

**Executive Committee
Meeting Minutes
January 5, 2022**

Members Physically Present:

Commissioner Chris Cloudman
Councilwoman Christine Power
Commissioner Jason McGuirk
Mayor Bill Partington
County Council Vice Chair Billie Wheeler, Chairperson
Council Member Barbara Girtman

Representing:

DeLand
Edgewater
New Smyrna Beach
Ormond Beach
Volusia County
Volusia County

Members Absent

Commissioner Victor Ramos

Representing:

Deltona

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Terry Tyler Cain
Commissioner Dana McCool
Big John

Representing:

TPO Staff
TPO Staff
TPO Staff
Citizen
Deltona Alternate
Press

Others Virtually Present:

Pam Blankenship
Anna Taylor
Sarah McNamara
Tyler Burgett
Zach Chalifour
Hilary Cyr
Bobbie King

Representing:

TPO Staff
FDOT
FDOT
FDOT
James Moore & Company
James Moore & Company
Volusia County

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

The meeting of the River to Sea Transportation Planning Organization (TPO) Executive Committee was called to order at 9:00 a.m. by Chairperson Billie Wheeler. 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 six voting members physically present.

II. Public Comment/Participation

Mr. Big John, press, provided comments regarding Volusia County's Five-Year Road Program and noted that District 1 only has one road in it; Williamson Boulevard which was divided into three projects. He noted that other areas in Volusia County also have road issues and that there are no funds available for roads. He will continue to discuss a one cent sales tax for the 2024 ballot and hopes that we will have more facts and figures available for the public to be able to support it; this is the only way to fund road projects. He referred to the agenda item regarding the \$40,000 proposed expenditure for the "Tell the TPO" survey and suggested some of those funds be used to educate the public and research what the public really wants; we may be able to get valuable information as to what they want for our roads and if presented correctly, receive support for the one cent sales tax.

III. Discussion Items

A. Update on COVID-19 Business Practices and Impacts

Ms. Nicoulin stated the R2CTPO continues to operate as we have over the past year in regards to COVID-19; the office remains closed but meets with the public and/or consultants by appointment. She asked for input from members regarding the continuation of holding hybrid meetings.

Members discussed hybrid meetings and reached a consensus to continue them and for staff to provide an update each month.

B. Status of TPO Financial Management

Ms. Nicoulin stated the FY 2020/21 annual audit has been completed and a presentation will be given by the auditor later in the meeting.

Ms. Nicoulin provided an update on FDOT invoicing and noted the goal is to be caught up through the end of the calendar year by the end of January. The TPO has a temporary financial person handling the day-to-day finances and preparing the FDOT invoice packages.

Ms. Nicoulin stated that beginning this week, an outside payroll firm will be preparing payroll and taxes. However, the payroll company is unable to produce W2's, 1099's and the end-of-year tax filings due to errors found on the 941 filings over the last year.

Members discussed the financial management issues and possible solutions including outsourcing the financial duties. They also discussed that Volusia County staff may assist with issuing W2's and end-of-year tax filings.

C. Update of Office Relocation

Ms. Nicoulin provided an update on the office relocation; staff had been working with Root Company regarding identifying a scope of needed renovations and upgraded audio/visual equipment. The Root Company originally indicated there would be no cost to the TPO for the move and upgrades and no economic changes to the current lease which ends March 31, 2028; however, they were unable to make the numbers work and provided a proposal to increase the rent after the first year in the new location and increased CAM charges. The total amount over the remaining six years of the lease is approximately \$126,000. They provided a second proposal that totals a \$98,000 increase over the period of the lease. In order for her to provide a recommendation to the committee, a financial forecast would need to be conducted to see what the financial impact to the TPO would be and we are not in a position to do so at this time.

Members discussed the possible office relocation and the proposed costs and reached a consensus to revisit a move later in the year.

IV. Consent Agenda

- A. Review and Approval of November 3, 2021 Executive Committee Minutes**
- B. Review and Approval of November 17, 2021 Executive Committee Minutes**
- C. Review and Approval of December 1, 2021 Executive Committee Minutes**
- D. Review and Approval of Executive Director Timesheet Review Report**

MOTION: *A motion was made by Commissioner McGuirk to approve the Consent Agenda. The motion was seconded by Councilwoman Power and carried unanimously.*

V. Business Items

A. Review and Recommend Approval of R2CTPO FY 2020/21 Annual Audit Report

Mr. Chalifour, James Moore & Company, reviewed the financial statements and the FY 2020/21 annual Audit Report. There were no issues with management, compliance issues or fraud. He explained the comments made regarding the audit reports and noted that the TPO is in a transition period which heightens the financial risk. He reviewed the financial highlights and stated the TPO is at a healthy financial level.

Members thanked Ms. Nicoulin for her hard work in getting the audit completed. Members discussed the audit results and suggestions included for improvement.

MOTION: *A motion was made by Mayor Partington to recommend approval of the R2CTPO FY 2020/21 annual Audit Report. The motion was seconded by Councilwoman Power and carried unanimously.*

B. Review and Recommend Approval of Expenditure for the “Tell the TPO” Survey (\$40,000)

Ms. Nicoulin stated the “Tell the TPO” survey is conducted every two years; the purpose of the survey is to gather input from the general public on what they really want in terms of transportation. Some of the same questions are used each survey in order to compare responses to prior survey responses and track trends; new questions are developed to gather specific information. This survey is not a federal requirement but is a deliverable identified in the current Unified Planning Work Program (UPWP). The amount of \$40,000 is consistent with the cost of the prior surveys.

Members discussed the survey, the number of responses received from past surveys, and how the information would be utilized. A consensus was reached to postpone the survey for one year.

MOTION: *A motion was made by Mayor Partington to postpone the expenditure for the “Tell the TPO” survey (\$40,000) for one year. The motion was seconded by Commissioner McGuirk and carried unanimously.*

C. Review and Approval of January 26, 2022 TPO Board Agenda

Ms. Nicoulin reviewed the draft January 26, 2022 TPO Board agenda and noted Consent Agenda Item K, Review and Approval of Expenditure for the “Tell the TPO” survey will be removed. She reviewed the Action Items and Presentation Items.

MOTION: *A motion was made by Mayor Partington to approve the January 26, 2022 TPO Board agenda as amended removing the approval of expenditure for the “Tell the TPO” survey (\$40,000) from the Consent Agenda. The motion was seconded by Commissioner McGuirk and carried unanimously.*

VI. Staff Comments

There were no staff comments.

VII. Executive Committee Member Comments

Commissioner Cloudman suggested requesting the new Executive Director of the MPO Advisory Council (MPOAC), Mr. Mark Reichart, to bring a presentation to the TPO Board in the future regarding the information being distributed pertaining to legislation/funding.

Ms. Nicoulin replied she will contact him about it.

VIII. Adjournment

The Executive Committee meeting adjourned at 10:22 a.m.


VOLUSIA COUNTY COUNCIL VICE CHAIRPERSON BILLIE WHEELER
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 5, 2022 regular meeting of the Executive Committee approved and duly signed this 7th day of February 2022.



Debbie Stewart, Recording Secretary, River to Sea TPO