

**Citizens' Advisory Committee (CAC)  
Meeting Minutes  
February 16, 2021**

**CAC Members Physically Present:**

Janet Deyette  
Daniel Klasel, Jr.  
Gilles Blais  
Bob Storke  
Paul Martel  
Alan Peterson, Vice Chairperson  
Joe Villanella  
Bobby Ball  
Jack Delaney  
Dave Castagnacci  
Jacob Lunceford  
Melissa Winsett (non-voting)

**CAC Members Virtually Present:**

Erika Benfield  
Roger Strcula  
Susan Elliott  
Patricia Lipovsky  
Rakinya Hinsonr (non-voting advisor)

**CAC Members Absent:**

Mary Dioguardi  
Marcia Stevens-Foltz (excused)  
Faith Alkhatib (non-voting)  
Tisha Peterson  
Rick Basso  
Nora Jane Gillespie, Chairperson (excused)  
Elizabeth Alicia Lendian

**Others Present:**

Debbie Stewart, Recording Secretary  
Colleen Nicoulin  
Pam Blankenship  
Lois Bollenback  
Stephan Harris  
Kellie Smith (virtually)  
Stephanie Moss (virtually)  
Mo Hassan (virtually)  
Brian Stanger (virtually)  
Libertad Acosta-Anderson (virtually)  
Patti Hurd (virtually)

**Representing:**

Deltona  
Edgewater  
Holly Hill  
Orange City  
Pierson Alternate  
Palm Coast  
Ponce Inlet  
Port Orange  
South Daytona  
Volusia County Chair  
Votran (CTC)  
Volusia County Traffic Engineering

**Representing:**

DeBary  
Ormond Beach  
Pierson  
Volusia County D-2  
FDOT District 5

**Representing:**

Flagler Beach  
Flagler County  
Flagler County Traffic Engineering  
Flagler County Public Transportation  
Lake Helen  
New Smyrna Beach  
Volusia County at Large

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
FDOT  
FDOT  
FDOT  
FDOT  
FDOT  
Kittelson and Associates

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

Vice Chairperson Peterson called the meeting of the River to Sea Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) to order at 1:15 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 eleven voting and one non-voting members physically present and four voting and one non-voting members virtually present.

## **Call the Meeting to Order**

### **Alan:**

- The meeting of the River to Sea TPO Citizens Advisory Committee is called to order at \_\_\_\_\_ pm
- Request TPO staff to call the roll

## **Debbie Takes Roll**

### **Debbie:**

- The roll call shows we have 13 members physically attending the meeting
- There are 15 members participating virtually
- We (do/~~do not~~) have a physical quorum

### **Alan:**

- Let the record show that members attending virtually are doing so as a result of social distancing restrictions associated with COVID-19
- Can I please have a motion to allow virtual participation due to "extraordinary circumstances"?

## **Proceed with the Meeting**

Vice Chairperson Peterson stated the members attending virtually are doing so as a result of social distancing restrictions associated with COVID-19. Rulings from the Florida Attorney General require that members physically present vote to allow virtual participation and voting due to "extraordinary circumstances".

**MOTION:**        *A motion was made by Mr. Martel to allow CAC members attending virtually to participate and vote. The motion was seconded by Mr. Storke and carried unanimously.*

The Pledge of Allegiance was given.

## **II. Press/Citizen Comments**

There were no press/citizen comments.

## **III. Action Items**

### **A. Review and Approval of January 19, 2021 CAC Meeting Minutes**

**MOTION:**        *A motion was made by Mr. Ball to approve the January 19, 2021 CAC meeting minutes. The motion was seconded by Mr. Klasel and carried unanimously.*

### **B. Review and Recommend Approval of Resolution 2021-## Updating the R2CTPO Safety Performance Targets**

(Handout)

Ms. Nicoulin stated the safety data and summary of activities that support the safety performance targets were presented last month and are back for adoption this month. The TPO is required to adopt performance measures in five categories; this is the fourth year of adopting targets and those categories have not changed. FDOT has adopted a target of Vision Zero which the TPO supports; however, the TPO adopts independent targets of a 2% reduction for each performance measure. For 2021, the TPO will continue to reduce the target by 2% if the data is trending downwards when comparing the targets to the actual numbers. When the data trends upwards, the TPO is proposing to retain the previous year's target instead of resetting it. She reviewed the five-year rolling average targets being proposed for each of the five categories. Last week, the BPAC suggested that the target be shown in bold for clarification; that change has been made on the handout.

Vice Chairperson Peterson stated the information is much clearer on the handout. He asked for clarification on the numbers and referred to the serious injury target and that it went down for 2021; he asked if the five-year rolling average was decreased by 2%.

Ms. Nicoulin replied the number itself is lowered by 2% and the target is the five-year rolling average. The target is based off of the projected number for 2021 and the previous four years of data.

Vice Chairperson Peterson asked if the 2021 five-year rolling average target of 779 (serious injuries) reflects a 2% reduction from the last year's target.

Ms. Nicoulin replied the 2% annual reduction is applied to the number; the 728 projected 2021 serious injuries represents a 2% annual reduction from 2019. The five-year rolling average is a calculation and takes into account the 728. Both are targets the TPO is trying to hit.

Vice Chairperson Peterson commented if the word "target" was used in both places it would be much clearer.

Ms. Nicoulin replied she can make that adjustment.

Mr. Martel asked why the TPO is reducing the target; he asked if there are 779 serious injuries and it drops to 728, why we are reducing the target by 2%.



Ms. Nicoulin replied it is a federal requirement for the TPO to adopt these targets on an annual basis. The TPO wants to adopt targets that it can have an impact on. FDOT has adopted a target of Vision Zero and the TPO supports that as a vision for the future. The TPO is required to do this every year and when we first adopted the targets, after much discussion at the committees and board, it was determined a 2% reduction in fatalities and serious injuries every year was an attainable target.

Mr. Klasel asked what actions the TPO did to achieve a 2% reduction.

Ms. Nicoulin explained the targets were first adopted in 2018 and most of the programming had already occurred so there was not much influence on what happened in 2018. Safety criteria is included in the Call for Projects applications each year; project applications receive scores based on safety and other criteria. The TPO wants to program projects that help meet these safety targets; however, it takes a couple of years for projects to move into the Work Program and be constructed. TPO staff will be conducting a before and after study this year which will look at conditions before a project is constructed and after it is constructed to get an idea of what effect the project had. We are still in the infancy of this program. The TPO has also developed a Community Safety Action Plan (CSAP) which identifies implementable strategies moving forward regarding increasing safety.

Mr. Klasel asked if prior to 2018 if those tools were not in place.

Ms. Nicoulin replied they were in place but they did not have to be tracked or reported. The targets are reported to FDOT; this is the first year the TPO must document to FDOT the activities undertaken to reach those targets.

Discussion continued.

**MOTION:** *A motion was made by Mr. Storke to recommend approval of Resolution 2021-## updating the R2CTPO safety performance targets. The motion was seconded by Mr. Blais and carried unanimously.*

**C. Review and Recommend Approval of Resolution 2021-## Amending the FY 2020/21 and 2021/22 Unified Planning Work Program (UPWP)**

Ms. Bollenback stated information was presented last month regarding the Unified Planning Work Program (UPWP); the TPO's two-year work program. It is a comprehensive document that includes the activities the TPO will undertake over the course of the two-year period and the funding available for those activities and expenses. Changes to the UPWP fall into two categories; a modification or an amendment. A modification is minor in nature and will not change the overall budget of the Federal Highway Administration (FHWA) or Federal Transit Administration (FTA) funds but it can change how funds are allocated within a task; it cannot change the scope of the task so the TPO cannot add or delete tasks. A modification generally does not require any board action. An amendment is a larger action that changes the overall budget, changes the scope, adds or deletes tasks and requires action by the committees and board. The draft resolution included in the agenda implied that a change to the funding agreement was required but that is not the case; a new draft resolution was developed and is provided as a handout. Last month, she discussed how funds would be moved in order for the funding to be utilized; those changes fall under a modification so they do not require action but there are two activities that do which are reflected in the resolution. First, approximately \$43,000 in FTA funding is being added to the UPWP which falls under an amendment; she explained that when the UPWP is developed, it is based on estimates. FHWA funds do not change but FTA funds do. This may require a supplemental agreement to the transit grant so the resolution also gives the TPO Board Chairperson authorization to execute any agreements that may be needed. The second item is in regards to FDOT no longer providing a cash match and instead providing a credit for matching funds. The TPO will not receive actual funds; approximately \$25,000 per year. As discussed last month, the TPO proposes to pull local funds from contingency in order to proceed with work already obligated to Volusia and Flagler County Public Transportation. There are nine tasks that will be affected by this amendment; each task has two tables and four summary tables totaling approximately 200 line items. She is asking for a recommendation of approval on the policy change and to allow staff to make the changes in the document itself.

