

**Citizens' Advisory Committee (CAC)
Meeting Minutes
September 21, 2021**

CAC Members Physically Present:

Shawn Collins
Kerry Karl, Chairperson
Janet Deyette
Marcia Stevens-Foltz
Gilles Blais
Bob Storke
Alan Peterson
Paul Martel
Jack Delaney
Dave Castagnacci, Vice Chairperson
Elizabeth Alicia Lendian
Edie Biro
Melissa Winsett

CAC Members Virtually Present:

Emily Nice
Susan Elliott
Joe Villanella
Tyler Burgett (non-voting advisor)

CAC Members Absent:

Erika Benfield
Ed Fendley
Faith Alkhatib (non-voting)
Tisha Peterson
Rick Basso
Nora Jane Gillespie (excused)
Roger Strcula (excused)
Bobby Ball (excused)
Patricia Lipovsky

Others Physically Present:

Stephan Harris
Travis Hills
Sean Castello (non-voting)

Others Virtually Present:

Debbie Stewart, Recording Secretary
Pam Blankenship
Jay Williams
Victoria Perk
Martin Catalá
Jenny Nazak
Mo Hassan
Rakinya Hinson
Jon Cheney

Representing:

Daytona Beach
DeLand
Deltona
Flagler County
Holly Hill
Orange City
Palm Coast
Pierson Alternate
South Daytona
Volusia County Chair
Volusia County at Large
Votran (CTC)
Volusia County Traffic Engineering

Representing:

Daytona Beach Alternate
Pierson
Ponce Inlet
FDOT District 5

Representing:

DeBary
Flagler Beach Alternate
Flagler County Traffic Engineering
Flagler County Public Transportation
Lake Helen
New Smyrna Beach
Ormond Beach
Port Orange
Volusia County D-2

Representing:

TPO Staff
Kittelson & Associates
Volusia County Traffic Engineering

Representing:

TPO Staff
TPO Staff
Citizen
Center for Urban Trans Research (CUTR)
Center for Urban Trans Research (CUTR)
Daytona Beach Permaculture Guild
FDOT
FDOT
Volusia County Traffic Engineering

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

Chairperson Kerry Karl called the meeting of the River to Sea Transportation Planning Organization (TPO) Citizens Advisory Committee (CAC) to order at 1:15 p.m. 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 12 voting and two non-voting members physically present and two voting and one non-voting members virtually present.

Chairperson Karl stated the members attending virtually are doing so as a result of social distancing restrictions associated with COVID-19. Rulings from the Florida Attorney General require that members physically present vote to allow virtual participation and voting due to "extraordinary circumstances".

MOTION: *A motion was made by Mr. Martel to allow CAC members attending virtually to participate and vote. The motion was seconded by Ms. Biro and carried unanimously.*

The Pledge of Allegiance was given.

II. Public Comment/Participation

Ms. Jenny Nazak, Daytona Beach Permaculture Guild, stated she was attending virtually as she is very interested in transportation resilience, cycling, walking and other modes of transportation. The Daytona Beach Permaculture Guild is about the sustainable design of the human built environment.

III. Action Items

A. Review and Approval of the August 17, 2021 CAC/TCC Meeting Minutes

Mr. Peterson stated that in the comments under "Call to Order" it should read "Immediate Past Vice Chairperson" and not "Chairperson".

MOTION: *A motion was made by Mr. Peterson to approve the August 17, 2021 CAC meeting minutes as corrected changing "Chairperson" to "Vice Chairperson". The motion was seconded by Mr. Storke and carried unanimously.*

B. Review and Recommend Approval of Resolution 2021-## Adopting the Paratransit Service Analysis

Mr. Harris stated the Paratransit Service Analysis identifies changes in the industry that have had a negative or positive impact on efficiencies in service provision and on budgets. A presentation was given last month by Tindale Oliver on the report and a link was provided in the agenda. A few minor comments were received but the final report will be the same one as provided. An accompanying resolution will be adopted by the TPO Board this month.

Mr. Collins stated it would be nice if a glossary of terms was included in the report to explain the terms, tables and the different parameters as well as what the industry standards are; not only statewide but for others around the country. He asked if the Community Transportation Coordinator (CTC) no longer handled the funds from the Commission for the Transportation Disadvantaged (CTD).

Mr. Harris replied no; it changed in 2015 where the funds go to a broker system where private companies are hired to provide services instead of the CTC such as Votran.

Mr. Collins asked if the Transportation Disadvantaged Local Coordinating Board's (TDLCB) role is the same as it was previously as far as monitoring the transit providers.

Mr. Harris replied the TDLCB's role has not changed; what has changed is how the funding makes its way down to the providers of transportation services. It used to go to the CTCs' such as Votran but when it began to go to the brokers, it was funding that came out of the CTCs' budgets. It was a decline in budget and it has shown to also be a decline in ridership.

Discussion continued regarding the Paratransit Service Analysis Report.

