



# MEETING AGENDA

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

**DATE:** WEDNESDAY, MARCH 1, 2023  
**TIME:** 9:00 A.M.  
**PLACE:** AIRLINE ROOM  
 DAYTONA BEACH INTERNATIONAL AIRPORT  
 700 Catalina Drive, Daytona Beach, Florida 32114

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

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**Executive Committee Meeting**  
 Wednesday, March 1, 2023  
 9:00 a.m.

[Click here to join the meeting](#)

Meeting ID: 215 383 394 520

Passcode: b2WGBC

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 561-484-5911 450204666# United States, West Palm Beach

Phone Conference ID: 450 204 666#

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DeLand Mayor Chris Cloudman, Chairperson Presiding

AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. BUSINESS ITEMS
  - A. Discussion of River to Sea TPO Long-Term Office Relocation
  - B. Discussion of River to Sea TPO Upcoming Projects/Activities

**III. BUSINESS ITEMS** *(Continued)*

**C. Review and Approval of February 15, 2023 Executive Committee Minutes** *(Enclosure, pages 3-7)*

**D. Review and Approval of March 22, 2023 TPO Board Agenda** *(Enclosure, pages 8-10)*

**IV. STAFF COMMENTS**

**V. EXECUTIVE COMMITTEE MEMBER COMMENTS**

**VI. ADJOURNMENT**

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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.

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.

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).

**Executive Committee  
Meeting Minutes  
February 15, 2023**

**Members Physically Present:**

Mayor Chris Cloudman, Chairperson  
Mayor David Alfin  
Vice Mayor Bill O'Connor  
Mayor Bill Partington  
Vice Mayor Reed Foley  
Vice Mayor Eric Sander  
Council Member Danny Robins

**Representing:**

DeLand  
Palm Coast  
Orange City  
Ormond Beach  
Port Orange  
South Daytona  
Volusia County

**Others Physically Present:**

Debbie Stewart, Recording Secretary  
Colleen Nicoulin  
Mariel Lemke  
Stephan Harris

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
TPO Staff

**Others Virtually Present:**

Pam Blankenship  
Anna Taylor

**Representing:**

TPO Staff  
TPO Staff

**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; seven voting members were physically present.

**II. Public Comment/Participation**

There were no public comments.

**III. Business Items**

**A. Review and Approval of River to Sea TPO Lease Termination Agreement**

Ms. Nicoulin stated that at the last meeting, the Executive Committee authorized submitting a request for \$85,249.09 to the landlord for relocation fees and the abatement of rent since October along with backup documentation. The landlord forwarded the request and information to their insurance company to include with their claim; she has not received an update as to how long that will take or if it will even be considered.

Chairperson Cloudman asked where that leaves the TPO with regard to signing the termination agreement.

Ms. Nicoulin replied we do not have a termination agreement until that is worked out; she spoke to the TPO's legal counsel regarding the concern that it may extend past the vacate date of February 28, 2023. He suggested contacting the landlord for some type of agreement if they do recover monies after that date, so that the TPO will still be able to receive them. We will not have much leverage if it goes past the vacate date; that date is firm. She also spoke to the attorney about the eviction process and he advised us to not go down that route as it is very expensive and we do not want to risk tarnishing the TPO's good name; it could also make it difficult to enter into future leases. Right now, we do not have agreed upon terms between the parties for the termination agreement; we are waiting on the financial assistance and the dollar amount.

Chairperson Cloudman commented that at this time, there is no action we can take; we are also not signing the termination agreement until there is a conclusion on the monies.

Mayor Alfin suggested having the TPO's attorney draft a letter regarding a future claim on compensation the landlord may receive from their insurance company as this should probably be done in advance.

Members discussed this idea and the termination agreement; they reached a consensus to have the attorney draft a letter that lays out the history of the termination and the TPO's expectations for compensation and abated rent. It was also suggested to ask for the landlord's insurance company's contact information.

**MOTION:** *A motion was made by Mayor Alfin to authorize the Executive Director to work with the TPO's attorney to draft a letter that summarizes our expectations on the insurance claims and refers to the clauses in the lease agreement that need to be properly addressed. The motion was seconded by Vice Mayor Sander and carried unanimously.*

**B. Review and Provide Direction on River to Sea TPO Temporary Office Lease**

(Handout)

Ms. Nicoulin stated she received the final draft of the office lease from the city of Daytona Beach last night and emailed it to the Executive Committee members for their review. The final draft lease was based on the previous marked-up lease provided by the TPO's attorney; Daytona Beach agreed to accept the requested changes and to include the required clauses the TPO must have in all its contracts which are provided as an exhibit in the back of the document. She reviewed those changes which included insurance coverage and indemnification. The city rewrote the entire section regarding indemnification which states neither party is responsible for the neglect of the other and included statute references as well. The city asked for a six-month commitment with the option to renew on a month-to-month basis for up to an additional six months. This lease is going before the city commission tonight for approval.

Members discussed the draft lease; they discussed the new space and the size of the conference room. They discussed outside organizations that use the TPO's conference currently and if there should be an agreement and/or certificate of insurance if they use the TPO's future conference room.

**MOTION:** *A motion was made by Vice Mayor O'Connor to approve the River to Sea TPO temporary office lease. The motion was seconded by Council Vice Chair Robins.*

Mayor Alfin asked if a summary of the lease provisions will be provided to the full TPO Board.

Ms. Nicoulin replied yes; however, this is the final action on the lease for the temporary location; the TPO Board delegated authority to the Executive Committee at the January 25, 2023 TPO Board meeting. However, she will provide an update to the full TPO Board.

***The motion carried unanimously.***

(Handout)

Ms. Nicoulin referred to the handout which is a spreadsheet of approximated moving costs; the most notable change from the previous estimated moving cost is the IT vendor's cost of moving and reinstalling the TPO's server. Now that they have seen the new office space, there is no need for cables, wires, etc.; everything will come into a central location; therefore, the cost is significantly less than previously estimated. The other difference is moving the phone system; currently, the TPO uses Volusia County and they indicated they would not be able to relocate the phone system within our timeframe. It could take up to 120 days to relocate the system. The IT vendor suggested migrating the phone system to Microsoft Teams; each staff member has a laptop that will be their phone. The TPO will have to purchase the software and handsets or headsets for each staff member. She noted that we will not have to change the phone number. This seems to be the best option; however, the estimate did increase due to the software purchase; it will ultimately be a savings over the current monthly cost. She reviewed the costs of the moving company and noted that two of the three companies are coming out later this week to see what will need to be moved and provide an updated quote. There is a

significant savings over the original moving cost from \$33,470 to \$19,492.50. She asked the Executive Committee for authorization for the expenditure of moving expenses up to \$25,000.

Members discussed the expenses including the software and equipment for the phone system. It was noted that each staff member has a laptop that will be their phone; headsets and/or handsets will need to be purchased. It will be an internet-based phone system and work the same way as Microsoft Teams.

**MOTION:** *A motion was made by Vice Mayor Sander to authorize the expenditure for moving expenses up to \$25,000. The motion was seconded by Mayor Partington.*

Vice Mayor Foley commented that Microsoft will try to sell us their equipment (headsets/handsets) but Dell is compatible and may be more economical when buying in bulk; it could be less expensive.

Ms. Nicoulin replied she will look into that; the quote received for the equipment came from the IT vendor regarding the software, etc. Our computers are also purchased directly through them as they handle the warranties, software, setup, etc.

**The motion carried unanimously.**

Vice Mayor Sander asked if the \$25,000 was per vendor or the total amount.

Ms. Nicoulin replied there are different vendors but she is comfortable with a total of \$25,000.

Ms. Nicoulin stated the TPO currently has a contract with a cleaning service, Jani-King, and the contract will need to be amended to change the scope of service. The current fee could potentially be updated. She requested authorization to work with the TPO Chairperson to execute that amendment to the current agreement, change the scope of service, and negotiate the fee.

Chairperson Cloudman commented he thinks it is best to stay with the current company until we identify a long-term office location and then entertain competitive bids for cleaning services.

**MOTION:** *A motion was made by Vice Mayor O'Connor to authorize the Executive Director to work with the TPO Chairperson to amend the current contract for cleaning services including a change to the scope of service and negotiation of the fee. The motion was seconded by Vice Mayor Sander and carried unanimously.*

#### **C. Review and Approval of February 1, 2023 Executive Committee Minutes**

**MOTION:** *A motion was made by Mayor Alfin to approve the February 1, 2023 Executive Committee minutes. The motion was seconded by Vice Mayor Foley and carried unanimously.*

#### **IV. Staff Comments**

Ms. Nicoulin stated that at the Central Florida MPO Alliance (CFMPOA) meeting on Friday, a presentation was given by Mr. Jack Atkins, FDOT District 5, regarding the Moving Florida Forward initiative. The Executive Director of MetroPlan, Mr. Gary Huttman, indicated that they were directed by their board to issue a letter of support for this initiative to send to Tallahassee. It was offered at the meeting for the CFMPOA to support a similar letter, but some members were uncomfortable doing so. She spoke with Chairperson Cloudman about this, and Mr. Huttman provided a copy of MetroPlan's letter; it would be a good idea for the TPO to send a similar letter stating that we fully support this initiative and identifying the specific project within our planning area and the benefits of it.

Chairperson Cloudman added that it is essentially a letter of gratitude; there are 20 projects within the CFMPOA that are being advanced with this initiative; some by a decade. The US 1 interchange project is the project within our planning area that would benefit from this funding opportunity.

Ms. Nicoulin commented that this initiative is not yet funded in the state budget; this is our chance to emphasize the importance of this project and that we really want to see this happen.

Members discussed drafting a letter and to whom it should be addressed; it was suggested to copy House Speaker Paul Renner, the Senate President, Governor DeSantis and FDOT Secretary Jared Perdue. It was also noted that it would give the River to Sea TPO some independence as a separate entity as they are looking at combining some TPOs. Also, the US 1 interchange is the oldest interchange in the state.

Ms. Nicoulin stated she will include a letter of support for approval on the agenda for the February 22, 2023 TPO Board meeting. The TPO has received a request for another letter of support; this one for Amtrak. They are submitting a grant application to the Federal Railroad Administration for improvements to three stations; one of which is the DeLand station. She does not have any further information yet; she will reach out to them for more information and work with the TPO Chairperson to identify whether this is something the TPO should consider. She does not know how it would tie in to the TPO other than the connection to the extension of SunRail.

Mayor Cloudman commented that they are specifically trying to promote Amtrak; the city of Deland staff worked with them and provided a letter of support.

Ms. Nicoulin noted that she would add that letter of support to the agenda as well. She announced that Friday, February 17, 2023 at 11:00 am, a groundbreaking event will be held for the International Speedway Boulevard (ISB) East project. This project was on the TPO's priority list; the TPO worked with the city of Daytona Beach and FDOT to move it forward for funding. It will be held on the east side of the ISB Bridge at Halifax Avenue.

Ms. Nicoulin announced the MPOAC Institute will be held April 14-15, 2023 at the Florida Hotel in Orlando; and May 5-6, 2023 at the Marriott Airport in Tampa. It is a meet-and-greet on Friday evening, and all-day training on Saturday specific to TPO Board members. It has not been held in a couple of years and the last one was held only virtually. The TPO can reserve only one spot for each session; if extra spots are available, the MPOAC will let us know. It is a great opportunity to network with other TPO Board members from TPOs throughout the state. In the past, the MPOAC Institute has been announced at the board meeting and we had three spots available for each session; however, there is a high demand for it now and we only have one spot per session.

Chairperson Cloudman stated that he highly recommends it; he has attended and found it to be helpful. Everyone learned something even board members that had been one for twenty years. It provides a lot of information on how funding works, etc. It would be great if this TPO could send someone to each session.

Ms. Nicoulin added that the TPO covers the cost of the hotel, mileage, and a per-diem; there is no registration fee this time. The TPO does have this covered in the budget. In the past, the institute has been offered to the entire board but since we only have one spot and a fairly new Executive Committee, she is only announcing it to them.

Mayor Partington offered to attend the session in May.

Mayor Alfin offered to attend the session in April.

Ms. Nicoulin stated that the focus the last couple of weeks has been on a short-term office space solution and coordinating the move; we are scheduled to begin moving Thursday, February 23, 2023. The server will be relocated that day and the moving company will begin moving furniture and other items; it will take a day and a half to move everything. The new office is mostly furnished so most of the TPO's furniture will go to a storage unit. The annual Call for Projects is open through February 28, 2023, at 4:00 pm; the TPO has encouraged everyone to submit their applications online and not to provide a hard copy. Staff will reach out to the cities and counties to let them know that the TPO will not be in this building but we can have someone here if needed. She referred to the search for a long-term office solution and noted that the spaces previously identified are still available. She looked at spaces at One Daytona last week; the Space Coast Credit Union space is too small for the TPO needs and the logistics of going off-site each week for meetings would make it difficult for staff. She spoke with other MPOs that do that and they agreed it does provide challenges; they also do not meet as often as we do. The space above the entertainment area is an 18,000 square foot shell and would need to be built-out. She will create a conceptual lay-out for the long-term office

options; Vice Mayor Foley provided some leads on spaces that she will also be looking into. Once the short-term move is completed, she will focus on the long-term options.

Members discussed the long-term office location options; One Daytona could create issues when there are special events at the Daytona International Speedway. It was noted that although most events occur on the weekends, there are events held during the week that could impede access. Also, development is continuing to be built on the site. The location needs to be centrally located for members attending from the west side of the county and from Flagler County. The broker has been provided with location criteria; there are not many office buildings or parks in this area. Having an office space with a large conference room is a unique need. They discussed possible locations around the county.

Chairperson Cloudman added that he thinks it would be a good idea to host FDOT public meetings; it would help the public know what the TPO does.

**VI. Executive Committee Member Comments**

Mayor Alfin announced he will miss possibly the next two meetings; he will participate virtually, if possible, for next month.

Vice Mayor Foley noted that he may be out of town at the end of the month so will attend the TPO Board meeting virtually if he is.

Ms. Nicoulin reminded members that the March 1, 2023 Executive Committee meeting will be held at the Airline Room at the Daytona Beach International Airport; this will provide an opportunity to test the room and audio/visual equipment before a large meeting is held there and address any issues that may arise. After that, the Executive Committee meetings will be held at the Florida Tennis Center.

**VIII. Adjournment**

The Executive Committee meeting adjourned at 10:02 a.m.

**River to Sea Transportation Planning Organization**

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**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 15, 2023 regular meeting of the Executive Committee approved and duly signed this 1<sup>st</sup> day of March 2023.

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

***\*\* A recording of the February 15, 2023 Executive Committee meeting is available upon request.***



**DRAFT**

# MEETING AGENDA

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

**DATE:** WEDNESDAY, MARCH 22, 2023  
**TIME:** 9:00 A.M.  
**PLACE:** AIRLINE ROOM  
DAYTONA BEACH INTERNATIONAL AIRPORT  
700 Catalina Drive, Daytona Beach, FL 32114

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

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## River to Sea TPO Board Meeting March 22, 2023 at 9:00 a.m.

[Click here to join the meeting](#)

Meeting ID: 295 880 395 550

Passcode: Cx2UDP

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 561-484-5911 29469184# United States, West Palm Beach

Phone Conference ID: 294 691 84#

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

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DeLand Mayor Chris Cloudman, 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. FEBRUARY 22, 2023 RIVER TO SEA TPO BOARD MEETING MINUTES *(Contact: Debbie Stewart) (Enclosure, pages)*
  - B. TREASURER’S REPORT *(Contact: Mariel Lemke) (Enclosure, pages)*



**IV. CONSENT AGENDA** *(Continued)*

- C. EXECUTIVE COMMITTEE REPORT** - *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson (Enclosure, pages )*
- D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Dr. Jason Aufdenberg, BPAC Chairperson (Enclosure, pages )*
- E. CITIZENS ADVISORY COMMITTEE REPORT**-- *Report by Ms. Kerry Karl, CAC Chairperson (Enclosure, pages )*
- F. TECHNICAL COORDINATING COMMITTEE REPORT** -- *Report by Mr. Brian Walker, TCC Chairperson (Enclosure, pages )*
- G. RIVER TO SEA TPO BOARD REPORT** -- *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson (Enclosure, pages )*
- H. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson (Enclosure, pages )*

**V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF RESOLUTION 2023-06 AMENDING THE FY 2022/23 TO 2026/27 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin) (Enclosure, pages)*

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

- A. PRESENTATION AND DISCUSSION OF VOLUSIA COUNTY TRAILS MASTER PLAN** *(Contact: Stephan Harris) (Enclosure, pages )*
- B. PRESENTATION AND DISCUSSION OF TPO 101: PLANS, PROGRAMS AND MEMBER RESPONSIBILITIES** *(Contact: Colleen Nicoulin) (Enclosure, pages )*
- C. PRESENTATION AND UPDATE ON 2023 ANNUAL CALL FOR PROJECTS** *(Contact: Colleen Nicoulin) (Enclosure, pages )*
- D. FDOT REPORT** *(Contact: Anna Taylor, FDOT District 5) (Enclosure, pages )*

**VII. 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 )*

- Bicycle/ Advisory Committee Attendance Record – 2023
- Citizens Advisory Committee Attendance Record – 2023
- Technical Coordinating Committee Attendance Record– 2023
- River to Sea TPO Outreach and Activities
- Volusia and Flagler County Construction Reports

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

\*The next River to Sea TPO Board meeting will be April 26, 2023\*

**April 2023 Meeting Dates**

- Executive Committee, April 5, 2023 @ 9:00 a.m.
- Transportation Local Coordinating Board, April 12, 2023 @ 10:00 a.m.
- Bicycle/Pedestrian Advisory Committee, April 12, 2023 @ 2:00 p.m.
- Citizens Advisory Committee, April 18, 2023 @ 1:15 p.m.
- Technical Coordinating Committee, April 18, 2023 @ 3:00 p.m.
- River to Sea TPO Board, April 26, 2023 @ 9:00 a.m.

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