

Executive Committee Meeting Minutes
March 6, 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
Mayor David Alfin, 2nd Vice Chairperson
Vice Mayor Eric Sander
Council Member Danny Robins

Representing:

DeLand
Ormond Beach
Palm Coast
South Daytona
Volusia County

Members Virtually Present:

Vice Mayor Reed Foley

Representing:

Port Orange

Others Physically Present:

Donna King, Recording Secretary
Colleen Nicoulin
Stephan Harris
Pamela Blankenship

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff

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 and one voting member was virtually present.

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Review and Approval of Resolution 2024-04 Amending the Connect 2045 Long Range Transportation Plan (LRTP)

Mayor Cloudman explained that at last week's TPO Board meeting a physical quorum was not present and the Executive Committee was given direction from the TPO Board to take action on action items A, B, and C at their next meeting. The TPO Board will then ratify those actions at the next TPO Board meeting.

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

Mayor Cloudman discussed updating the Bylaws to address scenarios when the TPO Board is not able to obtain a physical quorum.

Ms. Nicoulin stated that item E on the agenda will address the discussion of the Bylaws. She explained that the first three agenda business items were action items from last week's TPO Board meeting. She reached out to the TPO's legal counsel following last week's TPO meeting to discuss the procedure for taking action on the items. The Bylaws, as they are currently written, allow the Chair, or Vice Chair in the absence of the Chair, to authorize amendments, programs, or documents outside of a meeting subject to that approval being brought back to the TPO Board at their next meeting for ratification. It does not allow that authorization to be given by the Executive Committee. Legal counsel recommended presenting the items to the Executive Committee for a

recommendation and then TPO Chairperson Cloudman exercising his authority to either approve or not approve the items following the Executive Committee meeting. She provided resolutions regarding the emergency amendments to the LRTP and TIP, stating that this language would authorize these amendments to move forward. The TPO is looking for a motion recommending approval of the amendments as they were presented to the TPO Board last week.

Mayor Alfin noted that the conversations and discussions at last week's TPO Board meeting were favorable for all the action items and there were no objections.

Ms. Nicoulin stated that these amendments were presented to the CAC and TCC at their meetings last month and received unanimous recommendations of approval to move forward. The LRTP amendment was open for the required 30-day public review comment period and the TPO has not received any comments.

MOTION: *A motion was made by Vice Mayor Sander to recommend the TPO Chairperson approve Resolution 2024-06 amending the Connect 2045 Long Range Transportation Plan (LRTP); to be ratified by the TPO Board at their March 27, 2024 meeting. The motion was seconded by Mayor Partington and carried unanimously.*

B. Review and Approval of Resolution 2024-05 Amending the FY 2023/24 to FY 2027/28 Transportation Improvement Program (TIP)

MOTION: *A motion was made by Vice Mayor Sander to recommend the TPO Chairperson approve Resolution 2024-07 amending the FY 2023/24 to FY 2027/28 Transportation Improvement Program (TIP); to be ratified by the TPO Board at their March 27, 2024 meeting. The motion was seconded by Mayor Partington and carried unanimously.*

C. Review and Approval of Draft FY 2024/25 and FY 2025/26 Unified Planning Work Program (UPWP) for FDOT/FWHA Review

MOTION: *A motion was made by Mayor Alfin to recommend the TPO Chairperson authorize the transmission of the draft FY 2024/25 and FY 2025/26 Unified Planning Work Program (UPWP) task activities for FDOT/FWHA review; to be ratified by the TPO Board at their March 27, 2024 meeting. The motion was seconded by Vice Mayor Sander and carried unanimously.*

D. Review and Approval of the 2023 Annual FDOT/TPO Joint Certification Report

Ms. Powell explained the process of the joint certification in detail. Based on the process, the final score is translated into a percentage which provides a risk level. She announced that River to Sea TPO scored 100% and is considered low risk.

Mayor Alfin suggested that the Chair consider a letter of congratulations and thanks to the TPO staff to be read at the TPO Board meeting as this is a memorable achievement.

MOTION: *A motion was made by Mayor Alfin to recommend approval of the 2023 Annual TPO/TPO Joint Certification Report as presented. The motion was seconded by Vice Mayor Sander and carried unanimously.*

E. Discussion of TPO Bylaws Regarding Meeting Quorums and Voting

Ms. Nicoulin explained that she had spoken with the TPO's legal counsel regarding having non-voting representatives of the Small City Alliance step in and vote in lieu of a large city voting member's absence. She noted that the Broward MPO has something similar regarding their membership and she explained what they do. She pointed out that if a Small City Alliance member is appointed to vote, they would not be able to vote in the absence of a county voting member because the TPO is required to have 1/3 of the voting membership be county. She explained that any change to the Bylaws would require an amendment to the TPO's Apportionment Plan, which has not yet been approved by the Governor. This allows some time to run through scenarios and do testing.

Discussion ensued regarding how often obtaining a physical quorum is an issue; where and how the quorum is defined and if the number can be lowered; the importance of each member appointing an alternate; remote participation being for extenuating circumstances only; and the process of electing a Small City Alliance member to vote.

The Executive Committee requested that TPO staff bring back options for addressing a lack of a quorum and adding the topic to the April TPO Board agenda.

F. Update on TPO Office Lease Negotiations

Ms. Nicoulin explained that the TPO's legal counsel is still working on the new office lease, and it should be done by Monday. She stated that the TPO's current lease requires a 15-day notice for departing the current property.

G. Review and Approval of February 7, 2024 Executive Committee Minutes

MOTION: *A motion was made by Mayor Alfin to approve the draft February 7, 2024 Executive Committee Minutes. The motion was seconded by Vice Mayor Sander and carried unanimously.*

H. Review and Approval of Draft March 27, 2024 TPO Board Agenda

Ms. Nicoulin reviewed the draft March 27, 2024 TPO Board Agenda.

Ms. Nicoulin discussed adding a presentation item for the Bylaws as discussed earlier in this meeting.

MOTION: *A motion was made by Mayor Alfin to approve the draft March 27, 2024 TPO Board Agenda with the addition of a presentation item to discuss the TPO Bylaws, meeting quorums, and voting. The motion was seconded by Vice Mayor Sander and carried unanimously.*

IV. Staff Comments

There were no staff comments.

V. Executive Committee Member Comments

Vice Mayor Sander stated that the discussion on ways to achieve a physical quorum was a good discussion.

VI. Adjournment

The Executive Committee meeting adjourned at 10:00 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 March 6, 2024 regular meeting of the Executive Committee approved and duly signed this 3rd day of April 2024.



DONNA KING, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the March 6, 2024 Executive Committee meeting is available upon request.**