

**Executive Committee  
Meeting Minutes  
September 1, 2021**

**Members Physically Present:**

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

**Representing:**

DeLand  
Deltona  
Edgewater  
New Smyrna Beach  
Ormond Beach  
Volusia County  
Volusia County

**Members Absent:**

**Others Present:**

Colleen Nicoulin  
Big John  
Jon Cheney

**Representing:**

**Representing:**

TPO Staff  
Press  
Volusia County Traffic Engineering

**Others Virtually Present:**

Debbie Stewart, Recording Secretary  
Pam Blankenship  
Stephan Harris  
Kerry Karl  
Rakinya Hinson  
Kelvin Miller

**Representing:**

TPO Staff  
TPO Staff  
TPO Staff  
CAC  
FDOT  
Votran

**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 10:00 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 seven voting members physically present.

**II. Public Comment/Participation**

Mr. Big John, press, provided comment on the county's road program and the presentation given to the TPO Board last month, stating this is the poorest the program has ever been; there is no funding for roads. Further comments were made regarding public education on how funding works and encouraging the TPO Board to discuss how to develop a better road program in the future.

**III. Discussion Items**

**A. Update on COVID-19 Business Practices and Impacts**

Ms. Nicoulin stated the TPO is continuing to operate as we have the last few months; the doors are closed to walk-in traffic but staff is here full time and available for appointments. At direction from the Executive Committee last month, the TPO is continuing hybrid meetings with all of the committees and TPO Board. If there is a consensus from the committee today, we will continue that.

Chairperson Wheeler replied she would definitely recommend continuing hybrid meetings.

Ms. Nicoulin stated staff will ensure a physical quorum plus one is present and encourage all others to participate virtually.

## **B. Update on Office Relocation**

Ms. Nicoulin stated Ms. Diane Larsen from Root Company attended last month's meeting and discussed the opportunity for the TPO to relocate. This discussion began in January when a space was identified that could work for the TPO on Clyde Morris Boulevard just north of LPGA Boulevard. Staff has continued to work with the Root Company to identify changes needed to the space including creating a large conference room. As discussed last month, the cost of the improvements and renovations will be the responsibility of Root Company as will the cost of physically moving the TPO. The economics of the lease and the dollar amount we pay will not change; this is a larger space so we will be getting a lower cost per square footage.

Chairperson Wheeler asked how long that lease will be.

Ms. Nicoulin replied we have seven years left on the current lease. The same terms will carry over into a new lease for that space; staff can negotiate to extend that lease and what the terms would be. The current lease is set up to have an increase every two years so it would likely be similar terms to extend it beyond the seven years but it has not been discussed with the Root Company yet. Staff will be scheduling an on-site meeting with the Root Company and the TPO's IT support to find out what it would take to move our operation. The TPO had in its budget to upgrade the audio/visual equipment here before we started to consider moving and received some preliminary quotes; that project was put on hold but staff will have those firms provide quotes for the new space.

Chairperson Wheeler asked how much was budgeted for the audio/visual equipment.

Ms. Nicoulin replied \$22,000 is what was previously in the budget which is probably not sufficient based on the quotes received earlier this year. Staff is working to develop a Memorandum of Understanding (MOU) with Root Company to identify and lay out the expectations associated with the relocation. The MOU will come before the Executive Committee for review and approval.

Discussion occurred regarding the lease terms, moving IT and other costs.

## **C. Discussion on TPO Meeting Minutes**

Ms. Nicoulin stated in the past, minutes have never been completed for the Executive Committee; the reason is unknown but after a discussion with the TPO's legal counsel, minutes should be done for the Executive Committee going forward. Since this committee, as well as the Executive Director Search Committee (EDSC), has decision making authority they have to operate under the Sunshine Law. One of the requirements of the Sunshine Law is to produce meeting minutes. Going forward, we will have minutes for both the Executive Committee and the EDSC and minutes will be prepared for the last two EDSC meetings.

Ms. Nicoulin stated the minutes currently developed for the advisory committees and TPO Board are very detailed and are almost verbatim; it is not a requirement that they be that detailed. Given the staff resources required to produce detailed minutes, the TPO staff is proposing to scale back on the details of the minutes; she explained how that will look.

Mayor Partington asked if the meetings are recorded.

