



# MEETING AGENDA

Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE COMMITTEE** will be meeting on:

**DATE:** Monday, February 7, 2022  
**TIME:** 9:00 a.m.  
**PLACE:** River to Sea TPO Executive Conference Room  
 2570 W. International Speedway Blvd., Suite 100  
 Daytona Beach, Florida 32114

**NOTE:**  
 Microsoft Teams Meeting has been established for remote participation.

Masks are requested to be worn by those physically present according to CDC guidelines

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**Executive Committee Meeting  
 February 7, 2022 9:00 a.m. EST**

[Click here to join the meeting](#)  
 Or call in (audio only)

+1 561-484-5911 778658119# United States, West Palm Beach  
 Phone Conference ID: 778 658 119#

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Volusia County Council Vice Chair Billie Wheeler, Chairperson Presiding

**AGENDA**

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. DISCUSSION ITEMS
  - A. Update on COVID-19 Business Practices and Impacts
  - B. Status of TPO Financial Management
  - C. Discussion of Appropriations Projects

**IV. BUSINESS ITEMS**

- A. Review and Recommend Approval of January 5, 2022 Executive Committee Minutes** (Enclosure, pages 3-6)
- B. Review and Recommend Approval of Executive Director Timesheet Review Report** (Enclosure, pages 7-8)
- C. Review and Recommend Approval of February 23, 2022 TPO Board Agenda** (Enclosure, pages 9-11)

**V. STAFF COMMENTS**

**VI. EXECUTIVE COMMITTEE MEMBER COMMENTS**

**VI. ADJOURNMENT**

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Note: If any person decides to appeal a decision made by this board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings including all testimony and evidence upon which the appeal is to be based. To that end, such person will want to ensure that a verbatim record of the proceedings is made.

Note: Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for this public meeting should contact the River to Sea TPO office, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

The River to Sea TPO does not discriminate in any of its programs or services. To learn more about our commitment to nondiscrimination and diversity, visit our Title VI page at [www.r2ctpo.org](http://www.r2ctpo.org) or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or [pblankenship@r2ctpo.org](mailto:pblankenship@r2ctpo.org). Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at [PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the event

**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.

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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 7<sup>th</sup> day of February 2022.

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**Debbie Stewart, Recording Secretary, River to Sea TPO**



To: River to Sea TPO Board  
 From: Volusia County Vice-Chair Billie Wheeler, River to Sea TPO Chairperson  
 Date: January 05, 2022  
 RE: River to Sea TPO Chairperson Report of Timesheet Review

In accordance with the River to Sea TPO's Timekeeping and Travel Reimbursement Policy that became effective on November 1, 2019, the following timesheets were provided to the River to Sea TPO Chairperson for review on January 05, 2022. From this submission, the Chairperson selected a sample of timesheets to review for timely submission, accuracy and consistency of work detail.

Timesheets Provided		Timesheets Reviewed Chair Initial
Batch Number	Time Period	
744	October 31, 2021 through November 06, 2021	BW
745	November 07, 2021 through November 13, 2021	
746	November 14, 2021 through November 20, 2021	
747	November 21, 2021 through November 27, 2021	BW
748	November 28, 2021 through December 4, 2021	

BW ✓ No abnormalities noted.

\_\_\_\_\_ Abnormalities were noted and have been resolved.

\_\_\_\_\_ Abnormalities were noted and have **not** been resolved.

- |                      |           |                |                  |             |                |
|----------------------|-----------|----------------|------------------|-------------|----------------|
| Beverly Beach        | DeBary    | Flagler Beach  | New Smyrna Beach | Palm Coast  | South Daytona  |
| Bunnell              | DeLand    | Flagler County | Oak Hill         | Pierson     | Volusia County |
| Daytona Beach        | Deltona   | Holly Hill     | Orange City      | Ponce Inlet |                |
| Daytona Beach Shores | Edgewater | Lake Helen     | 7 Ormond Beach   | Port Orange |                |



To: River to Sea TPO Board  
 From: Volusia County Vice-Chair Billie Wheeler, River to Sea TPO Chairperson  
 Date: January 05, 2022  
 RE: River to Sea TPO Chairperson Report of Timesheet Review

In accordance with the River to Sea TPO's Timekeeping and Travel Reimbursement Policy that became effective on November 1, 2019, the following timesheets were provided to the River to Sea TPO Chairperson for review on January 05, 2022. From this submission, the Chairperson selected a sample of timesheets to review for timely submission, accuracy and consistency of work detail.

Timesheets Provided		Timesheets Reviewed Chair Initial
Batch Number	Time Period	
749	December 5, 2021 through December 11, 2021	
750	December 12, 2021 through December 18, 2021	
751	December 19, 2021 through December 25, 2021	BW
752	December 26, 2021 through January 01, 2022	

BW No abnormalities noted.

\_\_\_\_\_ Abnormalities were noted and have been resolved.

\_\_\_\_\_ Abnormalities were noted and have **not** been resolved.





# MEETING AGENDA

Please be advised that the **RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION (TPO) BOARD** will be meeting on:

**DATE:** WEDNESDAY, FEBRUARY 23, 2022  
**TIME:** 9:00 A.M.  
**PLACE:** RIVER TO SEA TPO CONFERENCE ROOM  
 2570 W. International Speedway Blvd., Suite 100  
 Daytona Beach, FL 32114

**NOTE:**  
 Microsoft Teams meeting has been established for remote participation.

Masks are requested to be worn by those physically present according to CDC guidelines

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**River to Sea TPO Board Meeting  
 February 23, 2022 at 9:00 a.m. EST**

**Join on your computer or mobile app**  
[Click here to join the meeting](#)

**Or call in (audio only)**

+1 561-484-5911 25304202# United States, West Palm Beach  
 Phone Conference ID: 253 042 02#

[Find a local number](#) | [Reset PIN](#)

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**Volusia County Council Vice Chair Billie Wheeler, Chairperson Presiding**

- I. CALL TO ORDER / ROLL CALL / DETERMINATION OF A QUORUM**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC COMMENT/PARTICIPATION** *(Public comments may be limited to three (3) minutes at the discretion of the Chairperson)*
- IV. CONSENT AGENDA**
  - A. JANUARY 26, 2021 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Debbie Stewart) (Enclosure, pages)*

**IV. CONSENT AGENDA**

- B. TREASURER’S REPORT** (Contact: Colleen Nicoulin) (Enclosure, pages )
- C. EXECUTIVE COMMITTEE REPORT** – Report by Volusia County Council Vice Chair Billie Wheeler, Executive Committee Chairperson (Enclosure, pages )
- D. EXECUTIVE DIRECTOR SEARCH COMMITTEE REPORT** - Report by Volusia County Council Vice Chair Billie Wheeler, Executive Director Search Committee Chairperson (Enclosure, pages )
- E. UNIFIED PLANNING WORK PROGRAM (UPWP) SUBCOMMITTEE REPORT** - Report by Ms. Becky Mendez, UPWP Subcommittee Chairperson (Enclosure, pages )
- F. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- Report by Dr. Jason Aufdenberg, BPAC Chairperson (Enclosure, pages )
- G. CITIZENS ADVISORY COMMITTEE REPORT** -- Report by Ms. Kerry Karl, CAC Chairperson (Enclosure, pages )
- H. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Ms. Becky Mendez, TCC Chairperson (Enclosure, pages )
- I. RIVER TO SEA TPO BOARD REPORT** -- Report by Volusia County Council Vice Chair Billie Wheeler, TPO Board Chairperson (Enclosure, pages )
- J. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by Volusia County Council Vice Chair Billie Wheeler, TPO Board Chairperson (Enclosure, pages )
- K. REVIEW AND RECOMMEND APPROVAL OF RESOLUTION 2022-02 AUTHORIZING THE FILING AND EXECUTION OF FEDERAL TRANSIT ADMINISTRATION (FTA) FOR SECTION 5305(d) FUNDING GRANT** – (Contact: Stephan Harris) (Enclosure, pages )

**V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF RESOLUTION 2022-03 ADOPTING THE R2CTPO 2022 SAFETY PERFORMANCE TARGETS** (Contact: Colleen Nicoulin) (pages )
- B. REVIEW AND APPROVAL OF RESOLUTION 2022-04 ADOPTING THE TRANSIT SAFETY PERFORMANCE TARGETS** (Contact: Stephan Harris) (pages )

**VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS**

- A. PRESENTATION AND DISCUSSION OF FY 2022/23 and 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP)** (Contact: Colleen Nicoulin) (Enclosure, pages )
- B. FDOT REPORT** (Contact: Anna Taylor, FDOT District 5) (pages )

**VII. INTERIM EXECUTIVE DIRECTOR’S REPORT** (page )

**VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS**

**IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS**

**X. INFORMATION ITEMS** (Enclosure, pages )

- Citizens Advisory Committee Attendance Record – 2022
- Technical Coordinating Committee Attendance Record– 2022

**X. INFORMATION ITEMS** *(Continued)*

- Bicycle/Pedestrian Advisory Committee Attendance Record – 2022
- January 2022 TPO Outreach and Activities
- Volusia and Flagler County Construction Reports

**XI. ADJOURNMENT** *(Enclosure, page )*

\*The next River to Sea TPO Board meeting will be March 23, 2022\*

**March 2022 Meeting Dates**

Executive Committee, March 2, 2022 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, March 9, 2022 @ 2:00 p.m.

Citizens Advisory Committee, March 15, 2022 @ 1:15 p.m.

Technical Coordinating Committee, March 15, 2022 @ 3:00 p.m.

River to Sea TPO Board, March 23, 2022 @ 9:00 a.m.

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