

Executive Committee Meeting Minutes
June 7, 2023
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
Mayor David Alfin
Vice Mayor Eric Sander
Council Vice Chair Danny Robins
Vice Mayor Bill O'Connor

Representing:

DeLand
Ormond Beach
Palm Coast
South Daytona
Volusia County
Orange City

Members Virtually Present:

Vice Mayor Reed Foley

Representing:

Port Orange

Others Physically Present:

Pamela Blankenship, Recording Secretary
Colleen Nicoulin
Stephan Harris
Donna King
Rakinya Hinson

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT

Others Virtually Present:

Marisel Lemke
Nick Lepp

Representing:

TPO Staff
HDR Inc.

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; six voting members were physically present, and one voting member was virtually present.

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

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Discussion of TPO Financial Management

Ms. Nicoulin gave an update on the invoicing process and the significant strides the TPO has made over the last 22 months. When she moved into this role as the Interim Executive Director, the TPO was about five months behind on invoicing and overdrawn on tasks. Ms. Nicoulin stated that the TPO is now fine-tuning everything. She added that after the TPO submitted the last invoice on May 26, 2023 to FDOT, it was reviewed and submitted to financial services for payment on May 31, 2023 without comment. She explained that the TPO has ongoing communication with FDOT, which is very helpful when questions arise about the invoices. Ms. Nicoulin explained the challenges the TPO had at the beginning of the year, noting that the TPO having to move and finish up a prior audit were challenges. She added that the TPO has now caught up on invoicing and over the last three months, all the invoices have been submitted within the 90-day timeframe as required.

Ms. Nicoulin explained that the TPO processes the financials and accounting on a cash basis. The grants that the TPO has through FDOT are what they must submit invoices for based on accrual base. This requires manual preparation to ensure we can account for all invoices within that period. Ms. Nicoulin gave examples. She stated that there has been some guidance from Central Office regarding the need to only do the accrual at the very end of the grant; however, FDOT would like to see it during invoicing. An example is having yearly subscriptions and events that must be paid for in advance; the paid services don't align with the invoice period.

Vice Mayor O'Conner asked if they are looking for the basic number of accruals such as accounts receivable, accounts payable, and prepaid expenses. He stated that it seems like their grants should be directly funded towards the project. Vice Mayor O'Conner stated that our accounting firm may be able to set something up to aid with this.

Chairperson Cloudman stated that currently we only use the accounting firm for audit purposes.

Ms. Hinson commended Ms. Nicoulin and the TPO staff for all the effort and progress they have made. She echoed what Ms. Nicoulin said, in that we are in the fine-tuning stages now to ensure that there are no issues moving forward after the special conditions are removed.

Chairperson Cloudman noted that Mayor Partington had joined the meeting.

Vice Mayor Sander asked Ms. Hinson what the duration of the special conditions would be.

Ms. Hinson stated that FDOT must see that the invoices are submitted within the 90-day period, without any corrections for a period of six to nine months. As of right now, the last three months have been submitted within the 90-day period.

Ms. Nicoulin stated that at last month's meeting, the committee talked about the potential for James Moore to come in and provide assistance. She reached out to Mr. Zach Chalifour and there are some things that they can do and some things they can't. Mr. Chalifour indicated that they cannot do any operational functions, no bank reconciliations or invoicing, policy, or management decisions. They can provide recommendations for consideration for advising. Last month, the committee discussed developing a financial operating policies and procedures manual, which the TPO does not currently have. Mr. Chalifour indicated that this was something that they could do because it would be a recommendation that would ultimately go to the TPO Board for approval. They also indicated that they could do this for under \$25,000, which is our threshold for procurement, as well as our threshold for what this body can authorize for expenditure. Ms. Nicoulin noted that she checked the original audit contract to see if it can be done as an additional service. She also reached out to our legal counsel for clarification on what can be done under the existing contract. The existing contract is very specific to the audit, so this would fall outside of that contract, which means we would have to get three quotes. If it's under \$25,000, our Purchasing Manual allows us to get three formal quotes. Since we're currently going through the Office of Inspector General (OIG) audit, they stated it might be best to wait until that's finished to be able to roll any recommendations or outcomes into this service. They also indicated that they would consider switching their audit contract over to help us with the backup. Currently, our finance department has only one person, so we don't have a backup for processing. They did not recommend switching and bringing in a new auditor at this time because we are so close to the end of the fiscal year and the start of the audit. The challenge we had two years ago when we put out an RFP for an auditor was that we only received one response and that was James Moore. Because we're so small, and it's very specialized, there are not a lot of firms that would bid on the services. Ms. Nicoulin stated that she is concerned that if we do switch then we wouldn't have an auditor and it is a requirement to have that done every year.

Chairperson Cloudman asked if Ms. Nicoulin had reached out to any other firms.

Ms. Nicoulin stated that she had not yet because she wanted to discuss it with the committee to see if that is the approach they want to take. If so, she will get the quotes and bring them to the next meeting.

It was agreed that the TPO should get the three quotes and keep the same auditor for consistency.

Mayor Partington offered to reach out to a small firm that he is familiar with to discuss developing financial operating procedures.

B. Discussion of TPO RFP Procurement Process

Ms. Nicoulin stated that she has identified some areas such as the Purchasing Manual, which is nine years old and outdated, that need to be updated. She spoke with the TPO's legal counsel and that is something that they can potentially help us with. Ms. Nicoulin stated that she thought it would be wise to utilize our legal counsel for services such as procurement, human resources, and position descriptions, since we don't have in-house expertise in those areas. Ms. Nicoulin stated she would get the three quotes for the financial operating procedures and present them to the committee during the next meeting.

Vice Mayor O'Conner added that there are many resources available through our partner cities for things like procurement and pay rate studies that we can utilize as needed.

Ms. Nicoulin gave an update on the OIG audit. She stated that the TPO had a virtual field visit with them on May 18, 2023, where they walked through our invoicing process and how we put together an invoice. They indicated that they thought they would be able to wrap up and provide a report within the next month. They did ask for two of our contracts last week (James Moore contracts for Audit & IT services) and our Employee Handbook, which we provided.

Ms. Nicoulin explained that the General Planning Consultant (GPC) request for proposals was due on Friday; it has been open for 30 days. The GPC Selection Subcommittee will be meeting on June 21, 2023, to provide recommendations for GPCs. She explained that in the TPO's Purchasing Manual it calls for a recommendation to be made first to the Executive Committee prior to going to the TPO Board. Due to timing constraints, she asked that the interim step for a recommendation by the Executive Committee be waived and to have the selection committee's recommendation go straight to the board. The TPO's legal counsel has no issue with this.

MOTION: A motion was made by Mayor Partington to waive the interim step for an Executive Committee recommendation. The motion was seconded by Vice Mayor O'Conner and carried unanimously.

C. Review and Approval of Letter of Support for the City of Palm Coast Application for the US DOT Charging and Fueling Infrastructure (CFI) Discretionary Grant Program

Mayor Alfin stated that the Palm Coast City Commission did not achieve a consensus to approve the US DOT Charging and Fueling Infrastructure Discretionary Grant application and will not be applying for the grant. He suggested striking this from the agenda. He also asked staff to confirm this with the city manager of Palm Coast, for the record.

D. Review and Approval of Expenditure for the Firm AD Solutions to Provide Copier Services to the TPO (\$21,829.80)

Ms. Nicoulin stated that this item is for a five-year lease on our two copiers as well as services such as technical support and parts. Our current lease is with AD Solutions and expires at the end of this month. The TPO solicited three quotes from other copy firms and AD Solutions is the lowest quote. She also stated that the TPO has been happy with AD Solutions' services and would like to renew the contract.

Discussion continued about the cost of copies, digital agendas, and moving the copy machines when the TPO relocates to a new location. Ms. Nicoulin stated that the cost of the move was included in the quote and the copy rates are very low.


MOTION: A motion was made by Mayor Partington to approve the expenditure for the Firm AD Solutions to provide copier services to the TPO (\$21,829.80). The motion was seconded by Mayor Alfin and carried unanimously.

weight of the EVs, the reduction in gas taxes, a lack of charging stations, and issues if power is lost. He suggested that the TPO monitor this and address issues beforehand if possible. Discussion continued.

VI. Adjournment

The Executive Committee meeting adjourned at 10:16 am.

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 June 7, 2023, regular meeting of the Executive Committee approved and duly signed this 2nd day of August 2023.


DONNA KING, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the June 7, 2023, Executive Committee meeting is available upon request.**