

Executive Committee Meeting Minutes
May 1, 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

Members Absent:

Council Member Danny Robins (excused)

Others Physically Present:

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

Others Virtually Present:

Mariel Lemke
Paul Gougelman
Omar Atallah

Representing:

DeLand
Ormond Beach
Palm Coast
Port Orange
South Daytona

Representing:

Volusia County

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
Citizen
Ghyabi & Associates

Representing:

TPO Staff
TPO Legal Counsel
VC Traffic Engineering

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.

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Review and Recommendation of Executive Director's Evaluation

Mr. Gougelman explained the process for the Executive Director's evaluation and its scoring in detail.

Mayor Alfin discussed the reasoning behind his scoring of the evaluation.

MOTION: A motion was made by Mayor Alfin to approve the Executive Director's evaluation memo and average evaluation score. The motion was seconded by Vice Mayor Sander and carried unanimously.

Mr. Gougelman discussed the factors of the Executive Director's pay adjustment including a cost-of-living adjustment, estimated by the Federal Bureau of Labor Statistics at 3.5% for the last year. According to Ms. Nicoulin's contract, she automatically gets any cost-of-living increases that are extended to other employees of the TPO. These factors should be considered when determining the Executive Director's pay adjustment.

Discussion ensued regarding whether to issue a bonus or a salary increase and Ms. Nicoulin's history with the TPO, along with her accomplishments.

Council Member Foley asked Ms. Nicoulin if her preference would be a bonus, or a salary increase.

Ms. Nicoulin stated that she would prefer a salary increase because it is cleaner on the financial side and for invoicing.

Discussion continued regarding the percentage of salary increase and the current budget.

MOTION: *A motion was made by Council Member Foley to recommend approval of a merit increase in salary of \$7,000. The motion was seconded by Mayor Alfin and carried unanimously.*

B. Update on TPO Office Lease Negotiations

Ms. Nicoulin provided updates on the TPO office lease negotiations and stated that comments were provided to the broker regarding a few of the lease clauses a little over a week ago and the TPO is waiting to hear back on those comments.

Mayor Alfin asked legal counsel if the broker for the property understood the nature of the organization.

Mr. Gougelman stated that he is uncertain about that but the company that is involved is an investment company. The concern is that there are a few things the TPO can't do, due to the nature of the TPO's federal funding.

Discussion ensued regarding different types of leases, lease clauses, and federal funding requirements.

Ms. Nicoulin stated that the lease company understands the value of the TPO as a leaseholder. She stated that it was time to have both legal counsels sit down to discuss the changes needed. A special Executive Committee meeting could be convened if needed.

C. Review and Approval of Expenditure for TPO Scanning Services (\$10,170)

Chairperson Cloudman explained that in anticipation of the TPO office relocation, the TPO does not want to keep moving twenty- and thirty-year-old file boxes. The TPO has been slowly scanning the files, but a specialty company can scan them and properly dispose of them much easier and faster.

MOTION: *A motion was made by Mayor Partington to approve the expenditure for TPO scanning services (\$10,170). The motion was seconded by Vice Mayor Sander and carried unanimously.*

D. Discussion and Recommendation of a Slate of TPO Officers for FY 2024/25

Chairperson Cloudman explained that in the past the TPO has used the Executive Committee as the Nominating Committee to recommend a slate of officers to the TPO Board; the slate includes the Chair, Vice Chair, and the 2nd Vice Chair. Without objections, traditionally the slate of officers is progressing in the positions; in this case, the recommendation would be Mayor Partington for the Chair, Mayor Alfin for the 1st Vice Chair, and a recommendation for a TPO Board member for the 2nd Vice Chair role.

Discussion ensued regarding the positions; how elections could affect the positions; and having a balance between city and county representatives.

MOTION: *A motion was made by Council Member Foley to recommend the following slate of officers for FY 2024/25: Mayor Partington as the TPO Chairperson; Mayor Alfin as the 1st Vice Chairperson/Treasurer; and Vice Mayor Sander as 2nd Vice Chairperson/Secretary. The motion was seconded by Mayor Alfin and carried unanimously.*

E. Review and Approval of April 3, 2024 Executive Committee Minutes

MOTION: *A motion was made by Vice Mayor Sander to approve the April 3, 2024 Executive Committee Minutes. The motion was seconded by Mayor Partington and carried unanimously.*

F. Review and Approval of Draft May 22, 2024 TPO Board Agenda

Ms. Nicoulin reviewed the draft May 22, 2024 TPO Board Agenda in detail. She requested the addition of a resolution to the Consent Agenda for the approval of the FY 2025 Transportation Disadvantaged (TD) Planning Grant Agreement.

Mayor Partington asked about changing the River to Sea TPO's name being added to the agenda for the TPO Board's consideration.

Ms. Nicoulin stated that she was going to discuss that during her staff comments to get direction from the Executive Committee.

Mayor Partington stated that if the TPO is going to make a change, it should be done as quickly and seamlessly as possible. He suggested renaming it Volusia-Flagler TPO. He stated that when it was named the River to Sea TPO, nobody thought it would ever have any negative implications. Over the last few months when he has shared River to Sea TPO posts on social media, there have been negative comments.

Ms. Nicoulin asked if the Executive Committee wanted to have this conversation now or during staff comments.

It was agreed to discuss the renaming under staff comments.

MOTION: *A motion was made by Mayor Alfin to approve the draft May 22, 2024 TPO Board Agenda with the addition of a consent agenda item to approve a resolution executing the FY 2025 TD Planning Grant Agreement. The motion was seconded by Vice Mayor Sander and carried unanimously.*

IV. Staff Comments

Chairperson Cloudman stated that the River to Sea TPO chose its name because its jurisdiction is from the St. Johns River to the Atlantic Ocean. He noted that multiple local organizations in the area use the River to Sea name; however, he is not opposed to changing the name.

Discussion ensued regarding the renaming/rebranding of the River to Sea TPO and the improvement of the TPO's brand. They also discussed whether the current budget includes the costs associated with the renaming/rebranding of the River to Sea TPO.

Ms. Nicoulin discussed the reasoning behind a name change and everything that would need to be rebranded and changed.

MOTION: *A motion was made by Mayor Partington to add a presentation item to the draft May 22, 2024 TPO Board Agenda regarding the renaming/rebranding of the River to Sea TPO. The motion was seconded by Council Member Foley and carried unanimously.*

V. Executive Committee Member Comments

There were no Executive Committee member comments.

VI. Adjournment

The Executive Committee meeting adjourned at 10:24 a.m.



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 May 1, 2024 regular meeting of the Executive Committee approved and duly signed this 5th day of June 2024.



DONNA KING, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the May 1, 2024 Executive Committee meeting is available upon request.**