



Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE COMMITTEE** will be meeting on:

DATE: Wednesday, January 3, 2018
TIME: 8:30 a.m.
PLACE: River to Sea TPO Executive Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

Volusia County Council Vice Chair Deb Denys, Chairperson Presiding

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENT/PARTICIPATION

III. DISCUSSION ITEMS

- A. Update on Roundtable of Volusia County Elected Officials (*Meeting scheduled January 8, 2017*)
- B. Update on Development of Draft TPO Lease and Sublease

IV. BUSINESS

- A. Review and Recommend Approval of the R2CTPO FY 2016/17 Audit Report (*link to report provided under separate cover*)
- B. Review of Executive Director’s Evaluation and Approval of Recommendation for Retention
- C. Review and Recommend Authorization to enter into a contract with the Selection Committee’s recommendation of the top ranked firms for the Traffic Operations/ITS/Safety Feasibility Studies Continuing Services Contract
- D. Review and Approval of the Draft January 24, 2018 River to Sea TPO Board agenda

V. STAFF COMMENTS

VI. EXECUTIVE COMMITTEE MEMBER COMMENTS

VII. ADJOURNMENT

Note: If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at www.r2ctpo.org or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org. Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at PBlankenship@r2ctpo.org at least five (5) business days prior to the event



**EXECUTIVE DIRECTOR EVALUATION
 COMPILATION OF EVALUATIONS
 2017**

INSTRUCTIONS: Members of the River to Sea TPO will each receive a copy of this evaluation form, along with a copy of the adopted River to Sea TPO goals and objectives from the Executive Director no later than two weeks prior to the scheduled evaluation. Each member should independently complete this evaluation form and then as a group develop a consensus evaluation.

The evaluation form should be completed based upon the received materials and the personal knowledge of the person completing the evaluation taking into consideration performance over the entire rating period. **It is not necessary to respond to all evaluation criteria** and a choice is provided to indicate the election not to respond to any particular evaluation criteria. The evaluation criteria are not ranked in any particular order of importance and are not weighted. The evaluation instrument and all completed evaluations by River to Sea TPO members should be read and considered as a whole, balancing all criteria collectively.

Choose the rating that best reflects your perception of the Executive Director's performance over the last year.

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Organization and Governance: 3/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Has in place and implements a clear, written, mission statement, as well as long-range and strategic plans, and effectively assists the River to Sea TPO members and staff in reviewing and updating the plans and mission • Prepares and has adequate information for knowledgeable decision-making • Makes well-considered recommendations to the River to Sea TPO members • Effectively informs River to Sea TPO members of industry trends and recent developments in transportation planning and pertinent legislative proposals and changes • Keeps the River to Sea TPO members apprised of the status of programs and services • Works effectively with outside professionals and participating local governments 				
<p>Comments on Organization and Governance:</p> <p>Always has the answers and the necessary info at hand.</p> <p>With a highly diverse board, Lois can be counted on providing all aspects of pertinent information that result in well-reasoned decisions by the board.</p> <p>Lois does an excellent job working with a very diverse board. Information needed by one party may have little or no value to another. She excels at providing information in beneficial ways. Transportation funding is extremely complex. Lois does a great job keeping the board members up to date on the ever changing transportation environment.</p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Communications: 2.4/3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Demonstrates an understanding and appreciation for the provisions of Florida law regarding open meetings and maintenance of public records • Acts effectively in keeping the public informed of agency goals, objectives, and services and actively seeks public input for decision-making • Communicates clearly and persuasively in writing and verbally, both within and outside the agency • Listens carefully, is respectful of others, welcomes new ideas and maintains a credible open door policy • Promotes the interests and welfare of the agency within the community and industry 				
<p>Comments on Communications:</p> <p>I believe that she sometimes may even go over board giving out too much info</p> <p>Lois does all of the above.</p> <p>As stated above, communication is one of Lois' strengths.</p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Leadership: 2.8/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Takes stands on complex and possibly controversial issues • Acts in a manner that motivates others to high standards of fairness, enthusiasm, honesty, integrity, and accomplishment • Is visionary and communicates that effectively to staff and River to Sea TPO members • Demonstrates effectiveness and diplomacy in working with others and maintains productive relationships • Demonstrates the ability to make good judgments, rally support, and give clear direction when needed • Well organized and motivates staff members to work as a team and produce quality work • Is a leader in the industry, maintains a credible profile and a well-respected image for the agency • Demonstrates familiarity with technological advances of importance to transportation planning activities • Maintains technology and software necessary to meet the changing needs of and demands upon the River to Sea TPO 				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<p>Comments on Leadership:</p> <p>Does a great job of juggling the various concerns and needs of all the board members, even the most demanding of them [little cities and big city concerns]</p> <p>Lois is a very effective communicator and has the unique ability to provide alternative viewpoints on an individual basis over controversial issues.</p> <p>It is important that Lois be an advocate for the Planning Area jurisdictions, the TPO and its staff, and the public. Lois does an excellent job balancing the TPO's processes with the needs of those it serves.</p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Human Resources: 2.5/3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Maintains or increases staff productivity • Manages staff by appropriate supervision and delegation of responsibilities • Makes provision for further staff training and professional development • Establishes and follows effective personnel policies and procedures 				
<p>Comments on Human Resources:</p> <p>New staff and others seem to work well at her direction</p> <p>No indications of staff morale issues resulting in turnover.</p> <p>The TPO staff is excellent. Considering the budget limitations faced, attracting and retaining highly-skilled individuals is challenging to say the least.</p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
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Finances: 2.4/3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Understands finances, institutes sound accounting procedures that ensures fiscal confidence, integrity and a reasonable balance among the competing interests of compensation, capital expenditures, and reserves • Develops realistic budgets • Manages necessary cash flow and maintains needed reserves to accomplish program goals and objectives • Demonstrates a thorough understanding of funding sources, and appreciates applicable regulatory constraints and financial reporting requirements • Achieves “clean” financial audit • Adheres to appropriate procurement procedures 				
<p>Comments on Finances:</p> <p>Recent audits have shown Director has full control.</p> <p>Fairness and individual member's needs and wants are for the most part considered</p> <p>While I am not familiar with the day-to-day financial operations of the TPO, we have a strong finance director with many years' experience and the TPO financial audits are always clean.</p>				

<p>OVERALL EVALUATION: Overall performance of employee based upon review and evaluation of all evaluation factors. 2.75/3</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>Overall Comments:</p> <p>Lois stepped into her position as a first time MPO/TPO Executive Director. She hit the ground running and hasn't slowed down. I fully support her continuing in this role at the R2CTPO.</p>				

ORGANIZATIONAL, BEHAVIORAL AND PROFESSIONAL SKILLS: Rate performance by making a check for each category.

Skill Area	Unsatisfactory	Fair	Good	Very Good	Outstanding
Knowledge of Issues 4.6/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Intergovernmental Relations 5/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Relations 4.8/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interpersonal Skills 4.8/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Attitude 4.6/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dependability 4.6/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptability / Flexibility 4.4/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Written Communications 4.4/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Verbal Communications 4.6/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initiative 4.8/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning & Organizing 4.6/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Problem Solving 4.6/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision Making & Judgment 4.8/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Creativity 4.4/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING 4.78/5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments by Rater

Please include (a) rationale for your overall evaluation, (b) key strengths of the employee (things the Executive Director should keep doing), and (c) any ways in which the employee needs to improve (things the Executive Director should change). Add extra sheets if necessary.

Lois handles the challenges and responsibilities of the position very well. I'm please to have Lois as the Executive Director of the R2CTPO and look forward to working with her in the future.

A number of the above skill areas, in my estimation, can only be observed when a rater takes a close up view of the excellent all round job that Lois does all year

Please see my comments above.

I've had the pleasure of working with Ms. Bollenback for five years with 1.5 years of it as the TPO chair. She was always well prepared for all meetings. She worked well with the staff and It was very apparent to me that the staff was very respectful of her position as the ED.

Employee Comments

Comments by Appraised Employee. My performance has been discussed with me as described in this appraisal. (Please feel free to add any comments you have concerning your performance, your development or your review. If you wish, you may give these comments directly to your supervisor, in writing, within the next five (5) working days. Add extra sheets as necessary.)

Evaluation Completed By: _____ Date: _____

River to Sea TPO - Traffic Operations/ITS/Safety Feasibility Study Continuing Services - Selection Committee Rankings

<u>Chris Nabicht</u>		Benesch		ETM		TEDS		VHB	
CRITERIA	<i>points</i>	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation
QUALIFICATIONS OF KEY PERSONNEL	0 – 25	20	20	15	15	20	15	22	24
UNDERSTANDING OF THE REQUESTED SERVICES AND APPROACH	0 – 25	20	25	10	10	15	15	20	20
RELATED PROJECT EXPERIENCE	0 – 25	25	22	10	15	15	10	25	25
TECHNICAL CAPABILITIES OF THE PROJECT TEAM	0 – 25	20	18	15	10	10	12	20	20
Score		85	85	50	50	60	52	87	89
Average Score		85.000		50.000		56.000		88.000	
<u>Jose Papa</u>		Benesch		ETM		TEDS		VHB	
CRITERIA	<i>points</i>	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation
QUALIFICATIONS OF KEY PERSONNEL	0 – 25	25	23	25	23	25	23	25	23
UNDERSTANDING OF THE REQUESTED SERVICES AND APPROACH	0 – 25	20	23	24	20	23	25	23	25
RELATED PROJECT EXPERIENCE	0 – 25	20	22	22	20	24	21	23	22
TECHNICAL CAPABILITIES OF THE PROJECT TEAM	0 – 25	20	23	23	23	24	23	23	23
Score		85	91	94	86	96	92	94	93
Average Score		88.000		90.000		94.000		93.500	
<u>Vince Wang</u>		Benesch		ETM		TEDS		VHB	
CRITERIA	<i>points</i>	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation
QUALIFICATIONS OF KEY PERSONNEL	0 – 25	23	24	22	20	25	15	25	24
UNDERSTANDING OF THE REQUESTED SERVICES AND APPROACH	0 – 25	16	24	24	20	22	19	24	23
RELATED PROJECT EXPERIENCE	0 – 25	18	22	20	20	25	17	25	23
TECHNICAL CAPABILITIES OF THE PROJECT TEAM	0 – 25	24	22	20	18	25	17	25	23
Score		81	92	86	78	97	68	99	93
Average Score		86.500		82.000		82.500		96.000	
<u>Colleen Nicoulin</u>		Benesch		ETM		TEDS		VHB	
CRITERIA	<i>points</i>	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation	Proposal	Presentation
QUALIFICATIONS OF KEY PERSONNEL	0 – 25	20	22	20	15	22	22	22	20
UNDERSTANDING OF THE REQUESTED SERVICES AND APPROACH	0 – 25	15	20	25	15	25	20	25	22
RELATED PROJECT EXPERIENCE	0 – 25	15	20	20	15	25	20	25	18
TECHNICAL CAPABILITIES OF THE PROJECT TEAM	0 – 25	20	22	20	20	22	22	20	18
Score		70	84	85	65	94	84	92	78
Average Score		77.000		75.000		89.000		85.000	
COMMITTEE AVERAGE SCORE		84.125		74.250		80.375		90.625	
COMMITTEE AVERAGE SCORE RANK		2		4		3		1	

Final Ranking	Score
1. VHB	90.625
2. Alfred Benesh and Company (Benesch)	84.125
3. Traffic Engineering Data Solutions, Inc. (TEDS)	80.375
4. England-Thims & Miller, Inc. (ETM)	74.250



MEETING AGENDA

Please be advised that the **RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD** will be meeting on:

DATE: WEDNESDAY, JANUARY 24, 2018
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, FL 32114

Volusia County Council Vice Chair Deb Denys, Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairman)*
- IV. CONSENT AGENDA**
 - A. DECEMBER 6, 2017 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORT** *(Contact: Herbert M. Seely) (Enclosure, pages)*
 - C. EXECUTIVE COMMITTEE REPORT** -- *Report by Volusia County Council Vice Chair Deb Denys, Executive Committee Chairperson (Enclosure, pages)*
 - D. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** -- *Report by Council Member Billie Wheeler, TDLCB Chairman (Enclosure, pages)*
 - E. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD APPOINTMENTS** *(Contact: Vince Wang) (Enclosure, pages)*
 - F. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Bob Storke, BPAC Chairperson (Enclosure, pages)*
 - G. CITIZENS ADVISORY COMMITTEE REPORT** -- *Report by Ms. Janet Deyette CAC Chairperson (Enclosure, pages)*
 - H. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Jose Papa, TCC Vice Chairperson (Enclosure, pages)*

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

IV. CONSENT AGENDA *(continued)*

- I. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- *Report by Volusia County Council Vice Chair Deb Denys, TPO Board Chairperson (Enclosure, pages)*
- J. CENTRAL FLORIDA MPO ALLIANCE (CFMPOA) REPORT** *(Contact: Lois Bollenback) (Enclosure, pages)*
- K. REVIEW AND APPROVAL OF EXECUTIVE DIRECTOR'S OVERALL EVALUATION RESULTS AND RECOMMENDATION FOR RETENTION** *(Contact: Ms. Pam Blankenship) (Enclosure, pages)*
- L. REVIEW AND APPROVAL OF EXPENDITURE FOR THE "TELL THE TPO" SURVEY (\$40,000)** *(Contact: Lois Bollenback) (Enclosure, pages)*
- M. APPROVAL OF THE SELECTION COMMITTEE'S RECOMMENDATION OF CONSULTANTS FOR TRAFFIC OPERATIONS/ITS/SAFETY FEASIBILITY STUDIES** *(Contact: Colleen Nicoulin) (Enclosure, pages)*

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2017-## AMENDING THE FY 2017/18 TO 2021/22 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- B. REVIEW AND APPROVAL OF THE RIVER TO SEA TPO'S FISCAL YEAR 2016/2017 INDEPENDENT AUDIT REPORT** *(Contact: Herbert M. Seely) (Enclosure, page)*
- C. REVIEW AND APPROVAL OF RESOLUTION 2017-## ADOPTING SAFETY TARGETS FOR THE RIVER TO SEA TPO** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- D. REVIEW AND APPROVAL OF RESOLUTION 2017-## CLARIFYING THE RIVER TO SEA TPO'S PRIORITIES FOR THE STRATEGIC INTERMODAL SYSTEMS (SIS)** *(Contact: Lois Bollenback) (Enclosure, pages XX)*

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF PLANNING PROJECTS UNDER CONSIDERATION FOR THE TWO-YEAR FY 2018/19 TO 2019/20 UNIFIED PLANNING WORK PROGRAM (UPWP)** *(Contact: Lois Bollenback) (Enclosure, pages)*
- B. PRESENTATION AND DISCUSSION OF THE DRAFT BICYCLE AND PEDESTRIAN MASTER PLAN REPORT** *(Contact: Stephan Harris) (Enclosure, pages XX)*
- C. PRESENTATION AND DISCUSSION ON THE DRAFT FINDINGS FOR THE VOLUSIA COUNTY BUS STOP IMPROVEMENT PLAN** *(Contact: Vince Wang) (Enclosure, pages XX)*
- D. PRESENTATION AND DISCUSSION ON THE FDOT CONTEXT CLASSIFICATION AND DESIGN** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- E. PRESENTATION AND DISCUSSION OF THE SR 40 ORMOND BEACH TRAIL GAP STUDY** *(Contact: Stephan Harris) (Enclosure, pages)*
- F. FDOT REPORT** *(Contact: David Cooke, FDOT District 5) (Enclosure, pages XX)*

VI. EXECUTIVE DIRECTOR'S REPORT *(Enclosure, page)*

- Update on FY 2017/18 SU Funding
- Update on Roundtable of Volusia County Elected Officials – Transportation Committee Activity
- Save the Date for the 2018 R2CTPO Annual Planning Retreat

VII. EXECUTIVE DIRECTOR'S REPORT *(continued)*

→ Legislative Update

VIII. RIVER TO SEA BOARD MEMBER COMMENTS

IX. INFORMATION ITEMS *(Enclosure, pages)*

- Citizens Advisory Committee Attendance Record – 2018
- Technical Coordinating Committee Attendance Record– 2018
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2018
- November and December 2017 TPO Outreach and Activities
- TPO Memo regarding FDOT request for TIP modification

X. ADJOURNMENT *(Enclosure, page)*

The next River to Sea TPO Board meeting will be February 28, 2018

January Meeting Dates

Executive Committee, February 7, 2018 @ 8:30 a.m.

Bicycle/Pedestrian Advisory Committee, February 14, 2018 @ 3:00 p.m.

Citizens Advisory Committee, February 20, 2018 @ 1:15 p.m.

Technical Coordinating Committee, February 20, 2018 @ 3:00 p.m.

River to Sea TPO Board, February 28, 2018@ 9:00 a.m.

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