MOTION: *A motion was made by Mr. Blais to recommend approval of Resolution 2021-## adopting the Paratransit Service Analysis with the inclusion of a glossary of terms. The motion was seconded by Mr. Storke and carried unanimously.*

IV. Presentation Items

A. Presentation and Discussion of Transportation Congestion Management Process (CMP)

Mr. Travis Hills, Kittelson and Associates, gave a PowerPoint presentation of the Transportation Congestion Management Process (CMP). He explained that congestion management is the application of strategies to reduce congestion and improve reliability and performance of the transportation system. The CMP is a regionally accepted approach for managing that congestion. They use the most up-to-date information to identify strategies to manage congestion. He noted that the CMP is a federally required process that every TPO must have and the hope is to update it annually moving forward. The CMP ties the Connect 2045 Long Range Transportation Plan (LRTP) to the project priorities and the Transportation Improvement Program (TIP). He reviewed the schedule of the CMP and announced that there will be working group meetings as well as future presentations to keep everyone up-to-date on the progress.

Ms. Foltz asked what the definition or threshold is for a congestion management area; if it was intersections or a failing level of service.

Mr. Hills replied that they will be looking at intersections, corridors and sections of roadways

Ms. Foltz asked when an area is considered to be congested; if it is the early morning, all day, etc.

Mr. Hills replied they look at a volume to capacity ratio of .85; he explained that International Speedway Boulevard (ISB) is an eight-lane roadway and has a certain capacity or denominator and a certain volume throughout the day (24-hour period). You divide that volume by the capacity to get the ratio; anything .85 or higher is deemed to be approaching congestion and anything below that is deemed to be okay.

Ms. Foltz asked if they were using existing data from the cities and the counties.

Mr. Hills replied yes; the CMP is a step down from the LRTP but they are not going to do a planning or safety study. They will use readily available data and will identify different data sources. They will have a guide with a lot of data and will look at what other data sources are out there to further refine the process in the coming years.

Mr. Castagnacci asked if the only consideration is vehicular or if they would also look at bicycle/pedestrian facilities.

Mr. Hills replied the network they will be looking at is primarily vehicular focused because it is a congestion management plan although they realize that intelligent transportation systems (ITS) is a big part of that; they will look at the bicycle/pedestrian network because they know there are other ways to move people around. They will also be looking at the transit system and transit metrics to tie them back to the performance measures for transit.

Discussion continued regarding the CMP.

B. Presentation and Discussion of Draft R2CTPO FY 2020/21 Public Involvement Activities Summary

Ms. Blankenship gave a PowerPoint presentation of the draft FY 2020/21 Public Involvement Activities Summary. She explained how COVID-19 affected public outreach throughout the year and the events that were cancelled due to the pandemic. There were three advisory and TPO Board meetings that did not reach a quorum. She reviewed the new ways the TPO conducted public outreach and the social media outreach conducted through Facebook and Twitter. Promotional and informational items were distributed at the few in-person events that were held. She reviewed upcoming outreach events including Mobility Week, Love to Ride

Challenge, and Port Orange Family Days. She encouraged members to let her know if they have groups they would like the Speaker's Bureau to come and speak to.

Ms. Foltz asked if the TPO could go to the high schools and driver's education classes to give presentations about distracted driving, etc.

Ms. Blankenship replied that she is working on getting into the schools and on an education awareness campaign for kindergarten through grade 12.

Mr. Collins asked if school board members were on the TPO Board or advisory committees.

Mr. Harris replied yes.

Mr. Collins commented that is a way to into to the school system; to work with those members.

Ms. Blankenship replied that Flagler and Volusia County School Board members are on the TPO Board; she is working with the school districts.

Chairperson Karl commented there is a vacancy on the TPO Board; she asked who the school board members on the TPO Board are.

Ms. Stewart clarified that the TPO Board member from the Volusia County School Board is Mr. Ruben Colón; the Flagler County School Board member for the TPO Board is currently vacant.

Discussion continued.

C. Presentation and Discussion of the Flagler County Transit Development Plan (TDP) Major Update

Mr. Martin Catalá, Center for Urban Transportation Research (CUTR), gave a PowerPoint presentation of the Flagler County Transit Development Plan (TDP) Major Update. He explained that the TDP is a ten-year planning document that helps design the future of public transit in Flagler County; it is an FDOT requirement to receive funding. The TDP is an unconstrained vision balanced with attainable targets; what is needed and what is attainable. He reviewed the elements of the TDP including the public involvement process. There is a survey available online and an on-board survey for users. He asked Flagler County residents to please complete the survey.

Mr. Collins asked if this was a ten-year plan.

Mr. Catalá replied yes; it is a ten-year plan that produces a stepped process to go from the goals and objectives to alternatives, evaluation and then an implementation plan.

Mr. Collins commented that it used to be a five-plan; he asked when it changed.

Mr. Catalá replied that is correct; the five-year plan was too short of a horizon when looking at the future so FDOT implemented the change. There is an annual progress report to the TDP and a major update every five years; this is that major update.

Discussion continued regarding the TDP; Mr. Harris announced the QR code and link to the Flagler County TDP survey is available on the TPO's website.

D. FDOT Report

The FDOT report was provided in the agenda. Mr. Burgett announced there will be an online public hearing for the Five-Year Work Program from October 25, 2021 through October 29, 2021. The public can also attend in person at the Deland FDOT District 5 office. The purpose of the public hearing is to showcase the projects FDOT anticipates for the next five years; they can be viewed and get an idea of what is being proposed. FDOT will be accepting comments and concerns regarding the proposed Work Program for two weeks following the public hearing; FDOT will be accepting input from October 29, 2021 through November 12, 2021. Following the public comment period, the Work Program will be sent to the Governor and then the Legislature to be approved. He announced that this week is Rail Safety Week; September 20, 2021 through September 26, 2021. FDOT is celebrating the work they have completed over the last couple of years with “dynamic envelope” projects which included additional striping at rail crossings across the state. They completed the work eight months ahead of schedule. FDOT has coordinated with Ms. Blankenship for bicycle/pedestrian safety events; one was held this past Saturday in New Smyrna Beach and two more are scheduled for October 2, 2021 at Sun-Splash Park in Daytona Beach and on October 16, 2021 at Andy Romano Park in Ormond Beach.

Ms. Lendian asked what the landscaping will be at the SR 472 interchange; she wants to know if it will be water tolerant.

Mr. Burgett replied he would have to check with the project team and get back to her with the answer.

Mr. Collins commented that he did not see the Maytown Road project on FDOT’s website; he asked what was happening with that project.

Mr. Mo Hassan, FDOT, replied that is a local government project FDOT was executing; it is not a state road project but a county road.

Mr. Collins stated the project limits showed I-95; he asked if anything was being done at I-95.

Mr. Hassan replied nothing at I-95; it is west of I-95 on a small two-lane county road.

E. Volusia and Flagler County Construction Reports

The Volusia and Flagler County construction reports were provided in the agenda. Ms. Winsett stated there are no updates this month; everything on the list is moving forward. She announced Volusia County is holding their Road Program public workshops; an email from Volusia County Traffic Engineering Director, Mr. Jon Cheney, was sent to the TPO to forward to committee and TPO Board members with the dates. The next one will be tomorrow in New Smyrna Beach at the Brannon Center from 6:00 pm to 7:00 pm; following the next week in Deltona and the following week in DeLand at the Volusia County Administration Building. She will make sure the information is sent to the TPO for distribution.

Mr. Storke referred to projects 4, 5 and 6 that are under design; they were listed as waiting on Volusia County Council approval. He asked if those projects had been approved.

Ms. Winsett replied she did not know but will find out the status and let him know. It was the same status as of a week ago.

Ms. Lendian asked what time the public hearing will be tomorrow in New Smyrna Beach.

Ms. Winsett replied from 6:00 pm to 7:00 pm; there will be a presentation and attendees will be asked to submit their top five county road projects they would like to see completed.

Ms. Lendian referred to the completed Spring to Spring Trail connection in DeLeon Springs and stated the pedestrian flashing lights are blinking constantly; she asked if that is supposed to be happening.

Mr. Harris replied he will look into it and get back to her.

Ms. Deyette asked if there are any plans to restripe Saxon Boulevard through Deltona; the lines and reflectors cannot be seen at night especially in the rain.

Ms. Winsett replied she will look into it; she asked if there was an end point.

Ms. Deyette replied it is from Finland Drive to Providence Boulevard.

Ms. Nice asked that more notice be given to the public regarding public meetings; the Ormond Beach public hearing only had four people attend because of the one-day notice.

Ms. Lendian referred to Arredondo Grant Road off of Spring Garden Branch Road in DeLeon Springs and stated it also need striping; there is no striping on either side of the road.

Mr. Castello replied it is a very narrow road which is probably why there is no striping but he will look into it.

Ms. Deyette asked for the dates of the public meetings for Deltona and DeLand.

Ms. Winsett replied she will send an email to the TPO with those dates; Deltona is September 29, 2021 from 6:00 pm to 7:00 pm and DeLand is October 7, 2021 from 6:00 pm to 7:00 pm.

Mr. Cheney added that there is a conflict so the Deland date has changed to October 13, 2021; the public can register online or contact Ms. Christine Viera.

V. Staff Comments

There were no staff comments.

VI. CAC Member Comments

There were no member comments.

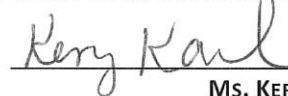
VII. Information Items

- CAC & TCC Attendance Records
- August TPO Outreach and Events
- August 25, 2021 TPO Board Meeting Reports

VIII. Adjournment

There being no further business, the CAC meeting adjourned at 2:53 p.m.

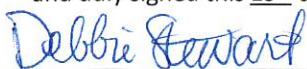
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



MS. KERRY KARL, CHAIRPERSON
CITIZENS' ADVISORY COMMITTEE (CAC)

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 21, 2021 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 19th day of October 2021.



DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION