

**Tri-County Council**  
*for the Lower Eastern Shore of Maryland*  
*Serving Somerset, Wicomico and Worcester Counties*

**Executive Board Meeting Minutes**  
**July 24, 2019**

Larry Dodd, Chair, called the meeting of the Tri-County Council for the Lower Eastern Shore of Maryland Executive Board to order on Wednesday, July 24, 2019, at the Tri-County Council Multi-Purpose Center in Salisbury at 6:15 p.m.

Voting Members in attendance: Larry Dodd, Wicomico County; Joe Mitrecic, Worcester County; John Cannon, Wicomico County; Eldon Willing, Somerset County; who was also standing as proxy for Rex Simpkins, Somerset County.

Non-Voting Members in attendance: Randy Laird, Somerset County.

Staff in attendance: Greg Padgham, Brad Bellacicco, John Donegan, Becca Webster and Brenda Howard.

A quorum was present.

Upon a motion for vote made by Joe Mitrecic and seconded by Eldon Willing, the minutes of the Executive Board meeting on May 15, 2019 were approved unanimously with no opposition.

## **Old Business**

### **A. Shore Transit Update – Brad Bellacicco**

#### **Funding**

- FY20 FTA/MTA grant forms are being circulated starting August 1<sup>st</sup>.
- FY20 DHS grant submission for \$1,665,629 is currently being reviewed at DHS Procurement
- Spending is currently high during the summer, but will drop in October, based on historical trends in service.

#### **Routes**

- As of July 23<sup>rd</sup>, ridership is averaging 630 daily with weekdays averaging 682, reflecting the usual summer increase.
- Service cuts are in place to reduce costs, and more are planned for October.
- BEACON is gathering data for the MPO funded study to increase ridership.

## **Vehicles**

- The revenue fleet is currently forty-two vehicles, and all held up fine in last week's heat.
- FY19 Capital Fund: The two medium bus purchase is pending a statewide contract.
- FY20: Three small and three medium buses will be ordered. A shortage of steel has created a chassis shortage, which may delay delivery of buses to Shore Transit.
- A handout detailing each vehicle in use with year, size and mileage was shared with attendees, and attached to the minutes for reference.

In response to a question about vehicle failures on routes, Mr. Bellacicco advised there is an average of two to three break-downs per week. The procedure in place is to send a mechanic and back-up bus to the site. The back-up bus picks up the passengers and continues the route, while the mechanic attempts to repair the vehicle or decide to have it towed back to the facility. Towing costs for the buses average \$350.

## **Staffing**

- Shore Transit has ninety employees, of which fifty-six are drivers, including two in training.
- The newest mechanic hired is doing well on the job
- A hiring freeze is in effect, with the exception of recruitment for a dispatcher.

## **Facility**

- The bus wash has been working well since last repair, and Shore Transit is planning to increase the usage next week.

## **MTA**

- LOTS Director Travis attended the Tawes Crab and Clam Bake this year and had the chance to personally see the dynamics of routes in a rural region.

A question was raised about establishing a stop at Janes island. Shore Transit is building the capacity to make Janes Island a flag stop.

## **B. Update of CEDS Process – Greg Padgham**

Mr. Padgham reported the final Comprehensive Economic Development Strategy (CEDS) has been submitted to the Economic Development Administration. The newly developed color brochure is forty-four pages with regional local photographs inserted throughout and will be presented to the board for review before publication. The supporting web based interactive dashboard will be the depository of the hard data and analysis detail, and should be available before the end of September.

### **New Business:**

#### **A. Request to Access Established Line of Credit – John Donegan**

Tri-County Council established two lines of credit up to \$750,000 between two banks several years ago as a means to ensure cash flow in the months while Shore Transit MTA grants are in process, but funds are not yet accessible. Those lines of credit have not been accessed to date. However, in an effort to ensure they remain actively available, a request is being made of the Board to allow TCC to borrow up to \$400,000 this year, to be paid back when MTA funds are received.

On a motion to vote initiated by Mr. Mitrecic and seconded by John Cannon, the request was approved unanimously with no opposition.

As a side note, TCC's auditing firm was audited this year in a peer review of federal government audits and select TCC's FY18 audit for review. The audit and the auditors' process both passed with no findings.

With no other business, Mr. Mitrecic made the motion to adjourn, which was seconded by Mr. Willing. With no opposition, the meeting adjourned at 7:00.

Attachment: Bus Age and Mileage Chart effective 7/24/19

## Bus Age & Mileage

Year	Number	Size	Mileage	Notes
<b>Mini-Vans</b>				
2014	2	3/2	134K to 139K	
<b>Small Buses</b>				
2001	1	15 Pax Van	339,858	
2007	1	14/2	355,492	Purchased from OC Transit
2009	4	8/2	284K to 372K	
2011	5	3-16/2	213K to 239K	
		2-10/4	325K to 355K	
2014	5	10/4	224K to 239K	
2017	8	16/2	88K to 157K	
<b>Medium Buses</b>				
2007	2	34/2	224K to 492K	Purchased from SU
2008	4	22/2	468K to 611K	
2010	2	26/2	511,123 & 619,179	
2013	1	28/2	542,548	
2016	5	28/2	246K to 208K	
2018	2	28/2	46,142 & 50,197	