



MEETING AGENDA

Please be advised that the River to Sea Transportation Planning Organization (TPO) **CITIZENS ADVISORY COMMITTEE (CAC) & TECHNICAL COORDINATING COMMITTEE (TCC)** will be meeting on:

DATE: Tuesday, November 16, 2021
TIME: 1:15 P.M. (CAC) & 3:00 P.M. (TCC)
PLACE: River to Sea TPO Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

Masks are requested to be worn by those physically present according to CDC guidelines

NOTE:
Microsoft Teams has been established for remote participation.

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CAC & TCC Meetings

Tuesday, November 16, 2021 at 1:15 pm and 3:00 pm EDT respectively

Join on your computer or mobile app
[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 896160117# United States, West Palm Beach

Phone Conference ID: 896 160 117#

[Find a local number](#) | [Reset PIN](#)

Ms. Kerry Karl, CAC Chairperson

Ms. Becky Mendez, TCC Chairperson

CAC & TCC AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE**
- II. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- III. ACTION ITEMS**
 - A. REVIEW AND APPROVAL OF THE OCTOBER 19, 2021 CAC/TCC MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, CAC pages 4-9; TCC pages 4, 10-13)*

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	

III. ACTION ITEMS *(Continued)*

- B. REVIEW AND 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)** *(Contact: Colleen Nicoulin) (Enclosure, pages 14-17)*
- 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** *(Contact: Colleen Nicoulin) (Enclosure, pages 18-21)*
- D. REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2021-## AMENDING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS** *(Contact: Stephan Harris) (Enclosure, pages 22-26)*
- E. REVIEW AND RECOMMEND APPROVAL OF THE PRIORITY PROJECT APPLICATIONS FOR TRAFFIC OPERATIONS/SAFETY AND LOCAL INITIATIVES PROJECTS AND TRANSPORTATION PLANNING STUDIES** *(Contact: Colleen Nicoulin) (Enclosure, pages 27-40)*
- F. APPOINTMENT OF UNIFIED PLANNING WORK PROGRAM (UPWP) SUBCOMMITTEE MEMBERS** *(Contact: Colleen Nicoulin) (Enclosure, page 41)*
- G. CANCELLATION OF DECEMBER CAC/TCC MEETINGS** *(Contact: Debbie Stewart) (Enclosure, page 42)*

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF FDOT'S TENTATIVE FIVE-YEAR WORK PROGRAM FOR FY 2022/23 TO 2026/27** *(Contact: Colleen Nicoulin) (Enclosure, page 43)*
- B. PRESENTATION AND DISCUSSION OF FDOT'S SAFETY PROGRAM** *(Contact: Colleen Nicoulin) (Enclosure, page 44)*
- C. PRESENTATION AND DISCUSSION OF AMENDMENT TO THE FY 2020/21 AND 2021/22 UNIFIED PLANNING WORK PROGRAM (UPWP)** *(Contact: Colleen Nicoulin) (Enclosure, page 45)*
- D. FDOT REPORT** *(Contact: Anna Taylor, FDOT District 5) (Enclosure, pages 46-49)*
- E. VOLUSIA COUNTY AND FLAGLER COUNTY CONSTRUCTION REPORTS** *(Contact: Volusia County & Flagler County Traffic Engineering) (Enclosure, pages 50-52)*

V. STAFF COMMENTS *(Enclosure, page 53)*

VI. CAC/TCC MEMBER COMMENTS *(Enclosure, page 53)*

VII. INFORMATION ITEMS *(Enclosure, pages 53-60)*

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

VIII. ADJOURNMENT *(Enclosure, page 53)*

****The next CAC and TCC meetings will be on Tuesday, January 18, 2022****

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.

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.

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.

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

III. ACTION ITEMS

A. REVIEW AND APPROVAL OF OCTOBER 19, 2021 CAC/TCC MEETING MINUTES

Background Information:

Minutes are prepared for each CAC and TCC meeting and said minutes must be approved by their respective committees.

ACTION REQUESTED:

MOTION TO APPROVE THE OCTOBER 19, 2021 CAC/TCC MEETING MINUTES

**Citizens' Advisory Committee (CAC)
Meeting Minutes
October 19, 2021**

CAC Members Physically Present:

Shawn Collins
Kerry Karl, Chairperson
Janet Deyette
Ed Fendley
Gilles Blais
Bob Storke
Alan Peterson
Joe Villanella
Jack Delaney
Dave Castagnacci, Vice Chairperson
Elizabeth Alicia Lendian
Edie Biro
Melissa Winsett

CAC Members Virtually Present:

Emily Nice
Erika Benfield
Nora Jane Gillespie
Roger Strcula
Susan Elliott
Patricia Lipovsky

CAC Members Absent:

Marcia Stevens-Foltz (excused)
Faith Alkhatib (non-voting)
Tisha Peterson
Rick Basso
Bobby Ball

Others Physically Present:

Colleen Nicoulin
Anna Taylor
Sarah McNamara

Others Virtually Present:

Debbie Stewart, Recording Secretary
Pam Blankenship
Stephan Harris
Jay Williams
Lois Bollenback
Jon Cheney

Representing:

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

Representing:

Daytona Beach Alternate
DeBary
New Smyrna Beach
Ormond Beach
Pierson
Volusia County D-2

Representing:

Flagler County
Flagler County Traffic Engineering
Flagler County Public Transportation
Lake Helen
Port Orange

Representing:

TPO Staff
FDOT
FDOT

Representing:

TPO Staff
TPO Staff
TPO Staff
Citizen
Spokane Regional Trans Council
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 four 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 Mr. Villanella 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 September 21, 2021 CAC Meeting Minutes

MOTION: *A motion was made by Mr. Peterson to approve the September 21, 2021 CAC meeting minutes. The motion was seconded by Mr. Storke and carried unanimously.*

B. Review and Recommend Approval of Resolution 2021-## Amending the FY 2021/22 to 2025/26 Transportation Improvement Program (TIP) by a Roll Call Vote

(Handout)

Ms. Nicoulin stated this TIP amendment includes funding for four projects that are being advanced from an outer year to the current fiscal year. The four projects are: new transit funding for preventative maintenance and operations of Votran vehicles; additional funding for the utilities phase of the I-95 interchange at Pioneer Trail; for the design phase of the I-95 interchange at US 1; and for the design phase of the I-95 interchange at LPGA Boulevard.

Mr. Collins asked for more information on the interchange projects.

Ms. Nicoulin replied the I-95 interchange at US 1 is a re-design of the interchange; it is an old interchange and there are safety issues. The I-95 interchange at LPGA Boulevard has a lot of congestion and the improvements are for capacity; the PD&E study will look beyond the interchange all the way to US 92 because the development in the area is feeding into the interchange.

Mr. Collins asked if there would be construction at US 92 and LPGA Boulevard.

Ms. Nicoulin replied a PD&E study is currently being conducted to identify the feasibility of moving forward and design solutions. Because there is so much traffic that comes from LPGA Boulevard, Volusia County and FDOT are including LPGA Boulevard as part of the initial study; the design and construction have not yet been determined.

Mr. Collins referred to the I-95 at US 1 interchange and asked what that project will look like.

Ms. Nicoulin replied it would be a reconfiguration of the interchange; they will look at alternatives for the interchange.

Ms. Taylor added that FDOT just kicked the process off; they will look at alternatives and will likely bring the information back to the TPO.

Mr. Peterson commented that one of the things they should look at is the traffic signalization.

Mr. Castagnacci asked if the Tomoka River Bridge would be included in the I-95 and LPGA Boulevard project.

Ms. Nicoulin replied yes.

Chairperson Karl referred to the TIP sheet for the I-95 interchange at Pioneer Trail and commented that the totals do not seem to be correct.

Ms. Nicoulin replied she will make that correction.

Mr. Peterson commented that this is substantial money; he asked where this funding is coming from and if it will affect other projects.

Ms. Nicoulin replied the funding is coming from other sources and will not affect any other projects.

MOTION: *A motion was made by Mr. Strcula to recommend approval of Resolution 2021-## amending the FY 2021/22 to 2025/26 Transportation Improvement Program (TIP). The motion was seconded by Mr. Peterson and carried unanimously by a roll call vote.*

C. Review and Recommend Approval of Resolution 2021-## Adopting the R2CTPO FY 2020/21 Public Involvement Activities Summary

Ms. Nicoulin stated a presentation of the R2CTPO's FY 2020/21 Public Involvement Activities Summary was given last month and a link to the report was provided in the agenda.

MOTION: *A motion was made by Ms. Biro to recommend approval of Resolution 2021-## adopting the R2CTPO FY 2020/21 Public Involvement Activities Summary. The motion was seconded by Mr. Storke and carried unanimously.*

D. Review and Recommend Support for the Federal Lands Access Program (FLAP) Grant Application for the Black Bear Scenic Trail

Ms. Nicoulin gave a PowerPoint presentation on the Federal Lands Access Program (FLAP) Grant and explained that it is a cyclical grant that is available to Florida every few years. The Black Bear Scenic Trail runs along SR 40 and is on the TPO's List of Priority Projects (LOPP) as well as the Lake-Sumter and Ocala Marion TPO's priority lists; it is also on the Regional List of Priority Projects through the MPOAC. She reviewed a map of the trail, explained the purpose of the FLAP program and noted the Black Bear Scenic Trail meets the requirements. All three MPOs are providing letters of support to proceed with the grant applications; letters of support from local agencies are also being obtained. The deadline for the application is December 15, 2021; the Lake-Sumter MPO is spearheading this application and putting the information together. The R2CTPO will be providing backup and support.

Mr. Delaney asked if the trail would be a hard surface on the right-of-way.

Ms. Nicoulin replied yes; it will be a 12' wide, paved, multi-use trail.

Mr. Fendley asked what the timeline of the build out would be if the current plan holds.

Ms. Nicoulin replied she does not know yet; right now, they are still in the study phase and possibly design. She will ask if Lake Sumter MPO has a schedule yet.

Ms. Lendian asked if the trail would be along SR 40 and US 17 or if it would be in the wooded area since there are plans to widen SR 40.

Ms. Nicoulin replied it will depend on the PD&E study results; there will be separation from the roadway; the widening of the roadway will also be taken into consideration.

Chairperson Karl asked if a local match was required.

Ms. Nicoulin replied yes but the match requirement can be with funds that have already been spent. A feasibility study has been done for this project that would cover the match requirement for the PD&E study. Funds for future phases can also be used as part of the match. Since this project qualifies for SUN Trail funding as well, there is the potential that that funding could be used as part of the match. The Lake-Sumter MPO is not asking for a commitment from the R2CTPO to provide a local match because there are other resources available.

MOTION: *A motion was made by Mr. Blais to recommend support for the Federal Lands Access Program (FLAP) Grant application for the Black Bear Scenic Trail. The motion was seconded by Ms. Deyette and carried unanimously.*

IV. Presentation Items

A. Presentation and Discussion of Recommended Changes to the R2CTPO Guiding Resolutions and Project Applications for the Annual Call for Projects

Ms. Nicoulin stated each year at this time, the TIP Subcommittee and BPAC Project Review Subcommittee meet to review the priority process and identify any changes that may need to be made to the guiding resolutions and project applications. This year, the TPO Board asked staff to review the policies to see if there are any self-imposed restrictions or a lack of flexibility in accessing funding. She reviewed the proposed changes to the project applications.

Mr. Peterson referred to the project implementation application and Criterion 1 and the added footnote that the project must be safety related; he commented that it does not make sense to award no points on the first three options if a project qualifies for safety reasons and suggested adding one point to those three options.

MOTION: *A motion was made by Mr. Peterson to add one point to Criterion 1 for a safety related project on the Traffic Operations/Safety/Local Initiatives project implementation application. The motion was seconded by Mr. Blais and carried unanimously.*

Ms. Nicoulin continued to review the proposed changes to the project application for project implementation.

Mr. Peterson referred to Criterion 7 regarding local matching funds and suggested the second line be 10.5% and that the greater than/less than symbols be removed.

Ms. Nicoulin replied the match must be greater than 10% and she will make the wording clearer regarding greater or less than 10 %. She continued to review the proposed changes to the project applications, guiding resolutions and the priority process schedule.

B. FDOT Report

Ms. Taylor stated the all paving operations for the resurfacing project along SR 44 are complete and they are working on striping and lighting. She announced FDOT's D-5 Work Program online public hearing will be held October 25, 2021 through October 29, 2021 with an in-person open house in DeLand on October 28, 2021 from 5:00 pm to 7:00 pm. She announced the district received \$90 million in stimulus funding for Volusia and Flagler Counties; she reviewed the projects that will be funded with this funding.

C. Volusia and Flagler County Construction Reports

Ms. Winsett noted that Volusia County recently completed the East Central Florida Regional Rail Trail gap from Guise Road to Gobbler's Lodge and several new projects were added under design.

Ms. Lendian asked if there was an update on whether Arredondo Grant Road can be striped.

Ms. Winsett replied she will follow up on that request.

The Flagler County Construction Report was provided in the agenda.

E. Staff Comments

Ms. Nicoulin announced the annual Call for Projects will open on December 3, 2021 and close February 25, 2022. TPO staff will also start developing the new Unified Planning Work Program (UPWP); a subcommittee will be formed to help identify projects for the UPWP.

VI. CAC Member Comments

Mr. Peterson commented that only part of Palm Coast in the TPO’s planning area is east of US 1; the western part is not included but there is a large development of 2,900 homes being built there. He asked how that part of Palm Coast could be included in the TPO’s planning area.

Ms. Nicoulin replied the re-drawing of the TPO’s boundaries will be done as part of the 2020 Census; the urban boundaries will be released next year and staff will review realigning the boundaries in Flagler County then. We will not look only at what was on the ground during the census but will also look at areas that are expected to be urbanized; staff will work with city and county staff to identify those areas.

Mr. Blais asked if staff could provide the gas tax revenue from the LPGA Boulevard area as traffic is increasing there month after month.

Mr. Cheney explained that the gas tax is collected where it is distributed and not where it is sold.

Ms. Lendian thanked Mr. Harris for his help in getting the flashing pedestrian signal at the trail crossing in DeLeon Springs repaired and announced that Ms. Blankenship will be speaking at the Daughters of the American Revolution meeting next month.

VII. Information Items

- CAC & TCC Attendance Records
- September TPO Outreach and Events
- September 29, 2021 TPO Board Meeting Reports
- Mobility Week Flyer

VIII. Adjournment

There being no further business, the CAC meeting adjourned at 2:12 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 October 19, 2021 regular meeting of the Citizens’ Advisory Committee (CAC), approved and duly signed this 16th day of November 2021.

**DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**Technical Coordinating Committee (TCC)
Meeting Minutes
October 19, 2021**

TCC Members Physically Present:

Brian Woodworth
Matt Boerger
Belinda Collins
Darren Lear
Brian Walker, Vice Chairperson
Kyle Fegley
Becky Mendez, Chairperson
Jose Papa
Mark Karet
Tim Burman
Becky Witte
Melissa Winsett
Ralf Heseler

TCC Members Virtually Present:

Ron Paradise
Mike Disher

TCC Members Absent:

Stewart Cruz
Lee Evett
Shawn Finley (excused)
Adam Mengel

Others Physically Present:

Colleen Nicoulin
Stephan Harris
Anna Taylor
Sarah McNamara
Jon Cheney

Others Virtually Present:

Debbie Stewart, Recording Secretary
Pam Blankenship
Jay Williams

Representing:

Daytona Beach Alternate
DeBary
DeLand Alternate
Edgewater
Holly Hill
New Smyrna Beach
Orange City
Palm Coast
Pierson
Port Orange
South Daytona
V.C. Traffic Engineering
Votran

Representing:

Deltona
Ponce Inlet

Representing:

Daytona Beach Shores
Lake Helen
Ormond Beach
F.C. Traffic Engineering

Representing:

TPO Staff
TPO Staff
FDOT
FDOT
V.C. Traffic Engineering

Representing:

TPO Staff
TPO Staff
Volusia County

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

Chairperson Mendez 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 physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with 13 voting and two non-voting members physically present and two voting members virtually present.

MOTION: *A motion was made by Mr. Lear to allow TCC members attending virtually to participate and vote. The motion was seconded by Ms. 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 September 21, 2021 TCC Meeting Minutes

MOTION: *A motion was made by Mr. Lear to approve the September 21, 2021 TCC meeting minutes. The motion was seconded by Mr. Walker and carried unanimously.*

B. Review and Recommendation of Approval of Resolution 2021-## Amending the FY 2021/22 to 2025/26 Transportation Improvement Program (TIP)

(Handout)

Ms. Nicoulin stated this TIP amendment includes funding for four projects that are being advanced from an outer year to the current fiscal year. The four projects are: new transit funding for preventative maintenance and operations of Votran vehicles; additional funding for the utilities phase of the I-95 interchange at Pioneer Trail; for the design phase of the I-95 interchange at US 1; and for the design phase of the I-95 interchange at LPGA Boulevard.

Chairperson Mendez commented that this is a lot of money and asked if it was part of FDOT's Work Program that is in the process of being adopted.

Ms. Nicoulin replied the funding for these projects is from stimulus funding.

MOTION: *A motion was made by Mr. Lear to recommend approval of Resolution 2021-## amending the FY 2021/22 to 2025/26 Transportation Improvement Program (TIP). The motion was seconded by Ms. Winsett and carried unanimously by a roll call vote.*

C. Review and Recommendation of Approval of Resolution 2021-## Adopting the R2CTPO FY 2020/21 Public Involvement Activities Summary

Ms. Nicoulin stated a presentation of the R2CTPO's FY 2020/21 Public Involvement Activities Summary was given last month and a link to the report was provided in the agenda.

MOTION: *A motion was made by Mr. Walker to recommend approval of Resolution 2021-## adopting the R2CTPO FY 2020/21 Public Involvement Activities Summary. The motion was seconded by Mr. Lear and carried unanimously.*

D. Review and Recommendation of Support for the Federal Lands Access Program (FLAP) Grant Application for the Black Bear Scenic Trail

Ms. Nicoulin gave a PowerPoint presentation on the Federal Lands Access Program (FLAP) Grant and explained that it is a cyclical grant that is available to Florida every few years. The Black Bear Scenic Trail runs along SR 40 and is on the TPO's List of Priority Projects (LOPP) as well as the Lake-Sumter and Ocala Marion TPO's priority lists; it is also on the Regional List of Priority Projects through the MPOAC. She reviewed a map of the trail, explained the purpose of the FLAP program and noted the Black Bear Scenic Trail meets the requirements. All three MPOs are providing letters of support to proceed with the grant applications; letters of support from local agencies are also being obtained. The deadline for the application is December 15, 2021; the Lake-Sumter MPO is spearheading this application and putting the information together. The R2CTPO will be providing backup and support.

MOTION: *A motion was made by Mr. Lear to recommend support for the Federal Lands Access Program (FLAP) Grant application for the Black Bear Scenic Trail. The motion was seconded by Ms. Collins and carried unanimously.*

IV. Presentation Items

A. Presentation and Discussion of Recommended Changes to the R2CTPO's Guiding Resolutions and Project Applications for the Annual Call for Projects

Ms. Nicoulin stated each year at this time, the TIP Subcommittee and BPAC Project Review Subcommittee meet to review the priority process and identify any changes that may need to be made to the guiding resolutions and project applications. This year, the TPO Board asked staff to review the policies to see if there are any self-imposed restrictions or a lack of flexibility to access funding. She reviewed the proposed changes to the project applications, priority process schedule and the guiding resolutions. She noted that the CAC made a motion to add one point for safety-related projects to Criterion 1 on the Traffic Operations/Safety/Local Initiatives project implementation application.

Chairperson Mendez referred to the resolution defining local match requirements, cost increases and overruns and the proposed change to eliminate the 10% threshold for Executive Director approval of cost increases; she asked if there had been any discussion to raise the threshold versus eliminating it. She expressed concern over having no board oversight.

Ms. Nicoulin replied yes; raising the threshold to 25 or 30% had been discussed; however, this is reviewed each year so if there is an issue, it can be changed. In order to program additional funds for a project, they must be available in the current fiscal year. She noted that this will be presented to the TPO Board later this month.

Mr. Disher referred to the project applications and the use of the federal functional classification for roads; he asked if there had been any discussion regarding changing that to use the context classification used by FDOT as they are geared toward pedestrian safety. He brought it up due to the Dangerous by Design report that was discussed earlier this year and ways to make it safer in our planning area. The context classification could be used on this application to improve bicycle and pedestrian safety.

Ms. Nicoulin explained it is tied to which roadways and facilities are eligible to receive federal funds. She will make a note and see if there are any recommendations staff can make regarding the context classification and she will ensure it is discussed at the next TIP Subcommittee meeting.

Discussion continued.

B. FDOT Report

Ms. Taylor stated the all paving operations for the resurfacing project along SR 44 are complete and they are working on striping and lighting. She announced FDOT's D-5 Work Program online public hearing will be held October 25, 2021 through October 29, 2021 with an in-person open house in DeLand on October 28, 2021 from 5:00 pm to 7:00 pm. She announced the district received \$90 million in stimulus funding for Volusia and Flagler Counties; she reviewed the projects that will receive this funding.

C. Volusia and Flagler County Construction Reports

Ms. Winsett noted that Volusia County recently completed the East Central Florida Regional Rail Trail gap from Guise Road to Gobbler's Lodge and several new projects were added under design. She noted the county has updated the procedures for transportation impact analyses (TIA) as well as proportionate fair share agreements; the changes require a conceptual plan coordination in advance with the development and engineering departments; she will share the updated document with the cities and planners when it is finalized.

Chairperson Mendez asked if the document would be available on the county's website.

Ms. Winsett replied yes; eventually.

The Flagler County Construction Report was provided in the agenda.

V. Staff Comments

Ms. Nicoulin announced the annual Call for Projects will open on December 3, 2021 and close February 25, 2022. TPO staff will also start developing the new Unified Planning Work Program (UPWP) soon; a subcommittee will be formed to help identify projects for the UPWP. The TIA Guidelines are also due to be updated.

VI. TCC Member Comments

Chairperson Mendez announced the Florida Planning and Zoning Association (FPZA) has opened their Call for Awards and the deadline is mid-November. She noted that the TPO was an award winner last year; the awards gala will be in December. If anyone is interested, please contact her.

Mr. Disher referred to Votran’s Transit Development Plan (TDP) presentation a couple of months ago and commented it is now something his city council and residents have become aware of due to transit changes in Ponce Inlet. He suggested TPO staff highlight significant changes and issues the next time it is updated; the feedback from the citizens that are affected by these changes is not positive.

VII. Information Items

- CAC & TCC Attendance Records
- September TPO Outreach and Events
- September 29, 2021 TPO Board Reports

VIII. Adjournment

There being no further business, the TCC meeting adjourned at 3:48 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**Ms. BECKY MENDEZ, 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 October 19, 2021 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 16th day of November 2021.

**DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

III. ACTION ITEMS

- B. REVIEW AND 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)**

Background Information:

Resolution 2021-## reaffirms the current allocation of funding for the Surface Transportation Block Grant (STBG) Program. There are no significant changes to the resolution from last month. Draft Resolution 2021-## is provided with this agenda packet for your review.

