



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

**DATE:** Wednesday, January 6, 2021  
**TIME:** 9:00 a.m.  
**PLACE:** River to Sea TPO Executive Conference Room  
 2570 W. International Speedway Blvd., Suite 100  
 Daytona Beach, Florida 32114

**NOTE:**  
**GoTo Meeting has been established for remote participation.**

**MASKS MUST BE WORN BY THOSE PHYSICALLY PRESENT**

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**Executive Committee**  
**Wed, Jan 6, 2021 9:00 AM - 10:30 AM (EST)**

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**New Smyrna Beach Commissioner Jason McGuirk, Chairperson Presiding**

**AGENDA**

- I. CALL TO ORDER
- II. PUBLIC COMMENT/PARTICIPATION
- III. DISCUSSION ITEMS
  - A. Update on COVID-19 Business Practices and Impacts

**IV. BUSINESS**

**A. Review and Recommend Approval of Executive Director’s Overall Evaluation Result and Recommendation of Retention** *(Enclosure, pages 3-8)*

In accordance with the Employment Agreement between the River to Sea TPO and the Executive Director, an annual performance evaluation must be completed and employment shall be continued by recommendation of the Executive Committee.

**B. Review and Recommend Approval of 2021 R2CTPO Legislative Positions** *(Enclosure, pages 9-14)*

These positions were developed with consideration to legislative priorities developed by member governments and state associations. Additional consideration was given to the Electric Vehicle (EV) Status Report found at the following link:

<https://www.fdot.gov/planning/fto/ev/default>

**C. Review and Recommend Approval of Executive Director Timesheet Review Report** *(Enclosure, page 15)*

**D. Review and Approval of Draft January 27, 2021 River to Sea TPO Board Agenda** *(Enclosure, pages 16-19)*

**IV. STAFF COMMENTS**

**V. EXECUTIVE COMMITTEE MEMBER COMMENTS**

**VII. ADJOURNMENT**

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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](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto: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](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event



## EXECUTIVE DIRECTOR EVALUATION

**INSTRUCTIONS:** Under the TPO Chair's direction, members of the River to Sea TPO (R2CTPO) will be provided a copy of this evaluation form 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 R2CTPO 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
<b>Organization and Governance: 2.66 out of 3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Has in place and implements a clear, written, mission statement, as well as long-range and strategic plans, and effectively assists the R2CTPO members and staff in reviewing and updating the plans and mission</li> <li>Prepares and has adequate information for knowledgeable decision-making</li> <li>Makes well-considered recommendations to the R2CTPO members</li> <li>Effectively informs R2CTPO members of industry trends and recent developments in transportation planning and pertinent legislative proposals and changes</li> <li>Keeps the R2CTPO members apprised of the status of programs and services</li> <li>Works effectively with outside professionals and participating local governments</li> </ul>				
<p><b>Comments on Organization and Governance:</b></p> <p>The TPO always seems to be well organized, and Lois appears to be well informed about what partner agencies are doing as well.</p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Communications: 2.5 out of 3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrates an understanding and appreciation for the provisions of Florida law regarding open meetings and maintenance of public records</li> <li>• Acts effectively in keeping the public informed of agency goals, objectives, and services and actively seeks public input for decision-making</li> <li>• Communicates clearly and persuasively in writing and verbally, both within and outside the agency</li> <li>• Listens carefully, is respectful of others, welcomes new ideas and maintains a credible open-door policy</li> <li>• Promotes the interests and welfare of the agency within the community and industry</li> </ul>				
<p><b>Comments on Communications:</b></p> <p>Lois, or an assigned staff member, always keeps us up to date on transportation activities occurring within our region.</p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Leadership: 2.5 out of 3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Takes stands on complex and possibly controversial issues</li> <li>• Acts in a manner that motivates others to high standards of fairness, enthusiasm, honesty, integrity, and accomplishment</li> <li>• Is visionary and communicates that effectively to staff and R2CTPO members</li> <li>• Demonstrates effectiveness and diplomacy in working with others and maintains productive relationships</li> <li>• Demonstrates the ability to make good judgments, rally support, and give clear direction when needed</li> <li>• Well organized and motivates staff members to work as a team and produce quality work</li> <li>• Is a leader in the industry, maintains a credible profile and a well-respected image for the agency</li> <li>• Demonstrates familiarity with technological advances of importance to transportation planning activities</li> <li>• Maintains technology and software necessary to meet the changing needs of and demands upon the R2CTPO</li> </ul>				
<p><b>Comments on Leadership:</b></p> <p>The Executive Director often shares concerns with the group and advises the best course of action when needed. She has also taken a leadership role with regional entities, as well as on a statewide platform.</p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Human Resources: 2.75 out of 3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• Maintains or increases staff productivity</li> <li>• Manages staff by appropriate supervision and delegation of responsibilities</li> <li>• Makes provision for further staff training and professional development</li> <li>• Establishes and follows effective personnel policies and procedures</li> </ul>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<p><b>Comments on Human Resources:</b></p> <p>Lois advocates for her staff and encourages the board to continue compensation improvement, educational opportunities and professional development.</p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<b>Finances: 2.5 out of 3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>• 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</li> <li>• Develops realistic budgets</li> <li>• Manages necessary cash flow and maintains needed reserves to accomplish program goals and objectives</li> <li>• Demonstrates a thorough understanding of funding sources, and appreciates applicable regulatory constraints and financial reporting requirements</li> <li>• Achieves “clean” financial audit</li> <li>• Adheres to appropriate procurement procedures</li> </ul>				

