



# River to Sea TPO Executive Committee Meeting

**April 3, 2024**

**9:00 am**



## **Executive Committee Meeting April 3, 2024**

### **I. Call to Order/Roll Call/Determination of a Quorum**



# **Executive Committee Meeting**

## **April 3, 2024**

## **II. Public Comment/Participation**



## **Executive Committee Meeting**

### **April 3, 2024**

### **III. BUSINESS ITEMS**

#### **A. Update on TPO Office Lease Negotiations**



## **Executive Committee Meeting**

### **April 3, 2024**

### **III. BUSINESS ITEMS**

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



M.L 2024-01

To: Executive Committee

From: Mariel Lemke, Accounting Manager, River to Sea TPO

Date: March 27, 2024

Re: Information Technology (IT) Services – Request for Proposals (RFP)

The River to Sea TPO uses a third-party IT Vendor to manage the overall computer systems, network and associated hardware, software and operating systems. The firm provides the necessary monitoring for the quality, security, performance, availability, recoverability, and reliability of the system. This firm is also responsible for managing the TPO’s email system, wireless network, offsite data back up and cyber security.

The current IT Services contract is set to expire on June 30, 2024. Accordingly, the TPO started the Request of Proposals (RFP) process to renew the contract and select a vendor for IT contractual services on February 29, 2024, as specified in Section 11 of the River to Sea TPO Purchasing Manual.

Utilizing the process outlined in the River to Sea TPO Purchasing Manual, the following activities were undertaken to solicit firms as part of the Request for Proposals (RFP):

- The legal ad for the RFP was published in the Daytona Beach News Journal on February 29, 2024.
- The RFP was posted to the River to Sea TPO website home page on February 29, 2024, and on Facebook and X (formerly Twitter) on March 1, 2024.
- Thirteen (13) direct solicitations to firms were sent notifying them of the RFP.
- Questions on the RFP were required to be submitted by March 6, 2024, and responses were posted on March 8, 2024; 2 inquiries were received.
- Deadline for proposals was 2:00 p.m., on Friday, March 15, 2024.

The River to Sea TPO received one proposal in response to the effort.

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

The following sections of the Purchasing Manual address the receipt of proposals:

Page 27, Section 11 E.2.g. – Formal Competitive Award Process, “If there are fewer than three (3) respondents, the Selection Committee will determine whether to use the responses received or re-advertise.”

Page 28, Section 11 E.3.b. – Formal Competitive Award Process, “In the event only one responsive proposal is received, the R2CTPO reserves the right to award to the sole proposer, direct staff to re-advertise the RFP with or without making changes to the evaluation factors, or elect not to proceed.”

The IT Services Selection Committee met on March 22, 2024, and reviewed the overall solicitation process. Consideration was given to the following:

- One of the thirteen contacted firms notified the TPO that they were unable to respond to the solicitation due to staffing shortages.
- Two of the thirteen contacted firms submitted questions that were answered by March, 8, 2024 by posting Addendum # 1 on the website with notification sent to all 13 firms by email.
- Guidance from FDOT staff indicates that there’s no minimum requirement for the receipt of proposals and that M/TPOs are expected to follow their adopted procedures.
- The sole proposer received was submitted by the TPO’s current IT Vendor, James Moore Advisory, LLC – Technology Services (JMA TS), and they have provided responsive service to the TPO since 2014.
- JMA TS is knowledgeable of the TPO’s IT service needs (including the upcoming office relocation) and maintains the qualification necessary to continue to provide quality IT Services to the TPO

After weighing all factors, the IT Services Selection Committee recommends approval to proceed with contract negotiations with James Moore & Co. for the TPO’s IT Services Contract.



