

**Citizens' Advisory Committee (CAC)
Meeting Minutes
November 16, 2021**

CAC Members Physically Present:

Shawn Collins
Kerry Karl, Chairperson
Janet Deyette
Ed Fendley
Marcia Stevens-Foltz
Gilles Blais
Bob Storke
Alan Peterson
Paul Martel
Jack Delaney
Dave Castagnacci, Vice Chairperson
Edie Biro
Melissa Winsett (non-voting)
Anna Taylor (non-voting)

CAC Members Virtually Present:

Emily Nice
Erika Benfield
Joe Villanella

CAC Members Absent:

Faith Alkhatib (non-voting)
Tisha Peterson
Rick Basso
Nora Jane Gillespie (excused)
Roger Strcula (excused)
Bobby Ball (excused)
Patricia Lipovsky (excused)
Elizabeth Alicia Lendian

Others Physically Present:

Colleen Nicoulin
Stephan Harris
Sarah McNamara
Tyler Burgett
Marquise McMiller

Others Virtually Present:

Debbie Stewart, Recording Secretary
Pam Blankenship
Loreen Bobo
Jon Cheney
Jay Williams

Representing:

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

Representing:

Daytona Beach Alternate
DeBary
Ponce Inlet

Representing:

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

Representing:

TPO Staff
TPO Staff
FDOT
FDOT
FDOT

Representing:

TPO Staff
TPO Staff
FDOT
Volusia County Traffic Engineering
Volusia County

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; with two voting and one non-voting member 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. Peterson 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

There were no public comments.

III. Action Items

A. Review and Approval of the October 19, 2021 CAC Meeting Minutes

MOTION: *A motion was made by Mr. Peterson to approve the October 19, 2021 CAC meeting minutes. The motion was seconded by Mr. Blais and carried unanimously.*

B. Review and Recommend Approval of Resolution 2021-## Amending the Policy for the Annual Allocation of Surface Transportation Block Grant (STBG) Urban Attributable (SU) Funding and Other State and Federal Funds Identified in the 2045 Long Range Transportation Plan (LRTP)

Ms. Nicoulin stated this resolution was discussed last month and recommended changes from the TIP Subcommittee were presented. Paragraph 5 was added that states any remaining current year funds may be allocated for other projects on the priority list; the BPAC recommended additional language that any remaining funds be allocated to a like project first.

MOTION: *A motion was made by Mr. Blais to recommend approval of Resolution 2021-## amending the policy for the annual allocation of Surface Transportation Block Grant (STBG) Program Urban Attributable (SU) funding and other state and federal funds identified in the 2045 Long Range Transportation Plan (LRTP) as amended adding language that any remaining current year funds be allocated to a like project first or the next project on the priority list. The motion was seconded by Mr. Martel and carried unanimously.*

C. Review and Recommend Approval of Resolution 2021-## Amending the Policy for Defining the Local Match Requirements Placed on Member Local Governments for Projects Prioritized for Funding by the TPO

Ms. Nicoulin stated this resolution was also reviewed last month as presented with the changes recommended by the TIP Subcommittee. Discussion was held last month at TPO Board and at last week's BPAC meeting regarding Paragraph 11 and the threshold for the Executive Director to approve cost overruns. The proposed revision by the TIP Subcommittee was to remove the current threshold of 10% for cost increases and allow the Executive Director authority to approve a justified cost increase. Discussion occurred regarding setting the threshold between 25% and 50%; the BPAC ultimately made a motion that there should be a threshold but did not recommend a threshold percentage but the motion did not pass unanimously. Staff is asking for input from the CAC regarding the threshold. This applies to projects already in the Work Program and on the priority list and when there is a situation with a cost increase, this policy will allow the project to continue to move forward.

Members discussed the policy; what the threshold should be; and how often this situation has occurred. The consensus was to recommend a threshold of 25%.

