

**Meeting Minutes**  
**Delaware Population Consortium**  
**February 16, 2005**  
**10:00 a.m.**  
**Town Hall**  
**Smyrna, DE**

**In Attendance:**

Steve Lee – Smyrna	Kelly Crumpley – Kent Co.
Dan Blevins – WILMAPCO	Bruce Sherman – City of Dover
Derrick Lightfoot – City of Wilmington	Rick Kautz – Sussex Co.
Jennifer Leister – New Castle Co.	Ed Ratledge – University of Delaware
Christin McConnell – New Castle Co.	Bruce Allen – DelDOT
Mike Mahaffie – State Planning Coordination	Mark Glaze – DelDOT
Jason Berry – Kent Co.	Barbara Gladders – DHSS

The meeting was called to order at approximately 10:10 a.m.

DPC Vice-Chair Steve Lee welcomed everyone and explained that, with the loss of DPC Chairman Peter Owusu-Donker, he will take over as Chair for the year. Peter has returned to Africa. It was also noted that Bob Shiuh has retired from DelDOT. Since there were several new faces, there was a round of introductions.

**Review and approval of 9/29/04 meeting minutes**

Derrick Lightfoot moved approval of the minutes of the September 29, 2004 meeting minutes with one minor editorial correction. Mike Mahaffie seconded the motion. The motion carried, unanimously.

**DPC Elections: Vice-Chair**

Derrick Lightfoot made a motion to open the floor for nominations for a Vice-Chair of the Consortium. Rick Kautz seconded the motion and the motion carried unanimously.

Derrick Lightfoot nominated Kelly Crumpley as Vice-Chair. There were no other nominations.

Derrick Lightfoot made a motion to close the floor for nominations and approve Kelly Crumpley as Vice-Chair of the Consortium. Rick Kautz seconded the motion and the motion carried unanimously.

**Timeline Development for 2005 DPC Projections**

Dan Blevins began the discussion by noting that it may be desirable for the Consortium to bring its schedule of creating sub-county (Census County Division, or CCD) projections into alignment with the schedules of the Metropolitan Planning Organizations for publishing Traffic Analysis zone data, which is benchmarked at the CCD level.

Ed Ratledge noted that state and local estimates are out from the US Census Bureau and that birth/death data from the state and migration data from US tax databases shows that the 2004 estimates appear to be falling within an acceptable margin of error relative to Census Bureau estimates. He noted that we are “a little light” at the state level and that there may need to be some very minor adjustments to Kent and Sussex Counties.

There was some discussion of the need to have continued participation from the Department of Labor. There was also discussion of some of the employment data that may help to fine-tune the projections.

Ed explained that he has enough data at this point to make some adjustments. He expects further data from the federal government, likely in May. In any case, it should be possible to complete the 2005 version of the projections in time for adoption in September.

#### **Discussion on Adding Projections by CCD to Annual DPC Projections**

Dan Blevins led a discussion of the need to update the approach used to calculate population by CCD and to harmonize that projection schedule with the traffic analysis work done by WILMAPCO and the Dover/Kent MPO.

Previously, allocations for Kent and Sussex Counties have been based on estimates of percentages of growth assigned to the various CCDs by the County planners. Ed Ratledge noted that that method might be improved by collecting Certificate of Occupancy (C of O) data, by location, for each county.

In discussion, it was outlined that there are five attributes needed for each C of O:

1. County Tax Parcel ID
2. Parcel Address
3. Type of Unit
4. Number of Units
5. Date of C of O Issuance

Derrick Lightfoot made a motion that the Working Group on Data Collection Issues collect Certificate of Occupancy (C of O) data from each local jurisdiction, on a quarterly basis as a pilot program to see if it will be possible to feed C of O data into the projections model. Kelley Crumpley seconded the motion and the motion carried unanimously.

Mike Mahaffie volunteered to serve as the collection and aggregation point for the project and will work with other members of the working group to define the project and document the collection process.

The group will start with data for 2005, but will make an attempt to get historical data back to about 2000. Derrick noted that membership in the Working group is open to anyone interested in working on the issue.

#### **Other Business**

Dan Blevins noted that he is looking closely at Journey to Work data from the 2000 census.

Dan also announced several new education items that he has worked on for WILMAPCO that outline the methods of the DPC and might be of use to the members for explaining the organization to their own interest groups.

There was a general discussion of the idea of having a dedicated web site as a DPC web site. Mike Mahaffie volunteered to explore housing that site as part of the web site of the Office of State Planning Coordination and will start to create a draft site for review by the members of the DPC.

**Next Meeting**

It was generally agreed that the next meeting should be in April. The third week in April will be the week of the state GIS Conference, so members were asked to look at the second and fourth weeks of April to see what dates are open. The meeting date will be set via e-mail.

There being no further business, the meeting adjourned at 12:13 p.m.