

APRIL 27, 2022 MEETING MINUTES
OF THE
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, FL 32114-8145

TPO Board Members Physically Present:

Commissioner Tina-Marie Schultz*
Mayor Karen Chasz
Commissioner Chris Cloudman, 2nd Vice Chairperson
Commissioner James Sherman*
Councilwoman Christine Power
Commissioner Roy Johnson
Vice Mayor Bill Lindlau*
Council Member Jeff Allebach
Commissioner Rob Littleton
Commissioner Jason McGuirk
Mayor David Alfin
Council Member Reed Foley
Councilman Eric Sander
Council Chair Jeff Brower
Council Vice Chair Barbara Girtman, 1st Vice Chairperson
Council Member Billie Wheeler, Chairperson
Council Member Danny Robins
Anna Taylor (non-voting)

TPO Board Members Virtually Present:

Commissioner Stacy Cantu
Commissioner Victor Ramos
Vice Mayor Gary Smith*
Dr. Jason Aufdenberg (non-voting)

TPO Board Members Absent

Commissioner Jeffrey Schuitema*
Council Member Richard Bryan*
Commissioner Joe Mullins
Commissioner Rick Basso*
Mayor Samuel Bennett**
Council Member Heather Post (excused)
Ruben Colón (non-voting)
Kerry Karl (non-voting)
Becky Mendez (non-voting)

* Non-voting member in the Small City Alliance

** Voting member for the Small City Alliance

Others Physically Present:

Colleen Nicoulin
Stephan Harris
Jim Cameron
Roger Henderson
Jon Cheney

Others Virtually Present:

Debbie Stewart, Recording Secretary
Pam Blankenship

Representing:

Bunnell
DeBary
DeLand
Flagler Beach
Edgewater
Holly Hill
Oak Hill
Orange City
Ormond Beach Alternate
New Smyrna Beach
Palm Coast
Port Orange
South Daytona
Volusia County
Volusia County District 1
Volusia County, District 2
Volusia County, District 3
FDOT

Representing:

Daytona Beach
Deltona
Ponce Inlet
BPAC Chairperson

Representing:

Beverly Beach
Daytona Beach Shores
Flagler County
Lake Helen
Pierson
Volusia County, District 4
Volusia County School Board
CAC Chairperson
TCC Chairperson

Representing:

TPO Staff
TPO Staff
Jim Cameron Consulting
TJKM Consultants
Volusia County Traffic Engineering

Representing:

TPO Staff
TPO Staff

Others Virtually Present:

Martin Catalá
 Kellie Smith
 Scott Kirts
 Travis Hills
 Bobbie King

Representing:

Center for Urban Trans. Research (CUTR)
 FDOT
 FDOT
 Kittelson & Associates
 Volusia County

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

The meeting of the River to Sea Transportation Planning Organization (TPO) Board was called to order at 9:00 a.m. by TPO Chairperson Billie Wheeler. The roll was called and it was determined a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with 15 voting and three non-voting members physically present; and with two voting and two non-voting members attending remotely.

MOTION: *A motion was made by Council Vice Chair Girtman to allow TPO Board members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Commissioner Ramos and carried unanimously.*

II. Pledge of Allegiance

The Pledge of Allegiance was given.

III. Public Comment/Participation

There were no public comments.

IV. Consent Agenda

- A. March 23, 2021 River to Sea TPO Board Meeting Minutes
- B. Treasurer's Report
- C. Executive Committee Report
- D. Executive Director Search Committee Report
- E. BPAC Project Review Subcommittee Report
- F. Transportation Disadvantaged Local Coordinating Board (TDLCB) Report
- G. Bicycle and Pedestrian Advisory Committee (BPAC) Report
- H. Citizens Advisory Committee (CAC) Report
- I. Technical Coordinating Committee (TCC) Report
- J. River to Sea TPO Board (R2CTPO) Report
- K. Executive Director Timesheet Review Report
- L. Review and Approval of an Amendment to the FY 2021/22 River to Sea TPO Budget

MOTION: *A motion was made by Commissioner McGuirk to approve the Consent Agenda. The motion was seconded by Councilwoman Power and carried unanimously.*

Chairperson Wheeler introduced new TPO Board Members; Commissioner James Sherman from Flagler Beach and Commissioner Tina-Marie Schultz from Bunnell.

