

**Citizens' Advisory Committee (CAC)
Meeting Minutes
June 20, 2023**

CAC Members Physically Present:

Shawn Collins
Kerry Karl, Chairperson
Janet Deyette
Greg Feldman
Gilles Blais
Bob Storke
Fred Heyne
Mark Stancel
Bobby Ball
Katheryn Meagher
Dave Castagnacci, Vice Chairperson
Elizabeth Alicia Lendian
Edie Biro
Rakinya Hinson (non-voting advisor)

CAC Members Virtually Present:

Emily Nice
Erika Benfield
Ed Fendley
Wayne Josvai

CAC Members Absent:

Bliss Jamison
Rebecca Crews
Rick Basso
David McKenna
Patricia Lipovsky
Susan Elliott
Faith Alkhatib (non-voting)
Sean Castello (non-voting)

Others Physically Present:

Pamela Blankenship, Recording Secretary
Colleen Nicoulin
Stephan Harris
Donna King
Savannah-Jane Griffin
Waylan Niece

Others Virtually Present:

Nick Lepp

Representing:

Daytona Beach
DeLand
Deltona
Flagler County
Holly Hill
Orange City
Ormond Beach
Palm Coast
Port Orange
South Daytona
Volusia County Chair
Volusia County At Large
Votran (CTC)
FDOT

Representing:

Daytona Beach Alternate
DeBary
Flagler Beach
Ponce Inlet

Representing:

Edgewater
Edgewater Alternate
Lake Helen
New Smyrna Beach
Volusia County D-2
Pierson
Flagler County Traffic Engineering
Volusia County Traffic Engineering

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
NHCWV
NHCWV

Representing:

HDR Inc.

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

Citizens Advisory Committee (CAC) Chairperson Kerry Karl called the meeting of the River to Sea Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) to order at 1:15 p.m. The roll was called, and it was determined that a quorum was physically present. The meeting was held in a hybrid format with thirteen voting and one non-voting member physically present, and three voting members virtually present. Rulings from the Florida Attorney General require that the members physically present vote to allow virtual participation due to "extraordinary circumstances."

Chairperson Karl welcomed the new CAC members.

MOTION: *A motion was made by Mr. Feldman to allow members attending virtually to participate and vote. The motion was seconded by Mr. Heyne and carried unanimously.*

The Pledge of Allegiance was given.

II. Public Comment/Participation

There were no public comments.

III. Action Items

A. Review and Approval of the May 16, 2023 CAC Minutes

MOTION: *A motion was made by Ms. Biro to approve the May 16, 2023 CAC minutes. The motion was seconded by Mr. Blais and carried unanimously.*

B. Nomination And Election of CAC Officers for FY 2023/24

MOTION: *A motion was made by Ms. Karl to nominate and elect Mr. Castagnacci as Chairperson of the CAC. The motion was seconded by Mr. Storke.*

Ms. Nicoulin explained that the duties of the chair included leading the monthly CAC meetings and being a non-voting member of the TPO Board. The Chairperson is invited to attend the TPO Board meetings and provide input from the CAC.

The motion carried unanimously.

Ms. Nicoulin stated that the Vice Chairperson fills in for the Chair if they are unable to attend the meetings.

MOTION: *A motion was made by Ms. Karl to nominate and elect Mr. Feldman as Vice Chairperson of the CAC. The motion was seconded by Mr. Storke and carried unanimously.*

C. Review and Recommend Approval of Resolution 2023-## Adopting the 2023 List of Priority Projects (LOPP)

Ms. Nicoulin stated that at last month's meeting, she had reviewed the draft List of Priority Projects, discussed the changes to the list, and identified new projects being added and those being removed. She also gave an update on the funding of projects at that time. She stated that there were no significant changes to the lists since last month; there were only a couple of minor revisions to the Bicycle/Pedestrian project list.

MOTION: *A motion was made by Ms. Biro to recommend approval of Resolution 2023-## adopting the 2023 List of Priority Projects (LOPP). The motion was seconded by Mr. Blais.*

Mr. Feldman referred to the Long-Range Transportation Plan and asked if a project is listed for the year 2035, if it can be moved each year on the Priority List, or if it is locked where it is listed.

Ms. Nicoulin responded that it would not be locked into that timeframe but would need to have funding to move into an earlier year. All of the projects in the Long-Range Transportation Plan that are capacity, SIS, and Non-SIS are represented on the LOPP.

The motion carried unanimously.

D. Review and Recommend Approval of Resolution 2023-## Adopting the 2023/24 to FY 2027/28 Transportation Improvement Program (TIP) (Roll Call Vote Required)

Ms. Nicoulin stated that the TIP is the TPO's five-year program of projects. She explained where the data comes from and the types of projects that are included. She reviewed the process and how it works with FDOT's Work Program. Ms. Nicoulin explained that the format of the TIP has changed because the TPO is no longer using the vendor it typically uses. The TIP will be presented next week for adoption by the TPO Board and will then be sent to FDOT by July 15.

Mr. Feldman asked if the TIP that is submitted is what FDOT bases their legislative requests on.

Ms. Nicoulin responded that at the end of the year, FDOT presents its Work Program and discusses the process with the TPO.

Ms. Hinson explained that there are two processes; legislative requests do not come from FDOT. She explained the two processes and how they receive allocations from the state.

MOTION: *A motion was made by Mr. Storke to recommend approval of Resolution 2023-## adopting the 2023/24 to FY 2027/28 Transportation Improvement Program (TIP). The motion was seconded by Mr. Feldman and carried unanimously by roll call vote.*

E. CANCELLATION OF JULY CAC MEETING

MOTION: *A motion was made by Ms. Biro to cancel the July CAC meeting. The motion was seconded by Mr. Blais and carried unanimously.*

IV. Presentation Items

A. Presentation and Discussion Presentation and Discussion on the Neighborhood Center of West Volusia

Ms. Savannah-Jane Griffin and Mr. Waylon Niece gave a presentation on the Neighborhood Center of West Volusia (NHCWV). They explained their mission, the services that they offer, and their facilities. They discussed the benefits of a partnership with the TPO including education, bicycle helmets for their clients, reflective vests, and bicycle light distribution.

Ms. Meagher asked about the goals for the residents in terms of career development.

Ms. Griffin responded that they partner with CareerSource which comes in to do workshops. They also have relationships with local businesses that will hire their clients quickly.

Ms. Meagher asked if they worked with the Spring Hill Foundation or Stetson.

Ms. Griffin responded they do work with both of them.

Mr. Niece added that they also partner with the American Association of Retired People (AARP) and the National Caucus and Center on Black Aging (NCBA) which serve older adults.

Discussion ensued on the TPO's partnership with the Neighborhood Center of West Volusia to include helmet fittings, donation of reflective vests, bicycle and pedestrian safety presentations, as well as additional opportunities such as the TPO's Annual Toy Drive.

B. Presentation and Discussion of the 2020 Census Impacts on the TPO Boundary and Board Apportionment

Ms. Nicoulin explained that every ten years a census is conducted and from the time that FDOT releases the census data on May 16, 2023, the TPO has one hundred and eighty (180) days to develop and submit an Apportionment Plan. She explained that the update to the Federal Functional Classification that occurred during the previous months was a part of the census results. FDOT has asked to postpone the approval of the functional classification changes until August to give them time to incorporate the comments they have received. Ms. Nicoulin explained the areas that the TPO covers and how they relate to the overall boundary. She noted that

the Apportionment Plan must be submitted by November 14, 2023. As part of the reapportionment, the TPO will be looking at our voting structure, weighted voting process, expanding our boundary and whether to include all of Flagler County. The TPO now has two urbanized areas: the Palm Coast-Daytona Beach-Port Orange and Deltona Urbanized Areas. She noted that more information will be presented at the August and September meetings.

Discussion ensued on the composition of the committees and structure of the TPO Board and its weighted vote.

C. FDOT Report

Ms. Rakinya Hinson, FDOT, stated the FDOT report was provided in the agenda. She referred the members to www.cflroads.com for the most up-to-date project information and noted she was available for any questions.

D. Volusia and Flagler County Construction Reports

The Volusia County and Flagler County Construction Reports were provided in the agenda.

V. Staff Comments

Ms. Nicoulin mentioned that the TPO underwent their Federal Certification last week, and she explained the reason for the certification. She noted that public comments will be accepted until July 14, 2023; information on submitting comments is on the TPO website and Ms. Blankenship will send out an email with a link for anyone who wants to comment.

She introduced the TPO's new Administrative Assistant, Ms. Donna King.

Chairperson Karl encouraged everyone to send comments on the Federal Certification.

Ms. Nicoulin gave ideas on the topics of comments the members could send to FHWA.

VI. CAC Member Comments

Mr. Collins congratulated Mr. Stephan Harris for passing the AICP exam.

VII. Information Items

- CAC & TCC Attendance Records
- River to Sea TPO Outreach and Events
- Upcoming River to Sea TPO events
- TPO Board Report

VIII. Adjournment

There being no further business, the CAC meeting adjourned at 2:27 p.m.



DAVE CASTAGNACCI, CHAIRPERSON
CITIZENS' ADVISORY COMMITTEE (CAC)

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certified that the foregoing is a true and correct copy of the minutes of the June 20, 2023 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 15th day of August 2023.



DONNA KING, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the June 20, 2023 CAC meeting is available upon request.**