

**Technical Coordinating Committee (TCC)  
Meeting Minutes  
September 19, 2023**

**TCC Members Physically Present:**

Brian Woodworth  
Noel Eaton  
Belinda Williams-Collins  
Caryn Miller  
Simone Kenny  
Hamid Tabassian  
Trevor Martin  
Shane Corbin  
Becky Mendez, Vice Chairperson  
Shawn Finley  
Mark Karet  
Tim Burman  
Becky Witte  
Ralf Heseler  
Rakinya Hinson (non-voting advisor)

**TCC Members Virtually Present:**

Marcus DePasquale  
Dinelia Santana  
Jonathan Lord  
Phong Nguyen  
Patty Rippey  
Omar Atallah  
Jay Williams

**TCC Members Absent:**

Steven Bapp  
Joe Barker  
Roy Sieger  
Brian Walker, Chairperson (excused)  
Lee Evett

**Others Physically Present:**

Pamela Blankenship  
Colleen Nicoulin  
Stephan Harris  
Adam Mengel  
Emanuelle Rodrigez  
Steve Shams

**Others Virtually Present:**

Donna King, Recording Secretary

**Representing:**

Daytona Beach Alternate  
Daytona Beach Shores  
DeLand  
Flagler Beach  
Flagler County  
Flagler County Traffic Engineering  
Flagler County Transit  
New Smyrna Beach  
Orange City  
Ormond Beach  
Pierson  
Port Orange  
South Daytona  
Volusia County Transit Services  
FDOT

**Representing:**

Bunnell  
Deltona  
Flagler County Emergency Mgmt  
Palm Coast  
Ponce Inlet  
Volusia County Traffic Engineering  
VC Traffic Engineering Alternate

**Representing:**

DeBary  
DeBary Alternate  
Flagler County Aviation  
Holly Hill  
Lake Helen

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
Flagler County  
Kimley-Horn  
Volusia County Planning

**Representing:**

TPO Staff

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

Technical Coordinating Committee (TCC) Vice Chairperson Mendez called the River to Sea Transportation Planning Organization (TPO) TCC meeting to order at 3:00 p.m. The roll was called and it was determined that a quorum was physically present. The meeting was held in a hybrid format with fourteen voting members physically present and five voting members virtually present.

**MOTION:** *A motion was made by Ms. Miller to allow members attending virtually to participate and vote. The motion was seconded by Ms. Williams-Collins and carried unanimously.*

The Pledge of Allegiance was given.

## II. Public Comments/Participation

There were no public comments.

## III. Action Items

### A. Review and Approval of the August 15, 2023 TCC Minutes

**MOTION:** *A motion was made by Mr. Karet to approve the August 15, 2023 TCC minutes. The motion was seconded by Ms. Miller and carried unanimously.*

## IV. Presentation Items

### A. Presentation and Discussion of the TPO Apportionment Plan Scenarios

(Handouts provided)

Ms. Nicoulin explained what the TPO apportionment is. She discussed the different potential scenarios which include the areas that the TPO covers, and the urban boundaries that are redefined. She explained the three scenarios; one would smooth the new urban boundaries; one would include an expansion west of US 1 within the boundary of municipal Palm Coast and their westward expansion of the city as well as including all of option one. Palm Coast is favorable with this option. The third option would include all of Flagler County. Flagler County will be discussing their options with the Board of County Commissioners in the next two weeks. Currently, the TPO covers all of Volusia County and the urbanized areas east of US 1 in Flagler County along with Flagler Beach and Beverly Beach.

Ms. Nicoulin addressed questions from the members concerning the apportionment plan scenarios regarding how often the census is done; benefits of extending the boundary; funding increases; if the projects using SCOP/SCRAP funding in Flagler County would come to the TPO for approval.

The TCC discussed the TPO Board membership voting structure and reached a consensus for a “one vote per seat” voting structure.

### B. Presentation and Discussion of Florida Sunshine Law Refresher

Ms. Blankenship gave a PowerPoint presentation on Florida Sunshine Law. She discussed the four basic requirements of the Sunshine Law and explained its purpose. She gave detailed examples of general violations and noted the penalties for unintentional and intentional violations.

### C. Presentation and Discussion of TPO FY 2022/23 Public Outreach Summary

Ms. Blankenship gave a PowerPoint presentation on the TPO FY 2022/23 Public Outreach. She gave statistics on the attendance of all the advisory committees of the TPO; the TPO’s website; and social media platforms. She mentioned that the TPO’s monthly newsletter goes out to an average of 675 different organizations. Last year, the TPO attended 31 outreach events which is a 29% increase over the previous year. She provided highlights of some of the different outreach events the FDOT attended during the last year and noted that the TPO partnered with FDOT for a lot of those events.

### D. FDOT Report

Ms. Rakinya Hinson, FDOT, stated the FDOT report was provided in the agenda. She referred the members to [www.cflroads.com](http://www.cflroads.com) for the most up-to-date project information and noted she was available for any questions. She announced a SR 44 public meeting on October 5 at 5:30 pm; the LPGA public hearing on October 11 @ 5:30 pm; and the Work Program Public Hearing the week of October 16. She introduced Mr. Jonathan Scarfe, FDOT MPO Liaison Administrator, and announced that next week is her last week with FDOT. She noted that there

have been no allocations for the upcoming year yet but FDOT is working with the TPO to ensure that they have all the information on projects to be funded.

Ms. Mendez asked what the resurfacing project at 17/92 between Saxon Boulevard and Wisconsin Avenue entailed as listed in the Work Program.

Ms. Hinson stated she would find out and send the response to Ms. Nicoulin to distribute.

**E. Volusia and Flagler County Construction Reports**

Mr. Omar Atallah was introduced as the new representative from Volusia County.

The Volusia County and Flagler County Construction Reports were provided in the agenda.

**V. Staff Comments**

Ms. Nicoulin provided information regarding the FDOT funding allocations status and announced that FDOT will be presenting on the Work Program at a future meeting.

**VI. TCC Member Comments**

Mr. Tabassian advised that the Flagler County Construction report was included in the agenda.

**VII. Information Items**

- CAC & TCC Attendance Records
- River to Sea TPO Outreach and Events
- Upcoming River to Sea TPO events
- TPO Board Report

**VIII. Adjournment**

There being no further business, the TCC meeting adjourned at 4:31 p.m.

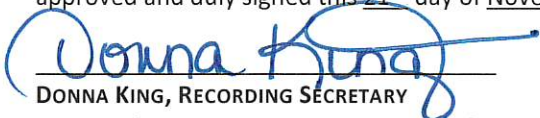
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



MR. BRIAN WALKER, 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 September 19, 2023 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 21<sup>st</sup> day of November 2023.



DONNA KING, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**\*\* A recording of the September 19, 2023 TCC meeting is available upon request.**