

MAY 24, 2023 MEETING MINUTES
OF THE
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD
1 Deuce Court, Suite 100
Daytona Beach, FL 32124

TPO Board Members Physically Present:

Commissioner Jeffrey Schuitema**
Vice Mayor Michael Politis*
Mayor Karen Chasez
Commissioner Chris Cloudman, Chairperson
Commissioner Dana McCool
Councilwoman Charlotte Gillis
Commissioner Andy Dance
Commissioner Roy Johnson
Commissioner Randy Hartman
Commissioner Lisa Martin
Vice Mayor Bill O'Connor
Commissioner Harold Briley
Vice Mayor Bill Lindlau*
Mayor David Alfin
Vice Mayor Gary Smith*
Vice Mayor Reed Foley
Vice Mayor Eric Sander
Council Member Matt Reinhart
Council Vice Chair Danny Robins
Council Member Jake Johansson
Kerry Karl (non-voting)
Rakinya Hinson (non-voting advisor)

TPO Board Members Virtually Present:

Commissioner Stacy Cantu

TPO Board Members Absent:

Vice Mayor John Rogers* (excused)
Commissioner James Sherman* (excused)
Commissioner David Sullivan (excused)
Commissioner Rick Basso*
Mayor Bill Partington (excused)
Mayor Samuel Bennett*
Council Member David Santiago (excused)
Council Chair Jeff Brower (excused)
Ruben Colon
Dr. Jason Aufdenberg (non-voting)
Brian Walker (non-voting)

*** Non-voting member of the Small City Alliance**

**** Voting member for the Small City Alliance**

Others Physically Present:

Pamela Blankenship, Recording Secretary
Colleen Nicoulin
Stephan Harris
Mariel Lemke
Ralf Heseler
Bobbie King
Kelvin Miller

Representing:

Beverly Beach
Daytona Beach Shores
DeBary
DeLand
Deltona
Edgewater
Flagler County Alternate
Holly Hill
New Smyrna Beach
New Smyrna Beach Alternate
Orange City
Ormond Beach Alternate
Oak Hill
Palm Coast
Ponce Inlet
Port Orange
South Daytona
Volusia County, District 2
Volusia County, District 3
Volusia County, At-Large
CAC Chairperson
FDOT

Representing:

Daytona Beach

Representing:

Bunnell
Flagler Beach
Flagler County
Lake Helen
Ormond Beach
Pierson
Volusia County, District 5
Volusia County
Volusia County School Board
BPAC Chairperson
TCC Chairperson

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
Volusia County Transit Services
Volusia County Transit Services
Volusia County - Votran

Others Physically Present:

Glen Irby
Heather Garcia
David German
Jim Cameron

Representing:

Edgewater
VHB
Volusia County Schools
Jim Cameron Consulting

Others Virtually Present:

Tony Bevilacqua
Helen Hutchens
Amy Sirmans
Justin Lee
Omar Atallah
Bernadette Fisher

Representing:

Inwood Consulting, Inc.
Miami Corp
VHB
ETM Inc.
Volusia County
Bunnell

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

The River to Sea Transportation Planning Organization (TPO) Board meeting was called to order at 9:00 a.m. by TPO Chairperson Chris Cloudman. The roll was called, and it was determined a quorum was physically present. The meeting was held in a hybrid format with sixteen voting and three non-voting members physically present.

II. Pledge of Allegiance

The Pledge of Allegiance was given.

III. Public Comment/Participation

There were no public comments.

IV. Consent Agenda

- A. April 26, 2023 - River to Sea TPO Board Meeting Minutes
- B. Treasurer's Report
- C. Executive Committee Report
- D. Transportation Disadvantaged Local Coordinating Board (TDLCB) Report
- E. Bicycle and Pedestrian Advisory Committee (BPAC) Report
- F. Citizens Advisory Committee (CAC) Report
- G. Technical Coordinating Committee (TCC) Report
- H. River to Sea TPO Board (R2CTPO) Report
- I. Executive Director Timesheet Review Report

MOTION: *A motion was made by Council Member Johansson to approve the Consent Agenda. The motion was seconded by Vice Mayor O'Connor and carried unanimously.*

V. Action Items

A. Review and Approval of Resolution 2023-07 Amending the FY 2022/23 to 2026/27 Transportation Improvement Program (TIP) (Roll Call Vote Required)

Ms. Nicoulin explained that there were five projects being amended into the current TIP which she proceeded to review. Four of the projects are in FY 2024 of next year's TIP, but because there is an overlap between when the TPO's fiscal year ends on June 30, and when the federal fiscal year ends on September 30, the projects need to be in the TPO's current TIP to ensure they continue to move forward and can be programmed.

