



MEETING AGENDA

Please be advised that the River to Sea Transportation Planning Organization (R2CTPO) **EXECUTIVE COMMITTEE** will be meeting on:

DATE: Wednesday, May 4, 2022
TIME: 9:00 a.m.
PLACE: River to Sea TPO Executive Conference Room
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, Florida 32114

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

Masks are requested to be worn by those physically present according to CDC guidelines

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**Executive Committee Meeting
 Wednesday, May 4, 2022 9:00 a.m. EDT**

[Click here to join the meeting](#)

Or call in (audio only)
 +1 561-484-5911 536998672# United States, West Palm Beach
 Phone Conference ID: 536 998 672#

Volusia County Council Member Billie Wheeler, Chairperson Presiding

AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. BUSINESS ITEMS
 - A. Review and Approval of April 6, 2022 Executive Committee Minutes *(Enclosure, pages 3-6)*

B. Discussion and Recommendation of a Slate of R2CTPO Officers for FY 2022/23

The R2CTPO Bylaws state:

“The Chairperson shall appoint a minimum of five (5) TPO Board members to a nominating committee in April of each year for the purpose recommending to the TPO Board a slate of officers to include the Chair, 1st Vice Chair/Treasurer and 2nd Vice Chair/Secretary. Nominations for these positions shall be presented by the committee at the May board meeting for confirmation by the board members.” The Chairperson has appointed the Executive Committee to serve as the Nominating Committee this year.

C. Review and Approval of Expenditure to Fill the Accounting Manager Position (not to exceed \$25,000)

The TPO has been utilizing a temporary financial consultant since September 28, 2021, to perform the duties of the Accounting Manager position. As part of the consultant contract, the TPO may elect to hire the professional directly, subject to a conversion fee. The requested expenditure will cover the cost of the conversion fee and allow the TPO to commence the process to hire the current temporary financial consultant. The funds for this expenditure are within the current River to Sea TPO FY 2021/22 Annual Budget.

D. Review and Recommend Approval of the 2021 Annual FDOT Joint Certification Report (under separate cover)

E. Review and Approval of May 25, 2022 TPO Board Agenda (Enclosure, pages 7-9)

IV. STAFF COMMENTS

V. EXECUTIVE COMMITTEE MEMBER COMMENTS

VI. ADJOURNMENT

Note: 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.

Note: 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, 2570 W. International Speedway Blvd., Suite 100, Daytona Beach, Florida 32114-8145; (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 or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or 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 at least five (5) business days prior to the event

**Executive Committee
Meeting Minutes
April 6, 2022**

Members Physically Present:

Commissioner Chris Cloudman
Commissioner Victor Ramos
Councilwoman Christine Power
Mayor Bill Partington
Council Member Billie Wheeler, Chairperson
Council Vice Chair Barbara Girtman

Representing:

DeLand
Deltona
Edgewater
Ormond Beach
Volusia County
Volusia County

Members Virtually Present

Commissioner Jason McGuirk

Representing:

New Smyrna Beach

Others Present:

Debbie Stewart, Recording Secretary
Colleen Nicoulin
Stephan Harris
Anna Tyler
Rakinya Hinson
Jon Cheney

Representing:

TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT
Volusia County Traffic Engineering

Others Virtually Present:

Pam Blankenship
Jay Williams

Representing:

TPO Staff
Volusia County

I. Call to Order / Roll Call / Determination of Quorum

The meeting of the River to Sea Transportation Planning Organization (TPO) Executive Committee was called to order at 9:00 a.m. by Chairperson Billie Wheeler. The roll was called and it was determined that a quorum was physically present. Due to the COVID-19 virus, the meeting was held in a hybrid format with six voting members physically present and with one member attending virtually.

MOTION: A motion was made by Mayor Partington to allow TPO Board members attending remotely due to COVID-19 precautions to participate and vote. The motion was seconded by Councilwoman Power and carried unanimously.

II. Public Comment/Participation

There were no public comments.

III. Discussion Items

A. Update on COVID-19 Business Practices and Impacts

Ms. Nicoulin reminded members that staff was directed to contact the TPO's legal counsel for advice on continuing hybrid meetings; she did so and the attorney indicated there are two types of hybrid meetings. One is for the public and the other is for board and/or committee members to participate and vote; for board and/or committee participation remotely, there must be a physical quorum in attendance and there must be a "significant circumstance" which is not specifically defined. Each member participating remotely would identify what their specific circumstance is and those members physically present on the board would determine if it is a "significant circumstance". A medical reason would be considered a "significant circumstance"; if it is inconvenient to be physically present, it would not be considered to be a "significant circumstance". As a result of COVID-19, the TPO has been trying to limit the number of people physically present; we have been asking for the physical quorum plus one and encouraging others to participate virtually. We do not want large gatherings and allow for social distancing.