ACTION REQUESTED:

MOTION 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)

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2020-23XX

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
ESTABLISHING THE POLICY FOR THE ANNUAL ALLOCATION OF SURFACE TRANSPORTATION
BLOCK GRANT PROGRAM (STBG) URBAN ATTRIBUTABLE (SU) FUNDING AND OTHER STATE
AND FEDERAL FUNDS IDENTIFIED IN THE 2045 LONG RANGE TRANSPORTATION PLAN FOR
LOCAL INITIATIVES**

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that every urbanized area with a population of 50,000 or more, as a condition to the receipt of federal capital or operating assistance, shall have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) comprised of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

WHEREAS, 23 C.F.R. 450.104 provides that the River to Sea TPO shall annually endorse, and amend as appropriate, the plans and programs required, among which is the Surface Transportation Block Grant Program (STBG) projects list of the annual Transportation Improvement Program (TIP) submission; and

WHEREAS, each year the appropriate River to Sea TPO committees, made up of a cross-section of interested citizens and staff, are charged with the responsibility of drafting a list of prioritized projects; and

WHEREAS, it is the responsibility of the River to Sea TPO to establish project priorities that are equitable for all areas within the River to Sea TPO's planning boundaries ; and

WHEREAS, the River to Sea TPO reaffirms its commitment to the priority process and related policies;

NOW, THEREFORE, BE IT RESOLVED by the River to Sea TPO that:

1. ~~Annual set-asides of~~ The River to Sea TPO's total Surface Transportation Block Grant Program (STBG) Urban Attributable (SU) funding goals will be made in the following manner: 40% of the total SU funds will be used for Traffic Operations, Safety, and

Local Initiatives (traffic operations focused) Project Priorities, 30% of the total SU funds will be used for Transit Project Priorities, and 30% of the total SU funds will be used for Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives (bicycle/pedestrian focused) Project Priorities;

2. ~~Annual set-asides of o~~Other state and federal funds identified in the 2040~~5~~ Long Range Transportation Plan for Local Initiatives will be made available in the following manner: 50% of the funds will be used for Traffic Operations, Safety, and Local Initiatives (traffic operations focused) Project Priorities and 50% will be used for Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives (bicycle/pedestrian focused) Project Priorities;
3. Mixed projects (defined as a project that is not a stand-alone bicycle or pedestrian project) will only be accepted and ranked in both the bicycle/pedestrian focused and the traffic operations focused project categories if the bicycle/pedestrian cost component of the project is greater than 20% of the total project cost. Projects that do not meet this threshold shall be submitted and ranked in the traffic operations focused category only. The project applications shall include the cost breakdown between the bicycle/pedestrian component and the traffic operations component of the project. When programming mixed projects, funding amounts drawn down from each set-aside category (bicycle/pedestrian focused vs. traffic operations focused) shall be consistent with the cost component of that category;
4. For projects funded in whole or in part with Urban Attributable (SU) funding and/or other state and federal funds obtained through the TPO's Priority Project Process, if the recipient of the funds chooses to display any signs or markers at the project site, said signs or markers shall include language acknowledging the River to Sea TPO, Florida Department of Transportation (FDOT), Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and/or other funding partners, as may be applicable, for providing funding for the project. In addition to the language, the sign or marker shall include these agencies' official logos.

Additionally, any public pronouncements made by or on behalf of the recipient regarding the project, including press releases, publications, annual reports, video credits, and dedications, shall acknowledge the funding support provided by the TPO, FDOT, FHWA, and FTA.

5. Any remaining Surface Transportation Block Grant Program (STBG) Urban Attributable (SU) funds in the current fiscal year may be reallocated for other projects on the priority list or to cover project cost increases consistent with Resolution 2021-XX.

~~5.6.~~ The policies set forth in this resolution shall remain in effect unless and until they are repealed or amended by the TPO; and

~~6.7.~~ The Chairperson of the River to Sea TPO (or their designee) is hereby authorized and directed to provide a copy of this resolution to the:

- a. Florida Department of Transportation (FDOT);
- b. Federal Transit Administration (FTA) (through the Florida Department of Transportation); and
- c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation).

DONE AND RESOLVED at the regular meeting of the River to Sea TPO held on the ~~27th~~^{1st} day of ~~January~~^{December} 2021.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

VOLUSIA COUNTY COUNCIL VICE CHAIR BILLIE WHEELER
~~CITY OF NEW SMYRNA BEACH COMMISSIONER JASON MCGUIRK~~
CHAIRPERSON, RIVER TO SEA TPO

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 a resolution, adopted at a legally convened meeting of the River to Sea TPO held on ~~January 27~~^{December 1}, 2021.

ATTEST:

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

III. ACTION ITEMS

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

Background Information:

Resolution 2021-## sets the TPO's policy pertaining to local match requirements placed on member local governments for projects prioritized for funding by the TPO. The draft Resolution 2021-##, as recommended by the TIP Subcommittee, is provided with this agenda packet for your review. TPO Staff will present discussions from the October 27, 2021 TPO Board meeting for consideration.

ACTION REQUESTED:

MOTION 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

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2020-24XX

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO)
DEFINING THE LOCAL MATCH REQUIREMENTS PLACED ON MEMBER LOCAL GOVERNMENTS FOR
PROJECTS PRIORITIZED FOR FUNDING BY THE TPO**

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that the urbanized area, as a condition to the receipt of federal capital or operating assistance, have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) comprised of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

WHEREAS, the FDOT funds projects in the Work Program based on the plans and priorities set by the TPO; and

WHEREAS, the River to Sea TPO desires to provide, whenever possible, financial assistance to governmental entities to allow them to pursue transportation projects and programs which are consistent with the TPO's plans and priorities and benefit residents of and visitors to our planning area; and

WHEREAS, the River to Sea TPO wants to leverage the state and federal transportation funds programmed on transportation projects in TPO's MPA and ensure a measure of local financial commitment to transportation projects and programs utilizing these funds;

NOW, THEREFORE, BE IT RESOLVED by the River to Sea TPO that:

1. Every governmental entity receiving state and/or federal transportation funds for a project on any of the following Priority Project Lists shall provide a local match at a minimum ratio of 10% local funds to 90% state and/or federal funds:
 - a. Traffic Operations, Safety, and Local Initiatives Projects;
 - b. Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives Projects.

This match requirement shall not apply to projects on the State Highway System; and

2. Every governmental entity receiving state and/or federal transportation funds for a project on the TPO's Priority List of Transportation Planning Studies shall provide a local match at a minimum ratio of 10% local funds to 90% state and/or federal funds; and

3. A local match shall not be required for any project on the TPO's Priority Lists of Strategic Intermodal System (SIS) Projects, Regionally-Significant Non-SIS Roadway Projects, or Transit Projects, subject to any other funding program requirements that may apply (e.g., Transportation Regional Incentive Program); and
4. the River to Sea TPO determines that "local match" shall be defined as non-state/non-federal cash match and/or in-kind services of eligible costs that advance the project in question; and
5. notwithstanding the terms prescribed in subparagraph 1 and 2, above, the required local match shall not exceed the ratio required in the current policy of the TPO Board at the time the governmental entity requests funding unless the local government entity commits to a higher local match for the project; and
6. the River to Sea TPO reserves the right to waive or adjust the local match requirements if the TPO Board deems there exists sufficient reason or circumstance; and
7. the River to Sea TPO defines a cost overrun as an increase in the amount of the cost of any programmed project phase due to a change in scope, project limits or project approach that could have reasonably been foreseen or is the result of an incomplete, insufficient or out of date cost estimate; and
8. the River to Sea TPO reaffirms its policy that any cost overruns encountered on a project funded with state and/or federal transportation funds will be the responsibility of the governmental entity identified as the project originator with the following exception: if the project is on the state highway system and the State DOT is the project manager of record then the state shall be responsible for any cost overruns utilizing state dollars; and
9. the River to Sea TPO defines a cost increase as an increase in the cost of any programmed project phase due to unforeseen market changes or a change in requirements and/or standards for projects that have current and complete cost estimates; and
10. Requests for additional state and/or federal funds must be submitted to the TPO and include a statement of hardship or justification by the governmental entity identified as the project sponsor along with supporting documentation that includes detailed justification of the change in cost; and
11. the River to Sea TPO Executive Director may authorize the use of state and/or federal funds to cover some or all of a justified cost increase on any project phase, ~~up to and including 10% of the project cost estimate for that phase; and~~
- ~~12. the use of state and/or federal funds to cover cost increases exceeding 10% of the project cost estimate for any phase may be authorized only by the River to Sea TPO Board; and~~
- ~~13.~~12. the policies set forth in this resolution shall remain in effect unless and until they are repealed or amended by the TPO; and
- ~~14.~~13. the Chairperson of the River to Sea TPO (or their designee) is hereby authorized and directed to submit this resolution to the:
 - a. Florida Department of Transportation;
 - b. Federal Transit Administration (through the Florida Department of Transportation);

- c. Federal Highway Administration (through the Florida Department of Transportation);
and
- d. Councils, Commissions, and Managers of the TPO Member Local Governments.

DONE AND RESOLVED at the regularly convened meeting of the River to Sea TPO held on the ~~27th~~
1st day of ~~January~~ December 2021.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

VOLUSIA COUNTY COUNCIL VICE CHAIR BILLIE WHEELER

~~CITY OF NEW SMYRNA BEACH COMMISSIONER JASON MCGUIRK~~

CHAIRPERSON, RIVER TO SEA TPO

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 a resolution, adopted at a legally convened meeting of the River to Sea TPO held on ~~January 27~~ December 1, 2021.

ATTEST:

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

III. ACTION ITEMS

D. REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2021-## AMENDING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS

Background Information:

Resolution 2021-## defines the priority project categories and sets the TPO's policy for establishing and maintaining the transportation project priorities. There are no significant changes to the resolution from last month. Draft Resolution 2021-## is provided with this agenda packet for your review.

ACTION REQUESTED:

MOTION TO RECOMMEND APPROVAL OF RESOLUTION 2021-## AMENDING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION PRIORITY PROJECTS

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

RESOLUTION 2020-25XX

**RESOLUTION OF THE RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION
REAFFIRMING THE POLICY FOR ESTABLISHING AND MAINTAINING TRANSPORTATION
PRIORITY PROJECTS**

WHEREAS, Florida Statutes 339.175; 23 U.S.C. 134; and 49 U.S.C. 5303 require that every urbanized area with a population of 50,000 or more, as a condition to the receipt of federal capital or operating assistance, shall have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the urbanized area; and

WHEREAS, the River to Sea Transportation Planning Organization (TPO) is the duly designated and constituted body responsible for carrying out the urban transportation planning and programming process for the designated Metropolitan Planning Area (MPA) comprised of Volusia County and the urbanized areas of Flagler County including the cities of Flagler Beach, Beverly Beach, and portions of Palm Coast and Bunnell; and

WHEREAS, 23 C.F.R. 450.104 provides that the River to Sea TPO shall annually endorse, and amend as appropriate, the plans and programs required, among which is the Surface Transportation Block Grant Program (STBG) projects list of the annual Transportation Improvement Program (TIP) submission; and

WHEREAS, each year the appropriate River to Sea TPO committees made up of a cross-section of interested citizens and technical staff are charged with the responsibility of drafting a list of prioritized projects; and

WHEREAS, it is the responsibility of the River to Sea TPO to establish project priorities for all areas of the TPO's MPA; and

WHEREAS, the River to Sea TPO reaffirms its commitment to the priority process and related policies;

NOW, THEREFORE, BE IT RESOLVED by the River to Sea TPO that the following policies are established to prioritize transportation projects throughout the TPO's MPA:

1. The project application and evaluation criteria approved by the River to Sea TPO Board shall be used to solicit and evaluate projects for priority ranking in the transportation program categories listed below:
 - a. Florida Strategic Intermodal System (SIS) Projects;
 - b. Regionally Significant, Non-SIS Roadway Projects and Major Bridge Projects;

- c. Traffic Operations, Safety, and Local Initiatives Projects;
 - d. Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives Projects;
 - e. Public Transit Projects; and
 - f. Transportation Planning Studies.
2. River to Sea TPO projects that were previously ranked and have a Financial Management (FM) number and are in the Florida Department of Transportation Work Program will automatically be prioritized above projects that are not currently in the FDOT Five-Year Work Program;
 3. Projects which are ranked one through five on the Prioritized List of Florida Strategic Intermodal System (SIS) Projects are deemed to be protected, and will remain in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
 4. Projects which are ranked one through five on the Prioritized List of Regionally Significant, Non-SIS Roadway Projects and Major Bridge Projects are deemed to be protected, and will remain in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
 5. Projects which are ranked one through eight on Tier “B” of the Prioritized List of Traffic Operations, Safety, and Local Initiatives Projects are deemed to be protected, and will be ranked in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
 6. Projects which are ranked one through three on Tier “B” of the Prioritized List of Bicycle/Pedestrian, Transportation Alternatives, Regional Trails, and Local Initiatives Projects are deemed to be protected, and will be ranked in their current spot or move to the next available higher spot until they are completed and drop out of the Work Program;
 7. If, at any time, two or more lists of prioritized projects are merged into a new list, every project that was protected prior to the merger shall retain its protected status, and no new or previously unprotected project shall be deemed to be protected unless and until it advances to the protected rank prescribed for the new, merged list.
 8. The River to Sea TPO will only re-prioritize or add projects when the TPO Board determines: a) unusual circumstances support such action, b) the circumstances are not of a recurring nature, c) the circumstances do not result from the actions of the project sponsor, and d) the proposed reprioritization or addition will not be contrary to the public interest;
 9. Requests to change the priority or to add a project must include a statement of hardship by the requestor along with supporting documentation that includes

detailed justification of need and an assessment of the impacts to the programming of prioritized projects;

10. It is the responsibility of the River to Sea TPO and FDOT staffs to provide the River to Sea TPO members with current information and data on project status and to assist the members in their efforts to make informed decisions regarding the prioritized projects lists;
11. The River to Sea TPO shall, in its discretion, make all decisions regarding the final prioritized project lists that are annually submitted to FDOT;
12. Once a project has attained protected status, it should be programmed within 3 years. If it has not been programmed during that time due to inactivity on the part of the project sponsor, then the project will be removed from the list of priority projects. The project sponsor may resubmit the project for open ranking on any subsequent call for projects.
13. Per the approved Annual Call for Projects schedule, the project sponsor shall annually submit a letter to the River to Sea TPO affirming their continued support to retain each project on the priority list and provide updated cost estimates for all unfunded phases of each project they sponsor on the Regionally Significant Non-SIS, Tier "A", and Tier "B" project lists. Updated cost estimates for projects or project phases that are currently funded/programmed are considered a request for additional funding and subject to the TPO's cost increase/cost overrun policy. Requests for additional funding shall be submitted to the TPO on the appropriate form. The letter shall also provide support from the project sponsor for any Transportation Regional Incentive Program (TRIP) eligible project(s) which they are ready to advance into the Work Program and TIP and provide a commitment of local matching funds, if required.
14. The River to Sea TPO shall use this project prioritization process to support the development of Regional Priority Lists in the areas of Trails, Transit, Transportation Systems Management and Operations (TSM&O), and Planning Studies
15. The policies set forth in this resolution shall remain in effect unless and until they are repealed or amended by the TPO; and
16. the Chairperson of the River to Sea TPO, (or their designee) is hereby authorized and directed to provide a copy of this resolution to the:
 - a. Florida Department of Transportation (FDOT);
 - b. Federal Transit Administration (FTA) (through the Florida Department of Transportation); and
 - c. Federal Highway Administration (FHWA) (through the Florida Department of Transportation)

DONE AND RESOLVED at the regular meeting of the River to Sea TPO held on the ~~27th~~1st day of ~~January~~December 2021.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

VOLUSIA COUNTY COUNCIL VICE CHAIR BILLIE WHEELER
~~**CITY OF NEW SMYRNA BEACH COMMISSIONER JASON MCGUIRK**~~
CHAIRPERSON, RIVER TO SEA TPO

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 a resolution, adopted at a legally convened meeting of the River to Sea TPO held on ~~January 27~~December 1, 2021.

ATTEST:

DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

III. ACTION ITEMS

E. REVIEW AND RECOMMEND APPROVAL OF PRIORITY PROJECT APPLICATIONS FOR TRAFFIC OPERATIONS/SAFETY AND LOCAL INITIATIVES PROJECTS AND TRANSPORTATION PLANNING STUDIES

Background Information:

Each year, after completion of the project prioritization process, the TPO staff asks the committees to evaluate the process and recommend improvements for the next cycle. The aim is to achieve the best possible outcomes in terms of identifying and promoting transportation-related priorities consistent with the community's goals and objectives as prescribed in the adopted long-range transportation plan.

The draft project applications are provided in the agenda packet for your review. There were minor changes to the project implementation application as follows:

- Criteria 1 – Allocating 1 point for the projects that are submitted as safety related under the first three functional classification categories
- Criteria 5 – Rewording the local matching fund additional point scale to provide clarification

The Call for Projects is scheduled to open on December 3, 2021 and close on February 25, 2022.

ACTION REQUESTED:

MOTION TO RECOMMEND APPROVAL OF PRIORITY PROJECT APPLICATIONS FOR TRAFFIC OPERATIONS/SAFETY AND LOCAL INITIATIVES PROJECTS AND TRANSPORTATION PLANNING STUDIES



2022 Application for Project Prioritization

Traffic Operations, Safety, and Local Initiatives Projects

General Instructions:

For the 2022 Call for Projects, the R2CTPO is accepting applications for Feasibility Studies and Project Implementation.

The R2CTPO has two different application forms for Traffic Operations, Safety, and Local Initiatives Projects. One is to be used when applying for a Feasibility Study; the other is to be used when applying for Project Implementation. When applying for Project Implementation, the Applying Agency will also be required to submit a completed copy of FDOT's Project Information Application Form.

No project will advance beyond a Feasibility Study unless the R2CTPO receives an application for prioritization of the Project Implementation phase. Applications for prioritization of the Project Implementation phase will be accepted only if a Feasibility Study has already been completed or if the project does not require a Feasibility Study.

Applications will be ranked based on the information supplied in the application. The TPO is not obliged to consider information pertaining to the project request that is not included in the project application. However, applying agencies are encouraged to be present for the evaluation their applications to provide clarification, if needed.

Incomplete applications will not be accepted.

Project Qualification:

Except for certain improvements identified in 23 U.S.C. §133¹, only projects located on Federal-Aid Roads (roads on the National Highway System (NHS) or functionally classified as Urban Minor Collector or higher) may be funded through this program.

Only applications for traffic operations, intelligent transportation systems (ITS), safety, and local initiatives (traffic operations focused) projects will be considered. These projects are enhancements to improve the operational efficiency, reliability, and/or safety of the existing traffic circulation system. The following list of projects is representative of qualifying projects; however, it is not exhaustive:

1. Adding or extending left and/or right turn lanes;
2. improved signage or signalization;
3. targeted traffic enforcement;
4. limitation or prohibition of driveways, turning movements, truck traffic, and on-street parking;
5. modification of median openings;
6. replacement of standard intersections with traffic circles or roundabouts;
7. traffic incident response plans;
8. realignment of a road;
9. intelligent transportation systems (ITS) such as dynamic message signs and adaptive signal control systems;
10. traffic calming roadway designs or devices;

¹ These exceptions include: carpool projects, fringe and corridor parking facilities and programs, bicycle transportation and pedestrian walkways, modification of public sidewalks to comply with the Americans with Disabilities Act, highway and transit safety infrastructure improvements and programs, hazard eliminations, projects to mitigate hazards caused by wildlife, and railway-highway grade crossings.

11. street lighting to improve traffic safety; and
12. other local initiatives which address complete streets retrofits, adaptation of transportation systems to climate change, and other improvements that directly support the goals of the TPO's Long Range Transportation Plan.

Award Limits:

There are no award limits for projects on the Traffic Operations, Safety, and Local Initiatives Projects list. Projects on this list may be funded with any combination of federal, state, and/or local funds.

Local Match Requirement:

R2CTPO Resolution 2021-XX provides that the governmental entity requesting state and or federal transportation funds for any project that is not on the State Highway System (SHS) shall be required to match those funds programmed on the project with local funds at a minimum ratio of 10% local to 90% state and/or federal. The match shall be by project phase for each programmed phase including feasibility study. A local cash match is required for a feasibility study. For all other phases, the local match is defined as non-state/federal cash match and/or in-kind services of eligible costs that advance the project. This resolution also reaffirms the R2CTPO's policy that the Applying Agency (project originator) shall be responsible for any cost overruns encountered on a project funded with state and/or federal funds unless the project is on the SHS, in which case, the State DOT shall be responsible for any cost overruns.

Electronic and "Hard Copy" Submittal Requirement:

1. Applications and supporting documentation shall be submitted as digital media in Portable Document Format (PDF), compatible with MS Windows and Adobe Acrobat.
2. Electronic documents must be submitted through the R2CTPO FTP site.
<https://www3.mydocsonline.com/customerupload/b4bbf6f197bbf605f029f13c7936>
3. **The application and all supporting documentation shall be included in one electronic PDF file.**
4. All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
5. Page size shall be either 8-1/2" by 11" (letter) or 11" by 17" (tabloid).
6. PDF documents produced by scanning paper documents are inherently inferior to those produced directly from an electronic source. Documents which are only available in paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and a printed page. We recommend scanning at 300 dpi to balance legibility and file size.
7. If you are unable to produce an electronic document as prescribed here, please contact R2CTPO staff to discuss other options.
8. If you are unable to upload to the R2CTPO FTP site, please contact R2CTPO staff to discuss other options.
9. In addition to the digital submittal, we require one (1) complete paper copy of the application and all supporting documents. This must be identical to the digital submittal.

R2CTPO staff will provide assistance in completing an application to any member local government that requests it.



2022 Application for Project Prioritization – **FEASIBILITY STUDY**

Traffic Operations, Safety, and Local Initiatives Projects

****All applications must be uploaded to the TPO file transfer site by 2:00 p.m. (EST) on February 25, 2022**
<https://www3.mydocsonline.com/customerupload/b4bbf6f197bbf605f029f13c7936>

Project Title: _____

Applying Agency (project sponsor): _____ Date: _____

Contact Person: _____ Job Title: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Does the Applying Agency expect to be certified by FDOT to perform the work under the Local Agency Program (LAP) process? Yes No

If not, what local government agency will perform the work on behalf of the Applying Agency? _____
[Attach a letter of intent from the agency that will perform the work.]

Governmental entity with maintenance responsibility for roadway facility on which proposed project is located: _____

[If not the same as Applying Agency, attach a letter of support for the proposed project from the responsible entity. This letter of support must include a statement describing the responsible entity's expectations for maintenance of the proposed improvements, i.e., what the Applying Agency's responsibility will be.]

Priority of this proposed project relative to other applications submitted by the Applying Agency: _____

Project Description: _____

Project Location (include project length and termini, if appropriate, and attach location map): _____

Project Eligibility for Federal Funds (check the appropriate box):

- the proposed improvement is located on the Federal-aid system. (Reference the Federal Aid Road Report at <http://www.fdot.gov/statistics/fedaid/>);
- the proposed improvement is **not** located on the Federal-aid system, but qualifies as a type of improvement identified in 23 U.S.C. §133 that is not restricted to the Federal-aid system.

Project Purpose and Need Statement:

In the space provided below, describe the Purpose and Need for this proposed project. It is very important that your Purpose and Need statement is clear and complete. It will be the principal consideration in ranking your application for a Feasibility Study. It must convince the public and decision-makers that the expenditure of funds is necessary and worthwhile and that the priority the project is being given relative to other needed transportation projects is warranted. The

project Purpose and Need will also help to define the scope for the Feasibility Study, the consideration of alternatives (if appropriate), and ultimate project design.

The Purpose is analogous to the problem. It should focus on particular issues regarding the transportation system (e.g., mobility and/or safety). Other important issues to be addressed by the project such as livability and the environment should be identified as ancillary benefits. The Purpose should be stated in one or two sentences as the positive outcome that is expected. For example, the purpose is to reduce intersection delays or to reduce rear end collisions. It should avoid stating a solution as a purpose such as: “the purpose of the project is to add an exclusive left turn lane”. It should be stated broadly enough so that no valid solutions will be dismissed prematurely.

The Need should establish the evidence that the problem exists, or will exist if anticipated conditions are realized. It should support the assertion made in the Purpose statement. For example, if the Purpose statement is based on safety improvements, the Need statement should support the assertion that there is or will be a safety problem to be corrected. When applying for a Feasibility Study, you should support your Need statement with the best available evidence. However, you will not be expected to undertake new studies.

Commentary: _____

Criteria #1 through #4, below, will be used to evaluate and rank each application for Feasibility Study. For Criteria #1, the Applying Agency must indicate the functional classification of the roadway on which the proposed improvement will be located. For Criteria # 2 through #4, the Applying Agency must provide commentary explaining how and to what degree the proposed improvement will address the criteria.

Criteria #1 - Location – Indicate the federal functional classification of the roadway on which the proposed improvement is located. (Reference the Federal Aid Road Report at <http://www.fdot.gov/statistics/fedaid/>). R2CTPO staff will review the application to verify the classification of the roads benefitting from the proposed project. (4 points total)

- Urban/Rural Principal Arterial
- Urban/Rural Minor Arterial
- Urban/Rural Major Collector
- Urban Minor Collector
- Rural Minor Collector or Urban/Rural Local Road
- Not Applicable

Criteria #2 - Mobility and Operational Benefits – The proposed project will significantly reduce traffic congestion and/or delays identified in the TPO’s Congestion Management Process/Performance Measures Report or otherwise identified and documented. (4 points total)

Commentary: _____

Criteria #3 - Safety Benefits – The project will significantly reduce the number and/or severity of crashes; it will significantly reduce the number of fatalities and/or serious injuries. (4 points total)

Commentary: _____

Criteria #4 - Support of Comprehensive Planning Goals and Economic Vitality – The proposed project will directly contribute to the achievement of one or more goals/objectives in the applying local agency’s adopted comprehensive plan; it directly supports economic vitality (e.g., supports community development in major development areas, supports business functionality, and/or supports creation or retention of employment opportunities). (4 points total)

Commentary: _____

2022 Application for Project Prioritization – PROJECT IMPLEMENTATION
Traffic Operations, Safety, and Local Initiatives Projects

****All applications must be uploaded to the TPO file transfer site by 2:00 p.m. (EST) on February 25, 2022***
<https://www3.mydocsonline.com/customerupload/b4bbf6f197bbf605f029f13c7936>

Project Title: _____

Applying Agencies (project sponsor): _____ **Date:** _____

Contact Person: _____ **Job Title:** _____

Address: _____

Phone: _____ **FAX:** _____

E-mail: _____

This project is being submitted as a mixed-use project as defined by Resolution 2020-23. Mixed-use projects must provide the cost breakdown between the traffic operations component of the project and the bicycle/pedestrian component of the project in the cost estimate.

Attach a copy of the completed Feasibility Study, or explain in the space provided below for commentary why a Feasibility Study is not necessary.

Commentary: _____

Criteria #1 – Location (5 points max.) – Based on federal functional classification map

This criterion looks at the classification of the roads that will benefit from a proposed project. This criterion gives more points to projects that provide a benefit on roads that are classified at a higher level. If a project benefits more than one road, the road that has the highest classification will be used to allocate points.

Indicate the federal functional classification of the roadway on which the proposed improvement is located. (Reference the Federal Aid Road Report at <http://www.fdot.gov/statistics/fedaid/>). R2CTPO staff will review the application to verify the classification of the roads benefitting from the proposed project.

Select only ONE

- Non-Federally Functionally Classified Road (1 point)¹
- Urban/Rural Local Road (1 point)¹
- Rural Minor Collector (1 point)¹
- Urban Minor Collector (2 points)
- Urban/Rural Major Collector (3 points)
- Urban/Rural Minor Arterial (4 points)
- Urban/Rural Principal Arterial (5 points)

Commentary: _____

¹Project must be safety related

Criteria #2 – Project Readiness (15 points max.)²

This criterion looks at the amount of work required to develop the project and get it ready for construction. The closer a project is to the construction phase, the more points it is eligible for.

Check the appropriate boxes to indicate which phases of work have already been completed or will not be required. For each phase that will not be required, explain why in the space provided for commentary. Include with this application a copy of any relevant studies, warrants, designs, and/or permits. If this is an application for Project Implementation, you must attach a copy of the project scope and cost estimate.

Feasibility Study/Conceptual Design/Cost Estimate/SEMP³

Select only ONE

- Completed (3 points)
- Not Required (3 points)
- Required but Not Completed (0 points)
- Unknown or TBD (0 points)

PE (Design)

Select only ONE

- Completed (3 points)
- Not Required (3 points)
- Required but Not Completed (0 points)
- Unknown or TBD (0 points)

Environmental

Select only ONE

- Completed (3 points)
- Not Required (3 points)
- Required but Not Completed (0 points)
- Unknown or TBD (0 points)

Right-of-Way Acquisition

Select only ONE

- Completed (3 points)
- Not Required (3 points)
- Required but Not Completed (0 points)
- Unknown or TBD (0 points)

Permitting

Select only ONE

- Completed (3 points)
- Not Required (3 points)
- Required but Not Completed (0 points)
- Unknown or TBD (0 points)

² When Federal funding will be used to fund a project, all activities or work, including that which is done in advance of applying for Federal funds, must comply with all applicable Federal statutes, rules and regulations.

³ A Systems Engineering Management Plan (SEMP) is generally required for ITS projects.

Commentary: _____

Criteria #3 – Mobility and Operational Benefits (30 points max.)

This criterion looks at the extent of traffic operational benefits that will be derived from a proposed project. The number of points allocated will reflect the degree of benefit that is expected.

In the space provided below for commentary, describe the operational benefits of the proposed project, and specify and explain if this project is considered regional in nature. When putting your application together please include a copy of any approved signal warrant or street lighting studies.

Existing volume to capacity ratio (i.e., existing congestion severity) [Must be documented.]

Select only ONE

- less than 0.75 (0 points)
- 0.75 to 0.99 (3 points)
- 1.00 to 1.25 (4 points)
- greater than 1.25 and/or identified as congested in TPO’s CMP/Performance Measures Report (5 points)

Mobility Enhancements (i.e., level of increased mobility and/or travel time reliability that a project will provide)

Select ALL that Apply

- None (0 points)
- Bicycle, Pedestrian, ADA, or Transit (1-5 points)
- Access Management, ITS, Critical Bridge, Intersection Improvement, or Traffic Signal Retiming⁴ (1-10 points)

Approved signal warrant (new signals only), left turn phase warrant, left turn lane warrant, street light warrant, widening justification⁵, an FDOT approved roundabout geometric and operational analysis⁶, or access management or ITS improvements⁷

Select only ONE

- No (0 points)
- Yes (1-5 points)

Hurricane evacuation route (based on appropriate agency’s Comprehensive Plan) upgrade including, but not limited to, converting traffic signal to mast arm or other operational improvements.⁸

Select only ONE

- No (0 points)
- Yes (0-5 points)

⁴ Attach Traffic Signal Timing Study.

⁵ Attach Warrant Study to application; otherwise R2CTPO staff will assume that a Warrant Study justifying the improvement has not been completed.

⁶ Attach FDOT Step 3 Roundabout Summary Report.

⁷ Access management and ITS improvements include, but are not limited to, addition of non-traversable median greater than 50% project length, addition of curb/gutter at intersection or greater than 50% project length, closure of minor intersections or crossovers, reduction of the number of access points (driveways or driveway widths), elimination of existing at-grade RR crossing, elimination of existing on-street parking, provision of traffic signal preemption for emergency vehicles, connection of three or more traffic signals, and new connection of traffic signal system to computerized signal control.

⁸ The term “other operational improvements” includes any improvement that will likely result in a significant: a) increase in evacuating traffic capacity or b) reduction in the probable occurrence or severity of evacuating traffic delay and/or disruption from signal failure, lane blockage, etc.

Commentary: _____

Criteria #4 – Safety Benefits (20 points max.)

This criterion looks at the degree of safety benefits that will be derived from a proposed project. The distinction between the categories of benefits will be coordinated with the Community Traffic Safety Teams (CTST). The number of points allocated will reflect the degree of benefit that is expected.

In the space provided below for commentary, describe the safety benefits expected from the proposed project, and explain how the proposed project will help the River to Sea TPO meet or exceed adopted Transportation Safety Targets for Serious Injuries and Fatalities. R2CTPO staff will work with the appropriate agencies to determine the intersection and corridor crash rates.

Select ALL that Apply

- The specific project location is on FDOT’s High Crash List or has otherwise been identified as having an overrepresentation of severe crashes? (Provide supporting documentation (e.g., intersection crashes per million entering vehicles ⁹, corridor crashes per million vehicle miles ¹⁰, Community Traffic Safety Team report, etc.) (0-5 points)
- The “problem” described on page 1 of this application is a safety issue that falls within one or more of the eight Emphasis Areas identified in the latest adopted Florida Strategic Highway Safety Plan (i.e., distracted driving, vulnerable road users, intersection crashes, lane departure crashes, aging road users and teen drivers, impaired driving, and traffic records) or does contribute to the ability of emergency response vehicles to effectively respond to an incident. (0-5 points)
- The proposed project represents a strategy that is professionally recognized in the AASHTO Highway Safety Manual as being effective in reducing the frequency and/or severity of traffic accidents. (0-10 points)

⁹ If an application scores very high in this criterion, the R2CTPO may submit application to either the East or West Volusia Community Traffic Safety Team (CTST) for Safety Fund consideration.

¹⁰ Applying Agency must use the following crash rate calculation formulas: Corridor Crash Rate = (Number of Crashes x 1,000,000) / (AADT x 365 days/year x Number Years x Segment Length); Intersection Crash Rate = (Number of Crashes x 1,000,000) / (AADT x 365 x Number of Years).

Commentary: _____

Criteria #5 – Support of Comprehensive Planning Goals and Economic Vitality (10 points max.)

This criterion looks at the degree to which the proposed project will actually contribute to the achievement of one or more of the local government’s adopted comprehensive plan goals or objectives, and the degree to which it supports economic vitality. The Applying Agency must identify specific goals and/or objectives from the relevant comprehensive plan and provide a rational explanation of how the proposed project will advance those goals and or objectives. Points will not be awarded for being merely consistent with the comprehensive plan. Points should be awarded in proportion to how well the project will show direct, significant and continuing positive influence. Temporary effects related to project construction, such as the employment of construction workers, will not be considered.

Select ALL that Apply

- Directly contributes to the achievement of one or more goals/objectives in the adopted comprehensive plan (0-5 points)
- Directly supports economic vitality (e.g., supports community development in major development areas, supports business functionality, supports freight movement, and/or supports creation or retention of employment opportunities) (0-5 points)

Commentary: _____

Criteria #6 – Infrastructure Impacts (20 points max.)

This criterion looks at impacts to adjoining public or private infrastructure, which may be in the way of the project. The less existing infrastructure is impacted the more points a project will score.

In the space provided below for commentary, describe the infrastructure impacts that will occur as a result of constructing the proposed project. When completing your application, please consider the drainage issues that may be involved (see notes below for a more detailed explanation).

Select only ONE

- Major Drainage Impact – relocating or installing new curb inlets or other extensive drainage work is required, or drainage impact has not yet been determined ¹⁰ (0 points)
- Minor Drainage Impact – extending pipes, reconfiguring swales or other minor work is required (0-2 points)
- No Drainage Impact – no drainage work required (0-4 points)

Select ALL that Apply

- Relocation of private gas utility or fiber optic communication cable is not required ¹¹ (0-4 points)
- Relocation of public/private water or sewer utility is not required ¹¹ (0-4 points)
- Relocation of telephone, power, cable TV utilities is not required ¹² (0-4 points)
- No specimen or historic trees ≥ 18” diameter will be removed or destroyed (0-4 points)

¹⁰ ADA pedestrian crossings at intersections may impact drainage significantly. Attached Traffic Study should address drainage impacts.

¹¹ Typically, these are underground utilities that can only be determined by a complete set of plans. Attach plans showing no impacts; otherwise, assumption is in urban area utilities will be affected.

¹² Typically, above ground utilities are not affected except for widening and turn lane projects.

Commentary: _____

Criterion #7 – Local Matching Funds > 10% of Total Project Cost (10 points max.)

Please specify the committed local match percentage _____ ***(Match must be in whole or half percent increments)***

If local matching funds greater than 10% of the estimated project cost are available, describe the local matching fund package in detail.

Select only ONE

- Local Matching Funds are equal to 10.0% (0 points)
- Local Matching Funds are greater than 10% but less than 12.5% (1 points)
- Local Matching Funds are greater than or equal to 12.5% but less than 15.0% (2 points)
- Local Matching Funds are greater than or equal to 15.0% but less than 17.5% (3 points)
- Local Matching Funds are greater than or equal to 17.5% but less than 20.0% (4 points)
- Local Matching Funds are greater than or equal to 20.0% but less than 22.5% (5 points)
- Local Matching Funds are greater than or equal to 22.5% but less than 25.0% (6 points)
- Local Matching Funds are greater than or equal to 25.0% but less than 27.5% (7 points)
- Local Matching Funds are greater than or equal to 27.5% but less than 30.0% (8 points)
- Local Matching Funds are greater than or equal to 30.0% but less than 32.5% (9 points)
- Local Matching Funds are greater than or equal to 32.5% (10 points)

Commentary (if needed): _____



2022 Application for Project Prioritization

Transportation Planning Studies

General Instructions:

The R2CTPO coordinates transportation planning activities with FDOT staff to establish needs throughout the R2CTPO's Metropolitan Planning Area (MPA) and to determine the most effective agency and approach for completing the work. Studies are funded in part by the TPO using federal planning funds allocated to MPOs. In addition, studies are pursued throughout FDOT District V using planning funds available to the department. SU funds are also available to be used for planning activities when the cost of the planning studies exceeds the PL funding available.

Recognizing that the R2CTPO member local governments are well positioned to identify transportation issues as they arise, the R2CTPO wants to encourage their participation in the development of a list of priority planning studies to address these issues. The R2CTPO will annually, as part of the Call for Projects, reach out to member local governments to identify and define transportation planning studies for inclusion on a prioritized list, and to assist in identifying the agency that should take the lead in funding and managing the study. In some cases, the result may be a funding partnership between organizations. Support may also be identified through other fund sources as (safety, operations, grants etc.).

Planning studies ranked in the top five for funding by FDOT will require an FDOT 4P project application to be completed.

Projects requiring a full PD&E should be included in the TPO's Long-Range Transportation Plan (LRTP) and should be listed on other project priority lists established by the TPO.

Process:

1. The annual "Call for Projects" will include an invitation to submit requests for planning studies.
2. To be considered for prioritization, planning study requests will include the following:
 - a. Project Title and Description (including area or termini)
 - b. Cost Estimate
 - c. Purpose & Need (including data & other facts)
 - d. Previous/related Studies
 - e. A page may be added to include a map, picture or other graphical illustration of the project.
3. No local match will be required.
4. The TIP Subcommittee will rank the requested planning studies in order of priority with consideration of applicable ranking criteria. The TIP Subcommittee's recommended ranking will then be presented to the CAC, TCC, and BPAC for review and comment before being presented the TPO Board for approval.

Ranking Criteria:

Federal Planning Factors –

1. Support the economic vitality of the United States, the States, metropolitan areas, and non-metropolitan areas, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety and security of the transportation system for motorized and non-motorized users;
3. Increase accessibility and mobility of people and freight;
4. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;

5. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
6. Promote efficient system management and operation;
7. Emphasize the preservation of the existing transportation system;
8. Improve transportation system resiliency and reliability;
9. Reduce (or mitigate) the stormwater impacts of surface transportation.

Other Criteria –

1. The study is necessary to identify a solution (the solution is not evident without a study);
2. The study would be best undertaken now (should not be delayed); and
3. The study will provide needed guidance for decision-makers regarding future projects.

Representative Types of Studies:

- | | |
|--|--|
| 1. Corridor Management Plans; | 5. Alternative Route Studies; |
| 2. Corridor Improvement Studies; | 6. Major Investment Studies; |
| 3. Route Development Plans; | 7. Spot or Location Studies; |
| 4. Environmental Assessments and Impact Studies; | 8. Bicycle/Pedestrian Safety Action Plans; and |
| | 9. Multi-Modal Connectivity Plan |

Electronic and “Hard Copy” Submittal Requirement:

1. Applications and supporting documentation shall be submitted as digital media in Portable Document Format (PDF), compatible with MS Windows and Adobe Acrobat.
2. Electronic documents must be submitted through the R2CTPO FTP site:
<https://www3.mydocsonline.com/customerupload/b4bbf6f197bbf605f029f13c7936>
3. **The application and all supporting documentation shall be included in one electronic PDF file.**
4. All document pages shall be oriented so that the top of the page is always at the top of the computer monitor.
5. Page size shall be either 8-1/2” by 11” (letter) or 11” by 17” (tabloid).
6. PDF documents produced by scanning paper documents are inherently inferior to those produced directly from an electronic source. Documents which are only available in paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and a printed page. We recommend scanning at 300 dpi to balance legibility and file size.
7. If you are unable to produce an electronic document as prescribed here, please contact R2CTPO staff to discuss other options.
8. If you are unable to upload to the R2CTPO FTP site, please contact R2CTPO staff to discuss other options.
9. In addition to the digital submittal, we require one (1) complete paper copy of the application and all supporting documents. This must be identical to the digital submittal.

R2CTPO staff will provide assistance in completing an application to any member local government that requests it.



2022 Application for Project Prioritization Transportation Planning Studies

****All applications must be uploaded to the TPO file transfer site by 2:00 p.m. (EST) on February 25, 2022***
<https://www3.mydocsonline.com/customerupload/b4bbf6f197bbf605f029f13c7936>

Study Title: _____

Requesting Agency: _____ Date: _____

Contact Person: _____ Job Title: _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Study Description: _____

Study Area (include study area length and termini, if appropriate, and attach location map): _____

Estimated Study Cost: _____

Purpose and Need for the Transportation Planning Study:

In the space provided below, describe the Purpose and Need for this proposed study and explain how the study is expected to address each ranking criterion that may apply. It is very important that your Purpose and Need statement is clear and complete and specifies whether the study is local or regional in nature. It will be the principal consideration in ranking your study proposal. It must convince the public and decision-makers that the expenditure of funds is necessary and worthwhile and that the priority the study is being given relative to other needed transportation planning studies is warranted. The Purpose and Need will also help to define the study scope, the consideration of alternatives (if appropriate), and ultimate study findings and recommendations.

Commentary: _____

2022 Priority Project Process Schedule

December 3, 2021

- Issue Call for Projects/Notice of Funding Availability (12 weeks long).

January 18, 2022

- TCC Meeting/Priority Project Process Workshop.

February 11, 2022

- Deadline to submit draft project applications for TPO staff review in advance of application deadline.

February 25, 2022

- Application Deadline (2:00 p.m.).
- Project sponsors submit letter of support to retain projects on the List of Priority Projects (LOPP) and updated cost estimates for unfunded projects/project phases on the LOPP.
- Project sponsors submit list of regionally significant projects for Transportation Regional Incentive Program (TRIP) eligible projects

March 14 - April 8, 2022

- TIP Subcommittee and BPAC Subcommittee meet separately to score/rank applications.

May 11, 2022

- BPAC reviews preliminary rankings

May 17, 2022

- CAC/TCC review preliminary rankings

May 25, 2022

- TPO Board reviews recommended preliminary rankings

June 8, 2022

- BPAC reviews/recommends rankings

June 21, 2022

- CAC/TCC reviews/recommends rankings

June 22, 2022

- TPO Board reviews/approves final rankings and adopts LOPP

July 1, 2022

- Adopted LOPP submitted to FDOT

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

III. ACTION ITEMS

F. APPOINTMENT OF UNIFIED PLANNING WORK PROGRAM (UPWP) SUBCOMMITTEE MEMBERS

Background Information:

Every other year, the River to Sea TPO committee members participate in the development of the Unified Planning Work Program (UPWP). The UPWP outlines the annual activities and funding for the TPO over a two-year period. The UPWP Subcommittee is responsible for assisting staff in developing the update to the TPO's UPWP. Staff is looking for members of the CAC and TCC to serve on the UPWP Subcommittee, which will likely meet twice prior to the adoption of the next UPWP in Spring of 2022.

TPO Staff will give a brief presentation on the development of the FY 2022/23 and 2023/24 UPWP prior to the appointment of CAC/TCC members to the subcommittee.

ACTION REQUESTED:

MOTION TO APPOINT UNIFIED PLANNING WORK PROGRAM (UPWP) SUBCOMMITTEE MEMBERS

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

III. ACTION ITEMS

G. CANCELLATION OF DECEMBER CAC/TCC MEETINGS

Traditionally, if there is no outstanding business that must be conducted prior to the end of the calendar year, all TPO committee meetings are cancelled for the month of December.

ACTION REQUESTED:

MOTION TO CANCEL DECEMBER CAC/TCC MEETINGS

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF FDOT'S TENTATIVE FIVE-YEAR WORK PROGRAM FOR FY 2022/23 TO 2026/27

Background Information:

Each year, FDOT develops the Five Year Work Program in accordance with Section 339.135, Florida Statutes. The Five Year Work Program is an ongoing process that is used to forecast the funds available and allocate those to transportation system improvements over a five year period.

The development of this Work Program involves coordination with local governments, including Metropolitan Planning Organizations and other city and county officials. In urbanized areas, Metropolitan Planning Organizations (MPOs) have the responsibility to develop transportation plans and prioritize transportation needs. In non-metropolitan areas, county commissions establish priorities. FDOT implements the transportation improvements identified by the TPOs and local governments. During the process, new projects are added and existing projects may be advanced or deferred based on the updated financial forecast. As a new fifth year is added to the cycle, the current year drops out of the plan and a new Five Year Work Program is introduced.

The online Work Program Public Hearing for District Five was held virtually October 25, 2021 through October 29, 2021 with an in-person open house held on October 28, 2021.

FDOT Staff will present the tentative Work Program specific to the River to Sea TPO planning area.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

B. PRESENTATION AND DISCUSSION OF FDOT'S SAFETY PROGRAM

Background Information:

As part of FDOT's Vital Few, safety is the top priority for the Department. As we strive to reduce fatalities and serious injuries in the Central Florida region, we all have a part to play in changing mindsets through education, enforcement and engineering.

Ms. Loreen Bobo, FDOT Safety Administrator will provide an overview of the various safety initiatives that are currently underway in Central Florida.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

C. PRESENTATION AND DISCUSSION OF AMENDMENT TO THE FY 2020/21 AND 2021/22 UNIFIED PLANNING WORK PROGRAM (UPWP)

Background Information:

The TPO's transportation planning activities are funded in large part through federal grants. These federally-funded transportation planning activities must be identified and approved by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA) and the Florida Department of Transportation (FDOT) in advance. The activities, products and budgeted funds are documented in the TPO's Unified Planning Work Program (UPWP).

The current UPWP became effective July 1, 2020 and the document outlines the annual activities and funding for the TPO over a two-year period.

TPO staff will discuss the amendments being proposed to the FY 2020/21 and 2021/22 UPWP.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

D. FDOT REPORT

Background Information:

Ms. Anna Taylor, Florida Department of Transportation (FDOT) staff, will be present to answer questions regarding projects on the FDOT Construction Status Report.

The Construction Status Report is provided for your information.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE



Florida Department of Transportation

RON DESANTIS
GOVERNOR

719 S. Woodland Boulevard
DeLand, Florida 32720-6834

KEVIN J. THIBAUT, P.E.
SECRETARY

Volusia/Flagler County Project Status Update as of October 17, 2021

The following is a brief status update on major FDOT road construction projects in Volusia and Flagler counties as of the October cutoff. The next cutoff date is November 26, 2021. Information is also available on www.cflroads.com. For questions, please contact Anna Taylor at 386-943-5499 or via email at Anna.Taylor@dot.state.fl.us.

Volusia County

Upcoming Projects:

445895-1 Eastbound S.R. A1A Sign Structure Replacement

- Contract: E55A6
- Contractor: Traffic Control Devices, Inc.
- Project Cost: \$98,489.00
- Estimated Start: November 2021
- Estimated Completion: Early 2022

434411-1 S.R. 400 (I-4) Resurfacing from west of C.R. 4139 to S.R. 44

- Contract: T5719
- Contractor: P&S Paving, Inc.
- Project Cost: \$1.5 Million
- Estimated Start: November 2021
- Estimated Completion: Late 2022

441134-1 S.R. 15A Resurfacing from South of Plymouth Avenue to C.R. 92

- Contract: E56A2
- Contractor: P&S Paving, Inc.
- Project Cost: \$9.1 Million
- Estimated Start: December 2021
- Estimated Completion: Spring 2022

Current Projects:

442932-1 S.R. 44 Operations and Safety Improvements from SB I-95 to Florida Memorial Medical Parkway

- Contract: T5700
- Project Start: July 2021

- Estimated Completion: Early 2022
- Contractor is working on drilled shaft installation, placing conduit, installing pull boxes, and assembling mast arms for intersection signalization at multiple locations throughout the project.

436325-2 ITS and Signing Improvements on S.R. 5A, S.R. 40, S.R. 44, S.R. 400, S.R. 421, U.S. 92., S.R. 430, S.R. 483, and LPGA Blvd.

- Contract: E53A8
- Project Start: June 2021
- Estimated Completion: Summer 2022
- Contractor is installing conduit, pull boxes, and LED informational signs at various intersections throughout the project.

441139-1 S.R. 430 (Oakridge Blvd) from east side of the Halifax River to S.R. A1A

- Contract: E53A5
- Project Start: March 2021
- Estimated Completion: Summer 2022
- Contractor is removing and reconstructing curb, gutter, and sidewalks at various intersections throughout the project.

441133-1 Resurfacing I-95 from south of Dunn Avenue to Airport Road

- Contract: T5704
- Project Start: March 2021
- Estimated Completion: Summer 2022
- Contractor is continuing paving operations on both northbound and southbound I-95.

427986-1 Drainage Maintenance Project on U.S. 92, Dunlawton Ave. (S.R. 421) and Clyde Morris Blvd. (S.R. 483).

- Contract: E5V52
- Project Start: November 2020
- Estimated Completion: Late 2021
- Contractor is working on inspection and pipelining on U.S. 92 and on S.R. 421.

441414-1 & 438968-2 S.R. 15A from South of Woodland Blvd. to Adelle Ave. Safety Improvements

- Contract: T5683
- Project Start: November 2020
- Estimated Completion: Late 2021
- Contractor is working on traffic separator removal on S.R. 15A (Taylor Road) just south of Clara Ave and sidewalk installation at the U turn north of Adelle Ave.

242715-5 Landscaping Interchanges along I-95 in Volusia Co.

- Contract: E5Z40
- Project Start: October 2020
- Estimated Completion: Late 2021

- Contractor is performing landscaping improvements at interchanges along I-95 at U.S. 92, I-4, S.R. 421, and S.R. 44.

429556-1 S.R. 44 Over the St. John's River Bridge Replacement

- Contract: T5706
- Project Start: July 2020
- Estimated Completion: Late 2023
- Contractor opened a new entrance to St. John's Marina from S.R. 44 in Lake County on October 19. Contractor is working on drainage installation, surcharge preparations, and driving piles for the new bridge.

Flagler County

Current Projects:

445309-2 I-95 Weigh Station Lighting Project in Flagler County

- Contract: E55A1
- Project Start: September 2021
- Estimated Completion: Spring 2022
- Contractor is working on lighting installation at the northbound weigh station on I-95 in Flagler County.

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

IV. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

E. VOLUSIA COUNTY AND FLAGLER COUNTY CONSTRUCTION REPORTS

Background Information:

Staff from Volusia County Traffic Engineering and Flagler County Traffic Engineering will present an update on the county projects that are either under construction or close to being ready for construction.

The Volusia County and Flagler County Construction Reports are provided for your information.

ACTION REQUESTED:

NO ACTION REQUIRED UNLESS OTHERWISE DIRECTED BY THE COMMITTEE

Volusia County Construction Report – Oct. 2021*

Completed within the last 6 months:

- 1) Veterans Memorial Bridge (Orange Ave.)
- 2) ECRRT – Segment 4A (Guise Rd. to Gobblers Lodge)

Under Construction or Advertised for Construction:

- 1) Williamson Blvd. (LPGA to Strickland Range) – Under Construction
- 2) Howland Blvd 4-lane widening (Providence Blvd to Elkcam Blvd) – Under Construction
- 3) Tenth St 4-lane widening (Myrtle to US 1) – Under Construction
- 4) Orange Camp Rd. 4-lane widening (MLK Blvd. to I-4) – Under Construction
- 5) Sugar Mill Road curve reconstruction and turn lanes – Under Construction
- 6) Spring to Spring Trail – Segment 3B (Rob Sullivan Park to Dirksen Dr) – Under Construction

Design Projects:

- 1) Spring to Spring Trail- Segment 3C (Trail along Don Smith Blvd) – Design Ongoing
- 2) Turnbull Bay Road paved shoulders – Design Ongoing
- 3) Beresford Ave Extension (Blue Lake to MLK) – Design Ongoing
- 4) Beresford Ave Extension (MLK to SR-44) – Planning and Coordination Ongoing
- 5) Spring to Spring Trail (Lake Beresford to Old New York) – Design Ongoing
- 6) Spring to Spring Trail (Old New York to SR-44) – Design Ongoing
- 7) Spring to Spring Trail (SR-44 to Grand Avenue) – Design Ongoing
- 8) Amelia Ave (Voorhis to Ohio) – Design Ongoing
- 9) Williamson Blvd. (Strickland Range to Hand Ave) – Design Ongoing
- 10) Williamson Blvd. and Strickland Range Rd. Intersection Improvements – Design Ongoing
- 11) Graves Ave Turn lanes (Veterans Memorial Parkway to Kentucky) – Design Ongoing
- 12) Old New York paved shoulders (Shell to S-44) – Design Ongoing
- 13) Intersection Improvements at SR-44 and Kepler – Design by FDOT underway
- 14) Trail Connection from Marine Discovery Center to River to Sea Loop – Design Ongoing
- 15) Jacobs Road Sidewalk – Design Ongoing
- 16) Study of LPGA Widening from Tymber Creek to I-95 – Study to be administered by FDOT
- 17) Blue Lake Extension from Victoria Park to SR-472 – Design Ongoing
- 18) Old Mission Road from W. Park to Josephine – Design Contract Executed
- 19) Old Elections Parking Lot Replacement – Design Ongoing
- 20) City Island Seawall Repair – Design Ongoing
- 21) Veterans Memorial Plaza – Design Ongoing
- 22) Pioneer Trail and Sugar Mill Intersection Improvements – Design Ongoing
- 23) Taylor Branch Rd. widening (Dunlawton to Clyde Morris) – Feasibility Study Ongoing
- 24) Pioneer Trail and Tomoka Farms Rd. Roundabout – Design Ongoing
- 25) LPGA Blvd. and Clyde Morris Blvd. Intersection Improvements – Design Ongoing
- 26) Williamson Blvd. Access Management Improvements (Airport to Taylor) – Planning Ongoing

*Changes/Updates since last report are underlined.

Note: Dates are subject to change due to normal project development issues.

FLAGLER COUNTY CONSTRUCTION REPORT
As of October 2021

<u>Construction and Near Construction Phase</u>		Status
1	Marineland Acres Road Improvement	Construction ongoing
2	Graham Swamp Multi-Use Trail & Pedestrian Bridge from Lehigh Trail to SR 100	Pre-construction meeting schedule 06/08/2021

<u>Design Phase</u>		Status
1	Apache Dr from Osceola Ave to 1st Ave	Design ongoing
2	CR 304 Replacement of 4 Bridges	Design Complete
3	Design of 3.7 miles A1A Shore Protection (FDOT)	Design ongoing
4	Dune Restoration - City of Flagler Beach (ACOE)	Design ongoing
5	East Daytona North Paving Phase II (Various Roadways)	Design ongoing
6	Hargrove CR 1421 from Otis Stone Hunter CR 1422 to US 1	Design ongoing
7	Malacompra Road Resurfacing - from A1A to Roadway end at Atlantic Coast Beach	Design ongoing
8	Old Haw Creek from County Road 304 to SR 11	Design Complete
9	Otis Stone from County Road 13 to US 1	Design ongoing
10	Rehabilitation and Resurfacing of Armand Beach Drive (Various Roadways)	Design ongoing
11	Rehabilitation and Resurfacing of Seascape	Design ongoing
12	Rima Ridge Resurfacing (Rodeo, Bareback Trl, Pinto Ln, Relay Rd, Oakridge Rd, Bridle Path Ln, Cone Rd, Shadow Ln, Sunny Rd)	Design ongoing
13	Water Oak Road from County Road 2006 to Mahogany Blvd.	Design ongoing

**MEETING SUMMARY
CAC & TCC
NOVEMBER 16, 2021**

V. STAFF COMMENTS

VI. CAC/TCC MEMBER COMMENTS

VII. INFORMATION ITEMS

- CAC & TCC Attendance Records
- October TPO Outreach and Events
- October 27, 2021 TPO Board Report
- R2TPO Annual Holiday Open House & Toy Drive
- R2CTPO 2022 Meeting Schedule

VIII. ADJOURNMENT

*****The next meetings of the CAC & TCC will be on January 18, 2022*****

CAC Attendance Record 2021

Name	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Notes
Shawn Collins/Emily Nice								xv alt	xp xv	xp xv			Daytona Beach (appt 6/2021) (alt appt 6/2021)
Janet Deyette	x p	x p	x p	x p	x p	exc		x p	x p	x p			Deltona (appt. 11/10)
Erika Benfield	x v	x v	x v	x v	x v	x v		x v	abs	x v			DeBary (appt 11/2020)
Kerry Karl (FY 2021/22 Chairperson)			x p	x p	x p	x v		x p	x p	x p			DeLand (appt 3/2021)
Ed Fendley	abs	abs	vx xp	x p-alt	xp - alt	xp alt		xp alt	exc	x p			Flagler Beach (appt 3/2021) (alt appt 10/2021)
Marcia Stevens Foltz	x p	exc	x p	x p	x p	exc		x p	x p	exc			Flagler County (appt 2/18)
Heidi Petito	abs	abs	abs	abs	abs	abs		abs	abs	abs			Flagler County Transit (appt 9/14)
Gilles Blais	x p	x p	x p	x p	x p	x p		x p	x p	x p			Holly Hill (appt. 11/07) (Reap. 02/13)
Rick Basso/Linda Provost	abs	abs	abs	abs	abs	abs		abs	abs	abs			Lake Helen (appt 6/19) (alt 0)
Nora Jane Gillespie	x v	exc	x v	x v	x v	x v		x v	exc	x v			New Smyrna Beach (appt 12/14)
Bob Storke	x p	x p	x p	x p	x p	x v		x p	x p	x p			Orange City (appt. 1/08)
Roger Strcula	x v	x v	x v	x v	x v	x v		x v	exc	x v			Ormond Beach (appt 7/18)
Alan Peterson	x v	x p	x p	x p	exc	x v		x p	x p	x p			Palm Coast (appt. 03/15)
Susan Elliott/Paul Martel	x p	xv xp	xv xp	x p	xv xp	xv xp		exc	xv xp	x v			Pierson (appt. 3/06)
Joe Villanella	x p	x p	x p	abs	x p	exc		exc	x v	x p			Ponce Inlet (appt
Jack Delaney	x p	x p	x p	x p	x p	exc		exc	x p	x p			South Daytona (appt. 04/16)
Bobby Ball	x p	x p	x p	x p	exc	x v		x v	exc	abs			Port Orange (appt. 12/02)
Dave Castagnacci (FY 2021/22 Vice Chair)	x v	x p	x p	x p	x p	x v		x p	x p	x p			Volusia County Chair (appt 05/19)
Elizabeth Alicia Lendian	x p	abs	x p	x p	x p	x p		x p	x p	x p			Volusia County At-Large (appt. 05/13)
Patricia Lipovsky	exc	x v	x v	exc	x v	x v		abs	abs	x v			Volusia County D-2 (appt 4/17)
Edie Biro/John Cotton	x p	x p	x p	x p	x p	x p		x p	x p	x p			Votran (appt. 02/16) (alt. appt. 07/13)
Faith Alkhatib (non-voting)	abs	abs	abs	abs	abs	abs		abs	abs	abs			Flagler County Traffic Engineering (appt 9/14)
Melissa Winsett/Sean Castello (non-voting)	x p	x p	x p	x p	x p	x p		x p	xp xp	x p			Volusia County Traffic Engineering (appt 10/11) (alt 5/21)
Anna Taylor/Rakinya Hinson (non-voting)	x v	x v	x v	x v	x v	x v		x v	x v	x p			FDOT District 5 (appt 10/2020)
PHYSICAL QUORUM	Y	Y	Y	Y	Y	N		Y	Y	Y			

Vacancies

Bunnell
 Beverly Beach
 Daytona Beach Shores
 Edgewater
 Flagler County School Board
 Oak Hill
 Volusia County School Board
 Volusia County D-1
 Volusia County D-3

Legend

x = present
 p = present physically
 v = present virtually
 abs = absent (unexcused)
 exc = excused

TCC Attendance Record 2021

Name	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Notes
Andrew Holmes/Brian Woodworth	x p	x p	x p	x p	x p	x p		x p	x p	x p			Daytona Beach (11/18) (alt 6/2021)
Stewart Cruz	abs	abs	abs	abs	abs	abs		x v	abs	abs			Daytona Beach Shores (appt. 10/04)
Mike Holmes/Belinda Williams Collins	x v	xv xp	x v	x p	x p	x p		x v	x p	x p			DeLand (appt. 09/98)(alt 4/2020)
Ron Paradise/Nashla Merced	x p	x p	x p	x p	x p	x p		x p	x v	x v			Deltona (appt. 11/09) (alt apt 8/21)
Matt Boerger/Joseph Barker	x p	x p	x p	x p	x p	x p		x p	x p	x p			DeBary (appt 3/19)(alt 11/2020)
Darren Lear/Bonnie Brown	x p	x p	x p	x v	x p	x p		x p	x p	x p			Edgewater (appt. 10/99)(alt apt 10/19)
Faith Alkhatib/Adam Mengel	abs	abs	abs	abs	abs	abs		abs	abs	abs			Flagler County Traffic Engineering (appt 9/14)
Brian Walker (2020/21 Vice Chairperson)	x p	x p	x p	x p	x p	x p		x p	x p	x p			Holly Hill (appt 10/17)(alt apt 10/19)
Lee Evett				abs	abs	abs		abs	abs	abs			Lake Helen (appt 3/2021)
Kyle Fegley	x p	x p	x p	x p	x p	x p		exc	x p	x p			New Smyrna Beach (appt. 1/2020)
Shawn Finley	exc	x p	x p	x p	x p	exc		x p	x p	exc			Ormond Beach (appt. 12/17)
Becky Mendez (2020/21 Chairperson)	x p	x p	x p	x p	x p	x p		x p	x p	x p			Orange City (appt. 08/15)
Jose Papa/Carl Cote	x p	x v	x p	x p	x v	x v		x p	x v	x p			Palm Coast (appt 7/14) (alt apt 1/2021)
Mark Karet	x v	x v	x v	x p	x p	x p		x p	x v	x p			Pierson (appt. 09/16)
Mike Disher	x v	xv xv	x p	x p	x p	x p		x p	x p	x v			Ponce Inlet (appt. 03/2021)
Tim Burman/Margaret Tomlinson	x p	exc	x p	x p	x p	x p		x p	x p	x p			Port Orange (appt. 10/13)(alt apt 4/19)
Brian Peek/Becky Witte	abs	abs	abs	abs	abs	abs		abs	x p	x p			South Daytona (appt. 6-19) (alt 8/21)
Melissa Winsett/Sean Castello	x p	x p	x p	x p	x p	x p		x p	xp xp	x p			Volusia Co Traffic Engineering (appt. 4/2012) (alt 5/21)
Ralf Heseler/Jake Lunceford	x p	x p	x p	x p	x p	x p		x p	x p	x p			Votran (appt. 11/2020) (alt. appt. 11/2020)
Anna Taylor/Rakinya Hinson (non-voting)	x v	x v	x v	x v	x v	x v		x v	x v	x p			FDOT (appt 1/18)
PHYSICAL QUORUM	Y	Y	Y	Y	Y	Y		Y	Y	Y			

Vacancies

Beverly Beach
 Bunnell
 Daytona Beach International Airport
 Flagler Beach
 Flagler County Transit
 Flagler County Aviation
 Flagler County Emergency Management
 Flagler County School Board
 Oak Hill
 Volusia County School Board
 Volusia County Emergency Mgmt

LEGEND

x = present
 p = present physically
 v = present virtually
 abs = absent (unexcused)
 exc = excused



**River to Sea TPO Board
Meeting Summary
October 27, 2021**

Due to COVID-19 the meeting was held as a hybrid meeting in accordance with AGO 2003-41 with 15 voting and one non-voting members physically present; and with two voting and four non-voting members attending remotely

- Approved a motion allowing members attending remotely to participate and vote due to COVID-19 precautions
- Received public comment regarding the need for road funding
- Approved the Consent Agenda including approval of: September 29, 2021 meeting minutes; Executive Director’s timesheet review report; expenditure for the Madeline Avenue turn lane improvements at Nova Road feasibility study (\$26,545.00); and rescheduling the November 24, 2021 TPO Board meeting to December 1, 2021
- Approved Resolution 2021-20 amending the FY 2021/22 to 2025/26 Transportation Improvement Program (TIP) by a roll call vote
- Approved Resolution 2021-21 adopting the R2CTPO FY 2020/21 Public Involvement Activities Summary
- Approved a letter of support for the Federal Lands Access Program (FLAP) Grant application for the Black Bear Scenic Trail
- Discussed recommended changes to the R2CTPO’s guiding resolutions and project applications for the annual Call for Projects; directed staff to bring back additional information regarding threshold for cost increases
- Discussed draft R2CTPO 2022 Legislative Issues
- Received the FDOT report; announced FDOT public hearing on the Five-Year Work Program is being held online through October 29, 2021 with an in-person open house October 28, 2021 from 5:00 pm to 7:00 pm in DeLand
- Received the Interim Executive Director’s report with an update on the Executive Director search
- Received member comments

The next River to Sea TPO Board meeting will be on Wednesday, December 1, 2021

October 2021 TPO Outreach & Activities

COVID-19 UPDATES

In response to the COVID-19 pandemic, core planning activities continue as required:

- As conditions continue to change, the TPO will monitor and update business practices, assess participation in public events and in-person presentations, and continue to operate with caution, placing health and safety at the center of all of our decisions
- The TPO office remains closed to walk-in visitors; however, we open our doors for all meetings and appointments to ensure public access
- All visitors to the TPO offices are requested to wear masks at all times due to the high transmission rates in Volusia and Flagler Counties per the Centers for Disease Control (CDC) Guidelines [Your Guide to Masks | CDC](#)
- TPO staff has resumed our standard office presence during regular business hours
- TPO Board and committee meetings continue to require that a quorum be physically present; all other participants are being asked to attend TPO meetings remotely
- All public meetings are held using Microsoft Teams and the meeting information and links to join are posted on the TPO website at www.R2CTPO.org
- For the most current information regarding meetings and activities, please visit the TPO website or contact TPO staff



Flagler County Transit Development Plan (TDP)

The University of South Florida's Center for Urban Transportation Research (CUTR) is collaborating with Flagler County and the "Flagler Forward" campaign. Flagler Forward is a Transit Development Plan (TDP) that will serve as county's planning, development, and operational guidance document for a ten-year planning horizon. The plan is intended to support the development of an effective multimodal transportation system. The TDP serves as the basis for defining public transit needs, which is a prerequisite for receipt of state and federal funds. The TDP preparation process must include opportunities for the public's input to update and refine the transit provider's mission, goals, objectives, and service alternatives. If you live, work or play in Flagler County, please take a moment to complete the survey at the link below. Your input is very much appreciated!

Flagler TDP Survey Link: <https://tinyurl.com/FlaglerTransit>



The Love to Ride Challenge is Here!

The Love to Ride Florida Challenge is here! Sign up and join the River to Sea TPO "Group" (make sure it is not the TPO workplace) at www.lovetoride.net/florida/groups/3186?group_invite=true. The Challenge runs from October 29 through November 30 and there are prizes to be won! You earn points as an individual by riding your bike and also by encouraging others to ride; points mean prizes! Last year the TPO won first place in all of Florida – let's ⁵⁷do that again!!!! Get out and ride!



October 2021 TPO Outreach & Activities

NOVEMBER EVENTS:

- Oct. 29-Nov. 5: Annual Statewide FDOT Mobility Week
- 3: The House Next Door Helmet Fitting; DeLand
- 5: WAF30 – Daytona Beach Walk; Plaza Resort & Spa, Daytona
- 10: FDOT-D.B. Area Coalition Community Event; Ocean Center
- 13: TPO Presentation to the Daughters of American Revolution Group; Location TBD
- 18: VCARD Icebreaker; Plaza Resort & Spa, Daytona Beach

DECEMBER EVENTS:

- Dec. 3: TPO Annual Call for Projects Issued
- Dec. 8: Annual TPO Holiday Open House & Toy Drive to benefit the Department of Children and Families; TPO Office

ONGOING PROJECTS, STUDIES, ACTIVITIES

- Develop Non-Motorized Traffic Count Program
- Update of the Congestion Management Process (CMP) and Performance Measures Report
- Regional Resiliency Action Plan Implementation
- Update to the TPO Purchasing Manual
- FY 2020/2021 Annual TPO Audit
- TPO Executive Director Search
- FY 2020/21 TPO Annual Report
- Develop TPO “Monday on the Move” Videocasts
- Flagler County TDP Major Update
- TPO Review of Annual Priority Process
- TPO 2022 Legislative Issues
- Peninsula Drive Sidewalk & Signage Feasibility Study (FS) (PO)
- Madeline Ave Turn Lane Improv. @ Nova Rd FS (PO)
- North Causeway Pedestrian Crossing (NSB)
- Magnolia Avenue Shared Use Path FS (SD)
- South Street Multiuse Trail FS (NSB)

SR A1A Bicycle/Pedestrian Outreach

The River to Sea TPO partnered with FDOT to raise awareness of bicycle and pedestrian safety along SR A1A at Sun Splash Park in Daytona Beach on Saturday, October 2nd and Andy Romano Beachfront Park in Ormond Beach on Saturday, October 16th. Many great safety tips were shared with the public as well as bicycle and pedestrian safety gear being handed out.



Pedestrian Safety Awareness Event

In recognition of National Pedestrian Safety Month, FDOT partnered with Stetson University to host an educational event about important pedestrian tips, laws and features. The River to Sea TPO joined this event which featured FDOT Secretary Kevin J. Thibault, P.E., FDOT District Five Secretary Jared W. Perdue, P.E. and stakeholders from the Division of Blind Services as well as Stetson University.





ANNUAL HOLIDAY OPEN HOUSE & TOY DRIVE

**WEDNESDAY, DECEMBER 8, 2021
4:00 P.M. - 6:00 P.M.**

**RIVER TO SEA TPO CONFERENCE ROOM
2570 W. INT'L SPEEDWAY BLVD. SUITE 100
DAYTONA BEACH FL 32114**

RSVP TO PBLANKENSHIP@R2CTPO.ORG

This year has been especially difficult for our community and we would love to be able to help the less fortunate. So please don't forget to bring a new, unwrapped gift for an infant, child or teen to benefit the Department of Children & Families.

Stop by between 4:00-6:00 p.m. to visit with TPO staff and enjoy light refreshments.

2022 Meeting Schedule of the River to Sea TPO Board and Committees

	River to Sea TPO Board	Executive Committee	Technical Coordinating Committee (TCC)	Citizens Advisory Committee (CAC)	Bicycle/Pedestrian Advisory Committee (BPAC)	Trans. Disadvantaged Local Coordinating Board (TDLCB)
2022	4 th Wed. @9:00 a.m.	1 st Wed. @ 9:00 a.m.	3 rd Tues. @ 3:00 p.m.	3 rd Tues. @ 1:15 p.m.	2 nd Wed. @ 2:00 p.m.	2 nd Wed. the first month of every quarter @ 11:00 a.m. **
January	January 26, 2022	January 5, 2022	January 18, 2022	January 18, 2022	January 12, 2022	January 12, 2022
February	February 23, 2022	February 2, 2022	February 15, 2022	February 15, 2022	February 9, 2022	
March	March 23, 2022	March 2, 2022	March 15, 2022	March 15, 2022	March 9, 2022	
April	April 27, 2022	April 6, 2022	April 19, 2022	April 19, 2022	April 13, 2022	April 13, 2022
May	May 25, 2022	May 4, 2022	May 17, 2022	May 17, 2022	May 11, 2022	
June	June 22, 2022	June 1, 2022	June 21, 2022	June 21, 2022	June 8, 2022	
July	July 27, 2022*	July 6, 2022*	July 19, 2022*	July 19, 2022*	July 13, 2022*	July 13, 2022
August	August 24, 2022	August 3, 2022	August 16, 2022	August 16, 2022	August 10, 2022	
September	September 28, 2022	September 7, 2022	September 20, 2022	September 20, 2022	September 14, 2022	
October	October 26, 2022	October 5, 2022	October 18, 2022	October 18, 2022	October 12, 2022	October 12, 2022
November	November 23, 2022	November 2, 2022	November 15, 2022	November 15, 2022	November 9, 2022	
December	December 28, 2022*	December 7, 2022*	December 20, 2022*	December 20, 2022*	December 14, 2022*	

* These meetings are typically cancelled

** TDLCB Meetings are at Votran