

**Technical Coordinating Committee (TCC)**  
**Meeting Minutes**  
**March 21, 2023**

**TCC Members Physically Present:**

Andrew Holmes  
Gwyn Hersein  
Joseph Barker  
Melissa Winsett  
Darren Lear  
Brian Walker, Chairperson  
Becky Mendez  
Shawn Finley  
Shane Corbin  
Phong Nguyen  
Adam Mendenhall  
Tim Burman  
Steven Danskine  
Ralf Heseler  
Rakinya Hinson (non-voting)

**TCC Members Virtually Present:**

Marcus DePasquale  
Jose Papa

**TCC Members Absent:**

Joe Ruiz (excused)  
Caryn Miller (excused)  
Lee Evett  
Mark Karet (excused)  
Adam Mengel  
Sean Castello

**Others Physically Present:**

Colleen Nicoulin  
Debbie Stewart, Recording Secretary  
Pam Blankenship  
Stephan Harris  
Brian Woodworth  
Jason Learned  
Alice Giuliani  
Donna Graybill  
Claire Hartman  
Clif Tate  
Jim Wood  
Tim Baylie

**Others Virtually Present:**

Kellie Smith  
Steven Buck  
Jennifer Carver

**Representing:**

Daytona Beach  
Daytona Beach Shores Alternate  
DeBary  
DeLand  
Edgewater  
Holly Hill  
Orange City  
Ormond Beach  
New Smyrna Beach  
Palm Coast  
Ponce Inlet Alternate  
Port Orange  
South Daytona  
Votran  
TPO

**Representing:**

Bunnell  
Palm Coast alternate

**Representing:**

Deltona  
Flagler Beach  
Lake Helen  
Pierson  
Flagler County Traffic Engineering  
Volusia County Traffic Engineering

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
Daytona Beach  
~~TPO~~ FDOT Staff  
~~TPO~~ FDOT Staff  
Ghyabi Consulting  
Ghyabi Consulting  
Kimley-Horn  
Kimley-Horn  
Volusia County

amended  
04-18-23

**Representing:**

~~TPO~~ FDOT Staff  
~~TPO~~ FDOT Staff  
~~TPO~~ FDOT Staff

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

Chairperson Walker 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

physically present. The meeting was held in a hybrid format with 14 voting and one non-voting member physically present.

The Pledge of Allegiance was given.

## **II. Public Comments/Participation**

There were no public comments.

## **III. Action Items**

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

**MOTION:** *A motion was made by Mr. Lear to approve the February 21, 2023 TCC minutes. The motion was seconded by Ms. Winsett and carried unanimously.*

## **IV. Presentation Items**

Volusia County requested to give their presentation first due to a scheduling conflict.

### **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 on 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 master 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 is located which includes 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.

Mr. Lear asked if it was only Volusia County that maintains trails.

Mr. Baylie replied that the county coordinates with all the local municipalities and has asked to be provided with their trail plans. He explained that the county does not maintain city trails; however, the county coordinates with the cities for all the trails to be put into one cohesive document.

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

Ms. Alice Giuliani, FDOT, gave a PowerPoint presentation on the update and process of the Functional Classification review. An overview of the review was previously provided in August of 2022. Since then, FDOT has conducted a comprehensive review and update to address changes in the roadway system as well as re-evaluating 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 followed by 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 input and comments; maps are individual by county; QR codes were created for the map links. He gave a demonstration of how to input and submit comments.

Ms. Nicoulin asked that FDOT staff explain what type of comments they are asking for.

Mr. Learned referred to the guidelines provided; FDOT is looking to see if the new roads in Volusia and Flagler Counties and the existing roads' functional classifications are still appropriate or if the changes made are accurate. He explained that this is a data-driven process and FDOT reviews traffic counts, speed limits, etc., to determine how a roadway is functioning as well as destinations they connect to. FDOT is looking for local agencies to provide them with comments on how a roadway is actually functioning.

Ms. Nicoulin advised members that if they have new roads in their jurisdiction that do not have a functional classification to review them because it affects both federal funding and hurricane clean-up.

Members discussed the presentation and how the roadway functional classifications are determined. It was asked how to know what the functional classification of a roadway is over what is proposed; FDOT is launching a dashboard to primarily be used by local agencies that will have detailed data on current functional classifications and any proposed changes; FDOT contact information is provided in the agenda and on the TPO's website.

Ms. Nicoulin reminded members of the April 28, 2023 deadline to submit comments so it can be adopted in June; FDOT is willing to meet with the local agencies if they have questions.

Ms. Mendez commented that it will be helpful if they could quickly identify what classifications have changed; it would expedite the review.

Ms. Nicoulin replied that Mr. Learned will provide that data.

Mr. Learned concurred and added he will follow up with Ms. Mendez on that information.

**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 them; 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 TCC members they are there to provide a technical 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 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; she noted that this website is for FDOT projects only and local projects are not included.

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

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

**G. Staff Comments**

Ms. Nicoulin recognized Ms. Debbie Stewart, Recording Secretary, for her work at the TPO over the last six years; she is leaving the TPO for an opportunity to advance her career with another agency.

**VI. TCC Member Comments**

There were no member comments.

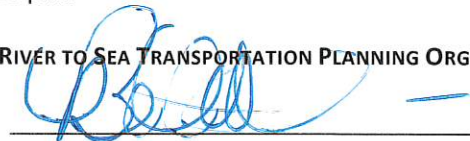
**VII. Information Items**

- 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 TCC meeting adjourned at 4:16 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



MR. BRIAN WALKER, 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 21, 2023 regular meeting of the Technical Coordinating Committee (TCC), 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 TCC meeting is available upon request.**

*As Amended*  
*04-18-23*





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)

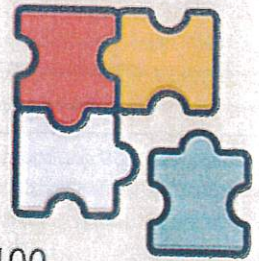


The **LRTP** provides a blueprint for our future transportation system. It estimates how much funding we can expect to receive over the next 25 years and how it will be distributed to fund various transportation projects. The LRTP is updated every five years and public input is critical to creating a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