



# MEETING AGENDA

Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE COMMITTEE** will be meeting on:

**DATE:** Wednesday, August 3, 2022  
**TIME:** 9:00 a.m.  
**PLACE:** River to Sea TPO Conference Room  
 2570 W. International Speedway Blvd., Suite 100  
 Daytona Beach, Florida 32114

**NOTE:**  
 Microsoft Teams Meeting has been established for remote participation.

Masks are requested to be worn by those physically present according to CDC guidelines

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**Executive Committee Meeting  
 Wednesday, August 3, 2022 9:00 a.m. EDT**

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 538905657# United States, West Palm Beach

Phone Conference ID: 538 905 657#

[Find a local number](#) | [Reset PIN](#)

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**Volusia County Council Vice Chair Barbara Girtman, Chairperson Presiding**

**AGENDA**

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. DISCUSSION AND PRESENTATION ITEMS
  - A. Discussion of TPO Financial Management and Status of Prior Year Close-Out
  - B. Discussion of Local Member Assessments

**III. DISCUSSION AND PRESENTATION ITEMS (Continued)**

**C. Discussion of 2022 Dangerous by Design Report**

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

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

**IV. BUSINESS ITEMS**

**A. Review and Approval of June 1, 2022 Executive Committee Minutes (Enclosure, pages 3-6)**

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

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

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

**E. Review and Approval of August 24, 2022 TPO Board Agenda (Enclosure, pages 7-9)**

**V. STAFF COMMENTS**

**VI. EXECUTIVE COMMITTEE MEMBER COMMENTS**

**VII. ADJOURNMENT**

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Note: 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.

Note: 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, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

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). Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at [PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event

**Executive Committee  
Meeting Minutes  
June 1, 2022**

**Members Physically Present:**

Commissioner Chris Cloudman  
Commissioner Victor Ramos  
Councilwoman Christine Power  
Mayor Bill Partington  
Council Member Billie Wheeler, Chairperson  
Council Vice Chair Barbara Girtman

**Members Absent**

Commissioner Jason McGuirk

**Others Physically Present:**

Debbie Stewart, Recording Secretary  
Colleen Nicoulin  
Stephan Harris  
Rakinya Hinson  
Kellie Smith  
Maryam Ghyabi  
Jon Cheney

**Others Virtually Present:**

Pam Blankenship  
Anna Taylor  
Jay Williams

**Representing:**

DeLand  
Deltona  
Edgewater  
Ormond Beach  
Volusia County, District 2  
Volusia County, District 1

**Representing:**

New Smyrna Beach

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
FDOT  
FDOT  
Ghyabi & Associates  
Volusia County Traffic Engineering

**Representing:**

TPO Staff  
FDOT  
Volusia County

**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 Billie Wheeler. 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 six 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 introduced Ms. Mariel Lemke, the TPO's new Accounting Manager; she has worked with the TPO on a temporary basis since the end of September. She helped with the audit, caught up on invoicing, and helped to develop the budget.

(Handout)

Ms. Nicoulin stated the UPWP end-of-year close-out requires that all invoicing through the end of the fiscal year must be submitted by August 15, 2022 in order for FDOT to do their close-out which is September 30, 2022. She reviewed the schedule for the invoicing activity for the calendar year; the grants, what is being drawn down and when they expire. She reviewed the timeline of the invoices submitted and paid since January and the schedule going forward to meet that August 15, 2022 deadline. Based on this schedule, invoices will be submitted

through the end of July which will allow a two-week cushion to address any issues that may come about. There was discussion at the TPO Board meeting last week regarding the invoicing and the UPWP close-out. TPO staff has developed this schedule to meet the close-out deadlines.

Chairperson Wheeler thanked Ms. Nicoulin for the update and the provided calendar timeline schedule; having a visual aid makes understanding it easier.

Council Vice Chair Girtman agreed and asked if this schedule was discussed with FDOT and if it meets their expectations.

Ms. Nicoulin replied yes and this schedule was submitted yesterday; no feedback has been received yet.

## **B. Discussion of Current TPO Policies and Procedures**

Chairperson Wheeler commented that a few changes were made this past year but discussion is needed on how to move forward; she referred to the member assessment policy of \$.10 per capita and asked for discussion.

Ms. Nicoulin stated that assessment was originally put in place in August 2000 and has not been changed; it is to cover potential shortfalls and costs that cannot be invoiced against federal grants.

Council Vice Chair Girtman asked how that compares to other MPOs.

Ms. Nicoulin replied the TPO has started invoicing for the next fiscal year with the local governments; a funding agreement is sent with the invoice. The current annual funding agreements for each city and county expire June 30, 2022. The next fiscal year will be for \$.10 per capita. There is the opportunity to contact other MPOs to see if they charge a local assessment and if so, how they establish fees. That information can be brought back in the fall for discussion and decisions can be made prior to sending the assessments out for the following fiscal year.

Members discussed the assessments and what the appropriate steps should be to increase them and to provide the local governments the best value. It was noted that the population has increased which would affect the assessment rate for each city and county.

Ms. Nicoulin stated she will bring information back in August after researching other MPOs policies versus ours.

She stated the policy regarding SU funding allocations will be evaluated once the Transportation Improvement Program (TIP) is adopted and the roll-forward amendment is completed in August.

The other policy to discuss is on establishing safety targets; the last five years the targets have been based on a 2% reduction annual reduction for each safety measure. She asked if that is still the direction we want to go or if we want to develop a Vision Zero target. She noted that the Space Coast TPO has been successful in developing their Vision Zero plan; they have had eight municipalities within their TPO that have also adopted that plan. It is a plan that identifies strategies to be used by member local governments and the TPO to reduce fatalities on the roadways. When the River to Sea TPO put the policy in place with a 2% annual reduction, we were looking at what change we could affect, not holistically working with local governments. The safety targets are due in February each year and staff begins the development of them in December; if we want to do something different, we need to start researching now.

Council Vice Chair Girtman asked what the practical difference is between the 2% annual reduction and Vision Zero.

She explained that it would be adopting a FDOT's target of zero; we currently have an adopted target of a 2% reduction.

Members discussed the safety targets and the difference between a 2% reduction and Vision Zero. They discussed the crash statistics and how to build a regional campaign to help shift the public's mindset.

Council Vice Chair Girtman referred to the local match requirement and asked if there are any determinations on a local level that the TPO could have an impact on; she asked if the match is a challenge for the smaller cities.

Ms. Nicoulin replied the TPO imposes a 10% match for projects funded with SU funds; it is sometimes a challenge for the smaller cities as well as with project management. The local governments must be Local Agency Program (LAP) certified; there are many requirements for local cities to get LAP certified and unless they have those resources on staff, that also presents a barrier for them to access those funds. The county has partnered with the smaller cities to assist with getting their projects funded; however, the smaller cities have to reimburse the county for that assistance.

Members discussed the local match requirements, the impact on the local municipalities and how to fairly leverage funds. They directed staff to survey the local governments as to what the barriers are that are preventing them from accessing the TPO's program and what their needs are.

Ms. Nicoulin noted that a fund swap of SU dollars with state dollars for them to manage certain projects has previously been discussed with FDOT; there may be an opportunity to translate that over to the county.

#### **IV. Business Items**

##### **A. Review and Approval of May 4, 2022 Executive Committee Minutes**

***MOTION:*** *A motion was made by Mayor Partington to approve the May 4, 2022 Executive Committee minutes. The motion was seconded by Councilwoman Power and carried unanimously.*

##### **B. Review and Approval of May 5, 2022 Budget Subcommittee Minutes**

***MOTION:*** *A motion was made by Commissioner Cloudman to approve the May 5, 2022 Budget Subcommittee minutes. The motion was seconded by Commissioner Ramos and carried unanimously.*

##### **C. Review and Approval of June 22, 2022 TPO Board Agenda**

Ms. Nicoulin reviewed the draft June 22, 2022 TPO Board agenda including the Consent Agenda and the cancellation of the July Executive Committee and TPO Board meetings. She reviewed the Action Items including the adoption of the TIP and List of Priority Projects. She reviewed the Presentation Items including presentations from FDOT on updates to various PD&E studies at I-95 and US 1 and LPGA Boulevard. She will provide additional information regarding upcoming funding opportunities that are coming out from the Bipartisan Partisan Infrastructure law.

Mr. Cheney stated the most recent notices advertised by FDOT included the TPO being eligible for developing a safety plan; this might be an opportunity to apply.

Ms. Nicoulin replied staff has begun to look into that; there is a 20% match requirement and the TPO cannot match these grants with federal dollars. The TPO does have a Community Safety Action Plan (CSAP) that identifies some strategies regarding education. Development of a Bicycle/Pedestrian Safety Action Plan is included in the new Unified Planning Work Program (UPWP) for the upcoming fiscal year; Mr. Harris has been researching this particular grant to see how applicable it is to that project. She noted that if the TPO were to adopt a Vision Zero plan that would have to be amended into the new UPWP.

Councilwoman Power asked what a safety plan is.

Mr. Cheney explained it is similar to what the Space Coast TPO did; they have a safety plan which mirrors FDOT's safety plan. If the TPO moves from a 2% annual reduction to Vision Zero, the county may be able to use some of their funds.

**MOTION:** *A motion was made by Council Vice Chair Girtman to approve the draft June 22, 2022 TPO Board agenda. The motion was seconded by Councilwoman Power and carried unanimously.*

**V. Staff Comments**

There were no further staff comments.

**VII. Executive Committee Member Comments**

There were no Executive Committee member comments.

**VIII. Adjournment**

The Executive Committee meeting adjourned at 9:45 a.m.

**River to Sea Transportation Planning Organization**

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**VOLUSIA COUNTY COUNCIL VICE CHAIR BARBARA GIRTMAN  
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 June 1, 2022 regular meeting of the Executive Committee approved and duly signed this 3<sup>rd</sup> day of August 2022.

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**Debbie Stewart, Recording Secretary, River to Sea TPO**

**\*\* A recording of the June 1, 2022 Executive Committee meeting is available upon request.**



**DRAFT**

# MEETING AGENDA

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

**DATE:** WEDNESDAY, AUGUST 24, 2022  
**TIME:** 9:00 A.M.  
**PLACE:** RIVER TO SEA TPO CONFERENCE ROOM  
2570 W. International Speedway Blvd., Suite 100  
Daytona Beach, FL 32114

**NOTE:**  
Microsoft Teams meeting has been established for remote participation.

Masks are requested to be worn by those physically present according to CDC guidelines

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**River to Sea TPO Board Meeting  
August 24, 2022 at 9:00 a.m. EDT**

[Click here to join the meeting](#)

Or join by entering a meeting ID  
Meeting ID: 222 123 859 917

+1 561-484-5911 808865138# United States, West Palm Beach

Phone Conference ID: 808 865 138#

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**Volusia County Council Vice Chair Barbara Girtman, 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. JUNE 22, 2022 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages*
  - B. TREASURER’S REPORTS** *(Contact: Colleen Nicoulin) (Enclosure, pages )*

**IV. CONSENT AGENDA (Continued)**

- C. EXECUTIVE COMMITTEE REPORT** – Report by Volusia County Council Vice Chair Barbara Girtman, Executive Committee Chairperson (Enclosure, pages )
- D. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** - Report by Volusia County Council Vice Chair Barbara Girtman, TDLCB Chairperson (Enclosure, pages)
- E. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- Report by Dr. Jason Aufdenberg, BPAC Chairperson (Enclosure, pages )
- F. CITIZENS ADVISORY COMMITTEE REPORT** -- Report by Ms. Kerry Karl, CAC Chairperson (Enclosure, pages )
- G. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Mr. Brian Walker, TCC Chairperson (Enclosure, pages )
- H. RIVER TO SEA TPO BOARD REPORT** -- Report by Volusia County Council Vice Chair Barbara Girtman, TPO Board Chairperson (Enclosure, pages )
- I. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by Volusia County Council Vice Chair Barbara Girtman, TPO Board Chairperson (Enclosure, pages)
- J. REVIEW AND APPROVAL OF EXPENDITURE FOR THE ANASTASIA DRIVE SHARED USE PATH FEASIBILITY STUDY (\$30,901.84)**
- K. REVIEW AND APPROVAL OF EXPENDITURE FOR THE DELAND WEST GREENWAY FEASIBILITY STUDY (\$35,481.21)**
- L. REVIEW AND APPROVAL OF EXPENDITURE FOR THE JACKSON STREET SIDEWALK FEASIBILITY STUDY (\$41,665.66)**

**V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF RESOLUTION 2022-17 AMENDING THE FY 2022/23 TO 2026/27 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED)** (Contact: Colleen Nicoulin) (Enclosure, pages )
- B. REVIEW AND APPROVAL OF RESOLUTION 2022-18 AUTHORIZING THE FILING AND EXECUTION OF A SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT APPLICATION WITH THE US DEPARTMENT OF TRANSPORTATION** (Contact: Stephan Harris) (Enclosure, pages )

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

- A. PRESENTATION AND DISCUSSION OF THE FINAL CONGESTION MANAGEMENT PROCESS (CMP) REPORT** (Contact: Colleen Nicoulin) (Enclosure, pages)
- B. PRESENTATION AND DISCUSSION OF THE MASON AVENUE (SR 430) CORRIDOR PLANNING STUDY** (Contact: Stephan Harris) (Enclosure, pages )
- C. PRESENTATION AND DISCUSSION OF AMENDMENT TO THE CONNECT 2045 LONG RANGE TRANSPORTATION PLAN (LRTP)** (Contact: Colleen Nicoulin) (Enclosure, pages)
- D. PRESENTATION AND DISCUSSION OF INTERIM EXECUTIVE DIRECTOR'S STRATEGIC ACTION PLAN** (Contact: Colleen Nicoulin) (Enclosure, pages)
- E. FDOT REPORT** (Contact: Anna Taylor, FDOT District 5) (Enclosure, pages )

**VII. INTERIM EXECUTIVE DIRECTOR'S REPORT (page )**



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

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

**X. INFORMATION ITEMS** *(Enclosure, pages )*

- Bicycle/ Advisory Committee Attendance Record – 2022
- Citizens Advisory Committee Attendance Record – 2022
- Technical Coordinating Committee Attendance Record– 2022
- July/August 2022 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports

**XI. ADJOURNMENT** *(Enclosure, page )*

**\*The next River to Sea TPO Board meeting will be September 28, 2022\***

**September 2022 Meeting Dates**

Executive Committee, September 7, 2022 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, September 14, 2022 @ 2:00 p.m.

Citizens Advisory Committee, September 20, 2022 @ 1:15 p.m.

Technical Coordinating Committee, September 20, 2022 @ 3:00 p.m.

River to Sea TPO Board, September 28, 2022 @ 9:00 a.m.

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