

MAY 27, 2020 MEETING MINUTES
OF THE
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD
2570 W. International Speedway Boulevard, Suite 100
Daytona Beach, FL 32114-8145

****NOTE: THIS MEETING WAS HELD AS AN ONLINE VIDEO/AUDIO CONFERENCE AS PERMITTED UNDER EXECUTIVE ORDER 20-69 (A physical presence was also supported)**

TPO Board Members Present:

Commissioner Robert Gilliland, Chairperson
Vice Mayor Richard Bryan**
Mayor Karen Chasez
Commissioner Chris Cloudman
Vice Mayor Victor Ramos
Councilwoman Christine Power
Commissioner Joe Mullins
Commissioner Roy Johnson
Commissioner Jason McGuirk, 1st Vice Chairperson
Commissioner Bill Lindlau*
Council Member Jeff Allebach
Commissioner Dwight Selby
Member Bob Cuff
Councilman Ralph Schoenherr
Volusia County Council Chair Ed Kelley
Council Member Barbara Girtman
Council Member Billie Wheeler, 2nd Vice Chairperson
Council Member Deb Denys
Jose Papa (non-voting)
Vickie Wyche (non-voting advisor)

TPO Board Members Absent:

Vice Mayor John Rogers*
Commissioner Jeffrey Schuitema*
Commissioner Vernon Burton*
Council Chair Samuel Bennett
Council Member Joe Perrone*
Council Member Scott Stiltner
Volusia County Council Vice Chair Fred Lowry (excused)
Carl Persis (non-voting)
Andy Dance (non-voting)
Paul Eik (non-voting)
Nora Jane Gillespie (non-voting) (excused)

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

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

Others Present:

Debbie Stewart, Recording Secretary
Lois Bollenback
Pam Blankenship
Colleen Nicoulin
Stephan Harris
Kellie Smith

Representing:

Daytona Beach
Daytona Beach Shores
DeBary
DeLand
Deltona
Edgewater
Flagler County
Holly Hill
New Smyrna Beach
Oak Hill
Orange City
Ormond Beach
Palm Coast
South Daytona
Volusia County
Volusia County District 1
Volusia County, District 2
Volusia County, District 3
TCC Chairperson
FDOT District 5

Representing:

Bunnell
Beverly Beach
Lake Helen
Pierson
Ponce Inlet
Port Orange
Volusia County, District 5
Volusia County School Board
Flagler County School Board
BPAC Chairperson
CAC Chairperson

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT

Others Present:

Jim Wood
William Roll
Abby Morgan
Adam Burghdoff
Big John
Jon Cheney
Travis Terpstra

Representing:

Kimley-Horn
Kimley-Horn
Kittelson & Associates
Kittelson & Associates
Press
Volusia County Traffic Engineering
Volusia County Traffic Engineering

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 Rob Gilliland. Due to the COVID-19 virus, the meeting was held online and via teleconference pursuant to the Florida Governor's Executive Orders 20-62 and 20-114 which suspended the Florida Statutes that require a physical quorum to be present in person and allows the use of telephone and video conferencing. The roll was called and it was determined that a quorum was present online.

Ms. Stewart announced that Vice Mayor Bryan, Daytona Beach Shores, would be the voting member for the Small City Alliance.

II. Pledge of Allegiance

III. Public Comment/Participation

There were no public comments.

IV. Consent Agenda

- A. April 22, 2020 River to Sea TPO Board Meeting Minutes
- B. Treasurer's Report
- C. Executive Committee Report
- D. Transportation Disadvantaged Local Coordinating Board (TDLCB) Report
- E. TDLCB Appointments and Resignations
- F. Bicycle and Pedestrian Advisory Committee (BPAC) Report
- G. 2045 LRTP Subcommittee Report
- H. Citizens Advisory Committee (CAC) Report
- I. Technical Coordinating Committee (TCC) Report
- J. River to Sea TPO Board (R2CTPO) Summary Report
- K. BPAC Project Review Subcommittee Reports
- L. Transportation Improvement Program (TIP) Report
- M. Executive Director Timesheet Review Report

MOTION: *A motion was made by Volusia County Council Chair Kelley to approve the Consent Agenda. The motion was seconded by Council Member Wheeler which carried unanimously.*

V. Action Items

A. Review and Approval of Resolution 2020-06 Adopting the FY 2020/21 and 2021/22 Unified Planning Work Program (UPWP)

Ms. Bollenback stated the TPO develops the Unified Planning Work Program (UPWP) every two years; it is the Work Program that identifies the work TPO staff will be undertaking over the next two years and will take effect July 1, 2020. It includes the deliverables and how projects and programs will be funded. The draft UPWP tasks and funding allocations were presented in February; the complete document was then compiled and submitted to FDOT and the Federal Highway Administration (FHWA) for review and comment. They

provided comments and the draft was updated; a link to the full document was provided in the agenda. The FDOT and FHWA comment letters were added to the appendix to the document.

