

**Executive Committee
Meeting Minutes
August 3, 2022**

Members Physically Present:

Commissioner Chris Cloudman
Commissioner Victor Ramos
Councilwoman Christine Power
Mayor David Alfin
Council Vice Chair Barbara Girtman, Chairperson

Representing:

DeLand
Deltona
Edgewater
Palm Coast
Volusia County, District 1

Members Absent

Mayor Bill Partington (excused)
Council Member Billie Wheeler (excused)

Representing:

Ormond Beach
Volusia County, District 2

Others Physically Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Jon Cheney

Representing:

TPO Staff
TPO Staff
TPO Staff
Volusia County Traffic Engineering

Others Virtually Present:

Pam Blankenship
Rakinya Hinson
Maryam Ghyabi

Representing:

TPO Staff
FDOT
Ghyabi & Associates

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

The meeting of the River to Sea Transportation Planning Organization (TPO) Executive Committee was called to order at 9:00 a.m. by Chairperson Barbara Girtman. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with five voting members physically present.

II. Public Comment/Participation

There were no public comments.

III. Discussion Items

A. Discussion of TPO Financial Management and Status of Year-End Close-Out

Ms. Nicoulin stated a schedule for the close-out of the prior fiscal year regarding FDOT invoicing was presented at the June Executive Committee meeting; she provided an update on that schedule. All invoices but the last one have been submitted; that invoice is being prepared and will be submitted prior to the August 15, 2022 deadline. Once the prior FY is fully closed out and we start invoicing for FY 2022/23, the TPO will be invoicing monthly within the 90-day timeframe. Staff had a conference call with FDOT yesterday; best practices were identified on what FDOT liked that the TPO has done regarding invoicing and the areas to improve upon. This is to start fresh and work toward compliance with the special conditions we are currently under.

Chairperson Girtman asked what it will take to no longer be under the special conditions and how long it will take.

Ms. Nicoulin replied the TPO needs to demonstrate that the invoices are submitted timely within the 90-day timeframe, that they are complete and there are no comments or requests for more information from FDOT.

She anticipates it taking between six and nine months because we have to demonstrate we can do it correctly over a period of months.

Mayor Alfin asked if this process is run through the accounting firm the TPO uses for process and procedure or if the audit will review the procedure.

Ms. Nicoulin replied yes; that during last year's audit, there were six findings some of which were to establish certain procedures. The TPO has put those in place; this year's audit will begin later this month and those financial controls that were established will be identified.

B. Discussion of Local Member Assessments

(Handout)

Ms. Nicoulin referred to the handout of the TPO's current local assessment of \$.10 per capita; total amount collected each year is just under \$63,000. A discussion was held at the June Executive Committee meeting regarding local assessments and members asked for information regarding what other MPOs in Florida do; staff contacted all 26 MPOs in the state and has received responses from 22 of them. Of those, only four collect a local assessment via a per capita fee; some MPOs receive local funds through other means or are supported by a county. She reviewed the per capita amount the four MPOs collect. She also reviewed local funds expenditures for the last five years and noted that each year except for last fiscal year, more was spent than collected; she explained what the expenditures were that caused the overrun including the Tell the TPO survey, consultant fees, office remodeling and the placement fee for the Account Manager position. She explained that the local assessment fee began in 2000 to help build up the TPO's reserves.

Members discussed the local assessment, the expenses it is used for, and the TPO's reserve fund.

Ms. Nicoulin explained local funds are used for expenses that are not reimbursable with federal funds. She noted the reserve fund is what allowed the TPO to operate last year when it was behind on invoicing. She also explained that some MPOs do not collect a local assessment as well as how other MPOs collect local funds other than through a per capita fee. She noted that every five years the BEBR population estimates are reviewed; the last time was in 2019 so the new census figures will be updated.

Members continued the discussion of increasing the per capita rate and what the increase should be.

MOTION: A motion was made by Mayor Alfin to recommend increasing the local assessment per capita rate to \$.15. The motion was seconded by Councilwoman Power.

Members continued to discuss the per capita rate and noted that it would not go into effect this fiscal year as local member assessment invoices have already been sent and it would not allow municipalities time to adjust their local budgets.

The motion carried unanimously.

C. Discussion of 2022 Dangerous by Design Report

Ms. Nicoulin stated the 2022 Dangerous by Design Report was released a couple of weeks ago; the report is developed on an annual basis and reports bicycle/pedestrian fatalities on major roadways throughout the country and ranks the municipalities. This year, the greater Daytona Beach area ranked at number one for the most dangerous metro areas; last year we were ranked fifth. The question is how do we collectively address this; what policies do we need to set and how do we collaborate with the local governments and/or FDOT to implement projects that change the design of some roads. Although FDOT has a number of projects in the design and PD&E pipeline, construction of those projects is still years out.

Chairperson Girtman asked what tools the TPO has to address this.

Ms. Nicoulin replied that the safety targets adopted in the past have been based on a 2% annual reduction which is what we felt we could achieve; however, that may not be the right message even though we are committed to driving down the statistics. Project applications that come in through the annual Call for Projects include safety criteria that are used in ranking that could be made stronger; we could also add another priority list for safety projects and coordinate directly with FDOT's Safety Office if the project is on a state road.

Chairperson Girtman asked if adopting a Vision Zero safety target would improve our tools or create other resources; it would be a more unified message.

Ms. Nicoulin replied it would provide greater opportunities when we work with our partners. The next item on the agenda is a discussion of a grant opportunity, the Safe Streets and Roads for All (SS4A), which is specific to roadway safety and crash statistics. The TPO is targeting this grant and submitting an Action Plan which in subsequent years local governments could use to apply for project implementation.

Members discussed various strategies to have an efficient and effective impact as well as current projects.

Mr. Cheney noted that FDOT is encouraging all local governments to adopt a Complete Streets policy; it is one of the first things they evaluate on projects. FDOT also on an annual basis ranks all jurisdictions based on their safety emphasis areas and compares the jurisdictions and the counties based on population in a peer level. He noted that in the Dangerous by Design report, Volusia County was not number one in its peer group but was ranked high; however, Daytona Beach is number one in their peer group. It would be a good idea to share this information with all the jurisdictions to show the areas we need to focus on. It would also be helpful when scoring project applications if we know where the jurisdictions are ranked in that matrix and we could assign points based on that as well as encourage locals where their safety emphasis is poor to focus on those improvements.

Chairperson Girtman asked if that information provides staff better guidance.

Ms. Nicoulin replied yes; every fall the applications and criteria are reviewed; if stronger criteria are needed to identify areas of concern, then we can incorporate that into the prioritization process. She noted that FDOT is re-evaluating how they approach resurfacing projects to include safety strategies as part of the resurfacing.

Members continued to discuss the report, strategies to address safety, how to communicate the information to the municipalities and how to educate the public.

D. Discussion of the Safe Streets and Roads for All (SS4A) Grant Application with the US Department of Transportation

Ms. Nicoulin explained the idea for the Safe Streets and Roads for All (SS4A) grant application is to develop an Action Plan or a template for the local governments to use to identify projects, what the causes of the safety issues are and whether they require a design or education fix. TPO staff has been working with both Volusia and Flagler Counties on this application; the local municipalities are also providing the local match. The application is due to be submitted by September 15, 2022; there have been a number of coordination meetings to identify what the Action Plan should focus on and the dollar amount that should be requested.

Mr. Cheney stated that the resolution will go to the Volusia County Council on August 16, 2022 and Flagler County on September 7, 2022. Volusia County will pay 75% of the 20% local match and Flagler County will pay 25%.

E. Presentation and Discussion of Interim Executive Director's Strategic Action Plan

(Handout)

Ms. Nicoulin reviewed the Strategic Action Plan and commented that this is an opportunity to take the TPO to the next level, identify areas for improvement and have a path forward to become the premier TPO in the state

for best practices. She reviewed what happened over the last year and noted that we are caught up from where we were behind. There are four areas of focus for the TPO's path forward; develop a guiding framework, evaluate policies and practices, engage participation and invest in relationships. She reviewed each of these focus areas in detail.

Members discussed the focus areas presented and agreed it is a good road map for moving forward. They discussed how to engage developers, local governments and the public's participation with the TPO.

IV. Business Items

A. Review and Approval of June 1, 2022 Executive Committee Minutes

MOTION: *A motion was made by Commissioner Cloudman to approve the June 1, 2022 Executive Committee minutes. The motion was seconded by Commissioner Ramos and carried unanimously.*

B. Review and Recommend Approval of Expenditure for the Anastasia Drive Shared Use Path Feasibility Study (\$30,901.84)

Ms. Nicoulin stated there are three expenditure requests for feasibility studies and explained that after the List of Priority Projects (LOPP) is adopted, the feasibility study lists are reviewed and scopes are developed with the consultants.

Mr. Harris explained the Anastasia Drive Feasibility Study is a South Daytona shared-use connector path proposed from Ridge Boulevard to Big Tree Road most likely on the left-hand side of the road. It will connect to other local trails the city has. This is the number one project on the Bicycle/Pedestrian Tier C priority list.

MOTION: *A motion was made by Commissioner Cloudman to recommend approval of an expenditure for the Anastasia Drive Shared Use Path Feasibility Study (\$31,901.84). The motion was seconded by Councilwoman Power and carried unanimously.*

C. Review and Recommend Approval of Expenditure for the DeLand West Greenway Feasibility Study (\$34,481.21)

MOTION: *A motion was made by Commissioner Cloudman to recommend approval of an expenditure for the DeLand West Greenway Feasibility Study (\$34,481.21). The motion was seconded by Mayor Alfin and carried unanimously.*

D. Review and Recommend Approval of Expenditure for the Jackson Street Sidewalk Feasibility Study (\$41,665.66)

Mr. Harris explained this project is in Port Orange and will run from Canal View Boulevard north to Madeline Avenue.

MOTION: *A motion was made by Commissioner Ramos to recommend approval of an expenditure for the Jackson Street Sidewalk Feasibility Study (\$41,665.66). The motion was seconded by Councilwoman Power and carried unanimously.*

E. Review and Approval of August 24, 2022 TPO Board Agenda

Ms. Nicoulin reviewed the draft August 24, 2022 TPO Board agenda; TDLCB appointments will be added to the Consent Agenda as they are required by state statute to be appointed by the TPO Board. She reviewed the Action Items including the roll-forward TIP amendment. She reviewed the Presentation and Discussion Items and noted that a presentation of local member assessments will be added.

MOTION: *A motion was made by Mayor Alfin to approve the draft August 24, 2022 TPO Board agenda as amended adding TDLCB appointments to the Consent Agenda and a presentation on local member assessments. The motion was seconded by Councilwoman Power and carried unanimously.*

V. Staff Comments

Ms. Nicoulin stated she and Chairperson Girtman met with FDOT D-5 Secretary Tyler and other FDOT staff to discuss our leadership and priorities as we move into the new fiscal year; they reviewed the TPO's priority list and discussed concerns regarding the Dangerous by Design Report and how to collaborate with FDOT's Safety Office. Chairperson Girtman brought up having a good understanding of what is happening in our planning area and what everyone's priorities are in Volusia County and Flagler County.

Mayor Alfin stated that a Strategic Action Plan initiative will be a doubling of the geographic footprint of Palm Coast; they currently sit on approximately 40,000 acres with 27,000 unimproved acres on the west side of the FEC railroad tracks currently within the city limits. Another 10,000 acres would naturally annex in because it is between the city limits and the existing city. This comes at a good time for Palm Coast and Flagler County to update everyone with an initiative of this magnitude.

Chairperson Girtman stated the TPO has been working over the last year to improve relationships; even with the transition of FDOT Secretaries and TPO staffing changes and challenges that have confronted us, it is good those seeds were planted early so when challenges arise we are able to communicate and move forward. We all need to be engaged and advocate for our individual needs but in a regional way because there is not enough for everyone to get what they want and use the best use of our resources.

VII. Executive Committee Member Comments

Commissioner Cloudman stated he attended the MPOAC meeting last week in Gainesville at the State Materials Lab where they were given a tour; the amount of technical work that goes into every state project is tremendous down to the molecular composition of things and high-tech vehicles that have sensors and cameras that map every single crack in highway lanes. The content of the meeting was held as a retreat to discuss ideas as a new Executive Director has taken over; they discussed the direction to go as a statewide board to identify strategies moving forward.

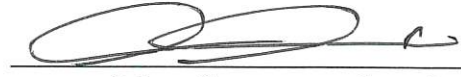
Chairperson Girtman commented she visited the Volusia County Traffic Room with Mr. Cheney a few years and found it interesting. She asked if Mr. Jay Williams would be taking over for Mr. Cheney when he retires at the end of the year.

Mr. Cheney replied yes; he invited members to visit the traffic room where they can view the new roundabout. He will be leaving county service at the end of December. He referred to the Dangerous by Design Report and stated he will ask his staff to bring up the TIA Guidelines at the TCC meeting; all the developers over a certain size have to do a traffic impact analysis and the question has come up that if we are changing the culture to be more safety-oriented, that is low-hanging fruit for the developers. Traffic is always an issue with new development; he knows there is an assessment of multi-modal aspects of a development and as part of that he is asking developers if they are within two miles of a school or a local park how bicyclists and pedestrians are getting from their new development to those assets. He asked if safety should be looked at as part of the TIA Guidelines as it is not only an increase in traffic but is also dangerous.

Ms. Nicoulin replied they will be discussing the Dangerous by Design Report at the TCC; it is in the new Unified Planning Work Program to update the TIA Guidelines this year. We can look at incorporating some of the requirements that local governments review as well as safety components.

VIII. Adjournment

The Executive Committee meeting adjourned at 10:46 a.m.



DELAND COMMISSIONER CHRIS CLOUDMAN
VICE 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 the minutes of the August 3, 2022 regular meeting of the Executive Committee approved and duly signed this 7th day of September 2022.



Debbie Stewart, Recording Secretary, River to Sea TPO

***** A recording of the August 3, 2022 Executive Committee meeting is available upon request.***

ASSESSMENTS 2023
FY 2022/2023

City/County Name	Amount
Beverly Beach	\$ 36.00
Bunnell	\$ 260.00
Daytona Beach	\$ 6,627.00
Daytona Beach Shores	\$ 429.00
DeBary	\$ 2,077.00
DeLand	\$ 3,411.00
Deltona	\$ 9,101.00
Edgewater	\$ 2,332.00
Flagler Beach	\$ 473.00
Flagler County	\$ 584.00
Holly Hill	\$ 1,196.00
Lake Helen	\$ 275.00
New Smyrna Beach	\$ 2,641.00
Oak Hill	\$ 200.00
Orange City	\$ 1,172.00
Ormond Beach	\$ 4,114.00
Palm Coast	\$ 8,458.00
Pierson	\$ 176.00
Ponce Inlet	\$ 311.00
Port Orange	\$ 6,101.00
South Daytona	\$ 1,270.00
Volusia County	\$ 11,668.00
TOTAL	\$ 62,912.00

River to Sea TPO Local Assessment Discussion

Executive Committee Meeting

August 3, 2022

Comparison of Florida TPOs:

Organization	Assessment
Lee County MPO	\$0.11 per capita
Metro Plan Orlando	\$0.50 per capita; local agencies on the Board pay a flat \$25,000 fee; the Municipal Advisory Committee pays a flat \$25,000 split by their population between 15 members
North Florida TPO	\$0.25 per capita for County Partners; 6.25% of County Annual Assessment is charged to Authority Partners
Palm Beach TPA	\$0.10 per capita for municipalities that have a seat on the Board
River to Sea TPO	\$0.10 per capita

River to Sea TPO Local Fund Expenditures:

Fiscal Year	TPO Local Expenditures	Comment
FY 2017/18	\$71,702.23	Tell the TPO Survey
FY 2018/19	\$72,969.80	Office Remodel/Planning Retreat
FY 2019/20	\$107,784.63	Tell the TPO Survey, Accounting Firm Placement Fee, Office Repairs/Remodel
FY 2020/21	\$80,208.13	Special Studies – Consultant Fee
FY 2021/22	\$43,171.36	Accounting Firm Conversion Fee

RIVER TO SEA TPO – OUR PATH FORWARD



DEVELOP GUIDING FRAMEWORK

Develop an inspirational vision and mission for the TPO while providing focus and direction to the Organization.

- Develop TPO Strategic Plan to Set Organizational Mission, Vision and Goals
- Update TPO Personnel Study and Salary Classification
- Compile TPO Administrative Policies and Procedures Reference Manual
- Update TPO Website and create TPO Branding Package



EVALUATE POLICIES AND PRACTICES

Conduct a comprehensive review of existing governing policies and operational practices to remove barriers and provide flexibility.

- Review Current TPO Policies to maximize opportunities
- Evaluate Staffing Resources vs Consultants
- Consider Policies and Best Practices of other M/TPOs



ENGAGE PARTICIPATION

Active participation in the TPO processes provides for a stronger organization.

- Strengthen Board and Committee Effectiveness
- Collaborate with Partners
- Creating Meaningful Public Involvement Opportunities
- Engage Community Stakeholders



INVEST IN RELATIONSHIPS

A relationship is an investment that will build as we continue to devote time.

- Continue Collaboration with Agency Partnerships
- Develop Relationships with Municipal Leaders
- Expand Network of Community Presentations
- Provide Opportunities for Staff Growth and Professional Development