



MEETING AGENDA

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

DATE: Wednesday, May 3, 2023
TIME: 9:00 a.m.
PLACE: River to Sea TPO Conference Room
 1 Deuce Court, Suite 100
 Daytona Beach, FL 32124

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

Executive Committee Meeting

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DeLand Mayor Chris Cloudman, Chairperson Presiding

AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. BUSINESS ITEMS
 - A. Discussion of TPO Financial Management
 - B. Review and Recommend Approval of the 2022 Annual FDOT Joint Certification Report *(Provided under separate cover)*
 - C. Discussion and Recommendation of a Slate of TPO Officers for FY 2023/24
 - D. Review and Approval of Expenditure for the Flagler County Transit Development Plan (TDP) for FY 2021/22 to FY 2030/31 (\$25,000)

III. BUSINESS ITEMS *(continued)*

E. Review and Approval of April 6, 2023 Executive Committee Minutes *(Enclosure, pages 3-8)*

F. Review and Approval of Draft May 24, 2023 TPO Board Agenda *(Enclosure, pages 9-11)*

IV. STAFF COMMENTS

V. EXECUTIVE COMMITTEE MEMBER COMMENTS

VI. ADJOURNMENT

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.

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.

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 or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org.

Executive Committee Meeting Minutes
April 6, 2023
River to Sea TPO Conference Room
1 Deuce Court, Suite 100
Daytona Beach, FL 32124

Members Physically Present:

Mayor Chris Cloudman, Chairperson
Vice Mayor Bill O'Connor
Mayor Bill Partington
Vice Mayor Eric Sander
Council Vice Chair Danny Robins

Representing:

DeLand
Orange City
Ormond Beach
South Daytona
Volusia County

Members Virtually Present:

Mayor David Alfin
Vice Mayor Reed Foley

Representing:

Palm Coast
Port Orange

Members Absent

Others Physically Present:

Pamela Blankenship, Recording Secretary
Colleen Nicoulin
Stephan Harris
Anna Taylor
Rakinya Hinson
Anne Ruby

Representing:

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT
C4RD

Others Virtually Present:

Mariel Lemke
Jay Williams

Representing:

TPO Staff
Volusia County

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 1:00 p.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 two voting members were virtually present.

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

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Discussion of FDOT/River to Sea TPO Annual Joint Certification Review Process

Ms. Nicoulin explained the annual joint certification process, noting that the TPO was placed on "special conditions" last year, which adds a layer of technical support regarding invoicing. She explained the invoice and grant reimbursement process. The annual joint certification will be brought back next month for review and approval by the TPO Board. She noted that invoices must be submitted within 90 days as part of the special conditions. When she moved into the Interim Director position, the TPO was working on invoices and caught up through the end of the last fiscal year. The invoices fell behind during the annual audit and the TPO's move due to the amount of staff time those two things took. We've since caught back up and are working on a schedule to continue to be on the 90-day cycle for invoice packages moving forward. Beginning next month, a financial

management update will be provided to the Executive Committee that identifies a summary report of the invoice packages and the amounts being reimbursed. This report will come directly from FDOT. The TPO will provide additional information.

Ms. Taylor stated that the annual certification is done on behalf of the Federal Highway Administration (FHWA). The TPO will also be undergoing a Federal Certification this year which is completed every five years.

Vice Mayor O'Connor asked if there were penalties if the 90-day timeframe was not met.

Ms. Nicoulin stated that there is the possibility that an invoice package won't be reimbursed.

Vice Mayor Sander asked if there were staffing challenges that made it difficult to meet the deadlines.

Ms. Nicoulin responded that the move and the audit required a significant amount of staff time. In addition, the books for the audit were set up by prior leadership and neither she nor the Accounting Manager was involved. There were a number of questions for the end of the year that had to be researched in order to provide answers to the auditor. The TPO staff is very small, even more so with Ms. Stewart leaving. We are working on bringing in a temporary Administrative Assistant but there are some staffing challenges.

Discussion continued on the next fiscal year's audit and the fact that it will be easier because both she and the Accounting Manager will have been there for the entire fiscal year. In the last audit, steps were identified regarding the training of staff and the joining of accounting governmental organizations. She reviewed the history of hiring the Accounting Manager and noted that Ms. Lemke identified things that needed to be done and took all the training she could for the software we use; she really stepped up.

Chairperson Cloudman asked if Ms. Taylor was comfortable with how the TPO has caught up.

Ms. Taylor responded that it is a team effort and that we are getting there. FDOT meets biweekly with the TPO to make sure they are on track with their goals. FDOT is committed and they are available to provide training and anything else that is needed.

B. Discussion of FDOT Office of Inspector General Audit of the River to Sea TPO

Ms. Nicoulin explained that the Office of Inspector General (OIG) notified the TPO last week that we would be undergoing an audit. She received an initial response for documentation and a questionnaire regarding manuals and documents for processes that we have procedures in place. Some of the documents we do not have; however, some of them are in the UPWP for development. They are looking to schedule a 30-minute entrance conference in the next couple of weeks and as part of that, the audit team from OIG, Ms. Taylor, Ms. Lemke, herself, and the Chair or Vice Chair of the TPO will meet.

Vice Mayor O'Connor pointed out that the information provided stated the audit could take several weeks to several months.

Ms. Taylor stated when she first started in her role, an audit was occurring, and it took over one year. There are several audits that take place in the same timeframe.

Chairperson Cloudman asked if the audit was punitive.

Ms. Taylor replied that she doesn't know why TPOs are selected but FDOT did place this TPO on high risk and that likely played a factor. The high-risk status would have taken effect regardless of what happened because of the leadership changes.

Chairperson Cloudman noted that he didn't feel there weren't any major concerns, but this will contribute to staff time.

Vice Mayor O'Connor added that staff needs to be supported as there are a number of other things coming up like the permanent move. Changes to the budget may need to be made.

Ms. Nicoulin stated that staff will be keeping track of their time spent on the audit. The audit processes were inherited from the Chief Financial Officer that was at the TPO for 40 years. This audit will bring to light some best practices we can implement. We want to make this organization the best we can for the TPO itself and the region.

Vice Mayor O'Connor requested that Ms. Nicoulin let the Executive Committee know if they need to bring someone in to help.

Ms. Nicoulin stated she would be providing an update on the OIG audit. She added that the Federal Certification, Transportation Improvement Program, Priority Lists, Long Range Transportation Plan, reapportionment, and a request for proposals for a general planning consultant were all upcoming.

Ms. Hinson stressed that it was important for the invoices to be on time because it has a trickle-down effect. If an invoice is late, it continues the cycle of being on high risk, which continues the cycle of special conditions and being on the auditor's list again.

Mayor Alfin asked if this made us a candidate for the notion coming from Tallahassee that there should be fewer TPOs.

C. Discussion of 2020 US Census Urban Area Boundaries

(Handout provided)

Ms. Nicoulin stated that regarding the consolidation of TPOs, she has heard it is over in the Tampa area; three TPOs are potentially looking at merging. There has not been that discussion on the east coast with our TPO. She explained that the urbanized areas have expanded as a result of the US Census; in some instances, they have been encroaching into each other and merging to become one big, urbanized area. A link was provided to a map showing the TPO's urbanized areas from 2010 and 2020. She reviewed the changes. One area that has changed is the Marineland area, of which, a small part is in St. Johns County. We will need to expand the boundary to cover that area. She spoke with the Executive Director of the North Florida TPO, and they do not want to expand their area into Flagler County. We could extend to the county line or cover the entire area of Marineland. Initial conversations with the North Florida TPO's Executive Director are to maintain the county line. There would need to be a joint planning agreement. The other area to be discussed is the Deltona urbanized area which has expanded into the DeBary area. Some of the questions raised by MetroPlan Orlando include whether these urbanized areas would be touching if the river was not there. MetroPlan is looking at scenarios of what it would look like if they brought the Deltona urban area into their MPO. She explained what that would look like in terms of the seats on their board. This will be discussed at the upcoming Central Florida MPO Alliance meeting. Merging is not a requirement, but it needs to be discussed. She has had a joint conference call with the MetroPlan and Lake-Sumter Executive Directors to explore what it means.

Vice Mayor O'Connor stated that if they are pulled into MetroPlan there won't be any representation on the board.

Chairperson Cloudman stated the city of DeLand would be against this; it doesn't make sense to split the county into two different MPOs.

Vice Mayor O'Connor suggested that the cities on the west side need to present a united, common front. There is no way this would be good for Orange City.

