

Meeting Minutes

**Salisbury/Wicomico Metropolitan Planning Organization
Technical Advisory Committee
November 27, 2012**

**City of Salisbury/Wicomico County Government Building
125 North Division Street, Salisbury, MD
Room 301**

Attendees:

S/W Technical Advisory Committee (TAC) members:

Bill Sterling, Vice Chair, City of Salisbury Public Works
Joseph Arthur, proxy, Wicomico County Public Works
Ian Beam, Maryland Department of Transportation
Tracey Gordy, Maryland Department of Planning
Brad Bellacicco, Salisbury Area Chamber of Commerce
Jeff Downes, Salisbury University
Riggin Johnson, Shore Transit
Michael Kirkpatrick, Delaware Department of Transportation
Jim Magill, Salisbury/Wicomico Planning Commission
John Psota, City of Fruitland
Julie Wheatley, Sussex County Economic Development
Keith Hall, S/W MPO staff

Others:

Eric Beckett, Maryland State Highway Administration
Donnie Drewer, Maryland State Highway Administration
Jim Raszewski, Maryland Transit Administration
Sue Knapp, KFH Group

Introduction

Mr. Sterling opened the meeting at 10:30 A.M. and welcomed everyone.

Minutes

The first item of business was the approval of minutes from the June 6, 2012 meeting. Vice Chairman Sterling asked if anyone had any additions or corrections. Ms. Gordy proposed two amendments to the Attendees Section on Page 1: (1) changing Lackey to Lackie; and (2) adding "Proxy" in the same line. Mr. Magill made a motion to approve the minutes as amended, with the motion seconded by Ms. Gordy. All Board members voted aye, with none opposed, the motion to approve the amended June 6, 2012 minutes was passed unanimously.

Presentation – Shore Transit Study

Mr. Hall presented a brief history about Shore Transit's new facility and the move of their primary transfer point from Downtown Salisbury to their new facility near the Walston Switch Road and U.S. Route 50 intersection. The relocation of their primary transfer point necessitated the conducting a routing study to determine the potential routing and ridership impacts.

Ms. Sue Knapp with the KFH Group presented the Shore Transit Routing Analysis. She noted as a result of the economic downturn, services along the fixed routes had to be reduced as funding declined. Also, several service changes have been implemented in an effort to maintain the existing level of service while experiencing reduced funding. Ms. Knapp stated the primary objective of the study was to identify ways of maximizing routes and retaining ridership based on the new primary transfer point while maintaining the same level of service with current funding levels.

Ms. Knapp noted the new Shore Transit primary point of transfer is about five miles east from the previous primary transfer point located in downtown Salisbury, which creates a challenge for the transit service. This study analyzed the potential impacts of service cuts, as well as potential alternatives to increase ridership and performance within the current routes. Also, Title VI of the Civil Rights Act (Environmental Justice) implications were analyzed, as compliance is mandated to receive federal transit funding. Ms. Knapp provided a report for the Committee to review and elaborated on different areas of the report.

The report recommended combining or altering existing routes, eliminating stops and routes experiencing low ridership, and increasing the headway time between stops on underperforming stops and routes. Based on the outcomes of the study's analysis, no recommended changes should be implemented prior to the summer of 2013.

Mr. Johnson provided an overview of Shore Transit's marketing plan, marketing teams, and website. Additionally, Mr. Johnson discussed the consolidation of Shore Transit's operations, which were previously spread across three counties, to their new facility.

Draft FY 2013-2016 Transportation Improvement Program (TIP)

Mr. Hall introduced Mr. Beckett and Mr. Beam and noted staff is requesting a favorable recommendation to forward the Draft FY 13 – FY 16 TIP to the MPO Council. Additionally, Mr. Hall noted the proposed TIP was advertised in accordance with the Organization's Public Participation Plan and no comments were received from the public.

Mr. Beckett, Maryland State Highway Administration (SHA), presented the Proposed FY 13 – FY 16 Transportation Improvement Program showing the recommended system preservation improvements for the following TIP categories: environmental projects; geometric improvements; stormwater management projects; sidewalks; and bridge repairs or preservation.

Mr. Beam, Maryland Department of Transportation (MDOT), presented the Small Urban Transit Systems Projects (Shore Transit Capital and Operating Assistance), which included current funding of the Shore Transit Facility.

After extensive discussion and modification to the funding allocations of the two aforementioned projects, Mr. Beam made a motion to forward the Proposed FY 13 – FY 16 as amended to the MPO Council for review and adoption. Mr. Magill seconded the motion, with all members voting aye, with none opposed, and the motion to forward the Proposed FY 13 – FY 16 TIP as amended to the MPO Council was passed unanimously.

FY 2013 Unified Planning Work Program (UPWP) Amendments

Mr. Hall presented the proposed amendments to the FY 13 UPWP which included: an additional \$9,193 in increased funding for the Program Year; reduction in funding for the Urbanized Area Transition, a Core Planning project in the UPWP, by \$5,228; and increased funding for the Shore Transit Ridership Study by \$14,421. He noted the original allocation for the Shore Transit Ridership Study in FY13 was \$10,984. During the Request for Proposal process, the MPO received three bids and it was determined an increase in the level of funding for this project was necessary. Without this reprogramming a portion of the FY 2011 and FY 2013 UPWPs, sufficient monies were not available to proceed with this project.

Upon a motion by Ms. Gordy, seconded by Mr. Arthur, with all members voting in favor, with none opposed, the motion to forward the FY 2013 UPWP as amended to the MPO Council passed unanimously.

FY 2011 UPWP Amendment

Mr. Hall presented the proposed amendments to the FY 2011 UPWP. He noted the anticipated costs of the Shore Transit Ridership Study significantly exceeded anticipated costs. As a result, additional funding had to be identified in UPWP's from previous years. The proposed amendments to this work program consisted of reprogramming \$16,932 from the *Determine feasibility and pricing of Recommended Local Roadway Improvements* project to the Shore Transit Ridership Study.

After brief discussion about budgeting and amendments, Mr. Magill made a motion to forward the FY 2011 UPWP as amended to the MPO Council. This motion was seconded by Ms. Gordy, with all members voting in favor, with none opposed, the motion passed unanimously.

Other Business

Mr. Hall presented the following potential projects to the Committee to consider as future work program items:

- Second phase of the Hiker and Biker Trails / Pedestrian Connectivity Study;
- Update the 2008 East Side Corridor Study to expand the area of interest, as well as incorporate a pedestrian connectivity component to the existing corridor study; and

- Shore Transit – collect ridership data consistent with National Transit Database requirements.

New Urbanized Area Boundary

Mr. Hall briefed TAC members about the expanded Urbanized Area (UA) for the MPO based on the 2010 Census. He noted nothing had been finalized regarding the MPOs responsibility to provide regional transportation planning services to the new portion of the UA extending into Delaware. Mr. Hall emphasized the complexity of incorporating the expansion area into the MPO, noting concerns with accounting and reimbursements, as well as meeting nonattainment requirements for Sussex County, De, associated with the federal Clean Air Act.

Public Comments

There were no public comments.

Next Meeting Date/Adjourn

Mr. Hall will contact 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 Committee, upon a motion by Mr. Beam, seconded by Mr. Magill, with all members voting in favor, with none opposed, the meeting was adjourned.