Technical Coordinating Committee (TCC)
Meeting Minutes
January 16, 2018

TCC Members Present:
Kok Wan Mah
Arlene Smith
Laura Dodd
Ron Paradise
Darren Lear
Brian Walker
Carole McFarlane
Shawn Finley
Jose Papa, Vice Chairperson
Mark Karet
Jake Baker
Tim Burman
Patty Rippey
Larry LaHue
Jon Cheney
Eric Kozielski
John Cotton
Vickie Wyche (non-voting advisor)

TCC Members Absent:
Fred Griffith
Stewart Cruz
Mike Holmes (excused)
Larry Newsom
Faith Alkhatib
Jason Yarborough
Amye King (excused)

Others Present:
Debbie Stewart, Recording Secretary
Lois Bollenback
Colleen Nicoulin
Stephan Harris
Vince Wang
Rich Walton
David Cooke
Julia Holtzhauser
Kevin Freeman

Representing:
Daytona Beach
Daytona Beach Int'l Airport
DeBary Alternate
Deltona
Edgewater
Holly Hill
Orange City Alternate
Ormond Beach
Palm Coast
Pierson
Ponce Inlet
Port Orange
South Daytona
V.C. Emergency Management
V.C. Traffic Engineering
Volusia County School District
Votran
FDOT District 5

Representing:
Bunnell
Daytona Beach Shores
DeLand
Flagler Beach
F.C. Traffic Engineering
Lake Helen
New Smyrna Beach

Representing:
TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Daytona Beach Alternate
FDOT
FDOT
VHB, Inc.

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

Vice Chairperson Papa called the meeting of the River to Sea Transportation Planning Organization (TPO) Technical Coordinating Committee (TCC) to order at 3:05 p.m. The roll was called and it was determined that a quorum was present.

New TCC members were introduced: Mr. Kok Wan Mah representing Daytona Beach, Mr. Shawn Finley representing Ormond Beach, Mr. Brian Walker representing Holly Hill, and Ms. Vickie Wyche, FDOT District 5 Liaison.
II. Press/Citizen Comments

There were no press/citizen comments.

III. Consent Agenda

A. Review and Approval of November 21, 2017 TCC Meeting Minutes

*MOTION:* A motion was made by Mr. Cheney to approve the November 21, 2017 TCC meeting minutes. The motion was seconded by Mr. Lear and carried unanimously.

IV. Action Items

A. Nomination and Election of TCC Chairperson (TCC Only)

Ms. Nicoulin stated due to the retirement of TCC Chairperson Mr. Ric Goss, a new TCC Chairperson would need to be nominated and elected for the remainder of FY 2017/18.

Mr. Cheney nominated current Vice Chairperson Jose Papa as Chairperson and Ms. Laura Dodd as Vice Chairperson.

Ms. Dodd replied since she is the alternate, it would not be protocol. She nominated Ms. Becky Mendez as Vice Chairperson.

*MOTION:* A motion was made by Mr. Cheney to elect Mr. Jose Papa as TCC Chairperson and Ms. Becky Mendez as TCC Vice Chairperson. The motion was seconded by Mr. Lear and carried unanimously.

B. Review and Recommend Approval of Resolution 2018-## Amending the FY 2017/18 – 2021/22 Transportation Improvement Program

(Handout)

Chairperson Papa stated the proposed TIP amendment programs current year funding for the Seminole Woods Parkway/SR 100 Intersection Improvement Project.

Ms. Nicoulin stated this particular TIP amendment is one the TPO has been working on with the city of Palm Coast to program in the current year. They have been working with FDOT to get LAP certified and for the cost estimate. They are still finalizing the numbers for the cost estimate so these numbers may adjust a bit. This will be presented to the TPO Board next week for approval and the TPO anticipates having the final numbers by then. The TPO does not anticipate the numbers changing much but she wanted the committee to be aware that the numbers could shift. Palm Coast’s local match would still have to represent at least 10%; currently, with the numbers as they are, their match represents about 14.5% because they paid for the design for this project.

*MOTION:* A motion was made by Mr. Cheney to recommend approval of Resolution 2018-## amending the FY 2017/18 – 2021/22 Transportation Improvement Program (TIP). The motion was seconded by Ms. Dodd and carried unanimously.

