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DOVER/KENT COUNTY MPO TECHNICAL ADVISORY COMMITTEE
MINUTES OF FEBRUARY 18, 2020

Technical Advisory Committee Representatives attending:

Kris Connelly, Kent County Planning, Chair
David Edgell, Office of State Planning
Josh Thomas, DelDOT Planning
Sharon Duca, City of Dover, Public Works
Matt Jordan, Dover Air Force Base

Marvina Cephas, DNREC AQ
Aaron Chaffinch, Town of Camden
Cathy Smith, Delaware Transit Corporation

Members not attending:

City of Dover, Planning & Insp.
Tim Riley, Kent Conservation District
Patty Cannon, DE Div. Small Business
Lindsay Donnellon, Federal Highway Admin.
Lee Derickson, DE Motor Transport Assoc.

Jeremy Rothwell, Town of Smyrna
Rob Pierce, City of Milford, Vice Chair
Milton Melendez, DE Dept. of Agriculture
Cliff Gunstra, Delmarva Central Railroad
Ryan Long, Federal Transit Administration

Non-members attending:

Anson Gock, DelDOT Planning
Reed Macmillan, MPO Staff
Helen Wiles, MPO Staff
Catherine Samardza, MPO Staff

Cooper Bowers, DelDOT Planning
James Galvin, MPO Staff
Mike Ward, MPO Staff

1. INTRODUCTION OF MEMBERS & GUESTS
2. PUBLIC COMMENTS
3. ***ACTION ITEM: Approval of Agenda (enclosure)***

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

4. ***ACTION ITEM: Approval of Minutes, December 2019 (enclosure)***

MOTION By Ms. Smith to approve the December minutes. Seconded by Mr. Chaffinch. Motion carried.

5. ***ACTION ITEM: UPWP FY2021 (enclosures) – Reed Macmillan, D/K CMPO***

Mr. Macmillan gave a PowerPoint presentation that highlighted the funding and projects in the FY21 UPWP. He noted that the Metropolitan Transportation Plan (MTP) update is expected to take up 14% of staff time through January 2021. Although there is rollover money from FY19 coming forward to FY21, there is less funding available for FY21 transportation studies than there was for FY20. Since the only two FY21 Transportation projects selected were DelDOT's, DelDOT is providing the entire 20% local match, and no in-kind match will be necessary. The MPO will have 3 FY20 studies (The Air Cargo Freight Ramp, the KC E-W Truck Route and the Harrington Rail Study) and those will carry over to FY21 – and that will be handled as an amendment to the FY21 UPWP when the FY20 money is closed out and the remainder rolled forward. The timeline is for approval of the UPWP and the PL Agreement by the MPO Council on March 4, then to FHWA for approval and then to DelDOT for processing the



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funding before July 1, 2020. He reported that the PAC recommends Council approve the UPWP.

Mr. Thomas said he knew that Mr. Attard had been working with the MPO on the projects that would be carried forward and he asked for the details on the plan for continuation. Mr. Macmillan referenced WILMAPCO and how carryover projects were noted in the UPWP; they amend the budget with any rollover funds during the first council meeting of the new fiscal year. Mr. Macmillan indicated that a continuation for FY20 studies will need to be rolled over into FY21 during the August/September 2020 time frame. Mr. Macmillan said that he did not make a note regarding FY20 carryover in the current FY21 UPWP but would process an amendment to the FY21 UPWP; similarly, to how WILMAPCO handles roll over. FY20 funds remaining will be rolled over to FY21 with an amendment to the UPWP. This will probably cause a 30-60 day delay in the projects.

Mr. Thomas said he was still trying to “get up to speed” on the current strategy. He said that guidance from federal partners is to try to reduce the amount of over-programming being done, putting scrutiny on DelDOT with regard to PL amendments and the oversight process. He said “we can’t program every dollar unless we know we can spend all that money.” He also said that, from what he is hearing, “we are still okay doing PL-2s and amending the UPWP as long as we are confident that we will spend that money. As long as we (DelDOT) feel confident that we can spend that money at that rate and once we know how much we have in unspent FY20 money we can use that or do we want to keep it “in the bank.” It’s my understanding that, on the MPO’s part there is no concern in the delay in getting the money for those projects.

Mr. Macmillan asked how that rollover money could be moved without going through the UPWP amendment process already established for that? He also noted that the MPO has been hoping/asking for an operations manual so that everyone understands what is supposed to be done; he is concerned because over the three years he has been with the MPO, people change their minds.

Mr. Thomas said when guidance from the federal partners on that issue is available DelDOT hopes to clarify the process for rollover money. He suggested that the money for projects could be split up into smaller “chunks.”

There was further discussion concerning how and why the MPO set up the UPWP funds the way it is in FY20. Staff suggested that Mr. Thomas could discuss this further after the meeting.

MOTION By Mr. Edgell to Recommend the MPO Council approve the FY21 UPWP Budget contingent on the following:

- MPO staff makes all final FY21 UPWP edit changes as approved by Council and coordinate final budget numbers with DelDOT; and
- MPO Council Resolution and FY21 PL Agreement be approved by March 27, 2020

Seconded by Mr. Chaffinch. Motion carried.

6. ACTION ITEM: FY20-23 TIP Amendment/DelDOT CTP Transit Vehicle Replacement (enclosure)



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It was noted that the buses that will be purchased are regular vehicles, not electric. LMs. Smith noted that replacement for aging fleet vehicles is part of DTC's Capital Plan. There was very little other discussion.

MOTION By Mr. Edgell to recommend Council approve the amendment. Seconded by Ms. Duca.
Motion carried.

7. PRESENTATION: DelDOT Draft Enhanced Priority Process / Anson Gock, DelDOT

Mr. Gock gave a presentation that reviewed the DecisionLens process and detailed the changes DelDOT is proposing to make to the criteria (*presentation attached to record*). He reported that the criteria are approximately 77% quantitative and 23% qualitative, and the criteria are reviewed by all DelDOT departments. Ms. Smith thanked him for a user-friendly presentation. Ms. Smith asked about the old project prioritization process, and Mr. Thomas noted that DelDOT is transitioning to a biennial Capital Transportation Program rather than annual and taking a look at the old "pipeline" poster to see what still has value from the old process.

8. * MEMBER REPORTS *****

DelDOT Planning: Mr. Thomas reported that Nate Attard, previous TAC representative from DelDOT, has moved over to the Delaware Transit Corporation as the

OSP: Mr. Edgell reported that the State Spending Strategies update is expected to be in draft form March 30, and a public workshop will follow. Adoption is expected June 1 after a 30 day comment period, to be in place by July for use in the MTP process. He offered a presentation to the TAC for the April meeting.

DAFB: Mr. Jordan asked if Mr. Thomas would be his new point of contact for the Compatible Use Plan; Mr. Thomas said yes, and that he would be asking Stephanie Johnson to help out, noting that they were still figuring out the job responsibilities. Mr. Jordan noted that Mr. Attard had been involved in a lot of aspects of the planning process, including the Delaware Aviation Advisory Council. Mr. Thomas said that Sam Sherman would be taking on the DAAC.

DTC: Ms. Smith reported that there will be a public hearing on March 4 at the Dover Library for Kent County service changes. Comments will be accepted through March 12. Several improvements are being implemented, and there are no cancellations planned. The #117 will (finally) serve the Kent County Library. The years-long delay was due to problems in getting an agreement in place with the owner of the property.

Camden: Mr. Chaffinch reported that there are discussions with McDonald's to bring in a new location on the King property, and that the branch of the Dover Federal Credit Union just north of Cheddar's is almost finished.

Kent County: Mr. Connelly reported that the County is working on the master plan project for South Frederica and Little Heaven, working with State agencies amending the plan. Also working on a complete rewrite of the zoning code, in response to a push to streamlining the process at all levels from Legislative Hall to the State agencies, Counties and possibly at the municipal levels. It is heavily transportation-related as it is often one of the time-consuming portions of a land use strategy, and there are a lot of people looking at this. He does not know if it is something that will have to be dealt with at the MPO level.

9. Staff Reports –

9.1 Progress & Financial Reports – MPO Staff (enclosure)



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9.2 Other Project Updates/Activities – MPO Staff

9.3 Correspondence, Publications/Reports/Outreach

Mr. Macmillan reported that the year's operating expenditures are at the half-way mark, which is where it should be. He also noted that there are two spreadsheets and expenditure reports because of the different percentages of FHWA, State and local monies in regard to FY20 and rollover funds.

The MPO Boundary Agreement has been signed by Governor Carney, and the MPO's Air Quality report approved by FHWA.

For the 2045 MTP update, staff is looking at unfunded projects from the 2017 update, and the 21 comprehensive plans (municipal and county) for transportation-related concerns or projects. After projects are identified and reviewed by the municipalities and the County, they will be prioritized using the MPO's DecisionLens criteria. There will be a presentation on the process at the June PAC workshop.

Mr. Galvin reported that the MPO criteria for DecisionLens was originally done in 2015 through a working group. He reviewed the process:

- 1) Look at criteria
- 2) Identify most important criteria
- 3) Identify scoring
- 4) Run the projects through the scoring

He noted that the MPO criteria are not as quantitative as the DelDOT criteria, and there is no conflict with the MPO using different criteria. Mr. Galvin invited TAC members to be part of the working group, expecting maybe 3-4 meetings over a 2-month period. Working group members would be able to attend the meetings by phone.

Mr. Gock concurred that the State and the MPO don't need to use the same criteria, that the organization needs are very different.

Ms. Wiles reported that her public outreach for the MTP 2045 update has been active on the MPO website, youtube, print ads, e-mail blasts and pop-up locations for surveys. There have been 125 responses to the online surveys to date. She emphasized that the MPO needs everyone's help in getting the word out to the public for input.

10. ADJOURN

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

NEXT MEETING: April 14, 2020 – CANCELLED

NEXT MEETING TO BE DETERMINED