



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

DATE: Wednesday, February 5, 2020
TIME: 9:00 a.m.
PLACE: River to Sea TPO Executive Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

Daytona Beach Commissioner Rob Gilliland, Chairperson Presiding

AGENDA

- I. CALL TO ORDER**
- II. PUBLIC COMMENT/PARTICIPATION**
- III. DISCUSSION ITEMS**
 - A. Review and Discussion of Update to FDOT D-5 Proposed Local Agency Program (LAP) Policy**
 - B. Review and Discussion of Update on FDOT Cost Increase Approval (Two-Day Requirement)**
 - C. Review and Discussion of Potential Federal/State Fund Swap Pilot**
- IV. BUSINESS**
 - A. Review and Approval of an Effective Date for TPO Staff Salary Increases**
 Salary increases were approved at the Executive Committee meeting within the approved budget for employees that were on staff prior to the start of the fiscal year (July 1, 2019). Staff is seeking clarification on the effective date for the increase.
 - B. Review and Approval of Selection for Human Resources/Team Building Contract (not to exceed \$20,000) (deferred from January) (Enclosure, page 3)**
 - C. Review and Recommend Approval of Executive Director Timesheet Review Report (Enclosure, page 4)**
 - D. Review and Approval of the Draft February 26, 2020 River to Sea TPO Board agenda (Enclosure, pages 5-7)**
- V. STAFF COMMENTS**
- VI. EXECUTIVE COMMITTEE MEMBER COMMENTS**

VII. ADJOURNMENT

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 or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or 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 at least five (5) business days prior to the event



To: River to Sea TPO Executive Committee JAM 2019-011
 From: Julie Adamson, Chief Financial Officer, River to Sea TPO
 Date: January 24, 2020
 RE: Employee Team Building and Goal Setting Activity

As part of the River to Sea TPO’s (R2CTPO) FY18/19 and FY19/20 UPWP the R2CTPO is planning on conducting an employee team building and goal setting activity. The R2CTPO will hire a consultant that is expected to conduct the following:

- Evaluation of the Organization – Develop a series of activities to help the R2CTPO identify strengths, weaknesses, opportunities, and strategic planning. These activities should involve all staff and be interactive.
- Individual Achievement - Develop a series of activities that will help each staff member with professional development and to identify/ assess strengths, weaknesses, opportunities, accountability and goal setting.
- Teamwork/Team Building – Develop a series of activities to improve overall performance, communication, and collaboration of the organization. These activities should involve all staff and be interactive.

The R2CTPO has received four quotes from the following firms:

Firm	Price	Contingency/ Follow-up
People Works International	\$16,000	\$4,000
Center for Work Life	\$17,250	\$2,750
SkillPath	\$20,000	\$0
Richard Lawson, Esq	\$20,000	\$0

The R2CTPO recommends moving forward with executing a contract with People Works International. Due to the nature of this type of work and additional items that may arise as the work is under way, the R2CTPO would like to set aside a contingency within the contract. Funds may only be used from this contract contingency with prior written approval from the R2CTPO.



To: River to Sea TPO Board
 From: Robert Gilliland, River to Sea TPO Chairperson
 Date: January 23, 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 January 3, 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
Batch Number	Time Period	
624	October 27, 2019 through November 2, 2019	YES
625	November 3, 2019 through November 9, 2019	
626	November 10, 2019 through November 16, 2019	YES
627	November 17, 2019 through November 23, 2019	
628	November 24, 2019 through November 30, 2019	YES

There were no abnormalities noted.



MEETING AGENDA

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

DATE: WEDNESDAY, FEBRUARY 26, 2020
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, FL 32114

Daytona Beach Commissioner Rob Gilliland, Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- IV. CONSENT AGENDA**
 - A. JANUARY 22, 2020 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORT** *(Contact: Julie Adamson) (Enclosure, pages)*
 - C. EXECUTIVE COMMITTEE REPORT** -- *Report by Daytona Beach Commissioner Rob Gilliland, Executive Committee Chairperson (Enclosure, pages)*
 - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Paul Eik, BPAC Chairperson (Enclosure, pages)*
 - E. 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) SUBCOMMITTEE REPORT** -- *Report by Mr. Bob Storke, LRTP Subcommittee Chairperson (Enclosure, pages)*
 - F. CITIZENS ADVISORY COMMITTEE REPORT** -- *Report by Ms. Nora Jane Gillespie, CAC Chairperson (Enclosure, pages)*
 - G. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Jose Papa, TCC Chairperson (Enclosure, pages)*
 - H. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- *Report by Daytona Beach Commissioner Rob Gilliland, TPO Board Chairperson (Enclosure, pages)*

- I. **METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) REPORT** (Contact: Lois Bollenback) (Enclosure, pages)
- J. **EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by Daytona Beach Commissioner Rob Gilliland, TPO Board Chairperson (Enclosure, pages)

V. ACTION ITEMS

- A. **REVIEW AND APPROVAL OF RESOLUTION 2020-## AMENDING THE FY 2019/20 TO 2023/24 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** (Contact: Lois Bollenback) (Enclosure, pages)
- B. **REVIEW AND APPROVAL OF REVENUES AND TASKS FOR DEVELOPMENT OF THE DRAFT FY 2020/21 AND 2021/22 UNIFIED PLANNING WORK PROGRAM (UPWP) FOR SUBMISSION TO FDOT/FHWA** (Contact: Lois Bollenback) (Enclosure, pages)
- C. **REVIEW AND APPROVAL OF RESOLUTION 2020-## UPDATING THE SAFETY PERFORMANCE TARGETS** (Contact: Lois Bollenback) (Enclosure, pages)

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. **PRESENTATION AND DISCUSSION OF THE DEVELOPMENT OF THE 2045 LONG RANGE TRANSPORTATION PLAN** (Contact: Colleen Nicoulin) (Enclosure, pages)
- B. **PRESENTATION AND DISCUSSION OF RESOLUTION 2020-## AUTHORIZING THE EXECUTION OF A SUPPLEMENTAL AGREEMENT TO THE METROPOLITAN PLANNING ORGANIZATION (MPO) AGREEMENT FOR THE USE OF TRANSPORTATION PLANNING (PL) AND URBAN ATTRIBUTABLE (SU) FUNDS AND AMENDING THE FY 2018/19 AND 2019/20 UNIFIED PLANNING WORK PROGRAM** (Contact: Lois Bollenback) (Pages)
- C. **PRESENTATION AND DISCUSSION OF RESOLUTION 2020-## AUTHORIZING THE DE-OBLIGATION OF PLANNING (PL) AND URBAN ATTRIBUTABLE (SU) FUNDS FOR THE CURRENT FEDERAL FISCAL YEAR** (Contact: Lois Bollenback) (Enclosure, pages)
- D. **PRESENTATION AND DISCUSSION OF THE VOLUSIA COUNTY LPGA AREA BOULEVARD TRANSPORTATION STUDY** (Contact: Lois Bollenback) (Enclosure, pages)
- E. **PRESENTATION AND DISCUSSION OF DRAFT SEA LEVEL RISE PLANNING HORIZONS AND RATE PROJECTIONS** (Contact: Stephan Harris) (Enclosure, pages)
- F. **PRESENTATION AND DISCUSSION OF VOTRAN'S SERVICE CHANGES FOR ROUTES 10 AND 11** (Contact: Stephan Harris) (Enclosure, pages)
- G. **PRESENTATION AND DISCUSSION OF THE R2CTPO 2020 "TELL THE TPO" SURVEY CAMPAIGN** (Contact: Pam Blankenship) (Enclosure, pages)
- H. **FDOT REPORT** (Contact: Vickie Wyche, FDOT District 5) (Enclosure, pages)

VII. EXECUTIVE DIRECTOR'S REPORT (Enclosure, page)

- Update on SU Funding/Work Program
- Update on FDOT D-5 Proposed Local Agency Program (LAP) Policy
- Update on the 2020 Annual Call for Projects₆

VIII. INFORMATION ITEMS (Enclosure, pages)

- Citizens Advisory Committee Attendance Record – 2020
- Technical Coordinating Committee Attendance Record– 2020
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2020
- January 2020 TPO Outreach and Activities
- MPOAC Legislative Update
- R2CTPO 2020 Annual Retreat

IX. ADJOURNMENT (Enclosure, page)

The next River to Sea TPO Board meeting will be March 25, 2020

March 2020 Meeting Dates

- Executive Committee, March 4, 2020 @ 9:00 a.m.
- Bicycle/Pedestrian Advisory Committee, March 11, 2020 @ 2:00 p.m.
- 2045 LRTP Subcommittee Meeting, March 17, 2020 @ 11:30 a.m.
- Citizens Advisory Committee, March 17, 2020 @ 1:15 p.m.
- Technical Coordinating Committee, March 17, 2020 @ 3:00 p.m.
- River to Sea TPO Board, March 25, 2020 @ 9:00 a.m.

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