

Executive Committee Meeting Minutes

April 3, 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
Council Member Reed Foley
Vice Mayor Eric Sander
Council Member Danny Robins

Representing:

DeLand
Ormond Beach
Palm Coast
Port Orange
South Daytona
Volusia County

Others Physically Present:

Donna King, Recording Secretary
Colleen Nicoulin
Stephan Harris
Pamela Blankenship
Jon Cheney

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
Citizen

Others Virtually Present:

Maribel 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; six voting members were physically present.

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Update on TPO Office Lease Negotiations

Ms. Nicoulin provided a detailed update on the TPO office lease negotiations. Legal counsel provided a marked-up copy of the lease with comments last week. Ms. Nicoulin forwarded the marked-up lease to the property manager and is currently waiting for a response. The attorney initiated a title search on the property and that was received this week with no issues. The newly anticipated timeline for moving in is now expected to be in the fourth quarter of this year.

B. Review and Recommend Approval of Selection Committee's Recommendation for IT Contractual Services Contract

Ms. Nicoulin reviewed the Selection Committee's recommendation for IT Contractual Services in detail. There was only one response out of thirteen solicitations, which could be due to having to know government statutes and regulations, a lack of staffing at the firms causing them to be unable to handle the workload. The one response was from James Moore and Company which has been under contract by the TPO for the last ten years. They have a complete understanding of the TPO's needs and operations.

MOTION: A motion was made by Mayor Alfin to recommend approval of the Selection Committee's recommendation for IT Contractual Services Contract. The motion was seconded by Vice Mayor Sander and carried unanimously.

C. Discussion of Executive Director Annual Evaluation Process and Criteria

Chairperson Cloudman discussed the history of Ms. Nicoulin's career with the TPO and the criteria used for the annual evaluation in previous years.

Ms. Nicoulin suggested continuing to use the same evaluation form that Space Coast TPO uses; their legal counsel administers the evaluation process and then summarizes and prepares a memo for their Executive Committee. Ms. Nicoulin stated that one-on-one meetings with the Executive Committee members were implemented last year which was very beneficial for her, and she would like to continue those as well.

D. Review and Approval of March 6, 2024 Executive Committee Minutes

MOTION: *A motion was made by Vice Mayor Sander to approve the draft March 6, 2024 Executive Committee Minutes. The motion was seconded by Council Member Foley and carried unanimously.*

E. Review and Approval of Draft April 24, 2024 TPO Board Agenda

Ms. Nicoulin reviewed the draft April 24, 2024 TPO Board Agenda in detail.

MOTION: *A motion was made by Vice Mayor Sander to approve the draft April 24, 2024 TPO Board Agenda. The motion was seconded by Council Member Foley and carried unanimously.*

IV. Staff Comments

Ms. Nicoulin announced that this is the time of year for the Bylaws, Nominating, and Budget Subcommittees to convene and provided details of the membership roles and responsibilities. She noted that legal counsel needs to weigh in on the Bylaws Subcommittee to ensure consistency with the Apportionment Plan.

V. Executive Committee Member Comments

Council Member Foley noted that he selected an alternate member for the TPO Board and will be forwarding that information to the TPO via email.

VI. Adjournment

The Executive Committee meeting adjourned at 9:46 a.m.

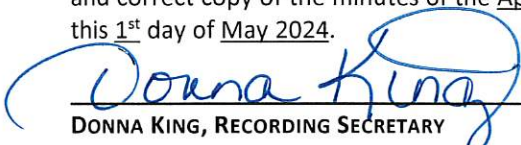
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



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 April 3, 2024 regular meeting of the Executive Committee approved and duly signed this 1st day of May 2024.



DONNA KING, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the April 3, 2024 Executive Committee meeting is available upon request.**