Technical Coordinating Committee (TCC)
Meeting Minutes
August 20, 2019

TCC Members Present:	Representing:
Rodney Lucas	Bunnell
Andrew Holmes	Daytona Beach
Arlene Smith	Daytona Beach Int'l Airport
Matt Boerger	DeBary
Anna Cava Grosso	DeLand
Ron Paradise	Deltona
Darren Lear	Edgewater
Brian Walker	Holly Hill
Katie Holmes	Lake Helen
Becky Mendez, Vice Chairperson	Orange City
Shawn Finley	Ormond Beach
Jose Papa, Chairperson	Palm Coast
Aref Joulani	Ponce Inlet
Brian Peek	South Daytona
Edie Biro	Votran
Melissa Winsett	V.C. Traffic Engineering
Vickie Wyche (non-voting advisor)	FDOT District 5

TCC Members Absent:	Representing:
Stewart Cruz	Daytona Beach Shores
Larry Newsom	Flagler Beach
Faith Alkhatib	F.C. Traffic Engineering
Amye King (excused)	New Smyrna Beach
Mark Karet	Pierson
Tim Burman (excused)	Port Orange
Larry LaHue (excused)	V.C. Emergency Management
Eric Kozielski	Volusia County School District

Others Present:	Representing:
Debbie Stewart, Recording Secretary	TPO Staff
Colleen Nicoulin	TPO Staff
Lois Bollenback	TPO Staff
Crystal Mercedes	TPO Staff
Stephan Harris	TPO Staff
David Cooke	Dewberry
Kellie Smith	FDOT
Anna Taylor	FDOT
Steven Buck	FDOT
William Roll	Kimley-Horn, Inc.
Nelson Caparas	Sun Traffic Engineers

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

Chairperson Papa called the meeting of the River to Sea Transportation Planning Organization (TPO) Technical Coordinating Committee (TCC) to order at 3:03 p.m. The roll was called and it was determined that a quorum was present.

II. Press/Citizen Comments

There were no press/citizen comments.

III. Action Items

A. Review and Approval of June 18, 2019 TCC Meeting Minutes

MOTION: ***A motion was made by Mr. Lear to approve the June 18, 2019 TCC meeting minutes. The motion was seconded by Mr. Paradise and carried unanimously.***

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

Ms. Nicoulin stated each year at this time the TPO receives a report from FDOT listing projects that were intended to be committed in the prior fiscal year but were not. They automatically roll-forward in FDOT's Work Program but not in the Transportation Improvement Program (TIP) so a roll-forward amendment must be approved for the Work Program and TIP to match. There are two other projects included in this amendment; the Old New York Avenue paved shoulder project in DeLand adds funding for a railroad crossing construction phase and funding for the US 1 traffic signal upgrade in Holly Hill from 6th Street to Flomich Street was adjusted because a new estimate for right-of-way was received that is lower than the previous estimate.

MOTION: ***A motion was made by Mr. Lear to recommend approval of Resolution 2019-## amending the FY 2019/20 to 2023/24 Transportation Improvement Program (TIP). The motion was seconded by Mr. Holmes and passed unanimously.***

C. Appointment of Complete Streets Subcommittee Members

Mr. Harris gave a PowerPoint presentation of complete streets; he stated complete streets are streets where the entire right-of-way is planned, designed and operated for all modes of transportation and all users, regardless of age or ability. He reviewed the benefits of complete streets and discussed how they can improve safety. He reviewed the definition and stated a street needs to accommodate the user in a specific context; therefore, a complete street in an urban area may look different than a complete street in a suburban or rural area. He reviewed the vision and goals of the Complete Street Policy and stated once the policy is adopted it will be a framework for local governments to emulate and adopt a policy specific to their community. The TPO will develop outreach and training materials and revise the project prioritization process to incentivize complete streets projects; extra points may be given to project sponsors when a complete streets project application is submitted. It will also be addressed in the upcoming 2045 Long Range Transportation Plan (LRTP). As part of the vetting process for the Complete Streets Policy, volunteers for a subcommittee are being requested from the BPAC, CAC and TCC. The subcommittee will meet once later this month or next month to review the draft policy and provide feedback; the date and time has not yet been set but will be within the next three weeks. The draft will then be presented to the advisory committees and TPO Board; the TPO anticipates adoption in October.