Council Member Johansson asked if this amendment was a standard request from FDOT.

Ms. Nicoulin stated that it was a standard request to keep the projects moving forward.

MOTION: *A motion was made by Council Member Johansson to approve Resolution 2023-07 amending the FY 2022/23 to 2026/27 Transportation Improvement Program (TIP). The motion was seconded by Vice Mayor Sander and carried unanimously by roll call vote.*

B. Review and Approval of Resolution 2023-08 Amending the River to Sea TPO Metropolitan Planning Organization Agreement and FY 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP) (Roll Call Vote Required)

Ms. Nicoulin stated that this item is an amendment to the MPO funding agreement with FDOT, to add additional funding as well as to amend next year's UPWP. She reviewed the amendment which includes raising the ceiling of funding and the de-obligation of funds.

MOTION: *A motion was made by Mayor Alfin to approve Resolution 2023-08 amending the River to Sea TPO Metropolitan Planning Organization Agreement and FY 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP). The motion was seconded by Vice Mayor Lindlau and carried unanimously by roll call vote.*

Chairperson Cloudman stated that Commissioner Cantu was online, and a vote was needed to allow her to participate and vote.

MOTION: *A motion was made by Vice Mayor O'Connor to allow TPO Board members attending remotely to participate and vote. The motion was seconded by Mayor Alfin and carried unanimously.*

C. Review and Approval of Resolution 2023-09 Adopting Targets for PM2 (Bridge & Pavement) and PM3 (System Performance & Freight Movement)

Ms. Nicoulin stated that this item was presented last month; the TPO adopts these targets every four years, and they must be adopted by June 14, 2023. The TPO recommends supporting FDOT and adopting their targets. A presentation was provided last month on the proposed targets.

MOTION: *A motion was made by Vice Mayor Sander to Resolution 2023-09 adopting targets for PM2 (Bridge & Pavement) and PM3 (System Performance & Freight Movement). The motion was seconded by Vice Mayor Foley and carried unanimously.*

D. Review and Approval of the 2022 Annual FDOT Joint Certification Report

Ms. Kellie Smith, FDOT, stated that federal law requires FDOT and the TPO to jointly certify the planning process concurrently with the TIP. The joint certification package covers risk assessment, a summary of noteworthy achievements, recommendations, and corrective actions. She noted that FDOT appreciates the partnership with the TPO. This past year the TPO closed out its UPWP and adopted its TIP on time. The hiring of a Financial Manager and TPO Executive Director were great achievements. She thanked the TPO for their continued public outreach efforts. In terms of corrective actions, during the invoicing issues and resignation of key staff, the TPO remained on special conditions and high risk. FDOT encourages the TPO to work towards meeting all deadlines and invoicing in accordance with the MPO agreement by utilizing all resources. FDOT also encourages the TPO to put forth a financial plan that addresses best practices, policies, and procedures. Progress on the invoicing became a top priority for FDOT and the TPO and the district will continue to provide technical support and training. A letter was sent to the TPO in April regarding the expectations that are necessary to be removed from special conditions and is included in the joint certification package. Ms. Hinson will be reporting to the Executive Committee on a monthly basis.

Mayor Chalez asked if FDOT was happy with the amount of effort the TPO has shown in the last year in moving toward compliance.

Ms. Smith responded that the TPO was making progress; the General Planning Consultant (GPC) request for proposal was advertised which will help the TPO moving forward. FDOT wants to make sure the TPO is successful and part of that is having the resources available for success.

Mayor Chasez asked if FDOT had seen an improvement in invoicing over the last six months.

Ms. Smith stated that they are continuing to move forward. In order to be removed from special conditions, it requires invoices to be submitted on time for 90 days and FDOT has not seen that.

Chairperson Cloudman stated that the GPC advertisement is a big step that will allow the TPO to bring in help; it is a good step heading in the right direction.

Mayor Chasez asked if the hiring of a consultant is an interim step to help over the next one to two years in building internal self-sufficiency.

Chairperson Cloudman responded that it is a mixture of both; FDOT also uses consultants.

Ms. Nicoulin responded that there are currently three vacant planning positions, and she hopes to fill at least one of those. Consultant support will be used differently than it has been in the past. The GPCs can help with the development and maintenance of the TIP, which is a large undertaking. In the past year, our staff was only able to focus on the bare minimum of what is federally required because there were no resources available to go beyond that. Regarding the invoicing, it requires a lot of her time; the TPO was caught up and on time but then the office moved, and the invoicing fell behind. We have since caught back up and are working closely with FDOT on the invoice packages. The TPO is currently going through an Office of Inspector General (OIG) audit, and they are looking at invoicing as well. She has spoken with our current auditor to help identify financial operating procedures which the TPO has not had in the past. She is looking at consultant support as an extension of the staff.

Mayor Chasez clarified that the consultants will be used for specific tasks and are not replacing specific employees.

Ms. Nicoulin replied that was correct.

Vice Mayor O'Connor asked about the Title VI training.

Ms. Blankenship stated that the training was completed last August.

MOTION: *A motion was made by Mayor Chasez to approve the 2022 Annual FDOT Joint Certification Report. The motion was seconded by Vice Mayor Foley and carried unanimously.*

E. Review and Approval of Slate of TPO Officers for FY 2023/24

Chairperson Cloudman stated that during the last election cycle, most of the Executive Committee lost their elections so the TPO had a special election at the January TPO Board meeting and appointed himself as the TPO Chairperson, Mayor Partington as 1st Vice Chairperson/Treasurer, and Mayor Alfin as 2nd Vice Chairperson/Secretary. The Executive Committee met recently and proposed to keep the current slate of officers for the term which runs from July 1 through June 30.

Mayor Chasez commented that she concurs with the logic and the need to give the TPO officers the time to see progress; it is prudent to keep them on the same path.

MOTION: *A motion was made by Commissioner Briley to approve the slate of TPO officers for FY 2023/24 as presented: Chairperson: Mayor Cloudman; 1st Vice Chairperson/Treasurer: Mayor Partington; 2nd Vice Chairperson/Secretary: Mayor Alfin. The motion was seconded by Council Member Johansson and carried unanimously.*

VI. Presentations and Discussion Items

A. Presentation and Discussion of the Draft Volusia and Flagler Functional Classification Maps

Mr. Jason Learned, FDOT, reviewed the draft Volusia and Flagler County map and some of the comments received. Paper maps will be prepared for TPO Board approval but will not require a signature yet. This process is coupled with the Urban Area Boundary process and the two maps are signed together; in late 2024 for signature.

Council Member Johansson asked if Deltona had provided any comments yet.

Mr. Learned stated they have not heard anything from Deltona.

Ms. Nicoulin stated that Deltona has had a lot of staff turnover and she reached out to them to get comments. The TCC members have been asked to provide a technical review of the proposed functional classifications. She is still following up with Deltona and Volusia County regarding their comments. She is also following up with cities where there are expectations to see comments from but... have not been.

Council Member Johansson stated he did not want staff changes to prevent comments; he is concerned.

Ms. Nicoulin stated that following the TCC meeting last week, they still hadn't received comments from Daytona Beach; she spoke with their representative and they are working on their comments. The TPO is working with the areas where we haven't seen comments yet.

Commissioner McCool explained that Deltona has had serious staff changes and they are also working on big projects which she reviewed. This item has been brought to the City Manager and she will bring a report back from the TPO; Deltona is in the process of rebuilding.

Mr. Learned stated that they have to approve the functional classifications for roads that are currently on the ground or under construction; roads can be added as they happen. There is no rush as they can process interim changes.

B. Presentation and Discussion of the Draft FY 2023/24 to FY 2027/28 Transportation Improvement Program (TIP)

Ms. Nicoulin gave a presentation on the draft FY 2023/24 to FY 2027/28 TIP which represents all the funding to be spent over the next five years in the TPO planning area. The document is based on the FDOT Tentative Work Program from last fall. It includes almost \$660 million in funding over five years and covers federal and state-funded projects. The draft TIP will be posted next Tuesday for review and comment and will be back next month for adoption by the TPO Board. She asked the members to look at areas of interest to them and projects within their municipalities to ensure they match with what they have on their end. Once the TIP is adopted there is a reconciliation at the state level. Projects in the current fiscal year typically automatically roll forward in the state TIP. The TPO has a process in August where we add some of the projects that need to be rolled forward into our TIP.

C. Presentation and Discussion of the Draft List of Priority Projects (LOPP)

Ms. Nicoulin gave a presentation on the draft List of Priority Projects; a series of lists identified in the LRTP and added to each year based on the applications received from the local governments during the TPO's call for projects. She explained each list and how they are populated. She reviewed changes to the Strategical Intermodal System (SIS) List, SIS Planning Studies List, and Regionally Significant Non-SIS List. She noted that the TPO received a formal letter of request from the city of Edgewater and a supporting resolution from Oak Hill for the I-95 at SR 442 interchange to be placed on the SIS Planning Studies List which includes unfunded needs. If money becomes available in the SIS program, the projects on the list can be moved forward. She continued reviewing the lists, noting that this year points were awarded for safety, equity, resiliency, and stormwater. The lists will be back next month for adoption. There may still be changes to the lists which could include the addition of cost estimates. She asked the members to look at their projects and make sure everything is correct.

Chairperson Cloudman stated that it was important for the members' staff to participate on the TCC so they can help guide the List of Priority Projects.

E. FDOT Report

Ms. Rakinya Hinson, FDOT, stated the FDOT report was provided in the agenda; she referred members to www.cflroads.com for the most up-to-date project information.

VII. Executive Director's Report

Ms. Nicoulin stated that a federal certification of the TPO is completed every four years. There will be a Federal Certification public meeting on June 14, 2023, from 5:00 to 6:00 pm. It is an opportunity for TPO partners and the public to share their interactions with the TPO plans, processes, and staff. The information received from the meeting will become part of the federal certification review which looks at our planning process and required documents. The TPO is working with FHWA, and information is being provided. She invited the board members to attend the meeting. There will be a chance to submit written comments as well. Regarding the OIG audit, they have indicated the audit may wrap up next month.

Ms. Nicoulin announced that next Tuesday a new staff member filling the Administrative Assistant position will be starting; her name is Ms. Donna King. She added that Mr. Harris recently received his AICP certification.

VIII. River to Sea TPO Board Member Comments

Vice Mayor Sander gave an update on the MPOAC Institute that he recently attended.

Vice Mayor Lindlau thanked Ms. Nicoulin for presenting at the Southeast Volusia Democratic Club meeting; it was well-informed and engaging.

Commissioner Cantu stated that regarding the traffic that turns left eastbound on Beville Road to enter Amazon, the view of traffic is blocked from the westbound turn lane on Pelican Bay. The signal is currently a permissive left-turn signal; can it be made a protective signal turning left into the east gate of Pelican Bay?

Ms. Hinson stated she would check and follow up.

Chairperson Cloudman stated that the Space Coast TPO is ahead regarding the number of jurisdictions adopting Target Zero. It is up to each individual jurisdiction to adopt Target Zero.

Ms. Nicoulin stated that the buck slip that was provided to the members was developed by the TPO in partnership with FDOT. It will be included in all Flagler County tag renewals that are mailed out for a year. The TPO printed 70,000 copies and we are looking at Volusia County to potentially do something similar.

Discussion ensued on targeting the education of cyclists as well as drivers.

Vice Mayor O'Connor stated that the TPO will be doing a helmet fitting at the Debary Library on June 8, 2023. He asked what that entailed.

Ms. Blankenship stated that in addition to fitting bicycle helmets, the TPO will be providing a bicycle and pedestrian safety presentation. She explained where the helmets came from, that were fitted.

Councilwoman Gillis stated that a helmet fitting would be helpful in Edgewater.

Ms. Nicoulin responded that the TPO participates in the summer school programs to provide presentations and helmets. We try to target different populations, such as the homeless community; we are trying to reach all communities; we also participate in the Community Traffic Safety Teams (CTSTs). If there is a specific group or place that would benefit from a presentation and/or fitting, let Ms. Blankenship know.

Commissioner Dance stated there are many different aspects to reaching the community and added that problems with cyclists are almost always related to the lack of infrastructure or mixed infrastructure.

Vice Mayor Smith stated that what is not included are the new motorized vehicles on sidewalks; mixing all modes of transportation is an issue and the speeds they can get up to is dangerous.

Chairperson Cloudman stated that we need to educate the users in addition to enforcing the laws.

IX. River to Sea TPO Chairperson Comments

There were no TPO Chairperson comments.

X. Information Items

- Citizens Advisory Committee Attendance Record – 2023
- Technical Coordinating Committee Attendance Report – 2023
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2023
- River to Sea TPO Outreach and Activities
- Upcoming Events Flyer
- Volusia and Flagler County Construction Reports
- Save the Date – Federal Certification Public Meeting

XI. Adjournment

There being no further business, the River to Sea TPO Board meeting adjourned at 10:47 a.m.

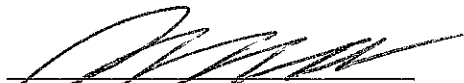
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



**CITY OF DELAND MAYOR CHRIS CLOUDMAN
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 May 24, 2023 regular meeting of the River to Sea Transportation Planning Organization (TPO) Board, approved and duly signed this 28th day of June 2023.



**PAMELA BLANKENSHIP, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**** A recording of the May 24, 2023 TPO Board meeting is available upon request.**