

## MEMORANDUM of MEETING

**Date:** March 7, 2013

**Date of Meeting:** March 6, 2013

**Time of Meeting:** 9:30 AM – 12:30 PM

**Meeting Location:** WILMAPCO Office, Newark, DE

**Meeting Description:** Project Status & Coordination Meeting

**WR&A Project #:** 031745-011

**DeIDOT Agreement #:** 1506 / Task No. 11

**Project:** Delmarva Freight Study, Part 1

**CC:** Erik Johnson (VDOT); Keith Hall (Salisbury/Wicomico Co);

Lisa Murphy / Li Li / Lindsey Ulizio (WR&A); Jim Prost / Colby McFarland (Vantage Point)

### Participants:

Name	Representing	Phone	E-mail
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### Overview

A Status & Coordination Meeting for the Delmarva Freight Study was conducted to review and discuss efforts to date. Scott Thompson-Graves and Chad Reese led a PowerPoint presentation that focused on commodity flow data and stakeholder outreach updates; anticipated project opportunities, concerns, and goals; performance-based planning approaches; and potential scenarios. Dan Blevins followed with a discussion of future freight forum / regional advisory group meeting plans. Details may be found on the attached presentation slides; salient points of the meeting discussions were as follows:

### Commodity Flow Data & Stakeholder Outreach

Compilation and interpretation of project-specific commodity flow data was noted to be an ongoing effort, and the receipt and inclusion of previously-requested rail waybill data was still pending. A recent meeting between

IHS Global Insight and WR&A was beneficial in helping the consultant team to better understand the various nuances of the Transearch and FAF3 datasets, as well as key differences between them. Highlights from that meeting (*see attached presentation*) were presented simply to emphasize the importance of understanding how the two datasets relate. Such understanding will, in turn, help to ensure a more accurate and realistic interpretation or comparison of current or historic freight data and studies, as well as how the data will be applied to the CUBE Cargo model efforts, and where it may be beneficial to supplement efforts with additional stakeholder input such as:

- *Port of Wilmington:* WR&A will coordinate with Bobbie Geier to continue to reach out to the port for general interview purposes and to gain a better understanding of specific freight movements to/from the Port, as well as potential master planning efforts. Dan Blevins may be able to provide additional details (e.g., truck counts outside the port) based on other WILMAPCO project efforts.
- *Delmarva Water Transport Committee:* WR&A will coordinate with Debbie Bowden to continue to reach out to Becky Robinson at DWTC for general interview purposes and to gain a better understanding of barge movements or related activities on or around the peninsula.
- *Delaware Solid Waste Authority, BEACON, or Short Line Railroads:* WR&A will continue to reach out to key contacts as-needed to fill in specific gaps in the various types of freight movements.
- *Chambers of Commerce:* DeIDOT, MDOT, WILMAPCO, and Kent/Dover MPO will coordinate various discussions or meeting attendance as-needed throughout the month of April to gain additional insight from the local or county-level economic and business communities.

## Purpose and Goals

A high-level summary and review of areas of opportunity or concern was presented based on the overall project findings and feedback to-date. These areas (*see attached presentation*) included notable growth & industry locations, site-specific issues, key import-export trends, enterprise zones / other incentives, and recurring freight-related concerns with rail, port, inland waterway, motor freight, or air travel.

Based on this information, the project goals (*see attached presentation*) were refined to include consistency with MAP-21 requirements, as well as appropriate focus areas specific to the Delmarva Peninsula. The enhanced goals will be important to help guide the project as it continues to transition from a general data collection and model development phase into analysis of targeted improvements and freight planning scenarios. Within the discussion of various goals, particularly safety and security, comments included:

- *I-95 Emergency Response Planning:* Dan Blevins will follow-up with University of Delaware to investigate information on I-95 emergency response planning efforts and/or closure scenarios.
- *Delaware City Rail Traffic:* An emphasis was placed on recent (and additional future) increases in rail traffic to/from the Delaware City oil refinery and related concerns with train delays and emergency services access. Norfolk Southern currently delivers / stocks / stages rail cars in Newark overnight for delivery to the refinery throughout the day. WILMAPCO is currently collecting / investigating sensor data at various at-grade crossing locations to better quantify the length and frequency of traffic stoppages and impacts. Potential improvements to train delivery schedules and information sharing with emergency services may be beneficial, as could an assessment of the estimated return-on-investment and related benefits of any public dollars that may be applied to private railroad improvements.

## Scenario Planning

An overview of performance-based planning, economic evaluation, and Cube Cargo evaluation approaches (see *attached presentation*) were discussed relative to MAP-21 requirements and anticipated project-specific needs. These efforts will be utilized to help build and assess potential improvement scenarios as-needed to address the project-specific goals and areas of opportunity or concern. Key additions to the discussion were:

- *Travel Time Reliability:* DeIDOT traffic data (e.g., wavetronix sensors along I-95) may be beneficial in developing an approach to quantifying or monitoring travel time reliability as part of the freight study's performance-based approach. Travel time reliability may also be affected in terms of additional at-grade crossing delays due to the aforementioned Delaware City rail traffic.
- *Land Use Adjustments:* Commodity flow data and base year ( $\approx$  2010) model efforts within Cube Cargo will be constructed around the current Delmarva Peninsula model. Future freight estimates will be developed in part on growth trends from the available FAF3 database coupled with an assignment of future land use, employment, etc., to specific traffic analysis zones (TAZ's) within the Cube Cargo model. Both WILMAPCO and Kent/Dover MPO expressed an interest in coordinating directly with the consultant team during the development of those projections.
- *Scenario Development:* Potential scenarios were described in terms of factors to plan for / react to versus factors to influence (see *attached presentation*). A follow-up conference call will be scheduled in the near future to formalize scenarios for consideration. Dan Blevins noted that reviewing previous scenarios included in the BEACON freight study would provide a good starting point for that effort.

## Freight Study Forum

Dan Blevins led a discussion of plans to organize and conduct a freight study forum in the coming months. The meeting intent is to begin a regularly-scheduled series of meetings similar to those conducted by DVRPC and to lay the groundwork for the creation of a Delmarva Freight and Goods Movement Working Group in-line with the requirements of MAP-21. Tentative scheduling of the first meeting was pushed to June 19, 2013. The possibility of organizing various meeting tracks (e.g., data & information; policy, planning & project prioritization; community issues; or shipping interests) was discussed as a means to enhance attendance and participation / feedback. Concerns were expressed relative to potential project prioritization efforts and differences in how those may be handled by different jurisdictions (e.g., DeIDOT vs. MDOT), though it was generally agreed that the intent was to utilize the working group in an advisory role only (i.e., as opposed to a governing body with project programming influence) while still acknowledging the global needs for moving freight contiguously across jurisdictional boundaries to/from and throughout the Delmarva Peninsula.

The meeting was adjourned at approximately 12:30 PM.

## Action Items

- Finalize investigation of commodity flow data, including additional rail data (WR&A)
- Contact Port of Wilmington for additional stakeholder detail (WR&A w/ DeIDOT support)
- Contact DWTC for additional stakeholder detail (WR&A w/ MDOT support)
- Contact DWSA, BEACON, and Short Line RR's as-needed (WR&A)
- Coordinate discussion w/ various chambers of commerce (DeIDOT, MDOT, WILMAPCO, Kent/Dover)
- Investigate available study summaries surrounding Port of Wilmington (WILMAPCO)
- Investigate available I-95 emergency planning data (WILMAPCO)
- Investigate available traffic sensor data relative to travel time reliability (WR&A / WILMAPCO)
- Coordinate future land use adjustments w/ freight projections (VPDA w/ WILMAPCO & Kent/Dover)
- Coordinate future conference call to formalize scenario selections (WR&A)
- Review planned project meeting handouts and forward status updates to WR&A (All Attendees)
- Continue planning for the June Freight and Goods Working Group Meeting (WILMAPCO)

*The above is a memorandum of understanding between the parties regarding the topics discussed and the decisions reached. Any participants desiring to add to, or otherwise amend the minutes, are requested to put their comments in writing to the writer within seven (7) days; otherwise, the minutes will stand as written.*

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