C. Review and Recommend Approval of Resolution 2018-## Adopting Safety Targets for the River to Sea TPO

Chairperson Papa stated the proposed resolution sets the River to Sea TPO transportation safety performance measure targets for the year 2018.
Ms. Nicoulin stated there has been a lot of discussion in recent months regarding safety targets and the data that was reviewed. She reviewed the five performance measures that safety targets must be set for and stated the TPO looked at the historical data for each of these measures. The resolution and supporting attachment reflect a 2% annual reduction from 2016. She explained the rate for fatalities and serious injuries is calculated by vehicle miles travelled (VMT). Currently, the TPO does not have VMTs specific to its planning area; they were provided countywide. The data shown includes all of Flagler County and all of Volusia County. The VMT data is supposed to be provided to the TPO from the state in June for our planning area. She continued to review the data of the performance measures and what the targets would look like at a 2% reduction. The TPO can adopt what FDOT has set for their safety targets or adopt its own. FDOT set a safety target of zero for 2018 and also set interim measures, which is a number for each performance measure that represents something other than zero; this represents a trend. How the interim measures filter down to the TPO’s planning area is unknown. One of the reasons the TPO chose a 2% reduction is because we want to show a decrease. Staff looked at a number of different percent reductions and settled on 2% because staff believes that is attainable. Most of the projects for 2018 are already programmed so what we do now will impact the years beyond 2018. The 2% reduction is the target for 2018; there will be targets set for future years. This will give us the opportunity to evaluate the 2% to see if the target was met, if the target was met by more than 2%, or if the target was not met, and understand. The resolution represents the 2% annual reduction; this is the recommendation staff is making for approval by the board. The TPO wants the committee to be aware there are two options; the TPO can set its own targets at 2% or a different number, or adopt FDOT’s target of zero. Staff recommendation is a 2% reduction for this year.

Mr. Cheney asked when FDOT’s interim performance measures would be available.

Ms. Nicoulin replied they are available now in the state Highway Safety Improvement Plan.

Mr. Cheney stated a 2% reduction is a reasonable goal.

**MOTION:** A motion was made by Mr. Cheney to recommend approval of Resolution 2018-## adopting safety targets for the River to Sea TPO. The motion was seconded by Ms. Dodd and carried unanimously.

D.

Review and Recommend Approval of Resolution 2018-## Confirming the River to Sea TPO’s Priorities for the Strategic Intermodal System (SIS)

Chairperson Papa stated the proposed resolution confirms the River to Sea TPO’s priorities for consideration in FDOT’s SIS Cost Feasible Plan.

Ms. Nicoulin stated FDOT is currently developing their SIS Cost Feasible Plan and the purpose of this resolution is to provide clarification to them on the TPO’s priorities for inclusion in this plan. The resolution has an attachment with three interchanges; these interchanges are currently included in the Long Range Transportation Plan (LRTP) as unfunded needs. This resolution puts the TPO’s desire for FDOT to include these three interchanges in their SIS Cost Feasible Plan on record. The CAC recommended approval adding language that the TPO supports the existing projects in the cost feasible plan and encouraging the inclusion of the three interchanges.

**MOTION:** A motion was made by Mr. Cheney to recommend approval of Resolution 2018-## confirming the River to Sea TPO’s priorities for the Strategic Intermodal System (SIS) with the inclusion of language that it supports the existing projects on the list and desires these three interchanges be included in any future update to the plan. The motion was seconded by Mr. Lear and carried unanimously.
V. Presentation 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)

Chairperson Papa stated with guidance from the UPWP Subcommittee, TPO staff has developed a draft task outline and recommended projects for consideration in the FY 2018/19 to 2019/20 UPWP.

Mr. Harris reviewed the draft outline for the Unified Planning Work Program (UPWP) for the next two fiscal years. The UPWP Subcommittee met two times to draft the plan. The UPWP includes all the projects, activities and tasks that TPO staff undertakes over the two year period. This UPWP will start July 1, 2018. He reviewed the projects, activities and tasks that have been completed and the new ones added.

Ms. Nicoulin added the full document will be back next month for a recommendation of approval; the deadline to submit the draft to FDOT is March 15, 2018.

Mr. Cheney referred to page 42 of the agenda and the column for “Previous Annual Average” and asked how many years that was.

Mr. Harris replied he believes it is the previous two-year period.

Mr. Cheney suggested having an estimated future year and current year with the previous actual amount to recognize any trends so the elected officials can easily see the total actual versus the estimated amount.

B. Presentation and Discussion of the Draft Bicycle and Pedestrian Master Plan Report

Vice Chairperson Papa stated the Bicycle and Pedestrian Plan is intended to serve as a resource for non-motorized travel on multi-use trails, sidewalks, and bicycle lanes in Volusia and Flagler Counties.

Mr. Harris gave a PowerPoint presentation on the outline of the Bicycle and Pedestrian Master Plan Report. He stated the report is being drafted and reviewed by TPO staff and will be presented next month. He explained how the report is laid out; a summary, nine sections and appendix. TPO staff thought it would be beneficial to include a section on regional trails. He briefly reviewed the sections of the report. The next step after TPO staff completes reviewing the plan is to present it to the BPAC for review and a recommendation of approval and then the TPO Board will review and adopt the report.

C. Presentation and Discussion of the Draft Findings for the Volusia County Bus Stop Improvement Plan

Vice Chairperson Papa stated the purpose of the Volusia County Bus Stop Improvement Plan is to better serve the general public with safe and accessible bus stops. The effort is intended to identify a uniform process to document bus stop conditions throughout Volusia County and within each of the individual cities served by Votran.

Mr. Wang introduced Mr. Brian Weinstein, Tindale-Oliver, to give the presentation.

Mr. Weinstein gave a PowerPoint presentation on the draft findings for the Volusia County Bus Stop Improvement Plan and stated Votran has over 2,000 bus stops throughout the county. The goals were to update the database of existing bus stops in a more systematic format to help identify roles for maintenance of the bus stops and to offer general improvement strategies based upon the county and cities specific needs. Phase 1 was for unincorporated Volusia County; Phase 2 would include the participation of each of the municipalities that wish to have their bus stops evaluated and improvements suggested. He reviewed the study outcomes and stated that the unincorporated county profile would be used as an example for the municipalities. He reviewed examples of both urban and rural bus stops and the requirements of each. He reviewed the deficiencies of the 175 bus stops in unincorporated Volusia County; 83 of those needed no improvements and 34 that do need improvements are quick fixes. He
explained how the bus stop improvements were prioritized. He reviewed an example of a detailed individual bus stop analysis sheet and stated one was developed for each bus stop.

Mr. Cheney suggested rearranging the deficiency chart to highlight the bus stops that needed no improvements so the elected officials would see the good news first.

Mr. Weinstein replied he will make that change before presenting to the TPO Board. The estimated cost for improvements to the bus stops in unincorporated Volusia County is $400,000; that does not include right-of-way costs. Votran has committed funding for these improvements.

Mr. Cheney asked Mr. Cotton to explain how Votran obtained the grant funding for the improvements in unincorporated Volusia County.

Mr. Cotton replied the funding for improvements came from state and federal grants; there is a grant for the urban setting bus stops and a separate grant for the rural setting bus stops. The unincorporated bus stops that sit inside the city limits, such as on Derbyshire Road, come from a separate fund. The funding is not coming from any money that Votran receives from the county.

Mr. Cheney asked if there was a funding mechanism for the deficient bus stops in the local cities.

Mr. Cotton replied it is the responsibility of the municipality if they want to make those improvements. They could go the same route Votran did and find the same funding sources through grants.

Mr. Cheney asked if these type projects were eligible for TPO safety grants.

Ms. Nicoulin replied yes.

Mr. Cheney replied that the difference is the 10% match.

Ms. Nicoulin replied yes.

Mr. Weinstein continued the presentation and reviewed the implementation plan. Votran has already made some of these improvements and others are scheduled.

Mr. Walker referred to the funding for improving the bus stops and asked if Votran has located a bus stop in FDOT’s right-of-way such as US 1 and it goes through a city, and is determined to be deficient, if FDOT, Votran or the city would be responsible to provide the funds to fix it.

Mr. Cotton replied currently, the direction from the county is not to build any bus stops in the municipalities. If there is a bus stop that is not ADA compliant it would be up to the municipalities to contact FDOT or fix the problem themselves.

Mr. Walker commented that often the cities were not consulted on the location of the bus stops. Along US 1 in Holly Hill there are some bus stops that are not ADA compliant and need improvements. The question is should the city have to pay for improvements for a bus stop that was located without consultation and in FDOT right-of-way. He asked if this would be clarified in Phase 2 of the study; who is responsible for what.

Mr. Weinstein replied yes, they will try to analyze who will be responsible for each of the bus stop improvements. If FDOT has improvements scheduled for the roadway, such as widening it, they would be responsible to make the bus stops ADA compliant.

Mr. Cheney stated during the resurfacing of a roadway, FDOT is also required to bring the sidewalks up to ADA standards and he asked if that would now include bus stops.
Mr. Cotton replied since 2015, every time there has been a resurfacing project in Volusia County inside a city limit on a FDOT right-of-way, he has been consulted on the bus stop locations. Bus stop pads have been put into place to make the transit stops ADA compliant at those locations. Recently, FDOT did a resurfacing project Nova Road from Beville Road to US 92 where they incorporated bus stop pads and improvements to both sides of the road. The same was done in Edgewater and Port Orange; every time there has been a resurfacing project there has been a transit stop improvement added to it.

Mr. Cheney summarized that if it is a state road, the city could wait for resurfacing to bring it up to date or the city could move forward with putting in an ADA compliant bus stop. On a city street, it is the city’s responsibility. Where there is a gray area is on county roads within cities; Votran works for the county as a contracted service. Currently, the county attorney is relying on the Florida Attorney General’s opinion that all sidewalks within the right-of-way of a local jurisdiction are the responsibility of the local jurisdictions. Some local jurisdictions have been working with the county on development and asking for sidewalks. The county is asking that the cities maintain them or that they are placed in the development’s right-of-way and not the county’s. Until this issue gets resolved, that is the direction the county is asked to follow based on legal staff’s opinion.

Mr. Paradise asked about county roads within municipalities.

Mr. Cheney replied it is the municipality’s responsibility until the county hears otherwise from county legal staff.

D. Presentation and Discussion of the FDOT Context Classification and Design

Mr. Cooke gave a PowerPoint presentation on FDOT Complete Streets Initiative: Design Manual and Context Classification System. He explained that context classification is working with FDOT’s local agency partners to address what is out there and that everyone is on the same page. The Design Manual uses the context classification and applies the design criteria to the context. He reviewed the different context classifications and the Context Classification Matrix which defines what the classifications are. FDOT is the agency that determines the context classification. Speed limits are included; there is a range of speeds for each context classification. If a city wants lower speeds, the local businesses and community should help discourage higher operating speeds. He explained that FDOT is working closely with local agencies on the scoping of their projects using the context classification. He reviewed what influences the road classifications. Current classification is determined by the conditions today and future changes based on plans for future use. Ms. Jean Parlow, FDOT, is the contact for the Context Classification System and is developing computer tools to mechanize this data. He added that this only applies to state roads and not to local roads although it can be if a city wants to use the criteria.

Mr. Cheney commented that this is overly complex and asked if there were any webinars available.

Mr. Cooke replied yes; www.ficompletestreets.com has all the workshop material.

E. FDOT Report

Ms. Wyche stated there are two new projects that began in December; the resurfacing of Nova Road and SR 44 concrete slab repair and replacement between Boundary and Hill Avenues.

F. Volusia and Flagler County Construction Reports

Mr. Cheney referred to page 79 of the agenda packet for the Volusia County Construction Report and highlighted the projects with recent activity. Under design, the Spring to Spring Trail, Segment 3A, agreement with Duke Energy goes to the Volusia County Council this Thursday. The three-laning of Park Avenue in Edgewater is nearing completion. Design is underway for the Howland Boulevard four-laning and for the Orange Camp Road four-laning. The county is working with the railroad to get the interlocal
agreement for the 10th Street widening; they are also working with a land owner for a land swap on this project. The county is waiting for the city of DeLand and the owners to provide the right-of-way for the Beresford Avenue extension. This Thursday’s Volusia County Council agenda includes a quarterly capital projects update which contains all capital projects and each has a one page project sheet with detailed information and the schedule.

The Flagler County Construction Report was provided in the agenda.

VI.

**Staff Comments**

→ **Update on FY 2017/18 SU Funding**

Ms. Nicoulin stated the TPO is still programming current year SU funding; next month she will provide a detailed balance on current year available dollars.

→ **Update on Roundtable of Volusia County Elected Officials – Transportation Committee Activity**

Ms. Nicoulin stated the Roundtable of Volusia County Elected Officials met on January 8, 2018 and received a presentation on the half-cent sales tax. There is support for an infrastructure tax. They have not taken action yet, but are still looking at having it on the ballot in the fall.

Mr. Cheney stated he sent a copy of the PowerPoint presentation to Ms. Bollenback if anyone would like to see it. They tested a multitude of different things; a one cent sales tax versus a half-cent sales tax. They included a lot of infrastructure, not only roads but also homeless shelters, bus routes, etc. His take on it is if this does move forward there will be better water and roads.

→ **Save the Date for the 2018 R2CTPO Annual Planning Retreat**

Ms. Nicoulin announced the 2018 R2CTPO Annual Planning Retreat will be on Friday, March 23, 2018. The TPO will have more information next month.

→ **Legislative Update**

Ms. Nicoulin stated House Bill 575 is going through the legislature and affects MPOs; it will reduce the number of voting TPO Board members, eliminate the weighted vote and set term limits. The TPO will continue to monitor this particular bill and provide updates.

Mr. Cheney asked if the TPO had a white paper; the TPO may want to oppose the weighted vote.

Ms. Smith stated she testified against this bill last week in Tallahassee. It got a fair amount of discussion; one question was why the number on a board should be reduced. The answer was because some of the boards are so big they are unwieldy. There was a good bit of discussion which is a good sign that the bill will not just coast through but it did not get a lot of opposition either.

Mr. Karet asked what the genesis was for this and if there was a certain MPO trying to get some board members off.

Ms. Smith replied that there are a couple of MPOs that have the maximum of 25 board members and they cannot get anything done according to the bill sponsor. They also said the average for the smaller MPOs is 11 board members and the average for the large MPOs is 15.

Ms. Nicoulin stated how that would apply to this board would be that it would be reduced to 15 voting members.
Mr. Cheney asked if that was with no weighted votes.

Ms. Nicoulin replied yes.

Mr. Cheney commented that Oak Hill could have the same vote as Daytona Beach, Deltona or Volusia County.

Ms. Nicoulin replied theoretically that was possible.

→ TIP Information Sheet and Priority Process Information Sheet

Ms. Nicoulin stated there are two information sheets in the agenda; one is a TIP Information Sheet and the other is a Priority Process Information Sheet. They are flow charts that explain the process and what happens as the TPO works through either a TIP amendment or the Annual Call for Projects.

→ Rectangular Rapid Flashing Beacons (RRFBs) Memo

Ms. Nicoulin stated there is a memo in the agenda regarding RRFB’s; FHWA has rescinded their interim approval for them. The TPO currently has two on the priority list that are programmed in Ormond Beach. It is her understanding that because they are programmed, they will be installed; however, there will not be any new ones.

Mr. Finley commented that they are under construction now. Because they were programmed and the materials were ordered they were considered to be under construction and they were able to move forward.

Mr. Cheney asked if FDOT was looking at any other options and when the wig wag would be installed on US 92.

Mr. Cooke replied he will check on it; he knows it was approved but he thinks one is a signal.

Mr. Cheney stated an RRFB costs the county about $20,000 for a complete installation. The county has been working deals with the cities that they would split the cost 50/50 as long as the city maintained it after installation. Now, they are looking at HAWKs which are $75,000 to $150,000 or an actual pedestrian signal, which is $150,000 to maybe $300,000 depending on how many lanes of traffic there are. At one of the RRFB locations, the county has installed a LED warning sign on the edges; when the RRFB is pushed, the warning lights light up. They installed the LED lights in Ormond Beach on one of the pedestrian crossings but it lights up 24/7; it is not tied to a push button. That is about $8,000 per installation. The county is also looking at in-ground LED lights that would come on when the button is pushed.

Mr. Harris announced the TPO would start accepting applications for the Annual Call for Projects on January 25, 2018 and will continue to accept those applications for nine weeks. It will close on either March 29, 2018 or April 2, 2018.

VII. TCC Member Comments

Mr. Cheney announced that the TPO Board accepted retaining the 10% local match and are also retaining the same forms as used last year.

Ms. Dodd thanked the county and FDOT for all the coordination and assistance provided to the local agencies; it has not gone unnoticed. She added that work matters in providing our residents with better opportunities and better transportation.

VIII. Information Items
→ January TPO Outreach and Events
→ Save the Date for the 2018 R2CTPO Annual Planning Retreat – March 23, 2018
→ Long Range Transportation Plan (LRTP) Information Sheet
→ Flow of Funding Information Sheet

IX.  **Adjournment**

There being no further business, the TCC meeting adjourned at  p.m.

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**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

[Signature]

**MS. BECKY MENDEZ, VICE CHAIRPERSON**
**TECHNICAL COORDINATING COMMITTEE (TCC)**

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**CERTIFICATE:**
The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of the minutes of the **February 20, 2018** regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this **20th** day of March 2018.

[Signature]

**DEBBIE STEWART, RECORDING SECRETARY**
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**
## Seminole Woods at SR 100

### Work Summary:
- INTERSECTION IMPROVEMENT

### From:
- Seminole Woods at SR 100

### To:

### Lead Agency:
- City of Palm Coast

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### Prior Cost < 2017/18:
- 28,984

### Future Cost > 2021/22:
- 0

### Total Project Cost:
- 225,785

**Project Description:**
This is an intersection improvement project to provide a dedicated northbound right turn lane as well as pedestrian crosswalks and signals on the southside and westside of the intersection. The traffic signals will be realigned with the new traffic lanes. (Reference page 63 and table 31 on page 72 of the 2040 Long Range Transportation Plan.)