Bicycle/Pedestrian Advisory Committee (BPAC)
Meeting Minutes
June 12, 2019

Members Present:	**Representing:**
Joan Sandler	DeBary
Ted Wendler	DeLand
Paul Eik, Vice Chairperson	Flagler Beach
Larry Coletti	Flagler County
Gilles Blais	Holly Hill
Nic Mostert	New Smyrna Beach
Bob Storke, Chairperson	Orange City
Gayle Belin	Ormond Beach
Robert Bullard	Ponce Inlet
Jeff Martindale	Port Orange
Christy Gillis	South Daytona
Chris Daun	Volusia County, District 2 Alternate

Non-Voting Technical Appointees Present:	**Representing:**
Gwen Perney	Port Orange
Mike Ziarnek	FDOT
John Cotton	Votran
Terri Bergeron	Volusia County

Members/Technical Appointees Absent:	**Representing:**
Doug Hall (excused)	Daytona Beach
Scott Leisen	Deltona
Wendy Hickey (excused)	Flagler County
Heidi Petito	Flagler County Public Transportation
Danielle Anderson	Palm Coast
Patrick McCallister (excused)	Volusia County, District 1
Nancy Burgess-Hall (excused)	Volusia County, District 2
Eric Kozielski	Volusia County School Board
Roy Walters (excused)	Volusia County at Large
Jason Aufdenberg (excused)	Volusia County at Large Alternate

Others Present:	**Representing:**
Debbie Stewart, Recording Secretary	TPO Staff
Stephan Harris	TPO Staff
Lois Bollenback	TPO Staff
Pamela Blankenship	TPO Staff
Colleen Nicoulin	TPO Staff
Crystal Mercedes	TPO Staff
Lois Bollenback	TPO Staff
Kimberly Dixon	Daytona Beach
V. Christiansen	East Coast Greenway
Charles Morrow	Flagler Beach Alternate
Andrew Dodzik	Flagler County Alternate
Melissa Winsett	Volusia County Traffic Engineering

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

The meeting of the River to Sea Transportation Planning Organization (TPO) Bicycle/Pedestrian Advisory Committee (BPAC) was called to order at 2:00 p.m. by Chairperson Bob Storke. The roll was called and it was determined that a quorum was present.
A moment of silence was observed for Volusia County Deputy Frank Scofield who was struck and killed while riding his bicycle last week.

Chairperson Storke introduced V. Christiansen, East Coast Greenway Coordinator.

Ms. Christiansen stated she is the new full-time Coordinator for the East Coast Greenway and will cover the entire 600 miles of Greenway in Florida. She looks forward to meeting everyone and will be attending meetings in and out of the region to see how we can continue to grow the Greenway together and have a safe infrastructure for all.

II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Approval of May 8, 2019 BPAC Meeting Minutes

MOTION: ***A motion was made by Mr. Blais to approve the May 8, 2019 BPAC meeting minutes. The motion was seconded by Ms. Gilles and carried unanimously.***

B. Nomination and Election of BPAC Chairperson

Mr. Harris stated the bylaws of the BPAC call for the election of a BPAC Chairperson for fiscal year 2019/20 by the majority of the voting members present at this meeting. The position is effective July 1, 2019. BPAC officers serve a term of one year and cannot serve more than two consecutive terms for the same office. Chairperson Storke was elected June 14, 2017 and served for two consecutive terms. TPO staff asks for two motions; one motion to nominate one or more individuals and a second motion to elect one individual.

MOTION: ***A motion was made by Mr. Mostert to nominate Mr. Larry Coletti as BPAC Chairperson for FY 2019/20. The motion was seconded by Mr. Wendler.***

MOTION: ***A motion was made by Mr. Coletti to nominate Mr. Paul Eik as BPAC Chairperson for FY 2019/20. The motion was seconded by Ms. Belin. A hand count was taken and the motion passed unanimously to elect Mr. Eik as BPAC Chairperson for FY 2019/20.***

C. Nomination and Election of BPAC Vice Chairperson

Mr. Harris stated the same bylaws apply for the Vice Chairperson and the position will also be effective July 1, 2019. The current BPAC Vice Chairperson, Mr. Paul Eik, was elected on June 14, 2017 and has served two consecutive terms.

MOTION: ***A motion was made by Ms. Belin to nominate and elect Mr. Larry Coletti as BPAC Vice Chairperson for FY 2019/20. The motion was seconded by Mr. Mostert and carried unanimously.***

D. Appointment of Members to the 2015 Long Range Transportation Plan (LRTP) Subcommittee

Ms. Nicoulin stated TPO staff is asking for volunteers to serve on the 2045 Long Range Transportation Plan (LRTP) Subcommittee. This subcommittee will meet monthly throughout the process; the process is from now until September 2020 when the LRTP will be adopted. The subcommittee will meet various times with the consultant; the schedule has not yet been received but they will try to schedule the meetings on a consistent date each month. The subcommittee will be involved in the technical data that goes into the development of

the LRTP at specific times during the process, reviewing the deliverables and providing input specific to the LRTP. The TPO would like three volunteers from each advisory committee.
Ms. Belin asked how often the subcommittee will meet.

Ms. Nicoulin replied at least once a month; sometimes the subcommittee may not need to meet and sometimes it may need to meet twice a month. It depends on where we are in the process.

Ms. Belin volunteered but stated she is not available during the summer.

Mr. Daun asked if it would include all modes of transportation such as air and rail.

Ms. Nicoulin replied yes.

Mr. Daun, Mr. Blais and Chairperson Storke volunteered.

MOTION: ***A motion was made by Mr. Eik to appoint Ms. Belin, Mr. Daun, Mr. Blais and Chairperson Storke to the 2045 Long Range Transportation Plan (LRTP) Subcommittee. The motion was seconded by Mr. Coletti and carried unanimously.***

E. Review and Recommend approval of the Draft List of Prioritized Bicycle/Pedestrian and B/P Local Initiatives Projects

Mr. Harris stated the draft list is provided in the agenda;no major changes have been made since the draft list was presented last month. The changes were mostly new financial figures in the programmed phase column. There were some duplicate lines and those have been removed. The TPO does intend to clarify Phase 1 and Phase 2 of the Derbyshire Park area sidewalks; they are in Tier B and one is ranked #2, the Phase 2 project. The second is ranked #17 and is the Phase 1 project; the TPO will include that in the project name.

Mr. Eik referred to the dark line on the Tier B list and asked if that indicates projects above the line are protected.

Mr. Harris replied that is correct; the top three projects are in a protected category.

Mr. Eik asked if Tier A or Tier C have any protected projects.

Mr. Harris replied Tier C does not have any projects in a protected status. Tier A projects are in the Work Program and are the highest priority projects; these projects are not ranked.

Mr. Mostert asked if projects on Tier A have priority and are funded before the three protected projects on Tier B are funded.

Mr. Harris replied all of the projects on Tier A have at least one phase funded; all of the projects on Tier B are waiting on funding.

Mr. Bullard commented with respect to the ranking on Tier A and the projects that will get the funding from the limited pool of funds and asked if the projects with "TBD" with an indicated cost would adversely impact their ability to be funded versus the projects that have estimated cost.

Mr. Harris replied it is possible; "TBD" means "to be determined". There are instances of projects on the list that do not have enough information to determine a cost for a particular phase. For instance, until design work is completed a construction cost is not known so "TBD" is inserted. For Tier A projects that have at least one phase in the Work Program, the ability for a project to advance is not determined by ranking but is determined by several factors. It depends on how ready the local government sponsor is to move the project along. Once in Tier A, the project will have a schedule and a project scope. Once design is finished, they will have a solid estimate. As long as the local government maintains its Local Agency Program (LAP) certification

and is taking the necessary steps to complete each subsequent phase, the project will move along. Funding would go to a project on Tier A before it would go to an unfunded project.

Mr. Bullard asked if it was the eagerness and enthusiasm of the local sponsor in its contribution and effort toward the advancement of a particular project on Tier B to full funding and construction.

Mr. Harris replied it is not just eagerness and enthusiasm; they have specific tasks to follow to build these projects.

MOTION: ***A motion was made by Mr. Wendler to recommend approval of the draft List of Prioritized Bicycle/Pedestrian and B/P Local Initiatives projects. The motion was seconded by Mr. Mostert and carried unanimously.***

F. Review and Recommend Approval of the Draft List of Shared Use Non-Motorized (SUN) Trail Projects

Mr. Harris stated the list of SUN Trail projects is very similar to the draft presented last month; some duplications were removed. All of these projects can be considered Tier A because they have at least one phase funded in the Work Program; it is not a prioritized list.

Mr. Daun commented the top three projects are the Sweetheart Trail in Daytona Beach and the unfunded phases show none but the project costs have figures; he asked for clarification on this. He understands that they have been approved for funding but project #3 shows "TBD".

Mr. Harris replied staff will remove that funding note. When a project is in Tier A and is not funded the TPO asks the project sponsor for an updated cost estimate each year. Those updated costs are then put onto the priority list. When there is a funding shortfall the local government must submit a formal funding request to the TPO which must go before the advisory committees and the TPO Board. The TPO cannot change what is on the priority list without going through that process. That note was on the list last year and to avoid any confusion, it will be removed.

Mr. Daun asked if these three projects are fully funded.

Mr. Harris replied he is not sure; the city told the TPO they consider these projects to be underfunded but the TPO has not received a formal funding request from the city. That could mean they intend to submit a funding request or it could mean the city intends to make up the shortfall.

MOTION: ***A motion was made by Mr. Eik to recommend approval of the draft List of Shared Use Non-Motorized (SUN) Trail projects. The motion was seconded by Mr. Daun and carried unanimously.***

G. Review and Recommend Approval of Resolution 2019-## Adopting the FY 2019/20 to 2023/23 Transportation Improvement Program (TIP)

Ms. Nicoulin stated staff gave a presentation last month of the draft FY 2019/20 to 2023/24 Transportation Improvement Program (TIP). The TPO received comments from the Federal Highway Administration (FHWA) so there will be changes to the document. They asked the TPO to include in the appendixes comments that were received and how they were addressed and to add a comparison table that shows the total expenditures by year with the total revenue by year. No other comments have been received.

MOTION: ***A motion was made by Mr. Blais to recommend approval of Resolution 2019-## adopting the FY 2019/20 Transportation Improvement Program (TIP). The motion was seconded by Mr. Coletti and carried unanimously.***

H. Review and Recommend Approval of Resolution 2019-## Supporting the East Central Florida Regional Resilience Action Plan

Mr. Harris stated a presentation was given last month on the East Central Florida Regional Resilience Action Plan; the report is available via the link provided in the agenda. The TPO is working with the East Central Florida Regional Planning Council (ECFRPC) on this; this impacts the coastal counties of Volusia and Brevard Counties of their planning area. To date, this plan has been adopted by the Space Coast TPO, Brevard County and Titusville; discussions are underway in Volusia County with the stakeholders. This TPO has been involved in developing the action plan and has also been involved with previous studies such as the Sea Level Rise Vulnerability Assessment, the Volusia Resilient Study and the Flagler Resilient Study; these planning studies are consistent with the actions outlined in the resilient action. The resolution will go to the TPO Board this month and staff is asking the BPAC for a recommendation of approval.

Mr. Bullard asked if the TPO has had a preliminary review of the action plan or a presentation.

Mr. Harris replied yes; last month the presentation was given by Ms. Tara McCue, ECFRPC; it was the same presentation given last month to the BPAC. The board has been provided the presentation as well as access to the full report via the link provided in the agenda. The CAC and TCC also received presentations and will also be asked for a recommendation of approval for the plan.

Mr. Bullard thanked Mr. Harris for sending him the presentation and he has forwarded it to others. He encouraged members to also send it out to others; it is a good presentation and worth sending it out.

MOTION: ***A motion was made by Mr. Blais to recommend approval of Resolution 2019-## supporting the East Central Florida Regional Resiliency Plan. The motion was seconded by Ms. Belin and carried unanimously.***

I. <u>Review and Recommend Approval of Resolution 2019-## Adopting the R2CTPO Public Participation Plan (PPP)</u>

Ms. Blankenship stated this was also presented last month; the public comment period will end on June 26, 2019 prior to the TPO Board taking action to adopt it. The Public Participation Plan (PPP) outlines ways the public can interact and provide input into the transportation decision making that the TPO undergoes. There were two minor changes to the plan since it was presented last month; the incorporation of the words "social justice" into the Environmental Justice section. The Federal Highway Administration (FHWA) recommended a section titled "Public Participation Plan Coordination and Development" which is appreciation to all those participated that provided input such as the committees, FHWA, FDOT, and citizens. The TPO is asking for a recommendation of approval.

Mr. Eik commented he is glad for the additions. He referred to the section for "social justice" and asked if the plan had been reviewed or if comments had been received from any of the courts or judges.

Ms. Blankenship replied no, the TPO has not received anything from them. Essentially, it is a supplement to the "Environmental Justice" section; the TPO will reach out to the less popular groups such as the low income and minority population. It is to make sure the TPO does not ignore any groups of people.

MOTION: ***A motion was made by Mr. Eik to recommend approval of Resolution 2019-## adopting the R2CTPO Public Participation Plan (PPP). The motion was seconded by Mr. Mostert and carried unanimously.***

J. <u>Cancellation of the July 10, 2019 BPAC Meeting</u>

MOTION: ***A motion was made by Mr. Mostert to cancel the July 10, 2019 BPAC meeting. The motion was seconded by Mr. Wendler and carried unanimously.***

IV. Presentation and Discussion Items

A. Presentation and Discussion of the Development of a Community Safety Action Plan (CSAP)

Ms. Blankenship gave a PowerPoint presentation of the Community Safety Action Plan (CSAP) and stated safety is a huge influence on everything the TPO does and providing a safe transportation system is a key component of what is planned. She reviewed the goals and objectives of the CSAP which include what the TPO can do to increase safety and decrease fatalities and injuries. The data over the last five years will be reviewed to identify the trends of accidents; locations, conditions and time of day, etc. There are many community partners that the TPO will try to work with such as local governments, schools and universities, the Safe Kids Coalition of Flagler and Volusia, and insurance groups. The TPO will work with the community partners to identify strategies such as public service announcements, social media, distribution of literature, and billboards, etc. After identifying strategies and what can be funded, the TPO will develop a three year implementation plan; she will also look at funding and grant opportunities. It will also tie in with the performance measures and the annual safety targets the TPO is required to set which is a 2% reduction. She reviewed the schedule for the CSAP; a community partner meeting will be held in July. The draft CSAP will be presented to the committees and TPO Board and be adopted in September. The ultimate goal of the CSAP is to increase safety in the area.

Mr. Daun stated he thinks the CSAP is great and this is where the TPO is head on with current issues; especially because the pedestrian fatalities are so significant. The BPAC just approved the new Bicycle Suitability Map at the last meeting and there were routes without significant data for safety to designate a comfort level. He would like the focus of the BPAC to get those routes with the data to fill in the blanks.

Ms. Blankenship replied there are five "Es"; education, enforcement, encouragement, engineering, and evaluation. The TPO will be evaluating what we are doing and if it is making a difference. The CSAP will look at four of the Es with the exception of engineering.

Mr. Eik commented this is a great idea and he is glad the TPO is doing this. He is curious about the terminology of "community"; often the immediate reaction is for a specific city such as DeLand or Daytona Beach. Because this is representing the TPO he believes "community" should be specifically identified as including all of Volusia County and the part of Flagler County that the TPO covers.

Ms. Blankenship replied they look at the region as a whole and forming regional partnerships to work on safety not just our area but the area surrounding us.

Mr. Bullard commented he recently took an extended road trip through the Southeast on I-81 coming into Virginia was a huge, illuminated billboard announcing that driving with a cell phone in hand is against the law. There seems to be a lot of work going on regarding GPS from cell phones that could be used to identify areas where speed is consistently occurring; this is something in the engineering area that should be part of the planning process.

Ms. Blankenship replied they will be looking at the causes of the accidents; if it is speed and target speeding drivers.

Discussion continued.

B. Presentation and Discussion of the Draft FY 2019/20 Bicycle and Pedestrian Safety Events

Ms. Blankenship stated every year around this time the TPO develops a draft list of bicycle/pedestrian safety events for the upcoming fiscal year. The Bicycle/Pedestrian Plan that was approved a few years ago and requires a minimum of fifteen events each year. She reviewed the draft list of fifteen events and announced there is room for more events to be added. Events are added throughout the year as they come up depending on the location and the focus area. The TPO tries to space the events out geographically. The summer school

helmet fittings for June will be Palm Coast and Flagler County; the TPO hits that area every three years. That is a big event; the last time 300 helmets were fitted.

Mr. Coletti asked if there were dates for that yet.

Ms. Blankenship replied not yet; she will have them around January. It is the summer school program at Buddy Taylor Middle School and Wadsworth Elementary. She gave a review of the various events the TPO attended last year. She is working to schedule events in Pierson and Bunnell but has so far been unable to do so. Bunnell schedules their events in July so she hopes to know something then.

Mr. Daun suggested the annual Pioneer Days in Barberville as they are close to Pierson. He also suggested the Volusia County Fair.

Ms. Blankenship replied she would look into Pioneer Days. At the Federal Certification Review yesterday, FDOT suggested their "Construction Days"; she does not have much information about it but will be looking into it.

Chairperson Storke encouraged members to review the list and the events near them; he suggested they attend those events and help TPO staff.

Ms. Blankenship replied that part of the Bicycle/Pedestrian Plan was to increase BPAC member involvement. Chairperson Storke and Mr. Roy Walters attended the National Trails Day event and helped TPO staff with helmet fittings.

V. Staff Comments

→ River to Sea TPO Staff Member Update

Mr. Harris stated last month, TPO Transportation Database Manager, Ms. Aarti Sharma, resigned her position; her family has relocated to North Carolina. Last February, Mr. Jabari Hampton, TPO Transit Program Manager, resigned his position as his family relocated to Michigan. Ms. Crystal Mercedes has joined TPO staff; she is an outstanding, talented individual and the TPO is happy to have her as part of the team. The TPO now has three Transportation Planners; himself, Ms. Mercedes, and Senior Planner Ms. Colleen Nicoulin who is also their supervisor. Collectively, they will handle the responsibilities of the Transit Program Manager and Database Manager.

Mr. Harris announced that yesterday the TPO underwent a Federal Certification Review with Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) representatives. It went very well and he thanked those who attended and provided comments especially Mr. Daun. The period for public comment remains open until July 11, 2019. Comments may be submitted online; a link was provided in the agenda. There are also public comment cards available to fill out and turn in.

Mr. Harris stated the 2019 Bicycle Suitability Map has been finalized; the feedback received last month was incorporated into the map. He showed the map on the TPO's website and stated it is available as a .pdf, Google Earth KMZ and ArcMap GIS files. The BPAC requested the roadway segments where the suitability levels could not be verified be included; an extra category was added to the legend for "Experienced Cycling Routes" and is symbolized with solid purple lines on the map. The maps are also going to print this week; Blue Ocean Press out of Ft. Lauderdale will be printing them. The last time the maps were printed in 2014; 5,000 maps were printed and the cost was just under $8,000. The price for printing has skyrocketed so much that the TPO can only afford to print 2,000 maps this time; the TPO anticipates the maps will last two years. The TPO is going to have to be more conservative on handing the maps out. Ms. Blankenship, TPO Community Outreach Coordinator, will be in charge of distributing the maps. Staff has discussed having a policy that will place some sort of restriction on the number of how many maps to give to any single entity. In the past, maps have been requested by the hundreds; there will have to be limits this time.

Mr. Daun commented that Visit Florida has grants for printing things like the map. He suggested the possibility of the bike shops to sponsor future reprints of the map. He believes the maps should be generously distributed. He realizes there are budget restrictions but funding is available. He volunteered talk to the bike shops about sponsoring the printing.

Mr. Harris replied that will be discussed for the next time. In the meantime, he encouraged the use of the electronic version on the TPO website. Hard copies of the map will be available at the next BPAC meeting.

Ms. Belin agreed with Mr. Daun about approaching the bike shops to sponsor the map and have their contact information on the map so bicyclists will know where they are.

Ms. Sandler asked if there will be a reference to the website on the map; her concern is that trails change.

Mr. Harris replied yes; he hopes to have some sort of annual update for the map. It will be revisited in 2020 and review the areas it fell short and improve the map.

Mr. Cotton asked if the map on the website map could be printed at home; he asked how large the map is.

Mr. Harris replied yes it should but he does not have the dimensions with him.

Mr. Cotton asked if it would be readable on an 8.5 x 11 sheet of paper.

Chairperson Storke stated sections of the map should be printable.

Mr. Ziarnek suggested taking a computer screen shot to print.

Mr. Harris stated the TPO Board has mentioned repeatedly the desire for an app for the map like Volusia County has for parks and trails. If that is something the board is serious about and adds to the next Unified Planning Work Program (UPWP) the TPO will work on it. Incorporating the map into an app would be a top priority if it is in the UPWP.

Mr. Blais suggested the local police departments contribute funding with the assets and forfeiture they have from drug money. It is a public safety issue.

VI. Information Items

- → BPAC Attendance Record
- → Federal Certification Review Public Meeting Announcement
- → TPO Board Meeting Report
- → TPO Information Sheets
- → TPO Outreach and Activities

VII. BPAC Member Comments

Mr. Eik referred to the work going on in Flagler Beach on SR A1A; Flagler Beach has made an effort to make sure vehicle traffic understands the detour on SR A1A. The detour has several side streets and the stop signs have been made to be more identifiable. The project continues to unfold and they are doing a good job; the work is moving along at a decent pace. Mr. Bullard stated his comments address the projects that are funded; from the first quarter of 2018 to 2019, year over year the increased cost of asphalt paving has been greatest in the history of tracking the cost of asphalt paving. It is a 23% increase and no one knows where it will go in the industry. It will really come down hard on everything the TPO is about.

Mr. Dodzik asked if someone wanted a quantity of the bicycle maps if we could ask for a donation.

Mr. Harris replied the TPO would take voluntary donations; the TPO does not ask for donations.

Mr. Coletti stated he recently took a bike and barge trip to Italy; he learned that Venice is the least most disability accessible city. There are 400 bridges and there are no cars, bicycles or motorcycles; it is a walking city. It is very different from here where we do our best to accommodate those with disabilities.

Mr. Daun stated Google is beginning to put trails on their maps as well as ferry maps. He suggested the TPO focus on GIS layers sorted for the bicycle map. He also suggested sending the bicycle map link from the TPO website to "Map My Ride".

Mr. Harris asked what "Map My Ride" does.

Mr. Daun replied it maps the route you want to walk or ride in a community.

Ms. Belin stated it is similar to the "Map My Walk" app; you can create your own route and put it out for shareware.

Mr. Ziarnek stated the FDOT statewide monitoring for bicycle/pedestrian counts is live and the TPO and its jurisdictions can participate in it. You can also learn about the FHWA National Non-motorized Data Program and the latest developments in the non-motorized data collection, the best practices and how to partner with FDOT transportation data and analytics office.

Mr. Mostert thanked Chairperson Storke for his two years of service and thanked Mr. Eik and Mr. Coletti for their service as new Chairperson and Vice Chairperson.

VIII. Adjournment

The BPAC meeting adjourned at 3:15 p.m.

River to Sea Transportation Planning Organization

Paul Eik

Mr. Paul Eik, Chairperson
Bicycle/Pedestrian Advisory Committee (BPAC)

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the June 12, 2019 regular meeting of the Bicycle/Pedestrian Advisory Committee (BPAC), approved and duly signed this 14th day of August 2019.

Debbie Stewart

Debbie Stewart, Recording Secretary
River to Sea Transportation Planning Organization