



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

DATE: **Tuesday, August 13, 2019**
TIME: **11:30 a.m.**
PLACE: **River to Sea TPO Executive Conference Room**
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

Daytona Beach Commissioner Rob Gilliland, Chairperson Presiding

AGENDA

- I. CALL TO ORDER**
- II. PUBLIC COMMENT/PARTICIPATION**
- III. DISCUSSION ITEMS**
 - A. Update on FDOT D-5 Proposed Local Agency Program (LAP) Policy**
 FDOT District 5 staff members are currently reviewing input provided on the proposed Local Agency Program (LAP) Policy. TPO staff will review next steps as planned by FDOT.
 - B. Discussion of Executive Director’s Timesheets and Expense/Travel Reimbursement**
 Recent MPO audits throughout the state from the Office of the Inspector General (OIG) identified the need to establish a policy for the review of time sheets and expense and/or travel reimbursement to improve overall internal controls. Staff will discuss possible recommendations for establishing this policy. *(Enclosure)*
 - C. Discussion of the Transportation Regional Incentive Program (TRIP) Priorities**
 TRIP funding was discussed recently at a Central Florida MPO Alliance (CFMPOA) meeting as well as a Policy and Technical meeting of the MPO Advisory Council (MPOAC). TPO staff will update the R2CTPO Executive Committee and share background information regarding the TRIP program and current programming of funds. *(Enclosure)*
 - D. Discussion of 2040 Long Range Transportation Plan (LRTP) Amendment**
 Recent programming of right-of way funding for a SR 40 widening project along with the advancement of funding for SunRail phase 2 north require an amendment to the 2040 Long Range Transportation Plan. Public outreach for the R2CTPO requires at least a 30 day notice for amending the LRTP. TPO staff will discuss the proposed amendment.

IV. BUSINESS

- E. Review and Approval of Expenditure for the Reed Canal Road Sidewalk Feasibility Study (South Daytona) (\$18,965)**
- F. Review and Approval of Expenditure for the Saul Street Bridge Feasibility Study (South Daytona) (\$22,324.75)**
- G. Review and Recommend Approval of Expenditure for the Rymfire Elementary School Pedestrian Accommodation Feasibility Study (Palm Coast) (\$36,390)**
- H. Review and Recommend Approval of Expenditure for the Washington Avenue Railroad Crossing Feasibility Study (Pierson)**
- I. Review and Approval of the Draft August 28, 2019 River to Sea TPO Board Agenda**

V. STAFF COMMENTS

VI. EXECUTIVE COMMITTEE MEMBER COMMENTS

VII. ADJOURNMENT

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 or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or 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 at least five (5) business days prior to the event

Technical Memorandum 19-05-REV

Office of Policy Planning



FROM: Office of Policy Planning

DATE: August 2, 2019

SUBJECT: Review of MPO Executive Directors' timesheets and expenses

The purpose of this Technical Memorandum is to explain why the MPO Executive Director's timesheets and expense reimbursement invoices need to be reviewed by someone other than the Director's direct subordinate.

In accordance with 2 CFR 200.331(d)(2), the Department has a responsibility to monitor MPOs' compliance with federal regulations and ensure the adequate or effective control over and accountability for the expenditure of federal funds. In accordance with 2 CFR 200.430 Compensation—personal services, paragraph (i) Standards for Documentation of Personnel Expenses:

- (1) Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:
 - (i) Be supported by a system of internal control¹ which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
 - (ii) Be incorporated into the official records of the non-federal entity.

FDOT's Office of Inspector General (OIG) conducted audits of two MPOs in 2018 and observed the policy of requiring a direct subordinate to approve the Executive Director's timesheets. This method represents a potential conflict of interest and a risk of insufficient control.

¹ Additionally, 2 CFR 200.303 states: The non-federal entity must... establish and maintain effective internal control over the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, are based on the COSO Framework. Section 10.3 – Design of Appropriate Types of Control Activities of the Standards states:

Segregation of Duties. Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets so that no one individual controls all key aspects of a transaction or event.

To implement a more meaningful and adequate control, each MPO must establish a procedure for the periodic retroactive review of the MPO Executive Director's timesheets and expense reimbursements (including travel). **At a minimum, the Board Chair or Treasurer, if not the MPO Board or MPO Executive Committee, must conduct these reviews on at least a quarterly basis to ensure the proper oversight of these expenditures.** This review can be done at regularly scheduled Board or Executive Committee meetings without causing excessive administrative burden. However, those MPOs who wish to incur the added administrative burden of having a Board member review and approve timesheets or travel reimbursements in advance of payment (in lieu of retroactive review) will not be prohibited from doing so.

TRANSPORTATION REGIONAL INCENTIVE PROGRAM

What is it?

