



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

DATE: Wednesday, November 7, 2018
TIME: 8:30 a.m.
PLACE: River to Sea TPO Executive Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

DeBary Vice Mayor Lita Handy-Peters, R2CTPO Chairperson Presiding

AGENDA

- I. CALL TO ORDER**
- II. PUBLIC COMMENT/PARTICIPATION**
- III. DISCUSSION ITEMS**
 - A. Discuss FY 2018/19 Renovation of Conference Rooms** *(see attached)*
 - B. Discuss 1st Executive Committee Meeting of 2019** *(scheduled for January 2, 2019)*
 - C. R2CTPO Staffing Update**
- IV. BUSINESS**
 - A. Review of Executive Director’s Evaluation and Approval of Recommendation for Retention**
 - B. Review and Approval of the Draft November 28, 2018 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

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

**RIVER TO SEA TPO OFFICE RENOVATIONS
FY 2018/19**

Cost

Notes

Designer

Large Conference Room

Paint entire room

Remove and Replace carpet

Replace Stained Ceiling Tiles

New chairs-board - 40

\$7,974

b/w \$5,548 and \$10,400

*avg. \$142 per chair

New chairs-audience - 50

\$1,941

b/w \$1,433 and \$2,449

*avg. \$50 per chair

New table skirts

\$650

Subtotal

\$10,565

Audio System

Upgrade audio system - Buholtz Professional Engineering

\$1,750 Engineering Cost

Move existing system to west wall (by water cooler)

TBD

Add large monitor for audience

TBD

Executive Conference Room

Remove Wallpaper and Paint Room

Remove and Replace carpet

Add Chair Rail

Relocate Monitor

TBD

Lobby & Hall

Remove Wallpaper and Paint room

Remote Control Electronic Door Lock

TBD

Reception Area/Hall

Replace Carpet

Add Chair Rail

Remove Wallpaper and Paint

Chairs - 6

\$300

Average cost per chair \$50

End Tables - 2

\$194

Average cost per table \$97

Audio Engineering

TBD

Quote for Renovations

\$18,318

Total

\$30,485

Less \$5,000 allowance from Root

(\$5,000)

Total Cost

\$25,485

Legend

	Contractor's Agreement
	AV Upgrades
	Capital Purchases



EXECUTIVE DIRECTOR EVALUATION

INSTRUCTIONS: Members of the River to Sea TPO will each receive a copy of this evaluation form, along with a copy of the adopted River to Sea TPO goals and objectives from the Executive Director no later than two weeks prior to the scheduled evaluation. Each member should independently complete this evaluation form and then as a group develop a consensus evaluation.

The evaluation form should be completed based upon the received materials and the personal knowledge of the person completing the evaluation taking into consideration performance over the entire rating period. **It is not necessary to respond to all evaluation criteria** and a choice is provided to indicate the election not to respond to any particular evaluation criteria. The evaluation criteria are not ranked in any particular order of importance and are not weighted. The evaluation instrument and all completed evaluations by River to Sea TPO members should be read and considered as a whole, balancing all criteria collectively.

Choose the rating that best reflects your perception of the Executive Director's performance over the last year.

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Organization and Governance: 2.83 (out of 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Has in place and implements a clear, written, mission statement, as well as long-range and strategic plans, and effectively assists the River to Sea TPO members and staff in reviewing and updating the plans and mission Prepares and has adequate information for knowledgeable decision-making Makes well-considered recommendations to the River to Sea TPO members Effectively informs River to Sea TPO members of industry trends and recent developments in transportation planning and pertinent legislative proposals and changes Keeps the River to Sea TPO members apprised of the status of programs and services Works effectively with outside professionals and participating local governments 				
<p>Comments on Organization and Governance:</p> <p><u>The structure within which the Board must make decisions is very strict. While the process is sometimes questioned by members, it is generally not by the Federal and State entities that provide funding. Maintaining balance is challenging, but has been successful.</u></p> <p><u>Very organized and well informed with appropriate and correct information.</u></p> <p><u>In an organization that works in acronyms, which must follow strict federal & state regulations, and is governed by a highly diverse board, Ms. Bollenback and her staff navigate the organization through the process with transparency, more than adequate information to the board and public and meet all regulatory requirements.</u></p> <p><u>Information is always well organized, timely and informative.</u></p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Communications: 2.83 (out of 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Demonstrates an understanding and appreciation for the provisions of Florida law regarding open meetings and maintenance of public records • Acts effectively in keeping the public informed of agency goals, objectives, and services and actively seeks public input for decision-making • Communicates clearly and persuasively in writing and verbally, both within and outside the agency • Listens carefully, is respectful of others, welcomes new ideas and maintains a credible open door policy • Promotes the interests and welfare of the agency within the community and industry 				
<p>Comments on Communications:</p> <p><u>With such a varied collection of individuals/entities involved in transportation planning, it is difficult to keep everyone engaged without making someone believe their ideas/concerns were not considered. Lois does a good job sticking to fact-based messaging which makes communication more effective.</u></p> <p><u>Great and listens well.</u></p> <p><u>Ms. Bollenback is mindful and fully complies with the requirements of Florida's broad open meetings and Sunshine laws. Lois communicates both orally and in writing in a manner that no one questions her openness, transparency and fairness.</u></p> <p><u>Great communication with staff, the public, private and government partners.</u></p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Leadership: 2.83 (out of 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Takes stands on complex and possibly controversial issues • Acts in a manner that motivates others to high standards of fairness, enthusiasm, honesty, integrity, and accomplishment • Is visionary and communicates that effectively to staff and River to Sea TPO members • Demonstrates effectiveness and diplomacy in working with others and maintains productive relationships • Demonstrates the ability to make good judgments, rally support, and give clear direction when needed • Well organized and motivates staff members to work as a team and produce quality work • Is a leader in the industry, maintains a credible profile and a well-respected image for the agency • Demonstrates familiarity with technological advances of importance to transportation planning activities • Maintains technology and software necessary to meet the changing needs of and demands upon the River to Sea TPO 				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<p>Comments on Leadership:</p> <p><u>Lois has the respect of her peers and board members. The difficulty of her position is appreciated by most, if not all, of the individuals that she engages with. I find her ability to lead productive conversations about divisive issues to be perhaps her greatest strength.</u></p> <p><u>See above comments.</u></p> <p><u>With such divergent views on the board, Lois shows exemplary leadership by taking a strong stand when needed and backing off enough to allow differing views to be heard. While the board often focuses on the legislative process, Ms. Bollenback maintains and fosters a strong staff that stays on the forefront of technology and industry advancements.</u></p> <p><u>Leadership skills are well above average. Her ability to coordinate, evaluate and prioritize projects and information with each and every city, county and state agency is outstanding. Her ability to stay on top of ever changing information and technology is one of her strongest assets.</u></p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
<p>Human Resources: 2.8 (out of 3)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> • Maintains or increases staff productivity • Manages staff by appropriate supervision and delegation of responsibilities • Makes provision for further staff training and professional development • Establishes and follows effective personnel policies and procedures 				
<p>Comments on Human Resources:</p> <p><u>There have been several unexpected staffing changes. Lois has handled/is handling them well.</u></p> <p><u>I am not able to give a valid response, however, she appears to exceed rather than meet.</u></p> <p><u>Having worked closely with staff, it is very apparent that the staff is highly engaged in the organizations mission to provide highly efficient and effective multi-modal transportation options to the residents of Volusia and Flagler Counties. Such a positive attitude flows from the leader of the organization.</u></p> <p><u>While every organization has human resource issues, Lois has been quick to address problems so that the organization is not impacted in the long-term.</u></p> <p><u>She is well respected and leads by example, which is reflected in the staff that works with her.</u></p>				

Evaluation Area	Not Applicable	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations
Finances: 2.67 (out of 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Understands finances, institutes sound accounting procedures that ensures fiscal confidence, integrity and a reasonable balance among the competing interests of compensation, capital expenditures, and reserves
- Develops realistic budgets
- Manages necessary cash flow and maintains needed reserves to accomplish program goals and objectives
- Demonstrates a thorough understanding of funding sources, and appreciates applicable regulatory constraints and financial reporting requirements
- Achieves “clean” financial audit
- Adheres to appropriate procurement procedures

Comments on Finances:

While much of this credit goes to the R2CTPO CFO, Lois' oversight of the role should not be understated. R2CTPO financial performance will be an area of interest, and possible risk, as we move forward bringing in a new CFO.

In recent years, we have witnessed serious financial issues within other MPOs. Ms. Bollenback's leadership has ensured full compliance with federal and state requirements.

Her ability to develop realistic budgets and stay on budget is exceptional. Working with in the state and federal programs, to maximize the use of those dollars has led to many projects being completed ahead of schedule and under budget.

OVERALL EVALUATION: 2.83 (out of 3) Overall performance of employee based upon review and evaluation of all evaluation factors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Overall Comments:

Once again, I believe Lois had an outstanding year and I fully support her continued employment as the R2CTPO Executive Director.

Great leader and a pleasure to work with.

The cities and counties that make up this TPO are extremely fortunate to have such a knowledgeable and dedicated leader for this organization as well as the people that we work for.

ORGANIZATIONAL, BEHAVIORAL AND PROFESSIONAL SKILLS: Rate performance by making a check for each category.

Skill Area (Score out of 5)	Unsatisfactory	Fair	Good	Very Good	Outstanding
Knowledge of Issues 4.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Intergovernmental Relations 4.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Public Relations 4.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interpersonal Skills 4.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skill Area (Score out of 5)	Unsatisfactory	Fair	Good	Very Good	Outstanding	
Attitude	4.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dependability	4.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adaptability / Flexibility	4.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Written Communications	4.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Verbal Communications	4.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Initiative	4.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Planning & Organizing	4.83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Problem Solving	4.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Decision Making & Judgment	4.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Creativity	4.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OVERALL RATING	4.72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments by Rater

Please include (a) rationale for your overall evaluation, (b) key strengths of the employee (things the Executive Director should keep doing), and (c) any ways in which the employee needs to improve (things the Executive Director should change). Add extra sheets if necessary.

Ms. Bollenback navigates the complexities as Executive Director of the R2CTPO very well. As best I can tell she manages a staff that is prepared, well organized and confident.

2019 will be challenging. We know the R2CTPO CFO of the last 40 years will have retired. There will be many political changes at every level of government. That will be followed by a series of changes in policy direction. The soon-to-begin LRTP amendments will now require performance measurements and we will soon start the five-year LRTP update. While these events may be challenging, I am confident that Lois will guide us through the changes in an organized, professional manner.

I find Ms. Bollenback's experience on transportation issues, her staff management skills and leadership skills with our local and state transportation partners to be exceptional. My rationale for my overall evaluation is based on my six years as a TPO Board member, five years as a member of the Executive Committee and one and a half years as chair of the TPO.

Your overall work ethic and ability to communicate with so many diverse people regarding such complicated issues is a true talent. Continue to stay educated in your field.

Employee Comments

Comments by Appraised Employee. My performance has been discussed with me as described in this appraisal. (Please feel free to add any comments you have concerning your performance, your development or your review. If you wish, you may give these comments directly to your supervisor, in writing, within the next five (5) working days. Add extra sheets as necessary.)

Evaluation Completed By: _____ Date: _____



MEETING AGENDA

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

DATE: WEDNESDAY, NOVEMBER 28, 2018
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, FL 32114

DeBary Vice Mayor Lita Handy-Peters, 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 Chairperson)*
- IV. CONSENT AGENDA**
 - A. OCTOBER 24, 2018 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*
 - B. TREASURER’S REPORT** *(Contact: Herbert M. Seely) (Enclosure, pages)*
 - C. EXECUTIVE COMMITTEE REPORT** -- *Report by DeBary Vice Mayor Lita Handy-Peters, Executive Committee Chairperson (Enclosure, pages)*
 - D. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** -- *Report by Council Member Billie Wheeler, TDLCB Chairperson (Enclosure, pages)*
 - E. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Bob Storke, BPAC Chairperson (Enclosure, pages)*
 - F. CITIZENS ADVISORY COMMITTEE REPORT** -- *Report by Ms. Janet Deyette CAC Chairperson (Enclosure, pages)*
 - G. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Jose Papa, TCC Chairperson (Enclosure, pages)*
 - H. RIVER TO SEA TPO BOARD SUMMARY REPORT** -- *Report by DeBary Vice Mayor Lita Handy-Peters, TPO Board Chairperson (Enclosure, pages)*
 - I. MPO ADVISORY COUNCIL (MPOAC) SUMMARY REPORT** *(Contact: Lois Bollenback) (Enclosure, pages)*

IV. CONSENT AGENDA *(Continued)*

- J. REVIEW AND APPROVAL OF EXECUTIVE DIRECTOR'S OVERALL EVALUATION RESULT AND RECOMMENDATION FOR RETENTION** *(Contact: Ms. Pam Blankenship) (Enclosure, pages)*
- K. REVIEW AND APPROVAL OF EXPENDITURE FOR US 17/92 AT DIRKSEN DRIVE TRAFFIC OPERATIONS FEASIBILITY STUDY** *(Contact: Colleen Nicoulin) (Enclosure, pages XX)*
- L. CANCELLATION OF DECEMBER EXECUTIVE COMMITTEE AND TPO BOARD MEETINGS** *(Contact: Debbie Stewart) (Enclosure, page 4)*

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF THE RIVER TO SEA TPO'S 2019 LEGISLATIVE POSITIONS** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- B. REVIEW AND APPROVAL OF RESOLUTION 2018-## AMENDING THE FY 2018/19 TO 2022/23 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** *(Contact: Lois Bollenback) (Enclosure, pages XX)*
- C. REVIEW AND APPROVAL OF A DRAFT AMENDMENT TO THE 2045 LONG RANGE TRANSPORTATION PLAN (LRTP) FOR PUBLIC COMMENT** *(Contact: Lois Bollenback) (Enclosure, pages XX)*

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF RECOMMENDED CHANGES TO THE R2CTPO POLICY RESOLUTIONS FOR THE ANNUAL CALL FOR PROJECTS** *(Contact: Colleen Nicoulin) (Enclosure, pages XX)*
- B. PRESENTATION AND DISCUSSION OF THE PRIORITY PROJECT APPLICATIONS FOR TRAFFIC OPERATIONS/SAFETY AND LOCAL INITIATIVES PROJECTS, TRANSPORTATION PLANNING STUDIES, AND BICYCLE/PEDESTRIAN AND B/P LOCAL INITIATIVES PROJECTS** *(Contact: Colleen Nicoulin) (Enclosure, pages XX)*
- C. PRESENTATION AND DISCUSSION OF THE ST. JOHNS RIVER TO SEA LOOP TRAIL PD&E STUDY (LAKE BERESFORD PARK TO GRAND AVENUE)** *(Contact: Stephan Harris) (Enclosure, pages XX)*
- D. PRESENTATION AND UPDATE OF THE REGIONAL TRAILS PROGRAM** *(Contact: Stephan Harris) (Enclosure, pages XX)*
- E. FDOT REPORT** *(Contact: Vickie Wyche, FDOT District 5) (Enclosure, pages XX)*

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

- Update on SU Funding/Work Program
- Update on the Roundtable of Volusia County Elected Officials
- Update on Development of the R2CTPO FY 2017/18 Annual Report

VIII. INFORMATION ITEMS *(Enclosure, pages)*

- Citizens Advisory Committee Attendance Record – 2018
- Technical Coordinating Committee Attendance Record– 2018
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2018
- October TPO Outreach and Activities

IX. ADJOURNMENT (Enclosure, page)

The next River to Sea TPO Board meeting will be January 24, 2019

January 2019 Meeting Dates

Executive Committee, January 2, 2019 @ 8:30 a.m.

Transportation Disadvantaged Local Coordinating Board, January 9, 2019 @ 11:00 am

Bicycle/Pedestrian Advisory Committee, January 9, 2019 @ 3:00 p.m.

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

Technical Coordinating Committee, January 15, 2019 @ 3:00 p.m.

River to Sea TPO Board, January 24, 2019 @ 9:00 a.m.

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