

**JANUARY 26, 2022 MEETING MINUTES**  
**OF THE**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD**  
2570 W. International Speedway Boulevard, Suite 100  
Daytona Beach, FL 32114-8145

**TPO Board Members Physically Present:**

Commissioner Chris Cloudman, 2<sup>nd</sup> Vice Chairperson  
Commissioner Victor Ramos  
Councilwoman Christine Power  
Commissioner Roy Johnson  
Commissioner Jason McGuirk  
Vice Mayor Bill Lindlau\*\*  
Mayor Bill Partington  
Mayor David Alfin  
Vice Mayor Gary Smith\*  
Councilman Eric Sander  
Council Member Vice Chair Barbara Girtman, 1st Vice Chairperson  
Council Member Billie Wheeler, Chairperson  
Council Member Danny Robins  
Council Member Heather Post  
Anna Taylor (non-voting)

**TPO Board Members Virtually Present:**

Council Member Richard Bryan\*  
Council Member Jonathan Foley  
Dr. Jason Aufdenberg (non-voting)

**TPO Board Members Absent**

Commissioner Jeffrey Schuitema\*  
Vice Mayor John Rogers\*  
Commissioner Stacy Cantu (excused)  
Mayor Karen Chasez (excused)  
Commissioner Rick Belhumeur\* (excused)  
Commissioner Joe Mullins  
Commissioner Rick Basso\*  
Council Member Jeff Allebach (excused)  
Mayor Samuel Bennett\*  
Council Chair Jeff Brower (excused)  
Ruben Colón (non-voting)  
Kerry Karl (non-voting)  
Becky Mendez (non-voting)

**\* Non-voting member in the Small City Alliance**

**\*\* Voting member for the Small City Alliance**

**Others Physically Present:**

Colleen Nicoulin  
Stephan Harris  
Anne Ruby  
Kellie Smith  
Zach Chalifour  
Ben Bartlett  
Bobbie King  
Jon Cheney  
Kelvin Miller

**Representing:**

DeLand  
Deltona  
Edgewater  
Holly Hill  
New Smyrna Beach  
Oak Hill  
Ormond Beach  
Palm Coast  
Ponce Inlet  
South Daytona  
Volusia County District 1  
Volusia County, District 2  
Volusia County, District 3  
Volusia County, District 4  
FDOT

**Representing:**

Daytona Beach Shores  
Port Orange  
BPAC Chairperson

**Representing:**

Beverly Beach  
Bunnell  
Daytona Beach  
DeBary  
Flagler Beach  
Flagler County  
Lake Helen  
Orange City  
Pierson  
Volusia County  
Volusia County School Board  
CAC Chairperson  
TCC Chairperson

**Representing:**

TPO Staff  
TPO Staff  
Citizen  
FDOT  
James Moore & Company  
Volusia County  
Volusia County  
Volusia County Traffic Engineering  
Votran

**Others Physically Present:**

Ralf Heseler

**Representing:**

Votran

**Others Virtually Present:**

Debbie Stewart, Recording Secretary

Pam Blankenship

Tim Grigsby

Rakinya Hinson

Jim Stroz

Tony Bevilacqua

Travis Hills

Adam Burghdoff

Maggie Ardito

Jay Williams

John Cotton

**Representing:**

TPO Staff

TPO Staff

BPAC

FDOT

FDOT

Inwood Consulting, Inc.

Kittelson &amp; Associates

Kittelson &amp; Associates

St. Johns River to Sea Loop Alliance

Volusia County

Votran

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

The meeting of the River to Sea Transportation Planning Organization (TPO) Board was called to order at 9:00 a.m. by TPO Chairperson Billie Wheeler. The roll was called and it was determined a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with 13 voting and two non-voting members physically present; and with two non-voting members attending remotely.

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

**II. Pledge of Allegiance**

The Pledge of Allegiance was given.

**III. Public Comment/Participation**

Ms. Maggie Ardito, President and founder of the St. Johns River to Sea Loop Alliance, introduced herself and provided background information regarding the Alliance. She explained who the members of the Alliance's Board of Directors are. She reviewed some of the Alliance's recent activities including the ribbon cutting Friday in DeBary for the last gap of the trail in Volusia County. She announced she is interested in serving on the TPO's Bicycle/Pedestrian Advisory Committee (BPAC) should a position become available.

**IV. Consent Agenda**

- A. December 1, 2021 River to Sea TPO Board Meeting Minutes
- B. Treasurer's Reports
- C. Executive Committee Report
- D. Executive Director Search Committee Report
- E. Transportation Disadvantaged Local Coordinating Board (TDLCB) Report
- F. Bicycle and Pedestrian Advisory Committee (BPAC) Report
- G. Citizens Advisory Committee (CAC) Report
- H. Technical Coordinating Committee (TCC) Report
- I. River to Sea TPO Board (R2CTPO) Report
- J. Executive Director Timesheet Review Report

**MOTION:** *A motion was made by Commissioner Cloudman to approve the Consent Agenda. The motion was seconded by Councilwoman Power and carried unanimously.*

**V. Action Items**

**A. Review and Approval of Resolution 2022-01 Amending the FY 2020/21 and 2021/22 Unified Planning Work Program (UPWP) (Roll Call Vote Required)**

Chairperson Wheeler stated the proposed amendment to the FY 2020/21 and 2021/22 UPWP allocates an additional \$32,705 Federal Transit Administration (FTA) funds to the transit planning task.

Ms. Nicoulin stated this is a straightforward amendment to add FTA funds to the current UPWP in order to issue the contract for the TPO's 2022 FTA funds. She explained the funds will be added to the transit planning task.

**MOTION:** *A motion was made by Councilwoman Power to approve Resolution 2022-01 amending the FY 2020/21 and 2021/22 Unified Planning Work Program (UPWP). The motion was seconded by Commissioner McGuirk and carried unanimously by a roll call vote.*

**B. Review and Approval of the River to Sea TPO's FY 2020/21 Independent Audit Report**

Chairperson Wheeler stated that each year the TPO undergoes a financial audit. The audit report was reviewed and recommended for approval by the Executive Committee on January 5, 2022. She introduced Mr. Zach Chalifour, James Moore & Company, to review the report.

Mr. Chalifour, James Moore & Company, thanked the board for the opportunity to work with the TPO; this is the first year they have performed the audit. He thanked Ms. Nicoulin for her help throughout the process.

Chairperson Wheeler commented that this has been an exceptional time since July; not only has Ms. Nicoulin had to step in as the Interim Executive Director but since the Financial Manager resigned, she has had to step in there as well. She recognized Ms. Nicoulin for her hard work and willingness to do what needs to be done.

Mr. Chalifour reviewed the financial statements and the FY 2020/21 annual Audit Report. There were no issues with management, compliance or fraud. He explained the comments made regarding the audit reports and noted that the TPO is in a transition period which heightens the financial risk. He reviewed the financial highlights and stated the TPO is at a healthy financial level.

Members discussed the report, the findings, the concerns identified and the recommendations on how the TPO needs to respond and determine the best model going forward.

Chairperson Wheeler noted that James Moore & Company also provided the TPO with W-2's and 1099's for 2021.

**MOTION:** *A motion was made by Councilman Sander to approve the River to Sea TPO's FY 2020/21 Independent Audit Report. The motion was seconded by Councilwoman Power and carried unanimously.*

**VI. Presentations and Discussion Items**

**A. Presentation and Discussion of Updated R2CTPO Safety Data and Targets**

Ms. Nicoulin gave a PowerPoint presentation and stated it is an annual requirement for the TPO to adopt safety targets. FDOT has a target of Vision Zero meaning zero fatalities and serious injuries which the TPO supports as a long-range vision but the TPO's requirement is to adopt an annual target. This is the fifth year the TPO has had to adopt these targets for five performance measures; fatalities, serious injuries, non-motorized fatalities and serious injuries, rate of fatalities and the rate of serious injuries. The first three years the methodology used to establish the targets was based on a 2% annual reduction in each safety performance measure; a 2% reduction is what the TPO felt could be attainable. She explained that when reviewing the data last year, a pattern was discovered showing that if the data increased the target increased; the target was following the data. The TPO revised the methodology and continued to reduce the target by 2% when measures are trending downward; however, if the measure is trending upward, the previous year's target would be retained. This is the methodology used to set the targets for 2022. She reviewed the data and explained how the targets are set. She reviewed the data for fatalities, serious injuries, non-motorized fatalities and serious

injuries, and rates of fatalities and serious injuries. She explained the previous year's target for fatalities, non-motorized fatalities and serious injuries, and the fatality rate will be retained; the targets for serious injuries and rate of serious injuries were met so new targets will be set.

Members discussed the data and the targets; they asked if the data could be drilled down further to understand the impact. They also discussed the causes for increased crashes and fatalities, vehicle miles traveled (VMT) and how that data is used.

Ms. Nicoulin explained the crash statistics are available which reports the details; this information is used to develop the safety targets. She explained the VMT numbers include all roads and that information is provided by FDOT; it is a calculated number based on all roads and includes all travelers within the planning area. She continued to review the data and the targets. It is an annual requirement to set these targets and the TPO is proposing to use the same methodology as last year.

Members continued to discuss the data and how the targets are set. Also discussed was how the TPO can have an effect on lowering the statistics; it was explained the project applications for the annual Call for Projects have been strengthened with heightened criteria for safety. The TPO looks to program projects that promote these safety targets. The TPO also developed a Community Safety Action Plan (CSAP) which includes a number of activities related to promoting safety including reaching out to schools to educate children. COVID-19 has delayed some of these activities but they are ongoing.

#### **B. Presentation and Discussion of Updated Transit Safety Data and Targets**

Mr. Harris gave a PowerPoint presentation of the updated transit safety data and targets; he explained MAP-21 and the FAST Act require transit agencies to develop a Public Transportation Agency Safety Plan (PTASP) and a Transit Asset Management (TAM) Plan. He showed a video provided by the Federal Transit Administration (FTA) regarding these plans. There are three transit agencies within the TPO's planning area; Votran, SunRail and Flagler County Public Transportation. It is also a requirement for transit providers that are recipients of Federal Transit Administration (FTA) funds to set safety targets and update these targets annually. He explained that a PTASP is not required for SunRail due to FDOT's Safety Oversight Program or for Flagler County Public Transportation as they do not receive FTA Section 5307 funds. The TPO adopts the transit safety targets set by the transit operator (Votran). He reviewed the transit safety performance measures and data; fatalities, injuries, reportable safety events and system reliability. The goal is to use the plan to reach or maintain a state of good repair. He reviewed the asset categories of the TAM Plan which include equipment, rolling stock, infrastructure and facilities. A resolution to update the transit safety targets will be back next month approval.

Mr. Harris explained that a reportable safety event are events that are reported to the National Transit Database and could include a crash between a transit vehicle and another vehicle.

Members discussed the transit safety data and the TPO adopting Votran's targets versus its own.

Mr. Harris was explained that the TPO has to adopt a number of performance measure targets. These are the two safety targets; roadway safety and transit.

Members discussed if the TPO should establish its own roadway safety targets.

Mr. Harris explained that the effect the TPO has on transit safety targets is not the same as for the roadway safety targets. The TPO also has to set targets for bridge conditions, pavement conditions, travel time reliability; the TPO has adopted the targets the state has set for those targets. The only targets the TPO has set is for roadway safety because that is something that as an agency it could achieve. Currently, only Votran has to develop transit safety targets; they are the agency that programs transit projects. The TPO coordinates with all the transit agencies and if the TPO adopted its own targets they would be very similar to Votran's. He also explained that the targets are set for when a person is physically onboard a transit vehicle.

#### **C. FDOT Report**

The FDOT report was provided in the agenda; Ms. Taylor announced ongoing nightly lane closures at the I-95

and SR 40 interchange on/off ramps through the beginning of February; and announced the defective luminaries along I-4 are 75% replaced and are expected to be fully completed by the end of February.

Councilman Sander asked if there was a gap in the maintenance schedule for the roadway and right-of-way maintenance on I-95 between LPGA Boulevard and Port Orange; the weeds, trash, etc. on the roadside have been brought to his attention.

Ms. Taylor replied that FDOT has a maintenance contract and certain performance measures they have to meet; some areas have local agreements provide maintenance such as the LPGA Boulevard interchange. She will look into it and get back to him.

Councilwoman Power referred to the I-95/SR 442 interchange and the traffic light installed there and asked if it was working or if there are still back-ups. She asked if there was anything in place to measure that.

Ms. Taylor replied she will research it and get the information.

**VII. Interim Executive Director's Report**

Ms. Nicoulin provided an update on the Executive Director search; the position was advertised prior to Thanksgiving and closed the end of December. The Executive Director Search Committee (EDSC) decided to re-open the advertisement through January 31, 2022. The EDSC will meet February 7, 2022 to review the applications. The goal is to have a candidate recommendation by the March TPO Board meeting.

Ms. Nicoulin announced the MPOAC Institute will be held in April and May for board members to learn about their roles and responsibilities as a TPO Board member; the TPO has budgeted for three board members to attend. If any board member is interested in attending to please inform Ms. Stewart.

Ms. Nicoulin announced that the TPO received the Outstanding Planning Study Award from the Florida Planning and Zoning Association (FPZA) for the Paratransit Service Analysis. She recognized the efforts of Mr. Harris as he was the Project Manager for this study.

**VIII. River to Sea TPO Board Member Comments**

Commissioner Cloudman announced he and Ms. Nicoulin will be representing the R2CTPO at the MPOAC meeting tomorrow; one topic that will be discussed is an update on legislation. There are several bills proposed that would remove some planning ability at the local level. There is also a bi-partisan sponsorship that could become divisive; it would take impact fees and give the county the authority to use the funds wherever they choose rather than the city that is collecting them.

**IX. River to Sea TPO Chairperson Comments**

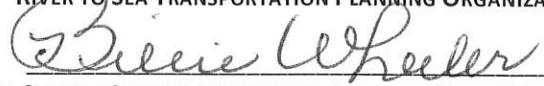
There were no TPO Chairperson comments.

**X. Information Items**

- Citizens Advisory Committee Attendance Record – 2022
- Technical Coordinating Committee Attendance Report – 2022
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2022
- November/December TPO Outreach and Activities
- Volusia and Flagler County Construction Reports
- Votran Service Changes
- 2023-2027 FGTS Plan Update
- DeBary SUN Trail Ribbon Cutting Event

**XI. Adjournment**

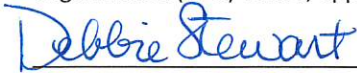
There being no further business, the River to Sea TPO Board meeting adjourned at 10:20 a.m.



VOLUSIA COUNTY COUNCIL MEMBER CHAIRPERSON BILLIE WHEELER  
CHAIRPERSON, RIVER TO SEA TPO

**CERTIFICATE:**

The undersigned, duly qualified and acting Recording Secretary of the River to Sea TPO Board certifies that the foregoing is a true and correct copy of the minutes of the January 26, 2022 regular meeting of the River to Sea Transportation Planning Organization (TPO) Board, approved and duly signed this 23<sup>rd</sup> day of February 2022.



DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



# RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD

## ROLL CALL VOTE SHEET

### UPWP AMENDMENT

MEETING DATE: JANUARY 26, 2022 QUORUM: 10 MEMBERS: YES / NO  
 MEETING TIME: 9:00 A.M.  
 MEETING LOCATION: RIVER TO SEA TPO CONFERENCE ROOM  
 2570 W. INTERNATIONAL SPEEDWAY BLVD., SUITE 100  
 DAYTONA BEACH, FL 32114

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REPRESENTING:	TPO MEMBER:	YES	NO
DAYTONA BEACH	COMMISSIONER CANTU		
DEBARY	MAYOR CHASEZ	exc	
DELAND	COMMISSIONER CLOUDMAN	✓	
DELTONA	COMMISSIONER RAMOS	✓	
EDGEWATER	COUNCILWOMAN POWER	✓	
FLAGLER COUNTY	COUNCIL MEMBER MULLINS		
HOLLY HILL	COMMISSIONER JOHNSON	✓	
NEW SMYRNA BEACH	COMMISSIONER MCGUIRK	✓	
ORANGE CITY	COUNCIL MEMBER ALLEBACH	exc	
ORMOND BEACH	MAYOR PARTINGTON	✓	
PALM COAST	MAYOR ALFIN	✓	
PORT ORANGE	COUNCIL MEMBER FOLEY	✓	
SOUTH DAYTONA	COUNCILMAN SANDER	✓	
VOLUSIA COUNTY	COUNCIL MEMBER GIRTMAN	✓	
VOLUSIA COUNTY	COUNCIL MEMBER ROBINS	✓	
VOLUSIA COUNTY	COUNCIL MEMBER POST	✓	
VOLUSIA COUNTY	VOLUSIA COUNTY COUNCIL CHAIR BROWER	exc	
VOLUSIA COUNTY	COUNCIL VICE CHAIR WHEELER	✓	

#### SMALL CITY ALLIANCE

BEVERLY BEACH	COMMISSIONER SCHUITEMA		
BUNNELL	VICE MAYOR ROGERS		
DAYTONA BEACH SHORES	COUNCIL MEMBER BRYAN		
FLAGLER BEACH	COMMISSIONER BELHUMEUR		
LAKE HELEN	COMMISSIONER BASSO		
OAK HILL	VICE MAYOR LINDLAU**	✓	
PIERSON	MAYOR BENNETT		
PONCE INLET	COUNCIL MEMBER ISRAEL (VM PARITSKY)		

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#### TPO STAFF:

DEBBIE STEWART	
PAMELA BLANKENSHIP	
STEPHAN HARRIS	
COLLEEN NICOLIN	