

MAY 25, 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 Stacy Cantu
Mayor Karen Chasez
Commissioner Chris Cloudman, 2nd Vice Chairperson
Commissioner Victor Ramos
Councilwoman Christine Power
Commissioner Roy Johnson
Council Member Jeff Allebach
Commissioner Rob Littleton
Mayor David Alfin
Vice Mayor Gary Smith**
Council Member Reed Foley
Councilman Eric Sander
Council Chair Jeff Brower
Council Vice Chair Barbara Girtman, 1st Vice Chairperson
Council Member Billie Wheeler, Chairperson
Rakinya Hinson (non-voting)

TPO Board Members Virtually Present:

Commissioner Tina-Marie Schultz*
Council Member Richard Bryan*
Dr. Jason Aufdenberg (non-voting)

TPO Board Members Absent

Commissioner Jeffrey Schuitema*
Commissioner James Sherman* (excused)
Commissioner Joe Mullins
Commissioner Rick Basso*
Commissioner Jason McGuirk (excused)
Vice Mayor Bill Lindlau*
Mayor Samuel Bennett*
Council Member Danny Robins (excused)
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
Kellie Smith
Jim Cameron
Travis Hills
Bobbie King
Jon Cheney
Kelvin Miller
Ralf Heseler

Representing:

Daytona Beach
DeBary
DeLand
Deltona
Edgewater
Holly Hill
Orange City
Ormond Beach Alternate
Palm Coast
Ponce Inlet
Port Orange
South Daytona
Volusia County
Volusia County District 1
Volusia County, District 2
FDOT

Representing:

Bunnell
Daytona Beach Shores
BPAC Chairperson

Representing:

Beverly Beach
Flagler Beach
Flagler County
Lake Helen
New Smyrna Beach
Oak Hill
Pierson
Volusia County, District 3
Volusia County, District 4
Volusia County School Board
CAC Chairperson
TCC Chairperson

Representing:

TPO Staff
TPO Staff
FDOT
Jim Cameron Consulting
Kittleson & Associates
Volusia County
Volusia County Traffic Engineering
Votran
Votran

Others Virtually Present:

Debbie Stewart, Recording Secretary
Pam Blankenship
Maryam Ghyabi
Bill O'Connor
Jay Williams

Representing:

TPO Staff
TPO Staff
Ghyabi & Associates
Orange City
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 one non-voting members physically present; and with three non-voting members attending remotely.

II. Pledge of Allegiance

The Pledge of Allegiance was given.

III. Public Comment/Participation

There were no public comments.

Chairperson Wheeler acknowledged losses that we have recently had; Ms. Nancy Burgess-Hall; Mr. Big John; and Mayor Heidi Herzberg lost her mother yesterday. These are all big losses to our community as each were very involved; they will be missed. She also acknowledged the school shooting in Uvalde, Texas. As community leaders, we have an obligation to try to create peace and harmony. In the last week, two 18-year olds have committed mass shootings; we need to focus on mental health. She asked for a moment of silence to reflect on our losses and the victims and survivors of the mass shootings.

IV. Consent Agenda

- A. April 27, 2022 River to Sea TPO Board Meeting Minutes**
- B. Treasurer's Report**
- C. Executive Committee Report**
- D. Budget Subcommittee Report**
- E. BPAC Project Review Subcommittee Report**
- F. Bicycle and Pedestrian Advisory Committee (BPAC) Report**
- G. Citizens Advisory Committee (CAC) Report**
- H. Technical Coordinating Committee (TCC) Report**
- I. River to Sea TPO Board (R2CTPO) Report**
- J. Executive Director Timesheet Review Report**
- K. Review and Approval of Resolution 2022-09 authorizing the filing and execution of the FY 2022/23 Transportation Disadvantaged (TD) Planning Grant Agreement with the Commission for the Transportation Disadvantaged (CTD)**

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

V. Action Items

- A. Review and Approval of Resolution 2022-10 Adopting the FY 2022/23 and 2023/24 Unified Planning Work Program (UPWP) (Roll Call Vote Required)**

Chairperson Wheeler stated the Unified Planning Work Program (UPWP) documents the two-year program of activities, work products and budgeted funds for the TPO. In February and March, the TPO developed a draft UPWP and submitted it to FDOT and the Federal Highway Administration (FHWA) for review and comments;

it was also posted for public comment. The draft UPWP was revised to address comments received by the reviewing agencies.

Ms. Nicoulin commented that comments were received from FDOT and FHWA; no comments were received from the public. She reviewed the comments received and noted they included critical, editorial, enhancements or other; critical comments must be addressed but all the comments were addressed in the revised document. The full document will be uploaded to FDOT once the UPWP is approved and the resolution signed today. She reviewed the comments received and the revisions made to the document. The new UPWP will go into effect July 1, 2022 for two years.

MOTION: *A motion was made by Councilman Sander to approve Resolution 2022-10 adopting the FY 2022/23 and 2024/24 Unified Planning Work Program (UPWP). The motion was seconded by Councilwoman Power and carried unanimously by a roll call vote.*

B. Review and Approval of Resolution 2022-11 Supporting Updates to the Florida Greenways and Trails System (FGTS) Plan and Maps

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

MOTION: *A motion was made by Commissioner Littleton to approve Resolution 2022-11 supporting updates to the Florida Greenways and Trails System (FGTS) Plan and Maps. The motion was seconded by Councilman Sander and carried unanimously.*

C. Review and Approval of the River to Sea TPO Board Slate of Officers for FY 2022/23

Chairperson Wheeler stated each year a Nominating Committee is appointed by the TPO Chairperson and convened to recommend a slate of officers for the next fiscal year. These officers will take their positions on July 1, 2022 and run through June 30, 2023. The Executive Committee was appointed as the Nominating Committee and met on May 4, 2022 and drafted the following slate of officers:

TPO Chairperson, Volusia County Council Vice Chair Barbara Girtman
1st Vice Chairperson/Treasurer, DeLand Commissioner Chris Cloudman
2nd Vice Chairperson/Secretary, Deltona Commissioner Victor Ramos

Mayor Chasez commented that all three of the proposed officers are up for re-election this November and if any one of them does not succeed and remain in office, then we will have vacancies; it could be the whole proposed slate of officers.

Chairperson Wheeler replied that was discussed at the meeting and we will handle it if it occurs.

MOTION: *A motion was made by Mayor Alfin to approve the River to Sea TPO Board slate of officers for FY 2022/23. The motion was seconded by Councilman Sander and carried unanimously.*

D. Review and Approval of the 2021 Annual FDOT Joint Certification Report

Chairperson Wheeler stated each year FDOT District 5 and the River to Sea TPO must jointly certify the metropolitan transportation planning process. This certification includes a review of various practices of the TPO to ensure compliance with federal regulations.

Ms. Kellie Smith, FDOT, stated this certification is part of an annual process FDOT conducts with its MPO partners; the certification report is provided in the agenda. She reminded members that in November, the TPO was put on "special conditions" due to leadership changes, financial staffing changes and invoicing concerns. Typically, during a certification FDOT assesses risks for a TPO but because of the "special conditions" they did not do that; FDOT is providing technical assistance which allows the TPO access to additional resources. FDOT is reviewing the invoices in draft form so there will not be any rejections. However, there are some critical items that FDOT wants the TPO Board to be aware of; Ms. Nicoulin has addressed the critical

comments; FDOT must make a recommendation of approval of the UPWP to the Federal Highway Administration (FHWA) by June 1, 2022. Due to the close-out of the current UPWP, FDOT is asking for all invoices to be submitted by August 15, 2022. During the review FDOT also made some corrective actions suggestions which included the TPO establishing internal financial controls that include quality control procedures and that all TPO future invoices are in compliance with procedures set forth in the MPO Handbook. She thanked the TPO Chairperson and TPO staff for committing to addressing these concerns and FDOT appreciates the partnership the TPO has established with them; they hope to have the TPO off of the "special conditions" as soon as possible.

Chairperson Wheeler thanked Ms. Smith and added that through all of the issues that the TPO has been through this past year, there have been some good things that came from it; there has been great collaboration with FDOT and the issues that were discovered have been addressed.

Mayor Chasez asked if there was anything in the report that gives FDOT pause that could not be resolved.

Ms. Smith replied no; nothing that cannot be resolved. They are concerned about the time constraint given the year-end closing and cash flow. FDOT is offering all the help they can to get the invoices submitted in a timely manner.

Mayor Chasez asked for an explanation regarding cash flow and what the risk could be.

Ms. Smith explained that if the UPWP is not submitted to FHWA and approved by July 1, 2022 then they could withhold funds. FDOT does not see the day-to-day activities so do not know the current cash flow. FDOT is working with Ms. Nicoulin to get invoices submitted within the time constraint.

Mayor Chasez asked if Ms. Nicoulin has the needed resources to meet these short-term deadlines.

Ms. Nicoulin replied yes; the temporary finance consultant has been hired permanently and has begun putting the needed controls in place. She provides an update on cash flow every two weeks with payroll information. An invoice package was submitted in February that covered the timeframe through December 2021; there are three invoice packages ready to be submitted to FDOT on the PL grants. Two invoices were submitted to the Federal Transit Administration (FTA) for FTA grants the TPO receives and the TPO has received those payments. She meets with FDOT staff on a bi-weekly basis to discuss any issues and the year-end close-out process for which FDOT has been providing assistance with when needed; it has been very beneficial having FDOT's assistance. She added that the UPWP comments have been addressed in the document and it is only awaiting the signed resolution to be uploaded which will be done this afternoon and will meet the deadline to receive the funding July 1, 2022.

Chairperson Wheeler commented that things have come along way and staff have been amazing as well as FDOT's support.

Council Vice Chair Girtman commented that the last year has been a challenge, it has also been an opportunity for a fresh start to create the TPO needed to move forward. Collaboration with the municipalities and FDOT is vital.

MOTION: A motion was made by Councilwoman Power to approve the 2021 annual FDOT Joint Certification Report. The motion was seconded by Council Vice Chair Girtman and carried unanimously.

VI. Presentations and Discussion Items

A. Presentation and Discussion of the Draft Transportation Congestion Management Process (CMP) Report

Chairperson Wheeler stated the River to Sea TPO is conducting an update to the Congestion Management Process (CMP) to define congestion management objectives, performance measures, and methods to monitor and evaluate system performance. This update will help to better inform the TPO on the effects transportation investment decisions have on the performance of the system over time.

Mr. Travis Hills, Kittelson & Associates, gave a PowerPoint presentation on the draft Transportation Congestion Management Process (CMP) Report; he explained that congestion management is the application of strategies to improve transportation system performance and reliability. The CMP is the approach for managing congestion and to implement the different strategies while linking them to performance measures. He reviewed the six goals and performance measures of the CMP and the CMP network. He explained they identified more than 70 CMP strategies; he reviewed some of the key strategies and special event management strategies. The draft CMP Report is available for review; revisions will be made based on committee and TPO Board comments with the final adoption in June. The deadline for comments is June 3, 2022.

Members discussed the report and the congestion and crash data for I-4; particularly through DeBary and the issues caused by those crashes. Mr. Hills explained that although there is congestion, it is reliable congestion. He also explained that the suggested strategies are for the collective agencies and not the TPO individually; it depends on the jurisdiction and where the issues are occurring. The TPO will facilitate strategies; the CMP also informs other documents the TPO is required to develop such as the Long Range Transportation Plan (LRTP). The reliable congestion on SR 40 was also discussed and what strategies could be implemented to relieve it; the term "reliable congestion" was explained and how it was applied within this report. The strategies recommended within the report were discussed at length including expanding the electric vehicle infrastructure.

B. Presentation and Discussion of the FY 2022/23 River to Sea TPO Budget

Chairperson Wheeler stated a Budget Subcommittee is convened each year to review and recommend a budget for the upcoming fiscal year. The draft budget for FY 2022/23 was reviewed by the Budget Subcommittee on May 5, 2022.

Ms. Nicoulin stated the draft budget for FY 2022/23 was provided in the agenda along with a comparison of the current year budget to the proposed fiscal year budget. She reviewed the revenue sources and the proposed expenditure line items and explained the significant changes over the current fiscal year budget. Member assessments were briefly discussed at the Budget Subcommittee which are based on population at \$.10 per capita which have not been adjusted for some time. When the latest US Census Bureau information is released, the TPO's boundaries will be adjusted accordingly and we will update the population information so that may be the appropriate time to review the member assessments.

Members discussed the proposed FY 2022/23 budget; it was explained that the increase for network/web page costs is due to a re-design of the TPO's website and will be a one-time expense.

C. Presentation and Discussion of the Draft FY 2022/23 to 2026/27 Transportation Improvement Program (TIP)

Ms. Nicoulin explained the Transportation Improvement Program (TIP) represents five years of project programming within our planning area and includes all types of projects including all capital and non-capital surface transportation projects; any project within our planning area that receives state or federal funding is listed in the TIP; it must be consistent with the Long Range Transportation Plan (LRTP). There are also projects funded with other sources that are included in the TIP. She noted that the TIP must match FDOT's Work Program in order to receive funding. Each year when the TPO updates the TIP, the year that is ending is dropped and a new fifth year is added; any projects currently in the TIP carry forward and staff programs new projects into the TIP. She explained the SU funding is split into a 40% allocation for traffic operations projects, 30% for bicycle/pedestrian projects and 30% for transit projects.

Council Vice Chair Girtman asked when those percentages would be evaluated and adjustments could be made.

Ms. Nicoulin replied, that information will be available when the roll-forward amendment is presented in August and it can be discussed then. She explained that FDOT does not divide this funding and this TPO is the only TPO within FDOT District 5 that does.

Council Vice Chair Girtman stated it needs to be evaluated so that we have flexibility to fund projects.

Ms. Nicoulin replied that the policy was reviewed last fall and some adjustments were made to provide some flexibility but there are still some obstacles.

D. Presentation and Discussion of the Draft River to Sea TPO 2022 List of Priority Projects (LOPP)

Chairperson Wheeler stated that each year the TPO updates the List of Priority Projects (LOPP); once adopted, the lists are transmitted to FDOT for their use in allocating transportation funds to the area.

Ms. Nicoulin explained that the List of Priority Projects (LOPP) is updated each year and submitted to FDOT; it includes eight categories. FDOT uses these lists in developing their tentative Work Program which will feed into the TIP next year. She reviewed the changes and updates to the LOPP and highlighted some of the new projects; she noted that the SR 44/Kepler Road roundabout project is an important project and will be moved to the top of the traffic operations Tier A list. TCC members are reviewing the lists to ensure costs and/or other information have been updated based on the information they provided. The LOPP will be back next month for approval.

Commissioner Cloudman noted that the SR 44/Kepler Road project has been on the priority list for as long as he's been on the TPO Board; it is an important project and he is glad that it is moving up.

Council Vice Chair Girtman added that project is a reflection of collaboration between all the agencies.

Ms. Nicoulin continued to review the changes and updates to the LOPP.

Councilman Sander referred to the Tier C list and the traffic camera network system for South Daytona; it is ranked number one but has not been given a project score pending the outcome of the ITS Master Plan. He asked for the status of the ITS Master Plan as it has been this way since 2017.

Ms. Nicoulin replied that the ITS Master Plan is complete; the TPO is waiting on the city to update their application for this project with consideration of the recommendations from the ITS Master Plan. She continued to review the projects on the LOPP; it will be back for adoption in June.

Council Vice Chair Girtman asked who established the 50% match for the TRIP program.

Ms. Nicoulin replied that is the state's program.

E. FDOT Report

The FDOT report was provided in the agenda; Ms. Hinson announced that Mr. Jared Perdue has been named as State Secretary of Transportation by Governor DeSantis and Mr. John Tyler has been appointed as District 5 Secretary. She announced a ribbon cutting was held on Monday, May 23, 2022 for the Oakridge Boulevard pilot program of the Zicla Zipper System. The North Causeway Bridge (SR 44) over the Indian River is estimated to begin construction at the end of May; this will cause some closures around the bridge estimated to occur in the fall. She announced a public meeting will be held June 1, 2022 for the SR 11 from the Volusia County line to US 1 resurfacing and safety project; and a public meeting on June 16, 2022 for the Flagler County SR 100 resurfacing project; both of these projects are in Flagler County. She stated she attended the Ormond Beach Coalition public meeting last night for the SR A1A/SR 40 project; comments can still be submitted. She noted that enhancements will be made over the entire SR A1A safety corridor over the next five years.

Council Member Foley referred to an intersection improvement project at Miles Drive and Nova Road and asked for a status update; he has received questions from residents regarding this project.

Ms. Hinson replied she will get back to him with an update.

VII. Interim Executive Director's Report

Ms. Nicoulin referred to the Bipartisan Infrastructure Bill and announced there are a number of "Notice of Funding Opportunities" coming in the upcoming months. Some of the funding opportunities are specific to FDOT, some to

counties and/or cities and some to MPOs. Most recently is the "Notice of Funding Opportunity" for the Safe Streets and Roads for All grant released last week; it is available to the TPO for planning and local governments for project implementation. She noted that this is a five-year bill of \$550 billion in new investments so there will be various opportunities over the next five years. FDOT is looking to establish a plan for projects that could fall under some of these grants; most of the grant opportunities have training webinars. She noted that the grants have a required match between 20% and 50% depending on the type of grant. The challenge the TPO has is the match cannot come from federal dollars; it must come from another source.

Chairperson Wheeler commented that the SR 44/Kepler Road intersection improvement projects needs funding.

VIII. River to Sea TPO Board Member Comments

Commissioner Johnson announced Holly Hill has decided to complete the underground project along US 1. He referred to the new sports center being built on Nova Road and that it will be great for the kids when completed.

Council Member Allebach stated Orange City has completed many of the septic-to-sewer projects and they are continuing to work on them. He commented that he attended FDOT's public meeting regarding truck parking; one option shown was in Seminole County just across the bridge so it will help Volusia County as well; especially truck drivers that live in Deltona.

Council Member Foley announced the new Fysh Bar & Grill at the Riverwalk has begun hiring; there is not an opening date yet but he believes it will be sometime in July. He also announced he area around Aunt Catfish's will be renovated and re-developed.

Mayor Alfin announced Advent Health's new hospital campus in Palm Coast on Monday; it will be open for business in less than 12 months.

Vice Mayor Smith announced the town of Ponce Inlet is preparing for their yearly election; and he announced their license plate readers are catching an average of one person per day for outstanding violations.

Councilwoman Power announced the city of Edgewater is holding the 2nd Annual Laser Light Show this Saturday at Hawks Park.

Commissioner Cantu stated the cell tower in the LPGA Boulevard area she has been pushing for went out for Request for Proposal (RFP); they have three respondents interested and the carriers on board are AT&T, Verizon, T-Mobile and Spectrum. She announced the city of Daytona Beach is expecting larger than normal crowds this weekend on beachside; Daytona Beach Police Chief Young is on top of it and all officers will be on duty; she announced the Main Street Bridge will be closed to except staff, graduation attendees, or residents. She announced the opening of the Veteran's Museum will be June 4, 2022 and they will honor the Veteran of the Year at the bandshell with a concert following the ceremony.

Council Chair Brower commented he attended the ribbon cutting on Oakridge Boulevard this week as did Daytona Beach Police Chief Young; he noted multiple events are happening this weekend and some are not sanctioned. He wants to give the Chief kudos for handling all of it well. He stated he spent the day in Tampa yesterday with county staff on a tour of a compost facility for Hillsborough County; it is tied in to transportation. The toxic substances are composted instead of being spread into the environment. They have sold out for the next five years; after all expenses, they are making \$500,000 per year. It is a huge facility manned by only three people as most of it is automated. Their biggest customers are municipalities using compost along roads before a sign is installed. He is not sure if FDOT buys any but they mentioned several road projects. This could help us to reduce spreading toxic environments in our waterways.

Councilman Sander stated the old cement plant on US 1 will be removed; the city council just approved the first reading of the master development plan for it. It will be a beautiful apartment complex with carriage houses, a kid's park, etc.

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
- April/May TPO Outreach and Activities
- Volusia and Flagler County Construction Reports

XI. Adjournment

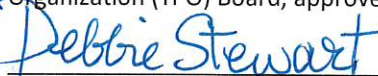
There being no further business, the River to Sea TPO Board meeting adjourned at 10:52 a.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION


VOLUSIA COUNTY COUNCIL VICE CHAIR BARBARA GIRTMAN
VICE 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 25, 2022 regular meeting of the River to Sea Transportation Planning Organization (TPO) Board, approved and duly signed this 22nd day of June 2022.


DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the May 25, 2022 TPO Board meeting is available upon request.**

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD

ROLL CALL VOTE SHEET

UPWP ADOPTION

MEETING DATE:
MEETING TIME:
MEETING LOCATION:

MAY 25, 2022
9:00 A.M.
RIVER TO SEA TPO CONFERENCE ROOM
2570 W. INTERNATIONAL SPEEDWAY BLVD., SUITE 100
DAYTONA BEACH, FL 32114

QUORUM: 10 MEMBERS: YES/NO

YES/NO

REPRESENTING:

DAYTONA BEACH
DEBARY
DELAND
DELTONA
EDGEWATER
FLAGLER COUNTY
HOLLY HILL
NEW SMYRNA BEACH
ORANGE CITY
ORMOND BEACH
PALM COAST
PORT ORANGE
SOUTH DAYTONA
VOLUSIA COUNTY
VOLUSIA COUNTY
VOLUSIA COUNTY
VOLUSIA COUNTY
VOLUSIA COUNTY

TPO MEMBER:

COMMISSIONER CANTU
MAYOR CHASEZ
COMMISSIONER CLOUDMAN
COMMISSIONER RAMOS
COUNCILWOMAN POWER
COUNCIL MEMBER MULLINS
COMMISSIONER JOHNSON
COMMISSIONER MCGUIRK
COUNCIL MEMBER ALLEBACH
COMMISSIONER LITTLETON
MAYOR ALFIN
COUNCIL MEMBER FOLEY
COUNCILMAN SANDER
COUNCIL VICE CHAIR GIRTMAN
COUNCIL MEMBER ROBINS
COUNCIL MEMBER POST
VOLUSIA COUNTY COUNCIL CHAIR BROWER
COUNCIL MEMBER WHEELER

YES NO

✓/✓
✓/✓
✓/✓
✓/✓
✓/✓
✓/✓
✓/✓
EXC/✓
✓/✓
✓/✓
✓/✓
✓/✓
✓/✓
✓/✓
EXC/✓
EXC/✓
✓/✓
✓/✓

SMALL CITY ALLIANCE

BEVERLY BEACH
BUNNELL
DAYTONA BEACH SHORES
FLAGLER BEACH
LAKE HELEN
OAK HILL
PIERSON
PONCE INLET

COMMISSIONER SCHUITEMA
COMMISSIONER SCHULTZ
COUNCIL MEMBER BRYAN
COMMISSIONER SHERMAN
COMMISSIONER BASSO
VICE MAYOR LINDLAU
MAYOR BENNETT**
VICE MAYOR SMITH

____/____
____/____
____/____
EXC/✓
____/____
____/____
____/____
✓/✓

TPO STAFF:

DEBBIE STEWART
PAMELA BLANKENSHIP
STEPHAN HARRIS
COLLEEN NICOLIN

____/____
____/____
____/____
____/____