

DECEMBER 6, 2023 MEETING MINUTES
OF THE
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD
700 Catalina Blvd.
Daytona Beach, FL 32114

TPO Board Members Physically Present:

Mayor Karen Chasez
Mayor Chris Cloudman, Chairperson
Councilwoman Charlotte Gillis
County Chair Andy Dance
Commissioner Roy Johnson
Commissioner Randy Hartman
Vice Mayor Bill O'Connor
Mayor Bill Partington
Mayor David Alfin
Council Member Skip White**
Vice Mayor Reed Foley
Vice Mayor Eric Sander
Council Chair Jeff Brower
Council Vice Chair Danny Robins
Kia Powell (non-voting advisor)

TPO Board Members Virtually Present:

Commissioner Stacy Cantu
Council Member Matt Reinhart
Ted Wendler (non-voting)

TPO Board Members Absent:

Commissioner Jeffrey Schuitema*
Vice Mayor John Rogers*
Vice Mayor Michael Politis*
Commissioner Dana McCool (excused)
Commissioner James Sherman*
Commissioner Rick Basso*
Vice Mayor Bill Lindlau* (excused)
Mayor Samuel Bennett*
Council Member Jake Johansson (excused)
Council Member David Santiago
Ruben Colon
Dave Castagnacci (non-voting)
Brian Walker (non-voting)

* Non-voting member of the Small City Alliance

** Voting member for the Small City Alliance

Others Physically Present:

Donna King, Recording Secretary
Colleen Nicoulin
Stephan Harris
Pamela Blankenship
Jason Learned
Kellie Smith
Jon Scarfe
Ed Kestory
Lisa Buscher
Alice Giuliani
Kevin Hayden
Steven Buck

Representing:

DeBary
DeLand
Edgewater
Flagler County
Holly Hill
New Smyrna Beach
Orange City
Ormond Beach
Palm Coast
Ponce Inlet
Port Orange
South Daytona
Volusia County
Volusia County, District 3
FDOT

Representing:

Daytona Beach
Volusia County, District 2
BPAC Chairperson

Representing:

Beverly Beach
Bunnell
Daytona Beach Shores
Deltona
Flagler Beach
Lake Helen
Oak Hill
Pierson
Volusia County, At-Large
Volusia County, District 5
Volusia County School Board
CAC Chairperson
TCC Chairperson

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT
FDOT
FDOT
FDOT
FDOT
FDOT
FDOT

Others Physically Present: (Continued)

Jean Parlow
Curlene Thomas
Barbara Girtman
Ken Mitchell
Lisa Divina
Kelvin Miller
Bobbie King
Ralf Heseler

Representing:

FHWA
FHWA
Ghyabi & Associates
Volusia County Schools
Volusia County Schools
Volusia County Transit Services
Volusia County Transit Services
Volusia County Transit Services

Others Virtually Present:

Omar Atallah
Nick Lepp

Representing:

Volusia County Traffic Engineering
Citizen

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

The River to Sea Transportation Planning Organization (TPO) Board meeting was called to order at 9:00 a.m. by TPO Chairperson Cloudman. The roll was called, and it was determined a quorum was physically present. The meeting was held as a hybrid with fourteen voting members physically present and two voting members virtually present.

II. Pledge of Allegiance

The Pledge of Allegiance was given.

MOTION: *A motion was made by Vice Mayor O’Conner to allow members attending virtually to participate and vote. The motion was seconded by Vice Mayor Sander and carried unanimously.*

III. Public Comment/Participation

There were no public comments.

IV. Consent Agenda

- A. October 25, 2023 River to Sea TPO Board Meeting Minutes
- B. Treasurer’s Report
- C. Executive Committee Report
- D. Bicycle and Pedestrian Advisory Committee (BPAC) Report
- E. Citizens Advisory Committee (CAC) Report
- F. Technical Coordinating Committee (TCC) Report
- G. River to Sea TPO Board (R2CTPO) Report
- H. Executive Director Timesheet Review Report
- I. Cancellation of the December Executive Committee and TPO Board Meetings

MOTION: *A motion was made by Mayor Alfin to approve the Consent Agenda. The motion was seconded by Commissioner Hartman and carried unanimously.*

V. Action Items

A. Review and Approval of Resolution 2023-19 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 was open for a period of 30 days and closed this morning. One comment was provided by Volusia County Council Chair Brower requesting this particular project be moved up in lieu of the Pioneer Trail interchange project. These projects are not interchangeable, as each project is on a different schedule. The amendment was presented to the CAC and TCC at the November meetings and was recommended for approval.

MOTION: *A motion was made by County Council Chair Brower to approve Resolution 2023-19 amending the Connect 2045 Long Range Transportation Plan (LRTP). The motion was seconded by Vice Mayor Sander and carried unanimously by roll call vote.*

B. Review and Approval of Resolution 2023-20 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. She discussed the two projects; one is the US 1 interchange at I-95 and the other project is adding pedestrian and bike detection equipment on the Main Street and Knox Memorial Bridges. This amendment will add funding for the design of these two projects.

Vice Mayor Sander asked what the nature of the pedestrian and bike detection equipment is.

Ms. Nicoulin stated that the information she received is that this project installs light and thermal CCTVs that will alert the first tender of any pedestrian/bike activity by providing additional visibility to improve the overall safety of everyone.

MOTION: *A motion was made by Vice Mayor Sander to approve Resolution 2023-20 amending the FY 2023/24 to FY 2027/28 Transportation Improvement Program (TIP). The motion was seconded by Vice Mayor O'Conner and carried unanimously by roll call vote.*

C. Review and Approval of Resolution 2023-21 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 in-depth details of the UPWP amendment. She explained the UPWP shows how TPO staff spend their time and ties a budget to their time. This amendment will add \$3,287 to the General Administrative task and amends the planning agreement with FDOT in order to expend the funding.

MOTION: *A motion was made by Mayor Chalez to approve Resolution 2023-21 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 Vice Mayor Foley and carried unanimously by roll call vote.*

D. Review and Approval of Resolution 2023-22 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 Mayor Chalez to approve Resolution 2023-22 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 Vice Mayor Sander and carried unanimously.*

E. Review and Approval of Resolution 2023-23 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 resolution this year.

Discussion ensued about the extensive discussion last year about cost increases and local match requirements.

MOTION: *A motion was made by Commissioner Hartman to approve Resolution 2023-23 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 Vice Mayor Sander and carried unanimously.*

F. Review and Approval of Resolution 2023-24 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 and 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 members' questions regarding the definition of significant projects and the method the TPO uses to add SUN Trail Projects to the Priority List of Projects.

MOTION: *A motion was made by Vice Mayor O'Conner to approve Resolution 2023-24 reaffirming the policy for establishing and maintaining transportation priority projects. The motion was seconded by Vice Mayor Sander and carried unanimously.*

G. Review and 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 project 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 sift through and 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, and closes at the end of February.

MOTION: *A motion was made by Vice Mayor Sander to approve the Priority Project applications for Traffic Operations/Safety and Local Initiatives projects, Transportation Planning Studies, and Bicycle/Pedestrian projects. The motion was seconded by Councilwoman Gillis and carried unanimously.*

H. Review and 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 the request from Flagler County is 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 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.

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

VI. Presentations, Status Reports, and Discussion Items

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

Ms. Lisa Buscher, FDOT Work Program Administrator, 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. The Work Program will be adopted on July 1, 2024. She also reviewed different grant programs that can be applied for.

Ms. Buscher answered TPO Board member questions regarding the low amount of safety funding according to the projects' breakdown; what the South Daytona traffic camera network is; when construction will begin on the US 1 and I-95 exit; and LPGA Boulevard overflowing with traffic and construction.

B. Presentation and Discussion of the River to Sea TPO Federal Certification Review Report

Ms. Jean Parlow, Community Planner, and Ms. Curlene Thomas, FHWA Senior Planner, gave a PowerPoint presentation of the TPO's Federal Certification Review. They discussed the six noteworthy practices and two recommendations and noted that there were no corrective actions. The two recommendations include that the TPO continue regular documented coordination with FDOT District 5 until its financial operations are sustainable, even during unforeseen absences of key staff and the TPO continue their communication and coordination with the impacted local public agencies (FDOT, MetroPlan Orlando, and the North Florida TPO).

Mayor Chasez stated that she appreciated the in-depth interactions from FHWA, with many significant challenges. She also appreciated the efforts of the TPO Executive Director, TPO Board Chair, TPO staff, and the Executive Committee.

Chairperson Cloudman reaffirmed Mayor Chasez's statement and stated that the River to Sea TPO is headed in the right direction.

C. Presentation and Discussion of the Urban Area Boundary Adjustments

Mr. Jason Learned, FDOT, gave a PowerPoint presentation on the process of urban area boundary adjustments. He explained why it was 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 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. This is also for determining future transportation funding and to ensure there are no areas where a roadway is half rural and half urban.

Discussion continued on the urban area boundary in the Debary area.

D. FDOT Report

(Handout provided)

Ms. Kia Powell provided the FDOT report. She reviewed the road closures and projects that have been completed. She also provided upcoming events that include a pop-up safety event for Milsap Road to SR 40 in January/February. She referred board members to www.cflroads.com for the most up-to-date project information.

VII. Executive Director's Report

Ms. Nicoulin stated that the TPO's apportionment plan was submitted to FDOT District 5. The State Office submitted a request to show airport facilities and intermodal facilities. The apportionment plan was sent to the Governor and should be approved by March 2024. The TPO will then update its interlocal agreement and the new

voting structure will take effect after that occurs. She also 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. and includes a toy drive.

Vice Mayor O'Connor applauded the TPO staff for the Federal Certification Review.

VIII. River to Sea TPO Board Member Comments

Council Member White stated that he was impressed by the conversations at the meeting and what has transpired over the previous year.

County Chair Dance stated that after the apportionment plan is approved and the new TPO Board structure takes effect, Commissioner Hansen will be joining the TPO Board as the second Flagler County representative.

IX. River to Sea TPO Chairperson Comments

Chairperson Cloudman stated that he attended the Florida League of Cities Legislative conference last week and the Transportation Committee adopted a legislative policy statement for this upcoming session that is in line with what the River to Sea TPO adopted.

X. Information Items

- Letter Re: Volusia County D/B/A Votran FTA Section 5307 Funds
- Bicycle/Pedestrian Advisory Committee Attendance Record – 2023
- Citizens Advisory Committee Attendance Record – 2023
- Technical Coordinating Committee Attendance Record– 2023
- River to Sea TPO Outreach and Activities
- Upcoming Events Flyer
- Annual TPO Holiday Open House Flyer
- Volusia and Flagler County Construction Reports
- 2024 TPO Meeting Schedule

XI. Adjournment

There being no further business, the River to Sea TPO Board meeting adjourned at 10:55 a.m.

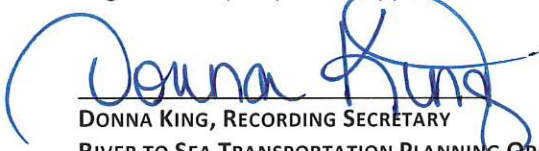
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



**CITY OF DELAND MAYOR CHRIS CLOUDMAN
CHAIRPERSON, RIVER TO SEA TPO**

CERTIFICATE:

The undersigned, duly qualified and acting Recording Secretary of the River to Sea TPO Board certifies that the foregoing is a true and correct copy of the minutes of the December 6, 2023 regular meeting of the River to Sea Transportation Planning Organization (TPO) Board, approved and duly signed this 24th day of January 2024.



**DONNA KING, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

**** A recording of the December 6, 2023 TPO Board meeting is available upon request.**