Chairperson Wheeler commented that she is fine with keeping things the way they are and giving people that cannot be physically present the opportunity to still participate. She asked the committee members for their thoughts.

Members discussed hybrid meetings and agreed to continue them for the foreseeable future.

B. Status of TPO Financial Management

Ms. Nicoulin stated the TPO is caught up with FDOT monthly invoicing. Last month, time was spent preparing the new Unified Planning Work Program (UPWP) which is a financial effort so the focus was not on the invoicing but an invoice package is ready to be submitted to FDOT for review and approval. Also last month, a de-obligation of SU funds from the current UPWP was approved which has taken some time to get the information to FDOT. We are moving in the right direction; since we have caught up with invoicing, it has allowed time to focus on other areas such as the development of the new UPWP.

IV. Business Items

A. Review and Approval of March 2, 2022 Executive Committee Minutes

MOTION: A motion was made by Mayor Partington to approve the March 2, 2022 Executive Committee minutes. The motion was seconded by Councilwoman Power and carried unanimously.

B. Review and Approval of March 10, 2022 Executive Director Search Committee Minutes

Ms. Nicoulin explained that since the Executive Director Search Committee (EDSC) is not expected to meet again in the near-term, it is appropriate according to Robert's Rules to bring minutes to another committee for approval.

MOTION: A motion was made by Commissioner Ramos to approve the March 10, 2022 Executive Director Search Committee minutes. The motion was seconded by Councilwoman Power and carried unanimously.

C. Review and Approval of March 31, 2022 Executive Director Search Committee Minutes

MOTION: A motion was made by Mayor Partington to approve the March 31, 2022 Executive Director Search Committee minutes. The motion was seconded by Councilwoman Power and carried unanimously.

D. Review and Recommend Approval of Executive Director Timesheet Review Report

MOTION: A motion was made by Mayor Partington to recommend approval of the Executive Director Timesheet Report. The motion was seconded by Councilwoman Power and carried unanimously.

E. Review and Recommend Approval of Interim Executive Director Agreement Terms

(Handouts)

Chairperson Wheeler referred to the handouts and stated the first agreement was sent by Mr. Doug Thomas, Strategic Government Resources (SGR), the second agreement was sent by the TPO's legal counsel, Mr. Paul Gougelman, and the third agreement has Ms. Nicoulin's edits and is a combined version of the first two. Mr. Gougelman clarified that his version has more clauses that have little-to-no impact on Ms. Nicoulin or the TPO but the federal government requires them.

Ms. Nicoulin reviewed the draft agreements; she explained she took what was provided by Mr. Thomas which outlined the terms in a letter format and incorporated some of the attorney's agreement into it. She noted that Mr. Gougelman indicated some of the clauses that he added after the indemnification section can be ignored; after discussing them with Chairperson Wheeler, it was agreed to not include them as many of them

pertain to the TPO as an organization and not necessarily for the Interim Executive Director position. Some of the clauses are covered in the TPO's Title VI Plan and/or the UPWP Statements and Assurances.

Chairperson Wheeler pointed out that the original draft agreement had Ms. Nicoulin's salary as \$120,000; Mr. Gougelman's comments included that he assumes that is an annualized pay rate for term of the agreement; a clause will help cut down on confusion in case the situation ever arose as laid out in the indemnification in case she is ever sued in her role as Interim Executive Director in her official or personal capacity. It is his recommendation that the committee review that.

Ms. Nicoulin stated that is consistent with the contract with the previous Executive Director which included an indemnification section; the language is different as it was drafted by a different attorney. She reviewed the terms of the marked-up draft agreement and noted that the six-month term of the agreement has an end date of October 31, 2022 and a 4% salary cost-of-living increase has been included. The performance evaluation will be done within six months; the TPO has a process for evaluating the Executive Director position in place but it will be reviewed to see if it needs to be adjusted. Language is included to provide clarification that following the evaluation a recommendation from the Executive Committee will be made to the full TPO Board on whether to extend or remove the interim status. She reviewed the other terms of the draft agreement including the Executive Director's strategic plan on how to move the TPO forward as well as giving her the ability to hire needed staff or utilize consultants.

Members discussed the draft Interim Executive Director Agreement and agreed on the language to be presented to the full TPO Board.

MOTION: A motion was made by Mayor Partington to recommend approval of the draft Interim Executive Director Agreement. The motion was seconded by Council Vice Chair Girtman and carried unanimously.

F. Review and Recommend Approval of an Amendment to the FY 2021/22 River to Sea TPO Budget

Ms. Nicoulin explained this budget amendment changes the bottom line of the TPO's revenues. Last month, the TPO Board approved an amendment to de-obligate \$76,900 in SU funds from the current Unified Planning Work Program (UPWP) to use the funds in the first year of the new UPWP; therefore, those funds are being removed from the current approved budget. The other changes are within the expenditures to adjust how funds are being spent; she reviewed those changes.

MOTION: A motion was made by Mayor Partington to recommend approval of an amendment to the FY 2021/22 River to Sea TPO Budget. The motion was seconded by Commissioner Ramos.

Council Vice Chair Girtman asked when the best time is to have a discussion to review the SU allocations and criteria to be assured the TPO is in the best position when opportunities arise for projects.

Ms. Nicoulin replied that the TPO is preparing to develop the new Transportation Improvement Program (TIP) and projects are identified as part of that with the different funding sources. In the fall, the policies that establish the funding percentages are reviewed so if there is something identified during the development of the TIP, it can be addressed then.

Commissioner Cloudman referred to the salaries and fringe benefits and the current vacant positions and asked if those positions are included in the current budget.

Ms. Nicoulin replied yes, those positions are included in the budget.

The motion carried unanimously.

G. Review and Approval of April 27, 2022 TPO Board Agenda

Ms. Nicoulin reviewed the draft April 27, 2022 TPO Board agenda and noted the recommendation to suspend the Executive Director search, extension of six months of Ms. Nicoulin's Interim Executive Director status and the Interim Executive Director agreement just discussed will be included as an Action Item.

Commissioner Cloudman asked if a memo should be sent to the TPO Board members regarding the recommendation from the committee on the Interim Executive Director status for Ms. Nicoulin.

Chairperson Wheeler agreed that was a good idea.

Ms. Nicoulin stated she will draft a memo from Chairperson Wheeler for her review and then will send it to the TPO Board members. She continued reviewing the draft April 27, 2022 TPO Board agenda.

MOTION: *A motion was made by Commissioner Ramos to approve the April 27, 2022 TPO Board agenda. The motion was seconded by Council Vice Chair Girtman and carried unanimously.*

Mayor Partington referred to the \$76,9000 that was removed from the current budget and commented that those funds may roll into the current vacant positions to make them more attractive to candidates. He announced that Ormond Beach is streamlining things; he explained how they have updated lien payments and impact fees for dilapidated structures. Therefore, he suggested changing the policy so that instead of taking the time out of this meeting to recommend approval of the Interim Executive Director's timesheet report if the Chairperson has noted there are no abnormalities, to just automatically include them on the Consent Agenda. If there are abnormalities, then it would require further review.

Ms. Nicoulin replied that approval of the Interim Executive Director timesheets is a FDOT requirement; she asked Ms. Taylor if Mayor Partington's suggestion would be okay.

Ms. Taylor stated she does not believe it will be a problem but she will need to verify it and get back to the committee.

V. Staff Comments

There were no staff comments.

VII. Executive Committee Member Comments

There were no Executive Committee member comments.

VIII. Adjournment

The Executive Committee meeting adjourned at 9:54 a.m.

River to Sea Transportation Planning Organization

**VOLUSIA COUNTY COUNCIL MEMBER BILLIE WHEELER
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, 2022 regular meeting of the Executive Committee approved and duly signed this 5th day of May 2022.

Debbie Stewart, Recording Secretary, River to Sea TPO

**** A recording of the April 6, 2022 Executive Committee meeting is available upon request.**



MEETING AGENDA

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

DATE: WEDNESDAY, May 25, 2022
TIME: 9:00 A.M.
PLACE: RIVER TO SEA TPO CONFERENCE ROOM
 2570 W. International Speedway Blvd., Suite 100
 Daytona Beach, FL 32114

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

Masks are requested to be worn by those physically present according to CDC guidelines

River to Sea TPO Board Meeting
 May 25, 2022 at 9:00 a.m. EDT

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 708379233# United States, West Palm Beach

Phone Conference ID: 708 379 233#

[Find a local number](#) | [Reset PIN](#)

Volusia County Council Member Billie Wheeler, 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 27, 2022 RIVER TO SEA TPO BOARD MEETING MINUTES *(Contact: Debbie Stewart) (Enclosure, pages*
 - B. TREASURER’S REPORT *(Contact: Colleen Nicoulin) (Enclosure, pages)*

