

**FEBRUARY 22, 2023 MEETING MINUTES**  
**OF THE**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD**  
2570 W. International Speedway Boulevard, Suite 100  
Daytona Beach, FL 32114-8145

**TPO Board Members Physically Present:**

Commissioner Stacy Cantu  
Vice Mayor Michael Politas\*  
Mayor Karen Chasez  
Commissioner Chris Cloudman, Chairperson  
Commissioner Dana McCool  
Councilwoman Debbie Dolbow  
Commissioner Roy Johnson  
Commissioner Randy Hartman  
Vice Mayor Bill O'Connor  
Mayor Bill Partington  
Vice Mayor Bill Lindlau\*  
Vice Mayor Gary Smith\*\*  
Vice Mayor Eric Sander  
Council Chair Jeff Brower  
Council Member Matt Reinhart  
Council Vice Chair Danny Robins  
Council Member David Santiago  
Council Member Jake Johansson  
Anna Taylor (non-voting)

**TPO Board Members Virtually Present:**

Commissioner Tina-Marie Schultz\*  
Commissioner James Sherman\*  
Commissioner Nick Klufas  
Vice Mayor Reed Foley  
Ted Wendler (non-voting)

**TPO Board Members Absent**

Commissioner Jeffrey Schuitema\*  
Commissioner David Sullivan  
Commissioner Rick Basso\*  
Mayor Samuel Bennett\*  
Ruben Colón (non-voting)  
Kerry Karl (non-voting)  
Brian Walker (non-voting)

**\* Non-voting member in the Small City Alliance**

**\*\* Voting member for the Small City Alliance**

**Others Physically Present:**

Colleen Nicoulin  
Stephan Harris  
Mariel Lemke  
Noel Eaton  
Mark Trebitz  
Celine Bounds  
Jesse Blouin  
Steven Buck  
Donna Graybill  
Loreen Bobo

**Representing:**

Daytona Beach  
Daytona Beach Shores  
DeBary  
DeLand  
Deltona  
Edgewater Alternate  
Holly Hill  
New Smyrna Beach  
Orange City  
Ormond Beach  
Oak Hill  
Ponce Inlet  
South Daytona  
Volusia County  
Volusia County, District 2  
Volusia County District 3  
Volusia County, District 5  
Volusia County at Large  
FDOT

**Representing:**

Bunnell  
Flagler Beach  
Palm Coast Alternate  
Port Orange  
BPAC Vice Chairperson

**Representing:**

Beverly Beach  
Flagler County  
Lake Helen  
Pierson  
Volusia County School Board  
CAC Chairperson  
TCC Chairperson

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
Daytona Beach Shores  
FDOT  
FDOT  
FDOT  
FDOT  
FDOT  
FDOT  
FDOT

**Others Physically Present:**

Kellie Smith  
 Chris Barone  
 Maryam Ghyabi  
 Claire Hartman  
 Victor Muchuruza  
 Joe Forte  
 Zach Chalifour  
 Hillary Cyr  
 Travis Hills  
 Kelvin Miller  
 Ralf Heseler  
 Bobbie King  
 Jay Williams

**Representing:**

FDOT  
 FDOT  
 Ghyabi Consulting  
 Ghyabi Consulting  
 HDR, Inc.  
 Holly Hill  
 James Moore  
 James Moore  
 Kittelson & Associates  
 Votran  
 Votran  
 Volusia County/Votran  
 Volusia County

**Others Virtually Present:**

Debbie Stewart, Recording Secretary  
 Pam Blankenship  
 Billie Wheeler  
 Victor Ramos  
 Jeffrey Cicerello  
 Jennifer Carver

**Representing:**

TPO Staff  
 TPO Staff  
 Citizen  
 Citizen  
 FDOT  
 FDOT

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

The meeting of the River to Sea Transportation Planning Organization (TPO) Board was called to order at 9:00 a.m. by TPO Chairperson Chris Cloudman. The roll was called and it was determined a quorum was physically present. The meeting was held in a hybrid format with 16 voting and three non-voting members physically present; and with two voting and three non-voting members attending remotely.

Chairperson Cloudman stated a discussion was held at the last Executive Committee meeting regarding the TPO's policy for remote participation; remote participation was first activated due to COVID-19 during the state of emergency. When the state lifted the Executive Order, the requirement for a physical quorum was put back in place. Best practices at TPOs throughout the state have been reviewed and most TPOs are continuing to allow some amount of remote participation due to extenuating circumstance for members and allowing for public remote participation. The reference to COVID-19 is being removed and if a member or their alternate cannot attend a meeting in person, they will need to inform TPO staff ahead of time that they would like to participate remotely.

**MOTION:** *A motion was made by Commissioner Hartman to allow TPO Board members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Mayor Partington and carried unanimously.*

**II. Pledge of Allegiance**

The Pledge of Allegiance was given.

**III. Public Comment/Participation**

There were no public comments.

**IV. Consent Agenda**

- A. January 25, 2023 River to Sea TPO Board Meeting Minutes**
- B. Treasurer's Report**

- C. Executive Committee Report
- D. Transportation Disadvantaged Local Coordinating Board (TDLCB) Appointments
- E. Bicycle and Pedestrian Advisory Committee (BPAC) Report
- F. Citizens Advisory Committee (CAC) Report
- G. Technical Coordinating Committee (TCC) Report
- H. River to Sea TPO Board (R2CTPO) Report
- I. Executive Director Timesheet Review Report
- J. Review and Approval of Letter of Support for the Moving Florida Forward Infrastructure Initiative
- K. Review and Approval of Letter of Support for the Amtrak Grant Application to the Federal Railroad Administration for the Federal-State Partnership for Intercity Passenger Rail Grant Program
- L. Review and Approval of Letter of Support for the Votran Federal Grant Application to the Federal Transit Administration (FTA) Area of Persistent Poverty (AoPP) Program

(Handout)

Chairperson Cloudman stated a few items have been added to the Consent Agenda since the agenda was sent out; Items F and G, the summary reports from the CAC and TCC meetings as they just met yesterday; Item J, a letter of support for the Moving Florida Forward Infrastructure Initiative that advances the US 1 interchange project; Item K, letter of support for an Amtrak grant application; and item L, a letter of support for Votran's federal grant application to the FTA for the Area of Persistent Poverty program.

Ms. Nicoulin explained that the Amtrak grant application is to upgrade three stations one of which is the DeLand station; the city of Deland has provided a letter of support for this as well. Votran is looking to implement mobility-on-demand service specific to areas of poverty within Volusia County.

**MOTION:** *A motion was made by Mayor Partington to approve the Consent Agenda. The motion was seconded by Vice Mayor O'Connor and carried unanimously.*

#### V. Action Items

##### A. Review and Approval of the River to Sea TPO's FY 2021/22 Independent Audit Report

Mr. Zach Chalifour, James Moore and Company, reviewed the highlights of the audit and the required communications. One change over last year is there is a new standard that significant risks must be communicated; he reviewed the three significant risks considered. It was noted these risks are standard for government entities and there were no significant issues identified other than some internal controls being needed. He continued to review the required communications and noted there were no significant difficulties performing the audit. Five audit reports are included in the final report; he reviewed those and noted that the TPO is in compliance and there were no modifications or significant findings. He reviewed a snapshot of the TPO's balance sheet and income statement; and he reviewed the assets and liabilities of the TPO included in the audit report.

**MOTION:** *A motion was made by Mayor Partington to approve the River to Sea TPO's FY 2021/22 Independent Audit Report. The motion was seconded by Mayor Chasez and carried unanimously.*

Chairperson Cloudman stated that this is a good report.

Chairperson Cloudman introduced new TPO Board members, Councilwoman Debbie Dolbow, Edgewater Alternate; and Vice Mayor Michael Politis, Daytona Beach Shores.

##### B. Review and Approval of Resolution 2023-04 Adopting the 2023 River to Sea TPO Safety Data and Targets

Ms. Nicoulin stated that each year in February, the TPO adopts its annual safety targets; over the last five years the TPO has adopted independent targets based on a 2% annual reduction. FDOT adopts a target of zero for each performance measure in the safety category. A presentation and discussion were held last month regarding a change in the methodology; the TPO will be adopting FDOT's target of zero. This is for a number

of reasons including that safety is a priority for the TPO and its partners; and we will be striving for a common goal of reducing fatal crashes on our roadway network. Also, the TPO applied for a Safe Streets and Roads for All (SS4A) grant through the US DOT which requires a commitment of Vision Zero for each of the five safety performance measures; she announced the TPO was awarded this grant.

Ms. Loreen Bobo, FDOT D-5 Safety Administrator, stated the FDOT Safety Office was created in June 2021 to work on safety initiatives and efforts to ensure everyone gets home safely every day; FDOT's goal is zero fatalities and serious injuries. Last year, 119 lives were lost in our planning area; 20% were the most vulnerable which are those walking or biking. FDOT is including safety enhancements in their projects but driver behavior is also a factor so they are working on outreach to help change driver behavior. She noted that the Space Coast TPO adopted a Vision Zero policy and since then, Brevard County and every municipality within Brevard County has adopted a Vision Zero plan.

Mayor Chasez congratulated Ms. Bobo and commented that she appreciates where Ms. Bobo has taken this new department of FDOT. She understands the approach the TPO has taken in the past with a 2% reduction as that is a practical number; however, there is something to be said for unity of vision. She appreciates the change of our methodology.

Vice Mayor O'Connor asked for contact information for Ms. Bobo; he would like to have his staff contact her.

Ms. Bobo provided her phone number and email address; [loreen.bobo@dot.state.fl.us](mailto:loreen.bobo@dot.state.fl.us).

Chairperson Cloudman stated Ms. Bobo had forwarded examples of what the Space Coast TPO, Brevard County, and the cities within Brevard County have done with Vision Zero so we can make sure we are off to a good start. In the past, we were under the impression that if we did not meet the goal, there may be some sort of repercussion or loss of funding; we see now that our goal should be zero fatalities.

**MOTION:** *A motion was made by Vice Mayor O'Connor to approve Resolution 2023-04 adopting the 2023 River to Sea TPO safety data and targets. The motion was seconded by Mayor Chasez and carried unanimously.*

**C. Review and Approval of Resolution 2023-05 Amending the FY 2022/23 and 2023/24 Unified Planning Work Program (UPWP) (Roll Call Vote Required)**

(Handout)

Ms. Nicoulin stated this amendment is to support activities associated with the TPO's office relocation; amendments have been made to the task tables to specifically include both the temporary and long-term relocations as an UPWP activity so that when we submit invoices for reimbursement, everything matches. She reviewed the tasks that have been amended and the budget amounts; office relocation and equipment relocation are specifically listed. The move and all costs associated with the move can be accommodated with the existing budget so there are no changes to the budget tables. Under the Task 1.02, Information Technology Systems and Website Support, funds for an audio/visual upgrade have been reallocated to cover expenses with relocating the server and migrating to a new phone system.

**MOTION:** *A motion was made by Mayor Partington to approve Resolution 2023-05 amending the FY 2022/23 and 2023/24 Unified Planning Work Program (UPWP). The motion was seconded by Council Vice Chair Robins and carried unanimously by a roll call vote.*

**VI. Presentations and Discussion Items**

**A. Presentation and Discussion of FDOT's Resilience Action Plan**

Ms. Jennifer Carver, FDOT, gave a PowerPoint presentation on FDOT's Resilience Action Plan (RAP) which is under development and required by the state. She provided information on FDOT's family of statewide plans. FDOT's resilience policy was adopted in 2020 and resilience is defined as the ability to adapt to changing conditions, and prepare for, withstand, and recover from disruption of the transportation system. They will



identify risks related to storms, flooding, sea level rise, etc.; and incorporate strategies to avoid, mitigate, or eliminate impacts. She reviewed some of the tools FDOT has developed including a sketch mapping tool that TPOs can use to incorporate resiliency into their long range transportation plans (LRTPs). She explained how FDOT is incorporating resiliency into their projects and noted that resiliency is not just a coastal issue but includes inland flooding, detours, causeways, and supply chain issues. The Regional Planning Council worked with the TPO on a resilience plan for this area. She explained the three specific goals of the RAP identified by the Legislature and the required elements of the RAP, some of which are rolled into a vulnerability assessment of the state highway system. She reviewed the vulnerability assessment map of the state for sea level rise, storm surge and flood zones, and the prioritization of that assessment, as well as the RAP strategy areas. The next steps for the RAP include finalizing the vulnerability assessment and prioritization; continuing outreach; finalizing the strategies; technical assistance and the database. FDOT plans to hold a public comment period for the RAP in May. She explained the federal Promoting Resilience Operations for Transformative, Efficient, and Cost-Saving Transportation (PROTECT) program that is part of the Infrastructure Investment and Jobs Act (IIJA); it funds specific resilience improvements and resilience portions of projects. There are formula funds allocated to FDOT districts and discretionary grant funding will also be available that local municipalities will be able to apply for. This program also includes an optional Resiliency Improvement Plan similar to the RAP but it includes a few additional requirements; once FDOT has completed the RAP, they will enhance it to meet the requirements of the federal plan. Once that plan is approved by FHWA, it will allow anyone receiving PROTECT funds in the state an opportunity for a higher federal share.

Commissioner McCool noted that the city of Deltona had a tremendous amount of flooding with Hurricane Ian; she asked if there is a countywide assessment of vulnerable areas. They have a displaced population now that was not planned for and she would like to know how we are prioritizing, what the dataset is, and how they determine vulnerable areas.

Council Vice Chair Robins suggested she email him as the county is in the process of identifying vulnerable areas; they are working with the cities in the historic area. He will provide her more information.

Members continued to discuss the presentation and the areas of flooding that are of concern within Volusia County including Deltona and South Daytona. The vulnerability assessment for the county was discussed and the members were encouraged members to access that on the FDOT website for more information and grant information.

Ms. Nicoulin added that the TPO has undertaken a number of resilience studies; staff has worked with the Regional Planning Council (RPC) on a study specific to Volusia County and one for Flagler County. Also, as part of the development of the Connect 2045 Long Range Transportation Plan (LRTP), a high-level resilience scenario was conducted to identify vulnerable facilities; however there is more work to be done.

## **B. Presentation and Discussion of I-95 Interchanges at US 1 and LPGA Boulevard**

Mr. Mark Trebitz, FDOT, gave a PowerPoint presentation on the I-95 at US 1 interchange; he announced a public hearing will be held in March regarding this project and the preferred alternative. The existing interchange is one of the oldest in the state and some of its features are sub-standard. He reviewed the purpose and need of the project. A public meeting was held regarding the alternatives and the preferred alternative is a diverging diamond interchange; US 1 will be widened to six lanes and the bicycle/pedestrian features will be upgraded. He explained how the diverging diamond interchange will work and the overall benefits of it. He noted a video is available of the project at [www.cflroads.com](http://www.cflroads.com). The project will replace the bridges over US 1 and the FEC railroad tracks and will require the acquisition of right-of-way of the existing Sunoco station/Florida Citrus businesses in the southeast quadrant as well as partial right-of-way impacts for the frontage road and intersections. He reviewed the project schedule and announced a hybrid public hearing will be held in March; virtual on March 29, 2023, and in-person on March 30, 2023, at The Chapel in Ormond Beach. There is an overlap between the PD&E and design phases that is currently ongoing; both phases are fully funded. The right-of-way phase is partially funded for FY 2027 and construction is currently unfunded; however, if the Moving Florida Forward initiative is approved, it would provide full funding for the project and advance construction.

Members discussed the presentation and the importance of improvements to this interchange; it was asked when the Legislature will vote on the Moving Florida Forward Initiative; it will be in March and the bill is

expected to pass. It was noted that the TPO is providing a letter of support for this project that stresses the importance of the project. It was noted the business owner of the right-of-way property that needs to be acquired attended the public meeting and he is understanding of the project. The pedestrian crossings will be signalized intersections; pedestrian hybrid crossings are typically used for mid-block crossings. The movements of the interchange are less sharp so large commercial trucks can navigate it easier than the existing interchange.

Mayor Partington thanked FDOT for their work on this project; he noted the city of Ormond Beach has been working on this interchange improvement for 20 years. He is optimistic about it now that it is included in the Governor's funding initiative. The city has hired consultants to help with this project; Ghaybi Consulting has been a huge asset for them. He spoke to a resident regarding this interchange this morning and noted that it is a huge win for Volusia County and the city to put transportation improvements in place before accidents happen or development occurs; this is good planning and the residents recognize that. It makes the TPO and Volusia County look good; he appreciates everyone's hard work on this project.

Councilwoman Dolbow commented that she likes how this project fits well with the Vision Zero concept; she asked if the right-of-way acquisition would be through eminent domain.

Mr. Trebitz replied yes.

Ms. Celine Bounds, FDOT, gave a PowerPoint presentation on the I-95 at LPGA Boulevard interchange; the project limits are from US 92 to Williamson Boulevard and include the Tomoka River Bridge. She noted that the project area is experiencing unprecedented growth that is expected to continue as there is more development coming. She reviewed the existing safety concerns and provided crash statistics for 2015 to 2019, including bicycle/pedestrian crashes. These crashes are directly related to congestion in the area. She reviewed the project's purpose and need; and the project schedule; they are currently in the PD&E phase which is overlapping with the design. Right-of-way is partially funded, and construction is currently unfunded. She announced a public meeting will be held on February 28, 2023 at 5:30 pm at the LPGA International Clubhouse. All project information and documents can be found at [www.cflroads.com](http://www.cflroads.com).

#### **C. FDOT Report**

The FDOT report was provided in the agenda; Ms. Taylor announced the SR A1A Resiliency Team is hosting a public meeting regarding the resilience plan for Volusia County on March 8, 2023 and for Flagler Beach on March 21, 2023; it is for the corridor between Roberta Road in Ormond by the Sea and Osprey Drive in Beverly Beach. She announced FDOT's safety team held an initiative to allow elementary school students to learn about bicycle/pedestrian safety, signage, etc.; they held a bike lane design contest and McInnis Elementary School in DeLeon Springs and Wadsworth Elementary School in Palm Coast were the winners in Volusia and Flagler Counties. FDOT will be working with the school board to install the winning designs.

### **VII. Executive Director's Report**

Ms. Nicoulin referred to the Moving Florida Forward Initiative and noted it is a \$7 billion investment in infrastructure throughout the state; it is great that one of our projects, the US 1 at I-95 interchange, is part of this initiative. This initiative will move the project forward a couple of decades as it was identified for construction in the 2036-to-2045 year band in the Connect 2045 LRTP. The important thing to note is that this project was ready to receive construction funding; the more we can do in the initial phases of planning, PD&E, design, etc., and coordination with FDOT and local partners, the more we will be in a position to take advantage of funding opportunities.

Ms. Nicoulin announced that the TPO was notified that the Safe Streets and Roads for All (SS4A) grant we applied for was awarded to us by the US DOT; the TPO partnered with Volusia County and Flagler County who are providing the local match. The grant is for the TPO to develop a comprehensive safety action plan; the grant amount is \$320,000 with a match of \$80,000 for a total of \$400,000. This is the next step toward the unified goal of Vision Zero.

Ms. Nicoulin announced the TPO is relocating in the short-term to the Florida Tennis Center on LPGA Boulevard; it is a city of Daytona Beach property. The move is scheduled to begin tomorrow; some items will be moved into



storage. The TPO has entered a six-month lease with an option of a month-to-month extension for an additional six months. This allows us time to explore long-term relocation options; we are trying to stay in this general area as it is a central location for everyone. She explained that the TPO will be operating in a reduced capacity over the next couple of days while the move is underway; however, the phones will be working and if you are unable to reach anyone, a message can be left. Going forward, committee and board meetings will be held in the Airline Room at the Daytona Beach International Airport; the TPO has reserved the space through the end of the year; parking will be validated. There is a small conference room at the new office location; however, next week's Executive Committee meeting will be held at the airport where we will test how things will work. After that, the Executive Committee will meet at the new office location.

Vice Mayor Politis commented that he has some connections in real estate and asked what the TPO's requirements are for office space.

Ms. Nicoulin replied 4,500 to 5,000 square feet with a large conference room.

**VIII. River to Sea TPO Board Member Comments**

There were no board member comments.

**IX. River to Sea TPO Chairperson Comments**

Chairperson Cloudman thanked TPO staff for working diligently to find an office space and for handling all the logistics involved. He reminded members that next month's TPO Board meeting will be held in the Airline Room at the Daytona Beach International Airport.

**X. Information Items**

- Citizens Advisory Committee Attendance Record – 2023
- Technical Coordinating Committee Attendance Report – 2023
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2023
- River to Sea TPO Outreach and Activities
- Upcoming River to Sea TPO Events
- Volusia and Flagler County Construction Reports
- Safe Streets and Roads for All Grant Award Press Release

**XI. Adjournment**

There being no further business, the River to Sea TPO Board meeting adjourned at 10:35 p.m.

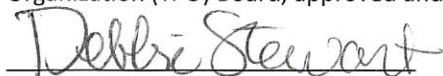
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



**CITY OF DELAND MAYOR CHRIS CLOUDMAN  
CHAIRPERSON, RIVER TO SEA TPO**

**CERTIFICATE:**

The undersigned, duly qualified and acting Recording Secretary of the River to Sea TPO Board certifies that the foregoing is a true and correct copy of the minutes of the February 22, 2023 regular meeting of the River to Sea Transportation Planning Organization (TPO) Board, approved and duly signed this 22<sup>nd</sup> day of March 2023.



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

***\*\* A recording of the February 22, 2023 TPO Board meeting is available upon request.***

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD**  
**ROLL CALL VOTE SHEET**

**UPWP AMENDMENT**

**MEETING DATE:** FEBRUARY 22, 2023      **QUORUM:** 10 MEMBERS: YES / NO 0  
**MEETING TIME:** 9:00 A.M.  
**MEETING LOCATION:** RIVER TO SEA TPO CONFERENCE ROOM  
2570 W. INTERNATIONAL SPEEDWAY BLVD., SUITE 100  
DAYTONA BEACH, FL 32114

\*\*\*\*\*

**REPRESENTING:**

DAYTONA BEACH  
DEBARY  
DELAND  
DELTONA  
EDGEWATER  
FLAGLER COUNTY  
HOLLY HILL  
NEW SMYRNA BEACH  
ORANGE CITY  
ORMOND BEACH  
PALM COAST  
PORT ORANGE  
SOUTH DAYTONA  
VOLUSIA COUNTY  
VOLUSIA COUNTY  
VOLUSIA COUNTY  
VOLUSIA COUNTY  
VOLUSIA COUNTY

**TPO MEMBER:**

COMMISSIONER CANTU  
MAYOR CHASEZ  
MAYOR CLOUDMAN  
COMMISSIONER MCCOOL  
COUNCILWOMAN GILLIS/DOLBOW  
COUNCIL MEMBER SULLIVAN  
COMMISSIONER JOHNSON  
COMMISSIONER HARTMAN  
VICE MAYOR O'CONNOR  
MAYOR PARTINGTON  
MAYOR ALEIN *Klufas*  
VICE MAYOR FOLEY  
VICE MAYOR SANDER  
VOLUSIA COUNTY COUNCIL CHAIR BROWER  
COUNCIL VICE CHAIR ROBINS  
COUNCIL MEMBER REINHART  
COUNCIL MEMBER SANTIAGO  
COUNCIL MEMBER JOHANSSON

**YES**      **NO**

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**SMALL CITY ALLIANCE**

BEVERLY BEACH  
BUNNELL  
DAYTONA BEACH SHORES  
FLAGLER BEACH  
LAKE HELEN  
OAK HILL  
PIERSON  
PONCE INLET

COMMISSIONER SCHUITEMA  
COMMISSIONER SCHULTZ  
VICE MAYOR LINDAUER  
COMMISSIONER SHERMAN  
COMMISSIONER BASSO  
VICE MAYOR LINDLAU  
MAYOR BENNETT  
VICE MAYOR SMITH\*\*

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**TPO STAFF:**

DEBBIE STEWART  
PAMELA BLANKENSHIP  
STEPHAN HARRIS  
COLLEEN NICOLIN

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February 22, 2023

CMC 2023-02

The Honorable Kathleen Passidomo, President  
Florida Senate  
409 The Capitol  
404 South Monroe Street  
Tallahassee, FL 32399-1100

The Honorable Paul Renner, Speaker  
The Florida House of Representatives  
420 The Capitol  
402 South Monroe Street  
Tallahassee, FL 32399-1300

RE: Moving Florida Forward Infrastructure Initiative

Dear President Passidomo and Speaker Renner:

On behalf of the River to Sea Transportation Planning Organization (TPO), I'm conveying our members' enthusiastic support for the *Moving Florida Forward Infrastructure Initiative*. This initiative would advance many critical infrastructure projects throughout the state, including the reconstruction of the I-95 Interchange at US 1 in Volusia County.

The I-95 at US 1 Interchange was originally constructed in the early 1960s and is one of the oldest interchanges in the state of Florida. In the decades since its construction, design standards have been updated to keep pace with changes in automobile technology, safety requirements and driver characteristics. As such, some of the original interchange elements such as median openings and driveway connections along US 1, the tight loop ramps, and vertical clearance of the I-95 bridges over US 1 do not meet current FDOT standards.

As the northern gateway to Volusia County and the City of Ormond Beach, this significant interchange serves a high volume of unique traffic, including freight trucks, passenger vehicles serving nearby residential areas and businesses, tourism and special event traffic, motorcycles, and bicycle and pedestrian users.

With growth in the area expected to continue, the proposed project will accommodate the existing and future travel demand by improving traffic operations and mobility, reducing congestion, improving pedestrian connectivity and enhancing safety for all travel modes. The

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

February 22, 2023

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project is currently undergoing overlapping project development and environmental (PD&E) study and design phases. However, through traditional funding, construction of this project wouldn't be cost feasible for a couple decades.

The *Moving Florida Forward Infrastructure Initiative* proposes an unexpected and welcome major investment in transportation. The River to Sea TPO Board supports the initiative and the major investment in infrastructure that it provides throughout the state and looks forward to working in partnership with FDOT to complete this important project for our region.

Sincerely,

City of DeLand Mayor Christopher M. Cloudman  
Chairperson, River to Sea TPO

Cc: Jared Perdue, FDOT Secretary  
Volusia and Flagler County Legislative Delegation  
Senate Commission on Transportation  
Senate Appropriations Committee on Transportation, Tourism and Economic Development  
House Transportation and Modals Subcommittee



February 22, 2023

CMC 2023-03

Mr. Amit Bose, Administrator  
Federal Railroad Administration  
1200 New Jersey Avenue, SE  
Washington, DC 20590

RE: FLORIDA STATIONS PROGRAM – Kissimmee, Deland, Orlando  
Amtrak FY22 Federal-State Partnership for Intercity Passenger Rail Program – National  
Network (FSP – National Program) Grant Application

Dear Mr. Bose,

It is our understanding that Amtrak is applying to the FY22 Federal Railroad Administration (FRA) FY22 Federal-State Partnership for Intercity Passenger Rail Program – National Network Grant. The area of focus for this proposed application is to fund final design efforts for three Amtrak served stations in Florida: 1) Kissimmee, 2) Orlando and 3) DeLand. These stations allow passengers access to the Silver Service Route which is a 1,522-mile line that runs between Miami, Florida, and New York City.

The proposed project will improve passenger rail assets by reducing Amtrak's state of good repair backlog, improving passenger rail operations and performance, enhancing rail safety by upgrading stations and grounds to meet ADA compliance, and making platform improvements that meet Amtrak current standards. The upgrades will increase passenger safety, health and well-being along with promoting economic development and increased ridership.

Existing station equipment and component deficiencies will be addressed as part of this project. This project will also benefit passengers that will utilize the SunRail, Phase 2 North Commuter Rail Station, which is currently in development and will be co-located with the Amtrak station in DeLand.

The River to Sea Transportation Planning Organization (TPO) is supportive of the project and believes that it will have a dramatic impact on improving intercity passenger rail service.

Sincerely,

City of DeLand Mayor Christopher M. Cloudman  
Chairperson, River to Sea TPO

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	





# MEETING AGENDA

## REVISED

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

**DATE:** WEDNESDAY, FEBRUARY 22, 2023  
**TIME:** 9:00 A.M.  
**PLACE:** RIVER TO SEA TPO CONFERENCE ROOM  
2570 W. International Speedway Blvd., Suite 100  
Daytona Beach, FL 32114

### **NOTE:**

Microsoft Teams has been established for remote participation.

\*\*\*\*\*

### **River to Sea TPO Board Meeting**

February 22, 2023 at 9:00 a.m. EST

**[Click here to join the meeting](#)**

**Meeting ID: 246 527 271 585**

**Passcode: vLwhCV**

**[Download Teams](#) | [Join on the web](#)**

**Or call in (audio only)**

**+1 561-484-5911,,306357608# United States, West Palm Beach**

**Phone Conference ID: 306 357 608#**

**[Find a local number](#) | [Reset PIN](#)**

\*\*\*\*\*

**DeLand Mayor Chris Cloudman, Chairperson Presiding**

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF A 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 25, 2023 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart)*

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

**IV. CONSENT AGENDA** *(Continued)*

- B. TREASURER'S REPORT** *(Contact: Mariel Lemke)*
- C. EXECUTIVE COMMITTEE REPORTS** - *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson*
- D. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD APPOINTMENTS** – *Contact: Mr. Stephan Harris*
- E. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Dr. Jason Aufdenberg, BPAC Chairperson (Enclosure, pages )*
- F. CITIZENS ADVISORY COMMITTEE REPORT**-- *Report by Ms. Kerry Karl, CAC Chairperson*
- G. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Brian Walker, TCC Chairperson*
- H. RIVER TO SEA TPO BOARD REPORT** -- *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson*
- I. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson*
- J. REVIEW AND APPROVAL OF LETTER OF SUPPORT FOR THE MOVING FLORIDA FORWARD INFRASTRUCTURE INITIATIVE** *(Contact: Colleen Nicoulin)*
- K. REVIEW AND APPROVAL OF LETTER OF SUPPORT FOR THE AMTRAK GRANT APPLICATION TO THE FEDERAL RAILROAD ADMINISTRATION FOR THE FEDERAL-STATE PARTNERSHIP FOR INTERCITY PASSENGER RAIL GRANT PROGRAM** *(Contact: Colleen Nicoulin)*
- L. REVIEW AND APPROVAL OF LETTER OF SUPPORT FOR THE VOTRAN FEDERAL GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION (FTA) AREA OF PERSISTENT POVERTY (AoPP) PROGRAM***(Contact: Stephan Harris)*

**V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF THE RIVER TO SEA TPO'S FY 2021/22 INDEPENDENT AUDIT REPORT** *(Contact: Mariel Lemke)*
- B. REVIEW AND APPROVAL OF RESOLUTION 2023-04 ADOPTING THE 2023 RIVER TO SEA TPO SAFETY DATA AND TARGETS** *(Contact: Colleen Nicoulin)*
- C. REVIEW AND APPROVAL OF RESOLUTION 2023-05 AMENDING THE FY 2022/23 TO 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP) (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin)*

**VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS**

- A. PRESENTATION AND DISCUSSION OF FDOT'S RESILIENCE ACTION PLAN** *(Contact: Stephan Harris)*
- B. PRESENTATION AND DISCUSSION OF I-95 INTERCHANGES AT US 1 AND LPGA BOULEVARD** *(Contact: Colleen Nicoulin)*
- C. FDOT REPORT** *(Contact: Anna Taylor, FDOT District 5)*

**VII. EXECUTIVE DIRECTOR'S REPORT**

**VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS**

**IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS**

**X. INFORMATION ITEMS**

- Bicycle/ Advisory Committee Attendance Record – 2023
- Citizens Advisory Committee Attendance Record – 2023
- Technical Coordinating Committee Attendance Record– 2023
- River to Sea TPO Outreach and Activities
- Upcoming River to Sea TPO Events
- Volusia and Flagler County Construction Reports
- Safe Streets and Roads for All Grant Award Press Release

**XI. ADJOURNMENT**

\*The next River to Sea TPO Board meeting will be March 22, 2023\*

**March 2023 Meeting Dates**

Executive Committee, March 1, 2023 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, March 8, 2023 @ 2:00 p.m.

Citizens Advisory Committee, March 21, 2023 @ 1:15 p.m.

Technical Coordinating Committee, March 21, 2023 @ 3:00 p.m.

River to Sea TPO Board, March 22, 2023 @ 9:00 a.m.

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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.

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.

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](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto: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](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event.



**MEETING SUMMARY  
TPO BOARD  
FEBRUARY 22, 2023**

**IV. CONSENT AGENDA**

**A. JANUARY 25, 2023 RIVER TO SEA TPO BOARD MEETING MINUTES**

**B. TREASURER'S REPORT**

Monthly treasurer reports are prepared for review and approval by the River to Sea TPO Board. The January Treasurer's Report is provided for your review.

**C. EXECUTIVE COMMITTEE REPORTS**

**D. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD APPOINTMENTS**

**E. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) REPORT**

**F. CITIZENS ADVISORY COMMITTEE (CAC) REPORT**

**G. TECHNICAL COORDINATING COMMITTEE (TCC) REPORT**

**H. RIVER TO SEA TPO BOARD SUMMARY REPORT**

**I. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT**

**J. REVIEW AND APPROVAL OF LETTER OF SUPPORT FOR THE MOVING FLORIDA FORWARD INFRASTRUCTURE INITIATIVE**

Support documentation will be provided under separate cover.

**K. REVIEW AND APPROVAL OF LETTER OF SUPPORT FOR THE AMTRAK GRANT APPLICATION TO THE FEDERAL RAILROAD ADMINISTRATION FOR THE FEDERAL-STATE PARTNERSHIP FOR INTERCITY PASSENGER RAIL GRANT PROGRAM**

Support documentation will be provided under separate cover.

**L. REVIEW AND APPROVAL OF LETTER OF SUPPORT FOR THE VOTRAN FEDERAL GRANT APPLICATION TO THE FEDERAL TRANSIT ADMINISTRATION (FTA) AREA OF PERSISTENT POVERTY (AoPP) PROGRAM**

***ACTION REQUESTED:***

***MOTION TO APPROVE THE CONSENT AGENDA***



February 22, 2023

CMC 2023-04

Mr. Colby McFarland  
Federal Transit Administration  
Office of Planning and Environment  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Subject: Application of the County of Volusia d/b/a Votran for the Areas of Persistent Poverty Program (Federal Assistance Listing: 20.505)

Dear Mr. McFarland:

The River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process, including transportation disadvantaged planning, as authorized by Section 427.0159, Florida Statutes and Rule 41-2, Florida Administrative Code.

It is our understanding that the County of Volusia d/b/a Votran is applying to the Federal Transit Administration's Areas of Persistent Poverty (AoPP) Program for FY 2023 funding to improve bus transit service in specific areas of the county. The areas of focus for the proposed application have been designated by the U.S. Census as Areas of Persistent Poverty (AoPP) and Historically Disadvantaged Communities.

The proposed project will improve transit coverage by establishing new transportation service through Mobility on Demand (MOD) in the areas of focus within Volusia County. The River to Sea TPO works closely with Votran in the provision of public transportation service throughout the county and Mobility on Demand service is recommended by both the Votran Transit Development Plan Major Update for 2022-2031 and the River to Sea TPO 2021 Paratransit Service Analysis.

The River to Sea TPO is supportive of this project and believes it will have a dramatic impact by increasing access to public transportation service in areas of persistent poverty and historically underserved areas of the county.

Sincerely,

City of DeLand Mayor Chris Cloudman  
Chairperson, River to Sea TPO

Beverly Beach  
Bunnell  
Daytona Beach  
Daytona Beach Shores

DeBary  
DeLand  
Deltona  
Edgewater

Flagler Beach  
Flagler County  
Holly Hill  
Lake Helen

New Smyrna Beach  
Oak Hill  
Orange City  
Ormond Beach

Palm Coast  
Pierson  
Ponce Inlet  
Port Orange

South Daytona  
Volusia County

## **RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

### **RESOLUTION 2023-05**

#### **RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FISCAL YEAR (FY) 2022/23 AND 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP)**

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**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the designated urbanized area; and

**WHEREAS**, pursuant to 23 U.S.C. 134, 49 U.S.C. 5303, 23 CFR 450.310, and Florida Statutes 339.175, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and a portion of Flagler County as defined by the Metropolitan Planning Area; and

**WHEREAS**, pursuant to 23 U.S.C. 134, 23 CFR 450, and Florida Statutes 339.175, require the River to Sea TPO and the Florida Department of Transportation (FDOT) to enter into an agreement clearly identifying the responsibilities for cooperatively carrying out the Federal Highway Administration (FHWA) portion of the Metropolitan Planning Process and accomplishing the transportation planning requirements of state and federal law; and

**WHEREAS**, the River to Sea TPO shall endorse and amend as appropriate, the plans and programs required by 23 C.F.R. 450.300 through 450.324 and Florida Statutes 339.175, among which is the Unified Planning Work Program (UPWP); and

**WHEREAS**, the Unified Planning Work Program (UPWP) is a two-year work plan that identifies federal funding available to the TPO including metropolitan planning funds (PL Funds) authorized under 23 USC 104(f), Section 5305(d) transit planning funds and Urban Attributable (SU) funds; and

**WHEREAS**, the FY 2022/23 and FY 2023/24 UPWP was developed and approved on May 25, 2022 for the period of July 1, 2022 to June 30, 2024; and

**WHEREAS**, an amendment to the approved UPWP is required to include a description of activities and budget adjustment associated with a temporary and permanent office relocation.

**NOW, THEREFORE, BE IT RESOLVED** by the River to Sea Transportation Planning Organization (TPO) that the Chairperson of the TPO (or his/her designee) is hereby authorized to:

1. Amend the TPO's FY 2022/23 and FY 2023/24 UPWP to update definitions, include required activities and identify responsible staff to support a temporary and permanent office relocation in Tasks 1.01 – Administration and Operations and 1.02 – Information Technology Systems and Website Support; and



2. Reallocate funding within Task 1.02 – Information Technology Systems and Website Support to support the IT relocation activities; and
3. Execute any agreements that may be required to implement these changes or access the available funds; and
4. submit copies of this resolution and support documentation to:
  - a. Florida Department of Transportation;
  - b. Federal Transit Administration (through the Florida Department of Transportation); and the
  - c. Federal Highway Administration (through the Florida Department of Transportation).

**DONE AND RESOLVED** at the regularly convened meeting of the River to Sea TPO held on the 22<sup>nd</sup> day of February, 2023.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

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**DELAND MAYOR CHRISTOPHER M. CLOUDMAN**  
**CHAIRPERSON, RIVER TO SEA TPO**

**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 a resolution, adopted at a legally convened meeting of the River to Sea TPO held on February 22, 2023.

**ATTEST:**

---

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

each task are provided below the task activities. The general description of costs contained within the budget tables are provided below:

**Personnel**: Salaries and fringe benefits of the River to Sea TPO staff.

**Travel**: Expenses incurred with daily and/or overnight travel of TPO staff attending meetings, conferences workshops and seminars. Also includes travel for TPO Board members to MPOAC Institute and regional meetings. The River to Sea TPO Travel policy is contained in Appendix E.

**Consultant**: Expenses relating to consultant support for planning studies/activities and administrative support. General Planning Consultants specified in Task 2.06 are used to support all planning activities and deliverables within Section 2 and 3 of the UPWP.

**Office Expense**: Expenses directly related to the office including office lease, utilities, off site storage, and janitorial services, and office upgrades, and office relocation.

**Operating Expenses**: Daily and general operating expenses and fees including postage, advertising, copy machine costs, training, agency memberships, office supplies, general liability insurance, banking fees, accounting software fees, CFMPOA, memberships and dues, conference/workshop/seminar registrations, and publications.

**Professional Services**: Expenses related to professional services including audit, legal, accounting/finance, and payroll.

**Equipment**: Expenses related to equipment replacement and purchasing including computers; printers; plotters; meeting support items (camera's, video recording devices, microphones, etc.); chairs, desks, computers, computer accessories, tables, etc.

**Network Services**: Expenses related to IT support and services, server/equipment relocation, hardware and website hosting and maintenance.

**Software**: Expenses related to software acquisition and maintenance, support services, and other efforts to improve internal and external data sharing capabilities.

**Capital Expenditure (AV System Upgrade)**: Expenses associated with upgrading the Audio-Visual system in the TPO conference rooms.

**Capital Expenditure (IT Server Replacement)**: Expenses associated with life cycle replacement of the TPO's Server.

**Outreach/Educational**: Expenses associated with TPO outreach activities including safety and educational materials to include safety awareness literature, bicycle helmets, safety items.

## Task 1.01 – Administration and Operations

Responsible Agency – River to Sea TPO

Purpose
This task supports the overall administration and management of the organization including personnel management, financial operations, general administrative support, meetings and member support. Cost estimates for this task include operational overhead such as office leasing and capital expenditures. Activities completed under this task ensure that the TPO operates in a fiscally sound, organized and efficient manner that supports the 3-C planning efforts.

Previous/Ongoing Work	Completion/Status
Provision of administrative support services and management.	Ongoing
Developed and distributed meeting minutes, agendas and provided meeting support for the TPO Board and its associated advisory committees and subcommittees.	Monthly
Conducted file maintenance and records management	Ongoing
Fiscal management of the TPO finances	Daily
Prepared monthly treasurer's reports	Monthly
Grant administration (applications, contracts, monitoring, grant agreements, budget submittals, reports, progress reports, invoicing)	Monthly
Developed and implemented annual operating budget for FY 2020/21 and FY 2021/22	Annually - Ongoing
Contract management including processing of vendor invoices, monitoring contract terms, schedules and budgets	Ongoing
Attendance and participation in various professional training opportunities, webinars and professional conferences	Ongoing
Conducted annual audit of TPO financials	Annually - Fall
Conducted Continuity of Operations (COOP) exercise to ensure effectiveness	Annually
Approved slate of officers for TPO Board	Annually - May

Required Activities	Responsible Staff
General Administration and Program Support	All Staff
Personnel Management including the retention, recruitment, and training of River to Sea TPO professional staff	Executive Director
Human Resources Administration	Executive Director Finance Manager
Financial Management including grant invoicing, operating budget, monthly financial reports, contract management, payroll coordination, accounts payable, accounts receivable, annual audit	Finance Manager
Administrative Support Services and Management	Administrative Assistant
Records Management	Administrative Assistant
Develop and distribute meeting minutes, agendas and provide meeting support for the TPO Board and its associated advisory committees and subcommittees.	Administrative Assistant
Coordination with Property Manager and Facility Maintenance/Upgrades as needed	Finance Manager
Coordination with TPO Legal Counsel as needed	Executive Director Financial Manager
Provide orientation for new Board and advisory committee members about the River to Sea TPO's functions and role	Executive Director Planning Manager
Develop and implement annual operating budget	Financial Manager

## Task 1.02 – Information Technology Systems and Website Support

Responsible Agency – River to Sea TPO

Purpose
Efficient and productive organizations require the provision of information technology support and equipment. This task is intended to outline the activities that provide website hosting and maintenance, hardware and software acquisition and maintenance, support services, and other efforts to improve internal and external data sharing capabilities as needed to maximize office productivity and improve functioning of the organization.

Previous/Ongoing Work	Completion/Status
Maintained a capital expenditures program and purchased new hardware and software systems including upgraded system capacity, system printers and projection equipment	Ongoing
Off-site storage and nightly backups to insure protection of all data	Daily
Contract with Professional Information Technology (IT) service to maintain the River to Sea TPO's network	Ongoing
Developed/Updated an equipment replacement schedule and inventory of hardware/software	Ongoing
Maintenance and enhancements to the River to Sea TPO's website	Ongoing

Required Activities	Responsible Staff
Maximize office productivity by providing technology resources	Executive Director Finance Manager
Purchase new hardware and software systems including upgraded system capacity, system printers and projection equipment	Finance Manager
Purchase replacement computers for staff in accordance with the equipment replacement schedule	Finance Manager
Maintain accurate inventory of all capital equipment and budget annually for required replacements	Finance Manager
Annually assess the R2CTPO's computer needs (hardware and software) and other related items as required to support the management information system and staff needs	Finance Manager
Utilize in-house support to troubleshoot and maintain IT and minimize program expenditures and contract with information technology specialists as needed to support the efficient maintenance of the IT system	Finance Manager
Provide technical support for the utilization of social media, TPO website and the Internet to provide planning information using innovative and advanced applications	Finance Manager
<u>Server/Equipment relocation to temporary and long-term office locations</u>	<u>Finance Manager</u>

Deliverables and Work Products	Target Date
Update the River to Sea TPO's Website and Branding/Logo*	Fall 2022
Upgrade Conference Room IT and Audio-Visual Systems*	Fall 2022
Life Cycle Replacement of IT Server*	FY 2024
Update Computer Systems, Hardware and Software per replacement schedule	Ongoing

\* Indicates Work Products that may utilize Consultants

Task 1.02 Estimated Budget Detail

Year 1 - FY 2022/23

Fund Source: Contract:	FHWA		FTA 5305(d) G2509		FTA 5305(d) G1292		CTD	Local/ Other	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$24,487	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,486
Category Subtotal	\$24,487	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,486
Consultant									
Consultant Services	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
Category Subtotal	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
Other Direct Expenses									
Network Services	\$28,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,560
	\$33,560								\$33,560
Capital Expenditure (AV System Upgrade)	\$56,250	\$0	\$18,750	\$0	\$0	\$0	\$0	\$0	\$75,000
	\$51,250								\$70,000
Software	\$6,728	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,728
Category Subtotal	\$91,538	\$0	\$18,750	\$0	\$0	\$0	\$0	\$0	\$110,288
Task Total	\$181,025	\$0	\$18,750	\$0	\$0	\$0	\$0	\$0	\$199,775

Year 2 - FY 2023/24

Fund Source: Contract:	FHWA		FTA 5305(d) G2509		FTA 5305(d) G1292		CTD	Local/ Other	
Category/Budget Item	PL Funds	SU Funds	Federal	Federal	State Match	Local Match	TD Funds	Funds	Total
Personnel Services									
Salaries and Fringe Benefits	\$21,234	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,235
Category Subtotal	\$21,234	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,235
Consultant									
Consultant Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Category Subtotal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Direct Expenses									
Network Services	\$28,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,560
Capital Expenditure (Server Replacement)	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000
Software	\$6,728	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,727
Category Subtotal	\$50,288	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,287
Task Total	\$71,522	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$71,522





# River to Sea Transportation Planning Organization

## Audit for the Year Ended June 30, 2022

### Overview

- ❖ Thank You
- ❖ Audit Process

### Required Communications

- ❖ Our Responsibility in Relation to Financial Statement Audit
- ❖ Significant Risks Considered
  - Improper revenue recognition, management override of internal controls, improper use of restricted resources
- ❖ Significant Estimates and/or Disclosures:
  - Net Pension Liability (\$125,964) – (Note 9)
- ❖ Corrected and/or Uncorrected Audit Adjustments:
  - Various entries to adjust to reconcile year-end balances
- ❖ Significant Difficulties Performing Audit, Disagreements with Management: None

### Audit Reports

- ❖ Report on Financial Statements (page 2): Unmodified Opinion
- ❖ Report on Compliance for Major Federal Programs (page 39): Unmod. Opinion
- ❖ Report on Internal Control and Compliance (page 42):
  - 1 Material Weaknesses (Preparation of Financial Statements)
  - 5 Prior Year Comments Corrected; No New Comments
- ❖ Management Letter Required by Auditor General (page 44): No Modifications or Findings
- ❖ Independent Accountant's Examination Report (page 46): TPO in Compliance

### Financial Highlights

- ❖ Grant Revenues - \$1,028,100
- ❖ Total Fund Balance - \$562,208
- ❖ Governmental Activities
  - Unrestricted \$365,023

### Questions



Zach Chalifour, CPA  
Partner  
www.jmco.com  
386.257.4100  
Zach.Chalifour@jmco.com



## Financial Snapshot

### Balance Sheet (page 12)

	General Fund	Special Revenue Fund	Total Governmental Funds
<b>ASSETS</b>			
Equity in pooled cash	\$ 157,996	\$ -	\$ 157,996
Investments	135,444	-	135,444
Due from other governments	-	298,178	298,178
Due from other funds	274,283	-	274,283
Deposits	6,500	-	6,500
<b>Total assets</b>	<b>\$ 574,223</b>	<b>\$ 298,178</b>	<b>\$ 872,401</b>
<b>LIABILITIES</b>			
Accounts payable and accrued liabilities	\$ 23,989	\$ 11,921	\$ 35,910
Due to other funds	-	274,283	274,283
<b>Total liabilities</b>	<b>23,989</b>	<b>286,204</b>	<b>310,193</b>
<b>FUND BALANCES</b>			
Nonspendable:			
Deposits	6,500	-	6,500
Assigned for:			
Transportation	-	11,974	11,974
Unassigned	543,734	-	543,734
<b>Total fund balances</b>	<b>550,234</b>	<b>11,974</b>	<b>562,208</b>
<b>Total liabilities and fund balances</b>	<b>\$ 574,223</b>	<b>\$ 298,178</b>	<b>\$ 872,401</b>

### Income Statement (page 14)

	General Fund	Special Revenue Fund	Total Governmental Funds
<b>Revenues</b>			
Charges for services	\$ 69,161	\$ -	\$ 69,161
Intergovernmental:			
Federal	-	1,028,100	1,028,100
Non-federal	-	55,081	55,081
Investment income	319	-	319
<b>Total revenues</b>	<b>69,480</b>	<b>1,083,181</b>	<b>1,152,661</b>
<b>Expenditures</b>			
Current:			
General government	51,871	-	51,871
Transportation	-	991,477	991,477
Debt service:			
Principal	-	60,310	60,310
Interest	-	19,420	19,420
<b>Total expenditures</b>	<b>51,871</b>	<b>1,071,207</b>	<b>1,123,078</b>
<b>Net change in fund balances</b>	<b>17,609</b>	<b>11,974</b>	<b>29,583</b>
<b>Fund balances, beginning of year</b>	<b>532,625</b>	<b>-</b>	<b>532,625</b>
<b>Fund balances, end of year</b>	<b>\$ 550,234</b>	<b>\$ 11,974</b>	<b>\$ 562,208</b>