MOTION: *A motion was made by Mr. Martel to recommend approval of Resolution 2021-## amending the policy for defining the local match requirements placed on member local governments for projects prioritized for funding by the TPO and recommended a threshold of 25% for Executive*

Director approval of cost increases. The motion was seconded by Mr. Storke and carried with nine "yes" votes and three "no" votes.

D. Review and Recommend Approval of Resolution 2021-## Amending the Policy for Establishing and Maintaining Transportation Priority Projects

Ms. Nicoulin stated there are no changes to this resolution that reaffirms the policy for establishing and maintaining transportation priority projects.

MOTION: *A motion was made by Mr. Storke to recommend approval of Resolution 2021-## amending the policy for establishing and maintaining transportation priority projects. The motion was seconded by Mr. Blais and carried unanimously.*

E. Review and Recommend Approval of the Priority Project Applications for Traffic Operations/Safety and Local Initiatives Projects and Transportation Planning Studies

Ms. Nicoulin stated the applications were presented last month with the changes recommended by the TIP Subcommittee; two other recommended changes have been incorporated into the applications since then. Criteria 1 will allocate one point for projects that are submitted as safety related under the first three functional classification categories and Criteria 5 was reworded to provide clarification for the local match funding scale.

MOTION: *A motion was made by Mr. Martel to recommend approval of the Priority Project Applications for Traffic Operations/Safety and Local Initiatives projects and Transportation Planning studies. The motion was seconded by Mr. Villanella and carried unanimously.*

F. Appointment of Unified Planning Work Program (UPWP) Subcommittee Members

Ms. Nicoulin stated the Unified Planning Work Program (UPWP) is the two-year work program of activities; it outlines the planning activities, events, deliverables, the funding sources for those activities and the timeline they are to be completed in. We are currently in the second year of the current UPWP and will enter the new UPWP on July 1, 2022. The TPO is asking for volunteers to serve on a UPWP Subcommittee to help develop those activities the TPO will undertake. We anticipate the UPWP Subcommittee to meet twice; once in December or early January and again in the spring.

Chairperson Karl asked how many volunteers are needed.

Ms. Nicoulin replied typically, there are at least two from each advisory committee.

Mr. Blais, Mr. Collins and Mr. Castagnacci volunteered to serve on the UPWP Subcommittee.

MOTION: *A motion was made by Mr. Storke to appoint Mr. Blais, Mr. Collins and Mr. Castagnacci to the Unified Planning Work Program (UPWP) Subcommittee. The motion was seconded by Mr. Martel and carried unanimously.*

G. Cancellation of December CAC Meeting

MOTION: *A motion was made by Ms. Biro to cancel the December TCC meeting. The motion was seconded by Mr. Delaney and carried unanimously.*

Mr. Peterson asked if something came up during this time, what would happen.

Ms. Nicoulin replied the TPO has an emergency resolution that the TPO Board Chairperson is authorized to approve anything that may come up and then it will be brought to the committees and board in January.

IV. Presentation Items

A. Presentation and Discussion of FDOT's Tentative Five-Year Work Program for FY 2022/23 to 2026/27

Ms. Anna Taylor, FDOT, gave a PowerPoint presentation of the tentative Five-Year Work Program for FY 2022/23 to 2026/27. The program is a list of transportation needs for the district spanning a five-year horizon that takes effect on July 1, 2022 once approved; she reviewed the types of projects included and explained that they are based on TPO and FDOT priorities. A public hearing regarding the Work Program was held on October 25, 2021 through October 29, 2021 with the deadline for public comments on November 12, 2021 and the deadline for TPO comments this Friday, November 19, 2021. The Work Program must be approved by the Governor and then the legislature. She reviewed the funding allocation amounts for the River to Sea TPO planning area and the project types the funding is assigned to. She reviewed the key projects funded in the Work Program for the TPO's planning area as well as projects that were deleted. The Work Program is available online for review.

Mr. Peterson asked what happens in year one if projects are not completed.

Ms. Taylor replied they roll forward into the next year.

Members discussed the various projects included in the tentative Five-Year Work Program.

Mr. Collins commented the President just signed the new infrastructure bill and asked how much funding we will receive from it.

Ms. Taylor replied there has been a Florida breakdown but at this point they do not know how it will come down to the districts.

Discussion continued regarding funding and the projects included in the tentative Work Program.

B. Presentation and Discussion of FDOT's Safety Program

Ms. Loreen Bobo, FDOT, gave a PowerPoint presentation of FDOT's Safety Program and their target of Vision Zero for fatalities and serious injuries; each project is reviewed to see what can be done to improve safety on the roadways. Safety projects must have a cost/benefit ratio; they only receive \$21 million for safety projects in District 5. However, safety measures are put into all projects. The safety office works with every FDOT department to improve safety and strive for zero fatalities. FDOT wants to provide a unified effort to greatly reduce crashes and the effects of crashes to ultimately get to zero fatalities and serious injuries. She reviewed FDOT's strategic plan's three foundations which includes collaboration, infrastructure and education and explained each. She explained Vision Zero and noted there are federal resolutions being considered to reach that goal by the year 2050. Supporting slower speeds on roadways is one way to lower the statistics and she reviewed some countermeasures that assist in achieving slower speeds such as roundabouts, chicanes, raised crosswalks and narrower lanes. She reviewed ways that members could help such as encouraging safety enhancements in developments and permits. She explained the High Visibility Enforcement Program and encouraged members to get their police and sheriff departments to participate.

Members discussed the presentation and the ways to lower fatality and serious injury statistics.

C. Presentation and Discussion of Amendment to the FY 2020/21 and 2021/22 Unified Planning Work Program (UPWP)

Ms. Nicoulin stated the development of the new UPWP was discussed earlier but there will also be an amendment to the current UPWP. Staff is working through the details; there is funding that needs to be added. When a UPWP has been completed but before moving into the new one, a de-obligation process is done; if funds that are not going to be used are de-obligated before the end of the year they will be available in the first year of the new UPWP. Any funds that are not de-obligated will be available in the second year of the UPWP. Staff is also reviewing projects and deliverables; since the TPO is operating at half-staff there are some projects

that cannot be completed. Specifics regarding the UPWP amendment will be brought back in January for discussion.

D. FDOT Report

The FDOT report was provided in the agenda; Ms. Taylor introduced FDOT Liaisons Mr. Marquise McMiller, Mr. Tyler Burgett and Ms. Sarah McNamara. She announced the last section of the I-95 resurfacing project is being done between SR 40 and LPGA Boulevard; beginning at 7:00 pm Monday, November 29, 2021 and ending at 7:00 pm December 2, 2021, the LPGA Boulevard ramp southbound will be closed. There will be a press release regarding the lane closure.

E. Volusia and Flagler County Construction Reports

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

H. Staff Comments

Ms. Nicoulin stated the TPO has hired a recruitment firm to help with the search for a new Executive Director; we expect the position to be advertised within the next week. Once advertised, it is approximately a three-month process and staff expects to have a candidate to present to the TPO Board in February.

Ms. Nicoulin announced the TPO's annual Holiday Open House and Toy Drive will be Wednesday, December 8, 2021 from 4:00 pm to 6:00 pm. She encouraged members to come and bring a new, unwrapped toy to benefit the Department of Children and Families (DCF); and to RSVP to her or Ms. Blankenship.

VI. CAC Member Comments

There were no member comments.

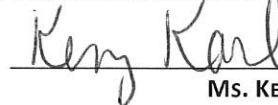
VII. Information Items

- CAC & TCC Attendance Records
- October TPO Outreach and Events
- October 27, 2021 TPO Board Meeting Reports
- R2CTPO Annual Holiday Open House & Toy Drive
- R2CTPO 2022 Meeting Schedule

VIII. Adjournment

There being no further business, the CAC meeting adjourned at 2:56 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 November 16, 2021 regular meeting of the Citizens' Advisory Committee (CAC), approved and duly signed this 18th day of January 2022.



DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION