

Transportation Advisory Committee - Transportation Service Providers Information Subcommittee Meeting (Friday, June 7, 2024)

Generated by Allison Swint on Monday, June 10, 2024

Members present

Laura Carrington, William Hill, Leon Carrington, Jessica Richards, Dr Glenn Orlin, Terry Kerns

Meeting called to order at 4:00 PM

1. CALL TO ORDER

2. ROLL CALL

Roll Call: A. Roll Call

3. APPROVE MINUTES

Action: A. Approve May 21, 2024 meeting minutes

Motion to approve the May 21, 2024 meeting minutes.

Motion by Dr Glenn Orlin, second by William Hill.

Final Resolution: Motion Carries

Yea: Laura Carrington, William Hill, Leon Carrington, Jessica Richards, Dr Glenn Orlin

4. NEW BUSINESS

Discussion: A. Review progress of subcommittee tasks; continue to work on transportation provider list

Discussion: B. Determine presentation of data

5. ANNOUNCEMENTS

6. ADJOURN

Action: A. Meeting Adjourned

I move to adjourn the meeting at 5:22PM.

Motion by Dr Glenn Orlin, second by Leon Carrington.

Final Resolution: Motion Carries

Yea: Laura Carrington, William Hill, Leon Carrington, Jessica Richards, Dr Glenn Orlin

**ST. MARY'S COUNTY GOVERNMENT
DEPARTMENT OF
PUBLIC WORKS & TRANSPORTATION**

James M. Gotsch, P.E.

Director



COMMISSIONERS OF ST. MARY'S COUNTY

James R. Guy, President

Michael R. Alderson, Jr., Commissioner

Eric S. Colvin, Commissioner

Michael L. Hewitt, Commissioner

Scott R. Ostrow, Commissioner

**TRANSPORTATION ADVISORY COMMITTEE:
TRANSPORTATION SERVICE PROVIDERS INFORMATIONAL SUBCOMMITTEE:
21 May 2024**

1. CALL TO ORDER

Meeting called to order at 4:00PM

Link to video: [06/7/24 Transportation Advisory Committee for St. Mary's County - YouTube](#)

2. ROLL CALL

A. Roll Call

4:00PM – Laura Carrington calls the roll

Members present: Chair Laura Carrington, Leon Carrington, William Hill, Terry Kerns, Glenn Orlin, Jessica Richards

4:01PM – Laura Carrington asks Terry Kerns if Director Jim Gotsch will be in attendance; Terry Kerns provides response

3. APPROVE MINUTES

A. Approve May 21, 2024 Meeting Minutes

4:01PM – Laura Carrington requests a motion to approve the minutes from the May 21, 2024 Subcommittee meeting

Glenn Orlin motions to approve of the meeting minutes, William Hill seconds the motion

4. NEW BUSINESS

A. Review Progress of Subcommittee Tasks

4:02PM – Laura Carrington recaps current tasking

4:02PM – Laura Carrington asks Terry Kerns to provide updates on the transportation provider contact information list

Terry Kerns updates the Subcommittee on changes to the list of contacts

4:04PM – Laura Carrington Asks Jessica Richards for access to the draft contact list in Google Docs

Jessica offers to share access with the Subcommittee

4:05PM – Laura Carrington asks if the Subcommittee’s Google Doc and the updated Transportation Information flyer Terry provided are in alignment

Terry Kerns provides a response

4:13PM – Laura Carrington asks Terry to display the Google Sheet alongside the transportation list shown on screen

Laura and Terry resolve technical difficulties with the display

4:10PM – Leon Carrington joins the meeting

4:15PM – Laura Carrington takes over screen sharing; Terry Kerns directs Laura through the St. Mary’s Government transportation website

4:18PM – Terry Kerns runs through additions to the transportation service provider list, while the updated list is on screen

Discussion stems a question regarding the inclusion of Uber and Lyft to the service provider list

4:22PM – Laura Carrington asks Leon Carrington for information he prepared on transportation services available to St. Mary’s County college students

Leon Carrington provides the information requested

Discussion stems from the Leon Carrington’s update with input from Terry Kerns, additional input from Leon Carrington

B. Determine Presentation of Data

4:27PM – Laura Carrington asks a general question about the format of the finished transportation service provider list and the audience for its digital and physical format

Discussion stems from the question with input from Glenn Orlin, Terry Kerns and Leon Carrington

4:30PM – Leon Carrington recalls helpful information he obtained at Loffler Senior Center and asks if they or other agencies have knowledge of other transportation service providers not yet identified by the Subcommittee