Ms. Nicoulin replied yes, and the recordings are available by request; presentations are also available on the TPO's website.

Discussion occurred regarding the changes to the minutes.

**MOTION:** *A motion was made by Councilwoman Power to condense the meeting minutes of the TPO Board, Executive Committee, Executive Director Search Committee, Transportation Disadvantaged Local Coordinating Board and advisory committees. The motion was seconded by Commissioner Ramos and carried unanimously.*

IV. Business Items

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

*MOTION: A motion was made by Mayor Partington to recommend approval of Executive Director Timesheet Review Reports for May 23, 2021 through June 26, 2021 and June 27, 2021 through July 31, 2021. The motion was seconded by Councilwoman Power and carried unanimously.*

B. Review and Approval of Draft September 29, 2021 River to Sea TPO Board Agenda

Ms. Nicoulin reviewed the draft September 29, 2021 TPO Board agenda items; Action Item A will be changed to "Review and Approval of Executive Director Salary Range". She reviewed the presentation items and noted a presentation will be added regarding the TPO's current project prioritization process and project funding. The TPO's policies work best when they provide flexibility for FDOT to be able to pull from different funding sources. The policies are reviewed each year prior to opening the annual Call for Projects for any needed changes.

Chairperson Wheeler asked who makes the decision regarding changes to the policies; who is involved in that discussion.

Ms. Nicoulin replied the TPO has a series of subcommittees that review the project applications received through the Call for Projects; every year at this time, those subcommittees are convened to discuss any issues that occurred during the prior year and what may need to be adjusted within the policies. Any direction from the TPO Board can be taken to the subcommittees to be discussed. The TPO Board gives the final approval for any changes.

Council Member Girtman stated she would like examples of what is restrictive language and what areas need to be changed. She would like to get to the crux of the issue and know what barriers are to the TPO being seen as open and ready for opportunities. She asked if FDOT could provide a presentation on what opportunities may be available and how we may be better prepared. The new FDOT District 5 Secretary seems to have empowered his staff to bring forward ideas and we need to be open to them presenting opportunities that we may have been missing the mark on and to help us better understand how to receive opportunities when they appear. The new transportation infrastructure bill is coming soon and we need to know how to get more from it.

Ms. Nicoulin replied the presentation can be directed to Council Member Girtman's points on how to better position ourselves to access these funds and based on information received, be able to tailor our policies to put us in a better position.

Ms. Hinson, FDOT, replied a presentation is possible; however, it will be generic information because each set of funding has its own stipulations. The Work Program funding allocations should be available by the end of September and they will have a better idea of what next year will look like then. The CARES Act funding should become available within the next couple of weeks which FDOT staff worked with each MPO in the district to develop a list of priorities for; those were sent to Central Office in Tallahassee and then to the Governor for approval. Once they receive that funding, those projects will be fast-tracked but flexibility will be needed to amend the priority list and TIP so when the funding is available, it can be allocated quickly.

Mayor Partington suggested having specific suggestions on how to add that flexibility to our policies included in the presentation; explain what the best way is to be flexible.

Ms. Nicoulin replied she and Chairperson Wheeler have had meetings with Secretary Perdue and FDOT staff regarding the needed flexibility and will continue to work with them. She will bring recommendations to the board this month for consideration on how to incorporate those changes into our policies. She continued to review the draft agenda.

**MOTION:** A motion was made by Councilwoman Power to approve the draft September 29, 2021 River to Sea TPO Board agenda as amended changing Action Item A to Review and Approval of the Executive Director salary range and the addition of a presentation on the TPO's project prioritization process policies. The motion was seconded by Commissioner McGuirk and passed unanimously.

**V. Staff Comments**

There were no staff comments.

**VI. Executive Committee Member Comments**

There were no member comments.

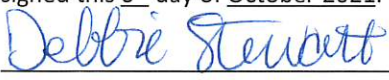
**VIII. Adjournment**

The Executive Committee meeting adjourned at 10:48 a.m.

River to Sea Transportation Planning Organization  
  
VOLUSIA COUNTY COUNCIL VICE CHAIRPERSON 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 September 1, 2021 regular meeting of the Executive Committee approved and duly signed this 6<sup>th</sup> day of October 2021.

  
Debbie Stewart, Recording Secretary  
River to Sea Transportation Planning Organization