

**Citizens' Advisory Committee (CAC)  
Meeting Minutes  
March 21, 2023**

**CAC Members Physically Present:**

Kerry Karl, Chairperson  
Ed Fendley  
Greg Feldman  
Gilles Blais  
Bob Storke  
Fred Heyne  
Paul Martel  
Wayne Josvai  
Bobby Ball  
Jack Delaney  
Dave Castagnacci, Vice Chairperson  
Elizabeth Alicia Lendian  
Edie Biro  
Rakinya Hinson (non-voting)

**CAC Members Virtually Present:**

Emily Nice  
Bliss Jamison  
Sue Elliott

**CAC Members Absent:**

Shawn Collins  
Erika Benfield  
Janet Deyette (excused)  
Faith Alkhatib (non-voting)  
Rick Basso  
Patricia Lipovsky  
Sean Castello (non-voting)

**Others Physically Present:**

Debbie Stewart, Recording Secretary  
Pamela Blankenship  
Colleen Nicoulin  
Stephan Harris  
Alice Giuliani  
Jason Learned  
Donna Graybill  
Jim Wood  
Clif Tate  
Tim Baylie

**Others Virtually Present:**

Jay Williams

**Representing:**

DeLand  
Flagler Beach  
Flagler County  
Holly Hill  
Orange City  
Ormond Beach  
Pierson Alternate  
Ponce Inlet  
Port Orange  
South Daytona  
Volusia County Chair  
Volusia County At Large  
Votran (CTC)  
FDOT

**Representing:**

Daytona Beach Alternate  
Edgewater  
Pierson

**Representing:**

Daytona Beach  
DeBary  
Deltona  
Flagler County Traffic Engineering  
Lake Helen  
Volusia County D-2  
Volusia County Traffic Engineering

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
FDOT  
FDOT  
Ghyabi Consulting  
Kimley-Horn  
Kimley-Horn  
Volusia County Parks & Recreation

**Representing:**

Volusia County

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

Chairperson Kerry Karl 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 physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with 13 voting and one non-voting member physically present; and with three voting members virtually present.

**MOTION:**        *A motion was made by Mr. Feldman to allow members attending virtually to participate and vote. The motion was seconded by Mr. Martel and carried unanimously.*

The Pledge of Allegiance was given.

**II.    Public Comment/Participation**

There were no public comments.

**III.   Action Items**

**A.    Review and Approval of the February 21, 2023 CAC Minutes**

**MOTION:**        *A motion was made by Mr. Martel to approve the February 21, 2023 CAC minutes. The motion was seconded by Mr. Storke and carried unanimously.*

**IV.    Presentation Items**

**A.    Presentation and Discussion of the Functional Classification Review**

Ms. Alice Giuliani, FDOT, gave a PowerPoint presentation on the update of the Functional Classification review process. An overview of the review was previously provided to the CAC in August of 2022. Since then, FDOT has conducted a comprehensive review and update to address changes in the roadway system and re-evaluated the roadway function districtwide; the result is the proposed Functional Classification data layer. They have completed the draft functional classification online application and finalized it this month. FDOT will complete the local agency review process by April 28, 2023, and will present the draft Volusia and Flagler Counties Functional Classification Maps to the advisory committees and TPO Board in May for review and adoption in June.

Mr. Jason Learned, FDOT, continued the presentation; the FDOT Decennial Function Classification Review website was created to explain what the Functional Classification review is, why they are doing it, and the timeline. He reviewed the guidelines for providing input and comments; individual maps are by county and QR codes were created for the map links. He gave a demonstration of how to input and submit comments.

Members discussed the presentation and the maps; it was asked what the best way is to comment on a roadway; via the project manager or the website. Both are fine as the entire team will be aware of all comments. It was explained that the purpose of this review is to provide comments on the Functional Classification and is not specific to projects underway. It was asked how the Functional Classification system handles roads in walkable, mixed-used areas; it was explained that the functional classification of roads is breaking down the roads by class and by the type of mobility the roadway provides. There are other classifications that FDOT uses that address that type of thing, such as context classification which is assigned by the actual land use; Mr. Learned gave examples of high-speed arterial roads such as SR 100, SR A1A, and US 1.

Mr. Clif Tate, Kimley-Horn, noted the process this MPO is going through is the same process every TPO in Florida and the country is going through; it is a follow-up to the 2020 Census. In some ways the Functional Classification process is antiquated; however, Florida is leading the nation in doing just what was suggested in classifying roadways by the type of mobility provided. Functional Classification is not used in design; FDOT's design manual addresses context classification.

Members continued to discuss the Functional Classification review process and the presentation. It was explained how roads change classification; it is data-driven by traffic volume. It was noted that this presentation is the beginning of the review process; FDOT is in the process of having local agencies review the Functional Classification update and provide comments by the April 28, 2023 deadline.

**B.    Presentation and Discussion of Volusia County Trails Master Plan**

(Handout)

Mr. Tim Baylie, Director of Volusia County Parks, Recreation, and Culture Division, gave a PowerPoint presentation of the Volusia County Trails Master Plan. The county is seeking public input on the draft Trails Master Plan. He provided background information on the trail plan's development including the history of trails in Volusia County. He reviewed the existing and proposed trails within Volusia County including the St. Johns River to Sea Loop Trail and Coast-to-Coast Trail as well as the amenities that will be added. SUN Trail funding is the primary funding source for all trail development within Volusia County. He reviewed the planned expenses for the Environment, Culture, History, and Outdoor Recreation (ECHO) funds in the near term and the design guidelines used for trail segments. Each segment meets FDOT design and safety standards. He explained that municipalities that receive SUN Trail funding must commit to maintaining the trail once developed; the average annual cost is \$4,500 per one mile of trail per year. He reviewed the marketing and branding of the trails and the information that is available on the trail signage. He reviewed the Volusia County Parks and Trails mobile app, how it works, and what information is available on it. He noted that the Trails Welcome Center is located at DeBary Hall which is where several trails intersect and an interactive panel map that is located there with trip navigation, lodging and restaurant information, and trail maps. He referred to the handout provided which has the QR codes for the draft Trails Master Plan, a trails survey, and the Trails Master Plan Interactive Map; the QR codes are also located on the county's website. He encouraged members to complete the trails survey. All the information received will be compiled and presented to the Volusia County Council for adoption.

Chairperson Karl announced there will be a public hearing regarding the draft Volusia County Trails Master Plan on Monday, March 26, 2023, from 5:30 pm to 7:30 pm at the Sanborn Center in Deland.

**C. Presentation and Discussion of TPO 101: Plans, Programs, and Member Responsibilities**

(Handout)

Ms. Nicoulin gave an overview of what the TPO does, and its plans and documents; the TPO is required to exist by federal and state law for any area over 50,000 in population and to identify and prioritize projects for how federal and state dollars are spent locally. Any urbanized area over 200,000 in population is considered a Transportation Management Area (TMA) which the River to Sea TPO is. The TMA designation comes with more responsibility and funding opportunities; it also requires more oversight and federal certification. She explained what each advisory committee does and the responsibilities of the committee members. The TPO provides a forum to discuss transportation local priorities, transportation funding, transportation improvements, and the use of federal and state funds. She reviewed the core documents that the TPO is required to produce and explained each of the documents; why they are required, the funding associated with them, how they are developed, and how each tie into FDOT's Work Program. She explained that the TPO's List of Priority Projects (LOPP) is built from project applications submitted by the local municipalities for funding through an annual Call for Projects; the project applications are scored and ranked through subcommittees; she reviewed the eight project list categories. This process is currently ongoing. She explained the Unified Planning Work Program (UPWP), which is the TPO's two-year work plan for deliverables and the budget associated with each task. She reminded CAC members they are there to provide the citizens' point of view for their respective areas. The TPO has a strong online web presence which Ms. Pamela Blankenship manages. She encouraged members to share the TPO's information with their community and to support staff at events the TPO participates in.

**D. Presentation and Update on 2023 Annual Call for Projects**

Ms. Nicoulin explained that each year, the TPO asks local governments to submit project applications that compete for funding; bicycle/pedestrian projects, traffic operations projects, and transportation planning studies. She reviewed the project applications received through this round of Call for Projects which closed on February 28, 2023; and explained that applications for feasibility studies and project implementation are accepted within each category. The draft LOPP will be presented in May with a request for a recommendation of adoption in June. She announced the BPAC Project Review Subcommittee will be meeting tomorrow at 1:00 pm in the Airline Room at the Daytona Beach International Airport to review and rank the bicycle/pedestrian project applications; the TIP Subcommittee meeting has not yet been scheduled.

**E. FDOT Report**

Ms. Rakinya Hinson, FDOT, stated the FDOT report provided in the agenda is current as of February 28, 2023; she referred members to [www.cflroads.com](http://www.cflroads.com) for the most up-to-date project information.

Mr. Delaney referred to a spot in the road at northbound Nova Road at Bellevue Avenue that is similar to a speed bump and asked if it was part of the construction.

Ms. Hinson replied that she will research it and provide the information to the TPO to distribute.

Ms. Lendian thanked FDOT for smoothing out the roadway on US 92 east from Deland.

Ms. Nice asked whom to contact regarding improved crosswalks on SR A1A; there are plans for the future but in the meantime, there is an ineffective pedestrian crossing in front of the Hard Rock Hotel in Daytona Beach; there are local residents that are fearful of this pedestrian crossing. She asked if there was a way to submit a request to have a more visible and effective crosswalk.

Ms. Hinson replied that she will find out who the appropriate contact is and provide that information to the TPO.

**F. Volusia and Flagler County Construction Reports**

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

**V. Staff Comments**

There were no staff comments.

