

Advisory Group Meeting #1

November 18, 2013

Meeting Summary

Brandywine Conference Room, DTC's Beech Street Administration Building
4:00 PM – 6:00 PM.

The first meeting of the Wilmington Transit Moving Forward Advisory Group was held on November 18, 2013 from 4:00 PM – 6:00 PM. Dave Gula, Principal Planner for WILMAPCO, welcomed and introduced Advisory Group members and the Project Team. Ken Goon and Andrew Bing from the Project Team led the Advisory Group meeting presentation and discussion by providing an overview of the project, role and goals of the Advisory Group, identification of transit topics and path forward. The following is a summary of the Advisory Group Meeting:

Welcome and Introductions

- Dave Gula provided an overview of the Wilmington Transit Moving Forward project. The Wilmington Transit Moving Forward project is a collaborative effort among WILMAPCO, City of Wilmington, Delaware Transit Corporation, DelDOT and New Castle County to develop and prioritize a vision for the future of transit in the Wilmington region.
- The project will build upon the previous transit studies, Wilmington Downtown Circulation Study (WDCS) and the State Smart Transportation Initiative Study (SSTI)
- All Advisory Group members were provided with a binder for their use. The binder contained the following information:
 - Meeting #1 Agenda
 - Advisory Group Member Contact List
 - Copy of PowerPoint Presentation

Advisory Group Role/Participation

- The role of the Advisory Group is to advise and assist the project team in developing an implementable plan that will prioritize the future transit needs.
- The Advisory Group will meet a total of four times throughout the duration of the project that is expected to be completed in June 2014. The following is the schedule for the Advisory Group meetings:
 - Meeting #1 – November 18, 2013
 - Meeting #2 – February, 2014
 - Meeting #3 – April, 2014
 - Meeting #4 – May 2014
- The meetings will be 4:00 PM – 6:00 PM and be located in the Brandywine Room of DTC's Beech Street Administration Building.
- For each of the Advisory Group meetings, the discussion will focus on the transit topics that have been identified from the previous studies and ongoing outreach efforts.
- The Advisory Group will be responsible for recommending and prioritizing the transit topics that will be included in the Advisory Group Final Report.

- The Advisory Group Final report will represent the consensus and collaborative effort of the Advisory Group in identifying the prioritization of the transit topics for consideration.
- Since there will only be a total of four Advisory Group meetings, the Project Team stressed the importance of participation and committing to the process.
 - If an Advisory Group member is unable to attend, an alternate member can attend. However, there should be ongoing coordination among the AG member and their alternate so that there is not the need to revisit previously discussed topics.
 - Additionally, members will attend in person. There was a discussion regarding alternate communication options such as Skype and/or conference calls and due to the size of the Advisory Group those methods would not be feasible.

Working Group Role/Participation

- The role of the Working Group is to assist the Project Team in a more detailed assessment of the transit topics discussed during the Advisory Group Meetings.
- All members of the Working Group are representatives from the Advisory Group.
 - No additional invitations to participate
- Working Group members will need to commit to five meetings in addition to the four Advisory group meetings.
 - A total of nine meetings throughout the duration of the project
- The scheduled dates for the five Working Group meetings are:
 - Meeting #1 – December 11, 2013
 - Meeting #2 – January 2014
 - Meeting #3 – February 2014
 - Meeting #4 – March 2014
 - Meeting #5 – April 2014
- All information, transit topics and recommendations discussed at the Working Group meetings will be reviewed with the Advisory Group.
 - All Working Group topics will be vetted through the Advisory Group.
 - The Working Group will not have the ability to make independent recommendations or establish priorities for the Advisory Group.
- Considering the Working Group will be assessing the transit topics, all supporting data and materials will be forwarded to the Working Group members in advance of meetings to provide time for review prior to the meeting.
- Each Advisory Group member was provided a “Yes/No” form in their binder and asked to elect whether they would like to serve on the Working Group.
 - The Project Team will follow-up with members who did not complete their form to confirm their participation.
- The first Working Group meeting will be held on December 11, 2013 from 4:00 PM – 6:00 PM in the Brandywine Room of DTC’s Beech Street Administration Building.
- During the first meeting, the Working Group members will determine the preferred meeting time and location for each meeting.

Ground Rules

- The participant ground rules were discussed to ensure that all members have an opportunity to speak and are respectful of each other.
- The Advisory Group will operate by consensus whenever possible. Consensus does not necessarily mean agreement or active support. Stakeholders not objecting are not necessarily

indicating that they favor the proposal under consideration, but merely that they can “live with it.”

- In the absence of consensus, a majority of the members present is required for an item to be recommended.
- The facilitator will seek the sense of the Advisory Group on a recommendation. If there is not unanimity or if a clear majority does not exist, written ballots may be used.

