Technical Coordinating Committee (TCC) Meeting Minutes March 15, 2022

TCC Members Physically Present:

Andy Holmes Joseph Barker

Brian Walker, Vice Chairperson

Kyle Fegley

Becky Mendez, Chairperson

Jose Papa Mark Karet Mike Disher Ralf Heseler Melissa Winsett

Tyler Burgett (non-voting)

TCC Members Virtually Present:

Ron Paradise Darren Lear

TCC Members Absent:

Stewart Cruz Belinda Collins Lee Evett

Shawn Finley (excused) Tim Burman (excused) Becky Witte (excused) Adam Mengel

Others Physically Present:

Colleen Nicoulin Stephan Harris Sarah McNamara Jon Cheney Sean Castello

Others Virtually Present:

Debbie Stewart, Recording Secretary Pam Blankenship Jay Williams

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

Chairperson Mendez called the meeting of the River to Sea Transportation Planning Organization (TPO) Technical Coordinating Committee (TCC) to order at 3:00 p.m. The roll was called and it was determined that a quorum was not physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with 10 voting and one non-voting members physically present and with two voting members virtually present.

The Pledge of Allegiance was given.

II. Public Comments/Participation

There were no public comments.

IV. Presentation Items

Representing:

Daytona Beach DeBary Alternate

Holly Hill

New Smyrna Beach

Orange City
Palm Coast
Pierson
Ponce Inlet
Votran

V.C. Traffic Engineering

FDOT

Representing:

Deltona Edgewater

Representing:

Daytona Beach Shores DeLand Alternate Lake Helen Ormond Beach Port Orange South Daytona

F.C. Traffic Engineering

Representing:

TPO Staff TPO Staff FDOT

V.C. Traffic Engineering V.C. Traffic Engineering

Representing:

TPO Staff
TPO Staff
Volusia County

Due to the lack of a physical quorum, Presentation Items were discussed first.

A. Presentation and Discussion of Updates to the R2CTPO's Title VI and Limited English Proficiency (LEP) Plans

Ms. Blankenship explained the Title VI and Limited English Proficiency (LEP) Plans are reviewed each year and updated every two years. The Title VI Plan establishes procedures to ensure the TPO complies with federal and state statutes and regulations regarding discrimination. She reviewed the updates to the Title VI Plan which were minor. Complaint forms in English and Spanish are included in the Title VI Plan. The LEP ensures the TPO recognizes the needs of LEP members of our community, that we implement a plan to communicate effectively, and ensures reasonable access to the TPO's processes, information and decision-making. She reviewed the updates to the LEP Plan and explained the data used was from the 2014-2019 American Community Survey. Both documents require a 30-day public notice that will begin on March 23, 2022 and run through April 23, 2022. They will be back next month for review and a recommendation of approval.

Chairperson Mendez referred to the suggested change by FHWA and asked if FHWA had updated their requirements or if the TPO was just updating the plans.

Ms. Blankenship replied they did not update any requirements; the TPO sent the documents to FHWA for review to see if they had any recommendations; they only suggested rewording the one sentence.

Mr. Fegley asked if the TPO had received any Title VI complaints.

Ms. Blankenship replied no.

Chairperson Mendez noted that cities with Local Agency Program (LAP) certifications must comply with Title VI and this may be a good time to review their plans.

B. Presentation and Discussion of the 2022 Annual Call for Projects and Project Priority Process

(Handout)

Ms. Nicoulin announced the Call for Projects closed at the end of February; a total of 13 project applications were received of which seven were bicycle/pedestrian and six were traffic operations. The TPO will be convening the subcommittees to review and rank the project applications; the BPAC Project Review Subcommittee is scheduled to meet on March 23, 2022 and the TIP Subcommittee will meet the first or second week in April. She will contact the TIP Subcommittee members for their availability to schedule the meeting; they should be able to review all the applications during one meeting. Once the applications are reviewed and ranked based on the established criteria, the projects are then incorporated into the priority list. She reviewed the priority process cycle. She noted that some cost estimates have been received but not all and reminded members to get those sent in.

Mr. Harris added that an application submitted by Orange City for the bicycle/pedestrian priority list had changes to an existing project that staff was able to implement administratively; this project (West French Avenue Shared Use Path) is currently on the priority list and in the Work Program.

Chairperson Mendez asked if FDOT will accept that for the project to move into the construction phase.

Mr. Harris replied the project is already in the Work Program; the construction estimate has been received from Orange City and the TPO will be looking to program it for construction. It has not yet been programmed for construction. The western limits of the project have changed from the Spring to Spring Trail to the Werley Trail.

Mr. Disher asked if the priority process schedule is available; it would be helpful to his city council to understand the process and timing.

Ms. Nicoulin showed the schedule and stated it is available on the TPO's website; the priority process will be discussed at this month's TPO Board meeting. The schedule outlines the process; preliminary rankings will likely be presented to the committees and board in May.

C. FDOT Report

Mr. Burgett provided highlights from the FDOT report; he announced the wrong way driving system being installed at the SR 44/I-95 interchange will be tested next week and the Zicla Zipper buffering system should be complete by the end of the month. He also announced that on Sunday, March 20, 2022the St. Johns River to Sea Loop Alliance is hosting the 2022 Spring to Spring Family Fun Ride and Trail Celebration at Gemini Springs Park; there will be activities, rides, games and a bar-b-que. He announced overnight ramp closures on I-95 at SR 40 and SR 44 next week; information will be sent to the TPO to distribute.

Mr. Disher asked if there has been any public reaction to the zipper system.

Mr. Burgett replied there has not been public feedback yet but several of them have already had to be replaced.

D. Volusia and Flagler County Construction Reports

Ms. Winsett gave the Volusia County Construction Report and announced there were few changes this month.

The Flagler County Construction Report was provided in the agenda.

III. Action Items

Due to a lack of a physical quorum, no actions were taken.

A. Review and Approval of the February 15, 2022 TCC Meeting Minutes

B. Review and Recommendation of Approval of Resolution 2022-## Amending the Connect 2045 Long Range Transportation Plan (LRTP) (Roll Call Vote Required)

Ms. Nicoulin explained this requested amendment advances funding for two interchange projects on I-95; LPGA Boulevard and US 1. It advances design into the current year, adds right-of-way funding to the 2026/2030 band year and extends the limits of the LPGA Boulevard project from US 92 to Williamson Boulevard; the current limits are just east of Champions Drive. Both projects are in the Connect 2045 LRTP; this amendment matches the funding and years. The money to advance these projects came from stimulus funding. This amendment also provides consistency with the Transportation Improvement Plan (TIP).

Chairperson Mendez asked how much total stimulus funding was received.

Ms. Nicoulin replied just over \$90 million; the I-95/Pioneer Trail interchange project received the bulk of it and is funded through construction. The amendment is currently open for a 30-day public review period; A few public comments have been received and all but one were in favor of the projects; one felt there are other needs outside of the US 1 interchange that are needed but that interchange is a safety issue.

C. Review and Recommendation of Approval of the Draft FY 2022/23 and 2023/24 Unified Planning Work Program (UPWP) for FDOT/FHWA Review

(Handout)

Ms. Nicoulin explained the UPWP is the TPO's two-year work program which identifies tasks, activities, projects and deliverables staff will be undertaking over the next two years. The draft tasks for the new UPWP were discussed last month; funding must be tied to these all tasks. The TPO operates under a number of grants and this year we are going to a consolidated planning grant which combines planning (PL) funds and SU funds with

Federal Transit Administration (FTA) funds into one grant which will provide better grant management. She reviewed the estimated funding allocations for FY 2022/23 and 2023/24. She explained that the TPO must spend down 80% of PL funds; the consequence if those funds are not drawn down by 80% is that we will not be able to use SU funds for planning in the following year. There will be leftover funds when the current UPWP is closed out that will be available in the second year of the new UPWP; the current UPWP will be closed out at the end of the fiscal year which is June 30, 2022. She noted that these are conservative estimates as there are many unknowns at this time, especially regarding staffing and salaries related to filling vacant positions. She reviewed the tables of tasks and deliverables in the new UPWP that were discussed last month and have since been refined. The draft UPWP will be opened for a 30-day public comment period next week; any comments received from the public, FDOT, and FHWA will be incorporated. The final document will be back for a recommendation of adoption in May.

Mr. Disher asked if upgrading the audio/visual equipment is included in Task 1.

Ms. Nicoulin explained staff has looked into upgrading the audio/visual equipment and received quotes about a year ago; the TPO was then presented with the option to relocate so the project was temporarily put on hold. We are now waiting on a new Executive Director before proceeding with audio/visual upgrades.

D. Review and Recommend Approval of Resolution 2022-## Amending the FY 2020/21 and 2021/22 Unified Planning Work Program (UPWP) and Authorizing the De-Obligation of Urban Attributable (SU) Funds for the Current Fiscal Year (Roll Call Vote Required)

Ms. Nicoulin stated this amendment de-obligates \$76,900 in SU funds that the TPO was unable to use this year; by de-obligating these funds, they will be available in the first year of the new UPWP. These are SU funds that will be used to fund feasibility studies.

E. Appointment of a TCC Member to Serve on the Consultant Selection Committee for the General Planning Consultant (GPC) (TCC Only)

Ms. Nicoulin stated the current general planning consultant (GPC) contracts expire at the end of the fiscal year and a Request for Proposal (RFP) needs to go out soon so there is not a lag in having a consultant to assist with planning activities. The Consultant Selection Committee has five members; three staff members, one board member and one TCC member as per the TPO Bylaws; the dollar amount will exceed \$200,000 per contract over the five-year contract term. The TPO has in the past had separate continuing contracts for the general planning consultant and for transit planning but this year, we are combining them into one contract; therefore, the RFP is asking for specific transit experience. She asked for a volunteer to serve on the Consultant Selection Committee.

Mr. Heseler volunteered.

V. Staff Comments

Ms. Nicoulin stated the Executive Director Search Committee (EDSC) met last Thursday and narrowed the candidate field down to five people who are coming in for interviews on March 31, 2022 and April 1, 2022. The TPO intends to hold a "meet and greet" with the candidates the evening of March 31, 2022; staff is working on the location and time. A notice will be sent out next week. The goal is to have a recommendation for a new Executive Director at the April 27, 2022 TPO Board meeting.

VI. TCC Member Comments

There were no member comments.

VII. Information Items

- → CAC & TCC Attendance Records
- → February TPO Outreach and Events

→ TPO Board Report

VIII. Adjournment

There being no further business, the TCC meeting adjourned at 3:56 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

Ms. Becky Mendez, Chairperson Technical Coordinating Committee (TCC)

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of the minutes of the March 15, 2022 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 14th day of April 2022.

DEBBIE STEWART, RECORDING SECRETARY

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

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

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2022-##

RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION AMENDING THE FY 2020/21 AND FY 2021/22 UNIFIED PLANNING WORK PROGRAM (UPWP) AND AUTHORIZING THE DE-OBLIGATION OF URBAN ATTRIBUTABLE (SU) FUNDS FROM THE CURRENT FISCAL YEAR

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 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 Transportation Planning Organization and the Florida Department of Transportation 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, among which is the Unified Planning Work Program (UPWP); and

WHEREAS, the River to Sea TPO is to be the recipient of metropolitan planning funds (PL Funds) authorized under 23 USC 104(f); and

WHEREAS, the River to Sea TPO has the authority to enter into this Agreement and to undertake the responsibilities as described in the attached agreement; and

WHEREAS, the River to Sea TPO desires to have these funds become available for future years in a timely manner.

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:

 De-obligate \$76,900 in Federal Highway Administration (FHWA) Transportation Management Area Extra-Urban (SU) funding from year two of the Fiscal Year (FY) 2020/21 to 2021/22 UPWP so that these funds may be used in FY 2022/23 to support the planning tasks identified in the proposed Unified Planning Work Program (UPWP); and River to Sea TPO Resolution 2022-## Page 2

- 2. Submit copies of this resolution and the executed agreement 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 <u>23rd</u> day of March, 2022.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

VOLUSIA COUNTY COUNCIL MEMBER BILLIE WHEELER
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 March 23, 2022.

ATTEST:

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

FY 2022/23 and FY 2023/24 Unified Planning Work Program Funding Allocations

	FY 2023	FY 2024
CPG - PL Portion*	\$ 1,074,040.00	\$ 929,662.00
CPG - FTA Portion*	\$ 244,516.00	\$ 244,516.00
SU	\$ 276,900.00	\$ 200,000.00
Trans Disadvantaged	\$ 30,474.00	\$ 30,474.00
PL Carry Forward **	\$ 170,855.00	\$ 78,700.00
FTA Carry Forward	\$ 272,674.00	*** / Y->
Local Match	\$ 25,798.00	\$ 20,000.00
TOTAL	\$ 2,095,257.00	\$ 1,503,352.00

^{*} The Consolidated Planning Grant (CPG) allows for PL and FTA 5305(d) funds to be combined into a single grant. These funds will be represented as PL in the FY 22/23 and FY 23/24 UPWP

^{**} Estimated balance of remaining PL funds to carry forward into second year

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lask # and litle	General Activities	Key Projects, Activities and Deliverables	Timeframe
1.0 - Administration and Program Support	Program Support		
1.01	Personnel and Policies	Develop a Policies and Procedures Reference Manual	FY 23
General Administration	Human Resources	Update the Employee Handbook	FY 23
	Financial Management	Update the Purchasing Manual	FY 23
	Annual Audit	Update Personnel Study and Pay Classification	FY 23
	Administrative Support	Develop Strategic Business Plan	FY 23
	Operating Expenses	Create a Desk Procedure/Manual of CFO Processes	FY 24
	Training/Travel	Host Annual Planning Retreat	FY 23 & 24
	Board and Committee Administration	Develop Annual Operating Budget	FY 23 & 24
	Strategic Planning	Complete a COOP Exercise and training	FY 23 & 24
	Contract Management	Independent Audit for Financial Compliance	FY 23 & 24
	Legal Services	Develop Legislative Positions/Priorities	FY 23 & 24
	Professional Support Services	Issue RFPs for support services/consultants	As Needed
	Facility Upgrades (as needed)		
1.02	Manage IT needs – equipment,	Update TPO Website	FY 23
Information Technology	software, internet access, inventory	Procure/Replace Equipment as needed	As Needed
systems		Electronic File Management (maintaining and archiving)	Ongoing
1.03	Public Outreach	Review and Update the Public Participation Plan, if warranted	FY 23 & 24
Public Involvement	Media Relations	Review and Update Title VI and LEP Documents	FY 23 & 24
	Public Notices and Advertising	Coordinate Helmets and Educational Material Distribution	Ongoing
	Provide responses to requests for	Complete Annual Title VI & LEP Training	FY 23 & 24
	information	Develop Annual Public Involvement Matrix Summary	FY 23 & 24
	Public participation support of	Produce Transportation Talk, TPO Electronic Newsletter	Monthly
	transportation related projects and	Develop Annual Report	FY 23 & 24
	activities	Develop and complete a community transportation survey	FY 23
		Create and Distribute TPO Activities and Outreach Summaries	Monthly
		Presentations to increase awareness of transportation issues	As Requested
		Develop press releases, public service announcements, and	As Needed
		legal advertisements	

2.0 – Planning Projects and Programs	d Programs		
2.01 Program Development (UPWP)	Develop, Monitor and Implement 2- YearPlanning Work Program Implement Consolidated Planning Grant	Develop and Adopt new 2-Year UPWP Manage Planning Activities, Deliverable and Budget Process IIPWP Amendments and Modifications	FY 24 Ongoing
	0		
2.02 Transportation	Develop and Maintain Five-Year Plan of Projects (TIP)	Issue Annual Call for Projects Convene Subcommittees for Project Ranking	FY 23 & 24 FY 23 & 24
Improvement Program (TIP)	Develop and Maintain List of Priority Projects	Update and Adopt List of Priority Projects Develop and Adopt a Five-Year TIP Process TIP Amendments and Modifications	FY 23 & 24 FY 23 & 24 As Needed
		Coordinate with FDOT on Project Programming and Development of Annual TPO Work Program	FY 23 & 24
2.03	Collect, monitor and provide data	Update Transportation Systems Congestion	FY 23 & 24
Transportation Data	analysis Implementation of Transportation	Management/Performance Measures Report	
Management	Performance Measures		
2.04 State and Regional Planning and	Planning and Program Support for Regional, State and National Planning Activities	Development of Regional LOPP and Legislative Positions (CFMPOA)	FY 23 & 24
Coordination	Participation in FDOT-MPO Leadership Meetings		
2.05 Feasibility Studies- Traffic	Coordination with project sponsors and consultants to conduct project feasibility studies	Complete planning level feasibility studies for Traffic Operations focused projects	FY 23 & 24
Operations/Safety			
2.06 General Planning	Support general planning activities of the TPO	Update Transportation Impact Analysis (TIA) guidelines Utilize heat maps to track recent crash data to identify hot	FY 23 Ongoing
Studies, Initiatives,	Complete Streets	spots	
Corridor Studies and Projects	Resiliency Planning TSMO strategies and projects	Review and analysis crash data and contributing factors Regional Planning Sub-Area Studies	Ongoing FY 24
	661	The relationship between Food Desserts and Transportation	FY 23
	Participation in local planning area	Develop a program to conduct before and after studies for	FY 23
	meetings	specific projects to analyze their effectiveness	í
	Participate in project public meetings Provide project development support	Implement Before and Atter Studies Program Conduct School Safety Studies for select schools to identify	FY 24
		safety and traffic operations concerns	FY 23 & FY 24

		ASSESSMENT AND ASSESSMENT ASSES	
	Provide support for corridor studies, masterplans. PD&F studies and		
	environmental analysis		
2.07	Management of the Long Range	Implement Connect 2045	Ongoing
Long Range	Transportation Plan	Process Connect 2045 Amendments	As Needed
Transportation Plan		Initiate 2050 LRTP	FY 24
2.08	Implement Community Safety Action	Speakers Bureau Presentations	As Requested
Community Safety	Plan	Develop and Educational and Awareness campaign for safety,	FY 24
Related Program	Participate in CTST Meetings	speeding and distracted driving	
	Develop a Community Safety Events	Create targeted and social media safety campaigns	FY 23
	Schedule		
3.0 – Bicycle and Pedestrian Programs	in Programs		
3.01	Planning and promotion of safe, non-	Bicycle and Pedestrian Count Program Implementation	FY 23
Bicycle/Pedestrian	motorized travel options	Adopt a Bicycle and Pedestrian Safety Action Plan	FY 23
Planning and	Participate in local and regional	Bicycle/Pedestrian Safety Action Plan Implementation	FY 24
Implementation	bicycle/pedestrian advisory groups	Update Bicycle Suitability Map	FY 24
2		Support Pedestrian/Bicycle Safety Audits for focus areas	Ongoing
		Bicycle/Pedestrian Program project implementation	Ongoing
3.02	Coordination with project sponsors and	Complete planning level feasibility studies for	FY 23 & 24
Feasibility Studies	consultants to conduct project	Bicycle/Pedestrian focused projects	
Bicycle/Pedestrian	feasibility studies		
4.0 - Transit and Transportation Disadvantaged	tation Disadvantaged Programs		
4.01	Provide technical planning assistance for	Provide technical planning assistance and develop reports	As Needed
Transit Related Activities	local government and transit agencies	Votran Mobility of Demand (MOD) Expansion Area Studies	FY 23 & FY 24
and TD Program	Identify transit development priorities	Votran Park and Ride Facility Study	FY 24
	Improve transit related safety &	Comprehensive Multi-Modal strategy planning for Flagler	TBD
	connectivity	County	
		Regional Transit Agency Partnership Study between Flagler	FY 23 & FY 24
		County Public Transit, Votran and Coordination with St. John's	FY 23 & FY 24
		County	Quarterly
		Produce annual quarterly reports and required plans	As Requested
		Volusia County's AOR and AER Reports	FY 23 & FY 24
		TDSP Annual update reports	
		CTD quarterly program reports	
		Other plans and report updates	
		Coordinate and attend Florida TD Commission's Annual	
		Transportation Disagvantaged Legislative Awareness Day	

2022 Call for Projects Applications

Bicycle/Pedestrian Feasibility Study	
Anastasia Drive Shared Use Path	City of South Daytona
DeLand West Greenway	City of DeLand
Jackson Street Sidewalk and Pedestrian Improvement	City of Port Orange
27 th Street Sidewalk	City of Edgewater
Bicycle/Pedestrian Project Implementation	
Dunlawton Avenue and North Nova Road Sidewalks	City of Port Orange
Magnolia Avenue Shared Use Path	City of South Daytona
Thompson Creek Multi-Use Trail	City of Ormond Beach
Traffic Operations Feasibility Study	
Emergency Traffic Signal/Fire Station 55	City of Edgewater
Dunlawton Avenue Pedestrian/Streetlighting	City of Port Orange
Dunlawton Avenue at Swallow Tail Drive Right Turn Lane	City of Port Orange
Traffic Operations Project Implementation	
Rhode Island/Leavitt Avenue Roundabout	City of Orange City
SR 15A/Beresford Ave/S Spring Garden Ave Intersection	Volusia County
Improvements	**
SR 44 (New York Ave) at SR 15A (Spring Garden Ave) Intersection Improvements	Volusia County