



# MEETING AGENDA

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

**DATE:** Wednesday, September 4, 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 865485628# United States, West Palm Beach

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Phone conference ID: 865 485 628#

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Ormond Beach Mayor Bill Partington, Chairperson Presiding

### AGENDA

- I. CALL TO ORDER/ROLL CALL/DETERMINATION OF A QUORUM
- II. PUBLIC COMMENT/PARTICIPATION
- III. BUSINESS ITEMS
  - A. Discussion of the River to Sea TPO Officer Transition
  - B. Review and Recommend Rescheduling the November TPO Board Meeting
  - C. Review and Recommend Approval of Logo for the Volusia-Flagler TPO
  - D. Review and Approval of August 7, 2024 Executive Committee Minutes (*Enclosure, pages 3-5*)
  - E. Review and Approval of Draft September 25, 2024 TPO Board Agenda (*Enclosure, pages 6-8*)

**IV. STAFF COMMENTS**

**V. EXECUTIVE COMMITTEE MEMBER COMMENTS**

**VI. ADJOURNMENT**

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If any person decides to appeal a decision made by this board concerning 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 a 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 before 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  
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, 1<sup>st</sup> Vice Chairperson  
Council Member Reed Foley  
Vice Mayor Eric Sander, 2<sup>nd</sup> 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**

1<sup>st</sup> 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.

1<sup>st</sup> 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**

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**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 4<sup>th</sup> day of September 2024.

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

**\*\* A recording of the August 7, 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, SEPTEMBER 25, 2024**  
**TIME: 9:00 A.M.**  
**PLACE: AIRLINE ROOM**  
**DAYTONA BEACH INTERNATIONAL AIRPORT**  
**700 CATALINA DRIVE, DAYTONA BEACH, FL 32114**

**NOTE:**  
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## River to Sea TPO Board Meeting

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**Dial-in by phone:**

+1 561-484-5911 473534071# United States, West Palm Beach

[Find a local number](#)

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## Ormond Beach Mayor Bill Partington, 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. AUGUST 28, 2024 RIVER TO SEA TPO BOARD MEETING MINUTES** *(Contact: Donna Ralston) (Enclosure, pages 4,)*
  - B. TREASURER REPORT** *(Contact: Mariel Lemke) (Enclosure, pages 4,)*
  - C. EXECUTIVE COMMITTEE REPORT** -- *Report by Ormond Beach Mayor Bill Partington, TPO Board Chairperson (Enclosure, pages 4,)*
  - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT** -- *Report by Mr. Ted Wendler, BPAC Chairperson (Enclosure, pages 4,)*

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

- E. CITIZENS ADVISORY COMMITTEE REPORT** -- Report by Mr. Dave Castagnacci, CAC Chairperson *(Enclosure, pages 4, )*
- F. TECHNICAL COORDINATING COMMITTEE REPORT** -- Report by Ms. Becky Mendez, TCC Chairperson *(Enclosure, pages 4,)*
- G. RIVER TO SEA TPO BOARD REPORT** -- Report by Ormond Beach Mayor Bill Partington, TPO Board Chairperson *(Enclosure, pages 4,)*
- H. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT** -- Report by Ormond Beach Mayor Bill Partington, TPO Board Chairperson *(Enclosure, pages 4,)*
- I. REVIEW AND APPROVAL TO RESCHEDULE THE NOVEMBER 27, 2024 TPO BOARD MEETING** *(Contact: Colleen Nicoulin) (Enclosures, page 4,)*
- J. REVIEW AND APPROVAL OF AN AMENDMENT TO THE FY 2024/25 TPO BUDGET** *(Contact: Colleen Nicoulin) (Enclosures, page 4,)*
- K. REVIEW AND APPROVAL OF EXPENDITURE TO UPDATE THE TPO WEBSITE** *(Contact: Colleen Nicoulin) (Enclosures, page 4,)*

**V. ACTION ITEMS**

- A. REVIEW AND APPROVAL OF RESOLUTION 2024-## AMENDING THE FY 2024/25 TO FY 2028/29 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED)** *(Contact: Colleen Nicoulin) (Enclosures, pages )*
- B. REVIEW AND APPROVAL OF INTERLOCAL AGREEMENT WITH THE NORTH FLORIDA TPO** *(Contact: Colleen Nicoulin) (Enclosures, pages )*
- C. REVIEW AND APPROVAL OF THE VOLUSIA-FLAGLER TRANSPORTATION PLANNING ORGANIZATION LOGO** *(Contact: Colleen Nicoulin) (Enclosures, pages )*

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

- A. PRESENTATION AND DISCUSSION OF FY 2023/24 TPO PUBLIC INVOLVEMENT ACTIVITIES** *(Contact: Pamela Blankenship) (Enclosures, pages )*
- B. PRESENTATION AND DISCUSSION OF 2024 MOBILITY WEEK AND THE RIDE ROLL STROLL CHALLENGE** *(Contact: Pamela Blankenship) (Enclosures, pages )*
- C. FDOT REPORT** *(Contact: Kia Powell, FDOT District 5) (Enclosures, pages )*

**VII. EXECUTIVE DIRECTOR'S REPORT** *(Enclosures, pages )*

**VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS** *(Enclosures, pages )*

**IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS** *(Enclosures, pages )*

**X. INFORMATION ITEMS** (Enclosures, pages )

- 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** (Enclosures, pages )

\*The next River to Sea TPO Board meeting will be on October 23, 2024\*

**October 2024 Meeting Dates**

Executive Committee, October 2, 2024 @ 9:00 a.m.

Transportation Disadvantaged Local Coordinating Board Committee, October 9, 2024 @ 10:00 a.m

Bicycle/Pedestrian Advisory Committee, October 9, 2024 @ 2:00 p.m.

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

Technical Coordinating Committee, October 15, 2024 @ 3:00 p.m.

River to Sea TPO Board, October 23, 2024 @ 9:00 a.m.

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