

**Citizens' Advisory Committee (CAC)
Meeting Minutes
March 19, 2019**

CAC Members Present:

Sue Habel
Janet Deyette, Chairperson
Rob Plympton
Marcia Stevens-Foltz
Gilles Blais, Vice Chairperson
Nora Jane Gillespie
Bob Storke
Roger Strcula
Alan Peterson
Susan Elliott
Elizabeth Alicia Lendian
Melissa Winsett (non-voting)
John Cotton
Vickie Wyche (non-voting advisor)

CAC Members Absent:

Ralph Bove
Daniel Klasel, Jr. (excused)
Faith Alkhatib (non-voting)
Tisha Peterson
Joe Villanella (excused)
Bobby Ball (excused)
Jack Delaney (excused)
Ann Christian (excused)
Patricia Lipovsky

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Pam Blankenship
Aarti Sharma
Diane Smith
Courtney Reynolds
LaNina Dobson

Representing:

Daytona Beach
Deltona
Flagler Beach
Flagler County
Holly Hill
New Smyrna Beach
Orange City
Ormond Beach
Palm Coast
Pierson
Volusia County
Volusia County Traffic Engineering
Votran (CTC)
FDOT District 5

Representing:

DeBary
Edgewater
Flagler County Traffic Engineering
Flagler County Public Transportation
Ponce Inlet
Port Orange
South Daytona
Volusia County D-1
Volusia County D-2

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
Citizen
reThink Your Commute
reThink Your Commute

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

Chairperson Deyette called the meeting of the River to Sea Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) to order at 1:15 p.m. The roll was called and it was determined that a quorum was present.

II. Press/Citizen Comments

There were no press/citizen comments.

III. Action Items

A. Review and Approval of February 19, 2019 CAC Meeting Minutes

MOTION: *A motion was made by Mr. Peterson to approve the February 19, 2019 CAC meeting minutes. The motion was seconded by Ms. Gillespie and carried unanimously.*

B. Review and Recommend Approval of Resolution 2019-## Amending the FY 2018/19 to 2022/23 Transportation Improvement Program (TIP)

MOTION: *A motion was made by Mr. Blais to recommend approval of Resolution 2019-## amending the FY 2018/19 to 2022/23 Transportation Improvement Program (TIP). The motion was seconded by Ms. Elliott and passed unanimously.*

IV. Presentation Items

A. Presentation and Discussion of reThink Your Commute Activities

Ms. Courtney Reynolds, reThink Your Commute, introduced herself and Ms. LaNina Dobson, also with reThink Your Commute. Ms. Reynolds gave a PowerPoint presentation on the reThink Your Commute program and stated it is an FDOT program that serves the nine counties within District 5. The program was launched in 2010 and promotes smart transportation solutions for Central Florida's workforce; transit, carpools, van pools, biking and walking along with compressed work weeks and telecommuting. She explained the van pool partnership program with Votran; roadside assistance, insurance and all preventative maintenance is included with the lease.

Ms. Habel asked if there were park-and-ride lots on the east side of Volusia County as there are on the west side as shown in the presentation.

Ms. Reynolds replied there was discussion of one location at Beville Road and Williamson Boulevard but an agreement was not able to be reached with the land owner. Another option is a shared used agreement; for example, with a shopping center.

Ms. Habel asked if they were still working to find something comparable on the east side.

Ms. Reynolds replied they are not actively looking because they have not had a request.

Ms. Gillespie commented that New Smyrna Beach has a suitable lot at US 1 and SR 44.

Ms. Habel asked if there was a show of interest from a large employer could something be done.

Ms. Reynolds replied they work with employers to identify where their employees are coming from and map them to coordinate pick up locations. It is important that employers provide incentives for participating in a van pool.

Ms. Habel asked if there was a list of employers they coordinate with.

Ms. Reynolds replied yes, and she will take any referrals.

Mr. Peterson asked who leases the van for the van pool.

Ms. Reynolds replied it is a group of commuters but one person signs the lease.

Mr. Peterson asked how they would convince an individual to assume this financial responsibility since they have no control over the number of riders.

