**DOVER/KENT COUNTY MPO COUNCIL**

**MINUTES OF MARCH 4, 2020**

**Dover/Kent MPO Council Members 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**

**Doug Atkin, Division Administrator, Federal Highway Admin. (FHWA)**

**Members not attending:**

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

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

**Non-members attending:**

**Marc Cote, DelDOT Planning Matt Jordan, DAFB TAC members**

**Mike Gumrot, PAC Chair Reed Macmillan, MPO Staff**

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

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

**1. INTRODUCTION OF MEMBERS & GUESTS**

Mr. Cote was introduced as the new Director of DelDOT Planning as Mr. Boyce was retiring.

**2. PUBLIC COMMENTS**

Mayor Christiansen reported that there is controversy concerning the bicycle lane on Division Street/Forrest Avenue in front of the funeral home. Council and Mr. Benny Smith indicate that they did not understand how this lane would actually appear and be used. Mr. Smith says he did not know there would be protective barriers preventing parking in front of his funeral home. The Mayor says that this is a political problem that has the potential to get ugly, and he will report further when there is more information.

**3. *ACTION ITEM:* Approval of Agenda (enclosure)**

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

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

It was noted that the date at the top of the minutes was incorrect. Staff will correct this.

MOTION By Mr. Petit de Mange to approve the minutes with the correction. Seconded by

 Mr. Pepper. Motion carried.

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

Mr. Macmillan gave a PowerPoint presentation (materials distributed) that reviewed the FY2021 budget and how it was allocated for the fiscal year. He noted that some of the FY2020 transportation studies will be carried into FY2021, and there are two new studies being added. The studies are for DelDOT on behalf of Kent County and the City of Dover. DelDOT has agreed to pay the full 20% match to cover the local match portion of these studies (details identified in the UPWP). It was also reported that there will not be as much money in 2021 as 2020 for transportation studies. The FY19 rollover money is being incorporated into the FY21 PL-Agreement. Any FY2020 monies remaining (including FY18 rollover funds for transportation studies) will be amended into the UPWP in the fall after FY2020 is closed out. This will cause a 60 day delay in the FY20 projects being carried forward.

Mr. Macmillan anticipates a major focus on the Metropolitan Transportation Plan 2045 update in the first half of FY2021.

MOTION By Mr. Sisson to approve the FY2021 UPWP as recommended including any

typographical corrections and financial verification. Seconded by Mr. Pepper.

There was some discussion concerning the scope of the new transportation projects and the possibility of reducing the planned scope to fit into the budget or moving funds between the projects. Mr. Macmillan said there had been no discussion of reducing the scope of the studies; however, the plan was for a full effort on the Clarence Street project, with DelDOT supplementing if needed for the Kent County TID (Transportation Improvement District).

 Motion was carried as made.

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

 **(enclosure)**

It was noted that this amendment was for vehicle replacement of aging fleet buses and not for new electric vehicles.

MOTION By Mr. Boyce to approve the amendment. Seconded by Mr. Sisson. Motion carried.

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

Mr. Boyce reported that DelDOT met with the Council on Transportation (COT) on February 24, 2020 and the enhanced Priority Process was approved. The FY21-26 Capital Transportation Plan (CTP) was sent to the Governor and the Bond Bill Committee. He also noted that the MPO PL Agreement was signed, as well as the Boundary Agreement as required by FHWA for approval of the MPO’s air quality report.

**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. Macmillan reported that he expected there will be some rollover money from FY20 at the end of the fiscal year. He also reported that there had been a “hiccup” in processing the January MPO invoices. DelDOT processed the Transportation Studies invoice but not the Operations invoice, and he had to “rase a red flag” to get the invoice reimbursed. He reminded Council members that the MPO that without timely reimbursement, staff payroll in endangered.

Mr. Macmillan expanded on Mr. Boyce’s report regarding the Boundary Agreement signed by the Governor. The delineation of the MPO boundary to the limits of Kent County was necessary because of the air quality analysis required due to three projects added to the Transportation Improvement Program (TIP). With the new agreement, FHWA approved/concurred with the EPA air quality findings and the three projects will be included in the 2045 Metropolitan Transportation Plan project list.

For the MTP update, Mr. Macmillan said that he is reviewing the 2017 MTP unfunded project lists for both bicycle and transit projects. He is also reviewing the 21 comprehensive plans for Kent County and KC municipalities. He has been pulling transportation-related projects referenced in those plans. Although he reached out to them all, only 5 have responded regarding their projects. The MTP update will separate projects and studies as roadway, safety, bicycle, pedestrian and transit.

It was also noted that the MPO is reviewing its DecisionLens criteria before ranking the projects. That should be completed around the end of May and reviewed at the PAC June Workshop. Mr. Galvin said that the MPO partners have been invited to participate in the DecisionLens review.

Mr. Galvin went on to review the history of the MPO DecisionLens criteria. In 2015 the MPO created a working group to develop the criteria for the 2017 MTP update. Although DecisionLens is used for both DelDOT and the MPO ranking, the MPO criteria is different. He explained the either/or process that develops the criteria weighting by DecisionLens. The current working group has held one meeting to date, and it identified and reviewed the criteria using safety, effectiveness, the State Strategies in Spending as well as community and municipal input. He reiterated that the work will be complete in May, and invited the Council members to participate.

Mr. Macmillan said that he expected to have the MTP update for review at the joint TAC/PAC/Council meeting in December.

Mr. Petit de Mange said that Kent County’s Master Plan areas are a primary focus, and Levy Court is interested in a Transportation Improvement District (TID) for those areas. He asked if that would be part of the MPO process; Mr. Boyce noted that TIDs require a land use agreement and some idea of cost allocations before DelDOT would establish a TID. It was also noted that a TID agreement waives the need for a Traffic Impact Study (TIS). However, the TID must be in the MPO MTP and TIP, and DelDOT’s CTP. As the 2045 MTP is developed, placeholders to identify developing areas should be included.

Mr. Petit de Mange had concerns regarding priority regarding some studies being done, and Mr. Boyce said they should meet separately to discuss those concerns.

Ms. Wiles reported that the “Money Game” is a way to encourage public input for the MTP update. She has done physical outreach in Camden, Dover, Smyrna and Milford. The game is also available online and via phone text. Ms. Wiles is also using social media parties, Youtube videos and online surveys to engage the public in the MTP update.

Mr. Boyce said it had been an honor and pleasure to serve on the MPO Council, and it was nice to see a lot of good things happen in Kent County. He said that the MPO has a good team in place, and he is passing the reins to Mr. Cote.

**9. ADJOURN**

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

**NEXT MEETING: May 6, 2020 CANCELLED – FUTURE MEETINGS TO BE DETERMINED**