MOTION: *A motion was made by Volusia County Council Chair Kelley to approve Resolution 2020-06 adopting the FY 2020/21 and 2021/22 Unified Planning Work Program (UPWP). The motion was seconded by Vice Mayor Ramos and carried unanimously.*

B. Review and Approval of River to Sea TPO Board Slate of Officers for FY 2020/21

Ms. Bollenback stated each year as the term of the current TPO Chairperson ends a slate of officers is proposed for the upcoming fiscal year (FY) to take effect on July 1, 2020 for FY 2020/21. The Executive Committee met on May 6, 2020 and proposed the following slate of officers: Commissioner McGuirk will move from 1st Vice Chair to Chairperson; Council Member Wheeler from 2nd Vice Chair to 1st Vice Chair and Council Member Girtman has been recommended as to 2nd Vice Chair.

MOTION: *A motion was made by Volusia County Council Chair Kelley to approve the River to Sea TPO Board slate of officers for FY 2020/21. The motion was seconded by Council Member Allebach and carried unanimously.*

C. Review and Approval of Resolution 2020-07 Adopting the Sea Level Rise Planning Policy Statement

Ms. Bollenback stated planning and responding to sea level rise is an important component to resiliency planning which is a requirement for TPOs. The Sea Level Rise Planning Policy Statement recognizes model predictions and the varying nature of those estimates and is provided for review and approval.

MOTION: *A motion was made by Council Member Wheeler to approve Resolution 2020-07 adopting the Sea Level Rise Planning Policy Statement. The motion was seconded by Council Member Girtman and carried unanimously.*

D. Review and Approval of Revised Connect 2045 Long Range Transportation Plan (LRTP) Public Involvement Plan (PIP)

Ms. Bollenback stated the Connect 2045 Long Range Transportation Plan (LRTP) Public Involvement Plan (PIP) was developed prior to the onset of COVID-19 and the resulting restrictions placed on public gatherings; in response, the TPO has amended the format to incorporate virtual technology as part of the public outreach activities. A video platform was used yesterday to discuss the needs plan with the public and presentations regarding the Connect 2045 LRTP were given to various Rotary Clubs using virtual technology. Public comments received have been as much, if not more than, traditional public outreach.

MOTION: *A motion was made by Volusia County Chair Kelley to approve the revised Connect 2045 Long Range Transportation Plan (LRTP) Public Involvement Plan (PIP). The motion was seconded by Commissioner Lindlau and carried unanimously.*

VI. Presentations and Discussion Items

A. Presentation and Discussion of the Development of the 2045 Long Range Transportation Plan (LRTP)

Ms. Bollenback stated the Long Range Transportation Plan (LRTP) is a lengthy and comprehensive document that usually takes one to two years to develop. She encouraged members to contact staff with any questions or comments they may have regarding the development of the 2045 LRTP. She introduced Mr. Jim Wood and Mr. William Roll, Kimley-Horn, to give the presentation.

Mr. Jim Wood, Kimley-Horn, gave a presentation of the alternative scenarios and technical scoring criteria. He reviewed the resiliency scenario first and gave the 2040 horizon year of sea level rise upper and lower boundaries. He reviewed the potential impact to projects identified as needs as well as the corresponding

maps. The intent is to look at increased sea level rise, sustained water levels and its influence on the road structure. There are existing facilities that could be potentially impacted and were identified in previous resiliency studies conducted by the TPO; they will be documented in the LRTP.

Mr. Wood reviewed the technology scenario and stated it builds on prior TPO studies and is combined with scenarios from FDOT's regional planning model. It is used to identify and create a prioritized set of projects that would provide potential good gains and would be most appropriate for technology improvements moving forward. The 2045 LRTP Subcommittee recommended that \$40 million be set aside for technology projects as part of the long range planning process; this is consistent with the 2040 LRTP where \$38 million was set aside. Technical scoring criteria were used to develop the prioritized list of potential projects; however, two of the criteria have not been completed yet (Activity Center for Tourism and Economic Activity and Unique Attributes).

Mr. William Roll, Kimley-Horn, gave a presentation on the development of the draft preliminary Cost Feasible Plan. He reviewed the projects in the three roadway categories that were identified for funding in the LRTP. The first category, Group A, is Strategic Intermodal System (SIS) projects; roadway corridors that FDOT prioritizes and funds with state funding. Group B is other state roadways and local initiatives projects that are funded with state funds or a mix of state funds. The third category is local roads; major city or county roads. He reviewed the projects from the needs assessment and explained how they were prioritized using the technical criteria. He referred to Group B and stated the TPO has the ability to prioritize these projects and submit them to FDOT to fund a phase in order to move it forward. He reviewed the top five identified projects which are protected as a matter of TPO policy. This is also the category in which the \$40 million was recommended for technology projects. He explained how the projected revenue of \$497 million was reached. Out of this funding category, the TPO can flex the full 10% of this revenue to fund local initiatives projects; this funding can be spent on roads off the state highway system. He reviewed the list of candidate projects in Group B that can be added into the Cost Feasible Plan with the remaining funding and asked the members for guidance on any project being included or excluded from the Cost Feasible Plan.

Chairperson Gilliland commented the 10% set aside used to fund local projects has been done for quite a period of time; he asked if members had any objection to continuing this strategy of funding set aside. There were no objections. He referred to the proposed list of projects for consideration to be included in the 2045 LRTP and asked if members had any questions.

Ms. Bollenback stated the TPO's revenue estimates are based on state and federal funding; by law, state funding must be used on state roads but federal funding can be used on local roads. This is important to cities such as Deltona and Palm Coast that have many local roads and few state roads; it is also important for Volusia County. The TPO wants to confirm the direction that the amount of available federal funding for local roads be used to fund projects on those roads off the state highway system which is consistent with the last LRTP.

Chairperson Gilliland commented the TPO is continuing on the path of the 2040 LRTP and asked if there are any objections or suggestions on a different strategy; there were none. This will be back for action in June.

Ms. Bollenback clarified the TPO will not be asking for the project list to be adopted next month but for approval for it to go out for final public comment regarding the projects the TPO is considering for the Cost Feasible Plan and which ones will fall into the needs sections. Public outreach will be conducted through July and the draft project list and plan will be back for review in August and adoption in September.

B. Presentation and Discussion of the Draft FY 2020/21 to 2024/25 Transportation Improvement Program (TIP)

Ms. Nicoulin stated every year the TPO develops the Transportation Improvement Program (TIP); the current fiscal year is dropped and a new fifth year is added to the out year which is 2024/25. The TIP is a five-year program of transportation funding activity that includes a variety of activities such as construction funding, right-of-way acquisition, engineering, design, etc. The TPO works with FDOT to identify projects that are moving into the TIP for funding. She reviewed the notable, new projects being moved into the new TIP. Links to the new draft TIP as well as the Comparison Report were provided to members for review; she encouraged the members to review the document and provide comments. It is a large document and suggested they focus

on projects important to them or that are in the area they represent. Comments received will be incorporated into the document and it will be made available for public review. The final updated draft TIP will be presented next month for approval.

C. Presentation and Discussion of Update to the R2CTPO's Public Participation Plan (PPP)

Ms. Bollenback stated the Public Participation Plan (PPP) is the document that outlines the ways for the public to provide input and how the TPO will encourage and promote public participation. Due to COVID-19 and social restrictions, the Governor issued an Executive Order to allow the use of virtual meetings; this method of holding meetings is new to the TPO which requires the PPP to be updated. Updates to the PPP require a 45-day public comment period which began on May 10, 2020 and will run through June 24, 2020 when the TPO Board will take action on the amendment to the PPP. Changes to PPP include verbiage to hold virtual meetings when physical meetings are not feasible due to unusual emergency situations and/or when prohibited by federal, state, county or local guidance.

D. Presentation and Update of Non-Motorized Traffic Count Program

Mr. Harris gave a PowerPoint presentation update of the Non-Motorized Traffic Count Program and stated the purpose of the program is to collect non-motorized vehicle data using automated counters and provide decision-making information to improve bicycle and pedestrian infrastructure, safety, planning and programming decisions. He reviewed the fiscal year 2020/21 tentative project schedule. The TPO will have to enter into a Memorandum of Understanding (MOU) with FDOT for the short-term mobile counters and hopes to begin operations between April and June 2021.

