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

**MINUTES OF FEBRUARY 12, 2019**

**Technical Advisory Committee Representatives attending:**

**Kris Connelly, Kent County Planning, Chair David Edgell, Office of State Plng (Vice-chair)**

**Ed Diaz, City of Dover, Planning & Insp. Nathan Attard, DelDOT Planning**

**Amanda Marlow for Aaron Chaffinch, Town of Camden Jolyon Shelton, DNREC**

**Jason Lyons for Sharon Duca, City of Dover, Public Works Matt Jordan, Dover Air Force Base**

**Cathy Smith, Delaware Transit Corporation Rob Pierce, City of Milford**

**Milton Melendez, DE Dept. of Agriculture**

**Members not attending:**

**Tim Riley, Kent Conservation District George DiBenedictis, Town of Smyrna**

**Lindsay Donnellon, Federal Highway Admin. Cliff Gunstra, Delmarva Central Railroad**

**Lee Derickson, DE Motor Transport Assoc. Ryan Long, Federal Transit Administration**

**Patty Cannon, DE Div. Small Business**

**Non-members attending:**

**Gary Pennington, City of Dover Bicycle/Ped. Subcommittee Jim Sullivan, DNREC**

**James Galvin, MPO Staff Helen Wiles, MPO Staff**

**Catherine Samardza, MPO Staff Mike Ward, MPO Staff**

**1. INTRODUCTION OF MEMBERS & GUESTS**

**2. PUBLIC COMMENTS**

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

MOTION By Mr. Attard to approve the agenda. Seconded by Mr. Shelton. Motion carried.

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

Staff noted that there were some updates on the most recent version of the minutes, but no substantive changes.

MOTION By Mr. Lyons to approve the minutes as updated by staff. Seconded by Mr. Edgell.

Motion carried.

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

Mr. Galvin gave a PowerPoint presentation and reviewed the UPWP and 8 projects. He noted that the total budget of the program is $573,812, but actual cash is $516,000, due to the anticipation of in-kind service contributions from member agencies. Of the 20% required match, DelDOT would provide 10% in cash, and the remaining 10% would be provided in cash or documented in-kind-service (third party donations). 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. For those member agencies that cannot contribute cash, in-kind service would be required in the same 10% match. There was discussion concerning cash contributions or in-kind services, and the agreements that would be required to document the 10% match.

Mr. Attard reported that he had sent a memo to the MPO regarding changes to the UPWP and comments he intended to provide to Council (copy of original and final in file). He noted that some changes were regarding confusion between “long range transportation plan” and “metropolitan transportation plan” – the first is DelDOT’s long range plan, and 2nd is the MPO plan. He asked that the text be reviewed to ensure the correct plan is being referenced. He also noted that the MPO mission is to support regional planning, not projects, and that the regional priorities should be updated to reflect those in the most recent MTP. He also felt that the section on “in-kind services” should be changed, and that the table illustrating that should be reconsidered. Staff noted that some information for this section could not be defined until agreements with the MPO member agencies were documented. Mr. Attard also had concerns about the information regarding local match, which includes cash from DelDOT.

Staff indicated that Mr. Attard’s comments would be considered by the Executive Director and discussed further with DelDOT staff.

MOTION By Mr. Edgell to recommend Council approve the UPWP with changes as discussed and agreed upon

by the MPO and DelDOT. Seconded by Mr. Lyons. Motion carried.

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

**Performance Evaluation Incentive**

Ms. Wiles gave a PowerPoint presentation prepared by Mr. Macmillan. It was noted in Mr. Macmillan’s 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. Ms. Wiles 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 categories that are 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. There was some discussion concerning COLA, with members noting that Kent County and the Town of Camden regularly review the regional COLA in terms of salary increases and the impact on organizational budgets. Ms. Marlow reported that Camden allocates a COLA raise every year, and it is not based on performance. The Town looks at the budget for sustainability 3 years out. TAC consensus was that the incentive plan was a good idea, although some TAC members did not think a cost of living increase should be ruled out, and possibly re-evaluated in the future, with a combination of COLA and incentives. Mr. Edgell liked that this proposal was performance-based, not COLA. He also thought this was simple compared to the State merit process. Mr. Pierce asked that staff send out the final policy to TAC members when approved.

MOTION By Mr. Edgell to recommend Council approve the job class specifications as presented.

Seconded by Mr. Attard. Motion carried.

MOTION By Mr. Edgell to recommend Council approve the performance incentive plan as presented.

Seconded by Mr. Lyon. Motion carried.

Mr. Edgell made a final comment that this would be a recruitment tool for the MPO in the future.

**7. \*\*\* MEMBER REPORTS \*\*\***

Office of State Planning: Mr. Edgell reported that applications for Downtown Development grants are open. There will be a mandatory pre-application workshop on February 20th at the State Planning office. Mr. Edgell noted the program is three years old and only 2-3 projects will be selected. He also said that the quality of applications has been high, and Wilmington has the most downtown projects – some very large. There is $8.5M per year available. He expects that this cycle of projects will take 2-3 years to be completed, then more will be added.

City of Dover: Mr. Diaz noted that there had been some confusion in the Dover Planning Department as to who should be attending the MPO TAC meeting, but that has now been resolved. Mr. Attard suggested that Mr. Diaz present a draft of the transportation chapter of Dover Comprehensive Plan update to the TAC for feedback.

City of Milford: Mr. Pierce reported that Milford has reviewed the final draft of the Downtown Parking Study done by WRA and a presentation will be made to the MPO in the future. Milford is also updating the sign code and will be holding a public meeting. Updating other parts of the zoning ordinance will follow.

DelDOT Planning: Mr. Attard reported on information he was asked for by the PAC back in December concerning improvements at the intersectionSR14 and Killen’s Pond and information about crosswalks in Camden. He noted that ADA access is sometimes difficult in older towns (due to space and right-of-way) and that it is something DelDOT wants to work with municipalities on. He thought it could be a TAC and PAC presentation.

DTC: Ms. Smith reported that there will be public hearings in March regarding route and schedule changes. Routes 120 and 300 are being looked at, and DTC is working with Smyrna to expand the Route 300 route. The 303 will be traveling on the POW MIA Highway and skipping State Street. She also reported that there are schedule issues in Georgetown and Milford. The 210 and 307 in Milford will serve the new Bayhealth campus. There are issues, and the routes currently have a detour, because the campus is private property and the lawyers say that a Letter of Agreement is needed. Ms. Smith said that Bayhealth thought service would begin immediately once the LOA was signed, but it doesn’t work that way; facilities and technology needs to be in place. She further reported that 16 electric buses will be added to the fleet, but there are some technicalities with charging the electric buses that need to be worked out before the buses are in service in Dover. Six buses will be in Dover, 8 in Wilmington/New Castle County, and two in Sussex/Rehoboth.

Kent County Planning: Mr. Connelly reported that the 2018 Comprehensive Plan update was adopted. Kent County will follow up by updating/rewriting the zoning code. Master plans are being developed for two areas: South Frederica and Little Heaven.

**8. Staff Reports –**

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

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

**8.3 Correspondence, Publications/Reports/Outreach**

Mr. Galvin reported that the Bank Lane draft plan will be finalized by mid-March. The Milford Parking Study draft plan was approved by Milford and will also be finalized by mid-March. Mr. Macmillan expects to formally present the final plans to City Councils or appropriate committees. The DE State University Pedestrian Counts – the third set done since 2014 – will be updating information regarding pedestrian movements with the changes and improvements done in the vicinity of DSU. Mr. Galvin said that the changes on US13 have been effective, but not so much on College Road.

He also noted that the Performance Measures previously adopted by the MPO, along with a Transit Asset Management Plan by DART/DTC, will be incorporated into the TIP. The TAMP has no actual targets, it lays out a plan for managing inventory and facilities. The TAMP will go to Council for adoption in March. Ms. Smith noted that the TAMP is about operations facilities management rather than targets.

Mr. Ward gave a presentation on the interactive 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 worked to reconcile these issues in the map. Mr. Shelton asked if the MPO was working with WILMAPCO on this project, but the MPO is not, this is a Kent County mapping project. Mr. Shelton said it would be nice to see what’s going on (in New Castle County). There was some discussion about discussing the project with WILMAPCO, and that each project needs a unique identifier, which Mr. Ward is working on, now that anomalies have been found and cleared up.

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 the application will allow uploads of photographs. 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.

There were questions and some discussion concerning working with DelDOT’s existing system and how the application would be accessed. Mr. Attard and Ms. Smith noted that DelDOT and DTC have similar programs. Mr. Edgell felt that it should be considered from a customer’s point of view, and it should be made clear on how to use it. Mr. Attard said that the MPO PAC should be used as a focus group, and said he thought the MPO would be getting a lot of complaints about issues that might not be relevant to the application. Staff assured TAC members that it would be tested with Council and committees first, and Ms. Wiles noted that there would be a tutorial video.

**9. ADJOURN**

MOTION By Mr. Attard to adjourn the meeting. Seconded by Mr. Pierce. Motion carried.

**\*\*\* NEXT MEETING: APRIL 16, 2019 \*\*\***