

## Executive Committee Meeting Minutes

February 7, 2024

River to Sea TPO Conference Room  
1 Deuce Court, Suite 100  
Daytona Beach, FL 32124

### Members Physically Present:

Mayor Chris Cloudman, Chairperson  
Mayor Bill Partington, 1st Vice Chairperson  
Vice Mayor Reed Foley  
Vice Mayor Eric Sander  
Council Member Danny Robins

### Representing:

DeLand  
Ormond Beach  
Port Orange  
South Daytona  
Volusia County

### Members Absent:

Mayor David Alfin, 2<sup>nd</sup> Vice Chairperson

### Representing:

Palm Coast

### Others Physically Present:

Donna King, Recording Secretary  
Colleen Nicoulin  
Stephan Harris  
Pamela Blankenship  
Amy Beckmann  
Barb Girtman

### Representing:

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff  
FDOT  
Ghyabi & Associates

### Others Virtually Present:

Mariel Lemke

### Representing:

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; five voting members were physically present.

## **II. Public Comment/Participation**

There were no public comments.

## **III. Business Items**

### **A. Discussion of TPO Financial Management**

Ms. Nicoulin stated that an invoice was submitted on January 30 and approved without comment on January 31. She asked the Executive Committee if they wanted to continue receiving invoicing updates. The Executive Committee agreed that invoicing updates were no longer necessary.

### **B. Review and Approval of Proposed Terms for New Office Space**

[Handouts provided]

Ms. Nicoulin provided in-depth details of the proposed terms for the new office space. She noted that the agenda reflects the negotiated terms. She added that the TPO will receive one month of free rent each year for the first four years and the rent will be an annual cost of \$126,000 for the first four years. The TPO currently has an annual allocated budget of \$130,000. She noted that the TPO has not adjusted its budget in the last two years. She estimates the move-in date to be August 2024 contingent on the current tenant's lease termination. Ms. Nicoulin provided diagrams of the office layout before and after the buildout.

**MOTION:** *A motion was made by Mayor Partington to approve the proposed terms for new office space. The motion was seconded by Vice Mayor Foley and carried unanimously.*

Ms. Nicoulin explained the next steps in the process.

**C. Discussion of Legislative Impacts**

Ms. Nicoulin provided updates on House Bill 7409 and Senate Bill 1032 and discussed the contradictions with federal and state laws and possible impacts on Florida MPOs.

**D. Review and Approval of January 3, 2024 Executive Committee Minutes**

**MOTION:** *A motion was made by Vice Mayor Sander to approve the January 3, 2024 Executive Committee minutes. The motion was seconded by Council Member Robins and carried unanimously.*

**E. Review and Approval of Draft February 28, 2024 TPO Board Agenda**

Ms. Nicoulin provided detailed information on the Draft February 28, 2024 TPO Board Agenda. She noted that the TDLCB new appointment would need to be added and asked for suggestions for presentations due to only having one presentation.

Vice Mayor Foley suggested adding an update under the Executive Director's Report providing updates on the new office space.

**MOTION:** *A motion was made by Vice Mayor Sander to approve the draft February 28, 2024 TPO Board Agenda with the addition of the TDLCB new appointment. The motion was seconded by Vice Mayor Foley and carried unanimously.*

**IV. Staff Comments**

Ms. Nicoulin announced the upcoming FDOT Safety Workshop in Titusville on February 27 and the MPOAC Institute training that is scheduled for March and May of 2024.

**V. Executive Committee Member Comments**

The Executive Committee members discussed the process of selecting a new Executive Committee member and whether it was necessary to appoint someone.

**VI. Adjournment**

The Executive Committee meeting adjourned at 9:50 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 February 7, 2024 regular meeting of the Executive Committee approved and duly signed this 6<sup>th</sup> day of March 2024.

  
DONNA KING, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**\*\* A recording of the February 7, 2024 Executive Committee meeting is available upon request.**