Mr. Walker asked if the subcommittee would meet here and if members would receive a draft ahead of time to be able to review it.

Mr. Harris replied yes; once the date and time is set an agenda will be sent with supporting documents ahead of the meeting.

Mr. Walker asked if the policy adopted by the TPO will be used as the cities model.

Mr. Harris replied yes; this complete streets project started several months ago. A presentation was previously given on the Walkability Action Institute Team who has been working on this; Ms. Mendez has since joined the team. Kittelson and Associates has also contributed to the project. The subcommittee will provide an opportunity for TCC members to provide input; the TPO wants the draft policy to be thoroughly vetted before it goes before the TPO Board.

Ms. Winsett stated she and Mr. Cheney would serve on the subcommittee.

Chairperson Papa announced Ms. Amy King, New Smyrna Beach, has volunteered to serve on the subcommittee. He asked how many members from the TCC are needed for the subcommittee.

Mr. Harris replied at least two.

Ms. Nicoulin added the TPO does not limit the number of subcommittee members so if anyone else would like to volunteer they can.

Ms. Mendez asked if she could serve on the subcommittee since Orange City is one of the pilot cities for the Walkability Action Institute and this complete streets component is a part of that.

Mr. Harris replied she is welcome to serve but it is not necessary since she is already involved.

Ms. Mendez stated she would like to serve to see what comes out of the subcommittee and ensure nothing is missed before Orange City adopts land development regulations to implement complete streets.

MOTION: ***A motion was made by Mr. Paradise to appoint Ms. King, Ms. Winsett, Ms. Mendez as members and Mr. Cheney as alternate to the Complete Streets Subcommittee. The motion was seconded by Mr. Lear and passed unanimously.***

IV. Presentation Items

A. Presentation and Discussion of the Development of the 2045 Long Range Transportation Plan (LRTP)

Ms. Nicoulin stated the TPO is preparing to kick-off the 2045 update to the Long Range Transportation Plan (LRTP); there will be a presentation or action item related to the update each month until adoption. She introduced Mr. William Roll, Kimley-Horn and Associates, Project Manager, to give the presentation.

Mr. Roll stated he began his professional career as an intern for the Volusia County MPO in 1993 and worked on the 2020 LRTP. He gave a PowerPoint presentation and introduced his team. He reviewed the major milestones and the schedule of deliverables. The adoption package will be presented in June 2020 which will include the cost feasible plan and an open public hearing will be held; the plan will be adopted in September 2020. He reviewed the public involvement schedule and stated there will also be ongoing public involvement activities TPO staff will be doing. One of the most important parts of the LRTP is to show how the projects in the cost feasible plan will be funded.

B. Presentation and Discussion of an Amendment to the 2040 Long Range Transportation Plan (LRTP)

Ms. Nicoulin stated this item applies to the current adopted 2040 Long Range Transportation Plan (LRTP). Recently, funding was programmed in the Work Program for right-of-way for two segments of the SR 40 widening project; one between US 17 and SR 11 and the other between SR 11 and Cone Road in Ormond Beach. Because FDOT has the funding programmed in the Work Program it needs to be reflected in the 2040 LRTP. As part of this amendment, the TPO will be considering incorporating the I-95 and US 1 interchange improvement project; Ormond Beach has been actively looking at improvements to this interchange for safety and design. It is one of the oldest interchanges in the planning area. It is currently in the LRTP but on the unfunded needs list; it may be moved to the funded needs list. Also, additional performance measures the TPO was required to adopt will be incorporated into the plan. Earlier this year when the plan was amended to include the I-95 interchanges at SR 44 and Pioneer Trail, the adopted safety performance measures were added. Since then, bridge condition, pavement condition and travel time reliability performance measures have been adopted which will need to be included. This item will be back in the coming months with additional details.

C. Presentation and Discussion of Lane Reduction on Oakridge Boulevard

Ms. Nicoulin introduced Mr. Steven Buck, FDOT, to give the presentation.

Mr. Buck gave a video presentation on the Oakridge Boulevard project between North Halifax Avenue and SR A1A; he announced a public meeting will be held regarding this project tonight at the Peabody Auditorium. He reviewed the project purpose and need and stated it was originally intended to be a three "R" project; repave, restore and rehabilitate. Because FDOT has a complete streets policy, they looked at what could be done to improve the roadway as part that initiative. He reviewed the proposed improvements which include reducing the current three travel lanes to two and adding a 7' buffered bike lane. In addition to these improvements, they will evaluate widening the sidewalk and minor curb extensions. FDOT has a rigorous process to justify a lane reduction; they conducted a safety analysis and a traffic analysis. The total of the project limits are .4 miles, project cost is approximately $750,000 and construction should begin in the spring of 2021.

Ms. Mendez asked for the project cost.

Mr. Buck replied $750,000; they are using some innovative drainage improvements to keep the cost down.

Ms. Smith referred to the video and asked what happened to the bike lane.

Mr. Buck replied because the road ends at SR A1A, if a bike lane was provided it could be a potential conflict so they expect bicyclists to take the travel lane. They have already received public input regarding the bike lane and will be discussing providing a 12' sidewalk rather than a bike lane.

Mr. Walker asked if they had any concerns about drivers making a right-hand turn and not seeing bicyclists in that lane and if that is why they were considering moving the bike lane in and installing a wider sidewalk.

Mr. Buck replied the reason they were considering moving the bike lane to an off-road facility or wider sidewalk is due to the amount of public input received that did not on-road bike lanes. FDOT has these bike lanes throughout District 5 and there are no safety concerns; they are trying to go with what the public wants.

Ms. Grasso asked if the buffering referred to the double lines.

Mr. Buck replied yes.

Ms. Biro asked if there was a cost increase for installing wider sidewalks versus on-road bike lanes.

Mr. Buck replied not a significant one.

Mr. Walker asked how they are able to do this project for only $750,000.

Mr. Buck referred to the video and the double curb lines shown on the right-hand side of the road; they are not removing the existing curb lines for the drainage system and they are not resurfacing where there will now be grass; this is a significant savings.

Mr. Boerger asked what the speed limit is.

Mr. Buck replied it is currently 45 miles per hour (mph); they intend to reduce it to 35 mph based on the reduction of lane width.

D. <u>Presentation and Discussion of the Transportation Regional Incentive Program (TRIP) Priorities</u>

Ms. Bollenback stated the Transportation Regional Incentive Program (TRIP) is a program developed under Florida law that is a funding source to incentivize regional planning. In order to access these funds, MPOs have to enter into an interlocal agreement with the counties or other adjacent MPOs where they submit projects and agree that those projects will be funded with TRIP funds that come into the district. TRIP funding is established at the state level using document stamp funding; it is very complicated formula whereby funds are taken off the top for land acquisition programs, Florida Rail Enterprise, etc., until it filters down to the district. It is distributed in the same way the gas tax revenue is distributed; it is based on fuel sales and

population. The amount changes each year which makes it difficult on a local level to plan. She explained FDOT will contact the TPO when they find out they have TRIP funds; the TPO reviews the priority list and determines who might be able access those funds. The list of requirements, along with the 2016 list of TRIP projects, is included in the agenda. Projects have to meet certain criteria and must be included in the Long Range Transportation Plan (LRTP). This district works through the Central Florida MPO Alliance (CFMPOA) and adopts an interlocal agreement to revise the TRIP priority list. The current list includes all eligible projects that are in the LRTP; both funded and unfunded needs. TRIP funding are funds that are intended to be matched; either by local funds or SU funds; the match is up to 50% and that is the guideline that FDOT follows. As a small county, Flagler is not required to provide a match. There is not a clear process for identifying and funding TRIP projects; she explained when TRIP funds become available, she receives a call from FDOT. It is typically the county that has projects on the list and has matching funds. The TPO is in the process of updating the current list but there is a disconnect between the provided list and FDOT assigning TRIP funds when available. The TPO intends to review the list and work with FDOT to see if there is a better way to communicate the information. If there are projects members think should be on the list or if the process needs to change, please let her know. TRIP funds can be used on the SIS, state roads or on local projects; this TPO tries to use available money off-system to help leverage local dollars. The reality is when the TPO receives a call regarding available TRIP funds we do not know how much it will be; it could be $2 million or $5 million and if the funds are available in the current year. Palm Coast has a project now being funded with TRIP funds.

Mr. Lear asked what project that is.

Ms. Bollenback replied the Old Kings Road widening project.

Ms. Mendez asked if it would help if the projects were ranked.

Ms. Bollenback replied FDOT has indicated they would like to see them ranked; the decision to not rank the projects was made locally in order to keep the list flexible but if being flexible is not effective in accessing the money, we are losing ground. We could identify the top ten; the list can be updated each year.

Mr. Walker asked if there are criteria for roads to receive TRIP funds; that certain roads can receive TRIP funds as opposed to other roads.

Ms. Bollenback replied there are eligibility criteria but no ranking criteria; however, all the projects, with the exception of the ones on the needs list, are ranked in the LRTP. There is also the arterial/other list which includes primarily state roads; the county also submits a list. One reason the county submits a list is to make it easier to access funds like TRIP. The lists are not merged but out of this list we could identify a pool of go-to projects that are more likely to advance. If members have input please reach out to her or Ms. Nicoulin. A draft list will be presented next month.

Chairperson Papa asked how the completion of the 2045 LRTP would roll into updating the TRIP list.

Ms. Bollenback replied we would have to update it through the CFMPOA after adopting the 2045 LRTP next year.

Chairperson Papa asked if the TPO is looking to create criteria to identify the go-to projects.

Ms. Bollenback replied if the LRTP is correct, we should not have to create any additional criteria since we know what the top ranked projects are. The challenge is there are two different lists in the LRTP and there may be some projects not included in the LRTP; the only projects put into the LRTP that are not funded with federal and state funds are the county's list. There may potentially be projects considered needed projects that are not in the LRTP that a city may be willing to pay a 50% match for.

Discussion continued.

Mr. Paradise asked when the TRIP funds would be programmed.

Ms. Bollenback replied within the next couple of years; the Work Program already has TRIP dollars assigned. She believes 2023 is the next year that does not have TRIP dollars programmed.

Ms. Kellie Smith, FDOT, added one reason the list needs to be adopted through the CFMPOA is Florida statute; it must be regional and be three counties or more. Currently, the only MPO in the district that qualifies is MetroPlan because they cover three counties; other MPOs can get support from other counties but because we have this mechanism, FDOT is asking for affirmation that these are still the priorities of these MPOs.

Ms. Bollenback stated the last time the TPO received a call for TRIP funds was in 2018 and Volusia County responded. It looks like in the 2020 TIPs that she researched for the district there is approximately $7.8 million in current year funded in TRIP projects and a little over $5 million in the next two years. There is also a significant amount to the Florida Rail Enterprise that is funded for SunRail; approximately $20 million for infrastructure improvements and positive train controls. It is not a clear program and there has been a discussion at the state level; it seems to be handled differently in different areas. This is a good opportunity to have this discussion and work toward having the process more streamlined.

E. Presentation and Discussion of the Annual Call for Projects and Priority Project Ranking Process of the River to Sea TPO

Ms. Nicoulin stated each year after the TPO completes the annual Call for Projects and the priority process, the TIP Subcommittee typically meets to discuss any issues that may have occurred; this year, the TPO is discussing the process at the committee level. This gives TCC members that were not on the TIP Subcommittee an opportunity to express their concerns, questions or comments regarding the process. The applications have been constant over the last several years; the resolutions have had some changes. Two years ago, a requirement was incorporated for local governments to provide updated cost estimates annually because many were coming back and asking for additional funds. Last year, the TPO defined the difference between a cost overrun and a cost increase. The TPO has not received any requests for additional funds lately so these changes have helped guide us to program projects; the ultimate goal is to have a stable Work Program. The TPO is looking for input on the process from last year in terms of the Call for Projects, the projects that were submitted, the priority ranking process and potential improvements to the process.

Mr. Paradise commented he feels that the cost estimates are 90% ineffective in being able to peg down the actual cost of projects. He asked if any thought has been given to facilitating a line item for contingency.

