Force
Marc Hansen – County Attorney’s Office
Shyam Kannan – Washington Metropolitan Area Transit Authority
Steve Silverman – Economic Development
Frank Spielberg – Technical Expert
Dan Wilhelm – Transit Task Force
Mark Winston – Transit Task Force

Other Attendees

Carolyn Biggins – Montgomery County Department of Transportation
Chris Conklin - Consultant
Gary Erenrich – Montgomery County Department of Transportation
Jason Galey – Montgomery County Department of Transportation
Brady Goldsmith – Management and Budget Office
Edgar Gonzalez – Montgomery County Department of Transportation
Bruce Johnston – Montgomery County Department of Transportation
Rich Kiegel – Maryland Transit Administration
Mike Lambert – Consultant
Stacy Leach – Montgomery County Department of Transportation
Phil McLaughlin – Montgomery County Department of Transportation
Greg Ossont – Montgomery County Department of General Services
Al Roshdieh – Montgomery County Department of Transportation
Tom Street – Office of the County Executive
Emil Wolanin – Montgomery County Department of Transportation

**Introductions and Welcome** Arthur Holmes Jr. began the meeting at 4:03 pm with introductions of all attendees. Leif Dormsjo notified the board that the governor’s appointment to the WMATA board, Michael Barnes, will be leaving. He has taken another job, but will be around for the next month until the Governor can find a replacement.

**Approval of Minutes** The minutes from the December 4, 2012 meeting were approved

**Correspondence**
 Included in the packet was two letters, one from Jonathan Genn, Dan Wilhelm and Mark Winston regarding the County Executive’s RTS Steering Committee and the other is Arthur Holmes Jr.’s response to them. The Committee was asked to review these documents and discuss them at the next meeting.

**Status of Rapid Transit System Supplemental Appropriation** The County Executive asked for $1M for six studies; the Council approved $500,000 for two studies and one staff person. The Council approved the Service Planning and Integration Study and the Transit Signal Priority Study. They did not approve the Pedestrian and Bicycle Station Access, Park-And-Ride Lots, Organizational Study of Effectively Design, Build, Operate, and Maintain RTS and Integrate with Ride On and Metrobus and the Framework and Policies Associated with Use of MDOT Right-Of-Way and Operation Agreements. The reason behind the Council’s action to not approve the other four studies was because they have not been in Master Plans. According to Casey Anderson, a preliminary Master Plan will be submitted in the next few months with the final version being ready in July to transmit to Council.

**Proposed FY 13-18 Capital Improvement Program Amendment** Gary Erenrich spoke about the two one-page documents included in the packet, called Rapid Transit System (P501318). The first was the proposed and the second was the approved. These documents concern the seven corridors.
 Al Roshdieh pointed out to the committee that on the second document (marked with an 8) that the council rewrote the last paragraph. This regards two corridors that aren’t in the Master Plan yet, which is why it was important to know when this will be available. Mark Winston asked about federal funding and what was driving the timeline. Al Roshdieh said at this time to assume no federal funding. Arthur Holmes Jr. said the Council would not go after funding until the Master Plan is complete.

**Review Draft Scopes of Work** Two Task Forces were set up for the approved studies. Dan Wilhelm will Chair the Service Planning and Integration Study, with Leif Dormsjo, Frank Spielberg, and Jonathan Genn as members. Casey Anderson will Chair the Transit Signal Priority Subtask Scope, with Shyam Kannan, Rick Kiegel, Sam Zimmerman, and Mark Winston. MCDOT staff will work with both task forces. The Task Forces will meet in the next two weeks after members have a chance to review the scope. The dates will be posted so anyone interested can attend. Shyam Kannan said he will review the scope of both studies and will assign WMATA staff as needed.
 Since only two of the studies were approved, MCDOT now needs to go back and change plans on how to proceed. There was discussion about trying to start work on the other four studies under the two approved studies. The committee would need to do this without going around the Council, by using other funds. Arthur Holmes Jr., Al Roshdieh, Tim Firestine, Tom Street, and Joe Beach will meet separately to discuss this.
 Mark Winston asked about using existing contractors and if that was still the plan since only two studies were approved. Al Roshdieh and Arthur Holmes Jr. both answered yes, but that there hasn’t been a discussion yet regarding the work of the contractor.
 It was decided that the committee would have 10 days to review the scope of the two approved studies. Ten days from today would be January 31, 2013.

**Steering Committee Webpage** Jason Galey gave a quick overview of the public and private web sites that have been set up for RTS. Jason Galey showed members how to log onto the private site and will be sending out invites shortly.

**Open Meeting Act** Marc Hansen provided information on the Open Meetings Act, Public Information Act, and Public Ethics Law and how this law would affect the committee with regards to working documents and on-line chats.

**Meeting Calendar** The next meeting will be February 26, 2013.

Arthur Holmes Jr. ended the meeting at 5:43 pm.