JUNE 26, 2019 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 Present:	**Representing:**
Commissioner Jeffrey Schuitema**	Beverly Beach
Vice Mayor John Rogers*	Bunnell
Commissioner Robert Gilliland, Acting Chairperson	Daytona Beach
Mayor Nancy Miller*	Daytona Beach Shores
Mayor Karen Chasez	DeBary
Commissioner Chris Cloudman	DeLand
Commissioner Chris Nabicht	Deltona
Commissioner Marshall Shupe*	Flagler Beach
Flagler County Chair Donald O'Brien	Flagler County
Vice Mayor Vernon Burton*	Lake Helen
Commissioner Penny Currie	Holly Hill
Commissioner Jason McGuirk, 2nd Vice Chairperson	New Smyrna Beach
Commissioner Bill Lindlau*	Oak Hill
Council Member Jeff Allebach	Orange City
Commissioner Dwight Selby	Ormond Beach
Council Member Bob Cuff	Palm Coast
Council Member Joe Perrone*	Ponce Inlet
Council Member Scott Stiltner	Port Orange
Councilman Ralph Schoenherr	South Daytona
Volusia County Council Chair Ed Kelley	Volusia County
Council Member Barbara Girtman	Volusia County District 1
Council Member Billie Wheeler	Volusia County, District 2
Council Member Deb Denys	Volusia County, District 3
Council Member Fred Lowry	Volusia County, District 5
Andy Dance (non-voting)	Flagler County School Board
Vickie Wyche (non-voting advisor)	FDOT District 5
Robert Storke (non-voting)	BPAC Chairperson
Janet Deyette (non-voting)	CAC Chairperson

TPO Board Members Absent:	**Representing:**
Councilwoman Christine Power	Edgewater
Carl Persis (non-voting)	Volusia County School Board
Jose Papa (non-voting) (excused)	TCC Chairperson

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

Others Present:	**Representing:**
Debbie Stewart, Recording Secretary	TPO Staff
Lois Bollenback	TPO Staff
Pam Blankenship	TPO Staff
Colleen Nicoulin	TPO Staff
Stephan Harris	TPO Staff
Crystal Mercedes	TPO Staff

Others Present:	Representing:
Jason Aufdenberg	BPAC
Andrew Holmes	Daytona Beach
Ron Paradise	Deltona
Vice Mayor Victor Ramos	Deltona Alternate
Hugh Harling	ECFRPC
Anna Taylor	FDOT
Rafael Rodriguez	FDOT
Kellie Smith	FDOT
Pat Gadbaw	League of Women Voters
Ann Harrell	League of Women Voters
Big John	Press
Pat Northey	St. Johns River to Sea Loop Alliance
Melissa Winsett	Volusia County Traffic Engineering
Tim Baylie	Volusia County Parks & Recreation
Rob Stephens	Votran
Frank Alvarez	Votran
Laura Minns	WSP

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 Acting Chairperson Rob Gilliland. The roll was called and it was determined that a quorum was present.

Ms. Stewart announced that Commissioner Schuitema, Beverly Beach, 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. May 22, 2019 River to Sea TPO Board Meeting Minutes
B. Treasurer's Report
C. Executive Committee Report
D. Bicycle and Pedestrian Advisory Committee (BPAC) Report
E. Transportation Disadvantaged Local Coordinating Board (TDLCB) Appointments
F. Citizens Advisory Committee (CAC) Report
G. Technical Coordinating Committee (TCC) Report
H. River to Sea TPO Board (R2CTPO) Summary Report
I. Central Florida MPO Alliance (CFMPOA) Report
J. Review and Approval of Central Florida MPO Alliance (CFMPOA) 2019 Regional List of Prioritized Projects
K. Review and Approval of the 2018 State Modified Joint Certification Review
L. Review and Approval of Selection Committee's Recommendation and Authorization for Executive Direct to Negotiate and Execute a Contract for Information Technology (IT) Services Support
M. Cancellation of July Executive Committee and TPO Board Meetings

MOTION: ***Commissioner Nabicht moved to approve the Consent Agenda. The motion was seconded by Chair Kelley which carried unanimously.***

V. Action Items

A. Review and Approval of Resolution 2019-12 Adopting the 2019 List of Priority Projects (LOPP)

Ms. Bollenback stated each year the TPO develops its priorities in the form of a series of lists which are provided to FDOT to allocate funding throughout the five-year Work Program. They make changes and add projects usually in the outer years to the existing Work Program. The TPO develops seven lists because there are different funding categories and sources, there are program eligibilities and restrictions, and projects vary greatly. The process begins with the Long Range Transportation Plan (LRTP) where the financial plan is set and the allocations of funding are determined for different project categories; the priority lists have to be consistent with the LRTP. She reviewed the different priority lists. The development of the lists and the prioritization of projects is a very structured process for this TPO; this process creates consistency, equitable distribution of funds, helps local governments access funding sources and provides ample time for public input. The draft lists were presented in May and there have been no substantive changes; there have been only minor changes. The lists are current and project costs have been updated by the project sponsors. FDOT would like the TPO to move to a single list and this will continue to be discussed. However we structure the Long Range Transportation Plan (LRTP), the priority lists must follow.

Council Member Wheeler suggested adding a legend at the beginning of the LOPP to clarify what the acronyms mean such as CEI, PE, etc.

Ms. Bollenback replied that can be added.

Council Member Denys referred the acronym flow charts that were created last year and stated that she had requested those to be supplied to board members. She does not believe that has been done yet.

Ms. Bollenback replied she will double check that those were sent out.

Council Member Denys asked if a one-page acronym list could be created.

Ms. Bollenback replied not all the acronyms the TPO uses will fit on one list but the most common acronyms used could be.

MOTION: ***A motion was made by Chair Kelley to approve Resolution 2019-12 adopting the 2019 List of Priority Projects (LOPP). The motion was seconded by Council Member Wheeler and carried unanimously.***

B. Review and Approval of Resolution 2019-13 Adopting the FY 2019/20 to 2023/24 Transportation Improvement Program (TIP)

Ms. Bollenback stated the TIP is a five-year program of project funding; it must be cost feasible meaning there must be a plan to fund the projects. The TIP includes projects that are funded with state and federal funds as well as regionally significant projects that are funded with local funds. It includes a variety of large projects, planning, maintenance, highways, trails; projects of varying sizes. Ms. Colleen Nicoulin, TPO Senior Planner, will give an update.

Ms. Nicoulin stated the adoption of a new TIP is an activity the TPO does each year. The process begins in March when information is downloaded from FDOT, the information is reviewed, comments are provided, the document is refined, and it is brought forward for review to the advisory committees and the TPO Board. At last month's meeting, the draft TIP as well as a comparison report of the current adopted TIP was presented. Additional comments from FDOT were provided last week and are included in the agenda. The TPO is currently working with FDOT to have those comments addressed in the new TIP. The TPO requests a motion to adopt the draft TIP including the incorporation of those comments; the comments are minor in nature. The new TIP will go into effect in the next fiscal year which begins July 1, 2019.

Council Member Wheeler referred to the FM numbers and that they are not in chronological order; she commented it would be helpful if the project name was shown rather than just a number.

Ms. Bollenback replied the FDOT comments letter was developed after FDOT reviewed the draft TIP to inform the TPO of further changes they wanted. There are a couple of areas at the beginning of the TIP document that show projects by funding category which includes the FM number and the title; in the back, there is a complete list in numerical order. The TIP contains a lot of information which is why this review process is so important. The introduction is becoming longer and longer as performance measures are added.

Council Member Wheeler stated that members have to do a lot of research to understand it.

Ms. Wyche replied FDOT would add the descriptions to the letter.

Council Member Denys referred to page 70 of the TIP, the SR 40/Granada Boulevard adaptive traffic signal project, and asked if the project was being added to the list. The title says to "amend, to add, delete or change an amount" and she does not see an amount added or deleted so she assumes that project is moving up.

Ms. Nicoulin replied the name of the project is being changed; the funding and year of funding are not changing.

Council Member Denys stated the letter states "amend to add, delete or change an amount"; not to change a description so it looks as if the project is being amended, added or deleted.

Ms. Bollenback stated the letter is making minor corrections, changes and edits to the entire draft TIP that was available for review; this particular comment is asking to change the title of the project to read a specific way. The substantive elements of the TIP that was developed had no comments.

Council Member Denys replied that is not what the board is being told. She referred to project 148; the prior cost for 2019/20 was $4,836,365 and now the total project cost is $8,586,365. She asked if those costs have increased and if the funds would be taken from another project.

Ms. Bollenback explained the TIP is a five-year snapshot and quite often there is work done before the time period indicated and work will also be done after the time period. The law requires the TPO include the total project cost for public information. That particular comment is letting us know that the prior cost, which the TPO had reflected as $400,000 as a carryover from the previous year, had some activity in the past year that caused the previous cost to change. That change was not reflected in the data dump and this is making that change so we have the full information for that project. A change in the cost of the project would come before the TPO Board for approval. This is reflecting the year that is dropping off and work that had been done.

Acting Chairperson Gilliland commented that the TIP adds a new fifth year so the extra money could be in that extra year that would not have been in the prior TIP. This is a complicated document.

MOTION: ***A motion was made by Chair Kelley to approve Resolution 2019-13 adopting the FY 2019/20 to 2023/24 Transportation Improvement Program (TIP). The motion was seconded by Commissioner McGuirk and carried unanimously.***

Mayor Chasez stated the motion did not include incorporating the comments from FDOT which staff had requested.

MOTION: ***A motion was made by Council Member Denys to reconsider the motion to approve Resolution 2019-13 adopting the FY 2019/20 to 2023/24 Transportation Improvement***

Program (TIP). The motion was seconded by Council Member Allebach and carried unanimously.

MOTION: ***A motion was made by Chair Kelley to approve Resolution 2019-13 adopting the FY 2019/20 to 2023/24 Transportation Improvement Program (TIP) including the comments provided by FDOT. The motion was seconded by Commissioner McGuirk and carried unanimously.***

C. Review and Approval of Resolution 2019-14 Supporting the East Central Florida Regional Resilience Action Plan

Ms. Bollenback stated Mr. Harris has worked on a series of resiliency reports in Volusia and Flagler Counties over the last several years working with the East Central Florida Regional Planning Council (ECFPRC) as well as local governments. He will review a plan developed by the ECFRPC.

Mr. Harris stated a presentation was given last month on the East Central Florida Regional Resilience Action Plan; how it was developed, who was involved and the TPO's involvement. This represents a phase four of the TPO's sea level rise and resiliency effort. Over the last few years, the TPO has completed a sea level rise vulnerability assessment for the planning area, the Volusia County Resiliency Study, and the Flagler County Resiliency Study. The TPO was involved with this action plan with the ECFRPC; Volusia and Brevard Counties are the lead agencies to develop this plan. This is a resolution of support for the action plan that was recently adopted by the ECFRPC.

MOTION: ***A motion was made by Council Member Wheeler to approve Resolution 2019-14 supporting the East Central Florida Regional Resilience Action Plan. The motion was seconded by Council Member Allebach and carried unanimously.***

D. Review and Approval of Resolution 2019-15 Expressing Concerns Regarding the Local Agency Program (LAP) Policy Proposed by FDOT

(Handout)

Ms. Bollenback stated the Local Agency Program (LAP) is the program in Florida to help local governments access federal funds and manage projects directly. It is a challenge for FDOT to manage and for local governments to participate in. FDOT District 5 has begun to develop a policy to create structure and guidance at the district level to address issues that they are concerned about. As an organization, the TPO had concerns about what was proposed in the draft policy and sent a letter to FDOT signed by the Executive Director and TPO Acting Chairperson Gilliland regarding the TPO's concerns with the proposed policy; the letter was provided in the agenda. At the staff level, she initially submitted an email with concerns based on additional information. Input was provided by eight of the TPO's member local governments; these were provided in the agenda and as a handout. The resolution today is after the deadline for comments but when the Executive Committee discussed this they felt strongly that as a board they needed to take a position regarding the concerns we have about some of the recommendations in the proposed policy.

Acting Chairperson Gilliland stated the Executive Committee was concerned about taking action without the full TPO Board's awareness and to ensure everyone had an opportunity to understand what is happening and comment if needed. Some of the requirements in the draft policy would be quite damaging to the smaller cities in our planning area. Everyone did a great job of putting together comments both at the city level and TPO level.

Council Member Allebach agreed with the support of the entire board. Orange City submitted their disapproval and concerns regarding the proposed LAP policy. The LAP is an arduous process and the policy is proposed to fix it but the fix is making the program more arduous by putting the burden on Volusia County to oversee his city. His city staff has undergone the training to be LAP certified for individual projects but now the city is directed to ask the county, who is working on their own projects, to oversee the city's

projects. This is only for District 5 and not the entire state; his staff did a lot of research on this. He appreciates the board supporting the small cities as well as the other cities.

Acting Chairperson Gilliland referred to the pedestrian bridge collapse that occurred in South Florida and that it was a LAP project but that district does not see a need for a policy such as this; only District 5 does.

MOTION: ***A motion was made by Council Member Wheeler to approve Resolution 2019-15 expressing concerns regarding the Local Agency Program (LAP) policy proposed by FDOT. The motion was seconded by Council Member Allebach and carried unanimously.***

E. Review and Approval of Resolution 2019-16 Adopting the River to Sea TPO Public Participation Plan (PPP)

Ms. Bollenback stated the TPO reviews the Public Participation Plan (PPP) annually at a staff level and when changes and updates are needed it is brought before the advisory committees and TPO Board. This update includes minor changes; the full plan was presented in April and has been out for a required 45-day minimum public review period. There have been a couple of minor changes that are explained in the summary page of the agenda.

MOTION: ***A motion was made by Commissioner McGuirk to approve Resolution 2019-16 adopting the River to Sea TPO Public Participation Plan (PPP). The motion was seconded by Chair Kelley and carried unanimously.***

VI. Presentations and Discussion Items

A. Presentation and Discussion of the Voyage Auto Demonstration Project in the Villages

Acting Chairperson Gilliland stated the presentation and discussion of the Voyage Auto Demonstration project in the Villages needs to be postponed because the presenter is unable to be here today.

Ms. Bollenback commented that as part of the CFMPOA, Council Member Denys has seen this presentation and it is a very interesting project. She hopes the board agrees to have the presentation in August.

MOTION: ***A motion was made by Council Member Denys to continue the presentation and discussion of the Voyage Auto Demonstration Project in the Villages until the August 28, 2019 TPO Board meeting. The motion was seconded by Council Member Wheeler and carried unanimously.***

B. Presentation and Discussion of the Step It Up!: Action Institute to Increase Walking and Walkability

Mr. Harris stated in 2015, the U.S. Surgeon General announced a new program, Step It Up! Action to Promote Walking and Walkable Communities; he showed a video on the program. He also gave a PowerPoint presentation and reviewed the goals of the Step It Up! program. A status report was completed in 2017 for the program which showed that although the program got off to a good start, walking and physical activity needed to be increased for people of all ages. The goals of the Call to Action are being advanced and the focus is now on implementation. The Walkability Action Institute (WAI) is sponsored by the National Association of Chronic Disease Directors in collaboration with the Centers for Disease Control. The Walkability Action Institute trains teams of individuals to develop supports for walking and walkability which include actions that involve policies, systems and environmental supports. The WAI has named ten teams throughout the country; one of those teams is from this TPO. He reviewed the TPO's team members including Council Member Jeff Allebach from Orange City. He gave an overview of the institute the team attended in April and stated they are working to develop an action plan. One of the TPO's consultants, Kittelson and Associates, will be working with the TPO to refine the policy and action plan. This activity dovetails with the TPO's Complete Streets Policy and Implementation Plan that is in the Unified Planning Work Program (UPWP); work continues on the action plan.

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

Ms. Bollenback stated that safety has always been important to the TPO and now that we have performance measures to adhere to, it causes us to look at it differently. The TPO has prioritized projects based on safety and conducted planning studies to address safety but this is only part of what it takes to change conditions. The TPO included in the current Unified Planning Work Program (UPWP) a Community Safety Action Plan (CSAP); the idea is to focus on areas and programs the TPO has not been engaged with and have it be data driven to impact a change and reduction in crashes in our planning area.

Ms. Blankenship gave a PowerPoint presentation on the Community Safety Action Plan (CSAP). One of the main goals of the TPO is to provide a safe, efficient transportation system; through the LRTP and priority process, the TPO has linked safety to transportation infrastructure. Safety planning studies completed by the TPO show factors that contribute to crashes that are not linked to infrastructure; this action plan will address other ways to increase safety in our planning area. The goal of the plan is to identify what the TPO can do to increase safety and decrease fatalities and injuries. It is a work plan for TPO staff and will be a description of what we need to do to effect these changes. The data over the last five years will be reviewed to identify the trends in accidents; locations, age, conditions and time of day, etc. The existing strategies will be reviewed such as FDOT's "Alert Today Alive Tomorrow" campaign and Holly Hill's Helmet Program. There are many community partners that the TPO will 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 these 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 tie in with the performance measures and the annual safety targets the TPO is required to set which are a 2% reduction. She reviewed the schedule for the CSAP. There are five "Es" to safety; 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. The ultimate goal of the CSAP is to increase safety in the area.

Council Member Perrone asked if it would be helpful for Volusia County to revisit the policy of not building crosswalks that access private businesses. For example, there is a 7-Eleven in Ponce Inlet that is between crosswalks and people consistently cross SR A1A there instead of walking to either of the crosswalks to access the beach. There is also a parking lot across from Crabby Joe's that has no crosswalk because the beach access is south of there. He asked if it would be helpful to look at the crosswalks and where people are actually crossing.

Ms. Bollenback replied the TPO already has programs that identify locations where there are needs. The point of the CSAP is to identify where there are gaps and where we are not addressing issues; to review the data and see what programs the TPO can partner with, expand on or initiate to address the issues. The TPO has done helmet fittings for a long time but we need to start looking at other ways to address the issues.

Mayor Chasez asked if there was funding to add these programs; Ms. Bollenback mentioned the funding is limited and modest. She reminded members of the February discussion when the safety target reduction of 2% was set and that there was one year of data that was an anomaly; we need to confirm if that was a truly safe year and what we can learn from that or if it was an anomaly.

D. **Presentation and Discussion Regarding the Successful Development of a Long Range Transportation Plan (LRTP)**

Ms. Bollenback stated TPO staff has already begun some behind-the-scenes work on the 2045 Long Range Transportation Plan (LRTP) and in August will hit the ground running on it in terms of committee activity for developing the LRTP. It is an important document for this area; it sets the stage for the funding of projects and there are a lot of dynamic issues that affecting transportation such as technology. There are funding pressures that continue to limit the TPO's ability to do what needs to be done and this area is growing fast. Ms. Nicoulin is the Project Manager for the LRTP and will review some of the aspects of the plan.

Ms. Nicoulin gave a PowerPoint presentation and stated the TPO is moving into the development of the 2045 Long Range Transportation Plan (LRTP). She gave a brief overview of what to expect over the next 15 months. There will most likely be an item on the agenda each month related to the LRTP until it is adopted in September 2020. The TPO is required by federal and state law to develop an LRTP and update it every five years. This is also an opportunity for the TPO to have a coordinated approach for an efficient transportation network for our area. It is a guiding document that identifies projects over the next 25 years. The TPO is required to solicit public input. The Long Range Transportation Plan (LRTP) establishes a vision and sets funding allocations; a cost feasible plan is also required. She reviewed the general project approach and tasks required. She reviewed the public involvement activities which include a public participation plan, public workshops, stakeholder meetings, and coordination with the local government agencies and FDOT and FHWA. A LRTP Subcommittee has been created which is made up of members from the advisory committees; they will meet monthly to provide technical input. The LRTP will also address the performance measures and the TPO will develop evaluation criteria and weights. She explained Task 5 which is travel demand and forecast modeling; this is where the TPO will look at alternative scenarios, technology scenarios and funding scenarios. We will also review resiliency and environmental analysis because transportation decisions the TPO makes have an effect and impact on the health of the environment and citizens. The TPO wants to make sure we consider the effect of planning on the populations in the planning area. TPO staff is available for any questions or concerns during this process.

Commissioner Selby asked how the TPO will incorporate technology when we do not know what will exist 25 years from now; for example, the Iphone is only ten years old but has changed everything. He asked if the TPO had any committee members who are well-versed in technology and the potential impacts. He sat in on one of these committees many years ago and he brought up focusing on flying cars; people want to go from Point A to Point B when and how they want to.

Ms. Nicoulin replied there are established working groups in the area; one for technology and one developing the LRTP. The technology group is a consortium hosted by FDOT that meets to discuss technology advances, what is coming, what other areas are doing, etc.,that help provide input. A separate group that meets with the TPOs and the modeling coordinator for the LRTP; the model is the tool that will be used to analyze the impacts of technology. She explained how the model will work and added the TPO will develop a scenario of the inputs that go into the model.

Ms. Bollenback added that when we develop the LRTP, we do not know what the funding will be or what the growth or development patterns will be but we will forecast out twenty-five years the best we can. This is why the LRTP is updated every five years. There is a lot of potential when it comes to technology and a lot of discussion about what is going to happen. The TPO will engage in those discussions, try to envision the future and come back in five years to review it.

Chair Kelley agreed with Commissioner Selby and commented that this may be the most difficult 25-year projection we have faced. He questioned where revenues would come from with solar powered self-driving vehicles that will be produced in 2021; they can be charged by the sun while driving, there are no fees, and are driven by artificial intelligence. We will need less transportation in 25 years than what we currently have. We need to do a five-year plan and be flexible enough to revise it. It has been said that 80% of jobs that will be created in the next twenty years do not exist yet.

Commissioner Stiltner commented that the US is far behind in transportation globally; other countries have been using technology for a while. A lot of the things we will be incorporating over the next five to ten years are already being done around the world. He asked when the earliest LRTP was done and if a 1995 report was available to do a comparison.

Ms. Bollenback replied it would be an interesting exercise and other MPO directors have discussed it as well; there just has not been much opportunity to do so.
Commissioner Lindlau also agreed with Commissioner Selby regarding technology; it is a moving target and constantly changing.

ActingChairperson Gilliland stated the LRTP is a 15 month process and public involvement is very important and we want to make sure board members and their constituents have the opportunity to provide input.

E. FDOT Report

The FDOT report was provided in the agenda. Ms. Wyche gave an update on the Nova Canal clean-up; 1.8 miles have been completed in Port Orange and South Daytona. Due to the recent heavy rains, the clean-up has moved to Holly Hill; that will be completed next week and then they will start back in Port Orange.

Ms. Bollenback thanked Ms. Wyche and Mr. Ron Meade for sharing information on the Nova Canal updates.

VII. Executive Director's Report

→ Update on SU/ACSU/GFSU Funding/Work Program

Ms. Bollenback stated she discussed the set aside funding last month, that it comes in different forms and General Fund SU funds were placed in the TPO's reserve box for the upcoming fiscal year in April. In May those funds were moved to the current fiscal year which was 60 days from ending. She discussed this with FDOT and they confirmed those funds will be available over a series of years so we are not in a rush to assign them. Now that the priority list has been adopted, TPO staff will review the projects with the available funding and see how to stage those over the next couple of years.

Ms. Bollenback announced the TPO had its Federal Certification Review on June 11, 2019; a team from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) came to review how we run this organization, make sure we adhere to the programs, rules and processes the TPO must follow, and that we are spending federal funds in an effective and responsible way. The report will not be out for another 30 or 60 days so it may be August or September before we have a presentation on their findings. They did not give the TPO any specific indication but her observation of how the meeting went was very positive. Acting Chairperson Gilliland attended and provided comments.

Acting Chairperson Gilliland stated former Volusia County Council Member and former TPO Chairperson Pat Northey also attended and it was a good presentation. He did not pick up on anything that they thought was a deficiency. He does expect some sort of observation on something that could be done better but staff and Ms. Bollenback deserve kudos for running a tight ship. It was fairly well attended by the public.

Commissioner Nabicht asked if there was any indication that they had a problem with any of the TPO's LAP projects.

Ms. Bollenback replied she does not recall discussing the LAP program as part of the certification review; they were here to look at how the TPO handles activities such as public involvement, if the TPO is meeting Americans with Disabilities Act (ADA) accessibility, Title VI and federal requirements.

Commissioner Nabicht asked if there was any indication that the TPO's current LAP practices were causing problems or is arbitrary with those programs.

Ms. Bollenback replied no; there was no concern about how the TPO was spending federal funds.

Commissioner Nabicht suggested that information be given to FDOT District 5 Secretary Mike Shannon.

VIII. River to Sea TPO Board Member Comments

Commissioner Selby thanked FDOT for projects that are in the works in the Ormond Beach area; the I-95 and US 1 interchange has positive movement. There is a dangerous situation on North Nova Road in front of the Trails shopping center; it is six lanes with a suicide lane in the center with no median and development on the old

hospital site that will attract pedestrian traffic. There is movement to assist with a new design there. Also, the signalization on SR 40/Granada Boulevard; the citizens of Ormond Beach really appreciate and he wanted to let FDOT their hard work is appreciated.

Commissioner Lindlau stated the Governor signed the budget for the upcoming year and Oak Hill was awarded $250,000 for water improvement and the septic to sewer conversion. He thanked Volusia County Council Member Deb Denys and everyone that helped to make this happen.

Council Member Denys referred to the May 31, 2019 CFMPOA meeting of which she is Chairperson. There are 10 counties, 6 MPOs and 2 FDOT districts are involved; District 5 and 7. Commissioner Nabicht was also in attendance. At the end of the meeting regarding an FDOT presentation that told members at least three times that TRIP dollars were left on the table. It has to do with the I-75 SIS project and the request for support for TRIP dollars; it is complicated and detailed. These are usually county matched dollars for projects so she has spoken with her staff how this could have happened. She still does not have an answer yet and the discussion is not over yet. The internal process we have at this TPO is amazing; we have great staff but our strength is here at the table. Not all M/TPOs have the relationships and the collegiancy that we have. There are times when we have to have a solid discussion or have a need to re-prioritize and move funding but we do it with a process; with what the state and federal protocols are. We did that and then a couple of years later we have two projects that is $800,000 short like we had last month; how does this happen when we have done what we were asked to do? We need to know where the lines are; we are diligent with the process and staff goes above and beyond to fulfill those requirements. She is having conversations at a higher level regarding this issue; she does not understand why we are always in the crosshairs when we are solid.

Commissioner Nabicht added that this was not an agenda item; it was brought up under comments at the direction of FDOT to Marion County in an effort to tick off a box that is required for them to get that funding; a letter of endorsement from the CFMPOA. What took everyone aback at the meeting was this is an underused source of funding and there was obviously a plan to move it forward for Marion County; the question is why it was not an agenda item and only brought up during comments when a lot of members had left.

Chairperson Gilliland thanked them both for their service on the CFMPOA and requested they keep the board informed.

Vice Mayor Burton stated Lake Helen has been receding the last several years and the recent legislative session awarded $42,000 to help bring the lake back. Lake Helen also has a hydrilla problem and there was a moratorium on pesticides but Lake Helen was in a position to put the pesticide in the lake to kill the hydrilla while the weather was cold enough for it to work; the city was successful in being allowed to do that. The city is making every effort to preserve the lake. He also attended the MPOAC Institute in Tampa; he learned a lot and how important TPO staff is.

Ms. Wyche stated that the federal certification review was just for the TPO's planning process.

Councilman Schoenherr stated he met with FDOT staff on the Nova Road project and is pleased that progress is being made.

IX. Information Items

- → Citizens Advisory Committee Attendance Record – 2019
- → Technical Coordinating Committee Attendance Report – 2019
- → Bicycle/Pedestrian Advisory Committee Attendance Record – 2019
- → May TPO Outreach and Activities
- → Local Agency Program (LAP) Policy Letters

X. Adjournment

There being no further business, the River to Sea TPO Board meeting adjourned at 10:23 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 June 26, 2019 regular meeting of the River to Sea Transportation Planning Organization (TPO) Board, approved and duly signed this 28th day of August 2019.

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

CITY of DeBARY
www.debary.org
· THE RIVER CITY ·

June 20, 2019

River to Sea TPO
Lois Bollenback, Executive Director
2570 West International
Speedway Boulevard, Suite 100
Daytona Beach, FL 32114-8145

Re: FDOT District 5 Draft Policy for the Local Area Program (LAP)

Ms. Bollenback,

This letter is to inform the River to Sea Transportation Planning Organization of its support for the Draft Resolution regarding the opposition to the Florida Department of Transportation, District 5, draft policy for Local Area Program (LAP) that limits the programming authority of metropolitan planning organizations and restricts open access to federal funding for local governments.

The City of DeBary, City Council voted on Wednesday, June 19th, 2019 to offer its support for the draft resolution opposing the proposed draft LAP policies including:

1. Limiting full LAP certification to counties only, rather than allowing full certification based on existing eligibility requirements; and
2. Limiting project specific certification to local governments with "limited experience" defined as successful administration of three (3) or less federal aid projects within a three (3) year period; and
3. Requiring local agencies to fund the PD&E, design and acquisition of right-of-way with local funding program rather than using federal funds as defined by rule; and
4. Placing an arbitrary minimum threshold of $250,000 for project funding.

The City of DeBary feels that the proposed LAP policies will further hinder the process for planning, funding, and implementing much needed transportation improvements. We respectfully request that FDOT District 5 suspend any plans to implement these policies as they are inconsistent with any of the other FDOT Districts, and work further with the municipalities within its district to form a better consensus for improving the process.

Sincerely,

Carmen Rosamonda,
City Manager

Cc: Michael Shannon, FDOT District 5 Secretary

The CITY OF DAYTONA BEACH

"THE WORLD'S MOST FAMOUS BEACH"

Public Works Department

TO: Mike Shannon, District 5 Secretary

FROM: Andrew J. Holmes, PE
Public Works Director

DATE: June 17, 2019

SUBJECT: FDOT – District 5, Local Area Program (LAP) Policy

The City of Daytona Beach does not support the LAP policy as it has been presented. There are a number of specific issues, outlined below, that the City of Daytona Beach has identified that should be given further consideration. We would be happy to work with FDOT to achieve a policy that is mutually beneficial to FDOT and the Local Agencies that would streamline the project delivery process for LAP funded projects.

Issues for Consideration

- LAP Certification should not be limited to Counties. Any local agency with adequate staffing, and a commitment to maintaining the requisite training and qualifications should be eligible for LAP Certification. There is no objective reason why an arbitrary limitation on certification of qualified local agencies should be imposed.

- Volusia County (or other counties) should not be required to perform project administration/sponsor services for local agencies without being reimbursed the full actual cost of performing these services. Involvement of a third party (The County) in a project for a city introduces another administrative and decision-making step into a project, which could actually make the project delivery process more cumbersome and time-consuming, not less. FDOT should carefully consider the impact of this proposed policy and thoroughly discuss this with the counties involved.

- Funding only construction and CEI phases of a project will unnecessarily limit the ability of some local agencies to perform LAP-funded projects. This is not a federal requirement and should not be imposed. The City of Daytona Beach is opposed to introducing additional limitations on the LAP process beyond what the federal funding requirements impose. These funding restrictions should be removed.

- FDOT District 5 should form a team with members drawn from FDOT staff, TPO staff, County staff, and City staff to work together to identify and implement positive changes to the LAP Policy that would result in a smoother work flow and better performance measures for all parties.

The City of Daytona Beach would be happy to volunteer staff time to participate. Lean Six Sigma can be used to evaluate and optimize the current processes.

- The current training schedule provides sporadic opportunities for local agency staff to attend classes. The class sizes are large and fill up quickly. There is need for more frequent classes as well as a need to limit class sizes to improve the opportunity for productive discussion between FDOT staff and local agency staff. In addition, the focus on training appears to be "minimum training requirements"

  While we recognize the need to meet the minimum requirements for training, we also believe that classes that communicate the FDOT District 5 processes would be helpful for local agencies.

- Requiring an Agency to commit to all phases of a project at the time of application is not practical. Often, very little is known about the cost of a project, the timing, or how it affects other projects or infrastructure in the area, prior to design. It is very common to engage in the design phase before identifying a construction schedule or a funding source for future phases.

- D-5 construction should be brought in earlier in the design phase. We believe that a better transition from design to construction can be achieved if the construction team reviews design drawings beginning at 60% completion.

City of South Daytona

Office of the City Manager

Post Office Box 214960 • South Daytona, FL 32121 • 386/322-3010 • FAX 386/322-3008

June 19, 2019

Mr. Michael Shannon
District Five Secretary
Florida Department of Transportation
719 South Woodland Boulevard
DeLand, FL 32720

RE: PROPOSED LOCAL AGENCY PROGRAM (LAP) POLICY OBJECTIONS

The City of South Daytona formally objects to the funding changes being proposed to the Local Agency Program (LAP) Policy for District Five. The Florida Department of Transportation (FDOT) has been the City's partner in the completion of six extremely successful LAP projects at a total of cost of around $9 million over the last seven years. These projects have truly changed the appearance of this City and greatly improved the quality of life for our residents.

These projects, due to their cost, simply could not have been completed without our partnership with the FDOT and participation in the LAP program. Eliminating planning and design costs from being funded as part of the LAP program will effectively eliminate smaller cities from participating. I doubt that is the objective in proposing this policy change; however, it is the reality.

The planning (PD&E) and design phases of a project typically range about 15-20% of the total construction cost. Those costs are significant on large scale projects. A small city simply cannot afford to front this type of money on a project that may or may not be selected for construction. That is a gamble that small municipalities simply cannot take due to budgetary constraints. I cannot stress to you enough that smaller cities can't compete with our larger counterparts in fronting money for the planning and design of projects, particularly large-scale projects. If this new policy is implemented, you are effectively prohibiting smaller cities from participating in the program.

Streetscapes and other large-scale improvement projects should not be a luxury that only larger cities can afford. All residents, regardless of what size city you live in, should be able to enjoy the same benefits. The whole idea behind South Daytona applying for funding assistance with the LAP program is because we are a smaller city and do not have the funds to plan, design and construct the project without federal and state money.

The use of "exceptions" to allow the FDOT to fund planning and designing phases is definitely not the answer. Allowing exceptions for the planning and design phases of certain projects to be funded with LAP money raises red flags. What are the criteria for the exception? Who will be determining which projects qualify for an exception? Will a list be provided to all participating agencies as to which projects received this exception and why? This open-ended exception could be a mechanism for impropriety that shouldn't be introduced into the program.

The proposed policy still allows cities to receive project-specific certification to administer projects. This project-specific certification must not be restricted. The County should not administer all projects if the cities have demonstrated, like South Daytona, that they can successfully administer their own projects. The County has more resources available than most cities but those resources will be stretched impossibly thin if the County has to administer all projects. It is imperative that the project-specific certification remains available to cities like South Daytona.

The reality is that eliminating planning and design funding from the program will effectively mean that only larger cities can participate. I sincerely hope that the proposed changes are not presented as a certainty and that you will consider the objections noted above along with the objections stated by the other participating agencies prior to formally amending the current policy. I implore you to reconsider the proposed policy change and allow funding for planning and design phases unless your goal is to limit participation in the program to the larger entities.

Sincerely,

James L. Gillis, Jr.
City Manager

Colleen Nicoulin

Subject: FW: District 5 Local Agency Program (LAP) Draft Policy - Port Orange Comments

From: Burman, Tim
Sent: Thursday, June 20, 2019 3:19 PM
To: D5LAPPolicy@dot.state.fl.us
Cc: Johansson, Michael <mjohansson@port-orange.org>
Subject: District 5 Local Agency Program (LAP) Draft Policy - Port Orange Comments

Below are Comments/Questions related to the District 5 Local Agency Program (LAP) Draft Policy:

1. Chapter 2.2.2: Currently, the Port Orange status for LAP projects is "Project-Specific" certification and anticipates the use of this status for future LAP projects. Is it the intent of Ch. 2.2.2 to require County oversite to cities with "Project-Specific" certification? Confirm that Port Orange or any other local government would be able to apply for "Project-specific" certification without also requiring oversite from County. Local governments that are not LAP qualified, along with the County, would be negatively impacted by a policy that would require the County to administer all LAP projects. Additional resources would be required by the County and could reduce the local government projects that advance. Approval to move forward with a local government project deemed by a local government would no longer be a decision made by the local government. Request is to maintain the ability for a City to obtain "Project-Specific" certification as it has done in on the City's past LAP projects

2. Chapters 2.2.1 and 2.4.2: No objection to the district continuing to provide training and materials or a quarterly Task Team meeting. Staff would like to ensure that training to cover all stages of LAP be conducted or prepared as webinars, videos, or educational materials.

3. Chapter 19.9: Requiring local government to fund the PD&E (or similar studies) and fund the design with local funds instead of using federal funds as currently done will significantly reduce the number of projects a local government can implement. Local governments would not be able to compete necessary transportation improvements due to the inability to fund the PD&E, design and acquisition of right-of-way stages without assistance. Specifically, Port Orange depends on grant funding to assist in preparing studies, preparing designing, and constructing the proposed improvement.

4. Why was a minimum threshold of $250,000 selected to receive project funding for construction? The projects completed by the City have exceeded $250,000 in construction cost, so this limit would not impact Port Orange as our projects exceed $250,000 or the City bundles its projects if they are a lower cost (sidewalk gaps). Could this amount be something that District 5 looks to amend in future years? It mentioned that to meet the $250,000 limit, similar projects would need to be bundled; would bundling projects to exceed the $250,000 limit still follow the parameters set forth in 21.3.1 (geographic proximity, type of improvements, etc.), or would additional parameters be up to local governments to request to bundle and FDOT approve?

5. Chapter 21.8: The request to have plans, PS&E, and bid documents prepared prior to current year programing or first year construction advancement would add further work onto staff due to all the changes that continually occur during a year (FHWA and FDOT specs and requirements). It seems that a better timeframe can be crafted to ensure that projects are ready but not result in additional work by all parties involved.

Tim Burman
Community Development Director
City of Port Orange
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Port Orange, FL 32129
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