

**Executive Committee
Meeting Minutes
March 2, 2022**

Members Physically Present:

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

Representing:

DeLand
Edgewater
Ormond Beach
Volusia County
Volusia County

Members Absent

Commissioner Victor Ramos
Commissioner Jason McGuirk (excused)

Representing:

Deltona
New Smyrna Beach

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Jon Cheney

Representing:

TPO Staff
TPO Staff
TPO Staff
Volusia County Traffic Engineering

Others Virtually Present:

Pam Blankenship
Tyler Burgett
Rakinya Hinson
Anna Taylor
Jay Williams

Representing:

TPO Staff
FDOT
FDOT
FDOT
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 five voting members physically present.

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 has been holding virtual meetings as directed by the Executive Committee last month and anticipates continuing that for this month. There have been no issues and physical quorums have been met.

Members discussed hybrid meetings and agreed to continue them for this month and directed staff to contact legal counsel for advice on how long hybrid meetings are allowable.

B. TPO Board Member Attendance

(Handout)

Chairperson Wheeler stated it is important for the cities representatives on the TPO Board to attend meetings; she asked if the cities are aware if their representatives are attending board meetings.

Ms. Nicoulin explained that staff has not reached out to the individual municipalities regarding TPO Board member attendance; staff does contact board members who have appointed advisory committee members that do not attend advisory committee meetings. The advisory committee attendance reports are provided in the TPO Board agenda each month. She referred to the handout of the TPO Board attendance records from last year and the two board meetings this year; highlighted are those voting members that have missed consecutive meetings over the last year. She noted that most of them are the smaller cities such as Beverly Beach, Bunnell, Pierson and Lake Helen; they may not be attending because they are not the voting member in the Small City Alliance.

Members discussed the attendance records and reached a consensus that a courtesy call to members should be made. Council Vice Chair Girtman will contact those in her district that are not attending and Chairperson Wheeler will contact the others.

C. Status of TPO Financial Management

Ms. Nicoulin provided an update on FDOT invoicing and added that the TPO submitted a quarterly invoice for October, November and December to FDOT for reimbursement on February 21, 2022 that was approved on February 22, 2022.

Chairperson Wheeler asked how much the invoice package was for.

Ms. Nicoulin replied just over \$250,000; she explained it included a number of consultant invoices for feasibility studies as well as day-to-day operational expenses and she expects the funds to be received by the end of this week. TPO staff has been working closely with FDOT on the invoicing and this package was approved without comments. She explained that bi-weekly calls with Ms. Anna Taylor, FDOT D-5 Liaison, have been scheduled to discuss any items either party may have questions or concerns about. Ms. Nicoulin provide an update on the special conditions and explained that this is not a probation or punishment, but rather an opportunity to catch up, learn and understand the process. During this time, the TPO has taken advantage of additional training by FDOT. And as we move through the transition in leadership with a new Executive Director and determining the direction of the financial management position, the TPO will likely stay under the special conditions until those positions are established and filled and permanent controls are put in place. Going forward, the TPO will be submitting monthly invoices.

Ms. Nicoulin provided an update on the discussion at last week's TPO Board Meeting regarding the development of the Unified Planning Work Program (UPWP) and the requirement to spend down 80% of the PL funding in order to flex SU funding for planning. Since the board meeting, she reviewed the status of reimbursed expenses through December and are currently standing at 65% spend down of the PL allocation. She provided an update on the TPO PL allocation over the two-year UPWP, what has been reimbursed to date, and what is left to be reimbursed to meet the 80% threshold. Factoring in reimbursements for payroll and rent expenses alone between January and June will exceed the 80% threshold. This does not consider any additional expenses associated with day-to-day operations, open consultant contracts or fluctuating expenses, such as legal services. The TPO will meet the 80% spend down of PL funds and be able to flex SU funding for planning and feasibility studies.

Ms. Nicoulin explained that part of the development of the new UPWP is closing out the current UPWP and identifying how much funding is not going to be spent down; any portion of that amount that we want to have available in the first year of the new UPWP will need to be de-obligated. If the funds are not de-obligated, they will not be available for use until the second year of the new UPWP. The TPO is looking to de-obligate approximately \$74,000 of SU funds that were not spent on feasibility studies in the current year due to limited staffing capacity. These funds will then be available in year one of the new UPWP to fund additional feasibility studies. An Action Item will need to be added to the March TPO Board agenda for this de-obligation as it must be completed by April 15, 2022.

IV. Business Items

A. Review and Approval of February 9, 2022 Executive Committee Minutes

MOTION: *A motion was made by Mayor Partington to approve the February 9, 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 Council Vice Chair Girtman and carried unanimously.*

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

Ms. Nicoulin reviewed the agenda items including the Consent Agenda, Action Items and Presentation Items. An amendment to the current UPWP for the de-obligation of funds will be added to the Action Items.

MOTION: *A motion was made by Council Vice Chair Girtman to approve the March 23, 2022 TPO Board agenda as amended adding an Action Item for a UPWP amendment for the de-obligation of funds. The motion was seconded by Councilwoman Power and carried unanimously.*

V. Staff Comments

There were no staff comments.

VII. Executive Committee Member Comments

Councilwoman Power asked when the next Executive Director Search Committee (EDSC) meeting is.

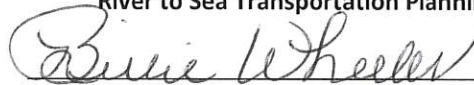
Ms. Nicoulin replied Thursday, March 10, 2022 at 9:00 am. The agenda will go out tomorrow and the candidate packages will be received on Friday which will then be distributed to the EDSC members.

Council Vice Chair Girtman stated she met Mr. Gary Huttman, MetroPlan's Executive Director and discussed with him that as the incoming TPO Chair she would like input from his perspective on the best way to create relationships and interconnect regionally. She inquired if there are people to connect with to receive guidance on how to utilize the system to receive more funding and build relationships. He suggested she contact Mr. Bob Dallari from the Seminole County Commission regarding regional coordination and she has a call scheduled with him. She also has a call scheduled with Orange County Commissioner Mayra Uribe who is the MetroPlan Orlando Chair. This is a good opportunity to connect with others as we are moving forward with changes and create the relationships that will help us. She wants to know in what ways they have been successful and how this TPO can build on these successes.

VIII. Adjournment

The Executive Committee meeting adjourned at 9:38 a.m.

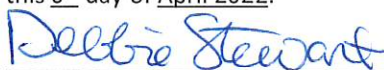
River to Sea Transportation Planning Organization



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 March 2, 2022 regular meeting of the Executive Committee approved and duly signed this 6th day of April 2022.



Debbie Stewart, Recording Secretary, River to Sea TPO

**** A recording of the March 2, 2022 Executive Committee meeting is available upon request.**

TPO Board Attendance Record 2021

Name	Jan	Feb	Mar	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Notes
Commissioner Jeff Schumtiema	abs	abs	abs	xv	xv	x p	abs	abs	abs	abs	abs		Beverly Beach (appt. 02/19)
Vice Mayor John Rogers	abs	abs	abs	abs	abs	abs	abs	abs	exc	abs	abs		Bunnell (appt. 8/14)
Commissioner Stacy Cantu									x p	x p	x p		Daytona Beach (appt 9/2021)
Vice Mayor Richard Bryan									xv	xv	xv		Daytona Beach Shores (appt. 11/19)
Commissioner Chris Cloudman 2nd Vice Chair (7/1/21)									x p	x p	x p		DeLand (appt. 11/07)
Councilwoman Christine Power									xv	x p	x p		Edgewater (appt.09/16)
Mayor Karen Chasez									x p	x p	x p		DeBary (appt 1/19)
Commissioner Victor Ramos									xv	x p	x p		Deltona (2/2020) (Alt 2/2020)
Commissioner Rick Belhumeur									xv	x p	xv		Flagler Beach (appt 4/2020)
Commissioner Joe Mullins/Andy Dance									abs	abs	abs		Flagler County (appt. 12/2020) (alt appt 2/21)
Commissioner Roy Johnson									x p	x p	abs		Holly Hill (alt appt 11/2020)
Commissioner Rick Basso									abs	abs	abs		Lake Helen (appt 11/2020)
Commissioner Jason McGuirk Past Chair (7/1/21)									exc	x p	exc		New Smyrna Beach (appt. 11/12)
Commissioner Bill Lindlau									x p	x p	x p		Oak Hill (appt. 01/17)
Mayor Bill Partington									x p	x p	x p		Ormond Beach (appt.01/17)
Commissioner Jeff Allebach									x p	x p	abs		Orange City (appt. 1/2021)
Mayor David Alfin/Commissioner Nick Klufas									x p	x p	x p		Palm Coast (appt 8/21) (alt appt 5/21)
Council Chair Samuel Bennett									abs	abs	abs		Pierson (appt 6/19)
Vice Mayor Gary Smith													Ponce Inlet (appt. 11/18)
Council Member Scott Stiltner									xv	abs	abs		Port Orange (appt 12/18)
Councilman Eric Sander									x p	exc	x p		South Daytona (appt 11/2020)
Council Member Danny Robins									x p	exc	x p		Volusia County D-3 (appt. 01/2021)
Council Member Barbara Girtman 1st Vice Chair (7/1/21)									xv	exc	x p		Volusia County D-1 (appt 1/19)(reappointed 1/2021)
Volusia County Chair Jeff Brower									x p	exc	x p		Volusia County Chairman (appt. 1/2021)
Council Member Billie Wheeler Chair (7/1/21)									x p	x p	x p		Volusia County D-2 (appt. 1/18) (reappointed 1/2021)
Council Member Heather Post									xv	exc	xv		Volusia County D-4 appt 1/18) (reappointed 1/2021)
NON-VOTING MEMBERS													
Ruben Colon									abs	abs	abs		Volusia County School Board (appt. 2/2021)
Flagler County School Vacant									vac	vac	vac		Flagler County School Board
Kerry Karl									xv	abs	abs		CAC Chairperson (appt. 08/21)
Becky Mendez									abs	abs	abs		TCC Chairperson (appt. 07/17)
Jason Aufdenberg									xv	xv	xv		BPAC Chairman (appt. 06/21)
Anna Taylor/Sarah McNamara									xv	xv	x p		FDOT District 5 (appt. 10/2020)
PHYSICAL QUORUM									Y	Y	Y		

x = present
 abs = absent (unexcused)
 p = present physically
 v = present virtually
 abs = absent
 exc = excused

TPO Board Attendance Record 2022

Name	Jan	Feb	Mar	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Notes
Commissioner Jeff Schumtiema	abs	abs											Beverly Beach (appt. 02/19)
Vice Mayor John Rogers	abs	abs											Bunnell (appt. 8/14)
Commissioner Stacy Cantu	exc	x p											Daytona Beach (appt 9/2021)
Vice Mayor Richard Bryan	x v	x v											Daytona Beach Shores (appt. 11/19)
Commissioner Chris Cloudman 2nd Vice Chair (7/1/21)	x p	x p											DeLand (appt. 11/07)
Councilwoman Christine Power	x p	x p											Edgewater (appt.09/16)
Mayor Karen Chasez	exc	x p											DeBary (appt 1/19)
Commissioner Victor Ramos	x p	x v											Deltona (2/2020) (Alt 2/2020)
Commissioner Rick Belhumeur	exc	x p											Flagler Beach (appt 4/2020)
Commissioner Joe Mullins/Andy Dance	abs	x v											Flagler County (appt. 12/2020) (alt appt 2/21)
Commissioner Roy Johnson	x p	x p											Holly Hill (alt appt 11/2020)
Commissioner Rick Basso	abs	abs											Lake Helen (appt 11/2020)
Commissioner Jason McGuirk Past Chair (7/1/21)	x p	x v											New Smyrna Beach (appt. 11/12)
Commissioner Bill Lindlau	x p	x p											Oak Hill (appt. 01/17)
Mayor Bill Partington	x p	exc											Ormond Beach (appt.01/17)
Commissioner Jeff Allebach	exc	x p											Orange City (appt. 1/2021)
Mayor David Alfim/Commissioner Nick Klufas	x p	x p											Palm Coast (appt 8/21) (alt appt 5/21)
Council Chair Samuel Bennett	abs	abs											Pierson (appt 6/19)
Vice Mayor Gary Smith	x p	x p											Ponce Inlet (appt. 11/18)
Council Member Jonathan Foley	x v	x v											Port Orange (appt 12/21)
Councilman Eric Sander	x p	x p											South Daytona (appt 11/2020)
Council Member Danny Robins	x p	x p											Volusia County D-3 (appt. 01/2021)
Council Member Barbara Girtman 1st Vice Chair (7/1/21)	x p	x v											Volusia County D-1 (appt 1/19)(reappointed 1/2021)
Volusia County Chair Jeff Brower	exc	x p											Volusia County Chairman (appt. 1/2021)
Council Member Billie Wheeler Chair (7/1/21)	x p	x p											Volusia County D-2 (appt. 1/18) (reappointed 1/2021)
Council Member Heather Post	x p	x v											Volusia County D-4 appt 1/18) (reappointed 1/2021)
NON-VOTING MEMBERS													
Ruben Colon	abs	abs											Volusia County School Board (appt. 2/2021)
Flagler County School Vacant	vac	vac											Flagler County School Board
Kerry Karl	abs	abs											CAC Chairperson (appt. 08/21)
Becky Mendez	abs	abs											TCC Chairperson (appt. 07/17)
Jason Aufdenberg	x v	x v											BPAC Chairman (appt. 06/21)
Anna Taylor/Rakinya Hinson	x p	x p											FDOT District 5 (appt. 10/2020)
PHYSICAL QUORUM	Y	Y											

x = present
 abs = absent (unexcused)
 p = present physically
 v = present virtually
 abs = absent
 exc = excused