

**Executive Committee Meeting Minutes  
September 6, 2023  
River to Sea TPO Conference Room  
1 Deuce Court, Suite 100  
Daytona Beach, FL 32124**

**Members Physically Present:**

Mayor Chris Cloudman, Chairperson  
Vice Mayor Bill O'Connor  
Mayor Bill Partington, 1<sup>st</sup> Vice Chairperson  
Mayor David Alfin, 2<sup>nd</sup> Vice Chairperson  
Vice Mayor Eric Sander

**Representing:**

DeLand  
Orange City  
Ormond Beach  
Palm Coast  
South Daytona

**Members Virtually Present:**

Vice Mayor Reed Foley

**Representing:**

Port Orange

**Others Physically Present:**

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

**Representing:**

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

**Others Virtually Present:**

**Representing:**

**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, and one voting member was virtually present.

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

**II. Public Comment/Participation**

There were no public comments.

**III. Business Items**

**A. Discussion of TPO Financial Management**

- Invoicing Status: Ms. Nicoulin stated that the 11<sup>th</sup> invoice of the year was submitted at the end of August, and there was one ineligible expense for a registration fee for a health summit that FDOT considered to be a marketing expense. The ineligible expense was removed, and the invoice was resubmitted without comment. Ms. Nicoulin noted that this specific health summit was a first-time event for the TPO. Although the TPO has participated in health fairs before, this particular event was not specifically referenced in the TPO's UPWP by name; therefore, FDOT deemed it as marketing and not reimbursable. In the future, the TPO will ask if something is an eligible expense prior to submission.

Discussion ensued regarding FDOT reimbursement policies for community events, safety and outreach programs, and updates on the special conditions status.

- **OIG Audit Status:** Ms. Nicoulin stated that the OIG auditor reached out to her a week ago indicating that their fieldwork was done, and the draft report had been written. It is currently being reviewed internally but she hasn't received any additional information. She is hoping to receive the draft report over the next month. They will then set up a virtual meeting to go over any findings, which Mayor Cloudman will be participating in. She noted that the TPO will have an opportunity to respond to the findings in a written format at that time.

Ms. Nicoulin added that the annual James Moore audit has recently kicked off. She received a list of thirty-six tasks to provide information for. Ms. Lemke (TPO Financial Manager) has begun working on those tasks and they are 90-95% complete. Those tasks will be completed and reviewed this week and will be submitted to the auditor next week.

- **FY 24 PL Expenditures:** Ms. Nicoulin stated that last month she talked about the requirement to spend down 80% of the PL Funds in order to be able to flex SU dollars. She noted that if the 80% requirement isn't met the money wouldn't be lost, the TPO just wouldn't be able to flex SU dollars for planning. Currently, we flex SU dollars, which is set aside money to fund projects. In June we were at 42% of the year-one allocation, spending \$650,000 of the \$1.5 million allocation of PL funds. Year two will bring in approximately \$1.37 million. The TPO has approximately \$950,000 in PL funds leftover after considering typical operating expenses for year one and year two, and those need to be spent down. The TPO plans to spend down the PL funds by utilizing our consultant services. She provided a list of activities in the TPO's UPWP to be considered moving forward and explained the list in detail.

Discussion ensued regarding prioritizing the tasks listed in the UPWP to spend down the PL Funds to 80% and how other MPOs spend down their PL funds. The committee directed staff to develop a priority list of TPO activities to draw down PL funds.

## **B. Discussion of Process for Developing Legislative Positions**

Chairperson Cloudman explained the process of the TPO's development of its legislative positions. Each year the TPO develops a list of legislative priorities and presents the list to our local delegation. This coming legislative year is early due to it being an election year, which means they will begin their committees soon and the session will begin in January. If the TPO moves forward with creating a document as we have in the past, we will need to convene the Legislative Subcommittee quickly. There has been discussion at the state level at the MPOAC meetings of the legality and role of TPOs and whether they should or can lobby. The MPOAC has taken the stance that they cannot lobby.

Ms. Nicoulin stated that the TPO can lobby but cannot use federal funds to do so. The larger MPOs throughout the state that have local funding develop legislative positions. Last year she reached out to both legal counsel and the Federal Highway Administration to get a better understanding of the positions and policies. Every year we have developed these positions and policies but have never lobbied for them. She spoke with MetroPlan, Orlando and they only use local funds for all the activities and staff salaries that are associated with the legislative positions. In the past, we have not used local funds to support staff salaries that are associated with any activities that the TPO does. It is necessary to decide if we want to continue what we are doing or take it a step further.

Mayor Alfin suggested using this year as a "thinking year" to decide how we might proceed next year and raise the bar.

Discussion ensued regarding the processes of other MPOs and whether to develop legislative positions this year or wait until next year. It was suggested that staff make minor updates to the 2023 Positions and present them to the TPO Board for consideration.

**MOTION:** *A motion was made by Mayor Alfin to make minor updates to the 2023 TPO Positions and present them to the TPO Board for consideration. The motion was seconded by Vice Mayor O'Conner and carried unanimously.*

**C. Discussion of the TPO Office Relocation**

Ms. Nicoulin stated that she has been gathering information for some office spaces but currently doesn't have any new options. She will be looking at options between LPGA and the State Road 400/Beville Road area, along the I-95 corridor, and hopes to have three to five locations for the committee to review by the next meeting. She discussed some of the specifics she will be looking for during her search which include the location, price (\$22.00 - \$24.00 per square foot), 4,500-5,000 square feet of space, and a large conference room area).

Vice Mayor O'Connor asked about the timeline for the TPO's current lease.

Discussion ensued regarding the details of the current lease and options available for the TPO to extend that lease if needed. Mayor Alfin suggested bringing a real estate broker on board to help navigate the process.

**D. Review and Approval of August 2, 2023 Executive Committee Minutes**

**MOTION:** *A motion was made by Vice Mayor O'Connor to approve the August 2, 2023 Executive Committee minutes. The motion was seconded by Vice Mayor Sander and carried unanimously.*

**E. Review and Approval of Draft September 27, 2023 TPO Board Agenda**

Ms. Nicoulin reviewed the draft TPO Board agenda and requested the addition of two items. First, a consent agenda item rescheduling the November 23, 2023 meeting to December 6 due to the Thanksgiving holiday. Second, the addition of the 2024 Policy Positions as an action item. She also noted that there is a placeholder on the agenda for a TIP amendment, which is normally received within the first two weeks of the month. For the presentation and discussion items, there will be another discussion on the apportionment plan scenarios, a Florida Sunshine Law refresher, and our fiscal year 2023 public outreach summary.

**MOTION:** *A motion was made by Mayor Partington to approve the draft September 27, 2023 TPO Board Agenda with the following amendments: add an item to reschedule the November 22, 2023 TPO Board meeting to December 6, 2023 to the Consent Agenda, and add an action item to approve the updated 2024 Policy Positions. The motion was seconded by Vice Mayor Sander and carried unanimously.*

**IV. Staff Comments**

There were no staff comments.

**V. Executive Committee Member Comments**

Chairperson Cloudman stated that he will not be in attendance for the next meeting due to going on a Rotary Mission Trip in Mexico, and noted that Vice Chairperson Partington will chair the next meeting in his absence.

**VI. Adjournment**

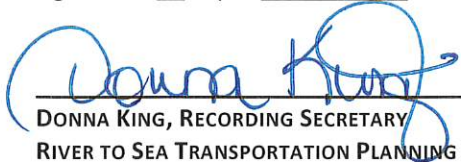
The Executive Committee meeting adjourned at 10:26 a.m.



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 September 6, 2023, regular meeting of the Executive Committee approved and duly signed this 4<sup>th</sup> day of October 2023.



DONNA KING, RECORDING SECRETARY  
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

**\*\* A recording of the September 6, 2023 Executive Committee meeting is available upon request.**