**DOVER/KENT COUNTY MPO COUNCIL MEETING**

**PURPOSE: BI-MONTHLY MEETING**

**LOCATION: King Meeting Room, Camden Town Hall / Camden, DE**

**DATE: Wednesday, March 6, 2019**

**TIME: 3:00 – 5:00 PM**

**Dover/Kent MPO Council Members and /or Representatives thereof attending:**

**Robin R. Christiansen, Mayor, City of Dover, Chair**

**Michael Petit de Mange, for Brooks Banta, President, Kent County Levy Court, Vice Chair**

**John Sisson, Executive Director, Delaware Transit Corporation**

**Terry Pepper, Dep. Dir., Safety & Homeland Security, for Gov. John Carney, State of Delaware**

**Drew Boyce, Dir. of Planning, Delaware Dept. of Transportation, for Secretary Jennifer Cohan**

**Ryan O’Donoghue, Acting Division Administrator, Federal Highway Admin. (FHWA)**

**Members not attending:**

**Terry Garcia Crewes, Regional Administrator, Region III, Federal Transit Admin. (FTA)**

**Anthony Moyer, Mayor, Town of Harrington, for Kent County Municipalities**

**Non-members attending:**

**Ernst Arndt, Viola Matt Jordan, DAFB, MPO TAC**

**Reed Macmillan, MPO Executive Director James Galvin, MPO Staff**

**Helen Wiles, MPO Staff Mike Ward, MPO Staff**

**Catherine Samardza, MPO Staff Darien Sawicki, MPO Staff**

**1. INTRODUCTION OF MEMBERS & GUESTS**

**2. PUBLIC COMMENTS**

Mayor Christiansen distributed a letter from Bennie Smith, owner of a business on Division Street, commenting on recommended changes and improvements being considered that resulted from an MPO study of the area several years ago. It was noted that the MPO had conducted the study for the City of Dover, and that the MPO was not the authority that should answer Mr. Smith.

**3. *ACTION ITEM:* Approval of Agenda**

MOTION By Mr. Sisson to approve the agenda. Seconded by Mr. Pepper. Motion carried.

**4. *ACTION ITEM:* Approval of Minutes, December 6, 2018 (enclosure)**

There was one correction noted, that Mr. Arndt was from Viola, not Dover.

MOTION By Mr. Sisson to adopt the minutes with the above correction. Seconded by Mr. Petit de Mange.

Motion carried.

**5. *PRESENTATION & ACTION ITEM:* Draft FY20 Unified Planning Work Program (UPWP)**

**(enclosures) / Reed Macmillan**

Mr. Macmillan gave a PowerPoint presentation and reviewed the UPWP and 8 projects. Updated material was distributed, showing some changes to the UPWP since the meeting materials were sent out. He noted that the total budget of the program is $573,812, but actual cash is $516,000, due to the anticipation of cash contributions from some member agencies. Of the 20% required match, DelDOT would provide 10% in cash, and the remaining 10% would be provided in cash to cover transportation planning study contracts for DelDOT, Kent County, Dover and Harrington. The 8th project, Transportation Studies, will use FY18 rollover funding, and a 10% match for those projects is required from the member agencies requesting studies. There was discussion concerning cash contributions and the agreements that would be required to document the 10% match.

Mr. Macmillan’s presentation included comments from DelDOT and which of those comments were incorporated into the UPWP. Mr. Macmillan also described the evaluation and prioritization process the MPO used to determine which transportation studies submissions would be funded in FY2020.

The TAC and PAC both recommended approval of UPWP, with the TAC noting review of DelDOT’s comments and incorporation of any changes determined as necessary.

MOTION By Mr. Sisson to approve the FY20 UPWP. Seconded by Mr. Boyce.

Mr. Boyce added that DelDOT provided information on the DelDOT-submitted projects that they wished to see move forward, and that those projects “dovetailed” with projects submitted by Kent County and the City of Dover. He also said that DelDOT and the MPO would work with the consultants to refine the project budgets, or possibly to schedule phasing to FY21. He asked Mr. Sisson if the motion could be amended to be flexible for phasing, and Mr. Sisson agreed that it could. Mr. Petit de Mange said that Kent County would be meeting with the consultant to address the budget estimate for the East-West Freight Study, hoping to scale the cost back.

Motion carried.