Mr. Peterson referred to the increase in the local match from 10% to 20% and asked if that will continue in the future; if those funds are already programmed.

Ms. Bollenback replied FDOT has not actually given this money to the TPO yet; they have not allowed us to execute these agreements yet because of their funding issue. The TPO obligated these funds to support Flagler and Volusia Counties with their Transit Development Plans (TDP) and to conduct a paratransit study. This would take effect immediately, in this fiscal year, because the TPO has not drawn down those funds yet. FDOT has made it clear that they do not intend to provide that cash match again in the future; this will not be a one-year issue.

**MOTION:** *A motion was made by Mr. Storke to recommend approval of Resolution 2021-## amending the FY 2020/21 and 2021/21 Unified Planning Work Program (UPWP). The motion was seconded by Ms. Deyette and carried unanimously.*

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

Ms. Nicoulin stated each year the Transportation Improvement Program (TIP) Subcommittee convenes to review the traffic operations/safety feasibility studies and project implementation applications as well as planning study applications submitted through the annual Call for Projects. The TIP Subcommittee includes members from each of the advisory committees including the CAC. Last year, nine CAC members served on the TIP Subcommittee; she asked if they were still interested in serving and if anyone else would like to volunteer. Ms. Nora Jane Gillespie was unable to attend today's meeting but did notify the TPO that she wants to continue to serve on the TIP Subcommittee.

Mr. Klasel stated he is going to be moving out of the state in April and will not be able to serve on the TIP Subcommittee.

Mr. Blais, Mr. Ball, Mr. Strcula and Vice Chairperson Peterson all volunteered to continue to serve.

Ms. Nicoulin noted there are three TIP Subcommittee members from the CAC that are not present today; she asked that the motion include retaining those members as well.

**MOTION:** *A motion was made by Mr. Strcula to reappoint all CAC members with the exception of Mr. Klasel to the Transportation Improvement Program (TIP) Subcommittee. The motion was seconded by Mr. Delaney and carried unanimously.*

**IV. Presentation Items**

**A. Presentation and Discussion of Transportation Funding**

Ms. Bollenback stated transportation in a broad context includes all modes; space, seaports, aviation, etc.; however, today's presentation will focus on surface transportation. She gave a PowerPoint presentation of transportation funding and stated funding for the surface transportation system comes from a variety of sources; federal, state, local and the private sector. The focus of this presentation is on federal and state funding because the primary role for a TPO is to prioritize projects that use state and federal funds. She reviewed the FAST Act and MAP-21 federal transportation authorization bills. She explained that Florida is referred to as a "donor" state; for each federal gas tax dollar collected, the state gets 95% back. The FAST Act also increased funding over a five-year period; 3.5% per year from the Federal Highway Administration (FHWA) and just over 4% per year from the Federal Transit Administration (FTA). The challenge is that TPO apportionment is based on the FY 2009 allocation from the 2000 Census; this is a high-growth state so we are not receiving the allocation due to us based on the population growth. The FAST Act was set to expire in December 2020 but was extended for one year; she hopes over the course of this year for this issue to be fixed with a new authorization. She explained that 90% of federal funding comes from the pennies per gallon fuel tax which has not been adjusted since 1993; it is not keeping pace with transportation needs. It does not increase for inflation and we are selling less gas per vehicle due to increasing fuel efficiency and electric vehicles. Florida's



State Transportation Fund is more diversified. Approximately two-thirds of the state funding is indexed so it keeps pace with inflation and adjust each year automatically. The challenge at the state level is that alternate fuel vehicles will still impact revenues even those that are indexed. Electric vehicles will continue to have an impact and a study completed by FDOT showed they will impact the State Transportation Trust Fund in 2025. There has also been a severe decline in revenue due to the impacts of COVID-19 and social restrictions. However, there is some federal relief that will be coming as a part of the COVID-19 relief package; Florida may receive around \$400 million; however, the state has lost \$1.5 billion in revenue. Also, documentary stamps are up as are vehicle registrations and tag fees. The question is how to move forward with both federal and state revenues being challenged. The choices are limited; we will have to do more with less, defer projects, build different types of projects, rely more on transit or technology, and identify ways to be more cost effective. We also need to find new revenue sources, such as grants or public/private partnerships.

Vice Chairperson Peterson asked if there has been any discussion about raising the state gas tax.

Ms. Bollenback replied two-thirds of the revenue sources for the state are indexed and automatically adjust each year.

Vice Chairperson Peterson stated he understands they are indexed for inflation but asked if there is discussion about an increase over and above that.

Ms. Bollenback replied no; there is no significant increase in any of the revenue sources. All of the local fuel taxes are pennies per gallon which have not been adjusted.

Vice Chairperson Peterson asked what ideas are being discussed regarding electric vehicles paying their portion for the highway system.

Ms. Bollenback replied bills are being sponsored now and are part of the TPO's Legislative Priorities. One option is to assess a fee; an annual fee for people who drive electric vehicles. It is a relatively small amount, approximately \$160 per year and equates roughly to the average amount of fuel taxes a driver pays for a gas vehicle. The amount is about half for a hybrid vehicle.

Discussion continued.

**B. Presentation and Discussion of the FDOT District 5 Bicycle and Pedestrian Master Plan**

Ms. Nicoulin introduced Ms. Stephanie Moss, FDOT, to give the presentation on the FDOT District 5 Bicycle and Pedestrian Master Plan.

Ms. Moss gave a PowerPoint presentation of the FDOT District 5 Bicycle and Pedestrian Master Plan; she gave an overview of the process and what activities are coming up. She reviewed FDOT Secretary Thibault's Vital Few Initiatives which include improving bicycle and pedestrian safety, enhancing mobility, inspiring innovation and foster talent. She explained the District 5 Bicycle and Pedestrian Master Plan is a comprehensive review of where we need to be in terms of a supportive bicycle and pedestrian network that will provide mobility and safety for people who walk and bike. No funding has been identified for any projects that may develop within the plan and it is not intended to compete with or replace any bicycle/pedestrian projects from their TPO partners. She reviewed the five goals of the plan and public outreach completed during the development of the plan including a local government survey. Safety was the number one concern that came out of the survey although 45% of those that completed the survey felt all five goals were important. A public outreach survey will be released this later month and she asked members share the link to the survey when it is ready. She reviewed the context classification and types of pedestrians and bicyclists that might use the different roadways. She reviewed the project schedule. They hope to complete the plan by the end of the summer. It is considered to be a living document and will be updated and revised as needed.

Vice Chairperson Peterson referred to the slide showing that a third of state roads do not have sidewalks and asked if a sidewalk is counted regardless of its width.

Ms. Patti Hurd, Kittelson and Associates, replied correct; they did not evaluate whether a sidewalk meets current standards. There are a lot of issues concerning sidewalks; they are older and do not meet the six-foot minimum width.

**C. FDOT Report**

The FDOT report was provided in the agenda. Ms. Hinson referred to a question asked a couple of months ago by a CAC member regarding pink flags along US 17; those flags are temporary survey markings for an upcoming project. The project number is 445716-1; it is a safety project on US 17 from SR 15A to Ponce DeLeon Boulevard. The project is currently in the design phase with construction scheduled for July 2023. The project will provide median modifications on US 17.

Vice Chairperson Peterson commented FDOT used to provide a more detailed report on specific projects that included construction time and percentage of completion. He asked if that data was a thing of the past.

Ms. Hinson replied the new, updated report does not include project cost; that can be pulled from the [www.CFLRoads.com](http://www.CFLRoads.com) website. For this particular project, the estimated construction cost is \$3.8 million.

Vice Chairperson Peterson stated the CAC is not receiving the same report they used to get.

Ms. Nicoulin replied FDOT has indicated they are streamlining information provided to the committees and changed the format. They are open to suggestions about additional information members may require.

Vice Chairperson Peterson stated he reviewed the estimated start dates and estimated completion date to see how much has been completed and if the completion date was good. There was a lot of data included that he did not use. He also reviewed how close the costs compared to the estimate.

Ms. Nicoulin replied it was relayed to her from FDOT that a lot of that information they use in-house for tracking purposes; some the information was confusing to committee members so they are trying to streamline the information. She will coordinate with FDOT to provide the information requested.

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

The Volusia and Flagler County Construction Reports were provided in the agenda.

**V. Staff Comments**

Ms. Blankenship announced copies of the FY 2019/20 R2CTPO Annual Report are available for members physically present and she explained how to find it on the TPO's website. Members will also receive a copy in the mail soon. The report is a glance back at activities the TPO completed the previous fiscal year such as completed feasibility studies, the development of the Connect 2045 Long Range Transportation Plan (LRTP), the "Tell the TPO" Survey as well as the Connected and Automated Vehicle (CAV) study which recently won an award. She encouraged members to review the report and provide feedback.

Ms. Blankenship referred to the Community Safety Action Plan (CSAP) and stated one of the tasks included in that plan was the development of a speaker's bureau; she is asking for volunteers that have been involved in a life-changing accident due to distracted driving or speeding. They will be speaking at community events, rotary clubs, colleges, etc. If members are interested, or know of someone that may be, please contact her.

Ms. Nicoulin announced the TIP Subcommittee will likely meet at the end of March after members have been established; in the past years, it has taken just one meeting but it depends on how many project applications are received. The meeting will be held as a hybrid but a physical quorum will be required.

**VI. CAC Member Comments**

Mr. Klasel announced he would be moving out of state in April and leaving the committee.

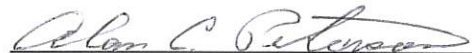
**VII. Information Items**

- CAC & TCC Attendance Records
- January TPO Outreach and Events
- January 27, 2021 TPO Board Meeting Report

**VIII. Adjournment**

There being no further business, the CAC meeting adjourned at 2:51 p.m.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



**MR. ALAN PETERSON, VICE 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 February 16, 2021 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 16<sup>th</sup> day of March 2021.



**DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



## River to Sea Transportation Planning Organization Calendar Year 2021 Targets

### Basis for Establishing Targets:

The River to Sea TPO continues to reduce the target by two percent when measures are trending downward. However, if the measure is trending upwards, the previous year's target is retained.

The River to Sea TPO adopts the following Five-Year Rolling Average Targets in each of the performance measures categories:

### Fatalities

**2021 Five-Year Rolling Average Target: 131.6**

**2021 Number of Fatalities: 118**

- The 2021 Target carries forward the target adopted from the year 2020.

### Serious Injuries

**2021 Five-Year Rolling Average Target: 779.0**

**2021 Number of Serious Injuries: 728**

- The 2021 Target reflects a two percent annual reduction in the number of serious injuries from the year 2019.

### Fatalities Rate:\*

**2021 Five-Year Rolling Average Target: 1.784**

**2021 Fatalities Rate: 1.549**

- The 2021 Target carries forward the target adopted from the year 2020.

\*VMT specific to the planning area is not currently available, which includes all of Volusia County and a portion of Flagler County. As such, the fatalities rate was calculated using the data available for the entirety of Volusia and Flagler County, pending the provision of data at the planning area level.

### Serious Injuries Rate\*

**2021 Five-Year Rolling Average Target: 10.376**

**2021 Serious Injury Rate: 9.576**

- The 2021 Target reflects a two percent annual reduction in the number of serious injuries from the year 2019.

\*VMT specific to the planning area is not currently available, which includes all of Volusia County and a portion of Flagler County. As such, the fatalities rate was calculated using the data available for the entirety of Volusia and Flagler County, pending the provision of data at the planning area level.

### Non-Motorized Serious Injuries and Fatalities

**2021 Five-Year Rolling Average Target: 103.4**

**2021 Number of Non-Motorized Serious  
Injuries and Fatalities: 96**

- The 2021 Target carries forward the target adopted from the year 2020.