The Transportation Regional Incentive Program (TRIP) was created as part of major Growth Management legislation enacted during the 2005 Legislative Session (SB 360). The purpose of the program is to encourage regional planning by providing state matching funds for improvements to regionally significant transportation facilities identified and prioritized by regional partners.

Who is eligible to participate in the program?

Eligible partners are shown in the chart on the right. These partners must form a regional transportation area, pursuant to an interlocal agreement, and develop a regional transportation plan that identifies and prioritizes regionally significant facilities.

You mentioned an interlocal agreement. What does the interlocal agreement have to include?

To qualify for TRIP funding, partners must sign an interlocal agreement that:

- includes development of the regional transportation plan
- delineates the boundaries of the regional transportation area
- provides the duration of the agreement and how it may be changed
- describes the planning process, and defines a dispute resolution process

Is there a local match required?

Yes. TRIP funds are to be used to match local or regional funds up to 50% of the total project costs for public transportation projects. In-kind matches such as right of way donations and private funds made available to the regional partners are also allowed. Federal funds attributable to urbanized areas over 200,000 in population may also be used for the local/regional match.

Eligible Partners

- Two or more contiguous MPOs
- One or more MPOs and one or more contiguous counties that are not members of a MPO
- A multi-county regional transportation authority created by or pursuant to law
- Two or more contiguous counties that are not members of a MPO
- MPOs comprised of three or more counties

Is this a grant program like CIGP?

No. TRIP is not a grant program like the County Incentive Grant Program (CIGP). It is a matching program designed to leverage investments in regionally-significant road and public transportation projects. Regional partners submit a prioritized list of projects, identified in a regional transportation plan, to the Florida Department of Transportation (FDOT) District (see map on reverse). The FDOT District then selects projects for inclusion in the 5-year work program. Please note the Department may not program a project using TRIP funds unless the project meets the requirements of Section 339.2819, F.S.

What is the source of TRIP funding?

TRIP is funded as specified in 201.15 F.S. and the State Transportation Trust Fund.

How much money will my area get?

TRIP funds are distributed to the FDOT Districts based on a statutory formula of equal parts population and fuel tax collections. See the reverse side for a list of FDOT District TRIP contacts.

Are there any eligibility criteria for TRIP projects?

Yes. Projects to be funded through TRIP must, at a minimum:

- Serve national, statewide or regional functions and function as part of an integrated transportation system,
- Be identified in the capital improvements element of the appropriate local government comprehensive plan that is in compliance with Part II, Chapter 163, F.S.,
- Be included in the MPO LRTP, the STIP, TIP and consistent with the local government comprehensive plan,
- Be consistent with the Strategic Intermodal System (SIS) developed under Section 339.64, F.S.,
- Be in compliance with local corridor management policies adopted in the applicable local government comprehensive plan, and
- Have commitment of local, regional or private matching funds.

Projects funded under TRIP will be included in the Department's adopted work program developed pursuant to Section 339.135, F.S.

For more information about the TRIP program, please contact your FDOT District representative or visit our website at the address below.

District 1 - Lisa Brinson
(863) 519-2836

District 2 - Kimberly Evans
(386) 961-7402

District 3 - Maria Showalter
(850) 330-1550

District 4 - Sabrina Aubery
(954) 777-4585

District 5 - Lisa Buscher
(386) 943-5452

District 6 - Xiomara Nunez
(305) 470-5404

District 7 - Lee Royal

(813) 975-6427

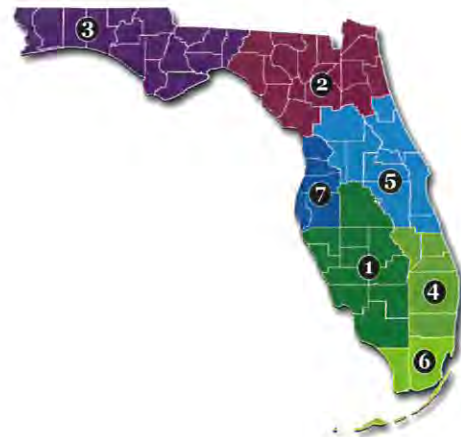
Central - Lorraine Moyle

Office (850) 414-4383

Does the Department give priority to certain types of projects?

Yes. As provided by law, the Department will give priority to projects that do the following:

- Provide connectivity to the Strategic Intermodal System,
- Support economic development and goods movement in rural areas of critical economic concern,
- Are subject to local ordinances that establish corridor management techniques,
- Improve connectivity between military installations and the Strategic Highway Network or the Strategic Rail Corridor Network and
- The extent to which local matching funds are available to be committed to the project.



<https://www.fdot.gov/programmanagement/LP/TRIP/Default.shtm>



MEETING AGENDA

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

DATE: WEDNESDAY, AUGUST 28, 2019
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, FL 32114

Daytona Beach Commissioner Rob Gilliland, Chairperson Presiding

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF QUORUM**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairman)*
- IV. CONSENT AGENDA**
 - A. JUNE 26, 2019 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORT** *(Contact: Julie Adamson) (Enclosure, pages)*
 - C. EXECUTIVE COMMITTEE REPORT** -- *Report by Daytona Beach Commissioner Rob Gilliland, Executive Committee Chairperson (Enclosure, pages)*
 - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Paul Eik, BPAC Chair (Enclosure, pages)*
 - E. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** *Report provided by Council Member Heather Post, TDLCB Chairperson (Enclosure, pages)*
 - F. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD MEMBERSHIP CHANGES** *(Contact: Stephan Harris) (Enclosure, pages)*
 - G. CITIZENS ADVISORY COMMITTEE REPORT**--*Report by Ms. Nora Jane Gillespie, CAC Chair) (Enclosure, pages)*
 - H. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Jose Papa, TCC Chair (Enclosure, pages)*
 - I. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- *Report by Daytona Beach Commissioner Rob Gilliland, TPO Board Chairperson (Enclosure, pages)*

IV. CONSENT AGENDA *(Continued)*

- J. METROPOLITAN PLANNING ORGANIZATION ADVISORY COUNCIL (MPOAC) REPORT**
(Contact: Lois Bollenback) (Enclosure, pages)
- K. REVIEW AND APPROVAL OF EXPENDITURE FOR THE WASHINGTON AVENUE RAILROAD CROSSING FEASIBILITY STUDY (PIERSON) (\$27,015.81)**
- L. REVIEW AND APPROVAL OF EXPENDITURE FOR THE RYMFIRE ELEMENTARY SCHOOL PEDESTRIAN ACCOMMODATION FEASIBILITY STUDY (PALM COAST) (\$36,390)**

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2019-## AMENDING THE FY 2019/20 TO 2023/24 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** *(Contact: Lois Bollenback) (Enclosure, pages)*

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF THE VOYAGE AUTO DEMONSTRATION PROJECT IN THE VILLAGES** *(Contact: Lois Bollenback) (Enclosure, pages)*
- B. PRESENTATION AND DISCUSSION OF THE DRAFT COMPLETE STREETS POLICY AND IMPLEMENTATION PLAN** *(Contact: Stephan Harris) (Enclosure, pages)*
- C. PRESENTATION AND DISCUSSION OF THE FDOT DISTRICT SECRETARIES VISION AND FOCUS** *(Contact: Lois Bollenback) (Enclosure, pages)*
- D. PRESENTATION AND DISCUSSION OF THE DEVELOPMENT OF 2045 LONG RANGE TRANSPORTATION PLAN (LRTP)** *(Contact: Lois Bollenback) (Enclosure, pages)*
- E. PRESENTATION AND DISCUSSION OF AMENDMENT TO THE 2040 LONG RANGE TRANSPORTATION PLAN (LRTP)** *(Contact: Lois Bollenback) (Enclosure, pages)*
- F. PRESENTATION AND DISCUSSION OF TRANSPORTATION REGIONAL INCENTIVE PROGRAM (TRIP) PRIORITIES**
- G. PRESENTATION AND DISCUSSION OF LANE REDUCTION ON OAKRIDGE BOULEVARD**
(Contact: Lois Bollenback) (Enclosure, pages)
- H. FDOT REPORT** *(Contact: Vickie Wyche, FDOT District 5) (Enclosure, pages)*

VII. EXECUTIVE DIRECTOR'S REPORT *(Enclosure, page)*

- Update on SU Funding/Work Program
- Update on the FDOT D-5 Proposed Local Agency Program (LAP) Policy
- Update on Roundtable of Volusia County Elected Officials/Sales Tax Referendum

VIII. RIVER TO SEA TPO CHAIRPERSON COMMENTS *(Enclosure, page)*

IX. RIVER TO SEA BOARD MEMBER COMMENTS *(Enclosure, page)*

X. INFORMATION ITEMS (Enclosure, pages)

- Citizens Advisory Committee Attendance Record – 2019
- Technical Coordinating Committee Attendance Record– 2019
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2019
- June and July 2019 TPO Outreach and Activities
- SunRail Correspondence
- Acronym Information Sheets

XI. ADJOURNMENT (Enclosure, page)

The next River to Sea TPO Board meeting will be September 25, 2019

September Meeting Dates

Executive Committee, September 4, 2019 @ 8:30 a.m.

Transportation Disadvantaged Local Coordinating Board, September 11, 2019 at 11:00 am

Bicycle/Pedestrian Advisory Committee, September 11, 2019 @ 2:00 p.m.

Citizens Advisory Committee, September 17, 2019 @ 1:15 p.m.

Technical Coordinating Committee, September 17, 2019 @ 3:00 p.m.

River to Sea TPO Board, September 25, 2019 @ 9:00 a.m.

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