

<b>DATE</b>	25 June 2018 2:00 PM – 3:00 PM
<b>VENUE</b>	Teleconference
<b>MEETING TITLE</b>	PMC Meeting #2
<b>CONTRACT NO</b>	186700
<b>PROJECT</b>	Newark-Area Transit Study
<b>ATTENDEES</b>	Heather Dunigan, WILMAPCO Thomas Fruehstorfer, City of Newark Suzanne Kalmbacher, Cecil Transit Anna Lynn Smith, WSP Wesley Mitchell, WSP Alexis Howland, WSP Mike Perrotta, Century Engineering Jenna Cooley, Century Engineering Hannah Davis, Century Engineering

## ITEM

**1.0 MAPPING UPDATE**

- Review mapping extents
  - **Century to adjust map extents to move slightly east; not have the state line as the focal point/center of the map**
- Update on progress – outstanding data needs identified in #2 below.
- Schedule for completion
  - Review drafts as part of next PMC meeting.

**2.0 DATA COLLECTION**

- Status/questions/outstanding needs
  - Demographic/local data
    1. Heather to provide Cecil County land use data comparable to New Castle County
  - Transit data
  - Paratransit/demand response
    1. **Heather to follow up with DTC:**
      - (1) **Electronic versions of APC and route ridership data shared at 5/31 meeting**
      - (2) **On-time performance data by route: weekly average or time of day (AM, midday, PM)**
      - (3) **Anecdotal understanding of what they believe the issues are (will also find this out in the driver interviews and passenger intercept surveys)**
      - (4) **ADA ridership and origin/destination data to understand high volume patterns**
    2. **Heather to follow up with UD for UD/Unicity electronic ridership data**
- **WSP and Century to update data spreadsheet and send to WILMAPCO**
- Composite map needs to sure all routes, including the Cecil Transit Commuter Connection
- Suzanne noted that Cecil Transit fixed route service provides deviations up to  $\frac{3}{4}$  mile upon request. They also provide on demand response service within the county.
- Mike inquired about a potential shapefile for key community facilities; Century has been able to identify some facilities, but ideally this would be uniform across the two counties. New Castle County

**3.0 SURVEY UPDATE**

- Comments and schedule for deployment:
  - Newark resident
    1. Tom to provide a marked-up map version after this call.
    2. The resident survey can be open for four weeks and distribution can occur soon
  - Bus driver
    1. Suzanne will help administer the Cecil Transit bus driver survey; can be done soon
    2. Heather to inquire to DTC regarding the date for the next DART Club Room
  - Employer
    1. WSP still needs a list of employers/businesses for the employer survey; list received from Cecil (can also be distributed on-line)
    2. Can be conducted soon
  - Passenger intercept
    1. Suggestion to administer this survey at the Transit Hub, Route 4/896 park-and-ride, and the Newark Train Station
    2. Heather and WILMAPCO interns may be able to help with the intercept survey
    3. Can be done soon, and potentially again in the fall after students are in session.
- WSP to create “preamble” intro text for the surveys that will be deployed online.

**4.0 OTHER DISCUSSION**

- N/A

**5.0 NEXT STEPS/NEXT MEETING**

- Heather will send out a Doodle poll regarding the next PMC meeting late July

**DISTRIBUTION: Invitees**

**Copies to: Project File**