

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO)
Council
November 24, 2015**

**Government Office Building
Council Chambers Room #301
125 N. Division Street
Salisbury, MD**

Attendees:

Council members:

Matt Creamer, Chair, Wicomico County Council
Jake Day, Mayor City of Salisbury
Lyn Erickson, Maryland Department of Transportation (MDOT)
Drew Boyce, Delaware Department of Transportation (DelDOT)
John Hall, Wicomico County Council
Jack Heath, Salisbury City Council
Rob Arlett, Sussex County Council
Charles Anderson, City of Seaford

Others:

Keith Hall, S/WMPO staff
Ian Beam, MDOT
Josh Thomas, Delaware Department of Transportation (DelDOT)
Bobbie Geier, DelDOT Planning
Kwame Arhim, Federal Highway Administration, Maryland
Mary Ridgeway, Federal Highway Administration, Delaware
Yolanda Jordan, Federal Highway Administration, Delaware
Berley Mears, City of Seaford
Mike Pennington, Tri-County Council Lower Eastern Shore

Introduction

Mr. Creamer opened the meeting at 1 P.M. and welcomed everyone.

Minutes

The first item of business was the approval of minutes from both the June 11, 2015 and August 10, 2015 meetings. Chairman Creamer asked if anyone had additions or corrections to the draft meeting minutes. Mr. John Hall made a motion to approve the minutes as submitted, with the motion seconded by Mr. Day. With all Board members voting in favor, and none opposed, the motion passed unanimously.

Resolution 04-2015; Adopt amendments to MPO Prospectus and Bylaws

Mr. Keith Hall summarized proposed amendments to incorporate Delaware membership and representation into the Salisbury/Wicomico MPO. The substantive changes to the existing language in the Prospectus and Bylaws or structure of the Council and TAC are as follows:

- 1) Revise geography description based on the 2010 Urbanized Area boundary;
- 2) Outline responsibilities of DeIDOT in support of the S/WMPO, including, but not limited to funding and distribution formula, planning coordination, responsible for air quality conformity analysis, and voting membership of DeIDOT on the TAC;
- 3) Modify composition of Council from nine (9) voting and two (2) non-voting members to 12 voting members by adding one (1) representative from DeIDOT, Sussex County, and City of Seaford;
- 4) Revise voting procedures to include provision of member(s) to participate via telephone; use of electronic votes via e-mail; establish quorum number and composition for Council; and
- 5) Revise listing of eligible organizations to serve on TAC, limit TAC membership not to exceed 17 persons/organizations, and establish a quorum consisting of nine (9) members.

Mr. Keith Hall stated the meeting notice, as well as the public review and comment period for the proposed amendments were advertised in accordance with the S/WMPO's Public Participation Plan. The Public Participation Plan requires a 15-day public review and comment period prior to an action by the S/WMPO TAC or Council, as well as a public meeting notice advertised in the Daily Times, PAC 14, and the S/WMPO website for at least 14-days in advance of a meeting. To date, no public comments were received.

Mr. Day made a motion to adopt the S/WMPO Prospectus and Bylaws as presented. Seconded by Mr. John Hall, and with all members voting and none opposed, Resolution 04-2015 passed unanimously.

Immediately after the adoption of the MPO Prospectus and Bylaws, Mr. Creamer invited the new Delaware members to the Council as voting members.

Resolution 05-2015; Adopt amendment to adjust Metropolitan Planning Area

Mr. Keith Hall directed the members to the meeting materials and map of the proposed Metropolitan Planning Area (MPA) for the S/WMPO. He noted the Maryland portion of the proposed MPA was delineated using designated growth areas for the member jurisdictions adopted as part of their comprehensive plans and adjusted to Census Blocks. DeIDOT delineated the Delaware portion of the MPA using a similar methodology.

He explained the public review and comment period for the amendment would not expire until November 27th, 2015; therefore any action is contingent upon not receiving any negative comments about the proposed MPO. Mr. Keith Hall added that to date, no public comments were received. Additionally, the S/WMPO's Technical Advisory Committee had reviewed and made a favorable recommendation to forward the proposed amendment to the S/WMPO Council for their consideration.

Mr. Day made a motion adopt the proposed Metropolitan Planning Area. Seconded by Mr. John Hall, and with all members voting and none opposed, Resolution 05-2015 passed unanimously.

Resolution 06-2015; Adopt amendments to FY14-FY17 Transportation Improvement Plan (TIP)

Mr. Keith Hall noted in addition to the proposed amendments to the Maryland portion of the S/WMPO's FY 2014- FY 2017 Transportation Improvement Program (TIP), the amendments also incorporate the Delaware portion of the TIP. The Maryland portion of the TIP extends from FY 2014 through FY 2017. In contrast, the Delaware portion of the TIP extends from FY 2016 through FY 2019. To reconcile this discrepancy, in the upcoming months Staff will coordinate with MDOT to prepare their portion of the FY 2016 through FY 2019 TIP.

The proposed amendments to the Maryland portion of the FY 2014 – FY 2017 TIP include: 1) Increase funding by \$10,000,000 from \$12,880,000 to \$22,800,000 for STIP # SPP Categories 4 (Bridge Replacement and Rehabilitation); 2) Decrease funding by \$503,000 from \$9,667,000 to \$9,164,000 for STIP # SW14_CAP_1 (Capital Assistance – Shore Transit); and 3) Decrease funding by \$424,000 from \$14,756,000 to \$14,332,000 for STIP # SW14_OP_1 (Operating and Maintenance Assistance – Shore Transit). The Delaware portion of the TIP incorporated the FHWA and FTA approved Delaware FY 2016 – FY 2019 State Transportation Program.

Mr. Keith Hall stated the meeting notice and proposed TIP had been advertised in accordance with the S/WMPO's Public Participation Plan. To date, no public comments were received; however, the public comment period extends through November 27, 2015. In addition, the TAC made a favorable recommendation to forward the amendments to the Council for review and action.

Upon a motion by Mr. Anderson, seconded by Ms. Erickson, to adopt the Amended Maryland FY14-17 and Delaware FY16-19 TIP, Resolution 06-2015 passed unanimously with all members voting in favor and none opposed.

Resolution 07-2015; Draft Air Quality Conformity Analysis

Mr. Keith Hall provided an overview about the purpose and responsibility of the S/WMPO, in conjunction with DelDOT, to conduct an Air Quality Conformity Analysis as part of the update to the Long Range Transportation Plan. Because the Sussex County portion of the UA was previously not in conformance with ozone standards, the United States Environmental Protection Agency classified the region as a nonattainment area. The Maryland portion of the UA is in attainment. Because of the nonattainment status for a portion of the S/WMPO's UA, the LRTP update occurs on a 4-year cycle instead of every 5 years.

The TAC made a favorable recommendation to forward the amendments to the Council for review and action. To date, no public comments were received; however, the public comment period extends through December 9, 2015.

Mr. John Hall made a motion to adopt the Draft Air Quality Analysis, seconded by Mr. Day, and with all members voting in favor and none opposed, Resolution 07-2015 passed unanimously.

Resolution 08-2015; Draft Long Range Transportation Plan

Mr. Keith Hall provided a brief overview of the major activities associated with preparing the update of the S/WMPO's Long Range Transportation Plan (LTRP), *Connect 2045*, as well as the major components of the Plan. He noted the year long process included an extensive public participation process, including, but not limited to public input meetings, presentations, stakeholder interviews, and a public review and comment period beginning in the fall of 2015. Additionally, the TAC and Council were actively involved in the planning process and received periodic updates about the progress and public comments on this planning initiative.

Mr. Keith Hall noted the importance of the document in assisting federal and State agencies with capital programming considerations for system preservation and capacity expansion projects to the regional transportation network. Also, the ability of local jurisdictions to utilize the document as a resource when updating their locally adopted comprehensive plans and capital improvement budgets.

The overwhelming majority of *Connect 2045* was funded by MDOT. Federal planning funds from FHWA and FTA, as well as MDOT and Local contributions were used to complete the trip generation and distribution analysis contained in the Plan. The professional planning team for this effort included STV, Inc. and Jacobs Engineering as the primary consultants with technical assistance provided by Crossroads Transportation and The Traffic Group.

Mr. Keith Hall added the Public Participation Plan requires a 30-day public review and comment period prior to an action of the Council on the LRTP update, as well as a public meeting notice advertised in the Daily Times, PAC 14, and the S/WMPO website for at least 14-days in advance of a meeting. The public review and comment period will remain open through December 9, 2015. Additionally, the S/WMPO's Technical Advisory Committee reviewed and made a favorable recommendation to adopt the proposed Long Range Transportation Plan to S/WMPO Council for their consideration.

Mr. John Hall made a motion to adopt the proposed Long Range Transportation Plan, with the motion seconded by Mr. Day. With all Board members voting in favor, and none opposed, the Resolution 08-2015 passed unanimously.

Member Updates / Other Business

In a general discussion, members expressed their enthusiasm about this new multi-state partnership and the benefits of participating on a regional transportation planning entity.

Public Comments

There were no public comments.

Next Meeting Date

Mr. Keith Hall will contact Council members when a meeting needs to be scheduled and an appropriate date and time will then be determined. There being no other business before the S/WMPO Council, Mr. Creamer thanked everyone for attending, and the meeting was adjourned.