V. Action Items**A. Review and Approval of the Executive Director Search Committee's Recommendation for the Executive Director Position and Execution of an Interim Executive Director Agreement**

Chairperson Wheeler provided background on the Executive Director search and noted much has happened over the last ten months and the EDSC saw in Ms. Nicoulin the attributes they wanted in a new Executive Director; she pulled things together when the TPO was sinking; there have been multiple issues to deal with and she has overcome them all. The EDSC is recommending to extend Ms. Nicoulin's Interim Executive Director status for six months, subject to the terms outlined in the Interim Executive Director Letter of

Agreement. The EDSC asked Strategic Government Resources (SGR) to stop the Executive Director search and allowed them to provide a draft employment agreement for Ms. Nicoulin; the TPO's legal counsel recommended the addition of the sentence "this provision shall survive the termination of the Agreement" to the Resumption of Duties as Manager of Operations and Planning section. She explained the search was a long thought-out process and it was a unanimous decision to offer Ms. Nicoulin the position.

The EDSC members provided additional supporting comments and noted that they saw that Ms. Nicoulin was able to deal with the stress and pressure that comes with the position and she showed the ability to handle emergency situations. She also has the ability to work with others and has developed the needed relationships with the local governments, FDOT and other agencies. She has handled everything while operating with half-staff; the EDSC wants her to take this time and build the staff she needs. She will also submit an Executive Director Strategic Plan within three months to the Executive Committee who will perform an evaluation within six months. It was acknowledged that the EDSC was not as supportive as they could have been initially but they are pleased that they have someone within the TPO that knows the planning area and has been able to improve the relationships with TPO partners such as FDOT. Partners of the TPO have reached out to EDSC members in support of Ms. Nicoulin; they want to work with her and can provide resources to assist her.

Volusia County Council Chair Brower commented he is in support of Ms. Nicoulin but has an issue with the recruitment firm; he asked why five candidates dropped out of consideration at the same time and if the recruitment firm was paid up front.

Ms. Nicoulin replied the recruitment firm was not paid up front but was paid for services rendered up to last month.

Chairperson Wheeler added that the EDSC was provided with 18 candidates that they chose to narrow down to five. Most of the remaining candidates' current employers found out they were shortlisted for this position and offered what the candidates wanted to stay. It was a good process and one that we needed to go through.

Members continued to discuss the Executive Director position and agreed they are in full support of Ms. Nicoulin. They approved promoting from within and noted again the exceptional job Ms. Nicoulin has done over the last 10 months. It was explained that Ms. Nicoulin will submit her strategic plan for moving the TPO forward within the next three months and the Executive Committee will observe her and conduct an evaluation within six months.

MOTION: A motion was made by Commissioner Cloudman to approve the Executive Director Search Committee's recommendation for the Executive Director position and execution of an Interim Executive Director Agreement with the provision added to the Resumption of Duties as Manager of Operations and Planning section. The motion was seconded by Commissioner Ramos and carried unanimously.

B. Review and Approval of Resolution 2022-07 Adopting the River to Sea TPO's Title VI Plan

Chairperson Wheeler stated a presentation on the proposed updates to the River to Sea TPO's Title VI Plan was given last month; there have been no changes to the document since then.

MOTION: A motion was made by Commissioner McGuirk to approve Resolution 2022-07 adopting the River to Sea TPO's Title VI Plan. The motion was seconded by Councilwoman Power and carried unanimously.

C. Review and Approval of Resolution 2022-08 Adopting the River to Sea TPO's Limited English Proficiency (LEP) Plan

Ms. Blankenship stated a presentation was given last month on the River to Sea TPO's Limited English Proficiency (LEP) Plan; there have been a couple of changes since then. The data in Tables 1 and 2 were updated to the most currently released 2016-2020 data from the American Community Survey; she explained the data was changed from the top five languages spoken at home to the LEP household data in Volusia and Flagler Counties.

Councilwoman Power asked if the data came from the Census Bureau.

Ms. Blankenship replied yes, from the US Census Bureau's American Community Survey data.

MOTION: *A motion was made by Commissioner McGuirk to approve Resolution 2022-08 adopting the River to Sea TPO's Limited English Proficiency (LEP) Plan. The motion was seconded by Council Member Allebach and carried unanimously.*

VI. Presentations and Discussion Items

A. Presentation and Discussion of Updates to the Florida Greenways and Trails System (FGTS) Plan and Maps

Chairperson Wheeler stated the Flagler Office of the Greenways and Trails is updating the Florida Greenways and Trails System (FGTS) Plan and Maps and is seeking stakeholder input.

Mr. Harris gave a PowerPoint presentation of the proposed updates to the Florida Greenways and Trails System (FGTS) Plan and maps; he explained the FGTS is made up of existing, planned and conceptual trails and ecological greenways that form a connected, integrated statewide network. He reviewed the history of the plan and the schedule for the update for 2023 to 2027. They are currently in the period of accepting comments from the public and stakeholders through May 31, 2022. He explained there are a number of maps but the maps we are concerned with are the Land Trails Opportunity Maps and Priority Trails Maps. TPO staff is suggesting to upgrade the Palm Coast to Ormond and the SR 40 Trail Corridor from the current opportunity trail corridor to a priority trail corridor. He noted that both trail corridors are in development; he gave the trail limits for both. He reviewed the eight criteria for priority trail corridors and noted both trail corridors meet all eight. Feedback was received by the advisory committees and stakeholders to add trails to the opportunity maps; one is to have a trail corridor that would connect the SUN Trail network to the ocean in downtown New Smyrna Beach; it would utilize the North Causeway to Peninsula Drive to Gracye K. Barck Park which has a walkway to the beach. A PD&E study is programmed for the next fiscal year beginning July 1, 2022 that will determine an alignment for this trail corridor. An additional suggested opportunity trail corridor is from the lighthouse in Ponce Inlet to the Casements in Ormond Beach; a third suggested opportunity trail corridor from the TCC is the Edgewater SR 442 trail from I-95 east to Airpark Road. There are different criteria for an opportunity trail corridor and these suggested trails may or may not meet all of them; two criteria that are of concern are that they must cross or have the potential to cross county boundaries and have documented evidence of local or regional government endorsements. He has reached out to the stakeholders regarding each of these suggested opportunity trail corridors but has not heard back from all of them yet so at this time, TPO staff's suggestion is elevating the two current opportunity trail corridors to priority trail corridors; the Palm Coast to Ormond and SR 40 trail corridors.

Commissioner Sherman referred to the suggested opportunity trail from Ponce Inlet to Ormond Beach and asked why not have it run inlet-to-inlet and go through Flagler County to Matanzas Inlet; there is also the trail at SR 100 that could link to multiple trails through Palm Coast. It could continue north through the Loop and Highbridge Park; there are a lot of arteries to connect to.

Ms. Nicoulin explained that north of SR 40 on beachside is already a priority trail corridor; it is part of the St. Johns River to Sea Loop. The corridors that are identified are not specific routes on a roadway but an approximately mile-wide path so as development occurs they can identify the best route; when opportunity trail corridors are identified it is not on a specific roadway but an identified corridor from Point A to Point B. As Mr. Harris mentioned, a number of suggestions were received at the advisory committees; however, the challenge is we do not want to make a recommendation to add an opportunity that has not been identified at the local level. The beachside is narrow and houses are closer to the road so it could potentially be difficult.

Mr. Harris stated ideally, the TPO would like feedback from all the local governments and thoroughly vet these suggestions; however, feedback must be submitted by the OGT's deadline of May 31, 2022. Ponce Inlet wanted to check with their elected officials and collect input but he is not sure that process can be completed by the deadline.

Commissioner McGuirk stated that there was a plan several years ago for a trail through downtown New Smyrna Beach to the North Causeway; he noted that the city's position is that it cannot go through downtown. He wants to make sure the city's position is clear. It was a good idea in theory but not realistically.

Mr. Harris replied that a PD&E trail study was conducted a few years ago from New Smyrna Beach to Daytona Beach; it closed out with downtown New Smyrna Beach as a no-build area because there was not an agreement on a route through downtown; however, a new PD&E study is funded for the next fiscal year starting in July that will take a second look for a locally preferred alignment for the St. Johns River to Sea Loop.

Members discussed the suggested opportunity trail corridors, the required criteria, proposed alignments and the challenges associated with them; specifically, the trail proposed from Ponce Inlet to Ormond Beach. The challenge is feedback and documentation of support from local governments has not yet been provided. It was asked if there is an out-of-season opportunity to advance an opportunity trail corridor after the May 31, 2022 deadline for feedback; the answer is no; the next opportunity would be five years from now in 2026 during the next OGT update. The SR 442 trail corridor is fully funded and is on the TPO's List of Priority Projects (LOPP) and will be completed soon; opportunity trail corridors can include existing trails. It is unknown if the city of Edgewater has intentions to extend the trail west of I-95 which may provide some additional connectivity; however, it currently does not meet the criteria for an opportunity trail corridor. The members continued to discuss the proposed opportunity trail corridors and what would be needed to have them added as such.

Council Member Allebach noted that the original presentation was to move two opportunity trail corridors to priority trail corridors; he reminded members that a trail that is not on the priority list will not receive funding. Everything has to do with funding; we cannot go from nothing to an opportunity to a priority and receive funding in 30 days. If the idea of an inlet-to-inlet trail is wanted, then we need to get it rolling and follow the process.

Commissioner Cloudman referred to the SR 40 trail corridor and asked if the TPO was working with Lake Sumter since they have done some legwork for funding for spanning the trail from Volusia County to Marion County; it is a priority for them.

Mr. Harris replied yes; that is the SR 40 Black Bear Scenic Trail and it is on our priority list and the priority lists of the Lake-Sumter MPO and Ocala/Marion TPO. That trail will connect to our proposed SR 40 trail corridor. Both opportunity trail corridors that the staff is recommending to be elevated to priority trail corridors are established corridors that are already in development along SR 40 and the Palm Coast to Ormond Beach corridor which is why it is easier to elevate them from opportunities to priorities.

Ms. Nicoulin added that based on this discussion, staff will bring back an action to elevate those two opportunity trail corridors to priority trail corridors and start work for a new opportunity trail corridor for the next cycle of updates.

B. Presentation and Discussion of the Current Status of the Flagler County Transit Development Plan (TDP)

Chairperson Wheeler stated the Flagler County Transit Development Plan (TDP) serves as Flagler County Public Transportation's planning, development, and operational guidance document with a ten-year planning horizon.

Mr. Martin Catalá, (CUTR), gave a PowerPoint presentation of the Flagler County Transit Development Plan (TDP) major update; the TDP is a local document with regional considerations and involves effective public engagement. They have looked at what is needed versus what is attainable to be achieved over the next several years. The TDP is a living document that will continue to evolve and incorporate new ideas and opportunities. One of the last steps in the development of the TDP update is to find potential transit alternatives for the area; those alternatives are divided into two categories; existing services and new services that may be viable in the county. He provided an explanation of those two categories; he reviewed the public engagement conducted and the responses received. The most immediate need is to improve reservation lead time; it is currently at two weeks out. New software has been purchased with grant funds that will improve their scheduling and they want to implement online and mobile reservations. He reviewed the other targeted improvements that are geared to drive ridership up; expanding service hours and days of service, hiring more drivers, developing hiring and retention policies, etc. All of the improvements are contingent on securing additional federal funding (FTA

Section 5307). The expansion of services is being proposed as a number of pilot projects; FDOT offers three-year grants that could be used to support pilot projects. Same day service is being considered as a pilot project as is traditional and deviated fixed route service. Another mode being considered for a pilot project is on-demand service; it could be a partnership with services such as Lyft or Uber. These are the improvements that will be included in the TDP.

Chairperson Wheeler stated the two-week reservation time needs to be improved.

Mayor Alfin asked if they had contacted the Flagler County School District and the Flagler Technical College for input. He noted that labor is a huge problem and it does not help if they increase the fleet if they do not have bus drivers; those two institutions collaborated on a flagship program that trains high school students to fill driver positions after graduation. He recommended contacting the schools for input on this plan.

Mr. Catalá replied that is a great recommendation and with the career pathway they are recommending they are seeking those type partnerships. The competition for staffing is high right now so a strategic plan to address that with partnerships is key. He asked Mayor Alfin for the name of the program he described.

Mayor Alfin replied it is the Flagler County Education Foundation; that will be the contact for the school district, the flagship program and the Flagler Technical College.

Members discussed the recommendations within the draft TDP and the proposed pilot programs. They discussed how the current design discourages ridership and how the pilot program of using Uber and/or Lyft could improve ridership of a flex type service with a small bus. It was also suggested they contact the healthcare networks as Flagler County has a new hospital; they would likely be willing to engage and be supportive of this effort. It was noted that Votran is 40 years old now and has many of the same concerns; we can create and go outside the box to tailor a program for the region. It is a great idea to work with the schools and medical services; this is a great opportunity to refine the system.

C. Presentation and Discussion of Updates to the River to Sea TPO's Public Participation Plan (PPP)

Ms. Blankenship explained the Public Participation Plan (PPP) outlines the strategies the TPO uses to ensure that the public is able to participate in the decision-making process in ways that are both meaningful and inclusive. In addition, the plan identifies how the TPO will promote and encourage public participation. She reviewed some of the major updates to the PPP that are being proposed; updates to the quick reference tables; to change the public notices from five business days to seven days which is in line with what we currently provide and allows for holidays; and updates to the Connect 2045 public participation section. The PPP will go out for public comment for 45 days today through June 10, 2022 and will be back for approval in June.

D. FDOT Report

Ms. Taylor announced that District 5 Secretary Perdue has been promoted to FDOT Statewide Secretary and that an Interim Secretary has not been named at this time; more information regarding leadership changes will be forthcoming. She announced last week was Work Zone Awareness Week and FDOT partnered with the Edgewater Police Department and the Volusia County Sheriff's Office to promote work zone awareness in one of their project zones; no tickets were issued but safety information cards were distributed to those that were speeding through the construction area. She announced there will be a public open house next week for the Truck and Freight Site Analysis PD&E Study on Thursday, April 28, 2022 at 5:30 pm at the Volusia County Fairgrounds. They have been looking at the truck parking needs along the I-4 corridor.

VII. Interim Executive Director's Report

Ms. Nicoulin referred to the public hearing tomorrow that Ms. Taylor just announced regarding the Truck and Freight Site Analysis PD&E study and that FDOT will be bringing a presentation to the TPO Board on the study in June. She thanked the board for their continued support and that although there were many obstacles she has had to overcome, she did not do it alone; she had guidance and support from the Executive Committee, FDOT and staff. Staff have all stepped up and taken on additional duties; the TPO is down four staff members so hopefully going forward the TPO will be able to add to staff and rejuvenate the TPO.

Ms. Nicoulin announced the passing of Ms. Nancy Burgess-Hall; she passed away early Sunday morning. Ms. Burgess-Hall was a member of the BPAC and involved with the TDLCB. She was a tireless advocate for the disabled and blind community. Services are being scheduled and more information will be provided once the services are confirmed.

Chairperson Wheeler added that Ms. Burgess-Hall was a great lady and she will be greatly missed; hopefully the TPO can provide comments or something at the memorial.

VIII. River to Sea TPO Board Member Comments

Mayor Chazez referred to the Florida Greenways and Trails System Plan and Maps presentation and the process to add opportunity trail corridors; the committees came up with suggestions between the last meeting and now and that the way this is done affects the ability of the committees to bring something to the table.

Councilman Sander announced there are plans for a new apartment complex where the old cement plant was as well as a new subdivision on Big Tree Road.

Volusia County Council Chair commented that he attended the Trail Summit in DeBary and noted that it was very well attended.

Mayor Alfin asked if anyone is attending the League of Cities Leadership program.

Chairperson Wheeler and Commissioner Cloudman both stated they have attended their programs in the past and each one was worthwhile.

Volusia County Council Vice Chair Girtman asked if there was an update on the MPOAC Institute that was cancelled and if it has been rescheduled yet.

Ms. Nicoulin replied it has not yet been rescheduled but there is a MPOAC meeting tomorrow that she will be attending; she will ask for an update. The TPO pays for the institute for three board members.

Vice Mayor Lindlau announced the Oak Hill Sports Club secured a grant for the sports fields and has applied for a grant to redo the baseball field and dug outs.

Council Member Allebach announced Earth Day celebrations in Orange City and the opportunity to work with Votran; they have discovered there is a lot of trash around the bus stops because food and drinks are not allowed on the buses so people just leave their trash at the stops. The city wants to work with Votran on having trash cans on the buses; they will be asking for input regarding this. There is a lot of community involvement because they are tired of the trash and want to keep Volusia County clean. He will be attending FDOT's public meeting tomorrow regarding the truck parking PD&E study.

Council Member Robins stated there are some trail issues he is working on all the way to the Brevard County line; grants are coming in and they are excited.

Commissioner Johnson announced Holly Hill is growing; there are public and private schools coming in. He announced the second phase of the Holly Hill Sports Center has started; it will be a place for kids to play ball, and it will have a rock-climbing facility. He reminded members that the LPGA Boulevard area is growing fast and we need to make sure we concentrate on that area, especially around the Tomoka River Bridge. He commented we need an update on the widening of Williamson Boulevard, from Strickland Range Road to Hand Avenue, and on the Tymber Creek Road expansion. He also asked for an update on the MPOAC Institute.

Ms. Nicoulin replied that staff will reach out to those members who were registered for the MPOAC Institute with an update as soon as additional details are available.

Commissioner Cantu announced the Daytona Beach Annual Crab and Seafood Festival will be on Saturday, April 30, 2022 from 11:00 am to 11:00 pm on Mary McCloud Bethune Boulevard; she announced the grand opening of the Veteran's Memorial Museum on May 4, 2022.

IX. River to Sea TPO Chairperson Comments

There were no TPO Chairperson comments.

X. Information Items

- Citizens Advisory Committee Attendance Record – 2022
- Technical Coordinating Committee Attendance Report – 2022
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2022
- March/April TPO Outreach and Activities
- Volusia and Flagler County Construction Reports
- St. Johns River to Sea Loop Alliance Earth Day Trail Day on the A1A
- Florida Department of Health Family Fun Day Flyer

XI. Adjournment

There being no further business, the River to Sea TPO Board meeting adjourned at 11:02 a.m.

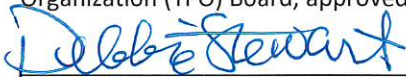
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



**VOLUSIA COUNTY COUNCIL MEMBER BILLIE WHEELER
CHAIRPERSON, RIVER TO SEA TPO**

CERTIFICATE:

The undersigned, duly qualified and acting Recording Secretary of the River to Sea TPO Board certifies that the foregoing is a true and correct copy of the minutes of the April 27, 2022 regular meeting of the River to Sea Transportation Planning Organization (TPO) Board, approved and duly signed this 25th day of May 2022.



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

**** A recording of the April 27, 2022 TPO Board meeting is available upon request.**