



River to Sea Executive Committee Meeting

September 6, 2023

9:00 am



**Executive Committee Meeting
September 6, 2023**

I. Call to Order/Roll Call/Determination of Quorum/



**Executive Committee Meeting
September 6, 2023**

II. Public Comment/Participation



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III. BUSINESS ITEMS

A. Discussion of TPO Financial Management

- Invoicing Status



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III. BUSINESS ITEMS

A. Discussion of TPO Financial Management

- **OIG Audit Status**



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III. BUSINESS ITEMS

A. Discussion of TPO Financial Management

- **FY 24 PL Expenditures**



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III. DISCUSSION ITEMS

B. Discussion of Process for Developing Legislative Positions



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III. BUSINESS ITEMS

C. Discussion of the TPO Office Relocation



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III. BUSINESS ITEMS

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

Executive Committee Meeting Minutes
August 2, 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 Eric Sander
Council Vice Chair Danny Robins
Vice Mayor Bill O'Connor
Vice Mayor Reed Foley

Representing:

DeLand
South Daytona
Volusia County
Orange City
Port Orange

Members Virtually Present:

Mayor David Alfin

Representing:

Palm Coast

Others Physically Present:

Donna King, Recording Secretary
Colleen Nicoulin
Stephan Harris
Pamela Blankenship
Barbara Girtman
Kellie Smith
Mark Trebitz

Representing:

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

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 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.

II. Public Comment/Participation

There were no public comments.

III. Business Items

A. Discussion of TPO Financial Management

Ms. Nicoulin discussed the TPO's invoicing and special conditions and noted that since the June 7, 2023 meeting, the TPO has submitted two invoices with no issues and only one question. concerning per diem reimbursement. FDOT is changing the way they want to see meal reimbursements on overnight travel; previously the TPO submitted receipts and FDOT has asked for that to change to per diem. The TPO made the change to that invoice, and it was submitted on August 1st. Both invoices were processed without comment and within the 90-day timeframe. Invoice number eleven will be submitted during the month of August, and the TPO is currently preparing the report and reviewing that invoice.

Ms. Kellie Smith, FDOT, stated that FDOT appreciates the effort that the TPO has put in and the last five consecutive invoices without issues. FDOT has had discussions to see how to get the TPO off the special conditions status. She stated that staffing was one of the reasons that the TPO was placed on special conditions and they are trying to get Central Office to count the time Ms. Nicoulin was the Interim Executive Director. If that happens then the TPO should be able to come off the special conditions soon.

Chairperson Cloudman asked if the TPO needed to change the internal policy on travel and meals.

Ms. Nicoulin stated that the TPO will review the policy and ensure that it is consistent and clear. We currently do not have a lot of overnight travel, but we do have some.

Ms. Nicoulin discussed PL funds, SU grants, and the 80/20 rule which requires the TPO to spend 80% of the funding in order to flex SU funds for planning studies. We are currently just under 42% of our preliminary spend down after closing the books in June. Over the next month or two we will be putting together an implementation plan to spend down those funds. The TPO recently selected general planning consultants, and once they are under contract, task work orders will be issued. We will be identifying activities that are already within our UPWP and were approved as activities for us to undertake and look at how we can work to spend those funds down.

Discussion continued on ways the TPO can spend the funds down.

Ms. Nicoulin gave an update on the Office of Inspector General (OIG) audit. She stated that the last formal communication was on July 11th in the form of an email from the auditor. The email stated that they were currently finishing up the fieldwork and would be beginning the reporting phase. They noted that they would be reaching out to set up a meeting to go over their findings. Once the meeting occurs, there will be an opportunity to provide a written response. Ms. Nicoulin also stated that the TPO has a meeting with James Moore for the next annual audit later today. That audit should begin the first week of September.

Chairperson Cloudman asked for an update on the assistance with financial items.

Ms. Nicoulin stated that she had reached out to one of the TPO's prior Financial Managers, Ms. Julie Adamson, regarding consulting work and she advised that she is no longer doing that. Ms. Nicoulin then reached out to the Finance Manager at MetroPlan to see if they had an all-encompassing manual and they did not. They use a system similar to ours which includes a checklist of certain processes put together. She asked the MetroPlan Finance Manager if he could recommend a firm to work with the TPO, but he could not due to the specialties involved. One suggestion from our prior Financial Manager was to utilize a GPC because we have several good firms that have subcontractors that could potentially help us. Once we get the GPCs under contract, she will be reaching out to and coordinating with FDOT for any suggestions. Some of the firms have prior MPO staff members who are currently leading their teams. It will be helpful to have someone who understands the relationships and connections between the MPO and FDOT and how the funds flow.

B. Discussion of Protocol for TPO Board Consent Agenda Items

Chairperson Cloudman explained that this item came from a comment during the June TPO Board meeting. Mayor Chasez made a comment regarding the approval of resolutions under the Consent Agenda; there was an item on the June agenda to approve a resolution for the execution of our TD Grant. Ms. Nicoulin went back and looked at the previous three years of TPO agendas and how the resolutions were approved. For all three of those years, that particular grant was approved by a resolution under the Consent Agenda. We also had resolutions for the execution of our MPO agreement that occurs every two years following the adoption of the UPWP. One month was unique, in January of 2001, since we did not have a quorum from the November meeting, there were several resolution items from the prior meeting that were on the Consent Agenda. It is not unusual to have annual grants that we receive every year on the Consent Agenda.

Discussion continued about how the different cities handle resolutions on their Consent Agendas.

Chairperson Cloudman suggested having the Executive Committee look at each instance as it occurs and if they feel it needs to be moved to an Action Item then it can be moved; if not, the TPO Board has the option of pulling an item for discussion.

Ms. Nicoulin stated that she would check with the TPO's attorney about the resolutions.

C. Discussion of the TPO Office Relocation

Ms. Nicoulin asked to add an action item to the TPO Board agenda requesting the TPO Board delegate authority to the Executive Committee for decisions related to the office relocation. She explained that the current location is a six-month lease with a month-to-month extension for the next six months and an option to renew it after that. The current location does not provide enough space to accommodate larger meetings on site. Larger meetings are currently being held at Daytona Beach International Airport and it is a challenge for the TPO staff. She would like to look for a space that has a large conference room to hold our larger meetings. She added that the current location is also not on a transit line, and although that is not a requirement as a transportation planning organization, we need to be accessible to all populations. She noted that the current location is also not on the route for those members who use Votran Gold.

Discussion continued about the different available locations including the utilization of host cities meeting spaces.

Chairperson Cloudman suggested finding a space with a shared conference room that other entities could use when not in use by the TPO.

Ms. Nicoulin stated that a shared conference room would be difficult due to the meetings being held in both the mornings and afternoons.

D. Review and Approval of Letter of Support for the FDOT Central Florida I-4 Truck Parking Facilities Application to the US DOT Infrastructure for Rebuilding America (INFRA) Grant Program

Ms. Nicoulin stated that this item was added to the agenda when FDOT indicated that the grant application portal closes on August 21, 2023, which is two days before the TPO Board meeting. FDOT made a presentation to the TPO Board about a year ago regarding this project and will be giving a presentation today.

Mr. Mark Trebitz, with the FDOT Planning & Environmental Management Office, gave a PowerPoint presentation explaining the proposed I-4 truck parking facilities. He noted that there is a \$5.1 billion annual loss of revenue due to lack of truck parking when you consider wasted fuel, time lost, additional maintenance, and associated crashes. In 2018, there was a statewide study looking at what was available in terms of truck parking. At that time, at the Longwood rest area, there were only thirty-six available truck spaces and a demand for four hundred and eighty-one spaces. He explained what the demand will be in the coming years and the selected locations for truck parking facilities along I-4. They have a total of five proposed sites: one in Osceola County, one in Orange County, one in Seminole County, and two in Volusia County (on both sides of I-4). FDOT is currently going through the INFRA Grant application process for all the sites. They are asking for a letter of support to increase their INFRA Grant competitiveness.

Mr. Trebitz added that they have attended the Daytona Truck Driving event for the last two years and completed both virtual and in-person surveys with the truck drivers regarding the amenities they would like to see. The truck drivers suggested the restrooms be in the middle of the site to make the distance shorter for those going inside, added trash cans, directional lighting, enhanced lighting for security, surveillance cameras, on-site security, perimeter sidewalks for exercise, EV charging stations, and a dog walk area.

Discussion continued on the amenities and right-of-way for future expansion.

MOTION: A motion was made by Vice Mayor O’Conner to approve the letter of support for the FDOT Central Florida I-4 Truck Parking Facilities Application to the US DOT Infrastructure for Rebuilding America (INFRA) Grant Program. The motion was seconded by Vice Mayor Sander and carried unanimously.

E. Review and Approval of June 7, 2023 Executive Committee Minutes

MOTION: A motion was made by Vice Mayor Sander to approve the June 7, 2023 Executive Committee minutes. The motion was seconded by Vice Mayor Foley and carried unanimously.

F. Review and Approval of Draft August 23, 2023 TPO Board Agenda

Ms. Nicoulin discussed a letter the TPO received from the city of Edgewater that may impact some of the items on the agenda. The city of Edgewater is working with the Deering Park developer (development on the west side of I-95 just north of the SR 442 interchange) and looking at submitting an application later this year for SUN Trail funding. This year the SUN Trail open call will be in September through December. Senate Bill 106 was recently passed during the past Legislative session, which added \$200 million to the SUN Trail program.

SUN Trail has its own application cycle, while the TPO has a Priority List for SUN Trail projects, but the TPO doesn't rank that list. In order for a project to be funded through SUN Trail, it must be on the TPO's Priority List. If a local government wants to submit an application during the SUN Trail open call in the fall and that project is not on the TPO's Priority List, it will not be accepted. Ms. Nicoulin suggested that the TPO review its process due to other possible requests that may arise during this cycle. She noted that a couple of options would be to process the requests on an individual basis and approve them at the next TPO Board meeting; send out another TPO call for SUN Trail projects that are being submitted in the next SUN Trail cycle and close it in September followed by approving all the applications in October.

Discussion ensued regarding the number of SUN Trail gaps that are yet to be constructed.

Vice Mayor O'Connor suggested taking the requests on a case-by-case basis.

Chairperson Cloudman agreed and added that moving forward the TPO staff could work with the TCC members to make them aware that the applications for SUN Trail projects need to be submitted during the TPO's regular call for projects.

Ms. Nicoulin continued reviewing the draft TPO agenda and noted that Action Item C was for the INFRA Grant letter of support, but it needs to be submitted prior to the TPO Board meeting. She requested moving this from an action item to a presentation item. She also requested that the committee add two additional action items; one to request the TPO Board delegate authority to the Executive Committee regarding the decisions on the office relocation; and to include the request from the city of Edgewater to amend the Sun Trail Priority List.

MOTION: A motion was made by Vice Mayor O'Conner to approve the draft August 23, 2023 TPO Board Agenda with the following changes: removal of Action Item C: Review and approval of a letter of support for the FDOT Central Florida I-4 truck parking facilities application to the US DOT Infrastructure for Rebuilding America (INFRA) Grant Program and adding it as a presentation item; the addition of an action item requesting the TPO Board delegate decision making authority to the Executive Committee for the TPO office relocation; and the addition of an action item to add a City of Edgewater trail project, the Deering Park North Trail segment, to the TPO's SUN Trail Priority Project List. The motion was seconded by Vice Mayor Foley and carried unanimously.

IV. Staff Comments

There were no staff comments.

V. Executive Committee Member Comments

There were no Executive Committee member comments.

VI. Adjournment

The Executive Committee meeting adjourned at 10:16 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 August 2, 2023, regular meeting of the Executive Committee approved and duly signed this 6th day of September 2023.

DONNA KING, RECORDING SECRETARY
RIVER TO SEA TRANSPORTATION PLANNING ORGANIZATION

***** A recording of the August 2, 2023 Executive Committee meeting is available upon request.***



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III. BUSINESS ITEMS

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



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MEETING AGENDA

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

DATE: WEDNESDAY, September 27, 2023
TIME: 9:00 A.M.
PLACE: AIRLINE ROOM
 DAYTONA BEACH INTERNATIONAL AIRPORT
 700 Catalina Drive, Daytona Beach, FL 32114

NOTE:
 A Microsoft Teams meeting has been established for remote participation.

River to Sea TPO Board Meeting

[Click here to join the meeting](#)

Or call in (audio only)

+1 561-484-5911 87628611# United States, West Palm Beach

Phone Conference ID: 876 286 11#

[Find a local number](#) | [Reset PIN](#)

DeLand Mayor Chris Cloudman, 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 23, 2023 RIVER TO SEA TPO BOARD MEETING MINUTES *(Contact: Donna King)*
 - B. TREASURER REPORT *(Contact: Mariel Lemke)*
 - C. EXECUTIVE COMMITTEE REPORT -- Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson
 - D. BICYCLE/PEDESTRIAN ADVISORY COMMITTEE REPORT -- Report by Mr. Ted Wendler, BPAC Chairperson
 - E. CITIZENS ADVISORY COMMITTEE REPORT-- Report by Mr. Dave Castagnacci, CAC Chairperson
 - F. TECHNICAL COORDINATING COMMITTEE REPORT -- Report by Mr. Brian Walker, TCC Chairperson

IV. CONSENT AGENDA *(continued)*

G. RIVER TO SEA TPO BOARD REPORT -- Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson

H. EXECUTIVE DIRECTOR TIMESHEET REVIEW REPORT -- Report by DeLand Mayor Chris Cloudman, TPO Board Chairperson

V. ACTION ITEMS

A. REVIEW AND APPROVAL OF RESOLUTION 2023-## AMENDING THE FY 2023/24 TO FY 2027/28 TRANSPORTATION IMPROVEMENT PROGRAM (TIP) (ROLL CALL VOTE REQUIRED) *(Contact: Colleen Nicoulin)*

VI. PRESENTATIONS, STATUS REPORTS, AND DISCUSSION ITEMS

A. PRESENTATION AND DISCUSSION OF TPO REAPPORTIONMENT PLAN SCENARIOS *(Contact: Colleen Nicoulin)*

B. PRESENTATION AND DISCUSSION OF FLORIDA SUNSHINE LAW REFRESHER *(Contact: Colleen Nicoulin)*

C. PRESENTATION AND DISCUSSION OF TPO FY 2022/23 PUBLIC OUTREACH SUMMARY *(Contact: Pamela Blankenship)*

D. FDOT REPORT *(Contact: Rakinya Hinson, FDOT District 5)*

VII. EXECUTIVE DIRECTOR'S REPORT

VIII. RIVER TO SEA TPO BOARD MEMBER COMMENTS

IX. RIVER TO SEA TPO CHAIRPERSON COMMENTS

X. INFORMATION ITEMS *(Enclosure)*

→ Bicycle/Pedestrian Advisory Committee Attendance Record – 2023

→ Citizens Advisory Committee Attendance Record – 2023

→ Technical Coordinating Committee Attendance Record– 2023

→ River to Sea TPO Outreach and Activities

→ Upcoming Events Flyer

→ Volusia and Flagler County Construction Reports

XI. ADJOURNMENT

The next River to Sea TPO Board meeting will be on October 25, 2023

October 2023 Meeting Dates

Executive Committee, October 4, 2023 @ 9:00 a.m.

Bicycle/Pedestrian Advisory Committee, October 11, 2023 @ 2:00 p.m.

Citizens Advisory Committee, October 17, 2023 @ 1:15 p.m.

Technical Coordinating Committee, October 17, 2023 @ 3:00 p.m.

River to Sea TPO Board, October 25, 2023 @ 9:00 a.m.

If any person decides to appeal a decision made by this board with respect to 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 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 prior to 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 or contact our Title VI/Nondiscrimination Coordinator, Pamela Blankenship, at 386-226-0422, extension 20416, or pblankenship@r2ctpo.org.

Persons who require translation services, which are provided at no cost, should contact the River to Sea TPO at (386) 226-0422 or by email at PBlankenship@r2ctpo.org at least five (5) business days prior to the meeting.



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IV. STAFF COMMENTS



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V. EXECUTIVE COMMITTEE MEMBER COMMENTS



**Executive Committee Meeting
September 6, 2023**

VI. ADJOURNMENT

**The next Executive Committee meeting will be on
October 4, 2023**