**VI. CAC Member Comments**

There were no member comments.

**VII. Information Items**

- CAC & TCC Attendance Records
- River to Sea TPO Outreach and Events
- Upcoming River to Sea TPO events
- TPO Board Report

**VIII. Adjournment**

There being no further business, the CAC meeting adjourned at 2:46 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



DAVE CASTAGNACCI, VICE-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 21, 2023 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 18<sup>th</sup> day of April 2023.



PAMELA BLANKENSHIP, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**\*\* A recording of the March 21, 2023 CAC meeting is available upon request.**



Trails Master Plan



Trails Survey



Trails Master Plan  
Interactive Map



# What is the TPO?



The River to Sea TPO is the transportation planning organization (TPO) for all of Volusia County and the urbanized areas of Flagler County including Flagler and Beverly Beaches and parts of Palm Coast and Bunnell.

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**Transportation Planning Organizations (TPOs)** are entities comprised of representatives from local governments and transportation authorities that are responsible for regional transportation planning in urbanized areas with populations over 50,000.

The **River to Sea TPO** is the primary forum within which member local governments and citizens voice concerns, identify priorities and plan for transportation improvements for all modes of transportation—roadway, public transportation and bicycle and pedestrian facilities.

The **River to Sea TPO** is made up of a board and series of committees:

**TPO Board:** Locally elected officials who set the policies for the River to Sea TPO and adopt long and short range plans for future transportation improvements; the Board also includes non-voting representatives from the Volusia and Flagler County School Boards, chairpersons from the TPO Advisory Committees and an advisor from the Florida Department of Transportation

**Executive Committee:** Sets the agenda for the TPO Board, has limited budget authority and is responsible for the evaluation of Executive Director

**Technical Coordinating Committee (TCC):** Technical staff appointed by cities/counties who develop and review plans and documents and make recommendations to the TPO Board

**Citizens Advisory Committee (CAC):** Citizens appointed by TPO Board members who provide input into transportation planning activities of the TPO; they work with TPO staff to provide recommendations to the TPO Board on relevant plans and documents

**Bicycle/Pedestrian Advisory Committee (BPAC):** Citizens appointed by TPO Board members who provide input on matters pertaining to bicycle/pedestrian planning and safety; they work with TPO staff to develop and review plans and documents and make recommendations to the TPO Board

**Transportation Disadvantaged Local Coordinating Board (TDLCB):** Voting membership is established by Florida Statute to ensure representation of agencies serving people who are transportation-disadvantaged. Appointments are approved by the TPO Board; they identify local service needs and provide information and direction to the Community Transportation Coordinator (CTC) (Votran) on the services provided to the transportation-disadvantaged

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# What do we do?

The **River to Sea TPO** performs its mission through three primary activities and documents:

- Long Range Transportation Plan (LRTP)
- Transportation Improvement Program (TIP)
- Unified Planning Work Program (UPWP)

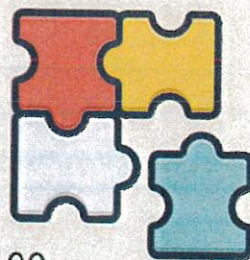


The **LRTP** provides a blueprint for our future transportation system. It estimates how much funding we can expect to receive over the next 25 years and how it will be distributed to fund various transportation projects. The LRTP is updated every five years and public input is critical to creating a visionary transportation plan.

The **TIP** is a budgeted five-year program of transportation projects. These include items such as adding lanes, road reconstruction, traffic operational and safety improvements, transit projects and bicycle path and pedestrian sidewalks.

The **UPWP** is a work plan and budget for the TPO. This document lists all of the planning and outreach activities the TPO will undertake over a two-year period.

## How do I get involved?



Call Us at 386.226.0422



Email Us at [Staff@R2ctpo.org](mailto:Staff@R2ctpo.org)



Write to Us at: 2570 W. International Speedway Blvd., Suite 100  
Daytona Beach FL 32114



Visit our website at [www.R2CTPO.org](http://www.R2CTPO.org)



Visit our Facebook page at [www.Facebook.com/RivertoSeaTPO](http://www.Facebook.com/RivertoSeaTPO)



Visit our Twitter page at [www.Twitter.com/TelltheTPO](http://www.Twitter.com/TelltheTPO)



Come to an Event: Check out our calendar at [www.R2CTPO.org](http://www.R2CTPO.org)



Participate in person: come to a meeting or share a public comment;  
see our calendar of events at [www.R2CTPO.org](http://www.R2CTPO.org)



Volunteer to serve on a TPO committee, contact [staff@r2ctpo.org](mailto:staff@r2ctpo.org)



Have the TPO Speakers Bureau come out to your event; contact  
[staff@r2ctpo.org](mailto:staff@r2ctpo.org)

[www.R2CTPO.org](http://www.R2CTPO.org)