E. Presentation and Discussion of the Draft River to Sea TPO 2020 List of Priority Projects (LOPP)

Ms. Nicoulin stated that during the annual Call for Projects local governments submit applications for competition of funds set aside in the Long Range Transportation Plan (LRTP) specific to bicycle/pedestrian and traffic operations projects. The TIP Subcommittee reviews the traffic operations project applications and the BPAC Project Review Subcommittee reviews the bicycle/pedestrian project applications; the applications are ranked, scored, and incorporated into the draft List of Priority Projects (LOPP). Cost estimates for projects on the LOPP are also updated at this time. The draft LOPP and supporting documentation was provided yesterday. She noted the format was changed last year from a strikethrough/underline format to an Excel spreadsheet to allow projects to be searched for more easily. She reviewed the changes and new projects added to the LOPP. Mr. Harris is available to answer any questions regarding the projects on the bicycle/pedestrian list. A new list was added this year for planning studies funded with SU funds; she reviewed the SU funding amounts available for the next fiscal year.

F. Presentation and Discussion of Connected and Automated Vehicle (CAV) Readiness and Technology Transition Plan

Ms. Bollenback introduced Ms. Abby Morgan, Kittelson and Associates, to give the presentation on the Connected Automated Vehicle (CAV) Readiness and Technology Transition Plan.

Ms. Morgan gave a PowerPoint presentation and stated she has been working with the TPO to understand the impacts of new technologies including CAVs on the planning area and how to focus not only on normal plans and policies but communication and coordination among local agencies to educate ourselves on new technologies and plan for their impacts. She reviewed the four steps used to conduct the study; they focused not only on CAVs but also on the impacts of many emerging technologies they expect to see in the planning. They considered ride share services, and micro-mobility devices such as electric bikes, etc. They outlined what the training and resources will be as well as how to share data across agencies and the private sector. They also reviewed existing plans and policies to be able to keep pace with new and emerging technologies. They met with local agencies and reviewed regional and local plans. While we do not yet know what the impacts of CAVs are going to be, we can start collecting and monitoring data to identify trends and changes to land use and transportation planning to address in future plans. Local stakeholders have stated they need to improve

their communication and knowledge sharing across agencies, both public and private. They also reached out to developers, law enforcement, universities, etc. for input. The TPO will form a working group to help create opportunities to share information and identify potential pilot projects. Technology is changing so rapidly we have to adapt the planning process to keep up. The key part of this study was to develop readiness goals regarding new technologies; these are mobility, accessibility, safety and equity and they align with the TPO's overall planning goals. Much more detail regarding new and emerging technologies as well as recommendations for the next steps are provided in the full report.

G. Presentation and Discussion of Draft FY 2020/21 River to Sea TPO Budget

Ms. Bollenback stated each year the TPO staff reviews the projected revenues and proposes a new budget for the upcoming fiscal year. The draft budget and background materials were reviewed by the Budget Subcommittee on April 24, 2020. The TPO budget revenues and expenditures typically remain stable. The TPO receives funding from the Federal Highway Administration (FHWA), the Federal Transit Administration and local match funds as well. One primary change is to the Special Studies which are studies that use SU funding and includes the development of the 2045 LRTP. The other changes are minor.

Council Member Wheeler commented that during the Budget Subcommittee discussion, the membership fees charged to each city and county within the TPO planning area was discussed. The committee directed staff to research how long the \$.10 per capita policy had been in place; she asked if that information had been found.

Ms. Bollenback replied she has not had the opportunity to review the details; the Executive Committee also directed staff to research the member assessment and conduct a peer review with other MPOs.

Council Member Wheeler commented the 2020 Census is being conducted and the population will be updated; she believes the amount is well under what is needed and that everyone needs funding. She encouraged members to think about this and take it to their staff for consideration.

Chairperson Gilliland noted the member assessment has not changed in a long time and it is worth exploring and to see how we compare to other TPOs.

H. Presentation and Discussion of FDOT Continuing Services Contract and R2CTPO Local Match Requirements

Ms. Bollenback stated the Local Agency Program (LAP) allows local governments to implement projects using federal funds. They enter into an agreement with FDOT and FDOT reimburses the local governments as they pursue those projects. TPO policy requires a 10% local match for these projects which is typically met when the local government submits invoices for reimbursement; FDOT withholds 10% of the reimbursement. FDOT has established a continuing services contract for design services, construction, engineering and inspection (CEI) which are required. By utilizing this continuing services contract, local governments can use it to issue a scope of services with FDOT and not have to issue a request for proposal (RFP); this will save time and money. This is not a requirement but an option for local governments if needed. FDOT is asking for the TPO's preference on how to provide the local match. This is not a policy issue and the TPO will move forward by providing direction to FDOT; however, she wanted to ensure TPO Board members are aware of this opportunity and inform them of the choices regarding the local match. They can execute the agreement with FDOT, estimate what the match will be, and amend the agreement to what the actual match is when bids are received. The other option is the TPO could approve 100% funding for the design phase and have the local government make up the local match later during the construction phase. One potential problem with that option is if there is a problem and the project stops moving forward, money will have been outlaid without the match being met. FDOT would prefer it not be a patchwork; that the TPO makes a decision and stays with it.

Volusia County Council Chair Kelley stated he would be remiss if he did not mention that the 10% local match needs to be revisited at some point.

Councilman Schoenherr asked if FDOT has chosen the engineering firm for the continuing services contract.

Ms. Bollenback replied she believes the contract has been executed but is not she sure of the firm chosen; she will find out and forward the information to members and their staff.

I. FDOT Report

The FDOT report was provided in the agenda.

VII. Executive Director's Report

Ms. Bollenback announced Interim FDOT D-5 Secretary, Mr. Jared Purdue, has been appointed as D-5 Secretary permanently.

→ Update on 2020 "Tell the TPO" Survey

Ms. Blankenship stated the 2020 "Tell the TPO" survey kicked off March 30, 2020 and runs through May 30, 2020. The goal for the 2020 "Tell the TPO" survey is 3,000 responses; currently 851 responses have been received which is far from where she had hoped for it to be prior to COVID-19. Due to COVID-19, outreach has been different during this survey; the TPO worked with the public libraries which included a survey with their curbside book pick-up service. Social media has also been used extensively to get the word out. She referred to the ambassador challenge and announced currently, Vice Mayor Ramos is in the lead with 59 responses and Council Member Allebach, the reigning champion, is not far behind with 56 responses. Mayor Chasez is in third place with 21 responses. She will resend the individual TPO Board member links again today and encouraged members to share that link with family, friends, and colleagues. The survey website, www.tellthetpo.com, has a tool kit with rack cards, brochures, the survey, newsletter verbiage, etc. If members need help, please contact her and she will provide what is needed.

→ Update on SU Funding/Work Program

Ms. Bollenback stated as we reach the end of the fiscal year and develop a new List of Priority Projects (LOPP) there is no new activity until the new LOPP is completed. There are a couple of projects in discussion now that are experiencing funding increases and changes in scope; she will have more information next month.

Ms. Bollenback referred to the information items and the letter of support from the TPO for Volusia County's BUILD grant application to fund transportation needs in the area.

VIII. River to Sea TPO Board Member Comments

Volusia County Council Chair Kelley announced at yesterday's Volusia County Council meeting, the council adopted a proposal to offer to the cities up to \$15 million the county has allocated to assist with COVID-19 expenses as well as the program in effect to help residents with mortgage and rent issues. Assistance is also available for small businesses and non-profit organizations.

Chairperson Gilliland thanked the Volusia County Council members for their decisions and as a representative of the city of Daytona Beach, he appreciates all they are doing to help.

IX. River to Sea TPO Chairperson Comments

Chairperson Gilliland thanked members as well as first responders and front line healthcare workers.

X. Information Items

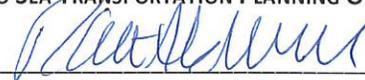
- Citizens Advisory Committee Attendance Record – 2020
- Technical Coordinating Committee Attendance Report – 2020
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2020
- April TPO Outreach and Activities

- Volusia and Flagler County Construction Reports
- Cancellation of MPOAC and CFMPOA Meetings (Letter from Paul Gogleman)
- Memo Regarding Annual Administrative Updates to TPO's Title VI and Limited English Proficiency (LEP) Plans
- Letter of Support for Volusia County's BUILD Grant

XI. Adjournment

There being no further business, the River to Sea TPO Board meeting adjourned at 10:24 a.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



DAYTONA BEACH COMMISSIONER ROB GILLILAND
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 27, 2020 regular meeting of the River to Sea Transportation Planning Organization (TPO) Board, approved and duly signed this 24th day of June 2020.



DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION