

**Technical Coordinating Committee (TCC)  
Meeting Minutes  
April 17, 2018**

**TCC Members Present:**

Kok Wan Mah  
Arlene Smith  
Mike Holmes  
Ron Paradise  
Brian Walker  
Jason Lawrence  
Becky Mendez, Vice Chairperson  
Shawn Finley  
Jose Papa, Chairperson  
Mark Karet  
Aref Joulani  
Patty Rippey  
Melissa Winsett  
Larry LaHue  
Edie Biro  
Vickie Wyche (non-voting advisor)

**TCC Members Absent:**

Fred Griffith  
Stewart Cruz  
Laura Dodd  
Darren Lear  
Larry Newsom  
Faith Alkhatib  
Tim Burman (excused)  
Eric Kozielski (excused)

**Others Present:**

Debbie Stewart, Recording Secretary  
Pamela Blankenship  
Lois Bollenback  
Colleen Nicoulin  
Stephan Harris  
Aarti Sharma  
Vince Wang  
Rich Walton  
Antoine Khoury  
Lara Bouck  
Stephanie Doster

**Representing:**

Daytona Beach  
Daytona Beach Int'l Airport  
DeLand  
Deltona  
Holly Hill  
Lake Helen  
Orange City  
Ormond Beach  
Palm Coast  
Pierson  
Ponce Inlet  
South Daytona  
V.C. Traffic Engineering  
V.C. Emergency Management  
Votran  
FDOT District 5

**Representing:**

Bunnell  
Daytona Beach Shores  
DeBary Alternate  
Edgewater  
Flagler Beach  
F.C. Traffic Engineering  
Port Orange  
Volusia County School District

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
Daytona Beach  
Holly Hill  
H.W. Lochner  
New Smyrna Beach

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

Chairperson Papa called the meeting of the River to Sea Transportation Planning Organization (TPO) Technical Coordinating Committee (TCC) to order at 3:10 p.m. The roll was called and it was determined that a quorum was present.

**II. Introduction of New TCC Members (TCC Only)**

Chairperson Papa introduced Mr. Jason Lawrence, Lake Helen representative.

### III. Press/Citizen Comments

There were no press/citizen comments.

### IV. Action Items

#### A. Review and Approval of March 20, 2018 TCC Meeting Minutes

*MOTION: A motion was made by Ms. Mendez to approve the March 20, 2018 TCC meeting minutes. The motion was seconded by Mr. Paradise and carried unanimously.*

#### B. Review and Recommend Approval of Resolution 2018-## Amending the FY 2017/18 to 2021/22 Transportation Improvement Program (TIP)

Ms. Nicoulin stated this proposed amendment is for three projects; the first two are FDOT resurfacing projects along I-95. The first one is to revise the funding to add an additional \$4.92 million to the construction phase; the second is to program new funding of \$1 million to the design phase. The third is a Volusia County project programming local funding in the amount of \$110,000 for the design phase of East Volusia Traffic Management Center.

*MOTION: A motion was made by Mr. Holmes to recommend approval of Resolution 2018-## amending the FY 2017/18 to 2021/22 Transportation Improvement Program (TIP). The motion was seconded by Ms. Winsett and carried unanimously.*

#### C. Review and Recommend Approval of Resolution 2018-## Adopting the FY 2018/19 and 2019/20 Unified Planning Work Program (UPWP)

Ms. Nicoulin stated the Unified Planning Work Program (UPWP) was developed by TPO staff and the UPWP Subcommittee and was presented to advisory committees and the TPO Board last month. It was submitted to FDOT and the Federal Highway Administration (FHWA) for review and comment. The TPO received three minor comments which were incorporated into the document. The resolution is for a recommendation for adoption of the UPWP.

*MOTION: A motion was made by Ms. Winsett to recommend approval of Resolution 2018-## adopting the FY 2018/19 and 2019/20 Unified Planning Work Program (UPWP). The motion was seconded by Mr. Paradise and carried unanimously.*

#### D. Review and Recommend Approval of the 2018 River to Sea TPO's "Tell the TPO" Survey and Survey Kick-Off

(Handout)

Ms. Blankenship introduced Ms. Lara Bouck, H.W. Lochner, Project Manager, to give the updated presentation.

