

**Citizens Advisory Committee (CAC)
Meeting Minutes
January 19, 2016**

CAC Members Present:

Donald Smart
Janet Deyette
Bliss Jamison
Greg Feldman, Vice Chairman
Gilles Blais
Nora Jane Gillespie
Alan Peterson
Joe Villanella
Bob Storke
Susan Elliott
Bobby Ball
Doug Homan
Judy Craig, Chairperson
Elizabeth Alicia Lendian
Rickey Mack
Melissa Winsett (non-voting)
Gene Ferguson (non-voting advisor)

CAC Members Absent:

Richard Belhumeur
Mary Ellen Ottman
Joy Krom
Terry Bledsoe (excused)
Bob Owens
Faith Alkhatib (non-voting)

Others Present:

Marie Duda, Recording Secretary
Pamela Blankenship
Robert Keeth
Stephan Harris
Jean Parlow
Lois Bollenback
Martha Moore
Lee Macbeth
Gwen Azama-Edwards
Jason Yarborough

Representing:

Daytona Beach
Deltona
Edgewater
Flagler County
Holly Hill
New Smyrna Beach
Palm Coast
Ponce Inlet
Orange City
Pierson
Port Orange
Volusia County
Volusia County
Volusia County
Votran
Volusia County Traffic Engineering
FDOT District 5

Representing:

Flagler Beach
Ormond Beach
South Daytona
Volusia County
Flagler County Transit
Flagler County Traffic Engineering

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Ghyabi & Associates
New Smyrna Beach
Daytona Beach
Lake Helen

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

Vice Chairman Greg Feldman called the meeting of the River to Sea Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) to order at 1:32 p.m. The roll was called and it was determined that a quorum was present.

II. Press/Citizen Comments

There were no press/citizen comments.

III. Consent Agenda

A. Review and Approval of November 17, 2015 CAC Meeting Minutes

Ms. Winsett stated that the minutes need to show that Mr. Cheney was in attendance.

Ms. Blankenship pointed out that the minutes showed he was in attendance.

MOTION: *A motion was made by Mr. Smart to approve the November 17, 2015 CAC meeting minutes. The motion was seconded by Ms. Elliott and carried unanimously.*

IV. Action Items

A. Appoint of Unified Planning Work Program (UPWP) Subcommittee Members

Mr. Keeth explained that the Unified Planning Work Program (UPWP) shows what the TPO staff will do over the next two years. The initial review and approval will be in February and the UPWP Subcommittee will meet and provide input. The first subcommittee meeting will be held on January 26 from 10:00 a.m. – 12 noon.

Ms. Craig apologized for being late and took over the chair position.

Mr. Keeth stated that the UPWP Subcommittee is looking for volunteers.

Ms. Gillespie, Mr. Peterson and Mr. Homan volunteered.

MOTION: *A motion was made by Mr. Feldman to appoint Ms. Gillespie, Mr. Peterson and Mr. Homan to the UPWP Subcommittee. The motion was seconded by Mr. Storke and carried unanimously.*

B. Review and Recommend Approval of Resolution 2016-## Defining the Local Match Requirements Placed on Member Local Governments for Projects Prioritized by the TPO

Mr. Keeth advised that this is the first of several items related to the priority project process including three resolutions and two project applications. This resolution defines the local match requirement. Currently it is 10% for projects funded with SU funds and 20% for projects funded with Transportation Alternatives funds. With the merger of the priority project lists, the funds are being blended and the local match will be 10% for projects off the state highway system; for the on-state system, there is no match. Any feasibility study will require a 10% match.

MOTION: *A motion was made by Mr. Blais to recommend approval of Resolution 2016-## defining the local match requirements placed on member local governments for projects prioritized by the TPO. The motion was seconded by Mr. Storke.*

Mr. Peterson pointed out on page 22, first paragraph, that the word “commitment” is removed. He asked why the word “commitment” was removed.

Mr. Keeth replied that a match is required and that the resolution goes beyond a commitment.

Mr. Peterson stated that a match does not mean it will happen and that a commitment says you will do it.

Mr. Keeth explained that projects are carried out under a Local Agency Program (LAP) agreement with FDOT, and local governments are responsible for the full amount but get reimbursed. This procedure is bound by the agreement.

Mr. Peterson asked for the definition of "local initiative."

Mr. Keeth replied that "local initiative" is defined in the 2040 Long Range Transportation Plan (LRTP) and is a new project category. There were some projects that did not fit any of the existing categories, such as Traffic Operations/Safety Projects, Bicycle/Pedestrian Projects, etc. The local initiatives fall in between the projects and can be expensive, i.e. roundabouts, complete street retrofits, Intelligent Transportation Systems (ITS) improvements, etc.

Mr. Feldman asked about sections four and five and said he was confused how it works in relation to section one. He asked if the ratio would be the same as section one.

Mr. Keeth replied that if they committed to the project at a lower match ratio, that ratio would be honored.

Mr. Feldman asked if there is a conflict between sections one and five and if it would allow for less of a local match.

Mr. Peterson stated that there is no conflict. He pointed out that paragraph one says it is 10% and section five says cannot exceed 10%.

Mr. Feldman stated that it is in conflict with each other, and that perhaps he does not understand the principle behind number five.

Ms. Elliott stated that when the plan started it was 10%; she asked when it was changed to 5%.

Mr. Keeth replied that if they committed to a 5% match, the TPO would honor that 5% if that was the policy that was in place when they committed.

Mr. Peterson stated that it locks in the 10% and perhaps protects what is below that.

Mr. Feldman asked if paragraph two does the same thing. He stated that he was worried someone could say they were going to pay less than 10%.

Mr. Keeth replied that paragraph two prescribes the new policy. He pointed out that paragraph five says if they have committed to a lower match, the TPO is only going to require that amount. The match will not exceed what was committed to.

Mr. Feldman asked if paragraph five could be considered a retroactive situation.

Mr. Keeth replied yes.

The motion carried unanimously.

C. Review and Recommend Approval of Resolution 2016-## Reaffirming the Policy for Establishing and Maintaining Transportation Priority Projects

Mr. Keeth announced that Resolution 2016-## merges the transportation priority project categories as we have discussed over the last few months. Specifically, it combines Regionally Significant Non-Strategic Intermodal System (SIS) Projects and Major Bridges; it combines Traffic Operations/Safety Projects and Local Initiatives Projects; and it combines Bicycle/Pedestrian Projects, Regional Trails, Transportation Alternatives Projects and Local Initiatives Projects (with a bicycle/pedestrian focus). Combining Traffic Operations/Safety Projects and Local Initiatives Projects into a single category is a non-event because there are no Local Initiatives Projects yet. However, combining Bicycle/Pedestrian Projects, Transportation Alternatives Projects, Regional Trails, and Local Initiatives (with a bicycle/pedestrian focus) could potentially result in delays for some projects depending on how they will rank on the merged list. A draft

merged list was prepared and sent to the Bicycle/Pedestrian Advisory Committee (BPAC). They were happy with it and recommended approval of this resolution. The Transportation Improvement Program (TIP) Subcommittee and BPAC Project Review Subcommittee (PRSC) met jointly to review the resolutions. They agreed that the top ten projects on the Bicycle/Pedestrian and Traffic Operations/Safety lists should be protected under the merged lists. The TPO Board was uncomfortable with it and thought that the thresholds for protected projects should remain as they now exist. This resolution maintains a protected status for the top eight projects on the Traffic Operations/Safety/Local Initiatives lists, the top three projects on the Bicycle/Pedestrian, Transportation Alternatives/Regional Trails/Local Initiatives lists and the top five projects on the Major Bridge/Non-SIS lists.

Ms. Craig asked if the SIS project list, the Transit project list and Transportation Planning Studies (TPS) lists are being changed.

Mr. Keeth replied that this was a typographical error and that the lists will not be changed.

MOTION: *A motion was made by Mr. Storke to recommend approval of Resolution 2016-## reaffirming the policy for establishing and maintaining transportation priority projects. The motion was seconded by Ms. Elliott and carried unanimously.*

D. Review and Recommend Approval of Resolution 2016-## Establishing the Policy for the Annual Allocation of Surface Transportation Program (STP) Urban Attributable (SU) Funding and other State and Federal Funds identified in the 2040 LRTP

Mr. Keeth explained that this resolution reaffirms the current allocation of federal SU funds at 30% to Transit, 30% to Bicycle/Pedestrian projects and the remaining 40% to Traffic Ops/Safety projects. The TPO will receive about \$38 million over the next 25 years for local initiatives projects. This resolution allocates 50% of that funding to Traffic Ops/Safety/Local Initiatives and 50% to Bicycle/Pedestrian/Transportation Alternatives/Regional Trails/Local Initiatives projects. It also removes the project cost cap on Bicycle/Pedestrian and Transportation Alternatives projects. This goes against what the TIP Subcommittee recommended but the TPO Board felt that there were natural caps in already in place.

Mr. Peterson stated that he has a problem with this and does not like percentage caps that are not flexible. He said that this states that all projects have the same need and priority and are capped at a certain percentage. He would like some categories to say "up to" a certain percentage and one of the categories should not be limited. If there is a cap of 30% on Bicycle/Pedestrian and there was something in the other two categories that is more important and there are not any Bicycle/Pedestrian projects to use the funding, it should be able to be referred back to the committee, a primary classification picked and remove the percentages. He felt that fixing percentages is inappropriate and that flexibility should be provided. He added that there is one exception; and that is if there is not enough money to do any of it.

Mr. Keeth explained that the policy allocating SU funds at 30/30/40 was put in place because the TPO felt there was not enough money being spent on bicycle/pedestrian projects.

Mr. Peterson replied that he thinks the verbiage should be "up to" 30%.

Mr. Villanella asked if excess funds can be diverted to the other two accounts.

Ms. Bollenback explained that each year the TPO gets SU funds to use how they wish, i.e. pay for the LRTP, feasibility studies and to build projects. Over ten years ago, the TPO indicated that all of the money it receives needed to be allocated to small projects. The TPO gets about \$4.5 million per year which is not enough to build roads. The 30/30/40 split has been in place for more than ten years. It is not capping, rather it indicates to FDOT each year as they build their Work Program, how to split this out into those categories and funds priority list projects with the money. The 30/30/40 split can be flexed and has been in the past but that is a TPO Board decision. It is not a cap, rather it is how the TPO wants that category of funding to be distributed. There is the opportunity to flex it, but it is on a case-by-case basis. Ms.

Bollenback stated that she could not recall a time when the TPO did not have enough projects on the priority list and that this helps FDOT build the Work Program.

Mr. Peterson stated that Ms. Bollenback's remarks clarified his question; however, he thinks that the board is doing something that policy says they cannot do.

Ms. Bollenback replied that the policy is there for staff and FDOT direction. When addressing something outside that, it comes to the board. She stated that almost all resolutions give the board the opportunity to make changes.

Mr. Peterson said that his objection still stands; he stated that the TPO is forcing percentages based on percentage and not need or safety or priority. He said that one of the categories could have a serious need that overrides any of the priorities of the other two categories. If the percentages are fixed, then the overriding priority creates a problem because the policy says the money must be spent in the other two categories because you have an existing priority.

Ms. Bollenback replied that this situation has never presented itself. There could be a case where the TPO went through a lot of projects on the list and it came down to projects lower on the list that are not as needed as projects on the other lists; the question is can we get down to a single list that outlines the priorities. The TPO is headed in that direction in the future.

Mr. Peterson stated that he would not eliminate all the percentages and rank all the projects in one list. He thought that it seems like one of these categories is more important than the other two and therefore should not have a percentage cap. The other two could have the same percentage caps they currently have and if the need is there that is fine, if the need is not there the funding goes to the one that has the need. That is eliminated by having fixed percentages.

Ms. Bollenback replied that it could not be said that one category is more important than another, but one project may have more need.

Mr. Peterson replied that he understands the issue.

MOTION: *A motion was made by Mr. Storke to recommend approval of Resolution 2016-## establishing the policy for the annual allocation of Surface Transportation Program (STP) Urban Attributable (SU) funding and other state and federal funds identified in the 2040 LRTP. The motion was seconded by Ms. Deyette. The motion carried with Mr. Peterson voting in opposition to the motion.*

E. Review and Recommend Approval of Priority Project Application for Traffic Operations/Safety and Local Initiatives Projects

Mr. Keeth announced that the priority project application for traffic operations/safety and local initiatives projects now has "local initiatives" added to the title. The TIP Subcommittee recommended that the TPO modify provisions relating to bonus points. Now, up to ten points can be awarded. The TPO board was not comfortable with changing it and wanted to leave the bonus points as is because no one ever provided close to the top of the range for a match.

MOTION: *A motion was made by Mr. Feldman to recommend approval of the priority project application for Traffic Operations/Safety and Local Initiatives Projects. The motion was seconded by Ms. Jamison and carried unanimously.*

F. Review and Recommend Approval of Priority Project Application for Transportation Planning Studies

Mr. Keeth advised that there is one minor revision to the priority project application for transportation planning studies under the ranking criteria: federal planning factors #2 and #3 pertaining to safety and security were combined into one. He stated that this will have no effect on projects to be ranked.

Mr. Peterson observed that the planning factors #2 and #3 stated that both safety and security must be provided. He suggested that it say safety "and/or" security.

Mr. Keeth replied that safety pertains to the user and security pertains to the system itself.

Ms. Gillespie stated that she tried to do both when ranking projects on the TIP Subcommittee. She said that she wanted them to meet both criteria.

Mr. Peterson said that it would still be possible to have both.

Ms. Winsett asked for an example of security.

Mr. Keeth replied that a terrorist threat would be an example of a need for security. Another example is the I-4 bridge over the St. Johns River and how vulnerable it is. Security can also pertain to maintenance.

Ms. Gillespie pointed out that traffic lights secure the ability of the public to move.

Mr. Keeth agreed that safety is protecting the infrastructure. The transportation planning studies evaluation process is very loose, and they left the application open. It has not been prescribed how many points you get for the criteria or if you get points for meeting some of the criteria.

Mr. Peterson suggested that the word "all" should be added.

Mr. Ferguson stated that the new highway bill, Fixing America's Surface Transportation (FAST) Act's key component is acknowledgement that security is the top priority. Examples of this are anything that is a threat to human life if allowed inappropriate access such as a software system that is secure from hacking. At a project level, this is a review item for the FDOT. The applicant needs to at least mention it, but how it is applied is up to the applicant.

Mr. Keeth suggested that perhaps the criteria as it was initially presented should be restored: safety and security would be two separate criteria.

Mr. Peterson suggested not doing that, but instead do not require both to be complied with. He proposed that only the word "all" should be added.

Mr. Storke pointed out that in item three, i.e. "people and freight", gets confusing if you add "and/or" in the verbiage.

Mr. Homan stated that the way he interprets it, it is a criteria factor, not mandating both.

MOTION: *A motion was made by Mr. Homan to recommend approval of the priority project application for transportation planning studies. The motion was seconded by Mr. Storke and carried unanimously.*

G. Review and Recommend Approval of Resolution 2016-## Amending the FY 2015/16 – 2019/20 Transportation Improvement Plan (TIP)

Mr. Keeth stated that there is one amendment to the Transportation Improvement Program (TIP): the LakeShore Shared Use Path in Deltona. The construction funding is \$578,000 with a local match being provided by an ECHO grant.

MOTION: *A motion was made by Mr. Feldman to recommend approval of Resolution 2016-## amending the FY 2015/16 – 2019/20 Transportation Improvement Plan (TIP) . The motion was seconded by Ms. Elliott and carried unanimously.*

H. Review and Recommend Approval of Resolution 2016-## Adopting the 2040 Long Range Transportation Plan (LRTP) Report

Ms. Martha Moore, Ghyabi & Associates, gave a brief presentation on the 2040 LRTP Report. The summary was approved by resolution in September and the final 2040 LRTP is being adopted this month. Appendix M has been added to the report and the Existing plus Committed (E+C) projects were costed out in five year increments. There were four projects that went through Efficient Transportation Decision Making (ETDM) process and only one came up with environmental impacts; the SR 442 extension. The money allocated in the 2040 LRTP for that project is for a planning study only. They are currently wrapping up FDOT's comments.

MOTION: *A motion was made by Mr. Blais to recommend approval of Resolution 2016-## adopting the 2040 Long Range Transportation Plan (LRTP) report. The motion was seconded by Mr. Villanella and carried unanimously.*

V. Presentation Items

A. Presentation and Discussion on the I-4/I-95/US 92 Systems Interchange

Mr. Keeth announced that the TPO does not have a representative from FDOT to present this today. He stated that the project is underway and it is a three-year project that will be completed in Spring/Summer of 2018.

B. Presentation and Discussion on the FY 2016/17 and 2017/18 Unified Planning Work Program (UPWP)

Mr. Keeth announced that the Unified Planning Work Program (UPWP) is a two-year work plan for TPO staff. On July 1, 2016, the TPO will be managing planning funds under one Joint Participant Agreement (JPA). This will terminate all current agreements and issue a new agreement. The UPWP plays a critical role, since it is the scope of work for that agreement. The TPO staff is developing the document now. A draft will be available for review by the TCC, CAC, BPAC and TPO in February. It must be submitted to FDOT by March 15. There will be a meeting of the UPWP Subcommittee on January 26 to begin the review.

Ms. Bollenback stated that the UPWP, a two-year document, receives funding from the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), state and local sources. The document explains what projects the TPO is pursuing. There is not a lot of extra money so there are not many projects to decide on. The majority of the planning will revolve around SU money being used and what the TPO staff will do. The TPO is fully staffed now and will need to do the work internally.

Mr. Blais asked how much money is made from diesel fuel tax.

Ms. Bollenback replied that fuel tax stays at pennies per gallon regardless of prices. She added that the new FAST Act may change some of the funding available for planning and that it appears that funding may increase.

Mr. Homan asked if the first UPWP Subcommittee meeting is January 26 at 10:00 a.m.

Mr. Keeth replied yes, that is the first UPWP Subcommittee meeting.

C. FDOT Report

Mr. Ferguson gave the FDOT Report.

D. Volusia and Flagler County Construction Reports

Ms. Winsett gave the Volusia County Construction report.

There was no Flagler County Construction Report.

VI. Staff Comments

→ **Annual Retreat Save the Date**

Mr. Keeth stated that the TPO Retreat will be held at Daytona State College's Madorsky Theater in the Mori Hosseini Center at 9:00 a.m. on February 5, 2016. It will cover transportation technology and its impact on transportation planning in our area.

→ **Congestion Management Process Working Group (CMPWG) and the State of the System**

Mr. Keeth stated that the CMPWG will be convening in February to look at the Congestion Management Process (CMP). This process will reaffirm the measures that were adopted as part of the 2040 LRTP and develop the operation components of the system. TPO staff will be looking for volunteers from the TCC. This will be an ongoing operation and they will review the CMP and performance measurements on an annual basis.

→ **R2CTPO Call for Projects**

Mr. Keeth noted that the annual Call for Projects was supposed to have been issued last Friday but was not because the resolutions and applications still needed to be approved. The Call for Projects will be issued after the TPO Board meeting next Wednesday.

Mr. Keeth announced that the TPO's FY 2014/15 TPO Annual Report was available on the back table.

VII. CAC Member Comments

Mr. Smart pointed out that the English language is not perfect and that one word can change the interpretation of a statement. He stated that he would appreciate anything that could be done to ensure less ambiguity on the action items.

Ms. Craig announced that she will be attending the TPO Board meeting next week and will be able to meet with elected officials; she also can express the CAC concerns during this meeting.

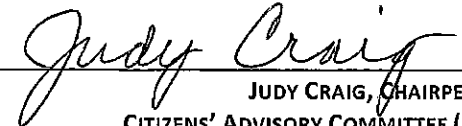
VIII. Information Items

- River to Sea TPO Board Meeting Summary
- 2016 TPO Committee Meeting Schedule
- October TPO Outreach and Events

IX. Adjournment

There being no further business, the CAC meeting adjourned at 2:53 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



JUDY CRAIG, CHAIRPERSON
CITIZENS' ADVISORY COMMITTEE (CAC)

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 January 19, 2016 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 16th day of February 2016.



MARIE DUDA, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION