

**Technical Coordinating Committee (TCC)  
Meeting Minutes  
February 15, 2022**

**TCC Members Physically Present:**

Brian Woodworth  
Joseph Barker  
Darren Lear  
Brian Walker, Vice Chairperson  
Kyle Fegley  
Becky Mendez, Chairperson  
Shawn Finley  
Mark Karet  
Mike Disher  
Tim Burman  
Ralf Heseler  
Melissa Winsett  
Tyler Burgett (non-voting)

**TCC Members Virtually Present:**

Stewart Cruz  
Jose Papa

**TCC Members Absent:**

Belinda Collins  
Ron Paradise  
Lee Evett  
Becky Witte (excused)  
Adam Mengel

**Others Physically Present:**

Colleen Nicoulin  
Stephan Harris  
Sarah McNamara  
Jon Cheney  
Sean Castello

**Others Virtually Present:**

Debbie Stewart, Recording Secretary  
Pam Blankenship  
Chad Lingenfelter  
Tony Nosse  
Jay Williams

**Representing:**

Daytona Beach  
DeBary Alternate  
Edgewater  
Holly Hill  
New Smyrna Beach  
Orange City  
Ormond Beach  
Pierson  
Ponce Inlet  
Port Orange  
Votran  
V.C. Traffic Engineering  
FDOT

**Representing:**

Daytona Beach Shores  
Palm Coast

**Representing:**

DeLand Alternate  
Deltona  
Lake Helen  
South Daytona  
F.C. Traffic Engineering

**Representing:**

TPO Staff  
TPO Staff  
FDOT  
V.C. Traffic Engineering  
V.C. Traffic Engineering

**Representing:**

TPO Staff  
TPO Staff  
FDOT  
FDOT  
Volusia County

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

Chairperson Mendez called the meeting of the River to Sea Transportation Planning Organization (TPO) Technical Coordinating Committee (TCC) to order at 3:00 p.m. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with 12 voting and two non-voting members physically present and with two voting members virtually present.

**MOTION:** *A motion was made by Mr. Lear to allow TCC members attending virtually to participate and vote. The motion was seconded by Mr. Walker and carried unanimously.*

The Pledge of Allegiance was given.

## II. Public Comments/Participation

There were no public comments.

## III. Action Items

### A. Review and Approval of the January 18, 2022 TCC Meeting Minutes

**MOTION:** *A motion was made by Mr. Lear to approve the January 18, 2022 TCC meeting minutes. The motion was seconded by Mr. Walker and carried unanimously.*

### B. Review and Recommendation of Approval of Resolution 2022-## Adopting the R2CTPO 2022 Safety Performance Targets

Ms. Nicoulin stated the updated safety data and methodology used to develop the 2022 Safety Performance Targets were presented last month; this is an annual required activity. The included draft resolution and Exhibit A reflect the targets based on the updated data. Three targets are carrying forward the previous year's target as the data was trending upward; fatalities, fatalities rate and non-motorized serious injuries and fatalities. Two targets are being reset as the new data set was trending downward; serious injuries and serious injuries rate

**MOTION:** *A motion was made by Mr. Lear to recommend approval of Resolution 2022-## adopting the R2CTPO 2022 Safety Performance Targets. The motion was seconded by Ms. Winsett and carried unanimously.*

### C. Review and Recommendation of Approval of Resolution 2022-## Adopting the Transit Safety Performance Targets

Mr. Harris stated a presentation was given last month on the Transit Safety Performance Targets; specifically, the Public Transportation Agency Safety Plan (PTASP) and the Transit Asset Management (TAM) Plan for the transit agencies in our planning area which are Votran, SunRail, and Flagler County Public Transportation. Included in the agenda are the resolution, Exhibit A (the PTASP targets for Volusia County) and Exhibit B (the TAM targets for Volusia and Flagler Counties).

**MOTION:** *A motion was made by Mr. Walker to recommend approval of Resolution 2022-## adopting the Transit Safety Performance Targets. The motion was seconded by Mr. Lear and carried unanimously.*

### D. Appointment/Reappointment of Transportation Improvement Program (TIP) Subcommittee Members

Ms. Nicoulin stated the TIP Subcommittee reviews applications that are submitted through the annual Call for Projects which is currently open; it will close on February 25, 2022. Once closed, TPO staff will review the project applications for completeness and then convene the subcommittees to review and rank them. The TIP Subcommittee is comprised of members from the three advisory committees; the table in the agenda reflects the current subcommittee members. She asked current members of the subcommittee if they want to continue to serve and if any other members would like to volunteer. The subcommittee typically meets at least once to review the traffic operations/safety and planning study applications. She will coordinate with the subcommittee members for a date and time.

**MOTION:** *A motion was made by Mr. Lear to appoint Mr. Mike Disher and reappoint Mr. Ron Paradise, Mr. Brian Walker, Mr. Jose Papa, Mr. Jon Cheney and Ms. Melissa Winsett to the Transportation Improvement Program (TIP) Subcommittee. The motion was seconded by Mr. Finley and carried unanimously.*

#### IV. Presentation Items

##### A. Presentation and Discussion of FY 2022/23 and 2023/24 Unified Planning Work Program (UPWP)

(Handout)

Ms. Nicoulin explained the Unified Planning Work Program (UPWP) is the TPO's two-year work plan that includes the tasks, activities and deliverables staff will undertake as well as the budget for those activities and tasks. We are currently in the second year of the current UPWP; the new UPWP will become effective July 1, 2022. She noted that due to staffing shortages, a number of deliverables in the current UPWP were unable to be completed so some of those will be carried over into the new UPWP. She explained that the TPO is currently undergoing a search for a new Executive Director and hopes to have that position filled by the end of this fiscal year; developing a new work plan without that leadership input has been a challenge so there could be a potential UPWP amendment within the first six months of the new UPWP. She reviewed the draft tables of tasks, activities and deliverables for the new UPWP covering fiscal years 2022/23 and 2023/24; Mr. Harris reviewed the activities and deliverables for the bicycle/pedestrian and transit tasks.

Members discussed the tasks, activities and deliverables.

##### B. Presentation and Discussion of an Amendment to the Connect 2045 Long Term Transportation Plan (LRTP)

Ms. Nicoulin announced the TPO received a request from FDOT on Friday to amend the Connect 2045 Long Range Transportation Plan (LRTP); the amendment is to support money received as part of the stimulus package. The TPO's planning area received \$90 million in stimulus funding and we were able to fund a number of phases of the interchange projects along I-95; the interchanges at LPGA Boulevard and US 1. These projects are currently in the 2045 LRTP but this funding has accelerated the project phases so the LRTP has to be amended to reflect the timing of the funding and bring the document into consistency with the Transportation Improvement Program (TIP). The design phases for both projects have been brought into the current fiscal year and the LPGA Boulevard project limits have been extended to US 92. There will be a 30-day public comment period that will open later this month. This amendment will be back as an action item next month and any comments received will be presented.

##### C. FDOT Report

The construction report was provided in the agenda. Mr. Burgett gave an update on various projects within the FDOT report. He announced the big highlight of the month is the installation of the first Zicla Zipper Buffering System on SR 430 (Oakridge Boulevard) from the east side of the river to SR A1A during the week of February 21, 2022. The zipper system is a series of reflective, graded separators designed to protect cyclists and prevent vehicles from entering the bike lane; this will be the first zipper system installed in FDOT District 5. The installation is expected to be completed by summer 2022. He also announced double lane closures I-4 westbound from west of CR 4139 to east of SR 44 due to deep trench repairs.

##### D. Volusia and Flagler County Construction Reports

Ms. Winsett gave the Volusia County Construction Report and announced three new projects have moved to "Under Construction or Advertised for Construction" which are underlined in the report. The Williamson Boulevard widening from LPGA Boulevard to Strickland Range Road is expected to move to "Completed Projects" next month.

The Flagler County Construction Report was provided in the agenda.

#### V. Staff Comments

Ms. Nicoulin provided an update on the Executive Director search and announced the Executive Director Search Committee (EDSC) met at the beginning of January and decided to re-open the application period through January 31,

2022. The TPO hopes to have a candidate to recommend to the TPO Board at the April Board meeting and have a new Executive Director on board by the end of the fiscal year.

Mr. Harris reminded members that the Call for Projects closes at 2:00 pm on Friday, February 25, 2022; applications and information are available on the TPO's website. The TPO is requesting everything be uploaded as one file.

**VI. TCC Member Comments**

Mr. Disher announced Ponce Inlet has passed an ordinance regulating electric bicycles/scooters, etc. on sidewalks from the statewide limit of 20 miles per hour (mph) to 10 mph for safety; this was recommended by the police department to match the speed of drivers on the beach. It has turned out to be somewhat controversial and the discussion is continuing.

**VII. Information Items**

- CAC & TCC Attendance Records
- January TPO Outreach and Events
- TPO Board Report
- UPWP Subcommittee Report

**VIII. Adjournment**

There being no further business, the TCC meeting adjourned at 3:47 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



Ms. BECKY MENDEZ, CHAIRPERSON  
TECHNICAL COORDINATING COMMITTEE (TCC)

**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 15, 2022 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 17<sup>th</sup> day of APR 2022.:



DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**\*\* A recording of the February 15, 2022 TCC meeting is available upon request.**

Task	Task Title / Description	Activities & Deliverables Current UPWP	Activities & Deliverables FY 2022/23 & 2023/24
1.01	<b>General Administration &amp; Program Support</b>  Financial Management, Contracts, Administrative Support, Administrative Expenses (Office Lease, supplies, etc.), meetings (agenda's, minutes)	Complete a COOP Exercise  Independent Audit for Financial Compliance  Complete an Annual Planning Retreat Event  Develop Annual Operating Budget  Approve slate of Officers for TPO Board  Submit FTA Section 5305(d) & TD Planning Grant applications  Contract Management: Postage Meter Lease (expires April 1, 2022 - In Progress); Transit Consultant (expired June 30, 2021 - In Progress with GPC); General Planning Consultants (expires August 2022 - In Progress with Transit); Legal Counsel (expired June 30, 2020 - re-issued 2020); Audit Firm (June 30, 2021 - re-issued 2021).	Complete a COOP Exercise  Independent Audit for Financial Compliance  Complete an Annual Planning Retreat Event  Develop Annual Operating Budget  Approve slate of Officers for TPO Board  Submit FTA Section 5305(d) & TD Planning Grant applications  Contract Management: Bicycle/Pedestrian Feasibility Studies; Traffic Operations Feasibility Studies; 2050 LRTP Consultant
		Employee Team Building/Goal Setting Activity (completed)  Develop a Policies & Procedures Reference Manual (In Progress)  Update the Employee Handbook  Update the Purchasing Manual (In Progress)  Create a desk procedure/manual of CFO processes  Facility upgrades	Develop a Policies & Procedures Reference Manual  Update the Employee Handbook  Update the Purchasing Manual  Create a desk procedure/manual of CFO processes  Facility upgrades (as needed)  Update Personnel Study and Pay Classification  Develop Strategic Business Plan
1.02	<b>Information Technology Systems &amp; Website Support</b>  Manage IT needs of TPO - equipment, software, internet access, procurement, inventory	Procure/Replace Equipment as needed  Electronic File Management (maintaining & archiving)  Issue Website Support Services RFP/Contract (expires June 30, 2022 - in progress)	Procure/Replace Equipment as needed  Electronic File Management (maintaining & archiving)
1.03	<b>Public Involvement &amp; Community Transportation Survey</b>  Public outreach, media relations, notices & advertising	Complete Annual Title VI & LEP Training  Annual Public Involvement Matrix/Summary  Annual Report for previous fiscal year  Update the Public Involvement Plan  Update Title VI & LEP Documents  Utilize a communication program such as Constant Contact to disseminate information to TPO members and the public	Complete Annual Title VI & LEP Training  Annual Public Involvement Matrix/Summary  Annual Report for previous fiscal year  Update the Public Involvement Plan  Update Title VI & LEP Documents  Utilize a communication program such as Constant Contact to disseminate information to TPO members and the public
		Implement the TRAC program (completed)  Complete a community transportation survey (postponned)	Complete a community transportation survey

2.01	<b>Program Development (UPWP)</b>  Develop & implement 2-year planning work program (document management)	Develop/Adopt a new 2-year UPWP  Manage Planning Activities, Deliverables & Process Amendments as needed	Develop/Adopt a new 2-year UPWP  Manage Planning Activities, Deliverables & Budget Process Amendments as needed
		Conduct a benchmarking review of other UPWPs to identify other potential funding sources & best practices (not completed)  Implement the Consolidated Planning Grant (CPG) (not available)	Implement the Consolidated Planning Grant (CPG)
2.02	<b>Transportation Improvement Program (TIP) Development</b>  Develop & maintain the 5-year plan of projects (document management)	Issue Annual Call for Projects & Approve R2CTPO List of Prioritized Projects (LOPP)  Develop/Adopt a new 5-year TIP  Process Amendments as needed	Issue Annual Call for Projects & Approve R2CTPO List of Prioritized Projects (LOPP)  Develop/Adopt a new 5-year TIP  Process Amendments as needed
		Conduct a benchmarking review of other TIPs to identify trends, potential funding sources & best practices (not completed)	
2.03	<b>Transportation Data Information Management</b>  Collect, manage & report transportation data, ensure compliance w/ requirements	Provision of transportation data in both tabular and map formats as needed to be used in assisting with public involvement through the use of graphics (maps) and for coordinating efforts with state and local governmental agencies.  Incorporation of TPM data and rules into planning documents and adoption of targets required under MAP-21 and the FAST Act  Monitor changes in programs and funding results from TPM	Provision of transportation data in both tabular and map formats as needed to be used in assisting with public involvement through the use of graphics (maps) and for coordinating efforts with state and local governmental agencies.  Incorporation of TPM data and rules into planning documents and adoption of targets required under MAP-21 and the FAST Act  Monitor changes in programs and funding results from TPM
		Completion of a Transportation Systems Congestion Management/Performance Measures Report providing information on transportation system performance (In Process)  Conduct a benchmarking review of other TPOs/MPOs to identify data collection and reporting strategies and best practices (Not Completed)	Update Transportation Systems Congestion Management/Performance Measures Report
2.04	<b>State &amp; Regional Planning and Coordination</b>  Planning & program support for regional, state & national planning activities	Development of a Regional LOPP and Legislative Positions each year  Participation in activities that support the regional activities of the Central Florida MPO Alliance, FDOT District 5 and the East Central Florida RPC  Continued involvement in activities that support statewide efforts of the Statewide Model Task Force, the LAP Community of Practice committee, the MPOAC, FDOT and FHWA Florida Division  Participate in FDOT-MPO Leadership meetings  Develop a Regional LRTP	Development of a Regional LOPP and Legislative Positions each year  Participation in activities that support the regional activities of the Central Florida MPO Alliance, FDOT District 5 and the East Central Florida RPC  Continued involvement in activities that support statewide efforts of the Statewide Model Task Force, the LAP Community of Practice committee, the MPOAC, FDOT and FHWA Florida Division  Participate in FDOT-MPO Leadership meetings  Develop a Regional LRTP

2.05	<p><b>ITS/Traffic Ops/Safety Project Feasibility Studies</b></p> <p>Manage studies to determine project feasibility &amp; costs prior to programming</p>	<p>Complete planning level feasibility studies</p>	<p>Complete planning level feasibility studies</p>
2.06	<p><b>General Planning Studies, Initiatives, Corridor Studies and Projects</b></p> <p>General Planning Activities as needed to support improvements in mobility (freight, parking, TSM&amp;O, etc.). Includes General Planning Consultant (GPC) activity</p>	<p>Updates to the R2CTPO's Regional ITS Architecture (as needed)</p> <p>Provide project development support to R2CTPO member governments (ongoing)</p> <p>Continue to assess Sea Level Rise Vulnerability for the planning area and implement polices to increase resiliency (ongoing)</p> <p>Implementation of the Complete Streets Ordinance and evaluation of associated projects (ongoing)</p> <p>Successful completion of transportation projects (ongoing)</p> <p>Completed corridor studies including R2CTPO support for corridor masterplans, PD&amp;E studies and environmental analyses as programmed by FDOT (ongoing)</p> <p>Continue to monitor and provide input on the proposed LAP policy for the FDOT District 5 and develop a proposal for state-federal fund swap (completed)</p> <p>The relationship between Food Deserts and Transportation (not completed)</p> <p>Develop a program to conduct before and after studies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.) (not completed)</p> <p>Implement a program to conduct Before and After Studies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.) (not completed)</p> <p>Review and analyze crash data and contributing factors; identify crash reduction measures within the R2CTPO planning area (not completed)</p> <p>Update Transportation Impact Analysis (TIA) requirements (tech/transit) (not completed)</p> <p>Utilize heat maps to track recent crash data to identify hot spot areas (not completed)</p>	<p>Updates to the R2CTPO's Regional ITS Architecture (as needed)</p> <p>Provide project development support to R2CTPO member governments (ongoing)</p> <p>Continue to assess Sea Level Rise Vulnerability for the planning area and implement polices to increase resiliency (ongoing)</p> <p>Implementation of the Complete Streets Ordinance and evaluation of associated projects (ongoing)</p> <p>Successful completion of transportation projects (ongoing)</p> <p>Completed corridor studies including R2CTPO support for corridor masterplans, PD&amp;E studies and environmental analyses as programmed by FDOT (ongoing)</p> <p>The relationship between Food Deserts and Transportation</p> <p>Develop a program to conduct before and after studies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.)</p> <p>Implement a program to conduct Before and After Studies for specific projects to analyze their effectiveness by mode (i.e. Adaptive Signal Control, Safety Improvements, etc.)</p> <p>Review and analyze crash data and contributing factors; identify crash reduction measures within the R2CTPO planning area</p> <p>Update Transportation Impact Analysis (TIA) requirements (tech/transit)</p> <p>Utilize heat maps to track recent crash data to identify hot spot areas</p> <p>Regional Planning Sub-Area Studies</p>

3.01	<p><b>Bicycle/Pedestrian Planning &amp; Implementation</b></p> <p>Planning &amp; promotion of safe, non-motorized travel options within the planning area</p>	<p>Manage the Annual Call for Bike/Ped/Trail Projects (Ongoing)</p> <p>Develop/approve the Bicycle/Pedestrian List of Prioritized Projects (Ongoing)</p> <p>Participate in local and regional advisory groups SJR2C Alliance, Coast to Coast Trail Leadership Team) (Ongoing)</p> <p>Support Pedestrian/Bicycle Safety Audits for focus areas (Ongoing)</p>	<p>Manage the Annual Call for Bike/Ped/Trail Projects (Ongoing)</p> <p>Develop/approve the Bicycle/Pedestrian List of Prioritized Projects (Ongoing)</p> <p>Participate in local and regional advisory groups SJR2C Alliance, Coast to Coast Trail Leadership Team) (Ongoing)</p> <p>Support Pedestrian/Bicycle Safety Audits for focus areas (Ongoing)</p>
		<p>Complete school safety studies for selected schools in the planning area (not completed)</p> <p>Bicycle and Pedestrian Count Program Implementation (not completed)</p> <p>Bicycle/Pedestrian Safety Action Plan Implementation (not completed)</p> <p>Adopt a Bicycle and Pedestrian Safety Action Plan utilizing FHWA BIKESAFE/PEDSAFE Program (not completed)</p>	<p>Complete school safety studies for selected schools in the planning area</p> <p>Bicycle and Pedestrian Count Program Implementation</p> <p>Bicycle/Pedestrian Safety Action Plan Implementation</p> <p>Adopt a Bicycle and Pedestrian Safety Action Plan utilizing FHWA BIKESAFE/PEDSAFE Program</p>
3.02	<p><b>Bicycle/Pedestrian Project Feasibility Studies</b></p> <p>Manage studies to determine project feasibility &amp; costs prior to programming</p>	<p>Complete project feasibility studies per LOPP</p>	<p>Complete project feasibility studies per LOPP</p>



		<p>Provide staff support for the TDLCB</p> <p>Attend meetings for FCPT &amp; SunRail (Flagler TDLCB, TAC &amp; Commission)</p> <p>Produce annual and quarterly reports and required plan updates, including:</p> <ul style="list-style-type: none"> <li>•Volusia County's annual AOR and AER reports</li> <li>•TDSP annual update reports</li> <li>•CTD quarterly program reports</li> <li>•Other plan and report updates as requested (Ongoing)</li> </ul> <p>Coordinate &amp; attend Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day.</p> <p>Prepare FTA grant applications and grant-review support to state agencies</p>	<p>Provide staff support for the TDLCB</p> <p>Attend meetings for FCPT &amp; SunRail (Flagler TDLCB, TAC &amp; Commission)</p> <p>Produce annual and quarterly reports and required plan updates, including:</p> <ul style="list-style-type: none"> <li>•Volusia County's annual AOR and AER reports</li> <li>•TDSP annual update reports</li> <li>•CTD quarterly program reports</li> <li>•Other plan and report updates as requested</li> </ul> <p>Coordinate &amp; attend Florida TD Commission's Annual Transportation Disadvantaged Legislative Awareness Day.</p>
4.01	<p><b>Transit Related Activities &amp; Transportation Disadvantaged (TD) Program</b></p> <p>Provide technical planning assistance for local government and transit agencies to identify transit development priorities, and improve transit safety &amp; connectivity.</p>	<p>Conduct a Paratransit Service Analysis (Completed)</p> <p>Volusia County Fixed Route Bus Service East Side Comprehensive Operation Analysis (Completed)</p> <p>Transit Development Plan (TDP) Major Update (Completed)</p> <p>Transportation Disadvantage Service Plan (TDSP) (Completed)</p> <p>Update the transit-related requirements in the adopted TIA Guidelines (Not completed)</p> <p>Technical/planning assistance and reports as needed by task orders issued (Ongoing)</p>	<p>Update the transit-related requirements in the adopted TIA Guidelines</p> <p>Technical/planning assistance and reports as needed by task orders issued (Ongoing)</p> <p>Votran Mobility on Demand (MOD) Expansion Area Studies:</p> <ul style="list-style-type: none"> <li>•Southwest DeLand</li> <li>•East DeLand</li> <li>•Northwest Deltona</li> <li>•South Deltona/Enterprise</li> <li>•Holly Hill/Ormond beach</li> <li>•Ponce Inlet.</li> </ul> <p>Votran Park and Ride Facility Study.</p> <p>Flagler County Public Transportation</p>