

**Citizens' Advisory Committee (CAC)
Meeting Minutes
March 17, 2020**

CAC Members Present:

Janet Deyette
Daniel Klasel, Jr.
Gilles Blais
Nora Jane Gillespie, Chairperson
Bob Storke
Roger Strcula
Alan Peterson, Vice Chairperson
Susan Elliott
Paul Martel
Bobby Ball
Jack Delaney
Elizabeth Alicia Lendian
Melissa Winsett (non-voting)
John Cotton
Vickie Wyche (non-voting advisor)

CAC Members Absent:

Sue Habel (excused)
Ralph Bove
Marcia Stevens-Foltz
Rob Plympton
Faith Alkhatib (non-voting)
Tisha Peterson
Rick Basso
Joe Villanella (excused)
Dave Castagnacci (excused)
Patricia Lipovsky

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Pam Blankenship
Lois Bollenback
Stephan Harris
Jim Wood

Representing:

Deltona
Edgewater
Holly Hill
New Smyrna Beach
Orange City
Ormond Beach
Palm Coast
Pierson
Pierson - Alternate
Port Orange
South Daytona
Volusia County at Large
Volusia County Traffic Engineering
Votran (CTC)
FDOT District 5

Representing:

Daytona Beach
DeBary
Flagler County
Flagler Beach
Flagler County Traffic Engineering
Flagler County Public Transportation
Lake Helen
Ponce Inlet
Volusia County Chair
Volusia County D-2

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Kimley-Horn, Inc.

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

Chairperson Gillespie called the meeting of the River to Sea Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) to order at 1:15 p.m. The roll was called and it was determined that a quorum was not physically present.

The pledge of allegiance was not given because most members attended via teleconference due to the COVID-19 virus; only four CAC members were physically present.

Ms. Nicoulin stated a quorum for the CAC is nine members present; there are four members present. These are extenuating circumstances due to the COVID-19 and the TPO would like to move forward with the meeting with members present and on the phone in case concessions are made at a later date for this meeting to be considered a formal meeting.

**Note – after the conclusion of the meeting, the Florida Governor issued Executive Order 20-69 that suspended the Florida Statutes that require a quorum to be present in person and allowed the use of telephone and video conferencing.

II. Press/Citizen Comments

There were no press/citizen comments.

III. Action Items

A. Review and Approval of February 18, 2020 CAC Meeting Minutes

MOTION: *A motion was made by Mr. Peterson to approve the February 18, 2020 CAC meeting minutes. The motion was seconded by Ms. Lipovsky and carried unanimously.*

B. Review and Recommend Approval of Resolution 2020-## Amending the FY 2018/19 and 2019/20 Unified Planning Work Program (UPWP), De-Obligating Funds, and Authorizing the Execution of a Supplemental Agreement

Ms. Bollenback stated this amendment to the existing UPWP realigns funding to ensure tasks are covered adequately; adds funding from the Federal Transit Administration (FTA); and de-obligates funds not needed to be available in the first year of the new UPWP which takes effect July 1, 2020. She reviewed the financial summary provided in the agenda. The TPO is de-obligating \$65,000 in planning funds (PL) and \$100,000 is SU funds; the TPO is required to go through this process.

Mr. Peterson referred to Task 2.09, the 2045 Long Range Transportation Plan (LRTP), and asked why so much money was being returned and if it will be applied to next year's budget for this task.

Ms. Bollenback replied yes; work on the 2045 LRTP will continue throughout the remainder of the calendar year. The fiscal year (FY) ends June 30, 2020. The TPO is freeing up funding that will not be spent between now and the end of the FY to have it available for the new UPWP beginning July 1, 2020.