Ms. Nicoulin replied her understanding regarding contingency is that it is not something that can be funded with FDOT dollars.

Mr. Paradise stated his city is still doing projects but it is difficult. The applications are predicated on the value of a project being a certain amount; then during design bids come in higher. Everything is so volatile and it is difficult to predict.

Ms. Nicoulin replied that is one of the reasons the TPO developed two different definitions last year; to help when costs increase that are out of the control of the local governments. The TPO has not received any requests for additional funds on either category to be able to evaluate the effectiveness of the creation of those definitions.

Chairperson Papa stated any additional comments regarding this process to forward them to Ms. Nicoulin; it is important we tighten the process. He feels that the cost estimates submitted are the best they can be as project sponsors do not know the exact cost until the bids come in.

F. FDOT Report

Ms. Wyche announced Ms. Nicola Liquori has been appointed as Executive Director of the Florida Turnpike Enterprise. She was previously the lead over SunRail and at this time, Mr. Mike Shannon, FDOT D-5 Secretary, will be the SunRail lead. FDOT is working to make this a smooth transition and more information will be forthcoming.

G. Volusia and Flagler County Construction Reports

The Volusia County and Flagler County Construction reports were provided in the agenda; there have been no changes.

Ms. Winsett announced the Volusia County Traffic Engineering Department is hosting a public meeting tomorrow from 6:00 pm to 8:00 pm on the LPGA Sub Area Study; the meeting will be held at the Daytona Beach Police Department. This presentation was given to the TCC a couple of months ago. She stated the county is seeing a lot of proportionate fair share checks and the developers are asking for impact fee credits; however, they do not know who the developers are. They do not have the same name as when the plans were reviewed, etc. Volusia County Traffic Engineering assists with the proportionate fair share but then hands it off to the local governments; it would be helpful if the local governments advised the county the name of their developer, name of the project, the approved amount and if there is an agreement attached to it.

V. Staff Comments

→ Update on SU Funding/Work Program

Ms. Nicoulin stated the TPO is reviewing the recently adopted List of Priority Projects (LOPP) to identify projects to move forward into the Work Program for funding. Staff has been contacting the cities that have projects ranked high on the Tier B list to identify if they are ready for programming. TIP amendments will be forthcoming over the next couple of months to add those projects to the TIP.

→ Update on FDOT D-5 Proposed Local Agency Program (LAP) Policy

Ms. Nicoulin stated the FDOT D-5 proposed Local Agency Program (LAP) policy has been discussed in detail over the last couple of months; she thanked members who provided comments on behalf of their cities to FDOT regarding the proposed policy. FDOT is currently reviewing those comments and updating the policy. They will be holding a workshop October 8, 2019.

Ms. Nicoulin stated the TPO received a letter yesterday from a citizen from Ormond Beach regarding the Pineland Trail roadway improvement project; it was addressed to the CAC Chairperson but she wanted to inform the TCC as well because it concerns a project on the priority list. The citizen's concern is that the roadway improvements are not warranted; the letter was just received yesterday so the TPO has not had time to research it. Staff will research the project, talk with the city and bring more information back next month.

Ms. Nicoulin announced the TPO received a letter from the city of DeLand regarding the Alabama Avenue Multi-Use Trail project; they are withdrawing the project from the priority list. It is a project that is funded in the current year so the TPO is working to reallocate those funds to another project in the current year.

→ Update on Upcoming AV/CV Study

Ms. Mercedes announced the TPO will be conducting a Connected and Autonomous Vehicle Study for our planning area. The purpose of the study is to assess our readiness as an agency to respond and plan for transformational technologies. Kittelson and Associates will be the consultant; the study begins next month.

VI. TCC Member Comments

There were no member comments.

VII. Information Items

→ CAC & TCC Attendance Records
→ June 26, 2019 River to Sea TPO Board Meeting Summary
→ June and July 2019 TPO Outreach and Events
→ Acronym Information Sheets

VIII. Adjournment

There being no further business, the TCC meeting adjourned at 4:12 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

MR. JOSE PAPA, CHAIRPERSON
TECHNICAL COORDINATING COMMITTEE (TCC)

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 the minutes of the August 20, 2019 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 17th day of September 2019.

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION