

Executive Committee Meeting Minutes
January 3, 2024
River to Sea TPO Conference Room
1 Deuce Court, Suite 100
Daytona Beach, FL 32124

Members Physically Present:

Mayor Chris Cloudman, Chairperson
Mayor David Alfin – 2nd Vice Chairperson
Vice Mayor Eric Sander
Council Vice Chair Danny Robins

Representing:

DeLand
Palm Coast
South Daytona
Volusia County

Members Virtually Present:

Vice Mayor Reed Foley

Representing:

Port Orange

Members Absent:

Mayor Bill Partington, 1st Vice Chairperson

Representing:

Ormond Beach

Others Physically Present:

Donna King, Recording Secretary
Colleen Nicoulin
Stephan Harris
Pamela Blankenship
Mariel Lemke
Kia Powell
Barb Girtman
Zach Chalfour

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT
Ghyabi & Associates
James Moore & Company

Others Virtually Present:

Omar Atallah
Hilary Cyr
Mariel Lemke

Representing:

Volusia County Traffic Engineering
James Moore & Company
TPO Staff

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

The River to Sea Transportation Planning Organization (TPO) Executive Committee meeting was called to order at 9:00 a.m. by Chairperson Chris Cloudman. It was determined that a quorum was physically present. The meeting was held in a hybrid format with remote participation provided; four voting members were physically present, and one voting member was virtually present.

Chairperson Cloudman announced the resignation of Vice Mayor O’Conner on December 31, 2023.

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

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Review and Recommend Approval of the River to Sea TPO’s FY 2022/23 Independent Audit Report

(Handouts provided)

Mr. Zach Chalfour, James Moore & Company, provided details of the River to Sea TPO’s FY 2022/23 Independent Audit Report. He stated that overall it was a good audit and acknowledged the year over year improvement. Mr. Chalfour discussed the required communications including their responsibility in relation to the financial statement audit, the significant risks considered, significant disclosures regarding pension liability, three audit

adjustments to help reconcile the year end balances for presentation purposes in the audit, and any difficulties in performing the audit, which there were none. Mr. Chalifour then went through the five audit reports, discussed the one comment regarding the audit adjustments which was classified as a significant deficiency, and presented the financial highlights regarding TPO reserves and fund balances.

Mayor Alfin stated that this was a good audit report and asked whether the report is shared with FDOT.

Ms. Kia Powell indicated she would bring the report back to FDOT

Vice Mayor Sander inquired as to what is the remedy for the significant deficiency.

Mr. Chalifour indicated that the internal adjustments occur prior to the start of future audits

MOTION: *A motion was made by Mayor Alfin to recommend approval of the River to Sea TPO's FY 2022/23 Independent Audit Report. The motion was seconded by Vice Mayor Sander and carried unanimously.*

B. Discussion of TPO Financial Management

- **Invoicing:** Ms. Nicoulin stated that the latest invoice was submitted on December 7, 2023, which was processed for payment on December 11, 2023, without comment.
- **Grant Status:** Ms. Nicoulin stated that the TPO has a Consolidated Planning Grant which is submitted to FDOT and two Federal Transit Administration (FTA) grants that are submitted to the Modal Department for invoicing. The FTA grants have expiration dates, one expired on December 31, 2023. Those grant funds were spent down and the TPO is in the process of closing that grant out. The other FTA grant will expire at the end of June 2024 and has a remaining balance of over \$67,000.00. She noted that \$42,000.00 of that is committed to Votran projects and the remaining balance of \$25,000.00 will need to be spent down. Some of that will cover staff salaries that are associated with transit work. The TPO will coordinate with Votran for other possible projects that need funding as the grant cannot be extended. The Consolidated Planning Grant has a significant amount remaining and does not expire. However, the TPO goes through a de-obligation process which will be occurring over the next couple of months. That process entails identifying funds that the TPO does not anticipate spending down by the end of the fiscal year, and by de-obligating those funds the TPO can add them into their Work Program at the beginning of the next fiscal year.

Discussion ensued about setting up a meeting between Flagler County and Votran on the implementation of the VoRide mobility on demand service. Council Vice Chair Robins stated he could facilitate that meeting.

- **OIG Audit Draft Report:** Ms. Nicoulin stated that she received the OIG Audit Draft Report prior to the holidays. There were two findings, and both were positive. They determined the River to Sea TPO's current written accounting policies and procedures are in accordance with federal regulations, state statutes, and department policies and procedures. She added that there were no recommendations and the TPO would provide a written response to be included in the final report.

C. Discussion of TPO Office Relocation Lease Term Negotiations

Ms. Nicoulin stated that she reached out to the broker representative of the Cornerstone location regarding the proposed negotiations. She presented to the broker the concerns that were discussed in the last Executive Committee meeting regarding the escalation of the rate throughout the lease and the buildout of the space. She noted the importance of having the full buildout paid for by the owner. She met with the building architect, broker, contractor, and the TPO's IT vendor to go over the space and identify the TPO needs for the buildout. Last week, the broker provided their proposal which included covering 100% of the buildout; however, the initial rate increased to cover some of the buildout and escalated 3% per year. The proposal was not in the best interest of the TPO and a counter was submitted, but has not received a response back yet.

Ms. Nicoulin asked the Executive Committee members that in the event an agreement could not be reached with the Cornerstone property, would they be open to expanding the search beyond the original area search area. After discussion, Committee Members suggested expanding up to SR 40 in Ormond Beach as a secondary area to consider.

D. Discussion of Greenhouse Gas (GHG) Emissions Performance Measure and FDOT's Response

Ms. Nicoulin discussed the Greenhouse Gas (GHG) Emissions Performance Measure in detail. She noted that the state has taken a position where they are declining to participate in the program. There has been some discussion between the MPO and FDOT District 5 staff regarding what this means not only for the state but also for the MPOs. The TPO receives Carbon Reduction funding because it is a transportation management area (TMA). The TPO has approximately \$9.5 million in Carbon Reduction funding within its Work Program with \$4.5 million of those dollars currently programmed on projects. It is uncertain if this funding will remain available without FDOT participation, but it is believed that it will likely stay on the projects that it is currently programmed on. At this time, FDOT is currently trying to figure out the impacts this could have on the state's MPOs. Additional information will be forthcoming.

E. Review and Approval of November 1, 2023 Executive Committee Minutes

MOTION: *A motion was made by Mayor Alfin to approve the November 1, 2023 Executive Committee minutes. The motion was seconded by Vice Mayor Sander and carried unanimously.*

F. Review and Approval of Draft January 24, 2024 TPO Board Agenda

Ms. Nicoulin reviewed the draft January 24, 2024 TPO Board Agenda in detail including a developer request for a Connect 2045 Long Range Transportation Plan amendment for the I-4 at US 92 interchange modification.

MOTION: *A motion was made by Vice Mayor Sander to approve the draft January 24, 2024 TPO Board Agenda. The motion was seconded by Mayor Alfin and carried unanimously.*

IV. Staff Comments

There were no staff comments.

V. Executive Committee Member Comments

Mayor Alfin asked about the process for the Executive Committee having a vacancy.

Chairperson Cloudman explained how members are appointed to the Executive Committee.

Discussion occurred regarding whether the Executive Committee should have an additional member once apportionment is complete and two members are added to the TPO Board. Members felt that the current number of members was sufficient.

VI. Adjournment

The Executive Committee meeting adjourned at 9:52 a.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



CITY OF DELAND MAYOR CHRISTOPHER M. CLOUDMAN
CHAIRPERSON, RIVER TO SEA TPO

CERTIFICATE:

The undersigned duly qualified and acting Recording Secretary of the River to Sea TPO certifies that the foregoing is a true and correct copy of the minutes of the January 3, 2024 regular meeting of the Executive Committee approved and duly signed this 7th day of February 2024.



DONNA KING, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the January 3, 2024 Executive Committee meeting is available upon request.**