

**Executive Committee
Meeting Minutes
March 1, 2023**

Members Physically Present:

Mayor Chris Cloudman, Chairperson
Vice Mayor Bill O'Connor
Mayor Bill Partington
Vice Mayor Eric Sander

Representing:

DeLand
Orange City
Ormond Beach
South Daytona

Members Virtually Present:

Mayor David Alfin
Vice Mayor Reed Foley

Representing:

Palm Coast
Port Orange

Members Absent

Council Vice Chair Danny Robins

Representing:

Volusia County

Others Physically Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Pamela Blankenship
Stephan Harris
Rakinya Hinson
Donna Graybill

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT
Ghyabi Consulting

Others Virtually Present:

Maril Lemke
Jay Williams

Representing:

TPO Staff
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 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 two voting members were virtually present.

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

II. Public Comment/Participation

There were no public comments.

(Handout)

Ms. Nicoulin provided an update on the termination of the TPO's current lease; a request for financial assistance for the estimated relocation expenses for the first and second moves, and the unrealized value of improvements made was submitted to the landlord in the amount of \$85,249.09. Since the first move was completed, she has updated the actual costs which are provided in the handout. The updated costs will be submitted to the Root Company along with a letter; there are still some estimated costs regarding legal services and miscellaneous costs such as reconnection fees, internet connection, etc. She reviewed the updated costs. She has been working with the TPO's legal counsel to draft the letter to the Root Company; it was requested that the cost estimates be revised where we have actual costs. This cost sheet will be enclosed with the letter that will be submitted to the Root Company today. She reviewed the draft letter; it states that per the termination agreement, the space was vacated as of February 28, 2023. It includes the history of the TPO's relationship with the Root Company and explains the damages the TPO incurred with this early termination of the lease. It was unrealistic to find a long-term office space to fit the TPO's

needs within a 60-day timeframe which requires us to move twice. Also, there is some disagreement between the TPO's legal counsel and the Root Company's legal counsel regarding the rent abatement and how that clause is interpreted within the lease; our legal counsel is of the opinion the rent should be abated beginning from the date of occurrence. The TPO is requesting to be informed of the progress of the insurance claim the Root Company filed and that our damages be included.

Members discussed the moving costs, the draft letter, and the importance of being updated on the progress of the insurance claim filed by the Root Company. It is a well-drafted letter and covers everything the TPO is asking for. It is a good faith effort to include the actual costs of the first relocation as we had initially requested \$85,000 and the actual cost was \$15,000 less.

MOTION: *A motion was made by Vice Mayor Sander to approve the termination letter be sent to the Root Company. The motion was seconded by Mayor Partington and carried unanimously.*

III. Business Items

A. Discussion of River to Sea TPO Long-Term Office Relocation

Ms. Nicoulin stated that as of yesterday afternoon, the TPO is completely out of the former office space, and she will be surrendering the keys following this meeting. Now it is time to start looking at a long-term office location; she hopes to have more information and conceptual plans for a build-out before next month's Executive Committee meeting. Three spaces were previously identified that are in the same general area and they are still available; at the corner of LPGA Boulevard and Williamson Boulevard; at the corner of Dunn Avenue and Fentress Avenue; and a space at One Daytona. There is also a city of Daytona Beach property at the marina that is available for consideration; it is further east than the other locations. All these spaces would need to be built-out to accommodate the TPO's needs. She noticed there might be some additional spaces in the target area that may be available; she will work with the broker to get more information.

Chairperson Cloudman asked if the broker only shows properties in their portfolio or if they show other properties.

Ms. Nicoulin replied they also show properties that are not in their portfolio. She noted that the properties being considered at LPGA Boulevard/Williamson Boulevard and Dunn/Fentress Avenue are in their portfolio. The property at One Daytona she contacted separately on a recommendation from Volusia County Council Member Matt Reinhart.

Members discussed the long-term office location possibilities; now that the initial move is completed, there is time to evaluate what is best for the organization. Having a build-out allows the TPO to get what it needs and wants for an office space including a large conference room. The initial lease for the current temporary location is six months with a month-to-month option for another six months; there is also the opportunity to renew the lease if needed after that.

Chairperson Cloudman asked if an official motion is needed or just for the committee to provide direction.

Ms. Nicoulin replied she is asking for direction and a timeframe; she asked if there were any questions or concerns regarding any of the spaces discussed.

There were no questions or concerns; the committee directed staff to continue to evaluate the discussed spaces and bring back more information, conceptual plans, and costs.

B. Discussion of River to Sea TPO Upcoming Projects/Activities

(Handout)

Ms. Nicoulin stated staff has been reviewing the current Unified Planning Work Program (UPWP) and the deliverables within it; we are halfway through this fiscal year and there are tasks identified that we have not made progress on. There are some deliverables that have been on hold for several years; the handout does not

show the required deliverables such as the development of the Transportation Improvement Program (TIP), development of the priority list, etc.; the handout shows the optional work products that have been identified that we want to prioritize.

Vice Mayor O'Connor asked for an explanation of the acronym UPWP.

Ms. Nicoulin explained UPWP stands for the Unified Planning Work Program (UPWP), which is the TPO's two-year work plan that identifies activities at the staff level; it includes budget tables that identify how those tasks will be funded. She is putting a schedule together of the tasks and activities; there are activities coming up that need to be amended into the current UPWP such as the Safe Streets and Roads for All (SS4A) grant which the TPO was awarded, and the reapportionment plan. The schedule will lay out the deliverables, when they are occurring, deadlines, and what needs to be done in advance, etc. She asked for input regarding the "Tell the TPO" survey that has been conducted in the past; it was due to be completed last year but was put on hold during the Executive Director search. She asked if it should be postponed or revamped into something different. The survey is typically twelve questions related to transportation; some carry over from year to year for comparison purposes with a few new questions added. The TPO receives an average of 1,200 responses to the survey, which is not a significant number considering the size of the planning area.

Vice Mayor O'Connor asked who the target audience is.

Ms. Nicoulin replied it is sent to the committee and board members to distribute to friends and family, the local municipalities post it on their websites, it is posted on the TPO's social media, etc.; we try to get it out to the public any way we can, but it is a struggle to get responses that represent the demographics across the planning area. The survey is provided in English and Spanish; it is available online and hard copies are provided. It is a two-month activity that typically occurs in the spring.

Members discussed the survey and the low number of responses received in the past; it is less than 1% of the population and they noted it takes a lot of staff time to develop it. A consultant is used to help develop the survey and finalize the end product, but it still takes a significant amount of staff time especially when compared to the responses received; the cost for the consultant has been \$40,000. It was explained that the purpose of the survey initially was to use the information to help influence decisions regarding projects we fund but that is not being accomplished with such a low number of responses. However, we do want to be receptive to the concerns of the public; the questions are general transportation-related and not project specific. They discussed the possibility of promoting the Vision Zero campaign as part of the survey and how to market it effectively through social media. It was noted that the survey is not a requirement, but the TPO is required to engage the public in meaningful ways. They also discussed redesigning the TPO's website to include an interactive dashboard where the public could leave comments.

Ms. Nicoulin noted that the TPO's website has not been updated since 2016; it is not easy to navigate or as friendly as it could be in order to engage the public. Other TPOs have had success with interactive dashboards especially when seeking input on specific projects. As we are rebranding the TPO to let the public know who we are and what we do, this is an effort we want to tackle; to create a platform that can be utilized in different areas for public involvement.

Ms. Nicoulin referred to Task 1.01 and stated that the TPO has held annual retreats in the past; the last one was scheduled for 2020 but was cancelled due to COVID-19; one has not been held since. She asked if that is something the TPO wants to continue to do; it typically covers a specific topic or theme that we focus on such as resiliency, technology, etc. It is for board members, committee members, other elected officials, partner agencies, and the public. Although it has been called a "retreat" it is actually a workshop. The TPO has also partnered with VCARD on the retreat in the past. It is a one-day event, usually in the morning.

Members discussed hosting a retreat, when it should be targeted to occur, and what the topic should be. It is a good way to engage the public as those that do not normally attend TPO meetings may be interested if the topic is something they can relate to; it is a less formal atmosphere where they may feel more comfortable.

Ms. Nicoulin stated the annual retreat will remain in the UPWP as a workshop and she will develop a schedule for it; the development of an update to the Long Range Transportation Plan (LRTP) is coming up so she may tie that in with it. She referred to the other tasks and deliverables provided on the handout that have a target date by the end of the fiscal year (June 2023); the development of a Policies and Procedures Manual is a priority as the TPO does not have one document that has all our policies and procedures within it; they are all separate policies. There are some areas where there is no policy and others where the policy is outdated. This goes hand-in-hand with updating the Employee Handbook and the Purchasing Manual as well as developing a personnel/salary study; to look at the TPO's current positions, if they are the right positions, if there are activities to be included in a position, and a salary survey. The last personnel/salary study was conducted in 2011 and there are current positions that did not exist then such as the Community Outreach Coordinator. It will be helpful to prioritize these documents, especially when hiring staff and determining salaries. She will create a draft schedule for the next Executive Committee meeting and identify any tasks that may need to be postponed.

Vice Mayor O'Connor referred to the task of school safety studies and commented that could tie into the Vision Zero campaign the TPO has adopted.

C. Review and Approval of February 15, 2023 Executive Committee Minutes

MOTION: *A motion was made by Vice Mayor O'Connor to approve the February 15, 2023 Executive Committee minutes. The motion was seconded by Vice Mayor Sander and carried unanimously.*

D. Review and Approval of March 22, 2023 TPO Board Agenda

Ms. Nicoulin stated March is a quiet month and there are not many items on the agenda; there have been times in the past when the March meeting has been cancelled. In discussing the draft agenda with Chairperson Cloudman, he suggested including a presentation on overall TPO processes since there are so many new board members. She reviewed the draft March 22, 2023 TPO Board agenda; at this time, the only Action Item is a Transportation Improvement Program (TIP) amendment which is serving as a placeholder; FDOT does not run their report until the first week of the month so we do not yet know if there will be an amendment; there is not at this time. She reviewed the presentations; Mr. Harris has been working with Volusia County on a Trails Master Plan that will be presented; the TPO 101 presentation for new board members and to refresh tenured board members on their roles and responsibilities as well as an overview of the TPO; and an update on the 2023 Call for Projects. The Call for Projects closed yesterday, February 28, 2023, and a number of applications have been uploaded from various municipalities as well as updates to cost estimates for projects already on the priority list. The applications will be compiled, and information will be provided; the applications will not yet be ranked as the subcommittees will not have met yet; the presentation will be a review of the process and identification of the project applications received.

Vice Mayor Sander commented that the Volusia County Trails Master Plan is a good idea as all the municipalities have trails in and around their area; the TPO 101 presentation is also a good idea as it will help new members and energize members that have been on the board a while to remind them of the importance of being on the board.

Chairperson Cloudman asked if Mr. Mark Reichert, the MPOAC Executive Director, would give the TPO 101 presentation or if Ms. Nicoulin would.

Ms. Nicoulin replied that she will contact Mr. Reichert for his availability; she noted that the Space Coast TPO presented something similar so she will also contact their Executive Director for information; there are many resources available, but the presentation will be tailored specifically to the River to Sea TPO.

MOTION: *A motion was made by Mayor Partington to approve the draft March 22, 2023 TPO Board agenda. The motion was seconded by Vice Mayor Sander and carried unanimously.*

Ms. Nicoulin stated she will coordinate with Chairperson Cloudman regarding whether the TIP amendment will remain on the agenda or be removed.

IV. Staff Comments

Ms. Nicoulin stated that the MPOAC Institute was discussed at the last Executive Committee meeting; the MPOAC Institute will occur once in April and once in May and the TPO can send one board member to each. Mayor Alfin will be attending the Institute in April. Mayor Partington was going to attend the one in May, however, his schedule does not allow for it; she asked if another Executive Committee member would like to attend; it is only open to elected officials. It is a good networking event with other board members from TPOs around the state. Funding and the various documents the TPO is required to develop are discussed.

Chairperson Cloudman added that it is a lot of information; it is kept to a small group of 20 to 30 board members from TPOs around the state. It is good to interact with them to see how they do things; if we are doing it similarly or differently.

Ms. Nicoulin stated the MPOAC Institute is May 5 -6, 2023 in Tampa; the TPO pays for the hotel and travel expenses. Friday is a networking event, and the institute is all day Saturday. Although the TPO has only one spot at each institute, if the institute does not fill up, they will offer those seats to everyone. Staff will keep them informed.

Vice Mayor Sander said he will check his calendar.

Mayor Partington commented that he may be able to attend the institute in the fall in the panhandle.

Chairperson Cloudman referred to the Central Florida MPO Alliance (CFMPOA) and stated it is a regional organization that this TPO has three seats on; it is currently himself and Mayor Alfin but there is another seat available if any other Executive Committee members are interested in serving.

Ms. Nicoulin added that the CFMPOA meets quarterly in Orlando at MetroPlan's office on Friday mornings at 10:00 am. It includes all the TPOs in Central Florida and they discuss regional transportation issues; adopt a regional transportation priority list; it provides a different perspective and an opportunity to collaborate on regional issues. The next meeting will be on April 14, 2023.

Mayor Partington stated he is interested in serving but if he cannot make that date if he could be excused.

Chairperson Cloudman referred to the MPO Advisory Council (MPOAC) and stated he has been the TPO's appointee for several years; the alternate position is vacant. The West Volusia Chamber of Commerce has the State of the Region presentation on the same day as the next MPOAC meeting date which conflicts with his being able to attend the MPOAC meeting. The MPOAC meets from 2:00 pm to 5:00 pm; it includes board members/elected officials statewide from Miami to the panhandle and they discuss legislative issues, funding opportunities, and best practices. The Staff Directors meet prior to the board. He asked for a volunteer to serve as the alternate.

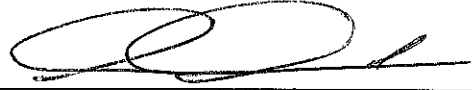
VI. Executive Committee Member Comments

Mayor Partington commented that he attended FDOT's public meeting last night regarding the I-95 at LPGA Boulevard interchange; it was well attended. The Tomoka River Bridge is in dire need of updating and the concept shown looks great; it will be widened to four lanes with pedestrian crossings on each side. It will be a signalized turbine interchange and the public seemed to be satisfied with the concept. FDOT staff explained how it would work and why it is the best option. He referred to Chairperson Cloudman's suggestion of the TPO hosting FDOT public meetings and agreed it is a good idea and a good way to promote the TPO.

Ms. Nicoulin replied that it would be nice to host some of the larger, regional public meetings; however, FDOT tries to hold the public meetings in a community location near where the project.

VIII. Adjournment

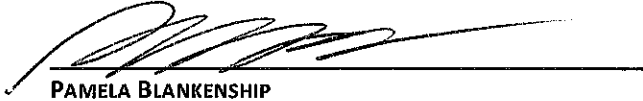
The Executive Committee meeting adjourned at 10:23 a.m.



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 March 1, 2023 regular meeting of the Executive Committee approved and duly signed this 6th day of April 2023.



PAMELA BLANKENSHIP
RECORDING SECRETARY, RIVER TO SEA TPO

***** A recording of the March 1, 2023 Executive Committee meeting is available upon request.***