**Comments on Finances:**

The Executive Director consistently delivers and annual budget reflective of fair and thoughtful consideration.

**OVERALL EVALUATION:**

Overall performance of employee based upon review and evaluation of all evaluation factors. **2.6 out of 3**





**Overall Comments:**

The River to Sea TPO continues to be an effective collaborative organization under the leadership provided by Lois Bollenback.

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

Skill Area <b>Score out of 5</b>	Unsatisfactory	Fair	Good	Very Good	Outstanding
Knowledge of Issues <b>4.3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Intergovernmental Relations <b>4.2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Relations <b>4.3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interpersonal Skills <b>4.3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attitude <b>4.3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dependability <b>4.5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptability / Flexibility <b>4.2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Written Communications <b>4.5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Verbal Communications <b>4.5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initiative <b>4.3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planning & Organizing <b>4.5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skill Area	Unsatisfactory	Fair	Good	Very Good	Outstanding
Problem Solving 4.3				X	
Decision Making & Judgment 4.3				X	
Creativity 4.3				X	
<b>OVERALL RATING 4.34</b>				<b>X</b>	

**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.

Interactions with members of other MPOs throughout the state, validates the opinion that our organization is one of the best in Florida. Lois provides strong leadership to our TPO and is well respected by her peers within the region. She always appears to be well informed on changes occurring at DOT, and stays on top of new mandates coming down from Tallahassee.

I continue to be impressed with Ms. Bollenback and her ability to grasp the big picture of local, regional, state and federal funding, and appreciate the difficulties of the current year. I would ask that she continue reaching out to different entities for funding of projects, because you never know who will come through with support.

I have greatly appreciated her approach, preparedness and openness to the requests of the Board. She has a wealth of knowledge and understanding for all things Transportation and related concerns. However, I believe there may be some opportunity to look at opportunities with fresh eyes as so many things have changed over time. Especially, new leadership at the local, state, regional and now national levels. Let's determine if there are ways we can evaluate to streamline processes and policies.

This evaluation should not be interpreted by anyone other than the rater (Jason McGuirk). I will meet privately with Ms. Bollenback to discuss her evaluation.

**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: \_\_\_\_\_



# 2021 Legislative Positions

*Adopted by River to Sea TPO Board 01-27-2021*



***River to Sea TPO Chairperson:  
Commissioner Jason McGuirk, City of New Smyrna Beach***

**Contact: Lois Bollenback, Executive Director**

**Telephone: (386) 226-0422**

**E-mail: [LBollenback@r2ctpo.org](mailto:LBollenback@r2ctpo.org)**

**Website: [www.r2ctpo.org](http://www.r2ctpo.org)**



“On behalf of the River to Sea Transportation Planning Organization, I want to thank you for the work you do serving the State of Florida and as a representative of our planning area. As we enter this legislative session, we recognize the significant fiscal challenges being faced throughout the state and nation. These legislative positions were developed with consideration to the reduced availability of revenues needed to manage an efficient and resilient transportation system. We look forward to working with you to tackle challenging transportation issues and to provide the support you may need during the 2021 Legislative Session.”

*River to Sea TPO Chairperson, Jason McGuirk*

# 2021 Legislative Positions

*Adopted by River to Sea TPO Board 1-27-2021*

- **Maintain transportation funding levels & expand funding flexibility**
- **Improve transportation safety by discouraging the use of handheld devices while driving & improving pedestrian and bicycling safety**
- **Increase the efficiency of existing transportation systems by maximizing the deployment of advanced transportation technologies**

Thank you for considering the legislative positions established by the River to Sea TPO. As these positions were developed, consideration was given to the positions established by organizations throughout the state of Florida including the Florida Association of Counties (FAC), the Florida League of Cities (FLC), Florida Public Transit Association (FPTA) and the Metropolitan Planning Organization Advisory Council (MPOAC). We value our relationship with these organizations and appreciate the support and leadership they provide.

*River to Sea TPO Legislative Issues Subcommittee*

## Transportation Priority -- Funding

The River to Sea TPO *supports* legislation that *preserves transportation funding and provides greater flexibility of funding* to support the safety, efficiency and preservation of the transportation system.

### Background

Transportation revenue is collected to support the preservation and development of a safe and efficient transportation system. State revenue is derived from a variety of sources, and the primary resource, the State Comprehensive Enhanced Transportation System tax is indexed for inflation. Transportation revenues overall, however, are not keeping pace with increased costs and demand. Compounding the shortfall is a reduction in revenue estimates of almost \$1.5 billion over the next 5-year period resulting from reduced driving associated with COVID-19. Actions supported by the River to Sea TPO include:

- **Identify and Implement New Revenue Sources Needed to Maintain the Transportation System**

While we recognize the benefits of autonomous vehicles (AV) and alternative fuel vehicles (AFV) in improving transportation efficiency, safety, and air quality, we also understand the potential impacts on fuel sales throughout the state of Florida. Recent estimates made by FDOT show that the increased adoption of AFVs and AVs will result in net revenue losses to the state of 16% in 2040 (moderate scenario). The River to Sea TPO supports implementation of vehicle registration fees, electric charging station surcharges or mileage-based fees that ensure equity among all road users contributing to the maintenance and preservation of the existing system.

- **Indexing Local Option Fuel Taxes to Keep Pace with Inflation**

Revenue studies completed in Florida by the Metropolitan Planning Organization Advisory Council (MPOAC) and the Florida Transportation Commission (FTC) have shown that transportation revenues are not keeping pace with increased costs over time. The River to Sea TPO supports efforts to index city/county fuel taxes.

- **Stabilize Funding Levels for the Transportation Regional Incentive Program (TRIP)**

TRIP funding promotes regional transportation planning and project development and has been used to fund important infrastructure improvements. The program is funded primarily through Documentary Stamp proceeds and the allocations have varied significantly in recent years from a low of \$11 million in 2016 to approximately \$157 million in 2014. The R2CTPO supports stable and consistent funding through TRIP.

- **Allow Strategic Intermodal System (SIS) and State Transportation Trust Fund (STTF) Dollars to be Used on Local Road Improvements that are Needed to Support the SIS or State Facility**

State law limits the allocation of SIS funds and STTF funds to use on those systems. However, there are occasions where the most effective solution to managing congestion on an SIS or state facility is to improve local arterial, collector and distributor roads. The River to Sea TPO supports increasing flexibility of SIS and STTF funds to be used “off-system” when transportation analysis recommends improvements on supporting roads that enhance freight, safety, emergency management, travel time reliability and congestion.

### Benefit

Efficient transportation systems are necessary to support a strong economy. Inadequate funding to support capital projects as well as operations and maintenance will lead to increased congestion and degradation of vital infrastructure. Increased traffic congestion has negative economic and environmental impacts.

## Transportation Priority -- Safety

### The River to Sea TPO supports legislation that improves transportation safety.

#### Background

These items are intended to support safety initiatives in the State of Florida as well as the national emphasis on transportation safety improvements outlined in the Fixing America's Surface Transportation (FAST) Act.

#### **Improve Pedestrian and Bicycle Safety**

Florida consistently ranks at or near the top of the nation in pedestrian and bicycle injuries and fatalities. Increasing safety and reducing these rates requires education, engineering and law enforcement efforts.

The River to Sea TPO supports:

- enhanced funding for educational programs that show positive results;
- strengthening existing pedestrian and bicycle safety laws;
- increasing performance driven funding for projects that address unsafe conditions; and
- the installation of pedestrian crossing traffic control devices (beacons) in areas with documented safety concerns.

The 2019 Dangerous by Design report listed the Deltona-Daytona Beach-Ormond Beach Metropolitan Area as the second most dangerous metropolitan area in the nation. Florida DOT is using the Alert Today, Alive Tomorrow program along with changes in design standards to drive down pedestrian fatalities and injuries throughout the state. Though not in the top 10, Flagler County has also recorded bicycle and pedestrian crashes, which may be addressed through proactive efforts involving evaluation, education, engineering and enforcement.

#### **Prohibit the Use of Handheld Electronic Devices While Driving**

The "Wireless Communications While Driving" law passed by the legislature in 2018 that made texting while driving a primary offense. The law was further expanded in 2019 to ban handheld devices for drivers operating a vehicle in school and work zones. The River to Sea TPO supports legislation that would improve roadway safety by prohibiting the use of handheld electronic devices while driving.

Recent crash analyses completed by the River to Sea TPO shows that crashes resulting from distracted driving occur at a higher rate than other crash types. While further research is needed to determine the role of handheld devices in these crashes, other industry research has linked these devices to increases in vehicle crashes.

#### Benefit

Transportation safety is critical for residents and for the thousands of visitors who choose to vacation here. Changes in Florida law along with other crash reduction efforts improve quality of life and support economic development.

## Transportation Priority -- Advancing Technology

The River to Sea TPO supports legislation that increases the efficiency of existing transportation systems by maximizing the deployment of advanced transportation technologies.

### Background

Transportation technologies are advancing in ways that will transform the industry and, potentially, how people and goods will move in and between our metropolitan areas. Transportation Network Companies (TNC's) such as Uber and Lyft, automated and connected vehicles, advanced transit systems, advanced traffic signals, and drone delivery as well as technologies not yet developed, provide tremendous opportunities to improve the efficiency and safety of travel.

The River to Sea TPO supports and encourages the Florida legislature to continue establishing state laws and funding mechanisms support the development and implementation of these technological advances. Potential actions include:

- Increased infrastructure funding for projects that advance Automated, Connected, Electric and Shared (ACES) technologies.
- Increased funding and technical assistance to support the planning and implementation of Smart Cities, automated vehicle pilot projects and other technology innovations.
- Establishing laws that address the malicious and intentional interference of the proper functioning of transportation vehicles and systems.
- Continued promotion of interoperable and multi-modal smartcard technology that is compatible, universal and accessible for use by all other smartcard technology systems.
- Legislative support and funding for the regulation and infrastructure modifications needed to safely and effectively manage the expansion of micro-mobility devices.
- Requiring public Electric Vehicle Support Equipment (EVSE) to be open to all users regardless of membership to a specific charging network

### Benefit

Advanced technologies in transportation will transform our communities and our economies. These technologies have the potential to dramatically improve safety and efficiency of our existing transportation infrastructure. They also offer improvements in air quality, mobility for transportation disadvantaged people, and quality of life advantages. Cities and states that are proactive in the deployment of transportation technology will be better positioned for success and economic stability in the future.

### The River to Sea TPO also supports legislation that:

- Protects the State Transportation Trust Fund (STTF) and the Transportation Disadvantaged Trust Fund from efforts to reduce or divert funds.
- Offers incentives for employers that reduce peak-hour demand by allowing off-peak commuting and telecommuting options to employees.
- Increases MPO/TPO involvement in growth management, mobility planning and visioning activities to promote a stronger linkage between land-use, transportation and economic development.
- Increases the percentage of the state transportation capacity program allocated to non-SIS highways and transit programs in order to improve mobility on regional and metropolitan area transportation facilities.
- Requires TPO concurrence for public-private partnership agreements related to the lease or sale of transportation facilities that are publicly owned and operated within metropolitan areas and any subsequent modifications to such agreements.
- Provides mandatory funding for driver education programs in high schools.
- Changes the Consultants' Competitive Negotiation Act (CCNA) to allow agencies to introduce a "best-value" option that considers cost as a factor when selecting a firm.

### The River to Sea TPO will monitor legislation that:

- Authorizes counties to form a regional transportation finance authority for the purpose of financing, constructing, maintaining and operating transportation projects that are consistent with MPO plans.
- Proposes to establish Tax Increment Financing (TIF) districts associated with expressway or passenger rail corridors for the purposes of financing the debt issued to pay for the project.
- Promotes the continued development and expansion of bus and rail transit as well as efforts to accommodate the growing demand for alternative mobility vehicles (low-speed vehicles, electric vehicles and golf carts).
- Imposes restrictions on Metropolitan Planning Organization (MPO) governing board membership, voting, and/or terms of service.



To: River to Sea TPO Board  
 From: Commissioner Jason McGuirk, River to Sea TPO Chairperson  
 Date: October 28, 2020  
 RE: River to Sea TPO Chairperson Report of Timesheet Review

In accordance with the River to Sea TPO's Timekeeping and Travel Reimbursement Policy that became effective on November 1, 2019, the following timesheets were provided to the River to Sea TPO Chairperson for review on October 28, 2020. From this submission, the Chairperson selected a sample of timesheets to review for timely submission, accuracy and consistency of work detail.

Timesheets Provided		Timesheets Reviewed Chair Initial
Batch Number	Time Period	
683	September 27, 2020 through October 3, 2020	
684	October 4, 2020 through October 10, 2020	
686	October 11, 2020 through October 17, 2020	

- No abnormalities noted.
- Abnormalities were noted and have been resolved.
- Abnormalities were noted and have **not** been resolved.



# MEETING AGENDA

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

**DATE:** WEDNESDAY, JANUARY 27, 2021  
**TIME:** 9:00 A.M.  
**PLACE:** RIVER TO SEA TPO CONFERENCE ROOM  
 2570 W. International Speedway Blvd., Suite 100  
 Daytona Beach, FL 32114

**NOTE:**  
 GoTo Meeting has been established for remote participation.

**MASKS MUST BE WORN BY MEMBERS PHYSICALLY PRESENT**

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**TPO Board**  
**Wed, Jan 27, 2021 9:00 AM - 10:30 AM (EST)**

**Please join my meeting from your computer, tablet or smartphone.**  
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**New Smyrna Beach Commissioner Jason McGuirk, 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)*

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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**

- A. OCTOBER 28, 2020 RIVER TO SEA TPO BOARD MEETING MINUTES** (Contact: Debbie Stewart) (Enclosure, pages )
- B. TREASURER’S REPORTS** (Contact: Walter Lacey) (Enclosure, pages )
- C. EXECUTIVE COMMITTEE REPORTS** – Report by New Smyrna Beach Commissioner Jason McGuirk, Executive Committee Chairperson (Enclosure, pages )
- D. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** - Report by Volusia County Council Member Barbara Girtman, TDLCB Chairperson (Enclosure, pages )
- E. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORTS** -- Report by Mr. Paul Eik, BPAC Chairperson (Enclosure, pages )
- F. LEGISLATIVE ISSUES SUBCOMMITTEE REPORT** – Report by DeLand Commissioner Chris Cloudman, Legislative Issues Subcommittee Chairperson (Enclosure, pages )
- G. CITIZENS ADVISORY COMMITTEE REPORTS** -- Report by Ms. Nora Jane Gillespie, CAC Chairperson (Enclosure, pages )
- H. TECHNICAL COORDINATING COMMITTEE REPORTS** -- Report by Ms. Becky Mendez, TCC Chairperson (Enclosure, pages )
- I. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- Report by New Smyrna Beach Commissioner Jason McGuirk, TPO Board Chairperson (Enclosure, pages )
- J. MPO ADVISORY COUNCIL (MPOAC) REPORT** - (Contact: Lois Bollenback) (pages )
- K. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORTS** -- Report by New Smyrna Beach Commissioner Jason McGuirk, TPO Board Chairperson (Enclosure, pages )
- L. REVIEW AND APPROVAL OF THE RIVER TO SEA TPO’S FISCAL YEAR 2019/20 INDEPENDENT AUDIT REPORT** (Contact: Walter Lacey) (pages )
- M. REVIEW AND RETROACTIVELY APPROVE RESOLUTION 2020-21 EMERGENCY AMENDMENT TO THE FY 2020/21 TO 2024/25 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) AUTHORIZED BY THE R2CTPO CHAIRPERSON (WRONG WAY SIGN BUNDLE)** (Contact: Colleen Nicoulin) (pages )
- N. REVIEW AND APPROVAL OF ANNUAL FDOT/TPO JOINT CERTIFICATION REPORT** (Contact: Lois Bollenback) (pages )
- O. REVIEW AND APPROVAL OF RESOLUTION 2020-23 AMENDING THE POLICY FOR THE ANNUAL ALLOCATION OF SURFACE TRANSPORTATION BLOCK GRANT (STBG) PROGRAM URBAN ATTRIBUTABLE (SU) FUNDING AND OTHER STATE AND FEDERAL FUNDS IDENTIFIED IN THE 2045 LONG RANGE TRANSPORTATION PLAN (LRTP)** (Contact: Colleen Nicoulin) (pages )
- P. REVIEW AND APPROVAL OF RESOLUTION 2020-24 AMENDING THE POLICY FOR DEFINING THE LOCAL MATCH REQUIREMENTS PLACED ON MEMBER LOCAL GOVERNMENTS FOR PROJECTS PRIORITIZED FOR FUNDING BY THE TPO** (Contact: Colleen Nicoulin) (pages )
- Q. REVIEW AND APPROVAL OF RESOLUTION 2020-25 AMENDING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS** (Contact: Colleen Nicoulin) (pages )
- R. REVIEW AND APPROVAL OF THE PRIORITY PROJECT APPLICATIONS FOR TRAFFIC OPERATIONS/SAFETY AND LOCAL INITIATIVES PROJECTS, TRANSPORTATION PLANNING STUDIES, AND BICYCLE PEDESTRIAN PROJECTS** (Contact: Colleen Nicoulin) (pages )

**IV. CONSENT AGENDA** *(Continued)*

**S. REVIEW AND APPROVAL OF EXECUTIVE DIRECTOR'S OVERALL EVALUATION RESULT AND RECOMMENDATION FOR RETENTION** *(Contact: Ms. Pam Blankenship) (Enclosure, page )*

In accordance with the Employment Agreement between the River to Sea TPO and the Executive Director, an annual performance evaluation must be completed and employment shall be continued by recommendation of the Executive Committee. The results of this years' evaluation are satisfactory and the Executive Committee recommends the retention of the current Executive Director.

**V. ACTION ITEMS**

**A. REVIEW AND APPROVAL OF RESOLUTION 2020-22 UPDATING THE R2CTPO BYLAWS (ROLL CALL VOTE REQUIRED)** *(Contact: Lois Bollenback) (pages )*

**B. REVIEW AND APPROVAL OF RESOLUTION 2021-01 AMENDING THE FY 2020/21 TO 2024/25 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin) (pages )*

**C. REVIEW AND APPROVAL OF 2020 R2CTPO LEGISLATIVE POSITIONS** *(Contact: Lois Bollenback) (pages )*

**D. REVIEW AND APPROVAL OF VOTRAN'S PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)** *(Contact: Stephan Harris) (pages )*

**VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS**

**A. PRESENTATION AND DISCUSSION OF THE TENTATIVE WORK PROGRAM PROPOSED BY FDOT** *(Contact: Lois Bollenback) (Enclosure, pages XX)*

**B. PRESENTATION AND DISCUSSION OF UPDATED R2CTPO SAFETY DATA AND TARGETS** *(Contact: Lois Bollenback) (Enclosure, pages )*

**C. PRESENTATION AND DISCUSSION OF PROPOSED AMENDMENTS TO THE FY 2020/21 AND 2021/22 UNIFIED PLANNING WORK PROGRAM (UPWP)** *(Contact: Lois Bollenback) (Enclosure, pages )*

**D. PRESENTATION AND DISCUSSION OF MID-FLORIDA TRANSPORTATION SYSTEMS MANAGEMENT & OPERATIONS (TSM&O) COALITION** *(Contact: Lois Bollenback) (Enclosure, pages )*

**E. PRESENTATION AND OVERVIEW OF CONNECT 2045 LONG RANGE TRANSPORTATION PROGRAM (LRTP) REPORT** *(Contact: Colleen Nicoulin) (Enclosure, pages )*

**F. FDOT REPORT** *(Contact: Anna Taylor, FDOT District 5) (pages )*

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

- Update on SU Funding/Work Program
- Holiday Toy Drive to Support Florida Department of Children and Families (DCF)
- R2CTPO Awards Announcement

**VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS**

**IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS**

**X. INFORMATION ITEMS** (Enclosure, pages )

- Citizens Advisory Committee Attendance Record – 2020
- Technical Coordinating Committee Attendance Record– 2020
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2020
- October/November/December 2020 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports
- 2021 R2CTPO Meeting Schedule
- R2CTPO Chair letter to Governor DeSantis
- Votran Transit Development Plan (TDP) Fact Sheet

**XI. ADJOURNMENT** (Enclosure, page )

\*The next River to Sea TPO Board meeting will be February 24, 2021\*

**February 2021 Meeting Dates**

Executive Committee, February 3, 2021 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, February 10, 2021 @ 2:00 p.m.

Citizens Advisory Committee, February 16, 2021 @ 1:15 p.m.

Technical Coordinating Committee, February 16, 2021 @ 3:00 p.m.

River to Sea TPO Board, February 24, 2021 @ 9:00 a.m.

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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](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org).