

**Executive Committee
Meeting Minutes
February 9, 2022**

Members Physically Present:

Commissioner Victor Ramos
Councilwoman Christine Power
Mayor Bill Partington
Council Member Billie Wheeler, Chairperson
Council Vice Chair Barbara Girtman

Representing:

Deltona
Edgewater
Ormond Beach
Volusia County
Volusia County

Members Absent

Commissioner Chris Cloudman (excused)
Commissioner Jason McGuirk (excused)

Representing:

DeLand
New Smyrna Beach

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris

Representing:

TPO Staff
TPO Staff
TPO Staff

Others Virtually Present:

Pam Blankenship
Tyler Burgett

Representing:

TPO Staff
FDOT

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 five voting members physically present. The meeting was held at the Volusia County Beach Safety Headquarters, 515 South Atlantic Avenue, Daytona Beach, FL 32118 due to a flood in the TPO's conference room.

II. Public Comment/Participation

There were no public comments.

III. Discussion Items

A. Update on COVID-19 Business Practices and Impacts

Ms. Nicoulin stated the TPO is continuing with virtual meetings and by appointment as directed by the Executive Committee last month; there have been no issues and physical quorums have been met.

B. Status of TPO Financial Management

Ms. Nicoulin stated that since last month, the TPO has coordinated with James Moore & Company who helped prepare the W2's and 1099's. They also were able to amend the 941 tax filings that were incorrect; the TPO overpaid by \$150 and has requested a refund. A payroll firm, Vision HR, has been brought on to help with payroll and tax filings.

Ms. Nicoulin referred to the FDOT invoicing and explained that the TPO incurs expenses and submits those to FDOT for reimbursement. The TPO was approximately six months behind but is now caught up through September 2021. A package is ready to be submitted next week for the fourth quarter of 2021; the TPO will then be back to submitting monthly invoice packages. She explained that there was a lot of back-up information that had to be provided as the TPO is currently under "special conditions"; FDOT provides a technical review of the invoice packages for any errors as part of the "special conditions". She noted that the TPO is caught up

with Federal Transit Administration (FTA) invoicing through October 2021 and will be submitting for November and December this week.

Chairperson Wheeler asked how long it takes to receive reimbursement once invoice packages are submitted.

Ms. Nicoulin replied FTA reimbursement typically happens within a week; it takes a little longer for FDOT reimbursement but we should have all reimbursements submitted by the end of February.

Ms. Nicoulin stated the TPO is currently undergoing the annual FDOT Joint Certification process; it is a collaboration between the TPO and FDOT. FDOT reviews TPO activities, especially invoicing, financing and procurement of contracts. The joint certification will be presented to the Executive Committee and TPO Board in the spring. A meeting is scheduled for Monday with FDOT to discuss the initial review. The previous challenges with invoicing that did not meet the 90-day submittal requirement will come out but because of the "special conditions" the TPO is being proactive and recognizes the past issues.

Chairperson Wheeler asked how long the "special conditions" period will last.

Ms. Nicoulin replied that the TPO must submit a certain number of invoice packages which must be accepted without comments.

Ms. Nicoulin stated that the TPO is also undergoing a Florida Retirement System (FRS) audit; the TPO has been a member of FRS since 2009 and has three out of four employees enrolled in FRS. The audit is fairly straightforward and she does not foresee any issues.

C. Discussion of Appropriations Projects

Ms. Nicoulin stated this is an item she wanted to bring to the attention of the Executive Committee; there is no action to take at this time. A presentation was given regarding appropriations projects at Friday's Central Florida MPO Alliance (CFMPOA) meeting; appropriations are sometimes referred to earmarks. She explained the local municipalities can make requests for funding directly to the legislature and bypass the TPO's process. There are appropriation projects every year; this year, FDOT District 5 has over \$50 million in appropriations requests. If approved, FDOT has to fund these projects in the next fiscal year; the challenge is these projects do not come with additional funding. This means the funding has to come from somewhere in the budget. The R2CTPO's planning area represents approximately half of the \$50 million and will impact D-5 as a whole.

Members discussed the potential impact these appropriations projects could have on the TPO. It was explained that these are projects on the TPO's priority list but are unfunded.

IV. Business Items

A. Review and Approval of January 5, 2022 Executive Committee Minutes

MOTION: *A motion was made by Mayor Partington to approve the January 5, 2022 Executive Committee minutes. The motion was seconded by Councilwoman Power and carried unanimously.*

B. Review and Recommend Approval of Executive Director Timesheet Review Reports

MOTION: *A motion was made by Mayor Partington to recommend approval of the Executive Director Timesheet Reports. The motion was seconded by Councilwoman Power and carried unanimously.*

C. Review and Approval of February 23, 2022 TPO Board Agenda

Ms. Nicoulin reviewed the draft February 23, 2022 TPO Board agenda and stated a presentation for a Long Range Transportation Plan (LRTP) needs to be added. The TPO received a request from FDOT on Friday to amend the LRTP for two interchange projects that received stimulus funding; the I-95/LPGA Boulevard interchange and the I-95/US 1 interchange. These projects are included in the current LRTP; however, both projects have advanced phases with this funding. The TPO's plan must match the timeline for the funding. She explained what the amendment will

include and noted that it will match the Transportation Improvement Program (TIP) and provide consistency within the documents. She noted that a 30-day public comment period is required and it will be advertised on February 21, 2022 for adoption at the March 23, 2022 TPO Board meeting.

MOTION: *A motion was made by Commissioner Ramos to approve the February 23, 2022 TPO Board agenda as amended to add a presentation for a Long Range Transportation Plan (LRTP) amendment. The motion was seconded by Council Vice Chair Girtman and carried unanimously.*

V. Staff Comments

Ms. Nicoulin explained that this meeting was being held at the Volusia County Beach Safety Headquarters due to a flood in the TPO's boardroom and storage area. She thanked Chairperson Wheeler for her assistance in securing an alternate meeting location and thanked members for rearranging their schedules to meet today as the agendas for the advisory committees and TPO Board are set by the Executive Committee.

Ms. Nicoulin stated there are several required documents that the TPO will be developing over the next few months for the next fiscal year. The Call for Projects will close on February 25, 2022; projects received populate the priority list; the BPAC Project Review Subcommittee and TIP Subcommittee will be meeting to review and rank the project applications received. She referred to the Executive Director Search Committee (EDSC) and noted that they will be coordinating interviews soon. A Budget Subcommittee will meet in April to develop the budget for the next fiscal year. The Nominating Committee also meets in the spring; she will coordinate with Chairperson Wheeler for both of these subcommittees. She reviewed various other activities that TPO staff will be undertaking over the next several months.

Members discussed these activities and how city and/or county staff could assist. Staffing and office space were also discussed.

Ms. Nicoulin referred to the Executive Director search and stated that 26 applications were received; the recruiter, Mr. Doug Thomas, Strategic Government Resources (SGR), narrowed those down to 18. At the next EDSC meeting he will discuss their strengths and weaknesses and have the committee narrow the field down to a maximum of 12. Those candidates will provide video interviews that will be submitted to the EDSC for review and finalists will then be selected.

Members discussed the next EDSC meeting and agreed to schedule it for Thursday, February 17, 2022 at 9:00 am. Staff will provide the PowerPoint presentation of the candidates to EDSC members in advance for their review.

VII. Executive Committee Member Comments

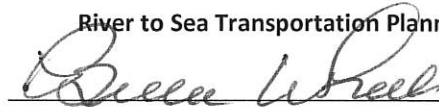
Council Vice Chair Girtman asked for confirmation that Ms. Maggie Ardito was appointed as her BPAC representative.

Ms. Nicoulin replied yes.

VIII. Adjournment

The Executive Committee meeting adjourned at 10:00 a.m.

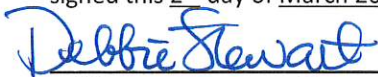
River to Sea Transportation Planning Organization



VOLUSIA COUNTY COUNCIL MEMBER 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 February 9, 2022 regular meeting of the Executive Committee approved and duly signed this 2nd day of March 2022.



Debbie Stewart, Recording Secretary, River to Sea TPO