## **Executive Committee Meeting**

### **April 3, 2024**

### **III. BUSINESS ITEMS**

**C. Discussion of Executive Director Annual Evaluation  
Process and Criteria**



# River to Sea TPO Executive Director Evaluation

Employee Information						
Name: Colleen Nicoulin					Review Date:	
Review Information						
Reviewer Name:			River to Sea TPO Executive Committee		Review Period:	
<p>Please complete the evaluation based on the reviewer's knowledge and perception of the Executive Director's performance of the criteria using the following scale:</p> <p><b>5 = OUTSTANDING:</b> Consistently achieves and exceeds expectations, including in demanding situations or circumstances.  <b>4 = EXCEEDS JOB EXPECTATIONS:</b> Regularly meets and frequently exceeds standard performance.  <b>3 = MEETS JOB EXPECTATIONS:</b> Competent performance in most situations and circumstances.  <b>2 = PARTIALLY MEETS JOB EXPECTATIONS:</b> Shows capability, but in a variable manner. Improvement is needed in key areas.  <b>1 = DOES NOT MEET JOB EXPECTATIONS:</b> Major or ongoing problems that negatively impact organizational objectives.  <b>N/A = NOT APPLICABLE</b></p>						
Evaluation						
Criteria	5	4	3	2	1	N/A
1. Maintains effective communications with and availability for the River to Sea TPO Committees and Governing Board. Develop agenda packages that are meaningful.						
2. Speaks in a clear and credible manner, selecting the right tone for the situation and audience.						
3. Understands role and implements the Executive Director's Strategic Plan.						
4. Understands and maintains compliance with federal and state requirements as they apply to the River to Sea TPO.						
5. Manage activities to implement transportation plans and programs.						
6. Hires and develops competent, engaged professionals appropriate for day-to-day operations and guides staff to achieve objectives.						
7. Maintains public image of the River to Sea TPO representing integrity, commitment, success, and quality while enhancing the visibility and identity of the organization.						
8. Builds relationships and encourages the creation of partnerships with other organizations that contribute to the River to Sea TPO's mission and vision.						
9. Ensure the River to Sea TPO is financially stable and soundly managed.						
10. Manage activities to implement priority transportation projects.						

Evaluation Criteria Continued...	5	4	3	2	1	N/A
11. Manages assets including technology and equipment.						
12. Encourages public involvement and maintains transparency for the Board, the public, and staff.						
13. Maintains a "big picture" outlook and is aware of industry issues.						
14. Exhibits diligence in leading the River to Sea TPO.						
15. Forecasts trends, responds to change, and invites innovation.						
16. Has the ability to make well-founded and informed decisions, ability to analyze challenges and evaluate alternatives, has the ability to seek guidance when necessary.						
17. Demonstrates ability in carrying out job responsibilities and accomplishing goals.						

**Rater Comments:**

<b>(Rater's Signature)</b>	<b>Date:</b>
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**Performance Recommendation:**

<input type="checkbox"/> Bonus, Amount: \$ _____ (One time)	OR	<input type="checkbox"/> Salary Adjustment: \$ _____ or _____ %
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## **Executive Committee Meeting**

### **April 3, 2024**

### **III. BUSINESS ITEMS**

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



## **Executive Committee Meeting**

### **April 3, 2024**

### **III. BUSINESS ITEMS**

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



# MEETING AGENDA

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

**DATE: WEDNESDAY, APRIL 24, 2024**  
**TIME: 9:00 A.M.**  
**PLACE: AIRLINE ROOM**  
**DAYTONA BEACH INTERNATIONAL AIRPORT**  
**700 CATALINA DRIVE, DAYTONA BEACH, FL 32114**

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

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## River to Sea TPO Board Meeting

[Click here to join the meeting](#)

Or call in (audio only):

+1 561-484-5911 839295939# United States, West Palm Beach

Phone Conference ID: 839 295 939#

[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. MARCH 27, 2024 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Donna King)*
  - C. TREASURER REPORT** *(Contact: Mariel Lemke)*
  - D. EXECUTIVE COMMITTEE REPORT** -- *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson*
  - E. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD REPORT** -- *Report by Council Member Matt Reinhart, TDLCD Chairperson*
  - F. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Ted Wendler, BPAC Chairperson*

Beverly Beach	DeBary	Flagler Beach	New Smyrna Beach	Palm Coast	South Daytona
Bunnell	DeLand	Flagler County	Oak Hill	Pierson	Volusia County
Daytona Beach	Deltona	Holly Hill	Orange City	Ponce Inlet	
Daytona Beach Shores	Edgewater	Lake Helen	Ormond Beach	Port Orange	

**IV. CONSENT AGENDA** *(continued)*

**G. CITIZENS ADVISORY COMMITTEE REPORT** -- Report by Mr. Dave Castagnacci, CAC Chairperson

**H. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Mr. Brian Walker, TCC Chairperson

**I. RIVER TO SEA TPO BOARD REPORT** -- Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson

**J. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson

**K. REVIEW AND APPROVAL OF THE SELECTION COMMITTEE'S RECOMMENDATION FOR AN INFORMATION TECHNOLOGY (IT) CONTRACTUAL SERVICES CONSULTANT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A SERVICE CONTRACT WITH JAMES MOORE ADVISORY, LLC – TECHNOLOGY SERVICES** *(Contact: Colleen Nicoulin)*

**L. REVIEW AND APPROVAL OF AN AMENDMENT TO THE FY 2023/24 RIVER TO SEA TPO BUDGET** *(Contact: Mariel Lemke)*

**V. ACTION ITEMS**

**A. REVIEW AND APPROVAL OF RESOLUTION 2024-## AMENDING THE FY 2023/24 TO FY 2027/28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin)*

**B. REVIEW AND APPROVAL OF RESOLUTION 2024-## ADOPTING THE FY 2024/25 AND FY 2025/26 UNIFIED PLANNING WORK PROGRAM (UPWP) AND AUTHORIZING THE EXECUTION OF THE FDOT/METROPOLITAN PLANNING ORGANIZATION AGREEMENT (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin)*

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

**A. PRESENTATION AND DISCUSSION OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION'S OFFICE OF GREENWAYS AND TRAILS PROGRAM FOR TRAIL TOWNS AND TRAIL DESIGNATIONS** *(Contact: Stephan Harris)*

**B. PRESENTATION AND DISCUSSION OF THE DRAFT FY 2024/25 TO FY 2028/29 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)** *(Contact: Colleen Nicoulin)*

**C. FDOT REPORT** *(Contact: Kia Powell, FDOT District 5)*

**VII. EXECUTIVE DIRECTOR'S REPORT**

**VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS**

**IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS**

**X. INFORMATION ITEMS**

→ Bicycle/Pedestrian Advisory Committee Attendance Record – 2024

→ Citizens Advisory Committee Attendance Record – 2024

→ Technical Coordinating Committee Attendance Record– 2024

→ River to Sea TPO Outreach and Activities

- Upcoming Events Flyer
- Volusia and Flagler County Construction Reports
- Expansion of VoRide Mobility on Demand Service

**XI. ADJOURNMENT**

\*The next River to Sea TPO Board meeting will be on May 22, 2024\*

**May 2024 Meeting Dates**

Executive Committee, May 1, 2024 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, May 8, 2024 @ 2:00 p.m.

Citizens Advisory Committee, May 21, 2024 @ 1:15 p.m.

Technical Coordinating Committee, May 21, 2024 @ 3:00 p.m.

River to Sea TPO Board, May 22, 2024 @ 9:00 a.m.

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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.

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, 1 Deuce Court, Suite 100, Daytona Beach, Florida 32124; (386) 226-0422, extension 20416, at least five (5) working days prior to the meeting date.

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).

Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at [PBlankenship@r2ctpo.org](mailto:PBlankenship@r2ctpo.org) at least five (5) business days prior to the meeting.



# **Executive Committee Meeting**

## **April 3, 2024**

### **IV. STAFF COMMENTS**





**Executive Committee Meeting**  
**April 3, 2024**

**V. EXECUTIVE COMMITTEE MEMBER COMMENTS**



## **Executive Committee Meeting April 3, 2024**

### **VI. ADJOURNMENT**

The next Executive Committee meeting will be April 3,  
2024