Public Involvement

- Although the Advisory Group will be continuously involved throughout the project there will be opportunities for continuous public involvement through the project website, online comment form, and email link to submit questions or comments to the project team.
- In addition to the first public workshop that occurred on October 16, 2013, there will be 2 additional workshops:
 - Workshop #2 – March, 2014
 - Workshop #3 – May, 2014

Transit Redesign Update

- Ken Potts from DTC provided an overview of the status of DTC’s Transit Redesign plan to enhance availability and performance of DTC’s fixed route and paratransit service.
 - The Plan will also provide a better balance of services since the paratransit service provided by DTC is significantly higher than the national average.
 - The plan also included fare change recommendations
- Each member of the Advisory Group was provided a printed copy of DTC’s Transit Redesign presentation.
- The public hearings to present the proposed changes concluded on November 6, 2013
 - Participants had the opportunity to discuss their comments in a public forum
 - DTC will continue to receive comments on the proposed changes through November 22, 2013.
 - A decision on the final plan will occur on December 6, 2013.
 - Approved changes to the fixed-route service will occur on January 19, 2014
 - Approved changes to the paratransit service will occur on March 2, 2014
- There was a discussion on the definition of the ADA ¼ mile required service buffer and how that related to the fixed route service since DTC currently provides paratransit service outside of the required service buffer.
- Currently, there are no restrictions on the type of paratransit trip to be provided.
 - The Redesign plan would prioritize and set restrictions on the type of trip provided
- The recommended fare changes do not include lower fare options for students
- For more information on DTC’s Transit Redesign Plan, please visit the website at:

http://dartfirststate.com/rightfit/pdf/dart_brochure.pdf

- Cathy Smith provided an update of the ongoing Origin-Destination survey
- The survey began on October 15, 2013 and survey collection will conclude on November 22, 2013.
- The purpose of the survey is to collect updated information on the travel patterns of DTC riders
- The survey is going well and has met the sampling goals
- Only a few routes remain to be sampled to meet the sampling goals. Many routes have exceeded the expected sampling goals.

- The data is currently being geocoded and is at a 40.4% match rate

Transit Topics

- From the previous WDCS and SSTI Studies, Stakeholder interviews, and comments received at the October 16, 2013 Wilmington Initiatives Meeting and public workshop, a series of transit topics were identified that the Advisory Group would build upon and determine which topics would be included in the final recommendations.
- A series of transit topics were presented and categorized into 6 main themes
 - Bus Operations
 - Connectivity
 - Buses
 - Bus Stops
 - Technology/Data Collection
 - New Transit Riders
- A number of topics were listed under each of the six themes as potential transit topics for further consideration.
- Following the review of the transit topics previously identified, the Advisory Group was asked to suggest any additional topics for consideration. The following is a summary of the additional topics suggested:
 - Suburban to suburban bus service
 - Intermodal transportation; connect all modes
 - Fixed bus route deviation
 - Hours of employment relative to bus schedules
 - Efficiency of bus service; low passenger volumes on buses; load factor
 - Barriers impeding pedestrian access to bus stops
 - Traffic calming near bus stops and at intersections
 - Traffic congestion negatively affects bus operations – look at exclusive right-of-way
 - Information accessible for visually and hearing impaired
 - Website accessible for disabled
 - Smartphone apps
 - Additional park and rides; use existing underutilized parking areas
 - Para-transit schedules versus fixed route schedules
 - Shelters more enclosed with better lighting
 - Application of data driven decision making for the AG; How do they satisfy goals?
 - Transit service consistency with local land use plans
 - Steel-wheeled trolley
 - Why are people not riding the bus?
 - Do traffic volumes mirror where transit riders want to go and would that data be useful to the Advisory Group?
 - Could bus routes align with high schools such that DOE could shift resources to DTC?
- All topics will be considered and vetted by the Advisory and Working Groups for inclusion in the prioritization and recommendations in the final plan.
- There was additional discussion how DTC collects rider data and the use of Automated Passenger Counters (APC's) that DTC uses to collect boardings and alightings on each of the bus routes.
 - DTC has approximately 25 fixed route buses equipped with APC's that are rotated through the fleet to collect data.

- DTC is continuously collecting ridership data.
- It was suggested that other peer cities be researched to identify sustainable transit hubs
 - Some members of the Advisory Group have previously visited Providence, RI and Reading, PA.
 - Kansas City, MO was also suggested as a transit agency and City to research.

Path Forward

- The next Advisory Group Meeting will be held in February, 2014
- Each Advisory Group member was asked to complete and submit their Working Group “Yes/No” form prior to leaving.
- The first Advisory Group meeting will be held on December 11, 2013 from 4:00 PM – 6:00 PM in the Brandywine Room of DTC’s Beech Street Administration Building.

Meeting Materials Provided

- Each Advisory Group member was provided a 3-ring binder with tabs that provided the following information:
 - Meeting #1 – Agenda
 - Advisory Group Member Contact List
 - Printed version of Meeting #1 PowerPoint presentation
- Nametags
- DTC provided copies of the Transit Redesign update presentation

Attendees

See the list of attendees following this page



Advisory Group Members Present

First Name	Last Name	Organization	Email	Phone
John	Rago	City Council	jrago@wilmingtonde.gov	302-576-2149
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Christine	Dunning	Chief, City of Wilmington Police Department	christine.dunning@cj.state.de.us	302-576-3940
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Advisory Group Members Absent

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