Technical Coordinating Committee (TCC)
Meeting Minutes
November 20, 2018

**TCC Members Present:**
Andrew Holmes
Arlene Smith
Laura Dodd
Ron Paradise
Darren Lear
Brian Walker
Amye King
Becky Mendez, Vice Chairperson
Shawn Finley
Jose Papa, Chairperson
Mark Karet
Mike Disher
Tim Burman
John Dillard
Melissa Winsett
Eric Kozielski
Edie Biro
Kellie Smith (non-voting advisor)

**TCC Members Absent:**
Fred Griffith
Stewart Cruz (excused)
Mike Holmes (excused)
Larry Newsom
Faith Alkhutib
Jason Lawrence
Larry LaHue

**Others Present:**
Debbie Stewart, Recording Secretary
Lois Bollenback
Colleen Nicoulin
Stephan Harris
David Cooke
Merissa Battle

**Representing:**
Daytona Beach
Daytona Beach Int’l Airport
DeBary
Deltona
Edgewater
Holly Hill
New Smyrna Beach
Orange City
Ormond Beach
Palm Coast
Pierson
Ponce Inlet
Port Orange
South Daytona
V.C. Traffic Engineering
Volusia County School District
Votran
FDOT District 5

**Representing:**
Bunnell
Daytona Beach Shores
DeLand
Flagler Beach
F.C. Traffic Engineering
Lake Helen
V.C. Emergency Management

**Representing:**
TPO Staff
TPO Staff
TPO Staff
TPO Staff
Dewberry Consulting
Dewberry Consulting

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

Chairperson Papa called the meeting of the River to Sea Transportation Planning Organization (TPO) Technical Coordinating Committee (TCC) to order at 3:00 p.m. The roll was called and it was determined that a quorum was present.

II. **Press/Citizen Comments**

There were no press/citizen comments.

III. **Action Items**

A. **Review and Approval of October 16, 2018 TCC Meeting Minutes**

_MOTION:_ A motion was made by Mr. Lear to approve the October 16, 2018 TCC meeting minutes. The motion was seconded by Ms. Mendez and carried unanimously.
B. Cancellation of December TCC Meeting

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

C. Review and Recommend Approval of 2015 Socio/Economic Datasets for the Central Florida Regional Planning Model Update

Ms. Nicoulin stated FDOT is in the process of updating the Central Florida Regional Planning Model (CFRPM); this is in preparation of the TPO’s update to the 2040 Long Range Transportation Plan (LRTP). In July, a link was sent for the socio/economic (S/E) data for review and comments. Those comments were forwarded to FDOT and their consultant who used them to update the S/E datasets. Those updates were provided to the TCC on Friday via a link, a summary sheet of the comments received and how they were addressed. In the next couple of months, the TPO will be developing the methodology for the datasets for the 2045 LRTP update. The projected growth in the planning area and how to allocate that growth within the municipalities and traffic analysis zones (TAZ) will be reviewed. Additional information on this process will be brought back to this committee and a workshop may be held with the committee.

**MOTION:** A motion was made by Ms. Mendez to recommend approval of 2015 socio/economic datasets for the Central Florida Regional Planning Model update. The motion was seconded by Mr. Lear and carried unanimously.

D. Review and Recommend Approval of a Draft Amendment to the 2040 Long Range Transportation Plan (LRTP) for Public Comment

Ms. Nicoulin explained that this action item is not asking for a recommendation of approval for an amendment to the 2040 Long Range Transportation Plan (LRTP) but an indication that the committee supports the TPO going forward with preparing the documents for the amendment and for public comment; a 45-day requirement. There are four interchange projects currently on the “unfunded” needs list in the LRTP along I-95; US 1 in Ormond Beach, LPGA Boulevard, SR 44 and a new interchange at Pioneer Trail. FDOT identified funding to move two of these projects into their SIS Cost Feasible Plan that was developed earlier this year. The Pioneer Trail interchange is in the PD&E phase and the LPGA Boulevard interchange is undergoing an Interchange Modification Report (IMR). In order for these projects to move into the design phase, they must be in the TPO’s Cost Feasible Plan. This amendment will move these projects that are currently on the “unfunded” list to the “funded” needs list and will also incorporate language identifying how the TPO addresses resiliency, tourism and safety in the planning process. This information will be dropped into the LRTP as an appendix; it will be similar to the language that was incorporated into the TIP earlier this year. The LPGA Boulevard interchange project is constrained from Tomoka Farms Road to Williamson Boulevard but the improvements for this interchange stop at Tomoka Farms Road. Volusia County asked to include the potential widening of LPGA Boulevard in the public comment period. This is a county road so the county would need to fund it and they do not currently have money so the widening itself would not be included in the amendment. If the county finds the money, it will be included during the 2045 LRTP update.

**MOTION:** A motion was made by Mr. Lear to recommend approval of a draft amendment to the 2040 Long Range Transportation Plan (LRTP) for public comment and to include public comment for Volusia County’s portion of the LRTP to widen LPGA Boulevard. The motion was seconded by Ms. Mendez.

Mr. Paradise asked if a local government wanted to add something to the LRTP amendment what the mechanics would be.

Ms. Bollenback replied it would have to be approved by the TPO Board. Generally, if the TPO updates or makes a change to the LRTP, financial estimates have to be re-done to show that it is cost feasible. This does not have to be done with SIS projects because the state provides those financial estimates. If it is not a SIS project, the TPO would have to identify how a new project would be funded. The LRTP is not intended to be a
fluid document. The TPO is preparing to update the LRTP and extend the horizon to 2045 so unless there is a sense of urgency, she does not encourage doing that.

Mr. Lear asked when the update to the LRTP is due.

Ms. Bollenback replied September, 2020. The contract FDOT issued for these two interchanges is for a study/design so FDOT already has contracts for design work but not the funding.

Ms. Mendez commented that the interchanges are in the LRPT but just in a different category because they are not funded; she asked if the widening of LPGA Boulevard was in the LRTP.

Ms. Bollenback replied she believes it is on the county’s list included in the LRTP; the LRTP includes a 20 year list for county projects as well.

Mr. Paradise commented that if the committee is going to entertain a discussion of LPGA Boulevard, then perhaps Saxon Boulevard between Normandy and I-4 should be discussed.

Mr. Finley stated the city of Ormond Beach supports this process and he appreciated Ms. Nicoulin explaining why the interchange at US 1 is not included in this amendment. The contract for US 1 is structured differently than LPGA Boulevard and the Pioneer Trail interchange; the city would like to state they are disappointed that US 1 was structured differently and cannot move forward to being funded at this time. The city looks forward to the 2045 LRTP and the US 1 interchange be funded then.

Ms. Bollenback replied it is in the Cost Feasible plan and should roll forward into the 2045 LRTP.

Mr. Paradise commented that there are a plethora of thoroughfare needs directly associated with the interstates. He agrees that LPGA Boulevard is a need but there is the potential to be confronted with a desire to expand that scope.

Ms. Bollenback replied the TPO is not building a new Long Range Transportation Plan (LRTP); it is trying not to stand in the way of projects moving forward.

Ms. Nicoulin stated the TPO has been asked by Volusia County to solicit public comment for the widening of LPGA Boulevard; not to move it into the “funded” needs category. It is a Volusia County project and they do not have the funds at this time. If the TPO is looking at improvements to an interchange, the connecting infrastructure must also be looked at. The TPO is not asking for public comment on the design of the interchanges but on moving them from the “unfunded” to the “funded” needs list and discussion of LPGA Boulevard is not putting it on the “funded” needs list.

Ms. Bollenback added that there is no change being proposed to the 2040 LRTP in regards to improvements on LPGA Boulevard. There will be all sorts of comments received regarding the interchange because there are strong feelings about what is going on there. She does not want to confuse what the TPO is doing with the other work going on there. The county has asked the TPO to take the comments, document them and pass them on to the county.

The motion passed unanimously.

IV. Presentation Items

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

Ms. Nicoulin stated the TIP Subcommittee met and discussed the policy resolutions that govern the annual Call for Projects; they identified some changes that are shown on page 19 of the agenda. She reviewed the proposed changes to Resolution 2016-01 which include adding language that ineligible costs will not count as part of a local match; adding separate definitions for a cost overrun and cost increase; creating an application for requests for additional funds and requiring a statement of hardship or justification be included.
Mr. Paradise commented that as a member of the TIP Subcommittee there was a lot of discussion regarding the language for these changes. He stated project applicants will have to be responsible and ensure cost updates are done annually for their projects. He has conveyed the message to his city that their budget be adjusted to ensure there is money to facilitate a cost update on an annual basis.

Ms. Mendez stated she agreed with the language defining eligible and ineligible costs and the definition of a cost overrun. She referred to the phrase included in that definition “the result of an incomplete, insufficient or out of date cost estimate” and coupled with the definition of a cost increase and stated as she understands it, you have to have a construction cost estimate that the engineer of record produces at design before requesting funds for construction. All of the construction is based on the engineer of record providing that. She asked what happens when the project goes out for bid and the cost estimates come in much higher than what the engineer of record estimated.

Mr. Lear replied that is covered in item 9 in the definition of a cost increase; “an unforeseen market change”.

Ms. Mendez asked what the hardship or justification would be and if it would be considered an eligible or ineligible cost.

Mr. Paradise replied he would consider it eligible; they would have to show supporting documentation to explain why the cost went up and if it increased because the scope was changed or because of labor and materials.

Ms. Nicoulin replied that example would be the result of the market.

Discussion continued.

Ms. Nicoulin continued reviewing the proposed changes to the resolutions; she referred to Resolution 2017-32 and stated that language is being added confirming that the TPO plans to use the priority process and annual call for projects to help populate regional lists.

Ms. King asked if all the MPOs were doing this or something similar.

Ms. Nicoulin replied the regional lists will be developed from each individual MPO’s priority list; how those individual lists are created will be different. Not all MPOs go through a call for projects; they have different mechanisms for getting projects on the priority list. The R2CTPO wants to make sure projects that are regional are communicated to the Central Florida MPO Alliance (CFMPOA) that these are what we consider regional priorities to help populate a regional list. She continued to review Resolution 2017-03 that determines the set aside funding percentage allocations; 40% to traffic operations, 30% to bicycle/pedestrian and 30% to transit projects. The TIP Subcommittee made no recommended changes but recommended retaining the set aside percentage allocations. The BPAC Project Review Subcommittee recommended changing the 40% allocation from traffic/operations to bicycle/pedestrian projects. This was discussed at the CAC and they approved a motion to recommend supporting the TIP Subcommittee’s recommendation of retaining the current set aside percentages.

B. Presentation and Discussion of the Priority Project Applications for Traffic Operations/Safety and Local Initiatives Projects and Transportation Planning Studies

Ms. Nicoulin stated there were not many changes to the applications; language was added to the traffic operations applications pertaining to whether a project helps to meet the safety targets and with regards to travel time reliability. A question was also added to the planning studies and traffic operations application if they are regional in nature; this will help to communicate to the CFMPOA what our regional priorities will be. The only other change is on how the TPO accepts applications; in the past, the TPO has accepted the required electronic copy as an email, a link or flash drive. This year, the electronic copy will be required to be uploaded the TPO’s file transfer site. One hard copy is still also required.
Presentation and Discussion on Current Fiscal Year (FY) SU Funding

Ms. Nicoulin stated the TPO receives SU funding and allocates 40% to traffic operations projects, 30% to bicycle/pedestrian projects and 30% to transit projects. The TPO is always under pressure to make sure it spends that funding down; if it is not obligated, the TPO can have its spending authority reduced in subsequent years. This year, a large project was deferred that added approximately $1.7 million back into the traffic operations box leaving approximately $1.8 million in traffic operations and a little over $300,000 in the bicycle/pedestrian box. The TPO has been working with FDOT to advance funding for design for intersection improvements at SR 44 and Kepler Road; that is estimated at approximately $1.2 million. The TPO is also working with the city of Daytona Beach to advance a Derbyshire Park sidewalk project that is estimated at $500,000. The summary page in the agenda indicated that there is the potential of unspent funding in the amount of $300,000 that was left over from the I-95 to SR 417 Connector Study; however, the TPO learned earlier today that money is not available to be spent in the current year. There is approximately $450,000 in available funds for the current year and there is no place to put it. One of the challenges of current year funding is the TPO is limited to where it can put the money. The municipalities must be LAP certified and the project must be ready to go. There are only two municipalities with a blanket LAP certification that is not project specific; Daytona Beach and Volusia County. The TPO was asked by FDOT if the leftover $450,000 could be used to help advance the design phase of the Pioneer Trail interchange; this is outside of how the TPO typically spends the set aside funding. The question is what to do with it; to risk not allocating it and potentially losing money in future years or allocate it to the Pioneer Trail interchange. The concern is if it would set a precedent as the funding is supposed to be spent on smaller projects.

Ms. King asked when the money had to be spent.

Ms. Smith replied it is current year money and it depends on how much the project costs; this particular project requires a Work Program amendment which has to go to the Governor’s office for approval.

Ms. Nicoulin stated the TPO is looking for direction from the advisory committees and the TPO Board and will be back in January with a TIP amendment.

Ms. King commented that this seems to be an unusual circumstance and she would not consider it setting a precedent. She asked what direction the CAC gave.

Ms. Nicoulin replied the CAC voiced their opinion that if the TPO has the money and there is the potential to lose it, they felt it was okay to put it on the Pioneer Trail interchange.

Ms. King agreed so that the money is not lost.

Ms. Nicoulin commented the other caveat is regarding Volusia County; the deferred project was a county project so they do not qualify.
Ms. King asked if a motion was needed.

Ms. Nicoulin replied this is a discussion and does not require a motion unless the committee feels they need to take action. It was brought for discussion because it differs from the current policy, so the TPO is looking for direction from the advisory committees and the board and will come back in January with a TIP amendment.

Mr. Paradise asked if it was possible to carry the money over.

Ms. Nicoulin replied that the money needs to be allocated and spent in the current year.

Ms. Smith stated it could impact future allocations; it would become constrained by the federal government.
Mr. Lear asked what was said about the SR 44 and Kepler Road intersection improvement project and if it was fully funded.

Ms. Nicoulin replied it will be fully funded for design and the design is being moved into the current year; FDOT's design estimate is $1.2 million.

Discussion continued.

Mr. Paradise asked if the committee was going to contemplate using the funds for SIS projects, could it contemplate using it for planning studies.

Ms. Nicoulin replied that could be discussed at the TPO Board meeting.

Ms. Dodd commented that she agrees with Mr. Paradise and that planning studies could be an outlet; not a lot of money is allocated to planning studies. She asked if the intention of the funding is to help local projects, and if the completion of planning studies would bring more projects.

Ms. Nicoulin replied that has not been explored. This discussion will also be held at the TPO Board meeting next week and based on the direction from them, will move forward. Another TIP amendment cannot be done until January but FDOT has restrictions on their time frame as to when projects move into the Work Program.

Ms. King asked when projects move into the Work Program.

Ms. Smith replied for current year, it will require a Work Program amendment that goes to the Governor’s office; they have a cut-off date, typically between January and March. They do not have a definite date which is why FDOT tries to get them in earlier because at that point, they decline any additional ads and the money will be gone.

Ms. Nicoulin stated the reason the TPO brings these items for discussion is to solicit suggestions. This will be discussed at the TPO Board meeting and depending on their direction, will come back with a TIP amendment. The TIP amendment in January will also include the intersection improvement project at SR 44 and Kepler Road and the Derbyshire Park sidewalk project.

D. FDOT Report

Ms. Smith announced FDOT will hold its Work Program public hearing online from December 10, 2018 to December 14, 2018. The website address is www.d5wpph.com. FDOT is also holding an open house on their Public Outreach Day on December 11, 2018 at the FDOT District 5 Office in DeLand from 4:30 pm to 6:30 pm.

Chairperson Papa asked if the tentative Work Program was part of this and if it is available.

Ms. Smith replied yes, FDOT is finalizing information and will release it on December 10, 2018. There will be presentations to the TPO advisory committees and board in January; a letter will be sent to the TPO for comment after the public hearing. She recommended members go to the FDOT website; the citizens report will be available which lists all the projects in Volusia and Flagler County.

E. Volusia and Flagler County Construction Reports

Ms. Winsett stated there have been no changes to the Volusia County Construction Report.

There was no Flagler County Construction Report.
V. Staff Comments

Ms. Nicoulin announced the TPO has filled the vacant Transit Planner position and he will be starting December 3, 2018. The TPO CFO, Mr. Herb Seely, will be retiring December 28, 2018 after 41 years of service; his position has been filled as well and she will start on December 11, 2018. She announced the TPO’s Annual Holiday Open House and Toy Drive on November 28, 2018. The conference room will be undergoing renovations in December.

VI. TCC Member Comments

Ms. Biro announced Votran was holding a public meeting tonight in Orange City at City Hall from 4:30 pm to 7:00 pm to discuss the new Route 25 on Howland Boulevard and service changes in Orange City and Deltona.

VII. Information Items

- CAC & TCC Attendance Records
- October 24, 2018 River to Sea TPO Board Meeting Summary
- October TPO Outreach and Events
- St. Johns River to Sea Loop Open House Flyer
- St. Johns River to Sea Loop Trail Public Alternatives Meeting
- Light Up Midtown Health Fair
- Save the Date for R2CTPO Holiday Open House & Annual Toy Drive, November 28, 2018 from 3:00 pm to 5:00 pm
- 2019 TPO Board and Committee Meeting Schedule
- Joint TIP and BPAC Project Review Subcommittee Report from October 1, 2018
- TIP Subcommittee Report from November 5, 2018

VIII. Adjournment

There being no further business, the TCC meeting adjourned at 4:04 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

[Signature]
MR. JOSE PAPA, 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 November 20, 2018 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 15th day of January 2019.

[Signature]
DEBBIE STEWART, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION