



# MEETING AGENDA

Please be advised that the RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD will be meeting on:

DATE: WEDNESDAY, JUNE 28, 2023

TIME: 9:00 A.M.

PLACE: AIRLINE ROOM

DAYTONA BEACH INTERNATIONAL AIRPORT

700 Catalina Drive, Daytona Beach, FL 32114

## NOTE:

A Microsoft Teams meeting has been established for remote participation.

## River to Sea TPO Board Meeting

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 958708535# United States, West Palm Beach

Phone Conference ID: 958 708 535#

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DeLand Mayor Chris Cloudman, Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF A QUORUM
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC COMMENT/PARTICIPATION *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- IV. CONSENT AGENDA
  - A. MAY 24, 2023 RIVER TO SEA TPO BOARD MEETING MINUTES *(Contact: Pamela Blankenship) (Enclosure, pages 4, 6-13)*
  - B. TREASURER'S REPORT *(Contact: Mariel Lemke) (Enclosure, pages 4, 14)*
  - C. EXECUTIVE COMMITTEE REPORT -- Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson *(Enclosure, pages 4, 15)*
  - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT -- Report by Dr. Jason Aufdenberg, BPAC Chairperson *(Enclosure, pages 4, 16)*
  - E. CITIZENS ADVISORY COMMITTEE REPORT-- Report by Ms. Kerry Karl, CAC Chairperson *(Enclosure, pages 4, 17)*

Beverly Beach  
Bunnell  
Daytona Beach  
Daytona Beach Shores

DeBary  
DeLand  
Deltona  
Edgewater

Flagler Beach  
Flagler County  
Holly Hill  
Lake Helen

New Smyrna Beach  
Oak Hill  
Orange City  
Ormond Beach

Palm Coast  
Pierson  
Ponce Inlet  
Port Orange

South Daytona  
Volusia County

**IV. CONSENT AGENDA** *(continued)*

- F. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Mr. Brian Walker, TCC Chairperson (Enclosure, pages 4, 18)
- G. RIVER TO SEA TPO BOARD REPORT** -- Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson (Enclosure, pages 4, 19)
- H. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson (Enclosure, pages 4, 20)
- I. CANCELLATION OF JULY EXECUTIVE COMMITTEE AND TPO BOARD MEETINGS** (Contact: Pamela Blankenship) (Enclosure, page 4)
- J. REVIEW AND APPROVAL OF SELECTION COMMITTEE'S RECOMMENDATIONS FOR GENERAL PLANNING CONSULTANT (GPC) FIRMS** (Contact: Colleen Nicoulin) (Enclosure, page 4)
- K. REVIEW AND APPROVAL OF THE EXECUTION OF THE US DOT SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT AGREEMENT** (Contact: Stephan Harris) (Enclosure, pages 5, 21-32)
- L. REVIEW AND APPROVAL OF RESOLUTION 2023-10 AUTHORIZING THE FILING AND EXECUTION OF THE FY 2023/24 TRANSPORTATION DISADVANTAGED (TD) PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED** (Contact: Stephan Harris) (Enclosure, pages 5, 33-56)
- M. REVIEW AND APPROVAL OF EXPENDITURE FOR THE VOTRAN INTERMODAL TRANSFER FACILITY FEASIBILITY STUDY (\$91,885)** (Contact: Colleen Nicoulin) (Enclosure, page 5)

**V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF RESOLUTION 2023-11 ADOPTING THE 2023 LIST OF PRIORITY PROJECTS (LOPP)** (Contact: Colleen Nicoulin) (Enclosure, pages 57-59)
- B. REVIEW AND APPROVAL OF RESOLUTION 2023-12 ADOPTING THE 2023/24 TO FY 2027/28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ROLL CALL VOTE REQUIRED** (Contact: Colleen Nicoulin) (Enclosure, pages 60-62)
- C. REVIEW AND APPROVAL OF THE FY 2023/24 RIVER TO SEA TPO BUDGET** (Contact: Mariel Lemke) (Enclosure, pages 63-66)

**VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS**

- A. PRESENTATION AND DISCUSSION ON THE NEIGHBORHOOD CENTER OF WEST VOLUSIA** (Contact: Pamela Blankenship) (Enclosure, pages 67-73)
- B. PRESENTATION AND DISCUSSION OF 2020 CENSUS IMPACTS ON TPO BOUNDARY AND BOARD APPORTIONMENT** (Contact: Colleen Nicoulin) (Enclosure, pages 74-85)
- C. FDOT REPORT** (Contact: Rakinya Hinson, FDOT District 5) (Enclosure, pages 86-89)

**VII. EXECUTIVE DIRECTOR'S REPORT**

**VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS**

**IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS**

**X. INFORMATION ITEMS** *(Enclosure, pages 90-99)*

- ® Bicycle/Pedestrian Advisory Committee Attendance Record – 2023
- ® Citizens Advisory Committee Attendance Record – 2023
- ® Technical Coordinating Committee Attendance Record– 2023
- ® River to Sea TPO Outreach and Activities
- ® Upcoming Events Flyer
- ® Volusia and Flagler County Construction Reports

**XI. ADJOURNMENT**

\*The next River to Sea TPO Board meeting will be on August 23, 2023\*

**July and August 2023 Meeting Dates**

Transportation Disadvantaged Local Coordinating Board, July 12 @ 10:00 a.m. @ Votran

Executive Committee, August 2, 2023 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, August 9, 2023 @ 2:00 p.m.

Citizens Advisory Committee, August 15, 2023 @ 1:15 p.m.

Technical Coordinating Committee, August 15, 2023 @ 3:00 p.m.

River to Sea TPO Board, August 23, 2023 @ 9:00 a.m.

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Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 1 Deuce Court, Suite 100, Daytona Beach, Florida 32124; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at [www.r2ctpo.org](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org)

**MEETING SUMMARY  
TPO BOARD  
JUNE 28, 2023**

**IV. CONSENT AGENDA**

- A. MAY 24, 2023 RIVER TO SEA TPO BOARD MEETING MINUTES**
- B. TREASURER'S REPORT**  
Monthly treasurer reports are prepared for review and approval by the River to Sea TPO Board. The May Treasurer's Report is provided for your review.
- C. EXECUTIVE COMMITTEE REPORT**
- D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE (BPAC) REPORT**
- E. CITIZENS ADVISORY COMMITTEE (CAC) REPORT**
- F. TECHNICAL COORDINATING COMMITTEE (TCC) REPORT**
- G. RIVER TO SEA TPO BOARD SUMMARY REPORT**
- H. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT**
- I. CANCELLATION OF JULY EXECUTIVE COMMITTEE AND TPO BOARD MEETINGS**
- J. REVIEW AND APPROVAL OF SELECTION COMMITTEE'S RECOMMENDATIONS FOR GENERAL PLANNING CONSULTANT (GPC) FIRMS**

The River to Sea TPO received eleven (11) proposals in response to the General Planning Consultant (GPC) Request for Proposals (RFP). The GPC Selection Committee received the proposals and met on June 21, 2023, to review and rank the proposals based on the criteria prescribed in the RFP. Based on the final scores, the firms were ranked, and the GPC Selection Committee recommends that the TPO Board authorize the Executive Director to negotiate contracts with the top eight (8) ranked firms.

- 1. Kimley Horn
- 2. VHB
- 3. Benesch
- 4. HDR
- 5. Kittelson & Associates
- 6. EXP U.S. Services, Inc.
- 7. LTG, Inc.
- 8. Fehr & Peers
- 9. Hale Surratt Engineers, LLC
- 10. Burgess & Niple
- 11. Stanley Consultants, Inc.

***CONSENT AGENDA CONTINUED ON THE NEXT PAGE***

## MEETING SUMMARY

### TPO BOARD

JUNE 28, 2023

#### IV. CONSENT AGENDA (Continued)

##### K. REVIEW AND APPROVAL OF THE EXECUTION OF THE US DOT SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT AGREEMENT

The US DOT's Safe Streets and Roads for All (SS4A) grant program provides federal funds to develop or complete a Comprehensive Safety Action Plan, which is a holistic, well-defined strategy to prevent roadway fatalities and serious injuries. On February 1, 2023, the R2CTPO was awarded \$320,000 for the SS4A Grant. The R2CTPO is the lead applicant and Volusia and Flagler County Governments are joint applicants. FDOT is a partner, but not an applicant, for the SS4A Grant. The required local matching share is being paid by Volusia County (\$60,000) and Flagler County (\$20,000). In addition, Flagler County Government has agreed to include the rural (non-urbanized) area of Flagler County, which will enable the Comprehensive Safety Action Plan to cover the entire geographic area of Volusia and Flagler Counties. A final report for the Comprehensive Safety Action Plan is due by June 30, 2025.

##### K. REVIEW AND APPROVAL OF RESOLUTION 2023-10 AUTHORIZING THE FILING AND EXECUTION OF THE FY 2023/24 TRANSPORTATION DISADVANTAGED (TD) PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED

The Transportation Disadvantaged Trust Fund pays for planning activities that serve transportation-disadvantaged and disabled persons in Volusia County. The grant funding is distributed by formula and a resolution and grant application are required to be submitted annually to support TPO activities.

##### L. REVIEW AND APPROVAL OF EXPENDITURE FOR THE VOTRAN INTERMODAL TRANSFER FACILITY FEASIBILITY STUDY (\$91,885)

This project supports a feasibility study to identify and evaluate a location for a new intermodal transfer facility located in West Volusia. The primary functions and goals of the intermodal transfer facility study include connections to fixed route, mobility-on-demand (MOD), SunRail, and other potential bus routes. In addition, the intermodal transfer facility will provide park-and-ride access, passenger amenities, support and improve operational performance, expand access to mobility services for the public, and support expanding employment growth in West Volusia.

##### M. REVIEW AND APPROVAL OF EXPENDITURE FOR THE VOTRAN INTERMODAL TRANSFER FACILITY FEASIBILITY STUDY (\$91,885)

This project supports a feasibility study to identify and evaluate a location for a new intermodal transfer facility located in West Volusia. The primary functions and goals of the intermodal transfer facility study include connections to fixed route, mobility-on-demand (MOD), SunRail, and other potential bus routes. In addition, the intermodal transfer facility will provide park-and-ride access, passenger amenities, support and improve operational performance, expand access to mobility services for the public, and support expanding employment growth in West Volusia.

#### **ACTION REQUESTED:**

#### **MOTION TO APPROVE THE CONSENT AGENDA**

**MAY 24, 2023 MEETING MINUTES**  
**OF THE**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD**  
1 Deuce Court, Suite 100  
Daytona Beach, FL 32124

**TPO Board Members Physically Present:**

Commissioner Jeffrey Schuitema\*\*  
Vice Mayor Michael Politis\*  
Mayor Karen Chasez  
Commissioner Chris Cloudman, Chairperson  
Commissioner Dana McCool  
Councilwoman Charlotte Gillis  
Commissioner Andy Dance  
Commissioner Roy Johnson  
Commissioner Randy Hartman  
Commissioner Lisa Martin  
Vice Mayor Bill O'Connor  
Commissioner Harold Briley  
Vice Mayor Bill Lindlau\*  
Mayor David Alfin  
Vice Mayor Gary Smith\*  
Vice Mayor Reed Foley  
Vice Mayor Eric Sander  
Council Member Matt Reinhart  
Council Vice Chair Danny Robins  
Council Member Jake Johansson  
Kerry Karl (non-voting)  
Rakinya Hinson (non-voting advisor)

**TPO Board Members Virtually Present:**

Commissioner Stacy Cantu

**TPO Board Members Absent:**

Vice Mayor John Rogers\* (excused)  
Commissioner James Sherman\* (excused)  
Commissioner David Sullivan (excused)  
Commissioner Rick Basso\*  
Mayor Bill Partington (excused)  
Mayor Samuel Bennett\*  
Council Member David Santiago (excused)  
Council Chair Jeff Brower (excused)  
Ruben Colon  
Dr. Jason Aufdenberg (non-voting)  
Brian Walker (non-voting)

**\* Non-voting member of the Small City Alliance**

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

**Others Physically Present:**

Pamela Blankenship, Recording Secretary  
Colleen Nicoulin  
Stephan Harris  
Mariel Lemke  
Ralf Heseler  
Bobbie King  
Kelvin Miller

**Representing:**

Beverly Beach  
Daytona Beach Shores  
DeBary  
DeLand  
Deltona  
Edgewater  
Flagler County Alternate  
Holly Hill  
New Smyrna Beach  
New Smyrna Beach Alternate  
Orange City  
Ormond Beach Alternate  
Oak Hill  
Palm Coast  
Ponce Inlet  
Port Orange  
South Daytona  
Volusia County, District 2  
Volusia County, District 3  
Volusia County, At-Large  
CAC Chairperson  
FDOT

**Representing:**

Daytona Beach

**Representing:**

Bunnell  
Flagler Beach  
Flagler County  
Lake Helen  
Ormond Beach  
Pierson  
Volusia County, District 5  
Volusia County  
Volusia County School Board  
BPAC Chairperson  
TCC Chairperson

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
Volusia County Transit Services  
Volusia County Transit Services  
Volusia County - Votran

**Others Physically Present:**

Glen Irby  
Heather Garcia  
David German  
Jim Cameron

**Representing:**

Edgewater  
VHB  
Volusia County Schools  
Jim Cameron Consulting

**Others Virtually Present:**

Tony Bevilacqua  
Helen Hutchens  
Amy Sirmans  
Justin Lee  
Omar Atallah  
Bernadette Fisher

**Representing:**

Inwood Consulting, Inc.  
Miami Corp  
VHB  
ETM Inc.  
Volusia County  
Bunnell

**I. Call to Order / Roll Call / Determination of Quorum**

The River to Sea Transportation Planning Organization (TPO) Board meeting was called to order at 9:00 a.m. by TPO Chairperson Chris Cloudman. The roll was called, and it was determined a quorum was physically present. The meeting was held in a hybrid format with sixteen voting and three non-voting members physically present.

**II. Pledge of Allegiance**

The Pledge of Allegiance was given.

**III. Public Comment/Participation**

There were no public comments.

**IV. Consent Agenda**

- A. April 26, 2023 - River to Sea TPO Board Meeting Minutes**
- B. Treasurer's Report**
- C. Executive Committee Report**
- D. Transportation Disadvantaged Local Coordinating Board (TDLCB) Report**
- E. Bicycle and Pedestrian Advisory Committee (BPAC) Report**
- F. Citizens Advisory Committee (CAC) Report**
- G. Technical Coordinating Committee (TCC) Report**
- H. River to Sea TPO Board (R2CTPO) Report**
- I. Executive Director Timesheet Review Report**

**MOTION:** *A motion was made by Council Member Johansson to approve the Consent Agenda. The motion was seconded by Vice Mayor O'Connor and carried unanimously.*

**V. Action Items**

**A. Review and Approval of Resolution 2023-07 Amending the FY 2022/23 to 2026/27 Transportation Improvement Program (TIP) (Roll Call Vote Required)**

Ms. Nicoulin explained that there were five projects being amended into the current TIP which she proceeded to review. Four of the projects are in FY 2024 of next year's TIP, but because there is an overlap between when the TPO's fiscal year ends on June 30, and when the federal fiscal year ends on September 30, the projects need to be in the TPO's current TIP to ensure they continue to move forward and can be programmed.

Council Member Johansson asked if this amendment was a standard request from FDOT.

Ms. Nicoulin stated that it was a standard request to keep the projects moving forward.

**MOTION:** *A motion was made by Council Member Johansson to approve Resolution 2023-07 amending the FY 2022/23 to 2026/27 Transportation Improvement Program (TIP). The motion was seconded by Vice Mayor Sander and carried unanimously by roll call vote.*

**B. Review and Approval of Resolution 2023-08 Amending the River to Sea TPO Metropolitan Planning Organization Agreement and FY 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP) (Roll Call Vote Required)**

Ms. Nicoulin stated that this item is an amendment to the MPO funding agreement with FDOT, to add additional funding as well as to amend next year's UPWP. She reviewed the amendment which includes raising the ceiling of funding and the de-obligation of funds.

**MOTION:** *A motion was made by Mayor Alfin to approve Resolution 2023-08 amending the River to Sea TPO Metropolitan Planning Organization Agreement and FY 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP). The motion was seconded by Vice Mayor Lindlau and carried unanimously by roll call vote.*

Chairperson Cloudman stated that Commissioner Cantu was online, and a vote was needed to allow her to participate and vote.

**MOTION:** *A motion was made by Vice Mayor O'Connor to allow TPO Board members attending remotely to participate and vote. The motion was seconded by Mayor Alfin and carried unanimously.*

**C. Review and Approval of Resolution 2023-09 Adopting Targets for PM2 (Bridge & Pavement) and PM3 (System Performance & Freight Movement)**

Ms. Nicoulin stated that this item was presented last month; the TPO adopts these targets every four years, and they must be adopted by June 14, 2023. The TPO recommends supporting FDOT and adopting their targets. A presentation was provided last month on the proposed targets.

**MOTION:** *A motion was made by Vice Mayor Sander to Resolution 2023-09 adopting targets for PM2 (Bridge & Pavement) and PM3 (System Performance & Freight Movement). The motion was seconded by Vice Mayor Foley and carried unanimously.*

**D. Review and Approval of the 2022 Annual FDOT Joint Certification Report**

Ms. Kellie Smith, FDOT, stated that federal law requires FDOT and the TPO to jointly certify the planning process concurrently with the TIP. The joint certification package covers risk assessment, a summary of noteworthy achievements, recommendations, and corrective actions. She noted that FDOT appreciates the partnership with the TPO. This past year the TPO closed out its UPWP and adopted its TIP on time. The hiring of a Financial Manager and TPO Executive Director were great achievements. She thanked the TPO for their continued public outreach efforts. In terms of corrective actions, during the invoicing issues and resignation of key staff, the TPO remained on special conditions and high risk. FDOT encourages the TPO to work towards meeting all deadlines and invoicing in accordance with the MPO agreement by utilizing all resources. FDOT also encourages the TPO to put forth a financial plan that addresses best practices, policies, and procedures. Progress on the invoicing became a top priority for FDOT and the TPO and the district will continue to provide technical support and training. A letter was sent to the TPO in April regarding the expectations that are necessary to be removed from special conditions and is included in the joint certification package. Ms. Hinson will be reporting to the Executive Committee on a monthly basis.

Mayor Chasez asked if FDOT was happy with the amount of effort the TPO has shown in the last year in moving toward compliance.

Ms. Smith responded that the TPO was making progress; the General Planning Consultant (GPC) request for proposal was advertised which will help the TPO moving forward. FDOT wants to make sure the TPO is successful and part of that is having the resources available for success.



Mayor Chasez asked if FDOT had seen an improvement in invoicing over the last six months.

Ms. Smith stated that they are continuing to move forward. In order to be removed from special conditions, it requires invoices to be submitted on time for 90 days and FDOT has not seen that.

Chairperson Cloudman stated that the GPC advertisement is a big step that will allow the TPO to bring in help; it is a good step heading in the right direction.

Mayor Chasez asked if the hiring of a consultant is an interim step to help over the next one to two years in building internal self-sufficiency.

Chairperson Cloudman responded that it is a mixture of both; FDOT also uses consultants.

Ms. Nicoulin responded that there are currently three vacant planning positions, and she hopes to fill at least one of those. Consultant support will be used differently than it has been in the past. The GPCs can help with the development and maintenance of the TIP, which is a large undertaking. In the past year, our staff was only able to focus on the bare minimum of what is federally required because there were no resources available to go beyond that. Regarding the invoicing, it requires a lot of her time; the TPO was caught up and on time but then the office moved, and the invoicing fell behind. We have since caught back up and are working closely with FDOT on the invoice packages. The TPO is currently going through an Office of Inspector General (OIG) audit, and they are looking at invoicing as well. She has spoken with our current auditor to help identify financial operating procedures which the TPO has not had in the past. She is looking at consultant support as an extension of the staff.

