**DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE**

**MINUTES OF JUNE 10, 2015**

**Technical Advisory Committee Representatives attending:**

**Mary Ellen Gray, Kent County Planning (Chair) David Edgell, Office of State Planning (Vice-chair)**

**Bill Cook for AM Townshend, City of Dover, Planning & Insp. Mila Robinson, DelDOT Planning**

**Valerie Gray, DNREC Joe Zilcosky, DE Economic Dev. Office**

### Milton Melendez, DE Dept. of Agriculture Aaron Chaffinch, Town of Camden

### Marc Dixon, Federal Highway Administration

### Cathy Smith, Delaware Transit Corporation

**Members not attending:**

### Ryan Long, Federal Transit Administration Sharon Duca, City of Dover, Public Works

### Rick Crawford, Norfolk Southern Hans Medlarz, City of Milford

### Jennifer Vallee, Dover Air Force Base Tim Riley, Kent Conservation District

### Dave Hugg, Town of Smyrna

**Non-members attending:**

**Tim Snow, DelDOT Michael DuRoss, DelDOT**

**Rachel Yocum, DNREC Rich Vetter, MPO staff**

**Kate Layton, MPO Staff James Galvin, MPO staff**

**Chris Kirby, MPO Staff**

**The meeting was called to order at 10:03 AM.**

1. **Introduction of members and guests**
2. **Public Comments**
3. ***ACTION ITEM*: Approval of Agenda**

MOTION By Mr. Melendez to approve the agenda. Seconded by Mr. Chaffinch. Motion carried.

1. ***ACTION ITEM*: Approval of Minutes – February 11, 2015 Amended and April 8, 2015**

MOTION By Mr. Chaffinch to approve the February 11, 2015 amended minutes. Second by Mr.Melendez.

Motion carried.

MOTION By Mr. Edgell to approve the April 8, 2015 minutes. Second by Ms. V. Gray. Motion carried.

1. **PRESENTATION: Delmarva Freight Plan - DelDOT Planning (enclosure)**

Mr. DuRoss gave a PowerPoint presentation on the Delmarva Freight Plan; the TAC members had been sent a copy of the summary prior to the meeting. Mr. DuRoss reported that the federal MAP-21 recommends developing a freight transportation plan. The Delmarva Freight Plan was the result of 18 months of outreach, 150 surveys to shippers and trucking companies, agricultural and chemical companies, 30-35 interviews, and consultation with a major freight organization. Data from multiple sources was gathered and integrated to form a clear picture of what is moving in Delaware.

TAC members had questions and/or comments regarding air cargo, individual projects, and how often the Plan would be updated. It was noted that the MPO Metropolitan Transportation Plan (MTP, also referred to as the Long Range Transportation Plan and Regional Transportation Plan) will be updated this year.

1. ***ACTION ITEM*: Delmarva Freight Plan Endorsement**

MOTION By Ms. V. Gray to recommend Council endorse the Delmarva Freight Plan. Seconded by Mr. Chaffinch.

Motion carried.

1. **PRESENTATION: Route 10 Trail Study - Rich Vetter**

Mr. Vetter gave a presentation on the Route 10 Bicycle Trail. The map illustrated the entire trail, including completed, in-design and proposed sections of the trail. The TAC members had questions regarding the proposed sections and the timing for design and construction. There was discussion concerning the different facilities and road connections involved in the trail. Ms. ME Gray commented that it was good to see that the plan is in place.

1. **DISCUSSION ITEM: Project Prioritization Working Group – Jim Galvin**

Mr. Galvin reviewed the history of the Prioritization Working Group. The Working group is necessary to develop a method to rank projects based on MPO priorities, which are somewhat different from DelDOT’s policies and needs. After the initial meeting, the Working Group chose to pursue development of a complete prioritization process, and to use DecisionLens to accomplish this, using MPO criteria rather than DelDOT’s criteria. Mr. Galvin distributed a copy of the draft criteria that the Working Group developed. The draft has gone through a couple of iterations with DecisionLens to see how projects would be identified. The Working Group would like to run the process and look at projects from MTP that haven't been addressed yet in DelDOT’s Capital Transportation Program and see how these projects would rank.

The DecisionLens process of setting criteria and weights has allowed the working to group to determine which projects mean more than others. One example is “System effectiveness” and “Safety.” Comparing the two, the Working Group members each had a hand-held voting voting machine and each person rates the criteria individually. Under “Safety” there is both road and bike/ped safety. Those would be ranked evenly under the greater scheme of things. After the Working Group finished prioritizing comparisons, DecisionLens will combine all the information and show how the criteria rank next to each other. If the criteria ranking is not felt to be accurate, the weighting can be changed and the criteria can be run again.

Coming out of the process will be a list of projects from the MTP that show highest to lowest priorities. After the Working Group completes this step of the process, the Group will come back to TAC and have members go through the voting and prioritization process themselves and compare the results with the Working Group results. This will be time consuming, but it is necessary to see what differences there may be between the TAC and Working Group results. Mr. Galvin would like to do this with the PAC as well. Then, if the Council sees fit, he would like Council members to go through the process as well, to see how the 4 different results compare.

Mr. Edgell asked how the results from the Working Group, PAC, TAC and Council would be reconciled. Mr. Galvin said that Ms. Robinson could run the numbers and models together and come up with a cumulative score. Mr. Chaffinch asked how the Working Group felt about the process; Mr. Galvin said the Group felt comfortable that the criteria represented the MPO priorities, and he was looking forward to the results of running the projects through DecisionLens.

1. **Member Agency Reports:**

**Statewide Planning –** Mr. Edgell noted at the last TAC meeting that his office was updating the process for State Strategies for Policies and Spending. There will be new text and maps, and is expected to go for public review in fall. Many of the various State agencies have provided data, so it would be a good idea for those agencies to take a look at the draft and see if something missing. He asked everyone to make an effort to go out to the local governments to make sure things make sense and get comments. Ms. Smith suggested using software or some program that could superimpose those figures and compare with State Strategies? She felt it could contribute to the plan, and would really show the feasibility of transit standard basis and critical mass and support of hourly bus service. If the whole state was looked at, Delaware could get a good sense of fixed route service needs. Mr. Edgell asked if he could get together with her to get that information from DTC.

1. **Staff Report:**

**10.1 Outreach Activities – Kate Layton**

**10.2 UPWP Progress & Financial Reports – Rich Vetter (enclosures)**

Ms. Layton reported on her outreach activities. Mr. Vetter reported that the MPO is updating the TIP video information. He also reported that the MPO has met with DelDOT and Delaware State University about extending Crawford Carrol Road to the Dover Mall. DSU is in favor of that project.

The MPO is working with the Town of Little Creek on the update of their Comprehensive Plan, and will work with the Town of Wyoming next.

Mr. DuRoss reminded the TAC that the Third annual Freight Summit will be held on June 24 at Dover Downs from 9 AM to Noon. A light lunch is included. Interested members should go to the WILMAPCO website to register for the free summit.

1. **Next Meeting: August 12, 2015**

MOTION By Mr. Chaffinch to adjourn the meeting. Seconded by Mr. Melendez. Motion carried.