Chairperson Cloudman added that it would reduce funding into Volusia County. It is important to keep both counties intact.

Ms. Nicoulin stated that there has not been a formal TMA designation yet. The Deltona area is expected to be designated as a TMA. She reviewed the justifications that MetroPlan is utilizing and stressed they have not proposed anything.

Discussion continued.

Ms. Taylor explained that with the designation of TMA status comes more funding. It is the TPO's job to figure out the districts and submit them to FDOT.

Ms. Nicoulin noted that more discussions will be held as well as workshops at the TPO Board meeting. The TPO Board may decide to have a separate subcommittee to explore the options.

D. Review and Recommend Approval of Expenditure for Volusia County's Mobility-on-Demand Design and Deployment Project

Ms. Nicoulin explained that a presentation was previously given to the TPO Board on Volusia County's mobility-on-demand project. They have asked the TPO for financial assistance with two of their tasks moving forward. This request is for one of the tasks. The money would come from grants that are specific to transit and have expiration dates. The money is available which we need to spend down.

Mr. Harris explained the project in more detail including the locations of the project. It will allow Votran to be more effective and efficient because fewer drivers and fixed routes will be needed.

MOTION: A motion was made by Mayor Partington to recommend approval of the request for expenditure for Volusia County's Mobility-on-Demand Design and Deployment Project. The motion was seconded by Vice Mayor O'Connor and carried unanimously.

E. Review and Approval of March 1, 2023 Executive Committee Minutes

MOTION: A motion was made by Vice Mayor Sander to approve the March 1, 2023 Executive Committee minutes. The motion was seconded by Mayor Partington and carried unanimously.

F. Review and Approval of Draft April 26, 2023 TPO Board Agenda

Ms. Nicoulin reviewed the draft April 26, 2023 TPO Board agenda.

MOTION: A motion was made by Vice Mayor Sander to approve the draft April 26, 2023 TPO Board agenda. The motion was seconded by Vice Mayor O'Connor and carried unanimously.

IV. Staff Comments

(Handouts provided)

Ms. Nicoulin explained the Moving Florida Forward Initiative; a \$7 billion initiative to fund twenty projects that is moving through the House and Senate. Currently, the talks have been about \$2 billion in General Revenue which eliminated eighteen projects including the I-95 @ US 1 project.

Chairperson Cloudman stated that legislators were unsure why so much was being held back.

Mayor Partington stated he was optimistic that this could be worked through, and that all twenty projects could be saved. Representative Leek seems confident that we can get the language we need to allow FDOT to make this work. FDOT has done an amazing job, particularly with the redirects.

Ms. Nicoulin added that the TPO previously sent a letter under Mayor Cloudman's signature supporting fully funding the initiative.

Mayor Partington suggested speaking to the chairman about whether a letter from the full TPO Board encouraging the language alluding to a second appropriation would be useful. He noted there were only four weeks of the legislative session remaining. The letter should be submitted to the Speaker, Senate President, and the Appropriations Chairs for the House and the Senate.

Chairperson Cloudman asked if the committee would like to reopen the TPO Board agenda item to add the letter to the agenda.

Ms. Nicoulin stated she could work with Chairperson Cloudman on agenda changes. She added that there would be a CFMPOA meeting next Friday, and it could be discussed at that meeting.

Mayor Alfin asked to have a draft of the letter to offer to the TPO Board in the interest of time. It could be a valuable tool for the TPO to leverage their voices.

Ms. Nicoulin stated that she can include a letter in the agenda. It is important to note that Federal funds cannot be spent on lobbying. Individual cities are able to do so. She would like to confer with legal counsel first.

Mayor Alfin suggested having each of the member cities draft a letter.

Chairperson Cloudman stated it could be emailed to the board with a copy of the letter he signed.

Ms. Hinson added that at the CFMPOA meeting, collectively, there is a much stronger voice as a region than individually.

Ms. Taylor stated that the MPOAC has a lobbying team and other TPO directors use local funds to cover staff hours toward those activities.

Ms. Nicoulin stated that MetroPlan Orlando sent a letter from their board. At the last CFMPOA meeting, they asked if a letter could be sent collectively but there was pushback.

Ms. Taylor explained that the pushback may have been because of the way it was explained. Maybe if it was an agenda item, rather than a staff comment, it would have a different response.

Mayor Partington suggested including it as part of the Executive Director's report, providing the information, and giving an update. She can urge members to do a last-minute lobbying effort on their own. Ask them to write a letter stressing the main takeaways for the stakeholders that FDOT indicated.

Ms. Nicoulin commented that Mr. Roy Walters, a BPAC member since its inception, had passed away unexpectedly. She will let the members know of the arrangements.

V. Executive Committee Member Comments

There were no Executive Committee comments.

VI. Adjournment

The Executive Committee meeting adjourned at 10:20 a.m.

River to Sea Transportation Planning Organization

**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 6, 2023 regular meeting of the Executive Committee approved and duly signed this 3rd day of May 2023.

**PAMELA BLANKENSHIP, RECORDING SECRETARY
RIVER TO SEA TPO**

***** A recording of the April 6, 2023 Executive Committee meeting is available upon request.***



DRAFT

MEETING AGENDA

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

DATE: WEDNESDAY, MAY 24, 2023

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.

River to Sea TPO Board Meeting

[Click here to join the meeting](#)

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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. APRIL 26, 2023 RIVER TO SEA TPO BOARD MEETING MINUTES *(Contact: Pamela Blankenship)*
 - B. TREASURER’S REPORT *(Contact: Mariel Lemke)*
 - C. TIP SUBCOMMITTEE REPORT -- Report by, TIP Subcommittee Chairperson
 - D. EXECUTIVE COMMITTEE REPORT -- Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson
 - E. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT -- Report by Dr. Jason Aufdenberg, BPAC Chairperson

IV. CONSENT AGENDA *(continued)*

F. CITIZENS ADVISORY COMMITTEE REPORT-- Report by Ms. Kerry Karl, CAC Chairperson

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

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

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

V. ACTION ITEMS

A. REVIEW AND APPROVAL OF RESOLUTION 2023-## AMENDING THE FY 2022/23 TO 2026/27 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ROLL CALL VOTE REQUIRED *(Contact: Colleen Nicoulin)*

B. REVIEW AND APPROVAL OF RESOLUTION 2023-## AMENDING THE FY 2022/23 AND 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP) ROLL CALL VOTE REQUIRED *(Contact: Colleen Nicoulin)*

C. REVIEW AND APPROVAL OF RESOLUTION 2023-## ADOPTING TARGETS FOR PM2 (BRIDGE & PAVEMENT) AND PM3 (SYSTEM PERFORMANCE & FREIGHT MOVEMENT) *(Contact: Colleen Nicoulin)*

D. REVIEW AND APPROVAL OF THE 2022 ANNUAL FDOT JOINT CERTIFICATION REPORT *(Contact: Colleen Nicoulin)*

VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF DRAFT VOLUSIA AND FLAGLER FUNCTIONAL CLASSIFICATION MAPS *(Contact: Colleen Nicoulin)*

B. PRESENTATION AND DISCUSSION OF THE DRAFT FY 2023/24 TO FY 2027/28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) *(Contact: Colleen Nicoulin)*

C. PRESENTATION AND DISCUSSION OF THE DRAFT 2023 LIST OF PRIORITY PROJECTS *(Contact: Colleen Nicoulin)*

D. PRESENTATION AND DISCUSSION OF THE DRAFT FY 2023/24 RIVER TO SEA TPO BUDGET *(Contact: Colleen Nicoulin)*

E. FDOT REPORT *(Contact: Rakinya Hinson, 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 *(Enclosure)*

→ Bicycle/Pedestrian Advisory Committee Attendance Record – 2023

→ Citizens Advisory Committee Attendance Record – 2023

→ Technical Coordinating Committee Attendance Record– 2023

→ River to Sea TPO Outreach and Activities

→ Upcoming Events Flyer

→ Volusia and Flagler County Construction Reports

XI. ADJOURNMENT

The next River to Sea TPO Board meeting will be on June 28, 2023

June 2023 Meeting Dates

Executive Committee, June 7, 2023 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, June 14, 2023 @ 2:00 p.m.

Citizens Advisory Committee, June 20, 2023 @ 1:15 p.m.

Technical Coordinating Committee, June 20, 2023 @ 3:00 p.m.

River to Sea TPO Board, June 28, 2023 @ 9:00 a.m.

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