Laura Carrington suggests members present reach out to organizations on the transportation service list to obtain the contact details of transportation agencies the Subcommittee might have missed

Discussion stems from the suggestion with input from Leon Carrington and Terry Kerns

4:32PM – Leon Carrington asks for assistance in finding the transportation service providers flyer on the St. Mary's County Government website

Terry Kerns guides him through the website

4:35PM – Laura Carrington suggests a change to the St. Mary's County Government website to to make it easier to reach Transportation pages

4:36PM – Glenn Orlin asks if any of the agencies on the transportation service providers flyer send printed material to their customers or to low-income individuals

Terry Kerns provides a response

Discussion stems from the question with input from Leon Carrington and additional input from Glenn Orlin

4:38PM – Glenn Orlin suggests formatting changes to the transportation provider list flyer

4:39PM – Glenn Orlin asks purpose of the Google spreadsheet and is informed that it is internal to the Subcommittee

4:41PM – Glenn Orlin asks if the Wildewood Discovery service should be added to the list of transportation service providers

Discussion stems from the question with input from members present

The Subcommittee determines this service should not make the transportation service providers list

4:45PM – Laura Carrington again suggests converting the transportation service providers list on the County’s webpage from a linked PDF into a dedicated page within the County’s Website

Discussion stems from the suggestion with input from Terry Kerns and Leon Carrington

Leon Carrington suggests drafting a prototype webpage to send to IT

4:46PM – Leon Carrington emphasizes’ Glenn Orlin’s suggestion to mail out hard copies of the transportation service providers flyer to low income individuals at regular, but infrequent intervals

Terry Kerns volunteers to send feedback and proposed changes to IT

4:PM – Leon Carrington volunteers to create a prototype webpage of the transportation service providers list, but states his opinion that it is unnecessary

Discussion stems with input from Laura Carrington and Leon Carrington

4:49PM – Glenn Orlin again suggests a few copies of the transportation service providers list be left at the County libraries

Discussion stems from the suggestion

4:50PM – Laura Carrington pauses the proceeding to adjust audio settings

4:53PM – Laura Carrington returns to the meeting and recaps the discussions and decisions made during the meeting

4:53PM – Laura Carrington suggests Subcommittee members select one or two agencies from the transportation service providers list and find out if they would like access to the updated transportation service providers flyer to handout to their customers, and find out if they know of other services not currently on the list

Discussion stems from the suggestion with input from members present

4:55PM – Glenn Orlin asks if someone in Transportation will keep the information on the transportation service providers flyer up to date

Terry Kerns offers to maintain the list; discussion between Glenn Orlin and Terry Kerns stems from the question

4:59PM – Laura Carrington asks if the college transportation services should be considered a public transportation agency or a private transportation agency
Discussion stems from the question with input from Leon Carrington

5:02PM – Glenn Orlin offers to review the transportation service providers flyer and provide comment or revision, to which Terry Kerns agrees

5:02PM – Laura Carrington advises considering the STS routes added to connect the CSM campuses as part of the STS service, rather than listing it separately as a service for CSM students

5:03PM – Laura Carrington suggests adding the shuttle service provided by SMCM for its students to the list of private/other transportation service providers
Discussion stems from the suggestion with input from Leon Carrington

There is further discussion on the nature of the SMCM service; the Subcommittee determines this service will not be added to the transportation service providers flyer

5:08:PM – Laura Carrington asks what requirements are in place for free-lance transportation services to operate and therefore be included on the transportation service providers flyer

Discussion stems from the question with input from Terry Kerns and Leon Carrington

5:11PM – Glenn Orlin asks if Tri-County Council should be included on the list of transportation service providers

Discussion stems with input from Terry Kerns, Leon Carrington, Laura Carrington and further input from Glenn Orlin

5:16PM – William Hill shares he has downloaded the transportation service providers flyer and made edits that he will share with the group

5:16PM – William Hill asks for an explanation of the requirements for the Health Department's Transportation services

Terry Kerns provides the response

Laura Carrington reminds the group that correspondence to the body must first be sent through the Liaison

Glenn Orlin mentions a few formatting corrections needed for the transportation service providers flyer

5:19PM – Laura Carrington suggests tasks to be considered during the next meeting

5. ANNOUNCEMENTS

A. Next Meeting – June 28, 2024 @4PM, Room 14, Potomac Building

5:20PM – Laura Carrington requests member availability for the next Subcommittee members; members present provide a response

4:55PM – Subcommittee members reach an agreement, Laura Carrington announces the next Subcommittee meeting

6. ADJOURN

5:22PM – Glenn Orlin motions to adjourn the meeting; Leon Carrington seconds the motion

The meeting is adjourned