Ms. Reynolds replied it is not an easy conversation; however, there are 300 van pools on the road in Central Florida so it is possible. People that do it are motivated and have done the math. It is a month-to-month lease.

Mr. Peterson asked who provides the lease.

Ms. Reynolds replied Commute with Enterprise.

Ms. Foltz asked if a registered van pool would be able to use managed lanes for free.

Ms. Reynolds replied at this time, there is not a policy where van pools or car pools travel free. It is a policy decision that may be revisited. She continued with the presentation and stated Volusia County sponsors van pools from \$300 to \$600 per month so they can capture the ridership data.

Mr. Peterson asked how much the first month's payment would be.

Ms. Reynolds replied it depends on the size of the vehicle and the distance of travel; it could be approximately \$1,100 per month less the amount of sponsorship from Volusia County. She explained there is an emergency ride home program available for those that van pool, car pool, bike or walk to work when a situation occurs and someone must stay late or leave early. Votran will reimburse for the cost of a taxi or rental car as many as four times a year up to \$150.00 each time. She spoke about the benefits of biking to work and explained the Cycling Savvy course which is an in-depth, nine-hour course that instructs novice bicyclists on bicycle laws and provides safety information.

Ms. Habel asked if the van pool program was in the planning stage or if it was operational.

Ms. Reynolds replied operational; there are approximately 12 van pools within the Votran van pool program and several hundred throughout the region.

Ms. Habel asked if the vans were identified as "reThink Your Commute" vehicles.

Ms. Reynolds replied they have the "Commute with Enterprise" decal.

Mr. Cotton stated the van pools were given the Votran decal but he is unsure if they were applied to the vans.

Ms. Dobson stated FDOT just wrapped up the 3rd annual "Not So Noisy" Bike Week in partnership with the TPO, Embry-Riddle Aeronautical University, Daytona State College and Bethune-Cookman University. The TPO fit and distributed approximately 84 bicycle helmets. The event ended with a community bike ride escorted by the Daytona Beach Police Department.

Mr. Peterson asked how much money an individual might save by participating in a van pool.

Ms. Reynolds replied they would have to compare it to how much it costs to drive alone; the AAA average cost is \$.57 per mile. It is difficult to give an exact number because of the pricing structure. She gave an alternative example; a Lynx 7-passenger van costs \$490 per month plus gas and tolls; with 7 people riding it costs an average of \$70 per month per person.

Discussion continued.

B. Presentation and Discussion of the Central Florida Regional Planning Model (CFRPM)

(Handout)

Ms. Nicoulin stated the Central Florida Regional Planning Model (CFRPM) is used to help forecast for the 2045 Long Range Transportation Plan (LRTP); it is also used by the development community and local governments. The last time this was presented was when the TPO developed the 2015 socioeconomic data which is the base year for the CFRPM; the out year is 2045. The 2045 LRTP forecasts what the growth

will be in 30 years; it is updated every five years. She explained that the Bureau of Economic and Business Research (BEBR) out of the University of Florida provides the projections for population growth; there are different types of projections based on median growth and high growth. FDOT is developing the update to the CFRPM and has provided the tables; the model includes all nine counties in District 5. The TPO will continue to work with FDOT and the local governments to determine where the growth will occur 30 years in the future; it is our best guess now based on current development as to where this growth will occur in Flagler and Volusia Counties. She stated the TPO will continue to work with FDOT and the local governments within the planning area on how to allocate this growth.

Mr. Peterson referred to the table and columns B and C; both Volusia and Flagler Counties are projecting employment growth faster than the population growth. He asked why the employment growth was faster than the population growth.

Ms. Nicoulin replied BEBR provides the projections for population growth but the employment growth projections are provided by another source. It looks at both part time and full time employment so if someone has two part time jobs, they will be counted more than once. People are working longer based on information provided to FDOT. The document is still in draft form and comments can be provided to FDOT and their consultant.

Discussion continued regarding employment growth.

Ms. Nicoulin stated the TPO will continue to work with FDOT on this data and FDOT will be giving a presentation on this information and the model within the next couple of months. She has made notes of the comments provided today. The 2015 data sets have been established and the TPO is working on the data sets for 2045; there will also be data sets in five-year increments. Typically, a straight-line interpolation is used but with this model update, the TPO is setting a more realistic dataset for 2020 and 2025.

Discussion continued.

C. FDOT Report

Ms. Wyche stated the FDOT report was provided in the agenda. She announced a public hearing regarding intersection improvements at SR 40 at Interchange Boulevard on April 9, 2019 at 5:00 pm at the Coquina Presbyterian Church, 2085 W Granada Boulevard, Ormond Beach.

Ms. Foltz asked what the status is on the roundabout at US 1 and Mantanzas Parkway.

Ms. Wyche replied she would check and get back to her.

Ms. Gillespie announced a New Smyrna Beach commission special meeting tonight at New Smyrna Beach City Chambers at 5:30 pm regarding SR 44.

Chairperson Deyette referred to the Saxon Boulevard interchange that goes into Deltona and stated the right lane is now open but it ends at Finland Drive; the merge sign is not visible and there is not enough room for cars to merge. Cars need to merge almost immediately as they exit I-4.

Ms. Wyche replied she would discuss the issue with Mr. Ron Meade, FDOT.

D. Volusia and Flagler County Construction Reports

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

Ms. Winsett stated new items are underlined on the Volusia County Construction Report.

V. Staff Comments

(Handout)

Ms. Nicoulin referred to the proposed Local Agency Program (LAP) policy by FDOT. The LAP process is the process local governments go through to access federal funds for projects and it is administered by FDOT. FDOT has developed a draft policy of potential changes to the LAP program. She reviewed the potential changes to the LAP program as well as the TPO's concerns. One of the proposed changes is to have the county sponsor all LAP projects versus the local governments. Ms. Bollenback, TPO Executive Director, prepared a letter with questions in response to the proposed policy. If anyone has questions or comments please provide them; FDOT is doing an outreach campaign to the local governments for comments as well.

Ms. Nicoulin stated there were several requests for additional information at last month's CAC meeting and an email was sent out earlier with that information along with an updated acronym list. Regarding the question about the I-95 widening improvements to Tomoka Farms Road; the improvements include the replacement of the bridge at I-4 and not a widening of the road. When the 2019 safety performance targets were developed and adopted last month the 2018 data was not available; that data is now available and the TPO will be compiling that information and bringing back a comparison.

Ms. Nicoulin announced the TPO is beginning the Long Range Transportation Plan (LRTP) update process; the Request for Proposal for a consultant has been issued and the TPO hopes to have a consultant under contract by June. As part of that effort the TPO will be compiling a LRTP Subcommittee made up of advisory committee members. The subcommittee will meet with the consultant to review particular deliverables and milestones throughout the process. The TPO will be asking for volunteers for the subcommittee soon.

VI. CAC Member Comments

Ms. Habel thanked TPO staff for their responsiveness in clarifying issues and answering questions in a timely fashion.

Ms. Gillespie stated the annual Call for Projects closes March 29, 2019 and asked if there will be TIP Subcommittee meeting notice soon.

Ms. Nicoulin replied yes; a doodle poll will be sent with possible meeting dates to the TIP Subcommittee members in order to begin reviewing the project applications.

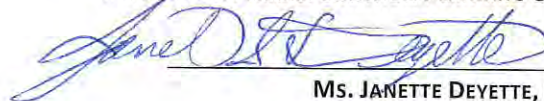
VII. Information Items

- CAC & TCC Attendance Records
- February 27, 2019 River to Sea TPO Board Meeting Summary
- February 2019 TPO Outreach and Events

VIII. Adjournment

There being no further business, the CAC meeting adjourned at 2:17 p.m.

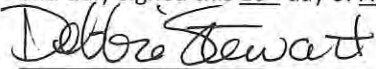
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



MS. JANETTE DEYETTE, CHAIRPERSON
CITIZENS' ADVISORY COMMITTEE (CAC)

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of the minutes of the March 19, 2019 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 16th day of April 2019.



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

Central Florida Regional Planning Model 2045 Socio-Economic Data Development

Flagler County 2045 Population and Employment Projections

Volusia County	A: BEBR Population Projection		B: Woods & Poole Employment Projection	C: Population Projection in CFRPM V7	D: Employment Projection in CFRPM V7
2015	101,353		36,289	101,289	25,805
2045	BEBR Medium Projection	165,800 (Growth Rate: 2.13%)	70,427 (Growth Rate: 3.13%)	182,532 (Growth Rate: 2.67%) ¹	50,077 (Growth Rate: 3.13%) ²
	BEBR High Projection	210,500 (Growth Rate: 3.6%)			

1. Annual population growth rate was based on BEBR 2045 medium to high population projections. Flagler County has observed large amounts of approved large developments growth. It was suggested to use BEBR medium to high projections. Please note the annual growth rate in the CFRPM v7 model was close to (but not exactly at) the middle of annual growth rate between BEBR medium and BEBR high population because of allocation process.
2. Annual employment annual growth rate was based on 2045 Woods & Poole projection.

Volusia County 2045 Population and Employment Projections

Volusia County	A: BEBR Population Projection		B: Woods & Poole Employment Projection	C: Population Projection in CFRPM V7	D: Employment Projection in CFRPM V7
2015	510,494		232,518	503,615	204,694
2045	BEBR Medium Projection	642,400 (Growth Rate: 0.87%)	353,036 (Growth Rate: 1.73%)	700,346 (Growth Rate: 1.3%) ¹	310,775 (Growth Rate: 1.73%) ²
	BEBR High Projection	759,400 (Growth Rate: 1.63%)			

1. Annual population growth rate was based on BEBR 2045 medium to high population projections. The BEBR 2045 medium population projection has the annual growth rate less than 1%. It was suggested by the River to Sea TPO to reference BEBR 2045 medium to high projections. Please note the annual growth rate in the CFRPM v7 model was close to (but not exactly at) the middle of annual growth rate between BEBR medium and BEBR high population because of allocation process.
2. Annual employment growth rate was based on 2045 Woods & Poole projection.



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

KEVIN J. THIBAUT, P.E.
SECRETARY

POLICY

Effective: February XX, 2019
Review Date: N/A
Office: District Five Program
Management

LOCAL AGENCY PROGRAM

It is the policy of the Florida Department of Transportation (FDOT)/Department to contract with Local Agencies to construct transportation facilities. The Department provides project management and oversight through various Offices, including but not limited to, Planning, Environmental Management, Design, Procurement, Program Management, Right of Way, and Construction.

This Policy provides District Five (hereafter referenced as "District") specific guidance applicable to Local Agency Programs (LAP). The Department's programs, procedures and policies promote collaboration with Local Agencies to efficiently and expeditiously implement and manage the programs, and execute projects applicable under LAP.

The objective of said Policy is for the District to effectively plan, implement, and program projects while balancing transportation needs, funding requirements and development of the Five-Year Work Program. In support of the Policy, the District will establish processes and procedures to support the objective. This document outlines the expectations, responsibilities and accountabilities of the District and Local Agency(ies) seeking to solicit and contract consultant/vendor for construction and construction engineering inspection services using Federal funds. Exceptions to provisions set forth within this Policy, shall be submitted to the District for review and consideration; exception requests do not guarantee approval.

Michael Shannon
District Five Secretary

This Policy provides District specific guidance applicable to Local Agency Programs. Topics set forth herein correspond to the Local Agency Program Manual (Department Topic No. 525-010-300).

A. Part 1 – Local Agency Program Process

Chapter 2 – Local Agency Program Certification and Performance Management:

a. Chapter 2, 2.2 Certification Options

Full certification will be reserved for County(ies) within the District that have demonstrated appropriate staff qualifications and capability having met performance expectations required for LAP for the three (3)-year Certification cycle.

Project-specific certification will be granted to County(ies) and City(ies) that have “limited experience” defined as successful administration of three (3) or less federal aid projects within three (3)-year period or, will not produce a consistent number of LAP projects (three (3) or more projects within three (3)-year period).

For full or project-specific certification, an Agency must demonstrate that they meet staff qualifications and have met the performance expectations required for LAP project administration as identified within this policy.

b. Chapter 2, 2.2.1 Certification of Life Cycle

To ensure agencies maintain proper Certification, the District will focus on continuous training and provide educational materials to the Agencies ensuring quality assurance of Project Management is taking place.

c. Chapter 2, 2.2.3 Reimbursement of Services (New)

Counties may submit for District consideration, a reimbursement request for direct costs (defined by 2 Code of Federal Regulations (CFR) 200) incurred in the administration of LAP project(s) delivered on behalf of city(ies). County(ies) shall provide staff-hours estimates representing project oversight efforts for these services prior to programming.

d. Chapter 2, 2.3 Certification Requirements

- LAP certification shall be obtained by all Counties within the District in order to administer projects.

- Initial Agency certification will be limited to Project-Specific and may be expanded to Full Certification once Agency has demonstrated qualifications, capacity and performance expectations for successful LAP project completion.
- Agency(ies) may utilize District's Continuing Services Contracts (Design and Construction Engineering Inspection (CEI)) to facilitate LAP certification and project administration; consideration for these options shall be discussed with District's Local Agency Program Administrator.

e. Chapter 2, 2.4.2 Compliance (New)

The Agency shall:

- Maintain the staff commitments identified at the onset of each project.
- Inform the District of any staff changes immediately when change(s) has occurred.
- Provide a point of contact and redundancy of project management/coverage, as well as succession planning, in order to ensure continuity of LAP administration.

A Task Team shall be established with participation from the District, County and/or participating Agency, as identified for each project. Regular (quarterly) meetings will be held between District and Agency staff with the intent of maintaining continuity with projects (management and technical) and promoting partnership between Agency and District staff.

Agency attendance/commitment/representation shall be required and maintained throughout project phase(s) in order to fulfill successful LAP performance expectations.

**B. Part II – Standards and Practices for Local Agency Projects
Chapter 19 – Preliminary Engineering and Design:**

- a. Chapter 19, 19.9 Planning and Programming (New) – Preliminary Engineering, Project Development and Environment (PD&E) and Design**

Planning and Programming:

New alignment, interchanges and capacity projects shall be identified in the MPO/TPO Cost Feasible Plan of the Long Range Transportation

Plan (LRTP). Operation, enhancement and safety projects must be consistent with MPO/TPO LRTP policies and priorities.

- a. Preliminary Engineering, Study(ies) and/or PD&E (if applicable) (Phase 18 and/or 28)
- b. Design (Phase 38)
- c. Right of Way (ROW) (if applicable) (Phase 48)
- d. Construction (Phase 58)
- e. Construction Engineering Inspection (CEI) (Phase 68) – may be combined with Construction as appropriate

Prior to programming project(s), the following items, at a minimum, must be completed and accepted by the District:

- Complete and thorough Project Application
- Documented Agency commitment for each phase
- Construction (PH 58) and CEI (PH 68) cost estimates
- Identification of project on MPO/TPO Priority List and updated status

The Agency shall have a plan that outlines the commitment to complete **all** phases of project.

Project phase estimates must be provided and approved by the District prior to programming. In addition to the estimate(s), explanation/back up information/level of estimating used to develop cost estimate shall be provided (ie. similar-type project, % of construction cost, detailed units and costs break down, etc.).

1. Preliminary Engineering and PD&E (Phase 18 and/or 28):

Agency(ies) shall perform preliminary engineering activities, PD&E and miscellaneous studies at their own expense. District will provide technical assistance as needed, requested and agreed to.

Exceptions may be warranted; upcoming studies/PD&Es requested to be completed by the District shall be requested with justification for request provided. Submittal of request does not guarantee approval.

Approvals will be provided by District Secretary and/or Director of Transportation Development prior to programming during development of Five Year Work Program.