**6. *PRESENTATION & ACTION ITEM:* D/KC MPO Job Class Specifications and**

**Performance Evaluation Incentives (enclosure) / Reed Macmillan**

Mr. Macmillan gave a PowerPoint presentation, noting that in his SWOT (Strengths, Weaknesses, Opportunities and Threats) evaluation last year that the MPO had not had a formal policy for personnel issues, rather using the State policy as a reference. Mr. Macmillan noted that there are two parts to the action requested: the first to approve the job class specifications; the second to approve the proposed incentive program. Mr. Macmillan has written and implemented an MPO policy for personnel that includes annual evaluations and would like to expand that by offering a financial incentive for employees whose evaluations warrant it. The presentation noted the criteria and standards to be evaluated, the points each could merit, and what increase % would be tied to the point system. In the past, salary increases have been determined through Cost-of-Living (known as COLA) increases when allocated to State employees by Legislature, or MPO research to keep the MPO salaries competitive with State, County and municipal members. It was reported that the base salary ranges presented for the MPO positions are in line with the MPO partner agencies and other MPOs across the country. It was noted that for the last couple of years, the Governor has allocated a specific increase for all State employees “across the board” rather than a percentage or Cost-of-Living increase. If an employee is not happy with an evaluation, it could be appealed to the Council’s Executive Committee. There was some discussion concerning Mr. Macmillan’s research of comparable state agencies and equivalent MPOs across the country.

MOTION By Mr. Pepper to adopt the Personnel Policy. Seconded by Mr. Sisson. Motion carried.

**7. *PRESENTATION & ACTION ITEM:* Transit Asset Management Performance Measures (enclosure) - James Galvin**

Mr. Galvin reported that, along with the previously adopted Performance measures, the Transit Asset Management Plan by DART/DTC, must be incorporated into the TIP. The TAMP has no actual targets, it lays out a plan for managing inventory and facilities and is basically a Capital Improvement Program detailing inventory and condition and a policy for keeping facilities and equipment in good repair. He further noted that there is no federal requirement for MPO participation in the TAMP except include it in the TIP.

MOTION By Mr. Petit de Mange to adopt the TAMP as presented, *with a forthcoming resolution*. Seconded by

Mr. Boyce. Motion carried.

Staff asked if there was a sample resolution that could be provided for this Action Item, and Mr. Sisson said he would provide a copy of WILMAPCO’s, which has already adopted the TAMP. Mayor Christiansen asked if the motion could be amended to indicate that the resolution would be forthcoming, without an additional vote, and everyone agreed.

**8. \*\*\* MEMBER REPORTS \*\*\***

DelDOT: Mr. Boyce reported that there is proposed legislation in the General Assembly that will impact the MPO if enacted, The plan is to move a biennial CTP. Currently, State regulation is for an annual CTP. If changed to every 2 years, the MPO would only have to do a TIP every two years as well, and it will provide us additional resources because all that money in the UPWP for TIP development could be re-allocated to studies and to provide better service for the MPO members. DelDOT is finding that, with a stable revenue source there is not much change happening every year. A two-year cycle would be able to show more relevant information and more updates, so we (DelDOT) think it’s a good idea, a positive thing to better allocate the MPO resources for studies instead of paperwork minutia. Mr. Sisson noted that it wasn’t all documents and paperwork, there are required public hearings and other outreach as well. Mr. Boyce noted that the federal requirement is every 4 years and said that he could provide the MPO with an “FAQ” to answer questions and for distribution.

Mr. Boyce also gave brief updates on the US13 Widening project and the opening of the Little Heaven overpass. He reported that semi-final plans for the Camden by-pass are finished and there will be a public workshop in the spring; that Kenton Road semi-final plans are out; DE8/15 (Saulsbury/Forest intersection) safety improvement plans are out. He said that the FY20-25 CTP reflects the MPO’s draft TIP, and was approved by the Council on Transportation (COT) on 2/25/19. The COT wrote a letter to the Governor and General Assembly for for action, as the lst year is in Bond Bill process in June.

He reported regarding the Civil Air Terminal, a future economic driver, noting that there would be a progress meeting tomorrow meeting with the Working Group. An environment assessment is in process, so that the Federal Aviation Administration (FAA) will approve increasing the number of operations. It has been a slow, methodical and meticulous process. Mayor Christiansen commented that he would rather the plan be well-thought out rather than helter-skelter, and he appreciated the efforts to bring in more jobs and econ development.

Kent County: Mr. Petit de Mange reported that sanitary sewer work is planned along US13 from Denney’s Road to Townsend Boulevard, beginning in the summer through the fall. The project is to upgrade the 30” force main in the middle of US13 (originally installed in 1970). The mostly-concrete pipes will be slip lined with a new product. Kent County is working with DelDOT Traffic Management and there will be significant public outreach beginning later in March and running through April before project starts. Outreach will include a meeting with Dover’s City Council along with extensive outreach to the property owners in the corridor. Public outreach is expected in the spring, and there will be a special website for the community to find information. KCI engineering is the consultant and they are developing the public outreach plan.

Mr. Boyce then thanked Mr. Macmillan for his personal passion for the MPO extra efforts he goes to, to keep the MPO running and make it the best, and said he wanted to publicly acknowledge that.

Mayor Christiansen congratulated Secretary Cohen and DelDOT for the job on US301. He said that drove it the other day from Wilmington and it was a great addition, a smooth ride, and helped transportation in the area.

