

**Technical Coordinating Committee (TCC)  
Meeting Minutes  
November 21, 2023**

**TCC Members Physically Present:**

Brian Woodworth  
Noel Eaton  
Steven Bapp  
Simone Kenny  
Hamid Tabassian  
Brian Walker, Chairperson  
Shane Corbin  
Becky Mendez, Vice Chairperson  
Shawn Finley  
Phong Nguyen  
Mark Karet  
Ralf Heseler  
Kia Powell (non-voting advisor)

**TCC Members Virtually Present:**

Marcus DePasquale  
Jonathan Lord  
Jay Williams

**TCC Members Absent:**

Belinda Williams-Collins  
Dinelia Santana  
Jessica Entwistle  
Caryn Miller (excused)  
Roy Sieger  
Trevor Martin  
Lee Evett  
Patty Rippey  
Tim Burman (excused)  
Becky Witte (excused)

**Others Physically Present:**

Donna King, Recording Secretary  
Pamela Blankenship  
Colleen Nicoulin  
Stephan Harris  
Kathy Alexander-Corbin  
Jim Wood

**Representing:**

Daytona Beach Alternate  
Daytona Beach Shores  
DeBary  
Flagler County  
Flagler County Traffic Engineering  
Holly Hill  
New Smyrna Beach  
Orange City  
Ormond Beach  
Palm Coast  
Pierson  
Volusia County Transit Services  
FDOT

**Representing:**

Bunnell  
Flagler County Emergency Mgmt  
VC Traffic Engineering Alternate

**Representing:**

DeLand  
Deltona  
Deltona Alternate  
Flagler Beach  
Flagler County Aviation  
Flagler County Transit  
Lake Helen  
Ponce Inlet  
Port Orange  
South Daytona

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
FDOT  
Kimley Horn

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

Technical Coordinating Committee (TCC) Chairperson Walker called the River to Sea Transportation Planning Organization (TPO) TCC meeting to order at 3:02 p.m. The roll was called and it was determined that a quorum was physically present. The meeting was held in a hybrid format with twelve voting members physically present and three voting members virtually present.

The Pledge of Allegiance was given.

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

## II. Public Comments/Participation

There were no public comments.

## III. Action Items

### A. Review and Approval of the September 19, 2023 TCC Meeting Minutes

**MOTION:** *A motion was made by Ms. Mendez to approve the September 19, 2023 TCC minutes. The motion was seconded by Mr. Nguyen and carried unanimously.*

### B. Review and Approval of the October 17, 2023 CAC/TCC Meeting Minutes

**MOTION:** *A motion was made by Ms. Mendez to approve the October 17, 2023 TCC minutes. The motion was seconded by Mr. Walker and carried unanimously.*

### C. Review and Recommend Approval of Resolution 2023-## Amending the Connect 2045 Long Range Transportation Plan (LRTP) (Roll Call Vote Required)

Ms. Nicoulin gave in-depth details of the amendment and stated that public comment is open until December 6, 2023. She noted that this amendment will advance funding for the I-95 at US 1 interchange project under the Moving Florida Forward initiative. She discussed the 30-day public comment period and that the TPO has received one comment to date. The comment was a request to move this particular project up in lieu of the Pioneer Trail interchange project. These projects are not interchangeable, as each project is on a different schedule.

**MOTION:** *A motion was made by Mr. Finley to recommend approval of Resolution 2023-## amending the Connect 2045 Long Range Transportation Plan (LRTP). The motion was seconded by Mr. Nguyen and carried unanimously by roll call vote.*

### D. Review and Recommend Approval of Resolution 2023-## Amending the FY 2023/24 to FY 2027/28 Transportation Improvement Program (TIP) (Roll Call Vote Required)

Ms. Nicoulin gave in-depth details of the TIP amendment which included the I-95 at US 1 interchange project and funding for the Knox Memorial and Main Street Bridges.

**MOTION:** *A motion was made by Mr. Finley to recommend approval of Resolution 2023-## amending the FY 2023/24 to FY 2027/28 Transportation Improvement Program (TIP). The motion was seconded by Mr. Karet and carried unanimously by roll call vote.*

### E. Review and Recommend Approval of Resolution 2023-## Amending the River to Sea TPO Metropolitan Planning Organization Agreement and FY 2022/23 and 2023/24 Unified Planning Work Program (UPWP) (Roll Call Vote Required)

Ms. Nicoulin gave details of the UPWP amendment. She explained the UPWP shows how the TPO staff spends their time and ties a budget to that time. This amendment will add \$3,287.00 to the General Administrative task and amends the planning agreement with FDOT in order to expend the funding.

**MOTION:** *A motion was made by Ms. Mendez to recommend approval of Resolution 2023-## amending the River to Sea TPO Metropolitan Planning Organization Agreement and FY 2022/23 and 2023/24 Unified Planning Work Program (UPWP). The motion was seconded by Mr. Bapp and carried unanimously by roll call vote.*

### F. Review and Recommend Approval to Amend the List of Shared-Use Non-Motorized (SUN) Trail Projects

Ms. Nicoulin gave details on the projects that are being requested to be added to the List of Shared-Use Non-Motorized (SUN) Trail Projects. She explained this request is from Flagler County for two SUN Trail projects. She noted the change in how (SUN) Trail projects are funded and how the application cycle is different than the TPO's priority process. She noted that the TPO staff has identified a process for local governments to submit projects during the TPO's annual open Call for Projects for SUN Trail projects.

**MOTION:** *A motion was made by Mr. Nguyen to amend the List of Shared-Use Non-Motorized (SUN) Trail Projects. The motion was seconded by Mr. Karet and carried unanimously.*

**G. Review and Recommend Approval of Resolution 2023-## Reaffirming 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)**

Ms. Nicoulin announced that the call for projects begins on December 8 and provided details of the three guiding policies that govern that process. The policies are reviewed annually in the fall for any recommended adjustments. There were no recommended changes to this resolution.

**MOTION:** *A motion was made by Ms. Mendez to recommend approval of Resolution 2023-## reaffirming 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). The motion was seconded by Mr. Finley and carried unanimously.*

**H. Review and Recommend Approval of Resolution 2023-## Reaffirming the Policy for Defining the Local Match Requirements Placed on Local Governments for Projects Prioritized for Funding by the TPO**

Ms. Nicoulin provided details of how the policy for defining the local match requirements placed on local governments for projects prioritized for funding by the TPO works. She stated that there were no recommended changes to this policy this year.

**MOTION:** *A motion was made by Ms. Mendez to recommend approval of Resolution 2023-## reaffirming the policy for defining the local match requirements placed on local governments for projects prioritized for funding by the TPO. The motion was seconded by Mr. Bapp and carried unanimously.*

**I. Review and Recommend Approval of Resolution 2023-## Reaffirming the Policy for Establishing and Maintaining Transportation Priority Projects**

Ms. Nicoulin provided details of how the policy for establishing and maintaining transportation priority projects works. She noted the recommended changes for the SIS List and Regionally Significant non-SIS List. She noted that adjustments are made through a series of subcommittees, committees, and the TPO Board. Removing the protected status category allows the TPO the ability to revisit those projects and make changes if necessary. She noted that this also allows a one-time update to the cost estimates for construction following the completion of the design phase. It also requires the project sponsors to submit letters of support for SUN Trail projects.

Ms. Nicoulin answered TCC member questions noting that the one-time cost estimate change is available only one time per project and she gave an example of a protected project that the TPO would like to reconsider.

**MOTION:** *A motion was made by Mr. Nguyen to recommend approval of Resolution 2023-## reaffirming the policy for establishing and maintaining transportation priority projects. The motion was seconded by Ms. Mendez and carried unanimously.*

**J. Review and Recommend Approval of the Priority Project Applications for Traffic Operations/Safety and Local Initiatives Projects, Transportation Planning Studies, and Bicycle/Pedestrian Projects**

Ms. Nicoulin explained how the Priority Project applications for Traffic Operations/Safety and Local Initiatives Projects, Transportation Planning Studies, and Bicycle/Pedestrian projects work. She explained that the applications are reviewed annually for recommended changes. She provided the categories and history of changes and noted that the Bicycle/Pedestrian Projects application was the only one with recommended changes. The changes include creating a category for environmental sustainability and incorporating equity within the project application as well as the feasibility study application. She also noted there are several planning studies on the list that have been on there for a long time. Staff will vet those applications with the local governments to see if they still want to move forward and if the project has changed. She announced that the Call for Projects opens on December 8, 2023.

Ms. Nicoulin answered TCC member questions regarding the Holly Hill LPGA widening study.

**MOTION:** *A motion was made by Ms. Mendez to recommend approval of the Priority Project applications for Traffic Operations/Safety and Local Initiatives Projects, Transportation*

*Planning Studies, and Bicycle/Pedestrian Projects. The motion was seconded by Mr. Bapp and carried unanimously.*

**K. Cancellation of the December 19, 2023 CAC/TCC Meetings**

**MOTION:** *A motion was made by Ms. Mendez to recommend approval of the cancellation of the December 19, 2023 TCC meeting. The motion was seconded by Mr. Woodworth and carried unanimously.*

**IV. Presentation Items**

**A. Presentation and Discussion of FDOT's Tentative Five-Year Work Program for FY 2024/25 to FY 2028/29**

Ms. Kathy Alexander-Corbin, FDOT, gave a PowerPoint presentation on the tentative FDOT five-year Work Program. She gave details of what the Work Program entails and provided important dates for the Work Program process. She discussed the Work Program's key influence factors and gave details on the deferrals and deletions in Volusia County. She also provided a five-year outlook and funding breakdown for Volusia and Flagler counties. She presented a TPO summary for twenty-five priority projects that were funded in the amount of more than \$315 million.

Ms. Nicoulin added that there are links in the agenda packet for the reports Ms. Alexander-Corbin mentioned and the website has a great interactive map. She mentioned that the TPO received extra SU, Alternatives, and Carbon Reduction funding (\$14.5 million in the first year) due to Deltona and the western area of Volusia County becoming an urban area.

**B. Presentation and Discussion of VoRide Mobility on Demand Service Provided by Via Transportation D/B/A River North Transit, LLC**

Mr. Ralf Heseler, Transit Planning Manager for the Volusia County Transit Services Division, gave a PowerPoint presentation on the VoRide Mobility on Demand Service. He stated that it is a ride-sharing service and provided details of the service including where it will be located (in west Volusia), how it will work, and the cost per ride. The service will launch on December 5 in DeLand. Deltona/Orange City/and DeBary will be implemented in the future with a fare of \$2.00 including one free transfer to a fixed-route bus. The hours of operation will be Monday-Friday from 6 am – 9 pm and Saturdays from 7 am - 7 pm. He also discussed future plans to provide the service in New Smyrna Beach and additional areas on the east side of Volusia County.

Mr. Heseler answered TCC member questions regarding availability in rural areas such as Barberville/Pierson; if customers have to live within the map zone in DeLand; the timeframe of when this service will expand to the Orange City/Deltona area; if VoRide has a marketing campaign; types of vehicles being used for this service and is there a paratransit application.

**C. Presentation and Discussion on Urban Area Boundary Adjustments**

Mr. Jim Wood, Kimley-Horn, gave a PowerPoint presentation on the process of urban area boundary adjustments. He explained why it is done after the Census. The boundaries are revised every ten years based on Census populations. He defined what urban vs. rural is. Urban boundaries are defined by housing units and development densities. He noted that the final maps will be available in January for review and recommended approval.

Ms. Nicoulin added that the TPO asking the committees to act on this item is just part of the process. She noted that the TPO will be asking TCC members to provide a technical review of these maps. This process takes place to smooth the urban boundary that comes from the Census. It is also for future transportation funding and to ensure there are no areas where a roadway is half rural and half urban.

**D. FDOT Report**

Ms. Kia Powell provided the FDOT report. She reviewed the road closures and projects that have been completed. She also provided upcoming events that included a pop-up safety event for Millsap Road to SR 40 in January/February and the State Route 44 bridge ribbon-cutting ceremony on November 30, 2023.

**E. Volusia and Flagler County Construction Reports**

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

**V. Staff Comments**

Ms. Nicoulin announced the Call for Projects opens on December 8, 2023, and noted that the annual TPO Open House will be on December 7, 2023, at Bahama Breeze in Daytona Beach from 4 p.m. to 6 p.m. which includes a toy drive.

**VI. CAC Member Comments**

Ms. Mendez announced that the Florida Planning and Zoning Surf Coast Chapter is having its 15<sup>th</sup> annual awards gala on December 8<sup>th</sup> at 6 p.m. Palm Coast, Edgewater, Daytona Beach, Debarry, and Mr. Steven Spraker will all be receiving awards. The event will be held at the Halifax Yacht Club and tickets are available at [www.fpzasurfcoast.org](http://www.fpzasurfcoast.org).

Mr. Tabassian asked if the Flagler County SR 100 from Old Kings Road to Belle Terre Parkway project should be part of the open call for projects application process or how the project will be completed.

Ms. Nicoulin explained that the project is a capacity project and will be ranked as part of the LRTP development. SR 100 is currently on the TPO's Priority List; ranked as #10. The open call is specifically for bicycle/pedestrian and traffic operations projects, not capacity projects.

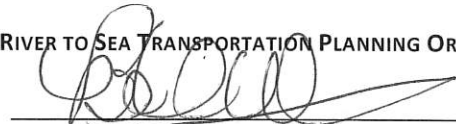
**VII. Information Items**

- CAC & TCC Attendance Records
- River to Sea TPO Outreach and Events
- Upcoming River to Sea TPO Events
- TPO Board Report
- 2024 TPO Committee Meeting Schedule
- Annual TPO Holiday Open House Flyer

**VIII. Adjournment**

There being no further business, the TCC meeting adjourned at 4:24 p.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



MR. BRIAN WALKER, 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 21, 2023 regular meeting of the Technical Coordinating Committee (TCC), approved and duly signed this 16th day of January 2024.



DONNA KING, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**\*\* A recording of the November 21, 2023 TCC meeting is available upon request.**