



MEETING AGENDA

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

DATE: WEDNESDAY, JANUARY 4, 2023
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite
 100 Daytona Beach, Florida 32114

NOTE:
 A Microsoft Teams Meeting has been established for remote participation.

Executive Committee Meeting
 Wednesday, January 4, 2023
 9:00 a.m. EST

[Click here to join the meeting](#)

Meeting ID: 263 553 153 387

Passcode: EoX3GM

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 561-484-5911 156866742# United States, West Palm Beach

Phone Conference ID: 156 866 742#

DeLand Mayor Chris Cloudman, 1st Vice Chairperson Presiding

AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. BUSINESS ITEMS
 - A. Discussion of Current River to Sea TPO Officer and Executive Committee Vacancies
 - B. Review and Provide Direction for River to Sea TPO Office Lease Termination and Office Relocation
(supporting documents will be provided under separate cover)

III. BUSINESS ITEMS *(Continued)*

C. Review and Approval of November 2, 2022 Executive Committee Minutes *(Enclosure, pages 3-6)*

D. Review and Approval of November 2, 2022 Legislative Issues Subcommittee Minutes *(Enclosure, pages 7-9)*

E. Review and Approval of January 25, 2023 TPO Board Agenda *(Enclosure, pages 10-12)*

IV. STAFF COMMENTS

V. EXECUTIVE COMMITTEE MEMBER COMMENTS

VI. ADJOURNMENT

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.

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.

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.

**Executive Committee
Meeting Minutes
November 2, 2022**

Members Physically Present:

Commissioner Chris Cloudman, Vice Chairperson
Mayor David Alfin
Council Vice Chair Barbara Girtman, Chairperson
Council Member Billie Wheeler

Representing:

DeLand
Palm Coast
Volusia County, District 1
Volusia County, District 2

Members Virtually Present:

Councilwoman Christine Power

Representing:

Edgewater

Members Absent:

Commissioner Victor Ramos
Mayor Bill Partington (excused)

Representing:

Deltona
Ormond Beach

Others Physically Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Anna Taylor
Claire Hartman
Bo Brewer

Representing:

TPO Staff
TPO Staff
FDOT
Ghyabi Consulting
Ghyabi Consulting

Others Virtually Present:

Jay Williams

Representing:

Volusia County

I. Call to Order / Roll Call / Determination of Quorum

The meeting of the River to Sea Transportation Planning Organization (TPO) Executive Committee was called to order at 9:00 a.m. by Chairperson Barbara Girtman. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with four voting members physically present and one member virtually present.

MOTION: *A motion was made by Council Member Wheeler to allow TPO Board members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Commissioner Cloudman and carried unanimously.*

II. Public Comment/Participation

There were no public comments.

III. Discussion Items

A. Discussion of Transportation Funding

Ms. Nicoulin stated there will be a general discussion regarding transportation funding at the November TPO Board meeting and she is asking for feedback and input on what areas of funding that presentation should include; how the TPO is funded in general, other funding opportunities that are coming and how to take advantage of those opportunities. For example, as part of the Bipartisan Infrastructure Law, there is funding available for resiliency and carbon reduction. FDOT has asked for projects on our priority list that are ready to move forward that would qualify for these funding opportunities. The TPO also coordinates with its partners to leverage their funding.

Chairperson Girtman asked if there can be a bulleted list of the different funding options.

Ms. Nicoulin replied there will be back-up material and information on overall funding and new funding opportunities that are becoming available. New funding is typically specific to certain project types.

Mayor Alfin asked if there is a master list of all the projects that exist and what their statuses are. He asked if the new resiliency funding would also pertain to new development and future development; for example, Palm Coast is about to double the footprint of the city and there will be new development.

Ms. Taylor explained FDOT wants projects that are construction ready; they are putting the emphasis on a pipeline of projects that can start now and are ready for the next fiscal year.

Ms. Nicoulin added that the SR 44/Kepler Road roundabout project was able to take advantage of this new funding because it was ready for construction. The question is how can we best position ourselves to get other projects on the priority list funded?

Ms. Taylor explained the SR 44 roundabout project is an example of how FDOT is able to leverage funds and move projects forward when funding opportunities become available but there are time constraints. Regarding a list of projects, FDOT will be giving a presentation in January on the new Work Program to discuss the new cycle of projects. FDOT Central Office and MPO administrators have decided it would be better to have the list of projects alphabetized and a list of projects by common name. FDOT has a tool available on the website that also provides a map; an address can be typed in and it will bring up a neighborhood or go as broad as a city or county. She will ensure members are provided a link to that information.

Ms. Nicoulin commented that FDOT also provides individual packets by county which the TPO uses when developing the new Transportation Improvement Program (TIP) each year. FDOT has a great dashboard on their website; projects are able to be mapped.

Ms. Taylor noted it does not give a breakdown if a project is fully funded.

Members continued to discuss transportation funding and the new funding opportunities coming down; they noted it is important that each municipality has projects on the list that reflect their true needs.

IV. Business Items

A. Review and Recommendation of Approval of Expenditure for the Dunlawton Avenue/Swallowtail Drive EB Right Turn Lane Feasibility Study (Port Orange) (fee is under negotiation)

Ms. Nicoulin stated Mr. Harris presented three bicycle and pedestrian studies for expenditure earlier in the year and has since picked up managing the traffic operations studies. Prior to moving forward with developing scopes for the traffic operations projects, a couple projects on the traffic operations priority list were submitted to FDOT for consideration as part of state resurfacing projects; one of those projects was US 17/92 through DeBary adjacent to the SunRail station. It was confirmed that FDOT would incorporate this study into the upcoming resurfacing project so TPO staff moved on to the next studies on the list. The study scopes are currently being finalized and the fees negotiated. The Executive Committee has the authority to approve expenditures of \$25,000 or less, but since the fees are unknown at this time, staff is requesting the expenditure to be included as part of the Consent Agenda for the November TPO Board meeting so the studies can be started before the end of the calendar year and completed in time for local governments to submit for the 2023 Call for Projects.

MOTION: A motion was made by Commissioner Cloudman to recommend approval of expenditure for the Dunlawton Avenue/Swallowtail Drive EB Right Turn Lane Feasibility Study (Port Orange) (fee is under negotiation) and for Business Item B, expenditure for the Dunlawton Avenue/Taylor Pedestrian Street Lighting Feasibility Study (Port Orange) (fee is under negotiation). The motion was seconded by Mayor Alfin and carried unanimously.

B. Review and Recommendation of Approval of Expenditure for the Dunlawton Avenue/Taylor Road Pedestrian Street Lighting Feasibility Study (Port Orange) (fee is under negotiation)

This item was addressed and recommended for approval with Business Item A.

C. Review and Approval of October 5, 2022 Executive Committee Minutes

MOTION: A motion was made by Council Member Wheeler to approve the October 5, 2022 Executive Committee minutes. The motion was seconded by Commissioner Cloudman and carried unanimously.

D. Review and Approval of November 30, 2022 TPO Board Agenda

Ms. Nicoulin reminded members that at last week's TPO Board meeting, the November 23, 2022 TPO Board meeting was rescheduled to November 30, 2022. She reviewed the draft November 30, 2022 TPO Board agenda. Included in the Action Items is the approval of the Executive Director contract; she has contacted the TPO's legal counsel and he provided a draft template of the contract used by the Space Coast TPO and we will be updating it to meet our TPO needs. There are standard contract items that will be included and are consistent with what has been used in the past. Once the draft contract is completed, she will provide it to Chairperson Girtman for her review as there are a few items that need to be talked through. She also reached out to Mr. Doug Thomas, Strategic Government Resources (SGR) and he is happy to provide guidance if needed.

Members briefly discussed the contract and agreed if the TPO's legal counsel is recommending it, it should be fine.

Ms. Nicoulin continued to review the draft November 30, 2022 TPO Board agenda.

Chairperson Girtman asked who is on the TIP Subcommittee.

Ms. Nicoulin replied it is made up of members from the BPAC, CAC and TCC.

Members discussed the attendance of advisory committee members and vacancies on those committees; they agreed it is important that they report back to their appointing TPO Board member. It is important to have members engaged and participating.

MOTION: A motion was made by Commissioner Cloudman to approve the draft November 30, 2022 TPO Board agenda. The motion was seconded by Mayor Alfin and carried unanimously.

V. Staff Comments

There were no additional staff comments.

VI. Executive Committee Member Comments

Chairperson Girtman stated she and Ms. Nicoulin have discussed the use of consultants for a number of services as she has gone without staff for a long while and if there are specialty areas that would be better utilized through a consultant. It may not be about more staff but a specialty area that a consultant could fill in as needed. A number of staff positions have been vacant for a long time, including Ms. Nicoulin's prior position. Ms. Nicoulin needs to move into the executive positions and not have to do all the other parts; it may mean a new staff member or a consultant. We need to look at it from a different perspective and see what is most flexible.

Commissioner Cloudman commented engaging with a consultant would provide more time to find the right staff members.

Ms. Nicoulin commented there is a need for both; the TPO needs more staff in the office to cover support for the advisory committees. There is money in the budget for additional staff; we could supplement some things with a consultant; the TPO uses a consultant for studies through a continuing service contract. Those have expired and we are preparing to issue a request for proposal (RFP). There are other areas within the Strategic Action Plan for a specialized human resources (HR) study for the positions we currently have; there has not been a staff or salary study since 2011 and that needs to be addressed. Over the last year and a half, staff has done the required work but has not had time to conduct the elective tasks. Even though a consultant is used for studies, a staff member still has to manage them.

Council Member Wheeler asked how much time was left on the TPO's office lease.

Ms. Nicoulin replied five or six years; the landlord approached us a couple of years ago about relocating but that did not occur. She looked at a couple of offices yesterday that the landlord manages; our office had water damage in some areas from Hurricane Ian that are still being worked on and other parts of the building had significant water damage. The landlord filed a claim with the insurance company, a contractor has been by to investigate the damage, and additional testing was done yesterday; she is not sure what will come of that but there are potential opportunities to relocate.

Members discussed the possibility of relocating and the locations Ms. Nicoulin looked at already; they also discussed the terms of the current lease.

VIII. Adjournment

The Executive Committee meeting adjourned at 9:58 a.m.

River to Sea Transportation Planning Organization

**DELAND MAYOR CHRISTOPHER M. CLOUDMAN
1ST VICE CHAIRPERSON, RIVER TO SEA TPO**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the November 2, 2022 regular meeting of the Executive Committee approved and duly signed this 4th day of January 2023.

Debbie Stewart, Recording Secretary, River to Sea TPO

**Legislative Issues Subcommittee
Meeting Minutes
November 2, 2022**

Members Physically Present:

Commissioner Chris Cloudman
Mayor David Alfin
Council Vice Chair Barbara Girtman, Chairperson

Representing:

DeLand
Palm Coast
Volusia County

Others Physically Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Anna Taylor

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT

Members Absent:

Mayor Bill Partington (excused)

Representing:

Ormond Beach

Others Virtually Present:

Jay Williams

Representing:

Volusia County

I. Call to Order / Roll Call / Determination of Quorum / Pledge of Allegiance

The meeting of the River to Sea Transportation Planning Organization (TPO) Legislative Issues Subcommittee was called to order at 10:00 a.m. by Chairperson Barbara Girtman. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with three voting members physically present.

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Review and Approval of October 5, 2022 Legislative Issues Subcommittee Meeting Minutes

MOTION: A motion was made by Commissioner Cloudman to approve the October 5, 2022 Legislative Issues Subcommittee minutes. The motion was seconded by Mayor Alfin and carried unanimously.

B. Review and Recommend Updates to the River to Sea TPO's Legislative Positions for 2023

(Handout)

Commissioner Cloudman asked if any TPO Board members followed up with Ms. Nicoulin after last week's TPO Board meeting and the discussion on the legislative positions.

Ms. Nicoulin replied no, she did not receive any additional comments. She took the comments from last month's Legislative Issues Subcommittee meeting and comments received at the TPO Board meeting and incorporated them into a strikethrough/underline draft 2023 Legislative Positions. She updated the category regarding distracted driving to include distracted driving as a whole not just for the use of handheld devices and added language encouraging reduced speeds and designing facilities for appropriate speeds. For the third category regarding technology, she added language to include resiliency; "a safe, efficient and resilient transportation system". Resiliency was discussed in general but it is appropriate to weave into this category as it applies to all transportation systems. She reviewed the changes made to the background information for each category including removing the language referring to the local option fuel tax and adding a paragraph for a resilient

transportation network. Also added was encouraging participation in FDOT's High Visibility Law Enforcement Program and clarifying that the 2022 Dangerous by Design Report includes both Volusia and Flagler Counties; the area was ranked fifth in the previous report but we are now at number one. The one challenge she had is the TPO's position on FDOT's Vision Zero concept as we have not yet adopted that although the safety targets adopted in the past do reference support of Vision Zero.

Chairperson Girtman asked if adopting the Vision Zero concept would go before the TPO Board at the same time as the legislative positions.

Ms. Nicoulin replied yes but safety targets are not adopted until February and these legislative positions will go before the board this month; we have not formally adopted Vision Zero yet but have reached a consensus that is the direction we need to be heading. If we are awarded the Safe Streets for All (SS4A) grant, an action plan must be developed and a commitment to Vision Zero must be part of that.

Commissioner Cloudman commented that we do not have to reference the current policy in these positions; even when the TPO adopted a 2% reduction as the safety target, we supported FDOT's Vision Zero.

Ms. Nicoulin replied she will review the language used in those resolutions regarding supporting FDOT's efforts towards Vision Zero.

Mayor Alfin asked where, when and how the final legislative positions will be presented.

Commissioner Cloudman replied that it has been discussed how to better utilize them; in the past, they have been presented on delegation day in Volusia and Flagler Counties by the former Executive Director or the TPO Chairperson. However, we need to start looking at perhaps having informal meetings here with those legislators that we have a relationship with before the legislative session.

Mayor Alfin commented that appointments can be made with them and that the legislators like input as it helps them. They are short meetings but can be very effective.

Members continued to discuss the draft legislative positions and how to best communicate them to the state legislators.

Ms. Nicoulin explained that she is limited as to what she can do as federal funds cannot be used for advocating legislative positions. She continued to review the updates to the legislative positions; she noted that equity and the use of micro-mobility devices (scooters, electric bicycles, golf carts, etc.) have not been addressed.

Chairperson Girtman replied equity is a good target but asked how to word it within the safety category. US 17 was deemed to be one of the most dangerous roadways and it is in a more rural area that is underserved. It is also an evacuation route. That would be a good example for equity on our roadways.

Mayor Alfin added it would be a step forward toward Vision Zero to target the most dangerous roadways first.

Ms. Nicoulin explained the Dangerous by Design Report identified inequitable areas at a disproportionate rate. She continued to review the draft updates to the legislative positions including advancing technology. She is adding a bullet point under "Additional Positions" to fully restore the budget authority of the Commission for the Transportation Disadvantaged (CTD) as this negatively impacts the disabled voting population and the legislators may not realize that.

Chairperson Girtman stated that needs to be a lead priority and should be at the top of the list as it is something that needs action on now. It is under items that we support legislation for but we are asking for action on this she asked if there is a different way to represent the CTD budget authority.

Mayor Alfin suggested having a "specific action priority" heading.

Members continued to discuss the positions, the restoration of the CTD's budget authority and the best way to convey the TPO's priorities to the legislators. It was suggested creating a "palm" or rack card to present to the legislators as well; it is less expensive to print and the elected officials like them.

MOTION: *A motion was made by Mayor Alfin to approve the updated changes to the legislative positions for 2023. The motion was seconded by Commissioner Cloudman and carried unanimously.*

IV. Staff Comments

There were no staff comments.

V. Legislative Issues Subcommittee Member Comments

There were no member comments.

VI. Adjournment

The Legislative Issues Subcommittee meeting adjourned at 10.42 a.m.

River to Sea Transportation Planning Organization

**DELAND MAYOR CHRISTOPHER M. CLOUDMAN
1ST VICE CHAIRPERSON, RIVER TO SEA TPO**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the November 2, 2022 regular meeting of the Legislative Issues Subcommittee, approved and duly signed this 4th day of January 2023.

**Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization**

**** A recording of the November 2, 2022 Legislative Issues Subcommittee meeting is available upon request.**



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MEETING AGENDA

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

DATE: WEDNESDAY, JANUARY 25, 2023
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
2570 W. International Speedway Blvd., Suite 100
Daytona Beach, FL 32114

NOTE:
A Microsoft Teams link has been established for remote participation.

River to Sea TPO Board Meeting January 25, 2023 at 9:00 a.m. EST

[Click here to join the meeting](#)

Meeting ID: 278 175 772 920

Passcode: gtpb78

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 561-484-5911 729939809# United States, West Palm Beach

Phone Conference ID: 729 939 809#

[Find a local number](#) | [Reset PIN](#)

DeLand Mayor Chris Cloudman, 1st Vice Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF A QUORUM
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT/PARTICIPATION *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- IV. CONSENT AGENDA
 - A. NOVEMBER 30, 2022 RIVER TO SEA TPO BOARD MEETING MINUTES *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORTS *(Contact: Mariel Lemke) (Enclosure, pages)*

IV. CONSENT AGENDA *(Continued)*

- C. EXECUTIVE COMMITTEE REPORT** - Report by DeLand Mayor Chris Cloudman, TPO Board 1st Vice Chairperson *(Enclosure, pages)*
- D. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** - Report by TBD, TDLCB Chairperson *(Enclosure, pages)*
- E. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- Report by Dr. Jason Aufdenberg, BPAC Chairperson *(Enclosure, pages)*
- F. CITIZENS ADVISORY COMMITTEE REPORT**-- Report by Ms. Kerry Karl, CAC Chairperson *(Enclosure, pages)*
- G. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Mr. Brian Walker, TCC Chairperson *(Enclosure, pages)*
- H. RIVER TO SEA TPO BOARD REPORT** -- Report by DeLand Mayor Chris Cloudman, TPO Board 1st Vice Chairperson *(Enclosure, pages)*
- I. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by DeLand Mayor Chris Cloudman, TPO Board 1st Vice Chairperson *(Enclosure, pages)*

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2023-01 UPDATING THE RIVER TO SEA TPO BYLAWS (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin) (Enclosure, pages)*
- B. ELECTION OF RIVER TO SEA TPO BOARD MEMBERS TO FILL OFFICER VACANCIES FOR THE REMAINDER OF THE FY 2022/23 TERM** *(Contact: Colleen Nicoulin) (Enclosure, pages)*
- C. REVIEW AND APPROVAL OF RESOLUTION 2023-02 AMENDING THE CONNECT 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin) (Enclosure, pages)*
- D. REVIEW AND APPROVAL OF RESOLUTION 2023-03 AMENDING THE FY 2022/23 TO 2026/27 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin) (Enclosure, pages)*
- E. REVIEW AND APPROVAL OF RIVER TO SEA TPO OFFICE LEASE TERMINATION AND OFFICE RELOCATION** *(Contact: Colleen Nicoulin) (Enclosure, pages)*

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF FDOT'S TENTATIVE FIVE-YEAR WORK PROGRAM FOR FY 2023/24 TO 2027/28** *(Contact: Colleen Nicoulin) (Enclosure, pages)*
- B. PRESENTATION AND DISCUSSION OF UPDATED RIVER TO SEA TPO SAFETY DATA AND TARGETS** *(Contact: Colleen Nicoulin) (Enclosure, pages)*
- C. FDOT REPORT** *(Contact: Anna Taylor, FDOT District 5) (Enclosure, pages)*

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

VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS

IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS

X. INFORMATION ITEMS (Enclosure, pages)

- Bicycle/ Advisory Committee Attendance Record – 2022
- Citizens Advisory Committee Attendance Record – 2022
- Technical Coordinating Committee Attendance Record– 2022
- December 2022/January 2023 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports
- 2023 TPO Board and Committee Meeting Schedule

XI. ADJOURNMENT (Enclosure, page)

The next River to Sea TPO Board meeting will be February 22, 2023

February 2023 Meeting Dates

Executive Committee, February 1, 2023 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, February 8, 2023 @ 2:00 p.m.

Citizens Advisory Committee, February 21, 2023 @ 1:15 p.m.

Technical Coordinating Committee, February 21, 2023 @ 3:00 p.m.

River to Sea TPO Board, February 22, 2023 @ 9:00 a.m.

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