MOTION: *A motion was made by Mr. Strcula to recommend approval of Resolution 2020-## amending the FY 2018/19 and 2019/20 Unified Planning Work Program (UPWP), de-obligating funds, and authorizing the execution of a supplemental agreement. The motion was seconded by Mr. Delaney and carried unanimously.*

C. Review and Recommend Approval of the 2020 R2CTPO's "Tell the TPO" Survey Questions and Survey Kick-Off

Ms. Blankenship stated the PowerPoint presentation was provided in the agenda. She announced the 2020 "Tell the TPO" survey will launch March 30, 2020 and run through May 30, 2020. The target goal is 3,000 responses. The TPO will partner with local agencies to get the word out as well as social media outreach. There will not be much traditional public outreach due to the COVID-19 virus. The TPO is counting on the advisory committees and board to help. The survey will be available in English and Spanish; the website is www.tellthetpo.com. She explained the ambassador challenge and that the CAC will have a specific link. She plans to have survey flyers, a draft newsletter and the link for members to share by March 26, 2020. The draft questions included in the agenda are based on feedback received last month.

Ms. Lipovsky asked if the questions are the same as the last survey.

Ms. Blankenship replied no; there are only two questions from the last survey. The responses from the last surveys were reviewed and were found to be similar with not much difference of opinion; this survey will dig deeper with different questions. The demographic information will be the same.

Mr. Martel asked which two questions are the same.

Ms. Blankenship replied Question 5, “previous surveys have indicated that people are generally not satisfied with the level of public transit provided”; and Question 6, “new technology is important for which of the following”.

Mr. Peterson apologized that he was unable to attend last month’s meeting and provide his feedback as he is unhappy with some of these questions. There seems to be an emphasis on Votran but there is nothing about Flagler County public transit. He will give approval reluctantly.

MOTION: *A motion was made by Ms. Deyette to recommend approval of the 2020 R2CTPO’s “Tell the TPO” survey questions and survey kick-off. The motion was seconded by Mr. Blais and carried unanimously.*

D. Review and Recommend Approval of a Request by Volusia County to Change the Project Limits and Funding Allocation of the Old New York Avenue Paved Shoulders Project

Ms. Nicoulin stated the TPO received a request from Volusia County for a project currently programmed; the Old New York Avenue paved shoulders project was submitted in 2011 through the annual Call for Projects. The county wants to reduce the project limits by approximately .74 tenths of a mile and adjust the funding allocation. She explained this is not a cost increase but is reducing the local funding; 40% local funding was applied but they are only required to match 10%. By requesting a reallocation of the funding, it better reflects the 10% match. A summary of how the project is currently programmed and the proposed programming change are provided in the agenda. This is not a Transportation Improvement Program (TIP) amendment because the project is not programmed in the current year but programmed for construction next year. The change will be reflected in the development of the new TIP. The county requested this change and approval because they want assurance they can continue to work on the design for the reduced project limits and be ready for construction when the new fiscal year begins.

Chairperson Gillespie asked if the reduction in project limits and funding would balance each other in the new TIP and allow for any cost increase so that additional funds would not be needed.

Ms. Nicoulin replied the funding shown on the summary provided by the county matches the reduction in limits.

Mr. Peterson asked if that means in the event of a cost overrun the county would be 100% responsible for the additional cost.

Ms. Nicoulin replied the cost overrun policy will still apply even though they are reducing the project cost and funding; if the project comes back over the requested amount they will be responsible.

Chairperson Gillespie asked for these comments to be attached when this project goes to the TIP Subcommittee.

Ms. Nicoulin replied this project will not go back before the TIP Subcommittee; it has already been ranked and programmed. It will be incorporated into the new TIP.

MOTION: *A motion was made by Mr. Martel to recommend approval of a request by Volusia County to change the project limits and funding allocation of the Old New York Avenue paved shoulders project. The motion was seconded by Mr. Strcula and carried unanimously.*

IV. Presentation Items

A. Presentation and Discussion of the Development of the 2045 Long Range Transportation Plan (LRTP)

(Handout)

Ms. Nicoulin stated Mr. Jim Wood, Kimley-Horn, is on the teleconference and will review the three handouts which were emailed to members earlier today.

Mr. Wood referred to the needs assessment handouts and explained they are similar to the preliminary needs assessment presented last month. The three maps are for the Strategic Intermodal System (SIS), state and non-state roads as well as corresponding tables for each. Last month, he discussed projects already in the Cost Feasible Plan as well as local identified needs. He explained the handouts provided today include information from the regional model and identifies areas of congestion projected in the future to see what other projects are potentially needed. He referred to the potential project prioritization criteria and noted identified needs will go through the criteria which helps to develop the Cost Feasible Plan. He noted the numbering for individual projects on the map are only for identification and do not indicate ranking or priority. Workshops were held in Palm Coast, DeLand and Daytona Beach on the needs assessment and although there was light attendance, input was received on a couple of specific areas including the LPGA Boulevard area, Commerce Parkway in Palm Coast, and SR 40. There will another set of workshops in late April that will focus on the Cost Feasible Plan.

Ms. Nicoulin advised members that these lists are used to identify the needs; there is no funding on the local projects identified on Map A3. These projects are a result of information received from Volusia County and the regional model and represent the needs identified in the area. The second part of the presentation today is on the project prioritization criteria which will help determine which projects can move forward with funding. They started to develop the project prioritization criteria with criteria used for the 2040 LRTP. There are a couple of new criteria that have not been used before; one is Project Status which is to reflect a project currently in the pipeline or has funding allocated. The second one is the Cost/Benefit criterion which is a high level comparison by project type.

Mr. Wood reminded members this list and criteria are drawn from the goals and objectives that have been reviewed and approved by the advisory committees and TPO Board.

B. Presentation and Discussion of Votran's Service Changes to Routes 10 and 11

Mr. John Cotton, Votran, referred to the PowerPoint presentation of service changes to Votran's Routes 10 and 11 provided in the agenda and stated these changes to solve the transit problem to the Tanger Outlet Mall and Tomoka Town Center area. In 2017, Votran and county staff reviewed unmet needs for Volusia County which included SR 44 in New Smyrna Beach, Route 25 in Deltona and the Tanger Outlet Mall; however, they were only able to choose two of these needs. At that time Votran secured funding to take the Route 11 service to every 30 minutes. The Route 11 service will now be split into two; Routes 11A and 11B. Route 11A will continue serving the current path and will not change. Route 11B will serve the Tanger Outlet/Tomoka Town Center area every hour. He reviewed the changes to the routes and the paths they will take. Since the portion of the route serving the Daytona Beach Flea Market will be reduced to hourly, the additional segment serving the Tanger Outlet/Tomoka Town Center will be at no additional cost; however, night service will cost \$147,840 because it is additional service. The developer of the Tanger Outlet Mall has already installed an ADA bus pad on Cornerstone Boulevard in front of the Visitor Center and Customer Service; that is the only stop in the development. He explained Votran's Package/Personal Belongings Policy and the two types of carts allowed on the bus. If anyone has any questions or comments email him at jcotton@volusia.org.

Mr. Blais asked if ridership information for this new service would be available after three months.

Mr. Cotton replied yes; ridership data will be available after the first month of service. They are planning to have a roll-out and will be sending out a press release, email blasts, etc. They are still working on that and he asked members to be patient due to the COVID-19 virus. An official ribbon cutting is yet to be determined. Service will begin April 5, 2020.

Ms. Lipovsky asked if it would be possible to get the PowerPoint information in a text version that she can share with the visually impaired groups she is involved with.

Mr. Cotton replied most of the information is in a text format but he will work with her to get that information.

C. Presentation and Discussion of Draft Sea Level Rise Planning Policy Statement

Ms. Nicoulin stated Mr. Harris gave a presentation last month on the draft sea level rise planning horizons and rates and the Executive Committee at a subsequent meeting directed staff to develop a draft Sea Level Rise Planning Policy Statement. It is not yet completed and staff is requesting this discussion be postponed.