Ms. Bouck gave a PowerPoint presentation and stated the goals of the survey. The survey will launch on Monday, April 30, 2018; the online version will go live on that date and the hard copies will be dispersed throughout the area. The draft questions are provided in the agenda. There was space for two new questions and based on instructions from the TPO Board those questions have been identified. New question 9 asks which types of transportation projects are the highest priorities to fund with the TPO's limited resources and new question 10 asks which of the 10 highest crash locations are of the greatest concern. She reviewed the marketing plan designed to get the maximum exposure; the target goal is to receive 2,000 responses. The survey will be available in English and Spanish and be dispersed throughout the East and West Volusia County and in Flagler County. The random prize drawing is a two-night stay for

two people in a local area hotel. She reviewed the TPO Board and the committee challenges; the winner of each will receive a trophy. On Friday, April 28, 2018, an email will be sent to the TCC members with the link specific to the TCC to forward to co-workers, family and friends. There will also be an update in May on which committee is in the lead. The CAC suggested one change to Question 2; adding "Uber/Taxi" as an option.

Chairperson Papa asked what form the survey would be in at the community events.

Ms. Bouck replied hard copies and probably a couple of i-Pads.

**MOTION:** *A motion was made by Mr. Karet to recommend approval of the 2018 River to Sea TPO's "Tell the TPO" Survey questions with the addition of the Uber/Taxi option to Question 2. The motion was seconded by Mr. Joulani and carried unanimously.*

## V. Presentation Items

### A. Presentation and Discussion to Bundle Holly Hill Sidewalk Projects Along Center Avenue, Flomich Street and 15<sup>th</sup> Street

Ms. Nicoulin stated the TPO received a request from the city of Holly Hill to bundle five separate projects that are currently on the Bicycle/Pedestrian Priority List. One project is on Tier A and is funded for design, two projects are on Tier B awaiting funding, and two projects are on Tier C awaiting feasibility studies. One of the feasibility studies has been completed; the other project is currently ranked at number 10. There is a representative here from Holly Hill to provide more information on the request.

Mr. Antoine Khoury, City Engineer for Holly Hill, gave a PowerPoint presentation and explained the city's plan for moving forward with these sidewalk projects. The main goal of these projects is to serve Holly Hill Elementary School and improve pedestrian circulation for school access. He reviewed the individual projects for Center Avenue, which has two phases; Flomich Street, which has two phases; and 15<sup>th</sup> Street, which has one phase. Flomich Street, Phase 1, is on Tier A and is funded for design in FY 2018/19; the city is requesting a delay of this funding to FY 2019/20 and would like to combine all five projects under one contract. This recommendation came from Volusia County; they believe it will save money and it will reprioritize these projects by cost effectiveness. The city is requesting funding for design in FY 2019/20. The city would like to maintain the option of partnering with Volusia County or have the city get Local Agency Program (LAP) certified. The city is requesting \$235,000 from FDOT for design; the city will provide a 10% local match of \$23,500 bringing the total design cost to \$258,500. They are requesting this bundle to make the projects more cost effective and move them forward.

Mr. Paradise asked if bundling the projects would advance them on the priority list.

Ms. Nicoulin explained that is why this item is on the agenda; to address these questions. One project is on Tier A and is programmed for design in 2018/19; they are looking at bringing the additional projects into that programmed phase and pushing it out an additional year. The answer to his question is yes; there are two projects on Tier B that are next in line for funding. The issue is what to do with the projects on Tier C; they are not required to go through a feasibility study and they have not submitted an application for Tier B, project implementation.

Mr. Joulani commented he understands what the city is trying to do but asked if it would negatively affect other projects on the priority list that are competing for funds.

Ms. Nicoulin replied potentially; only one project is on Tier A. She reviewed the Tier B projects and explained the two Holly Hill projects will be next in line for funding. The question is what to do with the projects on Tier C. Those projects will not go through the traditional annual call for projects. They are requesting bundling for the design phase; the construction phase will be dependent on which project is ready for construction based on design.

Mr. Paradise commented he is not comfortable with dodging the call for projects and ranking process. This seems like it is going outside of a long established and understood process on how to achieve funding.

Mr. Finley commented he thinks it is a great idea to bundle these projects; the projects on Tier A and Tier B total approximately \$200,000 in design cost. He asked if it would affect the construction ranking and if the Tier C projects would still be ranked lower or would they move up.

Mr. Khoury replied yes; the challenge is the cost effectiveness. There is an open drainage ditch that will be hard to design and implement construction. The city wants to bundle so that it can identify what projects can move forward.

