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

**MINUTES OF FEBRUARY 10, 2016**

**Technical Advisory Committee Representatives attending:**

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

**Tim Riley, Kent Conservation District Bill Cook, City of Dover, Planning & Insp.**

**Bruce Allen, DelDOT Planning Jason Lyon, City of Dover, Public Works**

**Valerie Gray, DNREC Rob Pierce, City of Milford**

### Cathy Smith, Delaware Transit Corporation Joe Zilcosky, DE Economic Dev. Office

### Milton Melendez, DE Dept. of Agriculture Matt Jordan, Dover Air Force Base

### Amanda Marlow, Town of Camden Marc Dixon, Federal Highway Administration

**Members not attending:**

**Ryan Long, Federal Transit Administration Rick Crawford, Norfolk Southern**

**Dave Hugg, Town of Smyrna**

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**Non-members attending:**

**Armand Carreau, Bridgeville, DE Lorne Gloede, Dover, DE**

**Rich Vetter, MPO staff James Galvin, MPO staff**

**Kate Layton, MPO Staff Catherine Samardza, MPO Staff**

1. **Introduction of Members & Guests**
2. **Public Comments**
3. ***ACTION ITEM*: Approval of Agenda (enclosure)**

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

1. ***ACTION ITEM*: Approval of Minutes – October 14, 2015**

There was discussion concerning the “Senator Bikeway,” which is, in fact the project name. A typographical error of a repeating word was also noted.

MOTION By Ms. V. Gray to approve the minutes with the corrector of the typographical error. Seconded by

 Mr. Edgell. Motion carried with two abstentions.

1. **DISCUSSION ITEM: MPO Title VI / Environmental Justice Policy - Jim Galvin (enclosure)**

Mr. Galvin explained the federal requirement for an Environmental Justice, or Title VI policy. He noted that the MPO does have an EJ Policy, but it must be updated to reflect the current federal laws and the most recent census information. He added that this policy is not as detailed as WILMAPCO’s policy, which is very extensive. The MPO EJ policy covers the MPO’s responsibilities and lays out the complaint format and process. It was noted that the draft policy includes assurances that are/will be included in any contracts the MPO executes. Mr. Galvin noted that the EJ requirements included two parts, planning, and contracts.

Ms. V. Gray noted that the EPA encouraged DNREC to do EJ outreach for projects. Mr. Edgell thought the complaint process should filter “through the agencies upward, somehow.” Discussion included comments that DNREC had developed tools to determine how/whether a complaint should move forward. There was discussion concerning how much instruction was included in the federal language on how a complaint should be evaluated and processed. Mr. Allen felt that there should be standardization of some sort between agencies. Ms. Smith said that DTC was audited and the DTC process now included flyers and meeting minutes. It was also suggested that the MPO should see how the civil rights office and the ADA coordinates these issues. Mr. Vetter noted that this was a first draft, and the next step would be to meet with DTC, DelDOT and DNREC, to see if criteria could be the same. Ms. Smith said she would e-mail the MPO the DTC policy.

1. **DISCUSSION ITEM: FY 2017 UPWP Update - Rich Vetter**

Mr. Vetter reviewed the draft UPWP, noting that the first few projects were always the same and included maintenance of the office, public outreach, creation of the TIP and UPWP. This year, the Metropolitan Transportation Plan will be updated. For Transportation Planning Projects and studies, the MPO has reached out to the municipalities and Kent County for ideas. There is money for comprehensive plan assistance for the small municipalities, and the MPO is already working with Little Creek and Kenton. A member of the PAC suggested that the MPO’s Regional Bicycle Plan be updated. He asked that any ideas be sent to staff, and the UPWP would come back to the TAC for action in April.

Mr. Edgell asked if the MPO had reached out to the League of Local Governments to contact the municipalities for ideas; Mr. Vetter said that the MPO had done so in September 2015, but there was no response.

There was discussion concerning how much money was available for projects. Staff noted that it depended on whether or not a project could be done in-house or if a consultant would be used. There was discussion concerning projects that might be helped by a traffic study being completed before DelDOT required a Traffic Impact Study (TIS).

Mr. Vetter reminded the TAC members that the MPO would require a formal request for assistance.

1. **DISCUSSION ITEM:MPO Metropolitan Transportation Plan (Long Range Plan) Update - Rich Vetter**

Mr. Vetter reported that the MTP was last updated in 2013, and is required to be updated every four years. Projects in DelDOT’s Capital Transportation Program (CTP) and the MPO Transportation Improvement Program (TIP) must be in the MTP to qualify for Delaware’s federal funds. The MPO must look at the amount of money available for Kent County projects in current years and estimate what will be available through 2040. The project list must be financially reasonable; additional projects are included in the MTP as an “aspirations” list.

Mr. Vetter distributed a list of projects for inclusion in the MTP, and explained that the projects were ranked with Decision Lens using the MPO criteria that the Prioritization Process Working Group developed last year. The projects were sorted as near-term, mid-term and long-term.

Ms. M. Gray noted that two road projects on the list are already in the CTP, and that projects on the list moving forward shows that the process works.

1. **PRESENTATION: Capital Gateway Study - Rich Vetter**

Mr. Vetter gave a PowerPoint presentation regarding the recommendations that came from the Capital Gateway project charrette. The public participation noted under-utilized or vacant parcels in the project study area. The area is mixed-use, including commercial, industrial and residential areas. The charrette was held in the new Sankofa Cultural Center building in the study area. Recommendations included:

* Reduce blight
* Promote mixed use
* Create a gateway “landmark”
* Increase economic activity
* Expand green space
* Improve safety

In particular, residents were not happy with the “weaving” traffic pattern on Division Street. Three different suggestions on how to eliminate that pattern were developed.

Mr. Vetter said that the final report should be done in March. It will go to City Council and through the adoption process. It is expected that there will be ordinance/code changes that will be adopted to support the plan, after which the City will pursue design funding.

1. **Member Agency Reports:**

**Kent County Conservation District**- Mr. Riley reported that the Senate Concurrent Resolution 30, Clean water and flood abatement, has been passed, the challenge now is to establish funding. Recommendations include a well tax, a flush tax or a property tax. A property tax, however, would disproportionately tax farmers. He also noted that DNREC’s Watershed Implementation Plan will not be able to reach the goals set without funding to pay for the program. If the goals of the 5-year plan are not met, EPA will step in. There was discussion concerning the potential tax; Mr. Riley said that, in his opinion, a “flush tax” would be the fairest, and everyone would share the costs. Mr. Zilcosky asked how the EPA would enforce the Watershed Implementation Plan. Mr. Riley said the EPA would require farmers to put in cover crops, and some farmers may not be able to afford this. He was afraid that Delaware would lose farms because of these, and he felt there was no real science behind blaming the farmers. He reminded the TAC members that agriculture is still the number one industry in Delaware. There was further discussion concerning the tax options being considered. Ms. Smith suggested a cost benefit analysis would be helpful. Ms. V. Gray felt that the air quality benefits should be evaluated.

**State of Delaware:**

**DTC –** Ms. Smith reported that service changes will take place on February 15th. She also reported that DTC’s chief scheduler for 20 years has been out due to health issues. The position is difficult to fill, since it takes 5 years of special training. She also noted that issues with the union agreement contributed to pushing the service change date from January to February. DTC is discussing adding service to the Kent County Library, and the Eden Hill Medical Center.

**State Planning –** Mr. Edgell reported that the State Strategies final draft will be on the website. The Cabinet Committee will meet to consider the document, then forward it to the Governor. There is no time frame for when it will receive final approval.

**DEDO –** Mr. Zilcosky reported that there would be a Downtown Delaware Revitalize conference at the Queen Theater in Wilmington on 3/16/16.

1. **Staff Reports:**

**10.1 Outreach Activities – Kate Layton**

**10.2 UPWP Progress & Financial Reports – Rich Vetter**

It was announced that Chris Kirby has left the MPO and is now working for Century Engineering.

Ms. Layton read a letter from Senator Carper regarding his attendance at the January Council meeting. She announced two new PAC members: John Grady, appointed by the City of Dover; and Jesse Spampinato, appointed by Kent County Levy Court.

Ms. Layton reported that the most recent newsletter was sent out via e-mail, and that the updated Public Participation Plan would be presented to the PAC, TAC and Council, leading to a 45-day public comment period.

Ms. V. Gray asked if there was an environmental justice component to the Public Participation Plan. It was felt that as the MPO’s Public Advisory Committee, the members would hear what’s going on in the community, including EJ/Title VI communities.

Ms. Layton announced that the MPO would be participating in the Bug and Bud Festival and the 55+ Expo. DART, the Division of Motor Vehicles and DelDOT would be sharing the MPO booth at the 55+ Expo. She also reported that she would be attending public events to solicit public input for the Metropolitan Transportation Plan, and speaking to municipalities and other groups as part of the public outreach strategy for the Plan.

This year, the MPO has scheduled a bus tour to view TIP projects. The date has been set for April 20th. The tour is free to the public, and TAC members are welcome to participate.

Mr. Vetter reported that the “rollover” money from previous years has been incorporated into the MPO budget.

1. **Next Meeting: April 13, 2016**

MOTION By Mr. Zilcosky to adjourn the meeting. Seconded by Ms. Smith. Motion carried.