IV. CONSENT AGENDA

- C. EXECUTIVE COMMITTEE REPORT** – Report by Volusia County Council Member Billie Wheeler, Executive Committee Chairperson (Enclosure, pages)
- D. BUDGET SUBCOMMITTEE REPORT** – Report by Volusia County Council Vice Chair Barbara Girtman, Budget Subcommittee Chairperson (Enclosure, pages)
- E. TIP SUBCOMMITTEE REPORT** Report by , TIP Chairperson (Enclosure, pages)
- F. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- Report by Dr. Jason Aufdenberg, BPAC Chairperson (Enclosure, pages)
- G. CITIZENS ADVISORY COMMITTEE REPORT** -- Report by Ms. Kerry Karl, CAC Chairperson (Enclosure, pages)
- H. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Ms. Becky Mendez, TCC Chairperson (Enclosure, pages)
- I. RIVER TO SEA TPO BOARD REPORT** -- Report by Volusia County Council Member Billie Wheeler, TPO Board Chairperson (Enclosure, pages)
- J. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by Volusia County Council Member Billie Wheeler, TPO Board Chairperson (Enclosure, pages)
- K. REVIEW AND APPROVAL OF RESOLUTION 2022-09 AUTHORIZING THE FILING AND EXECUTION OF THE FY 2022/23 TRANSPORTATION DISADVANTAGED (TD) PLANNING GRANT AGREEMENT WITH THE COMMISSION FOR THE TRANSPORTATION DISADVANTAGED (CTD)** (Contact: Stephan Harris) (Enclosure, pages)

V. ACTION ITEMS

- A. REVIEW AND APPROVAL OF RESOLUTION 2022-10 AMENDING THE FY 2021/22 TO 2025/26 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) ROLL CALL VOTE REQUIRED** (Contact: Colleen Nicoulin) (pages)
- B. REVIEW AND APPROVAL OF RESOLUTION 2022-11 ADOPTING THE FY 2022/23 AND 2023/24 UNIFIED PLANNING WORK PROGRAM (UPWP) ROLL CALL VOTE REQUIRED** (Contact: Colleen Nicoulin) (Enclosure, pages)
- C. REVIEW AND APPROVAL OF RESOLUTION 2022-12 SUPPORTING UPDATES TO THE FLORIDA GREENWAYS AND TRAILS SYSTEM (FGTS) PLAN AND MAPS** (Contact: Stephan Harris) (Enclosure, pages)
- D. REVIEW AND APPROVAL OF RIVER TO SEA TPO BOARD SLATE OF OFFICERS FOR FY 2022/23** (Contact: Colleen Nicoulin) (Enclosure, page)
- E. REVIEW AND APPROVAL OF THE 2021 ANNUAL FDOT JOINT CERTIFICATION REPORT** (Contact: Colleen Nicoulin) (pages)

VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS

- A. PRESENTATION AND DISCUSSION OF THE DRAFT TRANSPORTATION CONGESTION MANAGEMENT PROCESS (CMP) REPORT** (Contact: Colleen Nicoulin) (Enclosure, pages)
- B. PRESENTATION AND DISCUSSION OF I-95 AT US 1 PD&E STUDY** (Contact: Colleen Nicoulin) (Enclosure, page)
- C. PRESENTATION AND DISCUSSION OF THE FY 2022/23 RIVER TO SEA TPO BUDGET** (Contact: Colleen Nicoulin) (Enclosure, page)

- VI. PRESENTATIONS, STATUS REPORTS AND DISCUSSION ITEMS *(Continued)*
 - D. PRESENTATION AND DISCUSSION OF THE DRAFT RIVER TO SEA TPO 2022 LIST OF PRIORITY PROJECTS (LOPP) *(Contact: Colleen Nicoulin) (Enclosure, pages)*
 - E. PRESENTATION AND DISCUSSION OF DRAFT FY 2022/23 TO 2026/27 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) *(Contact: Colleen Nicoulin) (Enclosure, pages)*
 - F. FDOT REPORT *(Contact: Anna Taylor, FDOT District 5) (pages)*
- VII. INTERIM EXECUTIVE DIRECTOR’S REPORT *(page)*
- VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS
- IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS
- X. INFORMATION ITEMS *(Enclosure, pages)*
 - Bicycle/ Advisory Committee Attendance Record – 2022
 - Citizens Advisory Committee Attendance Record – 2022
 - Technical Coordinating Committee Attendance Record– 2022
 - April/May 2022 TPO Outreach and Activities
 - Volusia and Flagler County Construction Reports
- XI. ADJOURNMENT *(Enclosure, page)*

The next River to Sea TPO Board meeting will be June 22, 2022

June 2022 Meeting Dates

- Executive Committee, June 1, 2022 @ 9:00 a.m.
- Bicycle/Pedestrian Advisory Committee, June 8, 2022 @ 2:00 p.m.
- Citizens Advisory Committee, June 21, 2022 @ 1:15 p.m.
- Technical Coordinating Committee, June 21, 2022 @ 3:00 p.m.
- River to Sea TPO Board, June 22, 2022 @ 9:00 a.m.

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