



# MEETING AGENDA

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

**DATE:** Wednesday, June 5, 2024  
**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.

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## Executive Committee Meeting

[Join the meeting now](#)

Dial-in by phone:  
 +1 561-484-5911 191093560# United States, West Palm Beach

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Phone conference ID: 191 093 560#

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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. Review and Approval of River to Sea TPO Office Lease *(Supporting documentation will be provided under separate cover)*
  - B. Discussion of River to Sea TPO Rebranding and Next Steps
  - C. Review and Approval of May 1, 2024 Executive Committee Minutes *(Enclosure, pages 3-6)*
  - D. Review and Approval of Draft June 26, 2024 TPO Board Agenda *(Enclosure, pages 7-9)*
- IV. STAFF COMMENTS

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	

**V. EXECUTIVE COMMITTEE MEMBER COMMENTS**

**VI. ADJOURNMENT**

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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).

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**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

**Representing:**

DeLand  
Ormond Beach  
Palm Coast  
Port Orange  
South Daytona

**Members Absent:**

Council Member Danny Robins (excused)

**Representing:**

Volusia County

**Others Physically Present:**

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

**Representing:**

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

**Others Virtually Present:**

Mariel Lemke  
Paul Gougelman  
Omar Atallah

**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 2<sup>nd</sup> 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 1<sup>st</sup> Vice Chair, and a recommendation for a TPO Board member for the 2<sup>nd</sup> 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 1<sup>st</sup> Vice Chairperson/Treasurer; and Vice Mayor Sander as 2<sup>nd</sup> 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.

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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 5<sup>th</sup> day of June 2024.

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**DONNA KING, RECORDING SECRETARY**  
**RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION**

***\*\* A recording of the May 1, 2024 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, JUNE 26, 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

[Join the meeting now](#)

Dial-in by phone:

+1 561-484-5911 803387853# United States, West Palm Beach

[Find a local number](#)

Phone conference ID: 803 387 853#

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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. **MAY 22, 2024 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Donna King)*
  - B. **TREASURER REPORT** *(Contact: Mariel Lemke)*
  - C. **EXECUTIVE COMMITTEE REPORT** -- *Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson*
  - D. **BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Ted Wendler, BPAC Chairperson*
  - E. **CITIZENS ADVISORY COMMITTEE REPORT** -- *Report by Mr. Dave Castagnacci, CAC Chairperson*

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

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

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

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

**I. TRANSPORTATION DISADVANTAGED LOCAL COORDINATING BOARD APPOINTMENT** *(Contact: Stephan Harris)*

**J. CANCELLATION OF JULY EXECUTIVE COMMITTEE AND TPO BOARD MEETINGS** *(Contact: Donna King)*

**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 DRAFT FY 2024/25 TO FY 2028/29 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin)*

**C. REVIEW AND APPROVAL OF RESOLUTION 2024-## ADOPTING THE DRAFT 2024 LIST OF PRIORITY PROJECTS (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin)*

**D. REVIEW AND APPROVAL OF THE FY 2024/25 RIVER TO SEA TPO BUDGET** *(Contact: Mariel Lemke)*

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

**A. PRESENTATION AND DISCUSSION OF THE DEVELOPMENT OF THE 2050 LONG RANGE TRANSPORTATION PLAN** *(Contact: Colleen Nicoulin)*

**B. 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

**XI. ADJOURNMENT**

\*The next River to Sea TPO Board meeting will be on August 28, 2024\*



**July & August 2024 Meeting Dates**

Transportation Disadvantaged Local Coordinating Board Meeting, July 10, 2024 @ 10:00 a.m. @ Votran Executive Committee, August 7, 2024 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, August 14, 2024 @ 2:00 p.m.

Citizens Advisory Committee, August 20, 2024 @ 1:15 p.m.

Technical Coordinating Committee, August 20, 2024 @ 3:00 p.m.

River to Sea TPO Board, August 28, 2024 @ 9:00 a.m.

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