Mayor Chasez clarified that the consultants will be used for specific tasks and are not replacing specific employees.

Ms. Nicoulin replied that was correct.

Vice Mayor O'Connor asked about the Title VI training.

Ms. Blankenship stated that the training was completed last August.

**MOTION:**     *A motion was made by Mayor Chasez to approve the 2022 Annual FDOT Joint Certification Report. The motion was seconded by Vice Mayor Foley and carried unanimously.*

#### **E. Review and Approval of Slate of TPO Officers for FY 2023/24**

Chairperson Cloudman stated that during the last election cycle, most of the Executive Committee lost their elections so the TPO had a special election at the January TPO Board meeting and appointed himself as the TPO Chairperson, Mayor Partington as 1<sup>st</sup> Vice Chairperson/Treasurer, and Mayor Alfin as 2<sup>nd</sup> Vice Chairperson/Secretary. The Executive Committee met recently and proposed to keep the current slate of officers for the term which runs from July 1 through June 30.

Mayor Chasez commented that she concurs with the logic and the need to give the TPO officers the time to see progress; it is prudent to keep them on the same path.

**MOTION:**     *A motion was made by Commissioner Briley to approve the slate of TPO officers for FY 2023/24 as presented: Chairperson: Mayor Cloudman; 1<sup>st</sup> Vice Chairperson/Treasurer: Mayor Partington; 2<sup>nd</sup> Vice Chairperson/Secretary: Mayor Alfin. The motion was seconded by Council Member Johansson and carried unanimously.*

### **VI. Presentations and Discussion Items**

#### **A. Presentation and Discussion of the Draft Volusia and Flagler Functional Classification Maps**

Mr. Jason Learned, FDOT, reviewed the draft Volusia and Flagler County map and some of the comments received. Paper maps will be prepared for TPO Board approval but will not require a signature yet. This process is coupled with the Urban Area Boundary process and the two maps are signed together; in late 2024 for signature.

Council Member Johansson asked if Deltona had provided any comments yet.

Mr. Learned stated they have not heard anything from Deltona.

Ms. Nicoulin stated that Deltona has had a lot of staff turnover and she reached out to them to get comments. The TCC members have been asked to provide a technical review of the proposed functional classifications. She is still following up with Deltona and Volusia County regarding their comments. She is also following up with cities where there are expectations to see comments from but... have not been.

Council Member Johansson stated he did not want staff changes to prevent comments; he is concerned.

Ms. Nicoulin stated that following the TCC meeting last week, they still hadn't received comments from Daytona Beach; she spoke with their representative and they are working on their comments. The TPO is working with the areas where we haven't seen comments yet.

Commissioner McCool explained that Deltona has had serious staff changes and they are also working on big projects which she reviewed. This item has been brought to the City Manager and she will bring a report back from the TPO; Deltona is in the process of rebuilding.

Mr. Learned stated that they have to approve the functional classifications for roads that are currently on the ground or under construction; roads can be added as they happen. There is no rush as they can process interim changes.

**B. Presentation and Discussion of the Draft FY 2023/24 to FY 2027/28 Transportation Improvement Program (TIP)**

Ms. Nicoulin gave a presentation on the draft FY 2023/24 to FY 2027/28 TIP which represents all the funding to be spent over the next five years in the TPO planning area. The document is based on the FDOT Tentative Work Program from last fall. It includes almost \$660 million in funding over five years and covers federal and state-funded projects. The draft TIP will be posted next Tuesday for review and comment and will be back next month for adoption by the TPO Board. She asked the members to look at areas of interest to them and projects within their municipalities to ensure they match with what they have on their end. Once the TIP is adopted there is a reconciliation at the state level. Projects in the current fiscal year typically automatically roll forward in the state TIP. The TPO has a process in August where we add some of the projects that need to be rolled forward into our TIP.

**C. Presentation and Discussion of the Draft List of Priority Projects (LOPP)**

Ms. Nicoulin gave a presentation on the draft List of Priority Projects; a series of lists identified in the LRTP and added to each year based on the applications received from the local governments during the TPO's call for projects. She explained each list and how they are populated. She reviewed changes to the Strategical Intermodal System (SIS) List, SIS Planning Studies List, and Regionally Significant Non-SIS List. She noted that the TPO received a formal letter of request from the city of Edgewater and a supporting resolution from Oak Hill for the I-95 at SR 442 interchange to be placed on the SIS Planning Studies List which includes unfunded needs. If money becomes available in the SIS program, the projects on the list can be moved forward. She continued reviewing the lists, noting that this year points were awarded for safety, equity, resiliency, and stormwater. The lists will be back next month for adoption. There may still be changes to the lists which could include the addition of cost estimates. She asked the members to look at their projects and make sure everything is correct.

Chairperson Cloudman stated that it was important for the members' staff to participate on the TCC so they can help guide the List of Priority Projects.

Mayor Chasez referred to the two DeBary projects on Tier B. If the Governor signs the budget without redacting it, DeBary will receive funding for both projects: the Fort Florida Bridge and Fort Florida Road reconstruction. She asked when projects receive funding like that, if they are moved up to Tier A, or moved forward on Tier B.

Ms. Nicoulin responded that when projects receive funding they can be moved up to Tier A. When the lists are put together, they are not identifying funding.

Councilwoman Gillis thanked the TPO for considering the SR 442 interchange for the priority list as it is failing now and had flooded during the hurricane; it currently backs up onto I-95 which is dangerous. There is an opportunity for a public-private partnership and some of the adjoining property owners are willing to front the funds for permitting and provide additional stormwater management.

Noce Mayor O'Connor asked if the city works with a developer and they design the road, but... no funding has been asked for, what happens when it is designed, and they need funds for construction?

Ms. Nicoulin responded that the jurisdiction will need to submit a priority list application for construction only.

#### **D. Presentation and Discussion of the Draft FY 2023/24 River to Sea TPO Budget**

Chairperson Cloudman stated the Budget Subcommittee recently met and recommended the draft FY 2023/24 TPO Budget. The Budget Subcommittee was satisfied with the investment and is making sure the TPO has what it needs to move forward and bring in consultants and staff.

Ms. Nicoulin pointed out that a link to the draft budget was provided in the agenda and a handout was also provided. She reviewed the budget and sources for funding including the grants the TPO receives. She spoke about the Safe Streets and Roads for All (SS4A) grant and the member local assessments.

Mayor Alfin stated that there had been a discussion at the Budget Subcommittee on elevating the performance and status of the River to Sea TPO in terms of realizing the growth we have enjoyed and forecasted so that we can become one of the top-tier TPOs throughout the state. There are considerations built into the budget to help get us there and the budget is the first step.

Chairperson Cloudman added that the TPO will be moving to a permanent location, so the budget includes a contingency for that.

Council Member Johansson asked where the money will come from in the future since most of the funding rolls over.

Ms. Nicoulin stated that the TPO anticipates spending that money in the first year; we didn't go beyond the bare minimum; other funding sources are going to be used that we haven't used in the past such as flexing SU funds; there are also projects on the books we didn't get to last year. The UPWP identifies projects we will complete with the budget that we have, and the budget also assumes a full staff from day one so there is some flexibility within that.

Vice Mayor O'Connor asked about the doubling of the consulting fee, the benefits, and the uses of that money.

Ms. Nicoulin stated that the SS4A grant goes to a consultant. She reviewed the other uses of consultants and how they can be utilized.

Vice Mayor Foley asked when the populations of cities would be reviewed for the local assessments.

Ms. Nicoulin responded that per the TPO Bylaws, it is reviewed every five years; we will be reviewing that next year.

Chairperson Cloudman stated that the TPO Budget would be back for approval next month.

## **E. FDOT Report**

Ms. Rakinya Hinson, FDOT, stated the FDOT report was provided in the agenda; she referred members to [www.cflroads.com](http://www.cflroads.com) for the most up-to-date project information.

## **VII. Executive Director's Report**

Ms. Nicoulin stated that a federal certification of the TPO is completed every four years. There will be a Federal Certification public meeting on June 14, 2023, from 5:00 to 6:00 pm. It is an opportunity for TPO partners and the public to share their interactions with the TPO plans, processes, and staff. The information received from the meeting will become part of the federal certification review which looks at our planning process and required documents. The TPO is working with FHWA, and information is being provided. She invited the board members to attend the meeting. There will be a chance to submit written comments as well. Regarding the OIG audit, they have indicated the audit may wrap up next month.

Ms. Nicoulin announced that next Tuesday a new staff member filling the Administrative Assistant position will be starting; her name is Ms. Donna King. She added that Mr. Harris recently received his AICP certification.

## **VIII. River to Sea TPO Board Member Comments**

Vice Mayor Sander gave an update on the MPOAC Institute that he recently attended.

Vice Mayor Lindlau thanked Ms. Nicoulin for presenting at the Southeast Volusia Democratic Club meeting; it was well-informed and engaging.

Commissioner Cantu stated that regarding the traffic that turns left eastbound on Beville Road to enter Amazon, the view of traffic is blocked from the westbound turn lane on Pelican Bay. The signal is currently a permissive left-turn signal; can it be made a protective signal turning left into the east gate of Pelican Bay?

Ms. Hinson stated she would check and follow up.

Chairperson Cloudman stated that the Space Coast TPO is ahead regarding the number of jurisdictions adopting Target Zero. It is up to each individual jurisdiction to adopt Target Zero.

Ms. Nicoulin stated that the buck slip that was provided to the members was developed by the TPO in partnership with FDOT. It will be included in all Flagler County tag renewals that are mailed out for a year. The TPO printed 70,000 copies and we are looking at Volusia County to potentially do something similar.

Discussion ensued on targeting the education of cyclists as well as drivers.

Vice Mayor O'Connor stated that the TPO will be doing a helmet fitting at the Debary Library on June 8, 2023. He asked what that entailed.

Ms. Blankenship stated that in addition to fitting bicycle helmets, the TPO will be providing a bicycle and pedestrian safety presentation. She explained where the helmets came from, that were fitted.

Councilwoman Gillis stated that a helmet fitting would be helpful in Edgewater.

Ms. Nicoulin responded that the TPO participates in the summer school programs to provide presentations and helmets. We try to target different populations, such as the homeless community; we are trying to reach all communities; we also participate in the Community Traffic Safety Teams (CTSTs). If there is a specific group or place that would benefit from a presentation and/or fitting, let Ms. Blankenship know.

Commissioner Dance stated there are many different aspects to reaching the community and added that problems with cyclists are almost always related to the lack of infrastructure or mixed infrastructure.

Vice Mayor Smith stated that what is not included are the new motorized vehicles on sidewalks; mixing all modes of transportation is an issue and the speeds they can get up to is dangerous.

Chairperson Cloudman stated that we need to educate the users in addition to enforcing the laws.

**IX. River to Sea TPO Chairperson Comments**

There were no TPO Chairperson comments.

**X. Information Items**

- Citizens Advisory Committee Attendance Record – 2023
- Technical Coordinating Committee Attendance Report – 2023
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2023
- River to Sea TPO Outreach and Activities
- Upcoming Events Flyer
- Volusia and Flagler County Construction Reports
- Save the Date – Federal Certification Public Meeting

**XI. Adjournment**

There being no further business, the River to Sea TPO Board meeting adjourned at 10:47 a.m.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

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**CITY OF DELAND MAYOR CHRIS CLOUDMAN  
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 24, 2023 regular meeting of the River to Sea Transportation Planning Organization (TPO) Board, approved and duly signed this 28<sup>th</sup> day of June 2023.

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**PAMELA BLANKENSHIP, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

***\*\* A recording of the May 24, 2023 TPO Board meeting is available upon request.***

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**  
**MONTHLY TREASURER REPORT FY 22/23**  
**PERIOD ENDING May 2023**

<u>DESCRIPTION</u>	<u>22/23 BUDGET</u>	<u>CURRENT MONTH</u>	<u>FYTD TOTAL</u>	<u>UNDER (OVER) BUDGET</u>	<u>FYTD % BUDGET</u>
<b><u>REVENUES</u></b>					
LOCAL FUNDS	\$ 91,470.00	\$439.17	\$73,853.15	\$17,616.85	80.74%
STATE FUNDS	\$ 32,979.00	8,179.60	18,561.40	14,417.60	56.28%
FEDERAL FUNDS	\$ 2,086,542.00	60,325.22	446,470.12	1,640,071.88	21.40%
<b><u>REVENUES</u></b>	<b>\$ 2,210,991.00</b>	<b>\$68,943.99</b>	<b>\$538,884.67</b>	<b>\$1,672,106.33</b>	<b>24.37%</b>
<b><u>EXPENSES</u></b>					
SALARIES	\$ 609,677.00	\$27,245.36	\$332,997.35	\$276,679.65	54.62%
FRINGE BENEFITS	\$ 239,273.00	11,518.77	138,802.89	100,470.11	58.01%
OPERATING SUPPLIES	\$ 5,000.00	26.98	4,573.10	426.90	91.46%
POSTAGE	\$ 3,000.00	5.63	1,990.56	1,009.44	66.35%
OFFICE EXPENSE (Rent, Utilities, & Janitorial, etc)	\$ 130,400.00	6,338.38	101,506.29	28,893.71	77.84%
ADVERTISING	\$ 4,000.00	0.00	1,459.32	2,540.68	36.48%
PRINTING	\$ 4,000.00	1,728.00	1,987.04	2,012.96	49.68%
CONFERENCE, WORKSHOPS & SEMINAR FEES	\$ 6,300.00	40.00	1,752.03	4,547.97	27.81%
PROFESSIONAL SERVICES FEES	\$ 51,811.00	250.45	35,973.53	15,837.47	69.43%
DUES/MEMBERSHIPS	\$ 7,044.00	255.00	2,818.75	4,225.25	40.02%
PUBLICATIONS	\$ 1,050.00	0.00	1,127.43	(77.43)	107.37%
CAPITAL OUTLAY (AV System Upgrade)	\$ 75,000.00	0.00	0.00	75,000.00	0.00%
COPY MACHINE COSTS	\$ 18,000.00	576.09	6,088.39	11,911.61	33.82%
TRAVEL EXPENSE	\$ 12,500.00	1,118.72	7,159.92	5,340.08	57.28%
OUTREACH AND EDUCATIONAL	\$ 8,000.00	0.00	7,796.90	203.10	97.46%
CONSULTANT SERVICES/SPECIAL STUDIES	\$ 841,297.00	0.00	141,683.70	699,613.30	16.84%
MEETING EXPENSE	\$ 2,000.00	52.87	1,182.22	817.78	59.11%
LIABILITY, EQUIPMENT & AUTO INSURANCE	\$ 16,937.00	(1,088.00)	10,944.25	5,992.75	64.62%
REPAIRS/IMPROVEMENTS	\$ 2,000.00	0.00	0.00	2,000.00	0.00%
NETWORK/WEBPAGE COSTS	\$ 102,340.00	2,052.18	36,539.22	65,800.78	35.70%
CAPITAL OUTLAY (Equipment/Furniture/Computers)	\$ 10,000.00	0.00	9,409.49	590.51	94.09%
SOFTWARE	\$ 6,962.00	125.97	6,743.10	218.90	96.86%
TELEPHONE	\$ 2,400.00	198.00	2,178.00	222.00	90.75%
EDUCATION/PROFESSIONAL DEVELOPMENT	\$ 2,000.00	0.00	0.00	2,000.00	0.00%
CONTINGENCY	\$ 50,000.00	0.00	2,171.42	47,828.58	4.34%
<b><u>EXPENSES</u></b>	<b>\$ 2,210,991.00</b>	<b>\$50,444.40</b>	<b>\$856,884.90</b>	<b>\$1,354,106.10</b>	<b>38.76%</b>
<b><u>BALANCE</u></b>	<b>\$ -</b>	<b>\$18,499.59</b>	<b>(\$318,000.23)</b>	<b>\$318,000.23</b>	

**91.6% OF YEAR COMPLETE**



**EXECUTIVE COMMITTEE  
MEETING SUMMARY  
JUNE 7, 2023**

- Approved a motion allowing Vice Mayor Foley to participate virtually.
- Discussed TPO Financial Management including invoicing, the Office of Inspector General (OIG) audit, and received direction to solicit three quotes for assistance in financial backup duties and internal procedures
- Discussed the TPO request for proposal (RFP) procurement process in reference to the general planning consultant (GPC) and approved a motion to waive review of the Selection Committee's recommendation prior to presenting the rankings to the TPO Board
- Removed Business Item C: review and approval of letter of support for the city of Palm Coast application for the US DOT charging and fueling infrastructure (CFI) discretionary grant program because Palm Coast will not be applying for the grant
- Reviewed and approved the expenditure for the firm AD Solutions to provide copier services to the TPO (\$21,829.80)
- Reviewed and approved the May 3, 2023 Executive Committee Minutes
- Reviewed and approved the draft June 28, 2023 TPO Board agenda with the addition of a consent agenda item to approve the expenditure for financial services for the TPO
- Received Executive Director's comments providing an update on the TPO's previous lease termination and reimbursement; announcing the Federal Certification public meeting on June 14, 2023 from 5:00 to 6:00 pm at the Daytona Beach International Airport; an update on the TPO's long-term move
- Received Executive Committee Member comments regarding electric vehicles

**THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE ON  
WEDNESDAY, AUGUST 2, 2023 @ 9:00 A.M.**



**Bicycle/Pedestrian Advisory Committee (BPAC)**  
**Meeting Summary**  
**June 14, 2023**

- Approved a motion to allow members attending remotely to participate and vote
- Approved the minutes of the May 10, 2023 BPAC meeting
- Nominated and elected Mr. Ted Wendler as BPAC Chairperson for FY 2023/2024
- Nominated and elected Mr. Terry Lodge as BPAC Vice Chairperson for FY 2023/2024
- Reviewed and recommended approval of Resolution 2023-## adopting the FY 2023/2024 to FY 2027/2028 Transportation Improvement Program (TIP) by roll call vote
- Recommended approval of the draft List of Prioritized Bicycle/Pedestrian Projects
- Recommended approval of the draft List of Shared-Use Non-Motorized (SUN) Trail Projects
- Canceled the July 12, 2023 BPAC Meeting
- Received a PowerPoint presentation on the SunRail DeLand Station groundbreaking
- Received a PowerPoint presentation on the Neighborhood Center of West Volusia
- Received a staff update on upcoming outreach on US 92 from DeLand to Daytona Beach; announced the TPO's new Administrative Assistant; invited the BPAC members to attend the Federal Certification Public Meeting following the BPAC Meeting
- Received BPAC member comments

***\*\*The next BPAC meeting will be on Wednesday, August 9, 2023, at 2:00 pm  
in the Airline Room at the Daytona Beach International Airport\*\****





## Citizens Advisory Committee (CAC) Meeting Summary June 20, 2023

- Approved a motion allowing members attending virtually to participate and vote
- Approved the May 16, 2023 CAC Meeting Minutes
- Nominated and elected Mr. Dave Castagnacci for CAC Chairperson and Mr. Greg Feldman for CAC Vice Chairperson for FY 2023/2024
- Approved a motion recommending approval of Resolution 2023-## adopting the 2023 List of Priority Projects (LOPP)
- Approved a motion recommending approval of Resolution 2023-## adopting the 2023/24 to FY 2027/28 Transportation Improvement Program (TIP) by roll call vote
- Canceled the July CAC Meeting
- Received a PowerPoint presentation on the Neighborhood Center of West Volusia
- Received a PowerPoint presentation on the 2020 Census Impacts on TPO Boundary and Board Apportionment
- Received the FDOT report; announced the most up-to-date project information can be found at [www.cflroads.com](http://www.cflroads.com)
- The Volusia County Construction Report and Flagler County Construction Report were provided in the agenda
- Received staff comments including an update on the Federal Certification and announced an email will be sent out on how to submit comments by July 14, 2023; and introduced the new Administrative Assistant

***\*\*The next CAC meeting will be on Tuesday, August 15, 2023\*\****



## Technical Coordinating Committee (TCC) Meeting Summary June 20, 2023

- Approved a motion allowing members attending virtually to participate and vote
- Approved the May 16, 2023 TCC Meeting Minutes
- Nominated and elected Mr. Brian Walker for TCC Chairperson and Ms. Becky Mendez for TCC Vice Chairperson for FY 2023/2024
- Approved a motion recommending approval of Resolution 2023-## adopting the 2023 List of Priority Projects (LOPP)
- Approved a motion recommending approval of Resolution 2023-## adopting the 2023/24 to FY 2027/28 Transportation Improvement Program (TIP) by roll call vote
- Canceled the July TCC Meeting
- Received a PowerPoint presentation on the Neighborhood Center of West Volusia
- Received a PowerPoint presentation on the 2020 Census Impacts on TPO Boundary and Board Apportionment
- Received the FDOT report; announced the most up-to-date project information can be found at [www.cflroads.com](http://www.cflroads.com)
- Received the Volusia County Construction Report; the Flagler County Construction Report was provided in the agenda
- Received staff comments requesting updated project cost estimates by Friday, June 30, 2023; update on the Federal Certification and announced an email will be sent out on how to submit comments by July 14, 2023; and introduced the new Administrative Assistant

***\*\*The next TCC meeting will be on Tuesday, August 15, 2023\*\****



**River to Sea TPO Board  
Meeting Summary  
May 24, 2023**

- Approved the Consent Agenda including approval of the April 26, 2023 meeting minutes and the Executive Director Timesheet Review Report
- Approved Resolution 2023-07 amending the FY 2022/23 – 2026/27 Transportation Improvement Program (TIP) by roll call vote
- Approved Resolution 2023-08 amending the River to Sea TPO Metropolitan Planning Organization Agreement and FY 2022/23 and FY 2023/24 Unified Planning Work Program (UPWP) by roll call vote
- Approved a motion allowing members attending virtually to participate and vote
- Approved Resolution 2023-09 adopting Targets for PM2 (Bridge and Pavement) and PM3 (System Performance and Freight Movement)
- Approved the 2022 Annual FDOT Joint Certification Report
- Approved the following slate of TPO Officers for FY 2023/24: Chairperson: Mayor Cloudman; 1<sup>st</sup> Vice Chairperson/Treasurer: Mayor Partington; 2<sup>nd</sup> Vice Chairperson/Secretary: Mayor Alfin
- Received a presentation on the draft Volusia and Flagler Functional Classification Maps
- Received a presentation on the draft FY 2023/24 to 2027/28 Transportation Improvement Program (TIP)
- Received a presentation on the draft 2023 List of Priority Projects
- Received a presentation on the draft FY 2023/24 River to Sea TPO Budget
- The FDOT report was provided in the agenda; announced the most up-to-date project information can be found at [www.cflroads.com](http://www.cflroads.com)
- Received the Executive Director's report including a staffing update; announced the TPO will be undergoing a federal certification and announced a public meeting on June 14 from 5-6 pm at the Daytona Beach International Airport; an update on the Office of Inspector General Audit; announced Mr. Stephan Harris received AICP certification; provided members the buck slip that will be included in all Flagler County tag renewals
- Received member comments encouraging the education of cyclists on the laws as well as drivers

***The next River to Sea TPO Board meeting will be on Wednesday, June 28, 2023, at 9:00 am***

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Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	



**RIVER TO SEA**

Transportation Planning Organization

VISION - PLAN - IMPLEMENT

Ph.386-226-0422

www.r2ctpo.org



To: River to Sea TPO Board

From: Volusia County Vice-Chair Chris Cloudman, River to Sea TPO 1<sup>ST</sup> Vice Chairperson

Date: June 7, 2023

RE: River to Sea TPO Chairperson Report of Timesheet Review

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In accordance with the River to Sea TPO's Timekeeping and Travel Reimbursement Policy that became effective on November 1, 2019, the following timesheets were provided to the River to Sea TPO Chairperson for review on June 07, 2023

Timesheets Provided		Timesheets Reviewed Chair Initial
Batch Number	Time Period	
825	April 23, 2023 through April 29, 2023	<i>CML</i>
826	April 30, 2023 through May 06, 2023	<i>CML</i>
827	May 07, 2023 through May 13, 2023	<i>CML</i>
828	May 14, 2023 through May 20, 2023	<i>CML</i>

*CML* No abnormalities noted.

\_\_\_\_\_ Abnormalities were noted and have been resolved.

\_\_\_\_\_ Abnormalities were noted and have not been resolved.

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

- |  |  |   |
|--|--|---|
| <p><b>1. Award No.</b> 693JJ32340137</p>   | <p><b>2. Effective Date</b><br/>See No. 17 Below</p>   | <p><b>3. Assistance Listings No.</b><br/>20.939</p> |
| <p><b>4. Award To</b><br/>River to Sea Transportation Planning Organization</p> <p>Unique Entity Id.: KR4KLSG1BBH9<br/>TIN No.: 59-3512405</p> | <p><b>5. Sponsoring Office</b><br/>U.S. Department of Transportation<br/>Federal Highway Administration<br/>Office of Safety<br/>1200 New Jersey Avenue, SE<br/>HSSA-1, Mail Drop E71-117<br/>Washington, DC 20590</p> |   |
| <p><b>6. Period of Performance</b><br/>Effective Date of Award – 25 months following the effective date of Award</p>                           | <p><b>7. Total Amount</b><br/>Federal Share: \$320,000<br/>Recipient Share: \$80,000<br/>Other Federal Funds: \$0<br/>Other Funds: \$0<br/>Total: \$400,000</p>  |   |
| <p><b>8. Type of Agreement</b><br/>Grant</p>   | <p><b>9. Authority</b><br/>Section 24112 of the Infrastructure Investment and Jobs Act (Pub. L. 117–58, November 15, 2021; also referred to as the “Bipartisan Infrastructure Law” or “BIL”)</p>                       |   |
| <p><b>10. Procurement Request No.</b><br/>HSSP230265PR/000001</p>  | <p><b>11. Federal Funds Obligated</b><br/>\$320,000</p>  |   |
| <p><b>12. Submit Payment Requests To</b><br/>See article 20.</p>   | <p><b>13. Payment Office</b><br/>See article 20.</p>   |   |
| <p><b>14. Accounting and Appropriations Data</b><br/>15X0173E50.0000.055SR10500.5592000000.41010.610066</p>                                    |  |   |
| <p><b>15. Description of Project</b><br/>Comprehensive Safety Action Plan for Volusia and Flagler Counties.</p>                                |  |   |
| <p><b>RECIPIENT</b></p>  |  |   |
| <p><b>16. Signature of Person Authorized to Sign</b></p>   | <p><b>FEDERAL HIGHWAY ADMINISTRATION</b></p>   |   |
|  | <p><b>17. Signature of Agreement Officer</b></p>   |   |

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name: Colleen Nicoulin  
Title: Executive Director

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Name: Carolyn Lethert  
Title: Agreement Officer

U.S. DEPARTMENT OF TRANSPORTATION

GRANT AGREEMENT UNDER THE  
FISCAL YEAR 2022 SAFE STREETS AND ROADS FOR ALL GRANT PROGRAM

This agreement is between the [United States Department of Transportation (the “USDOT”)] [Federal Highway Administration (the “FHWA”) and the River to Sea Transportation Planning Organization (the “**Recipient**)”].

This agreement reflects the selection of the Recipient to receive a Safe Streets and Roads for All (“SS4A”) Grant for the River to Sea TPO Comprehensive Safety Action Plan.

The parties therefore agree to the following:

ARTICLE 1  
GENERAL TERMS AND CONDITIONS

1.1 General Terms and Conditions.

- (a) In this agreement, “**General Terms and Conditions**” means the content of the document titled “General Terms and Conditions Under the Fiscal Year 2022 Safe Streets and Roads for All Grant Program,” dated February 8, 2023, which is available at <https://www.transportation.gov/grants/ss4a/grant-agreements>. Articles 7–30 are in the General Terms and Conditions. The General Terms and Conditions are part of this agreement.
- (b) The Recipient states that it has knowledge of the General Terms and Conditions. Recipient also states that it is required to comply with all applicable Federal laws and regulations including, but not limited to, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR part 200); National Environmental Policy Act (NEPA) (42 U.S.C. § 4321 et seq.); and Build America, Buy America Act (BIL, div. G §§ 70901-27).
- (c) The Recipient acknowledges that the General Terms and Conditions impose obligations on the Recipient and that the Recipient’s non-compliance with the General Terms and Conditions may result in remedial action, termination of the SS4A Grant, disallowing costs incurred for the Project, requiring the Recipient to refund to the USDOT the SS4A Grant, and reporting the non-compliance in the Federal-government-wide integrity and performance system.

## ARTICLE 2 APPLICATION, PROJECT, AND AWARD

### 2.1 Application.

Application Title: River to Sea TPO Comprehensive Safety Action Plan

Application Date: September 15, 2022

### 2.2 Award Amount.

SS4A Grant Amount: \$320,000

2.3 Award Dates. See Section 6 on page 1

2.4 Budget Period See Section 6 on page 1

### 2.5 Action Plan Grant or Implementation Grant Designation.

Designation: Action Plan

2.6 Federal Award Identification Number. The Federal Award Identification Number is listed on page 1, line 1.

## ARTICLE 3 SUMMARY PROJECT INFORMATION

### 3.1 Summary of Project's Statement of Work

*The Deltona-Daytona Beach-Ormond Beach Metropolitan Statistical Area, which covers Volusia and Flagler Counties, is consistently listed among the most dangerous areas in the nation for bicyclists and pedestrians and this year ranked as the deadliest according to the 2022 Dangerous by Design Report released by Smart Growth America.*

*The River to Sea Transportation Planning Organization (R2CTPO), in partnership with Volusia and Flagler Counties as joint applicants, is committed to affecting change to protect all users of our transportation system by developing a Comprehensive Safety Action Plan (CSAP) to identify implementable strategies aimed at eliminating fatalities and serious injuries on our roadways. While we continue to make our roads safer through education, project prioritization and programming, we must take further action and work collectively with our 22-member governments, agency partners, community stakeholders, and the public to develop an inclusive safe system approach to roadway safety.*

*The CSAP will be developed through a collaborative effort and include a community outreach campaign that involves the public and community stakeholders throughout the process to collect diverse input and ensure equitable representation across our communities. An analysis will be conducted to evaluate trends and circumstances specific to our region and identify locations with high rates of fatalities and serious injury crashes. This analysis will be used as the framework to develop the plan which will include a comprehensive set of projects and countermeasures to include both innovative technologies and high-impact strategies that can be implemented in communities throughout our region. The CSAP will also include a review of current policies and guidelines to identify opportunities for enhancements, an assessment of equity impacts of proposed strategies and a method to evaluate progress over time.*

*The R2CTPO recognizes that the current methods of addressing roadway safety are insufficient; systemic changes are needed to influence change.*

### 3.2 Project's Estimated Schedule.

#### ACTION PLAN SCHEDULE

Milestone	Schedule Date
Planned Draft Action Plan Completion Date:	December 30, 2024
Planned Action Plan Completion Date:	April 30, 2025
Planned Action Plan Adoption Date:	May 31, 2025
Planned SS4A Final Report Date:	June 30, 2025

### 3.3 Project's Estimated Costs.

#### (a) Eligible Project Costs

Eligible Project Costs	
SS4A Grant Amount:	\$320,000
Other Federal Funds:	\$0
State Funds:	\$0
Local Funds:	\$80,000
In-Kind Match:	\$0
Other Funds:	\$0
Total Eligible Project Cost:	\$400,000



(b) Supplemental Estimated Budget

<b>Cost Element</b>	<b>Federal Share</b>	<b>Non-Federal Share</b>	<b>Total Budget Amount</b>
Direct Labor	\$0.00	\$0.00	\$0.00
Fringe Benefits	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00
Contractual/Consultant	\$320,000.00	\$80,000.00	\$400,000.00
Other	\$0.00	\$0.00	\$0.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>Total Budget</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**ARTICLE 4**

**RECIPIENT INFORMATION**

**4.1 Recipient's Unique Entity Identifier.**

KR4KLSG1BBH9

**4.2 Recipient Contact(s).**

Colleen Nicoulin  
Executive Director  
River to Sea TPO  
1 Deuce Court, Suite 100  
Daytona Beach, FL 32124  
386-226-0422, Extension 20417  
[cnicoulin@r2ctpo.org](mailto:cnicoulin@r2ctpo.org)

**4.3 Recipient Key Personnel.**

<b>Name</b>	<b>Title or Position</b>
Stephan C. Harris	Transportation Planner-Project Mgr.

**4.4 USDOT Project Contact(s).**

Darren Thacker  
Safe Streets and Roads for All Program Manager  
Federal Highway Administration

Office of Safety  
HSSA-1, Mail Stop: E71-117  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590  
202-366-6409  
[Darren.thacker@dot.gov](mailto:Darren.thacker@dot.gov)

and

Ashley Cucchiarelli  
Agreement Officer (AO)  
Federal Highway Administration  
Office of Acquisition and Grants Management  
12300 West Dakota Avenue, Suite 390  
Lakewood, CO 80228  
720-963-3589  
[Ashley.Cucchiarelli@dot.gov](mailto:Ashley.Cucchiarelli@dot.gov)

and

TBD  
Agreement Specialist (AS)  
Office of Acquisition and Grants Management  
HCFA-33, Mail Stop E62-204  
1200 New Jersey Avenue, S.E.  
Washington, DC 20590

and

Jean Parlow  
Agreement Officer's Representative (AOR)  
Community Planner | FHWA FL Division  
400 W. Washington St, Room 4200  
Orlando, FL 32801  
(407) 867-6415  
[Jean.Parlow@dot.gov](mailto:Jean.Parlow@dot.gov)

and

Jean Parlow  
Division Office Point of Contact  
Community Planner | FHWA FL Division  
Orlando, FL 32801  
(407) 867-6415  
[Jean.Parlow@dot.gov](mailto:Jean.Parlow@dot.gov)

## ARTICLE 5 USDOT ADMINISTRATIVE INFORMATION

### 5.1 Office for Subaward and Contract Authorization.

USDOT Office for Subaward and Contract Authorization: FHWA Office of Acquisition and Grants Management

#### SUBAWARDS AND CONTRACTS APPROVAL

Note: See 2 CFR § 200.331, Subrecipient and contractor determinations, for definitions of subrecipient (who is awarded a subaward) versus contractor (who is awarded a contract).

Note: Recipients with a procurement system deemed approved and accepted by the Government or by the AO are exempt from the requirements of this clause. See 2 CFR 200.317 through 200.327.

Note: This clause is only applicable to Action Plan Grants.

Unless described in the application and funded in the approved award, the Recipient must obtain prior written approval from the AO for the subaward, transfer, or contracting out of any work under this award above the Simplified Acquisition Threshold. This provision does not apply to the acquisition of supplies, material, equipment, or general support services. Approval of each subaward or contract is contingent upon the Recipient's submittal of a written fair and reasonable price determination, and approval by the AO for each proposed contractor/subrecipient. Consent to enter into subawards or contracts will be issued through written notification from the AO or a formal amendment to the Agreement.

The following subawards and contracts are currently approved under the Agreement by the AO. This list does not include supplies, material, equipment, or general support services which are exempt from the pre-approval requirements of this clause.

(Fill in at award or by amendment)

### 5.2 Reimbursement Requests

- (a) The Recipient may request reimbursement of costs incurred in the performance of this agreement if those costs do not exceed the funds available under section 2.2 and are allowable under the applicable cost provisions of 2 C.F.R. Part 200, Subpart E. The Recipient shall not request reimbursement more frequently than monthly.
- (b) The Recipient shall use the DELPHI eInvoicing System to submit requests for reimbursement to the payment office. When requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit supporting cost detail with the SF 271 (Outlay Report and Request for Reimbursement for Construction Programs) to clearly document all costs incurred.

- (c) The Recipient's supporting cost detail shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, travel, etc., and the Recipient shall identify the Federal share and the Recipient's share of costs. If the Recipient does not provide sufficient detail in a request for reimbursement, the AO may withhold processing that request until the Recipient provides sufficient detail.
- (d) The USDOT shall not reimburse costs unless the Agreement Officer's Representative (the "**AOR**") reviews and approves the costs to ensure that progress on this agreement is sufficient to substantiate payment.
- (e) The USDOT may waive the requirement that the Recipient use the DELPHI eInvoicing System. The Recipient may obtain waiver request forms on the DELPHI eInvoicing website (<http://www.dot.gov/cfo/delphi-einvoicing-system.html>) or by contacting the AO. A Recipient who seeks a waiver shall explain why they are unable to use or access the Internet to register and enter payment requests and send a waiver request to

Director of the Office of Financial Management  
US Department of Transportation,  
Office of Financial Management B-30, Room W93-431  
1200 New Jersey Avenue SE  
Washington DC 20590-0001

or

[DOTElectronicInvoicing@dot.gov](mailto:DOTElectronicInvoicing@dot.gov).

If the USDOT grants the Recipient a waiver, the Recipient shall submit SF 271s directly to:

DOT/FAA  
P.O. Box 268865  
Oklahoma City, OK 73125-8865  
Attn Agreement Specialist

- (f) The requirements set forth in these terms and conditions supersede previous financial invoicing requirements for Recipients.

**ARTICLE 6**  
**SPECIAL GRANT TERMS**

- 6.1** SS4A funds must be expended within five years after the grant agreement is executed and DOT obligates the funds, which is the budget period end date in section 10.3 of the Terms and Conditions and Section 2.4 in Article 2.
- 6.2** The Recipient acknowledges that the Action Plan will be made publicly available, and the Recipient agrees that it will publish the final Action Plan on a publicly available website.
- 6.3** The Recipient demonstrates compliance with civil rights obligations and nondiscrimination laws, including Titles VI of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act, and accompanying regulations. Recipients of Federal transportation funding will also be required to comply fully with regulations and guidance for the ADA, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and all other civil rights requirements.
- 6.4** There are no other special grant requirements for this award.

**ATTACHMENT A**  
**PERFORMANCE MEASUREMENT INFORMATION**

**Study Area:** Volusia and Flagler Counties

**Baseline Measurement Date:** Crash data collection will be a continuous 5-year period determined by available data: 2016-2020

**Baseline Report Date:** August 2023

**Table 1: Performance Measure Table:**

Measure	Category and Description	Measurement Frequency
Equity	Percent of Funds to Underserved Communities: Funding amount (of total project amount) benefitting underserved communities, as defined by USDOT	To be completed at the end of period of performance
Costs	Project Costs: Quantification of the cost of each eligible project carried out using the grant	To be completed at the end of period of performance
Lessons Learned and Recommendations	Lessons Learned and Recommendations: Description of lessons learned and any recommendations relating to future projects of strategies to prevent death and serious injury on roads and streets.	To be completed at the end of period of performance

**ATTACHMENT B  
CHANGES FROM APPLICATION**

**INSTRUCTIONS FOR COMPLETING ATTACHMENT B:** Describe all material differences between the scope, schedule, and budget described in the application and the scope, schedule, and budget described in Article 3. The purpose of this attachment B is to document the differences clearly and accurately in scope, schedule, and budget to establish the parties' knowledge and acceptance of those differences.

**Scope:** no changes

**Schedule:** no changes

**Budget:** no changes

The table below provides a summary comparison of the project budget.

Fund Source	Application		Section 3.3	
	\$	%	\$	%
<b>Previously Incurred Costs (Non-Eligible Project Costs)</b>				
Federal Funds				
Non-Federal Funds				
Total Previously Incurred Costs				
<b>Future Eligible Project Costs</b>				
SS4AFunds				
Other Federal Funds				
Non-Federal Funds				
Total Future Eligible Project Costs				
Total Project Costs				

**ATTACHMENT C**  
**RACIAL EQUITY AND BARRIERS TO OPPORTUNITY**

**1. Efforts to Improve Racial Equity and Reduce Barriers to Opportunity.**

The Recipient states that rows marked with “X” in the following table are accurate:

	A racial equity impact analysis has been completed for the Project. <i>(Identify a report on that analysis or, if no report was produced, describe the analysis and its results in the supporting narrative below.)</i>
	The Recipient or a project partner has adopted an equity and inclusion program/plan or has otherwise instituted equity-focused policies related to project procurement, material sourcing, construction, inspection, hiring, or other activities designed to ensure racial equity in the overall delivery and implementation of the Project. <i>(Identify the relevant programs, plans, or policies in the supporting narrative below.)</i>
	The Project includes physical-barrier-mitigating land bridges, caps, lids, linear parks, and multimodal mobility investments that either redress past barriers to opportunity or that proactively create new connections and opportunities for underserved communities that are underserved by transportation. <i>(Identify the relevant investments in the supporting narrative below.)</i>
	The Project includes new or improved walking, biking, and rolling access for individuals with disabilities, especially access that reverses the disproportional impacts of crashes on people of color and mitigates neighborhood bifurcation. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Project includes new or improved freight access to underserved communities to increase access to goods and job opportunities for those underserved communities. <i>(Identify the new or improved access in the supporting narrative below.)</i>
	The Recipient has taken other actions related to the Project to improve racial equity and reduce barriers to opportunity, as described in the supporting narrative below.
X	The Recipient has not yet taken actions related to the Project to improve racial equity and reduce barriers to opportunity but, before beginning construction of the project, will take relevant actions described in the supporting narrative below
	The Recipient has not taken actions related to the Project to improve racial equity and reduce barriers to opportunity and will not take those actions under this award.

**2. Supporting Narrative.**

Engage in public outreach and education efforts to underserved communities in Volusia and Flagler Counties. As part of the project, an assessment and analysis of the equity impacts for the proposed strategies will be conducted.



# **RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

## **RESOLUTION 2023-10**

### **RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION AUTHORIZING THE EXECUTION OF THE FY 2023/24 TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT WITH THE FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED**

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**WHEREAS**, the Florida Commission for the Transportation Disadvantaged is authorized to make grants for transportation disadvantaged planning purposes; and

**WHEREAS**, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process, including transportation disadvantaged planning, as authorized by Section 427.0159, Florida Statutes and Rule 41-2, Florida Administrative Code, for Volusia County; and

**WHEREAS**, the River to Sea TPO is the Designated Official Planning Agency for transportation disadvantaged planning for Volusia County, and as such, has the authority to execute a Transportation Disadvantaged Trust Fund Planning Grant agreement and to undertake a transportation disadvantaged service project authorized by Section 427.0159, Florida Statutes, and Rule 41-2, Florida Administrative Code.

**NOW, THEREFORE, BE IT RESOLVED**, by the River to Sea TPO that the:

1. River to Sea TPO has the authority to file the Transportation Disadvantaged Planning Grant Application Form with the Florida Commission for the Transportation Disadvantaged and enter into the grant agreement;
2. Executive Director is authorized to execute and file the grant application on behalf of the River to Sea TPO with the Florida Commission for the Transportation Disadvantaged;
3. Executive Director is authorized to execute the grant agreement on behalf of the River to Sea TPO with the Florida Commission for the Transportation Disadvantaged;
4. Executive Director is authorized to sign any and all agreements or contracts which are required in connection with the grant agreement;
5. Executive Director is authorized to sign any and all assurances, reimbursement invoices, warranties, certifications and any other documents which may be required in connection with the grant agreement or subsequent agreements;

6. Executive Director is authorized to furnish such additional information as the Florida Commission for the Transportation Disadvantaged may require in connection with the application of the project.

**DONE AND RESOLVED** at the regularly convened meeting of the River to Sea TPO held on the **28th** day of **June 2023**.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

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**DELAND MAYOR CHRISTOPHER M. CLOUDMAN**  
**CHAIRPERSON, RIVER TO SEA TPO**

**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 a resolution, adopted at a legally convened meeting of the River to Sea TPO held on June 28, 2023.

**ATTEST:**

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**DONNA KING, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**



# Transportation Disadvantaged Planning Grant Recipient Information

Legal Name	River to Sea Transportation Planning Organization		
Federal Employer Identification Number	59-3512405		
Registered Address	1 Deuce Court, Suite 100		
City and State	Daytona Beach, FL	Zip Code	32124
Contact Person for this Grant	Colleen Nicoulin	Phone Number Format 111-111-1111	386-226-0422, ext. 20417
E-Mail Address [Required]	cnicoulin@r2ctpo.org		
Project Location [County(ies)]	Volusia		
Budget Allocation			
Grant Amount Requested			\$33,142.00
Total Project Amount			\$ 0.00

I, the authorized Grant Recipient Representative, hereby certify that the information herein is true and accurate and is submitted in accordance with the 2023-24 Program Manual and Instructions for the Planning Grant.

\_\_\_\_\_  
Signature of Grant Recipient Representative

\_\_\_\_\_  
Date

Name: \_\_\_\_\_

Title: \_\_\_\_\_

SAMAS Approp	108846	Fund	TDTF	FM/Job No(s)	43202911401
SAMAS Obj	751000	Function	615	CSFA No.	55.002
Org. Code	55120000952	Contract No	G2J22	Vendor No.	59-3512405

## FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED PLANNING GRANT AGREEMENT

THIS AGREEMENT, made and entered into by and between the STATE OF FLORIDA COMMISSION FOR THE TRANSPORTATION DISADVANTAGED, created pursuant to Chapter 427, Florida Statutes, hereinafter called the Commission, and Volusia Transportation Planning d/b/a River to Sea Transportation Planning Organization, 1 Deuce Court, Suite 100, Daytona Beach, Florida, 32124, hereinafter called the Grantee.

### W I T N E S S E T H:

WHEREAS, the Grantee has the authority to enter into this Agreement and to undertake the Project hereinafter described, and the Commission has been granted the authority to carry out responsibilities of the Commission which includes the function of the Designated Official Planning Agency and other responsibilities identified in Chapter 427, Florida Statutes, or rules thereof;

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the parties agree as follows:

**1.00 Purpose of Agreement:** The purpose of this Agreement is to provide financial assistance to accomplish the duties and responsibilities of the Official Planning Agency as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the Fiscal Year 2023-24 Program Manual and Instructions for the Planning Grant, and as further described in this Agreement and in Exhibit(s) A, B, C, D attached hereto and by this reference made a part hereof, hereinafter called the Project; and, for the Commission to provide financial assistance to the Grantee and state the terms and conditions upon which such assistance will be provided and the understandings as to the manner in which the Project will be undertaken and completed.

**2.00 Accomplishment of the Project:** The Grantee shall commence, and complete the Project as described in Exhibit "A" with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions herein, and all applicable laws.

**2.10 Pursuant to Federal, State, and Local Law:** In the event that any election, referendum, approval, permit, notice, or other proceeding or authorization is requisite under applicable law to enable the Grantee to enter into this Agreement or to undertake the Project hereunder, or to observe, assume or carry out any of the provisions of the Agreement, the Grantee will initiate and consummate, as provided by law, all actions necessary with respect to any such matters so requisite.

**2.20 Funds of the Grantee:** The Grantee will provide the initial funds necessary for the completion of the project.

**2.30 Funds of the Commission:** The Commission will compensate the Grantee upon receipt and approval of said deliverables, not to exceed the estimated project cost as further defined herein.

**2.40 Submission of Proceedings, Contracts and Other Documents and Products:** The Grantee shall submit to the Commission such data, reports, records, contracts, certifications and other financial and operational documents or products relating to the Project as the Commission may require as provided by law, rule or under this agreement. Failure by the Grantee to provide such documents, or provide documents or products required by previous agreements between the Commission and the Grantee, may, at the Commission's discretion, result in refusal to reimburse project funds or other permissible sanctions against the Grantee, including termination.

**2.50 Incorporation by Reference:** The Grantee and Commission agree that by entering into this Agreement, the parties explicitly incorporate by reference into this Agreement the applicable law and provisions of Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, and the Fiscal Year 2023-24 Program Manual and Instructions for the Planning Grant.

**3.00 Total Project Cost:** The total estimated cost of the Project is \$ 33,142.00. This amount is based upon the budget summarized in Exhibit "B" and by this reference made a part hereof. The Grantee agrees to bear all expenses in excess of the total estimated cost of the Project and any deficits involved, including any deficits revealed by an audit performed in accordance with Section 6.00 hereof after completion of the project.

**4.00 Commission Participation:** The Commission agrees to maximum participation in the Project in the amount of \$ 33,142.00 as detailed in Exhibit "B".

**4.10 Eligible Costs:** Planning Grant Funds, derived exclusively from the Transportation Disadvantaged Trust Fund, may only be used by the Commission and the Grantee to undertake planning activities.

**4.20 Eligible Project Expenditures:** Project expenditures eligible for State participation will be allowed only from the date of this Agreement. It is understood that State participation in eligible project costs is subject to:

- a) The understanding that disbursement of funds will be made in accordance with the Commission's cash forecast;
- b) Availability of funds as stated in Section 13.00 of this Agreement;
- c) Commission approval of the project scope and budget (Exhibits A & B) at the time appropriation authority becomes available; and
- d) Submission of all certifications, invoices, detailed supporting documents or other obligating documents and all other terms of this agreement.

**4.30 Front End Funding and Retainage:** Front end funding and retainage are not applicable.

## **5.00 Project Budget and Disbursement Schedule:**

**5.10 The Project Budget:** The Grantee shall maintain the Commission approved Project Budget, as set forth in Exhibit B, carry out the Project, and shall incur obligations against and make disbursements of Project funds only in conformity with the latest approved budget for the Project. This is a lump sum – percent complete grant to accomplish the tasks identified in the law, rule, and the grant. It is not subject to adjustment due to the actual cost experience of the recipient in the performance of the grant agreement. The amount paid is based on the weighted value of the tasks and deliverables listed in Exhibits A and B that have been accomplished for the invoiced period. Prior to payment, the tasks performed and deliverables are subject to review and acceptance by the Commission. The criteria for acceptance of completed tasks and deliverables are based on the most recent regulations, guidelines or directives related to the particular task and deliverable.

**5.20 Schedule of Disbursements:** The Grantee shall be paid on a quarterly basis based on the satisfactory performance of each task detailed in Exhibit A.

## **6.00 Accounting Records and Audits:**

**6.10 Establishment and Maintenance of Accounting Records:** The Grantee shall establish for the Project, in conformity with the latest current uniform requirements established by the Commission to facilitate the administration of the financing program, either separate accounts to be maintained within its existing accounting system, or establish independent accounts. Such financing accounts are referred to herein collectively as the "Project Account". The Project Account, and detailed documentation supporting the Project Account, must be made available upon request, without cost, to the Commission any time during the period of the Agreement and for five years after final payment is made or if any audit has been initiated and audit findings have not been resolved at the end of five years, the records shall be retained until resolution of the audit findings.

**6.20 Funds Received or Made Available for The Project:** The Grantee shall appropriately record in the Project Account, and deposit in a bank or trust company which is a member of the Federal Deposit Insurance Corporation, all payments received by it from the Commission pursuant to this Agreement and all other funds provided for, accruing to, or otherwise received on account of the Project, which Commission payments and other funds are herein collectively referred to as "Project Funds". The Grantee shall require depositories of Project Funds to secure continuously and fully all Project Funds in excess of the amounts insured under Federal plans, or under State plans which have been approved for the deposit of Project funds by the Commission, by the deposit or setting aside of collateral of the types and in the manner as prescribed by State law for the security of public funds, or as approved by the Commission.

**6.30 Costs Incurred for the Project:** The Grantee shall charge to the Project Account all eligible costs of the Project. Costs in excess of the latest approved budget, costs which are not within the statutory criteria for the Transportation Disadvantaged Trust Fund, or attributable to actions which have not met the other requirements of this Agreement, shall not be considered eligible costs.

**6.40 Documentation of Project Deliverables:** The Grantee shall provide sufficient detailed documentation for each deliverable to allow an audit trail to ensure that the tasks accomplished or deliverables completed in acceptable form to the Commission were those which were promised. The documentation must be sufficiently detailed to comply with the laws and policies of the Department of Financial Services.

**6.50 Checks, Orders, and Vouchers:** Any check or order drawn by the Grantee with respect to any item which is or will be chargeable against the Project Account will be drawn only in accordance with a properly signed voucher then on file in the office of the Grantee stating in proper detail the purpose for which such check or order is drawn. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to the Project shall be clearly identified, readily accessible, within the Grantees existing accounting system, and, to the extent feasible, kept separate and apart from all other such documents.

#### **6.60 Audits:**

1. The administration of resources awarded through the Commission to the Grantee by this Agreement may be subject to audits and/or monitoring by the Commission and the Department of Transportation (Department). The following requirements do not limit the authority of the Commission or the Department to conduct or arrange for the conduct of additional audits or evaluations of state financial assistance or limit the authority of any state agency inspector general, the Auditor General, or any other state official. The Grantee shall comply with all audit and audit reporting requirements as specified below.
  - a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Grantee's use of state financial assistance may include but not be limited to on-site visits by Commission and/or Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Commission by this Agreement. By entering into this Agreement, the Grantee agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Commission and/or the Department. The Grantee further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Commission, the Department, the Chief Financial Officer (CFO) of the Department of Financial Services the State Auditor General and, the State Inspector General.
  - b. The Grantee a nonstate entity as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Commission through this Agreement is subject to the following requirements:
    - i. In the event the Grantee meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Grantee must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the

Auditor General. Exhibit D to this Agreement indicates state financial assistance awarded through the Commission by this Agreement needed by the Grantee to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Grantee shall consider all sources of state financial assistance, including state financial assistance received from the Commission by this Agreement, other state agencies and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

- ii. In connection with the audit requirements, the Grantee shall ensure that the audit complies with the requirements of Section 215.97, Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
- iii. In the event the Grantee does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Grantee is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Grantee must provide a single audit exemption statement to the Department at [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us) no later than nine months after the end of the Grantee's audit period for each applicable audit year. In the event the Grantee does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Grantee's resources (i.e., the cost of such an audit must be paid from the Grantee's resources obtained from other than State entities).
- iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to both:

Florida Department of Transportation  
Office of Comptroller, MS 24  
605 Suwannee Street  
Tallahassee, FL 32399-0405  
Email: [FDOTSingleAudit@dot.state.fl.us](mailto:FDOTSingleAudit@dot.state.fl.us)

State of Florida Auditor General  
Local Government Audits/342  
111 West Madison Street, Room 401  
Tallahassee, FL 32399-1450  
Email: [flaudgen\\_localgovt@aud.state.fl.us](mailto:flaudgen_localgovt@aud.state.fl.us)

- v. Any copies of financial reporting packages, reports or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.



- vi. The Grantee, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Grantee in correspondence accompanying the reporting package.
- vii. Upon receipt, and within six months, the Department will review the Grantee's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Commission by this Agreement. If the Grantee fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Commission and/or the Department may take appropriate corrective action to enforce compliance.
- viii. As a condition of receiving state financial assistance, the Grantee shall permit the Commission, the Department, or its designee, the State's Chief Financial Officer (CFO) or the Auditor General access to the Grantee's records including financial statements, the independent auditor's working papers and project records as necessary. Records related to unresolved audit findings, appeals or litigation shall be retained until the action is complete or the dispute is resolved.
- c. The Grantee shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Commission, the Department, or its designee, the State's CFO, or the Auditor General access to such records upon request. The Grantee shall ensure that the audit working papers are made available to the Commission, the Department, or its designee, the State's CFO or the Auditor General upon request for a period of five years from the date the audit report is issued unless extended in writing by the Commission and/or the Department.

**6.70 Inspection:** The Grantee shall permit, and shall require its contractors to permit, the Commission's authorized representatives to inspect all work, materials, deliverables, records; and to audit the books, records and accounts pertaining to the financing and development of the Project at all reasonable times including upon completion of the Project, and without notice.

**7.00 Compensation and Payments:** In order to obtain any Commission funds, the Grantee shall:

**7.10 File with the Commission for the Transportation Disadvantaged,** [FLCTDinvoice@dot.state.fl.us](mailto:FLCTDinvoice@dot.state.fl.us), its invoice on form or forms prescribed by the Commission, and such other data and deliverables pertaining to the Project as listed in Exhibit "A" hereof, as the Commission may require, to justify and support the invoices as specified in the Commission's Grant Agreement/Contract Invoicing Procedures.

**7.11** Grantee certifies, under penalty of perjury, that the Agency will comply with the provisions of the Agreement and that all invoices and support documentation will be true and correct.

**7.12 Financial Consequence:** Payment shall not be made to the Grantee unless tasks have been completed and back up documentation as requested is provided to the Commission. The project must be completed no later than June 30, 2024.

**7.20 The Commission's Obligations:** Subject to other provisions hereof, the Commission will honor such invoices in amounts and at times deemed by the Commission to be proper and in accordance with this agreement to ensure the completion of the Project and payment of the eligible costs. However, notwithstanding any other provision of this Agreement, the Commission may give written notice to the Grantee that it will refuse to make a payment to the Grantee on the Project if:

**7.21 Misrepresentation:** The Grantee has made misrepresentation of a material nature in its application, or any supplement thereto or amendment thereof, with respect to any document of data or certification furnished therewith or pursuant hereto;

**7.22 Litigation:** There is pending litigation with respect to the performance by the Grantee of any of its duties or obligations which may jeopardize or adversely affect the Project, the Agreement, or payments to the Project;

**7.23 Required Submittals/Certifications:** The Grantee has failed or refused to provide to the Commission detailed documentation of requisitions or certifications of actions taken;

**7.24 Conflict of Interests:** There has been any violation of the conflict of interest provisions, prohibited interests, or lobbying restrictions, contained herein;

**7.25 Default:** The Grantee has been determined by the Commission to be in default under any of the provisions of this Agreement and has been unable to resolve compliance issues once notified by the Commission; or

**7.26 Supplanting of Funds:** The Grantee has used Transportation Disadvantaged Trust Funds to replace or supplant available and appropriate funds for the same purposes, in violation of Chapter 427, Florida Statutes.

**7.30 Invoices for Deliverables:** Invoices for deliverables pursuant to this Agreement shall be submitted in detail sufficient for a proper preaudit and postaudit thereof. Failure to submit to the Commission detailed supporting documentation with the invoice or request for project funds will be cause for the Commission to refuse to pay the amount claimed by the Grantee until the Commission is satisfied that the criteria set out in Chapters 287 and 427, Florida Statutes, Rules 3A-24, 41-2, and 60A-1, Florida Administrative Code, and the Fiscal Year 2023-24 Program Manual and Instructions for the Planning Grant is met. The Commission shall pay the Grantee for the satisfactory performance of each task as outlined in Exhibit "A" on a quarterly basis.

**7.40 Commission Claims:** If, after project completion, any claim is made by the Commission resulting from an audit or for work or services performed pursuant to this agreement, the Commission may offset such amount from payments due for work or services done under any

grant agreement which it has with the Grantee owing such amount if, upon demand, payment of the amount is not made within sixty (60) days to the Commission. Offsetting any amount pursuant to this section shall not be considered a breach of contract by the Commission.

## **8.00 Termination or Suspension of Project:**

**8.10 Termination or Suspension Generally:** If the Grantee abandons or, before completion, finally discontinues the Project; or if, by reason of any of the events or conditions set forth in Section 7.20 hereof, or for any other reason, the commencement, prosecution, or timely completion of the Project by the Grantee is rendered improbable, infeasible, impossible, or illegal, the Commission may, by written notice to the Grantee, suspend any or all of its obligations under this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected, or the Commission may terminate any or all of its obligations under this Agreement.

**8.20 Action Subsequent to Notice of Termination or Suspension.** Upon receipt of any final termination or suspension notice under this Section, the Grantee shall proceed promptly to carry out the actions required therein which may include any or all of the following: (1) necessary action to terminate or suspend, as the case may be, Project activities and contracts and such other action as may be required or desirable to keep to the minimum the costs upon the basis of which the financing is to be computed; (2) furnish a statement of the project activities and contracts, and other undertakings the cost of which are otherwise includable as Project costs; and (3) remit to the Commission such portion of the financing and any advance payment previously received as is determined by the Commission to be due under the provisions of the Agreement. The termination or suspension shall be carried out in conformity with the latest schedule, plan, and budget as approved by the Commission or upon the basis of terms and conditions imposed by the Commission upon the failure of the Grantee to furnish the schedule, plan, and budget within a reasonable time. The acceptance of a remittance by the Grantee shall not constitute a waiver of any claim which the Commission may otherwise have arising out of this Agreement.

## **8.30 Public Records:**

IF THE GRANTEE HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE GRANTEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

850/410-5700  
CTDOmbudsman@dot.state.fl.us  
605 Suwannee Street, MS 49  
Tallahassee, Florida 32399

The Grantee shall keep and maintain public records required by the Commission to perform the service of this agreement.

Upon request from the Commission's custodian of public records, provide the Commission with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the agreement term and following completion of the agreement if the Grantee does not transfer the records to the Commission.

Upon completion of the agreement, transfer, at no cost, to the Commission all public records in possession of the Grantee or keep and maintain public records required by the Commission to perform the service. If the Grantee transfers all public records to the Commission upon completion of the contract, the Grantee shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Grantee keeps and maintains public records upon completion of the contract, the Grantee shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Commission, upon request from the Commission's custodian of public records, in a format that is compatible with the information technology systems of the Commission.

Failure by the Grantee to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by the Commission.

## **9.00 Contracts of the Grantee:**

**9.10 Third Party Agreements:** The Grantee shall not execute any contract or obligate itself in any manner requiring the disbursement of Transportation Disadvantaged Trust Fund moneys, including contracts or amendments thereto, with any third party with respect to the Project without being able to provide a written certification by the Grantee that the contract or obligation was executed in accordance with the competitive procurement requirements of Chapter 287, Florida Statutes, Chapter 427, Florida Statutes, and the rules promulgated by the Department of Management Services. Failure to provide such certification, upon the Commission's request, shall be sufficient cause for nonpayment by the Commission as provided in Section 7.23. The Grantee agrees, that by entering into this Agreement, it explicitly certifies that all its third-party contracts will be executed in compliance with this section.

**9.20 Compliance with Consultants' Competitive Negotiation Act:** It is understood and agreed by the parties hereto that participation by the Commission in a project with the Grantee, where said project involves a consultant contract for any services, is contingent on the Grantee complying in full with the provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. The Grantee shall certify compliance with this law to the Commission for each consultant contract it enters.

**9.30 Competitive Procurement:** Procurement of all services or other commodities shall comply with the provisions of Section 287.057, Florida Statutes.

## **10.00 Restrictions, Prohibitions, Controls, and Labor Provisions:**

**10.10 Equal Employment Opportunity:** In connection with the carrying out of any Project, the Grantee shall not discriminate against any employee or applicant for employment because of race, age, disability, creed, color, sex or national origin. The Grantee will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, disability, creed, color, sex, or national origin. Such action shall include, but not be limited to, the following: Employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Grantee shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development of operation of the Project, except contracts for the standard commercial supplies or raw materials, and shall require all such contractors to insert a similar provision in all subcontracts, except subcontracts for standard commercial supplies or raw materials. The Grantee shall post, in conspicuous places available to employees and applicants for employment for Project work, notices setting forth the provisions of the nondiscrimination clause.

**10.20 Title VI - Civil Rights Act of 1964:** The Grantee will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (78 Statute 252), the Regulations of the Federal Department of Transportation, the Regulations of the Federal Department of Justice, and the assurance by the Agency pursuant thereto.

**10.30 Prohibited Interests:**

**10.31 Contracts or Purchases:** Unless authorized in writing by the Commission, no officer of the Grantee, or employee acting in his or her official capacity as a purchasing agent, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for the Grantee from any business entity of which the officer or employee or the officer's or employee's business associate or spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest.

**10.32 Business Conflicts:** Unless authorized in writing by the Commission, it is unlawful for an officer or employee of the Grantee, or for any company, corporation, or firm in which an officer or employee of the Grantee has a financial interest, to bid on, enter into, or be personally interested in the purchase or the furnishing of any materials, services or supplies to be used in the work of this agreement or in the performance of any other work for which the Grantee is responsible.

**10.33 Solicitations:** No officer or employee of the Grantee shall directly or indirectly solicit or accept funds from any person who has, maintains, or seeks business relations with the Grantee.

**10.34 Former Employees - Contractual Services:** Unless authorized in writing by the Commission, no employee of the Grantee shall, within 1 year after retirement or termination, have or hold any employment or contractual relationship with any business entity about any contract for contractual services which was within his or her responsibility while an employee.

**10.35 Former Employees - Consulting Services:** The sum of money paid to a former employee of the Grantee during the first year after the cessation of his or her responsibilities, by the Grantee, for contractual services provided to the Grantee, shall not exceed the annual salary received on the date of cessation of his or her responsibilities. The provisions of this section may be waived by the Grantee for a particular contract if the Grantee determines, and the Commission approves, that such waiver will result in significant time or cost savings for the Grantee and the project.

The Grantee shall insert in all contracts entered into in connection with this Agreement and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer, or employee of the Grantee during his tenure or for one year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this section shall not be applicable to any agreement between the Grantee and its fiscal depositories, or to any agreement for utility services the rates for which are fixed or controlled by a Governmental agency.

**10.40 Non-discrimination of Persons With Disabilities:** The Grantee and any of its contractors or their sub-contractors shall not discriminate against anyone on the basis of a disability (physical, mental or emotional impairment). The Grantee agrees that no funds shall be used to rent, lease or barter any real property that is not accessible to persons with disabilities nor shall any meeting be held in any facility unless the facility is accessible to persons with disabilities. The Grantee shall also assure compliance with The Americans with Disabilities Act, as it may be amended from time to time.

**10.50 Lobbying Prohibition:** No Grantee may use any funds received pursuant to this Agreement for the purpose of lobbying the Legislature, the judicial branch, or a state agency. No Grantee may employ any person or organization with funds received pursuant to this Agreement for the purpose of lobbying the Legislature, the judicial branch, or a state agency. The "purpose of lobbying" includes, but is not limited to, salaries, travel expenses and per diem, the cost for publication and distribution of each publication used in lobbying; other printing; media; advertising, including production costs; postage; entertainment; telephone; and association dues. The provisions of this paragraph supplement the provisions of Section 11.062, Florida Statutes, which is incorporated by reference into this Agreement.

**10.60 Public Entity Crimes:** No Grantee shall accept any bid from, award any contract to, or transact any business with any person or affiliate on the convicted vendor list for a period of 36 months from the date that person or affiliate was placed on the convicted vendor list unless that person or affiliate has been removed from the list pursuant to Section 287.133, Florida Statutes. The Grantee may not allow such a person or affiliate to perform work as a contractor, supplier, subcontractor, or consultant under a contract with the Grantee. If the Grantee was transacting business with a person at the time of the commission of a public entity crime which resulted in that person being placed on the convicted vendor list, the Grantee may also not accept any bid from, award any contract to, or transact any business with any other person who is under the

same, or substantially the same, control as the person whose name appears on the convicted vendor list so long as that person's name appears on the convicted vendor list.

**10.70 Homeland Security:** Grantee shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. all new persons employed by the grantee during the term of the grant agreement to perform employment duties within Florida; and
2. all new persons, including subcontractors, assigned by the grantee to perform work pursuant to the contract with the Commission.

The Commission shall consider the employment by any vendor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this agreement. Refer to the U.S. Department of Homeland Security's website at [www.dhs.gov](http://www.dhs.gov) to learn more about E-Verify.

## **11.00 Miscellaneous Provisions:**

**11.10 Environmental Pollution:** Not applicable.

**11.20 Commission Not Obligated to Third Parties:** The Commission shall not be obligated or liable hereunder to any party other than the Grantee.

**11.30 When Rights and Remedies Not Waived:** In no event shall the making by the Commission of any payment to the Grantee constitute or be construed as a waiver by the Commission of any breach of covenant or any default which may then exist, on the part of the Grantee, and the making of such payment by the Commission while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Commission for such breach or default.

**11.40 How Contract Affected by Provisions Being Held Invalid:** If any provision of this Agreement is held invalid, the provision shall be severable and the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

**11.50 Bonus and Commissions:** By execution of the Grant, the Grantee represents that it has not paid and, also, agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its financing hereunder.

**11.60 State or Territorial Law:** Nothing in the Agreement shall require the Grantee to observe or enforce compliance with any provision thereof, perform any other act or do any other thing in contravention of any applicable State law: Provided, that if any of the provisions of the Agreement violate any applicable State law, the Grantee will at once notify the Commission in writing in order that appropriate changes and modifications may be made by the Commission and the Agency to the end that the Grantee may proceed as soon as possible with the Project.

**11.70 Venue:** This agreement shall be governed by and construed in accordance with the law of the State of Florida. In the event of a conflict between any portion of the contract and the Florida law, the laws of Florida shall prevail. The Grantee agrees to waive forum and venue and that the Commission shall determine the forum and venue in which any dispute under this Agreement is decided.

**12.00 Contractual Indemnity:** It is not intended by any of the provision of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Grantee guaranties the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Grantee or any subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Grantee agrees to indemnify, and hold harmless the Commission, including the Commission's officers and employees, from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful misconduct of the Grantee and persons employed or utilized by the Grantee in the performance of this Agreement. This indemnification shall survive the termination of this agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Grantee's sovereign immunity. Additionally, the Grantee agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this agreement.

"To the fullest extent permitted by law, the Grantee's contractor/consultant shall indemnify, and hold harmless the Commission for the Transportation Disadvantaged, including the Commission's officers and employees, from liabilities, damages, losses, and costs, including but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful misconduct of the Contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the State of Florida and the Grantee's sovereign immunity."

**13.00 Appropriation of Funds:** The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Legislature. If applicable, Grantee's performance of its obligations under this Agreement is subject to an appropriation by the Grantee's Board of County Commissioners for the purposes set forth hereunder. The Commission acknowledges where the Grantee is a political subdivision of the State of Florida it is authorized to act in accordance with the Grantee's purchasing ordinance(s), laws, rules and regulations.

**14.00 Period of Agreement:** The Grantee agrees to begin providing services on July 1, 2023, and to complete the Project on or before June 30, 2024. If the Grantee does not complete the Project within this time period, this agreement will expire. Expiration of this agreement will be considered termination of the Project and the procedure established in Section 8.00 of this agreement shall be initiated. For the purpose of this Section, completion of project is defined as the latest date by which



all required tasks have been completed, as provided in the project description (Exhibit "A"). Unless otherwise extended by the Commission, all reimbursement invoices must be received by the Commission no later than August 15, 2024.

**15.00 Agreement Format:** All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

**16.00 Execution of Agreement:** This agreement may be simultaneously executed in a minimum of two counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one in the same instrument.

**17.00 Vendors and Subcontractors Rights:** Vendors (in this document identified as Grantee) providing goods and services to the Commission will receive payments in accordance with Section 215.422, Florida Statutes. The parties hereto acknowledge Section 215.422, Florida Statutes, and hereby agree that the time in which the Commission is required to approve and inspect goods and services shall be for a period not to exceed eleven (11) working days upon receipt of a proper invoice. The Florida Department of Transportation has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within forty (40) days after receipt of the invoice and receipt, inspection and approval of goods and services, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes will be due and payable, in addition to the invoice amount to the Grantee. Interest penalties of less than one (1) dollar will not be enforced unless the Grantee requests payment. Invoices that have to be returned to a Grantee because of Grantee preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Commission.

A Vendor Ombudsman has been established within the Department of Management Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from the Commission. The Vendor Ombudsman may be contacted at (850) 413-5516.

**18.00 Payment to Subcontractors:** Payment by the Grantee to all subcontractors with approved third-party contracts shall be in compliance with Section 287.0585, Florida Statutes. Each third-party contract from the Grantee to a subcontractor for goods or services to be performed in whole or in part with Transportation Disadvantaged Trust Fund moneys, must contain the following statement:

When a contractor receives from a state agency any payment for contractual services, commodities, supplies, or construction contracts, except those construction contracts subject to the provisions of chapter 339, the contractor shall pay such moneys received to each subcontractor and supplier in proportion to the percentage of work completed by each subcontractor and supplier at the time of receipt of the payment. If the contractor receives less than full payment, then the contractor shall be required to disburse only the funds received on a pro rata basis with the contractor, subcontractors, and suppliers, each receiving a prorated portion based on the amount due on the payment. If the

contractor without reasonable cause fails to make payments required by this section to subcontractors and suppliers within 7 working days after the receipt by the contractor of full or partial payment, the contractor shall pay to the subcontractors and suppliers a penalty in the amount of one-half of 1 percent of the amount due, per day, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed and shall not exceed 15 percent of the outstanding balance due. In addition to other fines or penalties, a person found not in compliance with any provision of this subsection may be ordered by the court to make restitution for attorney's fees and all related costs to the aggrieved party or the Department of Legal Affairs when it provides legal assistance pursuant to this section. The Department of Legal Affairs may provide legal assistance to subcontractors or vendors in proceedings brought against contractors under the provisions of this section.

**19.00 Modification:** This Agreement may not be changed or modified unless authorized in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have duly executed and delivered this agreement as of the date set forth below:

**GRANTEE: VOLUSIA TRANSPORTATION  
PLANNING D/B/A RIVER TO SEA  
TRANSPORTATION PLANNING  
ORGANIZATION**

**COMMISSION FOR THE TRANSPORTATION  
DISADVANTAGED**

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**TITLE:** Executive Director (Commission Designee)

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

FM/JOB No(s).	43202911401
CONTRACT NO.	G2J22
AGREEMENT DATE	July 1, 2023

**EXHIBIT "A"**  
**PROJECT DESCRIPTION AND RESPONSIBILITIES:**  
**PLANNING**

This exhibit forms an integral part of that Grant Agreement, between the State of Florida, Commission for the Transportation Disadvantaged and Volusia Transportation Planning d/b/a River to Sea Transportation Planning Organization, 1 Deuce Court, Suite 100, Daytona Beach, Florida, 32124.

**I. PROJECT LOCATION:** Volusia County(ies)

**II. PROJECT DESCRIPTION:** This project provides for the accomplishment of the duties and responsibilities of the Designated Official Planning Agency as set forth in Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies and the Fiscal Year 2023-24 Program Manual and Instructions for the Planning Grant. The project period will begin and end on the dates as indicated in Section 14.00 hereof. Specific required tasks are as follows:

**TASK 1:** **Weighted value = 17%**  
Jointly develop and annually update the Transportation Disadvantaged Service Plan (TDSP) with the community transportation coordinator (CTC) and the Local Coordinating Board (LCB).

**Deliverable:** Complete initial TDSP or annual updates. Must be approved by the LCB no later than June 30<sup>th</sup> of the current grant cycle.

**TASK 2 A:** **Weighted value = 15%**  
When necessary and in cooperation with the LCB, solicit and recommend a CTC. The selection will be accomplished, to the maximum extent feasible, through public competitive bidding or proposals in accordance with applicable laws and rules. Such recommendation shall be presented to the Commission by planning agency staff or their designee as needed.

**Deliverable:**  
Planning agency's letter of recommendation and signed resolution.

**OR**

**TASK 2 B:**  
Provide staff support to the LCB in conducting an annual evaluation of the CTC, including local developed standards as delineated in the adopted TDSP. Assist the Commission in joint reviews of the CTC.

**Deliverable:**  
LCB and planning agency selected CTC evaluation worksheets pursuant to the most recent version of the Commission's CTC Evaluation Workbook.

**TASK 3:****Weighted value = 40%**

Organize and provide staff support and related resources for at least four (4) LCB meetings per year, holding one meeting during each quarter. Exceptions to reschedule meeting(s) outside of a quarter due to the imminent threat of a natural disaster may be granted by the Commission.

Provide staff support for committees of the LCB.

Provide program orientation and training for newly appointed LCB members.

Provide public notice of LCB meetings in accordance with the most recent LCB and Planning Agency Operating Guidelines.

LCB meetings will be held in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines and will include at least the following:

1. Agendas for LCB meetings. Agenda should include action items, informational items and an opportunity for public comment.
2. Official minutes of LCB meetings and committee meetings (regardless of a quorum). A copy will be submitted along with the quarterly report to the Commission. Minutes will at least be in the form of a brief summary of basic points, discussions, decisions, and recommendations. Records of all meetings shall be kept for at least five years.
3. A current full and active membership of voting and non-voting members to the LCB. Any time there is a change in the membership, provide the Commission with a current membership roster and mailing list of LCB members.
4. A report of the LCB membership's attendance at the LCB meeting held during this grant period. This would not include committee meetings.

**Deliverable:** LCB Meeting agendas; minutes; membership roster; attendance report; copy of public notice of meetings.

**TASK 4:****Weighted value = 4%**

Provide at least one public workshop annually by each LCB, and assist the Commission, as requested, in co-sponsoring public workshops. This public workshop must be held separately from the LCB meeting. It may, however, be held on the same day as the scheduled LCB meeting. It could be held immediately following or prior to the LCB meeting.

**Deliverable:** Public workshop agenda, minutes of related workshop, and a copy of the public notice of the workshop. The agenda and minutes must be separate documents and cannot be included in the LCB meeting agenda and minutes, if held on the same day. Minutes may reflect "no comments received" if none were made.

**TASK 5:****Weighted value = 4%**

Develop and annually update by-laws for LCB approval.

**Deliverable:** Copy of LCB approved by-laws with date of update noted on cover page.

**TASK 6:****Weighted value = 4%**

Develop, annually update, and implement LCB grievance procedures in accordance with the Commission's most recent LCB and Planning Agency Operating Guidelines. Procedures shall include a step within the local complaint and/or grievance procedure that advises a dissatisfied person about the Commission's Ombudsman Program.

**Deliverable:** Copy of LCB approved Grievance Procedures with date of update noted on cover page.

**TASK 7:****Weighted value = 4%**

Review and comment on the Annual Operating Report (AOR) for submittal to the LCB, and forward comments/concerns to the Commission.

**Deliverable:** CTC Organization and Certification Page of AOR signed by CTC representative and LCB Chair.

**TASK 8:****Weighted value = 4%**

Research and complete the Actual Expenditures Report (AER) for direct federal and local government transportation funds to the Commission no later than September 15th. Complete the AER, using the Commission approved form.

**Deliverable:** Completed AER in accordance with the most recent Commission's AER instructions.

**TASK 9:****Weighted value = 4%**

Complete quarterly progress reports addressing planning accomplishments for the local transportation disadvantaged program as well as planning grant deliverables; including but not limited to, consultant contracts, special studies, and marketing efforts.

**Deliverable:** Complete Quarterly Progress Reports submitted with invoices. Quarterly Report must be signed by planning agency representative. Electronic signatures are acceptable.

**TASK 10:****Weighted value = 4%**

Planning agency staff shall attend at least one Commission sponsored training, including but not limited to, the Commission's regional meetings or annual training workshop.

**Deliverable:** Documentation related to attendance at such event(s); including but not limited to sign in sheets.

**III. Special Considerations by Planning Agency:**

Not Applicable

**IV. Special Considerations by Commission:**

Not Applicable

FM/JOB No(s).	43202911401
CONTRACT NO.	G2J22
AGREEMENT DATE	July 1, 2023

## EXHIBIT "B"

### PROJECT BUDGET AND CASHFLOW

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Volusia Transportation Planning d/b/a River to Sea Transportation Planning Organization, 1 Deuce Court, Suite 100, Daytona Beach, Florida, 32124.

#### I. PROJECT COST:

Estimated Project Cost shall conform to those eligible deliverables as indicated by Chapter 427, Florida Statutes, Rule 41-2, Florida Administrative Code, Commission policies, and the Fiscal Year 2023-24 Program Manual and Instructions for the Planning Grant. For the required services, compensation shall be the total maximum limiting amount of \$33,142.00 for related planning services in Volusia County(ies).

Task 1	17%	\$5,634.14
Task 2	15%	\$4,971.30
Task 3	40%	\$13,256.80
Task 4	4%	\$1,325.68
Task 5	4%	\$1,325.68
Task 6	4%	\$1,325.68
Task 7	4%	\$1,325.68
Task 8	4%	\$1,325.68
Task 9	4%	\$1,325.68
Task 10	4%	\$1,325.68
<b>TOTAL:</b>	<b>100%</b>	<b>\$33,142.00</b>

#### II. SOURCE OF FUNDS

Commission for the Transportation Disadvantaged State Funds (100%)	<u>\$33,142.00</u>
<b>Total Project Cost</b>	<u><b>\$33,142.00</b></u>

**III. CASH FLOW – Not applicable. Grantee will be paid based on satisfactory performance of each task detailed in Exhibit A.**

FY 23/24      Jul    Aug    Sep    Oct    Nov    Dec    Jan    Feb    Mar    Apr    May    June

FM/JOB No(s).	43202911401
CONTRACT NO.	G2J22
AGREEMENT DATE	July 1, 2023

## EXHIBIT "C" PLANNING

This exhibit forms an integral part of that certain Grant Agreement between the Florida Commission for the Transportation Disadvantaged and Volusia Transportation Planning d/b/a River to Sea Transportation Planning Organization, 1 Deuce Court, Suite 100, Daytona Beach, Florida, 32124.

THE GRANTEE SHALL SUBMIT THE FOLLOWING REQUIRED DOCUMENTS AND CERTIFICATIONS:

### DOCUMENTS:

1. Submit progress reports to the Commission quarterly. Finished products such as, but not limited to, the Coordinating Board minutes, by-laws, grievance procedures, and the Transportation Disadvantaged Service Plan, shall be submitted to the Commission. Progress reports and finished products are required to accompany all reimbursement invoices. Invoices and deliverables shall be submitted electronically to:

Florida Commission for the Transportation Disadvantaged  
[FLCTDInvoice@dot.state.fl.us](mailto:FLCTDInvoice@dot.state.fl.us)

THIRD PARTY CONTRACTS: The Grantee must certify to all third party contracts pursuant to Section 9.10 except that written approval is hereby granted for:

1. Contracts furnishing contractual services or commodities from a valid State or inter-governmental contract as set forth in Section 287.042(2), Florida Statutes.
2. Contracts furnishing contractual services or commodities for an amount less than Category II as set forth in Section 287.107(1)(b), Florida Statutes.
3. Contracts for consultant services for an amount less than Category I as set forth in Section 287.017(1)(a), Florida Statutes.

FM/JOB No(s).	43202911401
CONTRACT NO.	G2J22
AGREEMENT DATE	July 1, 2023

## EXHIBIT "D"

### STATE FINANCIAL ASSISTANCE (FLORIDA SINGLE AUDIT ACT)

#### **THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

#### **SUBJECT TO SECTION 215.97, FLORIDA STATUTES:**

**Awarding Agency:** Commission for the Transportation Disadvantaged/Florida Department of Transportation  
**State Project Title:** COMMISSION FOR THE TRANSPORTATION DISADVANTAGED (CTD) PLANNING GRANT PROGRAM  
**CSFA Number:** 55.002  
**\*Award Amount:** \$33,142.00

\*The state award amount may change with supplemental agreements

Specific project information for CSFA Number 55.002 is provided at:

<https://apps.fldfs.com/fsaa/searchCatalog.aspx>

#### **COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:**

State Project Compliance Requirements for CSFA Number 55.002 are provided at:

<https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at:

<https://apps.fldfs.com/fsaa/compliance.aspx>



**MEETING SUMMARY  
TPO BOARD  
JUNE 28, 2023**

**V. ACTION ITEMS**

**A. REVIEW AND APPROVAL OF RESOLUTION 2023-11 ADOPTING THE 2023 LIST OF PRIORITY PROJECTS (LOPP)**

**Background Information:**

The River to Sea TPO develops eight lists of priority projects (LOPP), each representing a different category of projects. Each year, the TPO updates these lists and upon adoption, transmits the lists to the Florida Department of Transportation (FDOT) district office for use in allocating transportation funds to the area.

Two of the priority project lists – the Strategic Intermodal System projects (SIS) and the Regionally Significant and Non-SIS Roadway projects list – were updated to reflect projects listed in the Connect 2045 Long Range Transportation Plan (LRTP) which was adopted in September of 2020.

Three of the lists – the Traffic Operations, Safety, and Local Initiatives (traffic operations-focused) projects; Bicycle/Pedestrian and Local Initiatives (bicycle/pedestrian-focused) projects; and Transportation Planning Studies – are updated annually with the "Call for Projects". Project applications submitted to the TPO in these categories are reviewed and ranked by the respective subcommittees based on the criteria developed through the subcommittees and approved by the River to Sea TPO Board.

The Shared Use Nonmotorized (SUN) Trail Projects list contains projects that are populated by the State's SUN Trail Program priorities.

The Transit Projects list contains regional transit projects. The TPO defers to Votran or Flagler County Public Transportation to determine other project priorities.

The Transportation Regional Incentive Program (TRIP) Eligible Projects list contains projects that local governments have identified are ready to advance into the Work Program should funding become available, and have committed to the local match requirement, if required.

The draft 2023 Lists of Priority Projects (LOPP) reflect changes as a result of updates to the status of projects already on the lists (e.g., completed phase(s), updated cost estimates, etc.), as well as the incorporation of new projects received and ranked through the Annual Call for Projects.

[Draft 2023 List of Priority Projects](#)

***ACTION REQUESTED:***

***MOTION TO APPROVE RESOLUTION 2023-11 ADOPTING THE 2023 LIST OF PRIORITY PROJECTS (LOPP)***

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2023-11**

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION  
ADOPTING THE 2023 LIST OF PRIORITY PROJECTS**

---

**WHEREAS**, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

**WHEREAS**, 23 USC 134 and 49 U.S.C. 5303 prescribe the transportation planning role and responsibilities of metropolitan planning organizations especially with respect to establishing local government transportation project priorities; and

**WHEREAS**, the River to Sea TPO annually engages in an open, cooperative process with the local governments and the Florida Department of Transportation, which includes a public hearing, to develop the List of Priority Projects; and

**WHEREAS**, the projects included in the Priority Projects Package are known to be consistent with the River to Sea TPO's adopted Long Range Transportation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the River to Sea TPO that the:

1. River to Sea TPO hereby endorses and adopts the Priority Projects Package attached hereto as Exhibit A as an expression of the TPO's priorities for funding; and
2. The Chairperson of the River to Sea TPO (or his designee), is hereby authorized and directed to submit this resolution to the:
  - a. Florida Department of Transportation; and the
  - b. Central Florida MPO Alliance

**DONE AND RESOLVED** at the regular meeting of the River to Sea Transportation Planning Organization on the 28<sup>th</sup> day of June 2023.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

---

**DELAND MAYOR CHRISTOPHER M. CLOUDMAN**  
**CHAIRPERSON, RIVER TO SEA TPO**

**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 a resolution adopted at a legally convened meeting of the River to Sea TPO held on June 28, 2023.

**ATTEST:**

---

**DONNA KING, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**MEETING SUMMARY  
TPO BOARD  
JUNE 28, 2023**

**V. ACTION ITEMS**

**B. REVIEW AND APPROVAL OF RESOLUTION 2023-12 ADOPTING THE 2023/24 TO FY 2027/28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) *ROLL CALL VOTE REQUIRED***

**Background Information:**

The Transportation Improvement Program or "TIP" is a document that includes federally- and state-funded transportation projects and programs that have been scheduled for implementation in the River to Sea Transportation Planning Organization's (TPO) planning area for a five-year period spanning from fiscal year (FY) 2023/24 through 2027/28. The TIP is formally adopted by the TPO each year and must be consistent with the Long Range Transportation Plan. Development of the TIP is conducted in collaboration with the Florida Department of Transportation, local governments, public transit operators, and the public and includes transportation projects funded by federal, state, and local sources for all modes of transportation. The TIP reflects revenue expectations for the next five years and programs projects by phase, year, and funding source.

The development process and summary of funding contained in the Draft TIP were discussed at the TPO advisory committee and board meetings in May. Following the May meetings, the draft FY 2023/24 to FY 2027/28 TIP was posted for review. The TPO's advisory committees recommended approval of the draft FY 2023/24 to FY 2027/28 TIP at their June meetings.

Resolution 2023-12 is for the adoption of the River to Sea TPO FY 2023/24 to FY 2027/28 Transportation Improvement Program. The full TIP document and appendices are available at the following link:

[Draft FY 2023/24 to FY 2027/28 TIP](#)

***ACTION REQUESTED:***

***MOTION TO APPROVE RESOLUTION 2023-12 ADOPTING THE 2023/24 TO FY 2027/28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ROLL CALL VOTE REQUIRED***

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**RESOLUTION 2023-12**

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION  
ADOPTING THE FY 2023/24 TO FY 2027/28  
TRANSPORTATION IMPROVEMENT PROGRAM (TIP)**

---

**WHEREAS**, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for Volusia County and portions of Flagler County inclusive of the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

**WHEREAS**, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

**WHEREAS**, the River to Sea TPO shall annually endorse and amend as appropriate, the plans and programs required by 23 C.F.R. 450.300 through 450.324, among which is the Transportation Improvement Program (TIP); and

**WHEREAS**, the construction-phase highway projects funded in the Transportation Improvement Program have been identified as needed projects in the River to Sea TPO's Connect 2045 Long Range Transportation Plan and all other projects contained within the Transportation Improvement Program are consistent with the River to Sea TPO's Connect 2045 Long Range Transportation Plan.

**NOW, THEREFORE, BE IT RESOLVED**, by the River to Sea TPO that the:

1. FY 2023/24 to FY 2027/28 Transportation Improvement Program (TIP) is hereby endorsed and adopted as an accurate representation of the area's priorities developed through a continuing, cooperative, and comprehensive planning process in accordance with applicable state and federal requirements; and
2. Federally-aided projects listed in the FY 2023/24 to FY 2027/28 TIP shall be initiated within the urbanized area; and
3. The Chairperson of the River to Sea TPO (or his designee) is hereby authorized and directed to submit the FY 2023/24 to FY 2027/28 TIP to the:
  - a. Florida Department of Transportation;

- b. Federal Transit Administration (FTA) (through the Florida Department of Transportation);
- c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation);
- d. Federal Aviation Administration (FAA); and the
- e. Florida Department of Economic Opportunity (DEO).

**DONE AND RESOLVED** at the regularly convened meeting of the River to Sea TPO held on the **28th** day of **June 2023**.

**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

---

**DELAND MAYOR CHRISTOPHER M CLOUDMAN**  
**CHAIRPERSON, RIVER TO SEA TPO**

**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 a resolution, adopted at a legally convened meeting of the River to Sea TPO held on **June 28, 2023**.

**ATTEST:**

---

**DONNA KING, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**MEETING SUMMARY  
TPO BOARD  
JUNE 28, 2023**

**V. ACTION ITEMS**

**C. REVIEW AND APPROVAL OF THE FY 2023/24 RIVER TO SEA TPO BUDGET**

**Background Information:**

Each year, the River to Sea TPO develops a recommended budget for the upcoming fiscal year and presents the budget to the Budget Subcommittee for review and input. The draft budget was recommended for approval by the Budget Subcommittee and presented to the TPO Board at the May meeting. There have been no changes to the draft budget since that time.

The draft budget is included in the agenda for your review.

***ACTION REQUESTED:***

***MOTION TO APPROVE THE FY 2023/24 RIVER TO SEA TPO BUDGET***

**River to Sea TPO FY 23/24 Budget  
With Prior Year Carryover  
DRAFT**



**River to Sea TPO  
FY 23/24 Budget  
DRAFT**

	<b>Approved FY 22/23</b>	<b>Proposed FY 23/24</b>	<b>Change</b>
<b><u>REVENUES</u></b>			
Federal Funds	2,086,542	\$3,138,702	\$1,052,160
State Funds	32,979	35,642	2,663
Local Funds	91,470	181,724	90,254
<b>Total Revenue</b>	<b>2,210,991</b>	<b>\$3,356,067</b>	<b>\$1,145,076</b>
<b><u>EXPENDITURES</u></b>			
Salaries	609,677	\$655,145	\$45,468
Fringe Benefits	239,273	326,254	86,981
Office/Operating Supplies	5,000	10,000	5,000
Postage	3,000	3,000	0
Office Expense (Rent, Utilities & Janitorial, etc.)	130,400	130,400	0
Advertising	4,000	4,000	0
Printing	4,000	8,000	4,000
Conference, Workshops & Seminar Fees	6,300	15,000	8,700
Professional Services/Fees	51,811	75,000	23,189
Dues/Memberships	7,044	10,000	2,956
Publications	1,050	1,050	0
Copy Machine Costs	18,000	11,000	(7,000)
Travel Expenses	12,500	25,000	12,500
Outreach and Educational	8,000	12,500	4,500
Consultant Services	841,297	1,640,000	798,703
Meeting Expense	2,000	3,000	1,000
Liability, Equipment & Auto Insurance	16,937	20,000	3,063
Repairs/Improvements	2,000	2,000	0
Network/Web Page Costs	102,340	108,318	5,978
Capital Outlay (Equipment/Furniture/Computers)	10,000	15,000	5,000
Capital Outlay (AV Upgrade)	75,000	0	(75,000)
Capital Outlay (Office Renovations)	-	150,000	150,000
Capital Outlay (Server Replacement)	-	15,000	15,000
Software	6,962	12,000	5,038
Telephone	2,400	2,400	0
Education/ Professional Development	2,000	2,000	0
Contingency	50,000	100,000	50,000
<b>Total Expenditures</b>	<b>\$2,210,991</b>	<b>\$3,356,067</b>	<b>\$1,145,076</b>
Excess of revenues over (under) expenditures	\$0	(\$0)	(\$0)

**River to Sea TPO  
FY 2023/24 Budget  
DRAFT**

**Revenue Sources**

	<u>New</u> <u>FY 2023/24</u>	<u>Carryover From</u> <u>Prior Years</u>	<u>Totals</u>
<b><u>Federal Funds</u></b>			
Consolidated Planning Grant FY 23/24	1,236,745		
Consolidated Planning Grant FY 23/24 - Allocation Adjustment	2,560		
Consolidated Planning Grant FY 22/23		892,962	
Consolidated Planning Grant FY 21/22 - UPWP Close Out		138,583	
FTA 5305 (d) - G1Z92 - FTA 99		20,000	
FTA 5305 (d) - G2509 - FTA 22		172,218	
SU-Feasibility Studies (FY21/22) - UPWP Close Out		9,498	
SU Feasibility Studies (FY 22/23)		146,135	
SU-Bike/Ped Feasibility Studies (FY23/24)	100,000		
SU- Traffic Ops Feasibility Studies (FY23/24)	100,000		
SS4A Grant FY 23/24	320,000		
	<u>1,759,305</u>	<u>\$1,379,397</u>	
			<b>\$3,138,702</b>
<b><u>State Funds</u></b>			
TD FY 23/24	33,142		
FTA-G1Z92 - FTA 99 - 10% State Match		2,500	
	<u>\$33,142</u>	<u>\$2,500</u>	
			<b>\$ 35,642</b>
<b><u>Local Funds</u></b>			
FTA-G1Z92 - FTA 99 - Local Match 10%		2,500	
SU Feasibility Studies-Local Match 10% (FY 22/23)		14,614	
SU-Bike Feasibility Studies-Local Match 10% (FY23/24)	10,000		
SU-Traffic Ops Feasibility-Local Match 10% (FY 23/24)	10,000		
SS4A Grant FY 23/24	80,000		
Interest Income	4,200		
Member Assessments-less FTA Matches	60,410		
	<u>\$164,610</u>	<u>\$17,114</u>	
			<b>\$ 181,724</b>
<b>Total</b>	<b><u>\$1,957,057</u></b>	<b><u>\$1,399,010</u></b>	<b><u>\$3,356,067</u></b>

**MEETING SUMMARY  
TPO BOARD  
JUNE 28, 2023**

**VI. PRESENTATION AND DISCUSSION ITEMS**

**A. PRESENTATION AND DISCUSSION ON THE NEIGHBORHOOD CENTER OF WEST VOLUSIA**

**Background Information:**

The Neighborhood Center of West Volusia (NHCWV) will provide a presentation that highlights their ongoing efforts in fulfilling their mission of addressing hunger, homelessness, and preventing homelessness in Volusia County. They'll share the partnership being established with the River to Sea TPO to assist the transportation disadvantaged through providing resources and educational workshops on bicycle and pedestrian safety. This collaborative effort will be particularly beneficial to the NHCWV's 200 housed residents and the hundreds of community clients they see each week seeking homeless prevention services.

***ACTION REQUESTED:***

***NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD***

# Neighborhood Center of West Volusia 2023 Update



[www.neighborhoodcenterwv.org](http://www.neighborhoodcenterwv.org)

1

**FOUNDED:**  
1969

**MOTTO:**

"A place with a heart"

**MISSION** →

**What We Do**



Feed the  
Hungry



House the  
Homeless



Prevent  
Homelessness

2

## FEED THE HUNGRY

Food Pantry

Second Harvest Mobile Food Drops

Daily meals served out of the Bridge Shelter Kitchen



- 290,304 meals were distributed through our food pantry in 2022
- 75,981 meals were served in the Bridge Shelter in 2022

3

## Housing the Homeless

Philosophy: "Housing First"

**30 Beds**

Emergency  
Shelter



**47 Beds**

Transitional  
Housing



**64 Beds**

Permanent  
Supportive  
Housing



**55 Beds**

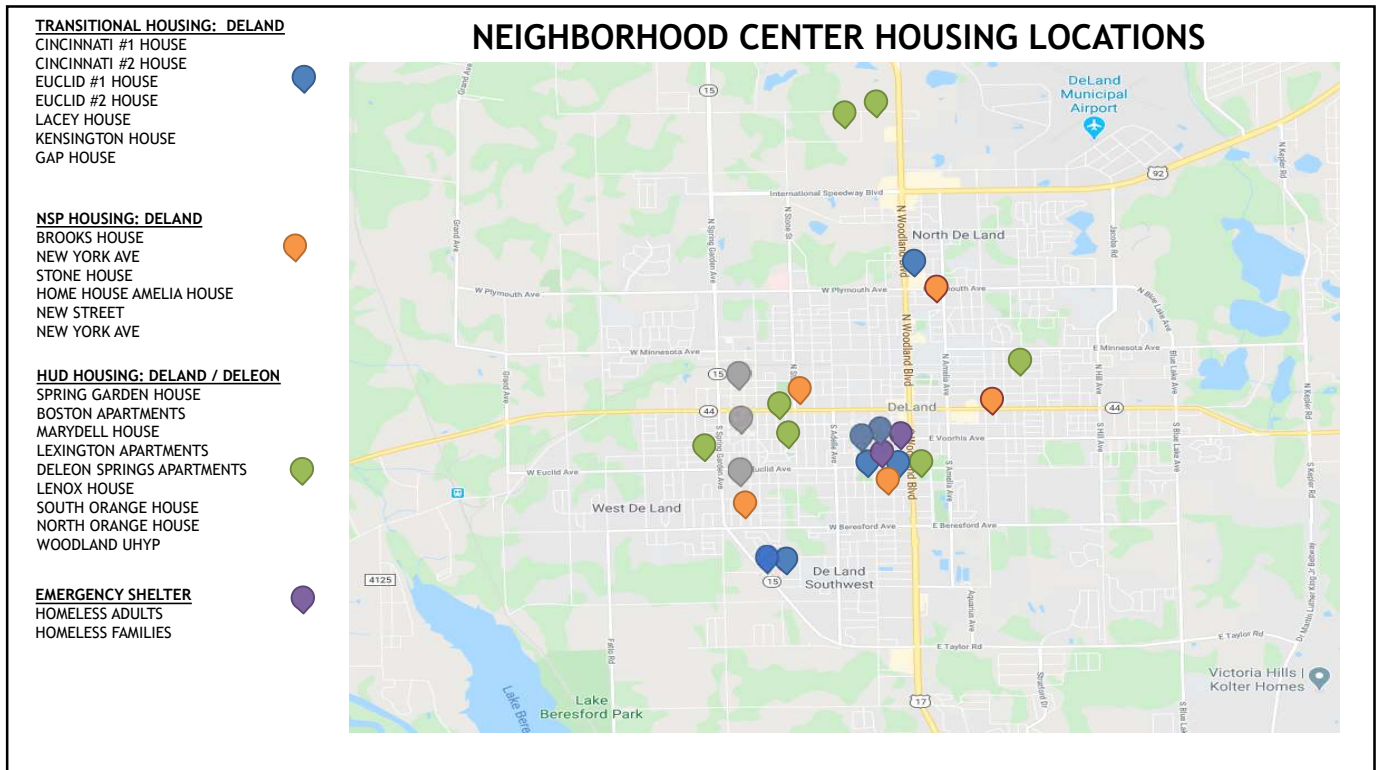
Rapid  
Rehousing



*We house over 200 clients a night in our housing programs.*

4



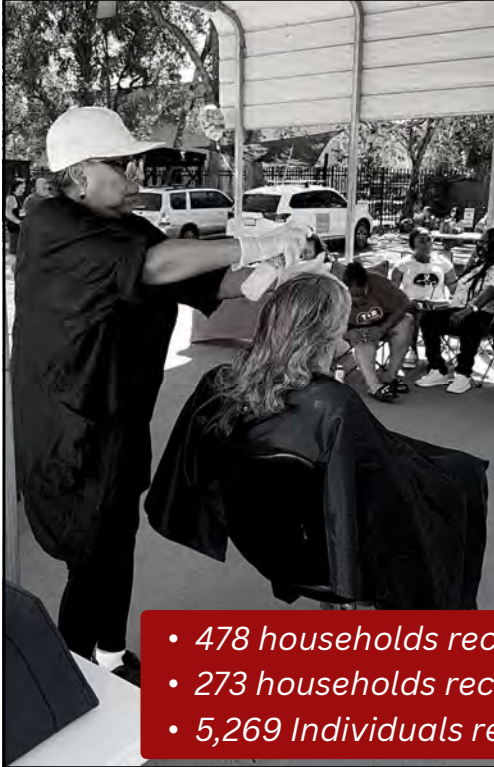


5

**the  
BRIDGE**  
Bringing Hope to the Homeless

• 336 individuals received emergency shelter in 2022

6



## Prevent Homelessness

- Financial Assistance - Rent, Utilities
- Hygiene and Diapers
- Free Laundry Facility
- Clothing
- Showers, haircuts, mentoring
- Recovery Meetings (AA, NA)
- Case Management and Support
- Disaster Relief
- Healthcare Referrals

- 478 households received financial assistance with utility bills in 2022
- 273 households received financial assistance with rent in 2022
- 5,269 Individuals received referrals to medical services

7

## Partnership with TPO

Assist the transportation disadvantaged with the following:



Transportation  
Accessibility



Bicycle Safety  
Awareness



Pedestrian Safety  
Awareness



8

The  
Neighborhood  
Center  
of West Volusia



**THRIFT  
STORE**

"Thrifting to benefit the homeless"

386-734-8120 EXT 201  
550 S. Spring Garden Ave.  
DeLand, FL 32720



- Donate
- Volunteer
- Shop
- Clothing Vouchers



9

## UPCOMING EVENTS

*Wine*  
TO WATER

AUGUST 2023



SCAN for online form

**ROBED  
Z LOVE**

FEBRUARY 2024



**EMPTY  
BOWLS**  
OF WEST VOLUSIA

FALL 2024

10





**Follow your heart  
Give smart**

**Panhandling isn't safe**  
There are much better ways to give and help the homeless.  
Donate today!

**Text "change4homeless" to 44321 to donate today!**

---

**All proceeds go to the Neighborhood Center of West Volusia to provide services to homeless individuals.**  
**If you are in need of help, please call**  
**386-734-8120**



**The  
Neighborhood  
Center**

of West Volusia





## Spare Change for Real Change Campaign

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**Want to  
learn  
more?**





**SCAN ME**

**MEETING SUMMARY  
TPO BOARD  
JUNE 28, 2023**

**VI. PRESENTATIONS AND DISCUSSION ITEMS**

**B. PRESENTATION AND DISCUSSION OF 2020 CENSUS IMPACTS ON TPO BOUNDARY AND BOARD APPORTIONMENT**

**Background Information:**

After each decennial census, TPOs must review the composition of their membership and metropolitan planning area (MPA) boundaries and submit an Apportionment Plan that meets the requirements of s.339.175 FS, s.339.176 FS, 23 CFR 450.310, and 23 CFR 450.312. Apportionment plans must include population data (total TPO area population and the urban area population within all Census-designated urban areas with more than 50,000 people), current and proposed membership, and an MPA boundary map.

TPO staff will lead a discussion on this process and identify the next steps and the timeframe for completion of this process.

***ACTION REQUESTED:***

***NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD***

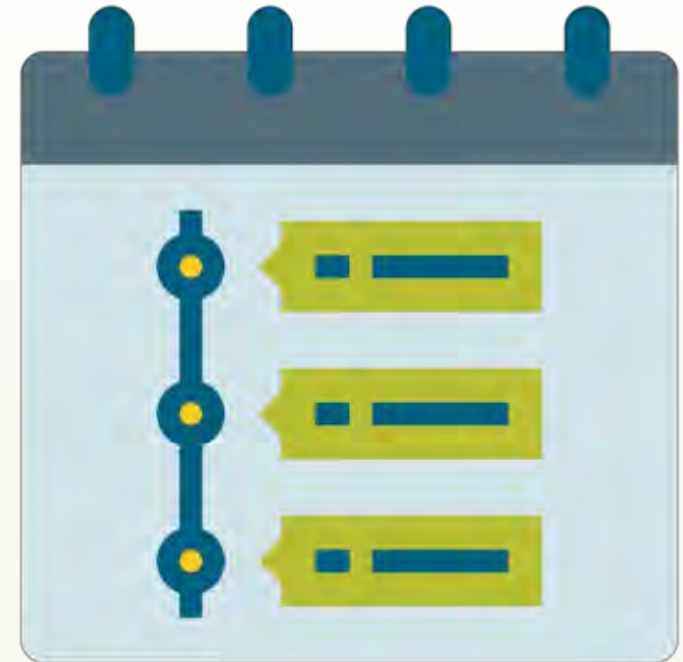
# Apportionment Plans





# US Census Urban Area Data

- FDOT officially released US Census urban area data on **May 16<sup>th</sup>**
- Kick off two separate processes:
  - Apportionment Plans
  - Urban Area Boundary and Functional Classifications Updates

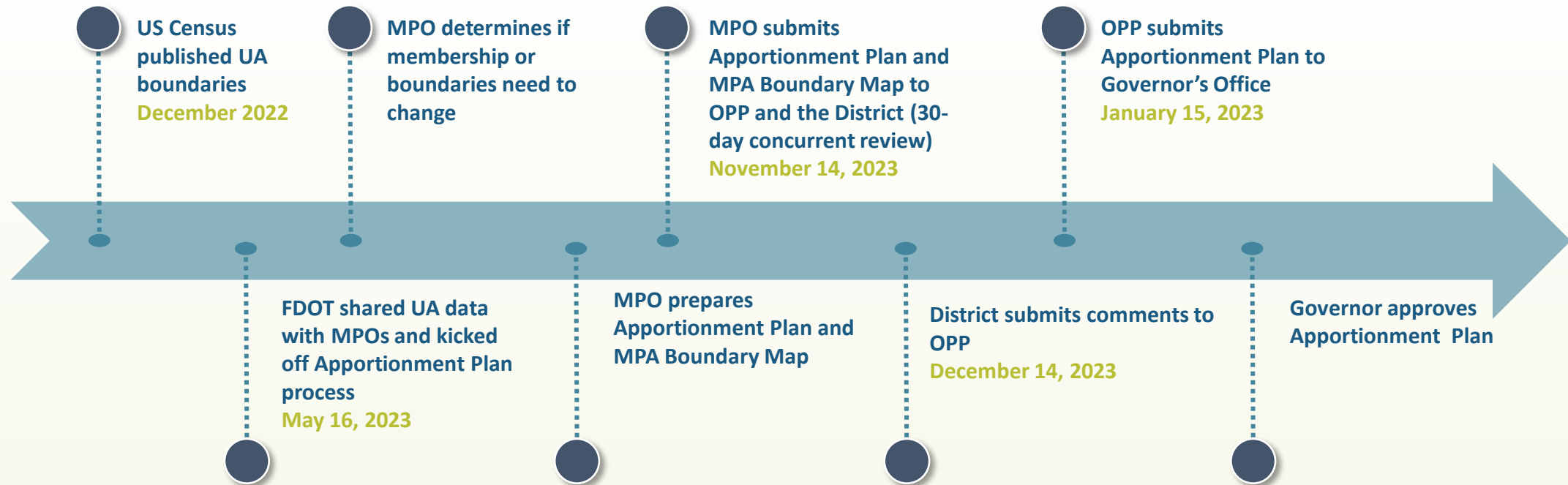




# Federal and State Regulations

- **23 USC 134(d)** and **23 CFR 450.310** require an MPO be designated for each urban area with a population >50,000
- **339.175(4), FS** requires MPOs to review the composition of membership after each census and reapportion membership as necessary
  - With the agreement of the Governor & affected local governments
- **23 CFR 450.213** requires MPOs to review MPA boundaries after each census and adjust them as necessary

# Apportionment Plan Timeline







# Apportionment Plans

- Apportionment Plans must include
  - Population data
  - Current and proposed membership
  - MPA boundary map
  - MPO Board Resolution
- ***May have to amend agreements if there are substantial changes***





# MPA Boundary Map



- Encompass urban areas and areas expected to become urban within 20 years
- MPA boundaries must not overlap
- Developed at a scale that best meets needs of UAs and shows:
  - Urban areas and waterways
  - Date, scale bar, & north arrow
  - Major routes, transit, intermodal facilities, & airports





# Requirements for Apportionment Plans

**Minor/  
No Changes**

**Substantial  
Changes**  
No Redesignation

**Substantial  
Changes**  
Redesignation



# Requirements for Apportionment Plans

## MINOR/ NO CHANGES

## SUBSTANTIAL CHANGES No Redesignation

## SUBSTANTIAL CHANGES Redesignation

### *Apportionment Plan Contents*

- 2010 and 2020 Census population
- Current MPO membership
- Proposed MPO membership
- Updated MPA boundary map
- MPO Board resolution

- 2010 and 2020 Census population
- Current MPO membership
- Proposed MPO membership
- Updated MPA boundary map
- MPO Board resolution

- 2010 and 2020 Census population
- Current MPO membership
- Proposed MPO membership
- New MPA boundary map
- MPO Board resolution

*Update agreements to be consistent with the Apportionment Plan, after approval*

- Amended Interlocal Agreement
- Amended Interstate Compact (only applies to FL-AL TPO)

- New Interlocal Agreement
- New ICAR
- New MPO Agreement (with UPWP)
- New Interstate Compact (only applies to FL-AL TPO)



# Minor/No Changes

Anything that does not rise to the level of a substantial change





# Substantial Changes

## *No Redesignation*

- **Substantial boundary changes, such as**
  - Expanding into new county/state
  - Expanding into new urban area over 50k people

## *Redesignation*

- **A substantial change in**
  - Voting membership (major)
  - Decision-making authority or responsibility of the MPO
- **Consolidation**



# Does Not Require Redesignation



A new urban area within the existing MPA boundary

Adding members to the MPO that represent new local governments resulting from expanding the MPA boundary

Adding members to satisfy TMA membership requirements

The periodic rotation of members representing local governments as established under MPO bylaws

**23 CFR 450.310(I)**

MEETING SUMMARY  
TPO BOARD  
JUNE 28, 2023

VI. PRESENTATIONS AND DISCUSSION ITEMS

C. FDOT REPORT

**Background Information:**

Ms. Rakinya Hinson, Florida Department of Transportation (FDOT), will be present to provide FDOT updates and answer questions regarding projects in the FDOT Construction Status Report.

Questions and comments may be submitted to Ms. Hinson outside of the TPO Board Meeting at: [Rakinya.Hinson@dot.state.fl.us](mailto:Rakinya.Hinson@dot.state.fl.us)

The Construction Status Report is provided for your information.

***ACTION REQUESTED:***

***NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE TPO BOARD***



## *Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

719 South Woodland Boulevard  
DeLand, Florida 32720-6834

JARED W. PERDUE, P.E.  
SECRETARY

### **Volusia and Flagler Counties Project Status Update as of May 31, 2023**

The following is a brief status update on major FDOT road construction projects in Volusia and Flagler Counties as of the May cutoff. The next cutoff date is June 30, 2023. Information is also available on [www.cflroads.com](http://www.cflroads.com). For questions, please contact Melissa S. McKinney at 386-943-5077 or via email at [melissa.mckinney@dot.state.fl.us](mailto:melissa.mckinney@dot.state.fl.us).

#### **VOLUSIA COUNTY**

##### **Upcoming Projects:**

##### **437942-1 International Speedway Blvd (U.S. 92/S.R. 600) from the Halifax River Bridge to S.R. A1A**

- Contract: E54B1
- Contractor: Masci General Contractor, Inc.
- Project Cost: \$12 Million
- Estimated Start: June 2023
- Description: This project will involve widening and resurfacing the identified stretch of International Speedway Blvd (U.S. 92/S.R. 600) and implementing additional roadway and safety improvements in Daytona Beach.

##### **437133-1 U.S. 17-92/S.R. 15/600 (North Woodland Blvd) from Mandarin Ave to north of E Kentucky Ave**

- Contract: T5781
- Contractor: P&S Paving, Inc.
- Project Cost: \$1.8 Million
- Estimated Start: June 2023
- Description: This project will involve constructing a bypass stormwater system to alleviate flooding issues on U.S. 17-92/S.R. 15/600 (North Woodland Boulevard).

## **Current Projects:**

### **443512-1 S.R. A1A from Milsap Rd to S.R. 40 (Granada Blvd)**

- Contract: T5725
- Project Start: May 2023
- Estimated Completion: Fall 2023
- Update: The contractor is working on signalization and concrete sidewalk.

### **439865-2 St. Johns River to Sea Loop Trail - Palmetto Ave from Ridge Blvd to Beville Rd**

- Contract: E54B0
- Project Start: April 2023
- Estimated Completion: Early 2024
- Update: The contractor is constructing the multi-use path along S Palmetto Avenue between Tradewinds Circle and south of Kost Road.

### **448922-1 S.R. 46 over the St. John's River and the Cabbage Slough waterway**

- Contract: E52B5
- Project Start: April 2023
- Estimated Completion: Late Summer 2023
- Update: The contractor is working on pile jackets at the S.R. 46 bridge over the St. John's River.

### **446558-1 S.R. 472 at Minnesota Ave Intersection Improvements**

- Contract: E55B9
- Project Start: February 2023
- Estimated Completion: Late Summer 2023
- Update: The contractor is working on the median crossover, erosion control, and drainage pipe installation.

### **437935-1 Barracuda Bridge Replacement over the Canal Bradano waterway**

- Contract: T5743
- Project Start: December 2022
- Estimated Completion: Summer 2024
- Update: Barracuda Blvd is closed from The Middle Way to Quay Assisi. The contractor is working on pile driving for the new bridge.

### **442906-1 Beville Road (S.R. 400) from Williamson Blvd to east of Forest Lake Blvd**

- Contract: E50B4
- Project Start: October 2022
- Estimated Completion: Summer 2023
- Update: The contractor is working on signalization and thermoplastic striping.

### **438982-1 U.S. 1 (Ridgewood Ave) Intersection Improvements at 6th St, 8th St, Walker St, and Flomich St**

- Contract: T5740
- Project Start: August 2022
- Estimated Completion: Summer 2023
- Update: The contractor is working on signalization at the identified intersections.



**443433-1 International Speedway Boulevard (U.S. 92/S.R. 600) Resurfacing from North Alabama Avenue to east of North Kepler Road (C.R. 4101)**

- Contract: E57A1
- Project Start: March 2022
- Estimated Completion: Summer 2023
- Update: The contractor is working on paving operations.

**441682-1 Concrete Slab Replacement on U.S. 92 (S.R. 600), U.S. 1 (S.R. 5), U.S. 17-92 (S.R. 15), and S.R. 44**

- Contract: E5X08
- Project Start: March 2022
- Estimated Completion: Summer 2023
- Update: The contractor is working on concrete slab operations on State Road 44 (New York Avenue) in DeLand.

**441132-1 S.R. 442 (Indian River Blvd) Resurfacing from I-95 to U.S. 1**

- Contract: E57A4
- Project Start: February 2022
- Estimated Completion: Spring 2023
- Update: The contractor is awaiting an ITS component prior to project final acceptance.

**429556-1 S.R. 44 Over the St. John's River Bridge Replacement**

- Contract: T5706
- Project Start: July 2020
- Estimated Completion: Early 2024
- Update: The contractor is working on bridge deck installation.

**FLAGLER COUNTY**

**Current Projects:**

**445690-1 S.R. A1A from north of Ocean Marina Drive to south of Westmayer Place**

- Contract: T5763
- Project Start: March 2023
- Estimated Completion: Fall 2023
- Update: The contractor is working on widening and sod placement.

**MEETING SUMMARY  
TPO BOARD  
JUNE 28, 2023**

**VII. EXECUTIVE DIRECTOR'S REPORT**

**VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS**

**IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS**

**X. INFORMATION ITEMS**

- ® Bicycle/Pedestrian Advisory Committee Attendance Record – 2023
- ® Citizens Advisory Committee Attendance Record – 2023
- ® Technical Coordinating Committee Attendance Record – 2023
- ® River to Sea TPO Outreach and Activities
- ® Upcoming River to Sea TPO Events
- ® Volusia and Flagler Counties Construction Reports

**XI. ADJOURNMENT**

**\*The next River to Sea TPO Board meeting will be August 23, 2023\***

### BPAC ATTENDANCE RECORD 2023

			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
BPAC Member	Representing	Apptmt Date												
Doug Hall	Daytona Beach	03/2012	P	P	P	P	E	P						
Luis Leal	Deltona	11/2021	P	P	V	P	P	P						
Terry Lodge	DeBary	08/2020	P	P	P	P	P	P						
Ted Wendler	DeLand	05/2011	P	P	P	E	A	P						
Candice Cornelissen	Flagler Beach	05/2023						A						
Jauxniece Palmer	Flagler Beach-Alternate	05/2023						A						
Larry Coletti	Flagler County	02/2016	P	P	P	P	P	P						
Thomas Ryan	Holly Hill	09/2019	E	P	E	P	E	E						
Patrick McCallister	Lake Helen	02/2022	E	A	V	V	E	V						
Nic Mostert	New Smyrna Beach	03/2015	P	P	P	P	P	P						
Bob Storke	Orange City	12/2007	P	P	P	P	P	P						
Gayle Belin	Ormond Beach	01/2015	P	P	P	P	A	P						
Mark Oebbecke	Ponce Inlet	12/2020	P	P	P	P	P	P						
Nancy Epps	Ponce Inlet-Alternate	08/2021	P	V	P	P	V	V						
Danielle Anderson	Palm Coast	02/2016	A	A	A	A	A	A						
Christy Gillis	South Daytona	01/2016	V	V	E	E	E	V						
Chris Daun	VC Chair	03/2021	E	E	E	P	E	E						
Jason Aufdenberg	VC At-Large	07/2012	V	P	P	P	P	P						
Maggie Ardito	VC D-1	02/2022	P	P	P	P	P	V						
Emery Jeffreys	VC D-1 Alternate	05/2022	P		P	P	P	P						
Eileen Sharp	VC D-2	04/2023				P	P	V						
Tim Grigsby	VC D-4	04/2021	V	V	A	A	V	E						
Gwen Perney	Large City-Port Orange	04/2016	V	V	V	V	V	V						
Edie Biro	Votran-Alternate	02/2016												
Jacob Lunceford	VC Transit Division	03/2023	P	V	P	P	P	P						
Lisa Divina	VC School Board	03/2023			P	E		P						
David German	VCSB-Alternate	03/2023			P	A	P							
Adam Mengel	Flagler County	08/2021	A	A	A	A	A	A						
Jay Williams	VC Traffic Engineer	09/2022				A	P	A						
Meghan Lindsey	VC Traffic Engineer	08/2022	V	P	P	A		P						
Stephanie Moss	FDOT	11/2019	V	E	V	E	V	P						
QUORUM			Y	Y	Y	Y	Y	Y						
<u>Vacancies</u>		<u>Legend</u>												
Bunnell		Present	P											
Beverly Beach		Virtual Present	V											
Daytona Beach Shores		Excused	E											
Edgewater		Absent	A											
Flagler County School Board														
Flagler County Transit														
Oak Hill														
Pierson														
Port Orange														
Volusia County D-5														
Volusia County D-3														

### CAC ATTENDANCE RECORD 2023

			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
CAC Member	Representing	Apptmt Date												
Shawn Collins	Daytona Beach	06/2021	A	P	A	P	A	P						
Emily Nice	DB-Alternate	06/2021	V	V	V	V	E	V						
Kerry Karl	DeLand	03/2021	E	P	P	E	P	P						
Janet Deyette	Deltona	11/2010	P	P	E	E	P	P						
Erika Benfield	DeBary	11/2020	A	V	A	A	A	V						
Bliss Jamison	Edgewater	09/2022	E	E	V	E	E	E						
Rebecca Crews	Edge-Alternate	09/2022				P	E	A						
Ed Fendley	Flagler Beach	03/2021	P	E	P	P	V	V						
Greg Feldman	Flagler County	06/2022	P	P	P	P	P	P						
Rick Belhumeur	FC-Alternate	06/2022												
Heidi Petito	FC Transit	09/2014	A	A	A	A	A	A						
Gilles Blais	Holly Hill	11/2007	P	P	P	P	P	P						
Rick Basso	Lake Helen	06/2019	A	A	A	A	A	A						
Linda Provost	LH-Alternate		A	A	A	A	A	A						
Dave McKenna	New Smyrna Beac	04/2023				P	E	A						
Bob Storke	Orange City	01/2008	E	P	P	P	P	P						
Fred Heyne	Ormond Beach	12/2021	P	E	P	P	P	P						
Mark Stancel	Palm Coast	05/2023						P						
Susan Elliott	Pierson	03/2006	E	E	V	E	A	E						
Paul Martel	Pier-Alternate		E	P	P	E	E	E						
Wayne Josvai	Ponce Inlet	02/2023		P	P	E	E	V						
Bobby Ball	Port Orange	12/2002	P	V	P	P	P	P						
Katheryn Meagher	South Daytona	06/2023						P						
Dave Castagnacci	VC Chair	05/2019	P	E	P	P	E	P						
Elizabeth Lendian	VC At-Large	05/2013	P	P	P	P	A	P						
Patricia Lipovsky	VC D-2	04/2017	V	E	A	A	A	A						
Edie Biro	Votran	02/2016	P	P	P	P	P	P						
Ralf Heseler	VC Transit Division	07/2013												
Faith Alkhatib	FC Traffic Engineer	09/2014	A	A	A	A	A	A						
Sean Castello	VC Traffic Enginee	05/2021	A	A	A	A	A	A						
Rakinya Hinson	FDOT	10/2020	P		P	P	P	P						
QUORUM			Y	Y	Y	Y	Y	Y						
<u>Vacancies</u>		<u>Legend</u>												
Bunnell		Present	P											
Beverly Beach		Virtual	V											
Daytona Beach Shores		Present												
Flagler County School Board		Excused	E											
Volusia County School Board		Absent	A											
Oak Hill														
Volusia County D-5														
Volusia County D-3														
Flagler County Transit														

### TCC ATTENDANCE RECORD 2023

			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
TCC Member	Representing	Appointment Date												
Marcus DePasquale	Bunnell	07/2022	V	V	V	V	V	V						
Andrew Holmes	Daytona Beach	11/2018	P	P	P	E		P						
Brian Woodworth	DB-Alternate	06/2021	V			P	P							
Noel Eaton	DB Shores	09/2022	P	P		P	P	P						
Gwyn Hersein	DB Shores Alternate				P									
Melissa Winsett	DeLand	01/2023	P	P	P	P	P	P						
Belinda Williams Collins	DeLand-Alternate	04/2020												
Joseph Barker	DeBary	11/2020			P			V						
Steve Bapp	DeBary-Alternate	12/2021	P	P		P	P							
Joseph Ruiz	Deltona	04/2023					E	P						
Bonnie Brown	Edge-Alternate	10/2019						A						
Caryn Miller	Flagler Beach	05/2022	P	P	E	E	P	E						
Faith Alkhatib	FC Traffic Engineeri	09/2014	A	A	A	A	A	A						
Adam Mengel	FC TE-Alternate		A	A	A	A	A	A						
Brian Walker	Holly Hill	10/2017	P	P	P	P	E	P						
Lee Evett	Lake Helen	03/2021	A	A	A	A	A	A						
Shane Corbin	New Smyrna Beach	03/2023			P	P	E	P						
Kyle Fegley	NSB-Alternate	03/2022	P	E										
Becky Mendez	Orange City	08/2015	P	E		P	P	E						
Shawn Finley	Ormond Beach	12/2017	P	P	P	P	P	A						
Phong Nguyen	Palm Coast	02/2023			P	P	P	P						
Jose Papa	PC-Alternate	02/2023	E	V										
Mark Karet	Pierson	09/2016	P	P		P	A	P						
Mike Disher	Ponce Inlet	03/2021	P				E							
Patty Rippey	Ponce Inlet - Alternate	Jun-23						V						
Adam Mendenhall	PI-Alternate	04/2022		P	P	P	P							
Tim Burman	Port Orange	10/2013	P	P	P	P	P	P						
Margaret Tomlinson	PO-Alternate	10/2022												
Steve Danskine	South Daytona	10/2022	P	P	P	P	P	P						
Becky Witte	SD-Alternate	08/2022												
Ralf Heseler	VC Transit Division	11/2020	P	P	P	P	E	P						
Edie Biro	Votran-Alternate	11/2020					P							
Sean Castello	VC Traffic Engineeri	05/2021	P	P	A	P	P	P						
Rakinya Hinson	FDOT-Alternate	11/2021	P		P	P	P	P						
<b>QUORUM</b>			<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>						
<u><b>Vacancies</b></u>		<u><b>Legend</b></u>												
Beverly Beach		<b>Present</b>	P											
DB International Airport		<b>Virtually Present</b>	V											
Flagler County Transit		<b>Excused</b>	E											
Flagler County Aviation		<b>Absent</b>	A											
Flagler County Emergency Management														
Flagler County School Board														
Oak Hill														
Volusia County School Board														
Volusia County Emergency Mgmt														



# River to Sea TPO Outreach & Activities

[www.R2CTPO.org](http://www.R2CTPO.org)

May/June 2023

## Federal Certification Review Public Meeting

At least once every four years, the U.S. Department of Transportation (DOT) must certify that a Metropolitan Planning Organization (MPO) serving a Transportation Management Area (TMA) – an urbanized area with a population over 200,000 – is carrying out the metropolitan transportation planning process in adherence with federal requirements. The Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) jointly conduct this review, make a certification determination, and produce a report that may include compliance issues (corrective actions), areas for improvement (recommendations), and/or notable practices (commendations). Public comments are a vital element of the certification review, as they allow citizens to provide direct input on the transportation planning process for their TPO area. A public meeting will be held for the certification of the River to Sea TPO and the public is invited to attend and provide input.

### Public Meeting Details:

**Date:** June 14, 2023

**Time:** 5:00 - 6:00 pm

**Location:** Airline Room, Daytona Beach International Airport  
700 Catalina Dr

Daytona Beach FL 32114 (parking will be validated)  
Can't attend the in-person meeting? Attend virtually via Microsoft Teams. Meeting information is available at [www.R2CTPO.org](http://www.R2CTPO.org)

Written comments may be submitted to:

**TPO Email:** [Staff@r2ctpo.org](mailto:Staff@r2ctpo.org)

**Directly to FHWA:**

Federal Highway Administration  
Attn: Jean Parlow

400 W. Washington Street, Rm. 4200  
Orlando, FL 32801

Email: [jean.parlow@dot.gov](mailto:jean.parlow@dot.gov)

Website:

<https://www.fhwa.dot.gov/fldiv/tma.cfm>

**\*Public comments must be received by close of business on July 14, 2023\***





# River to Sea TPO Outreach & Activities

[www.R2CTPO.org](http://www.R2CTPO.org)

May/June 2023

## Mobility Week Bike Lane Design Contest

As part of Mobility Week 2022, the TPO partnered with FDOT, and McInnis and Wadsworth elementary schools to host a bike lane design art contest. The winners were selected and their designs were then installed on the sidewalks/bike paths near the schools. The winners and their designs are below:



## Ongoing Projects, Studies, & Activities

- Develop Non-motorized Traffic Count Program
- Regional Resiliency Action Plan Implementation
- Execution of Safe Streets and Roads for All (SS4A) Grant
- Adopt 2023 Priority Project Lists
- Adopt Volusia and Flagler County Functional Classification Maps
- Adopt FY 2023/24 to 2027/28 Transportation Improvement Program (TIP)
- Approve FY 2023/24 TPO Budget
- Federal Certification Review
- General Planning Consultants (GPC) Request for Proposal (RFP)
- TPO Reapportionment

## Do you want up-to-date River to Sea TPO news and information?

Subscribe to the TPO's monthly newsletter for more transportation news and information. Simply click the link below, fill out the form and sign up!

[Click Here](#)

## Follow Us!





## Upcoming Events

### June 8

#### DeBary Public Library Helmet Fitting

3:00 pm – 5:00 pm

DeBary Public Library

200 N Charles R Beall Blvd., DeBary

The River to Sea TPO will be giving a presentation on bicycle safety and fitting helmets at this event.

More info: [Click Here](#)

### June 14

#### Federal Certification Public Meeting

5:00 pm – 6:00 pm

Airline Room at the Daytona Beach International Airport

700 Catalina Drive, Daytona Beach

This meeting is to provide citizens with the opportunity to provide direct input on the transportation planning process for the River to Sea TPO.

More info: [Click Here](#)

### June 15

#### Federal Certification Site Visit

8:00 am – 5:00 pm

River to Sea TPO Office

1 Deuce Court, Suite 100, Daytona Beach

The FHWA and FTA will conduct an evaluation of the River to Sea TPO as part of the Transportation Management Certification Review. This certification is required to be conducted every four years.

More info: [Click Here](#)

### June 17

#### Downtown DeLand Car Cruise

3:00 pm – 7:00 pm

142 E Indiana Ave, DeLand

The TPO will be working with FDOT at this event to bring awareness to and help put a stop to distracted driving on Florida's roads.

### June 26

#### Youth Helmet Clinic K-3<sup>rd</sup> Grades

1:00 pm – 4:00 pm

Palm Coast Community Center

305 Palm Coast Parkway NE, Palm Coast

The River to Sea TPO will be giving a bicycle safety presentation and fitting helmets at this event.

More info: [Click Here](#)





## June 30

### Youth Helmet Clinic 4<sup>th</sup> – 5<sup>th</sup> Grades

10:00 am – 12:00 noon

Palm Coast Community Center

305 Palm Coast Parkway NE, Palm Coast

The River to Sea TPO will be giving a bicycle safety presentation and fitting helmets at this event.

More info: [Click Here](#)

## July 26

### Florida Metropolitan Planning Partnership (FMPP) Meeting

8:30 am – 5:00 pm

FDOT Florida's Turnpike Enterprise Headquarters (Auditoriums A&B)

263 Florida's Turnpike, Orlando

This event facilitates collaboration and coordination between the twenty-seven Florida MPOs, FDOT, FHWA, and FTA. FMPP provides attendees with the opportunity to share their successes and advance metropolitan transportation planning in Florida

More info: [Click Here](#)

## July 27

### Deltona Regional Library Helmet Fitting

2:30 pm – 5:00 pm

Deltona Regional Library

2150 Eustace Ave., Deltona

The River to Sea TPO will be giving a presentation on bicycle safety and fitting helmets at this event.

More info: [Click Here](#)

## July 27

### MPO Advisory Council Meeting

9:00 am – 5:00 pm

The Florida Hotel and Conference Center

1500 Sand Lake Road, Orlando

More info: [Click Here](#)

# Volusia County Construction Report – May 2023

## Completed within the last 6 months:

- 1) Williamson Blvd. (LPGA to Strickland Range)
- 2) Tenth St 4-lane widening (Myrtle to US 1)
- 3) Orange Camp Rd. 4-lane widening (MLK Blvd. to I-4)
- 4) Howland Blvd 4-lane widening (Providence Blvd to Elkcam Blvd)

## Under Construction or Advertised for Construction:

- 1) Williamson Blvd. and Strickland Range Rd. Intersection Improvements – Under Construction
- 2) Old New York paved shoulders (Shell to S-44) – Under Construction
- 3) Trail Connection from Marine Discovery Center to River to Sea Loop – Under Construction
- 4) City Island Seawall Repair – Under Construction
- 5) Graves Ave Turn lanes (Veterans Memorial Parkway to Kentucky) – Under Construction
- 6) Blue Lake Extension from Victoria Park to SR-472 – Under Construction
- 7) Old Elections Parking Lot Replacement – Under Construction
- 8) Pioneer Trail and Sugar Mill Intersection Improvements – Bid Advertised
- 9) LPGA Blvd. and Clyde Morris Blvd. Intersection Improvements – Bid Advertised

## Design Projects:

- 1) Spring to Spring Trail - Segment 3C (Trail along Don Smith Blvd) – Design on Hold
- 2) Turnbull Bay Road paved shoulders – ROW Acquisition Ongoing
- 3) Beresford Ave Extension (Blue Lake to MLK) – Design Ongoing
- 4) Beresford Ave Extension (MLK to SR-44) – Planning and Coordination Ongoing
- 5) Spring to Spring Trail (Lake Beresford to Old New York) – Design Ongoing
- 6) Spring to Spring Trail (Old New York to SR-44) – Design Ongoing
- 7) Spring to Spring Trail (SR-44 to Grand Avenue) – Design On Hold
- 8) Amelia Ave (Voorhis to Ohio) – Design Ongoing
- 9) Williamson Blvd. (Strickland Range to Hand Ave) – Design Ongoing
- 10) Study of LPGA Widening from Tymber Creek to I-95 – Study by FDOT underway
- 11) Old Mission Road from W. Park to Josephine – Design Ongoing
- 12) Veterans Memorial Plaza – Design Ongoing
- 13) Taylor Branch Rd. widening (Dunlawton to Clyde Morris) – Feasibility Study Completed
- 14) Pioneer Trail and Tomoka Farms Rd. Roundabout – Design Ongoing / ROW Acquisition Started
- 15) Williamson Blvd. Access Management Improvements (Airport to Taylor) – Design On Hold
- 16) Doyle Rd. Twisted Oak to Lush Lane paved shoulders – Design Ongoing
- 17) Orange Camp Rd. from US-17/92 to MLK – widening study – Study Ongoing
- 18) Veterans Memorial Parkway from Graves to SR-472 feasibility study – Study Ongoing
- 19) Williamson from I-95 to Beville Rd. widening – Negotiating scope of work
- 20) Dunn Ave Extension from LPGA Blvd to I-95 – Negotiating scope of work
- 21) Pioneer Trail and Williams / Colony Park – Study Ongoing
- 22) Dirksen from US-17/92 to I-4 widening study – Traffic Study Ongoing

\*Changes/Updates since last report are underlined.

Note: Dates are subject to change due to normal project development issues.

**FLAGLER COUNTY CONSTRUCTION REPORT**  
**As of May 2023**

<b><u>Construction and Near Construction Phase</u></b>	<b>Status</b>
1 Design of 3.7 miles A1A Shore Protection (FDOT)	Easement acquisition phase
2 Dune Restoration - City of Flagler Beach (ACOE)	Easement acquisition phase
3 Hurricane Dorian-Dune Restoration (FEMA)	Construction complete
4 Dune Restoration-Washington Oaks State Park	Construction complete
5 Dune Restoration-Painters Hill	Construction ongoing
6 Dune restoration - Hammock Dune	Near construction
7 Beach Management Study	Study ongoing
8 Graham Swamp Multi-Use Trail & Pedestrian Bridge from Lehigh Trail to SR 100	Construction ongoing
9 Malacompra Road Resurfacing - from A1A to Roadway end at Atlantic Coast Beach	Construction complete; closeout in progress
10 Marineland Acres Road Improvement	Construction ongoing
11 Old Haw Creek from County Road 304 to SR 11	Design Complete; awaiting funding
12 Water Oak Road from County Road 2006 to Mahogany Blvd.	Construction near completion
13 CR 90 from Hickory St to CR 75 Improvements	Design complete; Procurement Phase ongoing
14 Apache Dr from Osceola Ave to 1st Ave	Construction ongoing
15 Commerce Parkway	Design Update ongoing; Construction procurement ongoing

<b><u>Design Phase</u></b>	<b>Status</b>
1 CR 304 Replacement of 4 Bridges	Design Complete
2 East Daytona North Paving Phase II (Various Roadways)	Design ongoing
3 Hargrove CR 1421 from Otis Stone Hunter CR 1422 to US 1	Design complete
4 Otis Stone from County Road 13 to US 1	Design complete
5 Rehabilitation and Resurfacing of Armand Beach Drive (Various Roadways)	Design complete
6 Rehabilitation and Resurfacing of Seascapes	Design ongoing
7 Rima Ridge Resurfacing (Rodeo, Bareback Trl, Pinto Ln, Relay Rd, Oakridge Rd, Bridle Path Ln, Cone Rd, Shadow Ln, Sunny Rd	Design complete
8 East Daytona North Paving Phase I (Various Roadways)	Design ongoing
9 Bulow Creek headwaters Regional Park	Planning Phase; Awaiting funding
9 Stormwater Master Planning	Study ongoing; MS4 Permit Application NOI submitted