Citizens' Advisory Committee (CAC)
Meeting Minutes
February 20, 2018

CAC Members Present:
Janet Deyette, Chairperson
Bliss Jamison
Marcia Stevens Foltz
Gilles Blais, Vice Chairperson
Nora Jane Gillespie
Bob Storke
Alan Peterson
Susan Elliott
Bobby Ball
Jack Delaney
Terry Bledsoe
Patricia Lipovsky
Elizabeth Alicia Lendian
Melissa Winsett (non-voting)
Edie Biro
Vickie Wyche (non-voting advisor)

CAC Members Absent:
Ralph Bove
Faith Alkhatib (non-voting)
Bob Owens
Joe Villanella (excused)

Others Present:
Debbie Stewart, Recording Secretary
Colleen Nicoulin
Lois Bollenback
Stephan Harris
Vince Wang

Representing:
Deltona
Edgewater
Flagler County
Holly Hill
New Smyrna Beach
Orange City
Palm Coast
Pierson
Port Orange
South Daytona
Volusia County
Volusia County
Volusia County
Volusia County Traffic Engineering
Votran (CTC)
FDOT District 5
DeBary
Flagler County Traffic Engineering
Flagler County Transit
Ponce Inlet
TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff

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

Chairperson Deyette called the meeting of the River to Sea Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) to order at 1:16 p.m. The roll was called and it was determined that a quorum was present.

Chairperson Deyette introduced new CAC member, Ms. Marcia Stevens Foltz, representing Flagler County.

II. Press/Citizen Comments

There were no press/citizen comments.

III. Consent Agenda

A. Review and Approval of January 16, 2018 CAC Meeting Minutes

MOTION: A motion was made by Mr. Peterson to approve the January 16, 2018 CAC meeting minutes. The motion was seconded by Mr. Storke and carried unanimously.
IV. Action Items

A. Review and Recommend Approval of Resolution 2018-## Amending the FY 2017/18 – 2021/22 Transportation Improvement Program

Chairperson Deyette stated the proposed TIP amendment increases current year SU funding for design for the traffic signal project for the intersection at US 17/92 and Fort Florida Road.

Ms. Nicoulin stated this project is being sponsored by FDOT. The TIP amendment is to add $72,000 to the design phase in the current year.

Mr. Peterson asked when the prior amount was determined.

Ms. Nicoulin replied it was determined in October.

Mr. Peterson asked for an explanation as to why it increased by 20%.

Ms. Nicoulin replied this project was programmed at $295,000 to get it into FDOT’s Work Program; FDOT was on a deadline to get the Work Program updated. FDOT used historic information to come up with that estimate and when they did a more detailed estimate, it increased by that amount.

MOTION: A motion was made by Mr. Blais to recommend approval of Resolution 2018-## amending the FY 2017/18 – 2021/22 Transportation Improvement Program (TIP). The motion was seconded by Mr. Peterson and carried unanimously.

B. Review and Recommend Approval of the Draft Tasks and Funding Tables to Support Development of the FY 2018/19 to 2019/20 Unified Planning Work Program (UPWP) for Submission to FDOT/FHWA

Ms. Nicoulin stated a presentation was given on this item last month. TPO staff worked with the UPWP Subcommittee to determine tasks for the new UPWP; those are presented on page 29 of the agenda. It is a two-year work program and is broken down into Year 1 and Year 2. The new tasks being added are shown in green. The tables included in the agenda on page 30 and 31 are the financial tables; the estimated expenses for those years. This information will go into creating the entire UPWP document; most of that consists of language and descriptions of previous work done and deliverable products with deadlines. The TPO will be submitting this information to the Federal Highway Administration (FHWA) for their review and comment, then it will come before the committees and TPO Board for formal approval.

Ms. Lipovsky asked Ms. Nicoulin to review the new tasks being added.

Ms. Nicoulin reviewed the new tasks being adding under the different categories for Years 1 and 2. Also, the 2045 Long Range Transportation Plan (LRTP) is a new task; this will include all the activities that have to happen in order to adopt the LRTP in September of 2020.

Mr. Peterson asked when the projects for Year 1 were developed. He commented there are a lot tasks being added.

Ms. Nicoulin replied they are a continuation of what the TPO does from year to year; annual activities.

Mr. Peterson asked if they are on the list all the time.

Ms. Nicoulin replied they are on the list and are reviewed to see if they are still applicable in the development of the new UPWP.

Mr. Peterson referred to the Flagler County Resiliency Planning Study that is added and asked why it states it is a continuation of task.
Ms. Nicoulin replied the TPO completed a Volusia County Resiliency Plan earlier this year and wants to do a Flagler County Resiliency Plan. The TPO wants to start the study prior to the end of the current fiscal year and would like to include it in the current UPWP. The next item on the agenda is for an amendment to add it to the current UPWP, which will make it a continuation.

Mr. Peterson asked what a resiliency plan is.

Mr. Harris replied the study will look at rates of sea level rise, storm surge and flooding events and make recommendations on improving resiliency.

**MOTION:** A motion was made by Ms. Bledsoe to recommend approval of the draft tasks and funding tables to support development of the FY 2018/19 to 2019/20 Unified Planning Work Program (UPWP) for submission to FDOT/FHWA. The motion was seconded by Mr. Blais and carried unanimously.

C. Review and Recommend Approval of Resolution 2018-## Authorizing the De-Obligation of Planning (PL) Funds for the Current Federal Fiscal Year

Ms. Nicoulin stated every two years, when the current UPWP is ending, the TPO does an analysis of funding and what is anticipated to be expended through the end of the year to determine if there will be funds left over. The TPO wants to de-obligate the funds left over so they will be available in the first year of the new UPWP. She referred to the summary table on page 45 of the agenda that shows the tasks and the amount of money to be de-obligated from those tasks, roughly $57,716. The TPO is asking to de-obligate that amount so that it can be used in year one of the new UPWP.

**MOTION:** A motion was made by Mr. Peterson to recommend approval of Resolution 2018-## authorizing the de-obligation of Planning (PL) funds for the current federal fiscal year. The motion was seconded by Ms. Gillespie and carried unanimously.

D. Review and Recommend Approval of Resolution 2018-## Authorizing the Execution of a Supplemental Agreement to the Metropolitan Planning Organization (MPO) Agreement for the Use of Planning (PL) and Urban Attributable (SU) Funds and Amending the FY 2016/17 to 2017/18 Unified Planning Work Program (UPWP)

Ms. Nicoulin stated this action item is amending the current UPWP; it adds two planning activities that are not in the current UPWP, the Flagler County Resiliency Plan and the Crash Analysis Data Report. The TPO wants to start those before the end of the current fiscal year and in order to do that the current UPWP needs to be amended to include them as work products. When the TPO was analyzing the funding for de-obligation, it was noticed that the Community Safety Task was underfunded by $5,000 so the TPO is moving $5,000 from the Community Survey task to the Community Safety. This amendment also allocates additional transit funding that has been made available to the TPO.

Ms. Foltz asked if the TPO would be using a consultant for the Flagler County Resiliency Plan and if it would be the same consultant used for the Volusia County Resiliency Plan.

Ms. Nicoulin replied it would be different; for Volusia County, the TPO used the East Central Florida Regional Planning Council (ECFRPC) but since Flagler County is in a different regional planning area, the TPO will be using the Northeast Florida Regional Planning Council.

Ms. Foltz asked if there would be meetings, what the process is and how the plan would be formulated.

Mr. Harris replied the TPO would be working with the Northeast Florida Planning Council and will use a model, a Sea Level Sketch Planning Tool, developed by the University of Florida and funded by FDOT. This tool will give a model of sea level rise levels in three target planning horizons; years 2040, 2070 and 2100.
They will come up with a curve that will predict the level of sea level rise for those years. It will also take coastal flooding and storm surge events and model those on top of sea level rise.

Ms. Foltz asked if there would be a map showing where this would be happening.

Mr. Harris replied yes; there will be a map showing the projected levels of sea level rise, flooding and storm surge for every area of Flagler County. It will show the projected vertical rise and also the horizontal levels. In addition to that, there will be strategies to increase the strength and resiliency of the transportation road network, especially the evacuation routes and critical facilities.

Ms. Foltz asked if Volusia County had adopted the plan.

Mr. Harris replied not yet but they are headed in that direction; it is the goal. After the Flagler County study is completed and public outreach is done, the TPO will take the plan to the TPO Board for adoption.

Mr. Peterson asked if the data is the same data that was used for Volusia County; if it was the same study from the University of Florida that Volusia County used.

Mr. Harris replied yes. It is the same data but the Flagler County stakeholders have not been involved in the project yet. That will start next month.

**MOTION:** A motion was made by Mr. Storke to recommend approval of Resolution 2018-## authorizing execution of a supplemental agreement to the Metropolitan Planning Organization (MPO) Agreement for the use of Planning (PL) and Urban Attributable (SU) funds and amending the FY 2016/17 to 2017/18 Unified Planning Work Program (UPWP). The motion was seconded by Mr. Blais and carried unanimously.

V. Presentation Items

A. Presentation and Discussion of the 2018 Annual Call for Projects

Ms. Nicoulin stated the TPO kicked off the Annual Call for Projects on January 25, 2018; this is a very important process at the TPO because it helps identify what the priorities are in the planning area and what projects to spend money on. The TPO receives roughly $5.5 million in SU funds each year and has a long-standing policy of allocating 40% to Traffic Operations/ITS/Safety projects, 30% to Bicycle and Pedestrian projects and 30% to Transit projects; that policy stays in place. The local match has been retained at 10% as in prior years. This applies to all projects including feasibility studies that are not on the state road system; if they are on the state road system, those do not require a match. There were some changes recommended by the TIP Subcommittee to the project applications, however, the TPO Board directed staff to retain the same applications as from previous years. The only change is the date of the application. During the TCC meeting today, there will be a workshop on this because those are the individuals that will be preparing the applications.

Ms. Gillespie commented that she was on the TIP Subcommittee; they had two workshops and spent many hours working on the recommended changes to the applications only to have them overturned. The TIP Subcommittee took it seriously and she is upset that the TPO Board did not think they had done their job.

Mr. Blais suggested having a meeting with her City Manager.


Mr. Harris showed the draft Bicycle and Pedestrian Master Plan Report from the TPO's website and stated the link is provided in the agenda. In addition to the link, there is a form on the website to provide feedback; he encouraged the members to do so. An early draft came out in January and was reviewed by TPO staff and the BPAC Subcommittee. The TPO received good feedback and that was used to develop this
February draft. It will be presented to the committees and the TPO Board and the feedback received on this February draft will be used to produce a final draft in March for review and approval. He explained the layout of the document and reviewed the sections of the document. Suggestions and comments are welcome.

C. **Status Report on the Draft Volusia County Bus Stop Improvement Plan Report**

Ms. Nicoulin stated a presentation was given last month on this item. The final draft is being reviewed by the stakeholders as well as TPO staff. The TPO hopes to have the final draft for adoption next month.

D. **FDOT Report**

Ms. Wyche stated upcoming projects scheduled to begin in March; the left turn lane at SR 20/SR 100 at County Road 305 and US 1 Intersection Improvements at Big Tree Road and Reed Canal Road.

Mr. Peterson referred to the Truck Parking Availability System for Brevard, Seminole and Flagler Counties and asked for an update on where these parking spots might be, particularly in Flagler County. The project is on page 67 of the agenda and refers to seven locations in Brevard, Seminole and Flagler Counties.

Ms. Wyche replied she is not familiar with that project but will get an update for him.

Mr. Storke commented that there was an article in the paper about it; a device will be put in each parking spot that will send a signal to the central station when a truck parks there that the spot is full. A truck driver will know if parking is available or not.

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

Ms. Winsett stated the Volusia County Construction Report is on page 76 in the agenda. The Flagler County Construction Report was provided in the agenda.

Mr. Storke referred to the “Near Construction Projects” on the Volusia County Construction Report and asked how near to construction they are.

Ms. Winsett replied she did not know; the report comes from the Construction and Engineering Department and she is in Traffic. She would think within the next two to three months; they have become more cognizant of the timeliness of this report.

Ms. Lendian referred to the “Recently Completed Projects” and the Spring-to-Spring Trail at Grand Avenue and stated it is under the “Recently Completed Projects” but also under the “Under Construction” projects. She asked for clarification.

Ms. Winsett replied she is not sure but will find out.