Mr. Finley stated because of the proximity of these projects, it makes sense to have it as one design project.

Mr. Khoury replied that is the idea; to have one design project. However, he does not think all of them will move forward to construction.

Mr. Finley commented that if it does not change the construction ranking he does not see how it would negatively impact other projects.

Ms. Nicoulin stated the CAC and the BPAC discussed bundling these projects for design but leaving them where they are on the priority list with a note that they are bundled for design; moving them into construction when appropriate. Also, requiring the Tier C projects to go through the process and submit a project application next year so that they are ranked and on the appropriate list. The TPO is trying to move projects along and these particular projects were submitted at time when the city did not have the staff to become LAP certified. They have now hired staff and are able to do that but it is a project specific LAP process. Instead of going through it five times, they only want to go through it once.

Ms. Mendez asked Mr. Harris to show the Tier A list and asked if bundling the projects and increasing the funding would affect any projects on the Tier A list; specifically, the West French Avenue sidewalk and bike lane. That project is out for bid now and she wants to know how moving projects from other tiers will affect funding for Tier A projects.

Mr. Harris replied the list is last year's adopted list and has had some administrative changes; it is up to date as of November 2017 so it is not current; next month the new draft List of Priority Projects will be presented and will include the new projects from the recent call for projects.

Ms. Mendez asked if the city would be willing to wait until the list is updated and then request the bundling.

Mr. Harris replied this is for discussion today and next month the committee will take action.

Mr. Walker reiterated Ms. Nicoulin's statement that these projects came about when the city did not have LAP funding; projects were stagnating and not moving forward so they contacted Volusia County. The county is willing to partner with them but want the projects bundled so they can do everything as one project to save money and be more efficient; this is a requirement. Since then, the city has hired a Public Works Director and a Finance Director who have experience with the LAP certification; the city is pursuing that. It will be one or the other. The sidewalks are all connected and surround the school. If they had had the forethought, they would have sent them in as one application.

Discussion continued.

Mr. Holmes stated he is opposed to this if it hurts other projects or jurisdictions, especially without knowing the cost.

Ms. Nicoulin replied the design cost for the project on Tier A is \$100,000; the estimated design cost for all five projects is \$250,000. It is not a big cost change for design; the construction cost and whether there is right-of-way will be the issue. They are asking to bundle the design and the construction will be done as they able to do it.

Mr. Paradise stated his concern is about setting a precedent. It may be fine in this instance, but what about the next one?

Chairperson Papa commented his concern is for the projects on Tier C; they have not gone through a feasibility study and do not know what the design costs would be; the reason for a feasibility study is to get the cost estimate for design. He asked how much the city knows as to what those projects might actually cost if they leap to Tier A.

Ms. Nicoulin replied that projects on Tier C are not required to go through a feasibility study; it is a service that the TPO offers if the cities do not have the expertise on staff to do those feasibility studies and develop a cost estimate. Volusia County does have in-house staff and Holly Hill has new staff that can provide that. The TPO can bring this back for more discussion if the committee wishes.

Chairperson Papa asked if the \$235,000 Holly Hill is requesting for design is reasonable.

Mr. Khoury replied yes; there are some insurmountable challenges for some of these projects such as right-of-way. No matter what the city does, one or maybe two of these projects may drop off because they are not cost effective. They could do some pedestrian enhancements instead.

Chairperson Papa questioned the projects going through the process if they are not buildable.

Mr. Khoury replied that is why they are bundling the projects; to see what they can and cannot do.

Discussion continued.

**B. Presentation and Discussion of the 2018R2CTPO Annual Planning Retreat**

Ms. Blankenship gave a PowerPoint presentation of the 2018 R2CTPO Annual Planning Retreat and stated it was held Friday, March 23, 2018 at the Brannon Center in New Smyrna Beach in partnership with Volusia County Association for Responsible Development (VCARD). There were 126 attendees including TPO Board advisory committee members, the press, citizens, consultants, city and government staff, as well as VCARD members. The purpose of the retreat was to provide a forum to discuss and explore current and future transportation technology. It also incorporated some of the TPO's core planning elements including the 2045 Long Range Transportation Plan (LRTP) and how the TPO will include advancing technologies. She reviewed the opening exercise, the five presentations and presenters and showed a video on how the "Travel Safely" app works. She explained the different vehicles on display and stated test rides were given in the autonomous Tesla; the "Travel Safely" app was used in that vehicle. She stated the TPO conducted a post-retreat survey that and the results were positive; respondents rated the retreat nine out of ten in satisfaction. The survey suggested topics for next year's retreat and the top selection was "Transportation in Supporting Economic Development" followed by "What Will Transportation Look Like in the Next 25 Years". All the presentations given at the retreat are available on the TPO's website.

**C. Presentation and Discussion of the R2CTPO Transportation System Management & Operations (TSM&O) Master Plan**

Ms. Nicoulin introduced Mr. Dale Cody, Metric Engineering, to give the presentation. Phase 1 of the TSM&O Master Plan was completed in 2016 and in August, the TPO started Phase 2.

Mr. Cody gave a PowerPoint presentation of the R2CTPO Transportation System Management and Operations (TSM&O) Master Plan. He explained that TSM&O are strategies that use technology to leverage existing roadway infrastructure such as traffic signals. Typically, these are actively managed with real-time operations and not something that has been traditionally funded through an MPO. TSM&O can identify detector failures, help with evacuations, incident management and surveillance to allow operators to view the roadways and incidents in real-time. To do this appropriate staffing and resources are needed to expand the infrastructure, fill in gaps in fiber optics, etc. Currently, it is funded below the level recommended by FHWA. Interagency cooperation and data sharing with other agencies is very important. The results of effective TSM&O are fewer unnecessary delays, smooth evacuations and improved incident management. Also, we will be able to do performance measurements, leverage FDOT assets and increase efficiency for lower cost than traditional roadway improvements. He reviewed the strategies from implementation and potential avenues for funding. TSM&O benefits all users of the roadway systems and makes the transportation system reliable and consistent.

**D. FDOT Report**

The FDOT report was provided in the agenda.

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

The Volusia County Construction Report was provided in the agenda. There is no Flagler County Construction Report this month.

**VI. Staff Comments**

→ **Update on Annual Call for Projects**

Ms. Nicoulin stated the Annual Call for Projects closed earlier this month and announced there will be a TIP Subcommittee meeting this Thursday to review the applications. The TPO received six feasibility applications and seven project implementation applications for Bicycle/Pedestrian projects. For Traffic Operations and Safety, the TPO received three feasibility applications, seven project implementation applications and four applications for planning studies.

→ **Update on Rectangular Rapid Flashing Beacons (RRFBs)**

Ms. Nicoulin announced the issue with the patents that caused the approval for rectangular rapid flashing beacons (RRFBs) to be rescinded has been resolved and FHWA has issued a new interim approval for RRFBs. The informational memorandum is provided in the agenda.

Ms. Winsett referred to page 67 of the agenda, the memorandum from FHWA, and read "A State may request Interim Approval for all jurisdictions in that State" and asked if FDOT District 5 had applied for that and if it is only for state roads or all roads in the state.

Ms. Nicoulin replied she would confirm that and send out an email.

Ms. Nicoulin referred to the earlier discussion on bundling the Holly Hill projects; part of their request was to defer funding that has already been programmed. That can be difficult to do because sometimes funding may not be available in out years. Currently, the TPO is programmed out for three years; FDOT prefers five years. If an agency has a request to defer a project, the TPO may not have funding for the year they want to defer. Also, if an agency does not have a good idea of what the construction cost will be for a project, it is better not program it based on a low estimate because that leads to cost overruns; the agency is responsible for that cost overruns. In the past, an agency has requested additional funding for cost overruns from the TPO Board and been approved because the TPO had money that it needed to spend. That is no longer the case and the TPO does not have extra funds. The TPO has received several letters of continuing support for the projects on the priority list from the municipalities. She urged members that

have not submitted their letters of support to do so by April 30, 2018 and to include updated cost estimates.

**VII. TCC Member Comments**

There were no member comments.


**VIII. Information Items**

- CAC & TCC Attendance Records
- March 28, 2018 River to Sea TPO Board Meeting Summary
- March TPO Outreach and Events
- Regional Resiliency Action Plan Listening Session

**IX. Adjournment**

There being no further business, the TCC meeting adjourned at 4:33 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

  
\_\_\_\_\_  
MR. JOSE PAPA, 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 April 17, 2018 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 15<sup>th</sup> day of May 2018.

  
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DEBBIE STEWART, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION