

## Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization (S/WMPO)  
Technical Advisory Committee  
October 12, 2017**

**Government Office Building  
Room 306  
125 N. Division Street  
Salisbury, MD**

### **Attendees:**

#### *S/WMPO Technical Advisory Committee (TAC) members:*

Amanda Pollack, Chair, City of Salisbury Infrastructure and Development Dept.  
Eric Berkheimer, Vice Chair, Salisbury University  
Aviva Brown, State Highway Administration (SHA) – Regional Planner District 1 (proxy)  
Tremica Cherry-Wall, Delaware Transit Corporation  
Lauren DeVore, DNREC – Division of Air Quality  
Jim Grindle, Wicomico County Public Works  
Tracey Gordy, Maryland Dept. of Planning (MDP)  
Berley Mears, City of Seaford  
Mary Purner, Town of Hebron  
Becky Robinson, Delmarva Water Transport Committee  
Josh Thomas, Delaware Department of Transportation (DelDOT)  
Jennifer Walls, Sussex County Planning and Zoning  
Keith Hall, S/WMPO Executive Director

#### *Others:*

Kwame Arhin, Federal Highway Administration (FHWA) – MD Division (conference call)  
Lindsay Donnellon, FHWA – DE Division (conference call)  
David Schlie, SHA  
Tim Snow, DelDOT

### **Introduction**

Chair Pollack opened the meeting at 10:30 A.M. and welcomed those in attendance.

### **Minutes**

The first item of business was the approval of minutes from the August 1, 2017 meeting. Mr. Josh Thomas made a motion to approve the minutes as submitted; the motion was seconded by Ms. Robinson. With all Technical Advisory Committee (TAC) members voting in favor, the motion passed unanimously.

## **Delmarva Freight Plan presentation**

Tim Snow (DeIDOT)

Mr. Snow presented a brief overview about the general topics included as part of the 2015 *Delmarva Freight Plan*. The Plan was prepared cooperation with the Maryland Department of Transportation (MDOT), Virginia Department of Transportation (VDOT), S/WMPO, DoverKent MPO, WILMAPCo, University of Delaware, FHWA, and IHS Global insight. At the time of its adoption in 2015, the Delmarva Freight Plan was complaint with the Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP – 21) requirements. The major components of the Plan include commodity flow modeling, performance based planning scenarios, and project assessments. Currently, DeIDOT is collaborating with planning partners to amend the Plan to be in compliance with Fixing America’s Surface Transportation (FAST) Act.

The core commodity groups by weight and value were presented for the key freight corridors. Also, assessment criteria by focus areas were based on economic vitality; freight connectivity, mobility, and accessibility; safety and security; system management, operations, and maintenance; and sustainability and environmental stewardship. Mr. Snow stated the strengths of the Plan consisted of MAP – 21 freight planning emphasis, prioritization of freight projects in the study region, scenario testing, support to pursue freight specific funding, and inclusive of regional perspectives with local relevance.

Mr. Snow indicated he and Mr. Josh Thomas will be back in January to seek concurrence of the S/WMPO on the Delmarva Freight Plan addendum. Chair Pollack inquired in the Plan addendum will be federally approved prior to next TAC meeting in January. Mr. Snow replied in the affirmative. Mr. Hall asked about the benefits of a state having a MAP – 21 / Fast Act compliant Freight Plan. Mr. Thomas stated freight-related program funding is the biggest advantage of having an approved Plan in place.

As a follow-up, Mr. Josh Thomas confirmed staff will present the addendum to the 2015 *Delmarva Freight Plan* at the upcoming TAC meeting on January 11, 2018. Mr. Hall asked if any of the identified freight corridors were located within the urbanized area of the Salisbury/Wicomico MPO, which Mr. Josh Thomas confirmed U.S. Route 13 is example of a freight corridor in this region. In addition, Mr. Josh Thomas stated a map of the freight corridors will be provided as part of the backup materials for the addendum, which will be presented at the January meeting of the TAC.

After a brief discussion of the TAC members, Chair Pollack thanked Mr. Snow and Mr. Josh Thomas for the overview and handouts.

## **Federal Highway Administration – Transportation Performance Measures presentation**

Meredith Hill (SHA)

Ms. Hill started the presentation by providing an overview about MAP – 21 and FAST Act requirements for state departments of transportation and metropolitan planning organizations (MPOs) to establish Transportation Performance Management (TPM) measures. Major TPM elements consist of national goals, national measures, targets, plans, reports, and accountability and transparency. Overall, there are three (3) performance measures, which have been

aggregated into four (4) performance measure categories: safety; bridge; pavement; systems performance, freight movement, and air quality.

The safety performance measure will consist of targets for number of vehicle fatalities, number of serious injuries, number of fatalities per 100,000,000 vehicle miles traveled (VMT), serious injuries per 100,000,000 VMT, and non-motorized fatalities and serious injuries. A state's safety targets shall be set by August 31, 2017; whereas, MPO targets shall be established on or before February 27, 2018. Moreover, these targets must be incorporated into a MPOs Long Range Transportation Plan and Transportation Improvement Program as updates or amendments to the aforementioned documents occur on or after May 27, 2018. A MPO has the option of adopting a state's performance measures, establishing their own targets, or use a combination of both methods. Also, a multi-state MPO, electing to use a state performance measure, is required to adopt each states performance measures.

The targets for TPM 2 and 3 will be set by a MPO no later than 180 days after a state has established targets, which a state has until May 20, 2018. Therefore, a MPO can accept the state(s) target or establish their own on or before November 15, 2018. After a brief overview of PM 2 and 3, Ms. Hill concluded the presentation with information about target setting resources, as well as TPM roles and responsibilities amongst United States Department of Transportation, State DOTs, and MPOs.

Chair Pollack thanked Ms. Hill for presenting the information.

#### **Long Range Transportation Plan (Connect 2045) proposed amendments**

Keith Hall (S/WMPO Executive Director)

Mr. Hall briefed TAC members about proposed amendments to Appendix F of the Long Range Transportation Plan (LRTP). As proposed, the amendments are limited to DelDOT fiscally constrained projects contained in their FY 2018 – FY 2023 State Transportation Improvement Program. He stated the amendments were necessary to advance the projects into the S/WMPO's FY 2018 – FY 2021 Transportation Improvement Program. Moreover, none of the changes are considered regionally significant or expand existing capacity; therefore, a new air quality conformity determination is not warranted at this time.

Ms. Gordy made a motion to forward a favorable recommendation on the proposed amendments to Appendix F of the 2015 LRTP to the S/WMPO Council for their review and action. The motion was seconded by Mr. Berkheimer. With all Committee members voting in favor, the motion passed unanimously.

#### **Draft FY 2018 – FY 2021 Transportation Improvement Program**

Keith Hall (S/WMPO Executive Director)

Mr. Hall provided an overview of the Draft FY 2018 – FY 2021 Transportation Improvement Program (TIP). As drafted, the overall estimated project spend is roughly \$126.0 million, which the Maryland budget accounts for 84 percent and remaining 16 percent is attributed to the anticipated costs of Delaware projects.

Maryland portion of the TIP contains planning-level budget estimates for six (6) area-wide categories, Shore Transit's capital and operating line items, and funding for Phase II of the Northeast Collector trail. The estimated project budget for the Maryland portion of the TIP over the four-year planning period is approximately \$105.4 million.

The Delaware portion of the proposed TIP consists of cost estimates for area-wide projects and Delaware Transit Corporation's capital line items. Not inclusive of statewide projects, the estimated spend schedule over the four-year planning horizon is approximately \$20.6 million.

Mr. Berkheimer made a motion to forward a favorable recommendation on the Draft FY 2018 – FY 2021 TIP to the S/WMPO Council for their review and action, with the motion seconded by Ms. DeVore. With all Committee members voting in favor, the motion passed unanimously.

### **FY 2018 Unified Planning Work Program proposed amendments**

Keith Hall (S/WMPO Executive Director)

Mr. Hall provided a presentation about unencumbered funding from the FY 2017 Unified Planning Work Program (UPWP), which is being proposed for inclusion into the FY 2018 UPWP. The total carryover from the FY 2017 UPWP is \$213,805.97. Of which, unencumbered funding from the Maryland portion of the budget accounted for 68 percent or roughly \$144,998. The remaining 32 percent or \$68,808 is from the Delaware share of the budget.

For the Maryland apportionment, the proposed amendments include increases of \$31,997.39 to the LRTP, \$5,000 MPO Administration, \$8,500 GIS Enhancements, \$57,000 Corridor Planning, \$32,500 Transit Planning, and \$10,000 for Pedestrian and Cyclist planning activities. The proposed amendments for the Delaware portion of the budget consist of increases of \$2,000 TIP, \$1,000 UPWP, \$28,387.08 LRTP, and \$37,421.51 for Transportation Planning Studies.

After a brief discussion by TAC members and meeting participants about the recommended reprogramming of unencumbered funds from the FY 2017 budget, Mr. Josh Thomas made a motion to forward a favorable recommendation on the proposed amendments to the FY 2018 UPWP to the S/WMPO Council for their review and action, with the motion seconded by Ms. Gordy. With all members voting in favor, and none opposed, the motion passed unanimously.

### **S/WMPO Prospectus and Bylaws proposed amendment**

Keith Hall (S/WMPO Executive Director)

Mr. Hall presented two (2) proposed amendments to the S/WMPO's Prospectus and Bylaws, which included revising City of Salisbury Public Works to City of Salisbury Department of Infrastructure and Development, as well as adding a representative from the Salisbury Regional Airport to serve as a voting member of the Technical Advisory Committee.

Ms. Robinson made a motion to forward a favorable recommendation on the proposed amendments to the Prospectus and Bylaws to the S/WMPO Council for their review and action, with the motion seconded by Mr. Berkheimer. With all Committee members voting in favor, the motion passed unanimously.

## **Member Updates / Other Business**

Ms. Brown mentioned the Maryland Department of Transportation (MDOT) held a Public Hearing on Tuesday, October 10<sup>th</sup> in Wicomico County. The purpose of the Public Hearing is for MDOT to present the Draft FY 2018 – FY 2023 Consolidated Transportation Program for public review and comment. She proceeded to distribute copies of the SHA portion of the CTP for Wicomico County. Additionally, the Draft CTP is available for review on MDOT's website. Mr. Hall provided context about the relationship between a local governments Priority Letter to the draft CTP.

Chair Pollack announced the City Council has awarded a contract for professional services to develop a preferred alignment with alternatives, 35 percent designs for selected segments, and planning-level cost estimates for a proposed rail trail extending from north of Fruitland to Naylor Mill Road.

Ms. DeVore stated Delaware is slated to receive \$9.7 million from the VW environmental mitigation trust fund, which 43 percent is taxable. In addition, \$1.45 million of the award will be allocated to electric vehicle charging facilities. Questions or comments can be submitted via e-mail to [VW\\_mitigation\\_plan@state.de.us](mailto:VW_mitigation_plan@state.de.us).

Ms. Gordy provided an overview of activities within the S/WMPO region. She mentioned the Wicomico Walks Committee has retained the Eastern Shore Regional GIS Cooperative to prepare a webpage identifying walking facilities throughout the County. Additional functionality of the website includes the ability to add comments about trail, sidewalks, park path segments. Also, in support of this initiative, the Wicomico County Health Department has walking route signs for free and will assist jurisdictions or entities with delineating a walking trail. Currently, Hebron placed signs for a walking trail and Fruitland and Delmar have expressed interest in establishing walking routes. The opportunity exists to link the web based mapping application to the S/WMPO's GIS mapper. The Committee and the Maryland Department of Planning are coordinating to have community walks in each municipality in Wicomico County over the year. Fruitland is the location of the first event, which is scheduled for today at the athletic fields on Brown Street from 5:30 PM – 6:30 PM.

Mr. Hall confirmed the opportunity to partner with Wicomico Walks to determine the potential for combining both walking and sidewalk GIS mapping applications, as well as ongoing hosting and maintenance of the web based mapping system.

## **Public Comments**

There were no public comments.

## **Next Meeting Date/Adjourn**

Mr. Hall stated the next meeting date of the TAC is scheduled for January 11, 2017 at 10:30 AM.

There being no other business before the TAC, upon a motion by Ms. Gordy, seconded by Ms. Purner, with all members voting in favor, and none opposed, the meeting was adjourned.