VI. **Staff Comments**

→ **Update on FY 2017/18 SU Funding**

Ms. Nicoulin stated the TPO is still spending down current year SU dollars; there is approximately $350,000 left. The TPO has a couple of projects some of those funds will be used for; anything remaining will be used to spend down the Advanced Construction (AC) funds.
→ **Update on Roundtable of Volusia County Elected Officials**

Ms. Nicoulin stated the Roundtable of Volusia County Elected Officials met on February 12, 2018 and they are still looking at a half-cent infrastructure sales tax with a portion to be used for transportation. They distributed interlocal agreements for the way the funds would be distributed for members to take to their local commissions and councils.

→ **Update on the Flagler County Fixed Route Transit Operation Plan**

Ms. Nicoulin stated the committee had received a presentation on the Flagler County Fixed Route Transit Operation Plan previously and the TPO is waiting for direction from Flagler County.

→ **Legislative Update**

Ms. Nicoulin stated the bill affecting MPOs is still moving through committees in the legislature and is currently in the Government Accountability Committee. At the last TPO Board meeting, the board directed TPO staff to develop a letter of opposition for all TPO Board members to sign. That was prepared and submitted in opposition.

Ms. Foltz asked who was sponsoring that bill.

Ms. Nicoulin replied Representative Beshears from Monticello.

Ms. Nicoulin announced SunRail will be running test trains on the southern expansion tracks which run from the Sand Lake Station to Poinciana. They anticipate opening this expansion later in the summer.

Chairperson Deyette asked if SunRail was still looking at a station in DeLand.

Ms. Nicoulin replied there has not been any movement on that.

Mr. Peterson asked if the southern expansion would reduce the responsibility of Volusia County.

Mr. Wang replied there has not been a meeting since December and he does not have an update. The next meeting will be in early March; hopefully, there will be an update on SunRail next month.

Mr. Ball asked if the presentation to the Roundtable of Volusia County Elected Officials was on the proposed half-cent sales tax.

Ms. Nicoulin replied yes.

### VII. CAC Member Comments

Mr. Peterson asked if there was more information on the Annual Planning Retreat and where it will be held.

Ms. Nicoulin replied it will be at the Brannon Center in New Smyrna Beach on March 23, 2018.

Ms. Lendian asked if there was a theme.

Ms. Nicoulin replied yes; connected and autonomous vehicles.

Ms. Gillespie reminded the committee New Smyrna Beach is hosting a Coastal Resilience Report meeting tonight at 6:00 pm on the environment; there will be public input and it will be recorded. There will be ten meetings total and all are with public input on programs necessary to survive in this part of Florida.

Mr. Peterson asked if there would be more information regarding the Annual Planning Retreat next month.
Ms. Nicoulin replied yes; the Annual Retreat is on March 23, 2018 and the CAC meeting is March 20, 2018. There will be information emailed prior to that but she will give an update at the next CAC meeting.

Chairperson Deyette reminded the members of the information items included in the agenda.

VIII. **Information Items**

→ CAC & TCC Attendance Records  
→ January 24, 2018 River to Sea TPO Board Meeting Summary  
→ January TPO Outreach and Events  
→ Save the Date for the 2018 R2CTPO Annual Planning Retreat – March 23, 2018  
→ Long Range Transportation Plan (LRTP) Information Sheet  
→ Flow of Funding Information Sheet

IX. **Adjournment**

There being no further business, the CAC meeting adjourned at 2:05 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

[Signature]

MS. JANETTE DEYETTE, 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 20, 2018 regular meeting of the Citizens’ Advisory Committee (CAC), approved and duly signed this 20th day of March 2018.

[Signature]

DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
Not So Noisy Bike Week Events

Monday, February 19, 2018: 11:00 a.m. – 1:00 p.m. @ Daytona State College on the Nunneman Quad

Tuesday, February 20, 2018: 1:00 p.m. – 4:00 p.m. @ Embry-Riddle Aeronautical University on the West Lawn

Wednesday, February 21, 2018: 4:00 p.m. – 6:00 p.m. @ Bethune-Cookman University on the Quad

Community Festival and Bike Ride

Saturday, February 24, 2018: 9:00 a.m. – 1:00 p.m. @ Bethune Cookman University at the School of Nursing

- 9:00 a.m. to 12:00 p.m. Community Festival, including a kid-friendly bicycle safety rodeo and helmet fitting
- 10:00 a.m. Bike ride with Daytona Beach Police Chief Capri
- 11:30 a.m. Florida premier of "Why We Cycle"

More information is available at www.bikeweek.org