D. FDOT Report

The FDOT Report was provided in the agenda.

Ms. Wyche announced the March 17, 2020 public meeting regarding improvements at SR 44 and I-95; the March 30, 2020 public meeting regarding the I-95/Pioneer Trail interchange; and the March 31, 2020 regarding improvements on East International Speedway Boulevard and SR A1A have all been cancelled and will be rescheduled at a later date.

Mr. Delaney asked for an update on the progress of the Veteran's Memorial Bridge.

Ms. Winsett stated she does not work in that department and cannot comment but will get an update for him.

Ms. Nicoulin referred to the Volusia County report on page 68 of the agenda and stated it is listed as "under construction"; she will work with the Construction and Engineering Department for additional information and provide that in a follow-up email.

Mr. Delaney asked for a list of the plaques that will be installed along the bridge.

E. Volusia and Flagler County Construction Reports

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

V. Staff Comments

→ Update on SU Funding/Work Program

Ms. Nicoulin stated the TPO is preparing to start development of the new TIP and as part of that will identify what projects to include in future years. This will be back for review and discussion at a later date.

→ Update on the 2020 Annual Call for Projects

Ms. Nicoulin announced the 2020 annual Call for Projects is currently open; the deadline to receive project applications is March 31, 2020. Staff will work with the local governments to ensure the TPO is able to work with them in case of any additional closings. The TPO has received correspondence from several local governments regarding their projects.

Ms. Nicoulin thanked members for their acceptance of the accommodations and being available to participate via phone today in lieu of the COVID-19 virus. These are extenuating circumstances and the TPO is waiting on direction from the Federal Highway Administration and FDOT. We want to keep the ball rolling on time-sensitive documents. The TPO appreciates the members flexibility.

VI. CAC Member Comments

Mr. Martel referred to comments made last month regarding grants from the federal government for charging stations and asked for an update.

Ms. Nicoulin replied FDOT released a grant program to coordinate with counties and MPOs within the district to submit a regional application.

Ms. Bollenback noted she approached other entities regarding this; FDOT cannot install charging stations on their right-of-ways and can only provide them for free. There have been challenges and she was unable to generate any interest. It is a statewide grant based on the Volkswagen settlement; the date for applying has already expired. There are other grants available so if he is interested in charging stations for his area she will point him in the right direction.

Ms. Lendian announced the DeLeon Springs Car Festival has been cancelled.

Ms. Lipovsky stated the Conklin Center of Daytona Beach provides services to those with multiple disabilities and they have been forced to limit those services to only the community program. She asked if anyone had an update on where that situation stands.

Ms. Bollenback replied that she currently serves on the board of the Conklin Center and they lost a primary grant through the Division of Blind Services. Services for support of living are trying to be established and extended until a new contract is written and services are continued. They have created a Go Fund Me account to help raise money in addition to other finances being worked on. They are doing the best they can to keep clients supported.

VII. Information Items

- CAC & TCC Attendance Records
- February 26, 2020 River to Sea TPO Board Meeting Summary
- February TPO Outreach and Events
- 2045 LRTP Subcommittee Report
- R2CTPO Annual Retreat, March 27, 2020
- FDOT D-5 Proposed Local Agency Program (LAP) Policy Letter
- FDOT High Visibility Enforcement Campaign

VIII. Adjournment

There being no further business, the CAC meeting adjourned at 2:20 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**Ms. NORA JANE GILLESPIE, CHAIRPERSON
CITIZENS' ADVISORY COMMITTEE (CAC)**

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of the minutes of the March 17, 2020 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 21st day of April 2020.

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

****NOTE: THE MARCH 17, 2020 CAC MEETING MINUTES WERE APPROVED APRIL 21, 2020 DURING THE VIRTUAL MEETING AND ARE AWAITING SIGNATURE**