

Executive Committee Meeting Minutes
August 7, 2024
River to Sea TPO Conference Room
1 Deuce Court, Suite 100
Daytona Beach, FL 32124

Members Physically Present:

Mayor Chris Cloudman
Mayor Bill Partington, Chairperson
Mayor David Alfin, 1st Vice Chairperson
Council Member Reed Foley
Vice Mayor Eric Sander, 2nd Vice Chairperson
Council Member Danny Robins

Representing:

DeLand
Ormond Beach
Palm Coast
Port Orange
South Daytona
Volusia County

Members Absent:

Vice Mayor Alex Tiamson (Excused)

Representing:

Orange City

Others Physically Present:

Donna Ralston, Recording Secretary
Colleen Nicoulin
Stephan Harris
Pamela Blankenship
Jonathan Scarfe
Melissa McKinney
Barbara Girtman

Representing:

TPO Staff
TPO Staff
TPO Staff
TPO Staff
FDOT
FDOT
Ghyabi & Associates

Others Virtually Present:

Mariel Lemke

Representing:

TPO Staff

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 Bill Partington. 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.

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Update on TPO Office Relocation

Ms. Nicoulin reported that minor adjustments were made to the lease following the June Executive Committee meeting, and it was fully executed last week. The TPO also finalized and submitted the Subordination, Non-Disturbance, and Attornment (SDNA) Agreement to protect its interests in case the landlord defaults, along with the requested Memorandum of Lease.

Ms. Nicoulin discussed the next steps with the broker, who will meet with the property owner today to develop a schedule. While the TPO has a concept plan for the build-out, detailed drawings are still needed for permit submission. She will manage the permitting and construction, aiming for a move in date by the end of the year. If the move is delayed, operations will continue as usual under the TPO's current location's month-to-month lease with the city. The TPO has also secured the meeting space at the airport through June of next year as a precaution, though she remains optimistic that these arrangements won't be necessary.

Ms. Nicoulin addressed the Executive Committee members' inquiries, clarifying who will cover the cost of tenant improvements, whether the attorney foresees any issues arising from the lease being executed under the name

River to Sea TPO when the business name changes, and provided details on the building and floor where the new office will be located.

B. Update on TPO Name Change

Ms. Nicoulin mentioned that there have been discussions about the name change, with general agreement on the change itself but uncertainty regarding the timing. Initially, the attorney advised aligning the name change with the approval of the Apportionment Plan, as it would coincide with updating the interlocal agreement which is still pending.

Recently, she consulted the attorney about alternative approaches. He recommended approving the name change through a resolution to be filed with the Flagler and Volusia Counties' Clerks of Court. This process, the same as the one used a decade ago, would also involve filing a fictitious name to allow the use of both names during the transition. This approach would enable the immediate use of the new name, Volusia-Flagler TPO, particularly on social media, while gradually updating documents and rolling out the change.

A discussion occurred regarding retaining the "River to Sea TPO" domain name to redirect to the new name's website page. Additionally, preferences were expressed for including a dash in the new name to distinguish between Volusia and Flagler.

C. Review and Approval of June 5, 2024 Executive Committee Minutes

MOTION: *A motion was made by Mayor Alfin to approve the June 5, 2024 Executive Committee Minutes. The motion was seconded by Vice Mayor Sander and carried unanimously.*

D. Review and Approval of Draft August 28, 2024 TPO Board Agenda

Ms. Nicoulin provided a detailed review of the draft agenda for the August 28, 2024 TPO Board meeting. The agenda included expenditure requests for the LRTP, the SS4A comprehensive safety action plan, and the rebranding effort, including a new logo and website design.

Ms. Nicoulin responded to the Executive Committee members' questions concerning cost estimates for the logo and website design. The committee suggested considering alternative designers or firms that could offer more competitive pricing. She clarified that she is authorized to approve expenditures up to \$5,000, provided three estimates are obtained.

MOTION: *A motion was made by Council Member Foley to exclude the expenditure for the TPO logo design from the August 28, 2024 TPO Board agenda and address it separately from the TPO website. The motion was seconded by Vice Mayor Sander and carried unanimously.*

Ms. Nicoulin then reviewed the remaining items in the draft agenda.

MOTION: *A motion was made by Vice Mayor Sander to approve the draft August 28, 2024 TPO Board Agenda. The motion was seconded by Council Member Foley and carried unanimously.*

IV. Staff Comments

Ms. Nicoulin announced that the annual TPO audit is currently underway. The TPO is actively addressing the task items required, and as part of the standard audit procedure, representatives from James Moore may contact some board members with questions.

V. Executive Committee Member Comments

1st Vice Chair Alfin inquired whether the TPO is prepared to address any significant turnover that may result from the upcoming elections.

Ms. Nicoulin assured him that the TPO is well-prepared, noting that it has previously managed a large turnover during past election cycles.

Chairperson Partington mentioned seeing a social media post highlighting Ms. Blankenship's representation of the TPO at the Back-to-School Jam held at Flagler-Palm Coast High School over the weekend. He noted that the event appeared to have a strong turnout.

1st Vice Chair Alfin mentioned that a new BJ's location is set to open in a high-traffic area of Palm Coast in the future and that pedestrian and driver traffic may be an issue.

Chairperson Partington addressed the MPOAC's objectives and organizational framework and requested that Ms. Nicoulin offer an overview of the background information.

Ms. Nicoulin explained that the MPOAC is a statewide organization comprising MPOs/TPOs, of which our TPO is a member. Previously, Mayor Cloudman served on its Governing Board, a role now held by Mayor Alfin, with Chairperson Partington as the alternate member. They meet quarterly. Last Legislative session, a bill threatened to significantly impact the MPOAC and MPOs. The MPOAC, established by statute and funded by MPOs, receives no state funding. Concerns were raised about how to sustain the organization, including whether it should continue lobbying, especially since federal dollars cannot fund such activities. Ms. Nicoulin emphasized the importance of the MPOAC, highlighting its value for networking and collaboration, particularly for smaller MPOs. She noted that the organization might face further legislative challenges and that ongoing discussions will focus on how to ensure its continued operation.

Mayor Cloudman expressed his views on the importance of bringing together administrations from various MPOs/TPOs and state entities to address statewide issues, deeming it highly valuable. However, as a Governing Board member, he felt he did not derive significant value from the process. He noted that the Staff Director meetings often exceeded their allotted time and caused the main meetings to extend until 5 p.m., leading him to have to navigate rush hour traffic on I-4.

Council Member Robins highlighted Volusia County's commitment to allocating a portion of the general fund budget each year specifically for roadway maintenance. He also emphasized the importance of developing strategies to reduce roadway expenses.

Vice Mayor Sander expressed concerns about the current condition of Nova Canal and Reed Canal, specifically regarding the blockage of discharge outlets.

Mayor Cloudman announced that the official ribbon-cutting ceremony for the DeLand SunRail Station will take place on Friday, August 9, 2024, from 10:00 to 11:00 a.m.

VI. Adjournment

The Executive Committee meeting adjourned at 9:53 a.m.

RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION



CITY OF ORMOND BEACH MAYOR BILL PARTINGTON
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 August 7, 2024 regular meeting of the Executive Committee approved and duly signed this 4th day of September 2024.



DONNA RALSTON, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**** A recording of the August 7, 2024 Executive Committee meeting is available upon request.**