

**Technical Coordinating Committee (TCC)
Meeting Minutes
February 20, 2018**

TCC Members Present:

Kok Wan Mah
Arlene Smith
Laura Dodd
Ron Paradise
Darren Lear
Brian Walker
Becky Mendez
Shawn Finley
Mark Karet
Jake Baker
John Dillard
Larry LaHue
Melissa Winsett
Eric Kozielski
Heather Blanck
Vickie Wyche (non-voting advisor)

TCC Members Absent:

Fred Griffith
Stewart Cruz
Mike Holmes (excused)
Larry Newsom
Faith Alkhatib
Jason Yarborough
Amye King (excused)
Jose Papa, Vice Chairperson (excused)
Tim Burman (excused)

Others Present:

Debbie Stewart, Recording Secretary
Lois Bollenback
Colleen Nicoulin
Stephan Harris
Vince Wang
Rich Walton
Roger C. Schmitt
Robert Mathen

Representing:

Daytona Beach
Daytona Beach Int'l Airport
DeBary Alternate
Deltona
Edgewater
Holly Hill
Orange City
Ormond Beach
Pierson
Ponce Inlet
South Daytona
V.C. Emergency Management
V.C. Traffic Engineering
Volusia County School District
Votran
FDOT District 5

Representing:

Bunnell
Daytona Beach Shores
DeLand
Flagler Beach
F.C. Traffic Engineering
Lake Helen
New Smyrna Beach
Palm Coast
Port Orange

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Daytona Beach Alternate
Florida Concrete & Products Assoc.
New Smyrna Beach

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

Vice 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 present.

II. Press/Citizen Comments

Mr. Roger C. Schmitt, representing the Florida Concrete & Products Association, stated he was attending the meeting to listen and perhaps he would make a comment at the next one.

Vice Chairperson Mendez thanked him for attending.

III. Consent Agenda

A. Review and Approval of January 20, 2018 TCC Meeting Minutes

MOTION: *A motion was made by Mr. Lear to approve the January 16, 2018 TCC meeting minutes. The motion was seconded by Mr. Baker and carried unanimously.*

IV. Action Items

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

Ms. Nicoulin stated this proposed TIP amendment is to add \$72,000 in SU funds to the current year for the signal installation at US 17/92 and Fort Florida Road.

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

B. Review and Recommend Approval of the Draft Tasks and Funding Tables to Support Development of the FY 2018/19 and 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) and FDOT for their review and comment, then it will come before the committees and TPO Board for formal approval.

Mr. Paradise asked for a brief explanation of why the TPO does this.

Ms. Nicoulin replied the UPWP spells out what the organization does and how it is funded.

MOTION: *A motion was made by Mr. Lear to recommend approval of the draft tasks and funding tables to support development of the FY 2018/19 and 2019/20 Unified Planning Work Program (UPWP) for submission to FDOT/FHWA. The motion was seconded by Mr. Karet 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 a fiscal 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 for a recommendation of approval to de-obligate that amount from the current UPWP so that it can be used in year one of the new UPWP.

Mr. Paradise asked if this would be a transfer.

Ms. Nicoulin replied yes.

Mr. Karet asked if this was largely administrative money.

Ms. Nicoulin replied yes, it is out of staff time allocated to those tasks.

Mr. Walker asked if these funds are added to what is already budgeted.

Ms. Nicoulin replied they will be used in the first year of the new UPWP; the tables reviewed in the previous action item include these funds.

MOTION: *A motion was made by Mr. Paradise 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 Mr. Walker 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 and 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 Community Safety. This amendment also allocates additional transit funding that has been made available to the TPO.

Mr. Karet asked how much was in transit funding.

Ms. Nicoulin replied approximately \$13,000.

MOTION: *A motion was made by Mr. Paradise to 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 and 2017/18 Unified Planning Work Program (UPWP). The motion was seconded by Mr. Lear 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 Priority Project Process with the Annual Call for Projects which opened on January 25, 2018 and will close on April 2, 2018 at noon. This process is a very important activity for the TPO because it sets the TPO's priorities and identifies what projects to fund within the planning area. The TPO receives roughly \$5.5 million in SU funds each year and allocates 40% to Traffic Operations/ITS/Safety projects, 30% to Bicycle and Pedestrian projects and 30% to Transit projects; this allocation remains in place. The local match requirement also remains at 10% for projects not on the state roadway system. The project applications remain unchanged from previous years except for updating the dates. The purpose of this item on the agenda is a workshop for the TCC because the members are the ones submitting the applications.

Mr. Lear asked if the TPO still requires a letter to retain a project on the list.

Ms. Nicoulin replied yes; the TPO is requesting a letter for all projects currently on the list indicating the project sponsor wants to retain them. That letter is due April 30, 2018. The letter also needs to provide updated cost estimates.

Mr. Karet asked about Local Agency Program (LAP) certification; if a small agency does not have LAP certified employees in-house at the time of the application, do they need to have FDOT or the county on record by the date of the application or does that follow after the application.

Ms. Bollenback replied the project applications address LAP certification and this year, it was updated to make it clear because there have been some plans that did not work out. The TPO now will not move a construction phase into the Work Program until there is a solid answer. There is a project that has been deferred several times because there is no LAP certified sponsor for the project. The TPO is trying to not move them into the Work Program at this point unless that has been solidly addressed.

Mr. Karet asked if "solidly addressed" means prior to by April 2 or April 30 or prior to it being moved into construction.

Ms. Bollenback replied the TPO can rank it but FDOT and the TPO will not support programming it until that is resolved.

Mr. Paradise asked what type of methodology should be used for the cost estimates and how old they could be.

Ms. Nicoulin replied the most up to date cost estimates available; if costs have not changed, the TPO needs confirmation of that. The TPO uses the cost estimates to program the projects. If a project is programmed at a particular cost and the cost changes, the project sponsor would be obligated to cover the cost overrun. It is in the best interest of the project sponsor to have the most up to date cost estimate.

Ms. Winsett reminded the members to include a letter of support if they are pursuing projects on county maintained roadways,. To get a letter of support, contact the Public Works Director's office via email to his assistant, Kendra Hively at khively@volusia.org. She suggested they complete a draft letter because they will get it back faster and also include what is being pursued.

Mr. Harris added the memo that went out with the call for projects states a 10% local match is required for all feasibility studies; however, if a proposed feasibility study is on a state road, there is no local match required. Also, if a proposed project is on a state road, the TPO asks for a letter of support from the agency whose jurisdiction it is in. The TPO realizes that normally FDOT does not provide letters of support for projects on state roads. Please make every effort to complete the applications; there have been misunderstandings when applications come in incomplete. The TPO has clearly stated it will not accept incomplete applications. If anyone has questions, please contact him or Ms. Nicoulin. They are available for the remainder of the open call for projects which ends at noon on April 2, 2018.

B. Status Report on the Draft Bicycle and Pedestrian Master Plan Report

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 which 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 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.

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.

VI. **Staff Comments**

→ **Update on FY 2017/18 SU Funding**

Ms. Nicoulin stated the TPO still has \$277,000 within the Traffic Operations/ITS/Safety set-aside box; that does not include the \$72,000 that goes before the board next. There is approximately \$150,000 in the Bicycle/Pedestrian set-aside box; a total of \$350,000 remaining in the current year. There are some projects that the TPO may need to provide adjustments for and will use the rest to pay down 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 currently waiting for direction from Flagler County.

→ **Legislative Update**

Ms. Nicoulin stated the bill affecting MPOs is still moving through committees in the Legislature and 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.

Ms. Smith stated House Bill 575 has been through two committees but the last one was January 10, 2018 and it has not moved since. The Senate companion bill has not moved at all. The last regularly scheduled committee is a week from today. This is a very good sign that these bills are going nowhere.

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.

VII. TCC Member Comments

Ms. Dodd thanked Vice Chairperson Mendez for doing a wonderful job.

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 TCC meeting adjourned at 3:30 p.m.

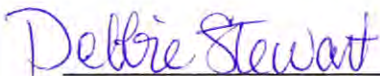
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



MR. JOSE PAPA, 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 20, 2018 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 20th day of March 2018.



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 Nunnaman 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