**9. Staff Reports –**

**9.1 Progress & Financial Reports – MPO Staff (enclosure)**

**9.2 Other Project Updates/Activities – MPO Staff**

**9.3 Correspondence, Publications/Reports/Outreach**

Mr. Galvin gave project updates, noting that for the first time since he’s been with the MPO, there are a number of projects all at the same time: Bank Lane, Milford Parking Study, The Harrington Comprehensive Plan, and the DSU pedestrian count/study.

* A draft final report for Bank Lane is complete, showing four alternatives for bike lanes, paths and road improvements for West Street to The Green, and one last proposal for Governors Avenue to The Green. A final report is expected by end of the month, and the consultant contacted the City of Dover to arrange a presentation to City Council.
* The Milford Downtown Parking Study draft has been reviewed and comments sent to consultant, who is working on the final report. Mr. Galvin noted that it looked a lot like the Dover parking study.
* The DSU pedestrian study, the third one and all performed by Century, same format and process as last 2 times. Most problematic area is on College Road, seems like problems on US13 have been calmed with improvements.

Mr. Petit de Mange asked if the traffic calming device installed near College Park had improved the safety conditions; Mr. Galvin said that it is safer but hasn’t altered pedestrian behavior. He suspects it will have to be something similar as what was done across front, and make it difficult and inconvenient to cross anywhere but the crosswalks. He also noted that in Annapolis, St. Johns College has a similar wall to DSU to limit pedestrian crossings.

* Harrington Comprehensive Plan – The comp plan is not quite finished, as Harrington has been concentrating on the study of the 3 parcels adjacent to the railroad track for an intermodal freight center.

Mr. Macmillan then gave an overview of the standing of the current FY19 budget, noting that the high invoices due to multiple consultant billings and a breakdown in communications with DelDOT resulted in a serious problem to meet payroll. Over $10,000 was needed right away because of a delay in invoice processing. Mr. Macmillan withdrew his own money in cash and deposited it in the MPO account – because both cashier’s checks and ACH deposits take at least 24 hours to clear. He added that this needs to be managed better, and the MPO will now submit invoices to DelDOT 5 business days after the end of the month, and he is asking DelDOT to process the MPO invoices quickly. Mayor Christiansen said that Mr. Macmillan was a “stand up person” and deserved to be congratulated. He added that the “powers that be” should not let this happen again.

Mr. Ward gave a presentation on the interactive, layered map the MPO has developed for its website. He reported that Mr. Macmillan had given him a challenge, to map all the studies and projects listed in plans and documents (TIP, MTP, Regional Bicycle Plan, etc.) and to make the map interactive, easy to understand and navigate. While creating the map, Mr. Ward noted that there are some anomalies – in some cases, different projects with the same name, in others, the same project with different names. He is working to reconcile these issues in the map, and to create unique identifiers for the projects, which is a challenge.

There was some discussion concerning working with DelDOT on this, using ARC GIS on-line and share resources. DelDOT is talking to First Map and DTI about opening this to other public agencies and leveraging GIS data to counties, municipalities and the MPO to share data. Mr. Ward said he would like to work on that with DelDOT staff.

Mr. Macmillan added that the MPO would be using this map to show activity for the MTP and TIP projects and for updating the MTP, which would be a year-long process. Mr. Ward spoke a little more on how the public would be able to view the different layers on the map.

Ms. Wiles reported on MAPITT – Mobility Asset Public Issues Transportation Tracker. This is an interactive application that will allow the public to identify problems they encounter on Delaware roads and sidewalks. The location of a problem can be identified on an interactive map, and a description of the issue can be typed in, or photographs could be uploaded. MPO staff will then ensure that the information gets to the correct agency or division for resolution. The program is expected to go on line over the next month or two.

Ms.Wiles also noted that the Public Participation Plan (PPP) will be updated and invited Council members to go on line to review the current PPP, which is on the website. She hoped to have it for review at the next meeting. She noted that since the public is not usually able to attend workday meetings, she would like to video the meetings and put them on the website for people to watch online. She asked if Council had any thoughts. Mayor Christiansen said that the MPO needs to be open to public participation and seeing the meetings on the website might generate more interest in coming to the meetings in person.

Mr. Boyce said he liked the MAPITT project but wanted to be sure the MPO coordinates with DelDOT, which is working on a “pipeline” process and the MPOmight get something about potholes that DelDOT would need to know about, so he felt tto figure out interaction and integration. Mr. Ward asked if this was being done at DelDOT, and Mr. Boyce said Bruce Allen was using a web tool that would be similar and Helen might want to talk to him.

**10. ADJOURN**

Mayor Christiansen thanked the staff and the executive director for their efforts and said to feel free to reach out at any time if anything is needed.

MOTION By Mr. Pepper to adjourn the meeting. Seconded by Mr. Sisson. Motion carried.

**NEXT MEETING: MAY 1, 2019**