2. Design (Phase 38): Agency(ies) shall perform design services at their own expense. District will provide technical assistance as needed, requested and agreed to.

Exceptions may be warranted; design services to be completed by District shall be requested with justification for request provided. Submittal of request does not guarantee approval.

Approvals will be provided by District Secretary and/or Director of Transportation Development prior to programming during development of Five Year Work Program. Consideration for exception may require projects to be bundled to the extent possible; ie. geographical proximity, type of improvement.

**C. Part II – Standards and Practices for Local Agency Projects
Chapter 21 - Construction Advertising and Award Procedures**

a. Chapter 21, 21.3.1 Bundling Multiple Projects

- Construction (Phase 58) and CEI (Phase 68) shall be bundled to the extent possible; i.e. geographical proximity, type of improvement.
- Exceptions will be considered by the District with appropriate justification.

b. Chapter 21, 21.8 Planning and Programming (New)

The following will apply for programming of Construction (Phase 58) on LAP projects:

- Minimum threshold for Construction (Phase 58) programming is \$250,000.
 - To meet programming threshold, similar projects shall be bundled to accumulate to \$ 250,000 or above.
- Initial CEI (Phase 68) programming will be based on the current CEI estimate, if available, or on a percentage of the estimated construction cost if a CEI estimate is not available:

Construction Estimate (thousands)	Percent for CEI	Construction Estimate (thousands)	Percent for CEI
1 to 99	21.90%	2,500 to 4,999	10.32%

100 to 249	17.73%	5,000 to 9,999	9.63%
250 to 499	15.48%	10,000 to 14,999	9.15%
500 to 999	13.10%	15,000 to 24,999	8.80%
1,000 to 2,499	11.35%	25,000 and up	8.11%

- Initial programming for construction will be assigned in the later years of Department's Five-Year Plan (Years 2-5). In general, the following year targets will apply depending on when Design (Phase 38) begins and design development progresses:

Design Status (appxt. %)	Programming Year
0 - minimal	4 or 5
30%	3 or after
60%	2 or after
90%	1 or after

- Once programmed, to remain on production path, design status must progress to the completion level shown above (i.e. 30% Design (Phase 38) completed at the end of Year 3, 60% Design (Phase 38) by the end of year 2 and 90% Design (Phase 38) by the end of year 1) including Plans Update(s) (when needed), or, successful progression of plans development as dictated by the project schedule.
- During Department's annual Work Program Development, if project design has not reached the appropriate Design (Phase 38) status as noted above, Construction (Phase 58) will be deferred to the last year of the Five-Year Plan (Year 5)
- Current year programming or First Year construction advancement will not be considered unless approved by the District and until all of the following have been completed and accepted by the District;
 - Contract Plans
 - Approved Plans Specifications & Estimate (PS&E) package
 - Certifications
 - Bid package documents

From: Lois Bollenback

Sent: Friday, February 15, 2019 4:12 PM

To: Buscher, Lisa; Michael Daniels; Michael Woods; georganna.gillette@brevardcounty.us; GHuttmann@metroplanorlando.org

Cc: Shannon, Mike; Bobo, Loreen; Stettner, Alison; Smith, Kellie; Alexander, Katherine

Subject: RE: District 5 Local Agency Program (LAP) Policy

Good Afternoon Lisa,

The establishment of a policy, set of practices, and/or guidance will benefit the program overall by clarifying the expectations for the effective administration of LAP activities and for the responsible allocation and use of public funds. I appreciate the efforts of FDOT staff in advancing this policy. I also appreciate the opportunity to review an early draft and look forward to sharing a revised version with our local governments for their input as well.

River to Sea TPO staff have reviewed the document provided and have the following comments to offer:

General Comments/Questions:

1. Do the other FDOT Districts have a formal LAP policy? If so, will you please make a few of them available for review?
2. In discussing cost estimates and programming funding, the policy does not address project cost increases/inflation over time. This is an ongoing issue and we should have shared understanding of how this can be effectively managed. The R2CTPO inflates costs for projects on the LOPP, and I believe FDOT is intended to use escalation rates established in the Work Program Manual. We recommend adding information to clarify this matter (either within this policy or elsewhere).
3. In reading through the proposed policy, it's not clear what is established already in the Local Agency Program Manual and what is being added or established at the District level. Please consider a way to differentiate.
4. A variety of issues come up that impact project delivery such as archeological assessments, ROW issues, changes in design requirements, drainage, inter-agency delays (i.e. railroad crossing work). These unknowns don't seem to be recognized in this policy and they often impact successful completion or timely of a project. We try to identify all potential issues in advance of programming a project, but there are times that issues are not identified in advance.
5. I continue to believe that a reinstatement of "intake" meetings for some projects would lead to more successful outcomes. I would encourage the department to reconsider this as part of the development of a LAP policy.

Specific Comments:

Page 2: two statements in this section refer to counties only and do not seem to recognize full certification and LAP certification for qualified cities (for example Daytona Beach).

- a. Chapter 2, 2.2 Certification Options - refers only to "Counties" and
- d. Chapter 2, 2.3 Certification Requirements states "LAP certification shall be obtained by all Counties within the District..."

Page 3: Please clarify who is intended to serve on the "Task Team." Also, please clarify if these are intended to be a single meeting with all agencies represented or individual meetings.

Page 3 (bottom) and 4 (top): This appears to be establishing requirements of the LRTP rather than a policy that helps administer the LAP. Consider re-writing this (and making it consistent with CFR 450.324)

- The LAP policy reads: "New alignment, interchanges and capacity projects shall be identified in the MPO/TPO Cost Feasible Plan of the Long Range Transportation Plan (LRTP). Operation, enhancement and safety projects must be consistent with MPO/TPO LRTP policies and priorities." However, CFR 450.324 says the plan shall, at a minimum include: "transportation facilities (including major roadways, public transportation facilities, intercity bus facilities, multimodal and intermodal facilities, nonmotorized transportation facilities (e.g., pedestrian walkways and bicycle facilities), and intermodal connectors that should function as an integrated metropolitan transportation system..." A reference to "capacity" no longer exists.

Page 4 (top): What is the reference for requiring a project to be in the cost feasible portion of the LRTP to begin a PD&E? This has been considered a project planning phase that explores a no build option as well as future build options. It is also recognized that PD&E funds can be included as a programmatic (or boxed) expense rather than identified for specific projects (see FHWA Expectations letter for LRTP's). Is this requirement intended for LAP managed projects only or for ALL PD&E's?

Page 4 (near top): policy reads "Prior to programming..." this section does not reference the development of LOPP's which is the legally established framework for M/TPO's to communicate priorities to FDOT.

Page 4 (bottom) and Page 5 (top) – Items #1 & 2 both state agencies shall perform these activities "at their own expense." I'm not sure I understand the intent of this? Agencies use LAP to access federal funds in support of a project. They are expected to outline a financial plan that supports completion of the work. Are you intending to clarify that the financial obligations for the work are the responsibility of the agency and that no financial commitment is made by FDOT unless through a partnership established in writing? Please consider making this section more clear.

Page 5: b. Chapter 21, 21.8 Planning and Programming – bullet reads "Minimum threshold for Construction (Phase 58) programming is \$250,000." This is not supported by the River to Sea TPO. We have presented minimum thresholds for consideration by the TPO Board previously and they have made clear their opposition to placing restrictions on the allowable use of federal funds. We can present this for consideration again unless you have a reference that gives authority for FDOT to restrict the use if TMA funds in this way.

Page 5: CEI table – The table lists estimates for projects below the minimum threshold proposed by FDOT (see the previous comment).

Page 6: bullet reads: “if project design has not reached the appropriate Design (Phase 38) status as noted above, Construction (Phase 58) will be deferred to the last year of the Five-Year Plan (Year 5).” You may want to be more flexible and say: “the Construction phase will be re-evaluated and deferred as necessary pending the availability of funding.”

Page 6: It seems like you should acknowledge ROW as well in this section.

I hope these comments are helpful. Regards,

Lois Bollenback, Executive Director
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